

APRIL 18, 2018

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

APPROVAL OF MINUTES: Mr. Rackley made a motion to approve the March 7, 2018 minutes as submitted. Motion seconded by Mrs. Shank and passed.

PUBLIC INPUT: Janet Blethen stated that she was in the park over the weekend and the restrooms were locked. She called Bill Soares and Frank Gonsalves came and opened the restrooms. Mrs. Blethen was told that they got into trouble for doing so and she doesn't understand why. Mr. McDougal stated that the County made the decision to lock the restrooms during the weekend as staff isn't available to monitor them. There has been a lot of vandalism. They are only opened during scheduled events. Mrs. Blethen asked how you schedule to have them opened. Mr. McDougal stated that you can call Mr. Handka or Mrs. Wesner. Mrs. Blethen stated that she thought it was the Sheriff's Department's job to monitor issues such as vandalism. She also stated that the restrooms should be open during daytime hours.

Donald Stripe thanked the Board for the honor they have given his wife, naming the Grass Valley Community Center after her.

Becky Andres with the BLM wanted the Board to be aware that she is back from a temporary assignment and is now back in her Burning Man Planning position. The 2018 Burning Man event planning is well underway. Ms. Andres stated that she appreciates Sheriff Allen's contributions and making himself available. Federal Notice should be published in about six weeks with another round of public meetings.

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 they are trying to transition from winter to spring. They are blading the valley roads and are going to work out by the Indian Caves today in preparation for the school field trips. Mr. Hill stated that they have had a lot of vehicle maintenance issues lately. The service truck is out of service and is in Reno being repaired. The motor on the screening plant also went out. They finished working out at Limbo and are just about done in Pleasant Valley. The bids are out for the chip seal project and the purchase of a loader. Mr. Hill stated that John Deere let them demo a loader last week and they will be demoing a Komatsu loader later this week. Mr. Hill has also approached Cashman Equipment for a demo as well. The crew has also been spraying weeds.

LANDFILL & RECYCLING – Dan Hill was present.

Mr. Hill stated that the wind has been causing a lot of issues.

Mrs. Shank spoke about the burn area in Grass Valley. She asked Sean Burke if there had been any issues. Mr. Burke stated that it is working well.

BUILDINGS AND GROUNDS – John Handka was present.

Mr. Handka reported that they have started draining the swimming pool for cleaning. They did have some unexpected broken pipes in the pool house. All the water systems (sprinklers, drip lines, etc.) are up and running.

Mr. McDougal gave Mr. Handka an overview of the discussion from the last Recreation Board meeting. In regards to McDougal Field, the need for new restrooms was discussed. They also discussed replacing the lighting and would like Mr. Handka to get some quotes. Mr. McDougal also stated that the Recreation Board will start submitting work orders to Buildings and Grounds for items that need repair.

Mrs. Shank asked about keeping the restrooms in the park open on weekends, noting that Buildings and Grounds has someone on call. Mr. Handka stated that, per the contract, the employee on call has to be paid for two hours minimum when they are called in. Mr. Handka also stated that he didn't want to burden the Sheriff's Office. Mrs. Shank asked about checking out a key. Mr. Handka doesn't like that idea either.

PERSHING COUNTY FIRE/AMBULANCE –

LOVELOCK FIRE DEPT: Approval of out of state travel to attend National Rural EMS Conference in Tucson, Arizona April 23-26, 2018 to include registration, airfare and per diem – Mrs. Shank made a motion to approve the out of state travel for the Lovelock Fire Department members to attend the National Rural EMS Conference in Tucson, Arizona April 23-26, 2018 with the expense coming out of the department's training budget. Motion seconded by Mr. Rackley and passed. Chief Wilcox reported that the department participated in a wildland refresher course with the BLM (Bureau of Land Management) last night. The second Firefighter I class will be next Thursday. Some of the members who completed the EMT (Emergency Medical Technician) class are still taking their final tests. All of the EMT licenses that needed renewed have been completed.

Chief Wilcox stated that this week is National Volunteer Firefighters Week. He spoke with Pam Munk and they are looking at applying for a SAFER (Staffing for Adequate Fire & Emergency Response) grant. The application is due by the end of next week. Mr. Heidemann stated that even if we aren't awarded the main grant, they also offer micro grants that are ongoing throughout the year.

Chief Wilcox stated that they are also working with the School District on a couple of programs. They would like to have a student come in and start inputting the information into the reporting program. They also discussed a "School to Work" program.

GRASS VALLEY FIRE: Sean Burke was present.

Mr. Burke showed the Board pictures of the burn pit at the Grass Valley transfer station. Mr. Burke stated that he last reported that they were having some issues with their trucks and those have been resolved. They currently have 16 members on their roster. They will be participating in a training session with the BLM the first weekend in May. They are on stand-by to burn the items in the burn pit, but will probably wait until it is fuller. Mr. Burke stated that the burn ban probably won't be activated until June and will be on through fall. Humboldt General Hospital will be offering an Advanced EMT class and it will be open to all the Pershing County fire departments.

