

## JANUARY 17, 2018

The meeting was called to order at 8:30 a.m. by Robert McDougal, Chairman. Those present were Larry Rackley and Carol Shank, Commissioners; Bryce Shields, District Attorney; Karen Wesner, Administrative Assistant; and Lacey Donaldson, Clerk.

**APPROVAL OF MINUTES:** Mrs. Shank made a motion to approve the December 6, 2017 minutes as submitted. Motion seconded by Mr. Rackley and passed.

**PUBLIC INPUT:** Becky Andres from the BLM spoke about our invitation to become a Cooperating Agency in regards to the Burning Man event. Mr. McDougal thought the Commission had already responded. Mrs. Wesner will double check.

**REVIEW OF ALL AGENDA ITEMS TO DETERMINE IF ANY DO OR DO NOT IMPOSE A DIRECT AND SIGNIFICANT ECONOMIC BURDEN ON A BUSINESS OR DIRECTLY RESTRICT THE FORMATION, OPERATION, OR EXPANSION OF A BUSINESS:** The agenda was reviewed by Mr. Shields and he did not see any items that met this criteria.

Mrs. Shank made a motion that no agenda items impose a direct and significant economic burden on a business or directly restrict the formation, operation, or expansion of a business. Motion seconded by Mr. Rackley and passed.

**COMMISSION BOARD APPOINTMENT:** NEVADA WORKS, APPOINTMENT OF HEIDI LUSBY-ANGVICK, COMMUNITY CENTER/ECONOMIC DEVELOPMENT DIRECTOR, TO SERVE AS “PERMANENT ALTERNATE” FOR PERSHING COUNTY – Mr. McDougal stated that he was appointed to the Nevada Works Board; however, there is usually a conflict with another meeting and he hasn’t been able to attend. He spoke with the Director of Nevada Works and was told that a “Permanent Alternate” could be appointed.

Mr. Rackley made a motion to appoint Heidi Lusby-Angvick as the Permanent Alternate on the Nevada Works Board representing Pershing County. Motion seconded by Mrs. Shank and passed.

### **UNCLASSIFIED DEPARTMENTS:**

**ROAD DEPARTMENT** – Dan Hill was present.

*Letter from Nevada Department of Transportation (NDOT) regarding speed limit recommendation on Frontage Road (FRPE-01) from Toulon interchange to Westfall Road to remain at 55 mph:* A letter was received from NDOT stating that after doing a speed study, they recommend that the speed limit remain at 55 mph. Mr. McDougal asked if we could appeal. Mr. Rackley stated that the letter states that this is their recommendation. Mr. McDougal stated that there is only one residence this would affect and that owner is in agreement with the increase. Mr. McDougal would like to write a letter to NDOT telling them that we feel their concerns are unfounded and would like to see the speed limit increased to 65.

Mr. Shields stated that before the Board takes action he would like to contact the author of the letter to find out what their objections are. He has been approached by the local NDOT crew about their concerns regarding this road. This item will be put on the next agenda for further discussion.

*Update:* Mr. Hill reported that all the blades are working throughout the county. Phillip Yancy was hired for the open position. Ray Hardy has passed his CDL (Commercial Driver’s License) test. Mr. Hill also reported that Rodney Wilcox will be retiring on February 28<sup>th</sup>.

Mr. McDougal stated that the Board needs to be cognizant as the world transitions from gas to electric cars and the effect that will have on the gas tax. An alternative option would be a mileage tax.

**LANDFILL & RECYCLING** – Dan Hill was present.

Mr. Hill reported that they received a letter from NDEP (Nevada Division of Environmental Protection) regarding the recent inspection. They are working on solutions to their concerns. One of the issues was how the equipment failure was handled and another was the response to the fire. Mr. Hill also reported that they burned the waste pile yesterday.

**BUILDINGS AND GROUNDS** – John Handka was present.

Mr. Handka reported that the new doors at the Courthouse have been installed as well as the new lights above them. The trees on Cornell have been cut down. There are some stumps that still need to be dealt with. The emergency lights have been installed in Grass Valley. They have also replaced a few runway lights at the Airport.

Mr. McDougal stated that he was asked by a pilot why we don't have "KLOL" on the tower and "Derby Field" on the other building. Mr. Handka stated that he had wondered the same thing.

*Request for Lover's Aloft event to use McDougal Park on February 17 & 18, 2018:* Mr. Handka stated that he has no concerns.

