



# STOREY COUNTY BOARD OF COUNTY COMMISSIONERS MEETING

12/19/2023 10:00 AM  
26 SOUTH B STREET, VIRGINIA CITY, NV

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## MEETING MINUTES

JAY CARMONA  
*CHAIRMAN*

CLAY MITCHELL  
*VICE-CHAIRMAN*

LANCE GILMAN  
*COMMISSIONER*

ANNE LANGER  
*DISTRICT ATTORNEY*

JIM HINDLE  
*CLERK-TREASURER*

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### **Roll Call**

√ Commission Chairman Jay Carmona, √ Commission Vice-Chair Clay Mitchell,  
√ Commissioner Lance Gilman, □ District Attorney Anne Langer, √ Clerk & Treasurer Jim Hindle,  
√ County Manager Austin Osborne, √ Deputy District Attorney Brian Brown

□ Assessor Jana Seddon  
√ Justice of the Peace Eileen Herrington  
√ Recorder Dru McPherson  
√ Sheriff Mike Cullen  
√ Fire Chief Jeremy Loncar  
√ Comptroller Jennifer McCain  
√ Business Development Manager Lara Mather  
√ Community Development Director Pete Renaud  
√ Community Relations Director Honey Coughlin  
√ Emergency Management Director Adam Wilson

√ Human Resources Director Brandie Lopez  
√ IT Director James Deane  
√ Planning Manager Kathy Canfield  
□ Public Works Director Jason Wierzbicki  
√ Operations and Project Manager Mike Northan  
□ Senior Center Director Stacy York  
√ Tourism Director Todd Tuttle  
Other:

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Total Attendance: 61

In-Person: 33

Zoom: 28

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

Commission Chairman Jay Carmona called the meeting to order at 10:04 a.m.

### **2. PLEDGE OF ALLEGIANCE**

**3. PUBLIC COMMENT (No Action):** Lee Sterrett complimented the county for the Christmas Party thrown on Friday, December 15th.

**4. DISCUSSION/FOR POSSIBLE ACTION:** Consideration and possible approval of the agenda for the December 19, 2023, meeting.

Public Comment: None

**Motion:** I, Commissioner Mitchell, move to approve today's agenda as presented. **Seconded by:** Lance Gilman. **Vote:** Motion passed unanimously.

**5. DISCUSSION/FOR POSSIBLE ACTION:** Presentation of commendation to Deputy Eli Kerr and Trevor Welch for their lifesaving actions during the Summer of 2023.

Sheriff Mike Cullen said that on Aug. 13 Deputy Kerr responded with the fire dept. to a fire. He saved the life of the subject. He also assisted the Fire Department in fighting the fire.

On July 26, Trevor Welch, working as a lifeguard, found a child unconscious. He saved the life of the child and assisted with support until the Fire Department arrived and transported the child to the hospital. Jessie Fain said Trevor Welch had been a great lifeguard for three years.

Photos were taken.

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

I. For possible action, approval of business license first readings:

- A. American Arborists LTD – Contractor / 3515 Airway Dr. # 205 ~ Reno, NV
- B. Anytime Fitness – General / 727 USA Parkway Ste. 103-104 ~ Sparks, NV
- C. Arcadia Cold Reno, LLC – General / 1900 Peru Dr. ~ Sparks, NV
- D. Buddy Boys – Out of County / 960 Auction Rd. Ste. C ~ Fallon, NV
- E. Nevada Drywall, Stucco & Stone – Contractor / 850 Maestro Dr. # 100 ~ Reno, NV
- F. Saber Robotics & Vision Systems Inc. – Out of County / 1542 Industrial Dr. ~ Auburn, CA
- G. Sign on Signs Inc. – Contractor / 1607 Greg ~ Sparks, NV
- H. SME Steel Contractors, Inc. – Contractor / 5801 West Wells Park Rd. ~ West Jordan, UT
- I. The Pizza Boc LLC – Food Truck / 286 Redwall Ct. ~ Dayton, NV
- J. Toss Your Greens – Out of County / 1495 E. Prater Way Ste. 107 ~ Sparks, NV
- K. Travelin' Toms of N. Sparks – Food Truck / 4690 Longley Ln. # C-126 ~ Reno, NV

