

AUGUST 19, 2020

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

APPROVAL OF MINUTES: Mr. Rackley made a motion to approve the minutes from the July 1, 2020 and the July 15, 2020 regular meetings as submitted. Motion seconded by Mr. McDougal and passed. It was noted that the July 1, 2020 minutes are just over the 45 day limit.

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

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: Mr. McDougal made a motion that no agenda items impose a burden. Motion seconded by Mr. Rackley and passed.

UNCLASSIFIED DEPARTMENTS:

ROAD DEPARTMENT & LANDFILL – Dan Hill was present.

Mr. Hill apologized for missing the last meeting. The crew has been very busy, and he neglected to submit a report in time. He reported that Chris Casias resigned with little notice.

Request for approval to advertise/hire vacant Road Worker I/II position: Mr. Rackley made a motion to approve the advertisement and hiring to fill the vacant Road Worker I/II position at the Road Department. Motion seconded by Mr. McDougal and passed.

Mr. Hill also reported that the crew helped clean-up the one lot on Main Street. They are still waiting for the report from NDEP (Nevada Department of Environmental Protection) regarding the contents of the debris. The crew was also busy preparing for and completing the Chip Seal project. A larger cattle guard, provided by the BLM (Bureau of Land Management), was installed on the other side of Mud Springs off Grass Valley Road. Mr. Hill has been spraying weeds in various areas around the County, but unfortunately hadn't made it to Imlay. He was just made aware that the puncture vine is out of control. He's going to go out there tomorrow and do what he can. The screening plant has been moved to Grass Valley to make gravel for Herschell Road.

Mr. Hill stated that the crew also spent two days at the Landfill in anticipation of NDEP inspecting the Main Street debris. They cleaned up approximately four truckloads of blown litter. The discarded oil was also a mess, so they cleaned that up. Mr. Hill also stated that he finally convinced Mr. Nielsen to let the contractors dump directly in the pit to cut down on the wind-blown garbage. Mr. Nielsen is also going to try trenching for the household litter.

Mr. Hill also received a complaint about a culvert below Unionville on Willow Creek. The culvert couldn't be crossed without falling in a hole, so it has been repaired. Mr. Hill stated that he would like to gravel the approach into the Unionville Cemetery as well.

RECYCLING – No report.

BUILDINGS AND GROUNDS – John Handka was present.

Mr. Handka stated that they are trying to keep up with the wind and rain causing damage at the cemeteries. The flagpole for the Chinese Cemetery has been installed. Mr. Soares walked up on a rattle snack at the Lone Mountain Cemetery. They received a load of fuel at the Airport and the pricing has been adjusted accordingly. With help from the Juvenile Department, everything has been moved back into the Law Library. Mr. McKinney has been cleaning the windows at the Admin Building. Mr. Handka also reported that he hasn't had an update from the swimming pool repair people recently.

Request for approval to replace Courthouse Park Restroom doors: Mr. Handka is still waiting for an additional quote, so this item will be put back on the agenda.

PERSHING COUNTY FIRE/AMBULANCE –

Mike Heidemann spoke about the AFG (Assistance to Firefighters Grant) Training Grant. Chief Wilcox ordered some training material that was not included in the grant application, but Mr. Heidemann called the grant administrator and got approval. Additional grant funding notifications are being released every Friday, so we should know how we fared on our other grant applications soon.

Approval of contract/job duties for the Fire Inspector; Approval of salary/compensation; Approval to advertise/hire position: Mr. McDougal stated that he made a request for some changes to the contract and they were not made. This will be put back on a future agenda for further discussion and approval.

Approval to fund the outfitting of the fire command vehicles (2): Mrs. Childs stated that the Option Tax Fund looks ok, but the Board did approve the purchase of two Sheriff's office vehicles to be paid for out of this fund. Mrs. Childs also noted that the Resolution allows up to \$90,000 and we overspent last year. If approved, she asked that spending be closely monitored.

