

**BOARD OF COUNTY COMMISSIONERS  
WASHOE COUNTY, NEVADA**

TUESDAY

10:00 A.M.

JUNE 11, 2013

PRESENT:

**David Humke, Chairman**  
**Bonnie Weber, Vice Chairperson**  
**Marsha Berkbigler, Commissioner**  
**Kitty Jung, Commissioner**  
**Vaughn Hartung, Commissioner**

**Nancy Parent, Chief Deputy Clerk (10:05 a.m. - 1:24 p.m.)**  
**Amy Harvey, County Clerk (4:34 p.m. – 6:21 p.m.)**  
**Katy Simon, County Manager**  
**Paul Lipparelli, Legal Counsel**

The Washoe County Board of Commissioners convened at 10:05 a.m. 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 Chief Deputy Clerk called the roll and the Board conducted the following business:

Chairman Humke asked for a moment of silence to recognize Congresswoman Barbara Vucanovich's passing yesterday.

**13-474      AGENDA ITEM 3 – PUBLIC COMMENT**

**Agenda Subject:** “Public Comment. Comment heard under this item will be limited to two minutes per person and may pertain to matters both on and off the Commission agenda. The Commission will also hear public comment during individual action items, with comment limited to three minutes per person. Comments are to be made to the Commission as a whole.”

Tonja Brown spoke about the death of Nolan Kline and what she was requesting the Board to do. A copy of her remarks was placed on file with the Clerk.

Ty Robben continued reading Ms. Brown's remarks.

Mike Weston discussed being cited for running into Trooper Ed Bowers by accident several years ago on Interstate 80, and the aftermath of filing a complaint against Trooper Bowers.

Carla Fells, Washoe County Employees Association (WCEA) Executive Director, said the severance packages for the Senior Law Project's employees were still being negotiated. She stated there had been some changes and, if anything came up that

she believed the Commissioners should be aware of, she would notify them. She stated she had not been able to talk to the employees regarding the e-mail she received from John Berkich, Assistant County Manager, over the weekend. She said she appreciated those Commissioners who called her back and/or met with her, and she would let the Commissioners know if the process was successful.

Sam Dehne talked about the First Amendment and gave the Board kudos for increasing the public comment time to three minutes.

Guy Felton discussed being evicted from the Chambers in 2009. He continued reading Ms. Brown's remarks.

**13-475      AGENDA ITEM 4 – ANNOUNCEMENTS**

**Agenda Subject: “Commissioners’/Manager’s Announcements, Requests for Information, Topics for Future Agendas, Statements Relating to Items Not on the Agenda and any ideas and suggestions for greater efficiency, cost effectiveness and innovation in County government. (No discussion among Commissioners will take place on this item.)”**

Commissioner Weber said she appreciated the moment of silence for former Nevada Congresswoman Barbara Vucanovich, and she was very sorry to hear of her passing.

Commissioner Berkbigler said the loss of her dear friend, Congresswoman Vucanovich, was also a big loss to the State of Nevada and to her family. She hoped everyone would keep Congresswoman Vucanovich's family in their prayers.

Commissioner Jung said she was certain there was not a lot the Board could do regarding Tonja Brown's concerns raised during public comment. She asked Legal Counsel where her grievances should be taken. Paul Lipparelli, Legal Counsel, advised he needed to look into the Commission's authority regarding the issues Tonja Brown raised.

Commissioner Hartung extended his condolences to the Vucanovich family, because it was always a sad day when a pillar of the community passed away.

Commissioner Hartung stated there were a number of instances of flooding yesterday in Spanish Springs. He said he wanted to see how the Flood Management Authority could play into this, and he wanted to talk with the Manager and David Solaro, Community Services Division Director – Operations, about the issues that should have been abated and apparently were not.

Chairman Humke expressed his condolences to the Vucanovich family and spoke about Ms. Vucanovich's service to the State of Nevada.

Later in the meeting, Commissioner Jung said Darrin Price, Sun Valley General Improvement District (SVGID) General Manager, recognized Jennifer Budge, Park Planner, and Bill Ware, Park Ranger I, for their assistance in putting on the “Movie in the Park” event for the Sun Valley community. Commissioner Jung said it was important to acknowledge the great cooperation that existed with the County’s partner agencies.

Chairman Humke requested periodic reports from the working group on the emergency medical services (EMS) issue. He believed everyone would agree significant progress had been made, and it would be incumbent for the Board to stay in tune with that progress. Katy Simon, County Manager, said John Slaughter, Management Services Director, and Fire Chief Charles Moore, Truckee Meadows Fire Protection District (TMFPD), were assigned to that duty.

**13-476            AGENDA ITEM 5 – RESOLUTION**

**Agenda Subject: “Resolution of Recognition and Appreciation--Daniel (Dan) G. Burk. (All Commission Districts.)”**

Chairman Humke read and presented the Resolution to Daniel Burk, Registrar of Voters. Chairman Humke said every word in the Resolution was truthful and was the upmost statement about Mr. Burk. He stated it was a great feeling to go through the elections managed by Mr. Burk, because he did his job well and was absolutely impartial.

Mr. Burk thanked the Board for 16 wonderful years. He stated what attracted him to the community that he came to love was that the people had no guile and they would tell you if they did not like something you were doing. He said it was hard to leave, but his wife wanted to be closer to her family in Southern California. He thanked Laura Dancer for hiring him in 1997 and who was a wonderful person. He also thanked his past and present employees and the Board for their support. He further thanked Katy Simon, County Manager, because of her outstanding leadership during some really hard times. Finally, he thanked the employees who volunteered to work the polls during the elections and the department heads who let them do so.

Ms. Simon said whenever she was out of town, an acting County Manager was appointed. She stated Mr. Burk had expressed his frustration that he had never been given the opportunity to be the acting County Manager. She presented Mr. Burk with a certificate making Mr. Burk the Acting County Manager emeritus. Mr. Burk asked if there was any chance the Board could name a date after him.

Commissioner Jung wished Mr. Burk a wonderful, healthy, and long retirement. She felt he had the best sense of humor of anyone she ever met.

Commissioner Berkbigler said she appreciated Mr. Burk’s guidance when she served on his taskforce. She stated he would be missed, because he had done a superb job for the County.

Commissioner Weber said the changes Mr. Burk brought to the Registrar of Voters office were amazing, and were due to his willingness to work with new ideas, which included early voting. She wished him a great retirement.

Chairman Humke thanked Mr. Burk for his hard work and for running clean elections.

In response to the call for public comment, Sam Dehne said he did not agree with several of the points in the Resolution. He stated the Sequoia voting machines had been proven to be susceptible to tampering and had been outlawed in California for many years.

On motion by Chairman Humke, seconded by Commissioner Jung, which motion duly carried, it was ordered that Agenda Item 5 be adopted. The Resolution for same is attached hereto and made a part of the minutes thereof.

**CONSENT AGENDA 6A THROUGH 6J(4)**

Commissioner Hartung said based on the advice of Legal Counsel, Agenda Item 6G required an Attorney/Client meeting before the Board could take action.

On motion by Commissioner Hartung, seconded by Commissioner Weber, which motion duly carried, it was ordered that Agenda Item 6G, settlement of a claim by Lauren Kettell against Washoe County Deputy Brent Coss, be pulled out of the Consent Agenda.

**13-477      AGENDA ITEM 6A**

**Agenda Subject:** “Approve minutes for the Board of County Commissioners' May 14, 2013 meeting and May 20, 2013 special meeting.”

There was no public comment on this item.

On motion by Commissioner Hartung, seconded by Commissioner Berkbigler, which motion duly carried, it was ordered that Agenda Item 6A be approved.

**13-478      AGENDA ITEM 6B – ASSESSOR**

**Agenda Subject:** “Approve roll change requests for errors discovered for the 2012/13, 2011/12, 2010/11, and 2009/10 unsecured tax rolls and authorize Chairman to execute the Order and further direct the Washoe County Treasurer to correct the error(s) and notify the taxpayer if an adjustment to the tax bill is necessary [cumulative amount of reduction \$84,458.22]--Assessor. (All Commission Districts.)”

There was no public comment on this item.

On motion by Commissioner Hartung, seconded by Commissioner Berkgigler, which motion duly carried, it was ordered that Agenda Item 6B be approved, authorized, executed, and directed.

**13-479            AGENDA ITEM 6C – JUVENILE SERVICES**

**Agenda Subject: “Approve Interlocal Agreement between the County of Washoe (Department of Juvenile Services), and the Nevada Division of State Parks (Lake Tahoe Nevada State Parks), concerning the Youth Employment Program--Juvenile Services. (All Commission Districts.)”**

There was no public comment on this item.

On motion by Commissioner Hartung, seconded by Commissioner Berkgigler, which motion duly carried, it was ordered that Agenda Item 6C be approved. The Interlocal Agreement for same is attached hereto and made a part of the minutes thereof.

**13-480            AGENDA ITEM 6D – MANAGER/EMERGENCY MANAGEMENT**

**Agenda Subject: “Accept 2012 Department of Homeland Security, Federal Emergency Management Agency, Assistance to Firefighters Grant Program, Fire Prevention and Safety grant, [\$73,240, no County match required], grant term May 1, 2013 through April 30, 2014; and accept, in accordance with grant guidelines, the federal grant reimbursement of indirect costs at a rate that does not exceed 3% in an anticipated approximate amount [\$2,197] which will be reimbursed to the general fund; and direct Finance to make the necessary budget adjustments--Manager/Emergency Management. (All Commission Districts.)”**

There was no public comment on this item.

On motion by Commissioner Hartung, seconded by Commissioner Berkgigler, which motion duly carried, it was ordered that Agenda Item 6D be accepted and directed.

**13-481            AGENDA ITEM 6E – MEDICAL EXAMINER/CORONER**

**Agenda Subject: “Approve additional expenditures [\$25,500] to existing Purchase Order for National Medical Service (NMS) for toxicology testing [\$100,000] through June 30, 2013 and to acknowledge expenditures to date--Medical Examiner/Coroner. (All Commission Districts.)”**

There was no public comment on this item.

On motion by Commissioner Hartung, seconded by Commissioner Berkgigler, which motion duly carried, it was ordered that Agenda Item 6E be approved and acknowledged.

**13-482            AGENDA ITEM 6F – DISTRICT COURT**

**Agenda Subject: “Acknowledge grant award [\$15,000, no County match required] effective fiscal year 2012-2013 from the LRIS Public Service Grant Program to the Second Judicial District Court for the Law Library; and direct Finance to make the necessary budget adjustments--District Court. (All Commission Districts.)”**

There was no public comment on this item.

On motion by Commissioner Hartung, seconded by Commissioner Berkgigler, which motion duly carried, it was ordered that Agenda Item 6F be acknowledged and directed.

**13-483            AGENDA ITEM 6H(1) – COMMUNITY SERVICES**

**Agenda Subject: “Approve reappointment of Anne Buckley (District 1) to the Open Space and Regional Parks Commission; and appoint to the Open Space and Regional Parks Commission: Mark Elkins (District 1); Thomas Guinn (District 2); Alan Sheakley (District 3); Nathan Daniel (District 3); and Scott Pierson (District 4) for terms commencing July 1, 2013 to June 30, 2017. (All Commission Districts.)”**

There was no public comment on this item.

On motion by Commissioner Hartung, seconded by Commissioner Berkgigler, which motion duly carried, it was ordered that Agenda Item 6H(1) be approved and appointed.

**13-484            AGENDA ITEM 6H(2) – COMMUNITY SERVICES**

**Agenda Subject: “Acknowledge receipt of the Washoe County Water and Sanitary Sewer Financial Assistance Program Status Report as of March 31, 2013. (All Commission Districts.)”**

There was no public comment on this item.

On motion by Commissioner Hartung, seconded by Commissioner Berkgigler, which motion duly carried, it was ordered that Agenda Item 6H(2) be acknowledged.

**13-485            AGENDA ITEM 6H(3) – COMMUNITY SERVICES**

**Agenda Subject:** “Approve Employee Housing Agreement between Washoe County and Robbie W. Short (Community Services Department, Operations Division employee) to allow occupancy within the County owned residence located at 1595 N. Sierra Street, (Rancho San Rafael Park) commencing June 14, 2013. (Commission District 3.)”

There was no public comment on this item.

On motion by Commissioner Hartung, seconded by Commissioner Berkgigler, which motion duly carried, it was ordered that Agenda Item 6H(3) be approved.

**13-486            AGENDA ITEM 6H(4) – COMMUNITY SERVICES**

**Agenda Subject:** “Approve Lease Amendment No. 1 between Washoe County, (Lessor) and the United States Department of Agriculture, Forest Service, (Lessee), for a twenty-four month renewal term commencing July 1, 2013 through June 30, 2015, for space within the Incline Service Center [annual revenue of \$32,814]. (Commission District 1.)”

There was no public comment on this item.

On motion by Commissioner Hartung, seconded by Commissioner Berkgigler, which motion duly carried, it was ordered that Agenda Item 6H(4) be approved.

**13-487            AGENDA ITEM 6H(5) – COMMUNITY SERVICES**

**Agenda Subject:** “Approve an Abandonment and Relinquishment of Public Utility Easement on a portion of APNs 532-131-10 and 532-131-11; and, approve an Abandonment and Relinquishment of Drainage Easement on a portion of APNs 532-131-06, 532-131-08 and 532-131-11. (Commission District 4.)”

There was no public comment on this item.

On motion by Commissioner Hartung, seconded by Commissioner Berkgigler, which motion duly carried, it was ordered that Agenda Item 6H(5) be approved.

**13-488            AGENDA ITEM 6I(1) – SHERIFF**

**Agenda Subject:** “Approve the Forensic Services Contracts between Washoe County via Washoe County Sheriff’s Office Forensic Science Division and various Local Law Enforcement Agencies: Carlin Police Department [\$1,500]; Churchill

County Sheriff's Office [\$26,128]; Douglas County Sheriff's Office [\$48,032]; Elko County Sheriff's Office [\$49,736]; Elko Police Department [\$34,100]; Eureka County Sheriff's Office [\$3,000]; Fallon Police Department [\$19,758]; Humboldt County Sheriff's Office [\$18,395]; Lander County Sheriff's Office [\$3,066]; Lovelock Police Department [\$3,000]; Lyon County Sheriff's Office [\$65,406]; Mineral County Sheriff's Office [\$2,385]; Nevada Inspector General's Office [\$9,521]; Nevada Department of Wildlife [\$1,993]; Pershing County Sheriff's Office [\$10,901]; Sparks Fire Department [\$1,500]; Storey County Sheriff's Office [\$15,278]; Truckee Meadows Community College Police Department [\$3,000]; Washoe County School Police Department [\$19,077]; West Wendover Police Department [\$13,626]; Winnemucca Police Department [\$30,318]; Yerington Police Department [\$3,000] for Forensic Laboratory Analysis Service fees for the term of July 1, 2013 to June 30, 2014 with an income of [\$382,720]. (All Commission Districts.)”

There was no public comment on this item.

On motion by Commissioner Hartung, seconded by Commissioner Berkgigler, which motion duly carried, it was ordered that Agenda Item 6I(1) be approved. The Forensic Services Contracts for same is attached hereto and made a part of the minutes thereof.

**13-489            AGENDA ITEM 6I(2) – SHERIFF**

**Agenda Subject:** “Approve funding [\$5,000, no match required], provided by the Reno Police Department through their grant award 12-JAG-24 through the Justice Assistance Grant program, Office of Criminal Justice Assistance for overtime costs associated with the Regional Gang Task Force activities. Grant period is 7/1/12 through 6/30/13; and authorize Finance to make the necessary budget adjustments. (All Commission Districts.)”

There was no public comment on this item.

On motion by Commissioner Hartung, seconded by Commissioner Berkgigler, which motion duly carried, it was ordered that Agenda Item 6I(2) be approved and authorized.

**13-490            AGENDA ITEM 6I(3) – SHERIFF**

**Agenda Subject:** “Accept cash donation [\$5,000] from AAA Northern California, Nevada & Utah to the Washoe County Sheriff's Office, Patrol Division to purchase Ballistic Shields; and authorize Finance to make appropriate budget adjustments. (All Commission Districts.)”

On behalf of the Board, Commissioner Jung thanked the AAA Northern California, Nevada, & Utah for the donation of \$5,000 to the Washoe County Sheriff's Office, Patrol Division to purchase ballistic shields.

There was no public comment on this item.

On motion by Commissioner Hartung, seconded by Commissioner Berkbigler, which motion duly carried, it was ordered that Agenda Item 6I(3) be accepted and authorized.

**13-491      AGENDA ITEM 6I(4) – SHERIFF**

**Agenda Subject: “Approve funding [\$1,000, no match required], provided by the Reno Police Department through their grant award 12-JAG-23 through the Justice Assistance Grant program, Office of Criminal Justice Assistance for overtime costs associated with the Street Enforcement Team (SET) Force activities. Grant period is 7/1/12 through 6/30/13; and authorize Finance to make the necessary budget adjustments. (All Commission Districts.)”**

There was no public comment on this item.

On motion by Commissioner Hartung, seconded by Commissioner Berkbigler, which motion duly carried, it was ordered that Agenda Item 6I(4) be approved and authorized.

**13-492      AGENDA ITEM 6J(1) – SOCIAL SERVICES**

**Agenda Subject: “Approve Amendment #1 to Grant Program Agreement for Children's Cabinet between the County of Washoe and the Children's Cabinet dated December 21, 2012 for case management services related to the grant award from the U.S. Department of Health and Human Services' Initiative to Reduce Long-Term Foster Care to be effective July 1, 2013 through September 29, 2013. (All Commission Districts.)”**

There was no public comment on this item.

On motion by Commissioner Hartung, seconded by Commissioner Berkbigler, which motion duly carried, it was ordered that Agenda Item 6J(1) be approved.

**13-493      AGENDA ITEM 6J(2) – SOCIAL SERVICES**

**Agenda Subject: “Accept [\$97,000, no match required] in additional Chafee program funds from the State Division of Child and Family Services (DCFS) to assist youth in making the transition from foster care to economic self-sufficiency retroactively from July 1, 2012 through June 30, 2013; authorize travel so that the**

**youth and staff may attend the annual statewide ILP conference in Las Vegas and the Daniel Memorial Conference in Orlando, Florida; authorize the Department to expend the grant revenue; and direct Finance to make the appropriate budget adjustments. (All Commission Districts.)”**

There was no public comment on this item.

On motion by Commissioner Hartung, seconded by Commissioner Berkbigler, which motion duly carried, it was ordered that Agenda Item 6J(2) be accepted, authorized, and directed.

**13-494            AGENDA ITEM 6J(3) – SOCIAL SERVICES**

**Agenda Subject: “Accept additional grant [\$15,000, no match required] retroactive to January 1, 2012 through December 31, 2013 and additional grant [\$60,000, no match required] retroactive to January 1, 2013 through December 31, 2014 from the Casey Family Programs for the Family Solutions Team process; authorize travel and travel reimbursements [\$9,500] for county employees; authorize the Department to expend the grant revenue; and direct Finance to make the appropriate budget adjustments. (All Commission Districts.)”**

There was no public comment on this item.

On motion by Commissioner Hartung, seconded by Commissioner Berkbigler, which motion duly carried, it was ordered that Agenda Item 6J(3) be accepted, authorized, and directed.

**13-495            AGENDA ITEM 6J(4) – SOCIAL SERVICES**

**Agenda Subject: “Approve acceptance of the Low Income Housing Trust Funds Welfare Set Aside for [\$92,200 and \$69,000, no County match required] from the Nevada Housing Division; approve (retroactively from July 1, 2012 through June 30, 2015) 2013 Interlocal Agreement to Use Account for Low-Income Housing Welfare Set-Asides funds by Washoe County between Washoe County and the Nevada Housing Division; approve (retroactively from July 1, 2013 through June 30, 2016) 2014 Interlocal Agreement to Use Account for Low-Income Housing Welfare Set-Asides funds by Washoe County between Washoe County and the Nevada Housing Division; and direct Finance to make necessary budget adjustments. (All Commission Districts.)”**

There was no public comment on this item.

On motion by Commissioner Hartung, seconded by Commissioner Berkbigler, which motion duly carried, it was ordered that Agenda Item 6J(4) be approved and directed. The Interlocal Agreement for same is attached hereto and made a part of the minutes thereof.

**BLOCK VOTE 10, 11, 12, 13, 14, 15, AND 16**

**13-496      AGENDA ITEM 10 – PURCHASING**

**Agenda Subject:** “Recommendation to award Invitation to Bid #2850-13 for Mosquito Abatement Products, for the Environmental Health Division of the Washoe County Health District, on a multiple award basis, to the lowest, responsive, responsible bidders (Adapco Inc. - bid items 5, & 9); (Clarke Mosquito Control Products – bid items 1, 2, 3, 7 & 8), (Target Specialty Products bid item 6) (Univar USA Inc. – bid item 10). Four bidders bid identical prices and delivery for bid items 1, 2, & 7. Clarke Mosquito Control Products was determined to be the lowest responsive, responsible bidder for these bid items by a public lot drawing held in the Purchasing Office. This award recommendation is made on a requirements basis [estimated annual value \$231,000]; term of the award shall be from the date of bid approval through January 01, 2015, with the County retaining the option for a one year extension--Purchasing. (All Commission District.)”

There was no public comment on this item.

On motion by Commissioner Weber, seconded by Commissioner Hartung, which motion duly carried, it was ordered that Agenda Item 10 be awarded.

**13-497      AGENDA ITEM 11 – SHERIFF**

**Agenda Subject:** “Recommendation to approve FFY09 Department of Homeland Security (DHS) grant funding [\$446,362, no match required] through the Nevada Division of Emergency Management (NDEM) for the Washoe County Sheriff’s Office Nevada Dispatch Interconnect Grant Project; authorize the procurement of Interoperability Gateways and related equipment under the Western States Contracting Alliance (WSCA) Public Safety Communications Equipment contract #02702WSCA with Harris Corporation through their authorized representative for Washoe County’s account, Dailey & Wells Communication Inc. [total cost \$446,362]; grant period is 4/26/13 through 9/30/13; and direct Finance to make necessary budget adjustments--Sheriff. (All Commission Districts.)”

There was no public comment on this item.

On motion by Commissioner Weber, seconded by Commissioner Hartung, which motion duly carried, it was ordered that Agenda Item 11 be approved, authorized, and directed.

**13-498      AGENDA ITEM 12 – SOCIAL SERVICES**

**Agenda Subject:** “Recommendation to approve Cooperative Agreement for Services related to the Operation of the Homeless Community Assistance Center between the City of Reno, Washoe County and the City of Sparks [\$1,205,537 in cash and

**approximately \$280,086 in-kind support] for the County's portion for fiscal year 2013-2014--Social Services. (All Commission Districts.)”**

There was no public comment on this item.

On motion by Commissioner Weber, seconded by Commissioner Hartung, which motion duly carried, it was ordered that Agenda Item 12 be approved. The Cooperative Agreement for same is attached hereto and made a part of the minutes thereof.

**13-499            AGENDA ITEM 13 – SOCIAL SERVICES**

**Agenda Subject: “Recommendation to approve Interlocal Contract between the State of Nevada Department of Health and Human Services Aging and Disability Services Division and Washoe County for payment, [approximately \$1,686,000 annually], pursuant to NRS 435.010 requiring County Commissioners to make provisions for support, education, and care for children with developmental disabilities from July 1, 2013 through June 30, 2015--Social Services. (All Commission Districts.)”**

There was no public comment on this item.

On motion by Commissioner Weber, seconded by Commissioner Hartung, which motion duly carried, it was ordered that Agenda Item 13 be approved. The Interlocal Contract for same is attached hereto and made a part of the minutes thereof.

**13-500            AGENDA ITEM 14 – SOCIAL SERVICES**

**Agenda Subject: “Recommendation to authorize the Department of Social Services to expend [up to \$436,175] in FY 2013/2014 from Children’s Services Accounts: 710714 Referral Services to benefit children in care and families who are clients in the most expeditious manner to promote keeping families intact, including the use of special purchase orders, purchase orders, procards to purchase specific items or gift cards to pay for food, support services, Thanksgiving and Christmas food, gifts as well as adoption day activities and expenses--Social Services. (All Commission Districts.)”**

There was no public comment on this item.

On motion by Commissioner Weber, seconded by Commissioner Hartung, which motion duly carried, it was ordered that Agenda Item 14 be authorized.

**13-501            AGENDA ITEM 15 – SOCIAL SERVICES**

**Agenda Subject: “Recommendation to accept a re-award of [\$100,122 and a new award of \$467,000 no match required] in Federal Adoption Incentive Funds**

retroactively to October 1, 2012 through September 30, 2013 from the State Division of Child and Family Services (DCFS) to assist the Department of Social Services with the Adoption Program; authorize the Department to expend [up to \$15,000] to sponsor four adoption day celebrations per year, one per quarter to include the purchase of refreshments, decorations, public awareness, and costs of photographs and video recordings of the adoption hearings; authorize the Department to expend the grant revenue; and direct Finance to make the appropriate budget adjustments--Social Services. (All Commission Districts.)”

There was no public comment on this item.

On motion by Commissioner Weber, seconded by Commissioner Hartung, which motion duly carried, it was ordered that Agenda Item 15 be accepted, authorized, and directed.

**13-502            AGENDA ITEM 16 – TECHNOLOGY SERVICES/911  
EMERGENCY RESPONSE ADVISORY COMMITTEE**

**Agenda Subject: “Recommendation to approve funding, as recommended by the 911 Emergency Response Advisory Committee on May 16, 2013, to replace aging 800MHz Public Safety hand held radios used by Public Safety field officers receiving dispatched 911 calls from any of the three primary Public Safety Answering Points (PSAPs), Reno, Sparks and Washoe County Sheriff, up to a maximum quantity of 100 radios each fiscal year from Fiscal Years 2012-2013 through 2016-2017 until the initially approved 747 radios have been replaced, funded within the Enhanced 911 operating budget and approved by the 911 Emergency Response Advisory Committee, [estimated not to exceed \$600,000] per fiscal year as funds permit - with this Fiscal Year’s 2012-2013 purchase [not to exceed \$541,851] from Harris Corporation through their authorized dealer Dailey-Wells under the Western States Contracting Alliance (WSCA) contract for public safety radio communication equipment 02702 effective until October 29, 2013--Technology Services/911 Emergency Response Advisory Committee. (All Commission Districts.)”**

There was no public comment on this item.

On motion by Commissioner Weber, seconded by Commissioner Hartung, which motion duly carried, it was ordered that Agenda Item 16 be approved.

**13-503            AGENDA ITEM 8 – APPEARANCE**

**Agenda Subject: “Appearance: Demar Dahl, Elko County Commissioner. Presentation and discussion on proposed Land Transfer Bill, transferring public lands in the West, from the Federal Government to the States; and request for Washoe County’s contribution.”**

Demar Dahl, Elko County Commissioner, explained more than 50 percent of the land was controlled by the federal government in the western part of the United States, which was highlighted on the map on the American Lands Council flyer. A copy of the flyer was placed on file with the Clerk. He said the mission of the American Lands Council was to determine if that was the best situation for the people in the western United States or if the situation should be changed.

Commissioner Dahl said in January 2009, the United States Forest Service presented an idea for a Travel Management Plan to the Elko County Commission. He stated that Plan closed many forest roads and prohibited many traditional uses of the forests, such as big game retrieval and woodcutting. He stated the Elko County Commission had 104 contacts with the Forest Service over 2.5 years, but was unable to get Elko County's Land Use Plan incorporated into the Travel Management Plan. He said the Forest Service did not accept Elko's economic analysis, which the County paid to have done so it could be determined what the consequences of the Travel Management Plan would be to Elko County. He stated the Elko County Commissioners pushed back as hard as they could and, because of that effort, he was invited to testify before a Senate subcommittee. He said as a result of that testimony and, with the help of Congressman Mark Amodei, the Subcommittee held a hearing in Elko. He stated over 60 counties from the western states participated. He said after the hearing, the suggestions provided by the Congressional Committee were ignored by the Forest Service.

Commissioner Dahl said a number of the counties that participated in the hearing got together to try and figure out what they could do to get more local control over the resources that were so important to their economies and way of life. He stated it was decided the best course of action would be to follow Utah's example. He explained Utah passed a bill in December 2011, requesting the federal government transfer all public lands to the State of Utah with the exception of the monuments, the parks, and the wilderness areas. He said it was believed if the western states all got together, they could go to Congress to make the demand that they dispose of the public lands as was the original determination and was the original contract the states had with Congress in all of the statehood Enabling Acts.

Commissioner Dahl said the group started working with the different states to see what they could get going in this regard. He stated Idaho and New Mexico started down the road of passing a bill like Utah did. He said the group in Nevada also started down that road, but then decided to figure out if the idea would work. He stated the result was AB 227, which created a taskforce to study the issue. He said the taskforce would include a county commissioner, or a representative chosen by the county commission, for every county in the State of Nevada. He said the taskforce would start meeting next month and would meet until the Nevada Legislature reconvened. He stated the taskforce would determine the implications of transferring the public lands from the federal government to the State. He said it also needed to be determined what the revenues and costs would be and if the states could afford to take on the public lands and if were they equipped to do so. He stated it was believed the revenues would be considerable, but that had to be verified.

Commissioner Dahl said Noble Energy operated in Elko County, which was one of the biggest oil companies in the world. He stated they had informed the Elko County Commission there were six hot spots in the world and they believed Elko County was one of the six. He advised 90 percent of everything north of the freeway in Elko County was off limits for oil and gas exploration. He said over half of all royalties went to the federal government, but all of the royalties would go to the State and the counties if the lands were owned by the Nevada.

Commissioner Dahl said Utah was comprised of 64 percent federal land and North Dakota was 4 percent. He said their Enabling Acts were identical, but the federal lands were never disposed of in Utah. He stated what made it easy for Utah to pass the bill was they got the people who supported education on board.

Commissioner Dahl said it would be important that everybody involved in the taskforce keep an open mind while listening to all of the ideas. He said the taskforce would report regularly to the Legislative Public Lands Committee and would make a final report to the Committee prior to the beginning of the 2015 Legislative Session. He stated the assumption was there would be a bill draft request (BDR) from the Legislative Public Lands Committee. He said the members of the taskforce would report back to their respective counties through an agenda item, which would keep the citizens informed about what the taskforce was doing and would ensure everything would remain transparent.

Commissioner Dahl said after Nevada took this approach, New Mexico and Idaho agreed it was the best way to go. He believed at least eight states were planning to go to Congress together if it was determined the federal government disposing of the public lands was the right thing to do.

**11:12 a.m.** Chairman Humke went into the audience and Vice Chairman Weber assumed the gavel.

Vice Chairperson Weber asked if Commissioner Dahl wanted Washoe County to join the American Lands Council. Commissioner Dahl said that was the request. He said he had not yet been to four Nevada counties and one county had turned down the request, but all of the other counties had joined the American Lands Council. Vice Chairperson Weber advised the Board could not take that action today because taking such action was not on the agenda.

Commissioner Berkbigler asked if the federal mining claims would be transferred to the State under the proposal being looked at. Commissioner Dahl said the taskforce would look at how that transfer would be done and the implications of doing it. Commissioner Berkbigler stated a premium was paid for those mining claims when they were filed. She said that money would come to the State if the land no longer belonged to the federal government, and the question would be what kind of network would have to be set up to ensure the County collected that money.

Commissioner Dahl said this was not a panacea, but it would be the purpose of the taskforce to answer any questions. He stated one question was what would happen when public lands were sold. He said when this effort was started, a draft of the bill included the idea that if any land was to be sold, the sale of the land would be approved by the County Commission where the land was located. He stated that would allow everyone in the County to know what was being sold. He said he was sure some of the railroad-corridor land would be sold, but he did not see any wholesale public land sales occurring. Commissioner Berkgigler said it was an interesting project, and she thanked Commissioner Dahl for bringing it to the Board.

Commissioner Hartung asked if the American Lands Council was addressing split estates, where patent deeds were issued and the surface belonged to a property owner but, in most cases, 50 percent of the mineral rights belonged to the federal government. Commissioner Dahl said that was an important issue and was one that would have to be looked at by the taskforce. Commissioner Hartung said he tried to buy back the mineral rights on land his family owned for nearly 100 years in Wyoming, and it was impossible. Commissioner Dahl said the county commissioners had a lot more say so with Nevada's agencies, the Legislature, and the Governor than they had in Washington, D.C. He said if it was decided something should be done in a certain way, there would be a better opportunity to get those ideas acted upon, especially if it was decided some of Nevada's resources, such as oil, needed to be made available.

Commissioner Weber asked how much public land, by Commission District, was available in Washoe County. Katy Simon, County Manager, said she could get an updated answer, but generally 87 percent was the figure used. She advised Washoe County moved thousands of acres of land into public ownership at the request of its citizens. She said there would be different constituencies that would want to have their voice heard as well. Commissioner Weber said in meeting with Tribal Chairman Melendez, she was aware they were moving forward with some land bills in conjunction with Congressman Mark Amodei.

Commissioner Dahl said the American Lands Council was asking the counties for \$5,000 to help keep the organization going. He stated the Council was active in eight states and five already passed legislation. He said that type of activity took a lot of travel and lobbying, which the money the counties provided allowed to happen. He stated some Council members were not paid to travel, but others were. He said the Council would appreciate it if Washoe County could help.

Commissioner Weber said some other ideas regarding a shared federal framework were being worked on. She stated some meetings were coming up regarding how everyone could go to Washington, D.C., united and together, to speak to our congressional leaders about funding and that sort of thing. She said somewhere along the line this issue could be included as well.

Chairman Humke noted Commissioner Dahl served on the Nevada Association of Counties (NACO) Board of Directors. He requested an agenda item regarding the request that Washoe County join the American Lands Council.

There was no action taken on this item.

**11:25 a.m.** The Board convened as the Truckee Meadows Fire Protection District (TMFPD) and the Sierra Fire Protection District (SFPD) Board of Fire Commissioners.

**1:20 p.m.** The Board adjourned as the Truckee Meadows Fire Protection District (TMFPD) and the Sierra Fire Protection District (SFPD) Board of Fire Commissioners.

**13-504      AGENDA ITEM 23 – CLOSED SESSION**

**Agenda Subject:** “Possible Closed Session for the purpose of discussing labor negotiations with Washoe County, Truckee Meadows Fire Protection District and/or Sierra Fire Protection District per NRS 288.220.”

**1:24 p.m.** On motion by Commissioner Humke, seconded by Commissioner Jung, which motion duly carried, it was ordered that the meeting recess to a closed session for the purpose of discussing negotiations with Employee Organizations per NRS 288.220.

**4:34 p.m.** The Board reconvened with Chairman Humke absent. Vice Chairman Weber assumed the gavel.

**13-505      AGENDA ITEM 6G – FINANCE/RISK MANAGEMENT**

**Agenda Subject:** “Approve the settlement of the claim Lauren Kettell against Washoe County Deputy Brent Coss, for a total sum of \$75,000 for all claims against all defendants--Finance/Risk Management. (All Commission Districts.)”

There was no public comment on this item.

On motion by Commissioner Hartung, seconded by Commissioner Jung, which motion duly carried with Chairman Humke absent, it was ordered that Agenda Item 6G be approved.

**4:35 p.m.** Chairman Humke returned.

**13-506      AGENDA ITEM 9 – MANAGER**

**Agenda Subject:** “Request by the County Manager through the Washoe County Clerk pursuant to Washoe County Code 2.030 for discussion and approval to

**initiate proceedings to amend Washoe County Code, Chapter 5 to revise the processes for appointment and removal of Citizen Advisory Board members and direct the County Clerk to submit the request to the District Attorney for preparation of a proposed ordinance, pursuant to Washoe County Code Sections 2.030 and 2.040--Manager. (All Commission Districts.)”**

Katy Simon, County Manager, stated some Commission members expressed a desire to be able to appoint members to the Citizen Advisory Boards (CAB’s) directly, rather than having the appointments come before the entire Commission. She said that led to a discussion about what the process for removing a CAB member would be. She stated staff was requesting direction on how to proceed, because any changes had to be codified through the District Attorney’s Office into language for the Code.

Sarah Tone said there were two options: A) the entire Board would remove a CAB member; or, B) the Commissioner who appointed the CAB member would remove that member. Paul Lipparelli, Legal Counsel, said in the process of putting together a draft ordinance, which would change the method of appointment, it became clear staff did not know how the Board wanted to handle removing CAB members. He advised currently if a member of a CAB faced removal, the Board as a whole would make a decision about the removal. He said staff needed direction on which option the Board wanted. He stated if the last option was chosen, the Board should consider allowing an opportunity to appeal a removal decision before the Board as a whole as a means of ensuring due process. He said it could be an awkward situation for a CAB member to have no recourse to what could be a sudden decision by a Commissioner.

Mr. Lipparelli complimented Ms. Tone for staying on top of this and pushing it through.

Commissioner Berkbigler said she liked the idea of being able to appoint members to her CAB without it going before the entire Board. She stated she did not want to leave removing someone from a CAB to one Commissioner, and she felt removals should go before the entire Board.

Vice Chairperson Weber stated she liked the option of a Commissioner appointing a CAB member directly, because it saved paperwork, time, and effort. She agreed the removal of a CAB member for cause should be done by the entire Board. Chairman Humke and Commissioner Jung also agreed.

There was no public comment on this item.

Vice Chairperson Weber asked how the message would go out to the community if the ordinance was adopted. Ms. Tone replied an e-mail blast would be sent out this week to the people who participated in the Community Emergency Response Team (CERT) program, CAB members, and everyone who signed up on the notification list.

Mr. Lipparelli advised the motion should direct staff to prepare the ordinance for a first reading.

On motion by Commissioner Hartung, seconded by Commissioner Jung, which motion duly carried, it was ordered that Option A be adopted and the request to initiate proceedings to prepare a proposed ordinance to amend Washoe County Code, Chapter 5 be approved.

**4:47 p.m.** Chairman Humke assumed the gavel.

**13-507**      **AGENDA ITEM 17 – HUMAN RESOURCES**

**Agenda Subject:** “Discussion and possible appointment of a subcommittee of the Board to select a search firm to manage the recruitment and selection of the next Washoe County Manager, and possible discussion and direction regarding the criteria for selection of a search firm and the recruitment and selection process; in the alternative, discussion and possible selection of an executive search firm to conduct the recruitment for Washoe County Manager, and possible direction to staff to negotiate an agreement and schedule with selected firm. [Fiscal impact will range from \$22,500 to \$28,750]--Human Resources. (All Commission Districts.)”

Kath Simon, County Manager, said staff looked through the International City/County Management Association (ICMA) guidelines per Commissioner Weber’s request, and she contacted the Commissioners to see if they had any search firms they wanted staff to include. She stated staff wanted the Board to have the opportunity to discuss creating a subcommittee to select a search firm or to pick a search firm today. She said alternatively the Board could provide direction to bring the selection process back to the entire Board. She stated four search firms were ready to submit their bids and they were all well qualified.

Commissioner Hartung said there was an obvious desire by all of the Commissioners to be involved in the selection process. He suggested bringing the selection of a search firm before the entire Board. Commissioner Jung agreed. She said because of the importance of the decision, it would not be prudent to have a subcommittee do this even though the agenda would be posted. She stated citizens could provide feedback after they heard the presentations by the search firms, which would open the door to a collaborative approach that would be inclusive of everybody. Commissioners Berkgigler and Weber agreed.

Commissioner Weber asked if there was a way all of the firms’ information could be put online, so the Commissioners could look at it online rather than printing multiple copies of the packets of information. She also asked if the Commissioners could have some prepared questions the firms could respond to, because that worked well for the Reno Tahoe Airport Authority Board of Trustees interviews.

Commissioner Jung requested having all of the information prior to the day of the presentations, because there was no way to evaluate all of that information if it was handed out just prior to the presentations.

Ms. Simon agreed with the Commissioners comments. She said because of the short time between now and June 25th, there might be some difficulty in getting the people here by then. She said if not all of them could make it on June 25th, would the Board be willing to interview some of them by telephone in the Commission Chambers. Otherwise, that would move picking a search firm out to July 9, 2013. Commissioner Weber noted there was an Interim County Manager, and she suggested setting the interviews for July 9, 2013. Ms. Simon said there was no reason to get the interviews done by June 25th, but felt staff should try to get the people here by then. She said not everyone might be able to come on July 9th either. Chairman Humke suggested using both dates if necessary.

Commissioner Weber asked if the County would pay the way for the firms' representatives. Ms. Simon replied the County would not pay the way of the search firms, but would pay the way for any candidates.

Commissioner Hartung suggested giving the Manager the option to start the meeting on June 25th at 9:00 a.m. instead of 10:00 a.m. Ms. Simon said she would talk with staff. She believed each interview would take 30 to 45 minutes and an earlier start might be helpful. She said staff would poll the search firms for their availability on June 25th or July 9th.

There was no public comment on this item.

On motion by Commissioner Weber, seconded by Commissioner Berkbigler, which motion duly carried, it was ordered that the report be accepted and direction was given based on the Board's discussion.

**13-508      AGENDA ITEM 18 – TREASURER**

**Agenda Subject: “Update on Incline property tax refund process--Treasurer.”**

Katy Simon, County Manager, said the Treasurer issued 100 percent of the refunds. She advised there had been a significant number of returned checks due to people no longer residing at the billing address on record.

Commissioner Weber asked what would happen with the returned checks. Ms. Simon stated she would like to have the Treasurer get all of the specifics of that process, which was governed by Statute. Commissioner Weber suggested having the report as a Board item, so the Commissioners could ask questions.

Chairman Humke asked if a report was required to be given to the court on what had been done. Paul Lipparelli, Legal Counsel, said he did not recall whether the

judge's order contained a mandate to report when the process was completed, which he certainly believed would be appropriate to ensure the court's record was clear. He stated the order would be looked at and an update would be brought to the Board on what would happen next.

There was no public comment or action taken on this item.

**13-509            AGENDA ITEM 22 – REPORTS AND UPDATES**

**Agenda Subject: “Reports/updates from County Commission members concerning various boards/commissions they may be a member of or liaison to.”**

Commissioner Jung said she, Jay Aldean, Flood Management Authority (FMA) Executive Director; Sparks City Councilmember Ron Smith Truckee River Flood Project Chair; and City of Reno Councilmember Oscar Degado were in route to Washington D.C. to meet with our elected representatives and the Army Corps of Engineers, but missed their connecting flight in Phoenix, Arizona. She stated they decided to return to Reno due to the issues in getting a new flight to Washington D.C. She advised the area's lobbyists in Washington D.C. went ahead and held the meeting, and the cancelled trip would be rescheduled for another time.

Commissioner Berkgigler advised she was just notified the Governor would sign AB 46. She said she briefly attended the Reno Rebirth meeting, which was an interesting meeting. She stated she had been meeting with her Incline Village constituents to discuss issues with storm-water runoff going into Lake Tahoe.

Commissioner Weber said she was appointed to a subcommittee with Jeff Fontaine, Nevada Association of Counties (NACO) Executive Director; Clark County Commissioner Tom Collins; Douglas County Commissioner Doug Johnson; and former Churchill County Commissioner Norm Frey. She stated the subcommittee met with Marc Johnson, University of Nevada, Reno (UNR) President. She said after the meeting President Johnson indicated he heard what everyone was saying and noted time was needed to build a relationship with NACO. She stated it turned out to be a good meeting, and she noted President Johnson would be making a presentation on June 28th to the NACO Board. She believed the County would receive the same documents the NACO Board received.

Commissioner Weber said she felt it would be important for the Board to participate in the upcoming Shared Federal Framework meeting. She stated the meeting would have to be noticed if all of the Commissioners were able to attend the meeting at the Reno Sparks Convention and Visitors Authority (RSCVA) on Thursday, June 20, 2013 at 10:00 a.m. She listed some of the people and entities being invited. She said Reno City Councilmember Sharon Zadra felt the people going to Washington D.C. to lobby our Legislators should go as a united force for the region. She believed some very cool things would come out of the meeting. She said the intent was to have a day on Capitol Hill for people to work on various issues, especially considering how many

things were interconnected; and would be a great opportunity for the area. She said Senator Harry Reid had been saying that it was important for the area's elected officials to go to Washington D.C. to talk with their representatives about what needed to be done.

Katy Simon, County Manager, said John Slaughter, Management Services Director, would be attending. She said if several Commissioners planned on attending, the notice of a possible quorum would be done.