II. Approval of claims in the amount of \$1,154,174.48.

III. Approval of an administrative policy titled Vehicle Use Policy.

IV. Approval of an administrative policy titled Vehicle Stipend Policy.

V. Approval of an administrative policy titled Smartphone Stipend Policy.

Public Comment: None

**Motion:** I, Commissioner Mitchell, move to approve today's Consent agenda as presented.

**Seconded by:** Lance Gilman. **Vote:** Motion passed unanimously.

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

### **Fire Chief Jeremy Loncar**

- Bryce Montoya has been promoted to Battalion Chief, which has created an opening for a Captain.
- He credited the Volunteer Fire Department with working on the antique fire equipment and the Fireman's Museum.
- Firefighters are training more in Carson City at the training academy, recently working on live burns.

### **Operations and Projects Manager Mike Northan for Public Works**

- Public Works is getting ready for winter with two additional full-time and one part-time road workers.
- Footings and slabs on the Virginia City Highlands Fire Station are done and are doing more dirt work and preparation before a start to construction.
- Bidding for the Taylor Street repair project will close at 2 p.m. There were eight bids.
- The snow removal plan for major snow events is in process, and the department has had a good response from local contractors and residents.
- The Virginia City Senior Center roof for the breezeway is in process, but delayed by the rain.

### **Business Development Director Lara Mather for Senior Services Director Stacy York**

- Generous donations from Redwood Materials and Don Gilman and the Mustang Ranch allowed Senior Services to give out 172 meal kits, feeding 406 people.

### **Business Development Director Lara Mather**

- The department is conducting a survey for small businesses as well as home-based businesses. Small business will be approached, but rather than go to residential neighborhoods, home-based business owners are asked to contact the director at [lmather@storeycounty.org](mailto:lmather@storeycounty.org) or call 775-847-0986 ext. 1. It is designed to find out how the county can be more beneficial to businesses.

### **Administrative Officer and Grants Manager Honey Coughlin**

- Grants with the Fairgrounds Upgrade Project, funded by the U.S. Department of Agriculture, have been obligated. The county match must be completed first. DOWL is

working on the actual design and next week plans to submit designs for Americans with Disability Act-compliant restrooms.

- The grant for the Lockwood Senior Center, funded by the Department of Housing and Urban Development, is moving forward.
- The Lead Siphon project grant application has progressed, but only preliminary environmental reports and preliminary designs can be done.

#### **Emergency Management Director Adam Wilson**

- The Integrated Preparedness Plan, a FEMA recommended plan for multi-year training and exercises, is completed.

#### **Tourism Director Todd Tuttle**

- Ron Gallagher and Angelo Petrini have retired from the Virginia City Tourism Commission board, and both were thanked for their long-term contributions.
- The last days of the contract with Rad Strategies are soon approaching, and the VCTC is looking forward to working with Argenta Partners on marketing and promotion..
- Christmas on Comstock was a big success, with 400 entries in the saloon crawl, two parades, fireworks, and successful media for the Jeremy Renner event on Dec. 9.
- On Friday, Dec. 22 the movie “Polar Express” will be shown at Piper’s Opera House at 5 p.m. On Saturday, Dec 23, the last performance of Mark Twain and Friends will be at Piper’s at 7 p.m., and it is nearly sold out.
- The Christmas lighting was judged by the local scout group with first place going to the Virginia & Truckee Depot, second place to the Sugarloaf Mountain Motel, Third place to the Mark Twain Saloon and honorable mention to the Virginia City Gallery of the West
- Staff will attend an American Bus Association meeting and a Go West meeting.

#### **IT Director James Deane**

- The Department has purchased a password management software program for countywide use.
- The Department is working with the Fire District and Community Development Department to improve inspection systems.
- The Department is engaged with Civic Plus and the Abbi Agency on website updates.

#### **Justice Eileen Herrington**

- The Justice Court is phasing out the new traffic management system that didn’t work.
- The Court is also working with the sheriff’s office to expand pre-trial services.

#### **Deputy District Attorney Brian Brown**

- Replacing the retired Keith Loomis, he said it is a pleasure to be here and he met with the department head team.

