



# STOREY COUNTY BOARD OF COUNTY COMMISSIONERS MEETING

8/16/2022 10:00 AM

26 SOUTH B STREET, VIRGINIA CITY, NEVADA

## AGENDA

**This meeting will be held in person and the public is welcome to attend.**

Storey County Board of County Commissioners are hosting a teleconference meeting this month. Members of the public who wish to attend the meeting remotely, may do so by accessing the following meeting on Zoom.com. Public comment may be made by communication through zoom.

**\*Join Zoom Meeting:**

<https://us02web.zoom.us/j/83946331479>

**Meeting ID: 839 4633 1479**

### **Dial by your location**

+1 253 215 8782 US (Tacoma)  
+1 346 248 7799 US (Houston)  
+1 669 900 6833 US (San Jose)  
+1 301 715 8592 US (Washington DC)  
+1 312 626 6799 US (Chicago)  
+1 929 205 6099 US (New York)

**Find your local number: <https://us02web.zoom.us/j/83946331479>**

**For additional information or supporting documents please contact the  
Storey County Clerk's Office at 775-847-0969.**

JAY CARMONA  
*CHAIRMAN*

ANNE LANGER  
*DISTRICT ATTORNEY*

CLAY MITCHELL  
*VICE-CHAIRMAN*

LANCE GILMAN  
*COMMISSIONER*

DOREAYNE NEVIN  
*CLERK-TREASURER*

Members of the Board of County Commissioners also serve as the Board of Fire Commissioners for the Storey County Fire Protection District, Storey County Brothel License Board, Storey County Water and Sewer System Board, Storey County Highway Board and the Storey County Liquor and Licensing 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. 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. 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. The Commission Chair reserves the right to limit the time allotted for each individual to speak.

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

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

2. **PLEDGE OF ALLEGIANCE**

3. **DISCUSSION/FOR POSSIBLE ACTION:**

Consideration and possible approval of the Agenda for the August 16, 2022 meeting.

4. **CONSENT AGENDA FOR POSSIBLE ACTION:**

I Consideration and Possible Approval of claims in the amount of \$1,912,006.88.

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

A. American Refrigeration LLC - Contractor / 11573 Davis Creek Court ~ Jacksonville, FL

B. Carson Demolition - Out of County / 1151 S. Deer Run Rd. ~ Carson City, NV

C. Focus Fire Protection, LLC - Contractor / 1220 S. Commerce St. # 120 ~ Las Vegas, NV

D. Fulcrum Sierra BioFuels LLC - General / 3600 Peru Dr. ~ McCarran, NV

E. Houston Boot Company - General / 144 S. C St. ~ Virginia City, NV

F. Staley Inc. - Contractor / 6101 S. Shackleford Rd. ~ Little Rock, AR

G. The Virginia City Vault LLC - General / 59 S. C St. ~ Virginia City, NV

H. Twichell Mechanical & Controls LLC - Out of County / 500 Horizon Ridge Rd. ~ Sparks, NV

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

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

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

**8. DISCUSSION/FOR POSSIBLE ACTION:**

Consideration and possible approval for the acknowledgement of the resignation of Marney Hansen Martinez as Storey County Recorder and action by the Board of Commissioners of appointment of an interim Recorder, or direction to recruit a qualified individual for appointment, or other action deemed appropriate by the Board.

**9. DISCUSSION/FOR POSSIBLE ACTION:**

Consideration and possible approval for the acknowledgement of the resignation of Doreayne Nevin as Storey County Clerk-Treasurer and action by the Board of Commissioners of appointment of an interim Clerk-Treasurer, or direction to recruit a qualified individual for appointment, or other action deemed appropriate by the Board.

**10. DISCUSSION/FOR POSSIBLE ACTION:**

Consideration and possible approval of settlement agreement between Storey County, bankruptcy Trustee Angelique Lamberti-Clark (Trustee) and Peter McAllester and Jack and Paula Flowers (Buyers) in the case in which Cetus Mortgage LTD> is the debtor. Pursuant to the Settlement the County and the Buyers will each pay \$75,000 to the Trustee. The Trustee will in turn issue a deed of reconveyance to real property commonly known as 1333 Venice Drive in McCarran Storey County, Nevada APN 005-101-20 (the Property). Each of the parties will execute releases of all other parties from any and all claims they may have. All Parties will ask the bankruptcy court to include in its order approving the settlement, a provision annulling the automatic stay rule back to January 1, 2011 insofar as it does or may affect the Property, certain deeds of trust, the tax deed, the tax sale, and the sales deed of the Property. In addition, the County will provide the Buyers with a policy of title insurance which does not have exceptions for various deeds of trust and agree that the Buyers and any purchasers from them may develop the property without reference to any subdivision maps, records of survey or CC & Rs imposed by the previous owners of the Property.

**11. DISCUSSION/FOR POSSIBLE ACTION:**

Consideration and possible approval for the potential expenditure of approximately \$18,721.00 for the Courthouse Electrical Rehabilitation project.

**12. DISCUSSION/FOR POSSIBLE ACTION:**

Consideration and possible approval of the bid for the construction of the Fire Apparatus Storage Building at Station 72 in the Highlands, submitted by Shakespeare Unlimited, Inc., in the amount of \$665,889.00, and to authorize the County Manager to enter into a contract for its construction.

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

**14. CONSENT AGENDA FOR POSSIBLE ACTION:**

Discussion/Possible Action on following policies:

- a. Policy P 301 Adopts County policy regarding role of human resource role in Hiring process as revised to reflect that it is a Fire District Policy.
- b. Policy P 302 Adopts County policy regarding Source of Candidate; Open Recruitment; Promotion; Transfer and Eligible List to Vacant Position with revision to identify the policy as a Fire District Policy and
  - i. Removes requirement for Comptroller stipulation that funds are available
  - ii. Authorizes an employee in a grant funded position to transfer to a regular position with approval of Fire Chief without regard to policies regarding job announcements, postings, and appointment.
  - iii. Requires a transferee to pass any testing required for the position applied for.
- c. Policy P 303 Adopts County policy regarding job announcements with revisions to identify the policy as a Fire District Policy under control of the Fire Chief.
- d. Policy P 304 Adopts County Policy re Applications, Eligibility or Reduction of Applicants with revisions to identify the policy as a Fire District Policy and adds a provision that applications received by HR department will be scanned and forwarded to the fire chief.
- e. Policy P 305 Adopts County Policy regarding Examination Process and Interviewing Applicants as revised to identify the policy as a Fire District policy.
- f. Policy P 306 Adopts County policy regarding Applicant/ Employee Reference Checks as revised to identify the policy as a Fire District Policy.
- g. Policy P 307 Adopts County policy regarding Applicant/Employee Investigations with revisions to identify the policy as a Fire District policy.
- h. Policy P 308 Adopts County policy regarding Applicant Selection, Offer of Employment and Pre-Employment Drug Screen with revisions to identify the policy as a Fire District Policy and adds a provision that the Fire Chief may propose an increase of steps within a pay grade provided the applicant exceeds the minimum requirements of the position.
- i. Policy P 309 Adopts County policy regarding New Employee Orientation with revisions to identify the policy as a Fire District policy and adds a provision for introducing new hire to other employees in the district.

**15. DISCUSSION/FOR POSSIBLE ACTION:**

Consideration and possible approval of the ordering of a Type 5 and Type 3 Wildland Fire Engine currently approved in the 2022/2023 district capital budget as a single Type 3 engine with the addition of a Type 5 engine, to be paid for out of for budget years 2023/2024 and 2024/2025.

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

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

For considerations and possible approval of business license second readings:

- A. Bradstreet Investments LLC - Home Business / 350 Prospector ~ Dayton, NV
- B. HM Drywall & Paint LLC - Contractor / 230 Richards Way ~ Sparks, NV
- C. Melissa Hackworth - General / 88 Megabyte Dr. ~ Sparks, NV
- D. Membrion Inc. - Out of County / 3257 17th Ave W. Bldg 3 ~ Seattle, WA
- E. Rocky Brands US LLC - General / 425 E. Sydney ~ Sparks, NV
- F. Thyssenkrupp Industrial Solutions (USA) Inc. - General / 75 Germany Cir. ~ Sparks, NV
- G. Wood & Coal Studio LLC - Home Business / 3095 S. D St. ~ Virginia City, NV

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

**19. ADJOURNMENT OF ALL ACTIVE AND RECESSED BOARDS ON THE AGENDA**

**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

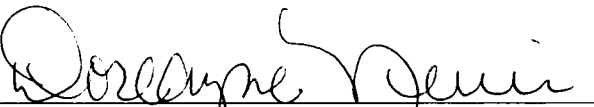
(3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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

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

#### **CERTIFICATION OF POSTING**

I, Doreayne Nevin, 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 9:00 AM on 8/11/2022; 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 at 2610 Cartwright Rd, VC Highlands, NV and Lockwood Fire Department located at 431 Canyon Way, Lockwood, NV. This agenda was also posted to the Nevada State website at <https://notice.nv.gov/> and to the Storey County website at <https://www.storeycounty.org/agendacenter>.

By   
Doreayne Nevin Clerk-Treasurer



**Storey County Board of County  
Commissioners  
Agenda Action Report**

**Meeting date: 8/16/2022 10:00 AM -  
BOCC MEETING**

**Estimate of Time Required: 5 min**

**Agenda Item Type: Discussion/Possible Action**

- **Title:** Consideration and possible approval of the Agenda for the August 16, 2022 meeting.

- **Recommended motion:** Approve or amend as necessary

- **Prepared by:** DORE

**Department:**                      **Contact Number:** 775-847-0969

- **Staff Summary:** see attached
- **Supporting Materials:** See attached
- **Fiscal Impact:**
- **Legal review required:** False
- **Reviewed by:**

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

**Department Name:**

\_\_\_\_\_ County Manager

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

- **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  
Agenda Action Report**

**Meeting date: 8/16/2022 10:00 AM -  
BOCC MEETING**

**Estimate of Time Required: 0 min**

**Agenda Item Type: Consent Agenda**

- **Title:** Consideration and Possible Approval of claims in the amount of \$1,912,006.88.
- **Recommended motion:** APPROVAL OF CLAIMS AS SUBMITTED
- **Prepared by:** Cory Y Wood

**Department:**                      **Contact Number:** 7758471133

- **Staff Summary:** PLEASE FIND ATTACHED CLAIMS
- **Supporting Materials:** See attached
- **Fiscal Impact:** N/A
- **Legal review required:** False
- **Reviewed by:**

\_\_\_\_ Department Head

**Department Name:**

\_\_\_\_ County Manager

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

- **Board Action:**

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

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# STOREY COUNTY

## Check Register

Packet: APPKT04410 - 2022-07-29 AP Payments cw

By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP Bank-AP Bank						
404671	PORTER GROUP LLC	07/29/2022	EFT	0.00	6,000.00	10315
406510	SILVER STATE GOVERNMENT RELAT	07/29/2022	Regular	0.00	4,000.00	107377
404930	ALADTEC, INC	07/29/2022	Regular	0.00	4,630.00	107378
400481	ALLISON, MACKENZIE, LTD	07/29/2022	Regular	0.00	65.00	107379
100135	ALSCO INC	07/29/2022	Regular	0.00	420.61	107380
406619	AMAZON BUSINESS	07/29/2022	Regular	0.00	32.66	107381
100182	APEX SAW WORKS	07/29/2022	Regular	0.00	27.00	107382
403651	ARC HEALTH AND WELLNESS	07/29/2022	Regular	0.00	524.00	107383
404420	ARCADIA PUBLISHING INC	07/29/2022	Regular	0.00	504.64	107384
100073	AUTO & TRUCK ELECTRIC,INC	07/29/2022	Regular	0.00	344.00	107385
405786	ALL AMERICAN AUTO BODY	07/29/2022	Regular	0.00	10,381.66	107386
403959	BENDER, DEBORAH	07/29/2022	Regular	0.00	217.00	107387
405077	MACKAY MANSION	07/29/2022	Regular	0.00	573.00	107388
406662	BRUNSON, DOUGLAS WILLIAM	07/29/2022	Regular	0.00	211.35	107389
403671	WASHOE CLUB MUSEUM	07/29/2022	Regular	0.00	545.25	107390
100476	BURTON'S FIRE INC	07/29/2022	Regular	0.00	460.35	107391
403259	CALIFORNIA INDUSTRIAL	07/29/2022	Regular	0.00	107.55	107392
99763	CANYON GENERAL IMPROVEMENT I	07/29/2022	Regular	0.00	1,738.40	107393
404500	CARSON DODGE CHRYSLER INC	07/29/2022	Regular	0.00	575.36	107394
404216	CARSON VALLEY OIL CO INC	07/29/2022	Regular	0.00	10,366.40	107395
406146	CHOLLAR MINE 1859, LLC	07/29/2022	Regular	0.00	2,776.00	107396
405519	CIGNA HEALTH & LIFE INSURANCE C	07/29/2022	Regular	0.00	18,239.04	107397
405134	CMC TIRE INC	07/29/2022	Regular	0.00	3,115.08	107398
99652	COMSTOCK CHRONICLE (VC)	07/29/2022	Regular	0.00	787.50	107399
403887	COMSTOCK GOLD MILL LLC	07/29/2022	Regular	0.00	93.50	107400
103220	ON THE SIDE GRAPHICS & SIGNS	07/29/2022	Regular	0.00	22.35	107401
404466	FIRST CHOICE COFFEE SRV	07/29/2022	Regular	0.00	122.85	107402
405648	DIANNE S. DRINKWATER PC	07/29/2022	Regular	0.00	700.00	107403
406163	DIVIDE GRAPHICS	07/29/2022	Regular	0.00	50.00	107404
404509	FASTENAL COMPANY	07/29/2022	Regular	0.00	1,974.42	107405
101485	FERGUSON ENTERPRISES INC	07/29/2022	Regular	0.00	426.60	107406
405264	FIDELITY SEC LIFE INS CO	07/29/2022	Regular	0.00	215.52	107407
405969	FLEETPRIDE, INC	07/29/2022	Regular	0.00	230.52	107408
100826	FOURTH WARD SCHOOL MUSEUM	07/29/2022	Regular	0.00	143.00	107409
101899	GRAINGER	07/29/2022	Regular	0.00	919.90	107410
103470	GREAT BASIN TERMITE & PEST CON	07/29/2022	Regular	0.00	425.00	107411
406103	MISBEHAVEN FARMS, LLC	07/29/2022	Regular	0.00	231.00	107412
404778	HAT, LTD	07/29/2022	Regular	0.00	370.12	107413
102983	USABLUBOOK	07/29/2022	Regular	0.00	552.03	107414
405603	HEGNE, BARBARA ANNE	07/29/2022	Regular	0.00	303.94	107415
404980	HIGH SIERRA BUSINESS	07/29/2022	Regular	0.00	4,102.43	107416
406603	HUSTLER HYDRAULICS LLC	07/29/2022	Regular	0.00	405.16	107417
100978	INTERSTATE OIL CO	07/29/2022	Regular	0.00	4,863.12	107418
405726	IT1 CONSULTING, LLC	07/29/2022	Regular	0.00	3,773.03	107419
403834	IT1 SOURCE LLC	07/29/2022	Regular	0.00	97,384.89	107420
406668	IWORQ SYSTEMS INC.	07/29/2022	Regular	0.00	9,500.00	107421
405263	KANSAS CITY LIFE INS CO	07/29/2022	Regular	0.00	1,038.81	107422
406669	LANEY, THERESA	07/29/2022	Regular	0.00	500.00	107423
101030	LIFE-ASSIST INC	07/29/2022	Regular	0.00	668.28	107424
405548	LUMOS & ASSOCIATES, INC	07/29/2022	Regular	0.00	12,543.00	107425
102751	LYON CO COMPTROLLER	07/29/2022	Regular	0.00	7,212.25	107426
404363	MA LABORATORIES INC	07/29/2022	Regular	0.00	1,422.76	107427
406656	MAUPIN, COX & LEGOY	07/29/2022	Regular	0.00	845.00	107428
406639	NV DISTRIBUTORS, LLC	07/29/2022	Regular	0.00	1,792.00	107429

