

DECEMBER 15, 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; Sarah Renfroe, Deputy Clerk; and Justin Abbott, IT.

APPROVAL OF MINUTES: Mrs. Hudson made a motion to approve the minutes from the November 3, 2021 regular meeting as submitted. The motion was 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 direct and significant economic 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 stated that the crew has been working with washouts on Milich Road and out by the Iron Mines. Mr. Hill reported that they have been busy snow plowing with the recent storms. He stated that they received a call from Coeur Rochester that their plow was down, so his crew helped them out by plowing the whole road. The crew also snow plowed Unionville, Grass Valley, Trap Club Road, Dixie Valley and Diego Pass. Mr. Hill stated that his crew will working on more washouts today.

LANDFILL – Mr. Hill was present.

Mr. Hill reported that his crew has cleaned up the Imlay transfer station once and Grass Valley twice. The metal pile will be taken at ninety dollars a ton. Mr. Hill reported to the Board that he is thinking about renting a blade. The blade will be to replace the blade that is down. He is currently looking at the update of the broken blade along with the cost of fixing it. Mr. Hill stated if he needs to rent a blade it will come out of the RTC budget.

BUILDINGS AND GROUNDS – Mr. Handka was present.

Mr. Handka stated that he was surprised by the snowstorm. He reported that the Christmas Lights in the Courthouse Park keep getting tipped due to moisture. He stated that they have located the leak at the Community Center and have patched it this past week. Mr. Handka said that his crew has been putting shelving together at the Senior Center. He reported that they have been busy maintaining everything.

Mr. Handka asked the Board for clarification on who is responsible for providing cleaning supplies to the kitchen of the Senior Center. He stated that in the past the Senior Center purchased and used their own cleaning supplies. Recently the Senior Center has been using the Building and Grounds cleaning supplies. Mrs. Hudson said that she spoke with Mr. Handka earlier in the week about this issue. According to her research the Senior Center has purchased their own cleaning supplies in the past. Mrs. Canales was in the audience and acknowledged Mrs. Hudson's statement.

SENIOR CENTER – Giselda Canales was present.

Mrs. Canales reported that she does not have a problem purchasing cleaning supplies for the Senior Center kitchen. She does have a problem with the way the dining room at the Center is cleaned. She stated that members of her staff have been cleaning in the morning before clients come in. Mrs. Shank stressed that Mrs. Canales and Mr. Handka need to work this out. Mr. Handka stated this is the first he has heard of this complaint, and will work with his staff to remedy the problem.

Mrs. Canales reported that her staff member has been updating the SAM (System for Awards Management) website. The SAM website is where you report in order to receive funding. The site has not been updated since July. Mrs. Canales stated that in the month of November the Senior Center fed 476 seniors. The demographics for the seniors they fed are 45% male, 55% female, and 25% are seniors with disabilities.

Mrs. Canales reported that for the month of December the Senior Center will be doing a Christmas tree and wreath raffle. The deadline to get these items in is December 16th at 10:00am. The raffle will start after lunch on the same day. The raffle was posted on Facebook and the Senior Center newsletter.

Mrs. Canales invited the Board to stop by and have lunch. She stated that there have been no complaints on the food so far. In December the Center will be serving a Christmas lunch on Thursday, December 23rd. The Center also scheduled a breakfast on Thursday, December 30th.

Mrs. Canales stated that she has been working with the 11th Judicial Juvenile staff. They are working on scheduling the juveniles to come in and volunteer their time with the seniors.

PERSHING COUNTY FIRE/AMBULANCE –

LOVELOCK AMBULANCE: Chief Rodney Wilcox and Jesse Katsaris were present. Marti Nolan was present via Zoom.

Chief Wilcox stated that the Firehouse Christmas breakfast was a success and they plan on having one next year. The Commission relayed that they enjoyed the breakfast as well.

Chief Wilcox reported that they now have 23 members. He stated that from November 26 - December 13th they had 28 calls and 2 transfers. Chief Wilcox relayed that 80% of his members need to do a license renewal this coming year. He stated that all the paperwork needs to get in before March in order to receive EMT licensing through the State. Chief Wilcox relayed that they are still doing training on Tuesdays.

