

Notice of Public Meeting
HUMBOLDT COUNTY BOARD OF COMMISSIONERS
Humboldt County Board of Commissioners Regular Meeting
Monday, August 08, 2022
8:30 AM:

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

Click here to join the meeting:
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Or by phone: +1 775-446-0241, Conference ID: 904 452 217#

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, August 8, 2022

STAFF REPORT

Staff Report

[County Commissioners STAFF REPORT 08-08-2022.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; and July 18, 2022. Discussion and possible action.

4.A. Staff Memo - June 6, 2022 Minutes

[HCCJoint060622unapprovedUNOFFICIAL.pdf](#)

[HCC060622unapprovedUNOFFICIAL.pdf](#)

[HCC071822unapprovedUNOFFICIAL.pdf](#)

5. APPROVAL OF EXPENDITURES FOR HUMBOLDT COUNTY FOR JULY 18, 2022 THROUGH AUGUST 8, 2022 (FOR POSSIBLE ACTION)

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

7. TECHNOLOGY SERVICES: REQUEST TO MAKE CHANGES TO THE ALLIANCE AGREEMENT/REQUEST COST SHARE AMOUNTS BY NDOT/REQUEST TO PURCHASE STORAGE DRIVES/REQUEST TO INCREASE CREDIT LIMIT (FOR POSSIBLE ACTION) AND AN UPDATE (FOR INFORMATION ONLY) - Consideration, discussion and possible approval of the following:

A) A request to approve additions to the 48-month contract with Alliance Document Technologies for print devices for the Alternate Public Defender's Office in an amount of \$137.90 per month, pending review and approval of the District Attorney's Office. Discussion and possible action.

B) A request to approve cost share amounts proposed by NDOT in the amount of \$334,950 for improving the County's BLM Double H Public Safety Communication site and to collocate at the site. Discussion and possible action.

C) A request to approve to purchase 19 additional SAN storage center drives to expand the storage capacity of the SAN Storage Center in an amount not to exceed \$40,000. Discussion and possible action.

D) A request to approve to increase the Technology Services Department Credit Card limit from \$1,000 to \$4,000. Discussion and possible action.

E) Technology Services will update the Commissioners on the status of the Department's projects. Information only.

7.A. Staff Memo - Technology Service Department

[Staff Report - Alliance Proposed Addition to Contract-Alt Pub Def.pdf](#)

[Staff Report - Double H Site - Approval of Proposed Cost Share Amounts by NDOT.pdf](#)

[Staff Report - Dell SAN Storage Devices Drives Purchase.pdf](#)

[Staff Report - Increase TSD Credit Card Limit.pdf](#)

[Staff Report - TSD Projects Updates for Aug 8 2022 Meeting.pdf](#)

[Alliance - Humboldt SSO 001 wu 710759 pool plan.pdf](#)

[Alliance - Humboldt SSO 001 wu 710759 order.pdf](#)

[Double H Estimate-NDOT Cost Share.pdf](#)

[Dell Quote - Humboldt County NV SAN Drive Expansion.pdf](#)

8. CLERK'S OFFICE: REQUEST TO USE THE COUNTY MEETING ROOM FOR 2022 GENERAL ELECTION ACTIVITIES AND FOR THE COMMISSIONERS TO CALL A SPECIAL MEETING FOR CANVASS AND CERTIFICATION OF THE ELECTION (FOR POSSIBLE ACTION) - Consideration, discussion and possible approval of the County Clerk's request to use the County Commission Meeting Room for the 2022 General Election activities and a request for the Humboldt County Board of Commissioners to call a special meeting for Friday, November 18, 2022 for canvass and certification of the election. Discussion and possible action.

8.A. Staff Memo - Clerk's Request for General Elections 2022

[Staff Memo -Clerk Request Meeting Room G22.pdf](#)

9. EMERGENCY MANAGER COMMUNITY EMERGENCY PLANNING UPDATE AND EMERGENCY AGREEMENT TEMPLATE (INFORMATION ONLY) - Humboldt County Emergency Manager Carol Lynn will update the Commission on engaging local businesses to develop plans in case of emergencies and provide an example of a Memorandum of Understanding (MOU) template to use when working with local businesses to supply needed resources in the event of a disaster. Information only.

