



# STOREY COUNTY BOARD OF COUNTY COMMISSIONERS MEETING

4/17/2018 10:00 A.M.

26 SOUTH B STREET, VIRGINIA CITY, NEVADA

## AGENDA

MARSHALL MCBRIDE  
*CHAIRMAN*

ANNE LANGER  
*DISTRICT ATTORNEY*

JACK MCGUFFEY  
*VICE-CHAIRMAN*

LANCE GILMAN  
*COMMISSIONER*

VANESSA STEPHENS  
*CLERK-TREASURER*

---

Members of the Board of County Commissioners also serve as the Board of Fire Commissioners for the Storey County Fire Protection District, Storey County Brothel License Board, Storey County Water and Sewer System Board and the Storey County Liquor and Gaming Board and during this meeting may convene as any of those boards as indicated on this or a separately posted agenda.

All matters listed under the consent agenda are considered routine, and may be acted upon by the Board of County Commissioners with one action, and without an extensive hearing. Pursuant to NRS 241.020 (2)(d)(6) 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. Any member of the Board or any citizen may request that an item be taken from the consent agenda, discussed, and acted upon separately during this meeting. The Commission Chair reserves the right to limit the time allotted for each individual to speak.

All items include discussion and possible action to approve, modify, deny, or continue unless marked otherwise.

1. **CALL TO ORDER REGULAR MEETING AT 10:00 A.M.**
2. **PLEDGE OF ALLEGIANCE**
3. **DISCUSSION/POSSIBLE ACTION:**

Approval of the agenda for April 17, 2018.

4. **DISCUSSION/POSSIBLE ACTION:**

Approval of the Minutes for March 20, 2018.

5. **CONSENT AGENDA**

I For possible action, approval of update to Storey County Administrative Policies and Procedures including 020 Computer Workstation; 021 Outside Software-Sharing; 022 PC Care and Computer Equipment; 023 Misuse of IT Resources; 024 Privacy of County IT Resources; 025 Excessive Use of IT Resources; 026 Disposal of IT Equipment; 027 Reporting, Suspensions, and Investigations; 028 Removal and Restriction of Access to Network; and associated request forms; and creating Policies 029 IT Service Request and 030 Network Use and Security.

II For possible action, approval of Justice Court Quarterly Report.

III For possible action, approval of Treasurer's Report for March 2018.

IV For possible action, approval of payroll claims in the amount of \$700,133.54 and accounts payable claims in the amount of \$212,735.43.

V For possible action, approval of Business License First Readings:

A. WESTERN OILFIELD SUPPLY CO - Contractor / 3404 State Rd ~ Bakersfield, CA

B. RAM ENTERPRISES, INC - General / 1225 West Main St ~ Elko, NV

C. NORTHERN NEVADA ENTERPRISES - Contractor / 4865 Joule St ~ Reno, NV

D. T.F.ROOF SERVICE INC - Contractor / 1250 Ridgeway ~ Reno, NV

E. BLACKTOP PAVING - General / 4917 West Lake Blvd ~ Homewood, CA

F. HIKARI CO., LTD - General / 418-4 Minaminoda ~ Ehime, JP

G. CORESTATES, INC - General / 3039 Premiere ~ Duluth, GA

H. SOUTHERN DESIGN SERVICES INC - General / 155 Tradd St ~ Spartanburg, SC

I. JASON CHARLETON - General / 2190 Olympic Cr ~ Reno, NV

J. LEADEC BV & CO. KG - General / 11 Meitnerstrasse ~ Stuttgart, DE

K. TEC EQUIPMENT, INC - General / 1955 E. Greg St ~ Sparks, NV

L. TDA ENTERPRISES, INC - Contractor / 20355 Birdsong Ln ~ Bend, OR

M. Y SAFETY SOLUTIONS LLC - General / 446 E. Pasture Canyon Dr ~ San Tan Valley, AZ

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

7. **BOARD COMMENT (No Action - No Public Comment)**

8. **DISCUSSION/POSSIBLE ACTION:**

Consideration and possible approval of inter-local agreement with The Nevada Commission for the Reconstruction of the V&T Railway for the provision of the financial, auditing and administrative services.

9. **DISCUSSION/POSSIBLE ACTION:**

Approval of interlocal agreement with Lyon County & Mineral County Sheriff's Office for emergency response services.

10. **DISCUSSION/POSSIBLE ACTION:**

Approval of Contract to Replace Roofing at Station 71.

11. **DISCUSSION ONLY (No Action):**

Review of the 3rd Quarter 2018 Unaudited Budget to Actual Review.

12. **DISCUSSION/POSSIBLE ACTION:**

Action on Policy No. 008 Agenda requests for Board of County Commissioners' meetings.

13. **RECESS TO CONVENE AS THE STOREY COUNTY LIQUOR LICENSE BOARD**

14. **DISCUSSION/POSSIBLE ACTION:**

Second reading for On-Sale Liquor License & Cabaret License - Virginia City Brewery & Taphouse - 62 N C St., Virginia City, NV 89440. Add Frederic Cline to the existing business license.

15. **DISCUSSION/POSSIBLE ACTION:**

Second reading for On-Sale Liquor License - Firehouse BBQ - 171 S C St., Virginia City, NV 89440 - Applicant is Rich Connell.

16. **ADJOURN TO CONVENE AS THE STOREY COUNTY LICENSING BOARD**

17. **DISCUSSION/POSSIBLE ACTION:**

Second reading for Gaming License - Sartini Gaming, DBA Studio 6 Hotel & Recharge Bar. 795 USA Pkwy, McCarrain, NV. Business operations 6595 S Jones, Las Vegas, NV 89118. Applicant name is Steven Arcana.

18. **ADJOURN TO RECONVENE AS THE STOREY COUNTY BOARD OF COUNTY COMMISSIONERS**

19. **DISCUSSION/POSSIBLE ACTION:**

Second reading for General Business License - Sartini Gaming, DBA Studio 6 Hotel & Recharge Bar. 795 USA Pkwy, McCarran, NV. Business operations 6595 S Jones, Las Vegas, NV 89118. Applicant is Steven Arcana.

20. **DISCUSSION/POSSIBLE ACTION:**

Second reading for General Business License - Rockwell Security, LLC. 1555 E Lincoln Way, Sparks, NV 89434. Unarmed uniformed security officers.

21. **DISCUSSION/POSSIBLE ACTION:**

Second reading for General Business License - Virginia City Brewery & Taphouse - 62 N C St., Virginia City, NV 89440. Add Frederic Cline to the existing business license.

22. **DISCUSSION/POSSIBLE ACTION:**

Commissioner signature requested on the Nevada State Liquor License Application for the Virginia City Brewery & Taphouse.

23. **DISCUSSION/POSSIBLE ACTION:**

Approval of Business License Second Readings:

A. E.S.S.I, LLC - Contractor / 1400 W. Shady Grove ~ Grand Prairie, TX

B. PINNACLE GRINDING AND GROOVING LLC - Contractor / 272 Hill St ~ Reno, NV

C. SWITCH, LTD - General / 240 E. Sydney ~ McCarren, NV

D. TEKLUS CONSTRUCTION. LLC - Contractor / 250 De Wick Ct ~ Sparks, NV

E. SPRUCE, LLC - General / 9604 Prototype Ct ~ Reno, NV

F. HOLTZ CONSUTTING GROUP LLC - General / 4770 S. Dragoon Dr ~ Chandler, AZ

G. ANNIE TAUTZ - General / 5625 De Ponti Dr ~ Orangevale, CA

H. RIDGEVIEW INVESTMENTS P.T. LLC - General / 2573 Shirley Lake Ct ~ Reno, NV

I. PETRONIK AUTOMATIONA INC - General / 7900 N. Sam Houston Pkwy ~ Houston, TX

J. BREX EQUIPMENT LLC - General / 2600 E. Mustang Rd ~ Sparks, NV

K. FP&C CONSUTLANTS KC, LLC- General / 1330 Burlington St ~ North Kansa City, MO

L. KOMATSU EQUIPMENT COMPANY - General / 900 Marietta Way ~ Sparks, NV

M. PURCELL TIRE NW, INC - General / 1250 E. 6th St ~ Reno, NV

N. EVANS COMPONENTS, INC - General / 7606 SW. Bridgeport Rd ~ Portland, OR

O. ONQGLOBAL CX - General / 2602 Alessandro Ct ~ Sparks, NV

P. RELIANCE ENGINEERING LLC - Contractor / 490 Sunshine Ln ~ Reno, NV

Q. NEVADA CHILLER AND BOILER, INC - Contractor / 415 8th St ~ Hawthorne, NV



**24. CORRESPONDENCE:**

Letter from Gregg Hess and Angelo Petrini regarding damage to the Ponderosa Mine Tour.

**25. PUBLIC COMMENT (No Action)**

**26. ADJOURNMENT**

**NOTICE:**

- Anyone interested may request personal notice of the meetings.
- Agenda items must be received in writing by 12:00 noon on the Monday of the week preceding the regular meeting. For information call (775) 847-0969.
- Items may not necessarily be heard in the order that they appear.
- Public Comment will be allowed at the end of each meeting (this comment should be limited to matters not on the agenda). Public Comment will also be allowed during each item upon which action will be taken on the agenda (this comment should be limited to the item on the agenda). Time limits on Public Comment will be at the discretion of the Chairman of the Board. Please limit your comments to three minutes.
- Storey County recognizes the needs and civil rights of all persons regardless of race, color, religion, gender, disability, family status, or nation origin.
- In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

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

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

Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

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

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

**Notice to persons with disabilities:** Members of the public who are disabled and require special assistance or accommodations at the meeting are requested to notify the Commissioners' Office in writing at PO Box 176, Virginia City, Nevada 89440.

#### **CERTIFICATION OF POSTING**

I, Vanessa Stephens , Clerk to the Board of Commissioners, do hereby certify that I posted, or caused to be posted, a copy of this agenda at the following locations on or before 4/11/2018; Virginia City Post Office at 132 S C St, Virginia City, NV, the Storey County Courthouse located at 26 S B St, Virginia City, NV, the Virginia City Fire Department located at 145 N C St, Virginia City, NV, the Virginia City Highlands Fire Department located a 2610 Cartwright Rd, VC Highlands, NV and Lockwood Fire Department located at 431 Canyon Way, Lockwood, NV.

By Vanessa Stephens  
Vanessa Stephens Clerk-Treasurer



# Storey County Board of County Commissioners Agenda Action Report

Meeting date: April 17, 2018  
Agenda Item Type: Regular Agenda

Estimate of Time Required: 0-5 min.

1. **Title:** Approval of the minutes for March 20, 2018.

2. **Recommended motion:** Approve as submitted.

3. **Prepared by:** Vanessa Stephens

**Department:** Clerk

**Contact Number:** 775.847.0969

4. **Staff Summary:** Minutes are attached.

5. **Supporting Materials:** See attached

6. **Fiscal Impact:** 0

7. **Legal review required:** No

8. **Reviewed by:**

A handwritten signature, possibly "VJ", inside a circle.

Department Head

**Department Name:** Clerk

A handwritten signature, possibly "BW", inside a circle.

County Manager

**Other Agency Review:** \_\_\_\_\_

9. **Board Action:**

<input type="checkbox"/> Approved	<input type="checkbox"/> Approved with Modification
<input type="checkbox"/> Denied	<input type="checkbox"/> Continued



# STOREY COUNTY BOARD OF COUNTY COMMISSIONERS MEETING

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

DISTRICT COURTROOM  
26 SOUTH B STREET, VIRGINIA CITY, NEVADA

## MINUTES

MARSHALL MCBRIDE  
CHAIRMAN

ANNE LANGER  
DISTRICT ATTORNEY

LANCE GILMAN  
VICE-CHAIRMAN

JACK MCGUFFEY  
COMMISSIONER

VANESSA STEPHENS  
CLERK-TREASURER

**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 March 20, 2018

County Manager Whitten requested the following changes: Move Item 31 to be heard after Item 7, Item #30 to be heard before Item #25. Correct error on #35 Closed Session agenda: Item II, the word "fired" should be "hired".

Public Comment:

None

**Motion:** Approve Agenda for March 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 16, 2018.

Public Comment:

None

**Motion:** I make a motion to approve Minutes for January 16, 2018, **Action:** Approve, **Moved by:** Vice Chairman McGuffey, **Seconded by:** Commissioner Gilman, **Vote:** Motion carried by unanimous vote, **(Summary:** Yes=3)

**5. DISCUSSION/POSSIBLE ACTION:** Approval of the Minutes for February 20, 2018.

Public Comment:

None

**Motion:** I make a motion to approve Minutes for February 20, 2018, **Action:** Approve, **Moved by:** Vice Chairman McGuffey, **Seconded by:** Commissioner Gilman, **Vote:** Motion carried by unanimous vote, **(Summary:** Yes=3)

**6. CONSENT AGENDA:**

I For possible action, approval of payroll claims in the amount of \$1,104,300.09 and accounts payable claims in the amount of \$926,752.20.

II For possible action, approval of business license first readings:

- A. NIKKE MACHINE MANUFACTURING CORP - Contractor / Hyogo, Japan
- B. KORBIN CONRAD, DBA: TOP DOG CARPET CLEANING - Home Business / 210 S"O" ~ VC, NV
- C. WHITE DAISY DESIGNS, LLC - General / 160 C St ~ Virginia City, NV
- D. SABER ENGINEERING, INC - General / 5421 Kietzke Ln ~ Reno, NV
- E. FLUX RESOURCES LLC - General / 2100 SW River Pkwy ~ Portland, OR
- F. CGS MULE, LLC - General / 680 E Glendale Ave ~ Sparks, NV
- G. AUTOMATION & CONTROL CONCEPTS, INC - General / 401 Ryland St ~ Reno, NV
- H. PRECISION AIR BALANCING CO, INC- General / 1240 N. Jefferson St ~ Anaheim, CA
- I. TRAVELERS ALLIANCE GROUP - General / 6775 Engle Rd ~ Middleburg Heights, OH
- J. VICTORY WOODWORKS, INC - Contractor / 3401 Kresge Ln ~ Sparks, NV
- K. APEX ANODIZING (NEW), INC - General / 280 B Coney Island ~ Sparks, NV
- L. ATKINS NORTH AMERICAN, INC - General / 10509 Professional Cr ~ Reno, NV
- M. RAGLEN SYSTEM BALANCE, INC - Contractor / 1121 University Terrace ~ Reno, NV
- N. DEBBIE TAYLOR - General / 9910 Matterhorn BLVD ~ Reno, NV
- O. EUROSOF-CONTROL LLC - General / 401 Ryland St ~ Reno, NV
- P. OCS GROUP LLC - General / 401 Ryland St ~ Reno, NV
- Q. JEOL USA, INC - General / 11 Dearborn Rd ~ Peabody, MA
- R. ADF INTERNATIONAL INC - Contractor / 1401 N. University Dr ~ Coral Springs, FL
- S. EDEN HOSPICE AT CARSON CITY - General / 4601 NE 77th ~ Vancouver, WA
- T. W.W. GRAINGER, INC - General / 100 Grainger ~ Lake Forest, IL
- U. VINNIE'S ELECTRIC INC - Contractor / 1773 Walnut Dr ~ Fernley, NV
- V. NORTH BEND EQUIPMENT - General / 7453 Empire Dr ~ Florence, KY
- W. PIPEWORKS PLUMBING & HEATING INC - Contractor / 550 E. Plumb Ln ~ Reno, NV

X. VIRGINIA CITY LODGING.COM - General / 74 S. "C" St ~ Virginia City, NV  
 Y. FUNDIN PUMP & WELL SERVICE LLC - Contractor / 4030 Eastlake Blvd ~ Washoe Valley, NV  
 Z. MARSH CREEK, LLC - Contractor / 2000 E. 88th Ave ~ Anchorage ,  
 AA. ORBIS TECH SERVICES, LLC - Contractor / 1215 Kleppe Ln ~ Sparks, NV  
 BB. ALPHA OMEGA MECHANICAL LLC - Contractor / 135 Coney Island Dr ~ Sparks, NV  
 CC. TA OPERATING LLC, DBA: TRAVEL CNTRS OF AMERICA-General/24601 Cntr Ridge  
 ~Westlake, OH  
 DD. GEORGE DELONG CONSTRUCTION INC - Contractor / 833 E. Fourth St ~ Winnemucca, NV  
 EE. SAGE RIVER DEVELOPMENT - Contractor / 9460 Double R Blvd ~ Reno, NV  
 FF. VIEGA LLC - General / 12303 Airport Way ~ Broomfield, CO  
 GG. TIMELY TESTING, LTD - General / 8725 Technology Way ~ Reno, NV  
 HH. HOTATECH, INC - General / 15348 Valley Blvd ~ City of Industry, CA  
 II. MARK STAFFORD REAL ESTATE APPRAISER - General / 685 Sienna Park Ct ~ Reno, NV  
 JJ. DEGENKOLB ENGINEERS - General / 375 Beale St ~ San Francisco, CA  
 KK. EVOLVED K9 TRAINING LLC - Home Business / 1537 Canal Rd ~ Sparks, NV

III For possible action, approval of first reading general license- Virginia City Brewery & Taphouse at 62 N C St., Virginia City, NV 89440. Add Frederic Cline to the existing business license.

IV For possible action, approval of first reading for General Business License name change - Firehouse BBQ, name change to Firehouse Grill & Saloon. 171 S C St., Virginia City, NV.

V For possible action, approval of Storey County to assume original Pipers Opera House elevator contract with OTIS United Technologies.

VI For possible action, approval of Treasurer's Report for February 2018.

Public Comment:  
 None

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

**7. DISCUSSION/POSSIBLE ACTION:** Approval of Resolution #18-483 authorizing staff to negotiate with the developers for the formation of Storey County Special Assessment District No. 01 (Tahoe-Reno Industrial Center) to provide a portion of the funds needed for the construction of an effluent water line. Also attached are draft forms of a propose Expense Reimbursement Agreement and a Deposit Agreement for review and possible approval of the forms.

Commissioner Gilman recused himself from discussion and vote on this item.

County Manager Whitten presented this item and introduced the County's financial advisor Marty Johnson and Kendra Follett, bond counsel. Whether or not this was going to be a tax increment area has been previously discussed. The Commission approved special assessment district guidelines. This project continues to go through structural design reviews. Approval of this item does not bind the County to do a Special Assessment District or Special Improvement District. This item allows the

County to tell the developer if they want to go any further, this Resolution paves the way for (the developer) to deposit \$175,000 allowing the County to recoup all expenses to date for Mr. Johnson and Ms. Follett. It also provides for procurement of services for an assessment engineer – Farr West Engineering, as well as a special appraiser – Mark Stafford. The developer is in agreement. The funds will be deposited with the County and the County will pay from those funds.

Mr. Whitten read the Resolution title: Resolution No. 18-483. A Resolution Authorizing Staff to Negotiate with the Developer for the Formation of Storey County, Nevada, Special Assessment District No. 01 (Tahoe Regional Industrial Center); and providing the effective date.

Public Comment:

**Sam Toll, Gold Hill Resident:** Requests clarification. Switch, collectively, is identified on the Expense Agreement as the developer who is the owner, or controls the owners of all property proposed to be assessed. Does this mean Switch has power of attorney over all companies affected in this assessment district?

Mr. Whitten: Would say no.

Mr. Toll suggests tweeking or correcting the language to clarify.

Ms. Follett: Was instructed to use Switch as the developer and does not know if that will change. This is draft form of the Expense Agreement. The Expense Agreement states whoever it is amongst the developer(s) selected, that they are obligated to pay these expenses.

Mr. Toll: Section 5, Costs and Expenses, is ambiguous implying that this entity (Switch or someone else) will be billed. Other language suggests that the (County) will get \$175,000 to be applied, as opposed to being billed, for in-house hours. If more than the \$175,000 is needed, will that be asked for as opposed to billing?

Mr. Whitten: Absolutely. Time put in by staff or fixed overhead costs are not billed. These costs fall under economic development. If someone is hired, or there is overtime, and that amount is not there - no work will be done until the amount is replenished. Section 5 pertains mostly to staff time.

Mr. Toll: There is language suggesting the County may or may not issue bonds for this project. Suggested the Commission enable a Board per Senate Bill 462 providing the taxpayers and the County with transparency and oversight of the GID.

Chairman McBride: This can be looked at in the future, this item is still in its infancy.

Mr. Toll encourages any bonds that are issued to have Storey County taxpayers be “dead last” in responsibility.

**Motion:** I, Commissioner Jack McGuffey, move to approve Resolution 18-483 authorizing the staff to negotiate with the developers of the formation of the Storey County Special Assessment District No. 01 Tahoe-Reno Industrial Center and move to approve the forms of the Deposit Agreement and the Preliminary Expense Reimbursement Agreement, **Action:** Approve, **Moved by:** Vice Chairman McGuffey, **Seconded by:** Chairman McBride, **Vote:** Motion carried by unanimous vote, **(Summary:** Yes=2

**31. DISCUSSION/POSSIBLE ACTION:** Special Use Permit 2018-008 request by the applicant Evergreen Reno Industrial Park, LLC, to construct a hotel with additional height beyond the allowed 3 stories or 45 feet in height. The proposed hotel will be four stories and approximately 59 feet in height. The subject property is located at 691 Britain Drive, Tahoe-Reno Industrial Center, McCarran, Storey County, Nevada, Assessor's Parcel Number (APN) 005-041-57.

Planner, Kathy Canfield: This is a proposed, new hotel in TRIC. Zoning is I 2, Heavy Industrial, but this property is designated commercial per the Development Agreement and follows Commercial Zoning. Commercial zoning has height restriction of 45 feet. This project is requesting height of 59 feet – a four storey building. Staff supports this request. Actual roof height is 48 feet, the parapet creates the additional height to 59 feet.

Deputy District Attorney Keith Loomis: Included in Conditions of Approval, is compliance with the Fire District requirements, including the ladder-truck reimbursement consortium coming under the Government Services Agreement with Tesla wherein Tesla agreed to reimburse the Fire District for the cost of a truck. If another building comes in in excess of 55 feet, Tesla's obligation for reimbursement is reduced by 50%. Whether or not the Fire District can impose a 50% increase on this applicant is questionable and will probably be decided at the Fire District level. The only portion of this building over 55 feet is the parapet. Tesla has been contacted but a response has not been received.

Public Comment:  
None

Ms. Canfield read the Findings:

- (1) This approval is for Special Use Permit 2018-008, a request by the applicant Evergreen Reno Industrial Park, LLC, to construct a hotel with additional height beyond the allowed 3 stories or 45 feet in height. The proposed hotel will be four stories and approximately 59 feet in height. The subject property is located at 691 Britain Drive, Tahoe-Reno Industrial Center, McCarran, Storey County, Nevada, Assessor's Parcel Number (APN) 005-041-57;
- (2) The Special Use Permit conforms to the 2016 Storey County Master Plan for the McCarran planning area in which the subject property is located. A discussion supporting this finding for the Special Use Permit is provided in Section 2.E of this staff report and the contents thereof are cited in an approval of this Special Use Permit;
- (3) The subject property is located within an existing mixed use industrial and commercial neighborhood in the McCarran area of Storey County. The zoning is based on the 1999 Storey County Zoning Ordinance which identifies this property as I-2 Heavy Industrial. The Tahoe-Reno Industrial Center has identified this parcel as eligible for commercial uses as allowed by the Development Agreement and as such follows the



zoning requirements for Commercial zoning. The additional height for this structure is consistent with what would be permitted for adjacent industrial land uses.

- (4) Granting of the Special Use Permit, with the conditions of approval listed in Section 4 of this report, will not under the circumstances of the particular case adversely affect to a material degree the health or safety of persons/property in the neighborhood of the subject property. The project is expected to meet the safety and health requirements for the subject area. The use will also be subject to building and fire plan review in order to ensure compliance with federal, state and other codes;
- (5) The Special Use Permit will not impose substantial adverse impacts or safety hazards on the abutting properties or the surrounding area, and it will comply with all federal, state and county regulations;
- (6) The conditions under the Special Use Permit do not conflict with the minimum requirements in the 1999 Storey County Zoning Ordinance Sections 17.37 1-2 Heavy Industrial, 17.28 Commercial, and 17.62 Special Uses.
- (7) Granting of the Special Use Permit will not, under the circumstances of the particular case, adversely affect to a material degree the health or safety of persons working in the neighborhood or area of the subject property and will not be materially detrimental to the public welfare or materially injurious to property improvements in the neighborhood or area of the subject property.

**Motion:** In accordance with the recommendation by staff and the Planning Commission, the Findings of Fact under Section 3.A of this report, and other findings deemed appropriate by the Board of County Commissioners, and in compliance with the conditions of approval, I, Commissioner Jack McGuffey, move to approve Special Use Permit 2018-008, a request by the applicant Evergreen Reno Industrial Park, LLC, to construct a hotel with additional height beyond the allowed 3 stories or 45 feet in height. The proposed hotel will be four stories and approximately 59 feet in height. The subject property is located at 691 Britain Drive, Tahoe-Reno Industrial Center, McCarran, Storey County, Nevada, Assessor's Parcel Number (APN) 005-041-57, **Action:** Approve, **Moved by:** Vice Chairman McGuffey, **Seconded by:** Commissioner Gilman, **Vote:** Motion carried by unanimous vote, **(Summary:** Yes=3)

#### **8. DISCUSSION ONLY (No Action-No Public Comment): Committee/Staff Reports** **Sheriff Gerald Antinoro:**

- The newest corrections officer, Jacob Smiley, recently graduated from the Academy.
- Longtime reserve, Peter Thomas, resigned his position.
- Karen Smith, CERT member, recently passed away.
- Body cameras have been received and will be up and running in the near future.

#### **Shaun Griffin, for Community Chest:**

- The certificate of occupancy has been issued for the new building. It is beautiful.
- This will be a wonderful public space for performance, recreation, and youth programs.
- All funds were raised privately and it is paid for - no debt whatsoever. This is due in large part to the Pennington Foundation.
- The grand opening will be held June 1<sup>st</sup> from 5pm to 7pm. The entire community is invited to attend.

**Fire Chief Jeff Nevin:**

- The fuels crew is working along Geiger Grade and in Six Mile Canyon cleaning up debris and burning slash. This work is covered by a grant from the State.
- Longtime resident and volunteer fireman, Ken Lucich, passed away. Ken had a 30 year career with the Nevada Division of Forestry.
- A fire department employee recently completed paramedic school – a 14 month process. He was at the top of the class throughout the training.

**Project Manager Mike Northan:**

Update on 2017 storm damage:

- Station 71 and Community Development buildings are 95% complete.
- Asbestos abatement continues at Station 72.
- Old ceiling tiles have been removed and lights have been taken down in the Clerk's Office which is being prepped for plaster work and then paint.
- Wallpaper is being removed from Judges' chambers. New plaster and wallpaper will be installed.
- Work on the Courthouse roof has been delayed because of weather. Temporary patches have been holding through the last few weather events.

**Fire Marshal Martin Azevedo:**

- Two new inspectors have been hired – one for building and one for fire. They are desperately needed as it is very busy in TRI.

**Wastewater Project Coordinator Mike Nevin:**

- Mr. Nevin presented and described a slide show of photos taken in various locations of the on-going project. Photos show old sewer pipes in various states of disrepair and condition, as well as work that has been completed to date.
- There was a recent archaeological shutdown on I Street.
- The project is at 47% in week 25, with 210 days left to substantial completion.
- 183 service connections have been completed.

Mr. Whitten commented that some of the more difficult areas have been in and near Tunnel 7 and the Savage Mine locations.

Mr. Nevin: North of Taylor Street there was significant framework and two rock walls of the tunnel. After hitting the wall, work was shifted to avoid disturbing it. Documentation was made regarding the remains of the wall.

**Tourism Director Deny Dotson:**

- Despite 2 feet of snow, the St. Patrick's Day/Rocky Mountain Oyster Festival was a success with about two-thirds of the normal attendance. The parade was cancelled due to safety and parking concerns.
- Regularly scheduled tours will begin at Pipers Opera House on April 5<sup>th</sup>.
- The VCTC hired a new employee at the Visitor Center, Lisa McIlwee.
- The V&T Rail Commission is close to naming a new General Manager and getting some marketing done.

- Travel Nevada, RAD, Carson Valley Visitors Authority, RCVA, and the VCTC, got together putting out a pitch to bloggers – writers and newspaper guys. A group of them came to Virginia City and they were invited to be judges at the oyster fry.

**Community Relations Director Cherie Nevin:**

- Free dump events will be held the first three weekends in April at the Lockwood landfill and at the Virginia City Waste Management transfer station on May 3, 4, and 5. These events are open to residential customers only.

Commissioner Gilman asked if there was an update regarding installation of the playground equipment delivered to Louise Peri Park.

Jason Weizrbicki's response from the audience was inaudible.

**County Manager Pat Whitten:**

- Announced that Interim Public Works Director, Jason Weizrbicki, has been hired as Public Works Director.

**Administrative Officer/Planning Director Austin Osborne:**

- The County is in open enrollment for employee health benefits. We are working diligently with LP Insurance and Hometown Health to address the current insurance situation with the experience rating. Initially there was going to be a 35% increase. Negotiations and modifications of the planned got this down to 23%. Negotiations continue to get this down. This will happen by raising deductibles and out-of-pocket expenses. A 30-35% increase is not acceptable and cannot be put on the taxpayers. Currently open enrollment dates are April 4<sup>th</sup> and 6<sup>th</sup>.
- AT&T is working on the mono-pine in the Highlands. By spring, there should be 12 antennas on the mono-pine with service to the Highlands. AT&T is also working with the County's team to provide service in Virginia City.
- Planner Kathy Canfield is working with businesses and the community on updating the sign ordinance. This is the time for businesses to express what they want and do not want.

**River District RSVP Field Representative Louise Pena:**

- Thanks to Cherie Nevin for assistance in getting the van up and running. Once the van is running people will come aboard. There is a huge need to help the seniors.
- Ms. Pena would like to get the Commissioners together at the Senior Center in honor of National Service Recognition Day.
- Storey County owns the van which enables Ms. Pena and her husband have set up a safety training for potential residents to drive the van. A plan for safety and driving will help the insurance.
- April 3<sup>rd</sup> is National Service Recognition Day. A celebration will be held at the Senior Center in Virginia City.

**County Manager Pat Whitten:**

- An update on the new Courthouse phone system will be given at the next Commission meeting.
- County representatives attended the soft-opening at Studio 6 in TRI.

- Update from Gary Hames:
  - Community Development has been able to catch up on permits this week – the calm before the storm. There are many permits coming forward for work being done companies such as Fulcrum, Hampton, Conoco, and the Hilton project.
  - Community Development is also working with the Secretary of State's Office on its Silver Flume – the State's consolidated business license program at no cost to the County. The State's site will enable the State and the County to process business licenses at the same time.
  - 348 building permits have been issued this year to date – last year at this time there were 242.
  - Community Development employees are scheduled for cross-training in the next few weeks.
- Sewer work will begin next week on B Street. This will be quite intrusive due to the "tight quarters". Employees, as well as residents, will be sharing the parking lot so parking will be limited.
- Multiple calls have been received regarding the traffic light in TRI. There is a delay in construction due to supply/material issues that are not available. Construction that was to start in March is now set to start in May and end in July. NDOT is trying to implement traffic monitoring and help in the meantime.

#### **9. BOARD COMMENT (No action-No Public Comment):**

##### **Vice Chairman McGuffey:**

- The Commissioners were unable to attend the annual NACO conference in Washington DC due to weather events back east.
- Despite weather conditions, the Oyster Festival was a great success. There were a few new winners this years. Hats off to NDOT, the County, and Mike Nevin for clearing the roads.

##### **Chairman McBride:**

- Longtime resident and Pipers Opera House docent, Rae Maeder, passed away.

#### **10. DISCUSSION/POSSIBLE ACTION:** Appoint Storey County representative to the Carson Water Subconservancy District (CWSD) Carson River Watershed Committee as a voting member.

Carson Water Subconservancy District representative Ed James explained the goal of the CWSD, working cooperatively making the watershed a better place for the community and environment.

Mr. Osborne has attended CWSD Board meetings for years. The Board would like to see a Storey County representative as an official Watershed Committee voting member. Any plans the CWSD comes up with are brought to the County to see if the County wants to implement the plan(s) or not.

##### **Public Comment:**

None

County Manager Whitten: Staff recommends Austin Osborne as the County's representative,

**Motion:** Based on the recommendation by staff, I, County Commissioner Jack McGuffey, motion to appoint Administrative Officer/Planning Director Austin Osborne to represent Storey County as a

voting member on the Carson Water Subconservancy District (CWSD) Carson River Watershed Committee for the remainder of the 2018 calendar year, **Action:** Approve, **Moved by:** Vice Chairman McGuffey, **Seconded by:** Commissioner Gilman, **Vote:** Motion carried by unanimous vote, **(Summary:** Yes=3)

**11. DISCUSSION/POSSIBLE ACTION:** Authorize the County Manager to sign contract between Storey County and the Carson Water Subconservancy District (CWSD) in the amount of \$15,000 in the 2018-19 fiscal year to reimburse the CWSD for development of the Mark Twain drainage area master plan identifying and quantifying the flood hazard risk in the Mark Twain Estates and immediate surrounding area.

Austin Osborne presented this item which has been discussed in the past. This is a \$300,000 master plan study of flood plain area in Mark Twain Estates and the surrounding area mostly funded by FEMA, and managed and funded through the CWSD. There an overage of approximately \$37,000 over what FEMA is providing. This overage amount will be split between Lyon and Storey counties - 60% and 40% respectively. This item is to approve Storey County's share of the \$37,000.00.

Mr. James discussed the need for this study and plan.

Mr. Osborne: There will be a public meeting/workshop on April 26<sup>th</sup> at the Mark Twain Community Center providing the public the opportunity to review maps and meet the developer, J.D. Fuller, and Mr. James.

Public Comment:  
None

**Motion:** Based on the recommendation by staff, I, Commissioner Jack McGuffey, motion to authorize the County Manager to sign contract between Storey County and the Carson Water Subconservancy District (CWSD) in the amount of \$15,000 in the 2018-19 fiscal year to reimburse the CSWD for development of the Mark Twain drainage area master plan identifying and quantifying the flood hazard risk in the Mark Twain Estates and immediate surrounding area, **Action:** Approve, **Moved by:** Vice Chairman McGuffey, **Seconded by:** Commissioner Gilman, **Vote:** Motion carried by unanimous vote, **(Summary:** Yes=3)

**12. PUBLIC HEARING (No Action):** Public hearing on an Interfund Loan for the Storey County 5 Mile Water Line project from the General Fund to the Water System Fund in the amount of \$2,126,000.

Community Services Director Cherie Nevin stated that Storey County secured USDA loan funds for \$2,126,000 to finance construction of the Five Mile Waterline Replacement Project. The Letter of Conditions requires the County to seek interim financing for construction activities. Approval of the Interfund Loan from the General Fund to the Water Fund for construction financing is being sought. The Interfund loan will save interest costs that would be incurred if commercial interim financing was used. The Interfund loan must be repaid within one year of the date it is made. Construction will be about 8 months and when complete the permanent loan with USDA will come into place.

Ms. Nevin explained there are a few conditions still being worked on including a right-of-way grant from the BLM.

**13. DISCUSSION/POSSIBLE ACTION:** Approval of United States Department of Agriculture (USDA) Rural Development Loan Resolution for the Financing of the Storey County 5 Mile Water Line Project.

Ms. Nevin: All conditions outlined in the USDA Letter of Intent must be met prior to USDA Rural Development authorizing the County to go out to bid and to proceed with construction. Construction should begin in June 2018. One of the conditions is the Loan Resolution before the Commission. Repayment of the loan is scheduled over 40 years at a very low interest rate of 1.375%. The budget is contained in the conditions. Ms. Nevin reviewed the costs.

Chair McBride: How many linear feet is the water line?

Mike Nevin: About three miles.

Mr. Whitten: Ames Construction has a "ton" of equipment in town currently. The project is out to bid at this time and it is hoped Ames will bid which would help the County with mobilization and de-mobilization costs.

Public Comment:  
None

**Motion:** I move to approve United States Department of Agriculture (USDA) Rural Development Loan Resolution for the financing of the Storey County 5 Mile Water Line Project, **Action:** Approve, **Moved by:** Vice Chairman McGuffey, **Seconded by:** Commissioner Gilman, **Vote:** Motion carried by unanimous vote, (**Summary:** Yes=3)

**14. DISCUSSION/POSSIBLE ACTION:** Approval of Resolution #18-484 authorizing an Interfund Loan to the Storey County Water Fund from the Storey County General Fund for the Five Mile Waterline Replacement Project.

Kendra Follett from Sherman & Howard: Strike the language in Resolution Section 4C, and insert: "the loan will bear an interest rate of 1.4976310% per annum". Per the Comptroller, this is the local investment pool rate currently earned with the State. The County is charging itself slightly higher than what USDA is willing to do.

