BOARD OF EUREKA COUNTY COMMISSIONERS

Rich McKay, Chairman **P.O. Box 540 * Eureka, Nevada 89316 * Telephone: 775-237-5263** **Mike Schoenwald, Member**
Marty Plaskett, Vice Chair **Posted on or before November 24, 2026** **Kathy Bowling, Clerk Recorder**

NOTICE IS HEREBY GIVEN that the Board of Eureka County Commissioners will meet pursuant to law on December 1, 2026, at 9:30 a.m. in the Commission Chambers at the County Courthouse located at 10 South Main Street, Eureka, Nevada. ***Note: The meeting will be available telephonically for LISTENING PURPOSES ONLY. To listen to the meeting by phone please dial 1-415-655-0003 and enter code 2482 881 0208# and then # again when prompted. Please make sure that your phone is muted upon connection. It is not necessary to announce that you are participating in the meeting. No public comment will be received from phone participants unless you are on the agenda and are presenting virtually.***

AGENDA

9:30 - CALL TO ORDER

1. Approval of the agenda notice with addition of any emergency item and/or deletion of any item. *Unless otherwise stated, items may be taken out of the order presented on the agenda, in the direction of the Chair.* **(For Possible Action)**
2. Pledge of Allegiance.

9:35 - PUBLIC COMMENT

1. Public comment and discussion. *Notice: No action may be taken on a matter raised under this item until the matter has been specifically included on an agenda as an item upon which action will be taken. Public comment may be limited to three (3) minutes per person. Public comment may be allowed on "Action" items, in addition to the two times specified on the agenda.* **(Discussion)**
2. Consider items requiring action to be placed on the agenda for the next regular meeting. *Notice: The public is welcome to request agenda items for future meetings during the Public Comment period or may consult with one or more of the Board of Commissioners to request agenda items for future meetings.* **(Discussion)**

9:40 - APPROVAL OF MINUTES

1. Approval of the minutes of the November 12, 2026 Commission meeting. **(For Possible Action)**

9:45 - DETERMINATION OF WINNER IN THE CRESCENT VALLEY TOWN BOARD RACE TIE VOTE

1. Pursuant to NRS 293.400, a card draw will be conducted to determine the winner in the 2026 General Election Crescent Valley Town Board race, which resulted in a tie-vote. **(For Possible Action)**

10:00 - COUNTY COMPTROLLER – Kim Todd, Comptroller

1. Payment of expenditures. *Notice: Expenditures received after action has been taken under this Comptroller section may be presented and acted upon throughout the day.* **(For Possible Action)**
2. Review Fund Balance Report. **(Discussion)**

10:10 - COMMISSIONERS –

1. Discuss, approve or deny moving the first Commission meeting of 2027 to Monday January 4, 2027 pursuant to NRS 244.085; the first meeting of the board in odd-numbered years must be held on the first Monday in January. **(For Possible Action)**

COMMISSIONERS – CONTINUED -

2. Discuss, approve or deny the 2027 Board of County Commissioners agenda items and posting calendar. **(For Possible Action)**
3. Discuss, approve or deny the application of one individual (name of victim withheld) for financial assistance from Eureka County for counseling pursuant to Eureka County Code Title 11, Chapter 30. **(For Possible Action)**
4. Announcement that a tour of the Eureka Early Leaning Center will be conducted at 1pm. *Note: No deliberation or action will take place during this tour.* **(Discussion)**

10:25 – TREASURER – Pernecia Johnson, Treasurer

1. Review of Treasurer's Report for October 2026. **(Discussion)**

10:30 - RESOLUTION HONORING EARL HAYWARD

1. Resolution honoring Earl Hayward for his many years of service to Eureka County. **(For Possible Action)**

10:45 - IT - Misty Rowley, CIO

1. Report on IT projects and activities. **(Discussion)**

10:50 - NEVADA STRATEGIES – Jim Barbee

1. Report on projects and activities. **(Discussion)**
2. Discuss, approve or deny final report Eureka County Organizational Review and Recommendations. **(For Possible Action)**
3. Discuss, approve or deny final ordinance/code amendment report for Human Resources Recommendations. **(For Possible Action)**
4. Discuss, approve or deny final policy amendment report for Human Resources Policy Recommendations. **(For Possible Action)**

11:00 - HEALTH INSURANCE ADVISORY COMMITTEE – Jayme Halpin, Chair

1. Discuss, approve or deny accepting resignation Letters from Health Insurance Advisory Committee members & acknowledge open vacancies. **(For Possible Action)**
2. Discuss, approve or deny reviewing letters of interest and appoint new members to Health Insurance Advisory Committee (HIAC). **(For Possible Action)**
3. Discuss, approve or deny extending the contract with LP Insurance for an additional one-year. *(Note: This extension would bring the total contract term to the maximum of eight years permitted under the current contract.)* **(For Possible Action)**

11:10 - HUMAN RESOURCES – Stacy Collette, Human Resources Director

1. Report on Human Resources projects and activities. **(Discussion)**
2. Discuss, approve or deny job descriptions vetted by Department heads and employees in preparation for the compensation study. **(For Possible Action)**
3. Discuss, approve or deny the hiring of a Sergeant in the Sheriff's office. **(For Possible Action)**
4. Discuss, approve or deny the implementation of the Holiday Intern Program; affording students a paid opportunity to work at the county in various departments in various positions. **(For Possible Action)**
5. Discuss, approve or deny the full implementation of the 4/10 pilot program and discuss variances and required implementation details. **(For Possible Action)**

HUMAN RESOURCES – CONTINUED -

6. Discuss, approve or deny the hiring of a Bailiff for Eureka County, to support Justice Court and District Court. **(For Possible Action)**
7. Discuss, approve or deny the hiring of a Deputy District Attorney for Eureka County. **(For Possible Action)**
8. Discuss, approve or deny training for the acting HR Director including the registration, air and lodging for the National Internal Affairs Certification Course in Las Vegas November 30 - December 4, 2026. This training will be done in partnership with the Sheriff's office. **(For Possible Action)**
9. Discuss, approve or deny a request to authorize immediate recruitment and posting for an existent full-time vacant position for the Senior Facilities Operations Assistant position, along with the corresponding position justification and hiring freeze forms. **(For Possible Action)**

11:25 – SHERIFF - Miles Umina, Sheriff

1. Report on Sheriff's Office projects and activities. **(Discussion)**

11:35 – ROAD DEPARTMENT – Scooter Mentaberry, Road Supervisor

1. Report on Road Department projects and activities. **(Discussion)**

11:40 - PUBLIC WORKS – Jeb Rowley, Public Works Director

1. Report on Public Works projects and activities. **(Discussion)**

12:00 - NATURAL RESOURCES – Jake Tibbitts, Natural Resources Manager

1. Report on current and emerging natural resource issues affecting Eureka County. **(Discussion)**
2. Discuss and consider response on NDEP draft working in waterways permit (NS2027500) for the Greenlink North Project. **(For Possible Action)**
3. Discuss and consider response to BLM on the Ruby Hill Mine Lower Archimedes Underground Project Plan of Operations. **(For Possible Action)**
4. Discuss and consider response to US Forest Service's proposed Rangeland Management Grazing Rule. **(For Possible Action)**

12:20 – CORRESPONDENCE

1. Review correspondence. **(Discussion)**
2. Commissioner reports on **pertinent** correspondence or other matters. **(Discussion)**

12:25 - PUBLIC COMMENT

1. Public comment and discussion. *Notice: No action may be taken on a matter raised under this item until the matter has been specifically included on an agenda as an item upon which action will be taken. Public comments may be limited to three (3) minutes per person. Public comment may be allowed on "Action" items, in addition to the two times specified on the agenda.* **(Discussion)**
2. Consider items requiring action to be placed on the agenda for the next regular meeting. *Notice: The public is welcome to request agenda items for future meetings during the Public Comment period or may consult with one or more of the Board of Commissioners to request agenda items for future meetings.* **(Discussion)**

12:30 – ADJOURNMENT

1. Adjournment of meeting.

Supporting materials for this meeting may be requested by contacting the Commissioners' office at CountyCommission@eurekacountynv.gov, PO Box 540, Eureka, NV 89316, by calling (775) 237-5263 or faxing (775) 237-5614. All times listed on the agenda are approximate. Items may be taken out of the order presented on the agenda. Items may be removed from the agenda prior to, or during, the meeting. Related items may be combined for discussion or action. The phrase "(For Possible Action)" means the Board may, but is not required to, act on the item. This agenda was posted in Eureka at: County Courthouse; County Administrative Facility (Annex); US Post Office; and public bulletin board at 10 S. Main Street. This agenda was posted electronically at Eureka County's website (https://events.eurekacountynv.gov/meetings) and Nevada's public notice website (www.notice.nv.gov). Notice to persons with disabilities: If you require special assistance, please notify the Commissioners' Office prior to the meeting at the email address, mailbox, phone number or fax number listed above.

BOARD OF EUREKA COUNTY COMMISSIONERS

NOVEMBER 12, 2026 MEETING MINUTES

STATE OF NEVADA)
:SS
COUNTY OF EUREKA)

CALL TO ORDER

1. Approval of the agenda notice with addition of any emergency item and/or deletion of any item. *Unless otherwise stated, items may be taken out of the order presented on the agenda, in the direction of the Chair.* **(For Possible Action)**
2. Pledge of Allegiance.

The Board of Eureka County Commissioners met pursuant to law on November 12, 2026. Present were Chairman Rich McKay, Vice Chair Marty Plaskett, Commissioner Mike Schoenwald, District Attorney Ted Beutel and Clerk Recorder Kathy Bowling. The meeting was called to order at 9:47 a.m. The interactive video conferencing system was connected between Crescent Valley and Eureka for the entire meeting.

Commissioner Plaskett motioned to approve the agenda with tabling Public Works items 3 and 4, Commissioner Schoenwald seconded the motion. The motion carried 3-0.

The meeting began with the Pledge of Allegiance.

PUBLIC COMMENT

1. Public comment and discussion. *Notice: No action may be taken on a matter raised under this item until the matter has been specifically included on an agenda as an item upon which action will be taken. Public comment may be limited to three (3) minutes per person. Public comment may be allowed on "Action" items, in addition to the two times specified on the agenda.* **(Discussion)**

Chairman McKay called for public comment in both Eureka and Crescent Valley, hearing none he proceeded to the next item.

2. Consider items requiring action to be placed on the agenda for the next regular meeting. *Notice: The public is welcome to request agenda items for future meetings during the Public Comment period or may consult with one or more of the Board of Commissioners to request agenda items for future meetings.* **(Discussion)**

Nothing considered.

APPROVAL OF MINUTES

1. Approval of the minutes of October 6, 2026 and October 20, 2026 Commission meetings. **(For Possible Action)**

Commissioner Plaskett motioned to approve the minutes of the October 6, 2026 and October 20, 2026 Commission meetings. Commissioner Schoenwald seconded the motion. The motion carried 3-0.

COUNTY COMPTROLLER – Kim Todd, Comptroller

1. Payment of expenditures. *Notice: Expenditures received after action has been taken under this Comptroller section may be presented and acted upon throughout the day.* **(For Possible Action)**

The board along with Comptroller Kim Todd reviewed the meeting expenditures.

Commissioner Schoenwald motioned to approve expenditures in the amount of $3,954,054.16 with passthroughs of $844.41 to the Nevada Department of Taxation room tax, $56,403.54 to Nevada State Controller school taxes, $11,635.78 to the Nevada State Controller, $15,420.00 to Nevada Division of Minerals and $108.00 to the Washoe County Crime lab. Commissioner Plaskett seconded the motion. The motion carried 3-0.

2. Review Fund Balance Report. **(Discussion)**

The board reviewed the current fund balance report.

COMMISSIONERS –

1. Discuss, approve or deny Resolution Directing the County Assessor to prepare and publish a list of all taxpayers on the secured tax roll in the county, and the total valuation of property on which they will severally pay taxes pursuant to NRS. 361.300. **(For Possible Action)**

Commissioner Schoenwald motioned to approve the Resolution Directing the County Assessor to prepare and publish a list of all taxpayers on the secured tax roll in the county, and the total valuation of property on which they will severally pay taxes pursuant to NRS. 361.300. Commissioner Plaskett seconded the motion. The motion carried 3-0.

RESOLUTION
OF THE EUREKA COUNTY BOARD OF COMMISSIONERS

A RESOLUTION DIRECTING THE COUNTY ASSESSOR TO PREPARE AND PUBLISH A LIST OF ALL TAXPAYERS ON THE SECURED TAX ROLL IN THE COUNTY, AND THE TOTAL VALUATION OF PROPERTY ON WHICH THEY WILL SEVERALLY PAY TAXES PURSUANT TO N.R.S. 361.300

WHEREAS, Nevada Revised Statute requires that the County Assessor be directed by Board Resolution to prepare and publish the secured tax roll annually.

NOW THEREFORE, BE IT RESOLVED, that the Eureka County Board of Commissioners does hereby direct the County Assessor prepare and publish a list of all taxpayers on the 2027-28 secured tax roll in the County, and the total valuation of property on which they will severally pay taxes, pursuant to N.R.S. 361.300;

BE IT FURTHER RESOLVED, that the Eureka County Board of Commissioners does hereby direct the County Assessor to cause such list and valuations to be published on the Eureka County website on or before January 1st of the fiscal year in which assessments are made, and a public notice be published in a newspaper of general circulation in the County that said list will also be printed and made publicly available at the Eureka County Assessor's Office and available via the County website.

PASSED AND ADOPTED this 12th day of November, 2026.

THOSE VOTING AYE: Commissioner Rich McKay
Commissioner Michael Schoenwald
Commissioner Marty Plaskett

THOSE VOTING NAY: None
THOSE ABSENT: None

RICH MCKAY, CHAIRMAN
BOARD OF COUNTY COMMISSIONERS
COUNTY OF EUREKA, STATE OF NEVADA

ATTEST:
KATHERINE J. BOWLING
EUREKA COUNTY CLERK

2. Discuss, approve or deny the rental fees waiver for the use of the Crescent Valley Community Center for the services of Bernie Addenbrooke on November 14, 2026. **(For Possible Action)**

Commissioner Schoenwald motioned to approve the rental fees waiver for the use of the Crescent Valley Community Center for the services of Bernie Addenbrooke on November 14, 2026. Commissioner Plaskett seconded the motion. The motion carried 3-0.

3. Discuss, approve or deny setting a public hearing to consider the single appraisal and fair market value of real property APN #001-161-03 located at 320 S. Edwards Street. If approved, a public hearing would be set for 12/15/26 to accept the single appraisal of the property, consider public comment, and determine a fair market value for the property, in accordance with NRS 244.2795 and NRS 244.275. (**For Possible Action**)

Commissioner Plaskett motioned to approve setting a public hearing on December 15, 2026 at 10am to consider the single appraisal and fair market value of real property APN #001-161-03 located at 320 S. Edwards Street Eureka, Nevada. Commissioner Schoenwald seconded the motion. The motion carried 3-0.

4. Discuss, approve or deny the County leading the effort on the Tonkin Reservoir Boating Access Improvement Project to include project management through the County Department of Natural Resources and entering subgrants through Nevada Department of Wildlife (NDOW) utilizing pass through federal funds (US Fish and Wildlife Service Sport Fish Restoration – Recreational Boating Access subprogram) to complete the overall project by December 31, 2027. The overall project cost estimate is $235,080.00 with 75% reimbursable through NDOW subgrants ($176,310.00) and 25% in match ($58,770.00) anticipated to be met through in-kind including payroll and benefits, volunteer labor, heavy equipment values, and donations of aggregate material. **(For Possible Action)**

The Nevada Department of Wildlife has chosen the Tonkin Reservoir as part of their program to improve access on fisheries, the project will restore access to the boat ramp. Eureka Counties Public Works department will help by using their equipment to restore road access, remove old fencing and improve the bridge. Eureka County will pay the up-front costs and will be reimbursed by the state. Comptroller Kim Todd explained the funds are available due to federal grants being automatically augmented.

The board approved items 4 and 5 together.

Commissioner Plaskett motioned to approve item 4, the County leading the effort on the Tonkin Reservoir Boating Access Improvement Project to include project management through the County Department of Natural Resources and entering subgrants through Nevada Department of Wildlife (NDOW) utilizing pass through federal funds (US Fish and Wildlife Service Sport Fish Restoration – Recreational Boating Access subprogram) to complete the overall project by December 31, 2027. The overall project cost estimate is $235,080.00 with 75% reimbursable through NDOW subgrants ($176,310.00) and 25% in match ($58,770.00) anticipated to be met through in-kind including payroll and benefits, volunteer labor, heavy equipment values, and donations of aggregate material. And item 5, accepting a Subgrant Award SG27-03 through NDOW for Tonkin Reservoir Boating Access Improvement Project non-construction activities with the scope of work to include design, engineering, environmental permitting, plan review, and project management at a total cost of $120,000.00 with 75% reimbursable and 25% covered through in-kind match for the overall Project and, if approved, determine which expenditure and revenue accounts to use for this Subgrant. Commissioner Schoenwald seconded the motion. The motion carried 3-0.

5. Discuss, approve or deny accepting a Subgrant Award SG27-03 through NDOW for Tonkin Reservoir Boating Access Improvement Project non-construction activities with the scope of work to include design, engineering, environmental permitting, plan review, and project management at a total cost of $120,000.00 with 75% reimbursable and 25% covered through in-kind match for the overall Project and, if approved, determine which expenditure and revenue accounts to use for this Subgrant. **(For Possible Action)**

The board approved items 4 and 5 together.

6. Discuss, approve or deny ratifying the contract for prosecution services effective thru June 30, 2027 with the law firm of Mackedon, DeBraga & Rowe in an amount not to exceed $300,000.00, with the first $100,000.00 for services rendered to be paid thru 010-001-53010-389, miscellaneous legal fees, and any additional fees up to $200,000.00 to be paid thru 010-024-53010-058, contract services. (**For Possible Action**)

No one filed for the office of District Attorney to run in the 2026 General election and the current District Attorney will be done at the end of the year, the law firm of Mackedon, DeBraga & Rowe will help to cover the duties while a District Attorney is appointed. The funding will be split between the Commissioners budget and the District Attorneys budget.

Commissioner Plaskett motioned to approve ratifying the contract for prosecution services effective thru June 30, 2027 with the law firm of Mackedon, DeBraga & Rowe in an amount not to exceed $300,000.00, with the first $100,000.00 for services rendered to be paid thru 010-001-53010-389, miscellaneous legal fees, and any additional fees up to $200,000.00 to be paid thru 010-024-53010-058, contract services. Commissioner Schoenwald seconded the motion. The motion carried 3-0.

CLERK RECORDER - Kathy Bowling, Clerk Recorder

1. Canvass the returns and approve abstract of the vote for the 2026 General Election held November 3, 2026, pursuant to NRS 293.387. **(For Possible Action)**

Clerk Recorder Kathy Bowling reported Eureka County has 1,271 registered voters and the total number of votes cast for the 2026 General Election was 805. There were 174 during early voting, 237 on election day and they received and counted 394 mail in ballots. Kathy Bowling personally thanked her election staff; in her office; Kim Christiansen, Brandy Mahoney, Katelyn Ziemann and Crystal Hubbard. The Eureka poll workers; Cindy Beutel, Winnona Eversgerd, Robin Hicks, Darlene Moody, Jaylene Callister and Kira Christiansen. The Crescent Valley poll workers; Kimberly Sewell, Veronique Unger, Mike and Nona Kellerman and her counting board Amy Damele, Garney Damele and Irma Davila. Clerk Recorder Bowling thanked the Sheriff's office for their help transporting ballots and election equipment. Clerk Recorder Bowling thanked Brenna Rogne and her Opera House crew for their help setting up and tearing down, Christina Tucker in Crescent Valley for helping make sure keys were available and all her help. Clerk Recorder Bowling explained there was a tie in the election results for the Crescent Valley town board, per NRS 293.400 the County Clerk shall summon the Candidates, who received the tie, to appear before the County Clerk at a time and place to determine tie by lot (chance). The tie will be broken by roll of dice, drawing a card or the toss of a coin.

Commissioner Plaskett motioned to approve the returns and approve abstract of the vote for the 2026 General Election held November 3, 2026, pursuant to NRS 293.387. Commissioner Schoenwald seconded the motion. The motion carried 3-0.

SENIOR CENTERS - Linda Gordon, Senior Center Program Director

1.	Report on activities at the Eureka Senior Center and Fannie Komp Senior Center. **(Discussion)**

Senior Center Program Director Linda Gordon reported for the month of October they received $13,265.00, The Pan Mine donated $10,000, they plan to purchase new kitchen equipment with the donation. The Crescent Valley meal count was 587 and Eureka's was 662. Eureka held their Thanksgiving lunch on the 10th and Crescent Valley will hold theirs on the 17th.

VETERANS OF FOREIGN WARS POST 8194 – Doug Dickover

1.	Discuss, approve or deny an indefinite waiver of fees for the use of the Opera House for the Annual Veterans Day dinner held every November. **(For Possible Action)**

Commissioner Plaskett motioned to approve an indefinite waiver of fees for the use of the Opera House for the Annual Veterans Day dinner and Memorial Day ceremonies for the Veterans of Foreign Wars Post 8194. Commissioner Schoenwald seconded the motion. The motion carried 3-0.

CRESCENT VALLEY TOWN ADVISORY BOARD – Diana Kersey, Chairman

1.	Discuss, approve or deny donation from the North End Activities fund (010-071-36046-000) of $4,000 for the Crescent Valley Christmas Event held on December 12, 2026. *Note: Nevada Gold Mines donated $2,500 to the event.* **(For Possible Action)**

Commissioner Schoenwald motioned to approve the request for funds from the North End Activities Fund (010-071-36046-000) of $4,000 for the Crescent Valley Christmas Event to be held on December 12, 2026. Commissioner Plaskett seconded the motion. The motion carried 3-0.

CRESCENT VALLEY FIRE DEPARTMENT – Diana Kersey

1.	Discuss, approve or deny donation from the North End Activities fund (010-071-53010-018) of $500.00 for the prizes of the Crescent Valley Parade of Lights. **(For Possible Action)**

The First place prize for the Crescent Valley Parade of Lights is $300, second place is $200 and third place is $100.

Commissioner Schoenwald motioned to approve the request for funds of $500.00 from the North End Activities fund (010-071-53010-018) for the prizes of the Crescent Valley Parade of Lights. Commissioner Plaskett seconded the motion. The motion carried 3-0.

CRESCENT VALLEY MEDICAL SERVICES ADVISORY COMMITTEE –

1.	Report on projects and activities with the Crescent Valley Medical Services Advisory Committee. **(Discussion)**

Kim Sewell, Chairman of the Crescent Valley Medical Services Advisory Committee reported to the board that she accepted a job with MedEx and is curious if the Board sees any conflict with her continuing to serve on the board. Commissioner Schoenwald commented he feels confident that Ms. Sewell would make fair, equitable decisions and not be outweighed by her employer. District Attorney Beutel commented that the Crescent Valley Medical Services Advisory Committee is an advisory committee to the Commissioners and therefore do not make recommendations that aren't affirmatively acted upon until the Commission board makes the decision. Mr. Beutel commented that if Ms. Sewell stayed above board identifying the contractor that she is affiliated with and avoided making any specific decisions regarding that contractor there would be no conflict.

MYBRARY – Kassie Antonucci, Director

1.	Report on projects and activities. **(Discussion)**

Mybrary Director Kassie Antonucci reported, via Webex call in, for the months of August, September and October the Eureka branch had a total of 398 visits, 504 items circulated and 83 internet uses. The Crescent Valley branch had 285 visits, 108 items circulated and 44 internet uses. Eureka continues their senior movie nights and Crescent Valley is going to start offering a board game night every Saturday from 12pm to 2pm.

IT - Misty Rowley, CIO

1.	Report on IT projects and activities. **(Discussion)**

CIO Misty Rowley reported her department completed 3 county wide Ironclad trainings, updated job descriptions, attended several calls with Tyler, worked on business processes for Public Works and attended a call with Point and Pay. The IT department attended elections meetings for iPad vulnerabilities and worked on the newsletter and social media. Jessica Santoyo attended the PoolPact Cyber AI HR conference.

2.	Discuss, approve or deny Estimate #544 from SyberNetworks, LLC for the replacement of the GIS server at a cost not to exceed $24,652.58, to be paid with money budgeted in the Assessor Tech Fund (220-271-55010-000) and authorize the CIO to sign the estimate outside of the meeting. **(For Possible Action)**

The Estimate #544 from SyberNetworks, LLC will replace the GIS server in the Assessors office.

Commissioner Plaskett motioned to approve Estimate #544 from SyberNetworks, LLC for the replacement of the GIS server at a cost not to exceed $24,652.58, to be paid with money budgeted in the Assessor Tech Fund (220-271-55010-000) and authorize CIO Rowley to sign the estimate outside of the meeting. Commissioner Schoenwald seconded the motion. The motion carried 3-0.

COUNTY FACILITIES – Brenna Rogne, Facilities/Events Manager

1.	Report on activities and events at County-managed facilities. **(Discussion)**

Facilities/Events Manager Brenna Rogne reported the swimming pool is still not open, but the pool staff have been busy working around town cleaning, painting, setting up concessions for movie nights and keeping the swimming pool building maintained. The Museum and Opera House had many visitors and activities over the past 4 months that brought out great community involvement.

2. Discuss, approve or deny a new fee schedule and insurance costs for County Facilities. **(For Possible Action)**

Facilities/Events Manager Brenna Rogne explained the fees are barely covering the insurance costs for renting county facilities, when the fees are waved the county is eating the insurance costs which can be up to $145 for a small group of people. Manager Rogne suggesting increasing the fees and insurance costs by 25% which matches the US Consumer Price Index. Manager Rogne also suggested removing the Senior Centers from the rental application and allowing Senior Center Director Linda Gordon to handle all rental fees within the Senior Centers.

Commissioner Schoenwald motioned to approve the new fee schedule and insurance costs for County Facilities and remove the Senior Center from the rental application. Commissioner Plaskett seconded the motion. The motion carried 3-0.

The board took a 5-minute break.
Chairman McKay called the meeting back to order at 11:05am.

NEVADA DIVISION OF WATER RESOURCES – Jake Tibbitts, Natural Resources Manager

1. Discuss and consider recommending any course of action to the State Engineer under the provisions of NRS 533.363 regarding the water right application 95079 proposing to change the point of diversion and place of use of permit 57757. In accordance with NRS 533.563, notice of consideration of the water rights application was provided in the Eureka County Star for three consecutive weeks. **(For Possible Action)**

Natural Resource Manager Jake Tibbitts explained that anytime a point of diversion is adjusted with a water right permit, whether it is changing the water to or from Eureka County, the Nevada Division of Water Resources alerts the County Commissioners. Water right application 95079 is located within the Carlin Trend mining area and relates to their dewatering changes.

No changes were considered. No action was taken.

NEVADA STRATEGIES – Jim Barbee

1. Report on projects and activities. **(Discussion)**

Jim Barbee with Nevada Strategies reported he has been working on recommendations for changes and organization charters following the survey results. Mr. Barbee has worked on the existing Human Resources policy, what should be flipped over to code and have consistency with other counties than reorganization with the Counties' existing policies. Regarding the compensation study Mr. Barbee has received all of the comparable county data and he will work

with Human Resources Manager Stacy Collette on the updated job descriptions. Mr. Barbee commented he is on task to meet the goal of February for the delivery of the final report on the compensation study.

NEVADA GOLD MINES – Sam Brown, Community Engagement and Development Specialist

1. Presentation of proposed man camp in Crescent Valley. **(Discussion)**

Nevada Gold Mines Community Engagement and Development Specialist Sam Brown, Project Manager Holly Clayton and Cortez Mine General Manager Samuel Marich presented to the board room a proposed man camp in Crescent Valley called the Bullion Hill Lodge. The Lodge will be located south of Crescent Valley on the Dean Ranch and will be constructed by Barminco. The lodge will have accommodations for 130 Nevada Gold Mines employees, a commercial kitchen and dining, recreation areas, offices, first aid, laundry and storage spaces. The lodge will have ongoing catering, lodge and maintenance services for 4 years, at which point they will reevaluate the facility. Nevada Gold Mines will provide transportation to the lodge for employees staying at the lodge for their shifts. The operation is set to be open by May 2027.

TREASURER – Pernecia Johnson, Treasurer

1. Review of Treasurer's Report for September 2026. **(Discussion)**

The board reviewed the September 2026 Treasurers report.

HUMAN RESOURCES – Stacy Collette, Human Resources Director

1. Report on Human Resources projects and activities. **(Discussion)**

Human Resources Director Stacy Collette reported she has been working with department heads to get job descriptions updated and ready to send to Jim Barbee for the compensation study. Recruiting is open for the District Attorney's office and Sheriff's office.

2. Discuss, approve or deny job descriptions vetted by Department heads and employees in preparation for the compensation study. **(For Possible Action)**

Following board approval, the job descriptions will get sent to Pool/PACT for their review before getting sent to Jim Barbee for the wage and compensation study.

Commissioner Schoenwald motioned to approve the proposed job descriptions vetted by Department heads and employees in preparation for the compensation study. Commissioner Plaskett seconded the motion. The motion carried 3-0.

3. Discuss, approve or deny the addition of a Code Enforcement – Civil Processor in the Sheriff's office. **(For Possible Action)**

The Code Enforcement – Civil Processor position in the Sheriff's office was budgeted for Fiscal Year 2026-2027.

Commissioner Plaskett motioned to approve the addition of a Code Enforcement – Civil Processor in the Sheriff's office, Commissioner Schoenwald seconded the motion. The motion carried 3-0.

4. Discuss, approve or deny the addition of a Paralegal in the District Attorney's office. **(For Possible Action)**

The Paralegal position in the District Attorney's Office will be considered a promotion for an employee who now meets the requirements.

Commissioner Plaskett motioned to approve the addition of a Paralegal in the District Attorney's office, Commissioner Schoenwald seconded the motion. The motion carried 3-0.

AMBULANCE AND EMS – Nichole Cooley, EMS Director/Coordinator

1. Report on EMS projects, activities and contract services. **(Discussion)**

EMS Director/Coordinator Nichole Cooley reported for the month of October they had a total of 35 runs, Eureka had 13, Eureka MedEx had 8, Crescent Valley had 0, Crescent Valley MedEx had 14 and they brought in a total of $6,264.56. Genesis Home Health had 14 home health visits, the Eureka medical clinic had 268 patients and Crescent Valley medical clinic had 16. For the month of September Rehab services had 92 visits and October had 104. Tamisha Pena's last day was October 28th and the new PA starts in December.

SHERIFF - Miles Umina, Sheriff

1. Report on Sheriff's Office projects and activities. **(Discussion)**

Sheriff Miles Umina reported for the month of September they had 1,623 total incidents, 108 of those were traffic stops and issued 38 citations. For the month of October they had 1,549 total incidents, 89 of those were traffic stops with 28 citations. November 9th and 10th the Sheriffs office attended trainings at the elementary and high schools for active shooters. They received the Joining Forces Grant of $24,000 that will go towards the recording system through GoSearch, one of their major capital outlay projects completed. Eureka Sheriff's office received an award for Donate Life awareness participation. Lieutenant Shoaff received an award for CIT Officer of the Year.

2. Discuss, approve or deny receiving the State Crisis Intervention Program (SCIP) grant award from the Department of Justice and Bureau of Justice Assistance for Cell Guardian in the amount of $46,919.45. **(For Possible Action)**

The State Crisis Intervention Program (SCIP) grant award from the Department of Justice and Bureau of Justice Assistance for Cell Guardian is the first step in working to get the County jail reopened. The Cell Guardian can monitor heart rate, breathing and ambient room temperature.

Commissioner Plaskett motioned to approve receiving the State Crisis Intervention Program (SCIP) grant award from the Department of Justice and Bureau of Justice Assistance for Cell Guardian in the amount of $46,919.45. Commissioner Schoenwald seconded the motion. The motion carried 3-0.

ROAD DEPARTMENT – Scooter Mentaberry, Road Supervisor

1. Report on Road Department projects and activities. **(Discussion)**

Road Supervisor Scooter Mentaberry reported on the various roads around Eureka County that the crews bladed, the Crescent Valley crew helped with the Crescent Valley park project running equipment for them and they transported tires from the Crescent Valley dump to the Eureka Dump. They added a stop sign at the intersection of Railroad and Vandal Way.

PUBLIC WORKS – Jeb Rowley, Public Works Director

1. Report on Public Works projects and activities. **(Discussion)**

Public Works Director Jeb Rowley reported both landfills had successful October clean up months, the building and grounds crews continue to winterize buildings around the county. The fire marshal inspected the county buildings and found minor deficiencies. They plan to rebuild the intake screens between the sewer ponds. David Jones has met with the Sheriff's office on their capital outlay vehicles, checking on needed equipment and making a plan for when the vehicles become available.

2. Discuss, approve or deny authorizing expenditures not to exceed $10,000.00 from Public Parks Capital Outlay (010-074-55010-000) for the Crescent Valley Park Project, including ratification of United Rentals invoices in the amount of $4,425.00 for equipment rental. **(For Possible Action)**

Compaction equipment was rented for the walking path for the Crescent Valley Park project; the ratification is to cover the costs.

Commissioner Schoenwald motioned to approve authorizing expenditures not to exceed $10,000.00 from Public Parks Capital Outlay (010-074-55010-000) for the Crescent Valley Park Project, including ratification of United Rentals invoices in the amount of $4,425.00 for equipment rental. Commissioner Plaskett seconded the motion. The motion carried 3-0.

3. Discuss, approve or deny Proposal 018956 from Quest Technology Management to provide and install network infrastructure upgrades and an exterior video surveillance system at the Crescent Valley Senior Center in the amount of $35,661.85, plus freight, utilizing funds from Building and Grounds Capital Outlay (010-015-55010-000) (includes 10% contingency). **(For Possible Action)**

Item was tabled.

4. Discuss, approve or deny Proposal 023313 from Quest Technology Management to provide and install an electronic access control system on three exterior doors at the Crescent Valley Senior Center in the amount of $18,525.34, plus freight, utilizing funds from Building and Grounds Capital Outlay (010-015-55010-000) (includes 10% contingency). **(For Possible Action)**

Item was tabled.

NATURAL RESOURCES – Jake Tibbitts, Natural Resources Manager

1. Report on current and emerging natural resource issues affecting Eureka County. **(Discussion)**

Natural Resources Manager Jake Tibbitts thanked the Clerk Recorder Kathy Bowling for putting on the Conservation Districts election, reelected to the board were Carl Olson, Denise Moyle and Andy Goettle. The county's bill to allow de minimis use of water for road maintenance has now moved beyond a draft request and is receiving a bill number. Ruby Hill underground project Lower Archimedes released their 30 day review of I-80's plan of operations, the review and discussion will be on a future agenda. Nevada Gold Mines is moving forward with the permitting of a large new tailings storage facility up in Boulder Valley related to the Goldstrike operations. CatX Solar project has been issued a categorical exclusion for their BLM right-of- way, they are meeting with the Vallow Mountain BLM in the next week with their final proposal to start the NEPA process. Manager Tibbitts will attend various NACO subcommittees, the Surface Transportation Board for the GoRail will be on November 18th, the Nevada Association of Conservation Districts is hosting a business meeting and on the 19th the State Conservation Commission and NACO Public Lands and Natural Resources subcommittee will meet on the 19th as well.

CORRESPONDENCE

1. Review correspondence. **(Discussion)**

The Nevada Secretary of State Francisco Aguilar announces modernized election results website, Nevada Secretary of State Francisco Aguilar announces new election integrity dashboard, Nevada Secretary of State Francisco Aguilar announces Las Vegas Mayor to host press conference, Nevada Secretary of State office announces the close of election polls, NACO October 16, 23 and 29 newsletters, IEC February 2027 meeting poll, Eureka Conservation District 10/27/26 agenda, NRAC 11/4/26 agenda. Eureka County Advisory board to Manage Wildlife agenda, Notice for Eureka Conservation District election mass meeting, Crescent Valley TV Board meeting minutes, Eureka TV board agenda, Free supplemental kindergarten readiness resource for Nevada families email, Mt Wheeler Power holiday lighting credit, Nv Division of Minerals Protection notice and a thank you card from Evan Bundy.

2. Commissioner reports on **pertinent** correspondence or other matters. **(Discussion)**

None considered.

PUBLIC COMMENT

1. Public comment and discussion. *Notice: No action may be taken on a matter raised under this item until the matter has been specifically included on an agenda as an item upon which action will be taken. Public comments may be limited to three (3) minutes per person. Public comment may be allowed on "Action" items, in addition to the two times specified on the agenda.* **(Discussion)**

Chairman McKay called for public comment in both Eureka and Crescent Valley, hearing none he proceeded to the next item.

2. Consider items requiring action to be placed on the agenda for the next regular meeting. *Notice: The public is welcome to request agenda items for future meetings during the Public Comment period or may consult with one or more of the Board of Commissioners to request agenda items for future meetings.* **(Discussion)**

None considered.

ADJOURNMENT

1. Adjournment of meeting.

Commissioner Plaskett motioned to adjourn the meeting, Commissioner Schoenwald seconded the motion. The motion carried 3-0.

The meeting adjourned at 1:37pm.

Prepared and submitted by Deputy Clerk Recorder Katelyn Ziemann.
Approved this 1st day of December, 2026 by the Board of Eureka County Commissioners.

_____
Rich McKay, Chairman

ATTEST: _____
Kathy Bowling, Clerk Recorder



Eureka County, Nevada

Commissioner Approval Report

By Fund

Payment Dates 11/13/2026 - 12/1/2026

Vendor Name	Payment Number	Post Date	Description (Item)	Account Number	Amount
Fund: 010 - GENERAL FUND					
Department: 000 - NON DEPARTMENTAL					
AVFUEL CORPORATION	115062	12/01/2026	AIRPORT FUEL	010-000-11520-000	24,970.28
				Department 000 - NON DEPARTMENTAL Total:	**24,970.28**
Department: 001 - COUNTY COMMISSIONERS					
QUEST MEDIA & SUPPLIES INC	115124	12/01/2026	Vac to Tank Hill Fiber Install	010-001-55010-000	896.24
LP INSURANCE SERVICES LLC	115105	12/01/2026	Broker Insurance Fee	010-001-52010-000	115.60
PITNEY BOWES GLOBAL FINA...	115123	12/01/2026	LEASE SEPT 30 THRU DEC 29 2...	010-001-53010-242	68.94
EUREKA COUNTY SENIOR CEN...	115076	12/01/2026	BOCC MEALS	010-001-53010-252	97.00
NEVADA CENTRAL MEDIA, LLC	115114	12/01/2026	LEGAL AD	010-001-53010-220	360.00
				Department 001 - COUNTY COMMISSIONERS Total:	**1,537.78**
Department: 002 - TREASURER					
MEEDER PUBLIC FUNDS, INC	115108	12/01/2026	JULY-SEPT MANAGEMENT FEES	010-002-53010-087	4,420.74
XEROX CORPORATION	115157	12/01/2026	Meter Reading 9/21/26-10/21...	010-002-53010-242	21.94
QUILL CORPORATION	115125	12/01/2026	OFFICE SUPPLIES	010-002-53010-300	349.81
LP INSURANCE SERVICES LLC	115105	12/01/2026	Broker Insurance Fee	010-002-52010-000	115.60
PITNEY BOWES GLOBAL FINA...	115123	12/01/2026	LEASE SEPT 30 THRU DEC 29 2...	010-002-53010-242	68.93
PITNEY BOWES GLOBAL FINA...	115123	12/01/2026	LEASE SEPT 30 THRU DEC 29 2...	010-002-53010-242	68.94
JOHNSON, PERNECIA	115094	12/01/2026	TRAVEL	010-002-53010-370	190.76
				Department 002 - TREASURER Total:	**5,236.72**
Department: 003 - RECORDER					
XEROX CORPORATION	115157	12/01/2026	MACHINE MAINT	010-003-53010-242	96.56
XEROX CORPORATION	115157	12/01/2026	MACHINE MAINT	010-003-53010-242	7.98
LP INSURANCE SERVICES LLC	115105	12/01/2026	Broker Insurance Fee	010-003-52010-000	192.66
PITNEY BOWES GLOBAL FINA...	115123	12/01/2026	LEASE SEPT 30 THRU DEC 29 2...	010-003-53010-242	68.94
AT&T MOBILITY	115059	12/01/2026	Phone	010-003-53010-360	34.74
				Department 003 - RECORDER Total:	**400.88**
Department: 004 - ASSESSOR					
QUILL CORPORATION	115125	12/01/2026	Office Supplies	010-004-53010-300	314.54
QUILL CORPORATION	115125	12/01/2026	Office Supplies	010-004-53010-300	77.58
LP INSURANCE SERVICES LLC	115105	12/01/2026	Broker Insurance Fee	010-004-52010-000	154.13
PITNEY BOWES GLOBAL FINA...	115123	12/01/2026	LEASE SEPT 30 THRU DEC 29 2...	010-004-53010-242	68.94
PITNEY BOWES GLOBAL FINA...	115123	12/01/2026	LEASE SEPT 30 THRU DEC 29 2...	010-004-53010-242	68.94
AT&T MOBILITY	115059	12/01/2026	Phone	010-004-53010-360	51.23
OFFICE PRODUCTS INC	115117	12/01/2026	konica minolta	010-004-53010-242	11.96
				Department 004 - ASSESSOR Total:	**747.32**
Department: 006 - HUMAN RESOURCES					
LP INSURANCE SERVICES LLC	115105	12/01/2026	Broker Insurance Fee	010-006-52010-000	38.53
PITNEY BOWES GLOBAL FINA...	115123	12/01/2026	Machine Lease	010-006-53010-242	46.48
AT&T MOBILITY	115059	12/01/2026	Phone	010-006-53010-360	40.13
RANGE MEDIA COMPANY LLC	115126	12/01/2026	Legal Ad #7916 Vacancy Notic...	010-006-53010-220	925.00
WILLIAM BEE RIRIE HOSPITAL...	115156	12/01/2026	New Hire	010-006-53010-313	45.00
P&C RECRUITING HR	115118	12/01/2026	HR Contractor	010-006-51010-000	14,339.23
				Department 006 - HUMAN RESOURCES Total:	**15,434.37**
Department: 010 - ELECTION					
NV PRESORT & MAIL MARKET...	115116	12/01/2026	ELECTION POSTAGE	010-010-53010-318	337.41
MAHONEY, BRANDY	115107	12/01/2026	ELECTION DAY TRAVL TO CV	010-010-53010-370	44.00
EUREKA COUNTY SENIOR CEN...	115076	12/01/2026	ELECTION DAY MEALS	010-010-53010-000	100.00
PITNEY BOWES GLOBAL FINA...	115123	12/01/2026	LEASE SEPT 30 THRU DEC 29 2...	010-010-53010-318	68.94
LEGISLATIVE COUNSEL BUREAU	115101	12/01/2026	BALLOT PRINTING	010-010-53010-000	1,309.58
LIBERTY VOTE USA INC.	115103	12/01/2026	ELECTION SETUP	010-010-53010-000	11,000.00
				Department 010 - ELECTION Total:	**12,859.93**

Vendor Name	Payment Number	Post Date	Description (Item)	Account Number	Amount
Department: 011 - COMPTROLLER					
CDW GOVERNMENT INC	115069	12/01/2026	Laserjet Pro 3001DW printer	010-011-53010-300	239.66
LP INSURANCE SERVICES LLC	115105	12/01/2026	Broker Insurance Fee	010-011-52010-000	115.60
PITNEY BOWES GLOBAL FINA...	115123	12/01/2026	Machine Lease	010-011-53010-242	46.48
AT&T MOBILITY	115059	12/01/2026	Phone	010-011-53010-360	37.74
QUILL CORPORATION	115125	12/01/2026	Sharpies and tape	010-011-53010-000	34.40
TYLER BUSINESS FORMS - THE...	115148	12/01/2026	1095-C Employee Copy Sheets	010-011-53010-000	134.40
				Department 011 - COMPTROLLER Total:	**608.28**
Department: 012 - ANNUAL AUDIT & BUDGET					
EIDE BAILLY, LLP	115073	12/01/2026	Eureka County Audit	010-012-53010-165	70,350.00
				Department 012 - ANNUAL AUDIT & BUDGET Total:	**70,350.00**
Department: 015 - BUILDINGS & GROUNDS					
WESTERN NV SUPPLY CO	115153	12/01/2026	REPAIR/MAINT	010-015-53710-330	1,770.60
JD JANITORIAL - DAVILA, JUAN...	115092	12/01/2026	JANITORIAL SERVICES	010-015-53710-058	3,145.00
VOGUE LINEN-UNIFORM RENT	115150	12/01/2026	COURT HOUSE CONTRACT SE...	010-015-53710-058	24.83
VOGUE LINEN-UNIFORM RENT	115150	12/01/2026	CLINIC CONTRACT SERVICES	010-015-53718-058	60.81
VOGUE LINEN-UNIFORM RENT	115150	12/01/2026	OPERA HOUSE CONTRACT SE...	010-015-53740-058	15.96
HUNT & SONS, INC	115089	12/01/2026	OPERA HOUSE - HEAT FUEL	010-015-53740-160	785.97
SNYDER MECHANICAL	115138	12/01/2026	CV SENIOR CENTER Walk In	010-015-53724-330	2,197.00
WELLS PROPANE	115151	12/01/2026	Propane - CV Town Hall	010-015-53722-160	1.00
SUBURBAN PROPANE - ELY	115141	12/01/2026	Propane - Justice Facility	010-015-53730-160	457.15
QUILL CORPORATION	115125	12/01/2026	CH Janitorial Supplies - Vacuu...	010-015-53710-195	-299.15
LP INSURANCE SERVICES LLC	115105	12/01/2026	Broker Insurance Fee	010-015-52010-000	77.06
SUBURBAN PROPANE - ELY	115141	12/01/2026	Propane - Pool	010-015-53750-160	1,960.43
JD JANITORIAL - DAVILA, JUAN...	115092	12/01/2026	PA HOUSE CLEANING	010-015-53773-330	275.00
VOGUE LINEN-UNIFORM RENT	115150	12/01/2026	COURT HOUSE CONTRACT SE...	010-015-53710-058	24.83
VOGUE LINEN-UNIFORM RENT	115150	12/01/2026	CLINIC CONTRACT SERVICES	010-015-53718-058	60.81
VOGUE LINEN-UNIFORM RENT	115150	12/01/2026	CONTRACT SERVICES-ANNEX	010-015-53715-058	158.49
VOGUE LINEN-UNIFORM RENT	115150	12/01/2026	OPERA HOUSE CONTRACT SE...	010-015-53740-058	15.96
WELLS PROPANE	115151	12/01/2026	Propane - Beowawe Fire Stati...	010-015-53764-160	342.61
WELLS PROPANE	115151	12/01/2026	Propane - CV Ambulance Bay	010-015-53719-160	137.10
WELLS PROPANE	115151	12/01/2026	Propane - CV Justice Facility	010-015-53723-160	310.38
WELLS PROPANE	115151	12/01/2026	Propane - CV Town Hall	010-015-53722-160	269.95
WELLS PROPANE	115151	12/01/2026	Propane - CV Fairgrounds	010-015-53770-160	312.21
QUILL CORPORATION	115125	12/01/2026	CH/PW - JAN SUPPLIES	010-015-53710-195	13.49
QUILL CORPORATION	115125	12/01/2026	CH/PW - JAN SUPPLIES	010-015-53715-195	13.49
QUILL CORPORATION	115125	12/01/2026	CH/ANNEX/LIB - JANITORIAL ...	010-015-53710-195	17.10
QUILL CORPORATION	115125	12/01/2026	CH/ANNEX/LIB - JANITORIAL ...	010-015-53715-195	17.10
QUILL CORPORATION	115125	12/01/2026	CH/ANNEX/LIB - JANITORIAL ...	010-015-53762-195	17.09
VOGUE LINEN-UNIFORM RENT	115150	12/01/2026	CLINIC CONTRACT SERVICES	010-015-53718-058	39.98
SUBURBAN PROPANE - ELY	115141	12/01/2026	Propane - Ambulance Bay	010-015-53769-160	166.25
MT WHEELER POWER INC	115111	12/01/2026	11 N Main St-Caboose	010-015-53760-105	44.20
MT WHEELER POWER INC	115111	12/01/2026	31 S Main St	010-015-53740-105	986.80
MT WHEELER POWER INC	115111	12/01/2026	701 S Main St	010-015-53715-105	564.83
MT WHEELER POWER INC	115111	12/01/2026	Power	010-015-53773-105	45.75
MT WHEELER POWER INC	115111	12/01/2026	Clinic	010-015-53718-105	523.51
MT WHEELER POWER INC	115111	12/01/2026	Eureka Fire Station	010-015-53751-105	371.01
MT WHEELER POWER INC	115111	12/01/2026	DV Fire Station	010-015-53766-105	91.40
MT WHEELER POWER INC	115111	12/01/2026	Ambulance Bay	010-015-53769-105	156.77
MT WHEELER POWER INC	115111	12/01/2026	Sheriffs Office	010-015-53730-105	968.20
MT WHEELER POWER INC	115111	12/01/2026	Fairgrounds Lg Arena	010-015-53771-105	46.08
MT WHEELER POWER INC	115111	12/01/2026	Fairgrounds Horseshoe Pits	010-015-53771-105	104.96
MT WHEELER POWER INC	115111	12/01/2026	Senior Center	010-015-53729-105	580.00
MT WHEELER POWER INC	115111	12/01/2026	Library	010-015-53762-105	157.84
MT WHEELER POWER INC	115111	12/01/2026	Courthouse	010-015-53710-105	2,819.49
MT WHEELER POWER INC	115111	12/01/2026	Museum	010-015-53745-105	214.33
MT WHEELER POWER INC	115111	12/01/2026	Swimming Pool	010-015-53750-105	1,295.22
MT WHEELER POWER INC	115111	12/01/2026	Security Lights	010-015-53774-105	151.29
MT WHEELER POWER INC	115111	12/01/2026	Airport	010-015-53707-105	263.67
MT WHEELER POWER INC	115111	12/01/2026	Airport Security	010-015-53707-105	160.38