Chief Wilcox stated that he was not present at the last Commission meeting. He said that when the job for the EMS Coordinator was approved there was not an agenda item to advertise for it. He contacted Mrs. Wesner to get it on the agenda for next time.

LOVELOCK FIRE: Chief Wilcox reported that they had a total of 11 fire calls. Eight of the calls were rescue and three were actual fire calls. The Fire Department is scheduled for the Firefighter 1 test on January 5, 2022. Chief Wilcox stated that there is 72% left in the budget and all their equipment is in good shape. He also reported that they remodeled the bathroom and the EMS storage at the Firehouse.

DISCUSSION AND POSSIBLE ACTION ON APPLYING FOR FY21 ASSISTANCE TO FIREFIGHTERS GRANT THROUGH FEMA FOR THE PURCHASE OF 50 SELF-CONTAINED BREATHING APPERATUS ENSEMBLES: Mike Heidemann was present.

There were two options to apply for. Option 1) Apply for FY21 Assistance to Firefighters Grant through FEMA for the purchase of 50 self-contained breathing apparatus ensembles for Lovelock, Imlay, Grass Valley, and Rye Patch VFD's @ \$8,495.00 each, for a total of \$424,750.00 with a 5% match, not to exceed \$21,237.50. Option 2) Apply for FY21 Assistance to Firefighters Grant through FEMA for the purchase of 50 self-contained breathing apparatus ensembles for Lovelock, Imlay, Grass Valley, and Rye Patch VFD's @ \$8,495.00 each, with accessories in the amount of \$28,434.35, for a total of \$454,993.36 with a 5% match, not to exceed \$22,649.67.

Mr. Heidemann stated that there will be a challenge to meet the qualifications for the grant. He said that all four departments need to step up within a year to meet the qualifications in order to receive the grant money.

Mrs. Shank made a motion to apply for option 2.

Mrs. Hudson asked for clarification on how the match will be paid. Mrs. Childs replied that there is money budgeted for matching funds.

Mrs. Hudson seconded the motion and it passed.

GRASS VALLEY ADVISORY BOARD: Mr. Burke was present via zoom.

Mr. Burke reported that there is not a meeting scheduled for December. There was a meeting in November where the State came out to talk about the smoke monitoring program. The meeting did not go well due to push-back from members of the community and people from outside the community. Those people are worried that the monitoring will eventually turn into an EPA mandate.

GRASS VALLEY FIRE DEPARTMENT, REQUEST TO GO TO BID ON LIGHT TYPE 6 BRUSH TRUCK USING COVID FUNDING: Mr. Burke was present via Zoom.

Mrs. Hudson made a motion to allow bidding to occur. Mrs. Shank seconded the motion and the motion passed

Mr. Shields wanted to clarify if Pershing County or the Grass Valley Fire Department will be soliciting bids. Mr. Rackley stated that the County will be the solicitor. Mr. Shields replied that he hasn't seen any documents on the bid. He would like Mr. Burke to send the information to him so he can make sure that it conforms to all of the statutes the County needs to comply with.

UNCLASSIFIED DEPARTMENTS, CONT.D:

SAFETY/COUNTY HEALTH NURSE/CEMETERY – Cheryl Haas submitted a written report as follows:

SAFETY: The building assessments that were scheduled for November 30, 2021 were cancelled due to the SCATS inspector being ill. The clean-up of the Annex building is complete. B&G and all the other departments that store files there did a great job organizing and clearing unwanted items. The updated safety posters have been given to each department to replace the outdated posters. Lastly, all new hires have been entered into POOL/PACT so that they can complete the required safety courses.

CHN: Ms. Haas has been busy with the COVID Boosters, each week the clinic schedule is full. They have not had much response for the COVID Pediatric Shots. Lastly, the State will be going to a new billing and scheduling program within the next year.

CEMETERY: The Wreaths Across America program will be taking place on December 18, 2021. The ceremony will take place at the Big Meadow cemetery. Ms. Haas has Liz Blondheim marking the veteran's plots to make it easier for the volunteers to lay the wreaths on the correct plot. Ms. Haas is still entering the cemetery information in the new program. She is also working with different companies that are interested in doing memorial plaques. The company that we currently use is closed. Lastly, she is still looking for two more members for the Cemetery Board.

