



**Humboldt County Board of Commissioners
Monday, August 8, 2022, at 8:30 a.m.
Meeting Minutes**

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

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. Handout provided by commenter depicting the area to be discussed. Ronald Gruey, a resident on Shannon Drive in the area of Button Point, requested that the County petition NDOT for right-of-way by the rest area which has been closed and the understanding is that it will be transferred to private property; he asked that the County request a 60-foot easement to connect the beginning of the rest area to the other side; he commented on other properties that could be impacted with access and the residents ability to complete the road needed to connect.

Ken Taylor, a resident of Golconda, offered comment on the abandonment item which is on the agenda and spoke in opposition to the abandonment noting that the road is on maps, that the tax base is set up, the issues this will create with fighting fire and the possible impact on the easement for the road; he stated he believes it is unwise to block those roads, as the area is growing and suggested looking at improving the roads rather than abandoning them; he continued commenting on the prior comment on the removal of the rest area in the Button Point area.

Ella Hight offered comment in opposition to the abandonment item scheduled for 10:00 a.m.

Richard Lee offered comment in opposition to the abandonment of the dedicated street scheduled for 10:00 a.m.

No further public comment 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; and July 18, 2022. Chairman French asked for corrections for the minutes of the June 6, 2022 joint meeting; none offered.

The following motion was made by Commissioner Cerri and passed with Chairman French and Commissioners Cerri and Hill voting aye, Commissioner Tipton abstaining as he had not been in attendance and Commissioner Hoss being absent:

To approve the June 6, 2022 minutes as presented.

Chairman French asked for corrections for the minutes of the June 6, 2022 meeting; none offered. The following motion was made by Commissioner Hill and passed with Chairman French and Commissioners Cerri and Hill voting aye, Commissioner Tipton abstaining as he had not been in attendance and Commissioner Hoss being absent:

To approve the regular meeting for June 6, 2022 minutes.

Chairman French asked for corrections for the minutes of the July 18, 2022 meeting; none offered. The following motion was made by Commissioner Hill and passed with Chairman French and Commissioners Tipton, Cerri and Hill voting aye and Commissioner Hoss being absent:

To approve the minutes for the July 18, 2022 general meeting.

APPROVAL OF EXPENDITURES FOR HUMBOLDT COUNTY FOR JULY 18, 2022 THROUGH AUGUST 8, 2022:

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

To approve the expenditures for July 18, 2022 through August 8, 2022 as presented.

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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 2023 (July 1, 2022 through June 30, 2023), including an update on the American Rescue Plan Act (ARPA). Comptroller Rackley reported on May's CTX as received and noted that the last CTX of the fiscal year will be received soon and that they are preparing for the last check run for the fiscal year and the subsequent audit.

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

REQUEST TO MAKE CHANGES TO THE ALLIANCE AGREEMENT: Consideration, discussion and possible approval of the following: A request to approve additions to the 48-month contract with Alliance Document Technologies for print devices for the Alternate Public Defender's Office in an amount of \$137.90 per month, pending review and approval of the District Attorney's Office. Director Grantham reviewed the request for the Commission. The following motion was made by Commissioner Tipton and passed with Chairman French and Commissioners Tipton, Cerri and Hill voting aye and Commissioner Hoss being absent:

To approve the Technology Services Department's request as presented to buy new printers for the Alternate Public Defender and to change the contract with Alliance Document Technologies to reflect that change to the contract and to change the amount to \$5,861.61 pending approval of the District Attorney's Office.

REQUEST COST SHARE AMOUNTS BY NDOT: Consideration, discussion and possible approval of the following: A request to approve cost share amounts proposed by NDOT in the amount of \$334,950 for improving the County's BLM Double H Public Safety Communication site and to collocate at the site. Director Grantham and Manager Mendiola reviewed the request for the Commission. Discussion ensued regarding that this is not the final contract, that will be brought back later and the cost amount provided may go up. The following motion was made by Commissioner Cerri:

To approve the cost share amount proposed by NDOT in the amount of \$334,950.00 for improving the County's BLM Double H Public Safety Communication site and to collocate at the site.

Deputy District Attorney Maddox asked if this is an annual amount or a term. Manager Mendiola responded that this is a one-time payment toward the overall cost. Deputy District Attorney Maddox asked if the terms will be in the agreement that will be brought back. Manager Mendiola stated yes and explained.

Chairman French called Commissioner Cerri's motion to a vote and it passed with Chairman French and Commissioners Tipton, Cerri and Hill voting aye and Commissioner Hoss being absent.

REQUEST TO PURCHASE STORAGE DRIVES: Consideration, discussion and possible approval of the following: A request to approve to purchase 19 additional SAN storage center drives to expand the storage capacity of the SAN Storage Center in an amount not to exceed \$40,000. Director Grantham reviewed the request for the Commission. The following motion was made by Commissioner Tipton and passed with Chairman French and Commissioners Tipton, Cerri and Hill voting aye and Commissioner Hoss being absent:

To approve Technology Services Department's request, as presented, to purchase nineteen SAN storage centers drives from Dell Computer in an amount not to exceed \$40,000.00.

REQUEST TO INCREASE CREDIT LIMIT: Consideration, discussion and possible approval of the following: A request to approve to increase the Technology Services Department Credit Card limit from \$1,000 to \$4,000. Director Grantham reviewed the request for the Commission. Manager Mendiola offered to reduce the limit on his card to offset this increase. Treasurer Rhona Lecumberry commented on Technology Services responsibility with the card that they are assigned and explained how the new credit cards will offer the opportunity to increase limits as necessary. Chairman French noted that the \$1,000.00 was set in hopes it would be adequate to do the department's job which it isn't. Commissioner Hill stated his support for doing this request for increase in a transparent way as well his support for the request. Commissioner Cerri stated his support of the request. The following motion was made by Commissioner Hill and passed with Chairman French and Commissioners Tipton, Cerri and Hill voting aye and Commissioner Hoss being absent:

To increase the Technology Services Department credit card limit from \$1,000.00 to \$4,000.00.

DEPARTMENT UPDATE: Consideration, discussion and possible approval of the following: Technology Services will update the Commissioners on the status of the Department's projects. Director Grantham updated the Commission on the number of projects the department is working on, the number of tickets received year-to-date and provided information on multi-factor authentication and why it has been implemented. Commissioner Cerri noted his frustration with the situation and its impact on accessing emails and agenda items and explained. Director Grantham asked that he contact his department when he has issues. Commissioner Cerri noted the issues with using his Outlook County e-mail. Discussion ensued. Chairman French commented that he can't depend on the system so he is asking for hard-copy of all documentation. Discussion ensued regarding how the agenda can be accessed. Manager Mendiola asked that someone from Technology Services reach out to the Commissioners to assist. Commissioner Tipton asked if a change is made that could impact the ability of the Commission to access, contact needs to be made. Director Grantham responded explaining why that is difficult given what is occurring.

Director Grantham continued updating the Commission including the purchase of a security program which requires multi-factor authentication and tracks vendors as they connect with the County, changes to the Google email and the need to move anyone still on that to the new .gov system, the work at Buckskin with solar regulators, the Brinkerhoff project, the review of the drawings for the Double H, the status of Eagle Creek, the status of the McDermitt project with the FFA's review, the Denio Summit project and quotes received from Thermobond for the buildings for the various sites. Chairman French asked if we have a contact at the FFA to determine the status of the review. Director Grantham responded. Director Grantham continued reviewing information related to the TV Department including a future change to format by broadcasters and how that will impact the public.

Chairman French stated that the Commission would be moving to item 13 at this time.

CLERK'S OFFICE: County Clerk Tami Rae Spero appeared before the Commission.

REQUEST TO USE THE COUNTY MEETING ROOM FOR 2022 GENERAL ELECTION ACTIVITIES AND FOR THE COMMISSIONERS TO CALL A SPECIAL MEETING FOR CANVASS AND CERTIFICATION OF THE ELECTION: Consideration, discussion and possible approval of the County Clerk's request to use the County Commission Meeting Room for the 2022 General Election activities and a request for the Humboldt County Board of Commissioners to call a special meeting for Friday, November 18, 2022 for canvass and certification of the election. Clerk Spero reviewed the request for the Commission. Chairman French noted a conflict on his schedule for that date. Clerk Spero responded that they would look at the schedule to see if it could be adjusted and noted the ability to join via Teams as well. The following motion was made by Commissioner Tipton and passed with Chairman French and Commissioners Tipton, Cerri and Hill voting aye and Commissioner Hoss being absent:

To approve the request from the Humboldt County Clerk to use the county meeting room for activities related to the 2022 General Election for the period of October 18th through November 17, 2022 and to set a special County Commission meeting for Friday, November 18, 2022 with the start time to be determined by staff.

Clerk Spero informed the Commission of funds received as reimbursement for primary election costs.

Chairman French recessed the meeting at 9:34 a.m. reconvening at 9:38 a.m.

EMERGENCY MANAGER: Emergency Manager Carol Lynn appeared before the Commission.

COMMUNITY EMERGENCY PLANNING UPDATE AND EMERGENCY AGREEMENT TEMPLATE: Humboldt County Emergency Manager Carol Lynn will update the Commission on engaging local businesses to develop plans in case of emergencies and provide an example of a Memorandum of Understanding (MOU)

template to use when working with local businesses to supply needed resources in the event of a disaster. Manager Lynn reviewed the item for the Commission noting that this will be her first push out into the community to create partnerships with local businesses, as that is something that is included in most countywide emergency plans, who have resources that they can offer to the County to supplement in the case of an emergency for items that the county does not have, cannot supply or does not have enough of; that these would be MOU agreements that are made in advance with the business; she provided examples of the types of businesses that she would be approaching; she explained that she always requests 48 hours as a donation and then after that it would be at a set rate with that included in the MOU; she noted that this is completely voluntary, there is no pressure and that the information is included in the emergency plan documentation. Commissioner Hill stated that, while he agrees with the MOU process and having businesses involved, he does not believe it is fair to ask businesses to burden themselves in the event of a county emergency and that he does not agree with the County asking for donations including donation of time, that he is not in favor of. Manager Lynn commented that it is voluntary and if a business can't, they can't. Commissioner Hill responded that there are a lot of businesses that would be willing to help but requiring a donation to be on the list, that he does not agree with; he stated that he believes this sets a precedence that he is not prepared to deal with. Commissioner Tipton stated his agreement with Commissioner Hill's comments. Commissioner Hill reiterated that he believes there are many businesses that would be more than willing, at their leisure, to help the county out in any way possible but that he does not believe it is our place to ask them to donate anything, to enter into an agreement and be set up in our system for providing a service is fine, but the county should not expect anything for free.

BUILDINGS & GROUNDS: Mitch Mauk appeared before the Commission on behalf of the department.

UPDATE ON 543 MELARKEY RENTAL PROPERTY: Consideration, discussion and possible action regarding the County rental property located at 543 Melarkey to approve repairs to the property in an amount not to exceed approximately \$43,000 and give tenant sixty days' notice to vacate so that the repairs can be made or not to approve repairs to the property and request the current tenant to vacate the premises with a sixty-day notice. Included on the on-line agenda were reports including cost estimates for repairs from Mike Sheppard (plumbing and structure damage), Garland Inc. (roof replacement) and Gamma Electric (re-wiring). Manager Mendiola reviewed the request for the Commission including what was observed during the walk throughs but noting that this is just an overview of what is needed, that more may be determined as they move forward. Mr. Mauk reviewed the costs for replacing the roof noting that does not include what may be discovered underneath the current roof, the cost for the bathroom

repairs, the electrical replacement which requires complete re-wiring but does not include the demolition needed to access the wiring or receptacles and the plumbing repair; he noted that Humboldt Realty has been looking for another location for the tenant. Mr. Mauk recommended destruction and the use of the funds identified for destruction and asbestos removal. Chairman French explained his opposition to putting this kind of money forward when the ultimate plan is to tear this building down. Commissioner Tipton noted that while he agreed with a lot of what Chairman French had said, he also looks at it that, if it is going to be awhile until the property is needed and a proposal is provided for tearing it down so, with the offset of a portion of the rent over ten years towards the repair costs which would still result in a net positive on the rental so that could be an option; he further noted that he is somewhat embarrassed that the Commission allowed this to situation to occur with the condition of the property while still collecting rent.