#### **County Manager Austin Osborne**

- The Solid Waste Management RFP will be before the commissioners at the Jan. 2, 2024, meeting.
- The county is planning do workshops for the new Master Plan, which will include information on regional issues from Washoe County, Lyon County and Carson City, addressing transportation, housing, and economic development.
- Congratulated Honey Coughlin on becoming the county's new Administrative Officer. She will wear both hats until a new Grants Manager is hired.

#### **Clerk-Treasurer Jim Hindle**

- The Department of Motor Vehicle office in Storey County is closed until further notice due to staffing issues. The Office will work to bring someone in, but it won't be quick because the person hired will have to be trained by the DMV. It is hoped to have a person there by the second quarter of next year; and will also work with DMV for temporary staffing.
- The Presidential preference primary for Democrats and Republicans will be held Feb. 6. Overseas ballots will go out this weekend. The Office is working to get poll workers trained, and working with election boards.
- The Office will transition to an armored car service for bank deposits that can't be made online. The staff is working with Wells Fargo on details.
- With the changes in the Clerk's Office, credit was given to Heather Faircloth and Alicia Duke, who were praised for the job they were doing. The Clerk Treasurer was looking at office operations and working with the Comptroller's Office and State Elections Office.

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

- Commissioner Mitchell was getting word out about the DMV closure. He said the Douglas County DMV is also closed, and to use Yerington's, people must get there early. DMV has announced that they will make Tuesday and Thursday walk-in days for Storey County residents. There is a kiosk at the Carson City DMV.
- Commissioner Carmona noted the passing of Jeff Rockstrom and Pamela Barker of Mark Twain, and Rick Draper of the Virginia City Highlands.

#### **9. DISCUSSION/FOR POSSIBLE ACTION:** Review and possible approval of Storey County Audited Financial Statements for the year ending June 30, 2023, completed by DiPietro and Thornton.

Comptroller Jennifer McCain said the audit showed the county ended fiscal year 2023 with \$16 million. She said \$4.5 million was transferred for projects, some of which could not start and will roll into the budget next year. The Fire District Grant Fund ended with a deficit due to timing of billing and expenses.

Joe Costanza of DiPietro and Thornton, who performed the audit, said that unmodified statements show the county in very good financial standing. He said there was \$16 million in county right now. The increased cost of PERS and the market economy hit the county, but it

still turned a bigger profit than the year before. Mr. Costanza said every expense came in at or under budget. Financial statements are in very good shape. Assets are \$16 million over liabilities. He said taxes looked in line, though there was a mistake with real estate taxes being a bit low and personal property taxes being high, but it didn't affect the numbers, though it could affect planning in the future. The total numbers were accurate.

Improvements include being clearer about each bank deposit, though Mr. Costanza said after examination the deposits were accurate. He said everything was 100 percent correct. He said he was happy with the way the comptroller's office has continued to improve.

Commissioner Mitchell pointed out typographical errors in the report, as well as noting that the Senior Center was no longer separate from the county.

Public Comment: None

**Motion:** I, Commissioner Mitchell, move to approve the Storey County Audited Financial Statements for the year ended June 30, 2023. **Seconded by:** Lance Gilman. **Vote:** Motion passed unanimously.

**10. DISCUSSION/FOR POSSIBLE ACTION:** A Request for Storey County to participate in the State of Nevada Integrated Source Water Protection Program (ISWPP), a voluntary program to prevent the pollution of drinking water sources.

Planning Manager Kathy Canfield said this was a request for us to participate, at no cost to the county, to come up with a voluntary plan for source water protection. She met with the contractor, Resource Concepts, and the Tahoe Reno Industrial Center and Canyon General Improvement District boards, which are participating. She said there will be no cost to the county other than staff time.

Public Comment: None

**Motion:** In accordance with the recommendation by staff, I, Commissioner Mitchell, hereby move to approve the letter of request for Storey County to participate in the State of Nevada Integrated Source Water Protection Program. **Seconded by:** Lance Gilman. **Vote:** Motion passed unanimously.

