



Humboldt County Board of Commissioners
July 1, 2024 at 8:30 a.m.
Meeting Minutes

Those present were Chairman Jesse Hill, Commissioners Tom Hoss, Ron Cerri, Ken Tipton and Mark Evatz (via Teams joining at 9:01 a.m.) Legal Counsel Gabrielle Carr (via Teams), County Manager Don Kalkoske and Clerk of the Board Tami Rae Spero.

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

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

PUBLIC COMMENT: Gini Cunningham appeared before the Commission and extended her thanks to Humboldt County and the Commission for putting up the Age & Dementia Friendly and Alzheimer's Awareness banners in front of the courthouse and spoke about the program. No further public comments were offered.

APPROVAL OF MINUTES: No minutes presented for consideration.

APPROVAL OF EXPENDITURES FOR HUMBOLDT COUNTY FOR JUNE 17, 2024 THROUGH JULY 1, 2024: The following motion was made by Commissioner Tipton and passed with Chairman Hill and Commissioners Hoss, Cerri and Tipton voting aye and Commissioner Evatz being absent:

To approve the expenditures for Humboldt County for June 17, 2024 through July 1, 2024 as presented.

COMPTROLLER: Comptroller Gina Rackley appeared before the Commission.

FINANCIAL REPORT: Humboldt County Comptroller Gina Rackley will provide an overview of current conditions with respect to Humboldt County revenues and expenditures for fiscal year 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 close of the fiscal year which went smoothly; that expenditures for 23/24 currently exceed revenues but she noted that all CTX and Net Proceeds have not been received as of yet plus there are outstanding expenditures; she reported on April's CTX. Manager Don Kalkoske reported on the status of the Orovada HVAC installation based on a question from Commissioner Tipton. Comptroller Rackley reported on the status of the Golconda Water District's purchases. Discussion ensued regarding the expenditures versus income situation.

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

REQUEST TO PURCHASE FOLDER INSERTER MACHINE: Consideration, discussion and possible approval to purchase a folder inserter machine from MMS West in an amount not to exceed \$11,547 and \$2,148 for an annual maintenance fee for the remaining 4 years of the 5-year agreement. Annual maintenance for years 2 through 5 will be invoiced annually. This agreement is pending the District Attorney's review and

approval. Included on the online agenda for review was a copy of the Staff Report recommending purchase from MMS West, a copy of the Checklist for Purchasing Capital Assets and quotes from MMS West and Mailmax. Assessor Heiser reviewed the request for the Commission noting that the District Attorney has reviewed and approved the proposed contract. Commissioner Hoss asked about the method for budgeting for this expense. Assessor Heiser responded. The following motion was made by Commissioner Cerri and passed with Chairman Hill and Commissioners Hoss, Cerri and Tipton voting aye and Commissioner Evatz being absent:

To approve the purchase a folder inserter machine from MMS West in an amount not \$11,547.00 along with an additional four-year maintenance contract for \$2,148.00 a year subject to approval of the District Attorney's Office which has been done, not to exceed \$20,139.00.

TREASURER: Treasurer Rhona Lecumberry appeared before the Commission.

REQUEST FOR A CREDIT CARD TO BE ISSUED TO FACILITIES OPERATIONS: Consideration, discussion and possible approval of a request to issue a WellsOne Commercial Card to Rebecca Azurmendi, Administrative Clerk for Facilities Operations with a limit set at \$1,500.00. Treasurer Lecumberry reviewed the request for the Commission. The following motion was made by Commissioner Tipton and passed with Chairman Hill and Commissioners Hoss, Cerri and Tipton voting aye and Commissioner Evatz being absent:

For approval of the request to issue a Wells One Commercial credit card to Rebecca Azurmendi, Administrative Clerk for Facilities Operations with a limit set at \$1,500.00.

FACILITY OPERATIONS: Facility Operations Supervisor, Adrian Gonzalez appeared before the Commission.

EMERGENCY EXPENDITURE FOR HVAC REPAIRS FOR THE SECOND FLOOR COURTHOUSE AIR HANDLER: Humboldt County Facility Operations Supervisor, Adrian Gonzalez will provide an update to the emergency expenditure (Per NRS 332.112) for the courthouse, second floor. Included on the online agenda for review was a copy of the Staff Report detailing the request (see attached). Supervisor Gonzalez reviewed the request for the Commission. Questions were put forth by members of the Commission and Supervisor Gonzalez responded.