Commissioner Weber said she would not be able to attend the Nevada Works Board meeting on Friday, June 14, 2013 at 9:00 a.m. at the Builders Association. She noted there would be a RTC meeting on June 21, 2013 at 9:00 a.m., and a Regional Planning Governing Board (RPGb) meeting on Thursday.

Chairman Humke said the Criminal Justice Advisory Committee was led by two new Judges appointed by Judge Hardy. He stated on June 28th there would be a symposium on mental health and how it impacted the legal system in Washoe County. He requested the information about the symposium be placed on the County's web site. He said his term as Legislative Liaison was over and it was a great experience in great part because of the County's lobbying team, the County's employees, and the County's partners. He noted the Organizational Effectiveness Committee (OEC) met last week and toured the Jan Evans Juvenile Justice Center. He said the RTC was celebrating the 35th anniversary of CitiFare and RIDE. He stated the RSCVA Board would be meeting soon, while the Marketing Committee met yesterday and the Finance Committee would meet tomorrow.

Commissioner Jung said she met with Community Services staff, along with a representative of the youth soccer league, to look at proposals to develop the South Valleys athletic area. She believed things were ready to move forward and she soon might have some good news to bring to the Board. She stated she attended the Goodbye Sweet Sierra Vista School ceremony, which was held because the school would now be called the Lemelson S.T.E.M Academy and would be a science/technology/engineering/math magnet school thanks to the contributions by the Lemelsons. She said the school was for at-risk students. She said there was a Senior Services Advisory Board meeting where appointments to the Advisory Board were pulled because the Board did not get to see all of the people who applied. She said the Flood Project meeting would be held Friday morning, and the Shared Services meetings were on hold during the summer due to the difficulty in getting a quorum. She said on Thursday at 10:00 a.m. was when she usually met with the Regional Jobs Network, but she could redirect them to the Shared Federal Framework meeting. She stated on June 22nd at 10:00 a.m., the Sun Valley Neighborhood Watch program was having its inaugural meeting at the Homeowners Association building. She said the program was initiated by the Sheriff's Office based on citizen activism.

Commissioner Weber said the North Valleys Community meeting was held at the North Valleys Regional Park so construction of the water-splash park could be observed. She stated the water-splash park would probably not be open until August 9,

2013, but it might be open on weekends possibly through September depending on the weather. She said the 25 people who attended the Warm Springs Community meeting had a lot of great suggestions.

**13-510            AGENDA ITEM 19 – COMMUNITY SERVICES**

**Agenda Subject: “New first reading of an ordinance presented to and modified by the BCC on March 26, 2013 amending the Washoe County Code at Chapter 110, Development Code, Article 226, Warm Springs Area, to add a new section in order to regulate equestrian uses, such as boarding stables, commercial stables and equestrian facilities, on all legally established parcels greater than 35 acres in area and zoned General Rural (GR) or General Rural Agricultural (GRA) in the Warm Springs planning area, and to add definitions specific to these types of uses. Further to amend Article 302, Allowed Uses, to modify the Table of Uses for Commercial Use Types to reference Article 226 for commercial stables use types within the Warm Springs planning area, and, providing for other matters properly relating thereto; and consider a report from the Planning Commission recommending that the modification to the bill made at first reading not be adopted, determine whether or not required findings can be made on the Bill as modified; and, if supported, schedule a public hearing for second reading, possible adoption of findings, and possible adoption of the Ordinance for 6:00 p.m. on June 25, 2013. (Bill No. 1685)-- Community. (Commission District 5.) Continued from March 25, 2013 Commission meeting.”**

Amy Harvey, County Clerk, read the new title for Bill No. 1685.

Commissioner Weber requested a brief staff report. Bill Whitney, Planning and Development Division Director, acknowledged the hard work Ms. Monsalve, Senior Planner, did in working with the community and all of the parties involved for a long time on this Development Code Amendment.

Mr. Whitney conducted a PowerPoint Presentation, which was placed on file with the Clerk. He said the Board heard the continued first reading from February 12, 2013 on March 26, 2013. He stated the Board made modifications to the proposed Code Amendment and ordinance, which included an increase to the threshold number of horses requiring a Special Use Permit (SUP) for commercial stables in the Warm Springs Planning Area. He said the increase was the Planning Commission’s recommendation of 20 horses per site to more than three horses per acre on parcels 35 acres and larger in the Warm Springs Planning Area. He said on May 7, 2013, staff took the recommendation to the Planning Commission, which held a public hearing. He stated the Planning Commission did not accept the Board’s recommended increase, which was reflected in the report before the Board tonight. He said the Planning Commission urged the Board to retain the 20 horses per site threshold as previously approved by the Planning Commission.

Mr. Whitney said on advice of Legal Counsel, the ordinance as modified was before the Board as a first reading and consideration of the Planning Commission's report. He stated there were three options, which were shown on the *Recommendation* slide.

Commissioner Weber said in looking at the staff report, she felt it suggested the Board could move towards a second reading. Paul Lipparelli, Legal Counsel, said it was not his understanding that the Board had the option of going directly to a second reading. Commissioner Weber referred to page 5 of the staff report. Mr. Whitney believed the wording in the staff report was a little confusing. He said tonight was the first reading of the amended ordinance, and after tonight the Board could move to establish the date and time of the second reading. Mr. Lipparelli said the Board's published agenda for this item gave notice the Board would be considering an introduction and first reading of a new ordinance with a new requirement regarding the number of horses. He stated he did not advise the Board to treat this as a second reading.

In response to the call for public comment, Katherine Snedigar submitted documents, which were placed on file with the Clerk. She read a statement by Inger Anderson under "Call for Partners to Join Global Green Growth Platform," paragraph 3. She also read a statement by Thurgood Marshall shown on page 1 in bold, the numbered items 1-4, and the definition of Subdivision in the Washoe County Development Code. She said she was tired of being treated like a suburban subdivision in an agricultural area and having staff manipulate the Planning Commission to get their desired results by the intonation of their voice and by their antics at the meeting. She stated if the Commissioners watched the meeting, they would be shocked.

Jeanne Herman said she attended every meeting, and she said the same things every time. She still felt the Warm Springs Area should be treated the same as the rest of the County was treated. She believed three horses per acre was a good idea. She said she was present at the Planning Commission meeting, and she was pretty upset by the time she left because of the attitude and actions.

Commissioner Weber thanked staff, especially Ms. Monsalve and Mr. Whitney, for their work on this Development Code Amendment, because the Code situation needed to be taken care of. She felt the fact that the change needed to go back to the Planning Commission for a report did not make sense, and she believed that requirement needed to be changed.

Commissioner Hartung noted sending the change back to the Planning Commission had nothing to do with the County, but was per Nevada Revised Statutes (NRS) 278.220(4), which made the Planning Commission the deciding body. Mr. Lipparelli said State law required the local government make specific findings that the ordinance modifying the Development Code conformed to the Master Plan before adopting the ordinance. He stated it was fair to say Washoe County went further than that in its own Development Code by providing for a process where Development Code Amendments had to go back to the Planning Commission for review. He said the District

Attorney's Office could take a closer look at the State law and the County Code to see if it could be dialed back to minimum requirements of the State law or whether there were other provisions behind that extra step Commissioner Weber was concerned about.

**Bill No. 1685, entitled, "AN ORDINANCE AMENDING THE WASHOE COUNTY CODE AT CHAPTER 110, DEVELOPMENT CODE, ARTICLE 226, WARM SPRINGS AREA, TO ADD A NEW SECTION IN ORDER TO REGULATE EQUESTRIAN USES, SUCH AS BOARDING STABLES, COMMERCIAL STABLES AND EQUESTRIAN FACILITIES, ON ALL LEGALLY ESTABLISHED PARCELS GREATER THAN 35 ACRES IN AREA AND ZONED GENERAL RURAL (GR) OR GENERAL RURAL AGRICULTURAL (GRA) IN THE WARM SPRINGS PLANNING AREA, AND TO ADD DEFINITIONS SPECIFIC TO THESE TYPES OF USES. FURTHER TO AMEND ARTICLE 302, ALLOWED USES, TO MODIFY THE TABLE OF USES FOR COMMERCIAL USE TYPES TO REFERENCE ARTICLE 226 FOR COMMERCIAL STABLES USE TYPES WITHIN THE WARM SPRINGS PLANNING AREA, AND, PROVIDING FOR OTHER MATTERS PROPERLY RELATING,"** was introduced by Commissioner Weber, and legal notice for final action of adoption was directed.

Mr. Whitney requested the motion include the finding conformed with the Master Plan as shown on page 2 of Exhibit B, and the first finding would be appropriate based on the Warm Springs Area Plan. Mr. Lipparelli advised the findings would be made at the second reading and adoption. He felt staff was offering the Board the opportunity to comment on whether the findings could ultimately be made, which would help keep the ordinance on track instead of it being derailed again at the second reading. Commissioner Weber indicated she could make at least two of the findings.

Commissioner Berkbigler said the Board made a decision, which then went to the Planning Commission where they rejected the Board's decision. She asked who was in charge. Mr. Lipparelli said it was a delicate balance. He stated certainly everyone understood the elected County Commissioners, acting together, constituted the governing board of the County and were the ultimate decision makers; but the State Statutes did give the Planning Commission a large role in the Master Plan and Development Code realm. He said the Development Code provisions Commissioner Weber pointed out as potentially needing a review, contemplated the process by which the Planning Commission got to make another pass at the changes the governing board made. He said it did not say the Planning Commission's report on those changes was binding upon the governing board, but the Planning Commission did get the opportunity to render that report. He said now that had been done and the Board had the benefit of their views regarding this Amendment. He stated making the findings at the time of the adoption of the ordinance was the way the Board could exercise its ultimate authority in setting the rules for the County that everyone lived by.

Commissioner Berkbigler asked if the Board could take the position of rejecting this and going back to what passed the last time. Mr. Lipparelli said it was

staff's and the District Attorney's advice that would be a much riskier way to approach the ordinance changes. He said tonight's agenda item was noticed as an introduction of a new bill and not as a second reading, which would take place at the Board's next meeting. He said if this had been set up as a second reading for tonight, the problem would have been the public not knowing whether the Board would do the first reading with three horses per acre or follow the Planning Commission's recommendation. He said to avoid confusion, it was better to start fresh. He said the bill had been introduced, and the notice of the public hearing for the second reading and possible adoption of the ordinance at the next meeting would be published.

Commissioner Berkbigler stated the Commissioners were elected to represent their constituents and they made decisions on what was right. She felt the new ordinance did not take into consideration what happened at the last hearing. Mr. Whitney advised the new ordinance took into consideration what was proposed at the last meeting regarding the change to the number of horses. Commissioner Berkbigler said she recalled three horses was the County's current standard, and the ordinance came about because of some concerns by constituents in the Warm Springs area. Mr. Whitney said the existing ordinance required a Special Use Permit (SUP) for three or more horses total per acre for a commercial use. He stated a lot of different numbers were discussed and 20 seemed to be a compromise. He said that number was the one brought forward to the Board. He said the Board changed that to three or more horses per acre for a commercial operation before a SUP would be required. Commissioner Berkbigler said the report from the Planning Commission did not reflect what the Board decided last time around. Mr. Lipparelli said he was hearing there was some frustration that the Planning Commission did not give much consideration to this Board's decision to change the standard to three horses per acre. He stated whether or not that was true, the problem was the County's Development Code process required changes made by the governing board to the Planning Commission's action on Development Code changes must go back to the Planning Commission for a report. He said that change could be looked at in the future if the Commissioners no longer wanted the ordinance to require that process. He said Legal Counsel's advice to bring this Amendment back as a first reading was based in part on a Nevada Supreme Court case where the City of Reno was found it did not follow its own Municipal Code in the way it processed a large development in the Cold Springs area. He said starting the process over with a first reading provided the Board with the most flexibility in the way it would deal with the Planning Commission's report. Commissioner Berkbigler said recommendation A was what was essentially passed the last time and she was sorry she was confused, but now she was not.

## **PUBLIC HEARINGS**

### **13-511      AGENDA ITEM 20 – COMMUNITY SERVICES**

**Agenda Subject: "Outdoor Festival Business License Application (Reno-Tahoe Open 2013) Applicant: Reno Tahoe Open Foundation. Approval of an Outdoor Festival business license for the Reno-Tahoe Open 2013 Golf Tournament. The Reno-Tahoe Open 2013 is to be held from July 29, 2013 through August 4, 2013.**

**The event is proposed to be held at the Montreux Golf and Country Club, Reno (Assessor's Parcel Numbers 148-010-25, 50, 53, 55, and 56; 148-061-65; 148-100-02; and, 148-222-22). Tournament preferred parking will be at the Montreux Golf and Country Club clubhouse, 18077 Bordeaux Drive, Reno (Assessor's Parcel Number 148-010-50) and on Lausanne Drive within the Montreux subdivision (Assessor's Parcel Numbers 148-050-02, 148-082-16, and 148-092-12). Off-site public parking will be located at Galena High School, 3600 Butch Cassidy Drive, Reno (Assessor's Parcel Number 144-010-01). Tournament volunteer staff will be parking within the Summit Reno shopping center located at 13933, 13935 and 13987 South Virginia Street, Reno (Assessor's Parcel Numbers 142-390-01 and 03, and 142-330-07). The Reno-Tahoe Open 2013 is a PGA tour sanctioned golf tournament and this event marks the 15th year for the tournament. Event organizers estimate that between 50,000 and 60,000 participants and spectators will take part in the event for the week. The approximate maximum attendance on any one day of the tournament is 12,000 people. Based on the testimony and evidence presented at the hearing, to include the report of reviewing agencies, the County Commissioners may approve the issuance of the business license with conditions, or deny the business license. If approved, the County Commission will direct the Director of the Planning & Development Division, Community Services Department to issue the license when all conditions have been met--Community Services. (Commission District 2.)"**

**6:11 p.m.** Chairman Humke opened the public hearing.

Bob Webb, Planning Manager, said this item was a request to approve an Outdoor Festival business license for the Reno-Tahoe Open 2013 Golf Tournament. He stated he was notified by the Applicant this morning that the volunteer parking would be located at the University of Nevada, Reno (UNR) Redfield campus instead of the Summit Reno as noted in the staff report. He requested the Board approve the Outdoor Festival Business License noting the volunteer/staff parking was at the UNR Redfield campus, modify condition 4A, and remove condition 8C from the list of approved conditions. He said he received a property owner permission letter from UNR. He said he also requested the Board require the applicant to meet all of the conditions in condition 4 for the UNR Redfield campus as was stipulated for the Summit Reno parking area.

Mr. Webb said this was the 15th year of the Reno-Tahoe Open 2013 Golf Tournament. Chairman Humke asked if there was any appreciable difference in this year's application from past years other than the suggested amendments. Mr. Webb stated there was not.

There was no public comment on this item.

On motion by Commissioner Hartung, seconded by Commissioner Jung, which motion duly carried, it was ordered that Agenda Item 20 be approved and directed with the amendments to the Outdoor Festival Business License as suggested by Mr. Webb.

**13-512            AGENDA ITEM 21 – ORDINANCE – DISTRICT NO. 24**  
**BOUNDARIES**

**Agenda Subject:** “Second reading and adoption of an Ordinance amending Ordinance No. 1000 in order to change the boundaries of District No. 24 (Groundwater Remediation); and providing other matters relating thereto. (Bill No. 1693)”

**6:17 p.m.**        The Chairman opened the public hearing for Agenda Item 21 by calling on anyone wishing to speak for or against adoption of said Ordinance. There being no response, the hearing was closed.

Amy Harvey, Chief Deputy Clerk, read the title for Ordinance No. 1511, Bill No. 1693.

On motion by Commissioner Jung, seconded by Commissioner Weber, which motion duly carried, Chairman Humke ordered that Ordinance No. 1511, Bill No. 1693, entitled, "AN ORDINANCE AMENDING ORDINANCE NO. 1000 IN ORDER TO CHANGE THE BOUNDARIES OF DISTRICT NO. 24 (GROUNDWATER REMEDIATION); AND PROVIDING OTHER MATTERS RELATING THERETO," be adopted, approved and published in accordance with NRS 244.100.

**13-513            AGENDA ITEM 21 – ORDINANCE – DISTRICT NO. 24 FEE**

**Agenda Subject:** “Second reading and adoption of an Ordinances amending Ordinance No. 1000 in order to change the boundaries of District No. 24 (Groundwater Remediation); and providing other matters relating thereto. (Bill No. 1693)”

Amy Harvey, County Clerk, read the title for Ordinance No. 1512, Bill No. 1694.

On motion by Commissioner Hartung, seconded by Commissioner Jung, which motion duly carried, Chairman Larkin ordered that Ordinance No. 1512, Bill No. 1694, entitled, "AN ORDINANCE IMPOSING A FEE ON THE PARCELS OF LAND IN WASHOE COUNTY, NEVADA DISTRICT NO. 24 (GROUNDWATER REMEDIATION) TO PAY THE COSTS OF DEVELOPING AND CARRYING OUT A PLAN FOR REMEDIATION; AND PRESCRIBING OTHER MATTERS RELATING THERETO," be adopted, approved and published in accordance with NRS 244.100.

**13-514            AGENDA ITEM 25 – PUBLIC COMMENT**

**Agenda Subject:** “Public Comment. Comment heard under this item will be limited to two minutes per person and may pertain to matters both on and off the

**Commission agenda. The Commission will also hear public comment during individual action items, with comment limited to three minutes per person. Comments are to be made to the Commission as a whole.”**

There was no response to the call for public comment.

**COMMUNICATIONS:**

- 13-515** Documents from the April 24, 2013 Washoe County Treasurers Real Estate Tax Sale. Included were the conformed copies of the quitclaim deeds, the return of sale of real estate and the master copy of proof of publication.
- 13-516** Affidavit of Mailing, dated May 10, 2013 from Treasurer Tammi Davis.

**QUARTERLY FINANCIAL STATEMENTS**

- 13-517** Washoe County Sheriff’s Office – Fiscal Year 2012/13 – 3rd Quarter Report of Civil Fees and Commissions.
- 13-518** Washoe County School District’s – 3rd Quarter of Fiscal Year 2012/13 ending March 31, 2013.

**TENTATIVE BUDGETS**

- 13-519** Verdi Television District – Tentative Budget for Fiscal Year 2013/14.
- 13-520** City of Sparks – Tentative Budget for Fiscal Year 2013/14.
- 13-521** City of Sparks Redevelopment Agency Area No. 1. – Tentative Budget for Fiscal Year 2013/14.
- 13-522** City of Sparks Redevelopment Agency Area No. 2. – Tentative Budget for Fiscal Year 2013/14.
- 13-523** Carson Truckee Water Conservancy District – Tentative Budget for Fiscal Year 2013/14.
- 13-524** Western Regional Water Commission – Tentative Budget for Fiscal Year 2013/14.

**FINAL BUDGETS**

- 13-525** Palomino Valley General Improvement District – Final Budget for Fiscal Year 2013/14.

**13-526** Regional Transportation Commission (RTC) – Final Budget for Fiscal Year 2013/14.

\* \* \* \* \*

**6:21 p.m.** There being no further business to discuss, on motion by Commissioner Jung, seconded by Commissioner Weber, which motion duly carried, the meeting was adjourned.

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**DAVID HUMKE**, Chairman  
Washoe County Commission

**ATTEST:**

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**AMY HARVEY**, County Clerk and  
Clerk of the Board of County Commissioners

*Minutes Prepared by:  
Jan Frazzetta, Deputy County Clerk*

**RESOLUTION OF RECOGNITION AND APPRECIATION  
DANIEL (DAN) G. BURK**

WHEREAS, Daniel G. Burk is a long time resident of Washoe County; was employed by Washoe County from September 1997 to June 2013; and was the Registrar of Voters upon his retirement from Washoe County; and

WHEREAS, Dan Burk greatly contributed to excellence in elections in Washoe County by dedicating his career to the betterment of all of Washoe County's voter registration and elections systems; and

WHEREAS, Mr. Burk had a special affinity for improving each and every process under his leadership using determination and innovation; and

WHEREAS, Dan Burk worked tirelessly with the Secretary of State to support and encourage the roll-out and set-up of electronic voting and on-line voter registration in the State of Nevada; and

WHEREAS, Mr. Burk was an advocate for the expansion of early voting and of making voting easy and convenient for all eligible citizens in Washoe County; and

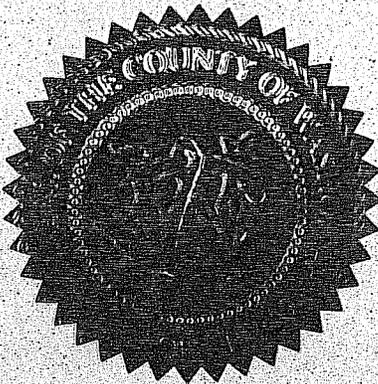
WHEREAS, Mr. Burk was instrumental in revising old and developing new processes to help make voting accessible for all eligible voters; along with supporting and encouraging his staff to be forward thinking and to seek new ways to engage the voters of Washoe County; and

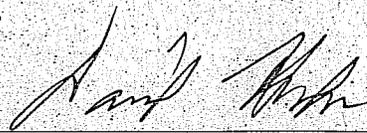
WHEREAS, Dan Burk was designated by The Election Center as a Certified Elections & Registration Administrator (CERA), was honored with an Award of Excellence by The Election Center for his entry to the Professional Practices Program titled "A Revolution in Time"; was appointed as a representative of the National Democracy Institute (NDI) to observe elections in Kazakhstan and was honored by the National Secretaries of State (NASS) as a recipient of the "NASS Medallion Award" for his service to state government; and

WHEREAS, The forethought, planning and dedication of Washoe County's Registrar of Voters has been noted and appreciated by the Board of County Commissioners; now, therefore, be it

RESOLVED, That the Board of Washoe County Commissioners gives special thanks and recognition to Dan Burk for his contributions to Washoe County.

Adopted this 11<sup>th</sup> day of June, 2013.



  
\_\_\_\_\_  
David Humke, Chairman  
Washoe County Commission

13-476

## INTERLOCAL AGREEMENT

This Interlocal Agreement is made by and between the County of Washoe, a political subdivision of the State of Nevada, by and through the Department of Juvenile Services, hereinafter referred to as "Department" and the Nevada Division of State Parks, Lake Tahoe Nevada State Parks, hereinafter referred to as "Agency."

### WITNESSETH

WHEREAS, the parties are both public agencies as described in NRS Chapter 277 and are empowered to enter into interlocal agreements for any governmental service, activity or undertaking which any of the parties entering into the agreement is authorized to perform;

WHEREAS, the Department has established programs whereby certain juvenile offenders participate in the Departments Youth Employment Program.

WHEREAS, the Agency would benefit from the services of the Department in removing litter and weeds or would receive work related services performed by the Youth Employment Program.

WHEREAS, the Department and the Agency mutually desire to enter into an interlocal agreement for these purposes;

NOW, THEREFORE, the parties agree as follows:

1. The Department agrees to provide youth participating in the Youth Employment Program to perform litter removal, landscaping, and general maintenance at the request of the Agency. The Department agrees to provide equipment to be used by the crews for the work to be performed. At times, the Agency may provide equipment in order to complete additional work.
2. The above-described services will be performed upon the written request of the Agency, however, the date and time the services will be performed will be at the discretion of the Department based upon the schedule of the Youth Employment Program.
3. The Agency will designate the location where work is to be performed, subject to the approval by the Department. The Department reserves the right to refuse to work in any location.
4. The Department shall provide for transportation for the program and any necessary supervisors as well as the equipment to be used by the program. The Agency shall be responsible for transportation of equipment and persons necessary to perform those functions that are the responsibility of the Agency.
5. The Agency agrees to conduct a hazard assessment of each work site and provide its findings to the Department prior to requesting the Department to work in that location.
6. The Youth Employment Program will not charge for their services. Offenders on the Youth Employment Program will work at Sand Harbor providing landscaping and general maintenance. Critical to the case management of juvenile offenders is to have the opportunity to gain meaningful work experience. While participating on this program, juveniles are challenged by the Supervisors to examine the impact their actions have on their community, their families and themselves.

13-479

7. The Department will not waive and intends to assert available defenses and limitations contained in Chapter 41 of the Nevada Revised Statutes. The Department will be responsible for the conduct and actions of its employees, agents and persons the Department has a duty to direct and control. The Department, to the extent permitted by law, agrees to indemnify, defend and hold harmless the Agency, its employees or agents from any claim, loss or lawsuit arising out of the performance of this Agreement resulting from the negligent or intentional acts or omissions of the Department, its employees, agents or persons the Department has a duty to direct and control unless such claim is based, in whole or in part, on any act or omission of the Agency or its employees or agents, and subject to the waiver provision of paragraph 8 of this Agreement. In the event of a claim or lawsuit against the Agency arising out of the acts or omissions of the Department, its employees agents or persons whom the Department has a duty to direct and control, the Department shall defend or resolve the claim at no expense to the Agency, or if the Department is unable to defend the Agency, the Department shall reimburse the Agency, its officers, employees and agents in defending such action at its conclusion should it be determined that the basis for the action was in fact the negligent or intentional acts or omissions of the Department, its employees, agents or persons whom the Department has a duty to direct and control.

8. The Agency acknowledges that some damage to its property may occur during the performance of the services under this Agreement, therefore, the Agency waives any claim for damage to its property as a result of the performance of such services by the Department, its employees, agents or persons the Department has a duty to direct and control unless the damage is caused by the intentional or willful acts by the Department, its employees, agents or persons whom the Department has a duty to direct and control.

9. The Agency will not waive and intends to assert available defenses and limitations contained in Chapter 41 of the Nevada Revised Statutes. The Agency, to the extent permitted by law, agrees to indemnify, defend and hold harmless the Department, its employees, agents and persons the Department has a duty to direct and control against claims, lawsuits or losses resulting from the negligent or intentional acts or omissions, of Agency, its employees or agents. In the event of a claim or lawsuit against the Department arising out of the acts of the Agency, its employees or agents, the Agency shall defend or resolve the claim at no expense to the Department, or if the Agency is unable to defend the Department, the Agency shall reimburse the Department, its officers, employees and agents in defending such action at its conclusion should it be determined that the basis for the action was in fact the negligent or intentional acts or omissions of the Agency, its employees or agents.

10. Either party may terminate this Agreement with or without cause by giving the other party written notice of the intent to terminate. The notice must specify the date upon which the termination will be effective, which date may not be less than 30 calendar days from the date of mailing of the notice.

11. All notices required under this Agreement shall be in writing and mailed, postage prepaid, addressed to the designated representative of the respective parties:

DEPARTMENT:

\_\_\_\_\_  
Washoe County Department of Juvenile Services  
P.O. Box 11130  
Reno, Nevada 89520

AGENCY: \_\_\_\_\_

13-479

Nevada Division of State Parks  
Lake Tahoe Nevada State Parks  
Jay Howard  
2005 Hwy, 28 Incline Village Nevada  
89452

12. This Agreement shall be governed, interpreted and construed in accordance with the laws of Nevada. Any action brought pursuant to this Agreement shall be brought in Washoe County, Nevada. If any provision of this Agreement shall be held or declared to be void or illegal for any reason, all other provisions of the agreement, which can be given effect without such void or illegal provision, shall remain in full force and effect.

13. This agreement may not be assigned or amended without the consent of the governing boards of the parties.

14. This Agreement shall be in effect for a period of one-year beginning June 11, 2013 and terminating June 10, 2013.

WASHOE COUNTY

Dated: \_\_\_\_\_

By: \_\_\_\_\_

David Humke, Chairman  
Washoe County Commission

ATTEST:

\_\_\_\_\_  
Washoe County Clerk

Nevada Division of State Parks  
Lake Tahoe Nevada State Parks

By: \_\_\_\_\_

Todd Anderson

13-479

**FORENSIC SUPPORT SERVICES AGREEMENT  
BETWEEN  
WASHOE COUNTY ON BEHALF OF  
THE WASHOE COUNTY SHERIFF'S OFFICE  
AND  
CITY OF CARLIN ON BEHALF OF  
CITY OF CARLIN POLICE DEPARTMENT**

THIS AGREEMENT is made and entered by and between **WASHOE COUNTY**, on behalf of the **WASHOE COUNTY SHERIFF'S OFFICE**, hereinafter referred to collectively as **WASHOE**, and **CITY OF CARLIN** on behalf of the **CITY OF CARLIN POLICE DEPARTMENT**, hereinafter referred to as **USER**.

**WITNESSETH:**

**WHEREAS**, pursuant to NRS 277.180, **WASHOE** and **USER** may, in the performance of their functions, use each other's facilities and services, with the consent of the other party and subject to such terms and conditions as the parties may agree upon; and

**WHEREAS**, **USER** desires to acquire the assistance of **WASHOE** in providing **USER** the use of **WASHOE'S** Forensic Support Facilities and Services;

**WHEREAS**, **WASHOE** desires to provide its assistance to **USER** in regard to the use of **WASHOE'S** Forensic Support Facilities and Services;

**NOW, THEREFORE**, based on the foregoing premises and the following covenants, terms and conditions, the parties hereto do hereby agree as follows:

1. **SERVICES PROVIDED:** Unless otherwise provided and/or amended by written agreement of the parties hereto, **WASHOE** shall provide for **USER** forensic analyses within the existing capabilities of **WASHOE** as set forth in **Exhibit B** attached hereto and hereby incorporated by reference. In this regard, it is the understanding and intent of the parties, as the capabilities of **WASHOE** change over time, to execute written amendments to this Agreement indicating any services no longer provided as well as to identify any new services to be provided and the cost thereof.

**WASHOE** staff shall be available, upon reasonable notice should **USER** require said staff, to participate in legal proceedings (discovery practice or court appearances) to testify as to any testing and certification services performed for **USER** pursuant to this Agreement.

A. For fiscal year 2013/2014 **USER** shall pay to **WASHOE** a fee of **\$1,500**, which fee shall entitle **USER** to the use of the forensic laboratory services currently within the capability of **WASHOE** as such are more fully set forth in **Exhibit B** attached hereto and hereby incorporated by reference. The annual fee shall be due and payable in full on or before August 15th of the fiscal year. Toxicology services shall continue to be invoiced quarterly. Toxicology services are not included in this Agreement. Any costs incurred for toxicology services shall be invoiced separately and shall be paid in addition to the annual fee paid by **USER** hereunder.

12-488

B. In the event, during any fiscal year covered by this Agreement, WASHOE shall increase its forensic laboratory services beyond those set-forth in **Exhibit B**, the parties agree to negotiate, in good faith, an increase in the annual fee charged by WASHOE to USER to compensate WASHOE for the provision of the additional forensic laboratory services to USER. Any such agreement shall be memorialized by a written addendum to this Agreement signed by both of the parties hereto. Any increase in the annual fee shall be due and payable in full within 30 days after execution of said addendum.

C. In the event that the governing body of the county fails to obligate any funds necessary to carry out the duties created hereunder beyond the county's then current fiscal year, this agreement shall terminate without charge, penalty, or sanction.

D. During the term of this Agreement, in the event that WASHOE shall be required to engage the consultation services of any outside forensic laboratory or specialist in order to provide USER with any additional expertise or equipment outside of the current capability of WASHOE to perform for USER, USER shall reimburse WASHOE in full for any costs or fees incurred as a result of said consultation. Any such consultation fees shall be due and payable in full within 30 days of USER'S receipt of billing by WASHOE for any such consultation services.

E. In the event that USER shall require the testimony of any of the staff of WASHOE in any legal proceedings in order to testify as to any testing or certification performed for USER pursuant to this Agreement, USER agrees to reimburse WASHOE for any compensation, benefits, travel and per diem costs incurred by WASHOE in providing said staff at the time, place and for the purposes required to assist USER. Any such reimbursement shall be due and payable in full within 30 days of USER'S receipt of billing by WASHOE for any such staff services.

2. **INDEMNIFICATION**: USER agrees to indemnify, defend and hold harmless WASHOE, its officers, employees, and agents, from and against any and all claims, demands, or actions by any person or entity which arise or result from any act or omission to act on the part of any officers, employees, or agents of USER in connection with the services to be provided pursuant to this Agreement.

WASHOE agrees to indemnify, defend and hold harmless USER, its officers, employees, and agents, from and against any and all claims, demands, or actions by any person or entity which arise or result from any act or omission to act on the part of any officers, employees, and agents of WASHOE in connection with the services to be provided pursuant to this Agreement.

The parties do not waive and intend to assert any liability limitations available under law, including but not limited to those defenses available under chapter 41 of Nevada Revised Statutes in all cases.

3. **MODIFICATION**: Any modification or amendment to this Agreement, in order to be binding upon the parties, must be in writing and be signed by both of the parties hereto.

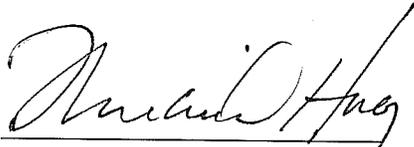
4. **EFFECTIVE DATE AND RENEWAL**:

A. This Agreement shall be effective as of July 1, 2013 and terminate as of June 30, 2014.

B. Either party to this Agreement may terminate this Agreement at any time of the term of the Agreement by giving the other party to this Agreement 180 days prior written notice.

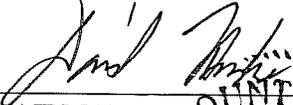
C. This Agreement may be renewed by the parties for any subsequent fiscal year by virtue of the parties' execution of a renewal agreement setting for the fiscal year for which the renewal shall be effective, the services to be rendered, and the costs and fees to be incurred by USER to WASHOE. Any such renewal shall be contingent upon the parties agreeing to the annual fee to be charged by WASHOE to USER.

DATE: 4-2-13

BY:   
WASHOE COUNTY SHERIFF

WASHOE COUNTY BOARD OF  
COMMISSIONERS

DATE: 6/11/13

BY:   
CHAIRMAN

DATE: 6/11/13

ATTEST:   
WASHOE COUNTY CLERK



USER

DATE: 4-10-13

BY: 

## **Exhibit B**

### **Services Provided Under the Forensic Science Division Contract (No Crime Scene/Photo Laboratory Services Included)**

Forensic services within the existing capabilities of the laboratory will include the following:

#### **Arson (Ignitable liquids)**

#### **Qualitative Testing of Controlled Substances**

- Qualitative analysis and identification of substances controlled under the Federal Controlled Substances Act (CSA) or the Nevada Administrative Code (NAC).
  - ✓ Up to five different items can be submitted in a case. For cases involving more than five items, contact the District Attorney handling the case and the Laboratory prior to submission.
  - ✓ Evidence will be accepted in cases that are being actively prosecuted or cases for which the Laboratory results will be used at a Grand Jury, to substantiate charges that will be filed or are pending, to obtain a warrant, in an on-going investigation or for officer safety.
- Only selected items from those submitted will be analyzed.
  - ✓ Multiple items that are visually similar in appearance and packaging only will be tested when the total net weight could substantiate a trafficking charge. This analysis may be deferred until the case is set for District Court.
  - ✓ When multiple substances likely to contain a Schedule I compound are submitted, one of each type of substance will be analyzed.
  - ✓ When a Schedule I compound is identified, substances likely to contain a compound in a lower schedule will not be analyzed.
  - ✓ Items bearing or containing residue only and paraphernalia items only will be tested when no other controlled substance evidence exists or when other items do not contain a controlled substance.
- Pharmaceutical preparations (tablets or capsules)
  - ✓ Visual examination only with comparison to a database when a scheduled controlled substance (except marijuana) is identified in a non-pharmaceutical preparation.
  - ✓ Analysis and identification of any controlled substance in one dosage unit of the pharmaceutical preparation when no other controlled substance evidence is present (except marijuana).
  - ✓ Visual examination only for pharmaceutical preparations consistent with preparations containing a prescription only or over-the-counter compound.

Additional controlled substance exhibits may be analyzed on a case by case basis. If services beyond those listed above are needed, please contact the division for consultation prior to submitting the evidence.

#### **Shoeprint and Tire Track Comparison**

## **Firearms/Toolmark Examinations**

- Distance determination
- Comparative analysis
- Weapon function test
- Serial number restoration

## **Latent Print Processing**

- Appropriate chemical or powder processing of submitted items
- Development and submission of latent prints of value
- WIN/AFIS (Western Identification Network/Automated Fingerprint Identification System) database
- 10-print or suspect comparison

## **Primary Examination**

- Presumptive and Confirmatory Stain Characterization
  - Semen (presence of sperm cells)
  - Seminal fluid (absence of sperm cells)
  - Saliva
  - Blood including Human Blood
- Determination of human vs animal hair and suitability of hair for DNA testing

## **DNA Analysis**

- Homicide (up to 15 evidentiary samples and 10 reference samples)
- Sexual crimes (with presence of sperm up to 3 evidentiary samples and 5 reference samples)
- Sexual crimes (absence of sperm up to 5 evidentiary samples and 5 reference samples)
- Crimes against a person (up to 4 evidentiary samples and 5 reference samples)
- Property crimes (up to 2 evidentiary samples and 5 reference samples)
- DNA samples in addition to above limits can be processed at \$250.00 per hour

## **Forensic services within the existing capabilities of the laboratory do NOT include the following:**

- DNA analysis on weapons violations, possession of stolen property, found property, vandalism, controlled substances, and larceny unless extenuating circumstances are approved by the Laboratory Director or DNA Supervising Criminalist.
- DNA analysis of convicted offenders samples per NRS 176.0913. The funding for this analysis is provided through the \$150.00 fee collection per NRS 176.0915 and grant funding.
- While the laboratory will continue to analyze liquids and solids for the presence of controlled substances; current personnel do not have the experience in the analysis of clandestine laboratories and therefore will not be able to provide detailed testimony on clandestine manufacture of drugs. This inability is limited to drug analysis not crime scene response.

- Analysis of the contents of syringes; unless extenuating circumstances approved by the Laboratory Director exist.
- Analysis of non-controlled substances
- Trace evidence analysis of fibers, glass, paint, hair, chemical unknowns, physical match and explosive materials
- Document examination such as handwriting comparisons
- With the conversion of all agencies to digital cameras, the need for processing of 35mm film and creating photographic prints has fallen to a level that it is no longer practical to maintain the necessary equipment. Therefore photographic prints and 35mm film processing will no longer be offered.

**The following services can be offered on a fee for service basis:**

### **Crime Scene Investigation**

- Crime Scene Investigation can be provided for the following types of cases at a rate of \$250.00 per hour per investigator. Calls outside of the Reno area will always required a minimum of 2 investigators. The FIS Sergeant will determine the number of investigators needed based on the case information.
  - Homicide
  - Attempted homicide
  - Officer involved shootings
  - Questionable deaths with detective on scene
  - Kidnapping
  - Child abuse
  - Sexual assault with substantial bodily injury or unknown suspect
  - Battery with a deadly weapon with substantial bodily injury
  - Armed robbery with substantial bodily injury
  - Bank robbery with substantial bodily injury
  - Robbery, strong armed, with substantial bodily injury
  - Fatal traffic accidents when vehicular homicide is suspected
  - Homicide autopsy

**Photo Laboratory services can be provided per the following fee schedule:**

- \$25.00 per CD

**Note:** The IBIS (Integrated Ballistic Identification System) (firearms database) is included for all agencies. This is not a service that is charged for.

**This scope of work does not include Toxicology services. Toxicology will continue to be billed on a per test basis. If you have any questions regarding Toxicology services, contact the Forensic Science Division.**

**FORENSIC SUPPORT SERVICES AGREEMENT  
BETWEEN  
WASHOE COUNTY ON BEHALF OF  
THE WASHOE COUNTY SHERIFF'S OFFICE  
AND  
CHURCHILL COUNTY ON BEHALF OF  
CHURCHILL COUNTY SHERIFF'S OFFICE**

THIS AGREEMENT is made and entered by and between **WASHOE COUNTY**, on behalf of the **WASHOE COUNTY SHERIFF'S OFFICE**, hereinafter referred to collectively as **WASHOE**, and **CHURCHILL COUNTY** on behalf of the **CHURCHILL COUNTY SHERIFF'S OFFICE**, hereinafter referred to as **USER**.

**WITNESSETH:**

**WHEREAS**, pursuant to NRS 277.180, **WASHOE** and **USER** may, in the performance of their functions, use each other's facilities and services, with the consent of the other party and subject to such terms and conditions as the parties may agree upon; and

**WHEREAS**, **USER** desires to acquire the assistance of **WASHOE** in providing **USER** the use of **WASHOE'S** Forensic Support Facilities and Services;

**WHEREAS**, **WASHOE** desires to provide its assistance to **USER** in regard to the use of **WASHOE'S** Forensic Support Facilities and Services;

**NOW, THEREFORE**, based on the foregoing premises and the following covenants, terms and conditions, the parties hereto do hereby agree as follows:

**1. SERVICES PROVIDED:** Unless otherwise provided and/or amended by written agreement of the parties hereto, **WASHOE** shall provide for **USER** forensic analyses within the existing capabilities of **WASHOE** as set forth in **Exhibit B** attached hereto and hereby incorporated by reference. In this regard, it is the understanding and intent of the parties, as the capabilities of **WASHOE** change over time, to execute written amendments to this Agreement indicating any services no longer provided as well as to identify any new services to be provided and the cost thereof.

**WASHOE** staff shall be available, upon reasonable notice should **USER** require said staff, to participate in legal proceedings (discovery practice or court appearances) to testify as to any testing and certification services performed for **USER** pursuant to this Agreement.

A. For fiscal year 2013/2014 **USER** shall pay to **WASHOE** a fee of **\$26,128**, which fee shall entitle **USER** to the use of the forensic laboratory services currently within the capability of **WASHOE** as such are more fully set forth in **Exhibit B** attached hereto and hereby incorporated by reference. The annual fee shall be due and payable in full on or before August 15th of the fiscal year. Toxicology services shall continue to be invoiced quarterly. Toxicology services are not included in this Agreement. Any costs incurred for toxicology services shall be invoiced separately and shall be paid in addition to the annual fee paid by **USER** hereunder.

13-488

B. In the event, during any fiscal year covered by this Agreement, WASHOE shall increase its forensic laboratory services beyond those set-forth in **Exhibit B**, the parties agree to negotiate, in good faith, an increase in the annual fee charged by WASHOE to USER to compensate WASHOE for the provision of the additional forensic laboratory services to USER. Any such agreement shall be memorialized by a written addendum to this Agreement signed by both of the parties hereto. Any increase in the annual fee shall be due and payable in full within 30 days after execution of said addendum.

C. In the event that the governing body of the county fails to obligate any funds necessary to carry out the duties created hereunder beyond the county's then current fiscal year, this agreement shall terminate without charge, penalty, or sanction.

D. During the term of this Agreement, in the event that WASHOE shall be required to engage the consultation services of any outside forensic laboratory or specialist in order to provide USER with any additional expertise or equipment outside of the current capability of WASHOE to perform for USER, USER shall reimburse WASHOE in full for any costs or fees incurred as a result of said consultation. Any such consultation fees shall be due and payable in full within 30 days of USER'S receipt of billing by WASHOE for any such consultation services.

E. In the event that USER shall require the testimony of any of the staff of WASHOE in any legal proceedings in order to testify as to any testing or certification performed for USER pursuant to this Agreement, USER agrees to reimburse WASHOE for any compensation, benefits, travel and per diem costs incurred by WASHOE in providing said staff at the time, place and for the purposes required to assist USER. Any such reimbursement shall be due and payable in full within 30 days of USER'S receipt of billing by WASHOE for any such staff services.

2. **INDEMNIFICATION**: USER agrees to indemnify, defend and hold harmless WASHOE, its officers, employees, and agents, from and against any and all claims, demands, or actions by any person or entity which arise or result from any act or omission to act on the part of any officers, employees, or agents of USER in connection with the services to be provided pursuant to this Agreement.

WASHOE agrees to indemnify, defend and hold harmless USER, its officers, employees, and agents, from and against any and all claims, demands, or actions by any person or entity which arise or result from any act or omission to act on the part of any officers, employees, and agents of WASHOE in connection with the services to be provided pursuant to this Agreement.

The parties do not waive and intend to assert any liability limitations available under law, including but not limited to those defenses available under chapter 41 of Nevada Revised Statutes in all cases.

3. **MODIFICATION**: Any modification or amendment to this Agreement, in order to be binding upon the parties, must be in writing and be signed by both of the parties hereto.

4. **EFFECTIVE DATE AND RENEWAL**:

A. This Agreement shall be effective as of July 1, 2013 and terminate as of June 30, 2014.

B. Either party to this Agreement may terminate this Agreement at any time of the term of the Agreement by giving the other party to this Agreement 180 days prior written notice.

