



**Humboldt County Board of Commissioners**  
**August 5, 2024 at 8:30 a.m.**  
**Meeting Minutes**

Those present were Chairman Jesse Hill, Commissioners Tom Hoss, Ron Cerri, Ken Tipton and Mark Evatz, Legal Counsel Gabrielle Carr (via Teams), County Manager Don Kalkoske and Clerk of the Board Tami Rae Spero.

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

PLEDGE OF ALLEGIANCE: All present recited the Pledge of Allegiance.

PUBLIC COMMENT: Chairman Hill asked for public comments; none offered.

APPROVAL OF MINUTES: Discussion and action on correction/approval of minutes for discussion and action on correction/approval of minutes for January 4, 2021, January 25, 2021 (Retreat), February 8, 2021 and July 15, 2024. Chairman Hill asked for corrections for the minutes presented; none offered. Commissioner Evatz stated that some of the minutes for consideration were from before he joined the Commission so he would only be approving those as to form. The following motion was made by Commissioner Tipton and passed unanimously:

*To approve the minutes as listed on our agenda which are January 4, 2021, the retreat of January 25, 2021, February 8, 2021 and July 15, 2024 as presented.*

APPROVAL OF EXPENDITURES FOR HUMBOLDT COUNTY FOR JULY 15, 2024 THROUGH AUGUST 5, 2024: The following motion was made by Commissioner Tipton and passed unanimously:

*To approve the expenditures for Humboldt County for July 15, 2024 through August 5, 2024.*

CONSENT AGENDA: Any item appearing on the Consent Agenda can be pulled down and discussed in detail. Presented under the consent agenda and included on the online agenda for review were four roll change requests including – APN 16-0512-20/Pavel; APN 10-0511-16/Shelley & Standaert; 16-0669-24/Frontier Village Homeowners Association; and 07-0407-01/Taylor. Treasurer, Rhona Lecumberry appeared before the Commission and reviewed the request. The following motion was made by Commissioner Tipton and passed unanimously:

*To approve the consent agenda as presented and as read into the record by Treasurer Rhona Lecumberry.*

SIXTH JUDICIAL DISTRICT COURT:

REQUEST TO APPROVE TRIAL COURT IMPROVEMENT ARPA SUBGRANT FUNDS: Consideration, discussion and possible approval of grant funding from the Trial Court Improvement ARPA subgrant to purchase safety equipment, for courthouse security, in the amount of \$69,635.66. Included on the online agenda for review were a Staff Report detailing the request and a copy of the Award of Subaward from the

Supreme Court of Nevada, Administrative Office of the Courts. After discussion the following motion was made by Commissioner Evatz and passed unanimously:

*To approve the ARPA sub grant funding of a purchase of metal detector and X-ray to enhance courthouse security in the amount of \$69,635.66.*

CLERK'S OFFICE: Deputy County Clerk Jessica Koepke appeared before the Commission (via Teams).

REQUEST USE OF THE COUNTY MEETING ROOM FOR THE 2024 GENERAL ELECTION AND TO CALL A SPECIAL MEETING TO CANVASS AND CERTIFY ELECTION RESULTS: Consideration, discussion and possible action to approve the Clerk's Office use of the County Meeting Room for the 2024 Primary Election activities for the period of October 14, 2024, through November 14, 2024, and for the Humboldt County Board of Commissioners to call a special meeting for Friday, November 15, 2024, for canvass and certification of the election. The following motion was made by Commissioner Evatz:

*To approve the request for use of the county meeting room for the 2024 General Election and to call a special meeting to canvass and certify election results at the dates submitted in the agenda and read by the Chairman.*

Legal counsel Carr noted that the language on the agenda referred to the Primary Election. Deputy County Clerk Koepke confirmed that this would be for the General Election. Chairman Hill noted that the heading on the agenda references the General Election, the Primary is only indicated in the content and since the Primary has already occurred, the Commission would proceed with what was read into the record. Chairman Hill called Commissioner Evatz's motion to a vote and it passed unanimously.

COMPTROLLER:

FINANCIAL REPORT: Humboldt County Comptroller's Office will provide an overview of current conditions with respect to Humboldt County revenues and expenditures for fiscal year 2025 (July 1, 2024 through June 30, 2025), including an update on the American Rescue Plan Act (ARPA) and other funding available to the County. Treasurer Rhona Lecumberry appeared before the Commission as the position of Comptroller is currently vacant and reported on the May CTX revenues and the current standing for revenues and expenditures for the 23/24 fiscal year.

EMERGENCY MANAGER: Emergency Manager Carol Lynn appeared before the Commission.

REQUEST TO APPROVE EMERGENCY MOBILE APP ALERT SYSTEM AGREEMENT: Consideration, discussion and possible approval to enter into a three-year agreement with OCV LLC to provide a new Humboldt County Mobile App in an amount not to exceed \$31,226.80. This will replace the current app that has been used for emergency purposes only. Funding of the new app will be through an EMPG grant. Included on the online agenda was a copy of a Staff Report detailing the request. Manager Lynn reviewed the

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request for the Commission. After discussion the following motion was made by Commissioner Tipton and passed unanimously:

*To approve the three-year agreement with OCV LLC to provide a new Humboldt County Mobile App in an amount not to exceed \$31,226.80 with funding for the new app will be through an EMPG grant.*

Discussion ensued regarding the power outage which occurred over the weekend.

Legal counsel Carr noted that item 7, the District Court subaward request, had actually been requested for the August 19<sup>th</sup> meeting by court staff which is why District Judge Montero was not in attendance.

ASSESSOR: Assessor Andy Heiser appeared before the Commission.

REQUEST TO APPROVE COMPENSATION STUDY CHANGES AND TO RE-CLASSIFY THE CHIEF DEPUTY POSITION: Consideration, discussion and possible approval of a compensation study done by the Assessor and to classify the Chief Deputy Assessor position to HCME 120. Assessor Heiser reviewed the request for the Commission. Chairman Hill agreed that this item had been before the Commission previously but did not allow for action. Commissioner Cerri asked about the salary range. Assessor Heiser responded. The following motion was made by Commissioner Evatz and passed unanimously:

*To approve the Assessor's Office request to approve the compensation study changes and to reclassify the Chief Deputy position as noted and presented by the Assessor.*

Chairman Hill stated that item 12 would be skipped at this point as it is time specific and the Commission would proceed to item 13 on the agenda.

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

10:00 A.M. PUBLIC HEARING: Chairman Hill called the public hearing to order at 10:04 a.m.

AN ORDINANCE AMENDING HUMBOLDT COUNTY CODE: Consideration, discussion and possible approval for an ordinance amending Humboldt County Code Chapter 17.04 "Humboldt County Regional Master Plan" formerly adopted as 6-1-78a and changing the zoning classification for a certain portion of Humboldt County by re-zoning property from GC zoning designation to AG-5 designation on property located off Market Street, APN 13-0222-02. Included on the online agenda for review were copies of the Notice of Public Hearing, the proposed Ordinance, the Planning Department Staff Report noting the Regional Planning Commission's recommendation for approval and the Application for Approval with map attached. Chairman Hill read the title of the item set to public hearing. Discussion ensued regarding the public comment portion of this item. Mrs. Lawrence reviewed the request for the Commission. Commissioner Cerri asked if the RPC had approved this and if there were any public comments. Mrs. Lawrence responded. Statutory notice requirements were confirmed by Mrs. Lawrence and Clerk Spero

based on a question from Legal Counsel Carr. Chairman Hill asked for public comment; none offered. The following motion was made by Commissioner Evatz and passed unanimously:

*To approve the Ordinance amending the Code 17.04 Humboldt County Regional Master Plan from the adopted 6-1-78 and changing the zoning classification for a certain portion of Humboldt County by rezoning property from GC zoning designation to AG5 designation on a property located off Market Street, APN 13-0222-02.*

*(Ordinance No. 08-05-24)*

Chairman Hill stated that the Commission would return to item 17 on the agenda at this time.

