



**Humboldt County Board of Commissioners**  
**March 3, 2025 at 8:30 a.m.**  
**Meeting Minutes**

Those present were Chairman Mark Evatz (departed the meeting at 10:23 a.m. rejoining via Teams during discussion on agenda item 22 and disconnecting from the meeting at 11:12 a.m.), Commissioners Ron Cerri, Ken Tipton, Jesse Hill and Paige Brooks, Chief Deputy District Attorney Anthony Gordon (joined the meeting at 8:35 a.m.), County Manager Don Kalkoske and Clerk of the Board Tami Rae Spero.

**CALL TO ORDER:** Chairman Evatz 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 Evatz asked for public comment. Debra Lyon appeared before the Commission and offered public comment regarding the widening of Lambert Lane and asked if they would widen the bridge. Manager Kalkoske offered a response noting that what he knows has to do with extending the slopes for safety slopes at the bridge. Chairman Evatz asked that Mrs. Lyon reach out to Public Works Director Daniel Ferraro or Manager Kalkoske for an update on the situation. Mrs. Lyon continued commenting on the condition of Lambert, which is kind of bad right now.

Susan Frey, an Orovada resident who served as part of the Thacker Pass Working Group, appeared before the Commission and offered public comment explaining what the group does, what they have accomplished to this point and what is still pending including concerns with road safety due to the increase in traffic; she stated that she hopes to provide updates going forward to the Commission and stated her thanks for the Commission's support. No further public comment offered.

**CLOSED SESSION FOR LEGAL COUNSEL:** Closed session pursuant to NRS 241.015(4)(c), to receive information from the attorney employed or retained by the public body regarding potential or existing litigation involving a matter over which the public body has supervision. The commission will receive information related to the notice of dismissal of Humboldt County, Petitioner vs. The State of Nevada; State Board of Equalization; New Nevada Lands; Battle Mountain Solar Project, LLC. The following motion was made by Commissioner Cerri and passed unanimously:

*To adjourn for a closed session with legal counsel.*

The Commission went into closed session at 8:42 a.m. and convened in the County Manager's Office with legal counsel and the County Assessor. The following motion was made by Commissioner Brooks and passed unanimously:

*To come out of closed session.*

The Commission returned to open session at 8:51 a.m.

ASSESSOR: Assessor Andy Heiser appeared before the Commission.

REQUEST TO FILE NOTICE OF DISMISSAL WITH THE NEVADA APPELLATE COURTS: Consideration, discussion and possible approval to authorize the Assessor through the District Attorney's Office to file a Notice of Dismissal to the Nevada Appellate Courts pursuant to NRS 233B.135 and NRS 233B.150 of the Nevada Administrative Code in the Supreme Court. Humboldt County, Petitioner vs. The State of Nevada; State Board of Equalization; New Nevada Lands; Battle Mountain Solar Project, LLC. A copy of the Staff Report detailing this request was included on the online agenda for review (see attached). Assessor Heiser reviewed the request for the Commission. The following motion was made by Commissioner Hill and passed unanimously:

*To authorize the Assessor through the District Attorney's Office to file a Notice of Dismissal to the Nevada Appellate Courts pursuant to NRS 233B.*

REQUEST TO WAIVE ATTRITION POLICY TO HIRE FOR GIS TECHNICIAN POSITION: Consideration, discussion and possible approval to waive the attrition policy to hire for the position of Geographical Information Systems Coordinator or Geographic Information Systems Technician. Assessor Heiser reviewed the request for the Commission. The following motion was made by Commissioner Brooks and passed unanimously:

*To approve to waive the attrition policy to hire for the position of Geographical Information Systems Coordinator.*

APPROVAL OF MINUTES: Discussion and action on correction/approval of minutes for - September 3, 2019; September 16, 2019; October 21, 2019; November 4, 2019; December 16, 2019 (Joint) and, February 18, 2025. Chairman Evatz and Commissioners Brooks and Hill stated that they would be approving the minutes as to form only as they had not been on the Commission at the time. Commissioner Cerri stated that he would be approving as to form only the minutes of October 21, 2019 as he had not been in attendance at said meeting. No corrections offered for any of the minutes as presented. The following motion was made by Commissioner Cerri and passed unanimously with the caveats noted by the Commission members:

*To approve the minutes as specified in the agenda.*

APPROVAL OF EXPENDITURES FOR HUMBOLDT COUNTY FOR FEBRUARY 18, 2025 THROUGH MARCH 3, 2025: The following motion was made by Commissioner Tipton and passed unanimously:

*To approve the expenditures for from the period of February 3, 2025 through March 3, 2025 as presented.*

MCDERMITT GENERAL IMPROVEMENT DISTRICT BOARD: The following motion was made by Commissioner Brooks and passed unanimously:

*To bring the GID Board into session.*

Call to Order: Chairman Evatz called the McDermitt General Improvement District Board meeting to order at 8:58 a.m.

Public Comment: Chairman Evatz asked for public comment; none offered.

Expenditures: Consideration, discussion and possible approval of the expenditures for the time period February 3, 2025 through March 3, 2025 related to the operation of the McDermitt General Improvement District (GID) for the express purpose of maintaining and improving the water or sewer systems. A copy of the Financial Report for McDermitt Water and Sewer were provided to the Board for review. The following motion was made by Commissioner Cerri and passed unanimously:

*To approve the McDermitt GID expenditures from February 3, 2025 through March 3, 2025 in the amount of \$182.83.*

Public Comment: Chairman Evatz asked for public comment; none offered.

