

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

TUESDAY

10:00 A.M.

DECEMBER 19, 2023

PRESENT:

**Alexis Hill, Chair**

**Jeanne Herman, Vice Chair**

**Michael Clark, Commissioner**

**Mariluz Garcia, Commissioner**

**Clara Andriola, Commissioner**

**Janis Galassini, County Clerk**

**Eric Brown, County Manager**

**Mary Kandaras, Chief Deputy District Attorney**

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, County Clerk Jan Galassini called roll and the Board conducted the following business:

**23-0829**      **AGENDA ITEM 3** Invocation.

Chair Hill noted there was no one present to provide the Invocation.

**23-0830**      **AGENDA ITEM 4** Public Comment.

Mr. Scott Finley provided copies of a document that were distributed to the Board and placed on file with the Clerk. He introduced himself as a Washoe County resident with a military background in the financial management and comptroller career field of the United States Air Force (USAF). He spoke in opposition to the Truckee Meadows Public Lands Management Act (TMPLMA) and alleged the individuals and entities who supported it were ecofascists. He claimed artificial intelligence (AI) bots were manipulating the votes of representatives by publishing eComments. He urged the Board of County Commissioners (BCC) to approve a resolution to formally condemn those who supported the TMPLMA. He questioned how the TMPLMA would protect Washoe County's environment by dividing public lands for use by private land developers. He stated one of the reasons he and his wife moved to the County was to enjoy the nature of the landscape. He indicated the public land near his property would be given to private land developers. Mr. Finley said affordable housing was low-income housing for extremely impoverished individuals and asserted people who needed to destroy parts of the surrounding environment to live in an area were not welcome in the County. He opined the TMPLMA would set a precedent and enable more of Nevada's public lands to be

relinquished to private land developers, which could lead to the absence of the County's lands for future generations to enjoy.

Chair Hill announced Agenda Item 17 would be continued, as the applicant requested that the item be pulled and added to a future BCC meeting agenda. She advised delivering public comments related to Agenda Item 17 during either of the general public comment sessions.

Mr. Russell Bierle stated he intended to comment on Agenda Item 17, but since it was continued, he no longer had a reason to provide public comment.

Ms. Alana Cordano indicated she was a resident of Spanish Springs. She recounted an incident that occurred on the evening of December 16, 2023, during which over 500 side-by-side (SxS) vehicles were circling the residential area she resided in for an hour. She noted how loud the vehicles were and mentioned there were approximately six to eight individuals seated in one of them. She understood this was related to a social event, which she supported, and said she was a motorcyclist with the Christian Motorcyclist Association (CMA). She clarified she understood the rules of the road and divulged the CMA did not ride in residential areas or disturb people's peace. Ms. Cordano informed the Washoe County Sheriff's Office (WCSO) would not cite the individuals operating the vehicles. She forewarned the residents might unite to prevent the vehicles from entering the residential areas, resulting in altercations and violence. She suggested that people who wanted to socialize and celebrate in that manner do so on the highway and the main roads. She described the incident as destructive and informed the WCSO received several phone calls regarding the incident. She concluded there should be a location for such activities.

In response to Chair Hill's question regarding whether the WCSO had been contacted, Ms. Cordano confirmed she contacted the WCSO and stated there were permits for the social gathering; however, the permits did not specify where the participants were permitted to go. She was informed law enforcement could not get involved in the incident. Chair Hill assured staff would assess the matter.

**10:09 a.m.** The Board recessed.

**11:00 a.m.** The Board reconvened with all members present.

**23-0831** **AGENDA ITEM 5** Announcements/Reports.

Commissioner Garcia wished everyone in attendance a happy holiday season and reminded the season could be a difficult time of year for some of the community's residents. She asked that members of the public encourage acquaintances who were struggling to dial 988 to call the Suicide and Crisis Lifeline, which was available at all times. She acknowledged some of the people who were under the custody and care of Washoe County during the holiday season. She talked about the opportunity she had to tour the Family Engagement Center (FEC) and complimented it for its ability to facilitate between 7,000 and 8,000 visits per year. She briefly described the interior environment of

the FEC building and mentioned there was a room decorated with a Christmas tree so families could exchange gifts. Commissioner Garcia recalled the FEC's model was described by the Human Services Agency (HSA) staff as a best practice. She informed the FEC was the only facility of its kind in the State, and there were recently four other state representatives that visited the FEC. She applauded the FEC staff.

Commissioner Andriola noted the arrival of the holidays and thanked staff for playing Christmas music during the meeting's recess period. She wished everyone in attendance happy holidays.

Commissioner Clark mentioned he visited the Catholic Charities of Northern Nevada (CCNN). He announced he had the opportunity to volunteer as a bell ringer for the Salvation Army in the South Meadows area and spoke about how positive the experience was. He commented that many people were willing to share their money with less fortunate individuals and revealed at least one person donated a \$100 bill. He thanked all the individuals who contributed to the charity.

Commissioner Clark summarized his visit to the CCNN. He recounted the CCNN's food preparation process and compared the quality of its food service to that of the Cares Campus. He believed the county should improve its services for senior residents. The CCNN brought to his attention that, since the County assumed responsibility for the Cares Campus, the CCNN had provided 1.2 million meals to the Cares Campus guests. He emphasized the significance of the CCNN's efforts in providing meals to the guests of the Cares Campus and divulged over \$6 million worth of food was estimated to have been contributed by the CCNN. Commissioner Clark wondered why the County was not reimbursing the CCNN for the resources it had expended for the County's charges. He thought the County should compensate the CCNN. He quoted the person operating the CCNN's facility, who indicated she would use \$6 million of reimbursed funds to assist senior citizens monetarily with maintaining their housing. He mentioned the CCNN would provide a report on the value of its volunteer hours to Commissioner Clark.

Commissioner Clark pointed out there were 17 County employees and nine public speakers in the Commission Chambers when the meeting began. He observed the Commissioners and employees outnumbered the public, which he noted was atypical. He requested written definitions of the terms homelessness, unhoused, and indigent from County Manager Eric Brown, the Human Services Agency (HSA), or both. He referenced an email from HSA indicating there were approximately 1,700 unhoused residents in the County. He stated the data from articles published by news providers differed from the information provided to him by HSA. He wished to know the public's perception regarding whether there was a reduction in unhoused individuals in the County. Commissioner Clark had been interviewing business owners on Fourth Street and voiced his intention to film his interactions for the staff's viewing. He informed people were selling their businesses on Fourth Street because they were unable to conduct business and wished to move out of the area. He declared the Cares Campus was negatively impacting long-term business owners on Fourth Street and said some individuals were afraid of possible retaliation from the City of Reno, the County, or both by participating in an interview, which he viewed as

sad. He believed the matter was a real problem. He planned to meet with every business owner on Fourth Street over the next few weeks to obtain their accounts. He encouraged other Commissioners to do the same. He communicated the need for the County to minimize the damage caused to other individuals due to the location of the Cares Campus. Commissioner Clark encouraged those in attendance to consider the impact caused by the construction of a homeless shelter near businesses. He wished everyone in attendance happy holidays.

Chair Hill echoed the holiday wishes. She thanked and acknowledged staff for their work over the course of the year. She talked about reflecting on all the County's achievements and noted the work of staff during Manager Brown's performance evaluation.

Commissioner Clark mentioned he only had one of the several items he requested be placed on a Board of County Commissioners (BCC) agenda and wished for that to change. He said there were multiple issues that the Board should deliberate on. He wanted to discuss retroactive pay for the County employees, which he had brought to the Board's attention before. He advocated for the County to take care of its employees, otherwise the County would need to search for new employees. Referencing his experience as the County Assessor, he complimented his former staff and stated he would support them receiving a pay increase any chance he could. He noted the department head, the customers, and the County benefited from the staff's effective work. Commissioner Clark expressed confusion as to why the other Commissioners and Manager Brown did not understand that the County employees were the most valuable asset. He pointed out that new staff members were earning higher wages than those who had been employed with the County for several years. He noted this was negatively affecting morale and the quality of service. He suggested making efforts to keep employees happy and opined many County employees were unhappy. He urged the Board to include an item on a BCC agenda for a vote regarding retroactive pay for staff. He also wished to include an item on an agenda to discuss and decide on a spending limit for Manager Brown.

**23-0832**      **AGENDA ITEM 6** Presentation by Adrienne Santiago, Executive Director of the Northern Nevada Literacy Council to discuss the outcome of the Washoe County Community Reinvestment Grant Program: NNLC's Washoe County Literacy Project addressing literacy needs of adult learners in Washoe County ages 16 and older. (All Commission Districts.)

