



**Humboldt County Board of Commissioners**  
**February 5, 2024 at 10:30 a.m.**  
**Meeting Minutes**

Those present were Chairman Jesse Hill, Commissioners Tom Hoss, Ron Cerri, Ken Tipton and Mark Evatz, Deputy District Attorney Shane Bell, County Manager Don Kalkoske and Clerk of the Board Tami Rae Spero.

\*\* The Board of County Commissioners convened at 8:00 a.m. at the Humboldt Detention Center to tour the facility as part of their annual responsibilities to survey the condition and operations of the jail; there were comments and discussion related to the information presented but no action was taken on any matter discussed.

CALL TO ORDER: Chairman Hill called the regular meeting to order at the Humboldt County Library Meeting Room Winnemucca, Nevada.

PLEDGE OF ALLEGIANCE: All present recited the Pledge of Allegiance.

PUBLIC COMMENT: Chairman Hill asked for public comment. Commissioner Evatz and Chairman Hill thanked Sheriff Cardenas and Captain Peters for the tour of the Detention Center. No further public comment offered.

APPROVAL OF MINUTES: No minutes submitted for consideration.

APPROVAL OF EXPENDITURES FOR HUMBOLDT COUNTY FOR JANUARY 16, 2024 THROUGH FEBRUARY 5, 2024: The following motion was made by Commissioner Tipton and passed unanimously:

*To approve the expenditures for Humboldt County for January 16, 2024 through February 5, 2024.*

COMPTROLLER: Comptroller Gina Rackley appeared before the Commission.

CORRECTIVE PLAN OF ACTION: Consideration, discussion and possible approval of the Corrective Plan of Action to violations of law or regulation as identified in the Fiscal Year 2022/2023 audit. A copy of the Corrective Plan of Action detailing the violations and plans as provided to the Nevada Department of Taxation was included on the on-line agenda for review (see attached). Comptroller Rackley reviewed the Corrective Plan of Action for the Commission. Treasurer Lecumberry offered comment on the item related to interest posting. Commissioner Evatz asked about the timeframe for addressing these issues. Comptroller Rackley responded. Chairman Hill asked about the restitution issue. Comptroller Rackley responded. After discussion the following motion was made by Commissioner Tipton and passed unanimously:

*To approve the Corrective Plan of Action and direct the Comptroller to forward the plan to the Department of Taxation.*

FINANCIAL REPORT: Humboldt County Comptroller Gina Rackley will provide an overview of current conditions with respect to Humboldt County revenues and expenditures for fiscal year 2023/2024 (July 1,

2023 through June 30, 2024), including an update on the American Rescue Plan Act (ARPA) and other funding available to the County. Comptroller Rackley reported on the November CTX report.

911 SURCHARGE COMMITTEE: Under Sheriff Damon Kuskie appeared before the Commission.

REQUEST TO APPOINT MEMBERS TO THE SURCHARGE COMMITTEE: Consideration, discussion and possible approval, of the appointment, of the following individuals to the 911 Surcharge Committee: Undersheriff Damon Kuskie from the Humboldt County Sheriff's Office, Alex Brooks from Humboldt County Technology Services and Captain Chad Farstveet from the Winnemucca Police Department. Chairman Hill read the title of the item into the record. Under Sheriff Kuskie reviewed the request for the Commission. The following motion was made by Commissioner Tipton and passed unanimously:

*To approve the three names as read into the record and that they be appointed to the 9-1-1 Surcharge Committee.*

PLANNING:

SET TO PUBLIC HEARING:

REZONE APPLICATIONS ON BEHALF OF KEVIN AND TAHNEE MARLEY AND ROLAND CLEMENT: Consideration, discussion and possible approval to Set to Public Hearing at a time to be determined by the County Clerk to consider the following:

RZ-24-01 A rezone application submitted by Regional Planning Commission on behalf of Kevin and Tahnee Marley to change the C (Commercial) zoning designation to GC (General Commercial) zoning designation on property located at 4650 W Winnemucca Blvd; assessor's parcel #13-0053-38. Chairman Hill 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 RZ-24-01 for parcel number 13-0053-38 at a time designated by the County Clerk.*

RZ-24-02 A rezone application submitted by Regional Planning Commission on behalf of Roland Clement to change the C (Commercial) zoning designation to RR-1.25 (Rural Ranchette 1.25-acre minimum lot size) zoning designation on property located at 5720 Bird Lane; assessor's parcel #13-0055-07. Chairman Hill read the title of the item to be set to public hearing. The following motion was made by Commissioner Evatz and passed unanimously:

*To set to the rezone application RZ-24-02 for parcel number 13-0055-07 as read into the record by the Chairman.*

ASSESSOR: Assessor Andy Heiser appeared before the Commission.

