



**Humboldt County Board of Commissioners**  
**Monday, March 21, 2022, at 8:31 a.m.**  
**Meeting Minutes**

Those present were Chairman Jim French, Commissioners Ken Tipton, Ron Cerri, Jesse Hill, and Tom Hoss, Deputy District Attorney Wendy Maddox, County Manager Dave Mendiola and Clerk of the Board Tami Rae Spero.

CALL TO ORDER: Chairman French called the regular meeting to order in the regular place of meeting at the County Meeting Room #201, Courthouse, Winnemucca, Nevada.

STAFF REPORT: Staff report provided to the Board (see attached).

PLEDGE OF ALLEGIANCE: All in attendance recited the Pledge of Allegiance.

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

APPROVAL OF MINUTES: Discussion and action on correction/approval of minutes for discussion and action on correction/approval of minutes for March 27, 2017 (Budget Hearing); April 3, 2017; May 1, 2017 (Joint); May 15, 2017; June 19, 2017; July 10, 2017; August 7, 2017 (Joint); August 21, 2017; December 11, 2017 (Joint); January 16, 2018; January 29, 2018 (Retreat); February 5, 2018; February 20, 2018; March 5, 2018; April 2, 2018 (Budget Hearing); April 9, 2018; August 6, 2018; August 20, 2018; September 17, 2018; October 1, 2018; October 15, 2018; March 18, 2019; March 25, 2019 (Budget Hearings); April 1, 2019; May 6, 2019; May 15, 2019 (Special); May 20, 2019; June 3, 2019; June 17, 2019; June 25, 2019 (Special); August 5, 2019; August 19, 2019; September 3, 2019; September 16, 2019; October 21, 2019; November 4, 2019; November 25, 2019 (Special); December 16, 2019; January 6, 2020; January 21, 2020 (Combined Regular and Retreat); February 3, 2020; March 2, 2020; March 19, 2020; April 6, 2020; April 14, 2020 (Special); April 20, 2020; May 4, 2020; June 15, 2020 (Joint); July 17, 2020 (Special Joint); July 20, 2020; August 17, 2020; August 20, 2020 (Special Meeting); September 8, 2020; September 9, 2020 (Special); September 21, 2020; September 30, 2020 (Special); October 5, 2020 (Special Joint Meeting); October 19, 2020; November 9, 2020; November 13, 2020 (Special Canvass); November 23, 2020; December 14, 2020; January 4, 2021; January 25, 2021 (Special Meeting); February 8, 2021; February 22, 2021 (Special Joint Meeting); February 22, 2021; March 8, 2021; March 22, 2021; March 29, 2021 (Budgets); April 8, 2021 (Special Meeting); June 21, 2021; July 19, 2021; August 9, 2021; August 12, 2021 (Special Meeting); August 23, 2021; September 7, 2021; September 20, 2021; November 8, 2021; and November 22, 2021; December 13, 2021; January 3, 2022; January 24, 2022 (Commission Retreat), and March 7, 2022. No minutes submitted for consideration.

APPROVAL OF EXPENDITURES FOR HUMBOLDT COUNTY FOR MARCH 8, 2022 THROUGH MARCH 21, 2022:

The following motion was made by Commissioner Tipton:

*To approve the expenditures for Humboldt County for March 8, 2022 to March 21, 2022.*

Commissioner Hoss asked about the format the expenditures were sent in as he had an issue opening on of the files. Comptroller Rackley responded noting that she had been able to access them but that she would work with Commissioner Hoss to determine the issue. Chairman French called Commissioner Tipton's motion to a vote and it passed unanimously.

CONSENT AGENDA (ANY ITEM APPEARING ON THE CONSENT AGENDA CAN BE PULLED DOWN AND DISCUSSED IN DETAIL): Board reappointments:

**McDermitt Fire District** - Hank Kershner – Appoint to Seat B with term to expire January 2, 2023 Ryan Murrah – Appoint to Seat C with term to expire January 2, 2023.

**Orovada Fire District** – Only 3 seats for Orovada Fire District -Walter Wilson – Appoint to Seat A with term to expire January 2, 2023 Bryce Brumley – Appoint to Seat C with term to expire January 2, 2023 Jess Frey – Appoint to Seat B with term to expire January 2, 2023.

**Orovada General Improvement District** - Chuck Knox – Appoint to Seat A with term to expire January 2, 2023 Troy Rodriguez – Appoint to Seat B with term to expire January 2, 2023 Don Mertens – Appoint to Seat C with term to expire January 2, 2023 Kyle Negus – Appoint to Seat D with term to expire January 2, 2023 Seat E Vacant.

**Orovada Community Services** - Tawnya Root – Appoint to Seat A with term to expire January 2, 2023 Seat B Clay Smith – Appoint to Seat B with term to expire January 2, 2023 Seat C Don Brumley – Appoint to Seat C with term to expire January 2, 2023 Seat D Vacant Seat E Jan Schade – Appoint to Seat E with term to expire January 2, 2023.

**Humboldt Development Authority Board of Directors** - Pat Gray (Real Estate) - Director, President with term set to expire June 30, 2026, Brad Shultz (Agriculture) Director - Vice-President with term set to expire June 30, 2024 Andree Rose (Finance/Banking) - Director with term set to expire June 30, 2024, Maria Anderson (Industrial – mining) – Director with term set to expire June 30, 2026 Harold Gudmundsen (Commercial) – Director with term set to expire June 30, 2026.

**Kings River General Improvement District** - Pat Morris – Appoint to Seat A with term to expire January 2, 2023 Diana Lopez - Appoint to Seat B with term to expire January 2, 2023 Danica Lopez – Appoint to Seat D with term to expire January 2, 2023 Martha Lopez – Appoint to Seat C with term to expire January 2, 2023 Seat E – Vacant.

**Wildlife Advisory Board** - Tom Cassinelli – Appointment as Farming/Ranching representative to expire June 30, 2023 Michael Jurad – Appointment as Sportsman representative to expire June 30, 2022 Giovanni Giordano – Appointment as Farming/Ranching representative to expire 06/30/2024 Tony Gildone –

Appointment as “swing” position with term to expire 06/30/2024 Larry Allen – Appointment as Sportsman position with term to expire 06/30/2024. The following motion was made by Commissioner Cerri and passed unanimously:

*To adopt the consent agenda as presented.*

COMPTROLLER: Comptroller Gina Rackley appeared before the Commission.

REQUEST TO APPROVE AUDIT DESIGNATION: Consideration, discussion and possible approval to designate Drake, Rose & Associates as the auditor for Humboldt County for the 2022 Fiscal Year. Andree Rose and Tara Larson with Drake, Rose & Associates appeared before the Commission. GR request app for chair to sign engagement letter. Mrs. Rose commented on the request. The following motion was made by Commissioner Cerri and passed unanimously:

*To approve the designation of Drake, Rose & Associates as the auditors for Humboldt County for 2022 Fiscal Year.*

CORRECTIVE ACTION PLAN: Consideration, discussion and possible approval of the Corrective Plan of Action to violations of law or regulation as identified in the Fiscal Year 2022 audit. A copy of the proposed Corrective Plan of Action was included on the online agenda for review (see attached). Comptroller Rackley reviewed the request for the Commission. The Commission confirmed that they had reviewed the findings letter. Chairman French noted that the minutes have been a chronic issue and asked if there was something we can do to facilitate the improvement. Clerk Spero responded explaining her intention to work with an outside transcriber and noting issues with prior efforts to address the problem including staffing. Chairman French offered comment on the remittance of restitution issues and the proposed plan of action from the District Attorney’s Office noting his concerns with signing the letter as he does not believe it has enough teeth/substance and his belief that more needs to occur. Chairman French reviewed the plans of action as presented in the letter and voiced concerns about lack of plan of action and internal controls being looked for as to the restitution issue; he noted his belief that this is going to take an extraordinary effort to address, and he asked for a third-party audit. Deputy District Attorney Maddox commented on the language of the agenda indicating that any discussion on a third-party audit should be placed on a future agenda. Chairman French disagreed stating that this is right in the middle of the issue as the Board has to decide whether to sign this letter and they need to run through a range of options in order to make that decision. Based on concerns from Commissioner Cerri, Comptroller Rackley and District Attorney Michael Macdonald explained that the plan of action only needs to address the funds currently in the County’s possession as going forward the Nevada Division of Parole and Probation will be collecting restitution per the court orders. District Attorney Macdonald commented on what is occurring

including that the Commission had approved a large percentage of the funds in today's expenditure run. Discussion ensued regarding the timeline for distribution, the amount of funds remaining that need distributed, what needs to be reviewed in order to distribute the funds and that outstanding amounts that have not been paid are outside the corrective action plan. Chairman French reiterated that there is no way to get to the bottom of this without an audit. Andree Rose of Drake, Rose & Associates appeared before the Commission and commented on the funds received which have not been identified as to who they go to explaining that is presently what the District Attorney's Office is working on in identifying the individuals and cases which is included in the corrective action plan relative to the finding; she continued stating that cases without payments should be handled in coordination between the District Attorney, the Courts and Parole and Probation and separate from what is occurring now. Chairman French asked if an independent audit would be appropriate. Mrs. Rose stated there would be nothing to gain at this point as if in the ninety days all the funds are distributed, the audit would be for naught but if they are not distributed that is something that could be looked at and discussed the timeline to put an audit in place. Discussion ensued regarding the Commission's concerns as to the violation impacting grant eligibility. Chairman French asked that a review occur at the beginning of July to determine if further action is needed. Discussion ensued regarding concerns as to victims not receiving their reimbursement when collected, the issues with sufficient personnel in the District Attorney's Office when this process was initially implemented as the office is not geared to be a collection agency, that the Commissioner wants to see a report in ninety days; how the process ended up with the District Attorney's Office initially and what Justice Court's new process will be. After discussion the following motion was made by Commissioner Cerri and passed unanimously:

*To approve the audit designation and Corrective Action Plan as presented and to request a report back to the Commission on the restitution payment portion of this in ninety days or less.*

FINANCIAL REPORT: Humboldt County Comptroller Gina Rackley will provide an overview of current conditions with respect to Humboldt County revenues and expenditures for fiscal year 2022 (July 1, 2021 through June 30, 2022), including an update on the American Rescue Plan Act (ARPA) Funds. Comptroller Rackley reported on the pay out of the first ARPA funds for the bathrooms at the Denio community hall, B&G rep working w/on HVAC project and that budget packets are ready.

RESOLUTION: SUPPORT OF NEVADA WILDFIRE AWARENESS CAMPAIGN: Consideration, discussion, and possible adoption of a Resolution in support of Nevada Wildfire Awareness from May 2022 through October 2022. A copy of the proposed resolution was included on the on-line agenda. Brad Milam, Fired Mitigation Specialist with the Winnemucca Field Office of the BLM appeared before the Commission and

reviewed the request for the Commission and read the language of the proposed resolution. The following motion was made by Commissioner Tipton and passed unanimously:

*To approve the resolution to proclaim May 2022 through October 2022 in support of Nevada Wildfire Awareness.*

*(Resolution No. 03-21-22)*

BLM COOPERATIVE FIRE PROTECTION AGREEMENT: Consideration, discussion and possible approval of a cooperative fire protection agreement between the Bureau of Land Management (BLM) and Humboldt County, which includes Orovada Fire Protection District, McDermitt Fire Protection District, Golconda Fire Protection District, Paradise Valley Fire Protection District, Winnemucca Rural Fire Protection District, and Pueblo Fire Protection District, pending review and approval of the District Attorney's Office. The purpose of the agreement is to provide for wildland fire management, including prevention, detection, management, and suppression. Copies of the proposed agreements were included on the on-line agenda for review. Donovan Walker, Assistant Fire Management Officer for the Winnemucca District and Josh Henry, Fire Operations Specialist appeared before the Commission. Mr. Walker reviewed the request for the Commission. Commissioner Cerri spoke in support of signing the agreement. Commissioner Hill asked about the pricing as he does not find it very transparent. Mr. Walker responded. Commissioner Hoss asked if Winnemucca Rural Fire had a comment. Winnemucca Rural Fire Chief Torrey Sheen commented from the audience stating Winnemucca Rural's support for this agreement. Commissioner Cerri noted the need to update the agreement as to the contact for Humboldt County as Karen Bannister is not longer with the County. Based on a question from Chairman French Mr. Walker and Mr. Henry explained the agreements with the Wildfire Support Groups. Discussion ensued regarding WPAs. After discussion the following motion was made by Commissioner Hill and passed unanimously:

*To approve the cooperative fire protection agreement between the Bureau of Land Management and Humboldt County which includes the Orovada Fire Protection District, McDermitt, Golconda, Paradise Valley, Winnemucca Rural and Pueblo Fire Districts pending review by the District Attorney's Office; the purpose of the agreement is to provide for wildland fire management, including prevention, detection, management and suppression.*

NDOT PRESENTATION ON THE I-80 CLOSURE SCHEDULED FOR JUNE 2022: Representatives from the Nevada Department of Transportation (NDOT) will present to the Commission information regarding the closure of I-80 tentatively scheduled for June 2022. Robert Thran, Associate Engineer, with the Nevada Department of Transportation appeared before the Commission and reviewed a power point presentation regarding the closure of I-80 on June 18<sup>th</sup> from 9:00 p.m. to 5:00 a.m. including how notification will occur

and the area of I-80 that will be impacted. Discussion ensued.