Mr. Rackley made a motion to approve the request to allow the Lover's Aloft event to use McDougal Park on February 17<sup>th</sup> and 18<sup>th</sup>, 2018. Motion seconded by Mrs. Shank and passed.

Mr. Heidemann stated that it will not be a competition this year, just a rally.

**DERBY FIELD AIRPORT: APPROVAL TO PROVIDE COURTESY CAR AT THE AIRPORT, APPROVAL OF GUIDELINES FOR USE OF COURTESY CAR AND APPROVAL OF NECESSARY FORMS AND WAIVERS** –Mr. Rackley gave the Board some information regarding courtesy cars at other airports. Mr. Handka had some concerns. He stated that he thought it is a good idea, just maybe not for the County. Mr. Shields spoke about liability concerns. He also spoke about the County's vehicle policy and wondered what message this would send to the employees.

Mr. Rackley stated that they could also look at having a non-county vehicle available for use. Mr. McDougal stated that he understood the concerns and feels more research should be done, as we need to do everything we can to increase business related activity at the airport.

Mr. Rackley also stated that he had spoken with Mike Dikun from Armstrong Consulting and Kurt Haukohl from NDOT's Aviation Division and they both feel it's something that needs to be worked out.

Mrs. Childs stated that if they are considering the vehicle parked at the Road Department, it belongs to the 11<sup>th</sup> Judicial, not the County. She also stated that the Airport doesn't have a budget for these extra expenses. She also reminded the Board that the Airport is a stand-alone budget.

Mrs. Shank stated that in the past, the local hotels would bring a van out to pick pilots and their passengers up when requested. Mr. Handka stated that the Royal Inn still provides this service.

Mr. Handka stated he isn't opposed to the idea, he just doesn't think the County should take on this risk. More research will be done and this will be put back on a future agenda.

**APPROVAL OF SCOPE OF WORK, AIRPORT CAPITAL IMPROVEMENT PLAN AND 2018 FAA (FEDERAL AVIATION ADMINISTRATION) GRANT APPLICATION:** Mike Dikun from Armstrong Consulting was present.

Mr. Dikun and Mr. Rackley gave an overview of the proposed project and the 5 year plan. Mr. Rackley was concerned about the engineering fees in the Scope of Work. It was noted that those fees are included in the grant application and would not be an additional expense to the County. Mrs. Donaldson explained that Armstrong draws up a grant draw-down package, which includes any invoices due to them or contractors. Mrs. Donaldson submits the package to the FAA and submits a voucher to the Auditor's office for payment. We receive the grant funds prior to the vendors being paid.

Mrs. Shank made a motion to approve the Scope of Work as prepared by Armstrong Consultants, the Airport Capital Improvement Plan and the 2018 FAA Grant Application for a Snow Removal Equipment Building as presented. Motion seconded by Mr. Rackley and passed.

### **UNCLASSIFIED DEPARTMENTS, CONT.D:**

#### **FIRE/AMBULANCE DEPARTMENTS –**

*LOVELOCK:* Rodney Wilcox, newly elected Fire Chief, was present.

Chief Wilcox gave the Board the new list of officers and updated roster. They will be having a class next Tuesday for the F Endorsements. They are also working on the Firefighter I and II certifications and are looking into an alternative.

*GRASS VALLEY:* Sean Burke was present.

Mr. Burke stated that they also had officer elections at the start of the year and nothing changed. Last year they responded to approximately 75 calls. Mr. Burke wanted to thank the Road Department for all their help with the dirt work and gravel for the expansion of the firehouse.

*IMLAY:* Request to purchase washer/dryer under Capital Outlay funds – Mrs. Childs stated that she spoke with Gerry Monroe regarding this request. He has \$1,575 left in Capital Outlay that he doesn't plan to use and would like to move that money to small equipment so he can purchase a washer and dryer with those funds.

Mr. Rackley made a motion to approve the request to move funds from the Imlay Fire Department's Capital Outlay to Small Equipment for the purchase of a washer and dryer. Motion seconded by Mrs. Shank and passed.

*RYE PATCH:* It was noted that three members passed their EMT classes.

*LIBRARY – Approval to remove inventory items (Computer monitor, #L0331-A; Computer, #L0324; Computer, #L0388; Computer, #L0389):* Justin Abbott will be making a trip to Carson to dispose of some old computers and equipment, so he will take these as well.

Mrs. Shank made a motion to approve the removal of inventory items from the Library's inventory as noted. Motion seconded by Mr. Rackley and passed.

