



# STOREY COUNTY BOARD OF COUNTY COMMISSIONERS MEETING

5/1/2018 9:30 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*

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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 CLOSED SESSION AT 9:30 A.M.**

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 Sargent in 2016 and certain Deputies hired in 2011 and

other properly related matters of the agreement. This meeting will commence immediately before the regular meeting of the county commission.

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

3. **PLEDGE OF ALLEGIANCE**

4. **DISCUSSION/POSSIBLE ACTION:**

Approval of the Agenda for May 1, 2018.

5. **DISCUSSION/POSSIBLE ACTION:**

Approval of the Minutes for April 3, 2018.

6. **CONSENT AGENDA**

I For possible action, Approval of payroll claims in the amount of \$390,974.26 and accounts payable claims in the amount of \$3,655,944.77.

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

A. ETCHEMENDY ENGINEERING, INC - General / 10597 Double R Blvd ~ Reno, NV

B. KJMJ ENTERPRISES - General / 145 S. C st ~ Carson City, NV

C. O&M INDUSTRIES - Contractor / 5901 Ericson Way ~ Arcata, CA

D. SWIFT TRANSPORTATION CO, OF AZ, LLC - General / 2200 S. 75th Ave ~ Phoenix, AZ

E. KOYO ELECTRIC INDUSTRIAL CO.,LTD - General / 5-2-22 Fukushima ~ Osaka, JP

F. PDE HOLDINGS, LLC - Contractor / 90 Corporate Pk Dr ~ Henderson ,NV

G. HOK ARCHITECTS, INC - General / 10 South Broadway ~ St. Louis, MO

H. DEACON CONSRUCTION LLC - Contractor / 7745 Greenback Ln ~ Citrus Heights, CA

I. AQUATECK INTERNATIONAL LLC - General / 1 Four Coins Dr ~ Canonsburg, PA

J. PROCESS AUTOMATION SOLUTIONS, INC - General / 107 Mill Plain Rd ~ Danbury, CT

K. SHIMANE JIDOKI CO., LTD - General / 784 Sada Miyavehi ~ Shimane-Ken, JP

III For possible action, approval of the State Child Support Reimbursement Program. This is a renewal of a current contract.

IV For possible action, approval of Tax Management Associates contract Addendum for contract extension

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

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

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

Review of the Storey County Tentative Budget for 2018/2019. Final approval of the budget will be Monday, May 21, 2018.

10. **DISCUSSION/POSSIBLE ACTION:**

Approval of Resolution 18-486 establishing the Special Revenue Fund for Piper's Opera House.

11. **DISCUSSION/POSSIBLE ACTION:**

Approval of memorandum of understanding (MOU) amending Appendix B of the 2017-2020 collective bargaining agreement between Storey County (employer) and the Storey County Sheriff's Office Employees' Association NAFSA Local 9110 (union).

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

13. **DISCUSSION/POSSIBLE ACTION:**

Approval of the first reading to add on-sale to the Virginia City RV Park, LLC, at 355 N F St., Virginia City, NV 89440.

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

15. **DISCUSSION/POSSIBLE ACTION:**

Approval of Resolution 18-487 requesting the assistance of the State of Nevada Attorney General in the prosecution of a criminal matter.

16. **DISCUSSION/POSSIBLE ACTION:**

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

17. **DISCUSSION/POSSIBLE ACTION:**

Approval of Business License Second 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. LEADEC BV & CO. KG - General / 11 Meitnerstrasse ~ Stuttgart, DE  
J. TEC EQUIPMENT, INC - General / 1955 E. Greg St ~ Sparks, NV  
K. DIVERSIFIED SYSTEMS & TDA ENTERPRISES, INC - Contractor / 20355  
Birdsong Ln ~ Bend, OR  
L. Y SAFETY SOLUTIONS LLC - General / 446 E. Pasture Canyon Dr ~ San Tan  
Valley, AZ

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

19. **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, audiotope, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. 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).

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**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 4/25/2018; 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 Clerk-Treasurer



## Storey County Board of County Commissioners Agenda Action Report

**Meeting date:** 05/01/18

**Estimate of time required:** 30 min.

**Agenda:** Consent ☐ Regular agenda ☐ Public hearing required ☐ (x **Closed Session**)

1. **Title:** 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 certain Deputies hired in 2011 and other properly related matters of the agreement. This meeting will commence immediately before the regular meeting of the county commission.

2. **Recommended motion:** No action

3. **Prepared by:** Austin Osborne

**Department:** Human Resources

**Telephone:** 775.847.0968

4. **Staff summary:** Management and the union identified certain structural elements in the existing bargaining agreement that may result in unintended wage chart placement for employees identified in the agreement as Sergeants promoted to that position in 2016 and Deputies hired in 2011.

5. **Supporting materials:** CBA Appendix B with proposed amendments.

6. **Fiscal impact:**

Funds Available: n/a Fund: \_\_\_\_\_ Comptroller

7. **Legal review required:**

\_\_\_\_\_ 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. |



# Storey County Board of County Commissioners Agenda Action Report

**Meeting date:**  
**Agenda Item Type:** Regular Agenda

**Estimate of Time Required:** 0-5 min.

1. **Title:** Approval of the minutes for April 3, 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:**

 Department Head

**Department Name:** Clerk

\_\_\_\_\_ 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, APRIL 3, 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

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**ROLL CALL:** Chairman McBride, Vice-Chairman McGuffey, Commissioner Gilman, County Manager Pat Whitten, Clerk & Treasurer Vanessa Stephens, Comptroller Hugh Gallagher, District Attorney Anne Langer, Management Analyst III Jennifer McCain, Sheriff Gerald Antinoro, Community Relations Director Cherie Nevin, Recorder Jen Chapman, Planning Director/Administrative Officer Austin Osborne, Communications Director Dave Ballard, Project Manager Mike Northan, Tourism Director Deny Dotson, Fire Chief Jeff Nevin, Virginia City Senior Center Director Stacey Gilbert, Project Manager Mike Northan, Outside Counsel Robert Morris

### **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 April 3, 2018**

County Manager Whitten requested to move Item 23 after Item 4.

Public Comment:  
None

**Motion:** Approve Agenda for April 3, 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. CONSENT AGENDA

I. For possible action, approval of business license first 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 ~ McCarran, 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. LELY TANK AND WASTE SOLUTIONS, LLC - General / 3033 Waltham Way ~ Sparks, NV
- K. PREMIER TRAILER LEASING, INC - General / 300 London Dr ~ McCarran, NV
- L. KOMATSU EQUIPMENT COMPANY - General / 900 Marietta Way ~ Sparks, NV
- M. PURCELL TIRE NW, INC - General / 1250 E. 6th 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 8th St ~ Hawthorne, NV
- R. FP&C CONSUTLANTS KC, LLC - General / 1330 Burlington St ~ North Kansa City, MO
- S. BREX EQUIPMENT LLC - General / 2600 E. Mustang Rd ~ Sparks, NV

II For possible action, first reading for General Business License - Satrini Gaming, DBA Studio 6 Hotel & Recharge Bar. 795 USA Parkway, McCarran, NV. Business Operations 6596 S Jones, Las Vegas, NV 89118. Applicant is Steven Arcana.

III For possible action, approval of first reading for General Business License - Rockwell Security, LLC. 1555 E Lincoln Way, Sparks, NV 89434. Unarmed uniformed security officers.

Public Comment:

None

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

**23. DISCUSSION/POSSIBLE ACTION:** Second 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.

Gilman recused himself from discussion and vote on this item.

Deputy District Attorney Keith Loomis was present via teleconference: This ordinance changes the maximum stay from less than 28 days to less than 30 days, making it consistent with the Landlord/Tenant law. This is about two different things: TRI Center, covered by the 1999 Zoning

Ordinance, and the Resolution of Similar Uses which defines motels/hotels as transient occupancies. Thirty days or more becomes a landlord/tenant use – which is a residential rather than transient use. Limitation within TRIC will be less than 30 days. Outside of TRIC, Storey County Code identified transient use of property as a hotel/motel stay of more than 28 days but less than 180 days. This provision has been removed from Storey County Code. Extended stay hotels are no longer authorized transient uses of property in the C, CR, I, I-2, and I-3 Storey County zones.

This ordinance identifies authorization for the two types of transient lodging taxes what they can be used for. It also provides for appeal and review of required transient lodging tax audits.

Public Comment:  
None

**Motion:** I, Commissioner Jack McGuffey, move to approve the second reading and adoption of Ordinance 18-284, **Action:** Approve, **Moved by:** Vice Chairman McGuffey, **Seconded by:** Chairman McBride, **Vote:** Motion carried by unanimous vote, (**Summary:** Yes=2)

**5. DISCUSSION/POSSIBLE ACTION:** Authorization and approval for County Manager to sign all associated documentation related to the processing of Five Mile Waterline Replacement Project Right-Of-Way Grant from the United States Department of the Interior Bureau of Land Management

Community Relations Director Cherie Nevin: For several years the County has been working with BLM to obtain a right-of-way grant for the Five Mile Waterline Replacement Project. The right-of-way grant and temporary use documentation has been received. Approval allows the County Manager to sign all documentation associated with the processing of this grant. This grant is for approximately 6.216 acres and will be in effect until 12/31/2036.

Public Comment:  
None

**Motion:** I move to approve the County Manager to sign all associated documentation related to the processing of Five Mile Waterline Replacement Project Right-Of-Way Grant from the United States Department of the Interior Bureau of Land Management, **Action:** Approve, **Moved by:** Vice Chairman McGuffey, **Seconded by:** Commissioner Gilman, **Vote:** Motion carried by unanimous vote, (**Summary:** Yes=3)

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

- Work on the Public Works Maintenance building is complete; Community Development is 90%; and, Station 71 is 95%. Mold and asbestos abatement has been completed at Station 72.
- Temporary patches on the Courthouse roof slowed down water intrusion, but some did get through. Belfour is working on water stains. South side of the roof is “dried in”.
- Tear off of the roof revealed non-compliant conditions which are being addressed.
- Ceiling tiles installation is underway in the Clerk’s office; plaster work will begin soon.
- Appraisals have been submitted for the District Attorney’s office and Lockwood Senior Center.

**Community Chest Director Erik Shoen:**

- Community Chest's spring benefit concert will be held April 13<sup>th</sup> at Pipers. The concert features Grammy award artist Jerry Douglas.
- Community Chest is now connected with Thrive Market providing donations of pallets of food to Community Chest. A distribution system will be developed.
- The new Community Center is being put together. Patience of the community is requested while the staff works on the library and the center.

**VCTC Director Deny Dotson:**

- VCTC is now fully staffed.
- V&T Railway Commission met last week and passed a tentative budget. Ellen Burkduell-Spencer is the new Executive Director of the Commission.
- Studio 6 will be holding their grand opening today at 3pm. This is the first hotel in Storey County in years.

**Communications Director Dave Ballard:**

- The new phone system in the Courthouse is being installed today. Phone numbers remain the same.
- April 8<sup>th</sup> through 14<sup>th</sup> is National Public Safety Telecommunications Week recognizing the work of dispatchers.

**Community Relations Director Cherie Nevin:**

- Reminder Thursday, Friday, and Saturday of the next three weeks, free dump days will be held at the Lockwood landfill. The Senior Center will provide assistance to seniors who request help - contact Stacey Gilbert.

**Administrative/Planning Director Austin Osborne:**

- Health insurance open enrollment will be held this week.
- The County's rating is upside-down. What began has a 34% rate increase has been lowered to 16.6%.
- This will be a different insurance program and carriers have been changed for life insurance and vision coverage.
- The County is looking to Senator Cortez-Masto for support on the Lands Bill. Senator Heller and Congressman Amodei are already supporting this bill.

**Hugh Gallagher:**

- Former Virginia City resident, Thomas Patrick Berry, LTC (Ret), passed away. Tom was the first Storey County High School graduate to attend a military academy.

**Pat Whitten:**

- Resident Will Cormany passed away yesterday. He spent many years with the Storey County Sheriff's Office.
- HR 756, the Postal Service Reform Act of 2017, is the legislative vehicle that will help correct the County's zip code issue. It is currently stalled due to the need to replace the first sponsor.
- After reviewing options, it has been determined that the best location for building a new Justice Court facility will be on the property adjacent to the Detention Center.
- Update on the wastewater/sewer project:
  1. Project is half-way complete;
  2. Unknown water pipes have been discovered with water shut-offs to many areas being necessary. An unknown benefit when the water is shut-off is that it enables installation of isolaters which will lessen the size of the area that needs to be shut off.
  3. Big issues have been uncovered at Taylor and B Streets which are being addressed.

- The County has been aware of issues with the Gold Hill septic system. A meeting was held with NDEP, the County engineer, and representatives of the State Revolving Fund to discuss solutions. It appears the State's Revolving Fund and the USDA may participate in funding.
- Community Development is getting on-top-of nuisance issues in the County.
- The first meeting of the New Year 2019 will be Monday, January 7<sup>th</sup> to allow for the swearing in of the newly elected and re-elected officials.

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

**Vice-Chairman McGuffey:**

- The Easter Egg Hunt at St. Mary's Art Center was a great success he thanked those involved in hosting the event.
- He is excited about the energy of the new V&T Rail Commission Board and the new General Manager, Elaine Barkdull-Spencer.

**8. DISCUSSION ONLY (No Action):** Discussion of Storey County Code 17.84.100 (N), which limits the size of political signs to two square feet in certain zones.

District Attorney Langer gave an overview of the current ordinance stating that it is unconstitutional. The Planning Department is currently working on a rewrite of the ordinance. District Attorney Langer's signs will be the size set forth in the ordinance. Her stance is that she will not be prosecuting sign violations.

Mr. Osborne: Is aware of the issues and is in agreement with District Attorney Langer. The Planning Department is working diligently on updating the sign ordinance. The goal is to clean up, streamline, and get rid of the "gotchas" in this ordinance, as well as others. The residential and commercial/residual zones are the areas that have to have the smaller signs.

**9. DISCUSSION/POSSIBLE ACTION:** Approve amended agreement with All Comstock LLC authorizing Mike Nevin to oversee the Five Mile Waterline replacement project and the Gold Hill Septic System renovation.

County Manager Whitten stated that Mike Nevin, All Comstock LLC, was previously contracted to oversee the Wastewater System Improvement project (sewer line replacement). Mr. Nevin is contracted at \$4,500 per month, including all expenses - he provides everything - and is an independent contractor. Under this amendment, Mr. Nevin will oversee the Five Mile Waterline replacement project and the Gold Hill septic system renovation. Compensation will be \$2,500 per month for the pipeline project and \$1,500 per month for the Gold Hill septic system project. The current contract for \$4,500 per month will be lowered to \$4,000 until the sewer project is complete.

Chairman McBride: Are the funds currently available and also in the tentative budget?

Mr. Whitten: The plan is to put it in Water & Sewer between the tentative and the final.

Public Comment:

None

**Motion:** I move to approve the amendment of the agreement with All Comstock LLC thereby authorizing Mike Nevin to oversee two additional construction projects and authorize the Chairman to sign, **Action:** Approve, **Moved by:** Vice Chairman McGuffey, **Seconded by:** Commissioner Gilman, **Vote:** Motion carried by unanimous vote, **(Summary:** Yes=3)

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

**11. DISCUSSION/POSSIBLE ACTION:** Review and possible approval of the 2018-2019 474 Fire District Tentative Budget for submission to the Department of Taxation.

Comptroller Hugh Gallagher reviewed 474 Fire District budget with revenues are expected to decrease over last year due to elimination of SAFER grant proceeds and the transfer of plan review and permit fees to Community Development. Expenses are expected to increase over last year's budget. Mr. Gallagher reviewed reasons for increases. This budget projects an operating loss for the upcoming year.

Mr. Gallagher noted the Fire Emergency Fund must be used for emergencies and cannot be used for operating expenses. He suggested the Mutual Aid Fund be used for future purchases or maintenance of heavy equipment.

Chairman McBride: Fire District personnel moved to Community Development. Why is this budget \$1.3 million short?

Mr. Gallagher: At this time the ad valorem is not known it is also unknown what will occur with negotiations between the County and Tesla. There is a lot of fire personnel expense to be attributed to Tesla. A lot will depend on what additional revenues are seen by the final budget - this budget will be balanced.

Chairman McBride asked when the final budget will be heard.

Mr. Whitten: There may be two meetings. It (the budget) should be ready the first week of May - State law requires approval the third week of May.

Public Comment:  
None

**Motion:** I recommend that we approve the filing of the 2018-2019 474 Fire District Tentative Budget to the Department of Taxation, **Action:** Approve, **Moved by:** Vice Chairman McGuffey, **Seconded by:** Commissioner Gilman, **Vote:** Motion carried by unanimous vote, **(Summary:** Yes=3)

## **12. ADJOURN TO CONVENE AS THE STOREY COUNTY WATER/SEWER BOARD**

**13. DISCUSSION/POSSIBLE ACTION:** Review and possible approval of the 2018-2019 Water/Sewer Tentative Budget for submission to the Department of Taxation.

Mr. Gallagher stated the water system revenue is increased slightly. Projected expense increase is due to equipment maintenance and plant operating supplies showing a negative budget. The ending fund balance is very healthy. A net loss is also projected for the Virginia Divide Sewer. This will be looked at and Mr. Gallagher is confident this budget will be balanced.

Chairman McBride asked if there is an anticipated increase in chemical usage. Higher flows can be expected with the new sewer lines – before a lot of it (in the old sewer lines) wasn't making it to the sewer plant.

Mr. Gallagher: A lot of the increase is because of usage and lab fees.

Mr. Whitten discussed usage of four storm drains on C Street draining oil, antifreeze, salt, and other things into the system causing an increase in chemical usage. Three of the four are off the storm drain, and maybe the fourth. This will be a plus.

Public Comment:  
None

**Motion:** I move to approve the 2018-2019 Water Sewer Tentative Budget for the Department of Taxation, **Action:** Approve, **Moved by:** Vice Chairman McGuffey, **Seconded by:** Commissioner Gilman, **Vote:** Motion carried by unanimous vote, **(Summary:** Yes=3)

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

**15. DISCUSSION/POSSIBLE ACTION:** Review and possible approval of the 2018-2019 Storey County Funds Tentative Budget for submission to the Department of Taxation.

Mr. Gallagher noted the General Fund revenue is projected to increase a little over 2% over last year. Ad valorem projections still need to be received from the Department of Taxation. Negotiations with Tesla on reimbursable costs need to be completed. These items will come in prior to the final. The revenue projection is anticipated to be much higher.

Mr. Gallagher reviewed tentative budgets for all Departments. Mr. Gallagher explained reasons for projected increases in expenses as well as sources of revenue.

The following factors are represented in the tentative budget:

- Revenue - Ad valorem revenues, building permits and plan review, and Tesla reimbursement payments are expected to increase.
- Expenditures – Salaries/wages increase 10.49% due to step increases, reclassifications, and addition of full time equivalents.
- Employee benefits – Increase 19.67%, however negotiations with insurance carriers has not been finalized.
- Operations increase 15.60% for new software maintenance agreements, professional services, additional responsibility for utilities, training and replacing computer equipment.
- General government increase of 180.32% due to public safety replacement vehicles, new computer hardware, and replacement of shop equipment.

Public Comment:

**Nicole Barde, Storey County resident:** Revenues are flat and expenses are increasing in double-digits. How can (the County) continue on this path? What is being done to mitigate this? Revenues need to increase significantly soon or expenses need to be cut sooner.

Mr. Gallagher: Tesla reimbursement is part of this and a number cannot be projected because it is unknown. That contract may or may not be complete. The increases are budgeted but if it does not happen, we do not spend the money – meaning there will be additional cuts in budgets or funds just not being appropriated.

Ms. Barde asked how the departments plan for this scenario.

Mr. Gallagher: Will meet with each department between now and the final to determine a Plan B.

Ms. Barde: The work load needs to go down not just decrease the numbers. The budget cannot be reduced without work being taken off “the platter”.

Mr. Gallagher: This is a situation that needs to be resolved.

Ms. Barde: Will the Tesla contract be re-negotiated by May so that Mr. Gallagher knows for certainty what the revenue will be? Without the number, is a deficit budget submitted to Taxation?

Mr. Whitten: Can’t answer with certainty – the last contract negotiation took over a year.

Mr. Gallagher said a budget can be prepared indicating no more money from Tesla or a budget devised stating a certain amount will be received but if it is not, that doesn’t mean the money is going to be spent. It’s the County process to get the numbers close to what the appropriations are. This tool is given by the Department of Taxation.

Ms. Barde commented:

- Revenues projected forward annually would help establish the right expense number. Ms. Barde has asked for revenue projections to understand the thinking that certain types of expenses are okay. Based on what is seen today, we are looking at potential cutbacks and layoffs. Lines are crossed this year.
- Tesla bonds are now rated “junk”. If Tesla doesn’t come through with the money, what is the (County’s) recourse to get (Tesla) to at least pay for what is already committed on Tesla’s behalf.

Mr. Whitten explained Tesla is billed quarterly in advance and the County is ahead right now. The contract being negotiated is from July 1<sup>st</sup> 19 through....

Ms. Barde: So, we’ll always be one quarter forward.

Ms. Barde asked about road revenues increasing due to gas tax. Is this because of more gas stations?

Mr. Gallagher: This is distributed by the Department of Taxation and there is an increase of fuel purchased in the industrial center.