Mr. Rackley stated that we spent \$12,198 per vehicle to outfit the first two command vehicles that were purchased. Mr. Burke is looking at another vendor that may be able to do it cheaper.

Mr. Rackley made a motion to approve moving forward with outfitting the two fire command vehicles. Motion seconded by Mr. McDougal and passed.

LIBRARY – Salary Resolution for Kameron Mitchell: Mr. McDougal made a motion to approve the Salary Resolution for Kameron Mitchell moving him from a Library Tech II, Range 26, Step 4 to a Library Specialist I, Range 27, Step 4 effective August 28, 2020. Motion seconded by Mr. Rackley and passed.

IT DEPARTMENT – Justin Abbott was present.

Mr. Abbott reported that he has been working with various departments on the Office 365 upgrade. Mr. Abbott also reported that he is seeing an increase in phishing emails. He believes it will only get worse as we near the election. He cautioned everyone to be careful when opening and responding to emails.

ELECTED DEPARTMENTS:

LACEY DONALDSON, CLERK-TREASURER – Mrs. Donaldson reported that the office has been busy collecting first installment taxes. Mrs. Donaldson has been busy with election prep. We will be mailing ballots to all registered voters again, but there will be in-person voting available. To accommodate social distancing and sanitation measures there will be less machines set-up and there will not be in-person voting in Grass Valley. In-person voting will be available through the entire two weeks of Early Voting and on Election Day. We will have a manned ballot drop-box in Grass Valley for two days during Early Voting and on Election Day. The Sheriff's office has agreed to bring the ballots back to Lovelock after polls close on Election Day. Mrs. Donaldson stated that she knows these changes aren't what some people want, but she is trying to make accommodations the best she can. Mrs. Shank asked how the paper ballots are handled and counted. Mrs. Donaldson stated that when ballots are delivered to the office, staff verifies the signature on the envelope to that on the voter registration. It is then logged in the Election System as received and locked in a ballot box until they can start counting. The ballots are tallied using a scanner. Mrs. Donaldson stated that it is the same process that they have always used for absentee ballots and the mail precincts. She also invited the Board to come over and look at or watch any of the processes. Mrs. Wesner asked about a postcard that has been sent out saying that the individual isn't registered to vote. Mrs. Donaldson stated that this mailing is from the Republican Party and she is advising those concerned to call the office to verify their registration.

Approval of corrections/changes to the Tax Roll: Mrs. Donaldson stated that she has been given a handful of corrections from the Assessor, but she is still working with Devnet to process them.

RENE CHILDS, RECORDER-AUDITOR – Mrs. Childs stated that she attended a Tyler Training on the accrual process for the fiscal year end process.

LAUREEN BASSO-CERINI, ASSESSOR – *Approval to advertise/hire vacant Administrative Clerk I/II position:* Mr. McDougal made a motion to approve the advertisement and hiring to fill the vacant Administrative Clerk I/II position in the Assessor's office. Motion seconded by Mr. Rackley and passed.

Ms. Basso-Cerini submitted a written report.

SEAN BURKE: GRASS VALLEY FIRE DEPARTMENT, PERSHING COUNTY EMERGENCY OPERATIONS MANAGER, AND GRASS VALLEY ADVISORY BOARD – Mr. Burke reported that the Grass Valley Fire Department responded to a significant structure fire on Saturday. A few of the firefighters suffered from dehydration. There is a LEPC (Local Emergency Planning Commission) meeting tomorrow. The EMPG (Emergency Management Planning Grant) grant has not been awarded yet as the larger counties aren't agreeing with the distribution of those funds. The HMEP (Hazardous Materials Emergency Preparedness) Grant is open and the deadline for submittal is in September. This grant usually funds attendance at Fire Show West, which has been cancelled. Mr. Burke is looking into different training the funding may be used for.