Northern Nevada Literacy Council (NNLC) Executive Director Adrienne Santiago conducted a PowerPoint presentation and reviewed slides with the following titles: Washoe County Reinvestment Grant; About Us-NNLC; Use of Funding; Measurable Outcomes: High School Equivalency Program; Measurable Outcomes: Tuition and Training; English Language Acquisition (ELA) Classes; Citizenship Program; NNLC Partners with the Community; Northern Nevada Literacy Council-Thank you.

Ms. Santiago explained the NNLC was a 501(c)(3) non-profit organization that served the needs of low-income residents since 1978. She outlined the services offered

by the NNLC at no cost, including literacy programs to help residents earn a high school equivalency (HSE) certification, improve English literacy, and prepare for the United States Citizenship and Immigrant Services (USCIS) interview and exam. She mentioned the Out of School Youth (OSY) program provided by the NNLC for youth ages 16 and older to complete the HSE, enter training programs, and contribute to the workforce. The NNLC's Family Reading Program (FRP) assisted families by teaching parents to be their children's first and best teachers. NNLC was comprised of 48 staff members.

Ms. Santiago highlighted the NNLC was awarded a total of over \$345,000 through the Washoe County Community Reinvestment Grant Program. She informed candidates were required to pass five exams and pay \$17 per exam for the High School Equivalency Test (HiSET). The grant funds covered all examination fees for the candidates. She indicated that 54 adult learners had graduated from the NNLC, and 67 additional students had begun taking their series of exams. She reported 121 participants, ages 16 and older, were served by the NNLC using Washoe County Community Reinvestment Grant Program funds. Ms. Santiago reported more than \$146,000 was used to assist 59 graduates who went on to training after achieving an HSE, resulting in an industry-recognized certification in sectors and sustainable living wages. Ms. Santiago reported that more than \$146,000 was used to assist 59 graduates in pursuing further training after earning an HSE. This led to obtaining industry-recognized certification in sectors, which resulted in sustainable living wages.

Ms. Santiago reported on data from the Nevada Department of Education (NDE) Nevada Report Card indicating that 20 percent of Washoe County School District (WCSD) enrollments were English language learners. Additionally, the County's English language learners had a dropout rate of 7.6 percent, and the rate for Hispanic students was 8.2 percent. She stated the NNLC addressed the issue, with support from Washoe County Community Reinvestment Grant Program funds, by offering ELA classes to improve English reading, writing, and speaking as well as providing English as a second language (ESL) students with the opportunity to enroll in an industry-recognized certification program. The NNLC's Certified Administrative Assistant (CAA) program, taught by Truckee Meadows Community College (TMCC), was offered at the NNLC camp. Tuition for English language learners in the CAA program was supported by the grant funds. Ms. Santiago added that because the program was dual enrollment, students could attend ELA classes while completing their career skills program training. She noted the funds helped serve 317 ELA adult students.

Ms. Santiago revealed the NNLC was offering the Citizenship Program, which legal permanent residents (LPRs) could attend to prepare for the USCIS naturalization exam and interview. The Washoe County Community Reinvestment Grant Program funds aided 32 students who were enrolled in the program. She spoke about the NNLC's partnerships with other agencies, including Catholic Charities of Northern Nevada (CCNN), which provided legal guidance to NNLC students. She indicated the NNLC offered access to its classes and programs at the WCSD Family Resource Centers in the North Valleys and the City of Sparks. It also offered classes at the City of Sparks and the Sierra View libraries. The clients of Eddy House and the Reno-Sparks Indian

Colony were given access to the HSE classes offered by the NNLC. Ms. Santiago stated that NNLC's classes had been held at The Salvation Army (TSA). NNLC also collaborated with the Reno + Sparks Chamber of Commerce to assist the Cares Campus residents with improving their literacy skills in preparation for enrollment in training programs and work skills programs.

Ms. Santiago thanked Commissioner Clark for his support. She explained the NNLC's partners did not need to pay for programs to address the literacy needs of their clients because of the Washoe County Community Reinvestment Grant Program. She expressed gratitude on behalf of the NNLC toward the Commissioners for entrusting the NNLC with the funds. She recognized Community Reinvestment Manager Gabrielle Enfield, Grants and Community Program Analyst Carissa Bradley, Fiscal Compliance Officer Amber Bunkowski, and Program Coordinator Lauren Soulam. She acknowledged Chair Hill for supporting the NNLC graduates by speaking at NNLC's spring graduation ceremony. Ms. Santiago explained there were approximately \$4,000 left of the grant funds and noted many individuals' lives were improved by the collaborative efforts of the community through the grant funds. The NNLC hoped the Board would consider any opportunity to continue supporting the NNLC in providing its services. Ms. Santiago introduced Mr. Matthew Ortiz, who was one of the NNLC's out-of-school youth and a recipient of the Washoe County Community Reinvestment Grant Program funds. He had completed a training program, earned an industry-recognized certification, and was currently employed at the American Job Center. She expressed joy for having worked with the County and praised the staff.

Vice Chair Herman thanked Ms. Santiago for her efforts toward helping individuals overcome a difficult time as a result of the language barrier. She noted the NNLC offered additional services and shared she had been following the NNLC. She expressed amazement regarding the NNLC's efforts.

Commissioner Garcia thanked Ms. Santiago for the update. She asked Ms. Santiago how many clients were parents with children under their care, and Ms. Santiago replied that there were many. Ms. Santiago informed the NNLC partnered with the Northern Nevada International Center (NNIC) to serve the 60 families that participated in the FRP on Saturdays, which incorporated integrated English literacy. She noted the program's success. Commissioner Garcia mentioned parents with a higher quality education generated better educational outcomes for their children. She cited data showing an investment in the education of mothers impacted health outcomes.

Commissioner Andriola thanked Ms. Santiago for her work and remarked that the outcomes demonstrated how well the NNLC used the American Rescue Plan Act (ARPA) funds. She believed the partnership with Reno + Sparks Chamber of Commerce was a positive attempt toward supporting business opportunities in addition to the families Ms. Santiago referenced. She extended her best wishes to Ms. Santiago regarding her ongoing efforts. In response to Commissioner Andriola's question regarding the NNLC pursuing a collaborative effort with the libraries, Ms. Santiago confirmed the NNLC currently offered its ELA program at the Sierra View Library. The NNLC formerly offered

the same program at the Sparks Library. The NNLC had also considered hosting its graduation ceremony at the Downtown Reno Library. She emphasized the value of the partnership with the County's libraries and talked about the long-term goal of providing access to literacy programs within them. She noted many foreign-born residents wanted the opportunity to learn so they could communicate with teachers, and through the libraries, they were able to take home books for free and participate in activities. She mentioned the program evidenced the significance of literacy and education in the home to participants.

Commissioner Andriola inquired whether Ms. Santiago considered partnering with the Human Services Agency (HSA) or being involved with family gathering areas, such as locations for family reunification. Ms. Santiago confirmed the NNLC received referrals for aged-out foster care inhabitants. She mentioned NNLC Program Manager Linda Gonzalez, who was present at the meeting, had managed the NNLC's youth program, which worked closely with the foster care system. Ms. Santiago believed NNLC's presence would be beneficial at such locations as the Family Engagement Center (FEC). Commissioner Andriola reiterated there may be an opportunity to provide the NNLC's services to families experiencing such changes. She complimented Ms. Santiago's presentation and thanked her for effectively using the Washoe County Community Reinvestment Grant Program funds.

Commissioner Clark thanked and commended Ms. Santiago. He commented that her passion was apparent, and he believed she was helping many people.

Chair Hill voiced the Board's appreciation for Ms. Santiago.

### DONATIONS

**23-0833** 7A1 Recommendation to: (1) accept various items donated totaling an estimated market value of [\$7,930.00]; and (2) accept donation from Second Baptist Church – Community Outreach Ministry, to Washoe County Human Services Agency Homelessness Fund to support welfare activities in the amount of [\$500.00] retroactive for the period August 1, 2023 through November 15, 2023; and direct the Comptroller's Office to make the necessary budget amendments. Human Services Agency. (All Commission Districts.)

There was no response to the call for public comment.

On motion by Commissioner Garcia, seconded by Commissioner Andriola, which motion duly carried on a 5-0 vote, it was ordered that Agenda Item 7A1 be accepted and directed.

**23-0834** 7A2 Recommendation to: (1) accept various items donated totaling an estimated market value of [\$1,660.00]; and (2) accept donations from various donors to the Human Services Agency - Senior Services Fund used to support seniors in our community in the amount of [\$1,505.00]

retroactive for the period August 1, 2023 through November 15, 2023; and direct the Comptroller to make the necessary budget amendments. Human Services Agency. (All Commission Districts.)

