

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

TUESDAY

10:00 A.M.

OCTOBER 27, 2015

PRESENT:

Marsha Berkbigler, Chair
Kitty Jung, Vice Chair
Vaughn Hartung, Commissioner
Jeanne Herman, Commissioner
Bob Lucey, Commissioner

Nancy Parent, County Clerk
John Slaughter, County Manager
Paul Lipparelli, Legal Counsel

The Washoe County Board of Commissioners convened at 10:00 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 Clerk called the roll and the Board conducted the following business:

15-0911 AGENDA ITEM 3 Public Comment.

Larry Chesney spoke about concerns regarding Agenda Item 17, which pertained to cargo containers requiring a permit. His concerns about this item included the costs associated with the Ordinance and the amount of time it would take to get the permits. He wanted to know if staff could review the zoning status for the Palomino Valley area and possibly make that area exempt.

Ann-Marie Fenner asked for help from the Board. She and her family bought rural agricultural property in Palomino Valley because they had animals and wanted to build a home there. She stated she had been receiving letters regarding the violation of County Code 110.306.35B, which stated a trashcan could not be visible from a public street for commercial property. She said her property was not commercial and she was not located on a public street. She stated she had been cited and was told she must remove her animals and buildings from her 40-acre parcel.

Katherine Snedigar spoke regarding code enforcement. She stated she was told she needed to build a fence around her property and she did not believe there was an ordinance that stated it was required for her to block the view of any items stored on her property. She said agricultural property should not be subject to code enforcement.

Garth Elliott spoke regarding code enforcement and indigenous people.

Sam Dehne spoke regarding the media in Reno.

Carol Burns stated at the last meeting of the Sun Valley Citizen Advisory Board (CAB) there was a presentation from the Waste Management (WM) staff. She said the WM franchise agreement was going to be up for renewal on December 12, 2015 and a new contract was being proposed. She indicated the costs were increasing by \$6.84 for 3 months of service, and she did not understand why the prices were going up.

15-0912 **AGENDA ITEM 4** Announcements/Reports.

Commissioner Herman stated she went to a volunteer fire meeting and it was very interesting. She said one of the things she got out of the meeting was the need to fix the dispatching process. She spoke about setting aside funds to aid people who suffered from acts of God that were not covered by insurance or federal assistance. She wanted staff to work on this. She noted she took an Angus steer to be butchered for the winner of the Nevada Association of Counties (NACO) contest and the winner was very happy. She asked the Board to consider allowing her to renew her commitment to the State Land Use Planning Advisory Council (SLUPAC). She stated at the NACO conference, Assemblywoman Sheila Leslie gave a presentation about a problem at the County jail. Assemblywoman Leslie said mentally ill people were staying in jail longer than was needed. She indicated the State mental facility needed at least 122 more beds to accommodate mentally ill inmates.

Commissioner Hartung stated he worked with Amber Howell, Social Services Director; Ken Retterath, Social Services Division Director; and Kevin Schiller, Assistant County Manager, to create additional space at the Northern Nevada Adult Mental Health Services (NNAMHS) because they had been aware of the lack of beds for a long time. He said the County jail continued to be the largest mental health facility in Northern Nevada. He wanted to review Agenda Item 17 and stated the intention of the cargo container Code was never to require fees and charges. It was meant to be a way for people to have a nice watertight storage container. He said he would like feedback from staff.

Commissioner Jung stated she would like to have a discussion with staff regarding the letters Palomino Valley residents received about code violations for commercial property. She requested some history and legal information regarding the matter. She also wanted to be involved with the Waste Management negotiations. She stated she heard some valid issues pertaining to fees for seniors on fixed incomes and she wanted to get more information. She also had concerns about people that could not get to the dump for the free dump days and wanted to explore additional options for large container placement in residential areas for the people who had no means to transport items for disposal.

Chair Berkbigler stated she had concerns about the Waste Management contract. She asked staff to review the agreement with the Board before the contract was signed. She stated seniors on fixed incomes were a big concern to her and she asked staff for a full report. She indicated she also had concerns that staff was prohibiting people

from building on their properties in Palomino Valley and in rural areas. She thought there should be a lengthy conversation about that and the fees associated with Agenda Item 17.

Commissioner Hartung spoke regarding his discussions with Greg Martinelli from Waste Management. He stated they discussed an option to allow rural customers to choose services that would suit their needs. He thought Waste Management would consider the special rates for seniors, veterans, and low-income individuals. He noted that he and Kevin Schiller would be traveling to Las Vegas to visit some Alzheimer's facilities. He indicated they were seeking best practices that could be incorporated into the countywide programs due to the growing number of Alzheimer's patients in the community.

Chair Berkbigler stated Alzheimer's was something that needed to be addressed in the community.

Commissioner Herman agreed that customers had a difficult time getting their unwanted large items to the dump. She suggested utilizing old trucks for monthly or bi-monthly pick up days instead of giving free dump days.

CONSENT ITEMS (5A through 5J6).

- 15-0913** **5A** Approve minutes of the Washoe County Board of Commissioners regular meeting of September 22, 2015.

- 15-0914** **5B** Authorize the tax collector to strike names and amounts identified on delinquency / uncollectible personal property tax list for fiscal years 2007-2015, [totaling \$89,753.78]. Comptroller. (All Commission Districts.)

- 15-0915** **5C** Approve State Collection Development funds from the State of Nevada [\$8,027; no local match required], for a retroactive term from October 1, 2015 through June 30, 2016, for the augmentation of Library Collections, direct Comptroller's Office to make the necessary budget adjustments; and authorize the Director to sign the grant award document. Library. (All Commission Districts.)

- 15-0916** **5D** Approve appointment of Washoe County District 5 Commissioner Jeanne Herman, to the vacant seat on the Vya Conservation District Board of Supervisors for a two year term. Manager. (All Commission Districts.)

- 15-0917** **5E** Acknowledge the creation of a third judicial seat in the Sparks Township Justice Court and placement of said seat on the 2016 election ballot pursuant to NRS 4.020; and direct Budget, Comptroller's Office and Human Resources to make the necessary adjustments. Sparks Justice Court. (Commission Districts 3, 4 & 5.)

- 15-0918** **5F1** Approve roll change requests, pursuant to NRS 361.765 and/or NRS 361.768, for errors discovered for the 2012/2013, 2013/2014, 2014/2015 and 2015/2016 secured tax roll and authorize Chairman to execute the changes described in Exhibit A and direct the Washoe County Treasurer to correct the error(s). [Cumulative amount of decrease \$12,025.90]. (Parcels are in various Commission Districts.)
- 15-0919** **5F2** Acknowledge receipt of Change Log for the 2015/2016 Assessment Roll that results in a net increase of \$264,776,677 in assessed values. [Copy of log on file in County Manager's Office.] (All Commission Districts.)
- 15-0920** **5G1** Approve an Interlocal Traffic Signal Maintenance Agreement retroactive to July 1, 2015, between the City of Reno and Washoe County for maintenance of the County's traffic signals for FY 2015-2016 with automatic renewal options through end of FY 2019-2020 for a time and material agreement in the amount [not to exceed \$50,000 annually]. (All Commission Districts.)
- 15-0921** **5G2** Authorize disbursement of funds [\$55,783.08] to Nevada Tahoe Conservation District to be used as match for 319(h) funds for catchment registration in accordance with obligations and commitments contained in an Interlocal Agreement with the Nevada Division of Environmental Protection, utilizing Washoe County's Tahoe Regional Planning Agency Water Quality Mitigation funds in support of the work. These funds will be used to implement the Lake Clarity Crediting Program and the pollutant load reduction milestones necessary to meet the Lake Tahoe Total Maximum Daily Load approved by the United States Environmental Protection Agency. (Commission District 1.)
- 15-0922** **5H1** Approve payments [totaling \$7,375.89] to vendors for assistance of 43 victims of sexual assault and authorize Comptroller to process same. NRS 217.310 requires payment by the County of total initial medical care of victims, regardless of cost, and of follow-up treatment costs of up to \$1,000 for victims, victim's spouses and other eligible persons. (All Commission Districts.)
- 15-0923** **5H2** Accept a Violence Against Women Act (VAWA) grant to the District Attorney's Office [\$67,600; \$22,536 required match], from the Nevada Office of the Attorney General to provide counselling services at the Washoe County Child Advocacy Center; retroactive from July 1, 2015 through June 30, 2016, and direct Comptroller's Office to make the necessary budget adjustments. (All Commission Districts.)
- 15-0924** **5I1** Approve a five-year Administrative Services Agreement with MassMutual to continue to provide Washoe County's Defined

Contribution Plans through December 31, 2020; and authorize the Director of Human Resources/Labor Relations to execute same. (All Commission Districts.)

15-0925 **5I2** Approve requests for reclassification of a vacant Personal Property Field Representative, pay grade I, to Collections Analyst, pay grade I (Treasurer); an Administrative Secretary, pay grade J, to Legal Secretary, pay grade I (Juvenile Services); a Hydrogeologist II, pay grade N, to a Hydrogeologist, pay grade N (Community Services); a vacant Office Assistant II, pay grade E, to a Department Systems Technician, pay grade J (Social Services); a vacant Administrative Assistant II, pay grade L, to Administrative Assistant I, pay grade K, and a Human Resource Analyst II, pay grade N, to a Senior Human Resource Analyst, pay grade P, as evaluated by the Job Evaluation Committee; reclassification of a Human Resources Specialist II, pay grade J, to a new classification of Training and Development Specialist, pay grade K, and a Senior Human Resource Analyst, pay grade P, to an Employee and Labor Relations Manager, pay grade U (Human Resources) as evaluated by the HAY Group; and elimination of unused or obsolete job classifications as listed in Exhibit 1. [Net Annual cost is estimated at \$72,888]. (All Commission Districts.)

15-0926 **5J1** Approve the creation of one Sheriff Support Specialist - Field position and reclassification requests of a vacant Administrative Secretary to Office Support Specialist, an Office Assistant III to Office Support Specialist, an Office Support Specialist to Investigative Assistant, and an Administrative Assistant II to a Media Programs Coordinator as evaluated by the JEC; and the reclassification of a vacant Sergeant position to a Lieutenant position and the elimination of a vacant Management Analyst position [total estimated savings of \$3,843]; and authorize Human Resources to make the appropriate adjustments. (All Commission Districts.)

15-0927 **5J2** Approve the direct grant award from the State of Nevada, Office of Criminal Justice Assistance FFY 2015/2016 Justice Assistance Grant (JAG), Project No. 15-JAG-31 [\$20,000; no County match required] to purchase a fingerprint machine for the Incline Substation for the retroactive grant period of October 1, 2015 through September 30, 2016 and if approved, direct Comptroller's Office to make necessary budget adjustments. (All Commission Districts.)

15-0928 **5J3** Approve the direct grant award from the State of Nevada, Office of Criminal Justice Assistance FFY 2015/2016 Justice Assistance Grant (JAG), Project No. 15-JAG-30 [\$30,000; no County match required] to support the All Threats All Crimes (ATAC) task force for the retroactive grant period of 10/1/15 through 9/30/16 and if approved, direct

Comptroller's Office to make necessary budget adjustments. (All Commission Districts.)

15-0929 **5J4** Approve acceptance of [up to \$17,548, no County match required] in overtime reimbursement for deputies assigned full time to the Federal Bureau of Investigation (FBI) Joint Terrorism Task Force (JTTF). Washoe County will be reimbursed for overtime and benefit costs directly related to activities in conjunction with the FBI JTTF. Funds are available retroactively from Federal Fiscal Year October 1, 2015-September 30, 2016 and if approved, direct Comptroller's Office to make necessary budget adjustments. (All Commission Districts.)

