



**Humboldt County Board of Commissioners**  
**Monday, July 18, 2022, at 8:31 a.m.**  
**Meeting Minutes**

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

CALL TO ORDER: Chairman French called the meeting to order in the regular place of meeting at the County Meeting Room #201, Courthouse, Winnemucca, Nevada.

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

PUBLIC COMMENT: Chairman French asked for public comment. Debra Lyon appeared before the Commission and offered comment regarding Lambert Road as to an incident on the road whereas a vehicle slid into railroad ties, the problem with the mag chloride which the county applies to the road making it slick and muddy, her concern that someone will be injured or killed because of said slickness, the county's application of mag chloride on the concrete bridge and her concern that will damage it and cause it to break, her request to pave Lambert Drive and that she has seen ground asphalt at the road shop which could be used for that; she continued commenting on the bad condition of the road which is caused because the county waits to long to blade and then they blade and create a washboard issue; that she has been taught to stand up for what she believes in and this is a safety hazard and she doesn't know how many times they have voiced concern, that the county stopped using mag for a while but they have begun using it again, that there are more residents in the area and the problem needs to be taken up before it gets any worse and before someone gets hurt. Chairman French responded recommending that Mrs. Lyon's comments be put into writing and submitted to the County Manager so the Board can agendize the matter for open discussion to include the Public Works Director; he further suggested that there is strength in numbers so more signatures of residents in the area about the issue would be of benefit to the Commission. Mrs. Lyon continued commenting on the delay in maintenance and the impact on vehicles noting that Lambert Drive is the only way in and the only way out of the neighborhood and what the impact would be if the bridge fails, that action needs to be taken to make it safer for the residents.

Lewis Trout, past commander of the American Legion #5 in Winnemucca and currently the finance officer appeared before the Commission and offered his thanks to the administrative staff in the County Commission Office, Dave Mendiola, Abel del Real-Nava and Michelle Cook for assisting with the proclamation process, the Buildings & Grounds staff for their assistance with the flag retirement which have been conducted and the Library staff for maintaining the flag depository. Mr. Trout continued noting

the proposal submitted by the Sheriff regarding administrative staff and offered comments on the ambiguities in the document provided; he offered his opinion as to the courses of action that appear to be available.

Joel Murphy appeared before the Commission and offered comment as to Sunset Drive and mag chloride issues and questioned why roads are not being paved as there should be some done every year. Chairman French recommended that such questions should go to the County Manager and the Road Superintendent but noted that the best time to discuss such a proposal with the Commission would be during budget hearings; he further stated for the record that the money is not there and commented on what has been looked at in the past. Commissioner Hoss asked Mr. Murphy if there are other products that he is aware of based on his years with the mine for dust control. Mr. Murphy responded.

Lorne Lyon offered comment on a product used in mining as well as what the slope should be when maintaining the roads and requested information on what the standards are for blade operators noting that they do not know what they are doing. Chairman French responded that these concerns need to be voiced to the Road Superintendent.

Melissa Murphy offered comment on the Sheriff's proposal related to policy change and requested that the Commission say no to Sheriff's Office proposal and explained noting that it is an unfair burden on the taxpayers.

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; June 20, 2022; June 24, 2022 (Special Canvass); July 5, 2022; and July 7, 2022 (Special Canvass). Chairman French asked for corrections for the minutes of July 5, 2022; none offered. The following motion was made by Commissioner Cerri and passed unanimously:  
*To approve the minutes for July 5, 2022.*

Chairman French asked for corrections for the minutes of July 7, 2022; none offered. The following motion was made by Commissioner Tipton and passed unanimously:

*To approve the minutes of July 7, 2022 as presented.*

Chairman French asked for corrections for the minutes of June 20, 2022; none offered. The following motion was made by Commissioner Cerri and passed unanimously:

*To approve the June 20, 2022 minutes as presented.*

Chairman French asked for corrections for the minutes of June 24, 2022; none offered. The following motion was made by Commissioner Tipton and passed unanimously:

*To approve the June 24, 2022 minutes as presented.*

APPROVAL OF EXPENDITURES FOR HUMBOLDT COUNTY FOR JULY 5, 2022 THROUGH JULY 18, 2022:

Commissioner Hoss asked about the expenditure for Gamma Electric. Manager Mendiola responded that he would look into it and get the information to Commissioner Hoss. The following motion was made by Commissioner Cerri and passed unanimously:

*To approve the expenditures for July 5, 2022 through July 18, 2022 as presented.*

COMPTROLLER: Comptroller Gina Rackley appeared before the Commission.

RESOLUTION FOR CAPITAL IMPROVEMENT POLICY, FIVE-YEAR CAPITAL IMPROVEMENT PLAN AND DEBT MANAGEMENT PLAN: Consideration, discussion, and possible approval of the following:

Resolution adopting the 2022 Capital Improvement Plan. Comptroller Rackley reviewed the request for the Commission. Commissioner Cerri questioned the inclusion of the Sno-Cat and Commissioner Hoss questioned the inclusion of the courthouse project. Comptroller Rackley explained that they were included during the budget process but the items would need to come before the Commission for approval prior to their purchase. The following motion was made by Commissioner Tipton and passed unanimously:

*To adopt the resolution for the 2022 Capital Improvement Plan as presented.*

*(Resolution No. 07-18-22)*

Resolution adopting the 2022 Debt Management Policy. Comptroller Rackley reviewed the request for the Commission including the Enterprise Fleet status and Humboldt County's debt comparison to other counties. The following motion was made by Commissioner Tipton and passed unanimously:

*To adopt the resolution for the 2022 Debt Management Policy.*

*(Resolution No. 07-18-22a)*

REQUEST TO WAIVE THE ATTRITION POLICY: Consideration, discussion and possible approval to waive the attrition policy to hire for the Accounting Technician I, II, III position which will be become vacant effective August 12, 2022. Comptroller Rackley reviewed the request for the Commission. The following motion was made by Commissioner Hoss and passed unanimously:

*To approve the waiver of the attrition policy to hire an accounting technician I, II, III position in the Comptroller's Office.*

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

Chairman French stated that the Board would move to item 12 on the agenda.

SET TO PUBLIC HEARING: Consideration, discussion and possible approval to Set to Public Hearing for a future date to be determined by the County Clerk for the following:

A) RH-22-11 – Zone change request by Regional Planning Commission on behalf of Daniel & Kathleen Brooks to change the C (Commercial) zoning designation to GC (General Commercial) zoning designation. Subject property is located at 4570 W Winnemucca Boulevard; assessor's parcel #13-0043-26. Chairman French read the title of the item to be set to public hearing. The following motion was made by Commissioner Tipton and passed unanimously:

*To set to public hearing RH-22-11 a zone change request by the Regional Planning Commission on behalf of Daniel and Kathleen Brooks to change the C, Commercial, zoning designation to GC, General Commercial, zoning designation; subject property is located at 4570 West Winnemucca Boulevard, Assessor's Parcel Number 13-0043-26.*

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

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parcel #13-0043-27. Chairman French read the title of the item to be set to public hearing. The following motion was made by Commissioner Tipton and passed unanimously:

*To set item B as read into the record.*

C) RH-22-13 – Zone change request submitted by Regional Planning Commission on behalf of Stacy D. Miller to change the C (Commercial) zoning designation to M-3 (Open Land Use) zoning designation. Subject property is located west of US 95 N; assessor’s parcel #06-0332-16. Chairman French read the title of the item to be set to public hearing. The following motion was made by Commissioner Tipton and passed unanimously:

*To set item C as read into the record.*

D) RH-22-14 – Zone change request submitted by Regional Planning Commission on behalf of T Quarter Circle Ranches, LLC to change the C (Commercial) zoning designation to AG-5 (General Agriculture 5-acre minimum lot size) zoning designation. Subject property is located at T Quarter Circle Road/ 4245 T Quarter Circle Road; assessor’s parcel #'s 13-0011-03 and 04. Chairman French read the title of the item to be set to public hearing. The following motion was made by Commissioner Tipton and passed unanimously:

*To set item D as read into the record.*

E) RH-22-16 – Zone change request submitted by Regional Planning Commission on behalf of the Bureau of Land Management to change the C (Commercial) zoning designation to CH (Highway Commercial) zoning designation on property located N of I-80/W Winnemucca Boulevard; assessor’s parcel #13-0061-05. Chairman French read the title of the item to be set to public hearing. The following motion was made by Commissioner Tipton and passed unanimously:

*To set item E as read into the record.*

Chairman French stated the Commission would proceed to item 9 on the agenda as the next item is time specific.

10:00 A.M. PUBLIC HEARING:

NUISANCE COMPLAINT: Consideration, discussion, and possible action per Humboldt County Code (HCC) 8.04.010, related to a nuisance complaint filed against property located at 30 East 5th Street, Golconda, NV, Assessor’s Parcel Number 08-0291-08 and owned by Roberta Lynn Sparks. Chairman French called the public hearing to order at 10:17 a.m. and read the title of the items set to public hearing. Clerk Spero administered an oath to Deputy Angel Cardenas, and tenant, Elizabeth Smith. Deputy Cardenas, duly sworn, offered comment on his work with the property resident to remove the vehicles from the area resulting in the roadway being clear so there are no safety concerns though there still is clean up to be

done. Mrs. Smith, duly sworn, stated that the vehicles on Morrison Avenue have been removed and she had planned to have everything done last week but due to family issue she had been unable to complete the clean-up so she was asking for additional time. Deputy Cardenas stated that the main traffic hazard is clear. Chairman French asked if the matter could be continued for a final report in a meeting or two. Chairman French asked if the complainants were present for comment or if there was any public comment; no response received as to the complainant and no public comment offered. Commissioner Cerri stated his support for allowing additional time. Commissioner Tipton suggested that the item be continued until the first meeting in September. Commissioner Hoss stated he would be okay with that. Commissioner Hill stated that he would be okay with continuing the matter as progress has been made. The following motion was made by Commissioner Tipton and passed unanimously:

*To continue this public hearing regarding Humboldt County Code 8.04.010 nuisance complaint on property located at 30 East Fifth Street, Golconda, Nevada, Assessor's Parcel Number 08-0291-08 to the September 6<sup>th</sup> Commission Meeting at 10:00 a.m.*

No further public comment offered.

Chairman French recessed the meeting at 10:25 a.m. reconvening at 10:34 a.m. At that time the Commission moved to item 11 on the agenda.

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

**GENERAL ROAD PROJECTS:** A presentation by Humboldt County Public Works Director Don Kalkoske or Assistant Public Works Director Daniel Ferraro to update the Board on Road projects within Humboldt County, however, no action may be taken on a matter raised until the matter itself has been specifically included on the agenda as an item upon which action may be taken. Director Kalkoske reported on various projects throughout the county including that the water tank installed in Paradise is working well, that power has been ran to the Golconda yard and they are just waiting on the last inspection, that crews are mowing weeds in the Paradise Valley area, that work is occurring on back slopes to remove vegetation to create fire breaks and blading is occurring as conditions allow.