Kris Thompson, Project Manager, Tahoe Reno Industrial Center, reviewed comments made about Tesla. Stock prices are higher than other vehicle manufacturers and market cap is about \$44 billion. There is no problem with Tesla and they are not going anywhere.

Mr. Thompson asked Mr. Gallagher if he started out with conservative numbers in preparing the (tentative) budget. Can't budgets be adjusted during the year at quarterly reviews?

Mr. Gallagher said numbers are provided by Department of Taxation. There is a problem in that the Assessor's personal property valuations are a year behind. A solid number will likely not be received until a week before the final. If necessary (at quarterly reviews), we would definitely react.

Ms. Barde said it is easy to stop spending immediately when it comes to buying computers and so forth, but not when it comes to hiring personnel.

Mr. Whitten: Mr. Gallagher has done a great job in presenting ultra conservative projections in revenue. There are two "wild cards" that may be clarified before the final budget. One is Tesla, the other is adopting code that is needed. On the other side, Mr. Gallagher has been ultra-liberal on the expense side. Looking at year end General Fund balances from the last three years, and based on the tentative budget, there would still be an ending fund balance of over \$8 million.

Chairman McBride commented that we are always at this point in the budget process, and it takes a month to get it in line. Not every business in the industrial park has tax abatements, as more businesses come on-line we can look for an increase in ad valorem.

**Motion:** I make a motion to approve the filing of the 2018-2019 Storey County General Funds Tentative Budget, and related special funds - other than the Sheriff's budget, **Action:** Approve, **Moved by:** Vice Chairman McGuffey, **Seconded by:** Commissioner Gilman, **Vote:** Motion carried by unanimous vote, **(Summary:** Yes=3)

Commissioner Gilman recused himself from discussion or vote on the Sheriff's Budget.

Mr. Gallagher: The Sheriff's budget is increased in capital improvements mainly for the purchase of five new vehicles to replace existing vehicles. The purchase could also come out of equipment acquisition.

Public Comment:  
None

**Motion:** I make a motion to approve the filing of the 2018-2019 Sheriff's Department Tentative Budget to the Department of Taxation, **Action:** Approve, **Moved by:** Vice Chairman McGuffey, **Seconded by:** Chairman McBride, **Vote:** Motion carried by unanimous vote, **(Summary:** Yes=2)

## 16. RECESS TO CONVENE AS THE STOREY COUNTY GAMING LICENSE BOARD



**17. DISCUSSION/POSSIBLE ACTION:** First 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.

Sheriff Antinoro presented this item. A temporary license has been issued. It has been confirmed that the (State) Gaming Board has already allowed expansion of applicant's license for that facility.

District Attorney Langer: Asked the Sheriff to explain there is the State Gaming and a license is also issued by the County, and that (applicant) has past certain hurdles with the State Gaming Board before the County would issue a temporary, based on a background check.

Sheriff Antinoro: With gaming, nothing happens without Gaming (Board) approval. This company has been licensed in the state for some time at several locations.

Public Comment:

None

**Motion:** I move to approve First reading for Gaming License - Sartini Gaming, DBA Studio 6 Hotel & Recharge Bar at 795 USA Pkwy, McCarran, NV. Business operations 6595 S Jones, Las Vegas, NV 89118. Applicant name is Steven Arcana, **Action:** Approve, **Moved by:** Vice Chairman McGuffey, **Seconded by:** Commissioner Gilman, **Vote:** Motion carried by unanimous vote, (**Summary:** Yes=4)

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

**19. DISCUSSION/POSSIBLE ACTION:** Second reading for On-Sale Liquor License. Applicant is Turk Cobell, managing member of Electric Avenue Hotel, DBA Studio 6 Recharge Bar located at 795 USA Pkwy, McCarran, NV 89434.

Sheriff Antinoro: Mr. Cobell has met all requirements, nothing was found to preclude him from operating, and a temporary liquor license has been issued. Approval is recommended.

Public Comment:

None

Chairman McBride stated that he holds a liquor license and voting on this will have no effect on this licensing.

Commissioner Gilman also stated that he holds a liquor license and voting on this will have no effect on this licensing.

**Motion:** I make to approve Second reading for On-Sale Liquor License. Applicant is Turk Cobell, managing member of Electric Avenue Hotel, DBA Studio 6 Recharge Bar located at 795 USA Pkwy, McCarran, NV 89434, **Action:** Approve, **Moved by:** Vice Chairman McGuffey, **Seconded by:** Commissioner Gilman, **Vote:** Motion carried by unanimous vote, (**Summary:** Yes=4)

## 20. ADJOURN TO RECONVENE AS THE STOREY COUNTY BOARD OF COMMISSIONERS

**21. DISCUSSION/POSSIBLE ACTION:** Second reading for General Business License. Applicant is Turk Cobell, managing member of Electric Avenue Hotel, DBA Studio 6 Recharge Bar located at 795 USA Pkwy, McCarran, NV 89434.

Sheriff Antinoro said there is nothing that precludes the issuance of this license and approval is recommended.

**Motion:** I move to approve Second reading for General Business License. Applicant is Turk Cobell, managing member of Electric Avenue Hotel, DBA Studio 6 Recharge Bar located at 795 USA Pkwy, McCarran, NV 89434, **Action:** Approve, **Moved by:** Vice Chairman McGuffey, **Seconded by:** Commissioner Gilman, **Vote:** Motion carried by unanimous vote, (**Summary:** Yes=3)

**22. DISCUSSION/POSSIBLE ACTION:** Second 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 or [planning@storeycounty.org](mailto:planning@storeycounty.org)

Planning Director Austin Osborne said this second reading is an Ordinance clarifying adult uses in the zoning ordinance, mostly pertaining to the definition. There is a change from the first reading - on page 3, sub-section 17.28.030LL.

Public Comment:

None

Mr. Osborne read the Ordinance title: Ordinance 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.

Findings:

What is being approved today does not conflict with the Nevada Revised Statutes; and, does not conflict with existing Title 17 Storey County Zoning Ordinance and is not in conflict with the 2016 Storey County Master Plan.

**Motion:** In accordance to the recommendation by staff, the Planning Commission, and the findings read by Mr. Osborne, I, Commissioner Jack McGuffey, move to approve second reading of Ordinance 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:** Commissioner McGuffey, **Seconded by:** Commissioner McBride, **Vote:** Motion carried by unanimous vote, (**Summary:** Yes=3)

**24. DISCUSSION/POSSIBLE ACTION:** Approval of Business License Second Readings:

- A. NIKKE MACHINE MANUFACTURING CORP - Contractor / Hyogo, Japan
- B. EVOLVED K9 TRAINING LLC - Home Business / 1537 Canal Rd ~ Sparks, 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. EUROSOFTE-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. DEGENKOLB ENGINEERS - General / 375 Beale St ~ San Francisco, CA
- 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

County Manager Whitten, on behalf of Community Development, recommended approval of items A through II.

Public Comment:

None

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

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

None

**26. ADJOURNMENT**

The Chairman adjourned the meeting at 12:50 PM

Respectfully submitted,

By: Vanessa Stephens

Vanessa Stephens Clerk-Treasurer



## Storey County Board of County Commissioners Agenda Action Report

**Meeting date:** May 1, 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 \$390,974.26 and accounts payable claims in the amount of \$3,655,944.77.
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 blue ink signature, possibly "V", is written over a horizontal line.

Department Head

**Department Name:** Treasurer

\_\_\_\_ 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

Payroll Type: Deductor  
Check Date: 03/13/18

Check/ DD #	Emp #/ Ded #	Payee	Amount
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Total User Transfer for EFTPS:			.00
Total Deductor Checks:			5,784.00

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

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

STOREY COUNTY PAYROLL SYSTEM  
Check Register

Rept: PR0510A  
Run: 03/21/18 13:42:28

Payroll Type: Regular  
Payroll Groups: 1 2 3 4 5 6 7 8 9  
Check Date: 03/23/18  
Period-end Date: 03/18/18

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

Total User Transfer for EFTPS:			45,968.72
Total Deductor Checks:			15,335.57
Total Employee Checks:			912.12
Total Employee Direct Deposit:			268,258.25
Total Employee Deds Xferd on Dir Dep File:			16,600.17
Total User Transfer to Deductor:			38,065.43
Total Disbursed:			385,140.26

Approved by the Storey County Board of Commissioners:

CHAIRMAN	COMMISSIONER	COMMISSIONER
COMPTROLLER		
TREASURER		

Payroll Type: Special      Check Date: 03/12/18      Period-end Date: 03/04/18  
Payroll Groups:

Check/ DD #	Emp #/ Ded #	Payee	Amount
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Total User Transfer for EFTPS:			.00
Total Deductor Checks:			.00
Total Employee Checks:			.00
Total Employee Direct Deposit:			.00
Total Employee Deds Xferd on Dir Dep File:			50.00
Total User Transfer to Deductor:			.00
Total Disbursed:			50.00

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

CHAIRMAN	COMMISSIONER	COMMISSIONER
_____	_____	_____
COMPTROLLER		
_____		
TREASURER		
_____		



Report No: PBI315  
Run Date: 03/14/18

STOREY COUNTY  
CHECK REGISTER 3/16/18

Page 1

CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	P/O #	DATE	TRANS#	AMOUNT	CHECK TOTAL
91451	ADVANCED DATA SYSTEMS INC	COMPTROLLER REAL/PERS PROP COSTING SUPPORT		3/16/18 3/16/18 3/16/18	83760 83760 83760	519.00- 5,325.00 200.00	5,006.00
91452	AIRGAS NCN INC	AMB SUPPLIES		3/16/18	83816	25.92	
91453	ALL COMSTOCK LLC	AMB SUPPLIES		3/16/18	83816	98.24	124.16
91454	ALSCO INC	WATER IMPROVEMENT PJCT		3/16/18	83747	4,500.00	4,500.00
		ST 71 LAUNDRY		3/16/18	83817	13.80	
		ST 72 LAUNDRY		3/16/18	83817	8.77	
		ST 75 LAUNDRY		3/16/18	83817	20.58	
		ST 74 LAUNDRY		3/16/18	83817	10.52	
		SHOP		3/16/18	83720	122.82	
		SHOP		3/16/18	83720	77.84	
		CH		3/16/18	83720	46.50	300.83
91455	AMERICAN ARBITRATION INC	#01-18-0000-7045-2-DC VY		3/16/18	83886	150.00	150.00
91456	AMERICAN WATERWORKS ASSN	MEMBER#00425776		3/16/18	83719	420.00	420.00
91457	AMCS CONSTRUCTION	USDA 92-07 SF#271		3/16/18	83743	975,144.47	975,144.47
91458	ASSESSOR'S ASSOC OF NEV	JANA		3/16/18	83809	35.00	35.00
91459	AT&T TELECONFERENCE SERVI	TELECONFERENCE SERVICES		3/16/18	83881	5.19	5.19
91460	AUTO & TRUCK ELECTRIC, INC	PW63957- ALTERNATOR		3/16/18	83774	195.00	195.00
91461	BALANCE STAFFING	BALANCE STAFFING		3/16/18	83856	137.50	137.50
91462	BURRELL, SCOTT LEWIS	2/22/18 - 3/7/18		3/16/18	83849	45.00	45.00
91463	BUSINESS & PROFESSIONAL	GARNISHMENT DISBURSED		3/16/18	83806	196.31	196.31
91464	CANYON GENERAL IMPROVEMEN	WATER / SEWER		3/16/18	83762	49.50	49.50
91465	CAPITAL CITY AUTO PARTS	PW63957 AIR FILTER		3/16/18	83721	19.72	19.72
91466	CASELLE INC	APRIL SUPPORT 1/2		3/16/18	83722	202.00	202.00
91467	CELLCO PARTNERSHIP	COMM IPAD DATA		3/16/18	83815	40.01	40.01
91468	CFOA	CHAPMAN		3/16/18	83870	120.00	120.00
91469	CHARM-TEX	LOCKING STORAGE BAGS CELL ORGANIZER		3/16/18 3/16/18	83787 83787	408.50 162.90	571.40
91470	CHARTWELL STAFFING SERV	D. SNYDER J. SMITH		3/16/18 3/16/18	83820 83820	966.00 1,407.60	2,373.60
91471	CHIEF SUPPLY CORP	MOUTHPIECES		3/16/18	83763	127.73	127.73
91472	CITY OF CARSON TREASURER	STOREY CO DRUG COURT FEE		3/16/18	83879	70.00	70.00
91473	CMC TIRE INC						

NUMBER	VENDOR	INVOICE DESCRIPTION	P/O #	DATE	TRANS#	AMOUNT	CREDIT	TOTAL
91474	COMMUNITY CHEST INC	FR66029 TIRES		3/16/18	83723	2,017.56		
		FR69948 VALVE STEMS		3/16/18	83723	45.00		
		SO63293 TIRES		3/16/18	83723	770.08		2,832.64
91475	COMSTOCK CHRONICLE (VC)	INV 6540 VSU-STOP GRANT		3/16/18	83792	595.05		
				3/16/18	83855	175.00		770.05
		PASSAGE MULTIPLE ORD NOTICE TO TAXPAYERS ZONE TXT AMNDT NOTICE TOURISM ASST AD RECORDER EQUIP OPERATOR APPRAISER- ASSESSOR COMMUNICATIONS		3/16/18	83725	918.00		
91476	DATOHS USA INC	ST 72 WATER		3/16/18	83819	73.95		
		ST 71 WATER		3/16/18	83819	30.95		
		ST 74 WATER		3/16/18	83819	36.95		
91477	DAYTON VALLEY CONSERVATIO	ST 75 WATER		3/16/18	83819	30.95		
		CH RENTAL		3/16/18	83803	25.95		
		WATER RENTASL		3/16/18	83726	51.90		
91478	DIMARZO, ARMOUR B	WATER SVC JAIL/BUS		3/16/18	83853	25.95		
		CH MAINT		3/16/18	83764	82.85		
				3/16/18	83726	54.95		414.40
91479	DISH DBS CORPORATION	ABATEMENT		3/16/18	83750	3,520.89		
		ABATEMENT		3/16/18	83750	4,392.51		7,913.40
		CHINA READY GROUP		3/16/18	83831	200.00		200.00
91480	EBBERT, MARLINDA	SATELLITE 800 PERI RANCH		3/16/18	83811	97.03		97.03
		NDOT FLAGGER CERTS		3/16/18	83769	910.00		910.00
		JD LDR FILTER		3/16/18	83727	27.79		
91481	ELLIOTT AUTO SUPPLY INC	FR-71 DEXRON		3/16/18	83727	30.72		
		SHOP- DEL 65PG		3/16/18	83727	237.79		
		FR63568 FILTERS		3/16/18	83727	229.30		
91482	ELLIOTT AUTO SUPPLY INC	SO48326 WIRE HARNESS		3/16/18	83727	25.56		
		SO48326 FILTER		3/16/18	83727	9.38		
		STOCK- FILTERS		3/16/18	83727	10.40		
91483	ELLIOTT AUTO SUPPLY INC	SO67831 HUB, PADS		3/16/18	83727	64.76		
		SO67831 ROTOR		3/16/18	83727	292.17		
		SO68575 FILTER		3/16/18	83727	137.42		
91484	ELLIOTT AUTO SUPPLY INC	JD LDR- FILTER		3/16/18	83727	21.10		
		SO67831 CREDIT		3/16/18	83727	92.04		
		SO56312 OIL SEAL		3/16/18	83727	121.64		
91485	ELLIOTT AUTO SUPPLY INC	FR 63568 FUEL FILT		3/16/18	83727	106.00		
		SO STK- FILTERS		3/16/18	83727	92.74		
		SO58905 30-547696		3/16/18	83727	20.80		
91486	ELLIOTT AUTO SUPPLY INC	SO48326 ACTUATOR		3/16/18	83727	218.80		
		SO68575 GASKETS		3/16/18	83727	36.62		
		SO56312 OIL SEAL		3/16/18	83727	328.60		
91487	ELLIOTT AUTO SUPPLY INC	SO68575 EXHAUST		3/16/18	83727	10.12		
				3/16/18	83727	313.35		
				3/16/18	83727	313.35		

Report No: PB1315  
Run Date : 03/14/18

STOREY COUNTY  
CHECK REGISTER 3/16/18

CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	P/O #	DATE	TRANS#	AMOUNT	CHECK TOTAL
91482	ERICKSON THORPE & SWAINST	SOG6025 TIE RODS		3/16/18	83727	188.16	1,458.80
91483	FARR WEST ENGINEERING	ACCT 603440.0		3/16/18	83798	4,339.50	4,339.50
91484	FAST GLASS INC	CONST MGMT 1/27-2/23 TASK #21		3/16/18	83742	69,591.29	
91485	FASTENAL COMPANY	TASK ORD#20-PROJ MGMT		3/16/18	83728	1,702.50	
				3/16/18	83742	1,147.50	72,441.29
91486	FERRELLGAS LP	THOMAS/CREEK FIRE		3/16/18	83729	225.00	225.00
		SHOP- SPLIT LOOM ETC		3/16/18	83737	15.62	15.62
		ST-71/ST-11 FIRHS PROPANE		3/16/18	83837	1,261.39	
		PROPANE		3/16/18	83775	345.98	
		CH		3/16/18	83730	742.18	
		PROPANE		3/16/18	83775	365.58	
		1100408932		3/16/18	83868	199.02	
		WTR PLANT		3/16/18	83730	1,099.67	
		100 TOLL RD 1/4		3/16/18	83730	824.90	
		CH		3/16/18	83730	768.98	
		PROPANE		3/16/18	83775	220.07	
		WATER PLANT		3/16/18	83730	636.11	6,463.88
91487	FIELDING, RANDY & REBECCA	00339310		3/16/18	83781	20.00	20.00
91488	GFOA	J. MCCAIN 300217105		3/16/18	83885	310.00	310.00
91489	GIBBS, DEBORAH	00352233		3/16/18	83782	177.00	177.00
91490	GLADDING, EDWARD A.	3/6/18 15133CR LYLE		3/16/18	83801	2,076.00	2,076.00
91491	GOLDEN GATE/SET PETROLEUM	PW- REG 401 / DSL 317		3/16/18	83773	1,587.62	1,587.62
91492	GOTT, SAMANTHA	00318216		3/16/18	83779	52.70	52.70
91493	GTP INVESTMENTS LLC	POND PEAK TOWER		3/16/18	83872	608.33	
		POND PEAK RENT		3/16/18	83812	370.06	
		POND PEAK UTILITIES		3/16/18	83812	40.00	1,018.39
91494	HARDWICK, WAYNE C	3/1/18-2/28/19 INSUR		3/16/18	83838	1,231.20	1,231.20
91495	HAT, LTD	MIS HRS INV17138003 ROADS		3/16/18	83840	1,981.32	
				3/16/18	83732	1,018.08	2,999.40
91496	HAYES + ASSOCIATES, INC	16137CR BLACK		3/16/18	83793	118.00	118.00
91497	HD SUPPLY CONST SUPPLY LT	MEASURE WHEEL, PAINT		3/16/18	83733	181.06	181.06
91498	HOME DEPOT CREDIT SERVICE	FOLDING TABLE OFFICE		3/16/18	83873	37.98	37.98
91499	HYDRAULIC INDUSTRIAL SERV	KW PLOW- HOSE ENDS		3/16/18	83731	30.15	30.15
91500	IRON MOUNTAIN INFO MGT IN	NT 147 / FLM STG 3/18 SHRED BIN CONSOLE 1/2 SHRED BIN CONSOLE 1/2 SHRED BIN CONSOLE 1/2		3/16/18	83868	232.98	
				3/16/18	83744	186.45	
				3/16/18	83744	45.65	
				3/16/18	83744	45.65	

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CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	P/O #	DATE	TRANS#	AMOUNT	CHECK TOTAL
91501	ITS MY COMMUNITY STORE	OFFICE SUPPLIES		3/16/18	83734	61.52	510.73
91502	IT1 SOURCE LLC	LAPTOP OFFICE AND VISIO PIPERS MICROSOFT OFFICE CABLES		3/16/18 3/16/18 3/16/18	83874 83874 83874	756.62 387.35 173.00	61.52
91503	JBP LLC	KNOB FR53568 GASKET		3/16/18 3/16/18	83735 83735	21.60 223.58	1,316.97
91504	KIMBALL MIDWEST	MISC HDWR		3/16/18	83736	394.04	245.18
91505	LIFE-ASSIST INC	AMB SUPPLIES AMB SUPPLIES		3/16/18 3/16/18	83839 83839	899.18 65.60	394.04
91506	LIQUID BLUE EVENTS LLC	MONTHLY RETAINER		3/16/18	83825	2,285.00	964.78
91507	MA LABORATORIES INC	WIRELESS ACCESS CARDS IT STOCK		3/16/18 3/16/18	83875 83875	69.75 782.30	2,285.00
91508	MACKAY MANSION	PIPERS COMPUTER		3/16/18	83875	1,574.02	2,426.07
91509	METRO OFFICE SOLUTIONS IN	2/22/18 - 3/7/18		3/16/18	83850	44.00	44.00
91510	MICHAEL HOHL MOTOR CO	FOLDERS, WITE-OUT TAPE PAPER, INKJET LABELS INK CART/WOOD RACK		3/16/18 3/16/18 3/16/18	83860 83861 83751 83751 83863	59.91 67.81 46.73 109.38 108.09	391.92
91511	MOUND HOUSE TRUE VALUE	SO67831- STRUT KEYS		3/16/18 3/16/18	83738 83772	29.42 45.18	74.60
91512	NEV COMPTROLLER	STARNE, WRK SUPPLYS PIPERS-TRIFLOW LOCK & MOUSE BLOCK FOAM		3/16/18 3/16/18 3/16/18	83864 83739 83805	70.93 28.75 30.47	130.15
91513	NEV COMPTROLLER	EE		3/16/18	83867	50.00	6,107.50
91514	NEV DEPT HUMAN RESOURCES	DISTRICT COURT ADMIN ASSE		3/16/18	83867	160.00	639.32
91515	NEV DEPT PUBLIC SAFETY	COUNTY MATCH JANUARY2018		3/16/18	83867	555.00	3,338.63
91516	NEV DEPT TAXATION	FINGERPRINT & BACKGROUNDS		3/16/18	83794	688.75	688.75
91517	NEV DIV OF FORESTRY	VIRGINIA CITY TOURISM		3/16/18	83822	18.17	18.17
91518	NEV TREASURER	FOURTH QTR		3/16/18	83842	37,500.00	37,500.00
91519	NEVADA BLUE LTD (RNO)	S		3/16/18	83862	25.00	25.00
91520	NEVADA LEGAL SERVICE INC	MONTHLY FEE		3/16/18	83865	100.00	100.00

