

## **FEBRUARY 1, 2023**

The meeting was called to order at 8:30 a.m. by Joe Crim, Chairman. Those present were Larry Rackley, Commissioner; Bryce Shields, District Attorney; Karen Wesner, Administrative Assistant; Lacey Donaldson, Clerk; and Justin Abbott, IT. Commissioner Hudson was present via Zoom.

**APPROVAL OF MINUTES:** Mr. Rackley made a motion to approve the minutes from January 3, 2023, as submitted. Motion seconded by Mrs. Hudson and passed.

**PUBLIC INPUT:** There was no public comment 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. Rackley 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. Hudson and passed.

### **UNCLASSIFIED DEPARTMENTS:**

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

Mr. Hill reported that they've been busy plowing snow when needed. They also helped a deputy stuck in Stonehouse Spring. The new blade is all outfitted with lights and chains, and it is now in Imlay. Mr. Hill has been working on budget prep. He flushed the sewer at the Industrial Park. He has also been working on renewing permits and the RTC (Regional Transportation) plan. Blades are running throughout the county. The crew attended MSHA (Mine Safety and Health Administration) training last week. Mr. Hill stated that he still has one person out on leave.

**LANDFILL** – Dan Hill was present.

Mr. Hill stated that they cleaned up the transfer sites again. Hoss will be cleaning up Grass Valley.

**RECYCLING CENTER** – *Approval to advertise for person to operate the baler at the Recycling Center:* Mr. Rackley stated that the position was originally for a facilitator. Mr. Crim felt that whoever runs the bailing aspect can also organize volunteers. It was noted that this is a part-time, less than 20 hour per week position.

Mrs. Hudson made a motion to approve advertising for a person to operate the baler at the Recycling Center and organize volunteers. Motion seconded by Mr. Rackley and passed.

Mr. Hill stated that his landfill guy has a plan for cardboard. He asked if they could have a key to the Recycling Center so they could bring cardboard down as needed. Mr. Rackley stated that they should already have a key, but if not, they definitely should have one.

**SENIOR CENTER/VOLUNTEER COORDINATOR** – It was noted that Ms. Larsen is working in the kitchen today. Mr. Crim stated that they are averaging 35-50 in the dining room and 30 for homebound.

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

Mr. Handka reported that all the fire extinguishers have been re-certified. He also reported that they have been having issues with various heating units since Friday's power bump. The crew is also working on the McDougal fields in preparation for the Lover's Aloft Balloon event.

*Approval of maintenance of windows at the Pershing County Administration Building (18 windows for cost of \$2,300.00); Replacement of double door assembly at the Pershing County Administration Building for a cost of \$6,000.00:* Mr. Handka does have the funds available in his budget. Mr. Handka stated that the silicone has shrunk, which allowed the windows to pull away from

the frames. The door has had problems for the last several months. It ceases up and won't lock or unlock.

Mrs. Hudson made a motion to approve the maintenance of the windows in the Pershing County Administration Building for a cost of \$2,300.00 and the replacement of the double door assembly for a cost of \$6,000.00. Motion seconded by Mr. Rackley and passed.

Mr. Crim stated that IT needs keys to the black box in the maintenance room.

LIBRARY – Ms. Brinkerhoff submitted a written report, which Mr. Crim read.

Mr. Mitchell has finished a Leadership Training Program he was selected for. There were only two selected from Nevada. Ms. Springer is working on Story Hour and starting to prepare for the Summer Reading Program. Ms. Brinkerhoff has been working on budgets and the LSTA (Library Services and Technology Act) Mini Grant for this year. This grant is used to fund the Summer Reading Program, Library activities, performers from the Pioneer Center and purchasing library materials. Ms. Brinkerhoff is also working with Ms. Springer on the Collection Development Grant, which is used to buy children's audio books and e-books.

PERSHING COUNTY FIRE/AMBULANCE DEPTS –

*GRASS VALLEY FIRE*: Chief Burke was present.

Chief Burke reported that they are down to 14 members, with two new prospects. He successfully submitted the AFG (Assistance to Firefighters Grant) grant yesterday. The total grant is for \$59,976.00 and will be used to purchase SCBAs (self-contained breathing apparatus). It does have a 5% match. Chief Burke also reported that he submitted the department's budget to Mrs. Childs. It is similar to last year's with a small increase due to inflation. The POOL/PACT fitness person is coming out on March 5<sup>th</sup> to do some blood work and coaching for the department. The HMEP (Hazardous Materials Emergency Preparedness) grant has been funded and he has tentatively scheduled the propane training for July 29<sup>th</sup>. A Chief's meeting was held in Rye Patch. Chief Burke thanked Chief Blochowiak for being a great host. Mrs. Hudson also attended the Chief's meeting. Chief Burke stated that this was one of the better meetings that they've had. The G402 class that was scheduled for Monday has been cancelled as the trainer had an emergency. Chief Burke also thanked Mrs. Donaldson for working on getting the health trailer licensed.

