

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

Day: Thursday
Date: December 21, 2023
Time: Beginning at 8:30 am
Location: Community Center, Robert "Bob" Crowell Board Room
851 East William Street
Carson City, NV 89701

AGENDA

NOTICE TO THE PUBLIC:

Members of the public who wish to view the meeting may watch the livestream of the Board of Supervisors and Board of Health 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. Livestream of the meeting is provided solely as a courtesy and convenience to the public. Carson City does not give any assurance or guarantee that the livestream or cable channel access will be reliable. Although all reasonable efforts will be made to provide livestream, unanticipated technical difficulties beyond the control of City staff may delay, interrupt, or render unavailable continuous livestream capability.

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. Public comment during a meeting is limited to three minutes for each speaker.

1. **Call to Order - Board of Supervisors**
2. **Roll Call**
3. **Invocation - Louie Locke, Founding Pastor, 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**
 - 6.a November 16, 2023.
[Click Here for Staff Report](#)
7. **Special Presentations**
 - 7.a Presentation of Length of Service certificates to City Employees. (Alana Mills,

amills@carson.org)

Staff Summary: Every month the Board of Supervisors presents Length of Service certificates to employees who have completed 5, 10, 15, 20, 25 and 30 years of City service.

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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 on ratifying the approval of bills and other requests for payments by the City Manager for the period of November 4, 2023, through December 8, 2023. (Nancy Paulson, npaulson@carson.org)

Staff Summary: Pursuant to Carson City Municipal Code ("CCMC") Chapter 2.29, the Controller will present all bills or other requests for payment by the City to the City Manager for approval. Upon approval, the register book of bills and other requests for payment and warrants are presented at least once a month to the Board of Supervisors, who shall, by motion entered into its minutes, ratify the action taken.

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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 December 8, 2023, per NRS 251.030 and NRS 354.290. (Sheri Russell-Benabou, 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.

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10. Purchasing and Contracts

- 10.a For Possible Action: Discussion and possible action regarding authorization to purchase thirteen industrial network switches for the Water Resource Recovery Facility ("WRRF"), related licenses and one year of technical support, for a total not to exceed amount of \$79,029.47 through joinder contract 2018011-01 between CDW Government, LLC and the City of Mesa, AZ. (Carol Akers, cakers@carson.org and

James Jacklett, jjacklett@carson.org)

Staff Summary: The proposed purchase would procure new switches to replace aging equipment at the WRRF, while also increasing the reliability and resiliency of the WRRF's industrial control network.

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- 10.b For Possible Action: Discussion and possible action regarding Contract No. 24300304 ("Contract") for LDJ Manufacturing, Inc. dba Thunder Creek Equipment ("TCE") to upfit a Ford F-550 cab and chassis for a new service truck that will replace the Landfill's existing service truck ("Equipment No. 5706"), for a total not to exceed amount of \$95,180. (Carol Akers, cakers@carson.org and Mike Shaffer, mshaffer@carson.org)

Staff Summary: Equipment No. 5706 is due for replacement in light of its age and daily use in harsh Landfill conditions. The Board of Supervisors ("Board") has already approved the purchase of the Ford F-550 cab and chassis that will replace Equipment No. 5706. This proposed purchase will upfit that cab and chassis for use as the new Landfill service truck. This requested purchase was planned for and was funded as part of the approved Fiscal Year ("FY") 2024 Capital Improvement Vehicle Replacement Program.

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- 10.c For Possible Action: Discussion and possible action regarding Contract No. 24300305 ("Contract") for Arnold Machinery Company ("Arnold") to refurbish the Landfill's Volvo Haul Truck ("Equipment No. 6617"), for a total not to exceed amount of \$356,260.37. (Carol Akers, cakers@carson.org and Mike Shaffer, mshaffer@carson.org)

Staff Summary: Equipment No. 6617 is due for refurbishment based on age and extent of use. Refurbishment will extend the life of Equipment No. 6617. This requested purchase was planned for and was funded as part of the approved Fiscal Year ("FY") 2024 Capital Improvement Vehicle Replacement Program.

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- 10.d For Possible Action: Discussion and possible action regarding Contract No. 24300306 ("Contract") for Empire Southwest, LLC ("Empire") to repair and replace track parts on a Landfill Cat dozer ("Equipment No. 7912") and partially refurbish a Landfill Cat motor grader ("Equipment No. 8000"), for a total not to exceed amount of \$137,455.96. (Carol Akers, CAkers@carson.org and Mike Shaffer, MShaffer@carson.org)

Staff Summary: Equipment No. 7912 has not passed any applicable threshold for refurbishment or replacement, but parts associated with its track have worn to an extent that they require repair and replacement. Although Equipment No. 8000 qualifies for replacement or refurbishment due to age, it requires only a partial refurbishment. The work proposed under this Contract will extend the life of both pieces of equipment. These requested purchases were planned for and are funded as part of the approved Fiscal Year ("FY") 2024 Capital Improvement Vehicle Replacement Program.

