

BOARD OF COUNTY COMMISSIONERS, WASHOE COUNTY, NEVADA

TUESDAY 5:15 P.M. NOVEMBER 28, 1995

PRESENT:

Jim Shaw, Chairman
Steve Bradhurst, Vice Chairman
Joanne Bond, Commissioner
Mike Mouliot, Commissioner
Grant Sims, Commissioner

Judi Bailey, County Clerk
John MacIntyre, County Manager
Madelyn Shipman, Legal Counsel

The Board met in regular session in the Commission Chambers of the Washoe County Administration Complex, 1001 East Ninth Street, Reno, Nevada. Following the pledge of allegiance to the flag of our Country, the Clerk called the roll and the Board conducted the following business:

AGENDA

In accordance with the Open Meeting Law, on motion by Commissioner Bradhurst, seconded by Commissioner Bond, which motion duly carried, Chairman Shaw ordered that the agenda for the November 28, 1995, meeting be approved.

PUBLIC COMMENTS

Juanita Tietjen, Sun Valley resident, distributed a letter to the Board, which she read into the record, regarding the zoning on her property being changed without any notification to her. She stated that she learned about this when she applied for a business license; that she did not want the zoning changed; and that now she is being told she will have to pay a lot of money to have the zoning changed back.

Chairman Shaw advised that this will be referred to staff who will answer Ms. Tietjen's questions in a report back to her.

Michael Weston, resident of the Mogul area, addressed the Board regarding the need for stricter laws concerning vicious dogs, noting that the City of Sparks just adopted a much tougher law and that it appears the County's ordinances are very weak in this regard. County Manager John MacIntyre advised he will request that the District Attorney's office review the matter in conjunction with Animal Control and report back to Mr. Weston.

95-1065 ACCEPTANCE OF DONATION - STEWART TITLE COMPANY - KIDS KOTTAGE - SOCIAL SERVICES

Bill Hanks, President of Stewart Title Company, presented a check in the amount of \$1,500 to Chairman Shaw, representing a donation designated for the Kids Kottage. On behalf of the Board, Chairman Shaw thanked Mr. Hanks and ordered that the following account transactions be approved designating the funds to the Kids Kottage:

Increase Revenues:

Account 28-28052-5802

(General Donations)

\$1,500.00

Increase Expenditures:
Account 28-28052-7205 (Minor Furniture & Equipment) \$1,500.00

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THE BOARD CONVENED AS THE COUNTY LIQUOR BOARD

Commissioner Sims temporarily left the meeting.

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95-1066 PARTIAL REFUND OF BUSINESS LICENSE FEE - PATTON VENDING

Upon recommendation of Carla Fells, Business License Division, on motion by Commissioner Bradhurst, seconded by Commissioner Mouliot, which motion duly carried, Chairman Shaw ordered that the request for refund of \$440.00 that Patton Vending Company paid in January, 1992, to renew their business license, be granted. It was noted that the company miscalculated their annual gross receipts which resulted in overpayment of the business license fee.

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THE BOARD RECONVENED AS THE BOARD OF COUNTY COMMISSIONERS

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95-1067 AGREEMENT - BONEYARD FLAT DIVERSION FACILITIES PLAN - CONSULTANT ENGINEERING SERVICES - DEPARTMENT OF COMPREHENSIVE PLANNING

County Manager John MacIntyre introduced a proposed consulting agreement for engineering service for the Boneyard Flat Diversion Facilities Plan, a flood control plan for the northern portion of Spanish Springs, and stated that the Board held very extensive discussion on this item at the Caucus meeting.

Legal Counsel Madelyn Shipman advised that if there is a potential that an assessment district will be formed in the future to help finance this project, that the record reflect that it is the Board's intent that any cost of this study will be included in the cost of that assessment district.

Upon recommendation of Leonard Crowe, Acting Flood Control Manager, on motion by Commissioner Bond, seconded by Commissioner Bradhurst, which motion duly carried, it was ordered that:

- 1. The agreement for Consulting Engineering Service between Washoe County and Harding Lawson Associates be approved, with the notation that the costs incurred for the study will be considered if a special assessment district is created for this project's financing.

2. Chairman Shaw be authorized to execute the agreement on behalf of Washoe County.
3. Staff be authorized to issue the Notice to Proceed.
4. Staff be further directed to solicit input from the Citizen Advisory Board and to provide monthly updates on the project to the Citizen Advisory Board.

It was noted that this is a cooperative effort between Washoe County, the City of Sparks, and the Nevada Department of Transportation; that the total cost of this contract is \$76,834 of which \$40,000 will be paid by Sparks and NDOT; and that the remaining \$36,834 has been budgeted by the Department of Comprehensive Planning.

