

**APRIL 15, 2020**

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

Mrs. Shank announced that the meeting is being broadcast through Zoom and thanked everyone for complying with social distancing.

**APPROVAL OF MINUTES:** Mr. Rackley made a motion to approve the regular meeting minutes from March 18, 2020 as submitted. Motion seconded by Mr. McDougal and passed.

**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 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.

**UNCLASSIFIED DEPARTMENTS:** Mrs. Shank stated that the Department Heads were asked to submit their reports in writing if they had anything.

**ROAD DEPARTMENT / LANDFILL** – Mr. Rackley read Mr. Hill’s written report. Mr. Hill is concerned as gas tax revenue came in lower than expected. He has postponed the purchase of the equipment trailer to offset some of the lost revenue. Mr. Hill has been busy cleaning up the yard and spraying herbicide. He also sprayed weeds in Upper Valley, Lower Valley and the Industrial Park and applied pre-emergent herbicide to Old Victory Highway and Rocky Canyon. Blades have been working throughout the county. The crew is crack filling in preparation for the Upper Valley Chip Seal Project. They did the dirt work for the Rye Patch Firehouse expansion. The demolition from the teacherage house in Imlay has been hauled to the Lovelock Landfill.

Mr. Hill also reported that there has been an ongoing issue at the Grass Valley Transfer Site with illegal dumping. They have cleaned it up several times in the past month. The Lovelock Landfill has been very busy with spring cleaning. As soon as they are available, the Forestry Crew will clean up the litter adjacent to the Landfill.

**IT DEPARTMENT**– Mr. Abbott submitted a written report, which was read by Mrs. Shank. Department activities have been focused on remote working and teleconferencing. Mr. Abbott has been working with Karpel on the software implementation in the DA’s office. Devnet has requested plat map data, so Mr. Abbott is working with Precision Document Imaging and the Assessor’s office to locate and export the data. He has also been working with the Planning and Building Department on the Caselle conversion. Mr. Abbott is working on training documents for Office 365. Once finished with the training documents, he will record videos for the employees to access.

**FIRE/AMBULANCE DEPARTMENTS** – Mr. Rackley stated that the land survey for Rye Patch was done on Monday.

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

The playground equipment has been installed. Temporary fencing has been installed and will be left up with signs saying no trespassing. Mr. Handka is still trying to obtain some hand sanitizer and masks through Silver State Industries. An AC unit is being installed in Todd Banks’s office. The crew is working on getting the sprinkler systems turned on.

**SENIOR CENTER – Jordan McKinney, Resignation as Senior Center Director/Volunteer Coordinator; Advertising/interviewing/selection/recommendation process update:** Mrs. McKinney has submitted her letter of resignation with her last day being April 24<sup>th</sup>. Mr. Rackley stated that he has the committee put together for interviews and the advertisement will be in the paper today. It was noted that the committee will consist of one person from the Senior Center Board, one from the Volunteer Board, Jordan McKinney, Mrs. Wesner and Mr. Rackley. A recommendation will then be made to the Commission.

Mr. McDougal made a motion to accept the resignation of Jordan McKinney as Senior Center Director and Volunteer Coordinator, thanking her for an outstanding job. Motion seconded by Mr. Rackley and passed.

Mr. McDougal made a motion to approve the advertising and hiring process. Motion seconded by Mr. Rackley and passed.

Jordan McKinney came in and thanked the Board for all their support.

**COMMUNITY CENTER – Approval of BSL proposals for wiring upgrades to the Community Center in the amount of \$7,560 for installation via sub panel in north hallway, 4 new 120 volt 20 amp receptacle circuits to include tow circuits, and \$4,270.00 for replacing overhead lights in the Seven Troughs and Rochester rooms to include light fixtures to replace 26 existing two lam 2' x 4' troffer style fixtures with new four lamp LED 2' x 4' troffer style fixtures w/ dimmer switches and lamps to replace 18 existing can light lamps with LED 100 watt equivalent dimmable lamps w/ dimmer switches:** Mrs. Shank stated that she has some concerns. They will be discussing the County's finances later in the meeting and would like to hold off until that time. Mr. McDougal stated that he felt this could be looked at in the next budget cycle.

**PERSHING COUNTY EMERGENCY OPERATIONS MANAGER / LEPC – Approval of job description and contract for the Interim Emergency Management Director:** Mr. Rackley made a motion to approve the job description for the Pershing County Director of Emergency Management. Motion seconded by Mr. McDougal and passed.