REQUEST TO APPROVE CONTRACT WITH TAX MANAGEMENT ASSOCIATES: Consideration, discussion, and possible action to engage Tax Management Associates, Inc. to assist the Assessor's Office in the

02/05/2024

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performance of audits to verify the accuracy of business taxpayers' listing of property for ad valorem taxation. After receiving an advisory opinion from the Department of Taxation, we are looking to complete a statewide audit of businesses that are not reporting accurately based upon the opinion received. The amount of this contract shall not exceed \$3,450 based upon two personal property accounts in Humboldt County and pending approval from the District Attorney's Office. Assessor Heiser reviewed the request for the Commission. Commissioner Cerri asked if this request is specific to these two businesses, that this won't allow for the audit of everybody and anybody that the Assessor feels like. Assessor Heiser responded that it is two accounts for one specific company but noted that if the Commission were to choose to broaden this at some point in the interest of increasing revenue, it is something that can be looked at. Commissioner Cerri responded that he has no taste for that and explained. Commissioner Evatz asked how this company was chosen. Assessor Heiser responded. Chairman Hill asked about the reporting being discussed and noted his agreement with Commissioner Cerri that if this is specific to a company not reporting correctly that is fine, but he is not interested in going out and attacking all businesses. Assessor Heiser responded that he is not looking to expand this, just to participate in the statewide audit for the company that is not reporting properly. Discussion ensued regarding the need for language in the motion related to the District Attorney's review; Deputy District Attorney Bell stated the motion as offered by Commissioner Tipton is fine as it stands. The following motion was made by Commissioner Tipton and passed unanimously:

*To engage with Tax Management Associates to assist the Humboldt County Assessor's Office to perform audits to verify the accuracy of business taxpayers' listing of property for ad valorem taxation in an amount not to exceed \$3,450.00 based upon two personal property accounts in Humboldt County.*

CONTRACT WITH STAFFORD APPRAISAL: Consideration, discussion, and possible action to engage Mark Stafford of Stafford Appraisal to assist the Assessor's Office in valuing and defending such values at County or State Board of Equalization cases, or any additional judicial hearings regarding energy generation facilities in Humboldt County. This contract is pending the approval of the District Attorney's Office and set at a rate of \$150 per hour not to exceed \$25,000. Assessor Heiser reviewed the request for the Commission. Commissioner Cerri asked where these funds are coming from. Assessor Heiser responded that it would come from the Assessor's Technology Fund. Deputy District Attorney Bell informed the Commission that the District Attorney's Office has already reviewed and approved the proposed contract. After discussion the following motion was made by Commissioner Evatz and passed unanimously:

*To allow the Assessor Heiser's Office to engage Mark Stafford of Stafford Appraisal to assist his Office in valuing and defending such values at County or State Board Equalization cases in an amount not to exceed \$25,000.00.*

TREASURER: Treasurer Rhona Lecumberry appeared before the Commission.

REQUEST TO APPROVE TO UPDATE THE PETTY CASH RESOLUTION: Consideration, discussion and possible approval to authorize the petty cash accounts outlined in the attached Petty Cash Resolution. A copy of the proposed resolution was included on the on-line agenda for review. Treasurer Lecumberry reviewed the request for the Commission. The following motion was made by Commissioner Cerri and passed unanimously:

*To approve the request to update the Petty Cash Resolution.*

*(Resolution No. 02-05-24)*

CHANGES TO WELLS FARGO CREDIT CARDS: Consideration, discussion and possible approval to authorize Wells Fargo credit card changes per the attached staff report. Treasurer Lecumberry reviewed the request for the Commission noting the needed changes due to the retirement of Dave Mendiola in the County Manager's Office, the move of Don Kalkoske from the Public Works Department to the County Manager position and the retirement Ric Grantham in the Technology Services Department and offered her recommendation that the replacement cards be issued to the Administrative Clerks in those departments, Jennifer Trujillo for Public Works and Tammy Bendell for Technology Services; an increase in the limit for Human Services and the issuance of a card for Economic Development. Commissioner Hoss asked when those cards would be cancelled for those retiring. Treasurer Lecumberry responded. The following motion was made by Commissioner Evatz and passed unanimously:

*To approve and authorize the Wells Fargo credit card changes per the staff report and as read into the record.*

QUARTERLY FINANCIAL REPORTS: Humboldt County Treasurer Rhona Lecumberry will present the Quarterly Financial Report for 3rd quarter of Fiscal Year 2023-2024. Treasurer Lecumberry reviewed the financial report including interest earnings, that the majority of the interest is reinvested with a portion going into the general fund and the LGIP earnings for the special districts, the average interest rate, how bonds will roll over to higher interest rates, the revenues to this point and concerns with expenditures. Discussion ensued.