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Commissioner Sims returned to the meeting.

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95-1068 AGREEMENT - CHOICES UNLIMITED, INC. - CHILD PROTECTIVE SERVICES - DRUG MONITORING PROGRAM

Upon recommendation of May Shelton, Director, Department of Social Services, on motion by Commissioner Mouliot, seconded by Commissioner Bond, which motion duly carried, it was ordered that a Purchase of Service contract between Washoe County and Choices Unlimited, Inc., concerning provision of services to Child Protective Services clients of Washoe County who are enrolled in the Family Court Drug Program, for the period July 1, 1995 through June 30, 1996, be approved and that the Chairman be authorized to execute.

95-1069 GRANT APPLICATION - NEVADA STOP VIOLENCE AGAINST WOMEN PROGRAM - DISTRICT ATTORNEY

Mary Kandaras, Deputy District Attorney, provided background information and answered questions of the Board.

Upon recommendation of District Attorney Richard Gammick and Ms. Kandaras, on motion by Commissioner Bradhurst, seconded by Commissioner Bond, which motion duly carried, Chairman Shaw ordered that the Washoe County District Attorney be authorized to apply for a grant under the Nevada Stop Violence Against Women Program for a period of one year beginning January 1, 1996.

95-1070 NEW CLASSIFICATION AND PAY PLAN - DISTRICT COURT EMPLOYEES

Cathy Krolak, Court Administrator, reviewed in detail a proposed new classification and pay plan for District Court employees which resulted from a long, intensive study conducted by Personnel Concepts. She stated that the study was necessitated by the transfer of the Court Services employees from Justice Court to District Court and the need to appropriately fit those employees into the system; that a thorough study of the District Court positions had never been done; and that the resulting classification specifications, job descriptions, and pay plan will allow for performance measures to be established and provide security and stability for the employees. Ms. Krolak also explained in detail how the study was done, the employee voluntary participation, the comparable court systems used for salary comparison, etc.

Chairman Shaw expressed concern regarding several letters the Board received from Court employees speaking against adoption of this proposal, noting that only one of the letters is signed, all the others are unsigned, and the stated reason for that is the employees fear retaliation, which is also of concern to him. He also stated that he is not comfortable with considering this for approval until it has been reviewed by the Personnel Department and possible impacts on other County employees have also been considered.

Ms. Krolak stated that the bulk of the cost for this proposal is attributed to the addition of Court Services; that the proposed pay plan does not hurt any of the current employees; and that no one will receive a cut in pay. Chairman Shaw stated that another of the Board's concerns is that the letters express that the funds being requested should be used to hire additional personnel needed to get the work done instead of going in upper management salaries.

Judge Peter Breen urged the Board to approve the proposal stating that it is a standard, mainline, mainstream classification plan for the District Court; that it was approved by ten of the Judges; that it provides for clear lines of authority and a chain of command that the District Court has not had before; and that he was not aware of any of the problems expressed in the employee letters.

Commissioner Bradhurst echoed Chairman Shaw's concerns regarding the need for input from the Personnel Department. He also stated that there should be a report from the Court's fiscal analyst regarding the financial impacts of implementing this proposal especially since there was a comment made at the Caucus meeting that there is already an overage in an area of the District Court's budget.

Tony Cerzak, Personnel Concepts, Inc., stated that when he began the study, two major concerns were expressed by the County, not the Court; and those were the internal relationships, since a formal study of the Court had never been done, and the salary structure of the Court employees. He described the methodology used in the study and emphasized that he conducted the study from an objective, professional, and technical outsider's point of view.

County Manager John MacIntyre asked Ms. Krolak about the recommended date for implementation being March, 1996. Ms. Krolak responded that she is proposing to utilize existing salary savings from this year's budget and her figures indicate that by extending it out to March, the funds should be in the salary account. Mr. MacIntyre also commented that he is pleased that this has progressed as far as it has and stated that he would like to see the momentum maintained. He further stated that the March, 1996, implementation date does give staff and the Board time to resolve the outstanding issues, and reminded the Board that David Bennett, the consultant working on the Jail Population Management study indicated that the Court system is severely understaffed and that it was Mr. Bennett's recommendation that a staffing analysis be conducted of all the courts and each agency involved in the criminal justice system.

Judges Deborah Agosti and Scott Jordan spoke in favor of the proposal and urged the Board to approve the recommendation.

Commissioner Mouliot stated his dissatisfaction that the salaries of the Court Services personnel will be considerably higher than the salaries of the Booking Clerks and Sheriff Deputies with whom they will be working side-by-side, as that will create a serious morale problem, and should have been taken into consideration.