**SCHROEDER LAW ENGAGEMENT:** Consideration, discussion and possible approval to approve the contract with Therese Ure Stix of Schroeder Law Offices, P.C. for legal services related to the potential acquisition and acquisition of the Gold Country Water System in an amount not to exceed \$10,000. The scope of work under this Contract may include working with Humboldt County and its consultants in completing a due diligence review of the Water System in consideration of the County's acquisition. It is noted that in considering this scope of work, the County may request assistance in evaluating the Water System, considering if mitigation is possible and if so, how to implement mitigation to protect the County from

future liability. It is understood that Gold Country may request a water banking agreement and this Contract is intended to include reviewing any water banking agreement, providing edits, and advising the County on such agreement. Commissioner Tipton stated support for finding out what is there and going forward with this as he has a problem with taking over a water system with problems and this would identify what problems exist. Chairman French stated his understanding that this contract and the information that will be received from Schroeder Law will be a part of the information that we will have to use to come to a decision as to whether or not we will move forward with this process. Commissioner Cerri questioned what is meant by water banking. Deputy District Attorney Maddox explained that it is an agreement where they would retain some type of beneficial interest in the water rights but it is something that she is not familiar with and she agreed with Commissioner French and Tipton's comments that this is an agreement that is covering the possible acquisition of the water system and looking at any future liability that may exist and, perhaps, how to mitigate that as well as other options that may be suggested if the County chooses to acquire the system other than blending it with Star City which is being proposed; that Ms. Stix has recommended that the County obtain an environmental consultant in conjunction with her services and this engagement would also include, should the County choose to acquire the system, Ms. Stix's services to look at that completed agreement and make sure that the County's interests are protected from an environmental standpoint as well as from the water banking standpoint. Chairman French asked whether the proposed agreement is for the County to acquire the Gold Country water system but with a cap on the water rights that currently lie with the system and above that cap would be retained by the owners and could be sold at a different time. Deputy District Attorney Maddox stated yes but noted that she did not know if that has been negotiated or is just a proposal so it may include direction as to whether that is or is not in the County's best interests and perhaps a counter proposal. Both Chairman French and Commissioner Cerri noted their concerns about the water banking proposal. Commissioner Cerri asked where is \$10,000.00 for this contract coming from, is it coming from ARPA funds. Manager Mendiola replied no that it would have to come from one of our professional services line-items which is under Other General Government; he stated that he did not know if it would qualify for ARPA though he doubted it but that would be a question for the Comptroller. Commissioner Cerri stated that he is all for getting this issue fixed in Grass Valley as it has to be done but the manner in which we do it is, to him, still in the air; he questioned why we are not looking at a general improvement district or an assessment district out there as we have in the outlying areas so any debt or grant or whatever it is would be attached to that GID or assessment district and not all the taxpayers in this county would assume that debt. Manager Mendiola responded that is being looked at and discussed and that

information will be something that will be presented at the special meeting on August 22<sup>nd</sup>; he noted that the option of handling it like Star City as an enterprise fund is also being looked at. Commissioner Cerri offered that if that is what is done, then it should be that GID Board that should be looking at grant funding and should assume the responsibility of accomplishing what is being requested today. Chairman French noted his concerns with the water banking aspect of this and how that could impact what is being contemplated with this GID or Assessment District including expansion considerations to alleviate nitrate issues in the area; he stated for the record that down the road the water that is identified in the Gold Country water right is going to be needed and he definitely has a concern with water banking within the context of this agreement; he further commented that the first thing that needs to be thought about and have the groundwork laid for is the creation of a General Improvement District and the boundaries would not be right in this bulls-eye area but instead the sphere of influence for the nitrate contamination issues we saw from NDEP; he stated he did not know how this should proceed. Commissioner Cerri stated that he is not interested in Gold Country at all with the water banking agreement situation; that there are other water rights out there that can be acquired or perhaps the Star City well can be deepened so there are other options; he stated that he is not in favor of spending \$10,000.00 to talk about a banking agreement, if they are willing to drop that maybe we can talk. Commissioner Hoss voiced his concern on this discussion about Gold Country as he has not been able to find where it was approved to proceed; the only thing that had been okayed was to look at a sewer; that he agrees with the Commissioners comments on the water banking which no one knows anything about but, again, the Board has not given any permission to anyone to pursue this so he would like it taken off the table and that a GID be looked at as the whole thing needs to be figured out not just the Gold Country Water part; he stated that he would say no to the Schroeder engagement. Chairman French stated his understanding of Commissioner Hoss' concerns with the challenges in Grass Valley but asked for his consideration of the long-time concern that this Board has had about the nitrate issues in the area and the time spent on discussion about the need for long-term planning and how do we create a policy and procedure for the County that is going to protect our citizens in Grass Valley; he stated that the reason he is comfortable with allowing staff to look at options and whatnot comes from conversations that have been had regarding coming up with strategies, policies and procedures for a long-term plan to address the development and the long-term increase in nitrate contamination in Grass Valley so, in his view, this is part of that process thought he did agree with the concerns about water banking and so he wasn't sure that the acquisition of Gold Country would be in the best interests of the county. Commissioner Hoss asked where the Board voted on it which would be alright rather than the Chairman just giving an okay on it as he cannot find that and he does not believe

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that any one of the Commissioners has the right to give staff permission to do something without the other Commissioners approving it. Chairman French explained what had occurred in the past related to a water summit and what the message was from that summit to the County Manager at the time and staff and what the Board had concluded they needed to address which included a creating a water management plan; he stated that he understood Commissioner Hoss' concerns since he had not been on the Board at that time and had not seen them moving in that direction, that he was seeing it from just a handful of recommendations and contracts and whatnot. Commissioner Cerri stated that he would back some of that as the Board had talked about this for some time and directed staff to look into it further; he further stated that if the County is going to put a system in out there, this is only the beginning, all the water rights will be needed so if those are not on the table he is not interested in going any further. Manager Mendiola commented that at the Commission retreat in 2021 the Board did direct him to start looking into the nitrate issues and at a Commission meeting shortly thereafter Farr West Engineering was engaged to do a feasibility study also known as a preliminary engineering report which is now complete and that is part of what will be included at the August 22<sup>nd</sup> meeting, that the appraisal which the Commission approved of Gold Country Water is complete as well as a report from One Water Consulting which Gold Country had done related to mitigating their nitrates as they have the same issue as Star City and are looking for way to address the issue with one suggestion offered by said report to consolidate with Star City to blend the waters to buy time to do a sewer system which will take three to four years to build based on what the engineers are saying. He noted discussion with Deputy District Attorney Maddox about what information was needed for the Commission at the August 22<sup>nd</sup> meeting; he suggested that what is before the Board today is decision as to whether they want to go ahead and engage Theresa Ure Stix and Schroeder Law to look into the water rights piece so you have that information on the 22<sup>nd</sup> which he thinks would be beneficial but if the Board doesn't think it would be beneficial we don't have to do it. Deputy District Attorney Maddox added that the water banking agreement is just one component and reviewed the costs associated with the agreement as presented for various actions; she noted that, while we have preliminary reports, we do not have one where an expert has looked at it from the County's standpoint as to whether the blending of these two systems is in the best interest of the County and what liabilities may exist as well as are there any issues with Star City, the system we currently own. Commissioner Hoss asked if Deputy District Attorney Maddox is giving her blessing to this agenda item and asked how she could do that before the Commission has actually said this is okay noting that, at the retreat meeting referred to, the matter was tabled and he questioned her as the Commission's legal counsel if this is legal to do. Deputy District Attorney Maddox responded that there is an agenda item

before the Commission and it is up to the Commission to determine if they want to approve it or not; that it is her suggestion, if the Board is looking at acquiring a water system, that someone who is a professional in the water law area be hired to talk about what the future liability and the pros and cons is as the Board should have that information before a decision is made to acquire the system, so that would be her recommendation. Commissioner Hoss responded that this nothing on table that says the Commission is going to do this. Chairman French responded noting a discussion the Commission had soon after Commissioner Hoss took Office about hooking on to the city's sewer system or expanding and building one of our own and what it would cost to do that and we paid for an engineering study to do that; that part of that had to do with us mitigating increased levels of nitrates that are occurring in Grass Valley and that included not only opportunities to eliminate septic tanks but it also allowed us to put on the table the ability to provide water service to people who have elevated levels of nitrates; so in his view this goes right down that line that was started almost twelve years ago and, it wasn't because the County wanted to buy any water systems or were interested in sewer systems, it was being done because of the reports that were being received from NDEP and the continuance as to the elevation of nitrates, so in his view, they came up with a long-term strategic plan for septic system density as well as providing water to those people and providing water to cover future expansion and retrofitting for nitrate levels and so, in his view, this is a little more information as to what needs to be done. Chairman French continued stating that we did give them justification to do that, we asked them, not only starting with the water summit but also with extensive conversations at retreats in terms of what direction we wanted to head with this so, in his view, this is exactly what we asked Manager Mendiola to do. Commissioner Hoss asked for clarification as to who "we" is. Chairman French responded that Commissioner Hoss was in the room and part of the retreat when all agreed that they were interested in the Grass Valley and moving toward that and while they didn't come up with a resolution, you don't do that in a retreat, everyone just puts things on the table and we talk about what we would like to see happen in the future and we did do that and that wasn't the first time. Commissioner Cerri commented that if we are going to buy it we need to do this, but to him, this is like looking to buy a house and someone telling you that they are going to keep the garage, so again, this has come off the table for him, he is no longer interested.

Lorne Lyon appeared before the Commission and offered public comment asking if anyone was aware of the mercury mill that was in the area of Star City. Chairman French confirmed that they were aware noting that they had spent probably as much time as anybody in the State of Nevada with regards to the constituencies within the ground water in Grass Valley noting that he personally has fourteen years of reports. Mr. Lyon responded that he just wanted to know if they were aware of where the mercury mill

was in Star City. Chairman French confirmed they did. Mr. Lyon continued asking if they knew that all of the lots where the mill used to be, have been sold, and that there are houses there now. Chairman French noted that this doesn't have to do with mercury concentrations in the water. Mr. Lyon stated he knew that but commented on issues that will allow the mercury to flow with the nitrates and it will slowly come up so the water will be a path for the mercury. Chairman French responded explaining why the nitrates are the issue and not the mercury. Mr. Lyon continued noting what had been done with the Warmouth area's sewer system and asked why we are reinventing the wheel here. Chairman French responded explaining about the need to address nitrates in the Grass Valley area. Mr. Lyon continued stating that he is a Humboldt County resident and he does not want to pay for somebody's stuff down there as he does not live there; that he protects his property to keep people away so he does not have to worry about nitrates in his well. Chairman French responded that he understood Mr. Lyon's comment and that is why the earlier discussion dealt with the formation of a general improvement district which goes to the issue being raised, this would involve the people that benefit from the work with them paying for the work, that the Commission is 100% on board with you on that as they are not interested in the taxpayers or the State of Nevada picking up the cost of mitigating the nitrate levels in that water. Mr. Lyon continued stating his point is, why do we have to pay \$10,000.00, when we do not know what they are offering as commented on by Commissioner Cerri. Chairman French responded that the discussion on this item has to do with whether or not there is a feasibility as well as an opportunity to include the acquisition of Gold Country and the water rights that come with that acquisition as a piece of the solution necessary for us to mitigate nitrates, that's all we are doing right now. Mr. Lyon commented on the need to see the whole picture before proceeding. Mr. Lyon offered no further comment. Commissioner Hill observed that we have done very little septic system density which is another component of what was talked about to mitigate the issues with the nitrates and in his mind and for the record, that is a quick hit, something we can do right now to stop approving septic permits out there; he continued stating that he would like to see a district created before we spend any other general county money on this and identify the people and area that will be affected before we continue throwing general county money at the issue. Chairman French stated that he doesn't disagree and explained what is before the Commission for consideration today and stated that he would like to know if, the system being proposed with this recommendation of blending Gold Country and Star City to buy additional time to address the nitrate situation, will it be adequate to put a sewer system in out there or is it even necessary at this time. Commissioner Tipton explained that why he would like to see this go forward is that we have the meeting on the 22<sup>nd</sup> and if we don't the information on the evaluation of the Gold Country Water System, how good or bad it is, what

their problems are, how would we be able to make a decision. Commissioner Cerri echoed his prior comments as with the banking issue in here, he is no longer interested in Gold Country at all, it is time to move on and he will not support spending money here. Manager Mendiola noted that the Board has not heard what is being offered and that is what will happen on August 22<sup>nd</sup>; he asked that the Board hear them and see what they have in mind noting that the water banking came from a discussion with the law firm, it not something that he has had any discussion with them about that he can recall. Deputy District Attorney Maddox stated that it was in the draft agreement that Gold Country sent over that was sent to her. Manager Mendiola indicated that he missed that but he commented that he thinks the Board really needs to hear what they are offering and what the thought is noting that he will have the State Revolving Fund here as this consolidation, which really has three parts, is really something that was worked out between the State Revolving Fund and Gold Country, that he is on the sidelines seeing it, but it is their money and he thinks the Board should at least hear what they are offering and if the Board doesn't like it, he agrees, lets move on. Commissioner Cerri commented that when he buys something, he does not put the money out first, he makes sure that he wants to buy it and, right now, he does not want to buy it. Chairman French commented that not having the expertise on this Board for the due diligence side of it, that it is pretty common for entities such as this, to ask subject matter experts to weigh in on our behalf and make recommendations to us based on those specific questions which he thinks is important as we have to move one way or another on this, and will have to pay consultants all the way through. Commissioner Tipton asked about tabling this item until the meeting on 22<sup>nd</sup> regarding the system. Commissioner Cerri stated he wants clarification as to the water banking and whether they are willing to take that off the table or not. Commissioner Tipton agreed noting that, if they have extra water rights, they may be needed in the future or may be needed to save the system there now. Manager Mendiola concurred that this matter can be continued as this whole process will take time. Commissioner Cerri asked if the August meeting was set in stone. Manager Mendiola responded explaining that the State Revolving Fund is holding the funds for us and they want an answer on whether we will be doing this. Commissioner Cerri asked if the State Revolving Fund was contingent on the County buying Gold Country. Manager Mendiola responded, no, they have money put aside which came out of discussions with Gold Country, who are in the same boat as us, with nitrates going up, so they had to come up with a mitigation plan; he commented on the need to address issues with water using McDermitt as an example and the practice and cost of delivering water over a two-year period for approximately ninety residents which pretty much wasted their account and cost a lot of money; he questioned what it would cost to do that for six hundred residences noting that would fall on the County unless it is purchased and on its own as a

GID or something. Discussion ensued regarding what would be discussed at the meeting on the 22<sup>nd</sup> regarding formation of a GID or other options, the difficulty of combining Star City and Gold Country and the discussion about the Schroeder agreement. Commissioner Cerri noted the need for the County Manager to speak to the owners of Gold Country to determine where they stand on the water banking agreement. Chairman French noted that it will take a significant investment in the Grass Valley area to address this and how that cost would be addressed. Deputy District Attorney Maddox recommended that, before the Commission makes a decision to acquire a system, that we have an expert in the field of water law as well as an engineering firm do some due diligence on the County's behalf so you can answer the question as whether you want to buy this system. Commissioner Cerri stated that he would want discussion at the meeting on the 22<sup>nd</sup> as to what this Commission has to do to get a GID set up or an assessment district as well as what the difference is between the two. Chairman French also asked that the ability to blend the two systems be discussed at the meeting including potential liabilities. Deputy District Attorney Maddox concurred noting that is why it is important for the County to have its own independent consultant to look at all options. Chairman French stated that this item would be moved to the August 22<sup>nd</sup> meeting.