FACILITIES MAINTENANCE: Joaquin Padilla, Facility Operations Manager, appeared before the Commission.

REQUEST TO WAIVE THE ATTRITION POLICY TO HIRE FOR A CUSTODIAN POSITION: Consideration, discussion and possible approval to waive the attrition policy to hire for a Custodian position that is vacant. Manager Padilla reviewed the request for the Commission. After discussion the following motion was made by Commissioner Cerri and passed unanimously:

*To approve the waiver of the attrition policy for custodian position which is vacant.*

MAINTENANCE WORKERS: Consideration, discussion and possible approval to waive the attrition policy to hire and fill vacancies within the department for Maintenance Worker I, II, or III. Manager Padilla reviewed the request for the Commission. After discussion the following motion was made by Commissioner Evatz and passed unanimously:

*To waive the attrition policy for a maintenance worker I, II or III.*

LIBRARY: Library Director Jessica Anderson appeared before the Commission.

REQUEST TO WAIVE THE ATTRITION POLICY TO HIRE FOR DENIO BRANCH SPECIALIST: Consideration, discussion and possible approval to waive the attrition policy to hire for the position of Denio Branch Specialist. Director Anderson reviewed the request for the Commission. The following motion was made by Commissioner Tipton and passed unanimously:

*To approve the waiver of the attrition policy for Humboldt County Library for Denio Branch Specialist.*

PUBLIC WORKS DEPARTMENT: Public Works Director Dan Ferraro appeared before the Commission.

REQUEST TO WAIVE ATTRITION POLICY: Consideration, discussion and possible approval for a request to waive the attrition policy to hire for the Assistant Director Position. Director Ferraro reviewed the request for the Commission. Commissioner Cerri noted the additional duties put on this department in recent years and suggested that an assistant is sorely needed and stated his support. Commissioner Tipton concurred. After discussion the following motion was made by Commissioner Cerri and passed unanimously:

*To approve the request to waive the attrition policy to hire an assistant director position for public works.*

APPROVAL FOR ROCK CRUSHING BID: Consideration, discussion and approval for a rock crushing bid with Hunewill Construction in an amount not to exceed \$98,996.20. A copy of the staff report detailing the bids received was included on the on-line agenda for review (see attached). Director Ferraro reviewed the request for the Commission noting that three responses had been received from Hunewill, Schade Construction and M4 Engineering; he recommended that the Commission award the bid to Hunewill Construction. Discussion ensued regarding why a bid was made that did not meet the specifications and the ability to do so due to the exception policy. The following motion was made by Commissioner Evatz and passed unanimously:

*To approve the rock crushing bid with Hunewill Construction in an amount not to exceed \$98,996.20 in the quantity and specs as reviewed.*

GENERAL ROAD PROJECTS: A presentation by Humboldt County Public Works Director Dan 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 Ferraro reported on road grading, mixing salt and sand to replenish stock, cattle guard repair, cover work, drainage repair, equipment moves, a new mechanic has been hired and the mag chloride bid has been closed and will come before the Commission at the next meeting. Commissioner Tipton asked about flooding due to the recent storms. Director Ferraro responded. Commissioner Hoss asked about snow removal today. Director Ferraro responded.

Chairman Hill recessed the meeting at 11:42 a.m. reconvening at 11:51 a.m.

ECONOMIC DEVELOPMENT: Michelle Hammond Allen, Community & Economic Development Officer appeared before the Commission.

REQUEST TO APPROVE A LETTER OF SUPPORT: Consideration, discussion and possible approval for a letter of support regarding Pinyon Pipeline Company LLC's application with the Nevada Public Utilities Commission. Officer Allen reviewed the request for the Commission. Present on behalf of Tallgrass Energy were Mark Donnelly, Senior Project Manager, Len Maize, Director of Commercial and Sarah Meirose, Public Relations Manager Ms. Meirose reviewed a power point presentation entitled Pinyon Pipeline – Enabling Nevada's Energy Transition for the Commission. Following the presentation a question and answer period occurred including the location of the project, how the surveys will be done, private lands involved, the diameter of the Ruby Pipeline, the ability for expansion, the date of completion, the estimated revenues for the County, who will be in the community during construction, the cultural work required, the plan for housing, the time frame for the project and that there can be an update from Nevada Energy. After discussion the following motion was made by Commissioner Cerri and passed unanimously:

*To draft a letter in support of the Pinyon Pipeline Company LLC's application with the Nevada Public Utilities Commission.*

NOTIFICATION OF TRAVEL: Economic Development Officer Michelle Hammond Allen will notify the Board of Out of State Travel. Officer Allen reviewed the information for the Commission as to her travel to Toronto and to Washington D.C. with the GOED delegation. Discussion ensued regarding this notification including the total cost of the travel, how the success of the trip will be measured, what has been brought back from prior trips that benefits Humboldt County, why sources in Nevada can't be used in place of

traveling to Canada, Commissioner Hoss' concerns with this trip, whether the ability will be there to meet with Lithium America to discuss what is occurring here and the County's expectations, that this will be paid for by GOED, that this is part of the job and the benefit of gaining information locally and that there is no one else in the office, Officer Allen reports to the County Manager.

