The Honorable Board of Lyon County Commissioners met this day with the following present: Comm. Wes Henderson, Comm. Robert Jacobson, Comm. Dave Hockaday, Comm. Vida Keller, and Comm. Ken Gray. Also present: District Attorney Steve Rye, and County Manager Jeff Page.

1. Roll Call

Present: Ken Gray, Vida Keller, Wes Henderson, Robert Jacobson, and Dave Hockaday.

2. Invocation given by Betty Weiser of the United Methodist.

The invocation was given by Betty Weiser.

3. Pledge of Allegiance

4. Public Participation

George Robinson doesn't agree with the process of distribution of vaccines in Lyon County. The website and call number is not adequate. He stated he could not reach the Commissioners.

5. For Possible Action: Review and adoption of agenda

County Manager Jeff Page stated for item #15.a, Planning Consent, there was new backup received. It will not be heard as consent today. It will be reviewed.

Comm. Henderson moved to approve the agenda and to include the direction from County Manager Jeff Page. Comm. Gray seconded and the motion passed 5-0.

6. Time Certain

6.a. TIME CERTAIN AT 9:30 AM: For Possible Action: Discussion by each of the County Commissioners on their individual goals and priorities for Lyon County (Requested by County Manager Jeff Page)

County Manager Jeff Page asked the Board what they want to see accomplished.

Comm. Gray requested to finish the amendments to Title 15, the Dayton Valley Rodeo Event Center loop finished, a fire hydrant by the cemetery in Dayton placed, and to expedite the permitting process.

Comm. Henderson stated his desire is to attract businesses within delegated areas in Lyon County, amend chapter 5, to have meetings in other parts of the County. He wants to meet with the Department Heads and to gain knowledge of their services and challenges.

Comm. Jacobson requested to review and clean up Title 15. He commented he does try to answer his phone. He wants to modify the process of the COVID vaccines. He suggested the local residents of their cities to only be able to obtain a vaccine within that same location. He stated other concerns are the Dayton Valley Sewer Treatment Plant, Dayton Judicial Court, police protection, and the permitting process time frame. He asked for a meeting or workshop with the building community to discuss Title 15.

Comm. Hockaday's desire is to keep the community safe and to monitor the budget closely. He stated the COVID process is difficult with the many aspects to it, and communicating or educating about the process is a challenge. He agreed the Title 15 amendments should be reviewed.

Comm. Keller asked to review whether the building department inspectors can be Lyon County employed and not contracted out. She stated for manufactured homes, when applying foundations permits, they need a serial number when there is not one avaible for the modular home that have been ordered and not built. This creates delays for the permitting process. She agreed with Title 15 and to address the character districts. She stated there is a positive to pre-engineering projects, such as sewer, water, and roads. The purpose is to be ready to write and obtain grants.

Jeff Page stated he would like to be able to restrict the COVID vaccines and agreed with Comm. Jacobson that local residents only be able to obtain a vaccine within their same location. He will draft a resolution to be approved.

Comm. Gray commented that there was no mention of hiring extra staff and credits Jeff Page for the high functioning employees in place.

Comm. Hockaday asked for the Strategic Plan to be included on the list.

Jeff Page stated some of those goals could be held due to funding and working with outside entities. He stated staff is liable as in the Commissioners to follow through with ideas or projects that have been presented.

Comm. Gray requested to find a grant writer for the community.

Comm. Jacobson commented the County needs to be ambitious to find solutions to get projects completed.

Comm. Henderson requested to include the second bridge in Dayton and the drainage issue at the Dayton Airpark.

6.b. TIME CERTAIN AT 10:00 AM: Presentation and report by Carson City Health and Human Services on COVID 19 in Lyon County and Quad County

Quad-County Public Health Preparedness Manager Jeanne Freeman with Carson City Health and Human Services gave a report of confirmed cases. There are testing events in Lyon County for asymptomatic and symptomatic and stated the results have lowered, with 36,000 allocations that has been reduced currently. The State of Nevada was allocated a significantly lower number of vaccines for next week than in previous weeks. As such, allocations to each jurisdiction were cut accordingly. The Quad-County region accounts for only 5% of the population in the State and the allocations coming to this region are in line with 5% of what the State received as a whole. The allocation has not been reported for next week and as such she cannot open appointments until the number is given. They can schedule the events while waiting. She recognized the appointments website states there are no appointments avaible until May, but it is glitch on the website they have not been able to fix. They understand the concern of the community and are continuously working on results. Also, they are working on an easier process for scheduling for events. They are looking for partnerships such as pharmacies for vaccination sites. They have identified sites at Fernley, Dayton and Yerington. The second doses have started today.

Comm. Gray asked if on the State's appointment website appears to have left out Lyon County. It is not listed as pending as it does for Carson. He asked if something can be placed on website to show there will be appointing or coming soon.

Jeanne Freeman stated they are pulled from the website when they are finished to not clutter.

Comm. Gray stated Carson City says, "Coming Soon," where Lyon County does not.

Comm. Keller opened public comment.

Public Comment:
Jerry Bryant stated he has a concern there is a water/sewer project in the parking lot of Raley's that may conflict with the vaccinations event.

Jeanne Freeman asked if this can be communicated to Raley's and she will contact the Pharmacy Board.

Comm. Keller closed public comment.

Comm. Jacobson asked how the working relationship has been in obtaining more vaccines. He commented SB4 prevents the auditoriums at the schools that could be utilized for the vaccinations locations. He asked if there have been discussions to change this.

Jeanne Freeman stated the Governor has been advocating for the State of Nevada. She replied there has been a request for the appropriate use of facilities and there is no more information at this time.

6.c. TIME CERTAIN 10:30 AM: For Possible Action: Approve resolution 21-01 A Resolution of the Lyon County Board of Commissioners changing the name of the Tahoe Avenue Storm Drainage Canal to the Ken Harvey Canal. (Requested by Commissioner Keller)

Comm. Keller stated former Comm. Ken Harvey passed away. He was on many other boards. She had requested a resolution to recognize him and his work for the community.

County Manager Jeff Page reported Comm. Ken Harvey was ambitious to have the Tahoe Avenue Storm Drainage Canal accomplished and it has benefited the community. The mitigation for Silver Springs has been beneficial and he asked for this to be approved. Comm. Keller requested to have the canal renamed to honor the late Comm. Ken Harvey.

Comm. Keller commented her personal experiences with Comm. Ken Harvey. She reported to his family the County's desire to memorialize his efforts and they are in support. She read the resolution into the record.

Comm. Keller moved to approve resolution 21-01 A Resolution of the Lyon County Board of Commissioners changing the name of the Tahoe Avenue Storm Drainage Canal to the Ken Harvey Canal.

Comm. Keller requested for the County Manager to approve the signage.

Comm. Gray seconded.

Comm. Henderson noted grammatical errors, it should read, "Tahoe Avenue Storm Drainage Canal to the Ken Harvey Canal," in the title. Also, where it states at the end, "Board of Commissioners hereby changes the name of the Tahoe Avenue Storm Drainage Canal."