ALLISON MACKENZIE LAW FIRM ENGAGEMENT: Consideration, discussion and possible action to approve the representation agreement with Joel Locke of ALLISON MacKENZIE for legal services related to employment matters in an amount not to exceed \$10,000. Deputy District Attorney Maddox reviewed the request for the Commission noting prior services offered by this attorney and asked for approval of a broad agreement for labor relation services. Commissioner Cerri commented that he thought Pool/Pact offered some these services. Manager Mendiola responded and explained what Pool/Pact offers noting that they do not usually handle this type of item, they refer to separate counsel. Commissioner Cerri asked if this is for a specific issue or just overall. Deputy District Attorney Maddox responded that the county uses Mr. Locke all of the time noting that this is just for any coverage needed and explained that there is no end date based on a question from Commissioner Cerri. Human Resources Director del Real-Nava explained what Pool/Pact offers as to human resources consulting services but noted that they are very general; that when it comes to matters of significant decision making or recommendations that may have legal impacts on the organization they defer the county to speak with counsel whether that be the District Attorney or labor counsel as they are specialized in employment law; he offered examples. Commissioner Hoss asked why Human Resources isn't being used rather than going to outside counsel and questioned if this doesn't have to do with an employee and manager. Human Resources Director del Real-Nava stated that he did not understand the context of the question but that he would not speak to

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anything internal that may be going on for the sake of the integrity of anything that may be happening. Discussion ensued between Commissioner Hoss and Director del Real-Nava regarding the issue. Commissioner Hill asked if this agreement is necessary since there is no specific need or could it come back if needed when the Human Resources Department or Pool/Pact cannot address an issue. Deputy District Attorney Maddox responded that we can but we have been using this attorney for everything and she believes the attorney is billing hourly and that can continue, but we are looking at an engagement agreement so we have somebody that we can reach out to on a variety of issues including human relations noting examples of types of issues which could be involved. Commissioner Hill noted concerns that these open agreements, that can be charged to at any time, as they limit the Commission's ability to manage the county's money; he stated that, if we do not have a specific need for this, he would not be in favor of it. Deputy District Attorney Maddox clarified that, if there is an employee investigation or possible disciplinarian action, it is not possible to come before the Board in a meeting and ask about doing this; that it is just not feasible to come before the Commission on every issue that comes up with regards to human relations matters for employees further noting that there are some items that cannot be discussed in public meetings. Chairman French clarified that these are services that the County has requested and used in the past and that with regards to Pool/Pacts services, when needed they have referred the county to Mr. Locke. Deputy District Attorney Maddox concurred noting that it has been happening and the County has been paying the bill, that this just allows for there to be an agreement and an attorney will continue to be utilized for these types of issues agreement or not. Based on a question from Deputy District Attorney Maddox, Comptroller Rackley provided that the amount spent on this attorney in the last fiscal year was approximately \$11,437.50 and the prior fiscal year was about \$12,000.00 with most of the amounts paid being minimal, between \$125.00 and \$400.00 with two larger payments of \$6,800.00 and \$7,100.00 in 2021 and 2022. Commissioner Hoss stated his agreement with Commissioner Hill, given what the Comptroller just said, to just do this on an individual basis as he does not believe a retainer is necessary, that as they come up they can be addressed. Deputy District Attorney Maddox clarified that amounts referred to were not approved by Board as they do not have to come before the Board if it is less than \$5,000.00. Manager Mendiola noted prior direction of the Board to have an agreement in place for everybody with a "not to exceed" and so that is what they are trying to do, to shore up those areas where there is no contract; he continued commenting that it is hard with law firms as you never know when assistance will be needed and sometimes it is not conducive to expediting a problem when it needs to be placed on an agenda and brought to a meeting for discussion along with the difficulty of bringing matters before the Board when it is employee related; so it was both his and Deputy District Attorney

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Maddox's thoughts that an agreement should be in place. Chairman French stated that he does not see this as any different than what do with like RCI and others that the county retains for their professional services, some years the amount is used and other years it is not; he agreed with Manager Mendiola that it is certainly not conducive to getting work done in a timely manner, if there is no retainer as the matter must be brought before the Commission; he noted that there is no protection as to the cost as it is the same cost one way or another. Commissioner Cerri asked Manager Mendiola, if when this firm is used, is it at recommendation of the District Attorney. Manager Mendiola responded usually but noted that they may also be used during the negotiation process. Commissioner Tipton observed that the money is being spent one way or the other but with this contract you know budget wise that the funds are there. Commissioner Cerri commented that if the use exceeds the amount approved, they would need to come back to the Board for additional funding approval. The following motion was made by Commissioner Tipton and passed with Chairman French and Commissioners Tipton and Cerri voting aye and Commissioners Hill and Hoss voting nay:

*To approve a representation agreement with Joel Locke of Allison MacKenzie not to exceed \$10,000.00 to be used as needed.*

LIBRARY BOARD OF TRUSTEES: Library Director Jessica Anderson appeared before the Commission.

APPOINTMENT OF BOARD MEMBER TO FILL THE VACANT POSITION: Consideration, discussion and possible appointment to the Humboldt County Library Board of Trustees to fill a vacant seat to serve a 4-year term ending June 30, 2026. Discussion ensued regarding that only two applicants were present for interview; the Board agreed to move forward with the two present and directed Director Anderson to attempt to contact the other two applicants to see if they would be available for interview today. Becca Fitzgerald appeared before the Commission for interview. Joe Zeitler appeared before the Commission via Teams for interview. Deputy District Attorney Maddox offered comment on the applicants' attendance at the Library Board meeting.

The following motion was made by Commissioner Hoss:

*To appoint Becca Fitzgerald to the Library Board.*

Commissioner Cerri stated his appreciation for the candidates that put their names forward for this position and encouraged them to remain involved.

Director Anderson reported on the ability of the other two applicants, Jessica Smith and Matt Warnet, to attend today's meeting. The Board agreed to move forward with the candidates who appeared. Chairman French called Commissioner Hoss' motion to a vote and it passed unanimously.

Chairman French stated that the Commission would return to item 7 on the agenda.

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SURCHARGE COMMITTEE BOARD MEMBER APPOINTMENT: Consideration, discussion and possible approval pursuant to Humboldt County Code 8.44.030 to appoint Mike Rangel as the Winnemucca Police Department's designee to serve out the remaining of a two (2) year term ending December 31, 2023. Undersheriff Kevin Malone, 9-1-1 Surcharge Committee Board Chairman, appeared before the Commission and reviewed the request for the Commission. The following motion was made by Commissioner Cerri and passed unanimously:

*To appoint Mike Rangel as the Winnemucca Police Department's designee to the 911 Surcharge Committee to serve out the remainder of the two-year term ending December 31, 2023.*

SHERIFF: Sheriff Mike Allen and Captain Chris Lininger appeared before the Commission.

LETTERS OF COMMENDATION: The Humboldt County Sheriff's Office will present two Letters of Commendation. Sheriff Allen read a letter of commendation for Deputy Rodolfo Avila and presented him with a plaque. Sheriff Allen read a letter of commendation for Winnemucca Police Department Officer Heather Cahill and stated she would be presented with a plaque as she was unable to attend today.

NURSE SERVICES CONTRACT: Request to approve a contract for Nursing Services for an additional nurse at the Detention Center with Sheralee Woods in an amount not to exceed \$1,600.00 per week from approved ARPA. Sheriff Allen and Captain Lininger reviewed the request for the Commission explaining that this will add a second nurse at the facility to split the duties. Discussion ensued regarding that this will be a contract as opposed to an employee, how the time would be split between the two nurses including that this added an extra day at the facility. Commissioner Hoss noted concerns about the ARPA funds and discussion which occurred at the City about those funds. Comptroller Rackley explained the difference between the County funds and the State funds and changes which have occurred with the management of the State funds. Chairman French noted the need to have discussion about how these positions will be funded when ARPA funds are no longer available. Captain Lininger responded noting that both nurses are aware that these are grant funded positions and commented on what is being done to preserve the current funding and what is being looked at for future funding. Sheriff Allen noted an item identified in a past Pool/Pact audit regarding lack of medical services at the Detention Facility and how this has been an outstanding service to address that issue which he believes is a very viable program. Commissioner Cerri asked how long the contract is for. Captain Lininger responded. After discussion the following motion was made by Commissioner Tipton:

*To approve a contract for nursing services for an additional nurse at the Detention Center with Sheralee Woods in an amount not to exceed \$1,600.00 per week from approved ARPA funds.*

Commissioner Hoss asked if the term should be included. Commissioner Tipton offered the following amended motion:

*To approve a contract for nursing services for an additional nurse at the Detention Center with Sheralee Woods in an amount not to exceed \$1,600.00 per week from approved ARPA funds to end on December 31, 2024 with the end of ARPA funding.*

Commissioner Hoss asked if the end date should be at the end of this year to allow the new Sheriff to decide how to proceed. Chairman French noted the thirty-day opt out option in the contract. Chairman French called Commissioner Tipton's amended motion to a vote and it passed unanimously.

**MONTGOMERY TECHNOLOGY SERVICES CONTRACT:** Request to approve a contract with Montgomery Technology to update and replace the current the Detention Control System, Access Control System and Intercom System in the amount of \$26,650.00 for computer upgrades and an annual cost not to exceed \$12,900 for service maintenance. Sheriff Allen and Captain Lininger reviewed the request for the Commission. Chairman French asked why we are not using our local IT for this. Manager Mendiola responded. The following motion was made by Commissioner Cerri and passed unanimously:

*To approve the contract Montgomery Technology to update and replace the current equipment including the detention control system, the access control system and the intercom system in the amount of \$26,650.00 for computer upgrades and an annual cost not to exceed \$12,900.00 for service maintenance.*