Deputy District Attorney Maddox noted that, while these are valid concerns, on the county's end the contract has been looked at and there were some repairs made to that property that were not authorized and they were required to be authorized per the contract so some of the work done was created by the tenant. Commissioner Tipton stated his understanding of that but offered that it is not a one-way street which is his concern.

Commissioner Cerri commented that he believes Commission Tipton makes a lot of valid points but he is not enthused about spending that kind of money though he does not see the county using the property for a few years; he stated that he is also sorry that it got into the condition it did and that whomever was managing the property did not let the county know.

Chairman French offered that the question is whether the county will need the property within ten years as with looking at Commissioner Tipton's math that would be the break-even point to pay the taxpayers back for this expense; he continued commenting that, if the intent is to continue using the property and collecting rent on it, the repairs need to occur due to the liability issue.

Commissioner Cerri noted that, if the County does the repairs, the tenant will need to move out anyway and questioned if a new tenant would need to be found as he questioned if the current tenant would just move out temporarily.

Commissioner Hill commented on the length of time the tenant had lived there and her investment in the property via rent noting that he is also ashamed that the county has allowed it to get to the point where it may need to be torn down as it is not worth fixing; he further noted his concern with having another dirt lot and the impact of that on Bridge Street; he suggested that, if there are no immediate plans for use, the county explore the options as to what would be needed to get the location livable.

Commissioner Cerri asked if this is a lease. Manager Mendiola responded that it is a lease, month to month, and has been for years. Commissioner Hill noted that it is hard to throw money at something like this and questioned why the county is even in the business of rentals but suggested that is an issue for another time.

Mr. Mauk noted that the asbestos has already been abated on the property next door and it is ready for destruction now.

Discussion ensued regarding the tenants search for another rental.

Manager Mendiola noted his concern that the property has always been targeted for a long-term county facility and this would get us closer to having the property available for whatever occurs; he stated his understanding of the concern about vacant properties.

Commissioner Cerri noted his concern that when we really get into this, that the \$43,000.00 won't be sufficient. Commissioner Hill agreed. Chairman French also commented on his concern that the \$43,000.00 does not actually cover what the costs would be. Discussion ensued regarding asbestos assessment, mold assessment and abatement and the costs associated with that. Chairman French suggested that further inspections need to occur related to the abatements, the replacement of sheet rock and such to determine the extent and cost of those actions.

Commissioner Hill stated the he feels bad about having to displace somebody but previous commissions decided that this property need to be purchased for future expansion which makes sense should the county need to enlarge its footprint and, as he noted earlier, he doesn't feel that the county should be in the rental business suggesting that we don't have any business rebuilding a rental and spending tax payer dollars on that when the intent is to tear it down in the future noting that he is not willing to take that gamble on how long that will be; it was purchased for future expansion, so let's just do the deed and get it taken down. Chairman French again noted that the \$43,000.00 is not a realistic number given what needs to occur and without a more accurate cost-estimate he is not interested in proceeding, suggesting that he does not believe, if this amount had come in closer to \$100,000.00, that there would have even been discussion about this.

Discussion ensued regarding the language of the motion.

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

To provide sixty days-notice to vacate property located at 543 Melarkey Street.

Chairman French stated that the Commission would move to item 16 as it is time for the public hearing.

JUVENILE SERVICES: Juvenile Services Director Pauline Salla appeared before the Commission.

REQUEST TO PLACE SUICIDE PREVENTION BANNER ON THE FRONT OF THE COURTHOUSE AND TO PLACE PURPLE, PINK, AND WHITE LIGHTS AROUND PILLARS: Consideration, discussion and possible approval to place Suicide Prevention banner on the front of the courthouse building over the doors facing Bridge Street. Also, permission is requested to place purple, pink and white lights around the pillars located in the same area. Director Salla, representing Humboldt Connection, reviewed the request for the Commission. The following motion was made by Commissioner Cerri and passed with Chairman French and Commissioners Tipton, Cerri and Hill voting aye and Commissioner Hoss being absent:

To approve Humboldt Connections to place a banner and lights in the front of the courthouse for the entire month of September.

ASSESSOR: Assessor Andy Heiser appeared before the Commission.

REQUEST TO HIRE PART-TIME EMPLOYEE TO COMPLETE INSTALLATION OF GSA MUNICIPAL SUITE: Consideration, discussion and possible approval to hire Karen Johnson part-time to assist with the completion of installing GSA Municipal Suite. Assessor Heiser reviewed the request for the Commission noting the cost and the ability of the Building Department's budget to cover the cost. Chairman French asked about the critical needs aspect and what the argument is for that. Assessor Heiser explained noting the possibility of impacting the implementation of the program in a manner that it would not be in place for years. Manager Mendiola asked if the new building inspector might be able to shorten the time that Mrs. Johnson would need to be involved. Assessor Heiser responded. Manager Mendiola stated his support for the request. Discussion ensued regarding the City's part in this project. Comptroller Rackley commented on the ability of the Building Department to handle the cost and noted that the costs for this can be considered during the next discussion related to the Cost Share Agreement with the City. The following motion was made by Commissioner Tipton and passed with Chairman French and Commissioners Tipton, Cerri and Hill voting aye and Commissioner Hoss being absent:

To hire Karen Johnson as a part-time employee to complete the GSA permitting application until the go-live date.

LIBRARY: Library Director Jessica Anderson appeared before the Commission (via Teams).

REQUEST TO WAIVE THE ATTRITION POLICY: Consideration, discussion and possible approval to waive the attrition policy to hire a Library Assistant that will become vacant September 2nd, 2022. Director Anderson reviewed the request for the Commission. After discussion the following motion was made by Commissioner Cerri and passed with Chairman French and Commissioners Tipton, Cerri and Hill voting aye and Commissioner Hoss being absent:

To approve filling the position of library assistant for the Humboldt County Library which will become

vacant on September 2, 2022.

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

REQUEST TO WAIVE ATTRITION POLICY: Consideration, discussion and possible approval of a request to waive the attrition policy to hire for a Mechanic position that will become vacant in September, 2022. Director Kalkoske reviewed the request for the Commission. The following motion was made by Commissioner Cerri and passed with Chairman French and Commissioners Tipton, Cerri and Hill voting aye and Commissioner Hoss being absent:

To approve a waiver for the Public Works Department to hire a mechanic position which will be vacated September 2022.

GENERAL ROAD PROJECTS: A presentation by Humboldt County Public Works Director Don Kalkoske to update the Board on Road projects within Humboldt County, however, no action may be taken on a matter raised until the matter itself has been specifically included on the agenda as an item upon which action may be taken. Director Kalkoske reported that they had finished the Davis Lane reconstruction project and offered comment, that there was ongoing road blading and work on back slopes for fire breaks, mowing and that the pavement preservation project in Paradise is complete.

SET TO PUBLIC HEARING:

AN APPEAL OF THE APPROVAL OF CONDITIONAL USE APPLICATION UH-22-09: Consideration, discussion and possible action to Set to Public Hearing for an appeal of the approval of Conditional Use Permit Application (CUP) UH-22-09 by Mike and Tina Gast per Humboldt County Code (HCC) 17.68.120-170. Chairman French read the title of the item to be set to public hearing. Manager Mendiola explained the request for the Commission. The following motion was made by Commissioner Cerri and passed with Chairman French and Commissioners Tipton, Cerri and Hill voting aye and Commissioner Hoss being absent:

To set to public hearing an appeal of the approval of CUP UH-22-09 by Mike and Tina Gast per Humboldt County Code 17.68.150 at a date and time to be determined by staff.

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

10:00 A.M. PUBLIC HEARING: AH-22-03 - ABANDONMENT REQUEST: Consideration, discussion and possible approval of an abandonment request submitted by Desert Mountain Surveying as agent for Frank Fortmann to abandon all that portion of Kramer Avenue lying between Parcels 22, 23 & 24 of Block 50 and Parcels 18, 19 & 20 of Block 47, Golconda, NV; all that portion of Farren Avenue lying between Blocks 50 & 51 and the easterly 40 feet of Farren Avenue lying adjacent to Block 52, Golconda, NV; 540 feet x 60

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feet of Sixth Street west of Pearl Avenue between Blocks 49, 50, 51 & 52, Golconda, NV. Included on the on-line agenda for review was a copy of the Planning Department Staff Report offering a recommendation of approval with conditions, a copy of the Abandonment Application with attached maps identifying the areas identified for abandonment, emails from the County Public Works Department offering comments on the requested abandonments and the statutory language related to abandonments. Chairman French read the title of the item set to public hearing. John H. Milton, III, of Desert Mountain Surveying, as agent for Frank Fortmann and requestor, Frank Fortmann, appeared before the Commission. Mr. Milton reviewed the property acquired by Mr. Fortmann and explained the locations being requested for abandonment; he noted that, after filing of the application, he was trying to determine how the west half of Farren was abandoned and during that process he came across a deed from an abandonment done by the County in 1980 noting that back then Kramer was called Savage Street and the portions of Savage between 47 and 50 were abandoned and a portion of Farren between 50 and 51; he indicated that a copy of the information has been provided to Mrs. Lawrence; he continued stating that he could not find an abandonment for the west half of Farren. Mr. Milton explained that the request to the Commission is to re-affirm that Kramer Avenue between 47 and 50 and Farren between 50 and 51 were abandoned, that Farren on the east half adjacent to 52 be abandoned and that portion of Sixth Street which ends at the edge of Mr. Fortmann's property be abandoned; he explained that the plan is to revert all this into one large parcel; he stated his understanding about concerns about Sixth Street because of a water line but noted, as is typical with abandonments, the governing body always retains the right of any utilities that may be located within the abandoned area and explained. Mr. Fortmann offered comment on the lot purchase and what is planned for the lots and the reason for the request for abandonment of the portion of Sixth Street. Chairman French asked if the abandonment of the roads would increase an issue with fighting fire in the area. Mr. Fortmann responded explaining the plan for fencing of what will be open property but noted the ability of the fire department to just cut the fence, if access is needed, and the remaining access to fire hydrants. Chairman French noted another question had to do with utilities and access. Mr. Fortmann responded noting the location of a water meter on his property and his plan to place the gate below it; he commented on a water leak he had found once he purchased the property; he stated that he would always allow access to the meter. Discussion ensued regarding the roads, usage and that some of the roads do not actually exist; Mr. Milton provided a map for the Commissioners to review and explained the location of roads and those that have already been abandoned or not developed and the location of the water line and the hydrants. Commissioner Cerri asked if there were any comments received by the Planning Commission. Mrs. Lawrence explained that the matter comes straight to the

County Commission and any comments previously received were included in the packet submitted.

Deputy District Attorney Maddox referred to the language in statute regarding this process and the need to make findings and reviewed what findings would need to be made to protect the decision, if it goes to judicial review, as well as the ability to include language to allow access for public utilities.