15-0930 **5J5** Approve acceptance of [up to \$35,096; no County match required] in overtime reimbursement for deputies assigned full time to the Federal Bureau of Investigation (FBI) Northern Nevada Child Exploitation Task Force (NNCETF). Washoe County will be reimbursed for overtime and benefit costs directly related to activities in conjunction with the FBI NNCETF. Funds are available retroactively from Federal Fiscal Year October 1, 2015-September 30, 2016, and if approved, direct Comptroller's Office to make necessary budget adjustments. (All Commission Districts.)

15-0931 **5J6** Acknowledge Receipt of Status Report of Commissary Fund submitted by the Washoe County Sheriff's Office Commissary Advisory Committee for First Quarter for Fiscal Year 15/16. (All Commission Districts.)

Sam Dehne spoke about Agenda Item 5F2 and congratulated the Assessor's Office for increasing the assessment roll value for the County.

Commissioner Jung commented on Agenda Item 5H2 regarding the acceptance of the grant from the Violence Against Women Act (VAWA) for \$67,600 to the District Attorney's office. She stated this was very important because the children were victims in violent situations and needed to get the proper help.

10:32 a.m. Commissioner Lucey left the meeting.

On motion by Commissioner Lucey, seconded by Commissioner Hartung, which motion duly carried with Commissioner Lucey absent, it was ordered that Consent Agenda Items 5A through 5J6 be approved. Any and all Resolutions or Interlocal Agreements pertinent to Consent Agenda Items 5A through 5J6 are attached hereto and made a part of the minutes thereof. **Note: Commissioner Lucey made the motion to approve the Consent Agenda, but left the meeting and was absent for the vote.**

10:37 a.m. Commissioner Lucey returned

BLOCK VOTE (7, 8, 9 and 10)

15-0932 **AGENDA ITEM 7** Recommendation to Award of Bid No. 2944-16 for Suppliers of Bulk Gasoline and Diesel Fuels for Washoe County and participating joinder agencies for the period of thirty six (36) months from the date of Board approval. The responding bidders shall be polled on a weekly basis for price quotes on gasoline and diesel fuels. Prices quoted shall be firm for a seven (7) day period. Estimated annual expenditures by Washoe County for bulk fuel may exceed \$100,000 subject to market fluctuations. It is further recommended that the board accept the freight tariffs as stated and submitted by the qualified suppliers in their bid response. Freight tariffs shall be added to the base fuel cost to arrive at a delivered cost throughout the Northern Nevada and Northern California area. Tariffs may be revised every twenty six (26) weeks on mutual agreement of Washoe County and the qualified suppliers. Comptroller. (All Commission Districts.)

On motion by Commissioner Jung, seconded by Commissioner Hartung, which motion duly carried, it was ordered that Agenda Item 7 be awarded and accepted.

15-0933 **AGENDA ITEM 8** Recommendation to accept grant awards from the Nevada Aging and Disability Services Division for the following Older Americans Act Title III Programs: Congregate Meals [\$283,360; match of \$50,011 from ad valorem tax] and Home Delivered Meals [\$487,347; match of \$86,013 from ad valorem tax] retroactive from September 30, 2015 through September 29, 2016; and direct the Comptroller's Office to make the appropriate budget adjustments. Senior Services. (All Commission Districts.)

On motion by Commissioner Jung, seconded by Commissioner Hartung, which motion duly carried, it was ordered that Agenda Item 8 be accepted and directed.

15-0934 **AGENDA ITEM 9** Recommendation to accept a Continuum of Care Grant Agreement Renewal from the United States Department of Housing and Urban Development (HUD) for the Shelter Plus Care Program in the amount of [\$113,171; maximum of \$52,896 County match required] retroactive to August 1, 2015 through July 31, 2016; once the Grant Agreement is fully executed, authorize a Subgrant agreement for Continuum of Care services between Washoe County and Volunteers of America-Greater Sacramento and Northern Nevada, Inc., in an amount [not to exceed \$166,067], approve resolution necessary for same; and direct the Comptroller's Office to make the appropriate budget adjustments. Social Services. (All Commission Districts.)

On motion by Commissioner Jung, seconded by Commissioner Hartung, which motion duly carried, it was ordered that Agenda Item 9 be accepted, authorized, approved and directed.

15-0935 **AGENDA ITEM 10** Recommendation to approve a one-time payment and authorize the Purchasing and Contracts Manager to generate a Purchase Order in the amount of [\$214,409] to Access to Healthcare Network (AHN) to provide cash support which will be used by AHN as the matching portion of a grant which has been awarded to AHN from the Regional Transportation Commission (RTC) for a transportation services program and a transportation “help line” targeting low income senior citizens and persons with disabilities, to be funded 100% by indigent funds. Social Services. (All Commission Districts.)

John Slaughter stated Agenda Items 8, 9 and 10 supported the Board’s priorities and prepared for the impact of the growing senior population and homelessness.

Commissioner Jung stated this agenda item was an idea from former Commissioner Bonnie Weber and she wanted staff to write Ms. Weber a letter to inform her the program had come to fruition.

Chair Berkbigler said this was a wonderful program, which would provide services to citizens across the entire County.

Commissioner Hartung stated this program was one they had worked on for a long time at the Regional Transportation Commission (RTC). He said an issue with the Access to Healthcare Network (AHN) because they were not able to serve as many people as was necessary, which could be an issue with the Americans with Disability Act (ADA). He noted the AHN would provide great assistance to many senior citizens and disabled citizens in outlying areas.

Commissioner Lucey mentioned that Commissioner Hartung had been championing this program at the RTC for years and commended him for his hard work.

On motion by Commissioner Jung, seconded by Commissioner Hartung, which motion duly carried, it was ordered that Agenda Item 10 be approved and authorized.

15-0936 **AGENDA ITEM 6** Appearance: Alicia Reban, Executive Director, Nevada Land Trust (NLT) Christi Cakiroglu, Executive Director, Keep Truckee Meadows Beautiful (KTMB). Presentation on Washoe County partnership with Nevada Land Trust and Keep Truckee Meadows Beautiful and introduction of the One Truckee River Initiative.

Alicia Reban reviewed the Nevada Land Trust (NLT) and the Keep Truckee Meadows Beautiful (KTMB) organizations, and the long-standing relationships they had with the County. She spoke about the history of the NLT and introduced the One Truckee River Initiative. She indicated One Truckee River was a collaboration of public and private partners working together to realize a Truckee River that flowed clean and clear to quench the thirst, where natural ecology, cultural resources and wildlife were sustained and where residents and visitors were connected to unparalleled opportunities for recreation and regeneration. She said the core group of stakeholders included 120 community members who met regularly to discuss the focus, planning and implementation of the initiative. She explained the emerging issues that the stakeholders were focused on were social, education, water quality, sustainable funding, stewardship, ecosystem, public safety, recreation and quality of life. She stated the initiative was divided into three phases and they were currently working on phase one, which was the most heavily used section of the river from West McCarran Boulevard to the Truckee Meadows Water Reclamation Facility (TMWRF). The second phase would extend from the TMWRF to Pyramid Lake and the third phase would extend from Stateline to West McCarran Boulevard in Reno. She commented that the KTMB, the NLT and all of the partners involved in the One Truckee River Initiative agreed that the only way to create a beautiful, healthy river was by working together. Although the One Truckee River Initiative was at the beginning stages, they looked forward to including the community in the conversation going forward.

Christi Cakiroglu conducted a PowerPoint presentation regarding KTMB. She stated that the NLT helped acquire a 3-acre parcel between Bartley Ranch and Anderson Regional Parks, which contained a house that served as the headquarters for the NLT, KTMB and the Truckee Meadows Trails Association. She stated that since the inception, KTMB had always had a close working relationship with the County and Regional Parks and Open Space. She noted KTMB was approached by the County to develop a clean-up effort and that was the start of the Great Community Cleanup. Her presentation depicted before and after photos of the improvements made by the clean-up efforts. She indicated some of the annual successes of KMTB included the recycling of over 10,000 Christmas trees, removing 210 tons of waste from parks and open spaces, and the participation of almost 4,000 volunteers in clean-up efforts over the past year. She commented that over 1,000 volunteers attended the latest Truckee River Cleanup, which was the most that had ever participated. She said there had been a decrease in waste dumped in the open areas and she thought it was due to the Illegal Dumping Task Force and the hotline at 775-329-DUMP. She noted that citizens could report illegal dumping through the hotline and violators, if identified, would be fined. She said it would take a collaborative effort to keep the programs successful.

Commissioner Jung asked Ms. Reban whether the area from Fanny Bridge to Stateline would be incorporated into the plans for the One Truckee River Initiative.

Ms. Reban replied that was being considered. She stated they were communicating with the Truckee River Watershed Group (TRWG) that was active in

Truckee. She thought the One Truckee River Initiative needed to develop their process before they incorporated with TRWG, since they were more advanced in their efforts.

Commissioner Jung expressed gratitude for the project. She noted that most of the Truckee River was in her district and said she would do whatever she could to help. She informed the Board that the Reno Works project hired 10 residents of the Community Assistance Center to clean up homeless camps, debris around the river and the downtown area. She said the workers were paid and they could also list the work experience on their resumes. She said a man from the Community Assistance Center told her he was starting a new job on Monday because of the Reno Works project.

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

15-0937 **AGENDA ITEM 11** Update, discussion and possible direction to staff on Constituent Services programs including Citizen Advisory Board and District Forums for fiscal year 2016 between June and October [Net Zero Impact]. Manager. (All Commission Districts.)

Nancy Parent, County Clerk, stated she was provided with some additional documentation that would be placed on file.

Al Rogers, Management Services Director, conducted a PowerPoint presentation regarding Citizen Advisory Boards (CABs) and community forums. He reviewed the presentation, provided an update for the first quarter of fiscal year 2016, and noted that training for the CABs and community feedback from the community forums was the focus. He highlighted the number of meetings that were held annually, the meeting process and the training sessions that took place.

Commissioner Herman questioned whether an extra CAB meeting could be held in the community. Mr. Rogers stated the CABs were not as flexible as the community forums were, but if there was an emerging issue they could convene a CAB to accommodate the request. He noted they were allowed one special meeting per year based on requests that were considered on a case-by-case basis. Commissioner Herman stated Gerlach and Rancho Haven had requested a CAB to be established in their areas and she would like it to be considered.

Commissioner Hartung recommended Mr. Rogers conduct a more formal training meeting for the members that would include how to make a motion, how to second a motion, and how to have a discussion that went through the Chair. He stated a simplified version of *Roberts Rules of Order* would be the perfect training material for the CAB members. He said in Spanish Springs they scheduled six meetings per year and he noted at least two different projects had been missed because of the time between the meetings. He indicated the CABs used to be the first step in the development process and when a developer could get the blessing of the CAB, it was easier for them to receive approval for their projects. He wanted Spanish Springs to have a greater frequency of

meetings, and suggested a meeting could be canceled if there were no pressing issues. He thought once a month was a more appropriate schedule than every other month.

Commissioner Jung wanted to correct the record that her area only had four forums, not eight, because she did not have all the CABs established. She stated they only needed four meetings because of the lack of participation and content. She noted when there was no development happening, there was no reason for a meeting. She indicated she supported staff's recommendations. She asked for the General Improvement Districts (GIDs) to place information on their agendas or to make announcements to share with the community if there was an emergent issue, which would allow the Board to be a step ahead and solve issues.