Comm. Keller asked for public participation and there was none.

The motion passed 5-0.

7. Presentation of awards and/or recognition of accomplishments

7.a. For Presentation Only: Recognize Michelle Entz, Senior Case Manager in Children Services for her outstanding efforts in assisting COVID-19 impacted families in Lyon County.

Human Services Director Shayla Holmes recognized Michelle Entz for her advocating the program and her service to those families.

The Commissioners thanked her for her work.

8. Commissioners/County Manager reports

Comm. Jacobson thanked Comptroller Josh Foli for answering his budget questions.

Comm. Henderson stated he attended the CAMPO meeting, and the Transportation Plan was approved. Their grant funding opportunities are opening.

Comm. Hockaday attended the Walker River Irrigation District Meeting and the Local Emergency Planning Committee meeting. He anticipated to conduct a jail inspection this afternoon.

Comm. Gray commented the vaccines process for COVID is confusing and not well communicated. He recommended to list the cities and if not avaible to be noted. Carson Water Subconverancy has five new members. It is anticipated to be a significant year for drought. He asked for a Special Meeting to be posted next week to declare an economic emergency for the County. He will also deliver a draft resolution for it.

County Manager Jeff Page clarified South Lyon Medical Center has been vaccinating for several weeks now. Raley's in Yerington will be giving vaccines next week and you can call them to schedule. Dayton had vaccinations last week. When the clinics fill appointments they come off the website. If the appointment is missed they call to fulfill the allotted vaccines so they do not go to waste. He stated the County has no legality over State Health, but Lyon County falls under their pervue. Carson City Health and Human Services has approximately 18 employees who are the entire workforce. That staff has been answering the increased phone calls from the hotline. There are volunteers helping and more call centers will be in place. The State is given the amount of vaccinations from the Government, and the unknown amount is at their discretion. He stated at the next meeting he will ask the Board to review and prioritize projects. There will also be a presentation from the Planning Department. His concern is with the anticipated drought this year and the increase of possible wildfires. He invited the Board to also recommend a recognition for employees or volunteers.

9. Elected Official's reports

9.a. Dayton Justice Court
- Civil, Criminal & Monthly Statistics December 2020

Sheriff Frank Hunewill stated he is working on a presentation for the Commissioners in February. There is a call increase and they have a shortage of staff. They have been advertising outside of the area and State. Some challenges are the training is approximately eighteen months, and finding law enforcement interests in this current environment.

Comm. Jacobson congratulated Officer Pete Baltes on his retirement, and thanked him for his years of service.

Comm. Gray asked with the new hires and the costs of training, can they be contracted or a retention bonus given.

Sheriff Frank Hunewill stated it can be, however, some of the turnovers are due to retirement and also placements within the department. He has to halt some possible advancement of officers because they can't move them from the placement they are in because they are understaffed. Some also leave for personal reasons that are unavoidable. He stated Comm. Gray's suggestions can be evaluated, although his concern is the quality of the officers hired.

Comm. Hockaday stated the illegal incidents in Smith Valley has brought the question to extend the shelter in place warning and also to extend it to the south Mason Valley area.

Sheriff Frank Hunewill commented the community needs to sign up for the dispatch messages and he will get that avaible for the community.

10. Appointed Official's reports

10.a. For Information Only: Update from the Utilities Director for January 2021 (David Bruketta).

Utilities Director David Bruketta stated he will give future updates with the anticipated drought. He stated he has been issuing will serves for sewer and reviewed the calculation sheet in the backup. The river water inflow increased the report prior and since has lowered. The broken pipe is being repaired. This has helped with the serve and capacity for future development. Silver Springs General Improvement District wastewater treatment plant was damaged last spring, the repairs will be started this year. There has been erosion and will need to be budgeted.

Comm. Jacobson asked if Lyon County staff can repair the erosion.

David Bruketta confirmed the Lyon County construction repair crew will be repairing the damage.

Jeff Page advised the Board if there is a project at a certain amount, there is a State law requiring for the job to be completed by the private sector.

10.b. For Information Only: Update from the Human Services Director for January 2021 (Shayla Holmes).

Human Services Director Shayla Holmes stated the toy drive went well, and there were 187 toys donated from staff. The Point and Time Count is on 2/8/2021, and will be done differently due to the pandemic, it will be done by observation only. On 1/29/2021 staff will be doing an outreach to collect data. She reminded the Board on 1/28/2021 will be the Board of Health meeting.

There were no other reports given.

11. Advisory Board reports

There were no reports given.

CONSENT AGENDA

Comm. Gray moved to approve the consent agenda items #12– 14.b.

Comm. Henderson seconded.

Comm. Keller asked for public participation, there was none, and the motion passed 5-0.

12. For Possible Action: Approve County Commission Minutes

12.a. For Possible Action: Approve the January 4, 2021 minutes.

The January 4, 2021 minutes were approved.

13. Contracts

13.a. For Possible Action: Approve Contract for Ledezma-Aguilar Garden Services for the amount of $800.00 per month. This is for the maintenance of the medians on Dayton Valley Rd. Authorize the County Manager to sign Documents.

- Contract for Ledezma-Aguilar Garden Services

14. Other Consent Items

14.a. For Possible Action: Review and accept claims and financial reports.

- Cash Report 12-31-20

- Claims Report 12-16-20 to 12-31-20

The cash balance as of December 31, 2020 was $67,996,122.45. County claims totaled $1,886,925.58 and payroll totaled $2,153,367.59.

14.b. For Possible Action: Review and accept travel claims.
- Travel Report 12-16-20 to 12-31-20

Travel claims totaled as of December 31, 2020 was $ 731.91.

****END OF CONSENT AGENDA****

PLANNING CONSENT ITEMS - (ACTION WILL BE TAKEN ON ALL ITEMS)

15. Planning

15.a. For Possible Action: Acceptance of the Offer of Dedication for Upper Colony Road through the Marvin D. & Jean M. Berrington Parcel Map.

District Attorney Steve Rye asked for the item to be removed as a Consent Planning item and to be heard. He asked for the new document to be a part of the record and gave a history of the parcels. No map was previously approved and today is a small dedication to the County. It is a public road the County has maintained. This is correcting the record so the property owner can move forward.

Comm. Keller asked for clarification. Today they are asked to approve the resolution.

Steve Rye confirmed the approval of the resolution and to accept the new document at late backup as part of the record.

Comm. Jacobson asked if there could be an issue if it is approved.

Steve Rye confirmed he does not see an issue and staff is recommending approval.

Comm. Hockaday is in support of the item. He observed the area in question and could not see an issue with the request.

Planner Rob Pyzel gave an overview of the staff report.

Comm. Gray moved to approve the resolution in item 15.a including the additional document.

Comm. Hockaday seconded.

Comm. Keller asked if his motion included the document.

Comm. Gray confirmed his motion included the document.