Mrs. Hudson also spoke about the Chief's meeting. Imlay needs a compressor for their SCBAs. Chief Monroe is working on a grant. Mr. Rackley suggested putting the cost in the budget. Mrs. Hudson stated that Rye Patch currently has 6 members.

COMMUNITY CENTER – Diana Munden was present.

Ms. Munden reported that she is caught up after being out most of December. She would like to pursue marketing the Center better; however, the cleanliness is an issue. She asked about a Bingo night, partnering with the Eagles. Mr. Shields will look into it. Later in the meeting, Mr. Shields stated that as long as the prizes don't exceed \$2,500 a quarter, we could hold a Bingo game without registering with the gaming commission; however, it must be a charitable event.

Ms. Munden also reported that she has been having a problem with renters not cleaning the stove and grill properly. She will be deducting from deposits accordingly.

*Request for approval to refund the Rental Fee and Cleaning Deposit to Jennifer Hill in the amount of \$355.00*: Ms. Munden stated that she is recommending refunding the rental fee and cleaning deposit. She did ask Mr. Shields about the insurance that was purchased. Mr. Shields stated that it can be refunded as well.

Mrs. Hudson made a motion to approve the refund of the Rental Fee and Cleaning Deposit to Jennifer Hill in the amount of \$355.00. Motion seconded by Mr. Rackley and passed.

COOPERATIVE EXTENSION / 4-H PROGRAM – No one was present.

IT DEPARTMENT – Justin Abbott was present.

Mr. Abbott reported that there was training last week to learn how to update the website. He also has the training on video and will make it available to those that need it or couldn't attend. The "Go-

Live” date for the newly redesigned website is February 8<sup>th</sup>. Mrs. Burrows has been working on tasks to reduce our security footprint. There was a network issue at the Child Support office. He has been working on next year’s budget. Mr. Abbott stated that there is an outstanding request to add microphones to the commission table. The system is old enough that they are no longer available. He is looking at other options. Mr. Abbott also met with the E-Fax vendor yesterday. They are also working on some security issues, and we should be ready to move forward later this week.

The security cameras were discussed. Oversight was given to IT, but they still don’t have access. Mr. Crim has told Mr. Handka to give them access. Ms. Munden asked who she goes to if she needs to review footage. She was told to contact Mr. Handka.

*Sam Sander, Uprise Fiber: Update on fiber projects in Pershing County:* Mr. Sander stated that they are continuing jumping through the hoops with permitting. Mrs. Burrows asked what their timeline is. Mr. Sander stated that if everything goes through with the Environmental permitting, they will start the contracting phase. If all goes well, they should be in engineering and permitting in late April with construction starting late summer. Mr. Shields asked if there is a map that shows areas that will be served. Mr. Sander stated there is, and he will double check to make sure he can share.

**ECONOMIC DEVELOPMENT** – Mrs. Hudson stated that Mrs. Lusby-Angvick is in another meeting today.

*Approval of higher room rate for WNDD Summit on January 30-31, 2023, to be held in Reno, NV at the Atlantis Hotel:* Mrs. Hudson made a motion to approve the higher room rate for Mrs. Lusby-Angvick to attend the WNDD Summit on January 30-31, 2023, in Reno. Motion seconded by Mr. Rackley and passed.

**PUBLIC DEFENDER** – Steve Cochran was present.

The Board was given the monthly report. Mr. Cochran reported that he has a triple homicide case and a guardianship case that is taking up some time. He also spoke about some law changes. Ms. Madrigal and the Sheriff’s office have really helped with the transition for the new employee.

#### **ELECTED DEPARTMENTS:**

**LACEY DONALDSON, CLERK-TREASURER** – Mrs. Donaldson reported that the office sent out courtesy letters to delinquent taxpayers and is busy taking those payments.

*Approval of corrections/changes to the Tax Roll:* A correction was submitted for APN #007-241-84, Nevada Soy Products. Morgan Root, Appraiser, explained that the bill was generated with the understanding that the business was still active. There was a misunderstanding, and the business is not active.

Mrs. Hudson made a motion to approve the correction to the Tax Roll as presented. Motion seconded by Mr. Rackley and passed.

