

Monday, August 1, 2016

The regular meeting of the Humboldt County Board of Commissioners was called to order on Monday August 1, 2016, at 9:30 a.m. in the regular place of meeting at the Courthouse, Winnemucca, Nevada. Those present were Chairman Marlene Brissenden, Commissioners Garley Amos, Jr., Mike Bell, Jim French and Ron Cerri, Deputy District Attorney Gabrielle Carr, Administrative Assistant Abel Del Real Nava and Clerk of the Board Tami Rae Spero.

PUBLIC COMMENTS: Chairman Brissenden asked for public comments. Robert Dolan appeared before the Commission and commented on an article in the Reno Gazette Journal concerning the Valmy Power Plant and a report issued by the Sierra Club. Mr. Dolan said he is asking the Commission to do any and all within its power to cause the Public Utilities Commission and Governor along with any elected officials to enact rules and administrative codes to incentivize the Valmy Power Plant to convert to natural gas; he urged the Commission to agendaize this item and take this seriously. There was no further public comment offered.

DISCUSSION & ACTION ON CORRECTION/APPROVAL OF MINUTES – DECEMBER 21, 2015, JANUARY 4, 2016, JANUARY 19, 2016, FEBRUARY 1, 2016, FEBRUARY 16, 2016, MARCH 7, 2016, MARCH 21, 2016, APRIL 4, 2016, APRIL 18, 2016, MAY 2, 2016, MAY 16, 2016, JUNE 6, 2016, JUNE 20, 2016, AND JULY 11, 2016 REGULAR MEETINGS AND JANUARY 11, 2016, JANUARY 22, 2016 AND JANUARY 25, 2016, MARCH 28, 2016 AND JULY 12,

2016 SPECIAL MEETINGS: Chairman Brissenden asked for comments or corrections to the minutes of January 4, 2016. None were offered. The following motion was made by Commissioner Amos and passed unanimously with Chairman Brissenden and Commissioners Amos, Bell, French and Cerri voting aye:

To approve the January 4, 2016 minutes as presented.

Chairman Brissenden asked for comments or corrections to the minutes of December 21, 2015. None were offered. The following motion was made by Commissioner Amos and passed unanimously with Chairman Brissenden and Commissioners Amos, Bell, French and Cerri voting aye:

To approve the December 21, 2015 minutes as presented.

PRESENTATION FOR EMPLOYEE OF THE MONTH AWARD (MAY AND JUNE 2016): Assistant Del Real Nava reviewed the nominations for the Employees of the Month. The May Employee of the Month Award was presented to Liz Sjoblom from Sheriff's Office. The June Employee of the Month Award was presented to Steve Ballew from Buildings and Grounds.

CONSENT AGENDA: The following Real Property Tax Roll Adjustment Requests were presented to the Commission for consideration:

- 1) James & Erickson A Paullo – Credit of \$108.00
- 2) Leo & Donna Harrer – Credit of \$17.62

08/01/2016

The following motion was made by Commissioner Bell and passed unanimously with Chairman Brissenden and Commissioners Amos, Bell, French and Cerri voting aye:

To approve the consent agenda as presented.

MISCELLANEOUS REPORTS AND CORRESPONDENCE:

OTHER INFORMATION AND UPCOMING MEETINGS: Chairman Brissenden noted upcoming meetings.

REPORTS FROM COMMISSIONERS REGARDING OTHER BOARDS AND COMMITTEES THE SERVE ON:

Commissioner Amos indicated he had nothing to report on but noted that the Video Royale was coming up. Commissioner Cerri said he attended the Winnemucca Convention and Visitor's Authority meeting and an interim Legislative Public Lands meeting and would be attending a Humboldt River Water Authority meeting on Friday. Commissioner French reported on a Hospital Board meeting that he attended and stated that he would be attending the State Board for the Administration of Hospital Care for Indigents meeting, a NevadaWorks Executive Board meeting, a Source Water Protection meeting and a State Lands Use Planning Agency Council Board of Directors meeting. Commissioner Bell reported the Boys and Girls Club would be holding a golf tournament and dinner. Chairman Brissenden reported she attended a BLM meeting with Administrator Mendiola at which they had met the current District Manager, Robert Towne and discussed various issues including Burning Man, the mines, and the landfill and shooting range expansion. Additionally they also discussed the Summit Lake Tribe being within Sage Grouse habitat and how this could affect a land transfer before Congress at this time. Commissioner Cerri pointed out Congressman Amodei may tack on expansion of County landfills to a bill he is trying to be passed in Congress.