It was noted that the contract for the Emergency Management Director would not be an interim contract.

Mr. Rackley made a motion to approve the Emergency Management Director contract as presented. Motion seconded by Mr. McDougal and passed.

**ECONOMIC DEVELOPMENT – Request for letter of support for the Build NV program:** The Build NV Construction Workforce Program is being offered through Great Basin College. The curriculum offered by the National Center for Construction Education and Research will allow local workers to obtain the skills needed to enter the workforce.

Mr. McDougal made a motion to send a letter of support for the Build NV Construction Workforce Program. Motion seconded by Mr. Rackley and passed.

#### **ELECTED DEPARTMENTS:**

**LACEY DONALDSON, CLERK-TREASURER –** Mrs. Donaldson reported that the ballots for the Primary Election have been sent to the printer and will be mailed to all active voters in approximately two weeks.

**SHERIFF'S DEPARTMENT –** Sheriff Allen reported that he is currently down two dispatchers, so he has been covering. There are currently eight inmates in custody with two at different facilities. Sheriff Allen stated that they are continuing to screen people coming into the facility and sanitizing as often as possible.

**RENE CHILDS, RECORDER-AUDITOR –** Mrs. Childs gave the Board the monthly reports. *Request for approval of Critical Need Position through PERS for retired reserve deputies for Pershing County Law Enforcement Center:* Mrs. Shank went through the history of the rate of turnover for the position. The Reserve Deputy position has a relatively low rate of turnover; however, as the

position requires POST (Peace Officers Standard Training), there are very few willing to serve in a reserve capacity. These positions are critical for the operation of the Pershing County Sheriff's office due to the need to cover regular staff shortages. We have experienced vacancies in the regular staff positions for more than 10 years.

Mr. Shields stated that the Board needs to make a finding that this is a position of extreme need and it justifies the re-employment of a retired public employee, pursuant to NRS 286.523.

Mr. Rackley made a motion to approve submitting the Critical Need Position Designation Form to PERS for the retired reserve deputies for the Pershing County Law Enforcement Center as there is an extreme need for these positions, which justifies the re-employment of a retired public employee, pursuant to NRS 286.523. Motion seconded by Mr. McDougal and passed.

*Request for approval to halt all county expenditures except for those dire necessities needed to continue county operations:* Mrs. Childs stated that she participated in a phone conference hosted by NACO (Nevada Association of County Officials) last Friday. There is still 5 months of CTX revenue that is outstanding, and they are anticipating a 10% decrease for next year. Other counties are considering or have implemented wage and hiring freezes, and have halted all capital projects. Mrs. Childs stated that Gas Tax will also see a decrease.

Mrs. Shank stated that she felt we should halt all capital projects. She also stated that a hiring freeze should be implemented to include the current vacancy at the Library.

Mr. McDougal suggested that all departments submit revised budgets prior to the next meeting, with cuts to finish this current year.

Mrs. Childs stated that both the current year's and next year's tentative budgets need to be adjusted.

Mr. Shields asked for the Commission to provide more direction to the Department Heads.

Mrs. Childs suggested at least a 10% reduction for last year and 6-8% reduction for the current year.

Mr. Rackley mentioned that some of the work for the Rye Patch Firehouse expansion has been done. He would like to continue with the bidding process, but has no problem not awarding the project. Mr. Rackley also mentioned that we may not be required to contribute matching funds for the Airport Grant project, as there may be additional funding through the CARES Act. He will know more after tomorrow's meeting.

Mr. McDougal made a motion to direct all departments to submit revised budget worksheets with a 10% reduction to their remaining budgets and 10% for next year; to halt all Capital Projects except for those with none matching grants and implement a hiring freeze. Motion seconded by Mr. Rackley and passed.

Mrs. Childs needs the revised budgets by April 24<sup>th</sup>.

Mrs. Shank stated that the employee contracts will need to be looked at in case a wage freeze needs to be implemented.

*JUSTICE COURT – Request that Administrative Assessments and Court Facility fees continue to be retained for the ongoing and exclusive use of the Lake Township Justice Court:* Judge Stephens submitted a letter outlining the fees collected and what she plans on using them for.

Mr. McDougal made a motion to approve the request that Administrative Assessments and Court Facility fees continue to be retained for the ongoing and exclusive use of the Lake Township Justice Court as presented. Motion seconded by Mr. Rackley and passed.