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

REQUEST APPROVAL TO AUCTION DECOMMISSIONED COUNTY EQUIPMENT: Consideration, discussion and possible approval to sell by public auction, County equipment pursuant to NRS 332.185 consisting of items in the attached list, as the equipment is no longer of use to the county and auctioning the equipment is in the best interest of the County. Included on the online agenda was a list of items to be sent to auction (see attached). Director Ferraro reviewed the request for the Commission. Based on questions from

Commissioners Tipton and Hoss related to printers, Technology Services Director Mike DeTullio responded and explained. The following motion was made by Commissioner Tipton:

To approve to sell by public auction the county equipment pursuant to NRS 332.185 consisting of the items in the attached list to our agenda and as the equipment is no longer of use to the county and the auctioning the equipment is in best interest of the County.

Based on direction from legal counsel, Commissioner Tipton offered the following amended motion which passed with Chairman Hill and Commissioners Hoss, Cerri and Tipton voting aye and Commissioner Evatz being absent:

To approve to sell by public auction the county equipment pursuant to NRS 332.185 consisting of the items in the attached list to our agenda and as the equipment is no longer required for public use by Humboldt County and auctioning the equipment is in best interest of the County.

Commissioner Evatz joined the meeting at 9:01 a.m. via Teams.

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 mowing, road work, weed spraying, the Jungo first well project, the upcoming grader bid status and the well in Denio which is completed but he noted a couple additional steps needed.

TECHNOLOGY SERVICES: Technology Services Director Mike DeTullio appeared before the Commission.

REQUEST TO APPROVE CONTRACT WITH ARTISTIC FENCE: Consideration, discussion and possible approval to contract with Artistic Fence to build a security fence around the Brinkerhoff Public Safety Communication relay site in an amount not to exceed \$7,974.00. Included on the online agenda was a Staff Report detailing the request (see attached). Director DeTullio reviewed the request for the Commission. Based on a question from Commissioner Evatz, Director DeTullio explained the delay in getting this project done. Chairman Hill commented on the bid process noting that non-technical items should be put out to bid noting his understanding of statutory language but for items like construction costs he believes bids should be sought. The following motion was made by Commissioner Cerri and passed unanimously:

To approve the Technology Services request to contract with Artistic Fence to build a security fence around the Brinkerhoff Public Safety Communication relay site in an amount not to exceed \$7,974.00.

REQUEST TO PURCHASE AUTHENTICATION AND PASSWORD MANAGEMENT SOLUTION: Consideration, discussion and possible approval to purchase a computer Authentication and Password Management

solution, including maintenance and support from Imprivata in an amount not to exceed \$62,193.00. Director DeTullio reviewed the request for the Commission noting that the Technology Advisory Committee has approved this solution. Chairman Hill asked about checks and balances to make sure that it will work for every department. Director DeTullio responded. Discussion ensued the cost of the request. Commissioner Tipton inquired whether this was a back door to obtaining the new entrance system that was previously denied by this Board. Director DeTullio responded that it was not and explained. Commissioner Hoss asked what the benefit is for going this way rather than what is currently being used. Director DeTullio responded. Commissioner Cerri asked about the ability to seek financial assistance or reimbursement from the State. Clerk Spero commented on her intention to seek reimbursement for the costs associated with the election portion of this request. Director DeTullio responded that he will explore reimbursement abilities for the Sheriff's Office. Commissioner Cerri noted his concerns that when the County pays for something, it is viewed by the State that the County can afford it and reimbursement is not forthcoming. Based on questions from Commissioner Evatz, Director DeTullio explained how this item was budgeted for. The following motion was made by Commissioner Tipton and passed unanimously:

To purchase a computer Authentication and Password Management solution, including maintenance and support from Imprivata in an amount not to exceed \$62,193.00; to include year one of \$43,281.00 and then maintenance agreements for \$9,456.00 in year two and \$9,456.00 for year three.

Based on a request from Director DeTullio, the following motion was made by Commissioner Tipton:

To authorize the IT Department Management Team to sign off on this

Based on discussion about the language of the agenda, Commissioner Tipton withdrew his motion.

Chairman Hill recessed the meeting 9:28 a.m. reconvening at 9:33 a.m.

COUNTY MANAGER: County Manager Don Kalkoske appeared before the Commission.

