

**OCTOBER 5, 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:** Mr. Rackley made a motion to approve the minutes from the September 9, 2022, special meeting as submitted. Motion seconded by Mrs. Shank and passed.

**PUBLIC INPUT:** Vinson Gunthreau from the Nevada Association of County Officials presented Commissioner Shank with the Award for Participatory Democracy.

**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:** Mrs. Shank 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:**

**ROAD DEPARTMENT** – Dan Hill was present.

Mr. Hill reported that he hired Molly Hudson for the Road Department Admin Clerk position. Mr. Hill sprayed weeds for the last time this year. They will be cleaning up Old Victory Highway, as the weeds got away from them. The crew went to pipeline safety training. They did some extensive work in Unionville, cleaned up overgrown areas, including the parking area at the Unionville Cemetery. They also cleaned up a tree on Old Victory Highway and did some patching on Coal Canyon. They are patching Tungsten today, as that road is in bad shape. Mr. Hill spoke about Stonehouse, saying that a drilling company was supposed to fix the road, but they haven't. There were a few dangerous blowouts, so the road crew ended up fixing them. Mr. Hill has contacted the company. They also bladed Star Creek as well.

**LANDFILL & RECYCLING** – Dan Hill was present.

Mr. Hill reported that they cleaned up the Imlay Transfer site last Friday and will be doing Grass Valley this Friday. There has been some illegal dumping in the burn area. Mr. Hill stated that it looks like a contractor demoed a bunch of concrete and dumped it in the burn pit. There are several mobile homes being torn down in the area that are being dumped in the burn area as well. Mr. Hill stated that a solution would be to have an employee on site, with the entire transfer station being fenced and only open certain hours. Mrs. Shank suggested putting it in next year's budget.

**SENIOR CENTER / VOLUNTEER COORDINATOR** –

*Salary Resolution, C. Larsen:* Mrs. Shank suggested giving Ms. Larsen another increase when she has completed her Management Certificate.

Mrs. Shank made a motion to approve the Salary Resolution for Christina Larsen, increasing her from \$16 per hour to \$17 per hour, effective October 1, 2022, with a review and possible increase after completion of her Management Certificate. Mr. Rackley seconded the motion to approve the salary increase, but not the review after completion of her Management Certificate. Motion carried.

*Request to solicit three bids and to accept the most responsible and qualified bid for a Hot Meal Delivery Truck, under grant funding provided by the State of Nevada ADSD (Aging & Disabilities*

*Services Division) not to exceed \$63,042.00:* Mrs. Shank made a motion to approve moving forward with soliciting three bids and accepting the most responsible and qualified bid for a hot meal delivery truck, under grant funding provided by the State of Nevada ADSD, not to exceed \$63,042.00. Motion seconded by Mr. Rackley and passed.

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

Mr. Handka reported that he and the crew have been going through the safety list for the Sheriff's office. He also reported that they cleaned up down trees at the cemeteries. Mr. Rackley asked if the trees were dying due to lack of water. Mr. Handka stated that they are just old trees. Mr. Rackley stated that they are Russian Olives and should last forever. Mrs. Shank stated that the drip systems do not properly water the trees.

Mrs. Shank stated that Mr. Handka ordered the new bench for the Veteran's area in the island across from the park and asked if it would be here by Veteran's Day. Mr. Handka stated that he does not know. Mrs. Shank asked if they would paint the current bench if the new one doesn't arrive in time, so it doesn't look so bad.

Mrs. Hudson also asked if Mr. Handka had spoken with NV Energy. He has not. Mr. Handka stated that part of the problem is NV Energy needs specs for the amp, which aren't available. He is in contact with the electrician trying to figure something out. It was noted that those grant funds expire in June, so we need to move forward. Mrs. Shank also stated that there are funds in that grant to purchase a generator, so that needs to be done as well.

*County security/camera systems and who should have access:* Mrs. Shank stated that she has received a number of complaints that Mr. Handka is monitoring employees. She doesn't see why Buildings and Grounds should have access to begin with. It should be Law Enforcement or an outside company. Mr. Handka stated that he is in charge of the security of the buildings. Mr. Rackley also stated that it should not be the responsibility of Buildings and Grounds. Mrs. Burrows asked if a computer could be set up where the system is located and then IT or the SO could have remote access. Sheriff Allen stated that he does currently have access. The problem is the downloading of the footage for law enforcement purposes. Mrs. Shank stated that Mr. Handka is a working supervisor, and he is spending too much time monitoring the system and not working with his crew. Sheriff Allen would recommend IT be in charge of the security cameras. Mr. Abbott stated that if that is the Board's decision, they will take it on. Mrs. Burrows added that their only responsibility would be making sure they work and give access when needed.