There was no response to the call for public comment.

On motion by Commissioner Garcia, seconded by Commissioner Andriola, which motion duly carried on a 5-0 vote, it was ordered that Agenda Item 7A2 be accepted and directed.

**23-0835** 7A3 Recommendation to: (1) accept various items donated totaling an estimated market value of [\$9,006.95]; and (2) accept donations from various donors to Washoe County Human Services Agency Child Protective Services Fund to support welfare activities in the amount of [\$4,127.89] retroactive for the period August 1, 2023 through November 15, 2023; and direct the Comptroller's Office to make the necessary budget amendments. Human Services Agency. (All Commission Districts.)

There was no response to the call for public comment.

On motion by Commissioner Garcia, seconded by Commissioner Andriola, which motion duly carried on a 5-0 vote, it was ordered that Agenda Item 7A3 be accepted and directed.

#### **CONSENT AGENDA ITEMS – 8A1 THROUGH 8K4**

**23-0836** 8A1 Approval of minutes for the Board of County Commissioners' regular meetings of November 14, 2023 and November 28, 2023. Clerk. (All Commission Districts)

**23-0837** 8A2 Acknowledge the communications and reports received by the Clerk on behalf of the Board of County Commissioners, including the following categories: Communications, Monthly Statements/Reports, and Quarterly Statements/Reports. Clerk. (All Commission Districts)

**23-0838** 8B1 Recommendation to 1) approve roll change requests, pursuant to NRS 361.765 and/or NRS 361.768, for errors discovered on the 2020/2021, 2021/2022, 2022/2023 and 2023/2024 secured and unsecured tax rolls 2) authorize Chair to execute the changes described in Exhibits A and B and 3) direct the Washoe County Treasurer to correct the error(s). [cumulative amount of decrease to all taxing entities \$161,647.07]. Assessor. (All Commission Districts.)

**23-0839** 8C1 Recommendation to approve an Easement Deed between Washoe County (grantor) and NV Energy (grantee), granting an easement totaling ±1,856 square feet to NV Energy on Assessor Parcel Number 162-010-20,

in the Southwest Truckee Meadows Planning Area, for the realignment of an existing overhead power line and power pole on Whites Creek Open Space. Community Services. (Commission District 2.)

- 23-0840** **8D1** Recommendation to acknowledge receipt of the completed audit for the Washoe County Clerk's Office - Board Records and Minutes Division from the Internal Audit Division. The purpose of this audit was to provide assurance that the risk and all areas of improvement are identified; provide assurance there are effective and efficient internal controls; and provide recommendations to improve the control environment. Finance. (All Commission Districts.)
- 23-0841** **8D2** Recommendation to acknowledge receipt of the completed audit for the Washoe County Library Event Expenditures and Title Procurement Process Audit from the Internal Audit Division. The purpose of this audit was to provide assurance that the risk and areas of improvement are identified; provide assurance there are effective and efficient internal controls; and provide recommendations to improve the control environment. Finance. (All Commission Districts.)
- 23-0842** **8E1** Recommendation to approve and adopt the custom Washoe County 457 (b) Deferred Compensation Plan document to include a new provision allowing in-plan ROTH rollovers and approve and adopt the custom Washoe County 401(a) Plan Document; both Plan Documents shall be effective date of January 1, 2024. Human Resources. (All Commission Districts.)
- 23-0843** **8F1** Recommendation to approve State Public Library Collection Development Project Grant-In-Aid Award funds from the State of Nevada in the amount of [\$25,559.00, no local match required] for a term retroactive from October 7, 2023 through June 30, 2024 for the augmentation of the digital library collection to expand the quantity of in-demand downloadable library materials, direct the Comptroller's Office to make the necessary budget amendments; and the Director to sign the grant award documents. Library. (All Commission Districts.)
- 23-0844** **8G1** Recommendation in accordance with NRS 244.1505, to retroactively approve a FY24 Community Support grant award to the Sun Valley General Improvement District (SVGID), a quasi-governmental entity, in the amount of [\$90,000] to support operational support of the SVGID Parks and Recreation fund; approve Resolution R23-165 for the same; and direct Comptroller's Office to make the appropriate budget appropriation disbursements. Manager's Office. (All Commission Districts.)
- 23-0845** **8G2** Recommendation to accept a FFY 2023 Emergency Management Performance Grant (EMPG) from the State of Nevada, Division of

Emergency Management (NDEM) awarding [\$96,097.58, \$96,097.58 County match required] for FFY 2023 including funds to be used for travel. The EMPG provides funding to assist local governments to sustain and enhance all hazards emergency management activities. Grant term is retroactive from October 1, 2022, through September 30, 2024. If approved authorize the County Manager or his designee to sign the grant award documents when received; and direct the Comptroller's Office to make the necessary, budget amendments. Manager's Office. (All Commission Districts.)

**23-0846** **8G3** Recommendation to approve a FFY 2023 Department of Homeland Security (DHS) grant passed through the State Homeland Security Program (SHSP) from the State of Nevada, Division of Emergency Management (NDEM) awarding [\$197,888.36, no County match required], for a Continuity of Operations and Continuity of Government project; including funds to be used for travel for Planning and Training events. Grant term is retroactive from October 1, 2023, through September 30, 2025. If approved, authorize the County Manager or his designee to sign the grant award documents when received; and direct the Comptroller's Office to make the necessary budget amendments. Manager's Office. (All Commission Districts.)

**23-0847** **8H1** Recommendation to approve budget amendments totaling an increase of [\$24,092.00] in both revenues and expenditures to the Hospital Preparedness Program (HPP) / Assistant Secretary for Preparedness and Resources (ASPR) BP3 Carryforward Funds Grant retroactive to July 1, 2023 through June 30, 2024, and direct the Comptroller's office to make the necessary budget amendments. The purpose of this grant agreement is to help demonstrate achievements in the Hospital Preparedness Program capabilities according to the HPP Cooperative Agreement. Northern Nevada Public Health. (All Commission Districts.)

**23-0848** **8I1** Recommendation to accept the FY 2024 Office of Traffic Safety award from the State of Nevada Department of Public Safety, Office of Traffic Safety [amount not to exceed \$18,000, 25% In-Kind county match required] as administered through the State of Nevada Department of Public Safety Office of Traffic Safety, to cover overtime costs related to conducting speed enforcement, for the grant term which will begin upon receipt of the Authorization to Proceed notification through September 30, 2024 and if approved, direct Comptroller's Office to make the necessary budget amendments and authorize Sheriff Balaam to execute grant award documents. Sheriff. (All Commission Districts.)

**23-0849** **8I2** Recommendation to accept a Nevada Division of Emergency Management grant award [amount not to exceed \$233,058.54, no County match required] as administered through the State of Nevada, Office of the

Military, Division of Emergency Management, Federal FY 2023 project number 97067.23, to the Washoe County Sheriff's Office Special Operations Division (SOD) for the purchase of a SOD armored response truck for the retroactive grant term of October 1, 2023 through September 30, 2025 and if approved, authorize Sheriff Balaam to execute grant award documentation, and direct the Comptroller's Office to make the necessary budget amendments. Sheriff. (All Commission Districts.)

- 23-0850** **8J1** Recommendation to accept the FY24 subaward for senior nutrition program capacity building through the State of Nevada, Department of Health and Human Services, Aging and Disability Services Division in the amount of [\$170,000.00; no county match] retroactive to October 1, 2023 to June 30, 2024 to support the purchase of two (2) nutrition delivery trucks and equipment to support meal service; authorize the Agency Director of the Human Services Agency to execute the grant award retroactively; and direct the Comptroller's office to make the necessary budget amendments. Human Services Agency. (All Commission Districts.)
- 23-0851** **8K1** Recommendation to approve equipment to be used for the 2024 elections, specifically the purchase of 80 large mail ballot drop boxes in the amount of \$1,158 each for a total of \$92,640 and \$3,256 for shipping and handling from Securr Sales and vinyl wraps on the drop boxes from Sindex in the estimated amount of \$17,120, including a 10% buffer in the amount of \$11,300 which is authorized and will be reimbursed by the Nevada Secretary of State in the amount not to exceed [\$124,316; no County match] from funds allocated to the Secretary of State through AB321 (2021 Legislative Session); and authorize the Registrar of Voters to execute the purchase. Registrar of Voters. (All Commission Districts.)
- 23-0852** **8K2** Recommendation that the Washoe County Board of Commissioners acknowledge receipt of the Registrar of Voters selection of the Early Voting locations and schedule for the 2024 Presidential Preference Primary Election, as required by NRS 293.3561(2)(b). Registrar of Voters. (All Commission Districts.)
- 23-0853** **8K3** Recommendation to approve an Interlocal Agreement between the County of Washoe and the City of Sparks for election services provided by Washoe County for the 2024 election cycle for the Primary and General Elections (reimbursement received by the County will vary according to number of registered voters, candidate races and questions placed on the ballot by City of Sparks, but is estimated to be approximately \$20,045. Registrar of Voters. (All Commission Districts.)
- 23-0854** **8K4** Recommendation to approve an Interlocal Agreement between the County of Washoe and the City of Reno for election services provided by Washoe County for the 2024 election cycle for the Primary and General

Elections (reimbursement received by the County will vary according to number of registered voters, candidate races and questions placed on the ballot by City of Reno, but is estimated to be approximately \$49,460. Registrar of Voters. (All Commission Districts.)