Commissioner Lucey commended Mr. Rogers and the staff for their work over the past six months. He said District 2 was scheduling their meeting to start at 6:00 p.m. but they were not getting to the all of the issues on their agendas. He stated they had seen improvement from the increased attendance and participation. He said they had completed two formal district forums and one that was informal. People were more interested in attending because the structure was good, which made the meetings effective. He wanted to see a topic sheet to provide the community with the key issues that would be discussed. He thought the CAB meetings had been functionally more effective in the South Meadows area.

Chair Berkbigger stated she received many compliments about the last District Forum in Incline Village and she thought it was a successful meeting. She noted residents were pleased that the County was taking an interest in community forums.

On the call for public comment, Vice Chair North Valleys CAB, Ray Lake, spoke regarding CAB meeting changes. He said of the three meetings that were held earlier in the year, there were presentations from the Nevada Division of Forestry, NV Energy, the Nevada Department of Transportation (NDOT), the Regional Transportation Commission (RTC); the Stead Airport Authority, Waste Management and from some people who had problems with flooding in Lemmon Valley. He thought there needed to be some consistency so the residents who came to the CAB meetings would know when there was a meeting and knew when they could speak.

Garth Elliott said although Sun Valley CAB meetings were not well attended, he thought the meetings should occur more often than quarterly. He spoke regarding his concern about the County's hesitation to reestablish the CABs.

Tina Walters stated she was the past Chair of the Gerlach/Empire CAB and she requested the CAB be reestablished.

Francine Donshick stated she was the Chair of the North Valley CAB and she spoke about her concerns with the direction the CABs had taken. She said the Board's goal was to increase communication with residents by improved efficiencies and adding additional opportunities for involvement through the community forums. She said

they had not had a forum in the North Valley's yet; they only had a joint forum with Sun Valley. She indicated communication between the County and the CABs was lacking.

Carol Burns spoke regarding the lack of communication between the CABs and the community. She felt there would be more participation at meetings if there were more announcements made about when they would be held. She thought that many years ago the CAB was the first place people went to get approvals before an item went to the Board. She thought that must have changed.

Sarah Chvilicek stated she was the past Chair of the North Valley CAB and she noted the importance of the program. She thought the CAB meetings were a safe place for citizens to feel like a part of the community. She felt that communication was a concern and there was not a consistent process for feedback to and from staff as well as to the communities. She mentioned the Chairs of the CABs did not receive the Board of County Commission agendas automatically, which she thought was troubling.

Commissioner Hartung stated that in the past a developer would have to go to a CAB twice to get a project approved and it could take up to 18 months. He explained there were many complaints about the process, so CAB approval had been eliminated to decrease the amount of time it took; however, the intent was not to leave CABs out of the process altogether. He noted CAB attendance varied depending on the issues.

Commissioner Herman stated that District 5 comprised a large area. She reiterated that Gerlach needed a CAB to be reestablished.

Commissioner Lucey stated the CABs were extremely important and an essential part of the County. He said CAB input was very important for the Board as it gave the community another outlet to voice their concerns and seek answers. He thought the forums provided a more candid place for residents to speak about issues in the community.

Commissioner Jung thought all of the CAB Chairs should receive a copy of the Board of County Commissioners agenda in the mail. She also stated items that affected either a district or a region should be vetted at the CAB level first, then brought to the Board. Regarding the new layout of the County website, she said she did not like it because it was hard to find what she was looking for. She noted the search engine did not work well and she wanted to know who the contractor was and how much the County paid for the new website.

Chair Berkbigler wondered if there was a way to structure the CAB agendas so that they were area specific. She thought that flexibility was needed because each area had their own concerns and issues. She thought residents liked the forums better than the CABs because they had a more captive audience with County staff present.

Commissioner Hartung said the CAB meetings used to have a representative from the School District in attendance who would give updates on the area schools. He said this update helped members of the community understand some of the needs the School District had. He would like to see someone from the School District attend the meetings to give an update and answer questions.

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

15-0938 **AGENDA ITEM 13** Policy overview and discussion on Washoe County's response to flash flood events in the unincorporated portions of Washoe County. Community Services. (All Commission Districts.)

Director of Public Works, Dave Solaro, conducted a PowerPoint presentation regarding the flash floods that took place in the unincorporated areas of the County in 2015. He stated there had been a considerable amount of talk about the flooding in Lemmon Valley, although flash flood events also occurred in Gerlach and all the way down through Pleasant Valley. He indicated a section of County Route 34 in Gerlach was closed due to the amount of water and damage associated with flash floods. He said the County had established standards for storm water within the Development Code. He explained when a storm was referred to as a 100-year storm; it meant there was a 1-in-100, or a one percent chance, that any storm that produced water could create serious damage. The County requested that major street crossings be designed to withstand "one percent chance" storms and roadside ditches and gutters be designed to withstand "20 percent chance" storms, which had much lower water volumes. He said the summer storm that occurred in Lemmon Valley was a 1-in-500, or a 0.2 percent chance, storm but the conveyance system was not designed to accommodate that volume of water. He stated if Lemmon Valley was established today, instead of in the late 1950's, there would be more historical data to evaluate and the design would be much different. The County currently required final subdivision maps to be recorded with statements about who was responsible for the roads and the storm drainage systems. He indicated the Lemmon Valley flood clean-up took almost two months, which meant two months of asphalt and ditch maintenance was not occurring somewhere else. He said he took Commissioners Herman and Hartung to Lemmon Valley to observe the soils and natural drainage in the area and he noticed there were still tumbleweeds, garbage cans, toys, and plastic bags in the ditches. He attended Commissioner Lucey's forum in the South Valley and mentioned it would be nice if homeowners could pull the tumbleweeds out of the ditches, because it did not take much to back up the drainage system. He depicted photos of some of the devastation in Lemmon Valley and said if the culverts were bigger, there would not have been so much damage. The water did not stop flowing when the culverts were full; it continued across Lemmon Valley Drive, across Oregon Boulevard and across resident's driveways. He stated they could make any changes the Board wanted them to, but it would cost money and require changes to the Code.

Mr. Solaro indicated staff was creating a layer in the Geographical Information System (GIS) maps to eliminate any question about who was responsible in the future. He said currently, a storm drainage system had to be at least 20 feet in width

with an access road before the County would accept the plans. He explained that the County had highly erosive soils consisting of decomposed granite, sand and silt which were easily moved by water. He talked about alluvial fans that were created as a result of the movement of water and sediment. He said unfortunately many of the subdivisions in the unincorporated County were built upon alluvial deposits. He stated he spent some time in Gerlach recently and the amount of water that came off the granite mountain range, along with the amount of sediment that was deposited in the flats, was impressive. He said statistics from the year ending June 2015 indicated the County spent twice as much money in the North Valley area then they did in the rest of the County to clean ditches, fix pipes and control weeds. He explained that the County had approximately 1,100 centerline miles of roadway, which equated to about 2,200 miles of roadside ditches and culverts that had to be maintained. The roadways were maintained by the general fund and by the fuel tax that was collected. He said in addition to the roadside ditches and culverts, funding had to include an allocation for asphalt infrastructure, which amounted to nearly a billion dollars. Mr. Solaro's presentation was placed on file with the Clerk.

On the call for public comment, Lisa Nash from Gerlach expressed her appreciation to the County and the Road Department for the fabulous job they had done. She stated there was not enough staff or resources to deal with road and flood issues when they happened. She stated she happened to be at the Emergency Operations Center (EOC) when the floods came through and there was a lack of communication during the event. She said it was difficult for the EOC to obtain any information about what was happening and where. She wanted more communication to occur when there were emergency events. She asked staff to consider supporting the road services in the outlying areas when they reviewed the budgets.

Chair Berkbigler asked that the flood issues be addressed at the next concurrent meeting.

Commissioner Hartung thought communication problems were not only happening in the County, but statewide. He suggested staff reach out to Nevada Department of Transportation (NDOT) to explore changes that could be made to communication system in an emergency event. He noted there was only a certain amount of staff and equipment available through NDOT and he did not know if there was a solution to the communication issue. He spoke of an event on Interstate 5, known as the Grapevine in California, where cars were buried in mud. He thought microbursts could happen anytime or anywhere and the events could be difficult to manage.

Commissioner Jung wanted staff to report the outcome of the meeting they had with the Truckee Meadows Flood Project Board. She thought it should be recognized that the weather patterns were changing and she wanted to know what was being done to prepare for the changes. She understood more microburst events were expected. In response to the comment from Lisa Nash, she stated during any emergency event, no one knew the entire situation and a communications team worked specifically to gather data. She noted that data was difficult to interpret and hard to communicate to citizens. She

also wanted Ms. Nash to know that they were working to enhance and improve the eight mile stretch of road from Gerlach to the Burning Man entrance.

Commissioner Lucey stated that Mr. Solaro and his department did a great job during the flood event. He mentioned there was a tremendous amount of destruction, not only in the North Valleys and surrounding areas, but in the South Valleys as well. He said when events such as flash flooding happened, they were catastrophic and unannounced. He indicated that during Hurricane Patricia, there was very little warning and trying to prepare for an event of that magnitude was very difficult. He thought they needed to continue to have conversations with members from all of the rural areas and noted any recommendations staff could bring back regarding culvert sizes and future plans would be welcome.

Commissioner Hartung asked Paul Lipparelli, Legal Counsel, to review the process for the sales taxes that the flood project received. Mr. Lipparelli stated the revenues that were used to fund the local share of the Truckee River Flood Project (TRFP), came from a sales tax that was authorized by the Legislature, which had historically been devoted strictly to the TRFP. He said to change the use of the funds would involve discussions with the regional partners who were counting on the revenue for the unique Truckee River problem. He noted it was not that the funds could not be used in another way, but to change the use would require extensive regional cooperation.

Chair Berkbigler found it interesting that the TRFP Board voted down a tax that would have been paid by the citizens of Lemmon Valley.

Commissioner Jung understood that the TRFP had quite a large surplus each year and she wondered if there was a way for the Board to get involved. She wondered about the possibility of either eliminating the \$0.08 sales tax that was dedicated to the flood project or transforming the fund into something that could be used for schools or natural disasters. She asked staff to bring back a recommendation and the legal authority that would allow a change to be made.

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

15-0939 **AGENDA ITEM 14** Request by the County Manager's Office through the Washoe County Clerk pursuant to WCC 2.030 for possible action by the Board of County Commissioners to initiate proceedings to amend Washoe County Code Chapter 25 (Business License Ordinance) concerning Medical Marijuana Establishments as follows: To establish a process for a medical marijuana establishment to request a public hearing before the Board to move to a new location from their State approved location and for the Board to act upon such a request; to provide for cost recovery by County agencies for inspections and other related tasks for medical marijuana establishments; to amend the Medical Marijuana Establishment section into multiple sections related to specific regulations and topics; to modify the distance measurements from a medical

marijuana establishment to schools and/or community facilities to match State Law distance measurements; to clarify application requirements for medical marijuana establishment business licenses; to establish the content of the required disposal plan for medical marijuana establishments; to establish a process for the renewal, denial, revocation or suspension of medical marijuana establishment registration cards; to provide for other matters properly related thereto; and, to 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. (All Commission Districts.)

Assistant County Manager Kevin Schiller stated this item was for the Clerk to initiate proceedings to amend the Code related to the legislative and regulatory changes that were presented in the last Legislative session. In addition, there were matters related to medical marijuana establishment (MME) business license applications and the Code. He stated there had been considerable discussions in various areas that could be explored as the Code was drafted.

Commissioner Lucey asked if it had been identified how much sales tax the State was going to collect from the sale of the product. He wanted to know where the money was going, if it was going to a specified fund or the general fund for the State, if it was going to be distributed to the specific counties that were participating in the medical marijuana process or if it would be distributed to all 17 counties. He wanted to have a better understanding of the process and the collection of fees.

