



**Humboldt County Board of Commissioners**  
**June 16, 2025 at 8:30 a.m.**  
**Meeting Minutes**

Those present were Vice-Chairman Ron Cerri, Commissioners Ken Tipton, Jesse Hill and Paige Brooks, Chief Deputy District Attorney Anthony Gordon, County Manager Don Kalkoske and Clerk of the Board Tami Rae Spero. Chairman Mark Evatz was not in attendance.

CALL TO ORDER: Vice-Chairman Cerri 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: Vice-Chairman Cerri asked for public comment; none offered.

APPROVAL OF MINUTES: Discussion and action on correction/approval of minutes for March 27, 2017 (Budget Hearing); April 3, 2017; May 1, 2017 (Joint); May 1, 2017; May 15, 2017; June 19, 2017; July 10, 2017; August 21, 2017; December 11, 2017 (Joint); January 16, 2018; January 29, 2018 (Retreat); May 19, 2025; and June 2, 2025. Commissioners Hill and Brooks noted that they would be approving the 2017 and 2018 minutes as to form only as they had not been on the Commission at the time; Vice-Chairman Cerri noted that he would approving as to form on the March 27, 2017 meeting minutes as he had not been in attendance at that meeting. Vice-Chairman Cerri asked for corrections for the minutes as presented; none offered. 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:

*To approve all the minutes as read into the record by Commissioner Cerri this morning as presented.*

APPROVAL OF EXPENDITURES FOR HUMBOLDT COUNTY FOR JUNE 2, 2025 THROUGH JUNE 16, 2025: 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:

*To approve the expenditures for June 2, 2025 through June 16, 2025.*

APPOINTMENT OR REAPPOINTMENT OF MEMBERS TO SPECIAL DISTRICTS AND BOARDS:

A. Consideration, discussion, and possible approval to appoint members to serve as board of trustees for the Agricultural District #3 - Rodeo Board. The appointed members will serve a 4-year term set to expire June 30, 2029. Applicants must meet the criteria set forth in NRS 547.040, which does require the applicant to be a resident of Humboldt County, Nevada. Manager Kalkoske noted that there were two seats up for re-appointment and the current members, Dale Owen and O. Kent Maher, had applied for reappointment but stated that it has come to his attention that one board member is not a resident of Humboldt County and explained what investigations had occurred to determine that fact and what has been found to

indicate that the member is a resident of Pershing County so per discussion with the District Attorney an appointment can be made for that seat to complete the term with the recommendation to appoint the third applicant Katie Nuffer to finish out Tom Brown's term expiring June 30, 2026. Based on the recommendation, the following motion was made by Commissioner Hill and passed with Vice-Chairman Cerri and Commissioners Tipton, Hill and Brooks voting aye and Chairman Evatz being absent:

*To put Katie Nuffer in as the applicant to fulfill Tom Brown's position and that to recommend re-appointing Dale Owen and Kent Maher to the positions they applied for.*

B. Consideration, discussion, and possible approval to reappoint Brad Wigglesworth to the Winnemucca-Humboldt County Airport Board to serve a 4-year term set to expire June 30, 2029. 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:

*To reappoint Brad Wigglesworth to the Winnemucca-Humboldt County Airport Board to serve a 4-year term set to expire June 30, 2029.*

ORMAT TECHNOLOGIES UPDATE: Representatives from Ormat Technologies will provide the Board with an update. Scott Nichols, Regulatory Affairs Manager with Ormat Technologies appeared before the Commission and provided a power point presentation updating on the projects occurring in Humboldt County with a question and answer period following with the Vice-Chairman.

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

REQUEST TO CONFIRM APPOINTMENT OF COMPTROLLER: Consideration, discussion and possible approval to confirm the appointment of Weston Noyes to the position of Humboldt County Comptroller pursuant to NRS251.170 (2). Manager Kalkoske reviewed the request for the Commission. Gina Rackley, retired Comptroller, appeared before the Commission offered comment in support of Mr. Noyes being appointed to the Comptroller position. Deputy Comptroller Noyes offered comment thanking the Commission for allowing Comptroller Rackley to remain on board to train him and stated his commitment to the position and stated his hope for the Commission's support on this item. The following motion was made by Commissioner Hill and passed with Vice-Chairman Cerri and Commissioners Tipton, Hill and Brooks voting aye and Chairman Evatz being absent:

*To recommend appointing Weston Noyes as the County Comptroller.*

Vice-Chairman Cerri thanked retired Comptroller Rackley for doing a great job for the County.

9:00 A.M - JOINT CITY OF WINNEMUCCA AND HUMBOLDT COUNTY COMMISSION:

Present on behalf of the City were Mayor Rich Stone, Council members Theresa Mavity, Ashley Maden, Andrew Lindsey and Lyndsee Jimenez, City Manager Alicia Heiser, City Clerk Ruth Fitzpatrick and City Attorney O. Kent Maher. Council Member Vince Mendiola was not in attendance.

1. Call to Order: Vice-Chairman Cerri called the joint meeting to Order at 9:13 a.m. and Mayor Stone called the City's portion of the joint meeting at 9:17 a.m.

2. Public Comment: Vice-Chairman Cerri asked for public comment. Christina Kenison appeared before the Commission and Council and offered public comment related to the City/County Interlocal Agreement and her main concern with the Joint Airport Agreement created in 1964 and still in effect, which is not supposed to be included in a joint agreement, that the deductions/additions included in the agreement are in violation of the FAA Grant assurances as the airport monies are to be completely separate. No further public comment offered. Mayor Stone asked for public comment with none offered.

#### APPROVAL OF SHARED COST AGREEMENT FOR FISCAL YEAR 2025-2026:

3. Consideration, discussion, and possible approval of the Humboldt County and City of Winnemucca Shared Cost Agreement that outlines sharing of costs associated with public services for Airport operations, Animal Control (including the spay neuter program), Building Department, Cemetery, Dispatch, Economic Development, Golf Course, Parks, Planning, Swimming Pool and Recreation for fiscal year 2025-2026. Included on the online agenda for review was a Comptroller's staff Report detailing the request and a copy of the propose cost share agreement (see attached). Manager Heiser reviewed the City functions included in the agreement and the financial aspects including the amount of the split and the amounts provided by each entity. Comptroller Noyes reviewed the County portion of the agreement. Commissioner Hill asked about the splits and how they are handled for items like insect control. Comptroller Noyes responded. Vice-Chairman Cerri noted his concern with residents of the County, who reside outside the animal control district, having to participate in the cost share related to the animal control item. Council Member Jimenez asked about the funding for the spay/neuter program. Manager Heiser responded explaining what is occurring, what has been discussed and that the future process is still under discussion. Mayor Stone commented on discussion which had occurred related to this matter including how other communities are handling the issue. Commissioner Tipton commented on the importance of this agreement. Commissioner Hill commented on the benefits of the agreement. Mayor Stone asked for a motion from the Council with Council Member Mavity offering a motion to approve the fiscal year 25/26 cost share agreement between the City of Winnemucca and Humboldt County for shared costs associated with public services for Planning, Economic Development, Building Department, Dispatch, Airport Operations, Cemetery, Parks, Golf Course, Pools, Recreation and Animal Control which passed with 06/16/2025

Council Members Mavity, Maden, Lindsey and Jimenez voting aye and Council Member Mendiola being absent.

Council Member Mavity offered comments echoing Commissioner Tipton's as to the benefit of this agreement.

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

*To echo the motion that the City made as far as the County's perspective.*

4. Public Comment: Mayor Stone asked for public comment. Christina Kenison appeared before the Council and Commission and offered public comment speaking in support of the spay/neuter program noting that it is appreciated by the residents but noting issues with residents catching, killing and destroying feral cats that have been previously treated and released, explaining the problems that caused and requesting that ordinances be looked at to address the issue. Vice-Chairman Cerri asked for public comment. No further public comment offered.

5. Adjournment: Mayor Stone adjourned the City Council's portion of the meeting at 9:35 a.m.

Vice-Chairman Cerri recessed the Commission meeting at 9:36 a.m. reconvening at 9:43 a.m.

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

ACCEPTANCE OF RENEWAL PROPOSAL FROM POOL/PACT, NEVADA PUBLIC AGENCY INSURANCE POOL: Consideration, discussion, and possible approval of the renewal proposal from POOL/PACT, Nevada Public Agency Insurance Pool and approval for payment from FY 25-26 funds in an amount not to exceed \$775,374.72 for Humboldt County and \$1,867.17 for the Denio Airport. Copies of the proposals were included on the online agenda for review. Marianne Rottman and Scott Rottman with A&H Insurance and Stephen Romero with Pool/Pact appeared before the Commission. Ms. Rottman provided an overview of A&H Insurance noting that one of the things A&H does is monitor the marketplace for alternatives of which Pool/Pact is the best option and explained; she continued reviewing the proposed agreement. Mr. Romero offered comment on what Pool/Pact offers and offered his thanks to retired Comptroller Rackley for being involved with the executive committee; he continued discussing what is included on the part of Pool/Pact noting that the Airport proposal is for a three-year renewal not just one year. After the presentation and discussion 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:

*To approve the payment from FY 25-26 funds in an amount not to exceed \$775,374.72 for Humboldt County and \$1,867.17 for the Denio Airport, with the portion for the airport being the first installment of three.*

Vice-Chairman Cerri stated that the Commission would proceed to item 13 on the agenda as it is time for the public hearing.

COMPTROLLER: Comptroller Weston Noyes appeared before the Commission.

