



**Humboldt County Board of Commissioners  
Tuesday, July 5, 2022, at 8:32 a.m.  
Meeting Minutes**

Those present were Chairman Jim French, Commissioners Ken Tipton, Ron Cerri, Jesse Hill (via Teams) and Tom Hoss, District Attorney Michael Macdonald, County Manager Dave Mendiola and Clerk of the Board Tami Rae Spero.

**CALL TO ORDER:** Chairman French called the regular meeting to order in the regular place of meeting at the County Meeting Room #201, Courthouse, 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:** Chairman French 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); June 6, 2022; June 20, 2022; and June 24, 2022 (Special Canvass). No minutes submitted for consideration.

**APPROVAL OF EXPENDITURES FOR HUMBOLDT COUNTY FOR JUNE 20, 2022 THROUGH JULY 5, 2022:** The following motion was made by Commissioner Tipton and passed with Chairman French and

Commissioners Tipton, Cerri and Hoss voting aye and Commissioner Hill not voting (could not hear vote on the record):

*To approve the expenditures for June 20, 2022 through July 5, 2022.*

BLM FIRE SEASON AND AVIATION UPDATE: BLM Interagency Fire Management Officer Donovan Walker will provide information on this year's fire season. Mr. Walker provided an aviation update, a dispatch center update including staffing issues, staffing for fire personnel and equipment status, the move to high fire danger status, number of fires to date, assistance provided to other areas and how that is handled and stats for the year. Commissioner Hoss asked about the status of the planes. Mr. Walker responded. Chairman French asked about the staffing of the air tankers and location. Mr. Walker responded. Commissioner Tipton asked about the impact of a lack of fire season last year and its impact on the fire load this year. Mr. Walker responded. Commissioner Cerri offered comment on the fuel load. Mr. Walker offered comments on how they handle concerns proactively. Commissioner Cerri asked about the use of the Rancher Liaison. Mr. Walker explained his take on it and the use of a variety of people to represent all the areas that may need to be looked at and what is being pursued. Commissioner Cerri noted the importance of having knowledge of the area. Discussion ensued.

FARR WEST SURVEYING SERVICES PROPOSAL: Consideration, discussion and possible approval of a proposal from Farr West Engineering to conduct a survey of the Sage Heights parcel that is jointly owned by the City of Winnemucca and Humboldt County. At a recent meeting, the Commissioners directed the County Manager to look into a survey of the property to identify a possible site for the new Buildings and Grounds facility in an amount not to exceed \$11,000. A copy of the proposal was included on the on-line agenda for review. Manager Mendiola reviewed the request for the Commission. Commissioner Hoss asked what the plan is to proceed with engineering when we do not know what type/size of building is required. Manager Mendiola responded explaining the discussion that had occurred between Buildings & Grounds, Mike Sheppard and Farr West as to what is required and that the idea is, once the property/lay of the land is determined, then the process for the building can proceed; he continued explaining what Farr West will provide in this survey. Angela Hansen with Cushing Terrell Architecture (CTA) offered comment (via Teams) on the scope of work for Farr West and what CTA will do with that information. Discussion ensued. Chairman French commented on the need to determine the suitability of the site in order to get a realistic estimate for the cost of the building; he noted his continued concern with the current location for the department and the issues that raises and his support for moving forward. Commissioner Hoss noted his concern with the proposed cost for the building and his support for the Commission reviewing that and commented on what this survey would provide. Chairman French agreed

that the question is where will it be put and what are the challenges with that site as well as what needs to occur with the building. Commissioner Cerri inquired as to whether locating it next to the Road Department had been looked at and explained. Public Works Director Don Kalkoske appeared before the Commission and offered comment noting why he believes it would be tough to come off the current facility. Chairman French noted what is on the agenda for today and stated his support as it has value to have this property surveyed and offered comment on the expansion of the Road Department area. Commissioner Cerri agreed but requested that the ability to expand the current facility not be taken off the table noting the ability for both departments to share certain items such as welders. Director Kalkoske noted the need to upgrade the power for the facility if this situation is considered. Commissioner Tipton noted his support for doing this survey and suggested that the power at the Road Department facility may need to be upgraded either way. Commissioner Hill noted his support for the survey being accomplished and stated his agreement with Commissioner Cerri's comments on the need to have a plan for what is being done. Commissioner Hoss stated his support for looking at the entire area for both this project and any future projects. Chairman French noted that the current proposal is for the one parcel not the entire property. District Attorney Macdonald stated that he is not sure if this is the full property or not and offered suggestions on how to proceed either way. Manager Mendiola confirmed that it is for the entire area up there, twenty-seven acres, and explained. Commissioner Hoss commented on what he would like to see including reviewing power needs. The following motion was made by Commissioner Tipton and passed unanimously:

*To approve the proposal from Farr West Engineering for a survey of the City/County owned property at Sage Heights to identify a suitable location for a new buildings and grounds building in an amount not to exceed \$11,000.00.*

Chairman French stated that the Commission would move to item 16 on the agenda as Angela Hansen of CTA Architects is present if her input is required.

TREASURER'S OFFICE: Treasurer Rhona Lecumberry appeared before the Commission

REQUEST TO PROCEED WITH 2023 DELINQUENT TAX AUCTION: Consideration, discussion and possible authorization for the Treasurer to proceed with title searches for properties to be sold in the 2023 delinquent tax auction. A copy of the 2023 List of Parcels was included on the on-line agenda for review (see attached). Treasurer Lecumberry reviewed the request for the Commission noting one property that had been removed, Assessor's Parcel Number 14-0142-02. The following motion was made by Commissioner Cerri and passed unanimously:

*To authorize the Treasurer to proceed with the 2023 Delinquent Tax Auction.*

DISTRICT ATTORNEY'S OFFICE: District Attorney Michael Macdonald appeared before the Commission.

REQUEST TO APPROVE TO WAIVE THE ATTRITION POLICY: Consideration, discussion and possible approval of the following to waive the attrition policy to hire for a Deputy District Attorney position due to a vacancy on July 22, 2022. District Attorney Macdonald reviewed the request for the Commission. After discussion the following motion was made by Commissioner Tipton and passed unanimously:

*To approve the waiver of the attrition policy for a Deputy District Attorney position due to a vacancy on July 22, 2022.*

REQUEST TO ENTER INTO AN AGREEMENT WITH LENSLOCK: Consideration, discussion and possible approval of the following authorization for the District Attorney's Office and the IT Department to enter into an agreement with LensLock for cloud storage and management of data evidence in an amount not to exceed \$10,000. A copy of the proposed agreement was included on the on-line agenda for review. Technology Services Director Ric Grantham appeared before the Commission. District Attorney Macdonald reviewed the request for the Commission. Director Grantham offered comment on what this program provides as to tracking as well as the time-savings for both the District Attorney's Office and his staff's time. District Attorney Macdonald noted that this item was not included in the budget requests for either his Office or the IT Department but that they will attempt to absorb the cost but a budget augmentation may be requested in the future. Chairman French asked if LensLock was the lowest cost provider. Director Grantham responded explaining why LensLock had been looked at due to technology benefits and local users. Commissioner Cerri asked about an annual fee. Director Grantham responded. Discussion ensued regarding the need to determine the annual cost noting that the addition or deletion of users can impact the cost. Commissioner Cerri asked, given the upcoming change in the District Attorney, is this a program that a new DA would want. District Attorney Macdonald explained why this service is needed no matter who the District Attorney is and why this program makes sense due to the technology aspects and other users. Director Grantham confirmed that this is a year to year agreement. Chairman French commented that as long as we have a legal mandate to collect and archive this data it needs to be done. Director Grantham noted that the IT Department will not be responsible for collecting or maintaining this data. Chairman French asked who has the ultimate liability for this process. District Attorney Macdonald stated that it would be the District Attorney's Office and explained. Chairman French asked about the liability if the data is hacked. Director Grantham responded that these are secure servers and many law enforcement agencies use the service. Commissioner Hoss noted his concern with costs in the future. Director Grantham responded on the ability to learn and track data and the ability to save personnel costs; he stated that in his opinion this is the best way to go; Director Grantham suggested the

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only other option is to purchase additional county servers which is not cost-effective. After discussion the following motion was made by Commissioner Cerri and passed unanimously:

*To authorize the District Attorney's Office and the IT Department to enter into an agreement with LensLock for cloud storage and management of data evidence in an amount not to exceed \$10,000.00.*

UPDATE ON RESTITUTION: Consideration, discussion and possible approval of the following the District Attorney's office will provide an update to the Humboldt County Commissioners regarding the status of efforts to identify the owners of the fees paid for restitution over the past several years. A copy of the Humboldt County Adult Restitution Account as of June 23, 2022 was provided by the District Attorney to the Commission. District Attorney Macdonald updated the Board on the status of the restitution process indicating that his Office will continue to work on the distribution of outstanding funds and that they are current on current restitution orders; he offered another update in ninety-days. Chairman French noted that this item was identified in the audit report and asked about the outstanding amount. District Attorney Macdonald responded and explained the process being done to rectify the situation. Commissioner Tipton asked what change is expected in ninety-days. District Attorney Macdonald stated that he would hope to have the issue addressed but he cannot say for sure. Commissioner Tipton asked what had led to the situation. District Attorney Macdonald responded noting issues identified and the lack of knowledge as to how extensive the issue was.

Chairman French called for a recess at 10:01 a.m. reconvening at 10:04 a.m.

Chairman French noted that the recommendation from the auditor was to extend this resolution to the end of June and asked Comptroller Gina Rackley for her input on the situation. Comptroller Rackley responded and explained what has been occurring and her conversation with the auditor who had noted that as it is not resolved it will be identified as a violation again but that the process is continuing; she commented that if there are funds that are remaining that cannot be identified they will be turned over to the Nevada State Treasurer as Unclaimed Funds with an unknown owner. District Attorney Office Manager Nancy Jurad offered comment on how she has been investigating the situation and what she has been finding including the need to go back seventeen years. Chairman French asked what steps have been taken to make sure this does not happen again. District Attorney Macdonald explained that this process has been returned to the Parole & Probation Department in certain cases and explained what is occurring with the older restitution payments and what has changed with current misdemeanor cases. Chairman French stated his understanding but that he wanted to make sure that policy changes had been implemented to address this type of issue going forward; he asked if the funds remaining are sufficient to cover what is outstanding. District Attorney Macdonald responded that not all restitution or fines/fees

are paid by defendants but the process is moving forward to identify those payments that were made; he noted issues with collecting from those that have no income and the difficulty in enforcing judgments against such individuals and explained how the courts handle the situation. Chairman French asked how do we know who the rightful owner is for the funds which are still unidentified. District Attorney Macdonald responded. Discussion ensued. Comptroller Rackley confirmed that she was comfortable with the ninety-day report. Commissioner Hoss asked about defendants not paying restitution and what is available with that. District Attorney Macdonald responded. Commissioner Hoss asked that this situation be addressed by the end of the year. Chairman French recommended that it be addressed by the ninety-day mark. Commissioner Hill stated that he would ask for a plan on how to address any funds still outstanding rather than just an update. District Attorney Macdonald stated that they are committed to resolving the issue but he cannot state absolutely when.

**COMPTROLLER:** Comptroller Gina Rackley appeared before the Commission.

**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 updated the Commission on the end-of-fiscal year, on the receipt of PILT and her recommendation to leave the portion identified for the court house project and the buildings & grounds project in the PILT Fund rather than transferring the funds as those projects are not ready yet; she continued reporting on the receipt of April's CTX and the status of the crossing signs for the intersection of 5<sup>th</sup> Street and Bridge Street.