APPROVAL OF EXPENDITURES: A report identifying the expenditures being considered was attached to the agenda for review. The following motion was made by Commissioner Amos and passed unanimously:

To accept the expenditures for July 7, 1016 through July 27, 2016 as presented.

TREASURER: Treasurer Gina Rackley appeared before the Commission.

REQUEST TO PROCEED TO TAX AUCTION: Treasurer Rackley spoke in support of the Commission authorizing her to proceed to tax auction explaining that they are currently holding 72 delinquent properties which are scheduled to go to auction on April 21, 2017 and which have a combined outstanding balance is \$46,558.17; she reviewed the location of the properties. The following motion was made by Commissioner Bell and passed unanimously with Chairman Brissenden and Commissioners Amos, Bell, French and Cerri voting aye:

To grant the request to proceed to tax auction.

ADMINISTRATOR:

APPROVAL OF CREDIT/DEBIT CARD SYSTEM THROUGH WELLS FARGO: Treasurer Rackley reviewed the request for the County to obtain credit/debit cards through Wells Fargo bank including that the card(s) would have a total

08/01/2016

limit \$10,000.00 with each card having its own limit, that a minimum of three people on the card would be required to start the account and those individuals would be Dave Mendiola, County Administrator, Jeff Johnson, County Assessor and Ben Garrett, County Road Superintendent and that she would serve as the administrator of the card(s). Treasurer Rackley noted instances where the ability to use a credit card would be helpful. Commissioner Bell asked if submittal of documentation for the expenditures would be a requirement. Treasurer Rackley confirmed that this would be required. And explained that with the assistance of legal counsel, Administrator Mendiola has prepared a cardholder agreement to be signed by all three cardholders. Deputy District Attorney Carr said she has spoken with Administrator Mendiola regarding a county policy with guidelines, parameters and limitations as to the use of the card(s). Commissioner Cerri asked if they would see a breakdown of the expenditures. Treasurer Rackley indicated they would be on the expenditure approval list. She noted that the intent of the card(s) is not for travel. Administrative Assistant Del Real Nava commented on the benefits of having the ability to use a credit card for the advertising of open positions. County Assessor Jeff Johnson had a question as to what his authority and responsibility is having one of the cards. Commissioner French said he would like to see the policy in place before the Commission takes any action on this item. Deputy District Attorney Carr suggested that the Commission could approve this item so they can get the process going but the card(s) cannot be used until the policy is in place and approved. Commissioner Cerri asked if in the future more cards are needed, could they be added. Treasurer Rackley indicated more cards can be added and the limit increased if necessary. The following motion was made by Commissioner Amos:

To start the process of getting a credit/debit card account for the County to be used by the Administrator, Assessor and Road Department and to develop and approve a policy for the use of the cards.

Commissioner Cerri asked if the Comptroller saw any problems with this. Comptroller Sondra Schmidt said as long as there are strict controls in place there should not be a problem. Commissioner French asked if she had any experience with policies and procedures adopted for the use of credit/debit cards that might be applicable to what Humboldt County is trying to do. Comptroller Schmidt said her experience has been with policies and procedures being too loose and so she would like to see something developed with tighter reins so that the usage does not get out of control. Deputy District Attorney Carr said she has reviewed several policies and procedures from other Counties. County Librarian Cyndi O approached the Commission and stated her support for this request as it will be helpful to the library. Commissioner Bell asked for clarification on the motion. Treasurer Rackley asked legal counsel if the \$10,000.00 limit should be stipulated in the motion. Deputy District Attorney Carr said that as long as the motion stated as recommended by Staff the amount does not have to be stipulated. Commissioner Cerri asked if the name on the card is the name of an individual or the title of the department. Treasurer Rackley explained the name on the card has to be the name of the person using the card. Commissioner

French asked if Treasurer Rackley will be part of the team developing the policies and procedures. Treasurer Rackley said she has seen the agreement and Administrator Mendiola and Deputy District Attorney Carr have done a fabulous job with it. Commissioner French said he would like to see her part of the process in developing the policies and procedures for the use of the debt/credit card(s). Chairman Brissenden called Commissioner Amos motion to a vote. The motion passed unanimously with Chairman Brissenden and Commissioners Amos, Bell, French and Cerri voting aye.

