County Commission meetings are open to the public and may be attended in person or via virtual Zoom, if available. Virtual public comment may be given if you are attending the virtual Zoom meeting by raising your hand. This can occur in several ways, including by dialing *9 from your phone to raise your hand and request to speak for public comment. Then to unmute yourself, dial *6.

Written public comments may be mailed to the Lyon County Manager's Office at 27 S. Main Street, Yerington, Nevada 89447, or emailed to countyclerks@lyon-county.org, be sure to type, PUBLIC COMMENT in the subject line. Comments must be received the day prior to the date of the meeting by 4:00 P.M. for the comments to be included in the meeting. Any written public comments received after the aforementioned time will be compiled and added as supplemental materials to the County's website and distributed to the Board of Commissioners within 24 hours after the meeting.

AGENDA

(Action will be taken on all items unless otherwise noted)
(No action will be taken on any item until it is properly agendized).

To avoid meeting disruptions, please place cell phones and beepers in the silent mode or turn them off during the meeting.

The Board reserves the right to take items in a different order to accomplish business in the most efficient manner. Items may be combined for consideration and items may be pulled or removed from the agenda at anytime.
Restrictions on comments by the general public: Any such restrictions must be reasonable and may restrict the time, place and manner of the comments, but may not restrict comments based upon viewpoint.

BOARD OF COMMISSIONERS CONVENING AS OTHER BOARDS - Members of the Board of County Commissioners also serve as the Liquor Board, Central Lyon Vector Control District Board, Mason Valley Mosquito Abatement District Board, Walker River Weed Control District Board, Willowcreek General Improvement District Board, the Silver Springs General Improvement District Board, and during this meeting may convene as any of those boards as indicated on this or a separately posted agenda.

NOTE: THIS MEETING MAY BREAK BETWEEN 11:30 - 1:30 FOR LUNCH

1. Roll Call

2. Invocation given by Ruben Berumen of The Church of Jesus Christ of Latter-day Saints

3. Pledge of Allegiance

4. Public Participation (no action will be taken on any item until it is properly agendized) - 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.

5. For Possible Action: Review and adoption of agenda

6. Time Certain

6.a. Time Certain at 9:00 AM: For Presentation Only: Update from Waste Management on current activities with the waste franchise agreement.

7. Presentation of awards and/or recognition of accomplishments

8. Commissioners/County Manager reports

9. Elected Official’s reports

10. Appointed Official’s reports

11. Advisory Board reports

12. CONSENT AGENDA (Action Will be Taken on All Items) - 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.
12.a. For Possible Action: Approve the changes on Assessor’s tax roll due to correction in assessments and review of tax roll changes.
   - SECURED FACTUAL CORRECTIONS
   - UNSECURED FACTUAL CORRECTIONS

12.b. For Possible Action: Review and accept claims and financial reports.
   - Claims Report 1-16-24 to 1-31-24
   - Cash Report 1-31-24

12.c. For Possible Action: Approve February 1, 2024 Minutes.
   - February 1, 2024 Minutes

12.d. For Possible Action: Approve Contract for Ledezma-Aguilar Garden Services for the amount of $800 per month for the maintenance of the medians on Dayton Valley Rd, and to Authorize the County Manager to sign.
   - Dayton Valley Road Median's Contract with Ledezma-Aguilar Garden Services

12.e. For Possible Action: Approve grant award amendment to adjust the funding amount to the FY24 WIC award from the Division of Public and Behavioral Health award for Women, Infants, and Children program from $100,975 to $151,376.
   - FY24 WIC Notice of Subaward Amendment

12.f. For Possible Action: Approve the promotion of employee #1017 from a Deputy District Attorney I to a Deputy District Attorney II based upon years of experience to be funded from the existing FY24 budget.

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

13. Comptroller

13.a. For Possible Action: Approve an amendment to the Fernley Justice Court design agreement with Paul Cavin Architect LLC in the amount of $21,500 for Civil Engineering Services for a utility survey and site utility design to extend a new fire suppression water line to the building.
   - Fernley Justice Court Improvements and Expansion Additional Services Proposal
   - Architect Contract Amendment

14. Community Development

14.a. For Report Only: Review and discussion of the role of Lyon County Code Enforcement in the enforcement of regulations for new and active development sites.

15. Advisory Boards

15.a. For Possible Action: Appoint up to two members to the Lyon County Fair and Rodeo Board with one term expiring December 31, 2024, and the second term expiring December 31, 2026.
   - Letter of Transmittal and Applications

15.b. For Possible Action: Appoint one member to the Silver Springs Advisory Board with a term expiring December 31, 2024.
   - Ammon Terpening, Application
15.c. For Possible Action: Appoint a Chairman for the first meeting of the Regional Transportation Commission.
   - RTC June 21, 2023 Minutes
   - Lyon County Code 3.04.03

16. Clerk/Treasurer

16.a. For Possible Action: Approve to canvass the vote from the February 6th, 2024 Presidential Preferred election, per NRS 293.387.

RECESS TO RECONVENE AS WALKER RIVER WEED CONTROL DISTRICT BOARD

17. Public Participation (no action will be taken on any item until it is properly agendized) - 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.

18. Appointment

18.a. For Possible Action: Appoint up to three members to the Walker River Weed Control Board with two terms expiring December 31, 2026 and one term expiring December 31, 2025.
   - William Kling, Application

19. Public Participation (no action will be taken on any item until it is properly agendized) - 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.

ADJOURN TO RECONVENE AS THE LYON COUNTY BOARD OF COMMISSIONERS

20. Agenda Requests - Administrative Policies and Procedures 1.05, A Commission Member or elected/appointed department head may request an item be considered on a future agenda either by making an oral request at a County Commission meeting or submitting the request in writing to the County Manager at least 30 days prior to the meeting for which the item is requested to be placed on the agenda.

21. Commissioner Comments

22. Public Participation (no action will be taken on any item until it is properly agendized) - 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.

23. Closed Session pursuant to NRS 241.015(3)(b)(2) - To receive information from the District Attorney or counsel regarding potential or existing litigation involving a matter over which the Board has supervision, control, jurisdiction or advisory power, and to deliberate toward a decision on the matter,
and pursuant to NRS 288.220, to receive a report on the status of ongoing labor negotiations; and direct staff accordingly.

24. Adjourn

Pursuant to NRS 241.020, the agenda has been posted at the following locations: Lyon County Administrative Complex (27 S. Main Street, Yerington, NV), the Lyon County Website: https://www.lyon-county.org, and the State Website: https://notice.nv.gov. Supporting documentation for the items on the agenda is available to members of the public at the County Manager’s Office (27 S. Main Street, Yerington, NV), by phone (775)463-6531, or by email requests to countyclerks@lyon-county.org.

Lyon County recognizes the needs and civil rights of all persons regardless of age, race, color, religion, sex, handicap, family status, or national 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 alternate means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible agency or USDA’s TARGET Center at (202) 720-2600 (voice and T) 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 on-line at 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, DC 20250-9410; Fax: (202) 690-7442; or Email: program.intake@usda.gov

T.D.D. services available through 463-2301 or 463-6620 or 911 (emergency services) 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'/Manager's office in writing at 27 S. Main Street, Yerington, NV 89447, or by calling (775) 463-6531 at least 24 hours in advance

Lyon County is an equal opportunity provider.

Agenda and Backup Material is Available at www.lyon-county.org
Lyon County Board of County Commissioners Agenda Summary

Meeting Date: February 15, 2024

Agenda Item Number:
6.a

Subject:
Time Certain at 9:00 AM: For Presentation Only: Update from Waste Management on current activities with the waste franchise agreement.

Summary:
The waste franchise agreement begins in March of 2024. Comm. Jacobson requested for Waste Management to come and give an update to the Board of County Commissioners. The report is to include the progress with the Silver Springs Transfer Station, customer service call center, and the process for trash pickup for weather events.

Financial Department Comments:

Approved As To Legal Form:

County Manager Comments:

Recommendation:

ATTACHMENTS
  •
Lyon County

Waste Collection Contract Launch
March 1, 2024
• Collection trucks weigh up to 60,000 lbs.
• Collection trucks are rear wheel drive - 2 axles, 8 tires. Two steer ties in front.
• Chains help back wheels grip for traction but can also rip holes in the road causing the truck to be further stuck. This risk occurs with every stop.
• As the weight of trash increases, the back wheels are pushed into snow/mud. Less weight is carried by the steer tires causing the steer tires to slide when turning.

• When the steer tires slide, more room to turn is required to avoid snow berms and softened shoulders where the truck can get stuck.
• Heavy duty tow trucks are required to free a trash truck and may take hours to respond.
• If a collection truck gets stuck in a turn, or a slide the road will be blocked to other traffic until it can be removed.
Unpaved Roads – After the Storms

Fort Churchill

Rawhide Drive
Trash Recovery Plan in Inclement Weather

Next Service Day Return maintains service routing for all customers

- Opt in for notifications
- Call, email, or text outreach
- Alerts posted on WM.com and MyWM app
- Local customer service can provide updates
- WM will notify County of extraordinary circumstance
Welcome Mailings - Began Arriving Early February

Hi There!

Dear Lyon County Resident,

Thank you for continuing to support the Waste Management program in our community. We are committed to keeping our environment clean and healthy.

ENHANCED BENEFITS, REDUCED COSTS

- New Lower Service Rates
- New Senior Rate for 96-gallon carts
- Neighborhood Cleanup Program
- Extra Waste Vouchers
- New Transfer Station (underway)

MANAGING EXTRA WASTE

WM is committed to enhancing the cleanliness of Lyon County’s neighborhoods by offering three alternative ways to dispose of extra waste at no additional cost.

Weekly Extra Waste

Residents can set up to six 32-gallon bags, small boxes, or bundles of extra waste for pickup weekly. Service is accessible for all, excluding 64-gallon customers. Items should be no greater than 3’x3’x3’ and under 50 pounds.

Waste Vouchers

WM also offers one free voucher (enclosed in this package) to help customers dispose of up to four cubic yards of waste at one of our transfer stations.

Neighborhood Cleanup Program

Residents will receive two stickers to dispose of one bulky item curbside during each cleanup event week, on their regular service day.

**Requires a medical certificate and an annually signed sworn statement.**

**Pickups are charged per yard, with an additional charge if not completed on service day.**

Thank you.
**Benefits for Residential Customers**

<table>
<thead>
<tr>
<th>Benefits</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reduced Standard Price</td>
<td>96- gal w/extra waste</td>
</tr>
<tr>
<td><strong>Now</strong></td>
<td>$28.23 per mo.</td>
</tr>
<tr>
<td><strong>March 1</strong></td>
<td>$23.45 per mo.</td>
</tr>
<tr>
<td>Available extra cart rental</td>
<td>Now</td>
</tr>
<tr>
<td></td>
<td>Not available</td>
</tr>
<tr>
<td></td>
<td>March 1 $7.75 per mo.</td>
</tr>
<tr>
<td>Neighborhood Cleanup</td>
<td>Two annual events</td>
</tr>
<tr>
<td></td>
<td>July &amp; Oct.</td>
</tr>
<tr>
<td>HHW Drop off Program</td>
<td>to be scheduled with the Fire Districts &amp; hosted at Transfer Station sites.</td>
</tr>
</tbody>
</table>

*Prices include franchise fee*
WM seeking a location that is convenient for customers

Bid on a property that appeared perfect but did not fit with the community’s plan for the future.

Working with County staff to better understand the relationship between zoning and the Master Plan.
## Connect with WM

### In Person
- Dayton: 3000 Enterprise Road
- Fernley: 100 Hwy 95A South
- Carson City: 5560 Sheep Drive

### By Phone
- North Lyon County: (775) 326-2496
- South Lyon County: (775) 326-2495

### Online
- WM.com
- My WM app for Apple & Android
Thank you.

We welcome your questions.
Lyon County Board of County Commissioners Agenda Summary

Meeting Date: February 15, 2024

Agenda Item Number:
12.a

Subject:
For Possible Action: Approve the changes on Assessor’s tax roll due to correction in assessments and review of tax roll changes.

Summary:

Financial Department Comments:

Approved As To Legal Form:

County Manager Comments:

Recommendation:
Approve the changes on Assessor’s tax roll due to correction in assessments and review of tax roll changes.

ATTACHMENTS
- SECURED FACTUAL CORRECTIONS
- UNSECURED FACTUAL CORRECTIONS
The Assessor's Office deems the following Secured Property accounts to be factual corrections:

<table>
<thead>
<tr>
<th>Acct #</th>
<th>Name/Owner</th>
<th>Reason for Deletion</th>
<th>Tax Dist.</th>
<th>Tax Year.</th>
<th>Tax Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>022-481-12</td>
<td>LEIBHERDT, ROBERT</td>
<td>APPLY DV EXEMPT</td>
<td>6.0</td>
<td>2023-2024</td>
<td>$640.37</td>
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<tr>
<td>020-757-20</td>
<td>WILKINS, DEVAN LYNN</td>
<td>APPLY DV EXEMPT</td>
<td>6.0</td>
<td>2023-2024</td>
<td>$304.84</td>
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<tr>
<td>022-532-11</td>
<td>BECERRA, MOISES</td>
<td>APPLY DV EXEMPT</td>
<td>6.0</td>
<td>2023-2024</td>
<td>$1,012.10</td>
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<tr>
<td>022-202-08</td>
<td>PAGNI, BENJAMIN</td>
<td>APPLY DV EXEMPT</td>
<td>6.0</td>
<td>2023-2024</td>
<td>$530.17</td>
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<tr>
<td>020-733-06</td>
<td>RAIA, JOSEPH</td>
<td>APPLY DV EXEMPT</td>
<td>6.0</td>
<td>2023-2024</td>
<td>$424.17</td>
</tr>
<tr>
<td>029-716-06</td>
<td>CAWTHORNE, ERIC</td>
<td>APPLY V EXEMPT</td>
<td>8.8</td>
<td>2023-2024</td>
<td>$862.42</td>
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<tr>
<td>017-112-05</td>
<td>HOOD, DAVID</td>
<td>APPLY DV EXEMPT</td>
<td>8.2</td>
<td>2023-2024</td>
<td>$90.77</td>
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</tbody>
</table>

**Total:** $3,864.84
LYON COUNTY

Assessor’s Office deems the following Unsecured Property accounts to be factual corrections:

<table>
<thead>
<tr>
<th>Acct #</th>
<th>Name/Owner</th>
<th>Reason for Deletion</th>
<th>Tax Dist.</th>
<th>Tax Year</th>
<th>Tax Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>LY010055</td>
<td>DOLLAR GENERAL # 14469</td>
<td>DUP DETAILS</td>
<td>8.4</td>
<td>2023-2024</td>
<td>$2,235.24</td>
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<tr>
<td>TOTAL:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$2,235.24</td>
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Lyon County Board of County Commissioners Agenda Summary

Meeting Date: February 15, 2024

Agenda Item Number: 12.b

Subject: For Possible Action: Review and accept claims and financial reports.

Summary: Under NRS 244, the Comptroller approves bills for payment and the Board reviews the claims report.

Financial Department Comments:

Approved As To Legal Form:

County Manager Comments:

Recommendation: Accept claims and financial reports.