Mr. Schiller replied that the revenue would go into the State General Fund. He thought there was nothing specific that would tie the collected fees back to the participating counties. He mentioned they were tracking information about pre-implementation and post-implementation costs in order to advocate for the funds to be directed back to the County. He was uncertain whether the process would prove to be equitable from a revenue and expense perspective and stated they were still reviewing the fees.

Commissioner Hartung agreed that it was imperative for the County to recover the costs. He mentioned the havoc that had been created from the Mount Rose Highway issue.

Chair Berkgigler stated her concerns regarding safety issues with the MMEs. She asked Mr. Schiller to consider safety requirements while he was drafting the regulations. She mentioned it was brought to her attention that one of the proposed MME locations in Incline Village was in a two-story strip mall. She indicated the proposed MME would be on the lower level with a facility for student training on the second level. She did not know if there was an odor factor in an MME, but she was concerned that the odor could seep up to the upper story and affect the children. She said the same strip mall included an Ice cream store and a toy store. She did not want MMEs located near where children would be frequenting. She asked staff to research what could be done regarding

additional safety and the proximity to children. She also wanted staff to investigate the legal aspect of prohibiting an existing MME from automatically being included in the sale of recreational marijuana, if it passed legislation.

Mr. Schiller clarified that 75 percent of the sales tax collected would go to the General Fund, and 25 percent would go to the State Health District.

Chair Berkbigler thought splitting the collected taxes with the 13 counties that were not participating in medical marijuana and MMEs was not right. She stated staff should consider the issue for the next legislative session. She noted the other counties would reap the benefit of the County's hard work related to the MMEs.

Commissioner Lucey agreed with Chair Berkbigler and stated that the tax plan that was initiated in the last legislative session would not benefit any construction or new schools; it would only go to programs within the current education program. He stated if 75 percent of the tax collected was going to schools, it could benefit the County tremendously considering the impact of new economic development within the area. He said he knew the State would maintain the records for the sale, transfer and production of edible medical marijuana, but wanted to ensure the County would receive copies of them or could inspect them.

Mr. Schiller stated it was his understanding that the County would receive a copy of the records, but it had not happened yet. He said the Nevada State Division of Health was dedicated to running the medical marijuana program through the regulatory process. He thought if there were complaints it would be obvious that staff would need to reach out to the State for resolution. He noted they had regular meetings with the State to discuss local issues. He stated he would bring up the issues the Board discussed during the next meeting.

Commissioner Lucey thought the funds should be automatically distributed to not only the State but to the County as well. He stated instead of being retroactive on the issue, they were trying to be proactive.

There was no public comment on this item.

On motion by Commissioner Jung, seconded by Commissioner Hartung, which motion duly carried, it was ordered to initiate proceedings to amend Washoe County Code Chapter 25 (Business License Ordinance) and to include the suggestions made by the Board.

15-0940 **AGENDA ITEM 12** Update and acknowledgement of the Washoe County FY16-18 Strategic Plan, including status of first quarter Fiscal Year 2015-16 goals and initiatives [No fiscal impact]. (All Commission Districts.)

Al Rogers, Management Services Director, conducted a PowerPoint presentation regarding the first quarter of fiscal year 2016 update to the Strategic Plan, which was placed on file with the Clerk. Mr. Rogers reviewed each of the goals and priorities, which consisted of economic impacts, a rising senior population, community safety, medical marijuana impacts, working as a team, and simplifying workflows. He said the Board would be updated on the goals and priorities regularly and he indicated that the next update would be on January 26, 2016. He highlighted that none of the priorities were critical at this time and he welcomed any feedback and comments from the Board. A handout was provided which was also placed on file with the Clerk.

John Slaughter recognized this was the first time a strategic plan had achieved 100 percent participation by the departments and the Board since he had been in his role.

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

1:04 p.m. The Board recessed.

3:00 p.m. The Board reconvened with all members present.

15-0941 **AGENDA ITEM 15** Hearing, discussion, and possible action on Case No. AX15-003 (Barry and Lori Nudelman), an appeal of the Board of Adjustment's decision to deny Variance Case No. VA15-004, which requested a reduction of the required front yard setback from 20 feet to 3 feet (inclusive of the roof overhang if approved) to allow for the construction of a covered entry way on the existing house at 557 Dale Drive in the Incline Village/Crystal Bay area. The Board of County Commissioners may take action to confirm the Board of Adjustment's denial; reverse the Board of Adjustment's denial and issue the Variance; or modify the Variance's Conditions and issue the Variance. Community Services. (Commission District 1.)

The Chair opened the public hearing by calling on anyone wishing to speak for or against Case No. AX15-003.

Eva Krause, Planning and Development, conducted a PowerPoint presentation regarding the Board of Adjustment's Variance Case No. VA15-004. She reviewed the presentation, which included maps and photos that depicted the location of the house on the property. She explained that the decision to deny the variance was due to the small amount of distance the structure would be from the road, creating a possible danger to the home during the winter snow removal months.

Commissioner Hartung asked Dave Solaro whether the building was too close to the road since it was located 12-feet from the street. Mr. Solaro stated the changes to the entry would bring the roofline overhang to within three feet of the road, which could result in damage to the building during snow removal efforts. He indicated

there was a waiver that the homeowners could sign that would eliminate the County's responsibility for any damages.

Commissioner Herman asked if there were there other homes in the area that were in the same predicament. Chair Berkgigler replied there were a number of variances in the area.

Mr. Lipparelli stated if the Board decided to overturn the Board of Adjustment's decision, they would need to make a finding of a special circumstance. He suggested the motion should reflect the different findings and include the evidence that those findings were based on. He asked for confirmation that the information the Chair was given about the existence of other setback intrusions in the same community was not her personal opinion, but was information given to her by staff.

Eva Krause stated the information that was referred to by the Chair was contained in an email which she was copied on and that it was not included in the staff report.

There was no public comment on this item.

3:15 p.m. The Board recessed.

3:17 p.m. The Board reconvened with all members present.

On motion by Commissioner Hartung, seconded by Commissioner Lucey, which motion duly carried, it was ordered to overturn the Board of Adjustment's denial based on the special circumstance of the placement of the house on the property and with the findings that no special privileges were being granted, the use was authorized, and there was no effect on a military installation.

15-0942 **AGENDA ITEM 16** Master Plan Amendment Case No. MPA15-001 and Regulatory Zone Amendment Case No. RZA15-001 – Hearing, discussion, and possible action to approve (1) an amendment to Sun Valley Area Plan Policy SUN.1.3 (a part of the Master Plan) to allow the Medium Density Urban (MDU) Regulatory Zone in the Sun Valley Suburban Character Management Area; (2) an amendment to the Sun Valley Master Plan Map, changing the Master Plan Category from Suburban Residential (SR) to Urban Residential (UR) on the subject parcel addressed as 5100 W. First Avenue, Sun Valley (APN: 085-820-31); and (3) an amendment to the Sun Valley Regulatory Zone Map, changing the Regulatory Zone from Public/Semi-Public Facilities (PSP) to Medium Density Urban (MDU) subject to the adoption of Master Plan Amendment Case No. MPA15-001. And if approved, authorize the Chair to sign the resolutions to adopt the amendments to the Sun Valley Area Plan after a determination of conformance with the Truckee Meadows

Regional Plan by the Truckee Meadows Regional Planning Commission. Community Services. (Commission District 3.)

The Chair opened the public hearing by calling on anyone wishing to speak for or against Master Plan Amendment Case No. MPA15-001 and Regulatory Zone Amendment Case No RZA15-001.

Vicky Maltman stated she did not think any changes needed to be made. She mentioned the residents would like to have more information.

Commissioner Herman thought this item should have been discussed at the Sun Valley Community Advisory Board (CAB) Meeting.

Grace Sannazzaro, Planning and Development, stated there was not enough time to fit this item into the schedule for the Sun Valley CAB meeting. She mentioned there had been a neighborhood meeting and only six people attended. The concerns that were voiced included the number of units and that it would be low-income housing. She said the applicant stated there were no plans to make this low-income housing, but there were no regulations against making it a Housing and Urban Development (HUD) housing facility.

On motion by Commissioner Jung, seconded by Commissioner Hartung, which motion duly carried, it was ordered that Agenda Item 16 be approved and authorized. The Resolutions for same are attached hereto and made a part of the minutes thereof.

15-0943 **AGENDA ITEM 17** Second reading and possible adoption of an ordinance amending the Washoe County Code at Chapter 110 (Development Code) within Article 306, Accessory Uses and Structures, at Section 110.306.10, Detached Accessory Structures, to clarify when a building permit is required for a cargo container; at Section 110.306.35, Outdoor Storage/Outdoor Display, for the definition of a commercial vehicle and for exceptions to commercial vehicle storage; within Article 310, Temporary Uses and Structures, at Section 110.310.35, Mobile Homes, Manufactured Homes, Travel Trailers, Commercial Coaches and Recreational Vehicles, to change the name of storage containers to cargo containers to match regulations within Article 306 and to refine regulations concerning temporary contractor or owner-builder portable containers; and, to update these sections within both Article 306 and Article 310 to reflect the current organization of the Community Services Department and the Health District's name. Recommendations include other matters properly relating thereto. (Bill No. 1749) Community Services. (All Commission Districts.)

The Chair opened the public hearing by calling on anyone wishing to speak for or against adoption of said Ordinance.

Jan Galassini, Chief Deputy County Clerk, read the title for Ordinance No. 1567, Bill No. 1749.

Commissioner Hartung wanted the history about the permit process and stated he did not want it to be cost prohibitive especially on large parcels of property.

Bob Webb, Planning Manager, provided clarification regarding the modifications to the Washoe County Code. He explained the changes for future-placed permanent cargo containers would include; the minimum size would change from 120 square feet to 200 square feet; any cargo container larger than the minimum size would require a building permit; and a change to the definition of a concrete truck. He indicated the changes would also allow commercial vehicles, specifically construction-type vehicles, to be stored and used on a property in conjunction with a building permit. He noted the current Code did not allow commercial vehicles to be stored on any residential property. He stated another change would involve the usage of words such as trailer and portable storage containers, when referring to temporary cargo containers. He stated this change would define the terms and clarify some of the language in the Code.

Mr. Webb responded to concerns raised by Commissioner Hartung by providing the history behind the cargo containers and the permitting process. He stated prior to 1997, there were no cargo containers or storage containers allowed on any residential properties because it was not addressed in Code. He said in 1997 it was realized that there were building permits being issued for railroad cars and semi-trailers with the wheels removed to be placed on a permanent foundations on residential properties. In 2009, he stated if a resident wanted to have a permanent cargo container on a property, 15 standards needed to be met for approval. He indicated some of the standards did not apply to all areas, all sized properties or to zoning regulations, but if the container was over a certain size, a building permit was required. He noted the Code stated a temporary cargo container placement would be allowed for a maximum of 60-days without a building permit. A temporary cargo container could be placed in conjunction with a building permit if it was used while building or remodeling.

Commissioner Lucey thanked Mr. Webb for the clarification of the difference between a permanent and temporary cargo container. He stated the issue was brought forward because of complaints he received regarding the temporary Conex boxes that the contractors carried their supplies and equipment in while doing construction. He noted that staff had done a good job cleaning up this Ordinance.

Commissioner Hartung thought there needed to be additional clarification because the cargo containers were not a permanent structure; they were meant to be moved. He did not think that any of these types of containers were on permanent foundations because of that. He indicated if the Ordinance was adopted there would need to be direction to staff to revisit some of the issues.

Commissioner Lucey stated according to the prior code, the cargo containers had to be on permanent foundations. He indicated these changes were making it less incumbent for residents to use the cargo containers.