Chairman French asked for public comment. Pete Barnes appeared before the Commission and offered comment, explaining that he reads the meters and fixes the water lines in Golconda, noting that it is a matter of convenience so he would not like to see the street fenced off or gated; he further noted that there is a fire hydrant at the end of the street and while you can get at it from the back side the easiest access is from Sixth so this could impact access for that; he stated that as far as Farren and Kramer he has no problem with those whatsoever. Chairman French asked if the abandonment proposal would limit or prevent providing utilities. Mr. Barnes responded that it would limit it and explained that the gate would be problematic, that it is a matter of convenience; he did note that if there was a fire and if the department would have to stop and open a gate that is rather ridiculous. Chairman French asked about the location of the hydrant. Mr. Barnes responded. Commissioner Cerri asked if Sixth Street would have a fence/gate on it. Mr. Fortmann responded from the audience (difficult to hear both live and on the recording). Commissioner Hill noted concerns about access. Mr. Fortmann noted that he owned the properties on Sixth that would be impacted except for one vacant lot. Commissioner Hill stated his understanding but noted this would limit further development out Sixth Street. Mr. Milton reviewed the information on the map provided to the Commission at the Commission table; discussion ensued regarding access for the properties further out, the ownership of properties, the location of the fence and other matters (difficult to hear both live and on recording). Mr. Barnes joined the group and offered comments upon viewing of the map. Said viewing and discussion occurred at the Commission table and was not viewable by the audience. Chairman French asked for additional public comment. Fire Chief Warren Yarnell offered comment regarding the restricted access to fire hydrants and noted that, while his property is fenced, his does not include a road or utilities; he again noted his issue with the impact on the fire hydrants and the need to cut a fence to access which he doesn't feel it is right; he confirmed that he could access the hydrant from another route but stated that it would take more time. Discussion ensued regarding the impact of access to that hydrant while viewing the map previously noted on the Commission table (all discussion not clear). Chairman French asked for additional public comment. Mr. Fortmann commented that his intent is not to deter anything but to make the area better and commented on the access to fire hydrants by the fire department, again noting, that there is only one abandoned house past him. Mr. Barnes commented that it is not simply a water line, it is a main line and explained including the impact

of the types of streets in the area; he noted his concern about this setting a precedence and explained. Chairman French asked for additional public comment. Ella Hight appeared before the Commission and stated that when you make it difficult to access any public utilities which are for the betterment of the community, you are not doing something to improve the community you are in, you are doing something for selfish, egotistical reasons and that does not belong in their small community; that they are a community that works together and that is what they are supposed to do, not do what is best for us so we look good or say how much we have fenced in, the worry should be for what is best for the community including complete access to the utilities for the fire department and for the water department; she continued commenting that even though Mr. Fortmann owns a bunch of property in the area does not mean that the area isn't going to extend out there because people like Golconda so she does not agree with blocking off its ability to grow by blocking off a main street; she stated that blocking off areas between two pieces of his own property that is fine, it is common sense, but when it comes to streets, you stay away from the streets and the access for utilities in her opinion.

Richard Lee appeared before the Commission noting that he is a member of the Water District Board and offered public comment voicing concerns about liability issues if the water department is on the property repairing a line and is injured or something; he further questioned whether a petition for utility easement would need to be done. Deputy District Attorney Maddox responded that the utility easement would be addressed in this process but could not respond to the liability concerns. Mr. Lee continued commenting on his concerns with liability issues as well as his concerns with the limited access and the ability to timely address issues. Chairman French asked for additional public comment; none offered. Chairman French closed public comment and opened the item to Commission comments.

Commissioner Hill offered comment on the property as purchased by Mr. Fortmann whose belief was that it was one solid piece of property but, unfortunately, the research, in his opinion, was not done, as when Mr. Fortmann got out there he realized it was a broke up piece of property; he continued stating that he does not believe the Commission should block access to a fire hydrant and that they should go with the recommendation of the fire chief as Sixth Street is obviously a main street/thoroughfare in Golconda with a utility going down the street so at some point when the infrastructure was put in place the decision was that it was a main street; he questioned looking at other options with other cross streets; he stated that his recommendation is to not abandon Sixth.

Commissioner Tipton agreed with Commissioner Hill's comments especially as Seventh Street is not developed.

Commissioner Cerri agreed with his fellow Commissioners noting it is a small community and with this

many residents voicing concern he would not be in favor at this time.

Chairman French noted his concern with abandoning Sixth when a fire chief is coming in and stating that it will impact his ability to fight fire.

Commissioner Cerri asked if the property owner is open to amending his request. Mr. Fortmann responded that in the time he has been here the only traffic on Sixth has been the fire chief and his son on motorcycles and people at the fire chief's house that use the turn-around on his property, that no one who commented today actually uses the street only Pete for water purposes; he continued commenting on the ability to access the water line/meter for repairs; he asked that the Commission keep in consideration that there is no traffic on Sixth Street other than himself and the fire chief and his family and friends.

Fire Chief Yarnell appeared before the Commission and stated that he is commenting as the fire chief and that you do not know with fire needs. Mr. Fortmann responded that the fence can be cut and gates do not need to be locked. Commissioner Cerri stated that he does not believe you should have to cut a fence to access a fire hydrant. Chairman French observed that, if Sixth is abandoned, it increases the distance a fire crew must travel or they must cut a fence which is concerning. Mr. Milton clarified that there are three different abandonments being sought including Kramer, Farren and Sixth. The following motion was made by Commissioner Hill:

To approve the abandonment request submitted by Desert Mountain Surveying for Frank Fortmann with the exclusion of the five hundred and forty feet by sixty feet of Sixth Street as we have found substantial evidence that it will impede the public by impeding a fire hydrant and access to a public utility.

Deputy District Attorney Maddox asked that Commissioner Hill amend his motion to include, instead of impede, the words materially injure. Commissioner Hill offered the following amended motion which passed with Chairman French and Commissioners Tipton, Cerri and Hill voting aye and Commissioner Hoss being absent:

To approve the abandonment request submitted by Desert Mountain Surveying for Frank Fortmann with the exclusion of the five hundred and forty feet by sixty feet of Sixth Street as we have found substantial evidence that it will materially injure the public by impeding a fire hydrant and access to a public utility.

(Abandonment No. AH-22-03)

Chairman French recessed the meeting at 10:54 a.m. reconvening at 10:58 a.m. Chairman French stated that the Board would now return to item 11 on the agenda.

APPROVAL OF AN AGREEMENT WITH WNDD TO ACCESS A GRANT WRITER TO SEEK FUNDING FOR THE GRASS VALLEY NITRATE MITIGATION PROJECT: Consideration, discussion and possible approval of an

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agreement with Western Nevada Development District (WNDD) to access a grant writer specifically to seek infrastructure funding as part of the effort to fund nitrate mitigation in Grass Valley. This agreement would be pursued pending approval of the Humboldt County Board of Commissioners to move forward with a nitrate mitigation solution in an amount not to exceed \$4,750, pending review and approval of the District Attorney's Office. Manager Mendiola reviewed the request for the Commission noting that this is coming before the Commission at this time due to the upcoming deadline for this grant. Chairman French offered comment as to why he thinks this is a good idea. Commissioner Cerri commented that he is concerned with the costs associated and his concern with the County paying so he wants to have discussion as to the plan for moving forward and how it will be paid for but he understands the need to start this process so he is okay with moving forward at this time. Discussion ensued. After discussion the following motion was made by Commissioner Tipton and passed with Chairman French and Commissioners Tipton, Cerri and Hill voting aye and Commissioner Hoss being absent:

To approve the WNDD agreement with professional grant writers to provide grant writing expertise and research in an amount not to exceed \$4,750.00.

APPROVAL OF THE OPIOID COMMUNITY NEEDS ASSESSMENT FORM AND COMMITTEE FORMATION:

Consideration, discussion and possible approval to accept a Needs Assessment form provided by the State of Nevada to request settlement funds from the State of Nevada for local use, to form a committee to include, but not limited to the Family Support Center, Frontier Community Action Agency, HGH, Human Services, the Sixth JD Specialty Courts, and a commissioner to study the needs of the County to battle opioid addiction and make funding request recommendations to the County Commission and appoint a commissioner to serve on said committee. Deputy District Attorney Maddox reviewed the request for the Commission. Captain Chris Lininger of the Humboldt County Sheriff's Office offered comment on the need to include the Sheriff's Office in this process and for a representative to serve on the committee as they are on the front lines with this. Juvenile Director Pauline Salla asked for clarification of which funds are being discussed. Deputy District Attorney Maddox responded that these funds are those for the County only. Director Salla noted additional efforts at the State level and noted her interest in participating with this committee as well. Chairman French offered comment on the membership of the committee noting that the County will be fielding the distribution of these funds for awhile and the membership of the committee will be important for the proper distribution of said funds. The following motion was made by Commissioner Cerri:

To approve the formation of a committee to identify the needs in the community and to provide recommendations to the Commission for additional funding.

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Commissioner Hill volunteered to serve as the Commission's representative on the committee.

Commissioner Cerri offered the following amended motion to include the additional language which passed with Chairman French and Commissioners Tipton, Cerri and Hill voting aye and Commissioner Hoss being absent:

To approve the formation of a committee to identify the needs in the community and to provide recommendations to the Commission for additional funding and that Commissioner Hill be the Commission's representative.

PUBLIC DEFENDER: Public Defender Matt Stermitz appeared before the Commission (via Teams initially but then appearing in person due to a bad connection).

REQUEST TO TRANSFER CERTAIN INDIGENT DEFENSE SERVICE RESPONSIBILITIES TO THE STATE PUBLIC DEFENDER'S OFFICE: Consideration, discussion and possible approval of a request from the Public Defender and Alternate Public Defender's Office to approve a transfer of specific responsibilities for indigent defense services to the State Public Defender's office. Manager Mendiola commented on the request as presented. Mr. Stermitz reviewed the request for the Commission. Discussion ensued regarding prior concerns with the State Public Defender's Office quality of representation in the rural areas, what items will be covered, that the County can remove itself from this agreement if needed and that it should be a cost savings for the County. After discussion the following motion was made by Commissioner Cerri and passed with Chairman French and Commissioners Tipton, Cerri and Hill voting aye and Commissioner Hoss being absent:

To approve the request to voluntarily transfer specific responsibilities for indigent defense services for the public defender to the State Public Defender's Office.

NEVADA GOLD MINES LETTER OF SUPPORT FOR GOLDRUSH PROJECT: Consideration, discussion and possible approval of a letter of support for the Nevada Gold Mines' Goldrush Mine Project. Sarah Edgar, Corporate Social Responsibility Specialist, with Nevada Gold Mines appeared before the Commission and reviewed the request for the Commission including information on the project. Based on a question from Commissioner Cerri, Ms. Edgar responded that this site is partially in Lander with a majority of it being in Eureka. Commissioner Hill asked if we had reached out to Lander and Eureka to see what their view is for Humboldt submitting a letter. Chairman French noted what had occurred in the past with sites in Humboldt and comments offered by other Counties; he noted his support for this item. Manager Mendiola reviewed information about the mine which was included in a handout provided on the on-line agenda site. The following motion was made by Commissioner Hill and passed with Chairman French and Commissioners Tipton, Cerri and Hill voting aye and Commissioner Hoss being absent:

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To approve a letter of support for the Nevada Gold Mines' Goldrush Mine Project.

HUMAN RESOURCES: Human Resources Director Abel del Real-Nava appeared before the Commission. REQUEST FOR APPROVAL OF BUILDINGS & GROUNDS DEPARTMENT RESTRUCTURING PROPOSAL, JOB DESCRIPTIONS, SALARY RANGES, AND PERMISSION TO HIRE FOR ONE MANAGEMENT LEVEL POSITION IN THE DEPARTMENT: Consideration, discussion, and possible approval for 1 of 3 options proposed by Human Resources for the restructuring of the Buildings & Grounds Department in a Facility Operations Division. Option 1 maintains the current hierarchical structure and positions of the department (status quo). Option 2 introduces 10 all-new positions that replace existing positions, provides room for advancement and supervision within functions, better aligns with assigned duties and responsibilities, and maintains a similar management structure to Option 1. Option 3 is like option 2, but with a single classification management position responsible for the Facility Operations function of Humboldt County. Staff recommends approval of Option 3. Chairman French noted that this information is a result of the Commission's request and explained. Director del Real-Nava commented on the issues in this department and how that impacted this study; he noted that what he is not doing today is asking that all positions being identified be filled; he reviewed the three options for the Board including how the proposals better identify what the positions do. Manager Mendiola offered comment on the ability of growth within the new proposal. Director del Real-Nava continued reviewing the proposals including the salary proposals for each option and the difference between each; he explained his recommendation for option 3. Chairman French asked for some clarification on the restructuring. Director del Real-Nava responded; he commented on the benefit to recruitment. Based on a question from Commissioner Hill, Director del Real-Nava replied that that there is not a 1,2,3 option for the custodial positions as the positions are what they are and a review with other counties showed that they offered no options within their description but noted that there is an option for a supervisory position. Based on a question from Commissioner Cerri, Director del Real-Nava responded as to the ability to cover the duties of the facilities manager if the person is on vacation or something. Discussion ensued regarding the duties of the manager position. Discussion ensued regarding the current salary range for the Buildings & Grounds Director position and the ability to re-add a director position back in if it became necessary. Discussion ensued.