ATTACHMENTS
- Claims Report 1-16-24 to 1-31-24
- Cash Report 1-31-24
# CLAIMS REPORT
## JANUARY 16 THROUGH JANUARY 31, 2024

<table>
<thead>
<tr>
<th>Governmental Funds</th>
<th>BILLS</th>
<th>PAYROLL</th>
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</thead>
<tbody>
<tr>
<td>General</td>
<td>375,152.29</td>
<td>1,023,052.00</td>
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<tr>
<td>Employee Benefits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Park Construction Tax</td>
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<tr>
<td>Co-Op Extension</td>
<td>37,632.45</td>
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<tr>
<td>Unemployment</td>
<td>1,267.32</td>
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<tr>
<td>Room Tax</td>
<td>9,458.63</td>
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<tr>
<td>Aid to Domestic Violence</td>
<td>515.00</td>
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<tr>
<td>Vehicle Acquisition</td>
<td></td>
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<tr>
<td>Fair and Rodeo</td>
<td>289.52</td>
<td></td>
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<tr>
<td>Capital Improvements</td>
<td>56,825.00</td>
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<tr>
<td>Justice Court Special Assessment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>District Court Restricted Fees</td>
<td>25,000.00</td>
<td></td>
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<tr>
<td>Juvenile Probation Special Assessment</td>
<td>669.18</td>
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<tr>
<td>County Library Gift</td>
<td></td>
<td></td>
</tr>
<tr>
<td>911 Surcharge</td>
<td>5,601.62</td>
<td></td>
</tr>
<tr>
<td>Mining Claim Map</td>
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<tr>
<td>Road</td>
<td>20,152.50</td>
<td>48,149.81</td>
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<tr>
<td>R T C</td>
<td></td>
<td></td>
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<tr>
<td>Road Improvement</td>
<td>38.62</td>
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<tr>
<td>Opioid Settlement</td>
<td>2,060.00</td>
<td>9,123.43</td>
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<tr>
<td>General Indigent</td>
<td>19,129.28</td>
<td>59,195.30</td>
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<tr>
<td>Medical Indigent</td>
<td>122,143.07</td>
<td>6,827.48</td>
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<tr>
<td>Senior Services</td>
<td>37,415.50</td>
<td>46,544.55</td>
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<tr>
<td>Senior Services Donations</td>
<td>217.71</td>
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<tr>
<td>Animal Control Donations</td>
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</table>

<table>
<thead>
<tr>
<th>Enterprise Funds</th>
<th>BILLS</th>
<th>PAYROLL</th>
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<tbody>
<tr>
<td>Dayton Water Utility</td>
<td>72,474.89</td>
<td>54,113.48</td>
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<tr>
<td>Dayton Sewer Utility</td>
<td>2,937,696.74</td>
<td>47,172.13</td>
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<tr>
<th>Component Unit Funds</th>
<th>BILLS</th>
<th>PAYROLL</th>
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<tr>
<td>Mason Valley Mosquito Control District</td>
<td>36.51</td>
<td>4,329.67</td>
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<tr>
<td>Central Lyon Vector Control District</td>
<td>1,171.45</td>
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<tr>
<td>Walker River Weed Control District</td>
<td>25,685.87</td>
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<tr>
<td>Willowcreek General Improvement District</td>
<td>1,250.05</td>
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<tr>
<td>Subtotal</td>
<td>3,751,214.02</td>
<td>1,299,177.03</td>
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<tr>
<th>TRUST AND AGENCY</th>
<th>BILLS</th>
<th>PAYROLL</th>
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</thead>
<tbody>
<tr>
<td>DNA Testing</td>
<td>1,189.34</td>
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<tr>
<td>Western Regional Youth Facility</td>
<td>7,223.10</td>
<td>57,132.37</td>
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<tr>
<td>Mason Valley Swimming Pool District</td>
<td>4,595.08</td>
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</tr>
<tr>
<td>Silver Springs/Stagecoach Hospital</td>
<td>3,115.34</td>
<td>2,660.06</td>
</tr>
<tr>
<td>Fernley Swimming Pool</td>
<td>17,462.70</td>
<td>20,866.60</td>
</tr>
<tr>
<td>City of Fernley</td>
<td>604,069.41</td>
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<tr>
<td>Mason Valley Fire Protection District</td>
<td>8,928.31</td>
<td>34,624.13</td>
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<tr>
<td>North Lyon County Fire Protection District</td>
<td>226,806.97</td>
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<td>Smith Valley Fire Protection District</td>
<td>1,808.38</td>
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<tr>
<td>Stagecoach General Improvement District</td>
<td>21,985.75</td>
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<tr>
<td>South Lyon Hospital District</td>
<td>10,273.00</td>
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<tr>
<td>State of Nevada</td>
<td>1,433,091.95</td>
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<td>City of Yerington</td>
<td>46,460.22</td>
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<tr>
<td>Fish and Game</td>
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<tr>
<td>Walker River Irrigation District</td>
<td></td>
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<tr>
<td>Range Improvement</td>
<td></td>
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<tr>
<td>Lyon County Bond</td>
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<tr>
<td>Coroner Estate Proceeds</td>
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<tr>
<td>County Trust Property</td>
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<tr>
<td>Social Security Payee Program</td>
<td>11,066.06</td>
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<tr>
<td>Central Lyon County Fire Protection District</td>
<td>613,599.27</td>
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<tr>
<td>Carson Water Sub-Conservancy District</td>
<td>59,950.23</td>
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<tr>
<td>Dayton Valley Ground Water</td>
<td>3,607.59</td>
<td></td>
</tr>
<tr>
<td>Smith Valley Artesia</td>
<td>8,348.59</td>
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<tr>
<td>Mason Valley Artesia</td>
<td>46,462.65</td>
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<td>Churchill Valley Ground Water</td>
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<td>Fernley Ground Water</td>
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<td>Brady Hot Springs Ground Water</td>
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(cash balances with a debit balance are overdrawn (negative cash))

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<td><strong>TOTAL</strong></td>
<td><strong>139,247,629.59</strong></td>
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Lyon County Board of County Commissioners Agenda Summary

Meeting Date: February 15, 2024

Agenda Item Number:
12.c

Subject:
For Possible Action: Approve February 1, 2024 Minutes.

Summary:

Financial Department Comments:

Approved As To Legal Form:

County Manager Comments:

Recommendation:

ATTACHMENTS
  • February 1, 2024 Minutes
Board of County Commissioners
Lyon County, Nevada

The Honorable Board of Lyon County Commissioners met this day, Thursday, February 1, 2024 at 9:00 A.M. in the LYON COUNTY ADMINISTRATIVE COMPLEX, 27 S. MAIN STREET, YERINGTON, NV 89447.

1. Roll Call

Present: Chair David Hockaday, Vice-Chair Wes Henderson, Commissioner Scott Keller, Commissioner Tammy Hendrix and Commissioner Robert Jacobson

Staff Present: Comptroller Josh Foli and District Attorney Steve Rye

2. Invocation given by Irene Albritton of First Christian Church

3. Pledge of Allegiance

4. Public Participation

Comm. Hockaday asked for public comment.

Jeffrey Frischmann gave his concerns regarding the Heritage Ranch subdivision project.

5. For Possible Action: Review and Adoption of Agenda

Comm. Hockaday asked for public comment and there was none.

Comm. Hendrix moved to approve the agenda as presented, Comm. Jacobson seconded, and the motion passed 5-0.

6. Presentation of awards and/or recognition of accomplishments

There were none at this time.

7. Commissioners/County Manager Reports

Comm. Hendrix attended a meeting with the Nevada Department of Transportation, the Lyon County School Board, the Nevada Association of Counties Public Lands and Natural Resources, the webinar for the Artemisia Project, the Healthy Commission Coalition meeting in Moundhouse and participated in a ride along for saturation patrol with the Lyon County Sheriff’s Office.

Comm. Henderson attended a meeting for the Nevada Association of Counties Board of Directors, the Carson Area Metropolitan Planning Organization, the Healthy Commission Coalition meeting in Moundhouse meeting and participated in a ride along for saturation patrol with the Lyon County Sheriff’s Office.

Comm. Keller attended a meeting for the Nevada Department of Transportation, the Nevada Association of Counties Board of Directors and the Nevada Association of Counties Public Lands and Natural Resources.
Comm. Jacobsen attended a meeting with Fernley Boys and Girls Club and also took a tour of MSC Industrial Supply Company in Fernley.

Comm. Hockaday had no reports at this time.

8. Elected Official's Reports
        • December Criminal and Civil Statistics

        • December 2023 Statistics

Sheriff Brad Pope gave a presentation reviewing events and statistics from December 2023.

Comm. Hockaday asked for public comment and there was none.

Commissioners thanked Sheriff Brad Pope and his staff for their continued efforts.

9. Appointed Official's Reports

There were none at this time.

10. Advisory Board Reports

There were none at this time.

11. CONSENT AGENDA

Comm. Hockaday asked for public comment and there was none.

Comm. Henderson moved to approve the Consent Agenda Items 11.a. through 11.f., Comm. Jacobson seconded, and the motion passed 5-0.

11.a. For Possible Action: Review and accept claims and financial reports.
     • Cash Report January 15, 2024
     • Claims Report January 1, 2024 to January 15, 2024

The cash balance as of January 15th, 2024 was $143,812,071.87. County claims totaled $1,822,168.55 and payroll totaled $1,751,140.81.

11.b. For Possible Action: Review and accept travel claims.
     • Travel Report January 1, 2024 to January 15, 2024

Travel claims total as of January 15th, 2024 was $6,221.40.

11.c. For Possible Action: Approve the changes on Assessor’s tax roll due to correction in assessments and review of tax roll changes.
     • Secured Factual Corrections
Secured Property corrections totaled $4,687.21.

11.d. For Possible Action: Approve the January 18, 2024 Minutes.
   • January 18, 2024 Minutes

The January 18, 2024 Minutes were approved.

11.e. For Possible Action: Approve the purchase of a vehicle maintenance shop lift in the amount of $13,000 to be funded from a budget transfer from the General Fund contingency.

11.f. For Possible Action: Accept grant award from Aging and Disability Services Division (ADSD), State of Nevada, for FY2024 Nutrition Services Incentive Program (NSIP) in the amount of $20,808.00.
   • FY24 Nutrition Services Incentive Program Grant Award

**END OF CONSENT AGENDA**

REGULAR AGENDA

12. Public Hearing on Planning Items
12.a. For Possible Action: Approve a Commercial Subdivision Tentative Map request from Stan Lucas to merge five (5) existing parcels on the north side of Hwy 50, east and west of Traditions Parkway, to establish an approximately 125.13 acre commercial subdivision, creating the boundaries of the Traditions Commercial Center to allow for future commercial, retail, office, light industrial and multifamily residential development including a site for new Lyon County offices in Dayton (APNs 016-401-93 and -97, 016-406-03 and -11, 029-782-16), PLZ-2023-079.
   • Staff Report
   • Backup
   • Public Comment

Senior Planner Lisa Nash gave a presentation reviewing the Commercial Subdivision Tentative Map request from Stan Lucas.

Comm. Hockaday asked for public comment and there was none.

Comm. Keller noted that APN 016-406-03 on the map in the presentation is listed as 016-406-20.

District Attorney Steve Rye recommended to re-agendize this item with the correct APN numbers.

Comm. Henderson moved to continue this item to have it re-agendized at a future meeting with the correct APN numbers with the agreement of the applicant, Comm. Hendrix seconded, and the motion passed 5-0.

12.b. For Possible Action: Approve a request for a two-year Extension of Time, until February 1, 2026, to submit a final subdivision map, or the first in a series of final subdivision maps for the Estates at Sutro tentative subdivision, to create 96 single family residential lots on approximately 47.99 acres. The Tentative Subdivision Map was approved on February 6, 2020 and amended on October 19, 2023 (APN: 016-403-27), PLZ-2023-084.
   • Staff Report
   • Backup
Senior Planner Lisa Nash gave a presentation reviewing the request for a two-year Extension of Time, until February 1, 2026, to submit a final subdivision map, or the first in a series of final subdivision maps for the Estates at Sutro tentative subdivision.

Jeffrey Frischmann stated he urges the denial of this extension.

Comm. Jacobson asked for clarification if any dirt has been turned in which Lisa Nash confirmed no work has been done as of yet.

Comm. Hockaday asked for public comment and there was none.

Comm. Hendrix moved to approve a request for a two-year Extension of Time, until February 1, 2026, to submit a final subdivision map, or the first in a series of final subdivision maps for the Estates at Sutro tentative subdivision, to create 96 single family residential lots on approximately 47.99 acres. The Tentative Subdivision Map was approved on February 6, 2020 and amended on October 19, 2023 (APN: 016-403-27), PLZ-2023-084, Comm. Henderson seconded, and the motion passed 5-0.

13. Community Development
   13.a. For Possible Action: Approval to release the existing Maintenance Bond for the Traditions Village 1, Phase 2 subdivision and replace it with a new Maintenance Bond from the new owner of those lots created on Subdivision Map #676375, in the same amount.
   • Backup

Community Development Director Louis Cariola gave a presentation reviewing the existing Maintenance Bond for the Traditions Village 1, Phase 2 subdivision to replace it with a new Maintenance Bond from the new owner of those lots created on Subdivision Map #676375, in the same amount.

Comm. Hockaday asked for public comment and there was none.

Comm. Jacobson moved to approval to release the existing Maintenance Bond for the Traditions Village 1, Phase 2 subdivision and replace it with a new Maintenance Bond from the new owner of those lots created on Subdivision Map #676375, in the same amount, Comm. Keller seconded, and the motion passed 5-0.

14. Comptroller
   14.a. For Possible Action: Approve an additional $30,000 towards the purchase of two Animal Services trucks with funding from a budget transfer from the General Fund contingency.

Comptroller Josh Foli gave a presentation discussing the additional $30,000 to go towards the purchase of two Animal Services trucks with funding from a budget transfer from the General Fund contingency.

Comm. Henderson requested to have a running total for contingency.

Comm. Hockaday asked for public comment and there was none.

Comm. Henderson moved to approve an additional $30,000 towards the purchase of two Animal Services trucks with funding from a budget transfer from the General Fund contingency, Comm. Keller seconded, and the motion passed 5-0.

15. Advisory Board
15.a. For Possible Action: Approve to change the meeting day of the Silver City Advisory Board to the 2nd Thursday of the month at 7:00 pm.
● Letter of Transmittal

Comm. Hockaday asked for public comment.

Comm. Henderson moved to approve to change the meeting day of the Silver City Advisory Board to the 2nd Thursday of the month at 7:00 pm, Comm. Jacobson seconded, and the motion passed 5-0.

16. County Manager

16.a. For Possible Action: Approve and authorize the County Manager to sign and submit an Airport Improvement Program (AIP) grant application to the Federal Aviation Administration. The application is for $150,000 with a $10,000 County match, for the design of the South Partial Parallel Taxiway at the Silver Springs Airport.
● Silver Springs Airport Parallel Taxiway Design Preliminary Grant Application

Comptroller Josh Foli gave a presentation discussing the approval and authorization for the County Manager to sign and submit an Airport Improvement Program (AIP) grant application to the Federal Aviation Administration.

Comm. Hockaday asked for public comment and there was none.

Comm. Keller moved to approve and authorize the County Manager to sign and submit an Airport Improvement Program (AIP) grant application to the Federal Aviation Administration. The application is for $150,000 with a $10,000 County match, for the design of the South Partial Parallel Taxiway at the Silver Springs Airport, Comm. Hendrix seconded, and the motion passed 5-0.

16.b. For Possible Action: Appoint a Director of North Lyon County Fire Protection District.
● North Lyon County Fire Protection District Director Application Package
● North Lyon County Fire Protection District January 11, 2024 Draft Minutes
● NRS 474.145 - Vacancies

Comptroller Josh Foli gave a presentation discussing the appointment of a director for the North Lyon County Fire Protection District.

Comm. Jacobson noted that each applicant should be fairly considered regardless if they are present for the meeting or not.

Michael Toombs, William Botelho, Larry Creiglow and Deborah Skinner gave a presentation reviewing their applications.

Comm. Hockaday asked for public comment.

Dan McCassy, Mike Pilcher, Tom Dunn, Joseph Mendoza Jr and Bradley Bolton provided their preferences of who they would like to see appointed.

The Commissioners shared who they prefer to see appointed.

17. Agenda Requests

Comm. Jacobson would like a report from Code Enforcement in the near future regarding dust control and tumbleweed control in the Dayton area.

Comm. Keller stated that in addition to the Comm. Jacobsen’s request, he would like added to that report who is the responsible party for dust and tumbleweed control.

19. Commissioners Comments

Comm. Keller stated that North Lyon County Fire Protection District has a lot of challenges upcoming with the Lands Bill in Fernley. He also stated that he is hopeful that HWY 50 will have proper access management with upcoming development.

Comm. Jacobsen thanked the public, applicants and current board members for all of their feedback regarding the appointment for the North Lyon County Fire Protection District. He also encouraged those who weren’t appointed to participate in the upcoming election in November.

21. Public Participation

Comm. Hockaday asked for public comment.

Joseph A Mendoza, Deborah Skinner, Linda Carr, Dan McCasy and Jesse Richardson thanked the board for their efforts and for appointing a Director.

22. Closed Session pursuant to NRS 241.015(3)(b)(2)

There was a closed session today at 10:40am.

23. Adjourn

Meeting was adjourned at 10:37 am.
Lyon County Board of County Commissioners Agenda Summary

Meeting Date: February 15, 2024

Agenda Item Number:
12.d

Subject:
For Possible Action: Approve Contract for Ledezma-Aguilar Garden Services for the amount of $800 per month for the maintenance of the medians on Dayton Valley Rd, and to Authorize the County Manager to sign.

Summary:
This contract is on a seasonal basis, from March 1, 2024 through November 30, 2024. This will be paid out of the Road Fund.

Financial Department Comments:
This is already budgeted in the Road Fund.

Approved As To Legal Form:

County Manager Comments:

Recommendation:
Approve Contract for Ledezma-Aguilar Garden Services for the amount of $800 per month for the maintenance of the medians on Dayton Valley Rd, and to Authorize the County Manager to sign.

ATTACHMENTS
• Dayton Valley Road Median's Contract with Ledezma-Aguilar Garden Services
Ledezma-Aguilar Garden Services
307 Occidental Drive
Dayton, NV, 89403
PHONE # 775-508-9301
Lic #: NV20201725806

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<tr>
<td>Jason Grahmann</td>
<td>200 Lakes Blvd.</td>
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<tr>
<td>Road Maintenance Supervisor District 2</td>
<td>Dayton, NV, 89403</td>
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Proposal

Service area:
- Dayton Valley Road Medians

Grounds maintenance to include:
- Weed control
- Blowing clean all hard surface areas of trash and debris
- Trimming small trees/shrubs/plants as needed
- Other services may require additional fees

We hereby propose $800 a month, one visit per week. Payment is due upon receipt of invoice, no later than 15 days from date on invoice. Service will be on seasonal basis starting March 1st and ending November 30th 2024. Contract may be terminated at any time by either party with written 30 day notice of intent.