Commissioner Hartung stated he had no issue with making the Code less incumbent for the residents, but he was concerned about the permit process and the fees associated with the permit.

Mr. Webb stated most cargo containers were bigger than 200 square feet. He said for any cargo container, the cost was \$165 for the permit and the Health Department charged \$200 for the review of the permit. He noted this was for a container with no plumbing, electrical or mechanical items.

Paul Lipparelli, Legal Counsel, spoke in response to Commissioner Hartung's comment, and suggested he make a request for the issues to be revisited during the agenda item for Commissioner's Comments later in the meeting, otherwise the item would need to start the process over again to include the revisions.

Chair Berkgigler stated during the first reading there were issues and a lengthy discussion, during which Commissioner Hartung was not present.

On the call for public comment, the following individuals spoke regarding their opposition to the proposed amendment to the Washoe County Code at Chapter 110 (Development Code): Katherine Snedigar, Sharon Spencer, Robert Gunn, Zannifer Rolich, Charles Lieman, Thomas Prentice, Kathleen Davis, and Daniel William Phillips.

The above individuals' concerns included: the required fees for the building permits, it would be a financial hardship on most of the residents, the requirement to put the containers on foundations, and the area was considered agricultural property not urban property.

Michael Clark, Washoe County Assessor, stated he attended the CAB meeting in Palomino Valley regarding this issue. He stated the containers were never viewed as permanent property or real estate. He said they were considered personal property and were not assessed a value for tax purposes.

Commissioner Herman told a story about a resident in Palomino Valley who was constantly getting visits from the County for violations regarding the building materials on his property. She said he decided to purchase some storage containers to get the materials organized and out of site and he had not had another visit from the County since then. She thought Commissioner Lucey was doing a good thing for contractors by providing for temporary use, but she had an issue with the permit requirements for the people that had the containers on their property for 25 years.

Commissioner Hartung stated the current Code would require a building permit for any cargo container over 120 square feet and the proposed Code would change

that minimum to 200 square feet; however he did not think this would fix the problem. He agreed with the Chief Deputy Assessor that the containers should not be viewed as permanent structures.

Chair Berkgigler asked Mr. Webb about grandfathering in the units that were currently in use. She wondered how the residents would get a foundation under their containers that had been there for years. Mr. Webb replied there was no way to grandfather in something that was not governed by the Code, since the Code in 1997 did not mention containers, and between 1997 and 2009 they were required to be on a foundation. He said each container would have to comply with the Code that was in effect when it was placed on the property. He said that depending on the placement of the container, it might require tie-downs but not a foundation. Chair Berkgigler stated she had a problem with requiring a building permit for something that was not a building and was personal property. Mr. Webb stated the permit was not for the building of the structure, but to ensure it was placed on an appropriate area of the property. He indicated the building permit was considered a "site placement permit" and the Health Department needed to ensure the container was not placed over a septic system, over a well access or on an public or utility easement area. Chair Berkgigler questioned why the Health Department cared about people having a storage unit on the property. Kevin Dick, District Health Officer, stated the important issue was placement. He indicated the Health Department fees were not going to increase as the residents thought they were. Chair Berkgigler said if she understood the Assessor properly, they would not include the containers in the tax base, and she wondered why the Building and Health departments would be concerned with it.

Commissioner Hartung agreed with Chair Berkgigler. He thought the issue would not be easily fixed and he wanted staff to revisit the definition of a cargo container because he did not view it as a permanent structure.

Mr. Lipparelli stated the amendments could be approved, rejected, or sent back to the Planning Commission with the recommendation for modifications.

Dave Solaro, Public Works Director, stated that building permits were governed by Chapter 100 of the Code. He indicated the changes proposed pertained to Chapter 110.

Commissioner Lucey indicated the changes would affect temporary storage units, not permanent storage units. He said the discussions had been going on for some time and this was the second reading with the changes that were decided in the past. He noted that the proposed changes were intended to clarify the Code. He reiterated the changes were only for temporary cargo containers being used for construction purposes and nothing more.

Chair Berkgigler concurred with Commissioner Lucey regarding the placement of temporary cargo units, but thought the proposed changes included the placement of permanent cargo containers also.

On motion by Commissioner Lucey, seconded by Commissioner Hartung, which motion duly carried, it was ordered that Ordinance No.1567, Bill No. 1749, be adopted, approved and published in accordance with NRS 244.100, with the finding that the Ordinance does not impose a direct and significant economic burden upon a business, nor does it directly restrict the formation, operation or expansion of a business. Further move to affirm the four findings of fact of the Washoe County Planning Commission made on September 1, 2015 as recorded within Resolution 15-16 and as attached to the staff report for this item.

15-0944 **AGENDA ITEM 18** Second reading and possible adoption of an ordinance amending the Washoe County Code at Chapter 110 (Development Code) at Article 422, Water and Sewer Resource Requirements, and at Article 706 as follows: To reflect changes required from the transfer of the water utility functions of the Washoe County Community Services Department to the Truckee Meadows Water Authority (TMWA); To delete Sections 110.422.30, Contracts for Water Rights and Water Facilities, 110.422.10, Water Resources, and 110.706.10, Southeast Truckee Meadows Specific Plan Impact Fee, in their entirety; To add a new Section 110.422.03, Definitions; To amend Section 110.422.00, Purpose, for water and sanitary resource requirements for development; To clarify in Section 110.422.01, Exceptions, that the resource requirements do not apply to the Tahoe Planning Area, areas within the TMWA service area, and to Developments within a General Improvement District (GID) which is receiving water and sanitary sewer service from said GID; To clarify in Section 110.422.05, Applicability, where within the County the resource requirements apply; To amend Sections 110.422.15, Water Rights Satisfaction, for resource requirements and water rights dedication or relinquishment requirements outside of TMWA's service area; To remove administrative and service fee requirements from Section 110.422.20, Authority to Utilize Dedicated Water Rights and Collect Administrative Fees; To clarify in Section 110.422.25, Water Facilities, the procedures to offer for dedication and to operate water delivery facilities; and To update the Article with the current Community Services Department organization language and remove references to the Department of Water Resources, Utility Services Division. Recommendations include other matters properly relating thereto. (Bill No. 1750) Community Services. (All Commission Districts.)

The Chair opened the public hearing by calling on anyone wishing to speak for or against adoption of said Ordinance. There being no response, the hearing was closed.

Jan Galassini, Chief Deputy County Clerk, read the title for Ordinance No. 1568, Bill No. 1750.

On motion by Commissioner Hartung, seconded by Commissioner Herman, which motion duly carried, it was ordered that Ordinance No.1568, Bill No. 1750, be adopted, approved and published in accordance with NRS 244.100, with the finding that the Ordinance makes relevant and appropriate amendments to the code to reflect elimination of the Southeast Truckee Meadows Specific Plan Impact Fee and to Water and Sewer Resource Requirements to reflect the merger of Washoe County water utility operations into TMWA water utility operation and provide for creation of PUC regulated water utility operation when appropriate. The motion included the finding that the Ordinance does not impose a direct and significant economic burden upon a business, nor does it directly restrict the formation, operation or expansion of a business. Further move to affirm the four findings of fact of the Washoe County Planning Commission made on September 1, 2015 as recorded within Resolution 15-17 and as attached to the staff report for this item.

15-0945 **AGENDA ITEM 19** 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.

There was not a closed session.

15-0946 **AGENDA ITEM 21** Public Comment.

On the call for public comment, Cathy Brandhorst spoke about matters of concern to herself.

15-0947 **AGENDA ITEM 22** Commissioners'/Managers announcements, reports/updates from County Commission members concerning various boards/commissions they may be a member of or liaison to. Requests for information, topics for future agendas 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 Hartung asked staff to go back and revisit the issue regarding calling the storage containers cargo containers. He thought they should be called detached accessory structures. He also wanted to have staff revisit the issue regarding the size of a container and the size of a parcel.

Commissioner Herman agreed with Commissioner Hartung and wanted the issue to be revisited.

* * * * *

4:40 p.m. There being no further business to discuss, on motion by Commissioner Hartung, seconded by Commissioner Herman, which motion duly carried, the meeting was adjourned.

MARSHA BERKBIGLER, Chair
Washoe County Commission

ATTEST:

NANCY PARENT, County Clerk and
Clerk of the Board of County Commissioners

*Minutes Prepared by:
Doni Gassaway, Deputy County Clerk*

INTERLOCAL TRAFFIC SIGNAL MAINTENANCE AGREEMENT BETWEEN CITY OF RENO AND WASHOE COUNTY

THIS INTERLOCAL TRAFFIC SIGNAL MAINTENANCE AGREEMENT made and entered into this ___ day of _____, 2015, by and between the CITY OF RENO, a municipal corporation, hereinafter called the CITY, and WASHOE COUNTY, a political subdivision organized and existing under and by virtue of the laws of the State of Nevada, hereinafter called the COUNTY;

WITNESSETH:

WHEREAS, NRS 277.180 provides that any one or more public agencies may 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, the City and the County are each a "public agency" in accordance with NRS 277.100; and

WHEREAS, it is the COUNTY'S desire to have the CITY provide traffic signal maintenance service for Washoe County traffic signals; and

WHEREAS, the CITY has the equipment and personnel to provide said traffic signal maintenance; and

WHEREAS, the parties previously entered into a five-year traffic-signal-maintenance agreement, dated August 25, 2010; and

NOW, THEREFORE, the CITY and the COUNTY, in consideration of the mutual covenants hereinafter set forth agree as follows:

The CITY agrees:

1. To provide 'REGULAR TRAFFIC SIGNAL MAINTENANCE SERVICES' as described in Exhibit A and in accordance with the Maintenance Management System Guidelines, attached as Exhibit D, during normal working hours; provide 'ADDITIONAL TRAFFIC SIGNAL SERVICES' during normal working hours when feasible and overtime hours when needed, to include, but are not limited to items listed in Exhibit A. The Washoe County traffic signals are listed in Exhibit B; signals may be added or deleted by written notification to the Reno Director of Public Works. Services rendered by the CITY shall not exceed a value of \$50,000 per contract year, unless otherwise agreed to in writing by the City's City Manager and the County's County Manager or through their respective designated representative.
2. To quarterly, on or about the tenth day of each quarter, provide the COUNTY with a quarterly bill intended to cover all 'REGULAR TRAFFIC SIGNAL MAINTENANCE SERVICES' and 'ADDITIONAL TRAFFIC SIGNAL SERVICES' for work provided during normal working hours and overtime hours according to the fee schedule (Exhibit C).

To annually, on or about February 1st of each year, provide the fee schedule (Exhibit C) for the next budget year, per City's actual operating cost increases for wages, benefits, equipment, fuel etc.

15-0920

3. To provide monthly documentation of work performed on Washoe County signals, including Maintenance Management System Guidelines records and daily work reports completed by the employee performing work.

The COUNTY agrees:

1. This Agreement operates retroactively to July 1, 2015, the beginning of the fiscal year.
2. This Agreement replaces the traffic-signal-maintenance agreement between the COUNTY and CITY, dated August 25, 2010.
3. To investigate complaints relating to signal maintenance needs before relaying information to the CITY.
4. To make payments to the CITY within thirty (30) days of receipt of any billing provided by the CITY.
5. To order, pay for and provide the CITY with all materials and supplies requested by the CITY or determined necessary by the COUNTY and associated with traffic signal maintenance and repair, as provided for by this Agreement.
6. To notify the CITY of proposed new signal installations and to allow the CITY to review and comment on traffic signal design plans.

