

**COUNTY COMMISSIONERS**

David Humke, Chairman  
Jim Shaw, Vice Chairman  
Jim Galloway  
Pete Sferrazza  
Bonnie Weber

**COUNTY MANAGER**

Katy Singlaub

**ASSISTANT  
DISTRICT ATTORNEY**

Madelyn Shipman

**AGENDA**

**MEETING OF**

**WASHOE COUNTY BOARD OF COMMISSIONERS**

**COMMISSION CHAMBERS - 1001 E. 9th Street, Reno, Nevada**

**June 24, 2003**

**NOTE:** Items on the agenda without a time designation may not necessarily be considered in the order in which they appear on the agenda. Items may be moved to the Consent Agenda at the beginning of the Board Meeting.

The Washoe County Commission Chambers are accessible to the disabled. If you require special arrangements for the meeting, please call the County Manager's Office, 328-2000, 24-hours prior to the meeting.

An Agenda **CAUCUS** Meeting will be held in the Commission Caucus Room (1001 E. 9<sup>th</sup> St., 2<sup>nd</sup> Floor, Reno) on **MONDAY, June 23, 2003**, following the *Work Card Permit Appeal*, in order to review agenda items for the regular meeting of the Washoe County Board of Commissioners, as described below. Said review, if requested by the Commission, is limited to brief staff presentation of issue and may include review of background information and questions to be answered at the joint and regular meetings. The Commission, at the Caucus Meeting, may also consider possible items for placement on the July 8, 2003 Commission Agenda.

**NOTE:** The Board of County Commissioners, on **MONDAY, June 23, 2003, at 1:30 p.m.**, will take action on a **WORK CARD PERMIT APPEAL** for Wanda Michelle King. The **HEARING** will be a **CLOSED SESSION** to discuss the applicant's character or other matters under NRS 241.030(1) and will take place in the Commission Caucus Room (1001 E. 9<sup>th</sup> St., 2<sup>nd</sup> Floor, Reno).

**Public Comment:** Limited to three minutes per person and limited to matters other than the agenda items that will be heard at the Commission Meeting. Persons are invited to submit comments in writing on agenda items and/or attend and make comment on that item at the Commission Meeting.

**AT THE CAUCUS MEETING (June 23, 2003)**, the following *workshop* will be held:

Sierra Forest Fire Protection District Study of Fire Service Alternatives. (*Note:* The Board of Washoe County Commissioners will convene as the Board of Fire Commissioners for the Sierra Forest Fire Protection District for this item only.)

Pursuant to NRS 241.020, the Agenda for the Commission Meeting has been posted at the following locations: Washoe County Administration Building (1001 E. 9th Street), Washoe County Courthouse-Clerk's Office (Court and Virginia Streets), Washoe County Central Library (301 South Center Street) and Sparks Justice Court (630 Greenbrae Drive). At the meeting, after salute to the flag and roll call, the Board of County Commissioners may vote on the following items as the Board and, ex-officio, as the Board of Fire Commissioners for the Truckee Meadows Fire Protection District and/or the Board of Trustees of either the Lawton/Verdi or South Truckee Meadows General Improvement Districts.

Support documentation for items on the agenda, provided to the Washoe County Board of Commissioners, is available to members of the public at the County Manager's Office (1001 E. 9th St., Bldg. A, 2nd Floor, Reno, Nevada) and on the County's website at [www.co.washoe.nv.us](http://www.co.washoe.nv.us).

**Unless otherwise indicated by asterisk (\*), all items on the agenda are action items upon which the Board of County Commissioners will take action.**

**2:00 p.m.**

- \*1. Salute to the flag.
- \*2. Roll call.
3. Approval of the agenda for the Board of County Commissioners' meeting of June 24, 2003.
- \*4. Public Comments (three-minute time limit per person and limited to items not listed on the agenda). The Commission reserves the right to reduce the time, or limit the total time allowed for public comment, if more than 10 people request to speak.
- \*5. Commissioners'/Manager's Announcements and Requests for Agenda Items (this item limited to announcements or topics/issues proposed for future workshops/agendas).
6. Consent Items.
  - A. Approval of the minutes for the Board of Commissioners' meeting of February 25, 2003.
  - B. Accept Financial Report for ten months ended April 30, 2003 - Unaudited (Comptroller).
  - C. Appointments to Boards and Commissions--Community Development.
    - (1) Cold Springs Citizen Advisory Board--reappoint one at-large representative and appoint one at -large representative.
    - (2) Warm Springs Citizen Advisory Board--reappoint three at-large representatives.
    - (3) Washoe County Planning Commission--reappoint one member (County Commission District 2).
    - (4) Washoe County Planning Commission--appoint one member (County Commission District 5).