Following further discussion, on motion by Commissioner Bradhurst, seconded by Commissioner Sims, which motion duly carried, Chairman Shaw ordered that consideration of a new classification and pay plan for District Court employees be continued until the Board's questions

regarding the fiscal impacts on the Court's budget and implications this may have on the County personnel system are answered.

95-1071 ACCEPTANCE OF DONATION - MS. KENDALL HAMNER - ANIMAL CONTROL

On motion by Commissioner Bradhurst, seconded by Commissioner Bond, which motion duly carried, Chairman Shaw ordered that donations from Ms. Kendall Hamner to Animal Control in the amount of \$5.00, 4.5 cases of canned cat food and 1 bag of dry food be gratefully accepted.

95-1072 CONTINGENCY TRANSFER - DISTRICT HEALTH DEPARTMENT

Upon recommendation of Lisa Gianoli, Finance Division, on motion by Commissioner Bond, seconded by Commissioner Bradhurst, which motion duly carried, Chairman Shaw ordered that the following transfer of funds from Contingency, necessitated by the salary and benefit changes approved for the Washoe County Nurses Association, be approved:

DECREASE ACCOUNT	DESCRIPTION	AMOUNT
001-1890-7328	Contingency	\$116,357.00
INCREASE ACCOUNT	DESCRIPTION	AMOUNT
002-1704G-7001	Base Salaries	\$ 2,327.00
002-1705G-7001		10,472.00
002-1711G-7001		52,361.00
002-1712G-7001		4,654.00
002-1713G-7001		6,981.00
002-1714G-7001		6,981.00
002-1715G-7001		10,472.00
002-1730G-7001		6,981.00
002-1735G-7001		10,472.00
002-1740G-7001		1,164.00
002-1742G-7001		3,491.00
	TOTAL	\$116,357.00

95-1073 INTERNAL AUDIT FUNCTION - BARNARD, VOGLER & COMPANY - PROCEDURES MANUAL

John Sherman, Management Analyst, was present to answer questions of the Board and stated that, if the Board accepts the recommendation, the manual will be completed by the end of January. A discussion then ensued regarding in-house internal auditors versus outside auditors.

Following further discussion, upon recommendation of Mr. Sherman, on motion by Commissioner Bradhurst, seconded by Commissioner Mouliot,

which motion duly carried, Chairman Shaw ordered that staff be authorized to direct Barnard, Vogler & Company to develop an internal financial control procedures manual for the County and provide training for appropriate County staff on internal financial control techniques. It was further ordered that staff be directed to prepare a subsequent agenda item outlining various options to create an internal audit function within the County.

95-1074 WATER SUPPLY ALTERNATIVES FOR RANCHO SAN RAFAEL HIGHLAND DITCH ABANDONMENT - RETENTION OF CONSULTANT SERVICES - PARKS DEPARTMENT

Karen Mullen, Parks Department, explained that Sierra Pacific Power Company has advised that they intend to discontinue maintenance of the Highland Ditch within two years, which is the primary water source for irrigating Rancho San Rafael Park; and that the Parks Department is requesting authorization to retain consulting services to explore various alternatives to supply water to the park, as they do not have the technical expertise to properly analyze and evaluate the options. She reviewed other methods of irrigating the park that staff came up with in a brainstorming session and stated that CES indicated they could analyze/evaluate the alternatives in about 30 days.

Ms. Mullen further explained that a second, or alternate, staff recommendation is to retain consulting services to design the oversizing of the City of Sparks Phase 3 section of the effluent pipeline; that the timeline for doing that is critical as the City of Sparks will be going to bid soon and is planning to start construction this spring; that if this section is built with existing sizing, it will be cost prohibitive to go in later and construct the part from Wildcreek to Rancho San Rafael; and that this pipeline certainly has regional implications.

Commissioner Bradhurst stated that there are several questions in regard to this problem that have regional significance and at the very top of the list is why is that pipe not sized two inches larger so that it would truly be a regional pipe. He also expressed concern that CES might have a conflict of interest in that they are doing work for the City of Sparks on the effluent pipeline and he is not sure their analysis will be objective and unbiased.

Commissioner Bradhurst asked if the \$20,000 requested from contingency is for the consultant to do both the analysis/evaluation of the Rancho San Rafael irrigation alternatives and design the oversizing of the effluent pipeline. Ms. Mullen stated that the \$20,000 is for both, so just doing Option No. 1 will be less than \$20,000.