## Check Register

Packet: APPKT04410-2022-07-29 AP Payments cw

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
405307	THE TOMBSTONE COWBOYS/HELLD	07/29/2022	Regular	0.00	2,036.00	107430
406050	CAFE' DEL RIO	07/29/2022	Regular	0.00	240.00	107431
101228	NEV ADMIN BLDG & GROUNDS	07/29/2022	Regular	0.00	7,587.36	107432
101265	NEV EMPLOYMENT SECURITY	07/29/2022	Regular	0.00	159.75	107433
101026	NEV LEGISLATIVE COUNSEL	07/29/2022	Regular	0.00	125.00	107434
404194	NEVADA RUBBER STAMP CO IN	07/29/2022	Regular	0.00	100.50	107435
406600	NORTHWEST FIRE FIGHTER BENEFIT	07/29/2022	Regular	0.00	4,024.74	107436
99806	OCCUPATIONAL HEALTH CENTE	07/29/2022	Regular	0.00	86.00	107437
406671	O'DAY, CONNOR	07/29/2022	Regular	0.00	28.00	107438
406628	OLIVER PACKAGING & EQUIPMENT	07/29/2022	Regular	0.00	2,525.17	107439
404118	OPTUMINSIGHT INC	07/29/2022	Regular	0.00	637.50	107440
405127	O'REILLY AUTO ENTERPRISES LLC	07/29/2022	Regular	0.00	208.29	107441
103486	PAPE MACHINERY	07/29/2022	Regular	0.00	26.92	107442
403895	WAY IT WAS MUSEUM	07/29/2022	Regular	0.00	157.50	107443
405256	PIPER'S OPERA HOUSE	07/29/2022	Regular	0.00	24.00	107444
101417	POST NEV	07/29/2022	Regular	0.00	1,200.00	107445
403329	PROTECTION DEVICES INC	07/29/2022	Regular	0.00	323.00	107446
103306	PURCHASE POWER	07/29/2022	Regular	0.00	2,125.90	107447
404134	QUICKSPACE	07/29/2022	Regular	0.00	278.67	107448
402937	RAY MORGAN CO INC (CA)	07/29/2022	Regular	0.00	617.49	107449
405777	RENO BRAKE, INC	07/29/2022	Regular	0.00	471.05	107450
101568	SANI-HUT COMPANY INC	07/29/2022	Regular	0.00	370.00	107451
406536	SAPIENCE PRACTICE	07/29/2022	Regular	0.00	2,500.00	107452
405081	SHERMARK DISTRIBUTORS INC	07/29/2022	Regular	0.00	270.00	107453
404187	SHOAF, BRIAN ALLEN	07/29/2022	Regular	0.00	28.50	107454
406675	SIEG, JOYCE	07/29/2022	Regular	0.00	90.00	107455
102462	SIERRA ENVIRONMENTAL MONITOR	07/29/2022	Regular	0.00	333.00	107456
101630	NV ENERGY	07/29/2022	Regular	0.00	17,114.02	107457
	**Void**	07/29/2022	Regular	0.00	0.00	107458
405804	BIG O TIRES	07/29/2022	Regular	0.00	72.09	107459
404598	SIMONS, MICHAEL	07/29/2022	Regular	0.00	302.77	107460
403045	SKRETTA, TRENT	07/29/2022	Regular	0.00	214.19	107461
403234	TAHOE SUPPLY COMPANY LLC	07/29/2022	Regular	0.00	79.13	107462
101717	ST CO SCHOOL DISTRICT	07/29/2022	Regular	0.00	450.00	107463
101745	ST CO WATER SYSTEM	07/29/2022	Regular	0.00	7,157.69	107464
405695	STANDLEY, BRUCE	07/29/2022	Regular	0.00	200.00	107465
405475	STAPLES BUSINESS ADVANTAGE	07/29/2022	Regular	0.00	393.32	107466
403892	PONDEROSA MINE TOURS	07/29/2022	Regular	0.00	1,508.00	107467
404675	SUPERIOR POOL PRODUCTS	07/29/2022	Regular	0.00	864.39	107468
406676	SWITCH	07/29/2022	Regular	0.00	420,737.21	107469
406672	TANGLEWOOD PRODUCTINS, INC	07/29/2022	Regular	0.00	1,415.00	107470
404752	TESLA INC	07/29/2022	Regular	0.00	100,976.92	107471
405185	THATCHER COMPANY	07/29/2022	Regular	0.00	1,545.22	107472
405991	RENO SPARKS LOCK & SAFE	07/29/2022	Regular	0.00	15.00	107473
404845	THOMAS PETROLEUM LLC	07/29/2022	Regular	0.00	1,396.84	107474
403225	TRI GENERAL IMPROVEMENT	07/29/2022	Regular	0.00	1,452.73	107475
402935	TRUCKEE MEADOWS WATER SYS	07/29/2022	Regular	0.00	49.95	107476
406667	TRUELOCK, KRISTIE	07/29/2022	Regular	0.00	500.00	107477
405112	TYLER TECHNOLOGIES, INC	07/29/2022	Regular	0.00	627.97	107478
103487	UNDERGROUND SERVICE ALERT	07/29/2022	Regular	0.00	300.00	107479
403728	UNITED SITE SERVICES OF NEVADA	07/29/2022	Regular	0.00	530.00	107480
405143	U.S. GEOLOGICAL SURVEY	07/29/2022	Regular	0.00	8,810.00	107481
406623	US FOODS INC	07/29/2022	Regular	0.00	5,275.71	107482
403983	VCTC	07/29/2022	Regular	0.00	165.00	107483
403268	CELLCO PARTNERSHIP	07/29/2022	Regular	0.00	2,836.40	107484
403894	VIRGINIA & TRUCKEE RR CO, INC.	07/29/2022	Regular	0.00	4,245.00	107485
101890	WASHOE CO CORONER	07/29/2022	Regular	0.00	325.00	107486
405043	WHITE, NATHAN	07/29/2022	Regular	0.00	187.50	107487

Check Register

Packet: APPKT04410-2022-07-29 AP Payments cw

<b>Vendor Number</b>	<b>Vendor DBA Name</b>	<b>Payment Date</b>	<b>Payment Type</b>	<b>Discount Amount</b>	<b>Payment Amount</b>	<b>Number</b>
404295	WELLS ONE COMMERCIAL CARD	07/29/2022	Bank Draft	0.00	37,640.59	DFT0001176

Bank Code AP Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	170	110	0.00	819,794.72
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	0.00
Bank Drafts	29	1	0.00	37,640.59
EFT's	1	1	0.00	6,000.00
	<b>200</b>	<b>113</b>	<b>0.00</b>	<b>863,435.31</b>

Approved by the Storey County Board of Commissioners:

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

  
Comptroller

7.28.22  
Date

\_\_\_\_\_  
Treasurer

\_\_\_\_\_  
Date

**Fund Summary**

<b>Fund</b>	<b>Name</b>	<b>Period</b>	<b>Amount</b>
999	Pooled Cash Account	7/2022	863,435.31
			<u>863,435.31</u>



STOREY COUNTY

# Check Register

Packet: APPKT04391 - 2022-07-25 Spcl Ck Pmt cw


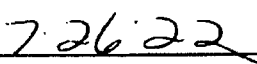
By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP Bank-AP Bank						
406674	DOTSON, JACQUELINE	07/25/2022	Regular	0.00	797.96	107375
405270	SPANISH SPRINGS CONSTRUCTION,	07/25/2022	Regular	0.00	64,076.41	107376

Bank Code AP Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	2	2	0.00	64,874.37
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	2	2	0.00	64,874.37

Approved by the Storey County Board of Commissioners:

Chairman	Commissioner	Commissioner
		
Comptroller		Date
Treasurer		Date

**Fund Summary**

<b>Fund</b>	<b>Name</b>	<b>Period</b>	<b>Amount</b>
999	Pooled Cash Account	7/2022	64,874.37
			<u>64,874.37</u>



STOREY COUNTY

Check Register

Packet: APPKT04419 - 2022-06-30 Spcl Ck Crsn Dodge cw


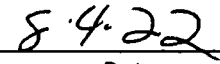
By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP Bank-AP Bank						
404500	CARSON DODGE CHRYSLER INC	08/03/2022	Regular	0.00	110,590.75	107488

Bank Code AP Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	110,590.75
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	1	1	0.00	110,590.75

Approved by the Storey County Board of Commissioners:

Chairman	Commissioner	Commissioner
		
Comptroller		Date
Treasurer		Date

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash Account	8/2022	110,590.75
			110,590.75





STOREY COUNTY

# Payroll Check Register Report Summary


Pay Period: 7/18/2022-7/31/2022

Packet: PRPKT01498 - 2022-08-05 Payroll LS

Payroll Set: Storey County - 01

Type	Count	Amount
Regular Checks	7	2,386.12
Manual Checks	0	0.00
Reversals	0	0.00
Voided Checks	0	0.00
Direct Deposits	201	457,951.28
<b>Total</b>	<b>208</b>	<b>460,337.40</b>

Approved by the Storey County Board of Commissioners:

Chairman	Commissioner	Commissioner
		8.4.22
Comptroller		Date
Treasurer		Date



# STOREY COUNTY

## Check Register

Pack# APPKT04421 - 2022-08-05 PR Payment LS

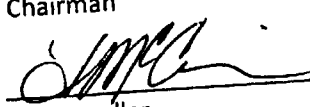
By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP Bank-AP Bank						
405456	PUBLIC EMPLOYEES RETIREMENT	08/05/2022	EFT	0.00	92,236.08	10316
404639	VOYA RETIREMENT INS	08/05/2022	EFT	0.00	10,210.48	10317
300003	AFLAC	08/05/2022	Regular	0.00	1,198.14	107489
300008	AFSCME LOCAL4041	08/05/2022	Regular	0.00	593.88	107490
405610	CALIFORNIA STATE DISBURSEMENT	08/05/2022	Regular	0.00	388.15	107491
405519	CIGNA HEALTH & LIFE INSURANCE C	08/05/2022	Regular	0.00	101,551.68	107492
300001	COLONIAL LIFE & ACCIDENT	08/05/2022	Regular	0.00	103.38	107493
404704	NATIONWIDE	08/05/2022	Regular	0.00	116.18	107494
405264	FIDELITY SEC LIFE INS CO	08/05/2022	Regular	0.00	1,020.74	107495
405263	KANSAS CITY LIFE INS CO	08/05/2022	Regular	0.00	6,040.21	107496
	**Void**	08/05/2022	Regular	0.00	0.00	107497
406598	MICHIGAN STATE DISBURSEMENT L	08/05/2022	Regular	0.00	622.30	107498
300011	NEVADA STATE TREASURER	08/05/2022	Regular	0.00	2.00	107499
406600	NORTHWEST FIRE FIGHTER BENEFIT	08/05/2022	Regular	0.00	32,798.08	107500
103233	PUBLIC EMPLOY RETIREMENT SYSTEM	08/05/2022	Regular	0.00	774.00	107501
300010	STATE COLLECTION & DISBURSEMEI	08/05/2022	Regular	0.00	96.54	107502
300006	STOREY CO FIRE FIGHTERS ASSOC	08/05/2022	Regular	0.00	1,620.00	107503
300005	WASHINGTON NATIONAL INS	08/05/2022	Regular	0.00	532.89	107504
300002	WESTERN INSURANCE SPECIALTIES	08/05/2022	Regular	0.00	335.39	107505