BUDGET AUGMENTATIONS FOR THE 2024-2025 FISCAL YEAR: Consideration, discussion, and possible approval of resolutions to augment the fiscal year 2024-2025 budgets of the General Fund in the amount of \$1,685,500; the RTC Fund in the amount of \$752,000; the Indigent Services Fund in the amount of \$190,000; and the Compensated Absences Fund in the amount of \$80,000.00. Included on the online agenda for review was a Comptroller's staff report detailing the augmentations (see attached) and a copy of the proposed Resolutions. Comptroller Noyes reviewed the request for the Commission. Discussion ensued regarding that the costs for printing in the election budget have reimbursement and costs related to the Public Defender services. 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:

*To approve the resolutions to augment the fiscal year 2024-2025 budgets of the General Fund in the amount of \$1,685,500.00; the RTC Fund in the amount of \$752,000.00; the Indigent Services Fund in the amount of \$190,000.00; and the Compensated Absences Fund in the amount of \$80,000.00.*

*(Resolution Nos. 06-16-25a/b/c/d)*

RESOLUTION FOR APPROVAL OF ANNUAL COST OF LIVING ADJUSTMENT AND MERIT INCREASE FOR APPOINTED OFFICIALS: Consideration, discussion, and possible approval of a Cost-of-Living Adjustment and Merit increase resolution for appointed officials, for Fiscal Year 2025-2026, effective July 1, 2025. A copy of the proposed Resolution was included on the online agenda for review. Comptroller Noyes reviewed the request for the Commission. The following motion was made by Commissioner Hill and passed with Vice-Chairman Cerri and Commissioners Tipton, Hill and Brooks voting aye and Chairman Evatz being absent:

*To approve the Cost-of-Living Adjustment and Merit increase resolution for appointed officials, for Fiscal Year 2025-2026, effective July 1, 2025.*

*(Resolution No. 06-16-25e)*

OBLIGATION OF ARPA FUNDS MOVED TO BUILDING RESERVE: Consideration, discussion, and possible approval of the American Rescue Plan Act Project and Expenditure Plan as presented and to designate from Building Reserve \$37,049.44 to Golconda Water for Future Audits, \$297,599 to Orovada CSD for HVAC and Ceiling Fans, \$342,120 to Juvenile Services for the Transitional Housing Kitchen, \$106,750 in Building Reserve for the ZITO Fiber Optic Agreement, and \$143,934.97 in Building Reserve for future capital

projects. Included on the online agenda was a Comptroller's staff report detailing the request for review (see attached). Comptroller Noyes asked that this item be tabled as the language on the agenda is incorrect so he will be bringing this matter forward at the next meeting. Vice-Chairman Cerri stated that that agenda item 12(3) would be tabled to the next Commission meeting.

RESOLUTION TO ADOPT FINANCIAL POLICIES AND PROCEDURES AND GENERAL FISCAL POLICIES/ ADOPTION OF UPDATED HUMBOLDT COUNTY PROCUREMENT POLICY FOR FEDERAL AWARDS: Consideration, discussion, and possible approval of a resolution to adopt financial policies and procedures and general fiscal policies. Included on the online agenda for review was a Comptroller's staff report detailing the request (see attached) and copies of the proposed policies and procedures. Comptroller Noyes reviewed the request for the Commission. Commissioner Hill noted concerns with this change as the current limit of \$5,000.00 is one of the checks and balances this Board has. Commissioner Brooks concurred. Discussion ensued regarding the concerns. The following motion was made by Commissioner Tipton:

*That we update the Humboldt County procurement policy as well as the Capital Asset Procurement checklist in line with the County's Financial Policy to increase the Capital Asset Threshold from \$5,000.00 to \$10,000.00.*

Vice-Chairman Cerri asked for clarification that this does not change the Commission's policy that if anything is over \$5,000.00 it still needs to be approved by the Commission. Comptroller Noyes stated that this revises the Financial Policy to say that a capital asset is anything with a value of \$10,000.00 or more but that it does not change your oversight as a Board to request, from a Department, that they justify if an expenditure is in excess of the expenditure limit the Board identifies, it just makes it so those items are not depreciating over a period of time. Vice-Chairman Cerri called Commissioner Tipton's motion to a vote and it passed with Vice-Chairman Cerri and Commissioners Tipton, Hill and Brooks voting aye and Chairman Evatz being absent.

*(Resolution No. 06-16-25f)*

ADOPTION OF UPDATED CAPITAL ASSET PROCUREMENT CHECKLIST: Consideration, discussion, and possible approval regarding an updated version of the Humboldt County Capital Asset Procurement Checklist. Included on the online agenda for review was a copy of the Comptroller's staff report detailing the request (see attached) and a copy of the proposed checklist. Comptroller Noyes reviewed the request for the Commission noting that he will change the amount listed in the policies back to \$5,000.00 as they are currently increased to \$10,000.00. 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:

*To approve the update version of the Humboldt County Capital Asset Procurement Checklist.*

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). Comptroller Noyes reported on the recent CTX revenues received and commented on the situation with the ARPA funding.

Vice-Chairman Cerri recessed the meeting at 11:18 a.m. reconvening at 11:25 a.m. and proceeding to item 15 on the agenda.

10:00 A.M. PUBLIC HEARING: Vice-Chairman Cerri called the public hearing to Order at 10:03 a.m.

SHERIFF: Captain Sean Wilkin and Comptroller Weston Noyes appeared before the Commission.

REQUEST TO APPROVE AND ADOPT A RESOLUTION TO TRANSITION VEHICLE LEASE SERVICES:

Consideration, discussion and possible approval to adopt a resolution to transition vehicle lease services from Enterprise Fleet Leasing to Unified Fleet Services. Included on the online agenda for review was a staff report from the Sheriff's Office (see attached) and a copy of the proposed agreement. Vice-Chairman Cerri read the title of the item set to public hearing. Captain Wilkin reviewed the request for the Commission. Comptroller Noyes offered comment noting that he supports this request. A question and answer period ensued including information from Mike Scott with Unified Fleet Services as to vehicle availability. Manager Kalkoske noted the agreement has been provided to the District Attorney for review but he does not believe a response has been received. 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:

*To adopt the resolution to transition vehicle lease services from Enterprise Fleet Leasing to Unified Fleet Services upon approval of the DA with the agreement.*

*(Resolution No. 06-16-25)*

LIQUOR BOARD: Undersheriff Damon Kuskie convened the Humboldt County Liquor Board at 10:15 a.m.

A. Public Comment: Undersheriff Kuskie asked for public comment; none offered.

Temporary Liquor Licenses: Consideration, discussion and possible approval to ratify the Sheriff's grant of a temporary special liquor license permit pursuant to HCC 5.32.015 submitted on behalf of Natalie Betschart and the Northern Nevada Racing Association for the Run What Ya Brung event on June 7, 2025.

PLEASE NOTE: Sheriff Cardenas has approved this license for this event as it was brought to the Sheriff's Office too late to get on the previous agenda and consideration, discussion and possible approval of a  
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liquor license on behalf of Natalie Betschart and the Northern Nevada Racing Association for the Jumpin' June Drags event on June 20 & 21, the July Good Times Race event on July 18 & 19, the August Beat the Heat Race event on August 15 & 16 and the Memorial Race event on September 5 and 6, 2025. Undersheriff Kuskie reviewed the requests for the Board and recommended approval. The following motion was made by Commissioner Cerri, was seconded and passed unanimously:

*To approve the various special liquor licenses for the Northern Nevada Racing Association events, the liquor license on behalf of Natalie Betschart and the Northern Nevada Racing Association for the Run What Ya Brung event on June 7<sup>th</sup>, that is already approved and to approve liquor licenses on behalf of Natalie Betschart for the Northern Nevada Racing Association for the Jumpin' June Drags event on June 20<sup>th</sup>, 21<sup>st</sup>, and the July Good Times Race on July 18<sup>th</sup> and 19<sup>th</sup>, the August Beat the Heat Race event on August 15<sup>th</sup>, 16<sup>th</sup> and the Memorial Race event on September 5<sup>th</sup> and 6<sup>th</sup>, 2025.*

D. Public Comment: Undersheriff Kuskie asked for public comment; none offered.

E. Adjournment: Undersheriff Kuskie adjourned the Liquor Board meeting at 10:18 a.m.

Vice-Chairman Cerri stated that the Commission would return item 12 on the agenda at this time.

TREASURER: Treasurer Rhona Lecumberry appeared before the Commission.

REQUEST TO ISSUE A WELLS FARGO COMMERCIAL CREDIT CARD: Consideration, discussion and possible approval to issue a Wells Fargo WellsOne Commercial credit card to Adrian Gonzalez in Facility Operations with a limit of \$4,000.00. Treasurer Lecumberry reviewed the request for the Commission. 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:

*To approve to issue a Wells Fargo WellsOne Commercial credit card to Adrian Gonzalez in Facility Operations with a limit of \$4,000.00.*

CLERK: Clerk Tami Rae Spero appeared before the Commission.

REQUEST TO WAIVE THE ATTRITION POLICY: Consideration, discussion and possible approval to waive the attrition policy to hire for the position of Administrative Clerk I, II, III. Clerk Spero reviewed the request for the Commission. 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 to waive the attrition policy to hire for the position of Administrative Clerk I, II, III.*

ECONOMIC DEVELOPMENT OFFICE: Economic Development Officer Michelle Hammond-Allen appeared before the Commission.

REQUEST TO APPROVE THE GOVERNOR'S OFFICE OF ECONOMIC DEVELOPMENT CONTRACT: Consideration, discussion and possible approval of a Contract for Services between the Nevada 95-80 06/16/2025

Regional Development Authority and the Governor's Office of Economic Development which will provide \$256,000 in funding to support the RDA. Officer Hammond-Allen reviewed the request for the Commission. 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:

*To approve the contract for Services between the Nevada 95-80 Regional Development Authority and the Governor's Office of Economic Development which will provide \$256,000 in funding to support the RDA.*

DEPARTMENT UPDATE: Economic Development Officer Michelle Hammond-Allen will update the Board on recent activities. Officer Hammond-Allen reviewed items her Department has participated in recently including conferences and workshops as well as the recent music and mural festival; she discussed a conference she had attended in Washington D.C. with GOED including her meetings with our Congressional Representatives related to local issues and what is occurring with the local office as well as the Humboldt Development Authority; she provided a status check on the Brownsville funding. Commissioner Tipton asked for a complete list of the BLM properties that are being worked with to include any problems that are occurring with going forward with the properties and why we want the properties, as well as who Officer Hammond-Allen has been in contact with. Vice-Chairman Cerri asked about abatements. Officer Hammond-Allen responded.