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11. Sheriff

- 11.a For Possible Action: Discussion and possible action regarding (1) a grant from the Department of Justice, 2024 Edward Byrne Memorial Justice Assistance Grant Program, for the TriNet Narcotics Task Force in the amount of \$133,008; (2) a proposed interlocal agreement between Carson City and Douglas County to pass \$40,000 in the grant funds to Douglas County for the TriNet Narcotics Task Force; and (3) authorization for the Mayor and Sheriff to accept the grant for the TriNet Narcotics Task Force and enter into an interlocal agreement with Douglas County, on substantially the same terms, in 2025 and 2026. (Sheriff Furlong, kfurlong@carson.org)

Staff Summary: This is an annual grant that provides funds for the TriNet Narcotics Task Force personnel in both Carson City and Douglas County. The project is funded through the Nevada Department of Public Safety, Office of Criminal Justice Assistance. The award will continue to partially fund one deputy sheriff each in Carson City and Douglas County and operational funds used for drug interdiction operations. The upcoming grant period is January 1, 2024, through December 31, 2024. The proposed interlocal agreement is the mechanism through which to pass the grant funding on to Douglas County. As this is an annual grant, staff is also seeking authority to accept the grant and enter into the interlocal agreement, on substantially the same terms, in 2025 and 2026.

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12. Treasurer

- 12.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 November 2023 submitted per Nevada Revised Statutes ("NRS") 354.280. (Andrew Rasor, arasor@carson.org)

Staff Summary: NRS 354.280 requires the Treasurer to keep a record of the source and amount of all receipts, apportionments to, payments from and balances in all funds and to submit to the Board of Supervisors each month a statement containing that information for the previous month. The Treasurer must report the balance in each county, state, and special fund, together with a statement of all money on deposit, outstanding checks against that money and cash on hand.

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(End of Consent Agenda)

Ordinances, Resolutions, and Other Items

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

14. City Manager

- 14.a For Possible Action: Discussion and possible action regarding the appointment of two members to the Carson City Regional Transportation Commission ("RTC"), each to fill

a full term that expires in December 2025. (Nancy Paulson, npaulson@carson.org)

Staff Summary: NRS 277A.170 and Carson City Municipal Code ("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 are two vacancies due to expiration of terms. Reappointment requests were submitted by Lucia Maloney and Gregory Novak. A new application was submitted by Josh Hobson.

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- 14.b For Possible Action: Discussion and possible action regarding the appointment of one member to the Carson City Culture and Tourism Authority ("CTA"), as a representative for the Hotel/Motel industry in Carson City, for a two-year term. (Nancy Paulson, npaulson@carson.org)

Staff Summary: NRS 244A.599 requires the Board of Supervisors ("Board") to appoint representatives to the CTA in accordance with the following: two members must represent the hotel or motel industry operators in the City; one member must represent the other commercial interests in the City; one member must be a member of the Board; and one member must represent the City at large. A member has resigned creating a vacancy for one of the Hotel/Motel Industry positions. New applications were received from Sandra Nagel, Daman Baath and Christopher Degenova.

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15. Treasurer

- 15.a For Possible Action: Discussion and possible action regarding proposed revisions to the Carson City Treasurer's Investment Policy for the investment of surplus money and management of the investment portfolio. (Andrew Rasor, arasor@carson.org)

Staff Summary: Article 3, section 3.045 of the Carson City Charter requires the Carson City Treasurer to establish and maintain a policy for the investment of the surplus money of Carson City, and also requires the Carson City Board of Supervisors to review that policy at least once each year during a public hearing at which public comment is accepted.

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16. Finance

- 16.a For Possible Action: Discussion and possible action regarding recommended acceptance of the Carson City Annual Comprehensive Financial Report ("ACFR") for the fiscal year ended June 30, 2023. (Sheri Russell-Benabou, srussell@carson.org)

Staff Summary: NRS 354.624 requires the City to provide for an annual audit of all its financial statements. In addition, the opinion and any findings of the auditor contained in the report must be presented at a meeting of the Board of Supervisors no more than 30 days after the report is submitted to it. The annual report was submitted on November 22, 2023. The annual audit must be accepted by the Board of Supervisors prior to filing with the State of Nevada and distribution to outside agencies such as

bond holders. Both City staff and the auditors will provide information relating to financials, the audit procedures and the results of those procedures concerning the ACFR.