6. D. Award of Bid #2393-03--Janitorial Services, EOC/Dispatch Center (Facility Management) to McNeil's Cleaning Service [\$21,360 for monthly cleaning only]; and if awarded, authorize Purchasing and Contracts Administrator to enter into two year Agreement commencing July 1, 2003 through June 30, 2005 with one two-year renewal option--Purchasing.

E. Award Requests for Proposals.

(1) #2387-03--Third Party Administration of Self-Insured Workers' Compensation Program to Nevada CompFirst [\$68,095 estimated annually]; and if awarded, authorize Purchasing and Contracts Administration to execute Agreement for same in estimated annual amount, term to be for three years with Washoe County retaining option to renew for two additional years (Risk Management).

(2) #2395-03--Website Development Services (Health) to Analysts International [\$30,000]; and if awarded, authorize Purchasing and Contracts Administrator to execute Agreement for same--Purchasing.

F. Authorize Contract Administrator to expend additional funds for construction and construction administration for relocating a water line at the Pembroke Bridge [\$29,661.67]--Public Works.

G. Social Services.

(1) Accept juror fee donations [\$18,497.20], direct Comptroller to make account changes and authorize Department of Social Services to expend funds from Social Services Donations Account (28052D) to benefit children who are in care at Kids Kottage emergency shelters and families who are clients of Washoe County Department of Social Services.

(2) Accept various cash donations [\$7,500.54], direct Comptroller to make account changes and authorize Department of Social Services to expend funds from Social Services Donations Account (28052D) to benefit children who are in care at Kids Kottage emergency shelters and families who are clients of Washoe County Department of Social Services.

H. Sheriff.

(1) Accept donation [\$1,500] from Wal-Mart for the volunteer Citizens Homeland Security Council to be used to print educational and training materials necessary for Council to utilize in training additional volunteers; and, approve budget adjustments.

6. H. (2) Accept donation [\$700] from Mr. Ray Pezonella and Boomtown to help pay cost and expenses for the Sheriff's Office Honor Guard to attend the National Law Enforcement Memorial week in Washington, D.C. during month of May 2004, and other costs associated with equipment specially related to Honor Guard.
- (3) Accept miscellaneous donations [\$221] from the community donated throughout the year to assist with funding of the Regional Aviation Enforcement - RAVEN - Unit and approve budget adjustments.
- (4) Accept miscellaneous donations [\$275] from the community donated throughout the year to be used for the purchase of needed Search and Rescue equipment and supplies; and, approve budget adjustments.
- (5) Authorize acceptance of grant from State of Nevada, Juvenile Justice Commission, to cover overtime costs incurred for enforcement of underage drinking laws and attendance by one Sheriff's Office representative to attend OJJDP Leadership Conference in September 2003 [\$17,800 with no County match] and direct Comptroller's Office to make adjustments.
- (6) Approve acceptance of grant from Edward Byrne Memorial State and Local Law Enforcement Formula Grant Program to help fund and expand Northern Nevada Computer Forensics Task Force, authorize budget adjustments and approve non-county employee travel [\$52,500 with County match of \$52,500 (\$65,000 to be used to purchase computer supplies and equipment for Northern Nevada Computer Forensics Task Force and \$40,000 for travel and training of members assigned to Northern Nevada Forensics Task Force, some of whom are not Washoe County employees)].
- (7) Approve acceptance of Byrne Grant from Nevada Department of Public Safety, Office of Criminal Justice, to purchase narcotics K-9 with applicable training and fund overtime for narcotics enforcement in the Washoe County region [\$150,000 with County match of \$50,000 (\$193,500 for overtime costs and \$6,500 for canine package)]; and, approve budget adjustments.

I. Execute Agreements.

- (1) Modification of Joint Agency Sharing Agreement for Extraditions Services and Aircraft Usage between the County of Washoe (Sheriff's Office) and Reno Police Department, concerning extraditions for and with the Reno Police Department [increased revenue to Washoe County by \$90,000 for Fiscal Year 2003/04]--Sheriff.