Both the CITY and the COUNTY agree:

1. That either party, via the CITY'S City Manager or the COUNTY'S County Manager or through their respective designated representative, may terminate this Agreement by giving written notice, sixty (60) days before such termination, to the other party.
2. That this Agreement shall be in effect for a period of five years from the date and year first written unless terminated pursuant to (1) above.
3. To develop, maintain and adjust, as needed, a protocol for call out of personnel including names, telephone numbers, and instructions for County Sheriff personnel and City dispatchers.
4. Subject to the limitations of Chapter 41 of NRS and any other applicable laws, and without waiving its statutory protections, the parties agree that each is responsible for any liability or loss that may be incurred as a result of any claim, demand, cost, or judgment made against that party arising from any negligent act by any of that party's employees, agents, or servants in connection with the performance of this Agreement.
5. The parties further agree to the extent allowed by law pursuant to Nevada Revised Statute chapter 41, to hold harmless, indemnify, and defend each other from any and all losses, liabilities, or expenses of any nature to the person or property of another to which each may be subjected as a result of any claim, demand, action or cause of action arising out of the negligent acts, errors, or omissions on the part of the employees, agents, or servants of the others.
6. That all communications/notices required pursuant to the Agreement shall be given as hereinafter provided, unless written notice of a new designee is sent certified or registered mail, to the other party, as follows:

COUNTY: Dave Solaro, P.E.
Community Services Director
1001 E. Ninth Street
Reno, Nevada 89512
(775) 328-3600

RENO: John Flansberg, P.E.
Public Works Director
P.O. Box 1900
Reno, Nevada 89505
(775) 334-2350

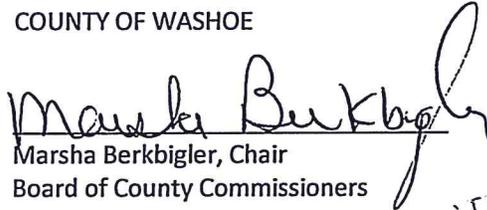
7. This Agreement contains the entire agreement of the parties with respect to the matters addressed herein. This Agreement may not be amended, nor may any of the terms, covenants, representations, warranties or conditions hereof be waived, except by a written instrument executed by the party against which such amendment is to be charged.
8. The only parties who may enforce this Agreement and any of the rights under this Agreement are the parties hereto

In Witness Whereof, the Parties have executed this Agreement as of the date and year appearing herein.

CITY OF RENO

COUNTY OF WASHOE

Hillary L. Schieve, Mayor


Marsha Berkbigler, Chair
Board of County Commissioners

ATTEST:

ATTEST:

Reno City Clerk


Nancy L. Parent
Washoe County Clerk



Approved as to Form:

Deputy City Attorney

Exhibit A

Traffic Signal Maintenance Services

Regular Traffic Signal Maintenance Services

- Signal Preventative Maintenance
- Cabinet/ground Preventative Maintenance
- Safety/Conflict Monitors
- General Signal Maintenance
- Illuminated Street Name Sign Maintenance

Additional Traffic Signal Services

Including but not limited to the following

- School Flasher Maintenance
- Signal Response Pedestrian Signal Repair
- Bench Repair
- Vehicle Detection
- Bulb Replace
- Signal Head Repair
- Cabinet Rehab/Construction
- New Signal Inspection
- USA Locates
- Limited Street Light Maintenance

Exhibit B

Washoe County Traffic Signals

Location

1. Arrowcreek Pkwy /Zolezzi Lane
2. Mt. Rose Hwy/Galena Fire Station
3. Mt. Rose Hwy/Thomas Creek Rd
4. Mt Rose Hwy/Wedge Pkwy
5. Pyramid Blvd/Eagle Canyon Dr
6. Pyramid/Blvd/Golden View
7. S.R. 28/Country Club Dr
8. S.R. 28/Crystal Bay
9. S.R. 28/Northwood Blvd/Southwood Blvd
- 10.S.R. 28/Village Blvd
- 11.Sun Valley Blvd/1st Ave
- 12.Sun Valley Blvd/2nd Ave
- 13.Sun Valley Blvd/4thAve
- 14.Sun Valley Blvd/5th Ave
- 15.Sun Valley Blvd/7thAve
- 16.Sun Valley Blvd/Dandini Blvd
- 17.Wedge Pkwy/Golden Gate Dr.

Exhibit C

Fee Schedule for FY 2015-2016

The charged rate shall be calculated using a 2.1 multiplier and the current wage rate. As of October 2015 the charged rates are as shown below.

Regular time hourly rate for Traffic Signal Mechanic	\$71.90
Regular time hourly rate for Traffic Signal Technician	\$79.25
Overtime hourly rate for Traffic Signal Mechanic	\$107.85
Overtime hourly rate for Traffic Signal Technician	\$118.88

Equipment per MaintStar charge rates.

Supplies and materials will be charged at cost

Exhibit D

ACTIVITY GUIDELINE
MAINTENANCE MANAGEMENT SYSTEM

City of Reno
Management Unit : 0000122 - SIGNALS

WORK ACTIVITY	PM T.SIGNAL	CODE	201
DESCRIPTION OF WORK			

Inspection and repair of overhead traffic signals following a preventative maintenance check list. Work may include repair or replacement of damaged or defective signal head components, cleaning of all reflectors and lenses, touch-up painting signal heads, inspection of poles, mast arms and associated hardware and relamping signal heads as necessary .

PLANNING/QUALITY	07/01	08/01	09/01	10/01	11/01	12/01	01/01	02/01	03/01	04/01	05/01	06/01
	8	8	9	9	9	9	9	8	9	8	7	8

Performed annually - following check list. - may be affected by weather.

RESOURCE REQUIREMENTS	WORK METHOD	CHECK POINTS
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Personnel	Qty
TRF SIG MECH	1.25
Equipment	Qty
BOOM TRUCK	1.00
Materials	Qty
SS LENS	1.0 EA
RAGS	2.0 PO
HAND HOLE CVR	0.1 EA
PULL BX LD 5	1.0 EA
PULL BOX 5	1.0 EA
BACKPLATE	1.0 EA

PRE-DEPARTURE
1. Ready supplies, equipment and perform CDL inspection check.

AT WORK SITE
2. Perform visual inspection. Record findings
3. Set up work zones, signs and cones.
4. Carry out maintenance and repair as per check list.
5. Clean up - vacate site.

END OF SHIFT
6. Document work. and signal guideline checklist (see attached)

- Observe traffic flow
- Appropriate personal protective equipment (PPE)
- Follow current NV Work Zone Traffic Control Handbook and MUTCD
- Move work zone signs/cones.

- Complete records

ESTIMATED INVENTORY	EFFECTIVE	SUPERCEDES
227.00 SIGNALS		
STORAGE DAILY PRODUCTION	APPROVAL	
1.50 INTSECT		

ACTIVITY GUIDELINE
MAINTENANCE MANAGEMENT SYSTEM

City of Reno
 Management Unit : 0000122 - SIGNALS

WORK ACTIVITY	CABINET PM	CODE	202
DESCRIPTION OF WORK			

Preventative maintenance for traffic signal cabinet. This includes cleaning of cabinet and its components, checking operation of signal and its components, and making repair as necessary. A detailed check list is followed to allow all components to be properly inspected and maintained.

PLANNING CRITERIA	07/01 07/31	08/01 08/31	09/01 09/30	10/01 10/31	11/01 11/30	12/01 12/31	01/01 01/31	02/01 02/29	03/01 03/31	04/01 04/30	05/01 05/31	06/01 06/30
	8	8	9	8	8	10	8	8	9	8	8	8

Perform semi-annually following checklist and includes one operational observation check to be conducted with at least four months between PM and operational check.. May be affected by weather.

RESOURCE REQUIREMENTS	WORK METHOD	CHECKPOINTS																										
<table border="0"> <tr> <td><i>Personnel</i></td> <td><i>Qty</i></td> </tr> <tr> <td>TRF SIG TECH</td> <td align="center">0.85</td> </tr> <tr> <td><i>Equipment</i></td> <td><i>Qty</i></td> </tr> <tr> <td>PICKUP/UTILITY TRUCK</td> <td align="center">1.00</td> </tr> <tr> <td>SHOP VAC</td> <td align="center">1.00</td> </tr> <tr> <td><i>Materials</i></td> <td><i>Qty</i></td> </tr> <tr> <td>RAGS</td> <td align="center">2.0 PO</td> </tr> <tr> <td>WIRE</td> <td align="center">1.0 FO</td> </tr> <tr> <td>CLEANING MTL</td> <td align="center">1.0 CA</td> </tr> <tr> <td>MIS NUTS&BOLT</td> <td align="center">5.0 EA</td> </tr> <tr> <td>AIR FILTER</td> <td align="center">1.0 EA</td> </tr> <tr> <td>HAND HOLE CVR</td> <td align="center">1.0 EA</td> </tr> <tr> <td>FLASHER-REG</td> <td align="center">1.0 EA</td> </tr> </table>	<i>Personnel</i>	<i>Qty</i>	TRF SIG TECH	0.85	<i>Equipment</i>	<i>Qty</i>	PICKUP/UTILITY TRUCK	1.00	SHOP VAC	1.00	<i>Materials</i>	<i>Qty</i>	RAGS	2.0 PO	WIRE	1.0 FO	CLEANING MTL	1.0 CA	MIS NUTS&BOLT	5.0 EA	AIR FILTER	1.0 EA	HAND HOLE CVR	1.0 EA	FLASHER-REG	1.0 EA	<p>PRE-DEPARTURE</p> <ol style="list-style-type: none"> Ready equipment and perform CDL inspection check. <p>AT WORK SITE</p> <ol style="list-style-type: none"> Perform visual inspection, record findings per check list. Set up work zone. Carry out maintenance and repair as per check list. Clean up and vacate site. <p>END OF SHIFT</p> <ol style="list-style-type: none"> Document work. Refuel Vehicles. 	<ul style="list-style-type: none"> -Observe operation and traffic flow -Follow current NV Work Zone Traffic Control Handbook and MUTCD -Follow Checklist - Appropriate PPE -Move work zone signs/cones <p>-Complete records</p>
<i>Personnel</i>	<i>Qty</i>																											
TRF SIG TECH	0.85																											
<i>Equipment</i>	<i>Qty</i>																											
PICKUP/UTILITY TRUCK	1.00																											
SHOP VAC	1.00																											
<i>Materials</i>	<i>Qty</i>																											
RAGS	2.0 PO																											
WIRE	1.0 FO																											
CLEANING MTL	1.0 CA																											
MIS NUTS&BOLT	5.0 EA																											
AIR FILTER	1.0 EA																											
HAND HOLE CVR	1.0 EA																											
FLASHER-REG	1.0 EA																											

MEASURE INVENTORY ITEM	EFFECTIVE	SUPERCEDES
227.00 SIGNALS		
AVERAGE DAILY PRODUCTION	APPROVAL	
6.00 CABINETS		

ACTIVITY GUIDELINE
MAINTENANCE MANAGEMENT SYSTEM

City of Reno
 Management Unit : 0000122 - SIGNALS

WORK ACTIVITY	SAFETY MONITOR	CODE	203
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DESCRIPTION OF WORK

Remove existing malfunction management unit from cabinet, exchange with a tested unit.
 Return removed unit to signal shop test bench and verify correct operation on test equipment.
 Download and document test results. Accomplishments include both the test (1) and the replacement (1).

PLANNING GUIDELINE	07/01	08/01	09/01	10/01	11/01	12/01	01/01	02/01	03/01	04/01	05/01	06/01
	07/31	08/31	09/30	10/31	11/30	12/31	01/31	02/29	03/31	04/30	05/31	06/30
	10	10	9	8	8	7	7	7	8	8	9	9

ITMS and ITE guidelines require MMUs be tested and results documented at least once a year.
 Accomplishment count = both test (1) and replacement (1) for a total of 2.