### Bank Code AP Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	33	16	0.00	147,793.56
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	6	2	0.00	102,446.56
	39	19	0.00	250,240.12

Approved by the Storey County Board of Commissioners:

Chairman	Commissioner	Commissioner
		8.4.22
Comptroller		Date
Treasurer		Date

**Fund Summary**

<b>Fund</b>	<b>Name</b>	<b>Period</b>	<b>Amount</b>
999	Pooled Cash Account	8/2022	250,240.12
			<u>250,240.12</u>



STOREY COUNTY

# Vendor History Report

By Vendor Name

Posting Date Range 08/05/2022 - 08/06/2022

Payment Date Range 08/05/2022 - 08/05/2022

Payable Number	Item Description	Description	Units	Price	Post Date	Amount	1099	Payment Number	Payment Date	Account Name	Amount	Shipping	Tax	Discount	Net	Payment
Vendor Set: 01 - Storey County Vendors																
404300 - INTERNAL REVENUE SERVICE																
INV0016514	Medicare	Medicare	0.00	0.00	8/5/2022	16,111.16	001-29503-000	DFT0001181	8/5/2022	Medicare	89,281.58	0.00	0.00	0.00	89,281.58	89,281.58
INV0016615	Social Security	Social Security	0.00	0.00	8/5/2022	3,510.78	001-29505-000	DFT0001182	8/5/2022	Social Security	16,111.16	0.00	0.00	0.00	16,111.16	16,111.16
INV0016616	Federal Income Tax w/held	Federal Income Tax w/h	0.00	0.00	8/5/2022	69,659.64	001-29501-000	DFT0001183	8/5/2022	Federal w/holding	3,510.78	0.00	0.00	0.00	3,510.78	3,510.78
Total 01 - Storey County Vendors:											89,281.58	0.00	0.00	0.00	89,281.58	89,281.58
Vendors: (1)											89,281.58	0.00	0.00	0.00	89,281.58	89,281.58
Report Total:											89,281.58	0.00	0.00	0.00	89,281.58	89,281.58

Approved by the Storey County Board of Commissioners:

Chairman	Commissioner	Commissioner
Comptroller	Date	Date
	8.4.22	
Treasurer		



## STOREY COUNTY

## Vendor History Report

By Vendor Name

Posting Date Range 08/05/2022 - 08/05/2022

Payment Date Range 08/05/2022 - 08/05/2022

Payable Number	Description	Units	Price	Post Date	Amount	1099	Payment Number	Account Number	Payment Date	Account Name	Amount	Shipping	Tax	Discount	Net	Payment
Vendor Set: 01 - Storey County Vendors																
405424 - OPTUM BANK, MEMBER FDIC																
INV0016590	HSA Contributions	0.00	0.00	8/5/2022	11,710.65		DFT0001178		8/5/2022	Insurances	14,195.65	0.00	0.00	0.00	14,195.65	14,195.65
						001-29506-000					11,710.65	0.00	0.00	0.00	11,710.65	11,710.65
						020-29506-000					10,343.25					
						090-29506-000					591.40					
						130-29506-000					193.00					
						230-29506-000					183.00					
						231-29506-000					327.50					
											72.50					
INV0016591	HSA Contributions	0.00	0.00	8/5/2022	2,360.00		DFT0001179		8/5/2022	Fire-Ins	2,360.00	0.00	0.00	0.00	2,360.00	2,360.00
						250-29506-000					2,145.05					
						270-29506-000					114.95					
						290-29506-000					100.00					
INV0016592	HSA Contributions	0.00	0.00	8/5/2022	125.00		DFT0001180		8/5/2022	Fire-Ins	125.00	0.00	0.00	0.00	125.00	125.00
						001-29506-000					125.00					
Vendors: (1)											14,195.65	0.00	0.00	0.00	14,195.65	14,195.65
Total 01 - Storey County Vendors:											14,195.65	0.00	0.00	0.00	14,195.65	14,195.65
Vendors: (1)											14,195.65	0.00	0.00	0.00	14,195.65	14,195.65
Report Total:											14,195.65	0.00	0.00	0.00	14,195.65	14,195.65

Approved by the Storey County Board of Commissioners:

Chairman	Commissioner	Commissioner
Comptroller	Date	Date
	8.4.22	
Treasurer		



STOREY COUNTY

# Check Register

Packet: APPKT04422 - 2022/08/05 PERS 715 LS


By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP Bank-AP Bank						
405456	PUBLIC EMPLOYEES RETIREMENT	08/05/2022	EFT	0.00	59,051.70	10318

Bank Code AP Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	2	1	0.00	59,051.70
	2	1	0.00	59,051.70

Approved by the Storey County Board of Commissioners:

Chairman	Commissioner	Commissioner
		8.4.22
Comptroller		Date
Treasurer		Date

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash Account	8/2022	59,051.70
			59,051.70



## Storey County Board of County Commissioners Agenda Action Report

Meeting date: 8/16/2022 10:00 AM -  
BOCC MEETING

Estimate of Time Required: 0-5

Agenda Item Type: Consent Agenda

- **Title:** For possible action, approval of business license first readings:
- A. American Refrigeration LLC – Contractor / 11573 Davis Creek Court ~ Jacksonville, FL
- B. Carson Demolition – Out of County / 1151 S. Deer Run Rd. ~ Carson City, NV
- C. Focus Fire Protection, LLC – Contractor / 1220 S. Commerce St. # 120 ~ Las Vegas, NV
- D. Fulcrum Sierra BioFuels LLC – General / 3600 Peru Dr. ~ McCarran, NV
- E. Houston Boot Company – General / 144 S. C St. ~ Virginia City, NV
- F. Staley Inc. – Contractor / 6101 S. Shackleford Rd. ~ Little Rock, AR
- G. The Virginia City Vault LLC – General / 59 S. C St. ~ Virginia City, NV
- H. Twichell Mechanical & Controls LLC – Out of County / 500 Horizon Ridge Rd. ~ Sparks, NV

- **Recommended motion:** None required (if approved as part of the Consent Agenda) I move to approval all first readings (if removed from Consent Agenda by request).

- **Prepared by:** Ashley Mead

**Department:** \_\_\_\_\_ **Contact Number:** 7758470966

- **Staff Summary:** First readings of submitted business license applications are normally approved on the Consent Agenda. The applications are then submitted at the next Commissioner's Meeting for approval.
- **Supporting Materials:** See attached
- **Fiscal Impact:** None
- **Legal review required:** False
- **Reviewed by:**

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

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

\_\_\_\_\_ County Manager

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

4 II



• **Board Action:**

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

# Storey County Community Development

110 Toll Road ~ Gold Hill Divide  
P O Box 526 ~ Virginia City NV 89440



(775) 847-0966 ~ Fax (775) 847-0935  
CommunityDevelopment@storeycounty.org

To: Dore Nevin, Clerk's office  
Austin Osborne, County Manager

**August 8, 2022**  
Via Email

Fr: Ashley Mead

Please add the following item(s) to the **August 16, 2022**

COMMISSIONERS Consent Agenda:

## **FIRST READINGS:**

- A. American Refrigeration LLC** – Contractor / 11573 Davis Creek Court ~ Jacksonville, FL
- B. Carson Demolition** – Out of County / 1151 S. Deer Run Rd. ~ Carson City, NV
- C. Focus Fire Protection, LLC** – Contractor / 1220 S. Commerce St. # 120 ~ Las Vegas, NV
- D. Fulcrum Sierra BioFuels LLC** – General / 3600 Peru Dr. ~ McCarran, NV
- E. Houston Boot Company** – General / 144 S. C St. ~ Virginia City, NV
- F. Staley Inc.** – Contractor / 6101 S. Shackleford Rd. ~ Little Rock, AR
- G. The Virginia City Vault LLC** – General / 59 S. C St. ~ Virginia City, NV
- H. Twichell Mechanical & Controls LLC** – Out of County / 500 Horizon Ridge Rd. ~ Sparks, NV

Ec: Community Development  
Commissioner's Office

Planning Department  
Comptroller's Office

Sheriff's Office



## Storey County Board of County Commissioners Agenda Action Report

Meeting date: 8/16/2022 10:00 AM -  
BOCC MEETING

Estimate of Time Required: 5 min

Agenda Item Type: Discussion/Possible Action

- **Title:** Consideration and possible approval for the acknowledgement of the resignation of Marney Hansen Martinez as Storey County Recorder and action by the Board of Commissioners of appointment of an interim Recorder, or direction to recruit a qualified individual for appointment, or other action deemed appropriate by the Board.
- **Recommended motion:** I (commissioner) move to acknowledge the upcoming resignation of Marney Hansen Martinez as Storey County Recorder effective September 2, 2022 and further move to .....
- **Prepared by:** Jeanne Greene

**Department:**

**Contact Number:** 775-847-0969

- **Staff Summary:** Per NRS 245.170 the board of county commissioners shall appoint a suitable person who is an elector of the county to fill the vacancy until the first Monday of January. The Board may choose to appoint a qualified individual today who will take office September 6, 2022 or may direct staff to solicit applications for the interim position, or other action as the board deems appropriate.
- **Supporting Materials:** See attached
- **Fiscal Impact:**
- **Legal review required:** False
- **Reviewed by:**

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

**Department Name:**


\_\_\_\_\_ County Manager


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


- **Board Action:**

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

# MARNEY HANSEN MARTINEZ

 775.583.8868

 [marneyhmartinez@gmail.com](mailto:marneyhmartinez@gmail.com)

 P.O. Box 15  
Virginia City, NV 89440

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June 23, 2022

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

Dear County Manager Osborne and Board of County Commissioners,

I am submitting my resignation as County Recorder, effective September 2, 2022.

It has been a pleasure to serve my community over the last nine and a half years as Deputy Recorder and County Recorder for the past three years. Thank you all for your support to the Recorder's Office.

Best regards,



Marney Hansen Martinez

**NRS 245.170 Vacancies: Appointment by board of county commissioners; placement of office or position on ballot under certain circumstances.** Except as otherwise provided by specific statute:

1. If a vacancy is declared in any county or township office, except the offices of district judge and county commissioner:

(a) Thirty days or more before the date of the close of filing of declarations of candidacy specified in NRS 293.177, and the office is not otherwise scheduled for election at the next ensuing biennial election:

(1) The board of county commissioners shall appoint a suitable person who is an elector of the county to fill the vacancy until the first Monday of January after the next ensuing biennial election;

(2) The office must be placed on the ballot at that election; and

(3) The person elected shall serve the remainder of the unexpired term.

(b) At any other time, the board of county commissioners shall appoint a suitable person who is an elector of the county to serve the remainder of the unexpired term.

2. If a vacancy is declared in the position of a member of a town board appointed or elected pursuant to the provisions of NRS 269.016 to 269.022, inclusive:

(a) Thirty days or more before the date of the close of filing of declarations of candidacy specified in NRS 293.177, and the position is not otherwise scheduled for election at the next ensuing biennial election:

(1) The board of county commissioners shall appoint a suitable person who is an elector of the unincorporated town to fill the vacancy until the first Monday of January after the next ensuing biennial election;

(2) The position must be placed on the ballot at that election; and

(3) The person elected shall serve the remainder of the unexpired term.

(b) At any other time, the board of county commissioners shall appoint a suitable person who is an elector of the unincorporated town to serve the remainder of the unexpired term.

[19:80:1865; B § 3087; BH § 1959; C § 2121; RL § 1518; NCL § 1951] + [49:108:1866; A 1933, 165; 1939, 146; 1931 NCL § 4813]—(NRS A 1977, 54; 1997, 1291; 2013, 468)



## Storey County Board of County Commissioners Agenda Action Report

Meeting date: 8/16/2022 10:00 AM -  
BOCC MEETING

Estimate of Time Required: 15 min

Agenda Item Type: Discussion/Possible Action

- **Title:** Consideration and possible approval for the acknowledgement of the resignation of Doreayne Nevin as Storey County Clerk-Treasurer and action by the Board of Commissioners of appointment of an interim Clerk-Treasurer, or direction to recruit a qualified individual for appointment, or other action deemed appropriate by the Board.
- **Recommended motion:** I (commissioner) move to acknowledge the upcoming resignation of Doreayne Nevin as Storey County Clerk-Treasurer effective September 16, 2022 and further move to .....
- **Prepared by:** Jeanne Greene

**Department:**

**Contact Number:** 775-847-0968

- **Staff Summary:** : Per NRS 245.170 the board of county commissioners shall appoint a suitable person who is an elector of the county to fill the vacancy until the first Monday of January. The Board may choose to appoint a qualified individual today who will take office September 19, 2022 or may direct staff to solicit applications for the interim position, or other action as the board deems appropriate.
- **Supporting Materials:** See attached
- **Fiscal Impact:**
- **Legal review required:** False
- **Reviewed by:**

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

**Department Name:**

\_\_\_\_\_ County Manager

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

- **Board Action:**

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

August 8, 2022

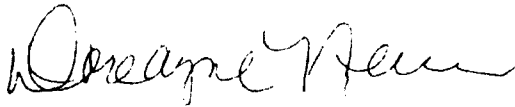
Storey County Board of County Commissioners

Attn: Austin Osborne, County Manager

Re: Resignation

Honorable Board,

Pursuant to NRS 245.130, please accept this letter as my formal resignation as the Interim Storey County Clerk/Treasurer effective September 16, 2022. It's with a heavy heart that I have to resign but I need to have a job come January 1, 2023 to take care of my family. I have a job opportunity that I feel I need to take before it's no longer available. It's been a pleasure working for Storey County the past 14 years and I'll miss working here as I loved my job.

A handwritten signature in black ink, appearing to read "Doreayne Nevin". The signature is fluid and cursive, with the first name "Doreayne" being more prominent than the last name "Nevin".