**RENE CHILDS, RECORDER-AUDITOR** – Mrs. Childs reported that 1099s and W2s have all been distributed.

*Set dates for Budget Workshops:* Mrs. Childs proposed the afternoon of March 15<sup>th</sup>, all day on March 16<sup>th</sup>, all day on March 21<sup>st</sup>, and the morning of March 30<sup>th</sup> if needed. She also reported that the deadline for departments to submit their budgets is this Friday. She has received a few, but is still missing a lot.

The Board was good with those dates.

**ASSESSOR** – Morgan Root was present.

Ms. Root stated that she has submitted her resignation, effective February 10<sup>th</sup>. She thanked the Board for all their support.

**JERRY ALLEN, SHERIFF** – Sheriff Allen reported that two cadets graduated from the academy. He still has two open deputy positions. There are eleven inmates in custody.

*Discussion and approval of contract with LensLock as a new body camera vendor for the Pershing County Sheriff’s Office with a cost of \$343,675.00 over 5 years:* Sheriff Allen gave an

explanation regarding the change of vendor. This quote is \$8,000 less than the quote from our current vendor. Mr. Rackley asked about funding. Sheriff Allen stated that part of it will come out of the 911 Fund, the rest will have to be budgeted for. Mrs. Childs stated that there is \$110,000 in the 911 Fund, which has taken 10 years to build up to that. Mr. Shields stated that the contract doesn't cover installation. Mr. Crim stated that it does show the installation itemized. Mrs. Childs recommended budgeting \$80,000 in the Sheriff's budget and not use the 911 Fund. We also have an outstanding balance of \$63,000 with AT&T that we have been disputing. Sheriff Allen and Mr. Shields will call LensLock for clarification on the installation and the contract wording.

Later in the meeting Sheriff Allen came back. Mr. Shields stated that the language regarding the installation will be changed in the contract. He stated if the Board wants to move forward, they can do so on the condition that the wording is changed in the contract. Mr. Shields also stated that this is a lease agreement. There was a question about insurance. Mr. Shields stated that we are responsible for insuring the units. Mr. Shields also felt that items like this should be included in the Capital Improvements budget.

Mr. Rackley made a motion to approve the contract with LensLock as a new body camera vendor for the Pershing County Sheriff's office with a cost of \$343,675.00 over 5 years, on the condition that the contract wording is revised as discussed by the District Attorney. Motion seconded by Mrs. Hudson and passed.

Mrs. Hudson made a motion to authorize the Sheriff to sign the contract. Motion seconded by Mr. Rackley and passed.

**KAREN STEPHENS, JUSTICE COURT – Approval of Stripe Onboarding Agreement for Civil Infraction credit card payments:** Mrs. Hudson made a motion to approve the Stripe Onboarding Agreement for Civil Infraction credit card payments in the Justice Court. Motion seconded by Mr. Rackley and passed.

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

Mr. Evans gave the Board his monthly report. Mr. Evans stated that he attended the Central Nevada Regional Water Authority meeting. He has also been working with RCAC, who are going to do a rate study for Imlay Water in conjunction with the income survey.

**APPROVAL FOR JENNIFER HILL TO BE TEMPORARILY ASSIGNED TO THE PLANNING AND BUILDING DEPARTMENT FOR HALF DAYS ON FRIDAYS (4 HOURS) AND ON DAYS APPROVED BY HER SUPERVISOR WHEN THE PLANNING AND BUILDING DEPARTMENT HEAD IS ABSENT OR ON VACATION –** Mr. Evans stated that he has been looking for an Admin Clerk. He's done a couple interviews, and nothing has panned out. Ms. Basso-Cerini suggested sharing Mrs. Hill. Mr. Evans stated that Ms. Root's resignation doesn't affect this plan.

Mr. Crim stated that he has sat in these meetings for months and has heard time and again how busy the Assessor's office is and how they can barely keep a-float. Now she is offering to give up an employee for 4 hours a week. Mrs. Hill stated that a lot of what Mr. Evans' office does, ties to her position in the Assessor's office.

Mrs. Hudson stated that she spoke with Mr. Evans about this. Mrs. Hudson stated that she has some reservations with Ms. Root resigning from the Assessor's office. She does feel it would benefit both offices having someone cross-trained.

Mr. Rackley asked when the Planning and Building Department planned on going back to a regular, five day a week schedule. Mr. Evans stated that it will once he finds an employee.

Mrs. Hudson made a motion to approve Jennifer Hill to be temporarily assigned to the Planning and Building Department for half days on Fridays and on days approved by her supervisor when the Planning and Building Department Head is absent. Motion seconded by Mr. Rackley to approve.

**SALARY RESOLUTION, JENNIFER HILL** – Mrs. Hudson made a motion to approve the Salary Resolution for Jennifer Hill, temporarily assigning her to the Planning and Building Department for four hours on Fridays and as needed, in her current classification in the Assessor’s office of an Admin Clerk II, Range 26, Step 7. Motion seconded by Mr. Rackley and passed.