9.A. Staff Memo - Emergency MOU template

[Staff Agenda Memo - Emergency Plans Review.pdf](#)

[MEMORANDUM OF UNDERSTANDING FOR EMERGENCY PURCHASES.pdf](#)

10. BUILDINGS & GROUNDS UPDATE ON 543 MELARKEY RENTAL PROPERTY (FOR POSSIBLE ACTION) - BUILDINGS & GROUNDS UPDATE ON 543 MELARKEY RENTAL PROPERTY (FOR

POSSIBLE ACTION) - Consideration, discussion and possible action regarding the County rental property located at 543 Melarkey to approve repairs to the property in an amount not to exceed approximately \$43,000 and give tenant sixty days' notice to vacate so that the repairs can be made or not to approve repairs to the property and request the current tenant to vacate the premises with a sixty day notice. Discussion and possible action.

10.A. Staff Memo - Melarkey Rental Update

[Staff Report- 543 Melarkey Street Estimates.pdf](#)

11. JUVENILE SERVICES: REQUEST TO PLACE SUICIDE PREVENTION BANNER ON THE FRONT OF THE COURTHOUSE AND TO PLACE PURPLE, PINK, AND WHITE LIGHTS AROUND PILLARS (FOR POSSIBLE ACTION) - Consideration, discussion and possible approval to place Suicide Prevention banner on the front of the courthouse building over the doors facing Bridge Street. Also, permission is requested to place purple, pink and white lights around the pillars located in the same area. Discussion and possible action.

11.A. Staff Memo - Banner request

[CC Suicide Preven Month.pdf](#)

12. ASSESSOR'S REQUEST TO HIRE PART-TIME EMPLOYEE TO COMPLETE INSTALLATION OF GSA MUNICIPAL SUITE (FOR POSSIBLE ACTION) - Consideration, discussion and possible approval to hire Karen Johnson part-time to assist with the completion of installing GSA Municipal Suite. Discussion and possible action.

12.A. Staff Memo - Assessor's request to hire

[Staff Report - Part-Time Hire to Finish GSA Municipality Suite.pdf](#)

13. LIBRARY: REQUEST TO WAIVE THE ATTRITION POLICY (FOR POSSIBLE ACTION) - Consideration, discussion and possible approval to waive the attrition policy to hire a Library Assistant that will become vacant September 2nd, 2022. Discussion and possible action.

13.A. Staff Memo - Library request to waive attrition policy

[Staff Memo - Library request - attrition policy.pdf](#)

14. PUBLIC WORKS DEPARTMENT: REQUEST TO WAIVE ATTRITION POLICY (FOR POSSIBLE ACTION) AND GENERAL ROAD PROJECTS (FOR INFORMATION ONLY) -

A) Consideration, discussion and possible approval of a request to waive the attrition policy to hire for a Mechanic position that will become vacant in September, 2022. Discussion and possible action.

B) A presentation by Humboldt County Public Works Director Don Kalkoske 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.

14.A. Staff Memo - Public Works request to waive attrition policy

[Staff Report Attrition Policy Waiver 8-8-2022.pdf](#)

15. SET TO PUBLIC HEARING: AN APPEAL OF THE APPROVAL OF CONDITIONAL USE APPLICATION UH-22-09 (FOR POSSIBLE ACTION) - Consideration, discussion and possible action to Set to Public Hearing for an appeal of the approval of Conditional Use Permit Application (CUP) UH-22-09 by Mike and Tina Gast per Humboldt County Code (HCC) 17.68.120-170. Discussion and possible action.