Mr. Rackley made a motion to move responsibility of the administration of the security cameras to IT. Motion seconded by Mrs. Shank and passed.

*Request for two additional microphones at the commissioner table:* Mr. Abbott stated that this should have been under his department. Mr. Handka stated that the current mics are no longer available, and they are looking into options. Mr. Abbott also has a meeting scheduled.

Mrs. Shank made a motion to approve the purchase of two additional microphones for the Commissioner table. Motion seconded by Mr. Rackley and passed.

**BID AWARD FOR DRILLING AND BLASTING SERVICES AT THE PERSHING COUNTY LANDFILL:** One bid was received from Nevada Precision Blasting. The opening was held yesterday with Mrs. Wesner, Mrs. Donaldson, and Mr. Hill presiding. The bid is for \$2.63 per cubic yard. Mr. Hill feels this is a responsible bid.

Mr. Rackley made a motion to award the bid for drilling and blasting services to Nevada Precision Blasting for a bid price of \$2.63 per cubic foot, being the lowest, most responsive bid. Motion seconded by Mrs. Shank and passed.

**UNCLASSIFIED DEPARTMENTS, CONT.D:**

**PERSHING COUNTY FIRE/AMBULANCE –**

*LOVELOCK FIRE DEPARTMENT:* Chief Wilcox was present.

Chief Wilcox reported that they still have 19 members. He and Mr. Heidemann are still performing fire inspections. Chief Wilcox had a Zoom meeting with Marshall Smith of POOL/PACT. He also has a meeting with the BLM (Bureau of Land Management) on October 22<sup>nd</sup>.

*RYE PATCH FIRE:* Mr. Rackley stated he received an email from Chief Blochowiak. They currently have 9 members. They have reported to 8 medical calls, with a total of 40 calls for 2022. Three members attended the EMS Conference in Elko. One has signed up to be CPR instructor and one member will be unavailable until April. They are holding trainings the first Thursday of the month.

***REVIEW CONTRACT WITH MIKE HEIDEMANN, GRANT WRITER FOR FIRE***

*DEPARTMENTS:* Mr. Rackley stated that at the last meeting Chief Burke reported on grants that he had applied for and received. Mr. Rackley stated that he doesn't see the value of having someone under contract, receiving payment when our departments are obtaining their own grants. Mrs. Shank asked if he had a suggestion of how to compensate those writing their own grants. Mr. Rackley stated that there are several options, one of which is administrative costs being written in if available. It was also noted that the writer would be the administrator.

Mrs. Shank asked Mr. Heidemann what grants he has pending. He stated that the only one outstanding is the one for the SCBAs (self-contained breathing apparatus).

Mr. Heidemann also stated that he did not receive proper notification that this would be on the agenda. Mr. Shields also stated that he has an issue with this discussion. The agenda item is to speak about the contract. If we are talking about competency, etc., Mr. Heidemann is entitled to receive prior notice by certified mail.

Mr. Rackley spoke about the termination clause. His issue is the amount of money this contract costs.

Mrs. Shank isn't in agreement to terminate the contract. She asked if an item would be put on the next agenda to discuss the Five-Year Plan. Mr. Heidemann thought it would be on today's agenda. Mrs. Shank asked Mr. Heidemann to work with Mrs. Wesner on an agenda item. Mr. Rackley reiterated that this has nothing to do with Mr. Heidemann's performance.

Mr. Heidemann would also like an item on the agenda to apply for the 2022 SAFER (Staffing for Adequate Fire and Emergency) Grant.

***DESIGNATION OF CONTROL AND AUTHORITY OF THE PERSHING COUNTY MEDICAL TRAILER:*** Mrs. Shank stated that this trailer is currently at the Hospital. It has been being used for COVID testing, etc. Mrs. Shank is suggesting putting it under the control of the Emergency Manager, Sean Burke.

Mrs. Shank made a motion to designate the Emergency Manager Director as having control and authority of the Pershing County Medical Trailer. Motion seconded by Mr. Rackley and passed.

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

Ms. Munden reported that activities have picked up substantially. The Center has hosted several funerals/memorials in the last month, as well as quinceaneras and birthday parties. Ms. Munden stated that at one point the Board spoke about changing the direction of the janitorial staff. She would like to see a janitor designated to the Community Center and have Buildings and Grounds continue with the set-ups. Mrs. Shank stated that she doesn't know if the set-up is currently going well or not, but the cleaning is not being done. She stated that she attended an event and there were light covers missing, etc. Mrs. Childs stated that this is not something we budgeted for, and she would recommend waiting

until the new budget if anything additional is going to be added. Mrs. Hudson will speak to the Building and Grounds Supervisor again.