JUVENILE SERVICES:

REQUEST TO ACCEPT THE COMMUNITY CORRECTIONS PARTNERSHIP BLOCK GRANT: Consideration, discussion and possible approval to accept the Community Corrections Partnership Block Grant in the amount of \$19,661.20. Manager Kalkoske reviewed the request for the Commission. 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:

*To accept the Community Corrections Partnership Block Grant in the amount of \$19,661.20 and to allow Director Pauline Salla-Smith to sign.*

HUMAN SERVICES: Human Services Director Denni Byrd appeared before the Commission.

REQUEST TO APPROVE MEMORANDUM OF UNDERSTANDING BETWEEN HUMBOLDT COUNTY AND UNITED WAY: Consideration, discussion and possible approval of a Memorandum of Understanding between Humboldt County Human Services and United way of Northern Nevada and the Sierra and to accept the \$8,000 in SAFE funds to be used for county residents in need. Director Byrd reviewed the request for the Commission noting that the District Attorney had reviewed and approved the MOU. The following motion was made by Commissioner Hill and passed with Vice-Chairman Cerri and Commissioners Tipton, Hill and Brooks voting aye and Chairman Evatz being absent:

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*To approve the MOU between Humboldt County Human Services and United Way of Northern Nevada and the Sierra and to accept the \$8,000.00 in SAFE funds to be used for county residents in need and that Denni Byrd can be authorized to sign that form.*

Vice-Chairman Cerri stated that the Commission would proceed with item 24 at this time as Director Byrd is present at this time.

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

REQUEST TO APPROVE AGREEMENT WITH HAMS HEATING, AC AND MECHANICAL FOR OROVADA COMMUNITY HALL HVAC PROJECT: Consideration, discussion and possible approval of an agreement with Hams Heating, AC and Mechanical for the Orovada Community Hall HVAC project in an amount not to exceed \$297,599.00. Competitive solicitation of this project produced no responsive bids, therefore this agreement was considered per NRS 332.148. Included on the online agenda for review was a staff report detailing the request (see attached). Manager Gonzalez noted that this item had come before the Commission before but the one bidder did not have the electrical background to complete the project and the project was bid out as a whole, so it was a non-responsive bid, so it is being brought back before the Commission for further action. Manager Kalkoske noted the funding available for this project. Discussion ensued regarding the time line for completion of the project. The following motion was made by Commissioner Hill and passed with Vice-Chairman Cerri and Commissioners Tipton, Hill and Brooks voting aye and Chairman Evatz being absent:

*For approval of an agreement with Hams Heating, Air Conditioning and Mechanical for the Orovada Community Hall HVAC project in an amount not to exceed \$297,599.00.*

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

GENERAL ROAD PROJECTS: A presentation by Humboldt County Public Works Director Dan Ferraro to update the Board on Road projects within Humboldt County, however, no action may be taken on a matter raised until the matter itself has been specifically included on the agenda as an item upon which action may be taken. Director Ferraro reported on the status of the mag project, the Denio fence project, the status of the Lambert project and the railroad crossing in Golconda project; he reported on the Department's involvement in the current fire situation on Winnemucca Mountain including the current closure of the road to the Landfill. Director Ferraro continued reporting on the Water Departments including issues with a booster pump for the Gold Country system as well as an issue with the pump in well four. Discussion ensued. Commissioner Hill offered thanks to Director Ferraro for having the trucks at the fire scene last night. Vice-Chairman Cerri asked about the use of County graders to cut fire lines.

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Director Ferraro responded. Discussion ensued. Emergency Manager Carol Lynn offered comment via Teams on the need for fire breaks around the community to include the need for an annual plan and identified funding. The Commission thanked Director Ferraro and his crew for their efforts with the Winnemucca Mountain fire incident.

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

REQUEST TO PURCHASE REPLACEMENT PARTS FOR TENTS: Consideration, discussion and possible approval to purchase replacement parts for tents used for special events from A & L Products in an amount not to exceed \$12,343.00. Included on the online agenda for review was a staff report detailing the request (see attached). Director Petersen reviewed the request for the Commission. 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:

*To approve the purchase replacement parts for tents used for special events from A & L Products in an amount not to exceed \$12,343.00.*

REQUEST TO INSTALL A SIDEWALK: Consideration, discussion and possible approval to install a sidewalk around the restroom/shower facilities from Nate's Concrete Service in an amount not to exceed \$7,570.13. Included on the online agenda for review was a staff report detailing the request (see attached). Director Petersen reviewed the request for the Commission. After discussion 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:

*To approve to install a sidewalk around the restroom/shower facilities that came from Nate's Concrete Service in an amount not to exceed \$7,570.13.*

TECHNOLOGY SERVICES DEPARTMENT: Technology Services Coordinator, Alex Brooks and Administrative Clerk, Tammy Bendell appeared before the Commission.

REQUEST TO ACCEPT A PUBLIC BROADCASTING SERVICES GRANT: Consideration, discussion and possible approval to accept a Public Broadcasting Services Sub-Grant award from the Nevada Department of Education in the amount of \$12,724.94. Clerk Bendell reviewed the request for the Commission. After discussion 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:

*To accept a Public Broadcasting Services Sub-Grant award from the Nevada Department of Education in the amount of \$12,724.94.*

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

REQUEST TO APPOINT MEMBER TO THE NEVADA LOCAL JUSTICE REINVESTMENT COORDINATING COUNCIL: Consideration, discussion and possible approval to appoint Humboldt County Human Services Director Denni Byrd to the Nevada Local Justice Reinvestment Coordinating Council (NLJRCC). Members serve a term of two years and may be reappointed for additional 2-year terms. The meeting cycle for the Council starts on August 1 of an odd numbered year and ends on July 31 of the following odd numbered year. The next cycle starts August 1, 2025 and will conclude July 31, 2027. Manager Kalkoske reviewed the request for the Commission. Director Byrd offered comment stating that she does not have a problem continuing though, if the Commission would like some one else, that is fine. The following motion was made by Commissioner Hill and passed with Vice-Chairman Cerri and Commissioners Tipton, Hill and Brooks voting aye and Chairman Evatz being absent:

*To appoint Denni Byrd to the NLJRCC to the terms that were just read into the record by the Chair.*

Vice-Chairman Cerri stated the Commission would now return to item 20 on this agenda.

COUNTY MANAGER WILL PROVIDE AN UPDATE ON THE 2025 NEVADA LEGISLATIVE SESSION: County Manager Don Kalkoske will provide the Board with an update regarding the 2025 Nevada Legislature. Manager Kalkoske provided a hand out to the Commission and discussed what he had included in said handout. Discussion ensued.

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 a claim for damages submitted by Jennifer Tipton. 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:

*To go into closed session.*

The Commission entered closed session reconvening in open session at 1:01 p.m.

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:

*To go into open session*

CLAIM REQUEST: Consideration, discussion and possible action of a claim submitted by Jennifer Tipton requesting \$3,000,000 for damages allegedly resulting from several incidents that occurred from 2022 – 2024. Chief Deputy District Attorney Gordon noted the statutory language related to the time to present claims to this Board. 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:

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To deny the claim submitted by Jennifer Tipton requesting \$3,000,000.00 of damages allegedly resulting from several incidents that occurred 2022 to 2024, claim was submitted in an untimely manner.

MISCELLANEOUS REPORTS AND CORRESPONDENCE:

1. Reports from Commissioners regarding other Boards and Committees on which they serve: Commissioner Brooks reported on the Basque Festival, a Museum Board meeting and an Airport Board meeting; she noted an upcoming community breakfast, a Marigold tour and a Central Nevada Water Authority meeting. Commissioner Tipton reported on a WIR monthly call and a water meeting (a Nevada Water Resources Community Outreach presentation) as well as a meeting with rural representatives for our Senators. Vice-Chairman Cerri and Commissioner Hill offered no reports.

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 stated he identified nothing from this meeting but was working on getting Dowl in for an update on where we are with the wastewater treatment facility and some other small projects.

PUBLIC COMMENT: Vice-Chairman Cerri asked for public comment. Wendy Maddox appeared before the Commission and offered public comment related to the fire yesterday including the need for people to stay home during these events due to the issues this creates with impeding first responders; she continued thanking those that answered their call to action and support for those who have lost their homes. Vice-Chairman Cerri echoed Mrs. Maddox's comments and continued commenting that the fires created are man-made and the need to be careful and prevent fires. Discussion ensued. No further public comment.

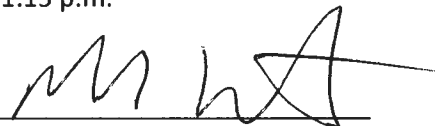
ADJOURNMENT: Vice-Chairman Cerri adjourned the meeting at 1:15 p.m.

ATTEST:



Clerk

APPROVED:



Chairman

(Minutes approved by the Commission and signed by the Chairman on 06-21-25)

Notice of Public Meeting  
Humboldt County Board of Commissioners Regular Meeting  
**Monday, June 16, 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: 477 422 566#**

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. 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 1, 2017; May 15, 2017; June 19, 2017;

July 10, 2017; August 21, 2017; December 11, 2017 (Joint); January 16, 2018; January 29, 2018 (Retreat); May 19, 2025; and June 2, 2025. Discussion and possible action.

