

DECEMBER 19, 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; Bryce Shields, District Attorney; Karen Wesner, Administrative Assistant; and Lacey Donaldson, Clerk.

APPROVAL OF MINUTES: Mr. Rackley made a motion to approve the regular meeting minutes of October 17, 2018 as submitted, noting that they are over the 45 day time limit. Motion seconded by Mrs. Shank 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: District Attorney Shields reviewed the agenda and did not see anything of impact.

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 all of his new hires are working out really well. He also reported that the Buildings and Grounds crew replaced the lighting in the shop and it is a big improvement. Mr. Hill stated that during the last meeting they were dealing with snow, which has since melted. The crew has been blading roads in various parts of the County. They also hauled some sand up to Coeur, repaired a guardrail on Rogers Road, and bladed the temporary parking at the Hospital.

LANDFILL – Dan Hill was present.

Mr. Hill reported that the crew has finished up the to-do list from the inspection. Clayton Randolph is on vacation this week.

Mr. Hill stated that someone has torn out the fencing behind the dumpsters in Grass Valley. They will get it fixed as soon as they can.

BUILDINGS AND GROUNDS – John Handka was present.

Mr. Handka reported that they replaced the old lights at the Road Department Shop with LEDs. They also put a heating/ac unit in at the Recycling Center. They added a wind break in front of the Senior Center. NDF was here Monday cleaning up leaves at the Park, Library and the Administrative Building. Mr. Rackley stated he would get with Mr. Handka in regards to placing the Santa chair in the gazebo for Christmas Eve.

Determination of funding source for ceiling tile replacement for Justice Court and approval to proceed, estimated cost of \$6,129.00: Mrs. Shank stated that the Justice of the Peace would prefer that the County pay for the replacement. Mr. Shields stated that the Court Fund is for court improvement programs and technology improvements. He stated that if there is money available in the Building Fund, the payment should come from there. Mr. McDougal stated that it is a landlord/tenant issue with the building and the County should take care of it. Mrs. Childs stated that there is still funding available in the Building Fund.

Mrs. Shank made a motion to replace the ceiling tile in the Justice Court, with the funding to come out of the Building Fund. Motion seconded by Mr. Rackley and passed.

Mr. Handka also mentioned that the flooring needs to be replaced at the Community Center.

Comparison of Pershing County Recreation Board's recommendation to build new restrooms at McDougal Sports Complex or accept Buildings and Grounds recommendation to rebuild/refurbish current restrooms: Mrs. Shank stated that a couple of meetings ago they approved going out to bid. Mrs. Shank stated that nothing has happened as the Rec Board was under the impression that they could do the project in phases, which she doesn't feel they can. She asked Mr. Handka to provide a quote to refurbish the current facility. This can be done for a couple thousand dollars (less than \$3,500 plus the cost for a new roof). Mrs. Shank feels this is the best solution to move forward in the soonest possible time. Mr. McDougal also stated that one of the top priorities needs to be the lighting.

Mrs. Shank made a motion to approve refurbishing the current facility with a cost not to exceed \$5,000 (not including the roof) to come out of the Recreation budget. Motion seconded by Mr. Rackley and passed.

The preschoolers from the Lovelock Elementary School came and sang Christmas Carols.

PERSHING COUNTY FIRE/AMBULANCE DEPARTMENTS –

LOVELOCK FIRE AND AMBULANCE: Chief Wilcox and Mike Heidemann were present.

Chief Wilcox reported that two members of the department finished the practical for the Advanced Emergency Medical Technician training. All they have left to complete is their written test. He also reported that the Medicaid application has finally been submitted. They have been working with the State to correct the issue with the reports being uploaded. Chief Wilcox stated he would give a full report on the call history after the first of the year, but they responded to approximately 300 calls for the year. Yearly elections were held and all the officers stayed the same.

Chief Wilcox also spoke about a hemp business that is coming into the Industrial Park. They are working on their licensing with the State and asked some questions about hazmat safety, etc. Chief Wilcox stated that they did do a preliminary hazmat inspection.

Chief Wilcox also spoke about the 2019 Nevada Preparedness Summit in Reno. The State typically pays for the attendance of one person from each county. Chief Wilcox would like to attend if the Emergency Manager doesn't plan to. The conference is February 11th through the 14th. The Board thought that would be a good idea.