**APPROVAL TO ADVERTISE/HIRE FOR AN ADMINISTRATIVE CLERK I/II POSITION** – As Mr. Evans has not had any luck getting qualified applicants for the Planning Tech position, it was recommended that he advertise for an Administrative Clerk position. It was noted that there is one budgeted vacancy, so the position would be either a Plan Tech or an Admin Clerk – not two separate positions.

Mrs. Hudson made a motion to approve the advertising and hiring of an Administrative Clerk I/II position in the Planning and Building Department. Motion seconded by Mr. Rackley and passed.

Mrs. Childs asked for clarification on Mrs. Hill’s temporary position and this position. It was noted that when a new employee is hired, Mrs. Hill will no longer cover the Planning office.

**DERBY FIELD AIRPORT:** Mr. Rackley stated that there was an Advisory Board meeting on Monday. They elected new officers and Robert McDougal is the new Chairman. Mr. Rackley would like to see the building deep cleaned. The carpet needs to be shampooed. He will ask Mrs. Wesner to put an item on a future agenda.

**BOARD APPOINTMENTS / RESIGNATIONS:** Mrs. Hudson made a motion to accept the resignation of Sheila Schein from the Library Board. Motion seconded by Mr. Rackley and passed.

Mrs. Hudson made a motion to appoint Ariana McCurdy to the Library Board. Motion seconded by Mr. Rackley and passed.

Mr. Rackley made a motion to reappoint Walter Brinkerhoff to the Airport Board. Motion seconded by Mrs. Hudson and passed.

Mrs. Hudson made a motion to appoint Jack Hursch to the Cemetery Board. Motion seconded by Mr. Rackley and passed.

**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 has been working with Mrs. Childs to keep the spreadsheet updated.

The meeting recessed at 10:28 a.m. for a Litigation meeting and reconvened at 10:45 a.m.

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

**REPORT FROM ADMINISTRATIVE ASSISTANT / HR:** Mrs. Wesner stated that she is receiving about ten BDRs (Bill Draft Requests) a day to review and pass on to the affected departments.

**APPROVAL OF UPDATED PERSHING COUNTY PERSONNEL POLICIES** – Mrs. Wesner sent the draft policies to the Board. There is a paragraph that speaks about vehicle insurance. She would like it removed. Mr. Shields spoke about the provision and the county’s liability; recommending that it be left in.

Mrs. Hudson made a motion to approve the updated Pershing County Personnel Policies, leaving in the language regarding personal insurance. Motion seconded by Mr. Rackley and passed.

Mrs. Wesner asked how to enforce this provision. Mr. Crim suggested working with Mr. Shields.

**ITEMS FOR FUTURE AGENDAS:** The Board was reminded about the joint meeting with the City of Lovelock on Tuesday, February 7<sup>th</sup> at 4:00 p.m.

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

**BOARD MEMBER REPORTS, BOARD LIAISON REPORTS:** Mr. Rackley stated that the TV Board had a meeting. He asked Mrs. Childs if she had received their proposed budget. She hasn't. Mr. Rackley stated that if Mrs. Nee doesn't bring it, he has a copy. He also stated that the Commission needs to have a Jail Inspection. It will be scheduled for the morning of the next meeting.

Mrs. Hudson attended a meeting with the Navy. They will be moving the pole line road. She also attended the Hospital Board meeting, the Fire Chief's meeting, and the Central Nevada Health District meeting.

Mr. Crim attended the Library Board meeting. They are gearing up for the Summer Reading Program. All their grants are moving forward. He mentioned they are working on completing a yearly survey. The Senior Center is working on getting their new hot shot truck. They are also going to try serving breakfast twice a month and see how it goes. The Museum Board is ready to pick up roofing material and insulation for the railroad house.

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

**APPROVAL OF VOUCHERS:** Mr. Crim made a motion to approve the vouchers with the exception of vouchers for Vendor #255, Joe Crim, and Vendor #556, Larry Rackley. Motion seconded by Mr. Rackley. Mrs. Hudson abstained as there is a voucher for her business included. Motion carried.

Mrs. Hudson made a motion to approve the voucher for Vendor #255, Joe Crim. Motion seconded by Mr. Rackley. Mr. Crim abstained. Motion carried.

Mrs. Hudson made a motion to approve the voucher for Vendor #556, Larry Rackley. Motion seconded by Mr. Crim. Mr. Rackley abstained. Motion carried.

As there was nothing further to come before the Board, the meeting adjourned at 11:14 a.m.

Approved 2/15/23: \_\_\_\_\_ /s/  
Joe Crim, Chairman

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