5.A) Minutes

[HCC032717PBunapprovedUNOFFICIAL.pdf](#)  
[HCC040317PBunapprovedUNOFFICIAL.pdf](#)  
[HCC050117MSunapprovedUNOFFICIAL.pdf](#)  
[HCC050117jointunapprovedUNOFFICIAL.pdf](#)  
[HCC061917unapprovedUNOFFICIAL.pdf](#)  
[HCC051517PBunapprovedUNAPPROVED.pdf](#)  
[HCC071017unapprovedUNOFFICIAL.pdf](#)  
[HCC082117unapprovedUNOFFICIAL.pdf](#)  
[HCC121117unapprovedUNOFFICIAL.pdf](#)  
[HCC011618unapprovedUNOFFICIAL.pdf](#)  
[HCC012918unapprovedUNOFFICIAL.pdf](#)  
[HCC051925unapprovedUNOFFICIAL.pdf](#)  
[HCC060225unapprovedUNOFFICIAL.pdf](#)

6. APPROVAL OF EXPENDITURES FOR HUMBOLDT COUNTY FOR JUNE 2, 2025 THROUGH JUNE 16, 2025 (POSSIBLE ACTION)
7. APPOINTMENT OR REAPPOINTMENT OF MEMBERS TO SPECIAL DISTRICTS AND BOARDS (POSSIBLE ACTION)
  - A. Consideration, discussion, and possible approval to appoint members to serve as board of trustees for the Agricultural District #3 - Rodeo Board. The appointed members will serve a 4-year term set to expire June 30, 2029. Applicants must meet the criteria set forth in NRS 547.040, which does require the applicant to be a resident of Humboldt County, Nevada. Discussion and possible action.
  - B. Consideration, discussion, and possible approval to reappoint Brad Wigglesworth to the Winnemucca-Humboldt County Airport Board to serve a 4-year term set to expire June 30, 2029. Discussion and possible action.
8. ORMAT TECHNOLOGIES UPDATE (INFORMATION ONLY)

Representatives from Ormat Technologies will provide the Board with an update. Information only.

9. COUNTY MANAGER: REQUEST TO CONFIRM APPOINTMENT OF COMPTROLLER (POSSIBLE ACTION)

Consideration, discussion and possible approval to confirm the appointment of Weston Noyes to the position of Humboldt County Comptroller pursuant to NRS 251.170 (2). Discussion and possible action.

9.A) Comptroller Appointment

[Staff Report - Comptroller Appointment 06162025.pdf](#)

10. 9:00 A.M - JOINT CITY OF WINNEMUCCA AND HUMBOLDT COUNTY  
COMMISSION: APPROVAL OF SHARED COST AGREEMENT FOR FISCAL YEAR  
2025-2026 (FOR POSSIBLE ACTION)

1. Call to Order
2. Public Comment
3. Consideration, discussion, and possible approval of the Humboldt County and City of Winnemucca Shared Cost Agreement that outlines sharing of costs associated with public services for Airport operations, Animal Control (including the spay neuter program), Building Department, Cemetery, Dispatch, Economic Development, Golf Course, Parks, Planning, Swimming Pool and Recreation for fiscal year 2025-2026. Discussion and possible action.
4. Public Comment
5. Adjournment

10.A) Comptroller - Cost Share Agreement

[Staff Report Cost Share Agreement.pdf](#)

11. COUNTY MANAGER: ACCEPTANCE OF RENEWAL PROPOSAL FROM POOL/PACT,  
NEVADA PUBLIC AGENCY INSURANCE POOL (FOR POSSIBLE ACTION)

Consideration, discussion, and possible approval of the renewal proposal from POOL/PACT, Nevada Public Agency Insurance Pool and approval for payment from FY 25- 26 funds in an amount not to exceed \$775,374.72 for Humboldt County and \$1,867.17 for the Denio Airport. Discussion and possible action.

11.A) NPAIP 2025 Proposal

[2526 Humboldt-Denio Airport.pdf](#)

[Humboldt County.pdf](#)

[2025 NPAIP Proposal - Humboldt County \(2\).pdf](#)

[2526 Humboldt.pdf](#)

12. COMPTROLLER: BUDGET AUGMENTATIONS FOR THE 2024-2025 FISCAL YEAR;  
RESOLUTION FOR APPROVAL OF ANNUAL COST OF LIVING ADJUSTMENT AND  
MERIT INCREASE FOR APPOINTED OFFICIALS (POSSIBLE ACTION); OBLIGATION  
OF ARPA FUNDS MOVED TO BUILDING RESERVE (POSSIBLE ACTION);  
RESOLUTION TO ADOPT FINANCIAL POLICIES AND PROCEDURES AND  
GENERAL FISCAL POLICIES (POSSIBLE ACTION) ADOPTION OF UPDATED  
HUMBOLDT COUNTY PROCUREMENT POLICY FOR FEDERAL AWARDS  
(POSSIBLE ACTION) ADOPTION OF UPDATED CAPITAL ASSET PROCUREMENT  
CHECKLIST (POSSIBLE ACTION) FINANCIAL REPORT (INFORMATION ONLY)

1. Consideration, discussion, and possible approval of resolutions to augment the fiscal year 2024-2025 budgets of the General Fund in the amount of \$1,685,500; the RTC Fund in the amount of \$752,000; the Indigent Services Fund in the amount of \$190,000; and the Compensated Absences Fund in the amount of \$80,000. Discussion and possible action.
2. Consideration, discussion, and possible approval of a Cost-of-Living Adjustment and Merit increase resolution for appointed officials, for Fiscal Year 2025-2026,

effective July 1, 2025. Discussion and possible action.

3. Consideration, discussion, and possible approval of the American Rescue Plan Act Project and Expenditure Plan as presented and to designate from Building Reserve \$37,049.44 to Golconda Water for Future Audits, \$297,599 to Orovada CSD for HVAC and Ceiling Fans, \$342,120 to Juvenile Services for the Transitional Housing Kitchen, \$106,750 in Building Reserve for the ZITO Fiber Optic Agreement, and \$143,934.97 in Building Reserve for future capital projects. Discussion and possible action.
4. Consideration, discussion, and possible approval of a resolution to adopt financial policies and procedures and general fiscal policies. Discussion and possible action.
5. Consideration, discussion, and possible approval regarding an updated version of the Humboldt County Procurement Policy and the Capital Asset Procurement Checklist. Discussion and possible action.
6. 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.

12.A) Comptroller

- [Resolution to Adopt Financial Policies.pdf](#)
- [Staff Report Budget Augmentations.pdf](#)
- [Staff Report Procurement Policy 060525.pdf](#)
- [Staff Report Final ARPA Allocation.pdf](#)
- [Resolution for Appointed Officials Salaries FY25.pdf](#)

13. 10:00 A.M. PUBLIC HEARING: SHERIFF REQUEST TO APPROVE AND ADOPT A RESOLUTION TO TRANSITION VEHICLE LEASE SERVICES (POSSIBLE ACTION)

Consideration, discussion and possible approval to adopt a resolution to transition vehicle lease services from Enterprise Fleet Leasing to Unified Fleet Services. Discussion and possible action.

13.A) Sheriff - Lease Resolution

- [Resolution Intention to Authorize Installment Purchase Agreement.pdf](#)
- [Procurement & Liquidation Agent Agreement.pdf](#)
- [Sheriff Staff Agenda - Vehicle Lease.pdf](#)

14. SHERIFF: LIQUOR BOARD (POSSIBLE ACTION)

The Humboldt County Sheriff's Office is requesting that the Humboldt County Liquor Board be convened.

A. Public Comment

- B. Consideration, discussion and possible approval to ratify the Sheriff's grant of a temporary special liquor license permit pursuant to HCC 5.32.015 submitted on behalf of Natalie Betschart and the Northern Nevada Racing Association for the Run What Ya Brung event on June 7, 2025. PLEASE NOTE: Sheriff Cardenas has approved this license for this event as it was brought to the Sheriff's Office too late to get on the previous agenda. Discussion and possible action.

C. Consideration, discussion and possible approval of a liquor license on behalf of Natalie Betschart and the Northern Nevada Racing Association for the Jumpin' June Drags event on June 20 & 21, the July Good Times Race event on July 18 & 19, the August Beat the Heat Race event on August 15 & 16 and the Memorial Race event on September 5 and 6, 2025. Discussion and possible action.

D. Public Comment

E. Adjournment

14.A) Sheriff - Liquor

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

15. TREASURER'S OFFICE: REQUEST TO ISSUE A WELLS FARGO COMMERCIAL CREDIT CARD (POSSIBLE ACTION)

Consideration, discussion and possible approval to issue a Wells Fargo WellsOne Commercial credit card to Adrian Gonzalez in Facility Operations with a limit of \$4,000. Discussion and possible action.

15.A) Treasurer

[Treasurer Request for WellsOne Card - A Gonzalez.pdf](#)

16. CLERK: REQUEST TO WAIVE THE ATTRITION POLICY (POSSIBLE ACTION)

Consideration, discussion and possible approval to waive the attrition policy to hire for the position of Administrative Clerk I, II, III. Discussion and possible action.

16.A) Clerk

[Staff Agenda Report Request for Waiver of Attrition Policy 060625.pdf](#)

17. ECONOMIC DEVELOPMENT OFFICE: REQUEST TO APPROVE THE GOVERNOR'S OFFICE OF ECONOMIC DEVELOPMENT CONTRACT (POSSIBLE ACTION); DEPARTMENT UPDATE (INFORMATION ONLY)

A. Consideration, discussion and possible approval of a Contract for Services between the Nevada 95-80 Regional Development Authority and the Governor's Office of Economic Development which will provide \$256,000 in funding to support the RDA . Discussion and possible action.

B. Economic Development Officer Michelle Hammond-Allen will update the Board on recent activities. Information only.

17.A) GOED Contract

[Staff - 25June16\\_MHA GOED RDA Contract.pdf](#)

[Draft\\_2025-2027 RDA GOED Contract - NV 95-80.pdf](#)

18. JUVENILE SERVICES: REQUEST TO ACCEPT THE COMMUNITY CORRECTIONS PARTNERSHIP BLOCK GRANT (POSSIBLE ACTION)

Consideration, discussion and possible approval to accept the Community Corrections Partnership Block Grant in the amount of \$19,661.20. Discussion and possible action.