Chair McBride: Is there a requirement that the County would have to charge interest?

Ms. Follett: There is no requirement.

Mr. Whitten: We are saving the water system money by not having to go out into the interim financing market. It seems fair to charge the captive water system and that the general fund does not have to pay or subsidize that. It was agreed to take would the County would earn from the local government investment pool and use that as the interest rate.

Public Comment:  
None

**Motion:** With the change to Section 4C, deleting that no interest will be charged and adding the loan will bear a 1.4976310% per annum interest rate, I move to approve Resolution #18-484 authorizing an Interfund Loan to the Storey County Water Fund from the Storey County General Fund for the Five Mile Waterline Replacement Project, **Action:** Approve, **Moved by:** Vice Chairman McGuffey, **Seconded by:** Commissioner Gilman, **Vote:** Motion carried by unanimous vote, **(Summary:** Yes=3)

Chairman McBride called for recess at 11:47 AM  
Meeting reconvened at 11:57AM

**15. DISCUSSION/POSSIBLE ACTION:** Workshop to review and discuss different performance evaluation criteria and methods that may be used for evaluating the annual performance of a County Manager.

Austin Osborne presented this item, a workshop providing direction on evaluating performance of a County Manager. This will be lined up with the current job description for County Manager calling for a review by the Board each year. Mr. Osborne provided and reviewed general criteria for evaluation of this position as outlined in Enclosure A of this agenda item. Mr. Osborne informed the Board these are ideas and the Board can provide changes, additions, and direction. Mr. Osborne reviewed the ICMA (International City/County Manager Association Code of Ethics). These are the pillars of a good county manager according to the ICMA.

Commissioner Gilman commented that County Manager Whitten has been very involved in helping address these strategies and where to go with this in the future. Mr. Gilman said he assumes the appointment of the county manager comes from the Board and is an employee "at will". Who would actually interview for this position and also conduct an evaluation?

Mr. Osborne: The three Board members.

Commissioner Gilman: In an open meeting? Is not sure this is the most efficient...

District Attorney Langer: Yes. By statute you (Commission) are his boss and cannot be done in closed session.

Commissioner Gilman: The interview process with all candidates would be done publicly prior to hiring? Or is there thought that a department would pre-qualify candidates?

Mr. Osborne: Ultimately evaluation will be done in public meeting. In some counties, each Commissioner will evaluate the county manager, submit it to Human Resources, and H.R. compiles the information bringing it to the Board and public for consideration. Some jurisdictions prefer to bring it to the table then discuss and evaluate on the spot.

Mr. Whitten: Relative to evaluations, appreciates Commissioner Gilman's concern of having any subordinate of the county manager be the "gatekeeper". In some jurisdictions, the Chairman receives

input from the other (Commissioners) and then generalizes what the others say. This may not pass the Open Meeting Law. Maybe the Clerk to the Commission could be appointed- she is not subordinate - to gather information. The selection could be handled any way the Board wants. It does not mean the County Manager could not make recommendation if the Board requested. A workshop could be set in a few months to determine how the search would be done.

District Attorney Langer: Agrees with Mr. Whitten.

Commissioner Gilman: These are the items to be discussed at a workshop along with other options. Criteria is very important - the mechanics of how it will be done is equally important.

Chairman McBride: Likes the format and all of the points in job performance evaluation presented by Mr. Osborne.

Mr. Osborne: The criteria (in this packet) is not in policy. These are items presented to the Board to see if (the Board) is comfortable with this being the criteria. If yes, the next step would be that it would be put into some format - policy, form, or whatever. Direction needs to come from the Commission on whether to be very structured or not so structured.

Public Comment:

**Nicole Barde, Storey County resident:** Is this process going to be a 360 degree view, including the county manager's view of his strengths and weaknesses, accomplishments and areas of improvement. Input would also come from peers, subordinates, and persons above them. This feedback is necessary to see performance from all standpoints.

Mr. Osborne: Ms. Barde is right. Right now the Board is being asked what they want. Nothing is being proposed or recommended.

**Sam Toll, Gold Hill resident:** Agrees with Mr. Gilman there should be more transparency in choosing someone. How the Board and the County Manager interact is important. Recent bonuses given out without discourse and knowledge of the Board, illustrates something to be careful and mindful of when looking at evaluation and communication between the overseers and the person who needs to do his job.

Mr. Osborne: The next step will be to build an outline - the Board can review and comment whether or not it's going in the right direction.

**16. DISCUSSION/POSSIBLE ACTION:** Approval of administrative policies that give the county manager either significant job duties or the responsibility for making sure the policies are approved by the board and are followed by staff.

Robert Morse, Outside Counsel: This is a follow up on discussion of the County Manager's description and policies that needed some work. Mr. Morris reviewed:

- Revised policy 001: Discusses the purpose and format of the Administrative Policies and Procedures Manual. Changes have been made to make it more understandable and how policies are reviewed.



- Revised policy 008: Agenda Requests. County Manager Whitten and the Clerk are satisfied with this policy and it should be adopted by the Board today.
- Revised policy 042: Contracts and Agreements. New text is provided stating that all contracts must be approved by the Board with few exceptions – exceptions are noted in this policy.
  1. All contracts must be reviewed by the District Attorney, the County Manager, and the Comptroller before consideration by the Board.
  2. New text in section D states if a contract has been approved by the Board during the budget process, it does not have to come back before the Board.
  3. New section E sets process for County Manager to approve contracts in emergencies after review by the District Attorney and Comptroller. This must be put on the next agenda for Board approval.
  4. Section F remains unchanged with a \$5,000 limit the County Manager is authorized to approve and sign.

Chairman McBride questioned the language in Section F regarding change orders that can be signed by the County Manager, where the amount of 10% of the total bid could be a large sum. The County Manager has a \$5,000 limit on contracts but could sign a change order for \$100,000 – shouldn't this be \$5,000 or 10%, whichever is lesser.

Mr. Morris: This can be done. Change orders are different because there is contract already signed by the Board. When a contract is approved limits can be set - the Board can say that change orders over \$5,000 must come back to the Board.

Mr. Whitten: Change orders can be to the County's favor or disfavor – so many are integral. The Board is cautioned to not set an arbitrarily low number. Probably the change orders should not exceed the amount of the approved contract.

Mr. Morris: The Board can put limits on change orders – say, any change order over \$50,000 goes back to the Board. Any change order to the County's benefit does not have to come back. This can be included in the policy.

Mr. Whitten: This is often included in the contracts.

Vice Chairman McGuffey: When was the last time a decision had to be made on a contract of \$5,000 or less?

Mr. Whitten: Feels if it has been allocated in the budget, and the D.A. and Comptroller review it – there aren't many \$5,000 or less contract – then it can be executed.

Mr. Morris: The policy states nothing prohibits the county manager from having the Board review, vote on, and sign contracts and change orders, including those items routinely authorized by the County Manager. The policy does not prohibit the Board from requesting agreements, contracts, or change orders for vote and/or review if already signed by the County Manager.

Mr. Whitten: For clarification, a "period" should be added in paragraph F after "...agreements and contracts that have not been approved by the Board and are valued less than \$5,000". Begin the next sentence with "Sign change orders on construction projects...."

Mr. Morris: This will be done and brought back to the Board.

Chair McBride: Policy 001, paragraph II states the County Manager is responsible for providing a digital version of the current manual to be on the County's website. Is this being done?

Mr. Morris: It's already on there - this is not a new obligation.

Mr. Whitten: Note that elected offices - Sheriff and Fire in particular- have their own policies and we don't control those.

Commissioner Gilman: Under policy 008, he understood that a County Commissioner may put something on the agenda that was felt to be important to the community. He believes that the language in II, Procedure or Policy usurps the power of the Board to place items on the agenda as the request can be denied.

Mr. Morris: Understands this issue. Under C it says the Board can request an agenda item. Mr. Morris thinks that a county manager would want to get the request on the agenda because it is coming from a Board member. The same goes for county staff and public requests. There doesn't seem to be any restriction. From a management standpoint, there are some items that are not appropriate for the agenda and you don't want people saying "you have to put it on". Someone needs to be a "gatekeeper" - in this circumstance it is easier for the County Manager to do this. If a request is denied, the county manager must respond in writing the reasons why. This provides protection from not having frivolous items.

Commissioner Gilman: Feels the Board has elected powers and responsibility for operating for the County, and having a non-elected official deciding whether what a Board member submitted should be heard is not appropriate. The Board is the final decision maker for the County and to deny them something on an agenda item is not appropriate.

Mr. Morris: Are you suggesting the Board be treated differently than the rest....and the County Manager would automatically have to put the item on?

Commissioner Gilman: Absolutely. If an elected County board member requested an agenda item to be heard by the public, it should be put on the agenda.

Mr. Whitten: Pretty sure this is the existing policy - any one Commissioner can ask. Any legal issues would be discussed, but can't envision every saying no.

Mr. Morris: Will look at this if the rest of the Board concurs.

Chairman McBride: Has always understood that any Board member can have an item on the agenda.

Mr. Morris: On Voluntary Early Retirement, Comptroller Gallagher was interested in participating in the calculation of the economic plan showing sufficient money would be saved by an early retirement. Policy OXI, section 5B, addresses this. Additions can be made stating that the department head "in conjunction to the Comptroller" will prepare and submit requests, determine eligibility, and so forth.

Mr. Morris: The final policy is 00X, Separation Agreements. This is preliminary and comments from the Board are requested and would be helpful.

District Attorney Langer: The Voluntary Retirement Programs and the Separation Agreement are based on different concepts raised during the workshop. Is the Separation Agreement something the Board is interested in?

Mr. Morris: The idea of the early voluntary retirement is to replace an employee with a higher salary with one with less salary - which would cover the cost of separation. This policy does not have to be adopted at this point.

Commissioner Gilman: Is uncomfortable with setting this policy and doesn't know if it is necessary. An unusual circumstance can be brought to the Board without setting precedent.

Mr. Whitten: Agrees with Commissioner Gilman.

Chairman McBride: Agrees also. This gives an expectation that someone will get early separation or something along that line.

Ms. Langer: We're hearing that you are not interested in Separation Agreements. This was a concept that came up different from the Voluntary Retirement Program and can be removed from the motion.

Chairman McBride: Agrees that this is putting one more layer of bureaucracy in place.

Mr. Whitten: Are the comments directed just at Separation Agreements, or should the Voluntary Retirement Program be excluded too?

Vice Chairman McGuffey: Was okay with the Voluntary Retirement Program.

Mr. Whitten: Suggests establishing a maximum purchase of \$30,000 is questionable and suggests either raising or limiting the cap. I think it is being over-generous in establishing a 24 month recapture period when historically it has been 12 months.

Mr. Osborne: The \$30,000 could be problematic if a group of people that retire over time, or all at once - it might be discriminatory for the person that had over 30 years and the PERS buyout ended up being over \$30,000 and would pre-empt that person from the Voluntary Retirement Program, where persons with lesser buyouts would "scoot on by them". The Board will consider each of these - not having a limit will allow the Board to know what is happening in each budget cycle, and not have to account for inflation and other matters.

Commissioner Gilman: Are we in agreement that we need a cap?

Mr. Whitten: Would not like to see a cap as the scenario put forth by Mr. Osborne is going to trap some people that you may want to consider. Keep in mind, the focus was on replacing them with someone at a lower salary and in some cases we haven't replaced. Since the Board has to publicly approve every action under this program, why have a cap. Would like a one year recapture not two. Maybe set a target of one year, but not make it policy.

Commissioner Gilman: When a cap is set, wouldn't a person be looking for the maximum cap?

Mr. Osborne: When an employee wants to retire, PERS will come up with what the payment is for that person to leave at that time as opposed to one more year. It could be \$20,000 to \$40,000 depending on the length of time the person has been with the organization.

Mr. Whitten: Maybe the cap shouldn't be a dollar amount, but a period of time.

Chairman McBride: There may be a better rate of return with a Deferred Compensation package than with PERS.

Mr. Whitten: Would recommend one year of what PERS is calculated to be would be the cap no matter where it gets funded or the dollar amount, subject to approval.

Mr. Osborne: Will work with Mr. Morris on structural language and wording of this policy.

Ms. Langer: Items placed on the agenda need to be legal.

Commissioner Gilman: Is concerned with agenda and what legal criteria will be used.

Mr. Whitten: There is current policy regarding legalities. We should trust the system and keep the existing language.

Ms. Langer recommends continuing 008 to make sure everyone is on the same page.

Public Comment:

None

**Motion:** I move to approve the adoption of the following policies 001, 002, 042 - with addition of a period separating \$5,000 and the 10% change orders, **Action:** Approve, **Moved by:** Vice Chairman McGuffey, **Seconded by:** Commissioner Gilman, **Vote:** Motion carried by unanimous vote, **(Summary:** Yes=3)

**Motion:** I make a motion to continue policies 001 and 008 to April 17, 2018, **Action:** Approve, **Moved by:** Vice Chairman McGuffey, **Seconded by:** Commissioner Gilman, **Vote:** Motion carried by unanimous vote, **(Summary:** Yes=3)

**Motion:** I make a motion to eliminate policy 00X, **Action:** Approve, **Moved by:** Vice Chairman McGuffey, **Seconded by:** Commissioner Gilman, **Vote:** Motion carried by unanimous vote, **(Summary:** Yes=3)

**17. DISCUSSION/POSSIBLE ACTION:** Review and possible approval of Auditor Recommendations pertaining to Storey County Audit Report for the period ended June 30, 2017.

Comptroller Hugh Gallagher reviewed that Storey County Audit Report for year ended June 30, 2017, the first audit by the firm of DiPietro and Thornton.

As noted in the audit report, three special revenue funds and two enterprise funds had expenditures exceeding appropriations. The funds are:

- Virginia City Tourism Special Revenue Fund: The VCTC has been notified that expenditures will be monitored on a quarterly basis.
- Mutual Aid Special Revenue Fund: Continued evaluation will be done to prevent future over-appropriations.
- Emergency Mitigation Special Revenue Fund: This fund will be monitored as significant events occur.
- Water System Enterprise Fund: Excess expenditures due to addition of pension requirements. In the future, auditor will move this amount out of operating expenses.
- Virginia Divide Sewer Special Revenue Fund: Also, excess expenditures due to addition of pension requirements. In the future, auditor will move this amount out of operating expenses. There was also a depreciation expense error due to new infrastructure being depreciated.
- In addition, the District Court expenses were over due to incorrect input of information.

Mr. Gallagher reviewed each of the above and noted what would be done in the future to control overages and augmentations. The auditor also made recommendations regarding internal control and how prior year's recommendations were handled.

Public Comment:  
None

**Motion:** I make a motion to approve the recommended actions pertaining to the auditors recommendations for the Audit Report Period ended June 30, 2017, **Action:** Approve, **Moved by:** Vice Chairman McGuffey, **Seconded by:** Commissioner Gilman, **Vote:** Motion carried by unanimous vote, **(Summary: Yes=3)**

**18. DISCUSSION/POSSIBLE ACTION:** Selection of an Auditor for Storey County for the year ended June 30, 2018.

Comptroller Hugh Gallagher recommended DiPietro and Thornton as auditor for Storey County. They did an excellent job for the year ended 2017.

Mr. Whitten: Agrees with Mr. Gallagher. DiPietro and Thornton did a great job under difficult circumstances.

Public Comment:  
None

**Motion:** Under NRS 354.624, Storey County Commissioners due hereby select DiPietro & Thornton, CPA, Ltd., as the auditor for the fiscal year ended June 30, 2018, **Action:** Approve, **Moved by:** Vice Chairman McGuffey, **Seconded by:** Commissioner Gilman, **Vote:** Motion carried by unanimous vote, **(Summary: Yes=3)**

**19. DISCUSSION/POSSIBLE ACTION:** First Reading of Ordinance No. 18-283 an ordinance amending Storey County Code Title 17 Zoning including Chapter 17.28 C Commercial Zone to restrict "adult uses" with a special use permit, and Chapter 17.10 Definitions to amend definitions and

add definitions for adult uses including "adult retail", "adult bookstore", and "adult motion picture theatre" uses, and other properly related matters. In addition to provisions of the NRS, any person may complete and return to the board or planning commission a statement supporting or opposing the proposed amendments to the county code and zoning ordinance. Additional information may be obtained from the Planning Department at 775.847.1144.

Mr. Osborne said this item has been previously discussed, the Planning Commission has reviewed, discussed and provided unanimous approval of recommendation of its Board.

Commissioner Gilman questioned whether or not this (Ordinance) lines up with Historic District rules.

Mr. Osborne: This ordinance pertains to a C (commercial) zone, allowing up to 20%, with a Special Use Permit, to display adult merchandise in a back room. The commercial/residential zone prohibits this. Mr. Osborne is not aware of the Comstock Historic Commission requirements for adult uses and has not heard of anything that would regulate uses inside buildings. The commercial/residential zone that applies to C Street, does prohibit adult uses. What is being presented here, just makes a clarification of the definitions of adult uses. If requested to look at the commercial/residential zone for these uses, the Comstock Historic District would be contacted, and a change would have to be made to the C/R zone.

Public Comment:

None

Mr. Osborne read the title: Ordinance No. 18-283, an ordinance amending Storey County Code Title 17 Zoning including Chapter 17.28 C Commercial Zone to restrict "adult uses" with a special use permit, and Chapter 17.10 Definitions to amend definitions and add definitions for adult uses including "adult retail", "adult bookstore", and "adult motion picture theatre" uses, and other properly related matters.

**Motion:** In accordance with the recommendation by staff and the Planning Commission, I, Commissioner Jack McGuffey, motion to approve First Reading of Ordinance No. 18-283, an ordinance amending Storey County Code Title 17 Zoning including Chapter 17.28 C Commercial Zone to restrict "adult uses" with a special use permit, and Chapter 17.10 Definitions to amend definitions and add definitions for adult uses including "adult retail", "adult bookstore", and "adult motion picture theatre" uses, and other properly related matters, **Action:** Approve, **Moved by:** Vice Chairman McGuffey, **Seconded by:** Commissioner Gilman, **Vote:** Motion carried by unanimous vote, (**Summary:** Yes=3)

**20. DISCUSSION/POSSIBLE ACTION:** First reading of Ordinance 18-284 amending provisions of the transient lodging tax provisions of Storey County Code chapter 3.60 to provide for the maximum stay to which the tax applies, to clarify the disposition of the revenues of the tax, providing a route for review of a transient lodging tax audit and other matters properly relating thereto.

Commissioner Gilman recused himself from discussion and vote on this item.

Deputy District Attorney Keith Loomis: This Ordinance came about when it looked like some hotels at TRI Center might be extended-stay hotels and whether or not there would be a loss of transient tax revenue if this were to happen.

- TRIC is zoned I-2 which allows up to 10% commercial zone, providing for hotels/motels, which are described as transient, lodging facilities.
- This ordinance increases the length of stay from 28 days to less than 30 days. Stays longer than 30 days are subject to the Landlord and Tenant Act. Such use is not allowed in TRIC pursuant to zoning ordinance.
- Hotels/motels in TRI that have tenants for more than 30 days may have to have tenants re-register, and change room number - it's up to the hotels to figure this out.
- Enforcement will be through the audit process authorized by the Transient Lodging Tax Ordinance.
- A provision in the zoning ordinance allowing stay of up to 180 days outside of TRIC, has been removed.
- This ordinance does not raise or change the tax.

Mr. Loomis said the VCTC has the authority to audit.

Mr. Whitten: Will the County be able to collect transient lodging tax on extended stays in TRI?

Mr. Loomis: Yes. The hotel/motels will have to avoid a landlord/tenant situation with guests - re-registering guests after 29 days, having them change rooms. This will start a new hotel/guest relationship. This also applies outside of TRI.

Mr. Whitten requested that accommodation be made for long-term stay in an RV park, so an RV does not have to be moved - but the County does not forego transient lodging tax.

Mr. Loomis: It will be up to the property owner as to how to comply.

Chair McBride: Off-season, some hotels in town rent out rooms long-term. It would be up to the VCTC to audit to insure transient lodging tax is being collected for long-term guests.

Public Comment:

**Sam Toll:** Commented there are seven people who claim the Mustang Ranch as their residence and assumes these people have a relationship/contract with the landlord allowing them to stay. Does the ordinance affect the Mustang Ranch and the residents?

Mr. Loomis: The proposed ordinance only says that people are subject to the tax - instead of 28 days now it will be 30 days. It does not affect landlord/tenant relationships.

Mr. Toll: Under the zoning of the Mustang Ranch, those relationships are not possible. Therefore, the only relationship would be of a room rental.

Mr. Loomis: Is not familiar with circumstances of people staying at the Mustang Ranch. The ordinance addresses stays less than 30 days - subject to transient lodging tax, over 30 days is a landlord/tenant relationship not subject to transient lodging tax. You are talking about a zoning issue.

Mr. Toll: Under zoning, is it appropriate for people to live there? Or are these people renting rooms subject to the room tax?

Mr. Loomis: This is beyond the scope of what is being discussed.

Chairman McBride: This not an agendized item. We are not discussing a specific business.

Mr. Loomis read the title: Ordinance 18-284, an Ordinance amending provisions of the transient tax provisions of Storey County Code Chapter 3.60 to provide for the maximum stay to which the tax applies, to clarify the disposition of the revenues of the tax, providing a route for review of a transient lodging tax audit and other matters properly relating thereto.

**Motion:** I, Commissioner Jack McGuffey, move to approve the first reading of Ordinance 18-284,

**Action:** Approve, **Moved by:** Vice Chairman McGuffey, **Seconded by:** Chairman McBride,

**Vote:** Motion carried by unanimous vote, (**Summary:** Yes=2)

Vice Chairman McGuffey leaves the meeting at 2PM

**21. 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.

Deputy District Attorney Loomis: At the previous Board meeting an issue was brought up regarding what items of personal property in Pipers Opera House belong to the Storey County School District. The School District has provided an inventory of items belonging to the District. The District makes no claim on any other personal property in Pipers.

Public Comment:

**Nicole Barde:** The sideboard (on the list) has been there forever.

Chairman McBride: That showcase used to be in the Bucket of Blood Saloon – there were a couple in the Firemens Museum. The question is: were they donated or loaned?

Ms. Barde: It really isn't known who owns it... As long as it stays in Pipers in perpetuity.

Chairman McBride: We just have to go by verbal history without having documentation.

**Motion:** I make a motion to approve the Interlocal Agreement with Storey County School District and authorize the Chairman to sign, **Action:** Approve, **Moved by:** Commissioner Gilman, **Seconded by:** Chairman McBride, **Vote:** Motion carried by unanimous vote, (**Summary:** Yes=2)

**22. DISCUSSION/POSSIBLE ACTION:** Approval of Interlocal Agreement between Nevada Department of Public Safety/State Fire Marshal Division, Storey County Fire Protection District and Storey County.

Storey County Fire Marshal Martin Azevedo stated there has not been an Interlocal Agreement with the State Fire Marshal for many years.



Fire Chief Jeff Nevin this is a "clean up" of some of the agreements that have existed from year to year with no changes.

Public Comment:

None

**Motion:** I move to approve Interlocal Agreement between Nevada Department of Public Safety/State Fire Marshal Division, Storey County Fire Protection District and Storey County,  
**Action:** Approve, **Moved by:** Commissioner Gilman, **Seconded by:** Chairman McBride, **Vote:** Motion carried by unanimous vote, **(Summary:** Yes=2)

### **23. RECESS TO CONVENE AS THE STOREY COUNTY FIRE PROTECTION DISTRICT**

Chairman McBride called for recess at 2:02 PM

Meeting reconvened at 2:12 PM

**24. DISCUSSION/POSSIBLE ACTION:** Approval of Interlocal Agreement between Nevada Department of Public Safety/State Fire Marshal Division, Storey County Fire Protection District and Storey County.

Fire Chief Nevin: This is the same as the previous item- this item is for approval of the Fire Board.

Public Comment:

None

**Motion:** I move to approve Interlocal Agreement between Nevada Department of Public Safety/State Fire Marshal Division, Storey County Fire Protection District and Storey County,  
**Action:** Approve, **Moved by:** Commissioner Gilman, **Seconded by:** Chairman McBride, **Vote:** Motion carried by unanimous vote, **(Summary:** Yes=2)

### **25. ADJOURN TO CONVENE AS THE STOREY COUNTY LIQUOR LICENSE BOARD**

**26. DISCUSSION/POSSIBLE ACTION:** First reading for On-Sale Liquor & Cabaret License for Virginia City Brewery & Taphouse at 62 N C St., Virginia City, NV 89440. Add Frederic Cline to the existing business license.

Sheriff Antinoro: This is first reading to add a person to the existing license. Everything checks out so far and approval is recommended.

Public Comment:

None

Commissioner Gilman disclosed that he owns a liquor license on C Street but does not feel that would preclude him from discussion and vote on this matter.

Chairman McBride also disclosed that he owns a liquor license and cabaret license on C Street but does not feel that would preclude him from discussion and vote on this matter.

**Motion:** I move to approve First reading for On-Sale Liquor & Cabaret License for Virginia City Brewery & Taphouse at 62 N C St., Virginia City, NV 89440 and add Frederic Cline to the existing business license, **Action:** Approve, **Moved by:** Commissioner Gilman, **Seconded by:** Chairman McBride, **Vote:** Motion carried by unanimous vote, (**Summary:** Yes=3)

**27. DISCUSSION/POSSIBLE ACTION:** First reading for On-sale liquor license Firehouse Grill & Saloon. 171 S C St., Virginia City, NV.

Sheriff Antinoro: Rich Connell is re-establishing his liquor license for the Firehouse Grill & Saloon. No problems are anticipated.

Public Comment:

None

Commissioner Gilman disclosed that he owns a liquor license on C Street but does not feel that would preclude him from discussion and vote on this matter.

Chairman McBride also disclosed that he owns a liquor license on C Street but does not feel that would preclude him from discussion and vote on this matter.

**Motion:** I move to approve the first reading for On-sale liquor license Firehouse Grill & Saloon. 171 S C St., Virginia City, NV, **Action:** Approve, **Moved by:** Commissioner Gilman, **Seconded by:** Chairman McBride, **Vote:** Motion carried by unanimous vote, (**Summary:** Yes=3)

**28. DISCUSSION/POSSIBLE ACTION:** Second reading for On-Sale Liquor License. Applicant is Stephanie Collins, business owner of Silver Dollar Saloon located at 15 N C Street, Virginia City, NV 89440.

Sheriff Antinoro: The owner of the Silver Dollar Saloon recently passed away while in the process of adding Stephanie Collins to the on-sale liquor license. Nothing in the background would preclude Ms. Collins from getting this license. Approval of the license is recommended.

Public Comment:

None

Commissioner Gilman disclosed that he owns a liquor license on C Street but does not feel that would preclude him from discussion and vote on this matter.

Chairman McBride also disclosed that he owns a liquor license on C Street but does not feel that would preclude him from discussion and vote on this matter.

**Motion:** I move to approve Second reading for On-Sale Liquor License. Applicant is Stephanie Collins, business owner of Silver Dollar Saloon located at 15 N C Street, Virginia City, NV 89440, **Action:** Approve, **Moved by:** Commissioner Gilman, **Seconded by:** Chairman McBride, **Vote:** Motion carried by unanimous vote, (**Summary:** Yes=2)

**29. ADJOURN TO RECONVENE AS THE STOREY COUNTY BOARD OF COMMISSIONERS**

**30. DISCUSSION POSSIBLE/ACTION:** Second reading, General Business License. Applicant is Stephanie Collins, business owner of Silver Dollar Saloon located at 15 N C Street, Virginia City, NV 89440.

Sheriff Antinoro said there is no reason not to grant this General Business License.

Commissioner Gilman disclosed that he has a General Business License on C Street but does not feel that would preclude him from discussion and vote on this matter.

Chairman McBride also disclosed that he has a General Business License on C Street but does not feel that would preclude him from discussion and vote on this matter.

Public Comment:  
None

**Motion:** I move to approve Second reading, General Business License. Applicant is Stephanie Collins, business owner of Silver Dollar Saloon located at 15 N C Street, Virginia City, NV 89440 ,  
**Action:** Approve, **Moved by:** Commissioner Gilman, **Seconded by:** Chairman McBride, **Vote:** Motion carried by unanimous vote, **(Summary:** Yes=2)

**32. DISCUSSION/POSSIBLE ACTION:** Approval of Business Licenses Second Readings:

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

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

I. TOP DOG CARPRT CLEANING - Home business / 210 S. O St ~ Virginia City, NV

On behalf of Community Development, Mr. Whitten requested that all items A through I be approved.

Public Comment:  
None

**Motion:** I move to approve items A. through I, **Action:** Approve, **Moved by:** Commissioner Gilman, **Seconded by:** Chairman McBride, **Vote:** Motion carried by unanimous vote, **(Summary:** Yes=2)

**33. PUBLIC COMMENT:**

**Sam Toll:** Storey County is the one of the 17 counties that does not permit Public Comment at the beginning of the meeting, restricting it to the end of the meeting. It is in the best interest of the

community to put those people first. Regarding zoning issues, per request a list of red-tagged properties was provided by Community Development who is going to run a couple of people off their property because they do not live in an approved structure without housing plans. Mr. Toll suggests that zoning issues be enforced evenly to everyone in the community.

Chair McBride: Public Comment is given at the end of each item. The public can speak on any action item, not just at the end of the meeting.

Mr. Whitten: During the break, Mr. Whitten asked Mr. Toll if his comments questioning the zoning/transient lodging tax pertained to because it was in TRI Center or in general. Mr. Toll verified he understands that it is not in TRI Center. Mr. Whitten wants the record to reflect that it is not in TRI Center.

#### **34. ADJOURNMENT**

Chairman McBride adjourned the meeting at 2:30 P.M.

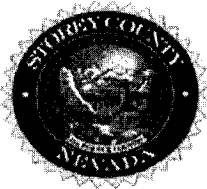
#### **35. CLOSED SESSION**

I. Call to order closed session meeting pursuant to NRS 288.220 for the purpose of conferring with county management and legal counsel regarding labor negotiations with the Storey County Employees Association/ AFSCME 4041 Comstock Chapter. Discussion will be limited to Appendix A of the 2016-2019 collective bargaining agreement pertaining to wages for building inspectors and fire prevention officers, and other properly related article(s) of the agreement. This meeting will commence immediately following the regular meeting of the board.

II. Call to order closed session meeting pursuant to NRS 288.220 for the purpose of conferring with county management and legal counsel regarding labor negotiations with the Storey County Sheriff's Office Employees' Association/NAPSO. Discussion will be limited to amending Appendix B of the 2017-2020 collective bargaining agreement pertaining to wages for certain employees promoted to Sergeant in 2016 and Deputies fired in 2011 and other properly related matters of the agreement. This meeting will commence immediately following the regular meeting of the county commission.

Respectfully submitted,

By: Vanessa Stephens  
Vanessa Stephens Clerk-Treasurer



# Storey County Board of County Commissioners

## Agenda Action Report

Meeting date: 04/17/18

Estimate of time required: 15 min.

Agenda: Consent ☒ Regular agenda ☐ Public hearing required ☐

1. **Title:** Discussion/Possible Action. Update to Storey County Administrative Policies and Procedures including 020 Computer Workstation; 021 Outside Software-Sharing; 022 PC Care and Computer Equipment; 023 Misuse of IT Resources; 024 Privacy of County IT Resources; 025 Excessive Use of IT Resources; 026 Disposal of IT Equipment; 027 Reporting, Suspensions, and Investigations; 028 Removal and Restriction of Access to Network; and associated request forms; and creating Policies 029 IT Service Request and 030 Network Use and Security.
2. **Recommended motion:** Based on the recommendation by staff and in conformance with the Storey County Administrative Policies and Procedures, I [commissioner] motion to approve the amendments to Storey County Administrative Policies 020 Computer Workstation; 021 Outside Software-Sharing; 022 PC Care and Computer Equipment; 023 Misuse of IT Resources; 024 Privacy of County IT Resources; 025 Excessive Use of IT Resources; 026 Disposal of IT Equipment; 027 Reporting, Suspensions, and Investigations; 028 Removal and Restriction of Access to Network; and associated request forms; and creating Policies 029 IT Service Request and 030 Network Use and Security.
3. **Prepared by:** Austin Osborne  
  
**Department:** Human Resources **Telephone:** 847-0968
4. **Staff summary:** The purpose of the Storey County Administrative Policies and Procedures is to establish authority to implement the personnel program on a consistent basis. The Policies and Procedures require that review and necessary updates occur every five years and otherwise as needed.
5. **Supporting materials:** Enclosed markup policy updates.
6. **Fiscal impact:** None on local government.

Funds Available:

Fund:

\_\_\_\_ Comptroller


7. **Legal review required:**

\_\_\_\_ District Attorney

8. **Reviewed by:**

 Department Head

Department Name: Human Resources & Information Technology

 County Manager

Other agency review: \_\_\_\_\_

9. **Board action:**

☐ Approved  
☐ Denied

☐ Approved with Modifications  
☐ Continued

Agenda Item No. 5 I

---

**STOREY COUNTY ADMINISTRATIVE  
POLICIES AND PROCEDURES**

**NUMBER:** 020  
**EFFECTIVE DATE:** 12-15-09  
**REVISED:** 04/17/18  
**AUTHORITY:** BOC  
**COUNTY MANAGER:** PAW

**SUBJECT: COMPUTER WORKSTATION POLICY - Use of IT Resources**

---

**I. PURPOSE:** To establish and outline procedures and policies regarding Personal Computers.

Computers, network systems, and other technologies offer powerful tools for creating, communicating, and managing data, and for a host of other activities. Taxpayers and other groups providing sources of funding that support information technology resources within Storey County expect that these assets will be used in support of the county's mission of public service. The County and its constituents demand that information technology resources at Storey County will be used in a lawful and purposeful manner. This policy has been developed to provide assurance to everyone that Storey County will adhere to the high standards which the commissioners expect from all staff and personnel.

**II. POLICY:** To govern the acquisition and use of personal computers and software within Storey County.

Unless otherwise specified in this policy, use of Storey County information technology resources is restricted to purposes related to the county's mission of public service. Eligible individuals are provided access in order to support their duties as employees, official business with the public, and other county-sanctioned activities. Individuals may not share with or transfer to others their county accounts including network IDs, passwords, or other access codes that allow them to gain access to county information technology resources.

Storey County technology resources may not be used in a manner that violates the law, for private commercial activities, for personal private gain, or for political campaigning and similar activities that are inconsistent with the county's tax-exempt status. ~~Staff is~~ Employees must not ~~allowed to~~ utilize internal technology for union purposes unless specifically negotiated and contained within Management and Labor agreements. within a collective bargaining agreement or otherwise allowed by NRS 288.

Incidental personal use is an accepted and appropriate benefit of being associated with Storey County's rich technology environment. Appropriate incidental personal use of technology resources does not result in any measurable cost to the county, and benefits the county by allowing personnel to avoid needless inconvenience. Incidental personal use must adhere to all applicable county policies, ordinances and specific departmental policy. Under no circumstances may incidental personal use involve violations of the law,

interfere with the fulfillment of an employee's county responsibilities, or adversely impact or conflict with activities supporting the mission of the county.

Incidental use includes ~~things like~~ occasionally checking ~~your~~ a personal email account, ~~doing your~~ personal on-line banking, and other personal activities that does not impact your work flow or place burdens on County resources. ~~You are~~ This policy hereby advises advised that county computer workstations should not be considered secure, from the standpoint that ~~your~~ personal information may be stored and accessed at a later time on the computer workstation or IT network system.

### III. PROCEDURE:

This policy applies to all personal computers used in the conduct of Storey County business.

#### A. SECURITY:

1. Remote access to Storey County computers will provide for some security arrangement. Such security could include the following:
  - a. Dial-back Modems.
  - b. Password Protected Communications Software.
  - c. Data Encryption.
  - d. Disk Directory Access Control.
  - e. VPN connection
2. All submitted departmental requests for remote telephone line access or remote internet access to Storey County computers must be approved in writing by the ~~Director of Information Technology~~ IT Director.
3. ~~Elected Officials and Department Heads~~ Department heads will provide for physical security and/or software protection for those computers which contain confidential data. This includes, but is not limited to, maintaining at a minimum, password protection for any and all access, and providing reasonable physical security during non-business hours, such as locking doors or securing computers in a locking cabinet.

#### B. REMOTE ACCESS:

Remote Access to non-Storey County computers by Storey County employees using Storey County equipment will be for business purposes only. The access to bulletin boards, websites, or peer-to-peer networks for the purpose of playing games or downloading software is prohibited.

#### C. DATA BASE BACKUP:

Provisions will be made ~~by each Elected Official or Department Head~~ the department head to perform data base backup on a regular basis. The standard of performance will be based on their respective requirements. Additionally, departmental provisions will be made for the physical security of backup media. The IT Department will assist in setting up the initial procedures, but someone from each department should be designated for oversight on the backup process.

