

MARCH 18, 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.

APPROVAL OF MINUTES: Mr. McDougal made a motion to approve the minutes from the February 5, 2020 and the February 19, 2020 regular meetings as submitted. Motion seconded by Mr. Rackley and passed.

PUBLIC INPUT: Kathie Brinkerhoff, Library Director, informed the Board that the CDC (Centers for Disease Control) is doing a webinar on Facebook today regarding the COVID-19 pandemic. Jordan McKinney, Senior Center Director, spoke about the Governor's address last night. Mrs. McKinney had closed the center for two weeks as directed and distributed frozen meals to the homebound clients. With the closures extended to a full month, she is not sure what to do. She is concerned about funding. Mrs. Shank stated that we have to do what we have to do. She asked Mrs. McKinney if she thought she would do something similar to what the School is doing with student meals. Mrs. McKinney wants the seniors to stay home, so she will start meal delivery today.

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. McDougal made a motion that no agenda items impose a burden on a business. Motion seconded by Mr. Rackley and passed.

UNCLASSIFIED DEPARTMENTS:

COMMUNITY CENTER – Dixie McKay was present.

Mrs. McKay stated that most meetings have been cancelled or rescheduled. The counseling service is still coming in. Mr. McDougal has been working with Mrs. McKay and instructed her to cancel all large groups, with the exception of the family birthday party. They have made arrangements to do some extra cleaning before and after this event. She also stated that Ag Extension has ordered all non-essential employees to work from home. With Mr. Foster out of the office and her other duties with the Community Center, Mrs. McKay doesn't see an issue with her being there alone.

Approval to ask local non-profit organizations if they would like chairs, sell the chairs at \$5.00 each and/or sell the chairs at a county auction: It was noted that 4-H would like to keep 100 chairs.

Mr. McDougal made a motion to approve donating 100 chairs to 4-H and selling the rest at \$5.00 per chair at county auction if no other organizations are interested. Motion seconded by Mr. Rackley and passed.

ROAD DEPARTMENT – Dan Hill was present.

Approval to put 10% down towards the manufacture of a Load King 402 DFP equipment trailer in the amount of \$7,642.60. Total purchase price will be \$76,642.00 less \$11,000.00 trade in value for 1989 Load King 402 for a total purchase price of \$65,426.00 to be funded from Road Department Capital Outlay: Mr. Hill stated that he is working with an aging fleet. He spoke with Mr. Shields regarding whether additional quotes were needed since this a specialty piece of equipment. Mr. Shields didn't think that was necessary. Mr. Hill also stated that this purchase is in his current budget.

Mr. Rackley made a motion to approve putting 10% down toward the purchase of a Load King 402 DFP equipment trailer in the amount of \$7,642.60, with a total purchase price of \$65,426.00 after receiving \$11,000 for trading in the 1989 Load King 402. Motion seconded by Mr. McDougal and passed.

Update: Mr. Hill reported that they are finishing up burning weeds on the road shoulders in Rye Patch. They are preparing for some chip sealing by filling cracks on Reservoir Road. They will also be doing Irish American Road. While the weather was dry, some of the crew helped out at the Landfill. They also did some gravel work at the ball fields for Mr. Handka. With the recent rain they were able to blade Pitt Taylor and the Trap Club Road. They are now blading toward Half-Way House and in Jersey Valley.

LANDFILL & RECYCLING – Mr. Hill reported that they have been dealing with wind-blown litter. They had planned on the Prison Crew coming out to pick it up, but that has been cancelled. The Landfill still haven't received an inspection and probably won't anytime soon with the COVID-19 precautions. Mr. Hill also reported that he had tried to get the blasting project done without going to bid, but he has had several companies interested, so he will put an item on a future agenda for approval to go to bid.

Mr. Rackley stated that the Recycling Center will be closed until April 10th.

PERSHING COUNTY FIRE/AMBULANCE DEPARTMENTS –

GRASS VALLEY FIRE DEPARTMENT: Chief Sean Burke was present.

Chief Burke reported that there are no confirmed cases of COVID-19 in Grass Valley, but they are taking all the necessary precautions. With the recent wet weather, the fire danger has been temporarily reduced.

GRASS VALLEY ADVISORY BOARD: Sean Burke was present.

Mr. Burke stated that they have cancelled the next advisory board meeting and instructed all other meetings held at the Community Center to be postponed as well.

