



**Humboldt County Board of Commissioners  
Monday, June, 20, 2022, at 8:33 a.m.  
Meeting Minutes**

Those present were Vice-Chairman Ken Tipton, Commissioners Ron Cerri, Jesse Hill, and Tom Hoss, Deputy District Attorney Wendy Maddox, County Manager Dave Mendiola and Clerk of the Board Tami Rae Spero. Chairman Jim French was not in attendance.

**CALL TO ORDER:** Vice-Chairman Tipton called the regular meeting to order in a special place of meeting at the City Council Chambers, City Hall, 90 W 4<sup>th</sup> St., Winnemucca, Nevada.

**STAFF REPORT:** Staff report provided to the Board (see attached).

**PLEDGE OF ALLEGIANCE:** All in attendance recited the Pledge of Allegiance.

**PUBLIC COMMENT:** Vice-Chairman Tipton asked for public comment. None offered.

**APPROVAL OF MINUTES:** 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); and June 6, 2022. No minutes submitted for consideration.

**APPROVAL OF EXPENDITURES FOR HUMBOLDT COUNTY FOR JUNE 6, 2022 THROUGH JUNE 20, 2022:** The

following motion was made by Commissioner Cerri and passed with Vice-Chairman Tipton and Commissioners Cerri, Hill and Hoss voting aye and Chairman French being absent:

*To approve expenditures for June 6, 2022 through June 20, 2022.*

APPOINTMENT OF DORLA LATHAM AND BRONWYN SCHOFIELD TO THE BOARD OF TRUSTEES OF THE GOLCONDA WATER DISTRICT BOARD: Consideration, discussion and possible approval to appoint Dorla Latham to the Golconda Water District Board Seat B to serve the remaining four (4) year term ending January 6, 2025, and Bronwyn Schofield to the Golconda Water District Board Seat C to serve the remaining four (4) year term ending January 1, 2023. The following motion was made by Commissioner Hill and passed with Vice-Chairman Tipton and Commissioners Cerri, Hill and Hoss voting aye and Chairman French being absent:

*To appoint Dorla Latham to the Golconda Water District Board Seat B to serve the remaining four-year term ending January 6, 2025 and Browyn Schofield to the Golconda Water District Board Seat C to serve the remaining four-year term ending January 1, 2023.*

LIBRARY: REQUEST TO REAPPOINT RICK MCCOMB AND INTENT TO SEEK LETTERS OF INTEREST TO FILL VACANT TRUSTEE SEAT: Consideration, discussion and possible approval of the following:

To reappoint Rick McComb to the Humboldt County Library Board to serve a second term ending June 30, 2026. The following motion was made by Commissioner Hill and passed with Vice-Chairman Tipton and Commissioners Cerri, Hill and Hoss voting aye and Chairman French being absent:

*To reappoint Rick McComb to the Library Board to serve a second term ending June 30, 2026.*

The Commission was notified that Trustee Lesley Haas would not be seeking re-appointment as she is moving from the area and the intent to seek letters of interest to fill the vacant Trustee seat.

COMPTROLLER: Comptroller Gina Rackley appeared before the Commission via Teams.

BUDGET AUGMENTATIONS FOR THE 2021-2022 FISCAL YEAR: Consideration, discussion, and possible approval of resolutions to augment the fiscal year 2021-2022 budgets of the General Fund in the amount of \$303,000; Indigent Services Fund in the amount of \$7,530; and Assessor Technology Fund in the amount of \$70,000. Comptroller Rackley explained the process for the augmentations. After discussion the following motion was made by Commissioner Cerri and passed with Vice-Chairman Tipton and Commissioners Cerri, Hill and Hoss voting aye and Chairman French being absent:

*To approve the Resolutions to augment the funds for Humboldt County for Fiscal Year 2022 as presented.*

*(Resolution Nos. 06-20-22/06-20-22a/06-20-22b)*

BUDGET APPROPRIATIONS TRANSFER FOR THE 2021-2022 FISCAL YEAR: Consideration, discussion, and possible approval of transferring appropriations for the fiscal year 2021-2022 between functions in the

Indoor Events Center Fund in the amount of \$30,000 from Miscellaneous Capital to Temporary Employees and \$5,000 from Miscellaneous Capital to Salaries; and transferring appropriations in the Star City Water Fund in the amount of \$19,000 from Salaries and \$5,000 from Group Insurance to Service and Supplies. Comptroller Rackley explained the process related to the Events Center Fund portion. After discussion the following motion was made by Commissioner Cerri and passed with Vice-Chairman Tipton and Commissioners Cerri, Hill and Hoss voting aye and Chairman French being absent:

*To approve a transfer of \$30,000.00 from 212-073-55000-000 Miscellaneous Capital to 212-073-51002 Temporary Employees and a transfer of \$5,000.00 from 212-073-55000-000 Miscellaneous Capital to 202-073-51001 Salaries.*

After discussion the following motion was made by Commissioner Hill:

*To transfer \$19,000.00 from Salaries and \$5,000.00 from Group Insurance to the Star City Fund Service and Supplies.*

Commissioner Hoss asked Comptroller Rackley if this Fund needs to be looked at. Comptroller Rackley responded that the process is working okay and explained that this transfer is due to this being a new Fund and the need to acquire history to judge the appropriate funding for the year. Director Kalkoske noted the loss of a pump in well two which is what put the Fund over in expenditures. Vice-Chairman Tipton called Commissioner Hill's motion to a vote and it passed with Vice-Chairman Tipton and Commissioners Cerri, Hill and Hoss voting aye and Chairman French being absent.

**ADOPTION OF NEVADA 95-80 RURAL DEVELOPMENT AUTHORITY BUDGET:** Consideration, discussion and possible adoption of a fiscal year 2022 budget for Nevada 95-80 Rural Development Authority Fund. Comptroller Rackley reviewed the request for the Commission. The following motion was made by Commissioner Hill and passed with Vice-Chairman Tipton and Commissioners Cerri, Hill and Hoss voting aye and Chairman French being absent:

*To adopt a budget for the Fiscal year of 2022 for the Nevada 95-80 Rural Development Authority Budget.*

**RESOLUTION FOR COMMITTED FUND BALANCES:** Consideration, discussion and possible approval of a Resolution to adopt Humboldt County's committed Fund Balances for Indigent Services Fund, Road Fund, Cooperative Extension Fund, Regional Transportation Fund, 6th Judicial District Fund, Library Fund, 6th Judicial District Specialty Court Fund, Administrative Assessment Fund, Bad Check Restitution Fund, Indigent Medical Fund, Winnemucca Events Center Complex Fund, Genetic Marker Testing Fund, Assessor's Technology Fund, 911 Enhancement Fund, Justice Court Administrative Assessment Court Facilities Fund, Library Memorial Fund, Humboldt Fire District Fund, Capital Projects Fund, Building Reserve Fund, Stabilization Fund, Compensated Absences Fund and Unemployment Fund. The

Governmental Accounting Standards Board (GASB) has issued its Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions, for the purpose of committing ending fund balances. With approval, the Humboldt County Board of Commissioners wishes to comply with GASB 54 as required beginning with the June 30, 2011 fiscal year. Chairman Tipton read the title of the item including all Funds involved. Comptroller Rackley reviewed the request for the Commission. Commissioner Hoss asked about the status of the report from the District Attorney's Office as to the Restitution Fund. Deputy District Attorney Maddox noted that the item was not on the agenda so it could not be discussed. Commissioner Hoss asked when the item would be on an agenda for a report. Manager Mendiola responded that it would be on the July 5<sup>th</sup> agenda as they had until June 30<sup>th</sup> to address the matter. The following motion was made by Commissioner Hill and passed with Vice-Chairman Tipton and Commissioners Cerri, Hill and Hoss voting aye and Chairman French being absent:

*To approve a resolution adopting the Humboldt County's Committed Fund Balances for all the previous Funds as read into the record by the Chair.*

*(Resolution No. 06-20-22c)*

FINANCIAL REPORT: 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, 2021 through June 30, 2022), including an update on the American Rescue Plan Act (ARPA). Comptroller Rackley reviewed what had been received with the ARPA funds and commented on the status of the ARPA projects.

COUNTY MANAGER'S QUARTERLY PRIORITIES, GOALS AND EXPECTATIONS UPDATE - 2021-2022 FISCAL YEAR: Consideration, discussion and possible action as established in the employment agreement between Humboldt County and County Manager Dave Mendiola to review the priorities, goals and expectations that were updated on March 21, 2022 to assess the progress under each category. As part of the consideration, the Commissioners will need to approve or deny the Cost of Living and Merit Increase for Mr. Mendiola as part of the Resolution approving performance-based increases for all appointed officials for fiscal year 2022-2023. Vice-Chairman Tipton stated that this item would be tabled to the July 5<sup>th</sup> meeting to allow the participation of Chairman French.

RESOLUTION AND APPROVAL OF ANNUAL COST OF LIVING ADJUSTMENT AND MERIT INCREASE FOR APPOINTED OFFICIALS: Consideration, discussion, and possible approval of a Cost of Living Adjustment and Merit increase for Fiscal Year 2022-2023, should they be approved by the Board of Commissioners to appointed officials later this year. Vice-Chairman Tipton noted his support for this item. Commissioner Hill asked if the matter should be tabled to allow for evaluation of the County Manager. Vice-Chairman

Tipton suggested that the Board proceed on the rest of the positions in the Resolution but agreed that they could wait on the County Manager's portion if needed; he asked Comptroller Rackley if that would create an impact. Comptroller Rackley responded. Commissioner Hoss asked how the COLA and Merit would impact PERS and such. Comptroller Rackley responded. Commissioner Cerri stated that he was okay with this as it was part of the negotiations. The following motion was made by Commissioner Hill and passed with Vice-Chairman Tipton and Commissioners Cerri, Hill and Hoss voting aye and Chairman French being absent:

*That we approve a Cost of Living and Merit increase for Fiscal Year 2022-2023 for all appointed officials except for the County Manager as his will be considered after his review and consideration of the goals and expectations.*

*(Resolution No. 06-20-22d)*

SET TO PUBLIC HEARING:

NUISANCE COMPLAINT: Consideration, discussion, and possible approval to Set to Public Hearing for a future date to be determined by the County Clerk per Humboldt County Code (HCC) 8.04 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. Vice-Chairman Tipton read the title of the item to be set to public hearing. The following motion was made by Commissioner Cerri:

*To set to Public Hearing an alleged nuisance located at 30 East 5<sup>th</sup> Street, Golconda, Nevada, Assessor's Parcel Number 08-0291-08 on property owned by Robert Lynn Sparks as set forth in Humboldt County Code 8.04.040 at a time to be determined by the County Clerk.*

Elizabeth Smith, the resident at 30 E. 5<sup>th</sup> Street, appeared before the Commission and commented on what had been removed from the property area which addressed the visibility issue for traffic. Manager Mendiola indicated that this information could be provided at the public hearing. Deputy District Attorney Maddox explained the time-frame for hearing this matter. Commissioner Hill explained the process to Ms. Smith and stated his appreciation for what she had already addressed. Vice-Chairman Tipton called Commissioner Cerri's motion to a vote and it passed with Vice-Chairman Tipton and Commissioners Cerri, Hill and Hoss voting aye and Chairman French being absent.

Vice-Chairman Tipton stated the Board would proceed to item 18 as the next items on the agenda are time specific.

9:30 A.M. ACCEPTANCE OF RENEWAL PROPOSAL FROM NEVADA PUBLIC AGENCY INSURANCE POOL: Consideration, discussion, and possible approval of the renewal proposal from the Nevada Public Agency Insurance Pool and approval for payment from FY22-23 funds in an amount not to exceed \$623,458.12.

Marianne Dente and Scott Rottman with A and H Insurance and Stephen Romero with the Nevada Public Agency Insurance Pool appeared before the Commission. Ms. Dente offered comments on the proposal as presented noting the prior appearance for the pre-renewal review. Mr. Romero reviewed the services provided by the Pool/Pact program. Alan Kalt, Chief Financial Officer with Pool/Pact, offered comment on the services provided by the Pool and offered a shout out to Manager Mendiola, Comptroller Rackley and Assistant County Manager/Human Resources Director del Real-Nava for their work. Discussion ensued regarding strategies to improve participation in the e-learning program offered by the Pool. Ms. Dente continued reviewing the services offered. Mr. Romero reviewed the earthquake and flood coverage. Discussion ensued regarding the coverage for the property that potentially has lead contamination from the Trap Club and why it is a separate policy and not included in the group policy due to it being pre-existing. Commissioner Cerri asked about coverage for the Improvement Districts and such. Mr. Romero responded that those are covered as sub-entities under the County and explained how that impacted the county's coverage. The following motion was made by Commissioner Hill and passed with Vice-Chairman Tipton and Commissioners Cerri, Hill and Hoss voting aye and Chairman French being absent:

*To approve the renewal proposal from the Nevada Public Agency Insurance Pool and for payment from 2022-2023 funds an amount not to exceed \$623,458.12.*

Manager Mendiola commented on his appreciation for this group

PLANNING: Betty Lawrence, Senior Planning Technician, appeared before the Commission.

10:03 A.M. PUBLIC HEARING: ZONE CHANGE REQUESTS SUBMITTED BY THE REGIONAL PLANNING COMMISSION: Consideration, discussion and possible approval of the following:

RH-22-07 - A zone change request submitted by Regional Planning Commission on behalf of the McDermitt Fire Protection District to rezone property from C (Commercial) district to P-F (Public Facilities) district, located at 175 US Hwy 95 McDermitt, NV. Assessor's parcel # 03-0599-04. Included on the on-line agenda for review was a copy of the Planning Department Staff Report with a recommendation from the Regional Planning Commission for approval including a copy of the application with map attached. Vice-Chairman Tipton read the title of the item set to public hearing. Vice-Chairman Tipton asked for public comment; none offered. The following motion was made by Commissioner Cerri and passed with Vice-Chairman Tipton and Commissioners Cerri, Hill and Hoss voting aye and Chairman French being absent:

*To grant a zone change request as presented to rezone property from C, Commercial district to P-F, Public Facilities, district, located at 175 US Highway McDermitt, Nevada, Assessor's Parcel Number 03-0599-04.*

*(Ordinance No. 06-20-22)*

RH-22-08 - A zone change request submitted by Regional Planning Commission on behalf of the Stor-All, LLC to rezone property from C (Commercial) zoning district to GC (General Commercial), located at 3395 T Quarter Circle Road; assessor's parcel #10-0091-13. Included on the on-line agenda for review was a copy of the Planning Department Staff Report with a recommendation from the Regional Planning Commission for approval including a copy of the application with map attached. Vice-Chairman Tipton read the title of the item set to public hearing. Vice-Chairman Tipton asked for public comment; none offered. The following motion was made by Commissioner Cerri and passed with Vice-Chairman Tipton and Commissioners Cerri, Hill and Hoss voting aye and Chairman French being absent:

*To grant a zone change request for RH-22-08.*

*(Ordinance No. 06-20-22a)*

RH-22-09 - A zone change request submitted by Regional Planning Commission on behalf of the Pat Sciobior to rezone property from C (Commercial) zoning district to NC-R (Neighborhood Commercial/Rural District) zoning district, located at 3905 W Winnemucca Boulevard; assessor's parcel #10-0091-15. Included on the on-line agenda for review was a copy of the Planning Department Staff Report with a recommendation from the Regional Planning Commission for approval including a copy of the application with map attached. Vice-Chairman Tipton read the title of the item set to public hearing. Vice-Chairman Tipton asked for public comment; none offered. The following motion was made by Commissioner Hill and passed with Vice-Chairman Tipton and Commissioners Cerri, Hill and Hoss voting aye and Chairman French being absent:

*To approve the zone change for RH-22-09.*

*(Ordinance No. 06-20-22b)*

RH-22-10 - A zone change request submitted by Regional Planning Commission on behalf of the Pat Sciobior to rezone property from C (Commercial) zoning district to GC (General Commercial) zoning district, located off W Winnemucca Boulevard; assessor's parcel #10-0091-14. Included on the on-line agenda for review was a copy of the Planning Department Staff Report with a recommendation from the Regional Planning Commission for approval including a copy of the application with map attached. Vice-Chairman Tipton read the title of the item set to public hearing. Vice-Chairman Tipton asked for public comment; none offered. The following motion was made by Commissioner Hill and passed with Vice-Chairman Tipton and Commissioners Cerri, Hill and Hoss voting aye and Chairman French being absent:

*To approve a zone change request for RH-22-10.*

*(Ordinance No. 06-20-22c)*

Vice-Chairman Tipton stated that the Commission would now proceed to item 21 on the agenda.

