

JANUARY 7, 2019

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.

REORGANIZATION OF THE BOARD: SELECTION OF CHAIR AND VICE-CHAIR; COMMISSION BOARD APPOINTMENTS – Mr. McDougal nominated Mr. Rackley as Chairman. Motion seconded by Mrs. Shank and passed.

Mr. McDougal nominated Mrs. Shank as Vice-Chair. Motion seconded by Mr. Rackley and passed.

Mr. McDougal made a motion to retain the same board appointments. Motion seconded by Mrs. Shank and passed.

Mr. Rackley took over the meeting as Chairman at this time.

APPROVAL OF MINUTES: Mr. McDougal made a motion to approve the November 9, 2018 minutes with the noted corrections regarding the Senior Gift Fund and noting that the minutes were submitted after the 45 day deadline. Motion seconded by Mrs. Shank and passed.

Mrs. Shank made a motion to approve the November 20, 2018 minutes as submitted, noting that they were submitted after the 45 day deadline. Motion seconded by Mr. McDougal and carried.

PUBLIC INPUT: Carolyn Hultgren thanked the Road Department for starting early this morning and plowing Old Victory Highway.

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: District Attorney Shields reviewed the agenda and did not see anything of impact.

Mr. McDougal 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 Mrs. Shank and passed.

UNCLASSIFIED DEPARTMENTS:

ROAD DEPARTMENT – Dan Hill was present.

Mr. Hill reported that the crew is busy plowing snow this morning. The crew has been blading the east side of Pershing County. They bladed Inman's Road, Fencemaker Flat, the Vesco Ranch, Kyle Hotsprings Road, Willow Creek and are now working in Imlay. Mr. Hill did bring one blade back to town as he had some complaints. The Duncan Ranch Road and the Riffle Range Road were both bladed. One blade has also been working in Grass Valley.

Salary Resolution, P. Yancy: Mrs. Shank made a motion to approve the Salary Resolution for Phillip Yancy moving him from a Road Worker I, Range 27, Step 1 to a Road Worker II, Range 30, Step 1 effective January 26, 2019. Motion seconded by Mr. McDougal and passed.

LANDFILL AND RECYCLING – Dan Hill was present.

Mr. Hill reported that Clayton Randolph was on vacation over Christmas. The Road crew filled in when necessary.

SENIOR CENTER/VOLUNTEER COORDINATOR – Jordan McKinney was present.

Mrs. McKinney reported that they raised \$1,500.00 with the Christmas Tree and Wreath Raffle and the auction this year. The Christmas Party was a lot of fun and nobody went home empty handed.

The next advisory board meeting is on January 9th. Breakfast this month will be on the 25th. Mrs. McKinney stated that she is currently looking for a homebound driver/Admin Clerk. She is going to start the position at ¾ time.

BUILDINGS AND GROUNDS – John Handka was present.

Mr. Handka reported that the Santa Chair had to be moved on Christmas Eve due to the weather. Today they are shoveling snow.

Approval to re-roof bathroom/concession building at McDougal Sports Complex not to exceed \$3,600.00: Mr. McDougal stated that the bathroom remodel was further discussed at the Recreation Board meeting. Some of the members still have concerns about leaving the crow's nest and would also like to see a metal roof installed.

Mr. Handka stated that a metal roof would last a bit longer, but would cost quite a bit more. He also had concerns about a metal roof being damaged by people climbing up there. Mr. Handka stated that the kids will climb up there with or without the crow's nest. He would like to keep the crow's nest so he has a better vantage point for the security cameras.

Mr. McDougal also asked where the money is coming from. He and the other Recreation Board members do not feel that capital improvement projects should come out of their budget. Mr. McDougal stated that he realizes that we are in the middle of a budget cycle, but in the future, capital expenses should be in the County's budget. Mrs. Shank stated that the Rec Board has a capital improvement line in their budget. Mr. McDougal stated that they do budget in that line item for yearly upkeep to the pool and there is no money left. Mr. Handka stated that if those expenses are put in his budget then the Rec Board would no longer need to approve them. Mr. McDougal stated that those things should still be brought to the Rec Board's attention.

Mr. Shields spoke about the tax dollars that go into the Rec Board's budget. He stated that the Commission has to walk a fine line in regards to how that money is spent. He agreed with Mr. McDougal that capital expenses should come out of the County's budget, but that regular maintenance items, like the re-roofing, could come out of the Rec Board's budget.

Mrs. Shank asked Mrs. Childs about the Rec Board's budget. Mrs. Childs did not have her budget sheets, but thought there was still money available.