On the call for public comment, County Clerk Jan Galassini announced there were minor changes made to the draft November 14, 2023, Board of County Commissioners (BCC) meeting minutes. The copies of the corrected draft minutes were distributed among the Board and incorporated into the agenda materials made available to the public.

Ms. Jennifer Willet introduced herself as the Grassroots Manager for the organization All Voting is Local. She explained the organization was created to expose and combat voter suppression in order to ensure safe, fair, and accessible voting. She stated Nevadans believed everyone who had the right to vote also had the unconditional freedom to do so. She acknowledged the efforts of the Registrar of Voters (ROV) Office for securing that freedom and expressed appreciation for its unwavering dedication to democracy. Referencing Agenda Item 8K2, Ms. Willet emphasized the importance of establishing a consistent polling location in Sun Valley. She informed Sun Valley had a higher poverty rate than other areas in Washoe County. Additionally, it was one of the most diverse areas in the County, with 51 percent of its residents identifying as Hispanic according to the 2021 United States Census Bureau (USCB). She referenced studies indicating insufficient polling locations in low-income and minority communities hindered voter turnout. She supported the addition of voting centers in Sun Valley for the June 2024 Primary and November 2024 General Elections. Ms. Willet urged the County to add a polling destination in Sun Valley for the Presidential Preference Primary (PPP) Election. She thanked the ROV Office.

On motion by Commissioner Andriola, seconded by Commissioner Garcia, which motion duly carried on a 5-0 vote, it was ordered that Consent Agenda Items 8A1 through 8K4 be approved. Any and all Resolutions or Interlocal Agreements pertinent to Consent Agenda Items 8A1 through 8K4 are attached hereto and made a part of the minutes thereof.

**23-0855** **AGENDA ITEM 9** Recommendation to provide direction to staff on amendments to Washoe County Code Chapters 110 (Development Code) and 125 (Administrative Enforcement Code) specific to changes to the regulations for short-term rentals (STRs) in unincorporated Washoe County. The Board is asked to provide direction to staff regarding specific STR regulations for the purpose of streamlining STR permitting and enforcement processes in accordance with the Board's initiation of code amendments at the August 22, 2023, meeting. The amendments may include, but are not limited to: limiting STRs to one per parcel in the Tahoe planning area; prohibiting new STRs in accessory dwellings in the Tahoe planning area; clarifying when an STR permit must be relinquished; allowing for an updated STR permit renewal date via payment of a pro-rated

renewal fee; removing the requirement for a signed notary for STR renewal applications; clarifying that a new STR permit is required with each change of parcel ownership; granting a 60 day grace period for renewals; clarifying violation and revocation regulations; reducing the appeal period for STR stop activity orders; increasing STR penalties; reducing fees for STR permits in partial home rentals; and resolving possible discrepancies that may arise within existing Washoe County Code chapters as a result of amendments. Virtual Public Comment Eligible: Incline Village. Community Services. (All Commission Districts.)

Planning Manager Trevor Lloyd conducted a PowerPoint presentation and reviewed slides with the following titles: Short-Term Rental (STR) Code Amendments; Purpose of Amendments; Community Workshops; Possible Amendments (8 slides); Possible Motion; Thank you.

Mr. Lloyd referenced a remark made by Chair Hill and explained a list of items was compiled based on issues or comments identified throughout the year for the Commissioners' consideration. He indicated the Board directed staff to prepare draft language for the public to provide feedback on. He mentioned the purpose of the proposed amendments to Washoe County Code (WCC) Chapter 110, the Development Code, was to improve the permitting and enforcement process. Three workshops were hosted at the Incline Village (IV) Library and remotely via Zoom. In total, approximately 76 participants attended the workshops, which consisted of permit holders and concerned residents who primarily resided in IV and Crystal Bay (CB). He added staff received over 50 public comments. Mr. Lloyd clarified staff would not be proposing any possible amendments that would involve reducing parking.

Mr. Lloyd outlined the proposed amendments, the first being the prohibition of short-term rentals (STRs) in established accessory dwelling units (ADUs) in the Lake Tahoe Basin area, which was popular among the IV and CB residents. The second proposed amendment provided that property owners who did not wish to abide by all of the STR regulations would be required to relinquish their STR permits. Mr. Lloyd clarified this was the current practice, and though it was contained in the WCC, staff wished to memorialize the requirement within the relevant section of the WCC. The third proposed amendment involved removing language that would require a permit issued by the Truckee Meadows Fire Protection District (TMFPD) for any outdoor fire pits. He explained the TMFPD did not issue such permits, and the amendment would apply only to the Truckee Meadows area. The proposed fourth amendment established a pro-rated permitting fee option for changing the renewal date, which staff was in favor of because a majority of the renewals arrived within a short timeframe, primarily during June, July, and August. Mr. Lloyd indicated the ability to evenly distribute renewal dates would be beneficial for staff and permit holders who might struggle to renew their permits within a certain time of year. The fifth proposed amendment would require the new owner of a STR property that had been sold to obtain an STR permit. He noted there were often standards, criteria, and requirements that the new property owner would not have knowledge of prior to experiencing the permitting process. The sixth proposed amendment would grant a grace

period for permit renewals of up to 60 days at the Planning and Building Division Director's discretion. The seventh proposed amendment established violations related to trash or disturbing the peace issued by a General Improvement District (GID), Northern Nevada Public Health (NNPH), or the Washoe County Sheriff's Office (WCSO) as STR violations. The eighth proposed amendment eliminated the requirement for a notarized signature for renewal applications. Mr. Lloyd indicated the amendment would simplify the renewal permitting process. The ninth proposed amendment clarified the owner of a revoked STR permit could not be reissued another STR permit for the period of one year following the date of revocation. The tenth proposed amendment added STR properties at which illegal construction occurred to the list of permit revocations. The eleventh proposed amendment reduced the appeal period from 30 days to 14 calendar days. The twelfth proposed amendment increased penalties for STR violations, with the possibility of adopting a tiered approach that would increase the fee amount for subsequent violations. The thirteenth proposed amendment created a possible tier for permit holders who rented out a portion of their property or claimed the property as their primary residence as identified in the Assessor's Office records. Mr. Lloyd added staff would present some options with the draft ordinance if the Commissioners agreed to pursue the amendment. He explained if the draft language was appropriate, staff would present it to the Planning Commission (PC) for its recommendation before returning to a Board of County Commissioners (BCC) meeting in 2024.

On the call for public comment, Ms. Roxanna Dunn introduced herself as an IV resident and an IV/CB Citizen Advisory Board (CAB) member. She clarified she was speaking as an individual. She commented in favor of the recommended amendments. She thanked Mr. Lloyd and the Community Services Department (CSD) for listening to the community and adjusting the recommendations to reflect its feedback. She recounted the opposition to the original proposal allowing ADUs to be used as STRs and referenced the first proposed amendment. She stated that ADUs were promoted as a way to increase workforce housing, but the County was conveying a contradictory message by allowing them to be used as STRs. Ms. Dunn added that ADUs were likely to be constructed closer to property lines, which exacerbated the issue. She expressed gratitude for the first proposed amendment. She referenced a document submitted by herself and Ms. Diane Becker that provided background regarding IV's and CB's issues with STRs. She hoped the Board would have an opportunity to read it. Citing the document, she said there were nearly 20,000 people in the IV area during the peak month of July. She pointed out there were only three exit routes that were frequently under construction, creating a hazardous situation. Ms. Dunn mentioned at least two of the area's neighborhoods, Upper Tyner and Tyrolian Village, had hundreds of houses served by a single egress along with steep inclines and tight turns. She spoke about the potential dangers of increasing density in vulnerable areas as well as the overall population growth resulting from the encouragement of STRs and the addition of ADUs. She suggested considering the true population of the area for decisions concerning growth. She requested the Board continue working on the evacuation plan to develop accurate measures so prospective growth could be translated into realistic consequences. Ms. Dunn referenced the discussions from the August 2023

BCC meeting, during which the Board voted in opposition to an STR cap, and she asked that the Board consider the property rights of neighbors.

