

FEBRUARY 3, 2016

The meeting was called to order at 8:30 a.m. by Darin Bloyed, Chairman. Those present were Pat Irwin and Carol Shank, Commissioners; Bryce Shields, District Attorney; Karen Wesner, Administrative Assistant; and Lacey Donaldson, Clerk.

APPROVAL OF MINUTES: Mr. Irwin made a motion to approve the January 6, 2016 regular meeting minutes with the clarification under the Grass Valley Fire Department report regarding Advanced EMT classes.

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 Mr. Irwin and passed.

UNCLASSIFIED DEPARTMENTS:

ROAD DEPARTMENT – Mr. Bloyed read a report submitted by Mr. Greene as he is on vacation. The crew has been busy clearing snow and blading roads. They patched Old Emigrant and Marker Lane. They repaired a sink hole on Limerick Canyon. Once the weather warms up they will do some patching on Limerick and Coal Canyon Roads as well. They were also called out last Saturday to clear snow in Grass Valley and Imlay.

LANDFILL – Mitch Nielsen was present.

Mr. Nielsen reported that they are prepping the Landfill for the annual inspection, which should take place sometime this month. The volume is steady and they are averaging around 12-14 ton a day.

Approval of TC Way Recycling Business Plan Proposal for recycling plastics: Mr. Nielsen gave the Board a copy of a proposal submitted by TC Way Recycling in regards to plastic recovery and recycling.

Mr. Irwin made a motion to approve the proposal submitted by TC Way Recycling pending a contract being drawn up by the District Attorney. Motion seconded by Mrs. Shank and passed.

SENIOR CENTER/VOLUNTEER COORDINATOR – Jordan McKinney was present.

Mrs. McKinney gave the Board the monthly newsletter and meal count. The Annual Valentine's Day Cookie Bake-Off will be on February 12th. The fiscal monitoring by the State will be on February 18th. The fridge went out last week and everything had to be replaced. The repairman was called out and they were able to fix it. Breakfast this month will be on February 26th. The next Advisory Board meeting will be on February 9th at 7:30 a.m.

BUILDINGS AND GROUNDS – John Handka was present.

Mr. Handka reported that the sewer line has been replaced from the driveway by the Law Library to the Street. Mr. Handka also worked with D & D at the Jail fixing some of their issues.

Mrs. Shank stated that they saw the work done at the Sheriff's office this morning during the Jail inspection.

Mr. Handka also reported that the crew has been busy painting and making repairs to the rental trailer at the Airport. New carpet and tile will be installed on Friday. The new windows for the terminal building will be installed Thursday and Friday.

Mr. Irwin stated that he had spoken to a representative of Frontier Days and directed them to work with Mr. Handka. Mr. Irwin also asked if Mr. Handka had spoken with the Power Company again

about pulling the poles from the Park. Mr. Handka stated that he obtained the application and will work with Mr. Evans of the Planning and Building office to get it filled out.

Lovelock Street Fever Car Club, Request to use Courthouse Park for June 3-5, 2016 event: Mrs. Shank made a motion to approve the request of the Lovelock Street Fever Car Club to use the Courthouse Park June 3-5, 2016 on the condition they provide proof of Insurance. Motion seconded by Mr. Irwin and passed.

Request to go to bid for Courthouse flooring: Mrs. Shank made a motion to proceed with going to bid on the Courthouse flooring project. Motion seconded by Mr. Irwin and passed.

Approval to proceed with siding for Derby Field Airport Terminal Building: Mr. Handka has not received a response from any other companies. The only quote he has is from DeBell. It was noted again that they are starting the window installation on Thursday.

Mr. Irwin made a motion to move forward with DeBell completing the siding project for the Derby Field Terminal Building as all due diligence in regards to price quotes has taken place. Motion seconded by Mrs. Shank and passed.

COMMUNITY CENTER/ECONOMIC DEVELOPMENT – Heidi Lusby-Angvick was present.

Mrs. Lusby-Angvick reported that the Business Resource Center had about 230 users for the year ending December 31, 2015. At least one of those people used it to apply and obtain a job. One user also used the Center to help open his own business. Mrs. Lusby-Angvick stated that a counselor from the Department of Education and Rehabilitation also comes once or twice a month and uses that room, as well as the Veterans.