ACCEPTANCE OF PROPOSAL

The above price, specifications and conditions are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

ACCEPTED BY: ____________________________
Printed Name & Position

Authorized Signature: ____________________________ Date: ______________

Contractor: ____________________________ Date: 1-10-2024
Lyon County Board of County Commissioners Agenda Summary

Meeting Date: February 15, 2024

Agenda Item Number:
12.e

Subject:
For Possible Action: Approve grant award amendment to adjust the funding amount to the FY24 WIC award from the Division of Public and Behavioral Health award for Women, Infants, and Children program from $100,975 to $151,376.

Summary:
This is an amendment to adjust the funding amount to the FY24 WIC grant award. This funding is to provide prenatal education and support, breastfeeding support, supplemental nutritious foods and nutrition education for women, infants, and children up to the age of 5 years old. This funding also provides for staffing and support for operation of Dayton, Fernley, Silver Springs and Yerington's WIC clinics in Lyon County.

Financial Department Comments:

Approved As To Legal Form:

County Manager Comments:

Recommendation:
Approve grant award amendment to adjust the funding amount to the FY24 WIC award from the Division of Public and Behavioral Health award for Women, Infants, and Children program from $100,975 to $151,376.

ATTACHMENTS
- FY24 WIC Notice of Subaward Amendment
**State of Nevada**  
Department of Health and Human Services  
**Division of Public & Behavioral Health**  
(hereinafter referred to as the Department)

**SUBAWARD AMENDMENT # 1**

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<td>Women Infants &amp; Children (WIC) Bureau of Child, Family and Community Wellness</td>
<td>Lyon County Human Services Jennifer Thomas / <a href="mailto:jthomas@lyon-county.org">jthomas@lyon-county.org</a></td>
</tr>
<tr>
<td>Kareen Filippi / <a href="mailto:kfilippi@health.nv.gov">kfilippi@health.nv.gov</a></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address:</th>
<th>Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>4150 Technology Way Carson City, Nevada 89706</td>
<td>620 Lake Ave Silver Springs, Nevada, 89429-9038</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Subaward Period:</th>
<th>Amendment Effective Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/01/2023 through 09/30/2024</td>
<td>Upon approval by all parties.</td>
</tr>
</tbody>
</table>

This amendment reflects a change to:  
- X Scope of Work  
- Â Term  
- X Budget  
- X Funding Source

**Reason for Amendment:** Addition of funds from awarded Continuing Resolution.

**Required Changes**

- **Current Language:** Total reimbursement through this subaward will not exceed $100,975.00. See Section B, C and D of the original subaward and amendment #Original.

- **Amended Language:** Total reimbursement through this subaward will not exceed $151,376.00. See attached Section B,C revised on Jan 16, 2024.

**Approved Budget Categories**

<table>
<thead>
<tr>
<th>Approved Budget Categories</th>
<th>Current Budget</th>
<th>Amended Adjustments</th>
<th>Revised Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Personnel</td>
<td>$99,544.00</td>
<td>$49,787.00</td>
<td>$149,331.00</td>
</tr>
<tr>
<td>2. Travel</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>3. Operating</td>
<td>$757.00</td>
<td>$377.00</td>
<td>$1,134.00</td>
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<tr>
<td>4. Equipment</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>5. Contractual/Consultant</td>
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<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>6. Training</td>
<td>$200.00</td>
<td>$0.00</td>
<td>$200.00</td>
</tr>
<tr>
<td>7. Other</td>
<td>$474.00</td>
<td>$237.00</td>
<td>$711.00</td>
</tr>
<tr>
<td><strong>TOTAL DIRECT COSTS</strong></td>
<td><strong>$100,975.00</strong></td>
<td><strong>$50,401.00</strong></td>
<td><strong>$151,376.00</strong></td>
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<tr>
<td>8. Indirect Costs</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
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<tr>
<td><strong>TOTAL APPROVED BUDGET</strong></td>
<td><strong>$100,975.00</strong></td>
<td><strong>$50,401.00</strong></td>
<td><strong>$151,376.00</strong></td>
</tr>
</tbody>
</table>

**Incorporated Documents:**

- Section B: Description of Services, Scope of Work and Deliverables revised on Jan 16, 2024
- Section C: Budget and Financial Reporting Requirements revised on Jan 16, 2024
- Section D: Request for Reimbursement revised on Jan 16, 2024
- Section E: Audit Information Request revised on Jan 16, 2024
- Section F: Current or Former State Employee Disclaimer revised on Jan 16, 2024
- Section G: Business Associate Addendum revised on Jan 16, 2024
- Section H: Matching Funds Agreement revised on Jan 16, 2024
- Exhibit A: Original Notice of Subaward and all previous amendments

**By signing this Amendment, the Authorized Subrecipient Official or their designee, Bureau Chief and DPBH Administrator acknowledge the above as the new standard of practice for the above referenced subaward. Further, the undersigned understand this amendment does not alter, in any substantial way, the non-referenced contents of the original subaward and all of its attachments.**

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dave Hockaday, Chairman Lyon County Board of Commissioners</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vickie Ives, Bureau Chief</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Subaward Amendment Packet - WIC  
Revised 4/23  
Notice of Subaward:  
Page 1 of 2  
Agency Ref.#: SG-2024-00007-1
### Federal Award Computation

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>Match Required</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Obligated by this Action:</td>
<td>$151,376.00</td>
<td>Yes</td>
<td>0.00%</td>
</tr>
<tr>
<td>Cumulative Prior Awards this Budget Period:</td>
<td>$0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Federal Funds Awarded to Date:</td>
<td>$151,376.00</td>
<td></td>
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### Match

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
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### Federal Budget Period

<table>
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<tr>
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<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research and Development</td>
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<td>9/30/2024</td>
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</table>

### Federal Project Period

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<thead>
<tr>
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<th>End Date</th>
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</thead>
<tbody>
<tr>
<td>Research and Development</td>
<td>10/1/2023</td>
<td>9/30/2024</td>
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### FOR AGENCY USE ONLY

<table>
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<tr>
<th>Description</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>FEDERAL GRANT #: 7NV700NV7</td>
<td></td>
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</tr>
<tr>
<td>Source of Funds: USDA WIC Admin</td>
<td></td>
<td></td>
</tr>
<tr>
<td>% Funds: 100.00</td>
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<tr>
<td>CFDA: 10.557</td>
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<tr>
<td>FAIN: 247NVNV7W1003</td>
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<tr>
<td>Federal Grant Award Date by Federal Agency: 10/2/2023</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Budget Account: 3214</td>
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<td></td>
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<tr>
<td>Category: 45</td>
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<tr>
<td>GL: 8511</td>
<td></td>
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<tr>
<td>Function: 3150</td>
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<td></td>
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<tr>
<td>Sub-org: 01,02,03,04</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Job Number: 1055724A</td>
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</table>

### Non-Federal Source Of Funds

<table>
<thead>
<tr>
<th>Description</th>
<th>% Funds</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Number:</td>
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</tr>
</tbody>
</table>

### Description

| Description                       | |
|-----------------------------------| |
| Subaward Amendment Packet - WIC   | |
| Revised 4/23                      | |
| Notice of Subaward:               | Page 2 of 2 |
| Agency Ref. #: SG-2024-00007-1    | |

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STATE OF NEVADA
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC & BEHAVIORAL HEALTH
NOTICE OF SUBAWARD

For Cody Phinney, Administrator, DPBH
Primary Goal: Provide consistent, safe and courteous operations of WIC approved services.

<table>
<thead>
<tr>
<th>Objective</th>
<th>Activities</th>
<th>Due Date</th>
<th>Documentation Needed</th>
</tr>
</thead>
</table>
| 1. General Operations | Comply with the fiscal and operational requirements prescribed by the State of Nevada WIC Program pursuant to 7CFR part 246, 7CFR part 3016, the debarment and suspension requirements of 7 CFR part 3017, if applicable, the lobbying restrictions of 7 CFR part 3018, and FNS guidelines and instructions.  
- Have at least one Competent Professional Authority (CPA) that has successfully completed the mandatory State training on staff of the local agency, that possesses the necessary skills to perform certification procedures.  
- Provide nutrition education services to participants, in compliance with 7CFR part 246.11 and FNS guidelines and instructions.  
- Inform and facilitate the delivery of appropriate health services to WIC participants.  
- Subgrantee shall submit to the State WIC Office on an annual basis their Local Agency Nutritional Services Plan with their equipment inventory and current laboratory certification, no later than September 30th. Failure to comply may result in funding delay.  
- Prohibit discrimination against persons on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity, and compiles data, maintains records and submits reports as required to permit effective enforcement of nondiscrimination laws.  
- Prohibit drug use, alcohol use, and smoking in State WIC facilities where WIC functions are carried out. | 09/30/2024 | 1. Have current written agreements in place with health care providers (if applicable).  
2. Maintain and have available for review, audit, and evaluation all criteria used for certification.  
3. Maintain complete, accurate current documentation that accounts for program funds received and expended.  
4. Maintain comprehensive internal control procedures to ensure proper funds management and separation of duties when determining eligibility and issuing benefits.  
5. Maintain a computer back-up system that duplicates all record transactions on a daily basis, transmit transfer files daily. |
2. Clinic Operations to include staff, facilities and equipment

Subgrantee shall operate clinic(s) in accordance with the State WIC Policy and Procedure Manual and 7CFR part 246, incorporated herein by reference as if set forth in full, subject to coordination and supervision of the State WIC Office.

Facilities:
- Privacy: Subgrantee shall make provisions to ensure clinic space provides privacy and confidentiality for applicants during application and individual nutritional education procedures.
- Operating Hours: Full time clinics shall remain open for participant services a minimum of eight hours daily. Agencies are encouraged to provide staff manning during lunch period and give consideration to providing services prior to 8 AM and after 5 PM or on Saturday to meet the needs of participants receiving WIC benefits.

Staff:
- Personnel Assigned: All staff changes must be preapproved. Terminations, replacements, or additions will be submitted to the State WIC Office prior to occurrence. The submitted information must include, at a minimum, staff title, rate of pay, and role duties. A pre-approval submission must be submitted, regardless of change in pre-approved budget.
- The WIC Director/manager or designated Local Agency personnel must notify the State WIC Office of any permanent changes with staff/staffing by completing the WIC Systems Application (WSA) and submitting it to WICGeneral@health.nv.gov.
- Personnel Assigned: Terminations, replacements or additions will be reported to the State WIC Office within seventy-two (72) hours of occurrence, and include affected employee’s work location, position and work telephone number.
- Training: Subgrantee shall provide, or cause to be provided, training in accordance with State WIC program objectives and Value Enhanced Nutritional Assessment (VENA) guidance, for each appropriate WIC staff member during the term of this subgrant and will document such training. Training shall ensure that staff works toward meeting the six competency areas for WIC nutrition assessment; (1) principles of life-cycle nutrition; (2) nutrition assessment process; (3) anthropometric and hematological data collection; (4) communication; (5) multicultural awareness; (6) critical thinking.

Budget:
- Subgrantee must submit to the State WIC Office for pre-approval an Authorization to Purchase prior to any purchases of non-budgeted / awarded items.

Program Reviews:
- At least once every two years the Subgrantee’s clinical operations, fiscal management, and food delivery systems shall be monitored for compliance with State and Federal regulations, rules, and policies. The Subgrantee must make all requested documents available.
- Upon notification of the program review results, the Subgrantee must submit a Corrective Action Plan (CAP) to address all areas of attention.

09/30/2024

1. Any change in clinic location, including opening of a new clinic, must be approved in writing by State WIC Office at least 60 days prior to change in clinic location. A copy of the proposed lease must be forwarded to the State WIC Office for review prior to execution.

2. Laboratory Registration: All metropolitan area subgrantees must register all clinics with the United States Department of Health and Human Services in accordance with 42 CFR part 493 and with the Nevada Bureau of Health Care Quality and Compliance in accordance with Nevada Administrative Code 652. Rural clinics will make arrangements with nurses in their respective counties to perform hemoglobin tests in accordance with policy #CT: 13 of the State WIC Policy and Procedure Manual.

Equipment:
1. Title: All property purchased with funds provided by the State WIC program pursuant to this subgrant that are not fully consumed in performance of this subgrant shall be the property of the State WIC program.

2. Inventory: Equipment having a useful life over one year purchased using WIC funds, will be inventoried, and reported annually, with clinic plan, to the State WIC Office prior to September 30th of the current subgrant year. The inventory list shall include date of purchase, cost, clinic location, and if available, State of Nevada inventory tag number and/or subgrantee inventory tag number.

3. Loss: Subgrantee shall be responsible for all equipment purchased with funds provided by State WIC, insuring that said equipment is maintained in good repair and working order. In the event of loss of said equipment, due to theft or disaster, Subgrantee shall replace such equipment with equipment of like value at Subgrantee expense.

Purchases:
- Equipment purchases which exceed $5,000 and all purchases of computer hardware must receive prior written approval from State WIC Office by completing an Authorization to Purchase.
**3. Records Retention**

USDA and Nevada WIC Program through any authorized representative shall have the right at all reasonable times to inspect or otherwise evaluate the work performed or being performed by subgrantee pursuant to this subgrant at the premises where such work is performed or where subgrantee records are maintained. Subgrantee shall provide reasonable facilities and assistance for the safety and convenience of WIC program representatives in the performance of their duties pursuant to this section.

Conflict of Interest: Subgrantee shall ensure that no conflict of interest exists or arises between the subgrantee or persons employed by or associated with the subgrantee and any authorized vendor within or outside the State of Nevada. Local Agency staff members must sign a conflict of interest statement upon employment and once every year within 30 days of each Federal Fiscal Year (October 1-October 30). The statement must be updated throughout the fiscal year as staff members inform managers that they, a relative, or a close friend is applying for or is receiving WIC benefits, FMNP benefits, or Breastfeeding Peer Counselor program benefits. Failure to comply with the terms of the Nevada WIC Program Conflict of Interest Policy may result in the employee being subject to appropriate disciplinary or corrective action, including dismissal.

<table>
<thead>
<tr>
<th>Date</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/30/2024</td>
<td>1. Administrative Files: Subgrantee shall maintain and have available for program review and audit all administrative files pertaining to its WIC clinic operations for a minimum of six (6) years from the date of termination of the subgrant or until all discrepancies relating to audit findings are resolved, whichever occurs later.</td>
</tr>
<tr>
<td>09/30/2024</td>
<td>2. Fiscal Records: Subgrantee shall maintain all fiscal records and books constituting the basis for submission of reimbursement requests, including records and books supporting indirect rates, for a period of five (5) years from the date of termination of the subgrant or until any discrepancies related to audit findings are resolved, whichever occurs last.</td>
</tr>
</tbody>
</table>

**4. Discrimination**

1. The Local Agency must maintain an updated list of employees receiving WIC benefits while employed at the agency, and an updated list of relatives and close friends of employees receiving WIC benefits. The lists must be updated anytime a supervisor or manager is notified that a relative or friend is applying or receiving benefits. The lists must be reviewed quarterly to maintain program integrity.

2. Data Collection: Subgrantees shall comply with Federal Nutritional Services (FNS) requirements for the collection of racial and ethnic participation data.

3. Translation Services: Subgrantee shall take all reasonable steps to ensure that WIC program information and nutrition education materials and services are available in the appropriate language to non-English or limited-English speaking persons or hearing and speech impaired. Subgrantee must ensure that bilingual staff are qualified and competent as interpreters and/or translators. Subgrantee must inform participants of the availability of free language assistance or other aids and services. Subgrantee must utilize USDA’s “I Speak Statements” for frontline staff to identify the languages of

<table>
<thead>
<tr>
<th>Date</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/30/2024</td>
<td>1. Notice and Opportunity for Hearing: Subgrantee shall comply with FNS requirements for public notification of nondiscrimination policy. Subgrantee shall provide all persons with notice and an opportunity to file a civil rights complaint. Subgrantee shall refer any and all applicants, eligible recipients or participants wishing to file a program discrimination complaint to complete a Form AD-3027, USDA Program Discrimination Compliant Form which can be obtained online at: <a href="https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf">https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf</a>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant’s name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:</td>
</tr>
<tr>
<td></td>
<td>Mail:</td>
</tr>
</tbody>
</table>
persons with limited English proficiency.

4. Employment: Subgrantee shall state in all solicitation or advertisements for employees placed by or on behalf of subgrantee that all applicants for employment shall receive consideration regardless of race, color, national origin, sex (including gender identity and sexual orientation, disability, age, or prior civil rights activity.

