

## **FEBRUARY 6, 2019**

The meeting was called to order at 8:30 a.m. by Larry Rackley, Chairman. Those present were Robert McDougal 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 19, 2018 minutes as submitted, noting that they are over the 45 day deadline. Motion seconded by Mr. McDougal and passed.

**PUBLIC INPUT:** Deputy Phillip Dickerman was present on behalf of the Pershing County Law Enforcement Association. He invited one of the Commissioners to sit in on contract negotiations.

**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 AND LANDFILL** – A written update was provided as Mr. Hill was not present.

The crew completed their Flagger Certification Class for the year. They hauled sand to Coeur for Limerick Canyon Road. Mr. Reese helped out at the Landfill, running the dozer. The crew also hauled DG to the Cemetery for Buildings and Grounds. Blades worked on Stonehouse Canyon, Ragged Top, and Granite Springs. Washouts were fixed as they went. Blades also worked on the backside of Rye Patch and Callahan and they are now headed over Imlay Summit. Dixie Valley Road was bladed to the county line and that crew is finishing up Pleasant Valley Road. Blades in Grass Valley worked on Grass Valley Road, Gold Banks, Youngberg and Van Diest. The crew is at MSHA (Mine Safety and Health Administration) training today.

Chelsea Montes has resigned as the department's Admin Clerk and Jeannette Hughes has transferred from the Recorder-Auditor's office to that position.

The volume at the Landfill is down due to the inclement weather. Mr. Neilsen took some vacation time. The five year Closure and Post Closure Report from Stantec has been completed and submitted to the State.

**SENIOR CENTER / VOLUNTEER COORDINATOR** – Jordan McKinney was present.

Mrs. McKinney stated that their annual Valentine's Day Cookie Bake Off will be on February 14<sup>th</sup>. Five seniors will judge the competition. The plans for the tethered rides in the parking lot have been put on hold as the parking lot is owned by the Catholic Church and they would like a higher insurance guarantee. Mrs. McKinney also reported that they are looking for a new driver for the in town route. The previous driver has been promoted to the Admin Clerk position and one of the other drivers will be on leave for a while.

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

Mr. Handka reported that the ceiling tiles have finally been replaced in the Justice Court and the Commission Admin office. He has been working on the plumbing in the Deputy's house in Imlay and had to call in D&D Plumbing. The septic for the home at the Airport backed up and had to be pumped

out. Mr. Handka reported that an electrical panel was replaced in the Courthouse. When they get ready to do the next one Mr. Handka will notify the departments that will be affected.

Mr. Handka also reported that the crew did some training with the new loader at the Airport. Mr. Handka also mentioned the Lover's Aloft Event. He was asked to pick up a bunch of tires from the Landfill for them to use as space markers and then take them back after the event. Mr. Handka does not feel this is his department's responsibility. Mr. McDougal felt that if the event wants us to do it then they should be charged for the crew's time.

Mr. Handka stated that he will begin ordering the material to do the remodeling of the bathrooms at the ball fields. Mrs. Shank asked Mr. Handka if he had started making a list of repair projects for the swimming pool and ball fields as requested. Mr. Handka stated that there will always be stuff that needs to be done at both facilities. He has seen a list for the pool and some of the requested items will not be done as they are structural things. Mrs. Shank stated that if there are issues, Mr. McDougal needs to know so he can relay the information back to the Recreation Board.

**PROCLAMATIONS AND AWARDS: YEARS OF SERVICE CERTIFICATE/PIN, JOHN HANDKA, FIVE YEARS** – The Board presented Mr. Handka with a Certificate and Pin and thanked him for five years of service to Pershing County.

**UNCLASSIFIED DEPARTMENTS, CONT.D:**

**PERSHING COUNTY FIRE/AMBULANCE –**

*AMBULANCE REPORT:* Chief Wilcox was present.

Chief Wilcox reported that Marti Nolan has hit the ground running as the new EMS (Emergency Medical Services) Coordinator. They are working on re-certifying all the EMTs (Emergency Medical Technicians) that are due. They are also working on scheduling the Continuing Education Credit training that is needed for the year.

*LOVELOCK FIRE / FIRE INSPECTOR:* Chief Wilcox reported that eight members have completed the Exterior Firefighting Program. These eight will continue working toward Firefighter I Certification. Mr. Rackley noted that the Department currently has seven members that are Firefighter I's. The Department held ICS (Incident Command System) drills at the Community Center. They are awaiting arrival of some supplies through the LEPC (Local Emergency Planning Committee) grant. They will be getting some tanks for Rye Patch and Grass Valley, and some air packs for Imlay.