**APPOINTED PERSONNEL POLICY:** Request to approve the proposed Sheriff's Office Appointed Personnel Policy Manual. Sheriff Allen explained to the Board that he has the authority to adopt policy but he does not have the ability to impact the fiscal aspect and commented on legislative versus executive authority. He continued explaining the situation with Undersheriff Malone's retirement and the impact of the promotion to command staff on his ability to obtain longevity and a sick leave buy-out as they are not extended to administrative personnel; that to craft the policy he had reached out to other entities such as Douglas County and Las Vegas Metro to see how they deal with command staff as the current situation slighted administrative staff in his opinion. Sheriff Allen explained his decision to seek community investment when appointing his administrative staff so he had gone inside the department to appoint staff who have shown loyalty to Humboldt County. Commissioner Cerri asked what the fiscal impact would be. Sheriff Allen responded about \$15,000.00. Commissioner Cerri noted that the Comptroller put the impact at \$55,000.00 and provided said information to the Sheriff; he stated his concern that these funds are not budgeted. Discussion ensued regarding which members of the Sheriff's Office administrative staff would be impacted by this policy due to their qualifications and how the hours can be sold by different types of employees. Sheriff Allen stated his concern that employees lose benefits when

they choose to promote noting that he is not sure about the longevity issue but the big question is the sick leave conversion and reiterated that an employee should not be penalized for showing loyalty and moving up the ranks; he noted that he also wants everyone to know the policy and this adoption would allow for that. Commissioner Tipton commented that this should not be occurring at the last minute as he has been hearing about this for a while. Undersheriff Kevin Malone appeared before the Commission and noted that grievances have submitted on these issues; he continued explaining that he had received these benefits all along until he hit 20 years and that is when he found out the impact on his longevity and retirement and found out about the issue with the cash out sick leave process. Undersheriff Malone stated that he had chosen to serve Humboldt County as a loyal employee and he does not think this is fair as this denial of benefit impacts his PERS. Commissioner Hoss asked about benefits from the promotion. Undersheriff Malone noted the salary changed but pointed out that he had continued receiving every other single benefit that he had received before which were those provided to members of the association. Chairman French asked about the impact of PERS. Undersheriff Malone explained that he will be short on his twenty-five years but with the sick-leave buy out for PERS that would put him over twenty-five years. Commissioner Hoss asked what would keep him from gaining the rest of the time. Undersheriff Malone responded that this is a benefit that every single employee gets which is being denied. Commissioner Hoss noted his concern with the fiscal issue as others are impacted. Undersheriff Malone responded that Captain Wilkin is not eligible but he is not sure about Captain Lininger. Chairman French asked whether there was disclosure in prior years. Sheriff Allen responded that there was no policy at all so the assumption is that, as the other benefits contained in the agreement carried over, the sick leave would also carry over. Chairman French asked about other administrators who were afforded this benefit. Undersheriff Malone noted prior Sheriffs and Undersheriffs who had been afforded these benefits. Commissioner Hill stated his appreciation for bringing this to the Commission's attention and asked if Undersheriff Malone had been offered other options or was he just denied. Undersheriff Malone responded that he was denied. Commissioner Hill asked about an alternative offered by the County Manager's Office. Undersheriff Malone responded that the only alternative offered was the 720 hours in the regular employees' agreement which is less than the 980 hours in the law enforcement agreement. Chairman French noted his issue with this being brought forward five months before a new administration comes in and being asked to adopt a policy which will have a fiscal impact on the budget for new administration noting that he has nothing against Undersheriff Malone but to make an exception and adopt a policy with another administration just five months out concerns him. Commissioner Tipton asked if the Sheriff's administrative staff fall under the county policy. Undersheriff Malone stated no they do

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not. Commissioner Tipton asked about a prior policy. Sheriff Allen noted that prior undersheriffs did not have the time that Undersheriff Malone has. Undersheriff Malone commented that he has already earned the time noting he could take the time and get paid for it. Chairman French asked if prior administrations violated county policy. Sheriff Allen said he was not saying that as he did not know what occurred but perhaps they had not realized and granted the county policy to administrative staff of the Sheriff's Office. Chairman French again noted his concern for the impact on the new administration. Undersheriff Malone again noted that this is just extending benefits that all other employees get; he commented on the impact on the new administration to obtain command staff if individuals within the agency know they will lose benefits. Commissioner Cerri noted the increased salary with the position. Sheriff Allen responded that the salary was increased due to the duties and responsibility of the position. Undersheriff Malone again noted that this is something he has already earned and that is what he is asking for. Commissioner Hoss asked why he did not just use the time. Undersheriff Malone responded because he has integrity he would not do that. Commissioner Hoss commented that he does not like what is written in the policy. Discussion ensued regarding management's standing in negotiations. Lyndsee Jimenez appeared before the Commission and offered public comment asking what the fiscal impact would be just for Malone's payout. Undersheriff Malone responded \$26,650.00. Ms. Jimenez suggested that the Commission find a way to handle this request; and then allow the new administration to pursue its own policy. Chairman French continued voicing concern about the impact on the new administration. Commissioner Cerri commented on his belief that county policy should be followed. Sheriff Allen responded. Captain Chris Lininger appeared before the Commission and noted that this would also impact him and explained why it is not fair. Sheriff Allen noted that even with this impact on the new administration they would be fine if they are fiscally responsible as he experienced the same thing when he came in as he had no training budget. Chairman French again noted concern about saddling a new administration with a departing administration's policy. Sheriff Allen suggested the same issue exists with prior county administrations treating employees differently than the current county administration as to sick leave. Manager Mendiola commented on what was brought up earlier as to what was negotiated with the County Manager's Office and that they did not really negotiate anything, what was done was to look at the County Policy under 6.3.7 which allows any employee to cash out or convert their service credits five times during their employment plus, you can do it one last time when you are retiring up to 720 hours; so all that was said to Undersheriff Malone was that he had time to do it just following the plan, some could be converted now and then on the last day up to 720, so there is no reason that he can't take advantage of all that right now. Undersheriff Malone responded that the Comptroller's policy is that you can only do it once a year

and it must be submitted in November. Manager Mendiola agreed stating part of that is planning for that and suggested that this should have started two years ago. Undersheriff Malone confirmed that he had done that. Manager Mendiola stated that the point is, it is in the policy but if you wait until the last minute then there is an issue. Chairman French asked what would keep Undersheriff Malone from cashing out the difference between the 720 and the 980 in November and then taking advantage of doing it that one time at retirement. Undersheriff Malone stated that if he is able to cash out down to the what is allowed in November and then cash out the rest at retirement he is fine. Comptroller Rackley stated that the first request would occur in November and the second would be thirty days before retirement which is a PERS requirement and explained. Undersheriff Malone stated that he 100% understood. Chairman French commented that if there is a way to address Undersheriff Malone's issue without adopting a policy that impacts an incoming administration that is the sweet spot. Undersheriff Malone said he is fine with that even though he would still lose his longevity, he is fine with that. Lewis Trout appeared before the Commission and offered public comment questioning who is covered and the ability for those employees to create a bargaining unit. Sheriff Allen explained why policy is preferred as a bargaining unit would change at-will status. Manager Mendiola offered comment on some concerns about the involvement of management staff in negotiations and that not be used to provide benefit. Chairman French called for a motion; no motion offered; Chairman French stated that the matter dies for lack of a motion. Kim Christopherson appeared before the Commission and offered public comment on section 6.5 of the Sheriff's proposed policy in the merit section noting concern with the language about "the up to a possible 10% increase"; she stated that she did not agree with the policy. Commissioner Tipton responded how the current collective bargaining agreements address that issue. Chairman French noted that the Commission is taking no action on this item.

LIQUOR BOARD: Sheriff Allen convened the Liquor Board at 12:13 p.m. to consider the following request: Special Event Liquor License to be issued to Hank Dufurrena for the Rope for Hope Event on 07/23/22. Sheriff Allen reviewed the request and recommended approval. The following motion was made by Commissioner Tipton and passed unanimously:

*To approve the special event liquor license to be issued to Hank Dufurrena for the Rope for Hope event on July 23, 2022.*

Sheriff Allen adjourned the Liquor Board meeting at 12:14 p.m.

Chairman French recessed the meeting at 12:14 p.m. reconvening at 12:24 p.m. Chairman French stated that the Board would proceed to item 18 on the agenda at this time.

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

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REQUEST TO HIRE ADMINISTRATIVE CLERK I, II, III: Consideration, discussion and possible approval of a request from the Assistant County Manager/Human Resources Director to fill a vacancy in the Human Resources Department with an Administrative Clerk I, II, III. The position has been approved in the Fiscal Year 2022-2023 budget. Director del Real-Nava reviewed the request for the Commission noting that this request is for a full-time position. Commissioner Cerri asked where this person would be located. Director del Real-Nava responded. Commissioner Hoss stated that he would like to see the Human Resources position be stand alone. Director del Real-Nava responded. Commissioner Hoss responded reiterating that he is totally against Human Resources and the Manager's Office having anything to do with each other. Chairman French stated that he is comfortable with this proposal. Commissioner Cerri offered comment on his original concerns about this being a full-time position. Chairman French commented on the need to have representation that responds timely to the work force. Director del Real-Nava confirmed that he would hire a Clerk I based on a question from Commissioner Cerri and explained why. Commissioner Tipton commented that he could see the need for this based on Director del Real-Nava's comments but noted his agreement with Commissioner Hoss that in the future the Human Resources and County Manager's positions will need to be split but suggested that we are not there yet. Chairman French offered comment. Commissioner Hill offered comment echoing the other comments with agreement that there does need to be a split between the HR and Manager's departments but (his comments broke-up at this point and could not be heard). The following motion was made by Commissioner Cerri:

*To approve a request to fill a vacancy in the Human Resources Department with a full-time Administrative Clerk I position.*

Commissioner Hoss asked that the motion be limited to the administrative clerk I position at a starting salary of \$17.82. Manager Mendiola noted some need for flexibility if a good applicant is found and the salary needs to be adjusted up. Chairman French called Commissioner Cerri's motion to a vote which passed with Chairman French and Commissioners Tipton and Cerri voting aye and Commissioners Hill and Hoss voting nay (*Chairman French stated the motion passed on a vote of four to one but Commissioner Hill's vote could not be heard; he later confirmed that he voted nay*).

REQUEST FOR APPROVAL OF FOUR NEW JOB DESCRIPTIONS, SALARY RANGES, AND PERMISSION TO HIRE FOR TWO ENTRY LEVEL POSITIONS IN THE HUMAN SERVICES DEPARTMENT:

A) Consideration, discussion and possible approval of four (4) new job descriptions for the proposed positions of Human Services Caseworker I and II, and Public Administrator & Guardian Caseworker I and II in the Human Services Department. The Human Services Caseworker Series positions will be responsible for traditional case management and pretrial services, while the Public Administrator & Guardian

Caseworker Series will provide case management support for public administration and public guardianship cases. Human Resource Director Abel del Real-Nava and Human Services Director Denni Byrd appeared before the Commission. Chairman French commented on prior discussion as to this matter. Director Byrd offered comments on the process for the development for the job description; she commented on the Pre-Trial grant funding. Commissioner Cerri stated that the language indicates that the request is for two positions. Director del Real-Nava commented on the addition of the pre-trial services and the funding offered by the Court as well as the public administrator and guardian caseworker which is encompassing the position given up by the District Attorney. Commissioner Tipton asked if the District Attorney's budget will be reduced with this transfer of duties. Director Byrd stated that was her understanding and District Attorney Michael Macdonald (via Teams) confirmed that as well. Discussion ensued regarding the fiscal contribution of the courts and whether that will be permanent and that the funding for the case worker would be included in the Indigent Fund. Discussion ensued regarding the purpose of the levels to establish a career path for those in the positions. Director del Real-Nava reviewed some changes to the job description language which came about after discussion with the District Attorney; District Attorney Macdonald confirmed the changes. Director Byrd asked about language to confirm the District Attorney's coverage of the legal aspects of the public guardian/administrator position. District Attorney Macdonald noted the inclusion of language of that nature in the ordinance that is being prepared. Commissioner Hoss noted his concerns with the original request of one additional employee and now the request for three. Chairman French responded to Commissioner Hoss' concerns. Commissioner Cerri noted prior discussion with the previous Director that an additional person was needed further noting that, while there are four positions being submitted, they will only hire two; the other two positions are for the purpose of advancement and they will need to come to the Commission to do that. Discussion ensued about the number of positions being requested and the creation of the descriptions to allow for growth and the funding being received from the IAF refunds. Commissioner Hill offered comment on his participation in this process and what was discussed. The following motion was made by Commissioner Hill:

*To approve the four new job descriptions for the proposed positions of Human Services Caseworker I and II, and Public Administrator and Guardian Caseworker I and II in the Human Services Department and to approve the hiring of the open positions.*

District Attorney Macdonald asked for clarification as to whether this motion contemplates approving the job descriptions as amended which was noted during the discussion. Commissioner Hill offered the

following amended motion which passed with Chairman French and Commissioners Tipton, Cerri and Hill voting aye and Commissioner Hoss voting nay:

*To approve the four new job descriptions for the proposed positions of Human Services Caseworker I and II, and Public Administrator and Guardian Caseworker I and II in the Human Services Department with the amendments as noted and to approve the hiring of the open positions.*

B) Consideration, discussion and possible approval of salary range recommendations from a compensation study completed by Human Resources for the new Human Services Caseworker I and II, and Public Administrator & Guardian Caseworker I and II positions. The recommended hourly salary ranges for these positions are: \$20.06 - \$27.57 per hour for Human Services Caseworker I, \$21.70 - \$29.81 per hour for Human Services Caseworker II, \$16.51 - \$22.66 per hour for Public Administrator & Guardian Caseworker I, and \$20.88 - \$28.71 per hour for Public Administrator & Guardian Caseworker II. Permission to open a recruitment to fill one Human Services Caseworker I position and one Public Administrator & Guardian Caseworker I position. Commissioner Cerri asked about the difference between the salaries between the case worker positions and the public administrator/guardian case worker positions. Manager del Real-Nava responded explaining how the compensation study was conducted and what resulted in the variation. Commissioner Hoss noted comments that he has heard from employees about the hiring of new employees at a higher rate than what they are making so that needs to be looked at closely. Chairman French responded noting that no one has come to him stating that they are doing a job similar to this that they are being underpaid for and that is why we do periodic salary studies but it is good to keep this information in mind. The following motion was made by Commissioner Cerri and passed with Chairman French and Commissioners Tipton, Cerri and Hill voting aye and Commissioner Hoss voting nay:

*To approve opening a recruitment to hire for the positions of Human Services Caseworker I and Public Administrator/Guardian Caseworker I and to set the salaries as listed.*

WINNEMUCCA EVENTS COMPLEX: WCVA Director Kim Petersen appeared before the Commission.