MISCELLANEOUS REPORTS AND CORRESPONDENCE:

Other information and upcoming meetings: The following upcoming meetings were identified - February 6, 2024 Winnemucca City Council Meeting, February 8, 2024 Regional Planning Commission Meeting, February 16, 2024 Humboldt County Commission Special Meeting – Canvass the Vote and February 20, 2024 Humboldt County Commission Meeting.

Reports from Commissioners regarding other Boards and Committees on which they serve: Commissioner Evatz offered no report. Commissioner Tipton reported on a BLM webinar related to solar sites, a Public Lands/Natural Resource subcommittee meeting and a NACO meeting. Commissioner Hoss reported on a Central Nevada Water Authority meeting, a LEPC meeting and noted his attendance at the Commission Retreat. Commissioner Cerri reported on a BLM monthly meeting and commented on an upcoming Humboldt River Water Authority meeting. Commissioner Hoss commented on an upcoming Central Nevada Water Authority meeting. Chairman Hill reported on a Paradise Valley Conservation District meeting and a tour he had done with the Sheriff and staff of the jails in Yerington and Fallon

FUTURE AGENDA ITEMS: Whether an item will be placed on a future agenda will be subject to the chairman and/or legal counsel's determination. Items identified were an update from the BLM Winnemucca District Manager, an update from Nevada Energy on the Valmy Project and an update on the road crew housing issue.

PUBLIC COMMENT: Chairman Hill asked for public comment. Jim Rackley appeared before the Commission (via Teams) and provided an update on the yurt located in Water Canyon including damage that occurred to the deck due to fire and the intention to rebuild it in the summer; he explained that it is now closed and signs are posted informing the public of that. No further public comment offered.

ADJOURNMENT: Chairman Hill adjourned the meeting at 12:46 p.m.

ATTEST:  Clerk APPROVED:  Chairman

(Minutes approved by the Commission and signed by the Chairman on 3/16/24)



Notice of Public Meeting  
Humboldt County Board of Commissioners Special Meeting  
**Monday, February 5, 2024**  
8:00 AM

801 Fairgrounds Road  
Winnemucca, NV 89445

INSPECTION OF THE HUMBOLDT COUNTY DETENTION CENTER (INFORMATION ONLY)

The Commissioners will take a tour of the adult detention facility as part of their annual responsibilities to survey the condition and operations of the jail. There may be comments and discussion on the information presented, but the Humboldt County Board of Commissioners will not take action at the gathering on any matter presented. Information only.

NOTICE:

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

The public is welcome to attend the meeting electronically via Microsoft Teams or by appearing in person at the location at the time and date listed on the first page of this 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 located on the first page of this agenda.

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.humboldtcountynv.gov/> (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 Manager's Office is the location where the supporting material is available to the public.

# CERTIFICATE OF POSTING

**PLACES POSTED:** Humboldt Co. Courthouse, 50 W. 5th St.: Rooms 201, 205, & 207 at 9:00 A.M. By: MC

Humboldt County Website: <https://www.humboldtcountynv.gov> at \_\_\_\_\_ A.M. By: \_\_\_\_\_

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

**MEETING DATE:** February 5, 2024

**DATE POSTED:** January 31, 2024 **POSTED BY:** MICHELLE COOK

**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 the County Manager's Office, 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;

fax: (202) 690-7422; or

email: [intake@usda.gov](mailto:intake@usda.gov)

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Notice of Public Meeting  
Humboldt County Board of Commissioners Regular Meeting  
**Monday, February 5, 2024**  
10:45 AM

Humboldt Library  
85 E. 5th Street  
Winnemucca, NV 89445

**FOR TELECONFERENCE OR VIDEO CONFERENCE ACCESS**

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

Or by phone: +1 775-446-0241, Conference ID: 818 784 119#

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.

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. Individual comments will be limited to three (3) minutes.

4. APPROVAL OF MINUTES (FOR POSSIBLE ACTION)
5. APPROVAL OF EXPENDITURES FOR HUMBOLDT COUNTY FOR JANUARY 16, 2024 THROUGH FEBRUARY 5, 2024 (FOR POSSIBLE ACTION)
6. COMPTROLLER: CORRECTIVE PLAN OF ACTION (FOR POSSIBLE ACTION); FINANCIAL REPORT (INFORMATIONAL ONLY)

A. Consideration, discussion and possible approval of the Corrective Plan of Action to violations of law or regulation as identified in the Fiscal Year 2022/2023 audit.