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91521 NEVADA OCCUPATIONAL HLTH	FEES COLLECTED		3/16/18	83880	649.93	649.93
91522 NEXTEL OF CALIFORNIA INC	HEP B VACCINE #2		3/16/18	83753	95.00	95.00
91523 NORTON CONSULTING LLC	PLANNING COMMISSION		3/16/18	83757	338.99	338.99
91524 O'REILLY AUTO ENTERPRISES	SOLAR RADAR SIGN		3/16/18	83785	14,682.00	14,682.00
	T-71 MASTR DISC		3/16/18	83741	30.59	
	T-71 MSTR DISC		3/16/18	83741	30.59	
	FR6948 TPMS SENSOR		3/16/18	83741	44.89	
	FR63568 FUEL FILTER		3/16/18	83741	45.61	
	PLOW V-BELTS		3/16/18	83741	38.19	
	PLOW- PAINT		3/16/18	83741	13.98	
	SHOP FUNNELS & EXT		3/16/18	83741	91.52	
	T-75 WHT LITHIUM		3/16/18	83741	63.84	
	SHOP 2*DISC		3/16/18	83741	13.89	373.10
91525 OFFICE DEPOT INC	MISC OFFICE SUPL/BOWLS		3/16/18	83869	11.10	
	ENGINEERS SCALE RULER		3/16/18	83770	3.74	14.84
91526 OFFSITE DATA DEPOT, LLC	CLERK OFFICE		3/16/18	83746	269.65	269.65
91527 ON THE SIDE GRAPHICS & SI	PIN MAPS FOR VISIT CNTR		3/16/18	83824	140.00	140.00
91528 OSBORNE, JOAN	2/28/18		3/16/18	83802	1,950.00	1,950.00
91529 OUTFRONT MEDIA LLC	HIGHWAY 50 BILLBOARD		3/16/18	83834	633.60	633.60
91530 OVERHEAD DOOR COMPANY	ST 75 DOOR REPAIR		3/16/18	83845	120.00	120.00
91531 PACIFIC CREST UNIFORM CO	COLD WEATHER JUMPSUIT		3/16/18	83790	292.00	292.00
91532 PDM STEEL SERVICE CENTER	T-71 ANGLE, STRIP		3/16/18	83748	492.55	
	T-71 SHEET AND TUBING		3/16/18	83748	216.51	709.06
91533 PETRINI, ANGELO D	2/22/18 - 3/7/18		3/16/18	83851	30.00	
			3/16/18	83851	16.00	46.00
91534 PROTECTION DEVICES INC	ALARM INSPECT AND TEST		3/16/18	83814	85.00	
	ALARM MONITORING		3/16/18	83814	75.00	
	VTCT 3/27/18 - 6/26/18		3/16/18	83823	75.00	
	GH DEPOT3/27/18 - 6/26/18		3/16/18	83823	120.00	355.00
91535 PUBLIC EMPLY RETIREMENT	AVANSINO		3/16/18	83745	2,185.89	
	AFRICA, T		3/16/18	83745	64.10	2,249.99
91536 PYROGUYS, INC	FIREWORKS 50% DEPOSIT		3/16/18	83846	7,500.00	7,500.00
91537 RAD STRATEGIES INC	PUB RELATION/SOC MEDIA		3/16/18	83752	500.00	
	BASE		3/16/18	83752	375.00	
	RELATIONS/SOCIAL MEDIA		3/16/18	83752	800.00	
	CONSULT, SOC MEDIA PRGM		3/16/18	83752	2,000.00	
	SOCIAL MKTG		3/16/18	83752	2,000.00	5,675.00
91538 RAIL EVENTS INC.	PEX 2017 PIC ROYALTIES		3/16/18	83843	3,063.75	

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91539	RAY MORGAN CO INC (CA)	PEX 2017 TIC ROYALTIES		3/16/18	83843	152,561.14	155,624.89
91540	REFUSE, INC	ST 71 CANON		3/16/18	83876	66.87	
		ASSESSORS CANON		3/16/18	83876	20.92	87.79
91541	RENO GREEN LANDSCAPING IN	WWTP 2/7,9,15		3/16/18	83749	401.92	401.92
91542	REPORTING SYSTEMS, INC	1705 PERU MAINT		3/16/18	83754	373.00	373.00
91543	ROBERTS, BOBBI JEAN	APRIL SUPPORT		3/16/18	83821	644.00	644.00
91544	RUPOCO INC	GARNISHMENT DISBURSED		3/16/18	83807	251.26	251.26
91545	SAFEGUARD WEB & GRAPHICS	AMB SUPPLIES		3/16/18	83818	207.00	207.00
91546	SBC GLOBAL SERVICES IN LD	TIN MUGS		3/16/18	83830	175.00	
		STEMLESS WINE GLASSES		3/16/18	83830	490.90	665.90
				3/16/18	83884	5.00	
				3/16/18	83884	1.18	
				3/16/18	83884	23.08	
				3/16/18	83884	.70	
				3/16/18	83884	3.14	
				3/16/18	83884	1.52	
				3/16/18	83884	1.54	
				3/16/18	83884	3.42	
				3/16/18	83884	.27	
				3/16/18	83884	.12	
				3/16/18	83884	27.87	
				3/16/18	83884	25.74	
				3/16/18	83884	7.08	
				3/16/18	83884	.06	
				3/16/18	83884	21.55	
				3/16/18	83884	.07	
				3/16/18	83884	1.40	
				3/16/18	83884	23.02	
				3/16/18	83884	.31	147.07
91547	SBC GLOBAL SERVICES INC	847-7500 VCTC		3/16/18	83866	140.66	
		252-6412-COMMUNICATIONS		3/16/18	83866	4,222.56	
		847-0962 JOP		3/16/18	83866	68.00	4,431.22
91548	SCHROEDER, HARRY	PER DIEM FOR TRAVEL		3/16/18	83813	555.00	555.00
91549	SHERMARK DISTRIBUTORS INC	INMATE MILK		3/16/18	83795	56.00	
		INMATE MILK		3/16/18	83795	56.00	
		INMATE MILK		3/16/18	83795	56.00	168.00
91550	SHOAF, BRIAN ALLEN	2/22/18 - 3/7/18		3/16/18	83852	3.00	3.00
91551	SIERRA CONTROL SYSTEMS	8/1/17-7/31/18		3/16/18	83758	5,100.00	5,100.00
91552	SIERRA ENVIRONMENTAL	NITRO, FEC COLI		3/16/18	83756	105.00	105.00
91553	SIERRA PEST CONTROL INC	PEST CONTROL		3/16/18	83797	150.00	150.00
91554	SLICK INDUSTRIES LLC DBA						

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CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	P/O #	DATE	TRANS#	AMOUNT	CHECK TOTAL
91555	SMITH, MATT	BUSINESS CARDS - MA		3/16/18	83810	51.00	51.00
91556	SOUTHERN GLAZERS WINE & S			3/16/18	83841	375.00	375.00
91557	SPB UTILITY SERVICES INC	CEM GIN		3/16/18	83826	412.70	
91558	ST CO SCHOOL DISTRICT	CEM GIN		3/16/18	83826	1,238.10	1,650.80
91559	ST CO SHERIFF	FEB SUPPORT		3/16/18	83759	638.52	638.52
		PROPERTY TAX RECEIVED		3/16/18	83877	487,886.77	487,886.77
91560	ST CO WATER SYSTEM			3/16/18	83761	128.59	
		VCTC WATER		3/16/18	83765	128.59	
		171 BAYS		3/16/18	83832	165.26	
				3/16/18	83761	317.58	
				3/16/18	83761	281.34	
				3/16/18	83761	257.18	
				3/16/18	83765	128.59	
				3/16/18	83761	125.84	
				3/16/18	83761	277.92	
		10 S B		3/16/18	83761	257.18	
		PIPERS WATER		3/16/18	83783	115.91	
				3/16/18	83761	269.26	
				3/16/18	83761	156.40	
		UNION ST		3/16/18	83761	257.18	
				3/16/18	83761	69.92	
				3/16/18	83761	882.44	
				3/16/18	83761	235.04	
				3/16/18	83761	498.78	
				3/16/18	83761	128.59	
				3/16/18	83765	128.59	
				3/16/18	83761	128.59	
				3/16/18	83761	133.64	
				3/16/18	83761	69.92	
				3/16/18	83832	70.38	
91561	STANARD & ASSOC INC	LEO TESTS		3/16/18	83800	140.00	5,369.11
91562	SUN PEAK ENTERPRISES	2/22/18 - 3/7/18		3/16/18	83848	98.00	140.00
		2/22/18 - 3/7/18		3/16/18	83848	126.00	
		2/22/18 - 3/7/18		3/16/18	83848	9.00	
		2/22/18 - 3/7/18		3/16/18	83848	329.00	562.00
91563	SUPERIOR EQUIPMENT	T-71 SWITCH		3/16/18	83847	57.52	57.52
91564	TEST NOTICE LLC			3/16/18	83859	30.00	30.00
91565	THATCHER CO IF CALIFORNIA	CHLOR 7/ 7 DEP		3/16/18	83766	1,249.68	
		CHLOR 1/ 1 DEP		3/16/18	83766	274.95	
		DEP REFUND		3/16/18	83766	175.00-	
		DEP REFUND		3/16/18	83766	338.00-	

CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	P/O #	DATE	TRANS#	AMOUNT	CHECK TOTAL
91566	THERMATEMP						1,011.63
91567	THOMAS PETROLEUM LLC	SHOWER VALVES		3/16/18	83804	345.00	345.00
		REG 365 / DSL 113		3/16/18	83767	1,105.52	
		PW- REG 600, DSL 424		3/16/18	83767	2,483.69	
		VCH- DSL 179		3/16/18	83767	397.63	
		PW REG 675 / DSL 315		3/16/18	83767	2,594.97	6,581.81
91568	THORNDAL,ARMSTRONG,DELK,						
		ZACHRY CVI7002		3/16/18	83799	624.82	624.82
91569	TJJSSELING, DICK G						
		WINE FOR VISITOR CENTER		3/16/18	83833	420.00	420.00
91570	TRI GENERAL IMPROVEMENT						
		1705 PERU -W/S 34K		3/16/18	83768	320.06	
		1705 PERU -IRR OK		3/16/18	83768	90.10	410.16
91571	TYLER TECHNOLOGIES, INC						
		CHAPMAN, JENNIFER ATTENDE		3/16/18	83871	1,200.00	
		TYLER CONNECT 2018		3/16/18	83724	1,200.00	
		TYLER CONNECT 2018		3/16/18	83887	218.75	
		TYLER CONNECT 2018		3/16/18	83887	1,200.00	
		TYLER CONNECT 2018		3/16/18	83887	1,200.00	5,018.75
91572	UL LLC						
		FIRE/VEHICLE TEST		3/16/18	83844	3,190.00	3,190.00
91573	UNIVERSITY OF CHICAGO						
		VISITOR CENTER BOOKS		3/16/18	83835	673.45	673.45
91574	US POSTOFFICE (VC)						
				3/16/18	83786	200.00	200.00
91575	VCTC						
				3/16/18	83883	50.00	
				3/16/18	83883	50.00	
				3/16/18	83883	50.00	
				3/16/18	83883	20.00	
				3/16/18	83883	50.00	
				3/16/18	83883	50.00	270.00
91576	VIRGINIA CITY TOURS INC						
		2/22/18 - 3/7/18		3/16/18	83854	40.00	
		2/22/18 - 3/7/18		3/16/18	83854	56.00	96.00
91577	WALKER & ASSOCIATES						
		LOBBYIST SERVICES		3/16/18	83829	2,167.00	2,167.00
91578	WASHOE COUNTY SENIOR SERV						
		FEB 2018 LOCKWOOD MEALS		3/16/18	83827	856.51	856.51
91579	WASHOE COUNTY, NEVADA						
		DNA TESTING NRS 176.915		3/16/18	83878	324.00	324.00
91580	WATERS SEPTIC TANK SV DBA						
		MARCH PUMPING		3/16/18	83796	1,480.00	1,480.00
91581	WEDCO INC						
		PHOTO CELL		3/16/18	83788	8.67	8.67
91582	WEDDINGWIRE, INC						
		WEDDINGWIRE AD/LISTING		3/16/18	83858	2,128.00	2,128.00
91583	WESTERN ENVIRONMENTAL LAB						
		QUANT TRAY		3/16/18	83789	58.60	
		TTL COLIFORM		3/16/18	83789	50.00	108.60
91584	WHITTEN, TOBI						
		FOR NOVEMBER EXCEL CLASS		3/16/18	83808	20.00	20.00
91585	WIERZBICKI, JASON						
		WORK BOOTS PARTIAL		3/16/18	83836	150.00	150.00
91586	3D CONCRETE INC						



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ROAD SALT-NDOT		3/16/18	83791	3,556.21	3,556.21
				CHECKS TOTAL	1,888,412.27

EV

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Check Number

Register for Electronic Checks 3/16/18  
Description

STOREY COUNTY

Vendor Invoice  
21 PORTER GROUP LLC  
INV 18-SC-3

Date Voucher# Amount  
3/16/18 21 6,000.00

Check  
Total

6,000.00  
6,000.00

Checks Total

ACKNOWLEDGEMENT OF REVIEW AND AUTHORIZATION DATE

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COMPTROLLER  
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TREASURER  
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CHAIRMAN  
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COMMISSIONER  
-----  
COMMISSIONER  
-----  
DISTRICT ATTORNEY

FUND-DEPT INVOICE #

072895

DESCRIPTION

LAPTOP CASE AND CHARGE 3/16/18

DATE

1351

AMOUNT

88.98

CARD  
TOTAL

13,719.16

13,719.16

\*Card Total\*

ACKNOWLEDGEMENT OF REVIEW AND AUTHORIZATION DATE

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COMPTROLLER

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TREASURER

-----  
CHAIRMAN

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COMMISSIONER

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COMMISSIONER

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Register for Electronic Checks 4/13/18

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Check Number 23 Vendor PORTER GROUP LLC  
Invoice INV 18SC4

Description Date Voucher# Amount  
PROFESSIONAL SERVICES 4/13/18 22 6,000.00

Check  
Total

6,000.00

Checks Total

6,000.00

ACKNOWLEDGEMENT OF REVIEW AND AUTHORIZATION

DATE

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COMPTROLLER  
-----  
TREASURER  
-----  
CHAIRMAN  
-----  
COMMISSIONER  
-----  
COMMISSIONER  
-----  
DISTRICT ATTORNEY

Report No: PB1315  
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STOREY COUNTY  
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CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	P/O #	DATE	TRANS#	AMOUNT	CHECK TOTAL
91687	ADVANCED DATA SYSTEMS INC	MONTHLY SUPPORT AGREEMENT		4/13/18	84099	5,525.00	5,525.00
91688	ALL COMSTOCK LLC	WASTEWATER IMPROV PROJ		4/13/18	84070	12,000.00	12,000.00
91689	ALPINE LOCK INC	WATER- KEY		4/13/18	84020	9.00	
		B&G KEYS		4/13/18	84020	64.75	
		AMER FLAG VAN- KEYS		4/13/18	84020	6.00	
		LWSC- AUTO LOCK & KEYS		4/13/18	84020	54.00	133.75
91690	ALSCO INC	ST 71 LAUNDRY		4/13/18	84044	13.80	
		ST 72 LAUNDRY		4/13/18	84044	8.77	
		ST 75 LAUNDRY		4/13/18	84044	20.58	
		ST 74 LAUNDRY		4/13/18	84044	10.52	
		SHOP		4/13/18	84021	121.32	
		SHOP		4/13/18	84021	74.34	
		CH		4/13/18	84021	46.50	
		SHOP		4/13/18	84021	98.09	393.92
91691	ARROW TRANSMISSIONS, INC	PW 25253- TRANS		4/13/18	84103	3,198.86	3,198.86
91692	AT&T TELECONFERENCE SERVI	TELECONFERENCE SERVICES		4/13/18	84151	4.23	4.23
91693	BARKDULL-SPENCER, ELAINE	PAINT, BOXES, RUGS DEPOT		4/13/18	84149	1,063.56	1,063.56
91694	BATTLE BORN CONSULTING SE	COMM DEVELOP OVERSIGHT		4/13/18	84130	11,354.00	11,354.00
91695	BOARD OF REGENTS (COMPT)	4TH QUARTER PROG SUPPORT		4/13/18	84018	6,250.00	6,250.00
91696	BOCK, ANDREW	TAX REFUND		4/13/18	84137	15.89	15.89
91697	BURRELL, SCOTT LEWIS	3/22/18 - 4/4/18		4/13/18	84115	139.50	
		3/22/18 - 4/4/18		4/13/18	84115	502.50	642.00
91698	BUSINESS & PROFESSIONAL	GARNISHMENT DISBURSED		4/13/18	84071	183.09	183.09
91699	CANYON GENERAL IMPROVEMEN	WATER / SEWER		4/13/18	84048	55.20	55.20
91700	CASELLE INC	MAY SUPPORT		4/13/18	84022	202.00	202.00
91701	CELLCO PARTNERSHIP	COMM IPAD DATA		4/13/18	84093	27.16	
		V&T PHONE SERVICE		4/13/18	84155	280.90	308.06
91702	CENTRAL SANITARY SUPPLY	JAIL TP		4/13/18	84049	113.98	
		VCTC PAPER GOODS		4/13/18	84110	158.95	272.93
91703	CERTIFIED FOLDER DISPLAY	VCTC BROCHURES & SHIPPING		4/13/18	84109	9,513.91	9,513.91
91704	CHARM-TEX	SHAMPOO/ RAZORS/SHAVE GEL		4/13/18	84050	69.50	
		PRISON BLANKETS		4/13/18	84050	120.76	190.26
91705	CHARTWELL STAFFING SERV	J. SMITH W/E 3/11		4/13/18	84045	1,090.20	
		SMITH/SNYDER/LELAND 03/18		4/13/18	84045	3,615.60	
		D. SNYDER W/E 03/11		4/13/18	84045	1,635.30	
		SMITH/SNYDER/LELAND 03/25		4/13/18	84045	3,567.30	
		SMITH/SNYDER/LELAND 04/01		4/13/18	84045	3,864.00	

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NUMBER

VENDOR  
CHIEF SUPPLY CORP

CHIEF SUPPLY CORP

CITY OF CARSON TREASURER

COLORADO PRINTING COMPANY

COMMUNITY CHEST INC

COMSTOCK CEMETERY FOUNDAT

COMSTOCK COMMUNITY TV INC

91712 DAIHSH USA INC

91713 DEVNET, INC

91714 ELLIOTT AUTO SUPPLY INC

STOREY COUNTY  
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INVOICE DESCRIPTION