ELECTED DEPARTMENTS:

SHERIFF – Sheriff Allen was present.

Sheriff Allen reported that there has been plumbing issues at the Jail. There are 12 inmates in custody now, by the afternoon they will be at 50% capacity, at 13 inmates. Sheriff Allen also stated that a new Dispatch Supervisor has been hired, along with new deputies.

Salary Resolution for Tamara Davis: Ms. Davis was hired as the PCSO Dispatch Supervisor. Ms. Davis was previously the Dispatch Supervisor in Esmerelda County.

Mrs. Hudson made the motion to approve the Salary Resolution for Tamara Davis, starting her at a Range 31, Step 6, with a review in 6 months. Mrs. Shank seconded the motion and the motion passed.

PROCLAMATIONS AND AWARDS: Mr. Rackley recognized Sheriff Jerry Allen for his 20 years of service to the County. Deputy Robert Nicholson, who wasn't present, was also recognized for 5 years of service.

UNCLASIFIED DEPARTMENTS, CONT.D:

IT DEPARTMENT – Justin Abbott was present.

Mr. Abbott reported that they are still working on and troubleshooting the new phone system. He stated that there is now a new phone at the Museum, and it has the same number it did before. He reported that he deployed phones at the Annex building yesterday. They also deployed a tester to the Senior Center. He said that test came back as not fast enough. Mr. Abbott reported that he is going to talk to Mrs. Canales at the Center about it. Mrs. Shank suggested switching the internet at the Center to NNIS. Mr. Abbott replied that something needs to be done due to the upload speeds not being fast enough.

Mr. Abbott reported that they are in the middle of a demo with First Net. They have several cell phones, mobile hot spots, and a cradle point cellular router. He reported that it has worked pretty well. He is interested in how it is working for the Sheriff's Department. He stated that there was a presentation done by First Net indicating where the network covers currently and what the plan for the future is.

Mrs. Shank asked about advertising for a position to work with Mr. Abbott. Mr. Abbott replied that he would appreciate the much needed help. Mrs. Childs clarified that the budget would need to be looked at before hiring.

ELECTED DEPARTMENTS, CONT.D:

RECORDER-AUDITOR – Mrs. Childs was present.

DISCUSSION AND POSSIBLE APPROVAL TO HAVE PRECISION DOCUMENT INDEXING MOVE THE ON-BASE DOCUMENTS (ACCOUNTS PAYABLE AND PAYROLL TIMECARD COPIES) TO THE CLOUD SERVER AS IT IS OLD AND NOT CAPABLE OF HOLDING ANYMORE INFORMATION. THE COST OF \$3,200.00 WILL BE PAID FROM AD VALOREM OR RECORDER MAP FEES: Mrs. Childs recommends the funds to come out of the Ad Valorem Fund. Mr. Abbott explained to the Board that everything that is on the On-Base server would move to the Cloud. He stated that the server is outdated and needs to be retired.

Mrs. Shank made a motion to move forward with moving the documents from the server to the cloud, not to exceed \$3,200.00, to be paid out of Ad Valorem. Mrs. Hudson seconded the motion and the motion passed.

ASSESSOR – Ms. Basso-Cerini submitted a written update to the Board. The report was not read out loud at the meeting.

DISTRICT ATTORNEY – Mr. Shields was present.

Mr. Shields reported that he hired a Deputy Public Guardian. He stated that she is doing very well by freeing up his availability to get into court, and taking on tasks in the office.

UNCLASIFIED DEPARTMENTS, CONT.D:

ECONOMIC DEVELOPMENT – Mrs. Hudson reported that they had a meeting recently and they need someone to take minutes. Mr. Shields replied that he will talk to Lynn Christofferson.

DERBY FIELD AIRPORT: Mr. Rackley did not have anything to report.

BOARD APPOINTMENTS/RESIGNATIONS: PERSHING COUNTY PLANNING COMMISSION – A letter of resignation was received from Cynthia Harkreader.

Mrs. Shank made a motion to accept the letter of resignation from Ms. Harkreader. Mrs. Hudson seconded the motion. The motion passed.