Vendor Name	Payment Number	Post Date	Description (Item)	Account Number	Amount
SUBURBAN PROPANE - ELY	115141	12/01/2026	Propane-Annex	010-015-53715-160	829.00
SUBURBAN PROPANE - ELY	115141	12/01/2026	propane	010-015-53729-160	98.11
VOGUE LINEN-UNIFORM RENT	115150	12/01/2026	CONTRACT SERVICES-ANNEX	010-015-53715-058	24.83
VOGUE LINEN-UNIFORM RENT	115150	12/01/2026	CLINIC CONTRACT SERVICES	010-015-53718-058	60.81
VOGUE LINEN-UNIFORM RENT	115150	12/01/2026	OPERA HOUSE CONTRACT SE...	010-015-53740-058	15.96
QUILL CORPORATION	115125	12/01/2026	CH/ANNEX - JAN SUPP	010-015-53710-195	26.99
QUILL CORPORATION	115125	12/01/2026	CH/ANNEX - JAN SUPP	010-015-53715-195	26.99
QUILL CORPORATION	115125	12/01/2026	ANNEX - JAN SUPP	010-015-53715-195	35.01
QUILL CORPORATION	115125	12/01/2026	CH Janitorial Supplies	010-015-53710-195	108.35
QUILL CORPORATION	115125	12/01/2026	SO - JAN SUPP	010-015-53730-195	24.29
				Department 015 - BUILDINGS & GROUNDS Total:	**23,184.57**
Department: 016 - AIRPORT					
SIERRA NV CONSTRUCTION INC	115134	12/01/2026	Airport Valley Gutter	010-016-55010-000	84,150.00
LUMOS & ASSOCIATES	115106	12/01/2026	Airport Valley Gutter & Pave...	010-016-53010-357	7,505.00
LUMOS & ASSOCIATES	115106	12/01/2026	Airport SRE Building & Lighted...	010-016-55010-000	4,265.00
				Department 016 - AIRPORT Total:	**95,920.00**
Department: 017 - NRAC COMMITTEE					
BLISS, CHAD D	115063	12/01/2026	Regular NRAC Meeting on 11/...	010-017-53010-370	12.16
SLAGOWSKI, CARL F	115136	12/01/2026	Regular NRAC Meeting on 11/...	010-017-53010-370	91.20
PITNEY BOWES GLOBAL FINA...	115123	12/01/2026	Machine Lease	010-017-53010-242	46.47
				Department 017 - NRAC COMMITTEE Total:	**149.83**
Department: 018 - TECHNOLOGY SUPPORT					
SIERRA NV CONSTRUCTION INC	115134	12/01/2026	Fiber 2C	010-018-55010-203	17,081.15
QUEST MEDIA & SUPPLIES INC	115124	12/01/2026	MS	010-018-53010-058	3,985.00
QUEST MEDIA & SUPPLIES INC	115124	12/01/2026	Cisco Flex	010-018-53010-058	239.46
SMARSH INC	115137	12/01/2026	Software	010-018-53010-046	17.08
CDW GOVERNMENT INC	115069	12/01/2026	Supplies	010-018-53010-000	272.98
LP INSURANCE SERVICES LLC	115105	12/01/2026	Broker Insurance Fee	010-018-52010-000	115.60
SYBER NETWORKS LLC	115145	12/01/2026	Contract Services OS	010-018-53010-058	5,200.00
AT&T MOBILITY	115059	12/01/2026	Phone	010-018-53010-224	762.93
AT&T MOBILITY	115059	12/01/2026	Phone	010-018-53010-360	470.21
QUEST MEDIA & SUPPLIES INC	115124	12/01/2026	Software	010-018-53010-046	2,874.00
GBIS HOLDINGS INC	115079	12/01/2026	Yucca Mountain Website Host...	010-018-53010-058	104.95
SHI INTERNATIONAL CORP.	115133	12/01/2026	MS Licencing TMS CPLT	010-018-53010-046	2,030.40
LUMOS & ASSOCIATES	115106	12/01/2026	Phase 2c - CM Services	010-018-55010-203	1,703.66
SYBER NETWORKS LLC	115145	12/01/2026	Contract Services OS	010-018-53010-058	5,200.00
SYBER NETWORKS LLC	115145	12/01/2026	MS & Datto	010-018-53010-058	6,575.00
DASHLANE USA INC.	115071	12/01/2026	Annual Renewal Software	010-018-53010-046	2,400.00
				Department 018 - TECHNOLOGY SUPPORT Total:	**49,032.42**
Department: 022 - JUVENILE PROBATION					
REDWOOD TOXICOLOGY LAB...	115128	12/01/2026	Drug Testing	010-022-53010-000	36.77
RUBY MOUNTAIN NATURAL S...	115132	12/01/2026	Water Delivery	010-022-53010-000	28.50
LP INSURANCE SERVICES LLC	115105	12/01/2026	Broker Insurance Fee	010-022-52010-000	77.06
PITNEY BOWES GLOBAL FINA...	115123	12/01/2026	LEASE SEPT 30 THRU DEC 29 2...	010-022-53010-242	68.93
ZIMMERMAN, STEVE	115158	12/01/2026	Dallas Texas Conference Ubers	010-022-53010-370	328.28
STRICKLAND-ADAMS, MARILYN	115140	12/01/2026	Dallas Texas TallCop Confernce	010-022-53010-370	277.00
ZIMMERMAN, STEVE	115158	12/01/2026	Dallas TallCop Conference	010-022-53010-370	277.00
ZIMMERMAN, STEVE	115158	12/01/2026	Reimbursement for Hotel Ro...	010-022-53010-370	357.21
ZIMMERMAN, STEVE	115158	12/01/2026	Pizzas For Red Ribbon Week W..	010-022-53010-000	23.00
ZIMMERMAN, STEVE	115158	12/01/2026	Parking For Airport in Salt Lake	010-022-53010-370	70.00
PILOT THOMAS LOGISTICS, LLC..	115122	12/01/2026	Juvenile Probation Fleet Fuel	010-022-53105-130	78.33
REGALADO, VICKIE	115129	12/01/2026	After School Tutor	010-022-53010-098	480.00
OFFICE PRODUCTS INC	115117	12/01/2026	Machine Maintenance	010-022-53010-098	24.00
OFFICE PRODUCTS INC	115117	12/01/2026	Machine Maintenance	010-022-53010-359	20.35
THE RIDGE PLLC	115147	12/01/2026	Annual Wellness Visit	010-022-53010-000	250.00
				Department 022 - JUVENILE PROBATION Total:	**2,396.43**
Department: 024 - DISTRICT ATTORNEY					
RUBY MOUNTAIN NATURAL S...	115132	12/01/2026	WATER	010-024-53010-300	20.00
XEROX CORPORATION	115157	12/01/2026	MACHINE MAINTENANCE	010-024-53010-242	82.59

Vendor Name	Payment Number	Post Date	Description (Item)	Account Number	Amount
QUILL CORPORATION	115125	12/01/2026	office supplies	010-024-53010-300	74.59
QUILL CORPORATION	115125	12/01/2026	office supplies	010-024-53010-300	32.29
QUILL CORPORATION	115125	12/01/2026	OFFICE SUPPLIES	010-024-53010-300	133.92
QUILL CORPORATION	115125	12/01/2026	office supplies	010-024-53010-300	110.88
QUILL CORPORATION	115125	12/01/2026	office supplies	010-024-53010-300	175.28
LP INSURANCE SERVICES LLC	115105	12/01/2026	Broker Insurance Fee	010-024-52010-000	154.15
PITNEY BOWES GLOBAL FINA...	115123	12/01/2026	Machine Lease	010-024-53010-242	46.48
AT&T MOBILITY	115059	12/01/2026	Phone	010-024-53010-360	40.13
				Department 024 - DISTRICT ATTORNEY Total:	**870.31**
Department: 026 - DISTRICT COURT					
PAGLINI, JOHN PSY.D.	115119	12/01/2026	MITIGATION EVAL	010-026-53010-193	2,500.00
REDWOOD TOXICOLOGY LAB...	115128	12/01/2026	DRUG TESTING	010-026-53010-071	134.26
PITNEY BOWES GLOBAL FINA...	115123	12/01/2026	LEASE SEPT 30 THRU DEC 29 2...	010-026-53010-318	68.94
WHITE PINE COUNTY FINANCE...	115155	12/01/2026	TRI COUNTY COOP AGREEME...	010-026-53010-377	10,114.85
				Department 026 - DISTRICT COURT Total:	**12,818.05**
Department: 028 - JUSTICE COURT					
REDWOOD TOXICOLOGY LAB...	115128	12/01/2026	UA TESTING KITS	010-028-53010-072	219.59
QUILL CORPORATION	115125	12/01/2026	OFFICE SUPPLIES	010-028-53010-300	153.79
SIUM, BINIAM	115135	12/01/2026	BOND REFUND-26CT252	010-028-25007-000	305.00
LP INSURANCE SERVICES LLC	115105	12/01/2026	Broker Insurance Fee	010-028-52010-000	154.13
PECK, MARIA	115120	12/01/2026	BAIL REFUND-26CR8	010-028-25007-000	355.00
PITNEY BOWES GLOBAL FINA...	115123	12/01/2026	Machine Lease	010-028-53010-242	46.48
AT&T MOBILITY	115059	12/01/2026	Phone	010-028-53010-360	91.36
PILOT THOMAS LOGISTICS, LLC..	115122	12/01/2026	Eureka Justice Court Fleet Fuel	010-028-53105-130	45.51
NAT'L ASSOC FOR COURT MA...	115113	12/01/2026	AJ NACM DUES 2027	010-028-53010-070	175.00
RUBY MOUNTAIN NATURAL S...	115132	12/01/2026	WATER	010-028-53010-000	37.00
				Department 028 - JUSTICE COURT Total:	**1,582.86**
Department: 032 - LAW LIBRARY					
LEXIS NEXIS MATHEW BENDER	115102	12/01/2026	law library	010-032-53010-000	1,192.36
				Department 032 - LAW LIBRARY Total:	**1,192.36**
Department: 034 - SHERIFF					
XEROX CORPORATION	115157	12/01/2026	CV Substation Printer	010-034-53010-242	17.46
XEROX CORPORATION	115157	12/01/2026	SO Main Printer	010-034-53010-242	105.92
XEROX CORPORATION	115157	12/01/2026	Civil Division Printer	010-034-53010-242	16.96
AT&T LONG DISTANCE	115058	12/01/2026	Long distance	010-034-53010-360	141.50
AT&T BOX 5025	115057	12/01/2026	Monthly Access Nov - Dec	010-034-53010-360	7,961.22
SOUTHERN TIRE MART LLC	115139	12/01/2026	VEHICLE MAINT	010-034-53105-245	1,999.04
SOUTHERN TIRE MART LLC	115139	12/01/2026	SHERIFFS OFFICE	010-034-53105-245	2,661.04
LP INSURANCE SERVICES LLC	115105	12/01/2026	Broker Insurance Fee	010-034-52020-000	192.66
LP INSURANCE SERVICES LLC	115105	12/01/2026	Broker Insurance Fee	010-034-52022-000	269.72
LP INSURANCE SERVICES LLC	115105	12/01/2026	Broker Insurance Fee	010-034-52024-000	231.19
LP INSURANCE SERVICES LLC	115105	12/01/2026	Broker Insurance Fee	010-034-52026-000	346.79
PITNEY BOWES GLOBAL FINA...	115123	12/01/2026	Machine Lease	010-034-53010-242	46.48
AT&T MOBILITY	115059	12/01/2026	AT&T Phones	010-034-53010-360	1,331.29
AT&T MOBILITY	115059	12/01/2026	Phone	010-034-53010-044	348.32
AT&T MOBILITY	115059	12/01/2026	Phone	010-034-53010-360	75.48
PILOT THOMAS LOGISTICS, LLC..	115122	12/01/2026	Sheriff's Office Fleet Fuel	010-034-53105-130	969.46
RUBY MOUNTAIN NATURAL S...	115132	12/01/2026	Office Water	010-034-53010-300	20.00
LEGAL & LIABILITY RISK MAN...	115100	12/01/2026	Hicks - Internal Affairs Training	010-034-53010-370	595.00
UDER, ANDREW	115149	12/01/2026	Washington National Refund ...	010-034-51026-000	73.04
				Department 034 - SHERIFF Total:	**17,402.57**
Department: 040 - EMERGENCY MNGMNT					
A PLUS TOTAL CARE	115054	12/01/2026	CV FIRE - Jeremy Rice Physical...	010-040-53010-000	550.00
EMPIRE SOUTHWEST, LLC	115075	12/01/2026	MAINTENANCE AND REPAIRS	010-040-53105-330	423.56
AT&T MOBILITY	115059	12/01/2026	Phone	010-040-53010-000	250.48
AT&T MOBILITY	115059	12/01/2026	Phone	010-040-53010-043	1,394.39
HUNT & SONS, INC	115089	12/01/2026	FUEL	010-040-53105-130	1,920.26
				Department 040 - EMERGENCY MNGMNT Total:	**4,538.69**

Vendor Name	Payment Number	Post Date	Description (Item)	Account Number	Amount
Department: 042 - PUBLIC WORKS					
LUMOS & ASSOCIATES	115106	12/01/2026	On Call Engineer - Survey	010-042-53010-357	1,122.50
XEROX CORPORATION	115157	12/01/2026	XEROX C8170H	010-042-53010-242	58.20
XEROX CORPORATION	115157	12/01/2026	XEROX C600DN	010-042-53010-242	124.12
RUBY MOUNTAIN NATURAL S...	115132	12/01/2026	PW - SERVICES & SUPPLIES	010-042-53010-000	11.50
QUILL CORPORATION	115125	12/01/2026	PW - OFFICE SUPPLIES	010-042-53010-300	82.78
GRAINGER PARTS OPERATIONS	115081	12/01/2026	SERVICE AND SUPPLIES	010-042-53010-000	852.46
LP INSURANCE SERVICES LLC	115105	12/01/2026	Broker Insurance Fee	010-042-52010-000	308.26
PITNEY BOWES GLOBAL FINA...	115123	12/01/2026	Machine Lease	010-042-53010-242	46.48
QUILL CORPORATION	115125	12/01/2026	PW - OFFICE SUPPLIES	010-042-53010-300	9.89
AT&T MOBILITY	115059	12/01/2026	Phone	010-042-53010-044	314.63
AT&T MOBILITY	115059	12/01/2026	Phone	010-042-53010-360	330.74
LUMOS & ASSOCIATES	115106	12/01/2026	Parcel Review	010-042-53010-357	442.50
RUBY MOUNTAIN NATURAL S...	115132	12/01/2026	PW - OFFICE SUPPLIES - WATER	010-042-53010-300	11.50
KANSAS CITY LIFE INSURANCE...	115095	12/01/2026	L.Cantrell DEC26 dental/vision...	010-042-52010-000	66.36
ANTHEM BCBS	115055	12/01/2026	L.Cantrell DEC	010-042-52010-000	945.90
				Department 042 - PUBLIC WORKS Total:	**4,727.82**
Department: 052 - D & T CENTER					
GENESIS HOME HEALTH SERVI...	115080	12/01/2026	Home Health October 2026	010-052-53010-161	2,010.00
REHAB SERVICES OF NEVADA	115130	12/01/2026	Rehab Services Sept. 2026	010-052-53010-058	4,049.55
REHAB SERVICES OF NEVADA	115130	12/01/2026	Rehab Services Oct. 2026	010-052-53010-058	4,049.55
				Department 052 - D & T CENTER Total:	**10,109.10**
Department: 054 - AMBULANCE					
LP INSURANCE SERVICES LLC	115105	12/01/2026	Broker Insurance Fee	010-054-52010-000	192.66
AT&T MOBILITY	115059	12/01/2026	Phone	010-054-53010-044	298.00
AT&T MOBILITY	115059	12/01/2026	Phone	010-054-53010-360	301.01
PILOT THOMAS LOGISTICS, LLC..	115122	12/01/2026	EMS Fleet Fuel	010-054-53105-130	224.92
				Department 054 - AMBULANCE Total:	**1,016.59**
Department: 070 - SWIM POOL					
LP INSURANCE SERVICES LLC	115105	12/01/2026	Broker Insurance Fee	010-070-52010-000	38.53
CENTRAL NEVADA HEALTH DI...	115070	12/01/2026	HEALTH CERTIFICATE RENEW...	010-070-53010-000	485.00
				Department 070 - SWIM POOL Total:	**523.53**
Department: 072 - SENIOR CENTER					
HALE, JESSICA	115083	12/01/2026	lunch	010-072-53360-370	19.00
LP INSURANCE SERVICES LLC	115105	12/01/2026	Broker Insurance Fee	010-072-52032-000	115.60
LP INSURANCE SERVICES LLC	115105	12/01/2026	Broker Insurance Fee	010-072-52033-000	115.60
FLAKE, SHANLEE	115077	12/01/2026	lunch	010-072-53672-370	19.00
NV DEPT OF AGRICULTURE F...	115115	12/01/2026	supplies	010-072-53360-326	22.50
NV DEPT OF AGRICULTURE F...	115115	12/01/2026	supplies	010-072-53672-326	20.00
PITNEY BOWES GLOBAL FINA...	115123	12/01/2026	LEASE SEPT 30 THRU DEC 29 2...	010-072-53876-275	68.93
AT&T MOBILITY	115059	12/01/2026	Phone	010-072-53360-360	51.23
PITNEY BOWES GLOBAL FINA...	115123	12/01/2026	Machine Maintenance	010-072-53360-242	61.72
SYSCO INTERMOUNTAIN FOOD	115146	12/01/2026	supplies	010-072-53672-326	1,493.29
SYSCO INTERMOUNTAIN FOOD	115146	12/01/2026	supplies	010-072-53672-000	133.21
SYSCO INTERMOUNTAIN FOOD	115146	12/01/2026	supplies	010-072-53360-000	198.54
SYSCO INTERMOUNTAIN FOOD	115146	12/01/2026	supplies	010-072-53360-326	1,155.56
				Department 072 - SENIOR CENTER Total:	**3,474.18**
Department: 073 - MUSEUM					
RUBY MOUNTAIN NATURAL S...	115132	12/01/2026	Spring Water	010-073-53010-000	37.00
				Department 073 - MUSEUM Total:	**37.00**
Department: 074 - PUBLIC PARKS					
LP INSURANCE SERVICES LLC	115105	12/01/2026	Broler Insurance Fee	010-074-52010-000	38.53
GREGORY INSURANCE AGENCY	115082	12/01/2026	INSURANCE	010-074-53010-170	145.00
MT WHEELER POWER INC	115111	12/01/2026	41 N Buel St Park #2	010-074-53010-105	88.96
MT WHEELER POWER INC	115111	12/01/2026	Parks	010-074-53010-105	86.65
MT WHEELER POWER INC	115111	12/01/2026	Ball Field	010-074-53010-105	44.94
MT WHEELER POWER INC	115111	12/01/2026	31 Tannehill Rd	010-074-53010-105	54.14
				Department 074 - PUBLIC PARKS Total:	**458.22**

Vendor Name	Payment Number	Post Date	Description (Item)	Account Number	Amount
Department: 076 - LIBRARY					
PITNEY BOWES GLOBAL FINA...	115123	12/01/2026	Machine Lease	010-076-53010-000	61.72
				Department 076 - LIBRARY Total:	**61.72**
Department: 086 - COUNTY OPERA HOUSE					
SURE STAY HOTEL BY BEST WE...	115142	12/01/2026	HOTEL STAY	010-086-53010-080	280.78
RUBY MOUNTAIN NATURAL S...	115132	12/01/2026	SUPPLIES	010-086-53010-000	20.00
VOGUE LINEN-UNIFORM RENT	115150	12/01/2026	OPERA HOUSE CONVENTION ...	010-086-53010-062	109.97
RANGE MEDIA COMPANY LLC	115126	12/01/2026	Advertising	010-086-53010-244	1,292.00
LP INSURANCE SERVICES LLC	115105	12/01/2026	Broker Insurance Fee	010-086-52010-000	38.53
VOGUE LINEN-UNIFORM RENT	115150	12/01/2026	OPERA HOUSE CONVENTION ...	010-086-53010-062	109.97
SWANK MOTION PICTURES, I...	115143	12/01/2026	Movies	010-086-34023-000	740.00
VOGUE LINEN-UNIFORM RENT	115150	12/01/2026	OPERA HOUSE CONVENTION ...	010-086-53010-062	109.97
CENTRAL NEVADA HEALTH DI...	115070	12/01/2026	HEALTH CERTIFICATE RENEW...	010-086-53010-000	242.00
				Department 086 - COUNTY OPERA HOUSE Total:	**2,943.22**
Department: 088 - NATURAL RESOURCES					
LP INSURANCE SERVICES LLC	115105	12/01/2026	Broker Insurance Fee	010-088-52010-000	77.06
XEROX CORPORATION	115157	12/01/2026	Meter Reading 9/21/26-10/21...	010-088-53010-242	64.69
PITNEY BOWES GLOBAL FINA...	115123	12/01/2026	Machine Lease	010-088-53010-242	46.47
				Department 088 - NATURAL RESOURCES Total:	**188.22**
				Fund 010 - GENERAL FUND Total:	**364,773.25**
Fund: 014 - RETIREE HLTH INS PREM FD					
Department: 101 - RETIREE HLTH INS PREM					
MEEDER PUBLIC FUNDS, INC	115108	12/01/2026	JULY-SEPT MANAGEMENT FEES	014-101-53010-087	302.25
HUBBARD, TODD	115088	12/01/2026	Retiree HRA Payment	014-101-53010-169	467.81
LABARRY, KAREN	115098	12/01/2026	Retiree HRA Payment	014-101-53010-169	445.98
HARLAND, BRUCE	115084	12/01/2026	Retiree HRA Payment	014-101-53010-169	305.10
MORRISON, CHERYL	115109	12/01/2026	HRA Retiree Premium	014-101-53010-169	367.05
JEPPESEN, JERRY	115093	12/01/2026	Retiree HRA Payment	014-101-53010-169	435.97
LINK, MAXIMINA M	115104	12/01/2026	Retiree HRA Payment	014-101-53010-169	523.87
HODSON, RAYMOND	115085	12/01/2026	Retiree HRA Payment	014-101-53010-169	473.66
HOPPER, HEIDI	115086	12/01/2026	HRA Payment	014-101-53010-169	225.80
AUCH, SHARON	115061	12/01/2026	Retiree HRA Payment	014-101-53010-169	375.54
CASTANEDA, MARYJO	115068	12/01/2026	Retiree HRA Payment	014-101-53010-169	481.20
REBALEATI, MICHAEL	115127	12/01/2026	Retiree HRA Payment	014-101-53010-169	284.10
KINKADE, KATHLEEN	115097	12/01/2026	Retiree HRA Payment	014-101-53010-169	202.90
KANSAS CITY LIFE INSURANCE...	115095	12/01/2026	Retiree Dental	014-101-53010-169	1,881.45
KANSAS CITY LIFE INSURANCE...	115095	12/01/2026	Retiree Life	014-101-53010-169	407.50
KANSAS CITY LIFE INSURANCE...	115095	12/01/2026	Retiree Vision	014-101-53010-169	334.92
GARNER, MAUREEN	115078	12/01/2026	Retiree HRA Payment	014-101-53010-169	107.71
HUBBARD, JANINE	115087	12/01/2026	Retiree HRA Payment	014-101-53010-169	129.01
ANTHEM BCBS	115055	12/01/2026	Retiree Insurance	014-101-53010-169	11,398.15
ITHURRALDE, JAMES	115091	12/01/2026	Retiree HRA Payment	014-101-53010-169	586.85
ANTHEM BCBS	115055	12/01/2026	Retiree Insurance	014-101-53010-172	12,914.32
				Department 101 - RETIREE HLTH INS PREM Total:	**32,651.14**
				Fund 014 - RETIREE HLTH INS PREM FD Total:	**32,651.14**
Fund: 015 - FUTURE RESERVE FUND					
Department: 102 - FUTURE RESERVE FUND					
MEEDER PUBLIC FUNDS, INC	115108	12/01/2026	JULY-SEPT MANAGEMENT FEES	015-102-53010-087	1,293.96
				Department 102 - FUTURE RESERVE FUND Total:	**1,293.96**
				Fund 015 - FUTURE RESERVE FUND Total:	**1,293.96**
Fund: 020 - ROAD FUND					
Department: 104 - ROAD DEPT					
LP INSURANCE SERVICES LLC	115105	12/01/2026	Broker Insurance Fee	020-104-52010-000	616.51
				Department 104 - ROAD DEPT Total:	**616.51**
Department: 106 - ROAD DEPT					
MEEDER PUBLIC FUNDS, INC	115108	12/01/2026	JULY-SEPT MANAGEMENT FEES	020-106-53010-087	563.53
WELLS PROPANE	115151	12/01/2026	Propane - CV Road Shop	020-106-53749-160	1.00

Vendor Name	Payment Number	Post Date	Description (Item)	Account Number	Amount
INTERWEST SUPPLY COMPANY	115090	12/01/2026	MAINT/REPAIRS	020-106-53105-330	2,291.60
WELLS PROPANE	115151	12/01/2026	Propane - CV Road Shop	020-106-53749-160	1.00
SOUTHERN TIRE MART LLC	115139	12/01/2026	TIRES	020-106-53105-358	5,583.36
GRAINGER PARTS OPERATIONS	115081	12/01/2026	SHOP SUPPLIES	020-106-53010-372	89.74
GRAINGER PARTS OPERATIONS	115081	12/01/2026	MAINT/REPAIRS	020-106-53105-330	143.56
BOSS TANKS INC	115065	12/01/2026	CATTLE GUARDS	020-106-53410-076	17,758.78
LAWSON PRODUCTS, INC	115099	12/01/2026	MAINT/REPAIRS	020-106-53105-330	480.60
EMPIRE SOUTHWEST, LLC	115075	12/01/2026	MAINT/REPAIRS	020-106-53105-330	750.00
EMPIRE SOUTHWEST, LLC	115075	12/01/2026	MAINT/REPAIRS	020-106-53105-330	98.49
AT&T MOBILITY	115059	12/01/2026	Phone	020-106-53010-360	94.22
BROWN BROTHERS WELDING	115067	12/01/2026	ROAD MAINT	020-106-53010-058	11,455.00
BROWN BROTHERS WELDING	115067	12/01/2026	ROAD MAINT	020-106-53010-058	12,755.00
BROWN BROTHERS WELDING	115067	12/01/2026	ROAD MAINT	020-106-53010-058	6,015.00
BROWN BROTHERS WELDING	115067	12/01/2026	ROAD MAINT	020-106-53010-058	3,510.00
BROWN BROTHERS WELDING	115067	12/01/2026	ROAD MAINT	020-106-53010-058	4,590.00
PILOT THOMAS LOGISTICS, LLC	115121	12/01/2026	FUEL	020-106-53105-130	3,836.11
PILOT THOMAS LOGISTICS, LLC	115121	12/01/2026	FUEL	020-106-53105-130	7,950.31
MT WHEELER POWER INC	115111	12/01/2026	Road Shop	020-106-53748-105	257.09
MT WHEELER POWER INC	115111	12/01/2026	Road Shop Plug In	020-106-53748-105	55.00
MT WHEELER POWER INC	115111	12/01/2026	900 Holly Rd	020-106-53748-105	40.00
WESTERN SERVICE CENTER, I...	115154	12/01/2026	maint/repairs	020-106-53105-330	2,740.60
GRAINGER PARTS OPERATIONS	115081	12/01/2026	SHOP SUPPLIES	020-106-53010-372	487.36
EMPIRE SOUTHWEST, LLC	115075	12/01/2026	MAINT/REPAIRS	020-106-53105-330	425.97
REINFORD, CHUCK	115131	12/01/2026	MAINT/REPAIRS	020-106-55010-000	2,950.00
GRAINGER PARTS OPERATIONS	115081	12/01/2026	MAINT/REPAIRS	020-106-53105-330	531.26
GRAINGER PARTS OPERATIONS	115081	12/01/2026	MAINT/REPAIRS	020-106-53105-330	211.95
EMPIRE SOUTHWEST, LLC	115075	12/01/2026	MAINT/REPAIRS	020-106-53105-330	619.20
EMPIRE SOUTHWEST, LLC	115075	12/01/2026	MAINT/REPAIRS	020-106-53105-330	41.93
GRAINGER PARTS OPERATIONS	115081	12/01/2026	MAINT/REPAIRS	020-106-53105-330	288.07
EMPIRE SOUTHWEST, LLC	115075	12/01/2026	MAINT/REPAIRS	020-106-53105-330	1,436.16
KENWORTH SALES CO INC DE...	115096	12/01/2026	ROAD DEPT - VEH REP/MAINT	020-106-53105-330	1,036.00
GRAINGER PARTS OPERATIONS	115081	12/01/2026	MAINT/REPAIRS	020-106-53105-330	119.19
EMPIRE SOUTHWEST, LLC	115075	12/01/2026	MAINT/REPAIRS	020-106-53105-330	-1,388.99
				Department 106 - ROAD DEPT Total:	**87,818.09**
				Fund 020 - ROAD FUND Total:	**88,434.60**
Fund: 025 - REG TRANSPORTATION COMM					
Department: 110 - R T C DEPT					
MEEDER PUBLIC FUNDS, INC	115108	12/01/2026	JULY-SEPT MANAGEMENT FEES	025-110-53010-087	1,866.43
SIERRA NV CONSTRUCTION INC	115134	12/01/2026	Eureka Road & Utility Phase 2...	025-110-55010-000	505,732.37
LUMOS & ASSOCIATES	115106	12/01/2026	Phase 2c - CM Services	025-110-55010-357	18,740.25
				Department 110 - R T C DEPT Total:	**526,339.05**
				Fund 025 - REG TRANSPORTATION COMM Total:	**526,339.05**
Fund: 030 - AGRICULTURAL EXTENSION					
Department: 120 - AGRICULTURAL EXTENSION					
MEEDER PUBLIC FUNDS, INC	115108	12/01/2026	JULY-SEPT MANAGEMENT FEES	030-120-53010-087	81.71
BOARD OF REGENTS - ATTN: ...	115064	12/01/2026	FY 27 1st Qtr Fringe/salary Ext...	030-120-53010-356	14,881.70
				Department 120 - AGRICULTURAL EXTENSION Total:	**14,963.41**
				Fund 030 - AGRICULTURAL EXTENSION Total:	**14,963.41**
Fund: 035 - AGRICULTURAL DIST #15					
Department: 125 - FAIR BOARD DEPT.					
MEEDER PUBLIC FUNDS, INC	115108	12/01/2026	JULY-SEPT MANAGEMENT FEES	035-125-53010-087	39.73
				Department 125 - FAIR BOARD DEPT. Total:	**39.73**
				Fund 035 - AGRICULTURAL DIST #15 Total:	**39.73**
Fund: 040 - BLDG OPER&MAINT RES FUND					
Department: 130 - BUILDING RESERVE DEPT					
MEEDER PUBLIC FUNDS, INC	115108	12/01/2026	JULY-SEPT MANAGEMENT FEES	040-130-53010-087	503.47

Vendor Name	Payment Number	Post Date	Description (Item)	Account Number	Amount
SNYDER MECHANICAL	115138	12/01/2026	Install Mini Splits Reamaining ...	040-130-55010-000	2,872.50
			Department 130 - BUILDING RESERVE DEPT Total:		**3,375.97**
			Fund 040 - BLDG OPER&MAINT RES FUND Total:		**3,375.97**
Fund: 042 - CAPITAL PROJECTS FUND					
Department: 140 - CAPITAL PROJECTS DEPT					
MEEDER PUBLIC FUNDS, INC	115108	12/01/2026	JULY-SEPT MANAGEMENT FEES	042-140-53010-087	837.06
			Department 140 - CAPITAL PROJECTS DEPT Total:		**837.06**
			Fund 042 - CAPITAL PROJECTS FUND Total:		**837.06**
Fund: 044 - TOWN OF EUREKA FUND					
Department: 160 - STREETS AND GROUNDS					
MEEDER PUBLIC FUNDS, INC	115108	12/01/2026	JULY-SEPT MANAGEMENT FEES	044-160-53010-087	148.14
			Department 160 - STREETS AND GROUNDS Total:		**148.14**
Department: 162 - STREET LIGHTING					
MT WHEELER POWER INC	115111	12/01/2026	Buel & Clark St Light	044-162-53010-105	29.70
MT WHEELER POWER INC	115111	12/01/2026	Main & Mineral St Light	044-162-53010-105	30.46
MT WHEELER POWER INC	115111	12/01/2026	Monroe & Mineral St Light	044-162-53010-105	30.97
MT WHEELER POWER INC	115111	12/01/2026	Security Lights	044-162-53010-105	617.00
MT WHEELER POWER INC	115111	12/01/2026	Street Lights	044-162-53010-105	60.00
MT WHEELER POWER INC	115111	12/01/2026	Street Lights	044-162-53010-105	4.00
MT WHEELER POWER INC	115111	12/01/2026	Clark & Monroe St Light	044-162-53010-105	34.52
MT WHEELER POWER INC	115111	12/01/2026	Hwy 50 Roadside Rest St Light	044-162-53010-105	8.00
			Department 162 - STREET LIGHTING Total:		**814.65**
			Fund 044 - TOWN OF EUREKA FUND Total:		**962.79**
Fund: 045 - EUREKA WTR/SWR UTLTY FD					
Department: 177 - EUREKA WATER DEPT					
MEEDER PUBLIC FUNDS, INC	115108	12/01/2026	JULY-SEPT MANAGEMENT FEES	045-177-53010-087	195.31
SIERRA NV CONSTRUCTION INC	115134	12/01/2026	Phase 2C Road & Utility - Wat...	045-177-55010-000	143,109.87
LP INSURANCE SERVICES LLC	115105	12/01/2026	Broker Insurance Fee	045-177-52010-000	38.53
PITNEY BOWES GLOBAL FINA...	115123	12/01/2026	Machine Lease	045-177-53010-000	46.48
EMPIRE SOUTHWEST, LLC	115075	12/01/2026	MAINT/REPAIRS	045-177-53105-330	567.96
MT WHEELER POWER INC	115111	12/01/2026	DV Well 2 Hogpen	045-177-53010-105	399.25
MT WHEELER POWER INC	115111	12/01/2026	DV Well 1	045-177-53010-105	2,412.99
MT WHEELER POWER INC	115111	12/01/2026	Water Tower	045-177-53010-105	55.04
MT WHEELER POWER INC	115111	12/01/2026	11th St Well	045-177-53010-105	112.70
LUMOS & ASSOCIATES	115106	12/01/2026	Phase 2c - CM Services	045-177-55010-357	6,814.63
WESTERN ENVIRONMENTAL T...	115152	12/01/2026	WATER TESTING	045-177-53010-405	259.36
			Department 177 - EUREKA WATER DEPT Total:		**154,012.12**
Department: 178 - EUREKA SEWER DEPT					
SIERRA NV CONSTRUCTION INC	115134	12/01/2026	Phase 2C Road & Utility - Sew...	045-178-55010-000	26,001.71
LP INSURANCE SERVICES LLC	115105	12/01/2026	Broker Insurance Fee	045-178-52010-000	38.53
LUMOS & ASSOCIATES	115106	12/01/2026	Phase 2c - CM Services	045-178-55010-357	6,814.63
			Department 178 - EUREKA SEWER DEPT Total:		**32,854.87**
			Fund 045 - EUREKA WTR/SWR UTLTY FD Total:		**186,866.99**
Fund: 046 - CRESCENT VALLEY TOWN					
Department: 190 - CV TOWN BOARD					
PITNEY BOWES GLOBAL FINA...	115123	12/01/2026	Machine Maintenance	046-190-53010-242	61.72
QUILL CORPORATION	115125	12/01/2026	CV PW - OFFICE SUPPLIES	046-190-53010-300	227.04
			Department 190 - CV TOWN BOARD Total:		**288.76**
Department: 194 - FIRE DEPT					
QUILL CORPORATION	115125	12/01/2026	CV FIRE - S&S	046-194-53010-000	45.99
			Department 194 - FIRE DEPT Total:		**45.99**
Department: 196 - CV STREET MAINTENANCE					
MEEDER PUBLIC FUNDS, INC	115108	12/01/2026	JULY-SEPT MANAGEMENT FEES	046-196-53010-087	28.48
			Department 196 - CV STREET MAINTENANCE Total:		**28.48**
			Fund 046 - CRESCENT VALLEY TOWN Total:		**363.23**

Vendor Name	Payment Number	Post Date	Description (Item)	Account Number	Amount
Fund: 048 - CV WATER UTILITY FUND					
Department: 209 - CV WATER DEPT					
MEEDER PUBLIC FUNDS, INC	115108	12/01/2026	JULY-SEPT MANAGEMENT FEES	048-209-53010-087	70.91
WESTERN ENVIRONMENTAL T...	115152	12/01/2026	WATER TESTING	048-209-53010-405	87.12
LP INSURANCE SERVICES LLC	115105	12/01/2026	Broker Insurance Fee	048-209-52010-000	77.06
PITNEY BOWES GLOBAL FINA...	115123	12/01/2026	Machine Lease	048-209-53010-000	46.48
QUILL CORPORATION	115125	12/01/2026	CV WATER DEPT - ENVELOPES	048-209-53010-000	81.58
				Department 209 - CV WATER DEPT Total:	**363.15**
				Fund 048 - CV WATER UTILITY FUND Total:	**363.15**
Fund: 050 - EUREKA CO TV DISTRICT					
Department: 213 - ADMINISTRATIVE DEPT					
MEEDER PUBLIC FUNDS, INC	115108	12/01/2026	JULY-SEPT MANAGEMENT FEES	050-213-53010-087	113.86
RANGE MEDIA COMPANY LLC	115126	12/01/2026	Legal Ad	050-213-53010-000	385.00
ELLIOTT, KIMBERLY DEE	115074	12/01/2026	November Admin	050-213-53010-058	1,500.00
EIDE BAILLY, LLP	115073	12/01/2026	TV Dist Audit	050-213-53010-165	10,500.00
MOYLAN, TRACY	115110	12/01/2026	ECTVD Meeting 11/9/26	050-213-53010-370	222.68
				Department 213 - ADMINISTRATIVE DEPT Total:	**12,721.54**
Department: 214 - TANK HILL					
EAGLE COMMUNICATIONS LLC	115072	12/01/2026	Monthly Maint Contract	050-214-53010-058	1,000.00
MT WHEELER POWER INC	115111	12/01/2026	Tank Hill	050-214-53010-105	306.63
				Department 214 - TANK HILL Total:	**1,306.63**
Department: 216 - PROSPECT PEAK					
EAGLE COMMUNICATIONS LLC	115072	12/01/2026	Monthly Maint Contract	050-216-53010-058	1,000.00
MT WHEELER POWER INC	115111	12/01/2026	Prospect Peak	050-216-53010-105	467.60
SWITCH, LTD	115144	12/01/2026	Fiber Connection	050-216-53010-058	1,456.00
				Department 216 - PROSPECT PEAK Total:	**2,923.60**
Department: 217 - ARGENTA RIDGE					
EAGLE COMMUNICATIONS LLC	115072	12/01/2026	Monthly Maint Contract	050-217-53010-058	1,000.00
AT&T BOX 5019	115056	12/01/2026	Fiber Connection	050-217-53010-058	2,188.92
				Department 217 - ARGENTA RIDGE Total:	**3,188.92**
				Fund 050 - EUREKA CO TV DISTRICT Total:	**20,140.69**
Fund: 060 - DIAMOND VALLEY WEED DIST					
Department: 218 - WEED DIST DEPT					
MEEDER PUBLIC FUNDS, INC	115108	12/01/2026	JULY-SEPT MANAGEMENT FEES	060-218-53010-087	24.85
LP INSURANCE SERVICES LLC	115105	12/01/2026	Broker Insurance Fee	060-218-52010-000	38.53
AT&T MOBILITY	115059	12/01/2026	Phone	060-218-53010-360	46.19
				Department 218 - WEED DIST DEPT Total:	**109.57**
				Fund 060 - DIAMOND VALLEY WEED DIST Total:	**109.57**
Fund: 070 - DIAMOND VALLEY RODENT					
Department: 222 - DV RODENT DEPT					
MEEDER PUBLIC FUNDS, INC	115108	12/01/2026	JULY-SEPT MANAGEMENT FEES	070-222-53010-087	40.81
				Department 222 - DV RODENT DEPT Total:	**40.81**
				Fund 070 - DIAMOND VALLEY RODENT Total:	**40.81**
Fund: 100 - RECREATION FUND					
Department: 236 - RECREATION DEPT					
MEEDER PUBLIC FUNDS, INC	115108	12/01/2026	JULY-SEPT MANAGEMENT FEES	100-236-53010-087	69.23
BRISTLECONE TRIBUNE	115066	12/01/2026	Holiday Bazaar Ad 2026	100-236-53010-058	500.00
				Department 236 - RECREATION DEPT Total:	**569.23**
				Fund 100 - RECREATION FUND Total:	**569.23**
Fund: 110 - TOURISM FUND					
Department: 240 - TOURISM CONTRIBUTIONS					
MEEDER PUBLIC FUNDS, INC	115108	12/01/2026	JULY-SEPT MANAGEMENT FEES	110-240-53010-087	4.60
				Department 240 - TOURISM CONTRIBUTIONS Total:	**4.60**
				Fund 110 - TOURISM FUND Total:	**4.60**

Vendor Name	Payment Number	Post Date	Description (Item)	Account Number	Amount
Fund: 120 - DEVIL'S GATE WATER DIST					
Department: 245 - DEVIL'S GATE WATER DEPT					
MEEDER PUBLIC FUNDS, INC	115108	12/01/2026	JULY-SEPT MANAGEMENT FEES	120-245-53010-087	102.11
LP INSURANCE SERVICES LLC	115105	12/01/2026	Broker Insurance Fee	120-245-52010-000	38.53
PITNEY BOWES GLOBAL FINA...	115123	12/01/2026	Machine Lease	120-245-53010-000	46.48
MT WHEELER POWER INC	115111	12/01/2026	US 50 & 278 Water Tank	120-245-53010-105	594.18
MT WHEELER POWER INC	115111	12/01/2026	DV Pump 1	120-245-53010-105	40.00
WESTERN ENVIRONMENTAL T...	115152	12/01/2026	WATER TESTING	120-245-53010-405	259.36
SOUTHERN TIRE MART LLC	115139	12/01/2026	WATER DEPT - TIRES	120-245-53105-330	999.52
			Department 245 - DEVIL'S GATE WATER DEPT Total:		**2,080.18**
			Fund 120 - DEVIL'S GATE WATER DIST Total:		**2,080.18**
Fund: 125 - WATER MITIGATION FUND					
Department: 247 - WATER MITIGATION DEPT					
MEEDER PUBLIC FUNDS, INC	115108	12/01/2026	JULY-SEPT MANAGEMENT FEES	125-247-53010-087	323.22
U S GEOLOGICAL SURVEY	320	12/01/2026	Streamgages for 10/1/25-9/30...	125-247-53010-000	26,292.50
LUMOS & ASSOCIATES	115106	12/01/2026	Kobeh Valley Well Project Ad...	125-247-55010-745	9,077.65
			Department 247 - WATER MITIGATION DEPT Total:		**35,693.37**
			Fund 125 - WATER MITIGATION FUND Total:		**35,693.37**
Fund: 127 - NAT RES MULT USE FUND					
Department: 263 - NAT RES MULT USE FUND					
MEEDER PUBLIC FUNDS, INC	115108	12/01/2026	JULY-SEPT MANAGEMENT FEES	127-263-53010-087	196.25
			Department 263 - NAT RES MULT USE FUND Total:		**196.25**
			Fund 127 - NAT RES MULT USE FUND Total:		**196.25**
Fund: 150 - RANGE IMPROVEMENT DIST 1					
Department: 250 - R I D DIST #1					
MEEDER PUBLIC FUNDS, INC	115108	12/01/2026	JULY-SEPT MANAGEMENT FEES	150-250-53010-087	2.85
			Department 250 - R I D DIST #1 Total:		**2.85**
			Fund 150 - RANGE IMPROVEMENT DIST 1 Total:		**2.85**
Fund: 155 - RANGE IMPROVEMENT DIST 6					
Department: 252 - R I D #6					
MEEDER PUBLIC FUNDS, INC	115108	12/01/2026	JULY-SEPT MANAGEMENT FEES	155-252-53010-087	11.15
			Department 252 - R I D #6 Total:		**11.15**
			Fund 155 - RANGE IMPROVEMENT DIST 6 Total:		**11.15**
Fund: 175 - EUREKA CO INDIGENT FUND					
Department: 270 - COUNTY INDIGENT DEPT					
MEEDER PUBLIC FUNDS, INC	115108	12/01/2026	JULY-SEPT MANAGEMENT FEES	175-270-53010-087	58.98
			Department 270 - COUNTY INDIGENT DEPT Total:		**58.98**
			Fund 175 - EUREKA CO INDIGENT FUND Total:		**58.98**
Fund: 180 - HOSP CO INDG HOSP FUND					
Department: 272 - HOSP INDIGENT DEPT					
MEEDER PUBLIC FUNDS, INC	115108	12/01/2026	JULY-SEPT MANAGEMENT FEES	180-272-53010-087	93.16
			Department 272 - HOSP INDIGENT DEPT Total:		**93.16**
			Fund 180 - HOSP CO INDG HOSP FUND Total:		**93.16**
Fund: 190 - LANDFILL FUND					
Department: 273 - LANDFILL PROJECT					
MEEDER PUBLIC FUNDS, INC	115108	12/01/2026	JULY-SEPT MANAGEMENT FEES	190-273-53010-087	656.25
ATLAS TOWING SERVICE, INC	115060	12/01/2026	TRASH HAULING	190-273-53010-058	1,392.00
ATLAS TOWING SERVICE, INC	115060	12/01/2026	TRASH HAULING	190-273-53010-058	1,488.00
ATLAS TOWING SERVICE, INC	115060	12/01/2026	TRASH HAUALING	190-273-53010-058	1,488.00
LP INSURANCE SERVICES LLC	115105	12/01/2026	Broker Insurance Fee	190-273-52010-000	77.06
LUMOS & ASSOCIATES	115106	12/01/2026	2027 Solid Waste Managment...	190-273-55010-000	3,292.00
ATLAS TOWING SERVICE, INC	115060	12/01/2026	TRASH HAULING	190-273-53010-058	1,488.00
ATLAS TOWING SERVICE, INC	115060	12/01/2026	CV LANDFILL - TRASH HAULING	190-273-53010-058	2,680.00
ATLAS TOWING SERVICE, INC	115060	12/01/2026	TRASH HAULING	190-273-53010-058	1,392.00
ANTHEM BCBS	115055	12/01/2026	V. Delbouno DEC26	190-273-52010-000	1,260.72