EMERGENCY MANAGER: Carol Lynn, Emergency Services Manager, appeared before the Commission  
REQUEST TO APPROVE AN APPLE DEVELOPER ACCOUNT: Consideration, discussion and possible approval to authorize Emergency Manager Carol Lynn to open and sign for an Apple Developer Account in an amount not to exceed \$99.00, pending review and approval of the District Attorney's Office. Manager Lynn reviewed the request for the Commission. Commissioner Hoss inquired as to which phone services this would apply to. Manager Lynn responded. Commissioner Hill asked what exactly the app does. Manager Lynn responded. Commissioner Cerri inquired as to the cost being waived and Manager Lynn confirmed that is the procedure for government agencies. The following motion was made by Commissioner Cerri and passed with Vice-Chairman Tipton and Commissioners Cerri, Hill and Hoss voting aye and Chairman French being absent:

*To approve the request to establish the Apple Developer Account and for the Emergency Manager to sign the required documents.*

PUBLIC WORKS DEPARTMENT: Public Works Director Don Kalkoske appeared before the Commission via Teams.

GENERAL ROAD PROJECTS: 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. Director Kalkoske reported that the dust control program has been going for the last couple of weeks and so he has been using the outlying crews for the process but that, this week they will begin getting back to their normal duties; he also reported that work had been done on Soldier Meadows Road. Commissioner Cerri asked about weed spraying. Director Kalkoske responded and noted the plan to begin mowing as well.

SHERIFF'S OFFICE: Sheriff Mike Allen appeared before the Commission via Teams.

REQUEST TO WAIVE THE ATTRITION POLICY: Consideration, discussion and possible approval to waive the attrition policy to hire for the vacant position of a Central Control Operator. Sheriff Allen spoke in support of the request. After discussion the following motion was made by Commissioner Cerri and passed with Vice-Chairman Tipton and Commissioners Cerri, Hill and Hoss voting aye and Chairman French being absent:

*To approve the Sheriff's request for a waiver of the attritional policy for Central Control Operator position that became available on June 1, 2022.*

Vice-Chairman Tipton stated that the Commission would proceed to item 22 on the agenda.

TECHNOLOGY SERVICES PROJECTS UPDATE: Technology Services Director Ric Grantham will provide the

Commission with updates regarding department projects. Director Grantham reported on 62 projects, completed 22, tickets addressed, IT hardware delivery slow, alternate access to NSHEA internet at no cost; discussion ensued regarding this access. Director Grantham reported on the status of the Public Safety Project including the site in McDermitt, Phase 2 of the project, the receipt of radios for the north and the status of the filters; he continued explaining his plan for the buildings. Discussion ensued regarding the plan for Harney Electric at the site. Director Grantham noted that the design for the Thermo Bond building for the McDermitt site had been received. Discussion ensued regarding the ability to access the area. Director Grantham reported on the status for the licensing on the Winnemucca Mountain site; the efforts to get permission to transmit the Salt Lake TV channels; the recent outage related to KOLO out of Reno; statistics related to TV outages and noted that the TV District is a translator district and explained. Director Grantham commented on working with the Planning Department to address the Code related to sign heights and their impact on microwave links; discussion ensued. Commissioner Cerri questioned what percent of the public safety upgrade is done. Director Grantham responded that a little over one-third is done and offered comment on the current impacts to the project. Commissioner Hoss asked about what happened to the computers on Friday. Director Grantham explained. Commissioner Hoss asked that notice be given if there is going to be a disruption especially before a Commission meeting as it impacts the ability to view the agenda information. Discussion ensued. Commissioner Cerri stated his appreciation for the update.

Vice-Chairman Tipton called for a recess at 10:36 a.m. reconvening at 10:41 a.m.

Vice-Chairman Tipton stated that the Board would be proceeding to item 28 on the agenda.

ASSESSOR'S OFFICE: Assessor Andy Heiser appeared before the Commission.

NOTICE FOR EMPLOYEE OUT-OF-STATE TRAINING: Per 9.2.5 'Out of State Travel' of the Personnel Policy Manual of Humboldt County, two employees will be taking IAAO Course 101 Fundamentals of Real Property Appraisal. Humboldt County Assessor Andy Heiser will provide information regarding two employees traveling out of state for training. The course cost \$525 each employee plus travel and rooms fees and is within the Assessor's Office budget for the 22-23 fiscal year. Assessor Heiser reviewed the information for the Commission.

HUMAN RESOURCES: Human Resources Director Abel del Real-Nava appeared before the Commission.

REQUEST TO WAIVE ATTRITION POLICY: Consideration and possible approval of the following:

Request to waive the attrition policy for one or two Building Inspector I, II, III position(s) following receipt of two voluntary resignations from the incumbents effective July 8, 2022 and September 2, 2022. Director del Real-Nava reviewed the request for the Commission. Commissioner Cerri commented on the prior

discussion regarding the need for an enforcement position for code and nuisance and questioned if a whole new position would need to be created to include the enforcement duties. Director del Real-Nava responded explaining what is being looked at to include discussion with the City to align the codes. Commissioner Cerri questioned whether the building inspector duties could be hired out as it makes more sense to develop this new position so any applicant knows what duties may be added. Director del Real-Nava responded explaining what language could be included in the job description to reflect future changes to the duties of the position. Discussion ensued with Deputy District Attorney Maddox about what would need to occur. Manager Mendiola offered comment as to his belief that it is important to fill the position due to the need to learn a lot quickly and as to why both positions should be included. Assessor Andy Heiser commented on the new system being implemented and stated his support for someone being hired to train with Karen. Commissioner Hoss noted his concern with hiring but then having the job change so he would like to see the job description process be complete. Director del Real-Nava noted the time issues with the other duties. Manager Mendiola commented on what needs to occur including the impact of joining with the City and the importance of filling the positions and the options available. Commissioner Hoss commented on the status of nuisance complaints and how they are not being addressed. Commissioner Hill commented on including code enforcement language in all job descriptions and he agreed that we have been hit with a perfect storm with both Levi and Karen leaving so the positions need to be filled; he stated that he is in favor of opening with simple language that includes code enforcement duties; he stated his concern that with the approval of two inspectors that we are creating another position. Manager Mendiola stated no that the positions are in the budget and the goal is to hire one from each category or if, no building official is found, then to hire two inspectors. Director del Real-Nava stated they would make it work where there is only two hired. The following motion was made by Commissioner Hill and passed with Vice-Chairman Tipton and Commissioners Cerri, Hill and Hoss voting aye and Chairman French being absent:

*To hire for a building inspector, one, two or three position following the voluntary resignations of the incumbents, that would be two positions, allowing the hiring of a one, two or three.*

Request to waive the attrition policy to open recruitment to fill the vacant Building Official position following receipt of a voluntary resignation from the Building & Safety Department's senior staff member effective September 2, 2022: The following motion was made by Commissioner Hill and passed with Vice-Chairman Tipton and Commissioners Cerri, Hill and Hoss voting aye and Chairman French being absent:

*To waive the attrition policy and open recruitment to fill the vacant Building Official position.*

Vice-Chairman Tipton stated that the Board would proceed to item 16 on the agenda.

APPOINTMENT OF MAUREEN MCQUILLAN TO THE POSITION OF ALTERNATE PUBLIC DEFENDER: Consideration, discussion and possible approval to appoint Maureen McQuillan as the new Alternate Public Defender effective July 25, 2022 with an annual salary not to exceed \$106,000.00 annually. Ms. McQuillan previous served as the Alternate Public Defender for Humboldt County from April 10, 2017 to August 21, 2020. Director del Real-Nava reviewed the request for the Commission noting that the position is coming in lower than the prior person but is a bit higher than the base salary due to her experience. Manager Mendiola offered comment on the requirements of the Indigent Defense program related to salaries for public defenders. The following motion was made by Commissioner Hill and passed with Vice-Chairman Tipton and Commissioners Cerri, Hill and Hoss voting aye and Chairman French being absent: *To approve the appointment of Maureen McQuillan as the new Alternate Public Defender effective July 25, 2022 with an annual salary not to exceed \$106,000.00.*

OUT OF STATE TRAVEL FOR TRAINING: Presentation by Abel del Real-Nava, Assistant County Manager/Human Resources Director on scheduled out of state travel to Austin, Texas from June 25, 2022 to June 30, 2022 to attend a labor relations course and the National Public Employer Labor Relations Association (NPELRA) Annual Conference. Director del Real Nava provided information on his out-of-state travel to San Antonio, Texas noting that he had received the risk management grant from Pool/Pact to off-set the costs. Commissioner Hoss noted his concern with doing this at this time given that he is swamped and what had been noted previously about not having the time; that with the current positions open he believes this is a poor time to do this though it is a great idea but just a poor time to do it. Director del Real-Nava noted his prior requests for an additional position and his intent to bring the request back before the Commission at the next meeting; he also noted his efforts to work remotely when away from the office and that, while he does have a lot on his plate, it is important to attend these sort of conferences and that he is very selective about which ones he does attend. Commissioner Cerri asked if he could attend at another time. Director del Real-Nava noted the grant that had been awarded to off-set the costs and explained what could occur if it wasn't used. Commissioner Cerri noted that this is a one-man office and so there is never a perfect time to go and, as it is not costing the county a great deal and training is important to the county, he would be in favor of the travel. Director del Real-Nava explained how he would cover his duties while being absent. Commissioner Hill stated that while he agrees with Commissioner Hoss that it is probably not the best time to be away he also believes that this opportunity will pay dividends in the future so with the Pool/Pact contribution he is also in favor of the training. Commissioner Hoss commented on the Pool/Pact grant and his continued concerns with being out of the office at this time.

ECONOMIC DEVELOPMENT:

APPROVAL OF THE EPA BROWNFIELDS COOPERATIVE AGREEMENT: Consideration, discussion and possible approval of an EPA Brownfields Cooperative Agreement and Work Plan as part of receiving the EPA Brownfields Community Assessment Grant. The agreement is pending the District Attorney's review and approval. Manager Mendiola reviewed the request for the Board noting that this is the work plan and the cooperative agreement will be brought before the Board at a later date. Michelle Hammond Allen, Economic Development Officer, offered comment on the grant and noted its usage in other communities. After discussion the following motion was made by Commissioner Cerri:

*To approve the EPA Brownfields Cooperative Agreement pending review and approval of the Humboldt County District Attorney's Office.*

Deputy District Attorney Maddox asked for clarification as it is not the cooperative agreement which is being approved today but just the work plan which is attached to the cooperative agreement.

The following amended motion was offered by Commissioner Cerri and passed with Vice-Chairman Tipton and Commissioners Cerri, Hill and Hoss voting aye and Chairman French being absent:

*To approve the EPA Brownfields work plan.*

BUILDINGS & GROUNDS:

REQUEST TO REPLACE BURNED-OUT COMPRESSOR: Consideration, discussion and possible approval to contract A-1 Commercial Service Company, Inc. for the emergency replacement of a burned-out compressor at the Humboldt County Courthouse, in an amount not to exceed \$26,313. Mitch Mauk with the Buildings & Grounds Department reviewed the request for the Commission. Discussion ensued regarding which compressor this is, that a claim will be filed with insurance, that the work has been done, the budget impact and the need to look at the HVAC systems. The following motion was made by Commissioner Hill and passed with Vice-Chairman Tipton and Commissioners Cerri, Hill and Hoss voting aye and Chairman French being absent:

*To approve a contract with A-1 Commercial Service Company, Inc. for the emergency replacement of a burned-out compressor at the Humboldt County Courthouse in an amount not to exceed \$26,313.00.*

UPDATE THE BOARD ON COUNTY RENTAL PROPERTY LOCATED AT 543 MELARKEY: Buildings and Grounds will provide an update on a project that came up during public comment at the Commissioners' meeting on Monday, June 6, 2022, regarding a county owned property located at 543 Melarkey Street in Winnemucca. This property has been a rental for the county for many years and there are significant renovations/upgrades to basic services that need to be completed for it to continue as a rental. Manager Mendiola explained that Buildings & Grounds personnel visited the location and identified issues and so

reached out to Mike Sheppard and asked for an appraisal of the situation to obtain a complete assessment of what is involved. Mitch Mauk with Buildings & Grounds provided photos to the Board for their review noting the delay in the inspection due to the requirement for notice to the renter and commented on electrical issues which will not pass inspection, a mold condition in basement which would need a mold mediator; he continued stating that he does not deem it livable due to the mold situation, the subfloor issue due to rotting, that sheet rock is collapsing from ceiling which indicates roof leak, that the bathroom would need to be completely gutted to bring it back to a livable condition. Commissioner Hoss asked if Mr. Mauk had ever done any work on any county rentals. Mr. Mauk responded no just fire extinguisher replacement. Commissioner Hoss noted that he was just asking to find out how it had been handled in past. Mr. Mauk stated his belief that it was handled by the property management company. Commissioner Hill asked what could be done today. Deputy District Attorney Maddox stated that this item was informational only so it would need to be properly agendaized for any action and that all documentation would need to be provided. Manager Mendiola indicated that the additional documentation is being obtained including looking at lease agreement and he explained what the management company provides. Commissioner Hoss noted his concern with this being a county rental and the communication process being completely broken. Commissioner Hoss asked the renter if she had any input. Linda Roman Erquiaga offered comment on the issues in the house including the electrical situation, the downstairs bathroom and the situation with the roof in the kitchen and indicated that it had been sixteen years since the property manager walked through the building, that when requests were made she had just been told that the County would not pay; she explained what has asked for in past. Chairman Tipton stated that the Board would go to item 24 on the agenda.

APPROVAL OF COUNTY COMMENTS REGARDING DESERT LAND ENTRY APPLICATION: Consideration, discussion and possible approval of a letter to the Bureau of Land Management, Humboldt River Field Office, regarding a Preliminary Environmental Assessment that has been prepared to analyze a Desert-Land Entry (DLE) application for entry onto public lands adjacent to existing private property in the vicinity of Granite Creek and Deep Creek, Humboldt County, Nevada, for agricultural development. The Applicant has requested entry on four parcels totaling 1,111.64 acres. Approximately 875 acres of the parcels would be converted to agricultural use over a four-year period with the eventual goal of patenting the land to the Applicant for agricultural use. The public comment period has started and will end on June 24, 2022. Commissioner Cerri reviewed the history of this request related to water basins, requests, prior Commission discussion, court processes, that this goes against the County's Land Use Plan, how this process will proceed and why it is important that the County offer comment in order to be involved as

this going forward. Discussion ensued. Manager Mendiola noted language changes recommended by Andy Rieber. The following motion was made by Commissioner Cerri and passed with Vice-Chairman Tipton and Commissioners Cerri, Hill and Hoss voting aye and Chairman French being absent:

*To approve the letter to the BLM regarding the Egger's Desert Land Entry application to include the language provide by Andy Rieber.*

MISCELLANEOUS REPORTS AND CORRESPONDENCE:

1)Other information and upcoming meetings: Vice-Chairman Tipton noted the following upcoming meetings: July 5, 2022, Humboldt County Commission Meeting, July 12, 2022, Winnemucca City Council Meeting, July 14, 2022, Regional Airport Board Meeting and July 18, 2022 Humboldt County Commission Meeting.

2)Reports from Commissioners regarding other Boards and Committees on which they serve: Commissioner Hill noted that the Humboldt Development Authority meeting was cancelled and that he had previously reported on the Paradise Valley Conservation District meeting he had attended. Commissioner Hoss explained that he had not been able to attend the recent meeting of the Museum Board but noted that he would like to see the Commission become involved with the land acquisition situation as all property tax payers contribute to the Museum; he continued reporting on an Airport Board meeting and a Central Nevada Regional Water Authority meeting. Commissioner Cerri reported on a Humboldt Regional Basin Water Authority meeting and his participation with a mule deer enhancement team. Vice-Chairman Tipton commented on Fallon's new arena where he had attended an event.

