

NOVEMBER 3, 2021

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

APPROVAL OF MINUTES: Mrs. Hudson made a motion to approve the minutes from the October 6, 2021 regular meeting as submitted. Motion seconded by Mrs. Shank 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: Mrs. Shank made a motion that no agenda items impose a 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 the crew was patching Tungsten before the big rainstorm hit. They will finish up this Spring. They hauled more sand to Coeur and have been fixing washouts. Mr. Hill stated that they picked up salt and mixed it with sand in preparation for winter. Mrs. Hudson had asked Mr. Hill to speak with Coeur about Rochester Canyon Road. Mr. Hill stated that he did, and they are working with NV Energy to repair the road. We don't currently have a road agreement on that road, but if it became necessary, Mr. Shields would draw something up.

LANDFILL & RECYCLING – Dan Hill was present.

Mr. Hill reported that everything is going well. He ordered a bunch of new signs to comply with the audit. All the transfer sites need to be cleaned, as always. The crew will go to Grass Valley Friday.

Mr. Shields reported that Mr. Hill, Ms. Basso-Cerini, and Roxane Mondhink from Devnet met in his office regarding the Landfill Ordinance. Mr. Shields received a lot of good input and will need a few more weeks to fine tune the Ordinance before it comes back before the Board for approval.

SENIOR CENTER/VOLUNTEER COORDINATOR – Mr. Rackley did not have anything to report.

CDBG CV2 20/PF/34 GRANT, Selection of bid to purchase HVAC equipment not to exceed the grant amount of \$39,774.00 and any additional cost to be paid from the Building Fund: It was noted that the labor was taken out of the bid as it isn't covered by the grant. It was noted that there is \$60,000 available in the Building Fund for this project, which should cover the additional costs. Mr. Rackley also applied for a separate grant to cover the electrical costs.

Mrs. Shank made a motion to approve the bid proposal from Oasis Air Conditioning and Heating in an amount not to exceed the grant amount of \$39,774.00. Motion seconded by Mrs. Hudson and passed.

BUILDINGS AND GROUNDS – John Handka was present.

The crew has been doing a lot of work. We just received a load of fuel for the Airport. Mr. Handka stated he is looking at charging \$5.05. He has been looking into the cost for backup generators for the buildings that need to keep running when the power is out. Mr. Handka is also looking at quotes to replace the small windows at the ceiling of the Courtroom.

PERSHING COUNTY FIRE/AMBULANCE –

LOVELOCK FIRE AND AMBULANCE: Chief Wilcox reported that they had about 33 calls within the last 30 days. They had CPR training last night. Five people will be attending the EMS Conference in Utah. Chief Wilcox asked where the County was at with the job description, etc for the EMS Coordinator. He also asked about bids from different ambulance services. Mr. Shields is still working on it. Chief Wilcox stated that this has been talked about for over a year; he put a new ambulance and additional staff in his budget, but has seen no movement. Mr. Shields stated that the County has approved hiring a full-time person, but the job description was inadequate and is being worked on. Mr. Shields also stated that these items need to be put on the agenda if the Board wants to discuss them. Chief Wilcox stated that they have operated the Fire Department for years as volunteers and he has sat and watched while the Sheriff's office and Buildings and Grounds budgets have increased. Mr. Shields stated that the EMS budget has increased as well. Mrs. Shank also stated that if the ambulance billing was being done properly, we would have had higher revenue to support additional increases. She submitted the renewal for Medicaid, when it could have easily been done by the EMS Coordinator, as it was in the past.

Chief Wilcox also reported that Firefighter I testing was done about two weeks ago, and 2 out of 8 passed.

Mike Heidemann reported that they continue doing fire inspections. He needs to meet with the City, so they can continue doing them within City limits. He also asked that the County check to see if they have adopted the 2018 Fire Codes. The Board believes it has been done, but will double check.

REQUEST FOR HIGHER HOTEL ROOM RATE FOR EMS CONFERENCE IN PROVO, UT, NOVEMBER 10-13, 2021: Mrs. Shank made a motion to approve the higher hotel room rate for the EMS Conference in Provo, Utah, November 10-13, 2021 as presented. Motion seconded by Mrs. Hudson and passed.

The EMS Coordinator position was discussed more. Mrs. Childs stated that the current EMS Coordinator is paid through the City and they bill us for our portion. Mrs. Shank stated that she would also like to see monthly reports from this position. Mrs. Shank also asked if Chief Wilcox worked with Mrs. Wesner after the last meeting on the job description. He stated that he did not as he didn't have a problem with how it was written.

COMMUNITY CENTER – Dianna Munden was present.