Mr. McDougal made a motion to approve the re-roofing of the bathroom and concession building at McDougal Sports Complex not to exceed \$3,600.00 with the funds coming out of the Recreation Board budget. Motion seconded by Mrs. Shank and passed.

COMMUNITY CENTER/ECONOMIC DEVELOPMENT – Heidi Lusby-Angvick was present.

Mrs. Lusby-Angvick reported that she was gone off and on throughout November and December. She attended the NDOT meeting regarding the Intercounty Transit Study. Mrs. Lusby-Angvick and Commissioner McDougal attended the WNDD (Western Nevada Development District) dinner meeting. Mrs. Lusby-Angvick also attended the Library's Strategic Planning meeting. Mrs. Lusby-Angvick stated that it was interesting to hear how much a vital part of the community the Library is and the resources that it offers.

Mrs. Lusby-Angvick also reported that she met with Sheryl Gonzales from WNDD last Wednesday. Ms. Gonzales had listened to a webinar on Brownfields grants. A local government can apply for up to \$600,000.00 with no matching funds and it's not punitive, meaning the EPA (Environmental Protection Agency) wouldn't fine the landowner. Mrs. Lusby-Angvick stated that they are looking at Cornell and Main Street for possible projects. The grant application is due on January 31st. Mrs. Lusby-Angvick also stated that if we don't succeed the first go round, WNDD will contract with a consultant who has a very high success rate to reapply next January.

Discussion regarding advertising/hiring Community Center Director position, possible realignment of responsibilities, allocation of hours and funding sources; Discussion regarding changing Economic Development Director to full-time position and funding sources: Mr. McDougal stated that

PCEDA is meeting this afternoon and he would like to hold off on the Commission discussing this further until he hears their ideas and possible alternatives.

SAFETY/GRANT WRITER – *Discussion regarding realignment of responsibilities, allocation of hours, office location and funding sources and other county needs:* This will be discussed in conjunction with the Community Center position at a later date.

Mrs. Shank stated that she does have all the current grant information and will try to stay on top of it.

PERSHING CO. FIRE/AMBULANCE –

AMBULANCE REPORT AND LOVELOCK FIRE: Chief Wilcox was present.

Chief Wilcox reported that they responded to 300 ambulance calls in 2018 and 90 fire calls. Chief Wilcox stated that they are having problems with Ambulance #902 again. This is the ambulance that had the engine replaced. He called the repair shop this morning and he will be taking it in this afternoon for repairs. They are still having problems with their software uploading information to the State. They will be having a conference call with the State Wednesday to try to resolve the issue. Marti Nolan has been appointed as the new EMS (Emergency Medical Services) Coordinator. Chief Wilcox also reported that at the LEPC (Local Emergency Planning Committee) meeting they discussed applying for a grant to upgrade the Firehouse software. The annual Fireman's Ball will be on Saturday, February 23rd.

RYE PATCH FIRE DEPARTMENT – Bill Kirkland was present.

Mr. Kirkland reported that Staci Bristow is the new Fire Chief. Mr. Kirkland stated that the department doubled their call volume this year, responding to 47 calls in 2018. Mr. Kirkland also spoke about equipment failures within the department. Besides the vehicles, one of the bay doors is not working correctly. Mr. Rackley stated that Buildings and Grounds needs to be notified so that they can look at the door. Mr. Kirkland also reported that they have lost 3 volunteers in the last two weeks. The department is also in need of hand held radios. Mrs. Shank thought that LEPC had acquired radios for all the departments. Chief Wilcox and Commissioner Rackley will check on that.

IT DEPARTMENT – Justin Abbott was present.

Mr. Abbott reported that in December he had 11 new issues opened and 12 resolved. He is starting the upgrade to the CAD (Computer Aided Dispatch) system at the Sheriff's Office this week. He will also be setting up the new Child Support employee this afternoon. He has received 2 acknowledgements and 4 requests for more information in regards to the Network RFP. Mr. Abbott also stated that he and Commissioner Shank were supposed to attend the Broadband USA Workshop on Friday; however, with the Government shut-down, the meeting has been cancelled.

PUBLIC DEFENDER – The monthly statistical report was given to the Board.

CODE ENFORCEMENT – Fran Machado was present.

Mrs. Machado reported that she has been on leave and is working on catching up. She is sending out letters on her open files asking for updates.

ELECTED DEPARTMENTS:

RENE CHILDS, RECORDER-AUDITOR – Mrs. Childs gave the Board the monthly fund balances. She did inform the Board that the General Fund is getting low and she will be transferring funds from PILT (Payment in Lieu of Taxes). Mrs. Childs also informed the Board that she is working with Charlie Sparke as the EMPG (Emergency Management Planning Grant) grant is being audited. Someone will be here on January 15th to look through the files and inventory.

