Notice of Public Meeting
Humboldt County Board of Commissioners Regular Meeting
Monday, June 5, 2023
8:30 AM

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

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.

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 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 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 20, 2021; November 8, 2021; and November 22, 2021; January 3, 2022; January 24, 2022 (Commission Retreat), March 7, 2022, March 21, 2022; May 2, 2022; May 16, 2022; September 19, 2022 (Regular Meeting); November 7, 2022; November 21, 2022; December 12, 2022; February 21, 2023; March 20, 2023; March 27 & 28, 2023 (Budget Hearing); May 1, 2023, May 15, 2023; and May 22, 2023 (Special Meeting). Discussion and possible action.

4.A) Minutes - 05152023 and 05222023
HCC051523unapprovedUNOFFICIAL.pdf
HCC05222023unapprovedUNOFFICIAL.pdf

5. APPROVAL OF EXPENDITURES FOR HUMBOLDT COUNTY FOR MAY 22, 2023 THROUGH JUNE 5, 2023 (FOR POSSIBLE ACTION)

6. PUEBLO FIRE PROTECTION DISTRICT BOARD: PETITION TO CONVERT TO AN APPOINTED BOARD (FOR POSSIBLE ACTION)

Consideration, discussion and possible action to approve a petition to convert the Pueblo Fire Protection District Board from an elected board to an appointed board per NRS 244.1645. Discussion and possible action.

6.A) Staff Memo - Pueblo Fire District Request
Staff Memo - Pueblo Fire Board Request.pdf
Assembly Bill No. 21-Commissioners Letter.pdf
2023-01-09 Pueblo Fire District-Minutes.pdf
2023-02-13 Pueblo Fire District-Minutes.pdf

7. REQUEST TO ALLOW A BANNER TO BE PLACED AT THE FRONT OF THE COURTHOUSE RECOGNIZING JUNE, 2023 AS ALZHEIMER'S AWARENESS MONTH (FOR POSSIBLE ACTION)

Consideration, discussion and possible approval of a request to place a banner at the front of the courthouse for the month of June, 2023 to make community members aware of the role of caregivers (many who work full time) and those living with dementia. Discussion and possible action.

7.A) Staff Memo - June 2023 Dementia Banner
Staff Memo - Dementia 6-2023.pdf

8. MORMON CRICKET MITIGATION UPDATE (INFORMATION ONLY)
State Entomologist Jeff Knight will provide an update regarding Mormon Cricket mitigation. Information only.

9. MOSQUITO AND BLACK FLY MITIGATION UPDATE (INFORMATION ONLY)

Vector Disease Control International (VDCI) will provide an update regarding mosquito and black fly mitigation. Information only.

9.A) VDCI Presentation
Agenda Request-VDCI Presentation on Mosquito-Black Fly Abatement.pdf

10. DIVISION OF PUBLIC & BEHAVIORAL HEALTH CONTRACT AMENDMENT FOR PUBLIC HEALTH NURSE (FOR POSSIBLE ACTION)

Consideration, discussion and possible approval of a contract with the Division of Public and Behavioral Health Community Health Services Program for the Community Health Nurse and services with an effective date of July 1, 2023 through June 30, 2025 in an amount not to exceed $246,008.48. Discussion and possible action.

10.A) Staff Memo - Div of Pub & BH Contract
Staff Memo-Div Of Pub & Behav Health Contract_2023.pdf.pdf
Div of Pub & Behav Health Contract 7-1-2023 - 6-30-2025.pdf

11. WINNEMUCCA CONVENTION & VISITORS AUTHORITY: REQUEST TO WAIVE THE ATTRITION POLICY TO HIRE FOR A VACANT POSITION (FOR POSSIBLE ACTION)

Consideration, discussion and possible approval to waive the attrition policy to hire for for an Administrative Clerk I, II, III which is now vacant. Discussion and possible action.

11.A) Staff Memo -WCVA Waive attrition policy
Staff Agenda Report Template - WCVA Booking Clerk.pdf

12. EMERGENCY MANAGER: COMMUNITY WILDFIRE PROTECTION PLAN AND EMERGENCY APP FOR SMART PHONES PRIVACY POLICY (FOR POSSIBLE ACTION)

A. Consideration, discussion and possible approval of the Community Wildfire Protection Plan and to authorize County Manager Dave Mendiola and Emergency Manager Carol Lynn to sign the plan. Discussion and possible action.
B. Consideration, discussion and possible approval of a new privacy policy for the smart phone app for emergency and educational notification. Discussion and possible action.

12.A) Emergency Manager - CWPP Review & Smart App Privacy Policy
Agenda Request - CWPP_rev.pdf
2023 CWPP Risk Assessment -.pdf
Agenda - Smartphone app Privacy Policy_rev.pdf
Smart Phone Privacy policy.pdf

13. COMPTROLLER: BUDGET AUGMENTATIONS FOR THE 2022-2023 FISCAL YEAR (FOR POSSIBLE ACTION)

Consideration, discussion, and possible approval of resolutions to augment the fiscal year 2022-2023 budgets of the General Fund in the amount of $720,500; the Road Fund in the amount of $60,000; the Cooperative Extension Fund in the amount of $12,000; the Sixth Judicial District Court Fund in the amount of $35,000; the Events Complex Fund in the amount of $55,000; the Compensated Absences Fund in the amount of $250,000; and the Nevada 95-80 Regional Development Authority Fund in the amount of $5,000. Discussion and possible action.

13.A) Comptroller - FY 22-23 Budget Augmentation
Staff Report Budget Augmentations.pdf
FY23 Resolution to Augment General Fund.pdf
FY23 Resolution to Augment Road Fund.pdf
FY23 Resolution to Augment Cooperative Ext Fund.pdf
FY23 Resolution to Augment Compensated Absences Fund.pdf
FY23 Resolution to Augment 6th Judicial Dist Fund.pdf
FY23 Resolution to Augment Events Complex Fund.pdf
FY23 Resolution to Augment NV 95 80 RDA Fund.pdf

14. COMPTROLLER: PERS RATE INCREASE TO APPOINTED MANAGEMENT AND ADMINISTRATIVE POSITIONS (FOR POSSIBLE ACTION)

Consideration, discussion and possible action to approve either splitting the PERS rate increase or Humboldt County covering the full rate increase for the positions in the Appointed Management and Administrative positions for fiscal year 2023-2024. Discussion and possible action.

14.A) Comptroller - Admin & Appointed Official Salary
Staff Report Appointed Management and Admin salaries.pdf
Management Administrative and Appointed Official Salary Worksheet FY24.pdf

15. COMPTROLLER: FINANCIAL REPORT (INFORMATIONAL ONLY)

Humboldt County Comptroller Gina Rackley will provide an overview of current conditions with respect to Humboldt County revenues and expenditures for fiscal year 2023 (July 1, 2022 through June 30, 2023), including an update on the American Rescue Plan Act (ARPA) and other funding available to the County. Information Only.

16. PLANNING DEPARTMENT: SET TO PUBLIC HEARING: (FOR POSSIBLE ACTION)

Consideration, discussion and possible approval to Set to Public Hearing for a future date to be determined by the County Clerk for the following:

RH-23-22 – Zone Change request submitted by Regional Planning Commission on behalf

of Tom Hoss to change the C (Commercial) zoning designation to M-L (Light Industrial) zoning designation. Subject property is located at 5880 W Rose Creek Road; assessor's parcel # 13-0092-13. Discussion and possible action.

16.A) Staff Memo - Set to Public Hearing RH-23-22
RH-23-22.pdf

17. CLERK: SET TO PUBLIC HEARING: (FOR POSSIBLE ACTION)

Consideration, discussion and possible approval to Set to Public Hearing for a future date to be determined by staff the following:

A nuisance complaint filed against property located at 3200 E. Donald Lane, Winnemucca, Nevada and owned by Bill Strack.

17.A) Clerk - Set to Public Hearing - Donald Lane Nuisance
Commission Packet - Strack.pdf

18. CLERK: REQUEST TO DESIGNATE AREAS AT BUILDINGS UNDER THE COUNTY COMMISSIONS' CONTROL FOR THE GATHERING OF SIGNATURES (FOR POSSIBLE ACTION)

Consideration, discussion and possible approval pursuant to NRS 293.127565 for the Board of County Commissioners to designate areas at buildings under their control for the gathering of signatures and to authorize the Chairman to sign; locations to include – Humboldt County Courthouse, Humboldt County Annex Building, Humboldt County District Attorney's Office, Winnemucca Public Library, Denio Public Library, McDermitt Public Library and Humboldt County Road Department Building. Discussion and possible action may also occur regarding the designating of areas at the Winnemucca Events Complex to include the Exhibit Hall and the Events Center. Discussion and possible action.

18.A) Clerk - Designate areas for gathering of signatures
Signature Designation packet.pdf

19. WINNEMUCCA EVENTS COMPLEX RENTAL HANDBOOK UPDATE AND REQUEST TO REPLACE GRANDSTAND DECKING (FOR POSSIBLE ACTION)

A. Consideration, discussion and possible acceptance for the revised Winnemucca Events Complex Rental Handbook, Rules, Regulations & Fees (the "Rules"). Discussion and possible action.
B. Consideration, discussion and possible approval to have Magana & Sons Construction replace the wooden walk-way planks and the wooden infrastructure that holds up the walk-way, located in the WEC Outdoor Grandstands in an amount

not to exceed $28,000. Discussion and possible action.

19.A) Staff Memo - WEC
Agenda Request Form WEC Rules Regs with attachments.pdf
Grandstand Decking Agenda Request and attachments.pdf

20. PUBLIC WORKS DEPARTMENT: REQUEST TO PURCHASE A USED DUMP TRUCK OR SEMI-TRACTOR (FOR POSSIBLE ACTION) AND GENERAL ROAD PROJECTS UPDATE (FOR INFORMATION ONLY)

A. Consideration, discussion and possible approval to solicit quotes and to purchase a used dump truck or semi tractor in an amount not to exceed $100,000. 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.

20.A) Public Works Memo - Used dump truck purchase
Staff Report Used Dump Truck or Semi 06052023.pdf

21. DISTRICT ATTORNEY: REQUEST FOR APPROVAL OF LEXIS-NEXIS ADDENDUM TO CURRENT CONTRACT (FOR POSSIBLE ACTION)

A. Consideration, discussion and possible approval of an addendum to the current contract with Lexis-Nexis for a new feature in an amount of $22 per month per user. The District Attorney's Office is looking to add 3 users. Discussion and possible action.

21.A) District Attorney - On-call Stipend and Lexis-Nexis addendum
DA - Lexis Nexis Addendum.pdf

22. SHERIFF'S OFFICE: REQUEST TO APPROVE CONTRACT WITH DR. ROBBIE GRANT TO PROVIDE MEDICAL SERVICES AT THE DETENTION CENTER (DISCUSSION AND POSSIBLE ACTION)

Consideration, discussion and possible approval of a contract with Dr. Robbie Grant to provide medical services to the inmates and provide oversight for the Detention Center Nurse. Discussion and possible action.

22.A) Sheriff Memo - Contract with Dr. Robbie Grant
Sheriff - Grant Contract.pdf
Dr. Grant Contract.pdf

23. SHERIFF: REQUEST FOR ADDITIONAL FUNDING FOR BULLETPROOF VEST PLAN TO COVER UNFUNDED BALANCE (FOR POSSIBLE ACTION)
Consideration, discussion and possible approval of a request from the Humboldt County Sheriff to have the County Commissioners to approve $14,220 in funds to complete the acquisition the vests that were originally discussed at the March 6, 2023 Commission meeting. Due to a discrepancy in the DOJ Grant Award Program, the county will need to cover the unfunded portion of the grant to purchase the vests. Discussion and possible

action.

23.A) Sheriff Staff Memo - Purchase Vests
Staff Report - Vest Purchase.pdf

24. SHERIFF: LIQUOR BOARD

Sheriff Cardenas is requesting that the Humbold County Liquor Board be convened. Consideration, discussion and possible action of the following:

A. Sheriff Cardenas is requesting one special Liquor License on behalf of Kevin Pasquale for the Paradise Valley Fire Department for the Father's Day BBQ on June 18th, 2023.

24.A) Sheriff - Liquor Board
Staff Report Liquor License Special - Paradise Valley Fire Dept.pdf

25. FACILITIES MAINTENANCE : REQUEST TO APPROVE PROPOSAL TO REPAIR COUNTY PARKING LOTS; REQUEST TO APPROVE PROPOSAL TO COMPLETE ROOF RESTORATION FOR EAST WING OF COURTHOUSE; REQUEST TO APPROVE PROPOSAL TO COMPLETE ROOF REPAIR FOR VETERANS BUILDING; REQUEST TO APPROVE PROPOSAL TO COMPLETE ROOF RESTORATION FOR WINNEMUCCA MOUNTAIN REMOTE BUILDING (FOR POSSIBLE ACTION)

A. Consideration, discussion and possible approval of a proposal from Superior Services, Inc to seal coat, seal cracks, and stripe the parking lots of county properties in an amount not to exceed $61,359.00. Discussion and possible action.
B. Consideration, discussion and possible approval of a proposal from CTR Roofing to complete the roof restoration for the East Wing of the Courthouse in an amount not to exceed $78,620.00. Discussion and possible action.
C. Consideration, discussion and possible approval of a proposal from CTR Roofing to complete the roof repairs for the Veterans Building in an amount not to exceed $9,875.00. Discussion and possible action.
D. Consideration, discussion and possible approval of a proposal from CTR Roofing to complete the roof restoration for the Winnemucca Mountain Remote Building in an amount not to exceed $15,250.00. Discussion and action.

25.A) Staff Memos - Repair parking lots and roof repairs and restoration
Staff Report - County Parking Lots Fills and Supporting Documents.pdf
Staff Report - East Wing Courthouse Roof Restoration and Documents.pdf
Staff Report - Veterans Center Roof Repair and Supporting Documents.pdf
Staff Report - Winnemucca Mtn Remote Building Roof Restoration and Supporting Documents.pdf

26. HUMAN RESOURCES: PRESENTATION OF EMPLOYEE ENGAGEMENT SURVEY RESULTS BY CPS HR (INFORMATION ONLY)

Presentation of Humboldt County's first employee engagement survey results by Dr. Don

Schutt, Senior Project Consultant with the Institute for Public Sector Employee Engagement. For discussion and information.

26.A) Staff Memo - Employee Survey
Humboldt County, Nevada - Employee Engagement Survey Results.pdf
Action Plan Recommendations for Humboldt County.pdf
Action Plan Resources List.pdf

27. HUMAN RESOURCES: APPROVAL OF LACTATION POD PURCHASE FOR COURTHOUSE FACILITY (FOR POSSIBLE ACTION)
Consideration of, discussion, and possible approval of a request to purchase an Americans with Disabilities Act (ADA) accessible lactation pod from Brighter Booth for placement in the Humboldt County Courthouse for an amount not to exceed $12,945.00 to meet the requirements of NRS 1.095 and provide a discreet space for select employees and members of the public to express breast milk. For discussion and possible action.

27.A) Lactation Pod Supporting Documents
20230516 Quote from Brighter Booth.pdf
20230516 Quite from Mamava.pdf
Brighter Booth ADA Breastfeeding Pod_White.jpg
Mamava 230210-Capabilities-Statement-State-and-Local-Government.pdf
Brighter Booth Product Card_ADA Breastfeeding Pod.pdf
Brighter Booth Specs_ADA Breastfeeding Pod.pdf
Mamava 230210-Mamava-XL-Info_Sheet.pdf
20230530 Staff Report for Lactation Pod Purchase.pdf

28. HUMAN RESOURCES: APPROVAL OF NEW JOB DESCRIPTIONS FOR ASSISTANT COUNTY MANAGER, COUNTY MANAGER, AND HUMAN RESOURCES DIRECTOR (FOR POSSIBLE APPROVAL)
Consideration, discussion and possible approval of three new job descriptions for the positions of Assistant County Manager, County Manager, and Human Resources Director. This request does not include salary recommendations due to the unavailability of fiscal year 2023-2024 wage ranges from certain sister counties whose data is used to create a salary recommendation. Discussion and possible approval.

28.A) Supporting Documents for Proposed Job Descriptions
20230530 Staff Report for Proposed Job Descriptions.pdf
20230530 DRAFT - County Manager Job Description.pdf
20230530 DRAFT - Assistant County Manager Job Description.pdf
20230530 DRAFT - Human Resources Director Job Description.pdf

29. DISCUSSION ON STATE OF EMERGENCY RESOLUTION REGARDING WILD HORSE AND BURRO POPULATIONS ON PUBLIC LANDS IN HUMBOLDT COUNTY (FOR POSSIBLE ACTION)
Consideration, discussion and possible action regarding request from Lander County to support a Resolution passed by the Lander County Board of Commissioners to declare a State of Emergency on public lands due to overpopulation of wild horses and burros. Discussion and possible action.

29.A) Wild Horse Resolution

Agenda Request-Wild Horse-Burro Resolution Discussion.pdf
Emergency Resolution_WH&B Mgt_Lander County[53].pdf

30. REVIEW OF LEGISLATIVE BILLS AND BILL DRAFT REQUESTS (BDR) THAT ARE BEING CONSIDERED IN THE 2023 NEVADA LEGISLATURE (FOR POSSIBLE ACTION)

Updates regarding Senate and House Bills that could impact Humboldt County financially or otherwise that the County would like to be involved and heard on during the legislative session. Discussion and possible action.

31. COUNTY MANAGER: DISCUSSION REGARDING THE RECRUITMENT FOR COUNTY MANAGER DAVE MENDIOLA'S REPLACEMENT IN MARCH 2024. (FOR POSSIBLE ACTION)

Consideration, discussion and possible action to establish a process and timeframe for the recruitment of a replacement for County Manager Dave Mendiola's retirement in late March 2024, Discussion and possible action.

32. MISCELLANEOUS REPORTS AND CORRESPONDENCE

1. Other information and upcoming meetings

June 6, 2023 Winnemucca City Council Meeting

June 8, 2023 Regional Planning Committee Meeting

June 19, 2023 Humboldt County Board of Commissioners Meeting (Could change to June 20, 2023 depending on State Legislative outcome).

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, Humboldt County Elk Planning

Steering Committee, Paradise Conservation District and the State Land Use Planning Advisory Council (SLUPAC).

33. 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.

34. 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.

35. ADJOURNMENT

36. NOTICE:
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 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 located on the first page of this agenda.

Members of the public may make a public comment at the meeting without being physically present by emailing 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.humboldtcountynv.gov/ (click on the “Government” link on the home page) if that information was available when the agenda was posted. If the supporting material/ staff report is not included in the agenda packet, it is available to the general public at the same time the materials are provided to the Board. The administrative assistant at the County Manager's Office located at 50 West 5th Street, Winnemucca, Nevada, telephone number 775-623-6300 is the designated person from whom a member of the public may request the supporting material for this meeting and the County Manager’s Office is the location where the supporting material is available to the public.

Humboldt County Board of Commissioners
May 15, 2023 at 8:30 AM
Meeting Minutes

Those present were Chairman Ken Tipton, Commissioners Ron Cerri, Jesse Hill, Tom Hoss and Mark Evatz, Deputy District Attorney Michael Macdonald, Assistant County Manager Abel del Real-Nava and Clerk of the Board Tami Rae Spero. County Manager Dave Mendiola was not in attendance.

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

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

PUBLIC COMMENT: Chairman Tipton asked for public comment. Michael Sheppard appeared before the Commission and offered public comment requesting/suggesting taking a formal position at the appropriate time against Senate Bill 226 and explained what the purpose of the Bill is and what the concerns are with it and the impact on Humboldt County; and that, in addition to taking a position against, if the bill does pass out of the Legislature, to request that the Governor veto it.

Commissioner Evatz extended an invitation for this Saturday for a fire rehabilitation for sage brush, bitter brush and mahogany planting sponsored by the Nevada Muley's organization in conjunction with the BLM and NDOW which will take place in the Alder Creek Basin in the Pine Forest; he noted that they are looking for volunteers to assist.

No further public comment 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 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

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25, 2021 (Special Meeting); February 8, 2021; February 22, 2021 (Special Joint Meeting); February 22, 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 20, 2021; November 8, 2021; and November 22, 2021; January 3, 2022; January 24, 2022 (Commission Retreat), March 7, 2022, March 21, 2022; May 2, 2022; May 16, 2022; September 19, 2022 (Regular Meeting); November 7, 2022; November 21, 2022; December 12, 2022; February 21, 2023; March 20, 2023; March 27 & 28, 2023 (Budget Hearing); and May 1, 2023. No minutes submitted for consideration.

APPROVAL OF EXPENDITURES FOR HUMBOLDT COUNTY FOR MAY 1, 2023 THROUGH MAY 15, 2023: Commissioner Hill stated that he would be abstaining from action on two items, Rural Fire pay and for work done at the Golconda Schoolhouse by Stoney Basin, his company. The following motion was made by Commissioner Evatz and passed unanimously with the noted abstention by Commissioner Hill:

To approve the expenditures for Humboldt County for the period of May 1st to May 15th, 2023.

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

ROLL CORRECTION: The attached roll correction was completed for parcel number 8-0661-06 for taxpayers Wayne and Christine Glines and parcel number 8-0661-07 for taxpayers Michael Johnson & Geneviene Johnson. The Assessor's Office explains that improvements were placed on parcels 08-0661-06 and 8-0661-07 in error. The following motion was made by Commissioner Cerri and passed unanimously:

To approve the consent agenda as outlined here.

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

EMPLOYEE OF THE QUARTER AWARD FOR FIRST QUARTER OF 2023: Presentation by Abel Del Real-Nava, Assistant County Manager/Human Resources Director of the Employee of Quarter Award for the first quarter of 2023. Director del Real-Nava informed the Commission that Jayme Wells with the Library had been selected as Employee of the Quarter. Director del Real-Nava read the nomination for Ms. Wells. Ms. Wells was unable to attend the meeting. The Commission offered it's thanks to Ms. Wells.

OROVADA FIRE PROTECTION DISTRICT BOARD:

PETITION TO CONVERT TO AN APPOINTED BOARD: Consideration, discussion and possible action to approve a petition to convert the Orovada Fire Protection District Board from an elected board to an appointed board per NRS 244.1645. Deputy District Attorney Macdonald reviewed the request for the Commission. Commissioner Cerri observed that the Commission has been appointing this Board annually

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but could not appoint for a full-term and noted the benefit of this occurring. The following motion was made by Commissioner Cerri and passed unanimously:

To approve a Petition to convert the Orovada Fire Protection District Board from an elected board to an appointed board per NRS 244.1645.

Chairman Tipton stated that the Commission would move to item 11 on the agenda.

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

9:00 A.M. PUBLIC HEARING: PLANNING DEPARTMENT FOR ZONE CHANGE REQUESTS:

Consideration, discussion and possible approval of the following:

RH-23-19 - Zone change request submitted by Regional Planning Commission on behalf of Danielle DeLong to change the C (Commercial) zoning designation to GC (General Commercial) zoning designation on property located off E Winnemucca Blvd (APN 10-0244-01). Included on the on-line agenda for review was a copy of the Planning Department Status Report. Chairman Tipton read the title of the item set to public hearing. Mrs. Lawrence reviewed the request for the Commission noting approval by the Regional Planning Commission for both this item and the next. Chairman Tipton asked for public comment; none offered. The following motion was made by Commissioner Cerri and passed unanimously:

To approve the zone change submitted by the Regional Planning Commission on behalf of Danielle DeLong RH-23-19 as read into the record by the Chair.

(Ordinance No. 05-15-23)

RH-23-20 - Zone change request submitted by Regional Planning Commission on behalf of Danielle DeLong to change the C (Commercial) zoning designation to M- 1 (Industrial) zoning designation on property located at 4835 W Winnemucca Blvd/W Winnemucca Blvd (APN 13-0052-09 & 11). Chairman Tipton read the title of the item set to public hearing. Chairman Tipton asked for public comment; none offered. The following motion was made by Commissioner Cerri and passed unanimously:

To approve the zone change submitted by the Regional Planning Commission on behalf of Danielle DeLong on RH-23-20 as read into the record by the Chair.

(Ordinance No. 05-15-23a)

Chairman Tipton stated that the Commission would go to item 12 on the agenda at this time.

PRESENTATION FROM BLM WINNEMUCCA DISTRICT MANAGER: Samuel R.M. Burton, BLM Winnemucca District Manager, will update the Commissioners on BLM projects. Manager Burton appeared before the Commission and introduced himself; he continued reporting on plantings occurring, the work with tribes, a wild horse/burro survey, the BLM's knowledge of the Thacker Pass Project, a geothermal study, the number of field offices in the district and their responsibilities including coordination going on for Burning

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Man, work by the Humboldt Field Office as to the Orovada school location project, the land patent for the Humboldt Shooting Range, the Eggers land survey, local school events in local communities, the upcoming regional fire training for new-hires and seasonal employees, the Water Canyon bridge update based on road work and the creation of an additional road, the preparation for grass fires down the road and staffing in the district and efforts to fill critical positions including within fire management. Commissioner Hill asked about the BLM's presence at the lithium mine site. Manager Burton responded that they are there for issues with the land but they do coordinate with law enforcement and explained. Commissioner Cerri asked about proposed gathers of wild horses in the area. Manager Burton responded commenting on what is planned. Discussion ensued regarding a local holding facility. Commissioner Cerri asked about solar issues. Manager Burton responded stating that he would provide additional information. Commissioner Cerri asked about the status of range specialists in the District. Manager Burton responded. Discussion ensued. Commissioner Evatz offered comment on the Muley's sponsorship of the planting project scheduled this weekend; he asked about drilling for gold resources. Manager Burton responded. Commissioner Evatz asked about new NEPA projects for new or expansion projects. Manager Burton responded. Commissioner Hoss asked about the involvement of the local BLM Office with the airport and the buildings. Manager Burton responded commenting about the BLM Dispatch Center as well as a proposal of a building at the airport. Discussion ensued. Manager Burton commented on the proposal to build a new fire station in Orovada with the closure of the fire station in McDermitt. Commissioner Hill asked what would happen with the old station. Manager Burton responded. Commissioner Cerri noted that prior Managers have met with a Commissioner and the County Manager monthly and he encouraged Manager Burton to continue with that. Manager Burton concurred and explained.

Chairman Tipton recessed the meeting at 11:07 a.m. reconvening at 11:15 a.m. and proceeding to item 19 on the agenda.

COMPTROLLER: Comptroller Gina Rackley appeared before the Commission.

RESOLUTIONS TO ADOPT TAX RATES: Consideration, discussion, and possible adoption of a Resolution levying the Tax Rates required for Humboldt County for the 2023-2024 Fiscal Year. Comptroller Rackley reviewed the request for the Commission. Commissioner Evatz asked, if there is the ability to address the current situation with the dog control district and all residents paying for it but not receiving the services. Comptroller Rackley responded; she suggested that the only way to address was to create an animal control district and place an assessment towards that district. Commissioner Evatz suggested that it is something that should be addressed. Deputy District Attorney Macdonald commented that something

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could be put together and be brought forward at a future meeting. The following motion was made by Commissioner Cerri and passed unanimously:

To approve the Fiscal Year 2023-2024 Tax Rate Resolution.

(Resolution No. 05-15-23)

Consideration, discussion, and possible adoption of a Resolution levying the Tax Rate required for the 2023-2024 Fiscal Year for the Cooperative Extension Fund. Comptroller Rackley reviewed the request for the Commission. Commissioner Cerri voiced his concern that the County is paying the costs for the Extension and how Extension Agent Schultz's possible future departure raises concerns for what the program will become; he asked if this is the lowest amount we can pay. Comptroller Rackley confirmed it was. Commissioner Cerri asked if there is anything that can be done if the County does not want to continue with the extension program through the University. Discussion ensued. Commissioner Cerri noted the need for this Commission to keep an eye on the situation as to what will occur when Mr. Schultz moves on. The following motion was made by Commissioner Evatz and passed unanimously:

To adopt the Resolution levying fiscal year 23-24 Cooperative Extension Fund tax rate at one cent on each one hundred dollars of assessed value on taxable property.

(Resolution No. 05-15-23a)

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 2023 (July 1, 2022 through June 30, 2023), including an update on the American Rescue Plan Act (ARPA) and other funding available to the County. Comptroller Rackley reported on the status of budget augmentations and the status of the projects through ARPA.

Chairman Tipton stated that the Commission would return to the public hearings portion of the agenda as it is 9:00 a.m.

REQUEST TO REVIEW PROPOSALS FROM ANTHEM INSURANCE TO REMAIN IN THE FULLY INSURED PLAN OR TRANSITION TO THE SELF-INSURED PLAN FOR FISCAL YEAR 2023-2024: Consideration, discussion and possible approval of a proposal for County provided health insurance plans for FY2023-2024 and request for approval of either fully insured Anthem plan or a self-insured Anthem administered plan. Comptroller Rackley reviewed the request for the Commission. Assistant Manager del Real-Nava offered comment on past increases to the rates and noting that the pass that is occurring this time may not occur in the future. Commissioner Evatz asked about a cap for exposure. Comptroller Rackley responded explaining how the process works and the purpose for the stop-loss coverage. Commissioner Hill asked what would occur if the County chose to not proceed and how would that impact the City's decision to proceed. Comptroller

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Rackley explained the language of the City's motion addressed that possibility. Commissioner Hill asked about the impact on premiums. Comptroller Rackley responded. Commissioner Hill asked about the Insurance Committee's stance. Comptroller Rackley confirmed that it was the recommendation of the Committee to move to self-funded. Commissioner Hoss offered no questions. Commissioner Cerri asked about the creation of the Fund and how the funding would be handled with the City. Comptroller Rackley explained. Commissioner Cerri asked if A&H would continue to manage. Comptroller Rackley confirmed that is correct and explained the costs associated. Discussion ensued that Anthem would continue and that premiums would remain the same. Commissioner Cerri asked if this would have an impact on the ability for the County to be more competitive with insurance including for dependent coverage. Comptroller Rackley confirmed it should and explained how it could be discussed in the future. Commissioner Hill asked about the cap. Comptroller Rackley responded. Chairman Tipton stated that he believes it is the time to do it and offered comment. It was noted that both Elko County and the City of Elko do this and are satisfied and have done it for years. Commissioner Hill stated his support. The following motion was made by Commissioner Hill and passed unanimously:

To approve the self-insured plan for fiscal year 2023-2024.

ASSESSOR'S OFFICE: Assessor Andy Heiser appeared before the Commission.

UPDATE ON CURRENT AND UPCOMING PROJECTS AND FUTURE REVENUES: The Assessor's Office will update the Commissioners on current and upcoming projects as well as future revenues. Assessor Heiser reported on the status of the Judicial Review process related to the appeal of the State Board of Equalization's action on the Battle Mountain Solar assessment and that he had met the planning/surveying person out of Elko County, Cory Rice, and discussed the situation in Humboldt County and he had offered to help if the County needed assistance. Assessor Heiser continued discussing the status of NG 9-1-1 that they are working on including issues arising from RS 2477 roads and asked where the Commission wants it to go with recognition of the roads. Commissioner Cerri noted his concern with identifying RS 2477 roads on private lands and explained; he questioned why it has to be formally declared as a RS 2477 road. Assessor Heiser reviewed his knowledge based on information provided by the Nevada Association of Counties. Discussion ensued regarding Commissioner Cerri's concerns. Emergency Manager Carol Lynn addressed the Commission as to the matter. Commissioner Cerri noted that previously there was a requirement for addressing and posting of said addresses but now they are being told that isn't sufficient. Discussion continued. Assessor Heiser continued his update discussing the status of bills in the Legislature that impact his Office and the possibility of doing an audit of personal property and how that could be handled, if the Commission had an interest.

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Chairman Tipton recessed the meeting at 9:46 a.m. reconvening at 9:53 a.m. Chairman Tipton noted that item 14 is being continued to a future meeting and item 15 is a public hearing and it is not yet 10:00 a.m. so the Commission would proceed to item 16 at this time.

ASSISTANT COUNTY MANAGER: Assistant County Manager Abel del Real-Nava appeared before the Commission.

APPROVAL OF LAST MILE FIBER CONSTRUCTION AND MONTHLY INTERNET SERVICE FEES FOR EIGHT SITES: Consideration, discussion, and possible action on a request for approval of last mile construction fees for fiber internet access from Zito Holdings West, LLC to the following eight sites: Humboldt County Communications Center at $44,375, Humboldt County Human Services at $16,250, Humboldt County Road Department at $23,000, Humboldt County Sports Complex at $26,375, Rose Creek Communications Complex at $32,000, Humboldt County Public Works (Orovada Branch) at $41,000, Humboldt County Events Complex at $29,750 and Humboldt County Convention Center at $7,250 for an amount not to exceed $ 220,000 and for selection of service speed to each site in accordance with the following (per site, per month): 1 Gigabyte service for 60 months at $800; 1 Gigabyte service for 84 months at $700; 10 Gigabytes service for 60 months at $2,000; 10 Gigabytes service for 84 months at $1,900. This request follows Zito's award of the High-Speed Nevada Initiative Phase I bidding process for our district that solicited bids from internet service providers to bring fiber based broadband transport services to State and Local Government Facilities, Schools and Libraries, and other community anchor institutions. The purpose of leading with government facilities and community anchor institutions in Phase I is to ensure unserved and underserved government and community anchor institutions have the bandwidth and security to effectively provide essential services to constituents and community members while also efficiently using state and federal funding to bring fiber infrastructure to communities where modern, reliable, scalable infrastructure does not exist today. Once fiber is brought to a government or school facility, other federal funding streams will be used to extend connectivity to surrounding areas. Item tabled to future agenda.

COMPTROLLER: Comptroller Gina Rackley appeared before the Commission.

10:30 A.M. PUBLIC HEARING: FISCAL YEAR 2023-2024 FINAL BUDGETS: Consideration discussion, and possible changes to the fiscal year 2023-2024 Tentative Budgets for Humboldt County and possible approval for the Fiscal Year 2023-2024 Final Budgets for Humboldt County. Public Hearings will be conducted simultaneously on the Denio TV District, Golconda Fire District, Golconda Water District, Humboldt Fire District, Kings River General Improvement District, McDermitt Fire District, McDermitt General Improvement District, Orovada Community Services District, Orovada Fire District, Orovada

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General Improvement District, Orovada Rodent Control District, Paradise Valley Fire District, Paradise Valley Sewer District, Paradise Valley Weed Control District, Pueblo Fire District, Quinn River TV District and Winnemucca Rural Fire District. Chairman Tipton read the title of the item set to public hearing. Comptroller Rackley reviewed the request for the Commission. Discussion ensued regarding PILT funding, Net Proceeds funding and the level of expenditures versus income. Chairman Tipton asked for public comment; none offered. Comptroller Rackley noted the need to hold public hearings for the special districts explaining that all Boards have held their meetings and adopted their budgets but the County handles the publications and public hearings for the entities. Chairman Tipton asked for public comment on any of the special districts; none offered. The following motion was made by Commissioner Cerri and passed unanimously:

To approve the fiscal year 2023-2024 final budgets as presented.

Chairman Tipton stated that the Commission would return to item 10 on the agenda at this time.

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

REQUEST TO PAVE SALT AND SAND PAD: Consideration, discussion and possible approval for a request to pave the Salt/Sand pad in an amount not to exceed $60,000 and to award the project to Hunewill construction. Director Kalkoske reviewed the request for the Commission noting that he had solicited quotes from Q&D and Hunewill with only Hunewill responding. Commissioner Evatz asked about other locations that are used in a similar way asking if so, that they be maintained in a similar way. Director Kalkoske responded. Based on a question from Commissioner Hill, Director Kalkoske noted other improvements being included at the site confirming, based on a question from Commissioner Evatz, that those costs were not included in this amount. The following motion was made by Commissioner Evatz and passed unanimously:

To approve the request to pave the salt/sand pad in an amount not to exceed $60,000.00.

REQUEST TO APPROVE BID FOR ROCK CRUSHING: Consideration, discussion and possible approval to award Rock Crushing to Hunewill construction in an amount not to exceed $98,996.20. Director Kalkoske reviewed the request for the Commission noting a bid had been put out pursuant to NRS 332 with the only bid received being from Hunewill. Commissioner Cerri asked if both the prior agenda item amount and this amount are budgeted. Director Kalkoske confirmed they were and explained. The following motion was made by Commissioner Cerri and passed unanimously:

To award the rock crushing to Hunewill Construction in an amount not to exceed $98,996.20.

REQUEST TO PURCHASE CATTLE GUARD: Consideration, discussion and possible approval to purchase cattle guards from Gourley's Welding LLC, in an amount not to exceed $33,000. Director Kalkoske

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reviewed the request for the Commission. The following motion was made by Commissioner Evatz and passed unanimously:

To approve six additional cattle guards from Gourley's Welding LLC in an amount not to exceed $33,000.00.

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 reviewed staffing and road work in the County. Commissioner Evatz asked about the status of the pipe installation on Lambert. Director Kalkoske responded noting that, due to the projects going on, they may request quotes for a local contactor to do the project; he reviewed the time-frame for the project. Commissioner Hoss asked about the status of the pond above Lambert. Director Kalkoske responded. Commissioner Hill asked about the status of the flooding on Martin Creek. Director Kalkoske responded noting that he had worked with the local Water Commissioner on the situation. Discussion ensued regarding flooding and water levels associated with assorted county roads. Commissioner Evatz noted his concern with projects brought forth as being done in-house and then changing to having an outside source handle a project. Director Kalkoske responded.

SHERIFF: Under Sheriff Damon Kuskie appeared before the Commission on behalf of Sheriff Angel Cardenas.

LIQUOR BOARD: Under Sheriff Kuskie called the Humboldt County Liquor Board to order at 10:14 a.m.

Under Sheriff Kuskie reviewed the request for approval of the third quarter liquor license renewals recommending approval for: Denio Junction - Denio Junction, Mateo Brambila - Valmy Chevron, Giovanni & Shannon Giordano - Sawtooth Station, Joginder Lal - McDermitt Gas Lean Motel, Jeffrey Siegel - Diamond Bar Inn, Manjinder Singh & Kirandeep Ka - A-1 Fuel Stop, Norman Calhoun & Barry Wilkinson - Quinn River Merc, LLC, Juanita Kennedy or Dennis Acorda - Paradise Valley Bar & Grill, Micaela Fregoso Gen Mgr - Pilot Travel Centers, LLC, Ted Rookstool - Windspur Supply, Jurjot Singh - BJ's Market, Chloe Dufurrena - Say When, Inc., William Firth - Water Hole #1, Jennifer Mayo-Scott - Ike's Market. Under Sheriff Kuskie reviewed the request for approval of a new liquor license and recommended approval for: Saif Oraha - Valmy Chevron pending issuance of a County business license. The following motion was made by Commissioner Tipton and passed unanimously:

To approve the fourteen applications for renewal plus the new license for Saif Oraha pending the issuance of a business license.

Under Sheriff Kuskie adjourned the Liquor Board meeting at 10:16 a.m.

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ECONOMIC DEVELOPMENT ADMINISTRATION: Michelle Hammond Allen, Economic Development Officer appeared before the Commission.

REQUEST TO APPLY FOR GRANT FUNDING FOR NON-CONSTRUCTION COSTS, INCLUDING ENGINEERING AND DESIGN FOR THE GRASS VALLEY WASTEWATER TREATMENT FACILITY PROJECT: Consideration, discussion and possible approval to apply for a federal grant through U.S. Economic Development Administration (EDA) to pay for non-construction costs, including engineering and design for the Grass Valley Wastewater Treatment Facility. The grant application for up to $6,299,600 would seek to fund the non-construction phase of the project including projected budgeted items such as construction contingency, engineering design (civil, structural, mechanical & electrical), environmental and cultural resource studies, topographic surveys, geotechnical engineering, construction management, funds administration, and land acquisition needed for the development of a wastewater collection and treatment system for Grass Valley. If awarded, the grant will require a match from Humboldt County of non-federal funding in the amount of 20% of the grant award. In addition to the request to apply, the County Manager is asking that funds from the LATCF be used for the match and Chairman Tipton sign a Match Letter. The County will also attempt to secure the match funding from the State of Nevada Office of Financial Assistance, which has state funding for federal match purposes, thus the LATCF funds may not be needed for the entirety of the match. Mrs. Hammond-Allen reviewed the request for the Commission. Commissioner Evatz asked how the efforts with Congressman Amodei work and asked if they respond. Mrs. Hammond-Allen responded. Commissioner Evatz suggested that continued regimented efforts be made as to the federal offices staying in contact and providing updates noting concerns with that. Commissioner Hoss asked about the impact of SB 226. Mrs. Hammond-Allen responded. Commissioner Hoss asked about the increase in the costs for the engineering. Mrs. Hammond-Allen responded. Commissioner Hoss asked if a location has been looked at. Mrs. Hammond-Allen stated she does not have information on that. Commissioner Hoss noted his concerns that the location being considered may not be appropriate based on what he has heard from sources at the State. Assistant County Manager del Real-Nava asked that information be provided to the Manager's Office as to the state source voicing the concerns so they can follow-up. Discussion ensued regarding the location including where it may be located, that the site survey has not occurred yet, issues that may exist in the area being looked and that this shows the intent to proceed with an explanation of how it would work with the land purchase. Commissioner Evatz asked that Mrs. Hammond-Allen follow up with Commissioner Hoss as to his concerns. The following motion was made by Commissioner Cerri and passed with Chairman Tipton and Commissioners Hill, Cerri and Evatz voting aye and Commissioner Hoss voting nay:

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To approve the application for a federal grant through the U.S. Economic Development Administration, EDA, to pay for non-construction costs for Grass Valley Wastewater Treatment Facility in an amount not to exceed $6,299,600.00.

Consideration, discussion and possible approval to have Chairman Ken Tipton sign a Letter of Intent to Apply for the EDA grant to pay for non-construction costs, including engineering and design for the Grass Valley Wastewater Treatment Facility Project up to $6,299,600. Mrs. Hammond-Allen reviewed the request for the Commission. The following motion was made by Commissioner Evatz and passed with Chairman Tipton and Commissioners Hill, Cerri and Evatz voting aye and Commissioner Hoss voting nay:

To have Chairman Tipton to sign a letter of intent to apply for the EDA grant to pay for non-construction costs, including and design for the GV Wastewater Treatment Facility Project up to $6,299,600.00 at the twenty-percent.

Consideration, discussion and possible approval to have Chairman Ken Tipton sign a Match Letter for the required EDA grant commitment of non-federal match funds up to 20% through the Humboldt County LATCF**.** Discussion ensued regarding the funding method, what would occur if the grant funds were not provided and the impact on LATCF funding. The following motion was made by Commissioner Cerri and passed with Chairman Tipton and Commissioners Hill, Cerri and Evatz voting aye and Commissioner Hoss voting nay:

To approve Chairman Ken Tipton signing a match letter for the required EDA grant commitment of non-federal match funds up to twenty percent through the Humboldt County LATCF.

Chairman Tipton stated the Commission would return to item 15 on the agenda for the public hearing at 10:38 a.m.

ACKNOWLEDGEMENT OF DELIVERY FOR THE PATENT LAND TO EXPAND THE HUMBOLDT COUNTY SHOOTING PARK: Consideration, discussion and possible action to accept the U.S. Patent No. 27-2023-0013 land which will conveys the title to 240 acres to Humboldt County to expand the Shooting Park, to authorize the Chairman or Vice Chairman to sign the acknowledgement of delivery letter, and to have the title properly recorded; pending review and approval of the District Attorney's Office. Deputy District Attorney Macdonald reviewed the request for the Commission noting that review has occurred of the patent and recommended approval. Commissioner Hoss asked about the acreage as there is a reference to 24 acres in the paperwork. Deputy District Attorney Macdonald confirmed that it is 240 acres. The following motion was made by Commissioner Hill and passed unanimously:

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To approve and accept the U.S. Patent No. 27-2023-0013 land which will convey the title to two hundred-forty acres to Humboldt County and to authorize either Chairman Ken Tipton or Vice-Chair Hill to sign the acknowledgement of delivery letter as the District Attorney has reviewed and recommended approval.

REVIEW OF LEGISLATIVE BILLS AND BILL DRAFT REQUESTS (BDR) THAT WILL BE TAKEN UP IN THE 2023 NEVADA LEGISLATURE: Updates regarding Senate and House Bills as well as Bill Draft Requests (BDR's) that could impact Humboldt County financially or otherwise that the County would like to be involved and heard on during the legislative session. Chairman Tipton offered comment on NACO's action related to SB 226. Assistant County Manager del Real-Nava noted the need to watch SB 233 and explained. Commissioner Cerri offered comment on AB 387 explaining the need to keep a close eye on it. Chairman Tipton asked what had occurred with making this item as an actionable item and requested that it be placed on the agenda going forward as an actionable item. Commissioner Cerri continued discussing the future plans by the Water Engineer to reach out for proposals related to use. Discussion ensued. Discussion ensued regarding convening a special meeting on Monday, May 22nd at 8:30 a.m. to allow for the Commission to offer comment to the Legislature on bills of concern; the Commission concurred as to the date.

COUNTY MANAGER: Assistant Abel del Real-Nava appeared before the Commission.

DISCUSSION REGARDING THE RECRUITMENT FOR COUNTY MANAGER DAVE MENDIOLA'S REPLACEMENT IN MARCH 2024. Consideration, discussion and possible action to establish a process and timeframe for the recruitment of a replacement for County Manager Dave Mendiola's retirement in late March 2024. Assistant County Manager del Real-Nava noted his plan to leave the County, June 5th but explained that he will be assisting with preparing job descriptions as there is no longer conflict to include splitting the Assistant County Manager and Human Resources Director position; he offered comment on duties the Assistant County Manager position could assume. Commissioner Cerri asked if the Human Resources Director position could be placed under the Commission rather than the County Manager. Commissioner Hill asked about the splitting of the positions. Assistant County Manager del Real-Nava responded. Deputy District Attorney Macdonald offered comment explaining his concerns pursuant to legal analysis and stating that his recommendation would be that, as with other department heads, the Human Resources Director should remain under the County Manager's supervision. Assistant County Manager del Real-Nava offered comment on the need for a strong policy for reporting misconduct noting the policy currently in place is outdated as it was put in place before a formal Human Resources Director was established so it does not account for all of the possible avenues for an employee to report misconduct. Commissioner Evatz asked that the description of the current combined role be provided as well as the

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new proposals; he noted the need to determine if people will be added and the pros/cons of both types of positions. Assistant County Manager del Real-Nava stated his recommendation that the position be split. Commissioner Hoss asked for clarification on Assistant County Manager del Real-Nava's stance. Assistant County Manager del Real-Nava responded. Deputy District Attorney Macdonald clarified that he would have no problem with separating the duties but that his recommendation is that the Human Resources Director report to the County Manager as other department heads do. Chairman Tipton noted what would need to be looked at with the County Manager position commenting on other sources available to the County for public lands issues. Discussion ensued. Deputy District Attorney Macdonald noted the need for separate agenda items to allow for discussion. Commissioner Hill commented on the need to get going on this as previously requested by Commissioner Hoss. Commissioner Hoss asked that the item remain on the agenda. Chairman Tipton stated no action is required on this item at this time.

MISCELLANEOUS REPORTS AND CORRESPONDENCE:

Other information and upcoming meetings: Chairman Tipton noted the following upcoming meetings and dates - May 9, 2023 Winnemucca City Council Meeting, May 11, 2023 Regional Planning Committee Meeting, May 15, 2023 Humboldt County Board of Commissioners Meeting, May 23, 2023 Winnemucca City Council Meeting, May 23, 2023 Humboldt General Hospital Board Meeting and May 29, 2023 Memorial Day (County offices will be closed).

Reports from Commissioners regarding other Boards and Committees on which they serve: Commissioner Cerri reported on a Humboldt River Water Basin Authority meeting, a meeting with Cooperative Extension Agent Schultz and the plan for the Extension Director to meet with Commissioner Cerri about his concerns voiced earlier in the meeting as well as what the future is for the program, an upcoming meeting as to the conservation & use issue with BLM noting concerns of its impact on ranching as well as other users of public lands and a meeting in the office as to a potential business coming to town. Commissioner Evatz offered no report. Commissioner Hoss reported on the Museum Board meeting including questions related to the County's copier contract and actions by the County related to door restrictors for the elevators which Assistant County Manager del Real-Nava offering to follow up on those questions for Commissioner Hoss. Commissioner Hoss continued reporting on the Airport Board meeting. Commissioner Hill reported on a Paradise Valley Conservation District meeting, a meeting with WCVA Director Kim Petersen and the Board Chairman to discuss his issues with the transparency of their policies discussed at the last Commissioner meeting as well as his attendance at their meeting where changes were made to improve the transparency for vendors; he noted an upcoming Humboldt Development Authority meeting. Chairman Tipton offered no report.

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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. Chairman Tipton noted the special meeting scheduled for Monday, May 22nd asking that the language of the agenda not be specific to the bills discussed in case other things come up. Deputy District Attorney Macdonald noted the possibility of a special meeting related to Gold Country Water issues. Chairman Tipton asked for an item for the June 5th agenda related to wild horses and explained. Discussion ensued to include language for the special meeting agenda related to asking the Governor to veto items and the time frame for final action for the Legislature. Commissioner Cerri asked about the status of a committee for Natural Resources. Deputy District Attorney Macdonald explained what is occurring related to that issue and offered comments; he asked that an item be included for an update to that process based on questions from Commissioner Cerri. Discussion ensued. Commissioner Hill asked for an update on the black fly/mosquito mitigation from either the County Manager or Vector. Commissioner Evatz asked for an update as to cricket mitigation and the ability of the vendor to address.

PUBLIC COMMENT: Chairman Tipton asked for public comment. Commissioner Evatz offered public comment on an opportunity to assist with an NDOW project at Rye Patch this weekend. Christina Kenison appeared before the Commission and offered public comment including providing a map related to the Winnemucca Municipal Airport to the Commission and offered comment on a zoning ordinance, Chapter 17.58 Airport Hazard Combining District which is not enforceable and asked if it is not the County's responsibility to do it correctly so it is part of the zoning; she asked Deputy District Attorney Macdonald if the County has no ownership of the airport. Deputy District Attorney Macdonald stated that is correct. Ms. Kenison offered that the County has control over the zoning and explained issues she has identified; she wondered if the Commission cares about the community out there and how fiscally responsible this is; she commented on discussion at the Airport Board meeting and her issues with the City Council; she is wondering about the liability and who is going to listen to the residents; she commented on being irresponsible with the decisions or lack of decisions noting there are large projects for which the Commission hasn't all the information; that the FFA believes that the zoning ordinances in place protect the airport; she continued explaining why she does not understand how the Commission can be pushed out of decision making about the airport stating her hope that the Board had read the Joint Airport Agreement. Ms. Kenison continued reminding the Commission of language in the agreement about joint maintenance of the facility. Commissioner Hoss noted that, as this is part of public comment, the Commission can listen but cannot respond. Ms. Kenison continued referring to the language of Joint Airport Agreement as to the land agreement ownership; she confirmed that the agreement is still in place

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with Deputy District Attorney Macdonald confirming it was but disagreeing with her belief that the land is owned by both; she continued voicing her concerns about the lack of action by the Commission and the lack of caring by the City and County of what is being done to the community, as well as her concerns as to the liability resulting from these actions as to other entities at the airport; she commented on actions by the City with land at the airport; she stated the Commission should get adequate legal representation to look into this; and offered comments on actions taken by the City Attorney noting that this will not go away and may end up in litigation if it is not looked at; she stated that it is up to the Commission as they have the power per the law, that lack of action is an action and the County can be liable for that. No further public comment offered.

ADJOURNMENT: Chairman Tipton adjourned the meeting at 12:33 p.m.

ATTEST:_____ APPROVED:_____
Clerk Chairman

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

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Those present were Chairman Ken Tipton, Commissioners Ron Cerri, Jesse Hill (via Teams), Tom Hoss and Mark Evatz (via Teams), Deputy District Attorney Michael Macdonald, County Manager Dave Mendiola (via Teams) and Clerk of the Board Tami Rae Spero.

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

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

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

INTRODUCTION AND SET FOR PUBLIC HEARING THE PROPOSED ORDINANCE AUTHORIZING THE ISSUANCE OF WATER REVENUE BONDS IN THE COMBINED MAXIMUM AGGEGRATE PRINCIPAL AMOUNT OF $2,400,000: Consideration, discussion and possible action to set for public hearing an ordinance authorizing the issuance by Humboldt County, Nevada, of its Water Revenue Bonds, Series 2023A, Series 2023B and Series 2023C in the combined maximum aggregate principal amount of $2,400,000 for the purpose of financing water projects; providing the form, terms and conditions thereof and covenants relating to the payment of the bonds; and providing the effective date hereof. Chairman Tipton read the title of the agenda item. Commissioner Hoss commented on language in section ten which would leave it wide-open for the County as a whole to have to pay for this process and questioned. Manager Mendiola offered comment that would not be what would happen and explained. Commissioner Hoss offered comment on his continued concern that this language would leave it wide-open for taxing other county residents who do not use the system; he questioned the increase in the amount of money put into this. Manager Mendiola explained what was included in the $2,400,000.00. Comptroller Gina Rackley explained the purpose of this hearing including the need for it to acquire the debt and commented that there is sufficient funding to cover said the debt; she noted the retention of JNA Consulting as well as water counsel Theresa Stix to confirm language of the ordinance and the action of the PUC at a meeting last week. Manager Mendiola noted the amount of the loan forgiveness loan of 1.85 million from the State Revolving Fund. Commissioner Cerri asked for clarification on what is being bonded and how the process works. Comptroller Rackley explained the process. Discussion ensued. Deputy District Attorney Macdonald explained what the process is for today including the need to read the title of the proposed ordinance and offered a suggested motion. Deputy District Attorney Macdonald read the title of the item to be set to public hearing. The following motion was made by Commissioner Cerri:

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To approve the bond read into the record and set to public hearing this ordinance at a time to be determined by the Clerk, the County Manager and the District Attorney's Office.

Commissioners Hill and Evatz offered not questions. Commissioner Hoss noted his concerns with doing this due to the language as he previously noted. Chairman Tipton called Commissioner Cerri's motion to a vote and it passed with Chairman Tipton and Commissioners Hill, Cerri and Evatz voting aye and Commissioner Hoss voting nay.

REVIEW OF LEGISLATIVE BILLS AND BILL DRAFT REQUESTS (BDR) BEING CONSIDERED BY THE 2023 NEVADA LEGISLATURE: Consideration, discussion and possible action regarding Senate and Assembly Bills as well as Bill Draft Requests (BDR's) being or to be considered by the Nevada Legislature, including taking positions in support of or against bills, and authorizing letters to legislators and/or the governor regarding Humboldt County's position on a bill, the County's thoughts and/or concerns on legislation, as well as a request to the governor to veto any bill the County opposes. Discussion and possible action will include, but is not limited to, the following bills: SB 226 – Revises provisions governing public works. SB 233 - Revises provisions governing taxes imposed on certain heavy equipment and AB 387 – Revises provision relating to water. Chairman Tipton explained the concerns related to the bills noted suggesting that letters stating the concerns of the Commission should be written. Commissioner Cerri noted that he does not know the status of the bills and questioned whether a letter is needed. Commissioner Hoss stated that for the record the Commission should put in writing that we are opposed. Commissioner Cerri suggested that if any of these bills have passed that a letter should go to the Governor asking for veto. Commissioner Evatz suggested that a letter be prepared on behalf of the Commission related to each of the items and be sent to the Governor's Office with copies to the Senate and House stating the Commission's non-support and if they do move forward the same letter could be sent to the Governor asking for veto. Commissioners Hill and Cerri concurred with Commissioner Evatz's suggestion. The following motion was made by Commissioner Evatz and passed unanimously:

To author a letter for signature by Chairman Tipton on behalf of the entire Board of Commissioners and Dave Mendiola, as the County Manager expressing our concern and opposition to the bills that we just discussed with a brief comment as to our concern, primary concern or two, and that be send to the Governor's Office as well as to our Assembly and State Senator leadership and that, we have in our hip pocket the same letter, ready to go to the governor for a veto request, if those bills move forward.

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

ADJOURNMENT: Chairman Tipton adjourned the meeting at 8:49 a.m.

UNAPPROVED/UNOFFICIAL

ATTEST:_____ APPROVED:_____
Clerk Chairman

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

UNAPPROVED/UNOFFICIAL

HUMBOLDT COUNTY

50 W. 5th Street
Winnemucca, Nevada 89445
\\'\\w.hcnv.us

STAFF REPORT

DATE: May 22, 2023 County

TO: Commission

FROM: On behalf of the Pueblo Fire District Board of Trustees

SUBJECT: Conversion from Elected Board to Appointed Board as allowed by NRS 244.1645

REQUESTED AGENDA DATE: June 5, 2023

SUMMARY

The Pueblo Fire District Board of Trustees is seeking to be converted to an appointed local governing body as authorized under NRS 244.1645.

WHY ARE YOU BRINGING THIS BEFORE THE BOARD NOW:

This process takes time as it requires preparation of an Ordinance and the associated public hearings and publications. This Board is approaching a period when the current members as well as past members will be termed out. Due to the size of the community and the need to maintain the Board, appointment as allowed by NRS 244.1645 will allow for members to continue to serve without term limits and allow past members to be reappointed.

PREVIOUS ACTION

This type of conversion has occurred with one other Board within Humboldt County, the Golconda Water District Board.

BACKGROUND

NRS 244.1645 is the result of legislative action in 2019, Assembly Bill 21, which was supported by Humboldt County due to a multitude of issues related to our local governing boards including small populations impacted by term-limits and resistance to seeking elected seats. This legislation allowed for appointment of members of local governing boards that meet certain criteria by the County Board of Commissioners.

FISCAL IMPACT

No perceived fiscal impact.

RECOMMENDATION

That the Board of County Commissioners request that the Humboldt County District Attorney begin the process to work with the Pueblo Fire District Board of Trustees to covert under the authority of NRS 244.1645.

LIST SUPPORTING DOCUMENTS IF APPLICABLE:

NRS 244.165 language, February 18, 2019 Assembly Committee on Government Affairs Minutes, letter from the Pueblo Fire Department requesting the conversion, and Pueblo Fire Department minutes of January 9, 2023 and February 2, 2023 meetings.

POSSIBLE MOTION

_To allow the process to begin for the conversion of the Pueblo Fire District Board of Trustees from an elected local governing board to an appointed local governing board as allowed pursuant to NRS 244.1645

NRS 244.1645 Appointment of members of certain local governing bodies by board of county commissioners in county whose population is less than 100,000.

I. Notwithstanding any other provision of law and subject to the provisions of subsection 2, if each member of a local governing body within a county whose population is less than I 00,000 is entitled to receive annual compensation of less than $6,000 for serving on the local governing body, the board of county commissioners may, by ordinance. provide that the members may be appointed by the board of county commissioners instead of elected to that local governing body.

2. Before the board of county commissioners of a county whose population is less than I 00,000 may provide by ordinance pursuant to subsection I that the members of a local governing body may be appointed instead of elected, the board of county commissioners must determine the number of current members serving on the local governing body. If the local governing body:

(a) Does not have enough current members serving on the local governing body to obtain a quorum for the transaction of the business of the local governing body. the board of county commissioners may provide that the members of the local governing body may be appointed instead of elected without obtaining the approval of the current members of the local governing body.

(b) Has enough current members serving on the local governing body to obtain a quorum for the transaction of the business of the local governing body, the board of county commissioners may not provide that the members of the local governing body may be appointed instead of elected unless a majority of the current members of the local governing body so approve.

3. If, pursuant to this section, the board of county commissioners of a county whose population is less than 100,000 provides for the appointment of members to a local governing body:

(a) Each existing member of the governing body is entitled to serve out the remainder of the term for which he or she was elected before a replacement member may take office;

(b) Ifthe terms of the existing members of the governing body are staggered, the board of county commissioners shall appoint members to the governing body to take office as the term of each existing member expires;

(c) A vacancy in the unexpired term ofan existing member must be filled by appointment;

(d) The term of each appointed member is the same length as if the member was elected; and

(e) Each appointed member may be reappointed by the board of county commissioners to any number of additional terms.

4. The board of county commissioners of a county whose population is less than 100,000 may amend or repeal an ordinance adopted pursuant to subsection 1 to resume the election of the members of the local governing body to which the ordinance refers. If the election of the members of the local governing body is resumed:

(a) Each existing member of the governing body is entitled to serve out the remainder of the term for which he or she was appointed before a replacement member may take office; and

(b) lfthe terms of the existing members ofthe governing body are staggered, the board of county commissioners shall provide for the election of the members to the governing body as the term of each existing member expires.

5. Except as otherwise provided in this section, all other provisions oflaw relating to the local governing body, including, without limitation, the composition of the local governing body, the qualifications for membership and any residency requirements, remain applicable.

6. For the purposes of this section, "local governing body" means any district, board, council or commission that is charged with the execution oflimited functions or duties within a county, including, without limitation, any district, board, council or comm1ss1on organized pursuant to chapters 244, ill,474 and 539 of NRS, liRS. 269.024 to 269.0248, inclusive, and 450.550 to 450.750, inclusive. The term does not include the governing body of a county, city or town.

(Added to NRS by 2019, 742)

MINUTES OF THE MEETING
OFTHE
ASSEMBLY COMMITTEE ON GOVERNMENT AFFAIRS

Eightieth Session
February 18, 2019

The Committee on Government Affairs was called to order by Chair Edgar Flores at 9:02 a.m. on Monday, February 18, 2019, in Room 3143 of the Legislative Building, 401 South Carson Street, Carson City, Nevada. The meeting was videoconferenced to Room 4401 of the Grant Sawyer State Office Building, 555 East Washington Avenue, Las Vegas, Nevada. Copies of the minutes, including the Agenda (Exhibit A), the Attendance Roster (Exhibit B), and other substantive exhibits, are available and on file in the Research Library of the Legislative Counsel Bureau and on the Nevada Legislature's website atwww.leg.state.nv.us/App/NELIS/REL/80th2019.

COMMITTEE MEMBERS PRESENT:

Assemblyman Edgar Flores, Chair
Assemblyman William McCurdy II, Vice Chair
Assemblyman Alex Assefa
Assemblywoman Shannon Bilbray-Axelrod
Assemblyman Richard Carrillo
Assemblywoman Bea Duran
Assemblyman John Ellison
Assemblywoman Michelle Gorelow
Assemblyman Gregory T. Hafen II
Assemblywoman Melissa Hardy
Assemblyman Glen Leavitt
Assemblywoman Susie Martinez
Assemblywoman Connie Munk

COMMITTEE MEMBERS ABSENT:

None

GUEST LEGISLATORS PRESENT:

None

STAFF MEMBERS PRESENT:

Jered McDonald, Committee Policy Analyst
Asher Killian, Committee Counsel
Kirsten Oleson, Committee Secretary
Trinity Thom, Committee Assistant

OTHERS PRESENT:

Vinson Guthreau, Deputy Director, Nevada Association of Counties
Jim French, Chairman, Humboldt County Board of Commissioners
Mary C. Walker, representing Carson City, Douglas County, Lyon County, and Storey County

Chair Flores:
[Roll was called. Rules and protocol were explained.] On the agenda we have two bill hearings. First we will discuss Assembly Bill 21.

Assembly Bill 21: Authorizes a board of county commissioners in certain counties to appoint members of certain local governing boards under certain circumstances. **(BDR** 20-484)

Vinson Guthreau, Deputy Director, Nevada Association of Counties:
I am presenting Assembly Bill 21 on behalf of the Nevada Association of Counties (NACO). We are the statewide association that represents all of Nevada's 17 counties. In attendance with me today is the Chairman of the Humboldt County Commission, Commissioner Jim French. He will discuss how the bill will provide a solution regarding some of the governing boards in his community. He will also tell you about some of the county districts that manage important public assets but cannot meet a quorum. In those situations, the areas they govern have very small populations that lack individuals to run for seats on those boards. Essentially these boards are no longer able to govern and critical public infrastructure is without local oversight. There are six of these types of county boards that can no longer function. Nevada Association of Counties has provided an exhibit in advance of today's hearing, which you should all have a copy of (Exhibit C). Just as a note, A.B. 21 would only apply to counties with a population of less than 100,000 people-which are Nevada's rural counties. It would allow certain local governing boards and districts with unfilled seats to request that the board of county commissioners vote to make those boards appointed. It is pretty straightforward. After Jim French's testimony we would be happy to take questions from the Committee.

Jim French, Chairman, Humboldt County Board of Commission:
I am here before you to present an overview of the impacts the bill would have on Humboldt County, with regard to the issues that spawned the request for A.B. 21. Humboldt County has 15 boards that would be affected by A.B. 21. Four of those boards are currently under

the governance of the Humboldt County Board of Commissioners due to the inability to recruit a quorum to conduct business. As a result of acquiring these utilities-two water districts and two sewer districts-the board was forced to form a new public works department for the county. In addition, we were required to set up and staff a new billing protocol for our Comptroller's Office to handle all the new billing responsibilities for that infrastructure. I might add that most of those sewer districts and water districts are at least 70 miles away from Winnemucca, where the county seat is right now. Our road department is now a division of the public works department, which we had to put together. As a result of having to train additional personnel for certifications, for that infrastructure, we are now short four positions in our road department. Over the past 18 months we have trained numerous employees with both water and sewer certifications to meet the demands of these utilities. In the process of doing so, we realized that the infrastructure needed significant repair and maintenance. In the past, these utilities would rely heavily on local citizens to do routine maintenance, such as meter reading, to keep the costs at a minimum. Now the cost of county employees and the benefits that come with that have put a fiscal burden on the communities that is not currently sustainable. By passing A.B. 21, we believe we can begin a process of putting these special districts back in the hands of local citizens who utilize the services they provide. At this point, we have four general improvement districts (GIDs) that the Humboldt County Commission is trying to manage from a distance. Additionally, we have eight GIDs that are currently below quorum and will require the county to pick up and try to manage from a long distance.

Vinson Guthreau:
This bill proposes a new section to *Nevada Revised Statutes* (NRS) Chapter 244. I will slowly walk you through it and then we can answer questions. Section **1,** subsection 1 of the bill would enable counties to pass an ordinance to make certain boards appointed, instead of elected, in counties with a population of less than I 00,000 people. Subsection 2 lays out the steps that a board of county commissioners must take before it passes such an ordinance. First, the board of county commissioners must determine the number of current members on the local governing body. If the board currently does not have enough members to reach a quorum and conduct business, then the board of county commissioners can vote to make the board appointed. If the board in question does not have enough members to make a quorum, then subsection 2(b) of the bill says that the board of county commissioners may not make a local governing body into an appointed body unless a majority of the current members of the local governing body approve. Subsection 3 addresses how existing board member terms should be treated. Those currently serving would serve out their terms before their seats could become appointed. The terms for the appointed board would be the same length as the elected terms would be.

Subsection 4 of the bill allows any county that has passed an ordinance to make a board appointed. It would allow that board of county commissioners to appeal or amend those ordinances and return those bodies to be elected if they chose. If there were qualified individuals running for the seat, they could amend the existing ordinance. Subsection 5 says that if a county commission voted to make a local governing body appointed, then all other functions, duties, and provisions of law regarding the smaller local governing body would

still apply, and they could not alter that in the existing local governing board. Finally, subsection 6 outlines which boards and what local governing bodies this bill would apply to. It also clarifies that it does not apply to any governing body of a county, city, or incorporated town. Those are the main sections. With that, we will take questions.

Assemblyman Ellison:
We have been dealing with this in some of the rural areas in the northern part of the state, and we have been trying to address this issue for quite a while. I strongly support this bill. I know in some of these areas the people were either termed out or they could not come back in. I do not know if they have the people in these areas to be on the various boards. I think this addresses it pretty well. This is the second time we have run this bill, is that correct?

Vinson Guthreau:
That is correct. A similar bill was introduced last session but not with the exact same language.

Assemblyman Ellison:
I am glad you brought it forward again. This affects a lot of places in rural Nevada.

Assemblywoman Bilbray-Axelrod:
I am wondering about the part that says the individual will receive less than $6,000 for his or her services. That number seems kind of high to me. Can you give me a ballpark estimate of what the compensation is? I am happy with the number, let me put that out there; however, every board that I am familiar with does not make nearly that amount.

Vinson Guthreau:
That is an outline in statute to make sure we are not covering boards that are in larger populations. It is existing language in statute so it was included in this bill from the Legislative Counsel Bureau.

Jim French:
I am only aware of one compensated position within Humboldt County right now. It is under a general improvement district for a fire district, and that is their top position. They average, generally, under $5,000 a year. It is not a salary but it is a stipend.

Assemblywoman Bilbray-Axelrod:
That is what I wanted to get on the record.

Assemblyman Leavitt:
It does not really affect me in Clark County. Rural counties are in a unique situation that we do not have in Clark County. People line up to serve on boards in Clark County, and we cannot stop them. It seems like you have some trouble getting people to try to contribute to these elections. It seems like a really good idea to transfer it to an appointment where you can maybe convince people to serve. As far as the stipend goes, is that for travel? I realize these rural counties are geographically fairly large so they have to travel a ways to meet.

Jim French:
You are absolutely correct in terms of the stipend. It is for responsibilities and travel to the training. In many cases it is far below that number. Aside from the fire district, I am unaware of any other compensated positions that this would cover in Humboldt County. To your point, in many areas where we have water districts that the county has had to take over, we simply ran out of folks who would serve. Everyone termed out who had anything to do with that water system. One of the things that came out as we started to take over the responsibilities of these projects is we lost the institutional history of a lot of those systems, as well as a lot of the mapping, in terms of where the water system is and how it is repaired and those types of things.

Assemblyman Assefa:
You mentioned earlier that a similar bill was introduced last session [Senate Bill 127 of the 79th Session]. I was wondering why that bill failed, why this bill is a better bill, and what is different about it?

Vinson Guthreau:
With this new bill, we addressed some of the issues regarding length of term. I could get you a side-by-side comparison of the bills. As far as the bill not being passed, it is at the pleasure of the Legislature.

Assemblyman Hafen:
This is more of a comment but the same thing happens in the southern rural counties. Nye County has the exhibit you provided. We have a number of boards that we have a difficult time getting members for. There are a couple of other boards that I am aware of which we have a difficult time even appointing people to-in addition to the elections. I wanted to thank you for bringing this forward. I had a conversation with the county manager this morning and Nye County is in support of this bill.

Assemblywoman Martinez:
When was the last time someone ran for one of the boards?

Jim French:
It depends on the board. I can tell you that right now in Humboldt County we have four boards in the northern portion of our county that have no membership. We have one fire district in McDermitt that has only one member on its board. As we said earlier, some of the boards that we felt compelled to take over by the county commission had to do with infrastructure, water systems, and billings. Obviously someone had to pick up the ball and run with it. As far as running for those boards, for instance in the TV district in Denio, there is simply no one left to do it. It is a rural portion of the county and it is in an unincorporated city. Most of the folks who call Denio home actually live on ranches or away from the city center.

Assemblyman Carrillo:
I wanted to find out if this bill will allow the commission to tum an elected position into an appointed position even when people consistently run for a particular board.

Vinson Guthreau:
The board would need to request to be appointed, which is how the process gets initiated. There is a provision in the bill to amend an ordinance if there are people who are running. Their intention is not to circumvent people who want to run for an elected office. These are boards where no one is choosing to run for office, or no one is qualified or in a positon to run for office. There simply is no one to fill those seats.

Assemblyman Carrillo:
Is that the intent then?

Vinson Guthreau:
That is correct.

Assemblyman Carrillo:
Have there been any thoughts about abolishing the board and just taking the powers under the county-where the county will handle them directly instead of having a specific board to handle that business; or establishing an ad hoc or subcommittee of some sort?

Jim French:
Yes, there has been discussion about that. As a matter of fact, that is where we sit currently with the four boards we are managing right now. One of the things that was a result from that was the loss of institutional history. We also realize that we lost membership on those boards due to term limits-many of those people were there when the original systems were built. Those folks were willing to serve uncompensated on that board, but they could not serve because of the term limits. That is what really spawned the move to appoint those positions.

Assemblyman Carrillo:
I do remember that from the last bill regarding people who still want to serve but are termed out. They are willing to do it because there is no one else who wants to do it. My concern would be that this might encourage some people not to run just so they could instead be appointed. Ultimately, if you do not have to run for a position and you know that all you need to do is be appointed to it, then why take the harder route. That is what my concern is.

Chair Flores:
I do not know if you provided us with an exhibit of a compiled list of as many boards as you can think of where this is an issue. I know you mentioned a few but have you submitted it?

Vinson Guthreau:
That was sent to the committee manager, and I believe she posted it on the Nevada Electronic Legislative Information System (NELIS) (Exhibit C).

Chair Flores:
Seeing no more questions, I would like to call up anyone in support of this bill.

Mary C. Walker, representing Carson City, Douglas County, Lyon County, and Storey County:
I represent Carson City, Doug1as County, Lyon County, and Storey County. We are in support of this bill. We do have problems trying to get people to mn for election on these very small boards in very, very rural Nevada. We would appreciate your consideration of this bi11.

Chair Flores:
ls there anyone else wishing to speak in favor of this bill? [There was no one.] Is there anyone wishing to testify in opposition? Seeing none, is there anyone wishing to speak in the neutral position?

Jered McDonald, Committee Policy Analyst:
I wanted to note that Mr. Steven Cohen submitted a letter for the Committee to review. The testimony was submitted under neutral and you can find it on NELIS (Exhibit D).

Chair Flores:
Are there any closing remarks? Seeing none, I am going to close the hearing on A.B. 21. We are going to postpone the hearing on Assembly Bill 103 for a later date.

Assembly Bill 103: Makes certain changes relating to collective bargaining. (BDR 23-251)
[Assembly Bill 103 was not heard.]

The bill sponsor wanted to have some additional conversations. With that I will open up the floor to public comment. Seeing none, the meeting is adjourned [at 9:26 a.m.].

RESPECTFULLY SUBMITTED:

Kirsten Oleson
Committee Secretary

APPROVED BY:

Assemblyman Edgar Flores, Chair

DATE:

EXHIBITS

Exhibit A is the Agenda.

Exhibit B is the Attendance Roster.

Exhibit C is a document titled "Assembly Bill 21: A Solution for Rural County Boards that Cannot Meet a Quorum" presented by Vinson Guthreau, Deputy Director, Nevada Association of Counties.

Exhibit D is a letter authored by Steven Cohen, Private Citizen, Las Vegas, Nevada, and submitted by Jared McDonald, Committee Policy Analyst, Research Division, Legislative Counsel Bureau, regarding Assembly Bill 21.

PUEBLO FIRE DEPT.

02-22-23

MINUTES

The meeting was called to order at 6:15 pm on 2-22-23. In attendance were: Bryce Brumley. Jess Frey, Jake Uhlmann, Andy Rodriguez, and Jeannie Mertens.

We reviewed the budget information that the county sent and completed the budget for next fiscal year.

Walter Wilson was termed out on the board after twelve years and Jake Uhlmann was voted in to take his place.

We talked about becoming and "appointed only" board as apposed the an elected member board and voted to petition the County Commisioners to make this happen. A letter will be sent to them.

The possibility of new volunteers was discussed but nothing was decided.

General training and basic first aid training were discussed but timing is a problem as most volunteers will be starting field work as soon as weather allows. More winter time trainings should happen while volunteers are more able to attend. The BlM refresher is on March 23rd and reminders will be sent.

Dates for the Fireman's Appreciation dinner were chosen for 4-29-23 or 5-13-23. Andy will see what the caterer can do.

It was decided to order new tires for the older units because of their age. Normal maintenance was not done because there were no miles on the units since last services.

The slush fund checking accout needs to have the old signers taken off and new signers

added. Bryce Brumley agreed to be a signer as well as Andy Rodriguez. Andy has to go back again to the bank to set up a new account.

The meeting was adjourned at 7:55 pm.

Respectfully submitted,
Jeannie Mertens
Secretary

PUEBLO FIRE PROTECTION DISTRICT PO
BOX 155
PUEBLO, NV 89425

3/26/23

Dear Humboldt County Commissioners,

The Pueblo Fire Protection District Board has voted to petition you to convert to an appointed board instead of an elected board as stated in NRS 244.1645.

A copy of the minutes showing this item was approved by the board is attached.

Thank you,

Jeannie Mertens
Secretary

PUEBLO FIRE DISTRICT
PO Box 188
185 Pueblo Blvd
Denio, NV 89404
pueblofiredistrict@gmail.com

Humboldt County Commissioners
50W 5th Street
Winnemucca, NV 89445

May 11, 2023

Dear Commissioners

Assembly Bill No. 21 was presented to us at our Board meeting on January 9, 2023. The Board members asked their secretary to investigate it further and report back at the February 13, 2023, Board meeting. Our secretary reported back to us at the February meeting that he had spoken with DA Mike Macdonald and that what he heard was Assembly Bill No. 21 would be beneficial for us to pursue. At the February 13, 2023, Board meeting, a motion was made, seconded, and voted on to move forward with the Bill.
Pueblo Fire District would like the commissioners to move forward pursuing the benefits that Assembly Bill No. 21 would provide us.

Thank You,

Hank Dufurrena

Hank Dufurrena

PO BOX 188
Denio, NV 89404

PUEBLO FIRE DISTRICT

BOARD MEETING

MEETING CALLED TO ORDER AT 5:05PM ON 01-09-23 AT THE DENIO COMMUNITY HALL BY HANK DUFURRENA.

PRESENT: Hank Dufurrena*, Josh Dufurrena*, John Peter*, Lance Pickle and David Reis.

Not Present: Mike Jeffries* and Stephan Egger*.

PREVIOUS MEETING MINUTES: Read the minutes from the previous meeting (11-14-22). Hank Dufurrena made a motion, Josh Dufurrena second and all were in favor of approving the previous meeting minutes.

TREASURY REPORT: $983,600.07 as of 01-09-23. Handed out the ledger to all present. Hank Dufurrena made a motion, Josh Dufurrena second and all were in favor of approving the previous meeting minutes.

ON THE AGENDA: New Fire House, Water Well Permit and Assembly Bill # 21.

AGENDA: New Fire House-CTA should be turning in the bid documents and maps to Humboldt County for review today, 01-09-23. I'll meet with Larry from Humboldt County to go over clearing the 5-acre lot on Big Creek Road this coming Wednesday, 01-11-23. Got the OK from CTA and Anderson Engineering to smooth out over the future building site.

AGENDA: Water Well Permit-Met with Stanka Consulting and they are in the process of transferring 6-acre feet of water from Dufurrena Lands to Pueblo Fire District. Stanka is applying for a Temporary permit that we should have within 2 months and then Stanka will start the process for a permanent permit. We can start drilling once we receive the temporary permit so I will start getting quotes to drill the well. 600' deep with 8" casing and two pumps.

AGENDA: Assembly Bill # 21-Josh made a motion, Hank Dufurrena second and all were in favor for me to contact Wendy Maddox at the District Attorney's Office to see if this is worth pursuing. I will report my findings to the board at the next meeting.

OLD BUSINESS: 10,000 Gallon Buried Tank-The old above ground tank at the firehouse in Denio has been disconnected and the new 10,000 Gallon Poly tank has been delivered today, 01-09-23. Retrievers LLC will start excavating the new tank when the weather gets better.

OLD BUSINESS: Pagers-Ric with Humboldt County said the parts are installed at the Denio Summit repeater and in a month, we should have an in-house dedicated channel and a channel dedicated to dispatch. In a couple of months, the repeater should be set up for new pager use. I'll get with BLM to program the radios for the new frequencies.

DISCUSSION: I let the board know that I will get with 911 (dispatch) and BLM dispatch to discuss radio etiquette. When 3G ends in the valley, our only contact with either one mentioned above might be through our radios.

Approved 02-13-23

MEETING WAS ADJOURNED AT 6:00PM. DaD R 1-9-23

PUEBLO FIRE DISTRICT
BOARD MEETING

MEETING CALLED TO ORDER AT 5:08PM ON 02-13-23 AT THE DENIO COMMUNITY HALL BY HANK DUFURRENA.

PRESENT: Hank Dufurrena*, Josh Dufurrena*, John Peter*, Stephen Egger*, Tim Dufurrena and David Reis.

Not Present: Mike Jeffries*.

PREVIOUS MEETING MINUTES: Read the minutes from the previous meeting (01-09-23). Hank Dufurrena made a motion, Josh Dufurrena second and all were in favor of approving the previous meeting minutes.

TREASURY REPORT: $989,214.21 as of 01-31-23. Handed out the ledger to all present. Hank Dufurrena made a motion, Stephen Egger second and all were in favor of approving the previous Treasury Report.

ON THE AGENDA: New Fire House, Water Well Permit.

AGENDA: New Fire House-Bids were opened today at 3:00pm. Bids ranged from $1,400,000.00 to $1,690,000.00. Hank Dufurrena made a motion, John Peter second and all were in favor to not accept the bids. The project was affordable 2 years ago, but inflation has put the price above our budget.
AGENDA: Water Well-Stanka said we should have our permit in about 30 days. Presented estimates from drillers to drill 6" and 8" casings. John Peter made a motion, Hank Dufurrena second and all were in favor of AMS Enterprises estimate for an 8" well, contingent on me checking with Humboldt County to see if they have any requests or input.
OLD BUSINESS: Assembly Bill # 21-Let the board know that the Humboldt County DA, Wendy Maddox thought it would be an asset to move forward with Assembly Bill # 21. Hank Dufurrena made a motion, Stephen Egger second and all were in favor to have me pursue Assembly Bill # 21 with Humboldt County for Pueblo Fire District.
OLD BUSINESS: 10,000 Gallon Buried Tank-Retrievers LLC is waiting on the Pump. The weather has held up any construction activities.
BUSINESS: Official Oath-Hank Dufurrena, Josh Dufurrena, Stephen Egger, and John Peter signed their Official Oath forms. Mike Jeffries was not present.
BUSINESS: Budget Worksheet-Hank Dufurrena made a motion, Josh Dufurrena second and all were in favor to approve the Humboldt County Budget Worksheet for fiscal: 2022-2023 period ending 02/28/2023.
OLD BUSINESS: Pagers/Radios-BLM will get us 15 radios and harnesses. Eric with BLM will program the radios to the new frequencies at the Denio Summit Repeater. BLM dispatch is on board to teach us radio etiquette at the April 28 training in Denio.

Approved 03-13-23

MEETING WAS ADJOURNED AT 6:38PM. Dad R 2-13-23

HUMBOLDT COUNTY

50 W. 5th Street
Winnemucca, Nevada 89445
www.humboldtcountynv.gov

AGENDA REQUEST FORM

DATE: 5/17/2023

TO: County Commission

FROM: Betty Lawrence/Gini Cunningham

SUBJECT: Age/Dementia Friendly Winnemucca & Humboldt County

REQUESTED AGENDA DATE: June 5, 2023

SUMMARY AND BACKGROUND:
June 21, 2023 is the longest day. On this day thousands of participants from across the world come together to fight the darkness of Alzheimer's through an activity of their choice. ADF is asking to place a banner at the front of the courthouse for the month of June to make community members aware of the role of caregivers (many who work full time) and those living with dementia.

WHY ARE YOU BRINGING THIS BEFORE THE BOARD NOW:
To allow banner to be in place the month of June

PREVIOUS ACTION:
N/A

HAS DISTRICT ATTORNEY REVIEWED AGREEMENT/CONTRACT IF APPLICABLE:
N/A

FISCAL IMPACT IF APPLICABLE:
N/A

RECOMMENDATION:
Approval

LIST SUPPORTING DOCUMENTS IF APPLICABLE:
N/A

POSSIBLE MOTION:
Click or tap here to enter text.

HUMBOLDT COUNTY

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AGENDA REQUEST FORM

DATE: May 24, 2023

TO: County Commission

FROM: Jason Williams, Regional Manager, VDCI

SUBJECT: Presentation regarding current activity related to Mosquito and Black Fly Abatement.

REQUESTED AGENDA DATE: June 5, 2023

SUMMARY AND BACKGROUND:
Vector Disease Control International (VDCI) was approved in the fall of 2022 to take over for Seven Valleys , LLC to handle abatement services for mosquitos and black fly in Humboldt County and the City of Winnemucca.

WHY ARE YOU BRINGING THIS BEFORE THE BOARD NOW:
With the mosquito and black fly season in full swing, VDCI wanted to provide an overview of services they are currently engaged with in the city and county.

PREVIOUS ACTION:
Not applicable.

HAS DISTRICT ATTORNEY REVIEWED AGREEMENT/CONTRACT IF APPLICABLE:
Not applicable.

FISCAL IMPACT IF APPLICABLE:
VDCI and the City and County signed a multiple year contract for services.

RECOMMENDATION:
None

LIST SUPPORTING DOCUMENTS IF APPLICABLE:
Agenda Request Form

POSSIBLE MOTION:
None. Information Only.