Discussion and possible action.

- B. Humboldt County Comptroller Gina Rackley will provide an overview of current conditions with respect to Humboldt County revenues and expenditures for fiscal year 2023/2024 (July 1, 2023 through June 30, 2024), including an update on the American Rescue Plan Act (ARPA) and other funding available to the County. Information Only.

6.A) Comptroller

Staff Report Corrective Plan of Action.pdf  
Corrective Plan of Action.pdf

7. 911 SURCHARGE COMMITTEE: REQUEST TO APPOINT MEMBERS TO THE SURCHARGE COMMITTEE (FOR POSSIBLE ACTION)

Consideration, discussion and possible approval, of the appointment, of the following individuals to the 911 Surcharge Committee:

1. Undersheriff Damon Kuskie from the Humboldt County Sheriffs Office.
2. Alex Brooks from Humboldt County Technology Services.
3. Captain Chad Farstveet from the Winnemucca Police Department.

7.A) 911 Surcharge Committee

Staff Report - 911 Surcharge Committee - Reappoint.pdf

8. PLANNING: SET TO PUBLIC HEARING: REZONE APPLICATIONS ON BEHALF OF KEVIN AND TAHNEE MARLEY AND ROLAND CLEMENT (FOR POSSIBLE ACTION)

Consideration, discussion and possible approval to Set to Public Hearing at a time to be determined by the County Clerk to consider the following:

- A. **RZ-24-01** A rezone application submitted by Regional Planning Commission on behalf of Kevin and Tahnee Marley to change the C (Commercial) zoning designation to GC (General Commercial) zoning designation on property located at 4650 W Winnemucca Blvd; assessor's parcel #13-0053-38. Discussion and possible action.
- B. **RZ-24-02** A rezone application submitted by Regional Planning Commission on behalf of Roland Clement to change the C (Commercial) zoning designation to RR-1.25 (Rural Ranchette 1.25 acre minimum lot size) zoning designation on property located at 5720 Bird Lane; assessor's parcel #13-0055-07. Discussion and possible action.

8.A) Planning

Staff Report - RZ-24-01 & 02.pdf

9. ASSESSOR'S OFFICE: REQUEST TO APPROVE CONTRACT WITH TAX MANAGEMENT ASSOCIATES AND CONTRACT WITH STAFFORD APPRAISAL (FOR

POSSIBLE ACTION)

- A. Consideration, discussion, and possible action to engage Tax Management Associates, Inc. to assist the Assessor's Office in the performance of audits to verify the accuracy of business taxpayers' listing of property for ad valorem taxation. After receiving an advisory opinion from the Department of Taxation, we are looking to complete a statewide audit of businesses that are not reporting accurately based upon the opinion received. The amount of this contract shall not exceed \$3,450 based upon two personal property accounts in Humboldt County and pending approval from the District Attorney's Office. Discussion and possible action.
- B. Consideration, discussion, and possible action to engage Mark Stafford of Stafford Appraisal to assist the Assessor's Office in valuing and defending such values at County or State Board of Equalization cases, or any additional judicial hearings regarding energy generation facilities in Humboldt County. This contract is pending the approval of the District Attorney's Office and set at a rate of \$150 per hour not to exceed \$25,000. Discussion and possible action.

9.A) Assessor

- Staff Report - TMA Contract.pdf
- Humboldt County NV Audit Contract 1-18-2024.pdf
- NV Statewide Leasing Company Audit Proposal - 1-2024.pdf
- Staff Report - Stafford Appraisal Contract.pdf
- Stafford Appraisal Contract 2024.pdf

10. TREASURER: REQUEST TO APPROVE TO UPDATE THE PETTY CASH RESOLUTION AND CHANGES TO WELLS FARGO CREDIT CARDS (FOR POSSIBLE ACTION); QUARTERLY FINANCIAL REPORTS (INFORMATION ONLY)

- A. Consideration, discussion and possible approval to authorize the petty cash accounts outlined in the attached Petty Cash Resolution. Discussion and possible action.
- B. Consideration, discussion and possible approval to authorize Wells Fargo credit card changes per the attached staff report. Discussion and possible action.
- C. Humboldt County Treasurer Rhona Lecumberry will present the Quarterly Financial Report for 3rd quarter of Fiscal Year 2023-2024. Information only.