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

**UPDATE ON THE 2023 STATE LEGISLATIVE SESSION:** Humboldt County Assessor Andy Heiser will update the Commission on the state legislative session for the 2023 year. Assessor Heiser explained he was here to see what information the Board would like him to provide as he is the president of the Assessor's Association and will be very involved in the upcoming legislative session and discussion related to property tax processes. Chairman French offered comment on NACO's involvement. Discussion ensued. Commissioner Cerri asked that Assessor Heiser keep the Chairman in the loop on what is occurring.

**BUILDINGS & GROUNDS:** Mitch Mauk with the Buildings & Grounds Department and Captain Chris Lininger appeared before the Commission.

**REQUEST TO APPROVE PROPOSAL FROM CTA FOR PROFESSIONAL SERVICES:** Consideration, discussion and possible approval of a proposal from CTA, Inc to provide professional design services for the Humboldt County Detention Center shower facility located in the booking area, in an amount not to exceed \$19,700

and pending review and approval of the District Attorney's Office. A copy of the CTA professional designs and proposal were included on the on-line agenda for review. Manager Mendiola, Mr. Mauk and Captain Lininger reviewed the request for the Commission. Discussion ensued including the possible construction costs, how this project will be funded, that this is just for the single shower facility located in the booking area and how the inmates will be accommodated during construction. Angela Hansen with CTA appeared before the Commission (via Teams) and commented on the estimated construction budget and how that was developed. Commissioner Cerri asked if it would make more sense to have the design done for all the bathroom facilities that need to be renovated. Ms. Hansen responded that there would be a cost savings to doing more than one project at a time. Discussion ensued regarding doing all project designs together as not all projects will occur within the next year or to contract the projects at the same time and the concern that the design specifications may expire before the projects are completed. Captain Lininger discussed the concerns that exist with jail facility and the efforts to patch/fix issues rather than looking at a new facility. After discussion the following motion was made by Commissioner Cerri and passed unanimously:

*To approve Buildings and Ground's request as presented to accept the proposal from CTA, Inc. to provide professional design services for the Humboldt County Detention Center shower facility, in an amount not to exceed \$19,700.00.*

PLANNING DEPARTMENT: Senior Planning Technician Betty Lawrence appeared before the Commission. REQUEST TO APPROVE FINAL DIVISION OF LAND INTO LARGE PARCELS MAP: Consideration, discussion and possible approval of the Final Division of Land into Large Parcels map application submitted by Desert Mountain Surveying as agent for Amato-Y, LLC and is being presented for your approval as per NRS 278.472. The site is located 1.5-miles south of Silver State Draw Road, Section 29, T38N, R36E, M.D.B.& M. in Humboldt County, Nevada. Assessor's parcel # 05-0221-25. A copy of the Planning Department Staff Report with the Regional Planning Commission's recommendation for approval including a copy of the application and map were included on the on-line agenda for review. John H. Milton, III, of Desert Mountain Surveying appeared before the Commission as agent for Amato-Y, LLC. Mrs. Lawrence reviewed the request for the Commission. Mr. Milton offered comment on the request. Based on a question from Commissioner Cerri, Mr. Milton explained the location of this parcel and the sections which have previously been divided and stated that no houses are located in the area. After discussion the following motion was made by Commissioner Tipton and passed unanimously:

*To approve the Large Parcel Map as submitted by Desert Mountain Surveying as agent for Amato-Y, LLC per NRS 278.472, Assessor's Parcel Number 05-0221-25.*

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

REQUEST TO PURCHASE MOTOR GRADER: Consideration, discussion and possible approval for the following request to purchase a 2023 John Deere 772GP motor grader from Pape Machinery in an amount not to exceed \$326,595.00. A copy of the Staff Report detailing the request including bids received by Pape Machinery and Cashman Equipment was included on the on-line agenda for review (see attached). Director Kalkoske reviewed the request for the Commission and recommended that the bid be awarded to Pape Machinery as the lowest responsible and responsible bidder for a 2023 John Deere 772GP motor grader in an amount not to exceed \$326,595.00; he confirmed that the funds for this purchase are included in the budget request. After discussion the following motion was made by Commissioner Tipton and passed unanimously:

*To approve the purchase of a 2023 John Deere 772GP motor grader from Pape Machinery in an amount not to exceed \$326,595.00.*

REQUEST TO PURCHASE USED SEMI-TRACTOR TRUCK: Consideration, discussion and possible approval for the following request to solicit and purchase a used semi-tractor truck in an amount not to exceed \$100,000.00. A copy of the Staff Report detailing the request was included on the on-line agenda for review (see attached). Director Kalkoske explained that he is seeking this approval in the event that a vehicle becomes available so he can proceed with the purchase given the current situation with obtaining vehicles; he stated that funds are identified in his budget but he is requesting the amount go up to \$100,000.00, again given the current situation with obtaining vehicles, and noted where he could cover the additional cost through savings in his current budget. Commissioner Cerri and Commissioner Hill commented on the need for the department to have some freedom given the current situation with obtaining vehicles. After discussion the following motion was made by Commissioner Hill and passed unanimously:

*To allow the department to purchase a used semi-truck in an amount not to exceed \$100,000.00.*

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 on work on outlying roads, work on back slopes to clear weeds for fire protection, a plan for getting mowing done, upcoming projects including returning Davis Lane to a gravel road for maintenance purposes and trenching work to be done for lighting at the Road Department facility. Commissioner Cerri asked about an agreement with BLM for preparation of fire breaks. Manager Mendiola responded discussing the language in the current agreement. Commissioner

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Cerri suggested that if we see a fire break out and the potential exists to create a fire break to stop it within county right-of-way, we do so. Director Kalkoske responded that his crews are aware of that and commented. Discussion ensued regarding the status of the vehicles requested in the prior fiscal year for this department. Commissioner Hoss stated that a constituent had asked him to give kudos to the Road Department for what they had done at the Paradise Valley Cemetery.

TECHNOLOGY SERVICES: Technology Services Director Ric Grantham appeared before the Commission.

REQUEST FOR SIGNATURE ON SITE LICENSE AGREEMENT ON WINNEMUCCA MOUNTAIN: Consideration, discussion and possible approval requesting the Chairman or Vice-Chairman sign a Site License Agreement for Radio Communication Facility on Winnemucca Mountain between Humboldt County and KWNA Radio. Reimbursement will be paid to the County in the amount of \$600 for the purchase of antennas and for installation and testing. The Agreement also calls for KWNA Radio to pay an annual license fee in the amount of \$1,800 for the first year and \$1,854.00 for year two. The Agreement calls for a 3% increase every year following the initial year and a term of 5 years with an option to extend the license for 2 additional terms of 5 years each. A copy of the proposed licensing agreement was included on the on-line agenda for review. Director Grantham reviewed the request for the Commission. The following motion was made by Commissioner Tipton and passed unanimously:

*To approve the Technology Services Department's request, as presented, for the Chairman or Vice-Chairman to sign a Site License Agreement for Radio Communication Facility on Winnemucca Mountain between Humboldt County and KWNA Radio.*

Chairman French stated that the Commission would proceed to item 18 as the individuals presenting are present.

APPROVAL OF A LAND LEASE WITH THE BLM FOR THE PUEBLO FIRE STATION: Consideration, discussion and possible approval of a Recreation and Public Purpose Lease (NVN 097660) for a five-acre parcel near Denio, Nevada on Big Creek Road for the purpose of building a new fire house for the Pueblo Fire District and an area to store Humboldt County Road Department equipment. The fee for the lease is \$25. Once the building and other areas are developed the county will apply for a patent to the land, which can only be granted if the district finishes the construction as detailed in the application. A copy of the proposed lease was included on the on-line agenda for review. Manager Mendiola reviewed the request for the Commission including the overall process for acquiring the land. The following motion was made by Commissioner Tipton and passed unanimously:

*To approve the Recreation and Public Purpose Lease between the Bureau of Land Management, Winnemucca Field Office and Humboldt County, on behalf of the Pueblo Fire District and to issue a check for \$25 annually for the annual lease cost.*

Angela Hansen with CTA offered comment (via Teams) on the project and answered Commissioner Hoss' question related to the cost difference between plans.

COUNTY MANAGER'S QUARTERLY PRIORITIES, GOALS AND EXPECTATIONS UPDATE AND 2021- 2022 FISCAL YEAR AND RESOLUTION AND APPROVAL OF ANNUAL COST OF LIVING ADJUSTMENT AND MERIT INCREASE FOR THE COUNTY MANAGER: 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 for fiscal year 2022-2023. Included on the on-line agenda for review was a copy of the Priorities, Goals and Expectations for the County Manager for 2021-2022 Fiscal Year. Chairman French stated for the record that he had asked the Commissioners to contact him to include any comments they wish to have included; that he has seen a number of reviews in his years involved and what the purpose of this process is to determine goals and expectations; he continued commenting on his time on the Board and his involvement with both the prior administration and the current administration; he commented on what he has seen with Manager Mendiola over the years, noting that he is highly thought of in other counties, highly respected by people in the legislature and public lands management areas and non-government agencies the county works with and he is a major contributor with industries in our community; he continued noting that he believes Manager Mendiola is asset to County and that he is still developing his skill set and is becoming more effective year to year. Commissioner Hill offered comment on Manager Mendiola bringing in Alan Kalt to discuss budgets which was very helpful and that one of his things was the cohesion of departments and though he has not yet seen the survey he has received information on the status of it and that there is a plan to address; that he is okay with the other issues and so he is okay with approving the Manager's progress and for the approval of the cost of living and merit increases. (Commissioner Hill exited the meeting at 11:54 a.m.) Commissioner Cerri offered comment on the growth he has seen in Manager Mendiola and how well Manager Mendiola has taken criticism and used said comments to improve; he noted his concern about what is being seen with Buildings & Grounds and the Building Department as the Board has not have heard a long-term plan and he would like to hear a good plan as to where the County is going with those situations; he stated his support of the increases in COLA and Merit. Commissioner

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Tipton commented that in his time on the Commission he has found Manager Mendiola to be very reasonable and that he answers questions. Commissioner Tipton observed that sometimes there are too many things going on at one time but that overall Manager Mendiola has done a good job for Humboldt County; Commissioner Tipton noted how the process presented by the legislature for review is very unfair as the Manager answers to the public but works for the Commission; he stated his support for the COLA and Merit increases. Commissioner Hoss stated that things have come along way since January and it is getting better though there are some things that could be better including that the six of us need to get together and decide what needs to be done as there are so many projects out there; he continued commenting that the Manager has been working on what had been requested including the staff reports; he stated that as other employees have received their COLA and Merit it is only fair that Manager Mendiola should be given one. Chairman French commented on the need for the Commission and the Manager putting their heads together as referred to by Commissioner Hoss to address what needs to be done for the County, he would suggest holding a retreat type meeting every six months rather than just once a year; he commented on Manager Mendiola's efforts to improve employee negotiations. The following motion was made by Commissioner Tipton and passed with Chairman French and Commissioners Tipton, Cerri and Hoss voting aye and Commissioner Hill being absent:

*To approve the resolution adopting a cost of living and merit increase for the County Manager to be the same as the regular employees have received for fiscal year 2022-2023 retroactive to the beginning date.*

*(Resolution No. 07-05-22)*

HUMBOLDT COUNTY MUSEUM LETTER OF SUPPORT: Consideration, discussion and possible approval of a letter of support for the Humboldt County Museum in its efforts to acquire a parcel of land adjacent to the current Museum site from the City of Winnemucca. Museum Director Dana Toth appeared before the Commission and spoke in support of the request. Museum Board Chairperson Judy Adams was present in the audience. Chairman French commented on the expectation of the County and everyone that the expansion of that facility to this piece of property would occur based on the type of wall installed on that side of the building. Director Toth reviewed the status of the process with the City. The following motion was made by Commissioner Hoss and passed unanimously:

*To do a letter of support to acquire additional land for future expansion.*

Chairman French stated that the Commission would return to agenda item 17 following a recess beginning and 11:40 a.m. and reconvening at 11:44 a.m.