COEUR ROCHESTER PRESENTATION: Representatives from the Coeur Rochester Mine will update the Commissioners on current and future activities. Chantae Lessard and Frankie Graham with Coeur Rochester appeared before the Commission and provided a power point presentation regarding Coeur Mining. Discussion ensued.

PLANNING: Senior Planning Technician Betty Lawrence appeared before the Commission.

10:00 A.M. SET TO PUBLIC HEARING: ZONE CHANGE REQUESTS SUBMITTED BY THE REGIONAL PLANNING COMMISSION: Consideration, discussion and possible approval of the following:

RH-22-01: Zone change request submitted by Regional Planning Commission on behalf of T Quarter Circles Ranches, Inc to change the C (Commercial), CH (Highway Commercial) and AG-5 (General Agriculture 5-acre minimum lot size) zoning designation to CH (Commercial Highway) and AG-5 General Agriculture 5-acre minimum lot size) zoning designation on property located at 4405 T Quarter Circle Road (APN 13-0031-01). Chairman French read the title of the items to be set to public hearing. Commissioner Tipton stated that he would be abstaining from discussion and action on this item as the requestor is a member of his family. The following motion was made by Commissioner Cerri and passed with Chairman French and Commissioners Cerri, Hill and Hoss voting aye and Commissioner Tipton abstaining;

*To set to public hearing item A at the Clerk's discretion.*

RH-22-02: Zone change request submitted by Regional Planning Commission on behalf of Reed, Inc to change the C (Commercial) zoning designation to GC (General Commercial) zoning designation on property located at 3600 W Winnemucca Blvd/W Winnemucca Blvd (APN 10-0072- 05 &04). Chairman French read the title of the items to be set to public hearing. The following motion was made by Commissioner Hill and passed unanimously:

*To set to public hearing RH-22-02.*

RH-22-03: Zone change request submitted by Regional Planning Commission on behalf of Carol L. Aldous to change the C (Commercial) zoning designation to RR-1.25 (Rural Ranchette 1.25-acre minimum lot size) zoning designation on property located south of Debra Lane (APN 13- 0043-03). Chairman French read the title of the items to be set to public hearing. The following motion was made by Commissioner Cerri and passed unanimously:

*To set to public hearing item C, RH-22-03 with the time to be decided by the County Clerk.*

RH-22-04: Zone change request submitted by Regional Planning Commission on behalf of Foxhead, LLC to change the C (Commercial) zoning designation on a portion of this parcel to CH (Highway Commercial) zoning designation on property located north of W Winnemucca Blvd/I-80 (APN 13-0041-02). Chairman

French read the title of the items to be set to public hearing. The following motion was made by Commissioner Cerri and passed unanimously:

*To set to public hearing item D, RH-22-04 at a time to be decided by the County Clerk.*

RH-22-05: Zone change request submitted by Regional Planning Commission on behalf of BW Mechanical to change the C (Commercial) zoning designation on an undetermined portion of this parcel to AG-5 (General Agriculture 5-acre minimum lot size) zoning designation on property located at 4870 W Winnemucca Blvd (APN 13-0055-17). Chairman French read the title of the items to be set to public hearing. The following motion was made by Commissioner Hill and passed unanimously:

*To set to public hearing item E, RH-22-05.*

Deputy District Attorney Maddox asked for clarification on Commissioner Tipton's abstention on item A. Commissioner Tipton clarified that item A is related to a family member of his.

10:00 A.M. PUBLIC HEARING:

VH-22-01 VARIANCE APPLICATION: Consideration, discussion and possible approval of a Variance Application submitted by Jeff and Colleen Cox to decrease the required front yard setback from 20' to 5' to allow construction of a detached garage. The property is located at 6330 Nugget Dr; assessor's parcel #13-0402-22. Included on the online agenda for review was the Planning Department Staff Report with the application and map attached. Chairman French read the title of the item set to public hearing for the record. Mrs. Lawrence reviewed the request for the Commission. Commissioner Hill questioned that, if the County continues to pursue a community water system, would we be giving up the easement for laying the pipes. Mrs. Lawrence stated that it is not part of the easement. Chairman French asked for public comment; none offered. The following motion was made by Commissioner Tipton and passed unanimously:

*To approve as presented.*

ASSESSOR: Assessor Andy Heiser appeared before the Commission.

REQUEST TO PURCHASE A CANON TM-30 PRINTER/PLOTTER/SCANNER: Consideration, discussion and possible approval to purchase a new Canon TM 300 Printer/Plotter/Scanner in an amount not to exceed \$8,895.00. This purchase is accounted for in the FY 21-22 budget. Included on the online agenda for review was a copy of the proposed solution from Rick's AEC REPROgraphics. Assessor Heiser reviewed the request for the Commission including the attempt to obtain a second quote stating that he had received a second quote but not until Friday afternoon and apologized for that information not being included; he noted that while the second quote was less than the first quote it did not include service, so the first quote was the preferred option. Commissioner Hill asked if Assessor Heiser had reached out to

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the County printer contractor to see what might be available through them as that would include service coverage. Assessor Heiser responded that he had not but noted concerns with leasing this piece of equipment due to the number of years it would be used and the cost; he further noted that he would be purchasing the equipment with Assessor Tech funds. Chairman French asked if the Board would like to table this item to allow Assessor Heiser to research that question. The Board concurred. Chairman French tabled the item for additional research by the Assessor. Commissioner Hoss asked Manager Mendiola if staff was aware of the printer contract. Manager Mendiola confirmed that they are but he did not believe this piece of equipment would be available so he had not suggested the Assessor look at it. Commissioner Hoss requested that information related to that agreement be included in the staff report when appropriate.

Assessor Heiser re-appeared before the Commission and reported that he had reached out to Reece Keener and they do not have this type of equipment and explained. After discussion the following motion was made by Commissioner Hill and passed unanimously:

*To approve the purchase of a new Canon TN 300 Printer, Plotter, Scanner in an amount not to exceed \$8,895.00 with the purchase being accounted for in the 21-22 budget.*

PUBLIC WORKS DEPARTMENT: Public Works Director Don Kalkoske appeared before the Commission.

REQUEST TO APPROVE DUST CONTROL BID AWARD: Consideration, discussion and possible approval to award bid to Dustbusters to apply Magnesium Chloride to reduce dust on certain county roads in an amount not to exceed \$225,000. Included on the online agenda was a Staff Report detailing the bids received from Dustbusters and Envirotech Services with a recommendation to award the bid to Dustbusters as the lowest responsive bidder. Director Kalkoske reviewed the request for the Commission. After discussion the following motion was made by Commissioner Hill and passed unanimously:

*To approve the contract and award the bid amount for the application of mag chloride to Dustbusters in an amount not to exceed \$225,000.00.*

GENERAL ROAD PROJECTS: A presentation by Humboldt County Public Works Director Don Kalkoske 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 Kalkoske updated the Commission include road blading in the County, that the work on Jungo Road is wrapping up and that the plan is to do some work in Grass Valley as time and personnel allow. Chairman French asked about communication with the BLM on access routes into Knott Creek and Onion Creek. Director Kalkoske responded. Chairman French asked a question regarding diesel

taxes and the intent to transmit a certain portion for truck parking; he noted the closure of two rest areas and inquired what Director Kalkoske had heard about the State's intent to create the parking areas. Director Kalkoske responded that he has not heard anything. Manager Mendiola offered that he has not heard anything either but he will reach out to see what he can find out.

COOPERATIVE EXTENSION PRESENTATION: Extension Educator Brad Schultz and Northern Area Extension Director Holly Gatzke will present updates to the Commissioners and explore how the Cooperative Extension can better serve the county. Extension Educator Brad Schultz and Director Holly Gatzke appeared before the Commission. Director Gatzke reported on what is occurring with Extension including the search for a new director, budget cuts and how that is being dealt with, their relationship with the University, proposed new programs, what extension covers in the counties and the effort to work with the reduced staffing & funding and how to do that with excellence. Commissioner Cerri commented on the need for a strong livestock program and questioned what the status is. Director Gatzke stated that it is gone as they have lost the livestock position; she noted the other positions lost due to reduction in funding noting that is one of the big struggles. Mr. Schultz commented on the reduction in workforce and the funding issues. Commissioner Cerri observed that the County is being asked to fund Extension and they would like to know what they are getting for that funding noting the concern about the loss of the livestock support. Chairman French noted issues previously identified with Extension and discussion which had occurred. Commissioner Cerri commented that the reason he supports Extension is because of Mr. Schultz and once he retires it will be difficult to support. Chairman French commented on the need to get a positive message across to the Legislature regarding the importance of the program. Mr. Schultz reported on local programs. Commissioner Cerri asked about the status of the agreement related to the Santa Rosa's. Mr. Schultz responded. Commissioner Tipton thanked Mr. Schultz for the packet of information provided. Director Gatzke commented on the continued efforts to make Extension worthwhile and commented on Mr. Schultz's efforts and the ability to use other resources.

Chairman French recessed the meeting at 11:14 a.m. reconvening at 11:22 a.m.

Chairman French stated that the Board would proceed to item 19 as the individuals involved have been waiting.

LETTER OF SUPPORT FOR ENVIRONMENTAL ASSESSMENT FOR THE MORMON CRICKET AND GRASSHOPPER CONTROL PROGRAM: Consideration, discussion and possible approval of a letter of support for the Nevada Department of Agriculture's Animal and Plant Health Inspection Service (APHIS) Environmental Assessment for the Nevada Rangeland Grasshopper and Mormon Cricket Suppression Program. Manager Mendiola reviewed the request for the Commission. Discussion ensued. The following

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motion was made by Commissioner Cerri and passed unanimously:

*To approve a letter of support for the treatment of Mormon crickets and grasshoppers in Humboldt County through the APHIS program.*

REQUEST TO APPROVE HANSFORD CONSULTING APPRAISAL PROPOSAL: Consideration, discussion and possible approval of an appraisal proposal of Gold Country Water system from Hansford Consulting in an amount not to exceed \$12,000: Manager Mendiola reviewed the request commenting on the benefits of acquiring Gold Country Water System. Commissioner Cerri questioned where the funds for this would be obtained and discussion ensued. Manager Mendiola stated that he would look to the State Revolving Fund for the cost. Commissioner Cerri noted the need for the users to cover this cost and not the taxpayers. Commissioner Hoss concurred and questioned why Gold Country does not drill the referred to well prior to the County considering acquisition. Manager Mendiola responded. Chairman French stated that this item would be tabled to allow for the County Manager to determine if the State Revolving Fund would pay for the appraisal costs.

SHERIFF: Sheriff Mike Allen and Captain Chris Lininger appeared before the Commission.

REQUEST TO APPROVE ADULT DETENTION FACILITY MEDICAL AUTHORITY AGREEMENT: Consideration, discussion and possible approval of an agreement between the Humboldt County Sheriff's Office and the Humboldt County Hospital District to provide qualified medical providers to provide health care services to the Humboldt County Adult Detention Facility, pending review and approval of the District Attorney's Office. A copy of the proposed agreement was included on the online agenda. Humboldt General Hospital Acting CEO Robyn Dunckhorst appeared before the Commission. Captain Lininger reviewed the request for the Commission. Commissioner Hoss asked for a copy of the agreement as he could not pull up the document. Manager Mendiola responded that he would provide a copy. The following motion was made by Commissioner Tipton and passed unanimously:

*To approve the request for the Adult Detention Facility Medical Authority Agreement pending review and approval by the District Attorney's Office based on the recommendation of the Sheriff's Department and the Hospital.*

Chairman French stated that the Board would return to item 14 as the Assessor has obtained the requested information.

HUMAN RESOURCES: Human Resources Director Abel del Real-Nava appeared before the Commission.

