

**APRIL 6, 2022**

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

**APPROVAL OF MINUTES:** Mrs. Shank made a motion to approve the minutes from February 16, 2022 and March 2, 2022 meetings as submitted, noting that February 16<sup>th</sup> minutes are past the 45 day deadline. Motion seconded by Mr. Rackley and passed.

**PUBLIC INPUT:** Nick Taulbee, a resident and local businessman from Mill City stated that the Assessor called the State and reported that he hadn't paid his taxes in 5 years. He called Ms. Basso-Cerini himself and she was very rude. Mr. Taulbee also stated that there are some real issues with the Imlay Water System, saying that one person received a bill \$9,000.

Joe Souza also expressed his concern about Tax Assessments. He stated that his home was under assessed due to not including his porches. Mr. Souza stated that the porches have been on the house for 13 years. They also taxed his well house.

Donna Ripplemyer and Mike Paynton also had concerns regarding a tax correction for their property, which is on the agenda today.

**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. Rackley made a motion that no agenda items impose an economic burden on a business. Motion seconded by Mrs. Shank and passed.

**UNCLASSIFIED DEPARTMENTS:**

ROAD DEPARTMENT – Dan Hill was present.

Mr. Hill reported that the crew has been very busy blading throughout the County. They also finished graveling Duncan Road. They've also been burning and spraying weeds, wind permitting. Mr. Hill also had the Nevada Division of Forestry Prison crew clean up around some of the County bridges. We also helped Lovelock Meadows fix a water leak in Imlay.

Mrs. Shank stated that she received a request from a School District Trustee, asking for the crosswalk in Imlay to be repainted. Mr. Hill stated that he has it on his list to complete prior to the next school year.

*Salary Resolution, J. Pritchard:* Mrs. Shank asked if this is in the budget. It is.

Mr. Rackley made a motion to approve the Salary Resolution for Jacob Pritchard, moving him from a Road Maintenance Worker I, Range 27, Step 7 to a Road Maintenance Worker II, Range 30, Step 3 effective April 12, 2022. Motion seconded by Mrs. Shank and passed.

LANDFILL – Dan Hill was present.

Mr. Hill reported that they've been cleaning up the Grass Valley burn area. They also cleaned up the white goods. Mr. Hill interviewed one candidate for the vacant position on Monday. He heard another candidate was going to put in an application, so he will wait on making a decision.

Mrs. Hudson stated that when she attended the Grass Valley meeting, they requested another trash bin. It was noted that it isn't as easy as adding another bin. Another cement slab would have to be poured. Mr. Hill stated that if the contractor does their job, one bin is enough. Mrs. Hudson also received a complaint from an Imlay resident about the Imlay transfer station and also about Highway 400. Mr. Hill stated that they check on the transfer station at least twice a week, so he's not sure what

the complaint is for. Regarding Highway 400, that is a State road. Mr. Hill also added that when it snows, they make sure it is plowed.

*Approval to advertise/hire vacant Landfill Operator:* Mrs. Shank made a motion approving the advertising and hiring to fill the vacant Landfill Operator position. Motion seconded by Mr. Rackley and passed.

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

Mr. Handka reported that the guys have been working at the cemeteries on weeds. The Pool has been drained and cleaned in preparation for the repairs.

*Linda Whyte, Lovelock Frontier Days request to use Courthouse Park on August 5-7, 2022 for annual Frontier Days event:* Mrs. White stated that they would like to start set-up on Thursday, August 4<sup>th</sup>. The High School Athletic Department will be doing the BBQ on Saturday night. Mrs. Shank asked if Mr. Handka was ok with Thursday. He stated that it shortens his timeline, but he will work with them the best he can.

Mrs. Shank made a motion to approve the request by Lovelock Frontier Days to use the Courthouse Park from Thursday, August 4<sup>th</sup> through Sunday, August 7<sup>th</sup> for their annual event. Motion seconded by Mr. Rackley and passed.

**RURAL SOLID WASTE COLLECTION SYSTEM BID: REVIEW AND AWARD –** Three bids were received and opened on Tuesday, April 7. The following bids were received:

Olcese Waste Services	\$475,600.00 (\$356,700 Grass Valley, \$59,450 Unionville, \$59,450 Imlay)
Hoss Disposal	Imlay \$350 per pickup, Unionville \$365 per pickup, Grass Valley \$385 per pickup
Desert Disposal	\$192,000 (\$400 x 480 pickups)

The bids were reviewed by Mr. Shields and all comply.