**IT DEPARTMENT –** Justin Abbott was present.

Mr. Abbott reported that he is drafting an IT and Security policy and will get it to the Board for review. The Devnet server rack and equipment is here and the servers should be delivered shortly. A representative from Devnet will be here on February 2<sup>nd</sup> to start installing everything. Mr. Abbott did send a notice to the departments letting them know there will be sporadic network outages throughout the process. The website conversion is still ongoing.

Mr. Abbott also reported that he met with Jojo Myers Campos, Broadband Manager for the Governor's Office of Science, Innovation and Technology, and David Isner from Sky Fiber Internet in Reno. They discussed the E-Rate project with the School District as well as other projects they have in the area. They also discussed what the County's needs are.

Mr. McDougal spoke about the upcoming budgeting process. With this being a new department, he encouraged Mr. Abbott to work with Mrs. Childs in regards to infrastructure upgrades and developing a budget.

### **ELECTED DEPARTMENTS:**

**LACEY DONALDSON, CLERK-TREASURER –** Mrs. Donaldson reported that the first payment on the new voting machines was made in November and we have already been reimbursed by the State. The paper ballot tabulation equipment was received yesterday and Dominion will be here January 22<sup>nd</sup> and 23<sup>rd</sup> to install it and complete the acceptance testing. Dominion will be holding training for the new equipment in Minden February 21-23, so Tina Gallagher will be here for the Commission meeting that week.

*Approval of corrections/changes to the Tax Roll:* A Tax Roll adjustment was submitted for APN #007-041-11, Quint and Kay Dawn Hughes. Mrs. Donaldson explained that this piece of property is an unbuildable driveway and was previously assessed as such. At some point the land value reverted back to a higher value. The adjustment would result in a \$46.52 credit.

Mrs. Shank made a motion to approve the Tax Roll correction as presented for APN #007-041-11. Motion seconded by Mr. Rackley and passed.

RENE CHILDS, RECORDER-AUDITOR – *Approval of Corrective Action Plan to be presented to the Nevada Department of Taxation pertaining to the correction and prevention of violations of Nevada Law:* Mrs. Childs explained that we have a new representative at Taxation and he has asked for additional information.

Mrs. Shank made a motion to approve the Corrective Action Plan pertaining to the correction and prevention of violations of Nevada Law as noted in the FY2017 audit. Motion seconded by Mr. Rackley and passed.

Mrs. Childs also spoke about the outage mentioned by Mr. Abbott. By statute, they are required to record 8 hours a day. They no longer have a manual way to record; it is all done by the computer. Mr. McDougal asked in the future if Mr. Abbott's schedule could be modified so this can be done on a weekend or after hours. Mr. Abbott stated that he would normally do that, but this time it is a vendor issue.

Mrs. Childs stated that the budget forms have been distributed and the Board will need to consider dates for budget workshops in March.

LAURI CERINI-JONES, ASSESSOR – Mrs. Cerini-Jones stated that she did receive two formal appeals for the Board of Equalization, but one has withdrawn. She is working on a Stipulated Agreement for the other appeal. Ms. Lerner is doing an audit on the Landfill Account assessments.

**UPDATE ON PROGRESS OF SITE LOCATION, DESIGN, FUNDING, AMENITIES AND CONSTRUCTION OF LAW ENFORCEMENT CENTER:** Mr. Rackley stated that the trees have been removed. Mr. Rackley has been speaking with LCA in regards to the building plan.

**PROCLAMATIONS AND AWARDS:** There were no proclamations or awards considered.

**BOARD APPOINTMENTS/RESIGNATIONS/VACANCIES:** HUMBOLDT RIVER BASIN WATER AUTHORITY – A letter was received from Paul Davidson resigning as of January 17, 2018. It was noted that there are five alternates. Mr. Shields stated that we still need to advertise.

Mrs. Shank made a motion to accept the resignation of Paul Davidson from the Humboldt River Basin Water Authority effective January 17, 2018. Motion seconded by Mr. Rackley and passed.

NATURAL RESOURCE ADVISORY COMMISSION – A letter was received by Casey Kiel asking to be reappointed to the Natural Resource Advisory Commission, representing Mining (Seat E).

Mrs. Shank made a motion to re-appoint Casey Kiel to the Natural Resource Advisory Commission, Seat E with a term expiring 12/31/21. Motion seconded by Mr. Rackley and passed.