DISCUSSION REGARDING FINES FOR LITTERING AND POSTING SIGNS FOR LITTERING – Mr. Burke stated that he doesn't believe that there are any littering signs left. The actual transfer site looks good, and the local church did a clean-up the other weekend. The Sheriff will also be having a few inmates clean-up from the Church down.

Mr. McDougal stated that he feels we need to find out what the maximum fine is and if the Board needs to pass an Ordinance, it should be set at that maximum fine throughout the county. Mr. Shields stated that State Law sets the fine for littering at \$1,000 and up to 6 months in jail, so no action is needed by the Board.

Mr. McDougal also stated that there needs to be signage for illegal dumping as well. Mr. Burke stated that whatever advertisement or notice that the Board can provide would go a long way regarding public awareness.

Mr. Shields stated that the fine for illegal dumping is the same as littering.

Mr. McDougal made a motion to direct the Road Department to post signs regarding littering and illegal dumping in the Grass Valley area in consultation with the Advisory Board and the District Attorney. Motion seconded by Mr. Rackley and passed.

Mr. Burke stated that they have already designated a space at the Community Center for DVI (Domestic Violence Intervention) and have the key available when the Commission approves the usage.

UNCLASSIFIED DEPARTMENTS, CONT.D:

BUILDINGS AND GROUNDS – John Handka was present.

Mr. Handka reported that the new playground equipment arrived this morning. In preparation for warmer weather, they will be starting to weed and feed at the ball fields. Mr. Handka thanked the Road Department for the work they did at the ball fields. He also stated that after the season ended last fall, youth soccer did not pick up any of their equipment off the grass. He has informed Mrs. Wilcox, Rec Board secretary, but she has been unable to reach anyone. Mr. McDougal also stated that the Recreation Board would like the grass field maintained as best as possible for this season, with the anticipation that in the fall it can be torn out and reseeded or new sod put down.

Mr. McDougal thanked Mr. Handka, saying that he is very pleased with the Law Library remodel.

RYE PATCH FIRE DEPARTMENT – *Approval to go to bid for fire house expansion and update to existing building; Approval to contract with surveyor to prepare documents necessary for reversion to acreage for APN's #010-452-05 and 010-452-07:* Mr. McDougal made a motion to go to bid for the Rye Patch Fire House Expansion. Motion seconded by Mr. Rackley and passed.

Mr. McDougal made a motion to go to bid to update the existing building. Motion seconded by Mr. Rackley and passed.

Mr. McDougal made a motion to request proposals from surveyors to prepare documents necessary for reversion to acreage for APN #010-452-05 and 010-452-07 up to \$1,500.00. Motion seconded by Mr. Rackley and passed.

SAFETY/CHN/CEMETERY – Cheryl Haas was present.

Ms. Haas stated that they continue to receive daily updates on COVID-19. All Community Health Clinics throughout the state are closed. Staff is available to answer phones. We won't have a nurse in our office until at least mid-April. Ms. Haas has rescheduled any patients that had appointments. Ms. Haas also stated that they just received some more PPE (Personal Protective Equipment) supplies.

Safety – Ms. Haas stated that we have transitioned to the new Absorb e-learning. One new employee has gone through the new training.

Cemetery – Ms. Haas has the agreement to purchase new software. She has been doing the prep work for the GPS mapping.

Approval of agreement with Gateway Mapping, Inc. (Spatial Generations) for software and GPS mapping services (costs have already been approved and will be paid out of Software Upgrades in the Capital Improvements Fund): Mr. McDougal made a motion to approve the agreement as presented. Motion seconded by Mr. Rackley and passed.

PERSHING COUNTY EMERGENCY OPERATIONS MANAGER, LEPC UPDATE – Charlie Sparke was present.

Mr. Sparke stated that he had an email Monday from the State asking if we were interested in a drive-through COVID-19 testing pod. The email was sent at 3:17 p.m. and a response was needed by 4:00 p.m., so Mr. Sparke was unable to respond. Ms. Haas stated that she did not receive any information through Community Health.

Approval of 2021 SERC (State Emergency Response Commission) OPTE Grant in the amount of \$29,000.00: Mr. Sparke stated that this would provide SCBAs (Self-Contained Breathing Apparatus) for the rural departments.

Mr. McDougal made a motion to approve the submission of the 2021 SERC OPTE grant in the amount of \$28,690.00. Motion seconded by Mr. Rackley and passed.

Mr. Sparke also spoke about the LEPC meeting that was held regarding COVID-19. The State is moving forward with closures. Our local grocery store is low on necessities as people are coming from out of state to buy things.