Ms. Becker, an IV resident, stated she was the IV/CB CAB Chair; however, she was commenting as an individual. She echoed Ms. Dunn's desire for the Board to read the document that she and Ms. Dunn submitted. She thanked Mr. Lloyd, as he had listened to and considered the community's concerns related to parking on streets during the snow plow season, when there were only two potential two-lane roads available for an evacuation. She noted many people in the community believed there was an evacuation risk within the area. On behalf of the IV residents, she requested the Board consider the evacuation issue whenever it was making decisions related to IV or CB developments that would add more people to the area, particularly during the summer months. Ms. Becker informed one of the two lanes on Nevada State Route (SR) 28 traveling toward Carson City had been closed during the preceding three years and would be closed next summer. She said 13,000 trucks would be traveling in two directions for over 20 weeks due to the ongoing construction at the Tahoe Biltmore Lodge and Casino site. She echoed support for the Board's approval of the first proposed amendment. She asked the Board to consider the IV residents' requests regarding STR permit caps on the total number of STRs and pointed out the local jurisdictions around Lake Tahoe established caps except for the County. She speculated local realtors were advertising the purchase of IV and CB properties for STRs because the other jurisdictions had reached 88.5 percent of their caps. Ms. Becker acknowledged the County earned revenue from STR permitting but reiterated concern about the residents and the evacuation risk. She indicated the County was the only area that did not abide by the STR guidelines set by the Tahoe Regional Planning Agency (TRPA) to limit the number of STRs in residential neighborhoods.

Ms. Dianne Schmenk introduced herself as a 22-year IV resident and taxpayer. She mentioned this was the fourth BCC meeting she had attended. She identified herself as one of 80 Tyrolian Village property owners, and she indicated she was defending the sanctity of her home and neighborhood against destructive entities and situations. She supported retaining WCC Section 110.319.15(b), Parking Standards, as written. She requested that the Board not remove, change, or reconsider its current language. She was in favor of establishing STR permit caps.

Ms. Kristina Hill thanked Mr. Lloyd and the staff for their proposed changes to the amendments and for incorporating the feedback provided by IV residents. She believed there should be a cap for STR permits in the Lake Tahoe portion of the area plan in addition to stronger enforcement to address noncompliance with STR standards. She suggested employing more staff and allocating more funds toward enforcement.

Ms. Kathie Julian introduced herself as a resident of IV and echoed Ms. Hill's gratitude for Mr. Lloyd and his staff. She expressed appreciation for Chair Hill for advocating to provide a forum for public comment at the library in IV. She thought the public in IV was led to believe there would be a review of the rules concerning STRS when the initial regulations were proposed. She believed there generally had not been a sufficiently broad review of the regulations to include a cap. She recalled the

Commissioners voted in opposition to establishing a cap on STR permits a few months prior; however, she thought there should be further discussion on the matter. She said it was likely the simplest and most cost-effective way to provide inventory for long-term and seasonal rentals and noted the importance of providing inventory for workforce housing. Ms. Julian spoke in favor of transparency involving STRs and those that were subject to complaints, especially in IV, so members of the public could identify the problematic STRs with greater ease. She believed the Board should assess how it could minimize the concentration of STRs in particular areas so the STRs could be dispersed by density. She believed doing so would likely help maintain the neighborhoods' residential status. She thanked staff for the effort to keep ADUs from being used as STRs in IV, as it was critical.

Ms. Linda Smith indicated she attended the meeting on behalf of the concerned Tyrolian Village residents. She said her group of residents had spoken at the November 15, 2023, workshop and submitted written public comments supporting many of the proposed amendments. She commented in opposition to such suggested changes as extending the grace period for STR permit renewals to 60 days and reducing the permit fees for primary residences. She asserted the fee reduction would encourage STR permit holders to misrepresent their rentals as their primary residences to obtain a reduced property tax rate. Ms. Smith stated at least seven units in her homeowners association (HOA) were reported to the Assessor's Office during the year due to the owners claiming they were living in them, despite being entirely rented out. She and other residents opposed removing the requirement to notarize permit renewal applications. She opined finding a notary was not difficult and asserted notarized signatures enabled HOAs to take legal action against STR owners who made false claims. She displayed a document that was placed on file with the Clerk depicting an example of an owner inaccurately claiming to have had three parking spots. Ms. Smith and other residents supported retaining the section of the WCC indicating that STRs could only use their assigned spots. She had observed STR owners lobbying staff to remove the restriction. She asserted removing the restriction would be catastrophic to IV HOAs that were similar to Tyrolian Village and had limited parking areas. She stated permit holders wanted to increase their occupancy and use residents' parking spots. She displayed photographs that were placed on file with the Clerk. She and other residents disagreed with the staff's statement referring to HOA verification as problematic. She declared if an HOA limited STRs to one tier, the County should not issue a tier 2 or a tier 3 permit, and if an HOA banned STRs, an STR permit should not be issued in that HOA.

Ms. Lesley Mohlenkamp introduced herself as a resident of Washoe Valley and indicated she was commenting in support of proposed changes related to permitting tiers. She expressed appreciation for Mr. Lloyd's efforts to consider County residents' concerns. She believed permits should not be required, as people should be allowed to rent their homes as they wished. She opined residents should be able to rent their homes for less than 29 days. She declared the matter was a rental situation rather than a business situation and should be treated as such. Ms. Mohlenkamp maintained the County's permitting fees were too high, claiming they were 44 percent to 80 percent higher than those charged by similar municipalities and counties. She mentioned an analysis had been provided that showed a comparison of permitting costs for communities of several other states. She

asserted County fees exceeded those of Aspen, Colorado; Big Bear Lake, California; Hawaii County, Hawaii; Park City, Utah; Bozeman, Montana; and San Diego, California by hundreds of dollars. She said the current tier structure should be addressed if fees were not reduced so property owners outside of IV would pay approximately 15 percent less in permitting fees. Ms. Mohlenkamp mentioned the analysis indicated that individuals who earned the least from STRs, which were part-time mom-and-pop business owners, were the most impacted by high permitting fees. She reported part-time STR permitting fees cost 22 percent of annual earnings in Washoe Valley, while a full-time IV STR paid 7 percent of earnings toward permit fees. If fees were not lowered, she recommended adding a new tier structure to accommodate owner-occupied STRs that were rented part-time or for those only renting a room. She remarked that permitting fees should be reduced by at least 50 percent. She indicated an STR for part-time renting would spend 21 percent of earnings on permits, and an STR owner renting a room would spend approximately 63 percent of earnings on permitting. Ms. Mohlenkamp pointed out any other business in the County open to the public would involve a reasonably priced business license costing \$78.

Mr. Jeff Mohlenkamp stated he and Ms. Mohlenkamp were homeowners in Washoe Valley. They also rented their house as a part-time STR. He supported tiers for STR permitting. He suggested different consideration and fee reductions for individuals who rented their house for less than 120 days or a room. He mentioned he managed finances for the State and cities in California. He noted such costs as those for installing an integrated fire alarm system and planners to visit the property during the permitting process were expensive, even though these requirements did not apply to rentals of 30 days or more. Mr. Mohlenkamp proposed allocating resources to enforcement. He suggested using resources for the individuals who were not conducting their businesses correctly instead of limiting people who were renting out rooms in their houses or their entire house for up to two weeks. He and Ms. Mohlenkamp agreed with the proposed amendments. He appreciated the desire to use a tiered approach and offered to participate if it would be helpful. He remarked about the County's spending related to planning and public safety, which he said was unnecessary. Mr. Mohlenkamp stated the County's regulations were more stringent than those of California, which he believed was not the County's intention. He reiterated his desire for the inclusion of a tiered structure and urged the County to reconsider its spending. He stated the County was excessively regulating STRs, which was discouraging residents from renting them out.