REQUEST TO HIRE DEPUTY PUBLIC DEFENDER: Consideration, discussion and possible approval to hire for the position of Deputy Public Defender. Manager Kalkoske reviewed the request for the Commission. Commissioner Tipton asked about State reimbursement. Manager Kalkoske responded. Commissioner Evatz noted concern that it is the first day of a new budget year but now we are saying the budget is wrong as to a position. Public Defender Matt Stermitz offered comment on what occurred with the public defender situation and noted that he had brought this up previously during pre-budget discussion but that it did not occur and commented on the funding available at the State level and how this situation was handled elsewhere in the State; he requested approval of the request. Discussion ensued regarding the budgeted positions for the Public Defender's Department. Comptroller Rackley reviewed what had occurred with this year's budget request for the Public Defender noting the funding available to augment.

Discussion ensued including when do staffing levels attain the level that reduces the amount and number for contract counsel, the amount budgeted for the Public and Alternate Defender's Offices and what the State will reimburse for. Brenda Roberts on behalf of the Department of Indigent Defense appeared before the Commission via Teams and noted the number of attorneys required per DIDS. Commissioner Cerri explained why he is struggling with approving this as it was not budgeted for or requested during budgets and his lack of confidence in the State as to reimbursement. Commissioner Hoss concurred. Public Defender Stermitz responded. Commissioner Cerri questioned if it wouldn't be better to hire the alternate position and continue to use the contract. Public Defender Stermitz offered comment on the benefit of keeping it in house and explained what other counties have done. Commissioner Cerri suggested trying this for a year. Discussion ensued with Public Defender Stermitz and he explained why he needs additional personnel to cover the case load. Commissioner Evatz asked if clarification could be obtained as to what the contract attorneys are covering. Manager Kalkoske responded. Commissioner Tipton offered comments on concerns about the State's ability to continue to pay and questioned the impact of these positions on the county's budget if reimbursement stopped. Public Defender Stermitz responded noting appointed officials are at will and can be terminated if funding is not available. Chairman Hill offered comment on the problems and suggested by adding more people, the problem is just being added to and suggested that follow-up is needed with the contractor. Public Defender Stermitz stated that he could not do this any longer and while he appreciates the help, he stated he tendered his resignation. Discussion ensued with Manager Kalkoske commenting on the contract and what its purpose was. Discussion ensued. Ms. Roberts noted that the Mr. Stermitz's current case load is equal to three full-time attorneys and offered comment on the contract attorneys. Chairman Hill suggested that what the contract attorneys are bringing to the table needs to be reviewed. Discussion ensued. Manager Kalkoske reviewed the language from legal counsel regarding what the county is mandated to provide and the need to place findings in any motion if the request is denied to support the Commission's conclusion. Discussion ensued. Clerk Spero offered comment as the Court Clerk as to the work load of the Public Defender's Office including jury trials suggesting that a deputy position should have been included in this budget long ago and noting the availability of funding currently to offset the costs. Chairman Hill commented on his support for this request as even with the employees we have and the Mansfield/Mayo contract at 100% we are still lacking in services but with only one attorney available through the contract all the time, we are very short; he noted that hiring the deputy is less expensive than the contract and explained. Commissioner Tipton noted legal counsel's direction that findings must be made to deny the

request and, as the money is there, he does not see where the Board could do that. The following motion was made by Commissioner Tipton:

To hire the position of a deputy public defender.

Discussion ensued regarding where another employee would be housed and the ability of that cost to be reimbursed by the State. Commissioner Evatz noted that, to be clear, based on the comments from the Clerk, that there was no communication about the competency and conscious efforts Mr. Stermitz and no intent to disparage his efforts; that even if funding comes from the state, it is still taxpayer funded, so it is still important for this Commission to scrutinize putting additional people on staff. Clerk Spero noted that her intent was just to explain the number of hours that are associated with the office, that it is not just an eight to five position and that Mr. Stermitz and staff put in a lot of effort in preparing cases and such. Chairman Hill commented on the frustration by the Commission as they believed this contract was a fix when it was more just a help than a fix. Chairman Hill called Commissioner Tipton's motion to a vote and it passed unanimously.

REQUEST TO WAIVE THE ATTRITION POLICY TO HIRE FOR THE POSITIONS OF ALTERNATE PUBLIC DEFENDER: Consideration, discussion and possible approval to waive the attrition policy to hire for the position of Alternate Public Defender. Commissioner Cerri stated his support for this request with the other Commissioners concurring. The following motion was made by Commissioner Cerri and passed unanimously:

To approve the waiver of attrition policy and hire for the position of alternate public defender.