REQUEST FOR APPROVAL OF UPDATES TO THE COMMUNITY & ECONOMIC DEVELOPMENT OFFICER JOB DESCRIPTION: Consideration, discussion, and possible approval of a request to update to the Community & Economic Development Officer job description to better reflect the position's responsibilities and

qualifications. Director del Real-Nava reviewed the request for the Commission. Commissioner Tipton asked if the costs would change. Director del Real-Nava stated that the compensation study had been done recently so there would be no change since there was not a significant change to the job description. The following motion was made by Commissioner Cerri and passed unanimously:

*To approve the updated job description for Community and Economic Development  
Officer job description as presented by staff.*

DISCUSSION AND DIRECTION TO THE COUNTY MANAGER'S OFFICE AND HUMAN RESOURCES DEPARTMENT TO WORK WITH THE DISTRICT ATTORNEY'S OFFICE TO DEVELOP CONFLICT OF INTEREST POLICY FOR FUTURE CONSIDERATION: Consideration, discussion, and possible action to assess the current Code of Ethical Standards section of the county personnel policy as a solution to concerns regarding conflicts of interest between the County Manager and the Assistant County Manager/Human Resources Director and other managers and elected officials and have the Board provide direction to add additional language if they believe additional language should be added to the county personnel policy. Manager Mendiola reviewed the request for the Commission noting that there are processes in place to address this issue which have been used but if the Commission would like to add additional language the would be fine. Commissioner Hoss noted his concern locally, with Humboldt County with having the Assistant Manager and HR together, and the impact on the employees as he does not believe this is fair to the county employees so the positions should be separated and explained. Manager Mendiola noted that even if we have that other position it still reports to him, could still have potential conflict and that he does not see an issue and that there are options in place to address it but he is not opposed to putting additional language in the County policies to clarify but he questions spending the amount it would cost to hire additional personnel. Commissioner Hoss commented on the concern he has for the ability of an employee with a complaint with the County Manager's Office and the problems that could arise from that. Manager Mendiola responded explaining that he believes that it can be handled through the current process and discussed what has been done in the past. Discussion ensued between Commissioner Hoss and Manager Mendiola. Commissioner Hill offered comment that there have been valid points made by both Manager Mendiola and Commissioner Hoss; that the current system is not ideal and that we may have to look at changing it by looking at how other counties handle it, though he does support saving money but maybe it is not the most ideal set up; he agreed that perhaps Commissioner Hoss and Manager Mendiola need to meet outside the public meeting setting for additional discussion. Chairman French commented on what had occurred previously with creating the position of Assistant County Manager/Human Resources Director and stated his belief that it does work but he does agree that, if

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down the road it proves to not be working any longer, it would need to be looked at but he sees a number of levels for employees to use if they have an issue; he asked if the Commission wanted to proceed with this process or just let it lie. Commissioner Hoss stated that we should let it lie, that Manager Mendiola has said his piece, that again, this isn't personal but he doesn't agree that it gives employees a fair shake, but that he doesn't see having to involve a bunch more people in this to come up with anything on it, Manager Mendiola is pretty well set and he's happy with it, so we will go from there. Commissioner Hill disagreed noting the underlying concerns and that this would be a step forward in protecting the Commission from conflict and would provide a clear understanding, if something did come up, as to what steps would be taken; he stated that this is not the end at all but definitely forward progress in protecting this Board, protecting the County Manager and the Assistant County Manager/Human Resources Director once the DA is done. Commissioner Cerri stated he would like to hear from the District Attorney. District Attorney Michael Macdonald appeared before the Commission and offered comment on his view of the situation; he stated that, at this point in time, unless there is a specific gap that needs to be filled, he is comfortable with the situation as it stands. Manager Mendiola explained when the District Attorney is involved in employee issues based on a question from Commissioner Cerri. Commissioner Hill asked about POOL/PACT's involvement. District Attorney Macdonald responded including commenting on the organization in other counties. Commissioner Tipton commented on what had occurred with the creation of the Assistant County Manager when he first came on the Board and his belief that this county is not of a size to need both an Assistant County Manager and a Human Resources Director; that we are in a good situation here, being able to do it as one position and save money so unless something come forward that we truly see the need to move in another direction he would not support a change. Chairman French noted that Commissioner Hoss has voiced the concerns, and he believes that the vehicle to address those has been presented so he questioned how the Board wanted to move forward with this agenda item. Commissioner Hoss stated that with three commissioners, the DA and the County Manager agreeing, there was no value in proceeding. The following motion was made by Commissioner Hoss and passed unanimously:

*To not move forward with this request, for the county manager to not spend any additional time on this matter.*

COUNTY MANAGER'S QUARTERLY PRIORITIES, GOALS AND EXPECTATIONS UPDATE - 2021- 2022 FISCAL YEAR: Consideration, discussion and possible action as established in the employment agreement between Humboldt County and County Manager Dave Mendiola to review the priorities, goals and expectations that were set in late August of 2021 to assess the progress under each category. The

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Commissioners may consider revising these priorities, goals and expectations in advance of the April 4, 2022 Budget Hearings. Manager Mendiola noted that, as part of his contract with the County, it is necessary for him to offer a report every quarter and he proceeded to review how he had addressed the previously established priorities; that he would recommend that this process move away from a quarterly assessment and go to twice a year and explained. Discussion ensued regarding the priorities, goals and expectations as identified and addressed by the Manager. After discussion the following motion was made by Commissioner Cerri and it passed unanimously:

*To accept the comments as written to include a biennial report as opposed to quarterly.*

#### MISCELLANEOUS REPORTS AND CORRESPONDENCE:

- 1) Other information and upcoming meetings: The following meetings were identified by Chairman French: March 22, 2022 Winnemucca City Council Meeting, April 4, 2022 Humboldt County Commission Budget Hearings, April 5, 2022 Humboldt County Commission Budget Hearings (if necessary), April 11, 2022 Regional Airport Board Meeting, April 14, 2022 Regional Planning Commission and April 18, 2022 Humboldt County Regular Commission Meeting.
- 2) Reports from Commissioners regarding other Boards and Committees on which they serve: Commissioner Hill noted that he had been unable to attend the Paradise Valley Conservation District meeting and reported on a Humboldt Development Authority meeting. Commissioner Hoss reported on a Museum Board meeting and an Airport Board meeting. Commissioner Tipton reported on a meeting with the State Water Engineer related to the Humboldt River Basin Water project, a meeting of the Humboldt Basin Water Authority, collective bargaining meetings for the County and indicated that there is a Hospital Board meeting tomorrow, but he does not believe he will be able to attend. Commissioner Cerri offered comment on the Humboldt River Basin Water Authority meeting and reported on a WCVA meeting. Chairman French reported on the Indigent Accident Fund meeting and his intention to attend a public land use policy summit for federal lands management, a NACO Board meeting and a Public Lands/Natural Resources subcommittee meeting.

Manager Mendiola noted that he has been serving as the Human Services Coordinator since the retirement of Niki Linn.

FUTURE AGENDA ITEMS: Manager Mendiola noted the upcoming budget hearings, the District Attorney's restitution report on June 21<sup>st</sup> and the need to discuss the Cooperative Extension and reinvigorating the livestock program.

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

03/21/2022

Page **13** of **14**

ADJOURNMENT: Chairman French adjourned the meeting at 1:39 p.m.

ATTEST:  Clerk APPROVED:  Chairman

(Minutes approved by the Commission and signed by the Chairman on 4-15-24 )

Notice of Public Meeting  
HUMBOLDT COUNTY BOARD OF COMMISSIONERS  
Humboldt County Board of Commissioners Regular Meeting  
**Monday, March 21, 2022**  
**8:30 AM:**

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

**VIRTUAL AND IN PERSON**  
**Commission Meeting Room is Open**  
**(Limited Seating Due to Distancing Requirements)**

**FOR TELECONFERENCE OR VIDEO CONFERENCE ACCESS**

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

**Or by phone: +1 775-446-0241, Conference ID: 243 674 735#**

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

**Agenda - Monday, March 21, 2022**

**STAFF REPORT**

Staff Report

[03-15-2022 CC Mtg STAFF REPORT.pdf](#)

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. PUBLIC COMMENT - General public comment is designated for discussion only. The public has the opportunity to address the Commission on any matter not appearing on this agenda; however, no

action may be taken on a matter raised until the matter itself has been specifically included on the agenda as an item upon which action may be taken.

4. APPROVAL OF MINUTES (FOR POSSIBLE ACTION) - Discussion and action on correction/approval of minutes for discussion and action on correction/approval of minutes for March 27, 2017 (Budget Hearing); April 3, 2017; May 1, 2017 (Joint); May 15, 2017; June 19, 2017; July 10, 2017; August 7, 2017 (Joint); August 21, 2017; December 11, 2017 (Joint); January 16, 2018; January 29, 2018 (Retreat); February 5, 2018; February 20, 2018; March 5, 2018; April 2, 2018 (Budget Hearing); April 9, 2018; August 6, 2018; August 20, 2018; September 17, 2018; October 1, 2018; October 15, 2018; March 18, 2019; March 25, 2019 (Budget Hearings); April 1, 2019; May 6, 2019; May 15, 2019 (Special); May 20, 2019; June 3, 2019; June 17, 2019; June 25, 2019 (Special); August 5, 2019; August 19, 2019; September 3, 2019; September 16, 2019; October 21, 2019; November 4, 2019; November 25, 2019 (Special); December 16, 2019; January 6, 2020; January 21, 2020 (Combined Regular and Retreat); February 3, 2020; March 2, 2020; March 19, 2020; April 6, 2020; April 14, 2020 (Special); April 20, 2020; May 4, 2020; June 15, 2020 (Joint); July 17, 2020 (Special Joint); July 20, 2020; August 17, 2020; August 20, 2020 (Special Meeting); September 8, 2020; September 9, 2020 (Special); September 21, 2020; September 30, 2020 (Special); October 5, 2020 (Special Joint Meeting); October 19, 2020; November 9, 2020; November 13, 2020 (Special Canvass); November 23, 2020; December 14, 2020; January 4, 2021; January 25, 2021 (Special Meeting); February 8, 2021; February 22, 2021 (Special Joint Meeting); February 22, 2021; March 8, 2021; March 22, 2021; March 29, 2021 (Budgets); April 8, 2021 (Special Meeting); June 21, 2021; July 19, 2021; August 9, 2021; August 12, 2021 (Special Meeting); August 23, 2021; September 7, 2021; September 20, 2021; November 8, 2021; and November 22, 2021; December 13, 2021; January 3, 2022; January 24, 2022 (Commission Retreat), and March 7, 2022. Discussion and possible action.

5. APPROVAL OF EXPENDITURES FOR HUMBOLDT COUNTY FOR MARCH 8, 2022 THROUGH MARCH 21, 2022 (FOR POSSIBLE ACTION)

6. CONSENT AGENDA (ANY ITEM APPEARING ON THE CONSENT AGENDA CAN BE PULLED DOWN AND DISCUSSED IN DETAIL) (FOR POSSIBLE ACTION) - Board reappointments:

McDermitt FD

Hank Kershner – Appoint to Seat B with term to expire January 2, 2023  
Ryan Murrah – Appoint to Seat C with term to expire January 2, 2023

Orovada FD – Only 3 seats for Orovada Fire District

Walter Wilson – Appoint to Seat A with term to expire January 2, 2023  
Bryce Brumley – Appoint to Seat C with term to expire January 2, 2023  
Jess Frey – Appoint to Seat B with term to expire January 2, 2023

Orovada GID

Chuck Knox – Appoint to Seat A with term to expire January 2, 2023  
Troy Rodriguez – Appoint to Seat B with term to expire January 2, 2023  
Don Mertens – Appoint to Seat C with term to expire January 2, 2023  
Kyle Negus – Appoint to Seat D with term to expire January 2, 2023  
Seat E Vacant

Orovada Community Services

Seat A Tawnya Root – Appoint to Seat A with term to expire January 2, 2023  
Seat B Clay Smith – Appoint to Seat B with term to expire January 2, 2023  
Seat C Don Brumley – Appoint to Seat C with term to expire January 2, 2023

Seat D Vacant

Seat E Jan Schade – Appoint to Seat E with term to expire January 2, 2023

Humboldt Development Authority Board of Directors

Pat Gray (Real Estate) - Director, President with term set to expire June 30, 2026

Brad Shultz (Agriculture) Director - Vice-President with term set to expire June 30, 2024

Andree Rose (Finance/Banking) - Director with term set to expire June 30, 2024

Maria Anderson (Industrial – mining) – Director with term set to expire June 30, 2026

Harold Gudmundsen (Commercial) – Director with term set to expire June 30, 2026

Kings River GID

Pat Morris – Appoint to Seat A with term to expire January 2, 2023

Diana Lopez - Appoint to Seat B with term to expire January 2, 2023

Danica Lopez – Appoint to Seat D with term to expire January 2, 2023

Martha Lopez – Appoint to Seat C with term to expire January 2, 2023

Seat E - Vacant

Wildlife Advisory Board

Tom Cassinelli – Appointment as Farming/Ranching representative to expire June 30, 2023

Michael Jurad – Appointment as Sportsman representative to expire June 30, 2022

Giovanni Giordano – Appointment as Farming/Ranching representative to expire 06/30/2024

Tony Gildone – Appointment as “swing” position with term to expire 06/30/2024

Larry Allen – Appointment as Sportsman position with term to expire 06/30/2024

6.A. Staff Memo - Board Reappoint Support Documents

[Staff Memo Board Reappointments 2022 final.pdf](#)

[Board and District Reappointments 2022 final.pdf](#)

7. COMPTROLLER: REQUEST TO APPROVE AUDIT DESIGNATION AND CORRECTIVE ACTION PLAN (FOR POSSIBLE ACTION) AND FINANCIAL REPORT (INFORMATIONAL ONLY) -

A) Consideration, discussion and possible approval to designate Drake, Rose & Associates as the auditor for Humboldt County for the 2022 Fiscal Year. Discussion and possible action.

B) Consideration, discussion and possible approval of the Corrective Plan of Action to violations of law or regulation as identified in the Fiscal Year 2022 audit.

C) Humboldt County Comptroller Gina Rackley will provide an overview of current conditions with respect to Humboldt County revenues and expenditures for fiscal year 2022 (July 1, 2021 through June 30, 2022), including an update on the American Rescue Plan Act (ARPA) Funds. Information Only.

7.A. Comptroller

[Staff Report Auditor Designation.pdf](#)

[Staff Report Corrective Plan of Action.pdf](#)

[Corrective Plan of Action on Letterhead.pdf](#)

[Corrective Plan of Action on Letterhead.pdf](#)

8. RESOLUTION: SUPPORT OF NEVADA WILDFIRE AWARENESS CAMPAIGN (FOR POSSIBLE ACTION) - Consideration, discussion, and possible adoption of a Resolution in support of Nevada Wildfire Awareness from May 2022 through October 2022. Discussion and possible action.