D. COPYING SOFTWARE/PROGRAMS:

1. The copying of any software, which is not properly licensed to Storey County onto a Storey County machine, is prohibited. Additionally, the installation of games, shareware or public domain software on a Storey County machine is prohibited. Free plug-in-software, or software used to view media files like QuickTime, Windows Media Player, Google Earth, Adobe Acrobat Reader, and search engines are acceptable unless specifically listed as prohibited or a security hazard by the IT Department.
2. The copying of any Storey County purchased (licensed) software onto a non-Storey County personal computer without prior ~~Information Systems~~ written IT Department authorization is prohibited.
3. No programs from computers outside Storey County may be copied onto Storey County machines without the approval of the ~~Elected Official or Department Head~~ department head and the ~~Director of Information Technology.~~ IT Director. The IT Department must examine the data or programs to eliminate possible introduction of any virus or malware into the Storey County system. ~~In the judgment of the Director of Information Systems, the Director~~ The IT Director may for any reason require the proposed introduction of programs to be reviewed and approved by the County Manager.
4. All authorized ~~personal-computer~~ software is to be itemized on the Personal Computer System Inventory Check List. It is the responsibility of the ~~Elected Official and the Department Head~~ department head to update and forward the checklist to ~~Information Systems~~ the IT Department when applicable.

E. REPAIRS:

In order to prevent the compromise of Storey County data, all machines sent to an outside company for repairs will have their hard disks removed or erased prior to leaving Storey County premises. Erasure of the hard disks must be approved by the ~~Elected Official or Department Head~~ department head and the IT Director. This will only include specialized hardware that the IT Department is not able to repair in-house. In general, all computer-related repairs will be handled by the IT Department.

F. RESPONSIBILITIES:

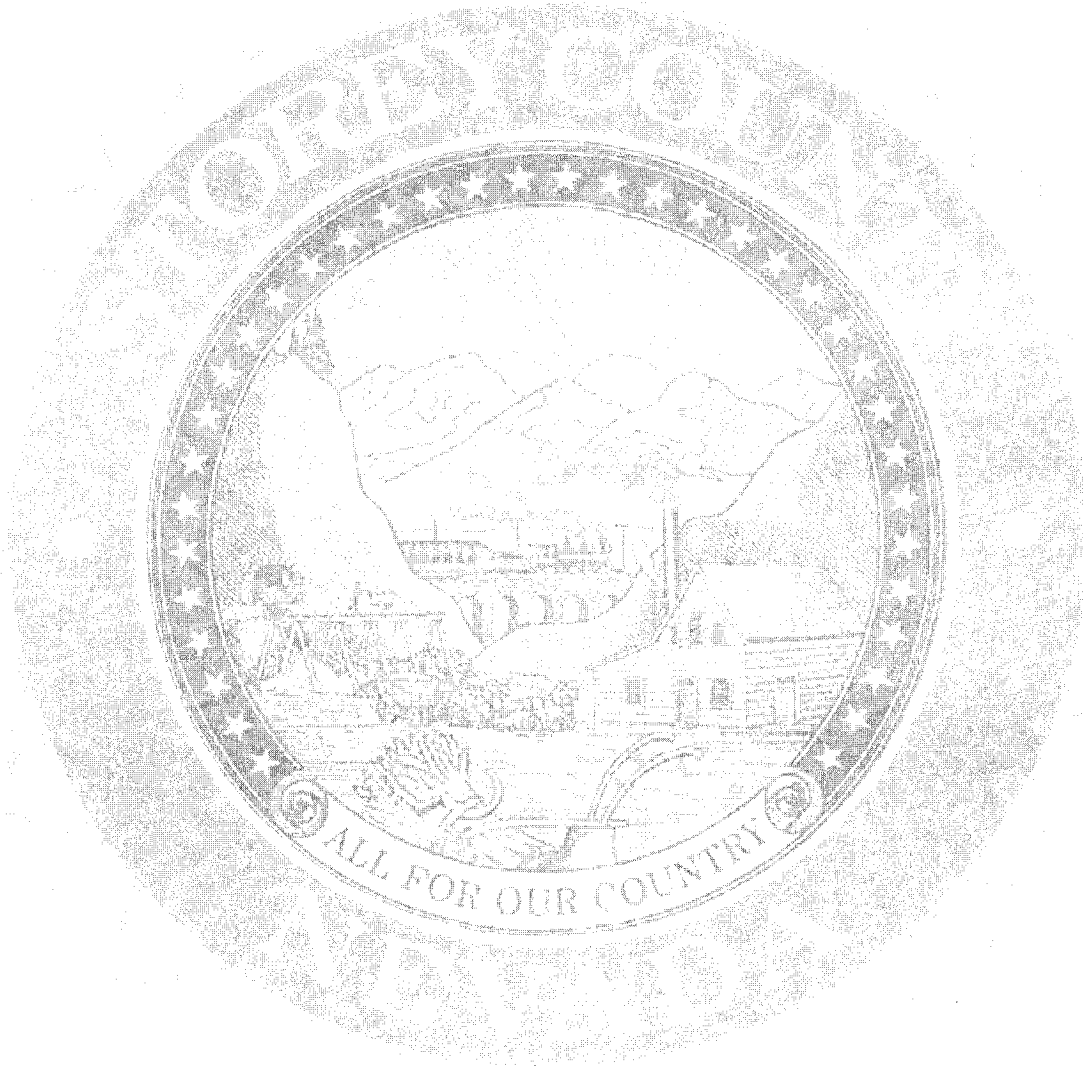
1. ~~Elected Officials and Department Heads~~ The department head will be responsible for the planning and cost justification regarding the acquisition of personal computers and software for use by their personnel. These needs will be submitted to the ~~Information Technology~~ IT Director for review and approval.
2. ~~Elected Officials and Department Heads~~ The department head will be responsible for the management and utilization of assigned personal computers, including both internal and external peripheral equipment. The "fixed assets" records will be maintained for the county through the IT Department.
3. ~~Elected Officials and Department Heads~~ The department head will be responsible for the use and protection of Storey County confidential data.



4. ~~Elected Officials and Department Heads~~ The department head will be responsible for the care and use of end user computing items under their control including hardware, software, data communications and databases.

G. DISCIPLINE: Any department head or employee violating this policy is subject to appropriate disciplinary action.

IV. **RESPONSIBILITY FOR REVIEW:** This policy will be reviewed on an annual basis by the Information Technology Director.



---

**STOREY COUNTY ADMINISTRATIVE  
POLICIES AND PROCEDURES**

**NUMBER:** 021  
**EFFECTIVE DATE:** 12-15-09  
**REVISED:** 04/17/18  
**AUTHORITY:** BOC  
**COUNTY MANAGER:** PAW

**SUBJECT: OUTSIDE SOFTWARE/SHAREWARE ON COUNTY PERSONAL  
COMPUTERS**

---

**I. PURPOSE/POLICY:** To outline procedures and policies regarding outside Software/Shareware/Freeware/Personal Software on County Personal Computers.

**II. PROCEDURE:**

- A. Any PC software, licensed to or owned by Storey County, may be requested/authorized to be installed on an individual County employees' home and/or portable PC with Elected Official, Department Head, County Manager and IT Director approval.
- B. Similarly, PC software licensed and documented to a Storey County employee may be requested/authorized to be installed on that individuals' County assigned PC with Elected Official, Department Head, County Manager and IT Director approval.
- C. All County employees, transferring data and/or programs diskettes, thumb drives, CD-ROMS, DVD's or any storage media, from/to any PC (home or otherwise) must have a licensed copy of a "Virus Detecting/Prevention" software program installed on both machines.

An "Inventory Management" log is to be maintained by ALL individuals, which records new licensed and/or demo program diskettes and programs when first used on you're the respective PC's. ~~Include the following:~~ This will include the following:

1. Program Name,
2. Date,
3. From Whom,
4. How Acquired,
5. Dollar Amount if applicable.

This log ~~should~~ must then be forwarded to the IT Director to update the Master Inventory log.

- D. All new programs are subject to be "screened" on an IT stand-alone PC by an IT Department employee to detect any security flaws, virus threats, or possible software incompatibilities before deployment into a production environment.
- E. Personal or downloaded software from the internet is PROHIBITED on Storey County computers unless specific authorization has been approved from both the

Elected Official or Department Head and the Director of Information Technology. This includes media player software such as iTunes, screensaver programs, font additions or anything that is not preinstalled on your PC.

- III. RESPONSIBILITY FOR REVIEW:** This policy will be reviewed on an annual basis by the Information Technology Director.



---

STOREY COUNTY ADMINISTRATIVE  
POLICIES AND PROCEDURES

NUMBER: 022  
EFFECTIVE DATE: 12-1-09  
REVISED: 04/17/18  
AUTHORITY: BOC  
COUNTY MANAGER: PAW

SUBJECT: PC CARE AND OTHER COMPUTER EQUIPMENT

---

I. **PURPOSE/POLICY:** To inform and remind all employees of the proper care regarding PCs and other Computer equipment.

II. **PROCEDURE:**

A. Static electricity can cause serious damage to computer equipment. Static guard can be applied to the carpet around ~~your computer by the janitor~~ a computer to reduce or eliminate static buildup and possible damage to the computer. If an employee is experiencing a static electricity problem it is their responsibility to notify Information Systems. ~~the IT department~~.

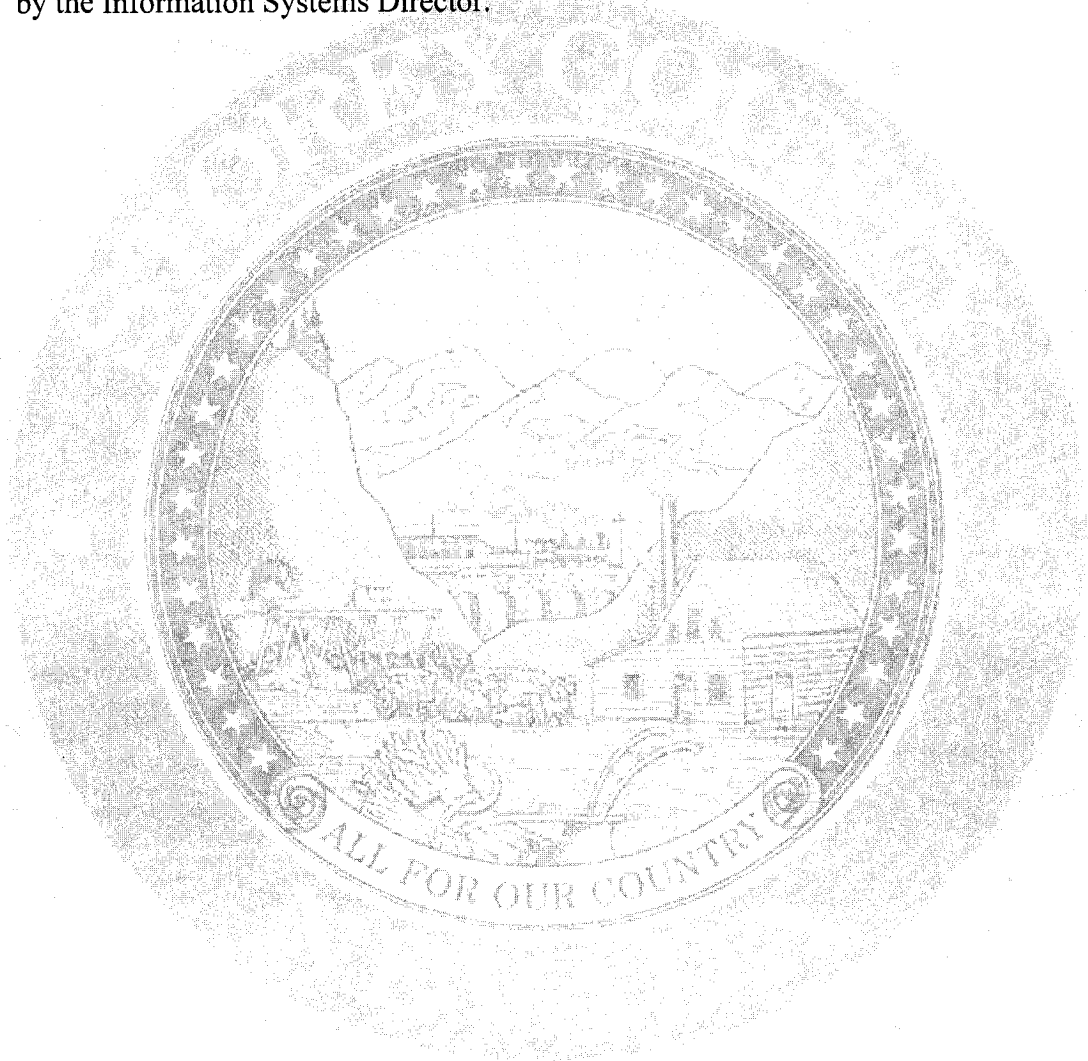
B. Surge protectors and/or UPS ~~universal power supply~~: ~~DO NOT Plug Anything other than PC's or PC Equipment (Excluding Laser Printers) into the Surge Protectors. This includes Heaters and Coffee Pots. The power to run a PC and a heater on the same surge protector could be costly in lost data and repair costs. Most UPS devices have outlets labeled "SURGE ONLY" and "BACKUP/SURGE". It is ok to plug in ancillary devices like calculators and pencil sharpeners into these outlets, but avoid any heavy energy consumption devices like laser printers or heaters. Only a computer and its associated equipment (screen, keyboard, speakers, etc., but NOT including laser printer) may be co-located on the same surge protector or universal power supply (e.g., "power strip"). Non-computer items including calculators, pencil sharpeners, and desktop lamps may also be co-located on the same surge protector or universal power supply. High energy items such as space heaters, coffee pots, laser printers, microwaves, refrigerators, large display televisions, etc. MUST NOT be co-located with the computer on the same surge protector or universal power supply.~~

Co-locating computers and high energy items into the same surge protector or universal power supply may result in SERIOUS DAMAGE, costly repairs, loss of data, and safety hazards. The employee must contact the IT department if it is unclear if an item may or may not be co-located in this manner.

C. Protect Your Computer: ~~It is necessary to~~ Keep clear the vents to ~~you're~~ the computer, PC Monitor, CPU, or AS400 Monitor for cooling purposes.

- D. Plants: ~~Do not place plants on shelves or cabinets over Computer Equipment. If a plant is watered and overflows on to the computer equipment costly repair and/or replacement will be the result.~~ No plant may be placed upon a computer or upon a shelf, cabinet, or table which is above a computer. Other items which are prohibited from being placed as such include coffee pots, drinks of any kind, water softener equipment, fish bowls, and any other item involving water or liquid.

**III. RESPONSIBILITY FOR REVIEW:** This policy will be reviewed on an annual basis by the Information Systems Director.



---

**STOREY COUNTY ADMINISTRATIVE  
POLICIES AND PROCEDURES**

**NUMBER:** 023  
**EFFECTIVE DATE:** 12-15-09  
**REVISED:** 04/17/18  
**AUTHORITY:** BOC  
**COUNTY MANAGER:** PAW

**SUBJECT: MISUSE AND ABUSE OF INFORMATION TECHNOLOGY RESOURCES**

---

- I. PURPOSE/POLICY:** It is important to have policies and procedures that encourage the reporting and fair resolution of claims that county information technology resources have been misused or abused. Storey County will handle misuse and abuse of information technology resources in accordance with county policy, ordinances, memoranda of use and all other written documentation by individual departments and as approved by commissioners staff. The county may also take legal action against individuals or entities involved in misuse or abuse of county information technology resources. This is important to note as there are state and federal laws that must be adhered to. These same state and federal laws carry specific actions to be taken through the legal system.
- II. PROCEDURE:**
- A. Accessing adult content websites, social media, and other adult content media is strictly prohibited.
  - B. Instant Messaging or IM, and accessing social media, except as related to county business, is are also prohibited unless specifically authorized by your supervisor the department head or supervisor.
  - C. Streaming audio or video from sites like XM Radio, Sirius, MySpace.com, Pandora, Facebook, and Youtube.com is prohibited, unless specifically authorized by the County Manager and the department head and IT Director, and subject to authorization by the County Manager.
  - D. Physical abuse of computer hardware, such as smacking, hitting, dropping, throwing or kicking is not acceptable prohibited.
  - E. Copying, distributing, or removal of software or information from Storey County computers is STRICTLY prohibited unless specific and documented authorization is received from your supervisor, Department Head, and Director of Information Technology provided by the supervision, department head, and IT Director. The regular creation and deletion of working documents, emails, or other non-critical business data is not applicable.
- III. RESPONSIBILITY FOR REVIEW:** This policy will be reviewed on an annual basis by the Information Technology Director.

---

**STOREY COUNTY ADMINISTRATIVE  
POLICIES AND PROCEDURES**

**NUMBER:** 024  
**EFFECTIVE DATE:** 12-15-09  
**REVISED:** 04/17/18  
**AUTHORITY:** BOC  
**COUNTY MANAGER:** PAW

**SUBJECT: PRIVACY OF STOREY COUNTY IT RESOURCES**

---

**I. PURPOSE/POLICY:** Storey County understands the diversity of values in a government institution and so it is respectful of freedom of expression. The county does not condone censorship, nor does it endorse the systematic inspection of electronic files or monitoring of network activities related to individual activities. However, there are legitimate reasons for persons other than the account holder to access computer files or computers or network traffic: ensuring the continued integrity, security, or effective operation of county systems; to protect user or system data; to ensure continued effective departmental operations; to ensure appropriate use of county systems; or to satisfy a lawful court order.

**II. PROCEDURE:** Stored computer information, voice and data network communications, and personal computers may not be accessed by someone other than the person to whom the computer account in which the information has been stored is assigned, or from whom the communication originated, or to whom the device has been assigned, outside of the provisions of this policy. This policy covers:

- Data and other files, including electronic mail and voice mail, stored in individual computer accounts on county-owned centrally-maintained systems;
- Data and other files, including electronic mail and voice mail, stored in individual computer accounts on systems managed by the county on behalf of affiliated organizations;
- Data and other files, including electronic mail or voice mail, stored on personally-owned devices.
- Data and other files, including electronic mail or voice mail, stored on county owned computers assigned to a specific individual for their use in support of job functions; and
- Telecommunications (voice or data) traffic from, to, or between any devices described above.

A technician or administrator may access or permit access to the resources described above, if he or she;

1. Has been directed by the ~~IT Director, Department Head, Elected Official or County Manager to~~ department head or the IT Director to provide access; or
2. Has written (verifiable email or paper) permission from the individual to whom the account or device or communication has been assigned or attributed; or



3. In an emergency situation, has a reasonable belief that a process active in the account or on the device is causing or will cause significant system or network degradation, or could cause loss/damage to system or other users' data; or
4. Receives authorization from the Storey County Manager and/or ~~Storey County~~ IT Department, for situations where there is reasonable belief that the individual or a user to whom the account or device is assigned or owned has perpetrated or is involved in illegal activities using the accounts or device in question; or
5. Receives authorization from the Storey County Manager and/or ~~Storey county~~ IT Department, for situations where there is reasonable belief that the individual to whom the account or device is assigned or owned has perpetrated or is involved in violations of county policy using the accounts or device in question; or
6. Receives a request from the ~~Elected Official~~ or Department Head to access the account of staff who is deceased, terminated, or is otherwise incapacitated or unavailable, for the purposes of retrieving material critical to the operation of the department; or
7. Receives a directive from the Storey County Manager and/or ~~Storey county~~ IT Department audit staff are engaged in investigations of fiscal misconduct;
8. Receives a legal court order and subsequent direction from Storey County legal counsel, or
9. Receives other legal documents and subsequent direction from Storey County legal counsel.

In the event that county officials are notified of a county or law enforcement investigation for alleged misconduct or illegal activity on the part of a member of Storey County, contents of an individual's e-mail, other computer accounts, office computer, or network traffic may be copied and stored to prevent destruction and loss of information, pending formal review of that material. Subsequent release of the stored materials must be in accordance with the above-specified criteria.

Except when inappropriate or impractical, all efforts will be made to notify the involved individual prior to accessing the computer account or device, or before observing network traffic attributed to them. Where prior notification is not appropriate or possible, all efforts will be made to notify the involved individual as soon after the access as is possible.

System-generated, content-neutral information ("metadata") may be used for the purposes of monitoring system and storage utilization, problem troubleshooting, security administration, technology abuse or misuse incident investigation, and in support of formal audits. This information includes operating system logs (i.e., record of actions or events related to the operation of the system or device), user login records (i.e., what usernames were used to connect to Storey County systems, from where, and when) dial-up logs (i.e., who connected to Storey County modems, from where, and when), network activity logs (i.e., what connections were attempted or completed to Storey County systems, from where, and when), email logs (i.e., who sent email to or from Storey County email systems, and when), and auditing logs (i.e., records of what actions were taken on Storey County systems, against what resources or applications, and when). The IT Department will be responsible for collecting and maintaining this data, and will forward it to the appropriate agencies if requested.

Any intrusive or restrictive actions taken by the county related to information technologies will be in accordance with guidelines and procedures set forth in other applicable county policies,



codes, or laws. County policies include (but are not limited to) the administrative procedures and policies, and technology appropriate use policies. Laws include, but are not limited to, the Health Information Portability and Protection Act (HIPPA) (patient medical information), Electronic Communication Privacy Act, the No Electronic Theft Act, and the Digital Millennium Copyright Act. Individual Departments may have additional policies which may be more restrictive.

**III. PROCEDURE REFERENCE:** Where possible and feasible, technicians receiving requests for access to computer accounts, files, or network traffic by persons other than the account holder will consult with the ~~Storey~~ County Manager and/or ~~Storey~~ County IT Department prior to granting the access. The ~~Storey~~ County Manager and/or ~~Storey~~ County IT Department will ensure that that the provisions of this policy have been followed. Where prior consultation is not possible, the ~~Storey~~ County Manager and/or ~~Storey~~ County IT Department or their designated representative will be informed as soon as possible after the access is granted. It is important to note that Storey County fully intends to comply with laws such as HIPAA and NCJIS. Some systems such as the State NCJIS may require criminal background checks before ANY access is granted.

Court orders and other legal documents directing that access be is afforded to law enforcement agencies will be delivered to the ~~Storey~~ County Manager. Should such documents be served on individual system technicians or other persons, the document should immediately be sent to Storey County legal counsel for review. Storey County legal counsel will review the order, and then pass the request and any pertinent advice or instructions along to the ~~Storey~~ County Manager and ~~Storey~~ County IT Department for action when necessary.

**IV. RESPONSIBILITY FOR REVIEW:** This policy will be reviewed on an annual basis by the Information Technology Director.

---

**STOREY COUNTY ADMINISTRATIVE  
POLICIES AND PROCEDURES**

**NUMBER:** 025  
**EFFECTIVE DATE:** 12-15-09  
**REVISED:** 04/17/18  
**AUTHORITY:** BOC  
**COUNTY MANAGER:** PAW

**SUBJECT: EXCESSIVE USE OF INFORMATION TECHNOLOGY RESOURCES**

---

- I. PURPOSE/POLICY:** Excessive use of information technology resources by a particular user, or for a particular activity, reduces the amount of resource available to satisfy the needs of other users. Excessive use may degrade or jeopardize system functionality, and can result in significant costs to the county. It is important to allocate information technology resources in such a way that prioritizes uses that directly serve the county mission, avoids or eliminates service degradation, and enables the most effective overall use of county information technology resources.

Excessive use of county information technology resources, especially when it impedes the mission-related activities of other users, or adversely affects system availability or performance, must cease or be reduced to an appropriate level. The Storey County Commissioners Office and/or Storey County IT Department will work with users and relevant administrators to identify, assess, and address issues of excessive use of resources, and to allocate information technology resources. The process will work in such a way that prioritizes uses that directly serve the county mission, avoids or eliminates service degradation, and enables the most effective overall use of county information technology resources.

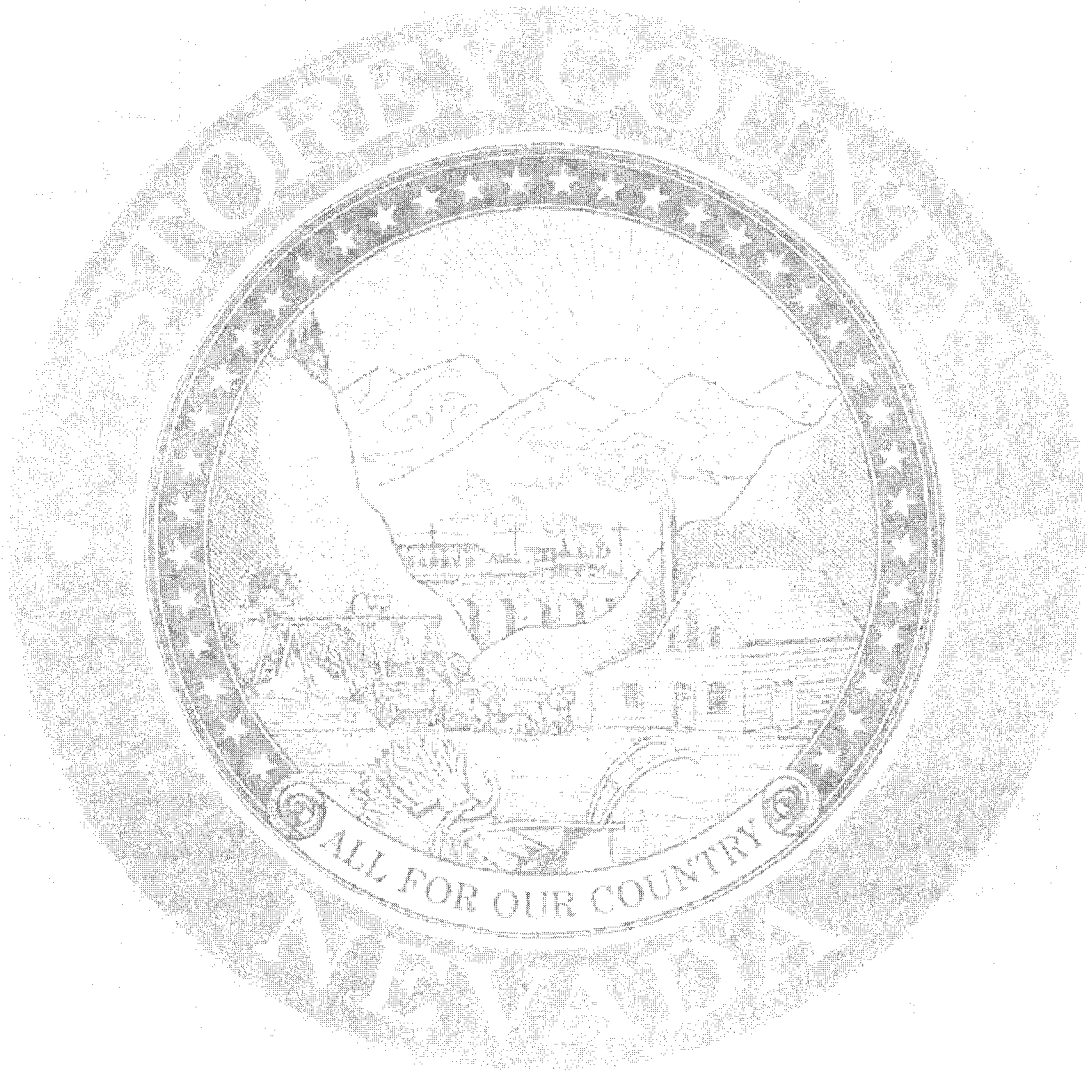
**II. PROCEDURE:**

A. Streaming audio and video is prohibited unless specifically authorized by ~~your~~ the department head and IT Director, and subject to authorization by the County Manager. ~~supervisor.~~ These services consume large amounts of bandwidth and make the use of the network less efficient for all users. Legitimate uses for training, conference calls, or vendor demonstrations are allowed without supervisor approval. Personal music CDs and stored files may be played on county computers without approval by the IT Director. Streaming radio stations are prohibited. Regular radio use through a AM/FM receiver is acceptable.

B. Uploading or downloading files from peer-to-peer networks, or for personal use is prohibited at all times. This includes software like iTunes, bit torrents, Napster, or Azureus.

C. Storing large amounts of personal files or software on county computers is prohibited. Large amounts of files or software like personal pictures, MP3 files, or program installers that ~~you personally own~~ are personally owned and may consume resources on the computer workstation that is needed for normal operation. Exceeding 500 MB of space for personal use would be considered excessive.

- III. RESPONSIBILITY FOR REVIEW:** This policy will be reviewed on an annual basis by the Information Technology Director.



---

**STOREY COUNTY ADMINISTRATIVE  
POLICIES AND PROCEDURES**

**NUMBER:** 026  
**EFFECTIVE DATE:** 12-15-09  
**REVISED:** 04/17/18  
**AUTHORITY:** BOC  
**COUNTY MANAGER:** PAW

**SUBJECT: DISPOSAL OF IT EQUIPMENT**

---

- I. PURPOSE/POLICY:** In order to safeguard private or sensitive information from becoming public, all computer equipment including, but not limited to, desktop and notebook computers, tablets and smart phones, office copy machines, server equipment, and any other electronic device that may contain stored data and information, that has been in contact with any county network or use for county business must be sanitized before being used in any other computer environment, including home use. **All county computer equipment must have its hard drive sanitized, removed, or destroyed before it can be recycled, reassigned, or disposed of via waste or county auction. All county owned computer equipment will be inspected by the IT Department prior to removal from service and/or disposal.**

**APPLICABILITY:**

This policy applies to all Storey County staff, including department heads, employee supervisors, elected officials, administrators, and computer and network technicians who have been assigned the task of maintaining or disposing of Storey County information technology systems in county computing centers or in departments.

**II. PROCEDURES:**

- A. All Storey County computer equipment will be sanitized by the Information Technology Director before being removed from the county.

- III. RESPONSIBILITY FOR REVIEW:** This policy will be reviewed on an annual basis by the Information Technology Director.

---

**STOREY COUNTY ADMINISTRATIVE  
POLICIES AND PROCEDURES**

**NUMBER:** 027  
**EFFECTIVE DATE:** 12-15-09  
**REVISED:** 04/17/18  
**AUTHORITY:** BOC  
**COUNTY MANAGER:** PAW

---

**SUBJECT: IT REPORTING, SUSPENSIONS, AND INVESTIGATIONS**

---

- I. PURPOSE/POLICY:** This policy contains the standards and definitions for reporting abuse, it outlines suspension of computer access, and it describes in what manner and for what reasons investigations of alleged misconduct may be ~~required~~ conducted.

**APPLICABILITY:**

This policy applies to all Storey County staff, including employee supervisors, elected officials, department heads, administrators and computer and network technicians.

**II. PROCEDURES:**

**Reporting:** Reports of apparent misuse or abuse of Storey County information technology resources are to be made to the following offices and/or authorities:

1. If the employee is reporting, they s/he shall follow ~~their~~ his/her immediate chain-of-command and report to their immediate supervisor.
2. The supervisor, if different from the department head ~~or elected official~~, shall immediately report the incident to the department head ~~or elected official~~. The ~~Department Head or Elected Official~~ department head shall review the alleged violation and should consider consulting with the County IT Department for assistance. If a violation is confirmed and the individual department does not have it's own specific policies for disciplinary actions, it shall then be forwarded to the:
  - a. Storey County Manager; ~~and~~,
  - b. Administrative Officer and/or Personnel Director; and
  - c. Storey County IT Department.

**Suspension or termination of access:** ~~Supervisors, Department Heads, Elected Officials, The department head and the~~ system administrators and security/network engineers may temporarily suspend or block access to an account when it appears necessary to do so in order to protect the integrity, security, and functionality of county or other computing resources, or to protect the county from liability.

Access to county technology resources may be removed immediately given a request from the appropriate county authorities, ~~the supervisor, Elected Official, the department head,~~ County Manager, and/or IT Director ~~or Department Head~~ of an employee, or the sponsor of the account. Reasons for removal may include, but are not limited to, the following: the individual is terminated for cause and there is concern for safety of systems or data; or there

is reasonable belief that the individual to whom the account is assigned has perpetrated or is involved in illegal activities or activities that violate county policy.

The technician responsible for a particular service may disable access unilaterally if processes in an assigned account are causing or reasonably appear likely to cause damage to systems or data, breach data security, or may cause serious service degradation for other users. Except when prohibited by law, inappropriate, or impractical, the technician will notify the involved individual prior to disabling the computer account whenever possible. Where prior notification is not permitted, appropriate, or practical, the technician will make all efforts to notify the involved individual afterward in a timely manner. Unless other policies are invoked, access will be restored as soon as possible after the removal of the threat. In all cases the ~~Department Head, Elected Official, IT Department and Commission staff~~ department head, the Administrative Officer and/or Personnel Director, and the County Manager shall be notified prior to taking such action, unless it is violating a law or causing immediate damage to any type of electronic system.

**Technical Investigation:** The ~~Storey County Manager and/or Storey County IT Department~~ will coordinate technical investigation and computer forensics for complaints of misuse or abuse of county information technology resources. The ~~Storey County Manager and/or Storey County IT Department~~ will conduct the necessary investigation and data gathering. All investigations will comply with applicable law as well as county policies and procedures.

**Disciplinary Process:** Reports of misuse or abuse are normally resolved through established county disciplinary policies and procedures applicable to the relevant user. The county may also refer suspected violations of applicable law on the part of any individual to appropriate law enforcement agencies. Storey County Sheriff's Office, Storey County legal counsel, and ~~other~~ law enforcement officials as appropriate shall address criminal misuse or abuse of Storey County resources by persons not affiliated with the county.

**Determination of relation to purpose:** If the relationship of a use of information technology resources to the county's purpose is unclear, the ~~Storey County Manager~~ will coordinate with the ~~Department Head or Elected Official~~ department head involved. This ~~The County Manager, Administrative Officer and/or Personnel Director, and the IT Director~~ office will collaborate in order to appropriately determine whether the activity is an appropriate use of county information technology resources. ~~and supports the purpose of the county.~~

**Determination of incidental personal use:** The senior management of each county department or other administrative office is authorized to define and publish the acceptable level and nature of incidental personal use by members of the department and/or office. An employee's supervisor may require the employee to cease or limit any incidental personal use that hampers job performance or violates county policy. County technology service providers will always place a higher priority on support of county-related activities over any form of incidental personal use.

**Consultation:** Storey County Commissioners Office and Storey County IT Department will be available to provide consultation or advice related to technology use or misuse to any county office, department, or individual. ~~personnel~~. In the absence of specific department or office policy there shall be no personal use. If there are specific department exceptions they

must be clearly written, ~~receive commission staff approval~~ , be approved by the County Manager and the Administrative Officer and/or Personnel Director, and be clearly posted.

**Identifying excessive use:** The IT Director is responsible, along with the management of the unit owning the resource or service, for establishing metrics for gauging excessive use. Controls to limit excessive use may include, but are not limited to, established per-user limits for the service that allow for shared use of limited resources; limitations on the types of processes that can be run on a service or resource; or identification of certain uses as adversely affecting the activities of others or adversely affecting system availability or performance. In instances where availability of a resource is constrained and where resource augmentation is not feasible or possible, service managers in consultation with the owner of the resource may place limits or remove resources to protect and allow for shared use of the information technology infrastructure.

**Notification of excessive use:** The IT Director, ~~Department Head, Elected Official and the department head~~ of the affected information technology resource will notify the user that he or she is consuming an excessive share of the resource. Upon request, users will be provided information from which they can compare their use with normal usage patterns. The IT Director or an employee of the IT Department can help identify excessive use, and will work with individuals who need clarification on what may considered personal information compared to county information, as well as give operational tips for optimizing computer workstations.

**Mission-related activities:** If the IT Director determines that the excessive use serves the mission of Storey County, ~~they~~ s/he should attempt to accommodate the needs. Accommodation may involve augmenting resources or identifying adequate alternate arrangements for fulfilling the requirements in order to find a solution that does not adversely affect other users. The user may find it necessary to cease the activity, reduce the activity to an appropriate level, or find other options.