Chief Wilcox stated that they were supposed to have a meeting with the Fire Marshal's office yesterday, but the Fire Marshal's office was unable to make it. Chief Wilcox, Commissioner Rackley, DA Shields, and City Councilman Murphy still had a good meeting.

Chief Wilcox also reported that they completed a fire inspection at the new Hemp facility and signed off for their Agricultural permit.

Chief Wilcox stated that they are getting ready for the Annual Fireman's Ball.

Mr. Heidemann spoke about some proposed legislation he is watching. He also spoke about the available training grants through POOL/PACT.

*RYE PATCH FIRE:* Bill Kirkland and Tom Helms were present.

Mr. Kirkland stated that they have responded to 8 calls so far this year; 2 medical, 3 car accidents, 2 mutual aides and 1 public assist. Mr. Kirkland stated that their radio issue is being addressed. Chief Bristow is working on obtaining some surplus gear from the BLM. Mr. Kirkland reported that the brush truck is back in service. They are having some issues with one of the roll-up doors at the Station. Mr. Handka will check it out. The medical unit is currently in the shop with transmission issues. The water tender is also having some issues. These repairs need to be done, but they are already over budget. The Board understood that these things happen and have to be addressed.

COOPERATIVE EXTENSION – Steve Foster and Joshua McKinney were present.

Mr. McKinney gave an update on 4-H. He is still working on setting up the shooting sports program. They are just waiting on the guidelines from UNR (University of Nevada, Reno) so they can start purchasing ammunition and other items. He has also been working with TMCC (Truckee Meadows Community College) to establish a STEM (Science, Technology, Engineering and Math) program. Mr. McKinney also attended a Leadership Retreat in Winnemucca.

Mr. Foster stated that he has completed his year-end reports. Mr. Foster was the Chair for the “Living with fire” Natural Resource Search Committee. They conducted interviews and submitted their recommendation. He also participated in the 2019 Cattleman’s Update, giving a presentation on the market outlook for cost per cow production. Mr. Foster is also hosting several webinars. He is working on producing a final exam for Nutrient Management. Mr. Foster is also working on putting together a hemp production workshop. On March 19<sup>th</sup> there will be pesticide training. Mr. Foster stated he is still waiting to hear any news on his enhancement funding request.

IT DEPARTMENT – Justin Abbott was present.

Mr. Abbott reported that he had 30 tickets opened in January and 25 tickets resolved. They are doing the final testing before the go live on Sheriff’s upgraded dispatch servers. Mr. Abbott stated that he is preparing his budget for next year. In regards to the Network RFP, Mr. Abbott stated that he did have a couple more vendors that asked if they could submit a late request. He did accept them. There is a potential of five proposals for the project.

*Approval to purchase ESD-Safe Workbench in the amount of \$1,699.95:* Mr. McDougal made a motion to approve the purchase of an ESD-Safe Workbench for the IT Department in the amount of \$1,699.95, to be paid for out of the Ad Valorem budget. Motion seconded by Mrs. Shank and passed.

PUBLIC DEFENDER – Steve Cochran was present.

The monthly report was given to the Board. Mr. Cochran stated that he does have a couple new serious cases. There is a new Justice of the Peace in Humboldt County, so Mr. Cochran has received a few inquiries from him. Mr. Cochran also stated that he spoke with payroll about moving his Admin Clerk to a Legal Secretary in the next fiscal year.

CODE ENFORCEMENT – Fran Machado was present.

Mrs. Machado gave an update regarding Code Enforcement activity. She currently has 282 open complaints. 32 complaints have been resolved. She is continuing to work on the issue of individuals living in campers throughout the county. Mrs. Machado met with a land owner in Grass Valley who has some vacant mobile homes that are in disrepair. She will be working with them as they make corrections moving forward. Mrs. Machado also met with an Imlay Community member. She will assist her in improving and cleaning up the town.

**BRENDA PINKSTON, UPDATE ON IMLAY COMMUNITY CONCERNS, TOWN BOARD STATUS AND POSSIBLE ALTERNATIVE:** Mrs. Pinkston stated that the previous Imlay Auxiliary was a non-profit organization and they are looking at doing the same thing using the name “Imlay United”. Mrs. Pinkston stated that she will be going to the Recreation Board tomorrow to request funding for the playground.