REQUEST TO PURCHASE TWO PRIEFERT ROPING BOX PANELS AND HORSE STALL COVER RETROFIT MATERIALS: Consideration, discussion and possible approval of the following:

Director Petersen provided information to the Commission on the Room Tax Revenue.

A) To purchase two new Preifert Boxes/Panels in an amount not to exceed \$10,184.40. Director Petersen reviewed the request for the Commission noting that funds are available in the budget. The following motion was made by Commissioner Tipton and passed unanimously: *To approve the purchase of two new Preifert Boxes/Panels in an amount not to exceed \$10,184.40.*

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B) To purchase specialized panels, gates, and roofing materials to retrofit 100 existing horse stalls from Hoof Beat Gates & Corrals in an amount not to exceed \$180,000. Director Petersen reviewed the request for the Commission noting that funding is available in the current Ag 3 budget. The following motion was made by Commissioner Cerri and passed unanimously: *To approve the purchase of specialized panels, gates and roofing materials from Hoof Beat Gates and Corrals in an amount not to exceed \$180,000.00.*

Discussion ensued regarding the paving and slurry seal projects at the facility.

REQUEST TO APPROVE THE CUSTOM & CULTURE AND LAW ENFORCEMENT LAND USE CHAPTERS: Consideration, discussion and possible approval of the Custom & Culture and Law Enforcement chapters as part of the Humboldt County Land Use Management Plan. Manager Mendiola asked that this item be tabled and as the Commission has not had an opportunity for review of the chapters per Ms. Reiber. Chairman French stated that this item would be tabled and asked that the information be provided to the Commissioners as soon as possible.

#### MISCELLANEOUS REPORTS AND CORRESPONDENCE:

1) Other information and upcoming meetings: The following meetings were noted on the on-line agenda: August 8, 2022 Humboldt County Commission Meeting, August 8, 2022 Regional Airport Board Meeting, August 9, 2022 Winnemucca City Council Meeting and August 11, 2022 Regional Planning Commission Meeting.

2) Reports from Commissioners regarding other Boards and Committees on which they serve: Commissioner Hoss reported on a meeting of the City Council that he had attended on behalf of the Museum Board and an Airport Board meeting. Chairman French reported on a request from NACo for him to be involved in preparing a white paper related to Waters of the US and the Endangered Species Act as well as other items he would be involved in. Commissioner Tipton offered no report. Commissioner Cerri offered no report. Commissioner Hill offered no report.

FUTURE AGENDA ITEMS: Manager Mendiola noted a possible special meeting related to the Grass Valley nitrate issue to include the Star City Water and Gold Country Water areas and all data collected. Commissioner Cerri asked for a meeting that involved the residents of the Grass Valley that would be impacted. Commissioner Hoss asked that the Pershing County Commission be involved as well. Commissioner Cerri suggested taking a tour of Gold Country Water. It was noted that that the nuisance complaint item was continued to September 6<sup>th</sup>.

PUBLIC COMMENT: Chairman French asked for public comment. Commissioner Hoss asked about a notice in his box. Chairman French responded. Commissioner Hoss asked if an explanation had been obtained for the expenditure to Gamma he had questioned earlier in the meeting. Manager Mendiola responded that it was for backup power for the juvenile facility. Commissioner Hoss asked about the status of the burned-out compressor on the air conditioning system. Manager Mendiola responded that they are waiting on a quote for equipment and backup. Commissioner Hoss stated that the power at the Road Shop should be a priority. Commissioner Hoss stated that he would like an opportunity on the agenda to discuss the staff report. Discussion ensued with Manager Mendiola stating that the Commissioners can contact him at any time to follow-up on agenda items including on the weekends. Commissioner Cerri commented on an upcoming NDEP meeting on the horse holding facility.

ADJOURNMENT: Chairman French adjourned the meeting at 1:55 p.m.

ATTEST:  Clerk      APPROVED:  Chairman

(Minutes approved by the Commission and signed by the Chairman on 8/8/2022)

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

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

[Click here to join the meeting](#)

Or Call in by audio:

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

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

**Agenda - Monday, July 18, 2022**

STAFF REPORT  
Report

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

1.CALL TO ORDER

2.PLEDGE OF ALLEGIANCE

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

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

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

4.A. Minutes

[HCC062022unapprovedUNOFFICIAL.pdf](#)

[HCC062422unapprovedUNOFFICIAL.pdf](#)

[HCC070522unapproved.pdf](#)

[HCC070722unapprovedUNOFFICIAL.pdf](#)

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

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

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

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

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

6.A. Staff Memo - Waive Attrition Policy

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

[Capital Improvement Plan 2022.pdf](#)

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

[Debt Management Policy 2022.pdf](#)

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

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

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

- A) RH-22-11 – Zone change request by Regional Planning Commission on behalf of Daniel & Kathleen Brooks to change the C (Commercial) zoning designation to GC (General Commercial) zoning designation. Subject property is located at 4570 W Winnemucca Boulevard; assessor's parcel #13-0043-26.
- B) RH-22-12 – Zone change request submitted by Regional Planning Commission on behalf of Daniel and Kathleen Brooks to change the C (Commercial) zoning designation to NC-R (Neighborhood Commercial/Rural District) zoning designation. Subject property is located at off Debra Lane; assessor's parcel #13-0043-27.
- C) RH-22-13 – Zone change request submitted by Regional Planning Commission on behalf of Stacy D. Miller to change the C (Commercial) zoning designation to M-3 (Open Land Use) zoning designation. Subject property is located west of US 95 N; assessor's parcel #06-0332-16.
- D) RH-22-14 – Zone change request submitted by Regional Planning Commission on behalf of T Quarter Circle Ranches, LLC to change the C (Commercial) zoning designation to AG-5 (General agriculture 5-acre minimum lot size) zoning designation. Subject property is located at T Quarter Circle Road/ 4245 T Quarter Circle Road; assessor's parcel #'s 13-0011-03 and 04.
- E) RH-22-16 – Zone change request submitted by Regional Planning Commission on behalf of the Bureau of Land Management to change the C (Commercial) zoning designation to CH (Highway Commercial) zoning designation on property located N of I-80/W Winnemucca Boulevard; assessor's parcel #13-0061-05.

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

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

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

8.A. Staff Memo - Sparks Nuisance

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

Sparks Nuisance - Commission Packet.pdf

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

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

10.A.Schroeder Law

Staff Agenda - Schroeder Law - Gold Country Acquisition 7-12-2022.pdf

Schroeder Law Engagement Gold Country Water.pdf

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

11.A.Allison MacKenzie

Staff Report - Allison MacKenzie Agreement.pdf

Representation Agreement- Humboldt.pdf

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

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

Staff Memo - Trustee Seat.pdf

B.Fitzgerald - Letter of Interest.pdf

J.Smith library board.pdf

Matt Warnert - Library Trustee LOI.pdf

JZeitler Library Board of Trustees.pdf

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

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

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

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

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

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

14.A. Staff Memo - Awards / Nurse Services Contract / Montgomery Technology Contract / Appointed Personnel Policy Manual  
[STAFF REPORT - Awards.pdf](#)

[Awards.pdf](#)

[STAFF REPORT - Nurse.pdf](#)

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

[STAFF REPORT - MTS.pdf](#)

[MTS Agreement.pdf](#)

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

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

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

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

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

[Rope For Hope Redacted.pdf](#)

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

16.A.Staff Memo - Human Resources request to hire  
[Staff Memo HR - Permission to Hire.pdf](#)

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

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

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

17.A.Staff Report and Proposed Job Descriptions

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

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

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

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

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

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

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

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

18.A.Staff memo - Roping Boxes and Horse Stall Cover Retrofit  
[Staff Memo - Roping Boxes.pdf](#)

[WEC-Capital Asset Checklist Boxes.pdf](#)

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

[WEC-Capital Asset Checklist Barn.pdf](#)

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

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

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

[DRAFT - Custom Culture.pdf](#)

[DRAFT - Law Enforcement.pdf](#)

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

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

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

21.FUTURE AGENDA ITEMS

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

23.ADJOURNMENT

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

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

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

FOR TELECONFERENCE OR VIDEO CONFERENCE ACCESS

Click here to join the meeting:

[JOIN](#)

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

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

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

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

**CERTIFICATE OF POSTING**

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

MEETING DATE: July 18, 2022 POSTED BY: 

DATE POSTED: July 13, 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](http://www.hcnv.us) or by contacting Dave Mendiola, County Administrator, at 50 W. Fifth Street, Winnemucca, Nevada 89445, (775) 623-6300

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

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

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

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

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

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

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

**\*\*STAFF REPORT\*\*STAFF REPORT\*\*STAFF REPORT\*\***  
Notice of Public Meeting  
HUMBOLDT COUNTY BOARD OF COMMISSIONERS  
Humboldt County Board of Commissioners Regular Meeting  
**Monday, July 18, 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, July 18, 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.

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

4.A.Minutes

[HCC062022unapprovedUNOFFICIAL.pdf](#)

[HCC062422unapprovedUNOFFICIAL.pdf](#)

[HCC070522unapproved.pdf](#)

[HCC070722unapprovedUNOFFICIAL.pdf](#)

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

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

- 1) Resolution adopting the 2022 Capital Improvement Plan. Discussion and possible action.

SUMMARY: RESOLUTION ADOPTING 7/22 UPDATE TO HUMBOLDT COUNTY CAPITAL IMPROVEMENT PLAN  
RESOLUTION NO. .

WHEREAS, In order to allow time for careful planning and coordination of capital improvement projects in Humboldt County and to prepare financially for those projects which represent major expenses for the County, it is essential for the Board of Commissioners to identify the County's capital improvement needs, set priorities, and allocate financial resources for a multi-year period; and

WHEREAS, Humboldt County lacks the financial resources to undertake all capital improvement projects making it necessary for the Board of County Commissioners to determine whether to

borrow money to finance capital improvement projects, whether to dedicate a portion of local revenue sources to a capital reserve account each year to accumulate until the savings are sufficient to undertake large projects, whether to seek voter approval of tax rate increases to finance capital projects, or whether to use some combination of these and other financing options that may be available; and

WHEREAS, NRS 350.0035 1(c) requires that each governing body of a political subdivision submit to the Department of Taxation and the county's Debt Management Commission a "plan for capital improvements for the ensuing 5 fiscal years, which must include any contemplated issuance of general obligation debt during this period and the sources of money projected to be available to pay the debt..."; and

WHEREAS, Humboldt County adopted its first multi-year Capital Improvement Plan ("CIP") by Resolution No. 5/16/94 and has updated the plan annually thereafter; and

WHEREAS, NRS 350.0035 (3) requires that the CIP be updated not less frequently than annually; and

WHEREAS, an updated Capital Improvement Plan is attached; and

WHEREAS, this CIP is not intended to be construed as formal Board approval for undertaking any specific project identified nor as a commitment of any public funding for the potential projects identified; and

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

1. The July, 2022 Update to the Humboldt County Capital Improvement Plan, attached, is hereby adopted to serve as a planning document identifying community needs for a variety of public improvements, potential financing sources and projected construction time frames.
2. The County Comptroller is hereby directed to submit copies of this approved CIP update to the Nevada Department of Taxation and the Humboldt County Debt Management Commission.

ADOPTED this 18th day of July , 2022.  
By: BOARD OF COMMISSIONERS

Jim French, Chairman  
ATTEST:

Tami Rae Spero, County Clerk

2) Resolution adopting the 2022 Debt Management Policy. Discussion and possible action.

