

Notice of Public Meeting
HUMBOLDT COUNTY BOARD OF COMMISSIONERS
Humboldt County Board of Commissioners Regular Meeting
Monday, July 18, 2022
8:30 AM:

Humboldt County Courthouse Meeting Room 201
50 West Fifth Street, Winnemucca, Nevada 89445

[Click here to join the meeting](#)

Or Call in by audio:

[775-446-0241](tel:775-446-0241) Passcode: [694402207#](tel:694402207)

All times on this agenda are approximate. Consideration of items may require more or less time than is scheduled. Items on the agenda may be taken out of order; the public body may combine two or more agenda items for consideration; and the public body may remove an item from the agenda or delay discussion relating to an item on the agenda at any time. Public comment is designated for discussion only. The public has the opportunity to address the Commission on any matter not appearing on the agenda; however, no action may be taken on Matter raised until the matter itself has been specifically included on the agenda as an item upon which action may be taken. Additionally, public comment may be heard on any item listed on the Agenda. Persons are invited to submit comments in writing and/or attend and make comments on any agenda item at the Commission meeting. All public comment may be limited to three (3) minutes per person, at the discretion of the Commission.

Agenda - Monday, July 18, 2022

STAFF REPORT
Report

[HUMBOLDT COUNTY BOARD OF COMMISSIONERS STAFF REPORT 07-18-22.pdf](#)

1.CALL TO ORDER

2.PLEDGE OF ALLEGIANCE

3.PUBLIC COMMENT - General public comment is designated for discussion only. The public has the opportunity to address the Commission on any matter not appearing on this agenda; however, no

action may be taken on a matter raised until the matter itself has been specifically included on the agenda as an item upon which action may be taken.

4. APPROVAL OF MINUTES (FOR POSSIBLE ACTION) - Discussion and action on correction/approval of minutes for discussion and action on correction/approval of minutes for March 27, 2017 (Budget Hearing); April 3, 2017; May 1, 2017 (Joint); May 15, 2017; June 19, 2017; July 10, 2017; August 7, 2017 (Joint); August 21, 2017; December 11, 2017 (Joint); January 16, 2018; January 29, 2018 (Retreat); February 5, 2018; February 20, 2018; March 5, 2018; April 2, 2018 (Budget Hearing); April 9, 2018; August 6, 2018; August 20, 2018; September 17, 2018; October 1, 2018; October 15, 2018; March 18, 2019; March 25, 2019 (Budget Hearings); April 1, 2019; May 6, 2019; May 15, 2019 (Special); May 20, 2019; June 3, 2019; June 17, 2019; June 25, 2019 (Special); August 5, 2019; August 19, 2019; September 3, 2019; September 16, 2019; October 21, 2019; November 4, 2019; November 25, 2019 (Special); December 16, 2019; January 6, 2020; January 21, 2020 (Combined Regular and Retreat); February 3, 2020; March 2, 2020; March 19, 2020; April 6, 2020; April 14, 2020 (Special); April 20, 2020; May 4, 2020; June 15, 2020 (Joint); July 17, 2020 (Special Joint); July 20, 2020; August 17, 2020; August 20, 2020 (Special Meeting); September 8, 2020; September 9, 2020 (Special); September 21, 2020; September 30, 2020 (Special); October 5, 2020 (Special Joint Meeting); October 19, 2020; November 9, 2020; November 13, 2020 (Special Canvass); November 23, 2020; December 14, 2020; January 4, 2021; January 25, 2021 (Special Meeting); February 8, 2021; February 22, 2021 (Special Joint Meeting); February 22, 2021; March 22, 2021; March 29, 2021 (Budgets); April 8, 2021 (Special Meeting); June 21, 2021; July 19, 2021; August 9, 2021; August 12, 2021 (Special Meeting); August 23, 2021; September 7, 2021; September 20, 2021; November 8, 2021; and November 22, 2021; December 13, 2021; January 3, 2022; January 24, 2022 (Commission Retreat), March 7, 2022, March 21, 2022; May 2, 2022; May 16, 2022; May 19, 2022 (Special); June 6, 2022 (Joint); June 6, 2022; June 20, 2022; June 24, 2022 (Special Canvass); July 5, 2022; and July 7, 2022 (Special Canvass). Discussion and possible action.