Mrs. Shank made a motion to award the Rural Solid Waste Collection System bid to Hoss Disposal for \$192,000, being the lowest, most responsive bidder. Motion seconded by Mr. Rackley and passed.

**UNCLASSIFIED DEPARTMENTS, CONT.D:**

**PERSHING COUNTY FIRE/AMBULANCE –**

*AMBULANCE REPORT:* Marti Nolan was present via Zoom.

Mrs. Nolan gave an update on recent calls and the billing. Mrs. Shank reported that the Medicaid application has been approved. She is waiting for the log-in information to be reset so she can download the contract. She also asked if the Lovelock Correctional Center is billed for service. Mrs. Nolan stated that they are.

*Approval to increase salary for Ambulance Clerk (EMS Coordinator) effective July 1, 2022:* Mr. Rackley stated that this was discussed during budget workshops.

Mrs. Shank made a motion to approve an increase to the EMS Coordinator's salary, making it \$15,274, effective July 1, 2022. Motion seconded by Mr. Rackley and passed.

*LOVELOCK FIRE:* Chief Rodney Wilcox was present.

Chief Wilcox stated that he just came in from a fire call. In the month of March, they had 14 fire calls. They still have 18 firefighters and all the equipment is in good shape. Four firefighters went to Fernley for a Hazmat Operations class. Two firefighters are ready to take their Firefighter I practical exam. Chief Wilcox will be hosting the Fire Chief's meeting in Lovelock this Friday. He also stated that he had given the Board the BLM agreement. Mr. Shields stated that it will be on the next agenda for approval. Chief Wilcox stated that he and Mr. Heidemann have done several fire inspections, including the County Annex Building, the Library and the Community Center. Lastly, Chief Wilcox

reported that the BLM is donating a truck to the Department and it will be presented to them on April 25<sup>th</sup>.

Mrs. Shank stated that the Fire Department did a great job getting ready for the Museum's Open House.

*Approval to increase Fire Chief Salary effective July 1, 2022:* Mrs. Shank made a motion to approve the increase to the Fire Chief's salary up to \$8,667, which is the County's portion of the salary, effective July 1, 2022. Motion seconded by Mr. Rackley and passed.

**PRESENTATION BY DYLAN JOHNSTON, ACCOUNT MANAGER AT REVIZE, LLC AND DISCUSSION REGARDING UPDATES TO THE PERSHINGCOUNTYNV.GOV WEBSITE AND RENEWAL OF THE ANNUAL SOFTWARE SUBSCRIPTION (3-YEAR) AGREEMENT IN THE AMOUNT OF \$1,975.00:** Mr. Johnston was available via Zoom if anyone had any questions. Mrs. Shank stated that she trusted Mr. Abbott's decisions in the updates that are needed to the website, to include fillable forms. Mr. Abbott also stated that he is very happy with the service at Revize. Mr. Abbott would recommend adding the curated search feature. Mr. Johnston added that the website is designed to work on any device. It was noted that the set-up fee is \$4,100 and the annual fee is \$2,975. Mrs. Shank asked what the renewal date is. Mr. Abbott thought it was after July 1<sup>st</sup>. It was noted that the increase has not been budgeted for.

Mr. Rackley made a motion to approve the necessary updates to the pershingcountynv.gov website in the amount of \$4,100.00 and the renewal of the annual software subscription in the amount of \$2,975.00. Motion seconded by Mrs. Shank and passed.

**UNCLASSIFIED DEPARTMENTS, CONT.D:**

**RYE PATCH FIRE** – Mr. Rackley reported that they are working on recruitment. They have also been working on EMT re-certifications. The lighting upgrades are still being done at the Firehouse and they are waiting for a call back to get the garage doors serviced.

**COMMUNITY CENTER** – Diana Munden was present.

Ms. Munden stated that in April she has 27 days scheduled for events. There are two state conventions holding conferences at the Center this month, the State Assessor's and the Eagles. Ms. Munden stated that they had a Fire Inspection yesterday. The two things mentioned were the fire doors being kept closed when the building is unoccupied and the need of a sign for the storage area that says, "this is not an exit". She has already taken care of the sign. Ms. Munden also stated that the Portuguese Fest will take place May 20-22, which are new dates.