Removal of inventory items valued over \$1,000 to comply with physical count done in 2016 – Mrs. Shank made a motion to approve the removal of the inventory items as submitted. Motion seconded by Mr. Rackley and passed.

IMLAY FIRE: Approval to appraise property located adjacent to Fire House, APN 006-113-03, described as Lot 2, Block F, Noble Subdivision, Town of Imlay, in preparation of possible purchase by the County for use by the Imlay Volunteer Fire Department – Mrs. Shank made a motion to approve having the property located adjacent to the Imlay Fire House, APN #006-113-03, appraised in preparation for the possible purchase of the property for use by the Imlay Volunteer Fire Department. Motion seconded by Mr. Rackley and passed.

SAFETY/GRANT WRITER – Mrs. Shank stated that she has asked Mrs. Munk for a list of the grants she is working on.

Request for approval for Carol Shank and Pam Munk to attend a Grant Writing Workshop in Carson City, NV on May 7 & 8, 2018 including the registration of \$445 per person (would use County vehicle and travel back and forth each day): Mrs. Shank spoke about the grant workshop. She would like Mrs. Munk to attend to gain better knowledge in writing grants. Mrs. Shank would like to attend so that she can better review the grants written and offer suggestions. Mrs. Shank also stated that attendance gives you access to a grant portal. Mr. Rackley asked about where the funding would come from. Mr. McDougal is also concerned about the cost. Mrs. Shank stated she is as well, but thinks the benefits out way the cost. Mr. Rackley asked Mrs. Childs if she had any ideas about how to pay for it. Mrs. Childs stated that Mrs. Munk's registration, etc. could be taken out of General Government, as long as Mrs. Munk is under budget in Safety. Mrs. Munk stated that she thinks she will be under budget approximately \$1,000. Mr. McDougal suggested that just Mrs. Munk attend.

Mr. Rackley made a motion to allow Pam Munk to attend a Grant Writing Workshop in Carson City, NV on May 7 & 8, 2018 with the registration fee of \$445 paid for out of the General Government line item. Motion seconded by Mrs. Shank and passed.

Update: Mrs. Munk reported that we will not be able to apply for the broadband grant as it is very cumbersome and we probably wouldn't be successful. Mrs. Munk will submit the application for the SAFER grant. There is a fundraising event a week from this Saturday for the playground equipment. She has not sold very many tickets. Mr. Abbott stated that he could put something on the website to advertise the event. Mrs. Munk also reported that there are still several people that have not signed onto the E-Learning to complete their safety classes. The Street Fair fundraiser has been moved to June 30th. This is also the day of the youth swim meet. Mrs. Munk stated that some booths have already been sold and the event will be at the Amherst Park. There will be a CPR class on May 24.

IT DEPARTMENT – Justin Abbott was present.

Mr. Abbott asked the Board if they had any additional questions regarding the Broadband Grant. The Board understood why it wasn't feasible.

Mr. Abbott reported that he has all put two people trained on the new website. There is a Community Calendar on the website that can be used by everyone. Mr. Abbott also stated that he has met with most of the departments in regards to an IT Strategy Plan. The Votec server installation for the Clerk-Treasurer's office went well and they have started training. Mr. Abbott has also ordered the server for the Sheriff's Office. The conversion with Tyler and Eagle Recording is moving forward in the Recorder's Office.

Mr. McDougal stated that he was just looking at the Community Calendar on the website and we need to make sure the Commission meetings and Advisory Board meetings show up. It was noted that there is a separate calendar for community events and public meetings.

ELECTED DEPARTMENTS:

LACEY DONALDSON, CLERK-TREASURER – Mrs. Donaldson stated that Mr. Abbott installed the VOTEC application on hers and Rachel Craspay's computers and they started online training on Tuesday. They are continuing to receive the new election equipment and supplies for the Primary. Mrs. Donaldson also reported that she held interviews for her vacant position yesterday and she will be making an offer of employment this afternoon.

Approval of corrections/changes to the Tax Roll: There were no corrections or changes submitted.

Approval of Scope of Services for Bond Counsel in regards to the Humboldt River Ranch Special Assessment District and the refunding of assessment payments: Mrs. Donaldson stated that Mr. Shields was going to call and speak with Kendra Follett about the agreement and she has not received an update. Mr. McDougal stated that he spoke with Mr. Shields and he is recommending approval.

Mrs. Shank made a motion to approve the Scope of Services for Bond Counsel in regards to the Humboldt River Ranch Special Assessment District and the refunding of assessment payments as submitted. Motion seconded by Mr. Rackley and passed.

RENE CHILDS, RECORDER-AUDITOR – *Request for approval of Critical Need Position through PERS (Public Employees' Retirement System) for retired reserve deputies for Pershing County Law Enforcement Center:* Mrs. Shank made a motion to approve the Critical Need Position through PERS for retired reserve deputies for the Pershing County Law Enforcement Center. Motion seconded by Mr. Rackley and passed.