FACILITIES OPERATIONS MANAGER: Consideration, discussion and possible approval to waive the attrition policy to hire for the position of Facilities Operations Manager. Chairman Hill reviewed the request for the Commission with Manager Kalkoske offering comment. The following motion was made by Commissioner Evatz and passed unanimously:

To approve to waive the attrition policy to hire for the position of Facilities Operations Manager.

DISCUSSION RELATED TO COMMISSIONERS INPUT ON POTENTIAL BILL DRAFT REQUESTS FOR NEXT YEAR'S LEGISLATIVE SESSION: Consideration and discussion to gather the Commissioners' input regarding potential Bill Draft Requests for the 2025 Nevada Legislative Session. No items presented under this agenda item.

MISCELLANEOUS REPORTS AND CORRESPONDENCE:

Other information and upcoming meetings: No dates identified.

Reports from Commissioners regarding other Boards and Committees on which they serve: Chairman Hill offered no report. Commissioner Cerri offered no report. Commissioner Tipton commented on

07/01/2024

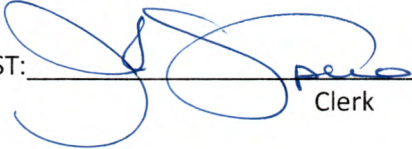
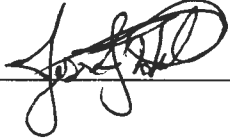
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work/discussion with Andy Rieber on new rules coming out and noted upcoming items. Commissioner Hoss offered no report. Commissioner Evatz offered no report.

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. Chairman Hill questioned if there is any support available to allow for legal counsel to better connect to these meetings. Commissioner Hoss asked that the legal counsel contract be followed up on; Chairman Hill concurred with having the County Manager doing follow-up.

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

ADJOURNMENT: Chairman Hill adjourned the meeting at 10:42 a.m.

ATTEST:  Clerk APPROVED:  Chairman

(Minutes approved by the Commission and signed by the Chairman on 7-15-24)

Notice of Public Meeting
Humboldt County Board of Commissioners Regular Meeting
Monday, July 1, 2024
8:30 AM

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

FOR TELECONFERENCE OR VIDEO CONFERENCE ACCESS

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

Or by phone: +1 775-446-0241, Conference ID: 261 110 278 364

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 JUNE 17, 2024 THROUGH JULY 1, 2024 (FOR POSSIBLE ACTION)
6. COMPTROLLER: FINANCIAL REPORT (INFORMATIONAL ONLY)

Humboldt County Comptroller Gina Rackley will provide an overview of current conditions with respect to Humboldt County revenues and expenditures for fiscal year 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.

7. ASSESSOR'S OFFICE: REQUEST TO PURCHASE FOLDER INSERTER MACHINE (FOR POSSIBLE ACTION)

Consideration, discussion and possible approval to purchase a folder inserter machine from MMS West in an amount not to exceed \$11,547 and \$2,148 for an annual maintenance fee for the remaining 4 years of the 5-year agreement. Annual maintenance for years 2 through 5 will be invoiced annually. This agreement is pending the District Attorney's review and approval. Discussion and possible action.

7.A) Assessor

[Staff Report - Purchase of folder inserter machine.pdf](#)

8. TREASURER: REQUEST FOR A CREDIT CARD TO BE ISSUED TO FACILITIES OPERATIONS (FOR POSSIBLE ACTION)

Consideration, discussion and possible approval of a request to issue a WellsOne Commercial Card to Rebecca Azurmendi, Administrative Clerk for Facilities Operations with a limit set at \$1,500. Discussion and possible action.

8.A) Treasurer

[Treasurer - Facilities Operations - R Azurmendi.pdf](#)

9. FACILITY OPERATIONS: EMERGENCY EXPENDITURE FOR HVAC REPAIRS FOR THE SECOND FLOOR COURTHOUSE AIR HANDLER. (FOR INFORMATION ONLY)

Humboldt County Facility Operations Supervisor, Adrian Gonzalez will provide an update to the emergency expenditure (Per NRS 332.112) for the courthouse, second floor, HVAC Air Handler repair. Information only

9.A) Facility Operations

[Staff Report - Purchase of New Fan Shaft for AHU-F and supporting documents.pdf](#)

10. PUBLIC WORKS DEPARTMENT: REQUEST APPROVAL TO AUCTION DECOMMISSIONED COUNTY EQUIPMENT (FOR POSSIBLE ACTION); GENERAL ROAD PROJECTS (FOR INFORMATION ONLY)

- A. Consideration, discussion and possible approval to sell by public auction, County equipment pursuant to NRS 332.185 consisting of items in the attached list, as the equipment is no longer of use to the county and auctioning the equipment is in the best interest of the County. Discussion and possible action.
- B. 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.