In regards to the Imlay Community Center, Mrs. Pinkston stated that some of the disrepairs are reaching a health issue level. There are rodents in the vents. When the new Heating and AC was installed a few years ago, the old swamp cooler was left on the roof uncovered. There is a hole in the kitchen ceiling. The roof is missing several shingles. There is also a problem with the door locks.

Mr. Handka stated that this is the first he’s heard of these issues and will look into them.

Mrs. Pinkston also stated that the roads are in disrepair as well. The Board will pass this information onto the Road Department.

**REQUEST TO PURCHASE MODEM/EQUIPMENT NEEDED FOR INTERNET SERVICE TO IMLAY COMMUNITY CENTER** – Mr. Abbott stated that he still hasn’t received any information

regarding the actual equipment that is being requested. Mrs. Pinkston will follow up to get Mr. Abbott the information.

Mr. Shields spoke about the non-profit status, stating that they could accomplish the same using the Imlay Town Advisory Board. Mrs. Pinkston stated that the residents, for whatever reason, don't want to sit on a County board.

The Board discussed the need to have a Town Hall meeting in Imlay.

**ELECTED DEPARTMENTS:**

**LACEY DONALDSON, CLERK-TREASURER –**

*Approval of corrections/changes to the Tax Roll:* Two adjustments to the Real Roll were presented to the Board. APN #001-122-13, Todd and Jill Plimpton – A fire destroyed the majority of the improvements.

APN #007-291-14, Richard Saffell – Mobile Home was removed in 2015. Adjusting for Fiscal Years 2017, 2018 and 2019.

Mr. McDougal made a motion to approve the Tax Roll adjustments as presented. Motion seconded by Mrs. Shank and passed.

*Approval to advertise/hire vacant ¾ time Admin Clerk I/II position:* Mr. McDougal made a motion to approve the advertising and hiring to fill the vacant ¾ time Admin Clerk I/II position in the Clerk-Treasurer's office. Motion seconded by Mrs. Shank and passed

*Approval to renew Pitney Bowes Lease Agreement for the postage meter at the Pershing County Administration Building in the amount of \$447.17:* Mrs. Shank made a motion to approve renewing the Pitney Bowes Lease Agreement for the postage meter at the Pershing County Administration Building in the amount of \$447.17 per quarter. Motion seconded by Mr. McDougal and passed.

Mrs. Donaldson informed the Board that the office is working on holding an online delinquent property tax sale in May.

**PLANNING AND BUILDING / IMLAY WATER:** James Evans was present.

Mr. Evans submitted the monthly permits issued and fees collected report. Mr. Evans stated that he has no agenda items for the February Planning Commission meeting, so it has been cancelled. Mr. Evans also stated that one of the Planning Commission members, Kim Klemish, has not attended a meeting in some time. Mrs. Donaldson stated that she spoke with her a few weeks ago and she will be submitting an updated letter of resignation.

Mr. McDougal asked that Mr. Evans provide a fee schedule to the Board during the budget hearings for all fees charged in his office.

Mr. Rackley spoke about the Pershing County Electric Utility. He met with NV Energy about performing some maintenance; however the power must be turned off during that time. This will result in a 4 or 5 hour power outage. They will wait to schedule it until the weather is better.

**SAFETY / GRANT WRITER:** DISCUSSION REGARDING SAFETY TRAINING, REPORTING, AND INSPECTIONS; POSSIBLE ALTERNATIVES TO ACCOMPLISH THESE TASKS – Mrs. Shank stated that she met with Dan Murphy, the School District's Safety Director. Mr. Murphy is also on the POOL/PACT Risk Management Committee. Mrs. Shank drew up a list of safety related items that need to be done. The safety training can be completed through e-learning. New employees have to be added to the program and required classes have to be kept track of.

Mrs. Shank also spoke about POOL/PACT grants that are available. She also stated that she reviewed the KaBoom Grant for the new playground equipment and it is a huge undertaking. She's not sure she can get everything done that is required.

Mr. Rackley asked how many hours were allotted to the Safety position. Mrs. Shank stated that most recently it was budgeted at 30 hours; however she thinks it only warrants 10 hours per week.