Mr. Rackley thanked Ms. Munden for the chairs for the airport, stating that he will get them picked up.

COOPERATIVE EXTENSION / 4-H – Colby Burke and Reagan Barrick were present.

Mrs. Barrick gave the Board Cooperative Extension's Annual Report. It is still in draft form as the budget numbers have not been updated.

Mrs. Burke gave the Board the October 4-H Newsletter and calendar.

IT DEPARTMENT – Justin Abbott was present.

Mr. Abbott reported that they have been busy working on the phone system. Mrs. Burrows has been working diligently on the issue with Planning and Building. She has determined what the issue is but is still having an issue getting the right person to fix it. Mr. Abbott has been working on the AT&T billing and the fiber project.

Mrs. Hudson asked if Mr. Abbott would look into a system for work orders. Mr. Abbott stated that the system the school district uses is specifically for schools. He does know of a few options. Our current Office 365 provides a task list. There is also an option through Kaseya, the system that Mr. Abbott uses. Mrs. Hudson would like Mr. Abbott to pick an option that is easy and would work best.

*Establishment of a County policy that employees are not to use personal e-mail addresses for county business:* Mr. Abbott stated that in the current IT policy it makes note that limited use of county email is allowed for personal use, but there is no mention of using a personal email service for county business. He gave the Board a rough draft of an email policy that would address this.

Mrs. Hudson stated that this came about as the Buildings and Grounds Supervisor is using a personal email address. All email used for county business is open to Public Record Requests.

Mr. Abbott spoke with Mr. Handka yesterday and gave him directions on how to access the county email.

Mrs. Shank also stated that it is important to have access to the historical records if a person were no longer here, etc.

The Board will review Mr. Abbott's draft, and this will be put back on the next agenda.

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

Mr. Evans gave the Board his month end reports. Mr. Evans also spoke about the Imlay Water project. In order to proceed through WNDD (Western Nevada Development District), the project would have to total \$5 million, so we would have to expand the project by \$2 million. Mr. Rackley thought another \$2 million could easily be added.

REQUEST TO HAVE PLANNING COMMISSION MEETINGS IN COURTHOUSE ROUND ROOM TO PROVIDE ZOOM ACCESS TO THE PUBLIC – The meetings are currently held at Lovelock City Hall. Mrs. Shank stated that the Grass Valley residents would like to be able watch the meetings. She spoke with the Planning Commission members, and none had a problem moving the meeting. There would be a need for someone to operate the Zoom after hours. Mr. Evans also stated that he would either need a key to the building or to have someone come open it. The meetings are usually an hour, hour, and a half. Mr. Abbott stated that they could accommodate the meeting.

Mr. Rackley made a motion to approve moving the Planning Commission meetings to the Courthouse Round Room to be able to provide Zoom access to the public. Motion seconded by Mrs. Shank and passed.

**DISCUSSION REGARDING OFFICE HOURS FOR DEPARTMENT** – Mrs. Shank stated that when the request was made for four tens, it was with the understanding that the office would be open 8-5 for the public Monday – Friday. This is not happening. She realizes that the office is currently down a staff member, but the office needs to be assessable to the public.

Mr. Rackley stated that the office is being covered. There is a sign to see the Assessor’s office when Mr. Evans is not there. This is a short-term situation.

Mrs. Hudson spoke with Mr. Evans. If we mandate 8-5, five days a week, he will still be out of the office more often than not. The Assessor’s office has no issues covering. Mrs. Hudson was also able to contact Joe Crim to perform an inspection in Mr. Evans’s absence.

Mrs. Shank asked for clarification regarding “holiday” hours. She also stated that the website needs to be updated.

Mr. Evans asked about the meeting scheduled for October 13<sup>th</sup>. With moving the meeting, it won’t be noticed correctly. Rescheduling wouldn’t be able to take place until after the first of the year.

#### **UNCLASSIFIED DEPARTMENTS, CONT.D:**

**PUBLIC DEFENDER** – Mayra Madrigal was present.

Ms. Madrigal gave the Board the monthly report. Mr. Cochran is in court this morning. They currently have seven open cases. One case was closed in September.