Ms. Kristyn McDougall provided a document, copies of which were distributed to the Board and placed on file with the Clerk. She introduced herself as a registered voter in the County. She added she was a 32-year resident of IV and a 29-year resident of Tyrolian Village. She indicated she was speaking on behalf of Tyrolian Village. She agreed with the majority of the previous public comments regarding the proposed amendments. Ms. McDougall expressed concern regarding public comments that supported removing or amending the language of WCC Article 319. She stated the proponents believed the responsibility for determining parking for STRs in multi-unit developments should be removed from the BCC entirely and given to HOAs or the complexes' governing bodies. She was opposed to that proposal and asserted the BCC's duty was to remain involved in the determination of parking for those complexes, as the

Board supervised the STR permitting process. Additionally, the Commissioners were elected by their constituents to adopt enforceable ordinances and resolutions. Ms. McDougall emphasized the need for a distinction between private property and common property. She informed the Tyrolian Village chalets had one guaranteed parking space with few exceptions, and there was not an abundance of parking areas. She mentioned the available parking was often reduced significantly during storm cycles, peak tourism periods, and when many part-time residents returned during the summer and fall seasons. She believed that STR owners should not advertise overflow parking spots, since they could not guarantee availability. She explained she had not heard of the hybrid parking model until recently and confirmed it described the parking situation, which had minimal to no conflict before the current circumstances involving multiple STRs in several locations. Ms. McDougall opined STRs were monetizing common space for personal profit at the expense of other residents. Without clear laws and ordinances pertaining to the use of common space overflow parking, primary residents would need to police occupancy with limited enforcement. She noted direct ordinances and regulations reduced the potential for unnecessary conflicts between STR occupants and residents by eliminating ambiguity. They also decreased possible public health and safety concerns and issues related to the potential preservation of life and property in the event of a wildfire, maintenance, and snow removal.

Mr. Nick Bartone was opposed to the proposal to expand the number of parking spaces assigned to STR operators in Tyrolian Village and IV. He indicated he served on the Tyrolian Village Parking Solutions Committee that assessed the parking situation in the community for over two years. He explained allocating two parking spaces per owner was impractical, as it was not mathematically feasible and would result in a shortage of parking spots even when the residents were away. He advised more parking inventory would be a better solution to adjust to the ebb and flow of residents. Mr. Bartone observed a disproportionate number of parking complaints were related to the STRs. The infractions were due to the renters being unaware of or ignoring the rules. He shared that it was common for permit holders to occupy several parking spaces assigned to residents or park offroad. He believed people should be able to rent their homes without disadvantaging the residents. He criticized the notion that the current rules prevented STR owners from accommodating their families during periods when they were not renting out their chalets and indicated allowing multiple spaces, as proposed, would be worse for the community. He stated if owners of STRs were granted the same parking privileges as non-renters, other residents would have to compete with large groups of renters for the limited spaces everyone was entitled to.

Ms. Debra Colonica expressed gratitude for the ordinance language limiting STRs to the designated parking spaces. She reported that on multiple occasions, renters of an STR on a different street parked on her street and passed under her bedroom windows at all hours of the night to gain access to the STR. The renters were often intoxicated, loud, and disrespectful. They also littered and urinated in Ms. Colonica's yard. She informed renters damaged several aspen trees in her yard during a winter weekend, which caused several hundred dollars in damages. Ms. Colonica shared an incident during which STR renters dented two of her cars and hit the side of her house with a ball. An STR on her

street had renters for a weekend who parked 13 cars along the street, including in front of a fire hydrant. She said the traffic and noise from the renters were overwhelming and dangerous. She recalled the same STR on a different weekend had three cars and a large recreational vehicle (RV) that had been parked in front of another neighbor's house. The renters' belongings and garbage from the RV had blocked a portion of the street while a generator was running. Ms. Colonica noted there were few offenders since the parking ordinance had taken effect. She emphasized the benefit of assigning County enforcement staff to IV to assist with the issues experienced by full-time, long-term residents.

Mr. Gary Schmidt divulged he resided on the Mount Rose Highway irregularly for the last 55 years and ran for State Senate, District 16 twice, receiving above 40 percent of the vote in the IV community. He noted IV and Gerlach significantly relied on tourism and recreation. He remarked that there was no need to fix what was already sufficient and said Gerlach should be excluded from any regulations related to STRs. He revealed he had properties in Gerlach and stated almost all of the properties in Gerlach were STRs because much of its population was transient. He contrasted Gerlach with IV, stating IV had many more firepits than Gerlach. He mentioned everyone in Gerlach could fit inside a bar at the same time if the legal capacity of all the alcohol-serving establishments was calculated together. Mr. Schmidt observed each family unit in Gerlach typically owned approximately five vehicles, whereas families in IV owned three. He claimed the average value of three cars in IV was roughly \$300,000, and the value of five cars in Gerlach was around \$300. He briefly listed some of the advantages of living in Gerlach, including that it had one firetruck for every 33 people and one deputy for every 50 people.

Chief Deputy District Attorney (Chief DDA) Mary Kandaras brought to the Board's attention that the parking issues were not included in the amendments to the WCC. Chair Hill pointed out parking enforcement in IV was specific to that area, and there were different parking requirements for the rest of the County.

Commissioner Andriola acknowledged Mr. Lloyd and his staff for the recognition they received for their efforts. She shared a scenario of an unintended consequence in which the primary homeowner was restricted by the number of family members when an STR renter was not present and asked whether it was applicable. Mr. Lloyd confirmed it was a matter staff struggled with. He conveyed the difficulty of trying to distinguish between an owner-occupied violation and a renter-occupied violation. He clarified that the purpose of the proposal was to memorialize the current practice of enforcing the occupancy and the other standards on any property with an active STR permit. He added that a family was subject to the same criteria regardless of whether a property was being rented or lived in. In response to Commissioner Andriola's clarifying question, Mr. Lloyd indicated a family would need to relinquish the permit if they did not wish to operate within the same criteria.

Commissioner Andriola thanked Planning and Building Division Director Kelly Mullin for sharing a lot of information about the item. She observed approximately 93 percent of the current STRs were in the Lake Tahoe planning area. She wondered

whether there was an opportunity to consider reduced fees for the other 7 percent of STRs and the owner-occupied STRs that were required to abide by the unique characteristics implemented for the Lake Tahoe area. She noted that renting a room for 28 days would initiate several requirements to be imposed. She pointed out the majority of the feedback seemingly applied to the 93 percent of STRs. Commissioner Andriola suggested considering owner-occupied STRs that rented out a single room. She thanked Mr. Lloyd for his consideration of different enforcement actions and his understanding of staff's concerns regarding that option. She commented that the perceived inequity was unfortunate for several public commenters. She acknowledged the difficulty associated with implementing codes with the desire for them to be applicable to everyone. She recognized staff were assessing the entire County when pursuing input, which she hoped would continue so the referenced 7 percent of STRs could contribute feedback valued at the same extent as the 93 percent.

Commissioner Andriola referenced previous input regarding a noise management plan. In response to her inquiry about whether staff had considered a noise management plan during the code amendment process, Mr. Lloyd responded that staff had. He added it was challenging to determine the point at which a noise violation occurred, so staff often deferred to the discretion of the Washoe County Sheriff's Office (WCSO). He pointed out the agenda materials specified that citations for disturbing the peace were considered STR violations.

Commissioner Andriola recalled discussions about considering the fee adjustment to accommodate the increase in enforcement and asked if an increase in staff was directly related to fee increases. Mr. Lloyd indicated the fees did not compensate for additional staff, and they were a method of incentivizing STR owners to not commit violations. In response to Commissioner Andriola's question, Mr. Lloyd stated there was one code enforcement staff member for all STRs.

Chair Hill asked if additional staff would be hired. Ms. Mullin explained when the BCC voted to increase fees in August 2023, the increase was executed on October 1, 2023, which allowed for the hiring of temporary staff to assist with the permitting process. Staff would pursue employing those positions as permanent positions during the fiscal year (FY) 2025 budget cycle. There were previous discussions with the Board about assigning a portion of planning technician time to assist enforcement staff and administrative duties in the permit processes. Ms. Mullin mentioned staff had discussed with the WCSO about possibly increasing enforcement activity around some of the STRs in the IV and CB area. Additionally, staff considered coordinating with the WCSO so it could increase its presence in areas of known STR properties that continued to have complaints raised against them. She noted the enforcement team performed proactive measures by verifying if there were STRs that were operating without permits, and ensuring the homeowners were aware of the permit process.

Commissioner Andriola inquired about the reasoning for removing the requirement for notarized applications. She pointed out there were many documents that needed to be notarized and thought it did not seem to be a major inconvenience. Mr. Lloyd

stated the decision to accept the eighth proposed amendment was at the Board's discretion. He clarified the requirement was only being removed for renewals, and every original application and STR permit still required a notary. He mentioned staff received several complaints because some people had traveled outside of the country or to a different part of the country and faced difficulty with locating notary services for the renewal to be processed on time. Commissioner Andriola wondered if there was a major substantive change to the renewal application process that might merit notary services. Mr. Lloyd believed if there was a significant enough change to the STR itself, such as a new owner, a new permit would be required along with a notary.