**11. DISCUSSION/FOR POSSIBLE ACTION:** Consideration and possible approval of Resolution No. 23-716, a resolution setting grade and salary range of employees fixed by ordinance or resolution per NRS 245.045 for appointed Storey County officials for the 2023-24 fiscal year and superseding prior year action by resolution for appointed Storey County employees with the reestablishment of Senior Planner at grade 140 and retitle and reallocation of Tourism and Event Manager, grade 135 to Events and Assistant Tourism Director at grade 140.

Human Resources Director Brandie Lopez said the position of Senior Planner had been budgeted for, but staff are requesting it be re-established. She said the VCTC was going through reorganization and has given more duties to the Tourism and Events Manager.

Public Comment: None

**Motion:** I, Commissioner Mitchell, move to approve Resolution No. 23-716, a resolution setting grade and salary range of employees fixed by ordinance or resolution per NRS 245.045 for appointed Storey County officials for the 2023-24 fiscal year and superseding prior year action by resolution for appointed Storey County employees with the re-establishment of Senior Planner at grade 140 and retitle and reallocation of Tourism and Event Manager, grade 135 to Events and Assistant Tourism Director at grade 140. **Seconded by:** Lance Gilman. **Vote:** Motion passed unanimously.

**12. DISCUSSION/FOR POSSIBLE ACTION:** Consideration and possible approval, at the request of Commissioner Carmona, the modification to policy 504, providing for a pay step increase for county employees to help with recruitment and retention purposes and addressing salary considerations when hiring new county employees in difficult to recruit positions.

Commission Chairman Jay Carmona pointed out that Storey County, like other counties, struggles with hiring and employee retention, especially for people who had to travel to Virginia City. He said the county took steps to recognize employees and has worked to attract qualified staff, but that departments are tight and lean, and the county needed to get more staff. He said adding a step would let existing employees know how much they are appreciated and would attract qualified employees needed to fill positions. He also said the county would find a way to compensate employees who have no more step increases coming.

Commissioner Gilman and Commissioner Mitchell both supported the added step.

Comptroller McCain said this increase in no way increased our budget. She said most departments could handle it and those which can't get help from the contingency fund.

Public Comment: None

**Motion:** I, Commissioner Mitchell, move to approve the modification to policy 504, providing for a pay step increase for county employees to help with recruitment and retention purposes and addressing salary considerations when hiring new county employees in difficult to recruit positions. **Seconded by:** Lance Gilman. **Vote:** Motion passed unanimously.

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

**14. CONSENT AGENDA FOR POSSIBLE ACTION:** Discussion for possible action on following policy P504 Rates of Pay.

Chief Jeremy Loncar said the language was a bit vague, and added that regular rates are the same as base rates.

Public Comment: None

**Motion:** I, Fire Commissioner Mitchell, move to approve the newly created Personnel Policy P504 Rates of pay. **Seconded by:** Lance Gilman. **Vote:** Motion passed unanimously.

**15. DISCUSSION/FOR POSSIBLE ACTION:** Consideration and possible approval to enter into a modified Agreement for fuels reduction with NV Energy.

Chief Loncar said the county has been in a cooperative agreement with NVEnergy for fuels reduction around their infrastructure, but there were problems with the old contract. Rather than have equipment paid for by the grant, the county will be paid for the use of the existing equipment and staff use. Other than billing rates and equipment purchase, he said the contract is the same in its intent, and better than the old one. Chief Loncar said this is a 3-year agreement.

Chief Loncar said this contract means the county must lock down funds for employees, but NVEnergy pays the county for the work that they do.

Public Comment: None

**Motion:** I, Fire Commissioner Mitchell, move to approve the Fire Chief to enter into a modified Agreement for fuels reduction with NV Energy. **Seconded by:** Lance Gilman. **Vote:** Motion passed unanimously.

**16. RECESS TO CONVENE AS THE STOREY COUNTY LIQUOR LICENSING BOARD**

**17. CONSENT AGENDA FOR POSSIBLE ACTION:** For consideration and possible approval of the first reading for On-Sale/Off-Sale Liquor License. Applicant is Jaswinder Singh, Comstock Meadows RV Park & Mini Mart located at 580 East Sydney Drive, McCarran, NV.

Commissioner Carmona took the word "Consent" off this item.