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

APPROVAL TO PURCHASE MOTOR GRADER: Consideration, discussion and possible approval to purchase a 6-wheel drive John Deere 772GP from Papé Machinery in the amount not to exceed \$434,960.00. Included on the online agenda for review was a Staff Report detailing the request including the information provided by the bidders Papé Machinery and Empire CAT (see attached). Director Ferraro reviewed the request for the Commission offering the recommendation to continue the buy-back program and to proceed with approval of purchasing from Papé Machinery the John Deere 772 all wheel drive model in the amount not to exceed \$434, 960.00; he detailed the funding. The following motion was made by Commissioner Tipton and passed unanimously:

*To approve the purchase of a six-wheel drive John Deere 772GP from Papé Machinery in the not to exceed amount of \$434,960.00 for the reasons read into the record.*

UPDATE REGARDING THE DENIO WELL: Public Works Director Daniel Ferraro will update the Board on the Well Drilling for Public Works yard in Denio. Included on the online agenda for review was a Staff Report detailing the matter (see attached). Director Ferraro noted an overage due to a fuel charge in the amount of \$8,092.00 that was not included in the County's budget but the language was included in the agreement. Discussion ensued including that a not to exceed amount had been set and that this is agendaized as a no action item but that the additional funding must be approved. Chairman Hill directed that this item be brought back on the next agenda as an action item to allow for the overage to be approved.

GENERAL ROAD PROJECTS: A presentation by Humboldt County Public Works Director Dan Ferraro to update the Board on Road projects within Humboldt County, however, no action may be taken on a matter raised until the matter itself has been specifically included on the agenda as an item upon which action may be taken. Director Ferraro reported on mowing, frac tank installations, road work, grading and back slope work on various roads in the county; he noted that Larry Swanger is in the hospital and asked for

prayers. Discussion ensued regarding some work needed around the community pond and the ability of the Public Works Department to do that. Commissioner Cerri noted a report that Cordero Road by the cattle guard is in bad shape. Director Ferraro responded. Chairman Hill asked about the extra work generated by the roads that were not included in the mag project per request of the residents. Discussion ensued.

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

REQUEST TO PURCHASE MATERIALS TO RETROFIT BARN ROOFS: Consideration, discussion and possible approval of a request to purchase materials from Hoofbeat, LLC in an amount not to exceed \$50,618.00 and from Home Depot in an amount not to exceed \$2,242.00, with a contingency amount not to exceed \$1,000.00 for a total cost of \$53,860.60 to retrofit barn roofs. Included on the online agenda was a Staff Report detailing the request (see attached). Director Petersen reviewed the request for the Commission noting that Hoofbeat, LLC had previously installed stalls at the facility. Commissioner Hoss questioned the inclusion of a contingency amount and explained why he would like that removed as this could be brought back to the Commission if the cost is higher. Chairman Hill disagreed and explained. Discussion ensued including the use of the word "miscellaneous" versus "contingency". After discussion the following motion was made by Commissioner Tipton and passed unanimously:

*To approve to purchase materials from Hoofbeat, LLC in an amount not to exceed \$50,618.00 and from Home Depot in an amount not to exceed \$2,242.00 and a miscellaneous amount for a miscellaneous product needed to finish the job not to exceed \$1,000.00 for a total of \$53,860.60.*

TO PURCHASE A NEW FLAGPOLE: Consideration, discussion and possible approval for a request to purchase a flagpole from The Flag Store in an amount not to exceed \$5,133.70 to replace the existing non-functioning flagpole. Included on the online agenda for review was a Staff Report detailing the request including the quotes received from The Flag Store and Flag Warehouse. Director Petersen reviewed the request for the Commission and recommended approval of the lower quote from The Flag Store. The following motion was made by Commissioner Cerri and passed unanimously:

*To approve the bid for the flagpole in the amount of \$5,133.70 for the purchase of a thirty-five-foot flagpole for the Winnemucca Events Center.*

Director Petersen noted an upcoming landscape project.

Chairman Hill recessed the meeting at 9:20 a.m. reconvening at 9:30 a.m.

SHERIFF: Sheriff Angel Cardenas and Captain Jeremy Peters appeared before the Commission

DETENTION CENTER:

REQUEST TO CREATE AND HIRE FOR A DETENTION HOUSING OPERATOR POSITION: Consideration, discussion and possible action to approve the position of Detention Housing Operator and job description and authorization to proceed with filling the positions. Included on the online agenda was a Staff Report detailing the request for review. Captain Peters reviewed the request for the Commission. Discussion ensued with Chairman Hill stating his support, the impact that state requirements have on the ability to hire and the amount of unused wages due to staff shortages. Commissioners Cerri, Tipton and Hoss stated their support. After discussion as to motion language the following motion was made by Commissioner Evatz and passed unanimously:

*To approve the position of Detention Housing Operator as presented by Captain Peters and the agenda and to include the job description and authorization to proceed with the filling of the position.*

TO CONTRACT FOR INMATE MEDICAL SERVICES: consideration, discussion and possible action to approve a contract with RECON Health to provide medical care at the Detention Center in an amount not to exceed \$400,000.00 per year, pending District Attorney review and approval. Included on the online agenda for review was a Staff Report detailing the request (see attached) and a copy of the proposed Health Services Agreement with RECON Health. Captain Peters reviewed the request for the Commission noting that the District Attorney has reviewed and approved the proposed contract. Discussion ensued regarding the current process and that no one in Nevada provides these types of services. Commissioner Evatz commented on the need to hold the company accountable for the services provided with the company expanding. Commissioner Cerri commented on his concern with fiscal impact of this cost and discussion ensued. Commissioner Hoss asked for further explanation as to the use of this service. Captain Peters responded. Discussion ensued. Commissioner Evatz noted his concerns with the cost but indicated that he supported removing medical care duties from the deputies. Chairman Hill concurred but questioned how the hospital can refuse to assist with this as a community hospital. Commissioner Cerri noted the need to think outside the box and asked about the ability to train staff to cover the need. Captain Peters responded. Commissioner Tipton stated that he would follow-up on the questions regarding the hospital but noted that the hospital does not believe they are equipped to handle this service on a daily basis. Sheriff Cardenas offered comment on this provider. Captain Peters explained how Recon would provide coverage including the use of the facility's current nurse and the inclusion of pharmaceuticals and psychiatric care in this contract. The following motion was made by Commissioner Evatz and passed with Chairman Hill and Commissioners Hoss, Tipton and Evatz voting aye and Commissioner Cerri voting nay:

*To approve the contract for the Detention Center for Recon Health to provide medical care at the detention center in an amount not to exceed \$400,000.00 per year, that it has already undergone DA Office review.*

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LIQUOR BOARD: Sheriff Cardenas convened the Humboldt County Liquor Board at 10:02 a.m.

Public Comment: Sheriff Cardenas asked for public comment; none offered.