PCEDA (Pershing County Economic Development Authority) is still working on their goals. One of those is making sure the websites are up to date and Mrs. Lusby-Angvick has been working on that. Another goal is training and Mrs. Lusby-Angvick feels every meeting she attends gives her that opportunity. She and Mrs. Shank attended a census data training last week. She has requested an item on the next agenda for approval to attend a class in Idaho in July.

Approval to go to bid for Community Center Kitchen Remodel: The bid specifications were drawn up by Mr. Shields. There will be a walk-through and pre-bid conference on February 15th. Bids are due March 1st and will be opened on March 2nd.

Mrs. Shank made a motion to approve going to bid for the Community Center Kitchen remodel with the addition of a construction deadline and penalty. Motion seconded by Mr. Irwin and passed.

Mrs. Lusby-Angvick spoke to the Board again after the Ambulance report. She wanted the Board to be aware that the insurance policy covering events at the Center has a Total Liquor Exclusion. Events having liquor would have to obtain their own insurance in order to be covered. Mrs. Lusby-Angvick has spoken to Mr. Shields and another option would be having them sign a Waiver of Liability.

PERSHING COUNTY FIRE/AMBULANCE –

PERSHING COUNTY FIRE COORDINATOR: Mike Heidemann was present.

Mr. Heidemann sent out an email to all the departments asking for their training schedules. The only response he received was from the Grass Valley Department. Mr. Heidemann stated that they have a pretty comprehensive training schedule.

Mr. Heidemann stated that he is still trying to get some answers in regards to who is the responsible party for the maintenance of the Hazmat truck and trailer. Mrs. Shank stated that she was under the impression that the Lovelock Fire Department would inventory the contents of the trailer and it would be moved to the Road Department yard. There has been confusion about the maintenance and Charlie Sparke was going to talk to Mr. Greene about getting the truck on a maintenance schedule; however, LEPC doesn't have a maintenance budget either. Mrs. Shank felt the Commission needs to address that in the upcoming budget workshops.

Mr. Heidemann stated that the final hearing regarding the F Endorsements is March 3rd in Carson City. The next step for us would be to adopt a training program.

Mr. Irwin stated that he had been speaking with Dave Ellis of HGH (Humboldt General) about a grant for video teleconference equipment to use for training. Mr. Irwin asked if Mr. Heidemann would be willing to work with Mr. Burke to put in an application. Mr. Burke stated that he had spoken to Chief Ayoob about it and they will work together to get it completed.

AMBULANCE: Update on Consultant and collection contract – Mr. Irwin stated that the contract was signed with the collection agency. We should have some information the beginning of March in regards to what has been turned over.

Mrs. Donaldson received an email from Dan Murphy asking about the liability for the Ambulance having a “student/trainee” aboard. Mr. Shields stated that he would draw up a Waiver of Liability for them to sign.

GRASS VALLEY FIRE DEPARTMENT: Sean Burke was present.

Mr. Burke stated that they have had a low call volume so far this year and they have been busy working on training.

Approval of the Grass Valley Firehouse specifications: Mr. Burke gave the Board the specifications that were developed with help from Mr. Shields. An item will be put on the next agenda to approve going to bid.

IMLAY FIRE DEPARTMENT: Gerry Monroe was present.

Discussion regarding completing the inside of the Imlay Firehouse, review informal bids, discuss a possible timeline and what funding is available to finish the project, possible recommendation to put off the project until the next Fiscal Year, discuss punch list for building and repair items already finished: Mr. Monroe spoke about the progress on the Imlay Firehouse. Mrs. Shank asked if the Board could have a copy of the punch list. Mr. Monroe stated that Rodney Wilcox had it and he will see if he can get it. The drains in the Firehouse were discussed. There was discussion and action at a prior meeting to change the drains to french drains. When the concrete was poured, that did not happen. Mrs. Shank asked if any money was held back from the contractor. Mrs. Wesner stated no, during the inspection everything was signed off.

Mr. Monroe also stated that he received an informal quote in the amount of \$43,000 from Aspen Creek Construction to finish the inside.

Mrs. Childs gave an overview of the money available in the Public Safety Option Tax Fund. The Board agreed that this project needs to be completed. An item will be put on the next agenda to approve going to bid to finish this project.

APPROVAL OF LETTER OF SUPPORT FOR FIREFIGHTER GRANT (AFG): It was noted that Chief Ayoob drafted a letter.

Mr. Irwin made a motion to approve Chairman Bloyed signing the letter of support for the 2016 Assistance to Firefighters Grant as submitted by Chief Ayoob. Motion seconded by Mrs. Shank and passed.