RESOURCE REQUIREMENTS	WORK METHOD	CHECKPOINTS
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<p><u>Personnel</u> Qty</p> <p>TRF SIG TECH 0.85</p> <hr/> <p><u>Equipment</u> Qty</p> <p>PICKUP/UTILITY TRUCK 1.00</p> <hr/> <p><u>Materials</u> Qty</p> <p>FLICT MONITOR 0.3 EA</p>	<p>PRE-DEPARTURE</p> <p>1. Stock truck with supplies and tested units .</p> <p>AT WORK SITE</p> <p>2. Place signal on flash</p> <p>3. Remove existing unit</p> <p>4. Exchange program card.</p> <p>5. Ensure copy of test inserted on document pocket</p> <p>6. Return to operation, observe correct operation.</p> <p>7. Set time in monitor and verify correct program card</p> <p>8. Clear existing fault log</p> <p>END OF SHIFT</p> <p>9. Document work.</p>	<p>- Appropriate PPE</p> <p>- Observe traffic flow</p>
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FEATURE INVENTORY ITEM	EFFECTIVE	SUPERCEDES
227.00 MONITORS		
AVERAGE DAILY PRODUCTION	APPROVAL	
14.00 MONITORS		

ACTIVITY GUIDELINE MAINTENANCE MANAGEMENT SYSTEM

City of Reno
Management Unit : 0000122 - SIGNALS

WORK ACTIVITY	SCH FLSH MAINT	CODE	205
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DESCRIPTION OF WORK

All work associated with the timing of school flasher signals (as supplied on list by School District) -- setting operation days & times, programming "off" days (school holidays), changing clock batteries, checking signal alignment and testing operation to insure proper timing of signals and control of vehicle speed in school zones.

PLANNING CRITERIA	10/7/01	10/8/01	10/9/01	10/10/01	11/1/01	11/20/01	01/1/01	02/7/01	03/10/01	04/1/01	05/01	06/1/01
	10/13/01	10/13/01	10/20/01	10/27/01	11/13/01	12/13/01	01/13/01	02/29	03/13/01	04/13/01	05/13/01	06/13/01
	22	32	0	0	0	0	0	0	0	0	20	26

Performed twice a year prior to school terms ,or as required due to schedule changes or signal malfunctions.

RESOURCE REQUIREMENTS	WORK METHOD	CHECK POINTS
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Personnel		Qty
TRF SIG MECH		1.25
Equipment		Qty
BOOM TRUCK		0.50
PICKUP/UTILITY TRUCK		0.50
Materials		Qty
9V BATTERIES	7.0 EA	
GLASS LENS	7.0 EA	
RAGS	1.0 PO	
SIGNAL BULBS	17.0 EA	
WINDOW CLEANR (TRAI	1.0 GA	
USA PAINT	2.0 EA	
REFLECTOR	3.0 EA	

- PRE-DEPARTURE**
1. Ready equipment and perform CDL inspection check.
 2. Determine route
- AT WORK SITE**
3. Remove battery - kill power.
 4. Install new battery.
 5. Reset clock and programs.
 6. Set current time, day, month and year.
 7. Set on/off holiday schedule.
 8. Review program.
 9. Test override.
 10. Set to normal.
 11. Cleaning, bulb change
- END OF SHIFT**
12. Document work.

- Produce schedule list for different zones
- Check for available AC power
- Check fuse
- Traffic Control.
- Appropriate PPE.
- Check operation of flasher and lights.

FEATURE INVENTORY ITEM	EFFECTIVE	SUPP REIDES
43.00 LOCATION:		
AVERAGE DAILY PRODUCTION	APPROVAL	
1.30 LOCATION:		

ACTIVITY GUIDELINE MAINTENANCE MANAGEMENT SYSTEM

City of Reno
Management Unit : 0000122 - SIGNALS

WORK CLASS	INTERC CABLE	CODE	206
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DESCRIPTION OF WORK

All work associated with maintaining communications on City owned interconnect cables between City Hall Traffic Signal Control computer and 150 traffic signals. Additionally, work includes maintenance and communications over 8 leased telephone/data lines to 30 traffic signals. Includes testing, diagnosis, replacement of cable and verify operation of wireless communication.

PLANNING CRITERIA	01/01	08/31	09/01	10/01	11/01	12/31	01/01	02/01	03/01	04/01	05/01	06/01
	07/31	08/31	09/30	10/31	11/30	12/31	01/31	02/29	03/31	04/30	05/31	06/30
	7	7	7	7	7	12	12	8	8	8	9	8

Communications problems are reported and logged by the computer system. City has 3 cables, 25 pair, 18 pair and 12 pair branching throughout the City.

RESOURCE REQUIREMENTS	WORK METHOD	CHECK POINTS
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<u>Personnel</u>		<u>Qty</u>
TRF SIG MECH		1.50
TRF SIG TECH		0.50
<u>Equipment</u>		<u>Qty</u>
P/OM TRUCK		0.05
C/UP/UTILITY TRUCK		0.95
<u>Materials</u>		<u>Qty</u>
CABLE	100.0 FO	
SPLICE KIT	5.0 EA	
TAPE	2.0 RO	
TERMINAL LUGS	10.0 EA	

- Pre-Departure**
1. Ready equipment and perform CDL inspection as required
 2. Determine shop/field fault.
 3. Signal/no signal/hum.
 4. Connect signal generator to line.
 5. Load equipment.
- AT WORK SITE**
6. Track signal along route.
 7. Check signal at destination.
 8. Trace line back to source. Break as required to determine fault direction.
 9. Find fault.
 10. Repair as required/resplice/ replace cable/find spot where contractor dug up and change pair.
- END OF SHIFT**
12. Document work.

- Traffic Control
- Appropriate PPE
- Copy of interconnect cable wire plan
- Load test equipment and materials
- Hook up shop test equipment
- Determine repair/replacement complete/clean signal
- Return to shop
- Put intersections back on line
- Complete records

FEATURE INVENTORY ITEM	QUANTITY	DESCRIPTION	SURCED IS
50.00 CBL MILE			
DRAG DAILY PRODUCTION		APPROVAL	
12.00 LABOR HR			

ACTIVITY GUIDELINE MAINTENANCE MANAGEMENT SYSTEM

City of Reno
Management Unit : 0000122 - SIGNALS

WORK ACTIVITY	VMS 330 SYSTEM MAINT	CODE	208
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DESCRIPTION OF WORK

Enter or modify system parameters as directed by traffic engineering. Check daily for system problems and traffic signal malfunctions reported by the system. Monitor system for proper operation. Generate monthly operation log report. Generate system reports as required. Reload system software when required, backup system parameters monthly. Troubleshoot system failures. Check ITMS.

PLANNING CRITERIA	07/01	08/01	09/01	10/01	11/01	12/01	01/01	02/01	03/01	04/01	05/01	06/01
	07/31	08/31	09/30	10/31	11/30	12/31	01/31	02/29	03/31	04/30	05/31	06/30
	8	8	9	7	8	9	8	8	9	9	8	9

This work is performed routinely on a daily basis.

RESOURCE REQUIREMENTS	WORK METHOD	CHECKPOINTS
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<u>Personnel</u>	<u>Qty</u>
TRF SIG TECH	0.85

1. Check system operation by access with monitor or keyboard.
2. Check system alarms and print reports.
3. Enter timing and data for signals with keyboard or monitor.
4. Use tape drive and floppy discs as required to back up system.
5. Change out system components as required, repair, exchange or send for repair of failed components. □ - Consult system manuals.

- Check help files.
- Monitor system reports and displays.
- Monitor system alarms.
- Communicate with Engineer

FEATURE INVENTORY ITEM	REACTIVE	SUPERCEDES
181.00 SIGNALS		
AVERAGE DAILY PRODUCTION	APPROVAL	
8.00 LABOR HR		

ACTIVITY GUIDELINE
MAINTENANCE MANAGEMENT SYSTEM

City of Reno
 Management Unit : 0000122 - SIGNALS

WORK CENTER	PED SIGNAL REPAIR	CODE	240
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DESCRIPTION OF WORK

All work required to maintain, repair, modify and/or replace malfunctioning pedestrian signals, indications and buttons to insure that pedestrian movement is safely controlled and coordinated.

PLANNING CRITERIA	07/01	08/01	09/01	10/01	11/01	12/01	01/01	02/01	03/01	04/01	05/01	06/01
	07/31	08/31	09/30	10/31	11/30	12/31	01/31	02/29	03/31	04/30	05/31	06/30
	8	8	9	8	9	9	7	8	10	10	7	7

Performed as required in response to service requests and/or as needed

RESOURCE REQUIREMENTS	WORK METHOD	CHECKPOINTS
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Personnel	Qty
TRF SIG MECH	1.25
TRF SIG TECH	0.20
Equipment	Qty
VAN	1.00
Materials	Qty
NS CONVERT KT	4.0 EA
FUSES	1.0 EA
MODULE	7.0 EA
LUBRICANT	1.0 CA
WIRE	4.0 FO
PED BUTTON	0.3 EA
PED DIR SIG	0.3 EA

PRE-DEPARTURE
 1. Ready equipment and perform CDL inspection
 2. Receive request
 3. Proceed to intersection.

AT WORK SITE
 4. Determine which head has problem.
 5. Replace or repair module, install conversion kit or repair button.
 6. Check sign plates, egg crates, visors & alignment.
 7. Check operation.

END OF SHIFT
 8. Document work.

- Traffic Control
- Appropriate PPE
- Check for voltage
- Check buttons
- Check fuses and wiring
- Check signal components

FEATURE INVENTORY ITEM	PRICE/TIME	SUPERCODES
1758 4616.00 EACH		
AVERAGE DAILY PRODUCTION	APPROVAL	
7.00 PED SIGNA		

ACTIVITY GUIDELINE MAINTENANCE MANAGEMENT SYSTEM

City of Reno
Management Unit : 0000122 - SIGNALS

WORK ACTIVITY	BENCH REPAIR	CODE	241
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DESCRIPTION OF WORK

All work required to troubleshoot and repair faulty electronic traffic signal components, such as; signal controllers, safety monitors; opticom detectors, vehicle detectors, modems, power supplies and other related components.
Also includes equipment testing, new evaluation and repair.

PLANNING CRITERIA	07/01	08/01	09/01	10/01	11/01	12/01	01/01	02/01	03/01	04/01	05/01	06/01
	07/31	08/31	09/30	10/31	11/30	12/31	01/31	02/29	03/31	04/30	05/31	06/30
	10	10	8	9	8	7	7	7	8	8	9	9

Performed as required.

RESOURCE REQUIREMENTS	WORK METHOD	CHECKPOINTS
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<u>Personnel</u>	<u>Qty</u>
TRF SIG TECH	0.85

AT BENCH

1. Determine problem/trouble type.
2. Troubleshoot.
3. Make repairs.
4. Run equipment for extended period.
5. Sign off/log in computer - if applicable.
6. Return warranty items for repair.
7. Document work.

- ID tag
- Manufacturer's manuals schematics
- Determine operating correctly
- Check under temp extremes
- Sign off
- Return to stock

FEATURE INVENTORY ITEM	EFFECTIVE	SUPERCEDES
227.00 EACH		
AVERAGE DAILY PRODUCTION	APPROVAL	
9.00 LABOR HR		

ACTIVITY GUIDELINE

MAINTENANCE MANAGEMENT SYSTEM

City of Reno
Management Unit : 0000122 - SIGNALS

WORK ACTIVITY	LOOP/DETECTION MAINT	CODE	242
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DESCRIPTION OF WORK

All work required to diagnose maintain and/or repair traffic detector loop malfunctions. Activity is performed to insure proper detection loop operation and safely control traffic movement at intersections.