6. I. (2) Agreement for Consultant Services between the County of Washoe (Sheriff's Office) and Crossroads Software, concerning development and implementation of a Traffic Court Management System and Handheld Citation Package for the Incline Village operational area of the Washoe County Sheriff's Office and the Incline Justice Court [\$48,600]--Sheriff.
- (3) Washoe County Sheriff's Office Security Services Agreement between the County of Washoe (Sheriff's Office) and Execpro Services, Inc., concerning providing two deputies for security for a 4<sup>th</sup> of July private celebration [no fiscal impact to Washoe County as Execpro Services will pay all costs for security services]--Sheriff.
- (4) Independent Contractor Agreement for Services between the County of Washoe and Allayne Donnelly-Everett, dba Specialized Secretarial Services, concerning recording secretarial services for the Washoe County Citizen Advisory Boards from July 1, 2003 through December 31, 2003 [\$29,520] (Community Development).
- (5) Authorize Juvenile Services' Division Director Mary Ann Woolley to execute Nevada Department of Education-Child Nutrition Programs State Agency - Sponsor Agreement between the County of Washoe (Juvenile Services-Wittenberg Hall and McGee Center) and Nevada Department of Education, concerning National School Lunch and School Breakfast Program from July 1, 2003 through June 30, 2004 [\$93,500 - reimbursement from the State to Washoe County will be based on number of juvenile meals served]; and, authorize Chairman to execute Certification Page and Signature Authorization Page--Juvenile Services.
- (6) Amendment One to Agreement for Testing and Inspection Services between the County of Washoe and Kleinfelder, Inc., concerning additional testing and inspection services (to establish limits of unsuitable material and ensure that the fill was placed in accordance with specifications) for the Regional Dispatch and Emergency Operations Center [\$26,401.40]--Public Works.
- (7) Veterans of Foreign Wars VFW Hall Facility Use Agreement between the County of Washoe and VFW, concerning lease of space in VFW Building in Verdi for use by the Verdi Township Citizen Advisory Board [\$60 per meeting]--Public Works.
- (8) Between the County of Washoe and NEVADAWORKS, concerning providing General Administrative Services (personnel, payroll, purchasing and legal) July 1, 2003 through June 30, 2004, with provision for automatic renewals for one-year periods through June 30, 2008 [Washoe County to collect \$9,000 in revenue]--Budget.

6. I. (9) Between the County of Washoe and The Committee to Aid Abused Women (CAAW) - An Organization for Families, concerning Temporary Protective Order Project to provide services in connection with orders for protection against domestic violence [\$70,080]--Social Services.
- (10) Grant Agreement between the County of Washoe and RESTART, concerning Emergency Family Shelter Program to provide shelter, meals, case management and assessments to homeless women and children July 1, 2003 through June 30, 2004 [\$60,000]; and, execute Resolution necessary for same -Social Services.
- (11) Amendment #3 to the Agreement for Professional Facilitation and Public Information Services between the County of Washoe and Moore, Iacofano, Goltsman, Inc. (MIG) dated February 29, 2000, concerning continued facilitation, public information services and additional project support for Phase-3 of the Truckee Meadows Flood Protection Project [not to exceed \$60,000]--Water Resources.
- (12) Execute Water Rights Deed and corresponding Agreement between the County of Washoe and Denny Welsand and direct Manager of Utility Services Division to record same--Water Resources.

J. Roll Change Requests for Clerical and Factual Errors and Execute Orders for Correction of Same (cumulative amount of reduction \$2,030.92)--Assessor.

- Jon D. & Pamela K. Heisler--Parcel #001-151-01 [-\$40.29] (2002 Secured Roll).  
 Jon D. & Pamela K. Heisler--Parcel #001-151-01 [-\$39.21] (2001 Secured Roll).  
 Jon D. & Pamela K. Heisler--Parcel #001-151-01 [-\$38.43] (2000 Secured Roll).  
 Casey D. & Christine C. Coles--Parcel #050-398-15 [-\$939.06] (2002 Secured Roll).  
 John B. & Cornelia R. Clark, Jr. Tr.--Parcel #124-071-02 [-\$9.62] (2002 Secured Roll).  
 John B. & Cornelia R. Clark, Jr. Tr.--Parcel #124-071-02 [-\$9.28] (2001 Secured Roll).  
 John B. & Cornelia R. Clark, Jr. Tr.--Parcel #124-071-02 [-\$9.18] (2000 Secured Roll).  
 Russell J. & Wendy Cory, Jr.--Parcel #125-174-04 [-\$77.57] (2002 Secured Roll).  
 Russell J. & Wendy Cory, Jr.--Parcel #125-174-04 [-\$74.90] (2001 Secured Roll).  
 Russell J. & Wendy Cory, Jr.--Parcel #125-174-04 [-\$74.09] (2000 Secured Roll).  
 Paul O. Remsen, et al--Parcel 125-442-07 [unknown] (2003 Secured Roll).  
 Delbert C. Case--Parcel #125-492-27 [-\$92.98] (2002 Secured Roll).  
 Delbert C. Case--Parcel #125-492-27 [-\$89.84] (2001 Secured Roll).  
 Delbert C. Case--Parcel #125-492-27 [-\$88.84] (2000 Secured Roll).