18.A) Juvenile Grant Award

[Staff Report - Grant Award 060525.pdf](#)  
[6th Judicial NOSA FY 26 Block Grant.pdf](#)

19. HUMAN SERVICES: REQUEST TO APPROVE MEMORANDUM OF UNDERSTANDING BETWEEN HUMBOLDT COUNTY AND UNITED WAY (POSSIBLE ACTION)

Consideration, discussion and possible approval of a Memorandum of Understanding between Humboldt County Human Services and United way of Northern Nevada and the Sierra and to accept the \$8,000 in SAFE funds to be used for county residents in need. Discussion and possible action.

19.A) HS - MOU

[HS Agenda Request 6.9.25.pdf](#)  
[Humboldt - Award Letter 25-26.pdf](#)  
[MOU - United Way.pdf](#)

20. FACILITY OPERATIONS: REQUEST TO APPROVE AGREEMENT WITH HAMS HEATING, AC AND MECHANICAL FOR OROVADA COMMUNITY HALL HVAC PROJECT (POSSIBLE ACTION).

Consideration, discussion and possible approval of an agreement with Hams Heating, AC and Mechanical for the Orovada Community Hall HVAC project in an amount not to exceed \$297,599.00. Competitive solicitation of this project produced no responsive bids, therefore this agreement was considered per NRS 332.148. Discussion and possible action.

20.A) Orovada HVAC

[Staff Report- Orovada HVAC Project.pdf](#)  
[Orovada HVAC proposal\\_06-16-2025.pdf](#)

21. 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. Information only.

22. WINNEMUCCA EVENTS COMPLEX: REQUEST TO PURCHASE REPLACEMENT PARTS FOR TENTS; REQUEST TO INSTALL A SIDEWALK (POSSIBLE ACTION)

A. Consideration, discussion and possible approval to purchase replacement parts for tents used for special events from A & L Products in an amount not to exceed \$12,343. Discussion and possible action.

B. Consideration, discussion and possible approval to install a sidewalk around the restroom/showers facilities from Nate's Concrete Service in an amount not to exceed \$7,570.13. Discussion and possible action.

22.A) WEC

[WEC-06052025142916-0001.pdf](#)  
[WEC -06052025142924-0001.pdf](#)

23. TECHNOLOGY SERVICES DEPARTMENT: REQUEST TO ACCEPT A PUBLIC BROADCASTING SERVICES GRANT (POSSIBLE ACTION)

Consideration, discussion and possible approval to accept a Public Broadcasting Services Sub-Grant award from the Nevada Department of Education in the amount of \$12,724.94. Discussion and possible action.

23.A) TSD Grant

[Humb TV Dist PBS Grant Announce & Accept.pdf](#)

24. COUNTY MANAGER: REQUEST TO APPOINT MEMBER TO THE NEVADA LOCAL JUSTICE REINVESTMENT COORDINATING COUNCIL (POSSIBLE ACTION)

Consideration, discussion and possible approval to appoint Humboldt County Human Services Director Denni Byrd to the Nevada Local Justice Reinvestment Coordinating Council (NLJRCC). Members serve a term of two years and may be reappointed for additional 2-year terms. The meeting cycle for the Council starts on August 1 of an odd numbered year and ends on July 31 of the following odd numbered year. The next cycle starts August 1, 2025 and will conclude July 31, 2027. Discussion and possible action.

24.A) NLJRCC Appointment

[Staff Report - NLJRCC Appointment 06162025.pdf](#)  
[NLJRCC Letter.pdf](#)

25. COUNTY MANAGER WILL PROVIDE AN UPDATE ON THE 2025 NEVADA LEGISLATIVE SESSION (INFORMATION ONLY)

County Manager Don Kalkoske will provide the Board with an update regarding the 2025 Nevada Legislature. Information only.

26. CLOSED SESSION FOR LEGAL COUNSEL (FOR INFORMATION ONLY)

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 a claim for damages submitted by Jennifer Tipton.

27. COUNTY MANAGER: CLAIM REQUEST (POSSIBLE ACTION)

Consideration, discussion and possible action of a claim submitted by Jennifer Tipton requesting \$3,000,000 for damages allegedly resulting from several incidents that occurred from 2022 – 2024. Discussion and possible action.

28. MISCELLANEOUS REPORTS AND CORRESPONDENCE

1. 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).

## 29. 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.

## 30. 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.

## 31. ADJOURNMENT

## 32. 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.humboldtcountynev.gov> at \_\_\_\_\_ By: \_\_\_\_\_

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

MEETING DATE: June 16, 2025  
DATE POSTED: June 11, 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, audiotape, American Sign Language, etc.) should Contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-9339. Additionally, program information may be made available in languages other than English.

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

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

Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW

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

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# HUMBOLDT COUNTY

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

## STAFF REPORT

**DATE:** Wednesday, May 28, 2025  
**TO:** County Commission  
**FROM:** Weston Noyes, Deputy Comptroller  
**SUBJECT:** City County Cost Sharing Agreement

**REQUESTED AGENDA DATE:** June 16, 2025 Joint Meeting

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### SUMMARY

Fiscal Year 2025-2026 City County Cost Sharing Agreement

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

Annually, the City Council and County Commission hold a joint meeting for the purpose of discussing and approving a cost sharing agreement for certain activities that support each other's entities.

### PREVIOUS ACTION

FY 2024-2025 Agreement was approved on June 3, 2024

### BACKGROUND

The City and County first created the cost share agreement in 2002 which has proven to be a cost-effective program for our citizens and allows for shared services to be compensated by both the City and County. This cooperative arrangement has been a model example throughout the State of Nevada, many times referred to and envied by entities that do not have the open working agreement that the City of Winnemucca and Humboldt County have.

The cost share agreement allows the City and the County to share facilities/departments and minimize duplication of efforts. The agreement also allows the City and the County to treat the public equitably without differentiating between City and County residents. City residents pay a higher tax rate than County residents. However, County residents utilize City facilities such as the cemetery, parks, swimming pool, and golf course without the increased tax rate. Without the County contribution to the operation of these facilities, the City would likely need to consider raising the fees for all users or having a different rate for County residents. Similarly, the City contributes toward the operational cost of the dispatch center because the City Police Department and City residents rely on the services provided by dispatch. There are other departments included in the cost share agreement that can be discussed in more detail at the meeting if desired.

### FISCAL IMPACT

The amount that the City could owe the County is \$500,107 (\$36,620 higher than FY25) and the amount that the County could owe the City is \$700,848 (\$83,305 higher than FY25). Variables that will affect the final amounts will be based upon a true-up billing that is completed after all expenses have been posted for the fiscal year. For the 25-26 agreement we are including an increase of \$150,000 to the Planning

Department which is the estimated cost of the Master Plan update, which is the largest portion of the increased amount that the City could owe the County for the fiscal year.

**RECOMMENDATION**

Approve the Fiscal Year 2025-2026 City County Cost Sharing Agreement.

**POSSIBLE MOTION**

Move to approve the Fiscal Year 2025-2026 City County Cost Sharing Agreement as presented.



**CITY-COUNTY SHARING AGREEMENT  
FISCAL YEAR 2025-2026  
FINAL BUDGET**



CITY OR COUNTY FUNCTION	FY 25-26 FINAL BUDGET ALLOCATED	LESS REVENUE REDUCTION	COUNTY SHARE WITHOUT CAPITAL OUTLAY	CITY SHARE WITHOUT CAPITAL OUTLAY	AMOUNT OWED BY COUNTY TO CITY	AMOUNT OWED BY CITY TO COUNTY
<b>GENERAL GOVERNMENT:</b>						
PLANNING DEPT. (COUNTY)	\$317,750 **	(\$64,832) \$252,918	75% 189,689	25% \$63,230	\$0	\$63,230
ECONOMIC DEVELOPMENT (COUNTY)	\$131,118		50.0% 65,559	50% \$65,559	\$0	\$65,559
<b>PUBLIC SAFETY:</b>						
ANIMAL CONTROL (CITY)	\$57,000		50% \$28,500	50% \$28,500	\$28,500	\$0
SPAY/NEUTER PROGRAM (CITY)	\$80,000		50% \$40,000	50% \$40,000	\$40,000	\$0
BUILDING INSPECTOR	\$153,440		65% \$99,736	35% \$53,704	\$0	\$53,704
DISPATCH CENTER (COUNTY)	\$1,330,100 **	(\$271,384) \$1,058,716	70% \$741,101	30% \$317,615	\$0	\$317,615
<b>PUBLIC WORKS:</b>						
AIRPORT (CITY)	** OPERATIONS (\$32,900)		50% OPERATIONS (\$16,450)	50% OPERATIONS (\$16,450)	(\$16,450)	\$0
CEMETERY (CITY)	\$262,150		\$65,538	75% \$196,613	\$65,538	\$0
PARKS/POOLS/RECREATION (CITY)	\$1,458,150		\$583,260	60% \$874,890	\$583,260	\$0
* Total Budget figures for County General Fund departments have been reduced by 17.9% prior to computing the shared cost percentages in order to equitably reflect county wide Ad Valorem taxes which comprise 17.9% of the County's General Fund revenue for fiscal year 2024-2025.					<b>COUNTY OWES</b>	<b>CITY OWES</b>
** Revenue has been deducted.					<b>\$700,543</b>	<b>\$500,107</b>
INSECT CONTROL PROGRAM Note: The County pays the monthly cost to VDCI for the mosquito and black fly program. Actual aerial costs are not known until the true up billing.	\$500,000		70% \$350,000	30% \$150,000		Note: Expenditures associated with these programs are billed as they occur throughout the year, not as part of the Shared Cost Agreement.
AIRPORT CONSTRUCTION PROGRAM	\$162,183		50% \$81,092	50% \$81,092		

APPROVED BY HUMBOLDT COUNTY  
BOARD OF COMMISSIONERS:

APPROVED BY WINNEMUCCA  
CITY COUNCIL:

Mark Evatz, Chairman

Date

Rich Stone, Mayor

Date



# HUMBOLDT COUNTY

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

## STAFF REPORT

**DATE:** Thursday, June 5, 2025  
**TO:** County Commission  
**FROM:** Weston Noyes, Deputy Comptroller  
**SUBJECT:** Budget Augmentation & Transfers  
**REQUESTED AGENDA DATE:** June 16, 2025

---

### **SUMMARY**

Necessary Budget Augmentations for the Fiscal Year 2025

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

All budget augmentations for the current fiscal year must be adopted and submitted to the Department of Taxation before the close of the fiscal year.