PLANNING GRID/RIA	07/01	08/01	09/01	10/01	11/01	12/01	01/01	02/01	03/01	04/01	05/01	06/01
	07/31	08/31	09/30	10/31	11/30	12/31	01/31	02/29	03/31	04/30	05/31	06/30
	8	8	9	8	8	9	8	8	9	8	8	9

Performed as required in response to service requests or as needed.

RESOURCE REQUIREMENTS	WORK METHOD	CHECKPOINTS
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<p><u>Personnel</u> <u>Qty</u></p> <p>TRF SIG MECH 1.50</p> <p>TRF SIG TECH 0.40</p> <hr/> <p><u>Equipment</u> <u>Qty</u></p> <p>PICKUP/UTILITY TRUCK 1.00</p> <hr/> <p><u>Materials</u> <u>Qty</u></p> <p>AMPLIFIER 0.1 EA</p> <p>CABLE 4.0 FO</p> <p>NUTS/LUGS 10.0 EA</p> <p>SEALING PACS 2.0 EA</p> <p>WIRE NUTS 5.0 EA</p>	<p>PRE-DEPARTURE</p> <ol style="list-style-type: none"> 1. Ready equipment and perform CDL inspection 2. Travel to work site. <p>AT WORK SITE</p> <ol style="list-style-type: none"> 3. Determine if there is a detector problem. 4. Test amplifier and controller cabinet or field problem. 5. Remove loop lead and test. 6. Test loop lead in. 7. Check splices. 8. Re-hook good loops and adjust timing. 9. Reset Amp. <p>END OF SHIFT</p> <ol style="list-style-type: none"> 10. Document work. 	<ul style="list-style-type: none"> - Traffic Control - Appropriate PPE - Check connections - Check ground or open - Check street condition for signs of damage or failure - Observe operation
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FEATURE INVENTORY ITEM	EFFECTIVE	SUPERCEDES
6210.00 LOOPS		
AVERAGE DAILY PRODUCTION	APPROVAL	
9.00 LABOR HR		

ACTIVITY GUIDELINE
MAINTENANCE MANAGEMENT SYSTEM

City of Reno
 Management Unit : 0000122 - SIGNALS

WORK ACTIVITY	VIDEO MICR DETECTORS	CODE	243
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DESCRIPTION OF WORK

All work required to diagnose, maintain and/or repair video/microwave detectors. Activity is performed to ensure safe operation and safety control traffic movement at intersections.

PLANNING CRITERIA	07/01	08/01	09/01	10/01	11/01	12/01	01/01	02/01	03/01	04/01	05/01	06/01
	07/31	08/31	09/30	10/31	11/30	12/31	01/31	02/29	03/31	04/30	05/31	06/30
	9	9	9	8	8	8	6	6	10	9	9	9

Performed as required in response to service requests or as needed.

RESOURCE REQUIREMENTS	WORK METHOD	CHECK POINTS
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<u>Personnel</u>	<u>Qty</u>
TRF SIG MECH	1.75
TRF SIG TECH	0.40
<u>Equipment</u>	<u>Qty</u>
ROOM TRUCK	1.00
IPRESSOR	1.00
CONCRETE SAW	1.00
PICKUP/UTILITY TRUCK	1.50
<u>Materials</u>	<u>Qty</u>
LOOP WIRE	500.0 FO
SEALANT (LOOPS)	24.0 PO

- PRE-DEPARTURE**
1. Ready equipment and perform CDL inspection
 2. Travel to work stie
- AT WORK SITE**
3. Connect lap top as required.
 4. Connect video monitor as required.
 5. Analyze problem and observe operation
 6. Check programming
 7. Change as needed.
- END OF SHIFT**
8. Document work.

- Traffic Control
- Appropriate PPE
- Check connections
- Observe operation

FEATURE INVENTORY ITEM	EFFECTIVE	SUPERCEDES
39.00 INTSECT		
AVERAGE DAILY PRODUCTION	APPROVAL	
10.00 LABOR HR		

ACTIVITY GUIDELINE
MAINTENANCE MANAGEMENT SYSTEM

City of Reno
 Management Unit : 0000122 - SIGNALS

WORK ACTIVITY	LED REPLACE	CODE	245
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DESCRIPTION OF WORK

All work required to replace LEDs as needed.

PLANNING CRITERIA	07/01	08/01	09/01	10/01	11/01	12/01	01/01	02/01	03/01	04/01	05/01	06/01
	07/31	08/31	09/30	10/31	11/30	12/31	01/31	02/29	03/31	04/30	05/31	06/30
	7	8	9	10	9	9	8	8	9	8	8	7

Performed as needed.

RESOURCE REQUIREMENTS	WORK METHOD	CHECK POINTS
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<p><u>Personnel</u> Qty</p> <p>TRF SIG MECH 1.25</p> <hr/> <p><u>Equipment</u> Qty</p> <p>BOOM TRUCK 1.00</p> <hr/> <p><u>Materials</u> Qty</p> <p>.L LAMP LED 11.0 EA</p>	<p>PRE-DEPARTURE</p> <ol style="list-style-type: none"> 1. Ready and perform CDL inspection check. 2. Pick up boom truck. 3. Load LEDs <p>AT WORK SITE</p> <ol style="list-style-type: none"> 4. Replace LED <p>END OF SHIFT</p> <ol style="list-style-type: none"> 5. Document work 	<p>- Appropriate PPE</p> <p>- Follow current NV Work Zone Traffic Control Handbook and MUTCD</p> <ul style="list-style-type: none"> - Check head alignment and tightness. - Check backplate for looseness
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FEATURE IN NEW SYSTEM	EFFECTIVE	SUPERCEDES
3000.00 EACH		
AVERAGE DAILY PRODUCTION	APPROVAL	
15.00 LEDS		

ACTIVITY GUIDELINE
MAINTENANCE MANAGEMENT SYSTEM

City of Reno
 Management Unit : 0000122 - SIGNALS

WORK ACTIVITY	SIGNAL HEAD REPAIR	CODE	247
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DESCRIPTION OF WORK

All work required to change lenses, visors, back plates, sockets, internal wires, alignment, frame to assure proper operation of traffic signal.

PLANNING CRITERIA	07/07	08/04	09/01	10/01	11/01	12/01	01/01	02/01	03/01	04/01	05/01	06/01
	07/31	08/31	09/30	10/31	11/30	12/31	01/31	02/29	03/31	04/30	05/31	06/30
	8	8	9	8	8	9	7	8	9	8	8	10

Work is performed as needed.

RESOURCE REQUIREMENTS	WORK METHOD	CHECKPOINTS
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<p><u>Personnel</u> Qty</p> <p>TRF SIG MECH 1.75</p> <hr/> <p><u>Equipment</u> Qty</p> <p>BOOM TRUCK 0.75</p> <p>PICKUP/UTILITY TRUCK 0.25</p> <hr/> <p><u>Materials</u> Qty</p> <p>DOG HOUSE SIGNAL HE 2.0 EA</p>	<p>PRE-DEPARTURE</p> <p>1. Pick up boom truck and perform CDL inspection</p> <p>AT WORK SITE</p> <p>2. Set up work zone</p> <p>3. Perform repair as needed.</p> <p>END OF SHIFT</p> <p>4. Document work.</p>	<p>- Appropriate PPE</p> <p>- Follow current NV Work Zone Traffic Control Handbook and MUTCD</p>
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FEATURE INVENTORY ITEM	EFFECTIVE	SUPERCEDES
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3000.00 SIGNAL HD

AVERAGE DAILY PRODUCTION	APPROVAL
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5.00 SIGNAL HD

ACTIVITY GUIDELINE
MAINTENANCE MANAGEMENT SYSTEM

City of Reno
 Management Unit : 0000122 - SIGNALS

WORK ACTIVITY	ILLUM STREET SIGNS	CODE	253
DESCRIPTION OF WORK			

Maintenance and repair of illuminated street signs. Work may include replacement of bulbs, ballasts, fuses, wiring, missing or damaged name panels and checking sign mounting hardware. This effort insures proper direction to motorists and pedestrians.

PLANNING CRITERIA	07/01	08/01	09/01	10/01	11/01	12/01	01/01	02/01	03/01	04/01	05/01	06/01
	07/31	08/31	09/30	10/31	11/30	12/31	01/31	02/29	03/31	04/30	05/31	06/30
	10	10	9	8	8	7	7	7	8	8	9	9

Performed in response to service requests or as reported in street light quarterly survey. Signs include one way arrows and No left turn signs.

RESOURCE REQUIREMENTS		WORK METHOD	CHECKPOINTS
Personnel	Qty	PRE-DEPARTURE 1. Pick up boom truck and perform CDL inspection check. 2. Load materials. 3. Check requests & establish route. 4. Proceed to work location. AT WORK SITE 5. Setup work zone as needed. 6. Turn on override or cover photo control. 7. Replace bulbs. 8. Check panel thumb screws. 9. Check mounting and secureness of hardware. 10. Uncover photo control. END OF SHIFT 11. Document work.	- Set up route - Appropriate PPE - Follow current NV Work Zone Traffic Control Handbook and MUTCD - Check for incoming voltage. - Check fuses - Trouble shoot sockets and ballasts - Replace or repair as needed
TRF SIG MECH	1.00		
TRF SIG TECH	0.40		
Equipment	Qty		
BOOM TRUCK	1.00		
Materials	Qty		
BALLAST	1.0 EA		
FLOURES TUBES	20.0 EA		
PHOTOCELLS	2.0 EA		

FEATURE INVENTORY ITEM	EFFECTIVE	SUPERCEDES
100.00 SIGNS		
AVERAGE DAILY PRODUCTION	APPROVAL	
4.00 SIGNS		

RESOLUTION ON SUBGRANT OF
Continuum of Care Program Grant

WHEREAS, Washoe County through its Social Services Department been awarded the 2014 Continuum of Care Program Grant Agreement from the U.S. Department of Housing and Urban Development, Office of Community Planning and Development in the amount of \$113,171.00 in support of rental assistance and supportive services to qualified residents; and

WHEREAS, grant program requirements stipulate the County must match grant funds utilized for housing assistance with no less than twenty-five percent (25%) of funds or in-kind contributions from other sources for supportive services, the County will fund up to fifty percent (50%) to ensure successful outcomes; and

WHEREAS, NRS 244.1505 allows the Board of County Commissioners of Washoe County to make a grant of public money for any purpose which will provide a substantial benefit to the inhabitants of Washoe County; and

WHEREAS, Washoe County desires to pass through these grant funds and grant assurances, the conditions and limitations upon the grant and the maximum amount to be expended from the grant are set forth in the Subgrant Agreement, for the amounts and uses stated below.

THEREFORE, BE IT RESOLVED, that the Washoe County Board of Commissioners hereby grants to the nonprofit organization listed below and for the uses shown below, finding that said amount and uses will provide a substantial benefit to the inhabitants of Washoe County.

Volunteers of America of Greater Sacramento and Northern Nevada, Inc.

Rental assistance maximum	\$105,792.00	
Supportive services maximum	\$ 52,896.00	
Administrative expenses maximum	\$ 7,379.00	
TOTAL REIMBURSEMENT NOT TO EXCEED:		\$166,067

ADOPTED this 27th day of October, 2015.



Jancy L. Parent
Washoe County Clerk

Marka Berkberg
Chair, Washoe County Commission

15-0934