Ms. Munden stated that she has booked several smaller events, baby showers, etc. The Memorial Service for Deputy Poffenroth is November 13th. Ms. Munden stated that she would like some more training on the voucher system. Mrs. Childs will work with her when she is ready. It was noted that her office hours are 10-2, Monday – Friday. Mrs. Hudson asked if there are a lot of Holiday bookings. December is pretty open still. There are a few events scheduled.

COOPERATIVE EXTENSION / 4-H PROGRAM – Steve Foster was present.

Request to advertise/hire Administrative Clerk I/II position due to up-coming retirement vacancy: Mr. Foster stated that Mrs. McKay will be retiring the beginning of January. He also stated that he will probably be terminated the end of the year, due to vaccination requirements. Mrs. Shank stated that Cooperative Extension would like to take back over administration of the Administrative Clerk positions. She asked that Mr. Foster forward Mrs. McKay's letter to them and request the position be filled. Mr. Foster also reported that 4-H has been busy, they held a Halloween party. Mr. Foster is teaching pesticide training today.

Mrs. Shank made a motion to request that UNR advertise and hire to fill the upcoming vacancy in the Administrative Clerk position. Motion seconded by Mrs. Hudson and passed.

IT DEPARTMENT – Justin Abbott was present.

Mr. Abbott reported that he has moved into his new office at 340 Main Street. He still needs some shelving, and he is working with the Recorder's office to update the Amazon account with his new address. He has been dealing with some issues due to the recent power outages. We lost a battery back-

up, so he will be installing a new one on Monday. This may cause some down time at the Admin Building. There has also been an issue with a few departments phones not working. The intercom system is working, but they are not receiving calls, so he has a ticket in to AT&T. Mr. Abbott is looking at installing equipment for the new phone system next week. Employees will have two phones while the porting is occurring. Mr. Abbott will be working over the Veteran's Day Holiday to perform some of these tasks to minimize interruptions to departments.

ECONOMIC DEVELOPMENT – Mrs. Hudson reported that Heidi is attending the WNDD retreat today. West Coast Salmon has pulled their first permit. Mrs. Shank and Mr. Rackley both attended the Futures Conference, which was excellent.

PUBLIC DEFENDER – Mr. Cochran submitted a written report.

Later in the meeting, Mr. Cochran came in and gave a report. He has one new case for last month, which is a pretty serious case from the prison. He believes the low case number is a direct reflection of the staffing struggles of the Sheriff's office. Mr. Cochran also reported that he has a handle on the State Indigent Defense reporting.

ELECTED DEPARTMENTS:

LACEY DONALDSON, CLERK-TREASURER – Mrs. Donaldson did not have anything to report.

Approval of corrections/changes to the Tax Roll: Mrs. Donaldson gave the Board one correction for APN #011-240-03, Lunn.

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

RENE CHILDS, RECORDER-AUDITOR – Mrs. Childs gave the Board the month end reports. She hasn't heard from the auditors yet, but we should have their report soon.

BRYCE SHIELDS, DISTRICT ATTORNEY – Mr. Shields reported that he is conducting interviews tomorrow for the Deputy Public Guardian position. He has two applicants. Mr. Shields thanked Mrs. Wesner for participating on the interview panel. He also stated that the FCC still has funding available if other departments need help. The Library and Senior Center were mentioned. Mr. Shields also reported that he would like to approach the non-successful candidate for the Deputy Public Guardian position and see if they would be interested in another position. If so, an item would be put on the next agenda. Mr. Shields stated that his office is one of the offices with the phones not working, so they are using their personal cell phones.

Mr. Shields spoke about the comments made earlier in the meeting by the Fire Chief. Mr. Shields stated that he respects the services they provide and doesn't want to create an antagonistic relationship with them, but the Board needs to explore all options and not just jump to make decisions. Further conversations with the City of Lovelock are needed. Mrs. Donaldson also stated that she is offended by her office being blamed for certain contracts expiring.

PROCLAMATIONS AND AWARDS: YEARS OF SERVICE CERTIFICATE/PIN FOR KEVIN MACHADO, 15 YEARS – Mr. Machado was not present, but Mr. Rackley will deliver his Certificate and Pin and pass on the Board's congratulations.

DERBY FIELD AIRPORT: Mr. Rackley reported that they had a meeting last week. Hugh Montrose, a board member, stated that they discussed various options for future upgrades, including the upgrade to the water line. Mr. Rackley contacted Farr West. They are still working on their report. Mrs. Shank asked if the Advisory Board reviewed the hanger agreements at their meeting. Mr. Montrose stated that they are still looking at them. Mrs. Hudson asked how the gate is working. Mr. Rackley stated that he reset it on Sunday after the power outages and it is working.