There was some discussion about opening it up to the County's current part-time employees who might want the additional 10 hours. Mrs. Shank stated that her only concern is that those hours actually are spent on Safety.

This item will be put back on the next agenda.

**REQUEST TO PLACE E CLAMPUS VITUS PLAQUE AT THE MARZEN HOUSE MUSEUM HONORING THE SEVEN TROUGHS MINING DISTRICT (LOCATION OF PLAQUE IS NEAR THE KIOSKS) AND WORDING ON PLAQUE:** Alan Roberto was present on behalf of the Clampers.

The Clampers place a plaque every year and would like to put one at the Museum honoring the Seven Troughs Mining District. The draft language for the plaque was provided to the Board. Mr. Roberto has spoken with Heidi Lusby-Angvick regarding placement and a dedication has been set for April 6<sup>th</sup>.

Mr. McDougal made a motion to approve E Clampus Vitus placing a plaque at the Marzen House Museum honoring the Seven Troughs Mining District. Motion seconded by Mrs. Shank and passed.

**COMMUNITY CENTER: UPDATE ON COMMUNITY CENTER DIRECTOR APPLICATIONS / INTERVIEWS / INTERVIEW DATE / SELECTION OF CANDIDATE; POSSIBLE ALTERNATIVES TO FILL THE POSITION WITH SALARY COMPENSATION AND OTHER MATTERS RELATING TO THE COMMUNITY CENTER DIRECTOR POSITION –** Mrs. Wesner stated she received four applications for the position plus one proposal from a current County employee. Mrs. Wesner would like to have herself, one Commissioner, and a member of the PCEDA (Pershing County Economic Development Authority) Board to sit as the interview committee.

Mrs. Childs stated that the employee that submitted the proposal was already given a 5% increase in July to take on some additional responsibilities at the Community Center. Mrs. Childs is concerned that the funding for that increase has not been coming out of the Community Center budget as it should. If the Board so desires, Mrs. Wesner suggested making the Ag Extension position 20 hours and then that person could pick up the other 20 hours as Community Center Director. This way there would be a distinction between the two and both budgets could be charged accordingly. Mrs. Childs also stated that the proposal submitted is a 30% increase.

Mr. McDougal would like to proceed with interviewing the applications that were submitted as well as the current employee. The interview Committee will include Mrs. Wesner, Mr. Rackley and a member from the PCEDA Board. It was also decided to ask the applicants if they would be interested in an additional 10 hours to cover the Safety Program.

Vonni Hemp, A County employee, suggested that the Commissioners communicate with the County's current employees and open this position up to them.

**ELECTED DEPARTMENTS, CONT.D:**

**RENE CHILDS, RECORDER-AUDITOR –** Mrs. Childs gave the Board the monthly Fund Balance Reports and directed their attention to the spendable cash in the General Fund.

Mrs. Childs spoke about Jeannette Hughes transferring to the Road Department. Mrs. Child met with her staff yesterday and they have decided not to fill the position at this time.

There will be an item on the next agenda to set dates for budget workshops.

**LAURI BASSO-CERINI, ASSESSOR –** Ms. Cerini stated that she has been working on the appeals to the County Board of Equalization. The Board of Equalization will meet on February 25<sup>th</sup>.

**BRYCE SHIELDS, DISTRICT ATTORNEY –** *Request for approval of application with Language Link for interpreter services for Child Support office:* Mrs. Shank made a motion to approve

the application with Language Link for interpreter services for the Child Support office as presented. 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 is working with the owner of the lot next to the Sheriff's office to find a suitable property to swap. The one discussed at the last meeting has already sold.

**DERBY FIELD:** Mr. Rackley reported that the metal walls of the equipment building are up. The insulation and siding may go up this week as well. Mr. McDougal asked if there had been a resolution in regards to the cracking concrete. The contractor will address that after the building is finished.

Mr. Rackley also spoke about the lack of lease agreements for the hangers. The Airport Board is meeting tomorrow and will discuss that issue further. Mr. Rackley is also working with Ms. Cerini to get the two hangers back on the personal property roll.

**APPROVAL TO LEVY A SPECIAL ASSESSMENT ON ALL TAXABLE PROPERTY WITHIN THE CONFINES OF THE IMLAY AREA GROUNDWATER BASIN FOR THE FISCAL YEAR JULY 1, 2019 TO JUNE 30, 2020 IN THE AMOUNT OF \$5,715.08:** Mrs. Shank made a motion to approve levying a special assessment on all taxable property within the confines of the Imlay Area Groundwater Basin for Fiscal Year July 1, 2019 to June 30, 2020 in the amount of \$5,715.08. Motion seconded by Mr. McDougal and passed.