FIRE INSPECTIONS/GRANT WRITER: Mr. Heidemann reported that he sent two grant applications in and they will be reviewed in January. The Farm Bill was recently approved and it included a \$20 million grant for rural EMS programs to help recruit and retain personnel so he will keep an eye out for more information. Mr. Heidemann also reported that he will be meeting with the Director of Health and Human Services tomorrow in regards to gaining more services for rural departments. He has started inputting all the fire reports into the Firehouse software, which is time consuming. He is also working on updating the program as it has not been done since the original installation.

SAFETY/GRANT WRITER – Discussion regarding realignment of responsibilities, allocation of hours, office locations and funding sources and other County needs: Mr. McDougal read a letter of resignation from Pam Munk effective January 4, 2019.

General discussion was had about the Safety/Grant Writer position, the Community Center/Economic Development position, and the Library position. Ted Bendure was present from the Economic Development/Community Center Board. Kathie Brinkerhoff, Library Director, was also present. Mr. McDougal spoke about Mrs. Lusby-Angvick's time being split between the Community Center and Economic Development. A contract position was discussed for grant writing. Ms. Brinkerhoff stated that there is more to grant writing than just writing the application. They also have to be administered.

Mrs. Shank stated that she would like to see the Economic Development Director position be a full-time position. The Community Center Director position can remain part-time; however the grant

writing position could be added to make the position full-time. She would like to allow the Library to hire a half-time employee, which she has spoken to Mrs. Childs about.

Mr. Bendure also spoke about the make-up of the Community Center/Economic Development Board. It is currently comprised of nine members, which doesn't necessarily work. He would like to see the Board reduced to five or seven members.

Mr. McDougal feels Economic Development and Tourism should be one function. He would like to continue this discussion at the next meeting.

LIBRARY – Request for approval to advertise/hire for Admin. Clerk I/II or Library Technician I position: Mrs. Shank made a motion to approve the advertising and hiring of a Library Technician I position. Motion seconded by Mr. Rackley and passed.

Ms. Brinkerhoff stated that they need new doors for the Library. This Friday at 3:00 p.m. the Nevada Library Coop Administrator will be here to do a focus group.

Mrs. Childs requested that the Board meet with her separately to discuss the budgets for the Community Center, Economic Development, Safety and the Library.

IT DEPARTMENT – Justin Abbott was present.

Mr. Abbott stated that the last couple weeks he has been working on the upgrade project at the Sheriff's office. The backup server has been installed and Mr. Abbott has been troubleshooting issues with the archive unit. Next he will be moving the dispatch system off the old server on to two new servers.

Mr. Abbott also spoke about the Albert Sensor that is being sponsored through the Secretary of State's office for election security. The hardware has been received and he is working with the vendor to install the software.

Mr. Abbott stated that he has also been doing some budget preparation for the next fiscal year.

Approval of Request for Proposals for Network Infrastructure: The Board was given the draft Request for Proposals for Network Infrastructure. Mrs. Shank stated that the different areas in the County are listed in the document, but she didn't see the Airport or the Buildings and Grounds shop. Mr. Abbott explained the location table, which does include the Airport. The Buildings and Grounds shop and the Juvenile Probation office were inadvertently left off and will be added.

Mrs. Hultgren stated that it would be helpful if Mr. Abbott would give a presentation at the Hospital Board meeting.

Mrs. Shank made a motion to approve moving forward with obtaining Requests for Proposals for the Network Infrastructure upgrade. Motion seconded by Mr. Rackley and passed.

Mr. Abbott stated that he was invited to the NTIA (National Telecommunications and Information Administration) Broadband workshop on January 11th and asked if one of the Commissioners wanted to attend as well. Mrs. Shank stated that she will attend.

PUBLIC HEARING ON AN ORDINANCE AMENDING CHAPTER 244, TITLE 2, OF THE PERSHING COUNTY CODE TO ESTABLISH THE CENTRAL PERSHING COUNTY ADVISORY BOARD AND REPEALING CERTAIN PORTIONS OF CHAPTER 244: Mr.

Shields recommended that the Board reject this Ordinance as it does not conform to State Law. Imlay is an unincorporated town, which was formed under NRS 248. The make-up of the board is also established under this statute and cannot be expanded. Mr. Shields stated that there are currently three people from the Town of Imlay who are interested in serving on the board. He would recommend appointing those three people and recruit the remaining two members.