Mitch Mauk of the Buildings & Grounds Department, offered comment on the need for a custodial supervisor. Discussion ensued. The Commissioners present all stated their support for option 3. The following motion was made by Commissioner Tipton and passed with Chairman French and Commissioners Tipton, Cerri and Hill voting aye and Commissioner Hoss being absent:

To approve option three as presented today and that the Commission approves new job descriptions for

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custodial, grounds and parks, maintenance, maintenance worker facility management single class series as presented and to open recruitment to hire the position of facility manager.

Manager Mendiola offered his thanks to Mr. Mauk for what he had done.

Consideration, discussion, and possible approval of salary range recommendations from a compensation study completed by Human Resources for the new Facility Operations Department. The recommended hourly salary ranges for the non-exempt positions are; New range between HCG Ranges 7 & 13 with a starting salary of \$14.74 per hour for Custodian, \$20.06 – \$27.57 for Custodial Supervisor, \$16.51 – \$22.66 for Grounds & Parks Maintenance Worker I, \$20.88 – \$28.71 for Grounds & Parks Maintenance Worker II, \$17.82 – \$24.52 for Maintenance Worker I, \$24.46 – \$33.58 for Maintenance Worker II, \$24.46 – \$33.58 for Maintenance Worker III, \$30.92 – \$42.49 for Maintenance Operations Supervisor. For exempt positions \$72,696.63 – \$109,060.56 for Facilities Manager (Single Class) or \$60,385.45 – \$85,547.21 for Facilities Manager (Multi- Class) and Facilities Director for \$86,796.10 – \$118,358.35. Discussion ensued regarding which counties were used for comparison and that these salary ranges would only include those outlined in option 3. After discussion the following motion was made by Commissioner Hill and passed with Chairman French and Commissioners Tipton, Cerri and Hill voting aye and Commissioner Hoss being absent:

To approve the proposed job descriptions for facility operations functions outlined in option three which include a facilities manager, custodial supervisor, custodial worker, maintenance operations supervisor, ground and parks maintenance worker one and two, maintenance worker three and a maintenance worker one and two.

Permission to open a recruitment to fill one Facilities Manager (Single Class) or Facilities Director position: Chairman French commented that this item was approved in the first item's motion.

MISCELLANEOUS REPORTS AND CORRESPONDENCE:

- 1) Other information and upcoming meetings: The following meetings were included on the on-line agenda: August 8, 2022 Regional Airport Board Meeting, August 9, 2022 Winnemucca City Council Meeting, August 11, 2022 Regional Planning Commission Meeting, August 22, 2022 Humboldt County Commission Meeting, August 22, 2022 Humboldt County Commission Special Meeting (4:30 p.m. - 8:30 p.m.) and August 23, 2022 Winnemucca City Council Meeting.
- 2) Reports from Commissioners regarding other Boards and Committees on which they serve: Commissioner Hill reported on a Paradise Valley Conservation District Meeting and a meeting with the new economic development director regarding the Humboldt Development Authority. Commissioner Tipton noted that there had been a meeting with the legislative committee that he

was not able to attend. Manager Mendiola reported on what had been discussed. Commissioner Cerri reported on a conference call he had participated in with Chairman French and Manager Mendiola with Andy Reiber. Commissioner Tipton commented on discussion related to the proposed wild horse facility. Discussion ensued regarding the status of the facility. Chairman French reported on his trip to Washington DC where he went to work on a white paper as well as to present testimony to the Congressional Caucus for endangered species.

FUTURE AGENDA ITEMS: Manager Mendiola commented on the special meeting set for August 22nd at the Grass Valley Elementary School explaining that, as Commissioner Cerri would be unable to attend and Commissioner Hoss might have issues attending, he is going to look at changing the date but, as he has a lot of people set to attend, he will need to reach out to them. Discussion ensued as to rescheduling for the week of August 29th. Manager Mendiola continued reviewing items for upcoming agendas including a petition letter regarding the Button Point Easement including the suggestion that both NDOT and BLM be contacted as they both have easements in the area. Discussion ensued regarding the special meeting for the election canvass with Chairman French indicating that he could make it work on the date originally suggested. Manager Mendiola stated that he would have IT reach out to each Commissioner individually to make sure everything works with their computers.

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

ADJOURNMENT: Chairman French adjourned the meeting at 12:57 p.m.

ATTEST:  Clerk APPROVED:  Chairman

(Minutes approved by the Commission and signed by the Chairman on 9-06-22)

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

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

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

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

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

Agenda - Monday, August 8, 2022

STAFF REPORT

Staff Report

[County Commissioners STAFF REPORT 08-08-2022.pdf](#)

1.CALL TO ORDER

2.PLEDGE OF ALLEGIANCE

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

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

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

[HCCJoint060622unapprovedUNOFFICIAL.pdf](#)

[HCC060622unapprovedUNOFFICIAL.pdf](#)

[HCC071822unapprovedUNOFFICIAL.pdf](#)

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

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

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

- A) A request to approve additions to the 48-month contract with Alliance Document Technologies for print devices for the Alternate Public Defender's Office in an amount of \$137.90 per month, pending review and approval of the District Attorney's Office. Discussion and possible action.
- B) A request to approve cost share amounts proposed by NDOT in the amount of \$334,950 for improving the County's BLM Double H Public Safety Communication site and to collocate at the site. Discussion and possible action.

- C) A request to approve to purchase 19 additional SAN storage center drives to expand the storage capacity of the SAN Storage Center in an amount not to exceed \$40,000. Discussion and possible action.
- D) A request to approve to increase the Technology Services Department Credit Card limit from \$1,000 to \$4,000. Discussion and possible action.
- E) Technology Services will update the Commissioners on the status of the Department's projects.
Information only.

7.A. Staff Memo - Technology Service Department

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

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

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

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

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

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

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

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

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

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

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

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

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

9.A. Staff Memo - Emergency MOU template

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

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

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

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

10.A. Staff Memo - Melarkey Rental Update

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

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

11.A. Staff Memo - Banner request

[CC Suicide Preven Month.pdf](#)

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

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

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

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

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

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

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

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

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

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

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

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

15.A. Staff Memo - CUP Appeal

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

[CUP Appeal - Gast.pdf](#)

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

16.A. Staff memo and support documents

[AH-22-03 Staff Report.pdf](#)

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

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

17.A. Staff Memo - WNDD - Grant writer

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

[WNDD contract 2.pdf](#)

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

18.A. Staff Memo - Needs Assessment Form

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

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

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

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

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

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

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

20.A. Staff Memo - Letter of Support - NVG Goldrush project
[Staff Memo Request support NGM Goldrush project.pdf](#)

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

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

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

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

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

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

21.A. Staff Report & Restructuring Options

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

[Options for Department Structure.pdf](#)

21.B. Proposed Job Descriptions for Facility Operations Functions

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

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

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

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

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

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

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

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

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

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

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

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

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

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

23. FUTURE AGENDA ITEMS

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

25. ADJOURNMENT

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

Click here to join the meeting:

[JOIN](#)

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

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

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

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

CERTIFICATE OF POSTING

PLACES POSTED: Humboldt Co. Courthouse, 50 W. 5th St.; Rooms 201, 205, & 207 at 8:30 A.M. By: MC

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

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

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

DATE POSTED: August 3, 2022

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

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

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

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

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

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

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

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

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

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

Agenda - Monday, August 8, 2022

STAFF REPORT

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

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

4. APPROVAL OF MINUTES (FOR POSSIBLE ACTION) - Discussion and action on correction/approval of minutes for discussion and action on correction/approval of minutes for March 27, 2017 (Budget Hearing); April 3, 2017; May 1, 2017 (Joint); May 15, 2017; June 19, 2017; July 10, 2017; August 7, 2017 (Joint); August 21, 2017; December 11, 2017 (Joint); January 16, 2018; January 29, 2018 (Retreat); February 5, 2018; February 20, 2018; March 5, 2018; April 2, 2018 (Budget Hearing); April 9, 2018; August 6, 2018; August 20, 2018; September 17, 2018; October 1, 2018; October 15, 2018; March 18, 2019; March 25, 2019 (Budget Hearings); April 1, 2019; May 6, 2019; May 15, 2019 (Special); May 20, 2019; June 3, 2019; June 17, 2019; June 25, 2019 (Special); August 5,

2019; August 19, 2019; September 3, 2019; September 16, 2019; October 21, 2019; November 4, 2019; November 25, 2019 (Special); December 16, 2019; January 6, 2020; January 21, 2020 (Combined Regular and Retreat); February 3, 2020; March 2, 2020; March 19, 2020; April 6, 2020; April 14, 2020 (Special); April 20, 2020; May 4, 2020; June 15, 2020 (Joint); July 17, 2020 (Special Joint); July 20, 2020; August 17, 2020; August 20, 2020 (Special Meeting); September 8, 2020; September 9, 2020 (Special); September 21, 2020; September 30, 2020 (Special); October 5, 2020 (Special Joint Meeting); October 19, 2020; November 9, 2020; November 13, 2020 (Special Canvass); November 23, 2020; December 14, 2020; January 4, 2021; January 25, 2021 (Special Meeting); February 8, 2021; February 22, 2021 (Special Joint Meeting); February 22, 2021; March 22, 2021; March 29, 2021 (Budgets); April 8, 2021 (Special Meeting); June 21, 2021; July 19, 2021; August 9, 2021; August 12, 2021 (Special Meeting); August 23, 2021; September 7, 2021; September 20, 2021; November 8, 2021; and November 22, 2021; December 13, 2021; January 3, 2022; January 24, 2022 (Commission Retreat), March 7, 2022, March 21, 2022; May 2, 2022; May 16, 2022; May 19, 2022 (Special); June 6, 2022 (Joint); June 6, 2022; and July 18, 2022.
Discussion and possible action.

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

[HCCJoint060622unapprovedUNOFFICIAL.pdf](#)

[HCC060622unapprovedUNOFFICIAL.pdf](#)

[HCC071822unapprovedUNOFFICIAL.pdf](#)

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

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

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

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

DATE: Friday, July 29, 2022

TO: County Commission

FROM: Ric Grantham, Director-Technology Services Department

SUBJECT: Approval to Add to Contract with Alliance Document Technologies for Print Devices for Alternate Public Defender Offices and for Chairman or His Designee to Sign the Related Order and Pool Plan Documents.

REQUESTED AGENDA DATE: August 8, 2022

SUMMARY

The Technology Services Department is seeking approval to make additions to the 48-month contract with Alliance Document Technologies for print devices for the Alternate Public Defender's Office and for the Chairman or his designee to sign the related Order and Pool Plan documents.

WHY ARE YOU BRINGING THIS BEFORE THE BOARD NOW?

For approval to make additions to the 48-month contract with Alliance Document Technologies for two print devices for the Alternate Public Defender's Office in an amount of \$137.90 per month and for the Chairman or his designee to sign the related Order and Pool Plan documents.

PREVIOUS ACTION

On February 22, 2022, this Commission approved an initial contract with Alliance Document Technologies for county wide print devices in the amount of 5,543.71 per month.

BACKGROUND

The 36-month contract, on desktop devices, the County previously entered into with Alliance Document Technologies expired in June of 2020 and the renewal efforts have been hindered by Covid. There are also many expired large device leases that are requiring more service and these replacements were held off in anticipation of a fleet wide replacement. The expired print management contract and leases were extensively utilized by the County, resulting in a savings to the County versus each County Department purchasing their own print devices and obtaining separate print services/maintenance and supplies from various vendors/sources.

County wide department needs were surveyed and evaluated by the Technology Services Department and reviewed in conjunction with meter readings from all devices. As a result, it is being proposed that some departments will experience recommended consolidations to eliminate excess and underutilized devices. identified throughout the county, of expired contract and those devices are being proposed to be reduced to 40.

The reduced number of devices will also consist of a reduced number of different device models. This reduction in devices and models will significantly increase the efficiency of the Technology Services Team members as they currently spend a significant amount of time addressing print device issues and will also allow the county to keep stores on hand of toner cartridges and commonly replaced parts resulting in better overall printing efficiency county wide by reducing the amount of down time due to waiting on parts and supplies.

