



**Humboldt County Board of Commissioners  
January 6, 2025 at 9:00 a.m.  
Meeting Minutes**

Those present were Chairman Jesse Hill, Commissioners Ron Cerri, Ken Tipton, Mark Evatz and Paige Brooks, Chief Deputy District Attorney Anthony Gordon, 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 of the Commission 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. Legal Counsel Carr appeared before the Commission via Teams and offered thanks to the Commission for the ability to serve as the Commission's legal counsel as today will be her last meeting. Assessor Andy Heiser appeared before the Commission and asked that item number 15 be tabled at this time and explained. No further public comment offered.

**APPROVAL OF MINUTES:** Discussion and action on correction/approval of minutes for discussion and action on correction/approval of minutes for May 4, 2020; June 15, 2020 (Joint); July 20, 2020; August 17, 2020, September 16, 2024; October 7, 2024; and December 16, 2024. Chairman Hill asked for corrections for the minutes as presented. Clerk Spero noted a correction for the minutes of December 16<sup>th</sup> as identified by former Commissioner Hoss, changing the language of the motion for appointment for the McDermitt Fire District from "Department to District". Discussion ensued. The following motion was made by Commissioner Evatz and passed unanimously with Commissioner Cerri stating that he would be abstaining from approval for the September 16, 2024 minutes as he had not been in attendance:

*To approve the minutes as presented with the correction as offered by former Commissioner Hoss, noting that Commissioner Brooks and Evatz are approving as to form the minutes from 2020 as they were not on the Board at the time.*

**APPROVAL OF EXPENDITURES FOR HUMBOLDT COUNTY FOR DECEMBER 16, 2024, THROUGH JANUARY 6, 2025:** The following motion was made by Commissioner Tipton and passed unanimously:

*To approve the expenditures for Humboldt County for December 16, 2024 through January 6, 2025 as presented.*

**COUNTY MANAGER AND HUMAN RESOURCES:** Chairman Hill, Manager Kalkoske and Human Resources Director Kelli Kranovich presented the annual service awards as listed.

**ANNUAL SERVICE AWARDS PRESENTATION TO HUMBOLDT COUNTY OFFICIALS AND EMPLOYEES:**

25 YEAR - RACKLEY, GINA – Comptroller;

20 YEAR - LOHR, DEBORAH D - Justice Court Clerk; RAABE, KIMRA L - Administrative Specialist - Juvenile Probation and KUSKIE, DAMON B - Undersheriff - Sheriff's Office;

15 YEAR - DIAL, BRENDA L - Child Support Supervisor – District Attorney's Office; MULLIS, RUSSELL D - Corrections Cook – Sheriff's Office and BERISH, CHRISTINA I - Lead Youth Advisor - Juvenile Probation;

10 YEAR - FERRERA, STEFFANIE M - Dispatch Supervisor – Sheriff's Office; MAYERSON, KELLI T - Detention Center Control Room Operator – Sheriff's Office; GORDON, ANTHONY R - Chief Deputy District Attorney - District Attorney's Office; VILLA, CARLOS - Fairground Attendant – Fairgrounds;

LANGE, TIA H – Recorder – Recorder's Office and KOSTIUK, SARA B - Deputy Sheriff Investigator - Sheriff's Office;

5 YEAR - GARCIA, NOEL J – Appraiser – Assessor's Office; KALKOSKE, DONALD C - County Manager; LOVELESS, JAMES E - Justice of the Peace; MASTIN, JENNIFER S - Youth Advisor - Juvenile Probation; KRANOVICH, ALEXIS J - Mental Health Counselor I - Juvenile Probation; CASALEZ, MICHAEL D Road Maintenance Equipment Operator - Road Department; FERRARO, DANIEL P - Public Works Director - Road Department; BORLAK, MIRYAH T - Administrative Clerk - Sheriff's Office; SHETTLER, BRIAN S - Deputy Sheriff Patrol - Sheriff's Office; BORGATO, RAFAEL P - Deputy Sheriff Patrol - Sheriff's Office; EGAN, LINDSEY E - Deputy Sheriff Investigator - Sheriff's Office; MAUK, LYNETTE E - Deputy Treasurer -Treasurer; BROOKS, ALEX L - Technology Services Coordinator – Technology Services Department and AMRHEIN, JEROME D - Technology Services Technician – Technology Services Department.