4.A. Minutes

[HCC062022unapprovedUNOFFICIAL.pdf](#)

[HCC062422unapprovedUNOFFICIAL.pdf](#)

[HCC070522unapproved.pdf](#)

[HCC070722unapprovedUNOFFICIAL.pdf](#)

5. APPROVAL OF EXPENDITURES FOR HUMBOLDT COUNTY FOR JULY 5, 2022 THROUGH JULY 18, 2022 (FOR POSSIBLE ACTION)

6. COMPTROLLER: RESOLUTION FOR CAPITAL IMPROVEMENT POLICY, FIVE YEAR CAPITAL IMPROVEMENT PLAN, AND DEBT MANAGEMENT PLAN / REQUEST TO WAIVE THE ATTRITION POLICY (FOR POSSIBLE ACTION) AND FINANCIAL REPORT (INFORMATIONAL ONLY) - A) Consideration, discussion, and possible approval of the following:

- 1) Resolution adopting the 2022 Capital Improvement Plan. Discussion and possible action.
- 2) Resolution adopting the 2022 Debt Management Policy. Discussion and possible action.

B) Consideration, discussion and possible approval to waive the attrition policy to hire for the Accounting Technician I, II, III position which will be become vacant effective August 12, 2022. Discussion and possible action.

C) Humboldt County Comptroller Gina Rackley will provide an overview of current conditions with respect to Humboldt County revenues and expenditures for fiscal year 2022 (July 1, 2022 through June 30, 2023), including an update on the American Rescue Plan Act (ARPA). Information Only.

6.A.Staff Memo - Waive Attrition Policy

[Capital Improvement Plan Resolution FY 2022.pdf](#)

[Capital Improvement Plan 2022.pdf](#)

[Staff Report Debt Mgmt Policy and CIP.pdf](#)

[Debt Management Policy 2022.pdf](#)

[Debt Mgmt Policy Resolution 2022.pdf](#)

[Staff Report Waiver to Attrition Policy.pdf](#)

7.SET TO PUBLIC HEARING: (FOR POSSIBLE ACTION) - Consideration, discussion and possible approval to Set to Public Hearing for a future date to be determined by the County Clerk for the following:

A) RH-22-11 – Zone change request by Regional Planning Commission on behalf of Daniel & Kathleen Brooks to change the C (Commercial) zoning designation to GC (General Commercial) zoning designation. Subject property is located at 4570 W Winnemucca Boulevard; assessor's parcel #13-0043-26.

B) RH-22-12 – Zone change request submitted by Regional Planning Commission on behalf of Daniel and Kathleen Brooks to change the C (Commercial) zoning designation to NC-R (Neighborhood Commercial/Rural District) zoning designation. Subject property is located at off Debra Lane; assessor's parcel #13-0043-27.

C) RH-22-13 – Zone change request submitted by Regional Planning Commission on behalf of Stacy D. Miller to change the C (Commercial) zoning designation to M-3 (Open Land Use) zoning designation. Subject property is located west of US 95 N; assessor's parcel #06-0332-16.

D) RH-22-14 – Zone change request submitted by Regional Planning Commission on behalf of T Quarter Circle Ranches, LLC to change the C (Commercial) zoning designation to AG-5 (General agriculture 5-acre minimum lot size) zoning designation. Subject property is located at T Quarter Circle Road/ 4245 T Quarter Circle Road; assessor's parcel #'s 13-0011-03 and 04.

E) RH-22-16 – Zone change request submitted by Regional Planning Commission on behalf of the Bureau of Land Management to change the C (Commercial) zoning designation to CH (Highway Commercial) zoning designation on property located N of I-80/W Winnemucca Boulevard; assessor's parcel #13-0061-05.

7.A.Staff Memo - Planning - Set To Public Hearing

[RH-22-11,12,13,14,16.pdf](#)

8.10:00 A.M. PUBLIC HEARING: NUISANCE COMPLAINT (FOR POSSIBLE ACTION) - Consideration, discussion, and possible action per Humboldt County Code (HCC) 8.04.010, related to a nuisance complaint filed against property located at 30 East 5th Street, Golconda, NV, Assessor's Parcel Number 08-0291-08 and owned by Roberta Lynn Sparks. Discussion and possible action.

8.A.Staff Memo - Sparks Nuisance

[Staff Agenda Report Sparks Nuisance.pdf](#)

[Sparks Nuisance - Commission Packet.pdf](#)

9.PUBLIC WORKS DEPARTMENT: GENERAL ROAD PROJECTS (FOR INFORMATION ONLY) - A presentation by Humboldt County Public Works Director Don Kalkoske or Assistant Public Works Director Daniel Ferraro to update the Board on Road projects within Humboldt County, however, no action may be taken on a matter raised until the matter itself has been specifically included on the agenda as an item upon which action may be taken.