Vendor Name	Payment Number	Post Date	Description (Item)	Account Number	Amount
KANSAS CITY LIFE INSURANCE...	115095	12/01/2026	V. Delbouno DEC26 dental/vis...	190-273-52010-000	66.36
				Department 273 - LANDFILL PROJECT Total:	**15,280.39**
				Fund 190 - LANDFILL FUND Total:	**15,280.39**
Fund: 220 - ASSR TECH FND NRS361.530					
Department: 271 - ASSESSOR TECH FUND					
MEEDER PUBLIC FUNDS, INC	115108	12/01/2026	JULY-SEPT MANAGEMENT FEES	220-271-53010-087	297.66
				Department 271 - ASSESSOR TECH FUND Total:	**297.66**
				Fund 220 - ASSR TECH FND NRS361.530 Total:	**297.66**
Fund: 225 - RECORDER TECHNOLOGY FUND					
Department: 274 - RECORDER TECHNOLOGY					
MEEDER PUBLIC FUNDS, INC	115108	12/01/2026	JULY-SEPT MANAGEMENT FEES	225-274-53010-087	11.79
				Department 274 - RECORDER TECHNOLOGY Total:	**11.79**
				Fund 225 - RECORDER TECHNOLOGY FUND Total:	**11.79**
Fund: 227 - DISTRICT COURT IMP FUND					
Department: 279 - DISTRICT COURT IMP FUND					
MEEDER PUBLIC FUNDS, INC	115108	12/01/2026	JULY-SEPT MANAGEMENT FEES	227-279-53010-087	1.78
				Department 279 - DISTRICT COURT IMP FUND Total:	**1.78**
				Fund 227 - DISTRICT COURT IMP FUND Total:	**1.78**
Fund: 230 - JUSTICE COURT A A FUND					
Department: 275 - JUSTICE COURT A A DEPT					
MEEDER PUBLIC FUNDS, INC	115108	12/01/2026	JULY-SEPT MANAGEMENT FEES	230-275-53010-087	8.20
				Department 275 - JUSTICE COURT A A DEPT Total:	**8.20**
				Fund 230 - JUSTICE COURT A A FUND Total:	**8.20**
Fund: 233 - JUV COURT A A FUND					
Department: 276 - JUV COURT A A DEPT					
MEEDER PUBLIC FUNDS, INC	115108	12/01/2026	JULY-SEPT MANAGEMENT FEES	233-276-53010-087	5.21
				Department 276 - JUV COURT A A DEPT Total:	**5.21**
				Fund 233 - JUV COURT A A FUND Total:	**5.21**
Fund: 235 - JUST CRT FACILITY FUND					
Department: 277 - JUST CRT FACILITY DEPT					
MEEDER PUBLIC FUNDS, INC	115108	12/01/2026	JULY-SEPT MANAGEMENT FEES	235-277-53010-087	21.54
				Department 277 - JUST CRT FACILITY DEPT Total:	**21.54**
				Fund 235 - JUST CRT FACILITY FUND Total:	**21.54**
				Grand Total:	**1,295,891.74**

Report Summary

Fund Summary

Fund	Payment Amount
010 - GENERAL FUND	364,773.25
014 - RETIREE HLTH INS PREM FD	32,651.14
015 - FUTURE RESERVE FUND	1,293.96
020 - ROAD FUND	88,434.60
025 - REG TRANSPORTATION COMM	526,339.05
030 - AGRICULTURAL EXTENSION	14,963.41
035 - AGRICULTURAL DIST #15	39.73
040 - BLDG OPER&MAINT RES FUND	3,375.97
042 - CAPITAL PROJECTS FUND	837.06
044 - TOWN OF EUREKA FUND	962.79
045 - EUREKA WTR/SWR UTLTY FD	186,866.99
046 - CRESCENT VALLEY TOWN	363.23
048 - CV WATER UTILITY FUND	363.15
050 - EUREKA CO TV DISTRICT	20,140.69
060 - DIAMOND VALLEY WEED DIST	109.57
070 - DIAMOND VALLEY RODENT	40.81
100 - RECREATION FUND	569.23
110 - TOURISM FUND	4.60
120 - DEVIL'S GATE WATER DIST	2,080.18
125 - WATER MITIGATION FUND	35,693.37
127 - NAT RES MULT USE FUND	196.25
150 - RANGE IMPROVEMENT DIST 1	2.85
155 - RANGE IMPROVEMENT DIST 6	11.15
175 - EUREKA CO INDIGENT FUND	58.98
180 - HOSP CO INDG HOSP FUND	93.16
190 - LANDFILL FUND	15,280.39
220 - ASSR TECH FND NRS361.530	297.66
225 - RECORDER TECHNOLOGY FUND	11.79
227 - DISTRICT COURT IMP FUND	1.78
230 - JUSTICE COURT A A FUND	8.20
233 - JUV COURT A A FUND	5.21
235 - JUST CRT FACILITY FUND	21.54
Grand Total:	**1,295,891.74**

Account Summary

Account Number	Account Name	Payment Amount
010-000-11520-000	AVIATION FUEL INVENT…	24,970.28
010-001-52010-000	EMPLOYEES BENEFITS	115.60
010-001-53010-220	LEGAL ADVERTISING	360.00
010-001-53010-242	MACHINE MAINTENANCE	68.94
010-001-53010-252	MEETING EXPENSES	97.00
010-001-55010-000	CAPITAL OUTLAY	896.24
010-002-52010-000	EMPLOYEES BENEFITS	115.60
010-002-53010-087	INVESTMENT FEES	4,420.74
010-002-53010-242	MACHINE MAINTENANCE	159.81
010-002-53010-300	OFFICE SUPPLIES	349.81
010-002-53010-370	TRAVEL/TRAINING	190.76
010-003-52010-000	EMPLOYEES BENEFITS	192.66
010-003-53010-242	MACHINE MAINTENANCE	173.48
010-003-53010-360	TELEPHONE/FAX	34.74
010-004-52010-000	EMPLOYEES BENEFITS	154.13
010-004-53010-242	MACHINE MAINTENANCE	149.84
010-004-53010-300	OFFICE SUPPLIES	392.12
010-004-53010-360	TELEPHONE/FAX	51.23
010-006-51010-000	SALARIES AND WAGES	14,339.23
010-006-52010-000	EMPLOYEES BENEFITS	38.53
010-006-53010-220	LEGAL ADVERTISING	925.00

Account Summary

Account Number	Account Name	Payment Amount
010-006-53010-242	MACHINE MAINTENANCE	46.48
010-006-53010-313	PERSONNEL SUPPORT	45.00
010-006-53010-360	TELEPHONE/FAX	40.13
010-010-53010-000	SERVICES AND SUPPLIES	12,409.58
010-010-53010-318	POSTAGE	406.35
010-010-53010-370	TRAVEL/TRAINING	44.00
010-011-52010-000	EMPLOYEES BENEFITS	115.60
010-011-53010-000	SERVICES AND SUPPLIES	168.80
010-011-53010-242	MACHINE MAINTENANCE	46.48
010-011-53010-300	OFFICE SUPPLIES	239.66
010-011-53010-360	TELEPHONE/FAX	37.74
010-012-53010-165	INDEPENDENT AUDITORS	70,350.00
010-015-52010-000	EMPLOYEES BENEFITS	77.06
010-015-53707-105	ELECTRICITY	424.05
010-015-53710-058	CONTRACT SERVICES	3,194.66
010-015-53710-105	ELECTRICITY	2,819.49
010-015-53710-195	JANITORIAL SUPPLIES	-133.22
010-015-53710-330	REPAIRS/MAINT	1,770.60
010-015-53715-058	CONTRACT SERVICES	183.32
010-015-53715-105	ELECTRICITY	564.83
010-015-53715-160	HEATING FUEL/PROPANE	829.00
010-015-53715-195	JANITORIAL SUPPLIES	92.59
010-015-53718-058	CONTRACT SERVICES	222.41
010-015-53718-105	ELECTRICITY	523.51
010-015-53719-160	HEATING FUEL/PROPANE	137.10
010-015-53722-160	HEATING FUEL/PROPANE	270.95
010-015-53723-160	HEATING FUEL/PROPANE	310.38
010-015-53724-330	REPAIRS/MAINT	2,197.00
010-015-53729-105	ELECTRICITY	580.00
010-015-53729-160	HEATING FUEL/PROPANE	98.11
010-015-53730-105	ELECTRICITY	968.20
010-015-53730-160	HEATING FUEL/PROPANE	457.15
010-015-53730-195	JANITORIAL SUPPLIES	24.29
010-015-53740-058	CONTRACT SERVICES	47.88
010-015-53740-105	ELECTRICITY	986.80
010-015-53740-160	HEATING FUEL/PROPANE	785.97
010-015-53745-105	ELECTRICITY	214.33
010-015-53750-105	ELECTRICITY	1,295.22
010-015-53750-160	HEATING FUEL/PROPANE	1,960.43
010-015-53751-105	ELECTRICITY	371.01
010-015-53760-105	ELECTRICITY	44.20
010-015-53762-105	ELECTRICITY	157.84
010-015-53762-195	JANITORIAL SUPPLIES	17.09
010-015-53764-160	HEATING FUEL/PROPANE	342.61
010-015-53766-105	ELECTRICITY	91.40
010-015-53769-105	ELECTRICITY	156.77
010-015-53769-160	HEATING FUEL/PROPANE	166.25
010-015-53770-160	HEATING FUEL/PROPANE	312.21
010-015-53771-105	ELECTRICITY	151.04
010-015-53773-105	ELECTRICITY	45.75
010-015-53773-330	REPAIRS/MAINT	275.00
010-015-53774-105	ELECTRICITY	151.29
010-016-53010-357	SURVEYING/ENGINEERI…	7,505.00
010-016-55010-000	CAPITAL OUTLAY	88,415.00
010-017-53010-242	MACHINE MAINTENANCE	46.47
010-017-53010-370	TRAVEL/TRAINING	103.36
010-018-52010-000	EMPLOYEES BENEFITS	115.60
010-018-53010-000	SERVICES AND SUPPLIES	272.98

Account Summary

Account Number	Account Name	Payment Amount
010-018-53010-046	COMPUTER SOFTWARE	7,321.48
010-018-53010-058	CONTRACT SERVICES	21,304.41
010-018-53010-224	CIRCUIT/BROADBAND	762.93
010-018-53010-360	TELEPHONE/FAX	470.21
010-018-55010-203	CAPITAL OUTLAY FIBER …	18,784.81
010-022-52010-000	EMPLOYEES BENEFITS	77.06
010-022-53010-000	SERVICES AND SUPPLIES	338.27
010-022-53010-098	PACE COALITION	504.00
010-022-53010-242	MACHINE MAINTENANCE	68.93
010-022-53010-359	MEDICAID ROOM/BRD …	20.35
010-022-53010-370	TRAVEL/TRAINING	1,309.49
010-022-53105-130	FUEL	78.33
010-024-52010-000	EMPLOYEES BENEFITS	154.15
010-024-53010-242	MACHINE MAINTENANCE	129.07
010-024-53010-300	OFFICE SUPPLIES	546.96
010-024-53010-360	TELEPHONE/FAX	40.13
010-026-53010-071	DRUG COURT	134.26
010-026-53010-193	INDIGENT LEGAL AIDE	2,500.00
010-026-53010-318	POSTAGE	68.94
010-026-53010-377	TRI COUNTY AGREEMENT	10,114.85
010-028-25007-000	EUREKA JC BAIL HOLDING	660.00
010-028-52010-000	EMPLOYEES BENEFITS	154.13
010-028-53010-000	SERVICES AND SUPPLIES	37.00
010-028-53010-070	COURT EXPENSES	175.00
010-028-53010-072	COURT OFFICER EXPENSE	219.59
010-028-53010-242	MACHINE MAINTENANCE	46.48
010-028-53010-300	OFFICE SUPPLIES	153.79
010-028-53010-360	TELEPHONE/FAX	91.36
010-028-53105-130	FUEL	45.51
010-032-53010-000	SERVICES AND SUPPLIES	1,192.36
010-034-51026-000	SAL & WAGES/SHERIFF …	73.04
010-034-52020-000	EMP BENEFITS/SHERIFF …	192.66
010-034-52022-000	EMP BENEFITS/SHERIFF …	269.72
010-034-52024-000	EMP BENEFITS/SHERIFF …	231.19
010-034-52026-000	EMP BENEFITS/SHERIFF …	346.79
010-034-53010-044	COMMUNICATION SUP/…	348.32
010-034-53010-242	MACHINE MAINTENANCE	186.82
010-034-53010-300	OFFICE SUPPLIES	20.00
010-034-53010-360	TELEPHONE/FAX	9,509.49
010-034-53010-370	TRAVEL/TRAINING	595.00
010-034-53105-130	FUEL	969.46
010-034-53105-245	VEHICLE MAINTENANCE	4,660.08
010-040-53010-000	SERVICES AND SUPPLIES	800.48
010-040-53010-043	PUSH-TO-TALK SUBSCRI…	1,394.39
010-040-53105-130	FUEL	1,920.26
010-040-53105-330	VEHICLE REPAIRS/MAINT	423.56
010-042-52010-000	EMPLOYEES BENEFITS	1,320.52
010-042-53010-000	SERVICES AND SUPPLIES	863.96
010-042-53010-044	COMMUNICATION SUP/…	314.63
010-042-53010-242	MACHINE MAINTENANCE	228.80
010-042-53010-300	OFFICE SUPPLIES	104.17
010-042-53010-357	SURVEYING/ENGINEERI…	1,565.00
010-042-53010-360	TELEPHONE/FAX	330.74
010-052-53010-058	CONTRACT SERVICES	8,099.10
010-052-53010-161	HOME HEALTH SERVICES	2,010.00
010-054-52010-000	EMPLOYEES BENEFITS	192.66
010-054-53010-044	COMMUNICATION SUP/…	298.00
010-054-53010-360	TELEPHONE/FAX	301.01

Account Summary

Account Number	Account Name	Payment Amount
010-054-53105-130	FUEL	224.92
010-070-52010-000	EMPLOYEES BENEFITS	38.53
010-070-53010-000	SERVICES AND SUPPLIES	485.00
010-072-52032-000	EMP BENEFITS/EUREKA	115.60
010-072-52033-000	EMP BENEFITS/CV CENT…	115.60
010-072-53360-000	C V SENIOR CENTER SERV..	198.54
010-072-53360-242	MACHINE MAINTENANCE	61.72
010-072-53360-326	RAW FOOD	1,178.06
010-072-53360-360	TELEPHONE/FAX	51.23
010-072-53360-370	TRAVEL/TRAINING	19.00
010-072-53672-000	EUREKA CENTER SERVICE..	133.21
010-072-53672-326	RAW FOOD	1,513.29
010-072-53672-370	TRAVEL/TRAINING	19.00
010-072-53876-275	PUBLIC INFORMATION	68.93
010-073-53010-000	SERVICES AND SUPPLIES	37.00
010-074-52010-000	EMPLOYEES BENEFITS	38.53
010-074-53010-105	ELECTRICITY	274.69
010-074-53010-170	INSURANCE	145.00
010-076-53010-000	SERVICES AND SUPPLIES	61.72
010-086-34023-000	CULTURAL PROGRAMS-…	740.00
010-086-52010-000	EMPLOYEES BENEFITS	38.53
010-086-53010-000	SERVICES AND SUPPLIES	262.00
010-086-53010-062	CONVENTION SUPPLIES	329.91
010-086-53010-080	CULTURAL PROGRAMS	280.78
010-086-53010-244	MARKETING	1,292.00
010-088-52010-000	EMPLOYEES BENEFITS	77.06
010-088-53010-242	MACHINE MAINTENANCE	111.16
014-101-53010-087	INVESTMENT FEES	302.25
014-101-53010-169	RETIREE HEALTH INS CO…	19,434.57
014-101-53010-172	INSURANCE LOSS DEDU…	12,914.32
015-102-53010-087	INVESTMENT FEES	1,293.96
020-104-52010-000	EMPLOYEES BENEFITS	616.51
020-106-53010-058	CONTRACT SERVICES	38,325.00
020-106-53010-087	INVESTMENT FEES	563.53
020-106-53010-360	TELEPHONE/FAX	94.22
020-106-53010-372	SHOP SUPPLIES	577.10
020-106-53105-130	FUEL	11,786.42
020-106-53105-330	VEHICLE REPAIRS/MAINT	9,825.59
020-106-53105-358	TIRES	5,583.36
020-106-53410-076	CULVERTS & GUARDS	17,758.78
020-106-53748-105	ELECTRICITY	352.09
020-106-53749-160	HEATING FUEL/PROPANE	2.00
020-106-55010-000	CAPITAL OUTLAY	2,950.00
025-110-53010-087	INVESTMENT FEES	1,866.43
025-110-55010-000	CAPITAL OUTLAY	505,732.37
025-110-55010-357	CAPITAL OUTLAY SURVEY..	18,740.25
030-120-53010-087	INVESTMENT FEES	81.71
030-120-53010-356	SERVICE CONTRACTS	14,881.70
035-125-53010-087	INVESTMENT FEES	39.73
040-130-53010-087	INVESTMENT FEES	503.47
040-130-55010-000	CAPITAL OUTLAY	2,872.50
042-140-53010-087	INVESTMENT FEES	837.06
044-160-53010-087	INVESTMENT FEES	148.14
044-162-53010-105	ELECTRICITY	814.65
045-177-52010-000	EMPLOYEES BENEFITS	38.53
045-177-53010-000	SERVICES AND SUPPLIES	46.48
045-177-53010-087	INVESTMENT FEES	195.31
045-177-53010-105	ELECTRICITY	2,979.98

Account Summary

Account Number	Account Name	Payment Amount
045-177-53010-405	WATER TESTING/PERMI…	259.36
045-177-53105-330	VEHICLE REPAIRS/MAINT	567.96
045-177-55010-000	CAPITAL OUTLAY	143,109.87
045-177-55010-357	CAPITAL OUTLAY SURVEY..	6,814.63
045-178-52010-000	EMPLOYEES BENEFITS	38.53
045-178-55010-000	CAPITAL OUTLAY	26,001.71
045-178-55010-357	CAPITAL OUTLAY SURVEY..	6,814.63
046-190-53010-242	MACHINE MAINTENANCE	61.72
046-190-53010-300	OFFICE SUPPLIES	227.04
046-194-53010-000	SERVICES AND SUPPLIES	45.99
046-196-53010-087	INVESTMENT FEES	28.48
048-209-52010-000	EMPLOYEES BENEFITS	77.06
048-209-53010-000	SERVICES AND SUPPLIES	128.06
048-209-53010-087	INVESTMENT FEES	70.91
048-209-53010-405	WATER TESTING/PERMI…	87.12
050-213-53010-000	SERVICES AND SUPPLIES	385.00
050-213-53010-058	CONTRACT SERVICES	1,500.00
050-213-53010-087	INVESTMENT FEES	113.86
050-213-53010-165	INDEPENDENT AUDITORS	10,500.00
050-213-53010-370	TRAVEL/TRAINING	222.68
050-214-53010-058	CONTRACT SERVICES	1,000.00
050-214-53010-105	ELECTRICITY	306.63
050-216-53010-058	CONTRACT SERVICES	2,456.00
050-216-53010-105	ELECTRICITY	467.60
050-217-53010-058	CONTRACT SERVICES	3,188.92
060-218-52010-000	EMPLOYEES BENEFITS	38.53
060-218-53010-087	INVESTMENT FEES	24.85
060-218-53010-360	TELEPHONE/FAX	46.19
070-222-53010-087	INVESTMENT FEES	40.81
100-236-53010-058	CONTRACT SERVICES	500.00
100-236-53010-087	INVESTMENT FEES	69.23
110-240-53010-087	INVESTMENT FEES	4.60
120-245-52010-000	EMPLOYEES BENEFITS	38.53
120-245-53010-000	SERVICES AND SUPPLIES	46.48
120-245-53010-087	INVESTMENT FEES	102.11
120-245-53010-105	ELECTRICITY	634.18
120-245-53010-405	WATER TESTING/PERMI…	259.36
120-245-53105-330	VEHICLE REPAIRS/MAINT	999.52
125-247-53010-000	SERVICES AND SUPPLIES	26,292.50
125-247-53010-087	INVESTMENT FEES	323.22
125-247-55010-745	CAPITAL OUTLAY KOBEH…	9,077.65
127-263-53010-087	INVESTMENT FEES	196.25
150-250-53010-087	INVESTMENT FEES	2.85
155-252-53010-087	INVESTMENT FEES	11.15
175-270-53010-087	INVESTMENT FEES	58.98
180-272-53010-087	INVESTMENT FEES	93.16
190-273-52010-000	EMPLOYEES BENEFITS	1,404.14
190-273-53010-058	CONTRACT SERVICES	9,928.00
190-273-53010-087	INVESTMENT FEES	656.25
190-273-55010-000	CAPITAL OUTLAY	3,292.00
220-271-53010-087	INVESTMENT FEES	297.66
225-274-53010-087	INVESTMENT FEES	11.79
227-279-53010-087	INVESTMENT FEES	1.78
230-275-53010-087	INVESTMENT FEES	8.20
233-276-53010-087	INVESTMENT FEES	5.21
235-277-53010-087	INVESTMENT FEES	21.54
	Grand Total:	**1,295,891.74**

Project Account Summary

Project Account Key	Payment Amount
None	1,295,891.74
Grand Total:	**1,295,891.74**

Fund Balance Report

Eureka County, Nevada

As Of 12/01/2026

Fund	Beginning Balance	Total Revenues	Total Expenses	Ending Balance
010 - GENERAL FUND	52,945,864.29	5,592,800.12	16,046,807.30	42,491,857.11
012 - PROPERTY SALE TRUST FUND	47,824.86	0.00	0.00	47,824.86
014 - RETIREE HLTH INS PREM FD	2,595,144.59	531,968.33	145,563.15	2,981,549.77
015 - FUTURE RESERVE FUND	13,007,319.35	136,522.83	1,489.41	13,142,352.77
020 - ROAD FUND	4,881,568.74	1,712,706.30	1,379,006.26	5,215,268.78
025 - REG TRANSPORTATION COMM	13,567,909.41	5,989,587.04	3,883,812.63	15,673,683.82
030 - AGRICULTURAL EXTENSION	791,182.02	45,278.12	14,975.52	821,484.62
035 - AGRICULTURAL DIST #15	452,513.15	45,553.83	95,453.44	402,613.54
040 - BLDG OPER&MAINT RES FUND	4,868,231.44	256,345.67	48,230.09	5,076,347.02
042 - CAPITAL PROJECTS FUND	8,221,855.02	270,957.59	-12,694.00	8,505,506.61
044 - TOWN OF EUREKA FUND	1,480,469.92	45,179.27	27,333.94	1,498,315.25
045 - EUREKA WTR/SWR UTLTY FD	21,079,916.91	1,658,788.16	1,229,398.82	21,509,306.25
046 - CRESCENT VALLEY TOWN	297,783.49	11,636.33	26,875.20	282,544.62
048 - CV WATER UTILITY FUND	3,245,169.62	80,018.38	90,301.02	3,234,886.98
050 - EUREKA CO TV DISTRICT	1,126,126.68	78,078.87	75,025.14	1,129,180.41
060 - DIAMOND VALLEY WEED DIST	244,282.68	34,199.63	57,511.58	220,970.73
070 - DIAMOND VALLEY RODENT	400,974.58	17,035.56	2,317.00	415,693.14
077 - FFY05YUCCAMT DIRECT PYMT	0.00	0.00	0.00	0.00
100 - RECREATION FUND	697,216.79	54,387.14	41,860.35	709,743.58
110 - TOURISM FUND	49,912.69	4,694.92	6,498.27	48,109.34
120 - DEVIL'S GATE WATER DIST	2,499,275.87	53,988.74	40,121.91	2,513,142.70
125 - WATER MITIGATION FUND	4,172,566.50	108,436.61	508,662.83	3,772,340.28
127 - NAT RES MULT USE FUND	1,954,780.99	38,977.51	225.78	1,993,532.72
150 - RANGE IMPROVEMENT DIST 1	28,526.19	281.90	3.28	28,804.81
155 - RANGE IMPROVEMENT DIST 6	111,813.55	1,172.11	1,512.83	111,472.83
160 - DEPT OF MINERAL RESOURCE	0.00	264,780.00	264,780.00	0.00
165 - EUREKA CO. GAME BOARD	2,676.20	4,260.28	295.07	6,641.41
170 - ACCIDENT INDIGENT FUND	515.80	54,995.77	53,948.19	1,563.38
175 - EUREKA CO INDIGENT FUND	579,706.76	20,632.27	776.44	599,562.59
180 - HOSP CO INDG HOSP FUND	900,423.17	46,279.08	35,970.42	910,731.83
190 - LANDFILL FUND	5,948,799.48	837,039.13	192,448.56	6,593,390.05
220 - ASSR TECH FND NRS361.530	2,963,277.40	71,511.93	158,770.91	2,876,018.42
225 - RECORDER TECHNOLOGY FUND	116,851.09	3,174.54	13.56	120,012.07
226 - TREASURER TECH FUND	2,579.80	27.14	0.00	2,606.94
227 - DISTRICT COURT IMP FUND	17,499.23	682.76	2.05	18,179.94
230 - JUSTICE COURT A A FUND	81,699.56	1,900.03	9.44	83,590.15
233 - JUV COURT A A FUND	52,169.84	845.41	6.00	53,009.25
235 - JUST CRT FACILITY FUND	215,492.01	3,730.91	24.79	219,198.13
240 - FORENSIC FEE	1,203.01	12.62	0.00	1,215.63
250 - STATE OF NEVADA	3,429.15	979,808.98	958,533.67	24,704.46
320 - SCHOOL GENERAL FUND	48,016.53	2,748,496.81	2,752,338.47	44,174.87
996 - UB UNAPPLIED CREDIT	0.00	0.00	0.00	0.00
Report Total:	**149,702,568.36**	**21,806,772.62**	**28,128,209.32**	**143,381,131.66**

Pooled Cash Report

Eureka County, Nevada

For the Period Ending 11/30/2026

ACCOUNT #	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE
CLAIM ON CASH				
010-000-10101-000	CLAIM ON CASH - GENERAL FUND	43,817,036.02	(1,368,199.84)	42,448,836.18
012-000-10101-000	CLAIM ON CASH - PROPERTY SALE TRUST FUND	47,824.86	0.00	47,824.86
014-000-10101-000	CLAIM ON CASH - RETIREE HLTH INS PREM FD	3,027,539.28	(32,577.03)	2,994,962.25
015-000-10101-000	CLAIM ON CASH - FUTURE RESERVE FUND	13,047,219.17	0.00	13,047,219.17
020-000-10101-000	CLAIM ON CASH - ROAD FUND	5,491,200.50	(214,012.98)	5,277,187.52
025-000-10101-000	CLAIM ON CASH - REG TRANSPORTATION COMM	17,887,451.93	(1,799,384.45)	16,088,067.48
030-000-10101-000	CLAIM ON CASH - AGRICULTURAL EXTENSION	824,608.83	0.00	824,608.83
035-000-10101-000	CLAIM ON CASH - AGRICULTURAL DIST #15	400,187.03	(920.00)	399,267.03
040-000-10101-000	CLAIM ON CASH - BLDG OPER&MAINT RES FUND	5,068,843.32	(25,665.30)	5,043,178.02
042-000-10101-000	CLAIM ON CASH - CAPITAL PROJECTS FUND	8,443,960.81	0.00	8,443,960.81
044-000-10101-000	CLAIM ON CASH - TOWN OF EUREKA FUND	1,489,924.02	(2,147.09)	1,487,776.93
045-000-10101-000	CLAIM ON CASH - EUREKA WTR/SWR UTLTY FD	1,815,954.93	(82,214.71)	1,733,740.22
046-000-10101-000	CLAIM ON CASH - CRESCENT VALLEY TOWN	282,769.80	(2,055.62)	280,714.18
048-000-10101-000	CLAIM ON CASH - CV WATER UTILITY FUND	712,027.67	(5,705.54)	706,322.13
050-000-10101-000	CLAIM ON CASH - EUREKA CO TV DISTRICT	1,145,471.95	(4,463.01)	1,141,008.94
060-000-10101-000	CLAIM ON CASH - DIAMOND VALLEY WEED DIST	226,306.50	(6,467.98)	219,838.52
070-000-10101-000	CLAIM ON CASH - DIAMOND VALLEY RODENT	412,765.95	0.00	412,765.95
100-000-10101-000	CLAIM ON CASH - RECREATION FUND	708,094.12	(2,859.00)	705,235.12
110-000-10101-000	CLAIM ON CASH - TOURISM FUND	47,753.55	0.00	47,753.55
120-000-10101-000	CLAIM ON CASH - DEVIL'S GATE WATER DIST	1,033,053.11	1,530.88	1,034,583.99
125-000-10101-000	CLAIM ON CASH - WATER MITIGATION FUND	3,791,871.79	(15,026.55)	3,776,845.24
127-000-10101-000	CLAIM ON CASH - NAT RES MULT USE FUND	1,979,207.40	0.00	1,979,207.40
150-000-10101-000	CLAIM ON CASH - RANGE IMPROVEMENT DIST 1	28,688.46	0.00	28,688.46
155-000-10101-000	CLAIM ON CASH - RANGE IMPROVEMENT DIST 6	110,945.92	0.00	110,945.92
160-000-10101-000	CLAIM ON CASH - DEPT OF MINERAL RESOURCE	15,420.00	(15,420.00)	0.00
165-000-10101-000	CLAIM ON CASH - EUREKA CO. GAME BOARD	6,677.65	(56.20)	6,621.45
170-000-10101-000	CLAIM ON CASH - ACCIDENT INDIGENT FUND	1,123.23	0.00	1,123.23
175-000-10101-000	CLAIM ON CASH - EUREKA CO INDIGENT FUND	595,464.72	(150.65)	595,314.07
180-000-10101-000	CLAIM ON CASH - HOSP CO INDG HOSP FUND	904,109.62	0.00	904,109.62
190-000-10101-000	CLAIM ON CASH - LANDFILL FUND	6,590,293.41	(25,293.59)	6,564,999.82
220-000-10101-000	CLAIM ON CASH - ASSR TECH FND NRS361.530	2,998,298.58	(143,470.72)	2,854,827.86
225-000-10101-000	CLAIM ON CASH - RECORDER TECHNOLOGY FUND	119,157.61	0.00	119,157.61
226-000-10101-000	CLAIM ON CASH-TREASURER TECH FUND	2,587.82	0.00	2,587.82
227-000-10101-000	CLAIM ON CASH - DISTRICT COURT AA FUND	18,051.99	0.00	18,051.99
230-000-10101-000	CLAIM ON CASH - JUSTICE COURT A A FUND	82,992.68	0.00	82,992.68
233-000-10101-000	CLAIM ON CASH - JUV COURT A A FUND	52,626.42	0.00	52,626.42
235-000-10101-000	CLAIM ON CASH - JUST CRT FACILITY FUND	217,622.15	0.00	217,622.15
240-000-10101-000	CLAIM ON CASH - FORENSIC FEE	1,206.71	0.00	1,206.71
250-000-10101-000	CLAIM ON CASH - STATE OF NEVADA	32,290.54	(12,588.19)	19,702.35
320-000-10101-000	CLAIM ON CASH - SCHOOL GENERAL FUND	78,505.40	(56,403.54)	22,101.86
996-000-10101-000	CLAIM ON CASH - UB UNAPPLIED CASH	27,918.50	(1,665.64)	26,252.86
TOTAL CLAIM ON CASH		123,585,053.95	(3,815,216.75)	119,769,837.20
CASH IN BANK				
Cash in Bank				
999-000-10102-000	CASH IN BANK - COUNTY CHECKING	(677.78)	0.00	(677.78)
999-000-10103-000	CASH IN BANK - DEPOSIT ACCOUNTS	3,319.70	53,351.02	56,670.72
999-000-10104-000	CASH IN BANK - CONCENTRATION	2,761,172.27	0.00	2,761,172.27
999-000-10105-000	CASH IN BANK - SILVER MONEY MARKET	4,792,345.05	0.00	4,792,345.05
999-000-10106-000	CASH IN BANK - LOCAL GOVERNMENT INVESTMEN	16,391,901.53	0.00	16,391,901.53
999-000-10107-000	CASH IN BANK - MEEDER INVESTMENT	100,041,044.03	0.00	100,041,044.03

ACCOUNT #	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE
999-000-10109-000	CASH IN BANK - NEW COUNTY CHECKING	(404,050.85)	(3,868,567.77)	(4,272,618.62)
999-000-11501-000	UB UNAPPLIED CREDIT	0.00	0.00	0.00
TOTAL: Cash in Bank		123,585,053.95	(3,815,216.75)	119,769,837.20
Wages Payable				
999-000-20200-000	WAGES PAYABLE	0.00	0.00	0.00
TOTAL: Wages Payable		0.00	0.00	0.00
TOTAL CASH IN BANK		123,585,053.95	(3,815,216.75)	119,769,837.20
DUE TO OTHER FUNDS				
999-000-24910-000	DUE TO OTHER FUNDS	123,585,053.95	(3,815,216.75)	119,769,837.20
TOTAL DUE TO OTHER FUNDS		123,585,053.95	(3,815,216.75)	119,769,837.20

Claim on Cash	119,769,837.20	**Claim on Cash**	119,769,837.20	**Cash in Bank**	119,769,837.20
Cash in Bank	119,769,837.20	**Due To Other Funds**	119,769,837.20	**Due To Other Funds**	119,769,837.20
Difference	0.00	**Difference**	0.00	**Difference**	0.00

ACCOUNT #	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE
ACCOUNTS PAYABLE PENDING				
010-000-29300-000	ACCOUNTS PAYABLE	66,658.03	760.09	67,418.12
012-000-29300-000	ACCOUNTS PAYABLE	0.00	0.00	0.00
014-000-29300-000	ACCOUNTS PAYABLE	0.00	0.00	0.00
015-000-29300-000	ACCOUNTS PAYABLE	0.00	0.00	0.00
020-000-29300-000	ACCOUNTS PAYABLE	9,115.73	(506.13)	8,609.60
025-000-29300-000	ACCOUNTS PAYABLE	0.00	0.00	0.00
030-000-29300-000	ACCOUNTS PAYABLE	0.00	0.00	0.00
035-000-29300-000	ACCOUNTS PAYABLE	0.00	0.00	0.00
040-000-29300-000	ACCOUNTS PAYABLE	0.00	0.00	0.00
042-000-29300-000	ACCOUNTS PAYABLE	0.00	0.00	0.00
044-000-29300-000	ACCOUNTS PAYABLE	0.00	0.00	0.00
045-000-29300-000	ACCOUNTS PAYABLE	1,535.75	(89.14)	1,446.61
046-000-29300-000	ACCOUNTS PAYABLE	83.80	(53.16)	30.64
048-000-29300-000	ACCOUNTS PAYABLE	1,299.85	684.05	1,983.90
050-000-29300-000	ACCOUNTS PAYABLE	0.00	0.00	0.00
060-000-29300-000	ACCOUNTS PAYABLE	595.65	(0.02)	595.63
070-000-29300-000	ACCOUNTS PAYABLE	0.00	0.00	0.00
100-000-29300-000	ACCOUNTS PAYABLE	0.00	0.00	0.00
110-000-29300-000	ACCOUNTS PAYABLE	0.00	0.00	0.00
120-000-29300-000	ACCOUNTS PAYABLE	245.48	(61.39)	184.09
125-000-29300-000	ACCOUNTS PAYABLE	0.00	0.00	0.00
127-000-29300-000	ACCOUNTS PAYABLE	0.00	0.00	0.00
150-000-29300-000	ACCOUNTS PAYABLE	0.00	0.00	0.00
155-000-29300-000	ACCOUNTS PAYABLE	0.00	0.00	0.00
160-000-29300-000	ACCOUNTS PAYABLE	0.00	0.00	0.00
165-000-29300-000	ACCOUNTS PAYABLE	0.00	0.00	0.00
170-000-29300-000	ACCOUNTS PAYABLE	0.00	0.00	0.00
175-000-29300-000	ACCOUNTS PAYABLE	0.00	0.00	0.00
180-000-29300-000	ACCOUNTS PAYABLE	0.00	0.00	0.00
190-000-29300-000	ACCOUNTS PAYABLE	557.17	0.00	557.17
220-000-29300-000	ACCOUNTS PAYABLE	501.79	0.03	501.82
225-000-29300-000	ACCOUNTS PAYABLE	0.00	0.00	0.00
226-000-29300-000	ACCOUNTS PAYABLE	0.00	0.00	0.00
227-000-29300-000	ACCOUNTS PAYABLE	0.00	0.00	0.00
230-000-29300-000	ACCOUNTS PAYABLE	0.00	0.00	0.00
233-000-29300-000	ACCOUNTS PAYABLE	0.00	0.00	0.00
235-000-29300-000	ACCOUNTS PAYABLE	0.00	0.00	0.00
240-000-29300-000	ACCOUNTS PAYABLE	0.00	0.00	0.00
250-000-29300-000	ACCOUNTS PAYABLE	0.00	0.00	0.00
320-000-29300-000	ACCOUNTS PAYABLE	0.00	0.00	0.00
TOTAL ACCOUNTS PAYABLE PENDING		80,593.25	734.33	81,327.58
DUE FROM OTHER FUNDS				
999-000-16010-000	DUE FROM GENERAL FUND	(66,658.03)	(760.09)	(67,418.12)
999-000-16012-000	DUE FROM PROPERTY SALE TRUST FUND	0.00	0.00	0.00
999-000-16014-000	DUE FROM RETIREE HLTH INS PREM FD	0.00	0.00	0.00
999-000-16015-000	DUE FROM FUTURE RESERVE FUND	0.00	0.00	0.00
999-000-16020-000	DUE FROM ROAD FUND	(9,115.73)	506.13	(8,609.60)
999-000-16025-000	DUE FROM REG TRANSPORTATION COMM	0.00	0.00	0.00
999-000-16030-000	DUE FROM AGRICULTURAL EXTENSION	0.00	0.00	0.00
999-000-16035-000	DUE FROM AGRICULTURAL DIST #15	0.00	0.00	0.00
999-000-16040-000	DUE FROM BLDG OPER&MAINT RES FUND	0.00	0.00	0.00
999-000-16042-000	DUE FROM CAPITAL PROJECTS FUND	0.00	0.00	0.00
999-000-16044-000	DUE FROM TOWN OF EUREKA FUND	0.00	0.00	0.00
999-000-16045-000	DUE FROM EUREKA WTR/SWR UTLTY FD	(1,535.75)	89.14	(1,446.61)
999-000-16046-000	DUE FROM CRESCENT VALLEY TOWN	(83.80)	53.16	(30.64)
999-000-16048-000	DUE FROM CV WATER UTILITY FUND	(1,299.85)	(684.05)	(1,983.90)
999-000-16050-000	DUE FROM EUREKA CO TV DISTRICT	0.00	0.00	0.00
999-000-16060-000	DUE FROM DIAMOND VALLEY WEED DIST	(595.65)	0.02	(595.63)
999-000-16070-000	DUE FROM DIAMOND VALLEY RODENT	0.00	0.00	0.00

ACCOUNT #	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE
999-000-16110-000	DUE FROM TOURISM FUND	0.00	0.00	0.00
999-000-16111-000	DUE FROM RECREATION FUND	0.00	0.00	0.00
999-000-16120-000	DUE FROM DEVIL'S GATE WATER DIST	(245.48)	61.39	(184.09)
999-000-16125-000	DUE FROM WATER MITIGATION FUND	0.00	0.00	0.00
999-000-16127-000	DUE FROM NAT RES MULT USE FUND	0.00	0.00	0.00
999-000-16150-000	DUE FROM RANGE IMPROVEMENT DIST 1	0.00	0.00	0.00
999-000-16155-000	DUE FROM RANGE IMPROVEMENT DIST 6	0.00	0.00	0.00
999-000-16160-000	DUE FROM DEPT OF MINERAL RESOURCE	0.00	0.00	0.00
999-000-16165-000	DUE FROM EUREKA CO. GAME BOARD	0.00	0.00	0.00
999-000-16170-000	DUE FROM ACCIDENT INDIGENT FUND	0.00	0.00	0.00
999-000-16175-000	DUE FROM EUREKA CO INDIGENT FUND	0.00	0.00	0.00
999-000-16180-000	DUE FROM HOSP CO INDG HOSP FUND	0.00	0.00	0.00
999-000-16190-000	DUE FROM LANDFILL FUND	(557.17)	0.00	(557.17)
999-000-16220-000	DUE FROM ASSR TECH FND NRS361.530	(501.79)	(0.03)	(501.82)
999-000-16225-000	DUE FROM RECORDER TECHNOLOGY FUND	0.00	0.00	0.00
999-000-16230-000	DUE FROM JUSTICE COURT A A FUND	0.00	0.00	0.00
999-000-16233-000	DUE FROM JUV COURT A A FUND	0.00	0.00	0.00
999-000-16235-000	DUE FROM JUST CRT FACILITY FUND	0.00	0.00	0.00
999-000-16240-000	DUE FROM FORENSIC FEE	0.00	0.00	0.00
999-000-16250-000	DUE FROM STATE OF NEVADA	0.00	0.00	0.00
999-000-16320-000	DUE FROM SCHOOL GENERAL FUND	0.00	0.00	0.00
TOTAL DUE FROM OTHER FUNDS		(80,593.25)	(734.33)	(81,327.58)
ACCOUNTS PAYABLE				
999-000-29300-000	ACCOUNTS PAYABLE	80,593.25	734.33	81,327.58
TOTAL ACCOUNTS PAYABLE		80,593.25	734.33	81,327.58

AP Pending	81,327.58	**AP Pending**	81,327.58	**Due From Other Funds**	81,327.58
Due From Other Funds	81,327.58	**Accounts Payable**	81,327.58	**Accounts Payable**	81,327.58
Difference	0.00	**Difference**	0.00	**Difference**	0.00

2027 BOCC MEETING DATES AND AGENDA DATES

Meeting Dates	Agenda items due	Post by	Backup Due
Jan 4	Dec 23	Dec 29	Dec 30
Jan 19	Jan 7	Jan 13	Jan 14
Feb 2	Jan 25	Jan 28	Jan 28
Feb 16	Feb 4	Feb 10	Feb 11
March 2	Feb 22	Feb 25	Feb 25
March 16	March 8	March 11	March 11
April 6	March 29	April 1	April 1
April 20	April 12	April 15	April 15
May 4	April 26	April 29	April 29
May 18	May 10	May 13	May 13
June 1	May 20	May 26	May 27
June 15	June 7	June 10	June 10
July 6	June 28	July 1	July 1
July 20	July 12	July 15	July 15
Aug 3	July 26	July 29	July 29
Aug 17	Aug 9	Aug 12	Aug 12
Sep 7	Aug 26	Sep 1	Sep 2
Sep 21	Sep 13	Sep 16	Sep 16
Oct 5	Sep 27	Sep 30	Sep 30
Oct 19	Oct 11	Oct 14	Oct 14
Nov 2	Oct 21	Oct 27	Oct 28
Nov 16	Nov 4	Nov 10	Nov 10
Dec 7	Nov 29	Dec 2	Dec 2
Dec 21	Dec 13	Dec 16	Dec 16

EUREKA COUNTY DISTRICT ATTORNEY'S OFFICE
701 SOUTH MAIN STREET • P.O. BOX 190 • EUREKA, NEVADA 89316
PHONE: (775) 237-5315 • FAX: (775) 254-7538
DA@EUREKACOUNTYNV.GOV

November 9, 2026

Board of Eureka County Commissioners
Kathy Bowling, Clerk Recorder VIA EMAIL ONLY: KBowling@EurekaCountyNV.gov
P.O. Box 694, Eureka, NV 89316

RE: Victim of crime application; October 27, 2026

Kathy,

Pursuant to Eureka County Code Title 11, Chapter 30 we received an application (affidavit) requesting financial assistance for counseling of a victim. Please place this item on the agenda for December 1, 2026 for the Commissioners to consider:

> Discuss, approve, or deny the application of one individual (name of victim withheld) for financial assistance from Eureka County for counseling pursuant to E.C.C. Title 11, Chapter 30. (For Possible Action)

Truly,

Theodore Beutel, Esq.
Eureka County District Attorney

Enc. Affidavit

TB/ak

APPLICATION FOR TREATMENT RESULTING FROM SEXUAL ASSAULT AND SUPPORTING AFFIDAVIT

The following constitutes an application for treatment under NRS 217.280 to NRS 217.330 inclusive. As a condition of receiving treatment at the expense of the County, this application must be approved, and information from medical records or any other file deemed necessary for authorization and approval of payment must be provided. Payment for treatment so authorized and approved will be paid by the County up to and including $1,000 for both victim and spouse for any one incident of sexual assault; all other costs above such limit or incurred for treatment not authorized will be at the sole expense of the applicant. Every attempt will be made to preserve the privacy and respect the identity of the applicant, but the filing of a fraudulent claim will result in prosecution and disclosure of the applicant's identity. State law requires the following affidavit and information contained therein.

AFFIDAVIT

I, [redacted], do hereby swear under penalty of perjury that the assertions in this affidavit are true.

1. That I am a victim of sexual assault as defined by NRS 200.366, the spouse of such victim, or the parent or legal guardian of such victim;

2. That medical treatment is required for the physical injuries resulting from the sexual assault and/or that counseling is required for the emotional trauma resulting from the sexual assault; and

3. That the sexual assault for which the treatment is requested occurred in Eureka County on 27 day of October, 2026

4. A written incident report of sexual assault has been filed with Officer/Detective T. Thomas, of the Eureka CSO (the appropriate law enforcement agency), on the 27 day of October, 2026 under case number [redacted], which is required by NRS 217.310 (4).

[redacted]
Signature of Applicant/Victim

10/27/26
Date Signed

VICTIM'S DOB: [redacted]

ADDRESS: [redacted]

CITY, STATE, ZIP: [redacted]

SUSPECT'S NAME: [redacted]

AGE (if known): [redacted]

Contact the local District Attorney's Office for information regarding location to send affidavit.