FUTURE AGENDA ITEMS: Manager Mendiola noted the following items - the County Manager appraisal, the museum land acquisition discussion, the 543 Melarkey Street professional assessment and the restitution status review with the District Attorney. Commissioner Cerri voiced concern about the removal of the BLM planes from our airport for fire control. Discussion ensued. The Board agreed with the need to bring representatives of the BLM in to discuss the matter. It was noted that the special meeting for the Canvass of the Votes for the Primary Election and the Health Board meeting scheduled for Friday would be held in the city meeting room as IT would be working in the county meeting room.

PUBLIC COMMENT: Vice-Chairman Tipton asked for public comment. Comptroller Gina Rackley offered a thank you for their diligence to Don Kalkoske and Jolinda Warn regarding a landfill issue related to contamination from semi wreck. No further public comment offered.

ADJOURNMENT: Vice-Chairman Tipton adjourned the meeting at 12:14 p.m.

ATTEST:

*J. Spino*

Clerk

APPROVED:

*J. Spino*

Chairman

(Minutes approved by the Commission and signed by the Chairman on 7/18/2022)

Notice of Public Meeting  
HUMBOLDT COUNTY BOARD OF COMMISSIONERS  
Humboldt County Board of Commissioners Regular Meeting  
**Monday, June 20, 2022**  
**8:30 AM:**

Winnemucca City Hall  
90 WEST 4TH ST.  
WINNEMUCCA, NV 89445

**VIRTUAL AND IN PERSON**

**FOR TELECONFERENCE OR VIDEO CONFERENCE ACCESS**

**Click here to join the meeting:**  
**JOIN**

**Or by phone: +1 775-446-0241, Conference ID: 263 358 721#**

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, June 20, 2022**

STAFF REPORT

Staff Report

[County Commissioners STAFF REPORT 6-20-22.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); and June 6, 2022. Discussion and possible action.

5. APPROVAL OF EXPENDITURES FOR HUMBOLDT COUNTY FOR JUNE 6, 2022 THROUGH JUNE 20, 2022 (FOR POSSIBLE ACTION)

6. APPOINTMENT OF DORLA LATHAM AND BRONWYN SCHOFIELD TO THE BOARD OF TRUSTEES OF THE GOLCONDA WATER DISTRICT BOARD (FOR POSSIBLE ACTION) - Consideration, discussion and possible approval to appoint Dorla Latham to the Golconda Water District Board Seat B to serve the remaining four (4) year term ending January 6, 2025, and Bronwyn Schofield to the Golconda Water District Board Seat C to serve the remaining four (4) year term ending January 1, 2023. Discussion and possible action.

6.A. Staff Memo - Latham Letter of Interest

[Staff Memo Board - Latham Schofield Appt.pdf](#)

[Latham ltr.pdf](#)

[Bronwyn Schofield Letter of Intent Golconda GID.pdf](#)

7. LIBRARY: REQUEST TO REAPPOINT RICK MCCOMB AND INTENT TO SEEK LETTERS OF INTEREST TO FILL VACANT TRUSTEE SEAT (FOR DISCUSSION AND POSSIBLE ACTION) - Consideration, discussion and possible approval of the following:

A) To reappoint Rick McComb to the Humboldt County Library Board to serve a second term ending June 30, 2026. Discussion and possible action.

B) The resignation of Trustee Haas and intent to seek letters of interest to fill vacant Trustee seat.  
Information only.

7.A. Staff memo - McComb and Haas letters

[Library Staff Memo.pdf](#)

[Library Board Rick McComb request 6-20-22.pdf](#)

[Library Lesley Haas ltr-resignation 6-20-2022.pdf](#)

8. COMPROLLER: BUDGET AUGMENTATIONS FOR THE 2021-2022 FISCAL YEAR (FOR POSSIBLE ACTION) - Consideration, discussion, and possible approval of resolutions to augment the fiscal year 2021-2022 budgets of the General Fund in the amount of \$303,000; Indigent Services Fund in the amount of \$7,530; and Assessor Technology Fund in the amount of \$70,000. Discussion and possible action.

8.A. Staff Memo - Budget Augmentations for FY 21-22

[Staff Report Budget Augmentations.pdf](#)

[Resolution General Fund FY22.pdf](#)

[Resolution Indigent Services Fund FY22.pdf](#)

[Resolution Assessor Tech Fund FY22.pdf](#)

9. COMPROLLER: BUDGET APPROPRIATIONS TRANSFER FOR THE 2021-2022 FISCAL YEAR (FOR POSSIBLE ACTION) - Consideration, discussion, and possible approval of transferring appropriations for the fiscal year 2021-2022 between functions in the Indoor Events Center Fund in the amount of \$30,000 from Miscellaneous Capital to Temporary Employees and \$5,000 from Miscellaneous Capital to Salaries; and transferring appropriations in the Star City Water Fund in the amount of \$19,000 from Salaries and \$5,000 from Group Insurance to Service and Supplies. Discussion and possible action.

9.A. Staff Memo - Budget Appropriations Transfer for FY 21-22

[Staff Report Budget Transfer.pdf](#)

[Star City Water Staff Report Budget Transfer.pdf](#)

[212 073 Budget Report.pdf](#)

[503 Budget Report.pdf](#)

10. COMPROLLER: ADOPTION OF NEVADA 95-80 RURAL DEVELOPMENT AUTHORITY BUDGET (FOR POSSIBLE ACTION) - Consideration, discussion and possible adoption of a fiscal year 2022 budget for Nevada 95-80 Rural Development Authority Fund. Discussion and possible action.

10.A. Staff Memo - Adoption of Nevada 95-80 RDA Budget

[Staff Report Nevada 95-80 Fund.pdf](#)

[FY22 Nevada 95 80 RDA Fund.xls.pdf](#)

11. COMPROLLER: RESOLUTION FOR COMMITTED FUND BALANCES (FOR POSSIBLE ACTION) - Consideration, discussion and possible approval of a Resolution to adopt Humboldt County's committed Fund Balances for Indigent Services Fund, Road Fund, Cooperative Extension Fund,

Regional Transportation Fund, 6th Judicial District Fund, Library Fund, 6th Judicial District Specialty Court Fund, Administrative Assessment Fund, Bad Check Restitution Fund, Indigent Medical Fund, Winnemucca Events Center Complex Fund, Genetic Marker Testing Fund, Assessor's Technology Fund, 911 Enhancement Fund, Justice Court Administrative Assessment Court Facilities Fund, Library Memorial Fund, Humboldt Fire District Fund, Capital Projects Fund, Building Reserve Fund, Stabilization Fund, Compensated Absences Fund and Unemployment Fund. The Governmental Accounting Standards Board (GASB) has issued its Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions, for the purpose of committing ending fund balances. With approval, the Humboldt County Board of Commissioners wishes to comply with GASB 54 as required beginning with the June 30, 2011 fiscal year. Discussion and possible action.

11.A. Staff Memo -Resolution for Committed Fund Balances

[Staff Report GASB 54.pdf](#)

[FY 22 Commitment Resolution for GASB 54.pdf](#)

12.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 2022 (July 1, 2021 through June 30, 2022), including an update on the American Rescue Plan Act (ARPA). Information Only.

13.COUNTY MANAGER'S QUARTERLY PRIORITIES, GOALS AND EXPECTATIONS UPDATE - 2021-2022 FISCAL YEAR (FOR POSSIBLE ACTION) - Consideration, discussion and possible action as established in the employment agreement between Humboldt County and County Manager Dave Mendiola to review the priorities, goals and expectations that were updated on March 21, 2022 to assess the progress under each category. As part of the consideration, the Commissioners will need to approve or deny the Cost of Living and Merit Increase for Mr. Mendiola as part of the Resolution approving performance based increases for all appointed officials for fiscal year 2022-2023. Discussion and possible action.

13.A. Staff Memo - County Manager's Performance Appraisal & Goals/Expectation

[Staff Report - CM Priorities-Goals-Expectations 06-20-2022.pdf](#)

[PRIORITIES-Goals-Expectations-June 2022.pdf](#)

14.RESOLUTION AND APPROVAL OF ANNUAL COST OF LIVING ADJUSTMENT AND MERIT INCREASE FOR APPOINTED OFFICIALS (POSSIBLE ACTION) - Consideration, discussion, and possible approval of a Cost of Living Adjustment and Merit increase for Fiscal Year 2022-2023, should they be approved by the Board of Commissioners to appointed officials later this year. Discussion and possible action.

14.A. Staff Memo- Resolution for Cost of Living Adjustment

[2022 Dept-Officials Merit and COLA - employees COLA.pdf](#)

15.SET TO PUBLIC HEARING: NUISANCE COMPLAINT (FOR POSSIBLE ACTION) - Consideration, discussion, and possible approval to Set to Public Hearing for a future date to be determined by the County Clerk per Humboldt County Code (HCC) 8.04 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.

15.A. Staff Memo - Sparks Nuisance Documents

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

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

16.9:30 A.M. ACCEPTANCE OF RENEWAL PROPOSAL FROM NEVADA PUBLIC AGENCY INSURANCE POOL (FOR POSSIBLE ACTION) - Consideration, discussion, and possible approval of the renewal proposal from the Nevada Public Agency Insurance Pool and approval for payment from FY22-23 funds in an amount not to exceed \$623,458.12. Discussion and possible action.

16.A. Staff Memo - NPAIP Renewal Documents

[Memos 22-23 25.pdf](#)

[2022 NPAIP Renewal Proposal - Humboldt County.pdf](#)

[Humboldt Invoice.pdf](#)

17.10:00 A.M. PUBLIC HEARING: ZONE CHANGE REQUESTS SUBMITTED BY THE REGIONAL PLANNING COMMISSION (DISCUSSION AND POSSIBLE ACTION) - Consideration, discussion and possible approval of the following:

- A) RH-22-07 - A zone change request submitted by Regional Planning Commission pm behalf of the McDermitt Fire Protection District to rezone property from C (Commercial) district to P-F (Public Facilities) district, located at 175 US Hwy 95 McDermitt, NV. Assessor's parcel # 03-0599-04. Discussion and possible action.
- B) RH-22-08 - A zone change request submitted by Regional Planning Commission on behalf of the Stor-All, LLC to rezone property from C (Commercial) zoning district to GC (General Commercial), located at 3395 T Quarter Circle Road; assessor's parcel #10-0091-13. Discussion and possible action.
- C) RH-22-09 - A zone change request submitted by Regional Planning Commission on behalf of the Pat Sciobor to rezone property from C (Commercial) zoning district to NC-R (Neighborhood Commercial/Rural District) zoning district., located at at 3905 W Winnemucca Boulevard; assessor's parcel #10-0091-15. Discussion and possible action.
- D) RH-22-10 - A zone change request submitted by Regional Planning Commission on behalf of the Pat Sciobor to rezone property from C (Commercial) zoning district to GC (General Commercial) zoning district, located off W Winnemucca Boulevard; assessor's parcel #10-0091-14. Discussion and possible action.

17.A. Regional Planning Commission - Staff Memos

[RH-22-07 Status Report.pdf](#)

[RH-22-08 Status Report.pdf](#)

[RH-22-09 Status Report.pdf](#)

[RH-22-10 Status Report.pdf](#)

18. EMERGENCY MANAGER: REQUEST TO APPROVE AN APPLE DEVELOPER ACCOUNT (FOR POSSIBLE ACTION) - Consideration, discussion and possible approval to authorize Emergency Manager Carol Lynn to open and sign for an Apple Developer Account in an amount not to exceed \$99.00, pending review and approval of the District Attorney's Office. Discussion and possible action.

18.A. Staff Memo - Apple Developer Application  
[Staff Agenda Request - Apple Dev Acct.pdf](#)

[Apple Dev Acct Application.pdf](#)

19. PUBLIC WORKS DEPARTMENT: GENERAL ROAD PROJECTS (FOR INFORMATION ONLY) - 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.

20. SHERIFF'S OFFICE: REQUEST TO WAIVE THE ATTRITION POLICY (FOR POSSIBLE ACTION) - Consideration, discussion and possible approval to waive the attrition policy to hire for the vacant position of a Central Control Operator. Discussion and possible action.

20.A. Staff Memo - Request to waive attrition policy  
[Staff Report - Waiver of Attrition - Central Control.pdf](#)

21. TECHNOLOGY SERVICES PROJECTS UPDATE (FOR INFORMATION ONLY) - Technology Services Director Ric Grantham will provide the Commission with updates regarding department projects. Information only.

21.A. Staff Memo - Technology Services update  
[TSD Projects Updates for June 20 2022 Meeting.pdf](#)

22. ASSESSOR'S OFFICE: NOTICE FOR EMPLOYEE OUT-OF-STATE TRAINING (INFORMATION ONLY) - Per 9.2.5 'Out of State Travel' of the Personnel Policy Manual of Humboldt County, two employees will be taking IAAO Course 101 Fundamentals of Real Property Appraisal. Humboldt County Assessor Andy Heiser will provide information regarding two employees traveling out of state for training. The course cost \$525 each employee plus travel and rooms fees and is within the Assessor's Office budget for the 22-23 fiscal year. Information only.

22.A. Staff Memo - Assessor's Office out-of-state employee training  
[Staff Report - Out of State Travel.pdf](#)

23. HUMAN RESOURCES: REQUEST TO WAIVE ATTRITION POLICY (FOR POSSIBLE ACTION) - Consideration and possible approval of the following:

A) Request to waive the attrition policy for one or two Building Inspector I, II, III position(s) following receipt of two voluntary resignations from the incumbents effective July 8, 2022 and September 2, 2022. For possible action.

B) Request to waive the attrition policy to open recruitment to fill the vacant Building Official position following receipt of a voluntary resignation from the Building & Safety Department's senior staff member effective September 2, 2022. For possible action.

23.A. Staff Memo - Building Inspector  
[20220613 Staff Report for Request for Waiver of Attrition Policy for Building Inspector I, II, III.pdf](#)

[20220613 Staff Report for Permission to Hire for Building Official Position.pdf](#)

24. HUMAN RESOURCES: APPOINTMENT OF MAUREEN MCQUILLAN TO THE POSITION OF ALTERNATE PUBLIC DEFENDER (FOR POSSIBLE ACTION) - Consideration, discussion and possible approval to appoint Maureen McQuillan as the new Alternate Public Defender effective July 25, 2022 with an annual salary not to exceed \$106,000.00 annually. Ms. McQuillan previously served as the Alternate Public Defender for Humboldt County from April 10, 2017 to August 21, 2020. For possible action.
- 24.A. Staff Memo - McQuillan  
[20220613 Staff Report for Appointment of Maureen McQuillan to Position of Alternate Public Defender.pdf](#)  
  
[Resume for Maureen McQuillan Redacted.pdf](#)
25. HUMAN RESOURCES: OUT OF STATE TRAVEL FOR TRAINING (FOR INFORMATION ONLY) - Presentation by Abel del Real-Nava, Assistant County Manager/Human Resources Director on scheduled out of state travel to Austin, Texas from June 25, 2022 to June 30, 2022 to attend a labor relations course and the National Public Employer Labor Relations Association (NPELRA) Annual Conference. For information only.
- 25.A. Staff Memo - Out-of- State Training  
[20220608 - Memorandum -Staff Report for Out of State Training for Human Resources.pdf](#)  
  
[Section 9.2.5. Out of State Travel Item 3 of the Humboldt County Personnel Policies Manual.pdf](#)
26. ECONOMIC DEVELOPMENT: APPROVAL OF THE EPA BROWNFIELDS COOPERATIVE AGREEMENT (FOR POSSIBLE ACTION) - Consideration, discussion and possible approval of an EPA Brownfields Cooperative Agreement and Work Plan as part of receiving the EPA Brownfields Community Assessment Grant. The agreement is pending the District Attorney's review and approval. Discussion and possible action.
- 26.A. Staff Memo - Brownfields Grant  
[Staff Memo Brownsfield COOPERATIVE AGREEMENT AGENDA ITEM REQUEST - JUNE 20 2022.pdf](#)
27. BUILDINGS & GROUNDS: REQUEST TO REPLACE BURNED-OUT COMPRESSOR (FOR POSSIBLE ACTION) - Consideration, discussion and possible approval to contract A-1 Commercial Service Company, Inc. for the emergency replacement of a burned-out compressor at the Humboldt County Courthouse, in an amount not to exceed \$26,313. Discussion and possible action.
- 27.A. Staff Memo - Compressor  
[Staff Report - A1 Commercial-Compressor.pdf](#)
28. UPDATE THE BOARD ON COUNTY RENTAL PROPERTY LOCATED AT 543 MELARKEY (FOR INFORMATION ONLY) - Buildings and Grounds will provide an update on a project that came up during public comment at the Commissioners' meeting on Monday, June 6, 2022, regarding a county owned property located at 543 Melarkey Street in Winnemucca. This property has been a rental for the county for many years and there are significant renovations/upgrades to basic services that need to be completed for it to continue as a rental. For Information Only.
- 28.A. Staff Memo - Melarkey property documents  
[Staff Report- 543 Melarkey Street Complete.pdf](#)

29. APPROVAL OF COUNTY COMMENTS REGARDING DESERT LAND ENTRY APPLICATION (FOR POSSIBLE ACTION) - Consideration, discussion and possible approval of a letter to the Bureau of Land Management, Humboldt River Field Office, regarding a Preliminary Environmental Assessment that has been prepared to analyze a Desert-Land Entry (DLE) application for entry onto public lands adjacent to existing private property in the vicinity of Granite Creek and Deep Creek, Humboldt County, Nevada, for agricultural development. The Applicant has requested entry on four parcels totaling 1,111.64 acres. Approximately 875 acres of the parcels would be converted to agricultural use over a four-year period with the eventual goal of patenting the land to the Applicant for agricultural use. The public comment period has started and will end on June 24, 2022. Discussion and possible action.