MISCELLANEOUS REPORTS AND CORRESPONDENCE:

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1) Other information and upcoming meetings: The following meetings were noted on the on-line agenda: July 11, 2022 Winnemucca Airport Board Meeting, July 12, 2022 Winnemucca City Council Meeting, July 14, 2022 Regional Planning Commission Meeting and July 18, 2022 Humboldt County Commission Meeting.

2) Reports from Commissioners regarding other Boards and Committees on which they serve: Commissioner Hill had previously exited the meeting so no report was offered. Commissioner Hoss indicated that his only meeting was the special meeting of the Commission to canvass the vote. Commissioner Tipton offered no report. Commissioner Cerri reported on the monthly meeting with BLM which included discussion on planned horse gathers, the status of the planned horse/wild burro facility in the Paradise Valley area, that the Orovida community is working with BLM on acquiring property for a new school, the planned closure order for the Black Rock playa for the period of Burning Man and the DLE status. Chairman French noted the need to check on the closure proposals and its possible impact on hunting seasons which open at the same time. Discussion ensued regarding the recent discussions with BLM. Chairman French offered no report as he had been out of town.

FUTURE AGENDA ITEMS: Manager Mendiola noted the ninety-day update on the restitution situation from the District Attorney for the October 17<sup>th</sup> agenda and gas pipeline reconstruction comments. Clerk Spero noted the upcoming meeting to canvass the votes. Commissioner Hoss asked that the Manager offer a report on the agenda so comment can be offered by the Commission. Manager Mendiola noted that on July 18<sup>th</sup> there would be a report on the status of both Buildings & Grounds and the Building Department.

PUBLIC COMMENT: Chairman French asked for public comment; none offered.

ADJOURNMENT: Chairman French adjourned the meeting at 12:30 p.m.

ATTEST:  Clerk      APPROVED:  Chairman

(Minutes approved by the Commission and signed by the Chairman on 7-18-22)

Notice of Public Meeting  
HUMBOLDT COUNTY BOARD OF COMMISSIONERS  
Humboldt County Board of Commissioners Regular Meeting  
**Tuesday, July 05, 2022**  
**8:30 AM:**

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

**VIRTUAL AND IN PERSON  
Commission Meeting Room is Open**

**FOR TELECONFERENCE OR VIDEO CONFERENCE ACCESS**

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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:- Tuesday, July 5, 2022:**

**STAFF REPORT**

Staff Report

County Commission STAFF REPORT 7-5-22.pdf

1.CALL TO ORDER

2.PLEDGE OF ALLEGIANCE

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

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

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

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

6. BLM: FIRE SEASON AND AVIATION UPDATE (FOR INFORMATION ONLY) - BLM Interagency Fire Management Officer Donovan Walker will provide information on this year's fire season. For information only.

6.A. Staff Memo - BLM Updates

[Staff Memo - BLM Updates.pdf](#)

[2022 Winnemucca District Fine Fuel Load.pdf](#)

7. FARR WEST SURVEYING SERVICES PROPOSAL (FOR POSSIBLE ACTION) - Consideration, discussion and possible approval of a proposal from Farr West Engineering to conduct a survey of the Sage Heights parcel that is jointly owned by the City of Winnemucca and Humboldt County. At a recent meeting, the Commissioners directed the County Manager to look into a survey of the property to identify a possible site for the new Buildings and Grounds facility in an amount not to exceed \$11,000. Discussion and possible action.

7.A. Staff Memo - Farr West Proposal

[Staff Memo - Farr West Survey Proposal for Sage Heights property 6-21-22.pdf](#)

[Humboldt County - Public Works Yard 06-21-2022 9-57-17 AM.pdf](#)

8.TREASURER'S OFFICE - REQUEST TO PROCEED WITH 2023 DELINQUENT TAX AUCTION (FOR POSSIBLE ACTION) - Consideration, discussion and possible authorization for the Treasurer to proceed with title searches for properties to be sold in the 2023 delinquent tax auction. Discussion and possible action.

8.A.Staff Memo - Proceed to Auction and List of Parcels  
[Staff Memo - Proceed to Auction.pdf](#)

[2023 List of Parcels - Proceed to Auction.pdf](#)

9.DISTRICT ATTORNEY'S OFFICE: REQUEST TO APPROVE TO WAIVE THE ATTRITION POLICY AND REQUEST TO ENTER INTO AN AGREEMENT WITH LENSLOCK (FOR POSSIBLE ACTION), UPDATE ON RESTITUTION (INFORMATION ONLY) - Consideration, discussion and possible approval of the following:

A) To waive the attrition policy to hire for a Deputy District Attorney position due to a vacancy on July 22, 2022. Discussion and possible action.

B) Authorization for the District Attorney's Office and the IT Department to enter into an agreement with LensLock for cloud storage and management of data evidence in an amount not to exceed \$10,000. Discussion and possible action.

C) The District Attorney's office will provide an update to the Humboldt County Commissioners regarding the status of efforts to identify the owners of the fees paid for restitution over the past several years. For Information Only.

9.A.Staff Memo - DA Update

[Staff Report for Waiver of Attrition Policy - 2022-06-27.pdf](#)

[Staff Report for LensLock contract - 2022-06-27.pdf](#)

[Lenslock contract - email from Lenslock.pdf](#)

[Restitution Report 07-5-2022.pdf](#)

10.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.

11.ASSASSOR'S OFFICE: UPDATE ON THE 2023 STATE LEGISLATIVE SESSION (INFORMATION ONLY) - Humboldt County Assessor Andy Heiser will update the Commission on the state legislative session for the 2023 year. Information only.

11.A.Staff Memo - Assessor's update

[Staff Report - Legislative Update.pdf](#)

12.BUILDINGS & GROUNDS: REQUEST TO APPROVE PROPOSAL FROM CTA FOR PROFESSIONAL SERVICES (FOR POSSIBLE ACTION) - Consideration, discussion and possible approval of a proposal from CTA, Inc to provide professional design services for the Humboldt County Detention Center shower facility located in the booking area, in an amount not to exceed \$19,700 and pending review and approval of the District Attorney's Office. Discussion and possible action.

12.A. Staff Memo - Bldgs & Grounds and CTA Contract  
[Staff Report-CTA Professional Designs and Proposal.pdf](#)

13. PLANNING DEPARTMENT: REQUEST TO APPROVE FINAL DIVISION OF LAND INTO LARGE PARCELS MAP (FOR POSSIBLE ACTION) - Consideration, discussion and possible approval of the Final Division of Land Into Large Parcels map application submitted by Desert Mountain Surveying as agent for Amato-Y, LLC and is being presented for your approval as per NRS 278.472. The site is located 1.5-miles south of Silver State Draw Road, Section 29, T38N, R36E, M.D.B. & M. in Humboldt County, Nevada. Assessor's parcel # 05-0221-25. Discussion and possible action.

13.A. Staff Memo - Parcel Map and Report  
[Staff Memo LP-21-04.pdf](#)

[LP-21-04 Map and report.pdf](#)

14. PUBLIC WORKS DEPARTMENT: REQUEST TO PURCHASE MOTOR GRADER AND USED SEMI-TRACTOR TRUCK (FOR POSSIBLE ACTION) AND GENERAL ROAD PROJECTS (FOR INFORMATION ONLY) - Consideration, discussion and possible approval for the following:

A) Request to purchase a 2023 John Deere 772GP motor grader from Pape Machinery in an amount not to exceed \$326,595. For possible action.

B) Request to solicit and purchase a used semi-tractor truck in an amount not to exceed \$100,000. For possible action.

C) A presentation by Humboldt County Public Works Director Don Kalkoske to update the Board on Road projects within Humboldt County, however, no action may be taken on a matter raised until the matter itself has been specifically included on the agenda as an item upon which action may be taken.

14.A. Staff Memo - Motor Grader  
[July 2022 Staff Report Public Works Motor Grader.pdf](#)

14.B. Staff Memo - Semi Truck  
[Staff Report Used Semi Truck 2022-2023 FY.pdf](#)

15. TECHNOLOGY SERVICES: REQUEST FOR SIGNATURE ON SITE LICENSE AGREEMENT ON WINNEMUCCA MOUNTAIN (FOR POSSIBLE ACTION) - Consideration, discussion and possible approval requesting the Chairman or Vice-Chairman sign a Site License Agreement for Radio Communication Facility on Winnemucca Mountain between Humboldt County and KWNA Radio. Reimbursement will be paid to the County in the amount of \$600 for the purchase of antennas and for installation and testing. The Agreement also calls for KWNA Radio to pay an annual license fee in the amount of \$1,800 for the first year and \$1,854.00 for year two. The Agreement calls for a 3% increase every year following the initial year and a term of 5 years with an option to extend the license for 2 additional terms of 5 years each. Discussion and possible action.

15.A. Staff Memo - KWNA Agreement  
[Staff Report - Lic Agree - KWNA Radio.pdf](#)

[KWNA Licensing Agreement - Draft - V3-signed by KWNA.pdf](#)

16. APPROVAL OF A LAND LEASE WITH THE BLM FOR THE PUEBLO FIRE STATION (FOR POSSIBLE ACTION) - Consideration, discussion and possible approval of a Recreation and

Public Purpose Lease (NVN 097660) for a five acre parcel near Denio, Nevada on Big Creek Road for the purpose of building a new fire house for the Pueblo Fire District and an area to store Humboldt County Road Department equipment. The fee for the lease is \$25. Once the building and other areas are developed the county will apply for a patent to the land, which can only be granted if the district finishes the construction as detailed in the application. Discussion and possible action.

16.A. Staff Memo - BLM Lease Agreement - Pueblo Fire Dept.  
Staff Report on Pueblo Fire Lease 7-05-22.pdf

BLM lease Pueblo Fire Dept.pdf

17. COUNTY MANAGER'S QUARTERLY PRIORITIES, GOALS AND EXPECTATIONS UPDATE - 2021-2022 FISCAL YEAR AND RESOLUTION AND APPROVAL OF ANNUAL COST OF LIVING ADJUSTMENT AND MERIT INCREASE FOR THE COUNTY MANAGER (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 for fiscal year 2022-2023. Discussion and possible action.

17.A. Staff Memo - CM Priorities-Goals- Expectations and COLA/Merit increases  
Staff Report - CM Priorities-Goals-Expectations 06-20-2022.pdf

PRIORITIES-Goals-Expectations-June 2022.pdf

2022 Dave Mendiola - Merit and COLA.pdf

18. HUMBOLDT COUNTY MUSEUM LETTER OF SUPPORT (FOR POSSIBLE ACTION) - Consideration, discussion and possible approval of a letter of support for the Humboldt County Museum in its efforts to acquire a parcel of land adjacent to the current Museum site from the City of Winnemucca. Discussion and possible action.

18.A. Letter

Museum Support Letter Request 6-27-22.pdf

Staff - Museum Support Letter Request 6-27-22.pdf

Board of Commissioners Letter Museum 06-27-2022 draft1.pdf

Museum Letter and CTA proposal.pdf

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

July 11, 2022 Winnemucca Airport Board Meeting  
July 12, 2022, Winnemucca City Council Meeting  
July 14, 2022, Regional Planning Commission 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).

## 20.FUTURE AGENDA ITEMS

- 21.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.

