



STOREY COUNTY BOARD OF COUNTY COMMISSIONERS MEETING

TUESDAY, FEBRUARY 20, 2018 10:00 A.M.

DISTRICT COURTROOM
26 SOUTH B STREET, VIRGINIA CITY, NEVADA

MINUTES

MARSHALL MCBRIDE
CHAIRMAN
ATTORNEY

ANNE LANGER
DISTRICT

LANCE GILMAN
VICE-CHAIRMAN

JACK MCGUFFEY
COMMISSIONER
TREASURER

VANESSA STEPHENS
CLERK-

ROLL CALL: Chairman McBride, Vice-Chairman McGuffey, Commissioner Gilman, Clerk & Treasurer Vanessa Stephens, Comptroller Hugh Gallagher, District Attorney Anne Langer, Deputy District Attorney Keith Loomis, Security Director Melanie Keener, Recorder Jen Chapman, Planning Director/Administrative Officer Austin Osborne, IT Director James Deane, Project Manager Mike Northan, Tourism Director Deny Dotson, Outside Counsel Robert Morris, Undersheriff Tony Dosen, Fire Marshal Martin Azevedo, Virginia City Senior Center Director Stacey Gilbert

1. CALL TO ORDER REGULAR MEETING AT 10:00 A.M.

Meeting was called to order by Chairman McBride at 10:00 A.M.

2. PLEDGE OF ALLEGIANCE

Chairman McBride led those present in the Pledge of Allegiance.

3. DISCUSSION/POSSIBLE ACTION: Approval of Agenda for February 20, 2018

Chairman McBride stated that Item 18 will be moved to follow Item 5.

Public Comment:
None

Motion: Approve Agenda for February 20, 2018 with changes noted, **Action:** Approve, **Moved by:** Vice Chairman McGuffey, **Seconded by:** Commissioner Gilman, **Vote:** Motion carried by unanimous vote, **(Summary:** Yes=3)

4. DISCUSSION/POSSIBLE ACTION: Approval of the Minutes for January 2, 2018.

Public Comment:

None

Motion: Approve Minutes for January 2, 2018, **Action:** Approve, **Moved by:** Vice Chairman McGuffey, **Seconded by:** Commissioner Gilman, **Vote:** Motion carried by unanimous vote, **(Summary:** Yes=3)

5. CONSENT AGENDA:

I For possible action, approval of payroll claims in the amount of \$714,439.06 and accounts payable claims in the amount of \$1,334,782.60.

II For possible action, approval of the cancellation of the March 6, 2018 meeting.

III For possible action, approval of the cancelation of the March 6, 2018 meeting.

IV For possible action, approval of Update to Storey County Administrative Policies and Procedures including 001 Functions, Policy, and Procedures; 002 Creating, Reviewing, and Modifying Policies; 003 Smoking and Vaping; 004 Travel Policy; 005 Use of Public Buildings and Facilities; 006 Use of Employer Premises; 007 Facilities Maintenance and Project Assistance; 009 General Communications; 010 Vehicle-Equipment Assignment and Use; 011 Use of Private Vehicle; 012 County Vehicle Maintenance; 013 Vehicle Fuel; 015 Mailing Procedures; 016 Telephone Usage; 017 Social Media; and associated request forms.

V For possible action, approval of business licenses first reading:

A. DESERT BOILERS AND CONTROLS, INC - Contractor / 303 W. Saint Louis Ave ~ Las Vegas, NV

B. OUTBOUND TECHNOLOGIES INC - General / 30026 Research Dr ~ New Hudson, MI

C. GEORGE & SONS, INC - Contractor / 5301 Longley Lane ~ Reno, NV

D. GREGORY R. ANDERSON, DBA: MOBILE NOTARY SVC'S - General / 785 Joel Way ~ Fallon, NV

E. CMC TIRE INC - General / 95 Washington St ~ Spokane, WA

F. GREGORY R. CHAPEL, DBA: ONSTREET CONCESSIONS - General / 385 Freeport ~ Sparks, NV

G. GILLETT CONSTRUCTION - Contractor / 1226 Wigwam Pkwy ~ Henderson, NV

H. LEE'S JANITORIAL SERVICES, INC - General / 561 Keystone ~ Reno, NV

I. KORBIN CONRAD, DBA: TOP DOG CARPET CLEANING - Home Bus / 210 S"O" ~ VC, NV

VI For possible action, approve renewal of Government Affairs Consulting Agreement with Porter Group.