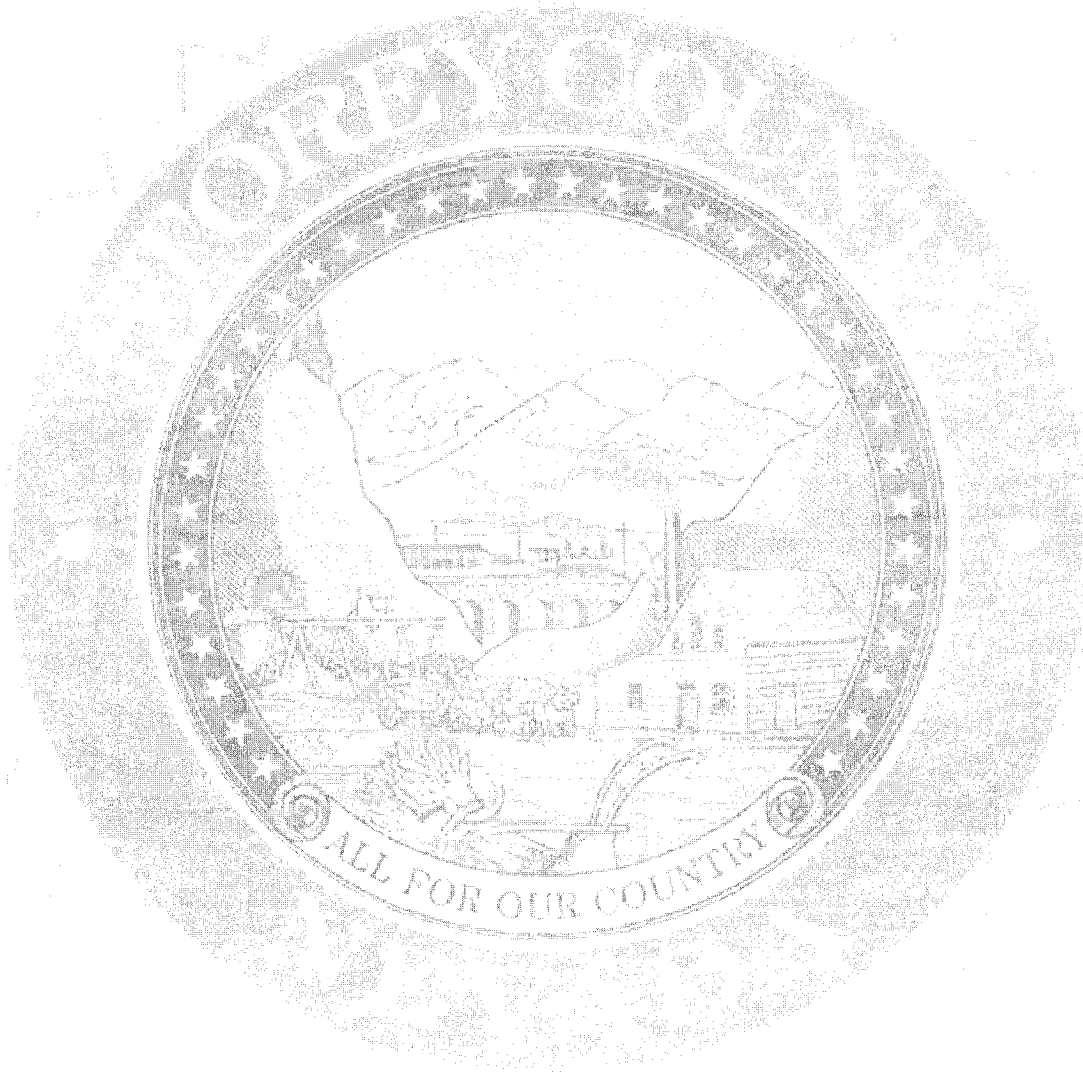
**Non-mission-related activities:** If the IT Director determines that the excessive use does not serve the mission of Storey County, the user will be notified in-writing to cease the activity ~~in-writing~~ with a carbon copy of the notice sent to the department head, ~~Elected Official and/or the County Manager~~.

**Emergency actions:** ~~Any department head, Elected Official, County Manager or IT Director~~ The department head, County Manager, Administrative Officer and/or Personnel Director, or the IT Director may temporarily suspend or block access to an information technology resource, or stop active processes in an account, when it appears necessary to protect the integrity, security, or functionality of the resource, or to protect other computing resources, or to protect the county from potential liability.

**Repeated notifications:** Users who are repeatedly notified of excessive use may be subject to sanctions. The ~~supervisor, Department Head, Elected Official or other responsible department member~~ department head or supervisor will be requested to take action against the employee; that may include potential disciplinary measures.



- III. RESPONSIBILITY FOR REVIEW:** This policy will be reviewed on an annual basis by the Information Technology Director.





---

**STOREY COUNTY ADMINISTRATIVE  
POLICIES AND PROCEDURES**

**NUMBER:** 028  
**EFFECTIVE DATE:** 12-15-09  
**REVISED:** 04/17/18  
**AUTHORITY:** BOC  
**COUNTY MANAGER:** PAW

**SUBJECT: REMOVAL OR RESTRICTION OF ACCESS TO COUNTY NETWORK  
RESOURCES FOR NON-COMPLIANCE**

---

- I. PURPOSE/POLICY:** This policy contains the standards and definitions for removal or restriction of access to computers, networking devices, printers, servers or internet and email access. If departments do not comply with the IT Policies, it places the entire county at risk for security breaches, virus propagation, improper access of sensitive information, or corruption of data.

**APPLICABILITY:** ~~This policy applies to all Storey County staff, including employee supervisors, Elected Officials, Department Heads, administrators and computer and network technicians.~~ This policy applies to all county staff and officials including employees, supervisors, appointed and elected officials, administrators, and computer and network technicians (hereinafter "department head").

**II. PROCEDURES:**

~~Department Heads and Elected Officials are requested to~~ Department heads are required to comply with all IT Policies. If an IT Policy is not being followed, and it poses a security risk or potential threat to other county network resources, the department head or Elected Official will be notified in writing by the IT Department and/or County Manager to take corrective action.

If a department head or Elected Official chooses to not comply with the IT Policies, and take corrective action in a reasonable amount of time, access to county network resources, including servers, printers, internet access, email or other computer workstations may be restricted or removed completely.

- III. RESPONSIBILITY FOR REVIEW:** This policy will be reviewed on an annual basis by the Information Technology Director.

---

**STOREY COUNTY ADMINISTRATIVE  
POLICIES AND PROCEDURES**

**NUMBER:** 029  
**EFFECTIVE DATE:** 04/17/18  
**REVISED:**  
**AUTHORITY:** BOC  
**COUNTY MANAGER:** PAW

---

**SUBJECT: REQUESTING IT SERVICES AND SUPPORT**

---

**I. PURPOSE/POLICY:**

This policy contains the procedures for contacting the IT Department for general support, project support, or emergency support. The methods outlined here have been developed after many years of providing County IT support and follow a Helpdesk style queuing system. The IT Director or County Manager will assign priority as required.

**II. APPLICABILITY:**

This policy applies to all Storey County staff, including employee supervisors, Department Heads, Elected Officials, Administrators or any outside vendors that will interact in any way with the County Core Network Infrastructure.

**III. PROCEDURES:**

- General Support Requests – Requesting parties must email [it@storeycounty.org](mailto:it@storeycounty.org) or call 775-847-1152 and leave a message if no one is available to answer. Oftentimes staff is on another call or out in the field. Messages will be checked regularly by IT department staff. Calling staff directly or stopping staff during the course of their scheduled tasks will result in a delay of service. This bypasses the queue and requires additional time and resources to schedule support requests.
- Project Support Requests – Requesting parties must email [jdeane@storeycounty.org](mailto:jdeane@storeycounty.org) or call 775-847-1152 with the specific project details. Projects often require significant time and resources and need to be planned out well in advance if deadlines, budgets or a critical need exists.
- Emergency Support Requests – Use any and all contact methods outlined on the Emergency Contact Procedure Form that can be obtained from the IT Department. Emergency support requests deal with life safety issues or Declared Emergency situations and will always have the highest priority for service. Emergency support requests can be initiated 24/7/365.

#### **IV. EXAMPLES:**

General Support Requests – Email setup or password changes, printing and scanning setup, software updates, PC upgrades and replacement, minor hardware purchases, backup strategies, network access and most requests that require less than 4 hours to complete.

Project Support Requests – Large projects that require more than 4 hours to complete, projects that have a significant impact on networking services, projects that change, modify or replace existing established processes or projects that have a budget amount over \$1500.

Emergency Support Request – Requests that directly involve life safety or significant asset risk, a Declared Emergency by the State or the County and situations that have the potential to escalate into life safety issues or threaten substantial IT infrastructure as determined by the IT Director or County Manager.

#### **III. RESPONSIBILITY FOR REVIEW: *This policy will be reviewed on an annual basis by the Information Technology Director.***

---

**STOREY COUNTY ADMINISTRATIVE  
POLICIES AND PROCEDURES**

**NUMBER:** 030  
**EFFECTIVE DATE:** 04/17/18  
**REVISED:**  
**AUTHORITY:** BOC  
**COUNTY MANAGER:** PAW

---

**SUBJECT: NETWORK USE AND SECURITY**

---

**I. PURPOSE/POLICY:**

This policy contains the procedures for defining the requirements needed to deploy or replace hardware and/or software using new or existing county network IT resources. This policy will help maintain consistency, security, reliability, communication and appropriate allocation of limited IT staff and resources. Involving the IT department through all stages of the project and following established best practices and accepted industry standards are required for successful project implementations. The IT department provides network services and connectivity support but it is the responsibility of the requesting department head to manage or designate staff to manage the overall project and associated vendors. Vendors or departments that cannot meet a minimum standard of security and accepted industry standards may be required to take corrective action before IT support can assist with new or existing projects. Failure to meet required security or accepted industry standards may result in termination of network access to protect the existing countywide network infrastructure.

**II. APPLICABILITY:**

This policy applies to all Storey County staff, including employee supervisors, department heads, elected officials, administrators or any outside vendors that will interact in any way with the County Core Network Infrastructure.

**III. PROCEDURES:**

- Definition – Define project goals, objectives, project scope, risks, issues, budget, timelines and approach methodology.
- Initiation – Declare business case or justification, all stakeholders finalize and agree upon project scope, define expectations for all stakeholders, define key personnel and define their responsibilities.
- Planning – Define all stages of the project, establish realistic timelines for each stage, define milestones or project metrics to define and measure successes.
- Execution – Order all hardware, software and related project components. Install, configure and deploy project solution. Update timelines and communicate any issues or delays to all stakeholders.

- Monitoring & Control – Once a successful project has been implemented, the parties defined in the project scope and/or Initiation phase will monitor and control the system. This includes providing for issue reporting and resolution, managing upgrades, process changes and ongoing technical support costs or requirements.
- Closure – Document successful completion of project with all stakeholders.

#### **IV. EXAMPLES:**


Creating a new business process that interacts with the county network in any way. Replacing an existing business process with new hardware and/or software. Upgrading a server, or workstation/server environment. Adding or removing internet service. Adding or removing microwave links. Office furniture reconfiguration. Cameras, security or data archiving or security data. New building wiring or changing of existing building wiring. Phones system installation, upgrade or wiring.

**RESPONSIBILITY FOR REVIEW:** This policy will be reviewed on an annual basis by the Information Technology Director.

---

**Alpine Lock**

---

 **Thank you, invoice paid**

We have emailed a copy of your receipt to Clerk@storeycounty.org.

**Code cut keys for Wendy**

Invoice #22755

April 10, 2018

**Customer**

Storey County Clerk

Clerk@storeycounty.org

---

PLEASE REMIT TO: 3267 RESEARCH WAY STE 211

CARSON CITY NV 89706

---

<b>Code Cut Key x 4</b> (\$10.00 ea.)	<b>\$40.00</b>
---------------------------------------	----------------

Note: 137R; 391T; 408T; 303T

---

<b>Single Sided Key Cut x 4</b> (\$2.50 ea.)	<b>\$10.00</b>
----------------------------------------------	----------------

Single sided key cut (SC1, KW1, M1, Etc.)

Special

---

<b>Subtotal</b>	<b>\$50.00</b>
-----------------	----------------

---

<b>Total Due</b>	<b>\$50.00</b>
------------------	----------------

VISA 7226

April 10, 2018

---

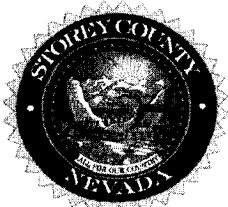
**Alpine Lock**

3267 Research Way

211, Carson City, NV 89706 United States

alpinelocksmithing@gmail.com

+1 (775) 885-0719



# Storey County Board of County Commissioners

## Agenda Action Report

Meeting Date: Tuesday, April 17, 2018

Estimate of Time Required: 5 min

Agenda: Consent ☒

Regular ☐

Public Hearing Required ☐

1. Title: Justice Court Quarterly Report

2. Recommended Motion: Approve

3. Prepared By: E.F. Herrington, Justice of the Peace

Department: Justice Court 775-847-0962

4. Staff Summary:

5. Supporting Materials: EOP Listings for January, February, March 1018

6. Fiscal Impact: None ☒

Funds Available: n/a Fund: ☐ Comptroller ☐

7. Legal Review Required: District Attorney ☐

8. Reviewed By:

☐ Department Head

Department Name: Commissioners' Office

☒ County Manager *Red*

☐ Other Agency Review

9. Board Action:

☐ Approve

☐ Approved with Modifications

☐ Denied

☐ Continued

Agenda Item No. 5II

# Virginia Township Justice Court ~ Storey County, Nevada

26 South B Street, Second Floor  
Virginia City, Nevada 89440



775-847-0962 • Facsimile: 775-847-0915  
www.storeycounty.org

2018 APR -2 PM 4:18

STOREY COUNTY CLERK

BY [Signature]  
DEPUTY

April 2, 2018

## QUARTERLY REPORT

Pursuant to NRS 4.100, attached please find End of Period Listing Reports for January, February, and March, 2018.

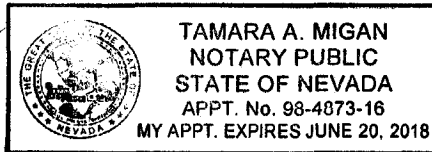
I, E.F. Herrington, Virginia Township Justice of the Peace, Storey County, Nevada, do hereby certify that to the best of my knowledge and belief, the attached information is a full, true and correct statement of NRS 4.100.

[Signature]

E.F. Herrington  
Justice of the Peace

Subscribed and sworn before me  
this 2 day of April 2018.

[Signature]  
Justice Court Clerk





**VIRGINIA TOWNSHIP JUSTICE COURT EOP - JANUARY 2018**

<b>ACCOUNT</b>	<b>PAYEE</b>	<b>DISBURSED AMOUNT</b>
170-000-34206	AA Fee - State (AOC)	\$ 6,541.67
187-000-35104	AA Fee - Justice Court	\$ 1,090.00
001-000-35103	AA Fee - Juvenile	\$ 310.00
170-000-35114	AA Fee - State (General)	\$ 760.00
180-000-35101	AA Fee Genetic Marker Analysis	\$ 433.00
001-000-34245	Attorney Reimbursement Fee	\$ 99.94
	Appeal Fee	\$ 18.75
001-000-34204	Bond Processing Fee	\$ 75.00
001-000-34204	Civil Fees	\$ 296.25
187-000-35104	Civil Fees - Justice Court	\$ 257.00
001-000-35101	Chemical Analysis Fee	\$ 60.00
001-000-34204	Certified Mailing	\$ -
001-000-34204	Copy Fees	\$ 2.00
170-000-34208	Domestic Violence Fees	
001-000-35109	Fine - County	\$ 13,131.39
187-000-35111	Court Facility Fee	\$ 1,550.00
170-000-34212	Marriage Fee	\$ 40.00
001-000-35109	Overpayments to County	\$ 1.00
187-000-29709	Pretrial Services	\$ 81.50
001-000-34204	Records Search	\$ 381.00
170-000-34217	Specialty Court Fee (MM)	\$ 1,042.50
170-000-34206	DUI Specialty Court Fee	\$ 100.00
001-000-34204	Small Claims Fee	\$ -
170-000-34201	Census Fee	\$ 5.00
170-000-35108	Bond Filing Fee VOC	\$ 100.00
	DISBURSED TOTAL:	\$ 26,376.00
	After-Hours Marriage Fees:	\$ 350.00

**VIRGINIA TOWNSHIP JUSTICE COURT EOP LISTING - FEBRUARY 2018**

<b>ACCOUNT</b>	<b>PAYEE</b>	<b>DISBURSED AMOUNT</b>
170-000-34206	AA Fee - State (AOC)	\$ 4,584.00
187-000-35104	AA Fee - Justice Court	\$ 778.00
001-000-35103	AA Fee - Juvenile	\$ 224.00
170-000-35114	AA Fee - State (General)	\$ 555.00
180-000-35101	AA Fee Genetic Marker Analysis	\$ 324.00
001-000-34245	Attorney Reimbursement Fee	\$ -
	Appeal Fee	\$ -
001-000-34204	Bond Processing Fee	\$ 37.50
001-000-34204	Civil Fees	\$ 307.50
187-000-35104	Civil Fees - Justice Court	\$ 524.00
001-000-35101	Chemical Analysis Fee	\$ -
001-000-34204	Certified Mailing	\$ -
001-000-34204	Copy Fees	\$ 12.00
170-000-34208	Domestic Violence Fees	\$ -
001-000-35109	Fine - County	\$ 11,230.00
187-000-35111	Court Facility Fee	\$ 1,065.00
170-000-34212	Marriage Fee	\$ 25.00
001-000-35109	Overpayments to County	\$ 1.00
187-000-29709	Pretrial Services	\$ 31.00
001-000-34204	Records Search	\$ 1,151.25
170-000-34217	Specialty Court Fee (MM)	\$ 758.50
170-000-34206	DUI Specialty Court Fee	\$ 160.00
001-000-34204	Small Claims Fee	\$ 63.75
170-000-34201	Census Fee	\$ 2.00
170-000-35108	Bond Filing Fee VOC	\$ 50.00
	DISBURSED TOTAL:	\$ 21,883.50
	After-Hours Marriage Fees:	\$ 70.00

**VIRGINIA TOWNSHIP JUSTICE COURT EOP LISTING - MARCH 2018**

ACCOUNT	PAYEE	DISBURSED AMOUNT
170-000-34206	AA Fee - State (AOC)	\$ 4,661.00
187-000-35104	AA Fee - Justice Court	\$ 882.00
001-000-35103	AA Fee - Juvenile	\$ 252.00
170-000-35114	AA Fee - State (General)	\$ 625.00
180-000-35101	AA Fee Genetic Marker Analysis	\$ 402.00
001-000-34245	Attorney Reimbursement Fee	\$ 350.00
	Appeal Fee	\$ -
001-000-34204	Bond Processing Fee	\$ 75.00
001-000-34204	Civil Fees	\$ 393.75
187-000-35104	Civil Fees - Justice Court	\$ 417.25
001-000-35101	Chemical Analysis Fee	\$ 120.00
001-000-34204	Certified Mailing	\$ -
001-000-34204	Copy Fees	\$ -
170-000-34208	Domestic Violence Fees	\$ 11,700.00
001-000-35109	Fine - County	\$ 1,265.00
187-000-35111	Court Facility Fee	\$ -
170-000-34212	Marriage Fee	\$ 4.00
001-000-35109	Overpayments to County	\$ 267.45
187-000-29709	Pretrial Services	\$ 719.25
001-000-34204	Records Search	\$ 903.00
170-000-34217	Specialty Court Fee (MM)	\$ 95.00
170-000-34206	DUI Specialty Court Fee	\$ 63.75
001-000-34204	Small Claims Fee	\$ 11.00
170-000-34201	Census Fee	\$ 100.00
170-000-35108	Bond Filing Fee VOC	\$ 23,306.45
	DISBURSED TOTAL:	\$ -
	After-Hours Marriage Fees:	



# Storey County Board of County Commissioners Agenda Action Report

Meeting date: April 17, 2018  
Agenda Item Type: Consent Agenda

Estimate of Time Required: 0-5 min.

1. **Title:** For possible action, approval of Treasurer's Report for March 2018.
2. **Recommended motion:** Approve as part of the Consent Agenda.
3. **Prepared by:** Vanessa Stephens

**Department:** Treasurer

**Contact Number:** 775.847.0969

4. **Staff Summary:** Reports are attached.
5. **Supporting Materials:** See attached
6. **Fiscal Impact:** 0
7. **Legal review required:** No
8. **Reviewed by:**

A circular stamp with the letters "RH" inside, likely representing the Department Head's initials.

Department Head

**Department Name:** Treasurer

A handwritten signature, likely of the County Manager.

County Manager

**Other Agency Review:** A handwritten signature, likely of the Other Agency Review.

9. **Board Action:**

<input type="checkbox"/> Approved	<input type="checkbox"/> Approved with Modification
<input type="checkbox"/> Denied	<input type="checkbox"/> Continued

5 III

March 2018

TREASURER	001 GENERAL	001-500 INDUST GID	150 SCH OP	160 SCH DB	060 CAP AQU	170 STATE	010 IND MED	185 IND ACC	001 YOUTH	250 FIRE/EMER	001 PENALTIES	001-34104 A/R 6%	001-36506 OVRPMT	165 A/R 2%	TOTAL
2006/2007															\$ -
2007/2008															\$ -
2008/2009															\$ -
2009/2010															\$ -
2010/2011															\$ -
2011/2012															\$ -
2012/2013	\$ 1,033.17	\$	437.31	\$ 84.38	\$ 29.16	\$ 99.13	\$ 5.83	\$ 8.74	\$ 2.62	\$ 317.56	\$ 195.74				\$ 2,213.64
2013/2014															\$ -
2014/2015															\$ -
Special Assess															\$ -
Total 2014/2015	\$ 95.36	\$	38.71	\$ 7.78	\$ 2.69	\$ 9.13	\$ 0.53	\$ 0.81	\$ 0.27	\$ 29.30	\$ 102.41				\$ -
Special Assess															\$ -
Total 2015/2016	\$ 95.36	\$ -	38.71	\$ 7.78	\$ 2.69	\$ 9.13	\$ 0.53	\$ 0.81	\$ 0.27	\$ 29.30	\$ 102.41				\$ 286.99
Subtotal	\$ 1,128.53	\$ -	476.02	\$ 92.16	\$ 31.85	\$ 108.26	\$ 6.36	\$ 9.55	\$ 2.89	\$ 346.86	\$ 298.15				\$ 2,500.63
2016/2017	\$ 1,046.76		442.89	\$ 83.99	\$ 29.52	\$ 100.37	\$ 5.33	\$ 6.34	\$ 2.73	\$ 319.56	\$ 335.12				\$ -
Special Assess															\$ -
Total 2016/2017	\$ 1,046.76	\$	442.89	\$ 83.99	\$ 29.52	\$ 100.37	\$ 5.33	\$ 6.34	\$ 2.73	\$ 319.56	\$ 335.12				\$ 2,372.61
TOTAL PRIOR	\$ 2,175.29	\$ -	918.91	\$ 176.15	\$ 61.37	\$ 208.63	\$ 11.69	\$ 15.89	\$ 5.62	\$ 666.42	\$ 633.27				\$ 4,873.24
2017/2018	\$ 119,549.13	\$ 651,624.99	\$ 333,333.23	\$ 64,250.19	\$ 21,702.19	\$ 73,942.83	\$ 4,320.00	\$ 6,487.83	\$ 1,941.12	\$ 236,989.09	\$ 6,365.16				\$ 1,520,505.76
Special Assess	\$ 99.11	\$	41.95	\$ 8.09	\$ 2.80	\$ 9.51	\$ 0.56	\$ 0.84	\$ 0.25	\$ 30.46					\$ 193.57
TOTAL 17/18	\$ 119,648.24	\$ 651,624.99	\$ 333,375.18	\$ 64,258.28	\$ 21,704.99	\$ 73,952.34	\$ 4,320.56	\$ 6,488.67	\$ 1,941.37	\$ 237,019.55	\$ 6,365.16				\$ 1,520,699.33
TOTAL SECURED	\$ 121,833.53	\$ 651,624.99	\$ 334,294.09	\$ 64,434.43	\$ 21,766.36	\$ 74,160.97	\$ 4,332.25	\$ 6,504.56	\$ 1,946.99	\$ 237,685.97	\$ 6,998.43		\$ 1,016.49	\$ -	\$ 1,526,589.06
Amended ADVAL	\$ 258.05	\$	109.23	\$ 21.07	\$ 7.28	\$ 24.76	\$ 1.46	\$ 2.18	\$ 0.66	\$ 79.31					\$ 504.00
Deposited Not Applied															\$ -
REPORT TOTALS	\$ 122,081.58	\$ 651,624.99	\$ 334,403.32	\$ 64,455.50	\$ 21,773.64	\$ 74,185.73	\$ 4,333.71	\$ 6,506.74	\$ 1,947.65	\$ 237,765.28	\$ 6,998.43		\$ 1,016.49	\$ -	\$ 1,527,093.06
ASSESSOR															\$ -
2007/2008															\$ -
2008/2009															\$ -
2009/2010															\$ -
2010/2011															\$ -
2011/2012															\$ -
2012/2013															\$ -
2013/2014															\$ -
2014/2015															\$ -
2015/2016															\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
2016/2017	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
TOTAL PRIOR	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
2017/2018	\$ 122,021.34	\$ 108,419.64	\$ 97,539.38	\$ 18,817.79	\$ 6,501.05	\$ 22,108.32	\$ 1,300.24	\$ 1,950.55	\$ 585.12	\$ 70,827.21	\$ 28.89	\$ 29,352.42	\$ 9,784.16	\$ -	\$ 489,236.11
Overpayment															\$ -
TOTAL UNSEC	\$ 122,021.34	\$ 108,419.64	\$ 97,539.38	\$ 18,817.79	\$ 6,501.05	\$ 22,108.32	\$ 1,300.24	\$ 1,950.55	\$ 585.12	\$ 70,827.21	\$ 28.89	\$ 29,352.42	\$ 9,784.16	\$ -	\$ 489,236.11
MISC															\$ -
PX,PC DIST															\$ -
MX DIST															\$ -
PX DIST															\$ -
PC DIST															\$ -
GRAND TOTAL	\$ 244,102.92	\$ 760,044.63	\$ 431,942.70	\$ 83,273.29	\$ 28,274.69	\$ 96,294.05	\$ 5,633.95	\$ 8,457.29	\$ 2,532.77	\$ 308,592.49	\$ 7,027.32	\$ 29,352.42	\$ 1,016.49	\$ 9,784.16	\$ 2,016,329.17

Run Time : 13:33:50

STOREY COUNTY  
TREASURER'S ACCOUNTING  
Outstanding Checks  
From Check# 1 Through 999999  
From 0/00/00 - 3/31/18

Tp	Check #	Bank Seq	Person #	Vendor/Employee Name	Check Date	Amount
CK	81922	199 00	403959	BENDER, DEBORAH	4/17/15	60.00
CK	81937	199 00	404621	EVANS, CHAD	4/17/15	16.91
CK	81973	199 00	404619	SEAY, JOHN	4/17/15	39.75
CK	82404	199 00	403382	DUFRESNE, JOHN	6/12/15	90.00
CK	82475	199 00	404670	PIPER, LINDA & BARRY	6/12/15	86.05
CK	82591	199 00	404676	JEFFCOAT, HUGH	6/26/15	90.18
CK	82917	199 00	403938	THREE GGG INC	7/24/15	78.00
CK	83250	199 00	404736	HOBSON, TABITHA	9/04/15	75.00
CK	83390	199 00	404697	MURRAY, ANN MARIE ARAGON	9/18/15	14.08
CK	84999	199 00	403677	CORELOGIC INC	3/18/16	801.00
CK	85761	199 00	404873	LYNCH, TERRIE	6/10/16	25.34
CK	86021	199 00	404895	HARLOW, TONYA	7/08/16	100.00
CK	86073	199 00	101256	NEVADA, GRAZING BOARD	7/08/16	15.19
CK	86195	199 00	404908	HAWKINS, JASON	7/22/16	19.93
CK	86449	199 00	404936	BUIST, BOBBIE JO	8/19/16	29.62
CK	86611	199 00	103340	INNOVATIVE IMPRESSIONS	9/02/16	46.00
CK	86624	199 00	404953	LEIGHTON, GLENN & CELESTE	9/02/16	8.43
CK	86738	199 00	403892	SUN PEAK ENTERPRISES	9/02/16	2,344.00
CK	86743	199 00	100877	HAYMORE, DEAN	9/16/16	14.00
CK	86967	199 00	103340	INNOVATIVE IMPRESSIONS	9/16/16	46.00
CK	87439	199 00	404663	MADISON, SCOTT & LISA	10/14/16	2,348.47
CK	87534	199 00	103247	COSTCO WHOLESALE MEMBERSH	12/09/16	624.69
CK	88119	199 00	404818	TEST NOTICE LLC	12/09/16	25.00
CK	89380	199 00	100654	CINDERLITE TRUCKING CORP	3/03/17	1,824.08
CK	89459	199 00	405118	BERNARD, SHARON	7/20/17	43.84
CK	89639	199 00	405117	POTTS, JENNIFER	7/20/17	6.45
CK	89656	199 00	101946	WHITTEN, PAT	8/04/17	16.23
CK	89853	199 00	10035	C & W LOCK, GLASS & SAFE	8/18/17	30.90
CK	90204	199 00	101256	NEVADA, GRAZING BOARD	9/01/17	22.33
CK	90283	199 00	405157	EADES, PAUL & PATRICIA	10/13/17	91.37
CK	90463	199 00	403901	THE TOMSTONE COWBOYS	10/13/17	192.00
CK	90827	199 00	404191	HARDWICK, WAYNE C	11/09/17	2,911.20
CK	90881	199 00	405188	JORDAN, REBECCA	12/22/17	25.00
CK	91030	199 00	405183	VCRV PARK	12/22/17	100.00
CK	91038	199 00	405204	ELLOWAY, STEVEN	1/19/18	87.08
CK	91227	199 00	103367	GLOBAL TOWER LLC	1/19/18	395.83
CK	91339	199 00	100285	AVS DEVELOPMENT LTD	2/16/18	59.50
CK	91349	199 00	405005	VANHAVEL, JASON	2/16/18	5,000.00
CK	91401	199 00	100135	ALSCO INC	3/02/18	252.35
CK	91440	199 00	403629	MIGAN, TAMARA	3/02/18	43.35
CK	91444	199 00	405076	UNITEDHEALTHCARE INS CO	3/02/18	1,142.71
CK	91458	199 00	405219	VIRGINIA CITY 601	3/02/18	200.00
CK	91470	199 00	103061	ASSESSOR'S ASSOC OF NEV	3/16/18	35.00
CK	91474	199 00	100670	CFOA	3/16/18	120.00
CK	91487	199 00	405235	CHARTWELL STAFFING SERV	3/16/18	2,373.60
CK	91488	199 00	100655	COMMUNITY CHEST INC	3/16/18	770.05
CK	91492	199 00	405231	FIELDING, RANDY & REBECCA	3/16/18	20.00
CK	91525	199 00	102818	GFOA	3/16/18	310.00
CK	91533	199 00	405230	GOTT, SAMANTHA	3/16/18	52.70
CK	91548	199 00	102782	OFFICE DEPOT INC	3/16/18	14.84
CK	91561	199 00	403895	PETRINI, ANGELO D	3/16/18	46.00
CK	91563	199 00	405236	SCHROEDER, HARRY	3/16/18	555.00
CK	91563	199 00	404487	STANARD & ASSOC INC	3/16/18	140.00
CK	91563	199 00	405110	SUPERIOR EQUIPMENT	3/16/18	57.52

Report No: Br1762  
 Run Date : 04/11/18  
 Run Time : 13:33:50  
 STOREY COUNTY  
 TREASURER'S ACCOUNTING  
 Outstanding Checks  
 From Check# 1 Through 999999  
 From 0/00/00 - 3/31/18  
 Vendor/Employee Name  
 Person #  
 Bank Seq  
 Tp  
 Check #  
 Amount

CK	91565	199	00	405185	THATCHER CO IF CALIFORNIA	3/16/18	1,011.63
CK	91573	199	00	404522	UNIVERSITY OF CHICAGO	3/16/18	673.45
CK	91574	199	00	101845	US POSTOFFICE (VC)	3/16/18	200.00
CK	91576	199	00	403893	VIRGINIA CITY TOURS INC	3/16/18	96.00
CK	91579	199	00	403150	WASHOE COUNTY, NEVADA	3/16/18	324.00
CK	91584	199	00	404761	WHITTEN, TOBI	3/16/18	20.00
CK	91587	199	00	404395	A CARLISLE & COMPANY NV	3/30/18	2,172.00
CK	91588	199	00	405179	BROWN, PETRIE F	3/30/18	169.00
CK	91589	199	00	403795	ALPINE LOCK INC	3/30/18	10.50
CK	91590	199	00	100135	ALSCO INC	3/30/18	53.67
CK	91591	199	00	404935	AMES CONSTRUCTION	3/30/18	38,865.26
CK	91592	199	00	403651	ARC HEALTH AND WELLNESS	3/30/18	156.17
CK	91593	199	00	404420	ARCADIA PUBLISHING INC	3/30/18	474.98
CK	91594	199	00	103061	ASSESSOR'S ASSOC OF NEV	3/30/18	570.00
CK	91595	199	00	99663	AT&T MOBILITY II LLC	3/30/18	109.28
CK	91596	199	00	405103	BATTLE BORN CONSULTING SE	3/30/18	11,354.00
CK	91597	199	00	404634	BRANDON, RUSSELL D	3/30/18	60.00
CK	91598	199	00	405201	BRIGGS ELECTRIC, INC	3/30/18	7,940.00
CK	91599	199	00	100488	BULBMAN	3/30/18	44.44
CK	91600	199	00	403671	BURRELL, SCOTT LEWIS	3/30/18	135.00
CK	91601	199	00	100463	BUSINESS & PROFESSIONAL	3/30/18	179.37
CK	91602	199	00	404206	CAPITAL SANITATION CO	3/30/18	115.32
CK	91603	199	00	100555	CARSON SMALL ENGINES	3/30/18	27.94
CK	91604	199	00	403268	CELLCO PARTNERSHIP	3/30/18	2,562.34
CK	91605	199	00	403268	CELLCO PARTNERSHIP	3/30/18	14.12
CK	91606	199	00	403635	CENTRAL SANITARY SUPPLY	3/30/18	113.98
CK	91607	199	00	405134	CMC TIRE INC	3/30/18	3,679.64
CK	91608	199	00	404868	COMPLETE DOCUM MNGMNT SOL	3/30/18	647.04
CK	91609	199	00	403990	COMSTOCK CEMETERY FOUNDAT	3/30/18	500.00
CK	91610	199	00	99652	COMSTOCK CHRONICLE (VC)	3/30/18	80.00
CK	91611	199	00	405216	CONVERGEONE INC	3/30/18	4,120.28
CK	91612	199	00	404684	DASH MEDICAL GLOVES INC	3/30/18	243.60
CK	91613	199	00	402905	DISH DBS CORPORATION	3/30/18	97.03
CK	91614	199	00	405210	DUNCAN, CANDY L	3/30/18	2,500.00
CK	91615	199	00	404547	ELLIOTT AUTO SUPPLY INC	3/30/18	449.93
CK	91616	199	00	405054	EVERBANK COMMERCIAL FIN	3/30/18	276.00
CK	91617	199	00	404509	FASTENAL COMPANY	3/30/18	299.61
CK	91618	199	00	404757	FCC COMMUNICATIONS, LLC	3/30/18	345.00
CK	91619	199	00	101485	FERGUSON ENTERPRISES INC	3/30/18	413.91
CK	91620	199	00	403975	FERRELLGAS LP	3/30/18	1,659.34
CK	91621	199	00	404896	GOLDEN GATE/SET PETROLEUM	3/30/18	3,091.75
CK	91622	199	00	101899	GRAINGER	3/30/18	1,852.81
CK	91623	199	00	404508	GRANSBERRY, TOM	3/30/18	180.00
CK	91624	199	00	405217	GREATER NV BUSINESS SOLUT	3/30/18	11,000.00
CK	91625	199	00	404191	HARDWICK, WAYNE C	3/30/18	2,911.20
CK	91626	199	00	404778	HAT, LTD	3/30/18	4,045.44
CK	91627	199	00	102983	HD SUPPLY FACIL MAINT LTD	3/30/18	316.21
CK	91628	199	00	403040	HENRY SCHEIN	3/30/18	49.50
CK	91629	199	00	100889	HOMETOWN HEALTH	3/30/18	298.23
CK	91630	199	00	404366	HOMETOWN HEALTH	3/30/18	14,424.54
CK	91631	199	00	403753	HOT SPOT BROADBAND INC	3/30/18	82.50
CK	91632	199	00	404192	HUCK SALT COMPANY INC	3/30/18	10,341.07
CK	91633	199	00	403834	ITI SOURCE LLC	3/30/18	2,176.43
CK	91634	199	00	103317	JBP LLC	3/30/18	56.77