6. J. Robert C. & Cathleen C. Wolf--Parcel #125-511-10 [-\$153.24] (2002 Secured Roll).  
 Robert C. & Cathleen C. Wolf--Parcel #125-511-10 [-\$148.02] (2001 Secured Roll).  
 Robert C. & Cathleen C. Wolf--Parcel #125-511-10 [-\$146.37] (2000 Secured Roll).  
 Raymond L. & Susan L. Henricksen Tr.--Parcel # 132-231-08 [Unknown] (2003 Secured Roll).  
 Sierra Pacific Power Company--Parcel #164-022-03 [Unknown] (2003 Secured Roll).

**2:00 p.m.**

7. South Truckee Meadows General Improvement District.

See separate agenda.

8. Recommendation to approve Amended Final Budget for Fiscal Year 2003/04--Finance.
9. Recommendation to take action regarding amount and effective date of Commissioner salary increase pursuant to authorization granted by Assembly Bill 23--Finance.
10. Appearance: Marlene Rebori  
 Community and Organizational Development  
 Cooperative Extension  
  
 Presentation concerning Engaged Leadership Program.
11. Consideration of a motion to suspend the Rules and Procedures for the Board of County Commissioners and if motion passes, motion to reconsider the Board of County Commissioners decision to deny the appeal of Special Use Permit Case Nos. SW02-027, SW02-028, SW02-029, SW02-030 (Burning Man)--Brittner, Jakson, Fascio, Stewart, Walters - Appeal Case No. AX03-006; and if motion passes, direct staff to set a public hearing date and provide notification in accordance with Washoe County Code (requested by Commissioner Sferrazza).
12. Recommendation to authorize Risk Manager to renew policy of excess workers' compensation insurance with MidWest Employers Casualty Company, effective July 1, 2003 [\$1,000,000 retention for all employees for a one year term, for a total premium of \$175,144]--Risk Management.
13. Appearance: Katherine Cole  
 Marketec, Inc.

Presentation of Washoe County Employee Opinion Survey for 2002; recommendation to accept Survey; and, possible direction to staff on same.

14. Agreements.

- A. Recommendation to execute First Amendment to Lease between the County of Washoe and Edward F. and Carol Jean Newman, concerning extending lease term, modifying rental amount and providing another renewal option period for occupancy of the Incline Justice Court, Incline Constable, Building and Safety Department, Assessor's Office, Law Library and County Clerk offices in the Centerpointe Professional Building at 865 Tahoe Boulevard, Incline Village [\$108,589.20 for July 1, 2003 through June 30, 2004 and \$111,783 for July 1, 2004 through June 30, 2005]--Public Works.
- B. Recommendation to execute Interlocal Agreement between the County of Washoe, Sun Valley General Improvement District and Truckee Meadows Water Authority, concerning implementation of an Ultra Low Flush Toilet Installation Program [\$1,500,000 from Water Management Fund "Toilet Retrofit" previously approved by the County Commission]--Regional Water Planning Commission/Water Resources.
- C. Recommendation to execute First Amendment to Agreement between the County of Washoe, the City of Reno and City of Sparks, concerning contributions of funds for Toilet Retrofit Program dated May 29, 2001 [Agreement will constitute a source of revenue to augment \$1,500,000 Regional Water Management Fund toilet retrofit authorization]--Regional Water Planning Commission/Water Resources.
- D. Recommendation to execute Agreement for Consulting Engineering Services between the County of Washoe and Carollo Engineers PC, concerning site assessment analysis and preliminary design services for two drinking water treatment facilities planned in the South Truckee Meadows [\$391,100]--Water Resources.

