



Humboldt County Board of Commissioners
July 15, 2024 at 8:30 a.m.
Meeting Minutes

Those present were Chairman Jesse Hill, Commissioners Tom Hoss, Ron Cerri, Ken Tipton and Mark Evatz, 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: Chairman Hill asked for public comment. None offered.

CLOSED SESSION FOR DISCUSSION WITH COUNTY REPRESENTATIVES REGARDING NEGOTIATIONS WITH THE HUMBOLDT COUNTY LAW ENFORCEMENT ASSOCIATION: Pursuant to NRS 288.220, the following proceedings are not subject to any provision of NRS which requires a meeting to be open or public: (1), any negotiation or informal discussion between a local government employer and an employee organization or employees as individuals, whether conducted by the governing body or through a representative or representatives and/or (4) any meeting of the governing body of a local government employer with its management representative or representatives. The following motion was made by Commissioner Tipton and passed unanimously:

To go into closed session for discussion with the county representatives regarding a negotiation with Humboldt County Law Enforcement Association pursuant to NRS 288.220.

The Commission entered closed session at 8:34 a.m.

The following motion was made by Commissioner Tipton and passed unanimously:

The Humboldt County Commission comes out of closed session and back into the regular meeting.

The Commission re-entered open session at 8:51 a.m.

APPROVAL OF MINUTES: Discussion and action on correction/approval of minutes for discussion and action on correction/approval of minutes for: February 22, 2021 Joint meeting and Regular meeting; June 17, 2024 Regular meeting and July 1, 2024 Regular meeting. Chairman Hill stated that the minutes provided for March 27, 2017 would be tabled at this time for further review and corrections. Commissioner Evatz stated for the record that as a couple of the minutes were prior to his time on the Commission, he would be approving as to form only. The following motion was made by Commissioner Cerri and passed unanimously:

To approve the minutes for February 22, 2021 Joint meeting, February 22, 2021 Regular Commission meeting and June 17 and July 1, 2024 as presented.

APPROVAL OF EXPENDITURES FOR HUMBOLDT COUNTY FOR JULY 1, 2024 THROUGH JULY 15, 2024: The following motion was made by Commissioner Tipton:

To approve the expenditures for Humboldt County for July 1, 2024 through July 15, 2024 as presented.

Chairman Hill asked about the expenditures for Vector related to flights; Manager Kalkoske explained and discussion ensued. Chairman Hill called Commissioner Tipton's motion to a vote and it passed unanimously.

COUNTY MANAGER: Manager Don Kalkoske reviewed the request for the Commission.

REQUEST FOR CRITICAL NEEDS DESIGNATION FOR THE COMPTROLLER/AUDITOR POSITION: Consideration, discussion and possible approval of a request to designate the position of Comptroller/Auditor as a Critical Need Position with the Public Employees Retirement System of Nevada to allow for the re-employment of retired employees and to adopt applicable findings, pursuant to NRS 286.523 (5) (a-e). Included on the online agenda for review was a Staff Report detailing the request, a copy of the NV PERS Critical need Position Designation Form and a copy of the proposed Findings (see attached including Findings as signed). Chairman Hill read the title of the agenda item for consideration. Manager Kalkoske reviewed the request for the Commission noting that the Comptroller position is critical and read the findings as provided into the record as follows:

"WHEREAS the Humboldt county Board of Commissioners met on the 15th day of July, 2024 to consider the Critical Staff Needs of Humboldt County Comptroller/Auditor and having heard those requests;

*The Board, as to the position of **Comptroller/Auditor**, FINDS:*

- 1) The county currently has only one Comptroller/Auditor on staff;*
- 2) The current Comptroller/Auditor has indicated retirement from the position;*
- 3) The position has been filled with the same employee for over 7 years;*
- 4) Filling the position requires special circumstances including, but not limited to, a Bachelor's Degree from an accredited college or university in Accounting, Business Administration, Economic, Finance or closely related field; 5 years of full-time experience managing fiscal, auditing, purchasing, risk management and accounting in a governmental department;*
- 5) The position has been advertised on NEOGOV, social media, LinkedIn, Monster, Career Builder, Indeed, NACO, nevadaruraljobs.com, GovernmentJobs.com, Humboldt County's website and Robert Half website;*
- 6) The County hired Robert Half to recruit for the position;*
- 7) 4 Applicants were offered interviews, however two of those, from out of state,*

later declined the interview, and the other two did not possess the qualifications for the position.

DATED this 15th day of July, 2024”

Legal counsel Carr received clarification from Manager Kalkoske on specific points of the request including the history of the rate of turnover for the position which was last filed in 2017, that the number of openings for the position is one, that the number of qualified candidates for that opening, after all of the efforts of recruitment have been done, is zero and the length of time the position has been vacant is that it is not vacant yet but will be vacant on August 2nd but that, because it is a necessary and appropriate service, that is required for the county they are trying to potentially avoid that vacancy or length of time that it is vacant and that the difficulty in filling the position is due to special circumstances including without limitation special education or experience requirements; she asked for additional clarification as to what has been found in the recruitment process that has resulted in difficulty in filling the position. Manager Kalkoske responded that what has been found is that there are a couple of individuals that have some of the education but don't have overall a governmental accounting background to be put into the role and just allow them to run. Legal counsel Carr asked for additional clarification that the efforts to promote have been inside and outside the State of Nevada, that it was a nationwide search. Manager Kalkoske confirmed that was correct. Legal counsel Carr explained what would need to be done with any motions made pursuant to statute with adopting the findings and then offering a motion that based on the findings the position of comptroller is designated as a critical shortage or critical need. Commissioner Hoss questioned the effort to seek candidates from the private sector. Manager Kalkoske reviewed what steps have been taken to address the private sector by the recruiting firm. Commissioner Hoss continued noting his concerns. The following motion was made by Commissioner Evatz and passed unanimously:

To designate the position of Comptroller/Auditor as a critical need position with the Public Employee Retirement System of Nevada to allow for the reemployment of retired employees and to adopt applicable, findings per Nevada Revised Statute including all findings.

Chairman Hill stated that the Commission returns to item 7 on the agenda to clarify the motion provided as directed by legal counsel. Return occurred at 9:23 a.m.

Based upon direction from legal counsel, the following motion was made by Commissioner Evatz and passed unanimously:

To withdraw his prior motion as it was inaccurately presented per legal counsel.

The following motion was made by Commissioner Evatz and passed unanimously:

To approve the findings of critical need designation for the Comptroller's position as presented in the agenda.

The following motion was made by Commissioner Evtz and passed unanimously:

To approve the designation of the Comptroller position as a critical need according to statute and based upon the findings just approved.

Chairman Hill stated that the Commission would now return to item 10 on the agenda.

COMPTROLLER: Comptroller Gina Rackley appeared before the Commission.