SUMMARY: RESOLUTION ADOPTING 7/1/22 UPDATE TO HUMBOLDT  
COUNTY DEBT MANAGEMENT POLICY  
RESOLUTION NO. .

WHEREAS, NRS 350.013 requires the Humboldt County Board of Commissioners to submit a written statement of the debt management policy of the County including the information set forth in NRS 350.013(1) to the State Department of Taxation and the County's Debt Management Commission; and

WHEREAS, the Humboldt County Board of Commissioners first adopted a debt management policy by Resolution on 6/6/94 and every year, thereafter; and

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

1. The attached Debt Management Policy Annual Update for Humboldt County, Nevada dated July 2022 is hereby adopted.
2. The County Comptroller is directed to provide copies of this update to the Nevada Department of Taxation and the Humboldt County Debt Management Commission.

ADOPTED this 18th day of July , 2022.  
By: BOARD OF COMMISSIONERS

Jim French, Chairman  
ATTEST:

Tami Rae Spero, County Clerk

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

DATE: Friday, July 1, 2022  
TO: County Commission  
FROM: Gina Rackley, Comptroller  
SUBJECT: Waiver to the Attrition Policy  
REQUESTED AGENDA DATE: July 18, 2022

SUMMARY

Janie Welch has announced her retirement effective August 12, 2022. Since her position with the County as Accounts Payable clerk is a key position and also due to the small office size I feel that it is imperative to fill this position as soon as we can.

WHY ARE YOU BRINGING THIS BEFORE THE BOARD NOW:

With the amount time to offer the position in house, then publishing, recruiting, interviewing and selection it is easily anticipated to possibly not have the position filled by the date of her retirement. The

sooner that we can get this position filled, the better, especially since we are in the middle of audit season.

PREVIOUS ACTION

None

BACKGROUND

N/A

FISCAL IMPACT

This fiscal impact cannot be determined at this time depending on the qualified candidate. Janie is currently at a grade 23 step 6 so depending upon the successful candidates experience the new employee will most likely come in at a lower grade and step.

RECOMMENDATION

Recommend to approve the waiver to the Attrition Policy for the Accounting Technician Position.

LIST SUPPORTING DOCUMENTS IF APPLICABLE:

None

POSSIBLE MOTION

Move to approve the waiver to the Attrition Policy for the Accounting Technician I,II,III position in the Comptroller's Office

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

\*\*Self-explanatory

6.A. Staff Memo - Waive Attrition Policy

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

[Capital Improvement Plan 2022.pdf](#)

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

[Debt Management Policy 2022.pdf](#)

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

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

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

A) RH-22-11 – Zone change request by Regional Planning Commission on behalf of Daniel & Kathleen Brooks to change the C (Commercial) zoning designation to GC (General Commercial) zoning

designation. Subject property is located at 4570 W Winnemucca Boulevard; assessor's parcel #13-0043-26.

- B) RH-22-12 – Zone change request submitted by Regional Planning Commission on behalf of Daniel and Kathleen Brooks to change the C (Commercial) zoning designation to NC-R (Neighborhood Commercial/Rural District) zoning designation. Subject property is located at off Debra Lane; assessor's parcel #13-0043-27.
- C) RH-22-13 – Zone change request submitted by Regional Planning Commission on behalf of Stacy D. Miller to change the C (Commercial) zoning designation to M-3 (Open Land Use) zoning designation. Subject property is located west of US 95 N; assessor's parcel #06-0332-16.
- D) RH-22-14 – Zone change request submitted by Regional Planning Commission on behalf of T Quarter Circle Ranches, LLC to change the C (Commercial) zoning designation to AG-5 (General agriculture 5-acre minimum lot size) zoning designation. Subject property is located at T Quarter Circle Road/ 4245 T Quarter Circle Road; assessor's parcel #'s 13-0011-03 and 04.
- E) RH-22-16 – Zone change request submitted by Regional Planning Commission on behalf of the Bureau of Land Management to change the C (Commercial) zoning designation to CH (Highway Commercial) zoning designation on property located N of I-80/W Winnemucca Boulevard; assessor's parcel #13-0061-05.

\*\*All of these items above will be set to a Public Hearing to be determined by the County Clerk's office. Day and time to be determined.

7.A.Staff Memo - Planning - Set To Public Hearing  
[RH-22-11,12,13,14,16.pdf](#)

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

DATE: Monday, July 11, 2022  
TO: County Commission  
FROM: Humboldt County Clerk  
SUBJECT: Public hearing a nuisance complaint  
REQUESTED AGENDA DATE: 07/18/2022

#### SUMMARY

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

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

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

#### PREVIOUS ACTION

N/A

BACKGROUND

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

FISCAL IMPACT

N/A

RECOMMENDATION

Depends on the update.

LIST SUPPORTING DOCUMENTS IF APPLICABLE: Page 2 of 2

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

POSSIBLE MOTION

Depends on the update

8.A. Staff Memo - Sparks Nuisance

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

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

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

\*\*Self-explanatory. This report will be delivered by Assistant Public Works Director Daniel Ferraro.

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

DATE: Tuesday, July 12, 2022

TO: County Commission

FROM: Dave Mendiola, County Manager

SUBJECT: Legal Counsel Agreement with Schroeder Law for Gold Country Consolidation Review

REQUESTED AGENDA DATE: July 18, 2022

#### SUMMARY

As Humboldt County will be considering a consolidation of the Star City Water system with Gold Country Water, the District Attorney and County Manager office s believe it would be prudent to engage with a law firm with expertise in water law to ensure that the county considers every possible concern and potential pitfalls prior to presenting this project to the County Commission for possible approval.

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

The scope of work under this Contract may include working with Humboldt County and its consultants in completing a due diligence review of the Water System in consideration of the County's acquisition. It is noted that in considering this scope of work, the County may request assistance in evaluating the Water System, considering if mitigation is possible and if so, how to implement mitigation to protect the County from future liability. It is understood that Gold Country may request a water banking agreement and this Contract is intended to include reviewing any water banking agreement, providing edits, and advising the County on such agreement.

#### PREVIOUS ACTION

The County has been in talks with the State Revolving Fund (NDEP) for approximately three years to find a funding mechanism. In addition, Gold Country recently engaged One Water Consulting to complete a Preliminary Engineering Report to address Nitrate Mitigation within the Gold Country water system. The outcome of that report recommends a consolidation with Star City. At the same time, the County engaged Farr West Engineering to address nitrates throughout the Grass Valley area. That PER was recently released and it also recommends consolidation.

#### BACKGROUND

There is a lot of history of the Gold Country Water System going back to the late 70's and early 80's. Humboldt County made significant efforts in the 90's to acquire the water system, but did not complete that project for any number of reasons. There was a time when Gold Country considered acquiring Star City (after the County acquired the SC system), however, private water systems are hamstrung by the PUCN, both with what they can charge for fees as well as how they acquire capital funding, making it very difficult to support the system. Government entities have a number of advantages to that private systems do not.

#### FISCAL IMPACT

The "not to exceed" amount for this agreement is \$10,000.

#### RECOMMENDATION

Approve the agreement with Schroeder Law Firm.

#### LIST SUPPORTING DOCUMENTS IF APPLICABLE:

Schroeder Agreement  
Staff Report

#### POSSIBLE MOTION

Motion to approve an agreement between Schroeder Law and Humboldt County for legal services related to the possible acquisition and acquisition of Gold Country Water system in an amount not to exceed \$10,000.

10.A.Schroeder Law

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

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

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

DATE: Tuesday, July 12, 2022  
TO: County Commission  
FROM: Abel Del Real-Nava, Assistant County Manager/Human Resources Director  
SUBJECT: Engagement Agreement with Allison MacKenzie Law Firm  
REQUESTED AGENDA DATE: July 18, 2022

#### SUMMARY

Humboldt County is interested in retaining the Allison MacKenzie Law Firm for the purpose of providing legal services for labor related issues.

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

Allison MacKenzie requires that an agreement be executed prior to working with the county.

#### PREVIOUS ACTION

In the past, the County has engaged the firm when needed and signed a specific engagement agreement for each service provided. The goal of this agreement is to have a standing agreement in place to expedite the process to engage the firm.

#### BACKGROUND

Click or tap here to enter text.

#### FISCAL IMPACT

The "Not to Exceed" amount is \$10,000.

#### RECOMMENDATION

Recommend that the county approve this retainer with Allison MacKenzie Law Firm.

#### LIST SUPPORTING DOCUMENTS IF APPLICABLE:

Staff Report – Allison MacKenzie  
Representation Agreement

#### POSSIBLE MOTION

Motion to approve a representation agreement with Allison MacKenzie Law Firm for labor related issues in an amount not to exceed \$10,000

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

[Representation Agreement- Humboldt.pdf](#)

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

DATE: Friday, July 8, 2022

TO: County Commission  
FROM: Jessica Anderson, Humboldt County Library  
SUBJECT: Appointment of a Trustee for a 4-year term to the Library Board from the applicants who have submitted letters of interest.  
REQUESTED AGENDA DATE: July 18, 2022

#### SUMMARY

Request to Fill a recent vacancy for a 4-year term to the Library Board. The term runs from July 1, 2022 through June 30, 2026. Library Trustees are appointed by the County Commissioners and are part of a Governing Board for the Humboldt County Library.

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

A 4-year term vacancy opened on July 1, 2022

#### PREVIOUS ACTION

Click or tap here to enter text.

#### BACKGROUND

Click or tap here to enter text.

#### FISCAL IMPACT

N/A

#### RECOMMENDATION

No recommendation is provided. All are good candidates.

#### LIST SUPPORTING DOCUMENTS IF APPLICABLE:

Letter of Interest from Becca Fitzgerald  
Letter of Interest from Jessica Smith  
Letter of Interest from Matt Warnert  
Letter of Interest from Joseph D Zeitler

#### POSSIBLE MOTION

Motion to appoint \_\_\_\_\_ to the Library Board of Trustees for a four-year term.

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

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

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

[J.Smith library board.pdf](#)

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

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

#### 13.911 SURCHARGE COMMITTEE BOARD MEMBER APPOINTMENT (FOR POSSIBLE ACTION) -

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

13.A. Staff Memo - Rangel Appointment  
Staff Memo -Rangel Appointment.pdf

14. SHERIFF: LETTERS OF COMMENDATION (INFORMATION ONLY) / NURSE SERVICES CONTRACT / MONTGOMERY TECHNOLOGY SERVICES CONTRACT / APPOINTED PERSONNEL POLICY (FOR POSSIBLE ACTION) -

A) The Humboldt County Sheriff's Office will present two Letters of Commendation. Information only.

DATE: Thursday, July 7, 2022  
TO: County Commission  
FROM: Undersheriff Malone  
SUBJECT: Appointment to 911 Surcharge Advisory Committee  
REQUESTED AGENDA DATE: Next meeting if feasible

SUMMARY

Consideration and Discussion, and possible action to appointment Winnemucca Police Chief Mike Rangel to the Humboldt County 911 Surcharge Advisory Committee .

WHY ARE YOU BRINGING THIS BEFORE THE BOARD NOW:

On July 5, 2023 Winnemucca Police Chief/Committee Member Dave Garrison retired, vacating his committee seat.

PREVIOUS ACTION

See above

BACKGROUND

See above

FISCAL IMPACT

None

RECOMMENDATION

On June 30, 2021 the 911 Surcharge Advisory Committee voted to approve the 5 year Master Plan and are now recommending the Board of Commissioners do the same.

LIST SUPPORTING DOCUMENTS IF APPLICABLE:

1. 8.44.030 Establishment of an advisory committee to develop a plan to enhance or improve telephone system for reporting emergencies.

A. The board of county commissioners of Humboldt County ("board") hereby creates a five-member advisory committee called the "9-1-1 surcharge advisory committee" to develop a five-year master plan for the enhancement of the telephone system for reporting emergencies in Humboldt County, and for the purpose of purchasing and maintaining portable event recording devices and vehicular event recording devices, and to oversee any money allocated for that purpose. The master plan must include an estimate of the cost of the enhancement of the telephone system, and the cost of purchasing and maintaining portable event recording devices and vehicular event recording devices, and all proposed sources of money for funding that purpose. The five-member advisory committee shall consist of the following:

2. Members will serve without compensation.
3. A member appointed to the committee must:
  - A. Be a resident of Humboldt County;
  - B. Possess knowledge concerning telephone systems for reporting emergencies; and
  - C. Not be an elected public officer.
4. As Humboldt County has a population of less than one hundred thousand, at least one member of the committee must be a representative of an incumbent local exchange carrier that provides service to persons in Humboldt County.
5. At least one member of the committee must be the Humboldt County sheriff's designee (subject to the provisions of subsection (2)(c) of this section).
6. At least one member of the committee must be the Winnemucca police department's chief law enforcement officer or designee.
  - A. Members will be selected at large by the board at its discretion.