UPDATE ON PROGRESS OF SITE LOCATION, DESIGN, FUNDING, AMENITIES, AND CONSTRUCTION OF FUTURE LAW ENFORCEMENT CENTER: Mr. Rackley met with Mayor Giles and Joe Crim in regards to the City's parcel on Amherst. Mr. Rackley would like the Board to do an on-site tour. The Board decided to meet at 7:00 a.m. on May 2nd prior to the Jail Inspection. Mr. Rackley gave the Board a plot map and explained that the long, skinny parcel belongs to the City. The parcel that would be ideal doesn't have a parcel number and ownership is unknown.

BOARD APPOINTMENTS: LIBRARY BOARD – A letter was received from Sheila Schein expressing interest in serving on the library Board.

Mrs. Shank made a motion to appoint Sheila Schein to the Library Board with a term expiring June 30, 2020. Motion seconded by Mr. Rackley and passed.

GRASS VALLEY ADVISORY BOARD: Sean Burke and Paul Schlehr were present.

Mr. Schlehr stated that they have a Candidate's Night scheduled for Monday, May 21st at 7:00 p.m. Mr. Schlehr also spoke about the transfer station and stated that it looks better. Mr. Burke spoke about the Community Center stating that the roof is still leaking and mold is starting to develop. Mr. Burke also stated that the weeds are starting to come in. The Grass Valley Fire Department has a contract with someone to spray the weeds at the firehouse and they do a fantastic job. Mr. Burke just needs to know if Buildings and Grounds is going to take care of the weeds or if he should hire someone. Mr. Schlehr stated that the new doors are fine for people going out, but a handle is needed to pull the doors closed when the wind is blowing. Mr. Rackley stated that he would speak to Mr. Handka about the issues that were brought up today.

CORRESPONDENCE: There was no additional correspondence.

PLANNING & BUILDING AND IMLAY WATER: REQUEST FOR HIGHER ROOM RATE TO ATTEND POOL/PACT ADVANCED ESSENTIAL MANAGEMENT TRAINING IN CARSON CITY, NV APRIL 18-19, 2018 – Mrs. Shank made a motion to approve the request for a higher room rate for Mr. Evans to attend POOL/PACT Advanced Essential Management Training in Carson City April 18-19, 2018. Motion seconded by Mr. Rackley and passed.

REPORT FROM ADMINISTRATIVE ASSISTANT: REQUEST BY COMMISSIONER LARRY RACKLEY FOR OUT OF STATE TRAVEL AND HIGHER ROOM RATE TO ATTEND THE 2018 NATIONAL TRANSLATOR ASSOCIATION CONFERENCE IN SALT LAKE CITY, UT – Mr. Rackley explained that this is for the TV Board and the cost has been budgeted for.

Mrs. Shank made a motion to approve Commissioner Rackley's out of state travel and higher room rate to attend the 2018 National Translator Association Conference in Salt Lake City, Utah. Motion seconded by Mr. McDougal. Mr. Rackley abstained. Motion carried.

ITEMS FOR FUTURE AGENDAS: No additional items were discussed.

MATTERS OF THE BOARD FOR DISCUSSION, BOARD MEMBER REPORTS, BOARD LIAISON REPORTS: Mr. Rackley reported that he applied for a grant for the Recycling Center and it was approved in the amount of \$6,650. The TV Board approved \$5,000 to install cameras at Toulon Peak. A quote was received from Sierra Electronics in the amount of \$3,360. There was some disagreement in regards to the SRE (Snow Removal Equipment) Building proposed at the Airport. Mr. Handka feels electric heat would be better and Mr. Rackley told Armstrong to quote the project with propane heat. Mr. McDougal asked if propane was the most cost efficient. Mr. Rackley feels it is. He also stated that the building will not need to be heavily heated as it is a storage building. Mrs. Shank stated that she participated in a conference call with NACO’s Legislative Committee. They discussed that the State does not have a 911 Coordinator, which is causing us to miss out on several grants. They also discussed Cooperative Extension, the Indigent Defense Committee and other issues that may affect local governments this Legislative Session.

Mr. McDougal stated that he has a Western Nevada Development District meeting next Monday at the Tahoe-Reno Industrial Complex. He will be meeting with Pershing Gold and Barrick Gold on Tuesday for an annual update. On Thursday he will be driving to Eureka for Friday’s Central Nevada Regional Water Authority meeting. The following week he will attend the Grass Valley Advisory Board meeting.

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

The meeting recessed at 9:49 a.m. to review vouchers and reconvened at 10:11 a.m.

VOUCHERS: Mrs. Shank made a motion to approve the vouchers with the exception of a voucher for Vendor #471, Robert McDougal and a voucher for Vendor # 556, Larry Rackley and correcting the Vendor # on a voucher from #557 to #577. Motion seconded by Mr. Rackley and passed.

Mrs. Shank made a motion to approve the voucher for Vendor #471, Robert McDougal. Motion seconded by Mr. Rackley. Mr. McDougal abstained. Motion carried.

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

Mr. Rackley stated that the bailing machine people are in town today doing annual maintenance on the bailer.

As there was nothing further to come before the Board, the meeting adjourned at 10:12 a.m.

Approved 5/16/18: _____ /s/
Robert McDougal, Chairman

Attest: _____ /s/
Lacey Donaldson, Clerk