Sheriff Cardenas reviewed for consideration, discussion and possible approval by the Board the issuance of a liquor license on behalf of Walt Cooley of the Winnemucca Masons for the Sagebrush Music Festival on September 21, 2024 and recommended approval. The following motion was made by Commissioner Hill, was seconded and passed unanimously:

*To approve the liquor license for Walt Cooley of the Winnemucca Masons for the Sagebrush Festival on September 21, 2024 at the Havens Ranch.*

Public Comment: Sheriff Cardenas asked for public comment; none offered.

Adjournment: Sheriff Cardenas adjourned the Liquor Board meeting at 10:04 a.m.

Chairman Hill stated that the Commission would now return to item 12 on the agenda as it is time for the public hearing.

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

REQUEST TO APPROVE VOLUMETRIC SURVEY REPORT TASK ORDER: Consideration, discussion and possible approval of DOWL Task Order No. 4 to conduct a Volumetric Survey Report for the Humboldt County Regional Landfill in an amount not to exceed \$12,700.00. Included on the online agenda for review was a Staff Report detailing the request (see attached) and a copy of the proposed DOWL Task Order. Manager Kalkoske reviewed the request for the Commission. Based on a question from Commissioner Tipton, Manager Kalkoske explained what the timeline for the landfill is. Commissioner Hoss commented on the need for more dirt and suggested steps to take to determine the amount of volume that can be put at the site. Discussion ensued. The following motion was made by Commissioner Tipton and passed unanimously:

*For approval of DOWL Task Order Number Four to conduct a Volumetric Survey Report for the Humboldt County Regional Landfill in an amount not to exceed \$12,700.00.*

DISCUSSION RELATED TO COMMISSIONERS INPUT ON POTENTIAL BILL DRAFT REQUESTS FOR NEXT YEAR'S LEGISLATIVE SESSION: Consideration and discussion to gather the Commissioners' input regarding potential Bill Draft Requests for the 2025 Nevada Legislative Session. Commissioner Tipton offered an update on what NACO has identified for legislative items; discussion ensued related to Smart from the Start Initiative and how that may proceed. Commissioner Hoss asked about efforts to address the issues identified by the Sheriff as to funding at the Detention Facility and discussion ensued including what the City's involvement is for funding the Detention Center.

MISCELLANEOUS REPORTS AND CORRESPONDENCE:

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Other information and upcoming meetings: Chairman Hill noted the following upcoming meetings - August 6, 2024 Winnemucca City Council Meeting, August 8, 2024 Regional Planning Commission Meeting, August 19, 2024 Humboldt County Board of Commissioners Meeting, August 20, 2024 Winnemucca City Council Meeting, September 2, 2024 Labor Day Holiday and September 3, 2024 Humboldt County Board of Commissioners Meeting. Commissioner Hoss noted an item on the agenda for the August 6<sup>th</sup> City Council meeting related to a property sale and commented on the need to listen to the item.

Reports from Commissioners regarding other Boards and Committees on which they serve: Commissioner Cerri offered no report. Chairman Hill offered no report. Commissioner Evatz offered no report. Commissioner Tipton reported on the NACO Legislative Committee meeting, on a meeting of the Public Lands and Natural Resources Committee meeting, a meeting with representatives of the proposed Crossroads paper facility noting the impact on the landfill of the project and a meeting with NDOT. Commissioner Hoss reported on an EPA Brownsfield grant meeting and possible projects and an LEPC meeting.

FUTURE AGENDA ITEMS: Whether an item will be placed on a future agenda will be subject to the chairman and/or legal counsel's determination. Manager Kalkoske noted the Denio Well overage discussion. Commissioner Hoss asked about an item regarding the hospital and assistance with the Detention Center. Commissioner Tipton and Manager Kalkoske responded as to how that can be addressed.

PUBLIC COMMENT: Chairman Hill asked for public comments. Manager Kalkoske introduced the new Cooperative Extension Coordinator Heather Nield. Coordinator Nield offered comment introducing herself to the Commission. Discussion ensued as to how the coordinator's salary is handled and what the plan is going forward for the department. Commissioner Evatz offered comment on the Nevada Muleys' project for clean up at the community pond noting Ron and Jeff Schrempp's contribution of trees and supplies. Legal counsel Carr noted that she would not be attending the next Commission meeting. No further public comment offered.

ADJOURNMENT: Chairman Hill adjourned the meeting at 10:44 a.m.

ATTEST:  Clerk APPROVED:  Chairman

(Minutes approved by the Commission and signed by the Chairman on 08.19.24 )

Notice of Public Meeting  
Humboldt County Board of Commissioners Regular Meeting  
**Monday, August 5, 2024**  
**8:30 AM**

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

**FOR TELECONFERENCE OR VIDEO CONFERENCE ACCESS**

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

**Or by phone: +1 775-446-0241, Conference ID: 703 567 6#**

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

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. PUBLIC COMMENT:

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

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 5, 2019 (Special); August 5, 2019; August 19, 2019; September 3, 2019; September 16, 2019;

October 21, 2019; November 4, 2019; November 25, 2019 (Special); December 16, 2019; January 6, 2020; January 21, 2020 (Combined Regular and Retreat); February 3, 2020; March 2, 2020; March 19, 2020; April 6, 2020; April 14, 2020 (Special); April 20, 2020; May 4, 2020; June 15, 2020 (Joint); July 17, 2020 (Special Joint); July 20, 2020; August 17, 2020; August 20, 2020 (Special Meeting); September 8, 2020; 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; April 8, 2021 (Special Meeting); June 21, 2021; July 19, 2021; August 9, 2021; August 12, 2021 (Special Meeting); August 23, 2021; November 8, 2021; December 13, 2021; March 26, 2024; April 15, 2024; April 22, 2024 (Special Meeting); June 21, 2024 (Special Canvass); and July 15, 2024. Discussion and possible action.

#### 4.A) Minutes

[HCC010421unapprovedUNAPPROVED.pdf](#)

[HCCRetreat012521unapprovedUNOFFICIAL.pdf](#)

[HCC02082021unapprovedUNOFFICIAL.pdf](#)

[HCC071524unapprovedUNOFFICIAL.pdf](#)

#### 5. APPROVAL OF EXPENDITURES FOR HUMBOLDT COUNTY FOR JULY 15, 2024 THROUGH AUGUST 5, 2024 (FOR POSSIBLE ACTION)

#### 6. CONSENT AGENDA (POSSIBLE ACTION)

Any item appearing on the Consent Agenda can be pulled down and discussed in detail. Discussion and possible action.

#### 6.A) Roll Adjustment

[Roll Adjustments for BOCC Approval.pdf](#)

[Roll Adjustment 07-0407-01.pdf](#)

#### 7. SIXTH JUDICIAL DISTRICT COURT: REQUEST TO APPROVE TRIAL COURT IMPROVEMENT ARPA SUBGRANT FUNDS (POSSIBLE ACTION)

Consideration, discussion and possible approval of grant funding from the Trial Court Improvement ARPA subgrant to purchase safety equipment, for courthouse security, in the amount of \$69,635.66. Discussion and possible action.

#### 7.A) Sixth Judicial Subgrant

[Staff\\_6th Judicial.pdf](#)

#### 8. CLERK'S OFFICE: REQUEST USE OF THE COUNTY MEETING ROOM FOR THE 2024 GENERAL ELECTION AND TO CALL A SPECIAL MEETING TO CANVASS AND CERTIFY ELECTION RESULTS (POSSIBLE ACTION)

Consideration, discussion and possible action to approve the Clerk's Office use of the County Meeting Room for the 2024 Primary Election activities for the period of October 14, 2024, through November 14, 2024, and for the Humboldt County Board of Commissioners to call a special meeting for Friday, November 15, 2024, for canvass and certification of the election. Discussion and possible action.