DEBT MANAGEMENT POLICY AND CAPITAL IMPROVEMENT PLAN RESOLUTION: Consideration, discussion and possible approval of the Annual Debt Management Policy Resolution and Capital Improvement Plan Resolution for 2024. Included on the online agenda for review was a copy of the Staff Report detailing the requests, copies of the proposed Resolutions, a copy of the proposed Capital Improvement Plan and a copy of the proposed Debt Management policy Annual Update. Comptroller Rackley reviewed the request for the Commission. Discussion ensued regarding the Public Works Department's shop extension and if it was approved at budget time upon determination that it had not been approved, Chairman Hill stated that the \$200,000.00 for the shop extension would be removed from this Capital Improvement Plan. Discussion ensued regarding the purpose of a place holder for the court building project. Comptroller Rackley noted the need to do something for the court situation and why she places the funds as she does. Commissioner Evtz noted his concerns with placing funds and not doing anything with it and the need for the responsible party to bring the item forward or it appears that it is not needed. The following motion was made by Commissioner Evtz and passed unanimously:

To approve the annual Debt Management Policy Resolution as presented in the agenda and the associated Capital Improvement Plan Resolution as presented.

Commissioner Cerri asked if the motion should include language removing the County Shop expansion funding. The following amended motion was made by Commissioner Evtz and passed unanimously:

To approve the annual Debt Management Policy Resolution as presented in the agenda and the associated Capital Improvement Plan Resolution as presented with the amendment around the line item for the shop building at the county works facility.

(Resolution Nos. 07-15-24 & 07-15-24a)

RESOLUTION FOR COMMITTED FUND BALANCES: Consideration, discussion and possible approval of a Resolution to adopt Humboldt County's committed Fund Balances for Indigent Services Fund, Road Fund, Cooperative Extension Fund, Regional Transportation Fund, 6th Judicial District Fund, Library Fund, 6th Judicial District Specialty Court Fund, Administrative Assessment Fund, Bad Check Restitution Fund,

Indigent Medical Fund, Winnemucca Events Center Complex Fund, Genetic Marker Testing Fund, Assessor's Technology Fund, 911 Enhancement Fund, Justice Court Administrative Assessment Court Facilities Fund, Library Memorial Fund, Humboldt Fire District Fund, Capital Projects Fund, Building Reserve Fund, Stabilization Fund, Compensated Absences Fund and Unemployment Fund. The Governmental Accounting Standards Board (GASB) has issued its Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions, for the purpose of committing ending fund balances. With approval, the Humboldt County Board of Commissioners wishes to comply with GASB 54 as required beginning with the June 30, 2011 fiscal year. A copy of the proposed Resolution was included on the online agenda for review. Comptroller Rackley reviewed the request noting the requirement for this per GASB 54. After discussion the following motion was made by Commissioner Tipton and passed unanimously: *To approve the resolution for committed fund balances as presented.*

(Resolution No. 07-15-24b)

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 2025 (July 1, 2024 through June 30, 2025), including an update on the American Rescue Plan Act (ARPA) and other funding available to the County. Comptroller Rackley reviewed the amount received for PILT, the Net Proceeds from Marigold and noted the continued concern with expenditures exceeding revenues and offered comment on what is still expected for both expenditures and revenues noting that the expectation is that there will still be an erosion of the General Fund balance.

TREASURER: Treasurer Rhona Lecumberry appeared before the Commission.

REQUEST TO PROCEED WITH 2025 DELINQUENT TAX AUCTION: Consideration, discussion and possible approval of a request to proceed with the 2025 Delinquent Tax Auction. Current taxes, penalties and fees due for the parcels as of June 26, 2024 are \$25,339.72. Included on the online agenda for review was a copy of the Parcel List for the April 2025 Delinquent Tax Auction. Treasurer Lecumberry reviewed the request for the Commission. The following motion was made by Commissioner Cerri and passed unanimously:

To authorize the Treasurer to proceed with the 2025 Delinquent Tax Auction.

Legal counsel Carr addressed the Commission and requested that the Board return to item 7 on the agenda related to the critical needs request as two separate motions should have been made. Chairman Hill concurred and stated that the Board would return to item 7 on the agenda at this time.

NEVADA RURAL HOUSING AUTHORITY: Mishon Hurst, Deputy Executive Director for Nevada Rural Housing Authority, appeared before the Commission when the Commission returned to this item at 10:33 a.m.

RESOLUTION AND APPROVAL TO TRANSFER THE 2024 PRIVATE ACTIVITY BOND VOLUME CAP TO NEVADA RURAL HOUSING AUTHORITY: Consideration, discussion, and possible approval of a Resolution to transfer the Humboldt County 2024 Private Activity Bond Volume Cap in the amount of \$565,219.37 to the Nevada Rural Housing Authority (NRHA) for its single-family programs in 2024 pursuant to NAC 348A.180. Included on the online agenda was a copy of the proposed Resolution and a copy of the letter of request from NRHA with a progress report attached. Commissioner Cerri noted that, while this is something done annually, in the past a presentation has been made to review what has occurred locally and he is concerned as to why that is not occurring. Michelle Hammond-Allen, Economic Development Officer, appeared before the Commission and provided associated data to the Commission. Discussion ensued. Chairman Hill stated that this item would be tabled to the end of the meeting to see if a representative of NRHA could be available for a presentation and to answer the Commission's questions.

The Commission returned to this item at 10:33 a.m. Ms. Hurst reviewed what activity has occurred in Humboldt County and programs available in the State. Discussion ensued regarding lender training, rental assistance, how this information is provided, the potential to add assistance for tax coverage if needed and the coverage provided for the rural areas. The following motion was made by Commissioner Cerri and passed unanimously:

To approve the Resolution to transfer the 2024 private activity bond volume CAP to Nevada Rural House Authority in the amount of \$565,219.37.

(Resolution No. 07-15-24c)

Chairman Hill stated that the Commission would return to item 13 on the agenda at this time.

PLANNING:

SET TO PUBLIC HEARING: RZ-24-07 - A REZONE APPLICATION: Consideration, discussion and possible approval to Set to Public Hearing for a future date to be determined by the County Clerk for the following: RZ-24-07 A rezone application submitted by Monica Gutierrez and Marco Gutierrez to change the GC (General Commercial) zoning designation to AG-5 (General Agricultural 5-acre minimum lot size) zoning designation on property located off Market Street; assessor's parcel #'s 13-0222-02. 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 for a future date determined by the County Clerk, RZ-24-07 application submitted by Monica Gutierrez and Marco Gutierrez to change the GC, General Commercial, zoning designation to AG-5, General Agricultural 5-acre minimum lot size, assessor's parcel number 13-0222-02.