• Subgrantee must comply with the nondiscrimination assurances required by FNS Instruction 113-1 and Form FNS-339

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Goal: Growth and advancement of WIC participation

<table>
<thead>
<tr>
<th>Objective</th>
<th>Activities</th>
<th>Due Date</th>
<th>Documentation Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Caseload and Funding</td>
<td>1. Subgrantee agrees to provide the level of service to an estimated 11,155 yearly participants, while maintaining at least 60% staffing levels, at a maximum allowable reimbursement award of $151,376.00. Adjustments may be necessary to the estimated caseload and staffing levels which may have the result of increasing or decreasing future awards. 2. Subgrantee agrees to monthly reimbursements that are based on actual costs to provide services. 3. In consideration of subgrantees performance of all required services and fulfillment of all obligations pursuant to this subgrant, the WIC program agrees to pay monthly to subgrantee an amount for WIC services, the total not to exceed $151,376.00 subject to any amendment of funding. The State WIC program will provide subgrantee with EBT cards, specialty infant formula (when approved), certification and nutrition education materials and technical support as necessary.</td>
<td>09/30/2024</td>
<td>1. A mid-term participant, staffing level, and funding review will be conducted by the State WIC Office of the subgrant year for the purpose of evaluating expenditures and caseload to ensure appropriate Local Agency operations and client services. 2. Maximum subgrant amount is subject to approval by the Administrator of the Nevada Division of Public and Behavioral Health and that amount is based upon the approved line-item budget (Section C. Budget and Financial Reporting).</td>
</tr>
</tbody>
</table>
Identify the source of funding on all printed documents purchased or produced within the scope of this subaward, using a statement similar to:

“This publication (journal, article, etc.) was supported by the Nevada State Department of Health and Human Services through Grant # 7NV700NV7 from USDA WIC Admin. Its contents are solely the responsibility of the authors and do not necessarily represent the official views of the Department nor USDA WIC Admin.”

Any activities performed under this subaward shall acknowledge the funding was provided through the Department by Grant Number 7NV700NV7 from USDA WIC Admin.

Subrecipient agrees to adhere to the following budget:

<table>
<thead>
<tr>
<th>Employee</th>
<th>Annual Salary</th>
<th>Fringe Rate</th>
<th>% of Time</th>
<th>Months</th>
<th>Annual % of Months worked</th>
<th>Amount Requested</th>
<th>Subject to Indirect?</th>
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</thead>
<tbody>
<tr>
<td>Maria Elena Rodarte</td>
<td>$58,373.00</td>
<td>66.95%</td>
<td>100.00%</td>
<td>6.00</td>
<td>50.00%</td>
<td>$48,726.86</td>
<td>A</td>
</tr>
<tr>
<td>(Fernley) WIC Specialist,</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Position Control #60200</td>
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<td></td>
<td></td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>Fringe Includes (annually):</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PERS $19,555; Workers Comp $2,589; Health $14,536; Medicare $1,332</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

Provides nutrition education, breastfeeding support, supplemental food issuance and referrals to health and other social services. Educates participants regarding proper nutrition on an ongoing basis. Educates and supports participants in breastfeeding and issue/train on breast pump usage as needed. Determines eligibility for services using guidelines provided by State WIC program. Weighs and measures pregnant women, infants and children using scales, recumbent boards and upright measuring boards. Issues WIC benefits on WIC EBT cards, which allows the participant, Parents/caretakers, or proxies to purchase food package from an authorized WIC vendor.

| Rebecca Boehner               | $52,954.00    | 68.45%      | 100.00%   | 6.00   | 50.00%                   | $44,600.51      | A                   |
| (Dayton/Silver Springs)      |               |             |           |        |                          |                 |                     |
| WIC Specialist, Position     |               |             |           |        |                          |                 |                     |
| Control #60201                |               |             |           |        |                          |                 |                     |
| Fringe Includes (annually):   |               |             |           |        |                          |                 |                     |
| PERS $17,740; Workers Comp $2,589; Health $14,537; Medicare $768 | | | | | | |

Provides nutrition education, breastfeeding support, supplemental food issuance and referrals to health and other social services. Educates participants regarding proper nutrition on an ongoing basis. Educates and supports participants in breastfeeding and issue/train on breast pump usage as needed. Determines eligibility for services using guidelines provided by State WIC program. Weighs and measures pregnant women, infants and children using scales, recumbent boards and upright measuring boards. Issues WIC benefits on WIC EBT cards, which allows the participant, Parents/caretakers, or proxies to purchase food package from an authorized WIC vendor.
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Hourly Rate</th>
<th>Fringe Benefits</th>
<th>Hours/Period</th>
<th>Fringe + Pay</th>
<th>Total Pay</th>
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<tbody>
<tr>
<td>Mirian Zarazua</td>
<td>WIC Specialist</td>
<td>$28.46</td>
<td>PERS $10,360; WC $2,589; H $14,536; M $858</td>
<td>80</td>
<td>$26,447.76</td>
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</tr>
<tr>
<td></td>
<td>(Yerington)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carly Thom</td>
<td>Program Super.</td>
<td>$28.96</td>
<td>PERS $20,180; WC $2,589; H $14,535; M $873</td>
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<td>$7,427.35</td>
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<tr>
<td>Donna McCormick</td>
<td>Sr. Office Asst.</td>
<td>$19.82</td>
<td>PERS $13,817; WC $2,589; H $11,195; M $598</td>
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<td>$7,006.05</td>
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<tr>
<td>Calli Pennine</td>
<td>Sr. Office Asst.</td>
<td>$19.75</td>
<td>PERS $13,766; WC $2,588; H $14,536; M $596</td>
<td>16</td>
<td>$7,319.66</td>
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</tr>
</tbody>
</table>

Provides nutrition education, breastfeeding support, supplemental food issuance and referrals to health and other social services. Educates participants regarding proper nutrition on an ongoing basis. Educates and supports participants in breastfeeding and issue/train on breast pump usage as needed. Determines eligibility for services using guidelines provided by State WIC program. Weighs and measures pregnant women, infants and children using scales, recumbent boards and upright measuring boards. Issues WIC benefits on WIC EBT cards, which allows the participant, Parents/caretakers, or proxies to purchase food package from an authorized WIC vendor.

Supervises the activities of assigned staff; coordinates, prioritizes and assigns tasks and projects; tracks and reviews work progress and activities. Assists in the development and implementation of goals, objectives, policies, procedures and work standards; analyzes information pertaining to program operations. Provides oral and written presentations on behalf of the program as required; represents the program with other agencies.

Facilitates participant traffic and appointment check-in, scheduling, support for needs not scheduled, and WIC Voter Registrations.
Facilitates participant traffic and appointment check-in, scheduling, support for needs not scheduled, and WIC Voter Registrations.

### In-State Travel

| Total: | $0 |

### Out of State Travel

| Total: | $0 |

### Operating

<table>
<thead>
<tr>
<th>Amount</th>
<th># of FTE or Units</th>
<th># of Months or Occurrences</th>
<th>Cost</th>
<th>Subject to Indirect?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Infant Scale -YE</td>
<td>$264.14</td>
<td>1.0</td>
<td>1.0</td>
<td>$265.00</td>
</tr>
</tbody>
</table>

A baby’s weight at birth is a key component of overall health. Frequent, accurate weight measurements with a baby scale are crucial to growth and nutrition.

| Adult Standing Scale (FE, YE) | $67.00 | 3.0 | 1.0 | $201.00 | A |

Heights, weights and lengths of women, infants, and children, are measured to assist in the assessment of growth, development, and nutrition.

| Recumbent Boards (SS, YE) | $568.00 | 1.0 | 1.0 | $568.00 | A |

Heights, weights and lengths of women, infants, and children, are measured to assist in the assessment of growth, development, and nutrition.

| Height Boards (SS, YE) | $33.17 | 3.0 | 1.0 | $100.00 | A |

Heights, weights and lengths of women, infants, and children, are measured to assist in the assessment of growth, development, and nutrition.

### Equipment

| Total: | $0 |

### Contractual/Contractual and all Pass-thru Subawards

| Total: | $0 |

---

Subaward Amendment Packet - WIC  
Revised 4/23  
Section C:  
Page 3 of 4  
Agency Ref.# SG-2024-00007-1
### Training

<table>
<thead>
<tr>
<th>Expenditure Details</th>
<th>Amount</th>
<th># of FTE or Units</th>
<th># of Months or Occurrences</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>NWA Breastfeeding Conference Registration</td>
<td>$100.00</td>
<td>2</td>
<td>1</td>
<td>$200.00</td>
</tr>
<tr>
<td>Program Supervisor, Carly Thom and WIC Specialist, Becky Boehner to attend the NWA Breastfeeding Conference, location to be determined. Division Manager, Jenna Dykes and Program Supervisor, Carly Thom to attend the NWA Annual Conference in Chicago, IL.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total:** $200

### Other

<table>
<thead>
<tr>
<th>Expenditure Details</th>
<th>Amount</th>
<th># of FTE or Units</th>
<th># of Months or Occurrences</th>
<th>Cost</th>
</tr>
</thead>
</table>
| Other                                                                            | $20.47 | 2                 | 1                           | $41.00 | †
| Justification: The items listed in Outreach Supplies aid LCHS in obtaining and retaining WIC participants. Having branded items provide a unified presence at outreach events and connect the WIC brand to the LCHS services and show availability of the program. |         |                   |                             |       |
| Other                                                                            | $0.75  | 200               | 1                           | $150.00 | †
| The items listed in Outreach Supplies aid LCHS in obtaining and retaining WIC participants. Toothbrushes, Trainer Cups and My Plates are invaluable tools for nutrition education and aid low income families in achieving their nutrition goals. |         |                   |                             |       |
| Other                                                                            | $3.50  | 50                | 1                           | $175.00 | †
| The items listed in Outreach Supplies aid LCHS in obtaining and retaining WIC participants. Toothbrushes, Trainer Cups and My Plates are invaluable tools for nutrition education and aid low income families in achieving their nutrition goals. |         |                   |                             |       |
| Other                                                                            | $22.00 | 4                 | 1                           | $88.00 | †
| The items listed in Outreach Supplies aid LCHS in obtaining and retaining WIC participants. Having branded bags and tshirts for staff provide a unified presence at outreach events and connect the WIC brand to the LCHS services and show availability of the program. |         |                   |                             |       |
| Other                                                                            | $2.57  | 100               | 1                           | $257.00 | †
| Justification: The items listed in Outreach Supplies aid LCHS in obtaining and retaining WIC participants. Toothbrushes, Trainer Cups and My Plates are invaluable tools for nutrition education and aid low income families in achieving their nutrition goals. |         |                   |                             |       |

**Total:** $711

### TOTAL DIRECT CHARGES

$151,376

### Indirect Charges

| Indirect Methodology: No indirect | Indirect Rate: 0.0% | $0 |

### TOTAL BUDGET

$151,376
### A. PROPOSED BUDGET SUMMARY

**PATTERN BOXES ARE FORMULA DRIVEN - DO NOT OVERRIDE - SEE INSTRUCTIONS**

<table>
<thead>
<tr>
<th>FUNDING SOURCES</th>
<th>Women Infants &amp; Children (WIC)</th>
<th>Other Funding</th>
<th>Other Funding</th>
<th>Other Funding</th>
<th>Other Funding</th>
<th>Other Funding</th>
<th>Program Income</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>SECURED</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENTER TOTAL REQUEST</td>
<td>$151,376.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$151,376.00</td>
</tr>
</tbody>
</table>

#### EXPENSE CATEGORY

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td>$149,331.00</td>
</tr>
<tr>
<td>Travel</td>
<td>$0.00</td>
</tr>
<tr>
<td>Operating</td>
<td>$1,134.00</td>
</tr>
<tr>
<td>Equipment</td>
<td>$0.00</td>
</tr>
<tr>
<td>Contractual/Consultant</td>
<td>$0.00</td>
</tr>
<tr>
<td>Training</td>
<td>$200.00</td>
</tr>
<tr>
<td>Other Expenses</td>
<td>$711.00</td>
</tr>
<tr>
<td>Indirect</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**TOTAL EXPENSE** $151,376.00

These boxes should equal 0 $0.00 $0.00 $0.00 $0.00 $0.00 $0.00 $0.00 $0.00

**Total Indirect Cost** $0.00

**Total Agency Budget** $151,376.00

**Percent of Subrecipient Budget** 100.00%

### B. Explain any items noted as pending:

N/A

### C. Program Income Calculation:

N/A
The Subrecipient agrees:
To request reimbursement according to the schedule specified below for the actual expenses incurred related to the Scope of Work during the subaward period.
- Total reimbursement through this subaward will not exceed $151,376.00;
- Requests for Reimbursement will be accompanied by supporting documentation, including a line item description of expenses incurred;
- Indicate what additional supporting documentation is needed in order to request reimbursement;
- Additional expenditure detail will be provided upon request from the Department.

Additionally, the Subrecipient agrees to provide:
- A complete financial accounting of all expenditures to the Department within 30 days of the CLOSE OF THE SUBAWARD PERIOD. Any un-obligated funds shall be returned to the Department at that time, or if not already requested, shall be deducted from the final award.
- Any work performed after the BUDGET PERIOD will not be reimbursed.
- If a Request for Reimbursement (RFR) is received after the 45-day closing period, the Department may not be able to provide reimbursement.
- If a credit is owed to the Department after the 45-day closing period, the funds must be returned to the Department within 30 days of identification.

The Department agrees:
- Identify specific items the program or Bureau must provide or accomplish to ensure successful completion of this project, such as:
  - Providing technical assistance, upon request from the Subrecipient;
  - Providing prior approval of reports or documents to be developed;
  - Forwarding a report to another party, i.e. CDC;
  - Providing additional information as it becomes available.
- The Department reserves the right to hold reimbursement under this subaward until any delinquent forms, reports, and expenditure documentation are submitted to and accepted by the Department.

Both parties agree:
- The site visit/monitoring schedule may be clarified here. Agencies will be monitored every two years.
- The Subrecipient will, in the performance of the Scope of Work specified in this subaward, perform functions and/or activities that could involve confidential information; therefore, the Subrecipient is requested to fill out Section G, which is specific to this subaward, and will be in effect for the term of this subaward.
- All reports of expenditures and requests for reimbursement processed by the Department are SUBJECT TO AUDIT.
- This subaward agreement may be TERMINATED by either party prior to the date set forth on the Notice of Subaward, provided the termination shall not be effective until 30 days after a party has served written notice upon the other party. This agreement may be terminated by mutual consent of both parties or unilaterally by either party without cause. The parties expressly agree that this Agreement shall be terminated immediately if for any reason the Department, state, and/or federal funding ability to satisfy this Agreement is withdrawn, limited, or impaired.

Financial Reporting Requirements
- A Request for Reimbursement is due on a Monthly basis, based on the terms of the subaward agreement, no later than the 15th of the month.
- Reimbursement is based on actual expenditures incurred during the period being reported.
- Payment will not be processed without all reporting being current.
- Reimbursement may only be claimed for expenditures approved within the Notice of Subaward.
Program Name: Women Infants & Children (WIC)  
Subrecipient Name: Lyon County Human Services  
Address: 4150 Technology Way, Carson City, Nevada 89706  
Address: 620 Lake Ave, Silver Springs, Nevada 89429-9038  
Subaward Period: 10/01/2023 - 09/30/2024  
Subrecipient's: EIN: 88-6000097  
Vendor #: T40156600AA  

**FINANCIAL REPORT AND REQUEST FOR REIMBURSEMENT**  
(must be accompanied by expenditure report/back-up)  

<table>
<thead>
<tr>
<th>Month(s)</th>
<th>Calendar Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved Budget Category</td>
<td>A</td>
</tr>
<tr>
<td></td>
<td>Approved Budget</td>
</tr>
<tr>
<td>1. Personnel</td>
<td>$149,331.00</td>
</tr>
<tr>
<td>2. Travel</td>
<td>$0.00</td>
</tr>
<tr>
<td>3. Operating</td>
<td>$1,134.00</td>
</tr>
<tr>
<td>4. Equipment</td>
<td>$0.00</td>
</tr>
<tr>
<td>5. Contractual/Consultant</td>
<td>$0.00</td>
</tr>
<tr>
<td>6. Training</td>
<td>$200.00</td>
</tr>
<tr>
<td>7. Other</td>
<td>$711.00</td>
</tr>
<tr>
<td>8. Indirect</td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$151,376.00</strong></td>
</tr>
</tbody>
</table>

**MATCH REPORTING**  
Approved Match Budget | Total Prior Reported Match | Current Match Reported | Year to Date Total | Match Balance | Percent Complete |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00%</td>
</tr>
</tbody>
</table>

I, a duly authorized signatory for the applicant, certify to the best of my knowledge and belief that this report is true, complete and accurate; that the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the grant award; and that the amount of this request is not in excess of current needs or, cumulatively for the grant term, in excess of the total approved grant award. I am aware that any false, fictitious or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims, or otherwise. I verify that the cost allocation and backup documentation attached is correct.

Chair, Lyon County Board of Commissioners  
Authorized Signature/ David Hockaday  
Title  
Date  

**FOR DEPARTMENT USE ONLY**  
Is program contact required? □ Yes □ No  
Contact Person  
Reason for contact:  
Fiscal review/approval date:  
Scope of Work review/approval date: ASO  
or Bureau Chief (as required):
## Audit Information Request

1. Non-Federal entities that **expend** $750,000.00 or more in total federal awards are required to have a single or program-specific audit conducted for that year, in accordance with 2 CFR § 200.501(a).