Chris Porter submitted a letter of interest to serve on the Planning Commission. Mr. Rackley and Mrs. Shank were in agreement that the position needs to be advertised before an appointment is made.

UPDATE FROM EMERGENCY MANAGEMENT RELATING TO COVID 19: LIST OF PROPOSED PROJECTS, PRIORITIZING AND CHANGING/AMENDING THE PROJECTS FOR ALLOCATION OF THE COVID-19 AMERICAN RESCUE PLAN FUNDING FOR PERSHING COUNTY IN THE AMOUNT OF \$1,306,252.00 – The Board did not have anything new to add.

REPORT FROM ADMINISTRATIVE ASSISTANT/HR REP: Mrs. Wesner reported that she has a phone conference regarding the POOL/PACT Assessment. She stated that she is working on updating all the job descriptions. She is still working on completing the CDBG Grant.

SALARY RESOLUTION FOR GISELDA CANALES, SENIOR CENTER DIRECTOR: Mrs. Wesner reported to the Board that Ms. Canales has completed the POOL/PACT Essential Management training and has shown her ability to handle all aspects of the Senior Center Director position.

Mrs. Shank asked when the salary resolution would become effective. Mrs. Wesner stated December 2, 2021. It was noted that Ms. Canales was hired on July 8, 2021. Her current salary is \$16.00 per hour. The proposed salary is \$17.00.

Mrs. Hudson made a motion to approve the Salary Resolution for Giselda Canales as presented, as she has shown she is all in by completing all the necessary requirements. Mr. Rackley seconded the motion and the motion passed.

LITIGATION MEETING: The Board recessed at 9:50 a.m. for a Litigation meeting with Mr. Shields.

PROCLAMATIONS AND AWARDS, CONT.D:

Mrs. Donaldson was commended and recognized for completing the Certified Public Official Certificate Program through the University of Nevada Reno, Extended Studies.

PLANNING & BUILDING DEPARTMENT / IMLAY WATER SYSTEM / PERSHING ELECTRICAL: Mr. Evans was present.

Mr. Evans stated that tomorrow is the last day for inquires on the RFP (Request for Proposals) that he sent out. The deadline is December 20th at 5:00 pm. He reported that so far there hasn't been any inquires. He advertised in the Reno Gazette Journal and the Lovelock Review-Miner.

Mr. Evans reported that he is hoping to take possession of their new pickup toward the end of January. The pickup has been built and shipped, but needs to have Trimline build the shelves. The estimate for them to complete the task is six to eight weeks.

REQUEST FOR REVIEW AND APPROVAL OF A PARCEL MAP APPLICATION ON APN # 007-591-02 FOR PHILLIPS LAND HOLDINGS, LLC.: *The applicant is proposing to divide the current parcel into (1) 3.40 ± acer and, (1) 309.39 ± acre parcel so the smaller parcel can be used for a family member. There is currently an older residence on the proposed 3.40-acre parcel and was or is used for residential purposes. The parcel is zoned General Rural (GR) and located at 2010 North Meridian Road in Lovelock, Pershing County, NV –* Mrs. Hudson made a motion to approve the request from Phillips Land Holdings, LLC with the findings and recommendations from the Planning Commission. Mrs. Shank seconded the motion and the motion passed.

DISCUSSION AND POSSIBLE ACTION TO TERMINATE THE CONTRACT WITH STANTEC ENGINEERING FOR UPDATING OUR MASTER PLAN AND DEVELOPMENT CODE AND ENTER INTO A CONTRACT WITH CYNTHIA ALBRIGHT, FAICP CUD, GISP TO FINISH OUR MASTER

PLAN – Cynthia Albright will finish and update the Plan with the remaining \$54,240.00 that would have been paid to Stantec. Mr. Shields explained that in order to terminate a contract their needs to be a breach. Mr. Shields needs approval from the Board to contact Stantec and ask them to release Pershing County from their contract. He sated if Stantec releases us from the contract he will contact Ms. Albright about entering into a contract with her.

Mrs. Shank made a motion to authorize the District Attorney to contact Stantec Engineering to see if they will release us from their contract and then he will pursue a contract with Cynthia Albright. Mrs. Hudson seconded the motion and the motion passed.