Adjournment: Chairman Evatz adjourned the meeting of the McDermitt General Improvement District Board at 8:59 a.m. The following motion was made by Commissioner Brooks and passed unanimously:

*To bring us back into the regular scheduled meeting.*

Chairman Evatz called the Humboldt County Commission meeting back to order at 8:59 a.m.

APPOINTMENT OF MEMBERS TO SPECIAL DISTRICTS AND BOARDS: Consideration, discussion and possible approval of the following board appointments:

Paradise Valley Weed District: Seat A - Pete Marvel with a term set to expire April 30, 2028, Seat B - Jerry Harper with a term set to expire April 30, 2027, Seat C - Dan Gordon with a term set to expire April 30, 2028, Seat D - Steve Lucas with a term set to expire April 30, 2027 and Seat E - Brett Ferraro with a term set to expire April 30, 2028.

Orovada Fire Protection District: Seat A - Jess Frey with a term set to expire January 1, 2029, Seat B - Bryce Brumley with a term set to expire January 4, 2027 and Seat C - Jake Uhlmann with a term set to expire January 1, 2029.

Chairman Evatz read the items into the record. The following motion was made by Commissioner Hill and passed unanimously:

*To approve the appointments of the following boards as read into the record by the Chair.*

Chairman Evatz recessed the meeting at 9:01 a.m. to allow IT to address technical difficulties with the camera, reconvening at 9:05 a.m.

03/03/2025

Page 3 of 10

PLEASANT SENIOR CENTER: Senior Center Director Brandie Pettis appeared before the Commission.

REQUEST TO APPROVE CERTIFICATIONS AND ASSURANCES FOR THE FEDERAL TRANSIT ADMINISTRATION

GRANT: Consideration, discussion and possible approval of the Certifications and Assurances that is required for the Federal Transit Grant that Humboldt County serves as the pass-through agency to the Senior Center as the subrecipient, and to authorize the County Manager to sign the Affirmation of Applicant. Director Pettis provided handouts related to the requests to the Commission and reviewed the request and handouts for the Commission. The following motion was made by Commissioner Brooks and passed unanimously:

*For the approval of certifications and assurances that are required for the federal transit grant that Humboldt County serves as the pass-through agency to the Senior Center as the subrecipient, and to authorize the County Manager to sign the Affirmation of Applicant subject to the District Attorney's approval.*

SSR MARIGOLD MINE UPDATE: Representatives from SSR Marigold Mine will provide an update. No representatives appeared. Chairman Evatz stated that the matter would be tabled to see if representatives appear later in the meeting. It was noted that there had been confusion as to the date for this matter and representatives will provide an update at the next Commission meeting.

THACKER PASS PROJECT UPDATE: Representatives for Lithium Americas will provide an update on the Thacker Pass Project. Tim Crowley, Vice President of Government and External Affairs and Randall Burns Chief Geologist/Vice-President of Geology with Lithium Americas appeared before the Commission. Mr. Crowley reviewed a Power Point presentation for the Commission detailing the Thacker Pass project status which included responses to questions put forth by the Commissioners, including the status of the school project and concerns with public safety. Mr. Burns discussed an update to their technical report including responses to questions put forth by the Commission. Discussion ensued regarding the time frame for when the County will see funding such as net proceeds. Mr. Crowley asked that the Commissioners come out and tour the site. Commissioner Cerri noted the need to make sure that the contractors on site understand the expectations of the County and the code of conduct; he suggested that these items be put in writing. Mr. Crowley responded. Discussion ensued regarding concerns expressed by the Orovada community.

Chairman Evatz stated that the Commission would move to item 18 on the agenda at this time as it is time for the public hearing.

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

REQUEST TO APPROVE AMENDMENT TO THE VOTING SYSTEM AGREEMENT: Consideration, discussion and possible approval of a 3rd amendment to the Voting System Agreement with Dominion Voting Systems. This agreement is for the warranty and licensing and will be submitted to the State of Nevada for reimbursement. A copy of the proposed agreement was included on the online agenda for review. Clerk Spero reviewed the request for the Commission noting that the agreement had been reviewed by legal counsel. The following motion was made by Commissioner Tipton and passed unanimously:

*To approve the third amendment to the Voting System Agreement with Dominion Voting Systems and authorize the Chairman to sign.*

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 noted that there is still no update on CTX and explained that they had expressed concern to the Department as to the delay in information being provided; he continued noting training that he had attended and the plan for the budget data to be provided to the Commission. Chairman Evatz noted his preference to receive data related to prior years budgets which had helped him in the process.

TREASURER: Treasurer Rhona Lecumberry appeared before the Commission.

REQUEST TO APPROVE RESOLUTION TO SELL DELINQUENT TAX PROPERTIES AT THE 2025 AUCTION: Consideration, discussion and possible approval of a Resolution requesting to sell the delinquent tax properties reflected in the attached "2025 List of Parcels" at auction, to be held on April 18, 2025 per attached Staff Report. A copy of the proposed Resolution and the 2025 List of Parcels was included on the online agenda for review (see attached). Treasurer Lecumberry reviewed the request for the Commission. The following motion was made by Commissioner Cerri and passed unanimously:

*To approve a Resolution for the 2025 delinquent tax auction and to direct the County Treasurer to sell any delinquent properties listed in exhibit A at auction on April 18, 2025 at 10:00 a.m. in the Commission Meeting Room at the Courthouse with public notices to be posted in the Great Basin Sun as well as at the Humboldt County Courthouse, the Humboldt County Public Library and Winnemucca City Hall.*

Chairman Evatz recessed the meeting at 10:23 a.m. Chairman Evatz stated that he would be departing the meeting and turned the meeting over to Vice-Chairman Cerri. Vice-Chairman Cerri reconvened the meeting at 10:27 a.m. proceeding to item 19 on the agenda.