*Chelsea and Sherry Coyle, Whiskers Bakeshop, requesting use of the Community Center kitchen twice a month:* Sherry Coyle was present. Mrs. Coyle stated that she was under the assumption that the Board had some questions, so that is why she is here. Mrs. Hudson asked what exactly their plans are. Mrs. Coyle stated that their ultimate goal is to have a mobile commercial kitchen, but want to see if the business is viable before they make the investment. They are in the process of getting their food handlers license and are just waiting on the inspection. Mrs. Shank asked about the Cottage Food License. Mrs. Coyle stated that cheesecakes are their specialty and they are not permitted under the Cottage Food License. Mrs. Shank asked how long they anticipate using the Community Center kitchen. Mrs. Coyle didn't have a date, six months or a year. Mrs. Shank had two concerns, the insurance liability, stating that they would need their own insurance, and setting precedence. She also asked if the rental fee would cover the actual costs. Mr. Shields's concerns are similar to Mrs. Shanks. He is also concerned about taxpayer dollars subsidizing a private enterprise. It was noted that there are at least three Cottage Licensees in Lovelock. How do we justify to them the equipment usage? Mrs. Coyle stated that they would be using their own equipment, with the exception of the stove. It was stated that the Community Center is not designed to benefit a private business. Mrs. Coyle stated that they don't want to do this long term, only a year at the most. Mr. Shields stated that there are lending

options for starting a business. Mr. Rackley suggested that Mrs. Coyle contact the Eagles Lodge. Mrs. Coyle already has, and they were not interested. Mrs. Shank also recommended contacting local restaurants. Mrs. Hudson also suggested the Catholic Hall.

Mrs. Shank made a motion to deny the request from Whiskers Bakeshop to use the Community Center Kitchen. Motion seconded by Mr. Rackley and passed.

Mrs. Hudson stated that she spoke with June Talcott and the quilter's dates were changed. Ms. Munden stated that she moved their date for this week, which is allowed in their contract. Mrs. Hudson also asked if she was giving Mr. Handka and Mr. McKinney calendars. She is. Mrs. Hudson wanted to make sure that they are sent to Mr. Handka.

IT DEPARTMENT – Justin Abbott was present.

Mr. Abbott stated that the new IT Technician started last week. He has been working on equipment requests for the District Attorney's office, the Sheriff's office, the Public Defender's office and Justice Court. He has also had some requests from LEPC. He has been able to work on these demands, while Mrs. Burrows takes care of employees.

*Request for approval of outside employment for Amanda Burrows, IT Technician:* It was noted that Mrs. Burrows' family owns a farm.

Mrs. Shank made a motion to approve the outside employment for Amanda Burrows as requested. Motion seconded by Mr. Rackley and passed.

PUBLIC DEFENDER – Mr. Cochran submitted his monthly case report update.

#### **ELECTED DEPARTMENTS:**

RENE CHILDS, RECORDER-AUDITOR – Mrs. Childs gave the Board her monthly fund balance reports.

*Renewal of Critical Need Position, Pershing County Sheriff's Office Reserve Deputy; Discussion as to duties, length of time, any special circumstances, and recruitment required for position:* Mrs. Childs explained that this needs to be approved every two years. It was noted that due to the difficulty of finding willing and qualified individuals, this position has had a relatively low rate of turnover. There is not sufficient POST (Peace Officers Standard Training) qualified eligible individuals willing to work in rural communities for less pay. Therefore, these Reserve positions are critical for the operation of the Pershing County Sheriff's office due to the need to cover regular staff shortages.

Mrs. Shank 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. Rackley and passed.

Mrs. Childs also reported that she is making three changes to the budget before she sends it out this week including: The increases for the EMS Coordinator's and the Lovelock Fire Chief's salaries; the increase for disposal in the Landfill budget; and the additional website costs in the IT budget.

JUSTICE COURT – *Approval to transfer JP Trust Account from Wells Fargo to Nevada State Bank and approval of signers for account:* Mr. Rackley made a motion to approve moving the Justice of the Peace's Trust account from Wells Fargo to Nevada State Bank, with the account signers being Judge Stephens and Torrie Hostman. Motion seconded by Mrs. Shank and passed.