10.SCHROEDER LAW ENGAGEMENT (FOR POSSIBLE ACTION) - Consideration, discussion and possible approval to approve the contract with Therese Ure Stix of Schroeder Law Offices, P.C. for legal services related to the potential acquisition and acquisition of the Gold country Water System in an amount not to exceed \$10,000. The scope of work under this Contract may include working with Humboldt County and its consultants in completing a due diligence review of the Water System in consideration of the County's acquisition. It is noted that in considering this scope of work, the County may request assistance in evaluating the Water System, considering if mitigation is possible and if so, how to implement mitigation to protect the County from future liability. It is understood that Gold Country may request a water banking agreement and this Contract is intended to include reviewing any water banking agreement, providing edits, and advising the County on such agreement. Discussion and possible action.

10.A.Schroeder Law

[Staff Agenda - Schroeder Law - Gold Country Acquisition 7-12-2022.pdf](#)

[Schroeder Law Engagement Gold Country Water.pdf](#)

11.ALLISON MACKENZIE LAW FIRM ENGAGEMENT (FOR POSSIBLE ACTION) - Consideration, discussion and possible action to approve the representation agreement with Joel Locke of ALLISON MacKENZIE for legal services related to employment matters in an amount not to exceed \$10,000. Discussion and possible action.

11.A.Allison MacKenzie

[Staff Report - Allison MacKenzie Agreement.pdf](#)

[Representation Agreement- Humboldt.pdf](#)

12.LIBRARY BOARD OF TRUSTEES: APPOINTMENT OF BOARD MEMBER TO FILL THE VACANT POSITION (FOR POSSIBLE ACTION) - Consideration, discussion and possible appointment to the Humboldt County Library Board of Trustees to fill a vacant seat to serve a 4-year term ending June 30, 2026. Discussion and possible action.

12.A.Staff Memo - Library Board Appoint and Letters of Interest from Fitzgerald, Smith, Warnert, and Zeitler

[Staff Memo - Trustee Seat.pdf](#)

[B.Fitzgerald - Letter of Interest.pdf](#)

[J.Smith_library_board.pdf](#)

[Matt Warnert - Library Trustee LOI.pdf](#)

[JZeitler Library Board of Trustees.pdf](#)

13.911 SURCHARGE COMMITTEE BOARD MEMBER APPOINTMENT (FOR POSSIBLE ACTION) - Consideration, discussion and possible approval pursuant to Humboldt County Code 8.44.030 to appoint Mike Rangel as the Winnemucca Police Department's designee to serve out the remaining of a two (2) year term ending December 31, 2023. Discussion and possible action.

13.A. Staff Memo - Rangel Appointment

[Staff Memo -Rangel Appointment.pdf](#)

14.SHERIFF: LETTERS OF COMMENDATION (INFORMATION ONLY) / NURSE SERVICES CONTRACT / MONTGOMERY TECHNOLOGY SERVICES CONTRACT / APPOINTED PERSONNEL POLICY (FOR POSSIBLE ACTION) - A) The Humboldt County Sheriff's Office will present two Letters of Commendation. Information only.

B) Request to approve a contract for Nursing Services for an additional nurse at the Detention Center with Sheralee Woods in an amount not to exceed \$1,600.00 per week from approved ARPA. Discussion and possible action.

C) Request to approve a contract with Montgomery Technology to update and replace of the current the Detention Control System, Access Control System and Intercom System in the amount of \$26,650.00 for computer upgrades and an annual cost not to exceed \$12,900 for service maintenance. Discussion and possible action.D

) Request to approve the proposed Sheriff's Office Appointed Personnel Policy Manual. Discussion and possible action.

14.A. Staff Memo - Awards / Nurse Services Contract / Montgomery Technology Contract / Appointed Personnel Policy Manual

[STAFF REPORT - Awards.pdf](#)

[Awards.pdf](#)

[STAFF REPORT - Nurse.pdf](#)

[Sheralee Woods - NURSE Humboldt Co Contract \(1\).pdf](#)

[STAFF REPORT - MTS.pdf](#)

[MTS Agreement.pdf](#)

[Staff Report - Appointed Personel Policy.pdf](#)

[APPOINTED PERSONNEL POLICY MANUAL - Draft.pdf](#)

15.SHERIFF: LIQUOR BOARD - Sheriff Allen is requesting that the Humboldt County Liquor Board be convened for consideration, discussion and possible approval of the following:

A) Special Event Liquor License to be issued to Hank Dufurrena for the Rope for Hope Event on 07/23/22. Discussion and possible action.