Also, a third-party provider of service on county devices, predominantly desktop devices, was discontinued due to that provider struggling to close calls in a timely fashion, the contract with Alliance Document Technologies will keep this from happening in the future.

The main focus of this project is to deliver cost savings and provide an efficient solution that will ease labor burdens on the Technology Services Department.

The current request to add to the initial contract with Alliance Document Technologies is due to the fact that when the initial survey and evaluations were done, the Alternate Public Defender's Office was in the basement of the courthouse and only consisted of one staff member, in one office, and there was a working printer in that office. Since then, the Alternate Public Defender's Office moved into three suites in the Professional Building, and added a support staff member. Additionally, the existing printer and other spare printers assigned to that office are no longer working and have been taken out of service.

FISCAL IMPACT

The fiscal impact of adding two additional devices to the initial contract with Alliance Document Technologies will be an additional amount of \$137.90 per month, making the new monthly costs of this contract \$5,681.61

RECOMMENDATION

It is recommended that the Technology Services Department's request, to add two print devices to the initial 48-month contract with Alliance Document Technologies, for print devices for the Alternate Public Defender's Office, increasing the initial contract by an amount of \$137.90 per month, resulting in an increase of the monthly total contract amount from \$5,543.71 to 5,681.61, be approved and the Chairman or his designee sign the related Order and Pool Plan documents.

LIST SUPPORTING DOCUMENTS IF APPLICABLE:

Order and Pool Plan documents.

POSSIBLE MOTION

Motion to approve the Technology Services Department's request, as presented, to add two print devices to the initial 48-month contract with Alliance Document Technologies, for print devices for the Alternate Public Defender's Office, in an amount of \$137.90 and approve the Chairman or his designee to sign the related Order and Pool Plan documents.

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

DATE: Thursday, July 28, 2022

TO: County Commission

FROM: Ric Grantham, Technology Services Department

SUBJECT: Approval of Proposed Cost Share Amounts by NDOT as Tenant in the County's BLM Double H Public Safety Communication Site

REQUESTED AGENDA DATE: August 8, 2022

SUMMARY

The Technology Services Department is seeking approval of proposed cost share amounts, proposed by NDOT, for improving the County's BLM Double H Public Safety Communication Site and allowing NDOT to collocate.

WHY ARE YOU BRINGING THIS BEFORE THE BOARD NOW?

For approval of proposed cost share amounts by NDOT, for improving the County's BLM Double H Public Safety Communication Site located in the northern part of Humboldt County and allowing NDOT to collocate at this site.

PREVIOUS ACTION

On March 7, 2022, this Commission authorized further discussions with NDOT regarding collocating at the County's BLM Double H Public Safety Communication Site and sharing the costs to improve the site.

BACKGROUND

The Technology Services Department was contacted by Richard Brooks, Traffic Operations Technology Section at NDOT regarding being a tenant in our future new building and on future new tower at the County's BLM Double H Communication site. Initial conversations are indicating the redevelopment of the County's existing site would provide a solution which could benefit the State, but also Humboldt County through a shared site development and backhaul solution with funding, in kind support or a combination of both from NDOT. NDOT is also considering allowing the County to tap into their fiber feed at their 4th street yard here in town in consideration, this is big as it would allow us to complete a secondary internet path fiber project that has recently run up against

a wall and is stalled and would give us an alternate path to the internet that does not involve AT&T. Initial discussions have also included allowing NDOT to be a tenant in a few other public safety communication sites up North which they are considering their advantages of doing so.

cost share break down for the County's BLM Double H Public Safety Communication Site as follows:

\$ 31,920.00 for 30% increase in tower construction
\$162,030.00 for shelter – represents 15% increase of total floor space/30% used for collocation
\$ 12,000.00 for 30% increase in site preparation/grading
\$ 75,000.00 for 30% increase in site preparation/Foundation, Shelter, Tower Installation
\$ 9,000.00 for 30% increase of DC Power assuming -48VDC shared distribution
\$ 45,000.00 for 30% increase in backhaul capacity

\$334,950.00 for total cost share amount paid by NDOT towards a proposed total cost for improving the site of \$1,310,000.00. The proposed cost share amount by NDOT represents 25% of the total improvement cost.

In addition, NDOT has already allowed the County to connect to their fiber tap at the NDOT yard on 4th Street here in Winnemucca. This is something the County has been attempting to achieve through other avenues and vendors to no avail for years and provides the County with a secondary path to the internet that does not involve AT&T. This secondary fiber connection is being provided to the County free of charge by NDOT, which is saving the County approximately \$3,000.00 per month, had this connection been made through another vendor.

FISCAL IMPACT

The fiscal impact of this cost share proposal is a savings of approximately 25% of the total cost to improve the County's BLM Double H Public Safety Communication Site, or approximately \$975,050.00 from the County's capital project funds. In addition, the saving to the County for the cost of the fiber tap at the NDOT yard amounts to approximately \$36,000.00 per year from the General Fund/IT budget.

RECOMMENDATION

It is recommended that the Technology Services Department's request to approve the cost share proposal by NDOT for improving the County's BLM Public Safety Communication site and to collocate at the site, be approved.

LIST SUPPORTING DOCUMENTS IF APPLICABLE:

Cost Share Proposal Breakdown from NDOT.

POSSIBLE MOTION

Motion to approve the Technology Services Department's request, as presented, for approval of NDOT's cost share proposal the Public Safety Communication Site and to collocate at the site.

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

DATE: Thursday, July 28, 2022
TO: County Commission
FROM: Ric Grantham-Director, Technology Services Department
SUBJECT: Approval to Purchase SAN Storage Center Drives
REQUESTED AGENDA DATE: August 8, 2022

SUMMARY

The Technology Services Department is requesting approval to purchase nineteen (19) additional SAN storage centers drives; to expand the storage capacity of the SAN Storage Center that was purchased in FY2021-2022 and stores a second back up/duplicate copy of the County's electronic data.

WHY ARE YOU BRINGING THIS BEFORE THE BOARD NOW?

For final approval to purchase additional SAN Storage Center Drives from the approved IT Fiscal Year 2022-2023 budget, in an amount not to exceed \$40,000.00.

PREVIOUS ACTION

None

BACKGROUND

In 2019 the County purchased two (2) SAN storage centers for offsite storage of the County's electronic production data. These SAN storage centers, although offsite from the Courthouse, are actually still onsite in another county facility. Since it is always good practice to have duplicate copies of electronic data, environments, etc., in March of 2022, this Commission approved the purchase of two (2) additional SAN storage centers to place in a different offsite, more remote, county facility as a second back up/duplicate copy of the County's electronic production data. These storage centers when purchased come with only one drive capable of storing 1.92TB of data and are expandable to 20 drives.

In May of 2022, the first of the two SAN storage centers ordered was received. Then at the end of June 2022, the Technology Services Department was contacted by Dell to inform that the second SAN storage center that was ordered was no longer available, and no others would become available. The only option would be to purchase another storage center from a new product line Dell offers. The new alternative product is comparable in price but is managed by a whole different interface. The Technology Services Department is evaluating this new product to determine if it will meet the County's requirements.

The Technology Services Department projected to buy additional drives for the SAN storage centers in its FY2022-2023 budget. The additional storage drives would expand the recently purchased SAN storage center capacity sufficiently to meet current County requirements, while the Technology Department evaluates the new alternative product presented by Dell for further storage expansion.

FISCAL IMPACT

Expenditure from TSD's (IT's) approved fiscal year 2022-2023 budget, in an amount not to exceed \$40,000.00.

RECOMMENDATION

It is recommended that this purchase be given final approval.

LIST SUPPORTING DOCUMENTS IF APPLICABLE:

Quote from Dell Computer

POSSIBLE MOTION

Motion to approve Technology Services Department's request, as presented, to purchase nineteen (19) SAN storage centers drives, from Dell Computer, in an amount not to exceed \$40,000.00.

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

DATE: Thursday, July 28, 2022

TO: County Commission

FROM: Ric Grantham, Technology Services Department

SUBJECT: Approval to Increase the Technology Services Department's Credit Card Limit

REQUESTED AGENDA DATE: August 8, 2022

SUMMARY

The Technology Services Department is requesting approval for its department credit card limit to be increased.

WHY ARE YOU BRINGING THIS BEFORE THE BOARD NOW?

For approval to have the Technology Services Department credit card limit increased from \$1,000.00 to \$4,000.00.

PREVIOUS ACTION

None

BACKGROUND

The Technology Services Department was issued a departmental credit card in September 2021, with a spending limit of \$1,000.00. There have been many instances when this department has had the need to make an emergency purchase with its credit card and there was not enough left of the monthly spending limit to make the purchase. In these situations, the Technology Services Department has had to find another department with a credit card that had enough remaining balance to complete such a purchase. Most purchases this department would need to use a credit card for, equal an amount over \$1,000.00. More recently, the Technology Services Department had two application subscription renewals automatically renew with the department's credit card, both were denied as the renewal amounts were over \$1,000.00. These particular subscription renewals only accept credit card payments. Lastly, the Technology Services Department has demonstrated its ability to be very responsible with its credit card. Credit Card Expense Reports are created and submitted to Rhona directly after every purchase and the card has yet to be compromised in any way.

FISCAL IMPACT

The fiscal impact of this request would be expenditures from the Technology Services Departments' approved budgets in varying amounts of \$4,000.00 or less.

RECOMMENDATION

It is recommended that the Technology Services Department's request to have its department credit card monthly spending limit increased to \$4,000.00 be approved.

LIST SUPPORTING DOCUMENTS IF APPLICABLE:

N/A

POSSIBLE MOTION

Motion to approve the Technology Services Department request, as presented, to increase the department's credit card monthly spending limit to \$4,000.00

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

7.A. Staff Memo - Technology Service Department

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

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

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

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

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

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

Alliance - Humboldt SSO 001 wu 710759 order.pdf

Double H Estimate-NDOT Cost Share.pdf

Dell Quote - Humboldt County NV SAN Drive Expansion.pdf

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

DATE: Thursday, July 21, 2022

TO: County Commission

FROM: Humboldt County Clerk

SUBJECT: Use of County Meeting Room for the 2022 General Election activities and a request for the Humboldt County Board of Commissioners to call a special meeting for Friday, November 18, 2022 for canvass and certification of the election.

REQUESTED AGENDA DATE: 09/06/2022

SUMMARY

A request from the Humboldt County Clerk to use the County meeting room for activities related to the 2022 General Election for the period of October 18, 2022 through November 17, 2022 including Pre-Logic & Accuracy Testing, Early Voting, Mail Ballot process, Ballot Counting, Post-Logic & Accuracy Testing, Risk Limiting Audit and Certification of Election. Also, a request for the Board of Commissioners to set a special meeting for Friday, November 18, 2022 for canvass and certification of the election.

WHY ARE YOU BRINGING THIS BEFORE THE BOARD NOW?

The election period is approaching.

PREVIOUS ACTION

No previous action on this matter.

BACKGROUND

During both the 2020 election cycle and the 2022 Primary Election the meeting room was used for voter activities. This process proved to be very effective to allow for more privacy and control of the both the sign in and voting process compared to when check-in occurred in the Office of the County Clerk and the voting machines were in the hallway of the upper floor of the older portion of the courthouse. The prior process resulted in voters waiting to check-in lining up behind people voting which created discomfort and confusion. The desire is to keep the process in the courthouse, if possible, to allow for Clerk staff to manage the process along with the use of poll-workers. Contact has been made with the City of Winnemucca and the City Council's meeting chamber is available for the regular Commission meeting scheduled for November 7th. The Clerk and/or staff will reach out to other individuals/groups scheduled in the room for that period to notify them of the situation and assist in finding other locations that will work for their meetings. The date for the special meeting is based on the last day for signature verification, the post-election processes as well as the last day to canvass and certify the election per 293.387(1).

FISCAL IMPACT

No fiscal impact identified.

RECOMMENDATION

No recommendation offered. Just a request for consideration by the Board of said request.

LIST SUPPORTING DOCUMENTS IF APPLICABLE:

No support documents submitted.

POSSIBLE MOTION

To approve the request from the Humboldt County Clerk to use the County meeting room for activities related to the 2022 General Election for the period of October 18th through November 17, 2022 and to set a special County Commission meeting for Friday, November 18, 2022 with the start time to be determined by staff.