Doreayne Nevin

**NRS 245.170 Vacancies: Appointment by board of county commissioners; placement of office or position on ballot under certain circumstances.** Except as otherwise provided by specific statute:

1. If a vacancy is declared in any county or township office, except the offices of district judge and county commissioner:

(a) Thirty days or more before the date of the close of filing of declarations of candidacy specified in NRS 293.177, and the office is not otherwise scheduled for election at the next ensuing biennial election:

(1) The board of county commissioners shall appoint a suitable person who is an elector of the county to fill the vacancy until the first Monday of January after the next ensuing biennial election;

(2) The office must be placed on the ballot at that election; and

(3) The person elected shall serve the remainder of the unexpired term.

(b) At any other time, the board of county commissioners shall appoint a suitable person who is an elector of the county to serve the remainder of the unexpired term.

2. If a vacancy is declared in the position of a member of a town board appointed or elected pursuant to the provisions of NRS 269.016 to 269.022, inclusive:

(a) Thirty days or more before the date of the close of filing of declarations of candidacy specified in NRS 293.177, and the position is not otherwise scheduled for election at the next ensuing biennial election:

(1) The board of county commissioners shall appoint a suitable person who is an elector of the unincorporated town to fill the vacancy until the first Monday of January after the next ensuing biennial election;

(2) The position must be placed on the ballot at that election; and

(3) The person elected shall serve the remainder of the unexpired term.

(b) At any other time, the board of county commissioners shall appoint a suitable person who is an elector of the unincorporated town to serve the remainder of the unexpired term.

[19:80:1865; B § 3087; BH § 1959; C § 2121; RL § 1518; NCL § 1951] + [49:108:1866; A 1933, 165; 1939, 146; 1931 NCL § 4813]—(NRS A 1977, 54; 1997, 1291; 2013, 468)





## Storey County Board of County Commissioners Agenda Action Report

Meeting date: 8/16/2022 10:00 AM -  
BOCC MEETING

Estimate of Time Required: 20 min

Agenda Item Type: Discussion/Possible Action

- **Title:** Consideration and possible approval of settlement agreement between Storey County, bankruptcy Trustee Angelique Lamberti-Clark (Trustee) and Peter McAllester and Jack and Paula Flowers (Buyers) in the case in which Cetus Mortgage LTD> is the debtor. Pursuant to the Settlement the County and the Buyers will each pay \$75,000 to the Trustee. The Trustee will in turn issue a deed of reconveyance to real property commonly known as 1333 Venice Drive in McCarran Storey County, Nevada APN 005-101-20 (the Property). Each of the parties will execute releases of all other parties from any and all claims they may have. All Parties will ask the bankruptcy court to include in its order approving the settlement, a provision annulling the automatic stay rule back to January 1, 2011 insofar as it does or may affect the Property, certain deeds of trust and the tax deed, the tax sale and the sales deed of the Property. In addition the County will provide the Buyers with a policy of title insurance which does not have exceptions for various deeds of trust and agree that the Buyers and any purchasers from them may develop the property without reference to any subdivision maps, records of survey or CC & Rs imposed by the previous owners of the Property.
- **Recommended motion:** I (commissioner), move to approve the terms of the Settlement Agreement between the Trustee, the Buyers and Storey County regarding the bankruptcy case filed by Cetus Mortgage and authorize the Chairman to sign
- **Prepared by:** Keith Loomis

**Department:**

**Contact Number:** 775-847-0968

- **Staff Summary:** Cetus Mortgage, Ltd., is a loan broker and investor which filed for bankruptcy in 2008. At that time it held minor interests in deeds of trust issued by Osborn Development Company LLC (Osborne) and RV & Yacht, LLC (RV & Y). The deeds of trust were secured by the Property. In 2011 the County's Tax Receiver delivered a deed in trust for the Property to the County Treasurer due to delinquent property taxes accruing against the Property. In 2014, the County Treasurer conducted a tax sale of the property and sold it to the Buyers for \$275,00.00. The County Treasurer delivered a Quitclaim Deed to the Buyers which was recorded. It is alleged by the Trustee that the delivery of the Tax Deed, the Tax Sale of the property and the delivery of the Quitclaim Deed all violated the Automatic Stay Rule of bankruptcy which generally prohibits creditors from taking actions to collect a debt from a debtor in bankruptcy. Prolonged though somewhat desultory litigation ensued. Before the Board is a proposed

settlement agreement which is intended to settle the proceedings, provide some money to the Trustee to disburse among other creditors of Cetus Mortgage, provide Buyers with good title to the Property free of previous development actions taken by the Osborne and RV&Y and all parties will release all other parties from all claims causes of action, demands etc,

- **Supporting Materials:** See attached

- **Fiscal Impact:**

- **Legal review required:** False

- **Reviewed by:**

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

**Department Name:**

\_\_\_\_\_ County Manager

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

- **Board Action:**

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

1 JOHN F. MURTHA, ESQ.  
2 Nevada Bar No. 835  
3 WOODBURN AND WEDGE  
4 Sierra Plaza  
5 6100 Neil Road, Ste. 500  
6 Post Office Box 2311  
7 Reno, Nevada 89505  
8 Telephone: 775-688-3000  
9 Facsimile : 775-688-3088  
10 jmurtha@woodburnandwedge.com

11 Attorneys for Trustee  
12 Angelique L.M. Clark

13 UNITED STATES BANKRUPTCY COURT

14 DISTRICT OF NEVADA

15 \* \* \*

16 In re:

Case No. BK-08-51131-GWZ  
Chapter 7

17 CETUS MORTGAGE, LTD.,

18 Debtor

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

Hearing Time: \_\_\_\_\_

Set By:

Linda Duffy

Estimated Time:

20 Minutes

Hearing Location:

The hearing will be held  
via telephone. The call-in  
number and access code  
will be available on the  
court's calendar published  
on the court's web page  
(www.nvb.uscourts.gov)  
several days before the  
hearing date.

23  
24 SETTLEMENT AGREEMENT

25 AND

26 JOINT MOTION FOR COURT APPROVAL OF COMPROMISE  
27 UNDER THE PROVISIONS OF FRBP 9019  
28

This *Settlement Agreement and Joint Motion for Court Approval of Compromise Under the Provisions of FRBP 9019* (“Agreement/Motion”) is entered into by and among John F. Murtha, Esq. on behalf of Trustee Angelique Lamberti-Clark (“Trustee”), Jeffrey L. Hartman, Esq. on behalf of Storey County, Nevada (“County”) and William D. Cope, Esq. on behalf of Peter McAllester, Jack Flower and Paula Flower (collectively “Buyers”).

I.

## INTRODUCTION

1. The Trustee is the duly appointed Chapter 7 Trustee of the Debtor's Estate ("Estate").

2. On June 17, 2020, the Trustee filed *Trustee's Motion for Order: (1) Setting Aside Storey County, Nevada's Tax Sale Conducted in Violation of the Automatic Stay Provisions of 11 U.S.C. §362(a); (2) Setting Aside Storey County's Subsequent Tax Sale of the Property; and (3) Awarding Damages Against Storey County for Violation of the Automatic Stay* (ECF 1716) ("Motion").

3. The Motion centered on the County's sale of certain property for unpaid taxes. The property has been assigned various assessor's parcel numbers ("APN") over the years, but it is commonly referred to as 1333 Venice Drive, McCarran, Nevada ("Property"). The County's currently assigned APN for the Property is 005-101-20.

4. The County filed an opposition to the Motion on January 28, 2022 (ECF 1746) and the Buyers filed their opposition on January 31, 2022 (ECF 1747). The Trustee filed a reply to the oppositions on February 23, 2022 (ECF 1753).

5. The Court held a hearing on the Motion on March 10, 2022. After considering all of the pleadings and supporting declarations filed in connection with the Motion and hearing the

1 arguments of counsel at the hearing, the Court was prepared to decide the matter and enter an  
2 order, but the Court questioned the Parties whether they might wish to participate in a settlement  
3 conference to see if they could resolve their differences before the Court made its decision. The  
4 Parties agreed a settlement conference might be helpful.  
5

6 6. The settlement conference was held on April 26, 2022, and the Parties were able to  
7 resolve the matters put to issue by the Motion.  
8

## 9 II.

### 10 STATEMENT OF FACTS

11 7. The Debtor's bankruptcy case was commenced on July 9, 2008 ("Petition Date").

12 8. Prior to March 2008, the Property had been owned by a Nevada limited liability  
13 company known as Osborn Development Co., LLC ("Osborn Development"). The Parties believe  
14 that in March 2008 Osborn Development conveyed the Property to a Nevada limited liability  
15 company known as RV & Yacht I, LLC ("RV&Y").  
16

17 9. Between May 7, 2007 and April 4, 2008, Osborn Development and RV&Y entered  
18 into ten (10) separate loan transactions brokered by the Debtor pursuant to which they borrowed  
19 money from lenders solicited by the Debtor. In each instance Osborn Development and/or RV&Y  
20 gave the lenders a promissory note secured by a deed of trust encumbering the Property. The deeds  
21 of trust were all recorded with the Office of the County Recorder of Storey County, Nevada, on  
22 April 18, 2008, as Document Nos. 108878, 108879, 108880, 108881, 108882, 108883, 108884,  
23 108885, 108886 and 108887.  
24

25 10. The Debtor held partial beneficial interests under the deeds of trust recorded as  
26 Document Nos. 108878 and 108884 (collectively the "Estate Deeds of Trust"), but it had no  
27 beneficial interests under the deeds of trust recorded as Document Nos. 108879, 108880, 108881,  
28

1 108882, 108883, 108885, 108886 and 108887 (collectively the "Non-Estate Deeds of Trust").

2 11. In the summer of 2011, the County acquired the Property for delinquent property  
3 taxes in accordance with the provisions of Nevada Revised Statutes ("NRS") 361.585. The  
4 County's Tax Receiver delivered a deed in trust for the Property to the County Treasurer ("Tax  
5 Deed"). Prior to the time the County Tax Receiver delivered the Tax Deed to the County  
6 Treasurer, the County had not sought, nor obtained, relief from the automatic stay provisions of  
7 11 U.S.C. §362(a) insofar as they applied to the Property or the Estate's interests in the Estate  
8 Deeds of Trust.  
9

10 12. On April 15, 2014, the County's Board of County Commissioners ordered that the  
11 Property be sold in accordance with the provisions of NRS 361.595.  
12

13 13. On October 17, 2014, the County Treasurer conducted a tax sale and sold the  
14 Property to the Buyers for \$275,000 ("Tax Sale").

15 14. On October 17, 2014, the County Treasurer conveyed the Property to the Buyers  
16 via a Quitclaim Deed which was recorded with the Office of the County Recorder of Storey County  
17 on October 17, 2014, as Document No. 0121096 ("Sale Deed").  
18

19 15. At the time the County conducted the Tax Sale and delivered the Sale Deed to the  
20 Buyers the County had not sought, nor obtained, relief from the automatic stay provisions of 11  
21 U.S.C. §362(a) insofar as they related to the Property or the Estate's interest in the Estate Deeds  
22 of Trust.

23 16. In her Motion, the Trustee alleged the Tax Deed, the Tax Sale and the Sale Deed  
24 all constituted violations of the automatic stay provisions of 11 USC §§362(a)(3) and (4) and she  
25 sought relief against the County and the Buyers under the provisions of 11 USC §105 and 362(k).  
26  
27

17. In its Opposition, the County asserted the underlying obligations were barred by the applicable statutes of limitation as well as NRS §106.240.

18. It is the intention of the Parties that the matters put to issue by the Motion are settled in accordance with the provisions of this Settlement/Motion.

III.

## TERMS OF THE SETTLEMENT

19. The County shall pay the Debtor \$75,000 and the Buyers shall pay the Debtor \$75,000 (collectively "Cash Consideration"). The County and the Buyers shall deliver their portions of the Cash Consideration to the Trustee within five (5) days following entry of this Court's order approving this Settlement/Motion.

20. The Trustee shall execute a reconveyance which shall have the effect of releasing the Estate's beneficial interests in the Estate Deeds of Trust ("Reconveyance"). The Trustee shall deliver the Reconveyance to the County's attorney, Jeffrey L. Hartman, Esq., within five (5) days after entry of this Court's order approving this Settlement/ Motion.

21. The Trustee, the County and the Buyers each agree that the Court's order approving this Settlement/Motion shall provide that the automatic stay provisions of 11 USC §362(a) are annulled, *nunc pro tunc*, as of January 1, 2011, insofar as they affected, or could have affected: (a) the Property; (b) the Estate Deeds of Trust; (c) the Non-Estate Deeds of Trust; (d) the Tax Deed; (e) the Tax Sale; and (f) the Sale Deed.

22. **Releases.** Except for the Parties' obligations set forth herein, the following releases shall become effective as provided below.

A. *Scope of the Releases.* The releases provided herein shall release, acquit and forever discharge the party being released, and any of their agents, representatives, employees,

1 attorneys, heirs, successors and assigns, of and from any and all actions, causes of action, claims  
2 (legal or equitable), demands, costs and expenses, whether asserted or not, arising out of or related  
3 to: (a) the Tax Deed; (b) the Tax Sale; (c) the Sale Deed; and (d) the Motion.  
4

5 **B. Releases of the Trustee and Estate.** The County and the Buyers will each  
6 release the Trustee and the Estate, which releases shall become effective upon the Court's approval  
7 of this Settlement/Motion.