10:00 A.M. PUBLIC HEARING: Chairman Evatz called the public hearing to order at 10:06 a.m.

AN ORDINANCE AMENDING HUMBOLDT COUNTY CODE: Consideration, discussion and possible approval for an ordinance amending Title 8 entitled "Health and Safety," specifically, Chapter 8.04 "nuisances" to replace a nuisance hearing in front of the Humboldt County Commission with a misdemeanor trial in the Union Township Justice Court as the primary method to determine if a nuisance exists and how to abate it, and to address other matters properly related thereto. A copy of the Notice of Public Hearing was included on the online agenda for review. Manager Kalkoske reviewed the request for the Commission. Commissioner Cerri offered comment on past struggles of the Commission in obtaining action on addressing nuisances noting that this puts enforcement means in place; he stated his support for the proposal. Commissioner Brooks concurred as did Chairman Evatz. Chairman Evatz asked for public comment. Susan Frey appeared before the Commission and offered public comments noting that she had filed a nuisance complaint which fell through the cracks and explained and stating her thanks for the Commission taking this seriously. No further public comment offered. The following motion was made by Commissioner Cerri and passed unanimously:

*To approve an ordinance amending Title 8 entitled "Health and Safety," specifically, Chapter 8.04 "nuisances" to replace a nuisance hearing in front of the Humboldt County Commission with a misdemeanor trial in the Union Township Justice Court as the primary method to determine if a nuisance exists and how to abate it, and to address other matters properly related thereto*

*(Ordinance No. 03-03-25)*

Chairman Evatz stated that the Commission would return to item 15 on the agenda.

FACILITY OPERATIONS: Facilities Operations Manager Adrian Gonzalez appeared before the Commission.

REQUEST TO ENTER INTO A MONTH-TO-MONTH SERVICE AGREEMENT FOR WATER TREATMENT

CHEMICAL PROGRAM: Consideration, discussion and possible approval to enter into a month-to-month

service agreement with Garratt Callahan for a water treatment chemical program for the Courthouse

boilers in an amount not to exceed \$6,000 and to be paid in monthly installments of \$1,000.00. A copy

of a Staff Report and the proposed agreement was included on the online agenda for review. Manager

Gonzalez reviewed the request for the Commission. Commissioner Hill asked if this item was put out to

bid. Supervisor Gonzalez stated it was not put out to bid and explained. Commissioner Hill asked if this

is something that could be potentially brought in-house rather than contracting it out. Manager

Gonzalez stated no and explained. Discussion ensued. Vice-Chairman Cerri asked if the amount is

budgeted for. Manager Gonzalez confirmed it was. The following motion was made by Commissioner

Brooks and passed with Vice-Chairman Cerri and Commissioners Tipton, Hill and Brooks voting aye and

Chairman Evatz being absent:

03/03/2025

Page 6 of 10

*To enter into a month-to-month service agreement with Garratt Callahan for a water treatment chemical program for the Courthouse boilers in an amount not to exceed \$6,000.00 and to be paid in monthly installments of \$1,000.00.*

TO APPROVE BID FOR OROVADA COMMUNITY HALL HVAC UPGRADE PROJECT: Consideration, discussion and possible approval and acceptance of bid from Hams Heating and Cooling for the Orovada Community Hall HVAC upgrade project in an amount not to exceed \$250,599.00. Included on the online agenda for review was a copy of the Staff Report, the bid proposal and the bid documentation submitted by Hams Heating and Cooling. Manager Gonzalez reviewed the request for the Commission. Discussion ensued regarding the advertising for bids, that Hams was the only bidder and the funding source. The following motion was made by Commissioner Brooks and passed with Vice-Chairman Cerri and Commissioners Tipton, Hill and Brooks voting aye and Chairman Evatz being absent:

*For approval and acceptance of bid from Hams Heating and Cooling for the Orovada Community Hall HVAC systems upgrade project in an amount not to exceed \$250,599.00.*

PUBLIC WORKS DEPARTMENT: Public Works Director Daniel Ferraro appeared before the Commission (via Teams).

GENERAL ROAD PROJECTS: A presentation by Humboldt County Public Works Director Dan Ferraro to update the Board on Road projects within Humboldt County, however, no action may be taken on a matter raised until the matter itself has been specifically included on the agenda as an item upon which action may be taken. Director Ferraro reported on road grading, material and covering, blading, and the repair of a washout in the Pearl Camp area. He continued reporting on the utility division including issues that had occurred with the tie-in in McDermitt and how they were addressed, and work being done with Dowl on marking for test sites. He explained the status of the service truck delivery, the plan to advertise for the mag chloride bid this week, educational opportunities being taken by members of staff, the status of the steam cleaner, minor flooding in the Paradise area, right-of-way matters being addressed and what is occurring with missing road signs. He stated that they will reach out to Mrs. Lyon to address her public comment but noted that there is no plan to widen Lambert just to work on the bridge to make it safer.

DISTRICT ATTORNEY'S OFFICE: REQUEST TO WAIVE ATTRITION POLICY TO HIRE FOR THE POSITION OF CASEWORKER I: Consideration, discussion and possible approval to waive the attrition policy to hire for the position of Caseworker I. Chief Deputy District Attorney Gordon reviewed the request for the Commission; he confirmed that the position is critical and that a portion of the cost is reimbursed by the

State. The following motion was made by Commissioner Tipton and passed with Vice-Chairman Cerri and Commissioners Tipton, Hill and Brooks voting aye and Chairman Evatz being absent:

*For approval to waive the attrition policy to hire for the position of Caseworker I.*

HUMAN RESOURCES: Human Resources Director Kellie Kranovich and Facility Operations Manager Adrian Gonzalez appeared before the Commission.