8.A. Staff Memo - Clerk's Request for General Elections 2022
[Staff Memo -Clerk Request Meeting Room G22.pdf](#)

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

DATE: Wednesday, July 27, 2022
TO: County Commission
FROM: Carol Lynn
SUBJECT: Review of business emergency plans
REQUESTED AGENDA DATE: August 8, 2022

SUMMARY

The County EM position not only prepares the county response to emergencies, natural, technological, or human caused, but should work to develop collaborative relationships with the business community. These relationships are built by aiding local businesses in being prepared to recover from the effects of emergencies. Working together with businesses will not only help them but will build a resilience into the entire county community. Meeting with businesses, speaking with community groups, reviewing existing plans, and offering assistance in creating emergency plans are all methods that will help build this resilience.

WHY ARE YOU BRINGING THIS BEFORE THE BOARD NOW?

Keeping the Commissioners informed of these actions and the reasons behind them will enable them to support the EM efforts and answers questions that may come their way.

PREVIOUS ACTION

None

BACKGROUND

This is a new process being developed to create a cohesive program to strengthen the Humboldt County Emergency Operations Plan.

FISCAL IMPACT

None

RECOMMENDATION

Discussion only

LIST SUPPORTING DOCUMENTS IF APPLICABLE:
None

POSSIBLE MOTION
Discussion only

9.A. Staff Memo - Emergency MOU template.
Staff Agenda Memo - Emergency Plans Review.pdf

MEMORANDUM OF UNDERSTANDING FOR EMERGENCY PURCHASES.pdf

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

DATE: Thursday, July 28, 2022

TO: County Commission

FROM: Mitch Mauk, Building and Grounds

SUBJECT: Update and Decision to Upgrade or Move Towards Demolition on the Rental Property Owned by Humboldt County Located at 543 Melarkey Street.

REQUESTED AGENDA DATE: August 8, 2022

SUMMARY

Building and Grounds is providing new information on the rental property owned by Humboldt County located at 543 Melarkey Street based on the walkthroughs of individual vendors and would like Commissioners to decide to upgrade the residence or move towards demolition of the residence.

WHY ARE YOU BRINGING THIS BEFORE THE BOARD NOW?

To update the Commissioners on the potential cost of repairs at the rental property located at 543 Melarkey St. A walkthrough was conducted with Mitch Mauk and Michael Sheppard, Al Padilla with Gamma Electric, and Tim Samaniego with Garland Inc. A quote was provided by Michael Sheppard on an estimate cost for the repairs to be done to the restroom and floor drainage issues in the basement. This estimate is projected to be between \$12,000.00 and \$18,000.00 depending on what else is discovered and the extent of the upgrades in need. Tim Samaniego with Garland, Inc., did a walkthrough with Mitch to provide a quote to replace the roof. A shingle roof replacement with a 30-year warranty will be \$16,000.00. Al Padilla with Gamma Electric did a walkthrough with Mitch for an electrical evaluation. During the walkthrough Al noticed numerous code violations in the basement. In his experience, the entire home would be required to be rewired to current code requirements. He estimated this cost to be \$9,000.00 plus light fixtures. Based on the projected costs of repairs to upgrade the restroom, fix the drainage issue to the basement, a new roof, and rewiring of the entire home is a total estimated cost of \$43,000.00.

PREVIOUS ACTION

Information was presented to Commissioners on June 20, 2022. Only Jeff Tindall and Mitch Mauk had done an initial walkthrough to try and assess the damage caused by a leak in residence. Pictures of the property and inside the property were presented to the Commissioners of the issues that were visible. There were no quotes or estimates that were provided to Building and Grounds for the repairs or work

that is needed to be done.

BACKGROUND

On June 8, 2022, Jeff and Mitch did a walkthrough of the residence located at 543 Melarkey Street based on information provided from Pam Fabor in reference to a leak in the residence noticed approximately a month ago. Snyder Plumbing assessed the leak for Pam Fabor. The residence is approximately 40 years old and has not been worked on in many areas. A walkthrough with Michael Sheppard was done on June 27, 2022 to assess the condition of the residence. Two serious issues both related to plumbing and structure damage related to plumbing issues were found. The restroom and floor drain in the basement are the two serious issues, the restroom being primary. At a minimum the tub shower and surrounding structure need to be torn apart and rebuilt. The subfloor in the basement is also rotted away. A walkthrough with Tim Samaniego was done on July 11, 2022. Based on the pictures provided previously and the assessment with Samaniego, a new roof is a necessity for the residence. A walkthrough with Al Padilla with Gamma Electric was done on July 21, 2022 and at this time numerous code violations were found in the basement alone. It is Padilla's suggestion that the entire home including the unfinished garage will need to be rewired.

FISCAL IMPACT

This has no fiscal impact as of right now.

RECOMMENDATION

It is recommended that Commissioners would review the information presented to them and decide to Move forward with upgrading the residence or move towards demolition of the residence.

LIST SUPPORTING DOCUMENTS IF APPLICABLE:

Pictures of the residence and damage while conducting the walkthrough, an email from Michael Sheppard in regards to condition of residence and estimate, a proposal from CRT Roofing, and a letter from Gamma Electric with estimate for electrical updates.

POSSIBLE MOTION

Motion to approve Building and Grounds Department's request, as presented, for Commissioners to decide to move forward with upgrading the rental property or move towards demolition of the rental property owned by Humboldt County located at 543 Melarkey Street

10.A. Staff Memo - Melarkey Rental Update
[Staff Report- 543 Melarkey Street Estimates.pdf](#)

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

DATE: Thursday, July 28, 2022

TO: County Commission

FROM: Pauline Salla, Director of Juvenile Services

SUBJECT: Humboldt Connections Mental Health Awareness Month

REQUESTED AGENDA DATE: August 22, 2022

SUMMARY

Humboldt Connections is seeking approval to place a large Suicide Prevention banner on the front of the courthouse building over the doors facing Bridge Street. Also, permission is requested to place

purple, pink and white lights around the pillars located in the same area. In addition, Humboldt Connections is sponsoring Suicide Prevention Month during September.

WHY ARE YOU BRINGING THIS BEFORE THE BOARD NOW?

To receive permission, place a large banner over the courthouse steps and wrap green lights around the pillars.

PREVIOUS ACTION:

none

BACKGROUND

September is National Suicide Prevention Month and Humboldt Connections will be sponsoring Walk in Memory Walk in Hope on September 10, 2022.

FISCAL IMPACT

None to the county

RECOMMENDATION

Approval to place in a banner the courthouse to support Mental Health Awareness Month.

LIST SUPPORTING DOCUMENTS IF APPLICABLE:

none

POSSIBLE MOTION

Approve Humboldt Connections to place a banner and lights in the front of the courthouse for the entire month of May.

11.A. Staff Memo - Banner request
[CC Suicide Preven Month.pdf](#)

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

DATE: Friday, July 29, 2022

TO: County Commission

FROM: Andy Heiser, Humboldt County Assessor

SUBJECT: Completing the Municipal Work Plan with GSA

REQUESTED AGENDA DATE: August 8, 2022

SUMMARY

The Assessor's Office would like to discuss the potential part-time hiring of Karen Johnson in order to complete the go-live for the GSA municipal suite (permitting application).

WHY ARE YOU BRINGING THIS BEFORE THE BOARD NOW?

Without the ability to have anyone trained in the building department prior to Karen Johnson's retirement, it would be imperative to have Karen assist in the completion of the permitting application go-live. With her historical knowledge of this department and not being able to have ample time to train a new hire, this would allow the completion of this application properly.

PREVIOUS ACTION
None

BACKGROUND
None

FISCAL IMPACT
The Assessor's Office has already paid \$143,750 into this application with \$71,250 remaining through April of 2025, it would be beneficial to finish this go-live with Karen who has already made great progress in the previous two years.

RECOMMENDATION
To approve hiring Karen Johnson back as a part-time employee to finish the programming of the GSA permitting application.

LIST SUPPORTING DOCUMENTS IF APPLICABLE:
None

POSSIBLE MOTION
Motion to approve hiring Karen Johnson as a part-time employee to complete the GSA permitting application until the go-live date.

12.A. Staff Memo - Assessor's request to hire
[Staff Report - Part-Time Hire to Finish GSA Municipality Suite.pdf](#)

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

DATE: July 29, 2022
TO: County Commissioners
FROM: Jessica Anderson, Library Director
SUBJECT: Thursday, July 21, 2022 Humboldt County Commissioners Jessica Anderson, Library Director
Humboldt County Library request to waive the attrition policy to hire a library assistant

SUMMARY
Consideration, discussion and possible action regarding a request from the Humboldt County Library Director, Jessica Anderson, to waive the attrition policy and hire a library assistant position that will become vacant on September 2nd, 2022. This is for a position in our youth department which deals with a significant amount of programming and a large daily traffic of patrons.

PREVIOUS ACTION

BACKGROUND
Since 2017, the Humboldt County Library has cut down the budgeted staff positions at the Main Branch Library from 11 positions to 8 (Library system wide we went from 14 FTE to 12 FTE). The requested position is budgeted for 2023 and will become vacant on September 2nd, 2022. This budgeted position allows us to fully invest in our community by offering programming geared towards youth and after-school S.T.E.M. programs like Jr. Engineers, V.R., Mad Scientists, and Crazy 8s Math. Our biggest hurdle with offering quality programming and services for our community is having the staff capacity to do so.

FISCAL IMPACT The vacating employee has worked at the library for 6 years and holds a title of Library Technician which has an annual pay scale of \$38,604 - \$52,104. The position requested to fill this vacancy would be a Library Assistant position which has an annual pay scale of \$35,172 - \$46,384.

RECOMMENDATION It is recommended that the position of Library Assistant for the Humboldt County Library be filled as it fills a large service to our community in offering programming to families and youth.

POSSIBLE MOTION Should the Board agree with Staff's recommendation; a possible motion would be: "Move to approve filling the position of Library Assistant for the Humboldt County Library which will become vacant on September 2, 2022."

13.A. Staff Memo - Library request to waive attrition policy
[Staff Memo - Library request - attrition policy.pdf](#)

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

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

DATE: Friday, July 29, 2022
TO: County Commission
FROM: Don Kalkoske, Public Works Director
SUBJECT: Waiver of Attrition Policy
REQUESTED AGENDA DATE: 08/08/2022

SUMMARY

Public Works/Equipment Division is requesting a waiver of the Attrition Policy to proceed with filling a Mechanic Position that will be vacated in September 2022 with the retirement of a Mechanic.

WHY ARE YOU BRINGING THIS BEFORE THE BOARD NOW?

To fulfill needed staffing levels in the Humboldt County shop and assure vehicles and equipment are serviced and repaired timely.

PREVIOUS ACTION

None

BACKGROUND

The Humboldt County Public Works, Equipment Shop provides repairs and servicing of County vehicles and equipment. The position being vacated is typically responsible for servicing light duty, medium duty and heavy-duty fleet vehicles which includes all County Department vehicles (Excluding Leased) as well as HCSO vehicle. Not filling this position will put added responsibility and demand on existing Mechanics and will likely increase downtime of equipment brought in for service or repair. Increasing downtime of vehicles brought in for a service or repair may result in inefficiencies throughout the County.

FISCAL IMPACT

This position is currently budgeted for the Public Works Department, however filling this position should result in a savings as the current employee is close to being topped out on the compensation schedule.

RECOMMENDATION

It is recommended that a waiver to the Attrition Policy be granted to allow the Public Works Department to continue the level of service currently provided.

LIST SUPPORTING DOCUMENTS IF APPLICABLE:

None

POSSIBLE MOTION

Should the Board agree with Staff's recommendation; a possible motion would be: "Move to approve the waiver of the Attrition Policy for the Public Works Department to hire a Mechanic for the position being vacated in September 2022."