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

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

CORRESPONDENCE: There was no additional correspondence.

PUBLIC HEARING ON PROPOSED ORDINANCE #350: As Mr. Shields mentioned earlier, this item will be postponed until a later date so he can continue working with Devnet and the Assessor's office regarding implementation.

UPDATE FROM EMERGENCY MANAGEMENT RELATING TO COVID-19; LIST OF PROPOSED PROJECTS, PRIORITIZING AND CHANGING/AMENDING THE PROJECTS ALLOCATION OF THE COVID-19 AMERICAN RESCUE PLAN FUNDING FOR PERSHING COUNTY IN THE AMOUNT OF \$1,306,252.00: A public hearing has been set for the December 1, 2021 Commission meeting.

The meeting recessed at 9:41 a.m. for a Litigation meeting and reconvened at 9:53 a.m.

SHERIFF'S DEPARTMENT: Sheriff Allen reported that they have 10 inmates in custody. He has given two conditional offers of employments for the open deputy positions. Sheriff Allen received the report from the architect for the new layout and cost analysis for the Jail. Sheriff Allen also reported that he is hoping to open the office back up next week. They have been closed due to COVID related staffing issues and such.

UNCLASSIFIED DEPARTMENTS, CONT.D:

SENIOR CENTER – Gisele Cannales was present.

Ms. Cannales stated that things are going well. The November menu is posted. She informed the Board that they will be having one meal a week that is the same every week, for example: Kelli's hamburgers. The Seniors seem to be liking the food changes. They held a Halloween costume contest, with a few participants. Ms. Cannales stated that she has been contemplating picking up the seniors to take to the Senior Food truck and then having an extra activity at the Center afterwards. Mrs. Shank asked about breakfast in November. They did have a breakfast in October with 20-25 people attending. Breakfast was held from 7:30 a.m. till 9 a.m. For November it will be November 19th.

PLANNING & BUILDING DEPARTMENT / IMLAY WATER: James Evans was present.

Mr. Evans gave the Board his monthly reports. There is a Planning Commission meeting tonight to consider a Special Use Permit for the City and a Parcel Map in the County. Mr. Evans spoke with Farr West about replacing the tank in Imlay and the cost is more significant than he first thought. Once he has a rough estimate, he will pass it on to the Board. Mrs. Hudson asked if more people were moving into Imlay. Mr. Evans stated not currently.

DISCUSS EXISTING GOALS OF THE PERSHING COUNTY MASTER PLAN AND DEVELOPMENT CODE WITH STANTEC ENGINEERING CONSULTANT CYNTHIA ALBRIGHT AND MODIFICATION IF NECESSARY – Cynthia Albright from Stantec Engineering was present and gave a presentation to the Board with a timeline to move forward with updating the Plan.

Mr. Shields stated that he had previously spoken to Mr. Evans about having Ms. Christofferson do the Planning Commission meeting minutes. She will be able to start as soon as they have the new person in the office, probably December.

ITEMS FOR FUTURE AGENDAS: The Board did not have anything additional to add.

BOARD MEMBER REPORTS AND BOARD LIAISON REPORTS: Mrs. Hudson reported that Mrs. Shank will be attending the next Naval Expansion meeting. She doesn't see this going anywhere. Mrs. Hudson will be attending water meetings via Zoom while she is out of town, as well as the next Commission meeting.

Mrs. Shank reported there was a Safety meeting yesterday. They are working on an update to the Safety Manual. At the Hospital Board meeting they discussed staffing issues. They are also having issues with transferring patients due to lack of beds everywhere. The Cemetery Board will be meeting soon. Mrs. Shank spoke with someone from Churchill County about establishing a multi-county Health District.

Mr. Rackley attended meetings for the Airport and TV boards. Valley TV went to Toulon Peak for regular maintenance. Mr. Rackley will go up within the next few days to check on things after the recent power outages. He will also be calling Granite Propane to fill the tank.

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

VOUCHERS: Mrs. Hudson made a motion to approve the vouchers as submitted, with the exception of a voucher for Vendor #452, Shayla Hudson. Motion seconded by Mrs. Shank and passed.

Mrs. Shank made a motion to approve the voucher for Vendor #452, Shayla Hudson. Motion seconded by Mr. Rackley. Mrs. Hudson abstained. Motion carried.

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

Approved 12/15/21: _____ /s/
Larry Rackley, Chairman

Attest: _____ /s/
Lacey Donaldson, Clerk