FIRST READING OF A PROPOSED ORDINANCE ENTITLED PERSHING COUNTY CEMETERIES DEEMING THE PURPOSE OF CEMETERY RULES AND REGULATIONS; PROVIDING FOR RESIDENCY REQUIREMENTS; PROVIDING FOR LANDSCAPING AND MAINTENANCE; OPENING AND CLOSING TIMES; PROVIDING FOR PLOT REQUIREMENTS, RESERVATIONS, AND FEES; AND OTHER MATTERS PROPERLY RELATED THERETO: Mrs. Shank introduced Bill #321 and read it by Title as follows:

AN ORDINANCE ADDING CHAPTER 13.40 TO TITLE 13 OF THE PERSHING COUNTY CODE BY ESTABLISHING CEMETERY REGULATIONS; PROVIDING THE PURPOSE OF THE ORDINANCE; ESTABLISHING DEFINITIONS; PROVIDING LANDS DECLARED AS CEMETERIES; PROVIDING FOR THE PURCHASE OF ADDITIONAL LAND; PROVIDING FOR MAPS AND RECORDS; ESTABLISHING A CEMETERY ADMINISTRATOR; PROVIDING FOR THE RESERVATION OF GRAVESITES AND FEES; PROVIDING THAT GRAVESITES ARE

HELD BY THE COUNTY IN FEE SIMPLE AND THAT BURIAL RIGHTS ARE NON-TRANSFERABLE; PROVIDING FOR SINGLE AND MULTIPLE INTERMENTS AND DISINTERMENTS; PROVIDING FOR PERMIT REQUIREMENTS FOR INTERMENTS AND DISINTERMENTS; EXCLUDING CERTAIN HOLIDAYS FROM INTERMENTS; PROVIDING FOR THE MAINTENANCE AND IMPROVEMENTS OF COUNTY CEMETERIES; ESTABLISHING PENALTIES FOR DAMAGING CEMETERY PROPERTY; PROHIBITING ANIMALS IN CEMETERIES; AND PROVIDING FOR CRIMINAL LIABILITY FOR VIOLATIONS.

UNCLASSIFIED DEPARTMENTS, CONT.D:

COMMUNITY HEALTH NURSE – Mrs. Shank met with Greg Kitchingman and Jon Kirwan from Rural Community Health. They discussed the status of the Community Health Nursing Services and what services are provided. They wanted to promote an open line of communication. It was noted that in 2015 the Heath Nurses office provided services for 160 people.

LIBRARY – Mr. Irwin stated that some issues came up at the last meeting and he has forwarded them to Mr. Shields. One of those issues was a rental fee for the meeting room.

LEPC – Mrs. Shank reported that they had a meeting on January 29th. They approved the Action Report for the train exercise that was done. It was noted that all grant requirements have been met. They also elected officers for the new year. The next meeting will be on February 19th. Mrs. Shank also stated that the Hospital is having an Infectious Disease tabletop in March. The United We Stand grant application is due in April.

PLANNING DEPARTMENT: James Evans was present.

Mr. Evans stated that there will not be a Planning Commission meeting this month.

IMLAY WATER: James Evans was present.

Mr. Evans reported that he met with the individuals who are interested in our water system. They took a site tour and received copies of water tests, etc. They are going to do some due diligence and will get back to us.

Mr. Evans also reported that he had to purchase some meters and valves for the system.

Mr. Irwin also wanted the Board to know that he received a very positive voice mail from the person who looked at the system in regards to the overall system and the staff. He will play the voicemail at the end of the meeting for everyone to hear.

BUILDING DEPARTMENT: James Evans and Damien McKinney were present.

Mr. Evans gave the Board the monthly permits issued and fees collected report. Mr. Evans stated that things are going well and they are keeping busy.

Mr. McKinney gave a report on Code Enforcement. Before and after pictures of a property in Rye Patch were given to the Board. Mr. McKinney stated he has received several complaints regarding people living in RVs for longer than allowed.

Mr. Bloyed asked Mr. McKinney about an RV near Cosgrave. Mr. McKinney has looked into it a little bit. The owner is a pilot and apparently flies in and out of the property. He will follow up and try to obtain some more information.

ELECTED DEPARTMENTS:

LACEY DONALDSON, CLERK-TREASURER – Mrs. Donaldson reported that she attended a three day conference with the Secretary of State's office at the end of January. The group is working on finding funding to upgrade the voting equipment for the 2018 cycle.