29.A. Staff Memo - Eggers DLE

[Staff Agenda Resolution for Eggers DLE 6-20-2022.pdf](#)

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

July 5, 2022, Humboldt County Commission Meeting  
July 12, 2022, Winnemucca City Council Meeting  
July 14, 2022, Regional Airport Board Meeting  
July 18, 2022 Humboldt County 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).

31. FUTURE AGENDA ITEMS

32. 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.

33. ADJOURNMENT

34. 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**

**FOR TELECONFERENCE OR VIDEO CONFERENCE ACCESS**

**Click here to join the meeting:**

**[JOIN](#)**

**Or by phone: +1 775-446-0241, Conference ID: 263 358 721#**

Members of the public may make a public comment at the meeting without being physically present by emailing [publiccomment@humboldtcountynv.gov](mailto: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 8:45 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: June 20, 2022 POSTED BY: MICHELLE COOK

DATE POSTED: June 15, 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.

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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](mailto:program.intake@usda.gov)

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**\*\*STAFF REPORT\*\*STAFF REPORT\*\*STAFF REPORT\*\***  
Notice of Public Meeting  
**HUMBOLDT COUNTY BOARD OF COMMISSIONERS**  
Humboldt County Board of Commissioners Regular Meeting  
**Monday, June 20, 2022**  
**8:30 AM:**

Winnemucca City Hall  
90 WEST 4TH ST.  
WINNEMUCCA, NV 89445

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, June 20, 2022**

**STAFF REPORT**

**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); and June 6, 2022. Discussion and possible action.

**5. APPROVAL OF EXPENDITURES FOR HUMBOLDT COUNTY FOR JUNE 6, 2022 THROUGH JUNE 20, 2022 (FOR POSSIBLE ACTION)**

**6. APPOINTMENT OF DORLA LATHAM AND BRONWYN SCHOFIELD TO THE BOARD OF TRUSTEES OF THE GOLCONDA WATER DISTRICT BOARD (FOR POSSIBLE ACTION)** - Consideration, discussion and possible approval to appoint Dorla Latham to the Golconda Water District Board Seat B to serve the remaining four (4) year term ending January 6, 2025, and Bronwyn Schofield to the Golconda Water District Board Seat C to serve the remaining four (4) year term ending January 1, 2023. Discussion and possible action.

DATE: Tuesday, June 14, 2022  
TO: County Commission  
FROM: County Manager's Office  
SUBJECT: Appointment of Board Member  
REQUESTED AGENDA DATE: June 20, 2022

**SUMMARY**

Approve to appoint Dorla Latham (Seat B – June 20, 2022 thru January 1, 2025) and Bronwyn Schofield (Seat C – June 20, 2022 thru January 1, 2023) to the Golconda Water Board. Dorla Latham is requested to be appointed to the Golconda Water Board to replace a vacant seat.

**WHY ARE YOU BRINGING THIS BEFORE THE BOARD NOW:**

To fill a vacant seats.

**PREVIOUS ACTION**

None

**BACKGROUND**

This board was created with the intent to assist the local community in administering, maintaining and Operating various public safety and improvements functions.

**FISCAL IMPACT**

N/A

**RECOMMENDATION**

To appoint Dorla Latham to the Golconda Water Board Seat B and Bronwyn Schofield to Golconda Water Board Seat C.

**LIST SUPPORTING DOCUMENTS IF APPLICABLE:**

Letters requesting appointment.

**POSSIBLE MOTION** Move to approve the appointment of Dorla Latham to serve the remainder of the vacant seat B's terms which expires January 6, 2025 and Bronwyn Schofield to serve the remainder of the vacant seat C's term which expires January 1, 2023.

**6.A. Staff Memo - Latham Letter of Interest**

[Staff Memo Board - Latham Schofield Appt.pdf](#)

[Latham ltr.pdf](#)

[Bronwyn Schofield Letter of Intent Golconda GID.pdf](#)

**7. LIBRARY: REQUEST TO REAPPOINT RICK MCCOMB AND INTENT TO SEEK LETTERS OF INTEREST TO FILL VACANT TRUSTEE SEAT (FOR DISCUSSION AND POSSIBLE ACTION) - Consideration, discussion and possible approval of the following:**

A) To reappoint Rick McComb to the Humboldt County Library Board to serve a second term ending June 30, 2026. Discussion and possible action.

**DATE:** Friday, June 10, 2022

**TO:** County Commission

**FROM:** Jessica Anderson, Library Director

**SUBJECT:** Library Board Appointment, 4-year term, 1 reinstatement, 1 vacancy

**REQUESTED AGENDA DATE:** June 20, 2022

**SUMMARY**

Trustee McComb Reappointment to the Library Board for a 4-year 2nd term and 1 Vacancy for a 4-year term to be put out for recruitment.

**WHY ARE YOU BRINGING THIS BEFORE THE BOARD NOW:**

4 Year Terms set to expire July 1, 2022

**PREVIOUS ACTION**

Click or tap here to enter text.

**BACKGROUND**

Click or tap here to enter text.

**FISCAL IMPACT**

Volunteer positions, no fiscal impact.

**RECOMMENDATION**

Positions open on the Humboldt County Library's Board of Trustees.

The Humboldt County Commission is seeking letters of interest to fill vacancies on the unpaid Boards/Commissions.

"The powers and duties of the Board of Trustees include, among other things, responsibility for establishing,

supervising and maintaining the County library system. The Board appoints a Library Director who administers all functions of the library system and carries out policies established by the Trustees and the Board of County Commissioners.

The Library Board consists of five members who are residents of the County. Members are appointed by the Board of County Commissioners to serve four-year terms. No Trustee may be appointed to hold office for more than two consecutive four-year terms. Vacancies are filled by the County Commissioners for the remainder of the unexpired term. The Commissioners may remove any trustee who fails, without cause, to attend three successive meetings."

The deadline for receiving letters is July 7th, 2022 at 5:00 pm.

If you are interested please submit your letters to the County Commissioners' Office, Courthouse, Room 205, 50 W. Fifth Street, Winnemucca, NV 89445. Letters may also be faxed to the Commissioners' Office at 775-623-6302, or emailed to: [michelle.cook@humboldtcountynv.gov](mailto:michelle.cook@humboldtcountynv.gov)

LIST SUPPORTING DOCUMENTS IF APPLICABLE:

Included are the letter(s) of interest for appointment

POSSIBLE MOTION

Click or tap here to enter text

- B) The resignation of Trustee Haas and intent to seek letters of interest to fill vacant Trustee seat.  
Information only.

7.A. Staff memo - McComb and Haas letters

[Library Staff Memo.pdf](#)

[Library Board Rick McComb request 6-20-22.pdf](#)

[Library Lesley Haas ltr-resignation 6-20-2022.pdf](#)

8. COMPTROLLER: BUDGET AUGMENTATIONS FOR THE 2021-2022 FISCAL YEAR (FOR POSSIBLE ACTION) - Consideration, discussion, and possible approval of resolutions to augment the fiscal year 2021-2022 budgets of the General Fund in the amount of \$303,000; Indigent Services Fund in the amount of \$7,530; and Assessor Technology Fund in the amount of \$70,000. Discussion and possible action.

DATE: Monday, June 6, 2022  
TO: County Commission  
FROM: Gina Rackley, Comptroller  
SUBJECT: Budget Augmentation  
REQUESTED AGENDA DATE: June 20, 2022

SUMMARY

Necessary Budget Augmentation for the Fiscal Year 2022

WHY ARE YOU BRINGING THIS BEFORE THE BOARD NOW:

All budget augmentations for the current fiscal year must be adopted and submitted to the Department of Taxation before the close of the fiscal year.

PREVIOUS ACTION

There has been no previous action regarding the fiscal year 2022 budget augmentations.

**BACKGROUND**

It is necessary to augment the General Fund in the amount of \$303,000. \$50,000 for election expenditures being higher than anticipated due to the mail-in ballots. \$23,000 in Computer Systems due to the unbudgeted purchase of a vehicle. \$141,975 in Building & Grounds due to increased utility costs and also special department projects that were originally budgeted in FY21 but were unable to complete until FY22. \$56,600 in Communications due to the unbudgeted purchase of a vehicle and \$31,425 for the salary and benefits for the Emergency Manager which was unbudgeted.

It is necessary to augment the Assessor's Technology Fund in the amount of \$70,000. These additional resources are necessary for associated flight imagery costs.

It is necessary to augment the Indigent Services Fund in the amount of \$7,530. These additional resources are necessary for the higher salary and benefits cost of the new Human Services Director.

**FISCAL IMPACT**

Total Fiscal Impact is \$380,530 and the resources which are available to cover these additional costs is beginning fund balance greater than anticipated.

**RECOMMENDATION**

Approve the Resolutions to augment the General Fund, Assessor's Tech Fund and Indigent Services Fund for FY2022.

**LIST SUPPORTING DOCUMENTS IF APPLICABLE:**

Attached Resolutions to augment the General Fund, Assessor's Technology Fund and the Indigent Services Fund.

**POSSIBLE MOTION**

Move to approve the Resolutions to augment the funds for Humboldt County for Fiscal Year 2022 as Presented.

8.A. Staff Memo - Budget Augmentations for FY 21-22

[Staff Report Budget Augmentations.pdf](#)

[Resolution General Fund FY22.pdf](#)

[Resolution Indigent Services Fund FY22.pdf](#)

[Resolution Assessor Tech Fund FY22.pdf](#)

**9. COMPTROLLER: BUDGET APPROPRIATIONS TRANSFER FOR THE 2021-2022 FISCAL YEAR**

(FOR POSSIBLE ACTION) - Consideration, discussion; and possible approval of transferring appropriations for the fiscal year 2021-2022 between functions in the Indoor Events Center Fund in the amount of \$30,000 from Miscellaneous Capital to Temporary Employees and \$5,000 from Miscellaneous Capital to Salaries; and transferring appropriations in the Star City Water Fund in the amount of \$19,000 from Salaries and \$5,000 from Group Insurance to Service and Supplies. Discussion and possible action.

DATE: Tuesday, June 7, 2022

TO: County Commission

FROM: Gina Rackley, Comptroller

SUBJECT: Transfer Budget Appropriations – Events Complex Fund

REQUESTED AGENDA DATE: June 20, 2022

**SUMMARY**

Transfer budget appropriations in the Events Complex Fund from Capital Outlay to Salaries & Temporary Employees

**WHY ARE YOU BRINGING THIS BEFORE THE BOARD NOW:**

Per NRS 354.598005 (5) Budget appropriations may be transferred between functions. This transfer is necessary before June 30, 2022 to avoid an audit violation.

**PREVIOUS ACTION**

On Sept. 7, 2021 Winnemucca Events Center Director Kim Petersen was approved to hire to additional staff to handle the growth experienced by the events center. No new employees have been hired so the expense for temporary employees is over budget.

**BACKGROUND**

The Events Complex Fund #212 is currently over budget in Dept 073 – Indoor Events Center in Temporary Employees and is projected to be over in salaries after the remaining pay periods for fiscal year 2022 are posted. I have discussed this matter with Kim Petersen and he approves this transfer.

**FISCAL IMPACT**

None – this will be a transfer from already budgeted unspent Capital Outlay funds to Salaries and Temporary Employees which are expected to be over budget for the fiscal year.

**RECOMMENDATION**

Approve transfer of \$30,000 from 212-073-55000-000 Miscellaneous Capital to 212-073-51002 Temporary Employees and a transfer of \$5,000 from 212-073-55000-000 Miscellaneous Capital to 212-073-51001 Salaries.

**LIST SUPPORTING DOCUMENTS IF APPLICABLE:**

Attached Budget Report

**POSSIBLE MOTION**

Move to approve a transfer of \$30,000 from 212-073-55000-000 Miscellaneous Capital to 212-073-51002 Temporary Employees and a transfer of \$5,000 from 212-073-55000-000 Miscellaneous Capital to 212-073-51001 Salaries

DATE: Friday, June 10, 2022

TO: County Commission

FROM: Gina Rackley, Comptroller

SUBJECT: Transfer Budget Appropriations – Star City Water Fund

REQUESTED AGENDA DATE: June 20, 2022

**SUMMARY**

Transfer budget appropriations in the Star City Water Fund from Salaries & Group Insurance to Service & Supplies account.

**WHY ARE YOU BRINGING THIS BEFORE THE BOARD NOW:**

Per NRS 354.598005 (5) Budget appropriations may be transferred between functions. This transfer is necessary before June 30, 2022 to avoid an audit violation.

**PREVIOUS ACTION**

None

**BACKGROUND**

The Star City Water Fund #503 is currently over budget in Services and Supplies (52010) and there are funds available in Salaries and Group Insurance to cover this amount.

**FISCAL IMPACT**

None – this will be a transfer from already budgeted unspent funds in Salaries and Group Insurance.

**RECOMMENDATION**

Approve transfer of \$19,000 from 503-000-51001-000 Salaries to 503-000-52010-000 Service and Supplies and a transfer of \$5,000 from 503-000-51101-000 Group Insurance to 503-000-52010 Service and Supplies.

**LIST SUPPORTING DOCUMENTS IF APPLICABLE:**

Attached Budget Report

**POSSIBLE MOTION**

Move to approve transfer of \$19,000 from 503-000-51001-000 Salaries to 503-000-52010-000 Service and Supplies and a transfer of \$5,000 from 503-000-51101-000 Group Insurance to 503-000-52010 Service and Supplies

**9.A. Staff Memo - Budget Appropriations Transfer for FY 21-22**

[Staff Report Budget Transfer.pdf](#)

[Star City Water Staff Report Budget Transfer.pdf](#)

[212 073 Budget Report.pdf](#)

[503 Budget Report.pdf](#)

**10. COMPTROLLER: ADOPTION OF NEVADA 95-80 RURAL DEVELOPMENT AUTHORITY BUDGET (FOR POSSIBLE ACTION) - Consideration, discussion and possible adoption of a fiscal year 2022 budget for Nevada 95-80 Rural Development Authority Fund. Discussion and possible action.**

**DATE:** Tuesday, June 7, 2022

**TO:** County Commission

**FROM:** Gina Rackley, Comptroller

**SUBJECT:** Nevada 95-80 RDA Budget

**REQUESTED AGENDA DATE:** June 20, 2022

**SUMMARY**

Establish a budget for the Fiscal Year 2022 for the Nevada 95-80 Regional Development Fund.

**WHY ARE YOU BRINGING THIS BEFORE THE BOARD NOW:**

A budget must be adopted prior to the close of the 2022 Fiscal Year for this new fund.

**PREVIOUS ACTION**

A resolution was adopted on November 22, 2021 establishing a new fund titled "Nevada 95-80 Regional Development Authority Fund".

