

**WASHOE COUNTY DEBT MANAGEMENT COMMISSION**

FRIDAY

11:00 A.M.

JANUARY 20, 2023

PRESENT:

- Naomi Duerr, Reno City Council, Chair**
- Jeanne Herman, Washoe County Commissioner, Member**
- Dian VanderWell, Sparks City Council, Member**
- Diane Nicolet, Washoe County School District, Member**
- Susan Severt, GID Representative, Member\***
- Michelle Salazar, At-Large Member \***
- Eugenia Larmore, At-Large Member \***
  
- Janis Galassini, County Clerk**
- Jennifer Gustafson, Deputy District Attorney**

The Washoe County Debt Management Commission met in regular session at 11:19 a.m. in the Caucus Room of the Washoe County Administration Complex, 1001 East Ninth Street, Reno, Nevada, and via the Zoom application in full conformity with the law, with Chair Duerr presiding. Following the County Clerk’s call of the roll and the Pledge of Allegiance to the flag of our Country, the Board conducted the following business:

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Chair Duerr welcomed everyone in attendance and reminded the Board members that the Debt Management Commission (DMC) had four or five meetings per year depending on the schedule.

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**23-003D** **AGENDA ITEM 3** Public Comment.

There was no response to the call for public comment.

**23-004D** **AGENDA ITEM 4** Oaths of Office, as necessary, for any new Commission members appointed by the Washoe County Commission, Reno City Council, Sparks City Council, or the Washoe County School District Board of Trustees.

Chair Duerr asked Member Nicolet if the Washoe County School District (WCSD) had made its appointments yet. Member Nicolet responded no. She indicated the WCSD would make its appointments the following Tuesday. Chair Duerr inquired if Member Nicolet would have to be sworn in again if she were reappointed even though it would be a continuing service and County Clerk Jan Galassini replied yes. Chair Duerr noted this should be on the agenda for the February meeting of the Debt Management Commission (DMC). She pointed out that Member Nicolet did not have to be sworn in for the current meeting.

Ms. Galassini administered Oaths of Office to Naomi Duerr, Dian VanderWell, and Jeanne Herman.

**23-005D**     **AGENDA ITEM 5** Acknowledgment of Election of General Improvement District (GID) representative OR resolution of tie by lot per NRS 350.0115, as applicable.

Chair Duerr acknowledged the election of Susan Severt as the General Improvement District (GID) representative to the Debt Management Commission.

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

**23-006D**     **AGENDA ITEM 6** Oath of Office for the Commission member appointed by the General Improvement Districts.

County Clerk Jan Galassini administered the Oath of Office to Susan Severt.

**\*11:25 a.m.**   **Member Severt assumed her seat on the Debt Management Commission.**

Chair Duerr welcomed Member Severt to the Commission.

**23-007D**     **AGENDA ITEM 7** Discussion, possible interviews, and appointment and/or re-appointment of applicants for two At-Large committee positions with terms to expire December 31, 2024. Applicants include John Briscoe, Eugenia Larmore, and Michelle Salazar.

Chair Duerr spoke about the former Vice Chair, John Sherman, noting his term had expired and he declined to reapply. In response to a question from Chair Duerr, County Clerk Jan Galassini indicated Michelle Salazar's term had also expired. Chair Duerr stated there were two at-large positions available and three applications were received. She said she reviewed the applications but had not interviewed anyone. She asked the members of the Board if there was a potential nomination of any of the applicants. Ms. Galassini informed that John Briscoe withdrew his application. Chair Duerr observed although there were two available positions and two applicants, the Board could decline to appoint anyone. She said the Board was not in a "must appoint" position and could decline to appoint if the members of the Board were unsatisfied with the applicants' qualifications or did not think they were a good fit. She wanted appointees to know if they were selected it was because the Board thought they were highly qualified for the position.

There was no response to the call for public comment.

On motion by Member Nicolet, seconded by Member VanderWell, which motion duly carried on a 5-0 vote of eligible members, it was ordered that Michelle Salazar be reappointed as an At-Large Member of the Debt Management Commission.

Chair Duerr asked if Member Salazar could take her seat on the Board and Deputy District Attorney Jennifer Gustafson responded yes. Attorney Gustafson noted Member Salazar would be eligible to vote on agenda items once she took her oath.

On motion by Member VanderWell, seconded by Member Nicolet, which motion duly carried on a 5-0 vote of eligible members, it was ordered that Eugenia Larmore be appointed as an At-Large Member of the Debt Management Commission.

Chair Duerr welcomed Members Salazar and Larmore to the Debt Management Commission (DMC). She indicated Member Salazar had a long history with the DMC. She asked Member Larmore if she had observed any meetings of the DMC or participated in any way. Member Larmore said she had not participated in the DMC but she served as the Chair of the Washoe County Board of Equalization (BOE). Chair Duerr inquired if Member Larmore would continue in that role. Member Larmore shared that her term on the BOE would expire this year and she would like to reapply. She did not think it would conflict with the DMC as the BOE only met in February.

**23-008D**      **AGENDA ITEM 8** Oaths of Office for At-Large Commission members.

County Clerk Jan Galassini administered Oaths of Office to Michelle Salazar and Eugenia Larmore.

**\*11:29 a.m.**    **Members Salazar and Larmore assumed their seats on the Debt Management Commission.**

Ms. Galassini and Deputy District Attorney Jennifer Gustafson confirmed the Debt Management Commission now had a full slate of seven Members.