FIX THE TERM OF THE CHAIR AND THE VICE-CHAIR, NOMINATE AND ELECT CHAIR AND VICE-CHAIR: Consideration, discussion and possible approval to set the term of the office of Chairman and Vice Chairman of the Board for the Humboldt County Commission and to include nomination and election of chairman and vice chairman of the board pursuant to NRS 244.070. The following motion was made by Commissioner Tipton and passed unanimously:

*To nominate Commissioner Evatz as Chairman for the next year and Commissioner Cerri as Vice-Chair.*

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

*To nominate Commissioner Evatz as Chairman and Commissioner Cerri as Vice-Chair to serve for one year.*

The Commission and Manager offered thanks to Commissioner Hill for his service as Chairman. Chairman Hill handed the meeting off to the incoming Chairman, Commissioner Evatz.

APPOINTMENT OF PARADISE SEWER DISTRICT BOARD OF TRUSTEES: Consideration, discussion, and possible approval to appoint five members to serve as board of trustees for the Paradise Sewer District and to assign their seat and term of appointment pursuant to Humboldt County Code 13.04.040. The term of appointment for each seat on the Board of Trustees is as follows:

Seat A – Dan Collins – Appointed 1/6/25 – Term set to expire 1st Monday January 2028; Seat B - Charles (Charlie) Stempeck – Appointed 1/6/25 – Term set to expire 1st Monday January 2026; Seat C – Lane Diehl – Appointed 1/6/25 – Term set to expire 1st Monday January 2028; Seat D – Frances (Frankie) Peterson – Appointed 1/6/25 – Term set to expire 1st Monday January 2026; Seat E – Adam Stempeck – Appointed 1/6/ 25 – Term set to expire 1<sup>st</sup> Monday January 2028. Manager Kalkoske reviewed the request for the Commission. The following motion was made by Commissioner Hill and passed unanimously:

*To appoint the five members to the Board of Trustees for the Paradise Valley Sewer District as read into the record by the Chair.*

COUNTY CLERK: County Clerk Tami Rae Spero appeared before the Commission.

REQUEST TO RE-APPOINT CHARLES STEMPECK AS THE REPRESENTATIVE OF THE GENERAL IMPROVEMENT DISTRICTS TO THE DEBT MANAGEMENT COMMISSION: Consideration, discussion and possible approval for a request per the requirements of NRS 350.0115(4) and NRS 350.0115(7) for the County Commission to choose the representative for the General Improvement Districts which is to occur January of each odd-numbered year. Any persons interested in this appointment may be considered including the prior representative Charles Stempeck. Clerk Spero reviewed the request for the Commission. The following motion was made by Commissioner Tipton and passed unanimously:

*To approve Charles Stempeck to the GID representative to meet the requirements of NRS 350.0115(4) and NRS 350.0115(7).*

DETERMINATION OF COMMISSION ASSIGNMENTS FOR 2025: Consideration, discussion and possible approval of specific assignments for individual Commissioners regarding other Boards and Committees on which they serve, including Nevada Association of Counties (NACO), Regional Airport Board, Central Nevada Water Authority (CNWA), Humboldt River Basin Water Authority (HRBWA), Western Interstate Region (WIR), Legislative Interim Land Council, Humboldt Development Authority (HDA), Winnemucca Convention & Visitors Authority (WCVA), Hospital Board, Humboldt Foundation, Humboldt County Elk Planning Steering Committee, Nevada Works Board, State Land Use Planning Advisory Council (SLUPAC) and other boards of which Commissioners have historically served on. Included on the online agenda for review was a listing of the Commissioners' proposed assignments (see attached). All Commissioners confirmed their desire to maintain their current assignments with Commissioner Brooks confirming that she will retain former Commissioner Hoss' assignments. Chairman Evatz noted his official appointment to SLUPAC. Legal counsel Carr noted that as the assignments are not part of the language on the agenda, the assignments can be requested by the public. The Commissioners read their assignments for the public. Christina Kenison appeared before the Commission and offered public comment as to the appointment

to the Airport Board and her desire to see someone who lives more in proximity to the airport as the appointee. Jamie Nicotera appeared before the Commission and offered public comment as to the appointment to Airport Board and her desire to not see someone who has served on the City Board as well appointed. Commissioner Hill offered comment on the request for the Commission to give up their seat on the Airport Board and the decision to continue to assign someone from the Commission and the Commission's confidence in the assignments. The following motion was made by Commissioner Hill and passed unanimously:

*To approve the assignments for the 2025 year to the boards that were outlined on the sheet and the agenda.*

Manager Kalkoske noted that for item 8 on the agenda the term was not identified. Legal counsel Carr stated as the motion included language for the appointment to be for a year she had not said anything but the Commission can amend to make it clear if they wish to. Commissioner Tipton stated that his motion included language for the Chairman but not the Vice-Chairman so he would offer an amended motion. Chairman Evatz stated that the Commission would return to item 8 on the agenda.