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

14.A. Staff Memo - Public Works request to waive attrition policy
Staff Report Attrition Policy Waiver 8-8-2022.pdf

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

DATE: Monday, July 25, 2022

TO: County Commission

FROM: Humboldt County Clerk

SUBJECT: Scheduling of a Public Hearing for an appeal of the approval of Conditional Use Permit Application (CUP) UH-22-09 by Mike and Tina Gast per Humboldt County Code (HCC) 17.68.120-170

REQUESTED AGENDA DATE: August 8, 2022

SUMMARY

Per HCC 17.68.120 an appeal was filed with Clerk of the Board of County Commissioners on July 21, 2022 as to the approval of CUP UH-22-09. Per 17.68.150 the Clerk shall schedule a public hearing on the appeal before the County Board of Commissioners within sixty calendar days of the date of the filing of the appeal.

WHY ARE YOU BRINGING THIS BEFORE THE BOARD NOW?

As said appeal hearing must occur within 60 days of the filing of the appeal and notice and publication are required a set to public hearing needs to occur to allow for timely notice.

PREVIOUS ACTION

No prior action as to this matter

BACKGROUND

See information noted in prior sections.

FISCAL IMPACT

Fiscal impact limited to the cost of publication and notice.

RECOMMENDATION

To set the appeal to public hearing at a date and time to be determined by legal counsel and the Clerk in cooperation with Senior Planning Staff and the County Manager.

LIST SUPPORTING DOCUMENTS IF APPLICABLE:

No support documentation provided at this time.

POSSIBLE MOTION

To set to public hearing an appeal of the approval of CUP UH-22-09 by Mike and Tina Gast per Humboldt County Code 17.68.150 at a date and time to be determined by staff.

15.A. Staff Memo - CUP Appeal
Staff Agenda Report Appeal CUP.pdf

CUP Appeal - Gast.pdf

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

Memo

TO: Dave Mendiola
Tami Spero
Michelle Cook
Wendy Maddox

FROM: Planning Department/BL

DATE: July 28, 2022

RE: County Commission Meeting August 8, 2022

Please place the following on the agenda, as a 10:00 public hearing item, for the 8/08/2022 HCC meeting:

AH-22-03 - An abandonment request submitted by Desert Mountain Surveying as agent for Frank Fortmann to abandon all that portion of Kramer Avenue lying between Parcels 22,23 & 24 of Block 50 and Parcels 18, 19 & 20 of Block 47, Golconda, NV; all that portion of Farren Avenue lying between Blocks 50 & 51 and the easterly 40 feet of Farren Avenue lying adjacent to Block 52, Golconda, NV; 540 feet x 60 feet of Sixth Street west of Pearl Avenue between Blocks 49, 50, 51 & 52, Golconda, NV.

16.A. Staff memo and support documents
AH-22-03 Staff Report.pdf

AH-22-03 Report & support docs.pdf

17. APPROVAL OF AN AGREEMENT WITH WNDD TO ACCESS A GRANT WRITER TO SEEK FUNDING FOR THE GRASS VALLEY NITRATE MITIGATION PROJECT (FOR POSSIBLE ACTION) - Consideration, discussion and possible approval of an agreement with Western Nevada Development District (WNDD) to access a grant writer specifically to seek infrastructure funding as part of the effort to fund nitrate mitigation in Grass Valley. This agreement would be

pursued pending approval of the Humboldt County Board of Commissioners to move forward with a nitrate mitigation solution in an amount not to exceed \$4,750, pending review and approval of the District Attorney's Office. Discussion and possible action.

DATE: Tuesday, August 2, 2022
TO: County Commission
FROM: Christine Brandon, Executive Director, Western Nevada Development District
SUBJECT: Grant Writer Agreement for use by Humboldt County for Grass Valley Nitrate Mitigation Project

REQUESTED AGENDA DATE: August 8, 2022

SUMMARY

Western Nevada Development District is offering to enter into an agreement with a grant writing consultant on behalf of Humboldt County to assist Humboldt County in seeking grant funding for a possible Waste Water Collection and Treatment Facility in the Grass Valley area.

WHY ARE YOU BRINGING THIS BEFORE THE BOARD NOW?

Two reasons: 1) The Humboldt County Commission will hold a "special" meeting on August 22 to discuss the results of the Preliminary Engineering Report (PER) regarding the rising levels of nitrates in the Grass Valley area due to a high density of septic tanks in the area and it is possible that the Commission will approve the report and direct the County Manager to begin pursuing funding for the cost of the project, projected to be \$30 million; and 2) the deadline to submit grant applications is in mid- October, thus we need to allow as much time as possible to prepare the application.

PREVIOUS ACTION

We have been discussing the waste water treatment facility possibility for some time. Now that we have the PER, it is time to make some decisions to move forward and the only way that will happen is through grant funding.

BACKGROUND

With a \$30 million tag on the collection and waste water treatment facility it will be imperative to find several grants (as many as 6-7 possibly), thus this is the first of many. These grants are very competitive as we are competing with communities throughout the country and you have to put your best foot forward.

FISCAL IMPACT

This grant effort and others will run between 3-5,000 per grant. Once we complete the first grant, much of the cost should go down and we may even be able to do them understand the best practices for grant writing.

RECOMMENDATION

Approve \$4,750 be set aside to utilize the Grant Writer through Western Nevada Development District. THIS WORK WILL NOT BE STARTED UNTIL AFTER THE AUGUST 22 MEETING AND DIRECTION FROM THE COMMISSIONERS TO SEEK FUNDING.

LIST SUPPORTING DOCUMENTS IF APPLICABLE:

Staff Report
Grant Writer Agreement (WNDD)

POSSIBLE MOTION

Motion to approve the WNDD agreement with Professional Grant Writers to provide grant writing expertise and research in an amount not to exceed \$4,750.

17.A. Staff Memo - WNDD - Grant writer:
[Staff Agenda - WNDD Grant Writer.pdf](#)

[WNDD contract 2.pdf](#)

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

DATE: Friday, July 29, 2022

TO: County Commission

FROM: Dave Mendiola, County Manager

SUBJECT: Request for Commission approval of the State of Nevada Opioid Needs Assessment form for requesting additional funds from the State for opioid support efforts in Humboldt County.

REQUESTED AGENDA DATE: August 8, 2022

SUMMARY

As part of the recent One Nevada Opioid Settlement with opioid distributors and at least one pharma company, the state has developed a Needs Assessment form that can be utilized by counties to request additional funding from the state's pot of funding, which was separate from the county allotment.

WHY ARE YOU BRINGING THIS BEFORE THE BOARD NOW?

The form has been provided to the counties and we believe it would be appropriate to form a committee to discuss possible needs of the community over the long-term that will not be covered by the county's share of the settlement. We are looking for the Commission to approve the form and the formation of a committee to study the needs of the county to battle opioid addiction.

PREVIOUS ACTION

None

BACKGROUND

Following the announcement that the settlement had been reached, there were a lot of discussions amongst the community action groups in the county as to how the funding that the county would receive could be utilized. The first payments are expected to be received the last week in July for the county's portion followed by annual payments for the next 17-years. While Humboldt County can make their own decisions on how to utilize our settlement money, there will probably be additional parameters around the state's portion of the settlement funds.

FISCAL IMPACT

This would be a positive impact on the county as it would bring additional funds to address opioid addiction and counseling in the community.

RECOMMENDATION

Approve both the form and the formation of a committee to identify needs in the community and to provide recommendations to the Commissioner for additional funding.

LIST SUPPORTING DOCUMENTS IF APPLICABLE:

Staff Report

Recommendation to approve the request by the County Manager and Public Defender's offices to transfer these specific services to the State Public Defender's office.

LIST SUPPORTING DOCUMENTS IF APPLICABLE:

Staff Report
Request to Transfer document

POSSIBLE MOTION

Motion to approve the Request to Voluntary Transfer Indigent Defense Services for Public Defender to State Public Defenders Office

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

Staff Agenda - Transfer of Indigent Defense Services for Specific Services to the State 08-08-2022.pdf

20220726 Notice of Voluntary Transfer of Indigent Defense Servic.pdf

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

DATE: Monday, August 1, 2022
TO: County Commission
FROM: Nevada Gold Mines
SUBJECT: Goldrush Project Support
REQUESTED AGENDA DATE: 8 Aug 2022

SUMMARY

The NGM Goldrush project is currently in the public comment phase of permitting and NGM would like to request a letter of support from Humboldt County -

WHY ARE YOU BRINGING THIS BEFORE THE BOARD NOW?

The current phase of the project is currently open until 29 Aug 2022

PREVIOUS ACTION

This project has not been presented to the board previously

BACKGROUND

See attached fact sheet

FISCAL IMPACT

See attached fact sheet

RECOMMENDATION

Click or tap here to enter text.

LIST SUPPORTING DOCUMENTS IF APPLICABLE:

Click or tap here to enter text.

POSSIBLE MOTION

Click or tap here to enter text

20.A. Staff Memo - Letter of Support - NVG Goldrush project
Staff Memo Request support NGM_Goldrush project.pdf

POSSIBLE MOTION

Motion to approve the utilization of the state provided Opioid Needs Assessment Form and to form a needs assessment committee to identify possible uses for the Opioid settlement funds.

18.A. Staff Memo - Needs Assessment Form

Staff Agenda - Opioid Needs Assessment-Committee Formation - 08-08-2022.pdf

NACO - SB390 Community Needs Assessment Template FINAL.pdf

19. PUBLIC DEFENDER'S REQUEST TO TRANSFER CERTAIN INDIGENT DEFENSE SERVICE RESPONSIBILITIES TO THE STATE PUBLIC DEFENDER'S OFFICE (FOR POSSIBLE ACTION)

- Consideration, discussion and possible approval of a request from the Public Defender and Alternate Public Defender's Office to approve a transfer of specific responsibilities for indigent defense services to the State Public Defender's office. Discussion and possible action.

DATE: Wednesday, July 27, 2022

TO: County Commission

FROM: Dave Mendiola, County Manager

SUBJECT: Voluntary Transfer of Indigent Defense Services for Public Defender to State Public Defenders Office

REQUESTED AGENDA DATE: August 8, 2022

SUMMARY

The County Manager, Public Defender and Alternate Public Defender's office would like the Board of County Commissioner's to consider and approve a transfer of specific responsibilities for indigent defense services to the State Public Defender's office.

WHY ARE YOU BRINGING THIS BEFORE THE BOARD NOW?

The Humboldt County Public Defender's office has been working diligently for several years to improve the services they provide to our indigent population concerning legal defense proceedings. This is the next step in the process to better service the indigent population in Humboldt County

PREVIOUS ACTION

The Board of County Commissioners has taken action to hire an Alternate Public Defender to better handle the caseloads that have increased each year. In addition, the County has established an annual work plan to meet the requirements of the State Department of Indigent Defense Services.

BACKGROUND

Humboldt County made the decision nearly twenty years ago to institutionalize the Public Defender's office, whereas as many rural counties utilized contract services to provide indigent defense services. When the courts ruled that many counties were lacking in their delivery of indigent defense services, Humboldt County was not one of the counties that was part of the litigation in the State vs Davis, which changed the landscape of indigent defense services in Nevada. The county has been focused on improving what was an outstanding public defender's office.

FISCAL IMPACT

This will have a positive impact on the county financially, as it will transfer all death penalty, appellate services, parole violation hearings, parole board hearings and pardons board hearings to the state Public Defender's office. Currently, these costs would be covered by the state under the maximum contribution regulation, however, the costs would have to be borne by the county upfront and be reimbursed. The other issue is that these types of cases have very stringent requirements of the legal counsel and most rural counties do not have the bandwidth and the expertise to handle these cases.

RECOMMENDATION

Goldrush Community Fact Sheet 2022 v2 .pdf

Nevada Gold Mines ltr of Support Goldrush Project draft.pdf

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

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

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

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

See full Staff Report that is attached to the agenda.