Following further discussion, on motion by Commissioner Bond, seconded by Commissioner Bradhurst, which motion duly carried, Chairman Shaw ordered that the Parks Department be authorized to retain consulting services to evaluate both the technical and legal issues associated with various irrigation water supply alternatives to Rancho San Rafael Park at a cost of less than \$20,000.

It was noted that the Parks Department requested a budget augmentation of \$20,000 from Contingency for the purpose of retaining the consultant, but the Finance Division recommended that the funds come from the existing Parks budget or their carry-over funds and the Board did not approve the transfer at this time.

95-1075 CAPITAL OUTLAY - PERSONAL COMPUTERS - RISK MANAGEMENT AND MANAGER

Upon recommendation of Lisa Gianoli, Finance Division, on motion by Commissioner Bond, seconded by Commissioner Mouliot, which motion

duly carried, Chairman Shaw ordered that a capital outlay of \$4,600 for the purchase of a personal computer for the Risk Manager's office and \$5,550 for a personal computer for the Senior Management Analyst in the County Manager's office be approved.

95-1076 BILL NO. 1118 - AMENDING THE POWERS OF THE SOUTH TRUCKEE MEADOWS GENERAL IMPROVEMENT DISTRICT LOCAL MANAGING BOARD

Commissioner Sims expressed concern that the ordinance before the Board does not include any guidelines or criteria for the South Truckee Meadows General Improvement District Local Managing Board to use when making decisions on annexation applications or for the Commissioners to use when deciding appeals of those decisions.

John Collins, Chief Sanitary Engineer, distributed a copy of the District's adopted policy which outlines specific criteria that the Board, as the South Truckee Meadows Board of Trustees, and the Local Managing Board have been using in deciding annexation applications and suggested that the ordinance could refer to the adopted policy.

Following further discussion, Commissioner Bradhurst suggested that Section 1, Paragraph 4.b) of the Ordinance be amended to read "The Managing Board shall approve, condition or deny.....from the district's water system in accordance with the adopted annexation policy. "

Bill No. 1118, entitled "An ordinance amending the powers of the Local District Managing Board for the South Truckee Meadows General Improvement District by delegating additional powers; and providing other matters properly relating thereto" was introduced by Commissioner Sims, the title read to the Board and legal notice for final action of adoption, as amended, was directed.

95-1077 EXEMPT PRIVATE WATER COMPANY FROM 1.5% FEE - VERDI MEADOWS UTILITY COMPANY

Upon recommendation of Steve Walker, Water Management Planner, on motion by Commissioner Bond, seconded by Commissioner Bradhurst, which motion duly carried, Chairman Shaw ordered that exemption be granted the Verdi Meadows Utility Company from the Regional Water Management Fee based on cost of collection exceeding revenue generated from the fee until rate increases approved by the Public Service Commission balance the collection costs to revenue.

95-1078 AWARD OF BID - MEAL DELIVERY TRUCKS - BID NO. 1880-95 - SENIOR SERVICES

This was the time to consider award of bid, Notice to Bidders for receipt of sealed bids having been published in the Reno Gazette-Journal on October 24, 1995, for All Wheel Drive and Two Wheel Drive Meal Delivery Trucks for the Senior Services Department. Proof was made that due and legal Notice to Bidders had been given.

It was noted that in addition to the publication, five bids were solicited by the Purchasing Department but only one vendor, Hotshot Delivery Systems, Inc., responded. Colligan Food Delivery, Custom Sales, Jordan's Thermo King, and Mobile Advantage failed to respond to the Invitation to Bid.

It was further noted that most of the funding for the purchase of two meal delivery trucks will be provided by grants (\$32,000 from the Human Services Consortium and \$13,500 from the Nell J. Redfield Foundation) and federal funds of \$11,034.31 with the balance of \$9,197.69 currently budgeted under 25441G-7849; and that in order for Senior Services to receive the grant funding, verification of the order for the meal delivery

trucks will be required.

Upon recommendation of John Balentine, Purchasing and Contracts Administrator, on motion by Commissioner Bond, seconded by Commissioner Mouliot, which motion duly carried, Chairman Shaw ordered that Bid No. 1880-95, Item #1 and #1B, for All Wheel Drive and Two Wheel Drive Meal Delivery Trucks for the Senior Services Department be awarded to Hotshot Delivery Systems, Inc., in the not-to-exceed amount of \$65,732.00, contingent on receipt and acceptance by the Board of the necessary grant funding.

It was further ordered that Bid Item #1A, a deduction offered if the County could supply the cab and chassis, be rejected as none are available in the fleet at this time.

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There being no further business to come before the Board, the meeting adjourned at 9:00 p.m.

JIM SHAW, Chairman
Washoe County Commission

ATTEST: JUDI BAILEY, County Clerk