10.A) Public Works

[Staff Report - Auction items.pdf](#)
[2024 auction list.pdf](#)

11. TECHNOLOGY SERVICES: REQUEST TO APPROVE CONTRACT WITH ARTISTIC FENCE; REQUEST TO PURCHASE AUTHENTICATION AND PASSWORD MANAGEMENT SOLUTION (FOR POSSIBLE ACTION)

- A. Consideration, discussion and possible approval to contract with Artistic Fence to build a security fence around the Brinkerhoff Public Safety Communication relay site in an amount not to exceed \$7,974. Discussion and possible action.
- B. Consideration, discussion and possible approval to purchase a computer Authentication and Password Management solution, including maintenance and support from Imprivata in an amount not to exceed \$62,193. Discussion and possible action.

11.A) Tech Services

[TSD - Brinkerhoff Artistic Fence.pdf](#)

[TSD - Imprivata.pdf](#)

12. COUNTY MANAGER: REQUEST TO HIRE DEPUTY PUBLIC DEFENDER; REQUEST TO WAIVE THE ATTRITION POLICY TO HIRE FOR THE POSITIONS OF ALTERNATE PUBLIC DEFENDER AND FACILITIES OPERATIONS MANAGER (FOR POSSIBLE ACTION)

- A. Consideration, discussion and possible approval to hire for the position of Deputy Public Defender. Discussion and possible action.
- B. Consideration, discussion and possible approval to waive the attrition policy to hire for the position of Alternate Public Defender. Discussion and possible action.
- C. Consideration, discussion and possible approval to waive the attrition policy to hire for the position of Facilities Operations Manager. Discussion and possible action.

12.A) County Manager - Request to Hire

[Staff Report - Deputy Public Defender auth to hire - 07012024.pdf](#)

[Staff Report - Alternate Public Defender waiver of attrition - 07012024.pdf](#)

[Staff Report - Facility Operations Manager waiver of attrition - 07012024.pdf](#)

13. COUNTY MANAGER: DISCUSSION RELATED TO COMMISSIONERS INPUT ON POTENTIAL BILL DRAFT REQUESTS FOR NEXT YEAR'S LEGISLATIVE SESSION (DISCUSSION ONLY)

Consideration and discussion to gather the Commissioners' input regarding potential Bill Draft Requests for the 2025 Nevada Legislative Session. Discussion only.

13.A) BDR

[Agenda Request for BDR Suggestions.pdf](#)

14. MISCELLANEOUS REPORTS AND CORRESPONDENCE

- 1. Other information and upcoming meetings:
- 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).

15. 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.

16. 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.

17. ADJOURNMENT

18. 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.

Staff reports and supporting material posted for the meeting are available on the Humboldt County website at <https://www.humboldtcountynev.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 _____ By: _____

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

MEETING DATE: July 1, 2024
DATE POSTED: June 26, 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 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, 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 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

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HUMBOLDT COUNTY

50 W. 5th Street
Winnemucca, Nevada 89445
www.hcnv.us

STAFF REPORT

DATE: Thursday, June 20, 2024
TO: County Commission
FROM: Adrian Gonzalez-Avala, Facility Operations
SUBJECT: Request for Approval for A1 Commercial to Order a New Fan Shaft for the AHU-F in the Courthouse for the Second Floor.

REQUESTED AGENDA DATE: July 1, 2024

SUMMARY

Facility Operations is requesting approval for A1 Commercial to order a new fan shaft for the main air handling HVAC unit AHU-F in the Courthouse for the second floor.

WHY ARE YOU BRINGING THIS BEFORE THE BOARD NOW:

For approval for A1 Commercial to order a new fan shaft for the main air handling HVAC unit AHU-F in the Courthouse for the second floor, in an amount not to exceed \$8,411.00. Per County Manager Don Kalkoske, this expenditure is a necessity and is urgent that it be repaired as quickly as possible. Based on the previous and current work being performed by A1 Commercial Services, this was the only quote obtained. The purchase of the replacement parts was verbally approved for expedited purposes. The shaft was received on June 18, 2024, and was installed the same day by Facility Operations. As per the same process, the shaft and existing fan wheels will need to be balanced. This is to take place on June 24, 2024.