C. This Agreement may be renewed by the parties for any subsequent fiscal year by virtue of the parties' execution of a renewal agreement setting for the fiscal year for which the renewal shall be effective, the services to be rendered, and the costs and fees to be incurred by USER to WASHOE. Any such renewal shall be contingent upon the parties agreeing to the annual fee to be charged by WASHOE to USER.

DATE: 4-2-13

BY: *Michael Huey*  
WASHOE COUNTY SHERIFF

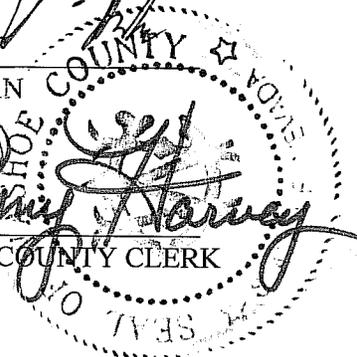
WASHOE COUNTY BOARD OF  
COMMISSIONERS

DATE: 6/11/13

BY: *Paul Fisher*  
CHAIRMAN

DATE: 6/11/13

ATTEST: *Judy Starway*  
WASHOE COUNTY CLERK



DATE: 4/5/13 BY: *Benjamin D. Smith*

USER

## Exhibit B

### Services Provided Under the Forensic Science Division Contract (No Crime Scene/Photo Laboratory Services Included)

Forensic services within the existing capabilities of the laboratory will include the following:

#### Arson (Ignitable liquids)

#### Qualitative Testing of Controlled Substances

- Qualitative analysis and identification of substances controlled under the Federal Controlled Substances Act (CSA) or the Nevada Administrative Code (NAC).
  - ✓ Up to five different items can be submitted in a case. For cases involving more than five items, contact the District Attorney handling the case and the Laboratory prior to submission.
  - ✓ Evidence will be accepted in cases that are being actively prosecuted or cases for which the Laboratory results will be used at a Grand Jury, to substantiate charges that will be filed or are pending, to obtain a warrant, in an on-going investigation or for officer safety.
- Only selected items from those submitted will be analyzed.
  - ✓ Multiple items that are visually similar in appearance and packaging only will be tested when the total net weight could substantiate a trafficking charge. This analysis may be deferred until the case is set for District Court.
  - ✓ When multiple substances likely to contain a Schedule I compound are submitted, one of each type of substance will be analyzed.
  - ✓ When a Schedule I compound is identified, substances likely to contain a compound in a lower schedule will not be analyzed.
  - ✓ Items bearing or containing residue only and paraphernalia items only will be tested when no other controlled substance evidence exists or when other items do not contain a controlled substance.
- Pharmaceutical preparations (tablets or capsules)
  - ✓ Visual examination only with comparison to a database when a scheduled controlled substance (except marijuana) is identified in a non-pharmaceutical preparation.
  - ✓ Analysis and identification of any controlled substance in one dosage unit of the pharmaceutical preparation when no other controlled substance evidence is present (except marijuana).
  - ✓ Visual examination only for pharmaceutical preparations consistent with preparations containing a prescription only or over-the-counter compound.

Additional controlled substance exhibits may be analyzed on a case by case basis. If services beyond those listed above are needed, please contact the division for consultation prior to submitting the evidence.

#### Shoeprint and Tire Track Comparison

## **Firearms/Toolmark Examinations**

- Distance determination
- Comparative analysis
- Weapon function test
- Serial number restoration

## **Latent Print Processing**

- Appropriate chemical or powder processing of submitted items
- Development and submission of latent prints of value
- WIN/AFIS (Western Identification Network/Automated Fingerprint Identification System) database
- 10-print or suspect comparison

## **Primary Examination**

- Presumptive and Confirmatory Stain Characterization
  - Semen (presence of sperm cells)
  - Seminal fluid (absence of sperm cells)
  - Saliva
  - Blood including Human Blood
- Determination of human vs animal hair and suitability of hair for DNA testing

## **DNA Analysis**

- Homicide (up to 15 evidentiary samples and 10 reference samples)
- Sexual crimes (with presence of sperm up to 3 evidentiary samples and 5 reference samples)
- Sexual crimes (absence of sperm up to 5 evidentiary samples and 5 reference samples)
- Crimes against a person (up to 4 evidentiary samples and 5 reference samples)
- Property crimes (up to 2 evidentiary samples and 5 reference samples)
- DNA samples in addition to above limits can be processed at \$250.00 per hour

## **Forensic services within the existing capabilities of the laboratory do NOT include the following:**

- DNA analysis on weapons violations, possession of stolen property, found property, vandalism, controlled substances, and larceny unless extenuating circumstances are approved by the Laboratory Director or DNA Supervising Criminalist.
- DNA analysis of convicted offenders samples per NRS 176.0913. The funding for this analysis is provided through the \$150.00 fee collection per NRS 176.0915 and grant funding.
- While the laboratory will continue to analyze liquids and solids for the presence of controlled substances; current personnel do not have the experience in the analysis of clandestine laboratories and therefore will not be able to provide detailed testimony on clandestine manufacture of drugs. This inability is limited to drug analysis not crime scene response.

- Analysis of the contents of syringes; unless extenuating circumstances approved by the Laboratory Director exist.
- Analysis of non-controlled substances
- Trace evidence analysis of fibers, glass, paint, hair, chemical unknowns, physical match and explosive materials
- Document examination such as handwriting comparisons
- With the conversion of all agencies to digital cameras, the need for processing of 35mm film and creating photographic prints has fallen to a level that it is no longer practical to maintain the necessary equipment. Therefore photographic prints and 35mm film processing will no longer be offered.

**The following services can be offered on a fee for service basis:**

### **Crime Scene Investigation**

- Crime Scene Investigation can be provided for the following types of cases at a rate of \$250.00 per hour per investigator. Calls outside of the Reno area will always required a minimum of 2 investigators. The FIS Sergeant will determine the number of investigators needed based on the case information.
  - Homicide
  - Attempted homicide
  - Officer involved shootings
  - Questionable deaths with detective on scene
  - Kidnapping
  - Child abuse
  - Sexual assault with substantial bodily injury or unknown suspect
  - Battery with a deadly weapon with substantial bodily injury
  - Armed robbery with substantial bodily injury
  - Bank robbery with substantial bodily injury
  - Robbery, strong armed, with substantial bodily injury
  - Fatal traffic accidents when vehicular homicide is suspected
  - Homicide autopsy

**Photo Laboratory services can be provided per the following fee schedule:**

- \$25.00 per CD

**Note:** The IBIS (Integrated Ballistic Identification System) (firearms database) is included for all agencies. This is not a service that is charged for.

**This scope of work does not include Toxicology services. Toxicology will continue to be billed on a per test basis. If you have any questions regarding Toxicology services, contact the Forensic Science Division.**

**FORENSIC SUPPORT SERVICES AGREEMENT  
BETWEEN  
WASHOE COUNTY ON BEHALF OF  
THE WASHOE COUNTY SHERIFF'S OFFICE  
AND  
DOUGLAS COUNTY ON BEHALF OF  
DOUGLAS COUNTY SHERIFF'S OFFICE**

THIS AGREEMENT is made and entered by and between **WASHOE COUNTY**, on behalf of the **WASHOE COUNTY SHERIFF'S OFFICE**, hereinafter referred to collectively as **WASHOE**, and **DOUGLAS COUNTY** on behalf of the **DOUGLAS COUNTY SHERIFF'S OFFICE**, hereinafter referred to as **USER**.

**WITNESSETH:**

**WHEREAS**, pursuant to NRS 277.180, **WASHOE** and **USER** may, in the performance of their functions, use each other's facilities and services, with the consent of the other party and subject to such terms and conditions as the parties may agree upon; and

**WHEREAS**, **USER** desires to acquire the assistance of **WASHOE** in providing **USER** the use of **WASHOE'S** Forensic Support Facilities and Services;

**WHEREAS**, **WASHOE** desires to provide its assistance to **USER** in regard to the use of **WASHOE'S** Forensic Support Facilities and Services;

**NOW, THEREFORE**, based on the foregoing premises and the following covenants, terms and conditions, the parties hereto do hereby agree as follows:

1. **SERVICES PROVIDED:** Unless otherwise provided and/or amended by written agreement of the parties hereto, **WASHOE** shall provide for **USER** forensic analyses within the existing capabilities of **WASHOE** as set forth in **Exhibit A** attached hereto and hereby incorporated by reference. In this regard, it is the understanding and intent of the parties, as the capabilities of **WASHOE** change over time, to execute written amendments to this Agreement indicating any services no longer provided as well as to identify any new services to be provided and the cost thereof.

**WASHOE** staff shall be available, upon reasonable notice should **USER** require said staff, to participate in legal proceedings (discovery practice or court appearances) to testify as to any testing and certification services performed for **USER** pursuant to this Agreement.

A. For fiscal year 2013/2014 **USER** shall pay to **WASHOE** a fee of **\$48,032**, which fee shall entitle **USER** to the use of the forensic laboratory services currently within the capability of **WASHOE** as such are more fully set forth in **Exhibit A** attached hereto and hereby incorporated by reference. The annual fee shall be due and payable in full on or before August 15th of the fiscal year. Toxicology services shall continue to be invoiced quarterly. Toxicology services are not included in this Agreement. Any costs incurred for toxicology services shall be invoiced separately and shall be paid in addition to the annual fee paid by **USER** hereunder.

13-488

B. In the event, during any fiscal year covered by this Agreement, WASHOE shall increase its forensic laboratory services beyond those set-forth in **Exhibit A**, the parties agree to negotiate, in good faith, an increase in the annual fee charged by WASHOE to USER to compensate WASHOE for the provision of the additional forensic laboratory services to USER. Any such agreement shall be memorialized by a written addendum to this Agreement signed by both of the parties hereto. Any increase in the annual fee shall be due and payable in full within 30 days after execution of said addendum.

C. In the event that the governing body of the county fails to obligate any funds necessary to carry out the duties created hereunder beyond the county's then current fiscal year, this agreement shall terminate without charge, penalty, or sanction.

D. During the term of this Agreement, in the event that WASHOE shall be required to engage the consultation services of any outside forensic laboratory or specialist in order to provide USER with any additional expertise or equipment outside of the current capability of WASHOE to perform for USER, USER shall reimburse WASHOE in full for any costs or fees incurred as a result of said consultation. Any such consultation fees shall be due and payable in full within 30 days of USER'S receipt of billing by WASHOE for any such consultation services.

E. In the event that USER shall require the testimony of any of the staff of WASHOE in any legal proceedings in order to testify as to any testing or certification performed for USER pursuant to this Agreement, USER agrees to reimburse WASHOE for any compensation, benefits, travel and per diem costs incurred by WASHOE in providing said staff at the time, place and for the purposes required to assist USER. Any such reimbursement shall be due and payable in full within 30 days of USER'S receipt of billing by WASHOE for any such staff services.

2. **INDEMNIFICATION**: USER agrees to indemnify, defend and hold harmless WASHOE, its officers, employees, and agents, from and against any and all claims, demands, or actions by any person or entity which arise or result from any act or omission to act on the part of any officers, employees, or agents of USER in connection with the services to be provided pursuant to this Agreement.

WASHOE agrees to indemnify, defend and hold harmless USER, its officers, employees, and agents, from and against any and all claims, demands, or actions by any person or entity which arise or result from any act or omission to act on the part of any officers, employees, and agents of WASHOE in connection with the services to be provided pursuant to this Agreement.

The parties do not waive and intend to assert any liability limitations available under law, including but not limited to those defenses available under chapter 41 of Nevada Revised Statutes in all cases.

3. **MODIFICATION**: Any modification or amendment to this Agreement, in order to be binding upon the parties, must be in writing and be signed by both of the parties hereto.

4. **EFFECTIVE DATE AND RENEWAL**:

A. This Agreement shall be effective as of July 1, 2013 and terminate as of June 30, 2014.

B. Either party to this Agreement may terminate this Agreement at any time of the term of the Agreement by giving the other party to this Agreement 180 days prior written notice.

C. This Agreement may be renewed by the parties for any subsequent fiscal year by virtue of the parties' execution of a renewal agreement setting for the fiscal year for which the renewal shall be effective, the services to be rendered, and the costs and fees to be incurred by USER to WASHOE. Any such renewal shall be contingent upon the parties agreeing to the annual fee to be charged by WASHOE to USER.

DATE: 4-2-13

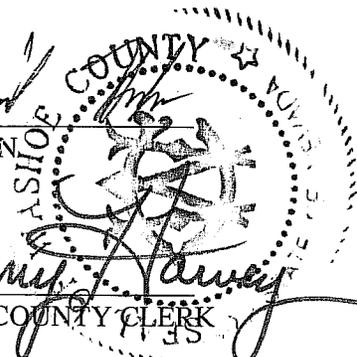
BY: *Michael Haley*  
WASHOE COUNTY SHERIFF

WASHOE COUNTY BOARD OF  
COMMISSIONERS

DATE: 6/11/13

BY: *Art...*  
CHAIRMAN

ATTEST: *Miss...*  
WASHOE COUNTY CLERK

The seal of Washoe County, Nevada, is circular with a dotted border. It features a central emblem with a mountain, a river, and a star. The text "WASHOE COUNTY" is at the top, "NEVADA" is at the bottom, and "1858" is at the very bottom.

DATE: 6/11/13

DATE: 4-9-13 BY: *Steve Mokrohisky*  
USER  
Steve Mokrohisky  
County Manager

## Exhibit A

### Full Services Provided Under the Forensic Science Division Contract

Forensic services within the existing capabilities of the laboratory will include the following:

#### Arson (Ignitable Liquids)

#### Controlled Substances

- Qualitative analysis and identification of substances controlled under the Federal Controlled Substances Act (CSA) or the Nevada Administrative Code (NAC).
  - ✓ Up to five different items can be submitted in a case. For cases involving more than five items, contact the District Attorney handling the case and the Laboratory prior to submission.
  - ✓ Evidence will be accepted in cases that are being actively prosecuted or cases for which the Laboratory results will be used at a Grand Jury, to substantiate charges that will be filed or are pending, to obtain a warrant, in an on-going investigation or for officer safety.
- Only selected items from those submitted will be analyzed.
  - ✓ Multiple items that are visually similar in appearance and packaging only will be tested when the total net weight could substantiate a trafficking charge. This analysis may be deferred until the case is set for District Court.
  - ✓ When multiple substances likely to contain a Schedule I compound are submitted, one of each type of substance will be analyzed.
  - ✓ When a Schedule I compound is identified, substances likely to contain a compound in a lower schedule will not be analyzed.
  - ✓ Items bearing or containing residue only and paraphernalia items only will be tested when no other controlled substance evidence exists or when other items do not contain a controlled substance.
- Pharmaceutical preparations (tablets or capsules)
  - ✓ Visual examination only with comparison to a database when a scheduled controlled substance (except marijuana) is identified in a non-pharmaceutical preparation.
  - ✓ Analysis and identification of any controlled substance in one dosage unit of the pharmaceutical preparation when no other controlled substance evidence is present (except marijuana).
  - ✓ Visual examination only for pharmaceutical preparations consistent with preparations containing a prescription only or over-the-counter compound.

Additional controlled substance exhibits may be analyzed on a case by case basis. If services beyond those listed above are needed, please contact the division for consultation prior to submitting the evidence.

#### Shoeprint and Tire track Comparison

#### Firearms/Toolmark Examinations

- Distance determination

- Comparative analysis (bullets, cartridge cases, toolmarks etc.)
- Weapon function test
- Serial number restoration

## **Crime Scene Investigation**

- Homicide
- Attempted homicide
- Officer involved shootings
- Questionable deaths with detective on scene
- Kidnapping
- Child abuse
- Sexual assault with substantial bodily injury or unknown suspect
- Battery with a deadly weapon with substantial bodily injury
- Armed robbery with substantial bodily injury
- Bank robbery with substantial bodily injury
- Robbery, strong armed, with substantial bodily injury
- Fatal traffic accidents when vehicular homicide is suspected
- Homicide autopsy
- Does not include response to non-major crimes such as burglary, recovered stolen vehicle, evidence collection from officer at hospital, consensual sexual cases, single vehicle fatality or response to collect a piece of evidence in the absence of a CSI officer

## **Latent Print Processing**

- Appropriate chemical or powder processing of submitted items
- Development and submission of latent prints of value
- WIN/AFIS (Western Identification Network/Automated Fingerprint Identification System)
- 10-print or suspect comparison

## **Photo Laboratory Services**

- Creation of CDs from scene photos taken by FIS
- CDs created from previously processed 35mm negatives

## **Primary Examination**

- Presumptive and confirmatory stain characterization
  - Semen (presence of sperm cells)
  - Seminal fluid (absence of sperm cells)
  - Saliva
  - Blood including human blood
- Determination of human vs animal hair and suitability of hair for DNA testing

## **DNA Analysis**

- Homicide (up to 15 evidentiary samples and 10 reference samples)
- Sexual crimes (with presence of sperm up to 3 evidentiary samples and 5 reference samples)
- Sexual crimes (absence of sperm up to 5 evidentiary samples and 5 reference samples)
- Crimes against a person (up to 4 evidentiary samples and 5 reference samples)
- Property crimes (up to 2 evidentiary samples and 5 reference samples)

- DNA samples in addition to above limits can be processed at \$250.00 per hour

**Forensic services within the existing capabilities of the laboratory do NOT include the following:**

- DNA analysis on weapons violations, possession of stolen property, found property, vandalism, controlled substances, and larceny unless extenuating circumstances are approved by the Laboratory Director or DNA Supervising Criminalist.
- DNA analysis of convicted offenders samples per NRS 176.0913. The funding for this analysis is provided through the \$150.00 fee collection per NRS 176.0915 and grant funding.
- While the laboratory will continue to analyze liquids and solids for the presence of controlled substances, current personnel do not have the experience in the analysis of clandestine laboratories and therefore will not be able to provide detailed testimony on Clandestine Manufacture of Drugs. This inability is limited to drug analysis, not crime scene response.
- Analysis of the contents of syringes; unless extenuating circumstances exist as approved by the Laboratory Director.
- Analysis of non-controlled substances
- Trace evidence analysis: fibers, glass, paint, hair, chemical unknowns, physical match and explosive materials
- Document examination such as handwriting comparisons

**Note:** The IBIS (Integrated Ballistic Identification System) (firearms database) is included for all agencies. This is not a service that is charged for.

**This scope of work does not include Toxicology services. Toxicology will continue to be billed on a per test basis. If you have any questions regarding Toxicology services, contact the Forensic Science Division.**

**FORENSIC SUPPORT SERVICES AGREEMENT  
BETWEEN  
WASHOE COUNTY ON BEHALF OF  
THE WASHOE COUNTY SHERIFF'S OFFICE  
AND  
ELKO COUNTY ON BEHALF OF  
ELKO COUNTY SHERIFF'S OFFICE**

THIS AGREEMENT is made and entered by and between **WASHOE COUNTY**, on behalf of the **WASHOE COUNTY SHERIFF'S OFFICE**, hereinafter referred to collectively as **WASHOE**, and **ELKO COUNTY** on behalf of the **ELKO COUNTY SHERIFF'S OFFICE**, hereinafter referred to as **USER**.

**WITNESSETH:**

**WHEREAS**, pursuant to NRS 277.180, **WASHOE** and **USER** may, in the performance of their functions, use each other's facilities and services, with the consent of the other party and subject to such terms and conditions as the parties may agree upon; and

**WHEREAS**, **USER** desires to acquire the assistance of **WASHOE** in providing **USER** the use of **WASHOE'S** Forensic Support Facilities and Services;

**WHEREAS**, **WASHOE** desires to provide its assistance to **USER** in regard to the use of **WASHOE'S** Forensic Support Facilities and Services;

**NOW, THEREFORE**, based on the foregoing premises and the following covenants, terms and conditions, the parties hereto do hereby agree as follows:

1. **SERVICES PROVIDED**: Unless otherwise provided and/or amended by written agreement of the parties hereto, **WASHOE** shall provide for **USER** forensic analyses within the existing capabilities of **WASHOE** as set forth in **Exhibit A** attached hereto and hereby incorporated by reference. In this regard, it is the understanding and intent of the parties, as the capabilities of **WASHOE** change over time, to execute written amendments to this Agreement indicating any services no longer provided as well as to identify any new services to be provided and the cost thereof.

**WASHOE** staff shall be available, upon reasonable notice should **USER** require said staff, to participate in legal proceedings (discovery practice or court appearances) to testify as to any testing and certification services performed for **USER** pursuant to this Agreement.

A. For fiscal year 2013/2014 **USER** shall pay to **WASHOE** a fee of **\$49,736**, which fee shall entitle **USER** to the use of the forensic laboratory services currently within the capability of **WASHOE** as such are more fully set forth in **Exhibit A** attached hereto and hereby incorporated by reference. The annual fee shall be due and payable in full on or before August 15th of the fiscal year. Toxicology services shall continue to be invoiced quarterly. Toxicology services are not included in this Agreement. Any costs incurred for toxicology services shall be invoiced separately and shall be paid in addition to the annual fee paid by **USER** hereunder.

13-488

B. In the event, during any fiscal year covered by this Agreement, WASHOE shall increase its forensic laboratory services beyond those set-forth in **Exhibit A**, the parties agree to negotiate, in good faith, an increase in the annual fee charged by WASHOE to USER to compensate WASHOE for the provision of the additional forensic laboratory services to USER. Any such agreement shall be memorialized by a written addendum to this Agreement signed by both of the parties hereto. Any increase in the annual fee shall be due and payable in full within 30 days after execution of said addendum.

C. In the event that the governing body of the county fails to obligate any funds necessary to carry out the duties created hereunder beyond the county's then current fiscal year, this agreement shall terminate without charge, penalty, or sanction.

D. During the term of this Agreement, in the event that WASHOE shall be required to engage the consultation services of any outside forensic laboratory or specialist in order to provide USER with any additional expertise or equipment outside of the current capability of WASHOE to perform for USER, USER shall reimburse WASHOE in full for any costs or fees incurred as a result of said consultation. Any such consultation fees shall be due and payable in full within 30 days of USER'S receipt of billing by WASHOE for any such consultation services.

E. In the event that USER shall require the testimony of any of the staff of WASHOE in any legal proceedings in order to testify as to any testing or certification performed for USER pursuant to this Agreement, USER agrees to reimburse WASHOE for any compensation, benefits, travel and per diem costs incurred by WASHOE in providing said staff at the time, place and for the purposes required to assist USER. Any such reimbursement shall be due and payable in full within 30 days of USER'S receipt of billing by WASHOE for any such staff services.

**2. INDEMNIFICATION:** USER agrees to indemnify, defend and hold harmless WASHOE, its officers, employees, and agents, from and against any and all claims, demands, or actions by any person or entity which arise or result from any act or omission to act on the part of any officers, employees, or agents of USER in connection with the services to be provided pursuant to this Agreement.

WASHOE agrees to indemnify, defend and hold harmless USER, its officers, employees, and agents, from and against any and all claims, demands, or actions by any person or entity which arise or result from any act or omission to act on the part of any officers, employees, and agents of WASHOE in connection with the services to be provided pursuant to this Agreement.

The parties do not waive and intend to assert any liability limitations available under law, including but not limited to those defenses available under chapter 41 of Nevada Revised Statutes in all cases.

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A. This Agreement shall be effective as of July 1, 2013 and terminate as of June 30, 2014.

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C. This Agreement may be renewed by the parties for any subsequent fiscal year by virtue of the parties' execution of a renewal agreement setting for the fiscal year for which the renewal shall be effective, the services to be rendered, and the costs and fees to be incurred by USER to WASHOE. Any such renewal shall be contingent upon the parties agreeing to the annual fee to be charged by WASHOE to USER.

DATE: 4-2-13

BY: Michael Hoey  
WASHOE COUNTY SHERIFF

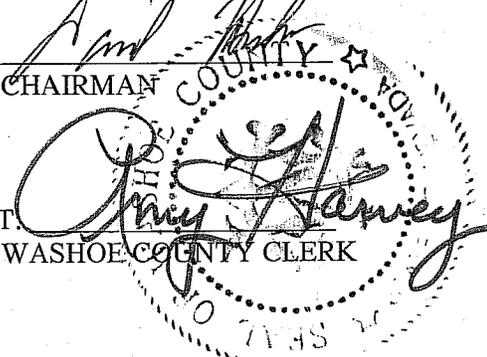
WASHOE COUNTY BOARD OF COMMISSIONERS

DATE: 6/11/13

BY: Andi Hobbs  
CHAIRMAN

DATE: 6/11/13

ATTEST: Amy Harvey  
WASHOE COUNTY CLERK



USER

DATE: 4/8/13

BY: Jane Pitts

## Exhibit A

### Full Services Provided Under the Forensic Science Division Contract

Forensic services within the existing capabilities of the laboratory will include the following:

#### Arson (Ignitable Liquids)

#### Controlled Substances

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  - ✓ Up to five different items can be submitted in a case. For cases involving more than five items, contact the District Attorney handling the case and the Laboratory prior to submission.
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- Attempted homicide
- Officer involved shootings
- Questionable deaths with detective on scene
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- Sexual assault with substantial bodily injury or unknown suspect
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- Armed robbery with substantial bodily injury
- Bank robbery with substantial bodily injury
- Robbery, strong armed, with substantial bodily injury
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- Homicide autopsy
- Does not include response to non-major crimes such as burglary, recovered stolen vehicle, evidence collection from officer at hospital, consensual sexual cases, single vehicle fatality or response to collect a piece of evidence in the absence of a CSI officer

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- Creation of CDs from scene photos taken by FIS
- CDs created from previously processed 35mm negatives

### **Primary Examination**

- Presumptive and confirmatory stain characterization
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  - Seminal fluid (absence of sperm cells)
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  - Blood including human blood
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- Property crimes (up to 2 evidentiary samples and 5 reference samples)

- DNA samples in addition to above limits can be processed at \$250.00 per hour

**Forensic services within the existing capabilities of the laboratory do NOT include the following:**

- DNA analysis on weapons violations, possession of stolen property, found property, vandalism, controlled substances, and larceny unless extenuating circumstances are approved by the Laboratory Director or DNA Supervising Criminalist.
- DNA analysis of convicted offenders samples per NRS 176.0913. The funding for this analysis is provided through the \$150.00 fee collection per NRS 176.0915 and grant funding.
- While the laboratory will continue to analyze liquids and solids for the presence of controlled substances, current personnel do not have the experience in the analysis of clandestine laboratories and therefore will not be able to provide detailed testimony on Clandestine Manufacture of Drugs. This inability is limited to drug analysis, not crime scene response.
- Analysis of the contents of syringes; unless extenuating circumstances exist as approved by the Laboratory Director.
- Analysis of non-controlled substances
- Trace evidence analysis: fibers, glass, paint, hair, chemical unknowns, physical match and explosive materials
- Document examination such as handwriting comparisons

**Note:** The IBIS (Integrated Ballistic Identification System) (firearms database) is included for all agencies. This is not a service that is charged for.

**This scope of work does not include Toxicology services. Toxicology will continue to be billed on a per test basis. If you have any questions regarding Toxicology services, contact the Forensic Science Division.**

**FORENSIC SUPPORT SERVICES AGREEMENT  
BETWEEN  
WASHOE COUNTY ON BEHALF OF  
THE WASHOE COUNTY SHERIFF'S OFFICE  
AND  
CITY OF ELKO ON BEHALF OF  
ELKO POLICE DEPARTMENT**

THIS AGREEMENT is made and entered by and between **WASHOE COUNTY**, on behalf of the **WASHOE COUNTY SHERIFF'S OFFICE**, hereinafter referred to collectively as **WASHOE**, and **CITY OF ELKO** on behalf of the **ELKO POLICE DEPARTMENT**, hereinafter referred to as **USER**.

**W I T N E S S E T H:**

**WHEREAS**, pursuant to NRS 277.180, **WASHOE** and **USER** may, in the performance of their functions, use each other's facilities and services, with the consent of the other party and subject to such terms and conditions as the parties may agree upon; and

**WHEREAS**, **USER** desires to acquire the assistance of **WASHOE** in providing **USER** the use of **WASHOE'S** Forensic Support Facilities and Services;

**WHEREAS**, **WASHOE** desires to provide its assistance to **USER** in regard to the use of **WASHOE'S** Forensic Support Facilities and Services;

**NOW, THEREFORE**, based on the foregoing premises and the following covenants, terms and conditions, the parties hereto do hereby agree as follows:

**1. SERVICES PROVIDED:** Unless otherwise provided and/or amended by written agreement of the parties hereto, **WASHOE** shall provide for **USER** forensic analyses within the existing capabilities of **WASHOE** as set forth in **Exhibit B** attached hereto and hereby incorporated by reference. In this regard, it is the understanding and intent of the parties, as the capabilities of **WASHOE** change over time, to execute written amendments to this Agreement indicating any services no longer provided as well as to identify any new services to be provided and the cost thereof.

**WASHOE** staff shall be available, upon reasonable notice should **USER** require said staff, to participate in legal proceedings (discovery practice or court appearances) to testify as to any testing and certification services performed for **USER** pursuant to this Agreement.

A. For fiscal year 2013/2014 **USER** shall pay to **WASHOE** a fee of **\$34,100**, which fee shall entitle **USER** to the use of the forensic laboratory services currently within the capability of **WASHOE** as such are more fully set forth in **Exhibit B** attached hereto and hereby incorporated by reference. The annual fee shall be due and payable in full on or before August 15th of the fiscal year. Toxicology services shall continue to be invoiced quarterly. Toxicology services are not included in this Agreement. Any costs incurred for toxicology services shall be invoiced separately and shall be paid in addition to the annual fee paid by **USER** hereunder.

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B. In the event, during any fiscal year covered by this Agreement, WASHOE shall increase its forensic laboratory services beyond those set-forth in **Exhibit B**, the parties agree to negotiate, in good faith, an increase in the annual fee charged by WASHOE to USER to compensate WASHOE for the provision of the additional forensic laboratory services to USER. Any such agreement shall be memorialized by a written addendum to this Agreement signed by both of the parties hereto. Any increase in the annual fee shall be due and payable in full within 30 days after execution of said addendum.

C. In the event that the governing body of the county fails to obligate any funds necessary to carry out the duties created hereunder beyond the county's then current fiscal year, this agreement shall terminate without charge, penalty, or sanction.

D. During the term of this Agreement, in the event that WASHOE shall be required to engage the consultation services of any outside forensic laboratory or specialist in order to provide USER with any additional expertise or equipment outside of the current capability of WASHOE to perform for USER, USER shall reimburse WASHOE in full for any costs or fees incurred as a result of said consultation. Any such consultation fees shall be due and payable in full within 30 days of USER'S receipt of billing by WASHOE for any such consultation services.

E. In the event that USER shall require the testimony of any of the staff of WASHOE in any legal proceedings in order to testify as to any testing or certification performed for USER pursuant to this Agreement, USER agrees to reimburse WASHOE for any compensation, benefits, travel and per diem costs incurred by WASHOE in providing said staff at the time, place and for the purposes required to assist USER. Any such reimbursement shall be due and payable in full within 30 days of USER'S receipt of billing by WASHOE for any such staff services.

2. **INDEMNIFICATION**: USER agrees to indemnify, defend and hold harmless WASHOE, its officers, employees, and agents, from and against any and all claims, demands, or actions by any person or entity which arise or result from any act or omission to act on the part of any officers, employees, or agents of USER in connection with the services to be provided pursuant to this Agreement.

WASHOE agrees to indemnify, defend and hold harmless USER, its officers, employees, and agents, from and against any and all claims, demands, or actions by any person or entity which arise or result from any act or omission to act on the part of any officers, employees, and agents of WASHOE in connection with the services to be provided pursuant to this Agreement.

The parties do not waive and intend to assert any liability limitations available under law, including but not limited to those defenses available under chapter 41 of Nevada Revised Statutes in all cases.

3. **MODIFICATION**: Any modification or amendment to this Agreement, in order to be binding upon the parties, must be in writing and be signed by both of the parties hereto.

4. **EFFECTIVE DATE AND RENEWAL**:

A. This Agreement shall be effective as of July 1, 2013 and terminate as of June 30, 2014.

B. Either party to this Agreement may terminate this Agreement at any time of the term of the Agreement by giving the other party to this Agreement 180 days prior written notice.

C. This Agreement may be renewed by the parties for any subsequent fiscal year by virtue of the parties' execution of a renewal agreement setting for the fiscal year for which the renewal shall be effective, the services to be rendered, and the costs and fees to be incurred by USER to WASHOE. Any such renewal shall be contingent upon the parties agreeing to the annual fee to be charged by WASHOE to USER.

DATE: 4-3-13

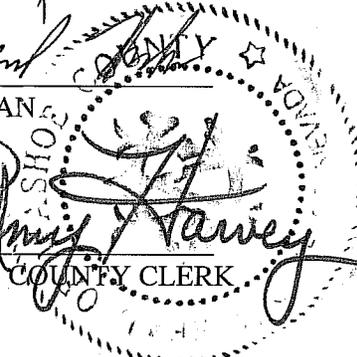
BY: *Nicholas Haley*  
WASHOE COUNTY SHERIFF

WASHOE COUNTY BOARD OF  
COMMISSIONERS

DATE: 6/11/13

BY: *Paul J. Kelly*  
CHAIRMAN

ATTEST: *Jenny Harvey*  
WASHOE COUNTY CLERK



DATE: 6/11/13

USER

DATE: 4/8/2013 BY: *[Signature]*

## Exhibit B

### Services Provided Under the Forensic Science Division Contract (No Crime Scene/Photo Laboratory Services Included)

Forensic services within the existing capabilities of the laboratory will include the following:

#### Arson (Ignitable liquids)

#### Qualitative Testing of Controlled Substances

- Qualitative analysis and identification of substances controlled under the Federal Controlled Substances Act (CSA) or the Nevada Administrative Code (NAC).
  - ✓ Up to five different items can be submitted in a case. For cases involving more than five items, contact the District Attorney handling the case and the Laboratory prior to submission.
  - ✓ Evidence will be accepted in cases that are being actively prosecuted or cases for which the Laboratory results will be used at a Grand Jury, to substantiate charges that will be filed or are pending, to obtain a warrant, in an on-going investigation or for officer safety.
- Only selected items from those submitted will be analyzed.
  - ✓ Multiple items that are visually similar in appearance and packaging only will be tested when the total net weight could substantiate a trafficking charge. This analysis may be deferred until the case is set for District Court.
  - ✓ When multiple substances likely to contain a Schedule I compound are submitted, one of each type of substance will be analyzed.
  - ✓ When a Schedule I compound is identified, substances likely to contain a compound in a lower schedule will not be analyzed.
  - ✓ Items bearing or containing residue only and paraphernalia items only will be tested when no other controlled substance evidence exists or when other items do not contain a controlled substance.
- Pharmaceutical preparations (tablets or capsules)
  - ✓ Visual examination only with comparison to a database when a scheduled controlled substance (except marijuana) is identified in a non-pharmaceutical preparation.
  - ✓ Analysis and identification of any controlled substance in one dosage unit of the pharmaceutical preparation when no other controlled substance evidence is present (except marijuana).
  - ✓ Visual examination only for pharmaceutical preparations consistent with preparations containing a prescription only or over-the-counter compound.

Additional controlled substance exhibits may be analyzed on a case by case basis. If services beyond those listed above are needed, please contact the division for consultation prior to submitting the evidence.

#### Shoeprint and Tire Track Comparison

## **Firearms/Toolmark Examinations**

- Distance determination
- Comparative analysis
- Weapon function test
- Serial number restoration

## **Latent Print Processing**

- Appropriate chemical or powder processing of submitted items
- Development and submission of latent prints of value
- WIN/AFIS (Western Identification Network/Automated Fingerprint Identification System) database
- 10-print or suspect comparison

## **Primary Examination**

- Presumptive and Confirmatory Stain Characterization
  - Semen (presence of sperm cells)
  - Seminal fluid (absence of sperm cells)
  - Saliva
  - Blood including Human Blood
- Determination of human vs animal hair and suitability of hair for DNA testing

## **DNA Analysis**

- Homicide (up to 15 evidentiary samples and 10 reference samples)
- Sexual crimes (with presence of sperm up to 3 evidentiary samples and 5 reference samples)
- Sexual crimes (absence of sperm up to 5 evidentiary samples and 5 reference samples)
- Crimes against a person (up to 4 evidentiary samples and 5 reference samples)
- Property crimes (up to 2 evidentiary samples and 5 reference samples)
- DNA samples in addition to above limits can be processed at \$250.00 per hour

## **Forensic services within the existing capabilities of the laboratory do NOT include the following:**

- DNA analysis on weapons violations, possession of stolen property, found property, vandalism, controlled substances, and larceny unless extenuating circumstances are approved by the Laboratory Director or DNA Supervising Criminalist.
- DNA analysis of convicted offenders samples per NRS 176.0913. The funding for this analysis is provided through the \$150.00 fee collection per NRS 176.0915 and grant funding.
- While the laboratory will continue to analyze liquids and solids for the presence of controlled substances; current personnel do not have the experience in the analysis of clandestine laboratories and therefore will not be able to provide detailed testimony on clandestine manufacture of drugs. This inability is limited to drug analysis not crime scene response.

- Analysis of the contents of syringes; unless extenuating circumstances approved by the Laboratory Director exist.
- Analysis of non-controlled substances
- Trace evidence analysis of fibers, glass, paint, hair, chemical unknowns, physical match and explosive materials
- Document examination such as handwriting comparisons
- With the conversion of all agencies to digital cameras, the need for processing of 35mm film and creating photographic prints has fallen to a level that it is no longer practical to maintain the necessary equipment. Therefore photographic prints and 35mm film processing will no longer be offered.

**The following services can be offered on a fee for service basis:**

**Crime Scene Investigation**

- Crime Scene Investigation can be provided for the following types of cases at a rate of \$250.00 per hour per investigator. Calls outside of the Reno area will always required a minimum of 2 investigators. The FIS Sergeant will determine the number of investigators needed based on the case information.
  - Homicide
  - Attempted homicide
  - Officer involved shootings
  - Questionable deaths with detective on scene
  - Kidnapping
  - Child abuse
  - Sexual assault with substantial bodily injury or unknown suspect
  - Battery with a deadly weapon with substantial bodily injury
  - Armed robbery with substantial bodily injury
  - Bank robbery with substantial bodily injury
  - Robbery, strong armed, with substantial bodily injury
  - Fatal traffic accidents when vehicular homicide is suspected
  - Homicide autopsy

**Photo Laboratory services can be provided per the following fee schedule:**

- \$25.00 per CD

**Note:** The IBIS (Integrated Ballistic Identification System) (firearms database) is included for all agencies. This is not a service that is charged for.

**This scope of work does not include Toxicology services. Toxicology will continue to be billed on a per test basis. If you have any questions regarding Toxicology services, contact the Forensic Science Division.**

**FORENSIC SUPPORT SERVICES AGREEMENT  
BETWEEN  
WASHOE COUNTY ON BEHALF OF  
THE WASHOE COUNTY SHERIFF'S OFFICE  
AND  
EUREKA COUNTY ON BEHALF OF  
EUREKA COUNTY SHERIFF'S OFFICE**

THIS AGREEMENT is made and entered by and between **WASHOE COUNTY**, on behalf of the **WASHOE COUNTY SHERIFF'S OFFICE**, hereinafter referred to collectively as **WASHOE**, and **EUREKA COUNTY** on behalf of the **EUREKA COUNTY SHERIFF'S OFFICE**, hereinafter referred to as **USER**.

**W I T N E S S E T H:**

**WHEREAS**, pursuant to NRS 277.180, **WASHOE** and **USER** may, in the performance of their functions, use each other's facilities and services, with the consent of the other party and subject to such terms and conditions as the parties may agree upon; and

**WHEREAS**, **USER** desires to acquire the assistance of **WASHOE** in providing **USER** the use of **WASHOE'S** Forensic Support Facilities and Services;

**WHEREAS**, **WASHOE** desires to provide its assistance to **USER** in regard to the use of **WASHOE'S** Forensic Support Facilities and Services;

**NOW, THEREFORE**, based on the foregoing premises and the following covenants, terms and conditions, the parties hereto do hereby agree as follows:

1. **SERVICES PROVIDED:** Unless otherwise provided and/or amended by written agreement of the parties hereto, **WASHOE** shall provide for **USER** forensic analyses within the existing capabilities of **WASHOE** as set forth in **Exhibit A** attached hereto and hereby incorporated by reference. In this regard, it is the understanding and intent of the parties, as the capabilities of **WASHOE** change over time, to execute written amendments to this Agreement indicating any services no longer provided as well as to identify any new services to be provided and the cost thereof.

**WASHOE** staff shall be available, upon reasonable notice should **USER** require said staff, to participate in legal proceedings (discovery practice or court appearances) to testify as to any testing and certification services performed for **USER** pursuant to this Agreement.

A. For fiscal year 2013/2014 **USER** shall pay to **WASHOE** a fee of **\$3,000**, which fee shall entitle **USER** to the use of the forensic laboratory services currently within the capability of **WASHOE** as such are more fully set forth in **Exhibit A** attached hereto and hereby incorporated by reference. The annual fee shall be due and payable in full on or before August 15th of the fiscal year. Toxicology services shall continue to be invoiced quarterly. Toxicology services are not included in this Agreement. Any costs incurred for toxicology services shall be invoiced separately and shall be paid in addition to the annual fee paid by **USER** hereunder.

15-408

B. In the event, during any fiscal year covered by this Agreement, WASHOE shall increase its forensic laboratory services beyond those set-forth in **Exhibit A**, the parties agree to negotiate, in good faith, an increase in the annual fee charged by WASHOE to USER to compensate WASHOE for the provision of the additional forensic laboratory services to USER. Any such agreement shall be memorialized by a written addendum to this Agreement signed by both of the parties hereto. Any increase in the annual fee shall be due and payable in full within 30 days after execution of said addendum.

C. In the event that the governing body of the county fails to obligate any funds necessary to carry out the duties created hereunder beyond the county's then current fiscal year, this agreement shall terminate without charge, penalty, or sanction.

D. During the term of this Agreement, in the event that WASHOE shall be required to engage the consultation services of any outside forensic laboratory or specialist in order to provide USER with any additional expertise or equipment outside of the current capability of WASHOE to perform for USER, USER shall reimburse WASHOE in full for any costs or fees incurred as a result of said consultation. Any such consultation fees shall be due and payable in full within 30 days of USER'S receipt of billing by WASHOE for any such consultation services.

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A. This Agreement shall be effective as of July 1, 2013 and terminate as of June 30, 2014.

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DATE: 4-2-13

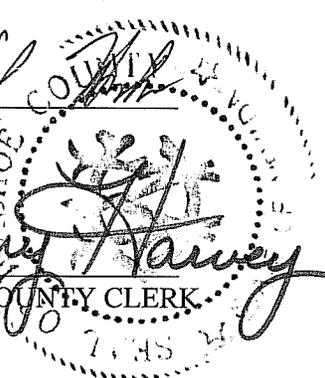
BY: *Michael Haley*  
WASHOE COUNTY SHERIFF

WASHOE COUNTY BOARD OF COMMISSIONERS

DATE: 6/11/13

BY: *Arnd*  
CHAIRMAN

ATTEST: *Judy Harvey*  
WASHOE COUNTY CLERK



DATE: 6/11/13

USER

DATE: 4-9-13

BY: *R. Jones*



## Exhibit A

### Full Services Provided Under the Forensic Science Division Contract

Forensic services within the existing capabilities of the laboratory will include the following:

#### Arson (Ignitable Liquids)

#### Controlled Substances

- Qualitative analysis and identification of substances controlled under the Federal Controlled Substances Act (CSA) or the Nevada Administrative Code (NAC).
  - ✓ Up to five different items can be submitted in a case. For cases involving more than five items, contact the District Attorney handling the case and the Laboratory prior to submission.
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#### Firearms/Toolmark Examinations

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## **Crime Scene Investigation**

- Homicide
- Attempted homicide
- Officer involved shootings
- Questionable deaths with detective on scene
- Kidnapping
- Child abuse
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- Battery with a deadly weapon with substantial bodily injury
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- Homicide autopsy
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## **Latent Print Processing**

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- 10-print or suspect comparison

## **Photo Laboratory Services**

- Creation of CDs from scene photos taken by FIS
- CDs created from previously processed 35mm negatives

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- Presumptive and confirmatory stain characterization
  - Semen (presence of sperm cells)
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- DNA samples in addition to above limits can be processed at \$250.00 per hour

**Forensic services within the existing capabilities of the laboratory do NOT include the following:**

- DNA analysis on weapons violations, possession of stolen property, found property, vandalism, controlled substances, and larceny unless extenuating circumstances are approved by the Laboratory Director or DNA Supervising Criminalist.
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- While the laboratory will continue to analyze liquids and solids for the presence of controlled substances, current personnel do not have the experience in the analysis of clandestine laboratories and therefore will not be able to provide detailed testimony on Clandestine Manufacture of Drugs. This inability is limited to drug analysis, not crime scene response.
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**FORENSIC SUPPORT SERVICES AGREEMENT  
BETWEEN  
WASHOE COUNTY ON BEHALF OF  
THE WASHOE COUNTY SHERIFF'S OFFICE  
AND  
EUREKA COUNTY ON BEHALF OF  
EUREKA COUNTY SHERIFF'S OFFICE**

THIS AGREEMENT is made and entered by and between **WASHOE COUNTY**, on behalf of the **WASHOE COUNTY SHERIFF'S OFFICE**, hereinafter referred to collectively as **WASHOE**, and **EUREKA COUNTY** on behalf of the **EUREKA COUNTY SHERIFF'S OFFICE**, hereinafter referred to as **USER**.