Date:11/25/2026
Prepared by: J. Dominguez

EUREKA COUNTY
TREASURER'S REPORT
For the Month of October 2026

Reviewed by:

General Fund

September 30, 2026	44,464,629.47
Total Activity	(647,593.45)
October 31, 2026	**43,817,036.02**

Date:11/25/2026
Prepared by: J. Dominguez
Reviewed by:

EUREKA COUNTY
TREASURER'S REPORT
For the Month of October 2026

Combined balance per all bank and investment account statements, October 31, 2026		$ 123,986,462.89 *(see below)*
	Deposits in transit	3,319.69
Less:	Outstanding checks	(677.78)
	Outstanding New Acct Checks	(404,050.85)
Bank balance, adjusted		**123,585,053.95**
Balance per Tyler, October 31, 2026		123,585,053.95
PBA Balance, adjusted		**123,585,053.95**
Difference		**0.00**

Eureka County
Apportionments, by Fund
For the Month of October 2026

Date 11/25/2026
Prepared by: J. Dominguez
Reviewed by:

Fund Number	Fund Name	Real Prop #1 Apportionments	Personal Prop #1 Apportionments
010	General	36,646.46	5,467.52
015	Future Reserve	0.99	
020	Road	6366.69	1,174.99
025	Reg Transportation Comm	11,942.71	2,154.23
030	Agricultural Extension	648.99	98.05
035	Agricultural Dist #15	301.67	48.91
040	Building Maint & Oper	2,795.35	586.92
042	Capital Improvement Fund	3,264.00	490.19
044	Town of Eureka Fund	3,547.99	147.67
046	Crescent Valley Town	583.72	11.15
050	Eureka County TV District	551.58	83.33
060	Diamond Valley Weed District	597.28	
070	Diamond Valley Rodent	305.91	
120	Devil's Gate Water District	298.12	
125	Water Mitigation	1,099.90	195.88
127	Nat Res Mult Use Fund	323.15	49.00
170	Accident Indigent Fund	976.17	147.06
175	Eureka Co Indigent Fund	211.61	32.38
180	Eureka Co. Indg Hosp Fund	649.54	98.06
190	Landfill Fund	4,371.20	685.95
250	Lwr Reese Rvr		
250	DV Water	6,919.81	
250	Maggie Creek Water		
250	Pine Valley		
250	Crescent Valley Water		
250	WhirlWind Water		
250	Humboldt Water		
250	State of Nevada	11,108.84	1,666.70
250	Kobeh Valley		
250	Boulder Flat		
320	School Dist	49,023.90	7,353.21
010	Property Tax Overpayment		
010	Penalties	3,937.89	12.98
010	6% Collect Fee	1,202.33	1,336.32
220	2% Collect Fee	400.39	445.36
	TOTAL APPORTIONMENTS	$ 148,076.19	$ 22,285.86

$	170,362.05

Date 11/25/26
Prepared by: J. Dominguez
Reviewed by: _____

Eureka County
Expenditures
For the Month of October 2026
General County Checking

Date	Description	Amount
10/2/2026	PAYROLL	256,178.69
10/2/2026	DIRECT PAYABLE	58,932.46
10/2/2026	INSURANCE	165,349.74
10/6/2026	AP	2,115,581.72
10/8/2026	SPECIAL AP	2,324,833.08
10/16/2026	PAYROLL	249,212.93
10/16/2026	DIRECT PAYABLE	60,745.66
10/20/2026	AP	380,607.45
10/29/2026	PAYROLL	236,489.78
10/29/2026	DIRECT PAYABLE	57,616.14
10/30/2026	PERS	350,771.40
	Total expenditures	6,256,319.05

Date:11/26/2026
Prepared by: J. Dominguez
Reviewed by:

Eureka County
Revenue
For the Month of October 2026

Cashiering Receipt Number	Received From	Description	Amount
R058646	CCATT	OCTOBER RENT	$300.00
R058647	NSB	CREDIT CARD REVENUE SHARE Q3 2026	$472.38
R058648	GEOTHERMAL	OCTOBER LEASE	$14,621.12
R058649	JASON FLANAGAN	EMPLOYEE HEALTH BENEFITS #1	$2,430.48
R058650	LEANNA CANTRELL	EMPLOYEE HEALTH BENEFITS #17	$506.17
R058651	ISOLVED BENEFIT SERVICES	SEPTEMBER COBRA PAYMENT	$1,867.16
R058652	PERS	EMPLOYEE RETIREMENT	$12,984.75
R058653	T-MOBILE TV	OCTOBER RACK SPACE RENT	$1,850.00
R058654	SKYFIBER TV	SEPTEMBER RACK SPACE RENT	$360.00
R058655	LANDER GENERAL TV	AUGUST RACK SPACE RENT	$800.00
R058656	MT. WHEELER TV	OCTOBER RACK SPACE RENT	$200.00
R058713	ROOM TAX	SEPTEMBER MONTHLY	$18,014.09
R058714	REAL PROPERTY	SEPTEMBER MONTHLY	$148,104.19
R058715	PERSONAL PROPERTY	SEPTEMBER MONTHLY	$22,285.86
R058716	SOUTHWEST GAS CORPORATION	JULY-SEPTEMBER 2026 FRANCHISE FEE	$26.43
R058717	JUSTICE COURT	OCTOBER MONTHLY	$11,434.01
R058718	DISTIRCT COURT	OCTOBER MONTHLY	$1,228.31
R058719	RECORDER	OCTOBER MONTHLY	$28,056.90
R058736	PAN MINE TV	OCTOBER-DECEMBER RACK SPACE RENT	$2,250.00
R058737	MCEWEN MINING	JULY-SEPTEMBER ROAD WORK	$61,930.00
R058738	ST OF NV	10TH KOBEH WATER DRAW	$875,772.34
R058739	ST OF NV	AUGUST FUEL TAX	$72,796.72
R058740	ST OF NV	AUGUST CONSOLIDATED TAX	$975,978.32
R058741	ST OF NV	ANIMAL PLATES 1Q FY27	$20.00
R058742	ST OF NV	SEPTEMBER DMV	$1,487.34
R058743	ST OF NV	SEPTEMBER GAMING TAX	$29.18
R058744	JUVENILE PROBATION	OCTOBER MONTHLY	$1,324.30
R058745	EUREKA FACILITIES	OCTOBER MONTHLY	$1,205.00
R058747	MUSEUM	OCTOBER MONTHLY	$555.00
R058748	SWIMMING POOL	OCTOBER MONTHLY	$565.00
R058749	SENIOR CENTER	OCTOBER MONTHLY	$13,265.00
R058752	SENIOR CENTER	AUGUST GRANT MONTHLY	$4,132.14
R058779	EMS	OCTOBER MONTHLY	$6,264.56
R058810	SHERIFF	OCTOBER MONTHLY	$615.25
R058953	CCATT	NOVEMBER RENT	$300.00
R059056	JUVENILE PROBATION	SEPTEMBER MONTHLY - AMENDED	($36.00)
	PUBLIC WORKS	MONTHLY DISTRIBUTION FY27 - AMENDED	$157,189.95
		JOURNAL ENTERIES	
JN03788	AT&T	AIRPORT REFUND	$556.41
JN03789	VIRGINIA DELBUONO	EMPLOYEE HEALTH BENEFITS #1	$1,327.08
JN03790	WASHINGTON NATIONAL INS. CO.	ANDREW UDER REFUND CK#11185959	$76.04
			$2,443,145.48

Pooled Cash Report

Eureka County, Nevada

For the Period Ending 10/31/2026

ACCOUNT #	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE
CLAIM ON CASH				
010-000-10101-000	CLAIM ON CASH - GENERAL FUND	44,464,629.47	(647,593.45)	43,817,036.02
012-000-10101-000	CLAIM ON CASH - PROPERTY SALE TRUST FUND	47,824.86	0.00	47,824.86
014-000-10101-000	CLAIM ON CASH - RETIREE HLTH INS PREM FD	3,040,555.46	(13,016.18)	3,027,539.28
015-000-10101-000	CLAIM ON CASH - FUTURE RESERVE FUND	13,016,748.34	30,470.83	13,047,219.17
020-000-10101-000	CLAIM ON CASH - ROAD FUND	5,668,919.68	(177,719.18)	5,491,200.50
025-000-10101-000	CLAIM ON CASH - REG TRANSPORTATION COMM	18,775,340.37	(887,888.44)	17,887,451.93
030-000-10101-000	CLAIM ON CASH - AGRICULTURAL EXTENSION	821,935.79	2,673.04	824,608.83
035-000-10101-000	CLAIM ON CASH - AGRICULTURAL DIST #15	399,693.06	493.97	400,187.03
040-000-10101-000	CLAIM ON CASH - BLDG OPER&MAINT RES FUND	5,064,743.69	4,099.63	5,068,843.32
042-000-10101-000	CLAIM ON CASH - CAPITAL PROJECTS FUND	8,420,485.81	23,475.00	8,443,960.81
044-000-10101-000	CLAIM ON CASH - TOWN OF EUREKA FUND	1,490,237.67	(313.65)	1,489,924.02
045-000-10101-000	CLAIM ON CASH - EUREKA WTR/SWR UTLTY FD	1,964,729.76	(148,774.83)	1,815,954.93
046-000-10101-000	CLAIM ON CASH - CRESCENT VALLEY TOWN	286,518.66	(3,748.86)	282,769.80
048-000-10101-000	CLAIM ON CASH - CV WATER UTILITY FUND	713,344.91	(1,317.24)	712,027.67
050-000-10101-000	CLAIM ON CASH - EUREKA CO TV DISTRICT	1,145,401.70	70.25	1,145,471.95
060-000-10101-000	CLAIM ON CASH - DIAMOND VALLEY WEED DIST	249,970.34	(23,663.84)	226,306.50
070-000-10101-000	CLAIM ON CASH - DIAMOND VALLEY RODENT	410,543.87	2,222.08	412,765.95
100-000-10101-000	CLAIM ON CASH - RECREATION FUND	696,456.74	11,637.38	708,094.12
110-000-10101-000	CLAIM ON CASH - TOURISM FUND	46,234.63	1,518.92	47,753.55
120-000-10101-000	CLAIM ON CASH - DEVIL'S GATE WATER DIST	1,027,155.28	5,897.83	1,033,053.11
125-000-10101-000	CLAIM ON CASH - WATER MITIGATION FUND	3,251,430.87	540,440.92	3,791,871.79
127-000-10101-000	CLAIM ON CASH - NAT RES MULT USE FUND	1,974,212.99	4,994.41	1,979,207.40
150-000-10101-000	CLAIM ON CASH - RANGE IMPROVEMENT DIST 1	28,621.46	67.00	28,688.46
155-000-10101-000	CLAIM ON CASH - RANGE IMPROVEMENT DIST 6	112,186.84	(1,240.92)	110,945.92
160-000-10101-000	CLAIM ON CASH - DEPT OF MINERAL RESOURCE	119,070.00	(103,650.00)	15,420.00
165-000-10101-000	CLAIM ON CASH - EUREKA CO. GAME BOARD	2,451.84	4,225.81	6,677.65
170-000-10101-000	CLAIM ON CASH - ACCIDENT INDIGENT FUND	53,948.19	(52,824.96)	1,123.23
175-000-10101-000	CLAIM ON CASH - EUREKA CO INDIGENT FUND	593,305.09	2,159.63	595,464.72
180-000-10101-000	CLAIM ON CASH - HOSP CO INDG HOSP FUND	937,114.32	(33,004.70)	904,109.62
190-000-10101-000	CLAIM ON CASH - LANDFILL FUND	6,601,580.34	(11,286.93)	6,590,293.41
220-000-10101-000	CLAIM ON CASH - ASSR TECH FND NRS361.530	2,994,340.04	3,958.54	2,998,298.58
225-000-10101-000	CLAIM ON CASH - RECORDER TECHNOLOGY FUND	118,579.32	578.29	119,157.61
226-000-10101-000	CLAIM ON CASH-TREASURER TECH FUND	2,581.75	6.07	2,587.82
227-000-10101-000	CLAIM ON CASH - DISTRICT COURT AA FUND	17,910.83	141.16	18,051.99
230-000-10101-000	CLAIM ON CASH - JUSTICE COURT A A FUND	82,511.86	480.82	82,992.68
233-000-10101-000	CLAIM ON CASH - JUV COURT A A FUND	52,421.52	204.90	52,626.42
235-000-10101-000	CLAIM ON CASH - JUST CRT FACILITY FUND	216,713.92	908.23	217,622.15
240-000-10101-000	CLAIM ON CASH - FORENSIC FEE	1,203.87	2.84	1,206.71
250-000-10101-000	CLAIM ON CASH - STATE OF NEVADA	945,873.14	(913,582.60)	32,290.54
320-000-10101-000	CLAIM ON CASH - SCHOOL GENERAL FUND	1,161,671.16	(1,083,165.76)	78,505.40
996-000-10101-000	CLAIM ON CASH - UB UNAPPLIED CASH	29,480.94	(1,562.44)	27,918.50
TOTAL CLAIM ON CASH		127,048,680.38	(3,463,626.43)	123,585,053.95
CASH IN BANK				
Cash in Bank				
999-000-10102-000	CASH IN BANK - COUNTY CHECKING	(997.78)	320.00	(677.78)
999-000-10103-000	CASH IN BANK - DEPOSIT ACCOUNTS	23,828.36	(20,508.66)	3,319.70
999-000-10104-000	CASH IN BANK - CONCENTRATION	3,781,701.12	(1,020,528.85)	2,761,172.27
999-000-10105-000	CASH IN BANK - SILVER MONEY MARKET	5,791,968.35	(999,623.30)	4,792,345.05
999-000-10106-000	CASH IN BANK - LOCAL GOVERNMENT INVESTMEN	17,834,406.69	(1,442,505.16)	16,391,901.53
999-000-10107-000	CASH IN BANK - MEEDER INVESTMENT	99,810,325.83	230,718.20	100,041,044.03

ACCOUNT #	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE
999-000-10109-000	CASH IN BANK - NEW COUNTY CHECKING	(192,552.19)	(211,498.66)	(404,050.85)
999-000-11501-000	UB UNAPPLIED CREDIT	0.00	0.00	0.00
TOTAL: Cash in Bank		127,048,680.38	(3,463,626.43)	123,585,053.95
Wages Payable				
999-000-20200-000	WAGES PAYABLE	0.00	0.00	0.00
TOTAL: Wages Payable		0.00	0.00	0.00
TOTAL CASH IN BANK		127,048,680.38	(3,463,626.43)	123,585,053.95
DUE TO OTHER FUNDS				
999-000-24910-000	DUE TO OTHER FUNDS	127,048,680.38	(3,463,626.43)	123,585,053.95
TOTAL DUE TO OTHER FUNDS		127,048,680.38	(3,463,626.43)	123,585,053.95

Claim on Cash	123,585,053.95	**Claim on Cash**	123,585,053.95	**Cash in Bank**	123,585,053.95
Cash in Bank	123,585,053.95	**Due To Other Funds**	123,585,053.95	**Due To Other Funds**	123,585,053.95
Difference	0.00	**Difference**	0.00	**Difference**	0.00

ACCOUNT #	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE
ACCOUNTS PAYABLE PENDING				
010-000-29300-000	ACCOUNTS PAYABLE	(65,906.53)	132,564.56	66,658.03
012-000-29300-000	ACCOUNTS PAYABLE	0.00	0.00	0.00
014-000-29300-000	ACCOUNTS PAYABLE	0.00	0.00	0.00
015-000-29300-000	ACCOUNTS PAYABLE	0.00	0.00	0.00
020-000-29300-000	ACCOUNTS PAYABLE	(8,945.72)	18,061.45	9,115.73
025-000-29300-000	ACCOUNTS PAYABLE	0.00	0.00	0.00
030-000-29300-000	ACCOUNTS PAYABLE	0.00	0.00	0.00
035-000-29300-000	ACCOUNTS PAYABLE	0.00	0.00	0.00
040-000-29300-000	ACCOUNTS PAYABLE	0.00	0.00	0.00
042-000-29300-000	ACCOUNTS PAYABLE	0.00	0.00	0.00
044-000-29300-000	ACCOUNTS PAYABLE	0.00	0.00	0.00
045-000-29300-000	ACCOUNTS PAYABLE	(980.06)	2,515.81	1,535.75
046-000-29300-000	ACCOUNTS PAYABLE	(57.89)	141.69	83.80
048-000-29300-000	ACCOUNTS PAYABLE	(1,518.69)	2,818.54	1,299.85
050-000-29300-000	ACCOUNTS PAYABLE	0.00	0.00	0.00
060-000-29300-000	ACCOUNTS PAYABLE	(595.66)	1,191.31	595.65
070-000-29300-000	ACCOUNTS PAYABLE	0.00	0.00	0.00
100-000-29300-000	ACCOUNTS PAYABLE	0.00	0.00	0.00
110-000-29300-000	ACCOUNTS PAYABLE	0.00	0.00	0.00
120-000-29300-000	ACCOUNTS PAYABLE	(211.21)	456.69	245.48
125-000-29300-000	ACCOUNTS PAYABLE	0.00	0.00	0.00
127-000-29300-000	ACCOUNTS PAYABLE	0.00	0.00	0.00
150-000-29300-000	ACCOUNTS PAYABLE	0.00	0.00	0.00
155-000-29300-000	ACCOUNTS PAYABLE	0.00	0.00	0.00
160-000-29300-000	ACCOUNTS PAYABLE	0.00	0.00	0.00
165-000-29300-000	ACCOUNTS PAYABLE	0.00	0.00	0.00
170-000-29300-000	ACCOUNTS PAYABLE	0.00	0.00	0.00
175-000-29300-000	ACCOUNTS PAYABLE	0.00	0.00	0.00
180-000-29300-000	ACCOUNTS PAYABLE	0.00	0.00	0.00
190-000-29300-000	ACCOUNTS PAYABLE	0.00	0.00	0.00
220-000-29300-000	ACCOUNTS PAYABLE	(608.24)	1,165.41	557.17
225-000-29300-000	ACCOUNTS PAYABLE	(501.82)	1,003.61	501.79
226-000-29300-000	ACCOUNTS PAYABLE	0.00	0.00	0.00
227-000-29300-000	ACCOUNTS PAYABLE	0.00	0.00	0.00
230-000-29300-000	ACCOUNTS PAYABLE	0.00	0.00	0.00
233-000-29300-000	ACCOUNTS PAYABLE	0.00	0.00	0.00
235-000-29300-000	ACCOUNTS PAYABLE	0.00	0.00	0.00
240-000-29300-000	ACCOUNTS PAYABLE	0.00	0.00	0.00
250-000-29300-000	ACCOUNTS PAYABLE	0.00	0.00	0.00
320-000-29300-000	ACCOUNTS PAYABLE	0.00	0.00	0.00
TOTAL ACCOUNTS PAYABLE PENDING		(79,325.82)	159,919.07	80,593.25
DUE FROM OTHER FUNDS				
999-000-16010-000	DUE FROM GENERAL FUND	65,906.53	(132,564.56)	(66,658.03)
999-000-16012-000	DUE FROM PROPERTY SALE TRUST FUND	0.00	0.00	0.00
999-000-16014-000	DUE FROM RETIREE HLTH INS PREM FD	0.00	0.00	0.00
999-000-16015-000	DUE FROM FUTURE RESERVE FUND	0.00	0.00	0.00
999-000-16020-000	DUE FROM ROAD FUND	8,945.72	(18,061.45)	(9,115.73)
999-000-16025-000	DUE FROM REG TRANSPORTATION COMM	0.00	0.00	0.00
999-000-16030-000	DUE FROM AGRICULTURAL EXTENSION	0.00	0.00	0.00
999-000-16035-000	DUE FROM AGRICULTURAL DIST #15	0.00	0.00	0.00
999-000-16040-000	DUE FROM BLDG OPER&MAINT RES FUND	0.00	0.00	0.00
999-000-16042-000	DUE FROM CAPITAL PROJECTS FUND	0.00	0.00	0.00
999-000-16044-000	DUE FROM TOWN OF EUREKA FUND	0.00	0.00	0.00
999-000-16045-000	DUE FROM EUREKA WTR/SWR UTLTY FD	980.06	(2,515.81)	(1,535.75)
999-000-16046-000	DUE FROM CRESCENT VALLEY TOWN	57.89	(141.69)	(83.80)
999-000-16048-000	DUE FROM CV WATER UTILITY FUND	1,518.69	(2,818.54)	(1,299.85)
999-000-16050-000	DUE FROM EUREKA CO TV DISTRICT	0.00	0.00	0.00
999-000-16060-000	DUE FROM DIAMOND VALLEY WEED DIST	595.66	(1,191.31)	(595.65)
999-000-16070-000	DUE FROM DIAMOND VALLEY RODENT	0.00	0.00	0.00

ACCOUNT #	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE
999-000-16110-000	DUE FROM TOURISM FUND	0.00	0.00	0.00
999-000-16111-000	DUE FROM RECREATION FUND	0.00	0.00	0.00
999-000-16120-000	DUE FROM DEVIL'S GATE WATER DIST	211.21	(456.69)	(245.48)
999-000-16125-000	DUE FROM WATER MITIGATION FUND	0.00	0.00	0.00
999-000-16127-000	DUE FROM NAT RES MULT USE FUND	0.00	0.00	0.00
999-000-16150-000	DUE FROM RANGE IMPROVEMENT DIST 1	0.00	0.00	0.00
999-000-16155-000	DUE FROM RANGE IMPROVEMENT DIST 6	0.00	0.00	0.00
999-000-16160-000	DUE FROM DEPT OF MINERAL RESOURCE	0.00	0.00	0.00
999-000-16165-000	DUE FROM EUREKA CO. GAME BOARD	0.00	0.00	0.00
999-000-16170-000	DUE FROM ACCIDENT INDIGENT FUND	0.00	0.00	0.00
999-000-16175-000	DUE FROM EUREKA CO INDIGENT FUND	0.00	0.00	0.00
999-000-16180-000	DUE FROM HOSP CO INDG HOSP FUND	0.00	0.00	0.00
999-000-16190-000	DUE FROM LANDFILL FUND	608.24	(1,165.41)	(557.17)
999-000-16220-000	DUE FROM ASSR TECH FND NRS361.530	501.82	(1,003.61)	(501.79)
999-000-16225-000	DUE FROM RECORDER TECHNOLOGY FUND	0.00	0.00	0.00
999-000-16230-000	DUE FROM JUSTICE COURT A A FUND	0.00	0.00	0.00
999-000-16233-000	DUE FROM JUV COURT A A FUND	0.00	0.00	0.00
999-000-16235-000	DUE FROM JUST CRT FACILITY FUND	0.00	0.00	0.00
999-000-16240-000	DUE FROM FORENSIC FEE	0.00	0.00	0.00
999-000-16250-000	DUE FROM STATE OF NEVADA	0.00	0.00	0.00
999-000-16320-000	DUE FROM SCHOOL GENERAL FUND	0.00	0.00	0.00
TOTAL DUE FROM OTHER FUNDS		79,325.82	(159,919.07)	(80,593.25)
ACCOUNTS PAYABLE				
999-000-29300-000	ACCOUNTS PAYABLE	(79,325.82)	159,919.07	80,593.25
TOTAL ACCOUNTS PAYABLE		(79,325.82)	159,919.07	80,593.25

AP Pending	80,593.25	**AP Pending**	80,593.25	**Due From Other Funds**	80,593.25
Due From Other Funds	80,593.25	**Accounts Payable**	80,593.25	**Accounts Payable**	80,593.25
Difference	0.00	**Difference**	0.00	**Difference**	0.00

Eureka County, Nevada

Treasurers Report
Summary
Date Range: 10/01/2026 - 10/31/2026

Fund	Beginning Cash Balance	Revenues	Expenses	Net Change Assets	Net Change Liabilities	Calculated Ending Balance	Actual Ending Balance	Calculated - Actual Ending
010 - GENERAL FUND	44,464,629.47	1,272,673.83	1,961,271.66	0.00	-41,004.38	43,817,036.02	43,817,036.02	0.00
012 - PROPERTY SALE TRUST FUND	47,824.86	0.00	0.00	0.00	0.00	47,824.86	47,824.86	0.00
014 - RETIREE HLTH INS PREM FD	3,040,555.46	7,100.15	20,116.33	0.00	0.00	3,027,539.28	3,027,539.28	0.00
015 - FUTURE RESERVE FUND	13,016,748.34	30,666.28	195.45	0.00	0.00	13,047,219.17	13,047,219.17	0.00
020 - ROAD FUND	5,668,919.68	144,294.18	338,830.15	0.00	-16,816.79	5,491,200.50	5,491,200.50	0.00
025 - REG TRANSPORTATION COMM	18,775,340.37	66,156.70	954,045.14	0.00	0.00	17,887,451.93	17,887,451.93	0.00
030 - AGRICULTURAL EXTENSION	821,935.79	2,685.15	12.11	0.00	0.00	824,608.83	824,608.83	0.00
035 - AGRICULTURAL DIST #15	399,693.06	1,290.71	796.74	0.00	0.00	400,187.03	400,187.03	0.00
040 - BLDG OPER&MAINT RES FUND	5,064,743.69	15,283.45	11,183.82	0.00	0.00	5,068,843.32	5,068,843.32	0.00
042 - CAPITAL PROJECTS FUND	8,420,485.81	23,600.29	125.29	0.00	0.00	8,443,960.81	8,443,960.81	0.00
044 - TOWN OF EUREKA FUND	1,490,237.67	7,832.40	8,146.05	0.00	0.00	1,489,924.02	1,489,924.02	0.00
045 - EUREKA WTR/SWR UTLTY FD	1,964,729.76	35,752.13	186,841.51	0.00	-2,314.55	1,815,954.93	1,815,954.93	0.00
046 - CRESCENT VALLEY TOWN	286,518.66	1,648.12	5,538.67	0.00	-141.69	282,769.80	282,769.80	0.00
048 - CV WATER UTILITY FUND	713,344.91	17,797.54	21,876.92	0.00	-2,762.14	712,027.67	712,027.67	0.00
050 - EUREKA CO TV DISTRICT	1,145,401.70	12,250.25	12,129.75	0.00	50.25	1,145,471.95	1,145,471.95	0.00
060 - DIAMOND VALLEY WEED DIST	249,970.34	2,079.83	26,800.14	0.00	-1,056.47	226,306.50	226,306.50	0.00
070 - DIAMOND VALLEY RODENT	410,543.87	2,228.22	6.14	0.00	0.00	412,765.95	412,765.95	0.00
077 - FFY05YUCCAMT DIRECT PYMT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100 - RECREATION FUND	696,456.74	17,425.22	5,787.84	0.00	0.00	708,094.12	708,094.12	0.00
110 - TOURISM FUND	46,234.63	1,519.59	0.67	0.00	0.00	47,753.55	47,753.55	0.00
120 - DEVIL'S GATE WATER DIST	1,027,155.28	10,704.74	5,119.54	0.00	-312.63	1,033,053.11	1,033,053.11	0.00
125 - WATER MITIGATION FUND	3,251,430.87	885,973.08	345,532.16	0.00	0.00	3,791,871.79	3,791,871.79	0.00
127 - NAT RES MULT USE FUND	1,974,212.99	5,023.94	29.53	0.00	0.00	1,979,207.40	1,979,207.40	0.00
150 - RANGE IMPROVEMENT DIST 1	28,621.46	67.43	0.43	0.00	0.00	28,688.46	28,688.46	0.00
155 - RANGE IMPROVEMENT DIST 6	112,186.84	260.76	1,501.68	0.00	0.00	110,945.92	110,945.92	0.00
160 - DEPT OF MINERAL RESOURCE	119,070.00	15,420.00	119,070.00	0.00	0.00	15,420.00	15,420.00	0.00
165 - EUREKA CO. GAME BOARD	2,451.84	4,239.67	11.70	0.00	2.16	6,677.65	6,677.65	0.00
170 - ACCIDENT INDIGENT FUND	53,948.19	1,123.23	53,948.19	0.00	0.00	1,123.23	1,123.23	0.00
175 - EUREKA CO INDIGENT FUND	593,305.09	2,168.46	8.83	0.00	0.00	595,464.72	595,464.72	0.00
180 - HOSP CO INDG HOSP FUND	937,114.32	2,872.56	35,877.26	0.00	0.00	904,109.62	904,109.62	0.00
190 - LANDFILL FUND	6,601,580.34	23,363.90	35,699.46	0.00	-1,048.63	6,590,293.41	6,590,293.41	0.00
220 - ASSR TECH FND NRS361.530	2,994,340.04	7,824.91	4,816.06	0.00	-949.69	2,998,298.58	2,998,298.58	0.00
225 - RECORDER TECHNOLOGY FUND	118,579.32	580.06	1.77	0.00	0.00	119,157.61	119,157.61	0.00
226 - TREASURER TECH FUND	2,581.75	6.07	0.00	0.00	0.00	2,587.82	2,587.82	0.00
227 - DISTRICT COURT IMP FUND	17,910.83	141.43	0.27	0.00	0.00	18,051.99	18,051.99	0.00
230 - JUSTICE COURT A A FUND	82,511.86	482.06	1.24	0.00	0.00	82,992.68	82,992.68	0.00
233 - JUV COURT A A FUND	52,421.52	205.69	0.79	0.00	0.00	52,626.42	52,626.42	0.00

Treasurers Report

Date Range: 10/01/2026 - 10/31/2026

Fund	Beginning Cash Balance	Revenues	Expenses	Net Change Assets	Net Change Liabilities	Calculated Ending Balance	Actual Ending Balance	Calculated - Actual Ending
235 - JUST CRT FACILITY FUND	216,713.92	911.48	3.25	0.00	0.00	217,622.15	217,622.15	0.00
240 - FORENSIC FEE	1,203.87	2.84	0.00	0.00	0.00	1,206.71	1,206.71	0.00
250 - STATE OF NEVADA	945,873.14	32,290.54	945,873.14	0.00	0.00	32,290.54	32,290.54	0.00
320 - SCHOOL GENERAL FUND	1,161,671.16	56,403.54	1,139,569.30	0.00	0.00	78,505.40	78,505.40	0.00
996 - UB UNAPPLIED CREDIT	29,480.94	0.00	0.00	0.00	1,562.44	27,918.50	27,918.50	0.00
Report Total:	**127,048,680.38**	**2,712,350.43**	**6,240,768.98**	**0.00**	**-64,792.12**	**123,585,053.95**	**123,585,053.95**	**0.00**

Eureka, Nevada *December 1, 2026*

RESOLUTION
COMMEMORATING EARL HAYWARD
FOR HIS DEDICATED SERVICE TO EUREKA COUNTY

WHEREAS, the Board of Eureka County Commissioners wishes to honor Eureka County resident, Earl Hayward, for his years of dedicated service to Eureka County and the communities of Crescent Valley and Beowawe; and

WHEREAS, Eureka County acknowledges the following biographical information: Earl was born in Ely NV August 6, 1971, and graduated from Eureka County High School in 1990. He attended College of Southern Idaho and Community College in Las Vegas. Earl is father to 3 children; Earl Andrew, Julia Annette, and Gage Allen; and a grandfather of 5 grandchildren. Earl has lived in Eureka/Diamond Valley for over 40 years where he developed his passion for the outdoors, hunting, fishing, and spending time with family.

Earl served over 32 years with the Eureka County Road Department as an Equipment Operator. For this reason, his commitment and contributions are hereby acknowledged.

NOW THEREFORE, BE IT RESOLVED, that the Board of Eureka County Commissioners recognizes and honors Earl Hayward for his spirit of community service, for his lifetime accomplishments, and for his contributions to Eureka County and its citizens.

BE IT FURTHER RESOLVED, that this resolution be published in the minutes of the Board of Eureka County Commissioners to remain a part of the permanent and historical records of Eureka County.

ADOPTED this 1st day of December, 2026.

BOARD OF EUREKA COUNTY COMMISSIONERS
COUNTY OF EUREKA, STATE OF NEVADA

_____
Richard McKay, Chairman

_____
Marty Plaskett, Vice Chairman

_____
Mike Schoenwald, Member

ATTEST: _____
Kathy J. Bowling, Eureka County Clerk

Draft Human Resources Ordinance

New separate Title 20 of the Eureka County Code
Bill number and ordinance number to be assigned

This discussion draft establishes a separate Human Resources title and a companion personnel policy manual. It is based on the attached Eureka County Personnel Policies effective April 21, 2026. Title 20 is proposed numbering only; the Clerk and County counsel must confirm that the number is available in the current code.

The proposed legislation begins after the drafting notes. The notes and source disposition appendix are explanatory material and are not part of the ordinance. This is a legislative working draft for County review, not an enacted ordinance.

Drafting decisions requiring resolution

1. Confirm leave accrual before introduction. Section 6.2 of the attachment describes monthly accrual but labels its table as hours accrued twice a month. The first six months total 60 hours, supporting a 10 hour monthly base. The draft uses monthly totals of 10, 11, 12.5 and 15 hours and splits those totals between semimonthly payrolls. The attachment also mismatches year and month descriptions at the six year tier. The draft uses completed service thresholds of 12, 84 and 180 months. HR and the Comptroller must reconcile those thresholds and totals with payroll records, existing ordinances and bargaining agreements. These are proposed clarifications, not verified existing accrual practices. Do not adopt the leave schedule until that reconciliation is complete.

2. The ordinance places leave entitlements and travel payment authority in code because NRS 245.210 and 245.062 specifically address those subjects. Operating instructions remain in the manual. Future policy resolutions cannot change code level benefits without an ordinance amendment or a lawful controlling bargaining agreement.

3. This draft does not elect to establish a new statutory merit personnel system under NRS 245.213 through 245.216. It preserves existing employment status and procedural protections. Counsel must determine whether an earlier Eureka ordinance already established such a system. If so, preserve it and revise coverage and exemptions to conform to those statutes before introduction.

4. Confirm current Title 2, Chapters 50 and 90. The publicly posted July 2018 Title 2 contains Chapter 50 but ends at Chapter 80; the supplied April 2026 personnel policy expressly cites Chapter 90 for whistleblower protection. This draft amends Chapter 50 and preserves Chapter 90 rather than presuming it is absent. Obtain the current enacted Chapter 90 and reconcile reporting and appeal routes before adoption.

5. The separately posted holiday clarification resolution is dated and effective April 21, 2026. Its section 6.1.3 language for Friday or Saturday holidays during the 4x10 pilot matches the supplied manual and is retained. Confirm whether the pilot remains authorized and whether later amendments exist before adoption.

6. Proposed changes include independent complaint routing when officials are implicated, statutory dismissal hearing timing, limits on blanket confidentiality and testing rules, protection of legally required leave, and removal of automatic departmental budget penalties for HR disputes. These changes are identified in the companion policy draft. Preserve any bargaining obligations and accrued contractual rights.

7. Retiree health eligibility, subsidies, buyout terms, contribution commitments and any vested rights must be checked against governing resolutions and plan documents. The draft preserves existing lawful plans; it does not create or terminate a retiree benefit.

Proposed ordinance

SUMMARY: Establishes a separate Human Resources title of the Eureka County Code; allocates personnel authority; establishes employment standards, leave and travel provisions; authorizes a separate personnel policy manual; and amends the existing personnel policy amendment provisions.

BILL NO. [TO BE ASSIGNED]

ORDINANCE NO. [TO BE ASSIGNED]

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF EUREKA COUNTY, NEVADA, ADDING TITLE 20, HUMAN RESOURCES, TO THE EUREKA COUNTY CODE; AMENDING TITLE 2, CHAPTER 50; PROVIDING FOR PERSONNEL ADMINISTRATION, COMPENSATION, LEAVE, EMPLOYEE PROTECTIONS AND TRAVEL EXPENSES; AND PROVIDING FOR TRANSITION, SEVERABILITY AND AN EFFECTIVE DATE.

The Board of County Commissioners of Eureka County, Nevada, does ordain:

Section 1 Findings and authority

A. A uniform personnel framework promotes fair treatment, accountability, continuity of public services and responsible use of County funds. Countywide standards shall recognize the independent statutory powers of elected officials and the constitutional and statutory authority of the courts.

B. This ordinance is adopted under applicable County powers in NRS Chapter 244; NRS 245.045, 245.050, 245.060, 245.062 and 245.210; and other applicable law. It shall be administered consistently with NRS Chapters 239, 241, 281, 281A, 286, 288 and 289, applicable employment laws, and lawful collective bargaining agreements.

Section 2 Addition of Title 20

Title 20, Human Resources, is added to the Eureka County Code to read as follows.

Title 20 Human Resources

Chapter 20.10 General provisions

20.10.010 Purpose

This title establishes the governing framework for County personnel administration and authorizes a separate Human Resources Personnel Policy Manual to implement that framework. The manual is an administrative document and is not incorporated wholesale into this Code.

20.10.020 Definitions

A. Board means the Board of County Commissioners acting collectively at a lawfully noticed meeting.

B. Appointing authority means the Board, elected officer, appointed department head, judicial officer or other person or body possessing lawful authority to appoint, supervise or remove an employee. This definition does not confer authority otherwise withheld by law.

C. HR means the County Human Resources Director or a properly designated acting director. Manual means the personnel policy manual adopted under this title.

D. Regular employee means an employee appointed to a regularly authorized full time or part time position, including an employee serving an introductory period. Temporary, seasonal, casual, volunteer and independent contractor classifications shall be assigned according to their actual legal relationship and the manual, not merely their labels.

E. Working day means a day the relevant County administrative office is open for business. Calendar day includes weekends and holidays. A deadline ending on a closed day extends to the next working day unless controlling law requires otherwise.

20.10.030 Coverage and reserved authority

A. This title and the manual govern County employees to the extent permitted by law. Elected officers are subject to applicable conduct, ethics, records and fiscal standards, but are not converted into subordinate employees and are not subject to employee removal procedures by this title.

B. Employees of independently governed entities, districts and boards are covered only to the extent authorized by law or an agreement with the responsible governing body. Judicial employees remain subject to judicial authority. The County shall seek coordinated standards without assuming appointment or removal powers it does not possess.

C. Volunteers are subject to applicable safety, conduct, confidentiality and supervision requirements but receive no employee compensation or benefits solely by reason of coverage. Contractor status shall not be used to avoid employee rights.

20.10.040 Order of authority and employment status

A. Controlling federal and state law governs. A lawful collective bargaining agreement controls over conflicting County personnel rules to the extent provided by law. This title controls over the manual, and the manual controls over inconsistent departmental procedures within their lawful scope. Statutory powers and court authority remain reserved.

B. This title does not itself create a fixed term employment contract, change an employee's existing employment status, or eliminate an enforceable property interest, collective bargaining right, statutory remedy or due process protection. Neither an at will label nor a disclaimer overrides rights established by law or a binding agreement.

C. The County does not establish a new statutory merit system by this enactment. Any previously established lawful merit system continues unless lawfully amended. No existing employee right is removed by implication.

Chapter 20.20 Administration and policy adoption

20.20.010 Board responsibilities

The Board retains authority within its legal jurisdiction to adopt and amend this title and the manual; approve authorized staffing and budgets; establish classification and compensation plans; approve benefit programs and labor agreements; appoint and evaluate officials who report to it; and hear matters assigned to it by law. A commissioner acting individually, including the Chair, shall not exercise the Board's collective personnel powers absent lawful express delegation. A delegation shall identify its scope and limits and shall not transfer a nondelegable duty.

20.20.020 Human Resources responsibilities

HR shall administer countywide personnel systems; coordinate recruitment, classification, training, benefits and employment records; advise appointing authorities; receive and coordinate complaints; review personnel actions for compliance; maintain the manual and directives; and report material compliance concerns to the lawful authority. HR's administrative review does not transfer an elected officer's or court's statutory appointment or removal powers. A disputed authority question shall be referred promptly to unconflicted legal counsel and, where necessary, the Board or court having jurisdiction.

20.20.030 Appointing authorities and fiscal officers

Appointing authorities shall supervise and evaluate staff, document personnel decisions, consult HR before significant personnel actions, maintain safe operations and comply with lawful County standards. The Comptroller and other fiscal officers retain duties assigned by law and shall verify funding, payroll calculations and supporting authorizations. No person may promise compensation, benefits or an appointment beyond that person's authority.

20.20.040 Manual adoption and amendment

A. The Board shall adopt the manual and material amendments by resolution at a public hearing. A Commissioner shall propose the change at an open meeting; the proposed resolution shall be circulated to Commissioners for review at an open meeting and to departments for distribution to employees and comment. Notice of the public hearing shall be published in a newspaper of general circulation in the County at least 10 days before the hearing. At the hearing the Board may adopt, reject or amend the proposal. NRS Chapter 241 and any additional applicable publication requirements also apply.

B. HR shall provide a summary of proposed changes, affected sections, legal and fiscal review, and any required bargaining status. The Board shall identify the effective date. Amendments affecting mandatory bargaining subjects shall not be implemented in violation of NRS Chapter 288.

C. HR may issue forms, checklists, interpretive guidance and operating instructions consistent with controlling authority. Such instructions shall not amend code provisions, change pay or benefit entitlements, alter employment status, shorten appeal rights or create substantive discipline standards. Matters of that kind require the appropriate Board enactment or agreement.

D. HR shall publish and maintain the current manual, an amendment history and an accessible employee copy. The Clerk shall retain the official adopting instruments. HR shall obtain acknowledgments without treating an acknowledgment as a waiver of rights.

20.20.050 Review and compliance

HR shall review the manual annually for legal and operational changes and report recommended revisions to the Board at least biennially. Noncompliance shall be addressed through lawful corrective action. This title does not authorize automatic budget reductions, hiring restrictions or interference with an elected officer's statutory services as punishment for an HR disagreement.

Chapter 20.30 Employment standards

20.30.010 Equal opportunity and accommodation

County employment decisions shall be based on lawful, job related factors. Discrimination, unlawful harassment, retaliation and workplace violence are prohibited. The County shall provide reasonable accommodation and legally protected leave consistent with applicable disability, pregnancy, religious, domestic violence, lactation and other protections. The manual shall provide accessible reporting and accommodation procedures.

20.30.020 Integrity and protected activity

Officers and employees shall comply with applicable ethics and nepotism law, disclose conflicts, protect County assets and avoid misuse of office. Nothing in this title prohibits lawful political activity as a private citizen, protected speech, wage discussion, employee organization activity, testimony, reporting to an agency, or disclosure protected by law. County resources and official authority shall not be used unlawfully for private or political purposes.

20.30.030 Complaints and whistleblower protection

A. Employees may report discrimination, retaliation, safety concerns, suspected fraud and improper governmental action to HR, an unimplicated supervisor, an appropriate compliance officer or an authorized external agency. The manual shall provide alternate reporting when HR, the appointing authority, a Commissioner, the Comptroller or the District Attorney is implicated. No person is required to report first to the subject of a complaint.

B. Retaliation and interference with protected reporting are prohibited. Good faith reports remain protected even when not substantiated. Deliberately false statements may be addressed through lawful procedures; lack of proof alone does not establish deliberate falsity.

C. The County shall preserve and comply with existing Title 2, Chapter 90, and applicable local whistleblower procedures and statutory protections, including NRS 281.755 where relevant to lactation and NRS 281.611 through 281.671 to the extent applicable to local government, including local appeal procedures under NRS 281.645 and employee notice under NRS 281.661. References to state employee procedures do not substitute for the County's applicable local appeal process. HR shall provide required notices and identify the correct forum and deadlines.

20.30.040 Records and confidentiality
HR shall maintain secure personnel records and segregate medical, accommodation, testing and other restricted records as required by law. Employees shall have access and an opportunity to respond to adverse file material as provided by law and the manual. NRS Chapter 239 governs public access; an administrative label of confidential does not establish an exemption. Records shall be retained under applicable schedules and legal holds. Investigative confidentiality shall not restrict protected reporting, representation or lawful disclosures.

20.30.050 Fitness and safety
Employees shall perform duties safely and report hazards promptly. The manual may establish a lawful drug and alcohol program, including legally supported testing, medical review and opportunities to challenge results. Testing shall comply with constitutional protections, applicable marijuana and disability laws, and any federal transportation requirements. Broad consent language shall not replace a lawful basis for a search or test.

Chapter 20.40 Recruitment classification and compensation

20.40.010 Authorized positions and selection
Appointments shall be made to funded, authorized positions through documented, job related procedures administered with HR. The lawful appointing authority makes the appointment. New positions, higher classifications and advanced step hires require Board approval as specified in the manual and approved compensation plan. Recruitment shall comply with criminal history and salary history restrictions and pay disclosure requirements under NRS 245.046 and 245.0465.

20.40.020 Classification and compensation plans
The Board shall establish positions, classification ranges and appointive compensation by ordinance or resolution as authorized by NRS 245.045. HR shall evaluate duties, responsibilities, qualifications and internal equity. Step advancement, premium pay, longevity, reclassification and temporary higher duty pay shall be administered under the approved plans and manual. A supervisor may not independently create a pay allowance. Elected official compensation remains governed by controlling law.

20.40.030 Hours payroll and overtime
The County shall pay salaries on a lawful biweekly or semimonthly schedule under NRS 245.050. Work schedules shall comply with NRS 281.100 and applicable wage law. All compensable work shall be recorded and paid, including unauthorized work known to the County; unauthorized work may be addressed separately. Exempt classification depends on legal requirements and actual duties. Compensatory time requires a lawful advance agreement, shall accrue at the required rate, and shall be used and paid in conformity with the Fair Labor Standards Act. The manual's 160 hour accrual ceiling shall not be exceeded absent a lawful Board amendment or controlling agreement.

20.40.040 Benefit plans
The Board may establish insurance, retirement related, educational and other lawful benefit programs subject to funding, governing plan documents and applicable law. Existing lawful retiree health commitments and vested rights are preserved. The manual shall administer eligibility, enrollment, contributions and claims without enlarging or reducing a benefit promised in a controlling instrument.

Chapter 20.50 Annual sick and disability leave

20.50.010 General rules

A. This chapter provides annual, sick and disability leave under NRS 245.210. References to hours use an eight hour statutory working day for accrual and carryover conversion. A scheduled ten or twelve hour shift does not enlarge the statutory base. Leave used is charged for scheduled hours actually missed.

B. Subject to controlling law and agreements, regular full time employees and appointed officers accrue the amounts provided below. Regular part time employees scheduled at least 20 hours weekly accrue prorated leave based on authorized hours relative to 40 hours weekly. Elected officers receive the statutory leave applicable to their office, subject to lawful accounting requirements; they are not placed under an employee's supervision by this chapter. Temporary, casual and seasonal workers do not receive discretionary accrual unless specifically authorized, but receive all legally required leave.

C. HR and payroll shall administer proration and lawful service adjustments consistently. Protected military service and other legally protected periods shall receive required service credit. Accrual during unpaid leave shall follow the manual only to the extent consistent with law and agreements.

20.50.020 Annual leave accrual and use

A. Base annual leave accrues from the first day at 1.25 eight hour working days, or 10 hours, per month of qualifying full time service. An appointed officer or employee may not use annual leave during the first six months of employment. The six month total is 60 hours when all six months qualify; payroll shall accrue it as earned rather than postpone recognition until the sixth month.

B. Pursuant to NRS 245.210(2)(b), additional annual leave for long term appointed officers and regular employees is authorized as follows: through 12 completed months, 10 hours per month; after 12 completed months and before 84 completed months, 11 hours per month; from 84 completed months and before 180 completed months, 12.5 hours per month; from 180 completed months, 15 hours per month. The new rate takes effect with the first payroll period following attainment of the threshold. These figures are monthly totals; twice monthly payroll credits shall total the monthly entitlement. Elected officers receive the statutory base unless another lawful authority provides otherwise.

C. Annual leave carried forward at June 30 may not exceed 240 hours, equivalent to 30 eight hour working days. Departments shall provide a reasonable opportunity for leave use and notice of potential forfeiture. Exceptions require lawful authority; an administrative directive cannot waive a statutory ceiling.

D. Leave requires advance approval, subject to protected leave requirements. Ordinarily an employee shall provide 15 days' notice for more than three days of annual leave; emergencies excuse that advance notice. Leave may not be borrowed before accrual.

20.50.030 Annual leave settlement

A. An appointed officer or employee separating after at least six months of employment shall receive payment for earned, unused annual leave up to 240 hours at the lawful applicable rate, subject to a controlling agreement. An employee separating before six months is not entitled to annual leave payment under this chapter.

B. An elected county officer shall not be paid for accumulated annual leave on termination of service.

C. Upon the death of an appointed officer or employee entitled to accrued annual leave, payment shall be made to the persons or estate representative entitled under NRS 245.210(2)(c), upon satisfactory proof. A retirement beneficiary designation alone does not determine the recipient of this statutory annual leave payment.

20.50.040 Sick and disability leave

A. Covered full time officers and employees accrue sick and disability leave at 1.25 eight hour working days, or 10 hours, per month from the commencement of qualifying service, cumulative from year to year without a

general cap. An appointed officer or employee need not wait six months to use sick leave already earned. Part time accrual is prorated as provided in this chapter.

B. Sick leave may be used for the employee's illness, injury, disability, medical appointments, qualifying exposure or public health restriction and qualifying family care under the manual, and for other uses required by law. Medical verification shall be limited to what law permits. Protected leave is not an attendance offense.

C. An eligible employee with at least five years of qualifying County service separating by resignation, retirement, disability or death, or transitioning to elected County service, shall receive a one time payment equal to 75 percent of unused eligible sick leave at the applicable PERS employee and employer compensation basis described in the County plan. Prior elected service may be counted as provided in the retained plan; no duplicate recognition payment shall be made for the same hours. This paragraph does not establish a second accrual account for elected service or eliminate statutory elected officer leave. Payroll and counsel shall verify the lawful wage conversion and payee before payment, including any estate requirements.

20.50.050 Donated leave

A. The County may administer a voluntary catastrophic annual and sick leave donation program. Eligibility, qualifying emergencies and disaster events, documentation and administration shall be stated in the manual. A donor shall retain at least 120 hours of sick leave and may ordinarily donate up to 20 sick hours per year. A recipient may ordinarily receive up to 120 hours per event. Additional amounts require specific lawful Board approval. No employee may be pressured to donate.

B. A donor's leave shall first be converted to money at the donor's hourly salary rate and then to sick leave at the recipient's hourly salary rate as required by NRS 245.210(4). Hours shall not be transferred hour for hour between employees with different rates. No payment exceeding an authorized benefit or appropriation is created.

20.50.060 Other leave and protections

A. The County shall provide holidays and other lawful paid and unpaid leave under the manual, controlling agreements and applicable law, including family and medical, military, jury, domestic violence, school participation, emergency volunteer and other protected leave. Required salary protection for volunteer fire and ambulance service under NRS 245.055 shall be honored.

B. An appointed officer or employee may be granted leave without pay under the manual. Leave for an elected officer shall also comply with NRS 245.200 when applicable. Exhaustion of paid leave or FMLA does not automatically terminate employment or end any separate accommodation, reinstatement or benefit obligation.

C. Holiday calendars, scheduling and request procedures may be adopted by resolution. They shall not change annual or sick leave accrual or payout rights codified here.

Chapter 20.60 Performance discipline and review

20.60.010 Performance and corrective action

The manual shall provide job related performance standards, evaluations, coaching and fair corrective action. Discipline shall be based on documented lawful grounds and imposed by the lawful authority. Progressive steps may be used as appropriate to seriousness and circumstances; no step is required where law or a controlling agreement permits a different response. Existing substantive employment protections remain in force.