HUMBOLDT COUNTY

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Winnemucca, Nevada 89445
www.humboldtcountynv.gov

AGENDA REQUEST FORM

DATE: May 24, 2023

TO: County Commission

FROM: Nicole Batien, Clinical Program Manager

SUBJECT: Humboldt County Interlocal Contract Amendment for Community Health Nurse & Services

REQUESTED AGENDA DATE: June 5, 2023

SUMMARY AND BACKGROUND:
The Division of Public and Behavioral Health is requesting review of the Humboldt County Interlocal Contract Amendment for approval. The amendment covers the period of July 1, 2023 to June 30, 2025.

WHY ARE YOU BRINGING THIS BEFORE THE BOARD NOW:
The current Interlocal Contract is due to expired on June 30, 2023, therefore an amendment is necessary to continue public health services as outlined in Nevada Revised Statute 441A as well as other optional services available at the Community Health Nursing clinic located in Winnemucca.

PREVIOUS ACTION:
The initial Interlocal Contract was signed by Board of Commissioners April 19, 2021 and executed by the Division of Public and Behavioral Health July 17, 2021.

HAS DISTRICT ATTORNEY REVIEWED AGREEMENT/CONTRACT IF APPLICABLE:
Unknown.

FISCAL IMPACT IF APPLICABLE:
The fiscal impact is a reduction in monthly assessment fees. The fees were reduced from $5417.02 monthly to $4416.67 beginning in July, 2023.

RECOMMENDATION:
To approve the amended agreement for services from July 1, 2023 through June 30, 2025.

LIST SUPPORTING DOCUMENTS IF APPLICABLE:
Interlocal Contract – Amendment #1

POSSIBLE MOTION:
Possible motion to approve Interlocal Contract – Amendment #1 in an amount not to exceed $246,008.48 for fiscal years 2023-2025.

Joe Lombardo
Governor

Richard Whitley, MS
Director

DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC AND BEHAVIORAL HEALTH
Helping people. It's who we are and what we do.

Cody Phinney
Administrator

Ihsan Azzam, Ph.D., M.D.
Chief Medical Officer

May 2, 2023

Dave Mendiola
Humbolt County
50 West Fifth Street
Winnemucca, NV 89445

Dear Mr. Mendiola:

Enclosed are three copies of the Amendment to the Interstate Interlocal Contract between the Division of Public and Behavioral Health (DPBH), Community Health Services Program and Humboldt County (#C17782-1). This contract provides Public Health services in Elko County effective July 1, 2023 through June 30, 2025. Please sign and return two of the three copies.

Community Health Services has been designated by the Division to assess designated rural and frontier counties of Nevada for the following rendered services:

- Investigation and reporting infectious disease
- Sexually Transmitted Infections: control, prevention, and treatment
- HIV: testing, counseling referral for treatment
- TB: screening, control, prevention, and treatment
- Vaccine clinics scheduled as necessary for outbreaks
- Participation in Local Emergency Preparedness Committees, Points of Dispensing exercises, and Board of Health meetings

If you have questions or would like to meet to discuss details, please contact me by phone at (775) 684-5022 or by email at nibatien@health.nv.gov.

Sincerely,

DocuSigned by:
Nicole Batien
DB7FB9BE572F471...

Nicole Batien
Clinical Program Manager

CETS #:24177	BA: 3224
REF#:C 17782-1	CAT: 00 GL: 4101

AMENDMENT # 1

TO INTERLOCAL CONTRACT BETWEEN PUBLIC AGENCIES

Between the State of Nevada
Acting By and Through Its
Department of Health and Human Services
Division of Public and Behavioral Health

Public Entity #1:	**Community Health Services Program**
Address:	**727 Fairview Drive, Suite A**
City, State, Zip Code:	**Carson City, NV 89701**
Contact:	**Nicole Batien**
Phone:	**775-684-5022**
Fax:	**775-684-1181**
Email:	**nibatien@health.nv.gov**

Public Entity #2:	**Humboldt County**
Address:	**50 West Fifth Street**
City, State, Zip Code:	**Winnemucca, NV 89445**
Contact:	**Dave Mendiola**
Phone:	**775-623-6300**
Email:	**Dave.Mendiola@hcnv.us.**

1. **AMENDMENTS.** For and in consideration of mutual promises and other valuable consideration, all provisions of the original Contract dated July 12, 2021, attached hereto as Exhibit A, remain in full force and effect with the exception of the following:

A. Provide a brief explanation for contract amendment.

This is the first amendment to the original revenue Interlocal agreement to provide ongoing public health services to meet the health needs of the rural and frontier communities. This amendment extends the termination date from June 30, 2023 to June 30, 2025 and increases the maximum amount from $140,008.48 to $246,008.48 due to the continued need for these services.

B. Current Contract Language:

3. **CONTRACT TERM.** This Contract shall be effective as noted below, unless sooner terminated by either party as specified in ***Section 4, Termination***.

Effective From:	July 1, 2021	To:	June 30, 2023

6. **INCORPORATED DOCUMENTS.** The parties agree that this Contract, inclusive of the following Attachments, specifically describes the Scope of Work. This Contract incorporates the following Attachments in descending order of constructive precedence:

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ATTACHMENT A:	SCOPE OF WORK AND DELIVERABLES

Any provision, term or condition of an Attachment that contradicts the terms of this Contract, or that would change the obligations of the State under this Contract, shall be void and unenforceable.

7. **CONSIDERATION**. The parties agree that the services specified in ***Section 6, Incorporated Documents*** at a cost as noted below based on final legislature approval:

$ 65,004.24	per	State Fiscal Year

Total Contract or installments payable at:	$ 5.417.02 per month

Total Contract Not to Exceed:	$ 140,008.48

Infectious diseases or outbreaks which occur in the County will be billed at actual cost per occurrence for the term of the contract estimated to be $10,000 for the contract period. Any intervening end to a biennial appropriation period shall be deemed an automatic renewal (not changing the overall Contract term) or a termination as the result of legislative appropriation may require.

C. **Amended Contract Language:**

3. **CONTRACT TERM.** This Contract shall be effective as noted below, unless sooner terminated by either party as specified in ***Section 4, Termination***.

Effective From:	July 1, 2021	To:	June 30, 2025

6. **INCORPORATED DOCUMENTS**. The parties agree that this Contract, inclusive of the following Attachments, specifically describes the Scope of Work. This Contract incorporates the following Attachments in descending order of constructive precedence:

ATTACHMENT A:	SCOPE OF WORK AND DELIVERABLES (Updated April 2023)

Any provision, term or condition of an Attachment that contradicts the terms of this Contract, or that would change the obligations of the State under this Contract, shall be void and unenforceable.

7. **CONSIDERATION**. The parties agree that the services specified in ***Section 6, Incorporated Documents*** at a cost as noted below based on final legislature approval:

$ 53,000.00	per	State Fiscal Year

Total Contract or installments payable at:	$4,416.67 per month

Total Contract Not to Exceed:	$246,008.48

Infectious diseases or outbreaks which occur in the County will be billed at actual cost per occurrence for the term of the contract estimated to be $10,000 for the contract period. Any intervening end to a biennial appropriation period shall be

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deemed an automatic renewal (not changing the overall Contract term) or a termination as the result of legislative appropriation may require.

8. **INCORPORATED DOCUMENTS.** Exhibit A (original Contract) is attached hereto, incorporated by reference herein and made a part of this amended contract.

9. **REQUIRED APPROVAL.** This amendment to the original Contract shall not become effective until and unless approved by the Nevada State Board of Examiners.

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IN WITNESS WHEREOF, the parties hereto have caused this amendment to the original contract to be signed and intend to be legally bound thereby.

HUMBOLDT COUNTY

Authorized Signature — Date — Title

DIVISION OF PUBLIC AND BEHAVIORAL HEALTH

Cody Phinney — Date — Administrator, DPBH — Title

APPROVED BY BOARD OF EXAMINERS

Signature – Board of Examiners

On: _____
Date

Approved as to form by:

Deputy Attorney General for Attorney General — On: _____ Date

CETS #:24177	BA: 3224
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ATTACHMENT A: SCOPE OF WORK(updated April 2023)

Contract #: C17789

Description of services, deliverables, and reimbursement

The Division of Public and Behavioral Health, hereinafter referred to as DPBH, recognizes the benefit of collaborating partnerships with public and private agencies to improve the quality of life, quality of health, and the delivery of social services in rural and frontier counties. As a collaborating partner with Nye County, hereinafter referred to as the County, DPBH supports the provision of public health services to meet the health needs of rural and frontier communities. Community Health Services hereinafter referred to as CHS, will work in collaboration with the County to manage infectious diseases (NRS 439, 439.350, 439.360, and 441A).

1. CHS agrees to the following:

1.1 CHS will assess a partial cost for the provision of public health services, provided in accordance with NRS 439 and 441A, to and within the County (NRS 439.4905).

1.2 This contractual agreement **does not** include the following public health services:
- 1.2.1 NRS 444 – Sanitation,
- 1.2.2 NRS 446 – Food Establishments, and
- 1.2.3 NRS 583 – Meat, Fish, Produce, Poultry and Eggs.

1.3 CHS will make efforts to reduce the assessed cost of mandatory public health services provided to and within the County through the acquisition of grants, and sub-grants. CHS does not guarantee the continued cost offset of any grants or sub-grants.

1.4 CHS will provide for the payment of all salary and fringe benefits to support rural epidemiology, public health emergency preparedness, and the Community Health Nursing (CHN) program as funding is available.

1.5 CHS will provide a contact person for all matters relating to this contract.

1.6 CHS will provide management and clinical supervision; oversee billings, accounts receivables, medication, and supply inventory; and ensure federal, state, and grant regulatory compliance.

1.7 CHS will follow Health Insurance Portability and Accountability Act (HIPAA) laws and regulations.

1.8 Invoice and Updates

- 1.8.1 CHS will provide monthly invoices.
- 1.8.2 CHS will provide quarterly reports to include revenues collected, and services provided to the County for public health services.
- 1.8.3 CHS will provide annual written updates to the County for public and behavioral health services provided.
- 1.8.4 CHS will meet annually face-to-face with the County for updates on public and behavioral health services. Updates may be at county commissioner meetings, county board of health meetings, or any venue requested by the County.

1.9 Mandatory Public Health Services

1.9.1 Public Health Preparedness (PHP): CHS will provide the following public health preparedness services (NRS 439 and 441A).

1.9.1.1 Management of Infectious Diseases

1.9.1.2 **Epidemiology: CHS will:**

1.9.1.2.1 Provide syndromic reporting and surveillance to monitor infectious diseases (NRS 441A.125).

1.9.1.2.2 Report, investigate, and conduct contact tracing for occurrences of infectious diseases (NRS 441A.150 and 441A.160/163/165/166/167/169).

1.9.1.2.3 Submit weekly reports, in the case of infectious diseases, to the Chief Medical Officer (441A.170).

1.9.1.2.4 Notify the principal, director, or other person in charge of the school, childcare facility, medical facility, or correctional facility to prevent the spread of the disease **(441A.190).**

1.9.1.1 **Vaccine Clinics**: CHS will provide vaccine clinics as necessary for outbreaks of infectious diseases.

1.9.1.2 Rabies Virus for human exposure:

1.9.1.2.1 CHS will assist Animal Control and the County Health Officer with the appropriate intervention and coordination of treatment.

1.9.1.2.2 CHS will not inoculate, quarantine, impound, or euthanize animals.

1.9.1.2.3 CHS will not provide prophylaxis care to post rabies exposure.

1.9.1.3 **Sexually Transmitted Infections (STI):** CHS will work collaboratively with the County to control, prevent, and treat sexually transmitted infections (NRS 441A.240).
CHS will:

1.9.1.3.1 Provide testing and treatment of cases and contacts of STIs on behalf of the County as required by NRS 441A.120.

1.9.1.3.2 Provide testing, screening, and treatment of sexually transmitted infections (STIs) on behalf of the county to meet the County's requirement under NRS 441A.120.

1.9.1.3.3 In the event of an STI outbreak, CHS will provide the County an itemized invoice documenting the testing, screening, and treatment of STIs for clients. Itemized information will include billing number, date of service, CPT and ICD-10 codes, full cost, any applied client payments, and the total amount invoiced.

1.9.1.4 **Tuberculosis:** CHS will work collaboratively with the County to control, prevent, and treat tuberculosis (NRS 441A.340).
CHS will:

1.9.1.4.1 Take measures to test, screen, and control, prevent the spread of, and ensure the treatment of infectious tuberculosis.

1.9.1.4.2 Conduct interviews and contact tracing (441A.120).

1.9.1.4.3 Coordinate care and treatment for persons with latent tuberculosis infections.

1.9.1.4.4 Provide and/or ensure direct and/or remote observation therapy for persons with active tuberculosis infections.

1.9.1.4.5 Provide the testing, screening, and treatment of tuberculosis (TB) on behalf of the County to meet the county's requirement under NRS 441A.120.

1.9.1.4.6 In the event of a Tuberculosis outbreak, CHS will provide to the County itemized invoices documenting the testing, screening, and treatment of TB for clients. Itemized information will include billing number, date of service, CPT and ICD-10 codes, full cost, any applied client payments, and the total amount invoiced.

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1.9.1.5 Isolation and/or Quarantine: CHS will not isolate and/or quarantine people with infectious diseases (NRS 439.360).

1.9.1.6 Public Health Emergency Preparedness: CHS will support public health emergencies through collaboration with County Health Officers, and Local Emergency Planning Committee (LEPC) (NRS 439.950 thru 439.983).

1.9.1.6.1 CHS will participate in emergency management meetings, drills, and related events.

1.10 **Community Health Nursing (CHN):** CHS will provide:

1.10.1 A .25 Full Time Equivalent (10 hours per week) registered nurse.

1.10.2 If the nursing position becomes vacant, CHS will make every attempt to provide a temporary registered nurse until the position is filled.

1.10.2.1 Clinical supervision and collaboration.

1.10.2.1 Maintain client records; and

1.10.3 Nursing Services: Nursing Services shall include the following:

1.10.3.1 Promote the public health of the citizens of the County.

1.10.3.2 Provide public health education and counseling services for the individual and the community related to infectious diseases.

1.10.3.3 Work collaboratively with county school district, board of health, and community partners on public health matters.

1.11 **Equipment and Supplies:** CHS will provide telephones, computers, office equipment and supplies, and vehicles.

1.12 **Travel**: CHS will cover the cost of travel by CHS employees and County employees to meet DPBH/CHS operational needs.

2. The County agrees to the following for the duration of the contract period:

2.1. The County will follow Health Insurance Portability and Accountability Act (HIPAA) laws and regulations.

2.2. The County will provide suitable office space, mutually acceptable to the County and to the State, for the performance of community health nursing services, laboratory functions (to include a sink), storage of files and records, and related administrative functions.

2.2.1. Space must include, at a minimum, lighting sufficient to perform general office duties with heating and cooling as appropriate for climate and time of year.

2.2.2. Any space provided must meet all applicable Federal, State and County statutes, regulations, and ordinances. The space will meet all American with Disabilities Act (ADA) requirements. Once suitable space has been established, it may be changed only upon 30 days prior written notice to the DPBH, unless otherwise agreed to by both parties. Any subsequent space must meet the terms of this paragraph.

2.2.3. Any space provided must meet all applicable State and County fire and safety regulations. Services will include weather related functions (for example: prompt removal of snow from parking lots and sidewalks). A minimum of one (1) State and County approved fire extinguisher must be installed, and an evacuation map posted in the office/clinic facility.

2.2.4. In order to provide integrated health care services, clinic space may be utilized for the provision of public and behavioral health services by State employees, DPBH/CHS contract employees, and private providers.

2.3. The cost of travel by CHS employees and County employees to meet County operational needs will be the responsibility of the County.

2.4. The County will provide staff to perform a broad range of clerical, secretarial, and administrative duties in an assigned clinic.

2.4.1. Duties include but are not limited to: Coordinating care and arranging appointments, billing and fee collection, the collection of programs required documentation, the assessment of household income, insurance and qualifying clients for the appropriate application of regulated fee schedules.

2.4.2. Deposits, fee collection at the point of service and daily maintenance of electronic records.

2.4.3. Maintaining file records, composing, and editing correspondence.

2.4.4. Data entry, office management; answering telephones and relaying information; reception; duplicating and distributing materials.

2.4.5. Ordering and stocking supplies and equipment; receiving, sorting, and delivering mail; reviewing and processing applications, forms, and other documents.

2.4.6. Operating office equipment such as copiers, personal computers, calculators, facsimile machines, printers, and other equipment; and performing related duties as assigned.

2.4.7. CHS will provide administrative supervision and training to clerical staff. CHS will be responsible for all aspects of personnel activities, such as, but not limited to hiring, employee conduct, attendance and leave, discipline and corrective action, and employee performance appraisals.

2.4.8. The County must fill the vacancy of their clerical staff within 30 calendar days. In the event the county does not fill the position within the 30 calendar days, CHS may hire temporary staff to fill the vacancy. CHS will assess and invoice the full cost of a hiring temporary clerical staff to the County.

2.4.9. The County will provide administrative supervision to county staff. The County will be responsible for all aspect of personnel activities, such as, but not limited to hiring, employee conduct, attendance and leave, discipline and corrective action, and employee performance appraisals. The County may request the CHS personnel to have input for performance outcomes and recommendations and provide work direction to county employees, student nurses, and volunteers, as assigned.

2.4.9.1. The County will provide a supervisor contact to CHS for communication related to duties outlines in 2.4.1 and any employee deficiency related to those duties that need improved or correction.

2.5. The County will coordinate the disposal of hazardous medical waste in accordance with Federal, State, and local definitions and guidelines.

2.6. The County will provide DPBH, prior to the start of the contract and annually thereafter, on or before July 1st of each year, evidence of liability insurance on each facility to be used as office space for the performance of services by the community health nurse. The contractor also agrees to include the State as an additional insured on each such liability policy.

2.7. The County will seek and obtain funding to cover the actual costs of public health services for subsequent years (NRS 439.4905).

2.8. Outbreaks, Epidemics and Pandemics:

2.8.1. The County will provide payment upon receipt of an itemized invoice for services provided during outbreaks, epidemics and pandemics as declared by State Health Officer.

2.8.2. The County will pay for the testing, screening, and treatment of infectious diseases as the costs are incurred by the State.

2.8.2.1. Billable costs associated to the testing, screening and treatment of infectious diseases are not included in the County's assessed contract rate.

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2.8.2.2. Billable costs include, but not limited to, all costs of providing services for the testing, screening, and treatment of tuberculosis TB and STIs for self-pay Community Health Nursing (CHN) clients.

2.8.2.3. Billable costs include, but not limited to travel, lab testing, medical supplies, and pharmaceuticals.

2.8.3. The County will seek and obtain funding to cover the actual costs of these services for subsequent years.

2.8.4. The County may request infectious disease reports when readily available.

Humboldt County	Base Contract Assessed Cost
SFY 2022-2023	
Salaries and Benefits	Winnemucca Clinic
Community Health Nurse II - .25 FTE	$30,118.00
2 Administrative Assistant I's- .25 FTE x 1.5	$24,108.00
Advanced Practice Registered Nurse- .05 FTE 2 hours availability per week/12 clinics	$500.00
Carson City Team- 8% Total Salaries/ 6 Admin Staff	
Carson City Team (Community Health Nurse 3, Health Program Manager 2, Management Analyst 2, Administrative Assistant 4, Accounting Assistant 2, & Administrative Assistant 2)	$3,816.00
Operating Costs - 25%	
Operating Expenses (Cell phones, email, copiers)	$1,200.00
Updated Internet / Highspeed Service	$2,694.00
Travel -38%	
Motorpool	$1,465.75
Other Travel	$102.49
Contractual	
Electronic Health Record System	$1,000.00
Total Assessed Costs	**$65,004.24**

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Updated April 2023.

Humboldt County	Base Contract Assessed Cost
SFY 2023-2024	
Clinic Staff	Winnemucca Clinic
Community Health Nurse II, Administration Assistant, APRN	$45,000.00
Administrative Staff – Central Office	
Administrative support for clinic operations including contract management, insurance billing, grant management, and oversight of supplies and equipment	$4,000.00
Clinic Operations	
Operating Expenses including: (communication, copier rental, email, internet/broadband improvement, clinic vehicle, medical and office supplies)	$2,000.00
Electronic Health Record	
Monthly Support Costs - Patagonia	$2,000.00
Total Assessed Costs	**$53,000.00**

HUMBOLDT COUNTY

50 W. 5th Street
Winnemucca, Nevada 89445
www.hcnv.us

STAFF REPORT

DATE: Monday, May 15, 2023

TO: County Commission

FROM: Kim Petersen, WCVA

SUBJECT: Request for Waiver of Humboldt County Attrition Policy

REQUESTED AGENDA DATE: 06/05/2023

SUMMARY

The Winnemucca Convention & Visitors Authority (WCVA) has a recently created vacancy for an Administrative Clerk I, II, III. The person filling this position is responsible for booking all events at the Convention Center and Events Complex. The WCVA is requesting a waiver of the attrition policy to immediately begin the hiring process to find a suitable candidate to take on this vital role.

WHY ARE YOU BRINGING THIS BEFORE THE BOARD NOW:

Having an employee dedicated specifically to scheduling and processing events is vital to the success of our operation.

PREVIOUS ACTION

none

BACKGROUND

The Administrative Clerk I, II, III position ensures that all events are properly scheduled, all necessary paperwork completed, and payments have been collected and processed.

FISCAL IMPACT

The WCVA operates on its own budget, filling this position will not have any impact on Humboldt County's budget. Failing to expedite the filling of this position will have a negative impact on event attendance, local sales and various tax revenues in the future.

RECOMMENDATION

The WCVA recommends approving our request to waive the Humboldt County Attrition Policy for the Administrative Clerk I, II, III position.

LIST SUPPORTING DOCUMENTS IF APPLICABLE:

Administrative Clerk I, II, III description

POSSIBLE MOTION

Move to approve the request from the WCVA to waive the Humboldt County Attrition Policy in regard to the Administrative Clerk I, II, III position.

Humboldt County, Nevada

Administrative Clerk I, II, III

SALARY	$17.82 - $29.81 Hourly $1,425.60 - $2,384.80 Biweekly $3,088.80 - $5,167.07 Monthly $37,065.60 - $62,004.80 Annually	LOCATION	Winnemucca, NV
JOB TYPE	Full-time	JOB NUMBER	00170
DEPARTMENT/OFFICE	Winnemucca Convention & Visitors Authority	OPENING DATE	04/28/2023
CLOSING DATE	5/22/2023 5:00 PM Pacific		

Description

This position is pending final approval from the board.

Under general supervision, provides a variety of routine administrative and office support to County departments, which may include receptionist duties, typing, word processing, data entry, record keeping, filing, and billing; and performs other work as assigned.

DISTINGUISHING CHARACTERISTICS: Administrative Clerk is the entry level class in the Administrative Clerk series. Initially under close supervision, incumbent learns office, County and department procedures. As experience is gained, incumbents work more independently within established guidelines.

Administrative Clerk II is the working level class of this series, fully competent to independently perform a variety of office support services. Positions are characterized by the presence of fairly clear guidelines from which to make decisions and the availability of supervision in non-routine circumstances.

Administrative Clerk III is the advanced journey level class of this series, an employee is eligible for this level upon fully mastering the primary assignment for which hired and has become fully crossed trained, proficient and routinely performs the other assignments within the office.

Progression to higher levels of this series is based upon certification from the department head and confirmation by the County Administrator that the employee is qualified to perform at that level and is assigned the relevant duties. Employees in the class of Administrative Clerk I are normally expected to qualify for promotion to Administrative Clerk II within twelve months of hire if they are hired into a flexibly staffed position.

Administrative Clerk I, II, III is distinguished from Administrative Clerk IV in that the latter is assigned administrative office support duties that are an unusual combination of assignments or includes ongoing oversight of a small project, program or office without supervisory authority over other employees.

Examples of Duties

EXAMPLES OF DUTIES: The duties listed below are examples of the work typically performed by employees in this class. An employee may not be assigned all duties listed and may be assigned duties which are not listed

below. *Marginal duties* (shown in *italics)* are those which are **least**likely to be essential functions for any single position in this class.

1. Receives and screens visitors and telephone calls and takes messages; schedules appointments; greets people visiting the office; assists the public and other departments or agencies in person and by phone by answering inquiries related to department records, services and programs; receives complaints and attempts to resolve them; explains rules, policies and procedures; explains proper use and completion of forms and documents.
2. Compiles and assembles information from files, records and regulations in response to inquiries for general or specific technical information; types correspondence reports, forms and specialized documents related to the functions of the assigned unit from a variety of sources; may compose standard correspondence from brief instructions; types a variety of material including graphs, charts, reports, financial statements, resolutions, forms, and legal documents; composes correspondence.
3. Proofs typed and other materials for accuracy, completeness, compliance with departmental policies and applicable regulations, and corrects English usage, including grammar, punctuation, and spelling.
4. Establishes and maintains office files; researches and compiles information from files; purges files as required.
5. Enters, edits and retrieves data and prepares periodic or special reports from computer systems following established formats and menus; may create reports, spreadsheets, and other documents based on predetermined criteria using programmed software.
6. Receives and verifies bills, invoices, vouchers, purchase orders, claims and related materials; tabulates amounts; codes data for processing; prepares billings; posts information to appropriate accounts, logs, and reports; adjusts and corrects accounts, adjusts and balances totals; traces and corrects errors; maintains fiscal records.
7. Collects fees, fines and other monies; makes collection calls and sends late payment notices; contacts originators regarding returned checks and makes arrangements for payment; reviews activity and cash reports produced by other staff to verify accuracy; prepares bank deposits, reconciles to daily receipts and balances to the register; prepares checks for daily receipts; reconciles bank statements.
8. Prepares and updates a variety of records, forms, and reports which require the use of arithmetic calculations and consolidation of materials from several sources; maintains records and processes forms, such as work orders, purchase requisitions and billings; prepares financial statements and quarterly and year-end summary reports.
9. Maintains and processes a variety of records and transactions; determines acceptability of information and selects proper procedures; codes and classifies data; compiles summaries; identifies and corrects deletions and omissions; gathers information from documents and contacts with other offices and agencies; enters and retrieves data and prepares periodic or special reports from computer systems; sets up or creates special formats, reports, spreadsheets and databases using programmed software to meet departmental needs.
10. Compiles materials for meetings; may prepare agendas and attend such meetings to take summary notes as required; provides clerical support to one or more Committees, Boards or Commissions; maintains files; prepares agendas, takes notes, and summarizes minutes of meetings.
11. Opens and distributes mail, processes outgoing mail, prepares requisitions, and performs other general office support services.
12. Operates standard office equipment, including word processors, personal or on-line computers, fax machines, copy machines, and telephones.

Typical Qualifications

Knowledge and Ability:

Knowledge of department practices, procedures, services and regulations; office practices and procedures, including filing and the operation of standard office equipment; basic record keeping principles and practices; correct English usage, including spelling, grammar and punctuation; business arithmetic.

Ability to understand and apply specific rules, codes, regulations, and procedures; perform detained office support work; make appropriate decisions independently and in accordance with established policy; operate standard office equipment including a word processor or computer terminal; organize and maintain accurate files and records; provide factual information both in person and on the telephone; accurately type at a rate sufficient to perform

assigned duties.

Special Requirements:

Some positions may require possession of a driver's license or alternate means of travel.

Experience and Training:

Any combination of training, education and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:

- Level I: Some experience performing routine administrative office clerical duties.
- Level II: One (1) year of experience performing administrative clerical duties directly related to the area of assignment.
- Level III: One (1) year of experience performing administrative clerical duties that are directly related to the area of assignment and upon fully mastering the primary assignment for which hired and has become fully crossed trained, proficient and routinely performs the other assignment within the office.

Equal Employment Opportunity Statement

Humboldt County is an Equal Employment Opportunity provider in the services it offers.

Agency
Humboldt County, Nevada

Address
50 West Fifth Street
Room 205
Winnemucca, Nevada, 89445

Phone
(775) 623-6300

Website
https://www.governmentjobs.com/careers/hcnv

HUMBOLDT COUNTY

50 W. 5th Street
Winnemucca, Nevada 89445
www.humboldtcountynv.gov

AGENDA REQUEST FORM

DATE: May 24, 2023

TO: County Commission

FROM: Carol Lynn

SUBJECT: Review of Community Wildfire Protection Plan

REQUESTED AGENDA DATE: June 5, 2023

SUMMARY AND BACKGROUND:

The County EM position not only prepares the county response to emergencies, natural, technological, or human caused, but should work to develop collaborative relationships with the whole community. These relationships are built by aiding them in being prepared by developing mitigation plans to lessen the effects of wildfire. Working together with cooperating agencies will not only help them but will build a resilience into the entire county community. Meeting with fire departments, BLM, NDF, community groups, reviewing existing plans, and offering assistance in building mitigation plans are all methods that will help build this resilience.

WHY ARE YOU BRINGING THIS BEFORE THE BOARD NOW:

Keeping the Commissioners informed of these actions and the reasons behind them will enable them to support the EM efforts and answers questions that may come their way. Additional importance is keeping Humboldt County compliant with all emergency plans.

PREVIOUS ACTION:

None

HAS DISTRICT ATTORNEY REVIEWED AGREEMENT/CONTRACT IF APPLICABLE:

This is an update of an existing plan that was developed in 2009.

FISCAL IMPACT IF APPLICABLE:

None

RECOMMENDATION:

Recommend approving the revised Humboldt County Community Wildfire Protection Plan and to authorize County Manager Dave Mendiola and Emergency Manager Carol Lynn to sign the plan.

LIST SUPPORTING DOCUMENTS IF APPLICABLE:

Community Wildfire Protection Plan including CWPP Risk/Hazard Analysis Report

POSSIBLE MOTION:

Motion to approve the revised Humboldt County Community Wildfire Protection Plan and to authorize County Manager Dave Mendiola and Emergency Manager Carol Lynn to sign the plan.

Nevada Community Wildfire Risk/Hazard Assessment Project

HUMBOLDT COUNTY

May 2023

This project was administered by the Nevada Division of Forestry and funded through grants from the Bureau of Land Management, the US Forest Service, and the Nevada Division of Forestry.

Prepared by:

Humboldt County Emergency Management
33 West 4th Street
Winnemucca, NV 89445
Office: 775-375-3195
carol.lynn@humboldtcountynv.gov

Nevada Community Wildfire Risk/Hazard Assessment Project

Humboldt County

Prepared by: ***County Team:***
Humboldt County
Nevada Department of Forestry
Bureau of Land Management Winnemucca District

Reviewed by: _____
Humboldt County Manager

_____
Humboldt County Emergency Manager

_____
Fire Adapted NV Partnership Coordinator

_____
Bureau of Land Management District Manager

Approved by: _____
Nevada State Forester

Executive Summary

The Healthy Forests Initiative was announced by the White House in 2002 to implement the core components of the *National Fire Plan Collaborative Approach for Reducing Wildland Fire Risks to Communities and the Environment 10-Year Cohesive Strategy.* The Plan calls for more active forest and rangeland management to reduce the threat of wildland fire in the wildland-urban interface, the area where homes and wildland meet.

This report was prepared specifically for the communities within Humboldt County, Nevada that were identified in the 2001 Federal Register list of communities at risk within the vicinity of federal lands that are most vulnerable to the threat of wildfire. The communities assessed in Humboldt County are listed in Table 1-1.

The Nevada Department of Forestry contacted Humboldt County Emergency Management who assembled a project team of experts in the fields of fire behavior and suppression, natural resource ecology, ranch management, county management, and geographic information systems (GIS) to review the assessment for each Humboldt County community listed in the Federal Register. The Nevada Division of Forestry (NDF) Project Team spent several days inventorying conditions in Humboldt County and completing the primary data collection and verification portions of the risk assessment.

This report describes in detail the data and information collected, analyzed, and considered during the assessment of each community. The general results are summarized in Table 1-1. Five primary factors that affect potential fire hazard were assessed to arrive at the community hazard assessment score:

- community design,
- construction materials,
- defensible space,
- suppression capabilities, and
- physical conditions that affect fire behavior, such as the
    - vegetative fuel load and
    - topography.

Information on fire suppression capabilities and responsibilities for Humboldt County communities was obtained from local Fire Chiefs and agency Fire Management Officers. Fire Specialists on the NDF Project Team assigned an ignition risk rating for each community of low, moderate, or high. The rating was based upon several factors:

- historical ignition patterns,
- the opinions of local, state, and federal fire agency personnel,
- field visits to each community, and
- professional judgements based on experience with wildland fire ignitions in Nevada.

Table 1-1 – Community Risk and Hazard Assessment Results

COMMUNITY	PRIMARY COMMUNITY TYPE	SURROUNDING ENVIRONMENT RATING	COMMUNITY HAZARD RATING	DWELLINGS
Artemisia	Residential-Mixed	Moderate	High (136)	80
Denio/Denio Junction	Residential– Mixed	Moderate	High (102)	67
Golconda	Residential-Stick built	Moderate	High (128)	136
Grass Valley	Residential-Stick built	Moderate	High (107)	1882
Herschel	Residential-Mixed	Moderate	High (119)	79
Jungo	Residential-Mixed	Moderate	Moderate (94)	35
McDermitt	Residential– Mixed	Moderate	Moderate (91)	80
Orovada	Residential-Mobile	Moderate	High (107)	40
Paradise Ranchos (Paradise Hills)	Residential-Mixed	Moderate	High (140)	80
Paradise Valley	Residential-Mixed	Moderate	High (105)	50
Prairie-Dog	Residential-Mixed	High	High (145)	30
Rose Creek	Residential-Mobile	Moderate	High (110)	215
Valmy	Residential-RV	Moderate	High (123)	55
Winnemucca	Residential-Mixed	Moderate	Moderate (97)	3538

Existing Situation

The community wildfire hazard rating is high in the majority of communities due primarily to fire ignition history, wildfire history, and annual grasses invasion that adds to the fire hazard, The hazard rating in Jungo, McDermitt, and Winnemucca is moderate primarily because of sparse brush and agricultural buffer zones.

Fire Protection within Humboldt County is provided by all-volunteer fire departments operating within NRS 414 Fire Protection Districts that are funded primarily by *ad valorem* and other tax revenues.

Denio Pueblo Fire District
Golconda Fire Protection District
Grass Valley Fire Protection District
McDermitt Fire Protection District
Orovada Fire Protection District
Paradise Valley Fire Protection District
Valmy Fire Protection District
Winnemucca City Fire Protection District
Winnemucca Rural Fire Protection District

Two exceptions to the all-volunteer status in Humboldt County is the Winnemucca Rural Fire Department and the Winnemucca City Fire Department both with a career Fire Chief. Volunteer firefighters may not always be available to respond to wildfires, especially during normal work hours. These Fire Districts respond when called but work within several constraints that impact that response; acreage included within the districts, water availability for suppression, number of responders, and response times.

In the case that a fire occurs during hours when volunteers are unable to respond, the Bureau of Land Management Winnemucca District Office (WDO) has cooperative agreements with all Humboldt County volunteer fire departments to provide wildland fire suppression equipment and

personnel. (WDO) has 64 trained fire personnel and 34 seasonal employees. Seasonal employment spans the dates of June through September. The equipment available from the BLM, listed in Section 4.1.1 of this report, is stationed throughout the WDO across 5 Fire Stations, and ready for dispatch within minutes of notification of a wildfire during business hours. After hours dispatch response will typically be within 15 minutes.

The BLM maintains and staffs a seasonal aviation base located at the Winnemucca airport, hosting a minimum of 2 Single Engine Air Tankers (known as SEATs), and the capability to reload and support several other firefighting aircraft to include helicopters, smokejumpers and aerial supervision planes.

The Humboldt-Toyiabe National Forest, Santa Rosa Ranger District (SRRD) relies on the BLM for wildfire response within the SRRD. There is a current Service-First Agreement in place between the 2 federal agencies which provides the framework and funding for the BLM to provide for suppression responsibility on the SRRD. This includes staffing the Paradise Valley Guard Station during the fire season.

The Nevada Division of Forestry has begun to station staff at the former Conservation Honor Camp located in the Rose Creek area. These personnel will offer support to County fire-fighting efforts.

The Bureau of Indian Affairs has a suppression agreement with the BLM statewide that provides the funding and framework for BLM Districts to provide direct wildland fire suppression services on the various Native American Indian Reservations throughout the state. This would include Ft. McDermitt, Summit Lake, and the Winnemucca Indian Colony in Humboldt County. Winnemucca City Fire Department also responds to the Winnemucca Indian Colony when necessary.

Rangeland Fire Protection Associations (RFPAs) are non-profit associations formed for the purpose of protecting rangeland from wildfire (NRS 472.200). These RFPAs can petition the county commissioners for approval and be established by as few as two persons who own, lease, produce agriculture on or occupy property may petition to create a RFPA (NRS 474.323). Within Humboldt County there is one RFPA (Wildfire Support Group, Inc). In addition there is an agreement of support from two Oregon RFPAs; the Blue Mountain RFPA and the Fields Andrews RFPA. Both of these RFPAs provide support to the northern central and western areas of Humboldt County. See Maps 1-3 in Appendix E.

The Central Nevada Interagency Dispatch Center (CNIDC) located in Winnemucca provides unified dispatch services for the Winnemucca and Battle Mountain BLM District Offices, the US Forest Service Santa Rosa, Austin, and Tonopah Ranger Districts.

Humboldt County has an extensive wildfire history. As detailed in Table 3-2, approximately 1,374,499 acres were burned between 2003 to 2022. Much of the county is prone to summer thunderstorms with dry lightning, which is a primary ignition risk. Another prominent wildfire hazard throughout much of Humboldt County is the vast expanses of annual grasses. This grass growth of cool season annual grasses depends on fall and spring moisture: greater volumes of fuel occur in high moisture years, and less in years with below normal precipitation, especially spring moisture. Annual grasses are highly flammable and provide a readily ignited fuel bed, a fast-advancing fire front, when winds occur, and a continuous layer of fuel that ladders fire into adjacent shrubs and any other flammable material it contacts.

Recommendations

Many homeowners in Humboldt County have been aggressive in establishing and maintaining appropriate defensible space around their residences; others have not. Many of the recommendations in this report focus on efforts that can be easily initiated by homeowners to enhance the fire safe nature of their homes and communities. Homeowners and the management of their property are the first line of defense for preventing the loss of property and lives. In large outbreaks, they may be the only defense available for their property.

Residents in Denio need to reduce high, dense sagebrush and other fuels within the community. In Grass Valley, Paradise Valley, Paradise Ranchos, and Winnemucca, residents should maintain better defensible space around homes, outbuildings, livestock corrals, and haystacks. Fuelbreaks and fuel reduction treatments and fuel modification zones around communities and critical infrastructure have been recommended in Denio, Golconda, Grass Valley, and Winnemucca to be implemented cooperatively by public land agencies, Humboldt County, and property owners. In some areas, street and address signage needs improvement so that firefighters can easily locate homes at risk under low visibility conditions during a fire. Fire engine and tanker refill points should be preemptively identified / developed in areas that do not have fire hydrants to aid in suppression efforts. Many new developments within the County are planned or under development. Adjacent fuels mitigation needs to be considered as these projects are developed.

The adoption and enforcement of regulations that address community fire safety in the wildland-urban interface and include mandatory fuel reduction treatments and annual maintenance for all new development must be a high priority for future planning. The County must ensure that fire safe community recommendations, such as those listed in Appendix F, are adopted in Humboldt County.

To control the spread of annual grasses in the future, burned areas must be reseeded with appropriate and competitive species promptly following fire suppression. Other mechanisms to control annual grasses should be employed in conjunction with seeding and rehabilitation efforts such as cheatgrass-targeting herbicides to allow for better establishment of desirable species. Defensible space zones and fuel reduction treatment areas must be mowed or over time will kill most perennials, if they are on site; grazed prior to seed set; and/or treated with a pre-emergent herbicide to deplete the annual grass seed in the soil. Annual grass control treatments often take two or more years to be successful. After initial treatment, reseeding the area with native and climatically adapted species will aid in reducing annual grasses from the landscape.

There is no way to completely eliminate the threat of wildfire in the wildland-urban interface. Close and continued coordination between citizens, local fire departments, Humboldt County, the Nevada Division of Forestry, the US Forest Service, the Bureau of Land Management, the Bureau of Indian Affairs, and the RFPAs is crucial for successful implementation of necessary fuel reduction projects to improve fire safety in the wildland-urban interface communities throughout Humboldt County. Recommendations in this report are intended to:

- Encourage defensible space as a first priority.
- Implementation of larger fuel reduction projects where needed to reduce the hazards inherent in wildland-urban interface areas.

- Increase public awareness of wildfire risks and hazards in communities, and what homeowners can do to reduce those risks and hazards.
- Promote community-wide involvement to effectively reduce the risk of wildfire ignitions in and near communities.

To be most effective, fire safe practices need to be implemented on a community-wide basis. When neighbors work together, much more can be accomplished to make a community more fire safe.

Acknowledging the need for ongoing fuels management on public and private lands is the first step toward fire safe living in a wildfire-prone environment. One logical action for long-term community safety from wildfire requires a permanent commitment to the enforcement of fire safe ordinances at the local level. A second action is fuels management which includes regular monitoring and evaluation of fuel conditions and proactive maintenance or implementation of additional fuel reduction treatments as development continues to encroach at the wildland-urban interface.

Any of the following agencies or organizations can be contacted for further information and assistance:

- Nevada Division of Forestry Fire Program Coordinator 775-684-2500
- Nevada Association of Counties NVNACO@nvnaco.org
- Bureau of Land Management – NV State Office NV BLM State Fire Management Officer Contact TBD
- Humboldt-Toiyabe National Forest Supervisors Office H-T Supervisors Office Fire Staff Officer gwensanchez@usda.gov

1.0 INTRODUCTION

1.1 PROJECT BACKGROUND

A key element of the Healthy Forests initiative announced by the White House in 2002 is the implementation of core components of the *National Fire Plan Collaborative Approach for Reducing Wildland Fire Risks to Communities and the Environment 10-Year Cohesive Strategy.* Federal agencies and western state governors adopted the Plan in the spring of 2002 in collaboration with county commissioners, state foresters, and tribal officials. The Plan calls for more active forest and rangeland management to reduce the threat of wildfire in the wildland-urban interface.

The Healthy Forest Restoration Act (H.R. 1904) was signed into law in December of 2003. The Act creates provisions for expanding the activities outlined in the National Fire Plan. In the same year, the Nevada Fire Safe Council received National Fire Plan funding through the Bureau of Land Management to conduct a Community Risk/Hazard Assessment in communities at risk across Nevada. The communities to be assessed are among those named in the 2001 Federal register list of communities within the vicinity of federal lands (66 FR 160). The list identifies Nevada communities adjacent to Federal lands that are most vulnerable to wildfire threat in Nevada.

A Nevada Department of Forestry (NDF) Team conducted the Community Risk/Hazard Assessments. The team visited several communities in Humboldt County to assess both the risk of ignition and the potential fire behavior hazard within the wildland-urban interface, places where

homes and wildland meet. Procedures accepted by Nevada's wildland fire agencies were used to reach consistent and objective evaluations in each community.

The specific goals of the Nevada Community Risk/Hazard Assessment Project are to:

- Assess the wildfire hazards present in each community listed in the Federal Register list Nevada Community at Risk.
- Identify firefighting resource needs (e.g. equipment and infrastructure)
- Conduct fuel hazard mapping for high fuel hazard communities.
- Describe proposed risk and hazard mitigation projects in enough detail to aid communities in applying for future implementation funds.
- Distribute assessment results and proposed mitigation project descriptions to the County in a format that will be easily updated and useful for public meetings and other public education activities.

The community risk/hazard assessments were conducted systematically. The County/NDF Project Team observed and recorded the factors that influence the risk of wildfire ignition along the wildland-urban interface, and they inventoried features that can have an influence on hazardous conditions in the event of a wildfire. Interviews with local fire agency and emergency response personnel were completed to assess the availability and capability of suppression resources and to identify opportunities for increased community preparedness.

A description of the existing fuel hazard and fire behavior potential is discussed for each community. Photo points and fuel hazard maps are presented for Denio, Grass Valley, Quinn River, and Winnemucca where the fuel hazard in the interface area is high or extreme.

The results of the assessments are formatted to facilitate ease of reference and reproduction for individual communities. A glossary of wildland fire terms is included in Appendix A. Each community is mapped and ignition risks, fire hazards, and recommended mitigation projects are described for each community. The recommendations are presented on the community map if the proposed mitigation project can be graphically represented. These tools will aid local, state, and federal agencies in strategic planning, raising public awareness, and securing funds to implement risk and hazard reduction projects. Mitigating identified risks and hazards achieves the long-term goals of the National Fire plan, and also embraces the short and long-term safety and security of Nevada communities, natural resources and their associated infrastructure, and watersheds that support these communities.

Numerous agencies and individuals were involved in the planning and implementation of this effort. Special thanks and acknowledgement are given to:

- Bureau of Land Management (BLM)
- US Forest Service (FS)
- Natural Resource Conservation Service (NRCS)
- Nevada Division of Forestry (NDF)
- University of Nevada Cooperative Extension (UNCE)
- Nevada Association of Counties (NACO)
- Fire Chiefs and firefighters statewide

1.2 COMMUNITIES ASSESSED

Fourteen communities in proximity to federal lands within Humboldt County were identified and are included in this assessment:

- Artemisia
- Denio/Denio Junction
- Golconda
- Grass Valley
- Herschel
- Jungo
- McDermitt
- Orovada
- Paradise Ranchos
- Paradise Valley
- Prairie Dog
- Rose Creek
- Valmy
- Winnemucca

Humboldt County has several agricultural ranch communities including Denio Junction, Orovada, Paradise Valley, and Quinn River, that face a greater risk of economic loss from damage to agricultural commodities (e.g. livestock, hay, and crops) than risks to residential structures. General recommendations for rural ranch communities have been developed to address hazards that are unique to private lands in remote settings.

There may be additional rural areas or small subdivisions within Humboldt County that were not included on the Federal Register list, and thus not included in the scope of this project. Conditions in and around some of these communities may warrant future individual hazard/risk assessment. However, many of the recommendations developed for similar communities in this report may apply to additional areas.

1.3 COMMUNITIES NOT ASSESSED

1.3.1 Summit Lake

Summit Lake, located in the northwest part of Humboldt County, is Paiute tribal land, There is no residential community on the property and no one currently lives there. The risk/hazard assessment was not completed for Summit Lake because it is not a residential community.

2.0 METHODOLOGY

2.1 COUNTY/NDF PROJECT TEAM

The Team was composed of experts in the fields of fire behavior and suppression, geographic information systems (GIS), and natural resource ecology who collaborated to complete a Community Risk/Hazard Assessment for each community. Also included in the Team were fire specialists with extensive wildland fire prevention and suppression

experience in Nevada and Natural Resources Specialists experienced in the Great Basin environment.

The Team used standardized procedures developed from the *Draft Community Wildland Fire Assessment for Existing and Planned Wildland Residential Interface Developments in Nevada* during the assessment process (Nevada's Wildland Fire Agencies, Board of Fire Directors, April 2001; revised 2002). This approach incorporates values for fuel hazards, structural hazards, community preparedness, and fire protection capabilities into an overall community rating.

2.2 BASE MAP DATA COLLECTION

The Team compiled and reviewed existing statewide geospatial data to create field maps for recording baseline data and data verification. Data sources for the maps were the, the Nevada Department of Transportation, the Natural Resource Conservation Service, the US Forest Service, and the Bureau of Land Management.

2.3 COMMUNITY RISK/HAZARD ASSESSMENT

The wildland-urban interface is the place where homes and wildland meet. This project focuses on identifying risks and hazards in the wildland-urban interface areas countywide by assessing each community individually. Site-specific information for each community was collected during field visits conducted between March 1, 2023 and April 30, 2023. The predominant conditions recorded during these site visits were used as the basis for the Community Risk and Hazard Assessment ratings. Reports are located in Appendix C.

2.3.1 Ignition Risk Assessment Criteria

Fire Specialists on the Team assigned an ignition risk rating of low, moderate, or high to each community assessed. This rating is based on four sources of information:

- Interpretation of the historical record of ignition patterns and fire polygons provided by the National Interagency Fire Center, Bureau of Land Management, and US Forest Service databases;
- Interviews with local fire department personnel and local area Fire Management Officers;
- Field visits to each community;
- The professional judgment of the Fire Specialists on the Team.

2.3.2 Hazard Assessment Criteria

The Community Risk/Hazard Assessments were completed using a methodology system which assigns hazard ratings of low through extreme based on the scoring system shown and detailed in Appendix B.

To arrive at a score for the community, five primary factors that affect potential fire hazard were assessed;

- community design,
- construction materials,
- defensible space,
- fire suppression capabilities, and

- physical conditions that affect fire behavior such as
    - fuel loading and
    - topography.

A description of each of these factors and their relative importance in developing the overall score for the community is provided below. Individual community score sheets presenting the pint values assigned to each element in the hazard assessment are provided at the end of each community assessment.

COMMUNITY DESIGN

Aspects of community design account for 26 percent of the total hazard score. Many aspects of community design can be modified to make a community more fire safe. Factors considered include:

- **Interface Condition –** Community safety is affected by the density and distribution of structures with respect to the surrounding wildland environment. Four interface condition classes are used to categorize the wildland-urban interface: Classic Interface, Intermix, Occluded, and Rural. Definitions for each condition class are included in the glossary in Appendix A.

- **Access –** Design aspects of roadways influence the hazard rating assigned to a community. A road gradient of greater than five percent can increase response times for heavy vehicles carrying water. Roads less than twenty feet in width often impede two-way movement of vehicles and fre suppression equipment. Hairpin turns and cul-de-sacs with radii of less than 45 feet can cause problems for equipment mobility. Adequately designed secondary access routes and loop roads in a community can lower a hazard rating. Visible, fire-resistant street and address identification and adequate driveway widths also reduce the overall community wildfire hazard rating.

- **Utilities** – Poorly maintained overhead power lines can be a potential ignition source for wildfires. It is important to keep power line corridors clear of flammable vegetation, especially around power poles and beneath transformers. Fires have been know n to start from arcing power lines or exploding transformers during windstorms or during periods of high electricity demand. Keeping flammable vegetation cleared from beneath power lines and around power poles reduces potential hazards from damaged power lines. Energized power lines may fall and create additional hazards for citizens and firefighters including blocked road access. Power failures are especially dangerous to a community without a back-up energy source. Many communities rely on electric pumps to provide water to residents and firefighters for structure protection and fire suppression.

CONSTRUCTION MATERIALS

The type of materials used for building construction account for 16 percent of the total assessment score. While it is not feasible to expect all structures in the wildland-urban interface area to be rebuilt with non-combustible materials, there are steps that can be taken to address specific elements that strongly affect

structure ignitability in the interface area. Factors considered in the assessment include:

- **Structure Building Materials –** The composition of building materials determines the length of time a structure could withstand high temperatures before ignition occurs. Houses composed of wood siding and wood shake roofing are usually the most susceptible to ignitions. Houses built with stucco exteriors and tile, metal, or composition roofing are able to withstand much higher temperatures and longer heat durations, thereby presenting a much lower ignition risk from firebrands or the proximity to advancing flames when defensible space conditions are adequate.

- **Architectural Features –** Unenclosed or unscreened balconies, decks, porches, eaves, or attic vents on homes can create drafty areas where firebrands and embers can accumulate, smolder, and ignite, rapidly spreading fire to the house. A high number of houses within a wildland-urban interface area with these features imply a greater hazard to the community.

-

DEFENSIBLE SPACE

Defensible space accounts for 16 percent of the assessment score. The density and type of fuel around a home determines the potential fire exposure and the potential for damage to the home. A greater volume of trees, shrubs, dry weeds and grass, woodpiles, and other combustible materials near the home will ignite more readily, produce more intense heat during a fire, and increase the threat of losing the home. Defensible space is one of the factors that homeowners can most easily manipulate in order to improve the chances that a home or other property avoids damage or complete loss from a wildfire.

SUPPRESSION CAPABILITIES

The availability and capability of fire suppression resources account for 16 percent of the total assessment score. Knowledge of the capabilities or limitations of the fire suppression resources in a community can help the residents take action to maximize the resources available. Factors considered in the assessment include:

- **Availability, Quantity, and Training Level of Firefighting Personnel –** When a fire begins in or near a community, having the appropriate firefighting personnel available to respond quickly is critical to saving structures. Whether there is a local paid fire department, volunteer department, or no local fire department impacts how long it takes for firefighters to respond to a reported wildland fire or a threatened community.

- **Quantity and Type of Fire Suppression Equipment –** The quantity and type of available fire suppression equipment has an important role in minimizing the effect of a wildfire on a community. Wildland firefighting requires specialized equipment.

- **Water Resources –** The availability of water resources is critical to fighting a wildland fire. Whether there is a community water

system with adequate flow capabilities, or whether firefighters must rely on local ponds or other drafting sites affects how difficult it will be for firefighters to protect the community. Additionally, communities served by water systems that are dependent upon electricity for operation may be left defenseless in the event of a power outage and backup power generation is not in place.

PHYSICAL CONDITIONS

The physical conditions that influence fire behavior account for 26 percent of the hazard rating. Physical conditions include slope, aspect, topography, fuel type, and fuel density. With the exception of changes to the fuel composition, the physical conditions in and around a community cannot be altered to make the community more fire safe. Therefore, an understanding of how these physical conditions can influence the behavior of a fire is essential to planning effective preparedness activities such as fuel reduction treatments. Physical conditions considered in the assessment include:

- **Slope, Aspect, and Topography –** In addition to local weather conditions, slope, aspect, and topographic features are also used to predict fire behavior. Steep slopes greatly influence fire behavior. Fire usually burns upslope with greater speed and longer flame lengths than on flat areas. Fire can burn downslope; however, it usually burns downhill at a slower rate and with shorter flame lengths than in upslope burns. West and south facing aspects are subject to more intense solar exposure, which preheats vegetation and lowers the moisture content of fuels. Canyons, ravines, and saddles are topographical features that are prone to higher wind speeds than adjacent areas. East facing slopes in the Great Basin routinely experience strong down slope late afternoon winds that can rapidly push fires down slope. Fires pushed by winds grow at an accelerated rate compared to fires burning in non-windy conditions. Homes built mid-slope, at the crest of slopes, or in saddles are most at risk due to wind-prone topography in the event of a wildfire.

- **Fuel Type and Density –** Vegetation type, fuel moisture values, and fuel density around a community affect the potential fire behavior. Areas with thick, continuous, vegetative fuels carry a higher hazard rating than communities situated in areas of irrigated, sparse, or non-continuous fuels. Several consecutive years of above normal precipitation will result in excessive cheatgrass growth and ground litter, ranging as high as two to four tons per acre. In Humboldt County, where 65 percent of BLM administered lands have been converted to cheatgrass following wildfires, these conditions, in combination with steep slopes or high winds, can create a situation in which the worst-case fire severity scenario can occur. Under worst-case conditions, flame lengths in cheatgrass fuels could range between 12 and 16 feet long. Photographs of representative fuel types in the interface area throughout Humboldt County are provided in Appendix D.
-

2.3.3 Fuel Hazard Mapping

Fuel hazard maps were initially generated by the Bureau of Land Management Nevada and Utah State Offices using wildfire hazard delineations derived from vegetation satellite data at 30-meter resolution (Nevada GAP Analysis Program). A total of 65 vegetation types were mapped statewide and reclassified into four wildfire hazard categories (low, moderate, high, and extreme) based on the anticipated fire behavior for each vegetation cover type. See Map 7 in Appendix E. For example, pinyon-juniper cover types were generally rated as extreme fuel hazard, while low sagebrush cover types are rated as low fuel hazards.

The County/NDF Team visited high and extreme hazard communities and verified the BLM fuel hazard information by comparing the hazard ratings on the existing fuel hazard map to vegetation, slope, and aspect conditions directly observed in the field. Where necessary, changes to the ratings were drawn on the maps and used to update the wildfire hazard potential layer of the project database.

2.3.4 Worst-Case Wildfire Scenario

Fire Specialists on the County/NDF Team described the worst-case wildfire scenarios included in this evaluation based on their analysis of the severe fire behavior that could occur given a set of weather conditions, observed fuel load conditions, slope, aspect, and minimal fire suppression resources. The drought conditions and dry vegetation in combination with steep slopes or high winds can create a situation in which the worst-case scenario can occur. The worst-case scenario does not describe the most likely outcome of a wildfire event in the interface, but it does illustrate the potential for damage if a given set of conditions were to occur simultaneously. The worst-case scenarios are described in this document for public education purposes and are part of the basis for the fuel reduction recommendations.

2.4 INTERVIEWS WITH FIRE PERSONNEL

When available, interviews were conducted with local fire department personnel and local fire management officers to obtain information on wildfire training, emergency response time, personnel and equipment capability and availability, evacuation plans, pre-attack plans, and estimates of possible worst-case scenarios. During any interviews that were conducted, local fire personnel reviewed maps showing the history of wildfires to ensure that local information on wildfires was included. A list of fire agency personnel contacted for information used in the assessments is included in Appendix C.

2.5 RECOMMENDATION DEVELOPMENT

A wide variety of treatments and alternative measures can be used to reduce ignition risks, mitigate fire hazards and promote fire safe communities. Proposed recommendations typically include physical removal or reduction of flammable vegetation, increased community awareness of the risk of fires and how to reduce those risks, and coordination among fire suppression agencies to optimize efforts and use of resources. The County/NDF Team analyzed community risks, treatment alternatives, and treatment benefits and offered recommendations to reduce existing risks and hazards based upon professional experience, the community hazard score, and information from published references such as Living With Fire and FIREWISE resources (National Fire Plan website, FIREWISE website, Nevada Cooperative Education publications).

The recommendations included in this report are considered high priorities for individual communities and are presented in a relative order of importance.

3.0 DESCRIPTION OF THE COUNTY

3.1 DEMOGRAPHICS, LOCATION, TOPOGRAPHY, AND CLIMATE DATA

Humboldt County is located in northern Nevada, adjacent to the Oregon border and immediately east of Washoe County, Nevada. Humboldt County is approximately 6.2 million acres in size. A jurisdictional summary of land management administration is provided in Table 3-1. The majority of land within Humboldt County is administered and managed by federal agencies.

Table 3-1. Land Management Acreage within Humboldt County

Land Administrator	BLM	USFS	BIA	USFWS	Private	Other (water, etc.)
Acreage	4,382,343	275,283	22,225	371,641	1,117,728	8003

Source: BLM land ownership GIS database

In 2022, the 2020 United States Census the population for Humboldt County at 17,285 persons. The Nevada Department of Employment, Training, and Rehabilitation listed mining, trade, government, and service industries as the major employers in the County (Governor's Office of Economic Development, 2004).

Elevations within the county range from 4,500 feet in the valley bottoms to 9,700 feet at Granite Peak in the Humboldt-Toiyabe National Forest. Primary mountain ranges include the Black Rock Range, the Santa Rosa Range, and the Sonoma Range. There are several smaller mountain groups throughout the county. Major valleys are the Kings River Valley and the Quinn River Valley. The Black Rock desert lies in the southwestern portion of the county.

3.2 WILDFIRE HISTORY

Humboldt County has the highest incidence of wildfire in Nevada. Total acres burned from 2003-2022 are 1,374,499. Table 3-2 summarizes the fire histories and fire ignitions by year. This table illustrates the fire history in Humboldt County. Fires that occur on private lands are predominantly recorded on paper maps and are often not included in the GIS datasets. Where possible, anecdotal information from fire professionals and local residents was added to the database information. See Map 6 in Appendix E.

Table 3-2. Summary of Available Fire Occurrence Data and Estimated Acreage, 2003-2022

YEAR	Number of Fires	Total Fire Acreage	Year	Number of Fires	Total Fire Acreage
2003	23	1466	2013	66	39,946
2004	24	872	2014	50	1750
2005	27	20,446	2015	42	381
2006	76	72,881	2016	52	1958
2007	53	55,611	2017	80	44,363
2008	28	2106	2018	72	449,462
2009	23	119	2019	70	10,592
2010	23	1219	2020	35	2471
2011	68	115,395	2021	25	61

2012	59	537,020	2022	45	16,380

Source: Fire ignition and vase acreage data provided by the Nevada Fire Intel of the National Interagency Fire Center, Boise, ID. Additional fire history information provided by BLM Nevada State Office and USFS Supervisor's Office.

3.2.1 Ignition Risk Factors

Wildfire ignition risks fall into two categories: lightning and human caused. Human caused ignitions can come from a variety of sources such as burning material thrown out of vehicle windows or ignited during auto accidents, off-road vehicles, railroads, arching power lines, agricultural fires, unattended campfires, debris burning in piles or burn barrels, target shooting and fireworks. The ignition source records for Humboldt County indicate that for 1,135 fire incidents recorded, 504 were due to lightning, 627 were human caused, and 4 were of unknown origin.

3.2.2 Fire Ecology

The science of fire ecology is the study of how fire contributes to plant community structure and species composition. A "fire regime" is defined in terms of the average number of years between fires under natural conditions (fire frequency), and the amount of dominant vegetation replacement (fire severity). Natural fire regimes have been affected throughout most of Nevada by twentieth century fire suppression policies. Large areas that formerly burned with high frequency but low intensity (fires more amenable to control and suppression) are now characterized by large accumulations of unburned fuels, which once ignited, will burn at higher intensities.

Big sagebrush is the most common plant community in Nevada with an altered fire regime, now characterized by infrequent, high-intensity fires. Sagebrush requires ten to twenty or more years to re-establish on burned areas. During the interim these areas can provide the conditions for establishment and spread of invasive species and in some cases inhibit sagebrush re-establishment. The most common invasive species that reoccupies burned areas in northern Nevada is cheatgrass.

Effect of Cheatgrass on Fire Ecology

Cheatgrass is a common introduced annual grass that aggressively invades disturbed areas, especially burns. Replacement of a native shrub community with a pure stand of cheatgrass increases the susceptibility of an area to repeated wildfire ignitions, especially in mid to late summer when desiccating winds and lightning activity are more prevalent. The annual production, or volume of cheatgrass fuel produced each year is highly variable and dependent on winter and spring precipitation. Plants can be sparse and range from only a few inches tall in a dry year to over two feet tall on the very same site in wet years. In a normal or above normal precipitation year, cheatgrass can be considered a high hazard fuel type. In dry years cheatgrass poses a low fire behavior hazard because it tends to burn with a relatively low intensity. Nevertheless, in every year dried cheatgrass creates a highly flammable fuel bed that is easily ignited with the propensity to rapidly burn into adjacent cover types that may be characterized by more severe and hazardous fire behavior. The ecologic risk of a fire spreading from a cheatgrass stand into adjacent unburned native vegetation is that additional disturbed areas are thereby opened and vulnerable to cheatgrass invasion. Associated losses of natural resource values such as wildlife habitat, soil stability, and watershed functions are additional risks.

Reducing the risk created by cheatgrass is an arduous task that focuses on depleting cheatgrass seeds banked in the soil. Mowing defensible space and fuel breaks annually before seeds mature will reduce cheatgrass growth and reproduction over time. Use of pre-emergent herbicides can have the same effect. Early season livestock grazing prior to and during flowering is another mechanism for depleting the seed bank. It may take years of intensive treatment with any of these efforts to fully eliminate cheatgrass from being a dominant component of the vegetation, but it is a necessary process in order to return the landscape to a natural fire cycle and reduce the occurrence of large, catastrophic wildfires.

3.3 NATURAL RESOURCES AND CRITICAL FEATURES POTENTIALLY AT RISK

Critical features at risk of loss during a wildfire event can be economic assets such as agricultural and industrial resources or cultural features, such as historic structures, archaeological sites, and recreation-based resources.

3.3.1 Historical Registers

There are sixteen sites in Humboldt County listed on the National Register of Historical Places. The Nevada State Register of Historical Places lists on site. The effects of fire on cultural and historical resources depend upon site-specific factors such as fuels, terrain, and cultural or historical buildings or resources present. Archeological sites and historic trails are not necessarily vulnerable to wildfire impacts. The historic resources that lie in the wildland-urban interface that could be negatively impacted by wildfire are summarized in Table 3-3.

Table 3-3. At Risk Historical Places in Humboldt County

SITE	LOCATION	SOURCE REGISTER
Last Supper Cave	Denio	Nevada Register of Historic Places
Golconda School	Golconda	National Register of Historic Places
Micca House	Paradise Valley	National Register of Historic Places
Paradise Valley Ranger Stations	Paradise Valley	National Register of Historic Places
Silver State Flour Mill; aka Adams Mill, Martin Creek Mill	Paradise Valley	National Register of Historic Places
Andorno Station	Winnemucca	Nevada Register of Historic Places
Cumley-Richardson House	Winnemucca	National Register of Historic Places
George G. Berry House	Winnemucca	National Register of Historic Places
Humboldt County Courthouse	Winnemucca	Nevada Register of Historic Places
Humboldt River Bridge	Winnemucca	Nevada Register of Historic Places
Martin Hotel	Winnemucca	Nevada Register of Historic Places
W.C. Record House	Winnemucca	National Register of Historic Places
U.S. Post Office-Winnemucca	Winnemucca	Nevada Register of Historic Places

Winnemucca Grammar School	Winnemucca	Nevada Register of Historic Places
Winnemucca Hotel	Winnemucca	National Register of Historic Places
Applegate-Lassen Trail	Rye Patch NW to state line	National Register of Historic Places

3.3.2 Natural Resources and Recreation

Humboldt County offers a wide range of outdoor recreation opportunities that depend on healthy rangelands and environments. Camping, fishing, hunting, touring, hiking and wildlife viewing are some of the outdoor activities that contribute to local economies.

Sheldon National Wildlife Refuge

The Sheldon National Wildlife Refuge lies in the northwest portion of Nevada, in Humboldt and Washoe Counties. The US Fish and Wildlife Service administers over 0.5 million acres in the Refuge, which provide yearlong or seasonal habitat for pronghorn antelope, bighorn sheep, mule deer, sage grouse, and many other species. The refuge includes old ranches and homesteads, geothermal hot springs, waterfalls, narrow gorges, and expansive tablelands. Preparedness planning and fuels management would benefit the protection and maintenance of critical wildlife habitat and cultural resources.

Lahontan Cutthroat Trout Natural Area

The Lahontan Cutthroat Trout Natural Area is 12,216 acres in size and lies just south of the Sheldon National Wildlife Refuge, adjacent to the Summit Lake Reservation. The Natural Area was established in 1973, to ensure the preservation of the Lahontan cutthroat trout. A wildfire in the watersheds that support Lahontan cutthroat trout streams could adversely impact fish habitat. Loss of vegetation would lead to increased runoff, erosion, and sedimentation of critical spawning habitat and fisheries.

3.3.3 Sensitive Species

There is one plant federally listed as endangered, the Osgood Mountains milkvetch; and one fish federally listed as threatened, the Lahontan cutthroat trout, with potential habitat in Humboldt County. Project implemented to protect habitat for these species require formal consultation with the US Fish and Wildlife Service. An additional 17 species are protected by Nevada State legislation and are identified in Table 3-4. The Nevada Natural Heritage Program, the Nevada Division of Forestry, and the Nevada Department of Wildlife should be consulted regarding specific concerns and potential mitigation to minimize impacts to state-listed species prior to the event of a catastrophic wildfire or in the implementation of projects intended to reduce the threat of wildfires to a community.

Table 3-4. Federal and State Listed Flora and Fauna At Risk in Humboldt County

SCIENTIFIC NAME	COMMON MANE	LEGISLATION
PLANTS		
Astragalus yoder-williamsii	Osgood Mountains milkvetch	ESA listed endangered; NRS 527.260.300
Opuntia pulchella	Sand cholla	NRS 527.060.120
FISH		
Oncorhynchus clarki henshawi	Lahontan cutthroat trout	Moderately vulnerable

Eremichthys across	Desert dace	Moderately vulnerable
Siphateles Alvordensis	Alvord Chub	Highly vulnerable
MAMMALS		
Lasiurus blossevillii	Wester red bat	Moderately vulnerable
Sorex preblei	Prebles shrew	Highly vulnerable
Neotamias amoenus celeris	Humboldt yellow-pine chimpunk	Moderately vulnerable
BIRDS		
Accipiter gentilis	Northern goshawk	Moderately vulnerable
Antigone canadensis tabida	Greater sandhill crane	Moderately vulnerable
Centrocercus urophasian	Greater sage grouse	Highly vulnerable
Leucosticte atrata	Black rosy-finch	Extremely vulnerable
Leucosticte tephrocotis	Gray-crowned rosy-finch	Highly vulnerable
Pelecanus Erythrorhynch	American white pelican	Moderately vulnerable
Riparia riparia	Bank Swallow	Moderately vulnerable
Spizella breweri	Brewers sparrow	Moderately vulnerable

Source: Nevada Natural Heritage Program

3.4 PREVIOUS FIRE HAZARD REDUCTION PROJECTS

3.4.1 Wildfire Support Group

The Wildfire Support Group was formed in 2001 in Humboldt County to provide additional resources for initial attack on wildfires. Local ranchers are often the first to observe lightning strike ignitions in remote areas far away from fire departments. A group of citizens in Humboldt County were trained for initial attack in cooperation with the Bureau of Land Management Winnemucca Field Office. A second objective of the Wildfire Support Group is to participate in grazing trials to develop treatments for cheatgrass control. With careful monitoring and evaluation it is anticipated that this project will identify a variety of grazing practices that can be refined and used on a broader scale for fuel reduction and maintenance in the Great Basin. Prescribed grazing can be an effective tool for many communities to reduce fuels in the wildland-urban interface. See Map 1 in Appendix E.

3.4.2 Fort McDermitt Reservation

SWCA Environmental Consultants (2003) was contacted to conduct a Wildfire Hazard Assessment and Mitigation Plan for the Primary Residential Community on the Fort McDermitt Reservation on behalf of the Bureau of Indian Affairs in January 2003. The assessment covered the 16,831 acres of the Fort McDermitt Reservation within Nevada.

SWCA assessed community design, physical conditions, existing fuel conditions, fire behavior factors, ignition risks, and fire suppression and protection resources. The following activities were recommended:

- Defensible space of at least seventy feet surrounding residences
- Fuel reduction to cover 976 acres in two phases over three years
- Maintenance and inspection of fire hydrants
- Installation of water tanks
- Construction, maintenance, and improvement of street signs and residential addresses
- Public education

3.4.3 Multi-Agency Collaborative Fuel Reduction Treatments

The Bureau of Land Management Winnemucca Field Office, the Bureau of Indian Affairs, Nevada Division of Forestry, and the Nevada Department of Transportation have been working together to install and maintain fuel reduction treatments, fuel breaks, and greenstrips throughout Humboldt County. The primary treatments that have been used are mowing and reseeding disking along highway rights-of-way and road corridors. See Map 8 in Appendix E.

APPENDICES

Appendix A
Glossary of Terms Used in Wildfire Management and Scientific Plant Names

Glossary of Terms Used in Wildfire Management

Agency: Any federal, state, or county government organization with jurisdictional responsibilities.

Air Attack: The deployment of fixed-wing or rotary aircraft on a wildland fire to drop retardant or suppressant, shuttle and deploy crews and supplies, or perform aerial reconnaissance of the overall fire situation. Can also refer to the person functioning as air attack officer and directing aerial operations.

All-Risk County Plan: Similar to a pre-attack (pre-fire) plan but encompasses action plans for responding to all types of natural and human caused emergencies such as earthquakes, floods, structure fires, hazardous materials situations, terrorism, train and vehicle accidents.

Annual Grass Treatment: The purpose of this treatment is to reduce the volume of flashy fuels associated with annual grass growth (e.g. cheatgrass and red brome). Fuel reduction can be accomplished by chemical treatment or mechanical removal of plant biomass. Pre-emergent herbicides can be applied near residential areas at the proper rates and following all label instructions to inhibit seed germination. After plants have started growth, mowing annual grasses before seed maturity reduces the amount of fine fuels during the summer fire season, limits seed production, and reduces the potential for annual grass in the following year. Repeated mowing over several years should reduce the density of the annual grass in the long term.

Aspect: Direction toward which a slope faces.

Biomass Utilization and Disposal: Biomass utilization is an alternative to open pile burning or landfill disposal. It results in the use of the natural resource for beneficial purposes such as firewood, wood chips, compost, and other products. If residents cannot find an alternative to burning, then proper burning procedures should be followed.

Brush Fire: A fire burning in vegetation that is predominantly shrubs, brush, and scrub growth.

Buffer Zones: An area of reduced vegetation that separates wildland areas from vulnerable residential or business developments. This barrier is similar to a greenbelt in

that it is often used for another purpose such as agriculture or recreation, or parks or golf courses.

Classic Interface: Structures abut native vegetation with a clear line of separation between structures and the wildland vegetation along roads and fences. The fuels do not extend into the developed areas.

Cooperative Fire Protection Agreement:

Contain a Fire: A fuel break around the fire has been completed. This break may include natural barriers such as a river or road, and/or fireline built by hand, and/or fireline constructed mechanically.

Control a Fire: The complete extinguishment of a fire, including spot fires. Fireline has been strengthened so that flare-ups from within the perimeter of the fire will not break through the line.

Crown Fire: The movement of fire through the crowns or tops of trees or shrubs more or less independently of the surface fire. A fire is said to be crowning when the flames get up into the tops of trees and spreads.

Defensible Space: Defensible space is defined as a minimum of a 30-foot area around houses and other structures where vegetation has been significantly modified or removed. The purpose of creating defensible space is to reduce the risk of losing homes and other property improvements to a wildfire (Smith and Adams, 1991).

Defensible space is especially important in communities with structures directly adjacent to wildland vegetation, as in the intermix or rural interface conditions, where wildfires can spread quickly through the wildland fuels, threatening homes and lives.

Dispatch Center: A facility from which resources are directly assigned to an incident.

Dry Lightning Storm: Thunderstorm in which negligible precipitation reaches the ground. Also called a dry storm.

Duff: The layer of decomposing organic materials lying below the litter layer of freshly fallen twigs, needles, and leaves and immediately above the mineral soil.

Extreme Fire Behavior: “Extreme” implies a level of fire behavior characteristics that ordinarily precludes methods of direct control action. One or more of the following are usually involved: high rate of spread, prolific crowning and/or spotting, presence of fire whirls, a strong convection column. Predictability is difficult because such fires often exercise influence on their environment and behave erratically, sometimes dangerously.

Fine Fuels: Fast-drying fuels, generally with a comparatively high surface area-to-volume ratio, which are less than ¼-inch in diameter and have a timelag of one hour or less. These fuels ignite readily and are rapidly consumed by fire when dry.

Fire Behavior: The manner in which a fire reacts to the influences of fuels, weather, and topography.

Firebrands: Pieces of burning materials carried on the wind ahead of an advancing wildfire that, in extreme cases, can ignite spot fires up to a mile removed from the flame front.

Firebreak: A strip of land cleard of brush and trees down to the mineral soil

Fire Front: the part of a wildland fire in which continuous flaming combustion is taking place. Unless otherwise specified the fire front is assumed to be the leading edge of the fire perimeter. In ground fires, the fire front may be mainly smoldering combustion.

Fire Hazard: As used this report, vegetative factors that affect the intensity and the rate a fire spreads as well as urban factors that can facilitate or inhibit public safety and the containment of a fire in an interface area.

Fire Perimeter: The entire outer edge of boundary of a fire, which may contain within it substantial areas of unburned fuels.

Fire Regime: A term used by fire ecologists to describe the recurrence and intensity of fire relative to a specific plant community.

Fire Risk: Potential ignition sources and factors that facilitate ignition of wildfires.

Flash Fuels: Fuels such as grass, leaves, pine needles, ferns, tree moss, and some types of slash, flash fuels or flashy fuels ignite readily and are consumed rapidly when dry. Also called fine fuels.

Fuel Bed: In a research setting, an array of fuels usually constructed with specific loading, depth, and particle size to meet experimental requirements; also commonly used to describe the fuels composition in natural setting.

Fuelbreaks: Fuelbreaks are constructed in strategic locations where a cover of dense, heavy, or flammable vegetation has been permanently changed to one of lower fuel volume or reduced flammability. Fuelbreak construction may include removing, controlling and possible replacing highly flammable vegetation with more fire resistant species. Ridge top fuelbreaks should have continuous length and width, which requires long-range planning.

A fuelbreak network system could be used to protect critical watersheds while more remote areas might have narrower fuelbreaks that might serve as anchor points for

prescribed fires. A fuelbreak strategy can be effective even if fuelbreaks are not connected.

Fuel Loading: The amount of fuels present expressed quantitatively in terms of weight per unit area.

Fuel Reduction Treatment: This treatment involves strategically locating blocks of land near communities where flammable vegetation has been permanently changed to one of lower fuel volume or reduced flammability.

Fuel Type: An identifiable association of fuel elements of a distinctive plant species, form, size, arrangement, or other characteristics that will cause a predictable rate of fire spread or difficulty of control under specified weather conditions.

Greenstrips: Greenstrips are usually non-irrigated linear bands of open space on private or public land (usually a minimum of 300 feet wide) that serve as a buffer zone between wildland and adjacent urban development to promote safer environments. These areas are usually seeded to establish vegetation that is relatively fire resistant or slow burning and with shortened flame lengths. Seedlings also decrease soil erosion and prevent invasion of noxious weeds and other aggressive plants such as cheatgrass and Russian knapweed.

Ground Fuels: All combustible materials below the surface litter, including duff, tree or shrub roots, punking wood, peat, sawdust, and other materials that can support a glowing combustion without flame.

High Hazard Day: Also known as a “red flag day”, a combination of conditions such as low humidity (<15%), high winds (>25%), and low fuel moisture create a high probability of ignition and subsequent increased fire intensity. Various agencies have different trigger points to establish a “high hazard day”.

Initial Attack: The actions taken by the first resources upon arrival at a wildfire to protect lives and property and prevent further expansion of the fire.

Intermix Interface: Structures are scattered throughout the wildland, with no clear boundary between the wildland vegetation and the community.

Ladder Fuels: Fuels which provide vertical continuity between strata, thereby allowing fire to carry from surface fuels into the crowns of trees or shrubs with relative ease. They help start and continue crowning on a fire.

Mutual Aid: Written agreement between agencies and/or jurisdictions in which they agree to assist one another upon request by furnishing personnel and equipment. This is a cornerstone of the Statewide Master agreement for Fire Management.

Occluded Interface: This condition is usually within towns and cities where there are small islands of wildlands fuels such as parks or open space. There is a clear boundary between the community and the wildland vegetation.

Operating Plans:

Pre-Attack Plan: Also known as a pre-fire plan. A plan written in anticipation of a fire in a given community or specific area. This plan is made readily available to all local agencies and typically lists expected need and availability of initial and extended attack resources, includes radio frequencies, name and number of contact person for each agency, and identifies the staging base, incident command post, evacuation center, location of water resources, and additional details unique to the locality being described.

Red Card Certification: A fire qualifications management system used by many state and all federal wildland fire management agencies to ensure that individuals are qualified to fight wildland fires.

Rural Interface: Clusters of structures such as ranches or summer homes are widely spaced, sometimes more than a mile apart. The rural homes are sounded by the wildland vegetation with no clear line of separation between the fuels and homes.

Shaded Fuelbreaks: A shaded fuelbreak is created by altering surface fuels, and increasing the height of the base of the live crown, and opening the canopy by removing a portion of the woody plants in the treatment area. This type of fuelbreak spans a wide range of understory and overstory prescriptions. Construction methods include mechanical thinning, manual biomass removal, and the use of prescribed fires.

Structure Fire: Fire burning any part or all of any building or structure.

Volunteer Fire Department (VFD): A fire department of which some or all members are unpaid.

Water Tender: A ground vehicle capable of transporting water in the field, generally used to supply engines.

Wildland Fire: Any non-structure fire, other than prescribed fire, that occurs in a wildland area.

Wildland-Urban Interface: The line, area, or zone where structures and other human development meet or intermingle with undeveloped wildland or vegetative fuels.

SOURCES:

1. **FIREWISE**: Glossary of Terms
2. **National Fire Plan**: Glossary of Terms
3. **Utah Department of Natural Resources Division of Forestry, Fire and State Lands.** 2001. Fuel load reduction treatments along the wildland-urban

interface: Community level protection support document for National Fire Plan project in Utah and Nevada.

Dominant Vegetation of the Wildland-Urban Interface, Humboldt County

Common Name	Scientific Name
Trees	
Cottonwood	Populus fremontii
Elm	Ulmus sp.
Russian Olive *	Elaeagnus angustifolius
Tamarisk *	Tamarix ramosissima
Shrubs	
Greasewood	Sarcobatus vermiculatus
Mountain Sagebrush	Artemisia tridentata ssp. Vaseyana
Rabbitbrush	Chrysothamnus sp.
Shadscale	Atriplex confertifolia
Willow	Salix sp.
Wood's Rose	Rosa woodsia
Wyoming Sagebrush	Artemisia tridentata ssp. Wyomingensis
Grasses / Forbs	
Cattails	Typha sp.
Crested Wheatgrass	Agropyron cristatum
Cheatgrass *	Bromus tectorum
Great Basin Wildrye	Leymus cinereus
Halogeton *	Halogeton glomeratus
Medusa Head Rye *	Taeniatherum caput-medusae
Russian Thistle *	Salsola kali
Saltgrass	Distichilis spicata
Sandberg Bluegrass	Poa sandbergii
Bottlebrush Squirreltail	Elymus elymoides

*Invasive non-native species

All scientific names taken from: Hickman, J.C. editor. 1993. *The Jepson Manual: Higher plants of California*. University of California Press, Berkely, CA.

Appendix B

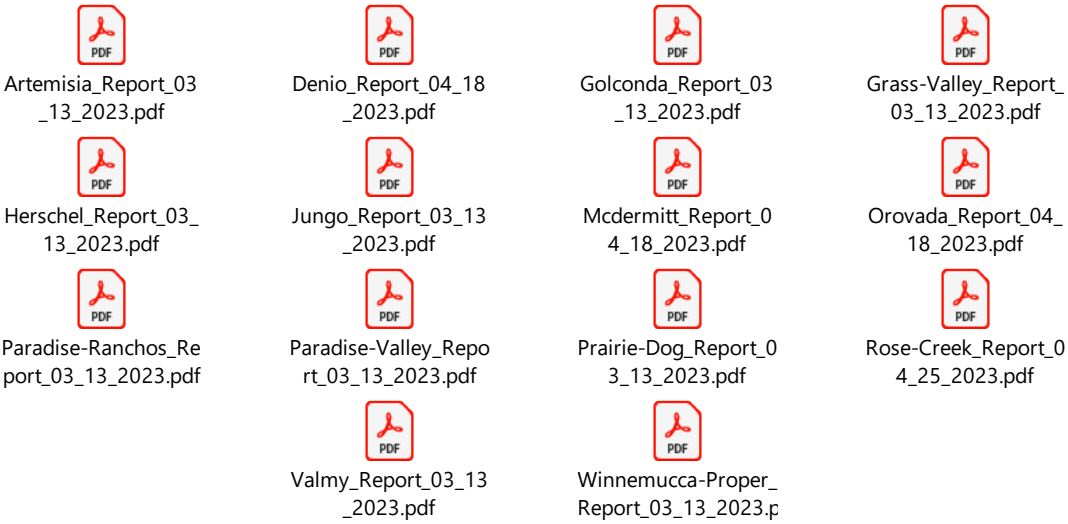
Community Wildfire Assessment Rating System

Community Design	Score
1. Ingress/Egress	
Two or more primary roads	1
One Road	3
One-way road in, one-way out	5
2. Width of Primary Road	
>24 ft	1
>20 ft and <24 ft	3
<20 ft	5
3. Accessibility	
Road grade 5% or less	1
Road grade more than 5%	3
4. Secondary Road Terminus	
Loop roads, cul-de-sac w/outside turning radius of 45' or greater	1
Dead-end roads 200' or less in In length	3
Dead-end roads grater than 200' in length	5
5. Street Signs	
Present 90-100%	1
Present 75-89%	3
Present <75%	5
6. Address Signage	
Present 90-100%	1
Present 75-89%	3
Present <75%	5

Defensible Space	Score
1. Average Lot Size	
10 acres or larger	1
1 to 10 acres	3
< 1 acre	5
2. Defensible Space	
70% or more adequate	1
30-70% adequate	3
<30% adequate	5

Appendix C

Community Risk-Hazard Reports
(double click on icon to open a report)



In person interviews were conducted by both Humboldt County and NDF personnel with the Fire Chiefs of the following Fire Districts:

Denio Pueblo Fire District
Golconda Fire Protection District
McDermitt Fire Protection District
Orovada Fire Protection District
Paradise Valley Fire Protection District
Valmy Fire Protection District
Winnemucca City Fire Protection District
Winnemucca Rural / Humboldt Fire Protection District
Wildfire Support Group

Appendix D

Representative Fuel Types



Photo 1. Denio Junction. Previously burned areas dominated by cheatgrass and annual mustard were considered a low fuel hazard.