ADMINISTRATOR:

LETTER OF SUPPORT FOR "NO REDUCTION TO PILT FUNDING": Commissioner French said he had requested that this item be placed on the agenda based on based on a request made by the National Association of Counties; he explained the current move in Congress to reduce PILT (Payment in Lieu of Taxes) funding and have the funds transferred to the EPA for administration of the Clean Air Act. Chairman Brissenden read the letter as proposed. The following motion was made by Commissioner Bell and passed unanimously with Chairman Brissenden and Commissioners Amos, Bell, French and Cerri voting aye: *To support the letter stated in the record and authorize the Chair to sign the letter.*

CLERK:

POSSIBLE SET TO PUBLIC HEARING NUISANCE AT 4450 SUNNY DRIVE: Chairman Brissenden said this nuisance complaint does not need to be set to public hearing as a letter had been received from the complainant withdrawing the complaint. Deputy District Attorney Carr suggested that the matter be set on the next agenda to take formal action.

POSSIBLE SET TO PUBLIC HEARING NUISANCE AT 3110 ARTEMISIA WAY: Chairman Brissenden read the title of item to be set to public hearing. The following motion was made by Commissioner Bell and passed unanimously with Chairman Brissenden and Commissioners Amos, Bell, French and Cerri voting aye:

To set to public hearing the nuisance complaint filed against property located at 3110 Artemisia Way.

Clerk Spero reminded the Commission an interpreter will need to be present at the public hearing.

POSSIBLE SET TO PUBLIC HEARING NUISANCE AT HILL DRIVE: Chairman Brissenden read the title of the item to be set to public hearing. An e-mail was received July 31, 2016 from Kirk Thompson, owner of the property, which the Chairman read into record in which Mr. Thompson referred to a letter sent on May 1, 2012, which the Chairman also read into record the letter dated May 1, 2012. Deputy District Attorney Carr said her recommendation is this still needs to be set to public hearing. The following motion was made by Commissioner French and passed unanimously with Chairman Brissenden and Commissioners Amos, Bell, French and Cerri voting aye:

08/01/2016

To set to public hearing the nuisance complaint filed against property located at Hill Drive property owned by Kirk and Deborah Thompson.

Deputy District Attorney Carr stated for the record there is no street number for this property.

BUILDINGS AND GROUNDS: Building and Grounds Director Enoc Gaitan and Jeff Tindall appeared before the Commission.

APPROVAL OF TRANSFER SWITCH PURCHASE FOR DETENTION CENTER FACILITY: Director Gaitan and Mr. Tindall presented costs and reviewed the request. Deputy District Attorney Carr referred to NRS 332.112, which refers to emergency situations and that the testimony at the last hearing indicated this would be considered an emergency situation. The following motion was made by Commissioner Bell and passed unanimously with Chairman Brissenden and Commissioners Amos, Bell, French and Cerri voting aye:

To approve the Building and Grounds transfer switch not to exceed \$30,000.00.

APPROVAL OF LED LIGHTING FOR DETENTION CENTER FACILITY: Buildings and Grounds Director Gaitan reviewed the request noting that the installation of the LED lights would fall under the rebate program. Deputy District Attorney Carr stated, for the record, this is not subject to the bidding requirements per NRS 332 because it is less than \$25,000.00. The following motion was made by Commissioner Bell and passed unanimously with Chairman Brissenden and Commissioners Amos, Bell, French and Cerri voting aye:

To approve the LED lighting not to exceed \$20,637.24.

JUVENILE PROBATION: Director of Juvenile Services Pauline Salla appeared before the Commission

REQUEST FOR WAIVER OF ATTRITION POLICY FOR RESIDENTIAL TECHNICIAN I: Director Salla spoke in support of the the waiver of the attrition policy detailing the request. Commissioner French stated this position has to be filled to meet the Federal and State Standards. Discussion occurred regarding the number of juveniles currently housed in the facility and the effect of the separation of the Judicial District on the numbers. The following motion was made by Commissioner French and passed unanimously with Chairman Brissenden and Commissioners Amos, Bell, French and Cerri voting aye:

To allow for the waiver of the attrition policy for the detention staff identified by Ms. Salla.

ROAD MATTERS: Road Superintendent Ben Garrett appear before the Commission.

ROAD PAVING PROJECT: Superintendent Garrett reviewed the bid, which was bid in four separate sections noting that the total costs came in \$10,617.17 over the \$600,000 allotted for this project but that the budget can sustain the overage and that upon approval by the County Commission this item would be taken to the Regional Transportation Commission for review and possible approval. The following motion was made by Commissioner French and passed unanimously with Chairman Brissenden and Commissioners Amos, Bell, French and Cerri voting aye:

08/01/2016

To accept the bid of \$610,617.17 as presented by Mr. Garrett and authorize Mr. Garrett to bring the bid forward to the RTC.