8.A. Staff Memo - Resolution

[Staff Memo - Wildfire Awareness.pdf](#)

[Wildfire Awareness Campaign Humboldt 2022.pdf](#)

9. BLM COOPERATIVE FIRE PROTECTION AGREEMENT (FOR POSSIBLE ACTION) - Consideration, discussion and possible approval of a cooperative fire protection agreement between the Bureau of Land Management (BLM) and Humboldt County, which includes Orovida Fire Protection District, McDermitt Fire Protection District, Golconda Fire Protection District, Paradise Valley Fire Protection District, Winnemucca Rural Fire Protection District, and Pueblo Fire Protection District, pending review and approval of the District Attorney's Office. The purpose of the agreement is to provide for wildland fire management, including prevention, detection, management, and suppression. Discussion and possible action.

9.A. Staff Memo - Agreements

[Agenda Request Form BLM Cooperative Fire Protection Agreement - HUMCO.pdf](#)

[2019 BLM Cooperative Fire Protection Agreement.pdf](#)

[2022 Local Cooperator Agreement Humboldt County BLM.pdf](#)

10. NDOT PRESENTATION ON THE I-80 CLOSURE SCHEDULED FOR JUNE 2022 (FOR INFORMATION ONLY) - Representatives from the Nevada Department of Transportation (NDOT) will present to the Commission information regarding the closure of I-80 tentatively scheduled for June 2022. Information only.

10.A. Staff Memo - NDOT Presentation Slides

[Staff Memo - Humboldt County Agenda Item inclusion form 3-10-22.pdf](#)

[Elko I80 Closure for Bridge Demo - Humboldt County.pptx](#)

11. COEUR ROCHESTER PRESENTATION (INFORMATION ONLY) - Representatives from the Coeur Rochester Mine will update the Commissioners on current and future activities. Information only.

11.A. Coeur Memo

[Coeur Presentation Request.pdf](#)

12. 10:00 A.M. SET TO PUBLIC HEARING: ZONE CHANGE REQUESTS SUBMITTED BY THE REGIONAL PLANNING COMMISSION (DISCUSSION AND POSSIBLE ACTION) - Consideration, discussion and possible approval of the following:

A) RH-22-01 Zone change request submitted by Regional Planning Commission on behalf of T Quarter Circles Ranches, Inc to change the C (Commercial), CH (Highway Commercial) and AG-5 (General Agriculture 5-acre minimum lot size) zoning designation to CH (Commercial Highway) and AG-5 General Agriculture 5-acre minimum lot size) zoning designation on property located at 4405 T Quarter Circle Road (APN 13-0031-01). Discussion and possible action.

B) RH-22-02 Zone change request submitted by Regional Planning Commission on behalf of Reed, Inc to change the C (Commercial) zoning designation to GC (General Commercial) zoning designation on property located at 3600 W Winnemucca Blvd/W Winnemucca Blvd (APN 10-0072-05 & 04). Discussion and possible action.

C) RH-22-03 Zone change request submitted by Regional Planning Commission on behalf of Carol L. Aldous to change the C (Commercial) zoning designation to RR-1.25 (Rural Ranchette 1.25 acre minimum lot size) zoning designation on property located south of Debra Lane (APN 13-0043-03). Discussion and possible action.

D) RH-22-04 Zone change request submitted by Regional Planning Commission on behalf of Foxhead, LLC to change the C (Commercial) zoning designation on a portion of this parcel to CH (Highway Commercial) zoning designation on property located north of W Winnemucca Blvd/I-80 (APN 13-0041-02). Discussion and possible action.

E) RH-22-05 Zone change request submitted by Regional Planning Commission on behalf of BW Mechanical to change the C (Commercial) zoning designation on an undetermined portion of this parcel to AG-5 (General Agriculture 5-acre minimum lot size) zoning designation on property located at 4870 W Winnemucca Blvd (APN 13-0055-17). Discussion and possible action.

12.A. Staff Memo - Set to Public Hearing Documents  
[Set to Public Hearing.pdf](#)

13. 10:00 A.M. PUBLIC HEARING: VH-22-01 VARIANCE APPLICATION (FOR POSSIBLE ACTION) - Consideration, discussion and possible approval of a Variance Application submitted by Jeff and Colleen Cox to decrease the required front yard setback from 20' to 5' to allow construction of a detached garage. The property is located at 6330 Nugget Dr; assessor's parcel #13-0402-22. Discussion and possible action.

13.A. Staff Memo - Public Hearing Documents  
[VH-22-01 Staff Report & support docs.pdf](#)

14. ASSESSOR: REQUEST TO PURCHASE A CANON TM-30 PRINTER/PLOTTER/SCANNER (FOR POSSIBLE ACTION) - Consideration, discussion and possible approval to purchase a new Canon TM 300 Printer/Plotter/Scanner in an amount not to exceed \$8,895.00. This purchase is accounted for in the FY 21-22 budget. Discussion and possible action.

14.A. Staff Memo - Printer/Plotter/Scanner Purchase  
[Staff Report - Canon TM300 Plotter.Scanner.pdf](#)

[Revised Canon TM 300 Plotter MFP Z36 Humboldt Assessor.pdf](#)

[Capital Asset - Canon TM-300 Plotter Scanner.pdf](#)

15. PUBLIC WORKS DEPARTMENT: REQUEST TO APPROVE DUST CONTROL BID AWARD (FOR POSSIBLE ACTION) AND GENERAL ROAD PROJECTS (FOR INFORMATION ONLY) - A) Consideration, discussion and possible approval to award bid to Dustbusters to apply Magnesium Chloride to reduce dust on certain county roads in an amount not to exceed \$225,000. Discussion and possible action.

B) A presentation by Humboldt County Public Works Director Don Kalkoske 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.

15.A. Public Works Staff Memo - Magnesium Chloride Dust Control Award  
[Staff Report Dust Control-CC 3-21-2022.pdf](#)

16.COOPERATIVE EXTENSION PRESENTATION (INFORMATION ONLY) - Extension Educator Brad Schultz and Northern Area Extension Director Holly Gatzke will present updates to the Commissioners and to explore how the Cooperative Extension can better serve the county. Information only.

16.A.Cooperative Extension Memo

[Staff Memo - Extension Commission Meeting Request - March 21.pdf](#)

17.LETTER OF SUPPORT FOR ENVIRONMENTAL ASSESSMENT FOR THE MORMON CRICKET AND GRASSHOPPER CONTROL PROGRAM (FOR POSSIBLE ACTION) - Consideration, discussion and possible approval of a letter of support for the Nevada Department of Agriculture's Animal and Plant Health Inspection Service (APHIS) Environmental Assessment for the Nevada Rangeland Grasshopper and Mormon Cricket Suppression Program. Discussion and possible action.

17.A.Staff Memo - EA Mormon Cricket Suppression Funding Support

[Staff Memo - APHIS support letter.pdf](#)

[2022 EA Legal Notice.pdf](#)

[nv-22-01 HumboldtCounty.pdf](#)

18.REQUEST TO APPROVE HANSFORD CONSULTING APPRAISAL PROPOSAL (FOR POSSIBLE ACTION) - Consideration, discussion and possible approval of an appraisal proposal of Gold Country Water system from Hansford Consulting in an amount not to exceed \$12,000.

18.A.Staff Memo - Hansford Consulting Appraisal Proposal

[Staff Agenda - Hansford Consulting Appraisal of Gold Country Water.pdf](#)

[200337 HEC Proposal - Gold Country.pdf](#)

19.SHERIFF: REQUEST TO APPROVE ADULT DETENTION FACILITY MEDICAL AUTHORITY AGREEMENT (FOR POSSIBLE ACTION) - Consideration, discussion and possible approval of an agreement between the Humboldt County Sheriff's Office and the Humboldt County Hospital District to provide qualified medical providers to provide health care services to the Humboldt County Adult Detention Facility, pending review and approval of the District Attorney's Office. Discussion and possible action.

19.A.Staff memo - HGH Agreement

[STAFF REPORT - HGH Contract.pdf](#)

[Detention Facility agreement 2022 version-0122 d3 clean.pdf](#)

20.HUMAN RESOURCES: REQUEST FOR APPROVAL OF UPDATES TO THE COMMUNITY & ECONOMIC DEVELOPMENT OFFICER JOB DESCRIPTION (FOR POSSIBLE ACTION) - Consideration, discussion, and possible approval of a request to update to the Community & Economic Development Officer job description to better reflect the position's responsibilities and qualifications. For possible action.

20.A.Human Resources - Staff Memo and Support documents

[20220311 Staff Report for Letter of Support for Update to Economic Development Officer Job Description.pdf](#)

[DRAFT - Proposed Update to Community & Economic Development Officer Job Description with No Markup.pdf](#)

[DRAFT - Proposed Update to Community & Economic Development Officer Job Description with with Markup.pdf](#)

21. DISCUSSION AND DIRECTION TO THE COUNTY MANAGER'S OFFICE AND HUMAN RESOURCES DEPARTMENT TO WORK WITH THE DISTRICT ATTORNEY'S OFFICE TO DEVELOP CONFLICT OF INTEREST POLICY FOR FUTURE CONSIDERATION. (FOR POSSIBLE ACTION) - Consideration, discussion, and possible action to assess the current Code of Ethical Standards section of the county personnel policy as a solution to concerns regarding conflicts of interest between the County Manager and the Assistant County Manager/Human Resources Director and other managers and elected officials and have the Board provide direction to add additional language if they believe additional language should be added to the county personnel policy. For possible action.

21.A. *Staff Memo - Conflict of Interest Personnel Policy*

[20220315 Staff Report for Conflict of Interest Policy Development.pdf](#)

22. COUNTY MANAGER'S QUARTERLY PRIORITIES, GOALS AND EXPECTATIONS UPDATE - 2021-2022 FISCAL YEAR (FOR POSSIBLE ACTION) - - Consideration, discussion and possible action as established in the employment agreement between Humboldt County and County Manager Dave Mendiola to review the priorities, goals and expectations that were set in late August of 2021 to assess the progress under each category. The Commissioners may consider revising these priorities, goals and expectations in advance of the April 4, 2022 Budget Hearings. Discussion and possible action.

22.A. *Staff Memo - County Manager's Priorities, Goals and Expectations*

[Staff Report - CM Priorities-Goals-Expectations 03-21-2022.pdf](#)

[PRIORITIES-Goals-Expectations-March 2022.pdf](#)

23. MISCELLANEOUS REPORTS AND CORRESPONDENCE - 1) Other information and upcoming meetings

March 22, 2022 Winnemucca City Council Meeting

April 4, 2022 Humboldt County Commission Budget Hearings

April 5, 2022 Humboldt County Commission Budget Hearings (If Necessary)

April 11, 2022 Regional Airport Board Meeting

April 14, 2022 Regional Planning Commission

April 18, 2022 Humboldt County Regular Commission Meeting

2) Reports from Commissioners regarding other Boards and Committees on which they serve, including POOL/PACT Board, National Wild Horse & Burro Advisory Board, Nevada Association of Counties (NACO), Regional Airport Board, Humboldt River Basin Water Authority (HRBWA), Western Interstate Region (WIR), Legislative Interim Land Council, Humboldt Development Authority (HDA), Winnemucca Visitors & Convention Authority (WCVA), Hospital Board, Humboldt Foundation, Northeastern Nevada Regional Development District (NNRDA), Humboldt County Elk Planning Steering Committee, Paradise Conservation District and the State Land Use Planning Advisory Council (SLUPAC).

## 24.FUTURE AGENDA ITEMS

25.PUBLIC COMMENT: - Public Comments: General public comment is designated for discussion only. The public has the opportunity to address the Commission on any matter not appearing on this agenda; however, no action may be taken on a matter raised until the matter itself has been specifically included on the agenda as an item upon which action may be taken.

## 26.ADJOURNMENT

27.NOTICE: - The public is welcome to attend the meeting electronically via Microsoft Teams or by appearing in person at the Humboldt County Courthouse Meeting Room 201 50 West Fifth Street, Winnemucca, Nevada 89445 at the time and date listed on the top of the 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.

**VIRTUAL AND IN PERSON  
Commission Meeting Room is Open  
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Members of the public may make a public comment at the meeting without being physically present by emailing [publiccomment@humboldtcountynv.gov](mailto:publiccomment@humboldtcountynv.gov) prior to 8:00 a.m. on the day of the meeting and messages received will be transcribed for entry into the record and provided to the Board for review. Members of the public may also make a public comment at the meeting without being physically present by accessing the meeting through the internet connection at Microsoft Teams link above.

Staff reports and supporting material posted for the meeting are available on the Humboldt County website at <https://www.hcnv.us/> (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 Administrator's office is the location where the supporting material is available to the public.