Comm. Henderson stated there is a typo in the resolution and should read on the third whereas, "WHEREAS, NRS 278.390 specifically provides that if at the time a final map is approved but the associated streets are rejected," to replace by with but.

District Attorney Steve Rye agreed to the change and asked for the change to be included in the resolution.

Comm. Gray stated his motion still stands.

Comm. Hockaday confirmed his second stands.

Comm. Keller asked for public participation and there was none.

The motioned passed 5-0.

****END OF PLANNING CONSENT AGENDA****

REGULAR AGENDA - (Action will be taken on all Items unless otherwise noted)

16. Board Appointments and Resignations

16.a. For Possible Action: Appoint up to five (5) members to the Mason Valley Swimming Pool General Improvement District, with terms expiring December 31, 2022.
- Letter to BOCC
- Stephanie Johnson, Application
- Lacey Parrott, Application
- Allan Ross, Application

- Jaqueline Kersch, Application
- Michelle Smith, Application

County Manager Jeff Page stated this is an elected board. They were appointed prior and did not realize they needed to run again. He asked them to reappoint the Mason Valley Swimming Pool General Improvement District current members.

Comm. Keller asked why the terms are for all five expiring 2022 and not staggering.

Advisory Board Liaison Erin Lopez stated from her knowledge the board would have the same dates because they all would be required to run in the next election and those terms would be defined as staggering at that time.

Comm. Gray confirmed they would run and their terms would be set in the next election.

Comm. Keller asked if they had ran in the election and expired with the same term.

District Attorney stated none of the members ran in the election, giving them the same expiring terms. If they had, they would not have had the same expiring terms. When they run, they will have staggered terms.

Comm. Gray asked if they have been doing their Secretary of State reporting.

Clerk Treasurer Nikki Bryan asked if they had any questions and confirmed the seats will stagger after they run in the election. There were no questions for her.

Comm. Gray moved to appoint Stephanie Johnson, Lacey Parrott, Allan Ross, Jaqueline Kersch, Michelle Smith to the Mason Valley Swimming Pool General Improvement District, with terms expiring December 31, 2022.

Comm. Jacobson seconded.

Comm. Keller asked for public participation and there was none.

The motion passed 5-0.

16.b. For Possible Action: Approve the removal of Christie Fernquest from the Advisory Board to Manage Wildlife and approve the application of Mike Osterman with a term expiring December 31, 2024.
- Mike Osterman, Application

Comm. Jacobson gave a statement he was on the Wildlife Board previously. There had to have been an error when placing Ms. Fernquest prior.

Advisory Board Liaison Erin Lopez clarified it was an administrative error placing her application previously to this board. The item presented is correcting it. She spoke with Ms. Fernquest and is aware of the correction.

Comm. Gray moved to approve the removal of Christie Fernquest from the Advisory Board to Manage Wildlife and approve the application of Mike Osterman with a term expiring December 31, 2024.

Comm. Jacobson seconded. He commented he is in support of Mike Osterman to be appointed.

Comm. Keller asked for public participation and there was none.

The motion passed 5-0.

16.c. For Possible Action: Appoint up to two (2) members to the Animal Control Advisory Board, with terms expiring December 31, 2024.
- Joseph Sanchez, Application
- Vanessa Stuart, Application
- Darrylyn Diffenbaugh Application

Comm. Gray moved to appoint Vanessa Stuart and Darrylyn Diffenbaugh to the Animal Control Advisory Board, with terms expiring December 31, 2024.

Comm. Hockaday seconded.

Comm. Henderson asked if Darrylyn Diffenbaugh is able to serve on two boards, she has also applied to be on the Mound House Advisory Board.

County Manager Jeff Page confirmed she can serve on more than one advisory board.

Comm. Keller asked for public participation and there was none.

The motion passed 5-0.

16.d. For Possible Action: Appoint up to two (2) members to the Mound House Advisory Board, with terms expiring December 31, 2022.
- Darrylyn Diffenbaugh Application

Comm. Gray moved to appoint Darrylyn Diffenbaugh to the Mound House Advisory Board, with a term expiring December 31, 2022.

Comm. Henderson seconded.

Comm. Keller asked for public participation and there was none.

The motion passed 5-0.

16.e. For Possible Action: Appoint a member to the Dayton Valley Fairgrounds Events Center Advisory Board, with a term expiring December 31, 2024.
- Tedra Gavin, Application
- Lacy Mulcahy, Application

Comm. Gray moved to appoint Tedra Gavin to the Dayton Valley Fairgrounds Events Center Advisory Board, with a term expiring December 31, 2024.

Comm. Henderson seconded.

Comm. Keller asked for public participation and there was none.

The motion passed 5-0.

17. County Manager

17.a. For Possible Action: Appoint a representative to the Nevada State Land Use Planning Advisory Council (SLUPAC). (Requested by Comm. Keller)

Comm. Keller recommended to appoint Comm. Henderson.

Comm. Gray asked for the appointed term.

Comm. Keller stated it is a three year appointment by the Governor.

Comm. Gray moved to appoint Commissioner Wes Henderson to the Nevada State Land Use Planning Advisory Council (SLUPAC), for a term of three years.

Comm. Hockaday seconded.

Comm. Keller asked for public participation and there was none.

The motion passed 5-0.

17.b. For Possible Action: Appoint a representative to the Nevada Local Justice Reinvestment Coordinating Council.

Comm. Gray stated he is interested to serve on the Council.

Comm. Henderson moved to appoint Commissioner Ken Gray to the Nevada Local Justice Reinvestment Coordinating Council for a two year term.

Comm. Jacobson seconded.

Comm. Keller asked for public participation and there was none.

The motion passed 5-0.

17.c. For Possible Action: To give direction to the County Manager regarding potential changes to Title 15 and other matters related thereto. (Requested by Comm. Keller)

Comm. Jacobson requested to have a meeting with the building community to gather input, review of the application process, size of retention ponds on developed properties, the size of outbuildings, lot sizes, and to attract businesses.

Comm. Keller asked if a workshop would be beneficial to gather input. She commented the newer Commissioners will be included into the current situations.

County Manager Jeff Page stated he will organize a virtual meeting. He reviewed there are different plan reviews for different tasks. There is a new software for the Community Development Department and will help with efficiency.

Comm. Gray asked if the software will allow for concurrent plan reviews and does the applicant have access.

Josh Foli stated the initial review is done, then dispersed by the departments or entities. Staff can communicate through the software with the different departments and the applicant. The applicant can review the status of the application.

Comm. Keller asked for the critical issues for the workshop, and others to be reviewed later.

Comm. Henderson is in favor of major variances to come before the board. He asked if instead of an Ex-Oficio a Liaison be appointed to the Planning Commission.

Jeff Page stated there can be, but that person is only to listen.

Comm. Keller asked to include in the Master Plan to reflect the changes of character districts. She suggested to contract the task out if staff is not able to complete the work within the timeframe it would require.

Jeff Page stated he will schedule a meeting with staff. They are still hiring a Senior Planner and it could take time. After the meeting with staff it can be decided the complexity of the changes to the Master Plan.