PROCLAMATION DECLARING JANUARY 2025 AS "NATIONAL RADON ACTION MONTH IN HUMBOLDT COUNTY, NEVADA": Consideration, discussion, and possible action to proclaim January 2025 as "National Radon Action Month in Humboldt County, Nevada." Chris Kelly, Radon Program Officer with the Nevada Radon Education Program through the University of Nevada-Reno and Heather Neild the Humboldt County Coordinator for UNR Extension appeared before the Commission. Ms. Kelly reviewed the request for the Commission. Discussion ensued. Legal counsel Carr offered comment on the language of the motion and the need to read the proclamation into the record if approved. The following motion was made by Commissioner Cerri and passed unanimously:

*To adopt the resolution declaring January 2025 as National Radon Action Month in Humboldt County, Nevada.*

*(Resolution No. 01-06-25)*

Manager Kalkoske read the proclamation into the record.

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

REQUEST TO APPROVE WATER TANK INSPECTIONS: Consideration, discussion and possible approval for MidCo Diving to inspect the McDermitt, Gold Country and Star City water system tanks in an amount not to exceed \$3,079.00, each for a total of \$9,237.00. Director Ferraro reviewed the request for the Commission. Discussion ensued regarding the Orovada GID situation and that this cost includes cleaning

if needed. After discussion the following motion was made by Commissioner Tipton and passed unanimously:

*To approve for MidCo Diving to inspect the McDermitt, Gold Country and Star City water system tanks in an amount not to exceed \$3,079.00, each for a total of \$9,237.00.*

GENERAL ROAD PROJECTS: A presentation by Humboldt County Public Works Director Dan Ferraro to update the Board on Road projects within Humboldt County, however, no action may be taken on a matter raised until the matter itself has been specifically included on the agenda as an item upon which action may be taken. Director Ferraro reported on road work, grading, cattle guard replacement, the delivery of the new grader and the status of the buy-back and the plan to bring to the Commission the need to replenish the culvert supply. Commissioner Cerri asked about the use of water truck operators when not needed to run graders. Director Ferraro responded including the number of graders available.

Chairman Evatz recessed the meeting at 10:06 a.m. reconvening at 10:13 a.m.

COMPTROLLER: Deputy Comptroller Weston Noyes appeared before the Commission.

FINANCIAL REPORT: Humboldt County Comptroller's Office 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). Deputy Comptroller Noyes reported on the October CTX receipt explaining information received from the State that some income included in this distribution is from November and December as well; he noted that a request for an extension of the 2023-2024 audit had been made to the Department of Taxation and explained.

ASSESSOR: Assessor Andy Heiser appeared before the Commission.

REQUEST TO CONTRACT WITH OUTSIDE COUNSEL: Consideration, discussion and possible approval to contract with outside legal counsel to assist the Humboldt County District Attorney's Office in bringing civil action per NRS 361.560 against businesses that are delinquent in paying their 2024 personal property taxes. The total amount of taxes that would be collected from this civil action is \$7,451.83 plus legal fees from five different businesses. Commissioner Hill asked for an explanation of what personal property taxes are, how they are assessed, what allows for this assessment and what the fiscal impact is of these taxes. Assessor Heiser explained. Commissioner Tipton asked if utility companies pay these taxes. Assessor Heiser confirmed they do and explained. Chairman Evatz asked about renewables. Assessor Heiser responded. Comptroller Gina Rackley appeared before the Commission and provided the amounts collected for personal property taxes. Commissioner Hill offered kudos to Assessor Heiser for his work with this process. The following motion was made by Commissioner Hill and passed unanimously:

*To table item 15.*

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RECORDER: Recorder Tia Lange appeared before the Commission

REQUEST TO RECLASSIFY POSITIONS: Consideration, discussion and possible approval to reclassify positions from the Administrative Clerk series to the newly created positions of Deputy Recorder I/II and Administrative Recorder positions. This action will result in a less than \$300 increase to salaries for the Recorder's Office which can be absorbed in the Fiscal Year 2024-2025 budget. Recorder Lange reviewed the request for the Commission asking that the motion include language that the increase would go into effect on current staff's anniversary dates. Legal counsel Carr confirmed that could occur. Commissioner Cerri asked if this is creating a new position. Recorder Lange responded stating no and explained. Discussion ensued regarding the impact on the salary ranges. The following motion was made by Commissioner Hill and passed unanimously:

*To approve to reclassify positions from the Administrative Clerk series to the newly created positions of Deputy Recorder I/II and Administrative Recorder positions. This action will result in a less than \$300 increase to salaries for the Recorder's Office which can be absorbed in the Fiscal Year 2024-2025 budget and this would go into effect commensurate to their anniversary date.*

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

REQUEST TO APPROVE AGREEMENT FOR EQUINE STALL AND RV SITE RESERVATION SOFTWARE PROGRAM: Consideration, discussion and possible approval to enter into an agreement with Rodeo Logistics, LLC to use its stall and RV site reservation management software platform called "Open Stalls" to facilitate reservations, assignment and payment for use of stalls/RV spaces at the Winnemucca Events Complex. All fees for the use of this management software are passed on to the WEC customer and collected at the time the reservation is made. Director Petersen reviewed the request for the Commission. Discussion ensued regarding the fees associated, other options for booking, that this program is used elsewhere, the benefits of the program, how the cost for the program is handled and whether legal counsel has reviewed. Legal counsel Carr noted language in the contract regarding the convenience fee. The following motion was made by Commissioner Tipton and passed unanimously:

*To enter into an agreement with Rodeo Logistics, LLC to use its stall and RV site reservation management software platform called "Open Stalls" to facilitate reservations, assignment and payment for use of stalls/RV spaces at the Winnemucco Events Complex. All fees for the use of this management software are passed on to the WEC customer and collected at the time the reservation is made, subject to review from the District Attorney's Office.*

Legal counsel Carr asked if the Commission would want the agreement to be signed by the Chairman or to allow the County Manager to sign which would require language in the motion. Discussion ensued with no amendment offered to the motion as presented.

**BUILDING AND SAFETY DEPARTMENT:** Building Inspector Andrew Arminio appeared before the Commission.

**REQUEST TO APPROVE CONTRACT FOR AS-NEEDED OUTSIDE PLAN REVIEW SERVICES:** Consideration, discussion and consideration of competitive bids received from 4Leaf, Inc., Bureau Veritas and Shum's Coda Associates with possible approval of a staff recommended contract with 4Leaf, Inc., or other responsive and responsible bidder, to provide as-needed plan review services to assist in managing the growing volume of construction projects to ensure compliance with local building codes and applicable regulations, in an amount not to exceed \$150,000.00, subject to review and approval by the District Attorney's Office. Inspector Arminio reviewed the request for the Commission. Discussion ensued including whether another employee would be a better option, that this contract would still be needed, that this type of contract has been in place in the past, that this is just a pass through as the entity requiring the permit are paying for it, how this will be managed within the department and the need to provide timely and well-managed service to both the businesses and the county. After discussion the following motion was made by Commissioner Hill and passed unanimously:

*To approve the bid from 4Leaf Incorporated to provide an as-needed plan review services to assist in managing the growing volume of construction projects to ensure compliance with local building codes and applicable regulations, in an amount not to exceed \$150,000.00, subject to review and approval by the District Attorney's Office.*

Chairman Evatz recessed the meeting at 11:01 a.m. and reconvening at 11:06 a.m.

**FACILITY OPERATIONS:** Maintenance Operations Supervisor Adrian Gonzalez, Administrative Clerk Rebecca Azurmendi and Facility Operations HVAC Specialist Nate Stickel appeared before the Commission.

**ANNEX BUILDING CARPET REPLACEMENT INSTALLATION AND PROPOSAL:** Consideration, discussion and possible approval to accept the proposal from Quality Floors & Paints to install new carpet in the Annex Building in an amount not to exceed \$11,709.96. Supervisor Gonzalez reviewed the request for the Commission noting that a new quote has been received in the amount of \$12,907.46. Chairman Evatz asked if this matter would need to be re-agendized due to the change in the amount or if the language can be included in a motion. Legal counsel Carr stated that it could be handled via the motion. Based on a question from Commissioner Hill Adrian explained the difference is based on the need to re-level the

floor due to the asbestos remediation. The following motion was made by Commissioner Hill and passed unanimously:

*To approve and accept the bid from Quality Floors and Paints to install new carpet in the Annex Building in the amount not to exceed the new quote of \$12,907.46 due to asbestos abatement as we had to add to the quote for some floating to go with the carpeting process.*

**ANNEX BUILDING ASBESTOS ABATEMENT UPDATE:** Facility Operations will provide an update on the Annex Building asbestos abatement project. Clerk Azurmendi reviewed the status of the abatement including the costs associated.

