

APRIL 1, 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.

Mrs. Shank announced that the meeting is also being broadcast through Zoom teleconference.

APPROVAL OF MINUTES: Mr. Rackley made a motion to approve the minutes from the regular meeting on March 4, 2020, the special meeting on March 10, 2020, and the emergency meetings of March 17, 2020 and March 20, 2020 as submitted. Motion seconded by Mr. McDougal and passed.

PUBLIC INPUT: There was no public input 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: DA Shields did not see anything of concern.

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.

Dan Hill, Road Department Superintendent, stated he and his family are practicing social distancing and he is not comfortable giving his department update sitting at the table with other people so close. He also stated that he felt the meeting set-up was setting a bad example.

ELECTED DEPARTMENTS:

KAREN STEPHENS, JUSTICE COURT – Judge Stephens stated that the office has been working on catching up on things that they haven't had time to do.

Discussion regarding Justice Court's share of costs for the Law Library renovation: Mrs. Shank stated that Judge Stephens had made some revisions to what she would like done in the Justice Court and asked what could be contributed towards the Law Library renovation. The original contribution was set at 1/3 of the project budget. Mrs. Shank asked if more could be contributed. Judge Stephens stated that she will only contribute 1/3 as there are other improvements she is planning for.

Judge Stephens gave the Board her annual request for the Administrative Assessments and Court Facility Fees to be retained for the ongoing and exclusive use of the Lake Township Justice Court. An action item will be put on the next agenda.

District Attorney Shields reminded the audience that only ten people are allowed in the room at one time.

UNCLASSIFIED DEPARTMENTS:

ROAD DEPARTMENT – Dan Hill was present.

Mr. Hill reported that the Road Department has been busy. They bladed various roads as the moisture allowed. Mr. Machado is currently running the screening plant and Mr. Blondheim is hauling chips to the yard for the chip seal project. Mr. Monroe finished blading Rose Bud and Imlay Summit and is now helping clean up the yard. Mr. Reese and Mr. Yancy also did some blading and have been fixing holes.

LANDFILL/RECYCLING – Dan Hill was present.

Approval to go to bid for drilling and blasting at the Landfill: Mr. Rackley made a motion to approve going to bid for drilling and blasting at the Landfill. Motion seconded by Mr. McDougal and passed.

RECYCLING – Mr. Rackley stated that the Recycling Center is closed currently until April 10th. He asked if the Board thought it should be kept closed. Mrs. Shank felt it should be kept closed until April 30th. Mr. Rackley also informed the Board that they received a donation of several two gallon plastic jugs that have never been used. He has contacted 7 Troughs Distillery to ask if they would be interested in them for their hand sanitizer.

SENIOR CENTER – Mr. Rackley stated that they are continuing to deliver meals. 300 meals have been prepared and frozen to get through the next 3 weeks.

BUILDINGS AND GROUNDS – John Handka was present.

Mr. Handka stated that the new playground equipment is being installed. They are still doing business as usual, trying to social distance as much as they can. Mr. Handka does have some concerns and would like his crew to be able to rotate shifts. Mrs. Shank stated that it is on the agenda to discuss options and how the County moves forward concerning the pandemic. Mr. Rackley doesn't want to lay people off. Mrs. Shank stated that Humboldt County is putting people on paid Administrative Leave and will be billing the State. Mr. Shields also felt paid Administrative Leave is a good idea. There was also discussion about PPE (Personal Protective Equipment).

Approval of change order for Courthouse Park Playground to include additional bark in the amount of \$4,200.00: Mr. Handka stated that when the original bid was put together, they didn't realize how bad the old fill under the equipment was. The additional bark would fill in the area to the required height.

Mr. McDougal asked if this was necessary at this time, since the playgrounds are supposed to be closed. He also asked if this should be a current priority. Mrs. Shank stated that part of the issue is that the company is here now doing the work. If we wait, it will cost more. Mrs. Shank would recommend going forward. Mr. Handka stated that the increased amount is in his budget.

Mr. Rackley made a motion to approve the change order for the Courthouse Park Playground to include additional bark in the amount of \$4,200.00. Motion seconded by Mr. McDougal and passed.

Approval to purchase break room furniture not to exceed \$550.00: Mrs. Wesner recommended waiting till next year's budget. It was also suggested to get the chairs from the Community Center, as they still have some of the old ones available.