15.A. Staff Memo - CUP Appeal

[Staff Agenda Report Appeal CUP.pdf](#)

[CUP Appeal - Gast.pdf](#)

- 16.10:00 A.M. PUBLIC HEARING: AH-22-03 - ABANDONMENT REQUEST (FOR POSSIBLE ACTION) - Consideration, discussion and possible approval of an abandonment request submitted by Desert Mountain Surveying as agent for Frank Fortmann to abandon all that portion of Kramer Avenue lying between Parcels 22, 23 & 24 of Block 50 and Parcels 18, 19 & 20 of Block 47, Golconda, NV; all that portion of Farren Avenue lying between Blocks 50 & 51 and the easterly 40 feet of Farren Avenue lying adjacent to Block 52, Golconda, NV; 540 feet x 60 feet of Sixth Street west of Pearl Avenue between Blocks 49, 50, 51 & 52, Golconda, NV. Discussion and possible action.

16.A. Staff memo and support documents

[AH-22-03_Staff_Report.pdf](#)

[AH-22-03 Report & support docs.pdf](#)

17. APPROVAL OF AN AGREEMENT WITH WNDD TO ACCESS A GRANT WRITER TO SEEK FUNDING FOR THE GRASS VALLEY NITRATE MITIGATION PROJECT (FOR POSSIBLE ACTION) - Consideration, discussion and possible approval of an agreement with Western Nevada Development District (WNDD) to access a grant writer specifically to seek infrastructure funding as part of the effort to fund nitrate mitigation in Grass Valley. This agreement would be pursued pending approval of the Humboldt County Board of Commissioners to move forward with a nitrate mitigation solution in an amount not to exceed \$4,750, pending review and approval of the District Attorney's Office. Discussion and possible action.

17.A. Staff Memo - WNDD - Grant writer

[Staff Agenda - WNDD Grant Writer.pdf](#)

[WNDD contract 2.pdf](#)

18. APPROVAL OF THE OPIOID COMMUNITY NEEDS ASSESSMENT FORM AND COMMITTEE FORMATION (FOR POSSIBLE ACTION) - Consideration, discussion and possible approval to accept a Needs Assessment form provided by the State of Nevada to request settlement funds from the State of Nevada for local use, to form a committee to include, but not limited to the Family Support Center, Frontier Community Action Agency, HGH, Human Services, the 6th JD Specialty Courts, and a commissioner to study the needs of the County to battle opioid addiction and make funding request recommendations to the County Commission and appoint a commissioner to serve on said committee. Discussion and possible action.

18.A. Staff Memo - Needs Assessment Form

[Staff Agenda - Opioid Needs Assessment-Committee Formation - 08-08-2022.pdf](#)

[NACO - SB390 Community Needs Assessment Template FINAL.pdf](#)

19. PUBLIC DEFENDER'S REQUEST TO TRANSFER CERTAIN INDIGENT DEFENSE SERVICE RESPONSIBILITIES TO THE STATE PUBLIC DEFENDER'S OFFICE (FOR POSSIBLE ACTION) - Consideration, discussion and possible approval of a request from the Public Defender and Alternate Public Defender's Office to approve a transfer of specific responsibilities for indigent defense services to the State Public Defender's office. Discussion and possible action.

19.A. Staff Memo - Public Defender's Office request

[Staff Agenda - Transfer of Indigent Defense Services for Specific Services to the State 08-08-2022.pdf](#)

[20220726_Notice of Voluntary Transfer of Indigent Defense Servic.pdf](#)

20.NEVADA GOLD MINES LETTER OF SUPPORT FOR GOLDRUSH PROJECT (FOR POSSIBLE ACTION) - Consideration, discussion and possible approval of a letter of support for the Nevada Gold Mines' Goldrush Mine Project. Discussion and possible action.