**COURTHOUSE SECOND FLOOR AIR HANDLING UNIT UPDATE:** Facility Operations will provide an update on the Air Handling Unit (AHU) for the second floor of the Courthouse. Specialist Stickel updated the Commission on the second-floor air handling unit noting that he has began the process to obtain bids for replacement and explained. Discussion ensued.

**BOILER REPLACEMENT UPDATE:** Facility Operations will provide an update on the two new Lochinvar boilers installed at the Courthouse. Specialist Stickel provided an update for the Commission as to the boiler replacement.

**MISCELLANEOUS REPORTS AND CORRESPONDENCE:**

A. Other information and upcoming meetings: Chairman Evatz noted the following dates - January 7, 2025 Winnemucca City Council Meeting, January 20, 2025 Martin Luther King Day – County Offices closed, January 21, 2025 Humboldt County Board of Commissioners Meeting, January 21, 2025 Winnemucca City Council Meeting and January 27, 2025 Humboldt County Board of Commissioners Retreat.



B. Reports from Commissioners regarding other Boards and Committees on which they serve: Commissioner Hill offered no report but noted contact from the Governor’s Office as to any projects we would need to highlight and a possible visit by the Governor. Commissioner Tipton reported on notification as to the President’s rule on solar and sage grouse. No further reports offered.

**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 offered no items but noted that the schedule for the Retreat and asked for input from the Commission for agenda items. Commissioner Tipton asked that discussion occur as to the proposed project manager for the Grass Valley Sewer Project. Manager Kalkoske responded explaining what is occurring with that. Chairman Evatz asked that discussion occur as to how to ensure these big projects are being led effectively; he asked for any update from the Lithium folks and discussion with an NDOT representative related to US 95 as well as our federal representatives. Commissioner Tipton asked have an update on the Crossroads Paper project. Chairman

Evatz asked that county leadership be reached out to for items for the retreat. Commissioner Cerri asked for an update from the BLM on local projects such as solar and wind. Commissioner Hill asked for an update on the Buildings & Grounds building project.

PUBLIC COMMENT: Chairman Evatz asked for public comment. Chairman Evatz offered a happy new year to the public as well as the employees of the county; he noted the experience gained and the leverage that provides.

ADJOURNMENT: Chairman Evatz adjourned the meeting at 11:29 a.m.

ATTEST:  \_\_\_\_\_ APPROVED:  \_\_\_\_\_  
Clerk Chairman

(Minutes approved by the Commission and signed by the Chairman on 01.21.2025 )

**HUMBOLDT COUNTY BOARD OF COMMISSIONERS  
2025 APPOINTMENTS/COMMITTEE ASSIGNMENTS**

<b>Jesse Hill</b> County Commission Seat A	<b>Paige Brooks</b> County Commission Seat B	<b>Ron Cerri</b> County Commission Seat C	<b>Ken Tipton</b> County Commission Seat D	<b>Mark Evatz</b> County Commission Seat E
Debt Management Commission	Local Emergency Planning Committee	Winnemucca Convention & Visitors Authority		State Land Use Planning Committee (SLUPAC)
Humboldt Development Authority	Landfill Committee (quarterly)	The Humboldt Foundation	Public Lands Steering Committee	Landfill Committee (quarterly)
Paradise Valley/Sonoma Conservation District Board - 2 yr. term	Airport Board	Humboldt River Basin Water Authority	Welfare and Indigent Services Committee (Not currently meeting as of 01/05/2022) [HCC 8.36.030]	
ATV Advisory Board	Humboldt Museum Board	Elk Management Committee (Coordination Oversight Team)	Humboldt River Basin Water Authority (Alternate)	
NACO Board of Directors (alternate)	NACO Board of Directors (alternate)	NACO Board of Directors (alternate)	NACO Board of Directors (primary)	NACO Board of Directors (alternate #1)
Broadband Action Committee		Regional Transportation Commission	Western Interstate Region (WIR-NaCo) Commission	Regional Transportation
Central NV Water Authority (Alt.)	Central NV Water Authority	Board of Equalization	Hospital Board	National & State Public Lands and Natural Resources Steering Committees
Opioid Committee	Pool/PACT	Budget and Expense Review Committee	WNDD	
** Building Board of Appeals [HCC 15.04.160] Humboldt County Fire Protection District Board of Health Liquor Board McDermitt GID	** Building Board of Appeals [HCC 15.04.160] Humboldt County Fire Protection District Board of Health Liquor Board McDermitt GID	** Building Board of Appeals [HCC 15.04.160] Humboldt County Fire Protection District Board of Health Liquor Board McDermitt GID	** Building Board of Appeals [HCC 15.04.160] Humboldt County Fire Protection District Board of Health Liquor Board McDermitt GID	** Building Board of Appeals [HCC 15.04.160] Humboldt County Fire Protection District Board of Health Liquor Board McDermitt GID