Report No: Br1762  
Run Date : 04/11/18 Run Time : 13:33:50

STOREY COUNTY TREASURER'S ACCOUNTING									
Outstanding Checks									
From Check# 1 Through 999999									
From 0/00/00 - 3/31/18									
Tp	Check #	Bank Seq	Person #	Vendor/Employee Name	Check Date	Amount			
CK	91635	199 00	405224	KENNETH L DORR JR SOLE M	3/30/18	757.00			
CK	91636	199 00	101040	L N CURTIS & SONS	3/30/18	116.00			
CK	91637	199 00	404105	LEND A CHEK	3/30/18	305.92			
CK	91638	199 00	404617	LINCOLN NATIONAL LIFE	3/30/18	18.33			
CK	91639	199 00	404102	LIQUID BLUE EVENTS LLC	3/30/18	2,285.00			
CK	91640	199 00	404363	MA LABORATORIES INC	3/30/18	4,449.15			
CK	91641	199 00	405077	MACKAY MANSION	3/30/18	264.00			
CK	91642	199 00	405242	MCKINNEY, ROBERT	3/30/18	75.00			
CK	91643	199 00	404088	METRO OFFICE SOLUTIONS IN	3/30/18	655.07			
CK	91644	199 00	101228	NEV ADMIN BLDG & GROUNDS	3/30/18	3,523.24			
CK	91645	199 00	101335	NEV DEPT TAXATION	3/30/18	19.31			
CK	91646	199 00	404163	NORTON CONSULTING LLC	3/30/18	2,367.00			
CK	91647	199 00	404118	OPTUMINSIGHT INC	3/30/18	292.50			
CK	91648	199 00	404746	OTIS ELEVATOR COMPANY	3/30/18	739.38			
CK	91649	199 00	403371	PEDLEY KNOWLES & COMPANY	3/30/18	510.00			
CK	91650	199 00	403895	PETRINI, ANGELO D	3/30/18	44.00			
CK	91651	199 00	405245	PIERETTI, TIFFANY	3/30/18	30.00			
CK	91652	199 00	101434	PITNEY BOWES INC	3/30/18	195.00			
CK	91653	199 00	405243	QUESTO, INC	3/30/18	900.00			
CK	91654	199 00	402937	RAY MORGAN CO INC (CA)	3/30/18	1,320.00			
CK	91655	199 00	103307	RECORDERS ASSOC OF NEV	3/30/18	50.00			
CK	91656	199 00	403944	RENO TAHOE SPECIALTY INC	3/30/18	36.00			
CK	91657	199 00	403621	ROADSHOWS INC	3/30/18	1,000.00			
CK	91658	199 00	405095	ROBERTS, BOBBI JEAN	3/30/18	187.44			
CK	91659	199 00	101535	ROCKY MOUNTAIN AMBULANCE	3/30/18	246.08			
CK	91660	199 00	405240	ROSS, GRAHAME & SARA	3/30/18	100.00			
CK	91661	199 00	405222	ROWE & HALES, LLP	3/30/18	3,120.00			
CK	91662	199 00	405081	SHERMARK DISTRIBUTORS INC	3/30/18	224.00			
CK	91663	199 00	404187	SHOAF, BRIAN ALLEN	3/30/18	6.00			
CK	91664	199 00	102461	SIERRA CONTROL SYSTEMS	3/30/18	180.00			
CK	91665	199 00	403693	NORTHERN NV BUSINESS WKLY	3/30/18	294.96			
CK	91666	199 00	101630	SIERRA PACIFIC POWER CO	3/30/18	13,138.08			
CK	91667	199 00	101632	SIERRA PEST CONTROL INC	3/30/18	55.00			
CK	91668	199 00	403480	SLICK INDUSTRIES LLC DBA	3/30/18	76.00			
CK	91669	199 00	403384	SMITHS FOOD & DRUG CENTER	3/30/18	39.49			
CK	91670	199 00	404195	SOUTHERN GLAZERS WINE & S	3/30/18	1,650.80			
CK	91671	199 00	404871	STAR2STAR COMMUNICATIONS,	3/30/18	203.04			
CK	91672	199 00	405223	STEELE & ASSOCIATES, LLC	3/30/18	6,800.00			
CK	91673	199 00	403892	SUN PEAK ENTERPRISES	3/30/18	338.00			
CK	91674	199 00	405244	SUTTON HAGUE LAW CORP	3/30/18	11,295.00			
CK	91675	199 00	405185	THATCHER COMPANY	3/30/18	494.90			
CK	91676	199 00	101786	THERMATEMP	3/30/18	100.00			
CK	91677	199 00	404845	THOMAS PETROLEUM LLC	3/30/18	1,954.28			
CK	91678	199 00	405112	TYLER TECHNOLOGIES, INC	3/30/18	3,401.25			
CK	91679	199 00	405076	UNITEDHEALTHCARE INS CO	3/30/18	1,142.71			
CK	91680	199 00	404486	USA CASH SERVICES MGT INC	3/30/18	291.38			
CK	91681	199 00	403983	VCTC	3/30/18	230.00			
CK	91682	199 00	403893	VIRGINIA CITY TOURS INC	3/30/18	228.00			
CK	91683	199 00	403723	VIRGINIA HIGHLANDS VFD	3/30/18	1,250.00			
CK	91684	199 00	404431	VISION SERVICE PLAN, INC	3/30/18	250.82			
CK	91685	199 00	103237	WESTERN ENVIRONMENTAL LAB	3/30/18	190.00			
CK	91686	199 00	101920	WESTERN NEVADA SUPPLY CO	3/30/18	136.04			
						225,102.02	Type Total:		

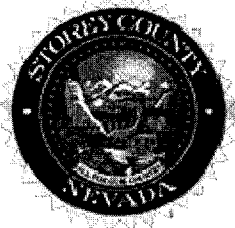


Run Time : 13:33:50

STOREY COUNTY TREASURER'S ACCOUNTING				Outstanding Checks 1 Through 999999	
				From Check# 0/00/00 -	Amount
				From Check Date	
TP	Check #	Bank Seq	Person #	Vendor/Employee Name	
EC	22	199 00	404671	PORTER GROUP LLC	3/16/18 6,000.00
				Type Total:	6,000.00
ET	118	199 00	404752	TESLA	3/01/18 5,531,078.93
				Type Total:	5,531,078.93
PR	34231	199 00	900615	SHERIFF FEE COLLECTION/GA	8/15/14 10.71
PR	34705	199 00	900201	COLONIAL LIFE INS. 125	8/14/15 50.73
PR	34774	199 00	900107	MEDICAL/EMPLOYEE BUYUP	10/09/15 1,143.53
PR	35013	199 00	900113	LIFE INSURANCE	4/08/16 736.93
PR	36095	199 00	900116	LIFE INSURANCE (LINCOLN)	2/23/18 7.60
PR	36138	199 00	112	HESS, GREG J	3/09/18 912.12
PR	36155	199 00	900402	AFSCME/UNION DUES	3/23/18 539.50
PR	36156	199 00	900501	FIRE FIGHTER ASSOC #4227	3/23/18 1,410.00
PR	36157	199 00	112	HESS, GREG J	3/23/18 912.12
				Type Total:	5,723.24
				Bank Total:	5,767,904.19
				Total:	5,767,904.19

STOREY COUNTY TREASURER  
TREASURER'S ACCOUNTING  
MONTHLY BALANCING SHEET  
FOR 03/2018

ACT DESCRIPTION	BAL. FORWARD	RECEIPTS	DISBURSEMENTS	PAYROLLS	JOURN VOUCHERS	TRANSFERS IN	TRANSFERS OUT	ENDING BALANCE
193 WELLS FARGO USDA CASH	.00	.00	.00	.00	.00	.00	.00	.00
194 DISTRICT COURT HOLDING	8,947.36	.00	.00	.00	.00	.00	.00	8,947.36
195 CASH IN BANK	5,223.70	200.00	.00	.00	.00	.00	.00	5,423.70
197 BUSINESS BANK CARDS	.00	.00	.00	.00	.00	.00	.00	.00
198 B OF A PROPERTY SALES	.00	.00	.00	.00	.00	.00	.00	.00
199 WELLS FARGO CC ACCOUNT	11,331,119.54	5,599,917.51	7,942,459.03-	1,019,674.26-	2,680,315.78-	.00	.00	5,287,987.98
191 WELLS FARGO MONEY MARKET	7,159,202.50	.00	.00	.00	.00	.00	.00	7,159,202.50
196 STATE LGIP ACCOUNT	8,178,894.70	.00	.00	.00	.00	.00	.00	8,178,894.70
901 OLD COINS	439.30	.00	.00	.00	.00	.00	.00	439.30
903 PETTY CASH	1,100.00	.00	.00	.00	.00	.00	.00	1,100.00
904 PETTY CASH SHERIFF	2,000.00	.00	.00	.00	.00	.00	.00	2,000.00
905 PETTY CASH ASSESSOR	200.00	.00	.00	.00	.00	.00	.00	200.00
001 GENERAL	4,303,331.36-	2,522,314.16-	5,865,957.43	653,985.75	2,673,933.83	.00	.00	2,368,231.49
010 INDIGENT MEDICAL	488,705.15-	5,633.95-	3,338.63	.00	.00	.00	.00	491,000.47-
015 INDIGENT ASSISTANCE -TAX	.00	.00	.00	.00	.00	.00	.00	.00
020 ROADS	672,961.80-	71,730.45-	47,976.80	16,654.59	1,785.22	.00	.00	678,275.64-
024 RESTITUTION	861.11-	150.00-	.00	.00	.00	.00	.00	1,011.11-
030 FIRE	99,649.54	.00	.00	.00	.00	.00	.00	99,649.54
035 FIRE EMERGENCY	.00	.00	.00	.00	.00	.00	.00	.00
040 FIRE DISTRICT	.00	.00	.00	.00	.00	.00	.00	.00
045 MUTUAL AID	84,876.27-	.00	.00	.00	.00	.00	.00	84,876.27-
050 SERVICE	43,215.00	.00	.00	.00	.00	.00	.00	43,215.00
060 EQUIPMENT ACQUISITION	572,979.19-	.00	.00	.00	.00	.00	.00	601,253.88-
070 CAPITAL PROJECTS	163,282.45-	.00	72,527.26	.00	821,315.06-	.00	.00	912,070.25-
080 INFRASTRUCTURE FUND	2,057,217.28-	23,898.18-	.00	.00	.00	.00	.00	2,081,115.46-
090 WATER SYSTEM	1,315,406.27-	45,396.82-	17,299.96	19,262.43	639.07-	.00	.00	1,324,879.77-
100 STABILIZATION	1,000,000.00-	.00	.00	.00	.00	.00	.00	1,000,000.00-
110 TOWN OF GOLD HILL	660.00-	.00	.00	.00	.00	.00	.00	660.00-
120 TOWN OF VIRGINIA CITY	.00	.00	.00	.00	.00	.00	.00	.00
130 VIRGINIA DIVIDE SEWER	336,182.67-	32,011.53-	11,908.14	8,993.32	.00	.00	.00	347,292.74-
135 USDA BOND WELLS FARGO	3,905,390.58-	1,044,736.00-	1,065,639.94	.00	821,315.06	.00	.00	3,063,171.58-
140 DRUG COURT	100.00-	40.00-	70.00	.00	.00	.00	.00	70.00-
150 SCHOOL	507,836.57-	432,932.70-	409,033.07	.00	.00	.00	.00	531,736.20-
160 SCHOOL DEBT	97,372.16-	83,273.29-	78,953.70	.00	.00	.00	.00	101,791.75-
165 TECHNOLOGY FUND	90,580.59-	10,562.16-	1,634.85	.00	.00	.00	.00	99,507.90-
170 STATE	1,522,082.97-	160,238.53-	7,421.75	.00	.00	.00	.00	1,674,899.75-
180 DISTRICT COURT	51,792.78-	745.00-	324.00	.00	.00	.00	.00	52,213.78-
185 INDIGENT ACCIDENT	18,070.85-	8,457.29-	.00	.00	.00	.00	.00	26,528.14-
187 JUSTICE COURT FUND	41,413.86-	2,848.70-	157.87	.00	.00	.00	.00	44,104.69-
189 TRI NET	.00	.00	.00	.00	.00	.00	.00	.00
190 PARK FUND	128,849.57-	500.00-	.00	.00	.00	.00	.00	129,349.57-
200 TRI PAYBACK	2,967,100.34-	.00	.00	.00	.00	.00	.00	2,967,100.34-
206 FEDERAL GRANTS	103,587.06-	.00	1,605.05	.00	.00	.00	.00	101,982.01-
210 SHERIFF'S JAIL BLDG FUND	318.03-	.00	.00	.00	.00	.00	.00	318.03-
221 V&T COMMISSION	724,787.87-	.00	.00	.00	.00	.00	.00	724,787.87-
220 VC RAIL PROJECT	.00	310,000.00-	216,578.86	.00	.00	.00	.00	93,421.14-
230 VC TOURISM COMMISSION	173,843.97	99,397.98-	44,241.69	25,561.24	3,049.90	.00	.00	147,298.82
231 PIPERS OPERA HOUSE	9,508.99-	7,720.00-	7,361.79	4,629.98	710.27	.00	.00	4,526.95-
250 FIRE DISTRICT	4,088,316.80-	457,670.86-	87,186.17	290,586.95	2,075.63	.00	.00	4,166,138.91-
260 FIRE EMERGENCY	207,140.83-	.00	.00	.00	.00	.00	.00	207,140.83-
270 MUTUAL AID	541,197.31-	251,585.22-	3,342.07	.00	.00	.00	.00	789,440.46-
280 CAPITAL PROJECT FIRE	1,000,000.00-	.00	.00	.00	.00	.00	.00	1,000,000.00-
800 UNSECURED TAXES HOLDING	.00	.00	.00	.00	.00	.00	.00	.00
900 SECURED TAXES HOLDING	.00	.00	.00	.00	.00	.00	.00	.00



# Storey County Board of County Commissioners Agenda Action Report

Meeting date: April 17, 2018  
Agenda Item Type: Consent Agenda

Estimate of Time Required: 0-5 min.

1. **Title:** For possible action, Approval of payroll claims in the amount of \$700,133.54 and accounts payable claims in the amount of \$212,735.43.
2. **Recommended motion:** Approve as part of the Consent Agenda.
3. **Prepared by:** Vanessa Stephens

**Department:** Treasurer

**Contact Number:** 775.847.0969

4. **Staff Summary:** Attached.
5. **Supporting Materials:** See attached
6. **Fiscal Impact:** 0
7. **Legal review required:** No
8. **Reviewed by:**

A circular stamp with the letters "VS" inside, placed over a signature.

Department Head

A handwritten signature.

County Manager

**Department Name:** Treasurer

**Other Agency Review:** A handwritten signature.

9. **Board Action:**

<input type="checkbox"/> Approved	<input type="checkbox"/> Approved with Modification
<input type="checkbox"/> Denied	<input type="checkbox"/> Continued

STOREY COUNTY PAYROLL SYSTEM  
Check Register

Rept: PR0510A  
Run: 04/03/18 16:04:05

Payroll Type: Deductor  
Check Date: 04/03/18

Check/ DD #	Emp #/ Ded #	Payee	Amount
----------------	-----------------	-------	--------

Total User Transfer for EFTPS:			.00
Total Deductor Checks:			65,952.84

Approved by the Storey County Board of Commissioners: \_\_\_\_\_

CHAIRMAN	COMMISSIONER	COMMISSIONER
_____	_____	_____
COMPTROLLER	_____	_____
_____	_____	_____
TREASURER	_____	_____

STOREY COUNTY PAYROLL SYSTEM  
Check Register

Rept: PR0510A  
Run: 04/03/18 16:01:58

Payroll Type: Deductor      Check Date: 04/03/18

Check/ DD #	Emp #/ Ded #	Payee	Amount
----------------	-----------------	-------	--------

Total User Transfer for EFTPS:			.00
Total Deductor Checks:			142,696.40

Approved by the Storey County Board of Commissioners: \_\_\_\_\_

CHAIRMAN	COMMISSIONER	COMMISSIONER
_____	_____	_____
COMPTROLLER	_____	_____
_____	_____	_____
TREASURER	_____	_____

Payroll Type: Regular  
Payroll Groups: 1 2 3 4 5 6 7 8 9

Check Date: 04/06/18  
Period-end Date: 04/01/18

Check/ DD #	Emp #/ Ded #	Payee	Amount
----------------	-----------------	-------	--------

Total User Transfer for EFTPS:			47,286.71
Total Deductor Checks:			112,233.16
Total Employee Checks:			1,220.78
Total Employee Direct Deposit:			274,858.88
Total Employee Deds Xferd on Dir Dep File:			16,368.17
Total User Transfer to Deductor:			39,516.60
Total Disbursed:			491,484.30

Approved by the Storey County Board of Commissioners: \_\_\_\_\_

CHAIRMAN	COMMISSIONER	COMMISSIONER
_____	_____	_____
COMPTROLLER	_____	_____
_____	_____	_____
TREASURER	_____	_____



FUND DESCRIPTION	TYPED CHECKS	CHECKS ELECT	TRANSFRS	ELECTRONIC	CKS	PURCHASE CARDS	TOTAL
001 GENERAL	.00	.00	.00	.00	.00	8,101.14	8,101.14
020 ROADS	.00	.00	.00	.00	.00	189.26	189.26
221 V&T COMMISSION	.00	.00	.00	.00	.00	73.00	73.00
230 VC TOURISM COMMISSION	.00	.00	.00	.00	.00	3,764.01	3,764.01
231 PIPERS OPERA HOUSE	.00	.00	.00	.00	.00	182.38	182.38
250 FIRE DISTRICT 474	.00	.00	.00	.00	.00	1,505.68	1,505.68
270 MUTUAL AID	.00	.00	.00	.00	.00	79.59	79.59
TOTAL	.00	.00	.00	.00	.00	13,895.06	13,895.06



DESCRIPTION	DATE	TRANS#	AMOUNT
BATTERY BACKUPS	3/30/18	1528	557.94
BATTERY BACKUP	3/30/18	1528	45.99
STORAGE UNIT CARSON CI	3/30/18	1528	139.95
SSL CERTIFICATE	3/30/18	1528	119.98
COMDEV PRINTERS	3/30/18	1528	350.65
DA GRAPHICS EQUIP	3/30/18	1528	256.26
COURTHOUSE FIBER	3/30/18	1528	2,380.75
VCCC DSL	3/30/18	1528	86.68
COMDEV DSL	3/30/18	1528	101.84
ST74 DSL	3/30/18	1528	85.92
VCSO DSL	3/30/18	1528	90.97

13,895.06

13,895.06

\*Card Total\*

ACKNOWLEDGEMENT OF REVIEW AND AUTHORIZATION DATE

-----  
COMPTROLLER

-----  
TREASURER

-----  
CHAIRMAN

-----  
COMMISSIONER

-----  
COMMISSIONER

CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	P/O #	DATE	TRANS#	AMOUNT	CHECK TOTAL
91587	A CARLISLE & COMPANY NV	PREPAREDNESS BROCHURES		3/30/18	83915	2,172.00	2,172.00
91588	BROWN, PETRIE F	COMDEV FURNACE		3/30/18	83896	169.00	169.00
91589	ALPINE LOCK INC	VCCC-KEYS		3/30/18	83897	10.50	10.50
91590	ALSCO INC	ST 71 LAUNDRY		3/30/18	83970	13.80	
		ST 72 LAUNDRY		3/30/18	83970	8.77	
		ST 75 LAUNDRY		3/30/18	83970	20.58	
		ST 74 LAUNDRY		3/30/18	83970	10.52	53.67
91591	AMES CONSTRUCTION	PAVING		3/30/18	83951	38,865.26	38,865.26
91592	ARC HEALTH AND WELLNESS	RUDNICK PHYSICAL		3/30/18	83974	156.17	156.17
91593	ARCADIA PUBLISHING INC	VISIT CNTR BOOKS		3/30/18	83945	474.98	474.98
91594	ASSESSOR'S ASSOC OF NEV	TOBI & SAMANTHA		3/30/18	83928	570.00	570.00
91595	AT&T MOBILITY II LLC	WIRELESS X4 LINES		3/30/18	83986	109.28	109.28
91596	BATTLE BORN CONSULTING SE	COMM DEVELOP OVERSIGHT		3/30/18	83968	11,354.00	11,354.00
91597	BRANDON, RUSSELL D	PUBLIC ADMINISTRATION		3/30/18	83972	60.00	60.00
91598	BRIGGS ELECTRIC, INC	POWER TO SERVER ROOM		3/30/18	84006	7,940.00	7,940.00
91599	BULBMAN	RESTSTOP- BULBS		3/30/18	83991	44.44	44.44
91600	BURRELL, SCOTT LEWIS	3/8/18 - 3/22/18 3/8/18 - 3/22/18		3/30/18 3/30/18	83953 83953	112.50 22.50	135.00
91601	BUSINESS & PROFESSIONAL	GARNISHMENT DISBURSED		3/30/18	83931	179.37	179.37
91602	CAPITAL SANITATION CO	TRASH SERVICE @PIPERS		3/30/18	83927	115.32	115.32
91603	CARSON SMALL ENGINES	P-72 FUEL PUMP		3/30/18	83898	27.94	27.94
91604	CELLCO PARTNERSHIP	9803289702 SHERIFF JM 9803331377 PLANNING KC 9803333406 FIRE 9803352327 PLANNING AO		3/30/18 3/30/18 3/30/18 3/30/18	83946 83946 83946 83946	117.38 34.91 2,375.14 34.91	2,562.34
91605	CELLCO PARTNERSHIP	COMPTROLLER		3/30/18	83998	14.12	14.12
91606	CENTRAL SANITARY SUPPLY	JAIL TP		3/30/18	83933	113.98	113.98
91607	CMC TIRE INC	KW703 TIRES SO62213 TIRES PW63742 TIRES PW48224PLOW- TIRES		3/30/18 3/30/18 3/30/18 3/30/18	83899 83899 83899 83899	997.92 1,022.00 659.92 999.80	3,679.64
91608	COMPLETE DOCUM MNGMNT SOL	IMG-FILM RED/UR 126967-177 IMG-FILM RED/UR 126967-342		3/30/18 3/30/18	83994 83994	303.52 343.52	647.04
91609	COMSTOCK CEMETERY FOUNDAT						

CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	P/O #	DATE	TRANS#	AMOUNT	CHECK TOTAL
91610	COMSTOCK CHRONICLE (VC)	HPF CEMETERY PROJECT		3/30/18	83985	500.00	500.00
91611	CONVERGEONE, INC	EX DIR AD IN COMSTOCK CHR		3/30/18	83895	80.00	80.00
91612	DASH MEDICAL GLOVES INC	CISCO PHONES		3/30/18	84003	2,911.40	4,120.28
		CISCO PHONES		3/30/18	84003	1,208.88	
91613	DISH DBS CORPORATION	JAIL GLOVES		3/30/18	83934	243.60	243.60
91614	DUNCAN, CANDY L	TV LOCKWOOD 800 PERIRANCH		3/30/18	83913	97.03	97.03
91615	ELLIOTT AUTO SUPPLY INC	CONTRACT SERVICES		3/30/18	83893	2,500.00	2,500.00
		LOADER- FILTER		3/30/18	83902	55.58	
		PW67342 FILTERS		3/30/18	83902	20.43	
		CDEV65585 BLADES		3/30/18	83902	12.36	
		S056312 OIL FILTR ADAPT		3/30/18	83902	361.56	449.93
91616	EVERBANK COMMERCIAL FIN	CONTR 20266919 COPIER		3/30/18	83975	276.00	276.00
91617	FASSTENAL COMPANY	JACKET, GLOVES		3/30/18	83900	299.61	299.61
91618	FCC COMMUNICATIONS, LLC	PHONE CONNECT FOR A.MEAD		3/30/18	83990	345.00	345.00
91619	FERGUSON ENTERPRISES INC	CONC LIDS		3/30/18	83901	413.91	413.91
91620	FERRELLGAS LP	ST-72 FIRHS PROPANE		3/30/18	83978	282.40	
		CH PROPANE		3/30/18	83961	990.85	
		JAIL PROPANE		3/30/18	83935	386.09	1,659.34
91621	GOLDEN GATE/SET PETROLEUM	TRI- REG 543 / DSL 352		3/30/18	83962	2,019.53	
		LW-REG 325 / DSL 146		3/30/18	83962	1,072.22	3,091.75
91622	GRAINGER	PIPERS-MOTOR FOR BOILER		3/30/18	83903	1,472.68	
		SHOP-CLAMP METER KIT		3/30/18	83903	148.25	
		CH-DOOR CLOSER		3/30/18	83903	231.88	1,852.81
91623	GRANSBERRY, TOM	2/2/18 - 3/2/18		3/30/18	83999	180.00	180.00
91624	GREATER NV BUSINESS SOLUT	ACCTING SERVICES		3/30/18	83888	9,500.00	
		ACCTING SERVICES		3/30/18	83888	1,500.00	11,000.00
91625	HARDWICK, WAYNE C	MEDICAL DIRECTOR		3/30/18	83997	2,911.20	2,911.20
91626	HAT, LTD	ROADS 3/4		3/30/18	83904	2,688.00	
		ROADS 3/18		3/30/18	83904	1,357.44	4,045.44
91627	HD SUPPLY FACIL MAINT LTD	SLEDGE & SAFETY GLASSES		3/30/18	83910	316.21	316.21
91628	HENRY SCHEIN	AMB SUPPLIES		3/30/18	83976	31.49	
		AMB SUPPLIES		3/30/18	83976	80.99	49.50
91629	HOME DEPOT CREDIT SERVICE	GROUND WIRE AND RADIOS		3/30/18	84002	78.93	
		CH- ROOF REPAIRS		3/30/18	83963	219.30	298.23
91630	HOMETOWN HEALTH	16009041-00053		3/30/18	83969	2,277.58	2,277.58

CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	P/O #	DATE	TRANS#	AMOUNT	CHECK TOTAL
91631	HOT SPOT BROADBAND INC	16009041-00053		3/30/18	83969	12,146.96	14,424.54
91632	HUCK SALT COMPANY INC	ST 72 INTERNET		3/30/18	84005	82.50	82.50
91633	ITI SOURCE LLC	NDOT ROAD SALT REPLACE		3/30/18	83916	10,341.07	10,341.07
		ST 71 TONER		3/30/18	84007	226.20	
		ASHLEY MEAD MICRO OFFICE		3/30/18	84007	387.35	
		PHONES SMARTNET		3/30/18	84007	29.76	
		IP PHONES SMARTNET		3/30/18	84007	29.76	
		SILVERFLUME HARDWARE		3/30/18	84007	155.51	
		ROUTER SMARTNET		3/30/18	84007	445.47	
		TEMP SENSORS DC JAIL TRI		3/30/18	84007	676.18	
91634	JBP LLC	ST 71 TONER		3/30/18	84007	226.20	2,176.43
		PW48224 OIL		3/30/18	83905	3.19	
91635	KENNETH L DORR JR SOLE M	PW48223 GOVERNOR		3/30/18	83905	53.58	56.77
91636	L N CURTIS & SONS	ENGINEERING SERVICES		3/30/18	83890	757.00	757.00
91637	LEND A CHEK	6" LEATHER FRONTIER		3/30/18	83971	116.00	116.00
91638	LINCOLN NATIONAL LIFE	GARNISHMENT DISBURSED		3/30/18	83930	305.92	305.92
91639	LIQUID BLUE EVENTS LLC	RETIREE LIFE ROADS		3/30/18	83981	18.33	18.33
91640	MA LABORATORIES INC	MARCH RETAINER		3/30/18	83940	2,285.00	2,285.00
		COMDEV COMPUTER		3/30/18	84004	1,730.65	
		CHASSIS		3/30/18	84004	94.89	
		IT STOCK		3/30/18	84004	1,376.48	
		CHASSIS		3/30/18	84004	94.89	
		IT STOCK		3/30/18	84004	1,152.24	4,449.15
91641	MACKAY MANSION	3/8/18 - 3/22/18		3/30/18	83954	264.00	264.00
91642	MCKINNEY, ROBERT	REFUND FOR LICENSE PD		3/30/18	83988	75.00	75.00
91643	METRO OFFICE SOLUTIONS IN						
		TAB DIVIDERS		3/30/18	83982	136.16	
		PAPER		3/30/18	83967	42.68	
		PAPER, FOLDERS		3/30/18	83967	275.74	
		POST ITS- WIRE FILE		3/30/18	83967	110.33	
		LABELS-BACKORDER		3/30/18	83936	39.39	
		PAPER/ORAGANIZER		3/30/18	83936	13.67	
		PENCIL SHAPRPENER		3/30/18	83925	21.10	
				3/30/18	83925	16.00	655.07
91644	NEV ADMIN BLDG & GROUNDS	FEB WATER PURCHASE		3/30/18	83906	3,523.24	3,523.24
91645	NEV DEPT TAXATION	VIRGINIA CITY TOURISM		3/30/18	83948	19.31	19.31
91646	NORTON CONSULTING LLC	SIGN POSTS, ANCHORS		3/30/18	83996	2,310.00	
		SAFETY VESTS		3/30/18	83996	57.00	2,367.00
91647	OPTUMINSIGHT INC	CUST 735660 3.75 EACH		3/30/18	83966	292.50	292.50
91648	OTIS ELEVATOR COMPANY						

CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	P/O #	DATE	TRANS#	AMOUNT	CHECK TOTAL
91649	PEDLEY KNOWLES & COMPANY	ELEVATOR @ PIPERS		3/30/18	83987	739.38	739.38
91650	PETRINI, ANGELO D	SENSORS HAZMAT MONITORS		3/30/18	83914	510.00	510.00
		3/8/18 - 3/22/18		3/30/18	83956	10.00	
		3/8/18 - 3/22/18		3/30/18	83956	22.00	
		3/8/18 - 3/22/18		3/30/18	83956	12.00	44.00
91651	PIERETTI, TIFFANY	REIM PARKING/ TRAVEL		3/30/18	83984	30.00	30.00
91652	PITNEY BOWES INC	POSTAGE MACHINE LEASE		3/30/18	83937	105.00	
		POSTAGE MACHINE RENTAL		3/30/18	83944	90.00	195.00
91653	QUESTO, INC	RENO/TAHOE VISIT PLAN AD		3/30/18	83959	900.00	900.00
91654	RAY MORGAN CO INC (CA)	B/W COPIER DISPATCH		3/30/18	84001	660.00	
		INTERIM B/W COPIER		3/30/18	84001	660.00	1,320.00
91655	RECORDERS ASSOC OF NEV	CHAPMAN DUES REC ASSN NV		3/30/18	83995	50.00	50.00
91656	RENO TAHOE SPECIALTY INC	POST CARDS		3/30/18	83941	36.00	36.00
91657	ROADSHOWS INC	SPRING STREET VIBES 2018		3/30/18	83942	1,000.00	1,000.00
91658	ROBERTS, BOBBI JEAN	GARNISHMENT DISBURSED		3/30/18	83929	187.44	187.44
91659	ROCKY MOUNTAIN AMBULANCE	RIGHT R MAX GRIP		3/30/18	83977	123.04	
		R-71 HANDLE		3/30/18	83908	123.04	246.08
91660	ROSS, GRAHAME & SARA	WATER DEOSIT REFUND		3/30/18	83926	100.00	100.00
91661	ROWE & HALES, LLP	LEGAL SERVICES		3/30/18	83889	3,120.00	3,120.00
91662	SHERMARK DISTRIBUTORS INC	INMATE MILK		3/30/18	83943	112.00	
		INMATE MILK		3/30/18	83943	112.00	224.00
91663	SHOAF, BRIAN ALLEN	3/8/18 - 3/22/18		3/30/18	83957	6.00	6.00
91664	SIERRA CONTROL SYSTEMS	SCADA COMPUTER ISSUES		3/30/18	83965	180.00	180.00
91665	NORTHERN NV BUSINESS WKLY	EX DIR AD IN NEWSPAPER		3/30/18	83891	294.96	294.96
91666	SIERRA PACIFIC POWER CO	EASTGATE DEPOT POWER		3/30/18	83892	359.30	
		VIRGINIA CITY ST LIGHTS		3/30/18	83907	907.04	
		SC COMMISSIONERS ST LIGHT		3/30/18	83907	118.17	
		2610 CARTWRIGHT PUMPHSE		3/30/18	83907	88.35	
		431 CANYON WAY ST 4		3/30/18	83907	256.07	
		2612 CARTWRIGHT RD RES		3/30/18	83907	78.82	
		145 N C ST UNIT		3/30/18	83907	114.90	
		381 N C ST RESTSTOP		3/30/18	83907	255.80	
		130 TOLL RD BLDG		3/30/18	83907	55.39	
		110 TOLL RD BLDG		3/30/18	83907	175.42	
		100 TOLL RD SHOP 1/2		3/30/18	83907	312.94	
		201 S C ST DA		3/30/18	83907	84.98	
		203 S C ST SO		3/30/18	83907	123.20	
		205 S C ST SO		3/30/18	83907	123.44	

CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	P/O #	DATE	TRANS#	AMOUNT	CHECK TOTAL
		911 US HWY 341 JAIL		3/30/18	83907	878.67	
		490 SAM CLEMENS PARK		3/30/18	83907	20.57	
		100W SOUTH ST WTR PLNT		3/30/18	83907	531.96	
		21 S C ST CASLMO		3/30/18	83907	191.83	
		500 SPANIAL RAVINE RD "V"		3/30/18	83907	36.21	
		205 N E ST VC PARK		3/30/18	83907	33.42	
		SUTTON ST		3/30/18	83907	33.23	
		104 S B ST GARAGE		3/30/18	83907	32.32	
		S C ST UNIT VC/372 C ST		3/30/18	83907	79.33	
		S C ST OUTDOOR/PAL LIGHT		3/30/18	83907	34.17	
		S C ST UNIT VC		3/30/18	83907	228.02	
		CARSON ST BALLPARK		3/30/18	83907	32.92	
		N C ST FIREHS		3/30/18	83907	306.27	
		141 N C ST (TRAINING)		3/30/18	83907	76.85	
		MAIN ST UNIT GH DEPOT		3/30/18	83907	42.88	
		2220 SIX MILE CANYON		3/30/18	83907	2,303.33	
		26 S B ST COURTHOUSE		3/30/18	83907	1,070.13	
		176 N C ST LIGHTS		3/30/18	83907	71.88	
		342 S C ST LIGHTS		3/30/18	83907	105.94	
		531 S C ST LIGHTS		3/30/18	83907	121.40	
		800 PERI RANCH RD		3/30/18	83907	133.08	
		1705 PERU DR		3/30/18	83907	1,351.68	
		185 N C ST		3/30/18	83907	61.49	
		420 CANYON WAY UNIT B		3/30/18	83907	374.32	
		420 CANYON WY UNIT A		3/30/18	83907	227.35	
		2141 EMPIRE RD VCH PARK		3/30/18	83907	32.32	
		1000 PERI RANCH RD PARK		3/30/18	83907	33.17	
		UNION ST (10 S B) COTTAGE		3/30/18	83907	146.09	
		12 N B (PIPERS OPERA)		3/30/18	83907	390.72	
		160 UNION ST/ B OF A		3/30/18	83907	123.28	
		TOWN OF GH STR LIGHTS		3/30/18	83907	101.56	
		100 TOLL RD PED(FOUNTAIN)		3/30/18	83907	667.45	
		2610 CARTWRIGHT FIREHSE		3/30/18	83907	210.42	13,138.08
91667	SIERRA PEST CONTROL INC	GHD PEST CONTROL		3/30/18	83949	55.00	55.00
91668	SLICK INDUSTRIES LLC DBA	A. MEAD		3/30/18	83960	76.00	76.00
91669	SMITHS FOOD & DRUG CENTER	INMATE MEDICAL		3/30/18	83952	39.49	39.49
91670	SOUTHERN GLAZERS WINE & S	CEM GIN FOR VISIT CNTR		3/30/18	83947	1,650.80	1,650.80
91671	STAR2STAR COMMUNICATIONS,	SO BIZ 2/3 03/18 -04/18		3/30/18	83964	203.04	203.04
91672	STEELE & ASSOCIATES, LLC	REMAINING BAL FOR AUDIT		3/30/18	83894	6,800.00	6,800.00
91673	SUN PEAK ENTERPRISES	3/8/18 - 3/22/18		3/30/18	83958	35.00	
		3/8/18 - 3/22/18		3/30/18	83958	9.00	
		3/8/18 - 3/22/18		3/30/18	83958	294.00	338.00
91674	SUTTON HAGUE LAW CORP	SCDA ADMIN - FLSA		3/30/18	83973	11,295.00	11,295.00
91675	THATCHER COMPANY	ICE MELT		3/30/18	83909	494.90	494.90
91676	THERMATEMP	JAIL DRYER INSTALL		3/30/18	83955	100.00	100.00
91677	THOMAS PETROLEUM LLC						

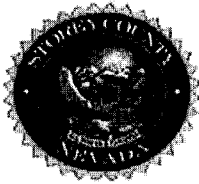


ACKNOWLEDGEMENT OF REVIEW AND AUTHORIZATION

CHECKS TOTAL 198,840.37 CHECK DATE 3/30/18

-----  
COMPTROLLER  
-----  
TREASURER  
-----  
CHAIRMAN  
-----  
COMMISSIONER  
-----  
COMMISSIONER





## Storey County Board of County Commissioners Agenda Action Report

Meeting date: 4-17-18

Estimate of time required: 0 - 5

Agenda: Consent ☒ Regular agenda ☐ Public hearing required ☐

---

1. **Title:** Business License First Readings -- Approval
2. **Recommended motion:** None required (if approved as part of the Consent Agenda) I move to approve all first readings (if removed from consent agenda by request).
3. **Prepared by:** Melissa Field  
  
**Department:** Community Development **Telephone:** 847-0966
4. **Staff summary:** First readings of submitted business license applications are normally approved on the consent agenda. The applications are then submitted at the next Commissioners' meeting for approval.
5. **Supporting materials:** See attached Agenda Letter

6. **Fiscal impact:**

Funds Available:

Fund:

\_\_\_\_ Comptroller

7. **Legal review required:**

\_\_\_\_ District Attorney

8. **Reviewed by:**

☒ Department Head

Department Name:

  
\_\_\_\_ County Manager

Other agency review: \_\_\_\_\_

9. **Board action:**

☐ Approved

☐ Approved with Modifications

☐ Denied

☐ Continued

Agenda Item No. 5V

# Storey County Community Development

## Business Licensing



P O Box 526 • Virginia City NV 89440 • (775) 847-0966 • Fax (775) 847-0935 • mfield@storeycounty.org

To: Vanessa Stephens, Clerk's Office  
Pat Whitten, County Manager

April 3, 2017  
Via email

Fr: Melissa Field

Please add the following item(s) to the **April 17, 2018, COMMISSIONERS Consent Agenda:**

### **LICENSING BOARD**

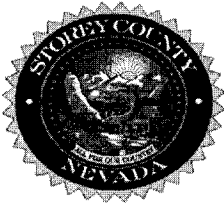
#### **FIRST READINGS:**

- A. WESTERN OILFIELD SUPPLY CO** – Contractor / 3404 State Rd ~ Bakersfield, CA
- B. RAM ENTERPRISES, INC** – General / 1225 West Main St ~ Elko, NV
- C. NORTHERN NEVADA ENTERPRISES** – Contractor / 4865 Joule St ~ Reno, NV
- D. T.F.ROOF SERVICE INC** – Contractor / 1250 Ridgeway ~ Reno, NV
- E. BLACKTOP PAVING** – General / 4917 West Lake Blvd ~ Homewood, CA
- F. HIKARI CO., LTD** – General / 418-4 Minaminoda ~ Ehime, JP
- G. CORESTATES, INC** – General / 3039 Premiere ~ Duluth, GA
- H. SOUTHERN DESIGN SERVICES INC** – General / 155 Tradd St ~ Spartanburg, SC
- I. JASON CHARLETON** – General / 2190 Olympic Cr ~ Reno, NV
- J. LEADEC BV & CO. KG** – General / 11 Meitnerstrasse ~ Stuttgart, DE
- K. TEC EQUIPMENT, INC** – General / 1955 E. Greg St ~ Sparks, NV
- L. TDA ENTERPRISES, INC** – Contractor / 20355 Birdsong Ln ~ Bend, OR
- M. Y SAFETY SOLUTIONS LLC** – General / 446 E. Pasture Canyon Dr ~ San Tan Valley, AZ

Ec: Community Development  
Commissioners' Office

Planning Department  
Comptroller's Office

Sheriff's Office



## Storey County Board of County Commissioners Agenda Action Report

**Meeting date:**

**Estimate of time required:**

**Agenda:** Consent ☐ Regular agenda ☒ Public hearing required ☐

1. **Title:** For Possible Action: consideration and possible approval of inter local agreement with The Nevada Commission for the Reconstruction of the V&T Railway for the provision of financial, auditing and administrative services.