Commissioner Clark asked Chief DDA Kandaras for clarification regarding the legality of notarization. Chief DDA Kandaras indicated a notary was sometimes under penalty of perjury that the contents of the document were true, and other times a notary was used to verify the identity of the person submitting the application. She thought the rationale offered by staff was correct in terms of how burdensome the renewal process was when a notary was required. She confirmed changes in material facts would likely warrant a new application. She reiterated the final decision regarding the matter rested with the Commissioners. For the benefit of the residents asking that a notary continue to be mandatory, Commissioner Clark requested that Chief DDA Kandaras explain if she believed a notary was helpful in this instance. Chief DDA Kandaras doubted a notary would grant a private right of action to enforce the application, as it was for the use of PC staff. Additionally, staff could take enforcement action, regardless, in the event staff were able to determine an application or renewal was falsified. In response to Commissioner Clark's follow-up question clarifying if there would be an advantage in a courtroom situation if an application was notarized, Chief DDA Kandaras stated there would not be unless the application was notarized under penalty of perjury. She mentioned the notarization of the applications was probably not under penalty of perjury.

Commissioner Clark referenced Ms. Dunn's, Ms. Becker's, and Ms. Schmenk's input regarding traffic in the IV and CB area and noted it was a real concern. He talked about an event that occurred in Hawaii and compared the location of IV and CB to Hawaii's location. He referenced a news report about Douglas County reducing the number of its STRs and suggested that staff look into it.

Commissioner Clark believed Ms. Mohlenkamp and Mr. Mohlenkamp delivered valid comments. He recommended amending the STR regulations to be more workable and viable instead of onerous for people who were trying to rent space out. He acknowledged the traffic, noise, and proximity situations in Lake Tahoe. He supported an easier process for residents of Washoe Valley to rent out their houses for a period of time and pointed out that the form of fairness in one neighborhood might not be the same in another neighborhood. Commissioner Clark suggested that staff interview some of the public commenters in attendance to address their concerns. He observed the main issues were with parking, noise, trash, and fees.

Vice Chair Herman recalled when the matter was first brought before the Board, and how she had thought the County was somewhat establishing a new HOA. She

stated she voted against it at the time and was consistently opposed to it because she did not understand how the STR regulations would completely work. She recognized the complications of the matter growing rather than diminishing. She did not understand the legality of what was being implemented, indicating it did not usually occur in the real world. She voiced her opposition to the amendments and acknowledged staff's efforts. She shared she was aware of many people who were forced to sell their homes due to the Board's decision.

Commissioner Clark commented that the percentage of the County's population that was involved in STRs was minuscule, yet all the taxpayers were required to pay for the addition of staff as well as the long-term representation of enforcement. He thought the County should contemplate limiting its involvement in the matter and refrain from hiring several employees. He pointed out that if the County had one member of staff monitoring STR activity, the County would not have any code enforcement staff if ever that staff member was off duty for an extended period of time. Additionally, the County would need to hire more staff and eventually a supervisor to oversee code enforcement. Commissioner Clark wished for the County to pursue streamlining the process within its budget and avoid expanding the entirety of the CSD. He referenced an August 2023 BCC meeting, at which the funds generated from permitting compared to the cost were discussed, and he remarked that the County was paying extra money to irritate people. He commented that people were usually displeased when they resided next to STRs. He questioned what good was coming out of the permitting process.

Commissioner Garcia reminded the Commissioners were to support, reject, or modify the proposed amendments to WCC, which she believed were straightforward, streamlined, and clear. She expressed concern regarding the eleventh proposed amendment, since she was unfamiliar with the appeal time. She referenced the staff report and asked for clarification on the amendment. Code Enforcement Program Planning Manager Chad Giesinger indicated it was an item that had been overlooked when the initial ordinance was developed. He explained the existing language in Chapter 125 of the WCC specified 30 days to appeal a penalty notice to the Administrative Hearing Office. Staff decided that 30 days was inappropriate and too long for someone to appeal penalties issued for such violations as operating without a permit. He revealed staff did not want to afford people with that length of time to continue violating the code until there was a resolution at a hearing, so the time was reduced to 14 days. Staff wanted to reduce the timeframe for the section related to stop activity orders, as it was an oversight. From the beginning, staff chose to issue a stop activity order and a penalty notice for violations, mainly for operating without a permit. Mr. Giesinger briefly touched on the function of a stop activity order, which created another enforcement mechanism in the event an STR continued to operate. Violating a stop activity order could result in a misdemeanor criminal offense. He noted the presence of a conundrum in instances when someone appealed a stop activity order but not the penalty notice or both at the same time, causing different appeal timelines that did not make sense for the same violation.

**12:46 p.m. Commissioner Clark left the meeting.**

Vice Chair Herman believed District 5 only had one STR on a ranch, and she was uncertain if it should be included in the matter because it was meant for the ranch hands and volunteers.

Chair Hill expressed appreciation for the discussion, the public commenters, and the emails that the Board received. She mentioned she attempted to respond to every resident who contacted her. She noted the ordinance had been a process and recalled that over 12 public hearings on the process were organized. She praised staff for improving the ordinance for the benefit of both neighbors and STR owners. She observed that the staff's recommendations received overall approval from the community. She echoed Commissioner Andriola's input regarding a tiered structure to ensure people were treated equally.

On motion by Chair Hill, seconded by Commissioner Garcia, which motion duly carried on a 3-1 vote with Vice Chair Herman voting no and Commissioner Clark absent, it was ordered that Agenda Item 9 be confirmed with consideration for Commissioner Andriola's comments regarding the evaluation of each STR based on their unique situation.

#### **BLOCK VOTE – 10 THROUGH 16**

**23-0856** **AGENDA ITEM 10** Recommendation to accept a subaward from the State of Nevada Department of Health and Human Services, Division of Welfare and Supportive Services, Child Care Licensing in the amount of [\$382,999.00; no county match] retroactive to July 1, 2023 through June 30, 2024 to provide childcare licensing and monitoring within Washoe County; and authorize the Agency Director of Human Services Agency to execute the subaward and related documents. Funds will be utilized to fund positions that license, monitor, and inspect all licensed and non-licensed providers in Washoe County who participate in the Child Care and Development Program under the provisions granted in Nevada Revised Statutes (NRS) 432A. Human Services Agency. (All Commission Districts.)

There was no response to the call for public comment.

**12:50 p.m.** **Commissioner Clark returned to the meeting.**

On motion by Vice Chair Herman, seconded by Commissioner Andriola, which motion duly carried on a 5-0 vote, it was ordered that Agenda Item 10 be accepted and authorized.

**23-0857** **AGENDA ITEM 11** Recommendation to approve an Interlocal Contract Between Public Agencies between the State of Nevada Department of Health and Human Services Health Care Financing and Policy and Welfare and Supportive Services Divisions and Washoe County to maintain the

County Match Program, under Title XIX of the Social Security Act, assistance to individuals in long term care facilities retroactive to July 1, 2023 to June 30, 2027 in total amount not to exceed [\$23,706,750.47 (\$6,096,871.64 for FY24; \$5,869,959.61 for FY25; \$5,869,959.61 for FY26; \$5,869,959.61 for FY27)]; and if approved authorize the Chair to execute the Contract. Human Services Agency. (All Commission Districts.)

There was no response to the call for public comment.

On motion by Vice Chair Herman, seconded by Commissioner Andriola, which motion duly carried on a 5-0 vote, it was ordered that Agenda Item 11 be approved and authorized. The Interlocal Contract for same is attached hereto and made a part of the minutes thereof.

**23-0858** **AGENDA ITEM 12** Recommendation to approve budget amendments totaling an increase of [\$432,630.00] in both revenues and expenditures to the Hospital Preparedness Program (HPP) BP1 Carryforward Grant retroactive to July 1, 2023 through June 30, 2024, and direct the Comptroller's office to make the necessary budget amendments. The purpose of this grant agreement is to support identifying risks and needs and assisting to plan for health care evacuation and location to help in responding to a medical surge. Northern Nevada Public Health. (All Commission Districts.)

There was no response to the call for public comment.

On motion by Vice Chair Herman, seconded by Commissioner Andriola, which motion duly carried on a 5-0 vote, it was ordered that Agenda Item 12 be approved and directed.

**23-0859** **AGENDA ITEM 13** Recommendation to approve budget amendments totaling an increase of [\$378,432.00] in both revenues and expenditures to the Center for Disease Control (CDC) Workforce Development Grant retroactive to December 1, 2023 through November 30, 2024, and direct the Comptroller's office to make the necessary budget amendments. The purpose of this grant agreement is to maintain the Health District workforce capacity to reduce health disparities and improve health equity in Washoe County. Northern Nevada Public Health. (All Commission Districts.)