# P/O

DATE \_\_\_\_\_

TRANS#

AMOUNT

CHECK  
TOTAL  
13,772.40

13,772.40

05:21:13T

127.73

40.00

1,139.33

24,749.99

108.00

359.45

9,880.87

1,616.94

25.00

91715 ESTRELLA, OSCAR J

91716 FASTENAL COMPANY

FUNNEL, AIR HOSE

FUNNEL, AIR HOSE

## BATTERIES

## CABLE TIES

CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	P/O #	DATE	TRANS#	AMOUNT	CHECK TOTAL
91717	FCC COMMUNICATIONS, LLC						232.69
91718	FERRELLGAS LP	FOR CH STAR2STAR SYSTEM		4/13/18	84064	9,921.43	9,921.43
		ST-72 FIRHS PROPANE		4/13/18	84058	344.63	
		ST-72 FIRHS RES SIDE		4/13/18	84058	178.27	
		ST 71 FIRHS PRO		4/13/18	84058	476.34	
		ST-72 TRAINING RM		4/13/18	84058	67.56	
		ST-72 FIRH PROPA		4/13/18	84058	222.87	
		ST-74 FIRHS PROPANE		4/13/18	84058	349.77	
		ST 72 FIRHS PRO		4/13/18	84058	241.84	
		ST 72 RES SIDE PRO		4/13/18	84058	121.34	
		ST 71 TRAINING BUILDING		4/13/18	84058	86.83	
		LWSC PROPANE		4/13/18	84026	407.22	
		CH		4/13/18	84026	652.36	
		100 TOLL RD 1/4		4/13/18	84026	406.82	
		100 TOLL RD 1/4		4/13/18	84026	406.80	
		JAIL PROPANE		4/13/18	84052	536.87	
		WTR PLANT		4/13/18	84026	632.72	5,132.24
91719	GALLAGHER, HUGH III	HUGH JENNIFER-TYLER		4/13/18	84157	5,949.18	5,949.18
91720	GOLDEN GATE/SET PETROLEUM	LW- REG 335 / DSL 167		4/13/18	84101	1,237.13	1,237.13
91721	GRAINGER	BROOMS		4/13/18	84027	67.34	
		LABEL TAPE		4/13/18	84027	131.70	
		JANITORIAL SUPPLIES		4/13/18	84027	1,903.86	
		DRILL/EXTRACTOR SET		4/13/18	84027	60.25	2,163.15
91722	GRANSBRY, TOM	APRIL 2-6, 2018		4/13/18	84126	180.00	180.00
91723	GTP INVESTMENTS LLC	POND PEAK 1 LEASE		4/13/18	84094	370.06	
		POND PEAK UTILITIES		4/13/18	84094	40.00	
		POND PEAK TOWER 3		4/13/18	84082	608.33	1,018.39
91724	HARDWICK, WAYNE C	MALPRACTICE INS		4/13/18	84060	232.80	232.80
91725	HAT, LTD	ROADS		4/13/18	84028	1,357.44	1,357.44
91726	HENRY SCHEIN	EMS SUPPLIES		4/13/18	84061	367.15	
		EMS SUPPLIES		4/13/18	84061	138.46	
		EMS SUPPLIES		4/13/18	84061	753.47	1,259.08
91727	HISTORIC FOURTH WARD SCHO	4TH QUARTER PROG SUPPORT		4/13/18	84012	23,750.00	23,750.00
91728	HOME DEPOT CREDIT SERVICE	SUPPLIES		4/13/18	84083	17.45	17.45
91729	ICON ENTERPRISES INC	WEBSITE ANNUAL COST		4/13/18	84084	4,423.24	4,423.24
91730	IRON MOUNTAIN INFO MGT IN	NT147/STOREY APRIL2018		4/13/18	84135	230.67	
		SHRED BIN CONSOLE 1/2		4/13/18	84122	48.63	
		SHRED BIN CONSOLE 1/2		4/13/18	84122	231.24	
91731	IT1 SOURCE LLC	VPN DEVNET REQUIRED		4/13/18	84086	1,855.09	
		SYSLOG ADAPTERS		4/13/18	84086	654.87	
		LAPTOP		4/13/18	84086	1,337.00	
		DISK DRIVE		4/13/18	84086	141.78	510.54

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CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	P/O #	DATE	TRANS#	AMOUNT	CHECK TOTAL
91732	JAMES C MCLENNAN MDPC	HEALTH OFFICER APRIL 2018		4/13/18	84009	500.00	3,988.74
91733	JBP LLC	E-72 CHAINS		4/13/18	84029	535.98	500.00
		E-72 CHAINS		4/13/18	84029	267.99	
		FLOW-BOLT,CAP, ORINGS		4/13/18	84029	265.30	
		VACTOR- FIL CAP		4/13/18	84029	37.38	570.67
91734	KEITH, CHRISTIE	PIPERS DEPOSIT REFUND		4/13/18	84133	500.00	500.00
91735	KENDZIORSKI, TIM	REFUND TAXES		4/13/18	84139	909.19	909.19
91736	KENNETH L DORR JR SOLE M	ENGINEERING		4/13/18	84141	975.00	975.00
91737	KNECHT, RAQUEL	18CR0005 1F		4/13/18	84078	124.53	124.53
91738	LEND A CHEK	GARNISHMENT DISBURSED		4/13/18	84072	309.03	309.03
91739	LIBERTY ENGINE CO NO 1	4TH QUARTER PROG SUPPORT		4/13/18	84011	2,500.00	2,500.00
91740	LINDSEY, DAVID	REFUND OVERPAYMENT		4/13/18	84136	222.33	222.33
91741	MACKAY MANSION	3/22/18 - 4/4/18		4/13/18	84116	63.00	354.50
		3/22/18 - 4/4/18		4/13/18	84116	291.50	
91742	MARK TWAIN COMMUNITY CTR	APRIL 2018 PROG SUPPORT		4/13/18	84013	1,666.67	1,666.67
91743	MCCAIN, JENNIFER	3 HEADSETS		4/13/18	84158	1,955.00	1,955.00
91744	MERRITT COMMUNICATIONS IN	2 HEADSETS		4/13/18	84095	239.97	
		PENS/HIGHLIGHTERS/FILES		4/13/18	84097	177.98	417.95
91745	METRO OFFICE SOLUTIONS IN	MARCH 2018 STATEMENT		4/13/18	84131	41.13	41.13
91746	MORRIS, ROBERT T	HOSE BIB/TAPE/ BRASS		4/13/18	84080	3,600.00	3,600.00
91747	MOUND HOUSE TRUE VALUE	WHIZ NUT-SHOP		4/13/18	84063	101.98	
		A.MEADS INSP TOOLS		4/13/18	84105	8.94	
		MARCH WATER PURCHASE		4/13/18	84152	100.93	211.85
91748	NEV ADMIN BLDG & GROUNDS	DISTRICT COURT ADMIN ASSE		4/13/18	84034	4,858.39	4,858.39
91749	NEV COMPTROLLER	POPULATION FEES		4/13/18	84146	252.00	252.00
91750	NEV COMPTROLLER	FEB COUNTY WATCH		4/13/18	84150	875,881.06	875,881.06
91751	NEV DEPT HUMAN RESOURCES	FINGERPRINT/ BACKGROUNDS		4/13/18	84030	2,842.55	2,842.55
91752	NEV DEPT PUBLIC SAFETY	RENEWAL CH ELEVATOR		4/13/18	84055	1,160.00	1,160.00
91753	NEVAD STATE DIVISION OF	LABOR LAW POSTERS		4/13/18	84090	200.00	200.00
91754	NEVADA ASSOCIATION OF	MONTHLY PORTAL		4/13/18	84100	110.00	110.00
91755	NEVADA BLUE LTD (RNO)			4/13/18	84138	100.00	100.00
91756	NEVADA LEGAL SERVICE INC						



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91757	NEVADA OCCUPATIONAL HLTH	FEES COLLECTED		4/13/18	84145	547.00	547.00
91758	NEVADA SHERIFF & CHIEFS A	INMATE MEDICAL RIZUTO		4/13/18	84085	110.00	110.00
91759	NEXTEL OF CALIFORNIA INC	MEMBERSHIP DOSEN/ANTINORO		4/13/18	84056	500.00	500.00
91760	O'REILLY AUTO ENTERPRISES	PLANNING COMMISSION		4/13/18	84096	278.77	278.77
		ELECT SCALE		4/13/18	84032	248.99	
		PW6604 HARNESS		4/13/18	84032	25.49	
		SHOP BUSHING		4/13/18	84032	5.63	
		LWSC- LIGHT, FILLER KIT		4/13/18	84032	19.22	
		IT28155 OIL PRESS		4/13/18	84032	4.86-	
		PW25253		4/13/18	84032	106.70	
		PW25253		4/13/18	84032	106.70-	294.47
91761	OFFICE DEPOT INC	INK AND POST ITS		4/13/18	84054	20.21	
		STAPLE REMOVER		4/13/18	84054	2.10	
		POWER STRIP PROJECTOR		4/13/18	84054	12.19	
		WHITE OUT		4/13/18	84054	3.32	37.82
91762	OFFSITE DATA DEPOT, LLC	JUSTICE OF PEACE		4/13/18	84087	77.98	
		COMMUNITY DEVELOPMENT		4/13/18	84087	90.66	
		CLERK OFFICE		4/13/18	84087	112.31	280.95
91763	OLIVAS, RICHARD A	EQUIP/LOCKWOOD PARK		4/13/18	84134	5,129.00	5,129.00
91764	ON THE SIDE GRAPHICS & SI	DOOR LETTERING		4/13/18	84057	90.00	
		GRAND PRIX SNIPE CHANGE		4/13/18	84112	100.00	190.00
91765	OSBORNE, JOAN	04/05/18		4/13/18	84079	4,125.00	4,125.00
91766	OUTFRONT MEDIA LLC	BILLBOARD 4/2/18-4/29/18		4/13/18	84120	633.60	
		BILLBOARD 4/30/18-5/27/18		4/13/18	84120	633.60	1,267.20
91767	PETRINI, ANGELO D	3/22/18 - 4/4/18		4/13/18	84117	106.00	106.00
91768	PROTECTION DEVICES INC	COURT HOUSE FIRE MONITOR		4/13/18	84092	179.85	
		PUBLIC WORKS MONITORING		4/13/18	84092	75.00	
		SCSO AND DA MONITORING		4/13/18	84092	75.00	
		ST 75 FIRE MONITORING		4/13/18	84092	179.85	
		TRAINING CENT MONITORING		4/13/18	84092	75.00	
		1998 EM OFFICE		4/13/18	84017	75.00	
		1999 LOCKWOOD CENTER		4/13/18	84017	75.00	734.70
91769	PUBLIC EMPLY RETIREMENT	AFRICA, T		4/13/18	84129	2,249.99	2,249.99
91770	PUBLIC EMPLY RETIREMENT S	PERS TRAINING		4/13/18	84131	100.00	
		CONFERENCE PERS - BEDFORD		4/13/18	84123	120.00	220.00
91771	R.T. DONOVAN COMPANY INC	SAND LW		4/13/18	84033	144.79	144.79
91772	RAD STRATEGIES INC	PUB RELATIONS/SOC MEDIA		4/13/18	84059	500.00	
		BASE		4/13/18	84059	375.00	
		RELATIONS/SOCIAL MEDIA		4/13/18	84059	800.00	
		CONSULT, SOC MEDIA PRGM		4/13/18	84059	2,000.00	

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TOTAL

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INVOICE DESCRIPTION

AMOUNT

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TOTAL

91773 RAY MORGAN CO INC (CA)

91774 RED ROCK SPRING WATER

91775 REFUSE, INC

91776 LAS VEGAS TACTICAL LLC.

91777 REPORTING SYSTEMS, INC

91778 ROBERTS, BOBBI JEAN

91779 ROWE &amp; HALES, LLP

91780 RUPPCO INC

91781 SAINT MARYS ARTCENTER INC

91782 SBC GLOBAL SERVICES IN LD

FIRE-TRI

ASSESSOR

CLERK

REORDER

FIRE DEPT-VC

PUBLIC WORKS

SHERIFF-COURTHOUSE

JUSTICE OF PEACE

SHERIFF

ADMINISTRATION/COMPTROLLER

FIRE

COMM DEVELOPMENT

CENTRAL DISPATCH-VC

COMMISSIONER

FIRE DEPT-VC

STOREY COUNTY OF

VCTC

91783 SBC GLOBAL SERVICES INC

847-7500 VCTC

252-6412-COMMUNICATIONS

847-0904 ASSESSOR

847-0921 CLERK

847-0932 COMMISSIONER 1/2

847-0932 EMERGENCY MANAGE

91784 SHERMARK DISTRIBUTORS INC

INMATE MILK

INMATE MILK

3/22/18 - 4/4/18

91785 SHOAF, BRIAN ALLEN

91786 SIERRA FIRE PROTECTION LL

91787 SIERRA PACIFIC POWER CO

V&amp;T POWER

V&amp;T POWER

2,000.00

13.75

150.00

525.58

2,399.98

644.00

271.13

440.00

207.00

10,000.00

.04

22.15

5.51

6.29

.38

2.00

.58

1.29

1.43

.73

.14

38.37

10.23

13.40

.05

1.11

125.55

21.85

114.51

3,811.36

94.15

125.52

280.07

4,522.36

96.75

112.00

112.00

79.50

69.00

130.23

101.81

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CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	P/O #	DATE	TRANS#	AMOUNT	CHECK TOTAL
91788	SIERRA PEST CONTROL INC	V&T POWER		4/13/18	84148	173.60	405.64
91789	SMITHS FOOD & DRUG CENTER	PEST CONTROL		4/13/18	84068	50.00	50.00
91790	SMYTHE, SUSAN	INMATE PRESCRIPTIONS		4/13/18	84089	60.13	60.13
91791	SPALLONE, DOMINIC J III	OVERPAYMENT OF TAXES		4/13/18	84140	43.00	43.00
91792	SPB UTILITY SERVICES INC	CLEANING SUPPLIES		4/13/18	84131	143.20	143.20
91793	ST CO SCHOOL DISTRICT	MARCH SUPPORT		4/13/18	84035	761.94	761.94
91794	ST CO SENIOR CENTER (VC)	PROPERTY TAX RECEIVED		4/13/18	84142	516,205.99	516,205.99
91795	ST CO WATER SYSTEM	4TH QUARTER PROG SUPPORT		4/13/18	84015	31,824.31	31,824.31
91796	ST. CLAIR, DANIEL	TRAINING REIMBURSEMENT		4/13/18	84108	152.75	466.12
91797	STAFFORD, MARK	WALMART		4/13/18	84154	150.00	150.00
91798	STARCAP MARKETING LLC			4/13/18	84154	2,217.50	5,611.25
91799	SUN PEAK ENTERPRISES	3 COMPUTERS		4/13/18	84153	3,393.75	445.00
91800	TAX MANAGEMENT ASSC INC	3/22/18 - 4/4/18		4/13/18	84119	445.00	725.00
91801	THE ANTOS AGENCY	3/22/18 - 4/4/18		4/13/18	84119	102.00	725.00
91802	THE DUBE' GROUP INC	FOR ASSESSOR		4/13/18	84098	623.00	5,000.00
91803	THERMATEMP	EVENT CARD UPDATES		4/13/18	84121	5,000.00	250.00
91804	THOMAS PETROLEUM LLC	JUSTICE COURT		4/13/18	84074	250.00	3,191.25
91805	TITAN CONSTR SUPPLY, INC	SERVICE ON FREEZER		4/13/18	84069	3,191.25	360.00
91806	TRI GENERAL IMPROVEMENT	PW REG 580 DSL 450		4/13/18	84037	360.00	6,852.87
91807	TYLER TECHNOLOGIES, INC	VCH DSL 67		4/13/18	84037	2,657.11	29.00
		PW REG 480 DSL 100		4/13/18	84037	157.66	314.19
		PW REG 410 DSL 412		4/13/18	84037	1,541.47	
		VCH DSL 155		4/13/18	84037	2,119.18	
		BUILDING MAINTENANCE		4/13/18	84131	377.45	
		1705 PERU -W/S		4/13/18	84038	29.00	
		1705 PERU -IRR		4/13/18	84038	224.09	
				4/13/18	84127	90.10	
				4/13/18	84127	36,565.20	
				4/13/18	84127	468.75	
				4/13/18	84127	2,975.00	

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VENDOR	INVOICE DESCRIPTION	P/O #	DATE	TRANS#	AMOUNT	CHECK TOTAL
91808 US POSTOFFICE (VC)			4/13/18	84127	406.25	40,660.20
91809 US POSTOFFICE (VC)			4/13/18	84127	245.00	
91810 USA CASH SERVICES MGT INC			4/13/18	84040	200.00	200.00
91811 V & T ROCK, INC	GARNISHMENT DISBURSED		4/13/18	84125	72.00	72.00
91812 VIRGINIA & TRUCKEE RR CO	SAND VCH		4/13/18	84075	291.37	291.37
91813 WASHOE COUNTY, NEVADA	NORTH POLE DECORATIONS		4/13/18	84041	208.08	208.08
91814 WATERS SEPTIC TANK SV DBA	DNA TESTING NRS 176.0915		4/13/18	84019	7,328.45	7,328.45
91815 WESTERN ENVIRONMENTAL LAB	GH SEPTIC- TO VCWWTP		4/13/18	84143	279.00	279.00
	QUANT		4/13/18	84102	1,480.00	1,480.00
	TTHM		4/13/18	84042	58.60	
	DIETHYL		4/13/18	84042	865.00	
	T-COLI		4/13/18	84042	205.00	
91816 WESTERN NEVADA SUPPLY CO	CLAMPS		4/13/18	84042	50.00	1,178.60
			4/13/18	84043	88.08	88.08
					CHECKS TOTAL	1,731,376.93

TP	Record#	Post Dt	Tran#	Vend#	Name	Debit Account	Credit Account	Invoice #	Amount
TRANSACTION TYPE: EV									
EV	8258	4/13/18	22	404671	PORTER GROUP LLC	001-105-53070-000	001-000-20101-000	INV 18SC4	6,000.00
				EV DEBITS	6,000.00	EV CREDITS		6,000.00-	6,000.00-
TRANSACTION TYPE: PC									
PC	8096	4/13/18	1365	404295	WELLS ONE COMMERCIA	250-250-53013-000		T.PIERETTI	20.44
						250-250-53029-000		T.PIERETTI	197.27
						250-250-53029-000		T.PIERETTI	197.27
						250-250-53013-000		T.PIERETTI	36.32
						250-250-53011-000		T. PIERETT	74.29
						250-250-53024-000		R. THOMSEN	129.95
							250-000-10300-000		655.54-
PC	8108	4/13/18	1368	404295	WELLS ONE COMMERCIA	001-107-54317-000		04/09/18 -	1,591.20
						001-107-54309-000		04/19/18 -	8.75
							001-000-10300-000	C.NEVIN- A	1,599.95-
PC	8125	4/13/18	1374	404295	WELLS ONE COMMERCIA	001-116-53012-000		C.NEVIN- A	75.81
						001-116-53012-504		C.NEVIN- A	85.92
						001-116-57009-147		C.NEVIN- C	14.95
							001-000-10300-000		176.68-
PC	8141	4/13/18	1376	404295	WELLS ONE COMMERCIA	001-101-53013-000	JM SUN VAL		234.08
						001-101-53029-000	JM NACO		430.00
						001-105-53039-000	MK GOVX 9		111.90
						001-105-54309-000	MK GOVX 9		21.95
						001-105-54309-000	MK GOVX 90		26.95
						001-105-54309-000	MK GOVX 90		149.75
						001-105-53039-000	MK GOVX 90		34.95
						001-105-54303-000	MK GOVX 90		91.85
						001-105-53013-000	AO CITY OF		4.50
						001-105-53013-000	AO OLD GRA		17.07
							001-000-10300-000		1,123.00-
PC	8146	4/13/18	1528	404295	WELLS ONE COMMERCIA	001-106-53024-000		JEFFH- HD	25.84
						001-106-53026-120		JEFFH- HD	10.47
						001-106-53026-120		JEFFH- HD	17.83
							001-000-10300-000		54.14-
PC	8224	4/13/18	1378	404295	WELLS ONE COMMERCIA	001-119-53011-000		096960	41.98
						001-119-54160-000		056363	555.92
						001-117-53028-000		5SH7BDE9NO	1,137.00
							001-000-10300-000		1,734.90-
PC	8241	4/13/18	1379	404295	WELLS ONE COMMERCIA	001-107-53027-000		5SH7MYW9NO	96.79
						001-119-53027-000		848761626	119.97
						001-119-53011-000		027537	10.00
						001-119-53029-000		305320	309.00
						001-119-53028-000		W3-727319	988.23
						090-090-53033-000		021546	659.98
						001-119-53016-000		077819	90.98
						001-119-53013-000		041706	70.00
							001-000-10300-000		1,684.97-
							090-000-10300-000		659.98-
PC	8242	4/13/18	1380	404295	WELLS ONE COMMERCIA	230-230-53014-000		TD GODADDY	45.51
						230-230-53060-207		FACEBOOK	15.45