PREVIOUS ACTION

None

BACKGROUND

On June 12, 2024, Facility Operations received several reports of the second floor to the Courthouse was extremely hot. Maintenance Technicians Nathan Stickel and Adrian Gonzalez investigated the issue and found that the fan shaft for the AHU-F had loose bearings causing severe damage to the fan shaft. The damage occurred to the same fan shaft that was replaced earlier this year in January. Adrian Gonzalez advised County Manager, Don Kalkoske, of the issues. Verbal approval was given to order a new fan shaft to get the HVAC unit working properly in a timely manner. A1 was contacted for expedited ordering purposes. Parts ordered and provided by A1 included one (1) new Trance OEM fan shaft and installation was performed by Facility Operations. This project has already been completed. Since the replacement in January, maintenance had added this unit to their weekly facility checks and the last check was conducted the prior week. During the check, there were no issues that were noticed at the time

other than the vibration of the unit even after it had been balanced. At the time, this did not seem like it was going to be a serious issue.

FISCAL IMPACT

Expenditure of an amount not to exceed \$8,411.00 from the approved 2023-2024 fiscal year budget for the Facility Operations Department.

RECOMMENDATION

It is recommended that this request for approval for A1 Commercial to order a new fan shaft for the HVAC unit AHU-F in the Courthouse for the second floor, be approved.

LIST SUPPORTING DOCUMENTS IF APPLICABLE:

A1 Commercial Services Proposal.

POSSIBLE MOTION

Motion to approve Facility Operation's request, as presented, to accept the proposal for approval for A1 Commercial to order a new fan shaft for the HVAC unit AHU-f in the Courthouse for the second floor, in an amount not to exceed \$8,411.00.

BUDGET PRICING PROPOSAL

A-1 COMMERCIAL SERVICE COMPANY

1195 Reese Way
Reno, Nevada 89521-8866

Phone 775-287-1163 Email: alcommercialservice@gmail.com

DATE: June 12, 2024

Adrian Gonzalez
Acting Director of Buildings and Grounds
25 West 5th Street
Winnemucca, Nevada 89445

Dear Adrian,

Ref: EMERGENCY ORDER OF NEW FAN SHAFT FOR AHU-F.

Thank you for this opportunity to be of service to you and Humboldt County by offering this Proposal to locate, purchase and deliver to the Humboldt County Court House a new fan shaft for AHU-F; the air handler that supplies the 2nd floor Court Rooms, Judges Chambers, Offices, Restrooms and common areas of the Humboldt County Court House:

- Identify, locate, order, purchase and deliver as expeditiously as possible a new Trane OEM Fan Shaft for the Court House AHU-F.

Our total net price to perform this scope-of-work is:

\$7,450.00.

Seven thousand four hundred fifty dollars and no cents.

NOTE: NOT INCLUDED IN PRICING: INSTALLATION OF ANY PARTS OR MATERIAL, EXPEDITED FREIGHT DUE TO EMERGENCY NEED FOR OPERATION OF AHU-F IS NOT INCLUDED IN THE PROPOSAL AS IT IS UNKNOWN AT THIS TIME.

This proposal is for **parts and freight only**; it is our understanding that Humboldt County Maintenance Personnel will install parts. Proposal includes all necessary material and required Nevada State, Federal and local taxes.

If you have any questions, or if we may be of further service, please contact us.

Sincerely,

Alan L. DuVall
Service Representative

[Type text]

NEVADA CONTRACTORS LICENSE # 0044144

24 HOUR SERVICE PHONE: 775-287-1163

Unit No.	Department	Year	Make	Model
	Road		Diesel Engine w/Pump	
	Road		File Cabinets	
	Road		Jet Radial Arm Press	700DS
	Road		Propane Tanks	
	Road		Ammoco	Brake Lathe
	Road		Large Propane Tanks	
	Road		Sun 504/Distributor Tester	DT-504-
	Road		Rhino 3 Point PTO Red Driver Mower	TW84
	Road		Lincoln	Bumper Jack
GW1	Golconda GID	1994	Chevy Pickup	K-1500
377	Road		Crack Seal Machine w/ Trailer	
			Utility Bed	
	Road		Modine	Heater (A)
	Road		Modine	Heater (B)
	Road		LECO Fog	Generator (A)
	Road		LECO Fog	Generator (B)
	Road		London Fog	Generator
PVF4	PV Fire	1977	IHC	Fire Truck
G2	Golconda Fire	1985	Ford F350	Fire Truck
R03	Rural Fire	1981	Ford F605	Fire Truck
236	Road	1982	ACRO water tank trailer	7000 Gallon
	IT		Fujitsu fi-7030	
	IT		HP Color JaserJet Enterprise M553	
	IT		HP Color LaserJet Enterprise M553	
	IT		HP Color LaserJet Pro MFP M277dw	