Public Comment:

None

Motion: Approve Consent Agenda for February 20, 2018, **Action:** Approve, **Moved by:** Vice Chairman McGuffey, **Seconded by:** Commissioner Gilman, **Vote:** Motion carried by unanimous vote, **(Summary:** Yes=3)

18. DISCUSSION/POSSIBLE ACTION: Approval of revised county manager's job description.

Outside Counsel Robert Morris explained that there has been quite a bit of work put into this and we are getting towards the end. He reviewed the current revisions related to job performance. There should be a policy in place that describes the process for salary increases or bonus. A section has been added stating that it is the responsibility of the Human Resources Director to place the performance review on the Board's agenda.

Chairman McBride added that he appreciates all of the work that has been put in to this; the review will now be done on an annual basis.

Vice-Chairman McGuffey stated he talked with Mr. Whitten this morning and expressed that he felt it was good to go.

Mr. Morris addressed the policies that were reviewed during the process. The policies will be brought forward at the next meeting for approval. There are two minor changes that he would like to make: 1) A style change on page 2, subsection E, a clause has been added to include the Comptroller in the budget preparation and monitoring process. An applicable policy will be developed to ensure they are cohesive; 2) Grammatical changes have been made to the verbs.

Discussion was held regarding the appropriate weight for items that may be lifted. Commissioner Gilman and Chairman McBride expressed that they are comfortable with the current 50 lbs weight limit.

Austin Osborne recommends 25 lbs as the weight limit. This is the limit for other administrative type positions.

Chairman McBride: In the event of a disaster, "all hands on deck" will be picking up sandbags, barriers, etc. He feels the limit should stay at 50 lbs.

Commissioner Gilman: Is comfortable with the 50 lb limit.

Mr. Morris asked that the job description be approved with the changes he presented.

Public Comment:
None

Motion: I move to approve the County Manager's job description, revised February 20, 2018,

Action: Approve, **Moved by:** Vice Chairman McGuffey, **Seconded by:** Commissioner Gilman,

Vote: Motion carried by unanimous vote, **(Summary:** Yes=3)

6. DISCUSSION ONLY (No Action - No Public Comment): Committee/Staff Reports

Flood Damage Project Coordinator Mike Northman:

- Estimates for all sites have been submitted to the insurance adjustor for final approval.
- In contact with the foreman to finalize a schedule on all sites.
- The weather has delayed roof repairs - work should continue shortly.
- Mold remediation has begun at Station 72.

Virginia City Senior Center Director Stacey Gilbert

- Received a "meals on wheels" van from Douglas County
- Community Chest and the Senior Center now has a partnership with Thrive Market, and the first pallet has arrived. Goods will be distributed to Lockwood, Mark Twain, and other Community Chest locations.
- Had an audit last week by State Aging and Disability - the Senior Center is now listed as low-risk.

Tourism Director Deny Dotson

- VCTC is unveiling a new website for Pipers and the VCTC. VCTC is working on branding for Piper's.
- There is a change of date for the rodeo which will now be held August 18 and 19. This year a there will be a cattle drive as well as a mutton bustin' tournament for kids. Sunday will be a Hispanic style rodeo.

- Whitney Brunson has been selected as the new special events coordinator. Whitney has been working in the Visitor Center, and is very excited for the change.
- Working on some schedule changes for the V&T Rail Commission and are looking for a Director.

Planning Director/Administrative Officer Austin Osborne

- Currently in the insurance enrollment period and in negotiations with the help of LP Insurance, the county's insurance broker. Should be able to negotiate fairly and come up with an acceptable plan.
- LP has been reviewing our union contracts to ensure we are in compliance. They have been fabulous to work with.
- In regards to the Zip Code issue and Lands bill, The Porter Group in Washington DC asked Mr. Osborne to read this statement:
 "The Lands Bill, complete with language and updated maps, has been sent to staff for Senator Heller, Senator Cortez-Masto, and Congressman Amodei. We spoke with all three offices and none of them see any real problems in getting this moving in the near future. We are now going to work on getting both House and Senate versions introduced at this time, likely in two weeks - since Congress is on recess this week, of course.
 Regarding the Postal Bill, we are attaching the Storey County language to the Storey County Lands Bill. It's going to be offered as an amendment to Congressman Amodei in an upcoming energy bill. No timeline for that bill has come into the fore yet though (and it has been passed by the House Oversight and Government Reform Committee in the Postal Service Reform Act). We'll continue to look for every available avenue."
- The Porter team has been great in working with the County in trying to get these two bills moving forward. The current situation in Washington right now makes it difficult to get anything passed.
- A title 17 update will be coming before the board to correct a conflict under adult uses.
- AT&T has approved funding to provide service on the mono-pine in the Highlands and a potential tower in Virginia City.