DERBY FIELD AIRPORT: CARMEN TURRILLAS, REQUEST FOR THE COUNTY TO PURCHASE A PLAQUE AND PHOTO INSERT ACKNOWLEDGING THE YEARS OF DEDICATED SERVICE TO THE DERBY FIELD AIRPORT BY CONNIE SMITH – Ms. Turrillas has a few of Mr. Smith's personal items she would like to see displayed along with a picture of him.

Mrs. Shank suggested that Ms. Turrillas work with Commissioner Rackley regarding the display.

Mr. McDougal made a motion to approve the request for the County to purchase a plaque acknowledging the years of dedicated service to the Derby Field Airport by Connie Smith, with the funding coming from the Airport Budget. Motion seconded by Mr. Rackley and passed.

UPDATE ON PROGRESS OF SITE LOCATION, DESIGN, FUNDING, AMENITIES AND CONSTRUCTION OF FUTURE LAW ENFORCEMENT CENTER: REVIEW OF APPRAISAL FOR APN'S 001-131-01 AND 001-131-07 LOCATED AT 925 CORNELL AVENUE, LOVELOCK, NEVADA; APPROVAL TO PROCEED WITH PURCHASE OF PROPERTY BASED ON THE APPRAISAL VALUE – Mrs. Shank stated that we received an appraisal of \$65,000.00. Mr. Rackley stated the current owner purchased it for \$135,000.00, so he doesn't think he would accept an offer of \$65,000.00.

Mr. Rackley stated that the Board does have an appraisal on another piece of land that they never acted on. This is the property located on Broadway and 8th. Mr. Rackley feels this is a better property and that the Board should make an offer based on the appraisal that was done in February of 2017, which was for \$220,000.00.

Mr. McDougal asked why Mr. Rackley felt the Broadway and 8th property was a better option. Mr. Rackley stated that it is a bigger parcel and has better ingress and egress to the freeway. Mr. Rackley also stated that there would be an additional cost associated with the Cornell property to tear down the building.

Mr. McDougal stated that he was still in favor of the Cornell property as it is close to our current facility. Mr. Rackley asked if the County was limited to the actual appraised value. Mr. Shields stated that the Board could make specific findings as to why they would offer an amount over appraised value. Mr. Shields also stated that there was a significant cost difference between building an entire new facility and utilizing our current facility.

Mr. McDougal made a motion to direct the District Attorney to write up an offer for the property located at 925 Cornell Avenue based on the appraisal in the amount of \$65,000.00. Motion seconded by Mr. Rackley and passed.

UNCLASSIFIED DEPARTMENTS, CONT.D:

COMMUNITY CENTER – Mrs. McKay submitted a written report.

PERSHING COUNTY FIRE / AMBULANCE DEPARTMENTS –
LOVELOCK FIRE / AMBULANCE – Chief Rodney Wilcox was present.

Chief Wilcox stated that the Ambulance Department is prepared for COVID-19. PPE (Personal Protective Equipment) is available for all staff. Chief Wilcox met with Dr. Van Gilder last night to discuss necessary precautions, etc. Chief Wilcox stated that the Ambulance has been busy. Their training has slowed down due to social distancing. Chief Wilcox attended a meeting with the Bureau of Land Management regarding the wildfire season. They have also inventoried the hazmat trailer.

Mike Heidemann called into the meeting and spoke about PPE. He also reported that the AFG (Assistance to Firefighters Grant) grant is currently under review. POOL/PACT will be reviewing their grant applications tomorrow.

APPROVAL TO INCREASE FIREMEN'S FEES FOR ALL FIRE DEPARTMENTS FROM \$15.00 TO \$20.00 PER CALL – Mr. Rackley stated he spoke to Mayor Giles. Mayor Giles wasn't aware that we paid \$15 per call. He thought it was \$10. The City did not budget for an increase.

Mr. Rackley made a motion to approve increasing the Firemen's fees for all Fire Departments from \$15.00 to \$20.00 per call. Motion seconded by Mr. McDougal and passed.

Chief Wilcox asked about fire inspections. Mr. Shields will be working with the Planning Department regarding this.