	IT		HP Color LaserJet Pro MFP M477fdn	
	IT		HP LaserJet 500 Color M551	
	IT		HP LaserJet 2200d	
	IT		HP LaserJet 4100N	
	IT		HP LaserJet 500 Color M551	
	IT		HP LaserJet 600 M602	
	IT		HP LaserJet 600 M602	
	IT		HP LaserJet 600 M602	
	IT		HP LaserJet 600 M602	
	IT		HP LaserJet P2105	
	IT		HP LaserJet P3005	
	IT		HP LaserJet P3105	
	IT		HP LaserJet P4105n	
	IT		HP LaserJet P4105x	
	IT		HP LaserJet Pro 400 color M451dn	
	IT		HP LaserJet Pro 400 color M451nw	
	IT		Lexmark XM3150	
	IT		Lexmark XS463de	
	IT		Xerox Workcentre 4118	
	IT		Xerox Workcentre 6605	
75	Fairgrounds	1997	Ford	F350 Van



HUMBOLDT COUNTY

50 W. 5th Street
Winnemucca, Nevada 89445
www.humboldtcountynv.gov

STAFF AGENDA REQUEST

DATE: June 17, 2024
TO: County Commission
FROM: Mike DeTullio, Director of Technology Services
SUBJECT: Approval to Contract Artistic Fence to Build a Security Fence Around the Brinkerhoff Public Safety Communication Relay Site

REQUESTED AGENDA DATE: July 1, 2024

SUMMARY AND BACKGROUND:

The Technology Services Department is requesting approval to contract Artistic Fence to build a security fence around the Brinkerhoff Public Safety Communication Relay Site, in an amount not to exceed \$7,974.00.

Pursuant to an oral agreement between the County and the Brinkerhoff's, The County has occupied a small space on the Brinkerhoff's ranch for many years to operate a Public Safety Communication Relay Site that consists of a small tower and an 8'6" X 6'9" building. Technology Services' previous Director, Ric Grantham, and ranch owner, Toby Brinkerhoff, met and discussed the overall footprint of this site as well as the county erecting a fence around the site and weed control, all of which were agreed to.

The County and the Brinkerhoff's desired to memorialize their oral agreements in a Lease Agreement, laying out the agreed upon terms and conditions, lease payments, responsibilities and liabilities. Humboldt County's legal counsel reviewed and approved the Lease Agreement. Subsequently, both parties agreed to the Lease Agreement and fully executed it on September 6, 2022.

Pursuant to the Lease Agreement, Paragraph 7 (a), Fencing, Lessee (the County) shall be responsible for erecting a fence around the perimeter of the leased premises to deter unauthorized persons from entering the area.

This proposed expenditure did not go through the competitive bid process, it is exempt per NRS 332.115 (1) (s), Contracts which by their nature are not adapted to award by a competitive solicitation, including contracts for the design of, and equipment and services associated with, systems of communication, are not subject to the requirements of this chapter for a competitive solicitation, as determined by the governing body or its authorized representative. Additionally, time is of the essence to satisfy the agreement with the Brinkerhoff Ranch, as the agreement was fully executed almost two (2) years ago.

WHY ARE YOU BRINGING THIS BEFORE THE BOARD NOW:

For final approval to contract Artistic Fence to build a security fence around the Brinkerhoff Public Safety Communication Relay Site, in an amount not to exceed \$7,974.00.

PREVIOUS ACTION:

None

HAS DISTRICT ATTORNEY REVIEWED AGREEMENT/CONTRACT IF APPLICABLE:

N/A

FISCAL IMPACT IF APPLICABLE:

The fiscal impact of approving this request would be an expenditure from the approved fiscal year 2024-2025 Technology Services – Communications Professional Services budget, which currently has a balance of \$23,000.00, in an amount not to exceed \$7,974.00.

RECOMMENDATION:

It is recommended that a final approval to contract Artistic Fence to build a security fence around the Brinkerhoff Public Safety Communication Relay Site, in an amount not to exceed \$7,974.00.