**PROCLAMATIONS AND AWARDS:** NATIONAL COUNTY GOVERNMENT MONTH, APRIL 2022 AND NATIONAL COMMUNITY DEVELOPMENT WEEK, APRIL 11-15, 2022 – Mrs. Shank made a motion to Proclaim April 2022 National County Government Month and the week of April 11-15, 2022 as National Community Development Week. Motion seconded by Mr. Rackley and passed.

**APPOINTMENT OF TYSON MCBRIDE, PA-C AS PERSHING COUNTY HEALTH OFFICER EFFECTIVE MAY 1, 2022:** Mrs. Shank made a motion to appoint Tyson McBride, PA-C, as the Pershing County Health Officer effective May 1, 2022. Motion seconded by Mr. Rackley and passed.

Mrs. Shank would like an item on a future agenda to review the compensation, as it is currently \$50 per month.

**DERBY FIELD AIRPORT:** Mr. Rackley spoke about the need to accurately track take-offs and landings. In speaking with Armstrong Consultants, there is a system that can do it. The system wouldn't cost the County anything, besides the internet connection. Mr. Rackley already has the equipment in his possession.

**MUSEUM BOARD: APPROVAL OF DONATION ACCEPTANCE OF A GAZEBO FOR THE MARZEN HOUSE MUSEUM FROM CATHY BRYANT AND A DONATION OF 1930'S RAILROAD HOUSE FROM CHAD AND MEGAN SIMMONS** – It was noted that the open house on Saturday was a huge success.

Mrs. Shank made a motion to approve the donations as presented. Motion seconded by Mr. Rackley and passed.

**BOARD APPOINTMENTS / RESIGNATIONS: MUSEUM BOARD** – A letter of interest was received from Frankie Graham, representing Coeur Rochester.

Mrs. Shank made a motion to appoint Frankie Graham to the Museum Board. Motion seconded by Mr. Rackley and passed.

**PLANNING & BUILDING DEPARTMENT/ IMLAY WATER/ PERSHING ELECTRIC:** James Evans was present.

Mr. Evans gave the Board his monthly reports. Earlier in the week he was out of the office attending a School Board Conference.

Mrs. Shank stated that there was public comment this morning about Imlay water bills. Mr. Shields suggested that those with concerns discuss those issues with Mr. Evans outside of the meeting.

Mrs. Hudson recessed the regular meeting at 10:07 a.m. for the Liquor Board meeting and reconvened the meeting at 10:08 a.m.

**ELECTED DEPARTMENTS, CONT.D:**

**LACEY DONALDSON, CLERK-TREASURER** – Mrs. Donaldson stated that she has started election prep. Delinquent letters were sent to taxpayers at the end of the month. There were 887 one-year delinquent letters and 137 three-year delinquent letters sent.

*Approval of corrections/changes to the Tax Roll:* Mrs. Shank made a motion to approve the corrections for APN #010-173-02, Bake; APN 009-110-19, Aquilar; and Account #BS000039, Dish Network as presented. Motion seconded by Mr. Rackley and passed.

A correction for APN #011-090-01, Donna Rippelmeyer and Mike Paynton, was also given to the Board. Both Ms. Rippelmeyer and Mr. Paynton were present.

Ms. Basso-Cerini, Assessor, explained the correction and how it came about. In 2011 the manufactured home was converted to real property. The following year, it fell off the assessment roll. For the next eleven years, the home was not assessed on the Tax Roll, only land and improvements. When the reappraisal cycle came around, which was the first for this property in the new system, it was red flagged.

Mr. Shields explained the process and the law.

After a lot of discussion, Mrs. Shank made a motion to approve the correction for APN #011-090-01, as presented. Mr. Rackley seconded the motion and the motion carried.

**LAUREEN BASSO-CERINI, ASSESSOR** – Ms. Basso-Cerini reported that Pershing County will be hosting the State Assessors' Conference at the end of April. The conference will start on the 25<sup>th</sup> and end on the 28<sup>th</sup>.

**FOLLOW-UP DISCUSSION ON HOW TO PROCEED WITH PLANNING WORKSHOP NEXT STEPS TO IMPROVE COMMUNICATION TO PUBLIC AND STAFF; ASSESSING AND SURVEYING COMMUNITY AND COUNTY NEEDS; STRATEGIC PLANNING AND STAFFING NEEDS:** Mrs. Hudson would like to have department head meetings quarterly. Mrs. Shank asked if the Board wanted to send a survey to the employees and what should they be asked. It was decided that this can be discussed at the first Department Head meeting. Mr. Rackley would like it posted so all three commissioners can attend.