**APPROVAL OF PERSHING COUNTY CREDIT CARD POLICY:** There was discussion regarding the timeframe when the vouchers for payment are turned back into the Recorder's office. Mrs. Childs stated that she is holding firm on the three days. Mr. Shields stated that he drafted the policy with help from Commissioner Shank and Mrs. Childs. Mr. Shields spoke with the department heads he felt would most be affected by the policy. One of those department heads requested a five day turnaround time. Mr. Shields is just bringing the option forward and it is up to the Board to make that determination.

Mrs. Shank stated that the issue is being able to make the payment to the bank timely without incurring late charges. Mr. McDougal agreed. Mrs. Childs stated that every department has a back-up

person authorized to sign vouchers if the department head is gone. She also stated that vouchers can be flagged to sign at a later date if necessary as well.

Mrs. Shank made a motion to approve the Pershing County Credit Card Policy, updating page 1 of the attachment to say the vouchers must be submitted to the Recorder-Auditor's Office within three days after receiving the statement. Motion seconded by Mr. Rackley and passed.

**ACCEPTANCE OF RESIGNATION FROM BELINDA MURPHY-DENMARK, DO AS PERSHING COUNTY HEALTH OFFICER AND APPOINTMENT OF DR. KAMIN VAN GUILDER, MD AS PERSHING COUNTY HEALTH OFFICER:** Mr. Rackley made a motion to accept the resignation of Belinda Murphy-Denmark, DO as the Pershing County Health Officer effective January 31, 2018 and to appoint Dr. Kamin Van Guilder, MD as Pershing County Health Officer effective February 1, 2018. Motion seconded by Mrs. Shank and passed.

**SALARY RESOLUTION: A. PAREDES-NIETO, SHERIFF'S DEPARTMENT** – Mrs. Shank made a motion to approve the Salary Resolution for Alfredo Paredes-Nieto, moving him from an LE11-2 to a LE12-1 effective January 4, 2018, which doesn't change the salary. Motion seconded by Mr. Rackley and passed.

**GRASS VALLEY ADVISORY BOARD:** Sean Burke and Paul Schlehr were present.

Mr. Schlehr thanked the Board for the use of the radar trailer. Mr. Burke already submitted the budget to Mrs. Childs with a reduction of \$1000. Mr. Schlehr stated that the transfer station has been better since the holidays. Their next meeting will be on January 29<sup>th</sup> and CPR training will be provided after the meeting.

Mr. Burke stated that he also spoke with Mr. Hill about the transfer station. It is better and Hoss is coming nearly every day. The Fire Department would be willing to burn if there was a burn pit. Mr. Burke spoke about the lights and doors being replaced. The roof is still leaking and mold is developing.

Mr. Burke also stated that they are contemplating holding a town hall meeting on March 24<sup>th</sup>. The Board would like the Community Center named in honor of Annette Stripe.

**PLANNING AND BUILDING DEPARTMENT AND IMLAY WATER: REQUEST FOR REVIEW AND APPROVAL OF A PARCEL MAP APPLICATION ON APN # 007-271-15 FOR MARY ANN JOHNSON. THE APPLICANT IS PROPOSING THE DIVISION OF THE EXISTING PARCEL INTO ONE (1) 87.06 ACRE ± PARCEL AND ONE (1) 35,790 SQUARE FOOT (.82 ACRE) PARCEL FOR THE PURPOSE OF SEPARATING THE EXISTING RESIDENTIAL AREA FROM THE AGRICULTURAL LAND. THE PARCEL IS ZONED LOW DENSITY SUBURBAN (LDS) AND LOCATED AT 165 ROGERS ROAD IN PERSHING COUNTY, NV** – The Planning Commission met on January 3, 2018 and are recommending approval.

Mrs. Shank made a motion to approve the Parcel Map application on APN # 007-271-15 for Mary Ann Johnson as recommended by the Planning Commission noting the Findings in PCDC Section 17.404.35 A.-O. Motion seconded by Mr. Rackley and passed.

**UPDATE ON FIRE INSPECTIONS FOR COUNTY BUSINESS LICENSES AND APPROVAL TO APPOINT FIRE INSPECTOR AND DISCUSSION OF QUALIFICATIONS AND TRAINING** – This came up as a business is changing hands and in applying for the Business License it states a fire inspection is required. Mr. Evans did some research into the certification requirements. Mr. Rackley spoke with Nathan Carmichael and he is interested. Mike Heidemann was present and spoke about the certification as well. Mr. Rackley will see if Mr. Carmichael or Mr. Burke are qualified to do the inspection now and then this will be addressed in the future.

**DEPARTMENT UPDATE** – Mr. Evans stated that he has also turned in his budget to the Recorder-Auditor's office. There will be a Planning Commission meeting in February.