Discussion regarding missing receipts from 10/23/18 on Nevada State Bank Credit Card Statement: Mrs. Childs stated that the bill has already been paid to avoid incurring a late charge. Sheriff Allen did submit a letter explaining why he did not have the receipt. Mrs. Shank asked why the Sheriff couldn't call the bank or the vendor to get duplicate receipts. Mrs. Childs stated that in speaking with the Sheriff, the request for copies had to be made within 30 days, which it was not.

Mr. McDougal made a motion to approve payment of the Nevada State Bank credit card for Sheriff Allen as the Commission is satisfied with the documentation provided by Sheriff Allen in regards to the expenditure. Motion seconded by Mrs. Shank and passed.

Mr. McDougal made a motion to issue a memo to all County employees who have been issued a County credit card reminding them that receipts must be provided for all expenditures and if one isn't provided the employee is at risk of having to pay for that expense personally and/or may lose the use of their credit card for up to 30 days. Motion seconded by Mrs. Shank and passed.

Mr. McDougal amended his motion to include a statement that the County will not pay or reimburse sales tax. Motion seconded by Mrs. Shank and passed.

Create Resolution for Inventory/Fixed Assets raising amount to \$3,000.00 per NAC 354.750: Mrs. Childs is requesting a Resolution retroactive to July 1, 2018.

Mrs. Shank made a motion to move forward with creating a Resolution to raise the amount of an inventory item to be included as fixed assets to \$3,000.00 per NAC 354.750. Motion seconded by Mr. McDougal and passed.

LAUREEN BASSO-CERINI, ASSESSOR – Ms. Basso-Cerini stated that she is still waiting for news about the Jeep. When she spoke to the dealership last, they stated they were backlogged. Ms. Basso-Cerini informed the Board that the front doors of the Admin Building were unlocked this morning. She also stated that one of the latches malfunctioned.

Request to remove inventory items #CA1515, Dell Multi-Function Printer and #CA1100, XP Computer Tower: Mr. Abbott recommended that they be removed from inventory and he will dispose of them.

Mr. McDougal made a motion to remove the two items from the Assessor's Inventory as presented. Motion seconded by Mrs. Shank and passed.

Ms. Basso-Cerini reported that Pershing County is no longer using the improvement factor and will annually re-cost values. Ms. Basso-Cerini stated that if the Board hears any complaints about rising values, she would be happy to speak with anyone who is concerned.

PROCLAMATIONS AND AWARDS: YEARS OF SERVICE, TORRIE HOSTMAN (5 YEARS) – The Board presented Ms. Hostman with a Certificate and Pin for 5 years of service to Pershing County.

PLANNING AND BUILDING DEPARTMENT AND IMLAY WATER: James Evans was present.

Mr. Evans gave the Board his monthly report. He did have to go to Imlay on Christmas to replace the battery in the system.

Mrs. Shank stated that Mr. Evans had been working with the Census Bureau in regards to reporting the prison population separately. Mr. Evans stated that they are still looking into that.

She also asked if it was time to review the County's Development Code. Mr. Evans stated that the Master Plan is supposed to be reviewed; however, it was reviewed by an outside party. Mr. Shields stated that the best course of action would be to have an agenda item and make a motion stating such. Mr. McDougal stated that the Development Code does need to be amended to include the Water Resource Plan.

Mr. Evans mentioned that with the remodel of the restrooms at McDougal Sports Complex, the bathrooms will have to be made ADA Compliant.

ELECTED DEPARTMENTS, CONT.D:

BRYCE SHIELDS, DISTRICT ATTORNEY – Mr. Shields reported that Cassandra Steele is starting in Child Support today. Brailen Allen is also starting today and will be a temporary employee.

Jack Bullock is officially retired as of today. Mr. Shields may appoint him to be special council. In regards to the Guardianship Program, he has a ward that is pregnant and unable to drive. His office will have to provide transportation to her appointments, which was not budgeted for.

There was discussion about office space. The Board decided that the IT Department could move into Jack Bullock's old office.

Salary Resolution, Cassandra Steele: Mrs. Shank made a motion to approve the Salary Resolution for Cassandra Steele, Initial Employment at Advanced Step, starting her as an Administrative Clerk I, Range 23, Step 4 effective January 7, 2019. Motion seconded by Mr. McDougal and passed.