21.A. Staff Report & Restructuring Options

Staff Report for Request to Approve Restructuring Option, Job Descriptions, Salaries, and Recruitment Related to Facility Operations.pdf

Options for Department Structure.pdf

21.B. Proposed Job Descriptions for Facility Operations Functions

Proposed Job Description for Facilities Director.pdf

Proposed Job Description for Facilities Manager (Multi Class).pdf

Proposed Job Description for Facilities Manager (Single Class).pdf

Proposed Job Description for Grounds & Parks Maintenance Worker I.pdf

Proposed Job Description for Grounds & Parks Maintenance Worker II.pdf

Proposed Job Description for Maintenance Operations Supervisor.pdf

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

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

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

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

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

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

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

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

23. FUTURE AGENDA ITEMS

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

25. ADJOURNMENT

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

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 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: _____
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MEETING DATE: August 8, 2022 POSTED BY: _____

DATE POSTED: _____

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Washington, D.C. 20250-9410;
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Assistant County Manager/
Human Resources Director,

Abel del Real-Nava, eMBA,
SHRM-SCP, IPMA-SCP

Humboldt County Courthouse
50 West Fifth Street Room 205
Winnemucca, Nevada 89445

Humboldt County, Nevada Human Resources Department



Memorandum

Date: August 2, 2022
To: Humboldt County Board of Commissioners
From: Abel del Real-Nava, Assistant County Manager/Human Resources Director
Subject: Staff Report for Request to Approve Restructuring Option, Job Descriptions, Salaries, and Recruitment Related to Facility Operations

Summary

I respectfully request the Boards consideration and approval of proposed job descriptions related to the operation and maintenance of County facilities.

Why this is being brought before the Board now:

The longstanding problems with existing Building & Grounds classifications that they:

- Provide no room for advancement, which in turn make it difficult to recruit and retain talent,
- No longer reflect the depth & breadth of the essential functions, knowledge, skills, abilities, qualifications, licensing, and certification requirements, etc. of respective positions due to them having been written over two decades ago, and
- Misclassify certain employees entirely with no existing classification available to place them into.

The departure of the previous Buildings & Grounds Director and Chief Building Engineer presented an opportunity to finally address the longstanding concerns, while at the same time offer the chance to reimagine the hierarchical structure to be more strategic in nature.

Previous Action

- June 20, 2022
 - During the regular meeting of the Board of Commissioners on June 20, 2022, the question was brought up regarding filling the management vacancy or vacancies in the Buildings & Grounds Department. I mentioned the opportunity to address longstanding issues with existing classifications and that the Board would be presented with options to consider as part of addressing those longstanding concerns, while at the same time modernizing the job descriptions and classifications.

Background

Work on the proposed job descriptions, classifications, and corresponding compensation study began following the completion of similar work for the Human Services Department that saw the approval of four new job descriptions corresponding to two series of classifications. Final review prior to inclusion on the corresponding agenda item was completed on August 1, 2022. Markup to proposed job descriptions may be presented at the meeting if there is any feedback prior to the meeting August 8, 2022.

Three options are available for your consideration. See the enclosed document titled *Options for Organizational Structure* for more information.

Please note that while there are 11 job descriptions for your consideration and review, *I am not requesting that all positions be filled*. Rather, approval of either options 2 or 3 will see employees reclassified into a position that closely matches their existing skill set and experience. Wages will be set at the exact or closest amount that matches their existing rate of pay.

Fiscal Impact

Custodian Series

- Custodian
 - Replaces *Custodial Worker* position with an hourly salary range of: \$17.82 – \$24.52
 - Class 3 County Average hourly salary range of: \$14.74 – \$20.98
 - Difference of: \$3.08 – \$3.54
 - New range between Ranges 7 & 13 with a starting salary of \$14.74 per hour recommended.

- Custodial Supervisor (New Position)
 - Class 3 County Average hourly salary range of \$20.02 – \$29.63
 - Placement in Range HCG 18 recommended \$20.06 – \$27.57
 - Difference of \$0.04 – \$2.06

Custodial Supervisor at a starting rate of \$20.06 per hour¹;

• Annual Salary	\$41,724.80
• Employer-paid PERS Contribution ²	\$12,413.13
• Insurance Stipend ³	\$15,600.00
• Employer-paid Medicare Tax	\$605.01
• Workers' Compensation	\$1,675.69
• Approximate Annual Total	<u>\$72,018.63</u>

¹ Assuming full-time at 40 hours per week for all examples provided.

² Employer Paid rate is 29.75%.

³ \$835.00 per month of employee elects to enroll in Humboldt County's health benefits program.

Grounds & Parks Maintenance Series

- **Grounds & Parks Maintenance Worker I (New Position)**
 - Class 3 County Average hourly salary range of \$16.36 – \$22.72
 - Placement in Range HCG 13 recommended \$16.51 – \$22.66
 - Difference of **\$0.15** – \$0.06

Grounds & Parks Maintenance Worker I at a starting rate of \$16.51 per hour;

- Annual Salary \$34,340.80
- Employer-paid PERS Contribution \$10,216.39
- Insurance Stipend \$15,600.00
- Employer-paid Medicare Tax \$497.94
- Workers' Compensation \$1,675.69
- Approximate Annual Total **\$62,330.82**

- **Grounds & Parks Maintenance Worker II (New Position)**
 - Class 3 County Average hourly salary range of \$19.62 – \$29.11
 - Placement in Range HCG 19 recommended \$20.88 – \$28.71
 - Difference of **\$1.26** – \$0.40

Grounds & Parks Maintenance Worker II at a starting rate of \$20.88 per hour;

- Annual Salary \$43,430.40
- Employer-paid PERS Contribution \$12,920.54
- Insurance Stipend \$15,600.00
- Employer-paid Medicare Tax \$629.74
- Workers' Compensation \$1,675.69
- Approximate Annual Total **\$74,256.37**

Maintenance Worker Series

- Maintenance Worker I
 - Replaces *Maintenance Worker* position with an hourly salary range of: \$17.82 – \$24.52 and Maintenance Engineer Trainee⁴ position.
 - Class 3 County Average hourly salary range of: \$18.00 – \$25.80
 - Difference of: \$0.18 – \$1.28
 - Placement in existing Range HCG 15 recommended.

- Maintenance Worker II (New Position)
 - Class 3 County Average hourly salary range of: \$22.65 – \$31.65
 - Placement in Range HCG 21 recommended: \$22.58 – \$31.03
 - Difference of : \$0.07 – \$0.62

Maintenance Worker II at a starting rate of \$22.58 per hour;

• Annual Salary	\$46,966.40
• Employer-paid PERS Contribution	\$13,972.50
• Insurance Stipend	\$15,600.00
• Employer-paid Medicare Tax	\$681.01
• Workers' Compensation	\$1,675.69
• Approximate Annual Total	<u>\$78,895.61</u>

- Maintenance Worker III
 - Replaces *Maintenance Engineer* position with an hourly salary range of: \$24.46 – \$33.58
 - Class 3 County Average hourly salary range of: \$23.62 – \$28.74
 - Difference of: \$0.84 – \$4.84
 - Placement in existing Range HCG 23 recommended.

- Maintenance Operations Supervisor (New Position)
 - Class 3 County Average hourly salary range of: \$29.91 – \$44.32
 - Placement in Range HCG 29 recommended: \$30.92 – \$42.49
 - Difference of: \$1.01 – \$1.83

Maintenance Operations Supervisor at a starting rate of \$30.92 per hour;

• Annual Salary	\$64,313.60
• Employer-paid PERS Contribution	\$19,133.30
• Insurance Stipend	\$15,600.00
• Employer-paid Medicare Tax	\$932.55
• Workers' Compensation	\$1,675.69
• Approximate Annual Total	<u>\$101,655.13</u>

⁴ Position referenced in classification list as HCG 18 (\$20.06 – \$27.57), but no job description exists.

Facilities Management Series – Multiple Classifications

- **Facilities Manager**
 - Replaces *Chief Building Engineer* with an annual salary of: \$60,385.45 – \$85,547.21
 - Class 3 County Average annual salary range of: \$63,046.33 – \$89,760.81
 - Difference of: \$2,660.88 – \$4,213.60
 - Placement in existing Range HCME 110 recommended.

Facilities Manager at a starting annual rate of \$60,385.45;

- Annual Salary \$60,385.45
- Employer-paid PERS Contribution \$17,964.67
- Insurance Stipend \$15,600.00
- Employer-paid Medicare Tax \$875.59
- Workers' Compensation \$1,675.69
- Approximate Annual Total **\$96,501.40**

- **Facilities Director**
 - Replaces *Buildings & Grounds Director* with annual salary of: \$86,796.10 – \$118,358.35
 - Class 3 County Average annual salary range of: \$89,511.21 – \$125,823.24
 - Difference of: \$2,715.11 – \$7,464.89
 - Placement in existing appointed range recommended.

Facilities Manager at a starting annual rate of \$86,796.10;

- Annual Salary \$86,796.10
- Employer-paid PERS Contribution \$25,821.84
- Insurance Stipend \$15,600.00
- Employer-paid Medicare Tax \$1,258.54
- Workers' Compensation \$1,675.69
- Approximate Annual Total **\$131,152.17**

Facilities Management Series – Single Classification

- **Facilities Manager (New Position)**
 - Consolidates director and assistant director positions.
 - Class 3 County Average annual salary range of: \$72,696.63 – \$109,060.56
 - Placement between HCME 120 & HCME 140 with average range recommended.

Facilities Manager at a starting annual rate of \$72,696.63;

• Annual Salary	\$72,696.63
• Employer-paid PERS Contribution	\$21,627.25
• Insurance Stipend	\$15,600.00
• Employer-paid Medicare Tax	\$1,054.10
• Workers' Compensation	\$1,675.69
• Approximate Annual Total	<u>\$112,653.67</u>

Comparison between Facilities Management Series Options

○ Facilities Manager (Single Classification):	\$72,696.63 – \$109,060.56
○ Facilities Manager (Multiple Classification):	\$60,385.45 – \$85,547.21
○ Difference:	\$12,311.20 – \$23,513.40
○ Facilities Director:	\$86,796.10 – \$118,358.35
○ Facilities Manager (Single Classification):	\$60,385.45 – \$85,547.21
○ Difference:	\$26,410.70 – \$32,811.10
○ Combined Initial Annual Salaries of Multi-Class positions:	\$147,182.00
○ Facilities Manager (Single Classification) Initial Annual Salary:	\$72,696.63
○ Difference:	\$74,485.40
• Difference	\$74,485.40
• Employer-paid PERS Contribution	\$22,159.41
• Insurance Stipend	\$15,600.00
• Employer-paid Medicare Tax	\$1,080.04
• Workers' Compensation	\$1,675.69
• Approximate Annual Total	<u>\$115,000.53</u>

Recommendation

Staff recommends approval of the new job descriptions, recommended salary ranges for the proposed job descriptions for *Option 3*, and permission to hire for the Facilities Manager, or

Permission to hire for the Facilities Director position if Option 2 is selected.

List of Supporting Documents (If Applicable)

- Options for Organizational Structure
- Proposed Job Descriptions & Class Specifications.
 - Custodian
 - Custodial Supervisor
 - Grounds & Parks Maintenance Worker I
 - Grounds & Parks Maintenance Worker II
 - Maintenance Worker I
 - Maintenance Worker II
 - Maintenance Worker III
 - Maintenance Operations Supervisor
 - Facilities Manager (Single Class)
 - Facilities Manager (Part of multi-class management structure)
 - Facilities Director (Part of multi-class management structure)

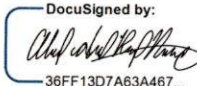
Possible Motion

"I move to approve the new job descriptions for Custodial, Grounds & Parks Maintenance, Maintenance Worker, and Facilities Management (Single Class) Series as presented by staff."

"I move to approve the recommended salary ranges of;

- New range between HCG Ranges 7 & 13 with a starting salary of \$14.74 per hour for Custodian
- \$20.06 – \$27.57 for Custodial Supervisor
- \$16.51 – \$22.66 for Grounds & Parks Maintenance Worker I
- \$20.88 – \$28.71 for Grounds & Parks Maintenance Worker II
- \$17.82 – \$24.52 for Maintenance Worker I
- \$24.46 – \$33.58 for Maintenance Worker II
- \$24.46 – \$33.58 for Maintenance Worker III
- \$30.92 – \$42.49 for Maintenance Operations Supervisor
- \$72,696.63 – \$109,060.56 Facilities Manager (Single Class)

"I move to approve opening a recruitment to hire for the position of Facilities Manager."

DocuSigned by:

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Abel del Real-Nava, eMBA, SHRM-SCP, IPMA-SCP
Assistant County Manager/Human Resources Director