Approval of corrections/changes to the Tax Roll: No corrections or changes were submitted.

Approval of the 2016 Airport Grant Application: Mrs. Donaldson stated that they are applying for \$80,000 to replace the rotating beacon. There is a \$5,000 county match.

Mr. Irwin made a motion to approve the submittal of the 2016 Airport Grant Application in the amount of \$80,000 to replace the rotating beacon with \$5,000 county matching funds. Motion seconded by Mrs. Shank and passed.

RENE CHILDS, RECORDER-AUDITOR – Mrs. Childs gave the Board a breakdown of the cash balances for the month ending January.

ADS has been here trying to finish up the U-Verse connection at the Courthouse. They are hoping to be done this week. Mrs. Shank asked where we are at in regards to getting a different email system for the Department Heads. Mrs. Childs stated that Sean at ADS will help once the other issues are resolved.

LAURI CERINI-JONES, ASSESSOR – Mrs. Cerini-Jones stated that she is preparing for the upcoming Board of Equalization hearings. Mrs. Donaldson stated that she is working on scheduling the hearings for February 23rd at 9:00 a.m. Mrs. Cerini-Jones stated that there are twelve appeals. Four of them are for apartment complexes, one is C-Punch and seven are on Ag land. The Ag land values are set by the State, so Mrs. Cerini-Jones has been doing a lot of research on what can be appealed. Mrs. Donaldson stated she also sent the Ag land information to Mr. Shields to look at.

BRYCE SHIELDS, DISTRICT ATTORNEY – *Approval of Westlaw Contract renewal for Pershing County:* Mr. Shields explained that Westlaw is an electronic database that contains State and Federal Reporters. It is used by the DA's office, the Public Defender's office and the Law Library. The District Court also has access. Mr. Shields stated that the contract is essentially the same with a 2% increase for the next three years.

Mrs. Shank made a motion to approve the Westlaw Contracts for Pershing County with monthly fees of \$912.15, \$785.00, and \$614.50 for a period of three years, effective February 1, 2016. Motion seconded by Mr. Irwin and passed.

PROCLAMATIONS AND AWARDS: Mr. Irwin made a motion to present a Proclamation honoring Humboldt General Hospital. Mr. Irwin read the Proclamation and it will be formally presented to HGH at the Firefighter's Ball. The motion was seconded by Mrs. Shank and passed.

ELECTED DEPARTMENTS, CONT.D:

KAREN STEPHENS, JUSTICE COURT – Judge Stephens stated that their system is down so they are unable to receipt any money or input citations. They have been down since last Friday. Judge Stephens will work with Mrs. Childs in regards to her staff working over-time to get caught up. D & D Plumbing was here yesterday to look at the bathroom, but Judge Stephens was not given an update.

JERRY ALLEN, SHERIFF: Sheriff Allen stated that they received a report of a deceased person in the Black Rock Desert. The Department has been dealing with this for the last two weeks. Washoe County flew them in to recover the body last week and Sheriff Allen and Sgt. Carmichael went out yesterday to recover the vehicle.

Sheriff Allen stated that the plumbing repairs done at the Jail were discussed this morning and D & D did a really good job.

Sheriff Allen stated that he is still down one Deputy due to injury. He also has a Dispatcher off on medical and one of the Administrative staff just came back from medical.

Mrs. Shank stated that the Commission did a Jail Inspection this morning and there was a question in regards to the DA reviewing the Jail Operations Manual. Sheriff Allen will get a copy of the manual to Mr. Shields for review.

NEVADA WORKS: APPROVAL OF COOPERATIVE AGREEMENT FOR THE CREATION OF NEVADA WORKS – Mr. Bloyed stated that most of the changes were just to names. There were also changes made to the scope.

Mr. Irwin made a motion to approve the Cooperative Agreement for the creation of Nevada Works as presented. Motion seconded by Mrs. Shank and passed.

CORRESPONDENCE: Mr. Irwin spoke about a mailing he received from Resource Concepts Incorporated (RCI). Mr. Shields also received the information. RCI provides services to the N2 Grazing Board and Mr. Shields feels like it would be a duplication of services if the County contracted separately with them. Mr. Irwin would like this put on a future agenda so the entire Board can look at it.

BOARD APPOINTMENTS/RESIGNATIONS: Jennifer Osborne submitted letters resigning from the Museum Board and the Solid Waste Management and Recycling Advisory Board.