**NOTICE:** The County Commission may close the meeting to receive information from legal counsel pursuant to Nevada Revised Statutes 241.015

**CERTIFICATE OF POSTING**

PLACES POSTED: Humboldt Co. Courthouse, 50 W. 5th St.: Rooms 201, 205, & 207 at 8:30 A.M. By: Michelle Cook  
Humboldt County Website: [www.hcnv.us](http://www.hcnv.us) at \_\_\_\_\_ A.M. By: \_\_\_\_\_  
State of Nevada Website: [www.notice.nv.gov](http://www.notice.nv.gov) \_\_\_\_\_ A.M. By: \_\_\_\_\_

MEETING DATE: March 21, 2022 POSTED BY: MICHELLE COOK

DATE POSTED: 3/16/2022

**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 Dave Mendiola, County Administrator, 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;
- (2) fax: (202) 690-7422; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

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

**\*\*STAFF REPORT\*8STAFF REPORT\*\*STAFF REPORT\*\***  
Notice of Public Meeting  
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**Agenda - Monday, March 21, 2022**

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Orovada GID

Chuck Knox – Appoint to Seat A with term to expire January 2, 2023  
Troy Rodriguez – Appoint to Seat B with term to expire January 2, 2023  
Don Mertens – Appoint to Seat C with term to expire January 2, 2023  
Kyle Negus – Appoint to Seat D with term to expire January 2, 2023  
Seat E Vacant

Orovada Community Services

Seat A Tawnya Root – Appoint to Seat A with term to expire January 2, 2023  
Seat B Clay Smith – Appoint to Seat B with term to expire January 2, 2023  
Seat C Don Brumley – Appoint to Seat C with term to expire January 2, 2023  
Seat D Vacant  
Seat E Jan Schade – Appoint to Seat E with term to expire January 2, 2023

Humboldt Development Authority Board of Directors

Pat Gray (Real Estate) - Director, President with term set to expire June 30, 2026  
Brad Shultz (Agriculture) Director - Vice-President with term set to expire June 30, 2024  
Andree Rose (Finance/Banking) - Director with term set to expire June 30, 2024  
Maria Anderson (Industrial – mining) – Director with term set to expire June 30, 2026  
Harold Gudmundsen (Commercial) – Director with term set to expire June 30, 2026

Kings River GID

Pat Morris – Appoint to Seat A with term to expire January 2, 2023  
Diana Lopez - Appoint to Seat B with term to expire January 2, 2023  
Danica Lopez – Appoint to Seat D with term to expire January 2, 2023  
Martha Lopez – Appoint to Seat C with term to expire January 2, 2023

Seat E - Vacant

Wildlife Advisory Board

Tom Cassinelli – Appointment as Farming/Ranching representative to expire June 30, 2023  
Michael Jurad – Appointment as Sportsman representative to expire June 30, 2022  
Giovanni Giordano – Appointment as Farming/Ranching representative to expire 06/30/2024  
Tony Gildone – Appointment as "swing" position with term to expire 06/30/2024  
Larry Allen – Appointment as Sportsman position with term to expire 06/30/2024

\*\*The consent agenda contains all of the current Board members from the various special districts from fire to General Improvement Districts. You will notice that the vast majority of expiration dates are the 1<sup>st</sup> part of January 2023. The reason for this is that all of these appointments have expired and thus, we are attempting to get them all appointed through the current year (2022), and then we will bring these back the first meeting in January 2023 with the proper terms going forward. Those terms will be staggered properly.

6.A. Staff Memo - Board Reappoint Support Documents  
[Staff Memo Board Reappointments 2022 final.pdf](#)

[Board and District Reappointments 2022 final.pdf](#)

7. COMPTROLLER: REQUEST TO APPROVE AUDIT DESIGNATION AND CORRECTIVE ACTION PLAN (FOR POSSIBLE ACTION) AND FINANCIAL REPORT (INFORMATIONAL ONLY) -

- A) Consideration, discussion and possible approval to designate Drake, Rose & Associates as the auditor for Humboldt County for the 2022 Fiscal Year. Discussion and possible action.

DATE: Tuesday, March 1, 2022  
TO: County Commission  
FROM: Gina Rackley, Comptroller  
SUBJECT: Audit Designation  
REQUESTED AGENDA DATE: March 21, 2022

SUMMARY

Designate Drake, Rose & Associates as the auditor for Humboldt County for the 2022 Fiscal Year.

WHY ARE YOU BRINGING THIS BEFORE THE BOARD NOW:

NRS 354.624 states that the auditor or firm must be designated no later than 3 months before the close of the fiscal year for which the audit is to be made. Which would be March 30, 2022.

PREVIOUS ACTION

This action is taken at the second meeting in March each fiscal year.

BACKGROUND

Drake, Rose and Associates has been the auditor for Humboldt County since forming of their business in 2012. Previous to that, Andree Rose has been involved with the County's audit for a number of years while working for Kafoury, Armstrong and Associates. Her knowledge and history with the county is very valuable.

FISCAL IMPACT

There will be a fiscal impact for the cost of the audit performance. That exact dollar amount is not known at this time as it will depend on the scope of work

RECOMMENDATION

Designate Drake, Rose & Associates as the auditor for Humboldt County for FY2022.

LIST SUPPORTING DOCUMENTS IF APPLICABLE:

None

POSSIBLE MOTION

Move to designate Drake, Rose & Associates as the auditor for Humboldt County for Fiscal Year 2022

- B) Consideration, discussion and possible approval of the Corrective Plan of Action to violations of law or regulation as identified in the Fiscal Year 2022 audit.**

DATE: Tuesday March 1, 2022

TO: County Commission

FROM: Gina Rackley, Comptroller

SUBJECT: Corrective Plan of Action

REQUESTED AGENDA DATE: March 21, 2022

SUMMARY

Drake, Rose & Associates identified violations of law or regulation during their FY2021 audit. Response to these violations with a corrective plan of action must be submitted within 30 days of presentation of the annual audit.

WHY ARE YOU BRINGING THIS BEFORE THE BOARD NOW:

Response is due to the Department of Taxation within 30 days of reporting the violations to the Board.

PREVIOUS ACTION

Drake, Rose and Associates reported their findings on February 22, 2022.

BACKGROUND

Violations noted in the Financial Report were as follows:

- Actual expenditures in the 911 Enhancement Fund exceeded appropriations.
- Board of Commissioners did not approve all minutes of their meetings within the latter of 45 days of their meeting or their next meeting.
- Timely remittance of Restitution payments.
- Internal Control procedures to ensure proper grant reporting.

FISCAL IMPACT

None

RECOMMENDATION

Approve corrective plan of action and direct the Comptroller to forward the plan to the Department of Taxation.

LIST SUPPORTING DOCUMENTS IF APPLICABLE:

Letter to Department of Taxation Corrective Plan of Action.

POSSIBLE MOTION

Move to Approve Corrective Plan of Action and direct the Comptroller to forward said Plan to the Department of Taxation

- C) Humboldt County Comptroller Gina Rackley will provide an overview of current conditions with respect to Humboldt County revenues and expenditures for fiscal year 2022 (July 1, 2021 through June 30, 2022), including an update on the American Rescue Plan Act (ARPA) Funds. Information Only.

7.A.Comptroller

[Staff Report Auditor Designation.pdf](#)

[Staff Report Corrective Plan of Action.pdf](#)

[Corrective Plan of Action on Letterhead.pdf](#)

[Corrective Plan of Action on Letterhead.pdf](#)

8.RESOLUTION: SUPPORT OF NEVADA WILDFIRE AWARENESS CAMPAIGN (FOR POSSIBLE ACTION) - Consideration, discussion, and possible adoption of a Resolution in support of Nevada Wildfire Awareness from May 2022 through October 2022. Discussion and possible action.

HUMBOLDT COUNTY RESOLUTION IN SUPPORT OF THE  
NEVADA WILDFIRE AWARENESS CAMPAIGN, FROM MAY – OCTOBER 2022

RESOLUTION NO:

Whereas, wildfire significantly impacts Nevada's environmental, economic and social well-being, and Whereas, residents must prepare to survive wildfire by ensuring proper management of vegetation surrounding the home and appropriate home construction and maintenance to resist ignition; and

Whereas, residents need to work together to prepare their homes and communities to survive wildfire and commit to become fire adapted; and

Whereas, residents can save precious time in an evacuation by preparing a go bag and family evacuation plan ahead of time;

Therefore, the Humboldt County Board of County Commissioners proclaim the period of May – October 2022 as the Nevada Wildfire Awareness Campaign and this year's banner theme is: "Battle Born. Wildfire Ready." As a means for education and a call for residents of Humboldt County to work together to be ready for wildfire.

Passed, Approved and Adopted this 21st day of March, 2022,  
By Humboldt County Board of Commissioners

\_\_\_\_\_  
Jim French, Chairman

ATTEST:

Tami Rae Spero, County Clerk

8.A.Staff Memo - Resolution

[Staff Memo - Wildfire Awareness.pdf](#)

[Wildfire Awareness Campaign\\_Humboldt 2022.pdf](#)

9. BLM COOPERATIVE FIRE PROTECTION AGREEMENT (FOR POSSIBLE ACTION) - Consideration, discussion and possible approval of a cooperative fire protection agreement between the Bureau of Land Management (BLM) and Humboldt County, which includes Orovida Fire Protection District, McDermitt Fire Protection District, Golconda Fire Protection District, Paradise Valley Fire Protection District, Winnemucca Rural Fire Protection District, and Pueblo Fire Protection District, pending review and approval of the District Attorney's Office. The purpose of the agreement is to provide for wildland fire management, including prevention, detection, management, and suppression. Discussion and possible action.

DATE: Tuesday, March 15, 2022  
TO: County Commission  
FROM: Dave Mendiola, County Manager  
SUBJECT: BLM Cooperative Fire Management Agreement  
REQUESTED AGENDA DATE: March 21, 2022

#### SUMMARY

New Cooperative Fire Protection Agreement (CFPA) Between Winnemucca District BLM and Humboldt County – A new 5-yr Agreement is needed due to old agreements expiring. The purpose of this agreement is to provide for wildland fire management (prevention, detection, management, and suppression) and all hazard emergency support for activities requested and authorized by the parties signatory to this agreement. The agreement facilitates the exchange of personnel, equipment, facilities, aircraft, and services/supplies among the parties to the agreement. This includes both mutual aid and reimbursable assistance.

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

The CFPA has been edited and reviewed by BLM Fire Management, Winnemucca District leadership and the Nevada State Office for content and adherence to federal policy and is ready for approval and signature by Humboldt County

#### PREVIOUS ACTION

Previously, there were 7 separate CFPA's within Humboldt County which covered each of the VFD Protection Areas separately. The previous CFPA's and Operating Plans were signed by each department. Those agreements are set to expire in 2022. Due to Humboldt County's participation in the Wildfire Protection Program (WFPP) with the Nevada Division of Forestry (NDF), the County Administrator has been the signatory for any Cost Share Agreements for all departments within the county along with the Federal and State cooperators. Therefore, we have developed a single CFPA for the entire county that will incorporate all of the VFDs within, less Winnemucca City. Separate Operating Plans are being developed per VFD to continue to provide specifics to the operating environment for each VFD. The Operating Plans can then be signed by each VFD Chief and Board along with the BLM and will be tiered to the Humboldt County CFPA.

#### BACKGROUND

CFPAs are the mechanism which allows for Mutual Aid to occur between federal agencies and local agencies. They give agencies with protection responsibilities the ability to work together seamlessly to share training, facilities, resources, frequencies and personnel to manage wildland fire incidents. It also allows the sharing of supplies as appropriate and is a prerequisite for being eligible for the transfer of excess federal equipment such as engines to local VFDs. They also allow the BLM to accept our local cooperators qualifications to participate in wildland fire incidents on public land. CFPAs also provide the framework for sharing costs on fires where other agencies have Jurisdictional responsibility.

#### FISCAL IMPACT

Having a CFPA with the BLM allows for a 24-hr mutual aid period that allows all rolling stock (engines, water tenders, dozers, command) to assist on incidents during initial attack at no cost. Generally speaking, 98% of wildland fires are caught within initial attack.

RECOMMENDATION

Once Humboldt County Officials have reviewed and concurred (or provided edits for further BLM review) with the agreement, it is ready to sign. It would be prudent for the new 5-yr agreement to be implemented prior to mid-April, 2022. There have been no real changes in the agreement language from previous 5-yr agreement. We are looking to continue conducting business regarding Fire Management as we have.

LIST SUPPORTING DOCUMENTS IF APPLICABLE

COOPERATIVE FIRE PROTECTION AGREEMENT Between HUMBOLDT COUNTY, NV  
And The USDI, BUREAU OF LAND MANAGEMENT, WINNEMUCCA DISTRICT

POSSIBLE MOTION

Motion to Approve the agreement

9.A. Staff Memo - Agreements

[Agenda Request Form BLM Cooperative Fire Protection Agreement - HUMCO.pdf](#)

[2019 BLM Cooperative Fire Protection Agreement.pdf](#)

[2022 Local Cooperator Agreement Humboldt County BLM.pdf](#)

10. NDOT PRESENTATION ON THE I-80 CLOSURE SCHEDULED FOR JUNE 2022 (FOR INFORMATION ONLY) - Representatives from the Nevada Department of Transportation (NDOT) will present to the Commission information regarding the closure of I-80 tentatively scheduled for June 2022. Information only.

DATE: March 10, 2022

TO: Humboldt County Board of Commissioners

FROM: Robert Thran, Supervisor III, Associate Engineer - NDOT

THROUGH: Jennifer Adair, Administrative Clerk IV, Public Works

SUBJECT: NDOT Contract 3849 – I 80 Closure

SUMMARY

NDOT would like to discuss and present information pertaining to the I 80 closure that is tentatively scheduled for June 2022.