15. Recommendation to acknowledge receipt of report entitled "Feasibility Analysis - Wastewater Treatment and Disposal Facilities in Spanish Springs Valley"; direct staff to proceed with preparation of facility plan for a wastewater treatment and disposal facility in Spanish Springs Valley; and, approve and authorize reimbursement to City of Sparks for abandonment of the Eagle Canyon Pump Station in the amount of \$12,107--Water Resources.

- \*16. Appearance: Washoe County Water Resources Staff  
Dave Roundtree, County Representative for Carson-Truckee  
Conservancy District  
Jim Litchfield, Kennedy/Jenks Engineer, Conservancy Contractor

Presentation of Truckee River maintenance work done by Carson-Truckee  
Conservancy District.

17. Discussion and possible direction regarding 2002 Regional Plan Settlements and associated issues.

**5:30 p.m.**

18. **Public Hearings.** (*Note: Items listed under this heading only will be heard at or after the noted time. In no case will they be heard before the stated time. Due to public testimony and discussion, time expended on items in this category can vary.*)

A. **Second Reading and Adoption of Ordinances.**

- (1) Amending the Washoe County Code to remove business license fees from the Washoe County Code; to enable the Board of County Commissioners to adopt business license fees by resolution; to adopt business license fees by resolution; to provide for the processing of motion picture film permits and the waiver of fees therefore; and providing other matters relating thereto. (Bill No. 1386) Continued from June 10, 2003 Commission meeting.

**AND**

Consideration of a Resolution adopting a master fee schedule for business license fees under Chapter 25 (Business License Ordinance) of the Washoe County Code. Continued from June 10, 2003 Commission meeting.

**AND**

Recommendation to direct staff to submit an application to the Nevada Tax Commission in order to increase Washoe County's Fiscal Year 2003/04 business license revenue beyond the amount allowed pursuant to NRS 354.5989 and, if approved, authorize Chairman to execute a letter to Nevada Tax Commission regarding same; and provided Nevada Tax Commission approves the County's request for increased FY 2003/04 business license fee revenue, direct staff to return to the Washoe County Commission with a Resolution to adopt the business license fees outlined staff report; and provide direction to staff on future increases to business license fees over the next five fiscal years to gain parity with business license fees currently charged by the Cities of Reno and Sparks--Community Development. Continued from June 10, 2003 Commission meeting.

- (2) Amending the Washoe County Code to eliminate the two-term limit on appointment of members to Citizens Advisory Boards; and other matters relating thereto. (Bill No. 1389)

**5:30 p.m.** 18. B. Suspension/Revocation of Business License - Auto Express--Community Development.

Consideration of a request by Washoe County Business License to revoke the business license for Ray Wade Bell aka Charles A. Winters, dba Auto Express located at 9205 Lemmon Drive in Lemmon Valley, Nevada. The Washoe County Commission will determine if the business license should be revoked pursuant to Washoe County Code §25.0381 through §25.0385.

C. Comprehensive Plan Amendment Case No. CP03-003 (Oldham-Christensen-Davenport)--Community Development.

To redesignate Assessor's Parcel Numbers 038-242-18 (32.13 acres) and 038-242-21 (2.81 acres) from the land use designation of General Commercial (GC) and General Rural (GR) to the land use designation of Low Density Suburban (LDS) and General Rural (GR). The applicant proposes to leave the General Rural portions of both parcels with the current land use designation and to change only the portions that are currently designated General Commercial (GC) to the land use designation of Low Density Suburban (LDS). The portion of the subject parcel that is encumbered by the Truckee River has been dedicated to Washoe County. The property is located at the terminus of Hirsch Road, approximately 1/8 mile south of Exit 1 in the Verdi area. The property is designated General Commercial (GC) and General Rural (GR) in the Verdi Area Plan. The parcel is located within Section 19, T19N, R18E, MDM, Washoe County, Nevada. The property is within the Verdi Township Citizen Advisory Board boundaries and Washoe County Commission District No. 5. (APN 038-242-22 & 038-242-21)

To reflect changes requested within this application, administrative changes to the area plan are proposed. These administrative changes may include: a revised map series with updated parcel base and data sources related to planned land use; new population statistics; and revisions to the Table of Land Uses. The request will require a conformance review by the Regional Planning Agency.

**END OF SCHEDULED PUBLIC HEARINGS**

19. Emergency Items.