

**MARCH 7, 2018**

The meeting was called to order at 8:30 a.m. by Robert McDougal, Chairman. Those present were Larry Rackley and Carol Shank, 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:** 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:** Mr. Shields reviewed the agenda and did not see anything that would impact 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. Rackley and passed.

**SCOTT PLIMPTON, PRESENTATION OF EAGLE SCOUT PROJECT:** Mr. Plimpton was not present.

**UNCLASSIFIED DEPARTMENTS:**

**ROAD DEPARTMENT** – Dan Hill was present.

Mr. Hill stated that he was busy preparing for the Regional Streets meeting and did not prepare a report for today. He did inform the Board that they have been busy blading roads. With the recent storms, they did plow some snow and put down some sand.

Mr. Hill stated that there was a vehicle accident with the motor grader and the Peterbilt. It is going to cost approximately \$20,000 to fix the truck, but the majority will be covered by insurance. They also have to replace a transmission in another truck for approximately \$5,000.

Mr. Hill stated that the mechanic position closed Friday. He received two applications and both look qualified, but he will make the decision today whether or not to extend the submission deadline.

*Request to lower speed limit on Grass Valley Road by Marvel Ranch:* Matt Marvel was present.

Mr. Marvel stated that he has had a lot of issues with people hitting his cows. He was almost hit on his tractor also. Mr. McDougal stated that the posted speed limit is 45mph and asked what Mr. Marvel would like to see it reduced to. Mr. Marvel would like to see 25, but would be happy with 35. Mr. Hill stated that he doesn't have an issue either way, but enforcement would be key. Mr. Shields spoke about liability if there was an accident.

Signage was discussed. Mr. Marvel stated that he would be willing to pay for signs if necessary.

It was noted that the speed limit has to be addressed by way of a Resolution. The Board was in agreement with reducing the speed limit, so this will be put back on the next agenda for formal approval.

**LANDFILL AND RECYCLING** – Dan Hill was present.

Mr. Hill stated that he hasn't been to the Landfill lately, but he hasn't received any complaints. The crew has been trying to stay on top of the windblown garbage.

**SENIOR CENTER/VOLUNTEER COORDINATOR** – Jordan McKinney was present.

Mrs. McKinney reported that they will be having a St. Patrick's Day celebration on March 16<sup>th</sup>, but the Corned Beef and Cabbage lunch will be served on the 15<sup>th</sup>. They will be having an AARP

Driver Safety Class on March 21<sup>st</sup> at 2:00 p.m. The annual Birdhouse Raffle and Auction will be on April 27<sup>th</sup> during lunch. Breakfast this month will be held on March 30<sup>th</sup>. There are a few new volunteers along with an increase in community service participants.

*Request for a credit card for Volunteer Program with a \$750.00 limit:* Mrs. Donaldson stated that as Treasurer she would recommend that Mrs. McKinney's current credit card limit be increased in lieu of a separate card being issued.

An item will be put on the next agenda to approve the credit line increase to \$2,000 to accommodate both departments.

*Request for permission to coach High School Softball pursuant to Pershing County Personnel Policies Chapter 6.4.8 "Outside Employment":* Mrs. McKinney stated that she coached the track team the last three years and will now be coaching the softball team. She wanted the Board to be aware of the change.

Mrs. Shank made a motion to grant permission to Jordan McKinney to coach High School Softball pursuant to Pershing County Personnel Policies Chapter 6.4.8, "Outside Employment". Motion seconded by Mr. Rackley and passed.

**BUILDINGS AND GROUNDS** – John Handka was present.

Mr. Handka reported that the Community Center parking lot light wasn't working and has since been fixed. The trees in the Courthouse Park were trimmed last week. They will probably do another trimming late fall, early winter. Mr. Handka stated that he is prepping for the remodel in the District Attorney's office which will take place in a couple weeks. The staff will be moving into the Round Room while the work is done.

Mr. Handka spoke about NV Energy's thermostat program. The thermostats would be accessible remotely. Mr. Handka feels this would be beneficial for our outlying buildings, like the Imlay and Grass Valley Community Centers. Mr. Rackley stated that when you sign up for the program you are agreeing to allow NV Energy to turn off your AC during peak usage times. Mrs. Donaldson was concerned about the temperature fluctuations as the server room in the Admin Building isn't regulated as it is. Mr. Handka will continue to do some research into the program and what buildings it may be beneficial for.