## 22.ADJOURNMENT

- 23.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: 834 678 835#**

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**

may have to request an augment to the budget during the year.

**RECOMMENDATION**

I request the board's authorization for the District Attorney's Office and the IT Department to enter into an agreement with LensLock for cloud storage and management of data evidence in an amount not to exceed \$10,000.

**LIST SUPPORTING DOCUMENTS IF APPLICABLE:**

Email dated May 4, 2022 from Chad Butler of LensLock

**POSSIBLE MOTION**

Motion to authorize the District Attorney's Office and the IT Department to enter into an agreement with LensLock for cloud storage and management of data evidence in an amount not to exceed \$10,000

- C) The District Attorney's office will provide an update to the Humboldt County Commissioners regarding the status of efforts to identify the owners of the fees paid for restitution over the past several years. For Information Only.

DATE: Friday, June 24, 2022

TO: County Commission

FROM: Dave Mendiola, County Manager

SUBJECT: Update on Restitution Project

REQUESTED AGENDA DATE: July 5, 2022

**SUMMARY**

Over the past several years there has been delays in getting restitution received from court ordered clients to the victims. The County Commissioners requested that the District Attorney's office provide an update on the efforts to get those funds to the victims no later than June 30, 2022.

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

The July 5, 2022 is the first meeting of the County Commissioners following the June 30, 2022 deadline.

**PREVIOUS ACTION**

N/A

**BACKGROUND**

Over the years the individuals that have been charged with crimes and required to pay restitution to victims have done so, however, some of that information has been misplaced.

**FISCAL IMPACT**

None to the county, but it does impact the victims that are still awaiting payments from the court orders.

**RECOMMENDATION**

Click or tap here to enter text.

**LIST SUPPORTING DOCUMENTS IF APPLICABLE:**

Click or tap here to enter text.

**POSSIBLE MOTION**

This is for Information Only

9.A.Staff Memo - DA Update

[Staff Report for Waiver of Attrition Policy - 2022-06-27.pdf](#)

Staff Report for LensLock contract - 2022-06-27.pdf

Lenslock contract - email from Lenslock.pdf

Restitution Report 07-5-2022.pdf

10.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.

11.ASSESSOR'S OFFICE: UPDATE ON THE 2023 STATE LEGISLATIVE SESSION (INFORMATION ONLY) - Humboldt County Assessor Andy Heiser will update the Commission on the state legislative session for the 2023 year. Information only.

DATE: Friday, June 24, 2022  
TO: County Commission  
FROM: Andy Heiser, Humboldt County Assessor  
SUBJECT: Assessor Update on the Upcoming Legislative Year  
REQUESTED AGENDA DATE: July 5, 2022

SUMMARY

The Assessor's Office would like to update the commission on some legislative updates for the 2023 year.

WHY ARE YOU BRINGING THIS BEFORE THE BOARD NOW:

To have open communication with the commission on potential changes.

PREVIOUS ACTION

None

BACKGROUND

None

FISCAL IMPACT

None

RECOMMENDATION

None

LIST SUPPORTING DOCUMENTS IF APPLICABLE:

None

POSSIBLE MOTION

Information Only

11.A.Staff Memo - Assessor's update  
Staff Report - Legislative Update.pdf

12.BUILDINGS & GROUNDS: REQUEST TO APPROVE PROPOSAL FROM CTA FOR PROFESSIONAL SERVICES (FOR POSSIBLE ACTION) - Consideration, discussion and possible approval of a proposal from CTA, Inc to provide professional design services for the

Humboldt County Detention Center shower facility located in the booking area, in an amount not to exceed \$19,700 and pending review and approval of the District Attorney's Office. Discussion and possible action.

DATE: Wednesday, June 22, 2022  
TO: County Commission  
FROM: Mitch Mauk, Building and Grounds  
SUBJECT: Request for Approval of the Proposal from CTA, Inc to Provide Professional Design Services for the Humboldt County Detention Center Shower Facility Located in the Booking Area.  
REQUESTED AGENDA DATE: July 5, 2022

**SUMMARY**

Building and Grounds is requesting approval of the proposal from CTA, Inc to provide professional design services for the Humboldt County Detention Center shower facility located in the booking area.

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

For approval of the proposal from CTA, Inc to provide professional design services for the Humboldt County Detention Center shower facility located in the booking area in an amount not to exceed \$19,700.00. CTA, Inc has provided an estimate for a construction budget of approximately \$50,000.00, a total project estimate of approximately \$69,700.00.

**PREVIOUS ACTION**

None

**BACKGROUND**

The Detention Center is approximately 28 years old. Currently the shower facility for the booking area is only a single shower and is not up to ADA standards. CTA is providing basic services that consist of architecture, mechanical, electrical, plumbing and fire protection engineering services.

**FISCAL IMPACT**

Expenditure of an amount not to exceed \$19,700.00 from the approved 2021-2022 fiscal year budget for the Building and Grounds Special Projects Fund.

**RECOMMENDATION**

It is recommended that this request to contract CTA, Inc to provide professional design services for the Humboldt County Detention Center shower facility be approved.

**LIST SUPPORTING DOCUMENTS IF APPLICABLE:**

Proposal from CTA, Inc.

**POSSIBLE MOTION**

Motion to approve Building and Ground's request, as presented, to accept the proposal from CTA, Inc to provide professional design services for the Humboldt County Detention Center shower facility, in an amount not to exceed \$19,700.00.

12.A. Staff Memo - Bldgs & Grounds and CTA Contract  
[Staff Report-CTA Professional Designs and Proposal.pdf](#)

13. PLANNING DEPARTMENT: REQUEST TO APPROVE FINAL DIVISION OF LAND INTO LARGE PARCELS MAP (FOR POSSIBLE ACTION) - Consideration, discussion and possible approval of the Final Division of Land Into Large Parcels map application submitted by Desert Mountain Surveying as agent for Amato-Y, LLC and is being presented for your approval as per NRS

278.472. The site is located 1.5-miles south of Silver State Draw Road, Section 29, T38N, R36E, M.D.B. & M. in Humboldt County, Nevada. Assessor's parcel # 05-0221-25. Discussion and possible action.

MEMORANDUM

TO: Humboldt County Board of Commissioners  
FROM: Regional Planning Department/BL  
RE: LP-21-04 – DMS/Amato-Y, LLC  
DATE: June 22, 2022

The attached copy of the above referenced large parcel map application submitted by Desert Mountain Surveying as agent for Amato-Y, LLC is being presented for your approval as per NRS 278.472. The site is located 1.5-miles south of Silver State Draw Road, Section 29, T38N, R36E, M.D.B. & M. in Humboldt County, Nevada. Assessor's parcel # 05-0221-25. This map meets the requirements of NRS as follows:

1. The map is entitled "Map of Division into Large Parcels".
2. This map is being filed within the one year of approval date. The map was approved by the Regional Planning Commission on February 10, 2022 per staff recommendation and conditions applied (see attached copy of staff report and minutes of the meeting).
3. Map prepared by a licensed professional land surveyor.
4. Map is based upon an actual survey by the preparer and shows the date of the survey and contains the certificate of the surveyor required pursuant to NRS 278.375.
5. Map is clearly and legibly drawn in permanent black ink upon good tracing cloth or produced by the use of other materials of a permanent nature generally used for this purpose in the engineering profession. Affidavits, certificates and acknowledgments must be legibly stamped or printed upon the map with permanent black ink.
6. Map is twenty-four by 32 inches in size with a marginal line drawn completely around the sheet, leaving an entirely blank margin of 1 inch at the top, bottom, and right edges, and of 2 inches at the left edge along the 24-inch dimension.
7. Map is of scale large enough to show clearly all details.
8. Map shows all lots by number and actual acreage of each lot.
9. Map shows roads or easements of access which exist and which the owner intends to offer for dedication.
10. Map shows any easements for public utilities, which exist or are proposed.
11. Map shows any existing easements for irrigation or drainage, and any normally continuously flowing watercourses.
12. Required note on map reads as follows: "Humboldt County is not obligated to build and maintain any roads to the property from the nearest county maintained road. Roads shown on this map do not guarantee legal access to the parcels shown."

13. Required note of map reads as follows: "A county building permit is required prior to construction of certain structures or improvements to the property."  
Based on map meeting the requirements of NRS staff recommends approval of this large parcel map.

Enclosures:  
Staff Report/Map

13.A. Staff Memo - Parcel Map and Report  
Staff Memo LP-21-04.pdf

LP-21-04 Map and report.pdf

14. PUBLIC WORKS DEPARTMENT: REQUEST TO PURCHASE MOTOR GRADER AND USED SEMI-TRACTOR TRUCK (FOR POSSIBLE ACTION) AND GENERAL ROAD PROJECTS (FOR INFORMATION ONLY) - Consideration, discussion and possible approval for the following:

A) Request to purchase a 2023 John Deere 772GP motor grader from Pape Machinery in an amount not to exceed \$326,595. For possible action.

DATE: Thursday, June 16, 2022  
TO: Humboldt County Board of Commissioners  
FROM: Don Kalkoske, Public Works Director  
SUBJECT: Purchase of a new motor grader

#### SUMMARY

The Public Works Department utilizes motor graders on a daily basis for road maintenance and snow removal. Our fleet is aging, and several units are due for replacement in the next couple years, due to age and frequency of repairs. Motor graders are one piece of equipment that is utilized daily by Public Works staff to maintain the nearly 900 miles of gravel roads. Assuring the Department has reliable equipment to maintain roads is a benefit to all users.

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

To assure acquisition of the requested unit with the fiscal year and stay in front of projected price increases.

#### PREVIOUS ACTION

Budget approval

#### BACKGROUND

On June 16, 2022 the Public Works Department publicly opened bids for a new motor grader, which was advertised per NRS 332. In the bid documents were conditions for a trade-in of one older Department motor grader. Two vendors responded to the solicitation, Pape' Machinery and Cashman Equipment.

1) Pape' Machinery (2023 John Deere 772GP 6WD)

- a. Exceptions: None
- b. Price as Bid: \$386,730.00
- c. Options (lighting & mirrors): \$2,865.00
- d. Trade in: (\$63,000)
- e. Immediate Cost: \$326,595.00
- f. 5 Year Buy-Back: (\$247,500.00)
- g. Total Cost for 5 years if exercise buy-back: \$79,095.00

h. Delivery 180-210 Days

- 2) Cashman Equipment (2022 Caterpillar 140M AWD)
- a. Exceptions: Joystick steering only & no tinted safety glass
  - b. Price as Bid: \$378,921.97
  - c. Options (lighting & mirrors): \$3,215.00
  - d. Trade In: (\$55,000.00)
  - e. Immediate Cost: \$327,136.97
  - f. 5 Year Buy-Back: (\$210,000.00)
  - g. Total Cost for 5 years if exercise buy-back: \$117,136.97
  - h. Delivery – 288 days

3) Pape' Machinery (2023 John Deere 770GP)

- a. Exceptions: None
- b. Price as Bid: \$353,504.00
- c. Options (lighting & mirrors): \$2,865.00
- d. Trade in: (\$63,000.00)
- e. Immediate Cost: \$293,369.00
- f. 5 Year Buy-Back: (\$226,250.00)
- g. Total Cost for 5 years if exercise buy-back: \$67,119.00
- h. Delivery: 180-210 Days

4) Cashman Equipment (2022 Caterpillar 140M)

- a. Exceptions:
  - i. Joy Stick Steering Only
  - ii. Horsepower less than specified
  - iii. No tinted safety glass
- b. Price as Bid: \$335,183.58
- c. Options (lighting & mirrors): \$3,215.00
- d. Trade in: (\$55,000.00)
- e. Immediate Cost: \$283,398.58
- f. 5 Year Buy-Back: (\$190,000.00)
- g. Total Cost for 5 years if exercise buy-back: \$93,398.58
- h. Delivery: 288 Days

FISCAL IMPACT

In the approved 2022-2023 Budget, the Public Works Department has allocated \$350,000.00 for the purchase of a new motor grader. The immediate cost for the recommended unit is less than the budgeted amount.