B. The board must appoint members for a term of two years, except for the initial terms. In order to stagger the terms, the board must set the initial appointed members' terms to provide for terms of three of the appointed members to end on December 31, 2011, and for the terms of two of the appointed member's terms to end on December 31, 2010. A member may be reappointed to subsequent terms of two years. Any vacancy occurring during a member's term will be filled by the board. A person appointed to fill a vacancy occurring during a term must serve out the unexpired term of the member replaced.
  - C. Humboldt County sheriff's office and the Winnemucca police department shall provide the board with written notification of each of its requested members to be appointed, including the member's term. (Ord. 8-05-19a § 1; Ord. 9-08-09B § 1)

#### POSSIBLE MOTION

To appoint Winnemucca Police Chief Mike Rangel to the Humboldt County 911 Surcharge Advisory Committee.

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

DATE: Wednesday, July 6, 2022  
TO: County Commission  
FROM: Captain Chris Lininger  
SUBJECT: Contract with Sheralee Woods  
REQUESTED AGENDA DATE: July 18, 2022

#### SUMMARY

The Humboldt County Sheriff's office was approved for funds from ARPA for Nursing Services at the Detention Center. The Humboldt County Detention Center is adding a second nurse to provide more coverage during the week for medical intake screenings and COVID prevention. Nurse Sheralee Woods has agreed to contract with the Humboldt County Detention Center to provide services.

WHY ARE YOU BRINGING THIS BEFORE THE BOARD NOW:

The Humboldt County Detention Center is adding a second nurse to provide more coverage during the week for medical intake screenings and COVID prevention.

PREVIOUS ACTION

None

BACKGROUND

The Humboldt County Sheriff's Office was approved for funds from ARPA for Nursing Services at the Detention Center.

FISCAL IMPACT

\$1,600.00 per week from approved ARPA for the Humboldt County Detention Center.

RECOMMENDATION

Approve contract with Sheralee Woods for Nursing services at the Humboldt County Detention Center.

LIST SUPPORTING DOCUMENTS IF APPLICABLE:

Attached Contract

POSSIBLE MOTION

Approve Contract with Sheralee Woods for Nursing services at the Humboldt County Detention Center

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

DATE: Wednesday, July 6, 2022

TO: County Commission

FROM: Captain Chris Lininger

SUBJECT: Equipment and Service Agreement with Montgomery Technology

REQUESTED AGENDA DATE: July 18, 2022

SUMMARY

Montgomery Technology is the contracted provider for the Detention Control System, Access Control System and Intercom System. The computer equipment is scheduled for updates and replacement in 2022. The extended service agreement had expired last year and needs to be reinstated for services.

WHY ARE YOU BRINGING THIS BEFORE THE BOARD NOW:

Update and replace current Detention Control System, Access Control System and Intercom System. Reinstatement service Contract Agreement with Montgomery Technology.

PREVIOUS ACTION

None

BACKGROUND

Montgomery Technology is the contracted provider for the Detention Control System, Access Control System and Intercom System. The computer equipment is scheduled for updates and replacement in 2022. The extended service agreement had expired last year and needs to be reinstated for services.

FISCAL IMPACT

\$1,075.00 per month for services not to exceed \$12,900.00 for the year.

\$26,650.00 for Computer upgrades.

RECOMMENDATION

Approve Service Contract with Montgomery Technology for service of equipment at the Humboldt County Detention Center Approve Contract with Montgomery Technology to update and replace computer equipment at the Humboldt County Detention Center.

LIST SUPPORTING DOCUMENTS IF APPLICABLE:

Attached Service Agreement and Estimate to replace computer equipment.

POSSIBLE MOTION

Approve Service Contract with Montgomery Technology to update and replace computer equipment in an amount not to exceed \$26,650 and for the annual service agreement of the equipment not to exceed \$12,900 annually.

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

DATE: Wednesday, July 6, 2022

TO: County Commission

FROM: Mike Allen, Sheriff

SUBJECT: Appointed Personal Policy Manual – Humboldt County Sheriff's Office

REQUESTED AGENDA DATE: July 18, 2022

SUMMARY

The attached Appointed Personnel Policy Manual has been adopted by Sheriff Mike Allen to be ratified by the Humboldt County Commissioners.

Retention in law enforcement, along with any entity, is crucial for the overall success for the agency and career development of the individual. By ratifying this policy, it will ensure benefits that have been promised and worked for during their course of a career are not lost. Benefits will not be jeopardized for the employee willing to take on additional duties and responsibilities by being appointed to the administrative staff. Thus, we are putting the best person in the job that requires the most dedicated and experienced person.

WHY ARE YOU BRINGING THIS BEFORE THE BOARD NOW:

The policy manual will serve as protection and guidance for the Sheriff's Office, the employee, and the county which will ensure all benefits and expectations are spelled out in the policy manual. Anything (benefits, policy and procedures) not covered in the manual that affects the Sheriff's Office, Humboldt County or an appointed employee will go off of "County Policy and Procedures and/or Sheriff's Office Policy and Procedures.

PREVIOUS ACTION

N/A

BACKGROUND

Currently there have been some issues concerning benefits extended, or not extended, to the sheriff's "at will" or "appointed" staff members. Currently these members include the Undersheriff, Patrol Captain, Jail Captain and Office Manager.

FISCAL IMPACT

Yes. Financial impact will vary depending on each individual appointed staff's earning and longevity with agency. This impact will only be seen at the longevity marks and when appointed staff separate with the county.

RECOMMENDATION

For Humboldt County to ratify the proposed Appointed Personnel Policy Manual as presented.

LIST SUPPORTING DOCUMENTS IF APPLICABLE:

1. Draft Appointed Personnel Policy Manual – Humboldt County Sheriff's Office

POSSIBLE MOTION

Consideration, discussion and possible ratification of the Appointed Personnel Policy Manual - Humboldt County Sheriff's Office with fiscal impact changes.

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

Awards.pdf

STAFF REPORT - Nurse.pdf

Sheralee Woods - NURSE Humboldt Co Contract (1).pdf

STAFF REPORT - MTS.pdf

MTS Agreement.pdf

Staff Report - Appointed Personnel Policy.pdf

APPOINTED PERSONNEL POLICY MANUAL - Draft.pdf

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

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

DATE: Wednesday, July 6, 2022

TO: County Commission

FROM: Mike Allen, Sheriff

SUBJECT: Liquor Board Convene – Special Event

REQUESTED AGENDA DATE: July 18, 2022

SUMMARY

Sheriff Allen is requesting that the Humboldt County Liquor Board be convened.

WHY ARE YOU BRINGING THIS BEFORE THE BOARD NOW:

1. Special Event Liquor License to be issued to Hank Dufurrena for the Rope for Hope Event on 07/23/22.

PREVIOUS ACTION N/A

BACKGROUND

HCC 5.32 Liquor Licenses

FISCAL IMPACT  
N/A

RECOMMENDATION

To approve Special Event Liquor License to Hank Dufurrena for the Rope for Hope Event on 07/23/22.

LIST SUPPORTING DOCUMENTS IF APPLICABLE:

1. Application for Liquor License – Submitted by Hank Dufurrena

POSSIBLE MOTION

Consideration, discussion and possible approval for a Special Event Liquor License for applicant Hank Dufurrena, Special Event on July 23, 2022 for the Rope for Hope Event.

15.A. Staff Memo - Liquor Board

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

[Rope For Hope Redacted.pdf](#)

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

Date: July 8, 2022

To: Humboldt County Board of Commissioners

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

Subject: Staff Report for Request for Permission to Hire Administrative Clerk I, II, III

Summary

I respectfully request permission to fill a vacancy in the Human Resources Department. The position has been funded in the 2022-2023 fiscal year budget.

Why this is being brought before the Board now:

Since my previous appeal to the Board to hire for this position on November 22, 2021, concerns brought by Commissioner Hoss regarding the position of Assistant County Manager/Human Resources Director were discussed and ended at the regular meeting of the Board of Commissioners on March 21, 2022.

In addition to the items referenced in my staff report for the November 22, 2021, regular meeting regarding why this position is important to fill, recent developments continue to place more demands on Human Resources, making it impossible to satisfy all the department's routine responsibilities, maintaining compliance, and addressing important matters that arise, often unplanned.

This position will be responsible for routine administrative tasks in Human Resources, such as, but not limited to;

- Case management for workers' compensation and family and medical leave act (FMLA),
- Administration of Applicant Tracking System (ATS) and employee performance system,
- Learning Management System (LMS) administration for compliance with training and development requirement,
- Filing, answering routine inquires via in-person or electronic means,
- Providing continued service to customers when I am not available,
- Etc.

Additionally, it is paramount that Human Resources have an additional employee that can learn and continue operating the department if I am unavailable for any reason, such as vacation, sick leave,

attendance of event or conference, leave due to unexpected or unfortunate circumstances, etc.

Previous Action

Why is this being brought before the Board now.

Background

The following is from my staff report dated November 16, 2021;

The Board's motivation to limit expenditures with respect to staffing led me to first consider staffing alternatives to alleviate the workload. Human Resources has used interns provided and paid for by the Nevada Department of Employment Training and Rehabilitation's Vocational Rehabilitation Program and JOIN, Inc.'s Work Experience Program. While the interns provided a basic level of assistance, they required careful monitoring, guidance, and could not contribute to the extent necessary to allow me to focus on strategic responsibilities. Additionally, a steady decline in motivation was observed towards the end of these internships.

Delegation of tasks has been a very limited option, as our County Manager has assigned various additional tasks to the incumbent Administrative Specialist in the Office in support of the Board's strategic efforts.

At the Board's regular meeting on November 9, 2020, a shared Administrative Clerk I position between Human Resources and County Clerk's Office was approved by the Board. The positive effects of this action were soon felt in the department. Routine administrative tasks taken over by the employee allowed me to better focus on leading collective bargaining negotiations and the implementation of the Perform employee evaluation system.

Reabsorbing the responsibilities of the previous incumbent has severely limited my ability to tackle the mentioned items of importance as I work to maintain reasonable service levels for County employees... When my focus is redirected to address matters of importance or I am out of the office (planned or unanticipated), routine duties wait until the matters of importance are dealt with or I can return to the work, respectively. This creates a bottleneck for County employees that can result in delays which affect staffing, personnel actions, and directives from the Board or County Manger.

An additional position allows Human Resources to reliably provide timely service to County staff, mitigates the risks associated with a one-person department, and allows for greater focus on addressing those items of importance to the Board of Commissioners and Humboldt County.

Fiscal Impact

This position has been approved in the fiscal year 2022-2023 budget. The current salary range for an Administrative Clerk I is \$17.82 - \$24.52 per hour, and \$20.88 – \$28.71 per hour for Administrative Clerk II.

Administrative Clerk I at a starting rate of \$17.82 per hour<sup>1</sup>

;

• Annual Salary	\$37,065.60
• Employer-paid PERS Contribution	\$11,027.02
• Insurance Stipend	\$15,600.00
• Employer-paid Medicare Tax	\$537.45
• Workers' Compensation	\$1,603.01
• Approximate Total	\$65,833.08 Annually

Recommendation

Staff recommends approval of the request to hire.

List of Supporting Documents (If Applicable)  
N/A

Possible Motion

"I move to approve the request to fill the vacancy in the Human Resources Department with a full-time Administrative Clerk position."

16.A. Staff Memo - Human Resources request to hire  
[Staff Memo HR - Permission to Hire.pdf](#)

HUMAN RESOURCES: REQUEST FOR APPROVAL OF FOUR NEW JOB DESCRIPTIONS, SALARY RANGES, AND PERMISSION TO HIRE FOR TWO ENTRY LEVEL POSITIONS IN THE HUMAN SERVICES DEPARTMENT (FOR POSSIBLE ACTION)

A) Consideration, discussion and possible approval of four (4) new job descriptions for the proposed positions of Human Services Caseworker I and II, and Public Administrator & Guardian Caseworker I and II in the Human Services Department. The Human Services Caseworker Series positions will be responsible for traditional case management and pretrial services, while the Public Administrator & Guardian Caseworker Series will provide case management support for public administration and public guardianship cases. Discussion and possible action.