**BACKGROUND**

This is a newly created fund. Establishing a budget and transferring the expenses from the County Manager's budget will offer a cleaner and transparent reflection of the budgetary expenses related to this activity.

**FISCAL IMPACT**

There will be a transfer of expenses from the General Fund for the director's salary and benefits of which 50% after the GOED Grant funds are applied will be reimbursed by the City of Winnemucca.

**RECOMMENDATION**

Approve the Fiscal Year 2022 Budget of the Nevada 95-80 Regional Development Fund.

**LIST SUPPORTING DOCUMENTS IF APPLICABLE:**

Budget Worksheet Attached

**POSSIBLE MOTION**

Move to approve the Fiscal Year 2022 budget for the Nevada 95-80 Regional Development Authority Fund

10.A. Staff Memo - Adoption of Nevada 95-80 RDA Budget

Staff Report Nevada 95-80 Fund.pdf

FY22 Nevada 95 80 RDA Fund.xls.pdf

**11. COMPTROLLER: RESOLUTION FOR COMMITTED FUND BALANCES (FOR POSSIBLE ACTION) -**

Consideration, discussion and possible approval of a Resolution to adopt Humboldt County's committed Fund Balances for Indigent Services Fund, Road Fund, Cooperative Extension Fund, Regional Transportation Fund, 6th Judicial District Fund, Library Fund, 6th Judicial District Specialty Court Fund, Administrative Assessment Fund, Bad Check Restitution Fund, Indigent Medical Fund, Winnemucca Events Center Complex Fund, Genetic Marker Testing Fund, Assessor's Technology Fund, 911 Enhancement Fund, Justice Court Administrative Assessment Court Facilities Fund, Library Memorial Fund, Humboldt Fire District Fund, Capital Projects Fund, Building Reserve Fund, Stabilization Fund, Compensated Absences Fund and Unemployment Fund. The Governmental Accounting Standards Board (GASB) has issued its Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions, for the purpose of committing ending fund balances. With approval, the Humboldt County Board of Commissioners wishes to comply with GASB 54 as required beginning with the June 30, 2011 fiscal year. Discussion and possible action.

DATE: Tuesday, June 7, 2022

TO: County Commission

FROM: Gina Rackley, Comptroller

SUBJECT: Resolution Adopting Humboldt County's Committed Fund Balances

REQUESTED AGENDA DATE: June 20, 2022

**SUMMARY**

This resolution is required to be adopted annually by the Governmental Accounting Standards Board and commits the fund balance of each fund for Humboldt County.

**WHY ARE YOU BRINGING THIS BEFORE THE BOARD NOW:**

The Governmental Accounting Standards Board requires that this resolution be adopted in June each fiscal year.

**PREVIOUS ACTION**

June 2021.

**BACKGROUND**

The objective of this Resolution is to enhance the usefulness of fund balance information by providing clear fund balance specifications per GASB 54. The difficulty of meeting this requirement is that the resolution must be adopted in June of each year but because the fiscal year is still open, we do not have the final fund balances to insert in the Resolution, therefore we refer to the audit once it is presented by Drake Rose and Associates.

**FISCAL IMPACT**

None

**RECOMMENDATION**

It is recommended that this Resolution to Commit Fund Balances is approved.

**LIST SUPPORTING DOCUMENTS IF APPLICABLE:**

Resolution is attached.

**POSSIBLE MOTION**

Move to approve the Resolution adopting Humboldt County Committed Fund Balances

11.A. Staff Memo -Resolution for Committed Fund Balances

Staff Report GASB 54.pdf

FY 22 Commitment Resolution for GASB 54.pdf

12. COMPROLLER: 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 2022 (July 1, 2021 through June 30, 2022), including an update on the American Rescue Plan Act (ARPA). Information Only.

13. COUNTY MANAGER'S QUARTERLY PRIORITIES, GOALS AND EXPECTATIONS UPDATE - 2021-2022 FISCAL YEAR (FOR POSSIBLE ACTION) - Consideration, discussion and possible action as established in the employment agreement between Humboldt County and County Manager Dave Mendiola to review the priorities, goals and expectations that were updated on March 21, 2022 to assess the progress under each category. As part of the consideration, the Commissioners will need to approve or deny the Cost of Living and Merit Increase for Mr. Mendiola as part of the Resolution approving performance based increases for all appointed officials for fiscal year 2022-2023. Discussion and possible action.

DATE: Tuesday, June 14, 2022

TO: County Commission

FROM: Dave Mendiola, County Manager

SUBJECT: Priorities, Goals and Expectations Quarterly Update

REQUESTED AGENDA DATE: June 20, 2022

**SUMMARY**

Per the terms of the Employee Agreement with Dave Mendiola, County Manager, the Board of Commissioners are required to provide feedback and direction to the County Manager and review those priorities, goals and expectations on a quarterly basis to assess the progress being made and to change those guidelines should conditions on the ground change. For this meeting it also will be used as the FY22 Performance Appraisal for possible approval of a Merit and COLA for FY23 as part of the Resolution to approve Merits and COLA for Appointed officials.

**WHY ARE YOU BRINGING THIS BEFORE THE BOARD NOW:**

The Board established these priorities, goals and expectations during their September 2021 meeting for the fiscal year 2022.

**PREVIOUS ACTION**

Baselines were established at the March 2022 meeting of the County Commissioners.

**BACKGROUND**

See Previous Action

**FISCAL IMPACT**

These assessments could impact the county fiscally should they use the assessment to approve a merit increase to the county manager for fiscal year 2022-2023 performance.

**RECOMMENDATION**

No recommendation other than to ask that the Commissioners be as detailed as possible when providing criticism or praise for work done as this assists the county manager to know exactly what has been perceived as valuable and that which has not been useful or productive.

**LIST SUPPORTING DOCUMENTS IF APPLICABLE:**

Priorities, Goals and Expectations Document

**POSSIBLE MOTION**

Motion to approve the county manager's current direction and efforts to meet the priorities, goals and expectations for Quarter 4 of FY2022 and to approve or deny a Merit and COLA upgrade for FY2022-2023 as part of the Resolution to approve Merit and COLA for Appointed Officials.

**14.RESOLUTION AND APPROVAL OF ANNUAL COST OF LIVING ADJUSTMENT AND MERIT INCREASE FOR APPOINTED OFFICIALS (POSSIBLE ACTION)** - Consideration, discussion, and possible approval of a Cost of Living Adjustment and Merit increase for Fiscal Year 2022-2023, should they be approved by the Board of Commissioners to appointed officials later this year. Discussion and possible action.

DATE: Tuesday, June 14, 2022

TO: County Commission

FROM: Dave Mendiola, County Manager

SUBJECT: Annual COLA and Merit Resolution

REQUESTED AGENDA DATE: June 20, 2022

**SUMMARY**

Every year at this time the County Commissioners consider a Resolution to provide appointed officials with Cost of Living Adjustments and Merit increases.

**WHY ARE YOU BRINGING THIS BEFORE THE BOARD NOW:**

Humboldt County's unrepresented appointed officials have historically been determined by the Board of County Commissioners to be eligible for annual performance-based merit increases and cost of living adjustments under the same terms as those allowed for county employees who are represented by formally recognized employee associations. Employees represented by the Humboldt County Employees Association (HCEA) and Humboldt County Law Enforcement Association (HCLEA) are eligible under the terms of negotiated collective bargaining agreements to receive annual 2.5% performance-based merit

increases when their supervisor determines that their performance has met or exceeded the performance standards established for each position.

**PREVIOUS ACTION**

Historically, this Resolution is passed on an annual basis. The Appointed employees are awarded the same COLA and Merit increases that Humboldt County Employees Association Collective Bargaining unit has negotiated.

**BACKGROUND**

Click or tap here to enter text.

**FISCAL IMPACT**

This will impact the budgets of the departments that these individuals reside in. This year that increase will be 6% (2.5% for Merit and 3.5% for COLA). In addition, those base increases will impact the additional PERS payments.

**RECOMMENDATION**

Approve the Resolution as presented.

**LIST SUPPORTING DOCUMENTS IF APPLICABLE:**

Resolution.

**POSSIBLE MOTION**

Motion to approve the Resolution to provide performance based increases for appointed Humboldt County officials and employees.

**SUMMARY: RESOLUTION APPROVING PERFORMANCE BASED MERIT INCREASES FOR APPOINTED HUMBOLDT COUNTY OFFICIALS AND COST OF LIVING ADJUSTMENTS FOR APPOINTED HUMBOLDT COUNTY OFFICIALS AND EMPLOYEES.**

RESOLUTION NO. \_\_\_\_\_

WHEREAS, Humboldt County's unrepresented appointed officials have historically been determined by the Board of County Commissioners to be eligible for annual performance-based merit increases and cost of living adjustments under the same terms as those allowed for county employees who are represented by formally recognized employee associations; and

WHEREAS, employees represented by the Humboldt County Employees Association (HCEA) and Humboldt County Law Enforcement Association (HCLEA) are eligible under the terms of negotiated collective bargaining agreements to receive annual 2.5% performance-based merit increases when their supervisor determines that their performance has met or exceeded the performance standards established for each position; and

WHEREAS, the Humboldt County Manager is responsible for evaluating the performance of appointed County department directors and has completed formal written performance reviews for each of the appointed officials in concert, where applicable, with other authorized officials; and

WHEREAS, upon completion of these reviews, 2.5% performance-based merit increases for all of the appointed County department directors are being recommended; and

WHEREAS, consistent with established County Commission policy, each appointed County official's annual merit review date is July 1st, regardless of the date each was hired, and merit increases take effect on the first day of the payroll period including July 1st; and

WHEREAS, employees represented by the HCEA and HCLEA have also been granted a negotiated 3.5% cost of living adjustment by the Board of Commissioners effective July 1, 2022; and

WHEREAS, there is a need to equitably maintain the County's personnel pay and classification system for both represented and unrepresented County employees by ensuring uniform cost of living adjustments organization-wide; and

WHEREAS, Nevada state law authorizes the Board of County Commissioners to fix the salaries of all appointive county officers and employees by the enactment of ordinances or the adoption of resolutions,

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Humboldt County, Nevada as follows:

1. 3.5% cost of living adjustments, effective July 1, 2022, and 2.5% performance-based merit increases, effective July 1, 2022, are hereby approved for the following Humboldt County officials:

Title	Name	3.5% COLA & 2.5% Merit
County Manager	Dave Mendiola	\$161,138.36
Assistant County Manager/ HR Director	Abel Del Real-Nava	\$109,601.43
Building Official:	VACANT	
Buildings & Grounds Director:	VACANT	-
Comptroller-Auditor:	Gina Rackley	\$129,625.43
Library Director:	Jessica Anderson	\$106,823.39
Regional Planning Director:	VACANT	-
Public Works Director:	Don Kalkoske	\$131,428.95
Public Defender	Matthew Stermitz**	\$146,494.58
Alternate Public Defender	VACANT	-
Technology Services Director:	Ric.Grantham	\$124,621.91
WCVA Director:	Kim Petersen**	\$142,954.17

\*\* Kim Petersen and Matthew Stermitz are not receiving the full 2.5% Merit due to reaching the top of the salary range.

2. A 3.5% cost of living adjustment, effective July 1, 2022, is hereby approved for the following Humboldt County employees:

All Humboldt County Employees Association members and employees who are not represented by HCEA or HCLEA.

APPROVED this 20th day of June, 2022.

BY: HUMBOLDT COUNTY BOARD OF COMMISSIONERS

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Jim French, Chairman

ATTEST:

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Tami Rae Spero, County Clerk

14.A. Staff Memo- Resolution for Cost of Living Adjustment  
[2022 Dept-Officials Merit and COLA - employees COLA.pdf](#)

15. SET TO PUBLIC HEARING: NUISANCE COMPLAINT (FOR POSSIBLE ACTION) - Consideration, discussion, and possible approval to Set to Public Hearing for a future date to be determined by the County Clerk per Humboldt County Code (HCC) 8.04 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.

DATE: Wednesday, June 1, 2022  
TO: County Commission  
FROM: Humboldt County Clerk  
SUBJECT: Set to public hearing a nuisance complaint  
REQUESTED AGENDA DATE: 06/20/2022

**SUMMARY**

Request to set to public hearing as required by Humboldt County Code (HCC) 8.04.040 an alleged nuisance located at 30 East 5th Street, Golconda, NV, Assessor's Parcel Number 08-0291-08 and owned by Roberta Lynn Sparks.

**WHY ARE YOU BRINGING THIS BEFORE THE BOARD NOW:**

Investigative reports have been received from the Humboldt County Sheriff's Office, Humboldt County Public Works Department and the Humboldt County Building Department verifying that a nuisance might exist as required by HCC 8.04.030. Notice is being made to the property owner and the occupants that will notify said individuals that a public hearing may be set by the Board of County Commissioners at their June 20, 2022 meeting.

**PREVIOUS ACTION**

N/A

**BACKGROUND**

As a note, in Deputy Angel Cardenas' investigative report dated May 10, 2022 he indicated that he would be following up on the incident. I discussed the status of the alleged nuisance with Deputy Cardenas on May 23, 2022 and he indicated that one vehicle had been removed but the nothing else has been addressed.

**FISCAL IMPACT**

N/A

**RECOMMENDATION**

To set to public hearing an alleged nuisance located at 30 East 5th Street, Golconda, Nevada Assessor's Parcel Number 08-0291-08 on property owned by Roberta Lynn Sparks as set forth in Humboldt County

Code 8.04.040.Page 2 of 2

LIST SUPPORTING DOCUMENTS IF APPLICABLE:

Nuisance Complaint submitted by Nickia McGehee and other Golconda residents including photos and Investigative reports from the Humboldt County Building Department, the Humboldt County Sheriff's Office and the Humboldt County Public Works Department.

POSSIBLE MOTION

To set to public hearing an alleged nuisance located at 30 East 5th Street, Golconda, Nevada Assessor's Parcel Number 08-0291-08 on property owned by Roberta Lynn Sparks as set forth in Humboldt County Code 8.04.040

15.A.Staff Memo - Sparks Nuisance Documents  
[Staff Agenda Report Sparks Nuisance.pdf](#)

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

16.9:30 A.M. ACCEPTANCE OF RENEWAL PROPOSAL FROM NEVADA PUBLIC AGENCY INSURANCE POOL (FOR POSSIBLE ACTION) - Consideration, discussion, and possible approval of the renewal proposal from the Nevada Public Agency Insurance Pool and approval for payment from FY22-23 funds in an amount not to exceed \$623,458.12. Discussion and possible action.

DATE: April 28, 2022 Sent VIA Email  
TO: Dave Mendiola, Humboldt County  
dave.mendiola@humboldtcountynv.gov  
FROM: Wayne Carlson, MBA, CPCU, ARM, Executive Director

RE: POOL Renewal Proposal Presentation

We are planning our June renewal presentation schedule and would appreciate your scheduling of the following item on your JUNE agenda. Stephen Romero, Marshall Smith, Alan Kalt or I will present the renewal in conjunction with your local agent. Due to multiple board meetings on some days, scheduling us at or near the requested time will facilitate travel between meeting locations. If your meeting will be held virtually please send us the meeting information and time slot. Your cooperation is appreciated.

DATE: 6/20/2022 Time: 9:30 AM

The requested item should be listed as an action item and worded similar to the following:  
Action Item: Acceptance of renewal proposal from Nevada Public Agency Insurance Pool (POOL) and approval for payment from fiscal year 2022 - 2023 funds.

Please confirm the meeting date and time by emailing your response to zariahanses@poolpact.com. I need a response as soon as possible. Because renewal program presentation materials are still being prepared, your board packet information may be delayed. We appreciate your understanding and will get them to you as soon as we can. If you should have any questions feel free to call our office. Thanks for your assistance.

**\*\*Please open the link to the "2022 NPAIP renewal Proposal" link to see all the detail and the presentation for this item.**

16.A.Staff Memo - NPAIP Renewal Documents

Memos 22-23\_25.pdf

2022 NPAIP Renewal Proposal - Humboldt County.pdf

Humboldt Invoice.pdf

17:10:00 A.M. PUBLIC HEARING: ZONE CHANGE REQUESTS SUBMITTED BY THE REGIONAL PLANNING COMMISSION (DISCUSSION AND POSSIBLE ACTION) - Consideration, discussion and possible approval of the following:

- A) RH-22-07 - A zone change request submitted by Regional Planning Commission pm behalf of the McDermitt Fire Protection District to rezone property from C (Commercial) district to P-F (Public Facilities) district, located at 175 US Hwy 95 McDermitt, NV. Assessor's parcel # 03-0599-04. Discussion and possible action.