**NOTES:**

\* Chairman and Vice Chairman elected by Board of Commissioners to one-year terms

\*\* All five Commissioners serve on these Boards

Gina Rackley, Comptroller, will be the County's representative for the POOL/PACT Executive Committee



# HUMBOLDT COUNTY

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

## STAFF REPORT

**DATE:** Tuesday, December 17, 2024  
**TO:** County Commission  
**FROM:** Dan Ferraro, PW Director  
**SUBJECT:** Water Systems Tank Inspections  
**REQUESTED AGENDA DATE:** January 6, 2024

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### **SUMMARY**

The water tanks for Gold Country Water, McDermitt Water, and Star City Water need to be inspected for quality assurance of the drinking water for each system and to identify and/or prevent heavy sedimentation or any corrosion in the tank. NDEP Bureau of Safe Drinking Water recommends the tanks be inspected every 3-5 years to extend the life of the storage tank and prevent major damage that would be a significant cost to the water system.

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

The water tanks for Gold Country Water, McDermitt Water, and Star City Water need to be inspected for quality assurance of the drinking water for each system. Orovada Water had their sanitary survey done and one of the deficiencies was a tank inspection/tank cleaning. This department has been helping Orovada contact tank inspectors as it is difficult to get results/call back from these companies. When checking our records for previously used vendors, it was found that our other systems have not had tank inspections in the last 5 years. MidCo diving is the only response received, and it was found there is a greater savings if we bundle all of the tanks for all the water systems. Orovada is the only mandatory inspection needed at this time, however, NDEP recommends the other tanks be inspected as well. Individually, the quotes were \$4631 each tank which would not require approval; however, the cost savings route quote is to combine all systems for a total of \$9237 which requires board approval. The bulk rate gives each system a \$1552 savings for each system.

### **PREVIOUS ACTION**

None.

### **BACKGROUND**

NDEP and the Bureau of Safe Drinking Water recommends the tanks be inspected every 3-5 years to extend the life of the storage tank and prevent major damage that would be a significant cost to the water system. It is unknown when the last inspections took place.

**FISCAL IMPACT**

This was not a priority in the 24-25 budget process; however, it was known that the inspections are recommended and would need to be done. This cost is minimal per system and would likely be paid out of the Repairs and Maintenance line item for each system.

**RECOMMENDATION**

It is recommended by the Public Works Department that the board approve the tank inspections in the amount of \$9237.

**LIST SUPPORTING DOCUMENTS IF APPLICABLE:**

**POSSIBLE MOTION**

Should the Board agree with Staff's recommendation; a possible motion would be: "move to approve the tank inspection for all 3 water systems in an amount not to exceed \$9237 and to be split 3 ways"

Notice of Public Meeting  
Humboldt County Board of Commissioners Regular Meeting  
**Monday, January 6, 2025**  
**9:00 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: 164 603 171#**

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. ROLL CALL
4. 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.

5. APPROVAL OF MINUTES (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; September 16, 2024; October 7, 2024; and December 16, 2024. Discussion and possible action.

#### 5.A) Minutes

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6. APPROVAL OF EXPENDITURES FOR HUMBOLDT COUNTY FOR DECEMBER 16, 2024, THROUGH JANUARY 6, 2025 (POSSIBLE ACTION)
7. COUNTY MANAGER AND HUMAN RESOURCES: ANNUAL SERVICE AWARDS PRESENTATION TO HUMBOLDT COUNTY OFFICIALS AND EMPLOYEES (INFORMATION ONLY)
8. FIX THE TERM OF THE CHAIR AND THE VICE-CHAIR, NOMINATE AND ELECT CHAIR AND VICE-CHAIR (POSSIBLE ACTION)

Consideration, discussion and possible approval to set the term of the office of Chairman and Vice Chairman of the Board for the Humboldt County Commission and to include nomination and election of chairman and vice chairman of the board pursuant to NRS 244.070. Discussion and possible action.

9. APPOINTMENT OF PARADISE SEWER DISTRICT BOARD OF TRUSTEES (POSSIBLE ACTION)

Consideration, discussion, and possible approval to appoint five members to serve as board of trustees for the Paradise Sewer District and to assign their seat and term of appointment pursuant to Humboldt County Code 13.04.040. Discussion and possible action.