REQUEST TO APPROVE JOB DESCRIPTIONS/RE-CLASSIFICATION FOR CERTAIN POSITIONS WITHIN THE FACILITY OPERATIONS DEPARTMENT: : Consideration, discussion and possible approval to revise the job description for the Facility Operations Manager position; Consideration, discussion and possible approval to revise the job description and re-classification for the Facility Operations Supervisor position; Consideration, discussion and possible approval for the new position and job description for the Facility Operations Coordinator. Included on the online agenda for review was a copy of the Staff Report detailing the request (see attached) and copies of the proposed job descriptions. Director Kranovich reviewed the request for the Commission stating that this is not an extra position but just another layer within the department. Manager Kalkoske offered a comment as to the similarity between what is being requested for this department and what was done with the Technology Services Department. Discussion ensued. Commissioner Hill noted his understanding but voiced his concern that this does create a position and the difficulty for the Commission in tracking this. Manager Kalkoske responded noting that this does not change the number of positions approved for the department and explained. Discussion ensued regarding what had occurred with Technology Services in an earlier meeting. Commissioner Hill further noted concerns with creating these layers of supervisors versus actual workers. Manager Gonzalez responded. Discussion ensued. Commissioner Hill asked for assurances that we are not creating any new positions, and this will not impact the budget. Manager Kalkoske responded noting that any new positions would need to come before the Commission and explained; he stated that he is committed to providing the ability to move up in a department but not to bloat the employee numbers/budget. Chairman Evatz noted the need to appear before the Commission to request a waiver if positions need to be filled and stated his support for the request. The following motion was made by Commissioner Hill and passed unanimously:

*To approve items A, B and C on our agenda packet as just outlined by the County Manager for the changes to these positions.*

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

REQUEST TO APPROVE THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF WINNEMUCCA, THE BUREAU OF LAND MANAGEMENT AND THE COUNTY FOR INSECT SUPPRESSION:

03/03/2025

Page 8 of 10

Consideration, discussion and possible approval of a Memorandum of Understanding (MOU) between the City of Winnemucca, the Bureau of Land Management (BLM) and Humboldt County to assist in suppression of Mormon crickets on BLM land, and to authorize County Manager Don Kalkoske to sign the MOU. A copy of the proposed MOU was included on the online agenda for review. Manager Kalkoske reviewed the request for the Commission. The following motion was made by Commissioner Tipton and passed unanimously:

*To approve a Memorandum of Understanding (MOU) between the City of Winnemucca, the Bureau of Land Management (BLM) and Humboldt County to assist in suppression of Mormon crickets on BLM land, and to authorize County Manager Don Kalkoske to sign the MOU.*

REQUEST TO APPROVE PROFESSIONAL SERVICES AGREEMENT WITH MICHAEL CLAY CORPORATION:

Consideration, discussion and possible approval for a three-year professional services agreement with Michael Clay Corporation in an amount not to exceed \$100,000.00. A copy of the proposed agreement was included on the online agenda for review. Manager Kalkoske reviewed the request for the Commission. Chairman Evatz asked for clarification as to what projects are involved in this. Manager Kalkoske responded. After discussion the following motion was made by Commissioner Tipton and passed unanimously:

*To approve a three-year professional services agreement with Michael Clay Corporation in an amount not to exceed \$100,000.00.*

Manager Kalkoske noted that the District Attorney's Office had reviewed and signed off on the agreement.

It was noted that SSR would be here for their update at the next meeting.

MISCELLANEOUS REPORTS AND CORRESPONDENCE:

1. Other information and upcoming meetings: Vice-Chairman Cerri read the following meetings into the record - March 4, 2025 – Winnemucca City Council Meeting, March 13, 2025 Regional Planning Commission Meeting, March 17, 2025 Humboldt County Board of Commissioners Meeting, March 18, 2025 Winnemucca City Council Meeting and March 24 & 25, 2025 Humboldt County Board of Commissioners Budget Meetings.

2. Reports from Commissioners regarding other Boards and Committees on which they serve: Chairman Evatz offered no report; he offered compliments as to the Ranch Hand Rodeo which had occurred this past weekend. Commissioner Hill offered no report. Commissioner Tipton reported on a legislative meeting and a Hospital Board meeting. Commissioner Brooks noted upcoming meetings and commented on a meeting she had attended with Marigold; she commented on her attendance at the


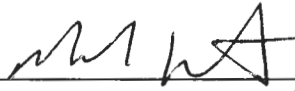
03/03/2025

Ranch Hand Rodeo. Vice Chairman Cerri reported on a Humboldt River Water Authority meeting and a meeting with the Department of Agriculture related to crickets. Manager Kalkoske commented on the meeting with the Department of Agriculture and discussion as to the importance of reporting and how that information will be disseminated to the public. Vice-Chairman Cerri continued reporting on the monthly BLM meeting and a WCVA meeting.

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 continued SSR update and the drinking water loan contract with the State Revolving Fund. Commissioner Brooks asked about an email from the city related to the aquatic center. Manager Kalkoske indicated he was not aware of anything. No further items identified.

PUBLIC COMMENT: Vice-Chairman Cerri asked for public comment; none offered.

ADJOURNMENT: Vice-Chairman Cerri adjourned the meeting at 11:34 a.m.