2. **Recommended motion:** Approval of the inter local agreement with The Nevada Commission for the Reconstruction of the V&T Railway for the provision of financial, auditing and administrative services.

3. **Prepared by:** Deny Dotson

**Department:** VCTC

**Telephone:** 775-847-7500

4. **Staff summary:** By this Agreement the parties desire to establish a process for handling the finances and budgets of the V&T Railway Commission through the use of the services of the Storey County Treasurer with assistance from the Storey County Comptroller and with the use of personnel from the VCTC to provide administrative services.  
Note: The V&T Railway Commission approved this inter local agreement at their March 29<sup>th</sup>, 2018 meeting.

5. **Supporting materials:** attached

6. **Fiscal impact:** N/A

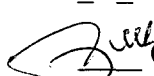
Funds Available: Fund: V&T (Separate County Fund) \_\_\_\_\_ Comptroller

7. **Legal review required:** YES \_\_\_\_\_ District Attorney

8. **Reviewed by:**

☒ Department Head

Department Name: Commissioner's Office

 County Manager

Other agency review: \_\_\_\_\_

9. **Board action:**

☐ Approved  
☐ Denied

☐ Approved with Modifications  
☐ Continued

## **NEVADA COMMISSION FOR THE RECONSTRUCTION OF THE V&T RAILWAY INTERLOCAL AGREEMENT**

This Agreement is entered into as of the date of the last signature affixed hereto and is by and between the County of Storey, (County) a political subdivision of the State of Nevada, the Virginia City Tourism Commission (VCTC) and the Nevada Commission for the Reconstruction of the V & T Railway (Commission), a body corporate and politic of the State of Nevada.

### **BACKGROUND**

The Commission was created by an Act passed in the 1993 Nevada Legislative Session. See Chapter 566, 1993 Stats. of Nev. pg. 2326. Initially the commission was known as the Tricounty Railway Commission and consisted of members from Carson City, Storey County and Lyon County. In the Legislative Session of 2001, the Commission was given its present name and expanded to include members from Douglas County and Washoe County. See Chapter 42, 2001 Stats. of Nev. pg. 400. In the Legislative session of 2017, the makeup of the Commission was again amended to reduce the number of commissioners and its jurisdiction was reduced to Carson City and Storey County. See Chapter 62, 2017 Stats. of Nev. pg. 239. The purpose of reducing the size of the Commission was to increase the effectiveness of the Commission, reduce the costs of the Commission and to limit the representatives on the Commission to those with a substantial interest in the successful operation of the historic V & T Railroad.

The Commission has the authority to enter into an agreement with the Treasurer of Storey County to create a fund for the Commission and to pay all claims against the fund that are properly approved by the Commission. 1993 Stats of Nev., chapter 566 , section 8(2). It also has the authority to take such actions necessary to accomplish the purposes of the act creating the Commission. Further, pursuant to NRS Chapter 277.180 any one or more public agencies may contract with any one or more other public agencies to perform any governmental service, activity or undertaking which any of the public agencies entering into the contract is authorized by law to perform. By this Agreement the parties desire to establish a process for handling the finances and budgets of the Commission through the use of the services of the Storey County Treasurer with assistance from the Storey County Comptroller and with the use of personnel from the VCTC to provide administrative services. Accordingly, the parties hereto agree as follows:

1. **Budget Preparation.** Each year, the Storey County Comptroller shall prepare tentative and final budgets in accordance with the Local Government Budget and Finance Act (NRS 354.470 – 354.626, inclusive) on behalf of the Commission, subject to the approval of the Commission.
2. **Budget Augmentation.** The Storey County Comptroller shall also prepare any documentation necessary for budget augmentations which are approved by the Commission.

3. **Comptroller Processing of Bills.** Bills to pay the expenses of the Commission will be first submitted to the Commission. If the bills are approved for payment, they must be delivered to the Storey County Comptroller for processing and for the issuance of vouchers. Vouchers prepared by the Comptroller shall be delivered to the Storey County Treasurer for payment.
4. **Creation of Fund.** The Commission shall approve by resolution, the creation of a special revenue fund to be known as the V & T Railway Fund. It is agreed that this fund shall be under the control of the Storey County Comptroller.
5. **Location of Account.** The account containing the V & T Railway Fund shall be maintained at the Wells Fargo Bank. All balances in other accounts maintained by or on behalf of the Commission shall be consolidated into the V & T Railway Fund account.
6. **Deposits into the V & T Railway Fund.** There shall be deposited into the V & T Railway Fund the revenues from the operation of the Railway, funds appropriated by either Carson City or Storey County for the benefit of the operations of the Railway, funds generated through the sale of license plates pursuant to NRS 482.37945, grants received, donations received and any remaining balance in the Nevada Commission for the Restoration of the V & T Railway Fund under the control of Carson City.
7. **Use of Revenues from License Plate Sales.** To the extent that funds are received from the sales of license plates pursuant to NRS 482.37945, they must only be used for the reconstruction, maintenance, improvement and promotion of the Virginia & Truckee Railroad. Commission will advise the Department of Motor Vehicles that revenues from the sale of license plates should now be directed to the Storey County Treasurer for deposit in the Fund authorized by 1993 Stats. of Nev. chapter 42 section 8(2).
8. **Reimbursement of Storey County.** Approved vouchers for the payment of Commission expenses will be forwarded to the Storey County Comptroller who will audit and authorize payment of approved vouchers from Storey County funds by the Storey County Treasurer. County will be reimbursed for its expenditures from the V & T Railway Fund. The Storey County Treasurer and Comptroller will have signing authority over the V & T Railway Fund and need not await the approval of the reimbursement for the payment of vouchers authorizing the payment of bills which have been approved by the Commission.
9. **Records.** Storey County will maintain complete accounting records for the Commission, which records will be public records available for inspection by the Commission, Carson City, the independent auditor and the public. Commission will endeavor to obtain all existing accounting records and turn them over to the Storey County Comptroller.
10. **Reports.** The Storey County Comptroller will prepare timely monthly, quarterly and annual accounting reports and perform or prepare analyses and special reports as requested by the Commission.
11. **Accounting.** In addition to the other duties provided above, the Storey County Comptroller and Treasurer shall reconcile the account containing the V & T Railway

Fund, balance the check book for the fund against the bank statements produced and provide for the proper account classifications for voucher payments.

12. **Administrative Services Provided by VCTC.** Personnel of the VCTC will provide administrative services on behalf of the VCTC. These services include preparation of agendas and agenda packages, posting of agendas, creating and retaining the minutes of the meetings of the Commission, and be the depository for the records of the Commission.
13. **Payment for Services of County.** County is entitled to have the costs incurred in handling the financial and budgeting matters for Commission paid to County. These costs include a portion of the salaries, wages and benefit costs incurred by County in providing the services. County will submit invoices for the cost of the services provided to Commission for approval. Commission shall promptly review each invoice on a monthly basis, and process each invoice as the Commission processes other monthly invoices.
14. **Payment for Services of VCTC.** VCTC is entitled to have the costs incurred by the VCTC in handling administrative matters for the Commission, reimbursed to the VCTC. These costs include a portion of the salaries, wages and benefits costs incurred by the VCTC in providing the services. The VCTC will submit invoices for the cost of the services provided to the Commission for approval. Commission shall promptly review each invoice on a monthly basis, and process each invoice as the Commission processes other monthly invoices. The County Treasurer upon payment of a voucher issued to reimburse the VCTC for its costs shall transfer the sum approved to the County general fund for allocation to the VCTC.
15. **Status of Interlocal Contract with Carson City.** The Commission and Carson City entered into an Interlocal Contract on the 31<sup>st</sup> day of August, 2005, by which the Carson City Finance Department would provide financial services on behalf of the Commission. That Agreement is superseded by this Agreement as Storey County will now be providing the financial and budgeting services.
16. **Storey County Quarter Cent Sales Tax .** Storey County voters approved a ballot measure in 2010 (ST-1) extending the 1/4 of 1 cent sales tax upon retailers in Storey County for a period of 30 years. In 2010 the Commission and Storey County agreed that if the Storey County voters approved the ballot measure, that the Commission would refund to Storey County on a monthly basis sales taxes as are collected by the Commission under any renewed or extended sales tax ordinance for the entire length of time that such additional 1/4 of 1 percent sales tax is approved by the Storey County electorate. That obligation continues. Storey County will annually attribute \$125,000.00 from the proceeds of the tax in the V & T Railway Fund for the operation and maintenance of the railroad within Storey County. These funds are subject to being utilized by the Commission in preparing its annual budget. In any year in which proceeds from ticket sales and the annual amount provided above are insufficient to cover the costs

of the train operation and track maintenance of the railroad, or, in an emergency situation, the V & T Commission may request that additional tax revenues be allocated to cover those expenses.

17. The Agreement between Storey County and the Commission dated May 20, 2010 is superseded by this Agreement.
18. **Termination.** Either party may terminate this Agreement for any reason or even for no reason at all upon giving 60 days notice to the other party of the termination. Notice shall be in writing and mailed by certified mail, return receipt requested to:

Storey County Manager  
P. O. Box 176  
Virginia City, NV. 89440

Nevada Commission for the Restoration of the V & T Railway  
Post Office Box 1711  
Carson City, NV 89702-1711

Upon termination of this Agreement, the Storey County Treasurer will turn over control of the account containing the V & T Railway Fund to the Commission. The Storey County Comptroller will turn over all financial and budgeting records to the Commission.

19. **Limitation of Liability.** The parties do not waive and intend to assert available NRS Chapter 41 liability limitations in all cases. Contract liability of both parties shall not be subject to punitive damages. Actual damages for any breach by a party shall never exceed the amount of funds which have been identified for payment under the Agreement for each month.
20. **Governing Law.** This Agreement and the rights and obligations of the parties hereto shall be governed by, and construed according to, the laws of the State of Nevada.
21. **Severability.** If any provision contained in this Agreement is held to be unenforceable by a court of law or equity, this Agreement shall be construed as if such provision did not exist and the non-enforceability of such provision shall not be held to render any other provision or provisions of this Agreement unenforceable.
22. **Status of Parties.** The parties are associated with each other only for the purposes and to the extent set forth in this Agreement. Each party is and shall be a public agency separate and distinct from the other party and shall have the right to supervise, manage, operate, control and direct performance of the details incident to its duties under this Agreement. Nothing contained in this Agreement shall be deemed or construed to create a partnership or joint venture, to create relationships of an employer-employee or principal-agent, or except as provided herein, otherwise create any liability for one agency whatsoever with respect to the indebtedness, liabilities and obligations of the other agency or any other party.
23. **Assignment/Delegation.** Neither party shall assign, transfer or delegate any rights, obligations or duties under this Agreement without the prior written consent of the other party.

24. **Waiver of Breach.** Failure to declare a breach or the actual waiver of any particular breach of the Agreement or its material or nonmaterial terms by either party shall not operate as a waiver by such party of any of its rights or remedies as to any other breach.
25. **No Interpretation Against Drafter.** Each party recognizes that this Agreement is a legally binding contract and acknowledges that such party has had the opportunity to consult with legal counsel of choice. In any construction of the terms of this Agreement, the same shall not be construed against either party on the basis of that party being the drafter of such terms.
26. **Force Majeure.** Neither party shall be deemed to be in violation of this Agreement if it is prevented from performing any of its obligations hereunder due to strikes, failure of public transportation, civil or military authority, act of public enemy, accidents, fires, explosions, or acts of God, including without limitation, earthquakes, floods, winds, or storms. In such an event the intervening cause must not be through the fault of the party asserting such an excuse, and the excused party is obligated to promptly perform in accordance with the terms of the Agreement after the intervening cause ceases.
27. **Entire Agreement; Modifications.** This Agreement constitutes the entire agreement of the parties and is intended to be the complete and exclusive statement of the promises, representations, negotiations, discussions, and other agreements that may have been made in connection with the subject matter hereof. Unless otherwise expressly authorized by the terms of this Agreement, no modification or amendment to this Agreement shall be binding upon the parties unless the same is in writing and signed by the respective parties hereto.
28. **Third-Party Beneficiaries.** Unless otherwise specifically provided herein, nothing in this Agreement shall be construed to create any third party beneficiaries.
29. **Counterparts and Facsimile Signatures.** This Agreement may be executed in two or more counterparts, all of which shall be considered one and the same agreement and shall become effective when one or more counterparts have been signed by each party and delivered to the other party, it being understood that all parties need not sign the same counterpart. This Agreement may be executed by facsimile signatures.

**IN WITNESS WHEREOF,** the above-named parties have set their hands and executed this Agreement on the date(s) set forth below.

(Dates and Signatures appear on next page.)

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

Board of County Commissioners of Storey County

By: \_\_\_\_\_  
Marshal McBride, Chairman

Attest:



\_\_\_\_\_  
Vanessa Stephens Storey County Clerk

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2018

\_\_\_\_\_  
Vanessa Stephens, Storey County Clerk/Treasurer

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

Nevada Commission for the Reconstruction of the V & T Railway

By   
Deny Dotson, Chairman


Attest:

  
Commission Secretary

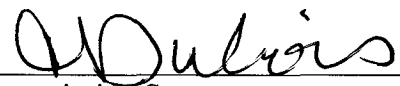
(Signatures of VCTC on next page)

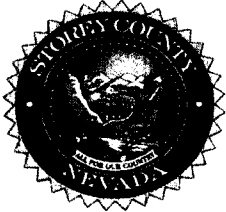
Dated this 10 day of April, 2018

Virginia City Tourism Commission

By:   
Ron Gallagher, Chairman

Attest:

  
Commission Secretary



## Storey County Board of County Commissioners Agenda Action Report

Meeting date: 4/17/18

Estimate of time required:

Agenda: Consent ☐ Regular agenda ☒ Public hearing required ☐

1. **Title:** Discussion & possible approval of interlocal agreement with Lyon County & Mineral county Sheriff's office for emergency response services.

2. **Recommended motion:** I motion to approve the agreement with Lyon County & Mineral County for emergency response services.

3. **Prepared by:** Brandy Gavenda, Admin. Asst.

**Department:** Storey County Sheriff's Office

**Telephone:** 775-847-0959

4. **Staff summary:** Discussion & possible approval of interlocal agreement with Lyon County & Mineral county Sheriff's office for emergency response services.

5. **Supporting materials:** None

6. **Fiscal impact:** None

Funds Available:

Fund:

\_\_\_\_ Comptroller

7. **Legal review required:**

14 District Attorney

8. **Reviewed by:**

X Department Head

Department Name: Sheriff, Gerald Antinoro

[Signature] County Manager

Other agency review: \_\_\_\_\_

9. **Board action:**

☐ Approved  
☐ Denied

☐ Approved with Modifications  
☐ Continued

Agenda Item No. 9

**INTERLOCAL AGREEMENT  
TO PROVIDE REGIONAL PUBLIC SAFETY MUTUAL AID  
BETWEEN THE COUNTY OF LYON, THE COUNTY OF MINERAL AND THE  
COUNTY OF STOREY**

Agreement made this \_\_\_\_\_ day of \_\_\_\_\_, 2018 by and amongst the undersigned parties, as follows:

**WITNESSETH:**

**WHEREAS**, Lyon County (LYON) is a political subdivision of the State of Nevada and therefore a public agency within the meaning of NRS 277.100, and accordingly is authorized by the State of Nevada through the Interlocal Cooperation Act, NRS 277.080, *et seq.*, to enter into this Agreement with the PARTIES; and

**WHEREAS**, LYON also has a vital interest in and the responsibility for the planning and protection of the public health, wellness, safety, economic and social welfare and resource management needs and interests of its residents and businesses; and

**WHEREAS**, Mineral County (MINERAL) is a political subdivision of the State of Nevada and therefore a public agency within the meaning of NRS 277.100, and accordingly is authorized by the State of Nevada through the Interlocal Cooperation Act, NRS 277.080, *et seq.*, to enter into this Agreement with the PARTIES; and

**WHEREAS**, MINERAL also has a vital interest in and the responsibility for the planning and protection of the public health, wellness, safety, economic and social welfare and resource management needs and interests of its residents and businesses; and

**WHEREAS**, Storey County (STOREY) is a political subdivision of the State of Nevada and therefore a public agency within the meaning of NRS 277.100, and accordingly is authorized by the State of Nevada through the Interlocal Cooperation Act, NRS 277.080, *et seq.*, to enter into this Agreement with the PARTIES; and

**WHEREAS**, STOREY also has a vital interest in and the responsibility for the planning and protection of the public health, wellness, safety, economic and social welfare and resource management needs and interests of its residents and businesses; and

**WHEREAS**, the Parties (LYON, MINERAL and STOREY) desire to enter into this Agreement to establish how they will cooperate in connection with providing mutual aid, including backup law enforcement services in the event of need, as defined herein, through the

assistance of the Lyon County Sheriff's Office (LCSO), the Mineral County Sheriff's Office (MCSO), and the Storey County Sheriff's Office (SCSO); and

**WHEREAS**, the PARTIES desire to provide mutual aid to one another through law enforcement services and are willing to furnish such services upon the terms and conditions hereinafter set forth,

**NOW, THEREFORE**, in consideration of the terms, conditions, covenants and performance contained herein, the PARTIES hereto agree as follows:

1. **Term of Agreement.** The term of this agreement shall be from the date of execution by all parties, and shall continue for four years thereafter unless terminated with the giving of notice as required below. **Services to be provided.** Upon request of any public agency which is a party to this agreement, the agency of whom the request is made, may provide law enforcement services. The request must be made by an authorized party of either jurisdiction, holding the rank of sergeant or higher. The request will be honored by the responding agency unless providing those services will deplete or diminish the levels of law enforcement services required in that jurisdiction or will endanger the residents of that jurisdiction. A party's response to any request for mutual aid under his agreement is completely voluntary, and there is no obligation to respond to any request.

a. **Regional Emergency Response Team.**

- i. The LCSO, MCSO, and SCSO agree to the formation of a regional emergency response team, to be known as the "Unit." The mission of the regional Unit is to provide a professionally trained tactical Unit capable of effectively dealing with a variety of emergency and non-emergency situations that are beyond the normal capabilities of patrol, investigations, narcotics, or its detention personnel.
- ii. The LCSO agrees to assign fourteen (14) members to the Unit. Personnel Protective Equipment (PPE) acquisition for Lyon County deputies will be the responsibility of the LCSO.
- iii. The MCSO agrees to assign two (2) deputies to the Unit. MCSO will designate a Team Leader to their deputies as designed by their agency. PPE for Mineral County deputies will be the responsibility of the MCSO.

- iv. The SCSO agrees to assign three (3) deputies to the Unit. SCSO will designate a Team Leader to their deputies as designed by their agency. PPE for Storey County deputies will be the responsibility of the SCSO.
- v. Increases to the Unit by any agency may occur upon agreement by participating agencies. Selection and dismissal of personnel to/from the Unit will be in accordance with the respective agency's policies and procedures. Each agency reserves the right to make Unit personnel changes at any time, including the number of personnel assigned.
- vi. The Unit Commander will be designated by the LCSO. The Commander will have responsibility for overall supervision, training, and assignments during activation of the Unit. He/she shall assume responsibility for the conduct of the Unit and shall be in charge of the scene until the incident has been rendered safe and the scene is released to local authorities.
- vii. PARTIES will come to a mutual agreement on the annual training schedule and will make all reasonable attempts to ensure that all assigned Unit members are scheduled to attend and participate in regular Unit training. Nothing in this Agreement creates any obligation on any Party to conduct additional training.
- viii. Any member of the Unit working outside of the actual operations of the Unit is deemed to be working under the policy and direction of his/her respective agency.
- ix. After the Unit has responded and secured an incident, the agency with jurisdiction will be responsible for processing the crime scene. The Unit will assist when requested to the extent possible.
- x. To the extent possible, all Unit activity will be a joint activity, with no agency acting independently of the other agency.
- xi. Operational problems encountered will be mutually addressed and resolved by the participants from each agency. Ideally, it is agreed that resolution of operational problems will be at the lowest level possible. Any problem not resolved at this level will be referred to the heads of the respective agencies.
- xii. The LCSO agrees to supply all team equipment, except PPE in support of the Unit. No equipment shall be exchanged between agencies without the express

permission of the elected sheriff or command staff of the involved agencies. Equipment will be stored in accordance with each agency's policies and procedures. It is understood that from time to time, equipment may need to be stored temporarily at other locations until such time that it can be moved to a regularly assigned location.

xiii. Release of information to the media will be made by the agency that has jurisdiction where the event occurred in accordance with the releasing agency's established media release policy. No unilateral press releases will be made by any participant without the prior approval by the other participants. No information pertaining to the Unit itself will be released to the media without the mutual approval of all participants.

xiv. The Unit will be evaluated on an annual basis by the supervisors from each agency who may make recommendations for improving the performance of the Unit.

2. **Costs of Services.** Excluding the below agreements, neither party is required to compensate the other party for mutual aid services rendered under this Agreement. Outside of Unit activation, each party agrees to use their own resources and equipment, and shall be responsible for their own costs or repairs associated with any mutual aid requested response. PARTIES expect to expend \$25,000 or less to carry out this Agreement.

a. Each agency may, in its sole discretion, terminate the response for mutual aid in the event that the agency determines, in its sole discretion, the costs will create a financial hardship or budget impact for the responding agency. PARTIES may agree separately on reimbursement if mutual aid is required for an extended period of time or the responding party should be compensated based upon the resources provided for a particular incident.

b. PARTIES agree to repair or replace damaged Unit team equipment used to mitigate any incident, as requested for use in that jurisdiction. Each party agrees to replace specialized munitions used to mitigate any incident, as requested for use in that jurisdiction

3. **Agent of Requesting Agency.** Outside of a Unit activation, any personnel involved in responding to a request for assistance in the other jurisdiction shall be considered as an agent of the party requesting aid. The responding personnel shall report to the requesting agency and will, for purposes of this contract, report to the command staff or duly authorized agent of the requesting agency. For the purposes of this contract, responding personnel shall be

entitled to exercise all necessary powers as that of the requesting agency's personnel (NRS 277.110(1)).

Notwithstanding anything to the contrary in this Agreement, the employer of the officer, employee or agent (and the employer's supervisory law enforcement officials) shall have ultimate authority over its officers, employees and agents, including the authority to order such person back to its jurisdiction.

This Agreement authorizes the highest ranking law enforcement official on duty or on-scene *with jurisdiction over the lands where the incident is occurring* to be in charge of the incident, including the direction of all personnel and equipment provided by the responding party within scope of agency policy, custom or law.

4. **Law Enforcement Agency Responsibilities.** All officers providing services under this Agreement shall be certified by the Nevada Commission on Peace Officers' Standards & Training (P.O.S.T.) at the Category I level as defined in NRS 289.460, and shall be current in all P.O.S.T. requirements.

The LCSO, MCSO, and SCSO may, at any time, request verification from each other that their officers are P.O.S.T. certified. They also warrant that their officers will be P.O.S.T. certified, when assigned to provide assistance as called for herein. Should an issue arise about certifications or training of a specific officer due to an incident that results in the threat of litigation or litigation by a stranger to this Agreement, the PARTIES will cooperate with each other to provide the requisite training records and certifications about the officer(s) involved in furtherance of the defense of such claims.

As soon as practicable after a law enforcement activity occurs under this Agreement, the PARTIES shall exchange available officer reports relating to such activity. Nothing in this Agreement waives, limits, or removes confidentiality requirements required or authorized by applicable law.

Any complaint alleging misconduct by personnel performing law enforcement activities pursuant to this Agreement will be investigated by the party who employs such personnel.

5. **Worker's Compensation Insurance.** Each law enforcement agency shall be deemed, for the limited purpose of the exclusive remedy set forth in NRS 616A.020, to employ jointly or severally a person who:

- (1) Is an employee of either law enforcement agency; and



**(2) Sustains an injury by accident or motor vehicle crash while participating in the matter for which assistance was requested.**

.Each party to this agreement is responsible for providing worker's compensation coverage for its own employees for accidents or injuries arising out of the performance of their duties pursuant to this agreement. Each party may, at any time, request proof of workers compensation coverage, which proof of coverage shall be promptly provided to the other party.

6. **Liability Insurance.** By signing this contract, PARTIES represent that they carry liability insurance in an amount mutually acceptable to the parties but not less than \$5,000,000 to cover any claims made against assisting personnel. Each party may, at any time, request proof of such liability or workers compensation coverage, which proof of insurance or coverage shall be promptly provided to the other party.
7. **Indemnification.** The County requesting assistance shall assume the defense of, fully indemnify and hold harmless, the Responding Counties, their officers and employees, from all claims, loss, damage, injury, and liability of every kind, nature, and description, directly or indirectly arising from Responding Counties' work during a specified Period of Assistance. The scope of the County requesting assistance duty to indemnify includes, but is not limited to, suits arising from, or related to, negligent or wrongful use of equipment or supplies on loan to the requesting County, or faulty workmanship or other negligent acts, errors, or omissions by the requesting County or the Responding Counties' personnel.
8. In the event of a liability, claim, demand, action, or proceeding of whatever kind or nature arising out of a request for assistance, the Counties who receive and provide assistance shall indemnify and hold harmless any County whose involvement in the transaction or occurrence that is the subject of such claim, action, demand, or other proceeding is limited to execution of this Agreement.
9. **Use of Force or Officer-Involved Traffic Accidents.** If an on-duty officer from one jurisdiction is involved in a use of force incident or traffic accident in the other jurisdiction, the following procedures shall apply.
  - a. The agency of the involved officer shall provide a minimum of one supervisor or investigator to work with the investigating agency.
  - b. The agency of the involved officer may interact and assist with the investigating agency, but will not attempt to influence the course or outcome of the investigation.
  - c. Nothing under the terms of this contract will prohibit the jurisdiction in which the incident occurred from requesting assistance from other agencies, including agencies associated with the State of Nevada or federal government.

10. **Termination of Contract.** This contract may be terminated by any PARTY prior to the date set forth in paragraph one, without cause, by giving 30 days written notice to the other party.
11. **Entire Contract – Partial Invalidity.** This contract constitutes the entire agreement between the parties and may not be changed except by an instrument in writing signed by LYON, MINERAL, and STOREY. In the event any provision shall be determined to be invalid, illegal, or unenforceable, such invalidity, illegality or unenforceability shall not affect the other or remaining provisions.
12. **Construction of Contract.** This contract shall be construed and interpreted according to the laws of the jurisdiction in which the act or omission occurred. The contract will be reasonably construed to effectuate the intent of both parties. As all parties have been represented by counsel, no presumptions shall arise from the identity of the drafter.
13. **Notice.** Any notices required under the terms of this contract shall be made by either U.S. Mail or by hand delivery to the following:

Chairman  
Lyon County Board of Commissioners  
27 South Main Street  
Yerington, NV 89447

Chairman  
Mineral Board of Commissioners  
105 South A Street  
P.O. Box 1450  
Hawthorne, NV 89415

Chairman  
Storey Board of Commissioners  
26 B Street  
Virginia City, NV 89440

With copy to:

Al McNeil  
Lyon County Sheriff  
911 Harvey Way  
Yerington, NV 89447

Randy Adams  
Mineral County Sheriff  
105 South A Street  
Hawthorne, NV 89415

Gerald Antinoro  
Storey County Sheriff  
P.O. Box 498  
Virginia City, NV 89440

*On Behalf of Lyon County:*

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2018

By: \_\_\_\_\_  
Chairman, Lyon County Board of County Commissioners

By: \_\_\_\_\_  
Sheriff, Lyon County

ATTEST: \_\_\_\_\_  
Lyon County Clerk

Approved as to Form: \_\_\_\_\_  
District Attorney

*On Behalf of Mineral County:*

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2018

By: \_\_\_\_\_  
Chairman, Mineral County Board of County Commissioners

By: \_\_\_\_\_  
Sheriff, Mineral County

ATTEST: \_\_\_\_\_  
Mineral County Clerk

Approved as to Form: \_\_\_\_\_  
District Attorney

*On Behalf of Storey County:*

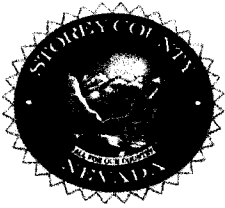
Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2018

By: \_\_\_\_\_  
Chairman, Storey County Board of County Commissioners

By: \_\_\_\_\_  
Sheriff, Storey County

ATTEST: \_\_\_\_\_  
Storey County Clerk

Approved as to Form: \_\_\_\_\_  
District Attorney



# Storey County Board of County Commissioners

## Agenda Action Report

**Meeting date:** April 17, 2018

**Estimate of time required:** 5 min

**Agenda:** Consent ☐ Regular agenda ☒ Public hearing required ☐

---

1. **Title:** For possible action: Approval of Contract to Replace Roofing at Station 71 convened as Fire Protection District.

2. **Recommended motion** I, (Commissioner), move to approve the proposed contract to replace the roof on Fire Station 71 at 145 North C Street as provided by Perez Roofing.

3. **Prepared by:** Mike Northan

**Department:** Commissioners

**Telephone:** 847-0968

4. **Staff summary:** Roof replacement is required on Station 71 at 145 North C Street. (See attached report). Apparent low bidder is Perez Roofing. (See attached contract).

5. **Supporting materials:** Bids and Inspection Report

6. **Fiscal impact:** \$21,994

Funds Available: yes

Fund:

242 Comptroller

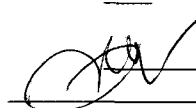
7. **Legal review required:** n/a

\_\_\_\_\_ District Attorney

8. **Reviewed by:**

\_\_\_\_\_ Department Head

Department Name: Commissioners

 County Manager

Other agency review:

9. **Board action:**

☐ Approved  
☐ Denied

☐ Approved with Modifications  
☐ Continued

Agenda Item No **10**

**ESTIMATE 28182**

<b>PEREZ ROOFING</b>	<b>Office: (775)358-7283</b>
<b>315 J Street</b>	<b>Fax: (775)448-6879</b>
<b>Sparks, NV 89431</b>	<b>NV.LIC. # 0072421</b>

*(Herein referred to as "Contractor")*

**AND**

Name: Storey County Attn: Michael Northan	Email: <a href="mailto:mnorthan@storeycounty.org">mnorthan@storeycounty.org</a>	Res. Telephone: (775) 335-6991
Address: 145 N. C Street.	Fire Department Tear Off / Install New TPO	Bus. Telephone: (775)
City: Virginia City	State: NV	Zip Code: 89440

*(Herein referred to as "Owner")*

*I/We, the Owner(s) of the premises described herein, authorize Contractor to furnish to Owner all labor and materials necessary to improve the premises located at the address: Same*

According to the following specifications only:

- > OBTAIN NECESSARY PERMITS AND/OR ARCHITECTURAL REVIEW APPROVALS AS REQUIRED.
- > TEAR OFF ALL LAYERS AND HAUL DEBRIS AT ALL.
- > REMOVE SIDING ON PARAPET WALLS.
- > INSTALL 1/2" DENS DECK (OR EQUAL) GYPSUM BOARD AT ALL.
- > INSTALL MECHANICALLY ATTACHED THERMOPLASTIC POLYOLEFIN VERSICO (TPO) SINGLE-PLY ROOFING MEMBRANE 60 MIL AS PER SPECIFICATION AT ALL.
- > INSTALL VERSICO ROOF SYSTEM MATERIAL DRIP EDGE COPING METAL AND TERMINATION METAL AS NECESSARY.
- > INSTALL VERSICO ROOF SYSTEM 8" PASSIVE VENTS.
- > INSTALL SIDING BACK INTO PLACE.
- > INSTALL PROPER WALK PADS ON ROOF AS NECESSARY.
- > CLEAN JOB SITE OF ALL DEBRIS CAUSED BY ROOF CONSTRUCTION.
- > Perez Roofing proudly provides a complete 2-year workmanship guarantee on all work.
- > Rotted or damaged roof decking will be replaced as required by building department specification at \$45 per 4x8 sheet of material used.

**NOTE:** Price DOES NOT include any insulation, structural changes required by local building officials,

Deviations from drawings provided for estimating, removal or installation of solar panels, or any modifications to the scope of the work described here.