Photo 2. **Golconda**. Dense shrubs near the railroad tracks increase the ignition risk. A fuel reduction treatment is recommended along the railroad corridors.



Photo 3. **Golconda**. Near the east side subdivision. Note the sparse fuel loading and discontinuity of the fuel bed in this area of the community.



Photo 4. **Orovada**. Unburned areas around Orovada that are dominated by big sagebrush or other brush were considered a moderate fuel hazard. Brush types with a prevalent cheatgrass component have the potential for more hazardous conditions in wet years that favor annual plant growth. Irrigated agricultural lands (background) function as greenstrips around rural home sites.



Photo 5. **Paradise Valley**. Sagebrush fuel type with a continuous cheatgrass understory represents a moderate fuel hazard in dry years that could become a high fuel hazard in wet years with increased cheatgrass production.



Photo 6. **Paradise Valley**. Vegetation here on the south side of the area consists of four-wing saltbush, sagebrush, rabbitbrush, Great Basin wildrye, and cheatgrass, estimated at 3-4 tons per acre.

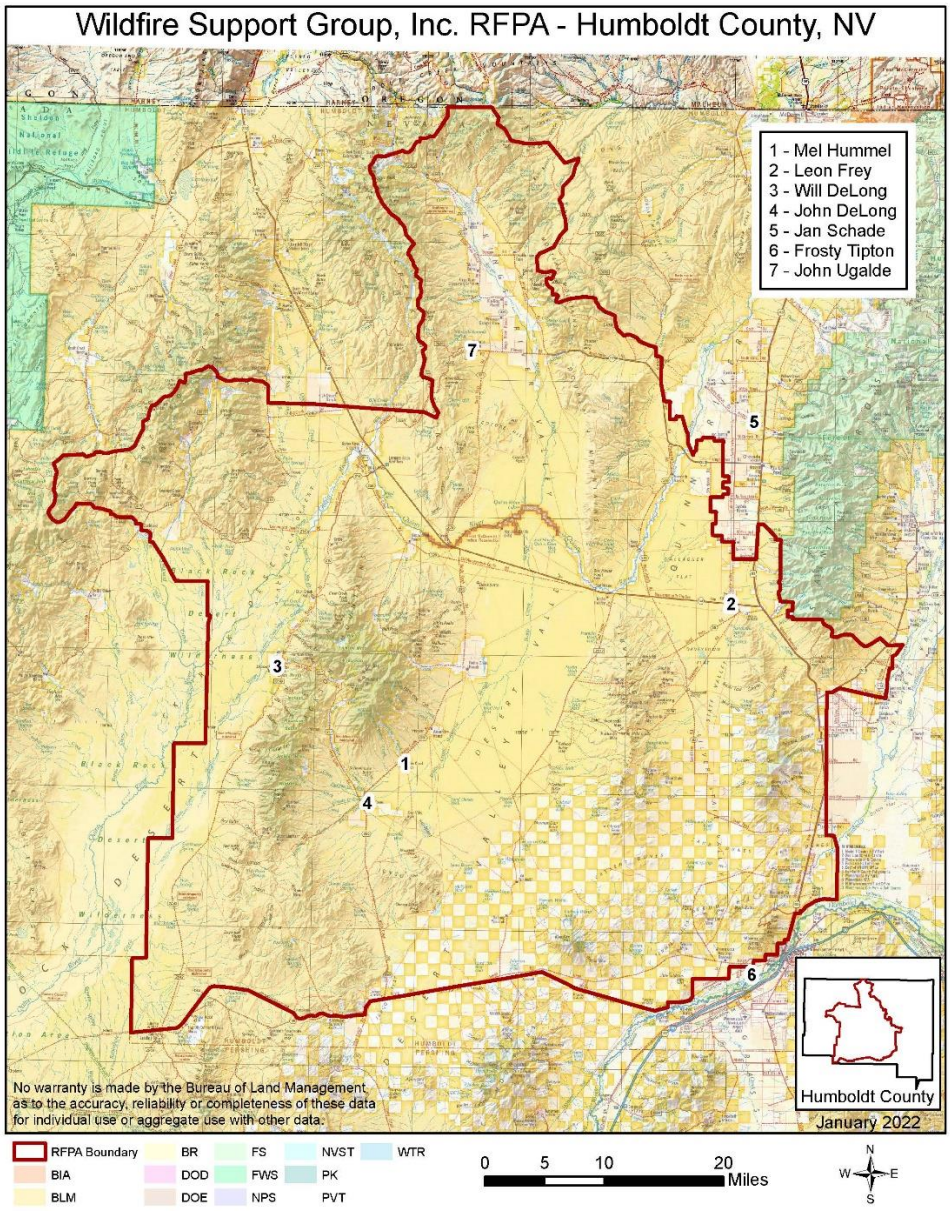


Photo 7. **Valmy**. Russian knapweed invasion.

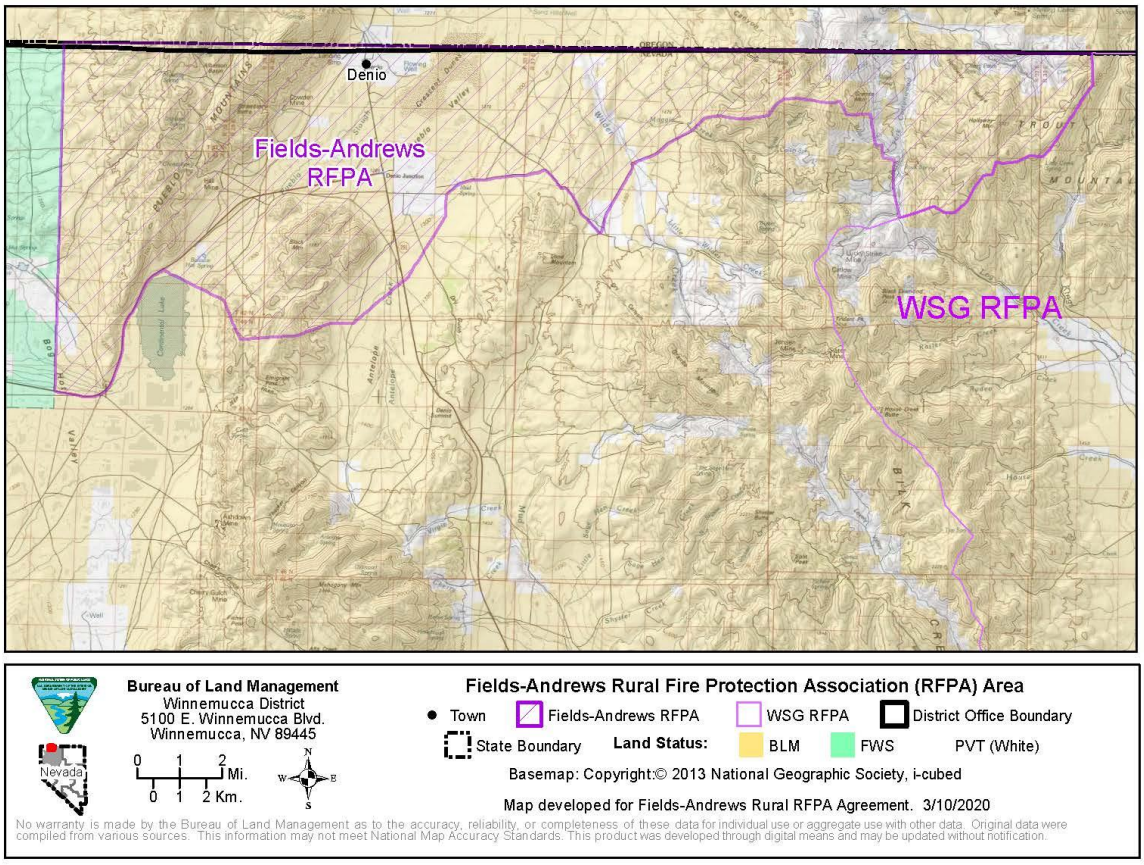


Photo 8. Valmy residences with weeds along fencelines and yard debris.

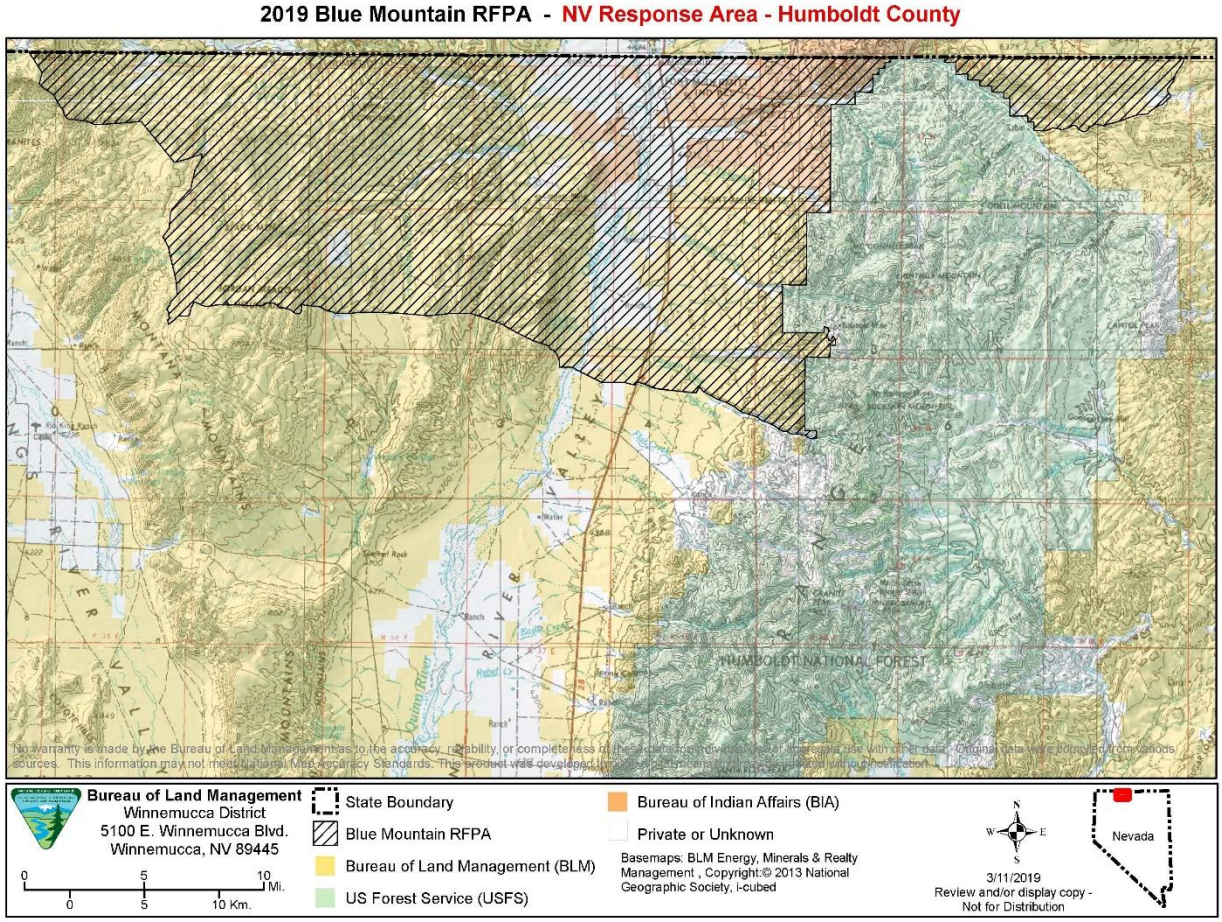
Appendix E



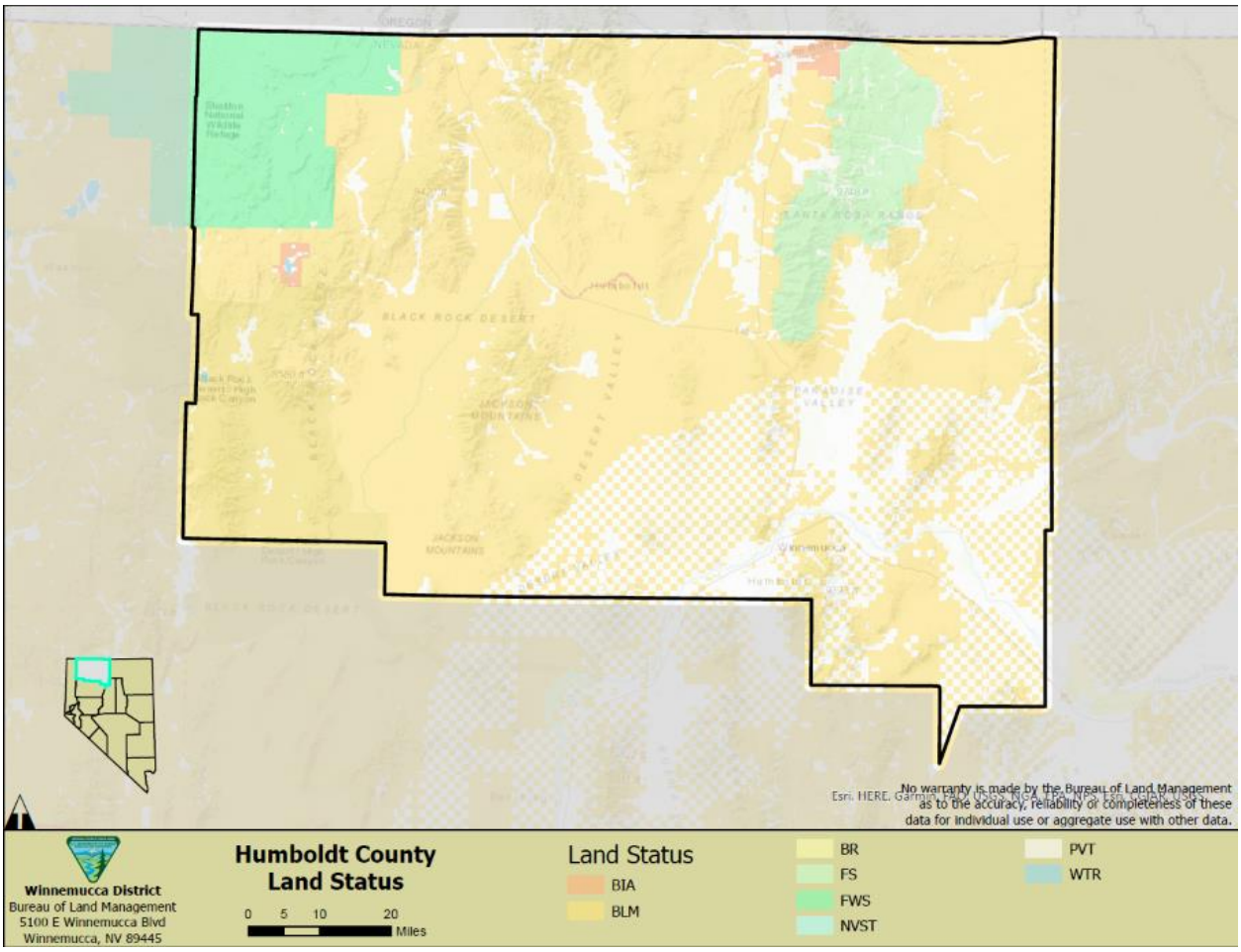
Map 1 – Wildfire Support Group



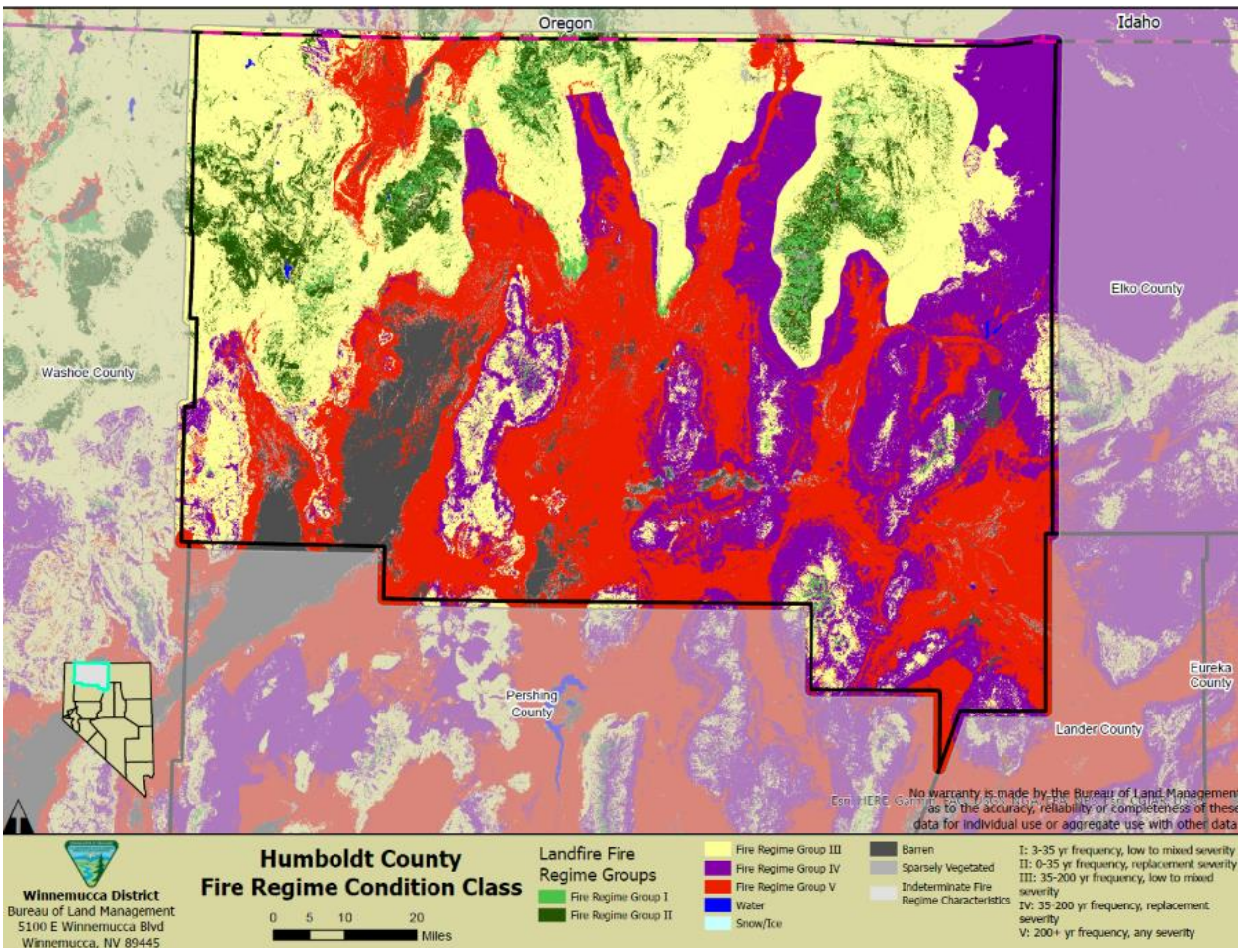
Map 2 – Fields-Andrews Rangeland Fire Protection Association Oregon support area to Humboldt County



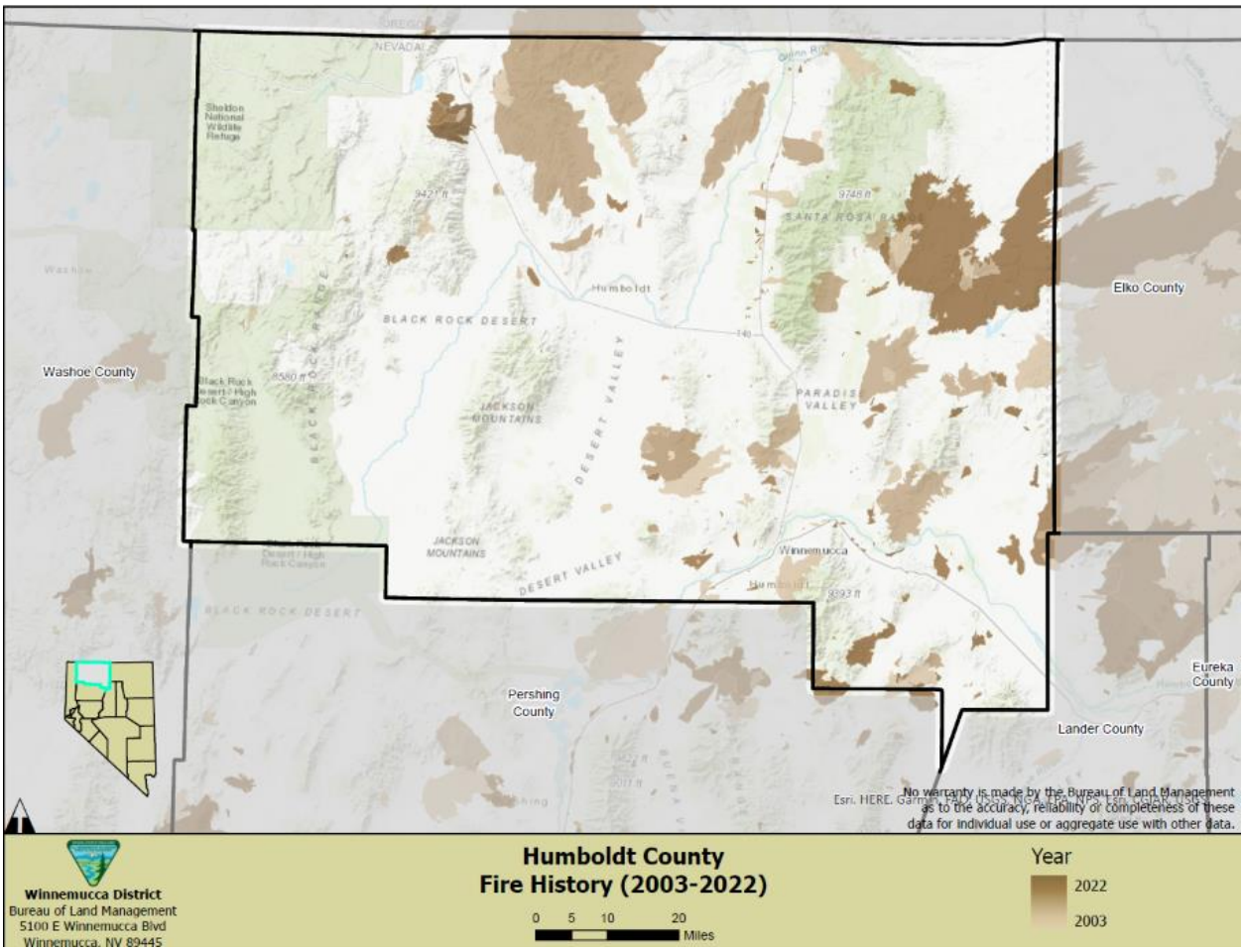
Map 3 – Blue Mountain Rangeland Fire Protection Association Oregon support area to Humboldt County



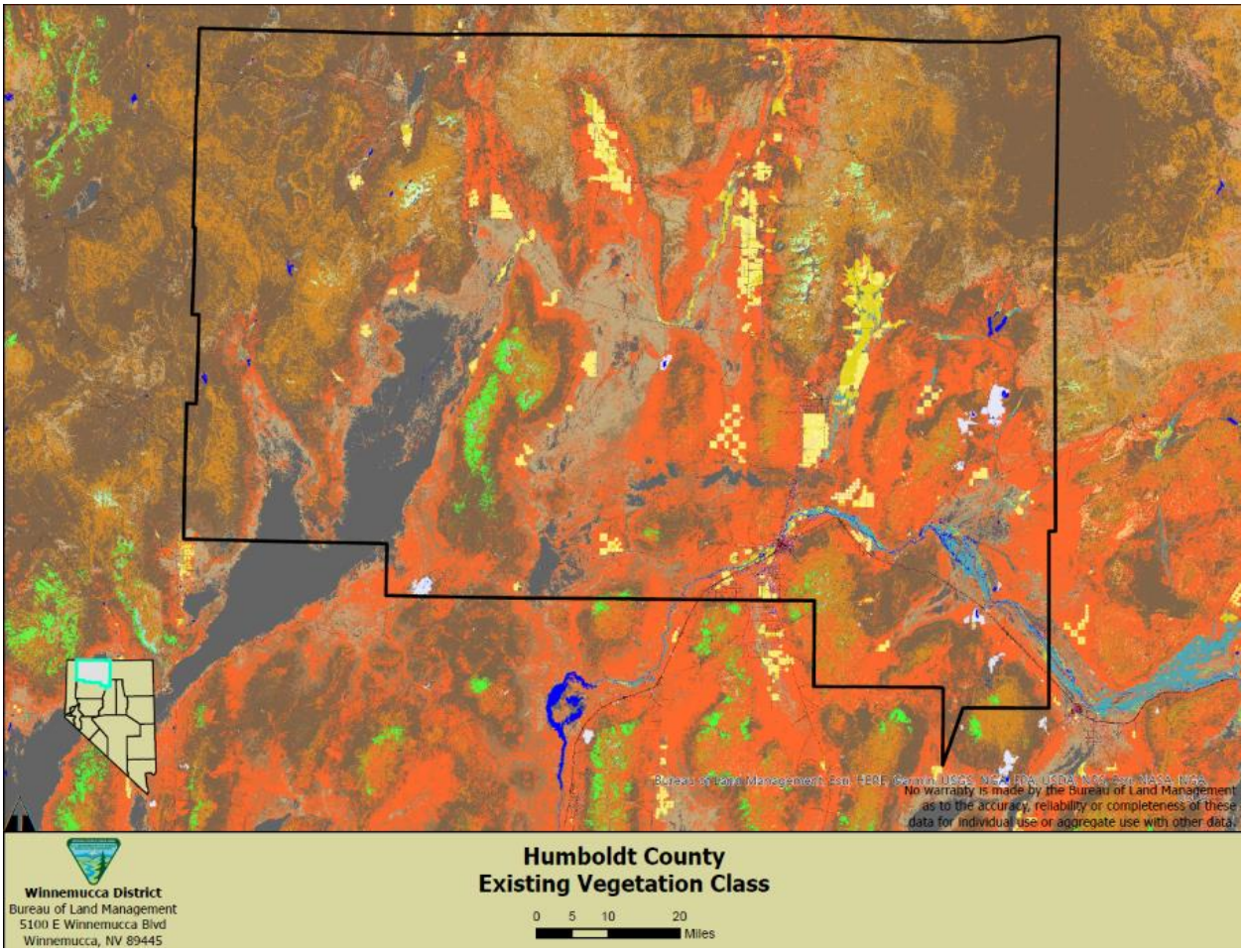
Map 4 – Land Ownership in Humboldt County



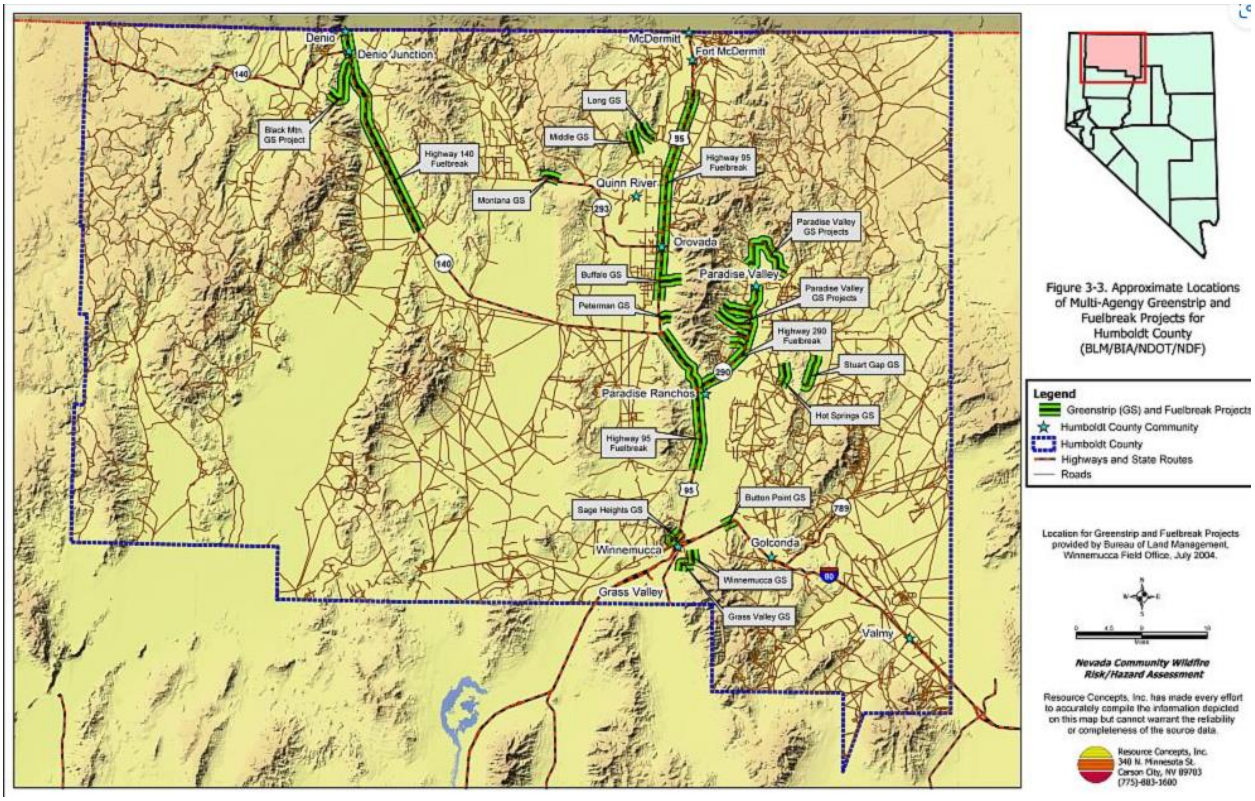
Map 5 – Fire Regine Classes



Map 6 – Fire History 2003-2022



Map 7 – Vegetation Classes



Map 8 – Greenstrip Areas

Appendix F

Recommended Mitigations

SUPPRESSION ASSESSMENT

Ingress/Egress

Keep community ingress/egress open and maintained (cleared of vegetation)
Develop community plan for evacuation routes, safe zones, staging areas
Conduct an annual evacuation drill with ALL response agencies (Live/Sandtable)
Ensure adequate notification plan exists and ALL resiedents know how and when to go
Ask local Fire Department about Ready, Set, Go

Road Width

Keep shoulders of road clear for emergency vehicle use at all times
Consider providing pull-offs every 100 yards

Road Accessibility

Ensure a road maintenance plan is in place

Secondary Road Terminus

Ensure emergency responders are aware of dead-end roads; Consider signing all dead ends
If dead-end roads are narrow, restrict access during an emergency
Maintain unobstructed access into cul-de-sacs
Ensure cul-de-sacs are free of vehicles and/or other items

Street Signs

Keep street signs visible and clear of vegetation and fine fuels

Driveways

Maintain driveway access and clearance

Road Width

Keep shoulders of road clear for emergency vehicle use at all times
Consider providing pull-offs every 100 yards

Road Accessibility

Ensure a road maintenance plan is in place

Water Supply

Be aware f limited access to a water source; coordinate with closest Fire Department; consider pre-suppression plan
Identify nearby potential water sources; consider pre-suppression plan
Plan for water source installations within or closer to community

Response Resources

Be aware of local geographic features and plan appropriately when wildfire approaches
Discuss with closest Fire Department possibility of quicker response strategies and other solutions

Community Organization/Governance

Work as a community to become more proactive towards protecting life and property
Become a Firewise USA Site

Host a Community Education event at least once a year
Complete Community Risk Mitigation Project(s) identified in Community Action Plan
Ensure individual homes are ignition-resistant, hardened, and Living with Fire concepts are followed

SURROUNDING ENVIRONMENT ASSESSMENT

Predominant Vegetation

Consider removal of ladder fuels that allow fire to climb from lower to higher vegetation
Trim tree canopies regularly to keep their brances a minimum of 10' from structures and other trees
Leave 30' getween cluster of two to three trees, or 20' between individual trees
Prune trees 6-10' from the ground
Use brick or stone along the edge of interior fuels/open space to slow the flame spread
Consider landscaping using single plants or groups within interior fuels/open space to separate fuels

Defensible Space

Be aware of the risks from falling embers in relation to nearby fuels and defensible space
Mow lawns regularly
Water grass, plants, trees and mulch regularly
Create a spacing of 30 feet between tree crowns
Create a non-combustible area (zone 0) within 5 feet of your home, using non-flammable landscaping materials
Remove dead vegetation from under the deck and within 10 feet of the house; stack firewood away from structures
Consider xeriscaping
Plant a mixture of deciduous trees (e.g. oak and maple) and coniferous trees (e.g. pine)
Create fuel breaks like driveways and gravel walkways

Vegetation on Electric Transmission Lines

Know who to call should there be a problem with electirc lines in community

Adjacency to Wildlands

When possible, install firebreaks and reduce fuel loads around community boundary

Undeveloped Lots

Provide Living with Fire/Firewise construction guidelines to developers/owners
Consider developing covenant restrictions, if applicable

STRUCTURES ASSESSMENT

Roofing Materials

Use fire-resistant roofing material; metal, tile or Class A shingles
Inspect for a address gaps in roofing that can expose roof decking or supports
Place angle flashing over openings between the roof decking and fascia board

Debris on Roof and Gutters

Clear branch, leaf-litter and other debris regularly
Prune tree limbs from roof

Ventilation and Soffits

Keep vents free of debris; keeps embers out and allows ventilation air flow

Enclose or box-in eaves with non-combustible materials; metal, cement board, stucco

Install a 1/8" metal screen behind roof vents

Siding

Keep landscaping materials and vegetation away from combustible siding

Create 5' non-combustible area (Zone 0) around house

Replace with non-combustible siding when possible

Underskirting

Remove combustible vegetation and leaf litter

Spread gravel or other non-combustible material under the deck

Screen in the bottom of the deck with metal 1/8-inch screening

Separate wooden fences from the house with a stone or metal barrier

Wooden Attachments

Maintain debris-free decks (e.g. remove ignitable furniture, planters and covering propane grills, especially during high fire danger periods)

Consider disconnecting fences from structures, or replacing materials directly attached to structures with fire resistant materials

Be aware that wooden attachments can act as a fuse to the structure

Building Setback

Review suggested defensible space and vegetation management as pertains to building setback

Propane

Clear ALL flammable debris and materials from around propane tank regularly

Consider setting propane tank on concrete or gravel pad

Electric Utilities

Â Keep vegetation pruned and mowed around electric cabinets

Place non-flammable mulch (rock, stone) around base of electrical cabinets

Plant less flammable bushes and shrubs around electrical cabinets

HUMBOLDT COUNTY

50 W. 5th Street
Winnemucca, Nevada 89445
www.humboldtcountynv.gov

AGENDA REQUEST FORM

DATE: May 24, 2023

TO: County Commission

FROM: Carol Lynn

SUBJECT: Smart App Privacy Policy Update

REQUESTED AGENDA DATE: June 5, 2023

SUMMARY AND BACKGROUND:

Several months ago the EM department developed a smartphone app for educational and notification purposes for emergency management. This app is available on both Apple and Google app stores and we need to publish a privacy policy for the users who choose to download the app. This is a free app and has been introduced to several community groups.

WHY ARE YOU BRINGING THIS BEFORE THE BOARD NOW:

This is a new policy that has been developed using a draft from the Tech Services Dept. This will need to be approved by the Commission.

PREVIOUS ACTION:

Approval of Stay Ready Humboldt County app.

HAS DISTRICT ATTORNEY REVIEWED AGREEMENT/CONTRACT IF APPLICABLE:

Will need review

FISCAL IMPACT IF APPLICABLE:

None

RECOMMENDATION:

Approval of policy

LIST SUPPORTING DOCUMENTS IF APPLICABLE:

Proposed Privacy Policy

POSSIBLE MOTION:

Commission approval

County Manager,

Dave Mendiola

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

County Manager's Office
Humboldt County, Nevada

Privacy Policy, version 1.0.0
Status:___ Working Draft ___ Approved ___ Adopted
Document Owner: Emergency Management Department
Last Review Date: May 2023

Privacy Policy

Purpose

The purpose of the Humboldt County Emergency Management Smartphone application (Stay Ready Humboldt County) Privacy Policy is to notify users of the practices regarding the collection, use, sharing, choices, security and correction options around information collected or maintained about them.

Audience

The Humboldt County Smartphone application (Stay Ready Humboldt County) Privacy Policy applies to users who have information collected through use of the Smartphone application downloaded by users.

Policy

Notice

- Humboldt County Emergency Management is the sole owner of information collected.
- We only collect information that you voluntarily share via this application, email, or other direct contact.
- We will not sell or rent this information to anyone.

Purpose

- We will use your information to respond to you based on the reason you contacted us.
- We only share your information with authorized business partners as it relates to processes related to your request.
- We may contact you for Emergency Management-related messaging; you have the ability to request to not receive these communications.

Consent

- We will not voluntarily share your information with a third party without prior authorization, except:
    - With an affiliate or agent of Humboldt County, NV,
    - With the written authorization,
    - To enforce our privacy policy, to comply with law, regulation, or other legal processes or to protect the rights, property or safety of us or others,
    - With a regulator or law enforcement agency or personnel,

County Manager,

Dave Mendiola

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

- In emergency situations,
- To protect against misuse or unauthorized use of the Stay Ready Humboldt County Smartphone application,
- To detect or prevent criminal activity or fraud, or
- In the event that we or substantially all of our assets are acquired by one or more third parties as a result of an acquisition, merger, sale, reorganization, consideration or liquidation, in which case information may be one of the transferred assets.

Security

- We take precautions to protect your information both online and offline.
- Emergency Management has worked with ____ to implement physical, administrative, and technical safeguards and operational procedures to protect information collected and/or maintain.
- Transactions over the internet involving information are encrypted.
- We restrict access to your information in our database to authorized users.

Access

- You may opt out of communication with us at any time.
- You can contact us via phone at: 775-375-3195
  - Find out what data we maintain about you, if any.
  - Change/correct any data we have about you.
  - Have us delete any data we have about you.

Accountability

- Humboldt County Emergency Management works with Technology Services Department to appoint a Privacy Officer and Security Officer who are responsible for the protection of information.
- Humboldt County Emergency Management is committed to resolving any complaints about your privacy and our collection or use of your personal information. If you have any questions or complaints regarding this policy, please contact us at 775-375-3795.

HIPPA

- Some personal health information we collect may be protected health information (PHI) within the meaning of the Health Insurance Portability and Accountability Act of 1996 (HIPPA). To the extent applicable, Humboldt County Emergency Management agrees to comply with HIPPA and the rules issued pursuant to HIPPA.

County Manager,

Dave Mendiola

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

Cookies

- Information about you and your use of the application is collected through the use of cookies. Cookies are small files that an application can store on your smartphone for record-keeping or other administrative purposes. If you are concerned about the use of cookies, you can choose to enable a feature in your browser software that will erase cookies, block all cookies, or warn the user before cookies are stored or exchanged. If you reject cookies, you will only be able to view the site.

Links

- This application includes links to other websites. This Privacy Policy does not apply to these links.
- We do not endorse and are not responsible for the operation or content of these websites. Please consult the privacy policy for each website you visit.

Updates

- We may modify, alter, or update our privacy policy at any time, so we encourage you to review our privacy policy frequently.
- We will not provide individual notice to you of changes to our privacy policy, but when we make updates to our privacy policy, we will update the date in this section.
- If you feel that we are not abiding by this privacy policy, you should contact us immediately via phone at: 775-315-3195.

HUMBOLDT COUNTY

50 W. 5th Street
Winnemucca, Nevada 89445
www.hcnv.us

STAFF REPORT

DATE: Tuesday, May 23, 2023

TO: County Commission

FROM: Gina Rackley, Comptroller

SUBJECT: Budget Augmentation

REQUESTED AGENDA DATE: June 5, 2023

SUMMARY
Necessary Budget Augmentations for the Fiscal Year 2023

WHY ARE YOU BRINGING THIS BEFORE THE BOARD NOW:
All budget augmentations for the current fiscal year must be adopted and submitted to the Department of Taxation before the close of the fiscal year.

PREVIOUS ACTION
There has been no previous action regarding the fiscal year 2023 budget augmentations.

BACKGROUND
It is necessary to augment the General Fund in the amount of $720,500
Most of the augmentations necessary for departments in the General Fund are to Group Insurance. At the time that the budget was submitted to the State, employee negotiations had not been finalized. The monthly stipend increased from $950 per month to $1,300 per month for each employee. If a department had vacancies throughout the fiscal year, they were able to absorb the increase, those that did not resulted in the need for an augmentation.

The other augmentations necessary are for the Commissioners for dues and assessments, Elections, Detention Center, Emergency Management, Public Defender and Insect Control as expenses were greater than anticipated.

Due to the large payouts in Compensated Absences this last fiscal year, primarily in the Sheriff's Office due to the change of command, the Compensated Absences fund is currently in a negative balance therefore an additional $100,000 will need to be transferred from the General Fund to the Compensated Absences Fund. A break down of the account numbers that will be augmented are on page 2:

Commissioners	100-001-52072	Dues & Assessments	$ 12,000.00
County Manager	100-002-51101	Group Insurance	$ 9,000.00
Elections	100-003-52012	Elections	$ 38,000.00
Elections	100-003-52024	Postage	$ 4,000.00
Clerk	100-004-51101	Group Insurance	$ 18,000.00
Treasurer	100-005-51101	Group Insurance	$ 14,000.00
Assessor	100-007-51101	Group Insurance	$ 23,000.00
Comptroller	100-010-51101	Group Insurance	$ 5,000.00
Planning	100-011-51101	Group Insurance	$ 1,000.00
Communications	100-012-51101	Group Insurance	$ 12,000.00
Sheriff	100-030-51101	Group Insurance	$ 75,000.00
Detention	100-031-52059	Groceries	$ 65,000.00
Detention	100-031-52110	Inmate Supplies	$ 10,000.00
Detention	100-031-52988	Extradition	$ 3,500.00
Emergency Mgmt	100-036-51101	Group Insurance	$ 12,000.00
Emergency Mgmt	100-036-52010	Service & Supplies	$ 2,000.00
Emergency Mgmt	100-036-55302	Vehicles	$ 13,500.00
DA	100-040-51101	Group Insurance	$ 22,200.00
Child Support	100-041-51101	Group Insurance	$ 12,300.00
Justice Court	100-042-51101	Group Insurance	$ 17,500.00
Public Defender	100-048-51101	Group Insurance	$ 10,000.00
Public Defender	100-048-52032	Conflict Counsel	$ 60,000.00
Public Defender	100-048-52111	Mental Health Eval	$ 50,000.00
Alt Public Defender	100-049-51101	Group Insurance	$ 6,500.00
Insect Control	100-061-52041	Mosquito Control	$125,000.00

It is necessary to augment the Road Fund in the amount of $60,000. These additional resources are necessary for Group Insurance 202-000-51101.

It is necessary to augment the Cooperative Extension Fund in the amount of $12,000. These additional resources are necessary for Group Insurance 203-000-51101.

It is necessary to augment the Sixth Judicial District Court Fund in the amount of $35,000. These additional resources are necessary for Group Insurance 205-043-51101

It is necessary to augment the Events Complex Fund in the amount of $55,000. These additional resources are necessary for Services and Supplies. $35,000 for 212-070-52010 and $20,000 for 212-073-52010.

It is necessary to augment the Compensated Absences Fund in the amount of $250,000
These additional resources are necessary to cover the paid compensated absences when employees retired or terminated from employment.

It is necessary to augment the Nevada 95-80 Regional Development Authority Fund in the amount of $5,000.
These additional resources are necessary for Group Insurance 220-000-51101 Group Insurance in the amount of $3,000 and Travel & Training 220-000-52062 in the amount of $2,000.

FISCAL IMPACT
Total Fiscal Impact is $1,13,7500 and the resources which are available to cover these additional costs is beginning fund balance greater than anticipated.

RECOMMENDATION
Approve the Resolutions to augment the General Fund, Road Fund, Cooperative Extension Fund, Sixth Judicial District Fund, Events Complex Fund, Compensated Absences Fund and Nevada 95-80 Regional Development Fund.

LIST SUPPORTING DOCUMENTS IF APPLICABLE:
Attached Resolutions to augment the General Fund, Road Fund, Cooperative Extension Fund, Sixth Judicial District Fund, Events Complex Fund, Compensated Absences Fund and Nevada 95-80 Regional Development Fund.
General Fund, Assessor's Technology Fund and the Indigent Services Fund.

POSSIBLE MOTION
Move to approve the Resolutions to augment the General Fund, Road Fund, Cooperative Extension Fund, Sixth Judicial District Fund, Events Complex Fund, Compensated Absences Fund and Nevada 95-80 Regional Development Fund.

RESOLUTION

SUMMARY: RESOLUTION TO AUGMENT THE 2022-2023 BUDGET OF HUMBOLDT COUNTY

RESOLUTION NO: _____

WHEREAS, Nevada Administrative Code 354.400 and 354.490 set forth the requirements for augmenting the budget: and

WHEREAS, Humboldt County's General Fund has need for additional resources to fund expenses paid out in the current year; and

WHEREAS, additional resources are available in the General Fund since the actual beginning fund balance as of July 1, 2022 was larger than anticipated and fund balance is sufficient to cover the required resources; said additional unanticipated resources are as follows:

Actual Beginning Fund Balance	$ 17,103,751
Estimated Beginning Fund Balance	$ 9,006,139
Total	$ 8,097,612

WHEREAS, there is a need to apply a portion of these unanticipated resources for Commissioners, County Manager, Elections, Clerk, Treasurer, Assessor, Comptroller, Planning, Communications, Sheriff, Detention, Emergency Management, District Attorney, Child Support, Justice Court, Public Defender, Alternate Public Defender and Insect Control. A detailed schedule is attached to this Resolution and by reference is made part thereof.

WHEREAS, the amount of money being augmented is $720,500;

NOW THEREFORE BE IT RESOLVED, that the Board of Humboldt County Commissioners finds it necessary to augment the 2022-2023 General Fund budget in the amount of $720,500 and directs the Comptroller to make the necessary budget changes and forward the necessary documents to the Department of Taxation, State of Nevada.

PASSED, ADOPTED, AND APPROVED this 5th day of June, 2023.

AYES:_____ NAYS:_____

Absent:

_____

By: _____
Ken Tipton, Chairman

ATTEST:_____
Tami Rae Spero, County Clerk

REVENUES	FINAL BUDGET	REVISIONS	REVISED REVENUE RESOURCES
TAXES	5,027,819	-	5,027,819
LICENSES AND PERMITS	1,253,600	-	1,253,600
INTERGOVERNMENTAL REVENUE	10,582,122	-	10,582,122
CHARGES FOR SERVICES	459,000	-	459,000
FINES AND FORFEITS	650,000	-	650,000
MISCELLANEOUS	350,000	-	350,000

REVENUES	FINAL BUDGET	REVISIONS	REVISED REVENUE RESOURCES
SUBTOTAL REVENUE ALL SOURCES	**18,322,541**	**-**	**18,322,541**
OTHER FINANCING SOURCES			
Operating Transfers in (Sch T)			-
Proceeds of Long-Term Debt			
Other			
SUBTOTAL OTHER FINANCING SOURCES	18,322,541	-	18,322,541
BEGINNING FUND BALANCE			
Reserved	9,006,139	720,500	9,726,639
Unreserved			
TOTAL BEGINNING FUND BALANCE	**9,006,139**	**720,500**	**9,726,639**
Prior Period Adjustments			
Residual Equity Transfers			
TOTAL AVAILABLE RESOURCES	**27,328,680**	**720,500**	**28,049,180**

(Local Government)
Schedule B - GENERAL FUND
REVISED REVENUE SCHEDULE

EXPENDITURE BY FUNCTION AND ACTIVITY	FINAL BUDGET	REVISIONS	REVISED EXPENDITURES
GENERAL GOVERNMENT			
Legislative	341,750	12,000	353,750
Executive	598,493	9,000	607,493
Elections	75,000	42,000	117,000
Finance			
Treasurer	355,700	14,000	369,700
Assessor	814,383	23,000	837,383
Comptroller	456,215	5,000	461,215
Other			
Clerk	536,020	18,000	554,020
Recorder	438,660	-	438,660
Computer Systems	1,561,574	-	1,561,574
Building & Grounds	2,122,778	-	2,122,778
Planning	124,520	1,000	125,520
Communications	695,648	12,000	707,648
Personnel	37,500	-	37,500
Other General Government	1,098,500	-	1,098,500
Judicial			
Justice Court	829,940	17,500	847,440
District Attorney	1,637,020	22,200	1,659,220
Child Support	533,220	12,300	545,520
Public Defender	377,340	120,000	497,340
Alt Public Defender	274,790	6,500	281,290
Public Safety			
Sheriff	4,763,693	75,000	4,838,693
Detention	3,851,708	78,500	3,930,208
Dispatch	1,173,116	-	1,173,116
Building Official	402,290	-	402,290
Task Force	174,283	-	174,283
Emergency Management	125,400	27,500	152,900
Public Works			
Rural Street Lights	30,000	-	30,000

(Local Government)
Schedule B - GENERAL FUND
REVISED REVENUE SCHEDULE

Page 3

FORM 4413LGF

EXPENDITURE BY FUNCTION AND ACTIVITY	FINAL BUDGET	REVISIONS	REVISED EXPENDITURES
Public Health			
Public Health Nurse	184,195	-	184,195
Insect Control	325,000	125,000	450,000
Community Support	1,125,000	-	1,125,000
Intergovernmental	675,000	-	675,000
SUBTOTAL EXPENDITURES	**25,738,736**	**620,500**	**26,359,236**
OTHER USES			
Contingency (not to exceed 3% of total expenditures)	350,000	-	350,000
Operating Transfers	474,350	100,000	574,350
SUBTOTAL OTHER USES	-	-	-
ENDING FUND BALANCE			
Reserved	765,594		765,594
Unreserved			
TOTAL ENDING FUND BALANCE	**765,594**	**-**	**765,594**
Prior Period Adjustments			
Residual Equity Transfers			
TOTAL FUND COMMITMENTS AND FUND BALANCE	**27,328,680**	**720,500**	**28,049,180**

(Local Government)
Schedule B - GENERAL FUND

RESOLUTION

SUMMARY: RESOLUTION TO AUGMENT THE 2022-2023 BUDGET OF HUMBOLDT COUNTY

RESOLUTION NO: _____

WHEREAS, Nevada Administrative Code 354.400 and 354.490 set forth the requirements for augmenting the budget: and

WHEREAS, Humboldt County's Road Fund has need for additional resources to fund expenses paid out in the current year; and

WHEREAS, additional resources are available in the Road Fund since the actual beginning fund balance as of July 1, 2022 was larger than anticipated and fund balance is sufficient to cover the required resources; said additional unanticipated resources are as follows:

Actual Beginning Fund Balance	$ 2,440,898
Estimated Beginning Fund Balance	$ 1,265,225
Total	$ 1,175,673

WHEREAS, there is a need to apply a portion of these unanticipated resources for Employee Benefits. A detailed schedule is attached to this Resolution and by reference is made part thereof.

WHEREAS, the amount of money being augmented is $60,000;

NOW THEREFORE BE IT RESOLVED, that the Board of Humboldt County Commissioners finds it necessary to augment the 2022-2023 Road Fund budget in the amount of $60,000 and directs the Comptroller to make the necessary budget changes and forward the necessary documents to the Department of Taxation, State of Nevada.

PASSED, ADOPTED, AND APPROVED this 5th day of June, 2023.

AYES:_____ NAYS:_____

Absent:

_____

By: _____
Ken Tipton, Chairman

ATTEST:_____
Tami Rae Spero, County Clerk

REVENUES	FINAL BUDGET	REVISIONS	REVISED REVENUE RESOURCES
INTERGOVERNMENTAL			
FEDERAL GRANTS	2,000	-	2,000
CONSOLIDATED TAX	669,781	-	669,781
1.25 FUEL TAX	490,236	-	490,236
1.75 FUEL TAX	257,554	-	257,554
2.35 FUEL TAX	921,648	-	921,648
CHARGES FOR SERVICES			
FUEL SALES REIMBURSEMENT	185,000	-	185,000
REPAIR REIMBURSEMENT	60,000	-	60,000
MISCELLANEOUS	30,000	-	30,000
SUBTOTAL REVENUE ALL SOURCES	2,616,219	-	2,616,219
OTHER FINANCING SOURCES			
Operating Transfers in (Sch T)	900,000	-	900,000
Proceeds of Long-Term Debt			
Other			
SUBTOTAL OTHER FINANCING SOURCES	3,516,219	-	3,516,219
BEGINNING FUND BALANCE			
Reserved	1,265,225	60,000	1,325,225
Unreserved			
TOTAL BEGINNING FUND BALANCE	1,265,225	60,000	1,325,225
Prior Period Adjustments			
Residual Equity Transfers			
TOTAL AVAILABLE RESOURCES	4,781,444	60,000	4,841,444

(Local Government)
Schedule B - Road Fund
REVISED REVENUE SCHEDULE

EXPENDITURE BY FUNCTION AND ACTIVITY	FINAL BUDGET	REVISIONS	REVISED EXPENDITURES
PUBLIC WORKS FUNCTION			
HIGHWAY AND STREET			
SALARIES & WAGES	1,273,300	-	1,273,300
EMPLOYEE BENEFITS	622,880	60,000	682,880
SERVICE & SUPPLIES	1,751,800	-	1,751,800
CAPITAL OUTLAY	1,066,500	-	1,066,500
SUBTOTAL EXPENDITURES	4,714,480	60,000	4,774,480
OTHER USES			
Contingency (not to exceed 3% of total expenditures)			
Operating Transfers	10,500	-	10,500
SUBTOTAL OTHER USES	-	-	-
ENDING FUND BALANCE			
Reserved	56,464	-	66,964
Unreserved			
TOTAL ENDING FUND BALANCE	56,464	-	66,964
Prior Period Adjustments			
Residual Equity Transfers			
TOTAL FUND COMMITMENTS AND FUND BALANCE	4,781,444	60,000	4,841,444

(Local Government)
Schedule B - Road Fund

RESOLUTION

SUMMARY: RESOLUTION TO AUGMENT THE 2022-2023 BUDGET OF HUMBOLDT COUNTY

RESOLUTION NO: _____

WHEREAS, Nevada Administrative Code 354.400 and 354.490 set forth the requirements for augmenting the budget: and

WHEREAS, Humboldt County's Cooperative Extension Fund has need for additional resources to fund expenses paid out in the current year; and

WHEREAS, additional resources are available in the Cooperative Extension Fund since the actual beginning fund balance as of July 1, 2022 was larger than anticipated and fund balance is sufficient to cover the required resources; said additional unanticipated resources are as follows:

Actual Beginning Fund Balance	$	965,148
Estimated Beginning Fund Balance	$	793,701
Total	$	171,447

WHEREAS, there is a need to apply a portion of these unanticipated resources for Employee Benefits. A detailed schedule is attached to this Resolution and by reference is made part thereof.

WHEREAS, the amount of money being augmented is $12,000;

NOW THEREFORE BE IT RESOLVED, that the Board of Humboldt County Commissioners finds it necessary to augment the 2022-2023 Cooperative Extension Fund budget in the amount of $12,000 and directs the Comptroller to make the necessary budget changes and forward the necessary documents to the Department of Taxation, State of Nevada.

PASSED, ADOPTED, AND APPROVED this 5th day of June, 2023.

AYES:_____ NAYS:_____

Absent:

_____

By: _____
Ken Tipton, Chairman

ATTEST:_____
Tami Rae Spero, County Clerk

REVENUES	FINAL BUDGET	REVISIONS	REVISED REVENUE RESOURCES
TAXES	98,843	-	98,843
PROPERTY TAXES	25,097	-	25,097
NET PROCEEDS			
SUBTOTAL REVENUE ALL SOURCES	123,940	-	123,940
OTHER FINANCING SOURCES			
Operating Transfers in (Sch T)		-	-
Proceeds of Long-Term Debt			
Other			
SUBTOTAL OTHER FINANCING SOURCES	123,940	-	123,940
BEGINNING FUND BALANCE			
Reserved	793,701	12,000	805,701
Unreserved			
TOTAL BEGINNING FUND BALANCE	793,701	12,000	805,701
Prior Period Adjustments			
Residual Equity Transfers			
TOTAL AVAILABLE RESOURCES	917,641	12,000	929,641

(Local Government)
Schedule B - Cooperative Extension Fund
REVISED REVENUE SCHEDULE

EXPENDITURE BY FUNCTION AND ACTIVITY	FINAL BUDGET	REVISIONS	REVISED EXPENDITURES
COMMUNITY SUPPORT FUNCTION			
SALARIES & WAGES	150,100	-	150,100
EMPLOYEE BENEFITS	72,840	12,000	84,840
SERVICE & SUPPLIES	109,263	-	109,263
CAPITAL OUTLAY	107,500	-	107,500
SUBTOTAL EXPENDITURES	439,703	12,000	451,703
OTHER USES			
Contingency (not to exceed 3% of total expenditures)			
Operating Transfers	1,500	-	1,500
SUBTOTAL OTHER USES	-	-	-
ENDING FUND BALANCE			
Reserved	476,438	-	476,438
Unreserved			
TOTAL ENDING FUND BALANCE	476,438	-	476,438
Prior Period Adjustments			
Residual Equity Transfers			
TOTAL FUND COMMITMENTS AND FUND BALANCE	917,641	12,000	929,641

(Local Government)
Schedule B - Cooperative Extension Fund

RESOLUTION

SUMMARY: RESOLUTION TO AUGMENT THE 2022-2023 BUDGET OF HUMBOLDT COUNTY

RESOLUTION NO: _____

WHEREAS, Nevada Administrative Code 354.400 and 354.490 set forth the requirements for augmenting the budget: and

WHEREAS, Humboldt County's Compensated Absences Fund has need for additional resources to fund expenses paid out in the current year; and

WHEREAS, additional resources available is a $100,000 transfer from the General Fund since the actual beginning balance of the General Fund as of July 1, 2022 was larger than anticipated and resources are available in the Compensated Absences Fund since the actual beginning fund balance as of July 1, 2022 was larger than anticipated and fund balance is sufficient to cover the required resources; said additional unanticipated resources are as follows:

Transfer from General Fund	$	100,000
Actual Beginning Fund Balance	$	211,570
Estimated Beginning Fund Balance	$	64,674
Total	$	246,896

WHEREAS, there is a need to apply a portion of these unanticipated resources for Settlements. A detailed schedule is attached to this Resolution and by reference is made part thereof.

WHEREAS, the amount of money being augmented is $240,000;

NOW THEREFORE BE IT RESOLVED, that the Board of Humboldt County Commissioners finds it necessary to augment the 2022-2023 Compensated Absences Fund budget in the amount of $240,000 and directs the Comptroller to make the necessary budget changes and forward the necessary documents to the Department of Taxation, State of Nevada.

PASSED, ADOPTED, AND APPROVED this 5th day of June, 2023.

AYES:_____ NAYS:_____

_____ _____

_____ _____

_____ _____

_____ _____

Absent:

_____

By: _____
Ken Tipton, Chairman

ATTEST:_____
Tami Rae Spero, County Clerk

REVENUES	FINAL BUDGET	REVISIONS	REVISED REVENUE RESOURCES
MISCELLANEOUS			
FUND ASSESSMENTS	-	-	-
INTEREST	-	-	-
SUBTOTAL REVENUE ALL SOURCES	-	-	-
OTHER FINANCING SOURCES			
Operating Transfers in (Sch T)	112,000	100,000	212,000
Proceeds of Long-Term Debt			
Other			
SUBTOTAL OTHER FINANCING SOURCES	112,000	100,000	212,000
BEGINNING FUND BALANCE			
Reserved	64,674	140,000	204,674
Unreserved			
TOTAL BEGINNING FUND BALANCE	64,674	140,000	204,674
Prior Period Adjustments			
Residual Equity Transfers			
TOTAL AVAILABLE RESOURCES	176,674	240,000	416,674

(Local Government)
Schedule B - Compensated Absences Fund
REVISED REVENUE SCHEDULE

EXPENDITURE BY FUNCTION AND ACTIVITY	FINAL BUDGET	REVISIONS	REVISED EXPENDITURES
GENERAL GOVERNMENT FUNCTION			
SERVICES AND SUPPLIES	175,000	240,000	415,000
SUBTOTAL EXPENDITURES	175,000	240,000	415,000
OTHER USES			
Contingency (not to exceed 3% of total expenditures)			
Operating Transfers		-	-
SUBTOTAL OTHER USES	-	-	-
ENDING FUND BALANCE			
Reserved	1,674		1,674
Unreserved			
TOTAL ENDING FUND BALANCE	1,674	-	1,674
Prior Period Adjustments			
Residual Equity Transfers			
TOTAL FUND COMMITMENTS AND FUND BALANCE	176,674	240,000	416,674

(Local Government)
Schedule B - Compensated Absences Fund

RESOLUTION

SUMMARY: RESOLUTION TO AUGMENT THE 2022-2023 BUDGET OF HUMBOLDT COUNTY

RESOLUTION NO: _____

WHEREAS, Nevada Administrative Code 354.400 and 354.490 set forth the requirements for augmenting the budget: and

WHEREAS, Humboldt County's 6th Judicial District Fund has need for additional resources to fund expenses paid out in the current year; and

WHEREAS, additional resources are available in the 6th Judicial District Fund since the actual beginning fund balance as of July 1, 2022 was larger than anticipated and fund balance is sufficient to cover the required resources; said additional unanticipated resources are as follows:

Actual Beginning Fund Balance	$ 5,432,102
Estimated Beginning Fund Balance	$ 2,804,116
Total	$ 2,627,986

WHEREAS, there is a need to apply a portion of these unanticipated resources for Employee Benefits. A detailed schedule is attached to this Resolution and by reference is made part thereof.

WHEREAS, the amount of money being augmented is $35,000;

NOW THEREFORE BE IT RESOLVED, that the Board of Humboldt County Commissioners finds it necessary to augment the 2022-2023 6th Judicial District Fund budget in the amount of $35,000 and directs the Comptroller to make the necessary budget changes and forward the necessary documents to the Department of Taxation, State of Nevada.

PASSED, ADOPTED, AND APPROVED this 5th day of June, 2023.

AYES:_____ NAYS:_____

Absent:

_____

By: _____
Ken Tipton, Chairman

ATTEST:_____
Tami Rae Spero, County Clerk

REVENUES	FINAL BUDGET	REVISIONS	REVISED REVENUE RESOURCES
TAXES			
PROPERTY TAXES	1,680,986	-	1,680,986
CHINA SPRINGS	64,836	-	64,836
NET PROCEEDS	423,131	-	423,131
INTERGOVERNMENTAL			
LIFE IS GOOD GRANT	19,360		19,360
CHARGES FOR SERVICES	46,000	-	46,000
FINES AND FORFEITS	55,500	-	55,500
MISCELLANEOUS	15,000		15,000
SUBTOTAL REVENUE ALL SOURCES	2,304,813	-	2,304,813
OTHER FINANCING SOURCES			
Operating Transfers in (Sch T)		-	-
Proceeds of Long-Term Debt			
Other			
SUBTOTAL OTHER FINANCING SOURCES	2,304,813	-	2,304,813
BEGINNING FUND BALANCE			
Reserved	2,804,116	35,000	2,839,116
Unreserved			
TOTAL BEGINNING FUND BALANCE	2,804,116	35,000	2,839,116
Prior Period Adjustments			
Residual Equity Transfers			
TOTAL AVAILABLE RESOURCES	5,108,929	35,000	5,143,929

(Local Government)
Schedule B - 6th Judicial District Fund
REVISED REVENUE SCHEDULE

EXPENDITURE BY FUNCTION AND ACTIVITY	FINAL BUDGET	REVISIONS	REVISED EXPENDITURES
JUDICIAL			
DISTRICT COURT			
SALARIES & WAGES	609,400		609,400
EMPLOYEE BENEFITS	267,480	35,000	302,480
SERVICE & SUPPLIES	1,288,500	-	1,288,500
CAPITAL OUTLAY	185,000	-	185,000
DEPT SUBTOTAL	**2,350,380**		**2,385,380**
			-
LAW LIBRARY	**50,000**	**-**	**50,000**
PUBLIC SAFETY			
JUVENILE DEPARTMENT			
SALARIES & WAGES	1,199,800	**-**	1,199,800
EMPLOYEE BENEFITS	621,160	**-**	621,160
SERVICE & SUPPLIES	425,133	**-**	425,133
CAPITAL OUTLAY	365,000	**-**	365,000
DEPT SUBTOTAL	**2,611,093**		**2,611,093**
INTERGOVERNMENTAL			
SERVICE & SUPPLIES	**60,501**	-	**60,501**
SUBTOTAL EXPENDITURES	5,071,974	35,000	5,106,974
OTHER USES			
Contingency (not to exceed 3% of total expenditures)			
Operating Transfers	15,924	**-**	15,924
SUBTOTAL OTHER USES	-	-	-
ENDING FUND BALANCE			
Reserved	21,031	-	21,031
Unreserved			
TOTAL ENDING FUND BALANCE	21,031	-	21,031
Prior Period Adjustments			
Residual Equity Transfers			
TOTAL FUND COMMITMENTS AND FUND BALANCE	5,108,929	35,000	5,143,929

(Local Government)
Schedule B - 6th Judicial District Fund

RESOLUTION

SUMMARY: RESOLUTION TO AUGMENT THE 2022-2023 BUDGET OF HUMBOLDT COUNTY

RESOLUTION NO: _____

WHEREAS, Nevada Administrative Code 354.400 and 354.490 set forth the requirements for augmenting the budget: and

WHEREAS, Humboldt County's Events Complex Fund has need for additional resources to fund expenses paid out in the current year; and

WHEREAS, additional resources are available in the Events Complex Fund since the actual beginning fund balance as of July 1, 2022 was larger than anticipated and fund balance is sufficient to cover the required resources; said additional unanticipated resources are as follows:

Actual Beginning Fund Balance	$ 1,140,809
Estimated Beginning Fund Balance	$ 597,382
Total	$ 543,427

WHEREAS, there is a need to apply a portion of these unanticipated resources for Service and Supplies. A detailed schedule is attached to this Resolution and by reference is made part thereof.

WHEREAS, the amount of money being augmented is $55,000;

NOW THEREFORE BE IT RESOLVED, that the Board of Humboldt County Commissioners finds it necessary to augment the 2022-2023 Events Complex Fund budget in the amount of $55,000 and directs the Comptroller to make the necessary budget changes and forward the necessary documents to the Department of Taxation, State of Nevada.

PASSED, ADOPTED, AND APPROVED this 5th day of June, 2023.

AYES:_____ NAYS:_____

Absent:

_____

By: _____
Ken Tipton, Chairman

ATTEST:_____
Tami Rae Spero, County Clerk

REVENUES	FINAL BUDGET	REVISIONS	REVISED REVENUE RESOURCES
TAXES			
PROPERTY TAXES	395,374	-	395,374
NET PROCEEDS	100,387	-	100,387
		-	-
INTERGOVERNMENTAL			
GRANTS	-		
ROOM TAXES	400,000		400,000
CHARGES FOR SERVICES	277,500	-	277,500
DONATIONS	-	-	-
MISCELLANEOUS	-		-
SUBTOTAL REVENUE ALL SOURCES	1,173,261	-	1,173,261
OTHER FINANCING SOURCES			
Operating Transfers in (Sch T)		-	-
Proceeds of Long-Term Debt			
Other			
SUBTOTAL OTHER FINANCING SOURCES	1,173,261	-	1,173,261
BEGINNING FUND BALANCE			
Reserved	597,382	55,000	652,382
Unreserved			
TOTAL BEGINNING FUND BALANCE	597,382	55,000	652,382
Prior Period Adjustments			
Residual Equity Transfers			
TOTAL AVAILABLE RESOURCES	1,770,643	55,000	1,825,643

(Local Government)
Schedule B - Winnemucca Events Complex Fund
REVISED REVENUE SCHEDULE

EXPENDITURE BY FUNCTION AND ACTIVITY	FINAL BUDGET	REVISIONS	REVISED EXPENDITURES
CULTURE AND RECREATION FUNCTION			
INDOOR EVENTS CENTER			
SALARIES & WAGES	142,400		142,400
EMPLOYEE BENEFITS	33,825	-	33,825
SERVICE & SUPPLIES	230,100	35,000	265,100
CAPITAL OUTLAY	-	-	-
DEPT SUBTOTAL	**406,325**		**441,325**
			-
FAIRGROUNDS			
AG DISTRICT #3			
SALARIES & WAGES	441,800	-	441,800
EMPLOYEE BENEFITS	186,800	-	186,800
SERVICE & SUPPLIES	328,000	20,000	348,000
CAPITAL OUTLAY	403,000	-	403,000
DEPT SUBTOTAL	**1,359,600**		**1,379,600**
SUBTOTAL EXPENDITURES	1,765,925	55,000	1,820,925
OTHER USES			
Contingency (not to exceed 3% of total expenditures)			
Operating Transfers	4,000	-	4,000
SUBTOTAL OTHER USES	-	-	-
ENDING FUND BALANCE			
Reserved	718	-	718
Unreserved			
TOTAL ENDING FUND BALANCE	718	-	718
Prior Period Adjustments			
Residual Equity Transfers			
TOTAL FUND COMMITMENTS AND FUND BALANCE	1,770,643	55,000	1,825,643

RESOLUTION

SUMMARY: RESOLUTION TO AUGMENT THE 2022-2023 BUDGET OF HUMBOLDT COUNTY

RESOLUTION NO: _____

WHEREAS, Nevada Administrative Code 354.400 and 354.490 set forth the requirements for augmenting the budget: and

WHEREAS, Humboldt County's Nevada 95-80 Regional Development Fund has need for additional resources to fund expenses paid out in the current year; and

WHEREAS, the total available resources are now determined to be $195,000. Said additional unanticipated resources are as follows:

Humboldt Contribution Revenue	$ 2,500
City of Winnemucca Contribution Revenue	$ 2,500

WHEREAS, there is a need to apply a portion of these unanticipated resources for Employee Benefits and Services and Supplies. A detailed schedule is attached to this Resolution and by reference is made part thereof.

WHEREAS, the amount of money being augmented is $5,000;

NOW THEREFORE BE IT RESOLVED, that the Board of Humboldt County Commissioners finds it necessary to augment the 2022-2023 Nevada 95-80 Regional Development Fund budget in the amount of $5,000 and directs the Comptroller to make the necessary budget changes and forward the necessary documents to the Department of Taxation, State of Nevada.

PASSED, ADOPTED, AND APPROVED this 5th day of June, 2023.

AYES:_____ NAYS:_____

Absent:

_____

By: _____
Ken Tipton, Chairman

ATTEST:_____
Tami Rae Spero, County Clerk

REVENUES	FINAL BUDGET	REVISIONS	REVISED REVENUE RESOURCES
INTERGOVERNMENTAL			
GOED GRANT	110,000	-	110,000
HUMBOLDT CONTRIBUTION	40,000	2,500	42,500
CITY OF WMCA CONTRIBUTION	40,000	2,500	42,500
SUBTOTAL REVENUE ALL SOURCES	190,000	-	195,000
OTHER FINANCING SOURCES			
Operating Transfers in (Sch T)			-
Proceeds of Long-Term Debt			
Other			
SUBTOTAL OTHER FINANCING SOURCES	190,000	-	195,000
BEGINNING FUND BALANCE			
Reserved	-		-
Unreserved			
TOTAL BEGINNING FUND BALANCE	-	-	-
Prior Period Adjustments			
Residual Equity Transfers			
TOTAL AVAILABLE RESOURCES	190,000	-	195,000

(Local Government)
Schedule B - Nevada 95-80 Regional Development Fund
REVISED REVENUE SCHEDULE

EXPENDITURE BY FUNCTION AND ACTIVITY	FINAL BUDGET	REVISIONS	REVISED EXPENDITURES
COMMUNITY SUPPORT			
SALARIES AND WAGES	75,000	-	75,000
EMPLOYEE BENEFITS	35,720	3,000	38,720
SERVICES AND SUPPLIES	75,000	2,000	77,000
SUBTOTAL EXPENDITURES	185,720	5,000	190,720
OTHER USES			
Contingency (not to exceed 3% of total expenditures)			
Operating Transfers		-	-
SUBTOTAL OTHER USES	-	-	-
ENDING FUND BALANCE			
Reserved	4,280		4,280
Unreserved			
TOTAL ENDING FUND BALANCE	4,280	-	4,280
Prior Period Adjustments			
Residual Equity Transfers			
TOTAL FUND COMMITMENTS AND FUND BALANCE	190,000	5,000	195,000

(Local Government)
Schedule B - Nevada 95-80 Regional Development Fund

HUMBOLDT COUNTY

50 W. 5th Street
Winnemucca, Nevada 89445
www.hcnv.us

STAFF REPORT

DATE: Thursday, May 18, 2023

TO: County Commission

FROM: Gina Rackley, Comptroller

SUBJECT: Appointed, Management and Administrative Salaries

REQUESTED AGENDA DATE: June 5, 2023

SUMMARY

NRS 286.421 (3) requires each employee to cost share 50% in the contribution rate, including contribution rate increases, through one of two methods: (1) in lieu of equivalent basic salary increases or cost of living increases; (2) by reduction of salary. The Regular Employer Rate is increasing from 29.75% to 33.5% and Police Fire Employer Rate is increasing from 44% to 50%.

WHY ARE YOU BRINGING THIS BEFORE THE BOARD NOW:

Resolution setting Appointed Officials salaries will be brought before the Board at your June 15th meeting to go in to effect the pay period including July 1, 2023. So that the correct amounts are included in the resolution the direction of the board is necessary at this time.

PREVIOUS ACTION

No previous action

BACKGROUND

Both the Law Enforcement Association and General Employees Association have negotiated that if there is an increase to the PERS rate that the County would pay the full rate and not decrease the COLA by half of the rate increase. We are looking for your direction as to whether we should split the rate increase per the NRS or pay the full increase like the employees in the associations.

FISCAL IMPACT

There is a significant fiscal impact to Humboldt County of $54,497.96 in year 1.

RECOMMENDATION

In the 32+ years that I have worked in local government finance, I have never seen a rate increase to this magnitude. This is a significant impact to Humboldt County and I don't feel as I can vote to absorb the full increase in future negotiations because of this. I feel that we, as the managers of this County, should lead by example as we enter negotiations next year and follow the NRS to split the rate increase in lieu of the COLA.

POSSIBLE MOTION Either: Move to approve splitting the PERS rate increase by reducing the COLA equal to one half of the rate increase **OR** Move to approve covering the full PERS increase in the same manner as the employees in the associations.

		Humboldt County absorbs the full PERS rate increase					COLA reduced by half of PERS rate increase					Diff to Employee	Diff to County
		CURRENT SALARY	3.5% COLA	2.5% MERIT	NEW SALARY	PERS	CURRENT SALARY	1.625% COLA *.5% COLA LE	2.5% MERIT	NEW SALARY	PERS		
County Manager	Dave Mendiola	$ 161,138.38	$ 4,834.15	$ 4,028.46	$ 170,000.99	$ 56,950.33	$ 161,138.38	$ 2,618.50	$ 4,028.46	$ 167,785.34	$ 56,208.09	$ (2,215.65)	$ (2,957.90)
Facility Operations Manager	Joaquin Padilla	$ 72,696.78	$ 2,180.90	$ 1,817.42	$ 76,695.10	$ 25,692.86	$ 72,696.78	$ 1,181.32	$ 1,817.42	$ 75,695.52	$ 25,358.00	$ (999.58)	$ (1,334.44)
Comptroller / Auditor	Gina Rackley	$ 129,625.34	$ 3,888.76	$ 3,240.63	$ 136,754.73	$ 45,812.84	$ 129,625.34	$ 2,106.41	$ 3,240.63	$ 134,972.39	$ 45,215.75	$ (1,782.35)	$ (2,379.44)
Chief Deputy Assessor	Colleen Cox	$ 72,752.68	$ 2,182.58	$ 1,818.82	$ 76,754.08	$ 25,712.62	$ 72,752.68	$ 1,182.23	$ 1,818.82	$ 75,753.73	$ 25,377.50	$ (1,000.35)	$ (1,335.47)
Community & Economic Dev Officer	Michelle Hammond-Allen	$ 74,520.16	$ 2,235.60	$ 1,863.00	$ 78,618.77	$ 26,337.29	$ 74,520.16	$ 1,210.95	$ 1,863.00	$ 77,594.12	$ 25,994.03	$ (1,024.65)	$ (1,367.91)
Library Director	Jessica Anderson	$ 106,823.34	$ 3,204.70	$ 2,670.58	$ 112,698.62	$ 37,754.04	$ 106,823.34	$ 1,735.88	$ 2,670.58	$ 111,229.80	$ 37,261.98	$ (1,468.82)	$ (1,960.88)
Asst Library Director	Elizabeth Robinson	$ 65,028.60	$ 1,950.86	$ 1,625.72	$ 68,605.17	$ 22,982.73	$ 65,028.60	$ 1,056.71	$ 1,625.72	$ 67,711.03	$ 22,683.19	$ (894.14)	$ (1,193.68)
Public Works Director	Don Kalkoske	$ 131,428.96	$ 3,942.87	$ 3,285.72	$ 138,657.55	$ 46,450.28	$ 131,428.96	$ 2,135.72	$ 3,285.72	$ 136,850.40	$ 45,844.89	$ (1,807.15)	$ (2,412.54)
Asst Public Works Director	Daniel Ferraro	$ 82,385.16	$ 2,471.55	$ 2,059.63	$ 86,916.34	$ 29,116.98	$ 82,385.16	$ 1,338.76	$ 2,059.63	$ 85,783.55	$ 28,737.49	$ (1,132.80)	$ (1,512.28)
Public Defender	Matthew Stermitz *Top of Range*	$ 146,494.58	$ 4,394.84	$ -	$ 150,889.42	$ 50,547.95	$ 146,494.58	$ 2,380.54	$ -	$ 148,875.12	$ 49,873.16	$ (2,014.30)	$ (2,689.09)
Alternate Public Defender	Maureen McQuillan	$ 106,000.18	$ 3,180.01	$ 2,650.00	$ 111,830.19	$ 37,463.11	$ 106,000.18	$ 1,722.50	$ 2,650.00	$ 110,372.69	$ 36,974.85	$ (1,457.50)	$ (1,945.77)
Technology Services Director	David Grantham	$ 124,621.90	$ 3,738.66	$ 3,115.55	$ 131,476.10	$ 44,044.50	$ 124,621.90	$ 2,025.11	$ 3,115.55	$ 129,762.55	$ 43,470.46	$ (1,713.55)	$ (2,287.59)
Technology Services Manager	Mike Detullio	$ 101,430.16	$ 3,042.90	$ 2,535.75	$ 107,008.82	$ 35,847.95	$ 101,430.16	$ 1,648.24	$ 2,535.75	$ 105,614.15	$ 35,380.74	$ (1,394.66)	$ (1,861.88)
WCVA Director	Kim Petersen *Top of Range*	$ 142,954.17	$ 4,288.63	$ -	$ 147,242.80	$ 49,326.34	$ 142,954.17	$ 2,323.01	$ -	$ 145,277.18	$ 48,667.85	$ (1,965.62)	$ (2,624.10)
Sheriff Office Manager	Elizabeth Sjoblom	$ 72,000.24	$ 2,160.01	$ 1,800.01	$ 75,960.25	$ 25,446.68	$ 72,000.24	$ 1,170.00	$ 1,800.01	$ 74,970.25	$ 25,115.03	$ (990.00)	$ (1,321.65)
Undersheriff	Damon Kuskie	$ 110,000.02	$ 3,300.00	$ 2,750.00	$ 116,050.02	$ 58,025.01	$ 110,000.02 *	$ 550.00	$ 2,750.00	$ 113,300.02	$ 56,650.01	$ (2,750.00)	$ (4,125.00)
Sheriff Captain	Sean Wilkin	$ 105,000.22	$ 3,150.01	$ 2,625.01	$ 110,775.23	$ 55,387.62	$ 105,000.22 *	$ 525.00	$ 2,625.01	$ 108,150.23	$ 54,075.11	$ (2,625.01)	$ (3,937.51)
Sheriff Captain	Jeremy Peters	$ 103,000.04	$ 3,090.00	$ 2,575.00	$ 108,665.04	$ 54,332.52	$ 103,000.04 *	$ 515.00	$ 2,575.00	$ 106,090.04	$ 53,045.02	$ (2,575.00)	$ (3,862.50)
Chief Deputy District Attorney	Michael Macdonald	$ 129,894.96	$ 3,896.85	$ 3,247.37	$ 137,039.18	$ 45,908.13	$ 129,894.96	$ 2,110.79	$ 3,247.37	$ 135,253.13	$ 45,309.80	$ (1,786.06)	$ (2,384.38)
Deputy District Attorney	Shane Bell	$ 104,000.00	$ 3,120.00	$ 2,600.00	$ 109,720.00	$ 36,756.20	$ 104,000.00	$ 1,690.00	$ 2,600.00	$ 108,290.00	$ 36,277.15	$ (1,430.00)	$ (1,909.05)
Deputy District Attorney	Stephen Girardot	$ 109,113.42	$ 3,273.40	$ 2,727.84	$ 115,114.66	$ 38,563.41	$ 109,113.42	$ 1,773.09	$ 2,727.84	$ 113,614.35	$ 38,060.81	$ (1,500.31)	$ (2,002.91)
Deputy District Attorney	Anthony Gordon *Top of Range*	$ 121,570.28	$ 3,647.11	$ -	$ 125,217.39	$ 41,947.83	$ 121,570.28	$ 1,975.52	$ -	$ 123,545.80	$ 41,387.84	$ (1,671.59)	$ (2,231.57)
HR Director / Asst Co Manager	VACANT	$ 101,969.18	$ 3,059.08	$ 2,549.23	$ 107,577.48	$ 36,038.46	$ 101,969.18	$ 1,657.00	$ 2,549.23	$ 106,175.41	$ 35,568.76	$ (1,402.08)	$ (1,871.77)
Building Official	VACANT	$ 76,017.00	$ 2,280.51	$ 1,900.43	$ 80,197.94	$ 26,866.31	$ 76,017.00	$ 1,235.28	$ 1,900.43	$ 79,152.70	$ 26,516.15	$ (1,045.23)	$ (1,395.39)
Regional Planning Director	VACANT	$ 86,796.10	$ 2,603.88	$ 2,169.90	$ 91,569.89	$ 30,675.91	$ 86,796.10	$ 1,410.44	$ 2,169.90	$ 90,376.44	$ 30,276.11	$ (1,193.45)	$ (1,593.25)
					$ 2,772,035.78	**$ 983,987.88**				**$ 2,732,195.92**	**$ 969,329.78**		**$ (54,497.96)**
						$ 3,756,023.66					**$ 3,701,525.70**		

Memo

TO: Dave Mendiola
Tami Spero
Michelle Cook
Mike Macdonald

FROM: Planning Department/BL

DATE: May 15, 2023

RE: County Commission Meeting June 5, 2023

Please place the following on the agenda for the 6/05/2023 HCC meeting:

Set the following for public hearing:

RH-23-22 – Zone Change request submitted by Regional Planning Commission on behalf of Tom Hoss to change the C (Commercial) zoning designation to M-L (Light Industrial) zoning designation. Subject property is located at 5880 W Rose Creek Road; assessor's parcel # 13-0092-13.

HUMBOLDT COUNTY

50 W. 5th Street
Winnemucca, Nevada 89445
www.hcnv.us

STAFF REPORT

DATE: Wednesday, May 24, 2023

TO: County Commission

FROM: Humboldt County Clerk

SUBJECT: Discussion & Possible Action to Set to Public Hearing a Nuisance Complaint

REQUESTED AGENDA DATE: June 5, 2023

SUMMARY

A nuisance complaint was received from Kali Van Liew on April 11, 2023 related to property located at 3200 E. Donald Lane, Winnemucca, NV and owned by Bill Strack. Investigations were requested and performed by the Humboldt County Building Department and the Humboldt County Sheriff's Office. Said investigations identified issues that may be determined to be a nuisance as defined by Humboldt County Code Chapter 8.04.

WHY ARE YOU BRINGING THIS BEFORE THE BOARD NOW:

Investigations have been accomplished and Notice has been sent via certified mail to the property owner as well as posted at the site and mailed to the individual living on the site. Additionally, correspondence was sent by the Humboldt County Planning Department to the property owner related to individuals living in RVs on the site which is prohibited by County Code. No response has been received from the property owner. An individual who indicated that he lived on site did stop in to the Clerk's Office to question the purpose of the complaint and did indicate that work has occurred on the site but subsequent reviews by the Building Department and the Sheriff's Office show only movement of items at the site. The individual also spoke to the Planning Department and indicated that he was going to move the RV.

PREVIOUS ACTION

No prior action as to this property.

BACKGROUND

See the information provided in section two.

FISCAL IMPACT

Fiscal impact is only associated with publication costs and postage costs.