#### **ELECTED DEPARTMENTS:**

**LACEY DONALDSON, CLERK-TREASURER** – Mrs. Donaldson reported that she and Mrs. Medeiros spent most of the week in Las Vegas attending the 77<sup>th</sup> Annual County Fiscal Officers Conference. Things in the office have slowed down a bit. They are geared up for the election and will start programming machines next week. Sample Ballots have gone out, so everyone should have those. Mrs. Donaldson also reported that her newest employee has given her two weeks’ notice due to childcare issues, so they are back were they started.

*Approval of corrections/changes to the Tax Roll:* Mrs. Shank had some questions about the corrections. She asked why these things fell through the cracks. Mrs. Hudson stated that she spoke with Morgan Root yesterday and when the software conversion happened, some of these fell off the roll. Mrs. Shank stated that some of the corrections are for 4 years. Mrs. Donaldson stated that they are allowed to correct three previous years, plus the current year. Mrs. Hudson also stated that Ms. Basso-Cerini did give the Board a heads up that these corrections would be coming. Mrs. Hudson asked about penalties accruing. Mrs. Donaldson stated that no penalties have been added. The correction does show on the updated bill as being due at first installment (August), as that is how prior year taxes are shown. It was also noted that payment arrangements would be allowed.

Chuck and Sondra Sayles were present to discuss the corrected bill they received. Mr. Sayles stated that they were very surprised to receive this bill.

Mrs. Shank wanted to know the process between the Assessor’s office and the Planning office when permits are issued. She doesn’t understand how these things are falling through the cracks.

Laureen Basso-Cerini was present via Zoom. Ms. Basso-Cerini stated that the previous system did not have the advanced queries that we have now to find these errors. She stated that there isn’t a break-down between her office and the Planning Department; it’s more of a software issue. Ms. Basso-Cerini stated that she has apologized to the Sayles’ and others for this unfortunate situation. The Commission has the authority to approve or deny the corrections as presented.

Mrs. Shank stated that she understands that ADS didn’t have the capabilities that we have now, but she is not understanding why there is a glitch to begin with. This is a loss of revenue, which is

greatly needed. Mrs. Donaldson stated, not knowing the Statute, that if these corrections are justified, why would the Board deny them. Mr. Rackley agreed. Mr. Shields stated that Statute anticipates that corrections are going to need to be made.

Mr. Rackley spoke about the penalty and the process in the Treasurer's office. Mrs. Donaldson stated that her office will accept whatever payments these taxpayers are able to make. The system does automatically apply penalty after each installment; however, they will be tracking these parcels and penalty will be removed.

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

RENE CHILDS, RECORDER-AUDITOR – Mrs. Childs gave the Board the month end Fund Balance Report and the Cash Balance Report. The Auditors have been here the last three weeks and it has been way more stressful than in the past. Procedural changes will be coming.

LAUREEN BASSO-CERINI, ASSESSOR – Ms. Basso-Cerini wanted it noted that there isn't a break-down between her and Mr. Evan's office. She also wanted it noted that the ADS system did have issues on the Appraisal side.

BRYCE SHIELDS, DISTRICT ATTORNEY – Mr. Shields reported that he hired Paul Yohey. Mr. Yohey will be moving to Lovelock from Carson City and will be handling the Burning Man cases.

JERRY ALLEN, SHERIFF – Sheriff Allen reported that he pushed out several notices through the Sheriff's App. He also reported that human remains were found in Buena Vista Valley. The Department also had a Cops and Kids event in Grass Valley.

*Approval to apply for a grant through the State of Nevada for mobile data terminals with a cost of \$55,000.00, includes laptops, brackets and installation:* Mr. Rackley made a motion to approve applying for a grant through the State of Nevada for mobile data terminals with a cost of \$55,000.00, which includes laptops, brackets and installation. Motion seconded by Mrs. Shank and passed.

**DERBY FIELD AIRPORT: RENEWAL OF LEASE AGREEMENT WITH VALLEY TECH FOR ONE YEAR** – Mrs. Shank made a motion to approve the renewal of the Valley Tech lease agreement for one year. Motion seconded by Mr. Rackley and passed.

**FIRST READING OF AN ORDINANCE ESTABLISHING PERSHING COUNTY'S PARTICIPATION IN THE CENTRAL NEVADA RURAL HEALTH DISTRICT EFFECTIVE JULY 1, 2023:** Bill #353 was introduced by Mrs. Shank and read by title as follows:

AN ORDINANCE PROVIDING FOR PERSHING COUNTY'S PARTICIPATION IN THE CENTRAL NEVADA HEALTH DISTRICT AND OTHER MATTERS RELATING THERETO.