10.A) Treasurer

- Treasurer Staff Request - Petty Cash Resolution 2024.pdf
- Petty Cash Resolution 2024.pdf
- Changes to WellsOne Commercial Card Program.pdf
- Quarterly Financial Report - 12-31-23.pdf

11. FACILITIES MAINTENANCE: REQUEST TO WAIVE THE ATTRITION POLICY TO HIRE FOR A CUSTODIAN POSITION AND MAINTENANCE WORKERS (FOR POSSIBLE ACTION)

- A. Consideration, discussion and possible approval to waive the attrition policy to hire for a Custodian position that is vacant. Discussion and possible action.
- B. Consideration, discussion and possible approval to waive the attrition policy to hire and fill vacancies within the department for Maintenance Worker I, II, or III.

Discussion and possible action.

11.A) Facilities

Staff Report - Custodial Waiver of Attrition Policy.pdf

Staff Report - Maintenance Worker Waiver of Attrition Policy 2-5-24.pdf

12. LIBRARY: REQUEST TO WAIVE THE ATTRITION POLICY TO HIRE FOR DENIO BRANCH SPECIALIST (FOR POSSIBLE ACTION)

Consideration, discussion and possible approval to waive the attrition policy to hire for the position of Denio Branch Specialist. Discussion and possible action.

12.A) Library

Library\_Request\_for\_Waiver\_of\_Attrition\_Policy.pdf

13. PUBLIC WORKS DEPARTMENT: REQUEST TO WAIVE ATTRITION POLICY; APPROVAL FOR ROCK CRUSHING BID (FOR POSSIBLE ACTION); AND GENERAL ROAD PROJECTS (FOR INFORMATION ONLY)

A. Consideration, discussion and possible approval for a request to waive the attrition policy to hire for the Assistant Director Position. Discussion and possible action.

B. Consideration, discussion and approval for a rock crushing bid with Hunewill Construction in an amount not to exceed \$98,996.20. Discussion and possible action.

C. A presentation by Humboldt County Public Works Director Dan 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.

13.A) Public Works

Staff Report Attrition Policy Waiver - Assistant PW Director01022024.pdf

Staff Report-Rock Crushing 2023-2024.pdf

14. ECONOMIC DEVELOPMENT: REQUEST TO APPROVE A LETTER OF SUPPORT (FOR POSSIBLE ACTION) NOTIFICATION OF TRAVEL (INFORMATION ONLY)

A. Consideration, discussion and possible approval for a letter of support regarding Pinyon Pipeline Company LLC's application with the Nevada Public Utilities Commission. Discussion and possible action.

B. Economic Development Officer Michelle Hammond Allen will notify the Board of Out of State Travel. Information only.

14.A) Econ. Development

24Feb5\_PinyonTallgrass\_Agenda Request.pdf

24Feb5\_PinyonTallgrass\_HCCpresentation.pdf

Draft\_24Feb5\_PinyonPUCN\_Letter of Support.pdf

DOCKETS - 23-12023 - ORIGINAL FILING - 12\_29\_2023 - ACE - UGS - PIP.pdf

24Feb5\_MichelleHammondAllen\_PDACTravel.pdf

15. MISCELLANEOUS REPORTS AND CORRESPONDENCE

1. Other information and upcoming meetings:

February 6, 2024 Winnemucca City Council Meeting

February 8, 2024 Regional Planning Commission Meeting

February 16, 2024 Humboldt County Commission Special Meeting – Canvass the Vote

February 20, 2024 Humboldt County Commission Meeting

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

16. FUTURE AGENDA ITEMS

Whether an item will be placed on a future agenda will be subject to the chairman and/or legal counsel's determination.

17. 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. Individual comments will be limited to three (3) minutes.

18. ADJOURNMENT

19. NOTICE:

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

The public is welcome to attend the meeting electronically via Microsoft Teams or by appearing in person at the location at the time and date listed on the first page of this 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 located on the first page of this agenda.

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.humboldtcountynv.gov/> (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 Manager's Office is the location where the supporting material is available to the public.

# CERTIFICATE OF POSTING

**PLACES POSTED:** Humboldt Co. Courthouse, 50 W. 5th St.: Rooms 201, 205, & 207 at 9:00 A.M. By: MC

Humboldt County Website: <https://www.humboldtcountynev.gov> at \_\_\_\_\_ A.M. By: \_\_\_\_\_

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

**MEETING DATE:** February 5, 2024

**DATE POSTED:** January 31, 2024 **POSTED BY:** MICHELLE COOK

**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 the County Manager's Office, 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;

fax: (202) 690-7422; or

email: [intake@usda.gov](mailto:intake@usda.gov)

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# HUMBOLDT COUNTY

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

## STAFF REPORT

**DATE:** Friday, January 26, 2024  
**TO:** County Commission  
**FROM:** Gina Rackley, Comptroller  
**SUBJECT:** Corrective Plan of Action  
**REQUESTED AGENDA DATE:** February 5, 2024

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### **SUMMARY**

Drake, Rose & Associates identified violations of law or regulation during their FY2023 audit. Response to these violations with a corrective plan of action must be submitted within 30 days of presentation of the annual audit.

