

SEPTEMBER 16, 2020

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

APPROVAL OF MINUTES: There were no minutes submitted for approval.

PUBLIC INPUT: Becky Anders with BLM (Bureau of Land Management) shared her gratitude to Pershing County for all their cooperation in the Black Rock Desert. There was a lot of uncertainty surrounding the time frame that the Burning Man Event should have taken place. There was between 2,700 and 3,000 people on the playa during that time. She also thanked the Sheriff's office for their continued cooperation.

Carmen Turrillas had some questions regarding the Law Enforcement Center and negotiations with the property owner adjacent. Mr. Shields stated that the Board has had discussions with the owners of the Windmill, but negotiations have stalled due to price and a possible competing bid.

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. McDougal asked Mr. Shields if item #13 regarding increasing the business license fees would fall under this. Mr. Shields stated that it would if the Board decides to increase the fees, but not before.

Mr. McDougal 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 / LANDFILL – Dan Hill was present.

Mr. Hill reported that his newest hire decided to go back to his previous employer, so the department is down two employees again.

Mr. Hill stated that the report from NDEP (Nevada Department of Environmental Protection) is complete, but he has not received it yet. From what he hears, there were no contaminants.

Salary Resolutions, J. Hughes and J. Barrick: It was noted that these increases were budgeted for.

Mr. Rackley made a motion to approve the Salary Resolution for Jeanette Hughes moving her from an Administrative Clerk II, Range 26, Step 1 to a Range 26, Step 3 effective July 1, 2020 and the Salary Resolution for Jason Barrick moving him from a Mechanic I, Range 33, Step 5 to a Range 33, Step 6 effective July 1, 2020. Motion seconded by Mr. McDougal and passed.

RECYCLING – Mr. Rackley stated that there was a Recycling Board meeting on Monday, and they agreed to suspend operations at the Recycling Center. Mr. Rackley has asked for help bailing and hasn't received any. The City did volunteer to help in the afternoon occasionally, but that won't work.

PERSHING COUNTY FIRE/AMBULANCE DEPARTMENTS – Mr. Rackley stated that the Lyon County Fire Department in Yerington donated some extraction tools to the Imlay Fire Department. He also gave an update on the newest command vehicles. One has already been delivered and the other is on the way. Chief Wilcox is working with Sierra Electronics for the light and siren package. He has also been looking into a different camper shell option than what was purchased for the first two units.

Sean Burke submitted a written report for the Grass Valley Fire Department. The Burn Ban is still in effect due to the very hot and dry weather. They are still waiting for the repairs on the water tender to be finished by the Road Department. They are waiting on parts. In the meantime, Mr. Hill did make a water truck available in case it is needed.

PERSHING COUNTY EMERGENCY OPERATIONS MANAGER / LEPC – Mr. Burke submitted a written report, which Mr. Rackley read. Mr. Burke continues to participate in the State COVID calls and is tracking local numbers. Pershing County remains in “Green” status, with no additional requirements. He is working on purchasing the items approved through the CARES Funding and several things are already on order.

BUILDINGS AND GROUNDS – John Handka was present.

Mr. Handka reported that he met with two contractors to put some bids together for the Imlay Rental House. There is a pretty significant price difference between the two, so Mr. Handka is looking for a third contractor to provide a quote. Mr. Handka also met with Fast Glass about installing a glass barrier, similar to a bank teller window, at the Senior Center where the food trays come out. The approximate cost is \$650.00. Mr. Handka also reported that the crew trimmed the evergreen bushes at the Administration Building and cleaned up garbage. They also cleaned up weeds at the cemeteries.

Mrs. Shank asked if the dead trees have been removed at the Administration Building. Mr. Handka stated that they were taken out almost two weeks ago. Mr. McDougal suggested putting in some type of shrub to replace the dead trees. Mrs. Shank also suggested barrels with flowers.

Mr. Handka stated that he has been having issues with the DVR for the cameras at the Community Center. He has been trying to troubleshoot all week, but they think it has run its course. The cost to replace it will be less than \$5,000.