Mrs. Shank made a motion to accept the resignation of Jennifer Osborne from the Museum Board and the Solid Waste Management and Recycling Board effective immediately. Motion seconded by Mr. Irwin and passed.

The meeting recessed at 10:46 a.m. for a Litigation meeting and reconvened at 11:05 a.m. to review vouchers. Commissioner Irwin excused himself to participate in a conference call with NACo (National Association of County Officials).

VOUCHERS: Mrs. Shank made a motion to approve the vouchers as submitted. Motion seconded by Mr. Bloyed. Mr. Irwin was absent. Motion carried.

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

REPORT FROM ADMINISTRATIVE ASSISTANT: Mrs. Wesner stated that she has closed out the Imlay Firehouse grant. She is still working on the Imlay Sewer grant. Mrs. Wesner stated that it may be time for legal to get involved as we paid extra to expedite the permit and it still hasn't been approved 45 days later. Farr West asked for our money to be refunded and was told that they don't issue refunds. Mr. Bloyed asked Mrs. Wesner to turn the information over to Mr. Shields.

Mrs. Wesner also stated that she has received an offer to purchase the old Grass Valley Community Center building. She will put an item on the next agenda.

APPROVAL FOR COMMISSIONER PAT IRWIN TO ATTEND ALL NACO (NEVADA ASSOCIATION OF COUNTY OFFICIALS) / NACo (NATIONAL ASSOCIATION OF COUNTY OFFICIALS) EXECUTIVE CONFERENCES AND POOL/PACT EXECUTIVE CONFERENCES IN STATE AND OUT OF STATE – Mr. Bloyed stated that he did not have a problem with this request as long as the expenses are reimbursed. Mrs. Shank didn't have a problem either, but wanted to know the dates that he will be gone. Mrs. Wesner will make sure the dates are on the board in the office.

Mrs. Shank made a motion to approve Commissioner Irwin attending all NACO/NACo Executive Conferences and POOL/PACT Executive Conferences in state and out of state as long as the expenses are reimbursed. Motion seconded by Mr. Bloyed. Mr. Irwin was absent. Motion carried.

MATTERS OF THE BOARD FOR DISCUSSION, BOARD MEMBER REPORTS, BOARD LIAISON REPORTS: Mrs. Shank spoke about the joint Recreation and PCEDA meeting. They are going to meet again in May. Mrs. Shank stated that when they go into budgets there are some things that need to be considered.

Mrs. Shank stated that Pershing General Hospital and Rural Community Health Services are partnering up to put on an infectious disease tabletop exercise. It will be on Tuesday, March 15th from 9:00 a.m. till 1:00 p.m.

Mrs. Shank also spoke about the Personnel Rules workshop that was held for the Department Heads. She asked Mrs. Wesner if the final copy has come back yet. Mrs. Wesner stated she hasn't received anything.

Mrs. Shank also reminded everyone that the Republican's Lincoln Day Breakfast is this Sunday at 9:00 a.m.

Mr. Irwin re-joined the meeting at 11:32 a.m.

Mr. Irwin reported that he attended a NACO meeting and a Hospital Board meeting. The Hospital is looking into applying for another USDA Loan to finish the roof. Their December financial report was very good.

Mr. Bloyed attended a meeting with Lander and Mineral counties yesterday. He has the regular Recreation Board meeting tomorrow and a NV Works meeting on Friday.

Mrs. Wesner asked the Board if they had some dates to give the City for the joint meeting. The Board would like to try to schedule the meeting for Tuesday, February 16th before the City's regular meeting. Mr. Irwin would like to invite the Lovelock Meadows Water District Board as well.

PUBLIC INPUT: Carolyn Hultgren spoke about some research she has been doing on the Courthouse. The Courthouse will be 100 years old in five years and she would like to see some sort of celebration held.

Carl Clinger, Supervisor for the Big Meadow Conservation District, spoke about the Cattlemen's Update. There was a presentation given by Dr. Barry Perryman from UNR (University of Nevada, Reno) regarding Range Management. Mr. Clinger suggested that the Commission invite Dr. Perryman to give the presentation to the Board.

Paul Davidson asked when the next Humboldt River Water Distribution meeting is. Mrs. Shank will get him the information.

As there was nothing further to come before the Board, the meeting adjourned at 11:46 a.m.

Approved: _____/s/_____
Darin Bloyed, Chairman

Attest: _____/s/_____
Lacey Donaldson, Clerk