20.60.020 Notice opportunity to respond and appeal

Before an adverse action requiring due process, the employee shall receive notice of the proposed action, the reasons and a sufficient explanation of supporting evidence, and a meaningful opportunity to respond to an impartial decision maker. Emergency interim action shall comply with law and prompt required review. The manual shall provide review procedures for eligible employees, written decisions, impartial reviewers and

clear deadlines. An internal process shall not waive, postpone or restrict an independent statutory or contractual remedy.

20.60.030 Statutory dismissal hearing

An employee covered by NRS 245.065 may request a written statement of dismissal reasons within 15 days of dismissal. The County shall furnish that statement within 15 days of the request. The employee may request a public hearing before the Board within 30 days after receipt of the written statement, and the Board shall grant the hearing within 15 days after receiving the written request. Eligibility, exclusions and procedures shall conform to the statute, including its provision for employees with 12 or more months of service and exclusions for department heads, the county manager and county administrator. The County shall provide a written notice of this remedy when applicable. An internal appeal is not a prerequisite.

20.60.040 Layoff and separation

Layoffs shall be based on documented operational or fiscal needs and lawful selection criteria, with HR review, Board action where required, notice and reinstatement procedures in the manual. Separation shall include timely lawful pay, benefit notices, return of property and secure termination of access. Protected absences and reporting shall not be used as adverse selection factors. Peace officer matters shall also comply with NRS Chapter 289 and applicable POST requirements.

Chapter 20.70 Official travel expenses

20.70.010 Budget and authorization

Each department shall include in its annual budget the maximum estimated amount needed for necessary official travel during the fiscal year. Increases require a lawful budget adjustment and available appropriation. Travel shall be for authorized County business and approved in advance by the lawful department authority; department head travel requires the approval specified in the manual. An emergency exception shall be documented promptly. No reimbursement may exceed statutory authority or available funding.

20.70.020 Claims and payment

The traveler shall submit a signed claim stating the public purpose, dates, destination, applicable mileage or per diem, itemized required receipts, amounts already paid by the County and any advance. The department shall certify the business purpose and funding. The Comptroller shall examine the claim for compliance and submit it through the lawful claims approval and warrant process. Claims should be submitted within 30 working days after travel; the Board may consider a documented late claim as allowed by law. No officer may approve that officer's own claim as the final approving authority.

20.70.030 Rates advances and reconciliation

A. Reimbursement shall conform to NRS 245.060. The manual may prescribe documentation and rates within statutory limits, including the permissible state mileage ceiling and lawful federal comparable travel rates where authorized. Personal expenses, alcohol, fines and duplicate claims are not reimbursable.

B. Any advance requires documented approval under the County's lawful claims process, identified budget authority and an estimate of necessary costs. Within 30 working days after travel, the traveler shall reconcile actual authorized expenses and return the unused balance. The Comptroller shall track outstanding advances and refer delinquent amounts for lawful collection.

C. Money advanced for official travel constitutes the lien on accrued wages provided by NRS 245.062(4). This provision does not authorize unrelated deductions or eliminate wage, notice or other procedural protections. Purchasing card charges shall be reconciled to prevent duplicate reimbursement.

Chapter 20.80 Implementation

20.80.010 Transition and savings
Existing lawful policies, approved compensation schedules, benefit plans and departmental procedures continue until replaced, insofar as they are consistent with controlling law and this title. Existing leave balances, lawful claims, pending complaints and accrued rights are preserved. New procedures apply prospectively unless law or an express lawful transition provision requires otherwise. The Board shall coordinate the effective date of the revised manual with this title to avoid a gap in governing procedures.

20.80.020 Enforcement and remedies
Compliance shall be enforced through lawful administrative and employment procedures. This title creates no separate misdemeanor, civil fine or private cause of action. It does not limit a remedy otherwise available by law or agreement.

20.80.030 Severability
If a provision or application of this title is held invalid, the remaining provisions and applications remain effective to the extent they can operate lawfully and consistently with the Board's intent.

Amendments and enactment

Section 3 Amendment of Title 2 Chapter 50
Title 2, Chapter 50 is reenacted as amended to read in full as follows:

Chapter 50 Personnel Policy

2.50.010 Amendment by resolution

The County Human Resources Personnel Policy Manual shall be adopted and amended pursuant to Title 20, Chapter 20.20. A policy resolution shall not amend an ordinance or alter a benefit or right that law requires to be established by ordinance or collective bargaining agreement. Until Title 20 becomes effective, the existing amendment procedure remains in effect.

2.50.020 Publication of personnel policy

The manual shall be published separately from the Code. Human Resources shall maintain and distribute the current manual and amendment history; the County Clerk shall retain the official adopting resolutions and make them available for public inspection as required by law. The County Recorder shall make a current copy available or direct requesters to the official copy. Each resolution shall state its effective date.

Section 4 Conflicts and preservation
Only conflicting provisions expressly addressed by this ordinance are superseded. No general repeal of elected officer authority, judicial authority, Title 2 Chapter 90 whistleblower protections, labor agreements or existing vested rights is intended. References to Title 20 may be conformed by the codifier to the final assigned title number without substantive change.

Section 5 Effective date
This ordinance becomes effective on [DATE], after all enactment and publication requirements of NRS 244.095 and 244.100 have been satisfied. The Clerk shall complete the required publication and maintain the record of introduction, hearing, passage, votes and effective date. The companion manual shall become effective on the same date or on a later date expressly approved by the Board.

Source disposition and adoption notes

This appendix is not proposed code. It explains how the drafts allocate subjects between legislation and the personnel manual. Churchill County is a comparison model, not legal authority for Eureka. Churchill Title 3 places many employment subjects in code; its separate administrative manual supplements those provisions. Eureka's draft uses a narrower code framework and a comprehensive separate manual as a deliberate drafting choice.

Subject in Eureka attachment	New ordinance	Separate policy manual
General provisions and authority 1.1–1.6	Coverage, authority, hierarchy and amendment process	Administrative roles, notices and implementation
Records 1.7–1.10	Access and lawful confidentiality framework	File handling, employee review and retention procedures
Employee relations Chapter 2	Equal opportunity, ethics, protected reporting and safety duties	Complaint intake, investigations, accommodations, testing, technology and conduct
Employment and classification Chapters 3–4	Funded appointments and classification authority	Recruitment, introductory service, selection and classification procedures
Compensation Chapter 5	Board pay plan authority, lawful payroll and overtime	Steps, premiums, longevity, timekeeping and payment administration
Leave Chapter 6	Annual and sick accrual, caps, payouts, donation authority and statutory safeguards	Requests, certifications, holiday scheduling and protected leave administration
Benefits Chapter 7	Authority and preservation of lawful plan rights	Enrollment, eligibility, retiree benefits and administration
Travel Chapter 8	Budget, authorization, claims, advances and statutory limits	Receipts, rates within limits, routing and purchasing cards
Separation and performance Chapters 9–10	Lawful separation and performance framework	Layoff selection, recall lists, exits and evaluation steps
Discipline Chapter 11 and disputes Chapter 12	Due process, lawful review and NRS 245.065 remedy	Investigation, notices, conference, panel and general dispute procedures

Reference sources

1. Eureka County Personnel Policies, attached PDF, effective April 21, 2026, printed pages 1–160. The cover retains a 2024 label; the effective date is used to identify the supplied version.

2. Churchill County personnel policies webpage and linked Title 3 Employees, comparison copy identified by the County link ending Title-3-Complete_Expanded-Contents_240708_hr. Chapters 3.04–3.60 illustrate codified personnel subjects. https://www.churchillcountynv.gov/611/Personnel-Policies and https://www.churchillcountynv.gov/DocumentCenter/View/18177/Title-3-Complete_Expanded-Contents_240708_hr

3. Churchill County Administrative Policy Manual, posted copy last updated August 4, 2022. Its topics include leave conversion, hiring delay, confidential information, hazardous conditions, furlough and retirement

incentives. This is the separate administrative comparison source.
https://www.churchillcountynv.gov/DocumentCenter/View/5099

4. Eureka County Code webpage and posted Title 2, Chapter 50, July 2018 compilation. These are public posting references, not certification of the complete code as amended.
https://www.eurekacountynv.gov/departments/county-code/ and
https://www.eurekacountynv.gov/media/ncvdf5ig/title-2-eureka-county-commissioners.pdf

5. Nevada Legislature, NRS Chapter 245, especially 245.045–245.065, 245.200, 245.210 and 245.213–245.216. https://www.leg.state.nv.us/NRS/NRS-245.html

6. Nevada Legislature, NRS Chapter 244, especially 244.095 and 244.100; and Chapter 288, especially 288.140, 288.150 and 288.153. https://www.leg.state.nv.us/nrs/nrs-244.html and
https://www.leg.state.nv.us/NRS/NRS-288.html

7. Eureka posted Whistleblower Protections guide, September 2019, identifies the local appeal duty under NRS 281.645. It does not provide the current enacted Eureka Chapter 90.
https://www.eurekacountynv.gov/media/wwllyoq4/whistleblowerguide090119.pdf

8. Eureka holiday clarification resolution, April 21, 2026, confirming the 4x10 pilot holiday text retained in the attachment. https://www.eurekacountynv.gov/media/fbtpsr4i/2026-resolution-clarification-and-update-to-the-holiday-leave-policy.pdf

Sources checked October 31, 2026. Verify controlling law and amendments again when the County schedules introduction.

Draft Human Resources Personnel Policy Manual

Companion to the proposed separate Human Resources title
Based on the personnel policies effective April 21, 2026

Prepared by Nevada Strategies

December 2, 2026

This is a comprehensive editable discussion draft. It retains the detailed procedures, compensation formulas, benefits provisions and definitions from the attached April 21, 2026 manual except where the replacement provisions and drafting appendix identify a change. The original page layout and table of contents have been replaced. Section numbers generally follow the source so staff can compare the documents.

The companion ordinance supplies governing authority and substantive leave and travel provisions. Adoption of this manual requires a separate Board resolution and coordinated effective date. Proposed Title 20 numbering is provisional. This document is not effective until adopted and does not itself amend a bargaining agreement, controlling benefit instrument or existing ordinance.

Before adoption, resolve the annual leave rate and service threshold ambiguities, confirm ongoing 4x10 pilot authority and any later holiday amendments, obtain the current Title 2 Chapter 90, and reconcile benefit plan schedules. The discussion draft's monthly leave interpretation is a proposed clarification, not a certification of current payroll practice. Unresolved items are set out in the drafting appendix and the ordinance's opening notes.

Manual navigation

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General Provisions

1.1 Purpose

This manual establishes detailed personnel practices under the County Human Resources ordinance, proposed Title 20. It retains the detailed subject coverage of the Eureka County Personnel Policies effective April 21, 2026, with the revisions identified in the drafting appendix. Employees and supervisors shall follow lawful County standards and seek HR guidance when a question arises.

1.2 Scope and order of authority

Controlling law and lawful collective bargaining agreements govern. The HR ordinance governs over this manual; this manual governs over inconsistent departmental procedures within the County's lawful authority. Elected officials retain statutory powers and courts retain judicial authority. Separate entities are covered only as legally authorized. Volunteers follow applicable conduct and safety rules without acquiring employee benefits. This manual does not establish a new merit system, fixed term contract or blanket at will status and does not remove an existing enforceable right.

1.3 Computing time and giving notice

Unless a specific section or controlling law states otherwise, days mean calendar days. Begin counting on the day after delivery or mailing; a period ends at 5 p.m. on its final day. If the final day is a weekend, holiday or day the receiving office is closed, it extends to the next working day. Working days exclude days the relevant receiving administrative office is closed. Statutory deadlines and service requirements control over these general rules. HR shall state the method, recipient, deadline and any appeal rights in significant personnel notices.

1.4 Administration and acknowledgment

HR maintains the official manual and amendment register. Substantive amendments require Board action under the ordinance. Employees shall receive accessible copies and acknowledge receipt; a signature confirms receipt, not agreement or waiver of rights. HR shall explain applicable requirements to volunteers and employees needing alternate formats or assistance.

1.5 Administrative directives

HR may issue forms and instructions implementing adopted requirements. A directive may not change pay, leave, benefits, employment status, appeal rights or substantive discipline standards. Questions needing a policy or ordinance amendment shall be presented to the Board through the required public process.

1.6 Responsibility and authority to act

The Board acts collectively on matters within its jurisdiction. The lawful appointing authority supervises and makes appointment, discipline and removal decisions, subject to controlling law and applicable review. HR coordinates recruitment, classification, benefits, records, compliance and investigations and reviews significant proposed personnel actions. The Comptroller verifies payroll and funding. Departments shall consult HR before hiring, changes in classification or pay, involuntary separation or significant discipline. Consultation does not transfer an elected officer's or court's lawful authority. Disputes shall be referred to unconflicted legal counsel and the body with jurisdiction. No automatic capital cancellation, budget reduction or hiring penalty is imposed for a personnel disagreement. Any fiscal action requires independent lawful authority, procedure and consideration of required public services.

1.7. Change of Address

It is the responsibility of each employee to keep the employer informed, in writing, of current address, including email address, telephone number, change of name, and any other information relating to employment status.

1.8 Delivery of notices

Routine communications may be sent to the current address or County email address. Significant employment and appeal notices shall use a method reasonably calculated to provide actual notice, such as documented personal delivery, certified mail or confirmed electronic delivery where legally permitted. An email read receipt alone is not conclusive proof of receipt. HR shall document delivery attempts and comply with any statutory notice method. Employees shall keep contact information current, but failure to receive a notice is not automatically a waiver of a legally protected right.

1.9 Personnel files and employee access

HR is the central custodian of the employment personnel file. The Comptroller maintains payroll and fiscal records. Supervisors may retain secured working records only for a legitimate need, and shall forward official personnel actions to HR. Medical, accommodation, testing, I-9 and investigation records shall be maintained separately where required. Access is limited to authorized business needs and lawful disclosures.

An employee may request access to and copies of that employee's personnel records subject to applicable law. HR shall arrange supervised inspection, preserve the originals, identify any lawful restriction and permit an employee response. Before placing adverse material in the personnel file, provide a reasonable opportunity to review and respond unless a lawful investigation restriction requires otherwise. A signature confirms receipt; a refusal may be documented by a witness. The employee's written response shall accompany the material. Any copy charge must be lawful and shall not restrict a statutory access right.

1.10 Records confidentiality retention and disclosure

Protect personal identifiers, medical information, legally protected background information and other exempt material. A personnel or investigation file is not categorically exempt from public disclosure simply because this manual calls it confidential. Refer public records requests to the designated records officer and counsel for the NRS Chapter 239 analysis, timely response, redaction and release of nonexempt material. Compensation and official employment information shall be released when legally required.

Medical information shall be segregated and disclosed only as authorized by law, including functional restrictions needed by supervisors rather than unnecessary diagnosis details. Testing and occupational medical records are subject to their specific legal protections. Electronic records shall use access controls and secure transfer. Retain and destroy records only under applicable retention schedules; suspend destruction for litigation, claims, audits and investigation holds. Preserve public business messages and authorized electronic records regardless of device or account used. Confidentiality instructions shall not prohibit protected reporting, wage discussions, legal advice, representation or required disclosures.

Employee Relations

2.1. Fair Employment Practices

Policy

The Eureka County Board of County Commissioners "employer" recognizes the fundamental rights of applicants and employees to be assessed based on merit. Relevant factors such as seniority and internal experience with the employer may also be considered where consistent with applicable policies and collective bargaining agreements (CBA). Therefore, it is the policy of the employer to provide equal employment opportunity for all applicants and employees. The employer does not sanction or tolerate discrimination in any form on the basis of any protected class including, but not limited to; race, color, religion, age, gender, pregnancy, sexual orientation, national origin, ancestry, disability, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard or any other class that becomes protected by federal and/or state law.

The employer will:

1. Recruit, hire, train, and promote for all job classifications

without regard to protected class membership as well as to ensure that all compensation, benefits, transfers, layoffs, return from layoffs, employer-sponsored training, social, and recreation programs will be administered in conformance with the employer's policy. In addition, the employer will not discharge, discipline, or discriminate against an employee who is a victim of domestic violence or whose family or household members are victims of domestic violence as provided for in NRS 613, discussed compensation as provided for in NRS 613, or used leave as a National Guard member as provided for in NRS 412.

2. Comply with all applicable laws prohibiting discrimination in

employment including Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, the Equal Employment Opportunity Act of 1972, the Immigration Reform and Control Act of 1986, the Americans with Disabilities Act, as amended, the Genetic Information Nondiscrimination Act of 2008, the applicable Nevada Revised Statutes on Equal Employment Opportunity (NRS 613), Nevada Revised Statutes regarding National Guard service (NRS 412.139/.1395), and any other applicable federal, state, and local statutory provisions.

3. Provide reasonable accommodation as required by law/statue

wherever the need for such is known by the employer, and/or the applicant or employee indicates a need for such reasonable accommodation, provided that the individual is otherwise qualified to perform the essential functions of the assigned job and the employee's performance of the assigned job duties does not pose a threat to the safety of him/herself or others.

Reasonable accommodations will be considered for qualified individuals with a disability; sincerely held religious beliefs and practices; pregnancy, childbirth, and pregnancy-related conditions; and domestic violence victims or whose family or household members are victims of domestic violence.

4. Hold all managers and supervisors responsible for ensuring that

personnel policies, guidelines, practices, procedures, and activities are following federal and state fair employment practices, statutes, rules, and regulations.

Scope

This policy applies to all persons involved in the operation of the employer, including all department heads and elected officials, and prohibits harassment, discrimination, and retaliation by any employee, including supervisors and coworkers, volunteers, customers or clients of the employer, and any vendor or other service provider with whom the employer has a business relationship. The employer will not tolerate instances of harassment, discrimination, or retaliation, whether such behavior meets the threshold of unlawful conduct.

While single incidents of alleged harassment, discrimination, or retaliation may not be sufficiently severe or pervasive to rise to the level of being a violation of the law, the employer nevertheless prohibits such conduct and may impose appropriate disciplinary action, up to and including termination, against any employee engaging in such

Equal Employment Opportunity Officer Designated

The employer designates a primary reporting officer/Equal Employment Opportunity (EEO) Officer who is responsible for promoting and ensuring fair employment practices and related policies for the employer are promoted and adhered to are assigned to the employer's designated Equal Employment Opportunity (EEO) Officer. The employer's designated EEO Officer will also serve as the Americans with Disabilities (ADA) Coordinator, unless otherwise noted, and as such, also has responsibility for coordinating the employer's compliance with applicable federal and state disability laws. The designated EEO Officer for employer is an employee of Human Resources. The name and work telephone number of the designated individual will be posted on bulletin boards at employer work sites. In the event the designated EEO Officer is unavailable, an alternate designated by the Board of County Commissioners will be an alternate employee of Human Resources.

2.2. Anti-Harassment

Policy

The employer promotes a productive work environment and does not tolerate verbal, physical, written, or graphical conduct/behavior(s) that harasses, disrupts, or interferes with another's work performance or that creates an intimidating, offensive, or hostile environment based on that person's protected class membership.

Prohibited Conduct/Behavior(s)

The employer will not tolerate any form of harassment, including any conduct/behavior(s) on the part of employees, volunteers, clients, customers, vendors, contractors, etc., that impairs an employee's ability to perform his/her duties. Examples of prohibited conduct/behavior(s) include, but are not limited to:

1. Offensive verbal communication including slurs, jokes,

epithets, derogatory comments, degrading or suggestive words or comments, unwanted sexual advances, invitations, or sexually degrading or suggestive words or comments.

2. Offensive written communication including notes, letters,

notices, emails, texts, or any other offensive message sent by electronic means.

3. Offensive gestures, expressions and graphics including leering,

obscene hand, finger, or body gestures, sexually explicit drawings, derogatory posters, photographs, cartoons, drawings, or displaying sexually suggestive objects or pictures.

4. Physical contact when the action is unwelcome by recipient

including brushing up against someone in an offensive manner, unwanted touching, impeding or blocking normal movement, or interfering with work or movement.

5. Expectations, requests, demands, or pressure for sexual favors.

Training

The employer will provide training every year to all employees on the

prevention of discrimination and prohibited conduct/behavior(s) in the workplace. All new employees will be provided a copy of this policy upon hire, and the contents will be discussed during the new hire orientation process. New employees will participate in training on the prevention of discrimination and prohibited conduct/behavior(s) within thirty days. A copy of this policy will be made available to applicants upon request.

2.3 Reporting prohibited conduct and conducting investigations

Employees may report orally or in writing to HR, an unimplicated supervisor or another authorized County official. No special form or confrontation with the alleged offender is required. Report promptly when practicable; delayed reporting does not automatically defeat a complaint or shorten an outside filing period. Supervisors shall promptly forward complaints and observed potential violations to HR without attempting to screen them out.

HR shall acknowledge receipt, document the allegations, assess immediate safety and preservation needs, and select an impartial investigator. The County may use a qualified outside investigator when independence or expertise requires it. If HR is implicated, report to an unimplicated appointing authority or Commissioner. If the District Attorney or usual legal advisor is implicated, the unimplicated lawful authority shall arrange independent legal advice through an authorized process. If the Chair is implicated, use another unimplicated Commissioner or authorized external body. External reporting remains available without internal exhaustion.

The investigator shall interview relevant witnesses, obtain and preserve documents, give the subject a fair opportunity to respond, and prepare documented findings using the greater weight of evidence for administrative fact finding unless controlling law or an agreement requires another standard. The lawful decision maker shall determine corrective action after required HR and legal review. Interim measures shall protect participants without presuming guilt or penalizing the reporting employee.

Information shall be shared only as needed for a fair investigation, lawful review and required disclosure. Absolute confidentiality cannot be promised. Participants may obtain representation, legal advice, make protected reports and exercise other legal rights. HR shall communicate completion and appropriate outcome information without unnecessary disclosure of another person's protected information, and shall monitor for retaliation. A good faith unsubstantiated complaint is not a false report. Retaliation, obstruction and intentional fabrication are separate violations. External agency filing deadlines continue while an internal investigation is pending.

2.4 Employee Dating

2.4.1 Policy

The employer recognizes that an environment where employees maintain clear boundaries between personal and workplace interactions is most effective for conducting business. While the employer does not prohibit friendships or consensual romantic relationships between employees, it is the policy of the employer to prohibit any romantic relationships between supervisor/managerial employees and a subordinate employee.

2.4.2 Employee Responsibilities

1. Employees are prohibited from engaging in physical contact

that would in any way be deemed inappropriate by a reasonable person while anywhere on employer property, in an employer vehicle, or on employer business whether such physical contact occurs during work hours.

2. Violation of this policy could result in disciplinary action up to

and including termination.

2.4.3 Supervisor/Manager Responsibilities

1. Employees employed in supervisory/managerial positions are

prohibited from engaging in a romantic relationship with any employee under the direct or indirect supervision. Employees employed in supervisory/managerial positions are expected to uphold high standards and professionalism, recognizing their role as organizational leaders, their access to sensitive information, and their influence over workplace dynamics.

2. Violation of this policy will result in disciplinary action up to

and including termination.

2.5 Employee Bullying

2.5.1 Policy

The employer promotes a productive work environment and does not tolerate bullying in any form (verbal, physical, non-verbal conduct/behavior(s), cyber-bullying); or work interferences that disrupt or interfere with another's work performance or that create an intimidating work environment.

Employer will not tolerate bullying behavior including, but not limited to, any conduct/behavior(s) on the part of employees, volunteers, clients, customers, vendors, and contractors, that impairs an employee's ability to perform assigned duties. Employees found in violation of this policy will be subject to disciplinary action, up to and including termination.

The employer defines bullying as repeated mistreatment of one or more persons by one or more perpetrators that takes one of the following forms:

- Verbal abuse.
- Offensive conduct/behaviors (including nonverbal, physical, and cyber-bullying) which are threatening, humiliating, or intimidating, or
- Work interferences, such as sabotage, which prevents work from getting done.

2.5.2 Prohibited Behaviors/ Conduct

The employer considers the following types of behavior examples of bullying (this list is not all-inclusive):

- Verbal Bullying: Slandering, ridiculing or maligning an employee or his/her family; persistent name calling which is hurtful, insulting, or humiliating; yelling, screaming, and cursing; chronic teasing; belittling opinions or constant criticism.
- Physical Bullying: Pushing, shoving, kicking, poking, tripping; assault or threat of physical assault; damage to an employee's work area or property.
- Nonverbal Bullying: Nonverbal threatening gestures or glances which convey threatening messages; threatening actions; socially or physically excluding or disregarding a person in a work-related activity.
- Cyber-bullying: Repeatedly tormenting, threatening, harassing, humiliating, embarrassing, or otherwise targeting an employee using email, instant messaging, text messaging, social media, or any other type of digital technology.
- Workplace Interference: Sabotaging which prevents work from getting done; deliberately tampering with a person's work area or property; unreasonably assigning menial tasks outside of a person's normal job duties.

2.5.3 Dealing with Allegations of Bullying

1. Process

i. Employee Responsibility

a. An employee who believes they personally are being

or have been subjected to prohibited conduct/behavior(s) and/or are the target of any form of prohibited conduct/behavior(s) or have witnessed any other employee being subjected to these behaviors, are encouraged to inform the alleged harasser/bully that the behavior/conduct is unwelcome and must stop.

Note: An employee is NOT required to talk directly to the alleged bully or to the employee's supervisor. It is critical, however, that employees who believe they have been targeted or have witnessed what the employee believes to be prohibited conduct/behavior(s) directed to or committed by another, contact one of the individuals listed in section 2 or 3.

b. If the employee feels uncomfortable in speaking

directly to the alleged bully or if the employee requested the prohibited conduct/behavior(s) to cease, but the request did not produce the desired results, the employee should report the conduct/behavior(s) as soon as possible to any supervisor/manger, employer's designated EEO Officer, or the HR Representative.

c. An employee who believes the EEO officer has

engaged in prohibited conduct/behavior(s) should bring such concerns to the attention of the alternate EEO officer or to the Chair of the County Commission who will designate an objective person to conduct an investigation of such allegations. Employees may also report the conduct/behavior(s) to the employer's attorney.

d. An employee who witnesses or obtains information

regarding prohibited conduct/behavior(s) by the immediate supervisor is required to report the incident to the EEO Officer or HR Representative.

ii. Supervisor/Manager Responsibilities

- a. Regardless of whether the employee involved is in the supervisor's or manager's department and regardless of how the supervisor/manager became aware of the alleged prohibited conduct/behavior(s), all supervisors and managers must immediately report all allegations or complaints or observations of such conduct/behavior(s) to the EEO Officer, HR Representative, department head, or Chair of the County Commission. The report shall contain all know information including:
- The person(s) involved
- A written record of any specific conversations held with the complainant(s) and other persons involved as applicable; and
- All known pertinent facts, including date(s), time(s), and location(s).

2.5.4 Investigation

Upon being made aware of allegations or complaints of bullying, the employer will ensure that such allegations or complaints are investigated promptly. The employer treats all allegations or complaints seriously and requires all employees to be candid and truthful during the investigation process. The EEO Officer or the alternate EEO Officer will identify the appropriate individual(s) to conduct the investigation.

The employer will make efforts to ensure that all investigations are kept as confidential as reasonably possible. Employees will be required to refrain from discussing the subject content with other employees or

persons who may have information pertinent to the investigation throughout the course of the investigation. Employees shall be required, upon request, to provide information to regulatory agencies. The employer will release information obtained only to those individuals with business need-to-know or involved in the investigation and the administration of the complaint, or as required by law.

The employer will communicate to the individual who made the initial complaint, as well as the individual against whom the complaint was made, that the investigation is completed and appropriate action, if any, has been taken.

If evidence arises that a participant in the investigation made intentionally false statements, that employee will be subject to disciplinary action, up to and including termination.

If it is determined that bullying has occurred, the employer will take appropriate action, up to and including termination. The employer will also initiate action to deter any future prohibited conduct/behavior(s) from occurring.

With regard to disability-related complaints, the EEO Officer (when appropriate working with the Chair of the County Commission) shall propose a resolution to the complaint based upon the findings of such investigation. Such resolution will include reasonable accommodation when the employer determines that such a reasonable accommodation can be provided by the employer.

2.5.5 Prohibition Against Retaliation

The employer will not tolerate any retaliation by management or by any other employee against an employee who exercises his/her rights under this policy. Any employee who believes s/he has been retaliated or discriminated against in any manner whatsoever because of having filed a complaint, assisted another employee in filing a complaint, or participated in an investigative process should immediately notify the EEO Officer or the alternate. The employer will promptly investigate and deal appropriately with any allegation of retaliation.

2.6 Employment Disabilities

2.6.1 Policy

It is the employer's policy to comply proactively with the applicable employment provisions of disability laws, including without limitation the Americans with Disabilities Act (ADA) as amended, and relevant Nevada Law. The employer does not tolerate discrimination against any qualified individual with a disability in regard to any terms, conditions, or privileges of employment and prohibits any type of harassment or discrimination based on the physical or mental disability, history of disability, or perceived disability of an individual holding or seeking employment with the employer.

The employer is committed to provide reasonable accommodation wherever the need for such is known to the employer or whenever the employee or applicant indicates a need for reasonable accommodation,

provided that the individual is otherwise qualified to perform the essential functions of the assigned job and the employee's performance of the assigned job duties does not pose an obvious threat to the safety of him/herself or others.

2.6.2 Determination of Disability

In determining whether an employee or an applicant has a disability under the law, the employee/applicant must have a physical or mental impairment that substantially limits one or more life activities, have a record of such an impairment, or being regarded as having an impairment

2.6.3 Disability-Related Inquiries

The employer shall adhere to the provisions of applicable laws on making disability-related inquiries or requiring medical examinations for employees and applicants, regardless of disability status.

The employer may require the employee to provide a fitness-for-duty certification from a qualified health care provider whenever the employer has reason to believe the employee may be unable to perform the essential functions of his/her job, pose a direct threat to him/herself or to others, and consistent with the business necessity of the employer.

2.6.4 Confidentiality of Medical Records

The employer shall treat any medical information or genetic information obtained from a disability-related inquiry or medical exam, as well as any medical information voluntarily disclosed by an employee, as a confidential medical record. Confidential medical records also include medical information from voluntary health or wellness programs and the subsequent questionnaires that follow to track the efficacy of those programs. The employer will share such information only with appropriate supervisors, managers, qualified medical and safety personnel, and officials investigating compliance claims on a need-to-know basis. Such information may be disclosed to appropriate personnel or outside consultants and attorneys in relation to any employment issue between the employee and the employer, if the medical records are relevant to any such dispute. Any medical information shall not be kept in or with the employee's personnel file. Such medical information shall be kept in a separate secure confidential medical file.

2.6.5 Accommodation

Accommodation for Applicants

Whenever an applicant requests accommodation in applying for, testing, or interviewing for a position with the employer, the employer's ADA Coordinator shall determine whether the request for accommodation for a covered disability is reasonable or if another type of accommodation can be provided. In making the determination of reasonableness, the ADA Coordinator may consider whether granting such requests might impose an undue hardship on the employer. For purposes of this policy, the EEO Officer or the alternate acts as the ADA Coordinator.

Accommodation for Employees

When the employer has reason to believe an employee may need some type of accommodation to perform his/her essential job functions, the employer must initiate an interactive process with the employee to find out what accommodation the employee might need. Also, whenever an employee approaches his/her supervisor, the employer's ADA Coordinator, or any other manager within the employer requesting some type of accommodation, the employer will initiate the interactive process. Whenever a manager or supervisor becomes aware that an employee has requested or may require some type of accommodation, the manager/supervisor should promptly notify the ADA Coordinator. Upon learning of the employee's request for accommodation, the ADA Coordinator shall arrange to meet with the employee to discuss his/her accommodation request, the need for any reasonable documentation of the disability, the associated functional limitations, and the impact of the proposed accommodation on the employer. Review of an employee's particular situation by a health care provider may assist the organization in determining appropriate accommodation.

2.6.6 Requirements of Other Laws

The employer may make disability-related inquiries and require medical exams that are required or necessitated by applicable laws or regulations; e.g., federal safety regulations, OSHA requirements.

2.7 Pregnancy, Childbirth, and Related Medical Conditions

2.7.1 Policy

It is the employer's policy to comply proactively with the applicable employment provisions of discrimination laws, including the Federal Pregnancy Discrimination Act (PDA) and Nevada Pregnant Workers' Fairness Act.

The employer is committed to provide reasonable accommodation whenever a female employee/applicant requests an accommodation for a condition of the employee relating to pregnancy, childbirth, or a related medical condition, provided that the individual is otherwise qualified to perform the essential functions of the assigned job, absent undue hardship. Related medical conditions include, without limitation, a physical or mental condition intrinsic to pregnancy or childbirth, including mastitis or other lactation-related medical condition, gestational diabetes, pregnancy-induced hypertension, preeclampsia, post-partum depression, loss or end of pregnancy, and recovery from loss or end of pregnancy.

2.7.2 Accommodation

If a female employee/applicant requests an accommodation for a condition of the employee/applicant relating to pregnancy, childbirth or a related medical condition, the ADA Coordinator and employee/applicant shall engage in a timely, good faith and interactive process to determine an effective, reasonable accommodation.

Whenever a manager or supervisor becomes aware that a female employee has requested an accommodation, the manager/supervisor should promptly notify the ADA Coordinator.

Upon learning of the employee's request for accommodation, the ADA Coordinator shall arrange to meet with the supervisor and the employee to discuss her accommodation request, the need for an explanatory statement from the employee's physician concerning the specific accommodation recommended by the physician for the employee, and the impact of the proposed accommodation on the employer.

Accommodation for Employees

Reasonable accommodations may include a change in the work environment or in the way things are customarily carried out that allows the employee to have equal employment opportunities, including the ability to perform the essential function of the position and to have benefits and privileges of employment such as:

a. Modifying equipment or providing different seating; b. Revising break schedules, including the frequency and

duration; c. Providing space, other than a bathroom, for expressing

milk (see Leave for Nursing Mothers, policy 6.13); d. Providing assistance with manual labor if the manual labor

is incidental to the primary work duties of the employee e. Authorizing light duty; f. Temporarily transferring employee to less

strenuous/hazardous position; g. Restructuring position or providing modified work

schedule; or h. Leave, with or without pay, if no other reasonable

accommodation which would allow the employee to continue to work is available. 2. Accommodation for Applicants

Reasonable accommodations may include a modification to the application process for an applicant or the manner in which things are customarily carried out that allows the applicant to be considered for employment or hired for a position.

2.7.3 Prohibitions

The employer will not:

a. Take adverse employment action against an employee

because the employee requests or uses a reasonable accommodation. b. Deny an employment opportunity to an otherwise qualified

applicant because they have requested a reasonable accommodation.

c. Require an employee or applicant to accept an

accommodation she did not request or chooses not to accept. d. Require an employee to take leave if a reasonable

accommodation is available that would allow the employee to continue working.

2.7.4 Requirements of Other Laws

The employer may make pregnancy-related inquiries and require medical exams that are required or necessitated by applicable laws or regulations; e.g., federal safety regulations, OSHA requirements.

2.7.5 Notice Requirements

The employer will provide a written or electronic notice to all new employees upon commencement of employment that they have the right to be free from discriminatory or unlawful employment practices pursuant to this act, the notice includes a statement that a female employee has the right to a reasonable accommodation for a condition of the employee relating to pregnancy, childbirth, or related medical condition. This notice will be provided within ten days after an employee notifies her immediate supervisor that she is pregnant. This notice will also be posted at conspicuous locations that are accessible to employees.

2.8 Reasonable Accommodation for Victims of Domestic Violence

2.8.1 Policy

It is the employer's policy to comply proactively with the applicable employment provisions of discrimination laws, including NRS 613, which set forth requirements for employers, absent creating an undue hardship, to

provide reasonable accommodation to employees who are victims of domestic violence or whose family or household members are victims of domestic violence. For the purpose of this policy, "family or household members" include the employee's spouse, domestic partner, minor child, or parent or other adult person who is related within the first degree of consanguinity or affinity to the employee, or other adult person who is or was actually residing with the employee at the time of the act which constitutes domestic violence.

2.8.2 Accommodation

Whenever a manager or supervisor becomes aware that an employee

has a need for an accommodation due to domestic violence, the manager/supervisor should promptly notify the EEO Officer. The employer is committed to provide reasonable accommodation, as listed in the Accommodation Process section. Upon learning of the employee's need for accommodation due to

domestic violence, the EEO Officer shall arrange to meet with the supervisor and the employee to discuss his/her accommodation request, the need for documentation that confirms or supports the reason the employee requires the reasonable accommodations, and the impact of the proposed accommodation on the employer.

Reasonable accommodations may include:

a. Transfer or reassignment;

b. A modified schedule; c. A new telephone number for work; or d. Any other reasonable accommodations which will not create an

undue hardship deemed necessary to ensure the safety of the employee, the workplace, the employer or other employees.

2.8.3 Prohibitions

The employer will not discharge, discipline, discriminate against, in any manner, or deny employment or promotion to, or threaten to take any such action against an employee because:

a. The employee requested accommodation pursuant to this policy, or b. An act of domestic violence was committed against the employee at

the workplace.

2.9 Accommodation Process

- Accommodation for Applicants: Whenever an applicant requests accommodation for, testing, or interviewing for a position with the employer, the employer's ADA Coordinator shall determine whether the request for accommodation for a covered disability is reasonable or if another type of accommodation can be provided. This evaluation will consider whether the requests might impose undue hardship on the employer.

- Accommodation for Employees When an employee requests or the employer becomes aware of the need for an accommodation, and is otherwise qualified to perform the essential job functions without posing a threat to self or others, the manager/supervisor shall promptly notify the ADA Coordinator, who shall arrange to meet with the supervisor and the employee to discuss the accommodation request, the need for any reasonable documentation to support the request, the associate functional limitations, and the impact of the proposed accommodation on the employer. Review of an employee's particular situation by a health care provider may assist the organization in determining appropriate accommodation.

2.10 Drug and alcohol-free workplace

2.10.1 Conduct and applicable programs

Employees shall not work while impaired, misuse medication, unlawfully possess or distribute controlled substances at work, or operate County equipment unsafely. A County alcohol result of 0.02 or greater triggers removal from safety sensitive duty and review under the applicable program; federal rules and medical review

govern any required consequences. Authorized law enforcement evidence handling and approved event activities are not prohibited solely by possession, but no approval authorizes impairment on duty. Lawfully prescribed medication is not automatically misconduct. Employees shall report functional safety restrictions to HR and the supervisor, without unnecessary disclosure of a diagnosis.

The County shall maintain separate DOT and non-DOT testing instructions. Employees actually subject to DOT rules shall comply with 49 CFR Parts 40 and 382 and applicable related regulations. DOT procedures, testing categories, thresholds, return to duty and follow up requirements govern that program. Non-DOT testing shall not be expanded merely by citing DOT rules.

2.10.2 When testing may occur

HR and the lawful department authority shall document the legal basis for each non-DOT testing category and identify genuinely safety sensitive duties. Random testing is limited to positions and circumstances supported by constitutional and statutory authority and any controlling agreement. A position label alone is insufficient. Applicant testing shall comply with applicable Nevada marijuana screening restrictions and exemptions. Medical marijuana and disability accommodation questions shall receive individualized review under current law; no assurance of accommodation permits unsafe work.

A trained supervisor shall document specific contemporaneous facts supporting reasonable suspicion and obtain a second trained observation when practicable. Give medical care first where a medical condition may explain behavior. Postaccident testing requires the applicable federal trigger or a documented lawful basis connecting possible impairment to the accident; an injury report alone is not grounds for punitive testing. Testing shall not deter injury reporting.

2.10.3 Collection review and challenge

The County shall arrange safe transportation, use qualified collectors, maintain chain of custody and use an appropriate certified laboratory and medical review officer. Screening positives require confirmation and medical review before a final determination. Prescribed medication information shall go to the medical reviewer. Provide the employee notice of the result, access permitted by law and an opportunity for split specimen testing or a retest under the governing program. State the applicable request deadline and cost rules in the notice; DOT deadlines shall not be replaced by a County deadline. Treat an invalid, dilute or insufficient sample under the applicable medical and testing protocol, not automatically as a positive or refusal.

Testing records shall be segregated and access restricted. Consent forms shall identify the authorized test and use of results without requiring a blanket waiver of constitutional or medical privacy rights. An apparent refusal, adulteration or substitution shall be reviewed under the governing protocol, including medical explanations and procedural fairness, before discipline.

2.10.4 Responsibilities and interim action

Employees shall report known functional impairment, cooperate with lawful testing and promptly report license restrictions that affect their duties. Supervisors shall remove an employee from unsafe duty, document observations, contact HR and avoid public accusations. HR shall administer the provider relationship, training, confidential records and legally reviewed testing instructions. A non-DOT employee awaiting reasonable suspicion results ordinarily shall be placed on paid administrative leave; a different status requires a lawful basis and required review. Provide safe transport after testing.

The County shall provide employee assistance information and consider lawful rehabilitation and accommodation options. Voluntary assistance does not excuse misconduct, and discipline requires a supported finding under the applicable process. Required grant related drug conviction notices shall follow the actual terms of the Drug Free Workplace Act and applicable award. The County shall not assume every federal grant requires universal testing or a zero detectable level standard for every lawful medication.

2.11 Prohibition of Workplace Violence

2.11.1 Policy

The employer is committed to providing for the safety and security of all employees, customers, visitors, and property.

2.11.2 Scope

This policy applies to all employees, including full-time, part-time, casual/temporary/seasonal, and elected officials, as well as volunteers and contract employees and anyone else on the employer's property.

2.11.3 Implementation of Policy

The employer will not tolerate any form of workplace violence

including acts or threats of physical violence, intimidation, harassment, and/or coercion, which involve or affect the employer or which occur on property owned or controlled by the employer or during the course of the employer's business. Examples of workplace violence include, but are not limited to, the following:

- All threats (including direct, conditional, or veiled) or acts of violence occurring on premises owned or controlled by the

employer, regardless of the relationship between the employer and the parties involved in the incident.

- All threats of any type or acts of violence occurring off the employer's premises involving someone who is acting in the capacity of a representative of the employer.
- All threats of any type or acts of violence occurring off the employer's premises involving an employee of the employer, if the threats or acts affect the legitimate interests of the employer.
- Any acts or threats resulting in a criminal conviction of an employee or agent of the employer or of an individual performing services for the employer on a contract or temporary basis which adversely affect the legitimate interests and goals of the employer. Specific examples of conduct which may be considered threats or acts

of violence include, but are not limited to, the following:

- Hitting, shoving, or otherwise assaulting an individual;
- Direct, conditional, or veiled threats of harm directed to an individual or his/her family, friends, associates, or property;
- The intentional or malicious destruction or threat of destruction of the employer's property, or property of another employee;
- Harassing or threatening phone calls, text messages, notes, letters, computer messages, or other forms of communication;
- Harassing surveillance or stalking;
- Unauthorized possession or inappropriate use of firearms, weapons, hazardous biological or chemical substances, or explosives while on employer business;
- Displaying overt signs of extreme stress, resentment, hostility, or anger;
- Making intimidating, abusive or threatening remarks;
- Displaying irrational or inappropriate behavior. The employer desires to detect and deter real, potential, or threatened

violence. Every employee is required to report immediately any acts of violence or any threat of violence against any coworker, supervisor, manager, elected official, visitor, volunteer, other individual or property. Supervisory and managerial personnel who witness or become aware of any acts or threats of violence must

notify their superior immediately. Every other person on employer property is encouraged to report incidents of threats or acts of violence of which s/he is aware.

Reports of violence or threatening behavior should be made to Human

Resources, an employee's immediate supervisor or manager, or any other supervisory or management employee. The employer is committed to ensuring that employees reporting real or perceived threats in good faith will not be subject to harassment or retaliation.

Nothing in this policy alters any other reporting obligation established in the employer's policies or in state, federal, or other applicable law.

2.11.4 Violation of Policy

Violations of this policy by any employee will lead to disciplinary

action, up to and including termination and/or appropriate legal action. The employer may also take appropriate disciplinary action against any employee who intentionally makes a false or malicious statement about coworkers or others.

Actions of law enforcement personnel which are necessary in the

performance of their duties and are consistent with policies or sound law enforcement procedures shall not be considered to violate this policy. In addition, actions necessary for bona fide self-defense or protection of employees of the employer or of employer property shall not be considered to violate this policy.

2.11.5 Temporary Restraining Orders

The employer may apply for an order for protection against harassment

in the workplace under the terms of NRS 33.200 – 33.360.

2.12 Employment of Relatives

Pursuant to the provisions of NRS 281.210, no officer or appointing authority of the employer may employ in any capacity on behalf of the employer any relative of such person who is within the third degree of consanguinity or affinity. Existing employees may continue in their current position following the election or appointment of their relative to an appointing authority position.

In addition, no person shall be employed in a position if such employment would require supervision by a relative who is within the third degree of consanguinity or affinity. For purposes of this paragraph, supervision includes second or higher levels of supervision.

(Example: An employee reports to an immediate supervisor, who reports to a division manager, who reports to a department head. The employee may not be related within the third degree of consanguinity or affinity to the division manager or department head.)

2.13 Code of Ethical Standards

The elected and appointed officers and employees of employer recognize that holding public office and/or employment is a public trust. To preserve that trust, employer demands the highest code of conduct and ethical standards. The purpose of this policy is to define and establish the standards of ethical conduct that are required of public officials and employees so as to ensure their professional integrity in the performance of their duties.

The officers, employees, and volunteers of employer shall comply with the following provisions. This list is not all-inclusive, but simply provides the basic level of conduct expected.

- All elected and appointed officials and employees will conduct themselves with honesty and integrity in the course of performing their duties and responsibilities.
- They will act with care and diligence in the course of their employment.

- They will treat everyone, including coworkers, subordinates, supervisors, customers and the public, with the utmost professionalism and courtesy.
- They will comply with all applicable federal, state, and local laws.
- They will comply with any lawful and reasonable direction given by someone in the employer's agency who has authority to give the direction.
- They will maintain appropriate confidentiality.
- They will disclose, and take reasonable steps to avoid, any actual or potential conflict of interest in connection with their employment.
- They will use employer resources in a proper manner.
- They will not provide false or misleading information in response to a request for information that is made in connection with their employment.
- They will, at all times, act in a way that upholds the values and the integrity and good reputation of employer.
- They will comply with any other conduct requirement that is prescribed by the employer. In addition, the employer's elected officials and all employees are required to comply with the provisions of NRS 281A.400 and NRS 281.230. Employees who suspect violations of this policy must report the conduct/behavior(s) as soon as possible to any supervisor/manager or the HR representative. The employer will not tolerate any retaliation by management or by any other employee against an employee who exercises his/her rights under this policy. Any employee who believes s/he has been retaliated against in any manner whatsoever should immediately notify Human Resources. The employer will promptly investigate and deal appropriately with any allegation of retaliation. In the event retaliation is substantiated, disciplinary action up to and including termination may be taken.

Violations of any of the above provisions may result in disciplinary action, up to and including termination.

2.14 Political activity and protected speech

Employees may participate in lawful political activities as private citizens on their own time and at their own expense. They shall not misuse County funds, equipment, work time or official authority for campaign activity, coerce political support, promise an employment benefit for political activity or retaliate for lawful political choices. Apply the Hatch Act only to employees and activities actually covered by it. Candidacy and office holding questions shall receive a position specific conflict and legal review. This policy does not prohibit protected speech as a citizen, lawful whistleblowing, employee organization activity, wage discussion or legally protected testimony. Employees shall make clear when they speak personally rather than on behalf of the County.

2.15 Work Stoppage Prohibited

No employee will instigate, promote, encourage, sponsor, or engage in any strike, picketing, slowdown, concerted work stoppage, sick out, or any other intentional interruption of work. Any employee who violates the provisions of this section will be subject to disciplinary action, up to and including termination.

2.16 Use of Employer Property and Premises

2.16.1 Policy

Employees will use the employer's property and equipment including, but not limited to, monies and funds, communication equipment, vehicles, tools, equipment, and facilities only for work-related purposes as directed or approved by the employer. When using employer property and equipment, employees are expected to exercise care, perform required maintenance, and follow all operating instructions as well as comply with safety standards and guidelines. Employees will not misuse, destroy, or otherwise use in an improper or unsafe manner any property of the employer. Employees are prohibited from making unauthorized

copies, any other unauthorized use of, or allowing or facilitating the unauthorized possession by others of employer keys or other access devices. Employees are prohibited from transporting non-employees in the employer's vehicles unless specifically authorized to do so by their supervisor.