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

REQUEST TO APPROVE EMERGENCY MOBILE APP ALERT SYSTEM AGREEMENT: Consideration, discussion and possible approval to enter into an agreement with OCV LLC to provide a new Humboldt County Mobile App. This will replace the current app that has been used for emergency purposes only. Funding of the new app will be through an EMPG grant. Manager Lynn reviewed the request for the Commission. David Garrison with OCV LLC reviewed what this program offers and provided a power point presentation. A question and answer period occurred. Chairman Hill noted the need for the users to be engaged and manage the site. Mr. Garrison responded. Discussion ensued including grant funding for cost, types of notices available and the cost for the current app. Legal counsel Carr noted concerns with the lack of disclosure as to the amount of the contract as part of the agenda and the lack of review by the District Attorney's Office; she recommended tabling this item to the next meeting to address those issues or, if the Commission is not inclined to postponing this, she would recommend that a motion include language making approval subject to approval by the District Attorney's Office. Chairman Hill noted the costs being included in the supporting documents included with the agenda and stated he supported including language pending review of the District Attorney's Office. Discussion ensued. Mr. Garrison noted the amount for the three-year agreement is \$31,226.80 with initial set-up being \$12,468.00. Discussion ensued regarding the grant funding available, the budget available for the department, the cost for the current app including Manager Lynn's concerns with the current app and that IT is okay with this proposal. Legal counsel Carr asked about the termination of the current agreement. Manager Lynn responded. Commissioner Tipton stated, that based on questions and comments from legal representation, he would offer the following motion:

To put this on the next agenda to give the DA time to look at it and get those questions answered and get an agenda item put out so that it reads correctly for action.

Chairman Hill called Commissioner Tipton's motion to a vote and it passed unanimously.

Commissioner Hoss asked for verification that the grant will be funded to cover the cost for this program. Manager Lynn stated her confidence that the grant funding is available.

Chairman Hill recessed the meeting at 10:26 a.m. reconvening at 10:32 a.m. and returning to item 10 on the agenda.

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

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, grading, back slopes and road work on various roads; the plan for the mowing crew, that he passed his distribution and treatment classes so he is now certified, the installation of frac tanks at various locations, the status of the grader bid and the pavement preservation project. Chairman Hill commented on the mowing. Commissioner Cerri asked if the county is prepared to assist the BLM in case of a fire incident. Director Ferraro confirmed they are and explained. Discussion ensued.

SHERIFF: Under Sheriff Damon Kuskie appeared before the Commission.

LIQUOR BOARD: Undersheriff Kuskie convened the Humboldt County Liquor Board at 10:47 a.m. Based on direction from legal counsel, Under Sheriff Kuskie asked for public comment; none offered. Under Sheriff Kuskie asked for the consideration, discussion and possible approval for a liquor license on behalf of Natalie Betschart for the Northern Nevada Racing Association for the event dates of July 19-20, 2024 for the July Good Times Race, August 16-17, 2024 for the August Beat the Heat Race and September 6-7, 2024 for the Memorial Race; he reviewed and recommended approval. The following motion was made by Commissioner Evatz, was seconded and passed unanimously:

To approve the liquor license for the Northern Nevada Racing Association submitted by Natalie Betschart for events July 19 and 20, 2024, August 16 and 17 and September 6 and 7 as presented by the Under Sheriff.

Under Sheriff Kuskie asked for public comment; none offered. Under Sheriff adjourned the Humboldt County Liquor Board at 10:49 a.m.

TECHNOLOGY SERVICES: IT Coordinator Alex Brooks appeared before the Commission.

REQUEST TO AMEND THE CONTRACT WITH ALLIANCE DOCUMENT TECHNOLOGIES: Consideration, discussion and possible approval to amend the contract with Alliance Document Technologies for the county's Xerox devices and for the chairman or his designee to sign related documents. This amendment would increase the county's monthly cost for the contract in an amount of \$763.16 with an approximate monthly amount not to exceed \$7,423.91, pending review of the contract amendment by the District Attorney's Office. Included on the online agenda for review was a copy of the Staff Report detailing the request and a copy of a presentation entitled Propose Xerox Fleet Changes. Manager Kalkoske noted that the amended contract has not been received as of yet. Reece Keener with Alliance Document Technologies appeared before the Commission (via Teams) and commented on what had occurred with the amendments and reviewed; noting that the amendment had been provided to the District Attorney's

Office on Friday. Manager Kalkoske provided a hand-out to the Commission. Mr. Keener continued reviewing the amounts included in the amendment. Legal counsel Carr questioned the monthly costs noted. Mr. Keener noted the amount and indicated there were changes after the item had been submitted for agenda review. Legal counsel Carr offered that there is concern when a change occurs which is not in favor of the County but as this change is to the benefit of the County, she is less concerned. Mr. Keener noted the expiration date of the current contract and commented on the need to approve to preserve the cost as quoted. Discussion ensued with Coordinator Brooks reviewing the printers included in the request. Discussion ensued regarding the amount of increase per month and how that would impact the monthly amount. Manager Kalkoske stated that the monthly amount would now be \$7,352.92 with the increase for the county's monthly cost for the contract being \$692.17. Discussion ensued regarding motion language. Commissioner Hoss asked if the departments have been contacted regarding their satisfaction with Xerox. Coordinator Brooks and Manager Kalkoske responded. The following motion was made by Commissioner Tipton and passed unanimously:

To approve to amend the contract with the Alliance Document Technologies for the County Xerox devices and for the Chairman or his designee sign related documents with review by the DA's Office and with the additional monthly amount will be \$692.17 with the monthly amount not exceeding \$7,352.92.

FACILITY OPERATIONS: Facility Operations Supervisor Adrian Gonzalez appeared before the Commission. REQUEST TO PURCHASE A NEW STEAMER FOR THE DETENTION CENTER: Consideration, discussion and possible approval to replace the non-working steamer and purchase a new Vulcan electric countertop convection steamer for the Detention Center from Central Restaurant Products in an amount not to exceed \$12,680.00. Included on the online agenda for review was a Staff Report detailing the request (see attached). Supervisor Gonzalez reviewed the request for the Commission. After discussion the following motion was made by Commissioner Evtz and passed unanimously:

To purchase a new Vulcan electric countertop convection steamer for the Detention Center in an amount not to exceed \$12,680.00.

Discussion ensued regarding options for transporting the unit into the facility.

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

REQUEST TO CREATE THE POSITION OF DEPUTY COMPTROLLER: Consideration, discussion and possible approval to create the position of Deputy Comptroller and job description and authorization to proceed with filling the position. Manager Kalkoske reviewed the request for the Commission noting that this position would not be filled all of the time. Commissioner Hoss agreed that this Board does not want to expand the number of employees but asked the advantages of hiring this position. Manager Kalkoske

responded. Chairman Hill offered comment and suggested that this would allow some re-evaluation for this department plus allow for a succession plan for the future noting some budget options. Manager Kalkoske reiterated that his intention was not to make this position permanent and explained. Discussion ensued with Manager Kalkoske noting that the grants position is not being actively pursued at this time and Commissioner Cerri noting that this is an opportunity to make sure that the person is capable and will fulfill the county's needs. The following motion was made by Commissioner Cerri and passed unanimously:

To grant a request to create a position of deputy comptroller and approve the job description included in this agenda item and to authorize the County Manager to proceed with filling this position.