COUNTY PRIORITY/GOAL SUPPORTED BY THIS ITEM

As part of NDOT's Public Outreach, this is an informative presentation

PREVIOUS ACTION

None

BACKGROUND

As part of NDOT's public outreach, we are requesting to present information on an overnight I-80 closure tentatively scheduled for June 2022. The I-80 closure is necessary for public safety as construction crews demo the bridge over I-80 near Emigrant Pass and clean up debris. The demolition of the bridge is necessary to build a wider bridge to accommodate a truck climbing lane on eastbound I-80 at Emigrant Pass. This request is for informational purposes only and no action is required by the Board. Estimated time to present the information is less than 30 minutes with time available for questions.

FISCAL IMPACT

It is unclear of any fiscal impacts that the I 80 closure will have at this time.

RECOMMENDATION

No recommendations needed.

POSSIBLE MOTION

No motion required as this is an informative presentation.

10.A. Staff Memo - NDOT Presentation Slides

Staff Memo - Humboldt County Agenda Item inclusion form 3-10-22.pdf

Elko I80 Closure for Bridge Demo - Humboldt County.pptx

11. COEUR ROCHESTER PRESENTATION (INFORMATION ONLY) - Representatives from the Coeur Rochester Mine will update the Commissioners on current and future activities. Information only.

DATE: Monday, March 7, 2022

TO: County Commission

FROM: Chantae Lessard, Coeur Rochester Mine

SUBJECT: Update on activities at Coeur Rochester Mine

REQUESTED AGENDA DATE: March 21, 2022

SUMMARY

Coeur Rochester Mine would like to update the commissioners on current and future activities.

WHY ARE YOU BRINGING THIS BEFORE THE BOARD NOW?

As part of our engagement strategy, we want to meet with county commissioners where our employees live, and we have an impact.

PREVIOUS ACTION

NA

BACKGROUND

Chantae Lessard has been in the mining industry for more than 25 years. She joined Coeur Rochester in April 2021. Ms. Lessard is responsible for communication, community, and government relations for Coeur in Nevada.

FISCAL IMPACT

NA

RECOMMENDATION

Coeur Rochester is added to the March 21, 2022 agenda

LIST SUPPORTING DOCUMENTS IF APPLICABLE:

NA

POSSIBLE MOTION

Information Only

11.A. Coeur Memo

Coeur Presentation Request.pdf

12. 10:00 A.M. SET TO PUBLIC HEARING: ZONE CHANGE REQUESTS SUBMITTED BY THE REGIONAL PLANNING COMMISSION (DISCUSSION AND POSSIBLE ACTION) - Consideration, discussion and possible approval of the following:

A) RH-22-01 Zone change request submitted by Regional Planning Commission on behalf of T Quarter Circles Ranches, Inc to change the C (Commercial), CH (Highway Commercial) and AG-5 (General Agriculture 5-acre minimum lot size) zoning designation to CH (Commercial Highway) and AG-5 General Agriculture 5-acre minimum lot size) zoning designation on property located at 4405 T Quarter Circle Road (APN 13-0031-01). Discussion and possible action.

B) RH-22-02 Zone change request submitted by Regional Planning Commission on behalf of Reed, Inc to change the C (Commercial) zoning designation to GC (General Commercial) zoning designation on property located at 3600 W Winnemucca Blvd/W Winnemucca Blvd (APN 10-0072-05 &04). Discussion and possible action.

C) RH-22-03 Zone change request submitted by Regional Planning Commission on behalf of Carol L. Aldous to change the C (Commercial) zoning designation to RR-1.25 (Rural Ranchette 1.25 acre minimum lot size) zoning designation on property located south of Debra Lane (APN 13-0043-03). Discussion and possible action.

D) RH-22-04 Zone change request submitted by Regional Planning Commission on behalf of Foxhead, LLC to change the C (Commercial) zoning designation on a portion of this parcel to CH (Highway Commercial) zoning designation on property located north of W Winnemucca Blvd/I-80 (APN 13-0041-02). Discussion and possible action.

D) RH-22-05 Zone change request submitted by Regional Planning Commission on behalf of BW Mechanical to change the C (Commercial) zoning designation on an undetermined portion of this parcel to AG-5 (General Agriculture 5-acre minimum lot size) zoning designation on property located at 4870 W Winnemucca Blvd (APN 13-0055-17). Discussion and possible action.

\*\*These are all "Set to Public Hearing " Additional information will be provided with the staff report of the Commission Meeting that will be decided by the County Clerk.

12.A. Staff Memo - Set to Public Hearing Documents  
[Set to Public Hearing.pdf](#)

13.10:00 A.M. PUBLIC HEARING:VH-22-01 VARIANCE APPLICATION (FOR POSSIBLE ACTION) - Consideration, discussion and possible approval of a Variance Application submitted by Jeff and Colleen Cox to decrease the required front yard setback from 20' to 5' to allow construction of a detached garage. The property is located at 6330 Nugget Dr; assessor's parcel #13-0402-22. Discussion and possible action.

STAFF REPORT  
VH-22-01

1. SUBJECT: A variance application submitted by Jeff and Colleen Cox to reduce the required front-yard setback from twenty (20) feet to five (5) feet to allow construction of a new detached garage.
2. LOCATION: The site is located at 6330 Nugget Drive; assessor's parcel #13-0402-22.
3. BACKGROUND INFORMATION:  
Parcel Action History PL0100D  
Case# App Date Last Action Date  
MP 03 1GV I HCC A 6/07/2004  
MP AMENDMENT/ MHDR > HDR

VH 22 01 2/25/2022  
REDUCE FRONT 20 > 5 FOR GARAGE

Zoning: RR-13 MH/PD (Rural ranchette 13,000 sf minimum lot size with mobile home and planned development overlays)

Master Plan: HDR (Medium High Density Residential)

Lot Area: .26 acres

Access: Nugget Drive

Response from Referrals:

No comments received from referrals as of March 8, 2022

Applicable Regulations:

The RR-13 zoning district requires a minimum front yard setback of twenty (20) feet; rear yard setback of ten (10) feet; side yard setback of eight (8) feet.

4. ANALYSIS:

A. There are exceptional or extraordinary circumstances or conditions applicable to the property such as size, shape or topography, which does not apply generally to other property in the vicinity with the same district.

The applicant would like to construct a detached garage on the lot within the front setback. The lot is 150' in depth x 76.5' feet in width. Applicant is proposing to construct a 24' x detached garage on the property. There is an existing 1,560 square foot manufactured home, two sheds and a fence on the property. Due to existing improvements this is the only place on the property for the applicants to build a garage.

B. The granting of a variance will not constitute a grant of special privilege inconsistent with the limitations upon other properties in the vicinity with the same zoning.

Allowing the applicant to reduce the front-yard setback from the required twenty (20) foot setback to five (5) feet for construction of a detached garage would not be a grant of special privilege. Variances have been granted to property owners to allow accessory structures within the front yard setbacks due to existing improvements on the property.

C. The granting of the variance will not be materially detrimental to the public health, safety and general welfare or injurious to property and improvements in the area in which the property is located.

This variance will not infringe upon any of the neighboring property owner's uses, rights, or privileges. Applicant will obtain all the necessary building permits for construction of the detached garage. The variance will not affect the appearance or atmosphere of the adjoining properties. Therefore, no health, safety, or welfare issues are raised.

There are residential uses on the surrounding property

D. Such variance is necessary for the preservation and enjoyment of a substantial property right of the applicant, which right is possessed by other owners under like conditions in the same zoning district

Applicant is asking for a variance to reduce the front-yard setback in order to place a new 26' 8" x 48' detached garage on the property. Placing the detached garage on the property in this manner will allow for enclosed parking and storage. The applicant must comply with all building codes. The garage will be designed to be visually pleasing and of sound construction.

5. FINDINGS: After careful consideration, staff finds that this application conforms to the requirements of the Humboldt County Code Variance requirements as outlined in Chapter 17.66.
6. STAFF RECOMMENDATION: Based upon the above stated findings, staff recommends approval of this variance.
7. SUPPORT MATERIAL:
  - A. Application
  - B. Assessor's parcel map
  - C. Site plan

Betty Lawrence/BL  
Senior Planning Technician

13.A. Staff Memo - Public Hearing Documents  
[VH-22-01 Staff Report & support docs.pdf](#)

14. ASSESSOR: REQUEST TO PURCHASE A CANON TM-30 PRINTER/PLOTTER/SCANNER (FOR POSSIBLE ACTION) - Consideration, discussion and possible approval to purchase a new Canon TM 300 Printer/Plotter/Scanner in an amount not to exceed \$8,895.00. This purchase is accounted for in the FY 21-22 budget. Discussion and possible action.

DATE: Friday, March 11, 2022  
TO: County Commission  
FROM: Andy Heiser, Humboldt County Assessor  
SUBJECT: Purchase a Canon TM-300 Printer/Plotter/Scanner  
REQUESTED AGENDA DATE: March 21, 2022

SUMMARY

The Assessor's Office is requesting to purchase a new Canon TM 300 Printer/Plotter/Scanner

WHY ARE YOU BRINGING THIS BEFORE THE BOARD NOW:

We currently have two plotters and one scanner. All of them were purchased in 2010 or earlier and are reaching their end of life.

PREVIOUS ACTION

This was accounted for in FY 21-22 budget.

BACKGROUND

Printing maps is a weekly function of my office and the capability to scan large scale maps is a requirement as well. Our current scanner is not capable of handling my offices functions and is very slow.

FISCAL IMPACT

A new Canon TM-300 discounted price presented to my office is \$8,895.00 which includes freight, delivery, installation (including network, pc driver connection & Operator training). This price also includes Roll Holder, maintenance cartridge, cutter blade, print hear and a 3-year onsite extended warranty including parts & labor.

RECOMMENDATION

Approve the purchase of a new scanner/plotter.

LIST SUPPORTING DOCUMENTS IF APPLICABLE:  
Solution Proposal prepared by Rick's AEC Reprographics

POSSIBLE MOTION

Discussion and possible action to approve the purchase of a new scanner/plotter for the Assessor's Office not to exceed \$8,895.00.

14.A. Staff Memo - Printer/Plotter/Scanner Purchase  
Staff Report - Canon TM300 Plotter.Scanner.pdf

Revised Canon TM 300 Plotter MFP Z36 Humboldt Assessor.pdf

Capital Asset - Canon TM-300 Plotter Scanner.pdf

15. PUBLIC WORKS DEPARTMENT: REQUEST TO APPROVE DUST CONTROL BID AWARD (FOR POSSIBLE ACTION) AND GENERAL ROAD PROJECTS (FOR INFORMATION ONLY) -

- A) Consideration, discussion and possible approval to award bid to Dustbusters to apply Magnesium Chloride to reduce dust on certain county roads in an amount not to exceed \$225,000. Discussion and possible action.

DATE: Tuesday, March 8, 2022  
TO: County Commission  
FROM: Don Kalkoske, Public Works Director  
SUBJECT: Dust Control Bid Award  
REQUESTED AGENDA DATE: 03/21/2022

SUMMARY

Annually, the Public Works Department solicits responses for vendor applied dust control on roughly 90 miles of gravel roads throughout the county.

WHY ARE YOU BRINGING THIS BEFORE THE BOARD NOW.

To get on the contractors schedule early, we put this solicitation out annually, in January/February each year.

PREVIOUS ACTION

Unaware of any previous action the board has taken other than budgetary approval.

BACKGROUND

The Public Works Department advertised and solicited responses per NRS 332.065 which were opened February 24, 2022. The following responses were received:

1. Envirotech Services
  - a. Magnesium Chloride: \$143.97/Ton = \$262,685
  - b. Alternate Product: \$165.00/Ton @ 0.20 gal/sqyd = \$188,770
2. Dustbusters
  - a. Magnesium Chloride: \$119.00/Ton = \$217,125

Previously the Public Works Department utilized the alternative Durablend product from Envirotech. While initially the product performed well, the overall results were not acceptable. During the summer of the application, the Department received many dust complaints and many roads required re-grading within the first couple months after treatment. With a very dry summer,

to keep the roads dust free and stable, the Department would have had to provide water trucks to provide moisture on the treated roads to lengthen the effects of the Durablend treatment. This would have added to the cost of the treatment overall.

#### FISCAL IMPACT

In the approved 2021-2022 Budget, the Public Works Department has allocated \$225,000 for the dust control program.

#### RECOMMENDATION

Pursuant to NRS 332.065(2), although the alternative product (Durablend) cost from Envirotech is the lowest response, past performance shows that this product will require additional work from Department staff to achieve acceptable results throughout the season. To which we recommend the standard Magnesium Chloride application from Dustbusters as results with this product are better and the amount of material put down is greater which requires less additional work from Department staff and is in the best interest of the public. The price of the Magnesium Chloride is within budgetary limits, and Dustbusters was the lowest responsive bidder for Magnesium Chloride. To allow for changes in the field, we are requesting full budgetary allocation for this item.

#### LIST SUPPORTING DOCUMENTS IF APPLICABLE:

POSSIBLE MOTION Should the Board agree with Staff's recommendation, a possible motion would be: "move to approve the award of the 2022 dust control program to Dustbusters Enterprises Inc. for the application of Magnesium Chloride in the amount not to exceed \$225,000.00."

B) A presentation by Humboldt County Public Works Director Don Kalkoske 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.