The next Grass Valley Advisory Board meeting will be on August 31st. Mrs. Donaldson will be coming out to give an update about voting. They are working on holding a Town Hall in September as well. Mr. Burke also noted that the Road Department is doing an outstanding job.

ELECTED DEPARTMENTS, CONT.D:

DISTRICT ATTORNEY'S OFFICE – Mr. Banks stated that things are getting back to normal. Working from home went more seamlessly than expected thanks to Mr. Abbott. The upcoming jury trial was cancelled as the case has been settled. The next big case will be the Main Street arson case.

UPDATE ON PROGRESS OF SITE LOCATION, DESIGN, FUNDING, AMENITIES AND CONSTRUCTION OF FUTURE LAW ENFORCEMENT CENTER: The Board did not have anything new to report.

PROCLAMATIONS AND AWARDS: 5 YEAR CERTIFICATE / PIN FOR MANDY SPRINGER – Mandy Springer was presented with a certificate and pin for 5 years of service at the Library.

DERBY FIELD AIRPORT: APPROVAL OF GRANT NOTICE OF AWARD FOR IMPROVEMENTS TO DERBY FIELD TERMINAL AREA FENCING & GATE IN THE AMOUNT OF \$189,283.00 – Mr. Rackley made a motion to approve the Grant Notice of Award for improvements to Derby Field Terminal Area Fencing and Gate for Custom Fence Company in the amount of \$189,283.00. Motion seconded by Mr. McDougal and passed.

BOARD APPOINTMENTS/ RESIGNATIONS: DEBT MANAGEMENT – An email was received from Melissa McIntee expressing her interest in the Debt Management Commission.

Mr. Rackley made a motion, seconded by Mr. McDougal and passed, to appoint Melissa McIntee to the Debt Management Board.

BIG MEADOW SOIL CONSERVATION DISTRICT, COUNTY APPOINTMENT – The current County appointment is Steve Foster. Mr. Rackley stated that Mr. Foster never attends the meetings. The Board would like some additional information, and this will be put back on the next agenda.

CARES FUNDING: APPROVAL OF EXPENDITURE PLAN; UPDATE FROM EMERGENCY OPERATIONS AND RE-EVALUATION OF RESOLUTION 20-0302, DECLARATION OF EMERGENCY RELATING TO THE COVID-19 (CORONAVIRUS); DISCUSSION REGARDING ECONOMIC RECOVERY FOR PERSHING COUNTY; DISCUSSION REGARDING IMPACT TO THE PERSHING COUNTY BUDGET FOR FY2020-2021 – Mrs. Shank submitted a draft budget for the funding. The list will need to be approved by the State as well.

Mr. Rackley made a motion to approve the CARES Funding Expenditure Plan as submitted. Motion seconded by Mr. McDougal and passed.

REPORT FROM LEGAL COUNSEL: Mr. Shields did not have anything to report.

REPORT FROM ADMINISTRATIVE ASSISTANT / HR: Mrs. Wesner stated that she received an email from Coeur Rochester regarding giving a presentation to the Board. Mrs. Wesner will work with Coeur to schedule a date.

ITEMS FOR FUTURE AGENDAS: There were no additional items discussed.

CORRESPONDENCE: A letter was received from Mark and Dianna Harrison in support of the County providing more funding for the Sheriff's office, so they are able to hire more deputies.

MATTERS OF THE BOARD FOR DISCUSSION, BOARD MEMBER REPORTS, BOARD LIAISON REPORTS: Mr. Rackley didn't have anything to report. Mr. McDougal stated that he received an update from Dixie McKay in which she thanked Myron McKinney for the work he has been doing. Mr. McDougal will also be working with Mr. Shields on the amendments to the Community Center / PCEDA Ordinance.

Mrs. Shank suggested combining the Museum and Community Center boards.

Mr. Rackley later reported that funding was approved for the Channel 2 equipment and it should be here any day now. They is now an issue with Channel 8.

Mr. McDougal attended a phone meeting for the Humboldt River Water Basin Authority. He stated that this board does not work well without being able to give in-person presentations.