*SHERIFF'S OFFICE, CONT.D – Approval to have BSL Electric install "shore power" of 4-30 amp 120 volt outlets for contingency trailer usage for isolation as well as 1-30 amp 240 volt outlet for refrigerated truck usage in the amount of \$3,235.00 with possible reimbursement from FEMA funding:* Mrs. Childs questioned where this expenditure would be taken out of and if reimbursement would be approved since it will be permanent electrical upgrades to county property. She thought the expense should come out of the Building Fund.

Mr. Rackley made a motion to approve having BSL Electric install the necessary power upgrades as discussed in the amount of \$3,235.00, with the expenditure being submitted to FEMA for reimbursement, due to the COVID-19 pandemic. Motion seconded by Mr. McDougal and passed.

*Final approval to accept a 2008 Toyota Camry into Pershing County Sheriff's office inventory as Asset Forfeiture as a part of Case #18-381:* Mr. Rackley made a motion to approve the acceptance of a 2008 Toyota Camry into the Pershing County Sheriff's office inventory. Motion seconded by Mr. McDougal and passed.

**PCWCD (PERSHING COUNTY WATER CONSERVATION DISTRICT), REQUEST FOR LETTER OF SUPPORT FOR WATERSHED FLOOD PREVENTION OPERATIONS, 2020 FUNDING ASSISTANCE UNDER NRCS PL 83-566 WATERSHED PROTECTION AND FLOOD PREVENTION PROGRAM:** Mr. McDougal made a motion to approve the request from PCWCD for a letter of support for Watershed Flood Prevention Operations and 2020 Funding Assistance. Motion seconded by Mr. Rackley and passed.

**DISCUSSION AND APPROVAL TO EXTEND THE DEADLINE FOR BURNING MAN PROJECT QUARTERLY PAYMENT OF \$75,000.00 TO PROVIDE LAW ENFORCEMENT SERVICES AT THE 2020 BURNING MAN EVENT:** It was noted that this year's event has been cancelled, so no action is needed. Mr. McDougal spoke with Sheriff Allen and asked him to prepare an invoice for any expenses that have already been spent. Mr. Shields stated that the contract amounts are tied to peak population. Mr. McDougal stated we should still submit an invoice and if Burning Man disagrees with it, we can move forward at that time.

**ADDITIONAL WRITTEN REPORTS:**

**UPDATE ON FUTURE LAW ENFORCEMENT CENTER** – Mr. Rackley asked if the letter was sent making an offer on the property. Mr. Shields stated that it has not due to the financial concerns that were being discussed today.

**UPDATE FROM EMERGENCY OPERATIONS AND RE-EVALUATION OF RESOLUTION 20-0302, DECLARATION OF EMERGENCY RELATING TO THE COVID-19 (CORONAVIRUS); POSSIBLE CHANGES TO COUNTY COMMISSION MEETING DATES:**

Sean Burke, Emergency Management Director, was on the phone. He spoke about last night's email relating to the plan for recovery. Mr. McDougal thanked Mr. Burke for all his hard work. Mr. McDougal also stated that we need to begin planning for economic recovery.

The Board discussed holding a Special Meeting. Mr. Rackley stated that he thinks we should wait to see what the State does.

Mr. Skelton stated that he is not sure what the status of the Emergency Operation Center is at regarding the items needed. Mrs. Shank stated that she isn't sure where the money to purchase the items would come from and asked to speak with Mr. Skelton after the meeting.

**REPORT FROM LEGAL COUNSEL:** Mr. Shields spoke with a liaison from AT&T regarding the 911 surcharge increase. They have 90 days to notify their customers and they will begin assessing the increase in May. Mr. Shields also spoke with another company who had failed to remit the increase, but they are sending a payment right away.

**MATTERS OF THE BOARD FOR DISCUSSION, BOARD MEMBER REPORTS, BOARD LIAISON REPORTS, BOARD:** Mr. McDougal reported that Western Nevada Development District tentatively scheduled a phone conference on April 27<sup>th</sup>. Mr. Rackley stated that there is a Pre-

Bid meeting at the Airport tomorrow for the fencing project. Mr. Rackley also suggested going back to the regular agenda format as it is easier to follow.

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

**PUBLIC INPUT:** Debra Reid from the Lovelock Review-Miner asked what project Mr. Rackley was referring to at the Airport. Mr. Rackley stated that it is a perimeter fencing project.

As there was nothing further to come before the Board, the meeting adjourned at 9:47 a.m.

Approved 5/20/20: \_\_\_\_\_/s/  
Carol Shank, Chairwoman

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