**WITNESSETH:**

**WHEREAS**, pursuant to NRS 277.180, **WASHOE** and **USER** may, in the performance of their functions, use each other's facilities and services, with the consent of the other party and subject to such terms and conditions as the parties may agree upon; and

**WHEREAS**, **USER** desires to acquire the assistance of **WASHOE** in providing **USER** the use of **WASHOE'S** Forensic Support Facilities and Services;

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13-4-88

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DATE: 4-2-13

BY: *Michael Haeg*  
WASHOE COUNTY SHERIFF

WASHOE COUNTY BOARD OF  
COMMISSIONERS

DATE: 6/11/13

BY: *Andy Robe*  
CHAIRMAN

DATE: 6/11/13

ATTEST: *Amy Harvey*  
WASHOE COUNTY CLERK



USER

DATE: 4-9-13

BY: *[Signature]* K. Jones

## Exhibit A

### Full Services Provided Under the Forensic Science Division Contract

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- Analysis of the contents of syringes; unless extenuating circumstances exist as approved by the Laboratory Director.
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- Trace evidence analysis: fibers, glass, paint, hair, chemical unknowns, physical match and explosive materials
- Document examination such as handwriting comparisons

**Note:** The IBIS (Integrated Ballistic Identification System) (firearms database) is included for all agencies. This is not a service that is charged for.

**This scope of work does not include Toxicology services. Toxicology will continue to be billed on a per test basis. If you have any questions regarding Toxicology services, contact the Forensic Science Division.**

**FORENSIC SUPPORT SERVICES AGREEMENT  
BETWEEN  
WASHOE COUNTY ON BEHALF OF  
THE WASHOE COUNTY SHERIFF'S OFFICE  
AND  
CITY OF FALLON ON BEHALF OF  
FALLON POLICE DEPARTMENT**

THIS AGREEMENT is made and entered by and between **WASHOE COUNTY**, on behalf of the **WASHOE COUNTY SHERIFF'S OFFICE**, hereinafter referred to collectively as **WASHOE**, and **CITY OF FALLON** on behalf of the **FALLON POLICE DEPARTMENT**, hereinafter referred to as **USER**.

**WITNESSETH:**

**WHEREAS**, pursuant to NRS 277.180, **WASHOE** and **USER** may, in the performance of their functions, use each other's facilities and services, with the consent of the other party and subject to such terms and conditions as the parties may agree upon; and

**WHEREAS**, **USER** desires to acquire the assistance of **WASHOE** in providing **USER** the use of **WASHOE'S** Forensic Support Facilities and Services;

**WHEREAS**, **WASHOE** desires to provide its assistance to **USER** in regard to the use of **WASHOE'S** Forensic Support Facilities and Services;

**NOW, THEREFORE**, based on the foregoing premises and the following covenants, terms and conditions, the parties hereto do hereby agree as follows:

1. **SERVICES PROVIDED**: Unless otherwise provided and/or amended by written agreement of the parties hereto, **WASHOE** shall provide for **USER** forensic analyses within the existing capabilities of **WASHOE** as set forth in **Exhibit A** attached hereto and hereby incorporated by reference. In this regard, it is the understanding and intent of the parties, as the capabilities of **WASHOE** change over time, to execute written amendments to this Agreement indicating any services no longer provided as well as to identify any new services to be provided and the cost thereof.

**WASHOE** staff shall be available, upon reasonable notice should **USER** require said staff, to participate in legal proceedings (discovery practice or court appearances) to testify as to any testing and certification services performed for **USER** pursuant to this Agreement.

A. For fiscal year 2013/2014 **USER** shall pay to **WASHOE** a fee of **\$19,758**, which fee shall entitle **USER** to the use of the forensic laboratory services currently within the capability of **WASHOE** as such are more fully set forth in **Exhibit A** attached hereto and hereby incorporated by reference. The annual fee shall be due and payable in full on or before August 15th of the fiscal year. Toxicology services shall continue to be invoiced quarterly. Toxicology services are not included in this Agreement. Any costs incurred for toxicology services shall be invoiced separately and shall be paid in addition to the annual fee paid by **USER** hereunder.

13-488

B. In the event, during any fiscal year covered by this Agreement, WASHOE shall increase its forensic laboratory services beyond those set-forth in **Exhibit A**, the parties agree to negotiate, in good faith, an increase in the annual fee charged by WASHOE to USER to compensate WASHOE for the provision of the additional forensic laboratory services to USER. Any such agreement shall be memorialized by a written addendum to this Agreement signed by both of the parties hereto. Any increase in the annual fee shall be due and payable in full within 30 days after execution of said addendum.

C. In the event that the governing body of the county fails to obligate any funds necessary to carry out the duties created hereunder beyond the county's then current fiscal year, this agreement shall terminate without charge, penalty, or sanction.

D. During the term of this Agreement, in the event that WASHOE shall be required to engage the consultation services of any outside forensic laboratory or specialist in order to provide USER with any additional expertise or equipment outside of the current capability of WASHOE to perform for USER, USER shall reimburse WASHOE in full for any costs or fees incurred as a result of said consultation. Any such consultation fees shall be due and payable in full within 30 days of USER'S receipt of billing by WASHOE for any such consultation services.

E. In the event that USER shall require the testimony of any of the staff of WASHOE in any legal proceedings in order to testify as to any testing or certification performed for USER pursuant to this Agreement, USER agrees to reimburse WASHOE for any compensation, benefits, travel and per diem costs incurred by WASHOE in providing said staff at the time, place and for the purposes required to assist USER. Any such reimbursement shall be due and payable in full within 30 days of USER'S receipt of billing by WASHOE for any such staff services.

2. **INDEMNIFICATION**: USER agrees to indemnify, defend and hold harmless WASHOE, its officers, employees, and agents, from and against any and all claims, demands, or actions by any person or entity which arise or result from any act or omission to act on the part of any officers, employees, or agents of USER in connection with the services to be provided pursuant to this Agreement.

WASHOE agrees to indemnify, defend and hold harmless USER, its officers, employees, and agents, from and against any and all claims, demands, or actions by any person or entity which arise or result from any act or omission to act on the part of any officers, employees, and agents of WASHOE in connection with the services to be provided pursuant to this Agreement.

The parties do not waive and intend to assert any liability limitations available under law, including but not limited to those defenses available under chapter 41 of Nevada Revised Statutes in all cases.

3. **MODIFICATION**: Any modification or amendment to this Agreement, in order to be binding upon the parties, must be in writing and be signed by both of the parties hereto.

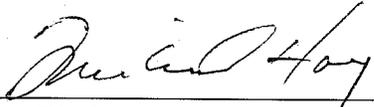
4. **EFFECTIVE DATE AND RENEWAL**:

A. This Agreement shall be effective as of July 1, 2013 and terminate as of June 30, 2014.

B. Either party to this Agreement may terminate this Agreement at any time of the term of the Agreement by giving the other party to this Agreement 180 days prior written notice.

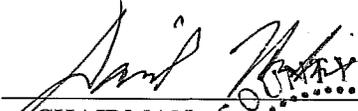
C. This Agreement may be renewed by the parties for any subsequent fiscal year by virtue of the parties' execution of a renewal agreement setting for the fiscal year for which the renewal shall be effective, the services to be rendered, and the costs and fees to be incurred by USER to WASHOE. Any such renewal shall be contingent upon the parties agreeing to the annual fee to be charged by WASHOE to USER.

DATE: 4-2-13

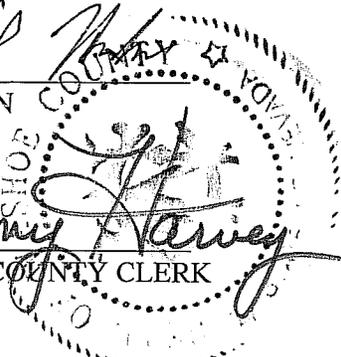
BY:   
WASHOE COUNTY SHERIFF

WASHOE COUNTY BOARD OF  
COMMISSIONERS

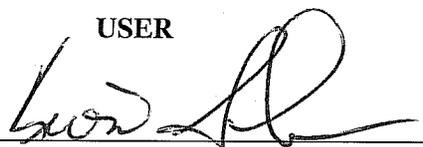
DATE: 6/11/13

BY:   
CHAIRMAN

ATTEST:   
WASHOE COUNTY CLERK



DATE: 6/11/13

DATE: 4/26/13 BY:   
USER

## Exhibit A

### Full Services Provided Under the Forensic Science Division Contract

Forensic services within the existing capabilities of the laboratory will include the following:

#### Arson (Ignitable Liquids)

#### Controlled Substances

- Qualitative analysis and identification of substances controlled under the Federal Controlled Substances Act (CSA) or the Nevada Administrative Code (NAC).
  - ✓ Up to five different items can be submitted in a case. For cases involving more than five items, contact the District Attorney handling the case and the Laboratory prior to submission.
  - ✓ Evidence will be accepted in cases that are being actively prosecuted or cases for which the Laboratory results will be used at a Grand Jury, to substantiate charges that will be filed or are pending, to obtain a warrant, in an on-going investigation or for officer safety.
- Only selected items from those submitted will be analyzed.
  - ✓ Multiple items that are visually similar in appearance and packaging only will be tested when the total net weight could substantiate a trafficking charge. This analysis may be deferred until the case is set for District Court.
  - ✓ When multiple substances likely to contain a Schedule I compound are submitted, one of each type of substance will be analyzed.
  - ✓ When a Schedule I compound is identified, substances likely to contain a compound in a lower schedule will not be analyzed.
  - ✓ Items bearing or containing residue only and paraphernalia items only will be tested when no other controlled substance evidence exists or when other items do not contain a controlled substance.
- Pharmaceutical preparations (tablets or capsules)
  - ✓ Visual examination only with comparison to a database when a scheduled controlled substance (except marijuana) is identified in a non-pharmaceutical preparation.
  - ✓ Analysis and identification of any controlled substance in one dosage unit of the pharmaceutical preparation when no other controlled substance evidence is present (except marijuana).
  - ✓ Visual examination only for pharmaceutical preparations consistent with preparations containing a prescription only or over-the-counter compound.

Additional controlled substance exhibits may be analyzed on a case by case basis. If services beyond those listed above are needed, please contact the division for consultation prior to submitting the evidence.

#### Shoeprint and Tire track Comparison

#### Firearms/Toolmark Examinations

- Distance determination

- Comparative analysis (bullets, cartridge cases, toolmarks etc.)
- Weapon function test
- Serial number restoration

## **Crime Scene Investigation**

- Homicide
- Attempted homicide
- Officer involved shootings
- Questionable deaths with detective on scene
- Kidnapping
- Child abuse
- Sexual assault with substantial bodily injury or unknown suspect
- Battery with a deadly weapon with substantial bodily injury
- Armed robbery with substantial bodily injury
- Bank robbery with substantial bodily injury
- Robbery, strong armed, with substantial bodily injury
- Fatal traffic accidents when vehicular homicide is suspected
- Homicide autopsy
- Does not include response to non-major crimes such as burglary, recovered stolen vehicle, evidence collection from officer at hospital, consensual sexual cases, single vehicle fatality or response to collect a piece of evidence in the absence of a CSI officer

## **Latent Print Processing**

- Appropriate chemical or powder processing of submitted items
- Development and submission of latent prints of value
- WIN/AFIS (Western Identification Network/Automated Fingerprint Identification System)
- 10-print or suspect comparison

## **Photo Laboratory Services**

- Creation of CDs from scene photos taken by FIS
- CDs created from previously processed 35mm negatives

## **Primary Examination**

- Presumptive and confirmatory stain characterization
  - Semen (presence of sperm cells)
  - Seminal fluid (absence of sperm cells)
  - Saliva
  - Blood including human blood
- Determination of human vs animal hair and suitability of hair for DNA testing

## **DNA Analysis**

- Homicide (up to 15 evidentiary samples and 10 reference samples)
- Sexual crimes (with presence of sperm up to 3 evidentiary samples and 5 reference samples)
- Sexual crimes (absence of sperm up to 5 evidentiary samples and 5 reference samples)
- Crimes against a person (up to 4 evidentiary samples and 5 reference samples)
- Property crimes (up to 2 evidentiary samples and 5 reference samples)

- DNA samples in addition to above limits can be processed at \$250.00 per hour

**Forensic services within the existing capabilities of the laboratory do NOT include the following:**

- DNA analysis on weapons violations, possession of stolen property, found property, vandalism, controlled substances, and larceny unless extenuating circumstances are approved by the Laboratory Director or DNA Supervising Criminalist.
- DNA analysis of convicted offenders samples per NRS 176.0913. The funding for this analysis is provided through the \$150.00 fee collection per NRS 176.0915 and grant funding.
- While the laboratory will continue to analyze liquids and solids for the presence of controlled substances, current personnel do not have the experience in the analysis of clandestine laboratories and therefore will not be able to provide detailed testimony on Clandestine Manufacture of Drugs. This inability is limited to drug analysis, not crime scene response.
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- Trace evidence analysis: fibers, glass, paint, hair, chemical unknowns, physical match and explosive materials
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**Note:** The IBIS (Integrated Ballistic Identification System) (firearms database) is included for all agencies. This is not a service that is charged for.

**This scope of work does not include Toxicology services. Toxicology will continue to be billed on a per test basis. If you have any questions regarding Toxicology services, contact the Forensic Science Division.**

**FORENSIC SUPPORT SERVICES AGREEMENT  
BETWEEN  
WASHOE COUNTY ON BEHALF OF  
THE WASHOE COUNTY SHERIFF'S OFFICE  
AND  
HUMBOLDT COUNTY ON BEHALF OF  
HUMBOLDT COUNTY SHERIFF'S OFFICE**

THIS AGREEMENT is made and entered by and between **WASHOE COUNTY**, on behalf of the **WASHOE COUNTY SHERIFF'S OFFICE**, hereinafter referred to collectively as **WASHOE**, and **HUMBOLDT COUNTY** on behalf of the **HUMBOLDT COUNTY SHERIFF'S OFFICE**, hereinafter referred to as **USER**.

**W I T N E S S E T H:**

**WHEREAS**, pursuant to NRS 277.180, **WASHOE** and **USER** may, in the performance of their functions, use each other's facilities and services, with the consent of the other party and subject to such terms and conditions as the parties may agree upon; and

**WHEREAS**, **USER** desires to acquire the assistance of **WASHOE** in providing **USER** the use of **WASHOE'S** Forensic Support Facilities and Services;

**WHEREAS**, **WASHOE** desires to provide its assistance to **USER** in regard to the use of **WASHOE'S** Forensic Support Facilities and Services;

**NOW, THEREFORE**, based on the foregoing premises and the following covenants, terms and conditions, the parties hereto do hereby agree as follows:

1. **SERVICES PROVIDED:** Unless otherwise provided and/or amended by written agreement of the parties hereto, **WASHOE** shall provide for **USER** forensic analyses within the existing capabilities of **WASHOE** as set forth in **Exhibit A** attached hereto and hereby incorporated by reference. In this regard, it is the understanding and intent of the parties, as the capabilities of **WASHOE** change over time, to execute written amendments to this Agreement indicating any services no longer provided as well as to identify any new services to be provided and the cost thereof.

**WASHOE** staff shall be available, upon reasonable notice should **USER** require said staff, to participate in legal proceedings (discovery practice or court appearances) to testify as to any testing and certification services performed for **USER** pursuant to this Agreement.

A. For fiscal year 2013/2014 **USER** shall pay to **WASHOE** a fee of **\$18,395**, which fee shall entitle **USER** to the use of the forensic laboratory services currently within the capability of **WASHOE** as such are more fully set forth in **Exhibit A** attached hereto and hereby incorporated by reference. The annual fee shall be due and payable in full on or before August 15th of the fiscal year. Toxicology services shall continue to be invoiced quarterly. Toxicology services are not included in this Agreement. Any costs incurred for toxicology services shall be invoiced separately and shall be paid in addition to the annual fee paid by **USER** hereunder.

13-488

B. In the event, during any fiscal year covered by this Agreement, WASHOE shall increase its forensic laboratory services beyond those set-forth in **Exhibit A**, the parties agree to negotiate, in good faith, an increase in the annual fee charged by WASHOE to USER to compensate WASHOE for the provision of the additional forensic laboratory services to USER. Any such agreement shall be memorialized by a written addendum to this Agreement signed by both of the parties hereto. Any increase in the annual fee shall be due and payable in full within 30 days after execution of said addendum.

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2. **INDEMNIFICATION**: USER agrees to indemnify, defend and hold harmless WASHOE, its officers, employees, and agents, from and against any and all claims, demands, or actions by any person or entity which arise or result from any act or omission to act on the part of any officers, employees, or agents of USER in connection with the services to be provided pursuant to this Agreement.

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DATE: 4-2-13

BY: *Michele Haley*  
WASHOE COUNTY SHERIFF

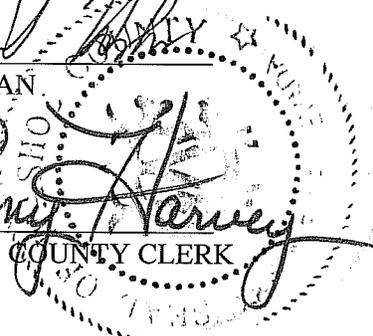
WASHOE COUNTY BOARD OF  
COMMISSIONERS

DATE: 6/11/13

BY: *David Kelly*  
CHAIRMAN

DATE: 6/11/13

ATTEST: *Angie Harvey*  
WASHOE COUNTY CLERK



USER

DATE: 4-5-13

BY: *Ed Kelly*

## Exhibit A

### Full Services Provided Under the Forensic Science Division Contract

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**FORENSIC SUPPORT SERVICES AGREEMENT  
BETWEEN  
WASHOE COUNTY ON BEHALF OF  
THE WASHOE COUNTY SHERIFF'S OFFICE  
AND  
LANDER COUNTY ON BEHALF OF  
LANDER COUNTY SHERIFF'S OFFICE**

THIS AGREEMENT is made and entered by and between **WASHOE COUNTY**, on behalf of the **WASHOE COUNTY SHERIFF'S OFFICE**, hereinafter referred to collectively as **WASHOE**, and **LANDER COUNTY** on behalf of the **LANDER COUNTY SHERIFF'S OFFICE**, hereinafter referred to as **USER**.

**WITNESSETH:**

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**WHEREAS**, **USER** desires to acquire the assistance of **WASHOE** in providing **USER** the use of **WASHOE'S** Forensic Support Facilities and Services;

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13-488

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2. **INDEMNIFICATION**: USER agrees to indemnify, defend and hold harmless WASHOE, its officers, employees, and agents, from and against any and all claims, demands, or actions by any person or entity which arise or result from any act or omission to act on the part of any officers, employees, or agents of USER in connection with the services to be provided pursuant to this Agreement.

WASHOE agrees to indemnify, defend and hold harmless USER, its officers, employees, and agents, from and against any and all claims, demands, or actions by any person or entity which arise or result from any act or omission to act on the part of any officers, employees, and agents of WASHOE in connection with the services to be provided pursuant to this Agreement.

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DATE: 4-2-13

BY: *Michael Haley*  
WASHOE COUNTY SHERIFF

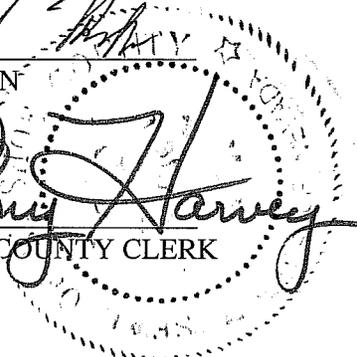
**WASHOE COUNTY BOARD OF  
COMMISSIONERS**

DATE: 6/11/13

BY: *Paul Harvey*  
CHAIRMAN

DATE: 6/11/13

ATTEST: *Amy Harvey*  
WASHOE COUNTY CLERK



**USER**

DATE: 9-11-13

BY: *Ken Unger*

## Exhibit A

### Full Services Provided Under the Forensic Science Division Contract

Forensic services within the existing capabilities of the laboratory will include the following:

#### Arson (Ignitable Liquids)

#### Controlled Substances

- Qualitative analysis and identification of substances controlled under the Federal Controlled Substances Act (CSA) or the Nevada Administrative Code (NAC).
  - ✓ Up to five different items can be submitted in a case. For cases involving more than five items, contact the District Attorney handling the case and the Laboratory prior to submission.
  - ✓ Evidence will be accepted in cases that are being actively prosecuted or cases for which the Laboratory results will be used at a Grand Jury, to substantiate charges that will be filed or are pending, to obtain a warrant, in an on-going investigation or for officer safety.
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  - ✓ Items bearing or containing residue only and paraphernalia items only will be tested when no other controlled substance evidence exists or when other items do not contain a controlled substance.
- Pharmaceutical preparations (tablets or capsules)
  - ✓ Visual examination only with comparison to a database when a scheduled controlled substance (except marijuana) is identified in a non-pharmaceutical preparation.
  - ✓ Analysis and identification of any controlled substance in one dosage unit of the pharmaceutical preparation when no other controlled substance evidence is present (except marijuana).
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Additional controlled substance exhibits may be analyzed on a case by case basis. If services beyond those listed above are needed, please contact the division for consultation prior to submitting the evidence.

#### Shoeprint and Tire track Comparison

#### Firearms/Toolmark Examinations

- Distance determination

- Comparative analysis (bullets, cartridge cases, toolmarks etc.)
- Weapon function test
- Serial number restoration

## **Crime Scene Investigation**

- Homicide
- Attempted homicide
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- Questionable deaths with detective on scene
- Kidnapping
- Child abuse
- Sexual assault with substantial bodily injury or unknown suspect
- Battery with a deadly weapon with substantial bodily injury
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- Bank robbery with substantial bodily injury
- Robbery, strong armed, with substantial bodily injury
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- Does not include response to non-major crimes such as burglary, recovered stolen vehicle, evidence collection from officer at hospital, consensual sexual cases, single vehicle fatality or response to collect a piece of evidence in the absence of a CSI officer

## **Latent Print Processing**

- Appropriate chemical or powder processing of submitted items
- Development and submission of latent prints of value
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- Creation of CDs from scene photos taken by FIS
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  - Semen (presence of sperm cells)
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- DNA samples in addition to above limits can be processed at \$250.00 per hour

**Forensic services within the existing capabilities of the laboratory do NOT include the following:**

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**Note:** The IBIS (Integrated Ballistic Identification System) (firearms database) is included for all agencies. This is not a service that is charged for.

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**FORENSIC SUPPORT SERVICES AGREEMENT  
BETWEEN  
WASHOE COUNTY ON BEHALF OF  
THE WASHOE COUNTY SHERIFF'S OFFICE  
AND  
CITY OF LOVELOCK ON BEHALF OF  
LOVELOCK POLICE DEPARTMENT**

THIS AGREEMENT is made and entered by and between **WASHOE COUNTY**, on behalf of the **WASHOE COUNTY SHERIFF'S OFFICE**, hereinafter referred to collectively as **WASHOE**, and **CITY OF LOVELOCK** on behalf of the **LOVELOCK POLICE DEPARTMENT**, hereinafter referred to as **USER**.

**WITNESSETH:**

**WHEREAS**, pursuant to NRS 277.180, **WASHOE** and **USER** may, in the performance of their functions, use each other's facilities and services, with the consent of the other party and subject to such terms and conditions as the parties may agree upon; and

**WHEREAS**, **USER** desires to acquire the assistance of **WASHOE** in providing **USER** the use of **WASHOE'S** Forensic Support Facilities and Services;

**WHEREAS**, **WASHOE** desires to provide its assistance to **USER** in regard to the use of **WASHOE'S** Forensic Support Facilities and Services;

**NOW, THEREFORE**, based on the foregoing premises and the following covenants, terms and conditions, the parties hereto do hereby agree as follows:

1. **SERVICES PROVIDED**: Unless otherwise provided and/or amended by written agreement of the parties hereto, **WASHOE** shall provide for **USER** forensic analyses within the existing capabilities of **WASHOE** as set forth in **Exhibit A** attached hereto and hereby incorporated by reference. In this regard, it is the understanding and intent of the parties, as the capabilities of **WASHOE** change over time, to execute written amendments to this Agreement indicating any services no longer provided as well as to identify any new services to be provided and the cost thereof.

**WASHOE** staff shall be available, upon reasonable notice should **USER** require said staff, to participate in legal proceedings (discovery practice or court appearances) to testify as to any testing and certification services performed for **USER** pursuant to this Agreement.

A. For fiscal year 2013/2014 **USER** shall pay to **WASHOE** a fee of **\$3,000**, which fee shall entitle **USER** to the use of the forensic laboratory services currently within the capability of **WASHOE** as such are more fully set forth in **Exhibit A** attached hereto and hereby incorporated by reference. The annual fee shall be due and payable in full on or before August 15th of the fiscal year. Toxicology services shall continue to be invoiced quarterly. Toxicology services are not included in this Agreement. Any costs incurred for toxicology services shall be invoiced separately and shall be paid in addition to the annual fee paid by **USER** hereunder.

13-4-88

B. In the event, during any fiscal year covered by this Agreement, WASHOE shall increase its forensic laboratory services beyond those set-forth in **Exhibit A**, the parties agree to negotiate, in good faith, an increase in the annual fee charged by WASHOE to USER to compensate WASHOE for the provision of the additional forensic laboratory services to USER. Any such agreement shall be memorialized by a written addendum to this Agreement signed by both of the parties hereto. Any increase in the annual fee shall be due and payable in full within 30 days after execution of said addendum.

C. In the event that the governing body of the county fails to obligate any funds necessary to carry out the duties created hereunder beyond the county's then current fiscal year, this agreement shall terminate without charge, penalty, or sanction.

D. During the term of this Agreement, in the event that WASHOE shall be required to engage the consultation services of any outside forensic laboratory or specialist in order to provide USER with any additional expertise or equipment outside of the current capability of WASHOE to perform for USER, USER shall reimburse WASHOE in full for any costs or fees incurred as a result of said consultation. Any such consultation fees shall be due and payable in full within 30 days of USER'S receipt of billing by WASHOE for any such consultation services.

E. In the event that USER shall require the testimony of any of the staff of WASHOE in any legal proceedings in order to testify as to any testing or certification performed for USER pursuant to this Agreement, USER agrees to reimburse WASHOE for any compensation, benefits, travel and per diem costs incurred by WASHOE in providing said staff at the time, place and for the purposes required to assist USER. Any such reimbursement shall be due and payable in full within 30 days of USER'S receipt of billing by WASHOE for any such staff services.

2. **INDEMNIFICATION**: USER agrees to indemnify, defend and hold harmless WASHOE, its officers, employees, and agents, from and against any and all claims, demands, or actions by any person or entity which arise or result from any act or omission to act on the part of any officers, employees, or agents of USER in connection with the services to be provided pursuant to this Agreement.

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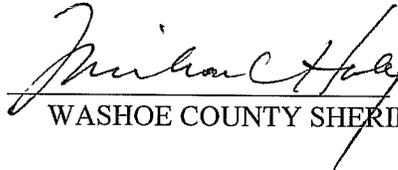
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A. This Agreement shall be effective as of July 1, 2013 and terminate as of June 30, 2014.

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DATE: 4-2-13

BY:   
WASHOE COUNTY SHERIFF

WASHOE COUNTY BOARD OF  
COMMISSIONERS

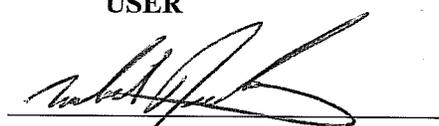
DATE: 6/11/13

BY:   
CHAIRMAN

DATE: 6/11/13

ATTEST:   
WASHOE COUNTY CLERK

USER

DATE: 8 APR 13 BY: 

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**FORENSIC SUPPORT SERVICES AGREEMENT  
BETWEEN  
WASHOE COUNTY ON BEHALF OF  
THE WASHOE COUNTY SHERIFF'S OFFICE  
AND  
LYON COUNTY ON BEHALF OF  
LYON COUNTY SHERIFF'S OFFICE**

THIS AGREEMENT is made and entered by and between **WASHOE COUNTY**, on behalf of the **WASHOE COUNTY SHERIFF'S OFFICE**, hereinafter referred to collectively as **WASHOE**, and **LYON COUNTY** on behalf of the **LYON COUNTY SHERIFF'S OFFICE**, hereinafter referred to as **USER**.

**W I T N E S S E T H:**

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13-988

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DATE: 4-2-13

BY: *Mark E. Haley*  
WASHOE COUNTY SHERIFF

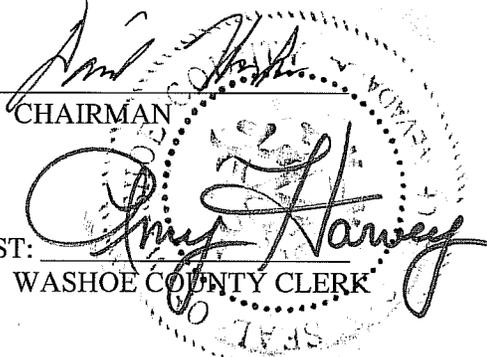
WASHOE COUNTY BOARD OF  
COMMISSIONERS

DATE: 6/11/13

BY: *Tom Smith*  
CHAIRMAN

DATE: 6/11/13

ATTEST: *Angie Harvey*  
WASHOE COUNTY CLERK

The seal of Washoe County, Nevada, is circular with a dotted border. The text "SEAL OF WASHOE COUNTY NEVADA" is written around the perimeter. In the center, there is a smaller circular emblem with a mountain range and a sun. The seal is partially obscured by the signature of the county clerk.

DATE: 04-22-13 BY:

USER  
*J. Weil, Sheriff*

## Exhibit A

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THE WASHOE COUNTY SHERIFF'S OFFICE  
AND  
MINERAL COUNTY ON BEHALF OF  
MINERAL COUNTY SHERIFF'S OFFICE**

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**WASHOE** staff shall be available, upon reasonable notice should **USER** require said staff, to participate in legal proceedings (discovery practice or court appearances) to testify as to any testing and certification services performed for **USER** pursuant to this Agreement.

A. For fiscal year 2013/2014 **USER** shall pay to **WASHOE** a fee of **\$2,385**, which fee shall entitle **USER** to the use of the forensic laboratory services currently within the capability of **WASHOE** as such are more fully set forth in **Exhibit A** attached hereto and hereby incorporated by reference. The annual fee shall be due and payable in full on or before August 15th of the fiscal year. Toxicology services shall continue to be invoiced quarterly. Toxicology services are not included in this Agreement. Any costs incurred for toxicology services shall be invoiced separately and shall be paid in addition to the annual fee paid by **USER** hereunder.

13-11-13

B. In the event, during any fiscal year covered by this Agreement, WASHOE shall increase its forensic laboratory services beyond those set-forth in **Exhibit A**, the parties agree to negotiate, in good faith, an increase in the annual fee charged by WASHOE to USER to compensate WASHOE for the provision of the additional forensic laboratory services to USER. Any such agreement shall be memorialized by a written addendum to this Agreement signed by both of the parties hereto. Any increase in the annual fee shall be due and payable in full within 30 days after execution of said addendum.

C. In the event that the governing body of the county fails to obligate any funds necessary to carry out the duties created hereunder beyond the county's then current fiscal year, this agreement shall terminate without charge, penalty, or sanction.

D. During the term of this Agreement, in the event that WASHOE shall be required to engage the consultation services of any outside forensic laboratory or specialist in order to provide USER with any additional expertise or equipment outside of the current capability of WASHOE to perform for USER, USER shall reimburse WASHOE in full for any costs or fees incurred as a result of said consultation. Any such consultation fees shall be due and payable in full within 30 days of USER'S receipt of billing by WASHOE for any such consultation services.

E. In the event that USER shall require the testimony of any of the staff of WASHOE in any legal proceedings in order to testify as to any testing or certification performed for USER pursuant to this Agreement, USER agrees to reimburse WASHOE for any compensation, benefits, travel and per diem costs incurred by WASHOE in providing said staff at the time, place and for the purposes required to assist USER. Any such reimbursement shall be due and payable in full within 30 days of USER'S receipt of billing by WASHOE for any such staff services.

2. **INDEMNIFICATION**: USER agrees to indemnify, defend and hold harmless WASHOE, its officers, employees, and agents, from and against any and all claims, demands, or actions by any person or entity which arise or result from any act or omission to act on the part of any officers, employees, or agents of USER in connection with the services to be provided pursuant to this Agreement.

WASHOE agrees to indemnify, defend and hold harmless USER, its officers, employees, and agents, from and against any and all claims, demands, or actions by any person or entity which arise or result from any act or omission to act on the part of any officers, employees, and agents of WASHOE in connection with the services to be provided pursuant to this Agreement.

The parties do not waive and intend to assert any liability limitations available under law, including but not limited to those defenses available under chapter 41 of Nevada Revised Statutes in all cases.

3. **MODIFICATION**: Any modification or amendment to this Agreement, in order to be binding upon the parties, must be in writing and be signed by both of the parties hereto.

4. **EFFECTIVE DATE AND RENEWAL**:

A. This Agreement shall be effective as of July 1, 2013 and terminate as of June 30, 2014.

B. Either party to this Agreement may terminate this Agreement at any time of the term of the Agreement by giving the other party to this Agreement 180 days prior written notice.

C. This Agreement may be renewed by the parties for any subsequent fiscal year by virtue of the parties' execution of a renewal agreement setting for the fiscal year for which the renewal shall be effective, the services to be rendered, and the costs and fees to be incurred by USER to WASHOE. Any such renewal shall be contingent upon the parties agreeing to the annual fee to be charged by WASHOE to USER.

DATE: 4-2-13

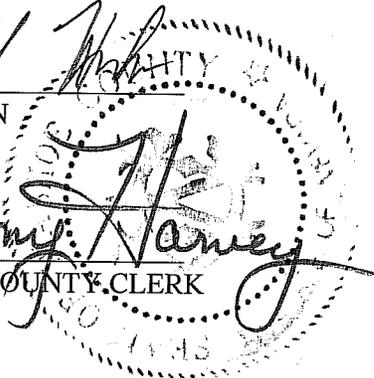
BY: *Michael Haley*  
WASHOE COUNTY SHERIFF

WASHOE COUNTY BOARD OF COMMISSIONERS

DATE: 6/11/13

BY: *Jim Whitney*  
CHAIRMAN

ATTEST: *Amy Haney*  
WASHOE COUNTY CLERK



USER

DATE: 4/17/13

BY: *Mark B. ... Sheriff*

MINERAL COUNTY BOARD OF COUNTY COMMISSIONERS

DATE: 4/17/13

BY: *Jerri Spletter*  
CHAIRMAN

## Exhibit A

### Full Services Provided Under the Forensic Science Division Contract

Forensic services within the existing capabilities of the laboratory will include the following:

#### Arson (Ignitable Liquids)

#### Controlled Substances

- Qualitative analysis and identification of substances controlled under the Federal Controlled Substances Act (CSA) or the Nevada Administrative Code (NAC).
  - ✓ Up to five different items can be submitted in a case. For cases involving more than five items, contact the District Attorney handling the case and the Laboratory prior to submission.
  - ✓ Evidence will be accepted in cases that are being actively prosecuted or cases for which the Laboratory results will be used at a Grand Jury, to substantiate charges that will be filed or are pending, to obtain a warrant, in an on-going investigation or for officer safety.
- Only selected items from those submitted will be analyzed.
  - ✓ Multiple items that are visually similar in appearance and packaging only will be tested when the total net weight could substantiate a trafficking charge. This analysis may be deferred until the case is set for District Court.
  - ✓ When multiple substances likely to contain a Schedule I compound are submitted, one of each type of substance will be analyzed.
  - ✓ When a Schedule I compound is identified, substances likely to contain a compound in a lower schedule will not be analyzed.
  - ✓ Items bearing or containing residue only and paraphernalia items only will be tested when no other controlled substance evidence exists or when other items do not contain a controlled substance.
- Pharmaceutical preparations (tablets or capsules)
  - ✓ Visual examination only with comparison to a database when a scheduled controlled substance (except marijuana) is identified in a non-pharmaceutical preparation.
  - ✓ Analysis and identification of any controlled substance in one dosage unit of the pharmaceutical preparation when no other controlled substance evidence is present (except marijuana).
  - ✓ Visual examination only for pharmaceutical preparations consistent with preparations containing a prescription only or over-the-counter compound.

Additional controlled substance exhibits may be analyzed on a case by case basis. If services beyond those listed above are needed, please contact the division for consultation prior to submitting the evidence.

#### Shoeprint and Tire track Comparison

#### Firearms/Toolmark Examinations

- Distance determination

- Comparative analysis (bullets, cartridge cases, toolmarks etc.)
- Weapon function test
- Serial number restoration

## **Crime Scene Investigation**

- Homicide
- Attempted homicide
- Officer involved shootings
- Questionable deaths with detective on scene
- Kidnapping
- Child abuse
- Sexual assault with substantial bodily injury or unknown suspect
- Battery with a deadly weapon with substantial bodily injury
- Armed robbery with substantial bodily injury
- Bank robbery with substantial bodily injury
- Robbery, strong armed, with substantial bodily injury
- Fatal traffic accidents when vehicular homicide is suspected
- Homicide autopsy
- Does not include response to non-major crimes such as burglary, recovered stolen vehicle, evidence collection from officer at hospital, consensual sexual cases, single vehicle fatality or response to collect a piece of evidence in the absence of a CSI officer

## **Latent Print Processing**

- Appropriate chemical or powder processing of submitted items
- Development and submission of latent prints of value
- WIN/AFIS (Western Identification Network/Automated Fingerprint Identification System)
- 10-print or suspect comparison

## **Photo Laboratory Services**

- Creation of CDs from scene photos taken by FIS
- CDs created from previously processed 35mm negatives

## **Primary Examination**

- Presumptive and confirmatory stain characterization
  - Semen (presence of sperm cells)
  - Seminal fluid (absence of sperm cells)
  - Saliva
  - Blood including human blood
- Determination of human vs animal hair and suitability of hair for DNA testing

## **DNA Analysis**

- Homicide (up to 15 evidentiary samples and 10 reference samples)
- Sexual crimes (with presence of sperm up to 3 evidentiary samples and 5 reference samples)
- Sexual crimes (absence of sperm up to 5 evidentiary samples and 5 reference samples)
- Crimes against a person (up to 4 evidentiary samples and 5 reference samples)
- Property crimes (up to 2 evidentiary samples and 5 reference samples)

- DNA samples in addition to above limits can be processed at \$250.00 per hour

**Forensic services within the existing capabilities of the laboratory do NOT include the following:**

- DNA analysis on weapons violations, possession of stolen property, found property, vandalism, controlled substances, and larceny unless extenuating circumstances are approved by the Laboratory Director or DNA Supervising Criminalist.
- DNA analysis of convicted offenders samples per NRS 176.0913. The funding for this analysis is provided through the \$150.00 fee collection per NRS 176.0915 and grant funding.
- While the laboratory will continue to analyze liquids and solids for the presence of controlled substances, current personnel do not have the experience in the analysis of clandestine laboratories and therefore will not be able to provide detailed testimony on Clandestine Manufacture of Drugs. This inability is limited to drug analysis, not crime scene response.
- Analysis of the contents of syringes; unless extenuating circumstances exist as approved by the Laboratory Director.
- Analysis of non-controlled substances
- Trace evidence analysis: fibers, glass, paint, hair, chemical unknowns, physical match and explosive materials
- Document examination such as handwriting comparisons

**Note:** The IBIS (Integrated Ballistic Identification System) (firearms database) is included for all agencies. This is not a service that is charged for.

**This scope of work does not include Toxicology services. Toxicology will continue to be billed on a per test basis. If you have any questions regarding Toxicology services, contact the Forensic Science Division.**

**FORENSIC SUPPORT SERVICES AGREEMENT  
BETWEEN  
WASHOE COUNTY ON BEHALF OF  
THE WASHOE COUNTY SHERIFF'S OFFICE  
AND  
STATE OF NEVADA ON BEHALF OF  
STATE OF NEVADA INSPECTOR GENERAL'S OFFICE**

THIS AGREEMENT is made and entered by and between **WASHOE COUNTY**, on behalf of the **WASHOE COUNTY SHERIFF'S OFFICE**, hereinafter referred to collectively as **WASHOE**, and **STATE OF NEVADA** on behalf of the **STATE OF NEVADA INSPECTOR GENERAL'S OFFICE**, hereinafter referred to as **USER**.

**WITNESSETH:**

**WHEREAS**, pursuant to NRS 277.180, **WASHOE** and **USER** may, in the performance of their functions, use each other's facilities and services, with the consent of the other party and subject to such terms and conditions as the parties may agree upon; and

**WHEREAS**, **USER** desires to acquire the assistance of **WASHOE** in providing **USER** the use of **WASHOE'S** Forensic Support Facilities and Services;

**WHEREAS**, **WASHOE** desires to provide its assistance to **USER** in regard to the use of **WASHOE'S** Forensic Support Facilities and Services;

**NOW, THEREFORE**, based on the foregoing premises and the following covenants, terms and conditions, the parties hereto do hereby agree as follows:

1. **SERVICES PROVIDED**: Unless otherwise provided and/or amended by written agreement of the parties hereto, **WASHOE** shall provide for **USER** forensic analyses within the existing capabilities of **WASHOE** as set forth in **Exhibit B** attached hereto and hereby incorporated by reference. In this regard, it is the understanding and intent of the parties, as the capabilities of **WASHOE** change over time, to execute written amendments to this Agreement indicating any services no longer provided as well as to identify any new services to be provided and the cost thereof.

**WASHOE** staff shall be available, upon reasonable notice should **USER** require said staff, to participate in legal proceedings (discovery practice or court appearances) to testify as to any testing and certification services performed for **USER** pursuant to this Agreement.

A. For fiscal year 2013/2014 **USER** shall pay to **WASHOE** a fee of **\$9,521**, which fee shall entitle **USER** to the use of the forensic laboratory services currently within the capability of **WASHOE** as such are more fully set forth in **Exhibit B** attached hereto and hereby incorporated by reference. The annual fee shall be due and payable in full on or before August 15th of the fiscal year. Toxicology services shall continue to be invoiced quarterly. Toxicology services are not included in this Agreement. Any costs incurred for toxicology services shall be invoiced separately and shall be paid in addition to the annual fee paid by **USER** hereunder.

13-488

B. In the event, during any fiscal year covered by this Agreement, WASHOE shall increase its forensic laboratory services beyond those set-forth in **Exhibit B**, the parties agree to negotiate, in good faith, an increase in the annual fee charged by WASHOE to USER to compensate WASHOE for the provision of the additional forensic laboratory services to USER. Any such agreement shall be memorialized by a written addendum to this Agreement signed by both of the parties hereto. Any increase in the annual fee shall be due and payable in full within 30 days after execution of said addendum.

C. In the event that the governing body of the county fails to obligate any funds necessary to carry out the duties created hereunder beyond the county's then current fiscal year, this agreement shall terminate without charge, penalty, or sanction.