RECOMMENDATION

No recommendation offered. It will be at the discretion of the Commission to determine whether this matter meets the definition(s) of Humboldt County Code Chapter 8.04 to proceed to public hearing as a potential nuisance.

LIST SUPPORTING DOCUMENTS IF APPLICABLE:

A copy of the Nuisance Complaint Form with photos received April 11, 2023, a copy of the Building Department Investigation Report received April 13, 2023, a copy of the letter sent on April 14, 2023 by the Planning Department to the property owner, a copy of the Sheriff's Office Investigation Report a received May 2, 2023, a copy of the Notice required by HCC 8.04.050, a copy of the verification of posting at the site which occurred on May 11, 2023, a copy of the certified mail delivery confirmation signed for on May 8, 2023 and copies of emails from the Building Department, the Planning Department and the Sheriff's Office regarding the status of clean-up

POSSIBLE MOTION

Should the Commission determine that the matter should proceed to public hearing a possible motion would be "To set to public hearing a nuisance complaint filed on property located at 3200 Donald Lane, Winnemucca, Nevada and owned by Bill Strack; said hearing to be scheduled at a date and time to be determined by staff based on publication and notice requirements.

Tami Spero

From: Betty Lawrence
Sent: Tuesday, May 23, 2023 11:51 AM
To: Tami Spero
Subject: RE: question from County Clerk

Hi – Tyler just reminded who this is. The person living in the RV was doing some clean up work for the property owner. I told him he could not live on the property while cleaning up. He was going to move the RV

From: Tami Spero <Tami.Spero@humboldtcountynv.gov>
Sent: Monday, May 22, 2023 1:02 PM
To: Betty Lawrence <Betty.Lawrence@humboldtcountynv.gov>
Subject: question from County Clerk

Hi. Just wondering if you ever received a response from Mr. Strack as to your letter about the situation at 3200 Donald Lane. Thanks!

Tami Rae Spero
Humboldt County Clerk
50 W 5th St. #207
Winnemucca, NV 89445

Tami Spero

From: Tyler Anderson
Sent: Tuesday, May 23, 2023 11:50 AM
To: Tami Spero
Subject: RE: Request from the County Clerk

Good Morning, not much has changed, they've moved some stuff around and that's about it

Tyler Anderson
Humboldt County Building Department

Phone: 775-623-6322
Mobile: 775-421-6322
Email:
tyler.anderson@humboldtcountynv.gov

25 W 4th St
Winnemucca Nv 89445

www.Humboldtcountynv.gov

From: Tami Spero <Tami.Spero@humboldtcountynv.gov>
Sent: Monday, May 22, 2023 1:52 PM
To: Tyler Anderson <tyler.anderson@humboldtcountynv.gov>
Subject: RE: Request from the County Clerk

Thank you!

From: Tyler Anderson <tyler.anderson@humboldtcountynv.gov>
Sent: Monday, May 22, 2023 1:15 PM
To: Tami Spero <Tami.Spero@humboldtcountynv.gov>
Subject: RE: Request from the County Clerk

Will do, I will go out there in the morning

Tyler Anderson
Humboldt County Building Department

Phone: 775-623-6322
Mobile: 775-421-6322
Email:
tyler.anderson@humboldtcountynv.gov

25 W 4th St
Winnemucca Nv 89445

www.Humboldtcountynv.gov

From: Tami Spero <Tami.Spero@humboldtcountynv.gov>
Sent: Monday, May 22, 2023 1:01 PM
To: Tyler Anderson <tyler.anderson@humboldtcountynv.gov>
Subject: Request from the County Clerk

Hi Tyler,

I am going to be placing the nuisance complaint related to the 3200 Donald Lane on the June 5th Commission agenda for the set to on the public hearing. If you get a chance could you take a drive by of the site and let me know if anything has changed? I am betting not but just to be sure. Thank you!!

Tami Rae Spero
Humboldt County Clerk
50 W 5th St. #207
Winnemucca, NV 89445

Tami Spero

From: Liz Sjoblom
Sent: Tuesday, May 23, 2023 8:17 AM
To: Tami Spero; Sean Wilkin
Cc: Manda Howard
Subject: RE: Request from County Clerk regarding nuisance complaint

Tami,

Hi there. Deputy Goodale was just by there and he said that some of the items listed appear to have moved and that Mr. Ruiz is currently cleaning the property.

Liz Sjoblom, H110
Office Manager

Humboldt County Sheriff's Office
50 West Fifth Street
Winnemucca, NV 89445
P 775.623.6419
F 775.623.2192
liz.sjoblom@humboldtcountynv.gov

NOTICE This communication and any documents, files or previous e-mail messages attached to it, constitute an electronic communication within the scope of the federal Electronic Communication Privacy Act. This communication may contain non-public, confidential, proprietary, or legally privileged information or contents intended for the sole use of the designated recipient, and is transmitted based on a reasonable expectation of privacy. The unlawful interception, use or disclosure of such information is strictly prohibited under the applicable laws. If you are not the intended recipient, or the person responsible for delivering it to the addressee, or have received this communication in error, please notify the sender immediately by reply e-mail and delete all copies of this communication, including attachments, without reading them, disclosing them, printing them, or saving them to a file or disk.

From: Tami Spero <Tami.Spero@humboldtcountynv.gov>
Sent: Monday, May 22, 2023 1:05 PM
To: Sean Wilkin <Sean.Wilkin@humboldtcountynv.gov>
Cc: Liz Sjoblom <Liz.Sjoblom@humboldtcountynv.gov>; mhoward@hcsonv.com
Subject: Request from County Clerk regarding nuisance complaint

Hello,

So I am preparing to place the nuisance complaint for 3200 Donald Lane on the Commission agenda for June 5th. Could I please ask, if possible, that a Deputy drive by just to see if anything has changed from Deputy Howard's original report. Thank you!

Tami Rae Spero
Humboldt County Clerk
50 W 5th St. #207
Winnemucca, NV 89445

7015 0640 0006 8140 3070

U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
Domestic Mail Only

For delivery information, visit our website at www.usps.com®.

OFFICIAL USE

Certified Mail Fee
$

Extra Services & Fees *(check box, add fee as appropriate)*
- ☐ Return Receipt (hardcopy) $
- ☐ Return Receipt (electronic) $
- ☐ Certified Mail Restricted Delivery $
- ☐ Adult Signature Required $
- ☐ Adult Signature Restricted Delivery $

Postage
$

Postmark Here
5/5

Bill Strack
1123 12th Ave RD #273
Nampa. ID 83686

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

SENDER: *COMPLETE THIS SECTION*

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

Bill Strack
1123 12th Ave RD #273
Nampa. ID 83686

9590 9402 1933 6123 8393 85

2. Article Number *(Transfer from service label)*
7015 0640 0006 8140 3070

COMPLETE THIS SECTION ON DELIVERY

A. Signature
X Adrianna Smith ☑ Agent ☐ Addressee

B. Received by *(Printed Name)* Adrianna Smith
C. Date of Delivery 5/8/23

D. Is delivery address different from item 1? ☐ Yes
If YES, enter delivery address below: ☐ No

3. Service Type
- ☐ Adult Signature
- ☐ Adult Signature Restricted Delivery
- ☑ Certified Mail®
- ☐ Certified Mail Restricted Delivery
- ☐ Collect on Delivery
- ☐ Collect on Delivery Restricted Delivery
- ☐ Insured Mail
- ☐ Priority Mail Express®
- ☐ Registered Mail™
- ☐ Registered Mail Restricted Delivery
- ☐ Return Receipt for Merchandise
- ☐ Signature Confirmation™
- ☐ Signature Confirmation Restricted Delivery

PS Form 3811, July 2015 PSN 7530-02-000-9053 Domestic Return Receipt

NOTICE OF POSTING OF
NUISANCE COMPLAINT

I, Shane Goodell, Deputy Sheriff for Humboldt County, Nevada, hereby affirm that I personally posted the **Notice of Hearing on Nuisance Complaint** on the property located at 3200 Donald Lane, Winnemucca, NV belonging to **Bill Strack** as required per Ordinance 06-16-97, Humboldt County Code Section 8.04.050(a) on the 10th day of May, 2023.

DEPUTY SHERIFF, Humboldt County, Nevada

RECEIVED
MAY 11 2023
HUMBOLDT COUNTY CLERK

Tami Rae Spero
County Clerk
Mikayla Mecham
Deputy
Maria Diaz
Deputy

Humboldt County Clerk
Humboldt County Courthouse

Jessica Koepke
Deputy
Marie Jones
Deputy

NOTICE PER HUMBOLDT COUNTY CODE 8.04.050 REGARDING NUISANCE COMPLAINT

NOTICE IS HEREBY GIVEN that a Complaint of Existence of Nuisance has been filed with the Humboldt County Clerk on property located at 3200 Donald Lane, Winnemucca, NV and owned by Bill Strack. The Assessor's Parcel Number for said property is as follows: 14-0153-12.

Per Humboldt County Code (HCC) 8.040.050, this notice is being served upon the person owning the premises according to the current tax roll, the person in possession, charge or control of the yard, lot or premises upon which the potential nuisance exists and the person or persons filing said complaint. Said notice is also being posted at the site of the potential nuisance.

Said Complaint stated the following facts as cause for the complaint: *"Large amount of household trash scattered about property, several pieces of machinery, multiple unregistered vehicles, two or more travel trailers being used as permanent house"* in apparent violation of HCC 8.04.010(b)(e)(f).

Upon receipt of the complaint inspections were completed by the Humboldt County Building Department and the Humboldt County Sheriff's Office. Said reports are hereby attached.

This matter may be set to public hearing at the June 5, 2023 County Commission Meeting if these issues are not addressed prior to said date with

50 W. 5th Street - Rm 207
Winnemucca, NV 89445

Telephone: 775-623-6343
Fax: 775-623-6309

proof of the action taken provided to the Humboldt County Clerk by 5:00 p.m. on Friday, May 26, 2023. Upon scheduling of the public hearing notice to all interested parties will be provided and publication in a newspaper of general circulation published in the County will occur.

Any questions regarding this notice may be directed to the Humboldt County Clerk's Office at 50 W. 5th St. Room 207, Winnemucca, NV 89445, telephone number (775) 623-6343.

Tami Rae Spero
Humboldt County Clerk

(COUNTY SEAL)

HUMBOLDT COUNTY SHERIFFS OFFICE

Page 1

50 W FIFTH ST WINNEMUCCA, NV 89445 775-623-6419

INFORMATION REPORT

Case 0423-044

OFFENSES

F/M A/C	Offenses	Date Occurred	Time Occurred	Incident #
	Information Only Information Report	04/17/23-04/17/23	1523 - 1524	2304170056

Date Reported	Time Reported
04/17/2023	1523

Related Cases

Date Printed	Time Printed	Printed By
05/02/2023	02:53:36	C2005

Latitude	Longitude
0.000000	0.000000

Location	Beat	Area	Disposition	Dispo Date
3200 Donald Ln, Winnemucca, NV 89445			Information Only	04/18/2023

Location Type	Location of Entry	Method of Entry	Point of Entry	Alarm System	Means of Attack (Robbery)

Victim	Drivers License	Cell Phone	Email			

Residence Address	Notified of Victim Rights	Residence Phone	DOB	Age	Sex	Race

Business Name and Address	Business Phone	Height	Wt	Hair	Eyes

Assistance Rendered/Victim Disposition	Transporting Agency	Means of Attack (Assaults)

Description of Injuries	Other Information

Mentioned - Other	Drivers License	Cell Phone	Email			
Ruiz, James Randolf Jr	0205171095 NV					

Residence Address	Residence Phone	DOB	Age	Sex	Race
9300 Alice Ln, Winnemucca, NV 89445 --- 4190 Cottonwood, Winnemucca, NV 89445	775-375-7832	11/23/1970	52	M	W

Business Name and Address	Business Phone	Height	Wt	Hair	Eyes
Self - Painter		6`1"	240	BLD	BLU

Suspect Name	Action Taken	Charges			

Residence Address	Residence Phone	DOB	Age	Sex	Race

Business Name and Address	Business Phone	Height	Wt	Hair	Eyes

Identifying Features	Cell Phone	Drivers License	Arrest Number

Aliases	CII

VEHICLES

Status	Vehicle Make and Model	License/State	VIN	Val Damgd

DEPUTIES

Prepared By	Date	Assisted By	Approved By	Date
M2035 - Howard, Manda	04/17/2023		C2005 - Negus, Casey	05/02/2023

Routed To	Date	Routed To	Date	Notes

NEITHER THIS REPORT NOR ITS CONTENTS MAY BE DISSEMINATED OUTSIDE THE ENTITY TO WHICH IT IS LOANED.
PROPERTY OF HUMBOLDT CO. SHERIFF'S OFFICE

CONTROLLED DOCUMENT - DO NOT DUPLICATE

RECEIVED
MAY 02 2023
HUMBOLDT COUNTY CLERK

Mentioned - Other	Drivers License	Cell Phone	Email			
Strack, William James	BA185302K ID	775-722-0036				
Residence Address		**Residence Phone**	**DOB**	**Age**	**Sex**	**Race**
5309 Sky Ranch, Nampa, ID 83686		775-722-0036	07/27/1954	68	M	W
Business Name and Address		**Business Phone**	**Height**	**Wt**	**Hair**	**Eyes**
			6`	300	BRO	BLU

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CONTROLLED DOCUMENT - DO NOT DUPLICATE

Case Number: 0423-044
Date: April 17th, 2023
Reference: Nuisance Investigation Request

On April 17th, 2023, I received a Nuisance Investigation Request from the Humboldt County Clerk's Office regarding the property and residence located at 3200 East Donald Lane, County of Humboldt, State of Nevada. In the Nuisance Complaint Form it indicated the condition of the property had, "Large amount of household trash scattered about property, several pieces of machinery, multiple unregistered vehicles, two or more travel trailers being used as permanent housing." A copy of the Nuisance Complaint Form and Investigation Request are attached for further review.

At approximately 1548 hours, Deputy Howard responded to 3200 Donald Lane where she spoke with a male subject, identified by numerous prior law enforcement contacts as James Randolf Ruiz Jr. Ruiz stated he was residing on the property inside his travel trailer and no other person(s) were residing on the property with him. While at the residence, Deputy Howard observed two (2) vehicles in front of the trailer which Ruiz identified as belonging to him. Ruiz claimed the two (2) vehicles belonged to friends who were just visiting. Ruiz identified the owner of the property, located at 3200 East Donald Lane, as William James Strack. Ruiz also stated no one was residing inside the residence on the property.

Ruiz stated he had been staying on the property for approximately one (1) week and gave Deputy Howard consent to walk around the property and take photographs. While doing so, Deputy Howard requested the Humboldt County Dispatch Center (dispatch) run registration checks on most vehicles parked on the property. Some of the vehicles and machinery did not have visible registration or a visible VIN displayed, therefore, Deputy Howard was unable to run registration checks on the vehicles and machinery.

The following vehicles were located and identified on the property;
-A red 2017 Ford sedan, bearing NV 747A33, which was valid and registered to Virginia Turner in Battle Mountain, NV
-A white 1999 Ford pickup, bearing NV 250L26. Throughout this investigation, Deputy Howard discovered that the Nevada License Plates displayed on this pickup (NV 250L26) was fictitious. The VIN belonging to the pickup was 1FTRF18W1XKC22095 which is unregistered and belonged to James (Jim) Carl Marriott in Winnemucca, NV. The fictitious license plate was seized at a later time.
-A 1999 Blue Ford Expedition (VIN: 1FMRU1766XLA31737), which has a suspended registration and is registered to Jesse Moravec in Winnemucca, NV.
-A flatbed trailer, bearing NV 0983VX, which has an expired registration since 2011, to Richard Keene in Imlay, NV.
-A 1978 Prowler travel trailer, bearing NV 62205X, which has an expired registration, to Aubrey Bonderer in Winnemucca, NV.
-A yellow and white Sportsman Motorhome, bearing ID 1AHR632, which did not return with a match.
-A Brown semi, bearing ID XE7501, which did not return with a match.
-A white Ford utility truck, bearing ID KP734, which did not return with a match.

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Deputy Howard also observed two (2) travel trailers, which Ruiz claimed ownership of, that were not registered on the property. Deputy Howard also located numerous machinery, dirt bikes and a three-wheeler on the property which did not appear to be registered. Most of the vehicles, trailers and machinery had flat tires, did not run and did not appear to have been moved for a significant amount of time. Deputy Howard photographed the entire property and all above listed vehicles.

As most of the vehicles and machinery were inoperable and unregistered, this is a violation of N.R.S. 487.290; Unlawful possession of unregistered vehicles unfit for use.

Deputy Howard then spoke with a male subject, verbally identified as William James Strack, via telephone. Strack stated he was aware James Ruiz, who he knows as "Bundy", was residing on the property, but Strack claimed to not have given Bundy permission. Strack also stated Ruiz had dumped a lot of the miscellaneous trash on the property which he did not agree to. Strack was cooperative with Deputy Howard and stated he was willing to do whatever was needed to fix the issue regarding the nuisance complaint.

This incident was recorded by Deputy Howard's body worn camera and dash camera.

Please forward back to the Humboldt County Clerk's Office for their review.

End of report.
Deputy M. Howard 212

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ENTITY TO WHICH IT IS LOANED.
PROPERTY OF HUMBOLDT CO. SHERIFF'S OFFICE

Prepared By:		Date:	Approved By:		Date:
M2035	HOWARD, MANDA	04/18/2023	C2005	NEGUS, CASEY	05/02/2023

CONTROLLED DOCUMENT - DO NOT DUPLICATE

REGIONAL PLANNING DEPARTMENT

HUMBOLDT COUNTY COURTHOUSE
50 W Fifth St Winnemucca NV 89445
(775) 623 6392

April 14, 2023

Bill Stack
1123 12th Ave Rd #273
Nampa, ID 83686

Re: 3200 E Donald Ln; assessor's parcel #14-0153-12

Dear Mr. Stack:

My office has been notified that there are recreational vehicles (RV) being utilized as a dwelling units on this property. The property is zoned RR-2.5 (Rural Ranchette 2.5 acre minimum lot size) which allows one residence on the property. The zoning does not allow RVs to be used as dwelling units.

This letter is to notify you that you are in violation of the Humboldt County Code. Specifically, there are RVs being utilized as a dwelling units. Please contact our office no later than May 12, 2023 regarding this code violation.

Sincerely,

Betty Lawrence
Senior Planning Technician

cc: County Building Department
County Clerk

County of Humboldt, Nevada

Investigation 2023-001

Print Date April 13, 2023

Property Owner	Address	Parcel Number	Investigation Date
STRACK BILL	1123 12TH AVE RD #273	14-153-12	Apr 13, 2023

Address 3200 E DONÂLD LN

Taken By TA **Prompted By** Clerks Office

Investigation Nuisance complaint submited by County Clerks office for trash, junk vehicles/machinery and Camp trailers being lived in, Investigation Found two Rvs being used for living in front of the house(physicaly saw tenent leaving one)This is not permited in this Zoning, Property has large amount of trash and junk strung around, their gas is currently shut off do to failed inspections in the past

Action Taken Turned over investigation results to clerks office, Informed planning and zoning of the zoning violations for living in the multiple Rvs. Curently no known building violations were seen from the road

Legal Action Taken Turned over investigation results to clerks office, Informed planning and zoning of the zoning violations for living in the multiple Rvs

Date Closed **By**

RECEIVED
APR 13 2023
HUMBOLDT COUNTY

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Nuisance Complaint Form

RECEIVED
APR 11 2023
HUMBOLDT COUNTY CLERK

Date: 4/11/23

Address of alleged Nuisance: 3200 E. Donald Lane

Section of Ordinance complaint made on: B, E, F

Describe condition of property that lead to filing of complaint:
Large amount of household trash scattered about property, several pieces of ~~about~~ machinery, multiple unregistered vehicles, two or more travel trailers being used as permanent housing.

Are you providing photos or other evidence? X Yes _____ No
If so please attach. Emailed

Are you the only complainant? X Yes _____ no

If no list other complainants (provide printed name, signature, address, and telephone number: (attach additional sheet if necessary)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Signature: Kali Van Liew

Print Name: Kali Van Liew

Mailing Address: 9550 Alice Lane
Winnemucca, NV 89445

HUMBOLDT COUNTY NV

GOVERNMENT SERVICES DEPARTMENTS COMMUNITY
HOW DO I...

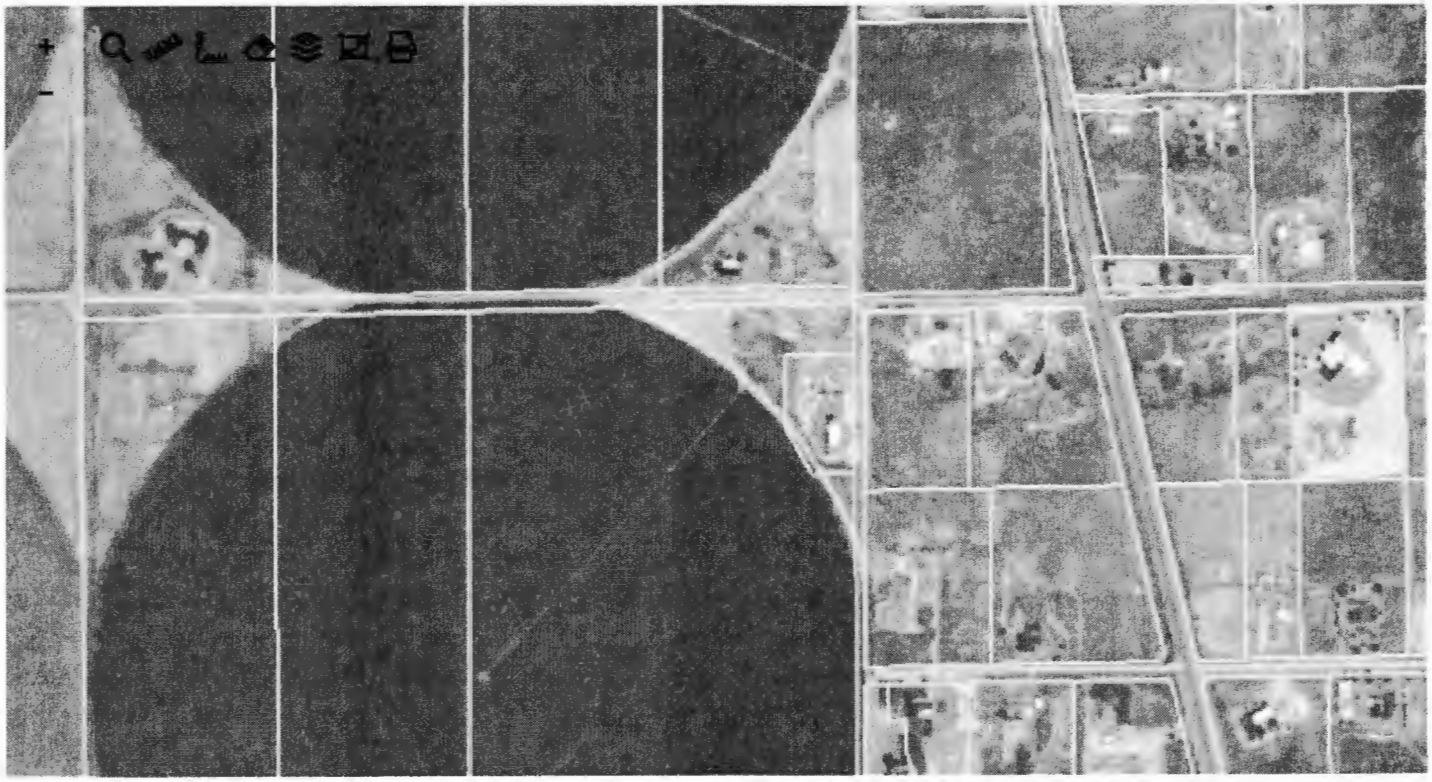
Parcel 14-0153-12

Owners

STRACK BILL
1123 12TH AVE RD #273
NAMPA, ID 83686

Parcel Summary

Location	3200 E DONALD LN WINNEMUCCA, NV
Use Code	236: Personal Property Manufactured Home Secured
Tax District	9.0: Humboldt Fire District
Block	25
Lineage	14-0153-03



Click map to navigate Go to full page interactive GIS Drag corner down to resize ↘

Value History

	2023	2022	2021	2020	2019	2018	2017
Total Building Value	$0	$12,311	$12,263	$12,440	$11,697	$11,843	$11,980
Total Extra Features Value	$13,990	$0	$0	$0	$0	$0	$0

Total Exempt Parcel Value	$1,428	$1,429	$1,429	$0	$0	$0	$0
Land Value	$18,500	$18,500	$18,500	$16,000	$16,000	$16,000	$16,000
Building Value	$33,918	$32,240	$32,191	$28,440	$27,697	$27,843	$27,980
Miscellaneous Value	$0	$0	$0	$0	$0	$0	$0
Total Assessed Value	$11,871	$10,784	$10,767	$9,954	$9,694	$9,745	$9,793
School Taxable Value	$0	$0	$0	$0	$0	$0	$0
County Taxable Value	$0	$0	$0	$0	$0	$0	$0

Document/Transfer/Sales History

COR 1307	1307	2015-04-28	CORRECTION DEED/DOCUMENT	Vacant	$0	Grantee: A STEIN TO B STRACK
ERR 611	611	2015-02-19	ERRONEOUS DOCUMENT	Improved	$11,400	Grantor: STEIN ALAN K Grantee: STRACK BILL
2067	2067	2002-05-16		Improved	$17,500	Grantor: SEALS SAMUEL & SUSAN Grantee: STEIN ALAN
PAR 6401	6401	1998-10-16	PARCEL MAP	Vacant	$0	Grantee: FOR SEALS
BK:274 PG:328	BK:274 PG:328			Vacant	$0	
BK:187 PG:505	BK:187 PG:505			Vacant	$0	
327430	327430			Vacant	$0	
326206	326206			Vacant	$0	

Buildings

None

Extra Features

Code	Description	Length	Width	Units	Unit Price	Year Built	New Value	Condition	Depreciation	Value	Notes
W&S	WELL & SEPTIC			1.00	$13,939	1989	$13,939	49%	$6,830	$6,830	
MHHKUP	MH HOOKUP (WATER, SEPTIC, GAS, ELECTRIC)			1.00	$5,401	1989	$5,401	49%	$2,646	$2,646	
DECK1	WOOD DECK	11	17	187.00	$19	1992	$3,515	54%	$1,881	$1,881	Front Corr:was

Code	Description	Length	Width	Units	Unit Price	Year	Repl Cost	% Good Condition	Depr Value*	Total Value	Notes
											184sf rl 2010
DECK1	WOOD DECK	4	6	24.00	$49	1992	$1,173	54%	$628	$628	Corr: was 32sf rl 2010 Back
FENWIRE	WIRE FENCING (2 TO 7 STRAND-HOG OR B-WI)			992.00	$2	1989	$1,633	49%	$800	$800	Mesh/T-posts -50%
CFW1	CONCRETE FLATWORK 4" - < 500SF	14	18	252.00	$6	2008	$1,555	78%	$1,205	$1,205	

*RCNLD: Replacement Cost New, Less Depreciation

Land Lines

Code	Description	Zone	Front	Depth	Land Units	Unit Type	Acreage	Sq Ft	Total Adj	Value	Notes
236	Personal Property Manufactured Home Secured	RR-2.5			1.00	SITE	2.50	0.00	1.00	$18,500	

Personal Property

Account	Secured/ Unsecured	Owner	Description
MH001738	Secured	STEIN ALAN K	MH - MOBILE HOMES

Disclaimer

All parcel data on this page is for use by the Humboldt County Property Appraiser for assessment purposes only. The summary data on this page may not be a complete representation of the parcel or of the improvements thereon. Building information, including unit counts and number of permitted units, should be verified with the appropriate building and planning agencies. Zoning information should be verified with the appropriate planning agency. All parcels are reappraised each year. This is a true and accurate copy of the records of the Humboldt County Assessor's Office as of April 11, 2023.

CONNECT WITH US >

CONTACT US

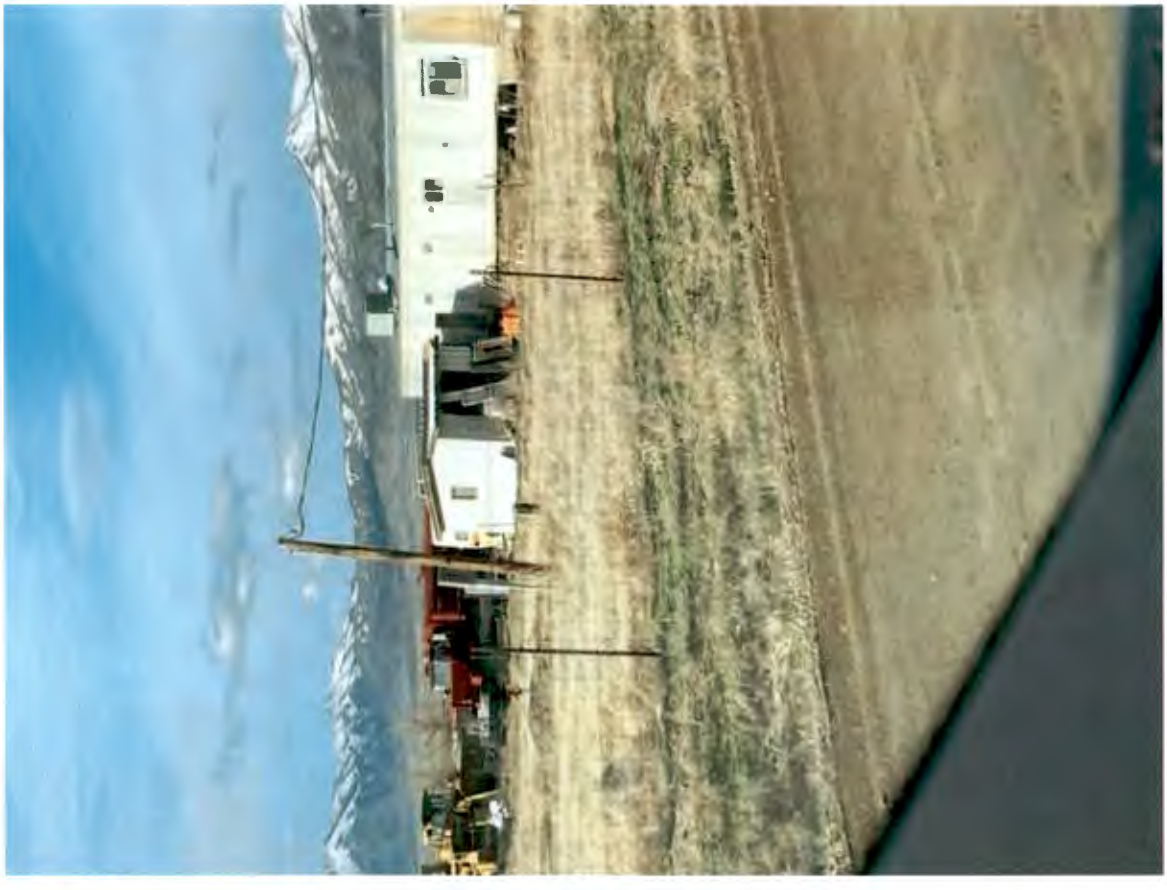
Humboldt County
50 W 5th Street
Winnemucca, NV 89445

From: Kali Van Liew
To: Tami Spero
Subject: Photos of 3200 E. Donald Lane
Date: Tuesday, April 11, 2023 12:46:59 PM

Here are photos to go with the nuisance complaint. Thank you.

Kali Van Liew





Sent from my iPhone

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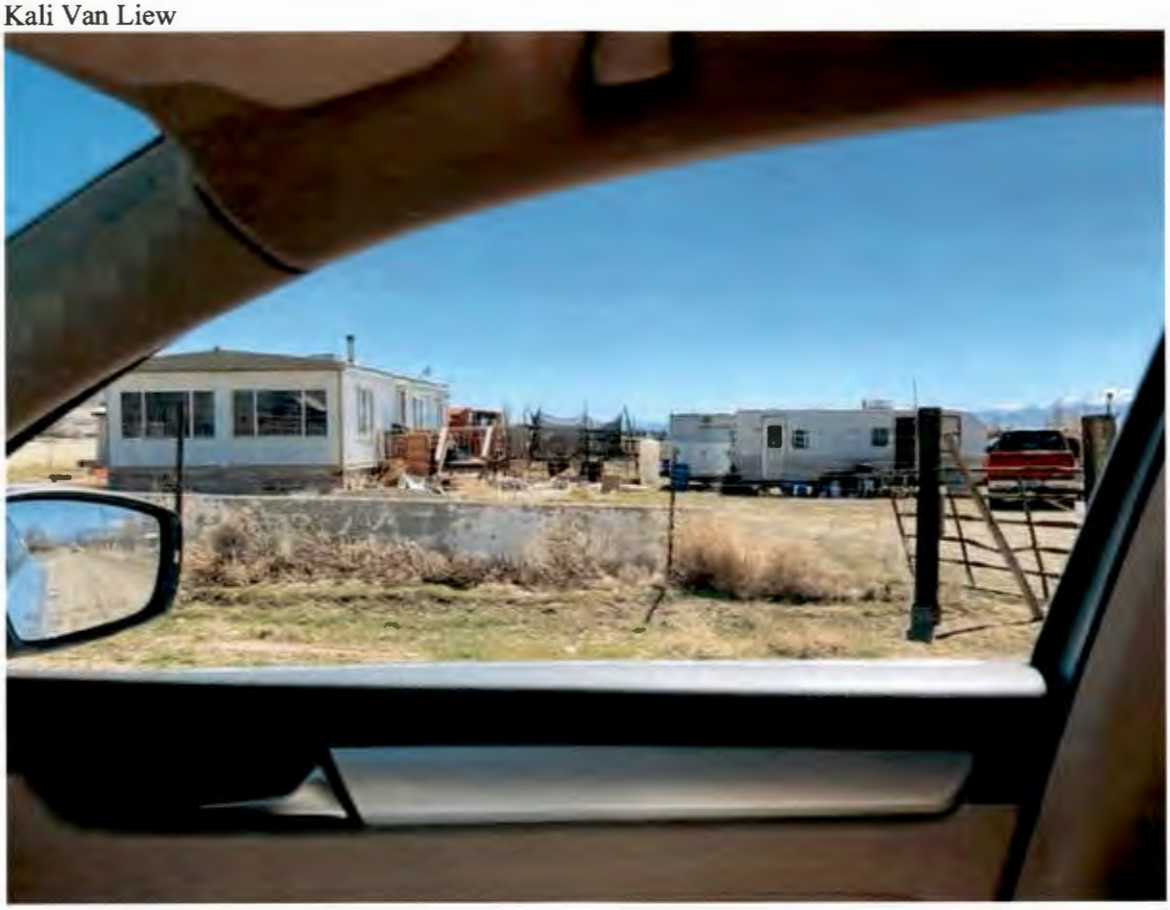



Sent from my iPhone

HUMBOLDT COUNTY

50 W. 5th Street
Winnemucca, Nevada 89445
www.hcnv.us

STAFF REPORT

DATE: Wednesday, May 24, 2023

TO: County Commission

FROM: Humboldt County Clerk

SUBJECT: Designation of Petition Areas per NRS 293.127565

REQUESTED AGENDA DATE: June 5, 2023

SUMMARY

Discussion and for possible action pursuant to NRS 293.127565 each public officer in control of the operation of building(s) shall designate the area at the building for the gathering of signatures; locations to include – Humboldt County Courthouse, Humboldt County Annex Building, Humboldt County District Attorney's Office; Winnemucca Public Library, Denio Public Library, McDermitt Public Library and Humboldt Road Department Facility

WHY ARE YOU BRINGING THIS BEFORE THE BOARD NOW:

The Nevada Secretary of State's Office has requested updated designations

PREVIOUS ACTION

The included designation forms identify the areas that have been historically identified for the locations

BACKGROUND

This designation process has been in place since 2005. All County owned public access locations falling under the Commissions' authority have been identified. The only outstanding location is the Winnemucca Events Complex and the facilities contained within that footprint. The prior location no longer exists as identified as it was next to a tree which has been removed, additionally only one location was identified for the exhibit hall. A location will also be required for the Events Center. Requests have been submitted to Director Petersen and Ag District 3 Chairman Maher but no response has been received as of yet

FISCAL IMPACT

No identified fiscal impact

RECOMMENDATION

To designate the areas for the gathering of signatures as identified in the notices at locations under the control of the County to include the Humboldt County Courthouse, Humboldt County Annex Building, Humboldt County District Attorney's Office; Winnemucca Public Library, Denio Public Library,

McDermitt Public Library and Humboldt Road Department Facility. Additionally, to determine how the Events Complex situation should be addressed.

LIST SUPPORTING DOCUMENTS IF APPLICABLE:
Notices of Designated Areas as proposed for discussion, possible approval and signature by the Chairman

POSSIBLE MOTION
To designate the areas for the gathering of signatures as identified in the notices at locations under the control of the County to include the Humboldt County Courthouse, Humboldt County Annex Building, Humboldt County District Attorney's Office; Winnemucca Public Library, Denio Public Library, McDermitt Public Library and Humboldt Road Department Facility and authorize the Chairman to sign

Notice of Designated Areas to Gather Signatures for Petitions

Pursuant to NRS 293.127565, as amended by Senate Bill 224 of the 2005 Nevada Legislative Session, each public officer or employee in control of the operation of a building shall (a) designate the area at the building for the gathering of signatures; and (b) on an annual basis, submit to the Secretary of State and the County Clerk, for the county in which the building is located, a notice of the area at the building designated for the gathering of signatures on a petition. The Secretary of State shall make available to the public a list of the areas at public buildings designated for the gathering of signatures on a petition.

As a public officer/employee in control of the operations of the following building, I do hereby designate the following area(s) for the gathering of signatures on petitions:

HUMBOLDT COUNTY COURTHOUSE 50 W 5TH ST, WINNEMUCCA NV 89445

(Address of Public Building)

SIDEWALK ON THE BRIDGE STREET SIDE

(Area(s) designated for the gathering of signatures on petitions)

County of: HUMBOLDT

Public Officer: Ken Tipton
(Print Name)

Title: Commission Chairman

(Authorizing Signature)

Date: 06/05/2023

Address (if different from above):
50 W 5TH ST #205
WINNEMUCCA, NV 89445
775-623-6300
(Phone Number)

Notice of Designated Area
NRS 293.127565
09/27/05

Notice of Designated Areas to Gather Signatures for Petitions

Pursuant to NRS 293.127565, as amended by Senate Bill 224 of the 2005 Nevada Legislative Session, each public officer or employee in control of the operation of a building shall (a) designate the area at the building for the gathering of signatures; and (b) on an annual basis, submit to the Secretary of State and the County Clerk, for the county in which the building is located, a notice of the area at the building designated for the gathering of signatures on a petition. The Secretary of State shall make available to the public a list of the areas at public buildings designated for the gathering of signatures on a petition.

As a public officer/employee in control of the operations of the following building, I do hereby designate the following area(s) for the gathering of signatures on petitions:

HUMBOLDT COUNTY ANNEX BUILDING 25 W 4TH ST WINNEMUCCA NV 89445
(Address of Public Building)

WALK-WAY ON THE BRIDGE STREET SIDE
(Area(s) designated for the gathering of signatures on petitions)

County of: HUMBOLDT

Public Officer: Ken Tipton
(Print Name)

Title: Commission Chairman

(Authorizing Signature)

Date: 06/05/2023

Address (if different from above):
50 W 5TH ST #207
WINNEMUCCA NV 89445
775 623-6300
(Phone Number)

Notice of Designated Area
NRS 293.127565
09/27/05

Notice of Designated Areas to Gather Signatures for Petitions

Pursuant to NRS 293.127565, as amended by Senate Bill 224 of the 2005 Nevada Legislative Session, each public officer or employee in control of the operation of a building shall (a) designate the area at the building for the gathering of signatures; and (b) on an annual basis, submit to the Secretary of State and the County Clerk, for the county in which the building is located, a notice of the area at the building designated for the gathering of signatures on a petition. The Secretary of State shall make available to the public a list of the areas at public buildings designated for the gathering of signatures on a petition.

As a public officer/employee in control of the operations of the following building, I do hereby designate the following area(s) for the gathering of signatures on petitions:

HUMBOLDT COUNTY DISTRICT ATTORNEY'S OFFICE 501 S BRIDGE ST. WINNEMUCCA NV
(Address of Public Building)

SOUTHEAST CORNER OF THE BUILDING NEAR THE PARKING LOT ON BRIDGE ST.
(Area(s) designated for the gathering of signatures on petitions)

County of: HUMBOLDT

Public Officer: Ken Tipton (Print Name)

Title: Commission Chairman

(Authorizing Signature)

Date: 06/05/2023

Address (if different from above):
50 W 5TH ST. #205
WINNEMUCCA NV 89445
775-623-6300
(Phone Number)

Notice of Designated Area
NRS 293.127565
09/27/05

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As a public officer/employee in control of the operations of the following building, I do hereby designate the following area(s) for the gathering of signatures on petitions:

WINNEMUCCA PUBLIC LIBRARY 85 E 5TH ST WINNEMUCCA NV 89445
(Address of Public Building)

SIDEWALK ON THE BAUD STREET SIDE
(Area(s) designated for the gathering of signatures on petitions)

County of: HUMBOLDT

Public Officer: Ken Tipton
(Print Name)

Title: Commission Chairman

(Authorizing Signature)

Date: 06/05/2023

Address (if different from above):
50 W 5TH ST #207

WINNEMUCCA NV 89445

775 623-6300
(Phone Number)

Notice of Designated Area
NRS 293.127565
09/27/05

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As a public officer/employee in control of the operations of the following building, I do hereby designate the following area(s) for the gathering of signatures on petitions:

Denio Public Library 190 Pueblo Dr Denio, NV 89404
(Address of Public Building)

Area between Library and Annex building
(Area(s) designated for the gathering of signatures on petitions)

County of: Humboldt

Public Officer: Ken Tipton (Print Name)

Title: Commission Chairman

(Authorizing Signature)

Date: 06/05/2023

Address (if different from above):
50 W 5th St. #205
Winnemucca NV 89445
775-623-6300
(Phone Number)

Notice of Designated Area
NRS 293.127565
09/27/05

Notice of Designated Areas to Gather Signatures for Petitions

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As a public officer/employee in control of the operations of the following building, I do hereby designate the following area(s) for the gathering of signatures on petitions:

MCDERMITT PUBLIC LIBRARY US 95 N MCDERMITT NV 89412
(Address of Public Building)

PARKING LOT ON THE NORTH SIDE OF THE BUILDING
(Area(s) designated for the gathering of signatures on petitions)

County of: HUMBOLDT

Public Officer: Ken Tipton (Print Name)

Title: Commission Chairman

(Authorizing Signature)

Date: 06/05/2023

Address (if different from above):
50 W 5TH ST #205
WINNEMUCCA, NV 89445
775 623-6300
(Phone Number)

Notice of Designated Area
NRS 293.127565
09.27.05

Notice of Designated Areas to Gather Signatures for Petitions

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As a public officer/employee in control of the operations of the following building, I do hereby designate the following area(s) for the gathering of signatures on petitions:

COUNTY ROAD DEPARTMENT SHOP 3340 BENGOCHEA CIRCLE WINNEMUCCA NV 89445
(Address of Public Building)

PARKING LOT ON EAST SIDE
(Area(s) designated for the gathering of signatures on petitions)

County of: HUMBOLDT

Public Officer: Ken Tipton (Print Name)

Title: Commission Chairman

(Authorizing Signature)

Date: 06/05/2023

Address (if different from above):
50 W 5TH ST #205
WINNEMUCCA NV 89445
775 623 6300
(Phone Number)

Notice of Designated Area
NRS 293.127565
09/27/05

HUMBOLDT COUNTY

50 W. 5th Street
Winnemucca, Nevada 89445
www.humboldtcountynv.gov

STAFF AGENDA REQUEST

DATE: Monday, May 15, 2023

TO: County Commission

FROM: Kim Petersen, Director, Ag. District #3

SUBJECT: Updated Winnemucca Events Complex Rental Handbook

REQUESTED AGENDA DATE: June 6, 2023

SUMMARY AND BACKGROUND:

The Ag. District #3 ("Ag 3") Board is requesting support of the revised Winnemucca Events Complex Rental Handbook, Rules, Regulations & Fees (the "Rules"). For many years (during the 1960s, 1970s and 1980s) the Ag 3 Board handled requests to use the WEC (formerly the "Fairgrounds") on a case by case basis. The booking function for the WEC was shifted to the Ag 3 staff as the use of the facility increased in the 1990s and the facility use was coordinated with the Winnemucca Convention Center use. The Rules were developed to provide guidance and uniformity for use of the facilities to prospective users, as well as a ready reference for staff in assisting users with questions about facilities use. The Ag 3 Board has always kept the County Commission informed of the activities at the WEC, including sharing the Rules, which has allowed the Commission to be knowledgeable and supportive on matters involving the Ag 3 operation of the WEC when such matters come before the Commission.

WHY ARE YOU BRINGING THIS BEFORE THE BOARD NOW:

On May 1, 2023, the Ag 3 Director appeared before the Commission on behalf of the Ag 3 Board to explain the proposed updated version of the Rules. As a result of some public commentary directed toward the Commission, there were questions about the proposed Rules, including transparency regarding the concessionaire approval process and the percentage concessionaires are charged for selling food on the Events Complex. The Rules were then brought back to the Ag 3 Board for further consideration.
The Ag 3 Board entertained public discussion and feedback on the proposed Rules from the public during its regular monthly meeting on May 10, 2023. Following the informative exchange and consideration of the comments made by the public and considering the Commission comments, the Ag 3 Board approved a revised version of the Rules which will be implemented on July 1, 2023, and is presented to the Commission for their understanding and support.
As a result of the Ag 3 May 10, 2023 Board meeting discussion, there appears to be Board support to revisit the percentage charged to outdoor self-contained mobile/temporary food concessionaires. The recommendation is to reduce the percentage fee from 12% to 10% for those concessionaires meeting the outdoor self-contained mobile/temporary food concessionaire criteria. The recommended fee change is added to the attached Rules (note in the aqua colored sections at pages 4-5, and page 3 of the WEC Fee Schedule). The percentage reduction recommendation will be on the Ag 3 Board June 14, 2023 meeting agenda for formal approval. To avoid having to come back to the Commission a third time regarding the

Rules, it is recommended the Commission accept the Rules with the 12% to 10% fee reduction along with the other modifications, in red, made since the May 1, 2023 Commission meeting, contingent on Ag 3 Board formal approval of the fee reduction anticipated at their June 14, 2023 meeting.

PREVIOUS ACTION:
The first updated version of the Winnemucca Events Complex Facility Rental Handbook Rules, Regulations & Fees was submitted to the Commission for acceptance and was referred back to the Ag 3 Board for further consideration in light of the comments from the public and the Commission.

HAS DISTRICT ATTORNEY REVIEWED AGREEMENT/CONTRACT IF APPLICABLE:
N/A

FISCAL IMPACT IF APPLICABLE:
There will be no additional cost incurred from the implementation of the proposed Rules. The revised fee structure for various uses of the facility will generate additional revenue which is used to defray costs of operating the facility.

RECOMMENDATION:
The Ag 3 Board recommends the Humboldt County Commission support and accept the revised WEC Facility Rental Handbook Rules, Regulations & Fees containing the changes, delineated in red print, approved by the Ag 3 Board at its May 10, 2023, meeting, and the additional proposed revisions reducing the outdoor self-contained concession fee percentage from 12% to 10%, delineated in aqua, contingent upon Ag 3 Board approval at its June 14, 2023 meeting.

LIST SUPPORTING DOCUMENTS IF APPLICABLE:
Copy of the Winnemucca Events Complex Facility Rental Handbook Rules, Regulations & Fees

POSSIBLE MOTION:
Motion to support and accept the revised Winnemucca Events Complex Facility Rental Handbook, Rules, Regulations & Fees to be effective July 1, 2023, as submitted by the Agricultural District #3 Board with the proposed change to reduce the outdoor food concessionaire fee percentage from 12% to 10% contingent upon formal approval by the Ag. District #3 Board.

WINNEMUCCA EVENTS COMPLEX
FACILITY RENTAL HANDBOOK
RULES, REGULATIONS & FEES

INTRODUCTION
The Winnemucca Events Complex (WEC) is owned by Humboldt County (County) and managed under the direction of the Agricultural District # 3 Board (Board). This handbook contains the Board adopted and County accepted Rules, Regulations & Fees which govern the use of any or all WEC facilities and are expressly incorporated into and made a part of each License Agreement for use of the WEC. Licensees must refer to the duly executed License Agreement to determine the specific contractual rights and responsibilities of each of the parties. It is the responsibility of the Licensee to educate Licensee employees, exhibitors, vendors, and/or participants on these rules and regulations. The term "WEC" as used herein includes, when the context requires, the Board and/or the Board's designated representative.

POLICY CHANGES
The Board reserves the right to modify, change, and interpret these Rules, Regulations & Fees and determine finally all questions and differences with respect thereto, arising out of, connected with, or incident to the Licensee's use of the facilities. Reasonable efforts will be made to notify Licensee of any such modifications or changes.

BOOKING, MAILING & DELIVERY ADDRESS

Event Booking Address:	**Mailing Address:**	**Delivery Address:**
Winnemucca Convention Center	Winnemucca Events Complex	Winnemucca Events Complex
50 West Winnemucca Blvd.	50 West Winnemucca Blvd.	1000 Fairgrounds Rd.
Winnemucca, NV 89445	Winnemucca, NV 89445	Winnemucca, NV 89445

CONTACT NUMBER
Event Booking Office: (775) 623-5071, Fax (775) 623-5087
Winnemucca Events Complex Office: (775) 623-2220
Email: kim@winnemucca.com, or website: www.winnemucca.com

BUSINESS HOURS
The normal WEC business office hours are 8:00 a.m. - 5:00 p.m., Monday through Friday, except for holidays.

WEC FACILITY HOURS
The normal WEC facility hours are 8:00 a.m. – 5:00 p.m., Monday through Friday, except for holidays.

LICENSE AGREEMENT
No organization or person may use any portion of the WEC for an organized event/activity without having first signed a License Agreement. A License Agreement must be signed by the Licensee and by an authorized representative of WEC, prior to the Licensee beginning any activities on the facilities. The License Agreement must also contain the names and signatures, authorized by the Licensee, to sign for incidentals that may be charged to the Licensee.

BASIC FACILITIES
The rental of WEC facilities provides only the basic building and/or facility and includes general designated areas, restrooms, and normal utilities. Rental does not include any electrical needs beyond the facility lighting, heat/air, and readily available single phase, 120 volt 20 amp outlets; for more information on utility and other charges, see the current WEC Facility Rental Handbook Fee Schedule.

RENTAL FEES
Rental fees will conform to the current WEC Facility Rental Handbook Fee Schedule and there is reserved to the WEC the right to modify the rental fees for priority use events.

USAGE HOURS
Facility usage charges shall apply to any periods of occupancy between the hours of 7:00 am and 12:00 am. No event shall be permitted to continue after 11:30 pm unless prior written approval has been granted by WEC

management. The building must be cleaned and vacated by 12:00 am. Applicable overtime costs will be charged unless all premises are vacated and secured by the time specified in the License Agreement.

PRIORITY USE

The highest priority of use of the Winnemucca Events Complex is for events that primarily bring persons from out-of-county, and thereby contribute to the economic well-being of the entire county. Licensee use of the facility may be canceled by the WEC at any time up to 180 days before Licensee's scheduled event in case facilities are required for an out-of-county function. In such event, WEC will make reasonable efforts to relocate the canceled event to another facility but shall be under no duty to find another facility and shall have no liability for such cancellation or failure to find an alternate facility. A refund of 100% of all monies deposited by Licensee will be made in case of an authorized cancellation by the WEC.

BOOKING & RESERVATIONS FOR NEW EVENTS

The WEC accepts contractually binding bookings up to twelve (12) months in advance. New events are booked on a firm basis when the first License Agreement payment has been received by the WEC booking office.

BOOKINGS & RESERVATIONS FOR EXISTING, ANNUAL/RETURNING EVENTS

A reasonable effort will be made to reschedule annual/returning events in good standing on the corresponding dates for the following year. In the event the dates requested are not available, the WEC will work with the Licensee to provide alternate dates. A Licensee desiring to reschedule an annual/returning event for the following year must make written request to the WEC booking office within thirty (30) calendar days following the last day of the event. It is the Licensee responsibility to initiate and submit the written request. Upon receipt of the request, the applicant will be sent a License Agreement, which must be signed and returned with the required deposit within ten (10) business days. Failure to do so will result in the date being released. The WEC will not be held responsible for events cancelled because of failure to comply with the foregoing requirements.

SCHEDULING

Scheduling is at the sole discretion and right of the WEC, and the WEC reserves the right to refuse and/or cancel dates for an event that has potential to endanger spectators, participants, or WEC facilities/property. If two or more qualified individuals or organizations make a request for the same facility and date, on the same day, the successful applicant will be determined by lottery draw. A representative from each party will be invited to participate in the lottery process.

FEE PAYMENT SCHEDULE

The Licensee shall pay to the WEC, a sum based on the facilities licensed, plus costs and incidental charges for the use of the WEC facilities as follows:

1. Contracts executed 90 or more days prior to the event.
    a. Fifty percent (50%) of the contract amount shall be paid upon execution of the License Agreement.
    b. The contract balance shall be paid no later than 90 days prior to the first day of the event.
2. Contracts executed less than 90 days prior to the event.
    a. The entire contract amount shall be paid upon execution of the License agreement.

Upon event approval a License Agreement must be signed and returned with the required deposit within ten (10) business days. Failure to do so will result in the date being released. It is the Licensee's sole responsibility to ensure that the License Agreement and deposit are returned in a timely manner. Failure to timely make subsequent fee payments when due may result in the date being released. All payments made less than fourteen (14) days prior to the first day of the event must be made by money order or cashier check. Any additional charges incurred during an event shall be paid within five (5) working days following the event.

CANCELLATIONS

If an event is cancelled, the Licensee must notify the WEC in writing. If the written notice is received by the WEC sixty (60) days or more prior to the first day of the event, the Licensee shall forfeit twenty-five percent (25%) of the contract amount plus the amount of any costs and incidental charges incurred by the WEC in preparing for the event, and the remaining contract balance held by the WEC will be refunded. If the written notice is received by the WEC less than sixty (60) days prior to the first day of the event, the entire amount paid by the Licensee shall

be forfeited, and the Licensee shall remain fully liable for any remaining balance on the contract as well as all costs and incidental charges incurred by the WEC in preparing for the event.

CHARITABLE NON-PROFIT GROUPS

A non-profit group, entity or organization registered in the State of Nevada which is either recognized as exempt under section 501(c)(3) of the Internal Revenue Code as amended, or is organized for a public or charitable purpose and which upon dissolution must distribute its assets to the United States, a state, or a person which is recognized as exempt under section 501(c)(3) of the Internal Revenue Code as amended, may qualify for the non-profit rental fee established for each facility. Non-profit groups, entities or organizations shall not be permitted to subcontract their non-profit status for use by a commercial enterprise. WEC will make the final determination of an event being classified as "non-profit" or "commercial" based on the purpose for which the facility is being used.

INSURANCE REQUIREMENTS

Every Licensee and every person, group, entity or organization hosting an event at the WEC must have a general liability policy that shall be in effect throughout the occupancy of the premises (set-up, event, dismantle), which shall be at least $500,000 Combined Single Limit, covering bodily injury and property damage, depending on facility usage. Additional coverage amounts may be required depending on the nature of the event or activity.

THE AGRICULTURAL DISTRICT #3 BOARD SHALL BE NAMED CERTIFICATE HOLDER AND THE WINNEMUCCA EVENTS COMPLEX, HUMBOLDT COUNTY, ITS OFFICERS, DIRECTORS, AGENTS, AND EMPLOYEES SHALL BE ADDITIONAL INSUREDS. Certificates will not be accepted if they do not include the additional insureds exactly as stated.

The WEC must be notified at least fourteen (14) calendar days in advance of any reduction in or cancellation of the coverage.

Certificate showing compliance with the above requirements must be submitted to the WEC booking office at least fourteen (14) calendar days prior to the event. Failure to submit an acceptable insurance certificate will result in cancellation of the event.

- WEC reserves the right to request a complete text of the liability policy.
- All significant limitations and exclusions must be identified and included in the certificate of insurance.
- WEC reserves the right to reject any certificate of insurance or other evidence of coverage if in the WEC opinion such coverage does not meet WEC standards or comply with WEC insurance requirements.
- WEC may at its sole discretion require higher limits of bodily injury and property damage liability insurance depending on exposure of risk.

SET-UP & DISMANTLE

Subject to staff and manpower availability to set-up and dismantle the facilities, Licensee may be permitted up to four (4) hours of set-up time prior to an event for each full day the premises are rented. If an event is scheduled prior to the Licensee event, the WEC will endeavor to make the facility available as soon as possible. Normal set-up hours are 8:00 am to 5:00 pm, Monday through Friday, excluding holidays. To ensure sufficient set-up time, the Licensee may reserve the day prior to the event and pay the established set-up fee. An event must be dismantled, and the facilities cleaned and vacated within the time allotted per the Licensee Agreement. If additional time is anticipated, arrangements must be made in advance. WEC reserves the right to adjust set-up and dismantle times as necessary.

NSF CHECKS

Upon return of any check for insufficient funds, the Licensee must pay all fees by cashier check or cash. In addition, a $25.00 fee will be charged for all returned checks.

LATE CHARGES

Payments postmarked or delivered seven (7) business days after the payment due date will be charged a late penalty of $25.00. Accounts thirty (30) calendar days past due will pay interest at the rate of one percent (1%) per month on the outstanding balance.

CONCESSION & CATERING SERVICE

No concessionaire or caterer may use any portion of the WEC for the purpose of offering products or services for sale or display without having first submitted a completed application form and obtaining a fully executed WEC Kitchen, Concession, Catering & Bar License Agreement. **The WEC retains all concession rights for the sale of food and beverages on and about the facilities and premises and reserves the right to assign concession privileges and to establish and collect charges payable in consideration of the assignment of concession privileges** (normally 10% - 15% of gross food and bar receipts). Each WEC Licensee has the option to determine which concessionaire(s)/caterer(s) they desire to have provide food service during their event. The Licensee may choose from a list of pre-approved concessionaires/caterers or recommend one that may not be on the list. Licensees must submit in writing their preferred concessionaire(s)/caterer(s) to the WEC Booking Office not later than 60 calendar days prior to the start of their event. All concessionaires/caterers must meet all WEC requirements and be approved not later than 30 calendar days prior to the start of the event. Licensees are required to have each of their proposed concessionaire(s) and/or caterer(s) contact the WEC booking office to ensure that all required documents are in place, and have a fully executed WEC Kitchen, Concession Catering & Bar License Agreement and Certificate of Insurance in place for that particular event.

Concessionaire/Caterer Vendor List pre-approval requirements

To be included on the WEC Concession/Caterer Vendor List, each concessionaire/caterer must: (1) complete the WEC Concession/Caterer Application Form; (2) possess and provide copies of: all required Nevada State Health Department permits; City of Winnemucca Business License; Liquor License (if required); and, a Certificate of Insurance naming Ag District #3 and Humboldt County as additional insured; and, (3) be and remain in good standing with the WEC. ~~Concession service is defined as the sale of food and beverages such as hamburgers, hot dogs, sandwiches, pizza, tacos, salad, soup, pastries, breakfast items, water, soft drinks, alcoholic beverages, coffee, etc.~~ ~~**The WEC retains all concession rights for the sale of food and beverages on and about the facilities and premises and reserves the right to assign concession privileges and to establish and collect charges payable in consideration of the assignment of concession privileges**~~ ~~(normally 15% of gross food and bar receipts).~~ ~~Licensees may suggest a concessionaire(s) for events and shows.~~ ~~However, the WEC reserves the sole right of determination as to final concessionaire selection and location.~~ ~~Each concessionaire must sign a Concession and Exhibit Space Agreement and comply with all rules, regulations, and procedures contained therein. When alcoholic beverages are sold, the concessionaire must supply the WEC with proof of all applicable permits or licenses~~ ~~**not less than 14 calendar days prior to the event**~~.

Concessionaire/Caterer Responsibilities

Once the concessionaire/caterer is confirmed by the licensee to perform concession/catering services during the licensee event, it is the responsibility of the concessionaire/caterer to contact the WEC Booking Office to obtain a WEC Kitchen, Concession, Catering & Bar License Agreement. A License Agreement must be signed by the concessionaire/caterer and by an authorized representative of WEC, prior to the concessionaire/caterer beginning any activities on the facilities. All completed applications, documentation, certificates of insurance, and a fully executed License Agreement must be on file with the WEC Booking Office a minimum of thirty (30) calendar days prior to the first day of the event. Upon completion of the event, concessionaire/caterer will have up to five (5) working days from the last day of the event to submit a completed WEC Concession Reporting Form, and any required payment must be included with the report. Failure to abide by WEC Concession/Caterer rules, regulations, requirements, and timelines may affect current and future ability to perform services on the WEC Facilities.

Bona Fide, Non-Profit Organizations

Bona fide, non-profit organizations performing their own concession/catering functions for their own events or for their own fundraising activity are exempt from the concession food or bar fee. However, they are not exempt from normal rental and kitchen fees as established herein.

Outdoor Self-Contained Mobile/Temporary Food/Beverage Service

A self-contained mobile/temporary food/beverage service unit (Food Truck, Trailer or Temporary Structure) is a unit that contains all the necessary equipment, including power and water sources, and disposal receptacles, for the operation to function in compliance with all State of Nevada Health Department rules and regulations and possess all required state and local business licenses. All self-contained mobile/temporary food/beverage service units operating on the WEC are subject to the Winnemucca Events Complex Rules, Regulations and Fees and the location or placement of such unit on the WEC is subject to approval of the WEC Director and Director designees.

CONCESSION SERVICE
Concession service is defined as the sale of food and beverages such as hamburgers, hot dogs, sandwiches, pizza, tacos, salad, soup, pastries, breakfast items, water, soft drinks, alcoholic beverages, coffee, etc.

CATERING SERVICE
Catering service is defined as ~~A~~any private party, business, professional caterer, or organization performing catering functions (providing food and/or bar services) for other persons, groups or organizations (the "caterer client"). Every caterer using any portion of the WEC shall pay fifteen percent (15%) of the gross food and/or bar receipts arising from use of the WEC facilities ~~by the caterer~~ based upon invoices to the caterer client, whether served or prepared in WEC facilities or not. Each caterer shall furnish the WEC with a copy of each bill or invoice to a caterer client. Caterers must also pay a preparation fee for use of the kitchen before or after the day of event, if applicable. ~~Bona fide non-profit organizations performing their own catering functions for their own private meetings or conventions or for their own fundraising activity are exempt from the caterer food or bar fee. However, they are not exempt from normal rental and kitchen fees as established herein~~. All caterer property must be removed and the kitchen cleaned prior to event curfew or within 4 hours of event completion, whichever is sooner. Kitchen clean-up is to be performed according to the WEC kitchen usage and clean-up policies. If clean-up is unsatisfactory to WEC, the caterer shall be billed for the cost of required clean-up or rewashing of dishes at WEC cost plus 50%. Use of kitchen for events not held at publicly owned facilities may be restricted. ~~Caterers must adhere to all Nevada State Health Department rules and regulations, and obtain all applicable city, county, and/or state permits or licenses. All parties utilizing kitchen or bar facilities must comply with the WEC Concession, Catering, and Novelty Rules and Fees~~.

SALE OF ALCOHOL
Sale or distribution of an alcoholic beverage to a minor may, at the discretion of WEC, result in immediate closure of the bar and/or concession.

ICE AND GLASS CONTAINERS
WEC does not guarantee the availability of ~~provide~~ ice for bar, catering, or concession purveyors**.** The concession, catering, or bar purveyor must serve beverages only in plastic, paper or aluminum containers – no glass containers are allowed. Patrons attending events at the WEC are prohibited from bringing bottles, cans, and alcoholic beverages onto the premises. ~~Catering supplies may not be stored in the Event Center elevator closets. Storage in other areas must be approved in advance by the WEC~~. ~~Sale or distribution of an alcoholic beverage to a minor may, at the discretion of WEC, result in immediate closure of the bar and/or concession~~.

POWER AND WATER ACCESSIBILITY
Power and water in outdoor locations is limited. WEC will make a reasonable effort to make utilities available to concessionaires/caterers. In locations where power and water are inaccessible Concessionaire/caterer will be required to provide their own utility needs.

HEALTH AND SAFETY
To assure the health and safety for all patrons and participants, the WEC retains the sole right of determination as to final concessionaire/caterer selection and location.

~~**CATERING**~~
~~Any private party, business, professional caterer, or organization performing catering functions for other persons, groups or organizations (the "caterer client") shall pay fifteen percent (15%) of the gross food and bar receipts arising from use of the WEC facilities by the caterer based upon invoices to the caterer client, whether served or prepared in WEC facilities or not. Each caterer shall furnish the WEC with a copy of each bill or invoice to a caterer client. Caterers must also pay a preparation fee for use of kitchen before or after the day of event, if applicable. Bona fide non-profit organizations performing their own catering functions for their own private meetings or conventions or for their own fundraising activity are exempt from the caterer food or bar fee. However, they are not exempt from normal rental and kitchen fees as established herein. All caterer property must be removed and the kitchen cleaned prior to event curfew or within 4 hours of event completion, whichever is sooner. Kitchen clean-up is to be performed according to the WEC kitchen usage and clean-up policies. If clean-up is unsatisfactory to WEC, the caterer shall be billed for the cost of required clean-up or rewashing of dishes at WEC cost plus 50%. Use of kitchen for events not held at publicly owned facilities may be restricted. Caterers must adhere to all Nevada~~

~~State Health Department rules and regulations, and obtain all applicable city, county, and/or state permits or licenses. All parties utilizing kitchen or bar facilities must comply with the WEC Concession, Catering, and Novelty Rules and Fees.~~

VENDORS, NOVELTY CONCESSIONS & SPECIAL SALES

The WEC retains all concession rights for novelty and special sales on and about the facilities and premises and reserves the right to assign concession privileges and to establish and collect charges payable in consideration for the assignment of concession privileges. Concessionaires must submit a Concession Application and sign a ~~Concession and Exhibit Space Agreement~~ WEC Kitchen, Concession Catering & Bar License Agreement a minimum of 30 calendar days prior to the start of the event ~~and will be assigned~~ Licensee will work with WEC to determine specific locations from which to sell novelties and special items.

No vendor may be located in the parking lots or in front of roll-up or access doors to buildings without prior approval from WEC staff. No storage or parking by vendors of trucks and/or trailers on any of the paved parking areas without WEC approval. Each vendor must obtain and exhibit a city business license. It is the responsibility of the Licensee to coordinate the collection of the state sales tax with the Nevada Department of Taxation~~. Vendor supplies may not be stored in Event Center elevator closets. Storage in other areas must be approved in advance by the WEC.~~

SIGNS, BANNERS & ADVERTISING

All advertising space on the WEC is the exclusive property of WEC. No signs or banners are permitted on any location of the WEC without prior WEC approval. Signs and banners directing the public to an event may be placed on the day of event. All signs and banners or other advertising will be removed immediately following an event.

WEC reserves the right to sell display signs for general display inside the Event Center and the WEC. WEC will not sell sponsorship signs solely for a License event.

Licensee may display information, decorations and commercial or other banner signs which do not interfere with the visibility or otherwise detract from the WEC scoreboard or building sponsorship signs. WEC may remove or cause to be removed any Licensee display information, decorations and commercial or other banner signs which, in the judgment and sole discretion of the WEC, are deemed inappropriate or in poor taste.

ELECTRONIC BILLBOARD

The Indoor Event Center electronic billboard is available for Licensee use subject to WEC prior approval. A limited amount of Licensee copy (logos, sponsors, schedules, etc.) may be posted at no cost. More comprehensive copy/video services may be available for an additional fee. Licensee copy must be submitted not later than two weeks prior to the start of the event.

CLEANING

WEC is responsible for cleaning all facilities prior to occupancy by Licensee. Licensee shall be responsible for the cleanup of exhibitor's area and removal of any debris, packing materials, boxes, samples, stickers, tape, signs, posters, buttons, balloons, etc. from the ceilings, floors, walls and areas leading to and from the facilities. Tables and chairs are to be wiped clean and returned to their racks and all garbage and trash thrown in dumpsters located outside the buildings. Licensee is responsible for any trash left by vendors. If cleanup is performed by the WEC, the cost shall be charged to the Licensee. An additional dumpster fee may be charged for events with excessive debris.

EVENT ATTENDANT

Depending on the estimated event attendance and number of facilities used, WEC will determine the number of WEC attendants and work schedule required for the event. The cost to Licensee for attendants required to be on duty when the facility is used for an organized activity before or after normal WEC facility hours (8:00 am – 5:00 pm daily, except holidays) shall be assessed in accordance with the current Fee Schedule.

CUSTODIAL SERVICE

WEC will provide general custodial services such as the cleaning and restocking of restrooms, emptying of garbage cans, and sweeping aisles during an event. Depending on the estimated event attendance, additional custodial

attendants may be required in the sole discretion of the WEC and the cost of such additional attendants will be assessed Licensee in accordance with the current Fee Schedule.

OTHER LABOR
Other labor requirements will be determined in the sole discretion of the WEC according to the specific nature of the event and the facilities being used. The cost of such additional labor will be assessed Licensee in accordance with the current Fee Schedule.

COMMON AREAS
No portion of the sidewalks, entries, passages, vestibules, halls, elevators, ramps, stairways, or access to public utilities of the buildings or grounds shall be obstructed by the Licensee or used for any purpose than for ingress or egress to and from the premises. Doors or openings that reflect or admit light in any place in the buildings, hallways, corridors, passageways and house lighting attachments shall not be covered or obstructed by Licensee.

DAMAGE/LOSS
If any portion of the buildings, grounds, stands, fixtures and/or equipment are damaged by the act, default, or negligence of Licensee, Licensee's agents, employees, patrons or guests, or any person admitted or invited to the premises by Licensee, Licensee shall pay WEC, upon demand, such sums as are reasonably necessary to restore the premises to its condition prior to such damage. Licensee assumes full responsibility for the character, acts, and conduct of all persons admitted or invited to the premises by or with the consent of Licensee or any person acting for and with the consent of Licensee.

The use of staples, nails, tacks or cellophane tape to attach decorations to walls, ceilings, etc., is prohibited. Decorations must be removed by the Licensee following the event.

THEFT & AFTER-HOURS POLICIES
The WEC is not responsible for the loss of Licensee or exhibitor property, goods or displays by theft or any other means, including loss by fire. It is the responsibility of the Licensee, and each exhibitor or vendor, to ensure that property, goods or displays are locked and secured against loss by theft at any time the property, goods or displays are left unattended, including the hours the event or activity is not open to the public. Proper and adequate security service personnel are the sole responsibility of Licensee for Licensee events, shows or activities that feature expensive, valuable or vulnerable items, before during, and after such events, shows or activities. No person shall be, or remain, in any building on the WEC during designated locked, closed or secured times except for authorized security personnel conducting extended or overnight security, if provided, and authorized WEC personnel.

SECURITY
The WEC, in the sole discretion of the WEC, may determine if additional security requirements are reasonably necessary for the safety and protection of property, participants, exhibitors and the public attending an event. The cost of such additional security is the sole responsibility of the Licensee.

WEC EQUIPMENT
WEC equipment rental or use is limited to inventory on hand. Licensees, vendors, concessionaires, and contractors shall not operate WEC owned or controlled equipment unless specifically authorized and instructed in operation. All parties operate equipment at their own risk and liability. When needed, the equipment will be delivered to the site of usage. The Licensee will distribute and set-up the equipment as needed. Following the event, the Licensee must restack and count all equipment. Any equipment not returned will be billed to the Licensee at the current replacement cost. Any damage to equipment will be billed to the Licensee at WEC labor and materials cost, plus 10%. Licensee should count all equipment used by Licensee before and after the event and report any discrepancies to WEC immediately.

If available, one (1) 8' table and two (2) chairs will be provided for each inside vendor booth. No WEC tables or chairs are permitted outdoors. **Licensee is responsible for distributing and retrieving tables and chairs to and from each vendor booth.** Tables and chairs for the Event Center are stored in racks on the main floor.

WEC does not provide display cases.

ELECTRICAL SERVICES
No electrical wiring shall be installed, undertaken, performed, or allowed by any person, except as authorized by prior approval and subject to inspection of the WEC. WEC will provide electrical services to the extent that existing electrical facilities can accommodate the service. Depending on amount of power required and the service location, Licensee may be assessed additional fees.

KEY
WEC personnel are in custody of building keys. Upon Licensee request, and if necessary, keys may be checked out to the Licensee prior to the event. A $75.00 charge will be billed for any key not returned within four (4) calendar days following the last day of the event.

SHIPMENTS
Shipments of Licensee goods, supplies and/or materials should be scheduled to arrive at the WEC on set-up or event days. Storage space is not available for goods, supplies and/or materials shipped in advance unless Licensee receives prior approval and there is space available. Authorized shipments must be arranged in advance and a Licensee representative must be on site to sign for the shipped goods, supplies and/or materials. WEC will not be responsible for items stored in buildings before, during or after the event.

PREMISES CONDIITION/DEFECTS
The Licensee accepts the grounds, building and equipment in their present “as is” and “where is” condition. Any unsafe, hazardous, defective or unsanitary condition or concern on, about or of the WEC premises or equipment must be reported immediately to the WEC.

ACCIDENTS/INJURIES
In the event of an injury or accident, emergency aid personnel can be contacted by dialing 9-911 from a WEC telephone or 911 from a pay telephone. All accidents and injuries must be reported immediately to the WEC. Information regarding the description of the accident/injury, how the injury occurred, name and address of victim and witnesses, and first-aid given, must be provided to the WEC.

COMPLIANCE WITH LAW
Licensee, by use of the WEC, consents and agrees to provide all services, programs, or activities under the License Agreement in accordance with all applicable federal, state, and local ordinance, statutes, regulations, and requirements. Further, Licensee shall indemnify and defend WEC for any loss, expense, or damage experienced by WEC as a result of Licensee’s failure to comply with the provisions of this section. Licensee assumes sole responsibility for payment of all applicable sales taxes, licenses, permits, and inspection fees.

SMOKING/VAPING
No smoking or vaping is permitted on, in or about any WEC facility.

ANIMALS
All animals must be contained or restrained while on WEC premises. Persons having animals on the grounds must use every precaution to ensure the safety of event attendees. **All dogs must be on a leash.**

RIGHT OF CONTROL
The Board, through its director or other authorized staff, retains ultimate and final control over an event, including but not limited to, the operation of the facilities, scheduling, permanent or temporary labor, use of equipment, use of electrical power, crowd control, safety issues, sound, lighting, heating, cleanup, parking, camping, stalls, concessions and vendors. The Board has the right to reject or refuse entry to any person, and for such purposes the Licensee consents to such authority and waives any right or claim against the Board which it may have as a result of the exercise of such authority.

PROPAGANDA/DEMONSTRATIONS & OBJECTIONABLE MATERIALS
The distribution of flyers, brochures, etc., and/or the soliciting of funds will not be permitted on WEC property, including the parking lots without written permission from the WEC. All distribution of materials or soliciting of funds must be conducted within the Licensee’s contracted area and the exhibitors assigned booth space. Tacking or posting of any advertisement, bill, sign, banner or printed material to WEC property is prohibited without written

permission from the WEC. WEC may demand and effectuate the removal of any material, which in its sole discretion is considered objectionable. It is not permissible to distribute from any booth or area of the facilities anything that may be detrimental to the health or morals of the public or other material of controversial nature. WEC reserves the right to require the removal of any material and to prohibit any demonstrations it deems inappropriate or offensive to public health, safety or morals. Such matters include, but are not limited to, any materials that would be considered offensive or discriminatory to individuals on the basis of race, religion, color, national origin, disability, sexual orientation, gender identity or expression, ancestry, familial status, age or sex. Neither WEC nor any of its officers, agents, or employees shall be liable to the Licensee for any damages that may be sustained by the Licensee through the exercise of such rights.

ENTRY BY WEC

WEC, through its authorized representatives, reserves the right to enter into any WEC premises or area in use by Licensee for the purpose of monitoring compliance with the License Agreement or WEC policy, and for the purposes of repair or improvement, provided that such entry and work will not unreasonably interfere with Licensee's operation, and in all cases of emergency, as determined by the WEC.

STALLS/CAMPING

WEC shall have and retain the sole right to control all stall and campsite rental operations, including the sole responsibility for the stall/camping management, the collection of fees, stall assignments, the coordination of stall/campsite check-in, and the sale of shavings. Fees are assessed for all on-grounds stall/campsite use in accordance with the fee schedule then in effect. Licensee may charge Licensee participants a higher fee for stall/campsite use and retain the additional fees therefrom. WEC will collect all stall/campsite fees, via the WEC online reservation system and day-of-event check-in. WEC will submit the Licensee portion of revenue to Licensee following the completion of the event. Shavings are available only at the stall office. Straw is not allowed for use as bedding.

A dump station and water are available at the WEC premises.

DAY USE

WEC facilities are available for day use by individuals for non-organized and/or non-commercial activities (commercial activities include clinics, classes, lessons, etc.) during the WEC normal hours of operation, if such use does not conflict with the set-up, preparation, tear-down, and/or presentation of a licensed or otherwise authorized event or activity utilizing the WEC premises. Day use areas include all outdoor arenas, the track, and the Pavilion indoor arena. The following is the typical day use schedule; however, the schedule is subject to change and/or closure without prior notice and at the sole discretion of the WEC:

1. Outdoor arenas and track: Monday through Sunday, including holidays, from 8:00 am until 30 minutes before dark.
2. Pavilion: Monday through Saturday, excepting holidays, from 8:30 am until 4:30 pm, no exceptions.

Day use of the facility is subject to the following:

1. Licensed and authorized events have priority over day use.
2. Each user must have a current liability release form on file with the WEC.
3. Every person under the age of 18 must be accompanied by an adult.
4. Use of the WEC facilities is at the risk of each user.
5. Each user is responsible for user-caused damage to the WEC facilities.
6. Facility use is on an "as-is" basis; grounds grooming will be performed upon WEC staff and equipment availability.
7. Lights, HVAC systems, and sound equipment are not available for day use.
8. Livestock must not to be left unattended in the arenas and Pavilion.
9. Dogs must be on kept a leash at all times and are not permitted in the Pavilion.
10. Barrels, poles, or other items moved into an arena must be removed when user is done.
11. Vehicles and trailers are not permitted to park within the fire lanes adjacent to buildings, arenas, or within the posted no-parking areas unless there is prior WEC approval.
12. Any use of stalls, pens and/or campsites is subject to the daily stall, pen and/or camping fees.
13. User trash must be picked up and placed in the trash receptacles provided.
14. Failure to adhere to any day use condition result in temporary or permanent revocation of day use privileges and/or temporary closure of the WEC facilities.

QUESTIONS/COMPLAINTS

Questions, complaints or problems that cannot be accommodated by the on-duty WEC staff should be directed to the WEC Director at (775) 623-5071 or by writing to: Director, 50 W. Winnemucca Blvd., Winnemucca, NV 89445. If the question, complaint or problem is not resolved by the Director then it should be directed to the Ag. District #3 Rodeo Board during a scheduled monthly meeting, normally held at 5:30 pm on the second Wednesday of every month at the Winnemucca Convention Center. Call (775) 623-5071 to confirm the meeting date and time.

WINNEMUCCA EVENTS COMPLEX
FACILITY RENTAL HANDBOOK
FEE SCHEDULE, Proposed effective July 1, 2023

	Rental Rate	Deposit
INDOOR ARENAS		
EVENT CENTER - standard configuration with dirt arena, no bucking chutes or portable floor		
Daily rate (excludes kitchen)	$1,400/day or 12% of gross admission, whichever is greater, up to $1,800/day	$1,400
Daily rate - bona fide nonprofit (excludes kitchen)	$1,200/day	$1,000
Concourse (excludes kitchen)	$800/day or 12% of gross admission, up to $1,000/day	$700
Concourse - bona fide nonprofit rate (excludes kitchen)	$700/day	$600
Kitchen/Concessions Catering & Bar sales included	$150/day or 15% of gross receipts, whichever is greater	$150
Kitchen - bona fide non profit Catering & Bar sales included	$150/day	$150
Novelty sales	15% of gross novelty sales	
Electronic Billboard	To be negotiated, depending on services provided	
Kitchen cleaning charges (if necessary)	Cost to clean plus 50%	
Building cleaning charges (if necessary)	Cost to clean plus 50%	
Event set up day (excludes kitchen)	50% of daily rental fee	
Additional set ups (bucking chutes, floor, sand, etc.)	Cost of set up	
PAVILION		
Daily rate	$600/day or 10% of gross admission, whichever is greater, up to $900/day	$600
Daily rate - bona fide nonprofit	$500/day	

OUTDOOR ARENAS		
LEIGHTON ARENA (Arena #1)		
Grandstand & Arena/Track (excludes kitchen)	$600/day or 10% of gross admission, whichever is greater, up to $900/day	$400
Grandstand & Arena/Track Bona fide nonprofit (excludes kitchen)	$500/day	$350
Grandstand kitchen/ concession fee, Catering & Bar sales included	$60/day or 12% of gross receipts, whichever is greater	$60
Novelty Sales	15% of gross novelty sales	
Kitchen cleaning charges, if necessary	Cost to clean plus 50%	
Event set up day (excludes kitchen)	50% of rental fee	
Additional set ups (bucking chutes, floor, sand, etc.)	Cost of set up	
ARENA #2		
Daily rate	$250/day or 10% of gross admission, whichever is greater, up to $400/day	$250
Daily rate - all inclusive bona fide nonprofit	$200/day	$200

	Rental Rate	Deposit
OUTDOOR ARENAS - continued		
ARENA #3		
Daily rate	$150/day or 10% of gross admission, whichever is greater, up to $400/day	$150
Daily rate - bona fide nonprofit	$100/day	$100

SUPPORT FACILITIES		
KIRK DAY EXHIBIT HALL		
Daily rate, includes meeting rm (excludes kitchen)	$500/day or 10% of gross admission, whichever is greater, up to $750/day	$500
Daily rate, includes meeting rm Bona fide nonprofit (excludes kitchen)	$400/day	$500
Main Hall only (excludes kitchen)	$400/day or 10% of gross admission, whichever is greater, up to $600/day	$500
Main Hall only - bona fide nonprofit (excludes kitchen)	$350/day	$500
Meeting Room only (excludes kitchen)	$200/day or 10% of gross admission, whichever is greater, up to $450/day	$300
Meeting Room only - bona fide nonprofit (excludes kitchen)	$150/day	$300
Exhibit Hall Kitchen/Concessions Catering & Bar sales included	$50/day or 12% of gross receipts, whichever is greater	$50
Novelty Sales	15% of gross novelty sales	
Kitchen cleaning charges, if necessary	Cost to clean plus 50%	
Building cleaning charges, if necessary	Cost to clean plus 50%	
Event set up day	50 % of rental fee	
LIVESTOCK BARN		
Livestock barn as configured, w/ livestock pens	$75/day	$75
Exhibit Hall Lawn Areas	TBD	
PARKING LOTS		
Parking Lot #1 - Paved	$150/day or 10% of gross sales, whichever is greater, up to $300/day	$150
Parking Lot #1 - Paved - bona fide nonprofit	$150/day	$100
Parking Lot #2 - Paved	$250/day or 10 % of gross sales, whichever is greater, up to $375/day	$250
Parking Lot #2 - Paved - bona fide nonprofit	$200/day	$200
Parking Lot #3 - Paved	$250/day or 10 % of gross sales, whichever is greater, up to $375/day	$250
Parking Lot #3 - Paved - bona fide nonprofit	$200/day	$200

WINNEMUCCA EVENTS COMPLEX
FACILITY RENTAL HANDBOOK
FEE SCHEDULE, Proposed effective July 1, 2023

	Rental Rate	Deposit
ALL OUTDOOR AREAS		
Outdoor self-contained mobile/temporary food concession trailer fee	10% of gross sales	

Vendor/Trade Show Fees		
10' x 10' space	$40/event	

STALLS & CAMPING		
Stalls & Pens		
Horse stalls & livestock pens	$20/day	
**Only shavings may be used as bedding. Limited amount of shavings available for additional fee. Reduced stall/pen fees may be negotiated for multi-year events. WEC retains the sole right to control all stall/pen rental operations.		
Cattle Holding Pens	To be negotiated.	
WEC Camping		
Camping at the Winnemucca Events Complex is limited to those participating in or attending an event or activity on the facilies. This includes the overnight stalling of livestock.		
Campsites w/ electricity and/or sewer	$30/night	
Dry camping - anywhere on facility	$15/night	
Dump station	Free with overnight camping fee or $10/dump for non-camper.	
Reduced camping fees may be negotiated for multi-year events. WEC retains the sole right to control all camping rental operations.		