15.A. Staff Memo - Liquor Board

[Staff Memo Liquor Board - Rope for Hope Event.pdf](#)

[Rope For Hope Redacted.pdf](#)

16.HUMAN RESOURCES: REQUEST TO HIRE ADMINISTRATIVE CLERK I, II, III (FOR POSSIBLE ACTION) - Consideration, discussion and possible approval of a request from the Assistant County Manager/Human Resources Director to fill a vacancy in the Human Resources Department with an Administrative Clerk I, II, III. The position has been approved in the Fiscal Year 2022-2023 budget. Discussion and possible action.

16.A. Staff Memo - Human Resources request to hire

[Staff Memo HR - Permission to Hire.pdf](#)

17.HUMAN RESOURCES: REQUEST FOR APPROVAL OF FOUR NEW JOB DESCRIPTIONS, SALARY RANGES, AND PERMISSION TO HIRE FOR TWO ENTRY LEVEL POSITIONS IN THE HUMAN SERVICES DEPARTMENT (FOR POSSIBLE ACTION) - A) Consideration, discussion and possible approval of four (4) new job descriptions for the proposed positions of Human Services Caseworker I and II, and Public Administrator & Guardian Caseworker I and II in the Human Services Department. The Human Services Caseworker Series positions will be responsible for traditional case management and pretrial services, while the Public Administrator & Guardian Caseworker Series will provide case management support for public administration and public guardianship cases. Discussion and possible action.

B) Consideration, discussion and possible approval of salary range recommendations from a compensation study completed by Human Resources for the new Human Services Caseworker I and II, and Public Administrator & Guardian Caseworker I and II positions. The recommended hourly salary ranges for these positions are; \$20.06 - \$27.57 per hour for Human Services Caseworker I, \$21.70 - \$29.81 per hour for Human Services Caseworker II, \$16.51 - \$22.66 per hour for Public Administrator & Guardian Caseworker I, and \$20.88 - \$28.71 per hour for Public Administrator & Guardian Caseworker II. Discussion and possible action.

C) Permission to open a recruitment to fill one Human Services Caseworker I position and one Public Administrator & Guardian Caseworker I position. For possible action.

17.A. Staff Report and Proposed Job Descriptions

[20220712 Staff Report for Request to Approve New Human Services Job Descriptions, Salaries, and Recruitments.pdf](#)

[Proposed Job Description for Human Services Caseworker I.pdf](#)

[Proposed Job Description for Human Services Caseworker II.pdf](#)

[Proposed Job Description for Public Administrator & Guardian Caseworker I.pdf](#)

[Proposed Job Description for Public Administrator & Guardian Caseworker II.pdf](#)

18.WINNEMUCCA EVENTS COMPLEX: REQUEST TO PURCHASE TWO Priefert ROPING BOX PANELS AND HORSE STALL COVER RETROFIT MATERIALS (FOR POSSIBLE ACTION) - Consideration, discussion and possible approval of the following:

A) To purchase two new Priefert Boxes/Panels in an amount not to exceed \$10,184.40. Discussion and possible action.

B) To purchase specialized panels, gates, and roofing materials to retrofit 100 existing horse stalls from Hoof Beat Gates & Corrals in an amount not to exceed \$180,000. Discussion and possible action.

18.A. Staff memo - Roping Boxes and Horse Stall Cover Retrofit

[Staff Memo - Roping Boxes.pdf](#)

[WEC-Capital Asset Checklist_Boxes.pdf](#)

[Staff Memo - Report Barn Retrofit.pdf](#)

[WEC-Capital Asset Checklist_Barn.pdf](#)

19.REQUEST TO APPROVE THE CUSTOM & CULTURE AND LAW ENFORCEMENT LAND USE CHAPTERS (FOR POSSIBLE ACTION) - Consideration, discussion and possible approval of the Custom & Culture and Law Enforcement chapters as part of the Humboldt County Land Use Management Plan. Discussion and possible action.