7. BOARD COMMENT (No action-No Public Comment:

Vice Chairman McGuffey:

- The 4th Ward School has received the new wishing well.

Chairman McBride :

- There was a great turn out in town to celebrate President's Day weekend.

8. DISCUSSION ONLY (No Action): Update regarding implementation of Tyler Technologies ERP system.

Recorder Jen Chapman and IT Director James Deane provided an overview of the implementation of the Tyler Technologies software throughout various County Departments. Ms. Chapman reviewed the company's history and presence in the State. Additionally the current status, testing, issue tracking, project objectives, and basic timelines. The project is on track to stay within the approved budgets and hit the go-live dates.

9. DISCUSSION ONLY (No Action): Review of the 2nd Quarter 2018 Unaudited Budget to Actual.

Comptroller Hugh Gallagher reviewed the spreadsheet provided to the Board. Revenues are trending at approximately 63%. Expenditure side is at 45%. Mr. Gallagher discussed the departments that are over 50% in expenditures.

10. DISCUSSION/POSSIBLE ACTION: Review and possible approval of the Storey County Property Tax Rate for 2018-2019.

Mr. Gallagher explained that the County is required to furnish the Department of Taxation a letter no later than today informing them if there are plans to change the Storey County controlled portion of the rate. We have been looking at property reductions. It is understood if there was a reduction or rebate, the industrial park would probably receive about 65 cents on the dollar, centrally assessed about 22 cents on the dollar, and residents about 13 cents on the dollar. How/if this can be done is still being researched - an exhaustive review has been done. NRS prohibits some of the ideas that have come forward. At this time there is no good avenue for tax relief to bring to the Department of Taxation and State Board of Equalization that they would approve. Last year approximately \$45 million in property taxes were abated for the tax free zone and industrial park.

Mr. Gallagher requested that the current rate of 3.4607 percent be approved.

Vice Chairman McGuffey: With a rebate, it would be the big companies that would receive the largest tax break. Local residents, maybe \$12 to \$18 per year. Other ideas are being looked at - something will be found.

Commissioner Gilman: Disappointed. Not giving up - there are some potential ideas to look at.

Chairman McBride: As the abatements expire, there will be a lot more to deal with. There are only four County-controlled "line items" out of nine on the tax bill. The County has no control over the rest of the items.

Public Comment:
None

Motion: I make a motion to approve the Storey County tax rate of 3.4607 percent for the fiscal year 2018-2019, **Action:** Approve, **Moved by:** Vice Chairman McGuffey, **Seconded by:** Commissioner Gilman, **Vote:** Motion carried by unanimous vote, **(Summary:** Yes=3)

11. DISCUSSION/POSSIBLE ACTION: Approval of Interlocal Agreement between Nevada Department of Public Safety/State Fire Marshal Division and Storey County.

Fire Marshal Martin Azevedo requested this item be continued to March 20, 2018.

Public Comment:
None

Motion: I make a motion to continue this item to March 20, 2018, **Action:** Approve, **Moved by:** Vice Chairman McGuffey, **Seconded by:** Commissioner Gilman, **Vote:** Motion carried by unanimous vote, **(Summary:** Yes=3)

12. RECESS TO CONVENE AS THE FIRE PROTECTION DISTRICT

13. DISCUSSION/POSSIBLE ACTION: Storey County Fire Protection District contract agreement between Chartwell Staffing Solutions to provide temporary staff for fuels reduction.

Fire Chief Jeff Nevin stated the County has received a grant for fuels reduction to be done in the Highlands and along Geiger Grade. This contract will cover staffing needs.

Public Comment:

Joseph Prohaska, with Chartwell Staffing : Is present to answer any questions.

Motion: I make a motion to approve the agreement between Storey County Fire Protection District and Chartwell Staffing Solutions, and allow the Fire Chief to sign the agreement, **Action:** Approve, **Moved by:** Vice Chairman McGuffey, **Seconded by:** Commissioner Gilman, **Vote:** Motion carried by unanimous vote, **(Summary:** Yes=3)

14. ADJOURN TO RECONVENE AS THE BOARD OF COUNTY COMMISSIONERS

15. DISCUSSION/POSSIBLE ACTION: Approval of contract with Morpho Trak for maintenance and service agreement for the period of 8/17 to 8/18 for the fingerprinting at the Lockwood substation in the amount of \$2,181.

Deputy District Attorney Keith Loomis stated this is a basic contract to keep the fingerprinting service functioning at the Lockwood Substation.

Deputy Dosen: This contract is for the software.