EQUIPMENT		
Tables - on the grounds	No charge - limited to availability	
Tables - off the grounds	WEC does not provide tables for private off-grounds use	
Chairs - on the grounds	No charge - limited to availability	
Chairs - off the grounds	WEC does not provide chairs for private off-grounds use	
Portable bleachers - on the grounds	No charge - limited to availability	
Portable bleachers - off the grounds	$25/event/bleacher	
Portable stages - 14' x 50' - on the grounds	Cost to set up, if required	
Portable stages - 14' x 50' - off the grounds	$50/event/stage	
Stage platforms - 4' x 8' x 4' - on the grounds	$5/platform	
Portable bucking set up	$400	
Install/remove plastic floor	$1,800	
Install/remove basketball floor (in addn. to plastic floor)	$700	
Add'l equipment charges - tractors, water truck, etc.	Additional fees may be required for excessive use of WEC equipment.	

WINNEMUCCA EVENTS COMPLEX
FACILITY RENTAL HANDBOOK
FEE SCHEDULE, Proposed effective July 1, 2023

	Rental Rate	Deposit
LABOR CHARGES		
Labor charges for WEC employees.		
7 am - 7 pm Monday thru Sunday, except holidays	$35/hour/employee	
7 pm - 7 am Monday thru Sunday, all holidays	$50/hour/employee	
Custodial Services - These services may be required for large events	Actual charges	
Trash removal - additional fees may be charged for events generating large amounts of debris	Actual charges	

HUMBOLDT COUNTY

50 W. 5th Street
Winnemucca, Nevada 89445
www.humboldtcountynv.gov

STAFF AGENDA REQUEST

DATE: May 22, 2023

TO: County Commission

FROM: Kim Petersen, Director

SUBJECT: WEC Grandstand Decking/Walkway Repairs/Replacement

REQUESTED AGENDA DATE: June 5, 2023

SUMMARY AND BACKGROUND:
The wooden walk-way planks and the wooden infrastructure that holds up the walk-way, located in the WEC Outdoor Grandstands, have deteriorated to the point that the walk-way is sagging in places. Staff has done what they can to shore up the walk-way, but a tripping hazard still exists. As a safety matter, the entire decking and infrastructure need to be replaced.

WHY ARE YOU BRINGING THIS BEFORE THE BOARD NOW:
It is the assessment of the Ag. District #3 Board and staff that the repairs need to be made as soon as possible to mitigate continued damage and possible injuries.

PREVIOUS ACTION:
Staff has been working for the last several months to obtain two qualified estimates to perform the repairs. It has been very difficult to find contractors that have available time to take on more projects.

HAS DISTRICT ATTORNEY REVIEWED AGREEMENT/CONTRACT IF APPLICABLE:
Estimates and capital project checklist have been sent to the District Attorney for review.

FISCAL IMPACT IF APPLICABLE:
The funds needed for these repairs were not included in the Ag. District #3's FY2022/23 Budget. The Ag. District #3 Board has sufficient funds available to perform the work in FY2022/23. Not knowing if we would be able to get to the project in FY2022/23, the Ag. District #3 Board has included it in their FY2023/24 Budget.

RECOMMENDATION:
Approve the lowest estimate received from Magana & Sons Construction in the amount of $28,000.

LIST SUPPORTING DOCUMENTS IF APPLICABLE:
Capital Project Checklist
Memo to all interested contractors

List of contractors memo sent to
Proposal from Magana & Sons Construction
Estimate from Michael Clay Corporation

POSSIBLE MOTION:
To support Ag. District #3's request to proceed with the repairs to the WEC Outdoor Grandstand by accepting the proposal from Magana & Sons Construction in the amount of $28,000.

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 WEC Outdoor Grandstand Deck Repair/Replacement

Budgeted Amount $0

Fund 73

Line Item _____

[X] 1 Check your budget to make sure the specific asset was approved in the budget process. If your're unsure contact the Comptroller's office. *Not in current budget

[X] 2 Contact District Attorney's Office (Kevin Pasquale or Mike Macdonald) via email with project details to ascertain specific requirements per NRS 332 (See below)

[ ] 3 **NRS 332.043-332.148 (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 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 date of execution of the contract (Two bids received and attached)

d. Exceptions to requirements for competitive solicitation:

List NRS: _____

List Specific Reason: _____

6/24/2023

Michael Macdonald

DA's Office Signature

[ ] 4 File all procurement documentation with the County Manager's office (ie. All solicitations, responses, proof of publication and this checklist).

_____
Date received by Admin

[ ] 5 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

[ ] Notify County Clerk if item purchased needs to be put on county insurance. _____ Date Clerk notified

[ ] Submit voucher to County Manager for signature.

_____
Date voucher approved by Admin

[ ] 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)

Winnemucca

There's More Than Meets The Eye.



Memorandum

DATE: May 3, 2023

TO: All Interested Contractors

FR: Kim Petersen
Director

RE: WEC Outdoor Grandstands

The Agricultural District 3 Board is seeking bids to replace the walkway decking in the outdoor grandstands on the Winnemucca Events Complex (Fairgrounds). The work would need to be completed by the end of July, 2023.

If you are interested in the project, please contact me at 775-421-8781 prior to May 12, 2023, to schedule a site visit.

Thank you for your time and interest.

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
www.winnemucca.nv.us

Business Name	Address	City	State	Zip
JR Builders	3005 Potato Rd.	Winnemucca	NV	89445
Michael Clay Construction	8 E. Haskell St.	Winnemucca	NV	89445
Sonoma Construction	700 W. National Ave.	Winnemucca	NV	89445
Stoney Basin	4360 Maxine Dr.	Winnemucca	NV	89445
Miller Construction	4602 Grass Valley Rd.	Winnemucca	NV	89445
Javier Iroz Construction	244 W. 4th St.	Winnemucca	NV	89445
MT Construction	P.O. Box 3022	Winnemucca	NV	89446

Proposal / Contract

Magana & Sons Construction

P.O. Box 1765

Winnemucca NV, 89446

(775)625-1936

Lic#0071137 Lic#0071529

Lic#0076849 Lic#0075325

PROPOSAL SUBMITTED TO: Fairgrounds

STREET:

CITY, STATE, ZIP CODE: Winnemucca NV 89445

DATE:05/09/2023

We herby submit specifications and estimates for: wood deck

This includes : remove old damaged wood deck floor ,replace new floor wood joist and install 74"X160 feet decking with DF wood .

This estimate does not include steps ,paint or stain .

We propose herby to furnish material and labor-complete in accordance with above specifications.

For the total sum of $28,000.00

ACCEPTANCE OF PROPOSAL/CONTRACT

Fairgrounds_____

Magana & Sons Construcción DBA Emilio Magana_____

Michael Clay Corporation

410 E. Minor Street [mail]
8 E. Haskell St. [FedEx]
Winnemucca, Nevada 89445
775-623-4488
License #4548

Estimate

Date	Estimate #
5/11/2023	1
Customer	**Job**
Kim Petersen	Walkway Decking

Customer Information
Kim Petersen WCVA 50 W. Winnemucca Blvd Winnemucca, Nevada

Description	Qty	Rate	Amount
WCVA - WEC OUTDOOR GRANDSTANDS WALKWAY DECKING. 1000 FAIRGROUNDS RD. WINNEMUCCA NEAVDA			
Remove & Replace existing bleachers walkway planks (approx. 7' x 200') Doug Fir or better. Re-inforce existing north side bearing ledage boards and Re-establish 4x8 joists as new structural support for new walking sureface planks Doug Fir #2 or better.			
Item, per	1	61,710.00	61,710.00
*Project Subtotal			61,710.00
*Project Total			61,710.00
		Total	61,710.00

HUMBOLDT COUNTY

50 W. 5th Street
Winnemucca, Nevada 89445
www.humboldtcountynv.gov

STAFF REPORT

DATE: May 15, 2023

TO: Humboldt County Board of Commissioners

FROM: Don Kalkoske, Public Works Director

SUBJECT: Authorization to Solicit Quotes and Purchase a Used Dump Truck or Semi Tractor

REQUESTED AGENDA DATE: June 5, 2023

SUMMARY

The Public Works Department is requesting to solicit quotes from equipment dealerships and to purchase a quality used dump truck or semi tractor. If we end up purchasing a semi tractor, we will take that vehicle or another in the fleet and install a dump bed onto to obtain the needed dump truck.

WHY ARE YOU BRINGING THIS BEFORE THE BOARD NOW:

The Public Works Department has budgeted $150,000.00 for the 2022-2023 FY to purchase dump truck / plow and sander to provide road maintenance and a standard level of service for the county tax payers and road users.

PREVIOUS ACTION

Budget approval

BACKGROUND

The Public Works Department maintains the road system of Humboldt County and uses dump trucks for said maintenance. The only dedicated dump truck we have is a 1994 MY unit with several hundred thousand miles. The vehicle has become burdensome to the Department as the unit has drive train issues, burns a lot of oil and the bed is rotting out and in need of replacement. Mechanics have attempted to remedy the issues and have replaced all the normal wear items that would cause the wandering, however the issue still remains. For the oil usage, the whole engine would need to be sent off for a rebuild or a factory rebuild acquired at a cost of nearly $20,000. We are also finding it difficult to obtain parts for this obsolete unit.

Solicitations have not been advertised, rather Public Works is requesting authorization to request at least 2 quotes pursuant to NRS 332.063 and to negotiate in good faith in the amount of no more than $100,000.000 in the event that a prime piece of used equipment is discovered at a reputable dealer.

FISCAL IMPACT

In the 2022-2023 Budget, the Public Works Department has allocated $150,000.00 for the purchase of a dump truck/sander. With increasing costs and availability of units, we have decided to review used options to stay within our budgetary constraints. Additionally, we are looking at the possibility of purchasing a used tractor and installing a new or used dump bed on the unit or another unit within the fleet.

RECOMMENDATION

No quotes have been received at this time for dump trucks, however, for the County economy and efficiency, the Public Works Department recommends that the County be prepared to negotiate in good faith and to have the authority to purchase quality equipment when it is readily available as it is difficult to procure used equipment in a timely manner. Public Works will provide the quotes and comparable quotes of similar equipment if an acceptable unit is found. It is recommended that the Board of County Commissioners approve Public Works Department to purchase quality used dump truck or semi tractor for no more than $100,000.00.

POSSIBLE MOTION Should the Board agree with Staff's recommendation; a possible motion would be: "move to approve the good faith negotiation and the purchase of a semi tractor or dump truck in an amount not to exceed $100,000.00"

AGENDA ITEM #

HUMBOLDT COUNTY

50 W. 5th Street
Winnemucca, Nevada 89445
www.humboldtcountynv.gov

AGENDA REQUEST FORM

DATE: May 23, 2023

TO: County Commission

FROM: Kevin Pasquale, District Attorney

SUBJECT: Addendum to Contract

REQUESTED AGENDA DATE: **June 5. 2023**

SUMMARY AND BACKGROUND:
Addendum to current contract with Lexis Nexis

WHY ARE YOU BRINGING THIS BEFORE THE BOARD NOW:
Release of this new Microsoft Office tool was just brought to our attention. Several attorneys requested we purchase this new feature to assist them in drafting, researching and reviewing legal documents with efficiency and accuracy.

PREVIOUS ACTION:
None

HAS DISTRICT ATTORNEY REVIEWED AGREEMENT/CONTRACT IF APPLICABLE:
Yes

FISCAL IMPACT IF APPLICABLE:
The cost of this new feature is $22 per month, per user. We are looking at adding 3 users.

RECOMMENDATION:
Approve the Addendum to the current contract with Lexis Nexis.

LIST SUPPORTING DOCUMENTS IF APPLICABLE:
Attached is a copy of the addendum to the contract showing the add on of the new Microsoft Office tool and the 3 users.

POSSIBLE MOTION:
Move to approve the Addendum to the current Lexis Nexis Contract to add on the Microsoft Office Tool as presented.

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LEXIS® ADD-ON ADDENDUM FOR STATE/LOCAL GOVERNMENT

"Subscriber" Name: Humboldt County, Nv District Attorney
Account Number: 100000OGD
"LN": LexisNexis, a division of RELX Inc.

This Add-On Addendum ("Addendum") amends and supplements the terms of the Lexis® Subscription Agreement entered into between LN and Subscriber (the "Agreement").

1. Term: This Addendum will begin on 07/01/2023 and be coterminous with the Agreement.

2. Services or Number of Users to Be Added: The purpose of this Addendum is to add Lexis® content or Authorized Users (or both) as indicated below.

Check applicable box:

☒ **Added Lexis Content & Features:**

Lexis+ Content & Features		
Features & Content to Be Added	**Source/Menu No. Or SKU**	**Number of Users**
Lexis® for Microsoft® Office with Document Tools	1000761	3

Committed Term (Must Run Coterminous with The Agreement)			**New Monthly Commitment**
Beginning 07/01/2023	to	11/30/2023	$ 700
Beginning 12/01/2023	to	11/30/2024	$ 725
Beginning	to		$
Beginning	to		$

☐ **Adding Authorized Users:**

Subscriber certifies that the number of government professionals in Subscriber's organization that Subscriber is adding to the Agreement is as set forth below. A "Government Professional User" is defined as an attorney, judge, librarian, researcher, investigator or analyst who is employed by the Subscriber.

Number of Government Professional Users to be Added	**Per User, Per Month Add-On Rate (to be Added to Monthly Commitment)**
	$

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3. Miscellaneous:

3.1 All capitalized terms not defined herein will have the meanings ascribed to them in the Agreement.

3.2 Acceptance by LN may be evidenced by signature, issuance of LN IDs or granting access to the additional content or users.

3.3 Except as expressly modified by this Addendum, all other terms and conditions of the Agreement will remain in full force and effect and unaffected by this Amendment. In the event of a conflict or inconsistencies between the Agreement and this Addendum, this Addendum will control.

LexisNexis®

LEXIS® ADD-ON ADDENDUM FOR STATE/LOCAL GOVERNMENT

AGREED TO AND ACCEPTED BY:

Subscriber:	**Humboldt County, Nv District Attorney**
[Must be Completed by Subscriber]	
Authorized Subscriber Signature:	
Printed Name:	
Job Title:	
Date:	

LexisNexis, a division of RELX Inc.

	[Completed by LexisNexis]
Authorized Signature:	
Name:	
Job Title:	
Date:	

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LEXIS® *FOR* MICROSOFT OFFICE® ADDENDUM

(Lexis/Lexis+ Agreement)

"Subscriber": Humboldt County, Nv District Attorney	**"LN"**: LexisNexis, a division of RELX Inc.

This **Lexis *For* Microsoft Office** Addendum (the **"Addendum"**) between LN and Subscriber is intended to revise the LN subscription agreement for the Lexis® or Lexis+TM online research services (the **"Agreement"**) previously or simultaneously executed between the parties by adding to the Agreement the terms and conditions listed below. It is expressly understood by Subscriber that the Lexis for Microsoft Office services cannot be accessed unless the Subscriber has an existing subscription to Lexis or Lexis+. This Addendum therefore serves to supplement and is hereby appended to the Agreement to provide Lexis for Microsoft Office features and content.

LN and Subscriber agree to supplement the Agreement as follows:

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4. **MISCELLANEOUS**
   Except as expressly revised in this Addendum, all other terms and conditions of the Agreement will remain in full force and effect. If there are any conflicts or inconsistencies between this Addendum and the Agreement, this Addendum will control.

LN's acceptance of this Addendum may be evidence by LN's fulfillment of this Addendum and the Agreement to which this Addendum supplements.

AGREED TO AND ACCEPTED BY:

Subscriber:	**Humboldt County, Nv District Attorney**
[MUST BE COMPLETED BY SUBSCRIBER]	
Authorized Subscriber Signature:	
Name:	
Job Title:	
Date:	

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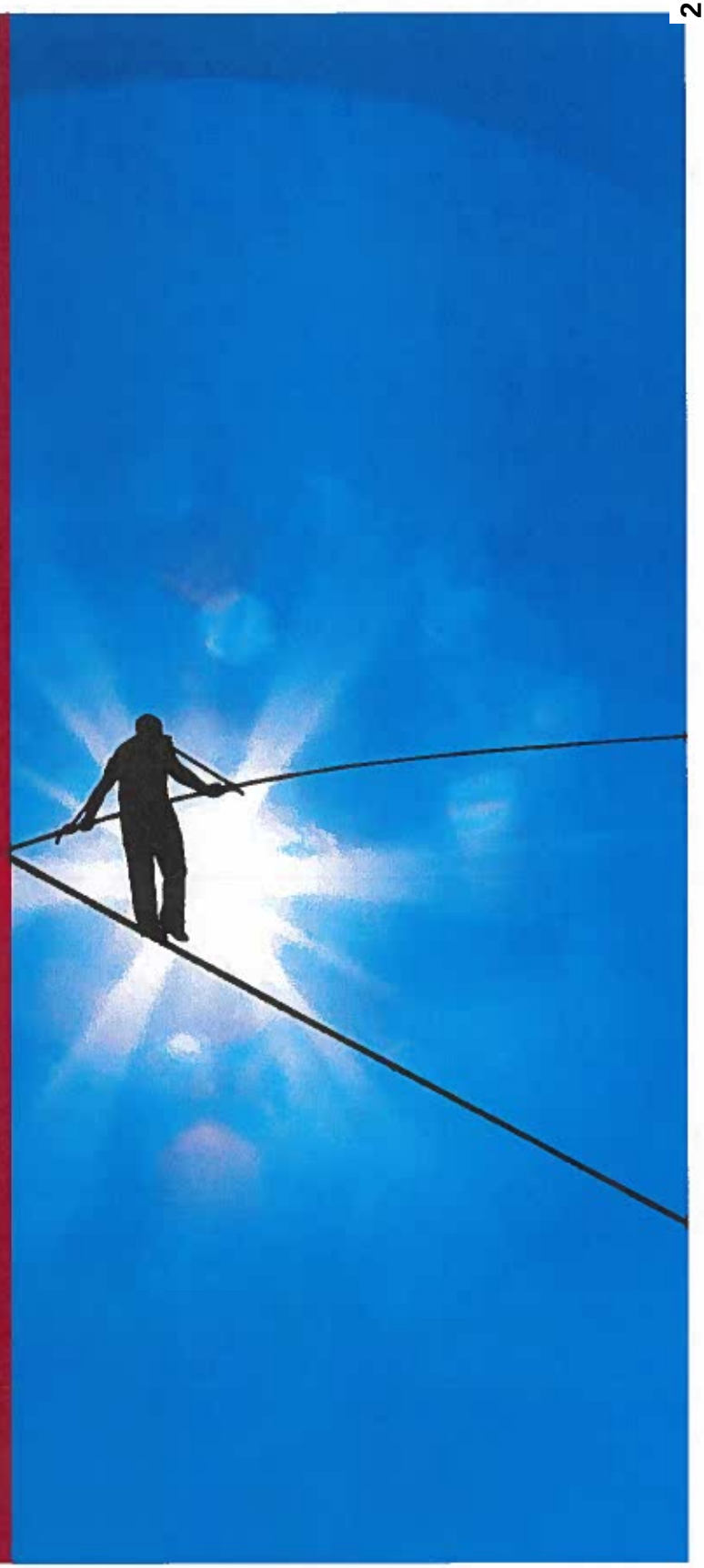

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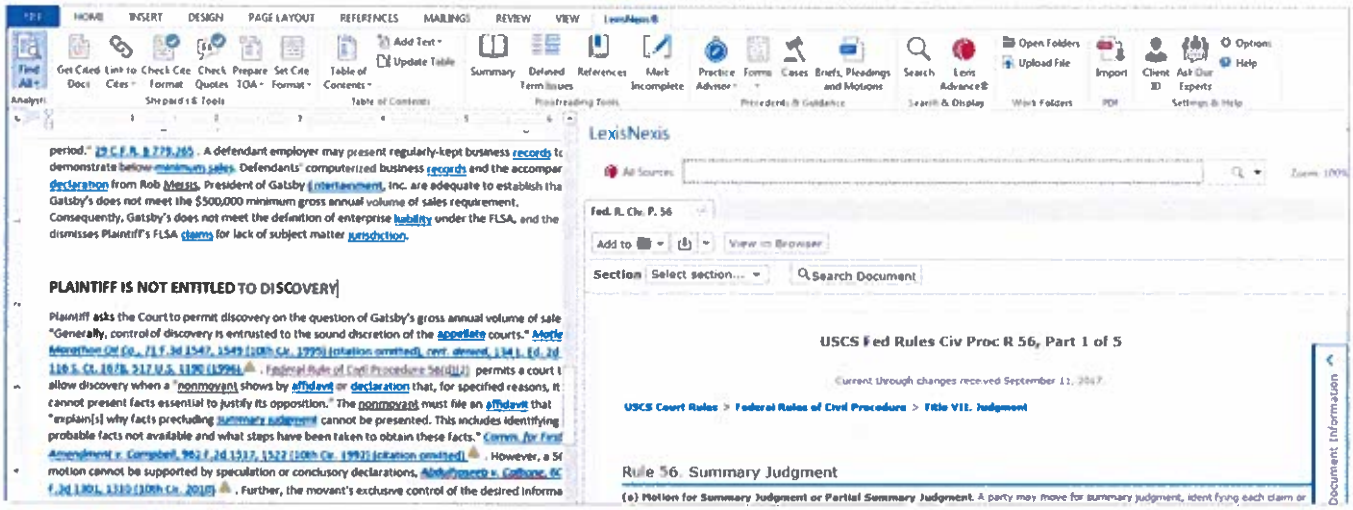

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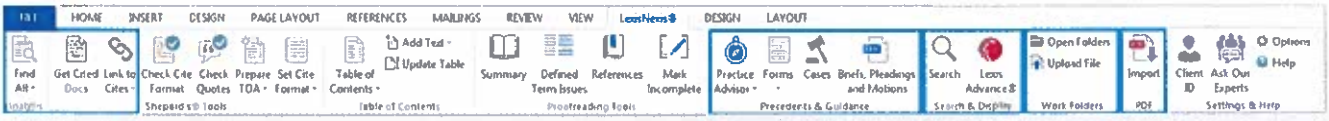

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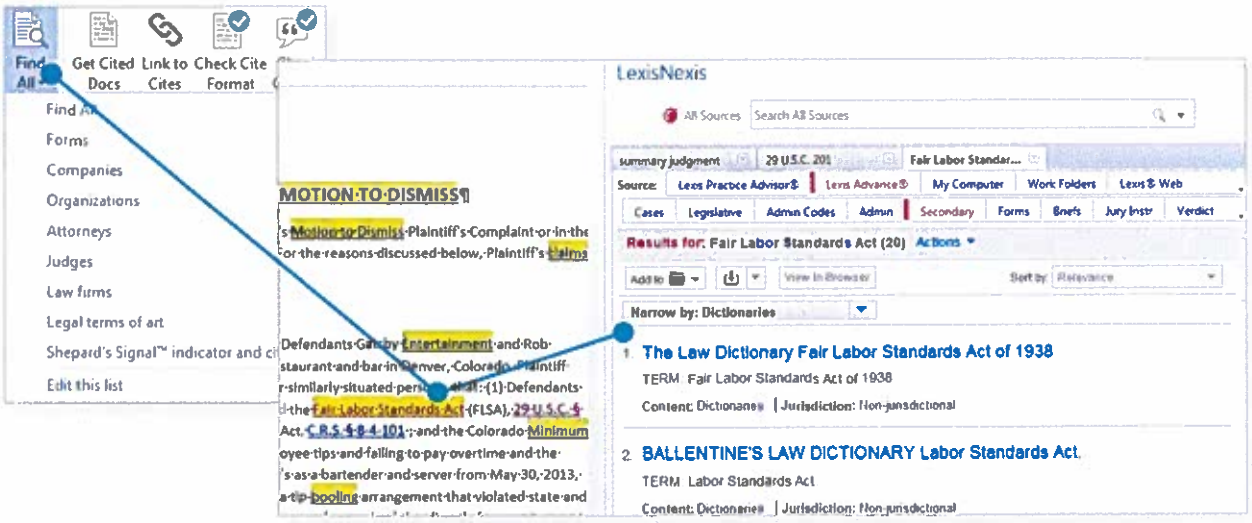

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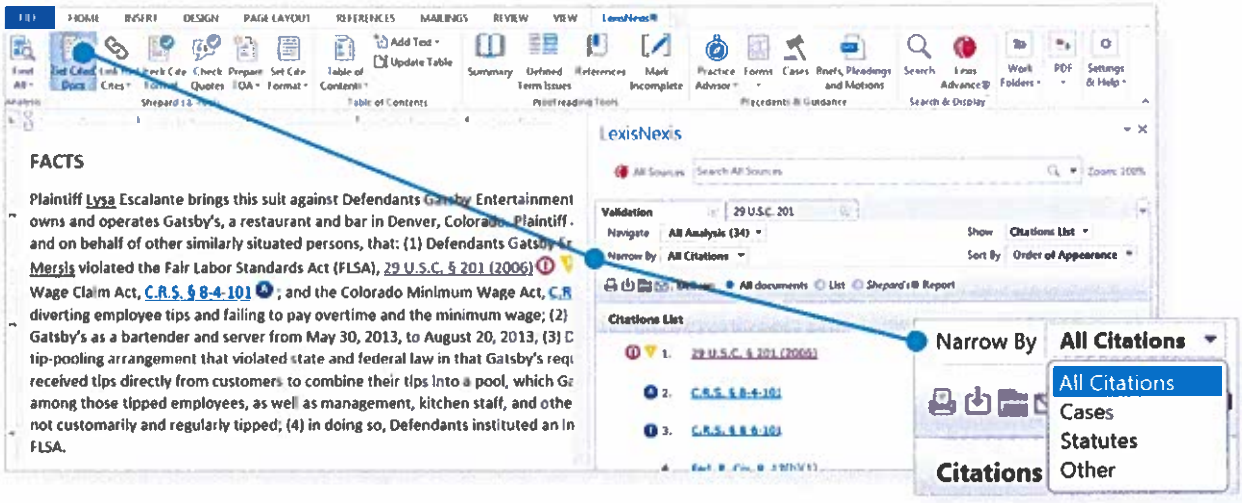

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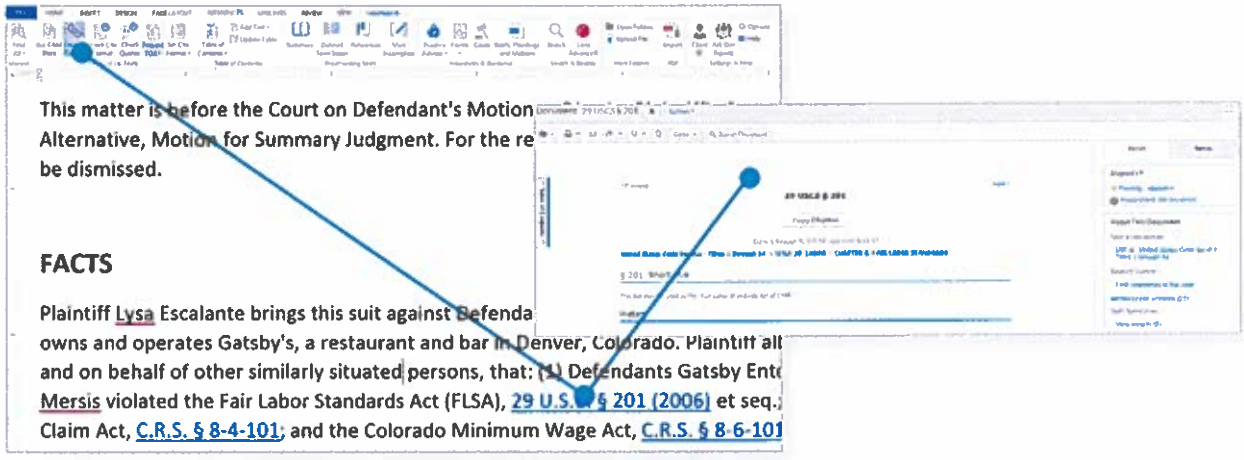

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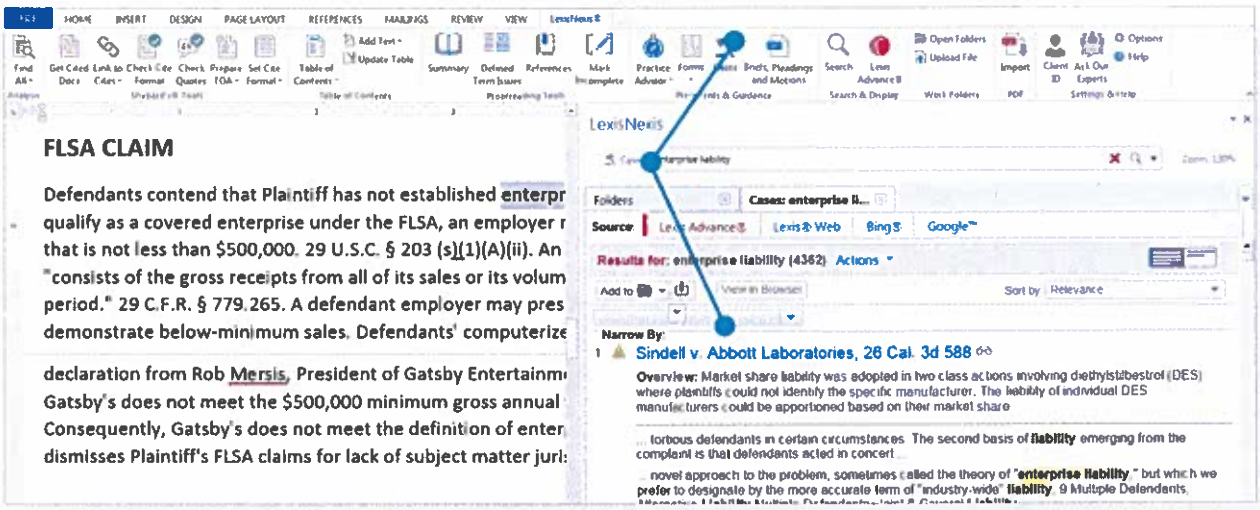

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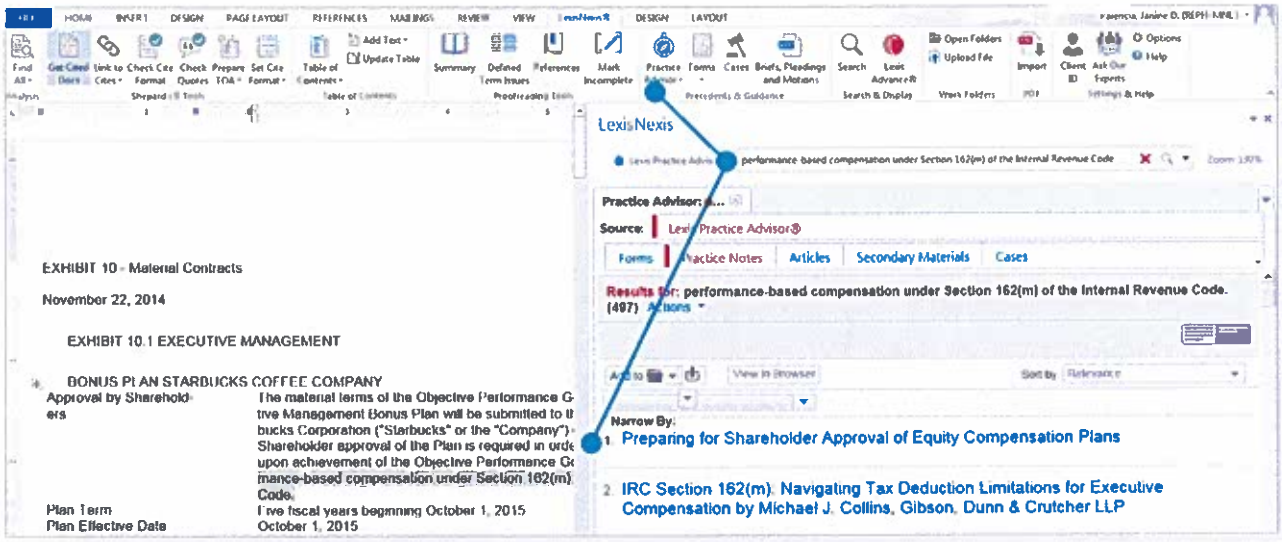

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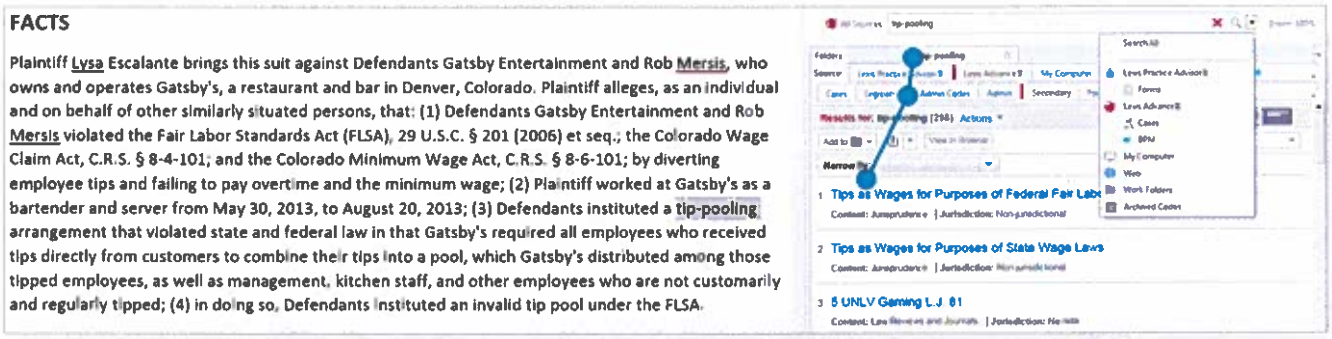

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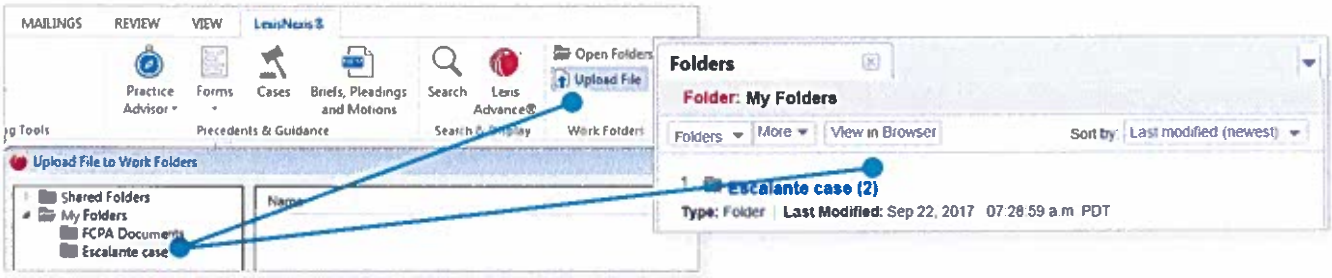

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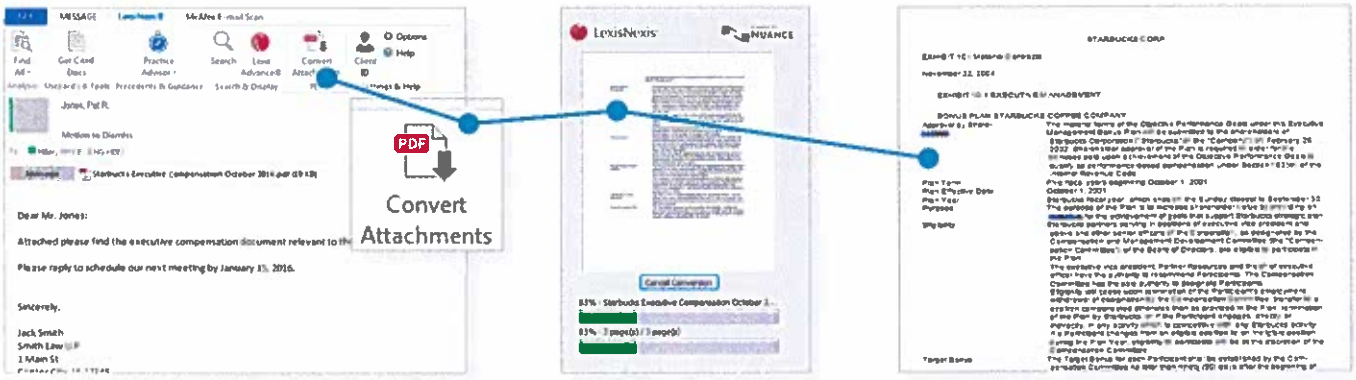

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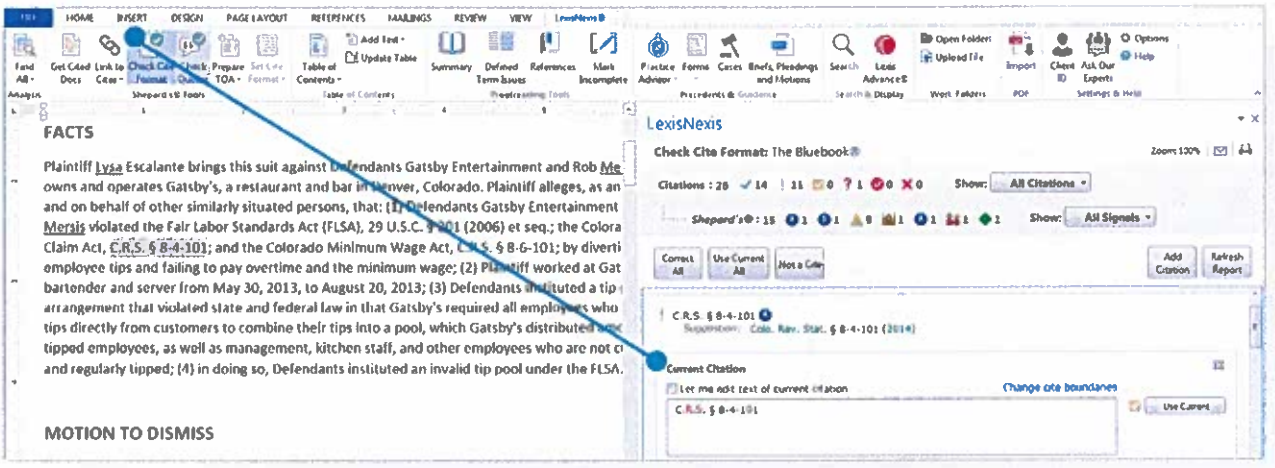

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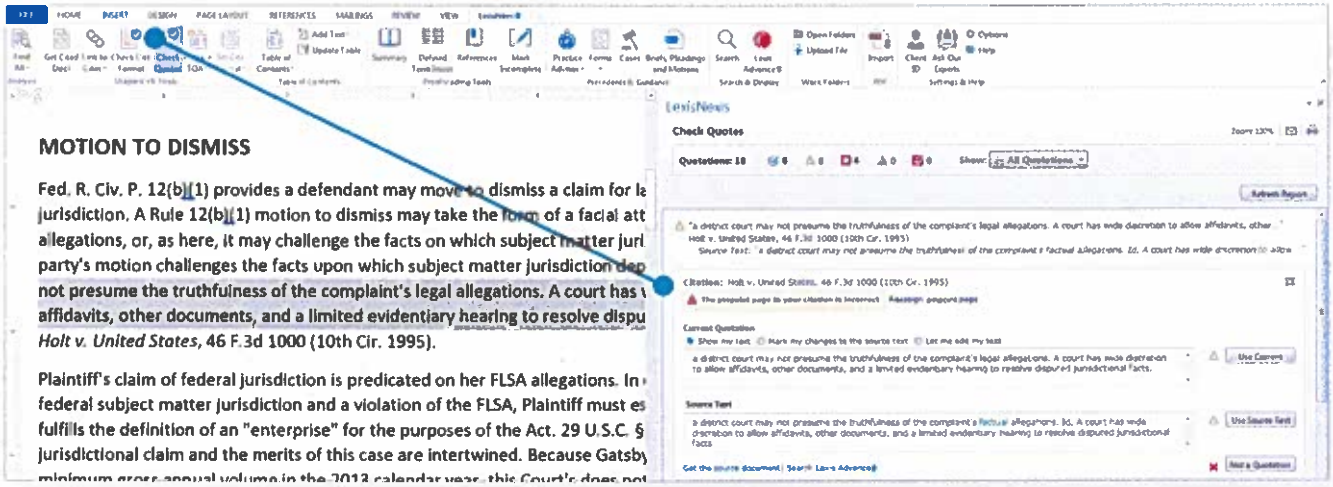

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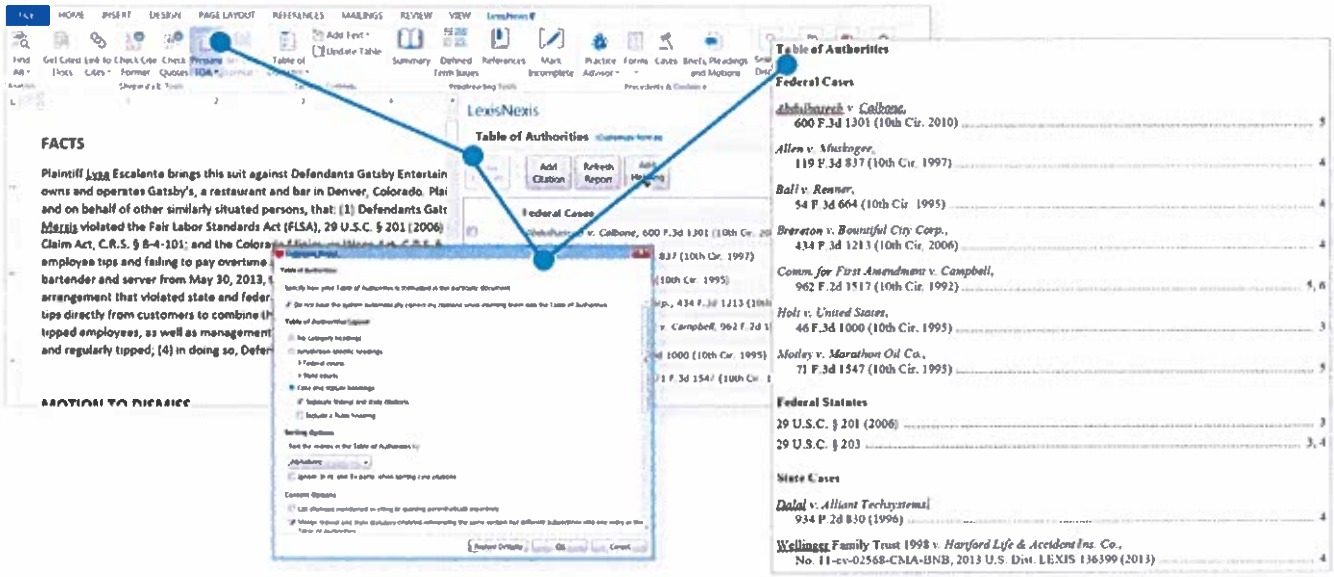

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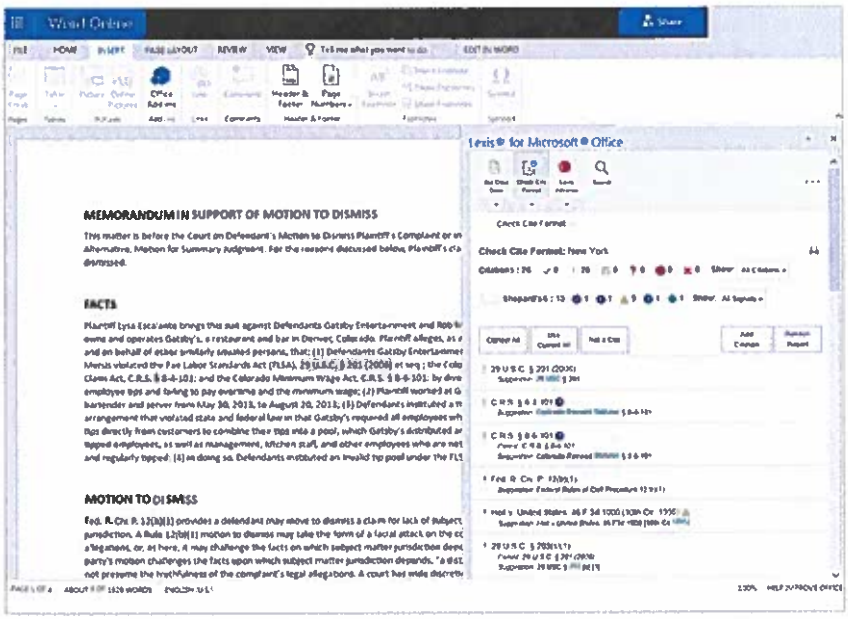

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HUMBOLDT COUNTY

50 W. 5th Street
Winnemucca, Nevada 89445
www.humboldtcountynv.gov

AGENDA REQUEST FORM

DATE: May 15, 2023

TO: County Commission

FROM: Sheriff Angel Cardenas / Captain Jeremy Peters

SUBJECT: Doctor Contract

REQUESTED AGENDA DATE: June 5, 2023

SUMMARY AND BACKGROUND:

Humboldt General Hospital canceled the contract with Humboldt County Detention Center effective May 12, 2023. Humboldt General Hospital provided essential medical services to the detainees within the detention center. As a result, Captain Peters was forced to find a new medical service provider. Dr. Robbie Grant agreed to attend to the inmates and provide oversight for the Detention Center Nurse.

WHY ARE YOU BRINGING THIS BEFORE THE BOARD NOW:

The detention Center needs a new medical provider.

PREVIOUS ACTION:

None Known

HAS DISTRICT ATTORNEY REVIEWED AGREEMENT/CONTRACT IF APPLICABLE:

As of May 13, 2023, the Humboldt County District Attorney's office is reviewing the contract. The draft copy attached is subject to modification at their discretion.

FISCAL IMPACT IF APPLICABLE:

Humboldt General Hospital was charging $80.00 per inmate visit, Dr. Grant has requested $85.00 per inmate visit.

RECOMMENDATION:

Please approve the attached contract to provide medical services to the detainees in the Humboldt County Detention Center.

LIST SUPPORTING DOCUMENTS IF APPLICABLE:

See attached draft contract.

POSSIBLE MOTION: **Motion to approve the attached contract to allow Dr. Robbie Grant to provide medical services to the detainees in the Humboldt County Detention Center.**

Click or tap here to enter text.

ADULT DETENTION FACILITY MEDICAL AUTHORITY AGREEMENT

THIS AGREEMENT, is made and entered into this ____ day of June 2023, by and between HUMBOLDT COUNTY, a political subdivision of the State of Nevada, by and through the Humboldt County Sheriff's office, the "COUNTY," Dr. Robbie Grant DO "Doctor"

WITNESSETH:

WHERE AS, the COUNTY is responsible for the operation of the Humboldt County Adult Detention Facility ("Detention Facility") in Winnemucca, Nevada, including the providing of periodic medical care services for inmates detained at the facility; and

WHERE AS, COUNTY employs and is responsible for a nurse(s) at the Detention Facility (herein the "Nurse") for the purposes of: (i) administration of medications to Detention Facility inmates per facility policies and applicable laws and regulations; (ii) performing initial booking assessments on inmates per facility policies; (iii) establishing policies for health care services at the facility; (iv) ensuring all facility health care services diagnostic equipment is operational; (v) maintaining the stock of facility health care and medical supplies; and, (vi) consulting with facility inmate health care providers on inmate health care related questions; and

WHERE AS, COUNTY desires to obtain the services of qualified medical provider to provide facility inmates periodic health care services which are beyond the scope and qualifications of the COUNTY Nurse, to assist the COUNTY Nurse with the delivery and administration of health care services at the facility when requested by the Nurse and to be available to respond to Nurse's health care related questions that pertain to inmates at the Detention Facility; and

WHERE AS, the DOCTOR operates a private medical clinic offering the professional services of health care provider in Winnemucca, Humboldt County, Nevada, and has the

ability to provide the services of licensed, qualified medical providers to serve the needs and interests of the COUNTY in providing health care services at the Detention Facility;

NOW, THEREFORE, in consideration of the mutual covenants, promises, terms, and conditions herein, the parties agree as follows:

ARTICLE 1 - MEDICAL SERVICES

Section 1.1: DOCTOR, shall provide professional medical care services for inmates at the Detention Facility: as outlined in Attachment A; on an "as requested" basis.

Section 1.2: The Humboldt County Sheriff's Office may utilize the Emergency Department and or the Walk In Clinic as a twenty-four (24) hour service of Humboldt General Hospital.

Section 1.3: For purposes of administering this Agreement and the services provided by the Provider, the Humboldt County Sheriff, or the Sheriffs designee, is the person with authority to act on behalf of the COUNTY.

ARTICLE 2 - TERM-RENEWAL

Section 2.1: This agreement becomes effective initially upon execution by all parties and will remain in effect until the end of the calendar year and will continue thereafter on a January 1 to December 31 calendar year basis until terminated by either party as herein provided.

ARTICLE 3 - CONSIDERATION

Section 3.1: COUNTY shall pay DOCTOR fees for health care services provided pursuant to this Agreement as follows:

A. A fee of $85.00 per inmate for each inmate receiving DOCTOR services at the Detention Facility or the providers clinic.

Section 3.2: DOCTOR shall submit periodic invoices to COUNTY for services provided, and COUNTY shall remit payment within thirty (30) days of receipt of an invoice.

ARTICLE 4 - RELATIONSHIP

Section 4.1: COUNTY is contracting for the performance of Provider as independent contractors and COUNTY does not control the manner in which Provider exercise medical judgment nor does COUNTY retain control over the methods and procedures to be utilized by Provider in the performance of professional activities.

Section 4.2: No relationship of employment, partnership, joint venture or agency is created or intended to be created by this Agreement and DOCTOR shall have no claim against COUNTY for services provided under this Agreement for vacation pay, sick leave, retirement benefits, social security, workers' compensation, disability or unemployment insurance benefits, or employee benefits of any kind.

ARTICLE 5 - WARRANTIES

Section 5.1: DOCTOR represents and warrants that: (i) Provider is duly licensed and in good standing, without restriction, in the State of Nevada; (ii) Provider will maintain and keep in good standing the Nevada license to practice medicine without restriction or challenge during the term of this Agreement; and, (iii) the Provider services provided pursuant to this Agreement shall be consistent with the standard care and quality of services generally available from such type of Provider in the Winnemucca, Nevada area.

ARTICLE 6 - INDEMNIFICATION

Section 6.1: Subject to the limits and defenses applicable to government entities such as DOCTOR, DOCTOR assumes liability for and agrees to defend protect, indemnify and hold harmless the COUNTY against liability, claims, demands, costs, losses and expenses (a "Claim"), including attorney fees, for damage to property or injury, including death to persons, arising from the negligence or willful misconduct of Providers in performing services pursuant to this Agreement; provided: (1) such indemnification obligation shall not apply if the obligation to indemnify COUNTY would result in the loss

of any available insurance coverage for the Claim; (2) in the event DOCTOR assumes defense of the Claim, DOCTOR shall not be responsible for any subsequent costs or fees incurred by COUNTY relating to the defense; and, (3) the indemnification obligation shall not apply if the Claim arose in whole or in part from the acts or omissions of COUNTY.

ARTICLE 7 - INSURANCE

Section 7.1: COUNTY shall be responsible for procuring and maintaining, at COUNTY expense, professional liability insurance for the Providers for claims arising out of the performance of the Providers' services at the Detention Facility pursuant to this Agreement, including "tail coverage" or continuation of insurance after termination of the services provided hereunder.

Section 7.2: DOCTOR shall promptly notify COUNTY of any claim or threatened claim based on services provided by the DOCTOR or under the Providers supervision.

Section 7.3: COUNTY shall promptly notify DOCTOR of any claim or threatened claim based on services provided by the DOCTOR or under the Providers supervision.

ARTICLE 8- EQUIPMENT-SUPPLIES

Section 8.1: COUNTY shall provide, at COUNTY expense, equipment and supplies that are necessary for conducting the Providers services provided pursuant to this Agreement when services are performed at the Detention Facility.

Section 8.2: DOCTOR shall provide, at DOCTOR expense, equipment and supplies that are necessary for conducting the Providers services provided pursuant to this Agreement when services are performed at DOCTOR Facility.

ARTICLE 9 - NON-DISCRIMINATION

Section 9.1: The Providers shall not discriminate against the COUNTY, the Humboldt County Sheriff, and their officers, employees, agents or any other individual the Providers come into contact with at the Detention Facility by reason of the services performed pursuant to this Agreement because of national origin, race, creed, color, religion, age, sex, sexual orientation, gender identity or expression, veteran's status or disability (including AIDS and related conditions).

ARTICLE 10 - TERMINATION

Section 10.1: This Agreement may be terminated without cause by COUNTY or DOCTOR upon service of a written notice of termination upon the other party. The termination shall become effective not sooner than thirty (30) days following service of the notice of termination unless another time is mutually agreed upon by COUNTY and DOCTOR.

ARTICLE 11 - RELEASE

Section 11.1: Upon any termination of this Agreement and upon acceptance of all compensation for services performed, DOCTOR and COUNTY shall each be deemed to have voluntarily released and discharged the other, their respective governing boards, the Humboldt County Sheriff, and their respective officers, employees, agents and successors and assigns, individually and collectively, and in their official capacities, from any and all liability arising out of the providing of services under this Agreement.

ARTICLE 12 - GENERAL CONDITIONS

Section 12.1: This Agreement may be modified or amended only in writing by an instrument executed with the same formality as this Agreement.

Section 12.2 This Agreement and all rights and obligations hereunder shall be governed by and construed in accordance with the laws of the State of Nevada in effect from time to time. In the event litigation is used to enforce or interpret the provisions of this

Agreement, such litigation is to be brought and adjudicated in Humboldt County, Nevada and the parties waive the right to bring, try or remove such litigation to any other county or judicial district; provided, however, nothing in this Agreement shall be construed to limit the right of a court of competent jurisdiction to change the venue.

Section 12.3: This Agreement relates to the performance of services and shall not be transferred or assigned by DOCTOR without the prior written consent and agreement of COUNTY. Any unauthorized transfer of this Agreement shall be void.

Section 12.4: This Agreement will inure to the benefit of and bind the respective successors and permitted assigns of the parties hereto.

Section 12.5: The captions or titles used in this Agreement shall have no effect on its interpretation and are for convenience and reference only and in no way define limits or describe the scope of this Agreement or the scope or content of any Agreement provision.

Section 12.6: In the performance of services pursuant to this Agreement, there shall be compliance by COUNTY, DOCTOR, and the Nurse with all applicable laws, regulations and rules, and DOCTOR shall comply with applicable COUNTY and Detention Facility policies.

Section 12.7: Whenever the construction of this Agreement requires, the gender of every word shall include every other gender when the context requires such inclusion, and the number of all words shall include the singular and plural. The language of all parts of this Agreement shall in all circumstances be construed as a whole, according to its fair meaning, and not strictly for or against any party. The doctrine or rule of construction against the drafting party shall not apply, nor shall any presumption apply, to the interpretation and/or enforcement of this Agreement or any documents attached to this Agreement.

Section 12.8: This Agreement may be executed in counterparts, each of which when executed and delivered shall be deemed an original, but all such counterparts together shall constitute one and the same instrument.

Section 12.9: The capitalized terms used in this Agreement with reference to federal or state law or regulation shall have the meaning ascribed to such term in the law or regulation. The terms "Nurse" and "Providers" as used in this Agreement shall include, when the context requires inclusion, all authorized associates and subcontractors, agents of the Nurse or the Providers used to provide services or carry out services under this Agreement, and authorized assignees of the Nurse or the Providers.

Section 12.10: This Agreement contains the entire understanding between the parties and there are no terms, promises, conditions, inducements, representations, or warranties, express or implied, other than as herein set forth. This Agreement and the other instruments attached hereto or herein referred to supersede any prior discussions, contracts or agreements of the parties pertaining to the subject of this Agreement.

Section 12.11: Any notice, request or demand or other communication pursuant to this Agreement shall be in writing and shall be considered given (i) upon personal service to the party to be served, or (ii) upon acknowledgment or proof of receipt of a facsimile or other electronic transmission or communication and, if there is no acknowledgment or proof of receipt, then one business day after the date of transmittal and no failed delivery notification is received by the sender, or (iii) upon the sooner of first attempted delivery or receipt for Federal Express or other similar delivery service keeping records of deliveries and attempted deliveries, or (iv) on the third business day after deposit in the United States mail, certified and postage prepaid, retum receipt requested, in a regularly maintained receptacle for the deposit of United States mail to the party to be served at their address given herein, or at such other address or attention

as from time to time may be specified by any party by notice to every other party in the manner herein provided, that is:

If to COUNTY:	County Manager 50 W. Fifth Street, Room 205 Winnemucca, Nevada 89445
If to DOCTOR:	Robbie Grant DO 395 West Minor St. Winnemucca, Nevada 89445

Section 12.12: The recital and introductory paragraphs of this Agreement are considered an integral part of this Agreement and form a basis for entering into this Agreement and shall be considered prima facie evidence of the facts, events, documents and information referred to therein.

Section 12.13: The parties represent that they have read this Agreement, that the terms and provisions of this Agreement have been explained to them and that they are fully aware of the contents and binding legal effect of this Agreement and that they are entering into this Agreement freely and voluntarily.

Section 12.14: The enforceability, voidability, invalidity or illegality of any provisions of this Agreement shall not render any other provisions unenforceable, void, invalid or illegal.

Section 12.15: Time is of the essence of this agreement and its provisions.

Section 12.16: All waivers under this Agreement must be in writing and signed by the party against whom the waiver is sought to be enforced. One or more waivers of any term, condition or covenant by either party shall not be construed as a waiver of any other term, condition, or covenant.

IN WITNESS WHEREOF the parties have executed this Agreement effective as of the day and year first above written.

COUNTY:

_____ Date:_____
Humboldt County Sheriff

_____ Date:_____

Humboldt County Chairman of the Board

DOCTOR:

_____ Date:_____
Robbie Grant DO

ATTACHMENT A
TO
ADULT DETENTION FACILITY MEDICAL SERVICES AGREEMENT

1. Provider will, subject to existing or prior DOCTOR commitments and scheduling conflicts, be available for up to four clinic sessions per calendar month at the Detention Facility.

2. Provider shall attend to the medical needs of inmates, on a case by case basis, at the Detention Facility.

3. Providers shall, in the event of a medical emergency, be aware of the normal protocol to be followed for transportation of the Detention Facility inmates and disposition of the medical emergency.

4. Providers shall assist in arranging specialist consultation as needed by Detention Facility inmates.

5. Providers shall keep and record the information necessary to ensure the proper care of Detention Facility inmates and provide required documentation of same.

6. Providers shall review and countersign all medical records generated in the Detention Facility.

7. Providers shall oversee and be responsible for the distribution instructions for prescription medication used in the Detention Facility and prescribed by Providers.

HUMBOLDT COUNTY

50 W. 5th Street
Winnemucca, Nevada 89445
www.humboldtcountynv.gov

AGENDA REQUEST FORM

DATE: May 24, 2023

TO: County Commission

FROM: Captain Sean Wilkin, Humboldt County Sheriff's Office

SUBJECT: Staff Report for Consideration, Discussion and Approval of Unfunded Balance for the Bulletproof Vest Program

REQUESTED AGENDA DATE: June 5th, 2023

SUMMARY AND BACKGROUND:
Sheriff Cardenas and Captain Wilkin are requesting approval for the unfunded portion of the Bulletproof Vest Program Grant purchase.

WHY ARE YOU BRINGING THIS BEFORE THE BOARD NOW:
To secure funding for an unfunded portion of the Bulletproof Vest Program. It has come to the attention of the Humboldt County Sheriff's Office that, due to a discrepancy in the DOJ Grant Award Program, there will be an unfunded portion of this purchase.

PREVIOUS ACTION:
This was originally brought before the County Commission on the March 6th, 2023 meeting.

HAS DISTRICT ATTORNEY REVIEWED AGREEMENT/CONTRACT IF APPLICABLE:

FISCAL IMPACT IF APPLICABLE:
Approximately $14, 220.00 to be split between both Patrol and Detention Uniform Allowance.

RECOMMENDATION:
Consideration, discussion and approval.

LIST SUPPORTING DOCUMENTS IF APPLICABLE:
Estimate from supplier and original Staff Agenda Request.

POSSIBLE MOTION:
Consideration, discussion and approval.

Miller's Jackets

950 Glendale Ave
Sparks, NV 89431
(775)331-8252
millersjackets@sbcglobal.net

Estimate

Date	Estimate #
3/10/2023	907

Name / Address
Humboldt County Sheriff's Office 50 West 5th Street Winnemucca, NV. 89445 Deputy Chris Lininger

Project

Description	Qty	Cost	Total
Safariland Hardwire Vest with one cover and one trauma plate	41	1,240.00	50,840.00
Safariland Oregon city 2.0 carrier in tactical green	41	340.00	13,940.00
Tax		8.265%	0.00
HCEA - 25% Commitment	25%	$64,780.00	-16,195.00
Humboldt County	25%	$64,780.00	-16,195.00
Bulletproof Vest Program - Max Award 50% of 36,500.00	21 vests	$ 865.24	-18,170.00
Unfunded Balance (approximate)			14,220.00
		Total	$64,780.00

Customer Signature _____

HUMBOLDT COUNTY

50 W. 5th Street
Winnemucca, Nevada 89445
www.humboldtcountynv.gov

STAFF AGENDA REQUEST

DATE: February 23, 2023 Click or tap here to enter text.

TO: County Commission

FROM: Captain Sean Wilkin

SUBJECT: Ballistic Vest Purchase

REQUESTED AGENDA DATE: **March 6, 2023**

SUMMARY AND BACKGROUND:

The Humboldt County Law Enforcement Association, with the agreement of the Humboldt County Sheriff's Office, is seeking to purchase outer vest carriers with ballistic panels and plates for all sworn personnel in the Humboldt County Sheriff's Office. Approximately $32,000 in grant funding is available for this project, leaving a remainder of approximately $32,000.00. The Humboldt County Law Enforcement Employee's Association has agreed to pay fifty-percent of the outstanding balance, up to $16,000.00, leaving a balance of $16,000.00 to be paid by the county. The Association is also in agreeance to forfeit the current vest allowance for a period of five years for members who receive a vest. New hires would still receive the standard allowance and be responsible for the remainder.

WHY ARE YOU BRINGING THIS BEFORE THE BOARD NOW:

Due to grant funding and bulk order pricing, arrangements need to be made for purchase prior to April 1, 2023.

PREVIOUS ACTION:

None

HAS DISTRICT ATTORNEY REVIEWED AGREEMENT/CONTRACT IF APPLICABLE:

No

FISCAL IMPACT IF APPLICABLE:

Approximately $16,000.00 / One Time Purchase

RECOMMENDATION:

Consideration, Discussion, and Approval

LIST SUPPORTING DOCUMENTS IF APPLICABLE:

Click or tap here to enter text.

POSSIBLE MOTION:

Consideration, Discussion, and Approval

HUMBOLDT COUNTY

50 W. 5th Street
Winnemucca, Nevada 89445
www.hcnv.us

STAFF REPORT

DATE: Tuesday, May 23, 2023

TO: County Commission

FROM: Angel Cardenas, Sheriff

SUBJECT: Liquor License – Special Event

REQUESTED AGENDA DATE: June 5th, 2023

SUMMARY
Sheriff Cardenas is requesting that the Humboldt County Liquor Board be convened.

WHY ARE YOU BRINGING THIS BEFORE THE BOARD NOW:

1. Sheriff Cardenas is requesting one special Liquor License on behalf of Kevin Pasquale for the Paradise Valley Fire Department for the Father's Day BBQ on June 18th, 2023.

PREVIOUS ACTION
none

BACKGROUND
HCC 5.32 Liquor Licenses

FISCAL IMPACT
None

RECOMMENDATION

1. To approve a special Event Liquor License for the Father's Day Barbecue (yearly event).

LIST SUPPORTING DOCUMENTS IF APPLICABLE:

1. Application for Kevin Pasquale for the Paradise Valley Fire Dept.

POSSIBLE MOTION
1. Consideration, discussion, and possible approval for Special Event Liquor License on behalf of Kevin Pasquale for the Paradise Valley Fire Department for the Father's Day BBQ on June 18th, 2023

Humboldt County Sheriff's Office

2023 Special Event Liquor License

	Applicant	Business Name	Acct #	Premise Type	
				On	Off
1	Kevin Pasquale	Paradise Valley Fire Dept.		•	
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					

Humboldt County Sheriff's Office

Application for Liquor License

☐ NEW ☐ TRANSFER ☑ NON-PROFIT SPECIAL

Paradise Valley Fire Dept.
Business Name

TYPE OF LICENSE:
☐ On-Premises (Mixed Drinks)
☐ Off-Premises (Pre-Packaged)

Applicant/Licensee Name

SPECIAL EVENT DATE 6/18/23

[redacted]
Business Address

Fathers Day BBQ
Name of Event (Attach Flyer if Available)

Business Mailing Address

Applicant is: Sole Owner ☐ Partnership ☐ Association ☐ Corporation ☐ Non-Profit ☑

TO THE LIQUOR BOARD, HUMBOLDT COUNTY, NEVADA: The undersigned hereby makes application for a NEW ☐ TRANSFER OF ☐ LIQUOR LICENSE under County Liquor Ordinances of Humboldt County, Nevada and for that purpose submits the following verified statements and answers to the questions contained in this Application.

Name of Applicant Kevin Pasquale

Phone Number [redacted] Alternate Phone Number

Home Address [redacted]

Business Location is: Personally owned by applicant ☐ Rented ☐ Leased ☐

Name and address of Legal Property Owner if other than applicant: Humboldt County

Copy of Lease or Rental Agreement attached (required) ☐

Copy of Humboldt County Business License attached (required) ☐

APPLICANT INFORMATION: Driver's License Numbe [redacted] Expiration Date [redacted] State [redacted]

Social Security Number [redacted] Place of Birth [redacted] Date of Birth [redacted]

Sex [redacted] Height [redacted] Weight [redacted] Eye Color [redacted] Hair Color [redacted] Race [redacted] United States Citizen ☑

LIST ALL RESIDENCES, STARTING WITH YOUR CURRENT ADDRESS, FOR THE PAST FIVE (5) YEARS:

From	To	Number and Street Address	City and State
		Same as above	

EMPLOYMENT HISTORY FOR THE PAST FIVE (5) YEARS:

From	To	Name and Street Address	City and State	Occupation
1/2013	Present	Humboldt County DA. Office	Winnemucca	Atty.

I HAVE BEEN ARRESTED: Yes ☐ No ☑ (If yes, furnish the following details)

Date Arrested	City and State	Nature of Charge	Disposition of Charge

List the names of all persons having an interest, DIRECTLY or INDIRECTLY, in applicant's business, either as manager, partner, joint venturer, lessees, or holders of capital stock in an interested corporation.

Full Name	Title or Nature of Interest	Residence Address

I hereby certify that I, or we, are resident(s) of Humboldt County, Nevada and a citizen of the United States and of the State of Nevada I am over the age of 21(twenty-one) years and desire a liquor license in Humboldt County. If granted a license, I will conduct, maintain and carry on the business in an orderly manner and will not serve or give away any liquor to any person under the age of 21(twenty-one) years and will not allow any disorderly persons to loiter about my place of business; I will conduct the said business where said liquor is to be sold in accordance with all the laws of the County of Humboldt, State of Nevada and of the United States as they pertain to the sale of liquor. I will accept this liquor license upon the express condition THAT ANY VIOLATION OF LAW OR OF ANY PROMISES OR REPRESENTATIONS IN THIS STATEMENT, SHALL BE GOOD CAUSE FOR REVOCATION OF SAID LICENSE. I hereby agree further to be fingerprinted and photographed at the time this application is submitted.

Date 5/23/2023

Signature of Applicant

State of Nevada)
) ss
County of Humboldt)

MIRYAH TOSHIKO BORLAK
Notary Public - State of Nevada
Appointment No. 18-2564-9
My Appointment Expires May 15, 2026

KEVIN PAGLIALE, being first duly sworn, deposes and says: That he/she is the applicant named in the application, that he/she has read the foregoing and knows the contents of the same and that the same is true of his/her knowledge and belief.

Subscribed and sworn to before me this 23rd day of MAY, 2023.

Notary Public

IF A PARTNERSHIP OR CORPORATION, THE FOLLOWING AFFIDAVIT MUST BE SIGNED AND SWORN TO BY ALL PARTNERS AND OFFICERS.

State of Nevada)
) ss
County of Humboldt)

_____ (*name of applicant*) is hereby authorized to make the foregoing application and to conduct the business sought to be licensed by this application. The applicant is hereby authorized to do all acts incident to the operation of said business and all acts so done by him/her in the conduct and operation of said business are hereby ratified and confirmed. The said applicant is hereby designated as a person upon whom may be served all necessary process or processes in any action that may be commenced against the undersigned by reason of the operation of the licensed business in any of the Courts of the State of Nevada.

_____ _____

_____ _____

Subscribed and sworn to before me this _____ day of _____, 20____

_____
Notary Public

FOR RECORD OF HUMBOLDT COUNTY SHERIFF'S OFFICE

Application of County Liquor Board – Application filed: _____, 20____

FIRST READING _____, 20____ _____
Chairman, Board of County Commissioners

SECOND READING _____, 20____ _____
County Commissioner

REFERRED ☐ _____, 20____ _____
County Commissioner

DENIED ☐ _____, 20____ _____
Humboldt County District Attorney

APPROVED ☐ _____, 20____ _____
Humboldt County Sheriff's Office

NOTE: IF ADDITIONAL SPACE IS REQUIRED BY THE APPLICANT FOR ANSWERS TO ANY OF THE FOREGOING QUESTIONS, PLEASE USE SUPPLEMENTARY INFORMATION SHEET AND ATTACH HERETO. INFORMATION RECEIVED FROM THE BACKGROUND CHECK IS FOR THE SHERIFF'S OFFICE USE ONLY AND WILL NOT BE DISSEMINATED TO COMPANIES OR INDIVIDUALS.

HUMBOLDT COUNTY

50 W. 5th Street
Winnemucca, Nevada 89445
www.hcnv.us

STAFF REPORT

DATE: Thursday, May 25, 2023

TO: County Commission

FROM: Joaquin Padilla, Facility Operations

SUBJECT: Request for Approval to Accept the Proposal Presented by Superior Services, Inc to Seal Coat, Seal Cracks, and Stripe the Parking Lots of County Properties.

REQUESTED AGENDA DATE: June 5, 2023

SUMMARY

Facility Operations is requesting approval to accept the proposal presented by Superior Services, Inc to seal coat, seal cracks, and stripe the parking lots of county properties.

WHY ARE YOU BRINGING THIS BEFORE THE BOARD NOW:

For approval to accept the proposal presented by Superior Services, Inc to seal coat, seal cracks, and stripe the parking lots of county properties in an amount not to exceed $61,359.00. Two proposals were received for this project. Two recent proposals were received from Superior Services, Inc in an amount of $61,359.00 and Sierra Nevada Construction, Inc in an amount of $86,120.00. Both companies use a slurry seal, but of different material. Superior Services uses a slurry that contains sand and slate. It also contains oil mixed in for sun protection. Sierra Nevada Construction uses ¼ aggregated slurry. Both companies guarantee their work with a warranty of 1 year. The longevity of both products is approximately 5 years due to the weather we endure throughout the year and the use of snow removal products and equipment. The striping lasts approximately 2 years. Superior Services' proposal, at the time of their inspections, did not see the need for all the parking lots to be crack and sealed and this was the reasoning only a few parking lots were quoted for crack and seal. After speaking with Superior Services, they have agreed to crack and seal all the parking lots at no additional cost.

PREVIOUS ACTION

During the May 1, 2023 Commissioner meeting, Commissioners suggested that this item go back out to bid with more specific information on what was being requested for the parking lot areas. There were several questions as to the price difference, the product being used, and what the proposals covered as far as only some parking lots being crack sealed, questions about warranty and the longevity of the products being used.

BACKGROUND

It's that time again to keep the maintenance of the county parking lots up. There will be a total of five county property parking lots that will be worked on at this time, included: The Courthouse

parking lot, Detention Center parking lot, Juvenile Detention Center parking lot, Building Department parking lot, and the District Attorney's parking lot. Performing this maintenance will help against moisture intrusion. Maintaining our parking lots will help with the safety of those that utilize these areas. By restriping the parking lots it will ensure safer parking and help with an organized flow of traffic.

FISCAL IMPACT

Expenditure of an amount not to exceed $61,359.00.00 from the approved 2022-2023 fiscal year budget for the Building and Grounds Special Projects Fund.

RECOMMENDATION

It is recommended that this request to approve the proposal presented by Superior Services, Inc to seal coat, seal cracks, and stripe the parking lots of county properties.

LIST SUPPORTING DOCUMENTS IF APPLICABLE:

Proposal from Superior Services, Inc. Proposal from Sierra Nevada Construction. Email from Superior Services with the crack seal parking lots of no additional cost and warranty.

POSSIBLE MOTION

Motion to approve Facility Operation's request, as presented, to accept the proposal by Superior Services, Inc to seal coat, seal cracks, and stripe the parking lots of county properties in an amount not to exceed $61,359.00.

April 3, 2023

Humboldt County
50 W 5th Street
Winnemucca, NV 89445

Regarding: **5 Parking Lots**

Subject: **Asphalt Maintenance 2023**

Rebecca Azurmendi,

This proposal dated 4-3-23, for work to be performed at Various Parking Lots for Humboldt County, 50 W 5th Street, Winnemucca NV, herein designated the "Project" shall become a binding contract upon execution by SIERRA NEVADA CONSTRUCTION, INC, hereinafter designated "Contractor" and Humboldt County, hereinafter designated "Owner". Owner represents that he/she is the Owner of the real property upon which the construction improvement is to be made. WITNESSETH: That Contractor and Owner, for the consideration hereinafter set forth agree as follows:

Section 1. **Scope of Work:** Contractor acknowledges that it is familiar with the nature and location of the work and shall furnish all materials and perform all of the work. All work shall be performed by Contractor to industry standard and Contractor shall use its best skill and judgment in performance of all work under this agreement. Contractor shall perform the work as attached herein.

The following table shall serve as a breakdown of our proposal:

ITEM DESCRIPTION	APPROXIMATE QUANTITY	UNIT PRICE	TOTAL
Parking Lot Maintenance: **Crack Seal: Transverse Cracks:** ➢ Clean all cracks w/ blowers. ➢ Seal all cracks ¼" and larger w/ Crafco hot applied rubberized crack sealer (Qty – 4,622 LF). **Type II Rapid-Set Slurry Seal:** ➢ Mobilize equipment and crew to jobsite. ➢ Clean existing asphalt with power broom and blowers. ➢ Apply a single coat of Type II Rapid-Set Slurry Seal (County Road Spec – ¼" Aggregate Slurry). ▪ County Courthouse – Lot 46,610 SF. ▪ Detention Center – Lot 59,760 SF, ▪ Juvenile Detention Center – Lot 29,600 SF. ▪ District Attorney Office –	1 LS	$86,120.00	**$86,120.00**

corporate office
po box 50760, sparks, nv 89435
475 east greg street, ste. 117, sparks, nv 89431
ph 775•355•0420 fax 775•284•2612

northern nevada
po box 50760, sparks, nv 89435
2055 east greg street, sparks, nv 89431
ph 775•355•0420 fax 775•355•0535

northern california
9701 dino drive, ste. 190
elk grove, ca 95624
ph 916•753•1700 fax 916•753•1798

Lot 9,780 SF. ▪ County Building Dept – Lot 3,920 SF. **Striping: (Oil Based Paint):** ➢ Re-stripe parking lot white per existing lay-out. ▪ 231 Regular parking stalls. ▪ 10 H/C parking stalls. ▪ 2 Hashes. ▪ 2 Directional arrows. **Note:** SNC will include all traffic control.			

Section 2. **Special Conditions & Exclusions:**

1. This proposal is good for 30 days.
2. SNC is not responsible for pavement cracks due to age, traffic loads, and our freeze / thaw climate.
3. This proposal excludes performance & payment bonds permits and fees.
4. This proposal excludes all engineering, testing, surveying, staking & as-built drawings.
5. This proposal is based on one mobilization for each crew. If more mobilizations or phasing is requested then an additional $6,500.00 will be charged per each mobilization.
6. This proposal is based on a 5 day/week, 8 hour/day work schedule.
7. This proposal is based on all work being awarded to SNC. We reserve the right to modify our prices if only selected portions of the quoted work are awarded to SNC.
8. This proposal is based on all work being performed before July 2023. If schedule dictates work being performed after that date, SNC reserves the right to raise our prices to account for labor, equipment, and/or material price escalation.
9. All work will be field measured and billed at the unit prices outlined above.
10. All work not specifically detailed in the scope of work is excluded.
11. All quoted work shall be constructed in accordance with the Standard Specifications for Public Works Construction.
12. This proposal is based on mutually agreeable contract terms being negotiated.

Section 3. **Contract Amount and Payment:** Owner shall pay contractor, as full compensation for furnishing all material, equipment and labor, the amount set forth in the schedule of values attached herein. Contractor shall invoice for progress estimates monthly in proportion to the amount of work completed. Progress estimates are due and payable from the Owner to Contractor within 30 days of Contractor's invoice date. Final payment shall be due upon completion of proposed work. Payments due and unpaid under the Contract shall bear interest from the date payment is due at the legal rate prevailing at the place where the Project is located. In the event the Owner shall fail to make payment at all times and in the amounts provided for in this agreement, Contractor shall have the right to stop work. In such event, all amounts due Contractor, including retention if any, shall immediately become payable and Contractor shall have the right to recover all damages (including interest, applicable penalties and legal fees) sustained by Contractor as a result of such breach of contract by Owner.

Section 4. **Commencement and Progress:** Time is of the essence with this contract. Contractor shall commence the performance of this contract as soon as is practicable following notification by the owner to do so, and shall continue diligently to complete such work in conformity with this agreement in accordance with the plans and specifications (if applicable) or a mutually agreeable time schedule.

Section 5. **Unavoidable Delays/Extension of Time:** In the event Contractor shall be delayed in the performance of the work under this contract by causes beyond the control of the Contractor and without the fault or negligence of Contractor, including but not limited to change orders, acts of God, inclement weather, acts of any government agency, acts of terror, unsuitable ground conditions or delays caused by vendors or other contractors, Contractor shall have such period of time to complete the performance of this contract as shall be necessary as a result of such causes.

Section 6. **Changes:** Any changes to the scope of work specified in or any additional work shall be requested in writing by Owner. Contractor shall provide a reasonable and fair price for the changed or additional work. Additional or changed work will be performed upon the completion of an executed Change Order.

Section 7. **Insurance:** The Owner shall purchase and maintain, in a company or companies lawfully authorized to do business in the jurisdiction in which the Project is located, property insurance, which shall be maintained until final payment has been made from Owner to Contractor. Contractor shall purchase and maintain such insurance as will protect it from claims under workers' compensation acts and from claims for damages because of bodily injury, including death or injury to property which may arise from and during the operation of this contract.

Section 8. **Indemnity:** Contractor shall indemnify and hold Owner harmless against all claims, damage suits, actions, recoveries, and judgments arising from our out of any negligence of contractor, its agents, employees or subcontractors performing the work under this contract. Contractor shall not be obligated to indemnify and defend Owner for claims found to be due to the negligence or misconduct of Owner or owner's agents.

Section 9. **Interpretation:** It is acknowledged by Contractor and Owner that this Contract has been prepared by Contractor, however, in the event of any dispute over the meaning, construction, interpretation or application of any provision, the same shall be interpreted fairly and reasonably and neither more strongly for or against either party by virtue of the fact that the Contract has been drawn by Contractor and no presumption shall arise by reason of that fact.

Section 10. **Binding Agreement:** This agreement shall be binding upon and inure to the heirs, successors and assigns of the parties hereto. This contract may not be assigned by Contractor or Owner without prior written approval of both parties.

Section 11. **Claims and Disputes:** A claim (demand or assertion) by one party seeking adjustment or interpretation of Contract terms, payment of monies, extension of time or other relief with respect to the terms of the Contract, or any other dispute or matter in question between the Owner and Contractor arising out of or relating to the Contract must be initiated by written notice. Any claim unresolved by the parties shall be decided by arbitration which, unless the parties mutually agree otherwise, shall be in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association currently in effect. The demand for arbitration shall be filed in writing with the other party to the Contract and with the American Arbitration Association. The prevailing party shall be entitled to arbitration costs and reasonable attorneys' fees.

Section 12. **Laws and Regulations:** Contractor and Owner shall comply with all Federal, State and local laws, ordinances, rules and regulations, which govern or apply to the completion of the subject work. To the best knowledge and belief of Owner and Contractor, this contract contains no provision that is contrary to Federal, State or local law or ruling or regulation of a Federal, State or local agency. Should, however, any provision of this contract at any time during its term be in conflict with any such law, ruling or regulation, then such provision shall continue in effect only to the extent permitted. In the event any provision of this contract is thus held inoperative, the remaining provisions of this Contract shall remain in full force and effect to the extent permitted by law.

Section 13. **Governing Law:** This contract shall be governed by, construed and enforced in accordance with the laws of the State of Nevada. Jurisdiction for all purposes shall be Washoe County.

Section 14. **Entire Agreement:** This agreement represents the entire agreement between Owner and Contractor and supersedes any prior written or oral representations.

PROPOSAL & CONSTRUCTION CONTRACT

CONTRACTORS ARE REQUIRED BY LAW TO BE LICENSED AND REGULATED BY THE CONTRACTORS' LICENSE BOARD WHICH HAS JURISDICTION TO INVESTIGATE THE COMPLAINTS AGAINST CONTRACTORS, AND ANY QUESTIONS CONCERNING A CONTRACTOR MAY BE REFERRED TO THE REGISTRAT, CONTRACTOR STATE LICENSE BOARD

IN WITNESS WHEREOF, the parties hereto have executed this Contract this 3rd day of April 2023, at Sparks, Nevada.

Humboldt County
Owner
50 W 5th Street
Winnemucca, NV 89445
775-567-6197 ph
Rebecca.azurmendi@humboldtcountynv.gov

By: _____

Its: _____

SIERRA NEVADA CONSTRUCTION, INC.

P.O. Box 50760
2055 East Greg Street
Sparks, Nevada 89431
775-355-0420 ph
775-691-7394 cell
jruston@snc.biz

By: _____
Jeff Ruston

NOTE: This document has important legal consequences. Consultation with an attorney prior to execution of this document is encouraged.

PROPOSAL

Superior Services, Inc.

Contractor # 0025665
P.O. Box 1612
Elko, NV 89803

NAME / ADDRESS

Humboldt County Building and Grounds
50 W 5th St
Winnemucca, NV 89445

TERMS
Due on receipt

DATE
3/29/2023

PROJECT
Seal Coat / Crack Seal / Strip...

DESCRIPTION	QTY	COST	TOTAL
Attn: Joaquin Padilla			
Seal & Stripe Court House Parking Lot Seal all surfaces with TUFF coat emulsion pavement sealer. Asphalt will be properly cleaned prior to seal coating. Parking Spaces will be restriped.		17,661.00	17,661.00
Seal & Stripe Humboldt County Jail Seal all surfaces with TUFF coat emulsion pavement sealer. Asphalt will be properly cleaned prior to seal coating. Parking Spaces will be restriped.		21,252.00	21,252.00
Crack Seal, Seal & Stripe Juvenile Hall Clean and seal all cracks 3/16" wide and larger with a hot pour polymer modified rubberized asphalt fill. Seal all surfaces with TUFF coat emulsion pavement sealer. Asphalt will be properly cleaned prior to seal coating. Parking Spaces will be restriped.		12,298.00	12,298.00
Seal & Stripe Building Dept Seal all surfaces with TUFF coat emulsion pavement sealer. Asphalt will be properly cleaned prior to seal coating. Parking Spaces will be restriped.		5,538.00	5,538.00
Crack Seal, Seal & Stripe District Attorney's Office Clean and seal all cracks 3/16" wide and larger with a hot pour polymer modified rubberized asphalt fill. Seal all surfaces with TUFF coat emulsion pavement sealer. Asphalt will be properly cleaned prior to seal coating. Parking Spaces will be restriped.		4,110.00	4,110.00
Mobilization		500.00	500.00

Thank you for your business.

TOTAL:

Phone # 7757384986 Fax # 775-738-3763 monica@superiorservicesinc.com www.superiorservicesinc.com

SIGNATURE AND DATE:

PROPOSAL

Superior Services, Inc.

Contractor # 0025665
P.O. Box 1612
Elko, NV 89803

NAME / ADDRESS
Humboldt County Building and Grounds 50 W 5th St Winnemucca, NV 89445

TERMS
Due on receipt

DATE
3/29/2023

PROJECT
Seal Coat / Crack Seal / Strip...