20.A. Staff Memo - Letter of Support - NVG Goldrush project

[Staff Memo Request support NGM_Goldrush project.pdf](#)

[Goldrush Community Fact Sheet 2022 v2 .pdf](#)

[Nevada Gold Mines ltr of Support Goldrush Project draft.pdf](#)

21.HUMAN RESOURCES: REQUEST FOR APPROVAL OF BUILDINGS & GROUNDS DEPARTMENT RESTRUCTURING PROPOSAL, JOB DESCRIPTIONS, SALARY RANGES, AND PERMISSION TO HIRE FOR ONE MANAGEMENT LEVEL POSITION IN THE DEPARTMENT (FOR POSSIBLE ACTION) -

A) Consideration, discussion, and possible approval for 1 of 3 options proposed by Human Resources for the restructuring of the Buildings & Grounds Department in a Facility Operations Division. Option 1 maintains the current hierarchical structure and positions of the department (status quo). Option 2 introduces 10 all-new positions that replace existing positions, provides room for advancement and supervision within functions, better aligns with assigned duties and responsibilities, and maintains a similar management structure to Option 1. Option 3 is like option 2, but with a single classification management position responsible for the Facility Operations function of Humboldt County. Staff recommends approval of Option 3. Discussion & possible action.

B) Consideration, discussion, and possible approval of salary range recommendations from a compensation study completed by Human Resources for the new Facility Operations Department. The recommended hourly salary ranges for the non-exempt positions are; New range between HCG Ranges 7 & 13 with a starting salary of \$14.74 per hour for Custodian, \$20.06 – \$27.57 for Custodial Supervisor, \$16.51 – \$22.66 for Grounds & Parks Maintenance Worker I, \$20.88 – \$28.71 for Grounds & Parks Maintenance Worker II, \$17.82 – \$24.52 for Maintenance Worker I, \$24.46 – \$33.58 for Maintenance Worker II, \$24.46 – \$33.58 for Maintenance Worker III, \$30.92 – \$42.49 for Maintenance Operations Supervisor. For exempt positions \$72,696.63 – \$109,060.56 for Facilities Manager (Single Class) or \$60,385.45 – \$85,547.21 for Facilities Manager (Multi-Class) and Facilities Director for \$86,796.10 – \$118,358.35. For possible action.

C) Permission to open a recruitment to fill one Facilities Manager (Single Class) or Facilities Director position. For possible action.

21.A. Staff Report & Restructuring Options

[Staff Report for Request to Approve Restructuring Option, Job Descriptions, Salaries, and Recruitment Related to Facility Operations.pdf](#)

[Options for Department Structure.pdf](#)

21.B. Proposed Job Descriptions for Facility Operations Functions

[Proposed Job Description for Facilities Director.pdf](#)

[Proposed Job Description for Facilities Manager \(Multi Class\).pdf](#)

[Proposed Job Description for Facilities Manager \(Single Class\).pdf](#)

[Proposed Job Description for Grounds & Parks Maintenance Worker I.pdf](#)

[Proposed Job Description for Grounds & Parks Maintenance Worker II.pdf](#)

[Proposed Job Description for Maintenance Operations Supervisor.pdf](#)

[Proposed Job Description for Maintenance Worker I.pdf](#)

[Proposed Job Description for Maintenance Worker II.pdf](#)

[Proposed Job Description for Maintenance Worker III.pdf](#)

[Proposed Job Description for Custodial Supervisor .pdf](#)

[Proposed Job Description for Custodian Job Description & Class Specification.pdf](#)

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

August 8, 2022 Regional Airport Board Meeting
August 9, 2022 Winnemucca City Council Meeting
August 11, 2022 Regional Planning Commission Meeting
August 22, 2022 Humboldt County Commission Meeting
August 22, 2022 Humboldt County Commission Special Meeting (4:30 p.m. - 8:30 p.m.)
August 23, 2022 Winnemucca City Council 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).

23.FUTURE AGENDA ITEMS

24.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.

25.ADJOURNMENT

26.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.

Click here to join the meeting:
[JOIN](#)

Or by phone: +1 775-446-0241, Conference ID: 904 452 217#

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 8:30 A.M. By: MC

Humboldt County Website: www.hcnv.us at _____ A.M. By: _____

State of Nevada Website: www.notice.nv.gov _____ A.M. By: _____

MEETING DATE: August 8, 2022 POSTED BY: MICHELLE COOK

DATE POSTED: August 3, 2022

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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