Comm. Gray stated he is in favor to have this contracted out for changes.

Jeff Page stated the Master Plan is in review and is contracted currently for updates. He recommended to have this reviewed before it is finalized.

Planner Rob Pyzel reported the meeting for the Planning Commission in February was to hear and possibly take action of the Master plan. He asked if the Board wants them to hear it.

Comm. Keller recommended to table the item until it is updated.

Jeff Page directed Rob Pyzel to hold until March.

Comm. Gray moved to give the County Manager direction to hold a workshop in February.

Comm. Henderson seconded.

Comm. Keller opened public comment.

Public Comment:
Scott Keller commented the Major Variance should be approved by this Board and gave his reasoning. The Planning Commission's December minutes did not reflect in the decision passed at that meeting.

Planner Rob Pyzel stated the Planning Commission did make finding and was reviewed at their meeting.

Comm. Keller closed public comment.

The motion passed 5-0.

18. Comptroller

18.a. For Possible Action: Approve the requested promotions for three positions in the current fiscal year effective upon their anniversary date totaling $7,388 with funding coming from the existing budget. This includes two Lyon County Utility employees (#806 and #807)

being promoted from Construction & Repair Tech I to II; and one employee (#850) being promoted from Justice Court Clerk I to II.

Comptroller Josh Foli stated these promotions are funded from the existing budget, and he recommended approval.

Comm. Henderson moved to approve the requested promotions for three positions in the current fiscal year effective upon their anniversary date totaling $7,388 with funding coming from the existing budget. This includes two Lyon County Utility employees (#806 and #807) being promoted from Construction & Repair Tech I to II; and one employee (#850) being promoted from Justice Court Clerk I to II.

Comm. Gray seconded.

Comm. Keller asked for public participation and there was none.

The motion passed 5-0.

18.b. For Possible Action: Hold a budget workshop for fiscal year 2020-2021 and provide direction to staff on items to include in a proposed budget augmentation for a future meeting.
- Budget Augmentation Memo 2021
- Lyon County Augmentation 2021 Spreadsheet for Consideration

Comptroller Josh Foli stated these were items presented at the last budget. He is bringing these back for funding consideration since the funding is available. He commented a request that is not included is for the Dayton Valley Events Center water. The waterline loop estimated cost is 1.3 million dollars. He recommended to place funding aside for the project in the Capital Improvement Fund until the project has been thoroughly reviewed.

Comm. Gray stated the project was estimated at 1.2 and now 1.3 million dollars. He requested other options to complete the loop and to open the property.

Josh Foli replied he will review options. He asked for time to review the project for the Silver Springs Parking lot. The other item that was not included was a position for a Fleet Services Technician the funding can come from the General or Road Fund. He reviewed the portions requested and open in the Sheriff's Department.

Sheriff Frank Hunewill gave an overview of his staffing challenges.

Josh Foli stated the Library funding has been cut significantly since the recession. The request presented are reflecting the Department's requests.

Comm. Jacobson asked for a data report on usages to justify a full-time library employee. He asked if they could partner with the Boys and Girls Club to help save costs.

Josh Foli stated reviewed the other positions in the departments requested with the District Attorney's office, Sheriff's office, District Court, and the Animal Services Department.

County Manager Jeff Page reminded the Board the past cuts in personnel. Since then the equipment or technology purchases have compensated for some of those. At this time, there is need currently for more positions.

Comm. Keller is in support of hiring the Sheriff's Deputies.

Comm. Jacobson asked with the location of the Animal Shelter, can they hire students or a work program for the youth to help at the Animal Shelter.

Josh Foli stated they have asked WNRYC and the position is multitasked with also administrative duties and would recommend an adult.

Comm. Hockaday stated he is in support for keeping Sheriff's Deputies.

Comptroller Josh Foli reviewed the new positions, merit and salary increases, services and supplies, and capital outlay. He recommended to transfer $3,500,000 to Capital Improvements, to set one-time funding aside for one-time projects, such as the Dayton Government Complex. The Board is allowed to transfer up to 10% of General Fund expenditures to the Capital Improvements Fund without it being subject to labor negotiations.

The Commissioners along with staff deliberated the proposed budget augmentation. After several suggestions, there was nothing found to be removed or changes from what was presented from the Lyon County Augmentation 2021 Spreadsheet for Consideration.

Comm. Gray moved to approve the proposed budget augmentation as presented, provided it balances out in the contingency fund.

Comm. Henderson seconded.

Comm. Keller asked for public participation and there was none.

The motion passed 5-0.

19. Human Services

19.a. For Possible Action: Presentation of the FY19-20 Annual Report by Lyon County Human Services.
-FY19-20 LCHS Annual Report

Human Services Director Shayla Holmes gave a report of the difficulties adapting to the challenges related to COVID19. She thanked her staff and gave an overview of their accomplishments.

Administrative Services Manager Jennifer Thomas gave a report.

Children Services Manager Jenna Dykes gave a report of children's services.

Adult Services Manager Heather Bension gave a report of how they adapted with virtual assessments and other programs to provide services.

Senior Services Manager Rebecca Williams reported the support they provided to the community. She recognized the senior services staff for their efforts.

Human Services Director Shayla Holmes reviewed their strategic plan and how it has improved their department.

Comm. Henderson thanked their staff for all they have done to support the citizens.

Comm. Jacobson thanked their staff and their care they have given and to the children.

Comm. Gray thanked them for their efforts. He asked if they were taking volunteers for the Point and Time Count.

Shayla Holmes stated not for the Point and Time Count, but will for the other.

Comm. Gray would like to help and also for the March for Meals.

Shayla stated if the Commissioners are interested to participate in the March for meals they can organize a ride along.

Comm. Keller left the meeting at 2:24 pm and Comm. Gray took over the meeting.

20. Utilities

20.a. For Information Only: Update from the Utilities Engineer on the status of the water and sewer capital projects in the Dayton / Mound House service area (Kishora Panda).
-Utilities Capital Project Report for January

Utilities Engineer Kishora Panda gave an update for the projects in design are the Rolling A Wastewater Treatment Facility Phase 4 Expansion, Sewer Lift Station 2 Replacement, and the Aspen Creek Rapid Infiltration Basin. The project in construction is the Hwy 50 Water and Sewer Replacement - Phase 1. The project that is completed is the Rolling A Plant Sludge Pond Abandonment.

20.b. For Possible Action: Approve Task Order No. 110 with Farr West Engineering in an amount not to exceed $140,940 to perform a condition and risk assessment on portions of the sewer collection system near old town Dayton. Project funding will come from the Dayton Sewer Fund (David Bruketta).

Dayton Utilities Director David Bruketta stated it is an expectation to assess on the sewer collection system. Farr West will be subcontracting the project to a specified contractor.

Comm. Hockaday why is there is a duplicate charge.

Comm. Henderson commented there is an error listed with the task orders.

David Bruketta answered the task orders were listed incorrectly within the document and there is only one charge for the task.