### **PREVIOUS ACTION**

There has been no previous action regarding the fiscal year 2025 budget augmentations or transfers.

### **BACKGROUND**

#### **It is necessary to augment the General Fund in the amount of \$1,685,500**

Augmentations are necessary for the following:

- Intergovernmental Budget City/County cost share agreement actual expenses higher than budgeted. Spay and Neuter Program \$15,000. Parks and Recreation \$25,000.
- Sheriff Budget for Forensic Crime Services increase due to Washoe County Contract Renewal \$45,000. Vehicle expenses due to vehicles delivered which were ordered in a previous fiscal year \$370,000.
- Elections budget in Printing and Advertising \$24,000 due to the production of various election materials associated with the number of questions required on the election ballot. Postage increase of \$4,000 for additional election requirements, Travel and Training \$5,000 for increased training costs, and Capital Outlay \$50,000 for election equipment purchased in the current fiscal year which was not anticipated to be purchased until the next fiscal year.
- Public Defender for Conflict Counsel \$552,500
- Contract Public Defender \$450,000 contract with Mansfield and Mayo
- Insect Control Budget for Mosquito Control \$65,000
- Transfers Out to the Compensated Absences Fund \$80,000

#### **It is necessary to augment the Compensated Absences Fund in the amount of \$80,000.**

Due to the large payouts in Compensated Absences this last fiscal year, primarily due to payout of leave balances to the retirements of long-term employees. The Compensated Absences fund is currently in a

negative balance therefore an additional \$80,000 will need to be transferred from the General Fund to the Compensated Absences Fund.

**It is necessary to augment the Indigent Services Fund in the amount of \$190,000.** These additional resources are necessary for Court Services.

**It is necessary to augment the RTC Fund in the amount of \$752,000.** These additional resources are necessary for the City Projects line item to cover the cost of chip sealing projects that were not originally budgeted for.

**FISCAL IMPACT**

Total Fiscal Impact is \$2,707,500 and the resources which are available to cover these additional costs is beginning fund balance greater than anticipated.

**RECOMMENDATION**

Approve the Resolutions to Augment the Funds as presented.

**LIST SUPPORTING DOCUMENTS IF APPLICABLE:**

Attached Resolutions to augment the General Fund, Compensated Absences Fund, Indigent Services Fund, and RTC Fund.

**POSSIBLE MOTION**

Move to approve the Resolutions to augment the General Fund, Compensated Absences Fund, Indigent Services Fund, and RTC Fund.



# HUMBOLDT COUNTY

50 W. 5<sup>th</sup> Street  
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## STAFF REPORT

**DATE:** Monday, June 9, 2025  
**TO:** County Commission  
**FROM:** Weston Noyes, Deputy Comptroller  
**SUBJECT:** Designation of ARPA Funds Moved to Building Reserve  
**REQUESTED AGENDA DATE:** June 16, 2025

---

### **SUMMARY**

The American Rescue Plan Act (ARPA) grant funding was signed into law on March 11, 2021. This program was intended to provide support to local governments in responding to the economic and public health impacts of COVID-19. The ARPA Committee reached out the rural areas of our county to see how these funds could be used to help their communities in addition to identifying approved projects within Humboldt County to be included in the Project and Expenditure Report Plan.

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

Prior to the end of the fiscal year, commission action is necessary to designate the ARPA funds moved to the Building Reserve fund for a particular purpose as identified in the final project and expenditure plan.

### **PREVIOUS ACTION**

At the December 16<sup>th</sup>, 2024 commission meeting it was voted to approve the Project and Expenditure Plan as presented and approved transferring any unobligated or unspent funds incurred by December 31, 2024 to the Building Reserve fund for future capital projects.

### **BACKGROUND**

Humboldt County received \$3,269,224 in ARPA funding. Through 06/05/2025, \$2,341,770.59 has been spent on projects throughout the county including Kings River, Paradise Valley, Denio, Orovada, McDermitt, and Golconda. There are some open projects that are in need of funding that were recommended be covered by these unspent funds. Per the guidance by the US Treasury, since Humboldt County received less than \$10 million dollars, we utilized an option to code any unspent funds to General Services and transfer the unspent funds to Building Reserve for use on capital projects as necessary. It is now imperative that we designate the specific use of these funds as they are transferred from the Building Reserve fund for their respective projects.

### **FISCAL IMPACT**

There is no fiscal impact to Humboldt County as all funds are from the American Rescue Plan Act already received.

### **RECOMMENDATION**

Recommend approving the Final Project and Expenditure Plan as presented and to obligate the specified costs for the respective projects.

### **POSSIBLE MOTION**

Move to approve the Final American Rescue Plan Act Project and Expenditure Plan as presented and to designate from Building Reserve \$37,049.44 to Golconda Water for Future Audits, \$297,599 to Orovada CSD for HVAC and Ceiling Fans, \$342,120 to the Juvi for the Transitional Housing Kitchen, \$106,750 in Building Reserve for the ZITO Fiber Optic Agreement, and \$143,934.97 in Building Reserve for future capital projects.



**HUMBOLDT COUNTY  
AMERICAN RESCUE PLAN ACT  
PROJECT AND EXPENDITURE PLAN**

	ORIGINAL Approved Amount	APPROVED FINAL AMOUNT 06/16/2025	Actual Amount Spent thru 06/05/25	
<b>Total Grant Award:</b>	\$ 3,269,224.00		\$ 2,341,770.59	
<b>To Respond to the COVID-19 public health emergency or its negative impacts:</b>				
<b>Kings River</b>				
Bleachers and Portable Stage	\$ 18,000.00	\$ 17,933.05	\$ 17,933.05	Complete
Playground Equipment & Improvements	\$ -	\$ 96,436.32	\$ 96,436.32	Complete
Bathroom Touchless Upgrades	\$ -	\$ 13,138.99	\$ 13,138.99	Complete
<b>Paradise Valley</b>				
Playground Equipment	\$ -	\$ 99,245.00	\$ 99,245.00	Complete
Tree trimming at the park		\$ 3,240.00	\$ 3,240.00	Complete
Hot water heater in Community Hall	\$ -	\$ 3,505.90	\$ 3,505.90	Complete
4 picnic tables at the RV Park	\$ -	\$ 937.96	\$ 937.96	Complete
Surveillance cameras at the RV Park	\$ -	\$ 402.93	\$ 402.93	Complete
<b>Denio</b>				
HVAC for Hall	\$ 286,980.00	\$ 326,800.00	\$ 326,800.00	Complete
Community Hall Restroom	\$ 7,226.17	\$ 7,226.17	\$ 7,226.17	Complete
Playground Upgrades at Community Hall	\$ 5,500.00	\$ 5,673.08	\$ 5,673.08	Complete
<b>Orovida</b>				
HVAC for Community Hall	\$ -	\$ 285,011.50	\$ 34,102.50	
Electrical for HVAC	\$ -	\$ 40,000.00		
Ceiling Fans for Community Hall	\$ -	\$ 6,690.00		
Touchless Bathroom Fixtures	\$ -	\$ 5,692.76	\$ 5,692.76	Complete
Bleachers	\$ -	\$ 11,938.24	\$ 11,938.24	Complete
<b>Juvenile Center</b>				
Transitional Housing Kitchen	\$ 650,000.00	\$ 650,000.00	\$ 307,880.00	
<b>Events Complex</b>				
Shower / Bathrooms	\$ 275,000.00	\$ 315,367.74	\$ 315,367.74	Complete
<b>Humboldt County School District</b>				
Repair to Norma Drive	\$ -	\$ 34,417.00	\$ 34,417.00	Complete
<b>Humboldt Museum</b>				
Elevator Compliance Repairs	\$ -	\$ 23,081.11	\$ 23,081.11	Complete
Bathroom Touchless Upgrades	\$ -	\$ 3,608.58	\$ 3,608.58	Complete
<b>County</b>				
Dr. Stringham	\$ 340,000.00	\$ 123,125.00	\$ 123,125.00	Complete
Nicole Maher	\$ 175,000.00	\$ 50,012.00	\$ 50,012.00	Complete
Veterans Hall AC	\$ 35,000.00	\$ 28,123.00	\$ 28,123.00	Complete
COVID Testing & Vaccinations	\$ 170,000.00	\$ 158.36	\$ 158.36	Complete
Nurse at Jail	\$ 125,000.00	\$ 123,750.00	\$ 123,750.00	Complete
Permanent plexi-glass barrier Clerk's office	\$ 10,000.00	\$ 709.29	\$ 709.29	Complete
COBRA Premiums	\$ 4,800.00	\$ 4,775.40	\$ 4,775.40	Complete
Contact Tracer thru July	\$ 21,668.09	\$ 21,668.11	\$ 21,668.11	Complete
PPE / Sanitation / Social Distancing / Misc	\$ 9,735.91	\$ 2,295.94	\$ 2,295.94	Complete
Treasurer's Office Payment Drop Box	\$ 5,000.00	\$ 2,533.35	\$ 2,533.35	Complete
Asbestos Abatement	\$ 50,000.00	\$ 23,426.00	\$ 23,426.00	Complete
<b>Invest in Water, Sewer, and Broadband Infrastructure:</b>				
Golconda Water Improvements & Audit	\$ 150,000.00	\$ 150,000.00	\$ 112,950.56	
McDermitt Sewer repair	\$ 500,000.00	\$ 388,866.26	\$ 388,866.26	Complete
Grass Valley Sewer Engineer Study	\$ 250,000.00	\$ -	\$ -	REMOVE
Gold Country Water - Meters	\$ -	\$ 18,631.74	\$ 18,631.74	Complete
Zito Fiber Optic Agreement	\$ 47,540.00	\$ 106,750.00		Sept 2026
Pueblo Fire Water Tank		\$ 69,840.00	\$ 69,840.00	Complete
Pipe Inspection Camera - Public Works		\$ 11,437.00	\$ 11,437.00	Complete
Pipe Locator Instrument - Public Works	\$ -	\$ 3,460.00	\$ 3,460.00	Complete
<b>TOTAL</b>				
Gold Country Water - Intertie & Wells	\$ 45,381.25	\$ 45,381.25	\$ 45,381.25	Complete
Revenue Replacement	\$ 87,392.58	\$ 143,934.97		
<b>TOTAL</b>	\$ 3,269,224.00	\$ 3,269,224.00	\$ 2,341,770.59	
		Difference Moved to Building Reserve	\$ 927,453.41	