Regarding the Airport, Mr. Handka spoke with Epic Fuel, who is our current fuel supplier, about a service agreement for our system. They did look at our system and recommended a few parts be replaced, but didn't think there was anything wrong with it.

Mr. Rackley also added that Sean Burke has asked that the dead trees be removed at the Grass Valley Community Center.

SAFETY/CHN/CEMETERY – Cheryl Burke was present.

Ms. Burke stated that the online COVID classes have been completed by all departments. She is working with POOL/PACT for the first aide/CPR re-certifications. The classroom training will be done through a ZOOM meeting and then they will do a hands-on training for the actual certification. Ms. Burke has distributed the updated safety posters. There will be a Flu Pod on Tuesday, September 22nd, from 3-7 p.m. at the Community Center. Ms. Haas stated that she is still waiting to receive the vaccines.

IT DEPARTMENT – Justin Abbott was present.

Mr. Abbott stated that he continues to do Office 365 training. An email was sent to all Department Heads on Monday notifying them that we would be cutting over this Friday evening. Mr. Abbott wanted it to be clear that he is not taking away access to the old “.net” server, but will be redirecting mail away from it to the new “.gov” server. Mr. Abbott is also still working on the network upgrade project, the Windows 10 upgrade, and getting video equipment for various county sites.

COOPERATIVE EXTENSION/4-H – Colby Burke was present.

Mrs. Burke gave the Board the 4-H Newsletter. When she started with 4-H at the end of June, there were 40 members and by the end of this month she will have 75. She also spoke about the new clubs that will be starting. Mrs. Burke has been working on some events for October, including a scavenger hunt.

Although it won't be sponsored by 4-H, Mrs. Burke also wanted the Board to know that there will be a barbeque at Crazy Corners on October 17th and all the money raised will be donated to 4-H.

The Burke, Burrows, and Meyers families are spearheading the event with donations from US Silica and Ledcor.

Mrs. Burke also reported that there will be a Community Club, which will provide civic engagement, in Imlay, with 11 members.

ELECTED DEPARTMENTS:

LACEY DONALDSON, CLERK-TREASURER – Mrs. Donaldson reported that she has been busy with election prep. The Sample Ballots should go in the mail this Friday. Mrs. Donaldson also reported that Pershing County was selected by the Secretary of State's office to participate in a Risk Limiting Audit Pilot Program, which will take place after the election. This currently requires a phone conference every Monday. Mrs. Donaldson stated that this week should have been the annual County Fiscal Officers Association Conference in Yerington. The business meeting requirements are being met using Zoom and Microsoft Team meetings. Mrs. Donaldson also noted that she is still waiting on Devnet for the corrections module.

Salary Resolution, S. Renfroe: Mr. McDougal made a motion to approve the Salary Resolution for Sarah Renfroe moving her from an Administrative Clerk I, Range 23, Step 1, to an Administrative Clerk II, Range 26, Step 1 effective September 30, 2020. Motion seconded by Mr. Rackley and passed.

RENE CHILDS, RECORDER-AUDITOR – *Approval of Revised Capital Improvement Projects for FY2020-21:* Mrs. Childs stated that the Capital Improvement Committee met on August 30th. She gave the Board the revised Capital Project list. Mr. Rackley stated that the same amount for the Rye Patch Fire Department expansion is in for next year, but we received a bid, and no one even asked what amount to put in. Mrs. Childs stated that we aren't really concerned with next year's projects right now. We had to move projects from this year to accommodate the budget cuts.

Mr. Rackley also asked about the new stove for the Community Center and asked if it was ok to start the process of purchasing one. Mr. McDougal will speak to Mrs. McKay and Mr. Handka about obtaining a quote. There was also discussion about the rental house in Imlay, with \$50,000 budgeted for this year. Mr. McDougal asked about the flooring replacement for the Courthouse and Admin Building that is in next year's budget. Mrs. Childs stated that this item is one that keeps being pushed off. She also noted that the Recorder's office is the only office that has new flooring. The tile in the foyer is starting to come loose and the carpet in the other offices looks terrible. Mrs. Childs stated that they are having problems with their new carpet as well, due to the cement floors. Mr. McDougal thought the flooring in the Courthouse had been completed. Mrs. Shank stated that the floors were only done in the Round Room and nothing was done in the hallways.