RECOMMENDATION

Pape' Machinery was the lowest responsive and responsible bidder, when considering the immediate cost of the AWD versions bid. It is recommended that the Board of County Commissioners approve the purchase of a 2023 John Deere 772GP motor grader from Pape' Machinery in an amount not to exceed \$326,595.00.

POSSIBLE MOTION Should the Board agree with Staff's recommendation; a possible motion would be: "move to approve the purchase of a 2023 John Deere 772GP motor grader from Pape' Machinery in an amount not to exceed \$326,595.00."

Humboldt County Board Of Commissioners

July 5, 2022

Page 13

B) Request to solicit and purchase a used semi-tractor truck in an amount not to exceed \$100,000. For possible action.

DATE: Thursday, June 16, 2022

TO: Humboldt County Board of Commissioners

FROM: Don Kalkoske, Public Works Director

SUBJECT: Authorization to Solicit Quotes and Purchase a Used Semi Truck 2022-2023 FY

#### SUMMARY

The Public Works Department is requesting to solicit quotes from equipment dealerships and to purchase a quality used semi-tractor truck.

#### COUNTY PRIORITY/GOAL SUPPORTED BY THIS ITEM

The Public Works Department has budgeted \$75,000.00 for the 2022-2023 FY to purchase a Semi-Tractor Truck to provide road maintenance and a standard level of service for the county tax payers and road users.

#### PREVIOUS ACTION

Budget approval

#### BACKGROUND

The Public Works department maintains the road system of Humboldt County and uses Semi Tractor Trucks for said maintenance. With increased road maintenance and the usual wear and maintenance on older equipment it is in the best interest of the county tax payers for Public Works to purchase additional updated equipment.

Solicitations have not been advertised, rather Public Works is requesting authorization to request at least 2 quotes pursuant to NRS 332.063 and to negotiate in good faith in the amount of no more than \$100,000.000 in the event that a prime piece of used equipment is discovered at a reputable dealer.

NRS 332.063 Contracts for which estimated annual amount required to perform is more than \$50,000 but not more than \$100,000: Solicitation of responses; permissive advertisement; award.

1. Except as otherwise provided by specific statute, if the estimated annual amount required to perform a contract is more than \$50,000 but not more than \$100,000, the governing body or its authorized representative:

(a) Shall solicit responses from two or more persons capable of performing the contract, if such persons are available; and Page 2 of 2

(b) May advertise the contract in the manner prescribed in NRS 332.045.

2. The governing body or its authorized representative shall award such a contract on the basis of price, taking into account the minimum requirements of a responding offeror prescribed in the solicitation pursuant to NRS 332.043 and the method prescribed in that solicitation for awarding the contract.

(Added to NRS by 2019, 767)

#### FISCAL IMPACT

In the 2022-2023 Budget, the Public Works Department has allocated funds of \$75,000.00 for a Semi Tractor Truck.

#### RECOMMENDATION

No quotes have been received at this time for the Semi Tractor Truck, however, for the County economy and efficiency, the Public Works Department recommends that the County be

prepared to negotiate in good faith and to have the authority to purchase quality equipment when it is readily available as it is difficult to procure used equipment in a timely manner. Public Works will provide the quotes and comparable quotes of similar equipment if an acceptable unit is found. It is recommended that the Board of County Commissioners approve Public Works Department to purchase a quality used Semi-Tractor Truck for no more than \$100,000.00. While the amount requested is higher than what is budgeted, we are confident that we can save monies on other items to help cover this increase. The increased amount will allow the Public Works Department more latitude when dealing with vendors as used equipment prices have been rising with the shortage of new units available.

POSSIBLE MOTION Should the Board agree with Staff's recommendation; a possible motion would be: "move to approve the good faith negotiation and the purchase of a used Semi-Tractor Truck not to exceed \$100,000.00"

D) A presentation by Humboldt County Public Works Director Don Kalkoske to update the Board on Road projects within Humboldt County, however, no action may be taken on a matter raised until the matter itself has been specifically included on the agenda as an item upon which action may be taken.

14.A. Staff Memo - Motor Grader

[July 2022 Staff Report Public Works Motor Grader.pdf](#)

14.B. Staff Memo - Semi Truck

[Staff Report Used Semi Truck 2022-2023 FY.pdf](#)

15. TECHNOLOGY SERVICES: REQUEST FOR SIGNATURE ON SITE LICENSE AGREEMENT ON WINNEMUCCA MOUNTAIN (FOR POSSIBLE ACTION) - Consideration, discussion and possible approval requesting the Chairman or Vice-Chairman sign a Site License Agreement for Radio Communication Facility on Winnemucca Mountain between Humboldt County and KWNA Radio. Reimbursement will be paid to the County in the amount of \$600 for the purchase of antennas and for installation and testing. The Agreement also calls for KWNA Radio to pay an annual license fee in the amount of \$1,800 for the first year and \$1,854.00 for year two. The Agreement calls for a 3% increase every year following the initial year and a term of 5 years with an option to extend the license for 2 additional terms of 5 years each. Discussion and possible action.

DATE: Wednesday, June 15, 2022

TO: County Commission

FROM: Ric Grantham, Director Technology Services

SUBJECT: Request for Signature on Site License Agreement for Radio Communication Facility on Winnemucca Mountain Between Humboldt County and KWNA Radio

REQUESTED AGENDA DATE: July 5, 2022

SUMMARY

The Technology Services Department is requesting the Chairman or Vice-Chairman sign a Site License Agreement for Radio Communication Facility on Winnemucca Mountain between Humboldt County and KWNA Radio.

WHY ARE YOU BRINGING THIS BEFORE THE BOARD NOW:

The Technology Services Department is bringing this before the board now for a signature on a Site License Agreement.

PREVIOUS ACTION:

None

#### BACKGROUND

Pursuant to a prior license between the County and KWNA Radio, Pilgrim Radio has occupied space on the communication facility site, at Winnemucca Mountain, utilizing approximately five percent (5%) of the tower, shelter, generator, communication facilities and underground utility lines for electric power for KWNA Radio's internal use and communications.

KWNA Radio desires to continue its use of the site at Winnemucca Mountain and licensing the site from County for the operation, maintenance, and repair of their equipment within the communication facility. KWNA Radio moved into the facility on approximately November 1, 2020.

KWNA Radio's communication equipment within the communication facility does not interfere with the existing public use of the County Property.

Both Humboldt County and KWNA Radio's legal counsel has reviewed and approved this Site License Agreement.

#### FISCAL IMPACT

The fiscal impact of finalizing this Site License Agreement will be a reimbursement to the County, in an amount of Six Hundred Dollars (\$600.00), for the purchase of antennas and mounts and for the installation and testing of same.

In addition, KWNA Radio will pay an annual license fee to Humboldt County, in an amount of One Thousand Eight Hundred Dollars (\$1,800.00) for the first year and One Thousand Eight Hundred Fifty-Four Dollars (\$1,854.00) for year two (Agreement calls for a 3% increase every year following the initial year and a term of five (5) years with an option to extend the license for two (2) additional terms of five (5) years each).

Since KWNA Radio began occupation of the site on November 1, 2020, the annual license fee for both year one and two are due immediately, in addition to the costs for equipment and installation mentioned above. Thus, a total of Four Thousand Two Hundred Fifty-Four Dollars (\$4,254.00) will be due from KWNA to the County.

#### RECOMMENDATION

It is recommended that the Technology Services Department's request be approved, and the Chairman or Vice-Chairman sign a Site License Agreement for Radio Communication Facility on Winnemucca Mountain between Humboldt County and KWNA Radio.

#### LIST SUPPORTING DOCUMENTS IF APPLICABLE:

Copy of Site License Agreement for Radio Communication Facility on Winnemucca Mountain between Humboldt County and KWNA Radio.

#### POSSIBLE MOTION

Motion to approve the Technology Services Department's request, as presented, for the Chairman or Vice-Chairman to sign a Site License Agreement for Radio Communication Facility on Winnemucca Mountain between Humboldt County and KWNA Radio.

15.A. Staff Memo - KWNA Agreement

Staff Report - Lic Agree - KWNA Radio.pdf

KWNA Licensing Agreement - Draft - V3-signed by KWNA.pdf

16. APPROVAL OF A LAND LEASE WITH THE BLM FOR THE PUEBLO FIRE STATION (FOR POSSIBLE ACTION) - Consideration, discussion and possible approval of a Recreation and Public Purpose Lease (NVN 097660) for a five acre parcel near Denio, Nevada on Big Creek Road for the purpose of building a new fire house for the Pueblo Fire District and an area to store

Humboldt County Road Department equipment. The fee for the lease is \$25. Once the building and other areas are developed the county will apply for a patent to the land, which can only be granted if the district finishes the construction as detailed in the application. Discussion and possible action.

DATE: Friday, June 24, 2022  
TO: County Commission  
FROM: Dave Mendiola, County Manager  
SUBJECT: Pueblo Fire BLM R&PP Lease  
REQUESTED AGENDA DATE: July 5, 2022

#### SUMMARY

The Pueblo Fire District has been working on building a new Fire Station to be built on Big Creek Road off of State Highway 140 for more than three years. That effort has culminated in the lease from the Bureau of Land Management that the Commission will consider on July 5, 2022.

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

The Environmental Assessment was published in the Federal Register nearly two months ago and the county recently received the Recreation and Public Purpose (R&PP) Lease. Humboldt County is the applicant on behalf of the Pueblo Fire District.

Once the construction is completed, it is the plan of the county and the Pueblo Fire District to take the next step to file for a patent on the land and acquire the parcel. The construction, based on the application, must be completed first before the BLM will consider deeding the property to the county.

#### PREVIOUS ACTION

The Pueblo Fire District and the County Managers office have been working with the BLM to get through the process for three years.

#### BACKGROUND

There are as many as seven firefighting vehicles that are parked in and around the area at the residences of the farmers and ranchers in the area that make up the all-volunteer fire department. In the winter this is a major problem as water tanks cannot be filled for fear of freezing and rendering the vehicles worthless in the case of a structure fire. Thus, adding valuable time to fill the vehicles prior to rolling on a fire.

#### FISCAL IMPACT

The actual fiscal impact to Pueblo Fire is not known. Projections for the cost to construct the buildings and the site could run between \$765,220 to \$961,959, depending on whether they choose a five-bay or a seven-bay configuration. Those were the projections from proposals received in March. They could go higher, especially with the latest supply chain increases and delays. Fortunately, the Fire District has been saving the funds for quite some time.

#### RECOMMENDATION

Approve the lease between the Bureau of Land Management, Winnemucca Field Office and Humboldt County, which is the applicant on behalf of the Pueblo Fire District.

#### LIST SUPPORTING DOCUMENTS IF APPLICABLE:

Click or tap here to enter text.

#### POSSIBLE MOTION

Motion to approve the Recreation and Public Purpose Lease between the Bureau of Land Management, Winnemucca Field Office and Humboldt County, on behalf of the Pueblo Fire District and to issue a check for \$25 annually for the annual lease cost.