**Funds Moved to Building Reserve Designated for Future Capital Projects**

To Golconda Water for future audits	\$ (37,049.44)
To Orovida for HVAC & Ceiling fans	\$ (297,599.00)
To Juvenile for Transitional Housing Kitchen	\$ (342,120.00)
To Bldg Reserve for Zito Fiber Optic Agreement	\$ (106,750.00)
To Bldg Reserve for Facilities Op Building	\$ (143,934.97)
<b>Total Allocation</b>	\$ (927,453.41)



# HUMBOLDT COUNTY

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## STAFF REPORT

**DATE:** Thursday, June 5, 2025  
**TO:** County Commission  
**FROM:** Weston Noyes, Deputy Comptroller  
**SUBJECT:** Humboldt County Procurement Policy and Capital Asset Procurement Checklist  
**REQUESTED AGENDA DATE:** June 16, 2025

---

### **SUMMARY**

The Comptroller's Office finds it necessary to update the Humboldt County Procurement Policy as well as the Capital Asset Procurement Checklist in line with the County's financial policy to increase the capital asset threshold from \$5,000 to \$10,000.

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

Action should be taken on this item so that it may go into effect on July 1, 2025.

### **PREVIOUS ACTION**

The current Humboldt County Procurement policy was adopted by the board of commissioners on 07/20/2020

### **BACKGROUND**

By increasing the threshold for capital assets in the county's financial policy we must also update the County's procurement policy for federal awards as well as the capital asset checklist reflecting the same change.

### **FISCAL IMPACT**

The total fiscal impact of raising the capital asset threshold cannot be reasonably quantified. However, this item will, for example, affect total depreciation expense as items under \$10,000 would not receive fixed asset treatment and depreciate over their useful life.

### **RECOMMENDATION**

Recommend approving an update to the Humboldt County Procurement Policy for Federal Awards as well as the Capital Asset Procurement Checklist which includes an increase to the Capital Asset threshold from \$5,000 to \$10,000.

### **POSSIBLE MOTION**

Move to approve an Update to the Humboldt County Procurement Policy and the Capital Asset Procurement Checklist for Federal Awards.

## CHECKLIST FOR PURCHASING CAPITAL ASSETS (OR ANY CONTRACTS)

Humboldt County's **capital assets** are those assets that have a useful life of over one year and a cost of **\$10,000** or more.

<b>Department / Office</b>	
<b>Asset Description</b>	
<b>Asset Location</b>	
<b>Budgeted Amount</b>	
<b>Requested Amount</b>	
<b>GL Acct Number</b>	
<b>Account Name</b>	

- 1 Check your budget to make sure the specific asset was approved in the budget process.  
If you are unsure contact the Comptroller's office.
- 2 Contact District Attorney's office via email with project details to ascertain specific requirements per NRS 332 (See below).
- 3 **NRS 332.065 - PROCEDURES FOR LOCAL GOVERNMENT PURCHASING**  
**(Circle appropriate requirement / exception below)**
  - a. Over \$100,000 RFP must be published
    - in a newspaper at least once and not less than 7 days before opening of responses.
    - on a website every day not less than 7 days before opening of responses.

*\*\*\*notify the clerk if the opening of responses will occur in clerks office\*\*\**
  - b. Over \$50,000 but not more than \$100,000 request for solicitations must be to two or more persons capable of performing the contract (both attached)
  - c. All responses/solicitations regardless of amount (including unsuccessful solicitations and responses) must be retained for 7 years after the date of execution of the contract.
  - d. Exceptions to requirements for competitive bidding:
    - List NRS: \_\_\_\_\_
    - List Specific Reason: \_\_\_\_\_
- 4 Document all efforts to entertain proposals as well as each response to each request and the mode that was used to solicit the proposal (i.e. on-line, email, phone, text, etc.)
- 5 Check with License Dept. (Annex Bldg) to ensure contractor is licensed in city/county and with State Contractors Board within contractors bid limit.
- 6 File all procurement documentation with the County Manager's office (i.e. All bids, solicitations, proof of publication and this checklist).  

*Date Received by Admin:* \_\_\_\_\_
- 7 Place on Commission agenda for final approval of \$10,000 or more before purchasing.  

*Date Approved:* \_\_\_\_\_
- 8 Notify County Clerk if item purchased needs to be put on county insurance or registered with DMV.  

*Date Clerk Notified* \_\_\_\_\_
- 9 Submit a copy of this checklist with the voucher and invoice for payment to the Comptroller's Office.  

*Date Submitted* \_\_\_\_\_

\_\_\_\_\_  
Signature of Purchaser (Department Head/Elected Official)  
(By signing this document you attest to the fact that you have followed the above Humboldt County Capital Asset purchasing procedures)

<b>Vendor Selection Requirements*</b>				
	<b>Less than \$10,000</b>	<b>Between \$10,000 and \$49,999</b>	<b>Between \$50,000 and \$99,999</b>	<b>Greater than \$100,000</b>
<b>Bid Process Required</b>	No	No	Written	RFP
<b>Acceptable forms of price comparison</b>	N/A	Verbal, published cataloges, written	Written Only	Written Only
<b>Minimum number of bids required</b>	N/A	2	2	2
<b>Submit bid documentation to the Comptroller's Office?</b>	No	No	Yes	Yes

**\*\*If Federal grant funds are to be used for this expenditure, contact the Comptroller's office to ensure federal procurement procedures have been followed.**

**\*\*If said procurement is less than \$10,000 no quotes are required if the price is reasonable. However, the County will make an effort to ensure that purchases will be equitably distributed among qualified suppliers.**

**For purchases from \$10,000 to \$49,999, web price lists and catalogue listings, as well as telephone quotes can be considered in addition to email and written quotes.**

**\*\*Where only one response is received, documentation of attempt for more than one response must be maintained.**

# Humboldt County Procurement Policy

## ALL PURCHASES

### <\$50,000

Can complete without bid. Soliciting at least 2 quotes is suggested.

### \$50,000 - \$99,999

Must request bids from two or more persons capable of completing the contract.

*Must maintain all requests for bids & bids received for at least 7 years.*

### Exceeding \$99,999

Must publish notice of bid in a newspaper having general circulation within the County and on the Internet website of the County for not less than 7 days before opening of bids.  
(NRS 332.065)

## Additional Requirements for Federally-Funded Purchases

### <\$3,000 - \$9,999

Make every effort to ensure that purchases will be equitably distributed among qualified suppliers.

### \$10,000 - \$89,999

Shall be procured using the Uniform Guidance "Small Purchase" procedure.

### \$90,000 up to \$250,000

Shall be procured using a combination of the most restrictive requirements of the Uniform Guidance "Sealed Bid" procedure and state formal bidding procedures.

### \$250,000 and above

Shall be procured using the Uniform Guidance "Competitive Proposal" procedure when the "sealed bid" procedure is not appropriate for the particular type of service being sought.



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## STAFF REPORT

**DATE:** Friday, May 23, 2025  
**TO:** Humboldt County Commission  
**FROM:** Captain Sean Wilkin  
**SUBJECT:** Possible transition of the County's vehicle lease services from Enterprise Fleet Leasing to Unified Fleet Services.  
**REQUESTED AGENDA DATE:** June 2, 2025

---

### SUMMARY

The Humboldt County Sheriff's Office is seeking to transition the County's vehicle lease services from Enterprise Fleet Leasing to Unified Fleet Services. After a thorough review of current lease agreements and a comparative cost analysis, Unified Fleet Services has been identified as offering a significantly more cost-effective solution that meets or exceeds our existing service and vehicle quality standards.

This change has the potential to generate substantial savings for the County over the life of the lease agreements while maintaining operational efficiency across departments. This will also remove the Capitalization Payment upon delivery of vehicles, which will significantly reduce the cost to the county.

I am requesting the Commission's approval to move forward in conjunction with the County Manager and County Comptroller offices with this provider transition and authorize the necessary steps to initiate new lease agreements with Unified Fleet Services. All contracts and / or agreements will be reviewed by the Humboldt County District Attorney's Office in accordance with county policy.

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

The 2024-2025 fiscal year is coming to a close, and this would align with the 2025-2026 fiscal year budget.

### PREVIOUS ACTION

None

**BACKGROUND**

None

**FISCAL IMPACT**

Switching to Unified Fleet Services from Enterprise Fleet Leasing will have an estimated annual cost savings of \$34,654 in monthly lease costs plus the reduction of capitalization costs per vehicle based upon our current lease schedule as projected by Unified Fleet Services.

**RECOMMENDATION**

Approval to move forward with the lease transition and authorize the necessary steps to initiate new lease agreements with Unified Fleet Services.

**LIST SUPPORTING DOCUMENTS IF APPLICABLE:**

Initial proposal, sample lease documents. An updated proposal should be presented at the commission meeting.

**POSSIBLE MOTION**

Discussion and Approval to move forward with this provider transition and authorize the necessary steps to initiate new lease agreements with Unified Fleet Services.