ATTEST:  Clerk APPROVED:  Chairman

(Minutes approved by the Commission and signed by the Chairman on 03-17-2025)

Notice of Public Meeting  
Humboldt County Board of Commissioners Regular Meeting  
**Monday, March 3, 2025**  
**8:30 AM**

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

**FOR TELECONFERENCE OR VIDEO CONFERENCE ACCESS**

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

**Or by phone: +1 775-446-0241, Conference ID: 973 519 275#**

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 the 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.

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.

5. CLOSED SESSION FOR LEGAL COUNSEL

Closed session pursuant to NRS 241.015(4)(c), to receive information from the attorney employed or retained by the public body regarding potential or existing litigation involving

a matter over which the public body has supervision. The commission will receive information related to the notice of dismissal of Humboldt County, Petitioner vs. The State of Nevada; State Board of Equalization; New Nevada Lands; Battle Mountain Solar Project, LLC. Information only.

6. ASSESSOR: REQUEST TO FILE NOTICE OF DISMISSAL WITH THE NEVADA APPELLATE COURTS (POSSIBLE ACTION)

Consideration, discussion and possible approval to authorize the Assessor through the District Attorney's Office to file a Notice of Dismissal to the Nevada Appellate Courts pursuant to NRS 233B.135 and NRS 233B.150 of the Nevada Administrative Code in the Supreme Court. Humboldt County, Petitioner vs. The State of Nevada; State Board of Equalization; New Nevada Lands; Battle Mountain Solar Project, LLC. Discussion and possible action.

6.A) Assessor

[Staff Report - Notice of Dismissal to Nevada Appellate Court.pdf](#)

7. ASSESSOR: REQUEST TO WAIVE ATTRITION POLICY TO HIRE FOR GIS TECHNICIAN POSITION (POSSIBLE ACTION)

Consideration, discussion and possible approval to waive the attrition policy to hire for the position of Geographical Information Systems Coordinator or Geographic Information Systems Technician. Discussion and possible action.

7.A) Assessor - GIS Tech

[Staff Report - Waiver of Attrition Policy for GIS position.pdf](#)

8. APPROVAL OF MINUTES (POSSIBLE ACTION)

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 (Joint); February 18, 2025; and February 24, 2025 (Special). Discussion and possible action.

8.A) Minutes

[HCC021825unapprovedUNOFFICIAL.pdf](#)  
[HCC110419unapprovedUNOFFICIAL.pdf](#)  
[HCCJoint121619unapprovedUNOFFICIAL.pdf](#)  
[HCC090319unapprovedUNOFFICIAL.pdf](#)  
[HCC091619unapprovedUNOFFICIAL.pdf](#)  
[HCC102119unapprovedUNAPPROVED.pdf](#)

9. APPROVAL OF EXPENDITURES FOR HUMBOLDT COUNTY FOR FEBRUARY 18, 2025 THROUGH MARCH 3, 2025 (POSSIBLE ACTION)
10. CONVENE THE McDERMITT GENERAL IMPROVEMENT DISTRICT BOARD (POSSIBLE ACTION)
  - A. Public Comment
  - B. Consideration, discussion and possible approval of the expenditures for the time period February 3, 2025 through March 3, 2025 related to the operation of the McDermitt General Improvement District (GID) for the express purpose of maintaining and improving the water or sewer systems. Discussion and possible action.
  - C. Public Comment
  - D. Adjournment
- 10.A) McDermitt GID
  - [McDermitt Sewer Financial Report - 02.19.25.pdf](#)
  - [McDermitt Water Financial Report - 02.19.25.pdf](#)

11. APPOINTMENT OF MEMBERS TO SPECIAL DISTRICTS AND BOARDS (FOR POSSIBLE ACTION)

Consideration, discussion and possible approval of the following board appointments:

**Paradise Valley Weed District**

Seat A - Pete Marvel with a term set to expire April 30, 2028  
Seat B - Jerry Harper with a term set to expire April 30, 2027  
Seat C - Dan Gordon with a term set to expire April 30, 2028  
Seat D - Steve Lucas with a term set to expire April 30, 2027  
Seat E - Brett Ferraro with a term set to expire April 30, 2028

**Orovada Fire Protection District**

Seat A - Jess Frey with a term set to expire January 1, 2029  
Seat B - Bryce Brumley with a term set to expire January 4, 2027  
Seat C - Jake Uhlmann with a term set to expire January 1, 2029

Discussion and possible action.

12. PLEASANT SENIOR CENTER: REQUEST TO APPROVE CERTIFICATIONS AND ASSURANCES FOR THE FEDERAL TRANSIT ADMINISTRATION GRANT (FOR POSSIBLE ACTION)

Consideration, discussion and possible approval of the Certifications and Assurances that is required for the Federal Transit Grant that Humboldt County serves as the pass-through agency to the Senior Center as the subrecipient, and to authorize the County Manager to sign the Affirmation of Applicant. Discussion and possible action.

12.A) Senior Center Transit Grant  
[Senior Transit Grant\\_03-03-2025.pdf](#)

13. SSR MARIGOLD MINE UPDATE (INFORMATION ONLY)

Representatives from SSR Marigold Mine will provide an update. Information only.

13.A) SSR Update  
[SSR Marigold Update.pdf](#)

14. THACKER PASS PROJECT UPDATE (INFORMATION ONLY)

Representatives for Lithium Americas will provide an update on the Thacker Pass Project. Information only.