Mr. Rackley stated that the City took out the raise for the fire chief and ambulance director. Mr. McDougal stated that this needs to be discussed at a joint meeting.

Mr. Rackley spoke about the Rye Patch Firehouse expansion. Mr. Shields has completed the bid documents and is waiting for the Public Works Number. Mr. Rackley stated that we need approval from the Humboldt River Ranch Architectural Review Committee, which will be on their next agenda. A Reversion of Acreage is also needed. Mr. Rackley received a quote for \$4,900 to complete the reversion, so yesterday he contacted Desert Mountain Survey and they said they could do it for under \$1,000.

PUBLIC DEFENDER – Steve Cochran was present.

Mr. Cochran stated that his numbers are up a bit for the year.

The meeting recessed at 9:34 a.m. to resolve some technical difficulties. The meeting reconvened at 9:38 a.m.

IT DEPARTMENT – Justin Abbott was present.

Mr. Abbott stated that most of his activities have been geared toward the possibility of employees working from home. Mr. Abbott also stated that he has been working on a self-paced guide to transitioning to Office 365, since our in-person training was cancelled.

Mrs. Shank was concerned about security threats to our system if employees are working from home. Mr. Abbott stated that multi-factor authentication would be required, and no one would have VPN access.

Mr. McDougal stated that he had spoken with Marnee Benson of Burning Man regarding IT opportunities and the chance to work with Mr. Abbott.

ECONOMIC DEVELOPMENT – Heidi Lusby-Angvick participated in the meeting by phone. Mr. McDougal stated that Mrs. Lusby-Angvick didn't have any updates and Monday's PCEDA (Pershing County Economic Development Authority) meeting has been cancelled.

LEPC/EMERGENCY MANAGEMENT – Charlie Sparke was present.

Mr. Sparke gave an update on the current grants, saying that all paperwork is up to date. The SERC grant had some pending purchases to complete the grant. One is a \$3,000 yearly subscription for software for the Lovelock Fire Department, so he has turned authorization over to them to make the decision about purchasing the software. The other items have been ordered. Tomorrow's LEPC meeting has been cancelled.

Discussion regarding exercising termination clause in the contract between Pershing County and Charles Sparke for his services as Director of Emergency Management: Mrs. Shank stated that Mr. Sparke has been the Director of Emergency Management for about nine years. He has done a reasonable job chairing the LEPC Committee and submitting the annual grant paperwork, but a more proactive roll needs to be taken in our community and at a state level. This has become more evident in light of the recent COVID-19 pandemic. There has only been one LEPC meeting called in response to the pandemic and it was requested by Pershing General Hospital. Mrs. Shank feels there has been a loss of confidence in the LEPC members in terms of Mr. Sparke's leadership.

Mr. McDougal stated that this is the first he has heard of an issue and would like some more information. Mr. Rackley stated that he has also heard concerns about a lack of confidence from LEPC members. Mrs. Shank felt that Mr. Sparke should have reached out to the other entities asking what he could do to help.

Mr. Rackley stated that he recently spoke with Mr. Sparke and he had indicated that he was going to resign at the end of the Federal Fiscal Year, September 30, 2020. Mr. Sparke stated that he has also felt the lack of confidence. Mr. Sparke felt that there was a communication disconnect and an apparent misunderstanding about who had the authority to issue an Emergency Declaration. Mr. Sparke also stated that certain individuals have continually made comments about Mr. Sparke's job performance and he has received no back up from the Board when the claims are unfounded.

Mr. Shields stated that the misunderstanding that occurred had nothing to do with a lack of confidence or a questioning of Mr. Sparke's abilities and he apologized if that was felt.

Mr. McDougal stated that a job description, specifically setting out duties, etc. needs to be developed regardless of the outcome of this discussion.

Mrs. Shank stated that the Commission is responsible for not giving a clear picture of expectations.

Mr. Sparke also spoke about the NIMS (National Incident Management System) compliance, stating that it is not under his prevue. The Fire Departments need to complete the training and get in compliance.

Mr. Rackley made a motion to exercise the termination clause in the contract between Pershing County and Charles Sparke for his services as Director of Emergency Management. Motion seconded by Mrs. Shank. Mr. McDougal opposed. Motion carried.