2. Did your organization expend $750,000 or more in all federal awards during your organization’s most recent fiscal year?  
   - X Yes  
   - Â No

3. When does your organization’s fiscal year end?  
   - 6/30/2024

4. What is the official name of your organization?  
   - Lyon County Human Services

5. How often is your organization audited?  
   - Annually

6. When was your last audit performed?  
   - 11/28/2023

7. What time-period did your last audit cover?  
   - 7/1/2022 - 6/30/2023

8. Which accounting firm conducted your last audit?  
   - Scirani & Co

Compliance with this section is acknowledged by signing the subaward cover page of this packet.
For the purpose of State compliance with NRS 333.705, subrecipient represents and warrants that if subrecipient, or any employee of subrecipient who will be performing services under this subaward, is a current employee of the State or was employed by the State within the preceding 24 months, subrecipient has disclosed the identity of such persons, and the services that each such person will perform, to the issuing Agency. Subrecipient agrees they will not utilize any of its employees who are Current State Employees or Former State Employees to perform services under this subaward without first notifying the Agency and receiving from the Agency approval for the use of such persons. This prohibition applies equally to any subcontractors that may be used to perform the requirements of the subaward.

The provisions of this section do not apply to the employment of a former employee of an agency of this State who is not receiving retirement benefits under the Public Employees’ Retirement System (PERS) during the duration of the subaward.

Are any current or former employees of the State of Nevada assigned to perform work on this subaward?

YES ☑ If “YES”, list the names of any current or former employees of the State and the services that each person will perform.

NO ☒ Subrecipient agrees that if a current or former state employee is assigned to perform work on this subaward at any point after execution of this agreement, they must receive prior approval from the Department.

Name

Services

Subrecipient agrees that any employees listed cannot perform work until approval has been given from the Department.

Compliance with this section is acknowledged by signing the subaward cover page of this packet.
STATE OF NEVADA
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC & BEHAVIORAL HEALTH
NOTICE OF SUBAWARD

SECTION G

Business Associate Addendum

BETWEEN

Nevada Department of Health and Human Services
Hereinafter referred to as the “Covered Entity”

And

Lyon County Human Services
Hereinafter referred to as the “Business Associate”

PURPOSE. In order to comply with the requirements of HIPAA and the HITECH Act, this Addendum is hereby added and made part of the agreement between the Covered Entity and the Business Associate. This Addendum establishes the obligations of the Business Associate and the Covered Entity as well as the permitted uses and disclosures by the Business Associate of protected health information it may possess by reason of the agreement. The Covered Entity and the Business Associate shall protect the privacy and provide for the security of protected health information disclosed to the Business Associate pursuant to the agreement and in compliance with the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 (“HIPAA”), the Health Information Technology for Economic and Clinical Health Act, Public Law 111-5 (“the HITECH Act”), and regulation promulgated there under by the U.S. Department of Health and Human Services (the “HIPAA Regulations”) and other applicable laws.

WHEREAS, the Business Associate will provide certain services to the Covered Entity, and, pursuant to such arrangement, the Business Associate is considered a business associate of the Covered Entity as defined in HIPAA, the HITECH Act, the Privacy Rule and Security Rule; and

WHEREAS, Business Associate may have access to and/or receive from the Covered Entity certain protected health information, in fulfilling its responsibilities under such arrangement; and

WHEREAS, the HIPAA Regulations, the HITECH Act, the Privacy Rule and the Security Rule require the Covered Entity to enter into an agreement containing specific requirements of the Business Associate prior to the disclosure of protected health information, as set forth in, but not limited to, 45 CFR Parts 160 & 164 and Public Law 111-5.

THEREFORE, in consideration of the mutual obligations below and the exchange of information pursuant to this Addendum, and to protect the interests of both Parties, the Parties agree to all provisions of this Addendum.

I. DEFINITIONS. The following terms shall have the meaning ascribed to them in this Section. Other capitalized terms shall have the meaning ascribed to them in the context in which they first appear.

1. **Breach** means the unauthorized acquisition, access, use, or disclosure of protected health information which compromises the security or privacy of the protected health information. The full definition of breach can be found in 42 USC 17921 and 45 CFR 164.402.

2. **Business Associate** shall mean the name of the organization or entity listed above and shall have the meaning given to the term under the Privacy and Security Rule and the HITECH Act. For full definition refer to 45 CFR 160.103.


4. **Agreement** shall refer to this Addendum and that particular agreement to which this Addendum is made a part.

5. **Covered Entity** shall mean the name of the Department listed above and shall have the meaning given to such term under the Privacy Rule and the Security Rule, including, but not limited to 45 CFR 160.103.

6. **Designated Record Set** means a group of records that includes protected health information and is maintained by or for a covered entity or the Business Associate that includes, but is not limited to, medical, billing, enrollment, payment, claims adjudication, and case or medical management records. Refer to 45 CFR 164.501 for the complete definition.

7. **Disclosure** means the release, transfer, provision of, access to, or divulging in any other manner of information outside the entity holding the information as defined in 45 CFR 160.103.

8. **Electronic Protected Health Information** means individually identifiable health information transmitted by electronic media or maintained in electronic media as set forth under 45 CFR 160.103.

9. **Electronic Health Record** means an electronic record of health-related information on an individual that is created, gathered, managed, and consulted by authorized health care clinicians and staff. Refer to 42 USC 17921.

10. **Health Care Operations** shall have the meaning given to the term under the Privacy Rule at 45 CFR 164.501.

11. **Individual** means the person who is the subject of protected health information and is defined in 45 CFR 160.103.

12. **Individually Identifiable Health Information** means health information, in any form or medium, including demographic information collected from an individual, that is created or received by a covered entity or a business associate of the covered entity and relates to the past, present, or future care of the individual. Individually identifiable health information is information that identifies the individual directly or there is a reasonable basis to believe the information can be used to identify the...
STATE OF NEVADA  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF PUBLIC & BEHAVIORAL HEALTH  
NOTICE OF SUBAWARD  

individual. Refer to 45 CFR 160.103.  
13. Parties shall mean the Business Associate and the Covered Entity.  
14. Privacy Rule shall mean the HIPAA Regulation that is codified at 45 CFR Parts 160 and 164, Subparts A, D and E.  
15. Protected Health Information means individually identifiable health information transmitted by electronic media, maintained in electronic media, or transmitted or maintained in any other form or medium. Refer to 45 CFR 160.103 for the complete definition.  
16. Required by Law means a mandate contained in law that compels an entity to make a use or disclosure of protected health information and that is enforceable in a court of law. This includes but is not limited to: court orders and court-ordered warrants; subpoenas, or summons issued by a court; and statutes or regulations that require the provision of information if payment is sought under a government program providing public benefits. For the complete definition refer to 45 CFR 164.103.  
17. Secretary shall mean the Secretary of the federal Department of Health and Human Services (HHS) or the Secretary’s designee.  
18. Security Rule shall mean the HIPAA regulation that is codified at 45 CFR Parts 160 and 164 Subparts A and C.  
19. Unsecured Protected Health Information means protected health information that is not rendered unusable, unreadable, or indecipherable to unauthorized individuals through the use of a technology or methodology specified by the Secretary in the guidance issued in Public Law 111-5. Refer to 42 USC 17932 and 45 CFR 164.402.  
20. USC stands for the United States Code.  

II. OBLIGATIONS OF THE BUSINESS ASSOCIATE.  
1. Access to Protected Health Information. The Business Associate will provide, as directed by the Covered Entity, an individual or the Covered Entity access to inspect or obtain a copy of protected health information about the Individual that is maintained in a designated record set by the Business Associate or, its agents or subcontractors. In order to meet the requirements of the Privacy Rule, including, but not limited to 45 CFR 164.524 and 164.504(e) (2)(i) (E). If the Business Associate maintains an electronic health record, the Business Associate or, its agents or subcontractors shall provide such information, in electronic format to enable the Covered Entity to fulfill its obligations under the HITECH Act, including, but not limited to 42 USC 17935.  
2. Access to Records. The Business Associate shall make its internal practices, books and records relating to the use and disclosure of protected health information available to the Covered Entity and to the Secretary for purposes of determining Business Associate’s compliance with the Privacy and Security Rule in accordance with 45 CFR 164.504(e)(2)(ii)(H).  
3. Accounting of Disclosures. Promptly, upon request by the Covered Entity or individual for an accounting of disclosures, the Business Associate and its agents or subcontractors shall make available to the Covered Entity or the individual information required to provide an accounting of disclosures in accordance with 45 CFR 164.528, and the HITECH Act, including, but not limited to 42 USC 17935. The accounting of disclosures, whether electronic or other media, must include the requirements as outlined under 45 CFR 164.528(b).  
4. Agents and Subcontractors. The Business Associate must ensure all agents and subcontractors to whom it provides protected health information agree in writing to the same restrictions and conditions that apply to the Business Associate with respect to all protected health information accessed, maintained, created, retained, modified, recorded, stored, destroyed, or otherwise held, transmitted, used or disclosed by the agent or subcontractor. The Business Associate must implement and maintain sanctions against agents and subcontractors that violate such restrictions and conditions and shall mitigate the effects of any such violation as outlined under 45 CFR 164.530(f) and 164.530(e)(1).  
5. Amendment of Protected Health Information. The Business Associate will make available protected health information for amendment and incorporate any amendments in the designated record set maintained by the Business Associate or, its agents or subcontractors, as directed by the Covered Entity or an individual, in order to meet the requirements of the Privacy Rule, including, but not limited to, 45 CFR 164.526.  
6. Audits, Investigations, and Enforcement. The Business Associate must notify the Covered Entity immediately upon learning that the Business Associate has become the subject of an Office of Civil Rights or any other federal or state oversight agency. The Business Associate shall provide the Covered Entity with a copy of any protected health information that the Business Associate provides to the Secretary or other federal or state oversight agency concurrently with providing such information to the Secretary or other federal or state oversight agency. The Business Associate and individuals associated with the Business Associate are solely responsible for all civil and criminal penalties assessed as a result of an audit, breach, or violation of HIPAA or HITECH laws or regulations. Reference 42 USC 17937.  
7. Breach or Other Improper Access, Use or Disclosure Reporting. The Business Associate must report to the Covered Entity, in writing, any access, use or disclosure of protected health information not permitted by the agreement, Addendum or the Privacy and Security Rules. The Covered Entity must be notified immediately upon discovery or the first day such breach or suspected breach is known to the Business Associate or by exercising reasonable diligence would have been known by the Business Associate in accordance with 45 CFR 164.410, 164.504(e)(2)(ii)(C) and 164.308(b) and 42 USC 17921. The Business Associate must report any improper access, use or disclosure of protected health information by: The Business Associate or its agents or subcontractors. In the event of a breach or suspected breach of protected health information, the report to the Covered Entity must be in writing and include the following: a brief description of the incident; the date of the incident; the date the incident was discovered by the Business Associate; a thorough description of the unsecured protected health information that was involved in the incident; the number of individuals whose protected health information was involved in the incident; and the steps the Business Associate is taking to investigate the incident and to protect against further incidents. The Covered Entity will determine if a breach of unsecured protected health information has occurred and will notify the Business Associate of the determination. If a breach of unsecured protected health information is determined, the Business Associate must take prompt corrective action to cure any such deficiencies and mitigate any significant harm that may have occurred to individual(s) whose information was disclosed inappropriately.  
8. Breach Notification Requirements. If the Covered Entity determines a breach of unsecured protected health information by the Business Associate has occurred, the Business Associate will be responsible for notifying the individuals whose unsecured protected health information was breached in accordance with 42 USC 17932 and 45 CFR 164.404 through 164.406. The Business Associate must provide evidence to the Covered Entity that appropriate notifications to individuals and/or media,
when necessary, as specified in 45 CFR 164.404 and 45 CFR 164.406 has occurred. The Business Associate is responsible for all costs associated with notification to individuals, the media or others as well as costs associated with mitigating future breaches. The Business Associate must notify the Secretary of all breaches in accordance with 45 CFR 164.408 and must provide the Covered Entity with a copy of all notifications made to the Secretary.

9. **Breach Pattern or Practice by Covered Entity.** Pursuant to 42 USC 17934, if the Business Associate knows of a pattern of activity or practice of the Covered Entity that constitutes a material breach or violation of the Covered Entity’s obligations under the Contract or Addendum, the Business Associate must immediately report the problem to the Secretary.

10. **Data Ownership.** The Business Associate acknowledges that the Business Associate or its agents or subcontractors have no ownership rights with respect to the protected health information it accesses, maintains, creates, retains, modifies, records, stores, destroys, or otherwise holds, transmits, uses or discloses.

11. **Litigation or Administrative Proceedings.** The Business Associate shall make itself, any subcontractors, employees, or agents assisting the Business Associate in the performance of its obligations under the agreement or Addendum, available to the Covered Entity, at no cost to the Covered Entity, to testify as witnesses, or otherwise, in the event litigation or administrative proceedings are commenced against the Covered Entity, its administrators or workforce members upon a claimed violation of HIPAA, the Privacy and Security Rule, the HITECH Act, or other laws relating to security and privacy.

12. **Minimum Necessary.** The Business Associate and its agents and subcontractors shall request, use and disclose only the minimum amount of protected health information necessary to accomplish the purpose of the request, use or disclosure in accordance with 42 USC 17935 and 45 CFR 164.514(d)(3).

13. **Policies and Procedures.** The Business Associate must adopt written privacy and security policies and procedures and documentation standards to meet the requirements of HIPAA and the HITECH Act as described in 45 CFR 164.316 and 42 USC 17931.

14. **Privacy and Security Officer(s).** The Business Associate must appoint Privacy and Security Officer(s) whose responsibilities shall include: monitoring the Privacy and Security compliance of the Business Associate; development and implementation of the Business Associate’s HIPAA Privacy and Security policies and procedures; establishment of Privacy and Security training programs; and development and implementation of an incident risk assessment and response plan in the event the Business Associate sustains a breach or suspected breach of protected health information.

15. **Safeguards.** The Business Associate must implement safeguards as necessary to protect the confidentiality, integrity, and availability of the protected health information the Business Associate accesses, maintains, creates, retains, modifies, records, stores, destroys, or otherwise holds, transmits, uses or discloses on behalf of the Covered Entity. Safeguards must include administrative safeguards (e.g., risk analysis and designation of security official), physical safeguards (e.g., facility access control and workstation security), and technical safeguards (e.g., access controls and audit controls) to the confidentiality, integrity and availability of the protected health information, in accordance with 45 CFR 164.308, 164.310, 164.312, 164.316 and 164.504(e)(2)(ii)(B). Sections 164.308, 164.310 and 164.312 of the CFR apply to the Business Associate of the Covered Entity in the same manner that such sections apply to the Covered Entity. Technical safeguards must meet the standards set forth by the guidelines of the National Institute of Standards and Technology (NIST). The Business Associate agrees to only use or disclose protected health information as provided for by the agreement and Addendum and to mitigate, to the extent practicable, any harmful effect that is known to the Business Associate, of a use or disclosure, in violation of the requirements of this Addendum as outlined under 45 CFR 164.530(e)(2)(ii).

16. **Training.** The Business Associate must train all members of its workforce on the policies and procedures associated with safeguarding protected health information. This includes, at a minimum, training that covers the technical, physical and administrative safeguards needed to prevent inappropriate uses or disclosures of protected health information; training to prevent any intentional or unintentional use or disclosure that is a violation of HIPAA regulations at 45 CFR 160 and 164 and Public Law 111-5; and training that emphasizes the criminal and civil penalties related to HIPAA breaches or inappropriate uses or disclosures of protected health information. Workforce training of new employees must be completed within 30 days of the date of hire and all employees must be trained at least annually. The Business Associate must maintain written records for a period of six years. These records must document each employee that received training and the date the training was provided or received.

17. **Use and Disclosure of Protected Health Information.** The Business Associate must not use or further disclose protected health information other than as permitted or required by the agreement or as required by law. The Business Associate must not use or further disclose protected health information in a manner that would violate the requirements of the HIPAA Privacy and Security Rule and the HITECH Act.