STOREY COUNTY  
TRANSACTION POSTING  
FOR FISCAL YEAR 2018

TP	Record#	Post Dt	Tran#	Vend#	Name	Debit Account	Credit Account	Invoice #	Amount
PC	8243	4/13/18	1381	404295	WELLS ONE COMMERCIA	231-231-53012-000	230-000-10300-000	TD AT&T	57.27
						231-231-53016-000	231-000-10300-000	TD SQUARE	141.67
PC	8244	4/13/18	1382	404295	WELLS ONE COMMERCIA	001-121-53011-000	001-000-10300-000	TAX PAID 2	247.96
PC	8265	4/13/18	1383	404295	WELLS ONE COMMERCIA	001-109-53010-000	001-000-10300-000	STARNES	10.00
						001-109-53013-000		STARNES/TR	517.86-
						001-109-53013-000		STARNES/TR	136.88
						001-109-53013-000		STARNES/TR	31.20
						001-109-53013-000		STARNES/TR	168.08-
						001-109-53013-000		STARNES/TR	9.12-
						001-109-53013-000		STARNES/TR	9.12
						001-109-53013-000		STARNES/TR	14.90
						001-109-53013-000		STARNES/TR	27.74
						001-109-53013-000		STARNES/TR	21.23
						001-109-53013-000		STARNES/TR	31.42
						001-109-53013-000		STARNES/TR	23.60
						001-109-53013-000		STARNES/TR	35.20
						001-109-53013-000		STARNES/TR	11.24
						001-109-53013-000		RENAUD/TRA	14.82
						001-109-53013-000		RENAUD/TRA	36.21
						001-109-53013-000		RENAUD/TRA	30.18
						001-109-53013-000		RENAUD/TRA	19.48
						001-109-53029-000		BLAKELY	260.00
						001-109-53013-000		BLAKELY/TR	21.48
						001-109-53013-000		BLAKELY/TR	26.57
						001-109-53013-000		BLAKELY/TR	18.88
						001-109-53013-000		BLAKELY/TR	27.73
						001-109-53029-000		DILLON	378.00
						001-109-53029-000		CURTIS	260.00
						001-109-53013-000		CURTIS/TRA	25.64
						001-109-53013-000		CURTIS/TRA	29.21
						001-109-53013-000		CURTIS/TRA	18.48
						001-109-53013-000		CURTIS/TRA	36.28
						001-109-53013-000		AZEVEDO	260.00
						001-109-53013-000		AZEVEDO/TR	9.15
						001-109-53013-000		AZEVEDO/TR	63.33
						001-109-53013-000		AZEVEDO/TR	25.92
						001-109-53013-000		AZEVEDO/TR	32.05
						001-109-53013-000		AZEVEDO/TR	1,758.74-
PC	8275	4/13/18	1384	404295	WELLS ONE COMMERCIA	001-113-53011-000	001-000-10300-000	OFFICE SUP	39.49
PC	8280	4/13/18	1385	404295	WELLS ONE COMMERCIA	001-104-53011-000	001-000-10300-000	WALMART PA	39.49-
						001-104-53011-000	001-000-10300-000	OFFICE DEP	16.84
PC	8285	4/13/18	1386	404295	WELLS ONE COMMERCIA	001-109-53013-000	001-000-10300-000	MEAD/TRAIN	104.86
						001-109-53013-000		MEAD/TRAIN	121.70-
						001-109-53013-000		MEAD/TRAIN	22.32
						001-109-53013-000		MEAD/TRAIN	23.34
						001-109-53013-000		MEAD/TRAIN	35.23
						001-109-53013-000		MEAD/TRAIN	23.38
						001-109-53013-000		MEAD/TRAIN	33.12
						001-109-53013-000		MEAD/TRAIN	4.37
						001-109-53013-000		MEAD/TRAIN	4.37
						001-109-53013-000		MEAD/TRAIN	4.37
						001-109-53013-000		MEAD/TRAIN	150.50-
PC DEBITS									10,436.41
PC CREDITS									10,436.41-

TRANSACTION TYPE: VR

Report No: PB5480ST  
Run Date : 04/11/18

STOREY COUNTY  
PURCHASE CARD REGISTER

PC NUMBER	VENDOR	FUND-DEPT INVOICE #	DESCRIPTION	DATE	TRANS#	AMOUNT	CARD TOTAL
--------------	--------	---------------------	-------------	------	--------	--------	---------------

5SH7MW9N03158N			LOCKWOOD SUB DSL	4/13/18	1379	96.79	
848761626			STOREYCOUNTYNV.ORG REN	4/13/18	1379	119.97	

10,436.41

10,436.41

\*Card Total\*

ACKNOWLEDGEMENT OF REVIEW AND AUTHORIZATION DATE

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



## Storey County Board of County Commissioners Agenda Action Report

Meeting date: 5-1-18

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. 6II



# 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 17, 2018  
Via email

Fr: Melissa Field

Please add the following item(s) to the **May 1, 2018, COMMISSIONERS Consent Agenda:**

### **LICENSING BOARD**

#### **FIRST READINGS:**

- A. ETCHEMENDY ENGINEERING, INC** – General / 10597 Double R Blvd ~ Reno, NV
- B. KJMJ ENTERPRISES** – General / 145 S. C st ~ Carson City, NV
- C. O&M INDUSTRIES** – Contractor / 5901 Ericson Way ~ Arcata, CA
- D. SWIFT TRANSPORTATION CO, OF AZ, LLC** – General / 2200 S. 75<sup>th</sup> Ave ~ Phoenix, AZ
- E. KOYO ELECTRIC INDUSTRIAL CO.,LTD** – General / 5-2-22 Fukushima ~ Osaka, JP
- F. PDE HOLDINGS, LLC** – Contractor / 90 Corporate Pk Dr ~ Henderson ,NV
- G. HOK ARCHITECTS, INC** – General / 10 South Broadway ~ St. Louis, MO
- H. DEACON CONSRUCTION LLC** – Contractor / 7745 Greenback Ln ~ Citrus Heights, CA
- I. AQUATECK INTERNATIONAL LLC** – General / 1 Four Coins Dr ~ Canonsburg, PA
- J. PROCESS AUTOMATION SOLUTIONS, INC** – General / 107 Mill Plain Rd ~ Danbury, CT
- K. SHIMANE JIDOKI CO., LTD** – General / 784 Sada Miyavehi ~ Shimane-Ken, JP

Ec: Community Development  
Commissioners' Office

Planning Department  
Comptroller's Office

Sheriff's Office



## Storey County Board of County Commissioners Agenda Action Report

Meeting date: May 1, 2018

Estimate of time required: 10 Mins.

Agenda: Consent ☒ Regular agenda ☐ Public hearing required ☐

1. **Title:** State Child Support Reimbursement Program.

2. **Recommended motion:** Motion to approve the Intrastate Interlocal contract beginning fiscal year 2019 to fiscal year 2022 between the State of Nevada acting by and through its Department of Health and Human Services, Division of Welfare and Supportive Services, the First Judicial District Court, Storey County and Carson City and the proposed budgets for reimbursement from the State Child Support Enforcement Program in the amount of \$25,792 for Fiscal Year 2019 and \$26,298 for Fiscal Year 2020 to Carson City's General Fund.

3. **Prepared by:** Maxine Cortes, Court Administrator

Department: Court

Telephone: (775) 283-7249

4. **Staff summary:** On April 15, 2014, the County Commissioners approved an Intrastate Interlocal contract from fiscal year 2015 to fiscal year 2018 between the State of Nevada acting by and through its Department of Health and Human Services, Division of Welfare and Supportive Services, the First Judicial District Court, Storey County and Carson City to recruit and appoint court masters to hold child support hearings and other matters properly related thereto and to receive reimbursement to the Carson City's General fund for these services. The Intrastate Interlocal contract is up for renewal from fiscal year 2019 to fiscal year 2022. Two years of budget requests for fiscal years 2019 and 2020 are required in order to receive reimbursement from the State of Nevada and to ensure budgets approved by the State are consistent with budgets approved by the County Commissioners.

5. **Supporting materials:** First Judicial District Court's proposed budgets FY 2019 and FY 2020.

6. **Fiscal impact:** None

Funds Available: NA

Fund: NA

\_\_\_\_ Comptroller

7. **Legal review required:** Yes

\_\_\_\_ 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. 6 III

## **ATTACHMENT A SCOPE OF WORK**

WHEREAS, Title IV, Part D (Title IV-D), 42 USC § 651, authorizes an appropriation for each fiscal year for the purpose of enforcing support obligations owed by non-custodial parents to their children, locating non-custodial parents, establishing paternity, obtaining financial and medical support, and adjusting support orders; and

WHEREAS, the Child Support Enforcement Program (CSEP) within the Division of Welfare and Supportive Services (DWSS) , has been designated the single and separate organizational unit to develop and administer the Nevada State Plan pursuant to Title IV-D, 42 USC § 654; and

WHEREAS, Title IV-D, 42 USC § 654(7) authorizes DWSS to enter into interlocal contracts with appropriate courts and law enforcement officials to implement an efficient statewide system to meet the purposes of this Act; and

WHEREAS, Title IV-D, 42 USC § 666(a)(2) requires expedited processes for establishing paternity and establishing, modifying and enforcing support obligations and 42 USC § 666(c) more specifically defines this obligation; and

WHEREAS, the NRS authorizes the District Courts of the State of Nevada to take evidence, hear arguments, and issue orders regarding establishing paternity, securing financial and medical support, adjusting support orders, enforcing and recovering support debts for children who may or may not be receiving public assistance; and

WHEREAS, the NRS and Title IV-D of the Social Security Act require DWSS attempt to establish paternity, secure financial and medical support, and recover support debts for children who may or may not be receiving public assistance; and

WHEREAS, DWSS may carry out its responsibilities through, and in coordination with, the District Courts of the State of Nevada in connection with this contract, under the authority of NRS 277.180; and

WHEREAS, the Title IV-D CSEP offers Federal Financial Participation (FFP) in the form of reimbursements with which to plan, coordinate, and improve financial and medical support enforcement services to Nevada's children and taxpayers; and

WHEREAS, the Title IV-D CSEP requires the development of an effective and efficient system to assist children in obtaining and securing their birth rights.

NOW, THEREFORE, the parties agree as follows:

- I. The JUDICIAL DISTRICT COURT(S) agrees:
  - A. To recruit and appoint Court Masters pursuant to NRS 3.405 and NRS Chapter 425 to hold hearings on matters related to paternity, financial and medical support establishment and payment of support in accordance with the purposes of CSEP.
  - B. To appoint a sufficient number of substitute Court Masters to maintain an uninterrupted court calendar in the event the primary Court Master is unavailable.
  - C. To consult with the Chief of the CSEP prior to appointment of Court Masters.
  - D. To ensure Court Masters recommendations are compliant with federal and state laws and regulations.

- E. To permit authorized state and federal personnel to monitor and/or audit the activities, procedures, cases, and accounting records that are subject to this contract, and to develop correctional plans to rectify any exceptions noted in monitoring and/or audit reports that place them out of compliance with this contract or federal/state statutes and regulations.
- F. To ensure through its own court resources and processes: (1) expedited process time frames pursuant to NRS 3.415 are met, and (2) pursuant to NRS 425.3844, it shall approve or reject a master's recommendation for modification(s) within ten (10) days after expiration of the objection time period.
- G. To ensure compliance with 45 CFR Part 300, et. seq.
- H. To pay the unmatched portion of FFP of the allowable costs (County Share) for expenditures which exceed the annual budget approved by the Chief of CSEP.
- I. To conduct a master's court in which the plaintiff/obligor and the defendant/obligee are both given the opportunity to present their side with or without attorney representation.
- J. In IV-D actions brought before the master, cases will be presented pursuant to NRS 425.3852 and a program representative may participate telephonically or by video conferencing whichever is available to present cases before the master.
- K. To submit a budget annually to DWSS for approval. During even numbered years, projected two-year budgets must be provided. The budget projection will commence on July 1 of the even numbered years and end on June 30 two years later. This information will be used to obtain authority from the state legislature for reimbursements.
- L. To limit any claims for reimbursement to those costs for hearings held under the "master system" meeting the purpose of CSEP. Total expenditures shall not exceed the yearly estimated budget as approved by the Chief of CSEP or designee, and subject to work program authority granted pursuant to the State Budget Act, NRS 353.150 to 353.246, inclusive. Any expenditure exceeding yearly budgeted amounts will not be reimbursed by the DWSS. An annual budget must be submitted pursuant to Attachment C attached hereto.
  - 1. Court Masters actual time spent preparing for court, in court, preparing recommendations, in travel status, participating in program related training and/or performing policy analysis may be reimbursable when included as part of the budget approved by the Chief of CSEP or designee; or  
  
A flat rate not to exceed a monthly proportionate share of the State Fiscal Year amounts submitted under the budget approval process contained in Attachment C of this Intrastate Interlocal Contract.
  - 2. Costs not included in the annual budget approved by the Chief of CSEP or designee are not reimbursable without the approval of the Chief prior to the expense being incurred.
  - 3. A monthly IV-D master claim form, as provided by the Chief of CSEP must be completed, approved by the District Court Judge or designee and submitted to the Chief of CSEP before reimbursement can be paid.
  - 4. All masters' requests for training shall be submitted on a travel request form attached hereto and hereby incorporated by reference, to the Chief of CSEP. If approved, the master must submit a travel expense form, attached hereto and

incorporated by reference, to the Chief of CSEP before reimbursement can be paid.

- M. To submit an invoice to DWSS CSEP, 1470 College Parkway, Carson City, Nevada, 89706 for reimbursement of services no later than the 20th calendar day of the month following the month service was provided. Invoices shall include sufficient documentation and detail to support claimed invoice and shall identify those costs in two categories: State share of costs (Hearing Masters expenses) and County share of costs (all other costs for services). All billings for dates of service prior to July 1 must be submitted to the state no later than the third Friday in July of the same calendar year to avoid processing the invoice as a stale dated claim for that fiscal year. Expenses which are more than 90 calendar days older than the date the reimbursement claim is submitted will be considered stale and rejected from reimbursement consideration.
- N. Federal statutes, regulations and policies established for all state IV-D programs will be complied with to the extent they do not violate the U.S. Constitution and the Nevada Constitution. This includes, but is not limited to, the federal requirements for review and adjustment as part of the state IV-D program.
- O. Any equipment or furniture purchased with CSEP/federal funds must be clearly marked and all purchasing records prepared so as to identify CSEP as the source of funds for the purchase. An inventory must be developed based on these records, which identifies where the items are being stored or used in the office. If the Judicial District Court ceases to offer services under this contract, all equipment and furniture purchased must be properly accounted for before first being offered to the Chief of CSEP or disposed of according to federal statutes, regulations, and the CSEP manual.
- P. Any administrative and/or cost recovery amount or program must be approved by the Chief of CSEP or designee prior to implementation.
- Q. Must provide services to all interstate and intrastate cases, whether public assistance/referred under state assignments (45CFR 301.1, i.e. TANF, Title IV-E Foster Care, Medicaid only cases, et. al.) or non-public assistance in an equal manner. This standard includes all services in UIFSA [NRS Chapter 130], parentage, enforcement and modification of court orders.
- R. The parties agree to adhere to all case processing time frames and procedures in 45 CFR Chapter 300, including, but not limited to:
  - 45 CFR 303.4                      Establishment of Support Obligations
  - 45 CFR 303.5                      Paternity Establishment
  - 45 CFR 303.6                      Enforcement of Support Obligations
  - 45 CFR 303.8                      Review and Adjustment
  - 45 CFR 303.31                    Securing and Enforcing Medical Health Insurance
  - 45 CFR 303.100                  Income Withholding
  - 45 CFR 303.101                  Expedited Service
- S. The expenditure of funds under this program are subject to the annual audit requirements under the Single Audit Act of 1984 (P.L. 98-502) and the Office of Management and Budget Circular A-133 (Audit of States, Local Governments, and Non-Profit Organizations). OMB A-133 states in part: non-federal entities that expend \$500,000 or more in a year in Federal awards shall have a single or program-specific audit conducted for that year in accordance with the provision of this part.

II. DWSS Agrees:

- A. To pay the unmatched portion of FFP of the allowable costs (state share) based upon the budget approved by the Chief of CSEP within 30 days of receiving and approving reimbursement requests, for current billings. The amount for the Judicial District Court shall not exceed the yearly estimated budget as approved by the Chief, and subject to work program authority granted pursuant to the State Budget Act, NRS 353.150 to 353.246, inclusive.
- B. To submit the total cost of the master's system to the federal program for reimbursement. DWSS agrees to reimburse THE JUDICIAL DISTRICT COURT(S) by installments, as documentation of actual costs and travel claims are submitted to the Program within 30 days of receiving and approving reimbursement requests, for current billings.

III. ALL PARTIES Mutually agree:

- A. That this contract is contingent upon DWSS concurring with the rules and procedures adopted by the DISTRICT COURT for application to the master's system. Said concurrence will not be unreasonably withheld.
- B. That the standardized forms developed for the Nevada automated computer system will be used in all IV-D cases, unless specifically exempted by procedures described in the CSEP Manual.
- C. To provide Title IV-D services in compliance with federal law and any other applicable requirements so long as such services are authorized or permitted under the NRS, and regulations adopted by DWSS.
- D. That the parties shall not use or disclose any information concerning a recipient of services under this contract, for any purpose not in conformity with the Social Security Act.
- E. That failure to comply with this contract or any of the federal regulations and state laws pertaining to Title IV-D of CSEP may result in a disallowance of reimbursement by the state for the state share of costs and/or the FFP provided pursuant to this contract. Notice will be provided thirty (30) days prior to the reduction. Notice and appeal process are outlined in Attachment B.
- F. This contract will be reviewed periodically by DWSS, not less than once per duration of the contract, to be conducted not less than ninety (90) days prior to the expiration date of this contract, to ensure that continuous IV-D master's hearings are provided. Renewal of this contract is contingent upon satisfactory levels of compliance with all federal state laws pertaining to the Title IV-D, CSEP.
- G. This contract may be renewed for additional periods as mutually agreed, and shall only be valid when they have been reduced to writing, duly signed, and attached to the original of this contract. Renewal must be approved/negotiated not less than thirty (30) days prior to the existing contract's ending date, and will be effective upon expiration of the existing contract.
- H. There shall be no discrimination on the basis of race, color, sex, religion, ancestry, national origin, age, or handicap. No otherwise qualified individual shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under this contract. The parties agree to treat, without regard to the aforementioned factors, all individuals on an equal basis in employment practices, in connection with CSEP.

## **ATTACHMENT B**

### **NOTICE/APPEAL PROCESS**

Under this contract, the parties responsible for completing each identified function agree to meet the following performance standards:

#### **NOTICE/APPEAL PROCESS:**

- A. The Chief of the Child Support Enforcement, DWSS will provide written notice thirty (30) days prior to withholding or assessing a penalty or reducing Federal Financial Participation (FFP) per the terms of this agreement. If the Judicial District Court(s) does not disagree pursuant to paragraph B below, the penalty will be assessed.
- B. The Judicial District Court(s) have thirty (30) days from the date of notice to respond in writing to the Chief if they disagree with the above notice. The response must contain arguments and documentation why the Chief should not withhold FFP or assess the penalty. If the Judicial District Court(s) fails to respond in accordance with the above, the Chief will take the action outlined in "A".
- C. The Chief will respond in writing within thirty (30) days of receipt, indicating what action will be taken.
- D. If the Judicial District Court(s) disagrees with the Chief's decision, an appeal may be submitted in writing to the Administrator, DWSS within fifteen (15) days. The appeal must contain written arguments and documentation why the Chief should not take the action outlined in "A" and "C".
- E. The Administrator may request additional information and will make a written decision within sixty (60) days of receipt of the appeal or all information, whichever is later. The decision of the Administrator is final.

## ATTACHMENT C

### CHILD SUPPORT ENFORCEMENT PROGRAM BUDGET ANALYSIS

Grant: Child Support Enforcement, Catalog of Federal Domestic Assistance (CFDA) number 93.563

The expenditure of funds under this program are subject to the annual audit requirements under the Single Audit Act of 1984 (P.L. 98-502) and the Office of Management and Budget Circular A-133 (Audit of States, Local Governments, and Non-Profit Organizations).

Attachment C, Budget Analysis, is divided into two parts. Part one is a general explanation of the budget process. Part two contains instructions on how to prepare your annual budget analysis. Budgets must be submitted in a format approved by the State of NV Division of Welfare and Supportive Services.

#### PART ONE: EXPLANATION

The budget review process is implemented to provide an estimate of Title IV-D funds needed in any fiscal year, and to analyze requests for FFP, state share and County/City match to examine the cost effectiveness of the proposal.

Based on fiscal guidelines provided by DWSS on or before April 15<sup>th</sup> of each year, a budget must be submitted to the Chief of the Child Support Enforcement Program, for establishment of a maximum level of reimbursements no later than May 15<sup>th</sup>.

FFP is approved at the applicable matching federal rate by the federal government through the Federal Offset of Child Support Enforcement (OCSE) and transmitted to your office.

Budgetary costs that are not covered by FFP pursuant to 45 CFR 304.21 & 23 includes, but is not limited to the following:

1. Bad Debts
2. Contingencies
3. Contributions and Donations
4. Entertainment
5. Fines and Penalties
6. Governor's expenses
7. Interest and Other Financial Costs
8. Legislative Expenses
9. Under recovery of Costs Under Grant Agreements
10. Building Space and Related Facilities

Budgetary costs that require approval prior to the expenditure in order to be covered by FFP are listed as the following:

1. Data Processing
2. Capital Expenditures
3. Insurance and Indemnification



4. Management Studies
5. Pre-Agreement Costs
6. Professional Services
7. Proposal Costs

Listed are various categories of expenses which could arise. An office's particular cost allocation plan may not provide for every category listed which may necessitate an amendment to that office's plan. The Title IV-D accounting unit will coordinate any required amendments with an office.

The U.S. Congress has shown an interest in reviewing the cost effectiveness of the program, and every state and local unit of government must take appropriate action to protect this valuable funding source. It is recommended that each office review its office operation from the following positions:

1. Ensure office procedures maintain an efficient flow of work;
2. Ensure that Title IV-D resources and staff are directed to Title IV-D matters only;
3. Ensure that efficient and effective methods are applied in processing the legal aspects of cases; and
4. Control program costs so only essential expenditures are made.

Administrators must consider the cost effectiveness of their proposals to assure the Title IV-D Program meets or exceeds its past relationships between total expenditures and child support collected. The only exception to this policy is if an administrator plans a management move that will increase the future efficiency of the office that has been approved by the Chief of the Child Support Enforcement Program.