D. During the term of this Agreement, in the event that WASHOE shall be required to engage the consultation services of any outside forensic laboratory or specialist in order to provide USER with any additional expertise or equipment outside of the current capability of WASHOE to perform for USER, USER shall reimburse WASHOE in full for any costs or fees incurred as a result of said consultation. Any such consultation fees shall be due and payable in full within 30 days of USER'S receipt of billing by WASHOE for any such consultation services.

E. In the event that USER shall require the testimony of any of the staff of WASHOE in any legal proceedings in order to testify as to any testing or certification performed for USER pursuant to this Agreement, USER agrees to reimburse WASHOE for any compensation, benefits, travel and per diem costs incurred by WASHOE in providing said staff at the time, place and for the purposes required to assist USER. Any such reimbursement shall be due and payable in full within 30 days of USER'S receipt of billing by WASHOE for any such staff services.

**2. INDEMNIFICATION:** USER agrees to indemnify, defend and hold harmless WASHOE, its officers, employees, and agents, from and against any and all claims, demands, or actions by any person or entity which arise or result from any act or omission to act on the part of any officers, employees, or agents of USER in connection with the services to be provided pursuant to this Agreement.

WASHOE agrees to indemnify, defend and hold harmless USER, its officers, employees, and agents, from and against any and all claims, demands, or actions by any person or entity which arise or result from any act or omission to act on the part of any officers, employees, and agents of WASHOE in connection with the services to be provided pursuant to this Agreement.

The parties do not waive and intend to assert any liability limitations available under law, including but not limited to those defenses available under chapter 41 of Nevada Revised Statutes in all cases.

**3. MODIFICATION:** Any modification or amendment to this Agreement, in order to be binding upon the parties, must be in writing and be signed by both of the parties hereto.

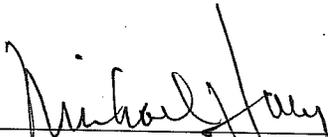
**4. EFFECTIVE DATE AND RENEWAL:**

A. This Agreement shall be effective as of July 1, 2013 and terminate as of June 30, 2014.

B. Either party to this Agreement may terminate this Agreement at any time of the term of the Agreement by giving the other party to this Agreement 180 days prior written notice.

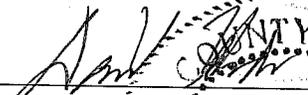
C. This Agreement may be renewed by the parties for any subsequent fiscal year by virtue of the parties' execution of a renewal agreement setting for the fiscal year for which the renewal shall be effective, the services to be rendered, and the costs and fees to be incurred by USER to WASHOE. Any such renewal shall be contingent upon the parties agreeing to the annual fee to be charged by WASHOE to USER.

DATE: 4-2-13

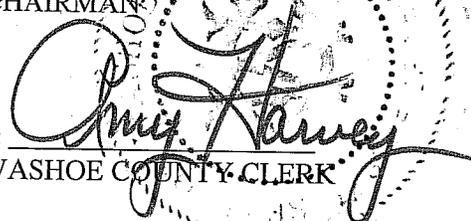
BY:   
WASHOE COUNTY SHERIFF

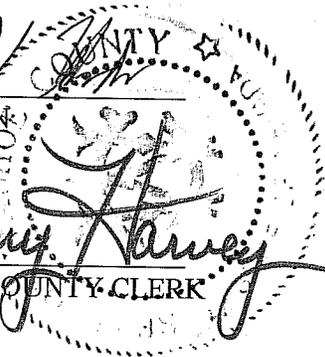
WASHOE COUNTY BOARD OF  
COMMISSIONERS

DATE: 6/11/13

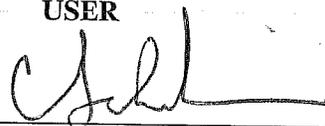
BY:   
CHAIRMAN

DATE: 6/11/13

ATTEST:   
WASHOE COUNTY CLERK



DATE: 4/10/2013

USER  
BY: 

## Exhibit B

### Services Provided Under the Forensic Science Division Contract (No Crime Scene/Photo Laboratory Services Included)

Forensic services within the existing capabilities of the laboratory will include the following:

#### Arson (Ignitable liquids)

#### Qualitative Testing of Controlled Substances

- Qualitative analysis and identification of substances controlled under the Federal Controlled Substances Act (CSA) or the Nevada Administrative Code (NAC).
  - ✓ Up to five different items can be submitted in a case. For cases involving more than five items, contact the District Attorney handling the case and the Laboratory prior to submission.
  - ✓ Evidence will be accepted in cases that are being actively prosecuted or cases for which the Laboratory results will be used at a Grand Jury, to substantiate charges that will be filed or are pending, to obtain a warrant, in an on-going investigation or for officer safety.
- Only selected items from those submitted will be analyzed.
  - ✓ Multiple items that are visually similar in appearance and packaging only will be tested when the total net weight could substantiate a trafficking charge. This analysis may be deferred until the case is set for District Court.
  - ✓ When multiple substances likely to contain a Schedule I compound are submitted, one of each type of substance will be analyzed.
  - ✓ When a Schedule I compound is identified, substances likely to contain a compound in a lower schedule will not be analyzed.
  - ✓ Items bearing or containing residue only and paraphernalia items only will be tested when no other controlled substance evidence exists or when other items do not contain a controlled substance.
- Pharmaceutical preparations (tablets or capsules)
  - ✓ Visual examination only with comparison to a database when a scheduled controlled substance (except marijuana) is identified in a non-pharmaceutical preparation.
  - ✓ Analysis and identification of any controlled substance in one dosage unit of the pharmaceutical preparation when no other controlled substance evidence is present (except marijuana).
  - ✓ Visual examination only for pharmaceutical preparations consistent with preparations containing a prescription only or over-the-counter compound.

Additional controlled substance exhibits may be analyzed on a case by case basis. If services beyond those listed above are needed, please contact the division for consultation prior to submitting the evidence.

#### Shoeprint and Tire Track Comparison

## **Firearms/Toolmark Examinations**

- Distance determination
- Comparative analysis
- Weapon function test
- Serial number restoration

## **Latent Print Processing**

- Appropriate chemical or powder processing of submitted items
- Development and submission of latent prints of value
- WIN/AFIS (Western Identification Network/Automated Fingerprint Identification System) database
- 10-print or suspect comparison

## **Primary Examination**

- Presumptive and Confirmatory Stain Characterization
  - Semen (presence of sperm cells)
  - Seminal fluid (absence of sperm cells)
  - Saliva
  - Blood including Human Blood
- Determination of human vs animal hair and suitability of hair for DNA testing

## **DNA Analysis**

- Homicide (up to 15 evidentiary samples and 10 reference samples)
- Sexual crimes (with presence of sperm up to 3 evidentiary samples and 5 reference samples)
- Sexual crimes (absence of sperm up to 5 evidentiary samples and 5 reference samples)
- Crimes against a person (up to 4 evidentiary samples and 5 reference samples)
- Property crimes (up to 2 evidentiary samples and 5 reference samples)
- DNA samples in addition to above limits can be processed at \$250.00 per hour

## **Forensic services within the existing capabilities of the laboratory do NOT include the following:**

- DNA analysis on weapons violations, possession of stolen property, found property, vandalism, controlled substances, and larceny unless extenuating circumstances are approved by the Laboratory Director or DNA Supervising Criminalist.
- DNA analysis of convicted offenders samples per NRS 176.0913. The funding for this analysis is provided through the \$150.00 fee collection per NRS 176.0915 and grant funding.
- While the laboratory will continue to analyze liquids and solids for the presence of controlled substances; current personnel do not have the experience in the analysis of clandestine laboratories and therefore will not be able to provide detailed testimony on clandestine manufacture of drugs. This inability is limited to drug analysis not crime scene response.

- Analysis of the contents of syringes; unless extenuating circumstances approved by the Laboratory Director exist.
- Analysis of non-controlled substances
- Trace evidence analysis of fibers, glass, paint, hair, chemical unknowns, physical match and explosive materials
- Document examination such as handwriting comparisons
- With the conversion of all agencies to digital cameras, the need for processing of 35mm film and creating photographic prints has fallen to a level that it is no longer practical to maintain the necessary equipment. Therefore photographic prints and 35mm film processing will no longer be offered.

**The following services can be offered on a fee for service basis:**

### **Crime Scene Investigation**

- Crime Scene Investigation can be provided for the following types of cases at a rate of \$250.00 per hour per investigator. Calls outside of the Reno area will always required a minimum of 2 investigators. The FIS Sergeant will determine the number of investigators needed based on the case information.
  - Homicide
  - Attempted homicide
  - Officer involved shootings
  - Questionable deaths with detective on scene
  - Kidnapping
  - Child abuse
  - Sexual assault with substantial bodily injury or unknown suspect
  - Battery with a deadly weapon with substantial bodily injury
  - Armed robbery with substantial bodily injury
  - Bank robbery with substantial bodily injury
  - Robbery, strong armed, with substantial bodily injury
  - Fatal traffic accidents when vehicular homicide is suspected
  - Homicide autopsy

**Photo Laboratory services can be provided per the following fee schedule:**

- \$25.00 per CD

**Note:** The IBIS (Integrated Ballistic Identification System) (firearms database) is included for all agencies. This is not a service that is charged for.

**This scope of work does not include Toxicology services. Toxicology will continue to be billed on a per test basis. If you have any questions regarding Toxicology services, contact the Forensic Science Division.**

**FORENSIC SUPPORT SERVICES AGREEMENT  
BETWEEN  
WASHOE COUNTY ON BEHALF OF  
THE WASHOE COUNTY SHERIFF'S OFFICE  
AND  
STATE OF NEVADA ON BEHALF OF  
STATE OF NEVADA DEPARTMENT OF WILDLIFE**

THIS AGREEMENT is made and entered by and between **WASHOE COUNTY**, on behalf of the **WASHOE COUNTY SHERIFF'S OFFICE**, hereinafter referred to collectively as **WASHOE**, and **STATE OF NEVADA** on behalf of the **STATE OF NEVADA DEPARTMENT OF WILDLIFE**, hereinafter referred to as **USER**.

**WITNESSETH:**

**WHEREAS**, pursuant to NRS 277.180, **WASHOE** and **USER** may, in the performance of their functions, use each other's facilities and services, with the consent of the other party and subject to such terms and conditions as the parties may agree upon; and

**WHEREAS**, **USER** desires to acquire the assistance of **WASHOE** in providing **USER** the use of **WASHOE'S** Forensic Support Facilities and Services;

**WHEREAS**, **WASHOE** desires to provide its assistance to **USER** in regard to the use of **WASHOE'S** Forensic Support Facilities and Services;

**NOW, THEREFORE**, based on the foregoing premises and the following covenants, terms and conditions, the parties hereto do hereby agree as follows:

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**WASHOE** staff shall be available, upon reasonable notice should **USER** require said staff, to participate in legal proceedings (discovery practice or court appearances) to testify as to any testing and certification services performed for **USER** pursuant to this Agreement.

A. For fiscal year 2013/2014 **USER** shall pay to **WASHOE** a fee of **\$1,993**, which fee shall entitle **USER** to the use of the forensic laboratory services currently within the capability of **WASHOE** as such are more fully set forth in **Exhibit B** attached hereto and hereby incorporated by reference. The annual fee shall be due and payable in full on or before August 15th of the fiscal year. Toxicology services shall continue to be invoiced quarterly. Toxicology services are not included in this Agreement. Any costs incurred for toxicology services shall be invoiced separately and shall be paid in addition to the annual fee paid by **USER** hereunder.

13-488

B. In the event, during any fiscal year covered by this Agreement, WASHOE shall increase its forensic laboratory services beyond those set-forth in **Exhibit B**, the parties agree to negotiate, in good faith, an increase in the annual fee charged by WASHOE to USER to compensate WASHOE for the provision of the additional forensic laboratory services to USER. Any such agreement shall be memorialized by a written addendum to this Agreement signed by both of the parties hereto. Any increase in the annual fee shall be due and payable in full within 30 days after execution of said addendum.

C. In the event that the governing body of the county fails to obligate any funds necessary to carry out the duties created hereunder beyond the county's then current fiscal year, this agreement shall terminate without charge, penalty, or sanction.

D. During the term of this Agreement, in the event that WASHOE shall be required to engage the consultation services of any outside forensic laboratory or specialist in order to provide USER with any additional expertise or equipment outside of the current capability of WASHOE to perform for USER, USER shall reimburse WASHOE in full for any costs or fees incurred as a result of said consultation. Any such consultation fees shall be due and payable in full within 30 days of USER'S receipt of billing by WASHOE for any such consultation services.

E. In the event that USER shall require the testimony of any of the staff of WASHOE in any legal proceedings in order to testify as to any testing or certification performed for USER pursuant to this Agreement, USER agrees to reimburse WASHOE for any compensation, benefits, travel and per diem costs incurred by WASHOE in providing said staff at the time, place and for the purposes required to assist USER. Any such reimbursement shall be due and payable in full within 30 days of USER'S receipt of billing by WASHOE for any such staff services.

2. **INDEMNIFICATION**: USER agrees to indemnify, defend and hold harmless WASHOE, its officers, employees, and agents, from and against any and all claims, demands, or actions by any person or entity which arise or result from any act or omission to act on the part of any officers, employees, or agents of USER in connection with the services to be provided pursuant to this Agreement.

WASHOE agrees to indemnify, defend and hold harmless USER, its officers, employees, and agents, from and against any and all claims, demands, or actions by any person or entity which arise or result from any act or omission to act on the part of any officers, employees, and agents of WASHOE in connection with the services to be provided pursuant to this Agreement.

The parties do not waive and intend to assert any liability limitations available under law, including but not limited to those defenses available under chapter 41 of Nevada Revised Statutes in all cases.

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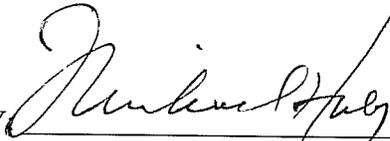
4. **EFFECTIVE DATE AND RENEWAL**:

A. This Agreement shall be effective as of July 1, 2013 and terminate as of June 30, 2014.

B. Either party to this Agreement may terminate this Agreement at any time of the term of the Agreement by giving the other party to this Agreement 180 days prior written notice.

C. This Agreement may be renewed by the parties for any subsequent fiscal year by virtue of the parties' execution of a renewal agreement setting for the fiscal year for which the renewal shall be effective, the services to be rendered, and the costs and fees to be incurred by USER to WASHOE. Any such renewal shall be contingent upon the parties agreeing to the annual fee to be charged by WASHOE to USER.

DATE: 4-2-13

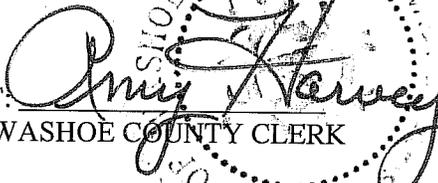
BY:   
WASHOE COUNTY SHERIFF

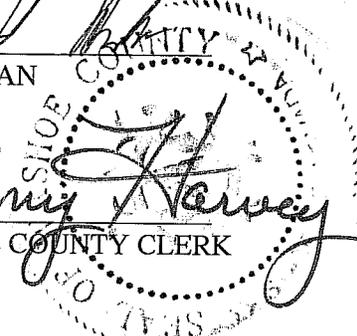
WASHOE COUNTY BOARD OF  
COMMISSIONERS

DATE: 6/11/13

BY:   
CHAIRMAN

DATE: 6/11/13

ATTEST:   
WASHOE COUNTY CLERK



USER

DATE: 4/12/13

BY: 

## Exhibit B

### Services Provided Under the Forensic Science Division Contract (No Crime Scene/Photo Laboratory Services Included)

Forensic services within the existing capabilities of the laboratory will include the following:

#### Arson (Ignitable liquids)

#### Qualitative Testing of Controlled Substances

- Qualitative analysis and identification of substances controlled under the Federal Controlled Substances Act (CSA) or the Nevada Administrative Code (NAC).
  - ✓ Up to five different items can be submitted in a case. For cases involving more than five items, contact the District Attorney handling the case and the Laboratory prior to submission.
  - ✓ Evidence will be accepted in cases that are being actively prosecuted or cases for which the Laboratory results will be used at a Grand Jury, to substantiate charges that will be filed or are pending, to obtain a warrant, in an on-going investigation or for officer safety.
- Only selected items from those submitted will be analyzed.
  - ✓ Multiple items that are visually similar in appearance and packaging only will be tested when the total net weight could substantiate a trafficking charge. This analysis may be deferred until the case is set for District Court.
  - ✓ When multiple substances likely to contain a Schedule I compound are submitted, one of each type of substance will be analyzed.
  - ✓ When a Schedule I compound is identified, substances likely to contain a compound in a lower schedule will not be analyzed.
  - ✓ Items bearing or containing residue only and paraphernalia items only will be tested when no other controlled substance evidence exists or when other items do not contain a controlled substance.
- Pharmaceutical preparations (tablets or capsules)
  - ✓ Visual examination only with comparison to a database when a scheduled controlled substance (except marijuana) is identified in a non-pharmaceutical preparation.
  - ✓ Analysis and identification of any controlled substance in one dosage unit of the pharmaceutical preparation when no other controlled substance evidence is present (except marijuana).
  - ✓ Visual examination only for pharmaceutical preparations consistent with preparations containing a prescription only or over-the-counter compound.

Additional controlled substance exhibits may be analyzed on a case by case basis. If services beyond those listed above are needed, please contact the division for consultation prior to submitting the evidence.

#### Shoeprint and Tire Track Comparison

## **Firearms/Toolmark Examinations**

- Distance determination
- Comparative analysis
- Weapon function test
- Serial number restoration

## **Latent Print Processing**

- Appropriate chemical or powder processing of submitted items
- Development and submission of latent prints of value
- WIN/AFIS (Western Identification Network/Automated Fingerprint Identification System) database
- 10-print or suspect comparison

## **Primary Examination**

- Presumptive and Confirmatory Stain Characterization
  - Semen (presence of sperm cells)
  - Seminal fluid (absence of sperm cells)
  - Saliva
  - Blood including Human Blood
- Determination of human vs animal hair and suitability of hair for DNA testing

## **DNA Analysis**

- Homicide (up to 15 evidentiary samples and 10 reference samples)
- Sexual crimes (with presence of sperm up to 3 evidentiary samples and 5 reference samples)
- Sexual crimes (absence of sperm up to 5 evidentiary samples and 5 reference samples)
- Crimes against a person (up to 4 evidentiary samples and 5 reference samples)
- Property crimes (up to 2 evidentiary samples and 5 reference samples)
- DNA samples in addition to above limits can be processed at \$250.00 per hour

## **Forensic services within the existing capabilities of the laboratory do NOT include the following:**

- DNA analysis on weapons violations, possession of stolen property, found property, vandalism, controlled substances, and larceny unless extenuating circumstances are approved by the Laboratory Director or DNA Supervising Criminalist.
- DNA analysis of convicted offenders samples per NRS 176.0913. The funding for this analysis is provided through the \$150.00 fee collection per NRS 176.0915 and grant funding.
- While the laboratory will continue to analyze liquids and solids for the presence of controlled substances; current personnel do not have the experience in the analysis of clandestine laboratories and therefore will not be able to provide detailed testimony on clandestine manufacture of drugs. This inability is limited to drug analysis not crime scene response.

- Analysis of the contents of syringes; unless extenuating circumstances approved by the Laboratory Director exist.
- Analysis of non-controlled substances
- Trace evidence analysis of fibers, glass, paint, hair, chemical unknowns, physical match and explosive materials
- Document examination such as handwriting comparisons
- With the conversion of all agencies to digital cameras, the need for processing of 35mm film and creating photographic prints has fallen to a level that it is no longer practical to maintain the necessary equipment. Therefore photographic prints and 35mm film processing will no longer be offered.

**The following services can be offered on a fee for service basis:**

### **Crime Scene Investigation**

- Crime Scene Investigation can be provided for the following types of cases at a rate of \$250.00 per hour per investigator. Calls outside of the Reno area will always required a minimum of 2 investigators. The FIS Sergeant will determine the number of investigators needed based on the case information.
  - Homicide
  - Attempted homicide
  - Officer involved shootings
  - Questionable deaths with detective on scene
  - Kidnapping
  - Child abuse
  - Sexual assault with substantial bodily injury or unknown suspect
  - Battery with a deadly weapon with substantial bodily injury
  - Armed robbery with substantial bodily injury
  - Bank robbery with substantial bodily injury
  - Robbery, strong armed, with substantial bodily injury
  - Fatal traffic accidents when vehicular homicide is suspected
  - Homicide autopsy

**Photo Laboratory services can be provided per the following fee schedule:**

- \$25.00 per CD

**Note:** The IBIS (Integrated Ballistic Identification System) (firearms database) is included for all agencies. This is not a service that is charged for.

**This scope of work does not include Toxicology services. Toxicology will continue to be billed on a per test basis. If you have any questions regarding Toxicology services, contact the Forensic Science Division.**

**FORENSIC SUPPORT SERVICES AGREEMENT  
BETWEEN  
WASHOE COUNTY ON BEHALF OF  
THE WASHOE COUNTY SHERIFF'S OFFICE  
AND  
PERSHING COUNTY ON BEHALF OF  
PERSHING COUNTY SHERIFF'S OFFICE**

THIS AGREEMENT is made and entered by and between **WASHOE COUNTY**, on behalf of the **WASHOE COUNTY SHERIFF'S OFFICE**, hereinafter referred to collectively as **WASHOE**, and **PERSHING COUNTY** on behalf of the **PERSHING COUNTY SHERIFF'S OFFICE**, hereinafter referred to as **USER**.

**WITNESSETH:**

**WHEREAS**, pursuant to NRS 277.180, **WASHOE** and **USER** may, in the performance of their functions, use each other's facilities and services, with the consent of the other party and subject to such terms and conditions as the parties may agree upon; and

**WHEREAS**, **USER** desires to acquire the assistance of **WASHOE** in providing **USER** the use of **WASHOE'S** Forensic Support Facilities and Services;

**WHEREAS**, **WASHOE** desires to provide its assistance to **USER** in regard to the use of **WASHOE'S** Forensic Support Facilities and Services;

**NOW, THEREFORE**, based on the foregoing premises and the following covenants, terms and conditions, the parties hereto do hereby agree as follows:

**1. SERVICES PROVIDED:** Unless otherwise provided and/or amended by written agreement of the parties hereto, **WASHOE** shall provide for **USER** forensic analyses within the existing capabilities of **WASHOE** as set forth in **Exhibit A** attached hereto and hereby incorporated by reference. In this regard, it is the understanding and intent of the parties, as the capabilities of **WASHOE** change over time, to execute written amendments to this Agreement indicating any services no longer provided as well as to identify any new services to be provided and the cost thereof.

**WASHOE** staff shall be available, upon reasonable notice should **USER** require said staff, to participate in legal proceedings (discovery practice or court appearances) to testify as to any testing and certification services performed for **USER** pursuant to this Agreement.

A. For fiscal year 2013/2014 **USER** shall pay to **WASHOE** a fee of **\$10,901**, which fee shall entitle **USER** to the use of the forensic laboratory services currently within the capability of **WASHOE** as such are more fully set forth in **Exhibit A** attached hereto and hereby incorporated by reference. The annual fee shall be due and payable in full on or before August 15th of the fiscal year. Toxicology services shall continue to be invoiced quarterly. Toxicology services are not included in this Agreement. Any costs incurred for toxicology services shall be invoiced separately and shall be paid in addition to the annual fee paid by **USER** hereunder.

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B. In the event, during any fiscal year covered by this Agreement, WASHOE shall increase its forensic laboratory services beyond those set-forth in **Exhibit A**, the parties agree to negotiate, in good faith, an increase in the annual fee charged by WASHOE to USER to compensate WASHOE for the provision of the additional forensic laboratory services to USER. Any such agreement shall be memorialized by a written addendum to this Agreement signed by both of the parties hereto. Any increase in the annual fee shall be due and payable in full within 30 days after execution of said addendum.

C. In the event that the governing body of the county fails to obligate any funds necessary to carry out the duties created hereunder beyond the county's then current fiscal year, this agreement shall terminate without charge, penalty, or sanction.

D. During the term of this Agreement, in the event that WASHOE shall be required to engage the consultation services of any outside forensic laboratory or specialist in order to provide USER with any additional expertise or equipment outside of the current capability of WASHOE to perform for USER, USER shall reimburse WASHOE in full for any costs or fees incurred as a result of said consultation. Any such consultation fees shall be due and payable in full within 30 days of USER'S receipt of billing by WASHOE for any such consultation services.

E. In the event that USER shall require the testimony of any of the staff of WASHOE in any legal proceedings in order to testify as to any testing or certification performed for USER pursuant to this Agreement, USER agrees to reimburse WASHOE for any compensation, benefits, travel and per diem costs incurred by WASHOE in providing said staff at the time, place and for the purposes required to assist USER. Any such reimbursement shall be due and payable in full within 30 days of USER'S receipt of billing by WASHOE for any such staff services.

2. **INDEMNIFICATION**: USER agrees to indemnify, defend and hold harmless WASHOE, its officers, employees, and agents, from and against any and all claims, demands, or actions by any person or entity which arise or result from any act or omission to act on the part of any officers, employees, or agents of USER in connection with the services to be provided pursuant to this Agreement.

WASHOE agrees to indemnify, defend and hold harmless USER, its officers, employees, and agents, from and against any and all claims, demands, or actions by any person or entity which arise or result from any act or omission to act on the part of any officers, employees, and agents of WASHOE in connection with the services to be provided pursuant to this Agreement.

The parties do not waive and intend to assert any liability limitations available under law, including but not limited to those defenses available under chapter 41 of Nevada Revised Statutes in all cases.

3. **MODIFICATION**: Any modification or amendment to this Agreement, in order to be binding upon the parties, must be in writing and be signed by both of the parties hereto.

4. **EFFECTIVE DATE AND RENEWAL**:

A. This Agreement shall be effective as of July 1, 2013 and terminate as of June 30, 2014.

B. Either party to this Agreement may terminate this Agreement at any time of the term of the Agreement by giving the other party to this Agreement 180 days prior written notice.

C. This Agreement may be renewed by the parties for any subsequent fiscal year by virtue of the parties' execution of a renewal agreement setting for the fiscal year for which the renewal shall be effective, the services to be rendered, and the costs and fees to be incurred by USER to WASHOE. Any such renewal shall be contingent upon the parties agreeing to the annual fee to be charged by WASHOE to USER.

DATE: 4-2-13

BY: *Archie Huey*  
WASHOE COUNTY SHERIFF

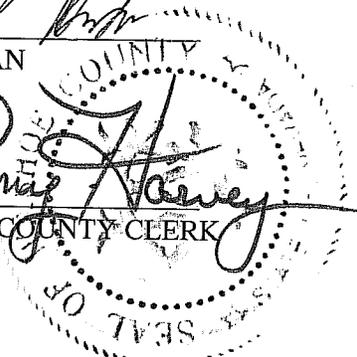
WASHOE COUNTY BOARD OF  
COMMISSIONERS

DATE: 6/11/13

BY: *Paul Voth*  
CHAIRMAN

DATE: 6/11/13

ATTEST: *Amaz Harvey*  
WASHOE COUNTY CLERK

The seal of Washoe County, Nevada, is circular with a dotted border. The text "SEAL OF WASHOE COUNTY NEVADA" is written around the perimeter. In the center, there is a signature, likely of the County Clerk, over a faint circular stamp.

USER

DATE: April 17, 2013 BY: *Richard Machado Sheriff*

## Exhibit A

### Full Services Provided Under the Forensic Science Division Contract

Forensic services within the existing capabilities of the laboratory will include the following:

#### Arson (Ignitable Liquids)

#### Controlled Substances

- Qualitative analysis and identification of substances controlled under the Federal Controlled Substances Act (CSA) or the Nevada Administrative Code (NAC).
  - ✓ Up to five different items can be submitted in a case. For cases involving more than five items, contact the District Attorney handling the case and the Laboratory prior to submission.
  - ✓ Evidence will be accepted in cases that are being actively prosecuted or cases for which the Laboratory results will be used at a Grand Jury, to substantiate charges that will be filed or are pending, to obtain a warrant, in an on-going investigation or for officer safety.
- Only selected items from those submitted will be analyzed.
  - ✓ Multiple items that are visually similar in appearance and packaging only will be tested when the total net weight could substantiate a trafficking charge. This analysis may be deferred until the case is set for District Court.
  - ✓ When multiple substances likely to contain a Schedule I compound are submitted, one of each type of substance will be analyzed.
  - ✓ When a Schedule I compound is identified, substances likely to contain a compound in a lower schedule will not be analyzed.
  - ✓ Items bearing or containing residue only and paraphernalia items only will be tested when no other controlled substance evidence exists or when other items do not contain a controlled substance.
- Pharmaceutical preparations (tablets or capsules)
  - ✓ Visual examination only with comparison to a database when a scheduled controlled substance (except marijuana) is identified in a non-pharmaceutical preparation.
  - ✓ Analysis and identification of any controlled substance in one dosage unit of the pharmaceutical preparation when no other controlled substance evidence is present (except marijuana).
  - ✓ Visual examination only for pharmaceutical preparations consistent with preparations containing a prescription only or over-the-counter compound.

Additional controlled substance exhibits may be analyzed on a case by case basis. If services beyond those listed above are needed, please contact the division for consultation prior to submitting the evidence.

#### Shoeprint and Tire track Comparison

#### Firearms/Toolmark Examinations

- Distance determination

- Comparative analysis (bullets, cartridge cases, toolmarks etc.)
- Weapon function test
- Serial number restoration

## **Crime Scene Investigation**

- Homicide
- Attempted homicide
- Officer involved shootings
- Questionable deaths with detective on scene
- Kidnapping
- Child abuse \*
- Sexual assault with substantial bodily injury or unknown suspect
- Battery with a deadly weapon with substantial bodily injury
- Armed robbery with substantial bodily injury
- Bank robbery with substantial bodily injury
- Robbery, strong armed, with substantial bodily injury
- Fatal traffic accidents when vehicular homicide is suspected
- Homicide autopsy
- Does not include response to non-major crimes such as burglary, recovered stolen vehicle, evidence collection from officer at hospital, consensual sexual cases, single vehicle fatality or response to collect a piece of evidence in the absence of a CSI officer

## **Latent Print Processing**

- Appropriate chemical or powder processing of submitted items
- Development and submission of latent prints of value
- WIN/AFIS (Western Identification Network/Automated Fingerprint Identification System)
- 10-print or suspect comparison

## **Photo Laboratory Services**

- Creation of CDs from scene photos taken by FIS
- CDs created from previously processed 35mm negatives

## **Primary Examination**

- Presumptive and confirmatory stain characterization
  - Semen (presence of sperm cells)
  - Seminal fluid (absence of sperm cells)
  - Saliva
  - Blood including human blood
- Determination of human vs animal hair and suitability of hair for DNA testing

## **DNA Analysis**

- Homicide (up to 15 evidentiary samples and 10 reference samples)
- Sexual crimes (with presence of sperm up to 3 evidentiary samples and 5 reference samples)
- Sexual crimes (absence of sperm up to 5 evidentiary samples and 5 reference samples)
- Crimes against a person (up to 4 evidentiary samples and 5 reference samples)
- Property crimes (up to 2 evidentiary samples and 5 reference samples)

- DNA samples in addition to above limits can be processed at \$250.00 per hour

**Forensic services within the existing capabilities of the laboratory do NOT include the following:**

- DNA analysis on weapons violations, possession of stolen property, found property, vandalism, controlled substances, and larceny unless extenuating circumstances are approved by the Laboratory Director or DNA Supervising Criminalist.
- DNA analysis of convicted offenders samples per NRS 176.0913. The funding for this analysis is provided through the \$150.00 fee collection per NRS 176.0915 and grant funding.
- While the laboratory will continue to analyze liquids and solids for the presence of controlled substances, current personnel do not have the experience in the analysis of clandestine laboratories and therefore will not be able to provide detailed testimony on Clandestine Manufacture of Drugs. This inability is limited to drug analysis, not crime scene response.
- Analysis of the contents of syringes; unless extenuating circumstances exist as approved by the Laboratory Director.
- Analysis of non-controlled substances
- Trace evidence analysis: fibers, glass, paint, hair, chemical unknowns, physical match and explosive materials
- Document examination such as handwriting comparisons

**Note:** The IBIS (Integrated Ballistic Identification System) (firearms database) is included for all agencies. This is not a service that is charged for.

**This scope of work does not include Toxicology services. Toxicology will continue to be billed on a per test basis. If you have any questions regarding Toxicology services, contact the Forensic Science Division.**

**FORENSIC SUPPORT SERVICES AGREEMENT  
BETWEEN  
WASHOE COUNTY ON BEHALF OF  
THE WASHOE COUNTY SHERIFF'S OFFICE  
AND  
CITY OF SPARKS ON BEHALF OF  
SPARKS FIRE DEPARTMENT**

THIS AGREEMENT is made and entered by and between **WASHOE COUNTY**, on behalf of the **WASHOE COUNTY SHERIFF'S OFFICE**, hereinafter referred to collectively as **WASHOE**, and **CITY OF SPARKS** on behalf of the **SPARKS FIRE DEPARTMENT**, hereinafter referred to as **USER**.

**WITNESSETH:**

**WHEREAS**, pursuant to NRS 277.180, **WASHOE** and **USER** may, in the performance of their functions, use each other's facilities and services, with the consent of the other party and subject to such terms and conditions as the parties may agree upon; and

**WHEREAS**, **USER** desires to acquire the assistance of **WASHOE** in providing **USER** the use of **WASHOE'S** Forensic Support Facilities and Services;

**WHEREAS**, **WASHOE** desires to provide its assistance to **USER** in regard to the use of **WASHOE'S** Forensic Support Facilities and Services;

**NOW, THEREFORE**, based on the foregoing premises and the following covenants, terms and conditions, the parties hereto do hereby agree as follows:

1. **SERVICES PROVIDED**: Unless otherwise provided and/or amended by written agreement of the parties hereto, **WASHOE** shall provide for **USER** forensic analyses within the existing capabilities of **WASHOE** as set forth in **Exhibit B** attached hereto and hereby incorporated by reference. In this regard, it is the understanding and intent of the parties, as the capabilities of **WASHOE** change over time, to execute written amendments to this Agreement indicating any services no longer provided as well as to identify any new services to be provided and the cost thereof.

**WASHOE** staff shall be available, upon reasonable notice should **USER** require said staff, to participate in legal proceedings (discovery practice or court appearances) to testify as to any testing and certification services performed for **USER** pursuant to this Agreement.

A. For fiscal year 2013/2014 **USER** shall pay to **WASHOE** a fee of **\$1,500**, which fee shall entitle **USER** to the use of the forensic laboratory services currently within the capability of **WASHOE** as such are more fully set forth in **Exhibit B** attached hereto and hereby incorporated by reference. The annual fee shall be due and payable in full on or before August 15th of the fiscal year. Toxicology services shall continue to be invoiced quarterly. Toxicology services are not included in this Agreement. Any costs incurred for toxicology services shall be invoiced separately and shall be paid in addition to the annual fee paid by **USER** hereunder.

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B. In the event, during any fiscal year covered by this Agreement, WASHOE shall increase its forensic laboratory services beyond those set-forth in **Exhibit B**, the parties agree to negotiate, in good faith, an increase in the annual fee charged by WASHOE to USER to compensate WASHOE for the provision of the additional forensic laboratory services to USER. Any such agreement shall be memorialized by a written addendum to this Agreement signed by both of the parties hereto. Any increase in the annual fee shall be due and payable in full within 30 days after execution of said addendum.

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**2. INDEMNIFICATION:** USER agrees to indemnify, defend and hold harmless WASHOE, its officers, employees, and agents, from and against any and all claims, demands, or actions by any person or entity which arise or result from any act or omission to act on the part of any officers, employees, or agents of USER in connection with the services to be provided pursuant to this Agreement.

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DATE: 4-2-13

BY: *Arnold Huey*  
WASHOE COUNTY SHERIFF

WASHOE COUNTY BOARD OF  
COMMISSIONERS

DATE: 6/11/13

BY: *Jim Robb*  
CHAIRMAN

DATE: 6/11/13

ATTEST: *Amy Hawey*  
WASHOE COUNTY CLERK

DATE: 4-9-13 BY:

USER

*Robert King*

## Exhibit B

### Services Provided Under the Forensic Science Division Contract (No Crime Scene/Photo Laboratory Services Included)

Forensic services within the existing capabilities of the laboratory will include the following:

#### Arson (Ignitable liquids)

#### Qualitative Testing of Controlled Substances

- Qualitative analysis and identification of substances controlled under the Federal Controlled Substances Act (CSA) or the Nevada Administrative Code (NAC).
  - ✓ Up to five different items can be submitted in a case. For cases involving more than five items, contact the District Attorney handling the case and the Laboratory prior to submission.
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  - Child abuse
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  - Armed robbery with substantial bodily injury
  - Bank robbery with substantial bodily injury
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**Photo Laboratory services can be provided per the following fee schedule:**

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**FORENSIC SUPPORT SERVICES AGREEMENT  
BETWEEN  
WASHOE COUNTY ON BEHALF OF  
THE WASHOE COUNTY SHERIFF'S OFFICE  
AND  
CITY OF SPARKS ON BEHALF OF  
SPARKS FIRE DEPARTMENT**

THIS AGREEMENT is made and entered by and between **WASHOE COUNTY**, on behalf of the **WASHOE COUNTY SHERIFF'S OFFICE**, hereinafter referred to collectively as **WASHOE**, and **CITY OF SPARKS** on behalf of the **SPARKS FIRE DEPARTMENT**, hereinafter referred to as **USER**.

**WITNESSETH:**

**WHEREAS**, pursuant to NRS 277.180, **WASHOE** and **USER** may, in the performance of their functions, use each other's facilities and services, with the consent of the other party and subject to such terms and conditions as the parties may agree upon; and

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A. For fiscal year 2013/2014 **USER** shall pay to **WASHOE** a fee of **\$1,500**, which fee shall entitle **USER** to the use of the forensic laboratory services currently within the capability of **WASHOE** as such are more fully set forth in **Exhibit B** attached hereto and hereby incorporated by reference. The annual fee shall be due and payable in full on or before August 15th of the fiscal year. Toxicology services shall continue to be invoiced quarterly. Toxicology services are not included in this Agreement. Any costs incurred for toxicology services shall be invoiced separately and shall be paid in addition to the annual fee paid by **USER** hereunder.

13-488

B. In the event, during any fiscal year covered by this Agreement, WASHOE shall increase its forensic laboratory services beyond those set-forth in **Exhibit B**, the parties agree to negotiate, in good faith, an increase in the annual fee charged by WASHOE to USER to compensate WASHOE for the provision of the additional forensic laboratory services to USER. Any such agreement shall be memorialized by a written addendum to this Agreement signed by both of the parties hereto. Any increase in the annual fee shall be due and payable in full within 30 days after execution of said addendum.

C. In the event that the governing body of the county fails to obligate any funds necessary to carry out the duties created hereunder beyond the county's then current fiscal year, this agreement shall terminate without charge, penalty, or sanction.

D. During the term of this Agreement, in the event that WASHOE shall be required to engage the consultation services of any outside forensic laboratory or specialist in order to provide USER with any additional expertise or equipment outside of the current capability of WASHOE to perform for USER, USER shall reimburse WASHOE in full for any costs or fees incurred as a result of said consultation. Any such consultation fees shall be due and payable in full within 30 days of USER'S receipt of billing by WASHOE for any such consultation services.

E. In the event that USER shall require the testimony of any of the staff of WASHOE in any legal proceedings in order to testify as to any testing or certification performed for USER pursuant to this Agreement, USER agrees to reimburse WASHOE for any compensation, benefits, travel and per diem costs incurred by WASHOE in providing said staff at the time, place and for the purposes required to assist USER. Any such reimbursement shall be due and payable in full within 30 days of USER'S receipt of billing by WASHOE for any such staff services.

**2. INDEMNIFICATION:** USER agrees to indemnify, defend and hold harmless WASHOE, its officers, employees, and agents, from and against any and all claims, demands, or actions by any person or entity which arise or result from any act or omission to act on the part of any officers, employees, or agents of USER in connection with the services to be provided pursuant to this Agreement.

WASHOE agrees to indemnify, defend and hold harmless USER, its officers, employees, and agents, from and against any and all claims, demands, or actions by any person or entity which arise or result from any act or omission to act on the part of any officers, employees, and agents of WASHOE in connection with the services to be provided pursuant to this Agreement.

The parties do not waive and intend to assert any liability limitations available under law, including but not limited to those defenses available under chapter 41 of Nevada Revised Statutes in all cases.

**3. MODIFICATION:** Any modification or amendment to this Agreement, in order to be binding upon the parties, must be in writing and be signed by both of the parties hereto.

**4. EFFECTIVE DATE AND RENEWAL:**

A. This Agreement shall be effective as of July 1, 2013 and terminate as of June 30, 2014.

B. Either party to this Agreement may terminate this Agreement at any time of the term of the Agreement by giving the other party to this Agreement 180 days prior written notice.

C. This Agreement may be renewed by the parties for any subsequent fiscal year by virtue of the parties' execution of a renewal agreement setting for the fiscal year for which the renewal shall be effective, the services to be rendered, and the costs and fees to be incurred by USER to WASHOE. Any such renewal shall be contingent upon the parties agreeing to the annual fee to be charged by WASHOE to USER.

DATE: 4-2-13

BY: *Richard Hrey*  
WASHOE COUNTY SHERIFF

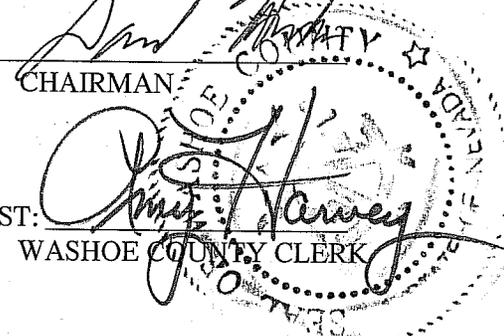
WASHOE COUNTY BOARD OF  
COMMISSIONERS

DATE: 6/11/13

BY: *Ann Hardy*  
CHAIRMAN

DATE: 6/11/13

ATTEST: *Ann Hardy*  
WASHOE COUNTY CLERK



USER

DATE: 4-9-13 BY:

*Robert King*

## Exhibit B

### Services Provided Under the Forensic Science Division Contract (No Crime Scene/Photo Laboratory Services Included)

Forensic services within the existing capabilities of the laboratory will include the following:

#### Arson (Ignitable liquids)

#### Qualitative Testing of Controlled Substances

- Qualitative analysis and identification of substances controlled under the Federal Controlled Substances Act (CSA) or the Nevada Administrative Code (NAC).
  - ✓ Up to five different items can be submitted in a case. For cases involving more than five items, contact the District Attorney handling the case and the Laboratory prior to submission.
  - ✓ Evidence will be accepted in cases that are being actively prosecuted or cases for which the Laboratory results will be used at a Grand Jury, to substantiate charges that will be filed or are pending, to obtain a warrant, in an on-going investigation or for officer safety.
- Only selected items from those submitted will be analyzed.
  - ✓ Multiple items that are visually similar in appearance and packaging only will be tested when the total net weight could substantiate a trafficking charge. This analysis may be deferred until the case is set for District Court.
  - ✓ When multiple substances likely to contain a Schedule I compound are submitted, one of each type of substance will be analyzed.
  - ✓ When a Schedule I compound is identified, substances likely to contain a compound in a lower schedule will not be analyzed.
  - ✓ Items bearing or containing residue only and paraphernalia items only will be tested when no other controlled substance evidence exists or when other items do not contain a controlled substance.
- Pharmaceutical preparations (tablets or capsules)
  - ✓ Visual examination only with comparison to a database when a scheduled controlled substance (except marijuana) is identified in a non-pharmaceutical preparation.
  - ✓ Analysis and identification of any controlled substance in one dosage unit of the pharmaceutical preparation when no other controlled substance evidence is present (except marijuana).
  - ✓ Visual examination only for pharmaceutical preparations consistent with preparations containing a prescription only or over-the-counter compound.

Additional controlled substance exhibits may be analyzed on a case by case basis. If services beyond those listed above are needed, please contact the division for consultation prior to submitting the evidence.