The term of appointment for each seat on the Board of Trustees is as follows:

Seat A – Dan Collins – Appointed 1/6/25 – Term set to expire 1<sup>st</sup> Monday January 2028

Seat B - Charles (Charlie) Stempeck – Appointed 1/6/25 – Term set to expire 1<sup>st</sup> Monday January 2026

Seat C – Lane Diehl – Appointed 1/6/25 – Term set to expire 1<sup>st</sup> Monday January 2028

Seat D – Frances (Frankie) Peterson – Appointed 1/6/25 – Term set to expire 1<sup>st</sup> Monday January 2026

Seat E – Adam Stempeck – Appointed 1/6/ 25 – Term set to expire 1<sup>st</sup> Monday January 2028

Discussion and possible action.

10. COUNTY CLERK: REQUEST TO RE-APPOINT CHARLES STEMPECK AS THE REPRESENTATIVE OF THE GENERAL IMPROVEMENT DISTRICTS TO THE DEBT MANAGEMENT COMMISSION (POSSIBLE ACTION)

Consideration, discussion and possible approval for a request per the requirements of NRS 350.0115(4) and NRS 350.0115(7) for the County Commission to choose the representative for the General Improvement Districts which is to occur January of each odd-numbered year. Any persons interested in this appointment may be considered including the prior representative Charles Stempeck. Discussion and possible action.

10.A) Clerk - Debt Management Commission

[Staff Agenda Report DMC appt 2025.pdf](#)

11. DETERMINATION OF COMMISSION ASSIGNMENTS FOR 2025 (POSSIBLE ACTION)

Consideration, discussion and possible approval of specific assignments for individual Commissioners regarding other Boards and Committees on which they serve, including Nevada Association of Counties (NACO), Regional Airport Board, Central Nevada Water Authority (CNWA), Humboldt River Basin Water Authority (HRBWA), Western Interstate Region (WIR), Legislative Interim Land Council, Humboldt Development Authority (HDA), Winnemucca Convention & Visitors Authority (WCVA), Hospital Board, Humboldt Foundation, Humboldt County Elk Planning Steering Committee, Nevada Works Board, State Land Use Planning Advisory Council (SLUPAC) and other boards of which Commissioners have historically served on. Discussion and possible action.

11.A) Tentative Assignments - 2025

[COMMISSIONERS\\_APPOINTMENTS\\_tentative-01-06-2025.pdf](#)

12. PROCLAMATION DECLARING JANUARY 2025 AS "NATIONAL RADON ACTION MONTH IN HUMBOLDT COUNTY, NEVADA" (POSSIBLE ACTION)

Consideration, discussion, and possible action to proclaim January 2025 as "National Radon Action Month in Humboldt County, Nevada." Discussion and possible action.

12.A) Radon Proclamation 2025

[Radon action month Jan 2025-RES\\_for signature.pdf](#)

13. PUBLIC WORKS DEPARTMENT: REQUEST TO APPROVE WATER TANK INSPECTIONS (POSSIBLE ACTION); GENERAL ROAD PROJECTS (FOR INFORMATION ONLY)

- A. Consideration, discussion and possible approval for MidCo Diving to inspect the McDermitt, Gold Country and Star City water system tanks in an amount not to exceed \$3,079, each for a total of \$9,237. 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.

13.A) Tank Inspections

[Staff Report - Water Tank Cleaning\\_rev.pdf](#)

14. COMPTROLLER: FINANCIAL REPORT (INFORMATIONAL ONLY)

Humboldt County Comptroller's Office 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). Information Only.

15. ASSESSOR'S OFFICE: REQUEST TO CONTRACT WITH OUTSIDE COUNSEL (POSSIBLE ACTION)

Consideration, discussion and possible approval to contract with outside legal counsel to assist the Humboldt County District Attorney's Office in bringing civil action per NRS 361.560 against businesses that are delinquent in paying their 2024 personal property taxes. The total amount of taxes that would be collected from this civil action is \$7,451.83 plus legal fees from five different businesses. Discussion and possible action.

15.A) Assessor

[Staff Report - Civil Action for Delinquent Personal Property Taxes.pdf](#)

16. RECORDER'S OFFICE: REQUEST TO RECLASSIFY POSITIONS (POSSIBLE ACTION)

Consideration, discussion and possible approval to reclassify positions from the Administrative Clerk series to the newly created positions of Deputy Recorder I/II and Administrative Recorder positions. This action will result in a less than \$300 increase to salaries for the Recorder's Office which can be absorbed in the Fiscal Year 2024-2025 budget. Discussion and possible action.