Mr. McDougal made a motion to approve the revised Capital Improvement Project / Building Fund List as submitted. Motion seconded by Mr. Rackley and passed.

LAUREEN BASSO-CERINI, ASSESSOR – *Discussion regarding charging the various county offices for the usage of the GIS/Pictometry software:* Ms. Basso-Cerini was unable to attend today's meeting. Mrs. Childs explained how the Assessor's Tech Fund revenue is generated. Mr. McDougal suggested setting up a workshop with those affected.

BRYCE SHIELDS, DISTRICT ATTORNEY – Mr. Shields stated that everything in his office is running well. He was happy to see that the report on the Main Street debris came back. One suspect in that case has pled guilty. He also stated that he thinks a workshop regarding the GIS usage is a good idea, but thinks it is time sensitive. The Board tentatively set a workshop to discuss the GIS usage to be held after the regular meeting on October 7th.

JERRY ALLEN, SHERIFF – Sheriff Allen reported that there are nine inmates in the Jail, or 36% capacity. Sheriff Allen stated that he is currently down five deputies. He was down six last week, with one deputy taking a job in the District Court; however, he also had a Reserve accept a Conditional

Offer of Employment. They will be going to POST (Peace Officers Standards Training) in January if it is available. Sheriff Allen has five more potential candidates that will be doing the physical agility testing as well as a written test on September 24th. Sheriff Allen also noted that three of the five positions he is down, he can't do anything about. One is on Admin Leave and the other two are on medical leave, with one of those going on two years. Sheriff Allen stated that he has no pool to pull from when something like this happens. He doesn't currently have the man-power to continue assisting the City with their shortage. Mr. McDougal asked if the one medical that has been going on for so long is being overseen by the Department of Training and Rehabilitation (DTR). Sheriff Allen stated that it is Worker's Comp. Mr. McDougal asked at what point do we get relief from this? Sheriff Allen stated that the County has even expended extra money to get additional clarification from doctors and they are still getting push-back from Worker's Comp. Mr. Shields would like to talk about this more with the Sheriff after the meeting.

Sheriff Allen stated that they continue to have meetings with BLM (Bureau of Land Management) throughout the year regarding Burning Man. They still had several thousand people on the playa in August/September, even without the event.

Sheriff Allen also reported that he spoke with Mike Lambrick yesterday regarding the department's Federal Grants. Mr. Lambrick stated that due to audit issues with the Federal Government, they will not be able to start expending funds until January. This would affect the School Resource Officer and the Technology Grants.

Lastly, Sheriff Allen reported that the EOC (Emergency Operation Center) trailer was picked up yesterday and taken to Sierra Electronics for them to start installing the necessary equipment. The trailer was purchase with CARES Funding.

Agreement to sign seven (7) month agreement to place a trailer at Candy Beach campground at a cost of \$375.00 per month plus electricity estimated at \$40 per month. This will be for Deputies coming from outside and inside the County to assist in covering shifts at the SO and PD: Sheriff Allen explained that he will have to bring deputies from North and South County down to cover shifts. A trailer at Candy Beach would allow the deputies a space to rest after their shift.

Mr. McDougal made a motion to approve the signing of a seven month agreement to place a trailer at Candy Beach Camp as presented. Motion seconded by Mr. Rackley and passed.

Purchase of a tow truck from Jim's Point S Tire Shop for agency usage: Sheriff Allen stated that he is reluctant to make this request, but we are losing a very valuable resource for the community.

Mrs. Shank asked who would operate it and was concerned about the liability. Sheriff Allen stated that he is concerned about his officers having to wait at a scene for tow service. Mr. Shields stated that, regardless, they would have had to wait for service anyway. He was also concerned about the liability and the additional responsibilities placed on an already spread thin department. Pershing County shouldn't be in the towing business. Mrs. Childs also stated that there isn't funding in the budget.