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

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

Memorandum

Date: July 12, 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 New Human Services Job Descriptions, Salaries, and Recruitments

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Summary

I respectfully request approval of four new job descriptions, their respective salary recommendations, and to open a recruitment to hire for each entry level positions presented herein (2 positions). The positions are hourly, non-exempt, and are related to Human Services functions of Public Administration, Public Guardianship, Pretrial Services, and Case Management.

## Why this is being brought before the Board now:

Proposed job descriptions and corresponding compensation study have been completed for the Human Services Department to address additional responsibilities placed on the department and address concerns from the District Attorney's Office with respect to public administration duties. Hiring for these positions will also allow for the migration of administrative duties related to public administration and public guardianship from the District Attorney's Office to the Human Services Department to begin.

## Previous Action

- January 3, 2022
  - The Board of Commissioners approved the Human Services Director job description and corresponding salary range at their regular meeting.
- January 18, 2022
  - The Board of Commissioners approved opening a recruitment to fill the Human Services Director vacancy.
- April 4, 2022
  - The Board of Commissioners appointed Denni J. Byrd as the Human Services Director for Humboldt County
- April 18, 2022
  - The Board of Commissioners directed Human Resources to work with the District Attorney, Human Services Director, County Manager, and Commissioner Hill on figuring out how to best move forward with the classification structure for positions within the Human Services Department.

## Background

A meeting was held shortly after the April 18, 2022, Board of Commissioners regular meeting to between the District Attorney, Human Services Director, County Manager, and Commissioner Hill to discuss an ideal classification structure for the Human Services Department that incorporates pretrial services, case management, public administration, and public guardianship responsibilities. Following that meeting, Human Resources developed job descriptions based on feedback from the meeting and performed a compensation study for the proposed positions.

## Fiscal Impact

### *Public Administrator & Guardian Caseworker Series*

- Public Administrator & Guardian Caseworker I

- Class 3 County Average of \$16.63 - \$24.94 per hour
  - Recommended salary range of \$16.51 - \$22.66 per hour (HCG 13)
- Public Administrator & Guardian Caseworker I* at a starting rate of \$16.51 per hour<sup>1</sup>;

• Annual Salary		\$34,340.80
• Employer-paid PERS Contribution <sup>2</sup>	\$10,216.39	
• Insurance Stipend <sup>3</sup>		\$15,600.00
• Employer-paid Medicare Tax	\$497.94	
• Workers' Compensation		\$1,675.69
• Approximate Total		<b>\$62,330.82 Annually</b>

- Public Administrator & Guardian Caseworker II
  - Class 3 County Average of \$20.37 – 28.96 per hour
  - Recommended salary range of \$20.88 - \$28.71 per hour (HCG 19)

*Public Administrator & Guardian Caseworker 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 Total		<b>\$74,256.37 Annually</b>

***Human Services Caseworker Series***

- Human Services Caseworker I
  - Class 3 County Average of \$19.97 – \$28.84 per hour
  - Recommended salary range of \$20.06 - \$27.57 per hour (HCG 18)

*Human Services Caseworker I* at a starting rate of \$20.06 per hour;

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

- Human Services Caseworker II
  - Class 3 County Average of \$21.86 - \$31.77 per hour
  - Recommended salary range of \$21.70 - \$29.81 per hour (HCG 20).

*Human Services Caseworker I* at a starting rate of \$21.70 per hour;

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<sup>1</sup> Assuming full-time at 40 hours per week for all examples provided.  
<sup>2</sup> Employer Paid rate is 29.75%.  
<sup>3</sup> \$835.00 per month of employee elects to enroll in Humboldt County's health benefits program.

• Annual Salary		\$41,724.80
• Employer-paid PERS Contribution	\$13,427.96	
• Insurance Stipend		\$15,600.00
• Employer-paid Medicare Tax	\$654.47	
• Workers' Compensation		\$1,675.69
• Approximate Total		<b>\$76,494.12 Annually</b>

## Recommendation

Staff recommends approval of the new job descriptions, recommended salary ranges for the proposed job descriptions, and permission to hire for the entry level positions of *Human Services Caseworker I* and *Public Administrator & Guardian Caseworker I*.

## List of Supporting Documents (If Applicable)

- Proposed Job Description for Human Services Caseworker I
- Proposed Job Description for Human Services Caseworker II
- Proposed Job Description for Public Administrator & Guardian Caseworker I
- Proposed Job Description for Public Administrator & Guardian Caseworker II

## Possible Motion

*"I move to approve the new job descriptions for Human Services Caseworker I and II and Public Administrator & Guardian Caseworker I and II as presented by staff."*

*"I move to approve the recommended salary ranges of:*

- *\$20.06 - \$27.57 per hour for Human Services Caseworker I,*
- *\$21.70 - \$29.81 per hour for Human Services Caseworker II,*
- *\$16.51 - \$22.66 per hour for Public Administrator & Guardian Caseworker I, and*
- *\$20.88 - \$28.71 per hour for Public Administrator & Guardian Caseworker II."*

*"I move to approve opening a recruitment to hire for the positions of Human Services Caseworker I and Public Administrator & Guardian Caseworker I."*

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

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

DATE: Wednesday, June 29, 2022  
TO: County Commission  
FROM: Kim Petersen  
SUBJECT: WEC Roping Box Replacements

WEC Roping Box Replacements

REQUESTED AGENDA DATE: July 18, 2022

SUMMARY

The Ag. District #3 Board voted at their June 8, 2022 meeting to replace two existing roping boxes with two new state-of-the-art Priefert Boxes/Panels

WHY ARE YOU BRINGING THIS BEFORE THE BOARD NOW:

As you know, the Humboldt County Board of Commissioners requires final approval of all capital purchases over \$3,000. Due to the fact that Ag District #3's discussion to purchase these items was made very late in the 2021/2022 fiscal year, scheduling conflicts prohibited our ability to obtain approval prior to the end of the year.

As Ag District #3 operates within its own fund, unspent capital project funds roll back into its fund balance for the following year. Ag District #3's approved fiscal year 2021/2022 budget included a capital purchase line item for the replacements of gates/panels/etc. in the amount of \$10,000.00. Because these funds were not used in fiscal year 2021/2022 Ag. District #3 is requesting to utilize these funds in fiscal year 2022/2023 to purchase the two Priefert Roping Box in the amount of \$10,184.40.

PREVIOUS ACTION

NIA

BACKGROUND

For the past four decades, the Ag. District #3 board has diligently identified and implemented additions, modifications, and upgrades on the Winnemucca Events Complex that has led to the facility being considered one of the premier multi-purpose facilities in the State of Nevada. The Winnemucca Events Complex successfully generates millions of dollars in economic benefit for the community of Winnemucca each year. As a result, other regional communities have seen the benefits and have already or are in the process of constructing similar facilities. Most notably, Fallon, Nevada. In an effort to maintain the high demand for our facilities and compete with new facilities, the Ag. District #3 board has put a high priority on assuring they are exceeding the needs of current and potential new customers. The board and staff are constantly reaching out to customers requesting their input on what they feel would make our facility even more appealing. Because

many of our events include roping activities, we are being told that our roping boxes/panels are in serious need of an upgrade to accommodate the large ropings we are attracting. The most sought-after roping box/panel is the state-of-the-art ones manufactured by Priefert. This style was just installed at our competing facility in Fallon and getting rave reviews.

A quote was received from a Priefert distributor to purchase one roping box in the amount of \$7,200. I contacted Priefert directly and discussed the number of ropers that utilize our facility each year that would be exposed to their new roping boxes and was able to negotiate a special price of \$10,184.40

for the purchase of two sets (\$5,091.20 each). The Ag. District #3 Board unanimously felt this was a prudent investment for our facility.

#### FISCAL IMPACT

Ag. District #3 operates within its own fund and has a sufficient fund balance to cover this purchase.

#### RECOMMENDATION

Continue your support of Ag. District #3's efforts to make improvements and upgrades necessary to retain and attract customers that we find add substantially to the local economy.

#### LIST SUPPORTING DOCUMENTS IF APPLICABLE:

Priefert Roping Box Quotations.

#### POSSIBLE MOTION

Move to approve the request from the Ag. District #3 Board to purchase two special priced Priefert Roping boxes in the amount of \$10,184.40 to be charged to 212-070-55000-000.

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

\*\*See attachments

17.A. Staff memo - Roping Boxes and Horse Stall Cover Retrofit  
[Staff Memo - Roping Boxes.pdf](#)

[WEC-Capital Asset Checklist Boxes.pdf](#)

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

[WEC-Capital Asset Checklist Barn.pdf](#)

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

DATE: Monday, July 11, 2022

TO: County Commission

FROM: Dave Mendiola, County Manager

SUBJECT: Land Use Planning Chapters – Custom & Culture and Law Enforcement

REQUESTED AGENDA DATE: July 18, 2022

#### SUMMARY

The Humboldt County Commission has been working on updating the current land use planning chapters. Two additional chapters are now available to discuss and possibly approve.

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

We have two new chapters available for consideration: the Custom and Culture and Law Enforcement chapters.

#### PREVIOUS ACTION

The Board approved the Water Plan, which was completed and approved in 2018. Since that time, we have updated some existing plans and have added several new chapters. These are two new chapters.

BACKGROUND

Click or tap here to enter text.

FISCAL IMPACT

No fiscal impact

RECOMMENDATION

To approve the Custom & Culture and Law Enforcement Chapters.

LIST SUPPORTING DOCUMENTS IF APPLICABLE:

Staff Report

Custom & Culture Chapter

Law Enforcement Chapter

POSSIBLE MOTION

Motion to approve the Custom & Culture and Law Enforcement land use planning chapters.

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

[Staff Agenda - Culture\\_History\\_Rec\\_Law Enforcement.pdf](#)

[DRAFT - Custom\\_Culture.pdf](#)

[DRAFT - Law Enforcement.pdf](#)

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

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

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

21. FUTURE AGENDA ITEMS

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

## 23.ADJOURNMENT

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

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

## FOR TELECONFERENCE OR VIDEO CONFERENCE ACCESS

Click here to join the meeting:  
JOIN

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

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

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

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

**CERTIFICATE OF POSTING**

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

MEETING DATE: July 18, 2022 POSTED BY: \_\_\_\_\_

DATE POSTED: \_\_\_\_\_

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

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

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

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

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

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

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

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Notice of Public Meeting  
HUMBOLDT COUNTY LANDFILL COMMITTEE  
Humboldt County Landfill Committee Regular Meeting  
**Monday, July 18, 2022**  
**2:00 PM:**

Humboldt County Courthouse Meeting Room 201  
50 West 5th Street, Winnemucca, Nevada 89445

**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: 260 365 161 73**

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

**Agenda - Monday, July 18, 2022**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

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.

MINUTES (FOR POSSIBLE ACTION) - Discussion and action on correction/approval of minutes of the April 18, 2022 meeting.  
Minutes -April 18, 2022  
[4-18-2022 Landfill minutes\\_unofficial.pdf](#)

MONTHLY LANDFILL REPORT (FOR POSSIBLE ACTION) - Discussion and possible approval of the Landfill Monthly Volume Reports for May, June and July, 2022. Discussion and possible action.  
Monthly Landfill Reports  
[HCRL May 2022 Inspection.PDF](#)  
[HCRL June 2022 Inspection.PDF](#)  
[HCLR July 2022 Inspection.PDF](#)

LANDFILL QUARTERLY REPORTS (FOR POSSIBLE ACTION) - Discussion and possible approval of the Landfill Quarterly Reports for April, May and June, 2022. Discussion and possible action.  
Quarterly Reports  
[April-June 2022 quarterly landfill report.PDF](#)

MISCELLANEOUS MATTERS RELATING TO THE HUMBOLDT COUNTY SOLID WASTE  
MANAGEMENT DISTRICT (FOR POSSIBLE ACTION)

PUBLIC COMMENT - General public comment is designated for discussion only. The public has the opportunity to address the Committee 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.

ADJOURNMENT

**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](http://www.hcnv.us) at \_\_\_\_\_ A.M. By: \_\_\_\_\_  
State of Nevada Website: [www.notice.nv.gov](http://www.notice.nv.gov) \_\_\_\_\_ A.M. By: \_\_\_\_\_  
MEETING DATE: July 18, 2022 POSTED BY: MICHELLE COOK  
DATE POSTED: July 12, 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](http://www.hcnv.us) or by contacting Dave Mendiola, County Administrator, at 50 W. Fifth Street, Winnemucca, Nevada 89445, (775) 623-6300

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

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