STATUS REPORT  
RH-22-07

1. SUBJECT:

A zone change request submitted by Regional Planning Commission pm behalf of the McDermitt Fire Protection District to rezone property from C (Commercial) district to P-F (Public Facilities) district.

2. LOCATION:

The parcel is located at 175 US Hwy 95 McDermitt, NV. Assessor's parcel # 03-0599-04.

3. BACKGROUND INFORMATION:

PREVIOUS APPLICATIONS:

There are no previous applications for this parcel

Current Zoning: C (Commercial)

Proposed Zoning: P-F (Public Facility)

Master Plan: COMM (Commercial)

Lot Area: .580 acres +

Access: Access is from US Hwy 95

Utilities:

Harney Electric currently supplies electricity to this area; McDermitt GID provides water and sewer

Response From Referrals:

No comments received from referrals as of May 5, 2022.

Applicable Regulations:

The C zoning is no longer a recognized zoning designation in Humboldt County. The purpose of the P-F zoning district is to delineate lands owned by public agencies or lands upon which such agencies operate public facilities. Permitted uses are: public buildings; public schools, parks, playgrounds and recreational facilities; public fairgrounds and related activities; airports. Conditional uses are: penal, correctional or detention institutions; public facilities for the care of mentally & physically handicapped patients; public shops, repair and storage yards and buildings; animal shelters or pounds;

cemeteries. Prohibited uses are industrial and commercial uses not addresses as permitted under permitted uses and conditional uses.

4. ANALYSIS & FINDINGS:

A. The Regional Planning Commission upon its own motion may initiate amendments and changes to the land use plan. (Humboldt County Code Chapter 17.71.020(A).

B. Zoning in the immediate vicinity is Public Facility and Commercial. This zone change to P-F would not impact the uses on properties adjacent to this property. There is no information to indicate this action will be detrimental to properties surrounding or adjacent to the area requested for the zone change.

C. This zone does not conform to the Master Plan designation of COMM. There are other public facility zoned properties which do not have a Public Facility Master Plan designation.

D. The property is currently vacant with the fire house on the parcel to the east. Therefore, this zone change will not adversely affect the public health, safety and general welfare of the area.

E. This zone change will not alter the development pattern or the types of uses allowed in the area. This zoning will not be out of place with the zoning surrounding it. Therefore, the newly proposed zone will have no effect on the existing developed land use pattern in the immediate area, specifically, with respect to the question of land use compatibility.

5. STAFF RECOMMENDATION: After much consideration and based upon the above analysis and findings, staff recommends the RPC recommend approval of this request for a Zone Change for assessor's parcel #03-0599-04 from C to P-F designation to the County Commissioners.

REGIONAL PLANNING COMMISSION RECOMMENDATION: The Regional Planning Commission at their May 12, 2022 meeting voted to recommend approval of this zone change application to rezone property from C to P-F.

6. SUPPORT MATERIAL:

- A. Application
- B. Assessor's parcel map

Betty Lawrence/BL  
Senior Planning Technician

B) RH-22-08 - A zone change request submitted by Regional Planning Commission on behalf of the Stor-All, LLC to rezone property from C (Commercial) zoning district to GC (General Commercial), located at 3395 T Quarter Circle Road; assessor's parcel #10-0091-13. Discussion and possible action.

STATUS REPORT  
RH-22-08

1. SUBJECT:

A zone change request submitted by Regional Planning Commission on behalf of the Stor-All, LLC to rezone property from C (Commercial) zoning district to GC (General Commercial).

2. LOCATION:

The parcel is located at 3395 T Quarter Circle Road; assessor's parcel #10-0091-13

3. BACKGROUND INFORMATION:

Parcel Action History PL0100D

Humboldt County Board Of Commissioners

June 20, 2022

Page 17

Seq Case# App Date Last Action Date  
RH 22 08 4/06/2022  
C > GC  
PH 79 116 8/27/1979 FILED 10/18/1979  
FILE # 199592  
UH 79 137 8/27/1979 RPC A 9/13/1979  
DALE/STOR-ALL WAREHOUSING  
GP 96 02 11/09/1961 HCC A 5/06/1996  
GENERAL PLAN FOR AREA - SEE FILE FOR MAPS

Proposed Zoning: GC (General Commercial)

Master Plan: COMM (Commercial)

Lot Area: 13.90 acres +

Access: Access to the property is from T Quarter Circle Road.

Utilities:

NV Energy currently supplies electricity to this area.  
Property is served by individual well and septic system.

Response From Referrals:

No comments received from referrals as of May 4, 2022.

Applicable Regulations:

The C zoning is no longer a recognized zoning designation in Humboldt County. The GC zoning district allowed uses include, but are not limited to automotive sales & service, hotels/motels without unlimited gaming, equipment rentals, restaurants, service stations. The following uses are allowed with the issuance of a conditional use permit: include, but are not limited to construction yards/shops, self-storage facilities, mortuaries/crematoriums, hotels/motels with unlimited gaming. Prohibited uses are all industrial uses, marijuana establishments. The minimum lot size is 2,000 square feet. There are no setback requirements unless the property adjoins a residential zoned lot or parcel.

4. ANALYSIS & FINDINGS:

A. The Regional Planning Commission upon its own motion may initiate amendments and changes to the land use plan. (Humboldt County Code Chapter 17.71.020(A).

B. This area is zoned for commercial uses with CH and GC/G-C zoning designations. The Master Plan for this property is COMM (Commercial). This zone change from C to GC would not impact the uses on properties adjacent to this property. There is no information to indicate this action will be detrimental to properties surrounding or adjacent to the area requested for the zone change.

C. This zone change to GC conforms to the Master Plan designation of COMM for this area.

D. There will be changes as to the allowed uses on subject property. The current zoning designation allows a variety of uses but is not acknowledged as a current zoning designation in Humboldt County. The smaller parcel is vacant and the other is being utilized for the UPS delivery facility. Therefore, this zone change will not adversely affect the public health, safety and general welfare of the area.

E. This zone change will not alter the development pattern or the types of uses allowed in the area. This zoning will not be out of place with the zoning surrounding it. Therefore, the newly proposed zones will have no effect on the existing developed land use pattern in the immediate area.

5. STAFF RECOMMENDATION:

After careful consideration, staff recommends the RPC recommend approval to the Humboldt County Commission of this zone change application to rezone this property from C to GC.

**REGIONAL PLANNING COMMISSION RECOMMENDATION:**

The Regional Planning Commission at their May 12, 2022 meeting voted to recommend approval of this zone change application to rezone this property from C to GC.

**6. SUPPORT MATERIAL:**

- A. Application
- B. Assessor's parcel map

Betty Lawrence/BL  
Senior Planning Technician

- C) RH-22-09 - A zone change request submitted by Regional Planning Commission on behalf of the Pat Sciobor to rezone property from C (Commercial) zoning district to NC-R (Neighborhood Commercial/Rural District) zoning district., located at at 3905 W Winnemucca Boulevard; assessor's parcel #10-0091-15. Discussion and possible action.

**STATUS REPORT**  
RH-22-09

**1. SUBJECT:**

A zone change request submitted by Regional Planning Commission on behalf of the Pat Sciobor to rezone property from C (Commercial) zoning district to NC-R (Neighborhood Commercial/Rural District) zoning district.

**2. LOCATION:**

The parcel is located at 3905 W Winnemucca Boulevard; assessor's parcel #10-0091-15.

**3. BACKGROUND INFORMATION:**

There are no previous applications on this parcel.

Proposed Zoning: NC-R (Neighborhood Commercial/Rural District)

Master Plan: COMM (Commercial)

Lot Area: 1.47 acres +

Access: Access to the property is from W. Winnemucca Blvd.

**Utilities:**

NV Energy currently supplies electricity to this area.  
Property is served by individual well and septic system.

**Response From Referrals:**

No comments received from referrals as of May 4, 2022.

**Applicable Regulations:**

The C zoning is no longer a recognized zoning designation in Humboldt County.  
The NC-R zoning district allows food stores, hardware stores, restaurants, residences. The following uses are allowed with the issuance of a conditional use permit: banks/financial institutions, service stations, social hall/non-profit clubs, bars, home based businesses, self-service storage facilities, public use

events, public/quasi-public buildings. Prohibited uses are commercial uses not addressed, all industrial uses, medical marijuana/marijuana establishments. The minimum lot size is 1 acre. The setbacks for this zoning district are ten (10) feet front, five (5) feet sides and ten (10) feet rear.

4. ANALYSIS & FINDINGS:

A. The Regional Planning Commission upon its own motion may initiate amendments and changes to the land use plan. (Humboldt County Code Chapter 17.71.020(A).

B. This area is zoned for commercial uses with C, CH and GC zoning designations. The Master Plan for this property is COMM (Commercial). This zone change from C to NC-R would not impact the uses on properties adjacent to this property. There is no information to indicate this action will be detrimental to properties surrounding or adjacent to the area requested for the zone change.

C. This zone change to NC-R conforms to the Master Plan designation of COMM for this area.

D. There will be changes as to the allowed uses on subject property. The current zoning designation allows a variety of uses but is not acknowledged as a current zoning designation in Humboldt County. The proposed zoning of NC-R is typically found in neighborhoods. There is an existing single family residence (1944) on the property. The zoning will allow the residential use on the property. Therefore, this zone change will not adversely affect the public health, safety and general welfare of the area.

E. This zone change will not alter the development pattern or the types of uses allowed in the area. This zoning will not be out of place with the zoning surrounding it. Therefore, the newly proposed zones will have no effect on the existing developed land use pattern in the immediate area.

5. STAFF RECOMMENDATION:

After careful consideration, staff recommends the RPC recommend approval to the Humboldt County Commission of this zone change application to rezone this property from C to NC-R.

REGIONAL PLANNING COMMISSION RECOMMENDATION:

The Regional Planning Commission at their May 12, 2022 meeting voted to recommend approval of this zone change application to rezone this property from C to NC-R.

6. SUPPORT MATERIAL:

- A. Application
- B. Assessor's parcel map

Betty Lawrence/BL  
Senior Planning Technician

D) RH-22-10 - A zone change request submitted by Regional Planning Commission on behalf of the Pat Sciobor to rezone property from C (Commercial) zoning district to GC (General Commercial) zoning district, located off W. Winnemucca Boulevard; assessor's parcel #10-0091-14. Discussion and possible action.

STATUS REPORT  
RH-22-10

1. SUBJECT:

A zone change request submitted by Regional Planning Commission on behalf of the Pat Sciobor to rezone property from C (Commercial) zoning district to GC (General Commercial) zoning district.

2. LOCATION:

The parcel is located off W Winnemucca Boulevard; assessor's parcel #10-0091-14.

3. BACKGROUND INFORMATION:

Parcel Action History PL0100D  
Seq Case# App Date Last Action Date  
RH 22 10 4/14/2022  
C > GC  
GP 96 02 11/09/1961 HCC A 5/06/1996  
GENERAL PLAN FOR AREA - SEE FILE FOR MAPS

Proposed Zoning: GC (General Commercial)

Master Plan: COMM (Commercial)

Lot Area: 1.82 acres +

Access: Access to the property is from W. Winnemucca Blvd.

Utilities:

NV Energy currently supplies electricity to this area.  
Property would be served by individual well and septic system.

Response From Referrals:

No comments received from referrals as of May 4, 2022.

Applicable Regulations:

The C zoning is no longer a recognized zoning designation in Humboldt County. The GC zoning district allowed uses include, but are not limited to automotive sales & service, hotels/motels without unlimited gaming, equipment rentals, restaurants, service stations. The following uses are allowed with the issuance of a conditional use permit: include, but are not limited to construction yards/shops, self-storage facilities, mortuaries/crematoriums, hotels/motels with unlimited gaming. Prohibited uses are all industrial uses, marijuana establishments. The minimum lot size is 2,000 square feet. There are no setback requirements unless the property adjoins a residential zoned lot or parcel.

4. ANALYSIS & FINDINGS:

A. The Regional Planning Commission upon its own motion may initiate amendments and changes to the land use plan. (Humboldt County Code Chapter 17.71.020(A).

B. This area is zoned for commercial uses with C, CH and GC zoning designations. The Master Plan for this property is COMM (Commercial). This zone change from C to GC would not impact the uses on properties adjacent to this property. There is no information to indicate this action will be detrimental to properties surrounding or adjacent to the area requested for the zone change.

C. This zone change to GC conforms to the Master Plan designation of COMM for this area.

D. There will be changes as to the allowed uses on subject property. The current zoning designation allows a variety of uses but is not acknowledged as a current zoning designation in Humboldt County. The proposed zoning of NC-R is typically found in neighborhoods. The property is currently vacant. Therefore, this zone change will not adversely affect the public health, safety and general welfare of the area.

E. This zone change will not alter the development pattern or the types of uses allowed in the area. This zoning will not be out of place with the zoning surrounding it. Therefore, the newly proposed zones will have no effect on the existing developed land use pattern in the immediate area.

5. STAFF RECOMMENDATION:

After careful consideration, staff recommends the RPC recommend approval to the Humboldt County Commission of this zone change application to rezone this property from C to GC.

REGIONAL PLANNING COMMISSION RECOMMENDATION:

The Regional Planning Commission at their May 12, 2022 meeting voted to recommend approval of this zone change application to rezone this property from C to GC:

6. SUPPORT MATERIAL:

- A. Application
- B. Assessor's parcel map

Betty Lawrence/BL  
Senior Planning Technician

17.A.Regional Planning Commission - Staff Memos

[RH-22-07 Status Report.pdf](#)

[RH-22-08 Status Report.pdf](#)

[RH-22-09 Status Report.pdf](#)

[RH-22-10 Status Report.pdf](#)

18.EMERGENCY MANAGER: REQUEST TO APPROVE AN APPLE DEVELOPER ACCOUNT (FOR POSSIBLE ACTION) - Consideration, discussion and possible approval to authorize Emergency Manager Carol Lynn to open and sign for an Apple Developer Account in an amount not to exceed \$99.00, pending review and approval of the District Attorney's Office. Discussion and possible action.

DATE: Monday, June 13, 2022  
TO: County Commission  
FROM: Carol Lynn, Emergency Manager  
SUBJECT: Approval of agreement  
REQUESTED AGENDA DATE: June 20, 2022

SUMMARY

The development and publishing of the Stay Ready Humboldt County smartphone app is a two-step process. First was the purchase of the app and support for a three-year period, which has been approved previously. Second is the establishment of an Apple Development Account which will enable it to be published in the Apple and Google app stores thus making it available to county residents. The Stay Ready Humboldt County app helps fulfill one of the core missions of the Dept. of Homeland Security by enhancing the country's ability to prepare for, prevent, respond to, and recover from potential attacks and other hazards.

WHY ARE YOU BRINGING THIS BEFORE THE BOARD NOW:

Approval and signature need for Apple Developer Account to make the Stay Ready Humboldt County app available to the public by June 30, 2022.

**PREVIOUS ACTION**

Contract for purchase of the app was approved.

**BACKGROUND**

Grant received for a three-year contract for the smartphone app. This project's focus is community and responder preparation, education, and community collaboration to increase the resilience of Humboldt County and its residents.

**FISCAL IMPACT**

Cost of Apple Developer Account is \$99.00, but there is a waiver for government agencies.

**RECOMMENDATION**

Approval to authorize County Manager Dave Mendiola to sign required documents. Page 2 of 2

**LIST SUPPORTING DOCUMENTS IF APPLICABLE:**

Copy of Apple Developer Account agreement

**POSSIBLE MOTION**

Motion to approve the request to establish the Apple Developer Account and for the Emergency Manager to sign required documents

18.A. Staff Memo - Apple Developer Application  
Staff Agenda Request - Apple Dev Acct.pdf

Apple Dev Acct Application.pdf

19. PUBLIC WORKS DEPARTMENT: GENERAL ROAD PROJECTS (FOR INFORMATION ONLY) - 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.