16.A) Reclassification

[Staff Report - Reclassification Recorders Office.pdf](#)

17. WINNEMUCCA EVENTS COMPLEX: REQUEST TO APPROVE AGREEMENT FOR EQUINE STALL AND RV SITE RESERVATION SOFTWARE PROGRAM (POSSIBLE ACTION)

Consideration, discussion and possible approval to enter into an agreement with Rodeo Logistics, LLC to use its stall and RV site reservation management software platform "Open Stalls" to facilitate reservations, assignment and payment for use of stalls/RV spaces at the Winnemucca Events Complex. All fees for the use of this management software are passed on to the WEC customer and collected at the time the reservation is made. Discussion and possible action.

17.A) WEC

[WEC - Stall Mgmt Software.pdf](#)

18. BUILDING AND SAFETY DEPARTMENT: REQUEST TO APPROVE CONTRACT FOR AS-NEEDED OUTSIDE PLAN REVIEW SERVICES (POSSIBLE ACTION)

Consideration, discussion and consideration of competitive bids received from 4Leaf, Inc., Bureau Veritas and Shum's Coda Associates with possible approval of a staff recommended contract with 4Leaf, Inc., or other responsive and responsible bidder, to provide as-needed plan review services to assist in managing the growing volume of construction projects to ensure compliance with local building codes and applicable regulations, in an amount not to exceed \$150,000, subject to review and approval by the District Attorney's Office. Discussion and possible action.

18.A) Building & Safety

[Staff Report - plan review rfp 01062025.pdf](#)

19. FACILITY OPERATIONS: ANNEX BUILDING CARPET REPLACEMENT INSTALLATION AND PROPOSAL (POSSIBLE ACTION); ANNEX BUILDING ASBESTOS ABATEMENT UPDATE; COURTHOUSE SECOND FLOOR UPDATE; BOILER REPLACEMENT UPDATE (INFORMATION ONLY)

- A. Consideration, discussion and possible approval to accept the proposal from Quality Floors & Paints to install new carpet in the Annex Building in an amount not to exceed \$11,709.96. Discussion and possible action.
- B. Facility Operations will provide an update on the Annex Building asbestos abatement project. Information only.
- C. Facility Operations will provide an update on the Air Handling Unit (AHU) for the second floor of the Courthouse. Information only.
- D. Facility Operations will provide an update on the two new Lochinvar boilers installed at the Courthouse. Information only.

19.A) Facility Operations

[Staff Report- Annex Building Asbestos Abatement Information.pdf](#)  
[Staff Report- Quality Floors & Paints Carpet Installation & Proposal.pdf](#) [Staff Report - Courthouse Second Floor AHU Update.pdf](#)  
[Staff Report- Boiler Replacements for Courthouse Update.pdf](#)

20. MISCELLANEOUS REPORTS AND CORRESPONDENCE

**A. Other information and upcoming meetings:**

January 7, 2025 Winnemucca City Council Meeting

January 20, 2025 Martin Luther King Day – County Offices closed

January 21, 2025 Humboldt County Board of Commissioners Meeting

January 21, 2025 Winnemucca City Council Meeting

January 27, 2025 Humboldt County Board of Commissioners Retreat

B. 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).

**21. 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.

**22. PUBLIC COMMENT:**

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

**23. ADJOURNMENT**

**24. 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.humboldtcountynv.gov/> (click on the "Government" link on the home page) if that information was available when the agenda was posted. If

the supporting material/ staff report is not included in the agenda packet, it is available to the general public at the same time the materials are provided to the Board. The administrative assistant at the County Manager's Office located at 50 West 5th Street, Winnemucca, Nevada, telephone number 775- 623-6300 is the designated person from whom a member of the public may request the supporting material for this meeting and the County Manager's Office is the location where the supporting material is available to the public.

# CERTIFICATE OF POSTING

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

Humboldt County Website: <https://www.humboldtcounynv.gov> at \_\_\_\_\_ By: \_\_\_\_\_

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

**MEETING DATE:** January 6, 2025  
**DATE POSTED:** December 31, 2024 **POSTED BY:** MICHELLE COOK

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

**NOTICE TO PERSONS WITH DISABILITIES** - Reasonable efforts will be made to assist and accommodate physically disabled persons desiring to attend the meeting. Please call the Humboldt County Administrator's Office at 623-6300 in advance so that arrangements may be conveniently made. **EQUAL OPPORTUNITY NOTICE** - Humboldt County is an Equal Opportunity Employer and will not discriminate against employees or applicants for employment or services in an unlawful manner.

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

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

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

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

Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW

Washington, D.C. 20250-9410;  
fax: (202) 690-7422; or  
email: [intake@usda.gov](mailto:intake@usda.gov)

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