REQUEST TO CONTRACT WITH SUMMIT ENGINEERING: Consideration, discussion and possible approval for a contract with Summit Engineering to provide building inspection services in an amount not to exceed \$50,000. Included on the online agenda for review was a Staff Report detailing the request and a copy of the proposed agreement. Manager Kalkoske reviewed the request for the Commission noting his efforts to obtain proposals from other firms with Summit being the only responding company. Discussion ensued. Chairman Hill noted his reservations with this type of service with outside engineering firms who may not be familiar with the area and the requirements for this type of area; he stated he supports providing services but he does not want this to become something that we are relying on. Manager Kalkoske responded stating his agreement and noting the plan for filling the building department positions. Commissioner Hoss asked how the costs would be managed. Manager Kalkoske responded. Commissioner Tipton asked about the hourly billing. Manager Kalkoske responded noting that this is only on an as needed basis. Discussion ensued as to what is occurring currently. Manager Kalkoske confirmed that the agreement has been reviewed by the District Attorney. The following motion was made by Commissioner Evatz and passed unanimously:

To approve a contract with Summit Engineering to provide building inspection services in an amount not to exceed \$50,000.00.

REQUEST TO APPOINT A MEMBER TO THE NEVADA RESOURCE ADVISORY COMMITTEE: Consideration, discussion and possible approval to appoint a commissioner or other Humboldt County Official to a four-year term, on the Nevada Resource Advisory Committee beginning July 1, 2024. Manager Kalkoske reviewed the request for the Commission. Discussion ensued. Commissioner Evatz stated his interest in appointment. The following motion was made by Commissioner Tipton and passed unanimously:

To appoint Commissioner Evatz of Humboldt County for the Nevada Resource Advisory Committee beginning July 1, 2024.

REQUEST TO PROCEED WITH THE GRASS VALLEY WASTEWATER TREATMENT FACILITY: Consideration, discussion and possible direction to the County Manager to proceed with a stand-alone, County-owned wastewater treatment facility at a location to be determined, and for the County Manager to bring the item back before the Board before a location is chosen. Manager Kalkoske reviewed the request for the Commission noting the lack of interest expressed by the City to partner on this project. Chairman Hill offered comment on the issue with the City and stated his support for a stand-alone county facility. Commissioner Evatz offered comments including his support of the need to make a decision to move forward. Commissioner Hoss offered comment on the need to move forward but noted concerns with the financing aspect of the project and how that funding will occur. Discussion ensued the funding currently approved and what is committed based on limitations of what has been approved to this point. David Pulley with Dowl Engineering appeared before the Commission (via Teams) and offered comment on what is being looked at for the project area as well as the cost for that and the collection system. The following motion was made by Commissioner Evatz:

To direct County Manager Kalkoske to proceed with a stand-alone county owned wastewater treatment facility at a location to be determined and for the County Manager to bring the item back before the Board when a location is chosen.

Commissioner Hoss questioned what the five-million-dollar cost will do for us and what is the plan going forward as to the additional funding. Manager Kalkoske responded. Chairman Hill offered additional comment as to the purpose of the five million which will allow us to identify a location and a plan and that will open a door for the additional funding. Commissioner Evatz offered comment on the funding. Commissioner Hoss responded noting that it will take a whole lot more funding to do the whole area. Chairman Hill called Commissioner Evatz's motion to a vote and it passed unanimously.

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 discussion occurred.

MISCELLANEOUS REPORTS AND CORRESPONDENCE:


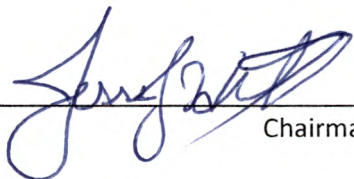
Other information and upcoming meetings: Chairman Hill noted the following upcoming meetings - July 16, 2024 Winnemucca City Council Meeting, August 5, 2024 Humboldt County Board of Commissioners Meeting, August 8, 2024 Regional Planning Commission Meeting and August 19, 2024 Humboldt County Board of Commissioners Meeting. It was noted that a Landfill Committee meeting is set to occur later today.

Reports from Commissioners regarding other Boards and Committees on which they serve: Commissioner Hoss noted that the Airport Board meeting was cancelled and reported on a Museum Board meeting. Commissioner Tipton reported on a meeting with Laura Granier and Andy Rieber related to the Supreme Court ruling on the Chevron Doctrine, the Sage Grouse Plan, Conservation Rules and law suits filed and his recommendation, with concurrence by the County Manager, to file a law suit or join with others related to the conservation rules and Planning 2.0 and discussion with Ms. Rieber as to a local solar project. No reports offered by Commissioners Evatz and Cerri. Chairman Hill noted his attendance at day to day meetings including negotiations.

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. Manager Kalkoske noted the need to bring back the emergency management app item. Discussion ensued regarding the District Attorney's involvement in agenda review and the involvement of Legal counsel Carr in that process. Chairman Hill asked about the Veteran's Hall lease and discussion ensued with Chairman Hill asking whose duty is to maintain the grounds and requesting that be looked into. Based on a question from Commissioner Hoss, Manager Kalkoske addressed the public defender situation including contracted appointments. Commissioner Cerri asked about an ordinance related to squatting on land as well as the status of the nuisance code voicing concerns about lack of movement on those and concerns about issues that are currently occurring in the county. Chairman Hill offered comment on the need for an enforcement officer. Discussion ensued with a request that the County Manager look into the situation and place it on a future agenda for a report. Legal counsel Carr indicated that she would also look into the status.

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

ADJOURNMENT: Chairman Hill adjourned the meeting at 12:17 p.m.

ATTEST:  Clerk APPROVED:  Chairman

(Minutes approved by the Commission and signed by the Chairman on 8.5.2024)

Notice of Public Meeting
Humboldt County Board of Commissioners Regular Meeting
Monday, July 15, 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:
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All times on this agenda are approximate. Consideration of items may require more or less time than is scheduled. Items on the agenda may be taken out of order; the public body may combine two or more agenda items for consideration; and the public body may remove an item from the agenda or delay discussion relating to an item on the agenda at any time. Public comment is designated for discussion only. The public has the opportunity to address the Commission on any matter not appearing on the agenda; however, no action may be taken on Matter raised until the matter itself has been specifically included on the agenda as an item upon which action may be taken. Additionally, public comment may be heard on any item listed on the Agenda. Persons are invited to submit comments in writing and/or attend and make comments on any agenda item at the Commission meeting. All public comment may be limited to three (3) minutes per person, at the discretion of the Commission.