LIST SUPPORTING DOCUMENTS IF APPLICABLE:

Lease Agreement for TV Translators and Communication Facility and Artistic Fence Quote

POSSIBLE MOTION:

Motion to approve the Technology Services Department’s request, as presented, to contract Artistic Fence to build a security fence around the Brinkerhoff Public Safety Communication Relay Site, in an amount not to exceed \$7,974.00.



HUMBOLDT COUNTY

50 W. 5th Street
Winnemucca, Nevada 89445
www.humboldtcountynv.gov

STAFF AGENDA REQUEST

DATE: June 20, 2024
TO: County Commission
FROM: Mike DeTullio, Director of Technology Services
SUBJECT: Authorization to Purchase Authentication and Password Management Solution from Imprivata

REQUESTED AGENDA DATE: July 1, 2024

SUMMARY AND BACKGROUND:

The Technology Services Department is seeking authorization to purchase an Authentication and Password Management solution, including maintenance and support, from Imprivata, in an amount not to exceed \$62,193.00 total, split into 3 year installments as follows:

Year 1 \$43,281.00
Year 2 \$ 9,456.00
Year 3 \$ 9,456.00

Technology Services is also requesting authorization for Mike DeTullio to sign the Order Acceptance for this solution if approved by this Commission.

This solution is being purchased initially for the County Clerk's Office, the Sheriff's Office and the Technology Services Department. The solution is a subscription/license based solution that will require the purchase of a small amount of hardware being an HID card reader to be attached to each user's computer. This solution satisfies the County Clerk's office requirements by the Secretary of State's Office and satisfies the Sheriff's Office and Technology Services Department's federal requirements set forth by the FBI's Criminal Justice Information Services (CJIS).

This solution is also being considered for implementation countywide once the departments above have had a chance to work with it and it is determined to be an effective, user friendly, non-cumbersome way to authenticate and manage passwords. This solution is also being considered for countywide use due to the fact that the HID cards that are used with it are also the same cards that would be compatible with and used with a possible future keyless door control system being reviewed for all county facilities.

Only one quote has been obtained for this proposal as this purchase is being made in consideration of NRS 332.115 (1) (g) (i) (j) Contracts not adapted to award by competitive solicitation; purchase of certain equipment by local law enforcement agency, response agency or other local governmental agency; purchase of goods commonly used by hospital.

1. Contracts which by their nature are not adapted to award by a competitive solicitation, including contracts for:

- (g) Hardware and associated peripheral equipment and devices for computers;
- (i) Maintenance and support for:
 - (1) Hardware and associated peripheral equipment and devices for computers; and
 - (2) Software for computers;
- (j) Equipment containing hardware or software for computers;

WHY ARE YOU BRINGING THIS BEFORE THE BOARD NOW:

For final approval to purchase an Authentication and Password Management solution, including maintenance and support, from Imprivata, in an amount not to exceed \$62,193.00 total, split into 3 year installments and to authorize Mike DeTullio to sign the Order Acceptance of this solution.

PREVIOUS ACTION:

None

HAS DISTRICT ATTORNEY REVIEWED AGREEMENT/CONTRACT IF APPLICABLE:

D/A

FISCAL IMPACT IF APPLICABLE:

The fiscal impact of approving this request would be an expenditure, for the first year of a three year contract, in amount not to exceed \$43,281.00, from the Technology Services – Computer Systems Software and Contracts & Agreements approved budgets for fiscal year 2024-2025, which currently have a balance of \$34,000.00 and \$642,770.00 respectively.

RECOMMENDATION:

It is recommended that the Technology Services' request for final approval to purchase an Authentication and Password Management solution, including maintenance and support, from Imprivata, in an amount not to exceed \$62,193.00 total, split into 3 year installments and to authorize Mike DeTullio to sign the Order Acceptance of this solution, be approved.

LIST SUPPORTING DOCUMENTS IF APPLICABLE:

Quote from Imprivata

POSSIBLE MOTION:

Motion to approve Technology Services' request, as presented, to purchase an Authentication and Password Management solution, including maintenance and support, from Imprivata, in an amount not to exceed \$62,193.00 total, split into 3 year installments as follows: Year 1 - \$43,281.00, Year 2 - \$9,456.00 and Year 3 - \$9,456.00 and authorize Mike DeTullio to sign the Order Acceptance of this solution.