2.16.2 Searches

The employer may authorize the examination of all property and spaces owned or controlled by the employer to check for the presence of any unauthorized material, weapons of any type, or controlled substances including, but not limited to, alcohol, illegal drugs and prohibited substances. Prior notice to employees that employer-owned property or space is to be searched is not required, entrance onto or use of employer property is deemed consent.

If an individual is asked to submit to a search and refuses, that individual will be considered insubordinate and will be escorted off the job site and disciplined, as appropriate. The employer may take whatever legal means are necessary, consistent with this policy, to determine whether unauthorized material, weapons of any type, or controlled substances are located or being used on employer premises. The employer may call upon law enforcement authorities to conduct an investigation if deemed necessary.

Searches will be conducted by management personnel or law enforcement authorities and may or may not be conducted in the presence of the person whose work area is searched. Any suspected contraband will be confiscated and may be turned over to law enforcement as appropriate. Any person whose property is confiscated will be given a receipt for that property by the employer's representative conducting the search.

2.17 Phone Policy

The employer's policy covers phone usage while at work, including the use of cell phones while operating motor vehicles.

2.17.1 Personal Calls & Texts

Personal phone calls, messages & texting, audio/video recording, and

other features of employee's private cell phone or the employer's equipment, must be limited in use and duration and not be disruptive. Excessive personal communication can result in lost productivity and distract coworkers. Employer-issued cell phones are to be used only for official business reasons.

If an emergency situation arises and the employer-issued cell phone

must be used for a personal call and the employee is not able to obtain prior authorization from a supervisor, the employee is required to notify the supervisor as soon as is practicable. The employee is required to furnish the reason for the call and, if requested, the number called. Violation of this policy may result in the employee being responsible for reimbursing any costs incurred.

Employees are expected to protect the employer-issued mobile

equipment from loss, damage, or theft.

Due to the size and uniqueness of our community, it is accepted that

there may be some personal cell phone use for emergency situations as well as some limited situations. This is not to be abused by the employee and will be monitored by the employee's supervisor.

2.17.2 Cell Phone Use in Vehicles

All employees are expected to follow applicable state and federal laws

regarding the use of cell phones, or other hand-held devices at all times. Employees on duty and/or conducting official business at any time while operating motor vehicles are prohibited from using cell phones while the vehicle is in motion unless using a hands-free device. This includes dialing, answering, texting, and checking messages. Employees are neither required nor expected to use a cell phone while the vehicle is in motion. Safety must come before all other concerns.

Employees shall pull off the road and safely stop before placing or

accepting calls, texting, and checking and responding to messages, unless they are using hands-free operations/devices.

This provision does not include passenger use of cell phones.

This prohibition is in effect regardless if the cell phone is issued by the

employer or is privately owned by the employee.

An exception to this rule is the legitimate use of cell phones by specific

departments and for specific reasons as established by each department and under NRS 484B.165(2). For example, the police, fire, ambulance, and EMT departments may operate vehicles while using cell phones only in direct response to emergency calls, but must always keep safety a paramount concern.

2.17.3 Phone Use in Business Meetings

Phone use during employer business meetings, to include texting, unless specifically required and authorized by the employer, should be limited and only work-related.

2.18 Information Technology

2.18.1 Policy

The employer requires employees to use information technology (IT) (computer systems, telecommunication and other devices, and electronic information/communication) responsibly and in a manner, which is not detrimental to the mission and purpose of employer. Restrictions on communications shall be applied consistently with sections 2.14, 2.27, 2.30 and 2.31. Protected criticism, reporting or public participation is not a violation merely because it may be adverse to County public perception or morale.

Employees are prohibited from engaging in conduct that violate employer policy or procedure. Use of personal or employer cell phones or other electronic devices to engage in such conduct can create liability for employer, and as such, obligates employer to undertake reasonable procedures to investigate such allegations, including but not limited to inspection of equipment as allowable under state and federal law.

Only authorized individuals shall develop and maintain employer internal

(Intranet) and external (Internet-facing) web sites.

Eureka County IT Department shall define, implement and maintain processes and measures to ensure the existing employees are provided with security awareness on an ongoing basis. Appropriate information security awareness and training shall be imparted to users of information systems and assets on a periodic basis, and the level of training shall be determined by the job function and responsibilities.

All newly hired employees requiring access to employer information systems shall be required to agree and sign the Information Technology/Computer Policy Acknowledgement Form which requires them to understand and comply with published information technology policies. They may also be required to complete the security awareness program.

The employer’s IT Department shall administer and maintain administrative privileges for employer owned software. Department heads and designated personnel shall manage and maintain department specific software with IT Department oversight.

2.18.2 Privacy

Employees should have no expectation of privacy with respect to any of their activities when using the employer’s computer and/or electronic and telecommunication property, systems, or services even when accessing via a personal device. Use of passwords or account numbers by employees does not create a reasonable expectation of privacy and confidentiality of information being maintained or transmitted. The employer reserves the right to monitor communications and file activity in compliance with privacy laws.

The IT Department reserves the right to monitor its systems or networks, including the content of what is stored or communicated on such systems or networks subject to applicable laws. All users on employer systems or networks expressly consent to such monitoring. Subject to applicable laws, monitoring may include activity on any device used for employer work activity. All employer information, communications systems and networks belong to employer. Only authorized employees and users may access these systems for proper business purposes. Subject to any restrictions imposed by the respective department head or supervisor, employees are permitted incidental or occasional personal use of these networks and systems without any expectation of privacy.

The IT Department shall grant access to employer-owned networks, applications and systems to individuals with an approved business case; they will also provide all employees with a personal workstation login ID. Supervisors may sponsor other IDs to meet business requirements.

In accordance with provisions of NRS 613.135, the employer will not request user names and passwords for personal social media accounts and will not take any type of employment action against an employee who refuses to provide the user name and password for their personal social media account. Employees shall treat all passwords and other access- related items like access badges, security tokens and digital certifications, as confidential; passwords must be changed on a periodic basis whether

enforced by the system or not; passwords should not be easily guessable and must meet minimum complexity requirements; passwords should not be stored in documents or spreadsheets in an unencrypted manner; passwords must not be shared. The user is responsible for all actions taken using his/her credentials.

2.18.3 Use

The computers, electronic equipment, associated hardware and

software, including, but not limited to electronic mail (email or instant messaging “IM”) and access to on-line services, as well as voice mail, pagers, smart phones and faxes, even when accessed from a personal device, belong to the employer and, as such, are provided for business use. Acceptable use must be legal, ethical and show restraint in the consumption of shared resources. Very limited or incidental use of employer-owned equipment by employees for personal, non-business purposes is acceptable as long as it is:

- Conducted on personal time (i.e., during designated breaks or meal periods);
- Does not consume system resources or storage capacity;
- Does not involve any prohibited uses; or
- Does not reference employer or themselves as an employee without prior approval. This includes, but is not limited to:

i. Text which identifies employer. ii. Photos which display employer logos, patches, badges, or other identifying symbols of employer. iii. Information of events which occurs involving employer without prior approval, and. iv. Any other material, text, audio, video, photograph, or image which would identify employer.

Employees loading, importing, or downloading files from sources

outside the employer’s system, including files from the Internet, World Wide Web, social media sites, and any computer disk, must ensure the files and disks are scanned with the employer’s current virus detection software before installation and execution. Compliance to copyright or trademark laws prior to downloading files or software must be adhered to explicitly.

Employees may use information technology, including the Internet,

World Wide Web, and social media sites during work hours on job- related matters to gather and disseminate information, maintain their currency in a field of knowledge, participate in professional associations, and communicate with colleagues in other organizations regarding business issues.

Employees may use information technology for applying for or

administering grants or contracts for county government research programs or work related applications; communications with state agencies, other counties and businesses with which the employer

conducts business.

An employee's use of the employer's computer systems,

telecommunication equipment and systems, and other devices or the employee's use of personally-owned electronic devices to gain access to employer's files or other work-related materials maintained by employer constitutes the employee's acceptance of this policy and its requirements.

2.18.4 Prohibited Activities

The following activities are strictly forbidden by this policy:

Violations of the rights of any person or entity protected by copyright,

trade secret, patent or other intellectual property, or similar laws or regulations, including but not limited to the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by employer.

Unauthorized copying of copyrighted material including but not limited

to digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which employer or the end user does not have an active license.

The installation of software on employer computers without the prior

approval of the Information Technology (IT) Director is prohibited.

Exporting software, technical information, encryption software or

technology, in violation of international or regional export control laws, The IT Director should be consulted prior to export of any material that is in question.

Introduction of malicious programs into the network or server (e.g.,

viruses, worms, Trojan horses, email bombs, etc.).

Allowing access to confidential or proprietary information on employer

systems. This includes family and other household members when work is being conducted at an employee's home.

Using employer equipment or systems to actively engage in procuring

or transmitting materials that is in violation of sexual harassment or hostile workplace laws of the State of Nevada.

Making fraudulent offers of projects, items or services originating from

any employer account.

Making statement about warranty, expressly or implied, unless it is a

part of normal job duties.

Effecting security breaches or disruptions of network communication.

Port scanning or security scanning, unless conducted by the IT Director

or third-party contractor authorized by the IT Director

Executing any form of network monitoring which will intercept data

not intended for the employee's host unless performed by the IT

Director or a third-party contractor authorized by the IT Director.

Circumventing user authentication or security of any host network or

account, unless performed by the IT Director or a third-party contractor authorized by the IT Director.

Interfering with or denying service to any user other than the

employee's host (for example, denial of service attack,) unless performed by the IT Director or a third-party contractor authorized by the IT Director.

Using any program/script/command, or sending messages of any kind,

with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the internet/intranet/extranet, unless performed by the IT Director or a third-party contractor authorized by the IT Director.

Sending unsolicited email messages, including the sending of "junk

mail" or other advertising material to individuals who did not specifically request such material (email spam,) unless performed by the IT Director. (e.g. Phish emails).

Any form of harassment via email, telephone or paging, whether

through language, frequency or size of messages.

Unauthorized use, or forging, or email header information.

Solicitation of email from any other email address, other than that of

the poster's account, with the intent to harass or to collect replies.

Creating or forwarding "chain letters" or "Ponzi" or other pyramid

schemes of any type.

Use of unsolicited email originating from within employer's networks

or other Internet/intranet/extranet service providers on behalf of, or to advertise, any service hosted by employer or connected via employer's network.

Physical alteration or repair of any hardware or software such as

computers, laptops, printers, fax machines, phones, online services, email systems, bulletin board systems, recording equipment, copiers, or any other software that is owned, licensed by or operated by employer, as well as monitors, mice, keyboards, etc.; users must report any problems with hardware or software to the employer IT Department.

Sending, receiving, or storing messages or images that a "reasonable

person" would consider to be offensive, disruptive, harassing, threatening, derogatory, defamatory, pornographic, indicative of illegal or prohibited activity, or any that contain belittling comments, slurs, or images based on any protected class membership. Subscriptions to newsletters, advertising, "clubs," or other periodic email which is not necessary for the performance of the employee's assigned duties.

Engaging in but not limited to; political activities, solicitation or fund

raising, for-profit activities unless specific to the mission or duties of the employer, religious activities, proselytizing or soliciting contributions, conducting outside employment in any manner and

engaging in illegal, fraudulent, defamatory, or malicious conduct.

Violating intellectual property rights (copyright), information

ownership rights or system security measures.

Writing or participating in blogs that injure, disparage, and/or defame

the employer, members of the public, and/or its employees' reputations by name or implication.

Downloading, uploading, or otherwise transmitting without

authorization of the IT Director: confidential or proprietary information or material, copyrighted material, illegal information or material, sexually explicit material, pirated software or data, and music or video off of file sharing applications

Obtaining unauthorized access to other systems or using another

person's password or account number without explicit authorization by the IT Department.

Improperly accessing, reading, copying, misappropriating, altering,

misusing, or intentionally destroying the information/files of the employer and other users.

Loading unauthorized software or software not purchased or licensed

by the employer.

Breaching or attempting to breach any security systems or otherwise

maliciously tampering with any of the employer's electronic systems including, but not limited to, introducing viruses.

Using the employer's information technology for personal, non-

business purposes in other than a limited or incidental way.

Opening, clicking-on, or downloading any suspicious or unusual

electronic mail, attachment, or hyperlink.

Inserting a flash drive from an unknown source into the employer's

computer/network.

Use of any encryption method not approved by the IT department or

otherwise mandated by a state agency.

Engaging in modifying or reconfiguration of their Internet web browser

connection options or email application account information without prior approval from the IT Department.

Each employee is to complete and sign an acknowledgment form after

receiving this policy. Improper or prohibited use of the employer's property, systems, or services and any attempt to disable, defeat or circumvent any employer security facility, unless performed by the IT Director, will result in discipline, up to termination.

2.18.5 Permitted Activities.

Use of employer computers and electronic communications resources are for program and business activities of employer. All use of such resources shall be conducted in a framework of honest, ethical and legal activities that conform to applicable license agreements, contracts, and policies regarding their intended use. Employees consent to employer monitoring by using

employer systems, even for limited personal use.

2.18.6 Protection of Computer Assets

Users must not attempt to defeat or circumvent the security controls or safeguards that protect employer's computing, software, confidential information and other assets. Users are responsible for physical security of the hardware assets and any other employer assigned equipment. Users must take additional steps to protect

employer assets and confidential information in situations outside the office (e.g. traveling, working from home or travel to customer sites, etc). Users must also ensure that any laptop or storage device used for employer business purposes is properly encrypted to protect information in case of loss or theft. All lost or stolen employer assets must be reported within 24 hours either by directly notifying your supervisor or emailing the IT Department.

2.18.7 Local and Remote Connections to the Network

Users shall not introduce unauthorized devices and connections, such as rogue wireless access points, dialup modems, and internet connections to the internal employer corporate data network. These devices and connections may introduce significant risk to the employer's network or systems. Only designated employer personnel using IT approved software may select and establish device connections to the internal network and remote access methods (e.g. Remote Desktop, VDI, VPN and Exchange webmail) from outside the employer network.

2.18.8 Unauthorized Software and Services

The employer purchases standard software packages to meet specific job function and needs. Users must not download, install or otherwise introduce software packages, including freely-available packages, without prior authorization from the IT Department. Users should not upgrade or reconfigure core components of employer workstation images, including the operating system, unless prior approval has been granted. Users must not create or introduce malicious software on any employer system and should avoid using any unapproved software to conduct employer business. In many situations free and open source software can save money to the employer and provide functionality comparable to commercial software. In such situations, users must ensure the integrity of open source software and obtain prior approval from the IT Department prior to using them.

2.18.9 Internal Electronic Records Request

Electronic records requests are applicable to any electronic information stored by the employer. This includes, but is not limited to, emails, files and video security footage. In no instance shall anyone other than the IT Department be allowed to view or obtain electronic records stored by the employer. In order for Department heads or supervisors to request electronic records from the IT Department an "Internal Electronic Records Request Form" must be submitted for internal review.

2.19 Artificial Intelligence Acceptable Use

2.19.1 Purpose

Publicly available applications driven by generative artificial intelligence (GenAI), such as chatbots (ChatGPT, Google's Bard, Microsoft Copilot) or image generators (DALL-E 2, Midjourney) are impressive and widely popular. While these content-generating tools may offer attractive opportunities to streamline work functions and increase our efficiency, they come with serious security, accuracy, and compliancy risks. This policy highlights the unique issues raised by GenAI, helps Eureka County employees, contractors and vendors understand the guidelines for its acceptable use. 2.19.2 Scope This policy applies to the use of any third-party or publicly available GenAI tools, including ChatGPT, Google Bard, Grok, DALL-E, Midjourney, and other similar applications that mimic human intelligence to generate answers, work product, or perform certain tasks. (This policy does not cover other GenAI or AI tools formally approved or installed for your use by the County.) 2.19.3 Guidelines The use of GenAI tools, must be used in compliance with applicable Eureka County Information Technology and Personnel Policies, Nevada State and Federal laws. The following guidelines are intended to govern county contractors, vendors and employees' use of generative AI platforms, tools, and add-ons including but not limited to ChatGPT, Bard, Grok, Microsoft Copilot, DALL-E, Midjourney, etc. DO: • Obtain written approval from the IT Department prior to the use of any

AI tool. • Understand that GenAI tools may be useful but are not a substitute for

human judgment and creativity. • Understand that many GenAI tools are prone to "hallucinations," false

answers or information, or information that is stale, and therefore responses must always be carefully verified by a human. • Inform the IT Department and department head when you have used a

GenAI tool to help perform a task. • Verify that any response from an GenAI tool that you intend to rely on

or use is accurate, appropriate, not biased, not a violation of any other individual or entity's intellectual property or privacy, and consistent with Eureka County policies and applicable laws. DO NOT: • Do not upload or input any confidential, proprietary, or sensitive Eureka

County information into any GenAI tool. Examples include passwords and other credentials, protected health information, criminal justice information, personnel material, information from documents marked Confidential, Sensitive, or any other non-public Eureka County information that might be harmful to the County if disclosed. • Do not upload or input any personal information (names, addresses,

likenesses, etc.) about any person into any GenAI tool. • Do not integrate any GenAI tool with internal County software without

first receiving specific written permission from the Eureka County IT Department.

• All AI tools must be approved in writing by the IT Department before

use. Malicious chatbots can be designed to steal or convince you to divulge information. 2.19.4 Restricted Use: Criminal Justice, Health and Sensitive Identity Data Public AI platforms / tools (like ChatGPT) may use user input to train their models, which poses a risk of undesired / inadvertent data exposure to the general public. Therefore, no sensitive or regulated data should be entered into these platforms / tools. AI platforms / tools can be categorized as follows: • Machine Learning Models (MLL/LLM): These include predictive

analytics, natural language processing, and image recognition. • Robotic Process Automation (RPA): Automating repetitive tasks. • Cognitive Computing (GenAI): Mimicking human decision-making

processes. • Chatbots and Virtual Assistants: For customer service enhancements The use of publicly available generative AI Platforms / tools (e.g., Bard/Gemini, Copilot, DALL·E, Grok, etc.) is strictly prohibited for any Eureka County department or employee whose primary job duties involve processing any of the following regulated or sensitive information: Criminal Justice Information (CJI / CJIS) Includes roles that primarily handle: • Biometric Data • Criminal history records • Case reports or investigative data • Jail, probation, or dispatch information Protected Health Information (PHI / HIPAA) Includes roles that primarily handle: • Medical records • Patient care documentation • Behavioral health or emergency medical information Personally Identifiable Information (PII) Includes roles that primarily handle: • Social Security Numbers (SSNs) • Payroll, tax, or benefits records • Identity verification documents Guidelines for Restricted Roles • Do not use GenAI tools to generate, summarize, analyze, or review

content that includes or relates to the above data types. • Do not input redacted or de-identified forms of this data into AI

platforms / tools. • Any exception must be formally reviewed and approved in writing by

the Eureka County IT Department and department head. 2.19.5 Violations Violating this policy may result in disciplinary action, up to and including immediate termination, and could result in legal action. If you are concerned that someone has violated this policy, report this behavior to the IT Department. 2.19.6 Compliance

If compliance with this policy is not feasible, technically possible, or if deviation from this policy is necessary to support a Eureka County function, employees must request an exception from the Eureka County IT Department.

2.20 Social media

Only designated employees may operate official County accounts. Official content shall be accurate, accessible, retained as a public record when required, and consistent with authorized duties. Account credentials and records shall transfer securely when duties change. Do not post legally protected records,

disclose security credentials, threaten persons, unlawfully harass others, or imply County endorsement of a private business or campaign.

Personal accounts shall not be used to evade public records duties. Employees may identify their employment truthfully and engage in protected speech, wage discussions and lawful concerted or political activity. A disclaimer may clarify personal views but does not authorize unlawful disclosure or misconduct. The County shall evaluate any proposed restriction or discipline for personal speech with HR and counsel based on applicable law and actual job related interests, rather than a blanket prohibition on criticism.

2.21 Media contact

Designated officials shall coordinate official County statements. Employees asked to speak for the County outside their authority shall refer the request to the appropriate spokesperson. This requirement does not prohibit personal protected speech, testimony, lawful agency reporting or whistleblowing, and does not require prior County permission for those activities. Official communications shall protect legally restricted records and preserve public records.

2.22 Use of Tobacco or Smoking Products

The employer is committed to providing a safe and healthy workplace and to promoting the health and well-being of its employees. As required in accordance NRS 202.2483 (Nevada Clean Indoor Air Act), smoking in any form, including electronic smoking devices and similar products, is prohibited within any building owned, leased, contracted for, and utilized

by the employer. This prohibition extends to areas that are routinely or regularly used by employees, including but not limited to: work areas, restrooms, hallways, employee lounges, cafeterias, conference and meeting rooms, lobbies, reception areas, and vehicles employer owns or uses. The employer may designate an outdoor smoking area for its employees. The employer shall not allow the use of smoking tobacco during staff and training meetings.

2.23 Outside Employment

2.23.1 Policy

In order to maintain a work force that is available to provide proper services and carry out functions of the employer, employees are prohibited from engaging in outside employment which presents a real or potential conflict with or negatively impacts their employment with the employer.

2.23.2 Conflicting Employment

Outside employment may be classified as in conflict with the employer's interests if it:

Interferes with or negatively impacts the employee's ability to perform

his/her assigned job.

Prevents the employee's availability for work beyond normal working

hours, such as emergencies or peak work periods, when such availability is a regular part of the employee's job.

Is conducted during the employee's work hours.

Requires the services of other employees during their normally

scheduled work hours.

Makes use of the employer's telephones, computers, supplies, or any

other resources, facilities, or equipment.

Is represented as an activity of the employer or an activity endorsed,

sanctioned, or recommended by the employer.

Takes advantage of the employee's employment with the employer,

except to the extent that the work with the employer may demonstrate expertise or qualification to perform the outside work.

Requires the employee to schedule time off at specific times that could

disrupt the operation of the employer.

Involves employment with a firm that has contracts or does business

with the employer. Exceptions to this policy have been identified in Section 2.11, Code of Ethical Standards.

Negatively impacts the public's perception of the integrity or credibility

of the employer.

2.23.3 Procedure

An employee must request written approval from his/her supervisor or

manager for outside employment, including self-employment. The

proposed outside employment may not be construed as an extension of his/her duties or responsibilities with the employer.

In order to determine if there is a conflict with the employee's duties,

the supervisor or manager may request information, such as:

- The outside employer's name;
- Nature of the work performed by the outside employer;
- Whether the activity of the outside employment require employee to disclose information obtained with employer and/or impair employee's independence or ethics;
- Proposed work schedule;
- Job location; and
- Duties to be performed. The outside employment can only be denied if the supervisor

determines it will pose a conflict with their county employment. If the request is denied the employee may request and the employer will grant a review by the department head or designee whose decision will be final.

The employer may withdraw approval of the outside employment if

conflict is determined.

Employees who engage in outside employment which is prohibited by

this policy are subject to discipline, up to and including termination.

Provisions of policies and procedures of the Sheriff's Department may

provide additional restrictions or conditions for approval of outside employment and will remain in effect as they are currently written or as they may be modified.

2.24 Personal Appearance

2.24.1 Policy

Each employee is expected to dress and groom appropriately for the

job, presenting a clean, safe, and neat appearance. An employee unsure about whether attire or grooming is appropriate should consult with his/her supervisor or manager.

Employees working in office areas should dress professionally.

Appropriate attire includes, but is not limited to, slacks, khakis, Capri or crop pants (if they portray a business appearance), work appropriate jeans, knit blouses or tops, dress shirts, polo and cotton shirts, skirts and dresses, turtlenecks, sweaters, loafers, and sandals.

For those employees who do not have direct contact with the public,

dress should still be neat and clean and pose no safety hazard to themselves or others.

Field employees are required to wear the assigned work uniform

provided by the employer. If a work uniform has not been assigned, employees may wear jeans and T-shirts as well as shorts. Any employee who performs any work assignments in the field must wear closed-toe shoes. Long hair must be tied back to ensure the employee's

personal safety. Loose clothing or dangling jewelry that poses a safety hazard to employees also is prohibited.

Under no circumstances may employees wear halter tops, strapless

tops, spaghetti straps, cropped tops, clothing with offensive wording (sexually-related references or inappropriate language) or that promotes the use of illegal drugs, prohibited substances or alcohol, clothing that shows undergarments (sheer), torn clothing, clothing with holes in it, or tight-fitting, revealing, or oversized clothing. All clothing must be clean, neat, and fit properly. Safe, neat, and clean shoes should be worn at all times.

For all employees, professional appearance means that the employer

expects employees to maintain good hygiene and grooming while working. Facial hair is permitted as long as it is neat and well-trimmed. Earrings in the earlobe are acceptable; however, gauges, extenders, and/or O-rings must be removed while working. Rings/studs through the nose, eyebrow, tongue, or body parts other than the ear lobe that are visible to the public may not be worn while working. Tattoos that are offensive in nature (sexually-related references, inappropriate wording, and the promotion of illegal drugs or prohibited substances is prohibited) must be covered at all times. Employees are expected to be conservative in the wearing of makeup, scented products, and hairstyles.

If an employee requires a reasonable accommodation regarding his/her

personal appearance for bona fide legal reasons, s/he should contact his/her supervisor or manager to discuss an exception to the personal appearance guidelines. Unless it would constitute an undue hardship or safety hazard, the employer will accommodate such requests.

2.24.2 Enforcement

All employees should practice common sense rules of neatness, good

taste, and comfort. Provocative clothing is prohibited. Employer reserves the right to determine appropriate dress at all times and in all circumstances.

When the employer believes an employee's dress or grooming does not

comply with the personal appearance guidelines, the immediate supervisor will discuss the issue with the employee. If continued counseling fails to result in the desired response, the supervisor may initiate disciplinary action, up to and including termination.

Employer may require employees to change clothes should it be

determined that dress is not appropriate.

2.25 Children, Animals, and Visitors in the Workplace

To avoid disruptions to the employee and coworkers, potential distractions in serving members of the community, and to reduce personal and property liability, employees shall not bring children and/or animals to the workplace and are limited in having family and friends visit.

This policy is intended to address the presence of children and animals while the employee is on duty and does not include official functions or activities promoted by the employer which may allow children and/or animals.

Supervisors may grant a temporary exception to the rule prohibiting children in the workplace, not to exceed one work day, to accommodate the employee. If an exception is granted, it is the responsibility of the employee to supervise and control the movements of the child. It is not acceptable to request an accommodation to bring sick children into the workplace.

This policy does not apply to employees whose service animal has been approved by the employer as a reasonable accommodation under the Americans with Disabilities Act.

The employer understands that an occasion may arise when an employee receives a visit from a family member or friend during working hours and allows such visits providing they are short in duration and not disruptive to other employees or the public.

This policy does not apply to employes whose service animal has been approved by the employer for a reasonable accommodation under the ADA.

2.26 Reporting Convictions, Investigations, and Change of License

2.26.1 Reporting Convictions

All employees and volunteers are required to immediately report convictions, guilty or nolo contendere (no contest) pleas, or deferred adjudications for felony, gross misdemeanor, and misdemeanors (excluding juvenile adjudication) or any lesser crime other than a minor traffic infraction to their supervisor or manager. Convictions shall not automatically impact the employees' employment or the volunteer's assignment.

The employer will make an assessment of the effect of the conviction to the essential duties of the position the employee holds or the duties the volunteer performs.

2.26.2 Reporting Investigations

All employees and volunteers are required to immediately report to their supervisor or manager if they are under investigation by a licensing board or other regulatory entity for actions related to their employment or volunteer assignment.

2.26.3 Reporting Change of License

An employee or volunteer must immediately notify his/her supervisor or manager of any suspension, restriction, or revocation of his/her driver's license, permit, or other license or certification required for the performance of his/her assigned job.

2.27 Whistleblower protection

No officer or employee may use authority to prevent a protected disclosure or cause reprisal. Employees may disclose suspected improper governmental action through authorized internal or external channels without first seeking the subject official's permission. Good faith mistakes and unsubstantiated allegations do not establish intentional falsity. A person who learns of retaliation shall take lawful action within that person's authority to stop and remedy it and promptly notify an unimplicated official.

The County shall comply with enacted Title 2, Chapter 90 and the local appeal procedures required by NRS 281.635 and 281.645. The local statute includes a two year disclosure related window and requires filing within 60 days after the alleged violation, interference or retaliation. Section 2.30.6 explains filing and preservation of deadlines. Do not substitute the state employee 60 working day procedure under NRS 281.641. HR shall provide the applicable local ordinance and required NRS 281.661 notices and acknowledgment

within 30 days after hire and annually thereafter. Employees may use protected external channels without internal exhaustion.

Reports involving HR, the Comptroller, the District Attorney or Commissioners may be made to an unimplicated lawful authority or appropriate external body. No internal process prevents a complaint to a competent enforcement, regulatory or oversight agency. HR shall preserve records, arrange impartial review and monitor subsequent assignments, evaluations and other actions for retaliation. An internal report does not toll an external filing deadline.

2.28 Management Training for Department Heads and Supervisors

Department Heads and supervisors are required to take and complete "The Essential Management Skills" training program within twenty-four (24) months of their hire date. This training program is also recommended for all elected officials as well. In the event that this course should change or be cancelled, Human Resources will research and find another appropriate management training program.

2.29 Workplace Safety

Employees have a duty to comply with all safety rules and are expected to take an active part in maintaining a hazard-free environment. Nevada OSHA requires that each new employee read, understands, and signs the Nevada Workplace Safety Employee Rights and Responsibilities form. Employees are to direct questions to his/her supervisor.

Employees are expected to observe all posted rules, adhere to all safety instructions and protocols, and properly use all equipment. Employees are required to report any accidents or injuries including any breaches of safety to his/her supervisor as soon as possible. Violation of established safety policy and/or procedures will result in disciplinary action, up to and including termination.

Employees with ideas, concerns, or suggestions for improved safety within the workplace are encouraged to raise them with their supervisor or with another member of management. Reports and concerns about workplace safety issues may be made anonymously and no employee will be subject to retaliation, discrimination or adverse action for making a report in good faith.

2.30 Fraud prevention and reporting

2.30.1 Scope and governing protections

All employees shall promptly report a reasonable, good faith suspicion of fraud, theft, waste, abuse of authority or other improper governmental action involving County operations, another employee, an officer, contractor or vendor. A report need not prove a crime. Distinguish observed facts from assumptions and ordinary disagreements about policy or performance. For protected disclosures, apply the definitions in NRS 281.611 and the protections in NRS 281.621, 281.631 and 281.635. A violation of law or County ordinance, abuse of authority, substantial and specific public danger or gross waste of public money may qualify as improper governmental action even without financial theft.

The Comptroller and District Attorney are the designated Fraud Compliance Officers, subject to the conflict safeguards below. HR coordinates employee protection and personnel issues. Reporting, investigation and corrective action shall preserve the authority of the responsible appointing official or court. Internal reporting is an employment procedure, not a prerequisite to a legally protected external report.

2.30.2 Step 1 Protect people and preserve evidence

If there is an immediate threat to safety or a crime in progress, obtain emergency assistance and notify the appropriate law enforcement agency. Otherwise, promptly make a factual record of what was observed: dates, persons, amounts, transactions, systems, records and potential witnesses. Keep original County records in their authorized location and identify where the evidence can be found. Preserve relevant emails and other records; do not delete, alter, conceal or fabricate material.

Do not confront the suspected person, demand repayment, conduct a private investigation, access an account or file without authority, remove original records, or circulate protected personal, medical or privileged information unnecessarily. These safeguards do not bar lawful evidence preservation, consultation with a representative or attorney, cooperation with investigators, or disclosures authorized or protected by law.

2.30.3 Step 2 Report promptly through an appropriate channel

Report orally or in writing to an unimplicated supervisor, HR or a Fraud Compliance Officer as soon as practicable. A written report is encouraged for accuracy but is not required before the County acts. Include the conduct, approximate dates, persons and offices involved, factual basis, supporting records or their location, witnesses, any immediate risk and any conflict in the usual reporting chain. The optional complaint intake form may be used. Anonymous information will be evaluated to the extent possible, although anonymity can limit investigation and follow up.

An employee may report directly to HR or a Compliance Officer without first reporting to a supervisor. A supervisor receiving a report shall promptly transmit it to an unimplicated Compliance Officer and HR, preserve the information and avoid independently dismissing the concern. Employees reporting suspected wrongdoing by the County as an organization shall identify the relevant acts, decisions or transactions rather than being required to accuse a particular employee without a factual basis.

2.30.4 Step 3 Bypass conflicts and preserve external reporting

If a supervisor is implicated, bypass that supervisor. If HR, the Comptroller, the District Attorney or another designated recipient is implicated, report to an unimplicated Compliance Officer, an unimplicated department authority, or the Commission Chair. If the Chair is implicated or unavailable, report to an unimplicated Commissioner. The receiving official shall arrange referral to an unconflicted lawful authority and, when warranted, independent counsel or an independent investigator through an authorized process. The subject of a report shall not decide its credibility or control its investigation.

Employees may also report suspected crimes directly to a law enforcement or prosecutorial agency with jurisdiction, including an appropriate outside agency when County officials have a conflict. A report concerning misuse of public office or an ethics violation may be submitted directly to the Nevada Commission on Ethics. Under NRS 281A.710 and NAC 281A.405, use the Commission's current complaint form, verify it under oath as required and provide sufficient supporting evidence. Identify the public officer or employee and the acts alleged; a general allegation against the County organization alone may not establish Ethics Commission jurisdiction. Criminal, employment and ethics complaints are different processes, and one agency may lack authority over part of a report. No County official's permission or advance review is required for a legally protected external complaint.

2.30.5 Step 4 Cooperate with an impartial review

The unimplicated Compliance Officer shall acknowledge a report when contact information is available, assess urgency and conflicts, preserve records and document whether further inquiry is warranted. A qualified independent reviewer shall be used when internal impartiality cannot reasonably be maintained. The County may refer criminal allegations to a competent agency without waiting for an internal personnel investigation to end. Administrative and criminal inquiries shall be coordinated with unconflicted counsel to preserve constitutional, statutory and representation rights.

Employees shall cooperate with lawful requests and preserve evidence. Information shall be restricted to legitimate investigative, protective, decision making and legal needs, subject to NRS Chapter 239 and other controlling disclosure requirements. Confidentiality cannot be guaranteed. No instruction may prohibit protected reporting, lawful testimony, legal consultation or representation. The investigator shall document evidence and findings, and the lawful authority shall determine corrective action under Chapter 11 and any governing agreement.

2.30.6 Step 5 Report retaliation and protect appeal deadlines

Immediately document and report any threat, pressure to withdraw a report, interference with disclosure, adverse assignment, disciplinary action or other suspected reprisal. Use an unimplicated recipient or an authorized external channel. NRS 281.631 prohibits interference and retaliation; officers and employees shall use their lawful authority to remedy retaliation of which they become aware. Good faith reports are protected even when not substantiated. Intentional fabrication or other independently established misconduct may be addressed through lawful procedures; an unsupported allegation alone does not establish bad faith.

For a County officer or employee seeking the local whistleblower appeal, NRS 281.645 requires local procedures that allow an appeal within the statutory two year period after disclosure or prevented or interfered with disclosure, and require filing within 60 days after the alleged interference, violation or reprisal. The 60 day local deadline is not the 60 working day deadline used in the separate state employee procedure under NRS 281.641. Follow current enacted Eureka County Title 2, Chapter 90 and any controlling more protective provision. Do not wait for a supervisor's answer, investigation result, grievance or Board meeting before preserving a deadline. Other agency and court deadlines may differ.

File a written appeal with the recipient designated by the enacted County whistleblower ordinance. State the disclosure or attempted disclosure, dates, persons, alleged interference or retaliatory act, its relationship to the disclosure, supporting information and requested remedy; retain proof of filing. HR and the Clerk shall promptly provide the current ordinance, filing recipient and hearing instructions, or refer the request to an unimplicated official. A request for instructions is not itself an appeal unless accepted as such under the governing procedure. This manual does not appoint the state Human Resources Commission as the County's hearing tribunal or replace the ordinance required by NRS 281.635 and 281.645.

2.30.7 Notice training and accountability

Under NRS 281.661, the County administrative head shall obtain written confirmation that each local officer and employee receives the prescribed whistleblower summary or views the required video within 30 days after starting employment and annually thereafter. HR shall coordinate notices, accessible materials and records of acknowledgment. New employees shall also complete County fraud awareness training within six months of hire; supervisors shall receive instruction on conflicts, preservation, referral and retaliation prevention.

Substantiated fraud, intentional falsification, obstruction, retaliation or failure to perform an applicable reporting duty may result in lawful discipline, recovery measures or referral. An employee is not disciplined merely because a good faith report cannot be substantiated or because the employee used a protected external channel. The Compliance Officer shall document dispositions and report meritorious matters to the Audit Committee annually, subject to lawful confidentiality and public records requirements. The report shall summarize the allegation, assessment, investigation or reason no investigation occurred, findings, corrective action, outside referral and status.

2.30.8 Nevada Administrative Code applicability

NAC 281A.405 governs the filing requirements for an external ethics complaint; related Commission procedures appear in NAC Chapter 281A. NAC Chapter 284 is the State Human Resources System and is not automatically binding on Eureka County employees. In particular, the state full time service rule in NAC 284.766 is a comparison standard, not the legal source of the County work rules adopted in section 2.31. A County whistleblower appeal proceeds under the local ordinance and NRS 281.635 and 281.645, not automatically under state personnel appeal regulations. Do not cite a state personnel regulation as if it independently creates County discipline or an employee's local filing procedure.

2.31 Commission meetings work time and employee concerns

2.31.1 Work assignments and duty station

During scheduled duty time, employees shall devote their attention to assigned County work and meet applicable performance expectations. Staff who do not have a specific assigned work related reason to attend a County Commission meeting shall remain at their assigned duty station or other approved work location and

perform their duties. General interest in an agenda item does not by itself authorize attendance on work time, whether in person or through a live stream. A lawful subpoena, required hearing participation, protected reporting activity or other legally protected or approved absence shall be handled under the applicable rule.

The supervisor shall approve work related attendance, identify the agenda item or operational purpose and determine the period of attendance needed. Examples include presenting an assigned report, answering questions within the employee's responsibilities, supporting meeting operations or fulfilling a specific duty assigned by the lawful appointing authority. Employees shall return to assigned work when that purpose ends unless directed otherwise. Approval and timekeeping requirements shall be applied consistently without regard to the employee's viewpoint.

2.31.2 Personal attendance and public comment during duty hours

An employee has no automatic entitlement to leave assigned duties or use paid work time to attend a Commission meeting or deliver personal public comment unrelated to assigned County duties. An employee wishing to attend or comment as a private citizen during a scheduled shift shall first request approved leave or a schedule adjustment, or use an authorized duty free break consistent with existing break and attendance rules. Paid leave and authorized paid breaks do not become assigned duty time merely because they are paid. Exempt status shall be administered consistently with salary basis rules, and actual County work shall be recorded and compensated as required.

A supervisor may deny or limit release from work for a legitimate operational or staffing reason, applied consistently and without viewpoint discrimination. Employees may use available written public comment procedures on personal time. An employee already at the meeting on assignment shall not convert that assignment into unrelated personal public comment while continuing to claim duty time without authorization. This rule concerns work attendance and performance; it does not direct the meeting chair to exclude a person from a public forum merely because that person is a County employee. Public access and public comment remain governed by NRS 241.020, NRS 241.021 and lawful meeting procedures.

2.31.3 Statements made on behalf of the County

When acting in an official capacity, employees shall address matters within their assigned duties, actual responsibilities and delegated authority, remain accurate and professional, and follow lawful instructions concerning the purpose of their assignment. Refer questions requiring a policy decision, commitment of County resources or expertise outside the assignment to the appropriate official. A job description guides the assignment but is not an exhaustive legal test of actual duties or speech protection. A lawful temporary assignment shall be documented and processed under sections 4.1.7, 5.14 and 5.16 where applicable.

2.31.4 Insubordination and neglect of duty

An employee who, after receiving a clear lawful work directive, willfully refuses to remain at or return to the assigned duty station, refuses a lawful limit on an official speaking assignment, or abandons assigned duties to make unrelated personal comments may be subject to discipline, including a finding of insubordination or neglect of duty, when supported by the facts and governing law. Before discipline, the County shall identify the directive, the employee's understanding, the refusal or failure to perform, operational circumstances and any protected reason for the conduct, and shall follow Chapter 11 and the governing agreement.

Making a statement outside the written job description, criticizing County performance, disagreeing respectfully, making a good faith fraud report or participating in legally protected activity does not by itself establish insubordination. On duty status alone does not eliminate constitutional or statutory rights. HR and unconflicted legal counsel shall review any proposed discipline involving speech or protected reporting before action. Work attendance rules shall not be used as a pretext for retaliation, discrimination or viewpoint suppression.

2.31.5 Raising concerns about County operations

Employees may raise concerns about organizational actions, performance, efficiency, staffing, supervision or service delivery through the supervisor and HR. Ordinarily, identify the specific concern and facts, request a

discussion with the immediate supervisor and propose any practical solution. If unresolved, submit a written summary to the department head and HR, with available supporting information and the requested response. The employee may use the dispute procedure and deadlines in Chapter 12 when applicable. Supervisors shall provide a reasonable opportunity to raise concerns, listen without retaliation and refer matters beyond their authority.

An employee may bypass an implicated supervisor, department head or HR official and use an unimplicated official under section 2.3. Discrimination or harassment follows section 2.3; suspected fraud or improper governmental action follows sections 2.27 and 2.30; safety emergencies require prompt protective action. An employee need not present a protected disclosure at a public Commission meeting to obtain review. Internal channels supplement rather than replace lawful agency reporting, testimony, bargaining, grievance and public participation rights.

2.31.6 Protected activity and controlling requirements

Nothing in this section requires permission to make a legally protected disclosure, prohibits lawful off duty public comment, restricts a required witness appearance, or alters an enforceable labor or representation right. Supervisors shall arrange any release time that law or an agreement requires. County meeting rules, the proposed HR ordinance, controlling law and lawful agreements govern in the event of conflict. Sections 2.3, 2.14, 2.27, 2.30, 5.3, 11.1 and 12 shall be read consistently with these safeguards.

Employment

THIS SECTION COVERS HIRING FOR REGULAR FULL- AND PART-TIME POSITIONS, AND FOR CASUAL/TEMPORARY/SEASONAL POSITIONS.

3.1 Scope

It is recognized that the role of Human Resources is critical in the hiring process and that utilizing the subject matter expertise of those in Human Resources will help ensure the selection of the most appropriately qualified candidate for each position. Therefore, the employer will involve Human Resources in the recruitment, examination, and selection process.

When a vacancy occurs, a Department shall submit a request to fill vacancy documentation to Human Resources before the advertisement or posting of that recently vacated position may occur. If a Department has a vacancy for a position that has been budgeted and will be replaced at the same or less classification level then this will not require Board of Commission approval. If a Department has a vacancy and the position will be filled at a higher classification level this will require Board of Commission approval before an offer can be made. All advanced step hires will require Board of Commission approval before any offers can be made. When a new position is approved during the budget cycle the position cannot be opened or filled until the Department Head/Elected Official has an approved hiring freeze waiver justification from the Board of County Commissioners. The requestor must submit the hiring freeze waiver justification to Human Resources to present to the Commissioners for approval.

3.2 Source of Applicant

Regular positions may be filled by applicants selected from within or outside the organization or existing eligible lists. If no eligible list exists, the employer may initiate a recruitment (open or promotional) to create an eligible list. Internal candidates may apply for any posted position. All applications will be submitted through the Eureka County online application portal. The internal candidate must fill out a new application. These forms will be reviewed by Human Resources to see if the candidate meets the minimum job requirements. All selected candidates will then be interviewed by the appropriate Department Head/Manager for a final hiring decision.

Promotional recruitments limit consideration of applicants to qualified employees currently working within a single department of the employer (departmental promotions) or to qualified employees currently working for the employer (employer-wide promotional). Departmental/promotional recruitments shall be limited to employees in regular or introductory status who have completed at least 6 months of service and meet the criteria in the job description. Employer-wide promotional recruitments are limited to regular or introductory employees of the employer with at least 12 months of completed service before a promotion.

3.3 Job Announcements

Prior to initiating recruitment, the employer will verify the essential job functions; identify knowledge, skills, and abilities needed, and determine what education, experience, and credentials will provide the desired knowledge, skills, and abilities. All job announcements will be posted for a minimum of 14 calendar days.

3.3.1 Open Recruitments

The employer will announce all vacancies for regular positions. An announcement may be for the purpose of filling a single vacancy or to establish an eligible list for one or more vacancies in the same job class. Position vacancies will be publicized to allow potentially qualified and interested individuals to learn of employment opportunities and to encourage qualified applicants from diverse backgrounds to apply. Recruitment announcements will always be posted at the Eureka County online application portal, Eureka County Administration Facility and in such other places as the employer feels appropriate. The announcement will normally include:

1. Title and pay range of the class of the vacancy; and

2. An updated job description, the nature of the work to be performed,

including the essential job functions; and

3. Minimum as well as any preferred qualifications, including education

and/or experience, knowledge, skills, and abilities, or other special criteria associated with the position; and

License or certifications required; and

Manner of applying (where, and how), filing period and deadlines, (a

minimum of 14 calendar days); and

A declaration that the employer is an Equal Employment Opportunity

(EEO) employer, and Americans with Disabilities (ADA) accommodations are available.

Regular employees will be released from work, on paid status, to take an examination and participate in an interview held during their scheduled work time. Casual/temporary/seasonal workers will not be paid for time taken to participate in an examination or interview.

3.3.2 Promotional Recruitments

Notice of promotional recruitments will be posted in the employer's work locations, online application portal, at the Eureka County Administration Facility, and in such other places as the employer feels appropriate. When an eligible list is to be established as a result of a promotional recruitment and used to fill more than the current vacancy, the announcement will state the time period during which the list will be used and state that only the most appropriately qualified applicants will be placed on the list. All promotional announcements will be posted a minimum of 14 calendar days. The announcement will include the criteria outlined above in sub-section 3.3.1, items 1-6.

Promotion recruitment cannot occur until the Department Head/Elected Official has received permission from the Board of County Commissioners. It is the requestor's responsibility to submit detailed documentation using the promotion request form. If an approved promotion request is not occupied within 90 days, the promotion will expire until a renewal promotion request for an additional 90 days is approved. Regular employees will be released from work, on paid status, to take a promotional examination and participate in an interview held during their scheduled

work time. Casual/temporary/seasonal workers will not be paid for time taken to participate in a promotional examination or interview.

3.4 General Requirements for Filing of Applications

3.4.1 Application Forms

1. In addition to the completed application form, the employer may also

require resumes, completed supplemental questionnaires, and other evidence of education, training, experience, or other lawful requirements, including licenses and certifications. Applications and materials submitted become the property of the employer.

2. The following provisions apply to all applicants except an applicant for a

position that is a peace officer, firefighter or has physical access to a computer or other equipment used for access to the Nevada Criminal Justice Information System of the National Crime Information System:

Applications for employment must be made in writing on the prescribed forms which will include a statement that a record of conviction will not necessarily bar the applicant from employment and certain factors will be considered, such as:

- Whether any criminal offense charged against an applicant or committed by the applicant directly relates to the responsibilities of the position for which the applicant has applied; and

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

3. The following procedures apply to applicants for a position that is a

peace officer, firefighter, or has physical access to a computer or other equipment used for access to the Nevada Criminal Justice Information System of the National Crime Information System.

- Applications for employment must be made in writing on prescribed forms (whether hard copy or electronic).
- Applicants must complete a separate application form for each vacancy unless the job announcement indicates otherwise.
- The employer may also require resumes, completed supplemental questionnaires, and other evidence of education,

training, experience, or other lawful requirements, including licenses and certifications.

- Applications and materials submitted become the property of the employer.

4. In addition, applicants for a position that is a peace officer will need to

attest to the following on the application form to be considered for employment:

- The applicant is not disqualified from service as a peace officer;
- The applicant has not been discharged, disciplined, or asked to resign from employment with law enforcement agency for certain conduct; and
- The applicant has not resigned from employment or otherwise separated from employment with a law enforcement agency while an investigation concerning certain alleged conduct was pending.

3.4.2 Signatures

Applications must be signed by the applicant. An electronic signature is acceptable.

3.5 Application Filing Periods

Recruitment announcements will specify the application filing period. Applications must be received through the Eureka County online application portal by the date specified. The filing period may end on a specific date and/or may allow acceptance of applications until a sufficient number of appropriately qualified applicants have applied. The employer, consulting with Human Resources, will determine when sufficient applications have been received.