*Discussion regarding increased utility costs at the Imlay Community Center:* Mr. Handka stated that when he signed the propane voucher he saw that the bill had increased significantly. He was unaware that the building was still being used. The Board would like the usage and cost looked at as compared to last year's bill. Mr. Shields also suggested establishing policies for using the outlying community centers.

*Further discussion regarding new bathrooms at the McDougal Sports Complex:* Mr. Handka stated that he was surprised at the Recreation Board's decision to replace the restrooms with ones similar to the restrooms at the race track. He doesn't feel that kind of facility would be suitable at the ball fields. Mr. McDougal stated that they haven't made any decisions except to move forward and would like to hear Mr. Handka's recommendations.

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

Mrs. Lusby-Angvick gave the Board some information regarding the Nevada Main Street Program. When we first learned about the program a year ago it was cost prohibitive to participate. The Governor's Office of Economic Development decided to relook at the program to see if there was a way to make it accessible to the rural communities.

Mrs. Lusby-Angvick stated that the computers at the Community Center have been shut-down due to copy right issues. The PCEDA (Pershing County Economic Development Authority) Board has decided to recommend to the Commission that the computers be taken off the Community Center

inventory and moved elsewhere. This will be on the next agenda. The Wi-Fi access will still be available, but the Business Resource Center will be closed.

Mrs. Lusby-Angvick also reported that the PCEDA Board has decided to send her and one other person to the Rural Roundup in Tonopah. Karen Lerner has been invited as she is the chairperson for the Lovelock Revitalization Association. Attendance would be paid for with Highway 95 grant funds. PCDEA also decided to purchase some advertising in the Nevada Insert again. This advertising had previously been paid for by the Recreation Board.

#### FIRE/AMBULANCE DEPARTMENTS –

*LOVELOCK FIRE DEPARTMENT & AMBULANCE:* Chief Rodney Wilcox was present.

Chief Wilcox spoke more about the fire inspections. He and Mike Heidemann met with Mr. Shields. The Firehouse Program has a module for fire inspections as well and they could give a presentation.

Chief Wilcox stated that they are participating in exterior firefighting training. They just finished an AFT (Advanced Firefighting Technology) class; however, the test had to be rescheduled for the end of the month due to the weather. A few members also attended a safety class with the State Fire Marshall's Office.

He also stated that they are looking at a subscription service for the Ambulance, similar to what REMSA offers.

*Request for a credit card with a \$2,500.00 limit:* Mrs. Donaldson and Chief Wilcox spoke about getting a County Credit Card for the department. Mrs. Donaldson stated that the previous Chief had a \$1,000 limit, but also had access to another credit card. Chief Wilcox doesn't have access to this card, so Mrs. Donaldson is requesting a higher limit. Mrs. Shank mentioned that the County Credit Card Policy will need to be signed.

Mrs. Shank made a motion to approve the issuance of a County Credit Card to Chief Wilcox with a \$2,500 limit. Motion seconded by Mr. Rackley and passed.

#### IT DEPARTMENT – Justin Abbott was present.

Mr. Abbott reported that on February 28<sup>th</sup> he met with OSIT (Office of Science, Innovation, & Technology). It was more of an introduction meeting and to see what is needed in Pershing County. OSIT would like one point of contact for the City and the County. Mr. Abbott will speak with Mrs. Lusby-Angvick and Chief Mancebo to see who would be the most appropriate and bring a recommendation back to the Board.

*Request for approval of quote from Connectwise Automate Remote Monitoring and Maintenance Software in the amount of \$2,025.00 one-time fee and \$469.00 monthly fee:* Mr. Abbott explained the purpose of the software. An application would be installed on each computer and server that would be monitored. The program then reports back with performance data. Mr. McDougal asked if this expense could wait until the new budget cycle. Mr. Abbott would like to see it done sooner rather than later; however, it could wait for the new budget. Mrs. Childs has included this in next year's budget numbers and would not like it to start any sooner. Mrs. Childs reminded the Board that the IT position was not budgeted for this year.

*Request for CC Communications business proposal for discounted time and materials support for Nortel Norstar MICS phone system at \$85.00 per hour:* Mr. Abbott stated that our current system is obsolete and parts are hard to come by. Mr. McDougal asked what is being done to replace the current phone system. It was noted that a new phone system is on the Capital Improvement List. Mr. Abbott has drafted an RFP (Request for Proposals) for a new system and it is being reviewed by the District Attorney's Office.