UPDATE ON PROGRESS OF SITE LOCATION, DESIGN, FUNDING, AMENITIES AND CONSTRUCTION OF FUTURE LAW ENFORCEMENT CENTER: Mr. Rackley stated that he and Sheriff Allen have a meeting with Shields Construction on Thursday. Mr. Rackley met with the property owner next door to the Sheriff's office. They were not happy with our initial offer to purchase the property. They have plans to remodel the small home on the back of the property, so Mr. Rackley thought now might be a good time to make another offer. Mr. Shields stated that the County could make a higher offer if they identify findings to justify the increase.

SHERIFF JERRY ALLEN: Sheriff Allen stated that they had a Health Inspection last week. They were written up for the same items as in previous years. He also reported that they have had three critical failures with the 911 System in the last few weeks. There are electricians in the office now working on some of the exposed wires. Sheriff Allen has sent his After Action Report to Burning Man.

BOARD APPOINTMENTS: Mrs. Shank made a motion to accept Tracy Guinn's resignation from the Board of Equalization and appoint Ted Bendure to fill that vacancy; for the Airport Board reappoint Walter Brinkerhoff and Jack Riehm and appoint Douglas Martin; for the Cemetery Board, reappoint Cheryl Haas and Sherri Pierce; and for the Museum Board, reappoint Barbara Tobin and Barbara Rackley. Motion seconded by Mr. McDougal and passed.

Mrs. Donaldson and Mrs. Wesner informed the Commission that there are only two open seats on the Airport Board, Mr. Brinkerhoff's and Mr. Riehm's. The Board reappointed Albie Reddick in November.

Mrs. Shank amended her motion to exclude the Airport Board appointments. Motion seconded by Mr. McDougal and passed.

Mrs. Shank made a motion to appoint Walter Brinkerhoff and Douglas Martin to the Airport Board. Motion seconded by Mr. McDougal and passed.

Mrs. Shank made a motion to reappoint Mike Gibson to the Weed Board. Motion seconded by Mr. McDougal and passed.

There was some discussion about the Imlay Town Advisory Board. Mrs. Shank will reach out to those that had expressed interest. There was also discussion about reducing that board from a five member board to a three member board.

DERBY FIELD AIRPORT: On December 27th the loader and snow removal equipment was delivered. Mr. Rackley spoke about a USDA (United States Department of Agriculture) Infrastructure Grant which might help replace the water lines.

REPORT FROM LEGAL COUNSEL: Mr. Shields reported that no bids were received for the Rye Patch Brush Truck. He will start the process over. Mr. Rackley stated that we are still on the list to get a truck from the BLM. Chief Wilcox stated there is a pretty good chance we will get one.

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

REQUEST FOR APPROVAL FOR COMMISSIONER SHANK TO ATTEND THE NACO MONTHLY MEETING TO BE HELD ON JANUARY 25, 2019 IN LAS VEGAS, NEVADA AND APPROVAL OF POSSIBLE HIGHER HOTEL ROOM RATE – Mr. McDougal made a motion to approve Commissioner Shank’s attendance at NACO’s monthly meeting in Las Vegas on January 25, 2019, to include a higher hotel room rate if Mrs. Shank decides to attend. Motion seconded by Mr. Rackley. Mrs. Shank abstained. Motion carried.

ITEMS FOR FUTURE AGENDAS: Items for the joint City-County meeting were discussed.

CORRESPONDENCE: Mrs. Wesner received information from the Nevada Historical Society about Donkey Peak. She will invite them to the next Commission meeting.

MATTERS OF THE BOARD FOR DISCUSSION, BOARD MEMBER REPORTS, BOARD LIAISON REPORTS: Mr. McDougal stated that he spoke with Congressman Amodei’s office. They had the opportunity to reintroduce the Lands Bill as part of a non-controversial package last Friday. He has not heard if that officially happened. The Senator that had issues with the bill last time is no longer on the committee, so we may have a better chance.

Mrs. Shank stated that Safety has a lot of supplies (cabinets, files, etc.) that need to be moved out of the Library. Mrs. Shank attended the Library Strategic Planning workshop. Mrs. Shank would like an item on the next agenda to approve the purchase of coins and pins for the County’s Centennial.

Mr. McDougal asked if the Lovelock Inn was included in the Assessment of Historical Properties. Mr. McDougal stated that, next to the Courthouse, the Lovelock Inn is probably the most significant architectural structure in Pershing County.

Mr. Rackley will attend the Senior Center Advisory Board meeting on Thursday. He also has a meeting with Armstrong Consultants on Thursday as well to review future projects for the Airport.

PUBLIC INPUT: There was no public input at this time.

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

As there was nothing further to come before the Board, the meeting adjourned at 11:31 a.m.

Approved 2/20/19: _____/s/
Larry Rackley

Attest: _____/s/
Lacey Donaldson, Clerk