14.A) Thacker Pass Update  
[Agenda Request Form March 3 2025.pdf](#)

15. CLERK'S OFFICE: REQUEST TO APPROVE AMENDMENT TO THE VOTING SYSTEM AGREEMENT (POSSIBLE ACTION)

Consideration, discussion and possible approval of a 3rd amendment to the Voting System Agreement with Dominion Voting Systems. This agreement is for the warranty and licensing and will be submitted to the State of Nevada for reimbursement. Discussion and possible action.

15.A) Clerk - Voting Agreement Amendment  
[3rd Amendment Dominion unsigned with Staff Report 2025.pdf](#)

16. 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.

17. TREASURER: REQUEST TO APPROVE RESOLUTION TO SELL DELINQUENT TAX PROPERTIES AT THE 2025 AUCTION (POSSIBLE ACTION)

Consideration, discussion and possible approval of a Resolution requesting to sell the delinquent tax properties reflected in the attached "2025 List of Parcels" at auction, to be held on April 18, 2025 per attached Staff Report. Discussion and possible action.

17.A) Treasurer

[Treasurer - 2025 Resolution to Sell.pdf](#)

18. 10:00 A.M. PUBLIC HEARING: AN ORDINANCE AMENDING HUMBOLDT COUNTY CODE (POSSIBLE ACTION)

Consideration, discussion and possible approval for an ordinance amending Title 8 entitled "Health and Safety," specifically, Chapter 8.04 "nuisances" to replace a nuisance hearing in front of the Humboldt County Commission with a misdemeanor trial in the Union Township Justice Court as the primary method to determine if a nuisance exists and how to abate it, and to address other matters properly related thereto. Discussion and possible action.

18.A) Ordinance - Nuisance

[Public Hearing - Bill No. 02-03-2025.pdf](#)

19. FACILITY OPERATIONS: REQUEST TO ENTER INTO A MONTH-TO-MONTH SERVICE AGREEMENT FOR WATER TREATMENT CHEMICAL PROGRAM AND TO APPROVE BID FOR OROVADA COMMUNITY HALL HVAC UPGRADE PROJECT (POSSIBLE ACTION)

- A. Consideration, discussion and possible approval to enter into a month-to-month service agreement with Garratt Callahan for a water treatment chemical program for the Courthouse boilers in an amount not to exceed \$6,000 and to be paid in monthly installments of \$1,000. Discussion and possible action.
- B. Consideration, discussion and possible approval and acceptance of bid from Hams Heating and Cooling for the Orovada Community Hall HVAC upgrade project in an amount not to exceed \$250,599. Discussion and possible action.

19.A) Facility Operations

[Staff Report- Month to Month Service Agreement and Supporting Documents.pdf](#)  
[Staff Report- Hams Heating and Cooling Bid Package.pdf](#)

20. PUBLIC WORKS DEPARTMENT: GENERAL ROAD PROJECTS (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.

21. DISTRICT ATTORNEY'S OFFICE: REQUEST TO WAIVE ATTRITION POLICY TO HIRE FOR THE POSITION OF CASEWORKER I (POSSIBLE ACTION)

Consideration, discussion and possible approval to waive the attrition policy to hire for the position of Caseworker I. Discussion and possible action.

21.A) District Attorney

[District Attorney - Caseworker Child Support 2024.pdf](#)

22. HUMAN RESOURCES: REQUEST TO APPROVE JOB DESCRIPTIONS AND RE-

CLASSIFICATION FOR CERTAIN POSITIONS WITHIN THE FACILITY  
OPERATIONS DEPARTMENT (POSSIBLE ACTION)

- A. Consideration, discussion and possible approval to revise the job description for the Facility Operations Manager position. Discussion and possible action.
- B. Consideration, discussion and possible approval to revise the job description and re-classification for the Facility Operations Supervisor position. Discussion and possible action.
- C. Consideration, discussion and possible approval for the new position and job description for the Facility Operations Coordinator. Discussion and possible action.

22.A) *Human Resources*

[20250303 Agenda Request Form - Facility Operations.pdf](#)  
[Draft Facility Operations Manager.pdf](#) [Draft Facility Operations Supervisor.pdf](#)  
[Draft Facility Operations Coordinator.pdf](#)

23. COUNTY MANAGER: REQUEST TO APPROVE THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF WINNEMUCCA, THE BUREAU OF LAND MANAGEMENT AND THE COUNTY FOR INSECT SUPPRESSION (POSSIBLE ACTION)

Consideration, discussion and possible approval of a Memorandum of Understanding (MOU) between the City of Winnemucca, the Bureau of Land Management (BLM) and Humboldt County to assist in suppression of Mormon crickets on BLM land, and to authorize County Manager Don Kalkoske to sign the MOU. Discussion and possible action.

23.A) *County Manager*

[Staff Report - Mormon Cricket Supression MOU 2025.pdf](#)  
[2025 MCS MOU - BLM COW HuCo.pdf](#)  
[BLM-MOU-NVW010-9011-2020-012.pdf](#)

24. COUNTY MANAGER: REQUEST TO APPROVE PROFESSIONAL SERVICES AGREEMENT WITH MICHAEL CLAY CORPORATION (POSSIBLE ACTION)

Consideration, discussion and possible approval for a three-year professional services agreement with Michael Clay Corporation in an amount not to exceed \$100,000. Discussion and possible action.

24.A) *Michael Clay Agreement*

[Michael Clay Corporation Staff Report 03032025.pdf](#)  
[Michael Clay Corporation\\_2025.pdf](#)

25. MISCELLANEOUS REPORTS AND CORRESPONDENCE

- 1. Other information and upcoming meetings

March 13, 2025 Regional Planning Commission Meeting

March 17, 2025 Humboldt County Board of Commissioners

Meeting March 18, 2025 Winnemucca City Council Meeting

March 24 & 25, 2025 Humboldt County Board of Commissioners Budget 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), Central Nevada Regional Water Authority (CNRWA), 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).