**DISCUSSION ON COUNTY'S POSITION REGARDING THE RECREATION BOARD; IT'S STATUS, BUDGET, FUNDING AUTHORITY, RESPONSIBILITIES, PURPOSE AND RELATED AREAS OF CONCERN:** Mr. Rackley stated that he felt most of this had been worked out in the joint meeting. The Board agreed and there was no further discussion.

The meeting recessed at 11:18 a.m. for a Litigation meeting and reconvened at 11:23 a.m.

**REPORT FROM LEGAL COUNSEL:** Mr. Shields stated that the comments for the draft EIS (Environmental Impact Statement) on the Naval Expansion project must be submitted by February 14<sup>th</sup>.

**REPORT FROM ADMINISTRATIVE ASSISTANT: APPROVAL OF AMENDED JOB DESCRIPTIONS FOR PERSHING COUNTY COMMUNITY CENTER DIRECTOR AND PERSHING COUNTY ECONOMIC DEVELOPMENT DIRECTOR –** Mrs. Shank questioned the exempt/nonexempt status. The Board agreed to look at all of the exempt statuses during budgets.

Mrs. Shank made a motion to approve the amended job descriptions for the Pershing County Community Center Director position and the Pershing County Economic Development Director position as submitted. Motion seconded by Mr. McDougal and passed.

Mrs. Wesner stated that she is up to date on responding to the Bill Draft Requests (BDRs) she has received. She will be out of the office starting this afternoon and will return on February 13<sup>th</sup>.

**UPDATE ON MATTERS RELATING TO THE PERSHING COUNTY ECONOMIC DEVELOPMENT AND CONSERVATION ACT:** No update was given.

**ITEMS FOR FUTURE AGENDAS:** Mrs. Shank would like an item on the next agenda to update the Board about the Centennial Planning progress.

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

**MATTERS OF THE BOARD FOR DISCUSSION, BOARD MEMBER REPORTS, BOARD LIAISON REPORTS:** Mr. McDougal reported that he participated in a Legislative Committee phone call for the Humboldt River Basin Water Authority. They reviewed some Bills and a BDR. One of the bills discussed was regarding incorporating Water Resource Plans into counties' Master Plans. This Friday is the Humboldt River Basin Water Authority's regular meeting.

Mrs. Shank stated that she has several meetings coming up. She missed the Library Board meeting as she was at the Grass Valley Advisory Board meeting. Mrs. Shank stated that Wendy Nelson is the new Director of the Frontier Community Coalition and they will be working on hiring an administrative person. Regarding the Centennial preparations, banners for the bill board at the stop light have been ordered as well as banners for the light poles. Mrs. Shank has been working on an invitation to distribute for the Open House Celebration on March 18th. The Committee will be asking the Governor's office for a Proclamation. The Open House will be held from 5-7 on March 18<sup>th</sup> and Jack Bullock and Judge Wagner have agreed to give tours of the Courthouse. The commemorative coins and pins should ship today. Mrs. Shank also reminded the Board that the Lincoln Day breakfast is this Sunday.

Mr. Rackley stated that he had a message from Sheriff Allen. Sheriff Allen will be expanding the outreach for his open deputy positions. Mr. Rackley also reported that Armstrong Consultants will be here tomorrow to inspect the Airport project and to attend the Airport Board meeting.

**PUBLIC INPUT:** Carolyn Hultgren told the Clampers about the information she had found about Victory Highway and they will look into it more.

Doug Martin asked Mrs. Shank if she is working with the Downtown Revitalization Group regarding the Centennial as they may have grant funding available. He also spoke about the Naval Expansion and asked if the County would be submitting comments. Mr. Rackley stated that the County has submitted their comments regarding the expansion.

Carl Clinger stated that he attended a meeting with Congressman Amodei regarding the Naval Expansion as well. This meeting was for current allotment holders.

The meeting recessed at 11:58 to review vouchers.

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

As there was nothing further to come before the Board, the meeting adjourned at 12:10 p.m.

Approved 3/06/19: \_\_\_\_\_ /s/  
Larry Rackley, Chairman

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