Comm. Jacobson asked if there was a pressure test.

David Bruketta stated it is done with a camera and also a cleaning within the system. There is no pressure test.

Comm. Henderson moved to approve Task Order No. 110 with Farr West Engineering in an amount not to exceed $140,940 to perform a condition and risk assessment on portions of the sewer collection system near old town Dayton. Project funding will come from the Dayton Sewer Fund.

Comm. Hockaday seconded.

Comm. Gray asked for public participation and there was none.

The motion passed 5-0.

RECESS TO RECONVENE AS WILLOWCREEK GENERAL IMPROVEMENT DISTRICT BOARD

21. Public Participation

There was no public participation.

19. For Possible Action: Review and Accept Claims and Financial Report
19.a. For Possible Action: Review and accept claims and financial reports.

The cash balance as of December 31, 2020 was $561,721.16. County claims totaled $593.36 and payroll totaled $0.

Comm. Henderson moved to approve the claims and financial report as presented. Comm. Jacobson seconded and the motion passed 5 – 0.

20. Public Participation

There was no public participation.

ADJOURN TO RECONVENE AS MASON VALLEY MOSQUITO ABATEMENT DISTRICT BOARD

21. Public Participation

There was no public participation.

22. For Possible Action: Review and Accept Claims and Financial Report
22.a. For Possible Action: Review and accept claims and financial reports.

The cash balance as of December 31, 2020 was $560,024.85. County claims totaled $3,270.25 and payroll totaled $6,619.52.

Comm. Henderson moved to approve the claims and financial report as presented. Comm. Jacobson seconded and the motion passed 5 – 0.

23. Public Participation

There was no public participation.

ADJOURN TO RECONVENE AS WALKER RIVER WEED CONTROL DISTRICT BOARD

24. Public Participation

There was no public participation.

25. For Possible Action: Review and Accept Claims and Financial Report
25.a. For Possible Action: Review and accept claims and financial reports.

The cash balance as of December 31, 2020 was $167,363.26. County claims totaled $121.04 and payroll totaled $0.

Comm. Henderson moved to approve the claims and financial report as presented. Comm. Jacobson seconded and the motion passed 5 – 0.

26. Public Participation

There was no public participation.

ADJOURN TO RECONVENE AS CENTRAL LYON COUNTY VECTOR CONTROL DISTRICT BOARD

27. Public Participation

There was no public participation.

28. For Possible Action: Review and Accept Claims and Financial Report
28.a. For Possible Action: Review and accept claims and financial reports.

The cash balance as of December 31, 2020 was $311,592.76. County claims totaled $0 and there was no payroll.

Comm. Henderson moved to approve the claims and financial report as presented. Comm. Jacobson seconded and the motion passed 5 – 0.

29. Public Participation

There was no public participation.

ADJOURN TO RECONVENE AS SILVER SPRINGS GENERAL IMPROVEMENT DISTRICT BOARD

30. Public Participation

There was no public participation.

31. For Possible Action: Review and Accept Claims and Financial Report
31.a. For Possible Action: Review and accept claims and financial reports.

The cash balance as of December 31, 2020 was $3,238,637.15. County claims totaled $6,855.35 and there was no payroll.

Comm. Henderson moved to approve the claims and financial report as presented. Comm. Jacobson seconded and the motion passed 5 – 0.

32. Public Participation

There was no public participation.

ADJOURN TO RECONVENE AS THE LYON COUNTY BOARD OF COMMISSIONERS

33. Comm. Comments

Comm. Hockaday stated he will reschedule his jail inspections for another time instead of today.

Comm. Gray stated he is available to help the other Commissioners if they should need it.

34. Closed Session pursuant to NRS 241.015(3) (b) (2) - It is anticipated that public participation will be held at this time, though it may be returned to at any time during the agenda. Citizens wishing to speak during public participation are asked to state their name for the record and will be limited to 3 minutes. The Board will conduct public comment after discussion of each agenda action item, but before the Board takes any action.

There was no closed session.

35. Public Participation

There was none given.

39. Adjourn

Comm. Gray adjourned the meeting.

LYON COUNTY BOARD OF COMMISSIONERS

Vida O. Keller

VIDA KELLER, Chairman

ATTEST

Nikki Bryan

NIKKI BRYAN, Lyon County Clerk/Treasurer

Lyon County
Budget Augmentation Memo
Fiscal Year 2021

Lyon County is estimated to receive approximately $1,900,000 more than budgeted in Consolidated Tax for this fiscal year in the General Fund. This is anticipated to be ongoing revenue and can be used for ongoing expenditures, such as new positions/salary increases/services & supplies. Some items (such as the Community Development Director position as well as merit/salary table increases) that have been previously approved are included in the augmentation discussion so that the ongoing revenues can be matched with ongoing expenditures that have been approved since the original budget was created for the year.

The beginning fund balance in the General Fund is also estimated to be approximately $3,726,268 more than budgeted. This is anticipated to be one-time money, meaning it doesn't reoccur every year, and is recommended to be used for one-time expenditures. During last year's budget process, departments were asked to reduce their budget requests to absolutely necessary items. Therefore there are some items that were reduced that would be good business practice to keep in the budget, but were reduced due to funding...i.e. – computer and copy machine replacements, etc. This generated part of the one-time money available. CARES funding that could be used towards items already budgeted, such as public safety salaries and benefits, contributed to one-time money as well.

The County Manager and/or Comptroller have contacted each department head in regards to their budget and discussed needs. Many departments represented that they have sufficient budget and equipment/software/etc. and did not request any items to be considered for the augmentation process. The new positions that are included for the budget discussion are all from the requested positions from the last budget process that weren't funded; however, only some of the positions from the last budget process are being requested to be considered for funding as part of this augmentation. Many items presented for the augmentation were originally budgeted for last fiscal year (and not spent) or requested in the prior budget process (but not budgeted) for this fiscal year.

There is no legal requirement for an augmentation to occur, but it is recommended that the Board provide direction on how they want the additional resources to be allocated. It is recommended that we augment the General Fund, the Road Fund, and the Capital Improvements Fund. The total requests are more than the amount of augmentation available, so all requests will not be able to be funded.

Background for General Fund Requests

<u>New Positions</u>

- $175,000 - Community Development Director – Already approved by Board in a previous meeting.
- $20,510 - Senior Fleet Services Tech (25% General Fund, 75% Road Fund) – This position is requested due to the amount of heavy equipment and vehicles being maintained, and would be dedicated to Silver Springs and Dayton. This would also reduce travel to take equipment and vehicles from Silver Springs to the Yerington Shop.
- $47,154 - District Attorney Office Assistant – This position is requested to take care of administrative work in the DA's Office for body camera footage as well as other administrative tasks.