Appointment of Interim Director of Emergency Management: Mr. Rackley suggested Sean Burke. Mr. McDougal reiterated the importance of drafting a job description.

Mr. Rackley made a motion to appoint Sean Burke as the Interim Director of Emergency Management. Motion seconded by Mr. McDougal and passed.

Mr. Sparke stated that he will work with Mr. Burke as needed.

PLANNING AND BUILDING DEPARTMENT / IMLAY WATER: No report was given.

ELECTED DEPARTMENTS:

LACEY DONALDSON, CLERK-TREASURER – Mrs. Donaldson stated that the office door is still locked, but they are helping people as needed. The issuance of Marriage Licenses is currently suspended throughout the state. Delinquent tax notices have been mailed. Mrs. Donaldson also gave the Board formal notice that the June 9, 2020 Primary Election will be a mail-in election.

JERRY ALLEN, SHERIFF – Sheriff Allen stated that POOL/PACT was supposed to perform a Jail Survey today and tomorrow, but it has been postponed. There are currently 11 inmates housed in the Jail, with 3 additional inmates being housed at different facilities. Sheriff Allen stated that they are isolating inmates the best they can and have been sanitizing a couple times per day. Sheriff Allen also reported that he met with Commissioner Shank and Dr. Van Gilder. He has inventoried the emergency trailers and will be restocking as needed. There are enough cots for 50 people. Sheriff Allen stated that he has yet to speak to the prison regarding their food services. Sheriff Allen also reported that he has locked the front doors to the building to limit exposure to staff and inmates. Those needing to enter the building will need to use the intercom and then will go through a health screening. Yesterday deputies assisted in closing down I-80 for about ½ hour due to a fatality.

Mr. McDougal stated that firearm sales have been added to the list of essential businesses. Sheriff Allen stated that Nevada never stopped selling firearms, but background checks are taking longer. Sheriff Allen also stated that Nevada Sheriffs have extended expiration dates for CCWs for the next 120 days.

Discussion regarding grant funds through USDA and US Department of Justice: Mrs. Shank has been doing some research regarding grant funding that is available for equipment needed by the Sheriff's office. There is funding available; however, they would only cover 35% of the cost. Mr. McDougal and Mr. Rackley felt any little bit would help with items we already budgeted for. Mrs. Shank will do some more research.

RENE CHILDS, RECORDER-AUDITOR – Mrs. Childs stated that the Tentative Budget is complete, and she is putting it in the mail today. Mrs. Childs also gave the Board a copy of a letter from the Nevada Land Title Association thanking the State's Recorders for making the necessary arrangements to continue recording documents.

Approval to change priorities within Option Tax Fund to purchase 2 vehicles for the Pershing County Sheriff's Department: Mrs. Shank read the current priority list. The Board would like to increase the vehicles for the Sheriff's Department from one to two; update the amount for the Sheriff's Department vehicles from \$62,000 to \$67,000; add a transportation van for the Sheriff's Department, not to exceed \$87,000; and reduce the command vehicles from four to two, as two have already been purchased.

Mr. Rackley made a motion to approve Resolution #20-0403, amending the priorities list for the Option Tax Fund by increasing the vehicles for the Sheriff's Department from one to two; updating the amount for the Sheriff's Department vehicles from \$62,000 to \$67,000; adding a transportation van for the Sheriff's Department, not to exceed \$87,000; and reducing the command vehicles from four to two, as two have already been purchased. Motion seconded by Mr. McDougal and passed.

Approval of changes to the Capital Improvement Fund: The Board reviewed the current list. There was discussion regarding some issues in the Senior Center kitchen. Mr. Rackley will work on

getting a firm number for the work that needs to be done. It was also noted that, regarding the Law Library remodel, Judge Stephens only agreed to pay 1/3 of the cost.

BRYCE SHIELDS, DISTRICT ATTORNEY – *Approval of contracts with Karpel*: Mr. McDougal made a motion to approve the contracts with Karpel as presented. Motion seconded by Mr. Rackley and passed.