DESCRIPTION	QTY	COST	TOTAL
Sales Tax - Humboldt County		6.85%	0.00
Thank you for your business.		**TOTAL:**	$61,359.00

ACCEPTANCE: THE ABOVE PRICES, SPECIFICATIONS AND CONDITIONS ARE SATISFACTORY AND ARE HEREBY ACCEPTED. YOU ARE AUTHORIZED TO DO THE WORK AS SPECIFIED. PAYMENT WILL BE MADE AS OUTLINED ABOVE. IF PAYMENT IS NOT MADE AS OUTLINED ABOVE, I AGREE TO PAY 24% APR INTEREST AND ALL COURT COSTS ASSOCIATED WITH FAILURE TO PAY. I UNDERSTAND SCHEDULING IS PENDING WEATHER, ACCESS TO THE ASPHALT PLANT AND A TEMPERATURE ABOVE 50 DEGREES FOR STRIPING.
VISA/MASTERCARD ACCEPTED WITH A 3% SURCHARGE

Phone # 7757384986 Fax # 775-738-3763 monica@superiorservicesinc.com www.superiorservicesinc.com

SIGNATURE AND DATE: _____

From: Joaquin Padilla
To: Rebecca Azurmendi
Subject: Fwd: Humboldt County Parking Lots
Date: Wednesday, May 24, 2023 8:59:43 AM

Good morning Rebecca,

Here's the follow up email from Superior.

Thank you,

Joaquin Padilla
Facilities Manager
Office Phone: 775-375-3095
Cell Phone: 775-247-7208
Email: joaquin.padilla@humboldtcountynv.gov

From: steve@superiorservicesinc.com <steve@superiorservicesinc.com>
Sent: Tuesday, May 23, 2023 3:42:04 PM
To: Joaquin Padilla <Joaquin.Padilla@humboldtcountynv.gov>
Subject: Humboldt County Parking Lots

Dear Joaquin,

Thank you for meeting with me on May 12, 2023. As we discussed, I have reviewed the parking lots that we bid to you dated 3/29/23. As is always the case with our seal coat work, we offer a one year warranty for the seal coat, crack seal and striping. Furthermore, as we discussed, we will crack seal the minor cracking in the Court House lot and the Jail lot at no additional cost.

We look forward to working with you.

Best Regards,

Steve Hansen
President
Superior Services Inc

HUMBOLDT COUNTY

50 W. 5th Street
Winnemucca, Nevada 89445
www.hcnv.us

STAFF REPORT

DATE: Tuesday, May 23, 2023

TO: County Commission

FROM: Joaquin Padilla, Facility Operations

SUBJECT: Request for Approval to Accept the Proposal Presented by CTR Roofing to Complete the Roof Restoration for the East Wing of the Courthouse.

REQUESTED AGENDA DATE: June 5, 2023

SUMMARY

Facility Operations is requesting approval to accept the proposal presented by CTR Roofing to complete the roof restoration for the East Wing of the Courthouse.

WHY ARE YOU BRINGING THIS BEFORE THE BOARD NOW:

For approval to accept the proposal presented by CTR Roofing to complete the roof restoration for the East Wing of the Courthouse in an amount not to exceed $78,620.00. Two proposals were obtained by Garland Inc., one from CTR Roofing and the other from State Roofing. State Roofing proposed a price of $79,683.00 and CTR Roofing proposed a price of $78,620.00. This project was originally budgeted for $89,00.00. CTR Roofing's proposal remained under budget by $10,380.00

PREVIOUS ACTION

None

BACKGROUND

The Courthouse has been in use for approximately 100 years. Over the years there have been several leaks through the roof that have been reported and have been repaired by either Facility Operations or another vendor. By restoring the East Wing of the Courthouse, it is in hopes that this will extend the longevity of the Courthouse roof structure. This restoration has an expected life of 10 years.

FISCAL IMPACT

Expenditure of an amount not to exceed $78,620.00 from the approved 2022-2023 fiscal year budget for the Building and Grounds Department.

RECOMMENDATION

It is recommended that this request to approve the proposal presented by CTR Roofing to complete the roof restoration for the East Wing of the Courthouse.

LIST SUPPORTING DOCUMENTS IF APPLICABLE:

The Garland Company, Inc., Roof Measurement Report from April 24, 2013, Scope of Work, Solution, CTR Roofing Proposal and State Roofing proposal.

POSSIBLE MOTION

Motion to approve Facility Operation's request, as presented, to accept the proposal by CTR Roofing to complete the restoration for the East Wing of the Courthouse in an amount not to exceed $78,620.00.

BID PROPOSAL FORM

PROJECT: Huboldt County Courthouse (East Side), Winnemucca NV Roof Restoration

PLACE: Humboldt County Courthouse: 25 West 5th Street , Winnemucca, NV

BIDS DUE: Friday April 7th 2023 1:00 p.m.

TO: Garland/DBS
tsamaniego@garlandind.com

1. Pursuant to and in compliance with the Invitation to Bid relating to the above referenced project, the undersigned, hereby proposes and agrees to fully perform the work within the time stated and in strict accordance with the proposed Contract documents, and addenda thereto, for the following not to exceed sum of money:

PROJECT BASE BID: Humboldt County Courthouse (East side) Winnemucca, NV

All labor, materials, services and equipment necessary for completion of the Work shown on the Scope of Work and in the specifications.

25 West 5th Street, Winnemucca, NV (10 year warranty)

Seventy Eight Thousand Six Hundred and Twenty DOLLARS($ 78,620)

The Bidder agrees to the following:

A. Abide by all rules and regulations of Humboldt County
B. Maintain a full crew at all times
C. Start work per contract

2. If awarded this Contract, the undersigned will execute a satisfactory construction Contract, and will provide to Owner proof of insurance coverage, and the required bonds to the Owner for the entire Work as per the Contract documents within 10 days after notice of award. It is agreed that this proposal is subject to the Owner's acceptance for a period of 30 (thirty) days.

Insurance Requirements for Contractor:

CONTARCTOR shall procure and maintain during the duration of the contract insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the work hereunder by the CONTRACTOR, his agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the CONTRACTOR'S bid.

Minimum Limits of Insurance (Contractors Shall maintain limits to no less than):

A. Comprehensive or Commercial General Liability: $1,000,000 combined single limit per occurrence and $2,000,000 in the aggregate for bodily injury, personal injury and property damage.
B. Automobile Liability: $1,000,000 combined single limit per accident for bodily injury and property damage.
C. Worker's Compensation and Employers Liability: Worker's Compensation limits of Statutory and Employers Liability limits of $1,000,000 per accident.

3. Receipt is acknowledged of the following addenda:

No._____Dated _____
No._____Dated _____
No. _____Dated _____

4. The bidder attests and affirms that he/she and his/her subcontractors are skilled and experienced in the use and interpretation of plans, specifications, addenda and related bid documents and, that he/she has carefully reviewed the drawings, specifications, addenda and related bid documents for this Project and has found them to be free of conflicts and/or ambiguities and sufficient for bidding and construction purposes. Further, he/she has carefully examined the site of the Work, and, through his/her own personal observations, has satisfied himself/herself as to the nature, location and requirements of the Work; the character, quality and quantity of materials required; the difficulties likely to be encountered; the other items and/or conditions which may affect the satisfactory performance of the Work. He/She has based his/her bid solely on these documents, and personal observations, and has not relied in any way on any explanation or interpretation, oral or written, from any source other than those issued by the Owner.

Bidder agrees that the Owner has the right to accept or reject any or all bids and to waive all informalities.

Bidder further agrees that no modifications to any contract, addenda, specification, or any other document may be made except in writing.

Respectfully Submitted,

By: Mark Blanton Date 5/9, 2023

Title: Project Manager

Company: CTR Roofing LTD

(Seal, if bidder is a corporation)

Licenses Number: #0084675

Address: 395 Freeport Blvd #5, Sparks NV 89431

Phone: 775-657-8020

BID PROPOSAL FORM

PROJECT: Huboldt County Courthouse (East Side), Winnemucca NV Roof Restoration

PLACE: Humboldt County Courthouse: 25 West 5th Street , Winnemucca, NV

BIDS DUE: Friday April 7th 2023 1:00 p.m.

TO: Garland/DBS
tsamaniego@garlandind.com

1. Pursuant to and in compliance with the Invitation to Bid relating to the above referenced project, the undersigned, hereby proposes and agrees to fully perform the work within the time stated and in strict accordance with the proposed Contract documents, and addenda thereto, for the following not to exceed sum of money:

PROJECT BASE BID: Humboldt County Courthouse (East side) Winnemucca, NV

All labor, materials, services and equipment necessary for completion of the Work shown on the Scope of Work and in the specifications.

25 West 5th Street, Winnemucca, NV (10 year warranty) See attached site location

seventy nine thousand six hundred eighty three DOLLARS($ 79,683.00)

The Bidder agrees to the following:

A. Abide by all rules and regulations of Humboldt County
B. Maintain a full crew at all times
C. Start work per contract

2. If awarded this Contract, the undersigned will execute a satisfactory construction Contract, and will provide to Owner proof of insurance coverage, and the required bonds to the Owner for the entire Work as per the Contract documents within 10 days after notice of award. It is agreed that this proposal is subject to the Owner's acceptance for a period of 30 (thirty) days.

Insurance Requirements for Contractor:

CONTARCTOR shall procure and maintain during the duration of the contract insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the work hereunder by the CONTRACTOR, his agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the CONTRACTOR'S bid.

Minimum Limits of Insurance (Contractors Shall maintain limits to no less than):

A. Comprehensive or Commercial General Liability: $1,000,000 combined single limit per occurrence and $2,000,000 in the aggregate for bodily injury, personal injury and property damage.
B. Automobile Liability: $1,000,000 combined single limit per accident for bodily injury and property damage.
C. Worker's Compensation and Employers Liability: Worker's Compensation limits of Statutory and Employers Liability limits of $1,000,000 per accident.

3. Receipt is acknowledged of the following addenda:

No._____Dated _____
No._____Dated _____
No. _____Dated _____

4. The bidder attests and affirms that he/she and his/her subcontractors are skilled and experienced in the use and interpretation of plans, specifications, addenda and related bid documents and, that he/she has carefully reviewed the drawings, specifications, addenda and related bid documents for this Project and has found them to be free of conflicts and/or ambiguities and sufficient for bidding and construction purposes. Further, he/she has carefully examined the site of the Work, and, through his/her own personal observations, has satisfied himself/herself as to the nature, location and requirements of the Work; the character, quality and quantity of materials required; the difficulties likely to be encountered; the other items and/or conditions which may affect the satisfactory performance of the Work. He/She has based his/her bid solely on these documents, and personal observations, and has not relied in any way on any explanation or interpretation, oral or written, from any source other than those issued by the Owner.

Bidder agrees that the Owner has the right to accept or reject any or all bids and to waive all informalities.

Bidder further agrees that no modifications to any contract, addenda, specification, or any other document may be made except in writing.

Respectfully Submitted,

By: Rich Penarelli Date 04-07 20 23

Title: Project Manager

Company: State Roofing Systems,Inc.
(Seal, if bidder is a corporation)

Licenses Number: NV#0065327

Address: 15444 Hesperian Blvd.,San Leandro,Ca 94578

Phone: 900-377-7663

SECTION 07 56 31 - SINGLE-PLY ROOFING RESTORATION

HUMBOLDT COUNTY COURTHOUSE

PART 1 — GENERAL

1.1 RELATED DOCUMENTS

A. Drawings and general provisions of the Contract, including the Conditions of the Contract and Division 01 Specification Sections apply to this section.

1.2 SUMMARY

A. Section includes:

SCOPE OF WORK:

1. Power wash entire roof system, scrub membrane with push broom. Any grease, mastic, and staining must be cleaned with Simple Green or TSP and that area washed again.
2. Secure any loose membrane on walls and/or parapet wall with term bar, caulk behind and above term bar
3. Repair any tears, rips, damage with three course of White Knight Base Coat and Grip Polyester Soft reinforcement fabric
4. Re-torque any loose fasteners on term bars, replace any missing fasteners
5. Properly fasten down existing metal coping cap system
6. Remove all caulking on all coping seams, install new Tuff-Stuff caulking.
7. Remove all caulking on all term bars, install new Tuff-Stuff caulking
8. Properly cover all HVAC intakes while installing coatings
9. Coat all seams with White Knight Plus Base Coat at 2 gals/ sq. and per manufactures specifications
10. Coat entire roof system with White Knight Plus at 2 gals/sq. and per manufacturer's specifications after seam coating has been allowed to cure.
11. Coating to be applied over the top of any term bars on all walls
12. Manufacturers Rep to provide job site inspections

1. Preparation of existing single-ply roof system for restoration.

2. Restoration procedures.

B. Related Sections:

1. Section 07 56 31 - Preparation for Restoration

2. Sheet Metal Flashing and Trim: Section 07 62 00 - Sheet Metal Flashing and Trim.

3. Sheet Metal Roof Accessories: Section 07 71 00 - Roof Specialties.

4. Quality Assurance: Section 01 43 33.75 – Roofing Manufacturer’s Field Services.

1.3 REFERENCES

A. American Society for Testing and Materials (ASTM):

1. ASTM D1079, Terminology Relating to Roofing, Waterproofing, and Bituminous Materials.

B. National Roofing Contractors Association (NRCA):

1. Roofing and Waterproofing Manual.

1.4 MATERIALS OWNERSHIP

A. Except for items or materials indicated to be reused, reinstalled, or otherwise indicated to remain Owner's property, demolished materials become Contractor's property and shall be removed from Project site.

1.5 SUBMITTALS

A. Product Data: Provide manufacturer's technical product data for each type of roofing product specified. Include data substantiating that materials comply with specified requirements.

B. Manufacturer's Product Data and description of temporary roofing system. If temporary roof will remain in place, submit surface preparation requirements needed to receive permanent roof.

C. Fastener pull-out test reports.

D. Documentation of Existing Conditions: Document existing conditions of adjoining construction and site improvements, including exterior and interior finish surfaces, that might be misconstrued as having been damaged by re-roofing operations. Submit before work begins. Use high-resolution digital photographs or video tape supplemented by written commentary for preparing reports.

1.6 QUALITY ASSURANCE

A. Regulatory Requirements: Comply with governing EPA notification regulations before beginning membrane roofing removal. Comply with hauling and disposal regulations of authorities having jurisdiction.

B. Installer: Company specializing in roof restoration with a minimum 5 years’ experience and certified by roofing system manufacturer as qualified to install manufacturer's roofing materials.

C. Installer's Field Supervision: Maintain a full-time Supervisor/Foreman on job site during all phases of roofing work and at any time roofing work is in progress. Maintain proper supervision of workmen. Maintain a copy of the specifications in the possession of the Supervisor/Foremen and on the Site at all times.

D. Insurance Certification: Assist Owner in preparation and submittal of roof installation acceptance certification as may be necessary in connection with fire and extended coverage insurance on roofing and associated work.

1.7 PRE-INSTALLATION CONFERENCE

A. Preliminary Re-roofing Conference: Convene a pre-roofing conference approximately two (2) weeks before scheduled commencement of reproofing installation and associated work.

B. Require attendance of installer of each component of associated work, installers of deck or substrate construction to receive roofing work, installers of rooftop units and other work in and around roofing which must precede or follow roofing work (including mechanical work if any), Architect, Owner, roofing system manufacturer s representative, and other representatives directly concerned with performance of the Work, including (where applicable) Owner's insurers, testing agencies and governing authorities. Objectives of conference include:

1. Review foreseeable methods and procedures related to re-roofing work.

2. Tour representative areas of roofing substrates (decks) inspect and discuss condition of substrate, roof drains, curbs, penetrations and other preparatory work performed by others.

3. Review structural loading limitations of deck and inspect deck for loss of flatness and for required attachment.

4. Review re-roofing system requirements (drawings, specifications and other contract documents).

5. Review required submittals both completed and yet to be completed.

6. Review and finalize construction schedule related to re-roofing work and verify availability of materials, installer's personnel, equipment and facilities needed to make progress and avoid delays.

7. Review required inspection, testing, certifying and material usage accounting procedures.

8. Review weather and forecasted weather conditions and procedures for coping with unfavorable conditions, including possibility of temporary roofing (if not mandatory requirement).

9. Record discussion of conference including decisions and agreements (or disagreements) reached and furnish a copy for record to each party attending. If substantial disagreements exist at conclusion of conference, determine how disagreements will be resolved and set date for reconvening conference.

10. Review notification procedures for weather or non-working days.

1.8 PROJECT CONDITIONS

A. Owner will occupy portions of building immediately below the work area. Conduct coating so Owner's operations will not be disrupted. Provide Owner with not less than 72 hours' notice of activities that may affect Owner's operations

1. Coordinate work activities daily with Owner so Owner implement protective dust or water leakage covers over sensitive equipment or furnishings, shut down HVAC and fire-alarm or -detection equipment if needed, and evacuate occupants from below the work area.

2. Before working over structurally-impaired areas of deck, notify Owner to evacuate occupants from below the affected area. Verify that occupants below the work area have been evacuated prior to proceeding with work over the impaired deck area.

B. Protect building whose roof is to be restored, adjacent buildings, walkways, site improvements, exterior plantings, and landscaping from damage or soiling from coating operations.

C. Maintain access to existing walkways, corridors, and other adjacent occupied or used facilities.

D. Owner assumes no responsibility for condition of areas to be restored. Conditions existing at time of inspection for bidding will be maintained by Owner as far as practical.

E. Weather Condition Limitations: Do not apply roofing restoration materials during inclement weather or when a 40% chance of precipitation is expected.

F. Proceed with roofing work only when existing and forecasted weather conditions will permit unit of work to be installed in accordance with manufacturer's recommendations and warranty requirements.

G. Materials shall be stored at room temperature until immediately prior to application. Discontinue the application if the material cannot be stored at a temperature, which permits even distribution during application.

H. Do not expose materials vulnerable to water or sun damage in quantities greater than can be weatherproofed during same day.

I. When applying materials with spray equipment, take precautions to prevent over spray and/or solvents from damaging or defacing surrounding walls, building surfaces, vehicles or other property. Care should be taken to do the following:

1. Close air intakes into the building.

2. Have a dry chemical fire extinguisher available at the jobsite.

3. Post and enforce "No Smoking" signs.

J. Do not inhale spray mist; take precautions to ensure adequate ventilation.

K. Protect completed roof sections from foot traffic for a period of at least 48 hours at 75°F (24°C) and 50% relative humidity or until fully cured.

L. Take precautions to ensure that materials do not freeze.

M. Minimum temperature for application is 40°F (4°C) and rising.

1.9 WARRANTY

A. Upon completion of installation, and acceptance by the Owner, the manufacturer will supply to the Owner a ten (10) year warranty.

B. Installer will submit a two (2) year warranty to the membrane manufacturer with a copy directly to Owner.

C. Material manufacturer will provide an annual inspection for the life of the warranty.

1.10 DELIVERY, STORAGE AND HANDLING

A. Deliver products to site with seals and labels intact, in manufacturer's original containers, dry and undamaged.

B. Store and handle roofing sheets in a dry, well-ventilated, weather-tight place to ensure no possibility of significant moisture exposure. Store rolls of felt and other sheet materials on pallets or other raised surface. Stand all roll materials on end. Cover roll goods with a canvas tarpaulin or other breathable material (not polyethylene).

C. Do not leave unused materials on the roof overnight or when roofing work is not in progress unless protected from weather and other moisture sources.

D. It is the responsibility of the contractor to secure all material and equipment on the job site. If any material or equipment is stored on the roof, the contractor must make sure that the integrity of the deck is not compromised at any time. Damage to the deck caused by the contractor will be the sole responsibility of the contractor and will be repaired or replaced at his expense.

1.11 MANUFACTURER'S INSPECTIONS

A. When the project is in progress, the roofing system manufacturer will provide the following:

1. Keep the Owner informed as to the progress and quality of the work as observed.

2. Provide job site inspections a minimum of one day a week.

3. Report to the Owner in writing any failure or refusal of the Contractor to correct unacceptable practices called to the Contractor's attention.

4. Confirm after completion that manufacturer has observed no applications procedures in conflict with the specifications other than those that may have been previously reported and corrected.

PART 2 — PRODUCTS

2.1 PRODUCTS, GENERAL

A. Refer to Division 01 Section "Common Product Requirements."

B. Basis of Design: Materials, manufacturer's product designations, and/or manufacturer's names specified herein shall be regarded as the minimum standard of quality required for work of this Section. Comply with all manufacturer and contractor/fabricator quality and performance criteria specified in Part 1.

C. Substitutions: Products proposed as equal to the products specified in this Section shall be submitted in accordance with Bidding Requirements and Division 01 provisions.

1. Proposals shall be accompanied by a copy of the manufacturer's standard specification section. That specification section shall be signed and sealed by a professional engineer licensed in the state in which the installation is to take place. Substitution requests containing specifications without licensed engineer certification shall be rejected for non-conformance.

2. Include a list of three (3) projects of similar type and extent, located within a one hundred mile radius from the location of the project. In addition, the three projects must be at least five (5) years old and be available for inspection by the Architect, Owner or Owner's Representative.

3. Equivalency of performance criteria, warranty terms, submittal procedures, and contractual terms will constitute the basis of acceptance.

4. The Owner's decision regarding substitutions will be considered final. Unauthorized substitutions will be rejected.

2.2 ACCEPTABLE MANUFACTURERS

A. The design is based upon roofing systems engineered and manufactured by The Garland Company or approved equal:

The Garland Company
3800 East 91st Street
Cleveland, Ohio 44105
Telephone: (800) 762-8225
Website: www.garlandco.com

2.3 DESCRIPTION

A. Restoration work including but not limited to:

1. White-Knight Plus: A white multi-purpose, high build, urethane, liquid waterproofing membrane designed to maintain, restore and upgrade the performance of existing single-ply membranes.

a. Elongation (ASTM D412) >650%

b. Tensile Strength (ASTM D412) 1700 psi

c. Tear Resistance (ASTM D624) 700 lbs/in.

d. Reflectance (ASTM C1549) 87%

e. Emittance (ASTM C1371) 89%

2.4 SINGLE PLY MEMBRANE CARACTERISTICS

A. All field and flashing repairs made with single ply membrane must be done with a cured membrane of a like material to the existing roof membrane

1. TPO

a. Elongation (ASTM D4637) 90%

b. Brittleness Point (ASTM D2137) -50°F (-46°C)

c. Thickness of membrane (ASTM D751) .045 in.

2. PVC

a. Elongation (ASTM D4637) 250%

b. Tearing Strength (ASTM D751) 45 lbf

c. Thickness of membrane (ASTM D751) .045 in.

3. Hypalon

a. Elongation (ASTM D 4637) 250%

b. Tearing Strength (ASTM D 751) 10 lbf

c. Thickness of membrane (ASTM D 751) .045 in.

2.5 WASHES FOR MEMBRANE PREPARATION

A. Cleaner wash for preparing surface for polyurethane coating.

1. (Tri Sodium Phosphate): A heavy duty degreaser and all purpose cleaner

2. Simple Green: All-purpose Industrial degreaser/cleaner

2.6 ADHESIVES/SEALANTS

A. Adhesives used to adhere single ply membranes in field and flashing repairs.

1. Lap Sealant: A one-part, elastomeric sealant designed for sealing the exposed edge of an EPDM, against the effects of weathering.

2. Pliobond 9053 Splice Adhesive: A butyl-based contact adhesive with high initial green strength and excellent long term durability. Can be used to adhere cleaned surfaced of EPDM single-ply membranes to each other

2.7 FIBERGLASS/POLYESTER REINFORCMENT PHYSICAL PROPERTIES

A. Restoration work including but not limited to:

1. Grip Polyester Soft: a strong, elastic polyester reinforcing fabric.

PART 3 — EXECUTION

3.1 EXECUTION, GENERAL

A. Comply with requirements of Division 01 Section "Common Execution Requirements."

3.2 EXAMINATION

A. Examine substrate surfaces to receive coating and associated work and conditions under which roofing will be installed. Do not proceed with roofing until unsatisfactory conditions have been corrected in a manner acceptable to Installer.

3.3 GENERAL INSTALLATION REQUIREMENTS

A. Cooperate with manufacturer, inspection and test agencies engaged or required to perform services in connection with installing the roof system.

B. Insurance/Code Compliance: Where required by code, install and test the roofing system to comply with governing regulation and specified insurance requirements.

C. Protect other work from spillage of roofing materials and prevent materials from entering or clogging drains and conductors. Replace or restore other work damaged by installation of the roofing system.

D. Urethane coating Rate: Urethane coating shall be applied at no less than two (2.0) gallons/square (0.82 liters/m²) for non-reinforced system in the field with a two (2.0) gallon/square (0.82 liters/m²) base coat on all seams, flashings and penetrations. No less than four and one half (4.5) gallons/square (1.8 liters/m²) for full reinforced systems.

E. Apply roofing materials as specified herein unless recommended otherwise by manufacturer's instructions. Keep roofing materials dry during application. Do not permit phased construction.

3.4 CLEANING AND SURFACE PREPARATION

A. All defects such as deteriorated roof decks must be repaired; saturated insulation board must be replaced, etc. per Garland specifications prior to application of the urethane coating materials. Verify that existing conditions meet the following requirements:

1. The existing membrane is either fully adhered or that the membranes mechanical fasteners are secured and functional.

2. Application of roofing materials over a brittle roof membrane is not recommended.

B. Remove all loose dirt and foreign debris from the roof surface.

C. Do not damage roof membrane in cleaning process.

D. Clean and seal all parapet walls, gutters and coping caps, and repair any damaged metal where necessary. Seal watertight all fasteners, pipes, drains, vents, joints and penetrations where water could enter the building envelope.

E. Clean the entire roof by removing all dirt, algae, paint, oil, talc, rust or foreign substance. Use a 10% solution of TSP (tri-sodium phosphate), Simple Green and warm water. Scrub heavily soiled areas with a brush. Rinse with fresh water to remove all TSP solution. In ponding areas be sure to rinse at least twice to make sure all cleaning solution is rinsed clean. Cleaning residue will act as a bond breaker if not properly rinsed. Allow roof to dry before continuing.

F. Repair existing roof membrane as necessary to provide a sound substrate for the liquid membrane. All surface defects (cracks, blisters, tears) must be repaired with similar cured material.

G. Repair existing roof membrane as necessary to provide a sound substrate for the liquid membrane. Repair all surface defects (cracks, blisters, tears):

H. Blister Repairs

1. Clean the repair area.

2. All blisters must be cut and opened. Use a roofer's knife to open the blister with an "X" or "H" cut. Fold the flaps and remove any existing moisture. Permit the area to dry before applying repair materials.

3. All membranes require being repair with EPDM cover strip (cured membrane) and splice tape, on all of the seams that are repaired.

4. Apply White-Knight Plus about 8 in (20 cm) wide to surface where the repair was made. The minimum application rate should be 2.0 gallons/square (0.82 liters/m²). Care should be taken to avoid air pockets, wrinkles, fishmouths, etc. Allow to dry for a minimum of 24 hours before applying finish coats.

5. After embedding reinforcement into the White-Knight, apply additional White-Knight to completely saturate the fabric at minimum application rate of 1.0 gallon/square (0.41 liters/m²). This saturation coat should be applied as soon as possible after embedding reinforcement into the White-Knight.

6. During this process be sure to keep the application saturated with White-Knight to prevent plucking or snagging of reinforcement. Allow to dry for a minimum of 24 hours before applying finish coats.

I. Tears and Open Lap Repairs

1. All tears and open laps require reinforcement or self-stick EPDM flashing membrane and butyl tape, on all of the seams.

2. Apply White-Knight Plus Base Coat/Stallion Plus Base Coat about 8 in (20 cm) wide to surface where the repair was made. The minimum application rate should be 2.0 gallons/square (0.82 liters/m²). Care should be taken to avoid air pockets, wrinkles, fishmouths, etc. Allow to dry for a minimum of 24 hours before applying finish coats.

3. After embedding reinforcement into the White-Knight/Stallion, apply additional White- Knight/Stallion to completely saturate the fabric at minimum application rate of 1.0 gallon/square (0.41 liters/m²). This saturation coat should be applied as soon as possible after embedding reinforcement into the White-Knight/Stallion.

4. During this process be sure to keep the application saturated with White-Knight/Stallion to prevent plucking or snagging of reinforcement. Allow to dry for a minimum of 24 hours before applying finish coats.

3.5 PRE-TREATMENTS

A. Known Growth - General Surfaces: After areas of moss, mold, algae and other fungal growths or vegetation have been removed and surfaces have been thoroughly cleaned, apply a biocidal wash (TSP, Simple Green) at a maximum spread rate of 0.2 gallons/square (0.1 liters/m²), to guard against subsequent infection. Allow to dry onto absorbent surfaces before continuing with the application. On non-absorbent surfaces, allow to react before thoroughly rinsing to remove all traces of the solution. Note: See Health & Safety data before use.

3.6 SYSTEM APPLICATION NO REINFORCEMENT

A. Applying White-Knight Plus to field seams, around penetrations and flashings to be covered:

1. Apply White-Knight Plus to completely coat seams, penetrations and flashings at minimum application rate of 2.0 gallons/square (0.82 liters/m²). Care should be taken to avoid runs, sags or air bubbles in the coating.

2. Allow to dry for a minimum of 24 hours before applying finish coats.

B. Application of White-Knight Plus Finish Coats:

1. Before application of finish coat your local Garland Representative needs to inspect application.

2. After field seam application has been complete and allowed to dry, apply White-Knight Plus in a uniform manner at minimum application rate of 2.0 gallons/square (0.82 liters/m²) over the entire roof.

3. During final application of the White-Knight Plus special attention should be given to coating flashings and other critical areas to build adequate membrane thickness. Multiple coats may be necessary on verticals to prevent sagging. In any event all specified material must be applied and minimum membrane thickness achieved.

C. Membrane Deterioration:

1. It is recommended that Garland's fiberglass/polyester mat be used over areas of the membrane that are in deteriorated condition.

2. Apply urethane coating at a rate of 1.5 gallons/square (0.61 liters/m²), embed fiberglass/polyester mat and brush in. Then apply another 1.0 gallons/square (0.41 liters/m²) over the mat.

3. Let material dry 24 hours, before coating the field of the roof with 2.0 gallons/square (0.82 liters/m²), or 32 mils wet film thickness, for the finish coat.

D. Coating shall be applied in strict accordance with manufacture's published directions and instructions.

1. Manual Application:

a. Pour urethane coating onto roof in 24 in. rows and spread with ½ in. nap or foam roller.

b. Back roll urethane coating with an 18 in. (45 cm) wide ½ in. nap roller for even application. Quality check that coating meets 2.0 gallons/square (0.82 liters/m²), or 32 mils wet film thickness.

1. Spray Application:

a. Spray across roof, back-roll as needed to ensure uniform coverage, then back spray across the same area to complete application.

b. Spray Pump Recommendations:

1) Pump Ratio 45:1

2) Hose ¾ ID Hose first 100 ft. (30 m) with swivel connections and ½ in. ID Hose for second 100 ft. (30 m).

3) Pressure 5000 psi.

4) Working pressure is 2700 to 3000 at the gun. Depending on equipment setup, you may be able to spray the coating as low as 1800 psi. Based on tip size, raise pressure to remove fingers in spray pattern.

5) High pressure fittings.

6) Input flow 100 psi.

7) Tip = .032 - .037 for a 8 in. (20 cm) pattern at 12 in. (30 cm) distance.

8) Recommended 12 in. (30 cm) extension with swivel tip.

9) Tip and pump sizes will change depending on temperature and pattern concerns.

c. All material must be applied smoothly with proper film thickness, at a uniform spread rate of 4.5 gallons/square (1.8 liters/m²) for reinforced system.

d. Keep wet film gauges on-hand at all times during the application process to ensure proper coverage. Coverage rates below will designate gallons, wet mils, and dry mils.

1) 1.0 gallons will equal 16 wet mils and 12 dry mils

2) 1.5 gallons will equal 24 wet mils and 19 dry mils

3) 2.5 gallons will equal 40 wet mils and 32 dry mils

4) 4.5 gallons will equal 72 wet mils and 57 dry mils

3.7 FIELD QUALITY CONTROL

A. Require attendance of roofing [and insulation] materials manufacturers' representatives at site during installation of the roofing system. Perform field inspection and [and testing] as required [under provisions of Division 01].

B. Correct defects or irregularities discovered during field inspection.

3.8 CLEANING

A. Remove dirt and debris from all walls, windows, floors, ladders and finished surfaces.

B. In areas where finished surfaces are soiled by dirt, debris or any other sources of soiling caused by work of this section, consult manufacturer of surfaces for cleaning instructions and conform to their instructions.

C. Repair or replace defaced or disfigured finishes caused by work of this section.

3.9 CONSTRUCTION WASTE MANAGEMENT

A. Remove and properly dispose of waste products generated during roofing procedures. Comply with requirements of authorities having jurisdiction

3.10 FINAL INSPECTION

A. At completion of roofing installation and associated work, meet with Contractor, Architect, installer, installer of associated work, Owner, roofing system manufacturer's representative, and other representatives directly concerned with performance of roofing system.

B. Walk roof surface areas of the building, inspect perimeter building edges as well as flashing of roof penetrations, walls, curbs and other equipment. List all items requiring correction or completion and furnish copy of list to each party in attendance.

C. The roofing system manufacturer reserves the right to request a thermo graphic scan of the roof during final inspection to determine if any damp or wet materials have been installed. The thermo graphic scan shall be provided by the Roofing Contractor.

D. If core cuts verify the presence of damp or wet materials, the Roofing Contractor shall be required to replace the damaged areas at his own expense.

E. Repair or replace deteriorated or defective work found at time above inspection as required to a produce an installation which is free of damage and deterioration at time of Substantial Completion and according to warranty requirements.

F. Notify the Owner upon completion of corrections.

G. Following the final inspection, provide written notice of acceptance of the installation from the roofing system manufacturer.

H. Immediately correct roof leakage during construction. If the Contractor does not respond within twenty four (24) hours, the Owner will exercise rights to correct the Work under the terms of the Conditions of the Contract.

3.11 DEMONSTRATION AND TRAINING

A. At a time and date agreed to by the Owner, instruct the Owner's facility manager, or other representative designated by the Owner, on the following procedures:

1. Roof troubleshooting procedures.

2. Notification procedures for reporting leaks or other apparent roofing problems.

3. Roofing maintenance.

4. The Owner's obligations for maintaining the roofing warranty in effect and force.

5. The Manufacturer's obligations for maintaining the roofing warranty in effect and force.

END OF SECTION

Progress Report

Client: Humboldt County

Facility: 50 West 5th Street

Report Date: 10/22/2014

Roof Section: East Wing

Report Data

Title	Restoration

Porter Roofing has installed White Knight urethane coating, I have inspected project, there are various areas that need to be touched up before roof is completer



Photo 1

Overall view of coated roof



Photo 2

View of penetration and field of roof that has been coated



Photo 3

Various areas where coating was applied too light, this will need to be touched up by Porter Roofing



Photo 4

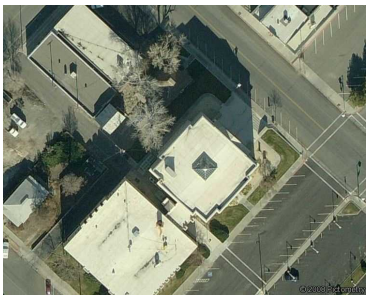
Coping cap needs to have more caulking applied to seams and various spot of membrane Porter Roofing missed coating. I have talked to Porter and they will do touch up on this roof

ROOF MEASUREMENT REPORT

50 West 5th Street, Winnemucca, NV 89445

since 1895

Report Contents



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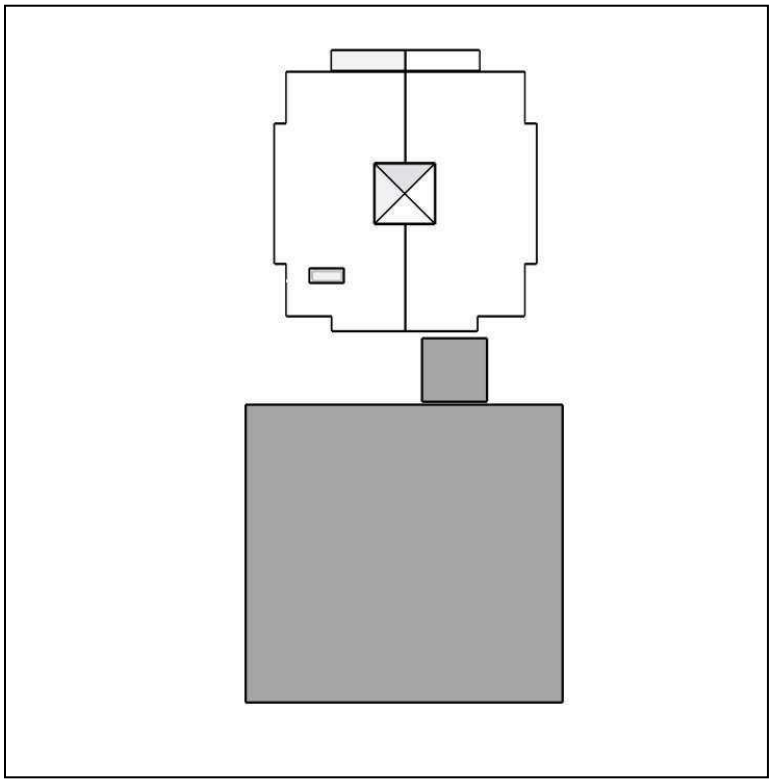

In this 3D model, facets appear as semi-transparent to reveal overhangs.

Report Details

Date:	04/24/2013
Report:	6376803

Roof Details

Total Area:	18,941 sq ft
Total Roof Facets:	11
Predominant Pitch:	0/12
Number of Stories:	>1
Total Ridges/Hips:	133 ft
Total Valleys:	0 ft
Total Rakes:	77 ft
Total Eaves:	24 ft
Total Penetrations:	2
Total Penetrations Perimeter:	46 ft
Total Penetrations Area:	66 sq ft

Contact Us

Contact: Tim Samaniego

Company: The Garland Company Inc.

Address: 3800 East 91st St
Cleveland OH 44105

Phone: 216-641-7500

Measurements provided by www.eagleview.com

Certified Accurate
www.eagleview.com/Guarantee.aspx

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REPORT IMAGES

The following aerial images show different angles of this structure for your reference.



Top View

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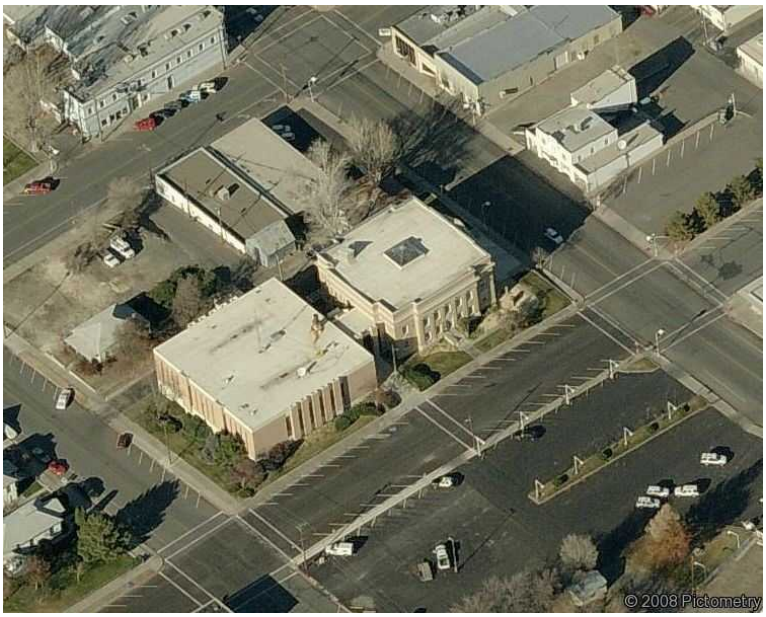
REPORT IMAGES



North View



East View

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REPORT IMAGES



South View



West View

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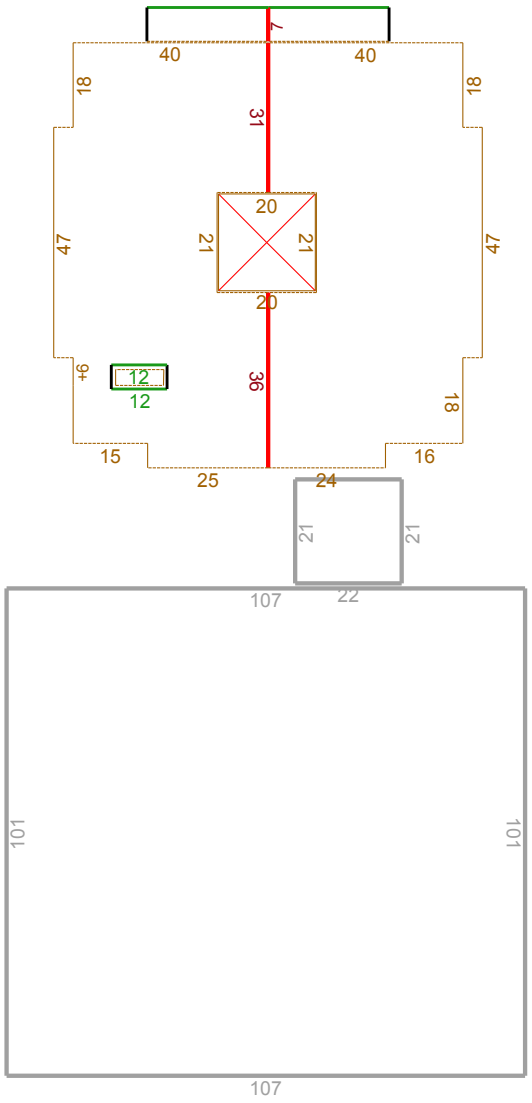
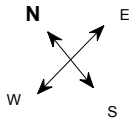
LENGTH DIAGRAM

Total Line Lengths:				
	Ridges = 75 ft	Valleys = 0 ft	Flashing = 304 ft	Eaves = 24 ft
	Hips = 58 ft	Rakes = 77 ft	Step flashing = 292 ft	Parapets = 503 ft





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Note: This diagram contains segment lengths (rounded to the nearest whole number) over 5 feet. In some cases, segment labels have been removed for readability. Plus signs preface some numbers to avoid confusion when rotated (e.g. +6 and +9).

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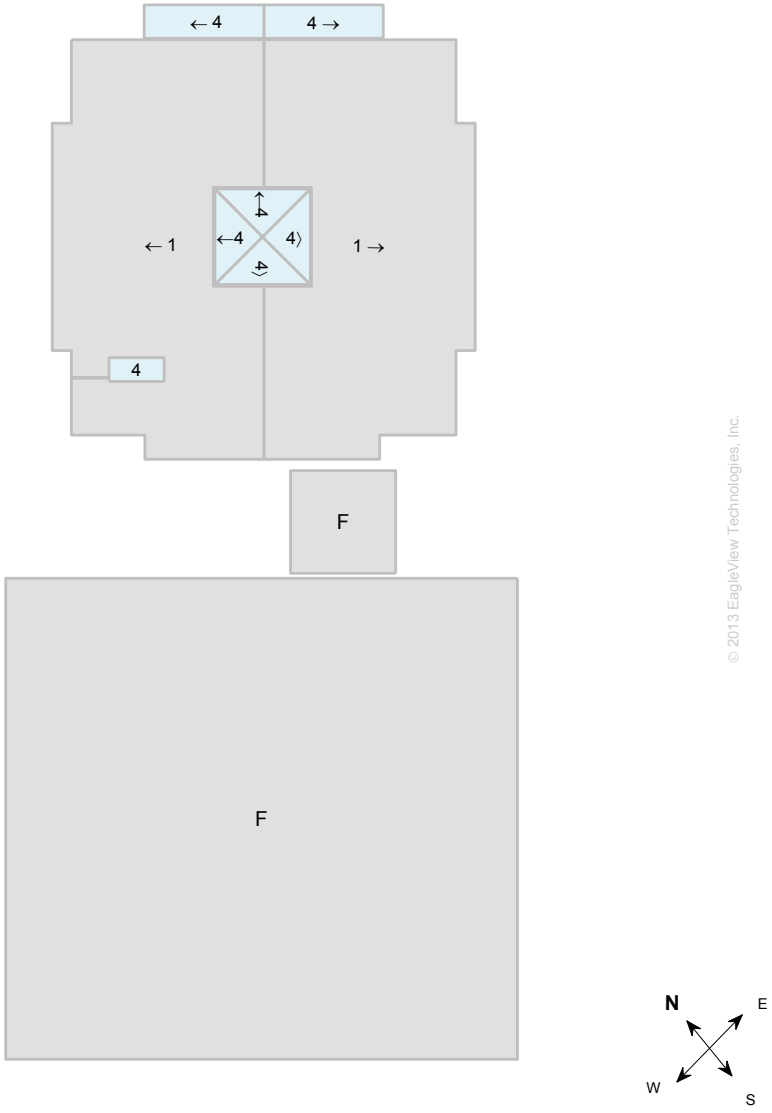
PITCH DIAGRAM

Pitch values are shown in inches per foot, and arrows indicate slope direction. The predominant pitch on this roof is 0/12.



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Note: This diagram contains labeled pitches for facet areas larger than 20 square feet. In some cases, pitch labels have been removed for readability. Gray shading indicates flat, 1/12 or 2/12 pitches. If present, a value of "F" indicates a flat facet (no pitch).

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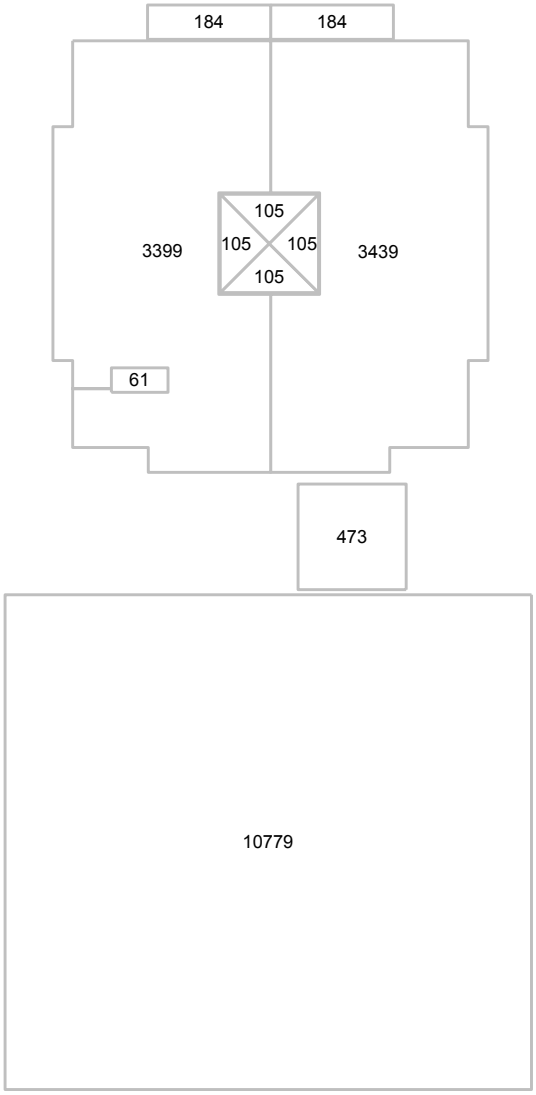
AREA DIAGRAM

Total Area = 18,941 sq ft, with 11 facets.



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Note: This diagram shows the square feet of each roof facet (rounded to the nearest foot). The total area in square feet, at the top of this page, is based on the non-rounded values of each roof facet (rounded to the nearest square foot after being totaled).

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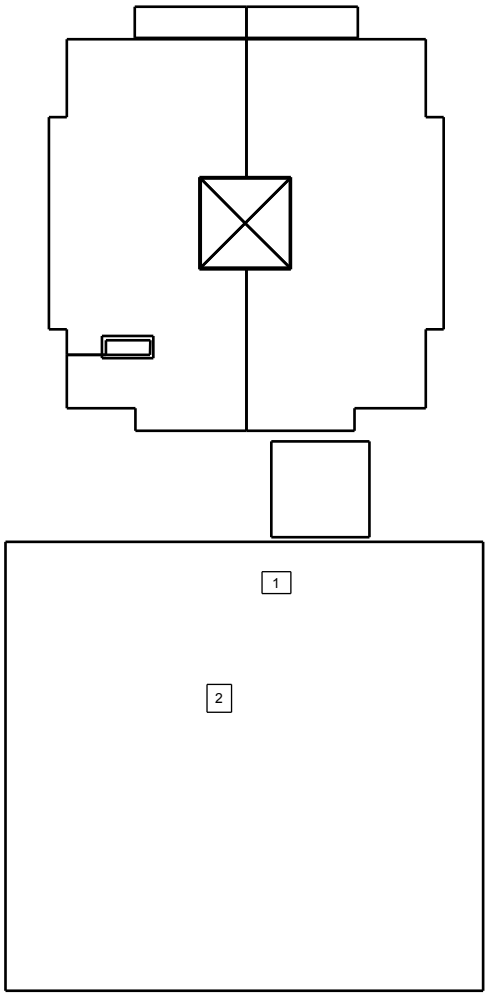
PENETRATIONS

Penetrations Notes Diagram

Penetrations are labeled from smallest to largest for easy reference.

Total Penetrations: 2
Total Penetrations Perimeter = 46 ft

Total Penetrations Area: 66 sq ft
Total Roof Area Less Penetrations = 18,876 sq ft



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Note: Any measured penetration smaller than 3x3 feet may need field verification. Accuracy is not guaranteed. The total penetration area is not subtracted from the total roof area.

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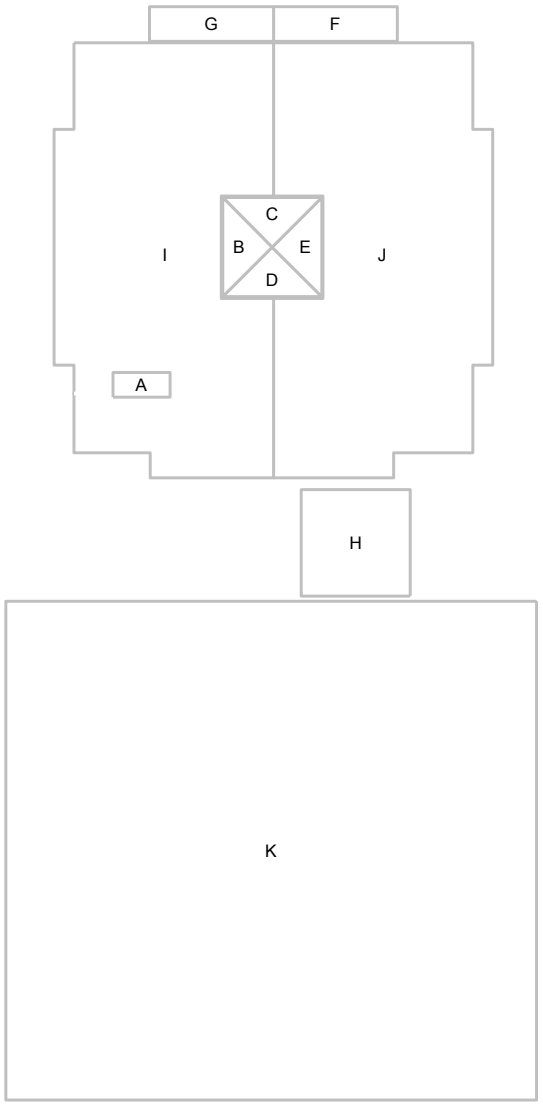
NOTES DIAGRAM

Roof facets are labeled from smallest to largest (A to Z) for easy reference.



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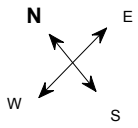

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Property Info

Weather Data

Last Hail Event: N/A Hail Count: 0 †

†Last hail event is the date of the last recorded hail event (greater than or equal to 3/4") within a one-mile radius. Hail count is the number of recorded hail events (greater than or equal to 3/4") within a one-mile radius in the past three years.

Notes

This was ordered as a commercial property. It was reported to be single structure. There were no changes to the structure in the past four years.

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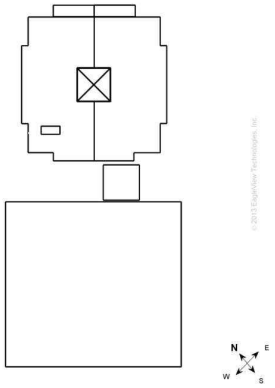
REPORT SUMMARY

Below is a measurement summary using the values presented in this report.

Lengths, Areas and Pitches

Ridge	75 ft (3 Ridges)
Hips	58 ft (4 Hips)
Valleys	0 ft (0 Valleys)
Rakes*	77 ft (4 Rakes)
Eaves/Starter**	24 ft (4 Eaves)
Drip Edge (Eaves + Rakes)	101 ft (8 Lengths)
Parapet Walls	503 ft (8 Lengths)
Flashing	304 ft (17 Lengths)
Step Flashing	292 ft (18 Lengths)
Total Area	18,942 sq ft
Total Penetrations Area	66 sq ft
Total Roof Area Less Penetrations	18,876 sq ft
Total Penetrations Perimeter	46 ft
Predominant Pitch	0/12



Total Roof Facets = 11

*Rakes are defined as roof edges that are sloped (not level).
** Eaves are defined as roof edges that are not sloped and level.

.

Areas per Pitch

Roof Pitches	0/12	1/12	4/12
Area (sq ft)	11251.6	6838.3	851.2
% of Squares	59.4%	36.1%	4.5%

The table above lists each pitch on this roof and the total area and percent (both rounded) of the roof with that pitch.

Waste Calculation Table

Waste %	0%	10%	12%	15%	17%	20%	22%
Area (sq ft)	18,941	20,836	21,215	21,783	22,162	22,730	23,109
Squares	189.4	208.4	212.2	217.8	221.6	227.3	231.1

This table shows the total roof area and squares (rounded up to the nearest decimal) based upon different waste percentages. The waste factor is subject to the complexity of the roof, individual roofing techniques and your experience. Please consider this when calculating appropriate waste percentages. Note that only roof area is included in these waste calculations. Ridge, hip, valley, and starter lengths may require additional material.

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Parapet Calculation Table

Wall Height (ft)	1	2	3	4	5	6	7
Vertical Wall Area (sq ft)	503	1006	1509	2012	2515	3018	3521

This table provides common parapet wall heights to aid you in calculating the total vertical area of these walls. Note that these values assume a 90 degree angle at the base of the wall. Allow for extra materials to cover cant strips and tapered edges.

Penetration Table

	1	2
Area (sq ft)	31.4	34.3
Perimeter (ft)	22.6	23.4

Any measured penetration smaller than 3x3 feet may need field verification. Accuracy is not guaranteed. The total penetration area is not subtracted from the total roof area.

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Solution Options

Client: Humboldt County

Facility: 50 West 5th Street

Roof Section: East Wing

Restore Options

Solution Option:	Restore	**Action Year:**	2022
Square Footage:	7,799	**Expected Life (Years):**	10
Budget:	$89,000.00		

White Knight Plus: Water proof aliphatic urethane coating

Properly clean entire roof system, repair any damage to existing membrane, apply White Knight Plus. White Knight Plus is a highly reflective multi purpose, single-componet aliphatic urethane, liquid waterproofing membrane disigned to maintain, restore and upgrade the performance of existing, aged single ply, metal, smooth BUR and modified bitumen roof systems. It provides a white reflectiv surface, with added UV protection to prolong the life of the roof, while helping maintain internal temperatures and reducing cooling cost. White Knight Plus will provide 32-64 mils of waterproofing protection to an existing roof system, this system is uniquely formulated to provide superior chemical resistance to many oils, acids, and other contaminantes. The ease of application makes White Knight Plus extremely fast and simple to install. This superior coating can be used to reinforce, without additional reinforcement fabrics and seal laps, make spot repairs, or restore entire roofing systems

HUMBOLDT COUNTY

50 W. 5th Street
Winnemucca, Nevada 89445
www.hcnv.us

STAFF REPORT

DATE: Tuesday, May 23, 2023

TO: County Commission

FROM: Joaquin Padilla, Facility Operations

SUBJECT: Request for Approval to Accept the Proposal Presented by CTR Roofing to Complete the Roof Repair for Veterans Center Building.

REQUESTED AGENDA DATE: June 5, 2023

SUMMARY

Facility Operations is requesting approval to accept the proposal presented by CTR Roofing to complete the roof repairs for the Veterans Center Building.

WHY ARE YOU BRINGING THIS BEFORE THE BOARD NOW:

For approval to accept the proposal presented by CTR Roofing to complete the roof repairs for the Veterans Center Building in an amount not to exceed $9,875.00. Two proposals were obtained by Garland Inc., one from CTR Roofing and the other from State Roofing. State Roofing proposed a price of $13,750.00 and CTR Roofing proposed a price of $9,875.00.

PREVIOUS ACTION

None

BACKGROUND

The Veterans Center Building has been in use approximately 25 years. Under our knowledge no work or repairs have been done to the roof. Several reports of leaks from the roof throughout the building have been reported to Facility Operations and were repaired at the time of the reports. The roof condition severity was brought to Facility Operations Manager, Joaquin Padilla's knowledge in the month of April. On May 16th, Joaquin received a phone call from Bob Jensen that there was a lot of damage that occurred over the weekend of May 12. We have attached photos of the damage to this report for review.

FISCAL IMPACT

Expenditure of an amount not to exceed $9,875.00.00 from the approved 2022-2023 fiscal year budget for the Building and Grounds Department.

RECOMMENDATION

It is recommended that this request to approve the proposal presented by CTR Roofing to complete the roof repairs for the Veterans Center Building.

LIST SUPPORTING DOCUMENTS IF APPLICABLE:
Scope of work, CTR Roofing Proposal and State Roofing proposal.

POSSIBLE MOTION
Motion to approve Facility Operation's request, as presented, to accept the proposal by CTR Roofing to complete the roof repairs for the Veterans Center Building in an amount not to exceed $9,875.00.

SCOPE OF WORK

HUMBOLDT COUNTY VETERANS CENTER

1. Properly clean the designated repair areas at all penetrations
2. Clean off all of the existing mastics, sealants, coatings to all penetrations
3. Replace all deteriorated rubber pipe boots
4. Install new All-Sil caulking to all pipe penetrations
5. Install new Cool-Seal coating to all penetrations
6. Retorque all loose fasteners
7. Replace missing fasteners with slightly larger that has a neoprene washer.
8. Install All-Sil sealant to ridge cap seams with a gap that is larger than ¼ inch

BID PROPOSAL FORM

PROJECT:	Huboldt County Veterans Center, Winnemucca NV Roof Maintenance
PLACE:	Humboldt County Veterans Center Building , 3300 Bengochea Circle, Winnemucca, NV
BIDS DUE:	Friday April 7th 2023 1:00 p.m.
TO:	Garland/DBS tsamaniego@garlandind.com

1. Pursuant to and in compliance with the Invitation to Bid relating to the above referenced project, the undersigned, hereby proposes and agrees to fully perform the work within the time stated and in strict accordance with the proposed Contract documents, and addenda thereto, for the following not to exceed sum of money:

   PROJECT BID: Humboldt County Veterans Center Roof Maintenance Winnemucca, NV

   All labor, materials, services and equipment necessary for completion of the Work shown on the Scope of Work and in the specifications.

   Winnemucca Veterans Center, Winnemucca, NV – Roof Maintenance

   Nine Thousand Eight Hundred Seventy Five DOLLARS($ 9,875)

The Bidder agrees to the following:

A. Abide by all rules and regulations of Humboldt County
B. Maintain a full crew at all times
C. Start work per contract

2. If awarded this Contract, the undersigned will execute a satisfactory construction Contract, and will provide to Owner proof of insurance coverage, and the required bonds to the Owner for the entire Work as per the Contract documents within 10 days after notice of award. It is agreed that this proposal is subject to the Owner's acceptance for a period of 30 (thirty) days.

Insurance Requirements for Contractor:

CONTARCTOR shall procure and maintain during the duration of the contract insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the work hereunder by the CONTRACTOR, his agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the CONTRACTOR'S bid.

Minimum Limits of Insurance (Contractors Shall maintain limits to no less than):

A. Comprehensive or Commercial General Liability: $1,000,000 combined single limit per occurrence and $2,000,000 in the aggregate for bodily injury, personal injury and property damage.
B. Automobile Liability: $1,000,000 combined single limit per accident for bodily injury and property damage.
C. Worker's Compensation and Employers Liability: Worker's Compensation limits of Statutory and Employers Liability limits of $1,000,000 per accident.

3. Receipt is acknowledged of the following addenda:

No._____Dated _____
No._____Dated _____
No. _____Dated _____

4. The bidder attests and affirms that he/she and his/her subcontractors are skilled and experienced in the use and interpretation of plans, specifications, addenda and related bid documents and, that he/she has carefully reviewed the drawings, specifications, addenda and related bid documents for this Project and has found them to be free of conflicts and/or ambiguities and sufficient for bidding and construction purposes. Further, he/she has carefully examined the site of the Work, and, through his/her own personal observations, has satisfied himself/herself as to the nature, location and requirements of the Work; the character, quality and quantity of materials required; the difficulties likely to be encountered; the other items and/or conditions which may affect the satisfactory performance of the Work. He/She has based his/her bid solely on these documents, and personal observations, and has not relied in any way on any explanation or interpretation, oral or written, from any source other than those issued by the Owner.

Bidder agrees that the Owner has the right to accept or reject any or all bids and to waive all informalities.

Bidder further agrees that no modifications to any contract, addenda, specification, or any other document may be made except in writing.

Respectfully Submitted,

By: Mark Blanton Date 5/9, 2023

Title: Project Manager

Company: CTR Roofing LTD

(Seal, if bidder is a corporation)

Licenses Number: #0084675

Address: 395 Freeport Blvd #5, Sparks NV 89431

Phone: 775-657-8020

BID PROPOSAL FORM

PROJECT:	Huboldt County Veterans Center, Winnemucca NV Roof Maintenance
PLACE:	Humboldt County Veterans Center Building , 3300 Bengochea Circle, Winnemucca, NV
BIDS DUE:	Friday April 7th 2023 1:00 p.m.
TO:	Garland/DBS tsamaniego@garlandind.com

1. Pursuant to and in compliance with the Invitation to Bid relating to the above referenced project, the undersigned, hereby proposes and agrees to fully perform the work within the time stated and in strict accordance with the proposed Contract documents, and addenda thereto, for the following not to exceed sum of money:

   PROJECT BID: Humboldt County Veterans Center Roof Maintenance Winnemucca, NV

   All labor, materials, services and equipment necessary for completion of the Work shown on the Scope of Work and in the specifications.

   Winnemucca Veterans Center, Winnemucca, NV – Roof Maintenance

   thirteen thousand seven hundred fifty DOLLARS($ 13,750.00)

The Bidder agrees to the following:

A. Abide by all rules and regulations of Humboldt County
B. Maintain a full crew at all times
C. Start work per contract

2. If awarded this Contract, the undersigned will execute a satisfactory construction Contract, and will provide to Owner proof of insurance coverage, and the required bonds to the Owner for the entire Work as per the Contract documents within 10 days after notice of award. It is agreed that this proposal is subject to the Owner's acceptance for a period of 30 (thirty) days.

Insurance Requirements for Contractor:

CONTARCTOR shall procure and maintain during the duration of the contract insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the work hereunder by the CONTRACTOR, his agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the CONTRACTOR'S bid.

Minimum Limits of Insurance (Contractors Shall maintain limits to no less than):

A. Comprehensive or Commercial General Liability: $1,000,000 combined single limit per occurrence and $2,000,000 in the aggregate for bodily injury, personal injury and property damage.
B. Automobile Liability: $1,000,000 combined single limit per accident for bodily injury and property damage.
C. Worker's Compensation and Employers Liability: Worker's Compensation limits of Statutory and Employers Liability limits of $1,000,000 per accident.

3. Receipt is acknowledged of the following addenda:

No._____Dated _____
No._____Dated _____
No. _____Dated _____

4. The bidder attests and affirms that he/she and his/her subcontractors are skilled and experienced in the use and interpretation of plans, specifications, addenda and related bid documents and, that he/she has carefully reviewed the drawings, specifications, addenda and related bid documents for this Project and has found them to be free of conflicts and/or ambiguities and sufficient for bidding and construction purposes. Further, he/she has carefully examined the site of the Work, and, through his/her own personal observations, has satisfied himself/herself as to the nature, location and requirements of the Work; the character, quality and quantity of materials required; the difficulties likely to be encountered; the other items and/or conditions which may affect the satisfactory performance of the Work. He/She has based his/her bid solely on these documents, and personal observations, and has not relied in any way on any explanation or interpretation, oral or written, from any source other than those issued by the Owner.

Bidder agrees that the Owner has the right to accept or reject any or all bids and to waive all informalities.

Bidder further agrees that no modifications to any contract, addenda, specification, or any other document may be made except in writing.

Respectfully Submitted,

By: Rich Penarelli Date 04-07, 2023

Title: Project Manager

Company: State Roofing Systems,Inc

(Seal, if bidder is a corporation)

Licenses Number: NV#0065327

Address: 15444 Hesperian Blvd.,San Leandro,Ca 94578

Phone: 800-377-7663






Johns-Manville
fiberglas
insulation


VIETNAM WAR
KOREA REBORN

HUMBOLDT COUNTY

50 W. 5th Street
Winnemucca, Nevada 89445
www.hcnv.us

STAFF REPORT

DATE: Tuesday, May 23, 2023

TO: County Commission

FROM: Joaquin Padilla, Facility Operations

SUBJECT: Request for Approval to Accept the Proposal Presented by CTR Roofing to Complete the Roof Restoration for the Winnemucca Mountain Remote Building.

REQUESTED AGENDA DATE: June 5, 2023

SUMMARY

Facility Operations is requesting approval to accept the proposal presented by CTR Roofing to complete the roof restoration for the Winnemucca Mountain Remote Building.

WHY ARE YOU BRINGING THIS BEFORE THE BOARD NOW:

For approval to accept the proposal presented by CTR Roofing to complete the roof restoration for the Winnemucca Mountain Remote Building in an amount not to exceed $15,250.00. Two proposals were obtained by Garland Inc., one from CTR Roofing and the other from State Roofing. State Roofing proposed a price of $19,250.00 and CTR Roofing proposed a price of $15,250.00. This project was originally budgeted for $24,000.00. CTR Roofing's proposal remained under budget by $8,750.00

PREVIOUS ACTION

None

BACKGROUND

The Winnemucca Mountain Remote Building has been in use for more than 30 years. The roof needs to be stripped and resurfaced. It has a lot of foot traffic on it as it is the main access to the tower that is attached to the building. It leaks around the main pipe. This building is used for the TV district and the county network relay. There have been no repairs done to this roof or building to our knowledge. By making this roof restoration it will help improve the longevity of the building. This should have an expected life of 20 years once the repairs have been made.

FISCAL IMPACT

Expenditure of an amount not to exceed $15,250.00 from the approved 2022-2023 fiscal year budget for the Building and Grounds Department.

RECOMMENDATION

It is recommended that this request to approve the proposal presented by CTR Roofing to complete the roof restoration for the Winnemucca Mountain Remote Building.

LIST SUPPORTING DOCUMENTS IF APPLICABLE:

The Garland Company, Inc., Roof Measurement Report from June 30, 2021, CTR Roofing Proposal and State Roofing proposal.

POSSIBLE MOTION

Motion to approve Facility Operation's request, as presented, to accept the proposal by CTR Roofing to complete the restoration for the Winnemucca Mountain Remote Building in an amount not to exceed $15,250.00.

Solution Options

Client: Humboldt County

Facility: Antenna Building

Roof Section: Flat Roof

Restore Options			
Solution Option:	Restore	**Action Year:**	2022
Square Footage:	-	**Expected Life (Years):**	20
Budget:	$28,000.00		

Dura-Walk

Dura-Walk is a liquid applied, single component, polyurethane elastomeric waterproofing coating inteded for use on patio decks, roofs, traffic decks, mechanical room floors and walking decks where excellent weathering, toughness, fast cure and good solvent resistance is needed. It adheres to wood, neoprene, concrete, and metal.

Solution - This would be utilizing a local, established and respected roofing contractor to perform all the necessary actions to bring this roof to a water-tight status. Your Garland Representative will write the entire scope of work, specification and assist in providing multiple bids ensuring the quotes are consistent, competitive, and"apples to apple"s. These bids will be presented to you and the winning contractor will work with your Garland Representative to set up a schedule and start production. Once in process, your Garland Representative will carefully watch the contractors on a daily (or at minimum of 3x per week) basis to ensure proper application of the material and in accordance to specification. You will receive updates electronically regarding status of the roof restoration. At the end of the project, your Garland Representative will walk the roof with you, inspect completed work, and answer any questions about the restoration. This will entail a water tight warranty from the Garland typically for 15 years on the restored areas. Garland will get paid on the material sold to the contractor and you would pay the contractor directly. Your Garland Representative does not receive any payment from the contractor for labor, or supervision of the job. You receive that service at **no charge** from Garland. **The estimated numbers provided are for budgetary purposes only. Once a solution and/or direction is selected, the next step is to have your Garland Representative bring in contractors to bid a set of developed specifications, scope of work, and details to ensure a quality competitive process.**

Photo Report

Client: Humboldt County
Facility: Antenna Building
Roof Section: Flat Roof

Report Date: 06/30/2021
Title: Roof Inspection

The existing roof is concrete with wood plywood mechanically attached then an EPDM installed.



Photo 1

Overview of the existing roof

This is actually a concrete roof that at some point someone installed plywood and EPDM over the existing



Photo 2

Tears in the EPDM and plywood is exposed



Photo 3

The EPDM membrane has failed



Photo 4

Failed membrane



Photo 5

Holes in all locations



Photo 6

More failed membrane



Photo 7

Plywood has been installed over the concrete deck



Photo 8

View deckthat plywood has been installed over the concrete

BID PROPOSAL FORM

PROJECT: Huboldt County Winnemucca Mountain, Winnemucca NV Roof Restoration

PLACE: Humboldt County Winnemucca Mountain Remote Building , Winnemucca, NV

BIDS DUE: Friday April 7th 2023 1:00 p.m.

TO: Garland/DBS
tsamaniego@garlandind.com

1. Pursuant to and in compliance with the Invitation to Bid relating to the above referenced project, the undersigned, hereby proposes and agrees to fully perform the work within the time stated and in strict accordance with the proposed Contract documents, and addenda thereto, for the following not to exceed sum of money:

PROJECT BID: Humboldt County Winnemucca Mountain Remote Building Winnemucca, NV

All labor, materials, services and equipment necessary for completion of the Work shown on the Scope of Work and in the specifications.

Winnemucca Mountain Remote Building, Winnemucca, NV (10 year warranty)

Fifteen Thousand Two Hundred and Fifty DOLLARS($ 15,250)

The Bidder agrees to the following:

A. Abide by all rules and regulations of Humboldt County
B. Maintain a full crew at all times
C. Start work per contract

2. If awarded this Contract, the undersigned will execute a satisfactory construction Contract, and will provide to Owner proof of insurance coverage, and the required bonds to the Owner for the entire Work as per the Contract documents within 10 days after notice of award. It is agreed that this proposal is subject to the Owner's acceptance for a period of 30 (thirty) days.

Insurance Requirements for Contractor:

CONTARCTOR shall procure and maintain during the duration of the contract insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the work hereunder by the CONTRACTOR, his agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the CONTRACTOR'S bid.

Minimum Limits of Insurance (Contractors Shall maintain limits to no less than):

A. Comprehensive or Commercial General Liability: $1,000,000 combined single limit per occurrence and $2,000,000 in the aggregate for bodily injury, personal injury and property damage.
B. Automobile Liability: $1,000,000 combined single limit per accident for bodily injury and property damage.
C. Worker's Compensation and Employers Liability: Worker's Compensation limits of Statutory and Employers Liability limits of $1,000,000 per accident.

3. Receipt is acknowledged of the following addenda:

No._____Dated _____
No._____Dated _____
No. _____Dated _____

4. The bidder attests and affirms that he/she and his/her subcontractors are skilled and experienced in the use and interpretation of plans, specifications, addenda and related bid documents and, that he/she has carefully reviewed the drawings, specifications, addenda and related bid documents for this Project and has found them to be free of conflicts and/or ambiguities and sufficient for bidding and construction purposes. Further, he/she has carefully examined the site of the Work, and, through his/her own personal observations, has satisfied himself/herself as to the nature, location and requirements of the Work; the character, quality and quantity of materials required; the difficulties likely to be encountered; the other items and/or conditions which may affect the satisfactory performance of the Work. He/She has based his/her bid solely on these documents, and personal observations, and has not relied in any way on any explanation or interpretation, oral or written, from any source other than those issued by the Owner.

Bidder agrees that the Owner has the right to accept or reject any or all bids and to waive all informalities.

Bidder further agrees that no modifications to any contract, addenda, specification, or any other document may be made except in writing.

Respectfully Submitted,

By: Mark Blanton Date 5/9, 2023

Title: Project Manager

Company: CTR Roofing LTD

(Seal, if bidder is a corporation)

Licenses Number: #0084675

Address: 395 Freeport Blvd #5, Sparks NV 89431

Phone: 775-657-8020

BID PROPOSAL FORM

PROJECT:	Huboldt County Winnemucca Mountain, Winnemucca NV Roof Restoration
PLACE:	Humboldt County Winnemucca Mountain Remote Building , Winnemucca, NV
BIDS DUE:	Friday April 7th 2023 1:00 p.m.
TO:	Garland/DBS tsamaniego@garlandind.com

1. Pursuant to and in compliance with the Invitation to Bid relating to the above referenced project, the undersigned, hereby proposes and agrees to fully perform the work within the time stated and in strict accordance with the proposed Contract documents, and addenda thereto, for the following not to exceed sum of money:

   PROJECT BID: Humboldt County Winnemucca Mountain Remote Building Winnemucca, NV

   All labor, materials, services and equipment necessary for completion of the Work shown on the Scope of Work and in the specifications.

   Winnemucca Mountain Remote Building, Winnemucca, NV (10 year warranty)

   nineteen thousand two hundred and fifty DOLLARS($ 19,250.00)

The Bidder agrees to the following:

A. Abide by all rules and regulations of Humboldt County
B. Maintain a full crew at all times
C. Start work per contract

2. If awarded this Contract, the undersigned will execute a satisfactory construction Contract, and will provide to Owner proof of insurance coverage, and the required bonds to the Owner for the entire Work as per the Contract documents within 10 days after notice of award. It is agreed that this proposal is subject to the Owner's acceptance for a period of 30 (thirty) days.

Insurance Requirements for Contractor:

CONTARCTOR shall procure and maintain during the duration of the contract insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the work hereunder by the CONTRACTOR, his agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the CONTRACTOR'S bid.

Minimum Limits of Insurance (Contractors Shall maintain limits to no less than):

A. Comprehensive or Commercial General Liability: $1,000,000 combined single limit per occurrence and $2,000,000 in the aggregate for bodily injury, personal injury and property damage.
B. Automobile Liability: $1,000,000 combined single limit per accident for bodily injury and property damage.
C. Worker's Compensation and Employers Liability: Worker's Compensation limits of Statutory and Employers Liability limits of $1,000,000 per accident.

3. Receipt is acknowledged of the following addenda:

No._____Dated _____
No._____Dated _____
No. _____Dated _____

4. The bidder attests and affirms that he/she and his/her subcontractors are skilled and experienced in the use and interpretation of plans, specifications, addenda and related bid documents and, that he/she has carefully reviewed the drawings, specifications, addenda and related bid documents for this Project and has found them to be free of conflicts and/or ambiguities and sufficient for bidding and construction purposes. Further, he/she has carefully examined the site of the Work, and, through his/her own personal observations, has satisfied himself/herself as to the nature, location and requirements of the Work; the character, quality and quantity of materials required; the difficulties likely to be encountered; the other items and/or conditions which may affect the satisfactory performance of the Work. He/She has based his/her bid solely on these documents, and personal observations, and has not relied in any way on any explanation or interpretation, oral or written, from any source other than those issued by the Owner.

Bidder agrees that the Owner has the right to accept or reject any or all bids and to waive all informalities.

Bidder further agrees that no modifications to any contract, addenda, specification, or any other document may be made except in writing.

Respectfully Submitted,

By: Rich Penarelli Date 04-07, 20 23

Title: Project Manager

Company: State Roofing Systems,Inc
(Seal, if bidder is a corporation)

Licenses Number: NV#0065327

Address: 15444 Hesperian Blvd.,San Leandro,Ca 94578

Phone: 800-377-7663

SECTION 07563
FLUID APPLIED ROOFING RESTORATION

PART 1 GENERAL

1.1 SECTION INCLUDES

A. Single Ply Roof Restoration (1.4.E) (2.6)

1.2 SCOPE OF WORK

1. Properly remove the entire roof system down to the concrete deck, remove all debris, grease, mastic, etc.
2. Prime the entire field with FC primer.
3. Fill in cracks, holes, defects with Tuff-Stuff sealant, three course with fabric and base coat
4. Apply Tuff-Stuff sealant to all penetrations, post, brackets, etc
5. Apply LiquiTec base coat over entire single ply membrane at 1.5 gals/sq., allow to cure.
6. Apply LiquiTec top coat over entire single ply membrane at 1 gal/sq.
7. Contractor is responsible to field measure the entire roof system; the measurement report provided is for reference only. The School District takes no responsibility for errors in report.
8. Contractor to coordinate all work with the Owner.
9. Contractor to abide by all rules and regulations of the Owner

1.3 RELATED SECTIONS

A. Section 06100 - Rough Carpentry: Roof blocking installation and requirements.

B. Section 07620 - Sheet Metal Flashing and Trim: Metal cap flashing and expansion joints.

C. Section 07620 - Sheet Metal Flashing and Trim: Weather protection for base flashings.

D. Section 07710 - Manufactured Roof Specialties: Counter flashing gravel stops, and fascia, scuppers, gutters and downspouts.

E. Section 15430 - Plumbing Specialties: Piping vents and roof drains.

1.4 REFERENCES

A. ASTM C 92 - Standard Test Methods for Sieve Analysis and Water Content of Refractory Materials

B. ASTM C 920 - Standard Specification for Elastomeric Joint Sealants.

C. ASTM C 1250 - Standard Test Method for Nonvolatile Content of Cold Liquid-Applied Elastomeric Waterproofing Membranes.

D. ASTM D 92 - Standard Test Method for Flash and Fire Points by Cleveland Open Cup

Tester.

E. ASTM D 93 - Standard Test Methods for Flash Point by Pensky-Martens Closed Cup Tester.

F. ASTM D 412 - Standard Test Methods for Vulcanized Rubber and Thermoplastic Elastomers-Tension.

G. ASTM D 522 – Standard Test Methods for Mandrel Bend Test of Attached Organic Coatings

H. ASTM D 562 - Standard Test Method for Consistency of Paints Measuring Krebs Unit (KU) Viscosity Using a Stormer-Type Viscometer.

I. ASTM D 570 – Standard Test Method for Water Absorption of Plastics

J. ASTM D 624 - Standard Test Method for Tear Strength of Conventional Vulcanized Rubber and Thermoplastic Elastomers

K. ASTM D 1002 - Standard Test Method for Apparent Shear Strength of Single-Lap-Joint Adhesively Bonded Metal Specimens by Tension Loading (Metal-to-Metal).

L. ASTM D 1475 - Standard Test Method For Density of Liquid Coatings, Inks, and Related Products.

M. ASTM D 1876 - Standard Test Method for Peel Resistance of Adhesives (T-Peel Test).

N. ASTM D 2196 - Standard Test Methods for Rheological Properties of Non-Newtonian Materials by Rotational (Brookfield type) Viscometer.

O. ASTM D 2240 - Standard Test Method for Rubber Property-Durometer Hardness.

P. ASTM D 2369 - Standard Test Method for Volatile Content of Coatings.

Q. ASTM D 3960 - Standard Practice for Determining Volatile Organic Compound (VOC) Content of Paints and Related Coatings.

R. ASTM D 4073 – Standard Test Method for Tensile-Tear Strength of Bituminous Roofing Membranes

S. ASTM D 4212 - Standard Test Method for Viscosity by Dip-Type Viscosity Cups.

T. ASTM D 4402 - Standard Test Method for Viscosity Determination of Asphalt at Elevated Temperatures Using a Rotational Viscometer.

U. ASTM D 4479 - Standard Specification for Asphalt Roof Coatings - Asbestos-Free.

V. ASTM D 5147 – Standard Test Methods for Sampling and Testing Modified Bituminous Sheet Material

W. ASTM D 5420 - Standard Test Method for Impact Resistance of Flat, Rigid Plastic Specimen by Means of a Striker Impacted by a Falling Weight (Gardner Impact).

X. ASTM D 5602 – Standard Test Method for Static Puncture Resistance of Roofing Membrane Specimens

Y. ASTM D 5635 – Standard Test Method for Dynamic Puncture Resistance of Roofing Membrane Specimens

Z. ASTM D 7897 – Standard Practice for Laboratory Soiling and Weathering of Roofing Materials to Simulate Effects of Natural Exposure on Solar Reflectance and Thermal

Emittance

AA. ASTM E 1980 - Standard Practice for Calculating Solar Reflectance Index of Horizontal and Low-Sloped Opaque Surfaces

BB. ASTM G 21 - Standard Practice for Determining Resistance of Synthetic Polymeric Materials to Fungi.

CC. SMACNA Architectural Sheet Metal Manual.

DD. ANSI/SPRI ES-1 - Testing and Certification Listing of Shop Fabricated Edge Metal

EE. National Roofing Contractors Association (NRCA) - Roofing and Waterproofing Manual.

1.5 SYSTEM DESCRIPTION

A. Single Ply Roof Restoration Renovation: work includes:
1. Surface preparation: Remove membrane chalking, dust, dirt, and debris.
2. Fascia Edges: Inspect and make repairs to membrane
3. Parapets and Vertical Surfaces: Inspect and make repairs to any splits or membrane deterioration.
4. Metal Flashings: Repair/Replace metal flashings, pitch pockets, etc.
5. Roof Repairs: Repair blisters, stressed or cracked membrane. Cut back, patch with new membrane
6. Install Base Coat over seams, flashings and around penetrations / let cure / install second base coat over entire roof surface and flashings. Let cure, and top coat flashings and entire roof surface.

1.6 SUBMITTALS

A. Submit under provisions of Section 01300.

B. Product Data: Manufacturer's data sheets on each product to be used, including:
1. Preparation instructions and recommendations.
2. Storage and handling requirements and recommendations.
3. Installation methods.

C. Shop Drawings: Submit shop drawings including installation details of roofing, flashing, fastening, insulation and vapor barrier, including notation of roof slopes and fastening patterns of insulation and base modified bitumen membrane, prior to job start.

D. LEED Submittals: Provide documentation of how the requirements of Credit will be met:
1. List of proposed materials with recycled content. Indicate post-consumer recycled content and pre-consumer recycled content for each product having recycled content.
2. Product data and certification letter indicating percentages by weight of post-consumer and pre-consumer recycled content for products having recycled content.
3. Product reflectivity and emissivity criteria to qualify for one point under the LEED credit category, Credit 7.2, Landscape & Exterior Design to Reduce Heat Island - Roof.

E. Verification Samples: For each product specified, two samples, minimum size 6 inches (150 mm) square, representing actual product, and color.

F. Manufacturer's Certificates: Certify products meet or exceed specified requirements.

G. Closeout Submittals: Provide manufacturer's maintenance instructions that include recommendations for periodic inspection and maintenance of all completed roofing work. Provide product warranty executed by the manufacturer. Assist Owner in preparation and

submittal of roof installation acceptance certification as may be necessary in connection with fire and extended coverage insurance on roofing and associated work.

1.7 QUALITY ASSURANCE

A. Perform Work in accordance with NRCA Roofing and Waterproofing Manual.

B. Manufacturer Qualifications: Manufacturer: Company specializing in manufacturing products specified in this section with documented ISO 9001 certification and minimum twelve years and experience.

C. Installer Qualifications: Company specializing in performing Work of this section with minimum five years documented experience and a certified Pre-Approved Garland Contractor.

D. Installer's Field Supervision: Maintain a full-time Supervisor/Foreman on job site during all phases of roofing work while roofing work is in progress.

E. Product Certification: Provide manufacturer's certification that materials are manufactured in the United States and conform to requirements specified herein, are chemically and physically compatible with each other, and are suitable for inclusion within the total roof system specified herein.

F. Source Limitations: Obtain all components of roof system from a single manufacturer. Secondary products that are required shall be recommended and approved in writing by the roofing system Manufacturer. Upon request of the Architect or Owner, submit Manufacturer's written approval of secondary components in list form, signed by an authorized agent of the Manufacturer.