Mrs. Donaldson stated that there is also a tax rate associated with the town's status.

Mr. Rackley made a motion to reject the passage of Bill #335 based on the recommendation of District Attorney Shields. Motion seconded by Mrs. Shank and passed unanimously.

ELECTED DEPARTMENTS:

RENE CHILDS, RECORDER-AUDITOR – *Amendment to the Pershing County Credit Card Policy to address receipts/proof of purchase:* Mr. Shields stated that he thought the policy could be amended; however, after further review he doesn't feel that is appropriate. If the Commission has a question on a purchase and a receipt isn't provided, the Board can question the person who made the purchase. Approval at that point is at the Commission's discretion.

Mrs. Shank agreed and reiterated the importance of maintaining those receipts as backup documentation. The Board did not feel it was appropriate to amend the policy at this time.

Mrs. Childs stated that Tyler has been here the last two weeks. The Tyler Rep. is very knowledgeable and has been a big help. They also received their new scan pro machine and invited the Commission to come see the difference in the scanning.

LAUREEN BASSO-CERINI, ASSESSOR – Ms. Basso-Cerini reported that they are still waiting on the new Jeep. The office mailed 2,193 Assessment Notices. She also stated that she has received three calls in regards to various solar projects.

BRYCE SHIELDS, DISTRICT ATTORNEY – Mr. Shields reported that Cassandra Steele has been hired for the vacant Childs Support position. She is a certified EMT (Emergency Medical Technician) in Wyoming, so hopefully she will continue that in Lovelock. Mr. Shields stated that they also hired Brailen Allen on a temporary basis to be paid for with State incentive funds. Mr. Shields stated that the State is restructuring the Child Support Program, which will take Mrs. Blondheim away from the office. Miss Allen will help cover the office when necessary.

Mr. Shields also stated that the Guardianship Program is getting unmanageable. He would, at some point, like to speak to the Board about hiring a person specifically for the Guardianship Program.

JERRY ALLEN, SHERIFF – Sheriff Allen stated that one of the units was involved in an accident. There was significant damage to the vehicle, but the cow is fine.

PAT IRWIN, LOVER'S ALOFT: APPROVAL TO USE THE MCDUGAL SPORTS COMPLEX FOR THE LOVER'S ALOFT IN FEBRUARY 2019 AND TO COORDINATE WITH BUILDINGS AND GROUNDS FOR SET-UP – Mr. Irwin stated that he has been working with Mrs. Shank in making this a part of the County Centennial Celebration. They would like to grid off spots this year and will speak with Mr. Handka about using tires, etc.

Mr. Rackley made a motion to approve the use of McDougal Sports Complex for the Lover's Aloft event in February 2019, with Mr. Irwin coordinating with Buildings and Grounds for set-up. Motion seconded by Mrs. Shank and passed.

UPDATE ON PROGRESS OF SITE LOCATION, DESIGN, FUNDING, AMENITIES AND CONSTRUCTION OF FUTURE LAW ENFORCEMENT CENTER: There was no update given.

PROCLAMATIONS AND AWARDS: RADON AWARENESS MONTH – JANUARY 2019 – Mr. McDougal read the Proclamation and made a motion declaring January 2019 Radon Awareness Month. Motion seconded by Mrs. Shank and passed.

IMLAY COMMUNITY ACTION GROUP, REQUEST FOR FUNDING FOR INTERNET AT THE COMMUNITY CENTER BUILDING: Mr. Abbott has not received any information regarding the equipment that is wanted.

DERBY FIELD AIRPORT: Mr. Rackley stated that the loader will be delivered on December 27th. Mr. Rackley stated that he needs to meet with Mr. Handka and the local electrician regarding the

current power pole out there. He spoke with Armstrong and they think the cost to repair or replace the pole could be covered by the grant.