Application periods will end at the close of the business day or at the specific time stated on the recruitment announcement. A job announcement may be closed at any time and for any reason as determined by the employer.

3.6 Eligibility of Applicants

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

The application does not indicate the applicant possesses the

qualifications required for the position.

The application is not fully and/or truthfully completed.

The applicant has prior convictions that relate to the position for which

s/he is being considered as a peace officer, firefighter, a position for an agency which provides child welfare services or residential mental health treatment to children; or position which entails physical access to computer and/or equipment used to access the Nevada Criminal Justice Information System or the National Crime information Center

as provided for in Nevada Statute, as applicable or other positions exempted by state or federal law.

The applicant has been discharged from or resigned in lieu of dismissal

from any prior employment for any cause which would constitute a reason for dismissal from employment with the employer.

The applicant does not appear at the time and place designated for an

examination or interview.

The applicant is a former employee of the employer who, absent a

compelling reason, quit without notice.

Applicant's failure to possess a valid license, certificate, permit, etc. If

a prospective applicant for a position cannot obtain the required license, certificate, permit, or occupational certification required for the job, s/he will not be given any further employment consideration. Any job offer, offer of promotion, or offer of transfer previously made will be withdrawn.

The applicant is a former employee whose performance evaluations

indicated below acceptable performance and/or behavioral problems, such as insubordination, leave abuse, or excessive tardiness.

3.7 Limitation of Applicant Pool to Most Qualified

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

3.8 Examination Process

3.8.1 Administration of Examinations

All examinations for initial employment, whether formal or informal, are conducted under the direction of the employer. Examinations shall be conducted when there is a need to establish an eligible list or in any circumstances the employer deems appropriate. The techniques used in the examination process shall be consistent, impartial, practical and relate to the qualifications and suitability of applicants to perform the job duties and responsibilities of the position.

3.8.2 Factors Evaluated

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

3.8.3 Minimum Standards

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

3.9 Eligible Lists

The employer may maintain eligible lists consisting of the names of applicants eligible for hire based on the recruitment process. While generally used to fill a single position, eligible lists may be used to fill additional positions which occur within six months of the establishment of the list or until a published expiration date, whichever occurs first.

An applicant will be removed from an eligible list if the applicant submits a written request to be removed, or if the applicant fails to respond within an allotted time period to instructions regarding participation in an examination or selection interview mailed to the eligible applicant. An eligible applicant who refuses an offer of employment will be removed from an eligible list unless the specific circumstances of the refusal warrant otherwise as determined by the employer.

3.10 Referral of Applicants for Hire

When the hiring department requests that a vacancy be filled the HR manager will provide the hiring manager with the names of applicants from the appropriate eligible list. Any person on an appropriate reinstatement list shall be considered for appointment in accordance with the employer's established layoff policy. Eligible applicants will be referred for consideration on the basis of the results of competitive examination scores or, in the case of reinstatement lists, according to the employer's layoff policy.

3.11 Interviewing Applicants

Once applications have been evaluated and a determination of whether to interview has been made, applicants may be notified as to their status.

Each applicant applying for the same position will be asked the same job-related questions and rated using the same evaluation form to measure the extent to which each applicant possesses the necessary knowledge, skills, and abilities required for the position. Whenever necessary, follow-up questions should be asked to clarify the response of the applicant. Questions which are unlawful or on inappropriate subjects will be avoided.

Applicants who are selected for an interview will be provided the pay range of the position for which s/he applied.

3.12 Selection

Employment decisions must be based solely on merit. Consistent with applicable federal, state, and local laws and regulations employment decisions will not be influenced by any protected class membership or the applicant's wage or salary history. The employer will not request user names and passwords for personal social media accounts. The hiring manager has ultimate responsibility for selection of the applicant for hire; however, s/he should take into consideration the input of the other members of the interview team. The hiring manager is responsible for ensuring the selected applicant meets the required level of education, experience, certification, license, etc. The hiring manager will document the basis of their decision to select a particular applicant; i.e., why s/he is the most qualified and the best fit for the position. The hiring manager should also document why the other applicants were not selected. The Applicant Interview Evaluation Form is a good tool for this. The hiring manager will submit the documentation regarding why the selected applicant was chosen and notify the Human Resources and Comptroller's Office of the selection.

In compliance with NRS 281.060(2), if all other qualifications of applicants are considered equal, the employer must give preference first, to honorably discharge military personnel who are citizens of the State of Nevada, and second to citizens of the State of Nevada.

3.13 Correction of Administrative Errors

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

3.14 Reference Checks

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

3.14.1 Acquiring References

Reference and background checks are conducted to assist the employer in assessing an applicant's fitness for employment with the employer. Only Human Resources may acquire employment references. The Sheriffs' Office will do their own reference and background checks in accordance with NRS 239B. All background and reference information must have the receipt of this information confirmed by Human Resources. This information will be kept with Human Resources. Any authorized employee of the employer who attempts to acquire reference information on an applicant must comply with the following:

Obtain an employer employment application that is signed and dated

by the applicant. The applicant must have completed all relevant sections of the application.

Obtain authorization from the applicant by means of his/her signature

directly on the application and/or separate release form for the release of information from former employers, military, educational institutions, other institutions, personal references, and other individuals listed on the application. Authorization for release of such information by the applicant shall include a release from liability of any company, institution, or individual providing such information. If an applicant refuses to sign such a release, s/he will be eliminated from further consideration for employment with the employer.

Inform the applicant that the employer will conduct a

background/reference check and that evaluating the applicant's suitability for employment includes contacting employment and other references, educational institutions, and personal and professional associates to verify information provided.

Develop questions that are related to the essential functions of the

position and are non-discriminatory. Questions related to an applicant's training, knowledge, skills, production, timeliness, quality of work, and ability to work with others are examples of appropriate

inquiries. Discriminatory or non-work-related questions such as family or marital status, disabilities, age and related areas are not appropriate.

Identify the appropriate individual(s) to question regarding the

applicant's work performance, knowledge, skills, and abilities related to the essential functions of the position.

Adequately document the conversation and record refusals to provide

information.

Maintain strict confidentiality of all background/reference information.

Only employees, supervisors, or management officials of the employer who have a demonstrable work-related need-to-know should be accorded access to such information.

Note: For positions that require a CDL or otherwise defined as safety-

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

3.14.2 Providing References

All requests for employment information shall be referred to Human Resources. Only those personnel designated by the employer are authorized to release employment information to third parties.

The employer will not give out an employee's address or telephone number without proper authority (i.e., a written release signed by the employee, a court order, or a subpoena). This subsection does not allow letters of recommendation.

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

Name

Class/Job Title

Dates of Employment

Salary

Information regarding an employee terminated for violent actions in the

workplace or who may have demonstrated dangerous behavior in the workplace will be provided only after consultation with employer's legal counsel.

Employment information and documented incidents regarding the

character, honesty, and potential for violence of the employer's employees may be provided to governmental employers, including, but not limited to, any federal, state, county, municipality or city employers, or any other private (non-governmental) employer where the employee's character, honesty, sexual misconduct, and potential for

violence are relevant issues. Examples include, but are not limited to, jobs which involve public safety, entrustment for the care or safety of children, the elderly or health care patients, or positions having access to money and/or valuables. Information in this section may be provided after consultation with employer's legal counsel. The employer must provide information requested by public safety agencies in accordance with NRS 239B.

Records which are required for employees in safety-sensitive positions,

as defined in 49 CFR Part 382 and U.S. Department of Transportation regulations, shall be made available to subsequent employers upon receipt of written request from the employee or former employee.

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

3.15 Background Checks

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

Unless, pursuant to a specific provision of state or federal law, the criminal history of an applicant for employment may be considered only after the earlier of:

- The final interview conducted in person; or
- A conditional offer of employment has been made.

This provision does not apply to an applicant for a position that is a peace officer, firefighter, or has physical access to a computer or other equipment used for access to the Nevada Criminal Justice Information System or the National Crime Information System, or other positions exempted by state or federal law.

*NRS 179A requires organizations which provide care or care placement services to children, elderly persons, or persons with disabilities to conduct background checks through the Central Repository for Nevada Records of Criminal History to determine fitness of employees, volunteers, independent contractors and vendors and persons applying to be an employee or volunteer who have supervised or unsupervised access to children, elderly persons, or persons with disabilities.

3.15.1 Consumer Reporting Agencies Reports

The types of reports that may be requested from consumer reporting agencies under this policy include, but are not limited to: credit reports, criminal records checks, court records checks, driving records, and/or summaries of educational and employment records and histories. These

reports or checks are also called “consumer reports.” The information contained in these reports may be obtained by a consumer reporting agency from public record sources or through personal interviews with the applicant’s or employee’s coworkers, neighbors, friends, associates, current or former employers, or other personal acquaintances. These are sometimes referred to as “investigative consumer reports.” Any information contained in such reports may be taken into consideration in evaluating an applicant’s or employee’s suitability for employment, promotion, reassignment, or retention.

3.16 Offers of Employment

3.16.1 Policy

The following provisions apply to all applicants except for a position that is a peace officer, firefighter or has physical access to a computer or other equipment used for access to the Nevada Criminal Justice Information System or the National Crime Information System.

1. Unless, pursuant to a specific provision of state or federal law, the

criminal history of an applicant for employment may be considered only after the earliest of:

- The final interview conducted in person, or
- A conditional offer of employment has been made.

2. The employer may, before selecting an applicant as a finalist for a

position or extending to an applicant a conditional offer of employment, notify the applicant of any provision of state or federal law that disqualifies a person with a particular criminal history from employment in a particular position.

3. The employer may decline to make an offer of employment or

rescind a conditional offer of employment extended to an otherwise qualified applicant who has criminal charges pending against him/her that were filed within the previous six months or has been convicted of a criminal offense only after considering:

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

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

4. The employer shall not consider any of the following criminal

records in connection with an application for employment:

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

5. If the criminal history of an applicant is used as a basis for rejecting

an applicant or rescinding a conditional offer of employment, such rejection or rescission of a conditional offer of employment must:

- Be made in writing;
- Include a statement indicating that the criminal history of the applicant was the basis for the rejection or rescission of the offer; and
- Provide an opportunity for the applicant to discuss the basis for the rejection or rescission of the offer with the Human Resource representative.

3.16.2 Job Offer Letters

1.The following procedures apply to all applicants except an applicant for a

position that is a peace officer, firefighter, or has physical access to a computer or other equipment used for access to the Nevada Criminal Justice Information System or the National Crime Information System.

After an applicant has been selected for employment or promotion, the department head will extend the following:

- A "conditional offer of employment pending background checks" if criminal background checks are required.
- A "bona fide conditional offer letter" (if medical exam is required); this letter will condition the offer on passing medical examinations.
- A "formal job offer letter" once all applicable criminal and medical checks and exams have been passed; this letter will include the terms and conditions of employment.

Prior to selecting the applicant as a finalist or extending the letter, the department head may:

- Contact the applicant by telephone to determine whether there is continued interest in employment and to indicate that a request to hire has been made, but must state that only a notification in writing can be considered an official job offer.
- Notify the applicant of any provisions of state or federal law that disqualifies a person with a particular criminal history from employment in a particular position.

Note: All non-medical background checks must be completed before applicant is subject to medical exams.

2. The following procedures apply to an applicant for a position that is a

peace officer or firefighter:

After an applicant has been selected for employment or promotion, the department head will extend (when applicable), a "formal job offer letter" once all applicable criminal and medical checks and exams have been passed; this letter will include the terms and conditions of employment.

Prior to selecting the applicant as a finalist or extending letter, the department head may:

- Contact the applicant by telephone to determine whether there is continued interest in employment and to indicate that a request to hire has been made, but must state that only a notification in writing can be considered an official job offer.
- Notify the applicant of any provision of state or federal law that disqualifies a person with a particular criminal history from employment in a particular position.

Note: The provision of NAC 289.110 applies for an applicant for a position of peace officers.

3.16.3 Pre-employment Drug Screening

The employer may require successful applicants to consent to a

pre-employment screen test for drugs/prohibited substances. The employer will advise the applicant that the presence of one or more drug metabolites may be cause for rejection from further consideration for employment, and that offers of employment are contingent upon a negative drug test result. The applicant may be asked to authorize the employer, as a condition of employment, to conduct through the employer's designated laboratory testing facility, a drug screen test. Refusal to authorize and participate in a drug screen shall eliminate the applicant from further consideration for the position.

The employer may direct applicants to an appropriate collection

facility. The drug test must be undertaken as soon after notification as possible, and in no circumstances later than 48 hours after notice to the applicant.

The employer will advise applicants of the opportunity to submit

medical documentation to support a legitimate use for a specific drug. Such information will be reviewed only by medical consultants determining whether the applicant is lawfully using an otherwise illegal drug.

The employer will not extend a formal job offer letter to any applicant

with a verified positive test result, and such applicant will not be considered for any vacancy of the employer for a period of 12 months. The employer shall disqualify the applicant on the basis of failure to pass the applicable test(s).

3.16.4 Other Conditions

All offers of initial employment are conditioned upon the applicant furnishing satisfactory evidence of identity and legal authority to work in the United States. Each applicant must attest to his/her identity and legal

authority to work in the United States in accordance with the applicable federal statute by completing and signing INS Form I-9 (Employment Eligibility Verification).

Employees required to report the abuse or neglect of a child must be provided notice, in writing or electronically, of their duty as a mandatory reporter. The employee must sign acknowledgement of this notice which is to be filed in employee's personnel file (This requirement is not necessary if the employee is licensed, certified, or endorsed by a board in the state).

Department Heads or supervisors shall inform the IT Department ten days prior to a new hire's employment start date to ensure necessary network and software access required for the position has been established.

3.17 Orientation

The employer recognizes that an appropriate and timely orientation program can aid the assimilation of new staff members. Human Resources will be responsible for the orientation of each new employee. Orientation may include, but is not limited to, a review of the organization and services of the employer, work rules, standards of performance, information security responsibilities and personnel policies and procedures including the policies relating to fair employment practices, prohibited conduct/behavior, workplace violence,

alcohol and drug abuse, and workplace safety. Additionally, the Human Resources or Comptroller's Office will ensure that the new employee:

1. Has completed all new hire paperwork including payroll and benefit forms; 2. Will receive or be provided access to the employer's personnel policies;

3. Has been introduced to other employees; and

4. Has had the opportunity to have questions addressed.

3.18 Introductory Period

All new and rehired employees, except elected officials, casual, temporary, or seasonal employees, and those identified as "at-will," will serve a six (6) month introductory period beginning with the day the employee initially reports for work. The employee will go through a review process at the three (3) month and six (6) month timetable of this introductory period. Current employees who are promoted or transferred will also be required to serve a six (6) month introductory period. During this "introductory period," the employee and the employer have the opportunity to evaluate one another and determine whether the employment relationship should be continued. At its sole discretion, the employer may extend this introductory period up to six (6) months when the employer has had a sufficient opportunity to assess the employee's ability to perform the job functions or such extension is determined appropriate. During the introductory period the employment relationship is at-will and can be terminated by the employee or by the employer at any time during the introductory period or during the extension of the introductory period, with or without cause or advance notice.

For law enforcement personnel, the introductory period is established as one year or six (6) months for lateral employment, with the extension period also established as six (6) months. This introductory period may be prorated for employees working less than full-time.

Prior to completion of the introductory period following initial appointment to a regular county position or promotion to a position in a job class with a higher salary range, the supervisor will conduct at least two performance evaluations and complete a performance management evaluation form to ascertain the advisability of continued employment. There will be no step increase for the three (3) and six (6) month evaluations.

During the introduction period or the initial twelve (12) months of employment, no employee is eligible for a promotion.

3.19 Failure to Appear for Work

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

3.20 Transfers

A transfer is a lateral move to a job in the same pay range as the employee's present position. An employee who wants to transfer to another available position must be qualified for the identified position and should first talk with Human Resources and his/her supervisor or manager.

3.20.1 Employee-Requested Transfer

If the transfer is to another department, the employee should contact Human Resources and the hiring manager, who will consider the transfer request by conducting discussions with the employee and appropriate supervisors or managers with knowledge of the employee's job performance. The hiring manager will also consider the employee's past performance, qualifications, abilities, and job experience as key factors in evaluating transfer requests. Approval of the transfer is at the sole discretion of the employer.

3.20.2 Agency-Directed Transfer

A Department Head may, after giving 10 working days' notice, transfer an employee to another position in the same class or a comparable class for the purpose of providing continued services to the citizens of the employer or other appropriate cause. A transfer pursuant to this section must not be made for retaliatory,

discriminatory, or discipline purposes. A regular employee who is required to transfer to a geographical location more than 30 miles from their current work location, and who declines the transfer, has layoff rights as provided in the Layoffs policy.

3.21 Promotions

The employer encourages employees to apply for promotional opportunities for which they are qualified. Promotions will be based on the ability, qualifications, and potential of all applicants for the positions. Employees interested in announced positions must follow the application instructions outlined in the job announcement. Selection decision will be consistent with the employer's hiring policy.

Notice of promotional recruitments will be posted on the Eureka County online application portal, Eureka County Administration Facility and such places as the employer feels appropriate. All promotional announcements will be posted a minimum of 14 calendar days.

Promotion recruitment cannot occur until the Department Head/Elected Official has received permission from the Board of County Commissioners. It is the requestor's responsibility to submit detailed documentation using the promotion request form. If an approved promotion request is not occupied within 90 days, the promotion will expire until a renewal promotion request for an additional 90 days is approved.

Only employees in the department who have worked for Eureka County for 12 months will be eligible for promotions.

3.22 Rehire

Regular employees, or employees serving an introductory period following promotion who subsequently resign, may be rehired without undergoing any recruitment within one year of the effective date of their resignation. The rehire must be to a position in the same class or a class comparable to the one in which the employee formerly served as a regular employee.

The decision to rehire shall be at the complete discretion of the employer and no former employee shall have any right to or expectation of such rehire. Background and reference checks applicable to the position will be conducted for all rehires who resigned more than 6 months prior to being considered for rehire.

Upon rehire, the employee shall be required to successfully complete an introductory period. No credit for former employment shall be granted in determining eligibility for leave or other benefits.

Note: Limitations exist for rehiring retired public employees (NRS 286.523).

3.23 Casual/Temporary/Seasonal Employment

3.23.1 Purpose

Because some of the employer's work is indefinite and/or irregular with regard to schedule and duration, the employer may need to employ casual/temporary/seasonal workers at all levels of responsibility from time to time on an as-needed basis or to work for limited periods of time at the discretion of the employer.

3.23.2 Authorization to Hire Casual/Temporary/Seasonal Workers

A casual/temporary/seasonal worker may be hired for work which will require 19, or fewer, hours per week if the employer has appropriated sufficient funds in the budget to pay the worker. The employer may, with Board of County Commissioner approval, find that its best interests are served by assigning work to a casual/temporary/seasonal worker for no more than 29 hours per week, not to exceed 1039 hours in a year.

3.23.3 Duration of Casual/Temporary/Seasonal Employment

A casual/temporary/seasonal workers will be hired as at-will employees and have no right to or expectation of continued employment or any property right regarding employment. A casual/temporary/seasonal worker may be terminated at any time, with or without cause, with or without notice, and shall have no right to appeal.

3.23.4 Employment in a Regular Position

The employer may hire a casual/temporary/seasonal worker into a regular

position only after the applicant has been found to be qualified as a result of completing an authorized recruitment and selection process for that position. The employee's service date will be determined according to the date of hire in the regular position with no credit for time worked in the casual/temporary/seasonal position given toward completion of an introductory period or the accrual of benefits for the time an employee was hired for casual/temporary/seasonal work.

3.24 License/Occupational Certification

3.24.1 Purpose

The employer mandates that, if required by the current job, all employees obtain and maintain a valid license, certificate, permit, or other occupational certification issued by the state, county, city, or other applicable authority. Where required, the employee is responsible for providing a copy of his/her driver's license or other required license or certificate.

3.24.2 Employee Responsibilities

All employees who must possess a valid license, including a driver's

license, certificate, permit, or other occupational certification as required by their position, and must adhere to the provisions of NRS 425 including those provisions relating to paternity determination and child support.

In the event the employee receives notice of revocation or non-renewal of a license, certificate, permit, or occupational certification, or the employee becomes aware that a required credential has expired, the employee shall immediately notify his/her supervisor. The employee shall not perform any task for which the license, certificate, permit, or other occupational certification is required after the license, certificate, permit, or occupational certification has been non-renewed, revoked, or expired. By statute, the employee has 30 days to satisfy one of the items listed below:

- Comply with the court order, subpoena, or warrant;
- Satisfy any arrears payments due; or
- Submit to the District Attorney or other public agency a written request for a hearing. Failure to satisfy one of the above items will result in the license, certificate, permit, or occupational certification being revoked, suspended or expired by the issuing agency.

If the employee has been notified and does not satisfy any noted deficiency within 30 days from receipt of notice, his/her renewal license, certificate, permit, or occupational certification, by statute, will not be approved and will be revoked, suspended or expired by the issuing agency. This action will remain in effect until s/he satisfies the deficiency. If the District Attorney schedules a hearing to review the case, the employee's license, certificate, permit, or other occupational certification will remain valid pending the results of the hearing.

In the event the employee does not have a valid license, certificate, permit, or occupational certification, s/he does not meet the job requirements. Failure to meet the job requirements will result in termination.

3.24.3 Applicant's Failure to Possess a Valid License, Certificate, Permit, etc.

If a prospective applicant for a position cannot obtain the required license, certificate, permit, or occupational certification required for the job, s/he will not be given any further employment consideration. Any job offer, offer of promotion, or offer of transfer previously made will be withdrawn.

3.24.4 Driving Records

The employer may conduct a review of driver's license records annually for those employees and volunteers required to drive as a part of their duties.

3.25 Volunteer Program

3.25.1 Purpose
The employer recognizes that there are benefits to members of the community to become involved in the delivery of the employer's programs and services on a volunteer basis. Individuals have an interest in assisting public agencies by applying their knowledge, skills, and experience to a worthwhile endeavor. Also, the community and the employer receive enhanced services because of the individual's specialized skills and commitment. Using volunteers is a true win-win situation for those willing to volunteer for the employer and for the community.

3.25.2 Scope
This policy applies to all volunteer activities conducted on behalf of the employer and is designed to comply with applicable state and federal laws. As this policy is broad in scope, individual departments may adopt additional specific requirements consistent with this policy to guide the use of volunteers within the specific program areas.

3.25.3 Planning
Prior to implementing a volunteer program, a department will develop a plan for utilizing volunteers.

The plan must include:

- Job assignment descriptions for each volunteer.
- A statement describing how and by whom volunteers are overseen.
- A needs assessment and a statement outlining how volunteers will be used to meet these needs; and
- A budget for any personnel costs, operating costs, and direct and indirect costs

3.25.4 Recruiting, Screening, Interviewing, and Selecting Volunteers
As with employees, the employer's ability to meet its goals and objectives is directly related to the skill and ability of volunteers selected. Criteria for selecting volunteers will be developed in the same manner as used for selecting new employees.

The employer prohibits discrimination, harassment, or retaliation directed at volunteers on the basis of any protected class membership.

The recruitment, screening, and interviewing process should be thorough and align with the role's requirements.

Volunteer applicants must complete the employer's volunteer application, including an acknowledgment that the function to be performed is not a paid position and the person is truly volunteering his/her services. A volunteer personnel file will be held in a secured location by the Comptroller's Office and Human Resources. A separate medical file will be held in a secured location by the Human Resources Office.

The employer will promptly address problems associated with the volunteer's performance or behavior. However, if problems cannot be corrected, the services of the volunteer may be discontinued.

Specific requirements that apply to employees in certain occupations such as fingerprinting, detailed background checks*, and initial screening and random testing for drug use apply to volunteers performing similar occupations.

Volunteer applicants for emergency services shall be required to take physical examinations in accordance with state and federal requirements.

*NRS 179A requires organizations which provide care or care placement services to children, elderly persons, or persons with disabilities to conduct background checks through the Central Repository for Nevada Records of Criminal History to determine fitness of employees, volunteers, and persons applying to be an employee or volunteer who have supervised or unsupervised access to children, elderly persons, or persons with disabilities.

3.25.5 Managing Volunteers

Volunteers must be covered by the employer's workers' compensation policy per NRS 616A.130. Volunteers shall receive appropriate oversight for the functions performed including an orientation to the employer's policies and procedures, departmental operating procedures, safety practices, and other relevant information.

Day-to-day oversight of volunteers shall be conducted as with employees. Adequate equipment and supplies, as well as a safe working environment, will be provided for volunteers. All volunteers are to return all employer equipment (radios, pagers, etc.) upon leaving the volunteer program.

The employer will maintain detailed and accurate records of volunteer activities including a roster of active volunteers. The date, time, and duration of each volunteer activity session must be recorded, along with the work performed on a County approved timecard. The employer will remove volunteers from the roster whenever volunteers are inactive for more than 30 days.

Volunteers may be reimbursed for expenses incurred during services. In addition, the employer may provide limited and reasonable benefits and/or nominal remuneration which do not imply employment status. All such benefits must be approved, in advance, by the Comptroller's Office.

Annual performance evaluations may also be completed on long-term or critical volunteers.

Volunteers serve at the pleasure of the employer and are subject to dismissal at any time with or without cause.

3.25.6 Volunteer Status Volunteers are not employees of the employer and are not eligible for compensation, paid leave, unemployment benefits, or other employee benefits. Nothing in this policy creates an employment relationship or contract. Volunteers will still be required to comply with any Federal, State or local laws which pertain to their volunteer service.

Position Classification Plan

4.1 Policy

4.1.1 Purpose

The employer will develop and maintain a classification plan for all positions. Classification plans categorize positions into similar duties, qualifications, and responsibilities called “classes.” Each class is defined in a class specification/job description form. The class specification/job description will include: title; definition and/or distinguishing characteristics; essential and non-essential functions; responsibility and authority assigned; qualifications for employment including knowledge, skills, ability, experience and/or training required to perform the job; physical and mental requirements and working conditions; and Fair Labor Standards Act (FLSA) status – exempt/non-exempt.

4.1.2 Classification

Each position shall be classified consistent with this policy and in

accordance with the nature and relative complexity of the essential functions, responsibilities, and authority of the position. Classification of a position shall be effective when approved by the Commissioners.

Positions will be allocated to the same class when the following

conditions exist:

- The same descriptive title may be used to designate the positions;
- Substantially the same level of education, experience, knowledge, skills, ability, and other qualifications are required to perform the duties/essential functions;
- Similar tests may be used to select employees for the positions;
- All applicants offered employment in the class are subject to the same type of medical exam(s), if any; and
- The same level of compensation is appropriate for the positions.

Classes will be allocated to a salary range based on comparison to other

employer classes and salaries paid by comparable employers for comparable work.

4.1.3 Maintenance and Revision

The Human Resources or Comptroller’s Office will periodically review the classification plan and recommend to the Board of County Commissioners the revision, addition, or abolishment of classes.

4.1.4 New Positions

When a new position is to be created, the Comptroller’s Office will recommend to the Board of County Commissioners an appropriate class for the new position. When preparing a request for a new position, the requesting party shall consult the Human Resources or Comptroller’s Office to determine the appropriate classification for the duties to be

assigned to the new position.

4.1.5 Reclassification

When a department manager believes the duties/essential functions of a

position have changed to the extent they no longer fit within the current class, the duties/essential functions will be reviewed and, if appropriate, the position reclassified to the appropriate class. Reclassification will not be undertaken as a substitute for discipline or hiring practices, nor to effect a change in salary in the absence of a significant change in assigned duties/essential functions and responsibilities.

Reclassification must be confirmed by the Human Resources or

Comptroller's Office and presented to the Board of County Commissioners and will become effective no earlier than the first day of the next pay period following approval.

A change in a position's classification does not constitute the sole basis

for determining whether the employee in a position will also be assigned to the new position.

- The decision as to a reclassification of a position shall be made by the department head with the concurrence of the Commissioners. The decision to place the current employee in the new class shall be based upon the qualifications and job performance of the employee. The employee will be assigned to the class whenever a position is reallocated to a higher level class and the employee has satisfied the following requirements:
- Completes the introductory period for the position as previously allocated;
- Demonstrates acceptable or better job performance; and
- Possesses the knowledge, skills, and ability required for the higher class.
- Whenever a position is reclassified to a lower level class, the employee will be placed in the lower level class effective the first day of the pay period in which the reclassification is approved by the Board of County Commissioners.

4.1.6 Reallocation

A class may be reallocated to a higher salary range or to a lower salary range based on a change in duties/essential functions and responsibilities for all positions in the class or based upon salaries paid by other comparable employers for comparable work.

4.1.7 Duties outside the job description

When an employee or supervisor identifies tasks outside the duties, roles and responsibilities in the current approved job description, the employee shall promptly notify the supervisor, describe the tasks, their source and frequency, and work with the supervisor and HR to resolve the assignment. The employee may not independently enlarge the position or create an entitlement to additional pay. A general other duties as assigned clause shall not be used to avoid review of a material, recurring change in duties.

The supervisor, in consultation with HR, shall document one of three outcomes. First, direct the employee to stop the outside tasks and assign them to an authorized position or discontinue them. Second, work with the employee to prepare a reclassification request, with an updated description and HR and fiscal review, for presentation to and approval by the County Commission. Third, work with the employee to prepare a proposed additional task stipend under section 5.16 for presentation to and approval by the County Commission. Only the Commission may approve the reclassification or discretionary stipend. An individual Commissioner, supervisor or HR employee cannot independently authorize either change.

Pending a decision, the employee shall follow a written interim assignment or direction to stop issued by the lawful supervisor. Existing lawful temporary higher duty assignments shall comply with section 5.14 and the Commission approval requirement; staff shall not continue a material outside assignment indefinitely while a request is pending. This procedure does not authorize refusal of a lawful immediate safety response, statutory duty or necessary temporary related task; any continuing material assignment shall promptly be brought into the documented process. All work actually performed must be recorded and paid as law or a controlling agreement requires, even if the assignment lacked approval. Disputes about the appropriate classification may be referred to HR under section 4.2.1 without retaliation.

4.2 Procedure

4.2.1 Requests for Classification Review

Submission Process

- Requests for classification review are made by the employee to the department head who will submit a request for classification review to Human Resources who will review the request and, if appropriate, send it with a written memorandum explaining the reasons the request meets the criteria for a classification study to the Commissioners. At a minimum, the request shall include the specific duty and responsibility changes, and a verification that the changes are to be permanent. Human Resources will review the request and indicate if the request meets the required criteria and whether or not a study will be conducted.
- An employee may request the classification review be forwarded to Human Resources even if the department head does not concur. The employee will request in writing s/he wants Human Resources to review the denied request. The reasons for disagreeing with the employee's request shall accompany any request forwarded to Human Resources.

Criteria for Determining the Need for Classification Review

- Human Resources may authorize a classification review when, in his/her judgment, permanent and substantial changes in the duties assigned to a position have occurred.
- The new duties must be clearly defined and assigned before a review is begun.
- Human Resources may include in any classification review any positions which are in the same work unit, have related duties, or are in the same class series as the position for which classification review is requested.

4.2.2 Effective Date

Reclassification/Reallocation

The effective date of a reclassification or a class reallocation shall be the first day of the pay period following the employer's approval of the action. If the position is reclassified or reallocated upward, the anniversary date for future step increases shall be established as the first day of the pay period following 12 months in the new classification, and will not include the period for which retroactive pay is granted, if any. (See also Work Out-of-Class, Section 5.13.) If the position is reclassified/reallocated at the same level or at a lower level the anniversary date will remain unchanged.

Working Out of Class

At the discretion of the employer, out-of-class pay may be paid back to the date on which a formal reclassification request was made if the reclassification is subsequently approved.

Compensation Plan

5.1 Pay Periods and Paydays

Eureka County's employees are paid biweekly on Fridays. If a holiday falls on a payday employee will be paid on the preceding work day.

5.2 Workweek Defined

The workweek begins at 12:01 a.m., on Sunday and ends seven days (168 hours) later at midnight on the next Saturday. For law enforcement personnel, the work period is 86 hours within a 14- day period. The standard work period begins at 12:01 a.m. on Sunday and ends 14 days later at midnight on Saturday.

5.3 Work Time

5.3.1 Attendance

Employees are expected to work their entire assigned shifts, and be available and ready for work at the beginning of their assigned shifts and at the end of their scheduled rest and meal periods. Required preparation for rest and meal periods, as well as the end of the work day, is considered work time. Rest and meal periods include the time spent going to and from the place where the break is taken.

Attendance at Commission meetings and any use of duty time for public comment are governed by section 2.31. Employees without an assigned work related reason or approved release shall remain at their assigned work location. Supervisors shall document meeting assignments and consistent attendance decisions.

5.3.2 Work Schedules

The supervisor or manager shall schedule work hours according to the needs of the employer.

Employees working a five-day, 40-hour week (designated 5/40) shall

work eight hours per day for five days in any workweek and shall receive two days off.

Employees working a four-day, 40-hour week (designated 4/40) shall

work 10 hours per day for four days in any workweek and shall receive three days off.

Law enforcement employees may work 12 hour shifts and will receive

overtime after 86 hours in a 14-day period.

5.3.3 Rest Periods

Employees will be granted one 10-minute break or rest period during each work period of four or more hours. Employees may not take rest periods at the beginning or at the end of the work period. Rest periods may not be scheduled or taken consecutively or in conjunction with meal periods. (This policy does not apply to public safety dispatchers, and law enforcement personnel. Refer to departmental policy or applicable collective bargaining agreement.)

5.3.4 Meal Periods

Employees who work six or more hours in a work day are allowed an uninterrupted, unpaid meal period of 30 minutes or longer at or about mid- point of their work day. Supervisors or managers will be responsible to ensure that wherever and whenever possible, employees will be permitted the meal period uninterrupted by work-related duties. If an employee's meal period is interrupted by a work-related matter, the employee will be

paid for the meal period. Meal periods may not be scheduled or taken consecutively or in conjunction with rest periods.

5.3.5 Meal Periods for the Sheriff's Office, Emergency Medical Technicians and Other Emergency Services

Due to the sensitive and on-call nature of certain employees in these emergency departments, the required meal period may not be taken in the normal way. An example of this may be when someone is assigned to the jail and can't leave their post under any circumstances. In these special cases the employee will not be required to take a lunch period and will be paid for the hours worked or may be authorized to take a lunch period at a different time during the shift. The exception to this will be administrative or any other non-emergency personnel. These employees must follow the guidelines in 5.3.4.

5.3.6 Work Assignments

Work should be scheduled in a manner which allows employees rest periods and meal periods. Rest and meal periods shall be scheduled in a manner which allows maximum public access to the employer's services. The employer may adjust rest and meal periods from time to time to meet the needs of individual employees and/or to respond to changes in department workload. Nothing herein should be considered to limit or restrict the authority of the employer to make temporary assignments to different or additional locations, shifts, hours of work, or duties as needed to meet the employer's needs or to respond to unforeseen or emergency situations.

5.4 Time Reporting

5.4.1 Purpose of Time Reporting

Recording of hours worked and/or leave time taken by employees is necessary to provide an accurate basis for preparing paychecks, to assure compliance with federal and state law, and to maintain an effective and efficient cost accounting system. (For payroll purposes, non-exempt employees covered by the Fair Labor Standards Act (FLSA) must report all time spent performing work.)

5.4.2 Compensable time

Employees shall record all compensable work, including required preparation, brief tasks, authorized remote work, interrupted meal periods and compensable travel or training. No work shall be omitted merely because it lasts six minutes or less. Apply actual legal rules for commuting, travel, on call restrictions, training and volunteer service; a County employee may not volunteer the same services to avoid wages. Short breaks of 20 minutes or less are compensable. A meal period is unpaid only when the employee is completely relieved from duty as required by law. HR and payroll shall review disputed time, and pay required wages promptly. Required certification training is not automatically unpaid simply because a law requires certification.

5.4.3 Position Designations - Exempt or Non-Exempt

All positions are designated as "exempt" or "non-exempt" according to federal and state laws and regulations. For cost accounting and billing purposes, the employer requires exempt employees in certain positions, regardless of exempt or non-exempt status, to account for hours worked.

5.4.4 Responsibility for Exempt or Non-Exempt Designation

Human Resources with the approval of the Board of County Commissioners will examine and evaluate position descriptions and duties performed for all positions to determine the designation of the position as exempt or non-exempt. Departments will notify Human Resources when the duties of a position have substantially changed in order to ensure an accurate designation.

5.4.5 Responsibility for Time Reporting

Employees are responsible for accurately completing their own timesheets. Supervisors shall not alter or adjust the hours that an employee reports on his/her timesheet. If the supervisor believes the employee has completed his/her timesheet in error, the supervisor shall discuss and resolve the issue with the employee. All employees are required every pay period to submit their electronic timesheets in a timely manner to the Comptroller's Office. Failure to do this on a regular and timely basis can result in discipline up to and including termination.

All non-exempt employees will record all hours worked and all leave

time taken, whether paid or unpaid, and the type of leave taken (e.g., sick leave, annual leave, compensatory time) on the timesheet.

All exempt employees will record all hours worked and all leave time

taken whether paid or unpaid, and type of leave taken (e.g., sick leave, annual leave) on a timesheet approved by the employer.

5.4.6 Timesheets

Every timesheet will be reviewed by the Comptroller's Office. If timesheet falsification is suspected, the employee will be paid the hours asked for on the timesheet with the understanding that an investigation will be done on the timesheet by the supervisor and the Comptroller's Office. If it is found that timesheet falsification has taken place one or more of the following options will be taken:

- The timesheet will be resubmitted with the correct hours by the employee.
- The overpayment of wages will be returned by the employee.
- Discipline up to and including termination may occur.

5.5 Overtime and compensatory time

5.5.1 Nonexempt employees

The County shall pay all overtime required by applicable law and any more generous controlling County rule or agreement. Under the retained County schedule, work beyond eight hours in a day ordinarily qualifies, except approved schedules of more than eight and not more than ten hours daily and approved variable schedules use the applicable 40 hour weekly threshold. HR and counsel shall verify that each schedule is lawful under NRS 281.100 and applicable federal law. A public safety work period under FLSA section 7(k) applies only when validly established for eligible duties; a job title or a payroll label does not establish the exemption.

Employees shall obtain advance authorization for overtime when practicable, but all compensable work actually performed and known to the County shall be paid. Authorization violations may be addressed separately. Compute the regular rate using legally includable compensation, including applicable premiums and longevity, and apply lawful exclusions. Pay overtime at 1.5 times the regular rate when required. The County's retained benefit counting paid leave and holidays toward its overtime computation continues except as modified by a lawful controlling agreement or express Board amendment; it shall not be described as a federal requirement. Payroll shall reconcile same day leave and work without cancelling any overtime actually required by law.

Compensatory time may substitute for cash overtime only under a valid agreement made before the work. Credit 1.5 hours for each qualifying overtime hour, with a County balance limit of 160 hours. Pay additional overtime in cash after the limit. Casual employees do not accrue compensatory time under this manual. Permit use within a reasonable period unless it would unduly disrupt operations as legally defined. Cashouts and separation settlements shall use the rates required by the FLSA, including the higher applicable final regular rate or three year average for termination when required. Scheduling use may not evade a legal entitlement.

5.5.2 Exempt employees

HR shall determine exemption using actual duties and applicable salary requirements. Exempt employees shall report required attendance and leave information without converting the salary to an unauthorized hourly payment. Deductions shall follow the salary basis rules, public accountability rules where applicable and lawful FMLA deductions. Charge leave balances only as law and County policy permit. Exempt employees do not accrue FLSA compensatory time merely by working beyond 40 hours; no additional bank or premium is created without lawful Board authorization. Employees may report an incorrect classification or deduction to HR or the Comptroller without retaliation; the County shall investigate, correct errors and reimburse improper deductions promptly.

5.6 "Safe Harbor"

Employer will classify employees as exempt or non-exempt, in accordance with the provisions of the Fair Labor Standards Act (FLSA) and applicable state law. If an employee feels s/he is improperly classified, s/he should request a review of the classification from Human Resources. An investigation will be conducted on a timely basis and employer will act to correct any errors as soon as practicable. The employer will not make improper deductions of pay from any employee, regardless of exempt or non-exempt status. Improper deductions should be reported to the Comptroller's Office. The complaint will be investigated and employer will act to reimburse the employee if an error is found. Employer will continuously make a good faith commitment to comply with all provisions of FLSA and state laws and intends this policy of correction to satisfy the "safe harbor" provisions of the FLSA.

5.7 Rates of Pay

5.7.1 Compensation Plan

Each regular position will be assigned to a class and salary range in the compensation plan. Assignment to a salary range will be based on the relative level and complexity of the duties, responsibilities, and authority of the job. There are currently 30 steps in the employer's salary scale per salary range. At the option of the Board of County Commissioners, the steps may be increased by using the same financial formula between steps. Each year the Board of County Commissioners may or may not set a change to the pay rates of every pay step in accordance with the budget and the financial health of the employer. The employer shall determine the salary ranges based on these considerations:

- Rates paid by the employer for comparable work;
- Internal relationships of other job classes in the same or similar occupation;
- Rates paid by other employers for comparable work;
- Other financial commitments of the employer; and
- Funds available to the employer for salaries.

The employer may adjust the minimum and maximum for each salary range periodically as changes in any of the factors listed above occur or to recruit and retain qualified employees for each job.

NRS 613.330 states it is unlawful to discriminate against an employee for inquiring about, discussing, or voluntarily disclosing information about their own or another person's wages. This does not apply to any employee who has access to information about the wages of other employees as part of their essential job function and discloses that information to a person who does not have access to that information unless the disclosure is ordered by the Labor Commissioner or court.

5.7.2 Hiring Rate of Pay

The normal hiring rate is the first step of the pay range for the position's classification. The Board of County Commissioners may authorize advanced step appointments.

Anytime any advanced step hired position is vacated by resignation or otherwise, the starting salary for that unfilled position reverts back to the beginning step and range applicable for that position, and for any advanced step, the Department must follow the advanced step hiring process in the Eureka County Personnel Policy.

5.7.3 Advanced Step Hire

Fairness and equity in the administration of the compensation plan will be maintained when making advanced step hires. The Board of County Commissioners may authorize advanced step appointments when all of the following circumstances exist:

- The applicant's qualifications indicate s/he will perform at a level commensurate with the requested step;
- Other applicants with similar qualifications not requiring an advanced level salary are unavailable;

- Funds are available in the hiring department's budget to pay the higher rate
- Advanced hire rate will not exceed the step commensurate with current employees of comparable education, experience and skill levels.

5.7.4 Salary on Promotion, Transfer, Demotion, Reclassification, and Reallocation

A regular employee who is promoted to a higher classification will

move to that step in the range for the new class which provides a 5% pay increase, not to exceed the top step in the range for the new class.

A promoted employee's salary shall not be less than the starting pay of the salary range for the new position.

Reclassification to a class with a higher salary range is treated as a

promotion for salary purposes.

An employee who transfers to a position at the same salary range will

retain their current range and step.

Employees who apply, interview or are offered a promotion or transfer

will be provided the pay range for the new position upon request.

An employee who demotes to a position with a lower salary range will

be placed at a step in the lower salary range which includes a 5% decrease from their current salary. If the employee's salary exceeds the top salary of the lower pay range the employee will be Y-Rated (see 5.13). Reclassification to a class with a lower salary range will be treated as a demotion for salary purposes.

The effective date for all promotions and demotions will be the

beginning of the next pay period.

7. Reallocation of an existing class:

- To a higher salary range is NOT a promotion. An employee in a class that is reallocated to a higher salary range shall be placed in the higher grade at a step closest to his/her current salary that does not provide a decrease, or step 1 of the new grade if the current salary does not fall within the grade range.
- To a lower salary range shall be placed at the step closest to the employee's current salary that does not provide a decrease. If the employee's salary exceeds the top salary of the lower pay range the employee will be Y-Rated (see 5.12).

5.8 Special Pay Situations for Law Enforcement, Emergency Medical Service and Public Works

5.8.1 Holiday Pay for Law Enforcement and Emergency Medical Service

If a holiday falls on a Sheriff's Office and Emergency Medical Service

employee's day off, s/he shall receive up to 10 hours of holiday leave pay.

When the employee works on a holiday, s/he shall be paid time and

one-half for each hour worked over the PERS full-time equivalent hours, plus the holiday leave for each holiday worked. (Example: Sherriff Office employee is scheduled to work twelve hours on the holiday. The employee will be paid for 10 hours of holiday leave plus any hours at time and one-half holiday pay over the PERS full time equivalent hours.)

5.8.2 Call-Back Pay

1. Call-back pay defined: Any time that the employee is called back and

reports to work on an unscheduled basis (e.g. called back to work

without having been notified before completion of his/her last normal working day). PERS rules on callback pay will be applied based on PERS hire date. 2. Minimum call-back pay: An employee called back and reports to work

who works any portion up to 29 minutes, shall receive pay for one hour. If an employee works 30 minutes or beyond this minimum period, s/he will receive at least two hours pay. For payment purposes, time will start when the employee is contacted by phone, radio or in person. The one (1) hour and two (2) hour minimum payment will be calculated at straight time or overtime pay, whichever is applicable.

5.8.3 Shift Differential

For purposes of this section the shifts are described as follows:

- First Shift (Graveyard): Any shift whose major portion of the scheduled work hours is between the hours of midnight and 8 a.m.
- Second Shift (Day): Any shift whose major portion of the scheduled work hours is between the hours of 8 a.m. and 4 p.m.
- Third Shift (Swing): Any shift whose major portion of scheduled work hours is between the hours of 4 p.m. and midnight.

Shift differential shall be defined as time worked on any shift other than second shift. For each hour, or major fraction thereof, each employee performing shift work shall be paid at the rate of an additional $1.00 for first shift and an additional $.75 for third shift for all regular hours worked. Shift differential is not paid on any overtime hours.

5.8.4 Stand-By Time

Stand-by time is that time designated by the shift supervisor. Stand-by time is normally four hours immediately following the employee's shift or four hours prior to the employee's shift. Stand-by time will be paid in the amount of $3.00 per hour, to compensate employees for being readily available for work.

Requirements:

- An employee is in stand-by status when s/he is:
- Directed to remain available for work during specified hours;
- Prepared to work if the need arises, although the need for him/her to work may not arise;
- Able to report for work within 15 minutes;
- Directed by his/her supervisor to carry a paging device or cell phone or provide a telephone number where s/he may be contacted; and allowed to use the time s/he is waiting for notification to work for personal pursuits.
- Each employee who agrees to serve on stand-by shall sign a statement agreeing to the requirements for stand-by status.

When an employee returns to work after receiving notice to report to work, s/he ceases to be on stand-by status and qualifies for straight time or overtime pay, whichever is applicable, for actual time worked. Upon completion of work, s/he returns to stand-by status for the remainder of the time s/he has been directed to be in stand-by status.

5.8.5 Field Training Officer (FTO) and Communications Training Officer (CTO) Pay

Field Training Officer and Communications Training Officer pay will be paid for that time designated by the shift supervisor that a Sheriff's Office employee is working or has worked as a FTO or CTO, and is set at an additional 5% of base rate, calculated on a pay per hour basis. FTO or CTO pay is not paid on any overtime hours.

5.9 Step Increases

5.9.1 Step Advancements Authorized

An employee who is currently not paid at the top step of the salary

range for his/her class is normally eligible for a step advancement on his/her anniversary date. Raises in salary resulting from step advancements are based on satisfactory performance, and are not automatic. Step advancement will range from none to one. A step advancement may be granted only upon a finding by the employer that the employee meets all of the performance requirements of the position and complies with all of the employer's rules, regulations, and policies. An employee who is evaluated with an average score of two or less will not receive an increase, an average score of 2.1 to a maximum of 3 will be eligible for a step advancement and shall move to the next higher step within the range. All evaluations will be reviewed by Human Resources before being presented to the employee. When the review is completed it will be filed in the employee's personnel file.

Except when Y-rated, an employee will not be paid a rate of pay above

the top step of the salary range for his/her classification.

Step adjustments may be made to a supervisor to maintain an

appropriate differential, not to exceed two steps, between the base rate of pay of a supervisor and the base rate of pay of an employee who is in the direct line of authority of the supervisor. An adjustment may be granted pursuant to this provision if, before the adjustment, the base rate of pay of the employee is the same or greater than the base rate of pay of the supervisor.

Salary step advancements are administered by the supervisor/manager,

subject to the confirmation of Human Resources that there is adequate documentation that all requirements have been met and that there has

been a performance evaluation form properly completed and signed by both the supervisor and employee.

An updated payroll status change form must be submitted to the

Comptroller's Office by the employee's anniversary date for any increase or decrease to the employee's pay.