UPDATE ON PROGRESS OF SITE LOCATION, DESIGN, FUNDING, AMENITIES AND CONSTRUCTION OF FUTURE LAW ENFORCEMENT CENTER: APPROVAL TO PURCHASE PARCEL #001-124-04, OWNED BY JADE RIVER GROUP, LLC IN THE AMOUNT OF \$45,000.00; APPROVAL TO REQUEST THE CITY OF LOVELOCK TO ABANDON 9TH STREET BETWEEN CORNELL AVENUE AND DARTMOUTH – Mr. Shields stated that he has been working with Jade River and last night he backed out; however, he called again during today's meeting and changed his mind. The owner would like to sell and have the County move his building to his new location. The County would be responsible for all closing costs. Mr. Shields is asking that the Board approve conditioned on Mr. Griffin acquiring the other property.

Mr. McDougal made a motion to approve the purchase of parcel #001-124-04, owned by Jade River Group, LLC in the amount of \$45,000.00, to include the conditions described by the District Attorney. Motion seconded by Mr. Rackley and passed.

Mrs. Shank stated that the 10:00 a.m. agenda item has been cancelled.

Mr. Rackley made a motion to request the City of Lovelock to abandon 9th Street between Cornell Avenue and Dartmouth Avenue. Motion seconded by Mr. McDougal and passed.

Sheriff Allen asked what the Board's plan is for the Law Enforcement Center. Sheriff Allen doesn't feel this footprint allows for future expansion. Mr. McDougal stated that the current building can be modified for non-secure functions and the new structure can be built to accommodate a second story in the future.

PROCLAMATIONS AND AWARDS: CERTIFICATE OF APPRECIATION, JIM'S POINT S TIRE SHOP – There was no one present on behalf of Jim's Point S Tire Shop; however, the Board recognized the local business for all its years sponsoring the box ad in the Lovelock Review-Miner for school sports events and non-profit group fund raisers.

GRASS VALLEY ADVISORY BOARD: Sean Burke submitted a written report.

BOARD APPOINTMENTS: BIG MEADOW SOIL CONSERVATION DISTRICT – A letter was received from the Board asking that Steve Foster be reappointed. Mr. McDougal stated that he has spoken to Mr. Foster and he will be submitting a letter of interest on his own behalf as well.

Mr. McDougal made a motion to re-appoint Stephen Foster to the Big Meadow Soil Conservation District, pending receipt of his personal letter asking to be reappointed. Motion seconded by Mr. Rackley and passed.

CEMETERY BOARD: RE-APPROVAL OF THE SPATIAL GENERATIONS GPS SOFTWARE IN THE AMOUNT OF \$18,836.00 – Mr. Rackley made a motion to re-approve the purchase of the Spatial Generations GPS Software for the Cemetery Board in the amount of \$18,836.00. Motion seconded by Mr. McDougal and passed.

2020 CENSUS: APPROVAL TO SEND OUT POSTCARDS TO REMIND RESIDENTS TO COMPLETE THE 2020 CENSUS – Mrs. Shank gave the Board a mock-up postcard. She believes it can be sent for approximately \$1,000.00.

Mr. Abbott stated that he has a background in marketing materials and would be willing to help with the layout of the postcard if needed.

Mr. McDougal asked about budget. Mrs. Shank is going to ask if we can use CARES Funding, as there is a correlation between the lack of participation and the pandemic.

Mr. Rackley made a motion to approve sending out postcards to remind residents to complete the 2020 Census, subject to it being an allowable expenditure through our CARES funding. Motion seconded by Mr. McDougal and passed.

DERBY FIELD AIRPORT: APPROVAL OF AGREEMENT BETWEEN PERSHING COUNTY AND CUSTOM FENCE CO. FOR TERMINAL AREA FENCING AND GATE PROJECT, AIP NO. 3-32-011-017-2020 – Mr. Rackley made a motion to approve the agreement between Pershing

County and Custom Fence Co. for the terminal area fencing and gate project, which will be paid for with grant funds. Motion seconded by Mr. McDougal and passed.