8.A) Clerk

[Staff Agenda Report - Meeting Room G24.pdf](#)

9. COMPTROLLER: FINANCIAL REPORT (INFORMATION ONLY)

Humboldt County Comptroller's Office will provide an overview of current conditions with respect to Humboldt County revenues and expenditures for fiscal year 2025 (July 1, 2024 through June 30, 2025), including an update on the American Rescue Plan Act (ARPA) and other funding available to the County. Information Only.

10. EMERGENCY MANAGER: REQUEST TO APPROVE EMERGENCY MOBILE APP ALERT SYSTEM AGREEMENT (POSSIBLE ACTION)

Consideration, discussion and possible approval to enter into a three-year agreement with OCV LLC to provide a new Humboldt County Mobile App in an amount not to exceed \$31,226.80. This will replace the current app that has been used for emergency purposes only. Funding of the new app will be through an EMPG grant. Discussion and possible action.

10.A) Emergency Manager

[8-5-24 Staff Agenda Request The Gov App proposal.pdf](#)

11. ASSESSOR'S OFFICE: REQUEST TO APPROVE COMPENSATION STUDY CHANGES AND TO RE-CLASSIFY THE CHIEF DEPUTY POSITION (POSSIBLE ACTION)

Consideration, discussion and possible approval of a compensation study done by the Assessor and to classify the Chief Deputy Assessor position to HCME 120. Discussion and possible action.

11.A) Assessor

[Staff Report - Compensation Study and Chief Deputy Assessor to HCME 120.pdf](#)

12. 10:00 A.M. PUBLIC HEARING: AN ORDINANCE AMENDING HUMBOLDT COUNTY CODE (POSSIBLE ACTION)

Consideration, discussion and possible approval for an ordinance amending Humboldt County Code Chapter 17.04 "Humboldt County Regional Master Plan" formerly adopted as 6-1-78a and changing the zoning classification for a certain portion of Humboldt County by re-zoning property from GC zoning designation to AG-5 designation on property located off Market Street, APN 13-0222-02. Discussion and possible action.

12.A) Ordinance

13. PUBLIC WORKS DEPARTMENT: APPROVAL TO PURCHASE MOTOR GRADER (POSSIBLE ACTION); UPDATE REGARDING THE DENIO WELL AND GENERAL ROAD PROJECTS (INFORMATION ONLY)
  - A. Consideration, discussion and possible approval to purchase a 6-wheel drive John Deere 772GP from Pape' Machinery in the amount not to exceed \$434,960. Discussion and possible action.
  - B. Public Works Director Daniel Ferraro will update the Board on the Well Drilling for Public Works yard in Denio. Information only.
  - C. A presentation by Humboldt County Public Works Director Dan Ferraro to update the Board on Road projects within Humboldt County, however, no action may be taken on a matter raised until the matter itself has been specifically included on the agenda as an item upon which action may be taken. Information only.

13.A) Public Works  
[Staff Report Motor Grader.pdf](#)  
[Staff Report - update Denio Well 8-5-2024.pdf](#)
14. WINNEMUCCA EVENTS CENTER: REQUEST TO PURCHASE MATERIALS TO RETROFIT BARN ROOFS AND TO PURCHASE A NEW FLAG POLE (POSSIBLE ACTION)
  - A. Consideration, discussion and possible approval of a request to purchase materials from Hoofbeat, LLC in an amount not to exceed \$50,618 and from Home Depot in an amount not to exceed \$2,242, with a contingency amount not to exceed \$1,000 for a total cost of \$53,860.60 to retrofit barn roofs. Discussion and possible action.
  - B. Consideration, discussion and possible approval for a request to purchase a flagpole from The Flag Store in an amount not to exceed \$5,133.70 to replace the existing non-functioning flagpole. Discussion and possible action.

14.A) WEC  
[Staff Request - Barn.pdf](#)  
[Flag Pole Request.pdf](#)
15. DETENTION CENTER: REQUEST TO CREATE AND HIRE FOR A DETENTION HOUSING OPERATOR POSITION AND TO CONTRACT FOR INMATE MEDICAL SERVICES (POSSIBLE ACTION)
  - A. Consideration, discussion and possible action to approve the position of Detention Housing Operator and job description and authorization to proceed with filling the positions. Discussion and possible action.
  - B. Consideration, discussion and possible action to approve a contract with RECON Health to provide medical care at the Detention Center in an amount not to exceed \$400,000 per year, pending District Attorney review and approval. Discussion and possible action.

15.A) Detention Center  
[Staff agenda request Admin.pdf](#)

16. SHERIFF: LIQUOR BOARD (POSSIBLE ACTION)

Undersheriff Kuskie is requesting that the Humboldt County Liquor Board be convened.

- A. Public Comment
- B. Consideration, discussion and possible approval for a liquor license on behalf of Walt Cooley of the Winnemucca Masons for the Sagebrush Music Festival on September 21, 2024. Discussion and possible action.
- C. Public Comment
- D. Adjournment

16.A) Liquor

[Staff Report - Special Liquor License-Sagebrush Sounds Music Festival.pdf](#)

17. COUNTY MANAGER: REQUEST TO APPROVE VOLUMETRIC SURVEY REPORT TASK ORDER (POSSIBLE ACTION)

Consideration, discussion and possible approval of DOWL Task Order No. 4 to conduct a Volumetric Survey Report for the Humboldt County Regional Landfill in an amount not to exceed \$12,700. Discussion and possible action.

17.A) Volumetric Survey Report

[Staff Report - Landfill Volumetric Survey - DOWL task order 4.pdf](#)

18. COUNTY MANAGER: DISCUSSION RELATED TO COMMISSIONERS INPUT ON POTENTIAL BILL DRAFT REQUESTS FOR NEXT YEAR'S LEGISLATIVE SESSION (DISCUSSION ONLY)

Consideration and discussion to gather the Commissioners' input regarding potential Bill Draft Requests for the 2025 Nevada Legislative Session. Discussion only.

18.A) BDR

[Agenda Request for BDR Suggestions.pdf](#)

19. MISCELLANEOUS REPORTS AND CORRESPONDENCE

- A. Other information and upcoming meetings:

August 6, 2024 Winnemucca City Council Meeting

August 8, 2024 Regional Planning Commission Meeting

August 19, 2024 Humboldt County Board of Commissioners Meeting

August 20, 2024 Winnemucca City Council Meeting

September 2, 2024 Labor Day Holiday

September 3, 2024 Humboldt County Board of Commissioners Meeting

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

20. FUTURE AGENDA ITEMS

Whether an item will be placed on a future agenda will be subject to the chairman and/or legal counsel's determination.

21. PUBLIC COMMENT:

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

22. ADJOURNMENT

23. NOTICE:

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

The public is welcome to attend the meeting electronically via Microsoft Teams or by appearing in person at the location at the time and date listed on the first page of this agenda. There will be a physical location for the meeting; however, the meeting may be

accessed electronically through an internet connection at Microsoft Teams link located on the first page of this agenda.