Staff Report on Pueblo Fire Lease 7-05-22.pdf

BLM lease Pueblo Fire Dept.pdf

17. COUNTY MANAGER'S QUARTERLY PRIORITIES, GOALS AND EXPECTATIONS UPDATE - 2021-2022 FISCAL YEAR AND RESOLUTION AND APPROVAL OF ANNUAL COST OF LIVING ADJUSTMENT AND MERIT INCREASE FOR THE COUNTY MANAGER (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 for fiscal year 2022-2023. Discussion and possible action.

DATE: Wednesday, June 15, 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.

PRIORITIES, GOALS AND EXPECTATIONS of County Manager for 2021-2022 Fiscal Year

I. PRIORITIES (Commissioners Directives for FY 2021-2022)

A. Budget

Look at different approaches for budgeting with department heads to bring the board a fiscally sound budget, prioritizing needs vs wants for each department alongside what is fiscally responsible for the County as a whole;

It was my experience that the budget hearings and the budget process overall was excellent. I attribute that to the work done by Comptroller Rackley and myself to 1) do pre-budget hearing training with the Commissioners in an effort to clarify the budget process and the expenditure and revenue projections.

Alan Kalt (Pool/Pact), Chief Financial Officer for POOL/PACT and former Comptroller for Churchill County did a training in February of 2022 for the County Commissioners and other county employees joined virtually to learn as well. The first training was focused on how we currently budget, including revenue and expenditure projections and also looked at the data over the past 6-7 years to show how those activities played out over the course of the budget cycle in each year.

The result was a much cleaner process than in the past.

Provide the board a memo prior to board meetings regarding the action you took and any other relevant issues to the budget process;

This request has now been built into the Staff Report process for every agenda item where the individual/department is required to provide the details of every budget request in their staff report, including the impact to the county generally and to the individual department budget during the course of the fiscal year.

It is my sense that this provides the Commissioner with baseline information that leads to the formulation of better questions that lead to better understanding.

Research options to make the budget process aligned with short term as well as long term goals of the county while maintaining fiscal soundness;

It is my belief that this occurs as part of the current budget process as individual managers/elected officials are asked to prepare their budgets with both the current situation on the ground (i.e. what is needed immediately to do the job) and what will be required in the future (long-term).

It was agreed at the March 21, 2022, meeting to change the quarterly assessment of the County Manager to occur two times annually. Once in January at the Commissioners Retreat and again in late June as part of the County Managers' performance appraisal.

Provide historical analysis of budgets to commissioners:

This historical data was incorporated into the training that was conducted in February. The spreadsheet shows key data (Expenditures/Revenues/Ending Fund Balances) over the past 6-years to show what was projected for revenues and expenditures, what was actually spent and received and what was the effect on the ending fund balance compared to what was projected. The end result shows that while the ending fund balance will increase and decrease from year to year, over time, the county has done an outstanding job of keeping a strong ending fund balance, which is the county's "rainy day" fund.

II. GOALS (Commissioners Directives for FY 2021-2022)  
A. Cohesion of departments within the County.

This is an ongoing focus for the County Manager's office. Over the past three months I have continued my effort to reach out to our various departments and elected officials, however, I still feel like I can do a better job. I see and work closely with many of these departments weekly, but I need to also engage with the employees.

At the March 21 meeting, we discussed establishing a survey that can be sent to the departments/offices in the fall of each year to have our managers and elected officials identify key priorities for each department/office. Abel has been working on getting two proposals for this survey. Unfortunately, we received one early, however, the second proposal has been hard to secure. We should have that in the next two weeks according to Abel. Thus, we are not able to confirm when that survey will begin. I will update the Commissioners as soon as get the second proposal.

We also plan to disseminate a survey to all employees as well to request feedback as to what they believe is working and what is not. This survey will be done anonymously so as not to hinder employees to speak freely.

B. Work to foster communication and cohesion between departments and find a manner in which to measure this progress;

The survey mentioned above will be able to measure progress by establishing a baseline for every department/office of expectations and provide a survey to every member of that department/office semi-annually to provide feedback as to whether we have achieved or are achieving the goals set. These results will be shared with the Commission along with this overall report.

C. Identified issues with Assessor's office regarding disaster recovery plan for all Assessor data.

Since the arrival of our new IT Manager Mike DeTullio, he has worked to ensure that the backups of the GIS hard drive are working well.

In addition, we have finally completed the backup internet connection that is now "live" at the Sports Complex Tower site. We are now working to complete the installation of the hardware that will provide the long-term disaster recovery for the entire network. When the new GSA system comes online for the Assessor, Treasurer and Building Inspector, most if not all of that data, will be backup in the cloud.

III. EXPECTATIONS (Commissioners Directives for FY 2021-2022)

To focus on providing accurate and in-depth information to the board (when) in the form of:

- 1) Communicate with board members and timely return calls;
- Provide detailed staff report for every County Commission Meeting;

I believe that this expectation has been met between the weekly activity reports, the agenda staff reports and follow-up communications with the Commissioners during the course of every week.

- Email additional information on various matters every Friday;

We continue to disseminate information to the Commissioners every Friday and on occasion during the middle of the week. We hope that this provides additional information for items that we may not have covered at a recent meeting or follow-up information from a past meeting.

- Make personal calls when an item or issue is specific to a Commissioners work on a specific Board (i.e. Water/SLUPAC/etc):

We do this on an as-needed basis. I have worked with all of the Commissioners on different issues over the past 3-months from negotiations, covid-19, infrastructure issues, land use planning documents and many other issues.

- Early agenda review to the board; and provide copy of draft agenda Friday prior to publish date for review:

The County Manager's office has been disseminating these early agenda reviews since approximately September of 2021. I believe this has been a useful exercise for the Commissioners as it provides some extra time to research and prepare for the items.

## 2. Weekly reports from County Manger and Assistant County Manager to board.

- The County Manager's office has been providing these weekly reports since July of 2020. These are quick updates on the kinds of activities we have been involved in on a weekly basis. Generally, we do not provide a lot of detail about each meeting or call, however, there are times when we will provide additional information, especially if it is an item that may come before you in the future or is a follow-up from a previous action taken by the Board. I have heard from most of you that these have been helpful.

B. Quarterly (at least) review of priorities, goals and expectations, as well, as progress and any amendments thereto.

As I mentioned earlier in this report, the Commissioners made the decision to move this to semi-annual reports. The first will be part of the Retreat in late January and the second will be in late June and will include an approval or denial of the Merit and COLA.

### 17.A. Staff Memo - CM Priorities-Goals- Expectations and COLA/Merit increases Staff Report - CM Priorities-Goals-Expectations 06-20-2022.pdf

PRIORITIES-Goals-Expectations-June 2022.pdf

2022 Dave Mendiola - Merit and COLA.pdf

## 18. HUMBOLDT COUNTY MUSEUM LETTER OF SUPPORT (FOR POSSIBLE ACTION) -

Consideration, discussion and possible approval of a letter of support for the Humboldt County Museum in its efforts to acquire a parcel of land adjacent to the current Museum site from the City of Winnemucca. Discussion and possible action.

Jim French, Chair  
Ken Tipton, Vice Chair  
Ron Cerri, Commissioner  
Tom Hoss, Commissioner  
Jesse Hill, Commissioner

Humboldt County Board Of Commissioners  
July 5, 2022  
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Humboldt County Courthouse  
50 West Fifth Street Room 205  
Winnemucca, Nevada 89445  
Humboldt County, Nevada

Board of Commissioners

June 27, 2022

Humboldt Museum  
175 Museum Lane/P.O. Box 819  
Winnemucca, NV 89446

Re: Letter of Support for the Museum's Plans to acquire additional land and future expansion

Dear Ms. Dana Toth,

The Humboldt County Board of Commissioners is in receipt of your letter dated June 27, 2022, providing the historical data of the Museum's founding and progress over the years. The community has watched as you, under the direction of the Museum Board, have created an outstanding facility and living history of Humboldt County and the City of Winnemucca.

The Board recently was made aware of your desire to renovate the building (West Wall) and expand the capabilities of the Museum. It is our understanding that you have petitioned the City of Winnemucca City Council to acquire a parcel of land that is adjacent to the existing site. The Board of Commissioners are in full support of your efforts to acquire the land and build an additional warehouse to house collections, an outdoor amphitheater, and to provide a workshop to prepare exhibits for placement in the museum.

Respectfully submitted,  
Jim French, Chairman  
Humboldt County Board of Commissioners

18.A.Letter

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

July 11, 2022 Winnemucca Airport Board Meeting  
July 12, 2022, Winnemucca City Council Meeting  
July 14, 2022, Regional Planning Commission 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).

20.FUTURE AGENDA ITEMS

21.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.

22.ADJOURNMENT

23.NOTICE: - The public is welcome to attend the meeting electronically via Microsoft Teams or by appearing in person at the Humboldt County Courthouse Meeting Room 201 50 West Fifth Street, Winnemucca, Nevada 89445 at the time and date listed on the top of the agenda. There will be a physical location for the meeting; however, the meeting may be accessed electronically through an internet connection at Microsoft Teams link.

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

FOR TELECONFERENCE OR VIDEO CONFERENCE ACCESS

Click here to join the meeting:  
JOIN

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

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](http://www.hcnv.us) at \_\_\_\_\_ A.M. By: \_\_\_\_\_  
State of Nevada Website: [www.notice.nv.gov](http://www.notice.nv.gov) at \_\_\_\_\_ A.M. By: \_\_\_\_\_

MEETING DATE: July 5, 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, audiotope, 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)

USDA is an equal opportunity provider, employer, and lender.

**CERTIFICATE OF POSTING**

PLACES POSTED: Humboldt Co. Courthouse, 50 W. 5th St.: Rooms 201, 205, & 207 at 8:30 A.M. By: MC  
Humboldt County Website: www.hcnv.us at \_\_\_\_\_ A.M. By: \_\_\_\_\_  
State of Nevada Website: www.notice.nv.gov. \_\_\_\_\_ A.M. By: \_\_\_\_\_

MEETING DATE: July 5, 2022 POSTED BY: MICHELLE COOK

DATE POSTED: June 29, 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

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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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- (2) fax: (202) 690-7422; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

USDA is an equal opportunity provider, employer, and lender.

**\*\*STAFF REPORT\*\*STAFF REPORT\*\*STAFF REPORT\*\***  
Notice of Public Meeting  
HUMBOLDT COUNTY BOARD OF COMMISSIONERS  
Humboldt County Board of Commissioners Regular Meeting  
**Tuesday, July 05, 2022**  
**8:30 AM:**

Humboldt County Courthouse Meeting Room 201  
50 West Fifth Street, Winnemucca, Nevada 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 - Tuesday, July 5, 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); June 6, 2022; June 20, 2022; and June 24, 2022 (Special Canvass). Discussion and possible action.

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

**6. BLM: FIRE SEASON AND AVIATION UPDATE (FOR INFORMATION ONLY) - BLM Interagency Fire Management Officer Donovan Walker will provide information on this year's fire season. For information only.**

DATE: Thursday, June 23, 2022  
TO: County Commission  
FROM: Winnemucca BLM Fire Management Officer  
SUBJECT: Fire and Aviation Brief  
REQUESTED AGENDA DATE: 7/5/22

**SUMMARY**

Provide BLM Fire and Aviation Briefing at the request of County Administrator and Commissioners

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

By request

**PREVIOUS ACTION**

BLM Provides regular briefings to Humboldt County

**BACKGROUND**

The BLM and Division of Fire and Aviation maintain a cooperative relationship with Humboldt County through regular briefings and a Cooperative Fire Protection Agreement.

**FISCAL IMPACT**

None

**RECOMMENDATION**

If I had any recommendation, it would be to ensure roadsides are maintained on county roads to take down the heavy growth in many areas across the county. This helps roads to be viable fuel breaks when needed to hold fires during suppression efforts.