#### Shoeprint and Tire Track Comparison

## **Firearms/Toolmark Examinations**

- Distance determination
- Comparative analysis
- Weapon function test
- Serial number restoration

## **Latent Print Processing**

- Appropriate chemical or powder processing of submitted items
- Development and submission of latent prints of value
- WIN/AFIS (Western Identification Network/Automated Fingerprint Identification System) database
- 10-print or suspect comparison

## **Primary Examination**

- Presumptive and Confirmatory Stain Characterization
  - Semen (presence of sperm cells)
  - Seminal fluid (absence of sperm cells)
  - Saliva
  - Blood including Human Blood
- Determination of human vs animal hair and suitability of hair for DNA testing

## **DNA Analysis**

- Homicide (up to 15 evidentiary samples and 10 reference samples)
- Sexual crimes (with presence of sperm up to 3 evidentiary samples and 5 reference samples)
- Sexual crimes (absence of sperm up to 5 evidentiary samples and 5 reference samples)
- Crimes against a person (up to 4 evidentiary samples and 5 reference samples)
- Property crimes (up to 2 evidentiary samples and 5 reference samples)
- DNA samples in addition to above limits can be processed at \$250.00 per hour

## **Forensic services within the existing capabilities of the laboratory do NOT include the following:**

- DNA analysis on weapons violations, possession of stolen property, found property, vandalism, controlled substances, and larceny unless extenuating circumstances are approved by the Laboratory Director or DNA Supervising Criminalist.
- DNA analysis of convicted offenders samples per NRS 176.0913. The funding for this analysis is provided through the \$150.00 fee collection per NRS 176.0915 and grant funding.
- While the laboratory will continue to analyze liquids and solids for the presence of controlled substances; current personnel do not have the experience in the analysis of clandestine laboratories and therefore will not be able to provide detailed testimony on clandestine manufacture of drugs. This inability is limited to drug analysis not crime scene response.

- Analysis of the contents of syringes; unless extenuating circumstances approved by the Laboratory Director exist.
- Analysis of non-controlled substances
- Trace evidence analysis of fibers, glass, paint, hair, chemical unknowns, physical match and explosive materials
- Document examination such as handwriting comparisons
- With the conversion of all agencies to digital cameras, the need for processing of 35mm film and creating photographic prints has fallen to a level that it is no longer practical to maintain the necessary equipment. Therefore photographic prints and 35mm film processing will no longer be offered.

**The following services can be offered on a fee for service basis:**

### **Crime Scene Investigation**

- Crime Scene Investigation can be provided for the following types of cases at a rate of \$250.00 per hour per investigator. Calls outside of the Reno area will always required a minimum of 2 investigators. The FIS Sergeant will determine the number of investigators needed based on the case information.
  - Homicide
  - Attempted homicide
  - Officer involved shootings
  - Questionable deaths with detective on scene
  - Kidnapping
  - Child abuse
  - Sexual assault with substantial bodily injury or unknown suspect
  - Battery with a deadly weapon with substantial bodily injury
  - Armed robbery with substantial bodily injury
  - Bank robbery with substantial bodily injury
  - Robbery, strong armed, with substantial bodily injury
  - Fatal traffic accidents when vehicular homicide is suspected
  - Homicide autopsy

**Photo Laboratory services can be provided per the following fee schedule:**

- \$25.00 per CD

**Note:** The IBIS (Integrated Ballistic Identification System) (firearms database) is included for all agencies. This is not a service that is charged for.

**This scope of work does not include Toxicology services. Toxicology will continue to be billed on a per test basis. If you have any questions regarding Toxicology services, contact the Forensic Science Division.**

**FORENSIC SUPPORT SERVICES AGREEMENT  
BETWEEN  
WASHOE COUNTY ON BEHALF OF  
THE WASHOE COUNTY SHERIFF'S OFFICE  
AND  
STOREY COUNTY ON BEHALF OF  
STOREY COUNTY SHERIFF'S OFFICE**

THIS AGREEMENT is made and entered by and between **WASHOE COUNTY**, on behalf of the **WASHOE COUNTY SHERIFF'S OFFICE**, hereinafter referred to collectively as **WASHOE**, and **STOREY COUNTY** on behalf of the **STOREY COUNTY SHERIFF'S OFFICE**, hereinafter referred to as **USER**.

**WITNESSETH:**

**WHEREAS**, pursuant to NRS 277.180, **WASHOE** and **USER** may, in the performance of their functions, use each other's facilities and services, with the consent of the other party and subject to such terms and conditions as the parties may agree upon; and

**WHEREAS**, **USER** desires to acquire the assistance of **WASHOE** in providing **USER** the use of **WASHOE'S** Forensic Support Facilities and Services;

**WHEREAS**, **WASHOE** desires to provide its assistance to **USER** in regard to the use of **WASHOE'S** Forensic Support Facilities and Services;

**NOW, THEREFORE**, based on the foregoing premises and the following covenants, terms and conditions, the parties hereto do hereby agree as follows:

1. **SERVICES PROVIDED**: Unless otherwise provided and/or amended by written agreement of the parties hereto, **WASHOE** shall provide for **USER** forensic analyses within the existing capabilities of **WASHOE** as set forth in **Exhibit B** attached hereto and hereby incorporated by reference. In this regard, it is the understanding and intent of the parties, as the capabilities of **WASHOE** change over time, to execute written amendments to this Agreement indicating any services no longer provided as well as to identify any new services to be provided and the cost thereof.

**WASHOE** staff shall be available, upon reasonable notice should **USER** require said staff, to participate in legal proceedings (discovery practice or court appearances) to testify as to any testing and certification services performed for **USER** pursuant to this Agreement.

A. For fiscal year 2013/2014 **USER** shall pay to **WASHOE** a fee of **\$15,278**, which fee shall entitle **USER** to the use of the forensic laboratory services currently within the capability of **WASHOE** as such are more fully set forth in **Exhibit B** attached hereto and hereby incorporated by reference. The annual fee shall be due and payable in full on or before August 15th of the fiscal year. Toxicology services shall continue to be invoiced quarterly. Toxicology services are not included in this Agreement. Any costs incurred for toxicology services shall be invoiced separately and shall be paid in addition to the annual fee paid by **USER** hereunder.

13-488

B. In the event, during any fiscal year covered by this Agreement, WASHOE shall increase its forensic laboratory services beyond those set-forth in **Exhibit B**, the parties agree to negotiate, in good faith, an increase in the annual fee charged by WASHOE to USER to compensate WASHOE for the provision of the additional forensic laboratory services to USER. Any such agreement shall be memorialized by a written addendum to this Agreement signed by both of the parties hereto. Any increase in the annual fee shall be due and payable in full within 30 days after execution of said addendum.

C. In the event that the governing body of the county fails to obligate any funds necessary to carry out the duties created hereunder beyond the county's then current fiscal year, this agreement shall terminate without charge, penalty, or sanction.

D. During the term of this Agreement, in the event that WASHOE shall be required to engage the consultation services of any outside forensic laboratory or specialist in order to provide USER with any additional expertise or equipment outside of the current capability of WASHOE to perform for USER, USER shall reimburse WASHOE in full for any costs or fees incurred as a result of said consultation. Any such consultation fees shall be due and payable in full within 30 days of USER'S receipt of billing by WASHOE for any such consultation services.

E. In the event that USER shall require the testimony of any of the staff of WASHOE in any legal proceedings in order to testify as to any testing or certification performed for USER pursuant to this Agreement, USER agrees to reimburse WASHOE for any compensation, benefits, travel and per diem costs incurred by WASHOE in providing said staff at the time, place and for the purposes required to assist USER. Any such reimbursement shall be due and payable in full within 30 days of USER'S receipt of billing by WASHOE for any such staff services.

2. **INDEMNIFICATION:** USER agrees to indemnify, defend and hold harmless WASHOE, its officers, employees, and agents, from and against any and all claims, demands, or actions by any person or entity which arise or result from any act or omission to act on the part of any officers, employees, or agents of USER in connection with the services to be provided pursuant to this Agreement.

WASHOE agrees to indemnify, defend and hold harmless USER, its officers, employees, and agents, from and against any and all claims, demands, or actions by any person or entity which arise or result from any act or omission to act on the part of any officers, employees, and agents of WASHOE in connection with the services to be provided pursuant to this Agreement.

The parties do not waive and intend to assert any liability limitations available under law, including but not limited to those defenses available under chapter 41 of Nevada Revised Statutes in all cases.

3. **MODIFICATION:** Any modification or amendment to this Agreement, in order to be binding upon the parties, must be in writing and be signed by both of the parties hereto.

4. **EFFECTIVE DATE AND RENEWAL:**

A. This Agreement shall be effective as of July 1, 2013 and terminate as of June 30, 2014.

B. Either party to this Agreement may terminate this Agreement at any time of the term of the Agreement by giving the other party to this Agreement 180 days prior written notice.

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DATE: 4-2-13

BY: *Michael Haley*  
WASHOE COUNTY SHERIFF

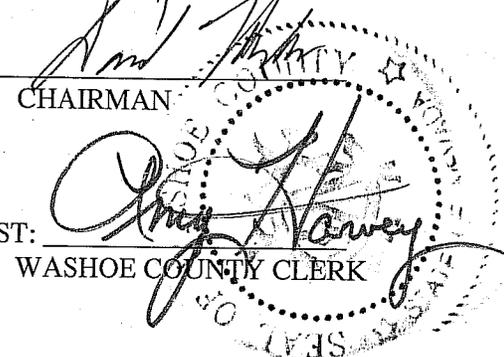
WASHOE COUNTY BOARD OF  
COMMISSIONERS

DATE: 6/11/13

BY: *And [Signature]*  
CHAIRMAN

DATE: 6/11/13

ATTEST: *[Signature]*  
WASHOE COUNTY CLERK



USER

DATE: 5/6/13 BY: *[Signature]*

## Exhibit B

### Services Provided Under the Forensic Science Division Contract (No Crime Scene/Photo Laboratory Services Included)

Forensic services within the existing capabilities of the laboratory will include the following:

#### Arson (Ignitable liquids)

#### Qualitative Testing of Controlled Substances

- Qualitative analysis and identification of substances controlled under the Federal Controlled Substances Act (CSA) or the Nevada Administrative Code (NAC).
  - ✓ Up to five different items can be submitted in a case. For cases involving more than five items, contact the District Attorney handling the case and the Laboratory prior to submission.
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  - ✓ Visual examination only with comparison to a database when a scheduled controlled substance (except marijuana) is identified in a non-pharmaceutical preparation.
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#### Shoeprint and Tire Track Comparison

## **Firearms/Toolmark Examinations**

- Distance determination
- Comparative analysis
- Weapon function test
- Serial number restoration

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- Presumptive and Confirmatory Stain Characterization
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  - Seminal fluid (absence of sperm cells)
  - Saliva
  - Blood including Human Blood
- Determination of human vs animal hair and suitability of hair for DNA testing

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- Sexual crimes (absence of sperm up to 5 evidentiary samples and 5 reference samples)
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- Property crimes (up to 2 evidentiary samples and 5 reference samples)
- DNA samples in addition to above limits can be processed at \$250.00 per hour

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**The following services can be offered on a fee for service basis:**

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- Crime Scene Investigation can be provided for the following types of cases at a rate of \$250.00 per hour per investigator. Calls outside of the Reno area will always required a minimum of 2 investigators. The FIS Sergeant will determine the number of investigators needed based on the case information.
  - Homicide
  - Attempted homicide
  - Officer involved shootings
  - Questionable deaths with detective on scene
  - Kidnapping
  - Child abuse
  - Sexual assault with substantial bodily injury or unknown suspect
  - Battery with a deadly weapon with substantial bodily injury
  - Armed robbery with substantial bodily injury
  - Bank robbery with substantial bodily injury
  - Robbery, strong armed, with substantial bodily injury
  - Fatal traffic accidents when vehicular homicide is suspected
  - Homicide autopsy

**Photo Laboratory services can be provided per the following fee schedule:**

- \$25.00 per CD

**Note:** The IBIS (Integrated Ballistic Identification System) (firearms database) is included for all agencies. This is not a service that is charged for.

**This scope of work does not include Toxicology services. Toxicology will continue to be billed on a per test basis. If you have any questions regarding Toxicology services, contact the Forensic Science Division.**

*rec'd  
4/9/13  
AMT*

**FORENSIC SUPPORT SERVICES AGREEMENT  
BETWEEN  
WASHOE COUNTY ON BEHALF OF  
THE WASHOE COUNTY SHERIFF'S OFFICE  
AND  
THE BOARD OF REGENTS OF THE NEVADA SYSTEM OF HIGHER  
EDUCATION ON BEHALF OF  
TRUCKEE MEADOWS COMMUNITY COLLEGE POLICE DEPARTMENT**

THIS AGREEMENT is made and entered by and between **WASHOE COUNTY**, on behalf of the **WASHOE COUNTY SHERIFF'S OFFICE**, hereinafter referred to collectively as **WASHOE**, and **THE BOARD OF REGENTS OF THE NEVADA SYSTEM OF HIGHER EDUCATION** on behalf of the **TRUCKEE MEADOWS COMMUNITY COLLEGE POLICE DEPARTMENT**, hereinafter referred to as **USER**.

**WITNESSETH:**

**WHEREAS**, pursuant to NRS 277.180, **WASHOE** and **USER** may, in the performance of their functions, use each other's facilities and services, with the consent of the other party and subject to such terms and conditions as the parties may agree upon; and

**WHEREAS**, **USER** desires to acquire the assistance of **WASHOE** in providing **USER** the use of **WASHOE'S** Forensic Support Facilities and Services;

**WHEREAS**, **WASHOE** desires to provide its assistance to **USER** in regard to the use of **WASHOE'S** Forensic Support Facilities and Services;

**NOW, THEREFORE**, based on the foregoing premises and the following covenants, terms and conditions, the parties hereto do hereby agree as follows:

1. **SERVICES PROVIDED**: Unless otherwise provided and/or amended by written agreement of the parties hereto, **WASHOE** shall provide for **USER** forensic analyses within the existing capabilities of **WASHOE** as set forth in **Exhibit A** attached hereto and hereby incorporated by reference. In this regard, it is the understanding and intent of the parties, as the capabilities of **WASHOE** change over time, to execute written amendments to this Agreement indicating any services no longer provided as well as to identify any new services to be provided and the cost thereof.

**WASHOE** staff shall be available, upon reasonable notice should **USER** require said staff, to participate in legal proceedings (discovery practice or court appearances) to testify as to any testing and certification services performed for **USER** pursuant to this Agreement.

13-488

A. For fiscal year 2013/2014 USER shall pay to WASHOE a fee of **\$3,000**, which fee shall entitle USER to the use of the forensic laboratory services currently within the capability of WASHOE as such are more fully set forth in **Exhibit A** attached hereto and hereby incorporated by reference. The annual fee shall be due and payable in full on or before August 15th of the fiscal year. Toxicology services shall continue to be invoiced quarterly. Toxicology services are not included in this Agreement. Any costs incurred for toxicology services shall be invoiced separately and shall be paid in addition to the annual fee paid by USER hereunder.

B. In the event, during any fiscal year covered by this Agreement, WASHOE shall increase its forensic laboratory services beyond those set-forth in **Exhibit A**, the parties agree to negotiate, in good faith, an increase in the annual fee charged by WASHOE to USER to compensate WASHOE for the provision of the additional forensic laboratory services to USER. Any such agreement shall be memorialized by a written addendum to this Agreement signed by both of the parties hereto. Any increase in the annual fee shall be due and payable in full within 30 days after execution of said addendum.

C. In the event that the governing body of the county fails to obligate any funds necessary to carry out the duties created hereunder beyond the county's then current fiscal year, this agreement shall terminate without charge, penalty, or sanction.

D. During the term of this Agreement, in the event that WASHOE shall be required to engage the consultation services of any outside forensic laboratory or specialist in order to provide USER with any additional expertise or equipment outside of the current capability of WASHOE to perform for USER, USER shall reimburse WASHOE in full for any costs or fees incurred as a result of said consultation. Any such consultation fees shall be due and payable in full within 30 days of USER'S receipt of billing by WASHOE for any such consultation services.

E. In the event that USER shall require the testimony of any of the staff of WASHOE in any legal proceedings in order to testify as to any testing or certification performed for USER pursuant to this Agreement, USER agrees to reimburse WASHOE for any compensation, benefits, travel and per diem costs incurred by WASHOE in providing said staff at the time, place and for the purposes required to assist USER. Any such reimbursement shall be due and payable in full within 30 days of USER'S receipt of billing by WASHOE for any such staff services.

**2. INDEMNIFICATION:** USER agrees to indemnify, defend and hold harmless WASHOE, its officers, employees, and agents, from and against any and all claims, demands, or actions by any person or entity which arise or result from any act or omission to act on the part of any officers, employees, or agents of USER in connection with the services to be provided pursuant to this Agreement.

WASHOE agrees to indemnify, defend and hold harmless USER, its officers, employees, and agents, from and against any and all claims, demands, or actions by any person or entity which arise or result from any act or omission to act on the part of any officers, employees, and agents of WASHOE in connection with the services to be provided pursuant to this Agreement.

The parties do not waive and intend to assert any liability limitations available under law, including but not limited to those defenses available under chapter 41 of Nevada Revised Statutes in all cases.

3. **MODIFICATION:** Any modification or amendment to this Agreement, in order to be binding upon the parties, must be in writing and be signed by both of the parties hereto.

4. **EFFECTIVE DATE AND RENEWAL:**

A. This Agreement shall be effective as of July 1, 2013 and terminate as of June 30, 2014.

B. Either party to this Agreement may terminate this Agreement at any time of the term of the Agreement by giving the other party to this Agreement 180 days prior written notice.

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DATE: 4-2-13

BY: *Markie Haley*  
WASHOE COUNTY SHERIFF

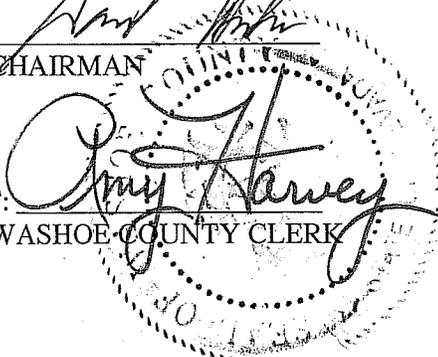
WASHOE COUNTY BOARD OF COMMISSIONERS

DATE: 6/11/13

BY: *And John*  
CHAIRMAN

DATE: 6/11/13

ATTEST: *Amy Harvey*  
WASHOE COUNTY CLERK



USER

DATE: 4-8-13

BY: *Ross*

Board of Regents of the Nevada System of Higher Education, on behalf of Truckee Meadows Community College <u><i>Maria Sheehan</i></u> Dr. Maria Sheehan President <u>4-10-13</u> Date
--

## Exhibit A

### Full Services Provided Under the Forensic Science Division Contract

Forensic services within the existing capabilities of the laboratory will include the following:

#### Arson (Ignitable Liquids)

#### Controlled Substances

- Qualitative analysis and identification of substances controlled under the Federal Controlled Substances Act (CSA) or the Nevada Administrative Code (NAC).
  - ✓ Up to five different items can be submitted in a case. For cases involving more than five items, contact the District Attorney handling the case and the Laboratory prior to submission.
  - ✓ Evidence will be accepted in cases that are being actively prosecuted or cases for which the Laboratory results will be used at a Grand Jury, to substantiate charges that will be filed or are pending, to obtain a warrant, in an on-going investigation or for officer safety.
- Only selected items from those submitted will be analyzed.
  - ✓ Multiple items that are visually similar in appearance and packaging only will be tested when the total net weight could substantiate a trafficking charge. This analysis may be deferred until the case is set for District Court.
  - ✓ When multiple substances likely to contain a Schedule I compound are submitted, one of each type of substance will be analyzed.
  - ✓ When a Schedule I compound is identified, substances likely to contain a compound in a lower schedule will not be analyzed.
  - ✓ Items bearing or containing residue only and paraphernalia items only will be tested when no other controlled substance evidence exists or when other items do not contain a controlled substance.
- Pharmaceutical preparations (tablets or capsules)
  - ✓ Visual examination only with comparison to a database when a scheduled controlled substance (except marijuana) is identified in a non-pharmaceutical preparation.
  - ✓ Analysis and identification of any controlled substance in one dosage unit of the pharmaceutical preparation when no other controlled substance evidence is present (except marijuana).
  - ✓ Visual examination only for pharmaceutical preparations consistent with preparations containing a prescription only or over-the-counter compound.

Additional controlled substance exhibits may be analyzed on a case by case basis. If services beyond those listed above are needed, please contact the division for consultation prior to submitting the evidence.

#### Shoeprint and Tire track Comparison

#### Firearms/Toolmark Examinations

- Distance determination

- Comparative analysis (bullets, cartridge cases, toolmarks etc.)
- Weapon function test
- Serial number restoration

### **Crime Scene Investigation**

- Homicide
- Attempted homicide
- Officer involved shootings
- Questionable deaths with detective on scene
- Kidnapping
- Child abuse
- Sexual assault with substantial bodily injury or unknown suspect
- Battery with a deadly weapon with substantial bodily injury
- Armed robbery with substantial bodily injury
- Bank robbery with substantial bodily injury
- Robbery, strong armed, with substantial bodily injury
- Fatal traffic accidents when vehicular homicide is suspected
- Homicide autopsy
- Does not include response to non-major crimes such as burglary, recovered stolen vehicle, evidence collection from officer at hospital, consensual sexual cases, single vehicle fatality or response to collect a piece of evidence in the absence of a CSI officer

### **Latent Print Processing**

- Appropriate chemical or powder processing of submitted items
- Development and submission of latent prints of value
- WIN/AFIS (Western Identification Network/Automated Fingerprint Identification System)
- 10-print or suspect comparison

### **Photo Laboratory Services**

- Creation of CDs from scene photos taken by FIS
- CDs created from previously processed 35mm negatives

### **Primary Examination**

- Presumptive and confirmatory stain characterization
  - Semen (presence of sperm cells)
  - Seminal fluid (absence of sperm cells)
  - Saliva
  - Blood including human blood
- Determination of human vs animal hair and suitability of hair for DNA testing

### **DNA Analysis**

- Homicide (up to 15 evidentiary samples and 10 reference samples)
- Sexual crimes (with presence of sperm up to 3 evidentiary samples and 5 reference samples)
- Sexual crimes (absence of sperm up to 5 evidentiary samples and 5 reference samples)
- Crimes against a person (up to 4 evidentiary samples and 5 reference samples)
- Property crimes (up to 2 evidentiary samples and 5 reference samples)

- DNA samples in addition to above limits can be processed at \$250.00 per hour

**Forensic services within the existing capabilities of the laboratory do NOT include the following:**

- DNA analysis on weapons violations, possession of stolen property, found property, vandalism, controlled substances, and larceny unless extenuating circumstances are approved by the Laboratory Director or DNA Supervising Criminalist.
- DNA analysis of convicted offenders samples per NRS 176.0913. The funding for this analysis is provided through the \$150.00 fee collection per NRS 176.0915 and grant funding.
- While the laboratory will continue to analyze liquids and solids for the presence of controlled substances, current personnel do not have the experience in the analysis of clandestine laboratories and therefore will not be able to provide detailed testimony on Clandestine Manufacture of Drugs. This inability is limited to drug analysis, not crime scene response.
- Analysis of the contents of syringes; unless extenuating circumstances exist as approved by the Laboratory Director.
- Analysis of non-controlled substances
- Trace evidence analysis: fibers, glass, paint, hair, chemical unknowns, physical match and explosive materials
- Document examination such as handwriting comparisons

**Note:** The IBIS (Integrated Ballistic Identification System) (firearms database) is included for all agencies. This is not a service that is charged for.

**This scope of work does not include Toxicology services. Toxicology will continue to be billed on a per test basis. If you have any questions regarding Toxicology services, contact the Forensic Science Division.**

**FORENSIC SUPPORT SERVICES AGREEMENT  
BETWEEN  
WASHOE COUNTY ON BEHALF OF  
THE WASHOE COUNTY SHERIFF'S OFFICE  
AND  
WASHOE COUNTY SCHOOL DISTRICT ON BEHALF OF  
WASHOE COUNTY SCHOOL DISTRICT POLICE DEPARTMENT**

THIS AGREEMENT is made and entered by and between **WASHOE COUNTY**, on behalf of the **WASHOE COUNTY SHERIFF'S OFFICE**, hereinafter referred to collectively as **WASHOE**, and **WASHOE COUNTY SCHOOL DISTRICT** on behalf of the **WASHOE COUNTY SCHOOL DISTRICT POLICE DEPARTMENT**, hereinafter referred to as **USER**.

**WITNESSETH:**

**WHEREAS**, pursuant to NRS 277.180, **WASHOE** and **USER** may, in the performance of their functions, use each other's facilities and services, with the consent of the other party and subject to such terms and conditions as the parties may agree upon; and

**WHEREAS**, **USER** desires to acquire the assistance of **WASHOE** in providing **USER** the use of **WASHOE'S** Forensic Support Facilities and Services;

**WHEREAS**, **WASHOE** desires to provide its assistance to **USER** in regard to the use of **WASHOE'S** Forensic Support Facilities and Services;

**NOW, THEREFORE**, based on the foregoing premises and the following covenants, terms and conditions, the parties hereto do hereby agree as follows:

1. **SERVICES PROVIDED**: Unless otherwise provided and/or amended by written agreement of the parties hereto, **WASHOE** shall provide for **USER** forensic analyses within the existing capabilities of **WASHOE** as set forth in **Exhibit A** attached hereto and hereby incorporated by reference. In this regard, it is the understanding and intent of the parties, as the capabilities of **WASHOE** change over time, to execute written amendments to this Agreement indicating any services no longer provided as well as to identify any new services to be provided and the cost thereof.

**WASHOE** staff shall be available, upon reasonable notice should **USER** require said staff, to participate in legal proceedings (discovery practice or court appearances) to testify as to any testing and certification services performed for **USER** pursuant to this Agreement.

A. For fiscal year 2013/2014 **USER** shall pay to **WASHOE** a fee of **\$19,077**, which fee shall entitle **USER** to the use of the forensic laboratory services currently within the capability of **WASHOE** as such are more fully set forth in **Exhibit A** attached hereto and hereby incorporated by reference. The annual fee shall be due and payable in full on or before August 15th of the fiscal year. Toxicology services shall continue to be invoiced quarterly. Toxicology services are not included in this Agreement. Any costs incurred for toxicology services shall be invoiced separately and shall be paid in addition to the annual fee paid by **USER** hereunder.

13-488

B. In the event, during any fiscal year covered by this Agreement, WASHOE shall increase its forensic laboratory services beyond those set forth in **Exhibit A**, the parties agree to negotiate, in good faith, an increase in the annual fee charged by WASHOE to USER to compensate WASHOE for the provision of the additional forensic laboratory services to USER. Any such agreement shall be memorialized by a written addendum to this Agreement signed by both of the parties hereto. Any increase in the annual fee shall be due and payable in full within 30 days after execution of said addendum.

C. In the event that the governing body of the county fails to obligate any funds necessary to carry out the duties created hereunder beyond the county's then current fiscal year, this agreement shall terminate without charge, penalty, or sanction.

D. During the term of this Agreement, in the event that WASHOE shall be required to engage the consultation services of any outside forensic laboratory or specialist in order to provide USER with any additional expertise or equipment outside of the current capability of WASHOE to perform for USER, USER shall reimburse WASHOE in full for any costs or fees incurred as a result of said consultation. Any such consultation fees shall be due and payable in full within 30 days of USER'S receipt of billing by WASHOE for any such consultation services.

E. In the event that USER shall require the testimony of any of the staff of WASHOE in any legal proceedings in order to testify as to any testing or certification performed for USER pursuant to this Agreement, USER agrees to reimburse WASHOE for any compensation, benefits, travel and per diem costs incurred by WASHOE in providing said staff at the time, place and for the purposes required to assist USER. Any such reimbursement shall be due and payable in full within 30 days of USER'S receipt of billing by WASHOE for any such staff services.

2. **INDEMNIFICATION**: USER agrees to indemnify, defend and hold harmless WASHOE, its officers, employees, and agents, from and against any and all claims, demands, or actions by any person or entity which arise or result from any act or omission to act on the part of any officers, employees, or agents of USER in connection with the services to be provided pursuant to this Agreement.

WASHOE agrees to indemnify, defend and hold harmless USER, its officers, employees, and agents, from and against any and all claims, demands, or actions by any person or entity which arise or result from any act or omission to act on the part of any officers, employees, and agents of WASHOE in connection with the services to be provided pursuant to this Agreement.

The parties do not waive and intend to assert any liability limitations available under law, including but not limited to those defenses available under chapter 41 of Nevada Revised Statutes in all cases.

3. **MODIFICATION**: Any modification or amendment to this Agreement, in order to be binding upon the parties, must be in writing and be signed by both of the parties hereto.

4. **EFFECTIVE DATE AND RENEWAL**:

A. This Agreement shall be effective as of July 1, 2013 and terminate as of June 30, 2014.

B. Either party to this Agreement may terminate this Agreement at any time of the term of the Agreement by giving the other party to this Agreement 180 days prior written notice.

C. This Agreement may be renewed by the parties for any subsequent fiscal year by virtue of the parties' execution of a renewal agreement setting for the fiscal year for which the renewal shall be effective, the services to be rendered, and the costs and fees to be incurred by USER to WASHOE. Any such renewal shall be contingent upon the parties agreeing to the annual fee to be charged by WASHOE to USER.

DATE: 4-2-13

BY: *Richard Haley*  
WASHOE COUNTY SHERIFF

WASHOE COUNTY BOARD OF  
COMMISSIONERS

DATE: 6/11/13

BY: *Paul [unclear]*  
CHAIRMAN

DATE: 6/11/13

ATTEST: *Amy Harvey*  
WASHOE COUNTY CLERK

USER

DATE: 5-7-13

BY: *[Signature]*

## Exhibit A

### Full Services Provided Under the Forensic Science Division Contract

Forensic services within the existing capabilities of the laboratory will include the following:

#### Arson (Ignitable Liquids)

#### Controlled Substances

- Qualitative analysis and identification of substances controlled under the Federal Controlled Substances Act (CSA) or the Nevada Administrative Code (NAC).
  - ✓ Up to five different items can be submitted in a case. For cases involving more than five items, contact the District Attorney handling the case and the Laboratory prior to submission.
  - ✓ Evidence will be accepted in cases that are being actively prosecuted or cases for which the Laboratory results will be used at a Grand Jury, to substantiate charges that will be filed or are pending, to obtain a warrant, in an on-going investigation or for officer safety.
- Only selected items from those submitted will be analyzed.
  - ✓ Multiple items that are visually similar in appearance and packaging only will be tested when the total net weight could substantiate a trafficking charge. This analysis may be deferred until the case is set for District Court.
  - ✓ When multiple substances likely to contain a Schedule I compound are submitted, one of each type of substance will be analyzed.
  - ✓ When a Schedule I compound is identified, substances likely to contain a compound in a lower schedule will not be analyzed.
  - ✓ Items bearing or containing residue only and paraphernalia items only will be tested when no other controlled substance evidence exists or when other items do not contain a controlled substance.
- Pharmaceutical preparations (tablets or capsules)
  - ✓ Visual examination only with comparison to a database when a scheduled controlled substance (except marijuana) is identified in a non-pharmaceutical preparation.
  - ✓ Analysis and identification of any controlled substance in one dosage unit of the pharmaceutical preparation when no other controlled substance evidence is present (except marijuana).
  - ✓ Visual examination only for pharmaceutical preparations consistent with preparations containing a prescription only or over-the-counter compound.

Additional controlled substance exhibits may be analyzed on a case by case basis. If services beyond those listed above are needed, please contact the division for consultation prior to submitting the evidence.

#### Shoeprint and Tire track Comparison

#### Firearms/Toolmark Examinations

- Distance determination

- Comparative analysis (bullets, cartridge cases, toolmarks etc.)
- Weapon function test
- Serial number restoration

### **Crime Scene Investigation**

- Homicide
- Attempted homicide
- Officer involved shootings
- Questionable deaths with detective on scene
- Kidnapping
- Child abuse
- Sexual assault with substantial bodily injury or unknown suspect
- Battery with a deadly weapon with substantial bodily injury
- Armed robbery with substantial bodily injury
- Bank robbery with substantial bodily injury
- Robbery, strong armed, with substantial bodily injury
- Fatal traffic accidents when vehicular homicide is suspected
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- Appropriate chemical or powder processing of submitted items
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- Presumptive and confirmatory stain characterization
  - Semen (presence of sperm cells)
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- Sexual crimes (absence of sperm up to 5 evidentiary samples and 5 reference samples)
- Crimes against a person (up to 4 evidentiary samples and 5 reference samples)
- Property crimes (up to 2 evidentiary samples and 5 reference samples)

- DNA samples in addition to above limits can be processed at \$250.00 per hour

**Forensic services within the existing capabilities of the laboratory do NOT include the following:**

- DNA analysis on weapons violations, possession of stolen property, found property, vandalism, controlled substances, and larceny unless extenuating circumstances are approved by the Laboratory Director or DNA Supervising Criminalist.
- DNA analysis of convicted offenders samples per NRS 176.0913. The funding for this analysis is provided through the \$150.00 fee collection per NRS 176.0915 and grant funding.
- While the laboratory will continue to analyze liquids and solids for the presence of controlled substances, current personnel do not have the experience in the analysis of clandestine laboratories and therefore will not be able to provide detailed testimony on Clandestine Manufacture of Drugs. This inability is limited to drug analysis, not crime scene response.
- Analysis of the contents of syringes; unless extenuating circumstances exist as approved by the Laboratory Director.
- Analysis of non-controlled substances
- Trace evidence analysis: fibers, glass, paint, hair, chemical unknowns, physical match and explosive materials
- Document examination such as handwriting comparisons

**Note:** The IBIS (Integrated Ballistic Identification System) (firearms database) is included for all agencies. This is not a service that is charged for.

**This scope of work does not include Toxicology services. Toxicology will continue to be billed on a per test basis. If you have any questions regarding Toxicology services, contact the Forensic Science Division.**

**FORENSIC SUPPORT SERVICES AGREEMENT  
BETWEEN  
WASHOE COUNTY ON BEHALF OF  
THE WASHOE COUNTY SHERIFF'S OFFICE  
AND  
CITY OF WEST WENDOVER ON BEHALF OF  
WEST WENDOVER POLICE DEPARTMENT**

THIS AGREEMENT is made and entered by and between **WASHOE COUNTY**, on behalf of the **WASHOE COUNTY SHERIFF'S OFFICE**, hereinafter referred to collectively as **WASHOE**, and **CITY OF WEST WENDOVER** on behalf of the **WEST WENDOVER POLICE DEPARTMENT**, hereinafter referred to as **USER**.

**WITNESSETH:**

**WHEREAS**, pursuant to NRS 277.180, **WASHOE** and **USER** may, in the performance of their functions, use each other's facilities and services, with the consent of the other party and subject to such terms and conditions as the parties may agree upon; and

**WHEREAS**, **USER** desires to acquire the assistance of **WASHOE** in providing **USER** the use of **WASHOE'S** Forensic Support Facilities and Services;

**WHEREAS**, **WASHOE** desires to provide its assistance to **USER** in regard to the use of **WASHOE'S** Forensic Support Facilities and Services;

**NOW, THEREFORE**, based on the foregoing premises and the following covenants, terms and conditions, the parties hereto do hereby agree as follows:

1. **SERVICES PROVIDED**: Unless otherwise provided and/or amended by written agreement of the parties hereto, **WASHOE** shall provide for **USER** forensic analyses within the existing capabilities of **WASHOE** as set forth in **Exhibit A** attached hereto and hereby incorporated by reference. In this regard, it is the understanding and intent of the parties, as the capabilities of **WASHOE** change over time, to execute written amendments to this Agreement indicating any services no longer provided as well as to identify any new services to be provided and the cost thereof.

**WASHOE** staff shall be available, upon reasonable notice should **USER** require said staff, to participate in legal proceedings (discovery practice or court appearances) to testify as to any testing and certification services performed for **USER** pursuant to this Agreement.

A. For fiscal year 2013/2014 **USER** shall pay to **WASHOE** a fee of **\$13,626**, which fee shall entitle **USER** to the use of the forensic laboratory services currently within the capability of **WASHOE** as such are more fully set forth in **Exhibit A** attached hereto and hereby incorporated by reference. The annual fee shall be due and payable in full on or before August 15th of the fiscal year. Toxicology services shall continue to be invoiced quarterly. Toxicology services are not included in this Agreement. Any costs incurred for toxicology services shall be invoiced separately and shall be paid in addition to the annual fee paid by **USER** hereunder.

13-488

B. In the event, during any fiscal year covered by this Agreement, WASHOE shall increase its forensic laboratory services beyond those set-forth in **Exhibit A**, the parties agree to negotiate, in good faith, an increase in the annual fee charged by WASHOE to USER to compensate WASHOE for the provision of the additional forensic laboratory services to USER. Any such agreement shall be memorialized by a written addendum to this Agreement signed by both of the parties hereto. Any increase in the annual fee shall be due and payable in full within 30 days after execution of said addendum.

C. In the event that the governing body of the county fails to obligate any funds necessary to carry out the duties created hereunder beyond the county's then current fiscal year, this agreement shall terminate without charge, penalty, or sanction.

D. During the term of this Agreement, in the event that WASHOE shall be required to engage the consultation services of any outside forensic laboratory or specialist in order to provide USER with any additional expertise or equipment outside of the current capability of WASHOE to perform for USER, USER shall reimburse WASHOE in full for any costs or fees incurred as a result of said consultation. Any such consultation fees shall be due and payable in full within 30 days of USER'S receipt of billing by WASHOE for any such consultation services.

E. In the event that USER shall require the testimony of any of the staff of WASHOE in any legal proceedings in order to testify as to any testing or certification performed for USER pursuant to this Agreement, USER agrees to reimburse WASHOE for any compensation, benefits, travel and per diem costs incurred by WASHOE in providing said staff at the time, place and for the purposes required to assist USER. Any such reimbursement shall be due and payable in full within 30 days of USER'S receipt of billing by WASHOE for any such staff services.

**2. INDEMNIFICATION:** USER agrees to indemnify, defend and hold harmless WASHOE, its officers, employees, and agents, from and against any and all claims, demands, or actions by any person or entity which arise or result from any act or omission to act on the part of any officers, employees, or agents of USER in connection with the services to be provided pursuant to this Agreement.

WASHOE agrees to indemnify, defend and hold harmless USER, its officers, employees, and agents, from and against any and all claims, demands, or actions by any person or entity which arise or result from any act or omission to act on the part of any officers, employees, and agents of WASHOE in connection with the services to be provided pursuant to this Agreement.

The parties do not waive and intend to assert any liability limitations available under law, including but not limited to those defenses available under chapter 41 of Nevada Revised Statutes in all cases.

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A. This Agreement shall be effective as of July 1, 2013 and terminate as of June 30, 2014.

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DATE: 4-2-13

BY: *Michael Haley*  
WASHOE COUNTY SHERIFF

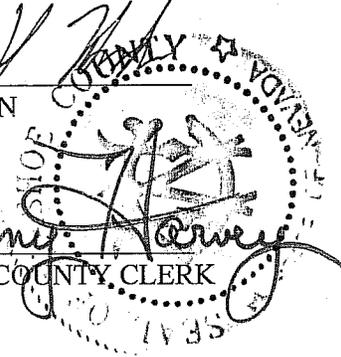
**WASHOE COUNTY BOARD OF  
COMMISSIONERS**

DATE: 6/11/13

BY: *Paul Kelly*  
CHAIRMAN

DATE: 6/11/13

ATTEST: *Amy Harvey*  
WASHOE COUNTY CLERK



**USER**

DATE: 5-13-13

BY: *Sandra Gunter*

## Exhibit A

### Full Services Provided Under the Forensic Science Division Contract

Forensic services within the existing capabilities of the laboratory will include the following:

#### Arson (Ignitable Liquids)

#### Controlled Substances

- Qualitative analysis and identification of substances controlled under the Federal Controlled Substances Act (CSA) or the Nevada Administrative Code (NAC).
  - ✓ Up to five different items can be submitted in a case. For cases involving more than five items, contact the District Attorney handling the case and the Laboratory prior to submission.
  - ✓ Evidence will be accepted in cases that are being actively prosecuted or cases for which the Laboratory results will be used at a Grand Jury, to substantiate charges that will be filed or are pending, to obtain a warrant, in an on-going investigation or for officer safety.
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- Pharmaceutical preparations (tablets or capsules)
  - ✓ Visual examination only with comparison to a database when a scheduled controlled substance (except marijuana) is identified in a non-pharmaceutical preparation.
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#### Firearms/Toolmark Examinations

- Distance determination

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- Weapon function test
- Serial number restoration

## **Crime Scene Investigation**

- Homicide
- Attempted homicide
- Officer involved shootings
- Questionable deaths with detective on scene
- Kidnapping
- Child abuse
- Sexual assault with substantial bodily injury or unknown suspect
- Battery with a deadly weapon with substantial bodily injury
- Armed robbery with substantial bodily injury
- Bank robbery with substantial bodily injury
- Robbery, strong armed, with substantial bodily injury
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  - Semen (presence of sperm cells)
  - Seminal fluid (absence of sperm cells)
  - Saliva
  - Blood including human blood
- Determination of human vs animal hair and suitability of hair for DNA testing

## **DNA Analysis**

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- Crimes against a person (up to 4 evidentiary samples and 5 reference samples)
- Property crimes (up to 2 evidentiary samples and 5 reference samples)

- DNA samples in addition to above limits can be processed at \$250.00 per hour

**Forensic services within the existing capabilities of the laboratory do NOT include the following:**

- DNA analysis on weapons violations, possession of stolen property, found property, vandalism, controlled substances, and larceny unless extenuating circumstances are approved by the Laboratory Director or DNA Supervising Criminalist.
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- While the laboratory will continue to analyze liquids and solids for the presence of controlled substances, current personnel do not have the experience in the analysis of clandestine laboratories and therefore will not be able to provide detailed testimony on Clandestine Manufacture of Drugs. This inability is limited to drug analysis, not crime scene response.
- Analysis of the contents of syringes; unless extenuating circumstances exist as approved by the Laboratory Director.
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- Trace evidence analysis: fibers, glass, paint, hair, chemical unknowns, physical match and explosive materials
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**This scope of work does not include Toxicology services. Toxicology will continue to be billed on a per test basis. If you have any questions regarding Toxicology services, contact the Forensic Science Division.**

**FORENSIC SUPPORT SERVICES AGREEMENT  
BETWEEN  
WASHOE COUNTY ON BEHALF OF  
THE WASHOE COUNTY SHERIFF'S OFFICE  
AND  
CITY OF WINNEMUCCA ON BEHALF OF  
CITY OF WINNEMUCCA POLICE DEPARTMENT**

THIS AGREEMENT is made and entered by and between **WASHOE COUNTY**, on behalf of the **WASHOE COUNTY SHERIFF'S OFFICE**, hereinafter referred to collectively as **WASHOE**, and **CITY OF WINNEMUCCA** on behalf of the **CITY OF WINNEMUCCA POLICE DEPARTMENT**, hereinafter referred to as **USER**.

**WITNESSETH:**

**WHEREAS**, pursuant to NRS 277.180, **WASHOE** and **USER** may, in the performance of their functions, use each other's facilities and services, with the consent of the other party and subject to such terms and conditions as the parties may agree upon; and

**WHEREAS**, **USER** desires to acquire the assistance of **WASHOE** in providing **USER** the use of **WASHOE'S** Forensic Support Facilities and Services;

**WHEREAS**, **WASHOE** desires to provide its assistance to **USER** in regard to the use of **WASHOE'S** Forensic Support Facilities and Services;

**NOW, THEREFORE**, based on the foregoing premises and the following covenants, terms and conditions, the parties hereto do hereby agree as follows:

**1. SERVICES PROVIDED:** Unless otherwise provided and/or amended by written agreement of the parties hereto, **WASHOE** shall provide for **USER** forensic analyses within the existing capabilities of **WASHOE** as set forth in **Exhibit A** attached hereto and hereby incorporated by reference. In this regard, it is the understanding and intent of the parties, as the capabilities of **WASHOE** change over time, to execute written amendments to this Agreement indicating any services no longer provided as well as to identify any new services to be provided and the cost thereof.

**WASHOE** staff shall be available, upon reasonable notice should **USER** require said staff, to participate in legal proceedings (discovery practice or court appearances) to testify as to any testing and certification services performed for **USER** pursuant to this Agreement.