Mr. Sparke stated that the Federal grant still hasn't been released. Mr. Sparke stated that the equipment for the 2020 SERC grant hasn't been ordered yet as the approval was delayed so long that none of the quotes are valid. He is going to try to get things ordered today. One of the items was software to update a program the Lovelock Fire Department is using, but they didn't realize there was a \$3,000 yearly fee, so they do not want it. A change order request can be submitted to use that money for something else.

Later in the morning Mr. Sparke also informed the Board that he was supposed to purchase two laptops using the State grant, but had held off as there were questions regarding whether we were in compliance. They aren't needed, so this will just reduce our grant match. He also informed the Board that the April 2nd LEPC meeting will be postponed.

ECONOMIC DEVELOPMENT – *Request by JOIN, Inc. for a letter of support to Nevada Works for the upcoming grant cycle:* Mr. Rackley made a motion to approve the request by JOIN, Inc. for a letter of support to Nevada Works for the upcoming grant cycle. Motion seconded by Mr. McDougal and passed.

LIBRARY – Kathie Brinkerhoff was present.

Ms. Brinkerhoff stated that the Library is currently closed. The Library Board has a policy that the Library will close if the schools close because of illness. The staff has plenty to keep them busy. Ms. Brinkerhoff stated that if someone calls for a specific book they can check them out and deliver to the door. They are cleaning all the books when they come back in.

Approval to apply for a \$10,000.00 LSTA (Library Services and Technology Act) Mini grant for 2020-2021, with a 10% match requirement which is covered by staff time: Mr. Rackley made a motion to approve the submittal of a \$10,000.00 LSTA Mini Grant for 2020-2021 with a 10% match, which is covered by staff time. Motion seconded by Mr. McDougal and passed.

Approval to advertise/hire vacant Administrative Clerk I/II position: Ms. Brinkerhoff stated that this is a half-time position. Sharron Garcia's last day is March 27th.

Mr. McDougal made a motion to approve the advertising and hiring to fill the vacant half-time Administrative Clerk I/II position at the Library. Motion seconded by Mr. Rackley and passed.

There was discussion about the interviewing process. Ms. Brinkerhoff and Mrs. Wesner thought there was plenty of room for social distancing during the interviews. Ms. Brinkerhoff stated that it would be at least three weeks until interviews are held.

ELECTED DEPARTMENTS:

LACEY DONALDSON, CLERK-TREASURER – Mrs. Donaldson reported that the office is currently closed to the public. A drop-box has been placed in the corridor for any tax payments or filings. Appointments can be made for Marriage Licenses. Those needing the Food Bank will be able to continue to go on Mondays and Thursdays and will not need a voucher at this time.

Approval of corrections/changes to the Tax Roll: One correction to the Tax Roll was given to the Board. This is a mobile home that was removed from the County some time ago.

Mr. McDougal made a motion to approve the correction to the Tax Roll as presented. Motion seconded by Mr. Rackley and passed.

RENE CHILDS, RECORDER-AUDITOR – Mrs. Childs stated that she received the final revenue numbers from the State. She will go over those figures this afternoon at the budget workshop. The Recorder-Auditor's office is also closed to public. They have also placed a drop-box in the corridor, along with instructions to record online.

LAUREEN BASSO-CERINI, ASSESSOR – Ms. Basso-Cerini stated that the DMV is closed as of last night. The Spring Assessor's Conference in Lander County has been cancelled. Devnet is working remotely and is available if the need arises.

BRYCE SHIELDS, DISTRICT ATTORNEY – *Approval of contract with Karpel Solutions for Case Management Software in the amount of \$37,200.00, \$5,375.00 annual fee and \$2,500.00 travel for training for first year to be paid from the Capital Improvement Software Fund:* Mr. McDougal made a motion to approve the contract with Karpel Solutions for Case Management Software in the amount of \$37,200.00, plus \$5,375.00 annual fee and \$2,500.00 for travel to training, to be paid out of the Capital Improvement Fund. Motion seconded by Mr. Rackley and passed.

JERRY ALLEN, SHERIFF – Sheriff Allen reported that there are currently 13 inmates in custody. They have added additional screening questions related to COVID-10 for inmates coming into facility. They are also sanitizing the jail several times per day. Sheriff Allen also stated that the Sheriff's office will no longer be offering fingerprint services at this time, as they have no way of isolating those people from inmates and staff.

Sheriff Allen stated that they do have PPE (Personal Protective Equipment), but he is trying to obtain more supplies. As reported by Sean Burke, a couple inmates will be in Grass Valley tomorrow to clean up trash on the side of the roads.