RE-EVALUATION OF RESOLUTION #20-0302, DECLARATION OF EMERGENCY RELATING TO THE COVID-19 (CORONAVIRUS); POSSIBLE CHANGES TO COUNTY COMMISSION MEETING DATES: Christina Dickerman, Pershing General Hospital, gave the Board a report from Dr. Van Gilder, Pershing County Health Officer. They are working on streamlining processes for when we start to see the effect of COVID-19. If a person is not in respiratory stress, they will be seen from their vehicle. They are looking into purchasing more PPE (Personal Protective Equipment) and re-usable supplies. They do have a Crisis Plan in place if the supplies get low. Mr. McDougal asked about testing kits. Mrs. Dickerman stated that they have them, but not enough for everyone. She also clarified that results are not done in-house and there is about a week turn-around time. The Prison is set up and prepared to deal with patients out there, so they won't be transporting them to PGH. The Board offered the use of the County's large event tent if needed.

The Board reviewed Resolution #20-0302 and discussed the safety of employees. There was a suggestion to allow Departments to implement rotating shifts, allowing the use of Administrative Leave with pay when not in the office. The Governor's Stay at Home Order was just extended through April 30th. Mrs. Shank would also recommend that the Community Center be closed. Mrs. Shank also wanted it to be clear that Administrative Leave isn't to be viewed as a vacation.

Mr. McDougal made a motion to adopt Resolution #20-0404, which would amend Resolution #20-0302, to allow departments to make scheduling changes as they see appropriate to accommodate social distancing, allowing paid Administrative Leave, and extending the Emergency Declaration through April 30th, to also include the closure of the Community Center. This will be revisited at each meeting. Motion seconded by Mr. Rackley and passed.

Regarding changes to Commission meeting dates, Mr. McDougal recommended that the agenda for the April 15th meeting be as slim as possible, with only items needing action taken. The meeting will also be broadcast through Zoom. Mr. McDougal will attend through Zoom.

PROCLAMATIONS AND AWARDS: There were no proclamations or awards considered.

BOARD APPOINTMENTS/RESIGNATIONS: PERSHING COUNTY RECREATION BOARD, RESIGNATION OF TOM DONALDSON – Mr. McDougal made a motion to accept the resignation of Tom Donaldson from the Recreation Board. Motion seconded by Mr. Rackley and passed.

DAVID SKELTON, REQUEST FOR EQUIPPING AN EMERGENCY OPERATION CENTER (EOC) OR SATELLITE OPERATION CENTER (SOC) AT THE PERSHING COUNTY COMMUNITY CENTER: Mr. Skelton gave a list of equipment to the Board. Charlie Sparke stated that there is \$4,000 in unspent grant funding that could be used for this equipment.

Mr. McDougal made a motion to approve David Skelton's request to equip an Emergency Operation Center (EOC) or a Satellite Operation Center (SOC) at the Community Center in an amount not to exceed \$4,000.00, which may be grant funds. Motion seconded by Mr. Rackley and passed.

REQUEST FROM NACO (NEVADA ASSOCIATION OF COUNTY OFFICIALS) TO WRITE A LETTER TO 3M COMPANY FOR NV PPE MANUFACTURING PLANT, POLAR SHADES, TO PRODUCE MASKS AND GOWNS DUE TO THE SHORTAGE FROM COVID-19: Mr. Rackley made a motion to send a letter to 3M Company requesting that their Nevada PPE

Manufacturing Plant, Polar Shades, produce masks and gowns due to the shortage from COVID-19. Motion seconded by Mr. McDougal and passed.

REPORT FROM LEGAL COUNSEL: Mr. Shields reported that he is finalizing a Road Agreement with Coeur Rochester.

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

ITEMS FOR FUTURE AGENDAS: There was no further discussion about agenda items.

CORRESPONDENCE: A letter was received from Burning Man requesting that their April 1st payment be extended to May 1st. Mr. Shields will look at the agreement and an item will be placed on the next agenda.

MATTERS OF THE BOARD FOR DISCUSSION, BOARD MEMBER REPORTS, BOARD LIAISON REPORTS: Mr. McDougal and Mr. Rackley had nothing additional to report. Mrs. Shank reminded everyone that it is important to fill out their Census survey.

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.

Mrs. Shank directed Mrs. Wesner to send a memo to all departments regarding staffing and today's directive.

As there was nothing further to come before the Board, the meeting was adjourned at 11:31 a.m.

Approved 5/20/20: _____ /s/
Carol Shank, Chairwoman

Attest: _____ /s/
Lacey Donaldson, Clerk