8 **C. Releases of the Buyers.** The County, the Trustee and the Estate will each  
9 release the Buyers. The County's release of the Buyers shall become effective upon the Court's  
10 approval of this Settlement/Motion, and the Trustee's and the Estate's releases of the Buyers shall  
11 become effective upon the Buyers' and the County's delivery of the total Cash Consideration to  
12 the Trustee.  
13

14 **D. Releases of the County.** The Trustee, the Estate and the Buyers will release  
15 the County. The Trustee's and the Estate's releases shall become effective upon the Buyers' and  
16 the County's delivery of the total Cash Consideration to the Trustee.  
17

18 The County has agreed it will provide the Buyers with a buyers' policy of title  
19 insurance underwritten by Real Advantage Title Insurance Company insuring title to the Property  
20 in the names of the Buyers without exception for the liens created by the Estate Deeds of Trust  
21 and the Non-Estate Deeds of Trust. Additionally, the County has agreed the Buyers, or any  
22 purchaser(s) of the Property, will be able to develop the Property unaffected by any subdivision  
23 maps, records of survey and/or CC&Rs recorded by Osborn Development and/or RV&Y. Once  
24 the County has acquired the policy of title insurance from Real Advantage Title Insurance  
25 Company and satisfied the Buyers that they, or any of their purchasers of the Property, will be able  
26 to develop the Property unaffected by any subdivision maps, records of survey and/or CC&Rs  
27



1 recorded by Osborn Development and/or RV&Y, then the Buyers' release of the County shall  
2 become effective.

3  
4 23. This Settlement/Motion contains all of the terms of settlement among the Parties  
5 and no further written agreement among the Parties shall be necessary for the settlement to be  
6 effective.

7 24. This Settlement/Motion is contingent upon the approval of the County Board of  
8 Commissioners, which approval shall be obtained prior to the hearing on this matter.

9 25. The Settlement contemplated by this Settlement/Motion is binding upon the Parties,  
10 but full implementation is contingent upon this Court approving the terms hereof in accordance  
11 with the provisions of FRBP 9019.  
12

13 IV.

14 POINTS AND AUTHORITIES IN SUPPORT  
15 OF THE SETTLEMENT

16 A. GENERAL AUTHORITIES. A compromise or settlement in a bankruptcy  
17 proceeding is a core proceeding pursuant to the "catch-all" provisions of 28 USC § 157(b)(2)(A)  
18 ("matters concerning the administration of the estate) or 28 USC § 157(b)(2)(O) ("other  
19 proceedings affecting ... the adjustment of the debtor-creditor or the equity security holder  
20 relationship ..."). See, e.g., *In re Charter Co.*, 81 B.R. 90, 93 (M.D. Fla. 1987); *In re Carson*, 82  
21 B.R. 847, 849 (Bankr. S.D. Ohio 1987); *In re Paolino*, 78 B.R. 85, 88 (Bankr. E.D. Pa. 1987) See  
22 also, *In re International Distrib. Centers, Inc.*, 103 B.R. 420, 421 (S.D.N.Y. 1989).  
23

24 FRBP 9019(a) authorizes a debtor-in-possession or trustee, upon court approval, to enter  
25 into settlements. In determining whether to approve a proposed settlement, the bankruptcy court  
26 does not substitute its judgment for that of the settlement's proponents. *Bell & Beckwith*, 93 B.R.  
27

1 at 574 (Bankr. N.D. Ohio 1988). The responsibility of the bankruptcy judge is not to decide the  
2 numerous questions of law and fact that may be raised regarding the settlement, but rather to  
3 canvass the issues and see whether the settlement falls below the lowest point in the range of  
4 reasonableness. *In re Energy Co-op, Inc.*, 886 F.2d 921 (7th Cir. 1989); *In re Teltronics Servs.*,  
5 *Inc.*, 762 F.2d 185, 189 (2nd Cir. 1985); *International Distrib. Centers*, 103 B.R. at 423; *Bell &*  
6 *Beckwith*, supra. at 574-575; *In re Marshall*, 33 B.R. 42, 43 (Bankr. D. Conn. 1983); Thus a mini-  
7 trial on the merits of the claims or a bankruptcy judge's independent investigation into the  
8 underlying dispute sought to be compromised is not required. *In re Walsh Constr., Inc.*, 669 F.2d  
9 1325, 1328 (9th Cir. 1982); *Blair*, 538 F.2d at 851; *International Distrib. Centers*, 103 B.R. at 423;  
10 *In re Carson*, 82 B.R. at 583. The decision whether a settlement should be accepted or rejected  
11 lies within the sound discretion of the court.  
12

13  
14 The legal principles that should guide the exercise of the court's discretion when  
15 considering an application for approval of a settlement are well established in the Ninth Circuit  
16 and include the following considerations:

- 17 i. The probability of success in the litigation;
- 18 ii. The difficulties, if any, to be encountered in the matter of collection;
- 19 iii. The complexity of the litigation involved, and the expense,  
20 inconvenience and delay necessarily attending it; and
- 21 iv. The paramount interests of the creditors and a proper deference to  
22 their reasonable views in the premises.

23 *In re A&C Properties*, 784 F.2d 1377, 1381 (9th Cir. 1986), *cert. denied sub nom. Martin v.*  
24 *Robinson*, 479 U.S. 854 (1986); *In re Blair*, 538 F.2d 849, 851 (9th Cir. 1976); *In re MGS Mktg.*,  
25 111 B.R. 264, 267 (9th Cir. BAP 1990). See also, *In re The General Store of Beverly Hills*, 11  
26 B.R. 539, 541 (9th Cir. BAP 1981) (in ruling on a request to compromise a dispute, court should  
27

1 consider the expense, benefits, hazards, complexity, the time required to litigate, and whether  
2 disallowance of the settlement would result in waste of the estate's assets).

3  
4 **B. The A & C Factors Applied to this Matter.** The four factors set forth in  
5 the *A&C Properties* case are controlling in the Ninth Circuit and in this case an analysis of each  
6 of the factors supports approval of the proposed settlements.

7 **i. Probability of Success in the Litigation.** This is the ultimate question that  
8 can almost never be answered with certainty. In this case the Trustee believes she could prevail  
9 on her claims against the County and obtain an order invalidating the Tax Deed, the Tax Sale and  
10 the Sale Deed. This Court read all of the pleadings related to the Motion and had considered the  
11 arguments made by counsel at a lengthy hearing. On the basis of the findings made by the Court  
12 during the hearing the Trustee believes there is a good chance she would receive the relief she  
13 sought. However, the County and the Buyers also sought an order retroactively annulling the  
14 automatic stay which, if granted, could have the effect of vitiating the Estate's hoped for victories.  
15 It was clear at the conclusion of the hearing that the Court believed the Trustee's claims had merit,  
16 but it was also clear the Court believed the County's and the Buyers' requests for retroactive  
17 annulment could be an appropriate resolution of the issues.

18  
19 **ii. The Difficulty of Collecting a Judgment.** The Trustee cannot state with  
20 certainty whether collection would or would not be an issue in this case. At this point there is no  
21 reason to believe the Trustee could not eventually collect any judgments she may obtain against  
22 the County or the Buyers, but that does not mean the County and the Buyers would not fight  
23 execution. The Trustee believes she could collect any judgments she may obtain, but there could  
24 be attendant costs and delay if she were forced to execute on the judgments.

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## CONCLUSION

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Settlement Agreement and Motion to Approve Compromise; Page 10

1 C. Providing that any licensed title insurer and the Buyers, or any  
2 purchaser(s) of the Property, may rely upon this Court's Order:

3 (i) as authorizing the Trustee to execute a reconveyance, which  
4 shall have the effect of releasing the Estate's beneficial  
5 interests in the Estate Deeds of trust; and

6 (ii) to develop the Property unaffected by any subdivision maps,  
7 records of survey and/or CC&Rs recorded by Osborn  
8 Development and/or RV&Y; and

9 D. Granting such other and further relief the Court deems necessary and  
10 appropriate to effect the settlement contemplated by the Parties.

11 DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

12 WOODBURN and WEDGE

13 By \_\_\_\_\_  
14 John F. Murtha, Esq.  
15 Attorneys for Trustee

16 READ, APPROVED and AGREED:

17 \_\_\_\_\_  
18 Angelique Lamberti-Clark, Trustee

19 DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

20 HARTMAN and HARTMAN

21 By \_\_\_\_\_  
22 Jeffrey L. Hartman, Esq.  
23 Attorneys for Storey County, Nevada

24 READ, APPROVED and AGREED:

25 STOREY COUNTY, NEVADA

26 BY \_\_\_\_\_  
27 [insert name and title]  
28 Its authorized representative

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DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

LAW OFFICES OF WILLIAM D. COPE, ESQ.

By \_\_\_\_\_  
William D. Cope, Esq.  
Attorney for Peter McAllester, Jack  
Flower and Paula Flower

READ, APPROVED AGREED:

\_\_\_\_\_  
Peter McAllester

\_\_\_\_\_  
Jack Flower

\_\_\_\_\_  
Paula Flower



## Storey County Board of County Commissioners Agenda Action Report

Meeting date: 8/16/2022 10:00 AM -  
BOCC MEETING

Estimate of Time Required: 10 min

Agenda Item Type: Discussion/Possible Action

- **Title:** Consideration and possible approval for the potential expenditure of approximately \$18,721.00 for the Courthouse Electrical Rehabilitation project.
- **Recommended motion:** I, \_(commissioner), motion to approve the potential expenditure of approximately \$18,721.00 for the Courthouse Electrical Rehabilitation project.
- **Prepared by:** Honey Menefee

**Department:**

**Contact Number:** 7758470986

- **Staff Summary:** The Storey County Courthouse Electrical Rehabilitation Project Commission for Cultural Centers and Historic Preservation FY21/22 grant application was approved and awarded \$80,418.00, which was the cost estimated from the United Electrical Services, Inc. bid in November of 2021. Since that time, costs for material and labor have risen. Further, certain items, like drywall and carpet repair were omitted from the initial estimate. After the award notification, County staff reached out to United Electrical Services for an updated cost estimate and a revision of the scope of work to include any contingent drywall and carpet repair. The difference between the original November 3, 2021, estimate and the revised July 6, 2022, estimate is \$18,721.00.
- 
- See the attached bids and bid cost comparison spreadsheet.
- **Supporting Materials:** See attached
- **Fiscal Impact:**
- **Legal review required:** False
- **Reviewed by:**

\_\_\_\_ Department Head

**Department Name:**

\_\_\_\_ County Manager

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

- **Board Action:**

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



**United Electrical Services Inc.**

2551 Precision Drive, Ste A o Minden, NV 89423

O (775) 782-4303 E [estimating@unitedelectricalservices.com](mailto:estimating@unitedelectricalservices.com)  
NV License 23673 (unlimited) o CA License 48518**T & M Budget****DATE:** November 3, 2021

**Builder:** Storey County  
**Project:** Storey County Courthouse  
**Contact:** Jason Wierzbicki [jwierzbicki@storeycounty.org](mailto:jwierzbicki@storeycounty.org) - Jeff Holman [jholman@storeycounty.org](mailto:jholman@storeycounty.org)

We propose to furnish and install all labor and materials required to complete the items below on a time and materials basis

**Div. 16 - Electrical Bid****Estimate is for (3) panels and 40 floor outlets**

Plans by JOB WALK dated NO DATE. No revisions.

Electrical Plans by Design Build

Addenda Received: NONE

Spec Book Received: NONE

**Included:** Trace circuits, label and health check panel under stairs on 1st floor  
Replace panel on 1st floor, trace circuits, and post correct labeling  
Replace panel on 2nd floor, trace circuits, and post correct labeling  
Reroute approximately 5 circuits as needed  
Replace approximately 40 floor outlets  
Replace approximately 90 devices through-out

**Excluded:** Permits and fees  
Drywall, carpet, and other surface repair  
Concrete work, cutting, removing, patching (if applicable)  
Trenching and backfill  
Payment and performance bond (1.5% to add)

Budget numbers:	Hours	Per hr	Materials	TOTAL
Panels	202	95.00	7,773.00	26,963.00
Floor outlets	262	95.00	12,473.00	37,363.00
Devices	156	95.00	1,272.00	16,092.00

**BUDGET NUMBER ONLY****80,418.00****Budget Number Only**

**Accepted by:** \_\_\_\_\_ **Date:** \_\_\_\_\_



# United Electrical Services Inc.

2551 Precision Drive, Ste A o Minden, NV 89423

O (775) 782-4303 E estimating@unitedelectricalservices.com  
NV License 23673 (unlimited) o CA License 48518

T & M Budget

DATE: July 6, 2022

Builder: Storey County  
Project: Storey County Courthouse  
Contact: Jason Wierzbicki jwierzbicki@storeycounty.org - Jeff Holman jholman@storeycounty.org

We propose to furnish and install all labor and materials required to complete the items below on a time and materials basis

## Div. 16 - Electrical Bid

Estimate is for (3) panels and 40 floor outlets

Plans by JOB WALK dated NO DATE. No revisions.