1.8 PRE-INSTALLATION CONFERENCE

A. Convene a pre-roofing conference approximately two weeks before scheduled commencement of roofing system installation and associated work.

B. Require attendance of installers of deck or substrate construction to receive roofing, installers of rooftop units and other work in and around roofing which must precede or follow roofing work including mechanical work, Architect, Owner, roofing system manufacturer's representative.

C. Objectives include:
1. Review foreseeable methods and procedures related to roofing work, including set up and mobilization areas for stored material and work area.
2. Tour representative areas of roofing substrates, inspect and discuss condition of substrate, roof drains, curbs, penetrations and other preparatory work.
3. Review structural loading limitations of deck and inspect deck for loss of flatness and for required attachment.
4. Review roofing system requirements, Drawings, Specifications and other Contract Documents.
5. Review and finalize schedule related to roofing work and verify availability of materials, installer's personnel, equipment and facilities needed to make progress and avoid delays.
6. Review required inspection, testing, certifying procedures.
7. Review weather and forecasted weather conditions and procedures for coping with unfavorable conditions, including possibility of temporary roofing.
8. Record conference including decisions and agreements reached. Furnish a copy of records to each party attending.

1.9 DELIVERY, STORAGE, AND HANDLING

A. Deliver and store products in manufacturer's unopened packaging with labels intact until ready for installation.

B. Store all roofing materials in a dry place, on pallets or raised platforms, out of direct exposure to the elements until time of application. Store materials at least 4 inches above ground level and covered with "breathable" tarpaulins.

C. Stored in accordance with the instructions of the manufacturer prior to their application or installation. Store roll goods on end on a clean flat surface. No wet or damaged materials will be used in the application.

D. Avoid stockpiling of materials on roofs without first obtaining acceptance from the Architect/Engineer.

E. Storage temperatures should be between 60°F to 80°F (15.6° to 26.7°C) and not exceed 110°F (43.3°C). Indoor ventilated storage is recommended Ensure jobsite storage is in a shaded and ventilated area. Do not store in direct sunlight. Keep materials away from open flame or welding sparks.

1.10 PROJECT CONDITIONS

A. Maintain environmental conditions (temperature, humidity, and ventilation) within limits recommended by manufacturer for optimum results. Do not install products under environmental conditions outside manufacturer's absolute limits.

B. Weather Condition Limitations: Do not apply products during inclement weather or when precipitation is expected.

C. Proceed with roofing work only when existing and forecasted weather conditions will permit unit of work to be installed in accordance with manufacturer's recommendations and warranty requirements.

D. Do not expose materials vulnerable to water or sun damage in quantities greater than can be weatherproofed during same day.

E. When applying materials with spray equipment, take precautions to prevent over spray and/or solvents from damaging or defacing surrounding walls, building surfaces, vehicles or other property. Care should be taken to do the following:
   1. Close air intakes into the building.
   2. Have a dry chemical fire extinguisher available at the jobsite.
   3. Post and enforce "No Smoking" signs.

F. Avoid inhaling spray mist; take precautions to ensure adequate ventilation.

G. Protect completed roof sections from foot traffic for a period of at least 48 hours at 75 degrees F (24 degrees C) and 50 percent relative humidity or until fully cured.

H. Take precautions to ensure that materials do not freeze.

I. Minimum temperature for application is 50°F (10°C) and rising.

1.11 WARRANTY

A. Upon completion of the work, provide the Manufacturer's written and signed limited labor and materials Warranty, warranting that, if a leak develops in the roof during the term of this warranty, due either to defective material or defective workmanship by the installing

contractor, the manufacturer shall provide the Owner, at the Manufacturer's expense, with the labor and material necessary to return the defective area to a watertight condition.

1. Warranty Period:
    a. 10 years

A. Installer is to guarantee all work against defects in materials and workmanship for a period indicated following final acceptance of the Work.

1. Warranty Period:
    a. 2 years from date of acceptance.

PART 2 PRODUCTS

2.1 MANUFACTURERS

A. Acceptable Manufacturer: Garland Company, Inc. (The), which is located at: 3800 E. 91st St.; Cleveland, OH 44105; Toll Free Tel: 800-321-9336; Tel: 216-641-7500; Fax: 216-641-0633; Web: www.garlandco.com Area Rep: Tim Samaniego 775-772-9822

2.2 ROOF RESTORATION SYSTEM FOR SINGLE PLY ROOFS

A. LiquiTec System:

1. Primer: FC Primer
2. Base Coating: LiquiTec Base or LiquiTec
3. Top Coating: LiquiTec Base or LiquiTec
4. Flashing: Repair or replace as needed. LiquiTec Base or LiquiTec.
5. Reinforcement: Uni-Bond ST self-adhered tape as needed

2.3 EDGE TREATMENT AND ROOF PENETRATION FLASHINGS

A. Flashing Boot - Rubbertite Flashing Boot: Neoprene pipe boot for sealing single or multiple pipe penetrations adhered in approved adhesives as recommended and furnished by the membrane manufacturer.

B. Vents and Breathers: Heavy gauge aluminum and fully insulated vent that allows moisture and air to escape but not enter the roof system as recommended and furnished by the membrane manufacturer.

C. Pitch pans, Rain Collar 24 gauge stainless or 20oz (567gram) copper. All joints should be welded/soldered watertight. See details for design.

D. Drain Flashings should be 4lb (1.8kg) sheet lead formed and rolled.

E. Plumbing stacks should be 4lb (1.8kg) sheet lead formed and rolled.

F. Liquid Flashing – Coating: LiquiTec or LiquiTec Base: Multi-purpose, 100% solids, two-part, fast-cure, polyurea

G. Fabricated Flashings: Fabricated flashings and trim.

1. Fabricated flashings and trim shall conform to the detail requirements of SMACNA "Architectural Sheet Metal Manual"

H. Manufactured Roof Specialties: Manufactured copings, fascia, gravel stops, control joints, expansion joints, joint covers and related flashings and trim.

1. Manufactured roof specialties shall conform to the detail requirements of SMACNA "Architectural Sheet Metal Manual" and/or the NRCA "Roofing and Waterproofing Manual" as applicable.

PART 3 EXECUTION

3.1 EXAMINATION

A. Do not begin installation until substrates have been properly prepared.

B. Verify that work penetrating the roof deck, or which may otherwise affect the roofing, has been properly completed.

C. If substrate preparation is the responsibility of another installer, notify Manufacturer Rep of unsatisfactory preparation before proceeding.

3.2 ROOF PREPARATION AND REPAIR

A. General: All necessary field and flashing repairs must be done according to good construction practices, including the removal of all wet insulation and defective materials as identified through a moisture detection survey such as an infrared scan and replacement with like-materials.
   1. Remove existing roof flashings from curbs and parapet walls down to the surface of the roof. Remove existing flashings at roof drains and roof penetrations.
   2. Remove all wet, deteriorated, blistered or delaminated roofing membrane or insulation and fill in any low spots occurring as a result of removal work to create a smooth, even surface for application of new roof membranes.
   3. Install new wood nailers as necessary to accommodate insulation/recovery board or new nailing patterns.
   4. When mechanically attached, the fastening pattern for the insulation/recovery board shall be as recommended by the specific product manufacturer.
   5. Existing roof surfaces shall be primed as necessary and allowed to dry prior to installing the roofing system.

B. Prepare surfaces using the methods recommended by the manufacturer for achieving the best result for the substrate under the project conditions.

C. Repair all defects such as deteriorated roof decks; replace saturated insulation board, replace loose or brittle membrane or membrane flashings. Verify that exiting conditions meet the following requirements:
   1. Existing membrane is either fully adhered or that the membranes mechanical fasteners are secured and functional.
   2. Application of roofing materials over a brittle roof membrane is not recommended.

D. Remove all loose dirt and foreign debris from the roof surface. Do not damage roof membrane in cleaning process.

E. Repair existing roof membrane as necessary to provide a sound substrate for the fluid-applied membrane. All surface defects (cracks, blisters, tears) must be repaired with similar materials.

F. All single-ply seams must be checked and any loose seams must be resealed, or if necessary, replaced with new single-ply material (ensure coating adhesion to any new single-ply material is sufficient).

G. Significantly wrinkled single ply membrane areas must be cut out and replaced to ensure a smooth substrate.

H. Repair any single ply membrane that has shrunk and is tenting at walls.

I. Remove any walkway pads and make necessary repair with new single ply membrane.

J. Clean and seal all parapet walls, gutters and coping caps, and repair any damaged metal where necessary. Seal watertight all fasteners, pipes, drains, vents, joints and penetrations where water could enter the building envelope.

K. Confirm local water run-off ordinances and restrictions prior to cleaning roof. Clean the entire roof surface by removing all dirt, algae, paint, oil, talc, rust or foreign substance. Use a 10 percent solution of TSP (tri-sodium phosphate), Simple Green and warm water. Scrub heavily soiled areas with a brush. Rinse with fresh water to remove all TSP solution. Allow roof to dry thoroughly before continuing.

L. Pre-Treatment of Known Growth - General Surfaces: Once areas of moss, mold, algae and other fungal growths or vegetation have been removed and surfaces have also been thoroughly cleaned, apply a biocide wash at a maximum spread rate of 0.2 gallons/square (0.08 liters/m), to guard against subsequent infection. Allow to dry onto absorbent surfaces before continuing with the application. On non-absorbent surfaces, allow to react before thoroughly rinsing to remove all traces of the solution.

3.3 INSTALLATION

A. General Installation Requirements:
   1. Install in accordance with manufacturer's instructions. Apply to minimum coating thickness required by the manufacturer.
   2. Adequate coating thickness is essential to performance. If the applicator is unfamiliar in gauging application rates, we suggest that a controllable area be measured and the specified material be applied. In all cases, all minimum specified material must be applied and proper minimum dry film thicknesses must be achieved. Care must be taken to ensure that all areas completed including all flashings, roof penetrations, etc. are coated sufficiently to ensure a watertight seal.
   3. Cooperate with manufacturer, inspection and test agencies engaged or required to perform services in connection with installing the roof system.
   4. Insurance/Code Compliance: Where required by code, install and test the roofing system to comply with governing regulation and specified insurance requirements.
   5. Protect work from spillage of roofing materials and prevent materials from entering or clogging drains and conductors. Replace or restore work damaged by installation of the roofing system.
   6. All primers must be top coated within 24 hours of application. Re-prime if more time passes after priming.
   7. Coordinate counter flashing, cap flashings, expansion joints and similar work with work specified in other Sections under Related Work.
   8. Coordinate roof accessories and miscellaneous sheet metal accessory items, including piping vents and other devices with work specified in other Sections under Related Work.

B. Single Ply Roof Restoration Renovation: work includes:
   1. Surface preparation: Remove membrane chalking, dust, dirt, and debris.
   2. Fascia Edges: Inspect and make repairs to membrane.
   3. Parapets and Vertical Surfaces: Inspect and make repairs to any splits or membrane deterioration.
   4. Metal Flashings: Repair/Replace metal flashings, pitch pockets, etc.
   5. Roof Repairs: Repair blisters, stressed or cracked membrane, wrinkles and tenting.
   6. Coating Mixing Procedure:
      a. Mix Part A liquid for one minute using an electric heavy-duty power drill and Jiffy mixer blade.
      b. Slowly pour contents of Part B jug, located inside the Part A pail, into the Part A container and mix the two components together for two minutes moving the Jiffy blade from top to bottom and along the sides to ensure the product is

thoroughly mixed.

c. Always mix entire kit contents together as packaged. Do not break down into smaller quantities.

7. Field/Flashing Seams and Details:
   a. Application of LiquiTec or LiquiTec Base on field seams, flashings and around penetrations.
      1) Verify that the surface to be coated is properly prepared.
      2) Restore the surface to a suitable condition if roof surface becomes contaminated with dirt, dust or other materials that will interfere with adhesion of the coatings.
      3) Apply LiquiTec or LiquiTec Base at minimum 8-inch-wide stripe over all seams, flashings and around penetrations at 2.0 gallons per 100 SF.
      4) Allow to dry for a minimum of 24 hours before applying finish coats.
      5) On vertical surfaces to achieve proper application rate cut application into two coats to avoid sagging and runs of coating.
   b. Application of UniBond ST tape **(only required in areas that hold water, around drains, on loose/damaged seams or over existing roof membrane repairs)**:
      1) Verify the surface is clean and properly prepared.
      2) Remove clear release liner from the back in workable sections.
      3) Center 6-inch-wide Unibond ST over the middle of lap. For other details requiring reinforcement such as drains, penetrations and curbs, use 12-inch wide UniBond ST.
      4) Use care to install tape uniformly. Do not stretch or cause air pockets, wrinkles or fish mouths.
      5) Apply pressure to tape starting at the center and work toward outside edge with a steel roller to activate the bonding process.
      6) Inspect tape to ensure that it is properly installed. Verify edges are tightly fixed to surface. If any discrepancies are present, they must be repaired before the coating is applied.
      7) After installing UniBond ST, saturate the tape's polyester surface with LiquiTec or LiquiTec Base coating and allow to dry.

8. Application of Base Coat
   a. Apply a base coating of LiquiTec Base or LiquiTec in a uniform manner at minimum application rate of 1.5 gal. /100 sq. ft. over the entire roof surface, including all flashings. Use a ¼" notched squeegee to spread coating and roller apply for uniform minimum coverage. Allow to cure thoroughly, but no more than 72 hours.
9. Application of Top Coat
   a. Apply a top coating of LiquiTec Base or LiquiTec in a perpendicular direction

over the base coat at 1.0 gal./100 sq. ft.

3.4 INSTALLATION EDGE TREATMENT AND ROOF PENETRATION FLASHING

A. Fabricated Flashings: Fabricated flashings and trim are provided as specified in Section 07620.
   1. Fabricated flashings and trim shall conform to the detail requirements of SMACNA "Architectural Sheet Metal Manual" and/or the Copper Development Association "Copper in Architecture - Handbook" as applicable.

B. Manufactured Roof Specialties: Manufactured copings, fascia, gravel stops, control joints, expansion joints, joint covers and related flashings and trim are provided as specified in Section 07710.
   1. Manufactured roof specialties shall conform to the detail requirements of SMACNA "Architectural Sheet Metal Manual" and/or the National Roofing Contractors Association "Roofing and Waterproofing Manual" as applicable.

3.5 CLEANING

A. Clean-up and remove daily from the site all wrappings, empty containers, paper, loose particles and other debris resulting from these operations.

B. Remove asphalt markings from finished surfaces.

C. Repair or replace defaced or disfigured finishes caused by Work of this section.

3.6 PROTECTION

A. Provide traffic ways, erect barriers, fences, guards, rails, enclosures, chutes and the like to protect personnel, roofs and structures, vehicles and utilities.

B. Protect exposed surfaces of finished walls with tarps to prevent damage.

C. Plywood for traffic ways required for material movement over existing roofs shall be not less than 5/8 inch (16 mm) thick.

D. In addition to the plywood listed above, an underlayment of minimum 1/2 inch (13 mm) recover board is required on new roofing.

E. Special permission shall be obtained from the Manufacturer before any traffic shall be permitted over new roofing.

3.7 FIELD QUALITY CONTROL

A. Require attendance of roofing materials manufacturers' representatives at site during installation of the roofing system.

B. Perform field inspection and [and testing] as required under provisions of Section 01410.

C. Correct defects or irregularities discovered during field inspection.

3.8 FINAL INSPECTION

A. At completion of roofing installation and associated work, meet with Contractor, Architect, installer, installer of associated work, roofing system manufacturer's representative and others directly concerned with performance of roofing system.

B. Walk roof surface areas, inspect perimeter building edges as well as flashing of roof penetrations, walls, curbs and other equipment. Identify all items requiring correction or completion and furnish copy of list to each party in attendance.

C. If core cuts verify the presence of damp or wet materials, the installer shall be required to replace the damaged areas at his own expense.

D. Repair or replace deteriorated or defective work found at time above inspection as required to a produce an installation that is free of damage and deterioration at time of Substantial Completion and according to warranty requirements.

E. Advise architect upon completion of corrections.

F. Following the final inspection, provide written notice of acceptance of the installation from the roofing system manufacturer.

3.9 PROTECTION

A. Protect installed products until completion of project.

B. Touch-up, repair or replace damaged products before Substantial Completion.

3.10 SCHEDULES

A. Base Coating:
   1. LiquiTec Base: Multi-purpose, 100% solids, two-part, fast-cure, polyurea liquid waterproofing membrane having the following characteristics:
      a. Elongation, ASTM D 412: 433%
      b. Tensile Strength, ASTM D 412: 2300 psi
      c. Tear Resistance, ASTM D 624: 449 lbs./in
      d. Low Temperature Flexibility, ASTM D522: -60°F (-51.1°C)
      e. Hardness, ASTM D2240 (Shore A): 80
      f. Dynamic Impact Resistance (Fully Reinforced System): ASTM D5635, 37 joules
      g. Static Puncture Resistance (Fully Reinforced System): ASTM D5602, 20 kg
      h. Tensile-Tear Resistance (Fully Reinforced System): ASTM D4073, 274 lbf
      i. Tensile Load Strain (Fully Reinforced System): ASTM D4073, 150 lbf/in.
      j. Toughness: 193 ft.-lbf/ft²
      k. Dry Film Thickness (Fully Reinforced System), 80-88 mils
      l. Lap Shear Strength (MB Seam with coating): ASTM D7379, 231 lbf/in.
      m. Density @ 77° F (25° C, ASTM D 2939) 9.6 lb./gal (1.2 g/m3)
      n. Flash Point: ASTM D 93, 110°F min. (43°C)
      o. VOC: 0 g/l
      p. Microbial Resistance: ASTM G21, No Microbial Growth
   2. LiquiTec: Multi-purpose, 100% solids, two-part, fast-cure, polyurea liquid waterproofing membrane having the following characteristics:
      a. Elongation, ASTM D 412: 433%
      b. Tensile Strength, ASTM D 412: 2300 psi
      c. Tear Resistance, ASTM D 624: 449 lbs./in
      d. Low Temperature Flexibility, ASTM D522: -60°F (-51.1°C)
      e. Hardness, ASTM D2240 (Shore A): 80
      f. Dynamic Impact Resistance (Fully Reinforced System): ASTM D5635, 37 joules
      g. Static Puncture Resistance (Fully Reinforced System): ASTM D5602, 20 kg
      h. Tensile-Tear Resistance (Fully Reinforced System): ASTM D4073, 274 lbf
      i. Tensile Load Strain (Fully Reinforced System): ASTM D4073,150 lbf/in.
      j. Toughness:193 ft.-lbf/ft²

k. Dry Film Thickness (Fully Reinforced System), 80-88 mils
l. Lap Shear Strength (MB Seam with coating): ASTM D7379, 231 lbf/in.
m. Density @ 77° F (25° C, ASTM D 2939) 9.6 lb./gal (1.2 g/m3)
n. Flash Point: ASTM D 93, 110°F min. (43°C)
o. VOC: 0 g/l
p. Microbial Resistance: ASTM G21, No Microbial Growth
q. Initial Reflectance: 0.84
r. Initial Emittance: 0.88
s. Initial SRI: 105

B. Reinforcement
1. UniBond ST: Fatigue resistant, polyester-faced adhesive tape.

C. Coating:
1. LiquiTec: Multi-purpose, 100% solids, two-part, fast-cure, polyurea liquid waterproofing membrane having the following characteristics:
a. Elongation, ASTM D 412: 433%
b. Tensile Strength, ASTM D 412: 2300 psi
c. Tear Resistance, ASTM D 624: 449 lbs./in
d. Low Temperature Flexibility, ASTM D522: -60°F (-51.1°C)
e. Hardness, ASTM D2240 (Shore A): 80
f. Dynamic Impact Resistance (Fully Reinforced System): ASTM D5635, 37 joules
g. Static Puncture Resistance (Fully Reinforced System): ASTM D5602, 20 kg
h. Tensile-Tear Resistance (Fully Reinforced System): ASTM D4073, 274 lbf
i. Tensile Load Strain (Fully Reinforced System): ASTM D4073,150 lbf/in.
j. Toughness:193 ft.-lbf/ft²
k. Dry Film Thickness (Fully Reinforced System), 80-88 mils
l. Lap Shear Strength (MB Seam with coating): ASTM D7379, 231 lbf/in.
m. Density @ 77° F (25° C, ASTM D 2939) 9.6 lb./gal (1.2 g/m3)
n. Flash Point: ASTM D 93, 110°F min. (43°C)
o. VOC: 0 g/l
p. Microbial Resistance: ASTM G21, No Microbial Growth
q. Initial Reflectance: 0.84
r. Initial Emittance: 0.88
s. Initial SRI: 105
2. LiquiTec Base: Multi-purpose, 100% solids, two-part, fast-cure, polyurea liquid waterproofing membrane having the following characteristics:
a. Elongation, ASTM D 412: 433%
b. Tensile Strength, ASTM D 412: 2300 psi
c. Tear Resistance, ASTM D 624: 449 lbs./in
d. Low Temperature Flexibility, ASTM D522: -60°F (-51.1°C)
e. Hardness, ASTM D2240 (Shore A): 80
f. Dynamic Impact Resistance (Fully Reinforced System): ASTM D5635, 37 joules
g. Static Puncture Resistance (Fully Reinforced System): ASTM D5602, 20 kg
h. Tensile-Tear Resistance (Fully Reinforced System): ASTM D4073, 274 lbf
i. Tensile Load Strain (Fully Reinforced System): ASTM D4073, 150 lbf/in.
j. Toughness: 193 ft.-lbf/ft²
k. Dry Film Thickness (Fully Reinforced System), 80-88 mils
l. Lap Shear Strength (MB Seam with coating): ASTM D7379, 231 lbf/in.
m. Density @ 77° F (25° C, ASTM D 2939) 9.6 lb./gal (1.2 g/m3)
n. Flash Point: ASTM D 93, 110°F min. (43°C)
o. VOC: 0 g/l

p. Microbial Resistance: ASTM G21, No Microbial Growth

D. Flashings
1. LiquiTec Base: Multi-purpose, 100% solids, two-part, fast-cure, polyurea liquid waterproofing membrane having the following characteristics:
   a. Elongation, ASTM D 412: 433%
   b. Tensile Strength, ASTM D 412: 2300 psi
   c. Tear Resistance, ASTM D 624: 449 lbs./in
   d. Low Temperature Flexibility, ASTM D522: -60°F (-51.1°C)
   e. Hardness, ASTM D2240 (Shore A): 80
   f. Dynamic Impact Resistance (Fully Reinforced System): ASTM D5635, 37 joules
   g. Static Puncture Resistance (Fully Reinforced System): ASTM D5602, 20 kg
   h. Tensile-Tear Resistance (Fully Reinforced System): ASTM D4073, 274 lbf
   i. Tensile Load Strain (Fully Reinforced System): ASTM D4073, 150 lbf/in.
   j. Toughness: 193 ft.-lbf/ft²
   k. Dry Film Thickness (Fully Reinforced System), 80-88 mils
   l. Lap Shear Strength (MB Seam with coating): ASTM D7379, 231 lbf/in.
   m. Density @ 77° F (25° C, ASTM D 2939) 9.6 lb./gal (1.2 g/m3)
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   o. VOC: 0 g/l
   p. Microbial Resistance: ASTM G21, No Microbial Growth
2. LiquiTec: Multi-purpose, 100% solids, two-part, fast-cure, polyurea liquid waterproofing membrane having the following characteristics:
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   d. Low Temperature Flexibility, ASTM D522: -60°F (-51.1°C)
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   f. Dynamic Impact Resistance (Fully Reinforced System): ASTM D5635, 37 joules
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   h. Tensile-Tear Resistance (Fully Reinforced System): ASTM D4073, 274 lbf
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   m. Density @ 77° F (25° C, ASTM D 2939) 9.6 lb./gal (1.2 g/m3)
   n. Flash Point: ASTM D 93, 110°F min. (43°C)
   o. VOC: 0 g/l
   p. Microbial Resistance: ASTM G21, No Microbial Growth
   q. Initial Reflectance: 0.84
   r. Initial Emittance: 0.88
   s. Initial SRI: 105

END OF SECTION

Institute for Public Sector Employee Engagement™

BY CPS HR CONSULTING

2023 Engagement Survey Results

Humboldt County, Nevada

May 3, 2023

CPS HR CONSULTING™

Background

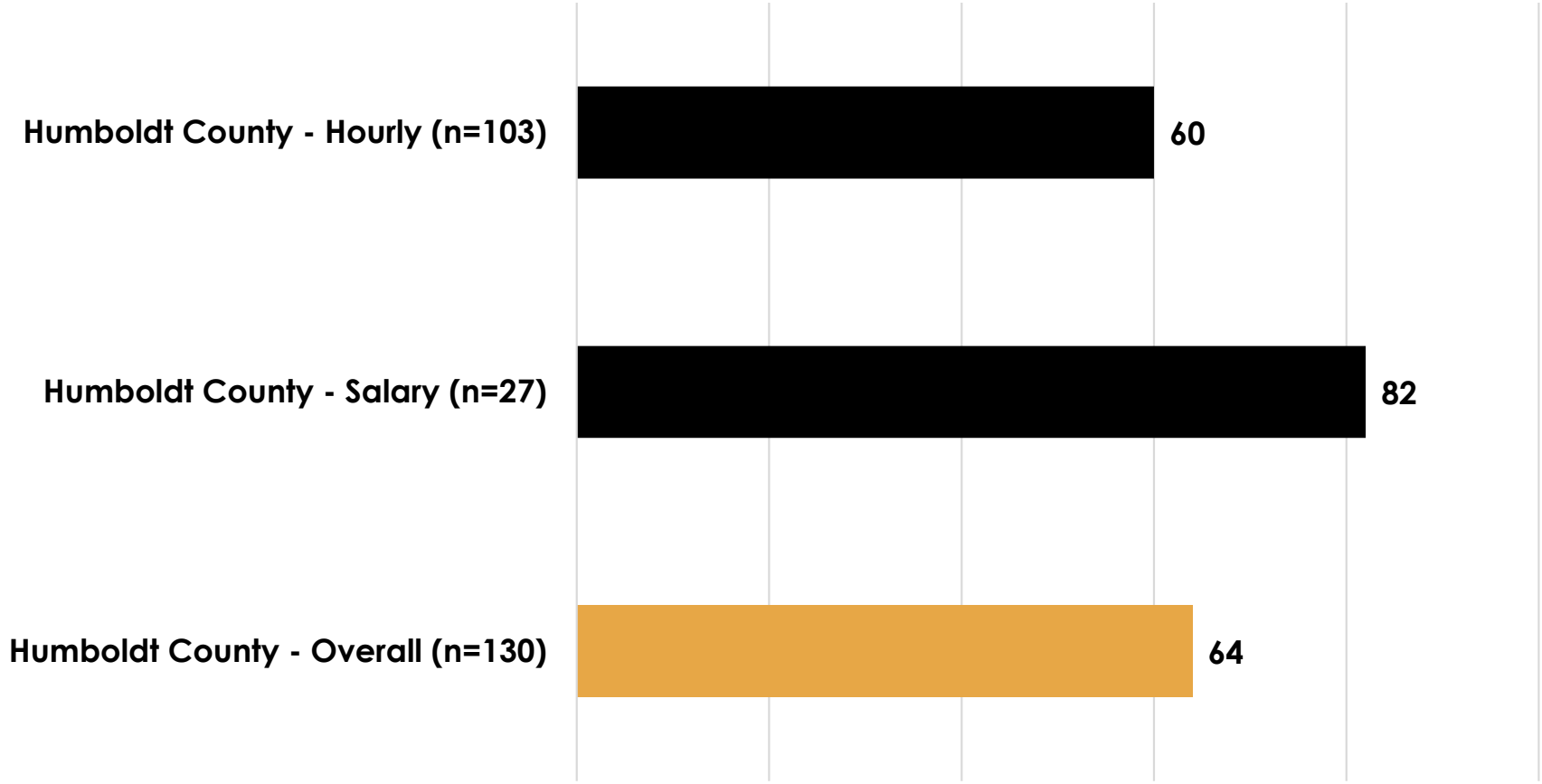
- This report summarizes the overall results from the Humboldt County Employee Engagement Survey.
- The survey was conducted by the Institute for Public Sector Employee Engagement, a division of CPS HR Consulting, an independent government agency.
- The survey included 79 questions in 12 categories, including 6 questions in an engagement index; plus 6 demographic questions; 1 question asking about plans to stay or leave; and 2 open-ended questions.
- CPS HR administered the survey from March 13 to 31, 2023.
- 64% (130) of employees responded to the survey.

Institute for Public Sector Employee Engagement Model

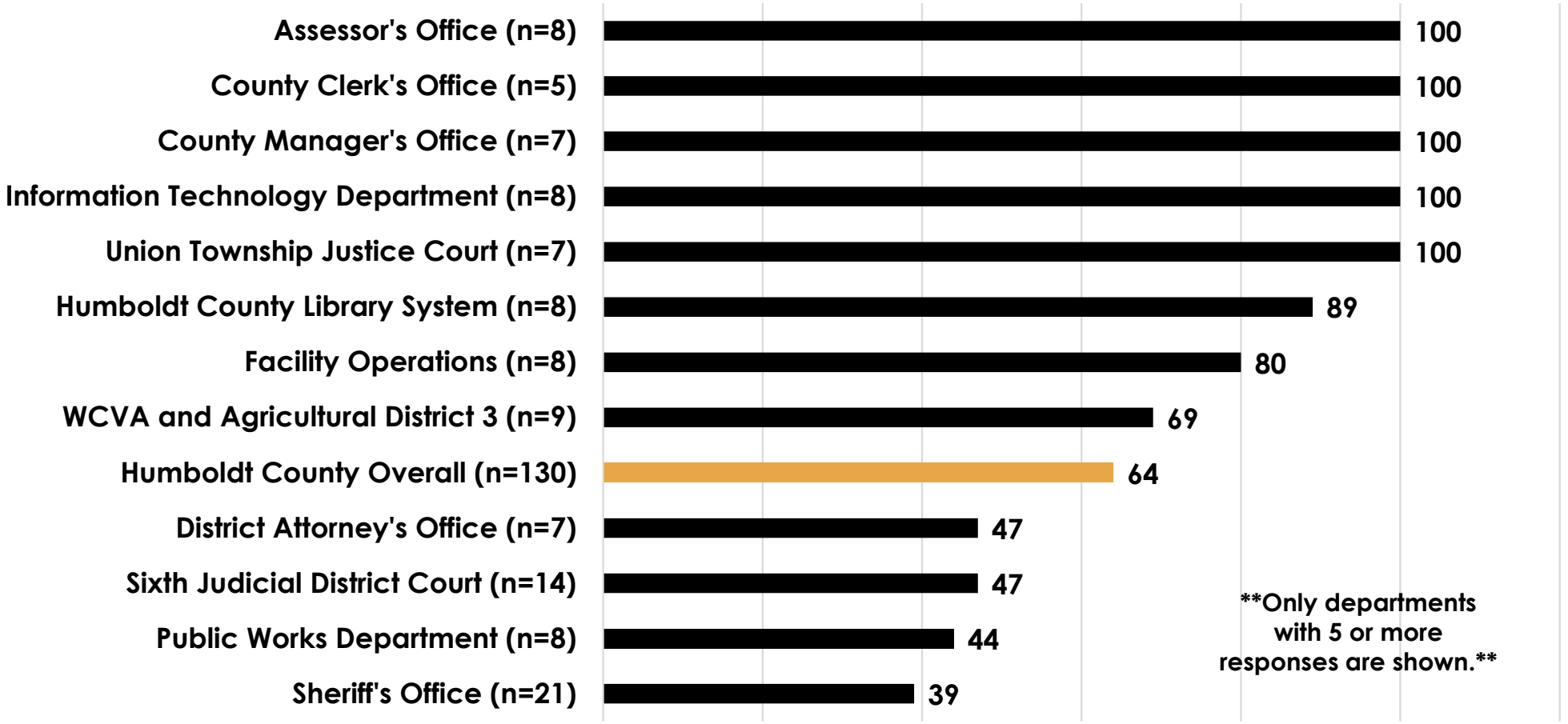


Adapted from *Engaging Government Employees* (American Management Association) by Bob Lavigna

Response Rates (%) – Status



Response Rates (%) – Department



Levels of Engagement

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Calculating Engagement Scores

Survey respondents rated their level of agreement with 6 engagement questions, using the following scale:

1 = strongly disagree
2 = disagree
3 = neither agree or disagree
4 = agree
5 = strongly agree
X = don't know or no basis to judge

Based on the responses to these questions, we then calculated a mean engagement score for each employee.

Note: We require responses to at least 4 of these statements to calculate a score.

Engagement Questions

1. I would recommend my organization as a good place to work
2. I am proud when I tell others I am part of my organization
3. I feel a strong personal attachment to my organization
4. My organization inspires me to do the best in my job
5. I feel comfortable being myself at work
6. My organization motivates me to help achieve its mission

Calculating Engagement Levels

We then calculated the percentage of employees at each engagement level

Fully Engaged

Mean score 4 or above on the six engagement questions

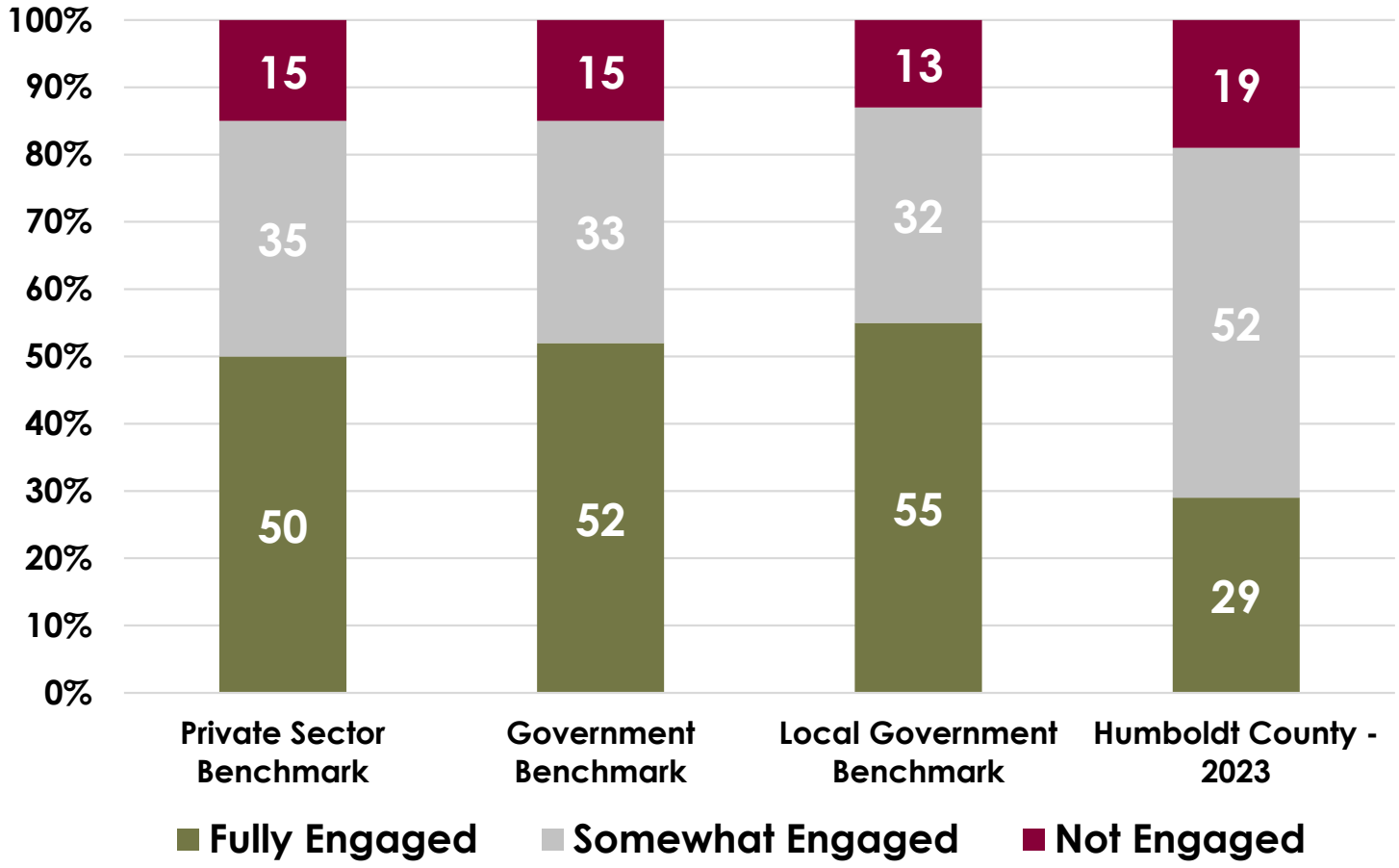
Somewhat Engaged

Mean score between 3 and 4 on the six engagement questions

Not Engaged

Mean score 3 or below on the six engagement questions

Overall Engagement Levels vs. Benchmarks



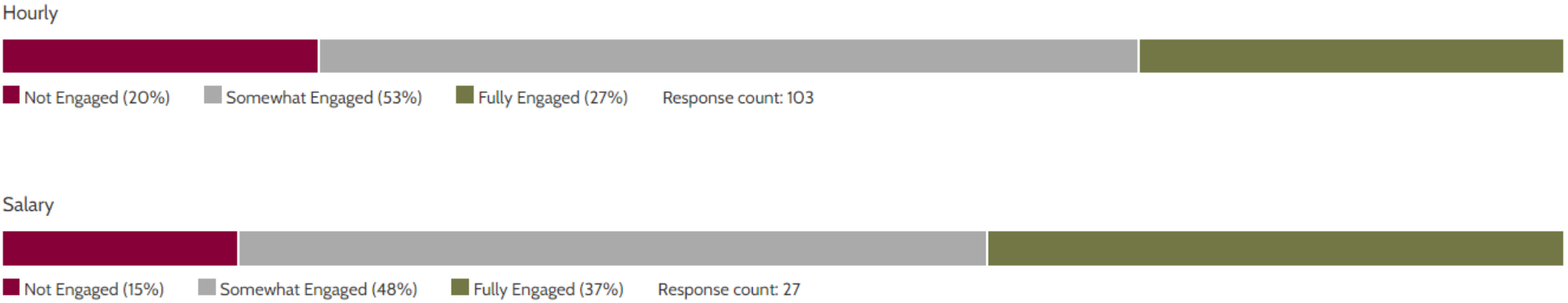
The fully engaged score for Humboldt County employees (29%) is below all benchmarks.

The County's somewhat-engaged score (52%) and the not-engaged score (19%) is above all benchmarks.

CPS HR's benchmarks are from a national poll designed to represent employees in the private sector, government sector, and each level of government (federal, state, and local) in a wide variety of industries. The most recent biennial poll was conducted in November 2021.

Engagement Levels by Status

Employee Type



Drivers of Engagement – Workplace Factors

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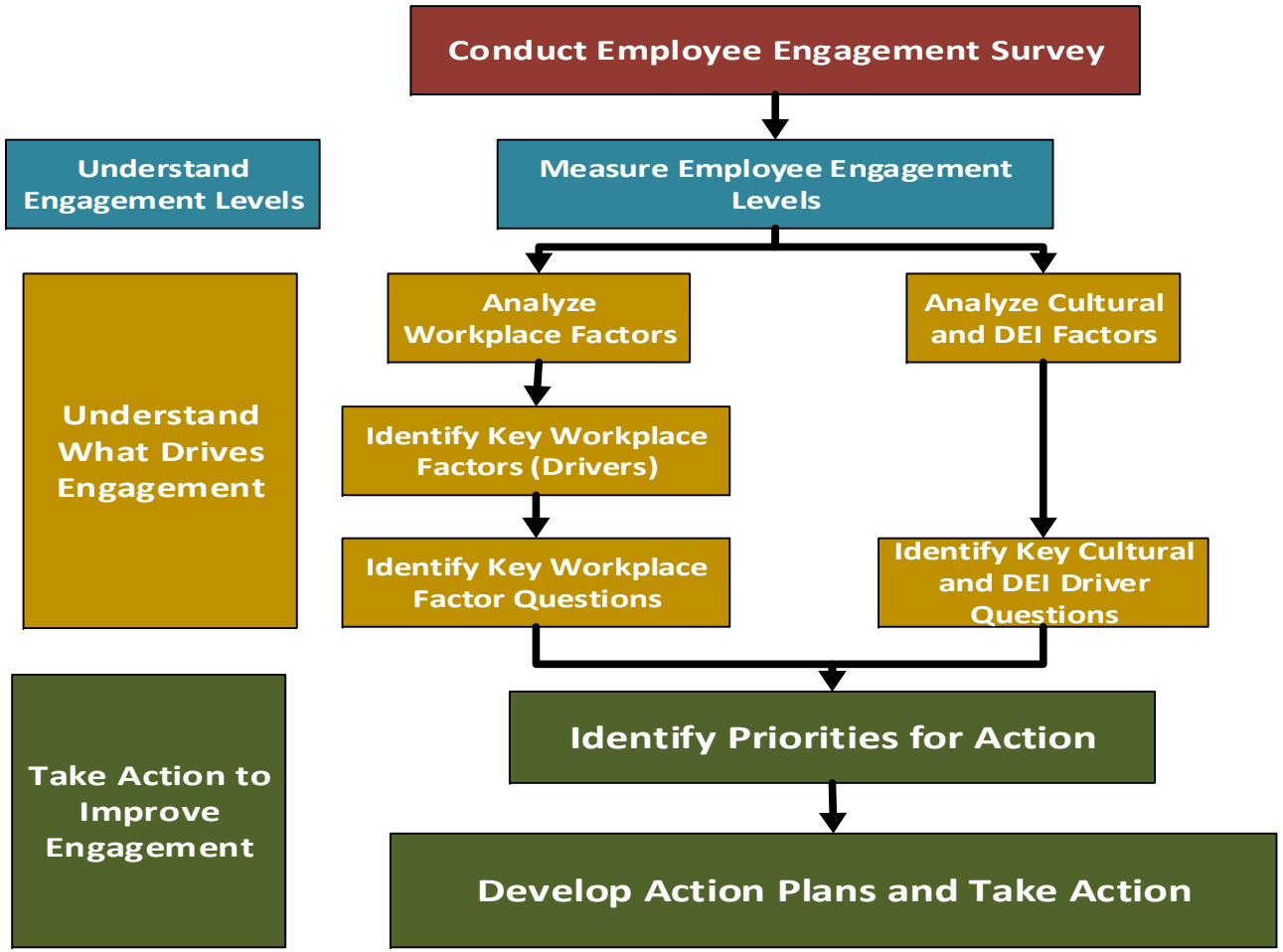
Analytical Model



Drivers of Engagement – Workplace Factors

Workplace Factors

Previous research has found that these factors, or drivers, are related to employee engagement.

- My Work
- My Organization's Mission
- My Team
- My Supervisor
- Leadership and Managing Change
- Training and Development
- Resources and Workload
- Pay and Benefits

Calculating Factor Scores

For each factor, we calculated an average score on a scale of 0-100 (i.e., percent positive responses).

Drivers of Engagement

Calculating the Drivers

We performed statistical analysis to determine the extent to which each workplace factor and culture question influences (drives) the overall engagement score, on a scale of 0-100 percent.

Drivers of Engagement

Recommended Focus Areas

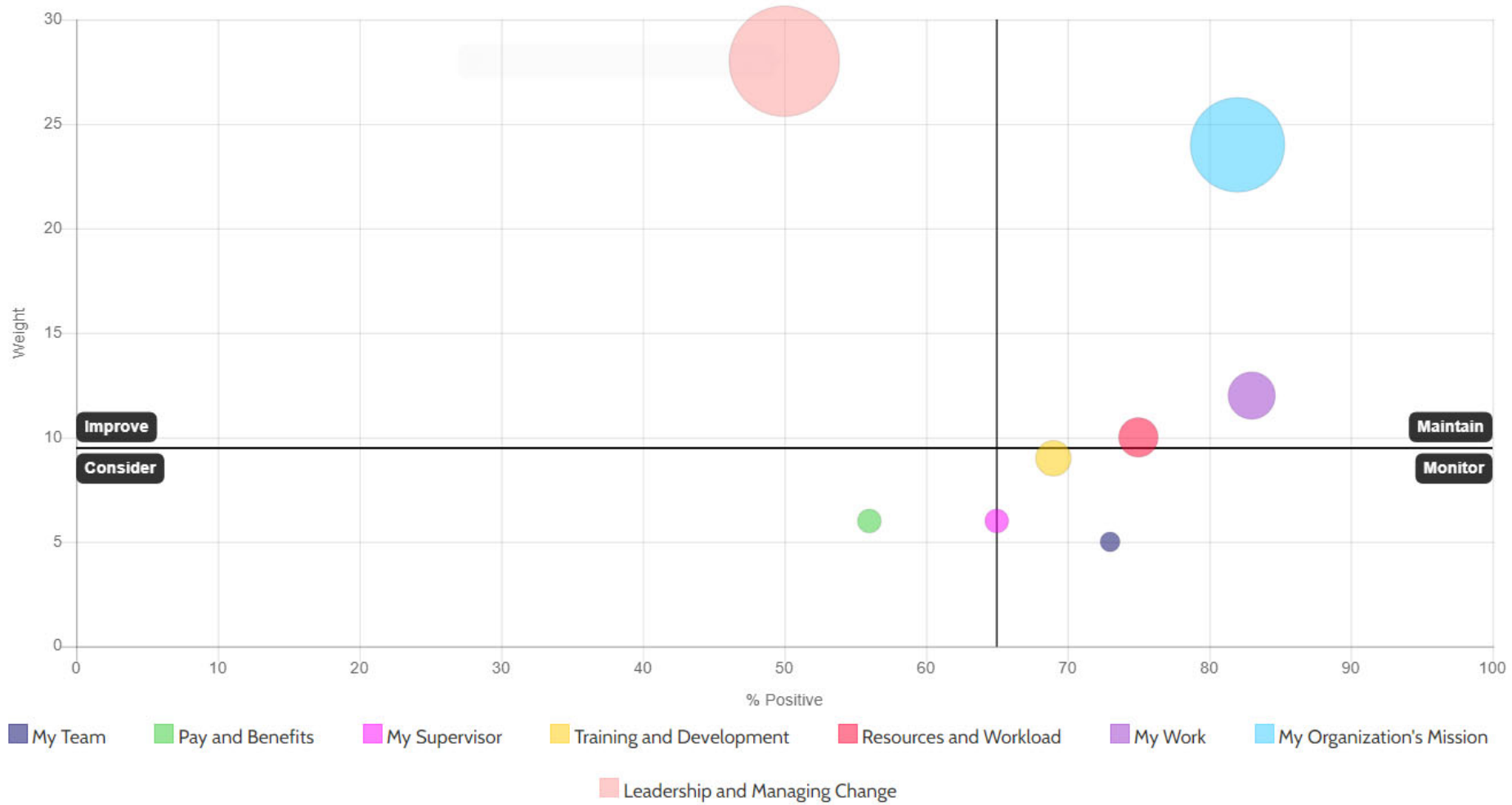
The following charts combine influence (relative weight from key driver analysis) and score (average % positive) to reveal the overall workplace areas – if maintained or improved – that are likely to have the biggest impact on the engagement score.

Quadrant Chart – Definitions

Below are the definitions of the four quadrants in the following charts. We suggest that you pay attention to the questions in the "Improve" and "Maintain" quadrants.

IMPROVE **High Influence / Low Score** Focus on these low-scoring but high-influence questions because they have the greatest potential to improve the overall engagement score.	**MAINTAIN** **High Influence / High Score** Scores on these high-influence questions are already high. Therefore, continue to focus on these areas to maintain the engagement score.
CONSIDER **Low Influence / Low Score** Although these are low-influence questions, the relatively low scores suggest that they may be considered, but as lower priorities than the high-influence questions.	**MONITOR** **Low Influence / High Score** These are already high-scoring questions but are relatively lower in influence. Therefore, monitor these factors to assure the scores for these questions do not decline.

Overall Workplace Factors

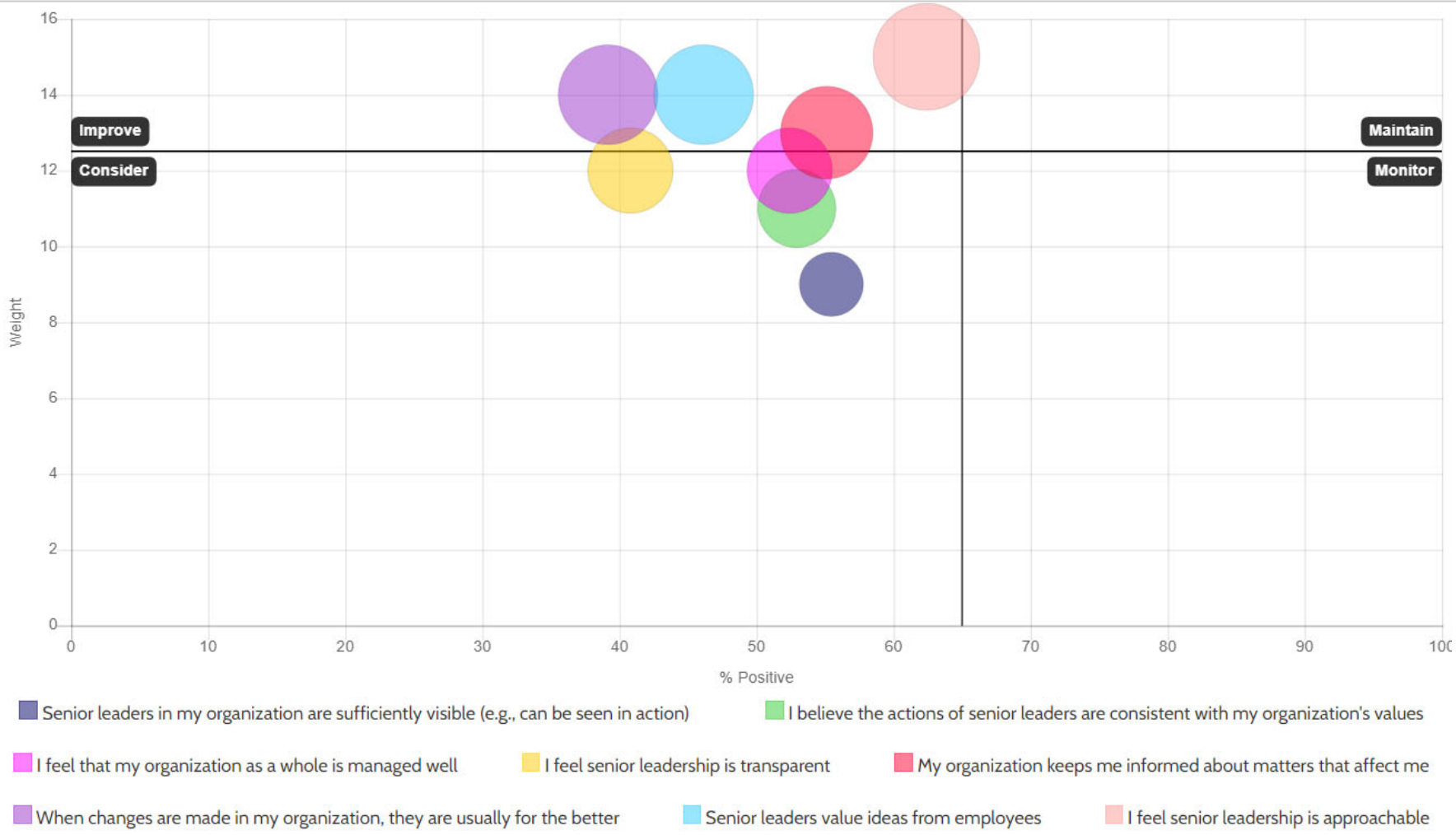


Drivers of Engagement – Questions

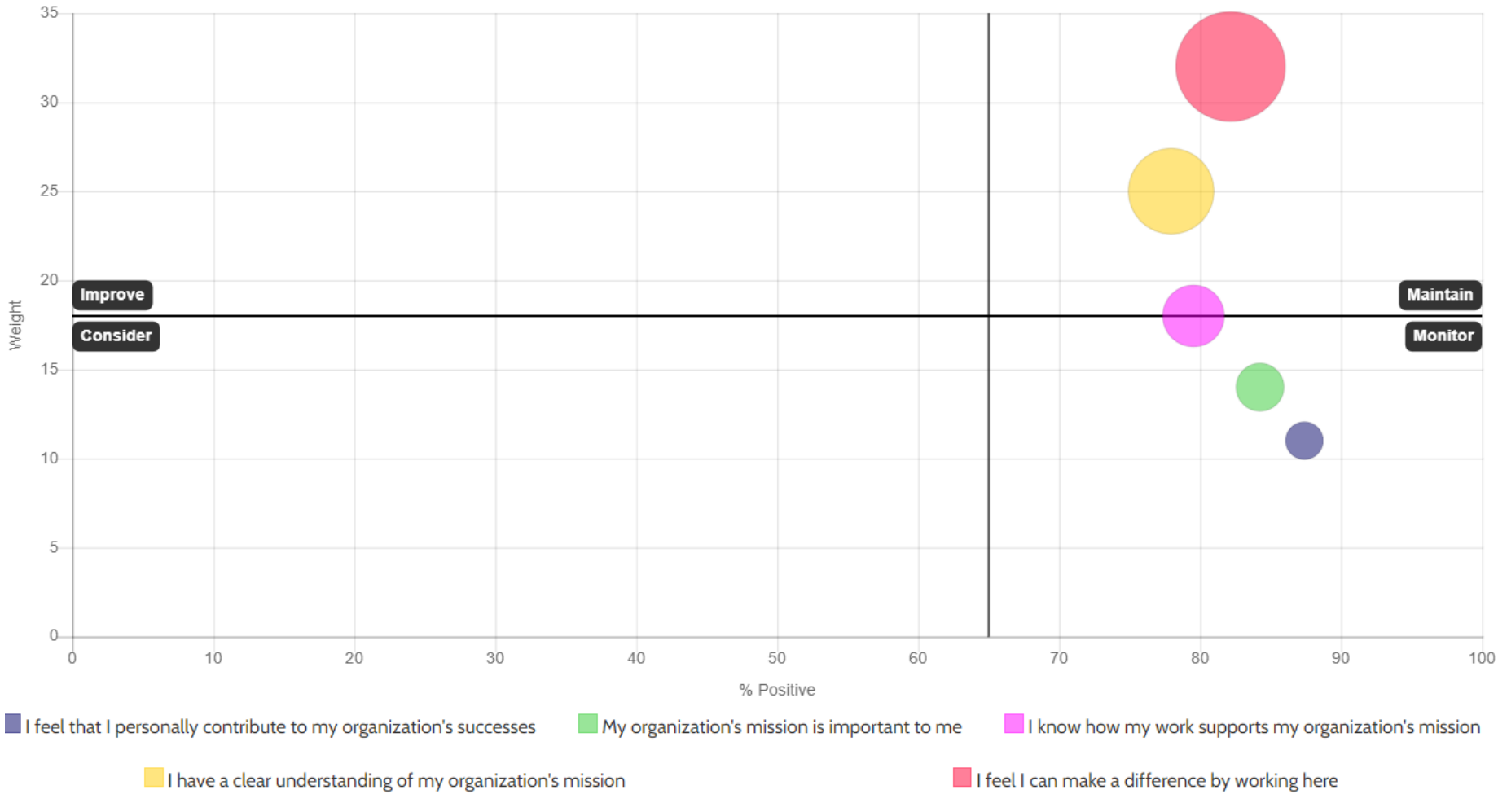
Recommended Focus Areas – Question-Level

The following charts combine influence (relative weight from key driver analysis) and score (% positive), for all employees, to reveal the questions that – if maintained or improved – are likely to have the biggest impact on the engagement score.

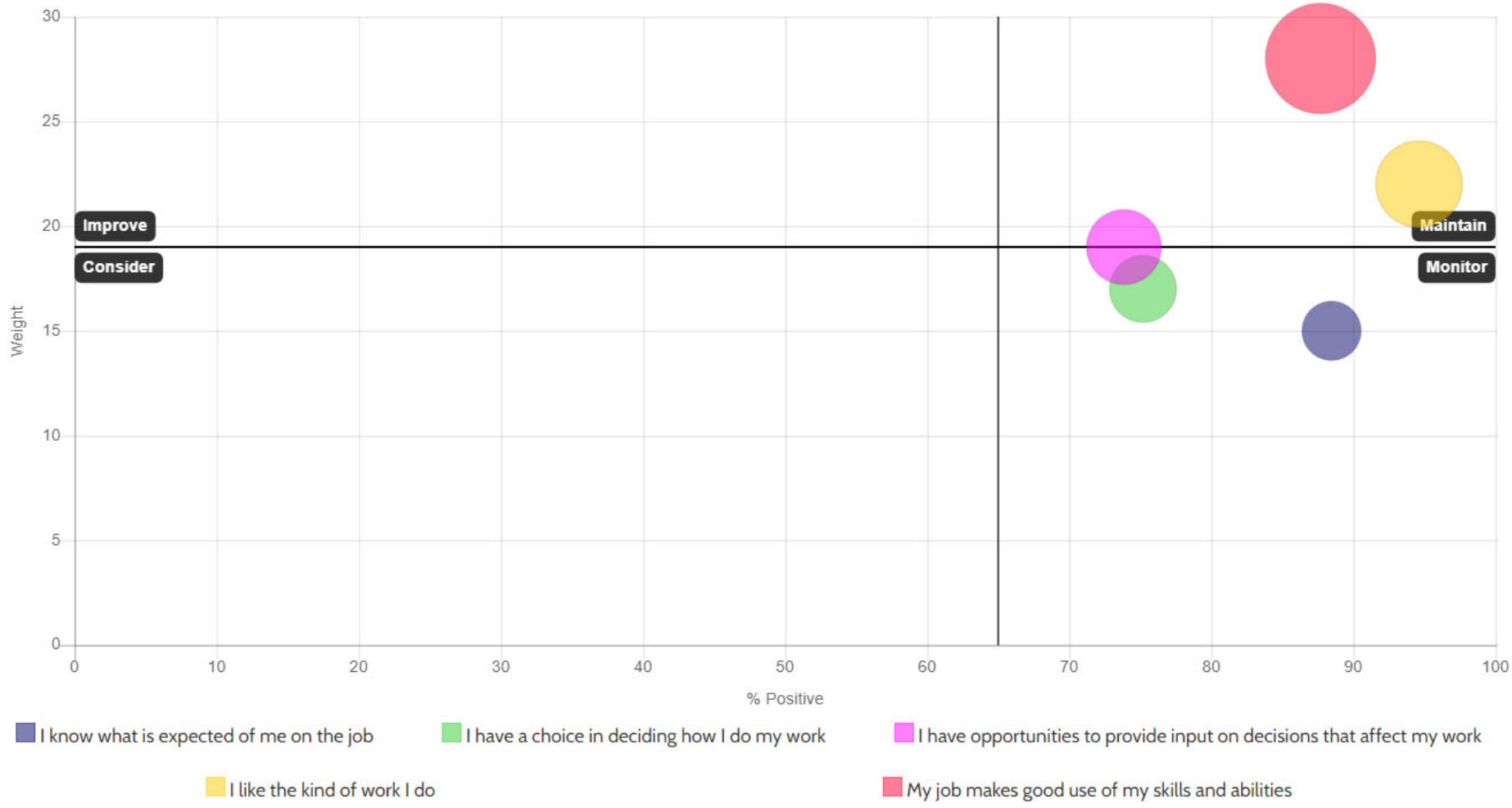
Leadership and Managing Change



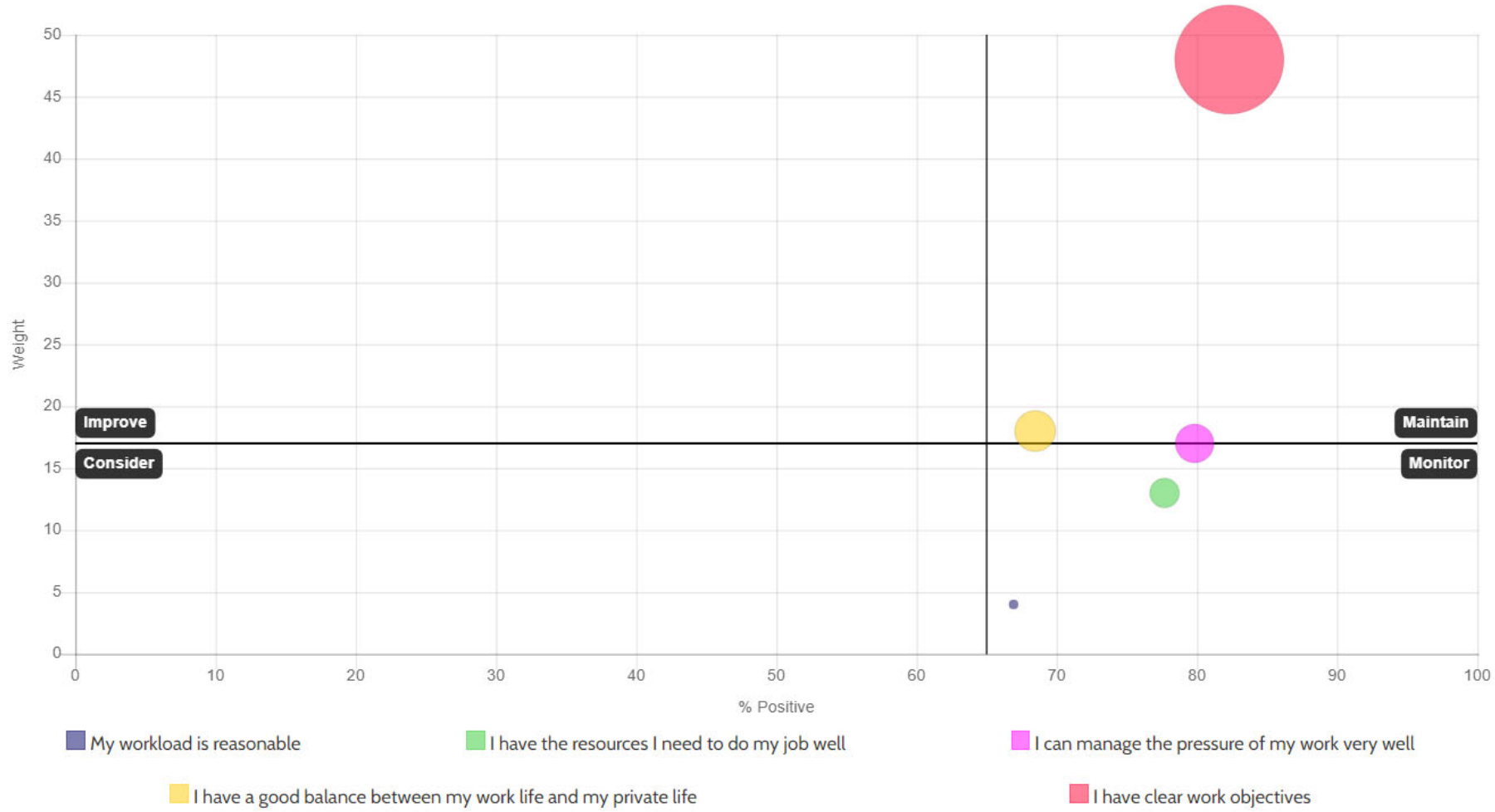
My Organization's Mission



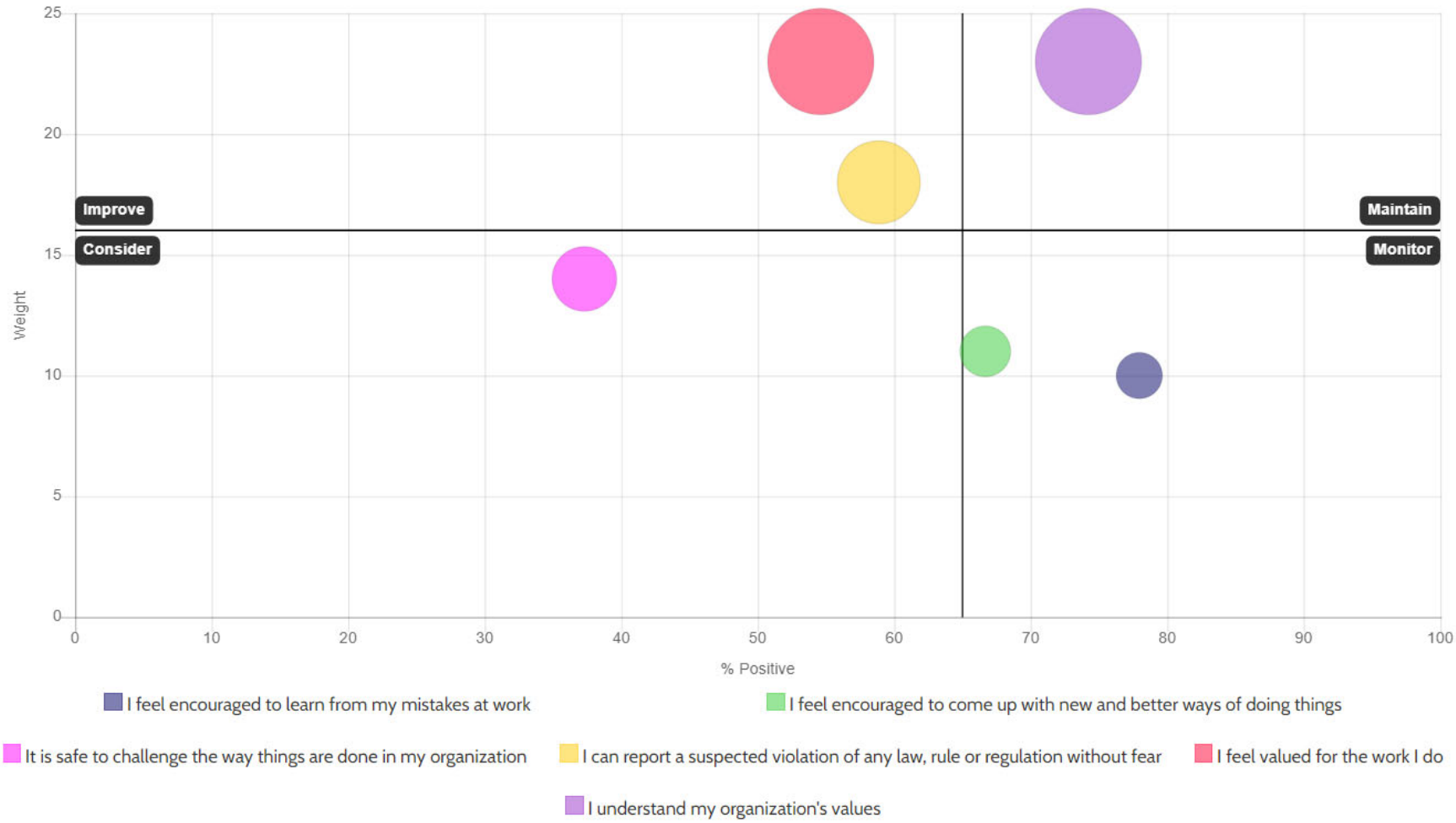
My Work


30
25
20
15
10
5
0
Weight
Improve
Consider
Maintain
Monitor
0
10
20
30
40
50
60
70
80
90
100
% Positive
I know what is expected of me on the job
I have a choice in deciding how I do my work
I have opportunities to provide input on decisions that affect my work
I like the kind of work I do
My job makes good use of my skills and abilities

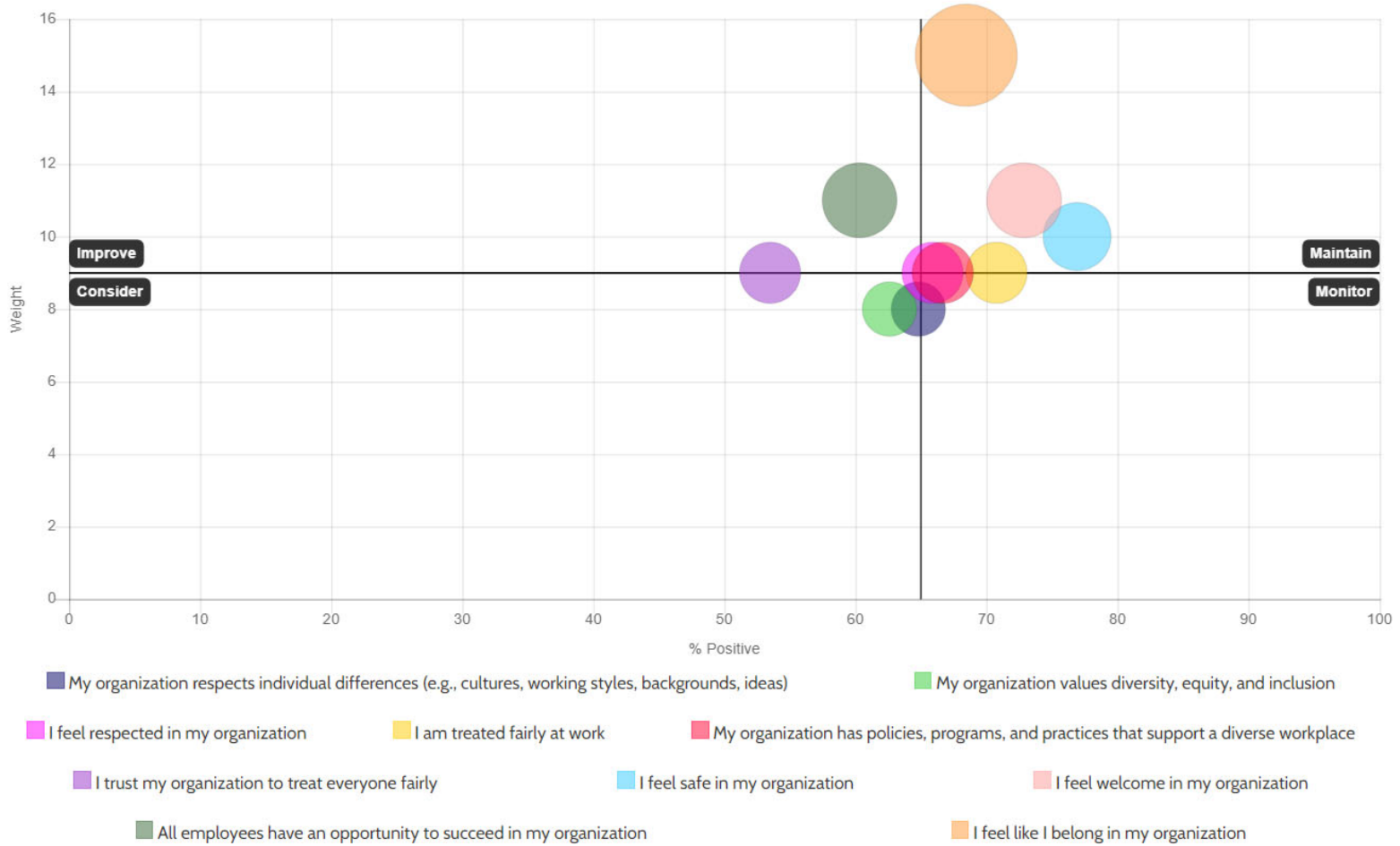
Resources and Workload



Organizational Culture



Diversity, Equity, and Inclusion



Summary – Areas to Improve

- I feel leadership is approachable
- Senior leaders value ideas from employees
- When changes are made in my organization, they are usually for the better
- I feel valued for the work I do
- I can report a suspected violation of any law, rule or regulation without fear

Summary – Areas to Maintain

- I feel I can make a difference working here
- I have a clear understanding of my organization's mission
- I know how my work supports my organization's mission
- I have clear work objectives
- I feel like I belong in my organization

Additional Question-Level Analysis

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Highest-Scoring Questions (% Positive)

Employees were MOST positive (above 87%) on the following questions:

QUESTION	NEGATIVE	NEUTRAL	POSITIVE ▼
I like the kind of work I do	0.8%	4.6%	94.6%
I know what is expected of me on the job	5.4%	6.2%	88.5%
My job makes good use of my skills and abilities	6.2%	6.2%	87.7%
I feel that I personally contribute to my organization's successes	3.1%	9.4%	87.4%

Lowest-Scoring Questions (% Positive)

Employees were LEAST positive (below 43%) on the following questions:

QUESTION	NEGATIVE	NEUTRAL	POSITIVE ▲
It is safe to challenge the way things are done in my organization	30.2%	32.5%	37.3%
When changes are made in my organization, they are usually for the better	25%	35.8%	39.2%
I feel senior leadership is transparent	33.6%	25.6%	40.8%
I believe that senior leaders in my organization will take action on the results from this survey	37.3%	20.3%	42.4%

Largest Positive Gaps

Questions where employees were MORE positive than the local government benchmarks.
"Gap" is percentage point difference (on positive responses) from local government benchmarks.

QUESTION	NEGATIVE	NEUTRAL	POSITIVE	MEAN	GAP ▼
I like the kind of work I do	0.8%	4.6%	94.6%	4.6	2
My job makes good use of my skills and abilities	6.2%	6.2%	87.7%	4.28	2
Training and development activities I have completed while working for my organization are helping me to develop in my career	12.6%	18.1%	69.3%	3.76	1

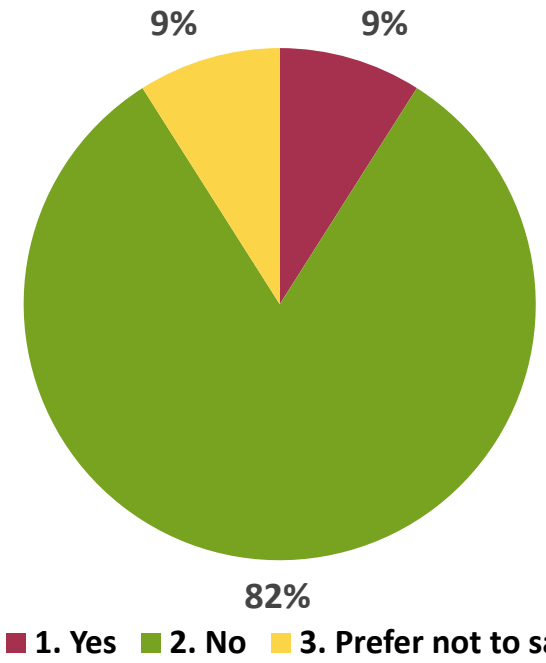
Largest Negative Gaps

Questions where employees were LESS positive than the local government benchmarks.
"Gap" is percentage point difference (on positive responses) from local government benchmarks.

QUESTION	NEGATIVE	NEUTRAL	POSITIVE	MEAN	GAP ▲
When changes are made in my organization, they are usually for the better	25%	35.8%	39.2%	3.11	-24
My organization is successful at accomplishing its mission	13.5%	22.2%	64.3%	3.62	-22
Compared to people doing a similar job in other organizations, I feel my pay is reasonable	29.2%	27.5%	43.3%	3.13	-22
I trust my organization to treat everyone fairly	29.5%	17.1%	53.5%	3.31	-22

Diversity, Equity and Inclusion – Discrimination

Have you <u>personally experienced</u> discrimination at work in the past year?



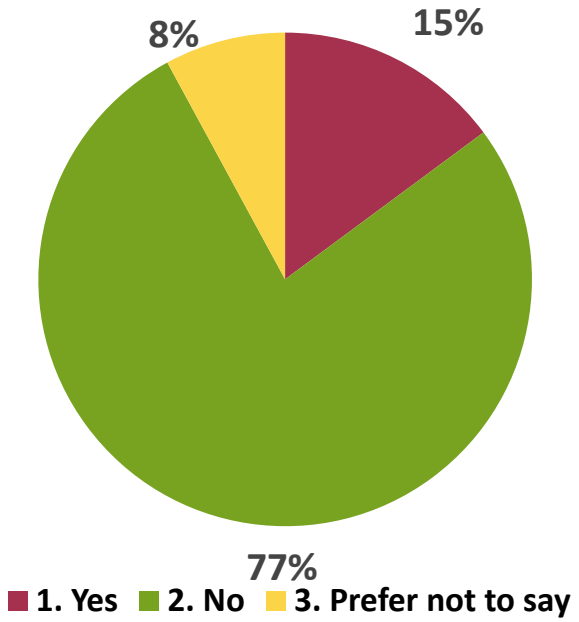
Government Sector Benchmark = 11% Yes

The following groups were more likely to report discrimination: Men (18%).

Discrimination is unjust treatment based on group, class, or other category to which one belongs or is perceived to belong. Someone who is discriminated against is treated unfairly based on certain characteristics or differences.
Discrimination may occur in work-related decisions, including hiring, firing, promotions, work responsibilities, pay, availability of benefits, time off, or other work-related opportunities.

Diversity, Equity and Inclusion – Bullying/Harassment

Have you <u>personally experienced</u> bullying or harassment at work in the past year?



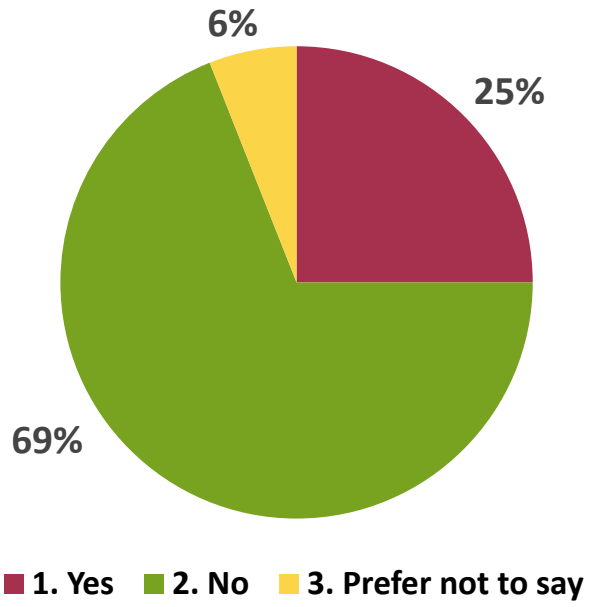
Government Sector Benchmark = 11% Yes

There were no significant differences by gender, age, or race/ethnicity.

Bullying or harassment is hostile or intimidating behavior where a person (or group) may be singled out and subjected to unwanted experiences and is so severe and/or frequent that it negatively impacts the ability to work. It may include physical aggression (e.g., hitting or throwing an object), intimidating gestures, abusive language (e.g., name-calling), social exclusion or isolation, sabotage (intentional destruction) of work, or cyberbullying (using email or social media to threaten, embarrass, or cause damage to reputation).

Diversity, Equity and Inclusion – Microaggressions

Have you <u>personally experienced</u> any microaggression(s) at work in the past year?

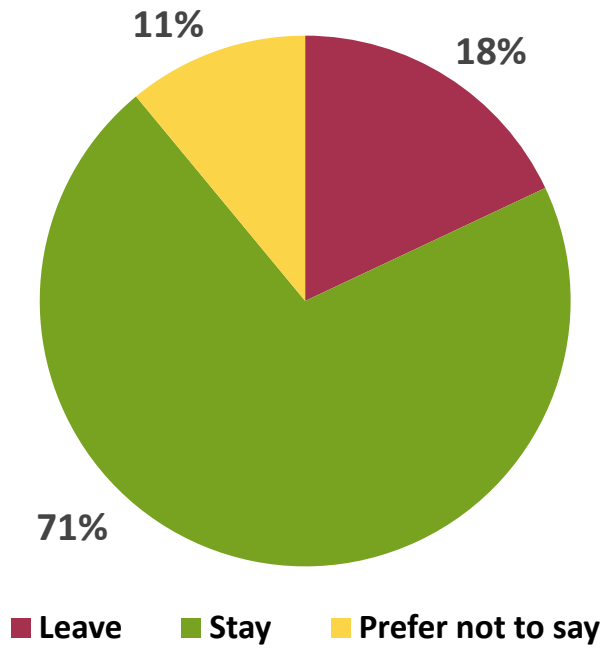


Government Sector Benchmark = 18% Yes

There were no significant differences by gender, age, or race/ethnicity.

Microaggressions are subtle or indirect statements or behaviors that may be offensive or reinforce a negative stereotype of a certain group, class, or other category. They may be unintentional, accidental, or unconscious, but still have a hurtful or harmful effect on the person. They may include a comment, question, or joke that makes someone feel scrutinized, uncomfortable, or not fully accepted for who they are at work.

Intent to Stay or Leave



- Stay: 71%, n=92
- Leave: 18%, n=24
- Prefer not to say: 11%, n=14

Results by Demographic Segment

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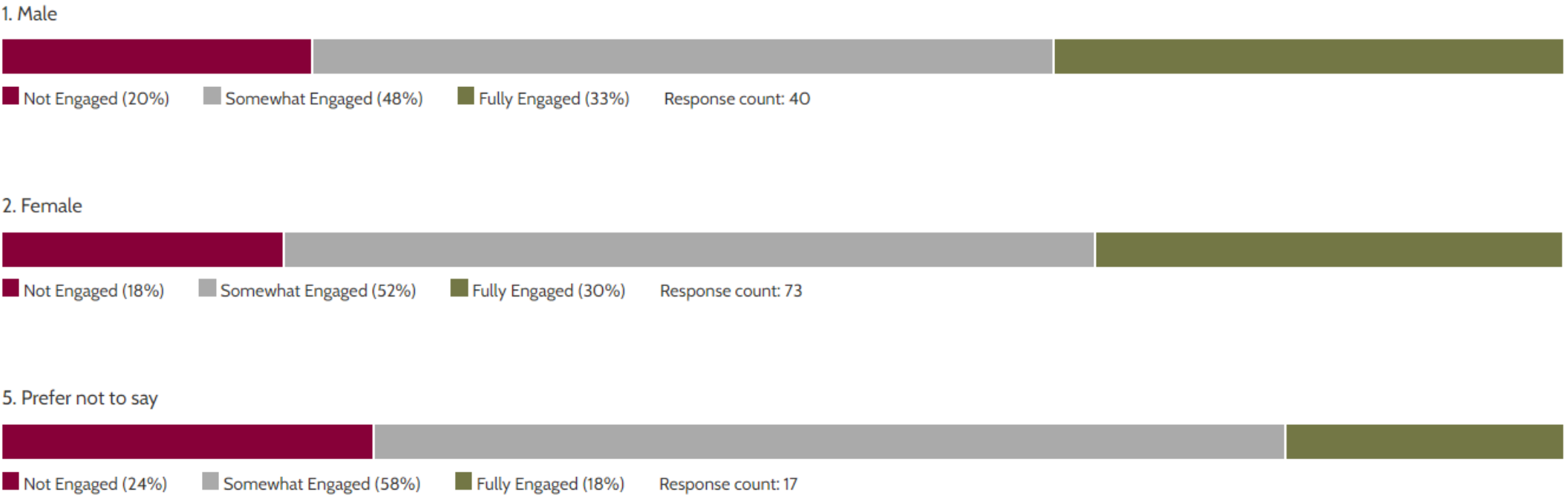
Engagement Levels by Gender



Engagement Levels by Age (1 of 2)

B. 20 to 24

Not Available - There are not 10 or more responses for this group.

C. 25 to 34



Not Engaged (15%) Somewhat Engaged (63%) Fully Engaged (22%) Response count: 27

D. 35 to 44



Not Engaged (36%) Somewhat Engaged (36%) Fully Engaged (27%) Response count: 22

E. 45 to 54



Not Engaged (23%) Somewhat Engaged (39%) Fully Engaged (39%) Response count: 31

Engagement Levels by Age (2 of 2)

F. 55 to 64



Not Engaged (6%) Somewhat Engaged (66%) Fully Engaged (28%) Response count: 18

G. 65 or over

Not Available - There are not 10 or more responses for this group.

H. Prefer not to say



Not Engaged (16%) Somewhat Engaged (64%) Fully Engaged (20%) Response count: 25

Engagement Levels by Tenure (1 of 2)

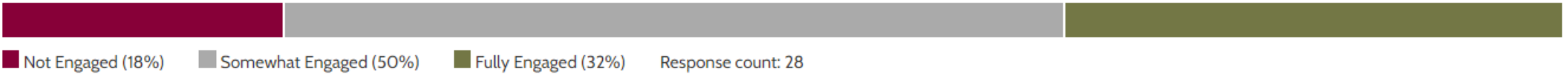
1. Less than 6 months

Not Available - There are not 10 or more responses for this group.

2. At least 6 months, but not more than 1 year

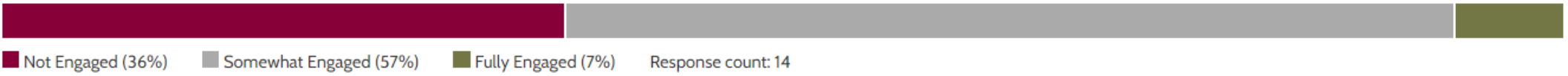
Not Available - There are not 10 or more responses for this group.