Total Sale Price for these Specifications:	\$ <b>21,994.00</b>
Deposit:	\$ <b>13,196.00</b>
Due at Commencement of Work:	\$
Progress Payment:	\$
Balance at Final Completion:	\$ <b>8,798.00</b>

The parties hereto agree to these TERMS AND CONDITIONS:

1. Subject to unforeseen circumstances or delays by Owner the Contractor will commence work within 60 days of the date of this agreement.
2. Contractor is not responsible for damage or delay due to strike, fire, accident, or any other cause beyond its control.
3. This contract DOES NOT include repairs or modifications to building other than those specified above.
4. At the completion of the work specified above, any material delivered but not used by the Contractor shall remain its sole property.
5. Deposit is required for all projects. (New construction, re-roofs, overlays and or repairs for commercial and or residential properties) BEFORE commencement of work.
- 6. A delinquency charge of 1.5% per month may be added to any unpaid portion of the balance due that remains unpaid 30 days after completion of the work, and each month thereafter until paid in full.**
7. In any suit or other action to enforce any provision of this Agreement or to collect payment or charge due arising there from, Owner agrees to pay a reasonable sum as attorney's fees together with any costs or disbursements in connection with such action or suit or trial.
8. Any alteration or deviation from the specifications above involving extra cost of materials or labor will be undertaken only upon written change orders and will become an extra charge in addition to the above stated Sale Price.
9. Contractor has the right to sub-contract any or all of the work specified above.
10. If the Owner breaches this agreement before Contractor has commenced any portion of the work specified, Owner agrees to pay contractor as liquidated damages twenty percent (20%) of the above Sale Price.
11. This Agreement shall become binding upon acceptance by Contractor either in writing or by commencing the work specified above and upon such acceptance the written Agreement shall constitute the entire contract between the parties and shall be binding upon both parties and no other covenants, agreements, promises, written or oral shall be deemed to form part of this Agreement.
12. The Owner agrees to allow Contractor's workmen and/or representative's access to said property to complete this agreement.
13. SIGNATURE IS REQUIRED BY CONTRACTOR, HOME OWNER & SUBCONTRACTOR BEFORE ANY WORK IS DONE TO THE PROPERTY.  
*(New construction, re-roofs, overlays and or repairs for commercial and or residential properties)*

IN WITNESS THEREOF, the parties signed their names this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

Contractor: \_\_\_\_\_

Owner: \_\_\_\_\_

Owner: \_\_\_\_\_

*Thank you.*



*Thank you.*





*Thank you.*

**The Garland Company, Inc.**

**Roof Asset Management Program**



## **Virginia Engine Company #1 Roof Inspection**

Prepared By  
**Tim Samanlego**

Prepared For  
**Mike Northan**

## Table of Contents

<i>Virginia Engine Company #1 / Facility Summary.....</i>	<i>3</i>
<i>Virginia Engine Company #1 / Low Slope Mod Bit / Construction Details.....</i>	<i>4</i>
<i>Virginia Engine Company #1 / Low Slope Mod Bit / Roof Section Photo.....</i>	<i>5</i>
<i>Virginia Engine Company #1 / Low Slope Mod Bit / Roof Section Drawing.....</i>	<i>6</i>
<i>Virginia Engine Company #1 / Low Slope Mod Bit / Inspection: Aug 31, 2017.....</i>	<i>7</i>
<i>Virginia Engine Company #1 / Low Slope Mod Bit / Solution: Sep 5, 2017.....</i>	<i>14</i>



# Facility Summary

Client: Storey County

Facility: Virginia Engine Company #1

## Facility Data

Address 1	145 North C Street
Address 2	-
City	Virginia City
State	Nevada
ZIP	89440
Type of Facility	Municipal
Square Footage	4,250
Contact Person	Mike Northan

## Asset Information

Name	Date Installed	Square Footage	Roof Access
Low Slope Mod Bit	N/A	4,250	Ladder Needed



# Construction Details

Client: Storey County

Facility: Virginia Engine Company #1

Roof Section: Low Slope Mod Bit

## Information

<b>Year Installed</b>	N/A	<b>Square Footage</b>	4,250
<b>Slope Dimension</b>	1.16: 12	<b>Eave Height</b>	20 feet
<b>Roof Access</b>	Ladder Needed	<b>System Type</b>	Modified Bitumen

## Assembly

Roof #	Layer Type	Description	Attachment	R-Value	Thickness
1	Deck	Wood	Mechanically attached	-	-
1	Base Sheet	1 ply base sheet	Mechanically attached	-	-
1	Membrane	Mod Bit - 1 ply	Hot asphalt	-	-
1	Surfacing	Aluminum paint	Cold applied	-	-

## Details

<b>Perimeter Detail</b>	Parapet Wall, Drip Edge
<b>Flashing Material</b>	Modified Membrane
<b>Drain System</b>	Gutter System
<b>Parapet Wall</b>	Wood
<b>Coping Cap</b>	Metal

## Inventory

Inventory Type	Quantity
Skylight	0
HVAC	0
Drain	1



# Inspection Report

Client: Storey County

Facility: Virginia Engine Company #1

Report Date: 08/31/2017

Roof Section: Low Slope Mod Bit

## Inspection Information

**Inspection Date** 08/31/2017

**Core Data** Yes

**Inspection Type** Core Analysis

**Leakage** Yes

**Deck Conditions** N/A

## Flashing Conditions

**Perimeter** Failed

**Wall** N/A

**Projections** Fair

**Counterflashing** N/A

## Miscellaneous Details

**Regions** N/A

**Debris** No

**Control Expansion Joints** N/A

**Pending Water** N/A

**Parapet Wall** Failed

**Coping Joints** Poor

## Perimeter

**Rating** Failed

**Condition** Perimeter Flashing Deterioration: Most roof failures start at perimeter and penetration locations. Perimeter edge conditions that are poorly designed and improperly installed fail due to the expansion and contraction that is typical with buildings. Perimeter wall flashing's can also be damaged due to normal seasonal building movement and thermal shock. Additional damage can also be seen from UV degradation as well. At all of these deteriorated or failed points, moisture can gain direct access to the roof system insulation and the buildings interior.

## Field

**Rating** Poor

**Condition** **Splits and Cracking:** Membrane splits and cracking are usually caused by building movement, ridges, and expansion and contraction. Such movement can be caused by lack of attachment of one or more of the component parts of the roof system, or where the building itself generates movement. Weak or inflexible membranes reach a point where they cannot accommodate further movement. At this time the roof splits open or the membrane cracks. The open split or cracks allows water to enter the roofing system, saturating the insulation or decking, and causes leaks into the building. If allowed to persist, the area of damage will expand.

## Penetrations

**Rating** Fair

**Condition** **Penetrations:** There are 5 penetrations on this roof system, it appears the two whirly birds were installed or flashed after the initial roof was installed, the other three penetration appear to be flashed at the time of installation. The three penetrations have been previous repaired and black mastic applied to these areas.

## Drainage

**Rating** Good

**Condition** **Drainage:** Water flows off the shed roof system into the gutter system with a slope of 1:16:12

## Overall

**Rating** Poor

**Condition** The overall condition of this roof system is poor due to the perimeter flashing, repairs have been made to this area, but leaks are still occurring. The membrane is also cracking and various fasteners on the base sheet are "backing out" and starting to penetrate thru the membrane.



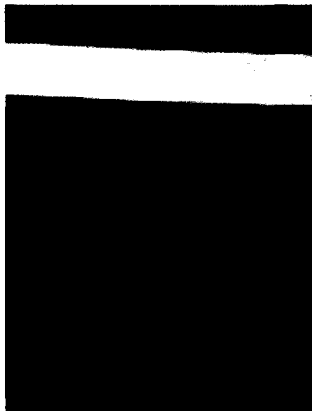
**Photo 1**

This is an overall view of the roof system on Virginia Engine Company #1. This roof system consist of a wood deck, nailed base sheet, smooth cap sheet, with a silver reflective coating.



**Photo 2**

The perimeter of the roof system has been repaired after the initial installation of the original system.



**Photo 3**

This is a view of the existing base flashing, parapet wall, and metal coping cap system.





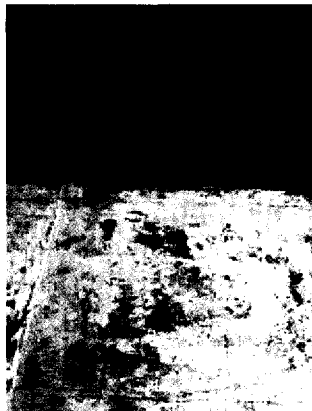
**Photo 4**

The repair made to the perimeter is NOT to NRCA (National Roofing Contractor Association) standards. The membrane should be flashed onto the parapet wall with a termination bar and counter flashing or up and over the parapet wall.



**Photo 5**

Another view of an incorrect perimeter repair made to the entire perimeter. Also, there is no "cant" strip at the 90 degree transition, which is against all NRCA standards !!



**Photo 6**

This is a view of the eave of the roof system where the gutter is located, the coating is deteriorated and the membrane is aged, dry, brittle and cracked.



**Photo 7**

The smooth cap sheet is dry, brittle, and cracking.



**Photo 8**

The metal coping cap is missing at this location on the parapet wall.



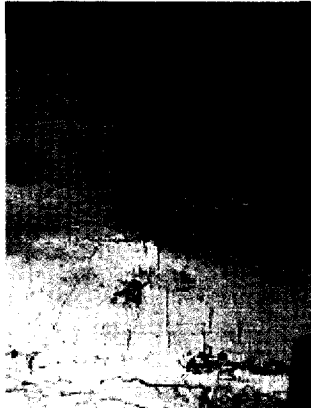
**Photo 9**

The existing metal coping cap is not compliant to the current IBC, since 2015 any re-roofing project with a metal coping cap system must meet ANSISPR1 ES-1 wind up lift testing. Also, all metal coping cap corner must have a welded seam.



**Photo 10**

The existing metal coping cap system is fastened to the parapet wall with nail, this is not code compliant as of 2015. Also, all fasteners must be install on the side of the parapet wall, fasteners are not allowed to be installed on the top of parapet wall.



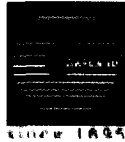
**Photo 11**

This is a view of a fastener on the base sheet that is "backing out" and starting to tear thru the cap sheet membrane. Notice how dry, brittle, and cracking the existing membrane has become



**Photo 12**

The core cut on the roof shows the following: wood deck, nailed base sheet, smooth cap sheet in Type III hot asphalt, and a silver reflective coating.



# Solution Options

Client: Storey County

Facility: Virginia Engine Company #1

Roof Section: Low Slope Mod Bit

## Replace Options

**Solution Options:** Replace

**Action Year:** 2018

**Square Footage:** 4,250

**Expected Life (Years):** 30

**Budget:** -

### REPLACE:

#### SCOPE OF WORK:

1. Tear off and properly dispose of existing roof system
2. Repair and replace any damage wood decking
3. Remove all plywood installed on the parapet wall, install new NRCA approved wall substrate.
4. Install new roof system per NRCA and MFG specifications
5. Install all new wall flashing per NRCA and MFG specifications
6. Install all new pipe and penetrations flashings per NRCA and MFG specifications.
7. Install all new ANSI/SPRI ES-1 approve metal coping cap system.

#### StressPly IV Mineral SBS roof system:

StressPly IV membranes are modified with Styrene-Butadiene-Styrene (SBS) rubber and incorporate a high strength reinforced polyester/fiberglass scrim. StressPly IV membranes combine the inherent advantages and proven performance of multi-ply protection with the strength, flexibility and elongation of elastomeric systems. SBS rubber provides superior low-temperature flexibility and long term weathering characteristics resulting in a membrane that has superior performance in a wide range of environmental conditions. StressPly IV is ideal for hospitals, schools, or roofs with limited access and staging areas.

**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 applies to apples. 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. At the end of the project, your Garland Representative will walk the roof with you and point out all the areas and answer any questions about the new roof. This will entail a labor warranty from the contractor typically for 2 years and typically a 30 year No Dollar Limit Warranty on the new roof system from Garland. 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.**

---

# Mechanically-Fastened TPO Spec

## **PART 1      GENERAL**

### **1.01    DESCRIPTION**

- A.      The project consists of installing TPO Mechanically-Fastened Roofing System as outlined below:
1.    Mechanically fasten ½" Densdeck over existing membrane
  2.    Replace any dry rot wood on parapet wall
  3.    Remove existing metal coping cap system
  4.    Install TPO membrane per manufacturer's specification
  5.    Install membrane up and over parapet wall
  6.    Install new edge metal
  7.    Install new gutter and downspouts
  8.    Install new ANSI-SPRI approved metal coping cap system. Cut existing nailer to match parapet wall width or install new wood nailer
  9.    Manufacturer Rep to provide job site inspections a minimum of three days a week
  10.   Manufacturer Rep to provide inspection reports and photo documentation on-line to be viewed by Owner.

### **1.02    EXTENT OF WORK**

- A.      Provide all labor, material, tools, equipment, and supervision necessary to complete the installation of the Commercial Innovations/Garland .060" thick white reinforced TPO (Thermoplastic Polyolefin) membrane Mechanically-Fastened Roofing System including flashings and insulation as specified herein and as indicated on the drawings in accordance with the manufacturer's most current specifications and details.
- B.      The roofing contractor shall be fully knowledgeable of all requirements of the contract documents and shall make themselves aware of all job site conditions that will affect their work.
- C.      The roofing contractor shall confirm all given information and advise the building owner, prior to bid, of any conflicts that will affect their cost proposal.
- D.      Any contractor who intends to submit a bid using a roofing system other than the approved manufacturer must submit for pre-qualification in writing fourteen (5) days prior to the bid date. Any contractor who fails to submit all information as requested will be subject to rejection. Bids stating "as per plans and specs" will be unacceptable.

### **1.03    SUBMITTALS**

- A.      Prior to starting work, the roofing contractor must submit the following:
1.      Shop drawings showing layout, details of construction and identification of materials.
  2.      Sample of the manufacturer's Membrane System Warranty.
  3.      Submit a letter of certification from the manufacturer which certifies the roofing contractor is authorized to install the manufacturer's roofing system.

4. Certification from the membrane manufacturer indicating the fasteners are capable of providing a static backout resistance of 10 inch pounds minimum is required.
  5. Certification from the membrane manufacturer indicating the membrane thickness over the reinforcing scrim (top ply membrane thickness) is nominal .015" (15 mil).
  6. Certification of the manufacturer's warranty reserve.
- B. Upon completion of the installed work, submit copies of the manufacturer's final inspection to the specifier prior to the issuance of the manufacturer's warranty.

#### **1.04 PRODUCT DELIVERY, STORAGE AND HANDLING**

- A. Deliver materials to the job site in the manufacturer's original, unopened containers or wrappings with the manufacturer's name, brand name and installation instructions intact and legible. Deliver in sufficient quantity to permit work to continue without interruption.
- B. Comply with the manufacturer's written instructions for proper material storage.
1. Store TPO membrane in the original undisturbed plastic wrap in a cool, shaded area and cover with light-colored, breathable, waterproof tarpaulins. TPO membrane that has been exposed to the elements for approximately 7 days must be prepared with Weathered Membrane Cleaner prior to hot air welding.
  2. Store curable materials (adhesives and sealants) between 60°F and 80°F in dry areas protected from water and direct sunlight. If exposed to lower temperature, restore to 60°F minimum temperature before using.
  3. Store materials containing solvents in dry, well ventilated spaces with proper fire and safety precautions. Keep lids on tight. Use before expiration of their shelf life.
- C. Insulation must be on pallets, off the ground and tightly covered with waterproof materials.
- D. Any materials which are found to be damaged shall be removed and replaced at the applicator's expense.

#### **1.05 WORK SEQUENCE**

- A. Schedule and execute work to prevent leaks and excessive traffic on completed roof sections. Care should be exercised to provide protection for the interior of the building and to ensure water does not flow beneath any completed sections of the membrane system.
- B. Do not disrupt activities in occupied spaces.

#### **1.06 USE OF THE PREMISES**

- A. Before beginning work, the roofing contractor must secure approval from the building owner's representative for the following:
1. Areas permitted for personnel parking.
  2. Access to the site.
  3. Areas permitted for storage of materials and debris.
  4. Areas permitted for the location of cranes, hoists and chutes for loading and unloading materials to and from the roof.
- B. Interior stairs or elevators may not be used for removing debris or delivering materials, except as authorized by the building superintendent.

## **1.07 EXISTING CONDITIONS**

If discrepancies are discovered between the existing conditions and those noted on the drawings, immediately notify the owner's representative by phone and solicit the manufacturer's approval prior to commencing with the work. Necessary steps shall be taken to make the building watertight until the discrepancies are resolved.

## **1.08 PRE-CONSTRUCTION CONFERENCE**

- A. A pre construction meeting will be held at the job site 7 days prior to start of work.

## **1.09 TEMPORARY FACILITIES AND CONTROLS**

- A. Temporary Utilities:

1. Water, power for construction purposes and lighting are not available at the site and will not be made available to the roofing contractor.
2. Provide all hoses, valves and connections for water from source designated by the owner when made available.
3. When available, electrical power should be extended as required from the source. Provide all trailers, connections and fused disconnects.

- B. Temporary Sanitary Facilities

Sanitary facilities will not be available at the job site. The roofing contractor shall be responsible for the provision and maintenance of portable toilets or their equal.

- C. Building Site:

1. The roofing contractor shall use reasonable care and responsibility to protect the building and site against damages. The contractor shall be responsible for the correction of any damage incurred as a result of the performance of the contract.
2. The roofing contractor shall remove all debris from the job site in a timely and legally acceptable manner so as to not detract from the aesthetics or the functions of the building.

- D. Security:

Obey the owner's requirements for personnel identification, inspection and other security measures.

## **1.10 JOB SITE PROTECTION**

- A. The roofing contractor shall adequately protect building, paved areas, service drives, lawn, shrubs, trees, etc. from damage while performing the required work. Provide canvas, boards and sheet metal (properly secured) as necessary for protection and remove protection material at completion. The contractor shall repair or be responsible for costs to repair all property damaged during the roofing application.
- B. During the roofing contractor's performance of the work, the building owner will continue to occupy the existing building. The contractor shall take precautions to prevent the spread of dust and debris, particularly where such material may sift into the building. The roofing contractor shall provide labor and materials to construct, maintain and remove necessary temporary enclosures to prevent dust or debris in the construction area(s) from entering the remainder of the building.
- C. Do not overload any portion of the building, either by use of or placement of equipment, storage of debris, or storage of materials.
- D. Protect against fire and flame spread. Maintain proper and adequate fire extinguishers.



- E. Take precautions to prevent drains from clogging during the roofing application. Remove debris at the completion of each day's work and clean drains, if required. At completion, test drains to ensure the system is free running and drains are watertight. Remove strainers and plug drains in areas **where work is in progress**. Install flags or other telltales on plugs. Remove plugs each night and screen drain.
- F. Store moisture susceptible materials above ground and protect with waterproof coverings.
- G. Remove all traces of piled bulk materials and return the job site to its original condition upon completion of the work.

## 1.11 SAFETY

The roofing contractor shall be responsible for all means and methods as they relate to safety and shall comply with all applicable local, state and federal requirements that are safety related. **Safety shall be the responsibility of the roofing contractor.** All related personnel shall be instructed daily to be mindful of the full time requirement to maintain a safe environment for the facility's occupants including staff, visitors, customers and the occurrence of the general public on or near the site.

## 1.12 WORKMANSHIP

- A. Applicators installing new roof, flashing and related work shall be factory trained and approved by the manufacturer they are representing.
- B. All work shall be of highest quality and in strict accordance with the manufacturer's published specifications and to the building owner's satisfaction.
- C. There shall be a supervisor on the job site at all times while work is in progress.

## 1.13 QUALITY ASSURANCE

- A. The TPO membrane roofing system must achieve a UL Class A and/or FM 1-90 rating.
- B. Unless otherwise noted in this specification, the roofing contractor must strictly comply with the manufacturer's current specifications and details.
- C. The roofing system must be installed by an applicator authorized and trained by the manufacturer in compliance with shop drawings as approved by the manufacturer.
- D. Provide adequate number of experienced workmen regularly engaged in this type of work who are skilled in the application techniques of the materials specified. Provide at least one thoroughly trained and experienced superintendent on the job at all times roofing work is in progress.
- E. There shall be no deviations made from this specification or the approved shop drawings without the prior written approval of the specifier. Any deviation from the manufacturer's installation procedures must be supported by a written certification on the manufacturer's letterhead and presented for the specifier's consideration.
- F. The Material Manufacturer shall perform inspections by a representative of the membrane manufacturer every day of installation in order to determine whether or not corrective work will be required before the warranty will be issued. All reports and photo documentation shall be put on-line for viewing by the Owner. Notify the building owner seventy-two (72) hours prior to the manufacturer's final inspection.
- G. Manufactures Rep shall provide yearly inspections for the length of the warranty. All reports shall be put on-line for viewing by the Owner.

## 1.14 JOB CONDITIONS, CAUTIONS AND WARNINGS

- A. Material Safety Data Sheets (MSDS) must be on location at all times during the transportation, storage and application of materials.
- B. When positioning membrane sheets, exercise care to locate all field splices away from low spots and out of drain sumps. All field splices should be shingled to prevent bucking of water.
- C. When loading materials onto the roof, the Authorized Roofing Applicator must comply with the requirements of the building owner to prevent overloading and possible disturbance to the building structure.
- D. Proceed with roofing work only when weather conditions are in compliance with the manufacturer's recommended limitations, and when conditions will permit the work to proceed in accordance with the manufacturer's requirements and recommendations.
- E. Proceed with work so new roofing materials are not subject to construction traffic. When necessary, new roof sections shall be protected and inspected upon completion for possible damage.
- F. Provide protection, such as 3/4 inch thick plywood, for all roof areas exposed to traffic during construction. Plywood must be smooth and free of fasteners and splinters.
- G. The surface on which the insulation or roofing membrane is to be applied shall be clean, smooth, dry, and free of projections or contaminants that would prevent proper application of or be incompatible with the new installation, such as fins, sharp edges, foreign materials, oil and grease.
- H. New roofing shall be complete and weathertight at the end of the work day.
- I. Contaminants such as grease, fats and oils shall not be allowed to come in direct contact with the roofing membrane.

## 1.15 WARRANTY

- A. Provide manufacturer's 15 year No Dollar Limit.
- B. Pro-rated System Warranties shall not be accepted.
- C. Evidence of the manufacturer's warranty reserve shall be included as part of the project submittals for the specifier's approval.

## PART 2 PRODUCTS

### 2.01 GENERAL

- A. All components of the specified roofing system shall be products of single manufacture or accepted as compatible by manufacturer.
- B. All products ( fasteners, fastening plates and edgings) must be **manufactured and supplied** by the roofing system manufacturer and covered by the warranty.

### 2.02 MEMBRANE

Furnish .060" thick white reinforced TPO (Thermoplastic Polyolefin) membrane as needed to complete the roofing system. Membrane thickness over the reinforcing scrim (top-ply thickness) shall be nominal .015" thick (15 mil).

### 2.03 INSULATION/UNDERLAYMENT

- A. Mechanically fastened to the substrate in accordance with the manufacturer's published specifications.
- B. Install 1/2"DensDeck

### 2.04 ADHESIVES AND CLEANERS

All products shall be furnished by Membrane Manufactures and specifically formulated for the intended purpose.

- A. Bonding Adhesive:
- B. Edge Sealant:
- C. Sealer:
- D. Pocket Sealant
- E. Cleaner:

### 2.05 FASTENERS AND PLATES

To be used for mechanical attachment of insulation and to provide additional membrane securement

- A. **Fasteners:** A heavy duty #14 threaded fastener with a phillips head **used for membrane securement into steel, wood plank or minimum 15/32 inch thick plywood.**
- B. **Membrane Fastening Plates:** A nominal 2 3/8" diameter barbed metal plate used for membrane attachment with the appropriate fastener for membrane securement into steel or wood decks.
- C. **Insulation Fastening Plates:** a nominal 3 inch diameter metal plate used for insulation attachment with the appropriate Fastener.

### 2.06 METAL EDGING AND MEMBRANE TERMINATIONS

- A. **Securement Edge :** a metal fascia system with a heavy duty .100" thick extruded aluminum anchor bar and .040 inch thick aluminum or 24 gauge steel fascia. Metal fascia color shall be as designated by the Owner's Representative.
- B. **Securement Edge :** A metal anchor bar fascia system consisting of a formed quarter hard 0.050" aluminum retainer bar, corrosion resistant fasteners and a 0.040" aluminum or 24 gauge steel snap-on fascia cover. Metal fascia color shall be as designated by the Owner's Representative.
- C. **Securement Edge :** A metal anchor bar fascia system consisting of a 20 gauge steel retainer bar, corrosion resistant fasteners and an aluminum or 24 gauge steel snap-on fascia cover. Metal fascia color shall be as designated by the Owner's Representative.
- D. **Securement Edge:** a snap-on edge system consisting of a 26 gauge galvanized metal water dam and .050 inch thick aluminum or 24 gauge galvanized steel fascia. Metal fascia color shall be as designated by the Owner's Representative.
- E. **Securement Edge :** a snap-on edge system consisting of a 24 gauge galvanized metal water dam and .040", .050" or .063" thick Kynar 500, clear and colored anodized finish or 24 gauge steel, Kynar 500 finish. Metal fascia color shall be as designated by the Owner's Representative.

- F. **1 Piece Gravel Stop:** a 22 gauge, 12 foot long, pre-punched 90 degree angle cleat and 12 foot long fascia section. Available in .040", .050" or .063" thick Kynar 500, clear and colored anodized finish or 24 gauge steel, Kynar 500 finish. Metal fascia color shall be as designated by the Owner's Representative.
- G. **Drip Edge:** a metal fascia/edge system with a 22 or 24 gauge continuous anchor cleat and .032 inch thick aluminum or 24 gauge steel fascia. Metal fascia color shall be as designated by the Owner's Representative.
- H. **Coated Metal:** 4'x 10' coated metal sheets made from 24 gauge galvanized steel with a minimum .035" thick non-reinforced white TPO laminate. TPO membrane can be welded directly to the Coated Metal in accordance with the manufacturer's detail.
- I. **Securement Edge Coping:** incorporates a 20 gauge anchor cleat with 4 pre-slotted holes, a concealed joint cover and 10 foot continuous sections of coping cap; can accommodate minimum 5 inch wide parapet walls. Metal coping cap color shall be as designated by the Owner's Representative.
- J. **Termination Bar:** a 1 inch wide and .098 inch thick extruded aluminum bar pre-punched 6 inches on center; incorporates a sealant ledge to support Lap Sealant and provide increased stability for membrane terminations.

## 2.07 OTHER MATERIALS

Must be approved by Commercial Innovation/Garland Manufacture of membrane prior to installation

## PART 3 EXECUTION

### 3.01 GENERAL

- A. Comply with the manufacturer's published instructions for the installation of the membrane roofing system including proper substrate preparation, jobsite considerations and weather restrictions.
- B. Position sheets to accommodate contours of the roof deck and shingle splices to avoid bucking water.

### 3.02 INSULATION PLACEMENT AND ATTACHMENT

- A. Install insulation or membrane underlayment over the substrate with boards butted tightly together with no joints or gaps greater than 1/4 inch. Stagger joints both horizontally and vertically if multiple layers are provided.
- B. Secure insulation to the substrate with the required fasteners and plates in accordance with manufacturers specifications.

### 3.03 MEMBRANE PLACEMENT AND ATTACHMENT

- A. Unroll and position membrane without stretching. Provide and secure both perimeter and field membrane sheets in accordance with the manufacturer's most current specifications and details.
- B. Secure the membrane with the required Fasteners and Plates spaced a maximum of 12 inches on center depending on project conditions (centered over the pre-printed marks approximately 1-1/2 inches from the edge of the membrane sheet).
- C. Install adjoining membrane sheets in the same manner in accordance with the manufacturer's specifications.

### 3.04 MEMBRANE SPLICING/HOT AIR WELDING PROCEDURES

- A. Hot air weld the TPO membrane using an Automatic Hot Air Welding Machine or Hot Air Hand Welder in accordance with the manufacturer's specifications. At all splice intersections, roll the seam with a silicone roller

prior to membrane seam cooling.

- B. Probe all seams once the hot air welds have thoroughly cooled (approximately 30 minutes).
- C. Repair all seam deficiencies the same day they are discovered.
- D. Apply Cut Edge Sealant on all cut edges of reinforced membrane (where the scrim reinforcement is exposed) after seam probing is complete.

### **3.05 FLASHING**

- A. Flashing of parapets, curbs, expansion joints and other parts of the roof must be performed using reinforced membrane. Non-reinforced membrane can be used for flashing pipe penetrations, Sealant Pockets, scuppers, as well as inside and outside corners when the use of pre-fabricated accessories is not feasible.
- B. Follow manufacturer's typical flashing procedures for all wall, curb, and penetration flashing including metal edging/coping and roof drain applications.

### **3.06 WALKWAYS**

- A. Install walkways at all traffic concentration points (such as roof hatches, access doors, rooftop ladders, etc.) and all locations as identified on the specifier's drawing.
- B. Hot air weld walkway pads to the membrane in accordance with the manufacturer's specifications.

### **3.07 DAILY SEAL**

- A. On phased roofing, when the completion of flashings and terminations is not achieved by the end of the work day, a daily seal must be performed to temporarily close the membrane to prevent water infiltration.
- B. Complete an acceptable membrane seal in accordance with the manufacturer's requirements.

### **3.08 CLEAN UP**

- A. Perform daily clean-up to collect all wrappings, empty containers, paper, and other debris from the project site. Upon completion, all debris must be disposed of in a legally acceptable manner.
- B. Prior to the manufacturer's inspection for warranty, the applicator must perform a pre-inspection to review all work and to verify all flashing has been completed as well as the application of all caulking.

**END OF SPECIFICATION**



## Storey County Board of County Commissioners Agenda Action Report

**Meeting date:**

**Estimate of time required:**

**Agenda:** Consent ☐ Regular agenda ☒ Public hearing required ☐

---

1. **Title:** Review of the 3rd Quarter 2018 Unaudited Budget to Actual Review

2. **Recommended motion** N/A

3. **Prepared by:** Hugh Gallagher

**Department:** Comptroller

**Telephone:** 847-1006

4. **Staff summary:** Review of Departmental Budgets for the 3rd Quarter of 2018 Budget Year

5. **Supporting materials:** Second Quarter Budget Summary

6. **Fiscal impact:**

Funds Available:

Fund:

☒ Comptroller

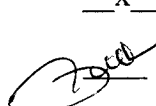
7. **Legal review required:**

☐ District Attorney

8. **Reviewed by:**

☒ Department Head

Department Name: Commissioner's Office

 County Manager

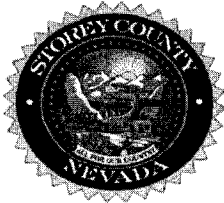
Other agency review: \_\_\_\_\_

9. **Board action:**

☐ Approved  
☐ Denied

☐ Approved with Modifications  
☐ Continued

Agenda Item No. | 1



# Storey County Board of County Commissioners

## Agenda Action Report

**Meeting date:** April 17, 2018

**Estimate of time required:** 5 min.

**Agenda:** Consent ☐ Regular agenda ☒ Public hearing required ☐

---

1. **Title:** Discussion and possible action on Policy No. 008 Agenda requests for Board of County Commissioners' meetings.

2. **Recommended motion:** I move to approve Policy No. 008 Agenda requests for Board of County Commissioners' meetings

3. **Prepared by:** Prepared for Marshall McBride, Chair, by Robert Morris, outside counsel.

**Department:** County Commissioners

**Tel:** 847-0968

4. **Staff summary:** On March 20, 2018 the Board considered several administrative policies that set out county manager job duties and responsibilities. This Policy No. 008 was discussed and continued by the Board with the request that the language be amended to reflect the commissioner's ability to put items directly on the agenda without restrictions. This amended Policy 008 has been changed to clarify that commissioner's agenda items do not require the county manager's review. This policy also includes the previous suggestions by the county manager and the clerk, and is now ready for approval by the Board.

5. **Supporting materials:** Policy No. 008, one copy showing changes and a clean copy.

6. **Fiscal impact:** None

7. **Legal review required:** No

\_\_\_\_ District Attorney

8. **Reviewed by:**

\_\_\_\_ Department Head  
\_\_\_\_ County Manager

Department Name: Commissioner's Office

Other agency review: \_\_\_\_\_

9. **Board action:**

☐ Approved  
☐ Denied

☐ Approved with Modifications  
☐ Continued

Agenda Item No. 12

---

**STOREY COUNTY ADMINISTRATIVE  
POLICIES AND PROCEDURES**

**NUMBER:** 008  
**EFFECTIVE DATE:** 10-6-2009  
**REVISED:** 4-17-2018  
**AUTHORITY:** BOC  
**COUNTY MANAGER** \_\_\_\_\_

**SUBJECT: Agenda requests for Board of County Commissioners' meetings.**

---

**I. PURPOSE:** To outline procedures and policies regarding request for placement of items on the Board of County Commissioners' agenda.

**II. PROCEDURE OR POLICY:**

A. The county manager is responsible for the agenda of the board meetings and the approval of agenda items to be placed on the agenda.

B. Any member of the public, the board, or county staff may request an agenda item be placed on the agenda. All requests for agenda items must be made in writing on approved agenda action report forms and must be submitted to the clerk's office for placement on the agenda. The request must include all supporting documentation and must be submitted by noon on Monday of the week preceding the board's meeting. On receipt, the clerk will send the item to the county manager. The county manager will review the item, except for commissioner agenda items, and either approve the item for a subsequent meeting agenda or disapprove the item and respond to the requester in writing with the reasons why it is being denied. An agenda item requested by a commissioner does not require review to be placed on the agenda. If the county manager, or his designee, is unavailable or there is a conflict, the chair of the board may approve items for the agenda.

C. All agenda item requests by county staff must be approved by the employee's immediate supervisor or department head and the county manager.

D. All ordinances and resolutions must be reviewed, approved, and signed off on by the district attorney's office before placement on the agenda. Once the county manager approves the ordinance or resolution for placement on the next meeting's agenda, the clerk's office will issue a number. The person requesting a resolution must provide the clerk with a clean copy ready for signature for the agenda packet. A resolution may be approved by the board after a public hearing. The person requesting the ordinance must provide the clerk with a redline version for the first reading showing changes by using red strikethrough for deleted text and underlined blue italics for new text. If changes are made to the ordinance between the first and second reading a redline version showing the changes must be submitted for the agenda packet for the public hearing. The person is also responsible for providing a clean copy of the ordinance ready for signature for the agenda packet before the public hearing. An ordinance may be approved by the board after a first reading and public hearing (second reading) in conformance with NRS 244.

E. Items, including those involving personnel matters, may be subject to closed meeting provisions of Nevada Revised Statutes and the Open Meeting Law.



F. Matters raised during public comment that are not on the agenda may not be acted on by the board until the matter is placed on subsequent agenda as an action item.

**RESPONSIBILITY FOR REVIEW:** The county manager or his or her designee will review this policy every 5 years or sooner as necessary.

# Storey County Board of County Commissioners

## Agenda Staff Report

**Meeting date:** \_\_\_\_\_

**Time requested:** 5 min.

**Agenda:** Consent ☐ Administrative ☐ Public hearing required ☐

---

1. **Title:** Discussion and possible action to approve ...

2. **Recommended motion:** I move to approve ...

3. **Prepared by:** (name)

**Department:**

**Tel:**

4. **Staff summary:**

5. **Fiscal impact:**

Funds Available:

Fund:

6. **Supporting materials:** (item and list of supporting materials)

7. **Reviewed by:**

\_\_\_\_ Department Head  
\_\_\_\_ Comptroller  
\_\_\_\_ County Manager  
\_\_\_\_ District Attorney

Department Name: \_\_\_\_\_

Other agency review: \_\_\_\_\_

8. **Board action:**

☐ Approved  
☐ Denied

☐ Approved with Modifications  
☐ Continued

Agenda Item No

---

**STOREY COUNTY ADMINISTRATIVE  
POLICIES AND PROCEDURES**

**NUMBER:** 008  
**EFFECTIVE DATE:** 10-6-2009  
**REVISED:** 4-17-2018  
**AUTHORITY:** BOC  
**COUNTY MANAGER** \_\_\_\_\_

**SUBJECT: Agenda requests for Board of County Commissioners' meetings.**

---

- I. PURPOSE:** To outline procedures and policies regarding request for placement of items on the Board of County Commissioners' agenda.
- II. PROCEDURE OR POLICY:**
- A. The county manager is responsible for the agenda of the board meetings and the approval of agenda items to be placed on the agenda.
- B. Any member of the public, the board, or county staff may request an agenda item be placed on the agenda. All requests for agenda items must be made in writing on approved agenda action report forms and must be submitted to the clerk's office for placement on the agenda. The request must include all supporting documentation and must be submitted by noon on Monday of the week preceding the board's meeting. On receipt, the clerk will send the item to the county manager. The county manager will review the item, except for commissioner agenda items, and either approve the item for a subsequent meeting agenda or disapprove the item and respond to the requester in writing with the reasons why it is being denied. An agenda item requested by a commissioner does not require review to be placed on the agenda. If the county manager, or his designee, is unavailable or there is a conflict, the chair of the board may approve items for the agenda.
- C. ~~Any member of the public, the board, or county staff may request an agenda item.~~ All agenda item requests by county staff must be approved by the employee's immediate supervisor or department head and the county manager.
- D. All ordinances and resolutions must be reviewed, approved, and signed off on by the district attorney's office before placement on the agenda. Once the county manager approves the ordinance or resolution for placement on the next meeting's agenda, the clerk's office will issue a number. The person requesting a resolution must provide the clerk with a clean copy ready for signature for the agenda packet. A resolution may be approved by the board after a public hearing. The person requesting the ordinance must provide the clerk with a redline version for the first reading showing changes by using red strikethrough for deleted text and underlined blue italics for new text. If changes are made to the ordinance between the first and second reading a redline version showing the changes must be submitted for the agenda packet for the public hearing. The person is also responsible for providing a clean copy of the ordinance ready for signature for the agenda packet before the public hearing. An ordinance may be approved by the board after a first reading and public hearing (second reading) in conformance with NRS 244.
- E. Items, including those involving personnel matters, may be subject to closed meeting

provisions of Nevada Revised Statutes and the Open Meeting Law.