Mr. Rackley made a motion to approve CC Communication's Business Proposal for discounted time and materials support for the Nortel Norstar MICS phone system as presented. Motion seconded by Mrs. Shank and passed.

Mr. Abbott stated that he is continuing the work on the website conversion.

The meeting recessed at 9:45 a.m. to recognize 32 years of service and the retirement of Rodney Wilcox. The Board also recognized 30 years of service from Vonnie Hemp and Karen Wesner. The meeting reconvened at 10:02 a.m.

**PLANNING AND BUILDING DEPARTMENTS / IMLAY WATER:** James Evans was present.

Mr. Evans stated that there is a Planning Commission meeting tonight to consider a Boundary Line Adjustment for Robert Kennerson. Mr. Evans also reported that the tank cleaning for the Imlay Water System will be scheduled this year.

**APPROVAL TO ADVERTISE/HIRE PLANNING TECHNICIAN POSITION** – Mr. Rackley made a motion to approve the advertisement and hiring to fill the vacant Planning Technician position in Planning and Building. Motion seconded by Mrs. Shank and passed.

**ELECTED DEPARTMENTS:**

**LACEY DONALDSON, CLERK-TREASURER** – Mrs. Donaldson reported that on February 13<sup>th</sup> a moving company came and picked up all of the old Dominion voting equipment. Our first of five electronic poll-books was delivered on February 16<sup>th</sup>. Mrs. Donaldson performed the acceptance testing and everything worked as anticipated. The remaining four kiosks should be delivered by March 16<sup>th</sup>.

There was a Board of Equalization meeting on February 20<sup>th</sup>. There were no appeals that came before the Board.

Mrs. Donaldson and Mrs. Craspay attended regional training in Douglas County February 21-23 for the new voting equipment. The new voting machines and printers were delivered throughout the day on February 28<sup>th</sup>. Two representatives from Dominion were here on March 1<sup>st</sup> to install and train staff on the acceptance testing procedures. Mrs. Donaldson and Mrs. Craspay completed the acceptance testing of 13 machines. As time permits, the remaining five machines will also be tested.

Candidate filing opened on Monday, March 5, 2018 and there have been 13 filings recorded to date. The last day to file is Friday, March 16, 2018.

Mrs. Donaldson also reported that Monday, March 5<sup>th</sup> was the due date for the fourth installment of taxes, so the staff has been busy.

*Approval of corrections/changes to the Tax Roll:* There were no corrections or changes submitted.

*Approval of Scope of Services for Bond Counsel in regards to the Humboldt River Ranch Special Assessment District and refund of Assessment payments:* Mrs. Donaldson stated that she was unaware of this agreement prior to it arriving in the mail. She had called Sherman & Howard previously as she knew there were some items that had to be done to close out the Special Assessment. Mrs. Donaldson explained that all 814 parcel owners have to be notified that they can request a refund of the surplus funds.

Mrs. Shank stated that the fee is \$10,000 to \$15,000. She asked how much is in the account to be refunded. Mrs. Donaldson stated that there is approximately \$152,000 in the Debt Service Fund. \$50,000 of that is retained by the County and the Bond Counsel fee can also be subtracted from that total. The money remaining after the refund deadline will also revert to the County.

Mr. Shields asked if this could be postponed as he has some additional questions. This item will be put back on a future agenda.

*Approval of cost proposal from Devnet for server to support VOTEC VEMACS:* Mrs. Donaldson stated that this proposal was not included in the Board's packet as she hoped to have this issue resolved prior to today. Originally, VOTEC had agreed to house their software on the Devnet server. Four months later, Mrs. Donaldson was informed that they needed their own server. In speaking with Mineral County, Mrs. Donaldson learned that they only purchased one new server to house all of their new software. Mrs. Donaldson has asked VOTEC for clarification as to why one server will work for one county and not another. Mrs. Donaldson is asking for the Board's approval today on the condition that it is absolutely necessary to purchase another server. Mrs. Donaldson also stated that she has included Mr. Abbott in these discussions. Mr. Abbott does have a call scheduled to hopefully clarify what is needed.

Mrs. Shank made a motion to approve the cost proposal from Devnet to purchase a server to support VOTEC VEMACS only if necessary and giving the Clerk-Treasurer the authority to make that decision. Motion seconded by Mr. Rackley and passed.