III. PERMITTED AND PROHIBITED USES AND DISCLOSURES BY THE BUSINESS ASSOCIATE. The Business Associate agrees to these general use and disclosure provisions:

1. **Permitted Uses and Disclosures:**
   a. Except as otherwise limited in this Addendum, the Business Associate may use or disclose protected health information to perform functions, activities, or services for, or on behalf of, the Covered Entity as specified in the agreement, provided that such use or disclosure would not violate the HIPAA Privacy and Security Rule or the HITECH Act, if done by the Covered Entity in accordance with 45 CFR 164.504(e)(2)(i) and 42 USC 17935 and 17936.
   b. Except as otherwise limited by this Addendum, the Business Associate may use or disclose protected health information received by the Business Associate in its capacity as a Business Associate of the Covered Entity, as necessary, for the proper management and administration of the Business Associate, to carry out the legal responsibilities of the Business Associate, as required by law or for data aggregation purposes in accordance with 45 CFR 164.504(e)(2)(A), 164.504(e)(4)(i)(A), and 164.504(e)(2)(ii)(B).
   c. Except as otherwise limited in this Addendum, if the Business Associate discloses protected health information to a third party, the Business Associate must obtain, prior to making any such disclosure, reasonable written assurances from the third party that such protected health information will be held confidential pursuant to this Addendum and only disclosed as required by law or for the purposes for which it was disclosed to the third party. The written agreement from the third party must include requirements to immediately notify the Business Associate of any
IV. OBLIGATIONS OF COVERED ENTITY

1. The Covered Entity will inform the Business Associate of any limitations in the Covered Entity’s Notice of Privacy Practices in accordance with 45 CFR 164.520, to the extent that such limitation may affect the Business Associate’s use or disclosure of protected health information.

2. The Covered Entity will inform the Business Associate of any changes in, or revocation of, permission by an individual to use or disclose protected health information, to the extent that such changes may affect the Business Associate’s use or disclosure of protected health information.

3. The Covered Entity will inform the Business Associate of any restriction to the use or disclosure of protected health information that the Covered Entity has agreed to in accordance with 45 CFR 164.522 and 42 USC 17935, to the extent that such restriction may affect the Business Associate’s use or disclosure of protected health information.

4. Except in the event of lawful data aggregation or management and administrative activities, the Covered Entity shall not request the Business Associate to use or disclose protected health information in any manner that would not be permissible under the HIPAA Privacy and Security Rule and the HITECH Act, if done by the Covered Entity.

V. TERM AND TERMINATION

1. Effect of Termination:

   a. Except as provided in paragraph (b) of this section, upon termination of this Addendum, for any reason, the Business Associate will return or destroy all protected health information received from the Covered Entity or created, maintained, or received by the Business Associate on behalf of the Covered Entity that the Business Associate still maintains in any form and the Business Associate will retain no copies of such information.

   b. If the Business Associate determines that returning or destroying the protected health information is not feasible, the Business Associate will provide to the Covered Entity notification of the conditions that make return or destruction infeasible. Upon a mutual determination that return, or destruction of protected health information is infeasible, the Business Associate shall extend the protections of this Addendum to such protected health information and limit further uses and disclosures of such protected health information to those purposes that make return or destruction infeasible, for so long as the Business Associate maintains such protected health information.

   c. These termination provisions will apply to protected health information that is in the possession of subcontractors, agents, or employees of the Business Associate.

2. Term. The Term of this Addendum shall commence as of the effective date of this Addendum herein and shall extend beyond the termination of the contract and shall terminate when all the protected health information provided by the Covered Entity to the Business Associate, or accessed, maintained, created, retained, modified, recorded, stored, or otherwise held, transmitted, used or disclosed by the Business Associate on behalf of the Covered Entity, is destroyed or returned to the Covered Entity, or, if it not feasible to return or destroy the protected health information, protections are extended to such information, in accordance with the termination.

3. Termination for Breach of Agreement. The Business Associate agrees that the Covered Entity may immediately terminate the agreement if the Covered Entity determines that the Business Associate has violated a material part of this Addendum.

VI. MISCELLANEOUS

1. Amendment. The parties agree to take such action as is necessary to amend this Addendum from time to time for the Covered Entity to comply with all the requirements of the Health Insurance Portability and Accountability Act (HIPAA) of 1996, Public Law No. 104-191 and the Health Information Technology for Economic and Clinical Health Act (HITECH) of 2009, Public Law No. 111-5.

2. Clarification. This Addendum references the requirements of HIPAA, the HITECH Act, the Privacy Rule and the Security Rule, as well as amendments and/or provisions that are currently in place and any that may be forthcoming.

3. Indemnification. Each party will indemnify and hold harmless the other party to this Addendum from and against all claims, losses, liabilities, costs and other expenses incurred as a result of, or arising directly or indirectly out of or in conjunction with:

   a. Any misrepresentation, breach of warranty or non-fulfillment of any undertaking on the part of the party under this Addendum; and

   b. Any claims, demands, awards, judgments, actions, and proceedings made by any person or organization arising out of or in any way connected with the party’s performance under this Addendum.

4. Interpretation. The provisions of the Addendum shall prevail over any provisions in the agreement that may conflict or appear inconsistent with any provision in this Addendum. This Addendum and the agreement shall be interpreted as broadly as necessary to implement and comply with HIPAA, the HITECH Act, the Privacy Rule and the Security Rule. The parties agree that any ambiguity in this Addendum shall be resolved to permit the Covered Entity and the Business Associate to comply with HIPAA, the HITECH Act, the Privacy Rule and the Security Rule.
5. **Regulatory Reference.** A reference in this Addendum to a section of the HITECH Act, HIPAA, the Privacy Rule and Security Rule means the sections as in effect or as amended.

6. **Survival.** The respective rights and obligations of Business Associate under Effect of Termination of this Addendum shall survive the termination of this Addendum.

Compliance with this section is acknowledged by signing the subaward cover page of this packet.
For Possible Action: Approve the promotion of employee #1017 from a Deputy District Attorney I to a Deputy District Attorney II based upon years of experience to be funded from the existing FY24 budget.

Summary:
The Deputy District Attorney has two pay bands depending on years of experience. The move from Deputy District Attorney I to II occurs with a minimum of three years experience. This was not budgeted for FY24 but there is enough salary savings in the existing budget to fund this promotion.

The additional cost for this fiscal year is estimated at approximately $10,000 and would have been recommended during the budget process as the employee meets the advancement requirements.

Financial Department Comments:
This request of approximately $10,000 would have been recommended for approval in the current budget, but was not requested due to an oversight.

Approved As To Legal Form:

County Manager Comments:

Recommendation:
Approve the promotion of employee #1017 from a Deputy District Attorney I to a Deputy District Attorney II based upon years of experience to be funded from the existing FY24 budget.

ATTACHMENTS
•
**Lyon County Board of County Commissioners Agenda Summary**

Meeting Date: February 15, 2024

**Agenda Item Number:**
13.a

**Subject:**
For Possible Action: Approve an amendment to the Fernley Justice Court design agreement with Paul Cavin Architect LLC in the amount of $21,500 for Civil Engineering Services for a utility survey and site utility design to extend a new fire suppression water line to the building.

**Summary:**
The Fernley Justice Court addition/remodel will require installation of a fire suppression system and dedicated water line. This will require additional civil engineering services. The architect will only charge the actual engineering costs to the County with no administrative or project management costs.

**Financial Department Comments:**
This will be paid from the American Rescue Plan Act funding.

**Approved As To Legal Form:**

**County Manager Comments:**

**Recommendation:**
Approve an amendment to the Fernley Justice Court design agreement with Paul Cavin Architect LLC in the amount of $21,500 for Civil Engineering Services for a utility survey and site utility design to extend a new fire suppression water line to the building.

**ATTACHMENTS**
- Fernley Justice Court Improvements and Expansion Additional Services Proposal
- Architect Contract Amendment
Re: Additional Services Proposal for the Fernley Justice Court – Interior Improvements and Expansion project

Dear Mr. Foli,

Thank you for the opportunity to present this additional services proposal to Lyon County. Paul Cavin Architect LLC is pleased to present the following additional services fee proposal for your consideration.

It is understood that the Fernley Justice Court – Interior Improvements and Expansion project requires additional design services to include a utility survey and site utility design to extend a new fire suppression water line to the building and reestablish utility service connections. Please see the attached proposal from Lumos & Associates, Inc. for an explanation of their scope of work and exclusions. Paul Cavin Architect LLC will manage the Civil Engineer during the design and construction process.

The proposed Additional Services fee includes:

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Civil Engineering (Lumos &amp; Associates, Inc.):</td>
<td>$21,500.00</td>
</tr>
<tr>
<td>Architecture and Project Management (Paul Cavin Architect LLC):</td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Total Additional Services Fee:</strong></td>
<td><strong>$21,500.00</strong></td>
</tr>
</tbody>
</table>

Please let me know if you have any questions or comments.

With much appreciation,

Paul Cavin, AIA
Owner, Paul Cavin Architect LLC
Nevada License #6284
January 18, 2024

Via email: paul@paulcavindesign.com

Mr. Paul Cavin, AIA
Paul Cavin Architect LLC
1575 Delucchi Lane, Suite 120
Reno, Nevada 89502

Subject: Fernley Justice Court Expansion Proposal for Engineering & Survey Services

Dear Paul:

Lumos and Associates, Inc. is pleased to provide you with this proposal for engineering and related services for Lyon County’s Fernley Justice Court Expansion project.

**Project Understanding**

The proposed project is located on two parcels (APN: 021-103-50 & 021-103-47) at 555 E Main Street & 575 Silver Lace Blvd. in Fernley, Nevada. It is our understanding that the scope of work for this project is to expand the footprint of the building to the north and to the west, extend a new fire suppression water line to the building, and reestablish utility service connections. We propose the following tasks to assist you with your project:

**Project Scope**

**Task 1 – Utility Survey**

Lumos will perform a field survey to locate existing surface improvements and visible evidence of utilities will be located within the project area. Building corners on the west side of the building will be located and an elevation for the existing finish floor at the west entrance will be determined. No boundary information will be shown for this project. The area to be mapped will be from the west side of Silver Lace Boulevard to the westerly side of the existing Justice Court building from the south return locations at Main Street to the parking lot entrance at Cedar Street.

The basis of bearings and datum for the project will be based upon Nevada State Plane Coordinates and the vertical datum will be NAVD88. The deliverable for the project will be an Autocad drawing file and pdf of the project alignment.

Prior to the field survey, Lumos will mark the limits of the survey corridor within Silver Lace Boulevard for USA Diggs to mark existing utilities. This will take a minimum of 3 days to have existing utilities marked.
Task 2 – Site Utility Design
This task will include preparation of civil construction drawings for review by the City of Fernley for permitting of the project improvements. The drawings will be prepared on 24”x36” format sheets and at a standard engineering scale.

Our civil improvements drawings for this project will be limited to the design of a new fire suppression water line, modifications to the existing domestic water service line and sanitary sewer lateral, and roof drain conductor connections to the existing onsite storm drain to accommodate the proposed building expansion. The domestic water line design will include a new water meter and backflow preventer. The fire suppression line is anticipated to be 6” diameter and will include a fire department connection (FDC) outside of the fire riser room. The proposed sanitary lateral will be 4” diameter and will include cleanouts where required. Connections to the onsite storm drain will be designed to extend to the roof drain downspout locations indicated on the plumbing and mechanical plans (by others). Other site improvements such as grading plans, parking lot surface modifications, sidewalks, ADA accessible routes, and drainage facilities are not included in this scope. The design of “dry” utilities (i.e., gas, electric, telephone, cable television) is not included in this fee proposal, and is assumed it will be included by the mechanical and electrical engineers. One deliverable set of drawings will be provided in advance of the 100% Construction Documents submittal on April 2, 2024.

Three-part technical specification sections for work associated with the proposed domestic water service, sewer service lateral, and fire suppression line will be provided with the 100% Construction Documents submittal to be included in the Project Manual.

Under this task, we will also prepare an Engineer’s Opinion of Probable Cost for the 50% Construction Documents deliverable on February 6, 2024. We will provide an updated version of this Cost Opinion for the 100% Construction Documents deliverable on April 2, 2024.

Task 3 – Agency Permitting
Lumos will prepare plans and Application for a New Water Project for submittal to NDEP Bureau of Safe Drinking Water as necessary for the proposed fire suppression line connection to the public water main. We will deliver two wet-stamped hard copies of plans and the application to the NDEP office, as required. Permit applications to the City of Fernley and/or Lyon County are assumed to be prepared and submitted by the Architect.

Under this task, we will also be available for Agency coordination and processing of requested revisions of the civil improvement plans. The time required to complete the review cannot be anticipated. Therefore, this task will be billed on a time and materials basis.

Task 4 – Bidding Assistance
Under this task, Lumos and Associates will be available to provide assistance during the bid process, attend the pre-bid meeting, answer questions, modify plans, review RFIs and repair responses to RFI and prepare addendums.
**Task 5 – Construction Assistance**

It is our understanding that Lyon County will be managing the construction project; however, Lumos and Associates will be available to answer questions, modify plans, review submittals, or prepare record drawings related to the proposed civil improvements. The fees required to complete this task cannot be anticipated. Therefore, this task will be billed on a time and materials basis in accordance with our current fee schedule. Any requested onsite meetings during the construction phase will be billed under Task 6.

**Task 6 – Meetings**

Lumos can attend Meetings (Client, Design Team, City Staff Meetings, Planning Commission, Council Members, etc.), as necessary per your request. Lumos will also be available to onsite meetings during construction under this task upon request. Meeting attendance will be on a Time and Materials basis.

**Assumptions / Exceptions**

Lumos has made the following assumptions in preparation of this proposal:

- Proposed improvements will be located entirely within APNs 021-103-50 & 021-103-47.
- Submittal to agencies will be made by the Architect or Owner.
- Survey scope will be limited to the existing utilities that are visible or marked on the surface at the time of survey. Topographic survey for the design of drainage modifications and ADA accessibility are not included.
- This scope does not include preparation of a drainage report in accordance with City of Fernley standards.
- No grading, drainage, or surface improvement plans or calculations are included.
- Utility main extensions are not included in the scope of this proposal. It is assumed that the existing water and sewer mains in Silver Lace Blvd. have sufficient capacities to accommodate the proposed additional fixtures and fire flow requirements.
- Landscape design is not included in this proposal.
- Technical specifications will be provided in three-part format for work related to the proposed water and sewer services. General conditions and contract documents for bidding purposes will be provided by others.
- Lyon County will advertise, bid, award and manage the project during construction.
- We have assumed that a hydraulic study and utility capacity assessments will not be required.
- This proposal does not include permitting with NDOT as we expect all construction will occur outside of NDOT Right-of-way.
- This proposal does not include electrical, gas, or telecommunications design.
- Design Professional is entitled to rely on information supplied by the Client and other consultants retained directly by the Client. Design Professional has no obligation to check the accuracy or completeness of Client-supplied information, but will bring to the Client’s attention any discovered discrepancies.
Fees

The tasks described in the Scope of Work will be completed for the following fees:

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Task 1</td>
<td>Utility Survey</td>
<td>$4,500</td>
</tr>
<tr>
<td>Task 2</td>
<td>Site Utility Design</td>
<td>$9,200</td>
</tr>
<tr>
<td></td>
<td><strong>Total:</strong></td>
<td><strong>$13,700</strong></td>
</tr>
<tr>
<td>Task 3</td>
<td>Agency Permitting</td>
<td>(Est. $2,800)</td>
</tr>
<tr>
<td>Task 4</td>
<td>Bidding Assistance</td>
<td>(Est. $2,000)</td>
</tr>
<tr>
<td>Task 5</td>
<td>Construction Assistance</td>
<td>(Est. $3,000)</td>
</tr>
<tr>
<td>Task 6</td>
<td>Meetings</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total:</strong></td>
<td><strong>$21,500.00</strong></td>
</tr>
</tbody>
</table>

This proposal does not include provisions for construction staking, inspection, or materials testing. Lumos and Associates will be happy to amend this proposal as necessary to include any of these services.

If this proposal is acceptable, please execute the attached contract and provisions and return the same to our office. Any additional services requested but not covered by this Scope of Work can be provided by an amendment to this proposal. The attached Standard Provisions of Agreement are a part of this proposal. This proposal is valid for 30 days from the date of this letter.

Lumos and Associates, Inc. will send monthly progress billings on this project. The amount of these billings will be based upon the percentage of work completed. The terms are ‘Due Upon Receipt’ and accounts are past due after 30 days. Accounts over 30 days old will be subject to interest at the rate of 1 ½% per month and such collection action as may be necessary to collect the account. In addition, a “Stop Work Order” may be issued on past due accounts. In this case, no further work will be performed until the account is brought current.

Thank you again for allowing Lumos and Associates to provide you with this proposal. Please do not hesitate to call me if you have questions.

Sincerely,

Justin Sand, P.E.
Sr. Project Manager

Dan Stucky, P.E.
Group Manager - Engineering
Amendment to the Professional Services Agreement

PROJECT: (name and address)
Fernley Justice Court Interior Improvements and Expansion
565 East Main Street
Fernley, Nevada 89408

AGREEMENT INFORMATION:
Date: 6/1/2023

ARCHITECT: (name and address)
Paul Cavin Architect LLC
1575 Delucchi Lane, Suite 120
Reno, Nevada 89502

AMENDMENT INFORMATION:
Amendment Number: 01
Date: 1/24/2024

OWNER: (name and address)
Lyon County Board of Commissioners
27 South Main Street
Yerington, Nevada 89447

The Owner and Architect amend the Agreement as follows:
Please see attached Proposal from Paul Cavin Architect LLC dated January 24, 2024 (P23034AS01).

The Architect’s compensation and schedule shall be adjusted as follows:

Compensation Adjustment:
$21,500.00

Schedule Adjustment:
None.