Staff reports and supporting material posted for the meeting are available on the Humboldt County website at <https://www.humboldtcountynev.gov/> (click on the "Government" link on the home page) if that information was available when the agenda was posted. If the supporting material/ staff report is not included in the agenda packet, it is available to the general public at the same time the materials are provided to the Board. The administrative assistant at the County Manager's Office located at 50 West 5th Street, Winnemucca, Nevada, telephone number 775- 623-6300 is the designated person from whom a member of the public may request the supporting material for this meeting and the County Manager's Office is the location where the supporting material is available to the public.

## CERTIFICATE OF POSTING

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

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

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

MEETING DATE: August 5, 2024

DATE POSTED: July 31, 2024 POSTED BY: MICHELLE COOK

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

**NOTICE TO PERSONS WITH DISABILITIES** - Reasonable efforts will be made to assist and accommodate physically disabled persons desiring

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

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

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

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

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

Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW

Washington, D.C. 20250-9410;

fax: (202) 690-7422; or

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

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



# HUMBOLDT COUNTY

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

## STAFF REPORT

**DATE:** Friday, July 26, 2024  
**TO:** County Commission  
**FROM:** Daniel Ferraro, Public Works Director  
**SUBJECT:** Purchase of New Motor Grader

**REQUESTED AGENDA DATE:** August 5, 2024

---

### **SUMMARY**

In the 2024-2025 Budget, the Public Works Department has allocated \$280,000 for the replacement purchase of a new motor grader. The motor grader will be utilized throughout the county at various locations to maintain the roadway surface for vehicle travel. The Public Works Department currently plans to sell back a 2020 John Deere 770 GP on a 5-year buyback program for a set amount of \$207,556.27. The buyback amount and the budgeted amount gives the county \$487,556.27 to go towards this purchase of a new motor grader. This is the first year of fully utilizing the buyback program offered through John Deere on previous blades purchased and is a significant savings to the county. Specifications for the new motor grader were advertised and opened publicly pursuant to NRS 332 on July 11, 2024 at the Humboldt County Clerk's Office. Two vendors responded to the solicitation, Pape' Machinery and Empire CAT (Cashman Equipment).

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

Safety to staff and to the public as the Department's motor grader fleet is utilized for road maintenance throughout the county, and to assure acquisition within the fiscal year.

### **PREVIOUS ACTION**

Budget approval.

## **BACKGROUND**

On July 11, 2024, the Public Works Department publicly opened bids for a new motor grader, pursuant to NRS 332. Two vendors responded to the solicitation, Pape' Machinery and Empire CAT.

### 1) Pape' Machinery (John Deere 770GP)

- a. Exceptions: None
- b. Price as Bid: \$394,000.00
- c. Full Options: \$10,595.00
- d. 5 Year Buy-Back: (\$269,000.00)
- e. Delivery 150-180 Days
- f. Total After Buyback: \$125,000.00

### 2) Pape' Machinery (John Deere 772GP AWD)

- a. Exceptions: None
- b. Price as Bid: \$432,000.00
- c. Full Options: \$10,595.00
- d. 5 Year Buy-Back: (\$297,000.00)
- e. Delivery 120-150 Days
- f. Total After Buyback: \$135,000.00

### 3) Empire CAT (Caterpillar 140-15 Tandem)

- a. Exceptions: None
  - i. Variable HP, less than specified
- b. Price as Bid: \$364,496.19
- c. Full Options: \$12,049.00
  - \*Heated mirrors standard equipment
- d. 5 Year Buy-Back: (\$210,000.00)
- e. Delivery 120-150 Days
- f. Total After Buyback: \$154,496.19

### 4 ) Empire CAT (Caterpillar 140-15 AWD)

- a. Exceptions: None
- b. Price as Bid: \$402,988.49
- c. Full Options: \$11,775.00
  - \*Heated mirrors standard equipment
- d. 5 Year Buy-Back: (\$240,000.00)
- e. Delivery 120-150 Days
- f. Total After Buyback: \$162,988.49

**FISCAL IMPACT**

In the approved 2024-2025 Budget, the Public Works Department has allocated \$280,000.00 for the purchase of a new motor grader with the addition of \$207,556.27 from the buyback agreement in place for a 2020 John Deere.

**RECOMMENDATION**

While Empire CAT was the lowest initial bids on motor graders for purchase alone, the best value for the county was Pape John Deere after buyback values are included and calculated through the five-year period. It is the Public Work’s approach to continue to purchase new blades on a five-year rotation, so incorporating the buyback values is applicable to review the best value and bid for purchasing and selling back new motor graders. The units Pape’ Machinery bid, meet or exceed all specifications noted in the solicitation. Public Works is recommending the purchase of the John Deere 772GP motor grader from Pape’ Machinery as the upfront cost of this machine is greater than the competitor, but when exercising the 5-year buy back, the cost for the machine is the lowest at \$135,000.00. The recommended unit is the 6-wheel drive John Deere 772GP with the additional LED light package (\$2450.00) and heated mirror (510.00) options included instead of the full options package stated above.

**LIST SUPPORTING DOCUMENTS IF APPLICABLE:**

None – Solicitation amounts summarized above

**POSSIBLE MOTION**

Should the Board agree with Staff’s recommendation; a possible motion would be: “move to approve the purchase of a New John Deere 772GP motor grader from Pape’ Machinery in an amount not to exceed \$434,960.00 with the source of funds being \$280,000.00 budgeted from capital expenditures and \$207,556.27 from the sell back of Unit 305 a 2020 John Deere 770 GP.”

Humboldt County Public Works  
50 W 5<sup>th</sup> Street  
Winnemucca, Nevada 89445  
Phone: (775)623-6416

---

**NEW, REAR WHEEL DRIVE AND/OR ALL WHEEL DRIVE, ARTICULATED  
MOTOR GRADER**

Bid Opening: 07/11/2024

Bid Tabulation, in no specific order:

- 1) Pape' Machinery (John Deere 770GP)
  - a. Exceptions: None
  - b. Price as Bid: \$394,000.00
  - c. Options: \$10,595.00
  - d. 5 Year Buy-Back: (\$269,000.00)
  - e. Delivery 150-180 Days
  - f. Total After Buyback: \$125,000.00
- 2) Pape' Machinery (John Deere 772GP AWD)
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  - e. Delivery 120-150 Days
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- 3) 3.) Empire CAT (Caterpillar 140-15 Tandem)
  - a. Exceptions: None
    - i. Variable HP, less than specified
  - b. Price as Bid: \$364,496.19
  - c. Options: \$12,049.00  
\*Heated mirrors standard equipment
  - d. 5 Year Buy-Back: (\$210,000.00)
  - e. Delivery 120-150 Days
  - f. Total After Buyback: \$154,496.19
- 4.) Empire CAT (Caterpillar 140-15 AWD)
  - a. Exceptions: None
  - b. Price as Bid: \$402,988.49
  - c. Options: \$11,775.00  
\*Heated mirrors standard equipment
  - d. 5 Year Buy-Back: (\$240,000.00)
  - e. Delivery 120-150 Days
  - f. Total After Buyback: \$162,988.49



# HUMBOLDT COUNTY

50 W. 5<sup>th</sup> Street  
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[www.humboldtcounty.gov](http://www.humboldtcounty.gov)

## STAFF REPORT

**DATE:** July 11, 2024  
**TO:** County Commission  
**FROM:** Daniel Ferraro, Public Works Director  
**SUBJECT:** Update Welling Drilling for Public Works yard in Denio, NV  
**REQUESTED AGENDA DATE:** August 5, 2024

---

### SUMMARY

Fred Anderson Drilling drilled the well and installed the pump at 150 Pueblo, Denio, NV. Completion date was June 24, 2024. The total amount for the drilling project was \$157,972.00 which is \$8092.00 over the approved amount for the well drilling.