Electrical Plans by Design Build

Addenda Received: NONE

Spec Book Received: NONE

**Included:** Trace circuits, label and health check panel under stairs on 1st floor  
Replace panel on 1st floor, trace circuits, and post correct labeling  
Replace panel on 2nd floor, trace circuits, and post correct labeling  
Reroute approximately 5 circuits as needed  
Replace approximately 40 floor outlets  
Replace approximately 90 devices through-out

**Excluded:** Permits and fees  
Drywall, carpet, and other surface repair  
Concrete work, cutting, removing, patching (if applicable)  
Trenching and backfill  
Payment and performance bond (1.5% to add)

Budget numbers:	Hours	Per hr	Materials	TOTAL
Panels	202	110.00	9,206.00	31,426.00
Floor outlets	262	110.00	13,026.00	41,846.00
Devices	156	110.00	1,207.00	18,367.00
Contingency for drywall/carpet repair				7,500.00

**BUDGET NUMBER ONLY**

**99,139.00**

Budget Number Only

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

CCCCHP 21-01 Budget Changes						
11/3/21 and 7/6/22 Bid Comparison						
Scope of Work	Hours	11/3/21 Per Hr	7/6/22 Per Hr	11/3/21 Total	7/6/22 Total	Difference
Panels	202	\$ 95.00	\$110.00	\$19,190.00	\$22,220.00	<del>\$3,030.00</del>
Floor Outlets	262	\$ 95.00	\$110.00	\$24,890.00	\$28,820.00	<del>\$3,930.00</del>
Devices	156	\$ 95.00	\$110.00	\$14,820.00	\$17,160.00	<del>\$2,340.00</del>
Drywall/carpet repair	N/A					
			Totals	\$58,900.00	\$68,200.00	\$9,300.00
Scope of Work		11/3/21 Materials	7/6/22 Materials			
Panels		\$ 7,773.00	\$9,206.00			\$1,433.00
Floor Outlets		\$ 12,473.00	\$13,026.00			\$553.00
Devices		\$ 1,272.00	\$1,207.00			-\$65.00
Drywall/carpet repair		\$ -	\$7,500.00			\$7,500.00
Totals		\$ 21,518.00	\$30,939.00			\$9,421.00

Total	
Difference	\$18,721.00



**Storey County Board of County  
Commissioners  
Agenda Action Report**

**Meeting date:** 8/16/2022 10:00 AM -  
**BOCC MEETING**

**Estimate of Time Required:** 15 min

**Agenda Item Type:** Discussion/Possible Action

- **Title:** Consideration and possible approval of the bid for the construction of the Fire Apparatus Storage Building at Station 72 in the Highlands, submitted by Shakespeare Unlimited, Inc., in the amount of \$665,889.00, and to authorize the County Manager to enter into a contract for its construction.
- **Recommended motion:** I, [commissioner] move to accept the bid from Shakespeare Unlimited, Inc. for the construction of the Fire Apparatus Storage Building at Station 72 in the Highlands for an estimated amount of \$665,889.00 and to authorize the County Manager to sign a contract for its construction.
- **Prepared by:** Mike Northan

**Department:**

**Contact Number:** 775 335 6991

- **Staff Summary:** See attached bid tabulation and staff report
- **Supporting Materials:** See attached
- **Fiscal Impact:** \$665,889.00
- **Legal review required:** False
- **Reviewed by:**

\_\_\_\_ Department Head

**Department Name:**

\_\_\_\_ County Manager

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

- **Board Action:**

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

Bid Tabulation

VC Highlands Fire Storage Building  
PWP ST 2022-313  
2202

Re-Bid August 2, 2022

Bidder	Bid Form	Qualifications	State Bus	Cont. Lic	Bond	Price	Bidders Preference	5% Adjusted Price
SHAKESPEARE	X	X	X	X	X	\$665,889		
HOUSTON-SMITH	X	X	X	X	X	\$834,000		

All submitted bids were responsive. All bids will be considered by the Storey County Board of Commissioners.

August 3, 2022

Staff report

Virginia City Highlands Community Center Phase I – Fire Apparatus Storage Building Re-bid

This Project originally bid on May 16, 2022. Two bids were received and only one was responsive. The sole responsive bid was in the amount of \$797,950.00. Due to the high amount and some irregularities, the project was re-published for bid.

New bids were received until August 2, 2022 at 14:00 hours. Again, two bids were received but this time, both were responsive. Both bidders did a great job in putting their bid documents together.

The bid results were tabulated and published.

Houston-Smith	\$834,000
---------------	-----------

Shakespeare	\$665,889
-------------	-----------

The apparent low bidder is Shakespeare Unlimited, Inc. This bid shows a marked reduction from the average of the first bid.

Shakespeare presented all required documentation and licenses.

Staff recommends that the Board of County Commissioners accept the low bid from Shakespeare and authorize the County Manager to enter into a contract for construction of this project with them.

End of report



## Storey County Board of County *Fire* Commissioners Agenda Action Report

Meeting date: 8/16/2022 10:00 AM -  
BOCC MEETING

Estimate of Time Required: 1 minute

Agenda Item Type: Consent Agenda

- **Title:** Discussion/Possible Action on following policies:
- a. Policy P 301 Adopts County policy regarding role of human resource role in Hiring process as revised to reflect that it is a Fire District Policy.
- b. Policy P 302 Adopts County policy regarding Source of Candidate; Open Recruitment; Promotion; Transfer and Eligible List to Vacant Position with revision to identify the policy as a Fire District Policy and
  - i. Removes requirement for Comptroller stipulation that funds are available
  - ii. Authorizes an employee in a grant funded position to transfer to a regular position with approval of Fire Chief without regard to policies regarding job announcements, postings and appointment.
  - iii. Requires a transferee to pass any testing required for the position applied for.
- c. Policy P 303 Adopts County policy regarding job announcements with revisions to identify the policy as a Fire District Policy under control of the Fire Chief.
- d. Policy P 304 Adopts County Policy re Applications, Eligibility or Reduction of Applicants with revisions to identify the policy as a Fire District Policy and adds a provision that applications received by HR department will be scanned and forwarded to the fire chief.
- e. Policy P 305 Adopts County Policy regarding Examination Process and Interviewing Applicants as revised to identify the policy as a Fire District policy.
- f. Policy P 306 Adopts County policy regarding Applicant/Employee Reference Checks as revised to identify the policy as a Fire District Policy.
- g. Policy P 307 Adopts County policy regarding Applicant/Employee Investigations with revisions to identify the policy as a Fire District policy.
- h. Policy P 308 Adopts County policy regarding Applicant Selection, Offer of Employment and Pre-Employment Drug Screen with revisions to identify the policy as a Fire District Policy and adds a provision that the Fire Chief may propose an increase of steps within a pay grade provided the applicant exceeds the minimum requirements of the position.
- i. Policy P 309 Adopts County policy regarding New Employee Orientation with revisions to identify the policy as a Fire District policy and adds a provision for introducing new hire to other employees in the District.
- **Recommended motion:** I (Fire Commissioner) move to approve the newly created Personnel Policies P301 HR Role in Hiring Process, P302 Candidates and Recruitment, P303 Job Announcements, P304 Eligibility-Reduction Apps, P305 Examinations – Interviews, P306 Reference Checks, P307 Applicant Investigation, P308 Selection Offer

and Screening, and P309 Orientation for the Storey County Fire Protection District.

- **Prepared by:** AGENDA\_SUBMITTER

**Department:**

**Contact Number:** 775-847-0954

- **Staff Summary:** The District has been working under the established personnel policies of Storey County and is now creating policies that remain consistent with the County, however, also address specific practices that are unique to the fire service and in line with the CBA with Storey County Firefighters Association Local 4227 Collective Bargaining Agreement. The presented policies will be delivered to the BOFC in multiple stages to allow for review and modification by the board if necessary. Personnel Policies and Administrative Policies shall be approved by the board. Standard Operating Policies and Procedures shall be approved by the Fire Chief.
- **Supporting Materials:** See attached
- **Fiscal Impact:** N/A
- **Legal review required:** False
- **Reviewed by:**

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

**Department Name:**

\_\_\_\_\_ County Manager

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

- **Board Action:**

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



**STOREY COUNTY FIRE DISTRICT  
POLICIES AND PROCEDURES**

<b>NUMBER</b>	<b>P301</b>
<b>EFFECTIVE DATE:</b>	<b>8/16/22</b>
<b>AUTHORITY:</b>	<b>BOFC</b>
<b>FIRE CHIEF:</b>	<b>JL</b>

**SUBJECT: HR Role in the Hiring Process**

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**POLICY:**

It is recognized that the role of the Human Resources Office is critical in the hiring process and that utilizing the subject matter expertise of those in the fire district will help ensure the selection of the most appropriately qualified candidate for each position. Therefore, Storey County Fire Protection District will involve department management in the recruitment, examination, and selection process.

**CORRECTION OF ADMINISTRATIVE ERRORS:**

If Storey County Fire Protection District should discover any administrative error regarding the process of filling a vacancy, it will correct the error at any time during the duration of the eligible list. No such correction shall affect an appointment.

*RESPONSIBILITY FOR REVIEW: The Fire Chief and Personnel Director will review this policy every 5 years or sooner as necessary.*

**STOREY COUNTY FIRE DISTRICT  
POLICIES AND PROCEDURES**

**NUMBER: P302  
EFFECTIVE DATE: 8/16/22  
AUTHORITY: BOFC  
FIRE CHIEF: JL**

**SUBJECT: Source of Candidates; Open Recruitment; Promotion; Transfer and Eligible List to Vacant Positions**

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**1. PURPOSE**

It is recognized that the role of Human Resources is critical in the hiring process and will help ensure the selection made by the Fire District is the most appropriately qualified candidate for each position-

**2. POLICY**

**2.1 Filling Positions**

Regular positions may be filled by applicants selected from an existing eligible applicant pool. If no eligible applicant pool has been established or the pool contains no qualified applicants, the district may initiate a recruitment (promotional from within or open to outside the organization) to create or renew an eligible applicant pool. Applications from present employees may be considered for open positions before non-employee applicants are considered. For open recruitments, the position vacancy announcement will be posted internally and externally.

The general policy of the district is to fill vacant or new positions from within the organization when possible, depending upon qualifications and interest of existing regular full-time, part-time, and casual employees. Employees are encouraged to apply for any vacancy for which they may qualify.

Promotional recruitments limit consideration of applicants to qualified employees currently working within the district. These internal recruitments are limited to employees in regular part-time and regular full-time status. Preference may be given to post-probationary employees with 12 or more months of service to the district.

When deciding what type of recruitment to initiate, the district will consider such factors as the impact of the decision on the district's efforts to have a workforce which is representative of:

- a. The local population;
- b. The qualifications and level of responsibility required by the position;
- c. The extent to which the knowledge and skills required for the position can readily be acquired on the job;
- d. The qualifications of employees potentially available for placement on a promotional list;
- e. The effects on retention of present employees; and
- f. The likelihood of attracting well-qualified outside applicants.

After the district has determined how it will announce the vacancy, it will develop a recruitment plan by determining the applicant pool it wishes to target and in what geographic region it will advertise; determining what types of media (e.g., internet, newspapers, trade journals) will be used to advertise and ensuring outreach efforts reach diverse applicant groups.

**2.2 Eligible Applicant Pool**

- a. The district may maintain eligible applicant pools consisting of the names of applicants eligible for hire based on the recruitment process. While generally used to fill a single

position, eligible applicant pools may be used to fill additional positions which occur within 12 months of the establishment of the pool.

- b. Any person on an appropriate reinstatement list shall be considered for employment in accordance with the district's established layoff policy.
- c. An applicant will be removed from the eligible applicant pool if the applicant submits a written request to be removed, or if the applicant fails to respond within an allotted time period to instructions regarding participation in an examination or selection interview. An eligible applicant who refuses an offer of employment will be removed from the eligible applicant pool unless the specific circumstances of the refusal warrant otherwise as determined by the district.

### **2.3 Transfers**

- a. An internal transfer is a lateral change of an employee from one position to another position in the same class or to a different class in the same salary range. An employee in a grant funded position may transfer to regular position upon approval of the Fire Chief and HR Director. A transfer may be made without regard to the provisions of Storey County Fire policies relative to job announcements, postings, and appointment. If the position the employee is requesting is represented, the employee must successfully pass any testing that may be required for the position if the employee did not previously hold the requested position.
- b. Internal transfers and promotions do not change the employee's date of hire. However, the anniversary date for future performance evaluations and merit salary increase considerations shall become the date of promotion.

### **2.4 Emergency Appointment**

In case of an emergency, as approved by the HR Director, an appointment may be made without regard to the provisions of Storey County Fire policies relative to job announcements, postings, and appointment. Emergency appointments shall not continue longer than 60 working days in any 12-month period.

*RESPONSIBILITY FOR REVIEW: The Fire Chief and HR Director will review this policy every 5 years or sooner as necessary.*

**STOREY COUNTY FIRE DISTRICT  
POLICIES AND PROCEDURES**

**NUMBER: P303  
EFFECTIVE DATE: 8/16/22  
AUTHORITY: BOFC  
FIRE CHIEF: JL**

**SUBJECT: Job Announcements**

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**1. PURPOSE**

Prior to initiating recruitment, the district should verify the essential job functions; identify knowledge, skills, and abilities needed, and determine what education, experience, and credentials will provide the desired knowledge, skills, and abilities.

**2. POLICY**

**2.1 Announcement**

- a. The district will announce internally or externally all vacant employment positions. An announcement may be for the purpose of filling a single vacancy or to establish an eligible applicant pool.

Position vacancies will be publicized to allow potentially qualified and interested individuals to learn of employment opportunities and to encourage applicants from diverse backgrounds to apply.

The district may request an external posting for which any person within and outside the organization may apply, or an internal posting for which only existing regular full-time, part-time, and casual county employees may apply. Preference may be given to post-probationary employees with 12 or more months of service to the employer.

Recruitment announcements will always be posted on bulletin boards within each occupied district office building for a period of no less than 15 calendar days prior to the last date for application or the date scheduled for testing, whichever is earlier and in such other places as the employer feels appropriate.

The announcement will normally include the following:

- i. Title, pay range, grade, and FLSA exempt or non-exempt status of the vacant position.
- ii. Nature of the work to be performed, including the essential job functions.
- iii. Minimum and/or eligibility requirements as well as any preferred qualifications, including education, license or certifications, employment, training, experience criteria, knowledge, skills, abilities and whether equivalent factors will be recognized.
- iv. Whether the advertisement is an internal or external posting.
- v. Whether district or other seniority or length of service will be considered a factor, and if so, what weight will be given to such consideration in measuring or rating applicants.
- vi. Manner of applying (where, how and deadlines).
- vii. Whether there will be competitive testing
- viii. Whether the test will consist of written, oral, and or physical demonstration components or other appropriate screening mechanisms.