26. 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.

27. PUBLIC COMMENT:

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 the 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. 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.

28. ADJOURNMENT

29. 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](http://www.notice.nv.gov), \_\_\_\_\_ A.M. By: \_\_\_\_\_

MEETING DATE: March 3, 2025  
DATE POSTED: February 26, 2025 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, audiotope, American Sign Language, etc.) should Contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-9339. Additionally, program information may be made available in languages other than English.

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

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

Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW

Washington, D.C. 20250-9410;

fax: (202) 690-7422; or

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

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



# HUMBOLDT COUNTY

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

## STAFF REPORT

**DATE:** Friday, January 31, 2025  
**TO:** County Commission  
**FROM:** Andy Heiser, Humboldt County Assessor  
**SUBJECT:** Settlement Negotiations with State of Nevada and Battle Mountain Solar Project.  
**REQUESTED AGENDA DATE:** February 17, 2025

### SUMMARY

The assessor, by and through legal counsel, appealed for the allowance of a Federal Tax Credit that was given to the Battle Mountain Solar Project in Eastern Humboldt County by the Humboldt County Board of Equalization, which was later affirmed by the Nevada State Board of Equalization. The assessor's position is that there was no legal authority for the application of a Federal Tax Credit for Solar Energy Projects in Nevada, and that its application is also prohibited by NRS 701A.370(c), which provides for a 55% percent reduction in real and personal property taxes for renewable energy facilities, but prohibits such a reduction if the energy facility receives another abatement or exemption from property taxes. As a result of this additional tax exemption of 30%, the value of the Battle Mountain Solar Project for the tax year 2021 - 2022 was reduced for property tax purposes from \$155 million to \$109 million, with the resulting loss of \$160,000 in tax revenues to the county and different county departments that receive property taxes.

A federal income or investment tax credit cannot be used to reduce the assessed and taxable valuation of real and/or personal property of a renewable energy facility. NRS 701A.370 provides for a 55% percent reduction in real and personal property taxes for renewable energy facilities. NRS 701A.370(1)(c) prohibits such a reduction if the facility receives another abatement or exemption from property taxes. If a facility was permitted to use its federal income or investment tax credit as a basis for reducing its assessed and taxable value it is essentially receiving another abatement from property taxes, therefore, prohibiting the 55% reduction in taxes allowed in NRS 701A.370.

The litigation is titled Humboldt County, Petitioner vs. The State of Nevada; State Board of Equalization; New Nevada Lands; Battle Mountain Solar Project, LLC

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

To comply with the laws and equity regarding valuation of property.

1. , the State Board shall at the same meeting issue a "Clarification" that the State Board intends to treat federal tax credits for solar facilities as obsolescence in subsequent proceedings and that federal tax credits are not per se exempt from Nevada property tax under NRS Chapter 361.

### PREVIOUS ACTION

There were three settlement court hearings which led to this action.

**FISCAL IMPACT**

As a result of the application of the Federal Tax Exemption to the subject property, the value of the Battle Mountain Solar Project for the tax year 2021 - 2022 was reduced for property tax purposes from \$155 million to \$109 million, with the resulting loss of \$160,000 in tax revenues to the county and different county departments that receive property taxes.

**RECOMMENDATION**

That the Board grant the Assessor through the District Attorney's Office to file a dismissal in the Supreme Court. Humboldt County, Petitioner vs. The State of Nevada; State Board of Equalization; New Nevada Lands; Battle Mountain Solar Project, LLC

**POSSIBLE MOTION**

Move to authorize the Assessor through the District Attorney's Office to file a Notice of Dismissal to the Nevada Appellate Courts pursuant to NRS 233B.135 and NRS 233B.150 of the Nevada Administrative Code, pursuant to the above negotiated settlement between the Assessor, Humboldt County and the State of Nevada.