**UPDATE AND DISCUSSION ON THE CENTRAL NEVADA HEALTH DISTRICT; WHERE WE ARE, NEXT STEPS, PUBLIC EDUCATION AND SERVICE NEEDS INPUT; AND APPROVAL FOR FY24 PERSHING COUNTY IMPLEMENTATION PENDING INTERLOCAL AGREEMENT:** Mrs. Shank stated that everything is moving forward with the Central Nevada Health District being formed by Mineral, Churchill, Eureka and Pershing counties. Mrs. Shank just wanted to be sure that this Board wants to continue. Mrs. Shank stated that creating our own Health District would give each county more control and representation. Mrs. Shank felt the budget numbers should be available by December, so they can be put into the 2024 budgets.

Mrs. Shank made a motion to approve FY2024 Pershing County implementation as a member of the Central Nevada Health District, pending approval of an Interlocal Agreement. Motion seconded by Mr. Rackley and passed.

**UPDATE FROM EMERGENCY MANAGEMENT RELATING TO COVID-19; LIST OF PROPOSED PROJECTS, PRIORITIZING AND CHANGING/AMENDING THE PROJECTS FOR ALLOCATION OF THE COVID-19 AMERICAN RESCUE PLAN FUNDING FOR PERSHING COUNTY IN THE AMOUNT OF \$1,306,252.00:** Mr. Rackley worked with Mrs. Childs to update the spreadsheet. He removed the funding for the Rye Patch Firehouse expansion and added the flights for the Assessor's office. Mrs. Hudson asked where we are at moving forward.

**REPORT FROM LEGAL COUNSEL:** Mr. Shields didn't have a legal counsel update, but did report that he is still looking for a Deputy DA. He is interviewing a candidate on Monday. Mr. Banks' last day is April 29<sup>th</sup>.

**REPORT FROM ADMINISTRATIVE ASSISTANT/ HR REP:** Mrs. Wesner stated that everything is good. They received an invoice for part of the Senior Center equipment that was purchased, and the reimbursement request has been submitted.

**ITEMS FOR FUTURE AGENDAS:** There are two BLM agreements that need to be put on the next agenda for approval.

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

**MATTERS OF THE BOARD FOR DISCUSSION, BOARD MEMBER REPORTS, BOARD LIAISON REPORTS:** Mr. Rackley stated that he is working on setting up a Volunteer Board

meeting. Mr. Rackley also reported that he has made two trips up Toulon Peak, but has yet to make it to the top.

Mrs. Shank stated that the Commission has been requested to attend the Imlay Auxiliary meetings. She also stated that a quarterly jail inspection is due. She is also working with the recruitment committee for the Hospital CEO position. Ms. Hixenbaugh will be leaving July 1<sup>st</sup>. If viable candidates aren't found, the Hospital Board may look to an outside recruitment firm. Mrs. Shank also attended the Grass Valley Advisory Board meeting. Mrs. Donaldson spoke about the upcoming election and did an excellent job. Mrs. Shank also informed the Board that there will be a Candidates Night in Grass Valley on May 13<sup>th</sup>. Lovelock will also have one on May 2<sup>nd</sup> and Imlay is in the planning phase for theirs, so no date has been set.

It was noted that Mr. Rackley will attend the Grass Valley meeting this month.

Mrs. Hudson reported that she attended public hearings with the State Entomologist. Mormon crickets have showed up early in Battle Mountain. The State will only be spraying rangeland, and will not spray in Pershing because of checker-board properties. Mrs. Hudson will also be attending a meeting in Carson on Monday regarding the Navy expansion.

Mr. Rackley also reported that he attended the Nevada Aviation Conference in Reno, where Robin Titus was the key speaker.

**PUBLIC INPUT:** Mr. Taulbee stated that he feels the Board's decision regarding the Ripplemeyer/Paynton property was wrong.

**VOUCHERS:** Mrs. Shank made a motion to approve the vouchers, with the exception of a voucher for Vendor #521, BSL Electric. Motion seconded by Mr. Rackley and passed.

Mrs. Shank made a motion, seconded by Mr. Rackley, to approve the voucher for Vendor #521, BSL Electric. Mrs. Hudson abstained. Motion carried.

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

Approved 5/18/22: \_\_\_\_\_/s/  
Shayla Hudson, Chairwoman

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