- $96,165 - District Court Compliance Officer – This position is requested to ensure compliance with federal and state statutes in the Court Clerk's Office and to serve as a second in command in that department.
- $47,711 - Animal Services Assistant – This position is requested to cover the office and kennel cleanings. This department used to have 5 people in it, but currently is staffed with only 3 Animal Services Officers.
- $524,724 - Patrol Deputy (4 requested) – These positions are being requested to ensure sufficient staffing in all areas of the County for Sheriff's Patrol function. This is the Sheriff's highest priority for new positions. Associated overtime (like holiday worked, etc.) and uniform allowance, etc. are also requested.
- $14,888 - Upgrade Silver Springs Library Manager to Full-Time – This position is requested to make the three Library Managers (Fernley, Dayton, and Silver Springs) all full-time. The hours at the Silver Springs Library would be able to be increased with this request.
- $28,085 - Upgrade Fernley Library Assistant to Full-Time – This position is requested to increase staffing at the Fernley Library, which has a high volume of patrons.
- $28,743 - Upgrade Library Technician to Full-Time – This position is requested to increase as it is responsible to catalog every item, i.e. books, audio books, & DVD, in the 5 branch system.

Merit and Salary Table Increases

- $667,422 - This has been previously approved by the Board, implementing the merit increases of 2.5% and the salary table increase of 2%. This is being included as it represents ongoing costs that should be matched against the additional ongoing revenues.

Services and Supplies

IT Department

- $23,000 - Supplies – This is the cost to upgrade the memory in the County's production servers. Existing memory usage is exceeding our designed capacity and should be upgraded. This would be a one-time cost.
- $30,000 - Computers – This budget was significantly reduced for the current budget and needs to increase to cover replacement of machines that are having issues. This would be considered an ongoing cost.
- $30,000 - Copy Machines (under $10,000 each) – This budget was reduced for the current budget and copy machines were not purchased last fiscal year due to the spending freeze. This would be used to replace some copy machines that are 6-8 years old. Some of this is an ongoing cost and some is catch-up and would be a one-time cost.

District Attorney

- $16,240 - Contract Investigator – This budget request was reduced for the current budget. The DA is requesting that it go back up. This should be an ongoing cost.
- $25,000 - Software Support – The DA's Office is migrating to a new software as the old software is end of life. Due to timing, it may be necessary to pay for additional support on the old software as well as fund some consulting costs for the new implementation. This is a one-time cost.

Fernley Justice Court

- $6,500 - Professional Fees – This is requested as some cases in the current year have required more professional fees to be spent than are used in a normal year. This is a one-time cost.

- $2,000 - Transcript Fees – This is requested as some cases have required more transcripts than are used in a normal year. This is a one-time cost.

Juvenile Probation

- $1,900 - Wrestling Mat – This would be setup in the Silver Springs area for required training. This is a one-time cost.
- $2,000 - Phone Ripper – This is requested to be able to extract evidence from cell phones. This amount is considered a one-time cost. There would be an ongoing support/license cost that the department would cover from its regular budget.
- $350 - Larger Safe for the Yerington Office – The safe in the Yerington office is a very small safe, that is really only suitable for storing cash, not evidence. This request would be to purchase the same size of safe that is used in the other JPO offices in Lyon County so that it is large enough to store evidence. This is a one-time cost.
- $4,580 - Replace Office / Juvenile Court Furniture in Dayton – The court chairs in the Dayton Juvenile Courtroom are old and some break on a regular basis. This was originally requested in the current budget, but was cut out of the budget due to funding issues. It would be a one-time request.
- $2,500 - Purchase 5 Additional Handguns – This would purchase handguns for four of the JPO officers, who are using their own handguns, and also one extra in case one is impounded as evidence. We currently provide handguns for Sheriff sworn personnel. This is a one-time cost.

Sheriff

- $1,770 - 15 Handheld Ticket (Brazos) Units – This is being requested to replace older units are not compatible and able to continue to be used. This is a one-time cost.
- $15,336 - 30 Breath Alcohol Testing Devices – This is being requested as we need to replace older units in many of the Sheriff's patrol vehicles. This is a one-time cost.
- $4,250 - Software License for Vigilant – This is a request for a software license for the Motorola Vigilent program. It allows access to multi-state highway cameras and license plate recognition software to assist when the Sheriff's Office is requesting an amber alert or searching for a specific vehicle. This is an ongoing cost.
- $25,000 - Training – This was already approved by the Board.
- $3,000 - Travel – This was already approved by the Board.

Jail

- $12,000 - Training – This was already approved by the Board.
- $1,600 - Travel – This was already approved by the Board.

<u>Capital Outlay</u>

IT Department

- $25,000 - Copy Machines (over $10,000 each) – This budget was reduced for the current budget and copy machines were not purchased last fiscal year due to the spending freeze. This would be used to replace some copy machines that are 6-8 years old. This should be an ongoing cost.

Facilities Department

- $15,603 - Utility Trailer – This is being requested to purchase a trailer that can be unloaded with a pallet jack as we are frequently loading and unloading items by hand, such as pallets of water softener. This is a one-time cost.

- $40,000 - Bucket Truck – This was in the prior year's budget, but not purchased due to a spending freeze. It is to purchase a used bucket truck that can be driven without a CDL and for small jobs like tree trimming and setting lower microwave dishes, etc. This is a one-time cost.

Sheriff

- $29,407 - Drone – This is a request to purchase a drone with a longer use time and an infrared camera. This is a one-time cost.
- $220,000 - 4 Vehicles for New Sheriff Vehicles – This is related to the 4 new positions being considered for patrol. However since we are not collecting brothel fees anymore (which used to pay for approximately $358,000 in vehicles per year), it is recommended that this amount be set aside as an ongoing expenditure.
- $135,000 - 3 New Sheriff Vehicles – This was previously approved in this year's budget, but there isn't sufficient funding in the Vehicle Acquisition to fund all 7 vehicles requested (only 4), the Board recently approved purchasing this out of the General Fund. This is being shown as part of matching ongoing revenues and ongoing expenditures. This would be considered an ongoing expenditure.

Transfer to Capital Improvements

- $3,500,000 - This is being recommended to set one-time funding aside for one-time projects, such as the Dayton Government Complex. The Board is allowed to transfer up to 10% of General Fund expenditures to the Capital Improvements Fund without it being subject to labor negotiations. We would augment the Capital Improvements Fund to reflect any amount so allocated.

Background for Road Fund Requests

It is recommended that we augment the budget for the Road Fund by increasing the allocation of utility license fees to this fund by $200,000. This will cover a shortfall of gas tax revenue for existing operations as well as assist in funding a portion (75%) of the Senior Fleet Services Technician ($61,528) requested as a new position.