15.A. Public Works Staff Memo - Magnesium Chloride Dust Control Award  
[Staff Report Dust Control-CC 3-21-2022.pdf](#)

16. COOPERATIVE EXTENSION PRESENTATION (INFORMATION ONLY) - Extension Educator Brad Schultz and Northern Area Extension Director Holly Gatzke will present updates to the Commissioners and to explore how the Cooperative Extension can better serve the county. Information only.

DATE: February 2, 2022

TO: County Commission

FROM: Brad Schultz, Extension Educator, and Holly Gatzke, Director, Northern Area Extension

SUBJECT: Extension Update to explore how Cooperative Extension can help Humboldt County address issues related to community development

REQUESTED AGENDA DATE: March 21, 2022

SUMMARY: The Northern Area Extension Director wishes to meet with the Humboldt County Board of Commissioners to obtain their perspective/understanding about community development issues emerging due to new mining and other industry coming to and adjacent to the county. This perspective will help her evaluate whether Extension has resources available for addressing those issues and concerns.

The Extension educator can provide updates on local programming and budget status.

WHY ARE YOU BRINGING THIS BEFORE THE BOARD NOW: The Northern Area Director has previously told Commissioners it was her goal to meet with them periodically to become better informed on issues, and develop stronger relationships and connections. Covid is waning, or it isn't, but we must move forward.

PREVIOUS ACTION: None

BACKGROUND: Upwards of 1,200 full-time positions may occur in or near Humboldt County in the next 3-5 years. Population expansion, and new industry have a high probability of affecting housing, education, transportation and other basic services. The Area Director needs a better understanding of issues and expertise needed to evaluate if Cooperative Extension has resources available to meet county needs.

FISCAL IMPACT: No proposed action requiring an expenditure of funds is being presented at this meeting. It's a session to listen and answer questions.

STAFF REPORT/RECOMMENDATION: None at this time.

LIST SUPPORTING DOCUMENTS IF APPLICABLE: None today. Others may be provided at least 11 days before the meeting for inclusion in the Commissioner's packet.

MOTION: Depends on the outcome of the conversation.

#### 16.A. Cooperative Extension Memo

[Staff Memo - Extension Commission Meeting Request - March 21.pdf](#)

17. LETTER OF SUPPORT FOR ENVIRONMENTAL ASSESSMENT FOR THE MORMON CRICKET AND GRASSHOPPER CONTROL PROGRAM (FOR POSSIBLE ACTION) - Consideration, discussion and possible approval of a letter of support for the Nevada Department of Agriculture's Animal and Plant Health Inspection Service (APHIS) Environmental Assessment for the Nevada Rangeland Grasshopper and Mormon Cricket Suppression Program. Discussion and possible action.

DATE: Thursday, March 10, 2022

TO: County Commission

FROM: County Manager Dave Mendiola

SUBJECT: USDA-APHIS Defunding for treatment of Mormon Crickets

REQUESTED AGENDA DATE: March 21, 2022

#### SUMMARY

The county received Notice from the US Department of Agriculture's Animal and Plant Health Inspection Service (APHIS), Plant Protection and Quarantine, the availability of the Environmental Assessments (EA) for Federal involvement in the Nevada Rangeland Grasshopper and Mormon Cricket Suppression Program. The proposed program would suppress outbreak populations in coordination with the BLM USFS, USFWS and the Nevada Department of Agriculture. The suppression program would take place from March 1 through September 30, 2022. The letter that is before the Commission at the March 21, 2022 meeting is to support the mitigation of Mormon Crickets and Grasshoppers.

WHY ARE YOU BRINGING THIS BEFORE THE BOARD NOW:

A response is needed to encourage the mitigation of Mormon Cricket and Grasshopper infestations in the county.

PREVIOUS ACTION

Every year over the past 17 the state has been providing aerial treatment of the Mormon Crickets. In some years, due to delays in completing the annual Environmental Assessment and it was too late to treatments. In general, these treatments have been timely and very effective.

BACKGROUND

The county has been battling cricket infestations for many years. however, large, invasive infestations have not been common. Over the least three years, the county has seen a large infestation that gets worse every year.

FISCAL IMPACT

If Mormon Crickets go untreated the impacts can be devastating to both the agriculture industry as well as health and public safety. Large infestations can ruin entire alfalfa crops as alfalfa mixed with crickets cannot be sold in most markets.

RECOMMENDATION

We are suggesting the approval of the attached letter to be sent in accordance guidelines for submitting comments. Comments must be submitted no later than by April 3, 2022.

LIST SUPPORTING DOCUMENTS IF APPLICABLE:

EA Legal Notification

Draft EA Rangeland Grasshopper and Mormon Cricket Suppression Program document

POSSIBLE MOTION

Move to approve the letter of support for the treatment of Mormon Crickets and Grasshoppers in Humboldt County through the APHIS program

17.A. Staff Memo - EA Mormon Cricket Suppression Funding Support

[Staff Memo - APHIS support letter.pdf](#)

[2022 EA Legal Notice.pdf](#)

[nv-22-01\\_HumboldtCounty.pdf](#)

18. REQUEST TO APPROVE HANSFORD CONSULTING APPRAISAL PROPOSAL (FOR POSSIBLE ACTION) - Consideration, discussion and possible approval of an appraisal proposal of Gold Country Water system from Hansford Consulting in an amount not to exceed \$12,000.

DATE: Monday, March 14, 2022

TO: County Commission

FROM: Dave Mendiola, County Manager

SUBJECT: Appraisal of Gold Country Water System

REQUESTED AGENDA DATE: March 21, 2022

SUMMARY

As part of the Preliminary Engineering Report being completed by Farr West Engineering for the Grass Valley Nitrate Mitigation Project, Farr West is recommending that the county acquire the Gold Country Water system. This is necessary to consolidate the two water systems for the purpose of blending well water from the various sources to reduce the levels of nitrates in both systems to allow time for the construction of the waste water treatment facility and to hook up the 500+ residences and several businesses that are currently using individual septic systems, which is the primary contributor to the nitrate issue in the area.

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

There are two reasons to approach the Board at this time: 1) this is a process that will take several months to accomplish, thus we want to begin the process as soon as possible; and 2) funding for this appraisal and the consolidation are available through the State Revolving Fund (Drinking Water and Clean

Water) as Humboldt County and Gold Country (through at separate grant applications) are both looking to SRF for assistance.

**PREVIOUS ACTION**

Humboldt County acquired the Star City Water system due to the fact that the Board had dwindled in participation and the system operators were asking to be replaced as they wanted to retire. Thus, the county did acquire the system and received the funding to do so from the State Revolving Fund to make that a reality.

**BACKGROUND**

Humboldt County completed a Source Water Protection Plan in 2016 with the desire to alert the public as to the concerns of water quality throughout our county. Grass Valley has been a concern for over 20-years. The Humboldt County Commission has approved a plan to build a waste water treatment facility that includes the connectivity of all residences in the Phase I plan to connect all residences and businesses in the area.

**FISCAL IMPACT**

The cost of the appraisal will not exceed \$12,000 based on the proposal from Hansford Consulting. This is the same company that completed the Star City Water System appraisal in 2018. We have not attempted to call other appraisers as this is a very special appraisal and in 2018 we made a concerted effort to find at least one additional appraiser with no success. Hansford is highly regarded.

**RECOMMENDATION**

Approve the request from the County Manager to accept the proposal from Hansford Consulting to appraise the Gold Country Water System.

**LIST SUPPORTING DOCUMENTS IF APPLICABLE:**

Hansford Consulting Proposal  
Staff Report for Appraisal Request

**POSSIBLE MOTION**

Motion to approve the request to hire Hansford Consulting to complete an appraisal of the Gold Country Water System as part of the requirements of NRS to seek an appraisal of the water system prior to considering an acquisition of said system in an amount not to exceed \$12,000

**18.A. Staff Memo - Hansford Consulting Appraisal Proposal**

[Staff Agenda - Hansford Consulting Appraisal of Gold Country Water.pdf](#)

[200337 HEC Proposal - Gold Country.pdf](#)

- 19. SHERIFF: REQUEST TO APPROVE ADULT DETENTION FACILITY MEDICAL AUTHORITY AGREEMENT (FOR POSSIBLE ACTION)** - Consideration, discussion and possible approval of an agreement between the Humboldt County Sheriff's Office and the Humboldt County Hospital District to provide qualified medical providers to provide health care services to the Humboldt County Adult Detention Facility, pending review and approval of the District Attorney's Office. Discussion and possible action.

DATE: Monday March 14, 2022  
TO: County Commission  
FROM: Mike Allen, Sheriff  
SUBJECT: Adult Detention Facility Agreement with Humboldt General Hospital  
REQUESTED AGENDA DATE: March 21, 2022

**SUMMARY**

In December of 2021, HGH pulled the medical service contract and MOU of oversight for the nurse working at the Humboldt County Detention Center for concern of liability insurance coverage. A new contract with HGH has been completed, which includes medical services and oversight of the facility Nurse.

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

The new contract has been drafted by HGH to provide medical services and oversight of facility Nurse.

**PREVIOUS ACTION**

Previous contract was approved by commission.

**BACKGROUND**

In December of 2021, HGH pulled the medical service contract and MOU of oversight for the nurse working at the Humboldt County Detention Center for concern of liability insurance coverage. HGH has completed a new contract for medical service which provides oversight of the Nurse.

**FISCAL IMPACT**

\$80.00 per inmate per visit by HGH medical professional

**RECOMMENDATION**

Approve contract with HGH for medical services and oversight of Nurse at the Humboldt County Detention Center.

**LIST SUPPORTING DOCUMENTS IF APPLICABLE:**

Attached Contract

**POSSIBLE MOTION**

Approve Contract with HGH for medical services and oversight of Nurse at the Humboldt County Detention Center

19.A. Staff memo - HGH Agreement

[STAFF REPORT - HGH Contract.pdf](#)

[Detention Facility agreement 2022 version-0122 d3 clean.pdf](#)

**20. HUMAN RESOURCES: REQUEST FOR APPROVAL OF UPDATES TO THE COMMUNITY & ECONOMIC DEVELOPMENT OFFICER JOB DESCRIPTION (FOR POSSIBLE ACTION) -**  
Consideration, discussion, and possible approval of a request to update to the Community & Economic Development Officer job description to better reflect the position's responsibilities and qualifications. For possible action.

Date: March 11, 2022

To: Humboldt County Board of Commissioners

From: Abel del Real-Nava, Assistant County Manager/Human Resources Director

Subject: Staff Report for Update to Community & Economic Development Officer Position Job Description

#### Summary

The County Manager's Office respectfully requests approval of updates to the Community & Economic Development Officer position to reflect the position requirements and qualifications more accurately  
Why this is being brought before the Board now:

Jan Morrison, incumbent Community & Economic Development Officer, has announced her retirement effective June 30, 2022, and the opportunity to review the job description was taken to prepare for any future recruitment.

#### Previous Action

At a regular meeting of the Board of Commissioners on November 9, 2020, the Board approved Human Resources' proposed job description and salary range for the Community & Economic Development Officer position.

#### Background

Jan Morrison reviewed the job description and provided initial feedback on February 10, 2022. On February 25, 2022, the job description was forwarded to Alicia Heiser, City Manager for the City of Winnemucca, and Dave Mendiola, County Manager for final review of the job description.

#### Fiscal Impact

Approval of the recommended changes to the Community & Economic Development Officer job description will have no fiscal impact on Humboldt County.

#### Recommendation

Staff recommends approval of the updated job description for the Community & Economic Development Officer position.

#### List of Supporting Documents (If Applicable)

- Proposed Community & Economic Development Officer Job Description with Markup, and
- Proposed Community & Economic Development Officer Job Description with No Markup.

#### Possible Motion

I move to approve the updated job description for the Community & Economic Development Officer Job Description as presented by staff.

#### 20.A.Human Resources - Staff Memo and Support documents

[20220311 Staff Report for Letter of Support for Update to Economic Development Officer Job Description.pdf](#)

[DRAFT - Proposed Update to Community & Economic Development Officer Job Description with No Markup.pdf](#)

[DRAFT - Proposed Update to Community & Economic Development Officer Job Description with with Markup.pdf](#)

21.DISCUSSION AND DIRECTION TO THE COUNTY MANAGER'S OFFICE AND HUMAN RESOURCES DEPARTMENT TO WORK WITH THE DISTRICT ATTORNEY'S OFFICE TO DEVELOP CONFLICT OF INTEREST POLICY FOR FUTURE CONSIDERATION. (FOR POSSIBLE ACTION) - Consideration, discussion, and possible action to assess the current Code of Ethical Standards section of the county personnel policy as a solution to concerns regarding conflicts of interest between the County Manager and the Assistant County Manager/Human Resources Director and other managers and elected officials and have the Board provide direction

to add additional language if they believe additional language should be added to the county personnel policy. For possible action.

Date: March 11, 2022

To: Humboldt County Board of Commissioners

From: Abel del Real-Nava, Assistant County Manager/Human Resources Director

Subject: Staff Report for Conflict-of-Interest Policy Development

#### Summary

The County Manager's Office, Human Resources Department, and District Attorney's Office respectfully requests the Board's direction with respect to the development of a conflict-of-interest policy.