A. For fiscal year 2013/2014 **USER** shall pay to **WASHOE** a fee of **\$30,318**, which fee shall entitle **USER** to the use of the forensic laboratory services currently within the capability of **WASHOE** as such are more fully set forth in **Exhibit A** attached hereto and hereby incorporated by reference. The annual fee shall be due and payable in full on or before August 15th of the fiscal year. Toxicology services shall continue to be invoiced quarterly. Toxicology services are not included in this Agreement. Any costs incurred for toxicology services shall be invoiced separately and shall be paid in addition to the annual fee paid by **USER** hereunder.

13-488

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C. In the event that the governing body of the county fails to obligate any funds necessary to carry out the duties created hereunder beyond the county's then current fiscal year, this agreement shall terminate without charge, penalty, or sanction.

D. During the term of this Agreement, in the event that WASHOE shall be required to engage the consultation services of any outside forensic laboratory or specialist in order to provide USER with any additional expertise or equipment outside of the current capability of WASHOE to perform for USER, USER shall reimburse WASHOE in full for any costs or fees incurred as a result of said consultation. Any such consultation fees shall be due and payable in full within 30 days of USER'S receipt of billing by WASHOE for any such consultation services.

E. In the event that USER shall require the testimony of any of the staff of WASHOE in any legal proceedings in order to testify as to any testing or certification performed for USER pursuant to this Agreement, USER agrees to reimburse WASHOE for any compensation, benefits, travel and per diem costs incurred by WASHOE in providing said staff at the time, place and for the purposes required to assist USER. Any such reimbursement shall be due and payable in full within 30 days of USER'S receipt of billing by WASHOE for any such staff services.

2. **INDEMNIFICATION**: USER agrees to indemnify, defend and hold harmless WASHOE, its officers, employees, and agents, from and against any and all claims, demands, or actions by any person or entity which arise or result from any act or omission to act on the part of any officers, employees, or agents of USER in connection with the services to be provided pursuant to this Agreement.

WASHOE agrees to indemnify, defend and hold harmless USER, its officers, employees, and agents, from and against any and all claims, demands, or actions by any person or entity which arise or result from any act or omission to act on the part of any officers, employees, and agents of WASHOE in connection with the services to be provided pursuant to this Agreement.

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DATE: 4-2-13

BY: *Michael Kay*  
WASHOE COUNTY SHERIFF

WASHOE COUNTY BOARD OF  
COMMISSIONERS,

DATE: 6/11/13

BY: *Paul Kelly*  
CHAIRMAN

DATE: 6/11/13

ATTEST: *Angie Harvey*  
WASHOE COUNTY CLERK

USER

DATE: 4-9-13

BY: *[Signature]*

## Exhibit A

### Full Services Provided Under the Forensic Science Division Contract

Forensic services within the existing capabilities of the laboratory will include the following:

#### Arson (Ignitable Liquids)

#### Controlled Substances

- Qualitative analysis and identification of substances controlled under the Federal Controlled Substances Act (CSA) or the Nevada Administrative Code (NAC).
  - ✓ Up to five different items can be submitted in a case. For cases involving more than five items, contact the District Attorney handling the case and the Laboratory prior to submission.
  - ✓ Evidence will be accepted in cases that are being actively prosecuted or cases for which the Laboratory results will be used at a Grand Jury, to substantiate charges that will be filed or are pending, to obtain a warrant, in an on-going investigation or for officer safety.
- Only selected items from those submitted will be analyzed.
  - ✓ Multiple items that are visually similar in appearance and packaging only will be tested when the total net weight could substantiate a trafficking charge. This analysis may be deferred until the case is set for District Court.
  - ✓ When multiple substances likely to contain a Schedule I compound are submitted, one of each type of substance will be analyzed.
  - ✓ When a Schedule I compound is identified, substances likely to contain a compound in a lower schedule will not be analyzed.
  - ✓ Items bearing or containing residue only and paraphernalia items only will be tested when no other controlled substance evidence exists or when other items do not contain a controlled substance.
- Pharmaceutical preparations (tablets or capsules)
  - ✓ Visual examination only with comparison to a database when a scheduled controlled substance (except marijuana) is identified in a non-pharmaceutical preparation.
  - ✓ Analysis and identification of any controlled substance in one dosage unit of the pharmaceutical preparation when no other controlled substance evidence is present (except marijuana).
  - ✓ Visual examination only for pharmaceutical preparations consistent with preparations containing a prescription only or over-the-counter compound.

Additional controlled substance exhibits may be analyzed on a case by case basis. If services beyond those listed above are needed, please contact the division for consultation prior to submitting the evidence.

#### Shoeprint and Tire track Comparison

#### Firearms/Toolmark Examinations

- Distance determination

- Comparative analysis (bullets, cartridge cases, toolmarks etc.)
- Weapon function test
- Serial number restoration

### **Crime Scene Investigation**

- Homicide
- Attempted homicide
- Officer involved shootings
- Questionable deaths with detective on scene
- Kidnapping
- Child abuse
- Sexual assault with substantial bodily injury or unknown suspect
- Battery with a deadly weapon with substantial bodily injury
- Armed robbery with substantial bodily injury
- Bank robbery with substantial bodily injury
- Robbery, strong armed, with substantial bodily injury
- Fatal traffic accidents when vehicular homicide is suspected
- Homicide autopsy
- Does not include response to non-major crimes such as burglary, recovered stolen vehicle, evidence collection from officer at hospital, consensual sexual cases, single vehicle fatality or response to collect a piece of evidence in the absence of a CSI officer

### **Latent Print Processing**

- Appropriate chemical or powder processing of submitted items
- Development and submission of latent prints of value
- WIN/AFIS (Western Identification Network/Automated Fingerprint Identification System)
- 10-print or suspect comparison

### **Photo Laboratory Services**

- Creation of CDs from scene photos taken by FIS
- CDs created from previously processed 35mm negatives

### **Primary Examination**

- Presumptive and confirmatory stain characterization
  - Semen (presence of sperm cells)
  - Seminal fluid (absence of sperm cells)
  - Saliva
  - Blood including human blood
- Determination of human vs animal hair and suitability of hair for DNA testing

### **DNA Analysis**

- Homicide (up to 15 evidentiary samples and 10 reference samples)
- Sexual crimes (with presence of sperm up to 3 evidentiary samples and 5 reference samples)
- Sexual crimes (absence of sperm up to 5 evidentiary samples and 5 reference samples)
- Crimes against a person (up to 4 evidentiary samples and 5 reference samples)
- Property crimes (up to 2 evidentiary samples and 5 reference samples)

- DNA samples in addition to above limits can be processed at \$250.00 per hour

**Forensic services within the existing capabilities of the laboratory do NOT include the following:**

- DNA analysis on weapons violations, possession of stolen property, found property, vandalism, controlled substances, and larceny unless extenuating circumstances are approved by the Laboratory Director or DNA Supervising Criminalist.
- DNA analysis of convicted offenders samples per NRS 176.0913. The funding for this analysis is provided through the \$150.00 fee collection per NRS 176.0915 and grant funding.
- While the laboratory will continue to analyze liquids and solids for the presence of controlled substances, current personnel do not have the experience in the analysis of clandestine laboratories and therefore will not be able to provide detailed testimony on Clandestine Manufacture of Drugs. This inability is limited to drug analysis, not crime scene response.
- Analysis of the contents of syringes; unless extenuating circumstances exist as approved by the Laboratory Director.
- Analysis of non-controlled substances
- Trace evidence analysis: fibers, glass, paint, hair, chemical unknowns, physical match and explosive materials
- Document examination such as handwriting comparisons

**Note:** The IBIS (Integrated Ballistic Identification System) (firearms database) is included for all agencies. This is not a service that is charged for.

**This scope of work does not include Toxicology services. Toxicology will continue to be billed on a per test basis. If you have any questions regarding Toxicology services, contact the Forensic Science Division.**

**FORENSIC SUPPORT SERVICES AGREEMENT  
BETWEEN  
WASHOE COUNTY ON BEHALF OF  
THE WASHOE COUNTY SHERIFF'S OFFICE  
AND  
CITY OF YERINGTON ON BEHALF OF  
CITY OF YERINGTON POLICE DEPARTMENT**

THIS AGREEMENT is made and entered by and between **WASHOE COUNTY**, on behalf of the **WASHOE COUNTY SHERIFF'S OFFICE**, hereinafter referred to collectively as **WASHOE**, and **CITY OF YERINGTON** on behalf of the **CITY OF YERINGTON POLICE DEPARTMENT**, hereinafter referred to as **USER**.

**W I T N E S S E T H:**

**WHEREAS**, pursuant to NRS 277.180, **WASHOE** and **USER** may, in the performance of their functions, use each other's facilities and services, with the consent of the other party and subject to such terms and conditions as the parties may agree upon; and

**WHEREAS**, **USER** desires to acquire the assistance of **WASHOE** in providing **USER** the use of **WASHOE'S** Forensic Support Facilities and Services;

**WHEREAS**, **WASHOE** desires to provide its assistance to **USER** in regard to the use of **WASHOE'S** Forensic Support Facilities and Services;

**NOW, THEREFORE**, based on the foregoing premises and the following covenants, terms and conditions, the parties hereto do hereby agree as follows:

1. **SERVICES PROVIDED:** Unless otherwise provided and/or amended by written agreement of the parties hereto, **WASHOE** shall provide for **USER** forensic analyses within the existing capabilities of **WASHOE** as set forth in **Exhibit A** attached hereto and hereby incorporated by reference. In this regard, it is the understanding and intent of the parties, as the capabilities of **WASHOE** change over time, to execute written amendments to this Agreement indicating any services no longer provided as well as to identify any new services to be provided and the cost thereof.

**WASHOE** staff shall be available, upon reasonable notice should **USER** require said staff, to participate in legal proceedings (discovery practice or court appearances) to testify as to any testing and certification services performed for **USER** pursuant to this Agreement.

A. For fiscal year 2013/2014 **USER** shall pay to **WASHOE** a fee of **\$3,000**, which fee shall entitle **USER** to the use of the forensic laboratory services currently within the capability of **WASHOE** as such are more fully set forth in **Exhibit A** attached hereto and hereby incorporated by reference. The annual fee shall be due and payable in full on or before August 15th of the fiscal year. Toxicology services shall continue to be invoiced quarterly. Toxicology services are not included in this Agreement. Any costs incurred for toxicology services shall be invoiced separately and shall be paid in addition to the annual fee paid by **USER** hereunder.

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B. In the event, during any fiscal year covered by this Agreement, WASHOE shall increase its forensic laboratory services beyond those set-forth in **Exhibit A**, the parties agree to negotiate, in good faith, an increase in the annual fee charged by WASHOE to USER to compensate WASHOE for the provision of the additional forensic laboratory services to USER. Any such agreement shall be memorialized by a written addendum to this Agreement signed by both of the parties hereto. Any increase in the annual fee shall be due and payable in full within 30 days after execution of said addendum.

C. In the event that the governing body of the county fails to obligate any funds necessary to carry out the duties created hereunder beyond the county's then current fiscal year, this agreement shall terminate without charge, penalty, or sanction.

D. During the term of this Agreement, in the event that WASHOE shall be required to engage the consultation services of any outside forensic laboratory or specialist in order to provide USER with any additional expertise or equipment outside of the current capability of WASHOE to perform for USER, USER shall reimburse WASHOE in full for any costs or fees incurred as a result of said consultation. Any such consultation fees shall be due and payable in full within 30 days of USER'S receipt of billing by WASHOE for any such consultation services.

E. In the event that USER shall require the testimony of any of the staff of WASHOE in any legal proceedings in order to testify as to any testing or certification performed for USER pursuant to this Agreement, USER agrees to reimburse WASHOE for any compensation, benefits, travel and per diem costs incurred by WASHOE in providing said staff at the time, place and for the purposes required to assist USER. Any such reimbursement shall be due and payable in full within 30 days of USER'S receipt of billing by WASHOE for any such staff services.

**2. INDEMNIFICATION:** USER agrees to indemnify, defend and hold harmless WASHOE, its officers, employees, and agents, from and against any and all claims, demands, or actions by any person or entity which arise or result from any act or omission to act on the part of any officers, employees, or agents of USER in connection with the services to be provided pursuant to this Agreement.

WASHOE agrees to indemnify, defend and hold harmless USER, its officers, employees, and agents, from and against any and all claims, demands, or actions by any person or entity which arise or result from any act or omission to act on the part of any officers, employees, and agents of WASHOE in connection with the services to be provided pursuant to this Agreement.

The parties do not waive and intend to assert any liability limitations available under law, including but not limited to those defenses available under chapter 41 of Nevada Revised Statutes in all cases.

**3. MODIFICATION:** Any modification or amendment to this Agreement, in order to be binding upon the parties, must be in writing and be signed by both of the parties hereto.

**4. EFFECTIVE DATE AND RENEWAL:**

A. This Agreement shall be effective as of July 1, 2013 and terminate as of June 30, 2014.

B. Either party to this Agreement may terminate this Agreement at any time of the term of the Agreement by giving the other party to this Agreement 180 days prior written notice.

C. This Agreement may be renewed by the parties for any subsequent fiscal year by virtue of the parties' execution of a renewal agreement setting for the fiscal year for which the renewal shall be effective, the services to be rendered, and the costs and fees to be incurred by USER to WASHOE. Any such renewal shall be contingent upon the parties agreeing to the annual fee to be charged by WASHOE to USER.

DATE: 4-2-13

BY: *Michael Haley*  
WASHOE COUNTY SHERIFF

WASHOE COUNTY BOARD OF COMMISSIONERS

DATE: 6/11/13

BY: *Sam Harty*  
CHAIRMAN

DATE: 6/11/13

ATTEST: *Amy Harvey*  
WASHOE COUNTY CLERK

USER

DATE: 04-08-13

BY: *[Signature]*

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2014 INTERLOCAL AGREEMENT TO USE ACCOUNT FOR LOW-INCOME HOUSING  
WELFARE SET-ASIDE  
FUNDS BY WASHOE COUNTY

THIS AGREEMENT is made between Washoe County a political subdivision of the State of Nevada, (hereinafter called "Washoe") by and through its Board of County Commissioners, and the Nevada Housing Division of the Department of Business and Industry of the State of Nevada, (hereinafter called "NHD).

WHEREAS, NHD is the administering agency for the Account for Low-Income Housing hereinafter called "Trust Fund".

WHEREAS, NHD desires to assist Washoe by providing Trust Funds to Washoe on behalf of its Social Services Department, hereinafter called "Social Services" in order to assist with qualified welfare set-aside activities under Trust Fund Administrative Guidelines, statutes, and regulations.

WHEREAS, the Interlocal Cooperation Act authorizes public agencies to enter into cooperative agreements allowing the joint exercise of any power, privilege or authority capable of exercise by one of them, see, NRS 277.080, et. seq.; and

WHEREAS, Washoe and NHD are public agencies within the meaning of the Interlocal Cooperation Act.

NOW, THEREFORE, in consideration of the foregoing premises, that the use of Trust Funds be conveyed to Washoe on behalf of Social Services, by NHD subject to the following conditions and limitations:

**I. Scope of Services.**

A. NHD will provide, effective July 1, 2013, funds not to exceed the total of \$69,000.00 to assist Washoe with qualified Trust Fund activities hereinafter referred to as "Activities."

B. Washoe agrees that any program costs, with regard to the distribution of welfare set-aside funds unless otherwise specified will be the responsibility of Washoe through Social Services. Any ongoing activity costs such as maintenance and operations shall be the sole responsibility of Washoe through Social Services.

C. Before disbursing Trust Funds to any recipient, Washoe agrees to enter into an agreement by way of a signed application with the recipient.

D. Changes in the Scope of Services as outlined herein must be in accordance

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with NRS 319 and NAC 319, made by written amendment to this Agreement and approved by both parties. Any such changes must not jeopardize the Trust Fund program.

**II. Division General Conditions.** Washoe agrees to abide by all conditions fully set forth below.

A. Washoe has requested the financial support of NHD that is provided for in this Agreement in order to enable Washoe to provide emergency housing assistance. NHD shall have no relationship whatsoever with the services provided, except the provision of financial support, monitoring, and the receipt of such reports as are provided for herein. To the extent, if at all, that any relationship to such services on the part of NHD may be claimed or found to exist, Washoe shall be an independent contractor only.

B. Washoe will provide NHD with client usage records per activity on a monthly basis (quarterly data will be allowed if approved in advanced) during the period of this Agreement. Failure to provide this information in the required timeframe may result in forfeiture of these funds. Records will contain, but are not limited to, the following data:

1. Total clients served;
2. Race and ethnicity breakdown of clients served in accordance with the U.S Department of Housing and Urban Development criteria;
3. Name or client number of each head of household served;
4. Household income for clients served;
5. Number of persons in each household served;
6. Type of assistance provided to each household served; and
7. Other information as indicated in the Exhibit F-Welfare Set-Aside Client Information Report.

C. Washoe will not use any portion of the allocated Trust Funds for other than qualified Trust Fund activities, as defined in NRS 319 and NAC 319. Any recipient or subgrantee must meet program requirements and serve eligible families.

D. Washoe may not assign or delegate any of its rights, interests or duties under this Agreement without the prior written consent of NHD. Any such assignment or delegation made without the required consent shall be voidable by NHD, and may at the option of NHD, result in the forfeiture of all financial support provided herein.

E. Washoe shall allow duly authorized representatives of NHD to conduct such occasional reviews, audits and on-site monitoring of activities as NHD deems to be appropriate in order to determine:

1. Whether the objectives of the program are being achieved;
2. Whether the program is being conducted in an efficient and effective manner;
3. Whether management control systems and internal procedures have been established to meet the objectives of the program;

4. Whether the financial operations of the program are being conducted properly; and
5. Whether the periodic reports to NHD contain accurate and reliable information.

Visits by NHD shall be announced to Washoe in advance of those visits and shall occur during normal operating hours. The representatives of NHD may request, and, if such a request is made, shall be granted, access to all of the records of Washoe which relate to the program. The representatives of NHD may, from time to time, interview recipients of the housing services of the program who volunteer to be interviewed.

F. At any time during normal business hours, Washoe's records with respect to the Program shall be made available for audit, examination and review by NHD, the Attorney General's Office, contracted independent auditors, Legislative Counsel Bureau, or any combination thereof.

G. Limited Liability

The parties will not waive and intend to assert available NRS chapter 41 liability limitations in all cases. Contract liability of both parties shall not be subject to punitive damages. To the extent applicable, actual contract damages for any breach shall be limited by NRS 353.260 and NRS 354.626.

H Indemnification

1. Consistent with the Limited Liability paragraph of this Contract, each party shall indemnify, hold harmless and defend, not excluding the other's right to participate, the other party from and against all liability, claims, actions, damages, losses, and expenses, including but not limited to reasonable attorneys' fees and costs, arising out of any alleged negligent or willful acts or omissions of the indemnifying party, its officers, employees and agents. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this paragraph.

2. The indemnification obligation under this paragraph is conditioned upon receipt of written notice by the indemnifying party within 30 days of the indemnified party's actual notice of any actual or pending claim or cause of action. The indemnifying party shall not be liable to hold harmless any attorneys' fees and costs for the indemnified party's chosen right to participate with legal counsel.

I. Washoe will not use any funds or resources which are supplied by NHD in litigation against any person, natural or otherwise, or in its own defense in any such litigation and also agrees to notify NHD of any legal action which is filed by or against it in conjunction with this program.

J. This Agreement will commence upon its approval and signature and appropriate official action by the governing body of both parties. Funds allocated by NHD to Washoe under this agreement must be used within 3 years after its award to Washoe as defined in NAC 319. Upon written request by Washoe and for good cause, NHD may extend the period of the

grant for not more than 1 year.

K. In the event that Washoe and/or NHD anticipate the total amount of funds allocated for this Agreement will not be expended, NHD reserves the right to extract that portion for other projects/programs operated under NHD's Trust Fund program.

L. Washoe agrees that no public officer or public employee of Washoe may seek or accept any gifts, service, favor, employment, engagement, emolument or economic opportunity which would tend improperly to influence a reasonable person in that position to depart from the faithful and impartial discharge of the public duties of that position.

M. Washoe agrees that no public officer or public employee of Washoe may use his or her position in government to secure or grant any unwarranted privilege, preference, exemption or advantage for himself or herself, any member of his or her household, any business entity in which he or she has a significant pecuniary interest or any other person. As used herein, "unwarranted" means without justification or adequate reason.

N. Washoe agrees that no public officer or public employee of Washoe may participate as an agent of Washoe in the negotiation or execution of a contract between Washoe and any private business in which he or she has a significant pecuniary interest.

O. Washoe agrees that no public officer or public employee of Washoe may suppress any report or other document because it might tend to affect unfavorably his or her pecuniary interests.

P. Washoe, and any subgrantee, shall be bound by all county ordinances and state and federal statutes, conditions, regulations and assurances which are applicable to the entire Welfare Set-Aside Program or are required by NHD.

Q. Any material breach of this section may in the discretion of NHD, result in forfeiture of all unexpended Welfare Set-Aside Program funds received by Washoe pursuant to this Agreement, or any part thereof.

R. No officer, employee or agent of NHD shall have any interest, direct or indirect, financial or otherwise, in any contract or subcontract or the proceeds thereof, for any of the work to be performed pursuant to the activity during the period of service of such officer, employee or agent, for one year thereafter.

### **III. Financial Management.**

A. Washoe agrees, and shall require any subgrantee to agree, that all costs of any activity receiving funds pursuant to this agreement, shall be recorded by budget line items and be supported by checks, payrolls, time records, invoices, contracts, vouchers, orders and other

accounting documents evidencing in proper detail the nature and propriety of the respective charges, and that all checks, payrolls, time records, invoices, contracts, vouchers, orders or other accounting documents which pertain, in whole or in part, to the activity shall be thoroughly identified and readily accessible to NHD.

B. Washoe agrees that excerpts or transcripts of all checks, payrolls, time records, invoices, contracts, vouchers, orders and other accounting documents related to or arguably related to the activity will be provided upon request to NHD.

C. Washoe agrees that it may not request disbursement of funds under this Agreement until the funds are needed for payment of eligible costs. The amount of each request must be limited to the amount needed.

#### **IV. Modification or Revocation of Agreement.**

A. NHD and Washoe will amend or otherwise revise this Agreement should such modification be required by NRS 319 or NAC 319.

B. In the event that any of the Trust Fund monies, for any reason, are terminated or withheld from NHD or otherwise not forthcoming, NHD may revoke this Agreement with 15 days written notification to Washoe.

C. NHD may, with 15 days written notification, suspend or terminate this agreement if Washoe fails to comply with any of its terms.

D. In the event the Washoe County Board of Commissioners does not appropriate funds necessary to carry out the purposes of this Agreement, the County may terminate the Agreement upon 15 days written notification to the Division.

E. This agreement may be terminated at the convenience of NHD with 15 days written notice.

F. This Agreement constitutes the entire Agreement between the parties and may only be modified by a written amendment signed by the parties, or as otherwise set forth in the terms of the Agreement.

G. This Agreement shall be governed by the laws of the State of Nevada. In the event litigation ensues arising out of this Agreement, it shall be filed in the Second Judicial District Court, Washoe County, Nevada.

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be signed and intend to be legally bound thereby, this 11<sup>th</sup> day of June, 2013.

WASHOE COUNTY BOARD OF

NEVADA HOUSING DIVISION

COMMISSIONERS

Signature

David Humke      6/11/13  
Date

\_\_\_\_\_  
Jim deProse  
Administrator

State of Nevada      )  
Carson City      )

Attest:

Amy Harvey  
County Clerk Signature

On this \_\_\_\_\_ day of \_\_\_\_\_, 2013, before me, a Notary Public, personally appeared Jim deProse who did say that he is the Administrator of the Nevada Housing Division, named in the foregoing instrument, and acknowledged that he executed the same.

Dated: 6/11/13

By: Amy Harvey  
Printed Name

\_\_\_\_\_  
Notary Public

COOPERATIVE AGREEMENT FOR SERVICES RELATED TO THE OPERATION OF THE HOMELESS COMMUNITY ASSISTANCE CENTER BETWEEN THE CITY OF RENO, WASHOE COUNTY AND THE CITY OF SPARKS

THIS AGREEMENT is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2013, by and between the City of Reno (hereafter "Reno"), the City of Sparks (hereafter "Sparks"), and the County of Washoe, a political subdivision of the State of Nevada, (hereafter "Washoe County" or "County").

WITNESSETH:

WHEREAS, Nevada Revised Statute (NRS) 277.180 authorizes any two or more public agencies to contract with one another to perform any governmental service, activity or undertaking which any of the public agencies entering into the contract is authorized by law to perform; and

WHEREAS, a contract entered into pursuant to NRS 277.180 in excess of \$25,000 must be in writing, and ratified by appropriate official action of the governing body of each party to the contract; and

WHEREAS, for many years the parties have cooperated without a written agreement in the provision of funding and in-kind staff contributions to the provision of various services to the homeless including without limitation shelter, social work, case management, building maintenance, and health care; and

WHEREAS, upon the centralization of private and government services to the homeless and needy at the Community Assistance Center (CAC) on Record Street, the need for centralized oversight and authority by one government entity had become apparent and was universally endorsed by the non-profit, human-services provider community at the Homeless Summit hosted by the Mayors of Reno and Sparks and the Chairman of the Washoe County Commission, which was held on July 22, 2008; and

WHEREAS, the City of Reno has served as the lead entity for oversight and management responsibility of the CAC on behalf of itself and the other contributing parties to this Agreement to open and operate the CAC with finite available funding; and

WHEREAS, the jurisdictions first entered into a written agreement to provide homeless services through the Community Assistance Center in September 2008; and

WHEREAS, this Agreement continues to be necessary to accomplish the requirements of managing the provision of shelter and a broad scope of rehabilitation services to the homeless with limited funding available to all the parties and the non-profit providers and their volunteers and provide CAC leases of real property space pursuant to NRS 268.053 at a nominal or below market rates;

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NOW, THEREFORE, in consideration of the aforesaid recitals, which are incorporated by this reference, and the following good and valuable consideration, the parties mutually agree as follows:

1. Each party shall designate a staff member to be the point of contact on matters of homelessness and the CAC. Designated staff members will meet as needed to confer on non-routine matters and designated staff shall work with the CAC manager to coordinate efforts at the CAC (hereafter the "Program").
2. Reno shall be designated lead entity and as such identify a staff person as the CAC Manager. The CAC manager shall have authority to make any necessary decisions regarding the daily operations at the CAC. The CAC manager shall assure that the expenditures at and for the CAC are within the funding provisions provided within this Agreement, as set forth in ATTACHMENT B.
3. Community Assistance Center Administration - Roles and Responsibilities of each jurisdiction shall be set forth in ATTACHMENT A, which is incorporated herein by reference.
4. To the extent permitted by NRS Chapter 41, any governmental party responsible for a negligent act committed by any of its officers, employees or agents under this Agreement agrees to indemnify and hold harmless all other parties from and against any and all claims, demands, or actions by any person which may arise or result from the negligent act.
5. The parties each agree to purchase and maintain general, professional and automobile liability insurance for activities related to this Agreement or, as to the governmental parties, provide for their respective financial obligations through a program of self-insurance in compliance with NRS Chapter 41.
6. Each party shall be responsible for providing complete workers' compensation coverage in accordance with the laws of the State of Nevada for each of its own employees. To the extent allowed by law, for the limited purpose of this Agreement, the parties shall be deemed joint employers for immunity from liability under Nevada workers' compensation law.
7. Employees assigned to the CAC shall remain employees of their respective entities, each of which will be responsible for all salary and benefits, training, equipment, and supplies used by the employees in carrying out the functions of the Program. Parties' existing policies and procedures shall apply to employees assigned to the Program. The parties agree to provide supervision and oversight for personnel assigned to the Program, make reasonable efforts to provide vacation coverage, and ensure that personnel fulfill all duties. CAC Manager shall not provide, and shall not allow CAC providers to provide, professional direction to the other parties' employees regarding individual case management.
8. The parties agree to uphold and abide by all laws, federal and state, related to equal access and employment opportunities. These include, but are not necessarily limited to, Titles VI and VII of the Civil Rights Act of 1964, as amended; the Age Discrimination in Employment Act of 1967, as amended; the Age Discrimination in Employment Act of 1975; the Equal Pay Act of 1963, Sections 501 and 504 of the

Rehabilitation Act of 1973; the Civil Rights Act of 1991; and the Americans with Disabilities Act of 1990.

9. The parties agree to ensure that staff maintain confidentiality of all information, including medical, concerning recipients of services at the CAC, except to the extent necessary to perform their lawful duties, or as required by law. Each party will ensure that a background investigation has been completed pursuant to NRS 179A.180, et seq., for those staff members who have access to minors and/or seniors and/or information regarding minors and/or seniors.

10. The parties agree that each will have access to the clients' Program records, as necessary to perform assigned and legal duties. Each will retain and protect the confidentiality of records as is required by law.

11. The parties agree to document in-kind fees and provide data to the Program as needed to assist in fund development.

12. The parties agree to ensure that all employees assigned to the Program conduct themselves in a courteous manner and do not interfere with the orderly operation of the Program or any of the agencies.

13. Subject to the following limitations, each party to this Agreement will contribute funds per the established formula (property tax equivalent of \$.01 for Washoe County and \$.005 for each Reno and Sparks), personnel, services, and/or supplies as set forth in ATTACHMENT B (COOPERATIVE CAC FUNDING AND IN-KIND CONTRIBUTION), which is incorporated herein by reference.

13.1. As more fully set forth below in Paragraph 15, the parties expressly agree that this Agreement, and/or the funding, and/or the in-kind contribution, may only be altered or terminated if for any reason the federal, State, County or City funding committed to satisfy this Agreement is withdrawn, limited, not appropriated, or otherwise impaired.

13.2. The Lead Entity may not exceed the specific restrictions on utilization of funds and staff as set forth in ATTACHMENT B.

13.3. Each party has the right to conduct a fiscal audit of the Program to ensure compliance with the specific restrictions on utilization of its funding and staff.

13.4. Each party has the right to review and approve any expenditures, contracts or proposals that would affect its obligations under state or federal laws and regulations involving expenditure, administration or appropriation of funds. Any necessary expenditures, contracts or proposals that deviate from the CAC Manager's budget or authorized utilization under ATTACHMENT B will be subject to review and approval by the affected party.

14. This Agreement is effective upon approval of all parties and its Term shall be through June 30, 2014. Upon agreement of all the parties, this Agreement may be continued and renewed from year to year until terminated or not renewed in accordance with Paragraph 15 and 16 below. Renewals must be approved by each respective governing bodies of the parties.

15. As required by NRS 244.320 and NRS 354.626, the parties acknowledge that the participation of the public entities in this agreement is contingent upon the appropriation of public funds to support the activities described herein and that the agreement will terminate if the appropriation of funds does not occur. In this event, immediate written notice of termination will be given in accordance with Paragraph 20.

16. Except as otherwise provided in Paragraph 15, any party may terminate its participation in this Agreement by giving the other parties written notice of the intent to terminate no fewer than thirty (30) calendar days prior to the effective date of the termination.

17. Each party agrees to keep and maintain under general accepted accounting principles full, true and complete records, agreements, books and documents as are necessary to fully disclose to one another, or their authorized representatives, upon audits or reviews, sufficient information to determine compliance with this agreement and all state federal regulations and statutes.

18. Each party agrees that the relevant books, records (written, electronic, computer related or otherwise), including but not limited to relevant accounting procedures and practices of the party, financial statements and supporting documentation, and documentation related to the work product shall be subject, during regular business hours, to inspection, examination, review, audit and copying at any office or location where such records may be found, with five (5) days notice by any of the parties to this agreement or their authorized agents. If any state or federal funds are utilized the rights to inspect and audit shall be extended to the State Auditor and the State Legislative Auditor, and with regard to any federal funding, the relevant federal agency, the Comptroller General, the General Accounting Office, the Office of the Inspector General, or any of their authorized representatives.

19. All books, records, reports, and statements relevant to this Agreement must be retained a minimum of five years. The retention period runs from the date of termination of this Agreement. Retention time shall be extended when an audit is scheduled or in progress for a period reasonably necessary to complete an audit and/or to complete any administrative and judicial litigation which may ensue.

20. All written notices required under this Agreement shall be mailed, postage prepaid, addressed to the designated representative of the respective parties:

City of Reno:

Title: Housing & Neighborhood Development Administrator

Address: PO Box 1900, Reno, Nv 89505

Phone: 775-334-2305

Fax: 775-334-3124

Washoe County:

Title: Washoe County Social Services Director

Address: PO Box 11130 Reno, Nevada 89520-0027

Phone: 775-785-5641

Fax: 775-5640

City of Sparks:

Title: Housing Specialist

Address: PO Box 857 Sparks, Nv 89432

Phone: 775-353-7895

Fax: 775-353-1635

21. This Agreement contains all of the commitments and agreements of the parties, and oral or written commitments not contained herein shall have no force or effect to alter any term or condition of this Agreement, unless modified in accordance with Paragraph 22. This Agreement may be executed and approved in counterparts.

22. This Agreement may be amended or modified only by the mutual agreement of the parties hereto in writing.

23. Neither party shall assign, transfer or delegate any rights, obligations or duties under this Agreement without the prior written consent of the other party.

24. Unless otherwise provided by law any reports, histories, studies, tests, manuals, instructions, photographs, negatives, blue prints, plans, maps, data, system designs, computer code (which is intended to be a consideration under this Agreement), or any other documents or drawings, prepared or in the course of preparation by either party in performance of its obligations under this Agreement shall be the joint property of all parties.

25. In case any one or more of the terms, sentences, paragraphs or provisions contained herein shall for any reason be held to be invalid, illegal, or non-enforceable, in any respect, such invalidity, illegality, or non-enforceability shall not affect any other terms, sentences, paragraphs, or provisions and this Agreement shall be construed as if such invalid, illegal or non-enforceable provision had never been contained herein.

26. A waiver of any breach of any provision of this Agreement by any party shall not be construed to be a waiver of any preceding or succeeding breach.

27. This Agreement shall be governed, interpreted and construed in accordance with the laws of the State of Nevada.

28. This Agreement may not be assigned without the consent of the governing boards of each party or their authorized representatives.

IN WITNESS WHEREOF, the parties hereto have duly executed this Agreement on the date(s) set forth herein.

**CITY OF RENO**

**CITY OF SPARKS**

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
MAYOR

ATTEST:

ATTEST:

\_\_\_\_\_  
CITY CLERK

\_\_\_\_\_  
CITY CLERK

APPROVED AS TO FORM:

APPROVED AS TO FORM:

\_\_\_\_\_  
DEPUTY CITY ATTORNEY

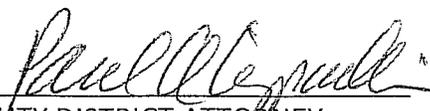
\_\_\_\_\_  
DEPUTY CITY ATTORNEY

**WASHOE COUNTY**

  
\_\_\_\_\_  
CHAIRMAN, COUNTY COMMISSION

ATTEST:   
\_\_\_\_\_  
COUNTY CLERK

APPROVED AS TO FORM:

  
\_\_\_\_\_  
DEPUTY DISTRICT ATTORNEY

**ATTACHMENT A**  
**ROLES AND RESPONSIBILITIES**

The City of Sparks, Washoe County, and the City of Reno created a Transitional Governing Board (TGB) for the purpose of oversight, planning, coordinating, and managing resources for the provision of shelter operations and services at the Community Assistance Center (CAC), and to establish policies and priorities as they relate to these operations. Specifically, the TGB will:

- Approve the document and selection processes that are used to select the shelter operator.
- Approve specific performance measures and outcomes that will be used to 1) frame the selection process, and 2) become the basis for a performance-based contract with the operator.
- Evaluate bids and/or proposals, recommending which vendor should receive the contract for shelter operations.
- Receive and review regular reports on compliance and implementation of the specific performance measures and outcomes.
- Approve long-term plans and policies to further the goals of the 10 Year Plan to End Homelessness and the Homeless Emergency Assistance and Rapid Transition to Housing Act (“HEARTH Act”).
- Set and approve policies that affect the CAC.

Working with the TGB, the three jurisdictions will jointly collaborate and support the operations and management of the shelter services provided at the CAC, including the negotiation of contracts, budgets, reporting requirements, and program oversight.

**CITY OF RENO ROLES AND RESPONSIBILITIES**

The City of Reno will serve as the lead entity for operations and oversight for FY 13-14, including:

1. Coordination of and Communication with CAC Community:
  - a. Coordinate activities of Tenants, Private Providers (Reno-Sparks Gospel Mission, Catholic Charities, etc.), and visiting providers (Food Bank of Northern Nevada, Nevada HOPES, etc.) and public agencies (Northern Nevada Adult Mental Health Services, Veteran’s Administration, etc.), as needed
  - b. Coordinate and manage Public Relations
  - c. Communicate with other Jurisdictions
2. Contracting and Fiscal Responsibility:
  - a. Negotiating and executing contracts (budgets, programs, reporting requirements, etc) with vendors and operators (with each party participating as appropriate for fiscal oversight) for services including:
    - i. Men’s Shelter
    - ii. Women’s Shelter
    - iii. Family Shelter
    - iv. Resource Center
    - v. Security Services
  - b. Fiscal oversight and reporting for FEMA grant funds, Emergency Solutions Grant funds, Community Development Block Grant funds, and private donations
3. Program Oversight for:
  - i. Men’s Shelter

- ii. Women's Shelter
- iii. Family Shelter
- iv. Resource Center
- v. Security Services

4. Facilities Maintenance and Management.

Employees assigned to the CAC will be provided adequate space to perform their duties, subject to any necessary future changes as determined by assigned staff identified in the Agreement. Washoe County staff will be provided four offices in the northeast corner of Community Resource Center second floor.

The Lead Entity will manage and maintain:

- a. Leasing Space to Non-profit Tenants
- b. Property Management
- c. Men's Shelter, Women's Shelter, Family Shelter
- d. Security
- e. Utilities
- f. Trash
- g. Building Maintenance
- h. Grounds Maintenance

5. Facilitate the transition of the CAC to a qualified non-profit to be responsible for the CAC long-term.

6. Coordination and Development of On-Site Services.

The collocation of key service agencies at the Community Assistance Center is intended to enhance clients' access to essential services and permit cross-agency communication and coordination in case management and service delivery. Space will be provided in the Community Resource Center for service agencies to address the many factors that contribute to homelessness, including poverty, domestic violence, substance abuse, lack of education, and job skills. The collocation of permanent and rotating service agencies ensures residents have reasonable access to assistance. The types of services that may be provided on-site include:

- a. Housing Referrals & Assistance
- b. Food
- c. Transportation,
- d. Educational Assistance, e.g. GED or Computer Classes
- e. Parenting, Budgeting, Nutrition, and Child Development Classes
- f. Employment Assistance
- g. Job Training
- h. Clothing
- i. Childcare Subsidies
- j. Street Outreach
- k. Case Management
- l. Health Care
- m. Mental Health Treatment
- n. Substance Abuse Treatment
- o. Assistance in Acquiring Mainstream Resources
- p. Legal Services

### **WASHOE COUNTY ROLE AND RESPONSIBILITIES**

1. Coordinate with and support the lead entity, when appropriate, in negotiating and executing contracts (budgets, programs, reporting requirements, etc) with operators (with each party participating as appropriate for fiscal oversight) for one or all of the following services:
  - a. Family Shelter
  - b. Men's Shelter
  - c. Women's Shelter
  
2. Coordination and Communication with CAC Community, in collaboration with the Lead Entity:
  - a. Coordinate with provider agencies
  - b. Carry out Public Relations activities when needed
  - c. Communicate and coordinate with the other Jurisdictions
  
3. Washoe County shall be Responsible for Fiscal Oversight for Programs funded through Washoe County's contributions, including timely payment of invoices for operations of the:
  - a. Family Shelter
  - b. Men's Shelter
  - c. Women's Shelter
  - d. Security
  
4. Assist Lead Entity with Program Oversight:
  - a. Men's Shelter Operation
  - b. Women's Shelter Operation
  - c. Family Shelter Operation
  - d. Security Services

### **CITY OF SPARKS ROLE AND RESPONSIBILITIES**

1. Coordination and Communication with CAC Community, in collaboration with the Lead Entity:
  - a. Where appropriate, coordinate with provider agencies
  - b. Carry out Public Relations activities when needed
  - c. Communicate and coordinate with other Jurisdictions
  
2. Fiscal Responsibility, in collaboration with the Lead Entity, with each party participating as appropriate for fiscal oversight for one or all of the following services:
  - a. Family Shelter
  - b. Men's Shelter
  - c. Women's Shelter
  - d. Resource Center
  - e. Security Services

**ATTACHMENT B**  
**COOPERATIVE CAC FUNDING AND IN-KIND CONTRIBUTION**

**IN-KIND CONTRIBUTION:**

<b>NAME</b>	<b>TITLE/JURISDICTION</b>	<b>RESPONSIBILITY</b>	<b>PHONE/EMAIL</b>	<b>FTE</b>
Jodi Royal-Goodwin	CAC Manager/Reno Housing & Neighborhood Development Administrator	CAC management	334-2305 royal-goodwinj@reno.gov	.3
*****	*****	*****	*****	*****
<b>NAME</b>	<b>TITLE/JURISDICTION</b>	<b>RESPONSIBILITY</b>	<b>PHONE/EMAIL</b>	<b>FTE</b>
2 FTE Human Services Support Specialists	Washoe County Senior Human Services Support Specialist (CPS)	Family support case management services for family shelter residents	785-5600	2
<b>SUPERVISOR</b>	<b>TITLE/JURISDICTION</b>	<b>RESPONSIBILITY</b>	<b>PHONE/EMAIL</b>	<b>N/A</b>
Kim Schweickert	Washoe County Human Services Supervisor	Supervise family shelter case managers	337-4535 ksschweickert@washoecounty.us	*****
<b>NAME</b>	<b>TITLE/JURISDICTION</b>	<b>RESPONSIBILITY</b>	<b>PHONE/EMAIL</b>	<b>FTE</b>
1 FTE Eligibility Worker	Washoe County Eligibility Worker (Indigent Health)	Information and re services	Sandy Matoza	1
<b>SUPERVISOR</b>	<b>TITLE/JURISDICTION</b>	<b>RESPONSIBILITY</b>	<b>PHONE/EMAIL</b>	<b>N/A</b>
Karen Reidenbaugh	Washoe County Social Worker Supervisor	supervision	328-2700 kreidenbaugh@washoecounty.us	*****
<b>NAME</b>	<b>TITLE/JURISDICTION</b>	<b>RESPONSIBILITY</b>	<b>PHONE/EMAIL</b>	<b>FTE</b>
Stephani Kane	Reno Management Analyst	Administration	334-2218 kanes@reno.gov	.2
<b>SUPERVISOR</b>	<b>TITLE/JURISDICTION</b>	<b>RESPONSIBILITY</b>	<b>PHONE/EMAIL</b>	<b>N/A</b>
Jodi Royal-Goodwin	CAC Manager	Supervision & contract management	334-2305 royal-goodwinj@reno.gov	*****
<b>NAME</b>	<b>TITLE/JURISDICTION</b>	<b>RESPONSIBILITY</b>	<b>PHONE/EMAIL</b>	<b>FTE</b>
Facility Maintenance Technicians	Maintenance Technicians	CAC facility maintenance	334-2243	.8
<b>SUPERVISOR</b>	<b>TITLE/JURISDICTION</b>	<b>RESPONSIBILITY</b>	<b>PHONE/EMAIL</b>	<b>N/A</b>
Scott Jones	Reno Public Works Supervisor	Supervision of facility maintenance staff	334-2243 jonessc@reno.gov	*****

<b>FY 2013 - 2014 FUNDING BY SOURCE***</b>	
<b>City of Reno –</b>	
Emergency Shelter Grants	\$ 155,000
Other Funds	\$ 296,870
<b>Washoe County:</b>	
	\$1,205,537
<b>City of Sparks</b>	\$ 100,107
<b>TOTAL FY 13-14 FUNDING</b>	<b>\$1,757,514</b>

**\*\*\*Restrictions on the CAC Manager's utilization of funds are as follows:**

<p>City of Reno ESG funds may only be expended for utilities and laundry services. CDBG funds can be used for costs directly related to shelter operations, but CDBG funds may not be used to pay administrative or indirect fees.</p>
<p>All Washoe County funds will be utilized to support shelter services, non-salary and benefits costs related to case management for shelter residents, and security services.</p>
<p>The Community Development Block Grant funding provided herein by the City of Sparks is for costs related to the operation of the Resource Center and to support shelter services located at the CAC.</p>

**INTERLOCAL CONTRACT BETWEEN PUBLIC AGENCIES**

A Contract Between the State of Nevada  
Acting By and Through Its

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
AGING AND DISABILITY SERVICES DIVISION**

And

County of Washoe  
David Humke, Chair  
Washoe County Board of County Commissioners  
C/O Katy Simon, County Manager  
P.O. Box 11130  
Reno, NV 89520-0027  
(775) 328-2005/(775) 328-2037 Fax

WHEREAS, NRS 277.180 authorizes any one or more public agencies to contract with any one or more other public agencies to perform any governmental service, activity or undertaking which any of the public agencies entering into the contract is authorized by law to perform; and

WHEREAS, it is deemed that the services of County of Washoe (the County) and Aging and Disability Services Division (ADSD) hereinafter set forth are both necessary to the County of Washoe and in the best interests of the State of Nevada;

NOW, THEREFORE, in consideration of the aforesaid premises, the parties mutually agree as follows:

1. REQUIRED APPROVAL. This Contract shall not become effective until and unless approved by appropriate official action of the governing body of each party.
2. DEFINITIONS. "State" means the State of Nevada and any state agency identified herein, its officers, employees and immune contractors as defined in NRS 41.0307.
3. CONTRACT TERM. This Contract shall be effective July 1, 2013 through June 30, 2015, unless sooner terminated by either party as set forth in this Contract.
4. TERMINATION. This Contract may be terminated by either party prior to the date set forth in paragraph (3), provided that a termination shall not be effective until 30 days after a party has served written notice upon the other party. This Contract may be terminated by mutual consent of both parties or unilaterally by either party without cause. The parties expressly agree that this Contract shall be terminated immediately if for any reason federal and/or State Legislature funding ability to satisfy this Contract is withdrawn, limited, or impaired.