Lyon County
General Fund - Augmentation Discussion
Fiscal Year 2020-2021

REVENUES / BEGINNING FUND BALANCE							
Consolidated Tax							1,900,000
Beginning Fund Balance							3,726,268
TOTAL REVENUES / BEGINNING FUND BALANCE							**5,626,268**
EXPENDITURES							
Salaries and Benefits							
New Positions	Number		Each		Total		
Community Development Director	1	X	175,000	=	175,000		
Sr Fleet Services Tech (25% of position)	1	X	20,510	=	20,510		
District Attorney - Office Assistant	1	X	47,154	=	47,154		
District Court - Court Compliance Officer	1	X	96,165	=	96,165		
Animal Services Assistant	1	X	47,711	=	47,711		
Patrol Deputy	4	X	109,881	=	439,524		
Associated Costs (OT, uniform allowance)	4	X	21,300		85,200		
Upgrade Library Manager to Full-Time	1	X	14,888	=	14,888		
Upgrade Library Assistant to Full-Time	1	X	28,085	=	28,085		
Upgrade Library Technician to Full-Time	1	X	28,743	=	28,743		
Subtotal New Positions							982,980
Merit and Salary Table Increases (previously approved)							667,422
Services and Supplies							
IT Department							
Supplies (memory to upgrade production servers)						23,000	
Computers						30,000	
Copy Machines (below $10,000 each)						30,000	
District Attorney							
Contract Investigator						16,240	
Software Support						25,000	
Fernley Justice Court							
Professional Fees						6,500	
Transcript Fees						2,000	
Juvenile Probation							
Wrestling Mat for Training						1,900	
Phone Ripper for Evidence Extraction						2,000	
Larger Safe in Yerington Office for Evidence						350	
Replace Office/Juvenile Court Furniture in Dayton						4,580	
Purchase 5 Additional Handguns						2,500	
Sheriff							
15 Handheld Ticket Brazos Units						1,770	
30 Breath Alcohol Testing Devices						15,336	
Software License for Vigilant						4,250	
Training						25,000	
Travel						3,000	
Jail							
Training						12,000	
Travel						1,600	
Library							
Supplies						5,000	
Subtotal Services and Supplies							212,026

Capital Outlay		
IT Department		
Copy Machines (over $10,000 each)	25,000	
Facilities Department		
Utility Trailer	15,603	
Bucket Truck	40,000	
Sheriff		
Drone	29,407	
4 Vehicles (for new Patrol Deputy positions)	220,000	
3 Vehicles (previously approved)	135,000	
Subtotal Capital Outlay		465,010
Transfer to Capital Improvements		3,500,000
TOTAL EXPENDITURES		5,827,438
Balanced - Over/(Short)		(201,170)

Lyon County
Road Fund - Augmentation Discussion
Fiscal Year 2020-2021

REVENUES							
Utility License Fees							200,000
TOTAL REVENUES							**200,000**
EXPENDITURES							
Salaries and Benefits							
New Positions	Number		Each		Total		
Sr Fleet Services Tech (75% of position)	1	X	61,528	=	61,528		
Subtotal New Positions							61,528
Merit and Salary Table Increases (previously approved)							38,227
Services and Supplies							
Road and Bridge Costs							100,245
TOTAL EXPENDITURES							200,000
Balanced - Over/(Short)							-

COVID-19 Surveillance Summary

Lyon County

January 3 - 16, 2021

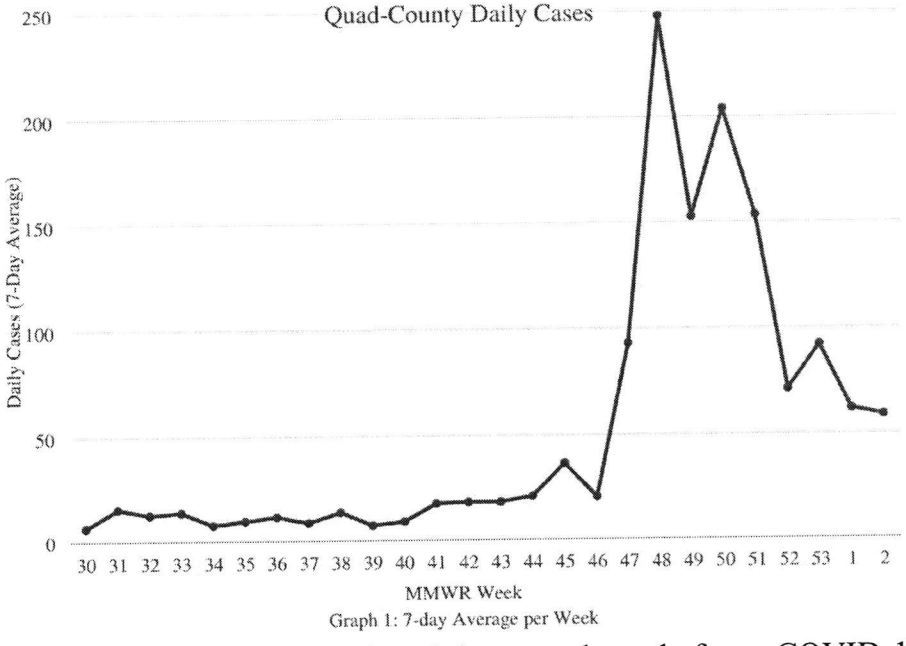
Contact Tracing and Disease Investigation Update

On January 6, 2021, Carson City Health and Human Services began the second phase of a new disease investigation process. We now initiate the survey during our positive notification. This has allowed our investigation team to notify individuals of their positive result as well as collect essential data for reporting in a timelier manner. Since the initiation of this new phase, we have made successful attempts to contact ninety percent of new cases within twenty-four hours of reporting. We continue to e-mail the cases the approved survey to collect more detailed information about exposure, symptoms, close contacts, and vaccinations.

We also continue to send surveys to older cases to collect historic data to continue analyzing disease trends. The information reported here is based on preliminary laboratory findings and completed survey investigations and does not necessarily represent all cases during this two-week period.

Quad-County Area Demographics

Across the Quad-County area (Carson City, Douglas, Lyon, and Storey Counties), there were 849 new COVID-19 cases in the two-week period from January 3 – 16, 2021, a twenty-two percent decrease from the previously reported two-week period. The daily cases reported, based on a seven-day average, over this two-week period was sixty-one (Graph 1). This indicates that, on average, there have been sixty-one new cases each day throughout the Quad-County area. This case decrease is due, in part, to a decrease in testing, but also represents a continued downward trend of new COVID-19 cases.