FIRST READING OF ORDINANCE AMENDING CHAPTER 2.12 OF THE PERSHING COUNTY CODE TO REMOVE COMMUNITY CENTER ADVISORY AUTHORITY FROM THE ROLE AND RESPONSIBILITIES OF THE PERSHING COUNTY ECONOMIC DEVELOPMENT AUTHORITY (PCEDA); DECREASE MEMBERS OF THE PCEDA FROM 9 TO 7 MEMBERS AND OTHER MATTERS RELATING THERETO: Mrs. Shank gave some history of the Community Center oversight. When she took office, the Community Center was a department overseen by one commissioner. As the same person was the Community Center Director and PCEDA (Pershing County Economic Development Authority) Director, the PCEDA Board also served as the Community Center Board. Mrs. Shank's only concern is maintaining consistency. It was noted that the Museum Board has not been approached about taking over the oversight of the Community Center.

Mr. McDougal introduced Bill #343 and read it by title as follows:

AN ORDINANCE AMENDING CHAPTER 2.12 OF THE PERSHING COUNTY CODE, WHICH CREATED AN ADVISORY BOARD TO THE COUNTY COMMISSIONERS KNOW AS THE PERSHING COUNTY ECONOMIC DEVELOPMENT AUTHORITY AND COMMUNITY CENTER ADVISORY BOARD.

DISCUSSION TO ADD COMMUNITY CENTER ADVISORY AUTHORITY TO THE TOLE AND RESPONSIBILITY OF THE PERSHING COUNTY MUSEUM: Mrs. Shank will discuss this with the Museum Board.

RESOLUTION AUTHORIZING THE COMMUNITY CENTER DIRECTOR TO SUPERVISE THE DAY TO DAY ACTIVITIES OF THE COMMUNITY CENTER CUSTODIAL STAFF: Mr. McDougal made a motion to adopt Resolution #20-0910, authorizing the Community Center Director to supervise the day to day activities of the Community Center custodial staff. Motion seconded by Mr. Rackley and passed unanimously.

Mrs. Shank left the meeting at 10:30 a.m. and Vice-Chair Rackley took over the meeting.

PLANNING AND BUILDING DEPARTMENT / IMLAY WATER: CONTINUED DISCUSSION REGARDING RAISING BUSINESS LICENSE FEES AND SEEKING AUTHORIZATION FROM THE NEVADA STATE DEPARTMENT OF TAXATION TO INCREASE THE FEES IN ACCORDANCE WITH NRS 354.5989 – There was no discussion on this item.

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

ADMINISTRATIVE ASSISTANT / HR REP: Mrs. Wesner did not have anything to report.

ITEMS FOR FUTURE AGENDAS: The Board did not have anything new to report. The proposed increase to Business License fees will be on the next agenda.

CORRESPONDENCE: A letter was received from the Division of Water Resources.

MATTERS OF THE BOARD FOR DISCUSSION, BOARD MEMBER REPORTS, BOARD LIAISON REPORTS: Mr. McDougal stated that he attended the last Grass Valley Advisory

Board meeting. Friday there is a phone conference for the Central Nevada Regional Water Authority meeting.

Mr. Rackley reported that the Senior Center Director has resigned. The Recycling Center is suspending operations indefinitely. Mr. Shields asked if the Senior Center Director position would be on the next agenda. Mr. Rackley stated that they would be discussing it at the next Senior Advisory Board meeting.

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

VOUCHERS: Mr. McDougal made a motion to approve the vouchers as submitted. Motion seconded by Mr. Rackley and passed.

As there was nothing further to come before the Board, the meeting adjourned at 10:47 a.m.

Approved 11/18/20: _____ /s/
Carol Shank, Chairwoman

Attest: _____ /s/
Lacey Donaldson, Clerk