**APPROVAL TO LEVY ANNUAL SPECIAL ASSESSMENT ON ALL TAXABLE PROPERTY WITHIN THE CONFINES OF THE GRASS VALLEY GROUNDWATER BASIN FOR THE FISCAL YEAR JULY 1, 2018 TO JUNE 30, 2019 IN THE AMOUNT OF \$11,318.32:**

Mrs. Shank made a motion to approve the annual levy of a special assessment on all taxable property within the confines of the Grass Valley Groundwater Basin for the Fiscal Year July 1, 2018 to June 30, 2019 as presented. Motion seconded by Mr. Rackley and passed.

**APPROVAL OF ORDER FOR TRIAL JURORS FOR 2018 CALENDAR YEAR:** Mrs. Shank made a motion to approve the Order for Trial Jurors for the 2018 Calendar Year. Motion seconded by Mr. Rackley and passed.

The meeting recessed at 10:14 a.m. and reconvened at 10:15 a.m.

**HEIDI LUSBY-ANGVICK, PCEDA, WNDD:** PRESENTATION OF THE PERSHING COUNTY ECONOMIC DEVELOPMENT AUTHORITY STRATEGIC PLANNING PROCESS, PHASE II – DEVELOPING VISION, MISSION, VALUES – Ted Bendure, PCEDA Chairman, was also present.

Mrs. Heidi Lusby-Angvick gave a power point presentation regarding the plan. In Phase II they will review and analyze the data obtained in Phase I and hold community workshops. They have started developing the SWOT (Strengths, Weaknesses, Opportunities, and Threats) Analysis. This information has been presented to the PCEDA Board, the County Commissioners today, and will be given to the City Council in the near future.

Mr. Shields gave an email from Alan Freemeyer to Mr. McDougal stating that the Pershing County Economic Development and Conservation bill passed in the House last night and is on to the Senate.

**CORRESPONDENCE:** There was no additional correspondence discussed.

**REPORT FROM ADMINISTRATIVE ASSISTANT:** Mrs. Wesner did not have anything to report.

**SET DATES FOR BUDGET WORKSHOPS –** The Board decided on full days on March 19<sup>th</sup> and 20<sup>th</sup>, continuing after the Commission meeting on March 21<sup>st</sup> and possibly a half day on March 23<sup>rd</sup> if needed. The meetings will begin at 8:30 a.m.

**ITEMS FOR FUTURE AGENDAS:** The Board would like to schedule a Jail Inspection for February 7<sup>th</sup>, 2018 at 7:30 a.m.

**MATTERS OF THE BOARD FOR DISCUSSION, BOARD MEMBER REPORTS, BOARD LIAISON REPORTS:** Mrs. Shank stated that she has been out of town and didn't have anything to report.

Mr. Rackley spoke about the State meeting of the various TV Boards that is coming up on February 9<sup>th</sup>. Mr. Rackley asked if there was a way to have lunch catered for the attendees. Mrs. Childs would have to look at the budget lines. In regards to the 911 Committee, Mr. Rackley is still trying to talk to the individual that could fill that seat. Mr. Rackley would like to talk about the upcoming project at Derby Field. He stated that he feels that the County needs a project manager and he would be willing to do that.

Mrs. Shank made a motion to appoint Mr. Rackley as project manager for the upcoming FAA project at Derby Field. Motion seconded by Mr. Rackley and passed. (There was no agenda item regarding project management for Derby Field.)

**PUBLIC INPUT:** Mr. Munk asked who the representative for the CNRWA is. It is Mr. McDougal.

**VOUCHERS:** Mr. Rackley made a motion to approve the vouchers as submitted. Motion seconded by Mrs. Shank and passed.

**REPORT FROM LEGAL COUNSEL:** Mr. Shields spoke about the two hangers at Derby Field and whether or not there are lease agreements. There was also discussion about expanding the transfer sites. He spoke with Mr. Hill and it will be an expense that needs to be considered. Mr. Shields also stated that there needs to be a budget to maintain the fence around the Grass Valley cattle curtailment area. Mr. Shields is also working on setting up a phone conference with Jeremy Drew from RCI.

**PUBLIC INPUT:** There was no additional public input.

As there was nothing further to come before the Board, the meeting adjourned at 11:23 a.m.

Approved 2/07/18: \_\_\_\_\_/s/\_\_\_\_\_  
Robert McDougal, Chairman

Attest: \_\_\_\_\_/s/\_\_\_\_\_  
Lacey Donaldson, Clerk