20. SHERIFF'S OFFICE: REQUEST TO WAIVE THE ATTRITION POLICY (FOR POSSIBLE ACTION) - Consideration, discussion and possible approval to waive the attrition policy to hire for the vacant position of a Central Control Operator. Discussion and possible action.

DATE: Thursday, June 9, 2022  
TO: County Commission  
FROM: Mike Allen, Sheriff  
SUBJECT: Central Control Operator Waiver of Attrition  
REQUESTED AGENDA DATE: June 20, 2022

**SUMMARY**

A Central Control Operator position became available on 06/01/2022. This is a full-time position in the Humboldt County Sheriff's Office Central Control.

**WHY ARE YOU BRINGING THIS BEFORE THE BOARD NOW:**

To fulfill needed staffing levels in Humboldt County Sheriff's Office Central Control Division.

PREVIOUS ACTION  
N/A

BACKGROUND

Humboldt County Sheriff's Office Central Control works jointly with the dispatch center providing necessary support services such as warrant confirmations, criminal history/criminal records data for the detention center, District Attorney's office, CCW processing, and Law Enforcement officers. Central Control Operators are responsible for monitoring the Detention Center cameras for officer safety, and assisting the Detention Deputies with door operations. Warrants, TPOs, Missing Persons, and stolen property entries into NCIC are facilitated by the Central Control Operator along with other duties as needed.

FISCAL IMPACT

This is a budgeted position for Humboldt County Sheriff's Office Detention Center.

RECOMMENDATION

It is recommended that the waiver of attrition be approved to enable the recruitment process to begin.

LIST SUPPORTING DOCUMENTS IF APPLICABLE:

N/A

POSSIBLE MOTION

Consideration, discussion, and possible action on a request from the Sheriff for a waiver of the attrition policy for Central Control Operator position that became available on 06/01/2022

20.A. Staff Memo - Request to waive attrition policy  
[Staff Report - Waiver of Attrition - Central Control.pdf](#)

21. TECHNOLOGY SERVICES PROJECTS UPDATE (FOR INFORMATION ONLY) - Technology Services Director Ric Grantham will provide the Commission with updates regarding department projects. Information only.

DATE: Wednesday, June 8, 2022  
TO: County Commission  
FROM: Ric Grantham, Technology Services Department  
SUBJECT: Technology Services Department Projects Update  
REQUESTED AGENDA DATE: June 20, 2022

SUMMARY

The Technology Services Department updating the Humboldt County Commissioners on the status of its projects.

WHY ARE YOU BRINGING THIS BEFORE THE BOARD NOW:

For a presentation by Technology Services Department Director, Ric Grantham, to update the Board on Technology Services Department projects, 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.

PREVIOUS ACTION

None

BACKGROUND

The Technology Services Department consists of the Communications and IT Departments together with the Humboldt County TV District. The Technology Services Department Head, Ric Grantham, will be

giving the Commissioners an update on projects within these areas.

**FISCAL IMPACT**

This presentation is just an update and is for information only, no action will be taken on any matters therefore there is no fiscal impact as the result of this request.

**RECOMMENDATION**

No recommendations, for information only.

**LIST SUPPORTING DOCUMENTS IF APPLICABLE:**

N/A

**POSSIBLE MOTION**

No motion necessary

21.A. Staff Memo - Technology Services update  
[TSD Projects Updates for June 20 2022 Meeting.pdf](#)

**22. ASSESSOR'S OFFICE: NOTICE FOR EMPLOYEE OUT-OF-STATE TRAINING (INFORMATION ONLY)** - Per 9.2.5 'Out of State Travel' of the Personnel Policy Manual of Humboldt County, two employees will be taking IAAO Course 101 Fundamentals of Real Property Appraisal. Humboldt County Assessor Andy Heiser will provide information regarding two employees traveling out of state for training. The course cost \$525 each employee plus travel and rooms fees and is within the Assessor's Office budget for the 22-23 fiscal year. Information only.

DATE: Tuesday, June 7, 2022

TO: County Commission

FROM: Andy Heiser, Humboldt County Assessor

SUBJECT: Traveling out of State for Education

REQUESTED AGENDA DATE: June 20, 2022

**SUMMARY**

The Assessor's Office is here to notify you that we have two employees who will be traveling out of state.

**WHY ARE YOU BRINGING THIS BEFORE THE BOARD NOW:**

Per 9.2.5 'Out of State Travel' of the Personnel Policy Manual of Humboldt County, two employees will be taking IAAO Course 101 Fundamentals of Real Property Appraisal. This course will provide an understanding and working knowledge of the procedures and techniques required to estimate the value of vacant and improved properties. The course cost \$525 each employee plus travel and rooms fees and this will give my two newest employees a great start into the valuation method of real property.

**PREVIOUS ACTION**

None

**BACKGROUND**

Click or tap here to enter text.

**FISCAL IMPACT**

The Assessor's Office increased the budget for the 22-23 fiscal year knowing that there would be more employees that would require by statute continuing education hours each year.

**RECOMMENDATION**

None

LIST SUPPORTING DOCUMENTS IF APPLICABLE:

N/A

POSSIBLE MOTION

Information Only

22.A. Staff Memo -Assessor's Office out-of-state employee training  
Staff Report - Out of State Travel.pdf

23. HUMAN RESOURCES: REQUEST TO WAIVE ATTRITION POLICY (FOR POSSIBLE ACTION) -  
Consideration and possible approval of the following:

A) Request to waive the attrition policy for one or two Building Inspector I, II, III position(s) following receipt of two voluntary resignations from the incumbents effective July 8, 2022 and September 2, 2022. For possible action.

Memorandum

Date: June 13, 2022

To: Humboldt County Board of Commissioners

From: Abel del Real-Nava, Assistant County Manager/Human Resources Director

Subject: Staff Report for Request for Waiver of Attrition Policy for Building Inspector I, II, III  
Position(s)

Summary

The County Manager's Office respectfully requests a waiver of the attrition policy for one or two fulltime, non-exempt position(s) of Building Inspector I, II, III.

Why this is being brought before the Board now:

The positions will become vacant on;

1. July 8, 2022, due to a voluntary resignation, and
2. September 2, 2022, due to retirement.

Previous Action

N/A

Background

See Why this is being brought before the Board now. Page 2 of 2

Fiscal Impact

The current salary range for this position is;

1. \$22.58 – \$31.03 or \$46,966.40 - \$64,542.40

2. \$24.46 – \$33.58 or \$50,876.80 - \$69,846.40

3. \$28.61 – \$39.30 or \$59,508.80 - \$81,744.00

Building Inspector I at a starting rate of \$46,966.40 annually<sup>1</sup>;

Annual Salary \$46,966.40

Employer-paid PERS Contribution<sup>2</sup> \$13,972.50

Insurance Stipend<sup>3</sup> \$15,600.00

Employer-paid Medicare Tax \$681.01

Workers' Compensation \$1,675.69

Approximate Total \$78,895.61 Annually

Recommendation

Staff recommends approval of this request for a waiver of the attrition policy.

List of Supporting Documents (If Applicable)  
N/A

Possible Motion

"I move to approve the request for waiving the attrition policy for one (or both) of the Building Inspector I, II, III position(s)."

C) Request to waive the attrition policy to open recruitment to fill the vacant Building Official position following receipt of a voluntary resignation from the Building & Safety Department's senior staff member effective September 2, 2022. For possible action.

Date: June 13, 2022

To: Humboldt County Board of Commissioners

From: Abel del Real-Nava, Assistant County Manager/Human Resources Director

Subject: Staff Report for Permission to Hire for Building Official Position

Summary

The Human Resources Department respectfully requests permission to open a recruitment to fill the appointed position of Building Official in the Building & Safety Department.

Why this is being brought before the Board now:

Karen Johnson, Building Inspector III with the Building and Safety Department is scheduled to retire on September 2, 2022. She takes with her the years of institutional, professional, and community knowledge that will be difficult to replace.

Previous Action

N/A

Background

See Why this is being brought before the Board now section.

Fiscal Impact

The fiscal year 2022-2023 salary range for this position is approximately \$76,017.00 - \$112,342.84.

Building Official at a starting rate of \$76,017.00 annually<sup>1</sup>;

- Annual Salary \$76,017.00
- Employer-paid PERS Contribution<sup>2</sup> \$22,615.06
- Insurance Stipend<sup>3</sup> \$15,600.00
- Employer-paid Medicare Tax \$1,102.25
- Workers' Compensation \$1,675.69
- Approximate Total \$117,009.99 Annually

Recommendation

Staff recommends approval of this request.

List of Supporting Documents (If Applicable)

N/A

Possible Motion

I move to approve the request from the Human Resources Department to grant permission to open a recruitment to fill the Building Official position vacancy

20220613 Staff Report for Request for Waiver of Attrition Policy for Building Inspector I, II, III.pdf

20220613 Staff Report for Permission to Hire for Building Official Position.pdf

24.HUMAN RESOURCES: APPOINTMENT OF MAUREEN MCQUILLAN TO THE POSITION OF ALTERNATE PUBLIC DEFENDER (FOR POSSIBLE ACTION) - Consideration, discussion and possible approval to appoint Maureen McQuillan as the new Alternate Public Defender effective July 25, 2022 with an annual salary not to exceed \$106,000.00 annually. Ms. McQuillan previously serviced as the Alternate Public Defender for Humboldt County from April 10, 2017 to August 21, 2020. For possible action.

Date: June 13, 2022

To: Humboldt County Board of Commissioners

From: Abel del Real-Nava, Assistant County Manager/Human Resources Director

Subject: Staff Report for Appointment of Maureen McQuillan to Alternate Public Defender Position

#### Summary

The Human Resources Department respectfully requests the appointment of Maureen McQuillan to the position of Alternate Public Defender with a starting annual salary of \$106,000.00. Ms. McQuillan previously served at the Alternate Public Defender for Humboldt County from April 10, 2017, to August 21, 2020, and voluntarily resigned in good standing.

Why this is being brought before the Board now:

This position became vacant on May 3, 2022, following the resignation of former incumbent, Derrick S. Penney.

#### Previous Action

May 16, 2022

o The Board of Commissioners approved a waiver of the attrition policy request to recruit for the Alternate Public Defender position.

#### Background

May 3, 2022 – May 10, 2022

o Internal recruitment period.

May 10, 2022 – May 24, 2022

o External recruitment period.

June 2, 2022

o Conditional employment offer letter sent Human Resources and acknowledged by Ms. McQuillan.

#### Fiscal Impact<sup>1</sup>

The Fiscal Year 2022-2023 salary range for this position is approximately \$103,961.21 – \$132,530.66. Alternate Public Defender at an annual salary rate of \$106,000.00;

Annual Salary \$106,000.00

Employer-paid PERS Contribution<sup>2</sup> \$31,535.00

Insurance Stipend<sup>3</sup> \$15,600.00

Employer-paid Medicare Tax \$1,537.00

Workers' Compensation \$1,675.69

Approximate Total \$156,347.69 Annually

#### Recommendation

Staff recommends appointment of Maureen McQuillan to the position of Alternate Public Defender.

List of Supporting Documents (If Applicable)

- Resume for Maureen McQuillan – Redacted

Possible Motion

"I move to appoint Maureen McQuillan as the new Alternate Public Defender with a starting annual salary not to exceed \$106,000.00 effective July 25, 2022."

24.A. Staff Memo \_-McQuillan

25. HUMAN RESOURCES: OUT OF STATE TRAVEL FOR TRAINING (FOR INFORMATION ONLY) - Presentation by Abel del Real-Nava, Assistant County Manager/Human Resources Director on scheduled out of state travel to Austin, Texas from June 25, 2022 to June 30, 2022 to attend a labor relations course and the National Public Employer Labor Relations Association (NPELRA) Annual Conference. For information only.

Date: June 8, 2022

To: Humboldt County Board of Commissioners

From: Abel del Real-Nava; Assistant County Manager/Human Resources Director

Subject: Staff Report for Out of State Training in Human Resources

Summary

I will be attending a course titled Elective Academy I: Costing the Labor Contract that is required for the Certified Labor Relations Professional (CLRP) certification I am working towards followed by the National Public Employer Labor Relations Association (NPELRA) Annual Conference in Austin, Texas. My attendance will further my labor relations knowledge and allow me to obtain continuing education credits for active certifications required by my position. The knowledge gained will be beneficial to Humboldt County and help the organization to be better prepared and equipped with various aspects of labor relations including;

- Collective Bargaining,
- Grievances,
- Investigations, and
- Updates on recent developments and regulations in the field of labor relations.

Why this is being brought before the Board now:

In accordance with Section 9.2.5. Out of State Travel Item 3 of the Humboldt County Personnel Policies Manual requires that;

If the travel is to be out of State (exception is the transport of prisoners) the requesting party shall supply the Commission with information regarding the trip, the cost, the purpose, and how attendance will provide a direct benefit to Humboldt County.

I am scheduled to depart on June 25, 2022, and return on June 30, 2022.

Previous Action

N/A.

Background

February 16, 2022 – Completed and submitted the POOL/PACT HR Scholarship Application to POOL/PACT Human Resources to cover the \$2,298.74 in expenses estimated to obtain the CLRP Certification.

This includes travel to San Antonio, Texas to attend Elective Academy I: Costing the Labor Contract course required for the CLRP certification.

March 4, 2022 – The POOL/PACT Human Resources Oversight Committee approved my scholarship application.

March 23, 2022 – Submitted an Educational Grant Application to POOL/PACT for \$2,000.00 related to the expenses of attending the NPELRA Annual Conference.

o The conference takes place following the course mentioned above. The scholarship would allow for most of the additional expenses related to attending the conference to be covered.

April 11, 2022 – Notified by POOL/PACT that the grant submitted was approved.

Fiscal Impact

Academy I: Costing the Labor Contract Course \$299.00

Preconference \$99.00

Conference \$799.00

General Services Administration Per Diem for Meals & Incidentals \$342.00

Lodging \$1,467.18

Flight to AUS from RNO & Back \$563.46

Travel between Airport (AUS) & Hotel \$40.22

Travel from Home to RNO and Back \$190.711

Approximate Total \$3,800.57

Portion of HR Scholarship for Course Expenses \$1,551.74

POOL/PACT Educational Grant \$2,000.00

Total \$3,551.74

Approximate Difference<sup>2</sup> \$248.83

Recommendation

N/A. For information only.

<sup>1</sup> 326 miles x General Service Administration Standard Mileage rate of \$0.585 per mile.

<sup>2</sup> To be reimbursed through the County Manager's Travel & Training budget.

List of Supporting Documents (If Applicable)

Section 9.2.5. Out of State Travel Item 3 of the Humboldt County Personnel Policies Manual

25.A. Staff Memo - Out-of- State Training

[20220608 - Memorandum -Staff Report for Out of State Training for Human Resources.pdf](#)

[Section 9.2.5. Out of State Travel Item 3 of the Humboldt County Personnel Policies Manual.pdf](#)

26. ECONOMIC DEVELOPMENT: APPROVAL OF THE EPA BROWNFIELDS COOPERATIVE

AGREEMENT (FOR POSSIBLE ACTION) - Consideration, discussion and possible approval of an EPA Brownfields Cooperative Agreement and Work Plan as part of receiving the EPA Brownfields Community Assessment Grant. The agreement is pending the District Attorney's review and approval. Discussion and possible action.

DATE: Tuesday, June 14, 2022

TO: County Commission

FROM: County Manager, Dave Mendiola

SUBJECT: Approval of EPA Brownfields Cooperative Agreement

REQUESTED AGENDA DATE: June 20, 2022

SUMMARY

The County submitted to EPA a Brownfields Community Assessment Grant for \$500,000 on November 23, 2021. Humboldt County, and sub-grantee Pershing County joined to develop the grant application to meet critical assessment and re-use needs in both counties with focus on selected areas considered economically distressed and blighted. Funds from this grant are intended to address these issues and work with the communities towards revitalization, redevelopment and economic growth. The grant provides for Brownfields work to be completed in Humboldt and Pershing County for the three years of the grant. As a part of the grant approval process, EPA requires a Cooperative Agreement that will

include the Work Plan to be submitted by Humboldt County.

**WHY ARE YOU BRINGING THIS BEFORE THE BOARD NOW:**

For the process of final EPA approval, a Cooperative Agreement with a Work Plan is required to be submitted to EPA no later than June 22, 2022.