Graph 1: 7-day Average per Week

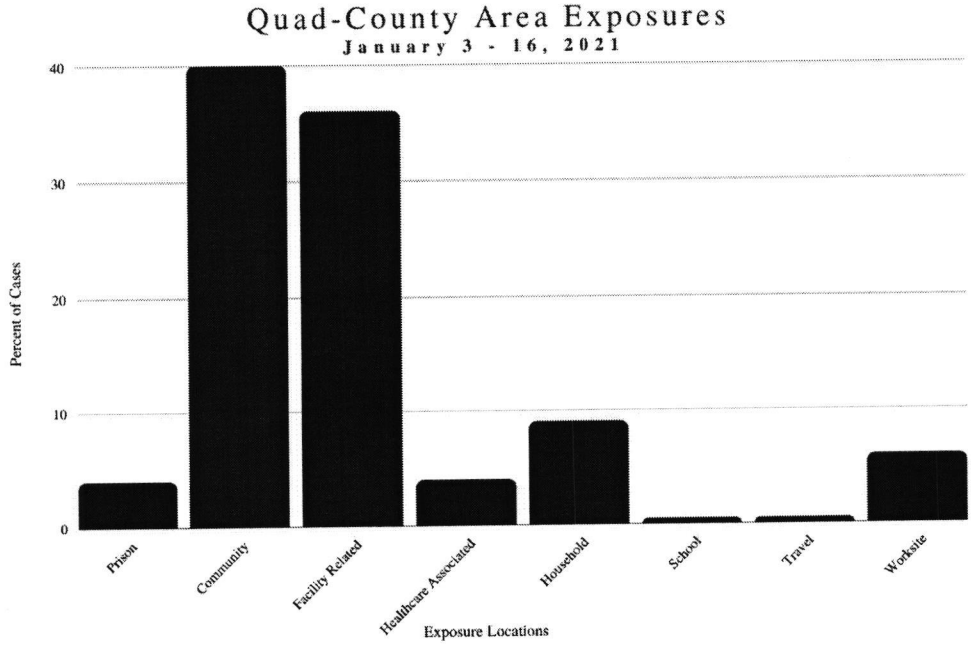
Oftentimes lab reports are received with incomplete data and our survey data is on a delay. As such, the following demographic data has a significant percentage of unknown or missing information. The

average age across all counties was forty-six years old with a range of less than a year old to ninety-nine years old. Fifty-four percent of cases were female, and forty-six percent were male. Of the cases that reported their race, eighty-five percent were reported as White, ten percent cases were reported as other, one percent were reported as American Indian, one percent were reported as Asian, one percent reported as Native Hawaiian or Other Pacific Islander, and two percent were reported as Black or African American. Of those who reported their ethnicity, seventy-four percent reported as Non-Hispanic or Latino/a, twenty-four percent reported as Hispanic or Latino/a, and two percent preferred not to answer. According to the Nevada Hospital Association report on January 14, 2021, thirteen percent of staffed hospital beds in the Quad-County region were occupied due to confirmed COVID-19 cases, a fifty-four percent decrease from the previous week. There were twenty-six deaths across the four counties; the most reported in any two-week period. Although the new daily cases continue to decrease, Quad-County area deaths continue to remain high.

Quad-County Area Exposure

Following state approval, our investigation process now collects data more efficiently. CCHHS reduced the number of exposure questions and, instead, prioritize information based on clusters and outbreaks. There were outbreaks at eight long-term care facilities and two home healthcare organizations that resulted in a number of hospitalizations and deaths. The state has assigned several coordinators to work directly with facilities in order to track cases as well as implement mitigation strategies. Facility and healthcare associated cases accounted for twenty-six percent of all Quad-County area cases.

Of cases with complete information, the most common, known COVID-19 exposures were facility-related, community, and household (Graph 2). Approximately thirty-six percent or case exposures were related to long-term care or skilled nursing facilities. Forty percent were related to community exposure. This can be family gatherings, weddings, funerals, birthday parties, political events, or any other similar activity. Community exposure, as defined by the state, also refers to individuals that did not know where they were exposed. Nine percent were household cases, indicating that the transmission occurred within the immediate household. There were fifty-five student case investigations completed from January 3 – 16, 2021. Of these student cases, thirty-one percent attended school during their infectious period. Our school biostatistician works



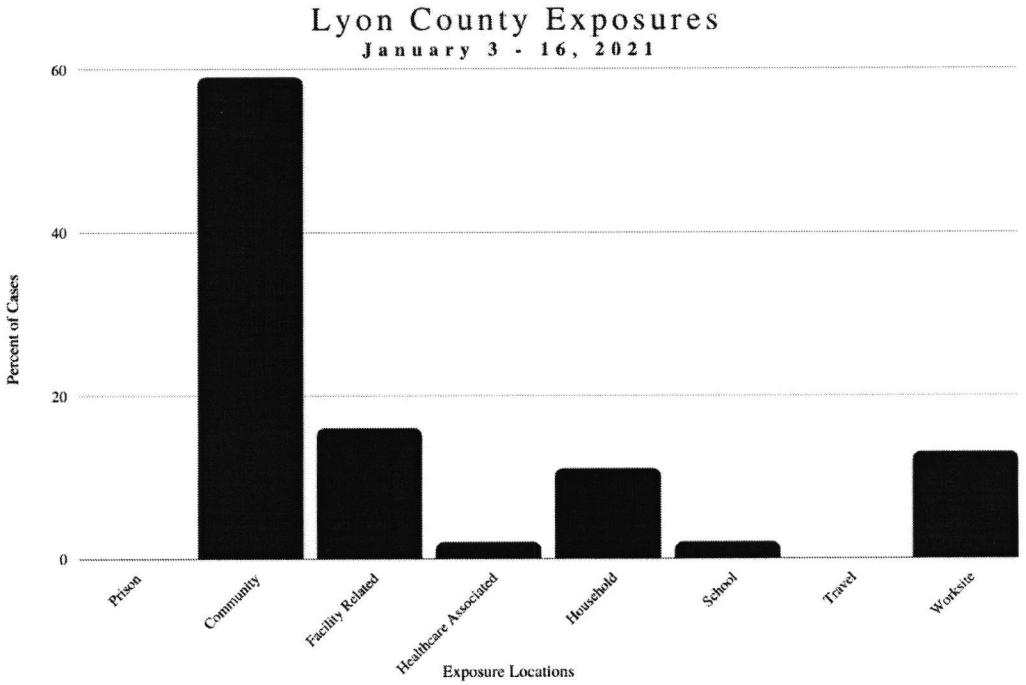
Graph 2: Case Exposures

closely with schools to help with contact tracing, case surveillance, and the implementation of mitigation strategies.

Lyon County Surveillance Summary

From January 3 – 16, 2021 there were 221 confirmed cases reported in Lyon County. This represents approximately twenty-six percent of all Quad-County cases during this two-week period and is a nineteen percent decrease from the previous two-week period. The decrease indicates a continued trend in decreased transmission. The daily cases reported, based on a seven-day average, over this two-week period was sixteen. This indicates that, on average, there have been sixteen new cases each day throughout Lyon County. Fifty percent of cases were male, and fifty percent were female. The average age of Lyon County cases was forty-five years old. There were three known hospitalizations among Lyon County cases. There were thirteen students that tested positive for COVID-19 during this two-week period. Of those student cases, twenty-three percent attended school during their infectious period.

Of known exposures across Lyon County, sixteen percent were facility-related cases during this period. Facility-related exposure includes both residents and employees of long term and skilled nursing facilities. Community exposure accounted for fifty-nine percent of known exposures. The graph shows the percentage of cases by exposure (Graph 3). Transmission trends are challenging to track or predict given the current upswing in cases and missing data, however, continued decreases in cases could be due to a plateau or decline in transmission rates. Due to this, Carson City Health and Human Services continues to promote messages regarding safe practices, social-distancing, and testing.



Graph 3: Case Exposures