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. CLOSED SESSION FOR DISCUSSION WITH COUNTY REPRESENTATIVES REGARDING NEGOTIATIONS WITH THE HUMBOLDT COUNTY LAW ENFORCEMENT ASSOCIATION (FOR INFORMATION ONLY)

Pursuant to NRS 288.220, the following proceedings are not subject to any provision of NRS which requires a meeting to be open or public: (1) any negotiation or informal discussion between a local government employer and an employee organization or employees as individuals, whether conducted by the governing body or through a representative or representatives and/or (4) any meeting of the governing body of a local government employer with its management representative or representatives. For

Information Only.

5. APPROVAL OF MINUTES (FOR POSSIBLE ACTION)

Discussion and action on correction/approval of minutes for discussion and action on correction/approval of minutes for March 27, 2017 (Budget Hearing); April 3, 2017; May 1, 2017 (Joint); May 15, 2017; June 19, 2017; July 10, 2017; August 7, 2017 (Joint); August 21, 2017; December 11, 2017 (Joint); January 16, 2018; January 29, 2018 (Retreat); February 5, 2018; February 20, 2018; March 5, 2018; April 2, 2018 (Budget Hearing); April 9, 2018; August 6, 2018; August 20, 2018; September 17, 2018; October 1, 2018; October 15, 2018; March 18, 2019; March 25, 2019 (Budget Hearings); April 1, 2019; May 6, 2019; May 15, 2019 (Special); May 20, 2019; June 3, 2019; June 17, 2019; June 5, 2019 (Special); August 5, 2019; August 19, 2019; September 3, 2019; September 16, 2019; October 21, 2019; November 4, 2019; November 25, 2019 (Special); December 16, 2019; January 6, 2020; January 21, 2020 (Combined Regular and Retreat); February 3, 2020; March 2, 2020; March 19, 2020; April 6, 2020; April 14, 2020 (Special); April 20, 2020; May 4, 2020; June 15, 2020 (Joint); July 17, 2020 (Special Joint); July 20, 2020; August 17, 2020; August 20, 2020 (Special Meeting); September 8, 2020; September 21, 2020; September 30, 2020 (Special); October 5, 2020 (Special Joint Meeting); October 19, 2020; November 9, 2020; November 13, 2020 (Special Canvass); November 23, 2020; December 14, 2020; January 4, 2021; January 25, 2021 (Special Meeting); February 8, 2021; February 22, 2021 (Special Joint Meeting); February 22, 2021; April 8, 2021 (Special Meeting); June 21, 2021; July 19, 2021; August 9, 2021; August 12, 2021 (Special Meeting); August 23, 2021; November 8, 2021; December 13, 2021; March 26, 2024; April 15, 2024; April 22, 2024 (Special Meeting); June 3, 2024; June 17, 2024; June 21, 2024 (Special Canvass); and July 1, 2024. Discussion and possible action.

5.A) Minutes

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[HCC022221unapprovedUNOFFICIAL.pdf](#)
[HCC061724unapprovedUNOFFICIAL.pdf](#)
[HCC070124unapprovedUNOFFICIAL.pdf](#)

6. APPROVAL OF EXPENDITURES FOR HUMBOLDT COUNTY FOR JULY 1, 2024 THROUGH JULY 15, 2024 (FOR POSSIBLE ACTION)

7. COUNTY MANAGER: REQUEST FOR CRITICAL NEEDS DESIGNATION FOR THE COMPTROLLER/AUDITOR POSITION (POSSIBLE ACTION)

Consideration, discussion and possible approval of a request to designate the position of Comptroller/Auditor as a Critical Need Position with the Public Employees Retirement System of Nevada to allow for the re-employment of retired employees and to adopt applicable findings, pursuant to NRS 286.523 (5) (a-e). Discussion and possible action.

7.A) Comptroller Critical Need Position

[Staff Report Critical Need Position Designation - Comptroller 07152024.pdf](#)
[Findings Critical Needs Designation Comptroller 2024.pdf](#)

8. COMPTROLLER: DEBT MANAGEMENT POLICY AND CAPITAL IMPROVEMENT PLAN RESOLUTION; A RESOLUTION FOR COMMITTED FUND BALANCES (FOR POSSIBLE ACTION); FINANCIAL REPORT (INFORMATIONAL ONLY)

- A. Consideration, discussion and possible approval of the Annual Debt Management Policy Resolution and Capital Improvement Plan Resolution for 2024. Discussion and possible action.
- B. Consideration, discussion and possible approval of a Resolution to adopt Humboldt County's committed Fund Balances for Indigent Services Fund, Road Fund, Cooperative Extension Fund, Regional Transportation Fund, 6th Judicial District Fund, Library Fund, 6th Judicial District Specialty Court Fund, Administrative Assessment Fund, Bad Check Restitution Fund, Indigent Medical Fund, Winnemucca Events Center Complex Fund, Genetic Marker Testing Fund, Assessor's Technology Fund, 911 Enhancement Fund, Justice Court Administrative Assessment Court Facilities Fund, Library Memorial Fund, Humboldt Fire District Fund, Capital Projects Fund, Building Reserve Fund, Stabilization Fund, Compensated Absences Fund and Unemployment Fund. The Governmental Accounting Standards Board (GASB) has issued its Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions, for the purpose of committing ending fund balances. With approval, the Humboldt County Board of Commissioners wishes to comply with GASB 54 as required beginning with the June 30, 2011 fiscal year. Discussion and possible action.
- C. Humboldt County Comptroller Gina Rackley will provide an overview of current conditions with respect to Humboldt County revenues and expenditures for fiscal year 2025 (July 1, 2024 through June 30, 2025), including an update on the American Rescue Plan Act (ARPA) and other funding available to the County. Information Only.

8.A) Comptroller

[Staff Report Debt Mgmt Policy and CIP.pdf](#)
[Capital Improvement Plan 2024.pdf](#)
[DMP Annual Update 24.pdf](#)
[Staff Report and Resolution for GASB 54.pdf](#)

9. TREASURER: REQUEST TO PROCEED WITH 2025 DELINQUENT TAX AUCTION (POSSIBLE ACTION)

Consideration, discussion and possible approval of a request to proceed with the 2025 Delinquent Tax Auction. Current taxes, penalties and fees due for the parcels as of June 26, 2024 are \$25,339.72. Discussion and possible action

9.A) Delinquent Tax Auction

[2025 Proceed to Auction Request.pdf](#)

10. NEVADA RURAL HOUSING AUTHORITY: RESOLUTION AND APPROVAL TO TRANSFER THE 2024 PRIVATE ACTIVITY BOND VOLUME CAP TO NEVADA RURAL HOUSING AUTHORITY (FOR POSSIBLE ACTION)

Consideration, discussion, and possible approval of a Resolution to transfer the Humboldt County 2024 Private Activity Bond Volume Cap in the amount of \$565,219.37 to the Nevada Rural Housing Authority (NRHA) for its single-family programs in 2024 pursuant to NAC 348A.180. Discussion and possible action.