SURPLUS VEHICLE LIST: Superintendent Garrett reviewed the vehicle list. There was discussion regarding the 2007 Expedition from the Sheriff's Office. Deputy District Attorney Carr commented the law requires either that the governing body or authorized representative has to make a three-part finding: that the property is no longer required for public use, that this action is desirable and that the action is in the best interest of the local government. There was discussion as to pulling the library van, the senior van and the Sheriff's transport as the Boys and Girls Club may be interested in one of these vehicles. Deputy District Attorney Carr explained the process to comply with State requirements for an outside entity to obtain a county vehicle. The following motion was made by Commissioner Bell and passed unanimously with Chairman Brissenden and Commissioners Amos, Bell, French and Cerri voting aye:

To declare the list of vehicles submitted are no longer of value to the County, this action is desirable and is in the best interest of the local government. These vehicles shall be put up for disposal with the exception of the Library 1999 Ford Bus, the Senior Center 2001 Ford Bus and the Sheriff's Office 2007 Ford Expedition.

PUBLIC COMMENTS: Chairman Brissenden asked for public comments. There were no public comments offered. Commissioner Cerri said he has trouble pulling up the supporting material with the new Granicus Agenda program.

ADJOURNMENT: Chairman Brissenden adjourned the meeting at 10:59 a.m.

ATTESTED: _____

J. Opes

APPROVED: _____

Mike Bell

Clerk

Chairman

PREPARED BY: _____

Betty Lawrence

(Minutes approved by the Commission and signed by the Chairman on 12-11-2017)

To: Humboldt County Board of Commissioners
From: Ben Garrett, Roads Superintendent
Date: June 20, 2016
Subject: Vehicle and Equipment Surplus

The Humboldt County Road Department has identified several vehicles in the fleet as potential surplus vehicles and equipment.

- **Road Department:** 2001 Ford F-350 VIN 1FTSFU16577LA94650. The unit has been replaced with a new unit. The vehicle odometer currently has in excess of 249,000 miles. Before another department could utilize the vehicle repairs are necessary, a new high pressure oil pump and new injectors.
- **Fairgrounds:** 1989 Chevrolet R-3500 Crew Cab VIN 1GCGR23KXKJ103999. The vehicle has been repurposed from Juvenile to the Events Center. Body, engine and interior need repairs. While the unit only has 89,000 miles, the machine is worn out.
- **Library:** 1999 Ford Bus VIN 1FDSE30LOXHA66352. The unit has been repurposed from the Senior Center to the Library for use as a Bookmobile. Since the purchase of a new Bookmobile the vehicle is no longer of use to Humboldt County. The unit has 153,000 miles on the odometer.
- **Senior Center:** 2001 Ford Bus VIN 1FDXE45F81HB19739. The Senior Center has replaced this vehicle and deemed the unit surplus to the center. The unit has generated interest from the City of Fernley.
- **Road Department:** 1978 Fruehauf Belly Dump Pup VIN FRZ719802. The unit has been replaced and is of no use to another department. The trailer has hopper and gate damage. No mileage is kept on trailers.
- **Road Department:** The unit is a 1972 Chausse trailer frame mounted with an Etnyre distribution tank. The tank and sprayers were utilized in the maintenance of pavement. The unit has been replaced with a larger tank. The unit is no longer of use to Humboldt County.
- **Sheriff's Department:** 1995 Ford Van VIN 1FBJS31H0SHB16151. The vehicle has been replaced by a new transport van. The interior is set up for the transport of prisoners and needs a complete overhaul of the interior to be repurposed by another department. The unit has 125,000 miles on the odometer. Mechanically the unit is still functional, however the unit has only recorded 5,000 miles since the year 2005.
- **Sheriff's Department:** 2008 Chevrolet Impala VIN 2G1WS583289253203. The unit has 136,000 miles on the odometer. The vehicle has been replaced and is currently offline. While mechanically the unit is sound with the exception of the exhaust system, the unit requires a complete overhaul of the interior and the exterior bumpers. Several modifications to the interior due the units use as a K9 patrol vehicle limit the usefulness by another department.

- **Sheriff's Department:** 2007 Ford Expedition VIN 1FMFU16577LA94650. The unit odometer currently reads 151,000 miles. This unit is fully functional at this time, all the equipment is still in the unit other than the striping. There are no serious mechanical issues with the vehicle.

I would recommend surplus of all the units but the 2007 Expedition.

UNOFFICIAL