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

Response is due to the Department of Taxation within 30 days of reporting the violations to the Board.

### **PREVIOUS ACTION**

Drake, Rose and Associates reported their findings on January 15, 2024, 2023.

### **BACKGROUND**

Violations noted in the Financial Report were as follows:

- Actual expenditures in the health function of the General Fund exceeded appropriations.
- Board of Commissioners did not approve all minutes of their meetings within the latter of 45 days of their meeting or their next meeting.
- Timely remittance of Restitution payments.
- Internal Control procedures to ensure proper grant reporting.
- Completeness of Balances and Review Transactions.

### **FISCAL IMPACT**

None

### **RECOMMENDATION**

Approve corrective plan of action and direct the Comptroller to forward the plan to the Department of Taxation.

### **LIST SUPPORTING DOCUMENTS IF APPLICABLE:**

Letter to Department of Taxation Corrective Plan of Action.

### **POSSIBLE MOTION**

Move to Approve Corrective Plan of Action and direct the Comptroller to forward said Plan to the Department of Taxation.

Jesse Hill, Chair  
Tom Hoss, Vice Chair  
Ron Cerri, Commissioner  
Ken Tipton, Commissioner  
Mark Evatz, Commissioner

## Humboldt County, Nevada Board of Commissioners



February 5, 2024

State of Nevada – Department of Taxation  
Keri Gransbery, Budget Analyst  
Local Government Finance  
3850 Arrowhead Dr.  
Carson City, NV 89706

Subject: Corrective Action Plan for Audit Violations

During the presentation of the Fiscal Year 2023 audited Financial Statements for Humboldt County by our auditors Drake, Rose & Associates, it was identified that there were audit violations noted on page 41 and 167 of the financial statements which need to be addressed.

Per NRS 354.6245, within 60 days after delivery of the annual audit to the local government, the governing body shall advise the Department of Taxation what action has been taken to prevent recurrence of violation of law or regulation and to correct each continuing violation.

The plan for corrective action is as follows:

### **Expenditures Exceeded Appropriations**

Finding Summary: Actual expenditures in the health function of the General Fund exceeded appropriations by \$2,070 an apparent violation of NRS 354.626.

Corrective Plan of Action: This was a result of the invoice for the 4<sup>th</sup> quarter payment for Mental Health and Development Services not being paid until June 5, 2023, which put the expenditures over budget and was too late to augment the account prior to fiscal year end. The Comptroller has increased the budget and will monitor within the allowable timeframe to augment if necessary.

### **Approval of Board Minutes**

Finding Summary: The Board of Commissioners of Humboldt County did not approve all minutes of their meetings within the latter of 45 days of the meeting or their next meeting, an apparent violation of NRS 241.035.

Corrective Plan of Action: The County Clerk will prepare current meeting minutes to conform with the 45-day requirement prior to working on outstanding minutes which are not complete. Once staffing is full within the Clerk's Office training another employee to handle County Commission duties to alternate

meetings to allow for more time to complete minutes. The County will continue efforts to find an outside service to work on the outstanding minutes.

### **Timely Remittance of Restitution Payments**

**Finding Summary:** The control system at the District Attorney's office is not sufficient to ensure timely and accurate remittance of all restitution payments to victims. This has resulted in an accumulation of unremitted collections being held in a fiduciary capacity by the County.

**Corrective Plan of Action:** The response of the Humboldt County District Attorney's Office regarding the financial statement findings of timely disbursement of restitution payments. Upon receiving receipts from the Humboldt County Treasurer's Office, the District Attorney's Office will process vouchers and submit them to the Comptroller's Office for disbursement prior to the next scheduled voucher run.

Since the auditor made the financial statement finding for the previous year, the District Attorney's Office has worked with the Comptroller's Office in disbursing funds remaining in the Restitution Account. There is still a balance remaining in this account that is unaccounted for. The District Attorney's Office will work with the Comptroller and the Treasurer in issuing a public notice that will inform the public that we have conducted an audit and if anyone feels that they have not received payment for Court Ordered Restitution they can reach out to the Humboldt County District Attorney's Office and inquire about filing a claim for these funds.

### **Grants**

**Finding Summary:** Internal control procedures at the County should be sufficient to ensure that all grant receipts are reported correctly in the financial records, and that sufficient information is obtained relative to the activity in order to prepare a complete and accurate Schedule of Expenditure of Federal Awards.

**Corrective Plan of Action:** The Grants responsibilities have been transferred under the supervision of the Comptroller. The duties and responsibility will be to meet with staff to gather information in order to review and reconcile quarterly expenditures and monitor progress accordingly. To evaluate the performance of existing awards and identify upcoming awards and funding. This will enable complete reporting on the Schedule of Expenditures of Federal Awards for the single audit.