10.A) NRHA-2024

[Nevada Rural Housing Authority_PABC_2024.pdf](#)

11. PLANNING: SET TO PUBLIC HEARING: RZ-24-07 - A REZONE APPLICATION (FOR POSSIBLE ACTION)

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

- A. **RZ-24-07** A rezone application submitted by Monica Gutierrez and Marco Gutierrez to change the GC (General Commercial) zoning designation to AG-5 (General Agricultural 5-acre minimum lot size) zoning designation on property located off Market Street; assessor's parcel #'s 13-0222-02. Discussion and possible action.

11.A) Planning

[RZ-24-07_set-to.pdf](#)

12. EMERGENCY MANAGER: REQUEST TO APPROVE EMERGENCY MOBILE APP ALERT SYSTEM AGREEMENT (DISCUSSION AND POSSIBLE ACTION)

Consideration, discussion and possible approval to enter into an agreement with OCV LLC to provide a new Humboldt County Mobile App. This will replace the current app that has been used for emergency purposes only. Funding of the new app will be through and EMPG grant. Discussion and possible action.

12.A) Emergency Manager

[7-15-24 REVISED Staff Agenda Request The Gov App presentation.pdf](#)

13. PUBLIC WORKS DEPARTMENT: GENERAL ROAD PROJECTS (FOR INFORMATION ONLY)

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.

14. SHERIFF: LIQUOR BOARD (FOR POSSIBLE ACTION)

Undersheriff Kuskie is requesting that the Humboldt County Liquor Board be convened.

- A. Consideration, discussion and possible approval for a liquor license on behalf of Natalie Betschart for the Northern Nevada Racing Association for the event dates of July 19-20, 2024 for the July Good Times Race, August 16-17, 2024 for the August

Beat the Heat Race and September 6-7, 2024 for the Memorial Race.
Discussion and possible action.

14.A) Liquor

[Staff Report - Special Liquor License-Northern Nevada Racing Assoc.pdf](#)

15. TECHNOLOGY SERVICES: REQUEST TO AMEND THE CONTRACT WITH ALLIANCE DOCUMENT TECHNOLOGIES (POSSIBLE ACTION)

Consideration, discussion and possible approval to amend the contract with Alliance Document Technologies for the county's Xerox devices and for the chairman or his designee to sign related documents. This amendment would increase the county's monthly cost for the contract in an amount of \$763.16 with an approximate monthly amount not to exceed \$7,423.91, pending review of the contract amendment by the District Attorney's Office. Discussion and possible action.

15.A) Tech Services

[TSD - FY24-25 Xerox Contract Amendment.pdf](#)

16. FACILITY OPERATIONS: REQUEST TO PURCHASE A NEW STEAMER FOR THE DETENTION CENTER (POSSIBLE ACTION)

Consideration, discussion and possible approval to replace the non-working steamer and purchase a new Vulcan electric countertop convection steamer for the Detention Center from Central Restaurant Products in an amount not to exceed \$12,680. Discussion and possible action.

16.A) Facility Operations

[Staff Report- Replacement for Detention Center Kitchen Steamer and Supporting Documents.pdf](#)

16.B) Facility Operations

17. COUNTY MANAGER: REQUEST TO CREATE THE POSITION OF DEPUTY COMPTROLLER (DISCUSSION AND POSSIBLE ACTION)

Consideration, discussion and possible approval to create the position of Deputy Comptroller and job description and authorization to proceed with filling the position. Discussion and possible action.

17.A) Deputy Comptroller

[Staff Report - Dep Comptroller and job description 07152024.pdf](#)

18. COUNTY MANAGER: REQUEST TO CONTRACT WITH SUMMIT ENGINEERING (POSSIBLE ACTION)

Consideration, discussion and possible approval for a contract with Summit Engineering to provide building inspection services in an amount not to exceed \$50,000. Discussion and possible action.

18.A) Summit Engineering Building Inspections
[Staff Report - Building Inspection Agreement 07152024.pdf](#)

19. COUNTY MANAGER: REQUEST TO APPOINT A MEMBER TO THE NEVADA RESOURCE ADVISORY COMMITTEE (FOR POSSIBLE ACTION)

Consideration, discussion and possible approval to appoint a commissioner or other Humboldt County Official to a four year term, on the Nevada Resource Advisory Committee beginning July 1, 2024. Discussion and possible action.

19.A) County Manager - RAC
[Staff Report - NRAC Appointment 07152024.pdf](#)

20. COUNTY MANAGER: REQUEST TO PROCEED WITH THE GRASS VALLEY WASTEWATER TREATMENT FACILITY (FOR POSSIBLE ACTION)

Consideration, discussion and possible direction to the County Manager to proceed with a stand-alone, County-owned wastewater treatment facility at a location to be determined, and for the County Manager to bring the item back before the Board before a location is chosen. Discussion and possible action.

20.A) Grass Valley Wastewater Treatment Facility
[Staff Report - GV WWTF 07152024.pdf](#)

21. 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.

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

22. MISCELLANEOUS REPORTS AND CORRESPONDENCE

1. Other information and upcoming meetings:

July 16, 2024 Winnemucca City Council Meeting

August 5, 2024 Humboldt County Board of Commissioners Meeting

August 8, 2024 Regional Planning Commission Meeting

August 19, 2024 Humboldt County Board of Commissioners 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).

23. 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.

24. PUBLIC COMMENT:

Public Comments: General public comment is designated for discussion only. The public has the opportunity to address the Commission on any matter not appearing on this agenda; however, no action may be taken on a matter raised until the matter itself has been specifically included on the agenda as an item upon which action may be taken. Individual comments will be limited to three (3) minutes.

25. ADJOURNMENT

26. 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.humboldtcounynv.gov> at _____ By: _____

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

MEETING DATE: July 15, 2024
DATE POSTED: July 10, 2024 POSTED BY: MICHELLE COOK

NOTE FOR SUPPORTING MATERIAL: A copy of the supporting material for the meeting may be obtained at Committee 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, audiotape, American Sign Language, etc.) should Contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-9339. Additionally, program information may be made available in languages other than English.

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

(1) Mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW

Washington, D.C. 20250-9410;
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: Wednesday, July 3, 2024
TO: County Commission
FROM: Don Kalkoske, County Manager
SUBJECT: Critical Need Position Designation
REQUESTED AGENDA DATE: July 15, 2024

SUMMARY

Since the Comptroller indicated that her retirement date will be on August 2, 2024, and the search for qualified candidates who possess the necessary qualifications and experience to fill the position have not been located. We are requesting this position be designated a Critical Need Position with the Public Employees Retirement System of Nevada.

WHY ARE YOU BRINGING THIS BEFORE THE BOARD NOW:

With the pending retirement of the current Comptroller/Auditor, we want to make sure that everything is in place for this position to be filled as it plays a critical role and provides financial integrity of the County.