SUBMITTAL OF BUDGET FOR THE FISCAL YEAR JULY 1, 2019 TO JUNE 30, 2020 FOR THE DISTRIBUTION OF THE WATERS OF THE HUMBOLDT RIVER DISTRIBUTION SYSTEM, PURSUANT TO NRS 533.280, 533.285 AND 533.290 IN THE AMOUNT OF \$80,182.55: Mrs. Shank made a motion to approve the budget for Fiscal Year July 1, 2019 to June 30, 2020 for the distribution of the waters of the Humboldt River Distribution System, pursuant to NRS 533.280, 533.285, and 533.290 in the amount of \$80,182.55. Motion seconded by Mr. Rackley and passed.

REPORT FROM ADMINISTRATIVE ASSISTANT: REVIEW AND APPROVAL OF UPDATED /REFORMATTED PERSHING COUNTY JOB CLASSIFICATIONS /DESCRIPTIONS – Mrs. Shank thanked Mrs. Wesner for her work on this. Mrs. Shank also stated that there are some questions regarding exempt and non-exempt employees. The Code Enforcement Officer is exempt, so that needs to be changed. Buildings and Grounds and Planning and Building are currently nonexempt and this needs to be looked at.

Mr. Rackley made a motion to approve the updated and reformatted Pershing County Job Classifications and Descriptions with the correction to the Code Enforcement position being an exempt position. Motion seconded by Mrs. Shank and passed.

UPDATE ON THE PERSHING COUNTY ECONOMIC DEVELOPMENT AND CONSERVATION ACT: Mr. McDougal stated that the Bill will not move any farther in this session. There was some opposition in the Senate Energy and Natural Resources Committee. Senator Heller gave up after he was defeated in the November election. Senator Cortez-Masto and Senator Elect Rosen fought diligently to move the Bill forward.

ITEMS FOR FUTURE AGENDAS: There were no additional items discussed.

CORRESPONDENCE: A letter was received from the Pershing County High School Administration thanking the Board for their support and recognition of the success of the football team.

MATTERS OF THE BOARD FOR DISCUSSION; BOARD MEMBER REPORTS; BOARD LIAISON REPORTS: Mr. Rackley reported that the Recycling Center grant has been finalized. There was a Recycling Advisory Board meeting and the new City appointed representative did not attend.

Mrs. Shank did not have anything to report.

Mr. McDougal stated that he attended the Western Nevada Development District's meeting on Monday. They toured a cannabis growing facility and a dispensary.

EIDE BAILLY: PRESENTATION OF THE FY2018 AUDIT REPORT; APPROVAL AND ACCEPTANCE OF THE FY2018 AUDIT REPORT – Felicia O'Carroll and Pam Dory-Truss were present.

Ms. O'Carroll stated that Pershing County received an unmodified opinion for the financial statements for the year ended June 30, 2018. This is the highest level of opinion given. She also gave an overview of the County's financial statements. The assets of Pershing County exceeded its liabilities at the close of the fiscal year by \$9,854,500. The County's total net position decreased by \$1,912,372. The County's ending fund balances also decreased by \$57,830 in comparison with the prior year. The

County's total debt decreased by \$67,034. Other postemployment benefits increased by \$1,442,162 over the prior year.

The County did not have any violations of NRS (Nevada Revised Statutes) or NAC (Nevada Administrative Code). There were findings in regards to the Child Support Enforcement Grant and the WIC (Women, Infants, and Children) grant.

Mr. Rackley made a motion to approve and accept the FY2018 Audit Report as presented. Motion seconded by Mrs. Shank and passed.

PUBLIC INPUT: Carl Clinger stated that there were several present at the Navy expansion meeting. He spent quite a bit of time speaking with the Range Specialist about the Humboldt Sink Allotment. In looking at the maps it doesn't look like it is affected; however, the supporting study is very different. They broke the allotment into two parts. One section has a 40% reduction and the other has about a 20% reduction. The overall loss of AUMs (animal unit month) is 10,992.

Mr. Clinger stated that he also attended the Humboldt River Water Basin Authority meeting where two policy statements passed with no discussion. There was a lot of discussion regarding water applications. They also discussed Legislative recommendations.

APPROVAL OF VOUCHERS: Mrs. Shank made a motion to approve the vouchers with a correction to the Vendor Number on the voucher marked #427. Motion seconded by Mr. Rackley and passed.

As there was nothing further to come before the Board, the meeting adjourned at 12:00 p.m.

Approved 02/06/19: _____ /s/
Larry Rackley, Chairman

Attest: _____ /s/
Lacey Donaldson, Clerk