Chair Duerr spoke to a member of the public in attendance and stated applications were kept on file for at least one year. She said positions could open at any time.

**23-009D**      **AGENDA ITEM 9** Approval of the minutes for the DMC meeting of August 19, 2022. Commission members may identify any additions or corrections to the draft minutes as transcribed.

There was no response to the call for public comment.

Member Larmore wondered if she should abstain as she had not been on the Board at the time of the August 19, 2022 meeting. Deputy District Attorney Jennifer Gustafson responded that Member Larmore could abstain but there was no legal requirement to do so. Member Larmore indicated she would vote in favor of approval of the minutes.

On motion by Member VanderWell, seconded by Member Salazar, which motion duly carried on a 7-0 vote, it was ordered that Agenda Item 9 be approved.

**23-010D**      **AGENDA ITEM 10** Board Member Comments.

Chair Duerr asked about the date of the February Debt Management Commission (DMC) meeting. Deputy County Clerk Lauren Morris replied it was scheduled for February 17. Chair Duerr shared she had conflicts with that date and wondered if there was interest from the rest of the Board to move the meeting date up one week. County Clerk Jan Galassini noted there was a Board of Equalization (BOE) meeting scheduled for February 10. Chair Duerr asked about February 9. Ms. Morris observed the County Commission Chambers were reserved on February 8 and 10 for potential BOE meetings but the meeting dates were not confirmed. Ms. Morris offered to share the potential agenda items for the DMC's February meeting and Chair Duerr said that would be helpful. Ms. Morris reported agenda items would include the following: a certificate of appreciation for John Sherman, the appointment of the Washoe County School District (WCSD) representative to the DMC, and the election of a Chair and Vice Chair of the DMC. She informed there would not be any bond proposal presentations in February.

Chair Duerr asked the members of the Board about moving the meeting to February 9. Ms. Galassini observed the Caucus Room might not be available. Ms. Morris reported the Caucus Room was booked throughout February but she could work on securing an alternative location for the meeting. Chair Duerr asked staff to look into a meeting location for February 9 as that was the date that worked best for the members of the Board.

Chair Duerr shared she was grateful for John Sherman's participation on the DMC. She pointed out Sandra Ainsworth had also been a long-serving member of the DMC and wondered about doing a dual recognition. The rest of the Board agreed. Chair Duerr asked staff to look into which entities were due to present to the Board and bring that information to the next meeting. In response to a question from Chair Duerr, Ms. Morris responded that after February the DMC would meet again on Thursday, May 18. Chair Duerr asked about the remaining meetings for the year, which Ms. Morris stated were May 18 and August 18.

Chair Duerr asked for an agenda item regarding the start time of the DMC meetings. She pointed out she served as an alternate for the Regional Transportation Commission (RTC) which would conflict. She wanted future DMC meetings to begin at 12:00 p.m. instead of 11:00 a.m. She indicated the RTC meetings would no longer be held in the County Commission Chambers; they were moving back to the RTC's office. She inquired how the members of the Board felt about moving the DMC meeting time. She asked for this item to be added to the February 9 meeting agenda for a vote, and if passed, the Board would meet at the new approved time in May.

Deputy District Attorney Jennifer Gustafson pointed out there may be an issue with the availability of the Caucus Room on May 18 because the 911 board would meet in that room at 1:30 p.m. Chair Duerr stated Truckee Meadows Water Authority (TMWA) had a meeting on May 18 at the same time as the DMC and she thought it would go past 12:00 p.m. She asked why the DMC meeting had been moved from Friday, May 19. Ms. Morris informed it was because Member Salazar had a conflict on that date. Chair Duerr asked the Board to consider moving the DMC meeting to 1:00 p.m. on May 18. Ms. Morris said she would likely have to find a new location for

the meeting and would look into that. Ms. Galassini shared that the County upgraded most of its conference rooms to accommodate Zoom.

Regarding the August meeting, Chair Duerr asked that the meeting time be moved to 1:00 p.m. Member Salazar thought the DMC meetings used to be held from 1:00 p.m. to 3:00 p.m. Chair Duerr thought the DMC should consider moving the start time for all the meetings to 1:00 p.m., with the exception of February 9. She asked Attorney Gustafson if it was ok to discuss this. Attorney Gustafson responded yes, noting it was an administrative matter and would not be an Open Meeting Law (OML) issue.

Chair Duerr reminded the February meeting would likely be held on February 9 and the start time would remain at 11:00 a.m. She noted it would probably be held in a different location. She asked about the next meeting date after August 18. Ms. Morris responded it would be in November, but the DMC would set that meeting date along with the dates for 2024 during its annual meeting on August 18. Chair Duerr suggested November 17 as a potential date, noting the start time should be 1:00 p.m.

Chair Duerr asked if any members of the Board had suggestions or requests for future agenda items or presentations. She addressed Members Larmore and Severt, explaining that the DMC used its meetings as an opportunity for continuing education about how the Commission worked and how the jurisdictions were set up in terms of debt. Member Severt shared she received a tutorial from Sandra Ainsworth.

**23-011D      AGENDA ITEM 11 Public Comment.**

There was no response to the call for public comment.

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**11:48 a.m.**      There being no further business to discuss, the meeting was adjourned without objection.

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**NAOMI DUERR, Chair**  
Debt Management Commission

**ATTEST:**

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**JANIS GALASSINI, County Clerk**  
and Ex Officio Secretary,  
Debt Management Commission

*Minutes Prepared by  
Lauren Morris, Deputy County Clerk*