Mrs. Shank discussed the suggestion that the Board meet with Shayla Hudson to go over Commission Board appointments and asked if they wanted to do that next meeting. Mr. Rackley stated that this is normally done in January after the swearing in and feels Mrs. Hudson is aware of the other boards the Commissioners attend, so this isn't necessary.

CEMETERY BOARD: UPDATE ON PARCEL SURVEY FOR UNIONVILLE CEMETERY; QUOTE FROM JOHN MILTON, DESERT MOUNTAIN SURVEYING FOR A COST OF \$1,575.00 AND APPROVAL TO PROCEED WITH SURVEY; UPDATE ON LONE MOUNTAIN CEMETERY, CHINESE CEMETERY AND BIG MEADOW CEMETERY – Dale Talcott, Cemetery Board Chairman, was present.

Mr. Talcott reported that he obtained a quote from Desert Mountain Survey for the Unionville Cemetery in the amount of \$1,575.00. Included would be perimeter corner markers and the right-of-way for the transfer station. Mr. Talcott feels this is a fair price and would like to move forward. The Commission agreed. Mrs. Childs was asked about funding for the survey. Mrs. Shank asked if we could use the same funding we used for the acquisition. Mr. Rackley thought it should come out of the Cemetery Fund. Mrs. Childs agreed.

Mr. McDougal made a motion to approve the quote from Desert Mountain Surveying in the amount of \$1,575.00 to survey the Unionville Cemetery with the expenditure coming out of the Cemetery Fund. Motion seconded by Mr. Rackley and passed.

Mr. Talcott also gave an update on the various cemeteries. A resident has requested a nicer sign for the Unionville Cemetery. The Cemetery Board would like to have a sign made similar to the ones in Lovelock and get one for the Chinese Cemetery as well. Mr. Talcott is working on getting an estimate, but thinks we are looking at \$1,400 for Unionville and \$800 for the Chinese Cemetery. Mrs. Shank stated that this is something that the Cemetery Board can act on. Mr. Talcott also stated that the American Legion donated a flagpole for the Chinese Cemetery. The base has been installed and the pole was set on Friday morning. Mr. Talcott also spoke about the trees that were blown down at Lone Mountain and Big Meadow, which were taken care of by Buildings and Grounds.

In closing, Mr. Talcott thanked Southwest Gas for letting him attend today's meeting.

JERRY ALLEN, SHERIFF: Sheriff Allen reported that there are currently eight inmates in custody. They had twelve over the weekend. They have received seven applications for Dispatch and two applications for Deputy. Sheriff Allen has completed the interviews for Dispatch and hopes to make a hiring decision soon. He is still waiting for some more information from the Deputy candidates. The office has been dealing with some cattle calls on Amos in Grass Valley. Apparently, the Livestock Exclusion fencing was not fully repaired on the backside of Amos. They also received some calls from Unionville concerned about people taking water from the Park. The well is privately owned, and the person was given permission. Sheriff Allen has one more phone call to return regarding the situation.

Sheriff Allen gave the Board a copy of an invoice he prepared for helping the City Police Department for two days and three nights. He stated that on two of those days 100% of their caseload was in the City. The invoice is for \$11,475.00. Currently, we are not charging them for the coverage.

APPROVAL OF AGREEMENT TO PURCHASE STANDARDIZED TESTING FOR ENTRY LEVEL DEPUTY AND PROMOTIONS FROM FIRE AND POLICE SELECTION INC. AND AUTHORIZATION FOR THE SHERIFF TO SIGN THE AGREEMENT – Sheriff Allen stated that Mr. Shields reviewed the agreement and didn't see any issues. Sheriff Allen stated that the expenditure would come out of the SO Training budget.

Mr. McDougal made a motion to approve the testing costs as presented and authorized the Sheriff to sign the agreement. Motion seconded by Mr. Rackley and passed.