- ix. A declaration that the employer is an Equal Employment Opportunity (EEO) employer, and Americans with Disabilities (ADA) accommodations are available.
  - x. The dates of the posting.
- b. Regular employees will be released from work, on paid status, to take an examination and participate in an interview for Storey County Fire Protection District positions held during their scheduled work time. Casual employees will not be paid for time taken to participate in an examination or interview.

## **2.2 Application Forms and Files**

Applications for employment must be made in writing on prescribed forms (reference: Employer Employment Application). Applicants must complete a separate application form for each vacancy unless the job announcement indicates otherwise. The district may also require resumes, completed supplemental questionnaires, and other evidence of education, training, experience, or other lawful requirements. Applications and other materials submitted become part of the application file and the property of the employer.

## **2.3 Signatures**

Applications must be signed by the applicant. Only original completed applications with the applicant's signature will be accepted. Faxed and email copies of the application form will not be accepted.

## **2.4 Application Filing Periods**

- a. Recruitment announcements will specify the application filing period. Applications must be received or postmarked by the date specified. The filing period may end on a specific date and/or may allow acceptance of applications until a sufficient number of appropriately qualified candidates have applied. The Fire Chief will determine when sufficient applications have been received.
- b. Application periods will end at the close of the business day or at the specific time stated on the recruitment announcement. A job announcement may be closed at any time and for any reason as determined by the employer.
- c. An application period may be ended when no job openings are anticipated or for other reasons as determined by the district.

*RESPONSIBILITY FOR REVIEW: The Fire Chief and HR Director will review this policy every 5 years or sooner as necessary.*

**STOREY COUNTY FIRE DISTRICT  
POLICIES AND PROCEDURES**

**NUMBER: P304  
EFFECTIVE DATE: 8/16/22  
AUTHORITY: BOFC  
FIRE CHIEF: JL**

**SUBJECT: Applications, Eligibility or Reduction of Applicants**

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**PURPOSE:** This policy is designed to establish guidelines for the district in regard to applications received.

**POLICY: A. General Requirements for Filing of Applications.**

1. **Application Forms.** Applications for employment must be made in writing and submitted to the Human Resources office on a prescribed application form.
2. **Multiple Vacancies.** Applicants must complete a separate application form for each vacancy unless the job announcement indicates otherwise.
3. **Required Submittals.** The district may also require résumés, completed supplemental questionnaires, and other evidence of education, training, experience, or other lawful requirements, including licenses and certifications.
4. **Signatures.** Applications must be signed by the applicant. An electronic signature is acceptable for applications submitted through the employer's online application portal, unless the employer does not maintain an online application and portal.
5. **Ownership.** Applications and supplementary materials submitted become the property of the employer.

**B. Application Filing Period**

Recruitment announcements will specify the application filing period. Applications must be received or postmarked by the due date specified. Application periods will end at the close of the business day or at the specific time stated on the recruitment announcement. A job announcement may be cancelled at any time and for any reason as determined by the employer.

1. Applications received by the HR department will be scanned and emailed to the Fire Chief for review. This shall ensure that the application file retained by Storey County Human Resources can remain intact with the original applications.

**C. Eligibility of Applicants**

An applicant may be disqualified from further participation in the recruitment process and/or from placement on an eligible list by the employer for material reasons, including, but not limited to, those listed below:

1. The application does not indicate the candidate possesses the qualifications required for the position.
2. The application is not fully, truthfully, legibly, and/or neatly completed.
3. The applicant for employment as a peace officer, firefighter, or a position which entails physical access to computer and/or equipment used to access the Nevada Criminal Justice Information System or the National Crime Information Center may be disqualified for prior convictions that relate to the position for which s/he is being considered as provided for in NRS 245, NRS 268, or NRS 269 as applicable.

4. The applicant has been discharged from or resigned in lieu of dismissal from any prior employment for any cause which would constitute a reason for dismissal from employment with the district.
5. The applicant does not appear at the time and place designated for an examination or interview.
6. The applicant is a former employee of the district who, absent a compelling reason, quit without notice.
7. Applicant's failure to possess a valid license, certificate, permit, etc. If a prospective applicant for a position cannot obtain the required license, certificate, permit, or occupational certification required for the job, s/he will not be given any further employment consideration for the subject position. Any job offer, offer of promotion, or offer of transfer previously made will be withdrawn.
8. The applicant is a former employee whose performance evaluations indicated below acceptable performance and/or behavioral problems, such as insubordination, dishonesty, leave abuse, or excessive tardiness.

**D. Limitation of Application Pool to Most Qualified**

The district may determine at any point in the recruitment process that only those applicants who are deemed most qualified for the vacancy being filled will continue to be considered.

**E. Preference for Military Veterans and Residents**

In compliance with NRS 281.060(2) if the qualifications for applicants are equal, the District will give preference first to honorably discharged military personnel who are citizens of the State of Nevada, and second, to citizens of the State of Nevada.

*RESPONSIBILITY FOR REVIEW: The Fire Chief and HR Director will review this policy every 5 years or sooner as necessary.*

**STOREY COUNTY FIRE DISTRICT  
POLICIES AND PROCEDURES**

**NUMBER: P305  
EFFECTIVE DATE: 8/16/22  
AUTHORITY: BOFC  
FIRE CHIEF: JL**

**SUBJECT: Examination Process and Interviewing Applicants**

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**PURPOSE:** To establish policy regarding examinations and interviewing that will be used to evaluate applicants' qualifications and suitability for the position.

**POLICY:**

**A. Examination Process**

All examinations for employment, whether formal or informal, are conducted under the direction of the district. Examinations shall be conducted when there is a need to establish an eligible list or in any circumstances the district deems appropriate.

Examinations will be used to evaluate applicants' qualifications and suitability for the position. Factors evaluated through the examination process may include, but are not limited to, the knowledge, ability, skill, achievement, physical and mental fitness, and job-related personal characteristics such as customer service skills.

**1. Types of Examinations**

The techniques used in the examination process shall be consistent, impartial and practical, and shall relate to the qualifications and suitability of applicants to perform the job duties and responsibilities of the position. Examinations may include any or a combination of the following selection techniques:

- Evaluation of employment applications;
- Assessment of experience, training, and/or education;
- Written tests;
- Personal and group interviews;
- Performance tests;
- Physical ability tests;
- Evaluation of work performance and work samples; and
- Other assessment methods as deemed appropriate for the class/position.

**2. Minimum Standards**

In any examination, the district may include qualifying and/or competitive components and may establish minimum standards or scores for each component and/or the examination as a whole.



## **B. Interviewing Applicants**

Selecting the most appropriately qualified candidate for the position will reduce turnover, reduce the costs associated with training, and improve the effectiveness of the district. The interviewing portion of the selection process is critical for determining which applicants are best qualified to do the job.

Once applications have been evaluated and a determination has been made regarding which applicants are selected for an interview vs. those who will not be interviewed, all applicants should be notified as to their status. The interviewing portion of the selection process is critical for determining which applicants are best qualified to do the job.

Prior to conducting an employment interview, the Fire Chief and/or Battalion Chief should:

1. Review the job descriptions.
2. Create job-related questions with the Human Resources office to ask each candidate to help ensure consistency. Questions should be open-ended, job-related and about past work experiences to identify skills and strengths. Have candidates describe an actual situation or instance that allows him/her to demonstrate how s/he really responded to that situation, rather than what s/he thinks you want to hear.
3. Prepare a Candidate Interview Evaluation Form to measure strengths and weaknesses.
4. Convene a reasonably diverse team as appropriate.
5. Conduct the job interview with a representative of the Human Resources office.

Each candidate applying for the same position should be asked the same job-related questions on the question guide and rated using the same evaluation form. The evaluation form will help the evaluator measure the extent to which each candidate possesses the necessary knowledge, skills, and abilities required for the position. Whenever necessary, ask follow-up questions to clarify the response of the candidate. Avoid asking questions which are unlawful or on inappropriate subjects.

*RESPONSIBILITY FOR REVIEW: The Fire Chief and HR Director will review this policy every 5 years or sooner as necessary.*

**STOREY COUNTY FIRE DISTRICT  
POLICIES AND PROCEDURES**

**NUMBER: P306  
EFFECTIVE DATE: 8/16/22  
AUTHORITY: BOFC  
FIRE CHIEF: JL**

**SUBJECT: Applicant/Employee Reference Checks**

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**PURPOSE:** To establish policy regarding Applicant and Employee Reference Checks.

**POLICY: Reference Checks:** Acquiring and providing accurate employment references is an important component of acquiring, retaining, and providing relevant information concerning employees. Therefore, the district is committed to adhering to the following procedure whenever conducting a reference check for an applicant for employment or when responding to inquiries from others for information regarding a current or former employee.

**A. Acquiring References**

Reference checks are conducted to assist the district in assessing an applicant's fitness for employment with the district. Only those employees designated by the Fire Chief and/or HR Director may acquire employment references. Any authorized employee of the district who attempts to acquire reference information on an applicant must comply with the following:

1. Obtain an employer employment application that is signed and dated by the applicant. The applicant must have completed all relevant sections of the application.
2. Obtain authorization from the applicant by means of his/her signature directly on the application and/or separate release form for the release of information from former employers, military, educational institutions, other institutions, personal references, and other individuals listed on the application. Authorization for release of such information by the applicant shall include a release from liability of any company, institution, or individual providing such information. If an applicant refuses to sign such a release, s/he will be eliminated from further consideration for employment with the district.
3. Inform the applicant that the district will conduct a reference check and that evaluating the applicant's suitability for employment includes contacting employment and other references, educational institutions, and personal and professional associates to verify information provided.
4. Develop questions that are related to the essential functions of the position and are non-discriminatory. Questions related to an applicant's training, knowledge, skills, production, timeliness, quality of work, and ability to work with others are examples of appropriate inquiries. Discriminatory or non-work related questions such as family or marital status, disabilities, age, and related areas are not appropriate.
5. Identify the appropriate individual(s) to conduct a reference check regarding the applicant's work performance, knowledge, skills, and abilities related to the essential functions of the position.

6. Adequately document the conversation and record refusals to provide information.
7. Maintain strict confidentiality of all background/reference information. Only employees, supervisors, or management officials of the district who have a demonstrable work-related need-to-know should be accorded access to such information.

*Note: For safety-sensitive positions as defined by 49 CFR Part 382 and U.S. Department of Transportation regulations, the employer shall obtain, pursuant to an applicant's written consent, information on his/her alcohol tests and/or verified positive controlled substance test results, and refusals to be tested within the preceding two years from date of application which are maintained by the previous employers.*

#### **B. Providing References**

All requests for employment information are to be referred to the HR Department. Only those personnel designated by the HR Director are authorized to release employment information to third parties.

The district has a neutral reference policy as well as a confidential information policy. Only the following personnel information and employment records that the district maintains concerning current and former employees shall be provided upon request:

1. Name
2. Class/Job Title
3. Dates of Employment
4. Salary or Wages
5. Information regarding an employee terminated for violent actions in the workplace or who may have demonstrated dangerous behavior in the workplace will be provided only after consultation with employer's legal counsel.
6. Employment information and opinions regarding the character, honesty, and potential for violence of the district's employees may be provided to governmental employers, including, but not limited to, any federal, state, county, municipality or city employers, or any other private (non-governmental) employer where the employee's character, honesty, sexual misconduct, and potential for violence are relevant issues. Examples include, but are not limited to, jobs which involve public safety, entrustment for the care or safety of children, the elderly or health care patients, or positions having access to money and/or valuables. The employer must provide information requested by law enforcement agencies in accordance with NRS 239B.
7. Records which are required for employees in safety-sensitive positions, as defined in 42 CFR Part 382 and U.S. Department of Transportation regulations, shall be made available to subsequent

employers upon receipt of written request from the employee or former employee.

8. In accordance with NRS 239.012, a public officer or employee who acts in good faith in disclosing or refusing to disclose information and his/her employer are immune from liability for damages, either to the requester or to the person whom the information concerns.

*RESPONSIBILITY FOR REVIEW: The Fire Chief and HR Director will review this policy every 5 years or sooner as necessary*

**STOREY COUNTY FIRE DISTRICT  
POLICIES AND PROCEDURES**

**NUMBER: P307  
EFFECTIVE DATE: 8/16/22  
AUTHORITY: BOFC  
FIRE CHIEF: JL**

**SUBJECT: Applicant/Employee Investigations**

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**POLICY:** The district desires to maintain a productive, efficient, effective, healthy, and safe work environment and, as a result, will conduct pre-employment background checks of applicants and current employees as necessary. If these background checks are conducted by external third parties (also called “consumer reporting agencies”), they will be governed by relevant provisions of the Fair Credit Reporting Act (FCRA) and the Fair and Accurate Credit Transactions Act (FACT). FCRA and FACT cover background checks and other investigations for prospective employees, and current employees in certain situations, such as a promotion to positions requiring additional information. FCRA and FACT specifically exclude misconduct investigations such as unlawful harassment charges. NRS 613.580 allows an employer, in limited circumstances, to consider consumer credit reports or other credit information in evaluating applicants for employment or current employees.

1. Unless, pursuant to a specific provision of state or federal law, the criminal history of an applicant for employment may be considered only after the earlier of:
  - a. The final interview conducted in person; or
  - b. A conditional offer of employment has been made.
2. The provision of subsection 1 above does not apply to an applicant for a position that is a peace officer, firefighter, or has physical access to a computer or other equipment used for access to the Nevada Criminal Justice Information System or the National Crime Information System.