**PREVIOUS ACTION**

Humboldt County submitted and the County Commissioner's approved submittal of an EPA Brownfields Community Assessment Grant application. The grant was awarded to Humboldt County for \$500,000.

**BACKGROUND**

Humboldt County, Nevada and sub-grantee Pershing County, Nevada partnered together to apply for this community assessment grant. Pershing County successfully obtained and carried out a similar grant project that will conclude this fiscal year. In Pershing County, Brownfields funding has been used for environmental hazard analysis and mitigation of 40 properties, both private and public owned. In this upcoming project, our target areas were identified within the communities: 1. Downtown Lovelock, 2. Central Winnemucca including the rail corridor and Bridge Street 3. Orovada and 4. McDermitt. These areas all have older highways, railroads and/or commercial uses (such as agricultural chemical storage). These are developed areas with the infrastructure and services which could support new housing or commercial needs for anticipated job growth.

**FISCAL IMPACT**

No financial commitment from Humboldt County for the \$500,000 grant. Page 2 of 2

**RECOMMENDATION**

Review and approve the EPA Brownfields Cooperative Agreement

**LIST SUPPORTING DOCUMENTS IF APPLICABLE:**

EPA Brownfields Cooperative Work Plan and Cooperative Agreement.

**POSSIBLE MOTION**

Approve the EPA Brownfields Cooperative Agreement, pending the review and approval of the Humboldt County District Attorney's Office

26.A. Staff Memo - Brownfields Grant

Staff Memo. Brownsfield COOPERATIVE AGREEMENT AGENDA ITEM REQUEST - JUNE 20 2022.pdf

27. BUILDINGS & GROUNDS: REQUEST TO REPLACE BURNED-OUT COMPRESSOR (FOR POSSIBLE ACTION) - Consideration, discussion and possible approval to contract A-1 Commercial Service Company, Inc. for the emergency replacement of a burned-out compressor at the Humboldt County Courthouse, in an amount not to exceed \$26,313. Discussion and possible action.

DATE: Thursday, June 9, 2022

TO: County Commission

FROM: Jeff Tindall, Building and Grounds

SUBJECT: Request for Approval to Contract A-1 Commercial Service Company, Inc for the Emergency Replacement of a Burned-Out Compressor at the Humboldt County Courthouse.

REQUESTED AGENDA DATE: June 20, 2022

SUMMARY

Building and Grounds is requesting approval to contract A-1 Commercial Service Company, Inc. for the emergency replacement of a burned-out compressor at the Humboldt County Courthouse.

**WHY ARE YOU BRINGING THIS BEFORE THE BOARD NOW:**

For approval to contract A-1 Commercial Service Company, Inc. for the emergency replacement of a burned-out compressor at the Humboldt County Courthouse in an amount not to exceed \$26,313.00. this total price includes a \$2,900.00 core charge that will be reimbursed after the return and receipt of the defective compressor by the manufacture.

**PREVIOUS ACTION**

None

**BACKGROUND**

On Monday May 16, 2022, there appeared to be an issue with the compressor in the Courthouse. Jeff Tindall was able to contact A-1 to come out and assess the problem. Upon A-1's assessment, it was found that the compressor had burned out due to the contactors misfiring. This is the same compressor that burned out during the power outage from May 4, 2020. This compressor is only 2 years old. A-1 was able to provide a proposal to Building and Grounds on May 17, 2022, in an amount not to exceed \$26,313.00.

This includes a core charge of \$2,900.00 that will be reimbursed after the return and receipt of the defective compressor by the manufacture. Upon receiving the proposal, Jeff spoke with County Manager Dave Mendiola who gave the approval to proceed with the ordering due to the urgent need. A-1 ordered the compressor and it was delivered to A-1 on Wednesday June 8, 2022, however, they are still awaiting 2 contactors before they can remove the burned-out compressor and replace it with the new one. Per A-1, there is a chance that we may be able to claim insurance on the compressor and would be reimbursed for the compressor being replaced.

**FISCAL IMPACT**

Expenditure of an amount not to exceed \$26,313.00 from the approved 2021-2022 fiscal year budget for the Building and Grounds Repair and Maintenance Fund.

**RECOMMENDATION**

It is recommended that the request to contract A-1 Commercial Service Company, Inc for the emergency replacement of a burned-out compressor at the Humboldt County Courthouse be approved.

**LIST SUPPORTING DOCUMENTS IF APPLICABLE:**

Proposal from A-1 Commercial Service Company, Inc.

**POSSIBLE MOTION**

Motion to approve Building and Grounds Department's request, as presented, to contract A-1 Commercial Service, Inc., for the emergency replacement of a burned-out compressor in the Humboldt County Courthouse, in an amount not to exceed \$26,313.00

27.A.Staff Memo - Compressor

Staff Report - A1 Commercial-Compressor.pdf

28.UPDATE THE BOARD ON COUNTY RENTAL PROPERTY LOCATED AT 543 MELARKEY (FOR INFORMATION ONLY)) - Buildings and Grounds will provide an update on a project that came up during public comment at the Commissioners' meeting on Monday, June 6, 2022, regarding a county owned property located at 543 Melarkey Street in Winnemucca. This property has been a rental for the county for many years and there are significant renovations/upgrades to basic services that need to be completed for it to continue as a rental. For Information Only.

DATE: Thursday, June 9, 2022  
TO: County Commission  
FROM: Jeff Tindall, Building and Grounds  
SUBJECT: Information on Current Condition of the Rental Property Owned by Humboldt County  
Located at 543 Melarkey Street.  
REQUESTED AGENDA DATE: June 20, 2022

**SUMMARY**

Building and Grounds is presenting information on the rental property owned by Humboldt County located at 543 Melarkey Street.

**WHY ARE YOU BRINGING THIS BEFORE THE BOARD NOW:**

To update the Commissioners on repairs and upgrades that will need to take place at the residence based on a walkthrough by Jeff Tindall and Mitch Mauk. There are several repairs and damage that will need to be addressed in this residence. Building and Grounds will be getting in contact with Michael Sheppard, the County Representative to help with assessments. There will be a need for mold mitigation before moving forward. This project is going to take several processes before proceeding forward.

**PREVIOUS ACTION**

None

**BACKGROUND**

On June 8, 2022, Jeff and Mitch did a walkthrough of the residence located at 543 Melarkey Street based on information provided from Pam Fabor in reference to a leak in the residence noticed approximately a month ago. Snyder Plumbing assessed the leak for Pam Fabor. The residence is approximately 40 years old and has not been worked on in many areas.

**FISCAL IMPACT**

This has no fiscal impact as of right now.

**RECOMMENDATION**

There is no recommendation at this time. Only informational purposes.

**LIST SUPPORTING DOCUMENTS IF APPLICABLE:**

Pictures of the residence and damage while conducting the walkthrough.

**POSSIBLE MOTION**

No motion is needed. This is only for informational purposes.

28.A. Staff Memo - Melarkey property documents  
[Staff Report- 543 Melarkey Street Complete.pdf](#)

29. APPROVAL OF COUNTY COMMENTS REGARDING DESERT LAND ENTRY APPLICATION (FOR POSSIBLE ACTION) - Consideration, discussion and possible approval of a letter to the Bureau of Land Management, Humboldt River Field Office, regarding a Preliminary Environmental Assessment that has been prepared to analyze a Desert-Land Entry (DLE) application for entry onto public lands adjacent to existing private property in the vicinity of Granite Creek and Deep Creek, Humboldt County, Nevada, for agricultural development. The Applicant has requested entry on four parcels totaling 1,111.64 acres. Approximately 875 acres of the parcels would be converted to agricultural use over a four-year period with the eventual goal of patenting the land to the Applicant for agricultural use. The public comment period has started and will end on June 24, 2022. Discussion and possible action.

DATE: Tuesday, June 14, 2022

TO: County Commission  
FROM: Dave Mendiola, County Manager  
SUBJECT: Eggers Desert Land Entry Letter

REQUESTED AGENDA DATE: June 20, 2022

**SUMMARY**

Recently, the Bureau of Land Management released a Preliminary Environmental Assessment for a Desert Land Entry in the Denio area. This letter is an effort by the County Commission to provide comments to the BLM on the PEA with a deadline of June 24, 2022.

**WHY ARE YOU BRINGING THIS BEFORE THE BOARD NOW:**

It is important to establish standing on the issue with the BLM as part of the county's Acquisitions and Disposals policy.

**PREVIOUS ACTION**

In 2014 the Eggers family filed an application for a Desert Land Entry on the same parcel of land. The idea at that time was to drill a well (s) and put in a number of pivots in order to grow alfalfa on the property. Part of that process requires the applicant to get water rights for the new land. In this case, the Eggers hoped to utilize the corners (which are not watered as part of the pivot) of their current operation as evidence of available water rights. In the end, the State Water Engineer denied the rights for the DLE and that was held up in 6th Judicial District Court. They appealed to the State Supreme Court and that order from the lower court was denied. Thus, to the best of our knowledge has the rights issue still in limbo.

**BACKGROUND**

Click or tap here to enter text.

**FISCAL IMPACT**

The impact could be to the rancher that currently has grazing rights to the same piece of land. While it appears this will be minimal, it still is in violation of the county grazing plan that calls for no new reductions in AUM's.

**RECOMMENDATION**

Approve the letter as presented or with edits.

**LIST SUPPORTING DOCUMENTS IF APPLICABLE:**

Resolution

**POSSIBLE MOTION**

Motion to approve the letter to the BLM regarding the Eggers Desert Land Entry application.

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

July 5, 2022, Humboldt County Commission Meeting  
July 12, 2022, Winnemucca City Council Meeting  
July 14, 2022, Regional Airport Board Meeting  
July 18, 2022 Humboldt County 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).

### 31.FUTURE AGENDA ITEMS

32.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.

### 33.ADJOURNMENT

34.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

### FOR TELECONFERENCE OR VIDEO CONFERENCE ACCESS

Click here to join the meeting:  
JOIN

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

Members of the public may make a public comment at the meeting without being physically present by emailing [publiccomment@humboldtcountynv.gov](mailto: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 \_\_\_\_\_ A.M. By: \_\_\_\_\_

MEETING DATE: June 20, 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](http://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](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](mailto:program.intake@usda.gov)

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# HUMBOLDT COUNTY

50 W. 5<sup>th</sup> Street  
Winnemucca, Nevada 89445  
[www.hcnv.us](http://www.hcnv.us)

## STAFF REPORT

**DATE:** Friday, June 10, 2022  
**TO:** County Commission  
**FROM:** Gina Rackley, Comptroller  
**SUBJECT:** Transfer Budget Appropriations – Star City Water Fund  
**REQUESTED AGENDA DATE:** June 20, 2022

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### SUMMARY

Transfer budget appropriations in the Star City Water Fund from Salaries & Group Insurance to Service & Supplies account.

### WHY ARE YOU BRINGING THIS BEFORE THE BOARD NOW:

Per NRS 354.598005 (5) Budget appropriations may be transferred between functions. This transfer is necessary before June 30, 2022 to avoid an audit violation.

### PREVIOUS ACTION

None

### BACKGROUND

The Star City Water Fund #503 is currently over budget in Services and Supplies (52010) and there are funds available in Salaries and Group Insurance to cover this amount.

### FISCAL IMPACT

None – this will be a transfer from already budgeted unspent funds in Salaries and Group Insurance.

### RECOMMENDATION

Approve transfer of \$19,000 from 503-000-51001-000 Salaries to 503-000-52010-000 Service and Supplies and a transfer of \$5,000 from 503-000-51101-000 Group Insurance to 503-000-52010 Service and Supplies.

### LIST SUPPORTING DOCUMENTS IF APPLICABLE:

Attached Budget Report

### POSSIBLE MOTION

Move to approve transfer of \$19,000 from 503-000-51001-000 Salaries to 503-000-52010-000 Service and Supplies and a transfer of \$5,000 from 503-000-51101-000 Group Insurance to 503-000-52010 Service and Supplies.



# HUMBOLDT COUNTY

50 W. 5<sup>th</sup> Street  
Winnemucca, Nevada 89445  
[www.hcnv.us](http://www.hcnv.us)

## STAFF REPORT

**DATE:** Monday, June 6, 2022  
**TO:** County Commission  
**FROM:** Gina Rackley, Comptroller  
**SUBJECT:** Budget Augmentation  
**REQUESTED AGENDA DATE:** June 20, 2022

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### SUMMARY

Necessary Budget Augmentation for the Fiscal Year 2022

### WHY ARE YOU BRINGING THIS BEFORE THE BOARD NOW:

All budget augmentations for the current fiscal year must be adopted and submitted to the Department of Taxation before the close of the fiscal year.

### PREVIOUS ACTION

There has been no previous action regarding the fiscal year 2022 budget augmentations.

### BACKGROUND

**It is necessary to augment the General Fund in the amount of \$303,000.** \$50,000 for election expenditures being higher than anticipated due to the mail-in ballots. \$23,000 in Computer Systems due to the unbudgeted purchase of a vehicle. \$141,975 in Building & Grounds due to increased utility costs and also special department projects that were originally budgeted in FY21 but were unable to complete until FY22. \$56,600 in Communications due to the unbudgeted purchase of a vehicle and \$31,425 for the salary and benefits for the Emergency Manager which was unbudgeted.

**It is necessary to augment the Assessor's Technology Fund in the amount of \$70,000.** These additional resources are necessary for associated flight imagery costs.

**It is necessary to augment the Indigent Services Fund in the amount of \$7,530.** These additional resources are necessary for the higher salary and benefits cost of the new Human Services Director.

### FISCAL IMPACT

Total Fiscal Impact is \$380,530 and the resources which are available to cover these additional costs is beginning fund balance greater than anticipated.

### RECOMMENDATION

Approve the Resolutions to augment the General Fund, Assessor's Tech Fund and Indigent Services Fund for FY2022.

**LIST SUPPORTING DOCUMENTS IF APPLICABLE:**

Attached Resolutions to augment the General Fund, Assessor's Technology Fund and the Indigent Services Fund.

**POSSIBLE MOTION**

Move to approve the Resolutions to augment the funds for Humboldt County for Fiscal Year 2022 as presented.



# HUMBOLDT COUNTY

50 W. 5<sup>th</sup> Street  
Winnemucca, Nevada 89445  
[www.hcnv.us](http://www.hcnv.us)

## STAFF REPORT

**DATE:** Tuesday, June 7, 2022  
**TO:** County Commission  
**FROM:** Gina Rackley, Comptroller  
**SUBJECT:** Transfer Budget Appropriations – Events Complex Fund  
**REQUESTED AGENDA DATE:** June 20, 2022

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### SUMMARY

Transfer budget appropriations in the Events Complex Fund from Capital Outlay to Salaries & Temporary Employees

### WHY ARE YOU BRINGING THIS BEFORE THE BOARD NOW:

Per NRS 354.598005 (5) Budget appropriations may be transferred between functions. This transfer is necessary before June 30, 2022 to avoid an audit violation.

### PREVIOUS ACTION

On Sept. 7, 2021 Winnemucca Events Center Director Kim Petersen was approved to hire to additional staff to handle the growth experienced by the events center. No new employees have been hired so the expense for temporary employees is over budget.

### BACKGROUND

The Events Complex Fund #212 is currently over budget in Dept 073 – Indoor Events Center in Temporary Employees and is projected to be over in salaries after the remaining pay periods for fiscal year 2022 are posted. I have discussed this matter with Kim Petersen and he approves this transfer.

### FISCAL IMPACT

None – this will be a transfer from already budgeted unspent Capital Outlay funds to Salaries and Temporary Employees which are expected to be over budget for the fiscal year.

### RECOMMENDATION

Approve transfer of \$30,000 from 212-073-55000-000 Miscellaneous Capital to 212-073-51002 Temporary Employees and a transfer of \$5,000 from 212-073-55000-000 Miscellaneous Capital to 212-073-51001 Salaries.

### LIST SUPPORTING DOCUMENTS IF APPLICABLE:

Attached Budget Report

### POSSIBLE MOTION

Move to approve a transfer of \$30,000 from 212-073-55000-000 Miscellaneous Capital to 212-073-51002 Temporary Employees and a transfer of \$5,000 from 212-073-55000-000 Miscellaneous Capital to 212-073-51001 Salaries.