**LIST SUPPORTING DOCUMENTS IF APPLICABLE:**

2022 Winnemucca District Fine Fuel Production Annual Monitoring Report

**POSSIBLE MOTION:** For Information Only

6.A. Staff Memo - BLM Updates  
Staff Memo - BLM Updates.pdf

2022 Winnemucca District Fine Fuel Load.pdf

7. FARR WEST SURVEYING SERVICES PROPOSAL (FOR POSSIBLE ACTION) - Consideration, discussion and possible approval of a proposal from Farr West Engineering to conduct a survey of the Sage Heights parcel that is jointly owned by the City of Winnemucca and Humboldt County. At a recent meeting, the Commissioners directed the County Manager to look into a survey of the property to identify a possible site for the new Buildings and Grounds facility in an amount not to exceed \$11,000. Discussion and possible action.

DATE: Tuesday, June 28, 2022  
TO: County Commission  
FROM: Winnemucca BLM Fire Management Officer  
SUBJECT: Fire and Aviation Brief

REQUESTED AGENDA DATE: 7/5/22

**SUMMARY**

The County Manager is requesting that the County engage Farr West Engineering to complete a survey of the Sage Heights parcel that is co-owned by the City and the County to assist in the identification of a suitable site to construct a county buildings and grounds facility as part of a plan to move the buildings and grounds department out of the basement of the courthouse.

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

The Humboldt County Commission met on May 19 in a special session to discuss capital projects that are currently included in the fiscal year 2023 budget. This item is a follow-up to that meeting,

**PREVIOUS ACTION**

At the May 19 meeting, the Commission was discussing the use of some portion of the city/county owned parcel to see if there was a more suitable and possibly flatter portion of the parcel that would be more conducive to siting a new buildings and grounds building.

**BACKGROUND**

We reached out to Farr West and during a meeting two weeks ago with Cushing Terrell Architects. It was agreed that Farr West could draft the project boundary per record data and any easements shown of record. If any issues or discrepancies surface, they will contact the client to discuss boundary conflicts and options for the resolution of any noted problems.

An aerial survey will also be conducted and will tie into existing control provided by client, or will set new control based on an OPUS solution. Control will be set in such a manner as to be useful to the client in the future. Aerial control will be set throughout the flight area. At least 20 check shots will be taken to verify accuracy of deliverables. Imagery will be collected by high endurance fixed wing drone at  $\pm 2"$  GSD. Farr West will process data collected in the field to produce high accuracy deliverables. All products will be checked against blind check shots. A statement will be provided proving products match the stated ASPRS classification.

CTA will then use this data to plan the site location that bests fits the needs of the buildings and grounds and report back to the county.

**FISCAL IMPACT**

The not to exceed amount of the agreement is \$11,000.

**RECOMMENDATION**

Per the Commission's earlier desire to review the entire property for a possible building site, it is recommended that the Board approve the request to do the parcel survey.

**LIST SUPPORTING DOCUMENTS IF APPLICABLE:**

Humboldt County – Public Works Yard 6-21-22

**POSSIBLE MOTION**

Motion to approve the proposal from Farr West Engineering for a survey of the city/county owned property at Sage Heights to identify a suitable location for a new buildings and grounds building in an amount not to exceed \$11,000.

7.A.Staff Memo - Farr West Proposal

Humboldt County - Public Works Yard 06-21-2022 9-57-17 AM.pdf

8.TREASURER'S OFFICE - REQUEST TO PROCEED WITH 2023 DELINQUENT TAX AUCTION (FOR POSSIBLE ACTION) - Consideration, discussion and possible authorization for the Treasurer to proceed with title searches for properties to be sold in the 2023 delinquent tax auction. Discussion and possible action.

DATE: Wednesday, June 22, 2022

TO: County Commission

FROM: Rhona Lecumberry, Treasurer

SUBJECT: Request to Proceed to Auction for 2023

REQUESTED AGENDA DATE: July 5, 2022

**SUMMARY**

A request to proceed with the 2023 Delinquent Tax Auction.

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

Each year, the Treasurer brings forth the list of parcels scheduled for auction. This allows the Treasurer to proceed with obtaining title searches, and allows the due diligence process to begin.

**PREVIOUS ACTION**

The Commission has voted to allow the Treasurer to proceed with the auction.

**BACKGROUND**

While this is not a required action, the Treasurer has come before the Commission each year with information regarding the upcoming auction, and this action also places the parcels on public record.

**FISCAL IMPACT**

Current taxes, penalties and fees for these parcels totals \$43,994.47.

**RECOMMENDATION**

If the Commission so wishes, it may authorize the Treasurer to proceed with the 2023 Delinquent Tax Auction.

**LIST SUPPORTING DOCUMENTS IF APPLICABLE:**

Parcel List for the 2023 Delinquent Tax Auction

POSSIBLE MOTION

If the Commission votes in favor of proceeding with the auction, a possible motion would be to "Move to authorize the Treasurer to proceed with the 2023 Delinquent Tax Auction

8.A. Staff Memo - Proceed to Auction and List of Parcels  
Staff Memo - Proceed to Auction.pdf

APPD

2023 List of Parcels - Proceed to Auction.pdf

9. DISTRICT ATTORNEY'S OFFICE: REQUEST TO APPROVE TO WAIVE THE ATTRITION POLICY AND REQUEST TO ENTER INTO AN AGREEMENT WITH LENSLOCK (FOR POSSIBLE ACTION), UPDATE ON RESTITUTION (INFORMATION ONLY) - Consideration, discussion and possible approval of the following:

A) To waive the attrition policy to hire for a Deputy District Attorney position due to a vacancy on July 22, 2022. Discussion and possible action.

DATE: June 27, 2022  
TO: County Commission  
FROM: Michael Macdonald, District Attorney  
SUBJECT: Waiver of Attrition Policy  
REQUESTED AGENDA DATE: July 5, 2022

SUMMARY

I would like to be placed on the next agenda for the Humboldt County Board of Commissioners so that I can request the waiver of the attrition policy for a deputy district attorney position.

WHY ARE YOU BRINGING THIS BEFORE THE BOARD NOW

A vacancy is occurring in a deputy district attorney position on July 22, 2022.

PREVIOUS ACTION

None.

BACKGROUND

I am requesting the waiver of the attrition policy for this position because the soonest I can have someone hired and working is probably two to four months from the date of posting the position. This delay is due to the time it takes to advertise, interview, and more importantly move someone to town, if necessary. In addition, our workload in the office has remained consistently heavy since the Board of County Commissioners approved the addition of the fifth deputy district attorney position in 2015. This vacant position has been primarily responsible for adult criminal prosecution and assisting in juvenile prosecution. Therefore, the waiver would help minimize the effect of being shorthanded to two to four months.

FISCAL IMPACT

There is no fiscal impact because this deputy district attorney position is included in the budget.

RECOMMENDATION

I request the board to waive the attrition policy and allow us to begin recruiting a deputy district attorney immediately.

LIST SUPPORTING DOCUMENTS IF APPLICABLE:

None.

#### POSSIBLE MOTION

Motion to waive the attrition policy and allow the District Attorney's Office to begin recruiting an attorney for the deputy district attorney position

- B) Authorization for the District Attorney's Office and the IT Department to enter into an agreement with LensLock for cloud storage and management of data evidence in an amount not to exceed \$10,000. Discussion and possible action.

DATE: June 27, 2022  
TO: County Commission  
FROM: Michael Macdonald, District Attorney  
SUBJECT: LensLock contract for data storage  
REQUESTED AGENDA DATE: July 5, 2022

#### SUMMARY

I would like to be placed on the next agenda for the Humboldt County Board of Commissioners so that the Humboldt County IT Department and the District Attorney's Office can make a presentation to the commission regarding the issues related with data evidence storage and management and to possibly authorize a contract for data evidence storage and management with LensLock.

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

We are currently facing difficulties with the ability to properly store, organize, copy and distribute data evidence that law enforcement is collecting in their criminal investigations.

#### PREVIOUS ACTION

None.

#### BACKGROUND

I am requesting the opportunity for the IT Department and the District Attorney's Office to present the difficulties the District Attorney's Office is having with the receipt, storage, copying and distribution of data evidence that law enforcement is collecting in their criminal investigations. The data evidence includes such things as dash camera video, body camera video, surveillance camera video from businesses and residences, photographs, and information copied from computers and cellular phones. The amount of storage required for these data files continues to increase and we are reaching capacity with our current equipment and processes. In addition, it is extremely difficult to copy and distribute these data files to defense attorneys or defendants because of their large sizes. Currently, we use thumb drives, DVD's and/or external hard drives to copy and distribute the data files. These processes can be expensive and are very time consuming for staff.

We have had a couple conferences calls which included members of the Humboldt County Sheriff's Office, Winnemucca Police Department, Humboldt County IT Department and LensLock regarding our situation and possible solutions. We are also scheduling an in-person demonstration in the near future with LensLock.

LensLock has provided an estimated cost of \$8,760 to provide unlimited cloud storage, unlimited DA account users and access, and an evidence management system using Lenslocker. The data files will be copied or uploaded to the cloud storage by the individual detectives, deputies and officers. The District Attorney's Office will have access to the data files and will authorize the download or access to defense attorneys to the specific files involved in each case.

#### FISCAL IMPACT

There is a fiscal impact because this contract was not contemplated in the 2022-2023 budgets of the IT Department or the District Attorney's Office. We expect the total cost to be no more than \$10,000 since the initial estimated cost was \$8,760. We will attempt to absorb the cost in the existing budget but we