19.A.Staff Memo - Culture & History, Recreation and Law Enforcement Chapters of the Master Plan

[Staff Agenda - Culture History Rec Law Enforcement.pdf](#)

[DRAFT - Custom Culture.pdf](#)

[DRAFT - Law Enforcement.pdf](#)

20.MISCELLANEOUS REPORTS AND CORRESPONDENCE - 1)Other information and upcoming meetings

August 8, 2022 Humboldt County Commission Meeting
August 8, 2022 Regional Airport Board Meeting
August 9, 2022 Winnemucca City Council Meeting
August 11, 2022 Regional Planning Commission Meeting

2)Reports from Commissioners regarding other Boards and Committees on which they serve, including POOL/PACT Board, National Wild Horse & Burro Advisory Board, Nevada Association of Counties (NACO), Regional Airport Board, Humboldt River Basin Water Authority (HRBWA), Western Interstate Region (WIR), Legislative Interim Land Council, Humboldt Development Authority (HDA), Winnemucca Visitors & Convention Authority (WCVA), Hospital Board, Humboldt Foundation, Northeastern Nevada Regional Development District (NNRDA), Humboldt County Elk Planning Steering Committee, Paradise Conservation District and the State Land Use Planning Advisory Council (SLUPAC).

21.FUTURE AGENDA ITEMS

22.PUBLIC COMMENT: - Public Comments: General public comment is designated for discussion only. The public has the opportunity to address the Commission on any matter not appearing on this agenda; however, no action may be taken on a matter raised until the matter itself has been specifically included on the agenda as an item upon which action may be taken.

23.ADJOURNMENT

24.NOTICE: - The public is welcome to attend the meeting electronically via Microsoft Teams or by appearing in person at the Humboldt County Courthouse Meeting Room 201 50 West Fifth Street, Winnemucca, Nevada 89445 at the time and date listed on the top of the agenda. There will be a

physical location for the meeting; however, the meeting may be accessed electronically through an internet connection at Microsoft Teams link.

VIRTUAL AND IN PERSON
Commission Meeting Room is Open
(Limited Seating Due to Distancing Requirements)

FOR TELECONFERENCE OR VIDEO CONFERENCE ACCESS

Click here to join the meeting:

[JOIN](#)

Or by phone: +1 775-446-0241, Conference ID: 69440227#

Members of the public may make a public comment at the meeting without being physically present by emailing publiccomment@humboldtcountynv.gov prior to 8:00 a.m. on the day of the meeting and messages received will be transcribed for entry into the record and provided to the Board for review. Members of the public may also make a public comment at the meeting without being physically present by accessing the meeting through the internet connection at Microsoft Teams link above.

Staff reports and supporting material posted for the meeting are available on the Humboldt County website at <https://www.hcnv.us/> (click on the "Government" link on the home page) if that information was available when the agenda was posted. If the supporting material/ staff report is not included in the agenda packet, it is available to the general public at the same time the materials are provided to the Board. The administrative assistant at the county manager's office located at 50 West 5th Street, Winnemucca Nevada, telephone number 775-623-6300 is the designated person from whom a member of the public may request the supporting material for this meeting and the County Administrator's office is the location where the supporting material is available to the public.

NOTICE: The County Commission may close the meeting to receive information from legal counsel pursuant to Nevada Revised Statutes 241.015

CERTIFICATE OF POSTING

PLACES POSTED: Humboldt Co. Courthouse, 50 W. 5th St.: Rooms 201, 205, & 207 at _____ A.M. By: _____
Humboldt County Library: 85 E. 5th St. at _____ A.M. By: _____
County Annex: 4th & Bridge St. at _____ A.M. By: _____
Winnemucca City Hall: 4th & Melarkey St. at _____ A.M. By: _____
Humboldt County Website: www.hcnv.us at _____ A.M. By: _____
State of Nevada Website: www.notice.nv.gov at _____ A.M. By: _____

MEETING DATE: July 18, 2022 POSTED BY: _____

DATE POSTED: _____

NOTE FOR SUPPORTING MATERIAL: A copy of the supporting material for the meeting may be obtained at Commissioner meeting/agendas on the Humboldt County website: www.hcnv.us or by contacting Dave Mendiola, County Administrator, at 50 W. Fifth Street, Winnemucca, Nevada 89445, (775) 623-6300

NOTICE TO PERSONS WITH DISABILITIES - Reasonable efforts will be made to assist and accommodate physically disabled persons desiring to attend the meeting. Please call the Humboldt County Administrator's Office at 623-6300 in advance so that arrangements may be conveniently made.

EQUAL OPPORTUNITY NOTICE - Humboldt County is an Equal Opportunity Employer and will not discriminate against employees or applicants for employment or services in an unlawful manner.

NON-DISCRIMINATION STATEMENT - In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc) should Contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-9339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7422; or
- (3) email: program.intake@usda.gov

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