# HUMBOLDT COUNTY

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## STAFF REPORT

**DATE:** Friday, June 6, 2025  
**TO:** County Commission  
**FROM:** Adrian Gonzalez, Facility Operations  
**SUBJECT:** Request for Approval to Contract with Hams Heating, AC and Mechanical Services for the Orovada Community Hall HVAC Upgrade Project.

**REQUESTED AGENDA DATE:** June 16, 2025

---

### SUMMARY

Facility Operations is requesting approval to contract with Hams Heating, AC and Mechanical Services for the Orovada Community Hall HVAC Upgrade Project.

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

For approval to contract Hams Heating, AC and Mechanical Services for the Orovada Community Hall HVAC Upgrade Project, in an amount not to exceed \$297,599.00. The initial bid package that was received February 13, 2025, was deemed non-responsive as the bid documents did not include the required electrical work.

### PREVIOUS ACTION

The Orovada Community Hall HVAC Upgrade was approved during the Commissioner meeting held on March 3, 2025, in an amount not to exceed \$250,599.00. At the time of approval, the electrical work was not included in the original bid.

### BACKGROUND

The Orovada Community Hall project was open for bids from January 21 to February 13, 2025. Hams Heating, AC and Mechanical Services submitted the only bid received, which was opened February 13, 2025, and approved by the Commissioner during their meeting on March 3, 2025. Follow-up discussions regarding the project revealed that Hams did not have a subcontractor for the electrical work, which halted progress due to work specifications on the engineering plans. Consequently, a notification of no responsive bids needed to be published in accordance with **NRS 332.148**.

According to this regulation:

1. Except as otherwise provided in subsection 2, when a governing body or its authorized representative has advertised for or requested responses while letting a contract and no responsible bids have been received, the governing body may award the contract without a competitive solicitation at least 7 days after publishing a notice stating that no responses were received.

2. Any response submitted after the publication of said notice and before the expiration of the waiting period may still be considered by the governing body.

This notice was published in the Great Basin Sun from April 30 to May 7, 2025. During this period, a quote for the electrical work was prepared, leading to further discussions regarding the project's next steps.

**FISCAL IMPACT**

An updated expenditure in an amount not to exceed \$297,599.00 from the American Rescue Plan fund.

**RECOMMENDATION**

It is recommended that the request be approved to contract with Hams Heating, AC and Mechanical Services for the Orovada Community Hall HVAC Upgrade Project.

**LIST SUPPORTING DOCUMENTS IF APPLICABLE:**

Hams Heating, AC and Mechanical Services Quote, Gamma Electric Quote, Humboldt County Agreement to be signed if approved.

**POSSIBLE MOTION**


Motion to approve Facility Operations' request, as presented, to contract with Hams Heating, AC and Mechanical Services for the Orovada Community Hall HVAC Upgrade Project, in an amount not to exceed \$297,599.00.



# HUMBOLDT COUNTY

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## AGENDA REQUEST FORM

**DATE:** June 5, 2025  
**TO:** County Commission  
**FROM:** Kim Petersen, Director Ag. District #3   
**SUBJECT:** Approval of Tent Repair Parts FY 2025/2026

**REQUESTED AGENDA DATE:** 06/16/2025

---

### **SUMMARY AND BACKGROUND:**

The Ag District #3/WEC owns two 40'x60' tents that are used for special events when needed. One of the tents is used each year for the Tri-County Fair.

A few years ago, during the Tri-County Fair, one of the tents was damaged due to a violent windstorm. The second tent was put in its place and the show went on. The Winnemucca Events Complex has been successful in booking the World Australian Shepherd Dog Trials in September. This show is in need of both 40'x60' tents. A fee of \$8,000.00 will be charged for the rental of these two tents.

The cost to replace the damaged parts on the 40'x60' tent is \$12,343.00. This is a sole source estimate, as the parts are exclusive to this tent design.

Funds for this project will come from Ag District #3's FY 2025/2026 capital budget. The replacement parts for this tent will be manufactured once an order, including a 50% deposit, is placed. The order can not be placed until after July 1, 2025.

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

The tents are needed for the September 2025 event. There is a manufacturing lead time. Manufacturing won't begin until a 50% deposit is made.

### **PREVIOUS ACTION:**

\$12,000 was included in Ag District #3's FY25/26 budget.

### **FISCAL IMPACT IF APPLICABLE:**

Funds are available in Ag District #3's FY 25/26 budget.

### **RECOMMENDATION:**

Approve the estimate submitted by A & L Products in the amount of \$12,343 to replace the damaged tent parts.

**LIST SUPPORTING DOCUMENTS IF APPLICABLE:**

A & L Products, Inc. estimate

**POSSIBLE MOTION:**

Approve the estimate from A & L Products, Inc. to purchase tent replacement parts with funds approved in Ag District #3's FY 25/26 budget, including a 50% up front deposit in the amount of \$6,171.50.



# HUMBOLDT COUNTY

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## AGENDA REQUEST FORM

**DATE:** June 5, 2025  
**TO:** County Commission  
**FROM:** Kim Petersen, Director Ag. District #3  
**SUBJECT:** WEC Sidewalk Install

A handwritten signature in black ink, appearing to be "KP", with a long horizontal line extending to the right.

**REQUESTED AGENDA DATE:** 06/16/2025

---

### SUMMARY AND BACKGROUND:

To install a 4' wide sidewalk around the 20' x26' restroom/showers recently installed on the Winnemucca Events Complex. The sidewalks are needed for safety concerns and to direct water away from the building.

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

To complete the work within FY 2024/25

### PREVIOUS ACTION:

Funds for this project in the amount of \$8,000 are included in Ag District #3's FY 2024/25 budget.

### FISCAL IMPACT IF APPLICABLE:

Funds for the project will come from Ag District #3's FY 2024/25 capital project account.

### RECOMMENDATION:

Approve Ag District #3's request to accept the estimate from Nate's Concrete Service in the amount of \$7570.13 to install a 4' wide sidewalk around the WEC restroom/shower building.

### LIST SUPPORTING DOCUMENTS IF APPLICABLE:

Magana & Sons Construction \$8,600  
Nate's Concrete \$7,570.13

### POSSIBLE MOTION:

Approve Ag District #3's request to accept the estimate from Nate's Concrete in the amount of \$7570.13 to install a sidewalk around the WEC restrooms/showers.



NCL #0044656  
 Nate Blanton, Owner

# NATE'S

CONCRETE SERVICE

# ESTIMATE

PO BOX 1249  
 WINNEMUCCA, NV 89446  
 775-623-5630 or 775-304-1762  
 natesconcreteservice@gmail.com

DATE
6/5/2025

ESTIMATE NO.
105

<b>NAME/BILLING ADDRESS</b>
Humboldt County Fair Grounds

<b>TERMS</b>
Net 15

Description	Qty	Rate	Total
Approximately 108 feet x 4 feet x 4 inch thick sidewalk around 20 foot x 26 foot rest rooms at the east side of Event Center.	1	7,570.13	7,570.13

PROJECT ADDRESS **Bath rooms Fair Grounds**

<b>TOTAL</b>	<b>\$7,570.13</b>
--------------	-------------------

Signature of Acceptance

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## Requested Vehicles & Pricing Options

### Requested:

- Existing fleet refinance

### Sheriff's Office Vehicles:

Asset Description	VIN	Stated Payoff/Buyout	Maturity	Existing Monthly Payment	New Monthly Payment	Monthly Savings	Savings over Term
2022 Ford Expedition	1FMJU1GT1NEA38194	\$38,284	2/10/27	\$1,623.05	\$1,392.97	\$230.08	\$4,831.77
2022 Ford Expedition	1FMJU1GT3NEA38195	\$38,284	2/10/27	\$1,623.05	\$1,392.97	\$230.08	\$4,831.77
2022 Ford Expedition	1FMJU1GT9NEA38198	\$38,539	2/10/27	\$1,631.34	\$1,407.38	\$223.96	\$4,703.24
2022 Ford Expedition	1FMJU1GT7NEA38197	\$37,874	2/10/27	\$1,583.14	\$1,314.28	\$268.86	\$5,914.87
2022 Ford Expedition	1FMJU1GT0NEA38199	\$35,622	2/10/27	\$1,503.81	\$1,242.53	\$261.28	\$5,486.81
2024 Chevrolet Silverado 1500	3GCUDAED3RG288046	\$51,092	10/18/28	\$1,334.96	\$1,286.20	\$48.76	\$1,999.26
2024 Chevrolet Silverado 1500	3GCUDAED9RG287712	\$50,967	10/18/28	\$1,331.85	\$1,282.39	\$49.46	\$2,027.73
2022 Ford Expedition	1FMJU1GT5NEA38196	\$34,328	2/10/27	\$1,227.21	\$1,169.41	\$57.80	\$1,213.84
2024 Chevrolet Silverado 1500	3GCUD4ED2RG429299	\$63,499	4/1/29	\$1,592.22	\$1,505.49	\$86.73	\$3,989.37
<b>Total</b>		<b>\$388,488.58</b>		<b>\$13,450.63</b>	<b>\$11,993.62</b>	<b>\$1,457.01</b>	<b>\$34,998.67</b>

### Emergency Management Vehicles:

Asset Description	VIN	Stated Payoff/Buyout	Maturity	Existing Monthly Payment	New Monthly Payment	Monthly Savings	Savings over Term
2022 Ram 1500 Classic	1C6RR7XT2NS232415	\$32,698.16	3/2/28	\$991.51	\$959.90	\$31.61	\$1,074.84
2022 Ram 1500 Classic	1C6RR7XT4NS232416	\$30,740.12	3/2/28	\$1,016.47	\$992.16	\$24.31	\$826.40
<b>Total</b>		<b>\$63,438.28</b>		<b>\$2,007.98</b>	<b>\$1,952.06</b>	<b>\$55.92</b>	<b>\$1,901.24</b>

\* UFS recommends Humboldt County apply savings towards principal balance to provide additional security at payoff.