F. Matters raised during public comment that are not on the agenda may not be acted on by the board until the matter is placed on subsequent agenda as an action item.

**RESPONSIBILITY FOR REVIEW:** The county manager or his or her designee will review this policy every 5 years or sooner as necessary.

# Storey County Board of County Commissioners

## Agenda Staff Report

**Meeting date:** \_\_\_\_\_

**Time requested:** 5 min.

**Agenda:** Consent ☐ Administrative ☐ Public hearing required ☐

---

1. **Title:** Discussion and possible action to approve ...

2. **Recommended motion:** I move to approve ...

3. **Prepared by:** (name)

**Department:**

**Tel:**

4. **Staff summary:**

5. **Fiscal impact:**

Funds Available:

Fund:

6. **Supporting materials:** (item and list of supporting materials)

7. **Reviewed by:**

\_\_\_\_ Department Head  
\_\_\_\_ Comptroller  
\_\_\_\_ County Manager  
\_\_\_\_ District Attorney

Department Name: \_\_\_\_\_

Other agency review: \_\_\_\_\_

8. **Board action:**

☐ Approved  
☐ Denied

☐ Approved with Modifications  
☐ Continued

Agenda Item No



# Storey County Board of County Commissioners

## Agenda Action Report

### LIQUOR BOARD

Meeting date: 4/17/18

Estimate of time required:

Agenda: Consent [ ] Regular agenda [x] Public hearing required [ ]

1. **Title:** Second reading for On-Sale Liquor License & Cabaret License – Virginia City Brewery & Taphouse – 62 N C St., Virginia City, NV 89440. Add Frederic Cline to the existing business license.

2. **Recommended motion:** I motion to approve the Second reading for On-Sale Liquor License & Cabaret License – Virginia City Brewery & Taphouse – 62 N C St., Virginia City, NV 89440. Add Frederic Cline to the existing business license.

3. **Prepared by:** Brandy Gavenda, Admin. Asst.

A handwritten signature in black ink, appearing to be "Brandy Gavenda".

**Department:** Storey County Sheriff's Office

**Telephone:** 775-847-0959

4. **Staff summary:** Second reading for On-Sale Liquor License & Cabaret License – Virginia City Brewery & Taphouse – 62 N C St., Virginia City, NV 89440. Add Frederic Cline to the existing business license.

5. **Supporting materials:** None

6. **Fiscal impact:** None

Funds Available:

Fund:

\_\_\_\_ Comptroller

7. **Legal review required:**

\_\_\_\_ District Attorney

8. **Reviewed by:**

  X   Department Head

Department Name: Sheriff, Gerald Antinoro

A handwritten signature in black ink, appearing to be the County Manager's signature.

County Manager

A handwritten signature in black ink, appearing to be the Sheriff's signature.

Other agency review: \_\_\_\_\_

9. **Board action:**

☐ Approved  
☐ Denied

☐ Approved with Modifications  
☐ Continued

Agenda Item No. 14



# Storey County Board of County Commissioners

## Agenda Action Report

### LIQUOR BOARD

Meeting date: 4/17/18

Estimate of time required:

Agenda: Consent [ ] Regular agenda [x] Public hearing required [ ]

1. **Title:** Second reading for On-Sale Liquor License – Firehouse BBQ – 171 S C St., Virginia City, NV 89440 – Applicant is Rich Connell.
2. **Recommended motion:** Second reading for On-Sale Liquor License – Firehouse BBQ – 171 S C St., Virginia City, NV 89440 – Applicant is Rich Connell.

3. **Prepared by:** Brandy Gavenda, Admin. Asst.

**Department:** Storey County Sheriff's Office

**Telephone:** 775-847-0959

4. **Staff summary:** Second reading for On-Sale Liquor License – Firehouse BBQ – 171 S C St., Virginia City, NV 89440 – Applicant is Rich Connell.

5. **Supporting materials:** None

6. **Fiscal impact:** None

Funds Available:

Fund:

\_\_\_\_ Comptroller

7. **Legal review required:**

\_\_\_\_ District Attorney

8. **Reviewed by:**

  X   Department Head

Department Name: Sheriff, Gerald Antinoro

A handwritten signature in black ink, appearing to read "Gerald", is written over a horizontal line.

County Manager

A handwritten signature in black ink, appearing to read "Gerald Antinoro", is written over a horizontal line.

Other agency review: \_\_\_\_\_

9. **Board action:**

☐ Approved  
☐ Denied

☐ Approved with Modifications  
☐ Continued

Agenda Item No. 15



# Storey County Board of County Commissioners

## Agenda Action Report

### GAMING BOARD

Meeting date: 4/17/18

Estimate of time required:

Agenda: Consent [ ] Regular agenda [x] Public hearing required [ ]

1. **Title:** Second reading for Gaming License – Sartini Gaming, DBA Studio 6 Hotel & Recharge Bar. 795 USA Pkwy, McCarran, NV. Business operations 6595 S Jones, Las Vegas NV 89118. Applicant name is Steven Arcana.

2. **Recommended motion:** Motion to approve the Second reading for Gaming License – Sartini Gaming, DBA Studio 6 Hotel & Recharge Bar. 795 USA Pkwy, McCarran, NV. Business operations 6595 S Jones, Las Vegas NV 89118. Applicant name is Steven Arcana.

3. **Prepared by:** Brandy Gavenda, Admin. Asst.

**Department:** Storey County Sheriff's Office

**Telephone:** 775-847-0959

4. **Staff summary:** Second reading for Gaming License – Sartini Gaming, DBA Studio 6 Hotel & Recharge Bar. 795 USA Pkwy, McCarran, NV. Business operations 6595 S Jones, Las Vegas NV 89118. Applicant name is Steven Arcana.

5. **Supporting materials:** None

6. **Fiscal impact:** None

Funds Available:

Fund:

\_\_\_\_\_ Comptroller

7. **Legal review required:**

\_\_\_\_\_ District Attorney

8. **Reviewed by:**

  X   Department Head

Department Name: Sheriff, Gerald Antinoro

A handwritten signature in black ink, appearing to be "J. Gavenda", is written over a horizontal line.

County Manager

A handwritten signature in black ink, appearing to be "Gerald Antinoro", is written over a horizontal line.

Other agency review: \_\_\_\_\_

9. **Board action:**

☐ Approved  
☐ Denied

☐ Approved with Modifications  
☐ Continued

Agenda Item No. 17





## Storey County Board of County Commissioners Agenda Action Report

Meeting date: 4/17/18

Estimate of time required:

Agenda: Consent ☐ Regular agenda ☒ Public hearing required ☐

1. **Title:** Second reading for General Business License – Sartini Gaming, DBA Studio 6 Hotel & Recharge Bar. 795 USA Pkwy, McCarran, NV. Business operations 6595 S Jones, Las Vegas NV 89118. Applicant name is Steven Arcana.
2. **Recommended motion:** I motion to approve the Second reading for General Business License – Sartini Gaming, DBA Studio 6 Hotel & Recharge Bar. 795 USA Pkwy, McCarran, NV. Business operations 6595 S Jones, Las Vegas NV 89118. Applicant name is Steven Arcana.
3. **Prepared by:** Brandy Gavenda, Admin. Asst.
- Department:** Storey County Sheriff's Office **Telephone:** 775-847-0959
4. **Staff summary:** Second reading for General Business License – Sartini Gaming, DBA Studio 6 Hotel & Recharge Bar. 795 USA Pkwy, McCarran, NV. Business operations 6595 S Jones, Las Vegas NV 89118. Applicant name is Steven Arcana.
5. **Supporting materials:** None
6. **Fiscal impact:** None

Funds Available:

Fund:

\_\_\_\_ Comptroller

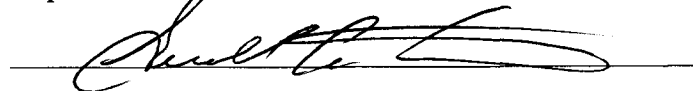
7. **Legal review required:** \_\_\_\_ District Attorney

8. **Reviewed by:**

☒ Department Head

Department Name: Sheriff, Gerald Antinoro

 County Manager



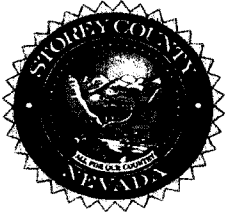
Other agency review: \_\_\_\_\_

9. **Board action:**

☐ Approved  
☐ Denied

☐ Approved with Modifications  
☐ Continued

Agenda Item No. 19



## Storey County Board of County Commissioners Agenda Action Report

Meeting date: 4/17/18

Estimate of time required:

Agenda: Consent ☐ Regular agenda ☒ Public hearing required ☐

1. **Title:** Second reading for General Business License – Rockwell Security, LLC. 1555 E Lincoln Way, Sparks, NV 89434. Unarmed uniformed security officers.
  2. **Recommended motion:** I motion to approve the second reading for General Business License – Rockwell Security, LLC. 1555 E Lincoln Way, Sparks, NV 89434. Unarmed uniformed security officers.
  3. **Prepared by:** Brandy Gavenda, Admin. Asst.
- Department:** Storey County Sheriff's Office **Telephone:** 775-847-0959
4. **Staff summary:** Second reading for General Business License – Rockwell Security, LLC. 1555 E Lincoln Way, Sparks, NV 89434. Unarmed uniformed security officers.
  5. **Supporting materials:** None
  6. **Fiscal impact:** None

Funds Available:

Fund:

\_\_\_\_ Comptroller

7. **Legal review required:**

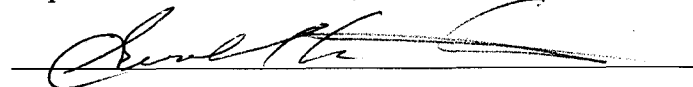
\_\_\_\_ District Attorney

8. **Reviewed by:**

☒ Department Head

Department Name: Sheriff, Gerald Antinoro

 County Manager



Other agency review: \_\_\_\_\_

9. **Board action:**

☐ Approved  
☐ Denied

☐ Approved with Modifications  
☐ Continued

Agenda Item No. 20



# Storey County Board of County Commissioners Agenda Action Report

Meeting date: 4/17/18

Estimate of time required:

Agenda: Consent [ ] Regular agenda [x] Public hearing required [ ]

1. **Title:** Second reading for General Business License – Virginia City Brewery & Taphouse – 62 N C St., Virginia City, NV 89440. Add Frederic Cline to the existing business license.
2. **Recommended motion:** Second reading for General Business License – Virginia City Brewery & Taphouse – 62 N C St., Virginia City, NV 89440. Add Frederic Cline to the existing business license.

3. **Prepared by:** Brandy Gavenda, Admin. Asst.

A handwritten signature in black ink, likely belonging to Brandy Gavenda.

**Department:** Storey County Sheriff's Office

**Telephone:** 775-847-0959

4. **Staff summary:** Second reading for General Business License – Virginia City Brewery & Taphouse – 62 N C St., Virginia City, NV 89440. Add Frederic Cline to the existing business license.

5. **Supporting materials:** None

6. **Fiscal impact:** None

Funds Available:

Fund:

\_\_\_ Comptroller

7. **Legal review required:**

\_\_\_ District Attorney

8. **Reviewed by:**

X  Department Head

Department Name: Sheriff, Gerald Antinoro

A handwritten signature in black ink, likely belonging to Gerald Antinoro.

A handwritten signature in black ink, likely belonging to the County Manager.

County Manager

Other agency review: \_\_\_\_\_

9. **Board action:**

[ ] Approved  
[ ] Denied

[ ] Approved with Modifications  
[ ] Continued

Agenda Item No. 21



## Storey County Board of County Commissioners Agenda Action Report

Meeting date: 4/17/18

Estimate of time required:

Agenda: Consent ☐ Regular agenda ☒ Public hearing required ☐

1. **Title:** Commissioner signature requested on the Nevada State Liquor License Application for the Virginia City Brewery & Taphouse.
2. **Recommended motion:** I motion for the Commissioners to sign the Nevada State Liquor License application for the Virginia City Brewery & Taphouse.
3. **Prepared by:** Brandy Gavenda, Admin. Asst.

**Department:** Storey County Sheriff's Office

**Telephone:** 775-847-0959

4. **Staff summary:** Commissioner signature requested on the Nevada State Liquor License Application for the Virginia City Brewery & Taphouse.
5. **Supporting materials:** None
6. **Fiscal impact:** None

Funds Available:

Fund:

\_\_\_\_ Comptroller

7. **Legal review required:**

KL District Attorney

8. **Reviewed by:**

X Department Head

Department Name: Sheriff, Gerald Antinoro

[Signature] County Manager

[Signature]

Other agency review: \_\_\_\_\_

9. **Board action:**

☐ Approved  
☐ Denied

☐ Approved with Modifications  
☐ Continued

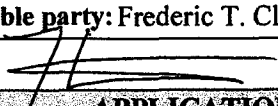
Agenda Item No. 22



## NEVADA STATE LIQUOR LICENSE APPLICATION

The Board of County Commissioners or Incorporated Cities Governing Body Members must forward the approved and signed Form LTD 06 application to the Nevada Department of Taxation (NRS 369.200). Please note Per NRS 369.220 (3) the Nevada State Liquor License is nontransferable.

1	<b>Application is being submitted for</b> New Business <input type="checkbox"/> Location Change <input type="checkbox"/> Additional Location <input checked="" type="checkbox"/>		<b>Taxpayer ID:</b> 1012478971
2	<b>Application is for:</b> <input type="checkbox"/> Importer/Wholesaler Liquor License <input checked="" type="checkbox"/> Manufacturer Liquor License		
3	<b>Importer/Wholesaler License Type (Check all that apply):</b> <input type="checkbox"/> Importer and Wholesaler of Wine, Beer and Spirits <input type="checkbox"/> Importer and Wholesaler of Beer <input type="checkbox"/> Wholesaler of Wine, Beer and Spirits <input type="checkbox"/> Wholesaler of Beer		
4	<b>Manufacturer License Type (Check all that apply):</b> <input checked="" type="checkbox"/> Brew Pub <input type="checkbox"/> Brewer <input type="checkbox"/> Craft Distillery <input type="checkbox"/> Estate Distillery <input type="checkbox"/> Instructional Wine Facility <input type="checkbox"/> Winemaker <input type="checkbox"/> Rectifier		
5	<b>Business Type:</b> <input type="checkbox"/> Corporation <input checked="" type="checkbox"/> LLC <input type="checkbox"/> Partnership <input type="checkbox"/> Individual <input type="checkbox"/> Other:		
6	<b>Date Incorporated/Organized:</b> 2-4-2011	<b>State where Incorporated/Organized:</b> NV	
7	<b>Anticipated Start Date of Location:</b> 04/01/2018	<b>Federal Tax ID:</b> 27-4990116	
8	<b>Name of Business:</b> Combination Seven LLC		<b>Phone Number:</b> (707) 940-4000
9	<b>DBA, if any:</b> Virginia City Brewery & Taphouse		<b>Fax Number:</b>
10	<b>Business Address:</b> 24737 Arnold Drive, Sonoma, CA 95476		
11	<b>Location of Operation:</b> 62 N. C Street, Virginia City, NV 89440		
12	<b>Mailing Address:</b> 24737 Arnold Drive, Sonoma, CA 95476		
13	<b>Email Address:</b> fcline@clinecellars.com		
14	<b>List All Owners, Officers, Members, Partners, etc. Attach Additional Sheets if Needed.</b>		
	<b>Name:</b> Frederic T.Cline	<b>Title:</b> Managing Member/Trustee	<b>SSN:</b> 569-66-6017
	<b>Residence Address:</b> 532 Second Street East, Sonoma, CA 95476		<b>% Owned:</b> See trusts below
	<b>Name:</b> Nancy B. Cline	<b>Title:</b> Managing Member/Trustee	<b>SSN:</b> 554-33-4726
	<b>Residence Address:</b> 532 Second Street East, Sonoma, CA 95476		<b>% Owned:</b> See trusts below
	<b>Name:</b> Frederic and Nancy Cline Family Trust dated March 5, 1991	<b>Title:</b> LLC Member	<b>SSN:</b>
	<b>Residence Address:</b> 532 Second Street East, Sonoma, CA 95476		<b>% Owned:</b> 51%
	<b>Name:</b> Cline Children's Irrevocable Trust dated December 30, 1996	<b>Title:</b> LLC Member	<b>SSN:</b>
	<b>Residence Address:</b> 532 Second Street East, Sonoma, CA 95476		<b>% Owned:</b> 49%

15	<b>If Partnership, is the agreement recorded?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>N/A</i>	<b>In what county and city is it recorded in?</b>
16	<b>Operating under a Fictitious Firm Name?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (Supply a certified copy of the certificate to the Department)	<b>In what county and city is it recorded in?</b> Storey County, Virginia City
17	<b>Has applicant applied for a local County or City license?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>If so, where?</b> Storey County
18	<b>Has applicant secured all necessary Federal permits?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>TTB Permit Number (Supply a copy of permit):</b> BR-NV-21032
19	<b>Is the location of operations shared with any other business?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please provide the following:	
	<b>Business Name:</b>	<b>Type of Operations:</b>
	<b>Business Name:</b>	<b>Type of Operations:</b>
	<b>Business Name:</b>	<b>Type of Operations:</b>
20	<b>Does any person listed on this application engage in manufacturing, importing, wholesaling or retailing alcoholic beverages through another company?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please provide the following:	
	<b>Person's Name:</b>	<b>% Owned:</b>
	<b>Business Name:</b>	<b>Type of Operations:</b>
	<b>Person's Name:</b>	<b>% Owned:</b>
	<b>Business Name:</b>	<b>Type of Operations:</b>
21	<b>Have any individuals with interest, financial or otherwise, in the applicant's business, ever been convicted of a violation of Federal or any state liquor laws?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If so, provide the following:	
	<b>Name:</b>	<b>When:</b>
	<b>Explain:</b>	
22	<b>APPLICANT'S AFFIRMATION:</b> By signing I certify that, to the best of my knowledge under penalty of perjury, the information contained herein is correct and acknowledge that pursuant to Nevada Revised Statutes (NRS) 239.330, it is a category C felony to knowingly offer any false or forged instrument for filing to the Nevada Department of Taxation. In addition, if I am granted a liquor license, I understand that I am expected to comply with all liquor laws, including, but not limited to NRS 369 and 597, Nevada Administration Code, and all Federal laws. Noncompliance can result in fines, suspension or revocation of my license, and criminal prosecution.	
	<b>Name of responsible party:</b> Frederic T. Cline	<b>Title:</b> Managing Member
	<b>Signature:</b> 	<b>Date:</b> 3-15-18
<b>APPLICATION SUBMITTAL LOCATIONS</b>		
If the location of business operations is in one of the following cities, Boulder City, Caliente, Carlin, Carson City, Elko, Ely, Fallon, Fernley, Henderson, Las Vegas, Lovelock, Mesquite, North Las Vegas, Reno, Sparks, Wells, West Wendover, Winnemucca or Yerington, then <b>Submit page 1, 2 and 3 to that Incorporated Cities Governing Board for review.</b>		
<b>All other locations, submit page 1, 2 and 4 to the Board of County Commissioners for review.</b>		

## **COUNTY COMMISSIONERS APPROVAL PAGE**

**For all Non-Incorporated Cities**

### **FOR OFFICIAL USE ONLY**

**Remarks and recommendations by the County Commissioners:**

**Board of County Commissioners:**

**Chairman:** \_\_\_\_\_

**Member:** \_\_\_\_\_

**Member:** \_\_\_\_\_

**Member:** \_\_\_\_\_

**Member:** \_\_\_\_\_

[seal]

**ATTEST:**

\_\_\_\_\_, County Clerk

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the application for a Nevada State Liquor License

for \_\_\_\_\_ has been ☐ Approved ☐ Denied

NEVADA DEPARTMENT OF TAXATION  
CARSON CITY, NEVADA 89706

Taxpayer ID: 1012478971

Date: March 14, 2018

**SURETY BOND POSTED TO SECURE PERFORMANCE UNDER TITLE 32**  
**CHAPTER 369 LIQUOR EXCISE TAX**

KNOW ALL MEN BY THESE PRESENTS:

Bond Number 57BSBHW3676

That we, COMBINATION SEVEN LLC,  
of 24737 Arnold Drive, Sonoma, CA 95475,  
as principal and Hartford Fire Insurance Company,  
a surety company organized and existing under the laws of the State of Connecticut, and authorized to do  
business under the laws of the State of Nevada, as surety,

ARE HELD AND FIRMLY BOUND UNTO THE STATE OF NEVADA for its use and benefit in the penal sum of  
One Thousand Dollars (\$ 1,000.00 ), lawful money of the United States of America, for  
which sum, well and truly to be paid, we bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly  
and severally, by these presents.

THE CONDITION OF THE ABOVE OBLIGATION IS SUCH THAT:

WHEREAS, the principal is subject to Title 32, Chapter 369 of the Nevada Revised Statutes, and pursuant to Title 32,  
Chapter 369 of the Nevada Revised Statutes, this Surety Bond is required; and

WHEREAS, a demand has been made upon the principal by the Nevada Department of Taxation for security for the payment  
of the taxes.

NOW THEREFORE, if the principal shall comply with all the provisions of Title 32, Chapter 369 of the Nevada Revised  
Statutes, and any amendments thereto, and in particular, pay all taxes, interest, and penalties promptly when due, including  
taxes, interest, and penalties which are now due and those which may become due, then the surety shall have no obligation to  
perform under this bond.

Upon failure of the principal to comply with any or all of the provisions of said acts and any amendments thereto, and in  
particular on the principal's failure to pay all taxes, interest, and penalties promptly when due, and when demanded by the  
Nevada Department of Taxation, the Nevada Department of Taxation may make demand upon the surety for the payment of  
the amount of the unpaid taxes, interest, and penalties by said principal up to, but not to exceed the amount of the surety's  
liability as defined by this bond, and in addition any costs or attorney's fees incurred in collecting the same from said surety.

The surety is assuring to the Nevada Department of Taxation, the principal's full compliance with Title 32, Chapter 369 of  
the Nevada Revised Statutes, and with any amendment thereof, and all the terms, conditions, and provisions of said law shall  
be deemed to be incorporated in and made a part of this bond as fully as if set forth in full here.


The surety herein reserves the right to withdraw as such surety except as to any liability already incurred or accrued  
hereunder. The surety may withdraw upon the giving of written notice of such withdrawal to the Nevada Department of  
Taxation, provided, however, that no withdrawal shall be effective for any purpose until 30 days shall have elapsed from and  
after the receipt of such notice by the Nevada Department of Taxation. Furthermore, no withdrawal shall in anyway affect the  
liability of said surety arising out of any actions or inactions made by the principal herein prior to the expiration of such period  
of 30 days, regardless of whether or not an assessment for tax due on the receipt from such sales has been levied before the  
lapse of such 30 days.

IN WITNESS WHEREOF, the principal and said surety have hereunto caused this instrument to be executed at

this 15th day of March 2018

THIS BOND MUST BE COUNTERSIGNED BY A NEVADA  
RESIDENT AGENT OF THE ISSUING COMPANY.

By



Nevada Resident Agent

106 Mineral Street, Tonopah NV 89404

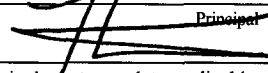
Address

707-815-2808

Telephone Number

COMBINATION SEVEN LLC

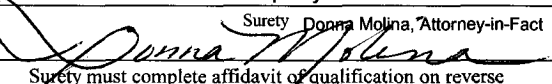
By



Principal

Principal must complete applicable acknowledgment on reverse  
Hartford Fire Insurance Company

By



Surety Donna Molina, Attorney-in-Fact

Surety must complete affidavit of qualification on reverse



**AFFIDAVIT OF QUALIFICATION**

(Must be completed by surety)

State of CaliforniaCounty of Sonoma

SS

On the 19 day of March in the year 2018, before me personally appearedDenna Molina, being first duly sworn on oath deposes and says that (s)he is the Attorney-in-fact

of said insurance company, and that (s)he is duly authorized to execute and deliver the foregoing obligation; that said insurance company is authorized to execute the same and has complied in all respects with the laws of Nevada in reference to becoming sole surety upon bonds, undertaking and obligations



[Seal]

Tern Lowers

Notary Public

Residing at Santa Rosa CaliforniaMy commission expires 8/11/2021**CORPORATE ACKNOWLEDGMENT**State of CALIFORNIA

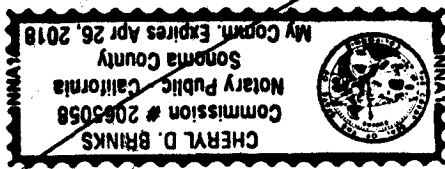
SS

County of SONOMAOn the 21st day of March in the year 2018, before me personally appeared Frederic T. Clineto me known who, being by me duly sworn, did depose and say: That (s)he resides in Sonoma, CA. that(s)he is the Managing Member of Combination Seven LLC the corporation which executed the instrument on

the reverse and which is described therein; that (s)he signed the instrument on behalf of the said corporation; that (s)he was

authorized to do so by Article \_\_\_\_\_ of the Articles of Incorporation of the said corporation, and by order of the Board of

Directors of said corporation; and that his/her signature as it appears on the instrument is binding upon the corporation.



[Seal]

Cheryl D. Brinks

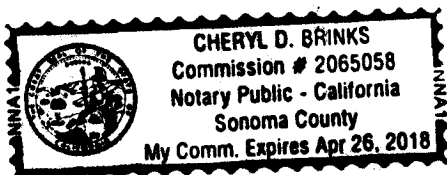
Notary Public

Residing at Cotati, CALIFORNIAMy commission expires 4-26-2018**SOLE OWNER, LLC, LLP OR PARTNERSHIP ACKNOWLEDGMENT**State of CALIFORNIA

SS

County of SONOMAOn the 21st day of March in the year 2018, before me personally appeared Frederic T. Clineto me known who, being by me duly sworn, did depose and say: That (s)he is Managing Member of Combination Seven, LLC

and that (s)he is duly authorized to execute on behalf of the said business the instrument on the reverse and which is described therein.



[Seal]

Cheryl D. Brinks

Notary Public

Residing at Cotati, CaliforniaMy commission expires 4-26-18

# POWER OF ATTORNEY

Direct Inquiries/Claims to:

THE HARTFORD

BOND, T-12

One Hartford Plaza

Hartford, Connecticut 06155

[Bond.Claims@thehartford.com](mailto:Bond.Claims@thehartford.com)

call: 888-266-3488 or fax: 860-757-5835

KNOW ALL PERSONS BY THESE PRESENTS THAT:

Agency Name: NORTH BAY INSURANCE BROKERS

Agency Code: 57-110615

- ☒ **Hartford Fire Insurance Company**, a corporation duly organized under the laws of the State of Connecticut
- ☐ **Hartford Casualty Insurance Company**, a corporation duly organized under the laws of the State of Indiana
- ☐ **Hartford Accident and Indemnity Company**, a corporation duly organized under the laws of the State of Connecticut
- ☐ **Hartford Underwriters Insurance Company**, a corporation duly organized under the laws of the State of Connecticut
- ☐ **Twin City Fire Insurance Company**, a corporation duly organized under the laws of the State of Indiana
- ☐ **Hartford Insurance Company of Illinois**, a corporation duly organized under the laws of the State of Illinois
- ☐ **Hartford Insurance Company of the Midwest**, a corporation duly organized under the laws of the State of Indiana
- ☐ **Hartford Insurance Company of the Southeast**, a corporation duly organized under the laws of the State of Florida

having their home office in Hartford, Connecticut (hereinafter collectively referred to as the "Companies") do hereby make, constitute and appoint Donna Molina

its true and lawful Attorney-in-Fact, to sign its name as surety(ies) only as delineated above by , and to execute, seal and acknowledge the following bond, undertaking, contract or written instrument:

Bond No. 57BSBHW3676

Naming Combination Seven, LLC as Principal,  
and Nevada Department of Taxation as Obligee,

in the amount of See Bond Form(s) on behalf of Company in its business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

**In Witness Whereof**, and as authorized by a Resolution of the Board of Directors of the Companies on May 6, 2015 the Companies have caused these presents to be signed by its Senior Vice President and its corporate seals to be hereto affixed, duly attested by its Assistant Secretary. Further, pursuant to Resolution of the Board of Directors of the Companies, the Companies hereby unambiguously affirm that they are and will be bound by any mechanically applied signatures applied to this Power of Attorney.



*John Gray*

John Gray, Assistant Secretary

*M. Ross Fisher*

M. Ross Fisher, Senior Vice President

STATE OF CONNECTICUT

ss. Hartford

COUNTY OF HARTFORD

On this 5th day of January, 2018, before me personally came M. Ross Fisher, to me known, who being by me duly sworn, did depose and say: that he resides in the County of Hartford, State of Connecticut; that he is the Senior Vice President of the Companies, the corporations described in and which executed the above instrument; that he knows the seals of the said corporations; that the seals affixed to the said instrument are such corporate seals; that they were so affixed by authority of the Boards of Directors of said corporations and that he signed his name thereto by like authority.



CERTIFICATE

*Kathleen T. Maynard*

Kathleen T. Maynard  
Notary Public

My Commission Expires July 31, 2021

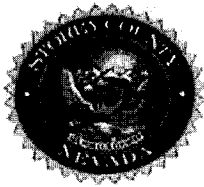
I, the undersigned, Assistant Vice President of the Companies, DO HEREBY CERTIFY that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which is still in full force effective as of March 15, 2018.

Signed and sealed at the City of Hartford.



*Kevin Heckman*

Kevin Heckman, Assistant Vice President



## Storey County Board of County Commissioners Agenda Action Report

Meeting date: 4-17-18

Estimate of time required: 0 - 5

Agenda: Consent ☐ Regular agenda ☒ Public hearing required ☐

---

1. **Title:** Business License Second Readings -- Approval

2. **Recommended motion:** Approval

3. **Prepared by:** Melissa Field

**Department:** Community Development

**Telephone:** 847-0966

4. **Staff summary:** Second readings of submitted business license applications are normally approved unless, for various reasons, requested to be continued to the next meeting. A follow-up letter noting those to be continued or approved will be submitted prior to the Commission Meeting. The business licenses are then printed and mailed to the new business license holder.

5. **Supporting materials:** See attached Agenda Letter

6. **Fiscal impact:**

Funds Available:

Fund:

\_\_\_\_ Comptroller

7. **Legal review required:**

\_\_\_\_ District Attorney

8. **Reviewed by:**

☒ Department Head

Department Name:

 County Manager

Other agency review: \_\_\_\_\_

9. **Board action:**

☐

Approved

☐

Approved with Modifications

☐

Denied

☐

Continued

Agenda Item No. 23

# Storey County Community Development

## Business Licensing



P O Box 526 • Virginia City NV 89440 • (775) 847-0966 • Fax (775) 847-0935 • mfield@storeycounty.org

To: Vanessa Stephens, Clerk's Office  
Pat Whitten, County Manager

**April 3, 2018**  
Via email

Please add the following item(s) to the **April 17, 2018** COMMISSIONERS Agenda:

Storey County Building Department has inspected and found that the following businesses meet code requirements necessary to operate in the county:

### **LICENSING BOARD SECOND READINGS**

- A. **E.S.S.I, LLC** – Contractor / 1400 W. Shady Grove ~ Grand Prairie, TX
- B. **PINNACLE GRINDING AND GROOVING LLC** – Contractor / 272 Hill St ~ Reno, NV
- C. **SWITCH, LTD** – General / 240 E. Sydney ~ McCarren, NV
- D. **TEKLUS CONSTRUCTION. LLC** – Contractor / 250 De Wick Ct ~ Sparks, NV
- E. **SPRUCE, LLC** – General / 9604 Prototype Ct ~ Reno, NV
- F. **HOLTZ CONSUTTING GROUP LLC** – General / 4770 S. Dragoon Dr ~ Chandler, AZ
- G. **ANNIE TAUTZ** – General / 5625 De Ponti Dr ~ Orangevale, CA
- H. **RIDGEVIEW INVESTMENTS P.T. LLC** – General / 2573 Shirley Lake Ct ~ Reno, NV
- I. **PETRONIK AUTOMATIONA INC** – General / 7900 N. Sam Houston Pkwy ~ Houston, TX
- J. **BREX EQUIPMENT LLC** – General / 2600 E. Mustang Rd ~ Sparks, NV
- K. **FP&C CONSUTLANTS KC, LLC** – General / 1330 Burlington St ~ North Kansa City, MO
- L. **KOMATSU EQUIPMENT COMPANY** – General / 900 Marietta Way ~ Sparks, NV
- M. **PURCELL TIRE NW, INC** – General / 1250 E. 6<sup>th</sup> St ~ Reno, NV
- N. **EVANS COMPONENTETS, INC** – General / 7606 SW. Bridgeport Rd ~ Portland, OR
- O. **ONQGLOBAL CX** – General / 2602 Alessandro Ct ~ Sparks, NV
- P. **RELIANCE ENGINEERING LLC** – Contractor / 490 Sunshine Ln ~ Reno, NV
- Q. **NEVADA CHILLER AND BOILER, INC** – Contractor / 415 8<sup>th</sup> St ~ Hawthorne, NV

Ec: Community Development  
Commissioners' Office

Planning Department  
Comptroller's Office

Sheriff's Office

# CORRESPONDENCE

April 3, 2018

Storey County Board of Commissioners  
PO Box 176  
Virginia City, Nevada 89440

To: Marshall McBride, Chairman, Jack McDuffy, Lance Gillman

Gentlemen:

We wish to address a recent problematic event concerning the Ponderosa Mine Tour and the sewer work being done on B Street and Taylor. As you may recall, it snowed heavily from March 16 through the 18<sup>th</sup>, where on March 19, Greg Hess met with James Jarrett, foreman for Ames Construction, Mike Nevin, project manager, and Jason Wierzbicki, Storey County Public Works to discuss the area at the corner of Taylor and B Street, and immediately south of Taylor on B Street regarding the new sewer placement, street drainage and tunnel protection in order to prevent damage to the Ponderosa Mine Tunnel Business below. The probability of such damage to the mine came from the experience of twenty years ago, when the county replaced sewer lines in the same area, and caused major flooding and damage to the mine at that time.

This time, when Mr. Hess spoke with all concerned in the attempt to ward off any such problems, and with rains in the forecast, Mr. Hess was told by Foreman Jarrett that Ames would soon be working that area of B Street in the near future. On March 22, Ames removed the pavement there, leaving the open dirt below subject to unrelenting heavy rains and snow melt that came on March 22 and 23. The rains cut a ditch in the exposed soils which drained into the mine, causing a lot of damage.

On March 23, Mr. Hess again met with Ames Foreman Jarrett to show him the damage and the following day called Pat Whitten to notify Mr. Whitten of the problem as well. Of course, the mine had to be closed as of March 22, and repairs were begun on March 24, after the rains subsided. On March 26, Mr. Hess called Mike Nevin to discuss solving the water problem into the mine from the street before any more rains came.

The mine remained closed from March 22 and re-opened for business the afternoon of March 28, 2018.

The owners of the Ponderosa Mine Tour (a forty-year-old business) Greg Hess and Angelo Petrini, feel that the liability for this damage and loss of business rests with both Ames Construction and Storey County due to the facts that (a) Foreman James Jarrett had been informed of the likelihood of such damage in the event of heavy rains on top of 18" of snow ahead of time, and (b) the weather forecast for heavy rains, and therefore (c) work in the area mentioned should have been delayed until weather conditions would not have caused the subsequent water damages to the mine tunnel.

Below is the list of expenses incurred from the damages and loss of business due to the "short-sightedness" of Ames Construction and Storey County sewer project

**Ponderosa Mine Repair Expenses:**

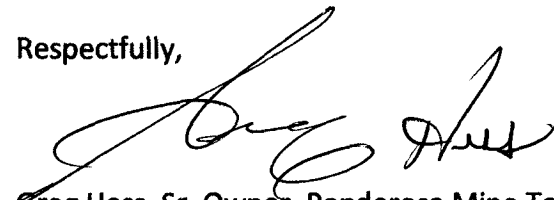
Labor	\$1000.00
Employees	330.00
Lumber	1316.32
Hardware	161.77
Lost Income*	<u>3005.00</u>
Total	\$5813.09

\*Based on revenue for same period 2017-\$3005.00.

The information in this letter has been submitted for the purpose of obtaining reimbursement from Ames Construction and/or Storey County to the Ponderosa Mine Tours business for damages incurred. If you desire more information, receipts, etc., please do not hesitate to contact Greg Hess Sr. at 847-0685.

Thank you for your consideration/action in this matter.

Respectfully,



Greg Hess, Sr. Owner, Ponderosa Mine Tours

Angelo Petrini, Owner, Ponderosa Mine Tours



GH/AP/:cjs

CC: Pat Whitten, County Manager  
Mike Nevin, Project Manager, Storey County  
Jason Wierzicki, Storey County Public Works  
James Jarrett, Foreman, Ames Construction