**Completeness of Balances and Review of Transactions**

Finding Summary: Transaction processing and review procedures at the County should be sufficient to ensure that transactions are recorded in the correct year and are consistent with applicable accounting guidelines based upon the underlying transaction. Interest receivable and interest income were understated by \$160,907 across various funds due to an administrative error.

Corrective Plan of Action: The Treasurer has updated the year-end checklist to ensure completion and accuracy of all entries and processes. Digital reminders have been created as well as an updated reference manual.

**Internal Control Over Compliance – Subrecipient Monitoring**

Finding Summary: Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, (Uniform Guidance) section 200.330,.332, and .332 requires that, as a pass-through entity, the County is responsible for identifying and reporting to the subrecipient the award information and applicable requirements to carrying out the award, as well as monitoring the activities of the subrecipient to ensure that the subaward is used for authorized purposes, complies with the terms and conditions of the subaward and achieves performance goals. Due to inadequate internal controls, the County did not provide complete and accurate subaward information to the subrecipient, and monitoring procedures were not performed. The County passed \$341,619 through to the McDermitt GID and did not perform adequate procedures to ensure subrecipient compliance.

Corrective Plan of Action: Grant responsibilities have been transferred under the supervision of the Comptroller and will enhance control procedures to monitor the activities of subrecipients to ensure and document that the subaward was used for authorized purposes.

It has been moved to adopt the plan of corrective action as cited above and direct the Comptroller to forward this plan to the State of Nevada Department of Taxation.

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Commission Chairman, Jesse Hill  
Humboldt County Board of Commissioners



# HUMBOLDT COUNTY

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

## STAFF REPORT

**DATE:** Thursday, January 18, 2024  
**TO:** County Commission  
**FROM:** Daniel Ferraro, Public Works Director  
**SUBJECT:** 2023-2024 Rock Crushing Bid @ Quinn River #2 Pit  
**REQUESTED AGENDA DATE:** February 5, 2024

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### **SUMMARY**

The Public Works Department has completed its Invitation to Solicitation for Rock Crushing at Quinn River #2 Pit on Leonard Creek.

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

Rock Crushing for Type II-B aggregate is required for Humboldt County road maintenance. This aggregate will reduce wear and tear on the vehicles and provide a standard level of service. This is an annual program completed by the Public Works Department.

### **PREVIOUS ACTION**

This is a standard bid that is reviewed annually by the Board.

### **BACKGROUND**

The Public Works department maintains roads in Humboldt County and uses Type II-B aggregate when grading for road coverage on unpaved roads.

The solicitation was advertised in accordance with NRS 332.045 and the following responses were received.

Bidder	PRODUCT	PRICE PER CUBIC YARD	TOTAL PRICE
Hunewill	Type II-B	\$6.85 @ 14,452 CUYD	\$98,996.20
Schade Construction	Exception: Already processed rock, quality unknown	\$4.00 @ 7,000 CUYD	\$28,000.00
M4 Engineering	Type II-B	\$8.84 @11,300 CUYD	\$99,800.00

Three individual companies submitted bids for this project. Schade Construction has only offered an exception of previously processed rock, at a quantity less than what is needed by Public Works, and the quality of the material is below Type II specs. M4 Engineering based out of Reno, Nv submitted the highest bid of all 3 companies, which would not provide the quantity of rock that Hunewill can provide but provides a competitive bid and reference for this project. Hunewill is the lowest responsive and responsible bidder and already provided a county and city business license.

**FISCAL IMPACT**

In the 2023-2024 Budget, the Public Works Department has allocated \$200,000.00 for Rock Crushing to produce Type II Base to which \$98,996 has been used in the beginning of the fiscal year to start the rock crushing process. This leaves \$101,004 to be used for the 2<sup>nd</sup> round of rock crushing.

**RECOMMENDATION**

Hunewill Construction is the lowest responsive and responsible bidder for the Rock Crushing bid, we have a good working report with Hunewill Construction, and the past performance of Hunewill has been outstanding. It is recommended that the Board of County Commissioners approve the Proposal Summary for Rock Crushing at Quinn River #2 Pit on Leonard Creek to H.E. Hunewill Construction Co. Inc. in an amount not to exceed \$98,996.20.

**LIST SUPPORTING DOCUMENTS IF APPLICABLE:**

None.

**POSSIBLE MOTION**

Should the Board agree with Staff’s recommendation; a possible motion would be: “Move to approve the Proposal Summary for Rock Crushing at Quinn River #2 Pit on Leonard Creek to H.E. Hunewill Construction Co. Inc. in an amount not to exceed \$98,996.20”