Approval to purchase RIMS module to interface with District Attorney's new Karpel product, cost \$1,705.00 with funding to come from Capital Improvements Software funding or equivalent: Mr. McDougal made a motion to approve the purchase of the RIMS module to interface with the District Attorney's new Karpel product in the amount of \$1,705.00.00 to be paid out of the Capital Improvement Fund. 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 reported that we are still two weeks out for the appraisal to be completed on the 9th Street property.

PROCLAMATIONS AND AWARDS: NATIONAL COUNTY GOVERNMENT MONTH, APRIL 2020 "COUNTIES MATTER" – Mrs. Shank made a motion and read the Proclamation declaring April 2020 National County Government Month. Motion seconded by Mr. McDougal and passed.

DERBY FIELD AIRPORT: APPROVAL FOR HIGHER ROOM RATE FOR COMMISSIONER LARRY RACKLEY TO ATTEND THE NEVADA AIRPORT ASSOCIATION ANNUAL CONFERENCE IN TONOPAH, NV, APRIL 6-8, 2020 – Mr. McDougal made a motion to approve the higher room rate for Commissioner Rackley to attend the Nevada Airport Association Annual Conference in Tonopah, Nevada, April 6-8, 2020. Motion seconded by Mrs. Shank and passed. Mr. Rackley stated that there is a meeting today to determine whether the conference will be held or not.

BOARD APPOINTMENTS/RESIGNATIONS: PLANNING COMMISSION – A letter of interest for the Planning Commission was received from Tori Apperson, a Grass Valley resident.

Mr. McDougal made a motion to appoint Tori Apperson to the Planning Commission. Motion seconded by Mr. Rackley and passed.

A letter of resignation from the Recreation Board was also received from Tom Donaldson. An action item will be put on the next agenda to accept the resignation.

UNIONVILLE CEMETERY: APPROVAL TO NOTIFY THE BUREAU OF LAND MANAGEMENT THAT PERSHING COUNTY WANTS TO PROCEED WITH THE PURCHASE OF 10 ACRES APPRAISED AT FAIR MARKET VALUE IN THE AMOUNT OF \$3,250.00 WITH NO REVERSION CLAUSE – Mrs. Shank stated that the BLM is questioning whether the appraisal is still good. The BLM is the one that took so long to act on the project, so the Board was in agreement that if another appraisal is requested, that the BLM pay for it.

Mr. McDougal made a motion to approve notifying the BLM that Pershing County wants to proceed with the purchase of 10 acres appraised at Fair Market Value in the amount of \$3,250.00 with no reversion clause. Motion seconded by Mr. Rackley and passed.

2021 WELFARE SET-ASIDE ALLOCATION-CONFIRMATION FROM PERSHING COUNTY TO EITHER ACCEPT OR REJECT FUNDING IN THE AMOUNT OF \$2,623.00; IF FUNDING IS ACCEPTED, APPROVAL TO COMPLETE WSAP FUNDING APPLICATION BY APRIL 28, 2020: It was noted that the response was due by March 6, 2020. The funding will be reallocated to participating counties.

Mr. McDougal made a motion to reject the funding in the amount of \$2,623.00. Motion seconded by Mr. Rackley and passed.

PLANNING & BUILDING DEPARTMENT, IMLAY WATER: James Evans was present. Mr. Evans gave an update on moving the stuff out of the old trailer into the new storage. Mr. Evans doesn't think much of it is salvageable.

REQUEST FOR REVIEW AND APPROVAL OF A PARCEL MAP APPLICATION ON APN #009-180-05 FOR RONALD D. MC COMBS. THE APPLICANT IS PROPOSING TO DIVIDE THE PARCEL INTO (1) 20 ACRE+/- PARCEL AND (1) 62.26 ACRE +/- PARCEL IN ORDER TO SEPARATE THE OCCUPIED PORTION OF LAND FROM THE UNOCCUPIED PORTION. THE PARCEL IS ZONED LOW DENSITY RURAL (LDR) AND LOCATED AT 3900 VAN DIEST ROAD (2.5 MILES EAST OF GRASS VALLEY ROAD) (S ½, SE ¼ OF SECTION 26, T34N, R37E, M.D.B.&M) IN GRASS VALLEY, PERSHING COUNTY, NEVADA – It was noted that this came before the Planning Commission on March 4th.

Mr. McDougal is concerned that this would create another buildable parcel. He also doesn't agree with the Planning Commission's statement that there is sufficient water.