RENE CHILDS, RECORDER-AUDITOR – Mrs. Childs gave the Board the monthly fund balances.

*Request for approval of copier lease agreement for Administration Building and Courthouse:* Mrs. Childs stated that Mr. Shields has reviewed the lease agreement.

Mr. Rackley made a motion to approve the copier lease agreement for the Administration Building and the Courthouse with Sierra Office Solutions as presented. Motion seconded by Mrs. Shank and passed.

Mrs. Childs stated that she has most of the departments scheduled for the upcoming budget workshops.

LAURI BASSO-CERINI, ASSESSOR – Ms. Basso-Cerini reported that Ms. Lerner has developed a query and discovered quite a few missing special assessments amounting to approximately \$6,000. Ms. Basso-Cerini anticipates a total of \$12,000 when they are finished with the query. Ms. Basso-Cerini also stated that they are working on updating the costs for the upcoming appraisal and assessment cycles.

BRYCE SHIELDS, DISTRICT ATTORNEY – *Approval to augment travel budget in the amount of \$1,000.00 to accommodate travel costs associated with meetings related to National District Attorney's Association and the Rural Behavioral Health Policy Board and permission for "out of state" travel on April 23-25, 2018 to Washington D.C. to attend the National Gaming Association meeting related to the legalization of Sports Gaming:* Mr. Shields stated that he is withdrawing his request for the budget augmentation. Mr. Shields stated that this fiscal year he was appointed to a couple different responsibilities, which required more travel than he anticipated. After speaking with Mrs. Childs he believes his budget will cover this additional travel. Mr. Shields also stated that he isn't sure he will be attending the meeting in Washington, DC in April as he didn't attend the other meetings relative to this as he was being cognizant of his budget. He is getting some pressure to attend, so he is asking for approval in the event that he does attend.

Mrs. Shank made a motion to approve the out of state travel on April 23-25, 2018 to Washington, DC to attend the National Gaming Association meeting related to the legalization of Sports Gaming. Motion seconded by Mr. Rackley and passed.

**UPDATE ON PROGRESS OF SITE LOCATION, DESIGN, FUNDING, AMENITIES AND CONSTRUCTION OF FUTURE LAW ENFORCEMENT CENTER:** Mr. Rackley stated that they have a meeting on Friday with the architect to see the design.

Mrs. Shank stated that she met with representatives from USDA and they should be involved in the process now. She also stated that we need to think about IT when designing the plan as well.

**CORRESPONDENCE:** There was no additional correspondence discussed.

**BOARD APPOINTMENTS: LOVELOCK VALLEY WEED DISTRICT –** A letter was received from Bill Renfroe asking to be re-appointed to the Lovelock Valley Weed District.

Mrs. Shank made a motion to re-appoint Bill Renfroe to the Lovelock Valley Weed District with a term expiring in January, 2021. Motion seconded by Mr. Rackley and passed.

A letter of interest was also received for the Recreation Board and it will be put on the next agenda for consideration.

**11<sup>TH</sup> JUDICIAL DISTRICT, JUVENILE DEPARTMENT: REQUEST FOR APPROVAL OF INTERLOCAL CONTRACTUAL AGREEMENT WITH ELKO COUNTY TO HOUSE JUVENILE OFFENDERS IF TEURMAN HALL IN FALLON, NEVADA IS FULL OR REFUSES THE JUVENILE OFFENDER –** Judge Jim Shirley was present.

Judge Shirley stated that Pershing County currently has a contract with Churchill County to house juvenile offenders. The problem we have encountered is they are a small facility and don't always have room. The rate for Elko County is comparable to the rate at Teurman Hall. Mr. Shields reviewed the agreement and did not see any problems.

Mrs. Shank made a motion to approve the Interlocal Contractual Agreement with Elko County as presented to house juvenile offenders if Teurman Hall in Fallon, Nevada is full or refuses the juvenile offender. Motion seconded by Mr. Rackley and passed.

**APPROVAL OF INTRASTATE INTERLOCAL CONTRACT BETWEEN THE STATE OF NEVADA, HEALTH AND HUMAN SERVICES, AGING AND DISABILITY SERVICES DIVISION (ADSD) AND PERSHING COUNTY EFFECTIVE JULY 1, 2018 AND WILL CONTINUE YEAR TO YEAR:** Mr. Shields spoke about the NRS (Nevada Revised Statute) that requires support services for residents with intellectual and developmental disabilities under the age of 18. The statute also allows counties to enter into contracts for those services. Mr. Shields reviewed the contract and did not see any changes from the last contract.