There was no response to the call for public comment.

On motion by Vice Chair Herman, seconded by Commissioner Andriola, which motion duly carried on a 5-0 vote, it was ordered that Agenda Item 13 be approved and directed.

**23-0860**      **AGENDA ITEM 14** Recommendation to approve budget amendments totaling an increase of [\$451,333.00] in both revenues and expenditures to the Hospital Preparedness Program (HPP) COVID2 Supplemental Grant retroactive to July 1, 2023 through June 30, 2024, and direct the Comptroller's office to make the necessary budget amendments. The purpose of this grant agreement is to support the urgent preparedness and response needs of hospitals, health systems, and healthcare workers on the frontline. Northern Nevada Public Health. (All Commission Districts.)

There was no response to the call for public comment.

On motion by Vice Chair Herman, seconded by Commissioner Andriola, which motion duly carried on a 5-0 vote, it was ordered that Agenda Item 14 be approved and directed.

**23-0861**      **AGENDA ITEM 15** Recommendation to approve a sole source purchase not to exceed [\$344,895.00] in FY24 from Nihon Kohden to purchase 22 NKV-330 Ventilator Systems, in support community respiratory surge events. Northern Nevada Public Health. (All Commission Districts.)

There was no response to the call for public comment.

On motion by Vice Chair Herman, seconded by Commissioner Andriola, which motion duly carried on a 5-0 vote, it was ordered that Agenda Item 15 be approved.

**23-0862**      **AGENDA ITEM 16** Recommendation to approve the contract between Washoe County and The Act 1 Group, Inc, a California Corporation, dba ATIMS for software and implementation services for the ATIMS jail management system at the Washoe County Sheriff's Office (WCSO) for day-to-day operations of the WCSO Detention Center with a term of one-hundred and twenty months (120) months from the effective date for a cost not to exceed [\$4,236,850]; [\$779,350] for implementation and software, and [\$461,000] annually for license subscription, maintenance, and support; and direct the Purchasing and Contracts Manager to execute the contract. Technology Services. (All Commission Districts.)

There was no response to the call for public comment.

On motion by Vice Chair Herman, seconded by Commissioner Andriola, which motion duly carried on a 5-0 vote, it was ordered that Agenda Item 16 be approved and directed.

**22-0863**      **AGENDA ITEM 17** Public Hearing: Master Plan Amendment Case Number WMPA23-0004 & Regulatory Zone Amendment Case Number WRZA23-0005 (Diablo Drive & Main Street). Consideration of Planning Commission's recommendation to: (1) Adopt an amendment to the High

Desert Area Plan, which is a component of the Washoe County Master Plan, to change the master plan land use designation on a ±17.99 acre parcel from Suburban Residential (SR) to ±4.0 acres (22%) Commercial (C), ±2.0 acres (11%) Industrial (I), and ±11.99 acres (67%) SR on APN: 071-240-16; and (2) Subject to final approval of the associated Master Plan Amendment and a finding of conformance with the Truckee Meadows Regional Plan by regional planning authorities, adopt an amendment to the High Desert Regulatory Zone Map, to change the regulatory zone on the same ±17.99 acre parcel from Medium Density Suburban (MDS) (3 dwelling units per 1 acre) to ±4.0 acres (22%) Neighborhood Commercial (NC), ±2.0 acres (11%) Industrial (I), and ±11.99 acres High Density Suburban (HDS) (7 dwelling units per 1 acre) on APN: 071-240-16; and (3) If approved, authorize the Chair to sign the resolutions to that effect. The applicant and property owner is the Gerlach General Improvement District (GGID). The subject parcel is located off Diablo Drive & Main Street in Gerlach. The Board of County Commissioners may adopt the proposed amendments, may modify the proposed master plan amendment and refer the modified amendments back to the Planning Commission for its report in accordance with NRS 278.220(4), or may deny the proposed amendments after the public hearing. Virtual Public Comment Eligible: Gerlach. Community Services. (Commission District 5.)

This item was postponed.

**23-0864**      **AGENDA ITEM 18** Public Comment.

Mr. Gary Schmidt thanked the Commissioners for continuing Agenda Item 17. He believed all the parties involved in the matter referenced in Agenda Item 17 had Gerlach's best interests at heart. He thought there was some confusion regarding the correct course of action to accomplish a similar goal. He reminded the Board he adopted Gerlach 25 years ago and said he lived there on occasion, as he owned a personal residence there. Mr. Schmidt stated he owned 125 acres of land contiguous to the developed portion of Gerlach and remarked he owned more property than the currently developed portion of the town. He believed the real issue was with how everyone wanted to maintain Gerlach's rural character. He talked about its unique attributes and expressed opposition toward dense development and subsidized housing in the area. He was in favor of caring for Gerlach residents; however, he did not wish to create an attraction for some of the individuals viewed on the streets of the City of Reno. Mr. Schmidt noted there were no medical facilities, support organizations, or pharmacies to aid that type of residency.

County Clerk Jan Galassini advised the Board she received emailed public comments which she placed on file.

**23-0865**      **AGENDA ITEM 19** Announcements/Reports.

Vice Chair Herman wished everyone in attendance a merry Christmas.

Commissioner Garcia referenced Ms. Jennifer Willet's public comment that was delivered for Consent Agenda Item 8K2. She indicated she had contacted County Manager Eric Brown during the weekend and noted, based on the information she received, that the County was prepared for the Primary and General Elections with an established voting center in Sun Valley. She added a second voting location was being considered. In response to Commissioner Garcia's request, Manager Brown stated the Sun Valley General Improvement District (SVGID) managed the community center. He said the SVGID had an active schedule of events for use of the facility that would occasionally prevent the County from using it for such events as early voting, which required extended hours. He indicated the Registrar of Voters (ROV) would continue to consider what could be done for the Sun Valley area, since it was important. He clarified the County was still preparing for the Presidential Preference Primary (PPP) election in that area. Manager Brown talked about some of the County's challenges with securing establishments that traditionally participated as voting centers. He mentioned Raley's discontinued its participation during the 2022 elections, leaving some areas without a viable location.

In response to Commissioner Clark's input regarding the Catholic Charities of Northern Nevada (CCNN) during Agenda Item 5, Manager Brown indicated he would request that Housing and Homeless Services Director Dana Searcy prepare a communication. He mentioned the County proposed an arrangement with the CCNN two years ago, when the Cares Campus was starting to become operational, to pay the CCNN for providing meals. He added he was involved in discussions with the CCNN Chief Executive Officer (CEO) Marie Baxter and other individuals. Manager Brown advised the County could address methods to support the CCNN if doing so was the desire of the Commissioners.

Commissioner Andriola wished everyone in attendance happy holidays and a merry Christmas. She hoped everyone could have the perspective of how important it was to enjoy one another and celebrate their beliefs. She looked forward to participating in the festivities as well as the upcoming year. She thought it was an important time to reflect on the end of the year and thanked the individuals who had provided support, including Manager Brown, staff, and her colleagues.

Commissioner Clark thanked Manager Brown for addressing the issue involving the CCNN. He reiterated his experience with the CCNN, during which he was told the CCNN would have a use for \$6 million if it were to be provided. He spoke about commending the CCNN for graciously offering its services and asserted the County needed to pay its fair share for serving the Cares Campus. He described an example, in which there would be an expectation for reimbursement for having purchased someone a lunch using the County expense report, and indicated the same principle applied to the CCNN. He emphasized the CCNN was assisting the entire community. He stated since the CCNN had spent a large amount of funds to pay for the County's Cares Campus food requirements, it was only right to discuss, vote, or both regarding compensating the CCNN. Commissioner Clark reminded the Board the CCNN revealed it would use the \$6 million in reimbursed funds to help County residents. He suggested the County could pay or reimburse an entity to support the senior citizens if the County would not support them. He mentioned how

distraught the CCNN was for having lost the Meals on Wheels contract for \$0.50 per tray of food and wished to have the matter itemized on a Board of County Commissioners (BCC) agenda. He proposed the County pursue procuring locally sourced food of the same quality for both the senior residents and the Cares Campus. Commissioner Clark mentioned he was in the process of uncovering the dollar amount of volunteer time contributed by the CCNN.

Chair Hill wished the community happy holidays and said it was a joy to work with everyone affiliated with the County. She looked forward to all the positive work that could be completed in 2024.

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**1:03 p.m.** There being no further business to discuss, the meeting was adjourned without objection.

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**ALEXIS HILL**, Chair  
Washoe County Commission

ATTEST:

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**JANIS GALASSINI**, County Clerk and  
Clerk of the Board of County Commissioners

*Minutes Prepared by:  
Danielle Howard, Deputy County Clerk*