Why this is being brought before the Board now:

Questions related to conflicts of interest have been raised by a Board member. Since conflicts of interest are not limited to one individual, but in fact have the potential to present themselves at all levels of government this topic is addressed in:

- NRS Chapter 281A – Ethics in Government, specifically 281A.420 and 281A.430
- Nevada Commission on Ethics' 2014 Ethics in Government Manual for Nevada Public Officers and Public Employees, NRS 281A, and
- Mentioned in Humboldt County Personnel Policies Manual Section 2.11 Code of Ethical Standards.

#### Previous Action

N/A

#### Background

To address questions regarding conflicts of interest, the County Manager's Office, Human Resources Department, and District Attorney's Office are seeking direction from the Board to better address conflicts of interest that would apply to all Humboldt County staff, as the potential for conflicts of interest may arise in any government position.

#### Fiscal Impact

Approval of this item has no fiscal impact that is foreseeable.

#### Recommendation

If the Board's desire is to update policy to expand on the topic of conflicts of interest, staff recommends direction be provided to the County Manager's Office and Human Resources Department to work with the District Attorney's Office in developing conflict of interest policy to be brought back to the Board for consideration.

#### List of Supporting Documents (If Applicable)

N/A

#### Possible Motion

I move to direct the County Manager's Office and Human Resources Department to work with the District Attorney's Office in developing conflict of interest policy to be brought back to the Board at a future meeting for consideration.

#### 21.A. Staff Memo - Conflict of Interest Personnel Policy

[20220311 Staff Report for Conflict of Interest Policy Development.pdf](#)

22. COUNTY MANAGER'S QUARTERLY PRIORITIES, GOALS AND EXPECTATIONS UPDATE - 2021-2022 FISCAL YEAR (FOR POSSIBLE ACTION) - - Consideration, discussion and possible action

as established in the employment agreement between Humboldt County and County Manager Dave Mendiola to review the priorities, goals and expectations that were set in late August of 2021 to assess the progress under each category. The Commissioners may consider revising these priorities, goals and expectations in advance of the April 4, 2022 Budget Hearings. Discussion and possible action.

DATE: Tuesday, March 15, 2022  
TO: County Commission  
FROM: Dave Mendiola, County Manager  
SUBJECT: Priorities, Goals and Expectations Quarterly Update  
REQUESTED AGENDA DATE: March 21, 2022

#### SUMMARY

Per the terms of the Employee Agreement with Dave Mendiola, County Manager, the Board of Commissioners are required to provide feedback and direction to the County Manager and review those priorities, goals and expectations on a quarterly basis to assess the progress being made and to change those guidelines should conditions on the ground change.

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

The Board established these priorities, goals and expectations during their September 2021 meeting for the fiscal year 2022.

#### PREVIOUS ACTION

Baselines were established at the September meeting of the County Commissioners.

#### BACKGROUND

See Previous Action

#### FISCAL IMPACT

These assessments could impact the county fiscally should they use the assessment to approve a merit increase to the county manager for fiscal year 2021-2022 performance.

#### RECOMMENDATION

No recommendation other than to ask that the Commissioners be as detailed as possible if providing criticism or praise for work done as this assists the county manager to know exactly what has been perceived as valuable and that which has not been useful or productive.

#### LIST SUPPORTING DOCUMENTS IF APPLICABLE:

Priorities, Goals and Expectations Document

#### POSSIBLE MOTION

Motion to approve the county manager's current direction and efforts to meet the priorities, goals and expectations for Quarter 3 of FY2022 or to Motion to re-direct

22.A. Staff Memo - County Manager's Priorities, Goals and Expectations  
[Staff Report - CM Priorities-Goals-Expectations 03-21-2022.pdf](#)

[PRIORITIES-Goals-Expectations-March 2022.pdf](#)

23. MISCELLANEOUS REPORTS AND CORRESPONDENCE - 1) Other information and upcoming meetings

March 22, 2022 Winnemucca City Council Meeting

April 4, 2022 Humboldt County Commission Budget Hearings  
April 5, 2022 Humboldt County Commission Budget Hearings (If Necessary)  
April 11, 2022 Regional Airport Board Meeting  
April 14, 2022 Regional Planning Commission  
April 18, 2022 Humboldt County Regular Commission Meeting

2)Reports from Commissioners regarding other Boards and Committees on which they serve, including POOL/PACT Board, National Wild Horse & Burro Advisory Board, Nevada Association of Counties (NACO), Regional Airport Board, Humboldt River Basin Water Authority (HRBWA), Western Interstate Region (WIR), Legislative Interim Land Council, Humboldt Development Authority (HDA), Winnemucca Visitors & Convention Authority (WCVA), Hospital Board, Humboldt Foundation, Northeastern Nevada Regional Development District (NNRDA), Humboldt County Elk Planning Steering Committee, Paradise Conservation District and the State Land Use Planning Advisory Council (SLUPAC).

#### 24.FUTURE AGENDA ITEMS

25.PUBLIC COMMENT: - Public Comments: General public comment is designated for discussion only. The public has the opportunity to address the Commission on any matter not appearing on this agenda; however, no action may be taken on a matter raised until the matter itself has been specifically included on the agenda as an item upon which action may be taken.

#### 26.ADJOURNMENT

27.NOTICE: - The public is welcome to attend the meeting electronically via Microsoft Teams or by appearing in person at the Humboldt County Courthouse Meeting Room 201 50 West Fifth Street, Winnemucca, Nevada 89445 at the time and date listed on the top of the 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.

#### VIRTUAL AND IN PERSON

Commission Meeting Room is Open  
(Limited Seating Due to Distancing Requirements)

#### FOR TELECONFERENCE OR VIDEO CONFERENCE ACCESS

Click here to join the meeting:  
[JOIN](#)

Or by phone: +1 775-446-0241, Conference ID:

Members of the public may make a public comment at the meeting without being physically present by emailing [publiccomment@humboldtcountynv.gov](mailto:publiccomment@humboldtcountynv.gov) prior to 8:00 a.m. on the day of the meeting and messages received will be transcribed for entry into the record and provided to the Board for review. Members of the public may also make a public comment at the meeting without

being physically present by accessing the meeting through the internet connection at Microsoft Teams link above.

Staff reports and supporting material posted for the meeting are available on the Humboldt County website at <https://www.hcnv.us/> (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 Administrator's office is the location where the supporting material is available to the public.

**NOTICE: The County Commission may close the meeting to receive information from legal counsel pursuant to Nevada Revised Statutes 241.015**

**CERTIFICATE OF POSTING**

PLACES POSTED: Humboldt Co. Courthouse, 50 W. 5th St.: Rooms 201, 205, & 207 at \_\_\_\_\_ A.M. By: \_\_\_\_\_  
Humboldt County Library: 85 E. 5th St. at \_\_\_\_\_ A.M. By: \_\_\_\_\_  
County Annex: 4th & Bridge St. at \_\_\_\_\_ A.M. By: \_\_\_\_\_  
Winnemucca City Hall: 4th & Melarkey St. at \_\_\_\_\_ A.M. By: \_\_\_\_\_  
Humboldt County Website: [www.hcnv.us](http://www.hcnv.us) at \_\_\_\_\_ A.M. By: \_\_\_\_\_  
State of Nevada Website: [www.notice.nv.gov](http://www.notice.nv.gov) \_\_\_\_\_ A.M. By: \_\_\_\_\_

MEETING DATE: March 21, 2022 POSTED BY: \_\_\_\_\_

DATE POSTED: \_\_\_\_\_

**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 Dave Mendiola, County Administrator, at 50 W. Fifth Street, Winnemucca, Nevada 89445, (775) 623-6300

**NOTICE TO PERSONS WITH DISABILITIES** - Reasonable efforts will be made to assist and accommodate physically disabled persons desiring to attend the meeting. Please call the Humboldt County Administrator's Office at 623-6300 in advance so that arrangements may be conveniently made.

**EQUAL OPPORTUNITY NOTICE** - Humboldt County is an Equal Opportunity Employer and will not discriminate against employees or applicants for employment or services in an unlawful manner.

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

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

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

- (1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7422; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

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Jim French, Chair  
Ken Tipton, Vice Chair  
Ron Cerri, Commissioner  
Tom Hoss, Commissioner  
Jesse Hill, Commissioner

## Humboldt County, Nevada Board of Commissioners



Humboldt County Courthouse  
50 West Fifth Street Room 205  
Winnemucca, Nevada 89445

March 21, 2022

State of Nevada – Department of Taxation  
Keri Gransbery, Budget Analyst  
Local Government Finance  
1550 E. College Parkway, Suite 115  
Carson City, NV 89706-7921

Subject: Corrective Action Plan for Audit Violations

During the presentation of the Fiscal Year 2021 audited Financial Statements for Humboldt County by our auditors Drake, Rose & Associates, it was identified that there was one audit violation noted on page 38 and 159 of the financial statements which need to be addressed.

Per NRS 354.6245, within 60 days after delivery of the annual audit to the local government, the governing body shall advise the Department of Taxation what action has been taken to prevent recurrence of violation of law or regulation and to correct each continuing violation.

The plan for corrective action is as follows:

### **Expenditures Exceeded Appropriations**

Finding Summary: Actual expenditures in the public safety function of the 911 Enhancement Fund exceeded appropriations by \$35,651, an apparent violation of NRS 354.626.

Corrective Plan of Action: This was a result of a project that was started in December of 2019 and not completed and invoiced until June 2021. The Comptroller will maintain communication with staff to ensure that any outstanding project costs are reported to avoid over expenditure in the future.

### **Approval of Board Minutes**

Finding Summary: The Board of Commissioners of Humboldt County did not approve all minutes of their meetings within the latter of 45 days of the meeting or their next meeting, an apparent violation of NRS 241.035.

Corrective Plan of Action: The County Clerk will prepare current meeting minutes to conform with the 45-day requirement prior to working on outstanding minutes which are not complete. The County has consulted with a transcription service who is familiar with Humboldt County and its practices to prepare transcripts of back-logged meeting minutes which will result in less of a

need to review and amend prepared transcripts which is currently occurring with the use of out-of-state transcription services. The County has also obtained the assistance of a prior employee who is familiar with both the Commission and the minute process to work on outstanding items.

### **Timely Remittance of Restitution Payments**

**Finding Summary:** The control system at the District Attorney's office is not sufficient to ensure timely and accurate remittance of court-ordered restitution payments. Restitution payments received by the County are not being remitted to victims in a timely manner.

**Corrective Plan of Action:** The response of the Humboldt County District Attorney's Office to the financial statement finding was that the Office was actively researching case files related to each defendant in order to verify restitution balances as well as locate current addresses for victims. As the information is verified and current victim addresses are confirmed, disbursements to victims will continue to be made. Below is a summary of the process followed to verify the correct distribution of funds from the restitution account, the progress made to date, and the plan to distribute the remaining funds.

First, it is worth noting that sometime around the spring of 2021, the Nevada Parole and Probation took back the responsibility of collecting and distributing restitution for victims in new and future cases involving a felony and gross misdemeanor. In the fall of 2021, Union Township Justice Court began providing information directly to the Humboldt County Treasurer's Office so that the Treasurer's Office will collect and distribute restitution for victims in new and future misdemeanor cases. Therefore, the District Attorney's Office is not responsible for the receipt or distribution of restitution in currently ongoing and future criminal matters. The District Attorney's Office has been and is continuing to distribute the funds which were in the restitution account or which were received on previously existing cases.

Several steps are taken to verify the accuracy of the distribution of funds prior to submission of a voucher for the creation of a check. Receipts issued for funds received by the Treasurer's Office are compared with the printout of total receipts prepared by the Treasurer's Office. The records of the District Attorney's Office, including individual criminal case files, are reviewed to verify that the funds are for restitution in a criminal case, to determine if a defendant is ordered to pay restitution in more than one case, to determine the balance owed for restitution, and to verify the name(s) and most current address(es) of the victim(s) in a case. Once there is confirmation that funds are to be made to a victim for restitution, a voucher is prepared and submitted for distribution of the funds to the last known address of the victim(s).

In the event a receipt is not located for an item listed in the printout of total receipts, a review of the District Attorney's records is completed for

information concerning any restitution order against the payor as a defendant and a request for a copy of the receipt is made of the Treasurer's Office.

In the event the records of the District Attorney do not have information concerning an order for restitution, research is conducted at the Humboldt County Clerk's Office and the Union Township Justice Court of all criminal cases involving the payor of funds as a defendant. A determination is made as to whether the funds are for restitution and not for fines and fees. If the funds are for fines and fees, a determination must be made whether the defendant has an outstanding balance for fines and fees. Funds will be distributed to the appropriate fines and fees account or be returned to the defendant if fines and fees have already been paid.

In the event the records of the District Attorney's Office indicate that two or more defendants were jointly and severally ordered to pay restitution to the victim(s), a determination must be made as to whether there is an outstanding balance owed to the victim(s). If a balance exists, the funds are distributed to the victim(s). If no balance is owed to the victim(s) for restitution, a determination must be made as to which defendant is entitled to the extra funds paid for purposes of restitution.

Since the auditor made the financial statement finding, the District Attorney's Office has prepared and submitted vouchers for the distribution of funds in the restitution account in the total amount of \$44,139.69. The District Attorney's office will continue to perform the research and take the steps summarized above for the remaining funds in the restitution account. The District Attorney's Office plans to have remaining funds distributed within 90 days.

It has been moved to adopt the plan of corrective action as cited above and direct the Comptroller to forward this plan to the State of Nevada Department of Taxation.

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Commission Chairman, Jim French  
Humboldt County Board of Commissioners