FFP is reimbursed to each office by the submittal of claims for reimbursement to the state IV-D agency based upon each office's approved annual budget analysis. The claim reimbursement procedure is as follows:

Claims from your office for FFP reimbursement are to be submitted within thirty (30) days from incurred expenditure unless an approval for an extension is granted by the Chief of the Child Support Enforcement Program or designee. Claims not submitted within ninety (90) days of the end of the month in which the expenses are incurred will be considered stale and non payable.

Claims for reimbursement must include a listing of costs incurred pursuant to the Title IV-D Program with receipts for such costs retained and available for review. As noted in part two of this budget analysis, certain expenditures require approval prior to County/City expenditure/claim for FFP reimbursement.

Upon receipt by the state IV-D agency, claims are audited and approved/disapproved. Disapproved claims are returned to the appropriate office with a letter of explanation. Approved claims are vouchered and forwarded for distribution by the state controller's office.

**PART TWO: INSTRUCTIONS FOR COMPLETING ITEMS A-K OF THE BUDGET ANALYSIS**

Complete the detail for items A-K. For categories in which explanation is requested, please annotate or attach extra pages as needed. Guidelines for completing categories A-K are as follows:

A. **PERSONNEL:** (salaries only)

1. List titles of positions for which you are requesting reimbursements.
2. List the number of staff within each position classification that are Title IV-D staff.
3. List annual salary of the position(s)
4. Estimate the percentage of time and activities each staff member will be assigned to Title IV-D responsibilities as well as provide the estimated percentage of time and activities spent for non Title IV-D responsibilities.
5. Identify the annual salary apportioned to Title IV-D activities.

Example:

Position Title	Annual Salary	IVD Activity and % of Time Spent	Non IVD Activity and % of Time Spent	Annual Salary Apportioned to IVD Activities
Hearing Master	\$20,000	Court Prep 30% Hearings 40%	Juvenile Hearings 30%	\$14,000
Court Clerk	\$10,000	Filing 20% Court time 40%	Filing 10% Court time 30%	\$6,000

B. **FRINGE BENEFITS:**

1. The standard benefits given government employees are listed in this category. The rate for each benefit must be identified along with the portion of a staff member's salary that is dedicated to Title IV-D activities. The portion of a staff member's salary that is dedicated to Title IV-D work is multiplied by the rate of the particular fringe benefit.

Example:

Title IV-D Costs for DA	x	Retirement Rate	=	Retirement Cost
\$2,500	x	15%	=	\$375

2. Each category is based on rate except group insurance. The applicant will have to provide a brief explanation of how this category was computed.

C. COUNTY/CITY INDIRECT COSTS:

Indirect costs are those incurred for a common or joint purpose benefiting other programs in your County/City in addition to the Title IV-D Child Support Enforcement Program. Examples of indirect costs are:

- Depreciation or use allowance on buildings and equipment;
- Cost of operating or maintaining facilities such as heat and utilities or building maintenance;
- Salaries for time spent by employees not employed by the IV-D program whom are indirectly performing child support tasks, such as County/City clerks; and
- Supplies purchased by County/City funds which are used by more than one County/City entity, including the use by or benefit of your office, for which your office must reimburse the County/City.

Costs allocated as indirect and calculated in your County/City's indirect cost rate should not be listed as direct costs in this budget proposal.

The indirect cost is computed at a rate of 10% of salaries (not including overtime or fringe costs).

D. INSTATE TRAVEL, TRAINING, AND POLICY ANALYSIS:

1. All travel, training and policy analysis, in which you seek Title IV-D reimbursement, requires PRIOR approval by the Chief of the Child Support Enforcement Program or designee. The travel must be for the purpose of administration of the Title IV-D Program. Travel is approved at the prevailing state rate for travel.
2. Training and policy analysis costs would include registration fees, travel expenses, and per diem allowances at the state rate, or any other related IV-D activity the Chief of the Child Support Enforcement Program approves.

E. OUT OF STATE TRAVEL, TRAINING, AND POLICY ANALYSIS:

Same as instate travel.

F. SUPPLIES, COMMUNICATIONS, EQUIPMENT RENTAL, AND MAINTENANCE(data processing not included):

1. Office/Janitor Supplies:

Identify the various types of supplies your agency defines as office/janitorial.

2. Postage and Freight:

All claims must be supported with documentation of actual Title IV-D expenditures. Records must be retained for audit purposes.

3. Telephone Rental and Tolls:

All claims must be supported with documentation of actual Title IV-D expenditures. Records must be retained for audit purposes.

4. Printing:

Identify the forms/materials for which you are budgeting.

5. Equipment Rental/Maintenance/ Maintenance Contracts:

All contracts must meet state and federal procurement procedures. The use of a rental process must be justified from the point of cost effectiveness of continued use. Maintain copies of all contracts for audit purposes.

6. Other:

This line is for types of expenditures within this category not specifically identified as a cost.

G. EQUIPMENT PURCHASE/DEPRECIATION (data processing not included):

1. Lump sum reimbursements on equipment may be made on expenditures up to \$25,000. Equipment procurements in excess of this amount must be depreciated over the life expectancy of the piece of equipment.
2. Equipment procurements with costs in excess of \$300.00 must receive PRIOR approval by the Chief of the Child Support Enforcement Program or designee to be eligible for Title IV-D reimbursement.
3. An equipment inventory system must be maintained to identify all equipment procured with a federal interest, and the equipment must be managed in compliance with 45 CFR 95, Subpart G. The inventory control form must be updated with each new procurement, and a copy of the updated form must be transmitted to the Title IV-D accounting unit.

H. OTHER EXPENSES:

1. Copies/Reproductions:

This category is for the costs of copying documents (not for equipment procurement). Charges for the shared use of copying systems must include a procedure to log of Title IV-D use exclusive of other office uses.

2. Bonds:

This category is for the cost of premiums on bonds covering employees who handle Title IV-D funds. The County/City must calculate the portion of the premium that applies to the employee(s) when the bond covers other employees handling non-IV-D funds. An explanation of the calculation for bonding costs must be attached.

3. Advertising:

Must be related to Title IV-D matters/activities.

4. Building Maintenance:

This category is for costs incurred for necessary maintenance, repair, or upkeep of property, which neither add to the permanent value of the property nor appreciably prolong its intended life, but keep it in an efficient operating condition. Prior approval by the Chief of the Child Support Enforcement Program is required. Expenditures in this category will not be approved if they are calculated and charged to the INDIRECT COST category as explained in Part II, C.

5. Dues and Registration:

Must be related to Title IV-D matters/activities.

6. Publications/Periodicals:

Must be related to Title IV-D matters/activities.

7. Fees (Service of Process, Garnishment):

Must be related to Title IV-D matters/activities.

8. Other:

For categories not specifically identified.

I. DATA PROCESSING:

The planning, development, implementation, operation, equipment replacement, and/or enhancement of all Title IV-D systems must be in compliance with 45 CFR part 307 and Part 95, Subpart F.

**PART THREE: APPROVAL OF BUDGET BY CHIEF**

The Chief of the Child Support Enforcement or designee will approve the eligible IV-D expenditures and the budget will indicate the amount of expenditures out of FFP, state share and County/City costs.

The Chief of Child Support Enforcement's approval of the budget does not guarantee that all costs are IV-D eligible for reimbursement.

Upon federal review, any disallowed costs will be deducted from future federal reimbursement payments. The Division of Welfare and Supportive Services will provide thirty (30) days notice prior to the reduction. Parties agree to notify the other of any disallowed costs and work together on the disallowance.

## TRAVEL REQUEST



In-State \_\_\_\_\_

Out-Of-State \_\_\_\_\_

DWSS \_\_\_\_\_

Agency \_\_\_\_\_

Official Station \_\_\_\_\_

Budget Account \_\_\_\_\_

Employee Name \_\_\_\_\_

Employee ID \_\_\_\_\_

Destination \_\_\_\_\_

Employee Requested \_\_\_\_\_

Agency Directed \_\_\_\_\_

**Purpose of Trip (Justification):**

Attach agendas, meeting notices, training syllabus, etc.

------------------

Departure:

Date \_\_\_\_\_

Time \_\_\_\_\_

Return:

Date \_\_\_\_\_

Time \_\_\_\_\_

Special Airline Requests: \_\_\_\_\_

Motor Pool: \_\_\_\_\_

Yes/No

Note: \_\_\_\_\_

Hotel: \_\_\_\_\_

Yes/No

Note: \_\_\_\_\_

Total Budgeted Travel Authority For This Funding Source

\$ \_\_\_\_\_ -

Total Expended and/or Committed Funds for this Source

\$ \_\_\_\_\_ -

Total Balance Available to Fund this Trip

\$ \_\_\_\_\_ -

Estimated Cost for this Trip

\$ \_\_\_\_\_ -

Budgetary Authority Verification:

(Documents Accuracy of Balance Available on Date Signed)

Acctg. Asst. Signature \_\_\_\_\_

Date \_\_\_\_\_

Funding Source:

(Describe in Detail)

----------

Employee Signature: \_\_\_\_\_

(See **NOTE** below)

Date \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date \_\_\_\_\_

Signature/Administrator/DWSS (For Out-Of-State Only) \_\_\_\_\_ Date \_\_\_\_\_

Signature/Director/DHHS (For Out-Of-State Only) \_\_\_\_\_ Date \_\_\_\_\_

**NOTE:** No travel reservations or commitments should be made without all proper approvals. Employees requesting travel and making commitments prior to approvals will be responsible for the cost of all cancellation fees or charges in the event the trip is not approved or any part of the request is not approved i.e. excessive room charges.

## ESTIMATED TRAVEL COSTS

This form must be filled out completely and attached to the Travel Request form when sent to the Accounting Office for processing. If this form is not attached (including supporting documentation), the Request will be returned unsigned.

You must attach current approved GSA rates for per diem and lodging and estimates for airfare and rental car if applicable. Airfare and rental car cost estimates can be easily researched on the internet. Lodging receipts are required for reimbursement. Requests for hotel rate adjustments must be documented below.

**Shaded cells are formula driven. Do Not Type In The Shaded Cells.**

						Tax Rate		
						0.00%		
Hotel Rate Adjustment Requested _____								
Start/Stop Time of Travel	Dates of Travel	Breakfast	Lunch	Dinner	Lodging Rate	Tax	Total Lodging	Total
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**Total Estimated Per Diem**

\$ -

Estimated Miles	Rate		Fiscal Use Only: Cat	GL
0	\$ 0.505	Transportation to/from local airport	\$ -	
Receipt Required		Parking at airport/garages, etc./tolls	\$ -	
Receipt Required		Transportation to/from hotel	\$ -	
Receipt Required		Other transportation/Motor Pool	\$ -	
Receipt Required		Car rental	\$ -	
		Air fare	\$ -	

**Total Estimated Transportation**

\$ -

Receipt Required	Registration/Tuition	\$ -		
Receipt Required	Books	\$ -		
Receipt Required	ATM Fees	\$ -		
	Incidentals	\$ -		

**Total Estimated Misc.**

\$ -

**ESTIMATED GRAND TOTAL**

\$ -

**TRAVEL CLAIM SHOULD NOT EXCEED ESTIMATED GRAND TOTAL**

Note: Meal Policy (When traveling more than 50 miles one-way from duty station)

Breakfast: Depart at or before 7:00 am

Lunch: Depart at or before 11:00 am and return to work site after 1:30 pm

Dinner: Depart at or before 5:30 pm and return to work site after 6:30 pm

Convention or Meeting Hotel Rate Calculation		
Rate	Adjust %	Allowed Rate
Conus or	300%	\$ -
GSA	175%	\$ -
Convention Rate		



## Name \_\_\_\_\_

Employee ID# \_\_\_\_\_

Official Station \_\_\_\_\_

Supervisor Approval

State Officer or Employee  
Board or Commission Member  
Independent Contractor Whose Contract  
Provides for Travel

A - ATM Fees	I - Incidental Expense
--------------	------------------------

[illegible]

"Other" transportation expenses  
ATM and bank transactions  
Out-of-state hotel  
and transportation expenses

**If Advance exceeds Claim, please attach check payable to the State of Nevada**

# INTRASTATE INTERLOCAL CONTRACT BETWEEN PUBLIC AGENCIES

A Contract Between the State of Nevada  
Acting By and Through Its

Department of Health and Human Services  
Division of Welfare and Supportive Services  
1470 College Parkway  
Carson City, NV 89706

And

The First Judicial District Court of the State of Nevada  
in and for Carson City and Storey County  
Department One, Room 3061  
885 East Musser Street  
Carson City, NV 89701

And

City of Carson City  
201 N. Carson Street  
Carson City, NV 89701

WHEREAS, NRS 277.180 authorizes any one or more public agencies to 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; and

WHEREAS, it is deemed that the services of The First Judicial District Court of the State of Nevada, hereinafter set forth are both necessary to Division of Welfare and Supportive Services (DWSS) and in the best interests of the State of Nevada;

NOW, THEREFORE, in consideration of the aforesaid premises, the parties mutually agree as follows:

1. **REQUIRED APPROVAL**. This Contract shall not become effective until and unless approved by appropriate official action of the governing body of each party.
2. **DEFINITIONS**. "State" means the State of Nevada and any state agency identified herein, its officers, employees and immune contractors as defined in NRS 41.0307. "Court" and "County/City" are used interchangeably throughout this contract and both are responsible parties under the terms of this contract.
3. **CONTRACT TERM**. This Contract shall be effective: **July 1, 2018 subject to Board of Examiners' approval to June 30, 2022**, unless sooner terminated by either party as set forth in this Contract.
4. **TERMINATION**. This Contract may be terminated by either party prior to the date set forth in paragraph (3), at any time without cause upon provision of sixty (60) days notice in writing to either party; or in the event of: (1) material breach of this contract by either party; (2) failure to take corrective action; (3) termination of the program established by Congress in Title IV-D of the Social Security Act; (4) any significant change in federal or state funding provisions. Termination will be effective sixty (60) days

after written notice is received by the other party. DWSS shall reimburse the Judicial District Court for costs incurred pursuant to this contract through the last effective date of this contract, unless Section III. E of Attachment A of this contract applies. The parties expressly agree that this Contract shall be terminated immediately if for any reason federal and/or State Legislature funding ability to satisfy this Contract is withdrawn, limited, or impaired.

5. NOTICE. All notices or other communications required or permitted to be given under this Contract shall be in writing and shall be deemed to have been duly given if delivered personally in hand, by telephonic facsimile with simultaneous regular mail, or mailed certified mail, return receipt requested, postage prepaid on the date posted, and addressed to the other party at the address set forth above.

6. INCORPORATED DOCUMENTS. The parties agree that the services to be performed shall be specifically described; this Contract incorporates the following attachments in descending order of constructive precedence:

ATTACHMENT A: SCOPE OF WORK

ATTACHMENT B: NOTICE/APPEAL PROCESS

ATTACHMENT C: BUDGET ANALYSIS

ATTACHMENT D: IRS SAFEGUARDING CONTRACT LANGUAGE

7. CONSIDERATION. The First Judicial District Court of the State of Nevada agrees to provide the services set forth in paragraph (6) at a cost to be determined per Attachment C and not to exceed **\$106,244; \$25,792 for FY19, \$26,298 for FY20, \$26,814 for FY21 and \$27,340 for FY22 or the approved annual budget, whichever is less.** Any intervening end to a biennial appropriation period shall be deemed an automatic renewal (not changing the overall Contract term) or a termination as the results of legislative appropriation may require.

8. ASSENT. The parties agree that the terms and conditions listed on incorporated attachments of this Contract are also specifically a part of this Contract and are limited only by their respective order of precedence and any limitations expressly provided.

9. INSPECTION & AUDIT.

a. Books and Records. Each party agrees to keep and maintain under general accepted accounting principles full, true and complete records, agreements, books, and documents as are necessary to fully disclose to the State or United States Government, or their authorized representatives, upon audits or reviews, sufficient information to determine compliance with all state and federal regulations and statutes.

b. Inspection & Audit. Each party agrees that the relevant books, records (written, electronic, computer related or otherwise), including but not limited to relevant accounting procedures and practices of the party, financial statements and supporting documentation, and documentation related to the work product shall be subject, at any reasonable time, to inspection, examination, review, audit, and copying at any office or location where such records may be found, with or without notice by the State Auditor, Employment Security, the Department of Administration, Budget Division, the Nevada State Attorney General's Office or its Fraud Control Units, the State Legislative Auditor, and with regard to any federal funding, the relevant federal agency, the Comptroller General, the General Accounting Office, the Office of the Inspector General, or any of their authorized representatives.

c. Period of Retention. All books, records, reports, and statements relevant to this Contract must be retained a minimum three years and for five years if any federal funds are used in this Contract. The retention period runs from the date of termination of this Contract. Retention time shall be extended when an audit is scheduled or in progress for a period reasonably necessary to complete an audit and/or to complete any administrative and judicial litigation which may ensue.

10. BREACH; REMEDIES. Failure of either party to perform any obligation of this Contract shall be deemed a breach. Except as otherwise provided for by law or this Contract, the rights and remedies of the parties shall not be exclusive and are in addition to any other rights and remedies provided by law or equity, including but not limited to actual damages, and to a prevailing party reasonable attorneys' fees and costs.

11. LIMITED LIABILITY. The parties will 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 State breach shall never exceed the amount of funds which have been appropriated for payment under this Contract, but not yet paid, for the fiscal year budget in existence at the time of the breach.

12. FORCE MAJEURE. Neither party shall be deemed to be in violation of this Contract 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 Contract after the intervening cause ceases.

13. INDEMNIFICATION. Neither party waives any right or defense to indemnification that may exist in law or equity.

14. INDEPENDENT PUBLIC AGENCIES. The parties are associated with each other only for the purposes and to the extent set forth in this Contract, and in respect to performance of services pursuant to this Contract, each party is and shall be a public agency separate and distinct from the other party and, subject only to the terms of this Contract, shall have the sole right to supervise, manage, operate, control, and direct performance of the details incident to its duties under this Contract. Nothing contained in this Contract shall be deemed or construed to create a partnership or joint venture, to create relationships of an employer-employee or principal-agent, or to otherwise create any liability for one agency whatsoever with respect to the indebtedness, liabilities, and obligations of the other agency or any other party.

15. WAIVER OF BREACH. Failure to declare a breach or the actual waiver of any particular breach of the Contract 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.

16. SEVERABILITY. If any provision contained in this Contract is held to be unenforceable by a court of law or equity, this Contract shall be construed as if such provision did not exist and the nonenforceability of such provision shall not be held to render any other provision or provisions of this Contract unenforceable.

17. ASSIGNMENT. Neither party shall assign, transfer or delegate any rights, obligations or duties under this Contract without the prior written consent of the other party.

18. OWNERSHIP OF PROPRIETARY INFORMATION. Unless otherwise provided by law any reports, histories, studies, tests, manuals, instructions, photographs, negatives, blue prints, plans, maps, data, system designs, computer code (which is intended to be consideration under this Contract), or any other documents or drawings, prepared or in the course of preparation by either party in performance of its obligations under this Contract shall be the joint property of both parties.

19. PUBLIC RECORDS. Pursuant to NRS 239.010, information or documents may be open to public inspection and copying. The parties will have the duty to disclose unless a particular record is made confidential by law or a common law balancing of interests.

20. CONFIDENTIALITY. Each party shall keep confidential all information, in whatever form, produced, prepared, observed or received by that party to the extent that such information is confidential by law or otherwise required by this Contract.

21. PROPER AUTHORITY. The parties hereto represent and warrant that the person executing this Contract on behalf of each party has full power and authority to enter into this Contract and that the parties are authorized by law to perform the services set forth in paragraph (6).

22. GOVERNING LAW; JURISDICTION. This Contract and the rights and obligations of the parties hereto shall be governed by, and construed according to, the laws of the State of Nevada. The parties consent to the jurisdiction of the Nevada district courts for enforcement of this Contract.

23. ENTIRE AGREEMENT AND MODIFICATION. This Contract and its integrated attachment(s) constitute the entire agreement of the parties and such are intended as a 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 an integrated attachment to this Contract specifically displays a mutual intent to amend a particular part of this Contract, general conflicts in language between any such attachment and this Contract shall be construed consistent with the terms of this Contract. Unless otherwise expressly authorized by the terms of this Contract, no modification or amendment to this Contract shall be binding upon the parties unless the same is in writing and signed by the respective parties hereto, approved by the Office of the Attorney General.