ACCEPTANCE OF GRANT FUNDING THROUGH OFFICE OF TRAFFIC SAFETY TO PERFORM NUMEROUS TRAFFIC SAFETY EVENTS THROUGHOUT FY2021 – Sheriff Allen explained that costs would be reimbursed for the days we are available. Sheriff Allen has tentatively agreed to five event dates.

Mr. McDougal made a motion to approve the acceptance of grant funding through the Office of Traffic Safety to perform numerous traffic safety events throughout FY2021. Motion seconded by Mr. Rackley and passed.

FINAL ACCEPTANCE OF A HUMVEE DONATED AT NO COST FROM THE CARSON CITY SHERIFF'S OFFICE – Mrs. Childs stated that she needs a letter from Carson City stating that the Humvee was donated to Pershing County at no cost, but to include the fair market value. Sheriff Allen has contacted them, and they are working on getting a letter to us.

Mr. Rackley made a motion to approve the acceptance of a Humvee donated at no cost from the Carson City Sheriff's Office. Motion seconded by Mr. McDougal and passed.

FURTHER DISCUSSION/ACCEPTANCE OF MRAP ON LOAN TO PERSHING COUNTY SHERIFF'S OFFICE – Sheriff Allen stated that this was already accepted and doesn't know why it was on the agenda. Mrs. Childs stated that the questions she had have been answered. Mr. Banks stated that Mr. Shields needs to speak with Sheriff Allen regarding the plan regarding the loan requirements.

APPROVAL TO SPEND ALLOCATED FUNDS SET ASIDE IN THE CAPITAL OUTLAY/BUILDING FUND FOR PCSO RADIO UPGRADE NOT TO EXCEED \$130,000.00 AS WELL AS UPGRADE FOR THE DISPATCH CONSOLES NOT TO EXCEED \$193,000.00 – Mrs. Childs gave the Board the updated Building Fund priority list. As the Board order a 10% budget

reduction, the priority list will have to be amended. Mrs. Shank would like the Capital Projects Board to meet and re-prioritize projects.

Mr. Rackley stated that we haven't seen a decrease in revenue. Mrs. Childs stated that the money in the Building Fund doesn't come from tax revenue, it comes from Net Proceeds of Minerals.

Mr. McDougal made a motion to approve the PCSO Radio Upgrade not to exceed \$130,000 as well as the upgrade to the Dispatch Consoles, not to exceed \$193,000.00. Motion seconded by Mr. Rackley and passed.

Sheriff Allen stated that the 911 system has been fully installed and integrated. There were some glitches with the mapping system, but they have been worked out. He will be working with the Assessor's office on some additional updates.

Mrs. Shank asked if we billed the School District for their portion of the Resource Officer position. Mrs. Childs believes we did. Sheriff Allen also stated that we received an extra year of grant funding as well.

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

DISCUSSION REGARDING RAISING BUSINESS LICENSE FEES AND SEEKING AUTHORIZATION FROM THE NEVADA STATE DEPARTMENT OF TAXATION TO INCREASE THE FEES IN ACCORDANCE WITH NRS 354.5989 – Mr. Shields is working on this. This will be put back on the agenda when Mr. Shields is available. Mrs. Childs stated that she briefly spoke to Mr. Shields. Looking at the numbers, without approval from Taxation, we would only be able to increase the fee \$4.

Mr. McDougal asked if the repairs had been done in Imlay. Mr. Evans stated they are still waiting on parts.

PUBLIC INPUT: Justin Abbott stated that the review of the proposals for the Tri-County RFI (Request for Information) for broadband is complete. They received letters of interest, but no quotes because they are all waiting for the result of FCC's Rural Digital Opportunity Fund Auction in October.

APPROVAL OF VOUCHERS: Mr. Rackley 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 10:16 a.m.

Approved 10/7/20: _____/s/
Carol Shank, Chairwoman

Attest: _____/s/
Lacey Donaldson, Clerk