**APPROVAL OF LETTER OF SUPPORT TO NEVADA GOVERNOR'S OFFICE OF ECONOMIC DEVELOPMENT, CDBG, FOR SUPPORTING THE SPONSORSHIP OF A GRANT APPLICATION TO BE SUBMITTED BY CHURCHILL COUNTY FOR THE PURCHASE OF EQUIPMENT FOR THE CNHD (CENTRAL NEVADA HEALTH DISTRICT), WHICH IS VITAL FOR THE IMPLEMENTATION OF SERVICES WITHIN THE NEW DISTRICT IN JULY 2023:** Mrs. Shank made a motion to send a letter of support to the Nevada Governor's office of Economic Development, supporting the sponsorship of a grant application to be submitted by Churchill County for the purchase of equipment for the Central Nevada Health District. Motion seconded by Mr. Rackley and passed.

**REVIEW AND UPDATE WORDING IN THE PERSHING COUNTY OPTION TAX TO INCLUDE LEASE VEHICLES FOR THE PERSHING COUNTY SHERIFF'S OFFICE:**

Resolution #22-1012 was adopted with inclusion of a water tender for the Grass Valley Fire Department, estimated at \$260,000, by Mrs. Shank. Motion seconded by Mr. Rackley and passed.

Mrs. Shank made a motion to amend her motion to update the date on item #5 to 22-23 and remove item #6. Motion seconded by Mr. Rackley and passed.

**APPROVAL OF NOMINATION OF COMMISSIONER LARRY RACKLEY AS A POTENTIAL BOARD MEMBER FOR THE NEVADA CLEAN ENERGY FUND (NCEF):** Mrs. Shank made a motion to nominate Commissioner Larry Rackley as a potential Board Member of the Nevada Clean Energy Fund. Motion seconded by Mr. Rackley and passed.

**BOARD APPOINTMENTS / RESIGNATIONS: GRASS VALLEY ADVISORY BOARD –** A letter or resignation was received from Kim Klemish stating that her last meeting would be the November 2022 meeting.

Mrs. Shank made a motion to accept the resignation of Kim Klemish on the Grass Valley Advisory Board effective November 30, 2022. Motion seconded by Mr. Rackley and passed.

**UPDATE FROM EMERGENCY MANAGEMENT RELATING TO COVID-19; LIST OF PROPOSED:** Mr. Rackley would like to reallocate funds for a water truck for the Road Department. Wants the standby generators removed.

**APPROVAL OF RESOLUTION INCREASING THE COUNTY CONTRIBUTION FOR MEDICAL INSURANCE PREMIUM AMOUNT TO \$780.00; CHANGES TO BEREAVEMENT/FUNERAL LEAVE FOR ELECTED AND UNCLASSIFIED EMPLOYEES:**

Mrs. Shank made a motion to adopt Resolution #22-1013, increasing the County contribution for medical insurance premium amount to \$780.00 and changing the bereavement/funeral leave for elected and unclassified employees. Motion seconded by Mr. Rackley and passed unanimously.

The meeting recessed at 11:12 a.m. for a Litigation meeting and reconvened at 11:16 a.m.

**REPORT FROM LEGAL COUNSEL:** No report was given.

**REPORT FROM ADMINISTRATIVE ASSISTANT / HR REP:** Mrs. Wesner reported that she completed her portion of the POOL/PACT Loss Control Audit.

**ITEMS FOR FUTURE AGENDAS:** The Resolution for C-PACE needs to be on a future agenda.

**CORRESPONDENCE:** Mr. Rackley received an email from Diana Munden regarding some concerns that were not addressed, specifically the cleanliness of the Community Center.

**BOARD MEMBER REPORTS; BOARD LIAISON REPORTS:** Mrs. Shank stated that at the NACO Conference, her husband, John Shank won a \$2,000 grant for Pershing County.

Mr. Rackley reported that regarding the TV Board, he filed BLM paperwork setting up our annual lease. He also submitted the application to the FCC for the certification of our channels.

Regarding the Airport Board, Mr. Rackley was appointed to the Board of Directors of the Nevada Aviation Association.

Mrs. Hudson was out of state for three weeks. She missed the Humboldt River Water Basin Authority meeting, but Carl Clinger was in attendance. There was a water users' meeting for Humboldt and Pershing the day before, but no one received notice of the meeting.

**PUBLIC INPUT:** Stephanie Minor, a local business owner, stated that she and a few others have been trying to find out about the Chamber of Commerce, but haven't received any response. Mrs. Minor was directed to reach out to the District Attorney for direction.

**APPROVAL OF VOUCHERS:** Mr. Rackley 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 11:45 a.m.

Approved 12/7/22: \_\_\_\_\_/s/\_\_\_\_\_  
Shayla Hudson, Chair

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