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

To update the commission on the fuel costs that was in addition to the approved amount. In Anderson's bid packet, language was included that "Customer will be billed for actual fuel used at our rate of \$5.50 per gallon", which was an oversight on our part.

### PREVIOUS ACTION

On 3/4/2024, the commission approved \$149880.00 for Fred Anderson Drilling to drill the Denio Well and install the pump.

### BACKGROUND

On 3/4/2024, the commission approved \$149880.00 for Fred Anderson Drilling to drill the Denio Well and install the pump.

### FISCAL IMPACT

In the 2023-2024 Budget, the Public Works Department had \$150,000.00 allocated for a new mobile home and that was determined to be a lesser need at this point by the commission. To utilize the \$150,000 budgeted and serve an immediate need of the county, using those funds for the well drilling and installation is vital to maintain the property value and keep the water rights in good standing. The additional steps of this project would include Harney Electric bringing in new transformers for three phase power and a meter, (\$14,000) and setting up a frac tank and

standpipe which the county already owns. The funds for these steps would come from the water issues budget that is set at \$75,000. The invoice for the drilling and pump totaled \$149656.00 and an additional invoice for the fuel was \$8316.00, which comes to \$157972.00.

**RECOMMENDATION**

Update on Project for Information only. Project paid in full on 7/15/2024 in the amount of \$157972.00

**POSSIBLE MOTION**

N/A

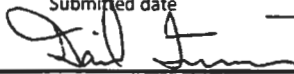
# CHECKLIST FOR PURCHASING CAPITAL ASSETS (OR ANY CONTRACTS)

(Revised 12/07/2023)

Humboldt County's capital assets are those assets that have a useful life of over one year and a cost of \$5,000 or more. This can also be materials as part of a capital improvement.

Department/Office	Road
Asset Description	Denio Well
Asset Location	150 Pueblo Blvd, Denio, NV
Budgeted Amount	150,000.00
Requested Amount	157,972.00
Fund	202-000-55301-000
Line Item	Machinery

- 1 Check to ensure the specific asset was approved in the budget process. If your're unsure contact the Comptroller's office. List the FY budget when this was approved and specify line item:  
23-24 Machinery
- 2 Contact District Attorney via email with project details to ascertain specific requirements per NRS 332 (See below)
- 3 **NRS 332 - PROCEDURES FOR LOCAL GOVERNMENT PURCHASING**  
(Circle appropriate requirement/exception below)
  - a. Over \$100,000 RFP must be published
    - in a newspaper at least once and not less than 7 days before opening of responses.
    - on a website every day not less than 7 days before opening of responses.
    - \*\*\*notify the clerk if the opening of responses will occur in clerks office\*\*\*
  - b. Over \$50,000 but not more that \$100,000 request for solicitations must be to two or more persons capable of performing the contract (both attached)
  - c. All responses/solicitations regardless of amount (including unsuccessful solicitations and responses) must be retained for 7 years after the date of execution of the contract (Two bids received and attached)
  - d. Exceptions to requirements for competitive bidding:
    - List NRS: \_\_\_\_\_
    - List Specific Reason: \_\_\_\_\_
- 4 Document all efforts to entertain proposals as well as each response to the request and the mode that was used to to solicit the proposal (ie email/phone/text, etc)
- 5 Check with License Dept (Annex Building) to ensure contractor is licensed in city/county and with State Contractors Board and what contractors bid limit is.  
(\*\*Has every effort been made to standardize equipment to reduce costs and long-term maintenance.)
- 6 File all procurement documentation with the County Manager's office (ie. All bids, proof of publication and this checklist). Date received by Admin \_\_\_\_\_ 2/20/2024
- 7 Place on Commission agenda for final approval. Date: 3/4/2024 Date Approved: 3/4/2024  
of \$5,000 or more before purchasing. 8/5/2024 update commission on the project and additional costs
- 8 Submit a copy of this checklist with the voucher and invoice for payment to the Comptroller's office.


Submitted date 07/11/24  
  
 \_\_\_\_\_  
 Signature of Purchaser (Department Head/Elected Official)  
 (By signing this document you attest to the fact that you have followed the above Humboldt County Capital Asset purchasing procedures)



# HUMBOLDT COUNTY

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

## AGENDA REQUEST FORM

**DATE:** July 18, 2024  
**TO:** County Commission  
**FROM:** Kim Petersen, Director Ag. District #3   
**SUBJECT:** WEC Barns #8 & #9 Stall Cover Retrofit

**REQUESTED AGENDA DATE:** August 5, 2024

---

### **SUMMARY AND BACKGROUND:**

A complete description and justification for this project can be found under #1 "Barn 8 and 9 Metal Roof Retrofit" in the capital outlay project description and justification documentation submitted with Ag. District #3's FY 2024/25 budget request. (See attached)

In an effort to reduce costs the existing Winnemucca Events Complex (WEC) staff will perform the retrofit.

Materials for the retrofit will come from the following sources:

- (1) **Hoofbeat, LLC** – Hoofbeat, LLC, Fallon, NV, is the source used for the purchase of the exiting stalls in barns 8 & 9 and all other portable stalls on the WEC. The retrofit requires additional parts and materials that are compatible with the existing parts. As a result, per NRS 332.115 (i) (c) and (i)(d) WEC will be sole-sourcing all the replacement panels, gates, and metal roofing from Hoofbeat, LLC in the amount of \$50,618.60.
- (2) **2X6X14' DF Roof Perlins** – WEC will be required to purchase 220 – roof perlins in addition to the Hoofbeat, LLC materials. Two quotes were obtained for the purchase of the perlins 2X4X16' and the screws needed to install them.
  - (A) Tallman Lumber - \$4,677.76
  - (B) Home Depot (Elko) includes delivery charges - \$2242.00
- (3) **Contingency Purchases** - \$1,000  
Ag. District #3 requests to include a contingency in the amount of \$1,000 for any additional small items required to complete the job.

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

Start of the New Fiscal Year.

### **PREVIOUS ACTION:**

This capital item was included in the Ag. District #3's FY 2024/25 budget and approved by the Humboldt County Commission.

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

A memo was sent to the DA office on 7/19/2024 regarding the purchase.

**FISCAL IMPACT IF APPLICABLE:**

Total estimated cost of this project is the following:

Hoofbeats, LLC	\$50,618.60
Home Depot	\$ 2,242.00
Contingency	\$ 1,000.00
<b>Total:</b>	<b>\$53,860.60</b>

**RECOMMENDATION:**

For the Humboldt County Commission to approve the following cost associated with the retrofit of barns #8 & #9.

Hoofbeats, LLC	\$50,618.60
Home Depot	\$ 2,247.00
Contingency	\$ 1,000.00
<b>Total:</b>	<b>\$53,860.60</b>

**LIST SUPPORTING DOCUMENTS IF APPLICABLE:**

- Agenda Request Form
- Capital Asset Checklist
- Momo to DA's Office
- WEC FY 2024/25 Capital Project List
- Hoofbeat, LLC Quote
- Tallman Lumber Quote
- Home Depot Quote

**POSSIBLE MOTION:**

To approve Ag. District #3's recommendation to accept quotes from Hoofbeat, LLC (\$50,618.60), and Home Depot (\$2,242.00). In addition, to approve a contingency of \$1,000.00 for miscellaneous supplies for a total amount of \$53,860.60.