SIGNATURES:

Paul Cavin Architect LLC

ARCHITECT (Firm name)

Lyon County Board of Commissioners

OWNER (Firm name)

SIGNATURE
Paul Cavin, AIA

PRINTED NAME AND TITLE

DATE
1/24/2024

PRINTED NAME AND TITLE

DATE
Agenda Item Number:
14.a

Subject:
For Report Only: Review and discussion of the role of Lyon County Code Enforcement in the enforcement of regulations for new and active development sites.

Summary:
Discussion and presentation to include the responsibilities of Lyon County, responsibilities of outside entities/collaborators such as NDEP and developers, and how the Board of Commissioners can support code enforcement for complaints related to new development and active construction sites. This item was requested by Comm. Jacobson.

Financial Department Comments:

Approved As To Legal Form:

County Manager Comments:

Recommendation:

ATTACHMENTS
  •
Lyon County Board of County Commissioners Agenda Summary

Meeting Date: February 15, 2024

Agenda Item Number:
15.a

Subject:
For Possible Action: Appoint up to two members to the Lyon County Fair and Rodeo Board with one term expiring December 31, 2024, and the second term expiring December 31, 2026.

Summary:
The Fairboard submitted their letter of transmittals and the applications for Derik Haase and Eric Glasgow.

Financial Department Comments:

Approved As To Legal Form:

County Manager Comments:

Recommendation:

ATTACHMENTS
- Letter of Transmittal and Applications
Date: January 10, 2024

Dear County Commissioners:

The Lyon County Fair board would like to make the recommendation to approve Derik Haase to fill one of the open positions on the Lyon County Fair Board. The board has discussed, voted, and approved this recommendation; we feel that Derik will be an asset to our board.

Sincere

Lisa Tibbals
Secretary
Lyon County
Application to Serve on Board or Commission

Please note that all information contained in this application is considered public record and available for public review.

Check the Board or Commission for which you are applying:

☐ 911 Surcharge Committee ☐ Mound House Advisory Board
☐ Advisory Board to Manage Wildlife ☐ Planning Commission
☐ Animal Control Advisory Board ☐ Regional Transportation Board
☐ Central Lyon Park & Recreation Board ☐ Room Tax Board
☐ Central Lyon Vector Control Board ☐ Silver City Cemetery Board
☐ Dayton Regional Advisory Board ☐ Silver City Town Advisory Board
☐ Dayton Valley Events Center Board ☐ Silver Springs Advisory Board
☐ Debt Management Commission ☐ Smith Valley Advisory Board
☐ Library Board of Trustees ☐ Smith Valley Cemetery Board
☐ Lyon County Fair Board ☐ Smith Valley Park & Recreation Board
☒ Mason Valley Advisory Board ☐ Stagecoach Advisory Board
☐ Mason Valley Mosquito Abatement ☐ Walker River Weed Control Board

Contact Information:

Name: Derek Haase
Address: 11 Yermo Lane Yerington NV
Phone: 775-291-5365 Email: haase677@gmail.com

How long have you been a resident of Lyon County? 9 years

Are you currently registered to vote? Yes ☑ No

How many board or commission meetings have you attended in the last year? None

Have you ever been convicted of a felony or misdemeanor other than minor traffic violations? Yes ☑ No

If yes please list conviction dates and nature:

July 2023 - Disturbance Domestic
List boards or commissions you presently serve on or have served on in the past including dates of service:

________________________________________

________________________________________

________________________________________

________________________________________

Education and/or training relevant to the position you are applying for:

Have lots of experience running heavy equipment.

Explain briefly why you would like to be appointed to this board or commission:

See Attached
By signing this application you agree to attend training classes as scheduled.

I certify that, to the best of my knowledge, the information I provided in this application is true. If the information provided is false or incomplete, it shall be sufficient cause for disqualification or removal, if appointed.

Signature: [Signature] Date: [Date]

Please return the application to:

Email: elopez@lyon-county.org
Or
Lyon County Manager’s Office
27 South Main Street
Yerington, Nevada 89447
Office: (775)463-6531; Fax: (775)463-6500

Notice:
At the meeting to consider your application for appointment to the ___________________________, the Board or Commission, or the County Commission, may consider your character, alleged misconduct, professional competence, or physical or mental health. This notice is provided pursuant to NRS 241.031 and 241.033. The topics of discussion will relate to your ability to serve in the position for which you have applied. If the Advisory Board of County Commission desires to close the meeting, they must allow you to: (a) attend the closed meeting or that portion of the closed meeting during which the character, alleged misconduct, professional competence, or physical or mental health of the person is considered; (b) have an attorney or other representative of the person’s choosing present with the person during the closed meeting; and (c) present written evidence, provide testimony and present witnesses relating to the character, alleged misconduct, professional competence, or physical or mental health of the person to the public body during the closed meeting. You will not receive any additional notice, and by signing this application you hereby agree to waive any right to future notice pursuant to NRS Chapter 241.

Signature: ____________________________ Date: ____________________________

Name: ____________________________
November 27, 2023

TO: Lyon County Fair Board

I am writing this to request to fill one of the open spots of the fair board. I have lived in Yerington for 9 years. I helped with the fair 5 years ago and then this past 2023 fair. I worked very closely with all the board members on all different aspects of the fair several weeks before the fair, during the fair and after the fair. I enjoyed learning and seeing how the fair works, and all the work it takes to put on the fair. I have heavy equipment experience and livestock experience which is needed on this board. I know that being on the fair board is not an easy task and requires a lot of dedication and time and I am willing to give that time.

Thank You for your consideration.

Sincerely,

Derik Haase
Date: January 10, 2024

Dear County Commissioners:

The Lyon County Fair board would like to make the recommendation to approve Eric Glasgow to fill one of the open positions on the Lyon County Fair Board. The board has discussed, voted, and approved this recommendation; we feel that Eric will be an asset to our board.

Sincere

[Signature]

Lisa Tibbals
Secretary
Lyon County
Application to Serve on an Advisory Board

Please note that all information contained in this application is considered public record and available for public review.

Check the Board or Commission for which you are applying:

☐ 911 Surcharge Committee  ☐ Mound House Advisory Board
☐ Advisory Board to Manage Wildlife  ☐ Planning Commission
☐ Animal Control Advisory Board  ☐ Regional Transportation Board
☐ Central Lyon Park & Recreation Board  ☐ Room Tax Board
☐ Central Lyon Vector Control Board  ☐ Silver City Cemetery Board
☐ Dayton Regional Advisory Board  ☐ Silver City Advisory Board
☐ Dayton Valley Events Center Board  ☐ Silver Springs Advisory Board
☐ Debt Management Commission  ☐ Smith Valley Advisory Board
☐ Library Board of Trustees  ☐ Smith Valley Park & Recreation Board
☐ Lyon County Fair Board  ☐ Stagecoach Advisory Board
☐ Mason Valley Advisory Board  ☐ Walker River Weed Control Board
☐ Mason Valley Mosquito Abatement

Contact Information:

Name: Eric Glasgow
Address: 10 Betty Ct Yerington 89447
Phone: 630 576 0368   Email: Glasgow-Eric@yahoo.com

How long have you been a resident of Lyon County? 2 years

How many board or commission meetings have you attended in the last year? 0

List boards or commissions you presently serve on or have served on in the past including dates of service:

NONE

________________________
________________________

________________________
________________________

________________________
Education and/or training relevant to the position you are applying for:


Explain briefly why you would like to be appointed to this board or commission:

While serving as an auxiliary sheriff deputy (VIP) at the years fair, several attendees approached me to complain or express disappointment in the fair, specifically food cost, poor quality of amusement rides, and ticket prices. Perhaps I can help to improve things.

I certify that, to the best of my knowledge, the information I provided in this application is true. If the information provided is false or incomplete, it shall be sufficient cause for disqualification or removal, if appointed. I acknowledge that, if appointed, I am required to: timely attend all mandatory training (including training that is a condition to being sworn in); comply with applicable record keeping requirements; and otherwise adhere to the handbook, policies, and laws by which I am bound. I am aware that failure to do so is grounds for removal from the advisory board.

Signature: [Signature]

Date: Nov 9th, 2023

Notice:
At the meeting to consider your application for appointment, the Board or Commission, may consider your character, alleged misconduct, professional competence, or physical or mental health. This notice is provided pursuant to NRS 241.031 and 241.033. The topics of discussion will relate to your ability to serve in the position for which you have applied. If the Advisory Board of County Commission desires to close the meeting, they must allow you to: (a) attend the closed meeting or that portion of the closed meeting during which the character, alleged misconduct, professional competence, or physical or mental health of the person is considered; (b) have an attorney or other representative of the person’s choosing present with the person during the closed meeting; and (c) present written evidence, provide testimony and present witnesses relating to the character, alleged misconduct, professional competence, or physical or mental health of the person to the public body during the closed meeting. You will not receive any additional notice, and by signing this application you hereby agree to waive any right to future notice pursuant to NRS Chapter 241.

Signature: [Signature]

Date: Nov 9th, 2023

Please return the application to:

Lyon County Manager’s Office
ATTN: Erin Lopez
27 South Main Street
Yerington, Nevada 89447
Office: (775)463-6531; Fax: (775)463-6500

Via email: elopez@lyon-county.org
Lyon County Board of County Commissioners Agenda Summary

Meeting Date: February 15, 2024

Agenda Item Number:
15.b

Subject:
For Possible Action: Appoint one member to the Silver Springs Advisory Board with a term expiring December 31, 2024.

Summary:

Financial Department Comments:

Approved As To Legal Form:

County Manager Comments:

Recommendation:

ATTACHMENTS
- Ammon Terpening, Application
Lyon County
Application to Serve on an Advisory Board

Please note that all information contained in this application is considered public record and available for public review.

Check the Board or Commission for which you are applying:

☐ 911 Surcharge Committee  ☐ Mound House Advisory Board
☐ Advisory Board to Manage Wildlife  ☐ Planning Commission
☐ Animal Control Advisory Board  ☐ Regional Transportation Board
☐ Central Lyon Park & Recreation Board  ☐ Room Tax Board
☐ Central Lyon Vector Control Board  ☐ Silver City Cemetery Board
☐ Dayton Regional Advisory Board  ☐ Silver City Advisory Board
☐ Dayton Valley Events Center Board  ☐ Silver Springs Advisory Board
☐ Debt Management Commission  ☐ Smith Valley Advisory Board
☐ Library Board of Trustees  ☐ Smith Valley Park & Recreation Board
☐ Lyon County Fair Board  ☐ Stagecoach Advisory Board
☐ Mason Valley Advisory Board  ☐ Walker River Weed Control Board
☐ Mason Valley Mosquito Abatement

Contact Information:

Name: Ammon Terpening
Address: 1340 W 5TH ST SPC 27 Silver Springs NV 89429
Phone: (775) 526-8610 Email: Ammont@protonmail.com

How long have you been a resident of Lyon County? 6 years

How many board or commission meetings have you attended in the last year? 0

List boards or commissions you presently serve on or have served on in the past including dates of service:

None
Education and/or training relevant to the position you are applying for:

I am a US NAVY vet with honorable discharge.

Explain briefly why you would like to be appointed to this board or commission:

I have lived in this community for many years and I care a lot what happens to it. I want this community to be protected from harm, to grow, and to be prosperous.

I certify that, to the best of my knowledge, the information I provided in this application is true. If the information provided is false or incomplete, it shall be sufficient cause for disqualification or removal, if appointed. I acknowledge that, if appointed, I am required to: timely attend all mandatory training (including training that is a condition to being sworn in); comply with applicable record keeping requirements; and otherwise adhere to the handbook, policies, and laws by which I am bound. I am aware that failure to do so is grounds for removal from the advisory board.

Signature: [Signature] Date: 2/6/2024

Notice:
At the meeting to consider your application for appointment, the Board or Commission, may consider your character, alleged misconduct, professional competence, or physical or mental health. This notice is provided pursuant to NRS 241.031 and 241.033. The topics of discussion will relate to your ability to serve in the position for which you have applied. If the Advisory Board of County Commission desires to close the meeting, they must allow you to: (a) attend the closed meeting or that portion of the closed meeting during which the character, alleged misconduct, professional competence, or physical or mental health of the person is considered; (b) have an attorney or other representative of the person’s choosing present with the person during the closed meeting; and (c) present written evidence, provide testimony and present witnesses relating to the character, alleged misconduct, professional competence, or physical or mental health of the person to the public body during the closed meeting. You will not receive any additional notice, and by signing this application you hereby agree to waive any right to future notice pursuant to NRS Chapter 241.

Signature: [Signature] Date: 2/6/2024

Please return the application to:

Lyon County Manager’s Office
ATTN: Erin Lopez
27 South Main Street
Yerington, Nevada 89447
Office: (775)463-6531; Fax: (775)463-6500

Via email: elopez@lyon-county.org
Lyon County Board of County Commissioners Agenda Summary

Meeting Date: February 15, 2024

Agenda Item Number:
15.c

Subject:
For Possible Action: Appoint a Chairman for the first meeting of the Regional Transportation Commission.

Summary:
On June 21, 2023, the Regional Transportation Commission appointed Commissioner Wes Henderson as Chairman. Since then, Commissioner Keller was appointed to the Regional Transportation Commission in his place. The appointment for the Chair and Vice Chair expired December 2023. The current members are Commissioner Scott Keller, Elmer Bull (Vice Chair), Shane Martin, Stan Lou, and Cody Wagner.

Financial Department Comments:

Approved As To Legal Form:

County Manager Comments:

Recommendation:

ATTACHMENTS

- RTC June 21, 2023 Minutes
- Lyon County Code 3.04.03
The Honorable Board of Lyon County Commissioners met this day, Wednesday, June 21, 2023 at 1:00 PM in the LYON COUNTY ADMINISTRATIVE COMPLEX, 27 S. MAIN STREET, YERINGTON, NV 89447.

1. Roll Call

Present: Board Member Wes Henderson, Board Member Cody Wagner, Board Member Elmer Bull

Staff Present:
Via Zoom:

The meeting was called to order at 1:13pm.
Wes Henderson confirmed there was a quorum present.
Wes Henderson called for the Pledge of Allegiance.

2. Public Participation

Wes Henderson called for public comment.
There was no response to the call for public comment.

3. Review and Adoption of Agenda

Wes Henderson called for public comment.
There was no response to the call for public comment.

Board Member Bull moved to adopt the agenda as presented, seconded by Board Member Wagner.

RESULT: Motion Passed 3-0
AYE: Board Member Henderson, Board Member Wagner, Board Member Bull NAY:

4. REGULAR AGENDA

4.a. For Possible Action: Appoint the Regional Transportation Commission Chair for 2023

Wes Henderson called for public comment.
There was no response to the call for public comment.

Board Member Bull moved to appoint Wes Henderson to be the Regional Transportation Chair for 2023, seconded by Board Member Wagner.

RESULT: Motion Passed 3-0
AYE: Board Member Henderson, Board Member Wagner, Board Member Bull NAY:

4.b. For Possible Action: Appoint the Regional Transportation Commission Vice Chair for 2023

Chairman Henderson called for public comment.
There was no response to the call for public comment.

**Board Member Wagner moved to appoint Elmer Bull to the Regional Transportation Commission Vice Chair for 2023, seconded by Board Member Henderson.**

**RESULT: Motion Passed 3-0**
AYE: Board Member Henderson, Board Member Wagner, Board Member Bull  
NAY:

4.c. For Possible action: Approve minutes from March 15, 2023 meeting.

Wes Henderson called for public comment.  
There was no response to the call for public comment.

Board Member Bull moved to approve minutes from March 15, 2023 meeting, seconded by Board Member Wagner.

**RESULT: Motion Passed 3-0**
AYE: Board Member Henderson, Board Member Wagner, Board Member Bull  
NAY:

4.d. For Possible Action: Accept and approve the lowest responsive bid for the 2023 RTC Pavement Maintenance Project to Sierra Nevada Construction (SNC) in the amount of $3,981,007.00.

Roads Department Director Dustin Homan explained that at the March 15th meeting, the BOCC approved opening the bid for the 2023 RTC project for chip seal and paving in Stagecoach and Silver Springs. He reported that in previous years, three bids had always been received with SNC typically being the lowest bidder. This time, the only bid received was from SNC, and DOWL Engineering did recommend SNC as a responsive and responsible bidder. Mr. Homan confirmed for Board Member Bull that despite being unhappy with chip seal projects under the previous foreman, the new foreman has done an exceptional job on the last three projects. He also clarified that “shark teeth” are the stop bars before crosswalks and that the $200,000 Force Account is a contingency account.

Chairman Wes Henderson called for public comment.  
There was no response to the call for public comment.

Board Member Wagner moved to accept and approve the lowest responsive bid for the 2023 RTC Pavement Maintenance Project to Sierra Nevada Construction (SNC) in the amount of $3,981,007.00, seconded by Board Member Bull.