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

_____	_____	Mayor, Carson City
Robert Crowell	Date	Title
_____	_____	District Attorney, Carson City
Jason Woodbury	Date	Title

*[This section intentionally left blank]*

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

<hr/>	<hr/>	Chairman, Board of County Commissioners, Storey County
Marshall McBride	Date	Title
<hr/>	<hr/>	District Attorney, Storey County
Anne M. Langer	Date	Title

*[This section intentionally left blank]*

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

_____	_____	1 <sup>st</sup> Judicial District Court Judge, Department One
James T. Russel	Date	Title

_____	_____	1st Judicial District Court Judge, Department Two
James E. Wilson, Jr.	Date	Title

_____	_____	Administrator, Division of Welfare and Supportive Services
Steve H. Fisher	Date	Title

_____	_____	Director, Department of Health and Human Services
Richard Whitley	Date	Title

APPROVED BY BOARD OF EXAMINERS

\_\_\_\_\_  
Signature – Board of Examiners

On:

\_\_\_\_\_  
Date

Approved as to form by:

On:

\_\_\_\_\_  
Deputy Attorney General for Attorney General

\_\_\_\_\_  
Date

**First Judicial District Court Budget for 07/01/2019 - 06/30/2020**

Position	Salary 07/01/19 - 06/30/20	Fringe Benefits	IVD Activity and % of Time Spent Annually	Non IVD Activity and % of Time Spent Annually	Annual Salary/Benefits Apportioned to IVD Activities
(1) Special Hearing Master					Contract \$ 14,820
(1) Court Clerk	\$ 55,739	\$ 40,078	Case Processing: 2.25%	Clerical Work: 97.75%	Salary: \$ 1,254 Fringe: \$ 924 Total: \$ 2,178
(1) Court Clerk	\$ 60,549	\$ 42,747	Case Processing: 2.255%	Clerical Work: 97.745%	Salary: \$ 1,365 Fringe: \$ 964 Total: \$ 2,329
(1) Court Clerk	\$ 47,895	\$ 18,614	Case Processing: 2.25%	Clerical Work: 97.75%	Salary: \$ 1,078 Fringe: \$ 419 Total: \$ 1,497
(1) Security	\$ 78,848	\$ 45,564	Courtroom Security: 4.40%	Bailiff: 95.60%	Salary: \$ 3,469 Fringe: \$ 2,005 Total: \$ 5,474
Training/Travel					
Equipment					\$ -
<b>Total</b>					<b>\$ 26,298</b>



**PART ONE: BUDGET ANALYSIS FY 2019 - 2020**

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**FIRST JUDICIAL DISTRICT COURT**

**SUMMARY OF BUDGET REQUEST**

---

1. Personnel: (Salaries Only)	\$	21,986	
2. Fringe Benefits	\$	4,312	
3. County Indirect Costs	\$	-	
4. Instate Travel			
5. Other Expenses	\$	-	
<b>TOTAL BUDGET REQUEST FY 2020</b>		<b>\$</b>	<b>26,298</b>

**PART TWO: BUDGET ANALYSIS FY 2019 - 2020**

**1. PERSONNEL:** \_\_\_\_\_ (Salaries only)

POSITION	# OF STAFF	ANNUAL SALARY	% OF SEP TIME	SALARY TO D	IV-
Special Hearing Master	1	\$ 14,820	100.00%	\$ 14,820	
Court Clerk	1	\$ 55,739	2.25%	\$ 1,254	
Court Clerk	1	\$ 60,549	2.255%	\$ 1,365	
Court Clerk	1	\$ 47,895	2.25%	\$ 1,078	
Security	1	\$ 78,848	4.40%	\$ 3,469	
TOTAL PERSONNEL COST:		\$ 21,986			

**2. FRINGE BENEFITS:** \_\_\_\_\_

1. Retirement	<u>2,312</u>
2. Workman's Comp	<u>128</u>
3. Disability Insurance	<u>-</u>
4. Group Insurance	<u>1,769</u>
5. Medicare	<u>103</u>

TOTAL FRINGE BENEFITS: 4,312

**3. COUNTY INDIRECT COSTS:** \_\_\_\_\_ \$ -

**PART THREE: BUDGET ANALYSIS FY 2019 - 2020**

4. INSTATE TRAVEL: \_\_\_\_\_ \$ -

5. OTHER EXPENSES: \_\_\_\_\_

- 1. Copies/Reproductions \_\_\_\_\_
- 2. Bonds \_\_\_\_\_
- 3. Advertising \_\_\_\_\_
- 4. Building Maintenance \_\_\_\_\_
- 5. Dues & Registration \_\_\_\_\_
- 6. Publications/Periodicals \_\_\_\_\_
- 7. Fees \_\_\_\_\_
- 8. Other \_\_\_\_\_

TOTAL OTHER EXPENSES: \_\_\_\_\_ \$ -

**First Judicial District Court Budget for 07/01/2018 - 06/30/2019**

Position	Salary 07/01/18 - 06/30/19	Fringe Benefits	IVD Activity and % of Time Spent Annually	Non IVD Activity and % of Time Spent Annually	Annual Salary/Benefits Apportioned to IVD Activities	
(1) Special Hearing Master					Contract	\$ 14,820
					Salary:	\$ 1,189
					Fringe:	\$ 905
					Total:	\$ 2,094
(1) Court Clerk	\$ 52,833	\$ 40,219	Case Processing: 2.25%	Clerical Work: 97.75%	Salary:	\$ 1,294
					Fringe:	\$ 943
					Total:	\$ 2,237
(1) Court Clerk	\$ 57,392	\$ 41,801	Case Processing: 2.255%	Clerical Work: 97.745%	Salary:	\$ 1,026
					Fringe:	\$ 411
					Total:	\$ 1,437
(1) Court Clerk	\$ 45,614	\$ 18,250	Case Processing: 2.25%	Clerical Work: 97.75%	Salary:	\$ 3,293
					Fringe:	\$ 1,911
					Total:	\$ 5,204
(1) Security	\$ 77,492	\$ 44,974	Courtroom Security: 4.25%	Bailiff: 95.60%		
Training/Travel						
Equipment						\$ -
<b>Total</b>						<b>\$ 25,792</b>

**PART ONE: BUDGET ANALYSIS FY 2018 - 2019**

**FIRST JUDICIAL DISTRICT COURT**

**SUMMARY OF BUDGET REQUEST**

1. Personnel: (Salaries Only)	\$	21,623	
2. Fringe Benefits	\$	4,169	
3. County Indirect Costs	\$	-	
4. Instate Travel			
5. Other Expenses	\$	-	
<b>TOTAL BUDGET REQUEST FY 2019</b>			<b>\$ 25,792</b>

**PART TWO: BUDGET ANALYSIS FY 2018 - 2019**

**1. PERSONNEL:** \_\_\_\_\_ (Salaries only)

POSITION	# OF STAFF	ANNUAL SALARY	% OF SEP TIME	SALARY TO D	IV-
Special Hearing Master	1	\$ 14,820	100.00%	\$ 14,820	
Court Clerk	1	\$ 52,833	2.25%	\$ 1,189	
Court Clerk	1	\$ 57,392	2.255%	\$ 1,294	
Court Clerk	1	\$ 45,614	2.25%	\$ 1,026	
Security	1	\$ 77,492	4.25%	\$ 3,293	
TOTAL PERSONNEL COST:		\$ 21,623			

**2. FRINGE BENEFITS:** \_\_\_\_\_

1. Retirement	<u>2,194</u>
2. Workman's Comp	<u>124</u>
3. Disability Insurance	<u>-</u>
4. Group Insurance	<u>1,753</u>
5. Medicare	<u>98</u>

TOTAL FRINGE BENEFITS: 4,169

3. COUNTY INDIRECT COSTS: \_\_\_\_\_ \$ \_\_\_\_\_

**PART THREE: BUDGET ANALYSIS FY 2018 - 2019**

4. INSTATE TRAVEL: \$ -

5. OTHER EXPENSES:

- 1. Copies/Reproductions
- 2. Bonds
- 3. Advertising
- 4. Building Maintenance
- 5. Dues & Registration
- 6. Publications/Periodicals
- 7. Fees
- 8. Other

TOTAL OTHER EXPENSES: \$ -

## **ATTACHMENT D**

### **IRS SAFEGUARDING CONTRACT LANGUAGE**

#### **CONTRACT LANGUAGE FOR GENERAL SERVICES**

##### **I. PERFORMANCE**

In performance of this contract, the Contractor agrees to comply with and assume responsibility for compliance by his or her employees with the following requirements:

- (1) All work will be performed under the supervision of the contractor or the contractor's responsible employees.
- (2) The contractor and the contractor's employees with access to or who use FTI must meet the background check requirements defined in IRS Publication 1075.
- (3) Any Federal tax returns or return information (hereafter referred to as returns or return information) made available shall be used only for the purpose of carrying out the provisions of this contract. Information contained in such material shall be treated as confidential and shall not be divulged or made known in any manner to any person except as may be necessary in the performance of this contract. Inspection by or disclosure to anyone other than an officer or employee of the contractor is prohibited.
- (4) All returns and return information will be accounted for upon receipt and properly stored before, during, and after processing. In addition, all related output and products will be given the same level of protection as required for the source material.
- (5) No work involving returns and return information furnished under this contract will be subcontracted without prior written approval of the IRS.
- (6) The contractor will maintain a list of employees authorized access. Such list will be provided to the agency and, upon request, to the IRS reviewing office.
- (7) The agency will have the right to void the contract if the contractor fails to provide the safeguards described above.
- (8) (Include any additional safeguards that may be appropriate.)

##### **II. CRIMINAL/CIVIL SANCTIONS**

- (1) Each officer or employee of any person to whom returns or return information is or may be disclosed shall be notified in writing by such person that returns or return information disclosed to such officer or employee can be used only for a purpose and to the extent authorized herein, and that further disclosure of any such returns or return information for a purpose or to an extent unauthorized herein constitutes a felony punishable upon conviction by a fine of as much as \$5,000 or imprisonment for as long as five years, or both, together with the costs of prosecution. Such person shall also notify each such officer and employee that any such unauthorized future disclosure of



returns or return information may also result in an award of civil damages against the officer or employee in an amount not less than \$1,000 with respect to each instance of unauthorized disclosure. These penalties are prescribed by IRCs 7213 and 7431 and set forth at 26 CFR 301.6103(n)-1.

(2) Each officer or employee of any person to whom returns or return information is or may be disclosed shall be notified in writing by such person that any return or return information made available in any format shall be used only for the purpose of carrying out the provisions of this contract. Information contained in such material shall be treated as confidential and shall not be divulged or made known in any manner to any person except as may be necessary in the performance of this contract. Inspection by or disclosure to anyone without an official need-to-know constitutes a criminal misdemeanor punishable upon conviction by a fine of as much as \$1,000.00 or imprisonment for as long as 1 year, or both, together with the costs of prosecution. Such person shall also notify each such officer and employee that any such unauthorized inspection or disclosure of returns or return information may also result in an award of civil damages against the officer or employee [United States for Federal employees] in an amount equal to the sum of the greater of \$1,000.00 for each act of unauthorized inspection or disclosure with respect to which such defendant is found liable or the sum of the actual damages sustained by the plaintiff as a result of such unauthorized inspection or disclosure plus in the case of a willful inspection or disclosure which is the result of gross negligence, punitive damages, plus the costs of the action. The penalties are prescribed by IRCs 7213A and 7431 and set forth at 26 CFR 301.6103(n)-1.

(3) Additionally, it is incumbent upon the contractor to inform its officers and employees of the penalties for improper disclosure imposed by the Privacy Act of 1974, 5 U.S.C. 552a. Specifically, 5 U.S.C. 552a(i)(1), which is made applicable to contractors by 5 U.S.C. 552a(m)(1), provides that any officer or employee of a contractor, who by virtue of his/her employment or official position, has possession of or access to agency records which contain individually identifiable information, the disclosure of which is prohibited by the Privacy Act or regulations established thereunder, and who knowing that disclosure of the specific material is so prohibited, willfully discloses the material in any manner to any person or agency not entitled to receive it, shall be guilty of a misdemeanor and fined not more than \$5,000.

(4) Granting a contractor access to FTI must be preceded by certifying that each individual understands the agency's security policy and procedures for safeguarding IRS information. Contractors must maintain their authorization to access FTI through annual recertification. The initial certification and recertification must be documented and placed in the agency's files for review. As part of the certification and at least annually afterwards, contractors must be advised of the provisions of IRCs 7431, 7213, and 7213A (see Exhibit 4, *Sanctions for Unauthorized Disclosure*, and Exhibit 5, *Civil Damages for Unauthorized Disclosure*). The training provided before the initial certification and annually thereafter must also cover the incident response policy and procedure for reporting unauthorized disclosures and data breaches. (See Section 10 ) For both the initial certification and the annual certification, the contractor must sign, either with ink or electronic signature, a confidentiality statement certifying their understanding of the security requirements.

### **III. INSPECTION**

The IRS and the Agency, with 24 hour notice, shall have the right to send its inspectors into the offices and plants of the contractor to inspect facilities and operations performing any work with FTI under this contract for compliance with requirements defined in IRS Publication 1075. The IRS' right of inspection shall include the use of manual and/or automated scanning tools to perform compliance and vulnerability assessments of information technology (IT) assets that access, store, process or transmit FTI. On the basis of such inspection, corrective actions may be required in cases where the contractor is found to be noncompliant with contract safeguards.

## **ATTACHMENT D**

### **IRS SAFEGUARDING CONTRACT LANGUAGE**

#### **CONTRACT LANGUAGE FOR TECHNOLOGY SERVICES**

##### **I. PERFORMANCE**

In performance of this contract, the contractor agrees to comply with and assume responsibility for compliance by his or her employees with the following requirements:

- (1) All work will be done under the supervision of the contractor or the contractor's employees.
- (2) The contractor and the contractor's employees with access to or who use FTI must meet the background check requirements defined in IRS Publication 1075.
- (3) Any return or return information made available in any format shall be used only for the purpose of carrying out the provisions of this contract. Information contained in such material will be treated as confidential and will not be divulged or made known in any manner to any person except as may be necessary in the performance of this contract. Disclosure to anyone other than an officer or employee of the contractor will be prohibited.
- (4) All returns and return information will be accounted for upon receipt and properly stored before, during, and after processing. In addition, all related output will be given the same level of protection as required for the source material.
- (5) The contractor certifies that the data processed during the performance of this contract will be completely purged from all data storage components of his or her computer facility, and no output will be retained by the contractor at the time the work is completed. If immediate purging of all data storage components is not possible, the contractor certifies that any IRS data remaining in any storage component will be safeguarded to prevent unauthorized disclosures.
- (6) Any spoilage or any intermediate hard copy printout that may result during the processing of IRS data will be given to the agency or his or her designee. When this is not possible, the contractor will be responsible for the destruction of the spoilage or any intermediate hard copy printouts, and will provide the agency or his or her designee with a statement containing the date of destruction, description of material destroyed, and the method used.
- (7) All computer systems receiving, processing, storing or transmitting FTI must meet the requirements defined in IRS Publication 1075. To meet functional and assurance requirements, the security features of the environment must provide for the managerial, operational, and technical controls. All security features must be available and activated to protect against unauthorized use of and access to Federal Tax Information.
- (8) No work involving Federal Tax Information furnished under this contract will be subcontracted without prior written approval of the IRS.

(9) The contractor will maintain a list of employees authorized access. Such list will be provided to the agency and, upon request, to the IRS reviewing office. (10) The agency will have the right to void the contract if the contractor fails to provide the safeguards described above.

(10) (Include any additional safeguards that may be appropriate.)

## **II. CRIMINAL/CIVIL SANCTIONS**

(1) Each officer or employee of any person to whom returns or return information is or may be disclosed will be notified in writing by such person that returns or return information disclosed to such officer or employee can be used only for a purpose and to the extent authorized herein, and that further disclosure of any such returns or return information for a purpose or to an extent unauthorized herein constitutes a felony punishable upon conviction by a fine of as much as \$5,000 or imprisonment for as long as 5 years, or both, together with the costs of prosecution. Such person shall also notify each such officer and employee that any such unauthorized further disclosure of returns or return information may also result in an award of civil damages against the officer or employee in an amount not less than \$1,000 with respect to each instance of unauthorized disclosure. These penalties are prescribed by IRCs 7213 and 7431 and set forth at 26 CFR 301.6103(n)-1.

(2) Each officer or employee of any person to whom returns or return information is or may be disclosed shall be notified in writing by such person that any return or return information made available in any format shall be used only for the purpose of carrying out the provisions of this contract. Information contained in such material shall be treated as confidential and shall not be divulged or made known in any manner to any person except as may be necessary in the performance of the contract. Inspection by or disclosure to anyone without an official need-to-know constitutes a criminal misdemeanor punishable upon conviction by a fine of as much as \$1,000 or imprisonment for as long as 1 year, or both, together with the costs of prosecution. Such person shall also notify each such officer and employee that any such unauthorized inspection or disclosure of returns or return information may also result in an award of civil damages against the officer or employee [United States for Federal employees] in an amount equal to the sum of the greater of \$1,000 for each act of unauthorized inspection or disclosure with respect to which such defendant is found liable or the sum of the actual damages sustained by the plaintiff as a result of such unauthorized inspection or disclosure plus in the case of a willful inspection or disclosure which is the result of gross negligence, punitive damages, plus the costs of the action. These penalties are prescribed by IRC 7213A and 7431 and set forth at 26 CFR 301.6103(n)-1.

(3) Additionally, it is incumbent upon the contractor to inform its officers and employees of the penalties for improper disclosure imposed by the Privacy Act of 1974, 5 U.S.C. 552a. Specifically, 5 U.S.C. 552a(i)(1), which is made applicable to contractors by 5 U.S.C. 552a(m)(1), provides that any officer or employee of a contractor, who by virtue of his/her employment or official position, has possession of or access to agency records which contain individually identifiable information, the disclosure of which is

prohibited by the Privacy Act or regulations established thereunder, and who knowing that disclosure of the specific material is prohibited, willfully discloses the material in any manner to any person or agency not entitled to receive it, shall be guilty of a misdemeanor and fined not more than \$5,000.

(4) Granting a contractor access to FTI must be preceded by certifying that each individual understands the agency's security policy and procedures for safeguarding IRS information. Contractors must maintain their authorization to access FTI through annual recertification. The initial certification and recertification must be documented and placed in the agency's files for review. As part of the certification and at least annually afterwards, contractors must be advised of the provisions of IRCs 7431, 7213, and 7213A (see *Exhibit 4, Sanctions for Unauthorized Disclosure*, and *Exhibit 5, Civil Damages for Unauthorized Disclosure*). The training provided before the initial certification and annually thereafter must also cover the incident response policy and procedure for reporting unauthorized disclosures and data breaches. (See Section 10) For both the initial certification and the annual certification, the contractor must sign, either with ink or electronic signature, a confidentiality statement certifying their understanding of the security requirements.

### **III. INSPECTION**

The IRS and the Agency, with 24 hour notice, shall have the right to send its inspectors into the offices and plants of the contractor to inspect facilities and operations performing any work with FTI under this contract for compliance with requirements defined in IRS Publication 1075. The IRS' right of inspection shall include the use of manual and/or automated scanning tools to perform compliance and vulnerability assessments of information technology (IT) assets that access, store, process or transmit FTI. On the basis of such inspection, corrective actions may be required in cases where the contractor is found to be noncompliant with contract safeguards.



## Storey County Board of County Commissioners Agenda Action Report

**Meeting date:** May 1, 2017

**Estimate of time required:** 1 min.

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

1. **Title:** Tax Management Associates contract Addendum for contract extension

2. **Recommended motion** Approval

3. **Prepared by:** Jana Seddon

**Department:** Assessor

**Telephone:**

4. **Staff summary:** Extend existing TMA contract for Personal Property auditing for another 3 yrs.

5. **Supporting materials:** See attached contract addendum

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. **6 IV**

**TAX MANAGEMENT ASSOCIATES, INC.**

**AND**

**STOREY COUNTY, NEVADA**

**BUSINESS PERSONAL PROPERTY AUDIT SERVICES CONTRACT ADDENDUM**

This Contract Addendum is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2018 by and between STOREY COUNTY, hereinafter referred to as "COUNTY" and TAX MANAGEMENT ASSOCIATES, INC., a corporation authorized to conduct business in Nevada, hereinafter referred to as "TMA".

**WITNESSETH**

WHEREAS, COUNTY and TMA have previously entered into an agreement dated December 15, 2015 for Business Personal Property Audits; and

WHEREAS, COUNTY and TMA desire to amend that agreement by this written Contract Addendum while keeping in effect all terms and conditions of the original agreement and

WHEREAS, TMA'S employment is expressly authorized under Nevada Revised Statutes

NOW, THEREFORE, for and in consideration of the mutual covenants and agreements made herein, the parties agree as follows:

**AGREEMENT**

The Original Contract of December 15, 2015, is amended as follows:

The COUNTY and TMA agree to extend the Original Contract for Audit Services for a period of three years beginning July 1, 2018. The Contract will continue in full force and effective unless cancelled as stated in the original Contract.

The parties have expressed their agreement to these terms by causing this Contract Addendum to be executed by their duly authorized officer or agent. This Contract shall be effective as of the date herein.

COUNTY

TMA

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_





## Storey County Board of County Commissioners Agenda Action Report

**Meeting date:** May 1, 2018

**Estimate of time required:** 1/2 hour

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

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1. **Title:** DISCUSSION ONLY (No Action): Review of the 2018-2019 Storey County Tentative Budget. Final approval to be made on Monday, May 21, 2018.