**Reports**

The types of reports that may be requested include, but are not limited to: credit reports, criminal records checks, court records checks, driving records, and/or summaries of educational and employment records and histories. These reports or checks may include “consumer reports.” The information contained in these reports may be obtained from public record sources or through personal interviews with the applicant’s or employee’s coworkers, neighbors, friends, associates, current or former employers, or other personal acquaintances. If this information is obtained by a consumer reporting agency these are sometimes referred to as “investigative consumer reports.” Any information contained in such reports may be taken into consideration in evaluating an applicant’s or employee’s suitability for employment, promotion, reassignment, or retention.

**Requirements**

In order to meet the requirements of the FCRA, effective the date of this policy:

1. All applicants for employment will be required to complete a notice and authorization form concerning consumer and investigative consumer reports. In the event of an external third party investigation, existing employees will be required to complete a notice and authorization form concerning consumer and investigative consumer reports, provided the employee has not previously completed such form.
2. The district will certify to the consumer reporting agency that:
  - a. The notice and authorization requirement has been met;
  - b. The information received is only used for employment purposes;
  - c. The information will not be used to violate any Equal Employment Opportunity (EEO) laws;
  - d. Pre-adverse action requirements will be followed;
  - e. Any additional investigative consumer report disclosures, if applicable, have or will be issued within three (3) days; and
  - f. Upon request from the applicant or employee, the employer will comply with applicable additional disclosure requests including, but not limited to, information as to the nature and scope of an investigative consumer report.
3. The employer will provide a copy of the consumer report and a summary of the individual's rights under the to the applicant or employee prior to making a final adverse or negative employment decision that, in whole or in part, is influenced by a consumer report or an investigative consumer report.
4. After the district has complied with item 3 above and waited a "reasonable" period of time, the district may take the adverse or negative action. After taking such action, the district must provide to the applicant or employee a notice of adverse action which also contains the following:
  - a) The name, address, and telephone number of the consumer reporting agency;
  - b) A statement that the consumer reporting agency did not make the adverse action decisions and will be unable to inform the applicant or employee of the specific reason(s) for the adverse action;
  - c) A statement that the applicant or employee is entitled to obtain an additional free copy of the "consumer report" within 60 days;
  - d) A statement that the applicant or employee has a right to dispute the accuracy or completeness of any information in the report to the consumer reporting agency.

*RESPONSIBILITY FOR REVIEW: The Fire Chief and HR Director will review this policy every 5 years or sooner as necessary.*

**STOREY COUNTY FIRE DISTRICT  
POLICIES AND PROCEDURES**

**NUMBER: P308  
EFFECTIVE DATE: 8/16/22  
AUTHORITY: BOFC  
FIRE CHIEF: JL**

**SUBJECT: Applicant Selection, Offer of Employment and Pre-Employment Drug Screen**

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**POLICY: A. Selection**

Employment decisions must be based solely on merit. Consistent with applicable federal, state, and local laws and regulations employment decisions may not be influenced by any protected class including race, color, religion, age, gender, pregnancy, sexual orientation, national origin, ancestry, disability, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, membership in the Nevada National Guard, or any other class that becomes protected by federal and/or state law.

The Fire Chief has ultimate responsibility for selection of the candidate for hire; however, s/he should take into consideration the input of the other members of the interview team. The Fire Chief is responsible for ensuring the selected candidate meets the required level of education, experience, certification, license, etc. The Fire Chief will submit the documentation regarding why the selected applicant was chosen and notify the HR Director of the selection, the desired date of hire and pay grade commensurate with the posting. The Fire Chief may propose an increase of steps within the posted pay grade, provided the applicant exceeds the minimum requirements of the position. The Fire Chief shall submit to the HR Director a Salary Resolution Cover Sheet as soon as the applicant selection has been made.

The HR Director may deny the hiring of the candidate desired by the Fire Chief if the candidate is disqualified from employment by any provisions of the District personnel policies. The HR Director must provide the Fire Chief the reason for not allowing the hire.

**B. Job Offer Letters**

After an applicant has been selected for employment or promotion, the district will notify the HR Director, who will extend a conditional offer of employment pending background check if criminal checks are required (i.e., background, criminal, DMV, consumer reporting, drug test, or other appropriate check).

Prior to notifications/letter being extended, the district may contact the selected applicant by telephone or email to determine whether there is continued interest in employment and to indicate that a request to hire has been made, but must state that only a notification in writing can be considered as an official job offer.

The district will notify, if applicable, the applicant of any provisions of state and federal law that disqualifies a person with a particular criminal history from employment in a particular situation.

**C. Pre-employment Drug Screening**

1. The district may require successful applicants for safety-sensitive positions to consent to a pre-employment screen test for drugs and prohibited substances. The district will advise the selected applicant that the presence of one or more drug metabolites may be cause for rejection from further consideration for employment, and that offers of employment are contingent upon a negative test result. The applicant may be asked to authorize the district, as a condition of employment, to conduct through the district's designated laboratory testing facility, a screen test for drugs and prohibited substances. Refusal to authorize and participate in a screen shall eliminate the applicant from further consideration for the position.
2. The district may direct applicants to an appropriate collection facility. The drug screen test must be undertaken as soon after notification as possible, and in no circumstances later than forty-eight (48) hours after notice to the applicant.
3. The district will advise applicants of the opportunity to submit medical documentation to support a legitimate use for a specific drug. Such information will be reviewed only by medical consultants determining whether the applicant is lawfully using an otherwise illegal drug or prohibited substances.
4. The district will not extend a final offer of employment to any applicant with a verified positive test result, and such applicant will not be considered for any vacancy of the district for a period of twelve (12) months. The district shall disqualify the applicant on the basis of failure to pass the applicable test(s).

#### **D. Other Conditions**

All offers of initial and continuing employment are conditioned upon the applicant furnishing satisfactory evidence of identity and legal authority to work in the United States. Each applicant must attest to his/her identity and legal authority to work in the United States in accordance with the applicable federal statute by completing and signing INS Form I-9 (Employment Eligibility Verification). Depending on the specific position, offers of employment may also be contingent upon passing a pre-employment physical examination, background check, submitting documentation of qualifications, and/or obtaining job-required licenses.

The applicant may be questioned about past criminal history upon being offered conditional offer of employment pending background checks, at which point the applicant must provide in writing a description of past crime(s) for which s/he was convicted and the dates of the conviction(s). Arrests for which no conviction occurred must not be included. The district may verify the information through a background check conducted by a consumer reporting agency. The district may revoke the conditional offer of employment if it is determined that there is a nexus between the crime(s) committed and the position for which the applicant applied only after considering:

Whether any criminal offense committed by the applicant directly relates to the responsibilities of the position for which the applicant has applied;  
The nature and severity of each criminal offense committed by the applicant;



The age of the applicant at the time of the commission of each criminal offense;  
The period between the commission of each criminal offense and the date of the application for employment; and  
Any information or documentation demonstrating the applicant's rehabilitation.

The district shall not consider any of the following criminal records in connection with an application for employment:

An arrest of the applicant which did not result in a conviction;  
A record of conviction which was dismissed, expunged or sealed; or  
An infraction or misdemeanor for which a sentence of imprisonment in a county jail was not imposed.

If the criminal history of an applicant is used as a basis for rejecting an applicant or rescinding a conditional offer of employment, such rejection or rescission of a conditional offer of employment must:

Be made in writing;  
Include a statement indicating that the criminal history of the applicant was the basis for the rejection or rescission of the offer; and  
Provide an opportunity for the applicant to discuss the basis for the rejection or rescission of the offer with the Director of Human Resources or a person designated by the Director.

Note: The above provisions do not apply to an applicant for a position that is a peace officer, firefighter, or has physical access to a computer or other equipment used for access to the Nevada Criminal Justice Information System or the National Crime Information System. Criminal background checks may be conducted prior to a job offer being made for these applicants and the application may require the applicant to explain the criminal history before s/he is considered for employment.

#### **F. Failure to Appear for Work**

If a selected applicant fails to report for work, including new-hire orientation, within the time period prescribed by the district, that applicant may be deemed to have declined the position and be removed from the eligible list.

*RESPONSIBILITY FOR REVIEW: The Fire Chief and HR Director will review this policy every 5 years or sooner as necessary.*

**STOREY COUNTY FIRE DISTRICT  
POLICIES AND PROCEDURES**

**NUMBER: P309  
EFFECTIVE DATE: 8/16/22  
AUTHORITY: BOFC  
FIRE CHIEF: JL**

**SUBJECT: New Employee Orientation**

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**POLICY: Orientation**

The District recognizes that an appropriate and timely orientation program can aid the assimilation of new staff members. The Human Resources office will conduct the new hire orientation. Orientation may include, but is not limited to, a review of the organization and services of the employer, work rules, standards of performance, and personnel policies and procedures including the policies relating to fair employment practices, prohibited conduct/behavior, workplace violence, and alcohol and drug abuse, workplace safety, compensation and benefits, collective bargaining agreements, and other useful information. Additionally, the Human Resources office will ensure that the new employee:

1. Has completed all new hire paperwork on the date of hire;
2. Receives a conditional offer of employment letter;
3. Completes a criminal background investigation, and for safety-sensitive positions conducts pre-employment screening in accordance with DOT standards;
4. Completes all benefit forms within 60 days of hire date;
5. Has a full job description description;
6. Will be provided access to the district's personnel policies;
7. Has had the opportunity to have questions addressed.

The Fire Chief and/or Battalion Chief have the responsibility to orientate the new employee to the district standard operating policies and procedures, reference Storey County Fire District Policy 006.

*RESPONSIBILITY FOR REVIEW: The Fire Chief and HR Director will review this policy every 5 years or sooner as necessary.*



## Storey County Board of Fire Commissioners Agenda Action Report

**Meeting date:** 8/16/2022

**Estimate of time required:** 5 Minutes

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

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1. **Title:** DISCUSSION/POSSIBLE ACTION: Consideration and possible approval of the ordering of a Type 5 and Type 3 wildland fire engine currently approved in the 2022/2023 district capital budget as a single Type 3 engine with the addition of a Type 5 engine, to be paid for out of for budget years 2023/2024 and 2024/2025.

2. **Recommended motion:** I (Fire Commissioner) move to approve the ordering of a Type 5 and Type 3 wildland fire engines with no immediate expense out of the 2022/2023 budget year with the approximate cost of \$250,000 for the Type 5 and \$450,000 for the Type 3.

3. **Prepared by:** Jeremy Loncar

**Department:** Fire

**Telephone:** 847-0954

4. **Staff summary:** Due to supply chain disruptions, the currently approved Type 3 wildland engine if ordered now would take approximately 24 to 36 months to receive it. It is important for us to place the order sooner verse later to ensure we can get on the list of orders for this fire engine. As well, a Type 5 that is addressed in the CIP for 2024/2025 budget year would also be extended and take a minimum of 24 months to receive. We are requesting to place the order now on both apparatus with the anticipation of payment being due in the 2024/2025 and possibly subsequent budget.

5. **Supporting materials:** See attached

6. **Fiscal impact:**

Funds Available: N/A

Fund: 280

☒ Comptroller

7. **Legal review required:**

☐ District Attorney

8. **Reviewed by:**

☒ JL\_ Fire Chief

☒ Comptroller

9. **Board action:**

☐ Approved

☐ Approved with Modifications

☐ Denied

☐ Continued

Agenda Item No. **15**



## Storey County Board of County Commissioners Agenda Action Report

Meeting date: 8/16/2022 10:00 AM -  
BOCC MEETING

Estimate of Time Required: 0-5

Agenda Item Type: Discussion/Possible Action

- **Title:** For considerations and possible approval of business license second readings:
- A. Bradstreet Investments LLC – Home Business / 350 Prospector ~ Dayton, NV
- B. HM Drywall & Paint LLC – Contractor / 230 Richards Way ~ Sparks, NV
- C. Melissa Hackworth – General / 88 Megabyte Dr. ~ Sparks, NV
- D. Membrion Inc. – Out of County / 3257 17th Ave W. Bldg 3 ~ Seattle, WA
- E. Rocky Brands US LLC – General / 425 E. Sydney ~ Sparks, NV
- F. Thyssenkrupp Industrial Solutions (USA) Inc. – General / 75 Germany Cir. ~ Sparks, NV
- G. Wood & Coal Studio LLC – Home Business / 3095 S. D St. ~ Virginia City, NV

- **Recommended motion:** Approval

- **Prepared by:** Ashley Mead

**Department:**

**Contact Number:** 7758470966

- **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 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.
- **Supporting Materials:** See attached
- **Fiscal Impact:** None
- **Legal review required:** False
- **Reviewed by:**

\_\_\_\_ Department Head

**Department Name:**

\_\_\_\_ County Manager

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

- **Board Action:**

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

# Storey County Community Development

110 Toll Road ~ Gold Hill Divide  
P O Box 526 ~ Virginia City NV 89440



(775) 847-0966 ~ Fax (775) 847-0935  
CommunityDevelopment@storeycounty.org

To: Dore Nevin, Clerk's office  
Austin Osborne, County Manager

**August 8, 2022**  
Via Email

Fr: Ashley Mead

Please add the following item(s) to the **August 16, 2022**

COMMISSIONERS Consent Agenda:

## **SECOND READINGS:**

- A. Bradstreet Investments LLC** – Home Business / 350 Prospector ~ Dayton, NV
- B. HM Drywall & Paint LLC** – Contractor / 230 Richards Way ~ Sparks, NV
- C. Melissa Hackworth** – General / 88 Megabyte Dr. ~ Sparks, NV
- D. Membrion Inc.** – Out of County / 3257 17<sup>th</sup> Ave W. Bldg 3 ~ Seattle, WA
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- G. Wood & Coal Studio LLC** – Home Business / 3095 S. D St. ~ Virginia City, NV

Ec: Community Development  
Commissioner's Office

Planning Department  
Comptroller's Office

Sheriff's Office