Mr. McDougal made a motion to approve the Parcel Map Application for APN #009-180-05 as presented, with a provision that the resulting parcel not have a building right.

Mr. Shields stated that the provision would be unenforceable as it would not appear on the deed.

Mr. McDougal rescinded his previous motion and made a motion to not approve the Parcel Map for APN #009-180-05. Motion died due to lack of a second.

Mr. Rackley made a motion to approve the Parcel Map for APN #009-180-05, based on the recommendation of the Planning Commission, noting the findings in the Development Code, Section 17.404.35 A-O. Motion seconded by Mrs. Shank. Mr. McDougal opposed. Motion carried.

Mr. Evans was asked what the cost of a reversion of acreage would be. Mr. Evans stated that a high estimate would be \$1,500.00.

Mr. McDougal would like to see a provision added to the Development Code that any new development must obtain water rights, which they would then relinquish to the State for domestic water.

The meeting recessed at 10:14 a.m. for a Liquor Board meeting and reconvened at 10:18 a.m.

PERSHING COUNTY DOMESTIC VIOLENCE: REQUEST TO USE A SMALL SPACE IN IMLAY AND GRASS VALLEY FOR RURAL OUTREACH BY PERSHING COUNTY DOMESTIC VIOLENCE INTERVENTION – Deputy John Rogers and Fran Machado were present on behalf of Domestic Violence.

Deputy Rogers stated that a lot of Pershing County clients living in the Grass Valley are end up going to Winnemucca for help. They would like to do a rural outreach twice a month. Mr. McDougal asked about size of the gathering, due to current concerns. Deputy Rogers stated that it would normally be one on one interaction, but it would occasionally be a small group.

Deputy Rogers also stated that October is National Domestic Violence Awareness Month. They currently have a soup and salad fundraiser in Lovelock and would like to have them in Imlay and Grass Valley as well.

Carmen Turrillas asked if there was a national hotline number that would direct people to the local number. Deputy Rogers stated that both numbers are available.

Mr. Rackley made a motion to approve the use of a small space in the Imlay and Grass Valley Community Centers for Rural Outreach by Pershing County Domestic Violence Intervention. Motion seconded by Mr. McDougal and passed.

REPORT FROM ADMINISTRATIVE ASSISTANT/HR REP: Mrs. Wesner stated that she would remain available in her office as always.

ITEMS FOR FUTURE AGENDAS: Carmen Turrillas would like to request that the Board place a plaque at the Airport honoring Connie Smith. An item will be put on the next agenda.

CORRESPONDENCE: There was no additional correspondence.

The meeting recessed at 10:26 a.m. for a Litigation meeting and reconvened at 10:30 a.m.

MATTERS OF THE BOARD FOR DISCUSSION, BOARD MEMBER REPORTS, BOARD LIAISON REPORTS: Mr. McDougal stated that the Recreation Board has a meeting on March 23rd to discuss the budget, but have cancelled their regular meeting on April 2nd. Mr. McDougal attended the Central Nevada Rural Water Authority meeting in Eureka last week. The Humboldt River Basin's next meeting has been cancelled.

Mrs. Shank stated that all her upcoming meetings have been cancelled or postponed. She is not sure about the Hospital Board meeting.

Mr. Rackley stated that the Volunteer Advisory Board met last week. In regards to the TV Board, he is still waiting for information regarding adding the necessary cameras at Toulon Peak.

DISCUSSION TO APPROVE A CONTINGENCY PLAN FOR PERSHING COUNTY EMPLOYEES DIAGNOSED WITH COVID-19, CORONAVIRUS – Mrs. Shank asked if HR has a recommendation. Mr. Shields stated that this item was put on the agenda in case the Board had any further discussion. The Board has already discussed that if an employee is ill they should stay home.

PUBLIC INPUT: Dave Skelton asked about agenda item for the Emergency Operations Center. An item will be put on the next agenda. Mr. McDougal asked Mr. Skelton to prepare a list of estimated costs for the items needed.

APPROVAL OF VOUCHERS: Mr. McDougal made a motion to approve the vouchers, with the exception of voucher for Commissioner Rackley. Motion seconded by Mr. Rackley and passed.

Mr. McDougal made a motion to approve the voucher for Commissioner Rackley. Motion seconded by Mrs. Shank. Mr. Rackley abstained. Motion carried.

As there was nothing further to come before the Board, the meeting adjourned at 10:45 a.m.

Approved 4/15/20: _____/s/_____
Carol Shank, Chairwoman

Attest: _____/s/_____
Lacey Donaldson, Clerk