2. **Recommended motion:** No motion

3. **Prepared by:** Hugh Gallagher and Staff

**Department:** Comptroller

**Telephone:** 775-847-1006

4. **Staff summary:** Annual approval of all Funds and Department Budget Requests

5. **Supporting materials:** None

6. **Fiscal impact:** Yes

Funds Available: Fund: ALL \_\_\_\_\_ 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. 9



## Storey County Board of County Commissioners Agenda Action Report

**Meeting date:** May 1, 2018

**Estimate of time required:** 10 min

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

1. **Title:** Review and possible approval of Resolution 18- 486 establishing the Special Revenue Fund for Piper's Opera House

2. **Recommended motion:** I approve Resolution 18- 486 establishing the Special Revenue Fund for Piper's Opera House

3. **Prepared by:** Keith Loomis and Hugh Gallagher

**Department:** Comptroller

**Telephone:** 775-847-1006

4. **Staff summary:** Storey Acquired Piper's Opera House in January and must set up a special revenue fund to track Revenues and Expenses

5. **Supporting materials:** Resolution

6. **Fiscal impact:** Yes

Funds Available:

Fund: ALL

OK Comptroller

7. **Legal review required:**

\_\_\_\_ District Attorney

8. **Reviewed by:**

AML Department Head

Department Name: Commissioner's Office

[Signature] County Manager

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

9. **Board action:**

☐ Approved  
☐ Denied

☐ Approved with Modifications  
☐ Continued

Agenda Item No. 10

**RESOLUTION NO. 18- 486**

**RESOLUTION** Establishing Pipers Opera House Special Revenue Fund

**WHEREAS,** Storey County recently purchased the historic Piper's Opera House from the Storey County School District; and

**WHEREAS,** Storey County is a political subdivision of the State of Nevada authorized to create funds pursuant to the Local Government Budget and Finance Act; and

**WHEREAS,** The Board of County Commissioners of Storey County (Board) desire to create a fund to account for revenues derived from use of the building and expenses incurred in operating, maintaining, repairing and improving the building; and,

**WHEREAS,** The Board intends to transfer monies from the Storey County General Fund as the initial resource to establish the fund; and,

**WHEREAS,** It is intended that the fund be replenished by revenues generated from the operation of Piper's Opera House as well as by transfers from the Storey County General Fund; and,

**WHEREAS,** The Board intends to control the expenses of the fund through a voucher control system run through the Storey County Comptroller's Office, which office will audit claims made for payments from the fund. Claims found to be valid will be forwarded to the Board of County Commissioners for approval and, upon approval, to the Storey County Treasurer for payment; and,

**WHEREAS,** The Board of County Commissioners will annually review the fund during the budget cycle to determine whether the balance, reserve or retained earnings of the fund are reasonable and necessary to carry out the purpose of the fund and to replenish the fund;

**NOW THEREFORE,** Be it hereby resolved by the Board of County Commissioners of Storey County that a Piper's Opera House Special Revenue Fund be established within the funds of Storey County for the purpose of accounting for the revenues and expenditures occurred in the operation, maintenance, repair and improvement of the Piper's Opera House.

**ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

BOARD OF COUNTY COMMISSIONERS  
OF STOREY COUNTY

By: \_\_\_\_\_  
MARSHALL McBRIDE, Chairman

ATTEST:

\_\_\_\_\_  
Vanessa Stevens  
Storey County Clerk/Treasurer



## Storey County Board of County Commissioners Agenda Action Report

Meeting date: 05/01/18

Estimate of time required: 30 min.

Agenda: Consent ☐ Regular agenda ☒ Public hearing required ☒

1. **Title:** Discussion/Possible Action: Approval of memorandum of understanding (MOU) amending Appendix B of the 2017-2020 collective bargaining agreement between Storey County (employer) and the Storey County Sheriff's Office Employees' Association NAPSO Local 9110 (union).

2. **Recommended motion.** Based on the recommendation by staff and the tentative agreement MOU between the employer and the union (attached hereto), I [commissioner] motion to approve the MOU amending Appendix B of the 2017-2020 collective bargaining agreement between Storey County (employer) and the Storey County Sheriff's Office Employees' Association NAPSO Local 9110 (union).

3. **Prepared by:** Austin Osborne

**Department:** Human Resources

**Telephone:** 775.847.0968

4. **Staff summary:** Management and the union identified certain structural elements in the existing bargaining agreement that may result in unintended wage chart placement for employees identified in the agreement as Sergeants promoted to that position in 2016 and Deputies hired in 2011.

5. **Supporting materials:** CBA Appendix B with proposed amendments.

6. **Fiscal impact:**

Funds Available: n/a 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. **11**

**Memorandum of Understanding  
between  
Storey County, Nevada  
and the  
Storey County Sheriff's Office Employee's Association/Nevada Association of Police &  
Sheriff's Officers (NAPSO)**

**May 1, 2018**

This Memorandum of Understanding (MOU) is between Storey County, Nevada, a political subdivision of the State of Nevada, and the Storey County Sheriff's Office Employee's Association/Nevada Association of Police & Sheriff's Officers (NAPSO) to amend Appendix B Steps, Grades, and Movements of the 2017-2020 collective bargaining agreement between said parties as shown in the following text. This agreement applies exclusively to the amendments shown herein and shall have no effect on the remaining provisions of the bargaining agreement or its appendices.

Appendix B of the bargaining agreement is amended as follows:

**Appendix B: Steps, Grades, and Movements**

**General Provisions 2017 - 2020**

1. Steps 11, 12, and 13, and other movements described in this article, adjust and account for subject employees' past COLAs. Therefore, effective July 1, 2017, and after the described movement occurs, all employees in the bargaining unit will be paid the base amount indicated in the chart, and past COLAs will not be calculated or added to wages.
2. The anniversary date for each employee will remain unchanged by the chart movements described in this article.
3. This agreement becomes effective July 1, 2017, at 12:01 a.m. Employees who have anniversary dates on July 1 will for the 2017-2018 period advance to their next merit step at their next anniversary date period, that being in the following year. Wage chart adjustments described in this agreement become affective during the described period.
4. There is one pay chart in this agreement, and it is contained in Appendix A.
5. Movements described in this article also account for migrating employees from the 2014-2017 agreement "Appendix B" pay chart to the 2017-2020 agreement one-chart system.
6. An employee who promotes from Deputy to Corporal will receive no less than a 5 percent increase in base pay shown in the chart. An employee who promotes from any position in this agreement to Sergeant will receive no less than a 10 percent increase in base pay shown in the chart.
7. The term "hired" means hired into the bargaining unit subject to this agreement.
8. Employees hired into the bargaining unit on or after January 1, 2012, may advance no further than step 10 in the chart. Step 10 in the chart is the "cap" for those employees. This system differentiates employees who received past COLAs from those who did not receive past COLAs. The following demonstrates examples, but is not exhaustive:

- a. An employee hired on or before December 31, 2011, may advance beyond step 10 where provided for in this agreement.
- b. An employee hired on or after January 1, 2012, is “capped” at step 10.
- c. An employee hired as a Deputy, Corporal, or Sergeant on or after January 1, 2012, but who was employed as a Reserve Deputy, Corrections Officer, or other non-bargaining unit position prior to that period, is “capped” at step 10.
- d. An employee who was hired as a Deputy or Corporal on or before December 31, 2011, and who promoted to Sergeant after that period may advance beyond step 10 where provided for in this article.
- e. An employee who was hired as a Deputy or Corporal on or before December 31, 2011, and who promoted to Sergeant after that period, but then was demoted back to Deputy or Corporal for non-disciplinary reasons, may advance beyond step 10 where provided for in this article.
- f. An employee who was hired as a Deputy or Corporal on or after January 1, 2012, and who promoted to Sergeant after that period, but then was demoted back to Deputy or Corporal for non-disciplinary reasons, will remain “capped” at step 10.

#### **2017 – 2018 Period**

1. On July 1, 2017 all employees at step 7 advance to step 11 in the chart. The employees must be at step 7 on June 30, 2017, no later, to receive this advancement.  
(Step 11 incorporates a 2.5 percent COLA increase for the 2017-2018 year.)
2. On July 1, 2017, employees hired or promoted to Sergeant in 2016 are placed at step ~~10~~ 11 in the chart. ~~These employees are “capped” at step 10.~~
3. On July 1, 2017, Deputies hired in 2011 advance to step ~~9~~ 11 in the chart. ~~These employees will advance to the next step in the chart on their anniversary date and upon successfully earning merit step.~~ These employees are “capped” at step ~~10~~ 11 and may advance no further in the chart.
4. On July 1, 2017, Deputies hired to the bargaining unit between July and December of 2012 advance to step 8 in the chart. These employees will advance to the next step in the chart on their anniversary date and upon successfully earning merit step.
5. On July 1, 2017, Deputies hired to the bargaining unit between January and July of 2012 advance to step 6 in the chart on their anniversary date and upon successfully earning merit step.
6. On July 1, 2017, Deputies hired in 2014 will be placed at step 3 in the chart. These employees will advance to the next step in the chart on their anniversary date and upon successfully earning merit step.
7. On July 1, 2017, Deputies hired after 2014 will be placed at their current step in the chart. These employees will advance to the next step in the chart on their anniversary date and upon successfully earning merit step.
8. Employees will advance to the next step on the chart on their anniversary date and upon successfully earning merit step in accordance with this agreement.

## 2018 – 2019 Period

1. Step 11 employees (from above) advance to step 12 on their anniversary date and upon successfully earning merit step.  
(Step 12 incorporates a 2.0 percent COLA increase for the 2018-2019 year.)
2. ~~Employees hired or promoted to Sergeant in 2016 are “capped” at step 10 and may advance no further in the chart.~~ On July 1, 2018, employees hired or promoted to Sergeant in 2016 are placed at step 12 in the chart. These employees are “capped” at step 12 and may advance no further in the chart.
3. ~~Employees hired in 2011 will advance to the next step in the chart on their anniversary date and upon successfully earning merit step. These employees are “capped” at step 10~~ 11 and may advance no further in the chart.
4. On July 1, 2018, Deputies hired between July and December of 2012 advance to step 9 in the chart. These employees will advance to the next step in the chart on their anniversary date and upon successfully earning merit step.
5. On July 1, 2017, Deputies hired to the bargaining unit between January and July of 2012 advance to step 7 in the chart on their anniversary date and upon successfully earning merit step.
6. Deputies hired in 2014 advance to the next step on their anniversary date and upon successfully earning merit step. These employees will advance to the next step in the chart on their anniversary date and upon successfully earning merit step.
7. Deputies hired after 2014 advance to the next step on their anniversary date and upon successfully earning merit step. These employees will advance to the next step in the chart on their anniversary date and upon successfully earning merit step.

## 2019 – 2020 Period

1. Step 12 employees (from above) advance to step 13 on their anniversary date and upon successfully earning merit step.  
(Step 13 incorporates a 2.0 percent COLA increase for the 2019-2020 year.)
2. Employees hired or promoted to Sergeant in 2016 are “capped” at step ~~10~~ 12 and may advance no further in the chart.
3. ~~Employees hired in 2011 are capped at step 10 and may advance no further in the chart. These employees will be paid an extra amount equaling 2.0 percent of their base wages during the 2019-2020 period. This is a one-year only payment that does not count and is not added to the employee’s pay after the 2019-2020 period. This pay will be counted toward establishing the employees’ regular rate and PERS contribution for the entire year.~~ Employees hired in 2011 are “capped” at step 11 and may advance no further in the chart.
4. On July 1, 2018, Deputies hired between July and December of 2012 are “capped” at step 10 and may advance no further in the chart.



5. On July 1, 2017, Deputies hired to the bargaining unit between January and July of 2012 advance to step 8 in the chart on their anniversary date and upon successfully earning merit step.
6. Deputies hired in 2014 advance to the next step on their anniversary date and upon successfully earning merit step. These employees will advance to the next step in the chart on their anniversary date and upon successfully earning merit step.
7. Deputies hired after 2014 advance to the next step on their anniversary date and upon successfully earning merit step. These employees will advance to the next step in the chart on their anniversary date and upon successfully earning merit step.

Approved on this \_\_\_\_\_ day of \_\_\_\_\_, 2018

STOREY COUNTY

STOREY COUNTY SHERIFF'S OFFICE  
EMPLOYEES' ASSOCIATION

\_\_\_\_\_  
Marshall McBride, Chairman  
Storey County Commission

\_\_\_\_\_  
Bret Carter, President  
SCSO Employees' Association

\_\_\_\_\_  
Jack McGuffey, Vice-Chairman  
Storey County Commission

\_\_\_\_\_  
Harry Schroeder, Vice-President  
SCSO Employees' Association

\_\_\_\_\_  
Lance Gilman, Commissioner  
Storey County Commission

\_\_\_\_\_  
Jeff Bowers, Supervisor Representative  
SCSO Employees' Association

Approved as to from:

\_\_\_\_\_  
Anne Langer, District Attorney



Storey County Board of County Commissioners  
Agenda Action Report

LIQUOR BOARD

Meeting date: 5/1/18

Estimate of time required:

Agenda: Consent ☒ Regular agenda ☐ Public hearing required ☐

1. **Title:** First reading to add On-Sale to the Virginia City RV Park, LLC. 355 N F Street, VC NV 89440.

2. **Recommended motion:** I motion to approve the first reading to add On-Sale to the Virginia City RV Park, LLC. 355 N F Street, VC NV 89440.

3. **Prepared by:** Brandy Gavenda, Administrative Assistant

**Department:** SCSO

**Telephone:** 775-847-0959

4. **Staff summary:** Adding On-Sale to the Virginia City RV Park, LLC. 355 N F Street, VC NV 89440. They have an existing Off-Sale Liquor License.

5. **Supporting materials:**

6. **Fiscal impact:** None

Funds Available:

Fund:

\_\_\_\_ Comptroller

7. **Legal review required:**

\_\_\_\_ District Attorney

8. **Reviewed by:**

☒ Department Head

Department Name: Gerald Antinoro

\_\_\_\_ County Manager

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

9. **Board action:**

☐ Approved

☐ Approved with Modifications

☐ Denied

☐ Continued



## **STOREY COUNTY SHERIFF'S OFFICE**

Gerald Antinoro  
**Sheriff**

April 18, 2018

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

Fr: Brandy Gavenda

Please add the following item(s) to the May 1, 2018 Commissioners Consent Agenda:

### **LICENSE BOARD**

#### **First Reading:**

- A. Amendment to existing license – Adding On-Sale to the Virginia City RV Park, LLC. 355 N F St., Virginia City NV 89440.

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**PO Box 498  
205 South C Street  
Virginia City, NV 89440  
Office: (775) 847-0959      Fax: (775) 847-0924**



## Storey County Board of County Commissioners Agenda Action Report

**Meeting date:** May 1, 2018

**Estimate of time required:** 10 min.

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

1. **Title:** Discussion and possible action on Resolution No. 18-487 requesting the assistance of the State of Nevada Attorney General in the prosecution of a criminal matter.

2. **Recommended motion:** I move to approve Resolution No. 18-487.

3. **Prepared by:** Anne M. Langer, District Attorney

**Department:** District Attorney's Office

**Telephone:** 847-0964

4. **Staff summary:**

An arrest occurred on April 17, 2018, now pending in the Virginia Township Justice Court against an individual who is accused of committing a crime against the Deputy Clerk of the First Judicial District Court of the State of Nevada in and for the County of Storey. The Storey County District Attorney's Office cannot prosecute the case due to the rules governing the ethics of lawyers as established by the Nevada Supreme Court.

5. **Supporting materials:** Resolution No. 18-487

6. **Fiscal impact:** District Attorney's Office would have to pay any expenses incurred by the Attorney General's Office

7. **Legal review required:** Yes

AML District Attorney

8. **Reviewed by:**

\_\_\_\_ Department Head

Department Name: District Attorney

\_\_\_\_ County Manager

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

9. **Board action:**

☐ Approved

☐

Approved with Modifications

☐ Denied

☐

Continued

Agenda Item No.

## RESOLUTION NO 18-487

**RESOLUTION** Requesting the assistance of the Attorney General in the prosecution of a criminal matter.

**WHEREAS**, the Storey County District Attorney's Office ("District Attorney") is responsible for the prosecution of criminal offenses which occur within Storey County; and

**WHEREAS**, the District Attorney has recently been called upon to determine charges and, if appropriate, prosecute certain crimes; and

**WHEREAS**, in the proposed case, the alleged victim is the Deputy Clerk of the First Judicial District Court of the State of Nevada in and for the County of Storey; and

**WHEREAS**, the Storey County District Attorney cannot proceed with the litigation of the criminal conduct that has occurred due to the rules governing the ethics of lawyers as established by the Nevada Supreme Court; and

**WHEREAS**, it is essential that a party who is interested in pursuing criminal charges against another party and the general public feel that the prosecutor is free of any conflict of interest or impropriety.

**NOW, THEREFORE**, be it resolved by the Board of County Commissioners of Storey County agree as follows:

1. That in accordance with the provisions of NRS 228.130, the Nevada Attorney General is hereby requested to assume complete responsibility for any criminal prosecution commenced in the case of Justice Court Case Number 18 CR000311F.

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2. That should the Attorney General agree to assume responsibility for the handling of the aforementioned case, the Treasurer of Storey County will, upon submission of a duly verified claim, pay from the general fund of Storey County all expenses that the Attorney General incurs in the handling and prosecution of said case.

**ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

BOARD OF COMMISSIONERS OF STOREY COUNTY

By: MARSHALL McBRIDE, Chairman

**ATTEST:**

Vanessa Stephens  
Storey County Clerk/Treasurer



## Storey County Board of County Commissioners Agenda Action Report

**Meeting date:** May 1, 2018

**Estimate of time required:** 10 min.

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

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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, 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. On April 17, 2018, the Board discussed the policy again and requested further changes. Attached is an amended Policy 008 that shows the changes to the original policy and a version that has been changed to clarify that commissioner's agenda items do not require the county manager's review or legal review by the district attorney to be placed on the agenda.

5. **Supporting materials:** The existing Policy No. 008 with the changes made by staff, a clean copy, and a copy showing staff changes and changes requested by the Commissioner Gilman.

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. 16

**STOREY COUNTY ADMINISTRATIVE  
POLICIES AND PROCEDURES**

**NUMBER:** 008  
**EFFECTIVE DATE:** 10-6-2009  
**REVISED:** 5-1-2018  
**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. To establish procedure for the purpose of requesting items be placed on the Board of County Commissioners' meeting 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, elected official 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, 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. 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.

1. Any member of the general public, regardless as to the county of residence, may request an item to be placed on an agenda, providing they meet the following criteria:

a) Request must be made in writing and include all supporting documentation at the time of submission if available. Upon receipt, the County Commissioner's Office staff will review and approve placement of the item on the agenda. The deadline for placement is noon on Monday of the week preceding the Commissioner's meeting so please provide ample time for staff review and research. Items approved after the deadline will be included on a subsequent meeting agenda.

b) As an alternative to 1(a) above, a request may be concurred/endorsed by one County Commissioner, either in writing or upon verbal notification to their staff. Please do not attempt to obtain concurrence from more than one Commissioner prior to the meeting as this can be construed as a violation of the Open Meeting law. Again, please provide ample lead time prior to the stated deadline to allow for discussion and research.

c) All supporting documentation must be received in the Clerk's or Commissioner's office no later than seven (7) days.

2. Any Storey County Commissioner may place an item on the agenda at any time within the same established timelines as in paragraph 1(a) above.

3. Any Elected official or Department Head may place an item on the agenda at any time within the same established timelines as paragraph 1(a) above, subject to the concurrence of the County



Manager:

4. Any other full or part-time employee of Storey County may place an item on the agenda at any time within the same established timelines as paragraph 1(a) above provided they:

- a) Obtain written concurrence from their Department Head or County Commissioner/County Commissioner/ Commissioner's Office staff and County Manager.
- b) Follow provisions specified in their collective bargaining agreement.

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 as to form, and the agenda action report 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. The board may approve a resolution 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. The board may approve an ordinance 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. The board may not act matters raised during public comment that are not on the agenda until the matter is placed on subsequent agenda as an action item.

6. Nothing in this policy shall preclude anyone from exercising their right to Public Comment under the Open Meeting Law. However, no action may be taken upon a matter raised during Public Comment until the matter itself has been specifically included on an agenda as an item upon which action will be taken. Nothing shall preclude anyone from comment on any agenda item during the time such item is being discussed. Additionally, time allocated for public comment shall be at the discretion of the Commission Chairman.

**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 ☐

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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

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**STOREY COUNTY ADMINISTRATIVE  
POLICIES AND PROCEDURES**

**NUMBER:** 008  
**EFFECTIVE DATE:** 10-6-2009  
**REVISED:** 5-1-2018  
**AUTHORITY:** BOC  
**COUNTY MANAGER** \_\_\_\_\_

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

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- 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, elected official 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, 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. 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 as to form, and the agenda action report 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. The board may approve a resolution 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. The board may approve an ordinance 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. The board may not act matters raised during public comment that are not on the agenda 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

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**STOREY COUNTY ADMINISTRATIVE  
POLICIES AND PROCEDURES**

**NUMBER:** 008  
**EFFECTIVE DATE:** 10-6-2009  
**REVISED:** 5-1-2018  
**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, elected official 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. Except for ordinances and resolutions proposed by a commissioner, all ordinances and resolutions must be reviewed, approved as to form, and the agenda action report 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. The board may approve a resolution 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. The board may approve an ordinance 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. The board may not act matters raised during public comment that are not on the agenda 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 ☐

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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

Meeting date: 5-1-18

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

\_\_\_\_ County Manager

Department Name:

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

9. **Board action:**

☐ Approved

☐ Denied

☐

Approved with Modifications

☐

Continued

Agenda Item No. 17

# 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 17, 2018**  
Via email

Please add the following item(s) to the **May 1, 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. 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. LEADEC BV & CO. KG** – General / 11 Meitnerstrasse ~ Stuttgart, DE
- J. TEC EQUIPMENT, INC** – General / 1955 E. Greg St ~ Sparks, NV
- K. DIVERSIFIED SYSTEMS & TDA ENTERPRISES, INC** – Contractor / 20355 Birdsong Ln ~ Bend, OR
- L. 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