3. At least 1 year, but not more than 3 years



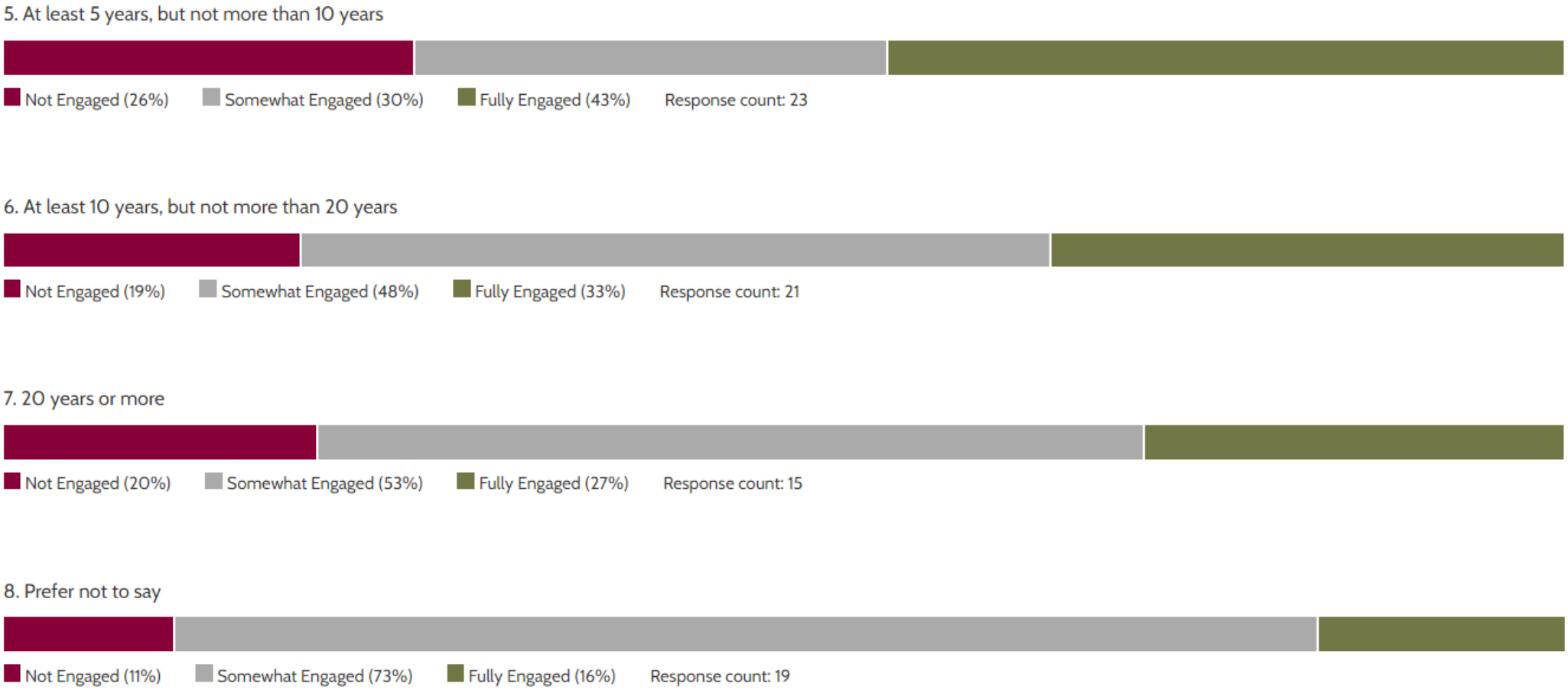
Not Engaged (18%) Somewhat Engaged (50%) Fully Engaged (32%) Response count: 28

4. At least 3 years, but not more than 5 years



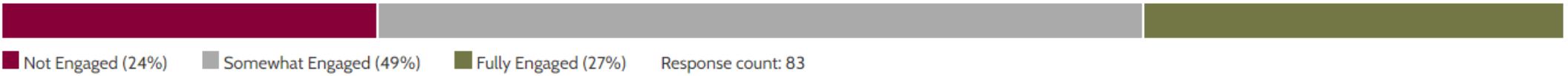
Not Engaged (36%) Somewhat Engaged (57%) Fully Engaged (7%) Response count: 14

Engagement Levels by Tenure (2 of 2)



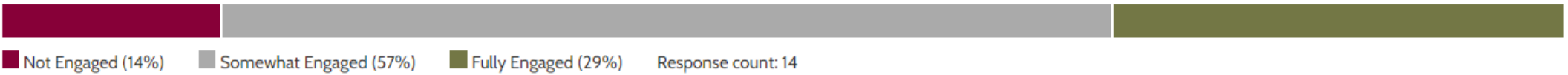
Engagement Levels by Role (1 of 2)

1. Employee: You do not supervise other employees



Not Engaged (24%) Somewhat Engaged (49%) Fully Engaged (27%) Response count: 83

2. Supervisor: You are a supervisor who may be responsible for one or more of the following: giving direction on work projects, performance reviews, and leave approval



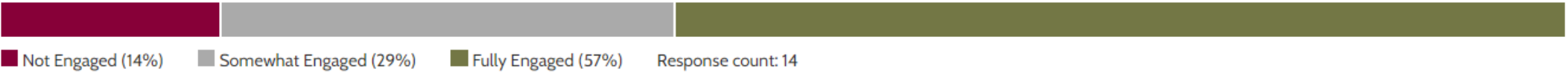
Not Engaged (14%) Somewhat Engaged (57%) Fully Engaged (29%) Response count: 14

3. Manager: You may supervise one or more supervisors and be responsible for day to day operations

Not Available - There are not 10 or more responses for this group.

Engagement Levels by Role (2 of 2)

4. Senior Leader: You are the head of a department or division and a member of a leadership team



Not Engaged (14%) Somewhat Engaged (29%) Fully Engaged (57%) Response count: 14

5. Prefer not to say



Not Engaged (6%) Somewhat Engaged (69%) Fully Engaged (25%) Response count: 16

Engagement Levels by Race/Ethnicity

1. American Indian or Alaska Native

Not Available - There are not 10 or more responses for this group.

4. Hispanic, Latino, or Spanish origin



Not Engaged (16%) Somewhat Engaged (60%) Fully Engaged (24%) Response count: 25

7. White



Not Engaged (20%) Somewhat Engaged (48%) Fully Engaged (33%) Response count: 80

8. Some other race, ethnicity, or origin

Not Available - There are not 10 or more responses for this group.

9. Prefer not to say



Not Engaged (23%) Somewhat Engaged (59%) Fully Engaged (18%) Response count: 22

Contact Information

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Action Plan: Recommendations for Humboldt County

Surveying employees and reviewing your results is only the start of the process. The real reward is identifying and taking steps to improve engagement.

The Action Plan Recommendations Report will help you conduct action planning by providing suggestions on actions you may take in response to your survey results. The recommendations report suggestions are for the key survey questions for your organization.

We identify these questions based on the key driver analysis. While you should decide what will work best in your organization, these suggestions and resources can help you develop an action plan. This report includes the following sections:

Understanding the Question – this section provides a high-level understanding of the survey question and why it is important.

Thought Starters – it is important to first understand the issues behind the results for a specific question. This section includes several thought-starter questions to help you think about possible root causes.

Action Plan Steps – this section lists possible actions to consider for your action plan. These suggestions are based on our research and experience.

Additional Resources

The "Action Plan Resources List" (available as a PDF download below) is meant to be used in conjunction with the Action Plan Recommendations to develop possible solutions. This document lists guides, templates, checklists, articles, videos, books, and other resources. to help you develop additional action-planning ideas.

- ***Guides, Templates, Checklists, and Other Resources*** – these resources contain step-by-step instructions, lists of ideas, customizable templates, or other types of practical ideas linked to specific survey dimensions or questions.
- *Videos* – short videos by thought leaders (e.g., TED Talks) cover ideas relevant to a survey question category.
- ***Articles*** – resources with ideas to address specific survey dimensions or questions.
- ***Books*** – these can be used to further develop your expertise on the issue (e.g., after you develop your action plan). Listed books often cover many areas in a particular survey question category.

CPS HR Training Courses – training resources offered by CPS HR. To learn more about course availability, visit the CPS HR Training Center home page: https://www.cpshr.us/services/training-center. CPS HR offers a variety of delivery formats including virtual training, open-enrollment programs, on-site training and hosted sessions.

1. When changes are made in my organization, they are usually for the better

Understanding the Question

Change can create uncertainty and anxiety for employees. This can be particularly true if employees don't feel changes are communicated or managed well, or don't understand why the change is good for them or the organization. Employees will be less apprehensive about change if they believe that changes are positive.

Thought Starters

- Have there been recent changes that employees may be responding to?
- What approaches does the organization use to manage, and communicate about, changes?
- Do managers/supervisors understand their role in communicating about, and helping employees adapt to, changes?
- Was there a recent change initiative that went well? What did you learn?
- Was there a recent change initiative that didn't go well? What did you learn?

Action Plan Steps

- Develop and implement a standard change management process.
- Ensure that manager/supervisors understand their key role in communicating about, and implementing, change.
- Help managers/supervisors develop (through training, coaching and feedback) good communication skills.
- Organizations can't over communicate. Create a communication plan for major changes and then communicate early and often about the changes. Emphasize the reasons for the change.
- Because different employees respond to different forms of communication, use a variety of communication media (e.g., email, meetings, forums, FAQs, posters, web site).
- Pay particular attention to reaching out to employees who are more difficult to reach (e.g., who work in the field or on different shifts).
- As much as possible, involve employees in the change process, including soliciting their opinions before making changes. If employees feel that their opinions are heard they may be less likely to resist change.

2.

Senior leaders value ideas from employees

Understanding the Question

A leader can improve organizational performance and morale by being attentive to employees' suggestions. It may be time-consuming or even difficult to hear ideas, and some ideas may be impractical on unable to be acted upon, but employees will remember how their suggestions were received, and how the response from a leader made them feel. Anyone who contributes an idea should at least feel heard and appreciated for speaking up.

Thought Starters

- Do leaders offer a variety of types of opportunities to give suggestions, including in discussions in open forums or one-on-one, or confidentially in writing?
- Do leaders make time to listen to ideas from employees, whether it means waiting for a minute during a meeting after asking a question to give someone the chance to speak, or taking the time to seek someone out individually who may not be comfortable sharing in front of a group?
- Are leaders able to focus and listen to what an employee is without thinking ahead to how they will respond?
- Do leaders positively recognize and share with others what was gained from an employee's good idea?
- Do leaders make their decision process clear and express appreciation nonetheless when an employee's idea cannot be acted upon?

Action Plan Steps

- Don't assume active listening is an easy skill that all leaders have mastered. Make sure leaders know that it is expected that they listen to employees' ideas. Provide support in the form of training or coaching to those who need it.
- Practice good listening skills during executive meetings, and share tips for being good stewards of employees' ideas.
- Ask all leaders to try at least one new approach to be better listeners and responders to employees' ideas.
- Have at least one leader share an example of how a good idea from an employee has made something better for their department or organization.

3. I feel senior leadership is approachable

N/A - Custom Question

4. I can report a suspected violation of any law, rule or regulation without fear

Understanding the Question

Employees may hesitate to take the risk of reporting a violation of a law or rule. To help employees feel safe reporting violations, it is important for management to create an environment -- and a policy and processes -- that encourage and enable employees to report possible violations.

Thought Starters

- Has the organization identified ethical behavior as an important organizational value?
- Does the organization have a policy about reporting violations -- and processes that enable employees to safely report violations?
- Do managers/supervisors actively encourage employees to speak up about potential violations?
- Does the organization have a history of taking action when employees report suspected violations?
- What reasons would employees have to fear disclosing violations?

Action Plan Steps

- Clearly identify ethical behavior as an organizational value.
- Create a policy that articulates the need to report and act on suspected violations. The policy should create the expectation that all employees are responsible for following laws, rules, and regulations -- and reporting violations. It should also include language that employees who report violations will be protected.
- Reinforce this message in communications with employees.
- Create a process (e.g., anonymous hotline, web page, ombuds position) employees can use to report suspected violations of laws or regulations.
- Educate employees on how to use these processes -- and encourage them to report suspected violations.
- Create a process to promptly investigate and deal with reports of violations.
- Educate managers/supervisors on how to deal with reports of suspected violations (e.g., how to report and elevate these concerns). Emphasize their responsibilities and the organizational liability if they don't address potential violations).

5. I feel valued for the work I do

Understanding the Question

Employees need to feel that managers and others recognize the contributions they make to the organization and their team. There are many ways for the organization and managers/supervisors to ensure employees feel valued. It is important to understand that recognition does not need to be financial.

Thought Starters

- What ways are employees formally recognized?
- What ways are employees informally recognized?
- How frequently are employees recognized?
- Are managers/supervisors aware of a range of ways, including non-financial, to recognize good performance?
- Is team performance recognized?
- Does the organization have the resources and systems/processes to financially recognize superior performance?

Action Plan Steps

- Make sure managers have the commitment, knowledge and resources (e.g., through training, coaching and feedback) to recognize employees' good work, in a variety of ways. Recognition should include informal and non-financial approaches.
- Ensure that recognizing employee performance is an expectation for managers/supervisors, and then hold them accountable (e.g., through the performance management system).
- Managers should determine how each employee prefers to be recognized. For instance, some employees may like to be publicly recognized while others may not. Provide recognition to employees based on how they prefer to be recognized.
- Establish multiple ways to recognize good performance. Ensure that processes and details (e.g., application processes, criteria, types of awards) are widely communicated, understood and used.
- Consider establishing a range of recognition awards (e.g., "Employee of the Month;" awards for innovation, exceptional service, teamwork) using specific criteria. Consider allowing employees to nominate colleagues.
- Provide length-of-service awards at staff meetings.
- Communicate individual and team accomplishments to the leadership team and make the deserving employees aware that senior leadership knows about these accomplishments.

Institute for Public Sector Employee Engagement™
BY CPS HR CONSULTING

My Work

Resources

Guides, Templates, Checklists, and Other Resources

- Pinal County, Arizona. "How to Set SMART Goals: Guide for Supervisors and Employees." Retrieved from https://www.pinalcountyaz.gov/Judicial/HR/Documents/SMARTGoals-HandOut.pdf

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CPS HR Training Course **(**Government Employee Training and Development | CPSHR**)**

- *Setting Expectations and Performance Goals*

My Organization's Mission

Resources

Guides, Templates, Checklists, and Other Resources

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CPS HR Training Courses **(**Government Employee Training and Development | CPSHR)

- *Communicating Effectively*
- *Mission Centric Expectations and Goals*

My Team

Resources

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CPS HR Training Courses **(**Government Employee Training and Development | CPSHR**)**

- *A Coaching Approach to Managing Teams*
- *Collaboration: The Key Ingredient of a Well-Functioning Team*
- *Communicating Effectively*
- *Conversations Worth Having Workshop*
- *Developing and Motivating Productive Teams*
- *Effective Listening*
- *How to Energize and Engage Remote Teams through Online Team Building Activities*
- *Pitch-Perfect Communication in a Virtual World*
- *Relationship Strategies for the Workplace*
- *Resolving Conflict*
- *Teamwork Skills for Supervisors*

My Supervisor

Resources

Guides, Templates, Checklists, and Other Resources

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- *Addressing Performance Problems - Discipline and Documentation*
- *Agile Leadership Applied*
- *Coaching and Mentoring for Leaders*
- *Coaching Within the Workplace*
- *Communicating Effectively*
- *Dealing With Difficult People*
- *Effective Listening*
- *Employee Relations*
- *Energizing People for Performance*
- *Franklin Covey's 7 Habits for Managers*
- *Giving and Receiving Feedback*
- *How to Become An Exceptional Leader*
- *Managing People and Projects for Leaders*
- *Pitch-Perfect Communication in a Virtual World*
- *Providing Feedback to Remote Employees*
- *Recognizing Employee Contributions*
- *Relationship Strategies for the Workplace*
- *So You Want to be a Supervisor?*
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- *A Coaching Approach to Managing Teams*
- *Agile Leadership Applied*
- *Change Leadership*
- *Coaching and Mentoring for Leaders*
- *Coaching Within the Workplace*
- *Communicating Effectively*
- *Coping with Change*
- *Cultivating Future Leaders*
- *Developing and Motivating Productive Teams*
- *Emotional Intelligence for Leaders*
- *How to Become An Exceptional Leader*
- *How to Create Sustainable Change*
- *Leadership Command Presence*
- *Leadership Command Presence II*
- *Leadperson Workshop*
- *Managing People and Projects for Leaders*
- *Pitch-Perfect Communication in a Virtual World*
- *The Exceptional Leader - Strategies for Bettering Your Best*

Training and Development

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- *Coaching for Performance*
- *Creating a Learning Organization*
- *Cultivating Future Leaders*
- *Discovering and Working with Your Talents and Strengths*

Resources and Workload

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CPS HR Training Courses **(**Government Employee Training and Development | CPSHR**)**

- *Balancing Work/Home Life When Working Remotely*
- *Increasing Productivity at Work*
- *Managing Integration of Life and Time (Self-Paced eLearning)*
- *Managing Your Time Wisely to Become A High Performer*
- *Prioritizing Your Priorities - Without Losing Your Cool*
- *Success Habits*
- *Three Habits of Highly Effective Remote Workers*

Pay and Benefits

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- *Classification and Compensation*
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- *Workers' Compensation*

Organizational Culture

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CPS HR Training Courses (Government Employee Training and Development | CPSHR)

- *Employee Relations*
- *Mission Centric Expectations and Goals*
- *Workplace Investigations*

Diversity, Equity, and Inclusion

Resources

Guides, Templates, Checklists, and Other Resources

- Center for Equity, Gender & Leadership. "DEI (Diversity, Equity & Inclusion) Checklist." *University of California – Berkeley Haas School of Business*. Retrieved from https://haas.berkeley.edu/wp-content/uploads/EGAL_DEIChecklist.pdf

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CPS HR Training Courses **(**Government Employee Training and Development | CPSHR**)**

- *Developing a Language of Cultural Intelligence - Building a Living Glossary*
- *Diversity and Inclusion: Why It Matters for Leaders*
- *Diversity and Inclusion: Why It Matters for Staff*
- *Implicit Bias (Self-Paced eLearning)*
- *Implicit/Unconcious Bias*
- *Introduction to Cultural Intelligence*
- *It's a Marathon - Not a Sprint - DEI Panel*
- *Managing Conflict Through the Lens of Equity*
- *Mastering the Art of Crucial Conversations*
- *Sexual Harassment Prevention for Staff Webinar*
- *Sexual Harassment Prevention for Supervisors/Managers Webinar*
- *Sexual Harassment Prevention - All Staff (Self-Paced eLearning)*
- *Understanding Implicit Bias Through the Lens of Cultural Intelligence*
- *Using Inclusive Language*
- *Women in Leadership: Empowering and Delegating for High Performance*
- *Women in Leadership: Finding Your Voice and Personal Power*

- *Women in Leadership: Political Acumen*
- *Women in Leadership: The Confident Professional*
- *Women in Leadership: The Remote Leader*
- *Workplace Investigations*

Quotation:
322508

Quotation to:

Abel del Real-Nava, Asst County Manager | HR Director
Humboldt County, Nevada
50 West 5th Street, Room 205, Winnemucca, Nevada 89445
(775) 623-6300
abel.del.real-nava@humboldtcountynv.gov
May 16, 2023

Prepared by:

Patrick O'Dell, Product Specialist
BrighterBooth
3680 Wilshire Blvd, Ste P04 – 1148
Los Angeles, California 90010
(424) 320-6210
bright@brighterbooth.com

Description	Price	Qty	Subtotal
ADA Breastfeeding Pod Includes ramp, wheels, lounge, table, mirror. Dimensions: 92.5/90.5H x 86.6W x 83D (49.9 sq ft)	$11,945	1	$11,945
Shipping Direct to Client Freight shipped from Seattle, WA. Includes appointment, inside delivery (through 1 threshold), and lift gate.	$1,000	1	$1,000
Subtotal			$12,945
Combined Sales Tax - Tax Exempt (0%)			+$0
Total			$12,945

View Terms & Conditions on pages 2 - 4. To accept this Quotation, please sign below. If you have any questions, contact Patrick O'Dell at bright@brighterbooth.com.

SIGNATURE
Patrick O'Dell

Patrick O'Dell, BrighterBooth

SIGNATURE
Abel del Real-Nava

Abel del Real-Nava, Humboldt County, Nevada

BRIGHTER BOOTH TERMS & CONDITIONS

Acceptance

The terms and conditions set forth herein represent an offer by BrighterBooth to sell product to the purchaser. The purchaser's acceptance of a BrighterBooth invoice is an acceptance of these terms and conditions. In the event that the terms and conditions of an order are contrary to the terms and conditions indicated herein, these terms and conditions shall supersede any inconsistent or contrary terms and conditions indicated on the actual order or any other document supplied by the purchaser. A waiver of any one term or condition shall not be deemed a waiver of any other term or condition.

Product Quality or Damages

BrighterBooth strives to provide a high quality product. If your product arrives damaged, has missing parts, or has other workmanship defects, BrighterBooth will ensure necessary services to provide you support and solutions to maintain our product quality standards.

In product quality or damages cases, the customer is responsible to inspect product and report damages within 3 days of the product installation date. Such claims must be accompanied by photographs and include a detailed description and be emailed to bright@brighterbooth.com. Failure to make a claim within the 3 day period of time constitutes acceptance of the merchandise.

In cases of missing parts and workmanship defects, BrighterBooth will absorb costs incurred in replacing and shipping as necessary.

30-Day Standard Return Policy

Customers have a maximum of 30 days to inform BrighterBooth of intent to return products back to BrighterBooth's facilities. The 30 days will begin on the original date that the product was delivered to the customer. Once the customer notifies BrighterBooth of their intent to return their products, BrighterBooth will be responsible for covering all shipping costs incurred from the customer site back to a BrighterBooth facility, and a full refund for the customer's purchase will be issued once the return is complete.

Return Restrictions:

- All items must have the original packaging and be accessible for disassembly and pick-up. The wooden crate that the disassembled panels arrive in must be kept and reused.
- Customers must notify BrighterBooth of intent to return within 30 days from the delivery date of products.
- Pods with custom colors are not returnable. Returns are not accepted due to disliking your custom color option. We recommend white as the safest color option.
- The return policy is only applicable a maximum of 1 pod unless there are extenuating circumstances where a total return is warranted. This is to prevent purchases to be used at events, then returned after the event. Under our 3 Year Warranty, BrighterBooth will fix any issues with the pod(s), and replace the pod(s) if necessary.
- BrighterBooth reserves the right to inspect the booths that the customer intends to return before authorizing the return.
- Altered or modified products cannot be returned. This includes, but is not limited to, vinyl wrapping, decals, custom fabrication, etc.
- Returns may take up to 4 weeks to process from the date of intent to return.

Abandonment & Collections

Merchandise not paid for within agreed payment terms will be considered abandoned. In addition to any other remedy, BrighterBooth shall be entitled to liquidate the merchandise, retain all deposits and apply such proceeds to the unpaid invoiced balances. The purchaser is liable for any collection and legal fees incurred in the collection of unpaid invoices and any storage or related fees.

Delivery

Delivery dates and lead times are estimates only, based on current production schedules at the time of the order and are subject to change. Production cannot begin and lead times cannot be calculated until the acceptance of the order. Acceptance of the order includes: receipt of the required deposit, confirmation of any changes, modifications or approvals to the original order. BrighterBooth shall not be held responsible for any delays in production. BrighterBooth shall not be liable for any costs related to late deliveries.

Ease and Accessibility of Delivery

Be sure that the furniture ordered will fit into the office floor plan and delivery location!

Orders

BrighterBooth reserves the right to reject any order and refund any deposit. Changes to an order are subject to additional charges, if any, for materials, labor and other related costs. The order will be held until written confirmation from the purchaser is received. All furniture is subject to minor changes in details from the specifications noted as it applies to hardware, finishes and other minor details.

Products

BrighterBooth reserves the right to make minor changes in furniture design, dimensions and other materials without prior notice. BrighterBooth products are handcrafted and can have minor variations. All dimensions can have slight variations.

Compliance

The purchaser agrees to seek and pay for any necessary permits, landlord or property manager approvals for the installation and use of any products. Before purchasing, the purchaser should independently ensure that the product meets any requirements of applicable laws, regulations or inspections. The purchaser agrees to pay for any costs associated with a failure to meet these requirements, laws, permits or approvals.

Warranty

BrighterBooth products are sold with a limited warranty against defects in materials and workmanship for a period of three years from the delivery date. BrighterBooth reserves the right to repair or replace defective merchandise at its sole discretion. This limited warranty does not extend to other materials supplied by the purchaser or damage caused by shipping, accident, abuse, misuse, cleaning, or normal wear and tear. All other warranties express or implied are excluded.

LIMITATION OF LIABILITY

In no event shall BrighterBooth be liable to the purchaser or anyone else for any incidental, consequential, special or indirect damages (including, but not limited to, lost profits, trading losses or damages that result from inconvenience or delay) even if caused by the negligence of BrighterBooth. Some states do not allow the exclusion or limitation of incidental or consequential damages, so the above may not apply in particular cases or jurisdictions. If no event shall BrighterBooth total liability to a user for all damages, losses, and causes of action exceed the amount paid by the purchaser. BrighterBooth liability hereunder cannot exceed the aggregate amount paid by the buyer to seller for those products giving rise to the liability.

In case of dispute, all matters shall be resolved under the laws of the state of California. Any action for breach of this agreement must be made within one year after the date of product delivery.

Entire Agreement

The terms set forth herein constitute the entire understanding and agreement between the parties and supersede all previous communications, representations or agreements with respect to the subject matter hereof. No representations or statements of any kind made by any representative of BrighterBooth not stated herein shall be binding on BrighterBooth. No addition to or any modification of any provision in Buyer's purchase order or Seller's acknowledgment shall be binding upon BrighterBooth unless made in a separately in writing.



Brighter Booth
3680 Wilshire Blvd
Ste P04 – 1148
Los Angeles, CA 90010
brighterbooth.com
bright@brighterbooth.com

230516 | Humboldt County, NV | Mamava Quote

Humboldt County, NV
50 W 5th St
Winnemucca, NV 89445
United States

Abel Del Real-Nava
abel.del.real-nava@humboldtcountynv.gov
7756236300

Reference: 20230516-172321753
Order created: May 16, 2023
Order expires: June 15, 2023
Order created by: Paige Feeser
Government Account Executive
paigef@mamava.com

Comments from Paige Feeser

Bill and Ship To:
Humboldt County, NV
50 W 5th St
Winnemucca, NV 89445
United States
Abel Del Real-Nava
abel.del.real-nava@humboldtcountynv.gov
7756236300

Payment Method: Check/ ACH/ Credit Card/ PO
Tax Exempt: Y
Tax Exempt Certificate #
PO #

Pricing and terms of conditions per NCPA contract #07-105 valid through September 30, 2025.

Products & Services

Item & Description	Quantity	Unit Price	Total

Item & Description	Quantity	Unit Price	Total
XL Pod V5	1	$23,000.00	$23,000.00
Shipping + Handling Reflects standard freight services, which assumes loading dock and no additional services. Additional services include: inside delivery, lift-gate service, airport, construction site, military base, trade show deliveries, limited access, holiday/ weekend, outside of normal business hours, expedited or guaranteed service, notification prior to delivery, appointment, large city deliveries (ex., NYC, Boston, Seattle).	1	$2,700.00	$2,700.00
Self Installation	1	$0.00	$0.00

Subtotals

One-time subtotal		$25,700.00
	Total	**$25,700.00**

Purchase Terms

Signing this document acknowledges receipt and approval of Mamava's Terms and Conditions, linked here.

Terms of purchase include 50% deposit due now and final payment due upon delivery (Net 15).*Deposit Waived and Net30 per Paige (Government)
Sales tax is not included in this estimate.
3% Processing fee for credit card purchase.

Questions? Contact me

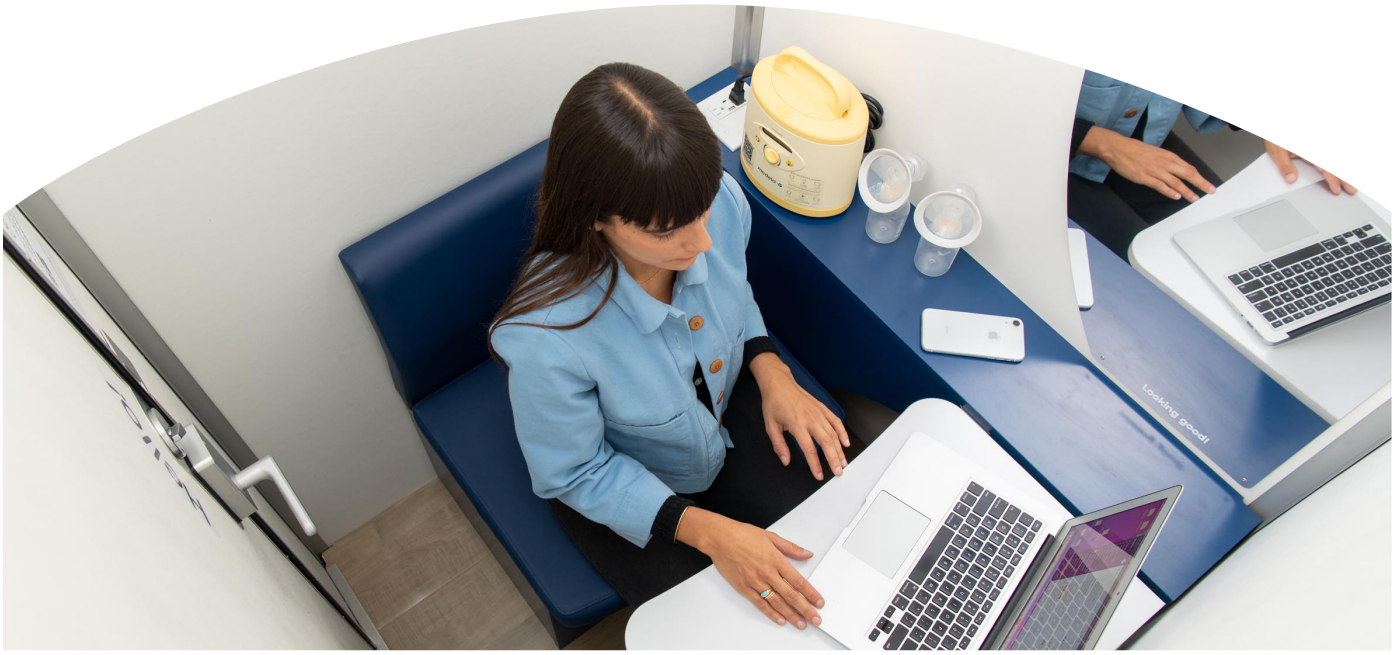


Paige Feeser
Government Account Executive
paigef@mamava.com |

Mamava
180 Battery Street
Suite 210
Burlington, VT 05401
US



Capabilities Statement



sales@mamava.com
(802) 347-2111

Certified B Corporation
Certified to UL STD 1286
Certified to CSA STD C22.2 #203

Mamava, the leading expert in lactation space design, provides dignified lactation accommodations and breastfeeding resources for employers and organizations around the world.

Differentiators

Compliant with FLSA and other federal, state, and local lactation accommodation legislation

The only lactation accommodation on multiple contracts

Established quality and brand with 3,100+ installations across the globe

Established government presence, with 200+ installations

Comprehensive industry experience

Dedicated customer success and technical support teams

Sole Source documentation available

Past Performance Examples

State and local

AK | Anchorage City Hall

AZ | City of Scottsdale

CA | Office of the Secretary of State

CA | City & County of San Francisco

CO | Pueblo County Public Health

DC | Council of the District of Columbia

FL | Florida Department of Health

GA | State Capitol

IN | Carmel Clay Parks & Rec

LA | City of New Orleans/ WIC

MA | Boston City Hall

MD | Maryland Judiciary Court System

NB | City of Lincoln

NC | City of High Point

NY | FDNY & NYPD

PA | Montgomery County Correctional Facility

RI | City of Providence

TN | Shelby County PIO

TX | El Paso County Courthouse

VA | Loudoun County DGS

VT | Town of Essex Junction

WA | United States District Court, Spokane County

WI | Milwaukee County Courthouses

WI | Public Health Department of Dane & Madison County

Request a quote online: mamava.com/contact/sales

The curved lactation suite design is a TM/SM of Mamava, Inc. All rights reserved.



Mamava Solo

- 4’ W x 4” D x 7’4” H**
- 300 lb

Mamava Original

- 7’3” W x 3’7” D x 7’3” H**
- 474 lb
- U.S. Design Patent D816244

Mamava XL

- 9’5” W x 5’4” D x 7’3” H**
- 900 lb
- U.S. Design Patent D789551

Exterior Materials

- Opaque walls provide user privacy
- Shatterproof aluminum composite material (ACM) and scratch-resistant expanded polyvinyl chloride sheet*
- Rigid vinyl wall panels with an expanded Polystyrene foam core*

Interior Materials + Features

- Food/hospital-grade surfaces for effective sanitization
- Built-in seating, shelf, mirror, coat hook
- Occupancy-activated lighting and ventilation fans
- Ventilation fan(s) provide 42dB of white noise
- Fold-down laptop desk*

Electrical

- UL Listed components
- Dual receptacle hospital-grade outlet(s) and 2 USB ports
- GFCI-protected power cord occupies one standard 15-amp (Solo) or 20-amp (XL/Original) 120v outlet
- Pods draw approximately 6.5 amps

Safety

- ASTM E-84 Flame Spread Rating is Class A for external walls, ceiling is Class A (XL/Original)/Class B (Solo)
- Open-grid ceiling for fire suppression system coverage and perception of visible and audible alarms (available on select models)
- Seismic bracketing system available*
- Fans capable of at least 35 ACH (Air Changes per Hour)
- ETL certified to UL STD 1286 and CSA STD C22.2#203*

Access + Occupancy

- Using Mamava’s Smart Access technology, the app guides users to pods, indicates occupancy status and duration, provides vacancy alerts, and adjusts interior lights*
- Access with Mamava app or via external lock with numeric keypad*
- Pod control device (PCD) provides real-time occupancy status*
- Internal deadbolt with external occupancy status indicator
- XL model for wheelchair accessibility
- ZTU (Zero Transmission Unit) available for high security areas

Support + Service

- Third-party installation available
- Service plans + extended warranty available

Customization

- Fits compact refrigerator*
- Full graphic customization*
- Sanitization bundles available
- Medela Symphony PLUS® Breast Pump

Flexibility

- Retractable feet for easy leveling
- Built-in caster wheels allow for quick relocation (add-on with Solo)
- Plastic feet caps make it easy to move short distances*
- Disassemble and reassemble as needed

**On select models*
***Pod height does not include a 4” antenna, which can be folded down to 1/2” if necessary.*

Request a quote online: mamava.com/contact/sales

ADA BREASTFEEDING POD

PRIVATE LACTATION SPACE FOR ACCESSIBILITY

FREESTANDING ROOM WITH WHEELS | FULLY FURNISHED | PLUG-N-PLAY

(424) 322-6015
BRIGHT@BRIGHTERBOOTH.COM



INTERIOR

COLOR OPTIONS
LIGHT GRAY
DARK GRAY



EXTERIOR

COLOR OPTIONS
WHITE
BLACK



DIMENSIONS

EXTERIOR	92.5"H x 86.6"W x 83"D (49.9 sqft.)
W/O WHEELS	90.5"H x 86.6"W x 83"D
INTERIOR	83.2"H x 81.5"W x 81"D

WEIGHT

WITH FURNITURE	1,576 lbs.
W/O FURNITURE	1,488 lbs.

SOUNDPROOFING

35-40 dB NOISE REDUCTION

PRIVACY

100% BLOCKING FILM
INTERIOR TWIST LOCK (HANDLE)
EXTERIOR KEY LOCK (HANDLE)
*OPTIONAL: DIGITAL KEYPAD HANDLE

FURNITURE

FABRIC LOUNGE
FREESTANDING TABLE
LOW PILE CARPET
MIRROR

POWER SPECS

PLUG-N-PLAY WITH 1 POWER OUTLET
120V 15A 60Hz
UL & ETL LISTED ELECTRICALS
SAFETY FUSE
POWER SWITCH

HARDWARE

4000K LED LIGHTING
QUIET VENTILATION FAN (110 M^3/H)
INDEPENDENT SWITCH FOR LIGHT & FAN
2 POWER OUTLETS
2 USB PORTS

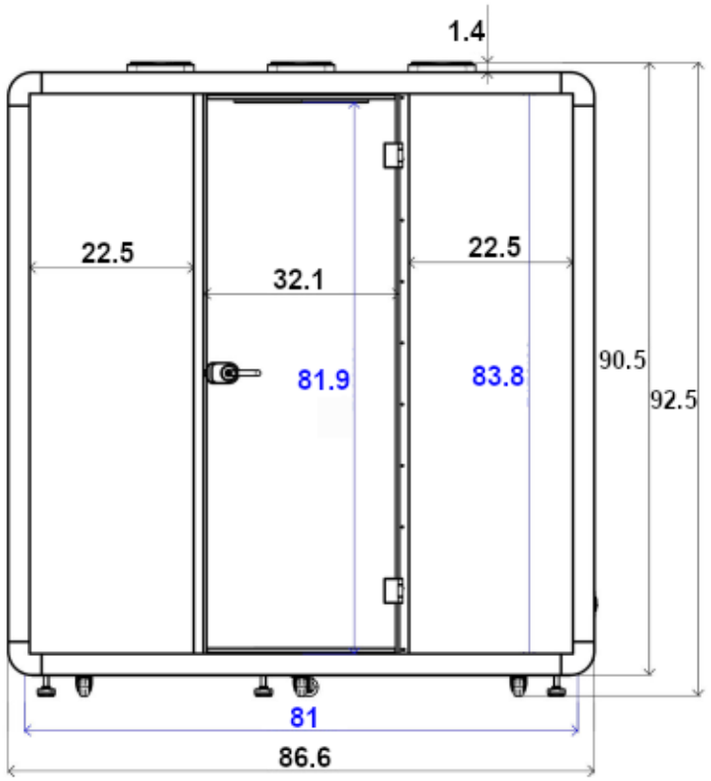
ACOUSTIC DESIGN

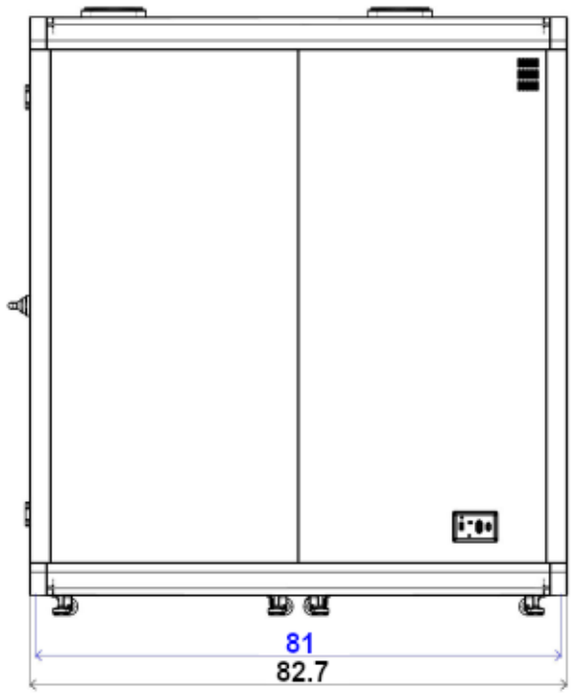
MOLDED ALUMINUM FRAME
SOUND-ABSORBING BOARD CORE
ACOUSTIC POLYESTER PANELS
THICK TEMPERED GLASS
LEVELING FEET
WHEELS
*OPTIONAL: REMOVE WHEELS FOR 90.5"H

BRIGHTER BOOTH

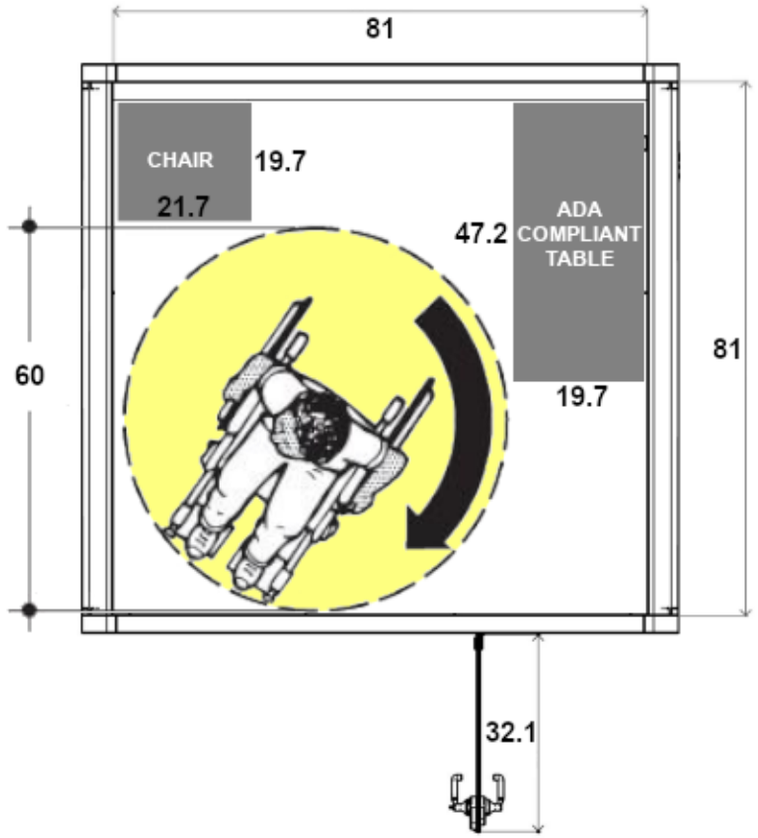
ADA BREASTFEEDING POD

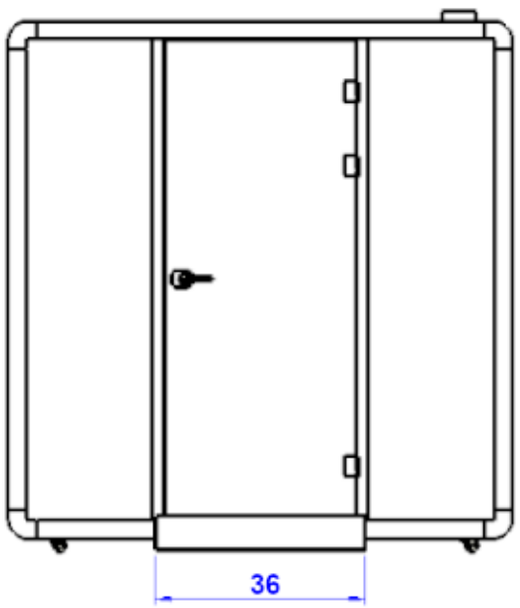
SPECIFICATIONS IN INCHES



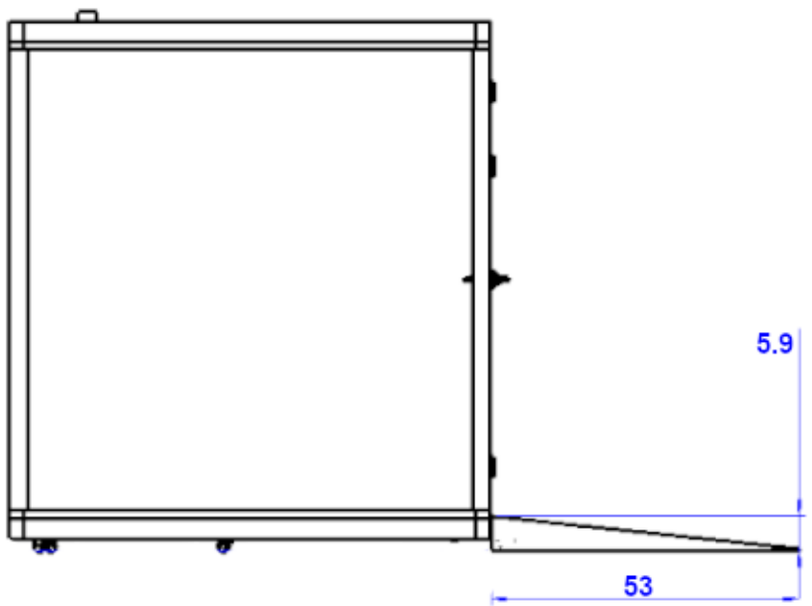


FLOOR PLAN

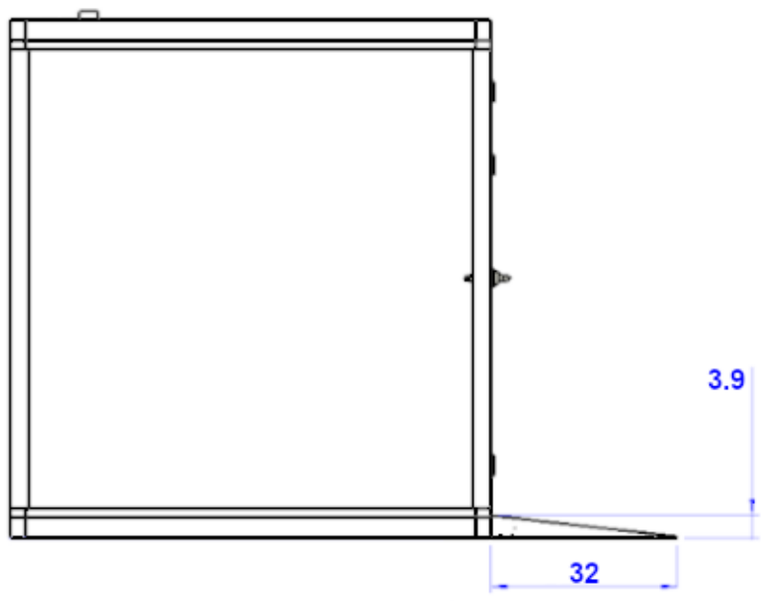




RAMP



RAMP FOR POD WITH WHEELS



RAMP FOR POD WITHOUT WHEELS



mamava®

XL

A spacious all-in one lactation space solution designed for public venues or larger workplaces.

Easy compliance
Quick compliance with workplace lactation accommodation laws.

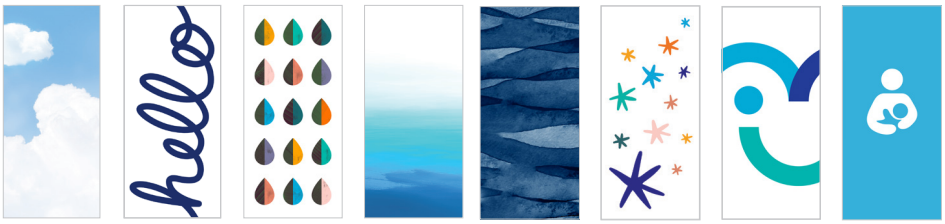
No construction disruption
Fully furnished prefabricated unit eliminates permitting, construction, and hardwiring. Assembled on-site by your team or our licensed installers.

Smart Access
Breastfeeding parents can find and unlock Mamava pods, check availability, get vacancy alerts, and adjust interior lights with our free app.

Maximum mobility
Built-in caster wheels make it easy to move the pod short distances. Simple to disassemble and relocate.

Sanitary and easy to clean
Smooth, seamless solid surfaces without any cloth or crevices. Interior fans capable of at least 35 ACH (Air Changes per Hour).

Customizable
Choose from a selection of interior and exterior graphics options, seating and storage configurations, roof panels, and accessories.



Graphics: Choose our Dreamscape stock design or mix-and-match options with our Built-to-Order tier. Want a completely unique pod? Design your own Custom Graphics or ask Mamava's Design Services to help!

sales@mamava.com
(802) 347-2111

Mamava, the leading expert in lactation space design, provides dignified lactation accommodations and breastfeeding resources for employers and organizations around the world. Our mission is to create a healthier society through infrastructure and support for breastfeeding.

Certified B Corporation, Assembled in U.S.A.
The curved lactation suite design is a TM/SM of Mamava, Inc. All rights reserved.

Key Features

Perforated ceiling panel for fire sprinkler pass-through
(Enhanced Privacy Panel available)

Ventilation fans for air circulation and white noise

Occupancy-activated lighting

Shatterproof mirror

Shelf

Grab bars

Power and USB outlets

Two benches*

Flush entry



*Single bench
Cabinetry modification available for storage or compact refrigerator

Solid walls for privacy



Deadbolt lock with occupancy indicator

Caster wheels for easy relocation

Smart Access with Mamava app, keypad or key



Specs

Dimensions

9’5” W x 5’4” D x 7’3” H (Pod height does not include a 4” antenna, which can be folded down to 1/2)

50 sq ft | 900 lb

36” door swing (recommend 60” clearance in front of the door and 18” clearance on the latch side)

Shipping crate: 4’5” W x 8’ D x 6’ H | 1,085 lb

Minimum 8’6” ceiling clearance required for assembly

Exterior materials + features

Front and back wall panel made of aluminum composite material (ACM) with a foam core

Curved side panels made of scratch-resistant expanded polyvinyl chloride sheet (EPVC)

Front and side direct-print graphics (customization available)

Roof pan made of ACM with perforated sections (Enhanced Privacy Panel available)

Interior materials + features

All food/hospital-grade surfaces with rounded corners for effective sanitation; no fabric or upholstery

Two (2) 40” wide, built-in, acrylic composite benches. 400lb weight-limit

Large acrylic composite counter (two 19”D x 37”W end pieces connected by 9”D x 36”W middle piece)

Two (2) dual receptacle hospital-grade outlets and 2 USB ports

Built-in shatterproof mirror made of reflective coated aluminum composite material (ACM)

Aluminum coat hook holds up to 25 lb

Four (4) UL Listed, occupancy-activated lights, adjustable with the Mamava app

Two (2) UL Listed ventilation fans provide 42dB of white noise and are capable of air change rates of at least 35 ACH

Aluminum floor pan with vinyl covering

Deadbolt lock with exterior occupancy indicator

Cubby model available to fit compact refrigerator (20”W x 18”D x up to 25”H) or storage compartment

Electrical

UL Listed components

6’7” GFCI-protected power cord occupies one standard 20A 120v outlet

Requires a 20A circuit and draws approximately 6.5A

Access technology

Access with Mamava app or via numeric keypad on external lock

Using Mamava’s Smart Access technology, the app guides users to pods, indicates occupancy status and duration, and provides vacancy alerts

ZTU (Zero Transmission Unit) available for high security areas

Mobility

Eight (8) retractable feet assist leveling the pod up to 1”

Four (4) built-in caster wheels for relocation

Accessibility: *Features compatible IAW 2010 ADA Standards:*

Mirror placement meets 603.3

Clear turning space meets 304.3.1 (circular space) and 304.3.2 (t-shaped space with knee clearance in accordance with 306.3)

Clear floor and ground space meets 305 (parallel or straight approach)

Door clearance width meets 404.2.3

Door threshold meets 404.2.5

Door hardware meets 404.2.7

Grab bars are sized and spaced to meet 609.2.1

Pod is designed for the perception of both audible and visible alarms to meet 215

Door closer arm meets 404.2.8 and 404.2.9, closing speed and opening force respectively

Additional California Building code compliance:

Door hardware meets CBC CBC 11B-404.2.7

Testing + safety

ETL certified to UL STD 1286 and CSA STD C22.2#203

ASTM E-84 Flame Spread Rating is Class A for all external materials (walls and ceiling)

Seismic bracketing system available

Model available to meet NFPA 13 Section 9.3.10 Standards

Assistant County Manager/
Human Resources Director,

Abel Del Real-Nava, eMBA, SHRM-SCP, CLRP, IPMA-SCP

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

Humboldt County, Nevada
Human Resources Department

Memorandum

Date: May 30, 2023

To: Humboldt County Board of Commissioners

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

Subject: Staff Report for Request to Purchase Lactation Pod.

Summary

Human Resources respectfully requests the purchase of an American with Disabilities Act (ADA) compatible pod from Brighter Booth for the exclusive use of employees and members of the public with business in the Courthouse needing to express breast milk.

Why this is being brought before the Board now:

Corresponding employees have in the past inquired about a private area to express breast milk with a recent employee requesting accommodation. Additionally, the requirements of Assembly Bill196, as passed during the 2021 Legislative Session, require such a space be made available if funding allows.

Previous Action

N/A

Background

Justice of the Peace Loveless recently inquired about options for a lactation room to accommodate corresponding employees and members of the public with business in the Courthouse. The lack of existing space for a room led to researching lactation pods as an alternative space. The proposed location for the pod would be against the wall parallel to the historic Courthouse outside of the Court System.

Fiscal Impact

The total amount of the Brighter Booth pod is $12,945.00. Justice of the Peace Loveless has stated he is willing to pay for this booth from one of his funds, but requests the County pay for half from another eligible fund since the pod will also be used by County employees and members of the public.

Recommendation

To purchase the Brighter Booth pod.

List of Supporting Documents (If Applicable)

- Quote from Brighter Booth
- Quote from Mamava
- Pod information from Brighter Booth and Mamava

Possible Motion

I move to approve the purchase of the Brighter Booth pod for an amount not to exceed $12,945.00.

DocuSigned by:

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Abel Del Real-Nava, eMBA, SHRM-SCP, CLRP, IPMA-SCP
Assistant County Manager/Human Resources Director

Assistant County Manager/
Human Resources Director,

Abel Del Real-Nava, eMBA, SHRM-SCP, CLRP, IPMA-SCP

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

Humboldt County, Nevada
Human Resources Department

Memorandum

Date:	May 30, 2023
To:	Humboldt County Board of Commissioners
From:	Abel Del Real-Nava, Assistant County Manager/Human Resources Director
Subject:	Staff Report for Proposed Assistant County Manager, County Manager, and Human Resources Director Job Descriptions

Summary

Enclosed are three job descriptions for your consideration: Assistant County Manager, County Manager, and Human Resources Director. If approved, these positions would supersede the existing County Manager and Assistant County Manager/Human Resources Director job descriptions.

Why this is being brought before the Board now:

My last working day on June 5, 2023, will see the position of Assistant County Manager/Human Resources Director vacant.

Previous Action

N/A

Background

At your May 15, 2023, meeting, I informed the Board of my intent to assist in updating the County Manager's job description, following my preceding resignation announcement. In addition to this, I informed the Board of also bringing forward two standalone positions for your consideration: Assistant County Manager and Human Resources Director.

The Assistant County Manager/Human Resources position has functioned extraordinarily well in being able to assist the County Manager in obligations outlined in policy and collective bargaining agreements.

My Human Resources knowledge and authority granted by the position have allowed me to authorize and reject many various requests with confidence. This has also allowed the County Manager to focus on other priorities. The dual role function has also served/serves other sister counties well. Elko County's former Assistant County Manager was also their Chief Financial Officer.

A standalone Assistant County Manager would allow for the administration of the County based on assigned program areas or areas of strength. Nye County's Assistant County Manager is a standalone position responsible for the following departments and functions:

- Administration
- Health & Human Services
- Senior Nutrition
- Tonopah Museum
- Town Support Staff
- Veteran Services

While the County Manager is responsible for the following:

- Comptroller
- Department of Emergency Management
- Facilities
- Human Resources
- Information Technology
- Planning Department
- Public Works

The standalone position would also allow the assignment of public lands management as a program area instead of hiring a dedicated public lands manager. Program areas do not have to be limited to one function.

Fiscal Impact

Currently, no fiscal impact can be determined due to the unavailability of fiscal year 2023-2024 salary ranges being made available by all sister counties whose data is used to determine a salary range recommendation.

Recommendation

My recommendation is for the approval of the new County Manager job description and the Assistant County Manager and Human Resources Director job descriptions if the Board's desire is to split the Assistant County Manager/Human Resources Director position.

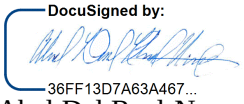
List of Supporting Documents (If Applicable)

- Proposed job description and classification specifications for:

- Assistant County Manager,
- County Manager, and
- Human Resources Director.

Possible Motion

I move to approve the Assistant County Manager, County Manager, and Human Resources Director job descriptions and direct the County Manager's Office to complete a salary survey for each position for the Board to consider at a future meeting.

DocuSigned by:

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Abel Del Real-Nava, eMBA, SHRM-SCP, CLRP, IPMA-SCP
Assistant County Manager/Human Resources Director

Class Code:	**Pending Final Approval**	**FLSA Status:**	**Exempt**
Date Established:	**Pending Final Approval**	**Probationary Period:**	**At-will Employment**
Date Revised:	**N/A**	**Range Assignment by Classification:**	**Appointed**
Date of Last Title Change:	**N/A**	**Safety Sensitive:**	**No**

Definition:

Under the administrative and policy direction of the Board of County Commissioners and in accordance with NRS 244.135(1), serves as the *Chief Administrative Officer* of Humboldt County; exercises administrative direction over the appointed County department heads and staff. Engages in intergovernmental activities that promote the mutual interest of the jurisdictions and comply with legal and regulatory requirements. Performs high-level administrative, technical, and professional work in directing and supervising the administration of County government. Performs other duties as assigned.

Distinguishing Characteristics:

This position is responsible for the overall management of the County and for the supervision of appointed staff and management of County resources consistent with the administrative and policy direction of the Board of County Commissioners. In accordance with NRS 244.125, an employee in this position is unclassified and "at-will," serving at the pleasure of the Board of County Commissioners.

Supervision Exercised and Received:

This is the top appointed executive classification in the County, exercising full supervisory and management direction for the general administration of the County. The Board of County Commissioners is responsible for providing administrative oversight of this position.

Essential Functions: (Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions).

1. Develops, evaluates, and implements administrative policies and procedures to meet Board goals and objectives; directs and supervises the performance of appointed department heads in the conduct of public business; directs the establishment of standards, goals, and objectives and evaluates the performance of departments; coordinates the activities of the various County departments to ensure timely, efficient, and effective delivery of programs and services.
2. Selects, directs, develops, and evaluates management personnel and other staff; instructs and trains staff and provides training programs to enhance the capabilities of staff and improve the delivery of services; listens, responds to, and resolves employee problems, concerns, complaints, and grievances; administers discipline for inadequate performance and/or improper behavior.
3. Oversees the development of the annual County budget for approval by the Board; monitors expenditures to ensure compliance with budgets; accounts for variances between projected and actual expenditures, initiates remedial action, and reports significant variances to the Board.
4. Analyzes proposals regarding policies, programs, and services and develops recommendations to the Board of County Commissioners; analyzes information pertaining to County services and operations including policies, programs, methods, budgets, staffing, organization, and capital needs; writes reports and correspondence for government agencies, members of the community, and the Board of County Commissioners.
5. Administers the preparation of Board meeting agendas; attends Board meetings; makes oral and written presentations to the Board of County Commissioners and to other public and private groups; provides information to the news media and the public regarding County operations; represents the County with other government agencies and in meetings with the public.
6. Negotiates and/or supervises the negotiation of all County contractual agreements subject to the limitations of law and Board direction; administers and enforces agreements.
7. Engages with local, state, and federal elected officials, their staff, and other stakeholders on a broad range of issues in support of Board of County Commissioners policy objectives, including, but not limited to, public lands management, economic development, water conservation, proposed regulations or legislation, or et cetera.
8. Analyzes proposed legislation and administrative regulations for their impact on County operations; reviews and makes recommendations to the Board regarding legislative activities; participates in the lobbying process by presenting oral and written testimony to appropriate bodies.
9. Provides direction and support to staff including advice and consultation to the members of the Board of County Commissioners; receives, investigates, and resolves complaints and concerns regarding County programs,

PENDING FINAL APPROVAL

services, and facilities; acts as liaison with cities, counties, regional, state, and federal agencies on a broad range of matters. Informs the Board of operational problems and seeks advice and counsel on possible solutions.

10. Assists the Board of County Commissioners in the development of overall goals of the County; provides leadership and direction in the development of short- and long-range plans for achieving overall goals; works with the Board of County Commissioners and others to develop community and economic development plans; engages with County's economic development team to attract investment, enhance private enterprise, and build public-private relationships and partnerships.
11. Performs related duties and responsibilities as required or assigned by the Board of County Commissioners.

Qualifications for Employment:

Knowledge, Skills, and Abilities: (KSAs are the attributes required to perform a job; generally demonstrated through qualifying experience, education, or training.)

Knowledge of:

- Principles and practices of organizational leadership, management, and supervision;
- Principles of *Commission-Manager* form of government;
- Modern methods of procurement, contract negotiation, and administration;
- Funding practices of state and federal agencies; categorical grant conditions and administration;
- Advanced principles of public budget preparation and administration;
- Nevada Open Meeting Law (OLM);
- Public lands management policies;
- Principles of public personnel administration and employee relations; and
- Laws and regulations which pertain to County operations, services, and programs.

Skill to:

- Plan, organize, and manage diverse programs and business operations;
- Negotiate appropriate solutions and contracts; and
- Manage administrative processes including budgeting, internal controls, policy development, planning, and problem solving.

Ability to:

- Develop policies and goals consistent with Board directives;
- Effectively administer projects and operations consistent with County policies and goals;
- Plan, direct, and evaluate the work of staff;
- Develop, motivate, and supervise management staff and other direct reports;
- Work effectively under the pressure of deadlines, conflicting demands, and emergencies;
- Establish and maintain effective working relationships with all levels of County staff, elective and appointive bodies, and members of the general public;
- Gain cooperation through discussion and persuasion;
- Collect, interpret, and evaluate narrative and statistical data pertaining to policy, fiscal, and operational matters;
- Analyze policies, regulations, projects, activities, and methods;
- Select alternatives;
- Project the consequences of proposed actions;
- Implement administrative policies and work programs consistent with regulations and with County policies and goals;
- Interpret and apply federal, state and local policies, procedures, laws, and regulations to assure compliance with requirements and limit liability for the County;
- Present findings, recommendations, and policies to individuals and groups in an understandable and persuasive manner;
- Communicate effectively in writing on matters related to department policies, funding, and operations;
- Prepare and administer large complex budgets;
- Conduct research and prepare clear and concise reports; and
- Promote a positive image of the County.

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Required Certifications and Licenses: Possession of a valid driver's license or alternate means of travel.

***Experience and Training*:** *Any combination of training, education and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:*

Possession of a Bachelor's Degree in Public Administration, Business Administration, or closely related field and 5 years of executive-level public administration experience or any combination of training and experience that would demonstrate the desired knowledge and abilities of the position.

Preferred Qualifications: Possession of a Master's Degree in Public Administration, Business Administration, or closely related field in addition to the above.

Physical and Mental/Intellectual Requirements: *The physical and mental/intellectual requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.*

Strength and stamina to be sedentary; ability to effectively interpret reports, financial data, and maps; ability to interact professionally, communicate effectively, and exchange information accurately with all internal and external customers; strength and stamina to drive long distances and to perform occasional light lifting, reaching, bending, and standing for long periods. The ability to interact professionally, communicate effectively, and exchange information accurately with all internal and external customers. Ability to appropriately handle stress and interact with others, including supervisors, coworkers, employees, and the public. Maintain regular and consistent punctuality and attendance. Light lifting (up to 25 pounds) is occasionally required.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

Working Conditions: *Work is performed under the following conditions*:

Generally clean work environment with limited exposure to conditions such as dust, fumes, odors, or noise; dealing with uncooperative, upset individuals in the office and in the field.

This job description has been approved by all pertinent levels of management.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

_____	_____	_____
Date	Employee's Name (Printed)	Employee's Signature

PENDING FINAL APPROVAL

Class Code:	**Pending Final Approval**	**FLSA Status:**	**Exempt**
Date Established:	**Pending Final Approval**	**Probationary Period:**	**At-will Employment**
Date Revised:	**N/A**	**Range Assignment by Classification:**	**Appointed**
Date of Last Title Change:	**N/A**	**Safety Sensitive:**	**No**

Definition:

Plans, organizes, coordinates and administers, through management staff, specified County operating departments and functions; provides policy guidance, strategic planning and program evaluation to appointed managers; encourages and facilitates consistent improvement in the provision of services to their customers by County staff; fosters cooperative working relationships with the Board of Commissioners, intergovernmental and regulatory agencies, various public and private organizations and County staff.

Distinguishing Characteristics:

Assistant County Managers, acting with the authority of the County Manager's Office, provide policy oversight and organizational leadership for specified County departments in accordance with NRS 244.135(2). Responsibilities also include coordination and provision of staff and programmatic support to the County Manager and the Board of Commissioners, and such responsibilities may vary, depending upon the long- and short-term needs of the County. This class is distinguished from the County Manager in that the latter has overall administrative responsibility for all County departments, functions, and programs. This position is *at-will*, appointed by the Board of County Commissioners, and serves at the pleasure of the County Manager.

Supervision Exercised and Received:

Incumbents at this level are responsible for unusual, technical, complex, highly sensitive, political, and far-reaching work-related issues and for policy recommendations to political oversight groups. They plan, organize, and determine work methods, implementation mechanisms, and operating procedures used to achieve goals and objectives set forth by general plans, broad policies, budgetary limitations, and legal and professional standards. The incumbents have responsibility for planning and organizing work, as well as considerable latitude interpreting and applying broad policies, rules, and regulations. Work performance is usually measured by total results and the County Manager provides supervision. This type of direction is normally reserved for management and executive level positions.

Essential Functions: (Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions).

1. Plans, organizes, coordinates, and directs, through managers and administrative staff, the work of specified operational departments, functional areas, and programs of the County in accordance with the adopted goals and objectives of the Board of Commissioners.
2. Directs the development and implementation of goals, objectives, policies, procedures, and programs for the assigned areas of responsibility; provides for administrative policies, procedures, and work standards to ensure that goals and objectives are met and that programs provide mandated services in an effective and efficient manner.
3. Contributes to the overall quality of the County's service provision by fostering and facilitating the development and coordination of work team charges with reviewing, recommending, and implementing improved policies and procedures.
4. Works closely with County policy bodies such as boards, commissions and committees, a variety of public and private organizations and citizen groups to develop and implement programs and meet goals and objectives.
5. Advises the County Manager and others on issues and programs; directs the preparation of and recommends long-range plans for County funding and service provision and directs the development of specific proposals for action regarding current and future County needs.
6. Advises the County Manager in the formulation of budget, financial management, personnel, general administrative and organizational development strategies, and policies.
7. Represents the County in contacts with governmental agencies, community groups and various businesses, professional and legislative organizations, either directly or through subordinate staff.
8. Plans, coordinates, oversees, reviews, and evaluates the work of assigned management, administrative and support staff; provides for their professional development and their training in policies and procedures related to the work.
9. Performs or directs the conduct of analytical studies; reviews findings, evaluates alternatives and prepares or directs the preparation of written or statistical reports and presentations.
10. Ensures that County management is kept informed of County program and financial status and of legal, social, and economic issues that may affect County programs and operations.

PENDING FINAL APPROVAL

11. Demonstrates courteous and cooperative behavior when interacting with clients, public, and staff; acts in a manner that promotes a harmonious and effective workplace environment.

Qualifications for Employment:

Knowledge, Skills, and Abilities: (KSAs are the attributes required to perform a job; generally demonstrated through qualifying experience, education, or training.)

Knowledge of:

- Principles and practices of organizational leadership, management, and supervision;
- Principles of Commission-Manager form of government.
- Principles of human resource development and utilization;
- Modern methods of procurement, contract negotiation, and administration;
- Funding practices of state and federal agencies; categorical grant conditions and administration;
- Advanced principles of public budget preparation and administration;
- Principles of public personnel administration and employee relations; and
- Laws and regulations which pertain to County operations, services, and programs.

Skill to:

- Plan, organize, and manage diverse programs and business operations;
- Negotiate appropriate solutions and contracts; and
- Manage administrative processes including budgeting, internal controls, policy development, planning, and problem solving.

Ability to:

- Develop policies and goals consistent with Council/Board directives;
- Effectively administer projects and operations consistent with County policies and goals;
- Plan, direct, and evaluate the work of staff;
- Develop, motivate, and supervise management staff and other direct reports;
- Work effectively under the pressure of deadlines, conflicting demands, and emergencies;
- Establish and maintain effective working relationships with all levels of County staff, elective and appointive bodies, and members of the general public;
- Gain cooperation through discussion and persuasion;
- Collect, interpret, and evaluate narrative and statistical data pertaining to policy, fiscal, and operational matters;
- Analyze policies, regulations, projects, activities, and methods;
- Select alternatives;
- Project the consequences of proposed actions;
- Implement administrative policies and work programs consistent with regulations and with County policies and goals;
- Interpret and apply federal, state and local policies, procedures, laws, and regulations to assure compliance with requirements and limit liability for the County;
- Present findings, recommendations, and policies to individuals and groups in an understandable and persuasive manner;
- Communicate effectively in writing on matters related to department policies, funding, and operations;
- Prepare and administer large complex budgets;
- Conduct research and prepare clear and concise reports; and
- Promote a positive image of the County.

Required Certifications and Licenses: Possession of a valid driver's license or alternate means of travel. All required certifications and licenses must be maintained and current throughout duration of employment.

***Experience and Training*:** *Any combination of training, education and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:*

PENDING FINAL APPROVAL

Possession of a Bachelor's Degree in Public Administration, Business Administration, or equivalent and 5 years of management-level public administration experience. or any combination of training and experience that would demonstrate the desired knowledge and abilities of the position.

Preferred Qualifications: Possession of a Master's Degree in Public Administration, Business Administration, or closely related field in addition to the above.

Physical and Mental/Intellectual Requirements: *The physical and mental/intellectual requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.*

Strength and stamina to be sedentary; ability to effectively interpret reports, financial data, and maps; ability to interact professionally, communicate effectively, and exchange information accurately with all internal and external customers; strength and stamina to drive long distances and to perform occasional light lifting, reaching, bending, and standing for long periods. The ability to interact professionally, communicate effectively, and exchange information accurately with all internal and external customers. Ability to appropriately handle stress and interact with others, including supervisors, coworkers, employees, and the public. Maintain regular and consistent punctuality and attendance. Light lifting (up to 25 pounds) is occasionally required.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

Working Conditions:

Work is performed under the following conditions:

Position functions indoors in an office type environment where most work is performed at a desk. The environment is generally clean with limited exposure to conditions such as dust, fumes, noise, or odors. Frequent interruptions to planned work activities occur.

This job description has been approved by all pertinent levels of management.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

_____	_____	_____
Date	Employee's Name (Printed)	Employee's Signature

PENDING FINAL APPROVAL

Class Code:	**Pending Final Approval**	**FLSA Status:**	**Exempt**
Date Established:	**Pending Final Approval**	**Probationary Period:**	**At-will Employment**
Date Revised:	**N/A**	**Range Assignment by Classification:**	**Pending Final Approval**
Date of Last Title Change:	**N/A**	**Safety Sensitive:**	**No**

Definition:

Under administrative direction, plans, organizes and administers County Human Resources programs and activities, including strategic staffing, talent management, employee relations, talent acquisition, classification and compensation administration, equal opportunity, and employee assistance and wellness programs; provides expert professional assistance to County management staff in personnel and related matters.

Distinguishing Characteristics:

This class manages all human resources activities for the County, including recruitment and selection, job analysis, classification and compensation administration, employee training and development, employee assistance, employee relations and administration of contract agreements with employee organizations; and equal opportunity administration. The incumbent is accountable for accomplishing department goals and objectives and for furthering County goals and objectives in a quality improvement environment within general policy guidelines. This position is at-will and serves at the pleasure of the County Manager, or Assistant County Manager, or both.

Supervision Exercised and Received:

Under Administrative Direction - Incumbents at this level are responsible for unusual, technical, complex, highly sensitive, political, and far-reaching work-related issues and for policy recommendations to political oversight groups. They plan, organize, and determine work methods, implementation mechanisms, and operating procedures used to achieve goals and objectives set forth by general plans, broad policies, budgetary limitations, and legal and professional standards. The incumbents have responsibility for planning and organizing work, as well as considerable latitude interpreting and applying broad policies, rules, and regulations.

Essential Functions: (Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions).

1. Manages and directs the activities of assigned staff; coordinates, prioritizes, and assigns tasks and projects; reviews work progress and activities; directs the recruitment and selection of staff; undertakes disciplinary action as required; conducts performance evaluations; ensures appropriate scheduling of staff to ensure proper operational coverage.
2. Develops, writes, and interprets personnel policies, procedures, and other administrative regulations; responds to inquiries and recommends solutions to Human Resources issues, complaints, and legal actions; identifies legal requirements and government reporting regulations and ensures compliance; represents the County at personnel-related hearings and investigations.
3. Provides advice and counsel to the County Manager and senior management on human resources management practices, emerging issues among managers and employees, and changes in employment law and regulations; oversees resolution of employee disciplinary issues and employee complaints.
4. Oversees compliance with bargaining unit contracts; works as a member of the negotiation team, with respect to employee/employer relations and other matters of collective bargaining; conducts grievance hearings and investigations and advises management in appropriate resolution of employee relations issues.
5. Oversees recruitment, testing/screening, and selection procedures for the County; provides consultative support for departments in the development of interview questions, screening forms, selection process, testing, and background investigations; ensures that the County is in compliance with Federal and State EEO/ADA laws relative to hiring and program entitlement.
6. Administers and develops benefits programs including life, health, dental and disability insurances, pension plans, vacation, sick leave, leave of absence, employee assistance program, and health and wellness program; oversees and negotiates contracts with outside suppliers to provide these employee services.
7. Prepares agenda action sheets, staff reports, and related correspondence for the Board of County Commissioners and related meetings.
8. Oversees classification and compensation studies and analysis; oversees position control, personnel records, job audits, and recommends appropriate salary range for classifications; develops and administers salary administration program to ensure compliance and equity within the County; administers performance review program to ensure effectiveness, compliance, and equity within the County.

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9. Prepares and administers the Department's budget.
10. Administers the County's Risk Management program, including Worker's Compensation and Liability administration, EAP, FMLA, USSERA and ADA issues, return to work program, and policies and procedures.
11. Oversees various contracts concerning insurance, unemployment, flexible benefits, deferred compensation, temporary assistance, third party administration, etc.; ensures the County is receiving the best service for its contract dollars; acts as liaison for JOIN, PERS, and other benefit programs.
12. Oversees the maintenance of all personnel records, including benefit plan participation (insurance and pension plan), personnel transactions (hires, promotions, transfers, performance reviews, and terminations), and employee statistics for government reporting.
13. Oversees and/or participates in various committees, including Benefits, Safety, Classification/Job Evaluation, and various other ad-hoc committees.
14. Administers County health and wellness strategy and programs; develops and implements health management/well-being programs and resources; monitors and tracks programs to provide measurable results of program effectiveness in meeting objectives.
15. Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

Qualifications for Employment:

Knowledge, Skills, and Abilities: (KSAs are the attributes required to perform a job; generally demonstrated through qualifying experience, education, or training.)

Knowledge of:

- Operational characteristics, services, and activities of a Human Resource's Office;
- Management skills to analyze programs, policies, and operational needs;
- Principles of *Commission-Manager* form of government.
- Principles and practices of program development and administration;
- Principles and practices of local government budget preparation and administration;
- Principles of supervision, training, and performance evaluation;
- Employment laws and procedures;
- Principles and practices of records management/records retention;
- Business English, spelling, and arithmetic;
- Knowledge of and experience with varied human resource information systems;
- Principles and methods of report writing; and
- Pertinent federal, state, and local laws, codes, and regulations.

Skill to:

- Prepare correspondence and other written materials;
- Organize, prioritize, and coordinate work activities;
- Develop and implement goals, objectives, policies, procedures, and work standards;
- Deal with the public, in person or over the telephone, often where relations may be confrontational or strained;
- Assess and prioritize multiple tasks; and
- Establish and maintain effective working relations with co-workers.

Ability to:

- Manage, direct, and coordinate the work of lower level staff;
- Select, supervise, train, and evaluate staff;
- Oversee and direct the operations, services, and activities of the Human Resources Department;
- Develop and administer an efficient records management system;
- Coordinate local government elections;
- Develop and administer program goals, objectives, and procedures;
- Prepare and administer complex budgets;
- Prepare clear and concise administrative and financial reports;

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- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals;
- Research, analyze, and evaluate new service delivery methods and techniques;
- Interpret and apply federal, state, and local policies, laws, and regulations; and
- Communicate clearly and concisely, both orally and in writing.

Required Certifications and Licenses: Possession of a valid driver's license or alternate means of travel. One or more of the following certifications; Society for Human Resource Management Certified Professional (SHRM-CP), Professional in Human Resources (PHR), International Public Management Association Certified Professional (IPMA-CP).

Preferred certifications include Society for Human Resource Management Senior Certified Professional (SHRM-CP), Senior Professional in Human Resources (SPHR), International Public Management Association Senior Certified Professional (IPMA-SCP), and Certified Labor Relations Professional (CLRP).

All required certifications and licenses must be maintained and current throughout the duration of employment.

Experience and Training**:** *Any combination of training, education and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:*

Possession of a high school diploma or equivalent and six months of general clerical experience performing a variety of office clerical tasks, including the use of a computer or any combination of training and experience that would demonstrate the desired knowledge and abilities of the position.

Physical and Mental/Intellectual Requirements: *The physical and mental/intellectual requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.*

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

Working Conditions: *Work is performed under the following conditions*:

Generally clean work environment with limited exposure to conditions such as dust, fumes, odors, or noise; dealing with uncooperative, upset individuals in the office and in the field.

This job description has been approved by all pertinent levels of management.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

_____	_____	_____
Date	Employee's Name (Printed)	Employee's Signature

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HUMBOLDT COUNTY

50 W. 5th Street
Winnemucca, Nevada 89445
www.humboldtcountynv.gov

AGENDA REQUEST FORM

DATE: May 24, 2023

TO: County Commission

FROM: Dave Mendiola, County Manager

SUBJECT: Discussion of Lander County Resolution to declare a County state of emergency due to the ongoing and extreme overpopulation of wild horses on BLM-managed lands within the County's boundaries.

REQUESTED AGENDA DATE: June 5, 2023

SUMMARY AND BACKGROUND: On April 27th, Lander County adopted a resolution (No. 2023-03) to declare a County state of emergency due to the ongoing and extreme overpopulation of wild horses on BLM-managed lands within the County's boundaries. Lander County has encouraged other Nevada Counties to join them by adopting similar resolutions, with a view to sending a unified message to the State Legislature and Congress (as well as federal and State resource management agencies) that wild horse overpopulation in Nevada is causing an environmental and economic crisis and that immediate action must be taken to remediate the problem.

WHY ARE YOU BRINGING THIS BEFORE THE BOARD NOW:
Humboldt County has long recognized that the persisting failure of the Bureau of Land Management (BLM) to manage wild horses and burros within appropriate management levels ("AML") is causing a profound and deepening crisis on the public rangelands within Humboldt County, Nevada, and across the West. While several recent gathers in Humboldt County have abated wild horse overpopulation temporarily, it is clear that the present relief within Humboldt County is temporary and wild horse overpopulation will continue to reoccur until significant changes are made—to statute, appropriations, and management. We add that while the BLM has for years pinned its hopes of future management success on fertility control drugs, at this time no fertility drugs exist that are sufficiently powerful to reduce wild horse populations from their current crisis levels down to AML—other, more immediate means are necessary to return to AML and reestablish a thriving ecological balance on the public rangelands before they are damaged beyond repair.

PREVIOUS ACTION:
None

HAS DISTRICT ATTORNEY REVIEWED AGREEMENT/CONTRACT IF APPLICABLE:
No

FISCAL IMPACT IF APPLICABLE:
None that is known at this time.

RECOMMENDATION:
No recommendation.

LIST SUPPORTING DOCUMENTS IF APPLICABLE:
Agenda Request Form

POSSIBLE MOTION:
Motion should be based on answers to the following questions:

1) Is there a "state of emergency" in Humboldt County being caused by wild horses and burros presently?

2) Does the County wish to join Lander County in declaring that a "state of emergency" is being caused in Humboldt County by wild horses? If so, would the County amend Lander County's resolution? How?

3) Does the County wish to gather more information regarding Lander County's goals, intentions, and expectations regarding their resolution before making a decision?

4) Does the County think that declaring a "state of emergency" caused by wild horses will be a) appropriate, and; b) effective?

5) Does the County find that there are other means of bringing the wild horse crisis to the attention of lawmakers that would be more effective and / or more appropriate?

6) Does the County have any positive proposals (i.e. "asks") regarding what kind of actions should be taken (beyond the obvious action of removing horses), either through resolution or some other means?

7) Does the County prefer that a coordinated effort of Nevada Counties to address wild horse overpopulation to be pursued through NACO?

A RESOLUTION OF THE LANDER COUNTY BOARD OF COMMISSIONERS TO DECLARE A STATE OF EMERGENCY FOR WILDHORSE AND BURRO MANAGEMENT
No. 2023-03

WHEREAS, Appropriate Management Levels (AMLs) for wild horses and burros were established decades ago based on science guided by experience of government employees in the field, ranchers, cowboys, hunters, other outdoorsmen, and even a few environmentalists; and

WHEREAS, those AMLs were established to provide a well balanced environment for the benefit of the wild horses and burros themselves as well as of native wildlife such as antelope, deer, an occasional moose, elk, wolves, coyotes, jack rabbits, owls, hawks, eagles, and other birds, many kinds of fish, the native plants and trees, as well as to prevent soil erosion, prevent destructive or unnatural fires, and also to provide some feed for domestic animals such as horses and cows; and

WHEREAS, those AMLs were established to preserve a balanced environment for nature lovers, hunters, ranchers, cowboys, mining enthusiasts, rock collectors, hikers, bird watchers, tourists, and other people who enjoy utilizing the public lands; and

WHEREAS, much wise thought and consequential adjustments went into making sure the AMLs were appropriate to maintain a balance of wildlife, domesticated animals, and all of the many interests involved in preserving the multiple use concept on the public lands; and

WHEREAS, despite all that planning and their duties under the Federal Land Policy Management Act (FLPMA) and many other applicable laws, Federal agencies have failed to keep wild horse and burro populations within reasonable proximity to the AML targets; and

WHEREAS, wild horse and burro populations have now gotten so far out of control as to be causing starvation for the horses and burros themselves (including readily visible ribs on many horses) as well as similar starvation for other wildlife populations such as deer, antelope, bighorn sheep, etc.; and

WHEREAS, wild horses and burros are causing unprecedented destruction to riparian areas, grasslands, and other environmentally sensitive areas; and

WHEREAS, these problems are not only affecting Lander County, but all of Nevada and many other Western States as well; and

WHEREAS, our State officials as well as ourselves and our constituents are all concerned about the destruction this uncontrolled growth of wild horses and burros is causing throughout Nevada and in many of our neighboring Western States; and

WHEREAS, these out-of-control populations of wild horses and burros have now grown to the point that in some cases they exceed five times the acceptable AMLs set by the Federal Departments which have been attempting to regulate those populations as well as the public lands themselves; and

WHEREAS, soil and other erosion caused by starving horses and wildlife has already resulted in declines in wildlife populations and destruction of important wildlife habitat; and

WHEREAS, the inevitable long term damage to the ecology of the region and to its economic well being posed by the failure to control wild horse and burro populations and to keep them within range of the established AMLs is already having deleterious effects throughout our region; and

WHEREAS, these devastating impacts will have decades long effects that cannot be quickly cured; and

WHEREAS, the new Governor, our own State Legislators, and many other Nevada Counties have likewise expressed their concern over the burgeoning populations of horses and burros which are causing widespread destruction to habitats and economies throughout the State;

NOW, THEREFORE BE IT RESOLVED, that a state of emergency currently exists in Lander County due to the failure of the various Federal agencies to control wild horse and burro populations to something approaching official AMLs; and

BE IT FURTHER RESOLVED, that Lander County urges appropriate action by all of our State, Federal and local public officials to quickly reduce the populations of wild horses and burros currently trying to graze on often denuded pastures, grasslands, meadows, and other areas; and

BE IT FURTHER RESOLVED, that this Resolution be widely circulated so as to inspire others to take appropriate action to get these destructive populations of wild horses and burros under control quickly so as to limit the damage they are continuing to cause around the clock and to prevent truly devastating and irreversible damage to our wildlife and economic environments.

PASSED AND ADOPTED this 21 of April, 2023.

THOSE VOTING AYE: Commissioner: _____
Commissioner: _____
Commissioner: _____
Commissioner: _____
Commissioner: _____

THOSE VOTING NAY: Commissioner:_____
Commissioner:_____

THOSE ABSENT: Commissioner:_____
Commissioner:_____

_____
_____, **Chair/Vice Chair**
Lander County Board of Commissioners

ATTEST:

MOLLY GONZALEZ, County Clerk and
Ex-Officio Clerk of the Board of
Commissioners of Lander County, Nevada

APPROVED AS TO FORM AND LEGALITY,

_____
WILLIAM E. SCHAEFFER
Lander County District Attorney