## **Capital Outlay Projects Description & Justification Ag District #3 070**

### **1. Barn 8 and 9 Metal Roof Retrofit. \$60,000**

One of the requirements of hosting the Silver State International Rodeo (SSIR), the largest event held on the Winnemucca Events Complex (WEC), is that the WEC must provide a minimum of 925 stalls, of which 730 stalls must be covered or shaded. This requirement was fulfilled in the past by purchasing and installing temporary shade cloth over the stalls. The shade cloth is very expensive to purchase, extremely labor intensive to put up and remove each year and has a very short life span. Slowly over the years, with funding assistance from the WCVVA, Ag #3 has been retrofitting the existing stalls to include permeant metal roofs. Currently we have just under 700 stalls permanently covered. The goal of Ag District# 3 is to eventually eliminate the use of the shade cloth on the complex. This budget item is to retrofit and cover a total of 40 additional stalls, the remaining 30 in Barn 9 and 10 in Barn 8. Having the large number of covered stalls on the WEC is a huge selling point with potential new events.

### **2. Concrete Sidewalk around New Bathroom/Shower Building. \$8,000**

This project will include the material and labor to install concrete sidewalks around the newly constructed restroom/shower facility on the Winnemucca Events Complex. The sidewalks are necessary to meet ADA requirements and to assist in keeping the dirt and mud out of the facility.

### **3. Landscaping and irrigation system along Fairgrounds Road and the Event Center. \$90,000**

As we know, first impressions are lasting impressions. Since moving to its current location in the mid-1960s the Ag District #3 Board has concentrated its efforts on building a facility that is highly functional and conducive to attracting out-of-area events. This included the construction of the Grandstands, Exhibit Hall, Indoor Event Center, the Pavilion, arenas, livestock holding pens and hundreds of covered stalls.

With our current facility, we are now able to attract larger and more prestigious events. To make the facility more appealing the Ag District #3 is considering several projects in FY 2024/2025 that will add to the overall look of the facility. This project will retrofit the landscaping areas leading into the facility along Fairgrounds Road and in front of the Event Center. The lawn has become unsightly due to the built-up dirt and lack of care. The irrigation system is extremely old and is virtually non-functional.

Ag District #3's plan is to retrofit the strip along Fairgrounds Road using WEC staff and a landscape contractor. The project will include the removal of the dead trees, removal of the existing lawn, upgrading the irrigation system, installing weed barrier fabric, covering the fabric with rock, and planting new trees and xeriscape plants. To cut down on the ongoing labor, the lawn will not be replaced. The area in front of the Event Center will be retrofitted with a new irrigation system, weed barrier fabric, decorative rock, and xeriscape plants.

### **4. Grade and Install base rock in Campground E and lower Campground B. \$71,000**

Several years ago, the Ag District #3 installed (50) full-hookup campsites on the East End of the facility which we call "Campground E." The soil in that area is extremely sandy and susceptible to blowing around during the windy weather. During major events considerable equipment and manpower are committed to keeping the area watered down. Ag District #3 is proposing to grade the area (Approx. 70,000 sq. ft. smooth and applying type 2 base rock to a depth of 4".

Additionally, this project includes building up the lower end of "Campground B". When it rains, runoff water is trapped by the elevation of the racetrack and water backs up into the campground causing a mud bog. Base rock will be installed to raise the elevation of the campground diverting the water to the drain and away from the campground.

# CHECKLIST FOR PURCHASING CAPITAL ASSETS (OR ANY CONTRACTS)

(Revised 12/07/2023)

Humboldt County's capital assets are those assets that have a useful life of over one year and a cost of \$5,000 or more. This can also be materials as part of a capital improvement.

Department/Office	<u>AG DISTRICT 3</u>
Asset Description	<u>BARNIS7011 RETROFIT</u>
Asset Location	<u>WINNAPUCCA EVENTS COMPLEX</u>
Budgeted Amount	<u>60,000</u>
Requested Amount	_____
Fund	<u>212</u>
Line Item	<u>070 - 5500</u>

1 Check to ensure the specific asset was approved in the budget process. If you're unsure contact the Comptroller's office. List the FY budget when this was approved and specify line item:

2 Contact District Attorney via email with project details to ascertain specific requirements per NRS 332 (See below) MEMO SENT 7/19/24

3 **NRS 332 - PROCEDURES FOR LOCAL GOVERNMENT PURCHASING**  
(Circle appropriate requirement/exception below)

a. Over \$100,000 RFP must be published  
 in a newspaper at least once and not less than 7 days before opening of responses.  
 on a website every day not less than 7 days before opening of responses.  
 \*\*\*notify the clerk if the opening of responses will occur in clerks office\*\*\*

b. Over \$50,000 but not more that \$100,000 request for solicitations must be to two or more persons capable of performing the contract (both attached)

c. All responses/solicitations regardless of amount (including unsuccessful solicitations and responses) must be retained for 7 years after the date of execution of the contract (Two bids received and attached)

d. Exceptions to requirements for competitive bidding:  
 List NRS: 332.115 (1)(c) + (1)(d)  
 List Specific Reason: ADDITION TO REPAIR OF EXISTING PRODUCT + IT'S REPAIR IS COMPATIBLE WITH EXISTING REPLACEMENT PARTS.

4 Document all efforts to entertain proposals as well as each response to the request and the mode that was used to to solicit the proposal (ie email/phone/text, etc)

5 Check with License Dept (Annex Building) to ensure contractor is licensed in city/county and with State Contractors Board and what contractors bid limit is.  
 (\*\*Has every effort been made to standardize equipment to reduce costs and long-term maintenance.)

6 File all procurement documentation with the County Manager's office (ie. All bids, proof of publication and this checklist). Date received by Admin \_\_\_\_\_

7 Place on Commission agenda for final approval. Date: \_\_\_\_\_ Date Approved: \_\_\_\_\_ of \$5,000 or more before purchasing.

8 Submit a copy of this checklist with the voucher and invoice for payment to the Comptroller's office.

Submitted date \_\_\_\_\_

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

# Winnemucca

*There's More Than Meets The Eye.*

Date: July 18, 2024  
To: Nancy Jurad, District Attorney's Office  
From: Kim Petersen, Director Agricultural District #3  
Subject: **Capital Asset Checklist**



Hello Nancy,

It is my understanding that you are the correct person to facilitate correspondence regarding NRS compliance relating to capital asset purchases.

The Ag. District #3's Board is seeking approval from the Humboldt County Commission to retrofit existing stalls on the Winnemucca Events Complex to include a metal roof. The original stalls, as well as all the other covered stalls on the WEC were manufactured and purchased from Hoofbeats, LLC. Due to the exclusive compatibility, the parts required for the retrofit are only available from Hoofbeat, LLC.

We have retrofitted other Hoofbeat LLC stalls in the past with the understanding that Ag. District #3 (Humboldt County) is exempt from the normal purchasing requirements of competitive bidding in this situation due to NRS 332.115 (i)(c) and (i)(d). While I have searched, I have been unable to find any other source that would be compatible with the parts required for this retrofit.

I am seeking someone from your department to again confirm that NRS 332.115 allows us to do this by signing the attached Capital Asset Purchase Checklist.

Ag. District #3 would like to meet the July 25, 2024, deadline required to include this item on the next commission agenda, so a prompt reply to this correspondence would be greatly appreciated.

Please contact me if you have any questions.