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

Parcel Number	Prior Owners	Tax Amount		Acreage	Location
		Owed as of	2/19/25		
05-0591-45	Martha Ann Adkins	\$	637.86	10.00	Buffalo Road Area / W. Wmca
05-0671-03	Billy Gene & Deborah L. Spencer	\$	673.91	40.01	NW of Blue Mountain
05-0681-14	Billy Gene & Deborah L. Spencer	\$	673.91	40.72	Lot 14 S1 T37N R34E
05-0691-06	Billy Gene & Deborah L. Spencer	\$	673.91	39.55	Lot 6 S19 T37N R34E
06-0091-05	Lillian A. Connor c/o Mike Connor	\$	762.59	10.00	Mountain View Dr.
06-0098-01	Norma L. Dunkin c/o Donna Anderson	\$	1,418.58	40.00	Weatherby Dr.
06-0107-06	Joseph B. & Gladys R. Tabalon	\$	980.23	10.00	4805 Savage Dr.
06-0561-05	Daniel J. & Rebecca L. McPeake	\$	673.91	40.00	NW of Winnemucca Mtn
06-0571-09	Louis & Ellena Marie Scarabello	\$	707.09	40.00	NW of Winnemucca Mtn
06-0622-04	Steven & Julieann Ross c/o Wayne Ross	\$	2,043.20	1.31	3385 Warner Dr.
07-0132-05	Rudder Design & Engineering Inc.	\$	763.99	40.57	Kelly Creek Rd.
07-0192-01	Jack Davis	\$	753.99	40.42	Hot Springs Rd.
07-0231-11	Edwardo Phillips	\$	790.40	60.00	SE of Pinson Ranch Rd.
07-0306-01	Kimberly Davis / Barner / Odom	\$	773.99	39.86	SE of Hot Springs Ranch
07-0314-08	Kevin T. Farnan & Jeremy M. Howard	\$	783.43	59.62	SE of Hot Springs Ranch
07-0651-03	Gregory Maitland	\$	763.99	40.26	S of Hot Springs Ranch
07-0751-09	Linda Phelps	\$	659.88	20.00	Midas Hwy / Golconda
08-0031-24	Scott P. Barkdoll / D. Anderson Jr.	\$	666.43	40.00	N of Midas Hwy / Golconda
08-0063-19	Alyona Federova	\$	453.77	0.16	Kramer Ave. / Golconda
08-0073-16 *	Alberto & Huendy Andrade	\$	1,723.10	0.16	N. Adelaide Ave. / Golconda
08-0103-03	Katherine A. Rosevear et al	\$	618.82	0.32	N. Noble Ave. / Golconda
08-0103-05	Katherine A. Rosevear et al	\$	598.20	0.28	Noble & Stanford / Golc.
08-0113-23 *	Grant Sabesky	\$	1,277.10	0.16	N. Adelaide Ave. / Golconda
08-0402-03	Bruce A. Meyer	\$	894.98	4.04	E US Hwy 40 / Golconda
08-0432-03	Jeremiah T. & Lacie Bellah	\$	733.93	3.04	Clydesdale Dr.
13-0402-25	Linda Sevy	\$	1,675.82	0.26	6300 Nugget Dr.
13-0563-09	Linda Flanders / T & G Sartain	\$	1,000.79	1.25	Allen Rd.
14-0191-05	Margaret Washington et al	\$	3,045.41	19.88	Airport Estates Area
14-0191-21	Margaret Washington et al	\$	912.26	9.46	Airport Estates Area
14-0191-22	Margaret Washington et al	\$	884.70	8.97	Airport Estates Area
16-0025-05	Thelma E. Lowry & Betty Mattson	\$	4,521.60	0.15	1265 S. Bridge St.

\* Held over from prior auctions as they did not sell

**\$ 33,541.77**



# HUMBOLDT COUNTY

50 W. 5<sup>th</sup> Street  
Winnemucca, Nevada 89445  
www.humboldtcountynev.gov

## AGENDA REQUEST FORM

**DATE:** February 20, 2025  
**TO:** County Commission  
**FROM:** Kellie Kranovich – Human Resources Director /Adrian Gonzalez – Facility Operations Manager  
**SUBJECT:** Reclassification of Facility Operations positions  
**REQUESTED AGENDA DATE:** 03/03/2025

---

### **SUMMARY AND BACKGROUND:**

Currently, the Facility Operations department has a Facility Operations Manager and a Facility Maintenance Supervisor. The Facility Operations Manager position is exempt, and the Facility Maintenance Supervisor position is a non-exempt position. The Facility Maintenance Supervisor position is currently included in the Humboldt County Employees Association (HCEA). The Facility Maintenance Supervisor position includes supervisory and decision-making responsibilities, and as such, should be classified exempt, and excluded from the association. The Public Works department is similar in responsibilities, and both the Public Works Director and the Assistant Director are exempt.

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

We are recommending that the Facility Maintenance Supervisor position be reclassified as an exempt position and the name changed to Facility Operations Supervisor. Under the Fair Labor Standards Act (FLSA) Coverage (Exempt vs. Non-Exempt), the job duties of this position meet the Exempt Executive job duties. Also, to allow for line of progression within the department, we are asking that another exempt job description be approved for a Facility Operations Coordinator. This would create another step for departmental employees to move into management. Either the Facility Operations Supervisor position would be filled, or the Facility Operations Coordinator position would be filled, but not both positions at the same time. The request is not for more personnel, but to create a means for employees who are not qualified for the Facility Operations Supervisor position yet, to progress to the Facility Operations Coordinator position until they are qualified for the higher role. Again, this would also have responsibility that fits the FLSA criteria for an exempt status. The strategy with this change in structure is that employees can progress from an administrative or maintenance worker position with some cross-training. This change would allow growth within the department by providing greater upward mobility of personnel as they gain experience and knowledge.

### **PREVIOUS ACTION:**

None.

### **HAS DISTRICT ATTORNEY REVIEWED AGREEMENT/CONTRACT IF APPLICABLE:**

N/A

**FISCAL IMPACT IF APPLICABLE:**

There should be little to no fiscal impact with this change. The starting salary for the non-exempt Maintenance Operations Supervisor position without overtime is \$71,718.40. This position currently requires some overtime, standby and call back pay. This position would be replaced with either the Facility Operations Coordinator position with a starting salary of \$69,522.25 or the Facility Operations Supervisor position starts at \$73,166.39 respectively (depending on qualifications and experience). Both are proposed exempt positions.

**RECOMMENDATION:**

Approval of the attached job descriptions and the change from non-exempt to exempt for the Facility Operations Supervisor position.

**LIST SUPPORTING DOCUMENTS IF APPLICABLE:**

Facility Operations Manager job description, Facility Operations Supervisor job description, and Facility Operations Coordinator job descriptions.

**POSSIBLE MOTION:**

Motions for these actions may be; "*Move to approve the revised job description for the Facility Operations Manager.*" For the second item, the motion may be; "*Move to approve the revised job description and re-classification of the Facility Operations Supervisor.*" The final item's motion may be; "*Move to approve the new position and job description for the Facility Operations Coordinator.*"