**RESULT: Motion Passed 3-0**
AYE: Board Member Henderson, Board Member Wagner, Board Member Bull  
NAY:

4.e. For Possible Action: Approve a 10% Contingency for any un-foreseen issues that may arise.

Roads Department Director Dustin Homan explained the 10% contingency was built into the bid for change orders, missed roads, etc. to avoid waiting delays because the process for approval may take 3-4 weeks. He confirmed for Board Member Henderson that the 10% contingency is in addition to the $200,000 Force Account, and confirmed for Board Member Wagner that there would be follow-up reporting for the contingency at a future meeting.
Assistant District Attorney Ilyssa Fogel clarified that the motion needs to include reference to the project the action applies to.

Chairman Wes Henderson called for public comment. There was no response to the call for public comment.

Board Member Bull moved to approve a 10% Contingency for any un-foreseen issues that may arise (in relation to the project listed in item 4.d.), seconded by Board Member Wagner.

**RESULT: Motion Passed 3-0**
**AYE:** Board Member Henderson, Board Member Wagner, Board Member Bull  
**NAY:**

4.f. For Possible Action: Approve the proposal from Lumos & Associates for the testing and inspection services, in the amount of $176,400.00

Roads Department Director Dustin Homan explained Lumos & Associates are contracted every year to test the cleanliness of chips, oil for viscosity, rock to oil ratio, etc. He also explained they do NDOT jobs, as well as test the oil in Reno when the trucks come from Oregon and California. Board Member Henderson mentioned this contract is only about 4.5% of the total bid. Mr. Homan clarified “15 gradation/fractured bases” for Board Member Bull by explaining that Lumos & Associates tests for size because in order for rock to stick, multiple rock faces are needed. He also explained that 3/8 inch chip gives less noise and 1/2 inch gives better water drainage but more noise.

Chairman Wes Henderson called for public comment. There was no response to the call for public comment.

Board Member Wagner moved to approve the proposal from Lumos & Associates for the testing and inspection services, in the amount of $176,400.00 in relation to the SNC Project in item 4.d., seconded by Board Member Henderson.

**RESULT: Motion Passed 3-0**
**AYE:** Board Member Henderson, Board Member Wagner, Board Member Bull  
**NAY:**

4.g. For Possible Action: Approve Staff to sign any project related documents.

Chairman Henderson read into record the action for this item is regarding documents relating to the 2023 RTC Pavement Maintenance Project.

Roads Department Director Dustin Homan explained the purpose of this agenda item is to speed up the approval process regarding change orders or if a street is missed, etc.

Chairman Wes Henderson called for public comment. There was no response to the call for public comment.

Board Member Bull moved to approve Staff to include the Roads Director or the County Manager to sign any project related documents regarding the project noted in item 4.d., seconded by Board Member Wagner.
RESULT: Motion Passed 3-0
AYE: Board Member Henderson, Board Member Wagner, Board Member Bull
NAY:

5. Public Participation

Chairman Wes Henderson called for public comment.
There was no response to the call for public comment.

6. Adjourn

Chairman Henderson adjourned the meeting at 1:34 PM.

LYON COUNTY REGIONAL TRANSPORTATION COMMISSION

Wes Henderson, Chairman

ATTEST

STACI LINDBERG, Lyon County Clerk/Treasurer
CHAPTER 4

REGIONAL TRANSPORTATION COMMISSION

SECTION:

3.04.01: Commission Created

3.04.02: Meetings

3.04.03: Organization

3.04.01: COMMISSION CREATED:
The hereby created a regional transportation commission. The creation of said commission, together with its duties, power and authority, are as set forth in Nevada Revised Statutes chapter 373 . (Ord. 297, 5-27-1986)

Notes


3.04.02: MEETINGS:
The regional transportation commission, as created herein, shall meet at least once per fiscal year. All meetings shall be called and noticed pursuant to the Nevada open meeting law . (Ord. 297, 5-27-1986)

Notes

1. NRS 241.010 et seq.

3.04.03: ORGANIZATION:
The members of the regional transportation commission shall, at their last meeting of each calendar year, select one of their members to act as chairman. It shall take three (3) members to constitute a quorum, with a simple majority of the quorum voting in favor needed to carry a motion. All members present may make, second and vote on motions. (Ord. 459, 8-16-2001, eff. 9-7-2001)
Lyon County Board of County Commissioners Agenda Summary

Meeting Date: February 15, 2024

Agenda Item Number:
16.a

Subject:
For Possible Action: Approve to canvass the vote from the February 6th, 2024 Presidential Preferred election, per NRS 293.387.

Summary:

Financial Department Comments:

Approved As To Legal Form:

County Manager Comments:

Recommendation:

ATTACHMENTS
  

ABSTRACT OF THE VOTE OF
LYON COUNTY
STATE OF NEVADA
POLLED AT THE PRESIDENTIAL PREFERRED PRIMARY
Held
February 6, 2024

STATE OF NEVADA  }
      } ss
COUNTY OF LYON   }

I, Staci Lindberg, County Clerk/Treasurer of said county do hereby certify the foregoing to be a full, true and correct statement of the vote of said county, polled at the Presidential Preferred Primary held February 06, 2024, relating to votes cast for the Presidential Nominees; and I hereby further certify that the whole number of votes cast in said County, and the whole number of votes for each candidate is set forth as the total of each of the respective columns, as said statement appears entered in the Record of the Proceedings of the Board of County Commissioners of said County.

WITNESS MY HAND AND OFFICIAL SEAL this 15th day of February 2024.

Staci Lindberg, County Clerk/Treasurer
Election Summary Report
Closed Primary
LYON COUNTY
February 06, 2024
Summary for: All Contests, All Districts, All Tabulators, All Counting Groups
OFFICIAL RESULTS

<table>
<thead>
<tr>
<th>Elector Group</th>
<th>Counting Group</th>
<th>Voters Cast</th>
<th>Registered Voters</th>
<th>Turnout</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEMOCRATIC</td>
<td>Election Day</td>
<td>130</td>
<td></td>
<td>1.73%</td>
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<tr>
<td></td>
<td>Early Vote</td>
<td>104</td>
<td></td>
<td>1.38%</td>
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<td></td>
<td>Mail In</td>
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<td>27.43%</td>
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<td></td>
<td>Total</td>
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<td>30.54%</td>
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<td>REPUBLICAN</td>
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<td>389</td>
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<td>1.78%</td>
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<td></td>
<td>Early Vote</td>
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<td>0.99%</td>
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<td>Mail In</td>
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<td>12.17%</td>
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<td></td>
<td>Total</td>
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<tr>
<td>Total</td>
<td>Election Day</td>
<td>519</td>
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<td>1.77%</td>
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<tr>
<td></td>
<td>Early Vote</td>
<td>320</td>
<td></td>
<td>1.09%</td>
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<tr>
<td></td>
<td>Mail In</td>
<td>4,720</td>
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<td>16.09%</td>
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<tr>
<td></td>
<td>Total</td>
<td>5,559</td>
<td></td>
<td>18.95%</td>
</tr>
</tbody>
</table>

Precincts Reported: 41 of 41 (100.00%)
Voters Cast: 5,559 of 29,333 (18.95%)
## UNITED STATES PRESIDENT (DEM) (Vote for 1) DEM

Precincts Reported: 41 of 41 (100.00%)

<table>
<thead>
<tr>
<th>Total</th>
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<tbody>
<tr>
<td>Times Cast</td>
<td>2,299 / 7,529 30.54%</td>
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<tr>
<td>Undervotes</td>
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<table>
<thead>
<tr>
<th>Candidate</th>
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<tbody>
<tr>
<td>BIDEN, JR., JOSEPH R.</td>
<td>DEM</td>
<td>1,976</td>
</tr>
<tr>
<td>CORNEJO, GABRIEL</td>
<td>DEM</td>
<td>10</td>
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<tr>
<td>CRYSTALROCA, SUPERPAYASERIA</td>
<td>DEM</td>
<td>3</td>
</tr>
<tr>
<td>FOUTZ, BRENT</td>
<td>DEM</td>
<td>2</td>
</tr>
<tr>
<td>HAYWOOD, JOHN</td>
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<td>4</td>
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<td>LEON, STEPHEN ALAN</td>
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<td>LOZADA, FRANKIE</td>
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<td>LYONS, STEPHEN</td>
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<tr>
<td>PALMER, JASON MICHAEL</td>
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<tr>
<td>PEREZ-SERRATO, ARMANDO &quot;Mando&quot;</td>
<td>DEM</td>
<td>6</td>
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<td>PICARD, DONALD</td>
<td>DEM</td>
<td>2</td>
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<td>PRASCAK, MARK R.</td>
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<tr>
<td>WILLIAMSON, MARIANNE</td>
<td>DEM</td>
<td>78</td>
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<tr>
<td>NONE OF THESE CANDIDATES</td>
<td>DEM</td>
<td>199</td>
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<tr>
<td>Total Votes</td>
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</table>

## UNITED STATES PRESIDENT (REP) (Vote for 1) REP

Precincts Reported: 41 of 41 (100.00%)

<table>
<thead>
<tr>
<th>Total</th>
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<tbody>
<tr>
<td>Times Cast</td>
<td>3,260 / 21,807 14.95%</td>
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<tr>
<td>Undervotes</td>
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<table>
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</thead>
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<td>CASTRO, JOHN ANTHONY</td>
<td>REP</td>
<td>4</td>
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<tr>
<td>FULKERSON, HEATH V.</td>
<td>REP</td>
<td>6</td>
</tr>
<tr>
<td>HALEY, NIKKI R.</td>
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<td>643</td>
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<tr>
<td>KJORNES, DONALD</td>
<td>REP</td>
<td>7</td>
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<tr>
<td>PENCE, MIKE</td>
<td>REP</td>
<td>112</td>
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<td>SCOTT, TIM</td>
<td>REP</td>
<td>27</td>
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<tr>
<td>SINGH, HIRSH V.</td>
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<td>NONE OF THESE CANDIDATES</td>
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<td>Total Votes</td>
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Unresolved Write-In

Total

Unresolved Write-In

0
## Statement of Votes Cast

Closed Primary  
LYON COUNTY  
February 06, 2024  
SOVC for: All Contests, All Districts, All Counting Groups

<table>
<thead>
<tr>
<th>Precinct Area</th>
<th>Precinct</th>
<th>Voters Cast</th>
<th>% Turnout</th>
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<tbody>
<tr>
<td>County</td>
<td>01 East Mason Valley 1</td>
<td>614</td>
<td>144</td>
</tr>
<tr>
<td>County</td>
<td>02 East Mason Valley 2</td>
<td>683</td>
<td>151</td>
</tr>
<tr>
<td>County</td>
<td>03 East Mason Valley 3</td>
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<td>0</td>
</tr>
<tr>
<td>County</td>
<td>08 West Mason Valley 1</td>
<td>720</td>
<td>160</td>
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<tr>
<td>County</td>
<td>09 West Mason Valley 2</td>
<td>423</td>
<td>93</td>
</tr>
<tr>
<td>County</td>
<td>05 West Mason Valley 3</td>
<td>51</td>
<td>8</td>
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<tr>
<td>County</td>
<td>06 Spragg-Plummer</td>
<td>1,289</td>
<td>265</td>
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<tr>
<td>County</td>
<td>07 Smith Valley 1</td>
<td>1,110</td>
<td>320</td>
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<td>08 Smith Valley 2</td>
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<td>09 South Dayton 1</td>
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<td>142</td>
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<td>County</td>
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<td>24 Silver Springs 2</td>
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<td>County</td>
<td>25 Silver Springs 3</td>
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<tr>
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<td>32 Fernley 6</td>
<td>873</td>
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<td>33 Fernley 7</td>
<td>1,131</td>
<td>163</td>
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<tr>
<td>County</td>
<td>34 Fernley 8</td>
<td>357</td>
<td>64</td>
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<tr>
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### Cumulative

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**United States President (REP)**

Vote For 1:

- [ ] RNC Committee
- [ ] Campaign Committee
- [ ] County Committee
- [ ] State Committee
- [ ] National Committee
- [ ] Republican National Convention
- [ ] Republican National Committee
- [ ] Republican National Convention
- [ ] Republican National Committee
- [ ] Republican National Convention
- [ ] Republican National Committee

**United States Senate (REP)**

Vote For 2:

- [ ] RNC Committee
- [ ] Campaign Committee
- [ ] County Committee
- [ ] State Committee
- [ ] National Committee
- [ ] Republican National Convention
- [ ] Republican National Committee
- [ ] Republican National Convention
- [ ] Republican National Committee
- [ ] Republican National Convention
- [ ] Republican National Committee

**United States House of Representatives (REP)**

Vote For 3:

- [ ] RNC Committee
- [ ] Campaign Committee
- [ ] County Committee
- [ ] State Committee
- [ ] National Committee
- [ ] Republican National Convention
- [ ] Republican National Committee
- [ ] Republican National Convention
- [ ] Republican National Committee
- [ ] Republican National Convention
- [ ] Republican National Committee

**United States Supreme Court (REP)**

Vote For 4:

- [ ] RNC Committee
- [ ] Campaign Committee
- [ ] County Committee
- [ ] State Committee
- [ ] National Committee
- [ ] Republican National Convention
- [ ] Republican National Committee
- [ ] Republican National Convention
- [ ] Republican National Committee
- [ ] Republican National Convention
- [ ] Republican National Committee
Agenda Item Number:
18.a

Subject:
For Possible Action: Appoint up to three members to the Walker River Weed Control Board with two terms expiring December 31, 2026 and one term expiring December 31, 2025.

Summary:

Financial Department Comments:

Approved As To Legal Form:

County Manager Comments:

Recommendation:

ATTACHMENTS
  • William Kling, Application
Application to Serve on an Advisory Board

Please note that all information contained in this application is considered public record and available for public review.

Check the Board or Commission for which you are applying:

☐ 911 Surcharge Committee
☐ Advisory Board to Manage Wildlife
☐ Animal Control Advisory Board
☐ Central Lyon Park & Recreation Board
☐ Central Lyon Vector Control Board
☐ Dayton Regional Advisory Board
☐ Dayton Valley Events Center Board
☐ Debt Management Commission
☐ Library Board of Trustees
☐ Lyon County Fair Board
☐ Mason Valley Advisory Board
☐ Mason Valley Mosquito Abatement
☐ Mound House Advisory Board
☐ Planning Commission
☐ Regional Transportation Board
☐ Room Tax Board
☐ Silver City Cemetery Board
☐ Silver City Advisory Board
☐ Silver Springs Advisory Board
☐ Smith Valley Advisory Board
☐ Smith Valley Park & Recreation Board
☐ Stagecoach Advisory Board
☐ Walker River Weed Control Board

Contact Information:

Name: William Kling

Address: 402 Sandy Ave

Phone: 775-217-5888  Email: william.kling@usda.gov

How long have you been a resident of Lyon County? since 2001

How many board or commission meetings have you attended in the last year? 0

List boards or commissions you presently serve on or have served on in the past including dates of service:
Currently on no boards
Education and/or training relevant to the position you are applying for:
Currently assistant to the district manager of both the Smith Valley and Mason Valley
conservation districts. My knowledge of the landscape and current invasive pests/weeds can
assist in the implementation of current programs/grants. Current licences include CDL, NDA
Herbicide/Pesticide, FFA Part 107 (Drone). Bi-Lingual as well.

Worked closely with county members during the March- July flooding events along side walker
river irrigation district as well.

Explain briefly why you would like to be appointed to this board or commission:
I believe that I have knowledge and experience that would be beneficial to the citizens of the
county.

I certify that, to the best of my knowledge, the information I provided in this application is true.
If the information provided is false or incomplete, it shall be sufficient cause for disqualification
or removal, if appointed. I acknowledge that, if appointed, I am required to: timely attend all
mandatory training (including training that is a condition to being sworn in); comply with
applicable record keeping requirements; and otherwise adhere to the handbook, policies, and
laws by which I am bound. I am aware that failure to do so is grounds for removal from the
advisory board.

Signature: ___________________________ Date: 01/24/2024

Notice:
At the meeting to consider your application for appointment, the Board or Commission, may consider your
character, alleged misconduct, professional competence, or physical or mental health. This notice is provided
pursuant to NRS 241.031 and 241.033. The topics of discussion will relate to your ability to serve in the position for
which you have applied. If the Advisory Board of County Commission desires to close the meeting, they must
allow you to: (a) attend the closed meeting or that portion of the closed meeting during which the character, alleged
misconduct, professional competence, or physical or mental health of the person is considered; (b) have an attorney
or other representative of the person's choosing present with the person during the closed meeting; and (c) present
written evidence, provide testimony and present witnesses relating to the character, alleged misconduct, professional
competence, or physical or mental health of the person to the public body during the closed meeting. You will not
receive any additional notice, and by signing this application you hereby agree to waive any right to future notice
pursuant to NRS Chapter 241.

Signature: ___________________________ Date: 01/24/2024

Please return the application to:
Lyon County Manager's Office
ATTN: Erin Lopez
27 South Main Street
Yerington, Nevada 89447
Office: (775)463-6531; Fax: (775)463-6500

Via email: elopez@lyon-county.org