Thank you,

Kim Petersen, Director Agricultural District #3



Winnemucca  
Events Complex  
50 W. Winnemucca Blvd.  
Winnemucca, NV 89445  
800-962-2638  
775-623-5071  
Fax 775-623-5087  
Email [information@winnemucca.nv.us](mailto:information@winnemucca.nv.us)  
[www.winnemucca.nv.us](http://www.winnemucca.nv.us)

## FY 2024-2025 Capital Project List

### 070-Fairgrounds

1 Barn 8 & 9 Metal Roof Retrofit	\$60,000.00
2 Sidewalk-Restroom/Shower Facility	\$ 8,000.00
3 Landscape & Irrigation Retrofit Fairgrounds Road & Event Center	\$90,000.00
4 Grade & Install Base rock in Campground E & lower Campground B	\$71,000.00
5 Security Cameras Phase II	\$40,000.00
6 Tree & Irrigation System-Campground C	\$10,000.00
7 Paint the exterior of the Winnemucca Events Complex Exhibit Hall/Cooperative Extension office and Grandstand Exterior	\$50,000.00
	<hr/>
	\$329,000.00

### 073- Indoor Event Center

1 Event Center Roof Seal	\$35,000.00
2 Flagpole Replacement	\$ 6,000.00
	<hr/>
	\$41,000.00



# HUMBOLDT COUNTY

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

## AGENDA REQUEST FORM

**DATE:** July 12, 2024

**TO:** County Commission

**FROM:** Sheriff Angel Cardenas, Captain Jeremy Peters

**SUBJECT:** Contract approval for inmate medical

**REQUESTED AGENDA DATE:** August 5, 2024

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### **SUMMARY AND BACKGROUND:**

Humboldt County Detention Center has been working on improving access and quality of care to the detainees in the detention center. Captain Peters has previously worked with local providers, who for one reason or another are not able to fulfill the needs of the center. Captain Peters has worked a contract with Recon Health of Reno, Nevada to provide quality medical, and psychiatric care to the detainees in the Detention Center. By contracting with RECON health, Humboldt County will reduce overall liability as detainees will have access to care 7 days a week. Additionally, this contract reduces the Sheriff's Office Staff's direct involvement with detainee medical care and issues as healthcare professionals will be available seven days a week.

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

Humboldt County Sheriff's Office is currently contracted with a registered nurse, who provides care 4 days a week. The current nurse was funded by a grant from the State of Nevada, which expired on July 1, 2024. Captain Peters foresaw this funding issue and planned accordingly during the 2024-2025 budget process. Humboldt County Detention Center was permitted \$400,000 to provide inmate medical care. After negotiating, RECON health presented a contract for \$400,000 to cover all costs associated with inmate medical care. The contract with the current nurse will be voided, and she will be onboarded and become an employee of RECON Health.

### **PREVIOUS ACTION:**

None

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

The District Attorney has reviewed the contract, which was returned for verbiage changes. The updated and attached contract is pending final D.A. approval.

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

The cost of this contract is \$400,000 per year with scheduled rate increases annually if renewed.

**RECOMMENDATION:**

Accept the contract and enter into an agreement with RECON health to assume all detainee medical care.

**LIST SUPPORTING DOCUMENTS IF APPLICABLE:**

Draft copy of the contract, pending D.A. approval, along with initial proposal that covers the scope of care to be expected and received.

**POSSIBLE MOTION:**

**Motion to accept the contract and allow RECON Health to assume control of detainee medical care.**

# CHECKLIST FOR PURCHASING CAPITAL ASSETS (OR ANY CONTRACTS)

Humboldt County's capital assets are those assets that have a useful life of over one year and a cost of \$5,000 or more.

**Asset Description** Recon Health Contract  
**Budgeted Amount** 5400,000  
**Fund** Inmate Medical  
**Line Item** 100-031-52104

- 1 Check your budget to make sure the specific asset was approved in the budget process. If you are unsure contact the Comptroller's office.
- 2 Contact District Attorney's Office via email with project details to ascertain specific requirements per NRS 332 (See below)
- 3 **NRS 332.039 (Circle appropriate requirement/exception below)**
  - a. Over \$100,000 RFP must be published
    - in a newspaper at least once and not less than 7 days before opening of responses
    - on website every day not less than 7 days before opening of responses

*\*\*\*notify clerk if the opening of responses will occur in clerks office\*\*\**
  - b. Over \$50,000 but not more that \$100,000 request for solicitations must be from two or more persons capable of performing the contract (Both Attached)
  - c. All responses/ solicitations regardless of amount must be retained for 7 years after date of execution of the contract (Two bids received and attached)
  - d. Exceptions to requirements for competitive solicitation:  
 List NRS: \_\_\_\_\_  
 List Specific Reason: \_\_\_\_\_  

\_\_\_\_\_  
DA's Office Signature
- 4 Document all efforts to entertain proposals as well as each response to each request and the mode that was used to solicit the proposal (ie email/phone/text, etc)  
(EX: John's Plumbing, text, 8/2/2023 and 8/10/23/no response)
- 5 Check with Building & Safety/Planning to ensure contractor/individual is properly licensed
- 6 File all procurement documentation with the County Manager's office (ie: All solicitations, responses, proof of publication and this checklist).  

\_\_\_\_\_  
Date received by Admin
- 7 Go before the Commissioners for all contracts binding the county (needing signature) AND get final purchase approval for all capital assets of \$5,000 or more before purchasing.  

\_\_\_\_\_  
Date of Commission approval
- 8 Notify County Clerk if item purchased needs to be put on county insurance.  

\_\_\_\_\_  
Date Clerk notified
- 9 Submit voucher to County Manager for signature  

\_\_\_\_\_  
Date voucher approved by Admin
- 10 Submit a copy of this checklist with the voucher and invoice for payment to the Comptroller's office  

\_\_\_\_\_  
Submitted date

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



# HUMBOLDT COUNTY

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

## STAFF REPORT

**DATE:** Friday, July 26, 2024  
**TO:** County Commission  
**FROM:** Don Kalkoske, County Manager  
**SUBJECT:** Landfill Volumetric Survey Report – Task Order

**REQUESTED AGENDA DATE:** August 5, 2024

### SUMMARY:

Every 5 years, Humboldt County is required to provide a Volumetric Survey Report for the Humboldt County Regional Landfill. The last report was completed in 2020, however it was due in 2019. The updated Volumetric Report is due by November 10, 2024.

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

To ensure compliance with NDEP requirements and submittal of the updated Volumetric Survey Report by November 2024.

### PREVIOUS ACTION:

07/10/2023 – Master Services Agreement approval

### BACKGROUND:

Every 5 years, we must complete a Volumetric Survey Report to fulfill requirements of the NDEP, Bureau of Sustainable Materials Management to ensure the landfill has adequate safe disposal capacity for a minimum of 15 years. The previous report (2020) indicated the operational life of the existing landfill projected to the year 2039.

### FISCAL IMPACT:

The fiscal impact for this action is \$12,700.00, per the attached task order.

### RECOMMENDATION:

DOWL (Farr West Engineering) completed the 2020 report which will allow them to utilize that information to more effectively provide an updated report. With that, it is our recommendation to authorize DOWL to complete the 2024 Humboldt County Regional Landfill, Volumetric Survey Report.

### LIST SUPPORTING DOCUMENTS IF APPLICABLE:

### POSSIBLE MOTION:

A possible motion for this item would be: “Move to approve Task Order No. 4 with DOWL to complete the 2024 Humboldt County Regional Landfill, Volumetric Survey Report, in an amount not to exceed \$12,700.00.”