Public Comment:

None

Motion: I motion to approve the maintenance and service agreement for the Morpho Trak system and authorize the Chairman to sign, **Action:** Approve, **Moved by:** Vice Chairman McGuffey, **Seconded by:** Commissioner Gilman, **Vote:** Motion carried by unanimous vote, **(Summary:** Yes=3)

16. DISCUSSION/POSSIBLE ACTION: Interlocal agreement providing the terms and conditions for the use of Piper's Opera House by the Storey County School District and the display of historic personal property within Pipers belonging to the School District.

Mr. Loomis: In the contract for the purchase of Pipers Opera House, there is provision stating the School District can use Pipers for up to 30 times per year at no charge. In addition, the School District will leave historic, personal property in Pipers for the County to display. The County did not purchase the personal property.

Public Comment:

Nicole Barde, Storey County resident : Is there a way for them to itemize the personal property and to clarify what is different from what the School District received when they purchased Pipers? There is concern that items could have gone missing.

Chairman McBride: Thinks this is a good idea as personal property can be removed. When the School District purchased Pipers, it included all of the contents. This item can be continued so that the School District can provide an itemized list.

Mr. Loomis: The Agreement requires that the School District insure their personal property - the County will insure the real property.

Mr. Gallagher: There needs to be an inventory regardless of who owns it - a market value needs to be determined.

School Board President, Jeff Nevin: Some donated items were put in Pipers after the School District took over.

Motion: I move to continue this item to March 20, 2018, **Action:** Approve, **Moved by:** Vice Chairman McGuffey, **Seconded by:** Commissioner Gilman, **Vote:** Motion carried by unanimous vote, **(Summary:** Yes=3)

17. DISCUSSION/POSSIBLE ACTION: Adoption of Resolution 18-482 setting forth a procedure by which a business may object to the adoption of a "rule" by Storey County which impacts the business.

Mr. Loomis: Under NRS chapter 237, the County is required to conduct a business impact study on any rule adopted that may have an impact on business. The County is required to approve a process for a business to object to adoption of a rule. The Department of Taxation is required to provide the regulations and forms for possible approval. These forms will be available in the Clerk's office for any business that wishes to object to adoption of a rule.

Mr. Loomis read the Resolution No. 18-482:

Resolution: Providing for the adoption of a procedure for objecting to the enactment of rules which require a business impact statement.

Whereas, NRS 237.100(4) requires that each governing body of a local government provide a procedure for an aggrieved business to object to a rule adopted by the governing body; and

Whereas, NRS237.100(4) further provides that once the procedure is adopted it must be filed with the clerk of the local government and be available upon request at no charge; and,

Whereas, The Nevada Tax Commission, upon the request of the Committee on Local Government Finance is required to advise officers of local government regarding procedures and forms that are required for compliance with the provisions of NRS 237.030 to 237.150, inclusive; and,

Whereas, the Nevada Tax Commission has promulgated a form of a procedure by which an aggrieved business may object to a rule adopted by a local government; and,

Whereas, Exhibit A attached hereto sets forth a procedure by which a business may object to a rule adopted by the Board of County Commissioners of Storey County based upon the form of the procedure promulgated by the Nevada Tax Commission.

Now, therefore, it is hereby resolved as follows:

The Board of County Commissioners of Storey County (Board) does hereby adopt as the procedure by which a business may object to a rule adopted by the Board the procedure set forth in the attached Exhibit A.

It is further resolved that:

The attached Exhibit A be filed with the Clerk of Storey County and be made available upon request without charge.

Public Comment:
None

Motion: I move to approve the adoption of Resolution 18-482 and authorize the Chairman to sign,
Action: Approve, **Moved by:** Vice Chairman McGuffey, **Seconded by:** Commissioner Gilman,
Vote: Motion carried by unanimous vote, **(Summary:** Yes=3)

19. DISCUSSION/POSSIBLE ACTION: Business Licenses Second Readings:

Community Development recommended approval of all items A. through AA.

Public Comment:
None

Motion: I move to approve Items A. through AA, **Action:** Approve, **Moved by:** Vice Chairman McGuffey, **Seconded by:** Commissioner Gilman, **Vote:** Motion carried by unanimous vote, **(Summary:** Yes=3)

20. PUBLIC COMMENT:

Louise Pena, River District resident: Reported that she has taken on the new endeavor of being the field representative for the RSVP. She is asking for the board's support. Ms. Pena acknowledged the passing of Lockwood resident, Jim Kittrell.

21. ADJOURNMENT

Chairman McBride adjourned the meeting at 12:02 P.M.

Respectfully submitted,

By: _____
Vanessa Stephens Clerk-Treasurer