Mr. Rackley made a motion to approve the Intrastate Interlocal Contract between the State of Nevada, Health and Human Services, Aging and Disability Services Division and Pershing County effective July 1, 2018 and continuing year to year. Motion seconded by Mrs. Shank and passed.

**ENDORSEMENT OF MARSY'S LAW FOR NOVEMBER BALLOT: CONSIDERATION, DISCUSSION, AND POSSIBLE APPROVAL OF AN ENDORSEMENT FROM EACH OF THE COUNTY COMMISSIONERS TO SUPPORT QUESTION 1 TO THE NOVEMBER BALLOT REGARDING MARSY'S LAW, WHICH ADVOCATES FOR EQUAL RIGHTS FOR CRIME VICTIMS (SJR17) –** Sean Flignor was present.

Mr. Flignor gave an overview of Marsy's Law. Currently, the Nevada Constitution does not contain a list of rights for victims of crime. Marsy's Law would spell out the rights of victims or surviving relatives.

Mr. Shields spoke in regards to elected officials making endorsements and whether or not there would be an ethical issue. The Board has to ask themselves if the endorsement would derive a direct financial benefit to themselves or a family member. Mr. Shields doesn't see an ethical issue.

It was decided that the Board would make the endorsements individually.

The meeting recessed at 10:47 a.m. for a Litigation meeting and reconvened at 10:58 a.m.

**REPORT FROM LEGAL COUNSEL:** Mr. Shields spoke about Code Enforcement.

**REPORT FROM ADMINISTRATIVE ASSISTANT:** Mrs. Wesner stated that she is working on updating all the job descriptions.

**REQUEST FOR APPROVAL OF HIGHER ROOM RATE FOR COMMISSIONER CAROL SHANK TO ATTEND 2018 SPRING POOL/PACT MEETING APRIL 19 AND 20, 2018 AT THE ATLANTIS, RENO, NV –** Mr. Rackley made a motion to approve the higher room rate for Commissioner Shank to attend the 2018 Spring POOL/PACT meeting April 19-20, 2018 at the Atlantis in Reno, Nevada. Motion seconded by Mr. McDougal. Mrs. Shank abstained. Motion carried.

Mr. McDougal stated that he will be attending the Central Nevada Regional Water Authority meeting next week and will need approval of a higher room rate as well. This will be on the next agenda.

**UPDATE ON MATTERS RELATING TO THE PERSHING COUNTY ECONOMIC:**  
There was no update given.

**ITEMS FOR FUTURE AGENDAS:** Mrs. Shank stated that April is County Government Month, so they will need to adopt a Resolution. She also stated that they will need to discuss how to promote this information.

**MATTERS OF THE BOARD FOR DISCUSSION, BOARD MEMBER REPORTS, BOARD LIAISON REPORTS:** Mr. Rackley spoke about the TV Board. Channel 2 has been out for a couple days. Mr. Rackley is going up to Toulon Peak tomorrow to see if anything can be done. Mr. Rackley also spoke about the 911 Surcharge Committee and asked what the next step for increasing the surcharge would be. Mr. Shields stated that the Ordinance needs to be amended to increase the surcharge. He also informed the Board that the law allowing the increase does not go into effect until July 1<sup>st</sup>.

Mrs. Shank stated that she has a Cemetery meeting coming up. The Cemetery Board has received a request to move some cremated ashes from one plot to another. If the Cemetery Board approves the request, it will come before the Commission for final approval. The Museum Board has been working on plans for a dedication of the new kiosks. Mrs. Shank and Mrs. Munk will be attending a grant workshop on March 16<sup>th</sup>. Dixie McKay has built a funding thermometer to keep track of the money raised to replace the playground equipment.

Mr. McDougal stated that Mrs. Lusby-Angvick gave an update on PCEDA and WNDD. Mr. McDougal will be in Eureka County next week for the Central Nevada Regional Water Authority meeting.

**PUBLIC INPUT:** Pam Munk stated that she has found a grant to replace a building at the Museum. The application must be submitted by March 15<sup>th</sup> and it requires 10% matching funds. They