Undersheriff Eric Kern said there were no disqualifiers for approval of this application.

Public Comment: None

**Motion:** I, Commissioner Mitchell, move to approve the first reading of the On-Sale/Off-Sale Liquor License. The applicant is Jaswinder Singh, Comstock Meadows RV Park & Mini Mart, located at 580 East Sydney Drive, McCarran, NV. **Seconded by:** Lance Gilman. **Vote:** Motion passed unanimously.

- 18. DISCUSSION/FOR POSSIBLE ACTION:** For consideration and possible approval of the second reading for On-Sale/Off-Sale Liquor License. The applicant is Carol Maley, Silverland Inn & Suites located at 100 North E Street, Virginia City, NV 89440.

Undersheriff Kern said there were no disqualifiers for this item and the applicant is in good standing.

Public Comment: None

**Motion:** I, Commissioner Mitchell, move to approve the second reading of the On Sale/Off-Sale Liquor License. Applicant is Carol Maley, Silverland Inn & Suites, located at 100 North E Street, Virginia City, Nevada. **Seconded by:** Lance Gilman. **Vote:** Motion passed unanimously.

**19. RECESS TO RECONVENE AS THE STOREY COUNTY BOARD OF COUNTY COMMISSIONERS**

- 20. DISCUSSION/FOR POSSIBLE ACTION:** Discussion and possible consideration and direction regarding initiatives, tactics, and capital improvements in the draft Storey County Strategic Plan. This information will be used to update the draft plan and bring it back to the board for consideration in January 2024.

County Manager Osborne said staff have been working on the Strategic Plan for quite some time, with many meetings and workshops. He compared it to building a house, and it is time for the house plans. CIP is based on the Strategic Plan, which will help next year when budgeting is discussed.

Commissioner Mitchell asked for more recreation facilities, including hiking trails and a tennis court. He also wanted something to promote business growth and entrepreneurship.

Public Comment: None

**Motion:** I, Commissioner Mitchell, move to accept the proposed initiatives, tactics, and capital improvements in the draft Storey County Strategic Plan to include the items discussed on the record. **Seconded by:** Lance Gilman. **Vote:** Motion passed unanimously,

**21. DISCUSSION/FOR POSSIBLE ACTION:** Workshop, review, and provide direction for the draft FY25 Storey County Capital Improvement Plan.

County Manager Osborne said the Capital Improvement Plan will be integrated into the Strategic Plan. In 2025, the list is much shorter. He said the post-Tesla abatement funds are earmarked for critical infrastructure. Anything going up to 2030 might be listed but will not be budgeted. The draft CIP can be found on page 273 of the commissioners' packet, located on the Storey County website under Agendas: Board of Commissioners.

Comptroller Jennifer McCain said she reviewed the CIP and some items had already been sent to the state Department of Taxation.

Commissioner Mitchell asked about plans for the Black and Howell property for the Virginia City Tourism Commission, which Tourism Director Todd Tuttle said was very important. He also wanted to see the county take over maintenance of the boardwalks; Mark Twain drainage; intersections in the industrial park; county leases on private properties for cell towers; infrastructure for a county build-out, particularly in Virginia City; more fiber optic options; a business incubator or start-up center; paving part of Long Valley Road in the Highlands; and several other items Mr. Osborne said would have to be discussed in advance of a meeting.

In response, Mr. Osborne said boardwalks have not been mentioned in the past, however the county plans to replace the ones from the Presbyterian Church to the Fourth Ward school. He also suggested that when a chamber of commerce is ready, they could be involved in this type of project. He suggested archiving boardwalks into the CIP to work with a chamber of commerce. Commissioner Gilman noted that there is infrastructure under the boardwalks in some cases, so any initiative must be undertaken carefully.

On Mark Twain Drainage, Mr. Osborne said Public Works is already working on that. Planning Manager Kathy Canfield said that is already in process through the Mark Twain Drainage Master Plan, and a cost-benefit analysis would have to be done to apply for funding. She is working with the Carson Valley Subconservancy District to implement it. She said land must also be acquired to create drainage areas.

On TRIC intersections, Mr. Osborne said that most are Nevada Department of Transportation rights-of-way, and the county was working with them. He said the county will look at intersections that come up in the future, and possibly include that in development agreements.