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17. Fire

- 17.a For Possible Action: Discussion and possible action regarding a proposed contract (“Contract”) between NV Energy and Carson City through which the Carson City Fire Department (“CCFD”) will provide wildland fuel mitigation around NV Energy infrastructure, fire standby services and disaster response, on a time-and-materials basis using set personnel and equipment rates, for a three-year term beginning January 1, 2024, and ending December 31, 2026, for an amount not to exceed \$6,500,000 over the three-year term of the Contract. (Kevin Nyberg@carson.org)

Staff Summary: The Contract will provide continued funding for CCFD’s five fulltime Wildland Fire employees, along with the costs of associated benefits, equipment and other program-related costs. The specific scope of projects to be accomplished during the three-year term will be determined quarterly by CCFD and NV Energy. City costs incurred when performing services under the Contract will be reimbursed to the City.

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- 17.b For Possible Action: Discussion and possible action regarding authorization for the Carson City Fire Department (“CCFD”) to apply for approximately \$235,000 in Hazard Mitigation Grant Program (“HMGP”) funds from the Federal Emergency Management Agency (“FEMA”) and the State of Nevada Division of Emergency Management (“NV DEM”), subject to a 25% local match, to purchase and install a generator at the City’s new Emergency Operations Center (“EOC”), and authorization for the Mayor to accept the grant if awarded. (Jon Bakkedahl, jbakkedahl@carson.org).

Staff Summary: CCFD is seeking approval from the Board of Supervisors (“Board”) to submit and receive HMGP funding from FEMA, via NV DEM, to purchase and install a generator and associated components at the new EOC. The total budget for the project is \$313,570, 75% of which (\$235,178) will come from HMGP funds and 25% of which (\$78,392) will come from the required local match.

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- 17.c For Possible Action: Discussion and possible action regarding authorization for the Carson City Fire Department (“CCFD”) to apply for \$167,145 in Homeland Security Grant Program (“HSGP”) funding from the Federal Emergency Management Agency (“FEMA”) and the State of Nevada Division of Emergency Management (“NV DEM”), with no local match required, to purchase furniture, fixtures and equipment for the City’s new Emergency Operations Center (“EOC”), and authorization to accept the grant if awarded. (Jon Bakkedahl, jbakkedahl@carson.org)

Staff Summary: CCFD is seeking approval from the Board of Supervisors (“Board”) to submit and receive HSGP funding from FEMA, via NV DEM, to purchase tables and chairs for the EOC, including its conference room, offices and radio room, as well as televisions, white boards, a refrigerator, fire turnout extractors and an air compressor.

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18. Parks, Recreation, and Open Space

- 18.a For Possible Action: Discussion and possible action regarding (1) selection of a proposal from artists Curtis Pittman, Michael Szabo and Karen Yank for a sculpture as a downtown gateway monument located in the roundabout at South Carson Street and South Stewart Street; and (2) authorization to enter into a contract with the selected artist for the construction of the sculpture for an amount not to exceed \$190,300. (Anna Freeman, afreeman@carson.org)

Staff Summary: A "gateway monument" public art feature has been envisioned in the center of the South Carson St./ South Stewart St. roundabout. A request for qualifications ("RFQ") was released and brought in 153 submissions from qualified artists that were scored by an ad-hoc panel. The three top-scoring artists spent time in Carson City researching the project and gaining inspiration from the people, history and environment. The top three artists submitted and presented original project proposals to the ad-hoc panel, which scored the proposals. At a meeting on November 13, 2023, the Cultural Commission considered the scoring and the proposals and recommended approval of artist Karen Yank's proposal "Sense of Place."

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- 18.b For Possible Action: Discussion and possible action regarding authorization to submit a grant application to the Department of Conservation and Natural Resources ("DCNR") Conserve Nevada grant program, in an amount not to exceed \$3 million (minimum 10% match required), for the Buzzy's Ranch Water Rights Acquisition Project, and authorization for the Mayor to accept the grant if awarded. (Jennifer Budge, jbudge@carson.org and Lyndsey Boyer, lboyer@carson.org)

Staff Summary: DCNR is accepting applications for the Conserve Nevada grant fund and staff is proposing to submit an application under the land and water acquisition category for the Buzzy's Ranch Water Rights Acquisition Project. Carson City will be designating up to \$1.8 million dollars in matching funds from the Round 18 Southern Nevada Public Land Management Act ("SNPLMA") funded Buzzy's Ranch Water Rights Acquisition and Wetland Enhancement Project as the matching funds.