REPORT FROM LEGAL COUNCIL: Mr. Shields was present.

Mr. Shields asked the Board if they would like to discuss the request from the Assessor regarding Holiday time-off. Mr. Rackley stated that he would. Mr. Shields stated that that each of the County offices needs to be open during specified hours. If there is to be a deviation, it needs to be approved by the Board in a public meeting, and also needs to be a net gain for the County; essentially meaning the employees are given a day off, but they are not paid for that day. Ms. Basso-Cerini requested in her letter that her employees be able to leave December 23, 2021 at noon without using personal time. Mr. Shields stated that moving forward the request needs to be on the agenda and result in a net gain to the County. The Board asked Mr. Shields to contact Ms. Basso-Cerini and update her on her request.

ITEMS FOR FUTURE AGENDAS: Mrs. Shank spoke about Mrs. Lusby-Angvick stating that some planning needs to be done in regard to the County's SEDS (Social & Economic Development Strategies) projects. Mrs. Shank would like to move forward with this and set up a time for a workshop. She also stated that there needs to be some goal panning before budget time. She would like to discuss employee incentives.

Mrs. Hudson relayed that she would like to be on the agenda to attend a water conference February 1st through the 3rd. She reported that the State Engineer issued a new order for managing the ground water appropriations.

CORRESPONDENCE: Mr. Rackley reported that there was a letter received from the BLM. The letter was regarding the Dixie Meadows Geothermal Development Project in Pershing County and Churchill County (FONSI and EA). Mr. Rackley stated that the letter was for information only; there is nothing to be acted on.

MATTERS OF THE BOARD FOR DISCUSSION: Mrs. Shank stated that she has nothing to discuss. Mrs. Hudson asked if anyone had done the internet speed test that Mrs. Lusby-Angvick was conducting. Mrs. Shank reported that she has done in several times with poor results. Mrs. Hudson reported that everything is going well at the Community Center and the new Director is handling the hiccups well.

APPROVAL OF VOUCHERS: Mrs. Hudson made a motion to approve the vouchers as presented. Mrs. Shank seconded the motion and the motion passed.

MATTERS OF THE BOARD FOR DISCUSSION, CONT.D: Mr. Rackley reported that Rusty Kiel stated that the Water Board had approved the project for the Airport.

PUBLIC COMMENT: Mr. Clinger was present via Zoom. Mr. Clinger complemented Ms. Haas on her efforts with the Wreaths Across America. The ceremony will take place on Saturday, at 10:00. The wreaths will be placed on all of the Veterans graves, a total of 387.

Mr. Clinger reported the Cloud Seeding project the Commission helped fund has received more donations than needed and there is an excess of \$14,000.00. A letter will be sent out discussing the excess money. Mrs. Shank suggested carrying the money over for next year. Mr. Clinger stated that some doubt the benefits of cloud seeding. Mr. Clinger would like to use the excess money for the research to the benefits.

Mr. Clinger stated that the Big Meadow Conservation District held a local worker meeting the 30th. The meeting was to prioritize resource concerns.

EIDE BAILLY, PRESENTATION OF THE FY2021 AUDIT REPORT; APPROVAL AND ACCEPTANCE OF THE FY2021 AUDIT REPORT: Pam Truss from Eide Bailly was present.

Ms. Truss stated that Pershing County received an unmodified opinion for the financial statements for the year ended June 30, 2021. 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 financial year by \$13,154,839. The County's total net position increased by \$2,025,145. The County's ending fund balances also increased by \$ 2,077,692 in comparison with the prior year. The County's total debt decreased by \$140,359. Other postemployment benefits liability decreased by \$111,132 over the prior year.

The County did not have any violations of NRS (Nevada Revised Statutes) or NAC (Nevada Administrative Code).

Mrs. Shank made a motion to approve and accept the FY2021 audit report as presented by Eide Bailly. Motion seconded by Mrs. Hudson and passed.

As there was nothing further to come before the Board, the meeting adjourned at 11:28 p.m.

Approved 1/19/22: _____ /s/
Shayla Hudson, Chairwoman

Attest: _____ /s/
Sarah Renfroe, Deputy Clerk