On cell and fiber optic issues, James Deane said a 100-foot tower was just placed on NDOT land on USA Parkway. He said part of the problem with additional towers in some areas of the county is the topography.

On extending infrastructure for the build-out of different areas, Mr. Osborne said he would talk to the Public Works Director about that. He noted that the idea could apply to the entire county and there are other agencies to do that, such as creating special assessment districts.

On Long Valley Road, Mr. Osborne said it was important to see if it was appropriate due to the costs related to the number of residents it would impact. He said costs for Lousetown were \$4-6 million and based on the number of residents impacted, paving Long Valley Road could be quite costly. Commissioner Carmona suggested that would cause issues if other areas wanted their roads paved.

Mr. Osborne said the CIP was always a work in progress, with ideas submitted regularly. He said the Administrative Officer was working with Lumos and Associates to provide a staffing plan for projects. Some projects can bring pushback from residents and lead to lawsuits. Commissioner Carmona agreed, noting that lawsuit threats are what makes projects harder to accomplish quickly.

Public Comment: None

**Motion:** I, Commissioner Mitchell, move to direct staff as follows discussed here on the record on the presented FY25 Storey County Capital Improvement Plan, and for the plan to be brought to this board for consideration at a future meeting. **Seconded by:** Lance Gilman. **Vote:** Motion passed unanimously.

**22. DISCUSSION/FOR POSSIBLE ACTION: Review** and possible approval of second reading of Bill No. 138, Ordinance No. 23-326, an ordinance amending Storey County Code Chapter 5 Business License Required, Section 5.04.200 Fees and Exemption from Fees, to revise the list of certain base in-county business license fees from their current amount to a reduced amount being \$25.00 annually, Section 5.04.190 deleting conflicting language regarding fees set by resolution, and other properly related matters.

County Manager Osborne said that the issue was taken to the Virginia City Tourism Commission and that the VCTC board had no objection. It would have a \$5,400 impact on the VCTC.

Findings are located on page 285 of the commissioners' packet, located on the Storey County website under Agendas: Board of Commissioners

Mr. Osborne said the reason this wasn't done by resolution is there is a conflict in the ordinance, and we were advised to get rid of the resolution part because it is embedded in the code. He said he anticipates a complete rewrite of Title 5.

Mr. Osborne read the title into the record.

Public Comment: None

**Motion:** I, Commissioner Mitchell, move to approve the second reading of Bill No. 138, Ordinance No. 23-326, an ordinance amending Storey County Code Chapter 5 Business License Required, Section 5.04.200 Fees and Exemption from Fees, to revise the list of certain base in-county business license fees from their current amount to a reduced amount being \$25.00 annually, Section 5.04.190 deleting conflicting language regarding fees set by resolution, and other properly related matters. This motion includes a finding that a special hearing and business impact statement are not required because the proposed action does not impose a direct or significant economic burden upon a business, or directly restrict the formation, operation, or expansion of a business in Storey County. **Seconded by:** Lance Gilman. **Vote:** Motion passed unanimously.

**23. DISCUSSION/FOR POSSIBLE ACTION:** For consideration and possible approval of business license second readings:

- A. Cooper Steel – Contractor / 503 N. Hillcrest Dr. ~ Shelbyville, TN
- B. New Earth Concepts LLC – Out of County / 801 Belfair Ave. ~ SW Orting, WA
- C. Protective Industrial Products Inc. – General / 2625 USA Parkway Ste. 111 ~ Sparks, NV

Public Comment: None

**Motion:** I, Commissioner Mitchell, move to approve the second readings of business licenses listed under Item 23 as A-C. **Seconded by:** Lance Gilman. **Vote:** Motion passed unanimously.

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

**25. CORRESPONDENCE/NO ACTION:** Letter to Washoe County Regarding AB240 Submittal.

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

Commission Chairman Jay Carmona adjourned the meeting at 12:19 p.m.

Respectfully submitted,

A handwritten signature in black ink, reading "Jim Hindle". The signature is written in a cursive style with a large, looping initial "J".

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Jim Hindle  
Clerk-Treasurer