13-499

5. NOTICE. All notices or other communications required or permitted to be given under this Contract shall be in writing and shall be deemed to have been duly given if delivered personally in hand, by telephonic facsimile with simultaneous regular mail, or mailed certified mail, return receipt requested, postage prepaid on the date posted, and addressed to the other party at the address set forth above.

6. INCORPORATED DOCUMENTS. The parties agree that the services to be performed shall be specifically described; this Contract incorporates the following attachments in descending order of constructive precedence:

ATTACHMENT A: SCOPE OF WORK

ATTACHMENT B: CONFIDENTIALITY AGREEMENT

ATTACHMENT C: SERVICES BILLING RATES

ATTACHMENT D: BUSINESS ASSOCIATE AGREEMENT

7. CONSIDERATION. The County agrees to reimburse ADSD for the services set forth in paragraph (6) as outlined in Attachment C. Any intervening end to a biennial appropriation period shall be deemed an automatic renewal (not changing the overall Contract term) or a termination as the results of legislative appropriation may require..

8. ASSENT. The parties agree that the terms and conditions listed on incorporated attachments of this Contract are also specifically a part of this Contract and are limited only by their respective order of precedence and any limitations expressly provided.

9. INSPECTION & AUDIT.

a. Books and Records. Each party agrees to keep and maintain under general accepted accounting principles full, true and complete records, agreements, books, and documents as are necessary to fully disclose to the State or United States Government, or their authorized representatives, upon audits or reviews, sufficient information to determine compliance with all state and federal regulations and statutes.

b. Inspection & Audit. Each party agrees that the relevant books, records (written, electronic, computer related or otherwise), including but not limited to relevant accounting procedures and practices of the party, financial statements and supporting documentation, and documentation related to the work product shall be subject, at any reasonable time, to inspection, examination, review, audit, and copying at any office or location where such records may be found, with or without notice by the State Auditor, Employment Security, the Department of Administration, Budget Division, the Nevada State Attorney General's Office or its Fraud Control Units, the State Legislative Auditor, and with regard to any federal funding, the relevant federal agency, the Comptroller General, the General Accounting Office, the Office of the Inspector General, or any of their authorized representatives.

c. Period of Retention. All books, records, reports, and statements relevant to this Contract must be retained a minimum three years and for five years if any federal funds are used in this Contract. The retention period runs from the date of termination of this Contract. Retention time shall be extended when an audit is scheduled or in progress for a period reasonably necessary to complete an audit and/or to complete any administrative and judicial litigation which may ensue.

10. BREACH; REMEDIES. Failure of either party to perform any obligation of this Contract shall be deemed a breach. Except as otherwise provided for by law or this Contract, the rights and remedies of the parties shall not be exclusive and are in addition to any other rights and remedies provided by law or equity, including but not limited to actual damages, and to a prevailing party reasonable attorneys' fees and costs. It is specifically agreed that reasonable attorneys' fees shall include without limitation \$125 per hour for State-employed attorneys.

11. LIMITED LIABILITY. The parties will not waive and intend to assert available NRS chapter 41 liability limitations in all cases. Contract liability of both parties shall not be subject to punitive damages. Actual damages for any State breach shall never exceed the amount of funds which have been appropriated for payment under this Contract, but not yet paid, for the fiscal year budget in existence at the time of the breach.

12. FORCE MAJEURE. Neither party shall be deemed to be in violation of this Contract if it is prevented from performing any of its obligations hereunder due to strikes, failure of public transportation, civil or military authority, act of public enemy, accidents, fires, explosions, or acts of God, including, without limitation, earthquakes, floods, winds, or storms. In such an event the intervening cause must not be through the fault of the party asserting such an excuse, and the excused party is obligated to promptly perform in accordance with the terms of the Contract after the intervening cause ceases.

13. INDEMNIFICATION.

a. To the fullest extent of limited liability as set forth in paragraph (11) of this Contract, each party shall indemnify, hold harmless and defend, not excluding the other's right to participate, the other from and against all liability, claims, actions, damages, losses, and expenses, including but not limited to reasonable attorneys' fees and costs, arising out of any alleged negligent or willful acts or omissions of the party, its officers, employees and agents. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this paragraph.

b. The indemnification obligation under this paragraph is conditioned upon receipt of written notice by the indemnifying party within 30 days of the indemnified party's actual notice of any actual or pending claim or cause of action. The indemnifying party shall not be liable to hold harmless any attorneys' fees and costs for the indemnified party's chosen right to participate with legal counsel.

14. INDEPENDENT PUBLIC AGENCIES. The parties are associated with each other only for the purposes and to the extent set forth in this Contract, and in respect to performance of services pursuant to this Contract, each party is and shall be a public agency separate and distinct from the other party and, subject only to the terms of this Contract, shall have the sole right to supervise, manage, operate, control, and direct performance of the details incident to its duties under this Contract. Nothing contained in this Contract shall be deemed or construed to create a partnership or joint venture, to create relationships of an employer-employee or principal-agent, or to otherwise create any liability for one agency whatsoever with respect to the indebtedness, liabilities, and obligations of the other agency or any other party.

15. WAIVER OF BREACH. Failure to declare a breach or the actual waiver of any particular breach of the Contract or its material or nonmaterial terms by either party shall not operate as a waiver by such party of any of its rights or remedies as to any other breach.

16. SEVERABILITY. If any provision contained in this Contract is held to be unenforceable by a court of law or equity, this Contract shall be construed as if such provision did not exist and the nonenforceability of such provision shall not be held to render any other provision or provisions of this Contract unenforceable.

17. ASSIGNMENT. Neither party shall assign, transfer or delegate any rights, obligations or duties under this Contract without the prior written consent of the other party.

18. OWNERSHIP OF PROPRIETARY INFORMATION. Unless otherwise provided by law any reports, histories, studies, tests, manuals, instructions, photographs, negatives, blue prints, plans, maps, data, system designs, computer code (which is intended to be consideration under this Contract), or any other documents or drawings, prepared or in

the course of preparation by either party in performance of its obligations under this Contract shall be the joint property of both parties.

19. PUBLIC RECORDS. Pursuant to NRS 239.010, information or documents may be open to public inspection and copying. The parties will have the duty to disclose unless a particular record is made confidential by law or a common law balancing of interests.

20. CONFIDENTIALITY. Each party shall keep confidential all information, in whatever form, produced, prepared, observed or received by that party to the extent that such information is confidential by law or otherwise required by this Contract.

21. PROPER AUTHORITY. The parties hereto represent and warrant that the person executing this Contract on behalf of each party has full power and authority to enter into this Contract and that the parties are authorized by law to perform the services set forth in paragraph (6).

22. GOVERNING LAW; JURISDICTION. This Contract and the rights and obligations of the parties hereto shall be governed by, and construed according to, the laws of the State of Nevada. The parties consent to the jurisdiction of the Nevada district courts for enforcement of this Contract.

23. ENTIRE AGREEMENT AND MODIFICATION. This Contract and its integrated attachment(s) constitute the entire agreement of the parties and such are intended as a complete and exclusive statement of the promises, representations, negotiations, discussions, and other agreements that may have been made in connection with the subject matter hereof. Unless an integrated attachment to this Contract specifically displays a mutual intent to amend a particular part of this Contract, general conflicts in language between any such attachment and this Contract shall be construed consistent with the terms of this Contract. Unless otherwise expressly authorized by the terms of this Contract, no modification or amendment to this Contract shall be binding upon the parties unless the same is in writing and signed by the respective parties hereto, approved by the Office of the Attorney General.

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be signed and intend to be legally bound thereby.

COUNTY OF WASHOE

Signature *Janil [unclear]* Date 6/11/13

Title Chairman

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
AGING AND DISABILITY SERVICES DIVISION

Jane Gruner \_\_\_\_\_ Date \_\_\_\_\_

Administrator, ADSD  
Title \_\_\_\_\_

Michael J. Willden \_\_\_\_\_ Date \_\_\_\_\_

Director, DHHS  
Title \_\_\_\_\_

\_\_\_\_\_  
Signature – Nevada State Board of Examiners

APPROVED BY BOARD OF EXAMINERS

Approved as to form by:

On \_\_\_\_\_ (Date)

\_\_\_\_\_  
Deputy Attorney General for Attorney General, State of Nevada

On \_\_\_\_\_ (Date)

## ATTACHMENT A SCOPE OF WORK

### A. PURPOSE AND OBJECTIVES:

The Aging and Disability Services Division (ADSD) is the State agency responsible for support services and service coordination for residents with intellectual and developmental disabilities pursuant to NRS 433 and NRS 435. ADSD's services are consistent with the standards of Person Centered Planning as advocated by the Centers for Medicare and Medicaid and the Olmstead Supreme Court decision. This Interlocal Agreement authorizes ADSD to contract with the County to continue to provide services to children with intellectual and developmental disabilities and the County to reimburse ADSD the non-federal share of funding as payment for services. This agreement can serve as a transition from state to county operated services or as an on-going agreement between ADSD and the County for the provision of the services described below.

#### **Definitions:**

**Developmental disability** is a severe, chronic disability accompanied by substantial developmental delay or specific congenital or acquired condition, that is manifested before the individual attains age 22; is likely to continue indefinitely; results in substantial functional limitations in three or more areas of major life activities; and reflects the individual's need for a combination and sequence of special, interdisciplinary, or generic services, supports, or other assistance that is of lifelong or for an extended duration.

**Intellectual disability** is characterized by significant limitations both in intellectual functioning and in adaptive behavior which covers many everyday social and practical skills. This disability originates before the age of 18.

**In Home Supported Living Environment** - children living with family members who receive intermittent provider supports and services based on an assessment of individual need and to assure health and welfare. Services compliment but do not replace the natural and informal support system within the family.

**Person Centered Planning** – planning based upon goals that are desired by the person/child/parent/guardian and used as a basis to develop an individual support plan.

**Related condition** – a developmental disability (e.g. cerebral palsy, epilepsy, autistic disorder), occurring prior to the age of 22. This condition must have a high association with mental retardation, in that the impairment is similar to a person with mental retardation; the person requires similar services or treatment; the condition results in substantial functional limitation in at least three areas of major life activities that include self care, understanding and use of language, learning, mobility, self direction and capacity for independent living.

**Service coordination** – service delivery consisting of assessment, referral, planning, linkage and monitoring provided by a service coordinator who is qualified by educational background and training to assist, advise, direct and oversee services to eligible children.

**Support services** – those services identified in the assessment and planning process to address specific goals, mitigate health and safety issues and facilitate skill development that enables a child to live successfully in the home and community

**Supported Living Arrangement** – supports provided to children living in homes usually with roommates, by staff of contracted provider agencies or individuals to develop and maintain skills needed to live independently in the home and community.

**Qualified providers** - providers that have completed the agency certification process successfully and have been determined to have appropriately skilled staff to provide services to a specific child.

**B. ADSD AGREES:**

- 1) To perform all intake services for children (age 18 and under) with an intellectual disability and/ or a related condition to determine eligibility for Developmental Services (DS). ADSD agrees to accept all eligible children based on criteria established and set forth per NRS 433.174, NRS 433.211, NAC 435.400, and ADSD policy: Qualification Guidelines for Developmental Services. The criteria DS uses to determine eligibility includes, but is not limited to:
  - a. A confirmed diagnosis of intellectual disability;
  - b. Developmental delays (if under age 6) with eligibility re-determined at age 6;
  - c. Another diagnosed condition closely related to mental retardation that results in substantial functional limitations (42CFR 435.1009) (NRS 433.211);
  - d. Residency in Nevada.
- 2) To provide a written social assessment, if requested, completed by a Qualified Mental Retardation Professional along with a statement of qualification completed by a licensed psychologist for each child determined eligible for DS.
- 3) To assure each family, as appropriate, submits a Medicaid application and required supporting documentation during the intake process prior to authorization of service.
- 4) To verify the family's Medicaid eligibility/ineligibility status via disposition letters or electronic means.
- 5) To comply with the Health Insurance Portability and Accountability Act (HIPAA) and Nevada confidentiality regulations regarding healthcare information.
- 6) To coordinate and manage support services selected by the funding agent to qualified children living in their natural home environment or an in-state out of home supported living environment. To determine financial eligibility of each child based on the child's family gross income not exceeding 300% of the Federal Poverty Guidelines, as specified by the County (~~300%~~).
- 7) To determine county of residence in accordance with NRS 428.020. Disputes concerning county of residence will be referred by the disputing county to the Nevada Association of Counties (NACO), which it is specifically agreed has authority to issue a final decision.
- 8) To notify the county of responsibility of any pending applications for services within ten (10) business days as requested by the County.
- 9) To use existing ADSD processes in reviewing applications for those individuals or their guardians/authorized representatives who disagree with the eligibility determination.
- 10) Perform case management services and authorize appropriate services available to the child as specified by the County for each qualified child.
- 11) To reimburse qualified providers for services provided to qualified children as authorized by the County.
- 12) To resolve provider inquiries and complaints regarding reimbursement.
- 13) To process Targeted Case Management (TCM) claims through the Medicaid fiscal agent.

- 14) To submit monthly claims and supporting documents to the County for services provided as authorized by the County per Attachment C not covered by Medicaid, and for the non-federal share of Medicaid paid claims. Supporting documents are defined as the fiscal Excel workbook attached to each invoice that delineates services provided.
- 15) To hold telephonic or in person meetings with county representatives quarterly upon request for discussion regarding this scope of work.
- 16) To respond to email questions within 10 work days.

**C. THE COUNTY AGREES:**

- 1) To accept ADSD's criteria for DS eligibility.
- 2) Eligibility disputes will be appealed through the ADSD's hearing process by the applicant or authorized representative/guardian.
- 3) To refer disputes concerning county of residence to NACO whose decision will be final. The disputing county originally billed is responsible for payment of claims until the dispute is resolved at which time NACO will issue a written determination to notify the counties involved in the dispute and to notify ADSD to make adjusting entries.
- 4) To fund the county selected services specifically identified in Attachment C at the identified level.
- 5) To comply with the Health Insurance Portability and Accountability Act (HIPAA) and Nevada confidentiality regulations regarding healthcare information and submit a Business Associate Agreement.
- 6) To submit billing or program questions via email to designated staff.
- 7) Eligible recipients, pursuant to this Agreement, will be entitled to receive TCM and the full range of services authorized in this Agreement by the funding agent.
- 8) To develop, along with ADSD, criteria to be used to determine eligibility for each specific service.
- 9) All Agreements establishing this program will be terminated if the County does not comply with the terms of this Agreement, fails to sign this Interlocal Agreement, or terminates the Agreement. The County will be notified thirty (30) calendar days prior to termination for breach of this Agreement, specifying the nature of the breach.
- 10) No state appropriation is available to fund this program. Payment will be made to "Aging and Disability Services Division" and processed electronically through the Nevada State Treasurer's Office within 15 business days of receipt of invoice.
- 11) Upon termination of this Agreement, ADSD will close out the program.
- 12) To submit payment to the appropriate regional center as indicated on the invoice.

**D. ALL PARTIES AGREE:**

- 1) It is specifically understood this Agreement is designed to provide services to children with qualifying developmental disabilities and all non-federal share costs will be paid by the County.

**ATTACHMENT B**  
**STATE OF NEVADA**  
**DEPARTMENT OF HEALTH AND HUMAN SERVICES**

**CONFIDENTIALITY ADDENDUM**

BETWEEN

Aging and Disability Services Division  
Hereinafter referred to as "Division"

and

County of

Washoe

Hereinafter referred to as "Contractor"

This CONFIDENTIALITY ADDENDUM (the Addendum) is hereby entered into between Division and Contractor.

WHEREAS, Contractor may have access, view or be provided information, in conjunction with goods or services provided by Contractor to Division that is confidential and must be treated and protected as such.

NOW, THEREFORE, Division and Contractor agree as follows:

I. DEFINITIONS

The following terms shall have the meaning ascribed to them in this Section. Other capitalized terms shall have the meaning ascribed to them in the context in which they first appear.

1. **Agreement** shall refer to this document and that particular inter-local or other agreement to which this addendum is made a part.
2. **Confidential Information** shall mean any individually identifiable information, health information or other information in any form or media.
3. **Contractor** shall mean the name of the organization described above.
4. **Required by Law** shall mean a mandate contained in law that compels a use or disclosure of information.

II. TERM

The term of this Addendum shall commence as of the effective date of the primary inter-local or other agreement and shall expire when all information provided by Division or created by Contractor from that confidential information is destroyed or returned, if feasible, to Division pursuant to Clause VI (4).

III. LIMITS ON USE AND DISCLOSURE ESTABLISHED BY TERMS OF CONTRACT OR LAW

Contractor hereby agrees it shall not use or disclose the confidential information provided, viewed or made available by Division for any purpose other than as permitted by Agreement or required by law.

IV. PERMITTED USES AND DISCLOSURES OF INFORMATION BY CONTRACTOR

Contractor shall be permitted to use and/or disclose information accessed, viewed or provided from Division for the purpose(s) required in fulfilling its responsibilities under the primary inter-local or other agreement.

V. USE OR DISCLOSURE OF INFORMATION

Contractor may use information as stipulated in the primary inter-local or other agreement if necessary for the proper management and administration of Contractor; to carry out legal responsibilities of Contractor; and to provide data aggregation services relating to the health care operations of Division. Contractor may disclose information if:

1. The disclosure is required by law; or
2. The disclosure is allowed by the inter-local or other agreement to which this Addendum is made a part; or
3. The Contractor has obtained written approval from the Division.

VI. OBLIGATIONS OF CONTRACTOR

1. **Agents and Subcontractors.** Contractor shall ensure by subcontract that any agents or subcontractors to whom it provides or makes available information, will be bound by the same restrictions and conditions on the access, view or use of confidential information that apply to Contractor and are contained in Agreement.
2. **Appropriate Safeguards.** Contractor will use appropriate safeguards to prevent use or disclosure of confidential information other than as provided for by Agreement.
3. **Reporting Improper Use or Disclosure.** Contractor will immediately report in writing to Division any use or disclosure of confidential information not provided for by Agreement of which it becomes aware.
4. **Return or Destruction of Confidential Information.** Upon termination of Agreement, Contractor will return or destroy all confidential information created or received by Contractor on behalf of Division. If returning or destroying confidential information at termination of Agreement is not feasible, Contractor will extend the protections of Agreement to that confidential information as long as the return or destruction is infeasible. All confidential information of which the Contractor maintains will not be used or disclosed.

IN WITNESS WHEREOF, Contractor and the Division have agreed to the terms of the above written Addendum as of the effective date of the inter-local or other agreement to which this Addendum is made a part.

CONTRACTOR/ORGANIZATION

DIVISION

  
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

David Humke  
\_\_\_\_\_  
Print Name

Jane Gruner  
\_\_\_\_\_  
Print Name

Chairman  
\_\_\_\_\_  
Title

Administrator, ADSD  
\_\_\_\_\_  
Title

6/11/13  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

ATTACHMENT C

SERVICES BILLING RATES

_____ RESPITE SERVICE	AMOUNT FUNDED _____
_____ IN-HOME HABILITATION	AMOUNT FUNDED _____
_____ PURCHASE OF SERVICE	AMOUNT FUNDED _____
_____ CLINICAL SERVICES*	AMOUNT FUNDED _____
_____ SUPPORTED LIVING ARRANGEMENTS	AMOUNT FUNDED _____
_____ TARGETED CASE* MANAGEMENT	AMOUNT FUNDED _____

THE NATURE AND SCOPE OF SERVICES CURRENTLY PROVIDED BY ADSD WILL REMAIN UNCHANGED.

MY SIGNATURE MEANS THAT I AGREE TO ALL CONDITIONS OF THIS AGREEMENT

COUNTY OF WASHOE


6/11/13
Chairman

Signature \_\_\_\_\_ Date \_\_\_\_\_ Title \_\_\_\_\_

All services will be billed at ADSD current rates as follows:

Targeted Case Management \*Hourly rate is \$102.28 (billed in 15 minute increments at \$25.57 each). ADSD will bill CMS for Medicaid reimbursement and county for state share of cost.

Clinical Services \* Hourly rate is \$102.28 (billed in 15 minute increments at \$25.57 each). ADSD will bill CMS for Medicaid reimbursement and county for state share of cost. Clinical Services include individual and group therapy (counseling), behavioral therapy, and clinical assessments.

Respite Services rate is currently \$125 per month per child.

In Home Habilitation is currently a legislatively set hourly rate of \$18.86.

Purchase of Service rate is currently a one time allotment of \$250 per child per year for emergency services.

Supported Living Arrangements is currently a legislatively set hourly rate of \$18.86.

# ATTACHMENT D

## BUSINESS ASSOCIATE ADDENDUM

BETWEEN

AGING AND DISABILITY SERVICES DIVISION  
Hereinafter referred to as the "Covered Entity"

and

County of Washoe  
Hereinafter referred to as the "Business Associate"

**PURPOSE.** In order to comply with the requirements of HIPAA and the HITECH Act, this Addendum is hereby added and made part of the Contract between the Covered Entity and the Business Associate. This Addendum establishes the obligations of the Business Associate and the Covered Entity as well as the permitted uses and disclosures by the Business Associate of protected health information it may possess by reason of the Contract. The Covered Entity and the Business Associate shall protect the privacy and provide for the security of protected health information disclosed to the Business Associate pursuant to the Contract and in compliance with the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 ("HIPAA"), the Health Information Technology for Economic and Clinical Health Act, Public Law 111-5 ("the HITECH Act"), and regulation promulgated there under by the U.S. Department of Health and Human Services (the "HIPAA Regulations") and other applicable laws.

**WHEREAS,** the Business Associate will provide certain services to the Covered Entity, and, pursuant to such arrangement, the Business Associate is considered a business associate of the Covered Entity as defined in HIPAA, the HITECH Act, the Privacy Rule and Security Rule; and

**WHEREAS,** Business Associate may have access to and/or receive from the Covered Entity certain protected health information, in fulfilling its responsibilities under such arrangement; and

**WHEREAS,** the HIPAA Regulations, the HITECH Act, the Privacy Rule and the Security Rule require the Covered Entity to enter into a contract containing specific requirements of the Business Associate prior to the disclosure of protected health information, as set forth in, but not limited to, 45 CFR Parts 160 & 164 and Public Law 111-5.

**THEREFORE,** in consideration of the mutual obligations below and the exchange of information pursuant to this Addendum, and to protect the interests of both Parties, the Parties agree to all provisions of this Addendum.

- I. **DEFINITIONS.** The following terms shall have the meaning ascribed to them in this Section. Other capitalized terms shall have the meaning ascribed to them in the context in which they first appear.
  1. **Breach** means the unauthorized acquisition, access, use, or disclosure of protected health information which compromises the security or privacy of the protected health information. The full definition of breach can be found in 42 USC 17921 and 45 CFR 164.402.
  2. **Business Associate** shall mean the name of the organization or entity listed above and shall have the meaning given to the term under the Privacy and Security Rule and the HITECH Act. For full definition refer to 45 CFR 160.103.
  3. **CFR** stands for the Code of Federal Regulations.
  4. **Contract** shall refer to this Addendum and that particular Contract to which this Addendum is made a part.

## ATTACHMENT D

5. **Covered Entity** shall mean the name of the Agency listed above and shall have the meaning given to such term under the Privacy Rule and the Security Rule, including, but not limited to 45 CFR 160.103.
6. **Designated Record Set** means a group of records that includes protected health information and is maintained by or for a covered entity or the Business Associate that includes, but is not limited to, medical, billing, enrollment, payment, claims adjudication, and case or medical management records. Refer to 45 CFR 164.501 for the complete definition.
7. **Disclosure** means the release, transfer, provision of, access to, or divulging in any other manner of information outside the entity holding the information as defined in 45 CFR 160.103.
8. **Electronic Protected Health Information** means individually identifiable health information transmitted by electronic media or maintained in electronic media as set forth under 45 CFR 160.103.
9. **Electronic Health Record** means an electronic record of health-related information on an individual that is created, gathered, managed, and consulted by authorized health care clinicians and staff. Refer to 42 USC 17921.
10. **Health Care Operations** shall have the meaning given to the term under the Privacy Rule at 45 CFR 164.501.
11. **Individual** means the person who is the subject of protected health information and is defined in 45 CFR 160.103.
12. **Individually Identifiable Health Information** means health information, in any form or medium, including demographic information collected from an individual, that is created or received by a covered entity or a business associate of the covered entity and relates to the past, present, or future care of the individual. Individually identifiable health information is information that identifies the individual directly or there is a reasonable basis to believe the information can be used to identify the individual. Refer to 45 CFR 160.103.
13. **Parties** shall mean the Business Associate and the Covered Entity.
14. **Privacy Rule** shall mean the HIPAA Regulation that is codified at 45 CFR Parts 160 and 164, Subparts A, D and E.
15. **Protected Health Information** means individually identifiable health information transmitted by electronic media, maintained in electronic media, or transmitted or maintained in any other form or medium. Refer to 45 CFR 160.103 for the complete definition.
16. **Required by Law** means a mandate contained in law that compels an entity to make a use or disclosure of protected health information and that is enforceable in a court of law. This includes, but is not limited to: court orders and court-ordered warrants; subpoenas, or summons issued by a court; and statutes or regulations that require the provision of information if payment is sought under a government program providing public benefits. For the complete definition refer to 45 CFR 164.103.
17. **Secretary** shall mean the Secretary of the federal Department of Health and Human Services (HHS) or the Secretary's designee.
18. **Security Rule** shall mean the HIPAA regulation that is codified at 45 CFR Parts 160 and 164 Subparts A and C.
19. **Unsecured Protected Health Information** means protected health information that is not rendered unusable, unreadable, or indecipherable to unauthorized individuals through the use of a technology or methodology specified by the Secretary in the guidance issued in Public Law 111-5. Refer to 42 USC 17932 and 45 CFR 164.402.
20. **USC** stands for the United States Code.

## II. OBLIGATIONS OF THE BUSINESS ASSOCIATE.

1. **Access to Protected Health Information.** The Business Associate will provide, as directed by the Covered Entity, an individual or the Covered Entity access to inspect or obtain a copy of protected health information about the Individual that is maintained in a designated record set by the Business Associate or, its agents or subcontractors, in order to meet the requirements of the Privacy Rule, including, but not limited to 45 CFR 164.524 and 164.504(e) (2) (ii) (E). If the Business Associate maintains an electronic health record, the Business

## ATTACHMENT D

Associate or, its agents or subcontractors shall provide such information in electronic format to enable the Covered Entity to fulfill its obligations under the HITECH Act, including, but not limited to 42 USC 17935.

2. **Access to Records.** The Business Associate shall make its internal practices, books and records relating to the use and disclosure of protected health information available to the Covered Entity and to the Secretary for purposes of determining Business Associate's compliance with the Privacy and Security Rule in accordance with 45 CFR 164.504(e)(2)(ii)(H).
3. **Accounting of Disclosures.** Promptly, upon request by the Covered Entity or individual for an accounting of disclosures, the Business Associate and its agents or subcontractors shall make available to the Covered Entity or the individual information required to provide an accounting of disclosures in accordance with 45 CFR 164.528, and the HITECH Act, including, but not limited to 42 USC 17935. The accounting of disclosures, whether electronic or other media, must include the requirements as outlined under 45 CFR 164.528(b).
4. **Agents and Subcontractors.** The Business Associate must ensure all agents and subcontractors to whom it provides protected health information agree in writing to the same restrictions and conditions that apply to the Business Associate with respect to all protected health information accessed, maintained, created, retained, modified, recorded, stored, destroyed, or otherwise held, transmitted, used or disclosed by the agent or subcontractor. The Business Associate must implement and maintain sanctions against agents and subcontractors that violate such restrictions and conditions and shall mitigate the effects of any such violation as outlined under 45 CFR 164.530(f) and 164.530(e)(1).
5. **Amendment of Protected Health Information.** The Business Associate will make available protected health information for amendment and incorporate any amendments in the designated record set maintained by the Business Associate or, its agents or subcontractors, as directed by the Covered Entity or an individual, in order to meet the requirements of the Privacy Rule, including, but not limited to, 45 CFR 164.526.
6. **Audits, Investigations, and Enforcement.** The Business Associate must notify the Covered Entity immediately upon learning the Business Associate has become the subject of an audit, compliance review, or complaint investigation by the Office of Civil Rights or any other federal or state oversight agency. The Business Associate shall provide the Covered Entity with a copy of any protected health information that the Business Associate provides to the Secretary or other federal or state oversight agency concurrently with providing such information to the Secretary or other federal or state oversight agency. The Business Associate and individuals associated with the Business Associate are solely responsible for all civil and criminal penalties assessed as a result of an audit, breach, or violation of HIPAA or HITECH laws or regulations. Reference 42 USC 17937.
7. **Breach or Other Improper Access, Use or Disclosure Reporting.** The Business Associate must report to the Covered Entity, in writing, any access, use or disclosure of protected health information not permitted by the Contract, Addendum or the Privacy and Security Rules. The Covered Entity must be notified immediately upon discovery or the first day such breach or suspected breach is known to the Business Associate or by exercising reasonable diligence would have been known by the Business Associate in accordance with 45 CFR 164.410, 164.504(e)(2)(ii)(C) and 164.308(b) and 42 USC 17921. The Business Associate must report any improper access, use or disclosure of protected health information by: the Business Associate or its agents or subcontractors. In the event of a breach or suspected breach of protected health information, the report to the Covered Entity must be in writing and include the following: a brief description of the incident; the date of the incident; the date the incident was discovered by the Business Associate; a thorough description of the unsecured protected health information that was involved in the incident; the number of individuals whose protected health information was involved in the incident; and the steps the Business Associate is taking to investigate the incident and to protect against further incidents. The Covered Entity will determine if a breach of unsecured protected health information has occurred and will notify the Business Associate of the determination. If a breach of unsecured protected health information is determined, the Business Associate must take prompt corrective action to cure any such deficiencies and mitigate any significant harm that may have occurred to individual(s) whose information was disclosed inappropriately.

## ATTACHMENT D

8. **Breach Notification Requirements.** If the Covered Entity determines a breach of unsecured protected health information by the Business Associate has occurred, the Business Associate will be responsible for notifying the individuals whose unsecured protected health information was breached in accordance with 42 USC 17932 and 45 CFR 164.404 through 164.406. The Business Associate must provide evidence to the Covered Entity that appropriate notifications to individuals and/or media, when necessary, as specified in 45 CFR 164.404 and 45 CFR 164.406 has occurred. The Business Associate is responsible for all costs associated with notification to individuals, the media or others as well as costs associated with mitigating future breaches. The Business Associate must notify the Secretary of all breaches in accordance with 45 CFR 164.408 and must provide the Covered Entity with a copy of all notifications made to the Secretary.
9. **Breach Pattern or Practice by Covered Entity.** Pursuant to 42 USC 17934, if the Business Associate knows of a pattern of activity or practice of the Covered Entity that constitutes a material breach or violation of the Covered Entity's obligations under the Contract or Addendum, the Business Associate must immediately report the problem to the Secretary.
10. **Data Ownership.** The Business Associate acknowledges that the Business Associate or its agents or subcontractors have no ownership rights with respect to the protected health information it accesses, maintains, creates, retains, modifies, records, stores, destroys, or otherwise holds, transmits, uses or discloses.
11. **Litigation or Administrative Proceedings.** The Business Associate shall make itself, any subcontractors, employees, or agents assisting the Business Associate in the performance of its obligations under the Contract or Addendum, available to the Covered Entity, at no cost to the Covered Entity, to testify as witnesses, or otherwise, in the event litigation or administrative proceedings are commenced against the Covered Entity, its administrators or workforce members upon a claimed violation of HIPAA, the Privacy and Security Rule, the HITECH Act, or other laws relating to security and privacy.
12. **Minimum Necessary.** The Business Associate and its agents and subcontractors shall request, use and disclose only the minimum amount of protected health information necessary to accomplish the purpose of the request, use or disclosure in accordance with 42 USC 17935 and 45 CFR 164.514(d)(3).
13. **Policies and Procedures.** The Business Associate must adopt written privacy and security policies and procedures and documentation standards to meet the requirements of HIPAA and the HITECH Act as described in 45 CFR 164.316 and 42 USC 17931.
14. **Privacy and Security Officer(s).** The Business Associate must appoint Privacy and Security Officer(s) whose responsibilities shall include: monitoring the Privacy and Security compliance of the Business Associate; development and implementation of the Business Associate's HIPAA Privacy and Security policies and procedures; establishment of Privacy and Security training programs; and development and implementation of an incident risk assessment and response plan in the event the Business Associate sustains a breach or suspected breach of protected health information.
15. **Safeguards.** The Business Associate must implement safeguards as necessary to protect the confidentiality, integrity, and availability of the protected health information the Business Associate accesses, maintains, creates, retains, modifies, records, stores, destroys, or otherwise holds, transmits, uses or discloses on behalf of the Covered Entity. Safeguards must include administrative safeguards (e.g., risk analysis and designation of security official), physical safeguards (e.g., facility access controls and workstation security), and technical safeguards (e.g., access controls and audit controls) to the confidentiality, integrity and availability of the protected health information, in accordance with 45 CFR 164.308, 164.310, 164.312, 164.316 and 164.504(e)(2)(ii)(B). Sections 164.308, 164.310 and 164.312 of the CFR apply to the Business Associate of the Covered Entity in the same manner that such sections apply to the Covered Entity. Technical safeguards must meet the standards set forth by the guidelines of the National Institute of Standards and Technology (NIST). The Business Associate agrees to only use, or disclose protected health information as provided for by the Contract and Addendum and to mitigate, to the extent practicable, any harmful effect that is known to the Business Associate, of a use or disclosure, in violation of the requirements of this Addendum as outlined under 45 CFR 164.530(e)(2)(f).

## ATTACHMENT D

16. **Training.** The Business Associate must train all members of its workforce on the policies and procedures associated with safeguarding protected health information. This includes, at a minimum, training that covers the technical, physical and administrative safeguards needed to prevent inappropriate uses or disclosures of protected health information; training to prevent any intentional or unintentional use or disclosure that is a violation of HIPAA regulations at 45 CFR 160 and 164 and Public Law 111-5; and training that emphasizes the criminal and civil penalties related to HIPAA breaches or inappropriate uses or disclosures of protected health information. Workforce training of new employees must be completed within 30 days of the date of hire and all employees must be trained at least annually. The Business Associate must maintain written records for a period of six years. These records must document each employee that received training and the date the training was provided or received.
17. **Use and Disclosure of Protected Health Information.** The Business Associate must not use or further disclose protected health information other than as permitted or required by the Contract or as required by law. The Business Associate must not use or further disclose protected health information in a manner that would violate the requirements of the HIPAA Privacy and Security Rule and the HITECH Act.

### III. PERMITTED AND PROHIBITED USES AND DISCLOSURES BY THE BUSINESS ASSOCIATE. The Business Associate agrees to these general use and disclosure provisions:

#### 1. Permitted Uses and Disclosures:

- a. Except as otherwise limited in this Addendum, the Business Associate may use or disclose protected health information to perform functions, activities, or services for, or on behalf of, the Covered Entity as specified in the Contract, provided that such use or disclosure would not violate the HIPAA Privacy and Security Rule or the HITECH Act, if done by the Covered Entity in accordance with 45 CFR 164.504(e) (2) (i) and 42 USC 17935 and 17936.
- b. Except as otherwise limited by this Addendum, the Business Associate may use or disclose protected health information received by the Business Associate in its capacity as a Business Associate of the Covered Entity, as necessary, for the proper management and administration of the Business Associate, to carry out the legal responsibilities of the Business Associate, as required by law or for data aggregation purposes in accordance with 45 CFR 164.504(e)(2)(A), 164.504(e)(4)(i)(A), and 164.504(e)(2)(i)(B).
- c. Except as otherwise limited in this Addendum, if the Business Associate discloses protected health information to a third party, the Business Associate must obtain, prior to making any such disclosure, reasonable written assurances from the third party that such protected health information will be held confidential pursuant to this Addendum and only disclosed as required by law or for the purposes for which it was disclosed to the third party. The written agreement from the third party must include requirements to immediately notify the Business Associate of any breaches of confidentiality of protected health information to the extent it has obtained knowledge of such breach. Refer to 45 CFR 164.502 and 164.504 and 42 USC 17934.
- d. The Business Associate may use or disclose protected health information to report violations of law to appropriate federal and state authorities, consistent with 45 CFR 164.502(j)(1).

#### 2. Prohibited Uses and Disclosures:

- a. Except as otherwise limited in this Addendum, the Business Associate shall not disclose protected health information to a health plan for payment or health care operations purposes if the patient has required this special restriction, and has paid out of pocket in full for the health care item or service to which the protected health information relates in accordance with 42 USC 17935.
- b. The Business Associate shall not directly or indirectly receive remuneration in exchange for any protected health information, as specified by 42 USC 17935, unless the Covered Entity obtained a valid authorization, in accordance with 45 CFR 164.508 that includes a specification that protected health information can be exchanged for remuneration.

### IV. OBLIGATIONS OF COVERED ENTITY

## ATTACHMENT D

1. The Covered Entity will inform the Business Associate of any limitations in the Covered Entity's Notice of Privacy Practices in accordance with 45 CFR 164.520, to the extent that such limitation may affect the Business Associate's use or disclosure of protected health information.
2. The Covered Entity will inform the Business Associate of any changes in, or revocation of, permission by an individual to use or disclose protected health information, to the extent that such changes may affect the Business Associate's use or disclosure of protected health information.
3. The Covered Entity will inform the Business Associate of any restriction to the use or disclosure of protected health information that the Covered Entity has agreed to in accordance with 45 CFR 164.522 and 42 USC 17935, to the extent that such restriction may affect the Business Associate's use or disclosure of protected health information.
4. Except in the event of lawful data aggregation or management and administrative activities, the Covered Entity shall not request the Business Associate to use or disclose protected health information in any manner that would not be permissible under the HIPAA Privacy and Security Rule and the HITECH Act, if done by the Covered Entity.

### V. TERM AND TERMINATION

#### 1. **Effect of Termination:**

- a. Except as provided in paragraph (b) of this section, upon termination of this Addendum, for any reason, the Business Associate will return or destroy all protected health information received from the Covered Entity or created, maintained, or received by the Business Associate on behalf of the Covered Entity that the Business Associate still maintains in any form and the Business Associate will retain no copies of such information.
  - b. If the Business Associate determines that returning or destroying the protected health information is not feasible, the Business Associate will provide to the Covered Entity notification of the conditions that make return or destruction infeasible. Upon a mutual determination that return or destruction of protected health information is infeasible, the Business Associate shall extend the protections of this Addendum to such protected health information and limit further uses and disclosures of such protected health information to those purposes that make return or destruction infeasible, for so long as the Business Associate maintains such protected health information.
  - c. These termination provisions will apply to protected health information that is in the possession of subcontractors, agents, or employees of the Business Associate.
2. **Term.** The Term of this Addendum shall commence as of the effective date of this Addendum herein and shall extend beyond the termination of the contract and shall terminate when all the protected health information provided by the Covered Entity to the Business Associate, or accessed, maintained, created, retained, modified, recorded, stored, or otherwise held, transmitted, used or disclosed by the Business Associate on behalf of the Covered Entity, is destroyed or returned to the Covered Entity, or, if it not feasible to return or destroy the protected health information, protections are extended to such information, in accordance with the termination.
  3. **Termination for Breach of Contract.** The Business Associate agrees that the Covered Entity may immediately terminate the Contract if the Covered Entity determines that the Business Associate has violated a material part of this Addendum.

### VI. MISCELLANEOUS

1. **Amendment.** The parties agree to take such action as is necessary to amend this Addendum from time to time for the Covered Entity to comply with all the requirements of the Health Insurance Portability and Accountability Act (HIPAA) of 1996, Public Law No. 104-191 and the Health Information Technology for Economic and Clinical Health Act (HITECH) of 2009, Public Law No. 111-5.

**ATTACHMENT D**

2. **Clarification.** This Addendum references the requirements of HIPAA, the HITECH Act, the Privacy Rule and the Security Rule, as well as amendments and/or provisions that are currently in place and any that may be forthcoming.
3. **Indemnification.** Each party will indemnify and hold harmless the other party to this Addendum from and against all claims, losses, liabilities, costs and other expenses incurred as a result of, or arising directly or indirectly out of or in conjunction with:
  - a. Any misrepresentation, breach of warranty or non-fulfillment of any undertaking on the part of the party under this Addendum; and
  - b. Any claims, demands, awards, judgments, actions, and proceedings made by any person or organization arising out of or in any way connected with the party's performance under this Addendum.
4. **Interpretation.** The provisions of the Addendum shall prevail over any provisions in the Contract that may conflict or appear inconsistent with any provision in this Addendum. This Addendum and the Contract shall be interpreted as broadly as necessary to implement and comply with HIPAA, the HITECH Act, the Privacy Rule and the Security Rule. The parties agree that any ambiguity in this Addendum shall be resolved to permit the Covered Entity and the Business Associate to comply with HIPAA, the HITECH Act, the Privacy Rule and the Security Rule.
5. **Regulatory Reference.** A reference in this Addendum to a section of the HITECH Act, HIPAA, the Privacy Rule and Security Rule means the sections as in effect or as amended.
6. **Survival.** The respective rights and obligations of Business Associate under Effect of Termination of this Addendum shall survive the termination of this Addendum.

**IN WITNESS WHEREOF**, the Business Associate and the Covered Entity have agreed to the terms of the above written agreement as of the effective date set forth below.

Covered Entity	Business Associate
<p><b><u>Aging and Disability Services Division</u></b></p> <p><b><u>3416 Goni Road</u></b></p> <p><b><u>Carson City, NV 89706</u></b></p> <p><b><u>(775) 687-4210</u></b></p> <p><b><u>(775) 687-0574</u></b></p>	<p><u>Washoe County</u> Enter Business Name</p> <p><u>350 So. Center St.</u> Enter Business Address</p> <p><u>Reno NV 89501</u> Enter Business City, State and Zip Code</p> <p><u>775-785-8600</u> Enter Business Phone Number</p> <p><u>775-785-5640</u> Enter Business Fax Number</p> <p><u><i>David Humke</i></u> Authorized Signature</p>
<p>_____ Authorized Signature</p> <p><b>Jane Gruner</b> Print Name</p> <p>_____ Administrator</p> <p>_____ Title</p> <p>_____ Date</p>	<p><u>David Humke</u> Print Name</p> <p><u>Chairman</u> Title</p> <p><u>6/11/13</u> Date</p>