PREVIOUS ACTION

Waiver of Attrition Policy – 03/04/2024
Recruiter Selection – 04/15/2024

BACKGROUND

In March of 2024, the Comptroller position was posted internally, on the County website, with the NV Association of Counties and on Governmentjobs.com. As this search was unsuccessful, the recruiting firm, Robert Half, was hired in April 2024. The recruiter worked tirelessly for over a month and brought four applicants before us. Two of which were from out of state and rescinded their application before interviewing. One applicant was local, and another applicant was from Reno. None of the applicants had all of the necessary experience managing fiscal, auditing, purchasing, risk management and accounting that we were looking for in a Comptroller, although they both did have their bachelor's degree in accounting.

FISCAL IMPACT

The fiscal impact is not determinable at this time.

RECOMMENDATION

Recommend approving the Critical Need Position Designation for the Comptroller/Auditor position.

POSSIBLE MOTION

Move to approve the Critical Need Position Designation with the Public Employees Retirement System of NV for the Comptroller / Auditor position.



Public Employees Retirement System of Nevada
693 W. Nye Lane, Carson City, NV 89703 (775) 687-4200 Fax (775) 687-5131
5740 S. Eastern Ave. Suite 120, Las Vegas, NV 89119 (702) 486-3900 Fax (702) 678-6934
Toll Free 1-866-473-7768 Website: www.nvpers.org Email: nvpers@nvpers.org

Critical Need Position Designation Form

Reemployment of a retired public employee pursuant to NRS 286.523 is limited to positions of extreme need. An employer who desires to employ a retired public employee to fill a position for which there is a critical labor shortage must make the determination of reemployment based upon appropriate and necessary delivery of services to the public. The critical need designation must be made by the designating authority of the agency in an open meeting. The designated authority shall not designate a position for more than 2 years. To be redesignated, the designating authority must consider and make new findings in an open public meeting as to whether the position continues to meet the criteria established by law. PERS will compile the forms received from each designating authority and provide a biennial report to the Interim Retirement and Benefits Committee (IRBC) of the Legislature.

Agency Contact: Shauna Tolotti Agency Phone: (775) 623-6467

Agency Name: Humboldt County

Critical Need Position Title: Comptroller / Auditor

Effective Date of Critical Need Designation: 7/15/2024

In an open meeting the designating authority shall make findings based upon the below criteria that supports the designation using this form provided by PERS. Before making a designation, the designating authority shall consider all efforts made by the public employer to fill the position through other means. The written findings to be made by the designating authority must include:

History of the rate of turnover for the position: There has been minimal turnover for this position for Humboldt County.

The retiring employee has been in this position since 01/03/2017.

Number of openings for the position and the number of qualified candidates for those openings after all other efforts of recruitment have been exhausted: One opening and zero qualified candidates.

Length of time the position has been vacant: This position will become vacant on 08/02/24.

Difficulty in filling the position due to special circumstances, including special education or experience required for the position: The comptroller position requires knowledge of government finance, budget preparation and administration.

Regulations which pertain to government accounting, and public finance in the State of NV. Bachelors degree in related field.

History and success of the efforts to recruit for the position, including advertising, out-of-state recruitment and all other efforts made (include copies of advertising or electronic recruitment notices, specifying targeted geographic areas): This job was first published in March 2024, it has been advertised on the County webpage, NV Assoc of Counties,

GovernmentJobs.com. The recruiting firm, Robert Half, was hired April 2024. Four applicants were selected to be interviewed.

Two were from out of State and rescinded their applications prior to an interview. Two were local but did not have the necessary experience.

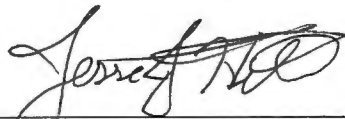
FINDINGS

WHEREAS the Humboldt County Board of Commissioners met on the 15th day of July, 2024 to consider the Critical Staff Needs of Humboldt County Comptroller/Auditor and having heard those requests;

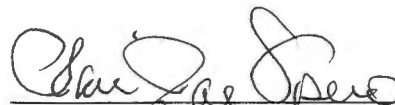
The Board, as to the position of **Comptroller/Auditor**, **FINDS:**

- 1) The county currently has only one Comptroller/Auditor on staff;
- 2) The current Comptroller/Auditor has indicated retirement from the position;
- 3) The position has been filled with the same employee for over 7 years;
- 4) Filling the position requires special circumstances including, but not limited to, a Bachelor's Degree from an accredited college or university in Accounting, Business Administration, Economic, Finance or closely related field; 5 years of full-time experience managing fiscal, auditing, purchasing, risk management and accounting in a governmental department;
- 5) The position has been advertised on NEOGOV, social media, LinkedIn, Monster, Career Builder, Indeed, NACO, nevadaruraljobs.com, GovernmentJobs.com, Humboldt County's website and Robert Half website;
- 6) The County hired Robert Half to recruit for the position;
- 7) 4 Applicants were offered interviews, however two of those, from out of state, later declined the interview, and the other two did not possess the qualifications for the position.

DATED this 15th day of July, 2024.