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19. Board of Supervisors

Non-Action Items:

City Manager Update

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

Closed Non-Meeting to Confer with Management Representatives and Counsel:

Following a recess or adjournment, the Carson City Board of Supervisors may gather to meet with its management representatives or 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.

20. 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.

21. For Possible Action: To Adjourn as the Board of Supervisors

Board of Health

22. Call to Order - Board of Health

23. Roll Call

24. 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.

25. For Possible Action: Approval of Minutes

25.a September 7, 2023.

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26. Health and Human Services

26.a For Possible Action: Discussion and possible action regarding the proposed acceptance of a report from the Carson City Health Officer, Dr. Colleen Lyons (“Health Officer”). (Nicki Aaker; naaker@carson.org)

Staff Summary: The Health Officer's report outlines the activities of the Health Officer between August 14, 2023, and November 30, 2023, including meetings attended, actions taken on behalf of Carson City Department of Health and Human Services (“CCHHS”), policy review and trainings attended. Direction is requested from the Board of Health regarding the Health Officer's report concerning activities in which the Health Officer is engaged, both internally and externally, for CCHHS.

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26.b For Possible Action: Discussion and possible action regarding the proposed acceptance of a report from the Carson City Department of Health and Human Services (“CCHHS”) Director, Nicki Aaker. (Nicki Aaker, Director; naaker@carson.org)

Staff Summary: The CCHHS Director's report contains program highlights and requests to the Board of Health, statistics and reports from each CCHHS division, important news, staff training, challenges and a budget. The Director's report will also address: (1) the Carson City opioid needs assessment and proposed project requests from CCHHS; (2) Public health funding from the State of Nevada and a request to advocate for continued non-categorical funding; (3) the Tobacco Control and Prevention Program’s funding challenges and a request to advocate for the restoration of Youth Vaping funding; and (4) the Public Health Workforce Infrastructure funding.

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- 26.c For Discussion Only: Presentation and discussion regarding the Foundational Public Health Services (“FPHS”) baseline assessment being conducted by the Establishing a Baseline for Local Public Health Infrastructure project (“Project”). (Nicki Aaker, naaker@carson.org)

Staff Summary: The purpose of the FPHS baseline assessment is to determine Carson City’s ability to deliver FPHS, which is a minimum package of services that every community should have access to. This assessment is being conducted across Nevada. The Project is being led by Amy Hyne-Sutherland, PhD, Public Health Coordinator for Nevada Association of Counties (“NACO”); Joe Lednicky, University of Nevada (“UNR”) Extension; Marlene Rebori, UNR Extension; and Allison Genco, Public Health Resource Officer, State of Nevada Office of the Governor. A presentation will be given to the Board of Health regarding the Project.

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- 26.d For Possible Action: Discussion and possible action regarding the second biannual 2023 report from Vitality Unlimited as required by Contract #1718-118 between Carson City and Vitality Unlimited. (Nicki Aaker, naaker@carson.org)

Staff Summary: As part of the services agreement between Carson City and Vitality Unlimited, Vitality Unlimited agreed to provide a biannual report to the Carson City Board of Health to include information on the following: (1) civil protective custody ("CPC") admissions; (2) CPC denied/medical; (3) CPC no-show; (4) CPC to residential; (5) women residential; (6) women detox; (7) men residential; (8) men detox; (9) number of Carson City residents treated at the Carson City facility; (10) number of Carson City residents treated at the Elko Facility; and (11) any other statistics requested by the Carson City Board of Health as determined reasonable by both parties. This report also includes an update on the progress Vitality Unlimited is making on finding another location in Carson City.

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- 26.e For Discussion Only: Presentation and discussion regarding the Tobacco Prevention and Control program of the Carson City Department of Health and Human Services, including program goals, statistics on tobacco use and vaping among Nevada youth and local and national policies and laws. (Nicki Aaker, naaker@carson.org and Suzie Ledezma Rubio, arubio@carson.org)

Staff Summary: This presentation provides an overview of the activities of the program. Devices and products will be available for the Board of Health and public to see.

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27. **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.

28. **For Possible Action: To Adjourn as the Board of Health**

*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. 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. **Public comment will be limited to three minutes per speaker to facilitate the efficient conduct of a meeting and to provide reasonable opportunity for comment from all members of the public who wish to speak.** Testimony from a person who is directly involved with an item, such as City staff, an applicant or a party to an administrative hearing or appeal, is not considered public comment and is not subject to the three-minute time limitation.

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.

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To request a copy of the supporting materials for this meeting contact Rachael Evanson revanson@carson.org or call (775) 887-2100.

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