## Parcel List for April 2023 Delinquent Tax Auction

Parcel Number	Prior Owners	Tax Amount Owed as of 6/22/22	Acreage	Location
05-0223-08	Crimmins, Arthur William	\$ 299.92	42.47	Lot 8 S33 T38N R36E
05-0272-07	Calixte, Abdias	\$ 165.43	38.98	Lot 7 S17 T37N R34E
05-0361-06	West Coast Mines Inc	\$ 1,824.59	555.40	Within S1 T36N R36E
05-0441-01	Rabineau, Kalvin & Anita, Trustees	\$ 327.58	72.57	Within S6 T35N R35E
05-0496-02	Holt, David Harold	\$ 366.11	60.28	Lot 2 S29 T35N R36E
05-0496-03	Holt, David H	\$ 299.92	40.16	Lot 3 S29 T35N R36E
05-0555-06	Sakurada, Donn L. & Susan C.	\$ 137.11	0.71	Grass Valley Rchs #4
05-0591-17	Mayo, Richard A. & Beth Janet	\$ 120.89	10.00	Within S35 T35N R36E
05-0684-14	Cabansag, Joseph / Estrella / Isaiah I.	\$ 299.92	40.59	Constitution Rd.
05-0691-05	Leone, Lawrence E.	\$ 281.03	34.48	Lot 5 S19 T37N R34E
06-0053-02	Green Goat Restoration LLC	\$ 460.67	20.00	Within S33 T40N R39E
06-0104-02	Tashjian, Rose / Doris / Richard et al	\$ 309.23	10.00	Within S2 T39N R38E
06-0126-06	Osborg, Wayne R. & Pamela M.	\$ 368.08	10.00	Within S11 T39N R38E
06-0156-08	Daniels, Mary-Ross	\$ 452.21	4.98	Paradise Valley Est #1
06-0181-32	Regan, Lester C. & Bertha M.	\$ 526.08	10.00	Paradise Valley Est #1
06-0498-31	Atimba LLC	\$ 333.67	4.92	Beretta Dr.
06-0531-03	Fernandez, Uriel	\$ 2,534.16	10.00	10505 Kearns Way
07-0231-56	Steggeman, Anna	\$ 154.51	2.50	Valmy
07-0314-14	Aurora Montviews Hts Ltd Prt	\$ 253.12	39.73	Lot 14 S7 T36N R44E
07-0363-01	Hornik, James	\$ 231.92	33.48	Parcel "A" S7 T35N R44E
07-0363-02	Hornik, James	\$ 231.92	39.90	Parcel "B" S7 T35N R44E
07-0363-03	Hornik, James	\$ 231.92	39.86	Parcel "C" S7 T35N R44E
07-0421-17	Rabineau, Kalvin & Anita, Trustees	\$ 337.31	40.00	Within S20 T34N R44E
07-0421-19	Rabineau, Kalvin & Anita, Trustees	\$ 337.31	40.00	Within S20 T34N R44E
07-0691-05	Holt, David Harold	\$ 211.32	40.00	Lot 5 S27N T33N R42E
08-0072-13	Garwood, Mariko	\$ 111.07	0.16	N Farren Ave, Golconda
08-0073-16 *	Andrade, Alberto & Huendy	\$ 1,437.06	0.16	N Adelaide Ave, Golconda
08-0113-20 *	Sabesky, Grant	\$ 927.50	0.16	Golconda
08-0113-23 *	Sabesky, Grant	\$ 1,071.99	0.16	N Adelaide Ave, Golconda
08-0131-01	Mikyas, Abayneh	\$ 128.38	0.03	Golconda
13-0411-14	Mullaly, S. / Price, R. / Brown, S.	\$ 3,736.81	0.39	6370 Bonanza Dr.
14-0022-07	McCarthy, Francis J. & Patricia M, Trustees	\$ 381.50	4.77	Tule Way
14-0095-06	Perry, Jolinda / Perry, Dustin	\$ 1,962.71	5.34	8180 Alta Ave.
14-0142-02	Warren, Roxanne R. / Cook, Leslie R.	\$ 16,165.78	39.75	9105 Grass Valley Rd.
14-0242-15	Orgel, Lee & Leatrice / Chain, Sam & Barbara	\$ 420.86	4.85	Moose Dr.
14-0242-16	Orgel, Lee & Leatrice / Chain, Sam & Barbara	\$ 420.86	4.58	Grass Valley Rchs #3
14-0281-14	Lavoie, Mike L.	\$ 222.46	4.55	Roma Dr.
14-0284-04	Shaifman, Irving Harold, Trustee	\$ 222.46	4.68	Ann Dr.
14-0284-10	Stone, Krystal	\$ 222.46	4.68	10930 Stakel Dr.
15-0384-01	Landmarkers LLC	\$ 4,398.00	0.29	561 Hanson St.
15-0384-07	Landmarkers LLC	\$ 1,068.64	0.14	Hanson St.

\* Held over from prior auctions as they did not sell

**\$ 43,994.47**



# HUMBOLDT COUNTY

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

## STAFF REPORT

BOARD MEETING: July 5, 2022

**DATE:** Thursday, June 16, 2022  
**TO:** Humboldt County Board of Commissioners  
**FROM:** Don Kalkoske, Public Works Director  
**SUBJECT:** Purchase of a new motor grader

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### SUMMARY

The Public Works Department utilizes motor graders on a daily basis for road maintenance and snow removal. Our fleet is aging, and several units are due for replacement in the next couple years, due to age and frequency of repairs. Motor graders are one piece of equipment that is utilized daily by Public Works staff to maintain the nearly 900 miles of gravel roads. Assuring the Department has reliable equipment to maintain roads is a benefit to all users.

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

To assure acquisition of the requested unit with the fiscal year and stay in front of projected price increases.

### PREVIOUS ACTION

Budget approval

### BACKGROUND

On June 16, 2022 the Public Works Department publicly opened bids for a new motor grader, which was advertised per NRS 332. In the bid documents were conditions for a trade-in of one older Department motor grader. Two vendors responded to the solicitation, Pape' Machinery and Cashman Equipment.

- 1) Pape' Machinery (2023 John Deere 772GP 6WD)
  - a. Exceptions: None
  - b. Price as Bid: \$386,730.00
  - c. Options (lighting & mirrors): \$2,865.00
  - d. Trade in: (\$63,000)
  - e. Immediate Cost: **\$326,595.00**
  - f. 5 Year Buy-Back: (\$247,500.00)
  - g. Total Cost for 5 years if exercise buy-back: **\$79,095.00**
  - h. Delivery 180-210 Days
- 2) Cashman Equipment (2022 Caterpillar 140M AWD)
  - a. Exceptions: Joystick steering only & no tinted safety glass

- b. Price as Bid: \$378,921.97
  - c. Options (lighting & mirrors): \$3,215.00
  - d. Trade In: (\$55,000.00)
  - e. Immediate Cost: **\$327,136.97**
  - f. 5 Year Buy-Back: (\$210,000.00)
  - g. Total Cost for 5 years if exercise buy-back: **\$117,136.97**
  - h. Delivery – 288 days
- 3) Pape' Machinery (2023 John Deere 770GP)
- a. Exceptions: None
  - b. Price as Bid: \$353,504.00
  - c. Options (lighting & mirrors): \$2,865.00
  - d. Trade in: (\$63,000.00)
  - e. Immediate Cost: **\$293,369.00**
  - f. 5 Year Buy-Back: (\$226,250.00)
  - g. Total Cost for 5 years if exercise buy-back: **\$67,119.00**
  - h. Delivery: 180-210 Days
- 4) Cashman Equipment (2022 Caterpillar 140M)
- a. Exceptions:
    - i. Joy Stick Steering Only
    - ii. Horsepower less than specified
    - iii. No tinted safety glass
  - b. Price as Bid: \$335,183.58
  - c. Options (lighting & mirrors): \$3,215.00
  - d. Trade in: (\$55,000.00)
  - e. Immediate Cost: **\$283,398.58**
  - f. 5 Year Buy-Back: (\$190,000.00)
  - g. Total Cost for 5 years if exercise buy-back: **\$93,398.58**
  - h. Delivery: 288 Days

**FISCAL IMPACT**

In the approved 2022-2023 Budget, the Public Works Department has allocated \$350,000.00 for the purchase of a new motor grader. The immediate cost for the recommended unit is less than the budgeted amount.

**RECOMMENDATION**

Pape' Machinery was the lowest responsive and responsible bidder, when considering the immediate cost of the AWD versions bid. It is recommended that the Board of County Commissioners approve the purchase of a 2023 John Deere 772GP motor grader from Pape' Machinery in an amount not to exceed \$326,595.00.

**POSSIBLE MOTION** Should the Board agree with Staff's recommendation; a possible motion would be: "move to approve the purchase of a 2023 John Deere 772GP motor grader from Pape' Machinery in an amount not to exceed \$326,595.00."

**AGENDA ITEM #**



# HUMBOLDT COUNTY

50 W. 5<sup>th</sup> Street  
Winnemucca, Nevada 89445  
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## STAFF REPORT

BOARD MEETNG: July 5, 2022

**DATE:** Thursday, June 16, 2022  
**TO:** Humboldt County Board of Commissioners  
**FROM:** Don Kalkoske, Public Works Director  
**SUBJECT:** Authorization to Solicit Quotes and Purchase a Used Semi Truck 2022-2023 FY

### SUMMARY

The Public Works Department is requesting to solicit quotes from equipment dealerships and to purchase a quality used semi-tractor truck.

### COUNTY PRIORITY/GOAL SUPPORTED BY THIS ITEM

The Public Works Department has budgeted \$75,000.00 for the 2022-2023 FY to purchase a Semi-Tractor Truck to provide road maintenance and a standard level of service for the county tax payers and road users.

### PREVIOUS ACTION

Budget approval

### BACKGROUND

The Public Works department maintains the road system of Humboldt County and uses Semi Tractor Trucks for said maintenance. With increased road maintenance and the usual wear and maintenance on older equipment it is in the best interest of the county tax payers for Public Works to purchase additional updated equipment.

Solicitations have not been advertised, rather Public Works is requesting authorization to request at least 2 quotes pursuant to NRS 332.063 and to negotiate in good faith in the amount of no more than \$100,000.000 in the event that a prime piece of used equipment is discovered at a reputable dealer.

**NRS 332.063 Contracts for which estimated annual amount required to perform is more than \$50,000 but not more than \$100,000: Solicitation of responses; permissive advertisement; award.**

I. Except as otherwise provided by specific statute, if the estimated annual amount required to perform a contract is more than \$50,000 but not more than \$100,000, the governing body or its authorized representative:

(a) Shall solicit responses from two or more persons capable of performing the contract, if such persons are available; and

(b) May advertise the contract in the manner prescribed in NRS 332.045.

2. The governing body or its authorized representative shall award such a contract on the basis of price, taking into account the minimum requirements of a responding offeror prescribed in the solicitation pursuant to NRS 332.043 and the method prescribed in that solicitation for awarding the contract.

(Added to NRS by 2019, 767)

### **FISCAL IMPACT**

In the 2022-2023 Budget, the Public Works Department has allocated funds of \$75,000.00 for an Semi Tractor Truck.

### **RECOMMENDATION**

No quotes have been received at this time for the Semi Tractor Truck, however, for the County economy and efficiency, the Public Works Department recommends that the County be prepared to negotiate in good faith and to have the authority to purchase quality equipment when it is readily available as it is difficult to procure used equipment in a timely manner. Public Works will provide the quotes and comparable quotes of similar equipment if an acceptable unit is found. It is recommended that the Board of County Commissioners approve Public Works Department to purchase a quality used Semi-Tractor Truck for no more than \$100,000.00. While the amount requested is higher than what is budgeted, we are confident that we can save monies on other items to help cover this increase. The increased amount will allow the Public Works Department more latitude when dealing with vendors as used equipment prices have been rising with the shortage of new units available.

**POSSIBLE MOTION** Should the Board agree with Staff's recommendation; a possible motion would be: "move to approve the good faith negotiation and the purchase of a used Semi-Tractor Truck not to exceed \$100,000.00"

**AGENDA ITEM #**

Humboldt County Adult Restitution Account as of June 23, 2022

Fiscal Year	Receipts	Distributions	Difference	Balance
2005-2006	\$27,068.47	\$23,421.24	\$3,647.23	\$3,647.23
2006-2007	56,195.90	56,275.27	(79.37)	3,567.86
2007-2008	56,023.39	41,318.26	14,705.13	18,272.99
2008-2009	34,722.55	39,821.37	(5,098.82)	13,174.17
2009-2010	29,224.74	30,937.94	(1,713.20)	11,460.97
2010-2011	34,966.21	35,013.06	(46.85)	11,414.12
2011-2012	24,333.30	24,032.95	300.35	11,714.47
2012-2013	19,880.04	15,511.03	4,369.01	16,083.48
2013-2014	36,586.85	36,892.01	(305.16)	15,778.32
2014-2015	57,896.66	55,154.99	2,741.67	18,519.99
2015-2016	53,944.22	51,590.71	2,353.51	20,873.50
2016-2017	101,276.24	64,995.80	36,280.44	57,153.94
2017-2018	26,089.25	24,332.29	1,756.96	58,910.90
2018-2019	25,133.09	20,604.72	4,528.37	63,439.27
2019-2020	24,436.80	13,543.86	10,892.94	74,332.21
2020-2021	33,313.08	59,086.17	(25,773.09)	48,559.12
2021-2022 YTD	<u>39,816.69</u>	<u>54,602.17</u>	<u>(14,785.48)</u>	33,773.64
	\$680,907.48	\$647,133.84	\$33,773.64	

As of July 1, 2022, vouchers totaling \$3,380 have been prepared by the District Attorney's Office and submitted for distribution of funds.