JESSE HILL
Chairman



ATTEST TAMI SPERO
Clerk of the Board

**Parcel List for
April 2025 Delinquent Tax Auction**

Parcel Number	Prior Owners	Tax Amount		Location
		Owed as of	Acreage	
			6/26/24	
05-0591-45	Martha Ann Adkins	\$ 272.27	10.00	Buffalo Road Area / W. Wmca
05-0671-03	Billy Gene & Deborah L. Spencer	\$ 299.36	40.01	NW of Blue Mountain
05-0681-14	Billy Gene & Deborah L. Spencer	\$ 299.36	40.72	Lot 14 S1 T37N R34E
05-0691-06	Billy Gene & Deborah L. Spencer	\$ 299.36	39.55	Lot 6 S19 T37N R34E
05-0734-01	Mika & Miyu Suwa	\$ 238.98	41.12	NW of Blue Mountain
05-0734-02	Mika & Miyu Suwa	\$ 238.91	40.42	NW of Blue Mountain
05-0734-03	Mika & Miyu Suwa	\$ 314.47	77.39	NW of Blue Mountain
05-0734-05	Michael Connely	\$ 238.98	41.56	NW of Blue Mountain
05-0734-06	Michael Connely	\$ 238.61	40.24	NW of Blue Mountain
05-0734-07	Michael Connely	\$ 238.61	40.22	NW of Blue Mountain
05-0734-10	Michael Connely	\$ 238.35	39.98	NW of Blue Mountain
05-0734-12	Mika & Miyu Suwa	\$ 238.98	40.58	NW of Blue Mountain
05-0734-14	Michael Connely	\$ 238.58	40.16	NW of Blue Mountain
05-0734-15	Michael Connely	\$ 238.39	40.08	NW of Blue Mountain
05-0741-04	Billy & Deborah Spencer c/o John Ragland	\$ 296.56	41.29	N of Jungo Rd
05-0741-06	Roger Kahao	\$ 232.62	40.98	N of Jungo Rd
06-0091-05	Lillian A. Connor c/o Mike Connor	\$ 376.35	10.00	Mountain View Dr.
06-0098-01	Norma L. Dunkin c/o Donna Anderson	\$ 887.74	40.00	Weatherby Dr.
06-0107-06	Joseph B. & Gladys R. Tabalon	\$ 542.59	10.00	4805 Savage Dr.
06-0561-05	Daniel J. & Rebecca L. McPeake	\$ 299.36	40.00	NW of Winnemucca Mtn
06-0571-09	Louis & Ellena Marie Scarabello	\$ 309.80	40.00	NW of Winnemucca Mtn
06-0622-04	Steven & Julieann Ross c/o Wayne Ross	\$ 1,358.23	1.31	3385 Warner Dr.
07-0132-05	Rudder Design & Engineering Inc.	\$ 363.22	40.57	Kelly Creek Rd.
07-0192-01	Jack Davis	\$ 363.22	40.42	Hot Springs Rd.
07-0231-11	Edwardo Phillips	\$ 393.69	60.00	SE of Pinson Ranch Rd.
07-0306-01	Kimberly Davis / Barner / Odom	\$ 363.22	39.86	SE of Hot Springs Ranch
07-0306-11	N. Barve / G. Gondhalekar	\$ 363.22	39.60	SE of Hot Springs Ranch
07-0314-08	Kevin T. Farnan & Jeremy M. Howard	\$ 361.11	59.62	SE of Hot Springs Ranch
07-0531-07	Emerson Navas	\$ 294.83	20.00	East of Red House Rd.
07-0651-03	Gregory Maitland	\$ 363.22	40.26	S of Hot Springs Ranch
07-0751-09	Linda Phelps	\$ 294.83	20.00	Midas Hwy / Golconda
08-0031-24	Scott P. Barkdoll / D. Anderson Jr.	\$ 181.13	40.00	N of Midas Hwy / Golconda
08-0051-03	Viktor Pabst	\$ 275.08	10.00	N of Midas Hwy / Golconda
08-0063-19	Alyona Federova	\$ 118.32	0.16	Kramer Ave. / Golconda
08-0073-16 *	Alberto & Huendy Andrade	\$ 1,675.25	0.16	N. Adelaide Ave. / Golconda
08-0103-03	Katherine A. Rosevear et al	\$ 249.56	0.32	N. Noble Ave. / Golconda
08-0103-05	Katherine A. Rosevear et al	\$ 234.14	0.28	Noble & Stanford / Golc.
08-0113-23 *	Grant Sabesky	\$ 1,249.49	0.16	N. Adelaide Ave. / Golconda
08-0323-15	Aars Shiddeek	\$ 209.68	0.48	S. Noble Ave. / Golconda
08-0402-03	Bruce A. Meyer	\$ 496.94	4.04	E US Hwy 40 / Golconda
08-0432-03	Jeremiah T. & Lacie Bellah	\$ 356.16	3.04	Clydesdale Dr.
08-0667-06	Foxhead LLC c/o Ron & Francine Jackson	\$ 336.66	3.06	17435 Cherokee Trail
10-0063-29	D. D. Castonguay & W. J. Huber	\$ 827.57	1.63	5545 Jungo Rd.
13-0402-25	Linda Sevy	\$ 873.87	0.26	6300 Nugget Dr.
13-0563-09	Linda Flanders / T & G Sartain	\$ 507.42	1.25	Allen Rd.
14-0191-05	Margaret Washington et al	\$ 2,125.33	19.88	Airport Estates Area
14-0191-21	Margaret Washington et al	\$ 465.12	9.46	Airport Estates Area
14-0191-22	Margaret Washington et al	\$ 443.16	8.97	Airport Estates Area
14-0284-01	Irving Harold Sharfman Trust	\$ 295.93	4.25	Ann & Gary Goodwin Dr.
16-0025-05	Thelma E. Lowry & Betty Mattson	\$ 3,321.89	0.15	1265 S. Bridge St.

* Held over from prior auctions as they did not sell

\$ 25,339.72



HUMBOLDT COUNTY

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

STAFF REPORT

DATE: Wednesday, July 3, 2024
TO: County Commission
FROM: Adrian Gonzalez-Avila, Facility Operations
SUBJECT: Request for Approval to Purchase a New Vulcan Electric Countertop Convection Steamer for the Detention Center.

REQUESTED AGENDA DATE: July 15, 2024

SUMMARY

Facility Operations is requesting approval to purchase a new Vulcan Electric Countertop Convection Steamer for the Detention Center.

WHY ARE YOU BRINGING THIS BEFORE THE BOARD NOW:

For approval to purchase a new Vulcan electric countertop convection steamer for the Detention Center from Central Restaurant Products in an amount not to exceed \$12,680.00. Quotes were obtained from Central Restaurant Products for a Vulcan steamer and from Cooks Restaurant for a Cleveland steamer in an amount of \$12,417.00. We also received a quote from Burney's Commercial Service, Inc for the potential of repairing the current unit in an amount that could exceed \$3,941.96. The quote from Burney's is not a guarantee fix and could require more parts and labor which will increase the total cost. The choice of going with the Vulcan model over the Cleveland model is the external delimiting pot, which will decrease the scaling inside the unit and hopefully will help with a longer span of use.

PREVIOUS ACTION

None

BACKGROUND

Approximately two months ago, we received notice that the steamer located in the Detention Center kitchen was not running properly. The unit would turn on but would not steam. Upon assessment by Maintenance Technicians, it was deemed that this unit will need to be looked at more thoroughly by someone who specializes in servicing and repairing these units. The unit was taken over to Burney's Commercial Service, Inc in Reno for further assessment on June 11. We received information back from Paul Boyer proposing a new unit may be the best route to go as the replacement parts for the unit may not repair the unit to the fullest and will cost more in labor. Mr. Boyer also advised that no matter what steamer we purchase there will be scale built up inside the unit, which is one of the findings within the unit. The current steamer is a

Cleveland Steam Craft- Ultra 5 and is approximately 13 to 15 years old. The steamer has gotten well over its' life use with it functioning every day in the jail.

FISCAL IMPACT

Expenditure of an amount not to exceed \$12,680.00 from the approved 2024-2025 fiscal year budget for Facility Operations.

RECOMMENDATION

It is recommended that the request be approved to purchase a Vulcan electric countertop convection steamer for the Detention Center, be approved.

LIST SUPPORTING DOCUMENTS IF APPLICABLE:

Quotes from Central Restaurant Products and Cooks Restaurant and a Quote for Repair from Burney's Commercial Service, Inc.

POSSIBLE MOTION

Motion to approve Facility Operations' request, as presented, to purchase a new Vulcan electric countertop convection steamer for the Detention Center, in an amount not to exceed \$12,680.00.