5.9.2 Anniversary Date/Step Advancement

The date on which an employee becomes eligible for consideration for

step advancement is known as the anniversary date. When approved in writing, step advancements will become effective at the beginning of the pay period following the employee's anniversary date.

A promotion and reclassification to a class with a higher salary range

shall establish a new anniversary date. A demotion or reclassification to a class with a lower salary range shall

not establish a new anniversary date.

5.10 Withholding of Step Advancements

5.10.1 Job Performance

When the employer has determined that the job performance of an employee is less than satisfactory, the step advancement shall be withheld. The employee's introductory period may be extended up to six months. The employee's performance shall be documented and a copy of the documentation provided to the employee. An action plan to improve must be prepared by the manager and employee when there is a less than satisfactory job performance.

5.10.2 Unpaid Leaves of Absence
An employee's eligibility for consideration for step advancement shall be delayed by temporary layoffs or unpaid leaves of absence in excess of 30 working days during the 12-month period following the employee's last step advancement. The employee's anniversary date shall be adjusted by the total number of days of unpaid leave.

5.10.3 Granting of Withheld Advancements
The employer may approve a step advancement at the beginning of any pay period upon finding that the employee now meets the qualifications for an advancement. The employee's anniversary date shall be adjusted to the date on which the step advancement is actually granted. If a step advancement is not granted in the interim, the employee shall be considered for step advancement on the next anniversary date.

5.11 Flat Rate Salaries
Certain job classes may be assigned to flat rates of pay in the compensation plan. Employees in classes assigned to a flat rate of pay are not eligible for step increases.

5.12 Casual/Temporary/Seasonal Worker Compensation

5.12.1 Rates of Pay
The employer will pay casual workers at the rate of pay established for the same work when performed by regular employees, or as appropriate for the

type of work performed. Students receiving school credit for work may be paid at a rate established by the employer.

The employer may choose to adjust the rates of pay annually consistent with general salary increases granted regular employees.

5.12.2 Step Advancements
On their anniversary date, the employer may advance casual/temporary/seasonal workers to the next step in the approved pay range for the work assigned. The employer shall consider the qualifications and performance of the worker, the length of time the casual/temporary/seasonal worker has been assigned to the work, the rates paid to regular employees assigned similar work, and the funds available when determining whether to grant a step advancement.

5.12.3 Implementing Pay Increases
To authorize a pay increase, the supervisor/manager will certify that a casual hire's performance is acceptable and request the increase in a job evaluation to Human Resources. All pay increase are effective the beginning of the next pay period following the anniversary date.

5.13 Y-Rate
The employer may pay an employee, who is reduced to a lower class as a result of reclassification or reorganization not associated with layoff or discipline and not the result of employee action or request, at his/her current rate of pay which is above the top step of the range or between steps of the range. Similarly, an employee in a class which has its salary adjusted to a lower rate may also be paid at a rate of pay above the top step of the range. This rate shall be known as a "Y-Rate." At the discretion of the employer, assignment to such a rate of pay is available to employees who are fully qualified to perform the work of the lower paid class.

An employee who is at a Y-rate above the top step of the range for the new (lower) class shall continue to receive the Y-rate while employed in the new class until a change in the rate of pay for the employee's new class causes the top step of the new class to be equal to or greater than the employee's Y-rate.

An employee who is at a Y-rate which is between steps of the range for the new (lower) class shall continue to receive the Y-rate until a change in the rate of pay for the employee causes the rate for the step in the range to

which the employee is entitled to exceed his/her current rate of pay. At that time, the employee will be placed at the step that matches or exceeds their current pay.

5.14 Work Out-of-Class

5.14.1 Policy

Employees may occasionally be asked to perform duties beyond the scope of their normal position or asked to temporarily assume the duties of a higher level budgeted position for a short period. In the event that such work extends beyond a short-term assignment, the employer establishes criteria for paying employees for temporarily performing work beyond the assigned duties of their current job class, and for employees temporarily assigned the duties of a management or administrative position.

Commission approval and relationship to additional task stipends: a new or extended higher class assignment outside the current job description requires express Commission approval before the assignment begins or continues, except for an immediate lawful interim direction under section 4.1.7 while prompt approval is sought. Supervisor or HR review alone does not authorize a discretionary premium. Previously approved assignments and rights required by law or a controlling agreement remain enforceable. The existing section 5.14 formula applies to an authorized higher class assignment; it is distinct from a proposed additional task stipend under section 5.16. No approval rule permits withholding wages legally due.

5.14.2 Assignments

Employees may be temporarily assigned the duties and responsibilities

of a budgeted, higher level position provided the position is currently vacant, or the employee normally filling the position is on authorized leave, or has been temporarily relieved of all regular duties to complete a special project approved by the employer, or because of temporarily increased workload requirements.

The same employee shall not be assigned to the higher level duties for more than six consecutive months. Any extension requires a new recommendation from the supervisor, HR and fiscal review, and express County Commission approval for a specified additional period not exceeding six months. A supervisor may not extend the assignment or premium alone.

Once the employee working out-of-class returns to their regularly

assigned duties they shall move back to the step and range previously assigned to them prior to the working-out-of class assignment.

If an employee working out-of-class is formally promoted to the

higher- level position, they shall not receive an additional 5% pay increase.

5.14.3 Employee Eligibility

1. Employees must be formally assigned and actually performing the

duties of the higher job class.

2. The salary range for the higher paid class must be at least 5% above the

range for the employee’s current job class.

3. Beginning on the 7th consecutive workday of performing the duties of

the higher-level position, employees will be paid at a rate 5% above their current rate of pay, or at the entry rate of the higher job class, whichever is greater, but not to exceed the top step of the higher classification.

4. The provisions of this section shall not be used to authorize additional

pay to: provide additional compensation pending action on a request for reclassification of a position or approval of a recommendation to reclassify a position; or to reward employees neither for outstanding service, employees in an introductory period, nor for any purpose other than those stated.

5.15 Longevity Pay

This plan is to encourage continuity of service and is established for employees with three continuous years as a member of the Public Employee's Retirement System as an employee of the employer. Service credit time with any other employer does not count towards the employer's longevity pay.

5.15.1 Longevity Pay Calculation

The longevity pay will be calculated at 1% per annum of his/her base salary, not to exceed 30% in addition to any grade and/or step increases to which the employee may be entitled. The longevity rate will be calculated once per year on the pay period following the anniversary of the employee's hiring date and paid bi-weekly. The calculation will be based on 1% of each individual year of the employee's wage and then added together to attain the total longevity rate. Longevity pay will no longer

increase after 30 years of continuous employment with Eureka County. Longevity pay is not paid on any overtime hours. Elected Officials will earn longevity pay based on guidelines listed in NRS 245.

5.15.2 Part-Time Employees Prorated Calculation

For qualifying part-time employees, the longevity rate will be prorated at the end of three continuous years. The longevity for part-time employees will be prorated to full-time employment based on 2080 hours per year.

5.15.3 Continuous Service Credit

Continuous service credit time will not be broken due to involuntary layoff, approved personal, family or medical leave, or approved military leave. Any other break of service will nullify any longevity pay benefits until an employee earns the proper service credit time again.

5.16 Additional task stipends

5.16.1 Proposal and review

A proposed additional task stipend is a separate, limited compensation request for specifically identified duties outside the approved job description. It is not automatic, a substitute for a warranted reclassification, or a payment that an employee, supervisor or HR may create through practice or agreement alone. The employee and supervisor shall describe the added duties, business need, expected workload and duration, qualifications, proposed amount or calculation, alternatives, effect on regular duties and reason a stipend is appropriate. HR shall review classification, internal equity and potential duplication; the Comptroller shall verify funding, payroll treatment, overtime regular rate and any PERS reporting implications, with legal or plan review as needed.

5.16.2 County Commission approval

Present the reviewed proposal to the Commission on an appropriately noticed agenda. The stipend may take effect only after express Commission approval of the duties, recipient or eligible position, amount or formula, appropriation, start and end dates, review interval and conditions for ending it. Approval shall be documented in the official action and transmitted to payroll before discretionary payment. Material changes, increases, renewals and extensions also require Commission approval. Budget availability, a supervisor's promise or past performance of tasks is not approval. No employee may approve that employee's own stipend.

5.16.3 Administration and ending the assignment

HR shall issue a written assignment and payroll authorization consistent with the Commission action. The supervisor shall monitor the work and recommend stopping the tasks, ending the stipend, seeking renewal or seeking reclassification before the authorization expires. The stipend ends under the approved terms when the added duties end, the employee leaves the assignment or the approved term expires, subject to controlling law and agreement. Do not pay a stipend and a higher duty premium for the same work unless the Commission expressly approves a lawful nonduplicative arrangement. This discretionary approval process does not reduce wages or benefits already required by law, a controlling agreement or an existing lawful authorization.

Leave Plans

6.1 Holidays

6.1.1 Holidays Designated

The following holidays are recognized by the employer:

New Year's Day – January 1

Martin Luther King, Jr.'s Birthday – Third Monday in January

President's Day – Third Monday in February

Memorial Day – Last Monday in May

Juneteenth – June 19

Independence Day – July 4

Labor Day – First Monday in September

Nevada Day – Last Friday in October

Veterans Day – November 11

Thanksgiving Day – Fourth Thursday in November

Family Day – Friday following the fourth Thursday in November

Christmas Day – December 25

Any day declared a holiday by the employer. Recognized holidays will be observed on the calendar days on which they fall. The employer will observe a holiday, which occurs on a Saturday or a Sunday, on the day before or after the holiday.

6.1.2 Holiday Pay

1. Recognized holidays are typically non-work days. Each regular

employee in a full-time, non-exempt position who is on paid status on his/her regularly scheduled work day before and after a holiday will be paid eight hours of pay at his/her rate of pay for each recognized holiday. In addition to the eight hours of regular pay, every non- exempt employee scheduled for eight hours of work, will receive an additional two hours of holiday time that must be taken within 30 calendar days of the holiday. These two hours must be taken as time off and scheduled and approved by the manager/supervisor. Employees in regular part-time, non-exempt positions, who are on paid status on the day before and after a holiday will be paid pro-rated hours for each recognized holiday at his/her rate of pay based on their normal work schedule. Holiday pay that is pro-rated will be based on hours that are budgeted for each position. This is determined by the number of hours approved in the final budget. Casual, seasonal, temporary

employees will not be paid unless they work on the holiday, in which case it will be paid at their overtime rate.

Employees who work a 4/10 schedule, as stated in Section 5.5.1.,

receive ten hours of holiday pay. An adjusted work schedule must be approved in advance.

6.1.3 Weekend Holidays

For employees regularly assigned to work Mondays and/or Fridays, if a holiday falls on a Saturday, the Friday preceding will be observed as the holiday. If a holiday falls on a Sunday, the Monday following will be observed as the holiday. When a holiday falls on Saturday or Sunday for an employee regularly scheduled to work on the Saturday or Sunday, the employee will observe the holiday, for pay purposes, on the Saturday or Sunday. If the holiday falls on a regularly scheduled day off, the employee will observe the holiday on the next regularly scheduled work day, unless an alternative is authorized by the employer.

Employees participating in the 4x10 pilot program shall follow the existing Holiday Leave policy applicable to 10-hour workdays, except as modified below.

For Offices required by Nevada law to remain operational, including elected officials' offices:

- If a federally recognized holiday falls on a Friday or Saturday, the elected official or department head may coordinate the employees to schedule an alternate day off. Any such holiday leave must be taken within the same workweek in which the holiday occurs, ensuring that operational coverage is maintained.

6.1.4 Work on Holidays

Non-exempt, regular, full time employees who work on a designated holiday shall be paid for the holiday leave plus one and one-half times their regular rate of pay for any time worked over the PERS full-time equivalent hours.

6.2 Annual leave

6.2.1 Accrual and payroll credit

Annual leave is governed by ordinance section 20.50.020. The proposed monthly totals are 10 hours through 12 completed months, 11 hours after 12 and before 84 completed months, 12.5 hours from 84 and before 180 completed months, and 15 hours from 180 completed months. These are monthly totals, not amounts earned on each semimonthly payroll. HR and the Comptroller shall certify the reconciled schedule and service thresholds before adoption. The draft's proposed interpretation is identified in the drafting appendix; it is not a verified statement of existing payroll practice.

Accrue from the first qualifying service day. For a full qualifying first six months, the total is 60 hours. Annual leave may not be used during the first six months. Prorate eligible regular part time service under the ordinance, and credit protected service as required by law. Do not count more than the authorized full time equivalent solely because overtime was worked. Separate payroll credit timing from the amount earned.

6.2.2 Maximum balance

The June 30 carryover limit is 240 hours under the ordinance. HR shall provide advance balance reports; supervisors shall plan reasonable opportunities for use. Administrative staff may not waive a statutory carryover ceiling. Any disputed accrued entitlement shall be referred for legal review rather than silently removed.

6.2.3 Requests and use

Request approval before use. For more than three days, ordinarily provide 15 days' notice; emergencies and protected leave rules may excuse that advance notice. Do not use unearned leave. Charge the employee's actual scheduled hours missed, including approved alternate schedules. Approved paid leave may run concurrently with FMLA only as legally permitted and stated in the notice.

6.2.4 Settlement

Settle eligible accrued annual leave under ordinance section 20.50.030. An appointed officer or employee separating before six months is not eligible for annual leave payout. Elected officers do not receive annual leave payout on leaving office. The 240 hour cap and lawful applicable wage basis shall be verified by payroll. For a deceased appointed officer or employee, obtain the proof and payee required by NRS 245.210 rather than relying only on a PERS beneficiary form.

6.3 Sick and disability leave

6.3.1 Accrual and eligible uses

Accrue 10 hours per qualifying month of full time service from the first day, prorated for eligible regular part time service, cumulative without a general cap. The first six qualifying months total 60 hours; credit earned sick leave as it accrues and allow lawful use without imposing an annual leave waiting period. Elected officer

statutory leave rights remain governed by the ordinance and law, separately from any employee transition recognition payment.

Sick leave may be used for the employee's illness, injury, disability, medical or dental care, qualifying contagious exposure or public health restriction, and medical care of a dependent or relative within the second degree of consanguinity, legal guardianship or affinity as retained in the source policy, plus any broader legally required use. Make reasonable efforts to schedule routine appointments with minimal disruption. Do not impose a home confinement requirement that prevents treatment, caregiving, recovery or protected activities. Suspected misuse requires a documented inquiry; protected leave is not misuse.

An employee ill or injured during annual leave may request substitution of earned sick leave with appropriate verification. Return to work or fitness certification may be required only when justified and legally permitted. HR shall consider reasonable accommodation and leave rights before removing an employee from duty for a medical reason.

6.3.2 Notice and verification

Notify the supervisor as soon as practicable, ordinarily within 15 minutes before or after the scheduled start, unless incapacity or other protected circumstances excuse that timing. Agree on continuing updates for an extended absence. Submit a leave request and send medical documentation to HR, not general circulation. A certification ordinarily may be requested after more than three days of absence in a pay period or on a documented lawful basis; FMLA, accommodation and other special documentation rules control. Do not demand unnecessary diagnosis information. A delayed notice or missing form shall receive the review and cure opportunity required by law before denial or discipline.

6.3.3 Catastrophic leave donations

Participation is voluntary. A regular full time or part time employee must have at least six months of service and have completed the applicable introductory period to donate or receive under the retained program. A qualifying event is a prolonged medical emergency of the employee, spouse, child or parent, qualifying bereavement involving a parent, spouse or child, or a qualifying presidentially declared major disaster causing severe hardship and a need for absence. HR shall verify eligibility and tax compliance without disclosing unnecessary private information.

The recipient shall exhaust available eligible paid leave. A donor with more than 120 sick hours may ordinarily donate up to 20 sick hours yearly while retaining at least 120. Additional sick donations require Board approval. Annual leave donations may be accepted only within the ordinance and a written HR approval identifying the available earned balance and program conditions. Do not borrow future leave. The ordinary receipt limit is 120 hours per event; additional time requires Board action. Convert each donor's hours to dollars at the donor's hourly salary and then to sick hours at the recipient's hourly salary. HR confirms eligibility and approved absence, and the Comptroller maintains the conversion ledger.

Use donated time only for approved absence. Stop use when the qualifying event ends or the recipient separates; provide written notice and a documented accounting. Fraudulent use may result in corrective action after required review. The program does not promise cash value to a recipient or authorize an employee to demand donations.

6.3.4 Sick leave recognition payment

The ordinance governs the retained one time payment of 75 percent of eligible unused sick hours for an employee with at least five years of qualifying service who separates by resignation, retirement, disability or death, or transitions to elected County service. HR shall verify qualifying service, any prior payment and the event; the Comptroller shall verify the PERS employee and employer compensation basis, applicable payee and withholding. Count elected service for eligibility only as lawfully provided; do not eliminate statutory elected officer leave or pay twice for the same hours. Legal review shall resolve any conflict between the source's PERS beneficiary direction and the lawful recipient of wages or death benefits.

6.4 Family and Medical Leave

6.4.1 Policy

Public employers are covered under the Family and Medical Leave Act (FMLA), and will comply with the requirements of the FMLA and advise employees if they meet all the FMLA eligibility requirements. Employer must provide employees Form WH-1420 Employee Rights and Responsibilities Under the Family and Medical Leave Act and are also required to post and keep posted this notice in a conspicuous place that can readily be seen by employees and applicants alike, even if no employees are eligible.

Eligibility

Employees who have been employed by the employer for a total of 12 months and worked for the employer at least 1,250 hours during the preceding 12-month period and are employed at a work site where 50 or more employees work for the employer within 75 surface miles of that work site are eligible for FMLA leave. When the 1,250 hours are calculated, the hours an employee was on leave, even if that leave was paid, do not count toward the 1,250 hours worked. However, an employee who has a military service obligation must be credited with the hours of service that would have been performed, but for the period of military service. The required 12 months of employment does not have to be consecutive. There may be a break in service as long as it does not exceed seven years. There is an exception to the seven-year condition for USERRA-covered military service or written agreements. All employees meeting the above qualifications qualify for FMLA, regardless of their employment status.

Compensation During Leave

FMLA leave will be unpaid leave unless the employee has accrued paid leave and is otherwise eligible to use the leave. An employee on FMLA leave must use all of his/her accrued paid annual leave, sick leave (if it qualifies under employer's sick leave use requirements), compensatory time off leave, and personal time off concurrently with FMLA leave. When substituting accrued paid leave, the employee must comply with the employer's procedural requirements, terms, and conditions of the paid leave policy as appropriate; the remainder of the leave period will then consist of unpaid FMLA leave. Employees must be made aware that they are required to use sick, annual, compensatory time, and personal leave as appropriate, in the rights and responsibilities notice Form WH-381: Notice of Eligibility and Rights & Responsibilities under the Family and Medical Leave Act.

Intermittent or Reduced Schedule Leave

When medically necessary (as distinguished from voluntary treatments and procedures) or for any qualifying exigency, leave may be taken on an intermittent or reduced schedule basis. Leave for bonding with a

healthy newborn or placement of a healthy child for adoption or foster care is not considered medically necessary and, therefore, may not be taken on a reduced schedule or intermittent basis unless agreed to by the employer. Employees needing intermittent leave or reduced schedule leave must make a reasonable effort to schedule their leave so as not to disrupt unduly the employer's operations. If the leave is foreseeable, the employer may require an employee on intermittent leave or reduced schedule leave to temporarily transfer to an available alternative position for which the employee is qualified if the position has equivalent pay and benefits and better accommodates the employee's intermittent or reduced schedule leave. Intermittent leave and reduced schedule leave reduce the 12-week entitlement only by the actual time used. When an employee who was transferred no longer needs intermittent or reduced schedule leave, the employee must be placed in the same or equivalent position held prior to when the leave commenced.

6.4.2 Duration of and Reasons for Leave

Duration of Leave

Any eligible employee, as defined above, may be granted a total of 12 weeks of unpaid FMLA leave (which shall run concurrent with paid leave) during a 12-month period (see exception for Military Caregiver Leave as provided in section 6.4.3 below). This period is measured backward from the date an employee uses any

FMLA leave. A "week" is defined as a calendar week, regardless of the number of days the employee normally works. Twelve weeks does not entitle a part-time employee working three days a week to 60 leave days, but rather 12 weeks. Part-time employees eligible for the use of FMLA leave are entitled to such use on a pro-rated basis.

Reasons for Leave

FMLA may be granted for the following reasons:

- The birth of the employee's child and in order to care for the newborn child;
- The placement of a child with the employee for adoption or foster care;
- To care for the employee's spouse, child, or parent who has a serious health condition;
- An employee's own serious health condition that prevents the employee from performing one or more of the essential functions of his/her job. Serious health conditions may include conditions resulting from job-related injuries and/or illnesses, including time an employee is receiving lost time compensation; or
- Due to a qualifying exigency arising when an employee's spouse, son, daughter, or parent is a military member on covered active duty or has been notified of an impending call to covered active duty.

Conditions for Leave

- Serious Health Condition A serious health condition is an illness, injury, impairment, or physical or mental condition of incapacity or treatment that involves:
- Inpatient care (overnight stay) in a hospital, hospice, or residential medical care facility.
- Continuing treatment by (or under the supervision of) a health care provider for a period of incapacity of more than three consecutive full calendar days, combined with at least two visits to a health care provider within 30 days of the first day of incapacity or one visit to a health care provider requiring a regimen of continuing treatment, e.g., prescription medication.
- Exigency Leave:
- Short-term notice deployment (deployment in seven or less calendar days)
- Military events and activities
- Childcare and school activities
- Family support or assistance programs
- Financial and legal arrangements
- Counseling
- Servicemember's rest and recuperation leave (limited to 15 calendar days for each instance)
- Post-deployment activities
- Parental leave for the spouse, son, daughter, or parent of a military member to care for the military member's parent who is incapable of self-care. The leave may be used for arranging for alternate care, providing care, admitting or transferring the patient to a care facility, or attending a meeting with care facility staff.
- Additional activities arising out of active duty that the employer and employee agree upon.
- Covered Active Duty: • In the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country.

- In the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty in support of a contingency operation.

Limitation of Leave

The entitlement to FMLA leave for the birth or placement of a child for adoption or foster care will expire 12 months from the date of the birth or placement. If both an employee and his/her spouse are employed by the employer, their combined time off may not exceed 12 weeks during any 12-month period for the birth, adoption, or foster care of a child, or care of a parent with a serious health condition. Each spouse is, however, eligible for the full 12 weeks within a 12-month period for his/her own serious health condition, or to care for a son, daughter, or spouse with a serious health condition.

Employees may not take more than a combined total of 12 weeks in a 12-month period for all FMLA qualifying reasons listed in section 6.4.2.2.

6.4.3 Military Caregiver Leave

Policy

An eligible employee, as defined in the policy above, may be granted a total of 26 weeks of unpaid FMLA leave (which can run concurrent with paid leave) during a 12-month period to provide caregiver leave for a seriously ill or injured covered servicemember or veteran who is the employee's spouse, son, daughter, parent, or next of kin. This period is always measured forward from the date an employee takes FMLA leave to care for the covered servicemember or veteran and ends 12 months after that date.

Limitations of Leave

Employees cannot take more than a combined total of 26 weeks for military caregiver leave or because of other FMLA qualifying reasons as provided in the policy above. A husband and wife both working for the same employer are limited to a combined total of 26 weeks of FMLA military caregiver leave.

6.4.4 Notice of Leave

An employee intending to take FMLA leave because of an expected birth placement for adoption or foster care, planned medical treatment for a serious health condition of the employee or family member, or the planned medical treatment for serious illness or injury of a covered servicemember shall provide notice for such leave at least 30 days before the leave is to begin. If a requested leave will begin in less than 30 days, the employee must give notice to his/her immediate supervisor as soon as the necessity for the leave is known. Reasonable advance notice is required for all leaves, even if the event necessitating the leave is not foreseeable. If an employee gives less than 30-day notice, the employer may require an explanation. For foreseeable leave due to a qualifying exigency, notice must be provided as soon as practicable.

Within five business days (absent extenuating circumstances) of receiving notice that 1) an employee requests to use FMLA leave, or 2) the employer acquires knowledge that a leave may be for a FMLA-qualifying reason, the employer will complete Form WH-381 Notice of Eligibility and Rights and

Responsibilities under the Family and Medical Leave Act. The form will indicate whether the employee is eligible for FMLA leave. If the employee is not eligible, the form will indicate the reason(s) for ineligibility. The form will designate if the employee is required to obtain certification related to medical conditions and/or required family relationships. The employer may require the use of FMLA leave for any absence which would otherwise qualify as FMLA leave, even if no formal application for such leave was made by the employee, provided notice is given to the employee.

6.4.5 Certification of Leave

Certification Forms

- Serious health condition A request for leave based on the serious health condition of the employee or the employee's spouse, child, or parent must be supported by completion of Form WH-380-E - Certification of

Health Care Provider for Employee's Serious Health Condition or Form WH-380-F -Certification of Health Care Provider for Family Member's Serious Health Condition under the Family and Medical Leave Act completed by the health care provider. (Note: Attach the employee's current job description to Form 380-E when it is sent to the employee's health care provider.)

The Form WH-380-F must be completed and returned by the employee within 15 calendar days, absent extenuating circumstances.

• Exigency leave Employees requesting FMLA leave for qualifying exigency are required to complete Form WH-384 Certification for Military Family Leave for Qualifying Exigency under the Family and Medical Leave Act and provide a copy of the military member's active duty orders or other documentation issued by the military which indicates that the military member is on covered active duty or call to covered active duty status.

• Caregiver leave Employees requesting FMLA leave for military caregiver leave are required to complete Form WH-385 Certification of Serious Injury or Illness of a Current Service Member for Military Caregiver Leave under the Family and Medical Leave Act or WH-385-V Certification for Serious Injury or Illness of a Veteran for Military Caregiver Leave under the Family and Medical Leave Act within 15 calendar days, absent extenuating circumstances. Employees may also submit invitational travel orders (ITOs) or invitational travel authorizations (ITAs) issued to any family member to join an injured or ill servicemember at his/her bedside in lieu of Form WH-385 or Form WH-385-V.

Incomplete or Insufficient Certification (cure period)

If a certification is incomplete or insufficient, the employee will be given seven calendar days (unless not practicable under the particular circumstances despite the employee's diligent good faith efforts) to cure any such deficiency. If the deficiencies specified by the employer are not cured in the resubmitted certification, the employer may deny the taking of FMLA leave. A certification that is not returned to the employer within the designated timeframe is not considered incomplete or insufficient, but constitutes a failure to provide certification.

Clarification or Authentication of Certification

Employer may contact the employee's health care provider for the purpose of clarification or authentication after giving the employee an opportunity to clarify specific discrepancies. Only the Human Resources, Comptroller's Office and/or the District Attorney may contact the health care provider.

Second or Third Opinions

If the employer questions the validity of the certification, the employer may require, at its expense, the employee obtain a second opinion from a health care provider designated by the employer. If the second opinion conflicts with the original opinion, the employer may require, at its expense, that the employee obtain the opinion of a third health care provider designated or approved jointly by the employer and the employee. This third opinion will be considered final and binding on both parties.

Second and third opinions are not permitted for leave to care for a covered servicemember when the certification has been completed by a Department of Defense or Department of Veterans Affairs health care provider. However, second and third opinions are permitted when the certification has been completed by other health care providers as provided for by law.

Second and third opinions are not allowed on a fitness-for-duty certification.

Recertification

In instances where the minimum duration of leave anticipated by the original certification is more than 30 days, the employer may require the employee to recertify that the original medical condition still exists. Such requests can be made no more frequently than the minimum duration of the leave requested (e.g., 40 days) or once every six months in connection with an absence.

In situations in which the minimum duration of leave anticipated by the original certification is less than 30 days, the employer may request recertification if the employee requests an extension of leave, the circumstances described by the original certification have changed significantly, or the employer receives information casting doubt upon the continuing validity of the certification.

Re-certifications are not permitted for leave to care for a covered servicemember.

Annual Medical Certification

The employer may require the employee to provide new medical certification, not recertification, for his/her first FMLA-related absence in a new 12-month leave year.

Failure to Provide Certification

If the employee fails to return the requested certification within the designated timeframe and does not provide a reasonable explanation for the delay, the employer may deny FMLA protection for the leave. This may result in the absence being treated as unapproved and subject to attendance and disciplinary policies.

6.4.6 Designation Notice

Within five business days (absent extenuating circumstances) of receipt of all required information, the employer will make a determination if an employee's request for leave is for an FMLA-qualifying reason. The employer will complete Form WH-382 Designation Notice under the Family and Medical Leave Act indicating if leave is approved or not and provide to employee.

If the employer cannot make a determination from the information provided, they will use Form WH-382 to:

- Indicate the information presented is incomplete or insufficient and provide the employee seven calendar days to provide complete information.
- Provide notice to an employee if a second or third medical certification is required.

Employer may also use this form to designate a fitness-for-duty certificate which will be required prior to returning to work.

6.4.7 Benefits Coverage During Leave

During a period of FMLA leave, an employee will be retained on the employer's health plan under the same conditions that would apply if the employee was not on FMLA leave. To continue health coverage, the employee must continue to make any contributions that s/he would otherwise be required to make. Failure of the employee to pay his/her share of the health insurance premium may result in loss of coverage.

If the employee fails to return to work after the expiration of the FMLA leave, the employee may be required to reimburse the employer for payment of health insurance premiums during the leave, unless the reason the employee cannot return is due to circumstances beyond the employee's control per 29 CFR 825.213.

An employee is not entitled to the accrual of any seniority or employment benefits during any unpaid leave. An employee who takes FMLA leave will not lose any seniority or employment benefits that accrued before the date the leave began and will be entitled to any unconditional pay increase,

such as cost-of-living increase granted to all employees during the FMLA leave period.

6.4.8 Outside Employment

An employee is prohibited from engaging in outside employment during an FMLA absence if the job conflicts with the reason the employee is on FMLA leave; e.g., an employee is on FMLA leave due to a back injury and works a job requiring heavy lifting. All other requirements of employer's outside employment policy apply.

6.4.9 Periodic Reporting

Any employee on FMLA leave must notify the employer periodically of his/her status and intention to return to work. The employer has the authority to determine the frequency and method the employee must provide this notification.

6.4.10 Change in Duration of Leave

Return Prior to Expiration

If an employee wishes to return to work prior to the expiration of the approved FMLA leave period, s/he must notify the supervisor within two business days prior to the employee's planned return. Employees may be required to provide a fitness-for-duty certification (if indicated on the designation notice) specifically addressing the employee's ability to perform the essential functions of his/her job, prior to returning to work if the FMLA leave of absence was due to the employee's own serious health condition. Employees required to present a fitness-for-duty certification may be delayed in restoration to employment until certification is provided. Second and third opinions are not allowed on a fitness-for-duty certification.

Request an Extension of Leave

An employee who requests an extension of FMLA leave due to the continuation of a qualifying exigency, care for servicemember, continuation, recurrence, or onset of his/her own serious health condition, or of the serious health condition of the employee's spouse, child, or parent, must submit a request for an extension, in writing, to the employer. This written request should be made as soon as the employee realizes that s/he will not be able to return at the expiration of the leave period. Any additional time requested beyond the FMLA 12- week period (or 26-week period for caregiver leave) will not be considered as FMLA. Rather, such time, if approved by the employer, will be characterized as either paid or unpaid leave, subject to any continuing reinstatement, accommodation or other obligations under applicable law.

Return from Leave

Upon returning to work, an employee on FMLA leave will be restored to his/her most recent position or to a position with equivalent pay, benefits, and other terms and conditions of employment. The employer cannot guarantee that an employee will be returned to his/her original position. The employer will determine whether a position is an "equivalent position" as defined by FMLA. Employee's right to

restoration shall be determined under applicable FMLA rules and does not automatically cease merely because a leave year ends.

Employees may be required to provide a fitness-for-duty certification (if indicated on the designation notice) specifically addressing the employee's ability to perform the essential functions of his/her job, prior to returning to work if the FMLA leave of absence was due to the employee's own serious health condition. Failure to provide this certification may be delayed in restoration to employment until certification is provided. Second and third opinions are not allowed on a fitness for duty certification.

Key employees may be denied job restoration if such denial is necessary to prevent substantial and grievous economic injury to the operations of employer and the employee was given written notice they were considered a key employee at the time they gave notice of FMLA leave or when the leave commenced.

6.4.11 Failure to Return from Leave

Failure of an employee to return to work upon the expiration of an FMLA leave of absence will subject the employee to disciplinary action, up to and including termination, unless the employer has granted an additional (paid or unpaid) extension. (Note: Refer to employer's other leave policies.) Nothing in this policy limits employer's obligations of reasonable accommodation under the Americans with Disabilities Act, as amended.

6.4.12 Abuse of FMLA

An employee who fraudulently obtains FMLA leave from employer is not protected by the FMLA's job restoration or maintenance of health benefits provisions. In addition, employer may take all appropriate disciplinary action against such employee due to such fraud.

6.5 Leave without pay

An employee may request discretionary unpaid leave for exceptional circumstances, ordinarily up to six months, with one additional period of up to six months approved by the Board. A department head may

approve up to 30 days with HR confirmation; longer discretionary periods require Board approval. The request shall state the purpose, anticipated dates and supporting information reasonably needed by HR. Protected leave and accommodation entitlements shall be granted under the governing law without requiring a discretionary Board vote as a condition of the entitlement. An elected officer's leave shall also meet NRS 245.200 where applicable.

Use available paid leave before unpaid discretionary leave only where legally permitted. HR shall provide written terms addressing duration, benefits, premiums, accrual, return expectations and any permitted early termination. Do not deny required health continuation or legally protected service credit. Accrual and anniversary adjustments under this manual apply only consistently with FMLA, USERRA, disability law and governing agreements. HR and payroll shall resolve inconsistent anniversary adjustment rules before implementing an adjustment.

Discretionary leave may be terminated early for a documented lawful reason stated in the authorization, ordinarily with at least five calendar days' return notice and an opportunity to discuss practical circumstances. Protected leave may not be withdrawn on that basis. On return, restoration rights depend on the authorization and applicable law. Failure to return is not automatically a resignation: first attempt contact, assess protected leave and accommodation, provide required notice and opportunity to respond, and use the appropriate separation process. Outside employment restrictions shall be applied consistently and only where job related or conflicting with the reason for leave.

6.6 Court Leave

6.6.1 Policy

The employer will grant court leave to allow employees to serve as juror or a witness in a court proceeding provided the employee is not a party to the action. Employees shall provide their supervisors with relevant documents verifying the need for court leave as soon as the need becomes known.

6.6.2 Compensation

Subject to the following conditions, eligible employees shall receive their base rate of pay for those hours spent in court and traveling to and from court when such time occurs during employee’s regular scheduled work days and hours of work. Casual, seasonal, or temporary employees will be granted time off without pay. Law enforcement personnel appearing in court as part of their duties are not affected by this policy.

The employee’s base rate of pay shall be limited to compensation for

court and travel time which occurs during the employee’s regularly scheduled hours of work. Court leave will not result in payment of overtime or be considered as hours worked for purposes of determining

eligibility for overtime, unless the court leave is related to the employee’s job responsibilities.

Upon completion of jury/court/witness service for which the employee

received his/her regular pay, the employee will immediately remit any compensation received from the court or other party to the employer upon receipt. Reimbursements received for out-of-pocket expenses such as meals, mileage, and lodging may be kept by employees, unless the employer has reimbursed the employee for such expenses or such expenses were paid by the employer.

An employee shall not receive pay for the work time missed if s/he is

required to miss work because of court appearances in a matter to which the employee is a party or to serve as a witness for a party who has filed an action against the employer. However, the employee may choose to use his/her annual leave, if available.

6.6.3 Late Start/Early Release

An employee who is serving as a witness and is not required to report

to court until after the start of their work day or who is released from court before the end of his/her scheduled work day must report to work for the hours which are not required for court duty or for related travel time.

Employees who are required to report to jury duty will not be required

to work eight hours prior to reporting. If jury service last four hours or more, including travel time, the employee will not be required to work between 5 p.m. of the day of jury duty and 3 a.m. the following day per NRS 6.190.

6.7 Bereavement Leave

A full-time employee who must be absent from work to attend the funeral of a family member who is within the third degree of consanguinity or affinity may use up to a maximum of 24 hours of bereavement leave per calendar year, a part-time employee may use up to a maximum of 15 hours of bereavement leave per calendar year. Bereavement leave longer than three days may be charged to accumulated sick leave, up to a maximum of 5 additional days per calendar year, with the advance approval of the employer. Supervisors or managers may require evidence of attendance at the funeral. Casual, seasonal, temporary employees are not eligible for bereavement leave.

6.8 Military Leave under Federal Law

6.8.1 Policy

Employees who are members of the uniformed services are entitled to military leave and to re-employment rights as provided in under USERRA. The uniformed services covered include the Army, Navy, Marines, Air Force, Coast Guard, Public Health Service Commissioner Corps, the reserve components of these services, and any other category dispatched by the President in time of war or national emergency. The Army National Guard and Air National Guard are also covered.

6.8.2 Notice and Notification

The employer must provide employees with notice of their rights under

the Uniformed Services Employment and Reemployment Rights Act (USERRA). This requirement may be met by posting the notice where the employer customarily places notices for employees.

The employer may require written (orders) or verbal notice of service

obligation, but must waive the requirement if notice is impossible or unreasonable.

6.8.3 Salary and Benefits

Leave Without Pay

The employer will treat the employee the same as any other employee on leave without pay. The employee may choose to use annual leave and compensatory time off, if any, before going on leave without pay.

2. Health Insurance

There is no impact to the employee's insurance coverage, including life insurance that is included in the health insurance package if the service is 30 days or less. During the 30 day time period, the employer and employee premium payments or obligations, if any, remain unchanged. If the service is for more than 30 days, and the employee is in leave without pay status, the employee may then continue coverage similar to that required by the Consolidated Omnibus Budget Reconciliation Act (COBRA) for either 24 months or through the day after the date on which the employee fails to apply for reemployment in a timely manner; whichever is less (see Reemployment, Section 6.8.4. below). The employer must reinstate coverage upon the employee's prompt reemployment without the imposition of exclusions or waiting periods.

3. Seniority

An employee is entitled to the seniority (and rights and benefits governed by seniority) s/he had accrued at the commencement of military leave, plus any additional seniority rights and benefits that s/he would have

attained if s/he had remained continuously employed (the "escalator principle"). However, if an introductory period is a bona fide period of observation and evaluation, the returning employee must complete the remaining period of introduction upon reemployment. The employer must count time served for the purpose of determining annual and sick leave accrual rates, if the accrual amount is based on seniority. Additionally, the employer must count time in the military when determining the employee's rate of pay if the rate is based on seniority (e.g., a grade-and-step pay system). The employer is not required to accumulate annual or sick leave for an employee during his/her absence. The "escalator principle" will be applied to a returning employee's opportunities to take promotional examinations or skills tests and to merit pay increases.

Retirement

Time served will be counted as work time for purposes of retirement. The employer must make contribution payments to the retirement plan as if the employee had not left, provided the employee returns to work

and makes any required employee contributions within a certain timeframe, if applicable. The employer contribution will be based on the rate of pay the employee would have been paid had s/he not been called to military service (e.g., a grade-and-step pay system). An exception to this requirement is when the higher pay is based on additional knowledge, skill, or ability that can only be gained by work experience.

Death or Disability

If an employee does not return to work due to death or disability, the survivor or disability benefit is treated as if the employee had been working until the date of the death or disability. The employer must make the retirement contribution up to the date of the death or disability.

Other Leave

The employer must count time served in the military when calculating the employee's Family Medical Leave Act eligibility.

6.8.4 Reemployment

An employee has certain report-to-work obligations following military

service. Eligible returning service members must be promptly reemployed, which in most cases means within two weeks of reporting. The employee's report-to-work obligations are:

- Service of one to 30 days: The beginning of the next regularly-scheduled work period on the first full day following completion of service, and expiration of an eight- hour rest period following safe transportation home.
- Service of 31 to 180 days: Application for reinstatement must be submitted not later than 14 days after completion of military duty.
- Service of 181 or more days: Application for reinstatement must be submitted not later than 90 days after completion of military duty. The deadline for reinstatement may be extended for up to two years for persons who are convalescing due to a disability incurred or aggravated during military service, and the employer must make reasonable accommodations for the disability.

Employees will be reinstated to the position they would have attained if continuously employed during their absence (the "escalator position") with the same seniority, status and pay and other rights and benefits determined by seniority. This may include a higher position if the employee would have been promoted during the leave, or a different position if the former job was eliminated. The employer will provide necessary training or retraining to qualify the employee for the escalator position, if needed, unless doing so would be an undue hardship. Reemployment rights apply to veterans whose cumulative period of uniformed service does not exceed five years while employed by the same

employer. Time spent in National Guard and reservist training does not count towards the five-year period.

6.8.5 Discharge

If time served is greater than 30 days, but less than 181 days, an employee may not be discharged within 180 days of reemployment, except for just cause. If time served is greater than 180 days, an employee may not be discharged for one year, except for just cause.

6.9 Military Leave under Nevada Statute

6.9.1 Policy

Public officers and/or employees who are active members of the United States Army Reserve, United States Naval Reserve, United States Marine Corps Reserve, United States Coast Guard Reserve, United States Air Force Reserve, or the Nevada National Guard are entitled to leave to serve under orders including, without limitation, orders for training or deployment, as provided in NRS 281.145.

6.9.2 Procedure

Upon request, the employer must relieve employee or public officer of

duties with pay to serve under orders for training or deployment for a period of not more than the number of hours equivalent to 15 working days in a 12 month period.

The employer is not required to pay the public officer's or employee's

salary after 15 working days (or hours equivalent).

Public officer's or employee's accrued vacation time may not be

deducted during the leave. If public officer or employee requests additional time beyond 15 working days, public officer or employee may choose to use annual leave and compensatory time off, if any, before going on leave without pay. The employer will treat the public officer or employee the same as any other employee on leave without pay.

The 12-month period designated by employer in number 1 above is

January 1 to December 31.

6.9.3 Participation in Training, Active Service or Duty, or Other Required Meetings

As provided in NRS 412.139 employer may not terminate a member of the

Nevada National Guard or National Guard of another state who is employed in this state because the member: assembles for training, participates in field training, is ordered to active service, or otherwise meets as required.

6.10 Emergency Conditions/Disaster Leave

6.10.1 Emergency Volunteer Service

An employee who is a participant in any volunteer emergency service (e.g., fire protection, ambulance service, or search and rescue) shall not schedule him/herself for on-call duty during work hours. In the event an employee is required to respond to an emergency during normal working hours, s/he shall remain in full employment status and shall receive total regular

compensation while performing the volunteer service for the period that s/he would have been working for the employer.

6.10.2 Emergency Road Conditions

Any non-exempt employee who is unable to report to work due to road

closures or hazardous road conditions caused by ice, snow, floodwaters, washouts, or slides shall not receive regular salary. Employees are advised to use their best judgment in making a decision of whether or not to report to work under such conditions. Should an employee decide to remain at his/her residence, all reasonable

attempts should be made to notify his/her immediate supervisor. Any employee wishing to receive payment for time missed due to hazardous road conditions may do so by using either accrued annual leave or accrued compensatory time.

Any non-exempt employee who reports to work late due to road

closures or hazardous road conditions will be compensated only for the actual hours worked. In the event the employee wishes to receive a full day's pay, s/he may use annual leave or accrued compensatory time to complete the normal work period.

Any employee who elects not to report to work due to hazardous road

conditions or reports to work late under such conditions shall not be subject to discipline. In the event the supervisor is in doubt of the employee's reasoning, the final decision shall be made by the employer on the basis of documentation or confirmation of the hazardous conditions by either a law enforcement agency or the appropriate public works agency having jurisdiction over the roadways in question.

6.10.3 Disaster Area Declaration

"Disaster Area" is defined as a designated area affected by an event

declared to be a disaster by a state or federal governmental agency duly authorized to make such designation. Non-exempt employees who are unable to report to work due to a disaster may use accrued annual leave or compensatory time as compensation for scheduled time not worked. Exempt employees who are unable to report to work due to a disaster shall use accrued annual leave as compensation for scheduled time not worked.

Employees shall make every effort to report to work as soon as is

reasonable under such conditions provided the employer's operation is open and functioning. An employee who has made such an effort, yet fails to report to work under such declared "disaster" conditions, shall not be subject to discipline. Employees shall make every effort to report their circumstances to their immediate supervisor.

6.11 Leave of Absence for Search and Rescue Volunteers

6.11.1 Notification

Employees who are volunteer members of a search and rescue or reserve unit of a sheriff's office or the Nevada wing of the Civil Air Patrol and employees who wish to join such a patrol or unit must disclose such membership or desire.

Employees requesting leave to participate in training or to respond to an emergency mission of the Civil Air Patrol must provide the employer:

- Certification that the employee has been authorized by the U.S. Air Force, the Governor or a political subdivision of the State to respond to or train for emergency missions, and • Verification from the Civil Air Patrol of the emergency need for their service.

6.11.2 Duration of Leave

An employee who is a volunteer member of the Nevada Wing of the Civil Air Patrol is entitled to unpaid leave of absence without loss of position, seniority, accrued leave, or benefits each federal fiscal year (October 1 – September 30) as follows:

- Up to 10 days when engaged in training for emergency missions as a Civil Air Patrol volunteer, including search and rescue and disaster response activities, and • Up to 30 days for responding to an emergency mission.

As used in this section, "emergency mission" is defined without limitation as search and rescue and disaster response activities.

Employees may elect to substitute accrued (annual or compensatory) leave for unpaid leave.

6.12 Leave for Parents of Children Enrolled in School

6.12.1 Policy

Employees who are parents, guardians or custodians of children enrolled in public or private school (K-12) are entitled to four hours of unpaid leave, per school year, for each child enrolled in school. The employee may use the entitled leave time to:

- Attend parent-teacher conferences;
- Attend school-related activities during regular school hours;
- Volunteer or otherwise be involved at the school in which the child is enrolled during regular school hours; and
- Attend school-sponsored events.

The time for the leave must be mutually agreed upon by the employee and the employer. The employee must request the leave in writing at least five school days prior to the date on which the leave is to be taken. The employee may also be required to furnish documentation demonstrating that s/he was present at the school activity for which the leave was provided.

6.12.2 Prohibition Against Retaliation

An employee shall not be retaliated against for utilizing the leave described in this section. Any employee who believes s/he has been retaliated against as a result of having taken leave under this section may file a claim with the Nevada Labor Commissioner. The employer shall provide the employee

with all of the forms necessary for the claim filing.

6.13 Lactation accommodation

Provide reasonable break time as needed and a private place other than a bathroom, shielded from view and intrusion, with the facilities required by applicable law. HR shall coordinate requests promptly with the employee and supervisor. Time is paid when otherwise required, including when the employee is not completely relieved from duty or uses an otherwise paid break. Apply the FLSA PUMP protections, NRS 281.755 and other applicable accommodation laws using the protection required by the employee's circumstances; do not impose a shorter one year limit when federal law requires two years after birth. Do not require use of accrued leave to avoid a required paid break. Adverse action or retaliation for requesting or using accommodation is prohibited. Consult HR and counsel before claiming an exception, and provide information about applicable complaint remedies.

Benefits

7.1 Health Insurance Coverage

Application rule for all benefit sections: eligibility, contribution amounts, retiree subsidies, buyouts and reimbursement plans remain subject to the current lawful adopting instruments, governing plan documents, vested rights and controlling agreements. This restatement does not verify that the April 2026 figures are the latest plan terms. HR and the Comptroller shall reconcile the plans before adoption and attach the current authorized schedules. No benefit is created or terminated by an administrative interpretation.

7.1.1 Eligibility

Eligible employees of Eureka County "employer" as defined in the group health insurance plan are eligible to enroll in an employer paid group health, dental, vision and life insurance plan effective the first of the month following 60 days of employment. Dependents of employees, as defined in the current plan document, are also eligible for coverage under the insurance plan at the rates identified below. Employees must authorize a payroll deduction of any share of the health coverage premium which is to be paid by the employee.

7.1.2 Benefits

The specific terms and conditions of coverage are specified in the plan document for medical, dental, vision, and prescription drug insurance issued by the insurance company.

7.1.3 Plan Changes

The employer will, from time to time, evaluate the health coverage plan that is offered and make adjustments as the employer deems necessary or appropriate in the level of coverage and the amount of premium cost to be paid by the employer. Affected employees will be notified of any plan changes.

7.1.4 Department Heads and Elected Officials

Elected Officials and Department Heads that report directly to the Board of County Commissioners will receive health insurance for themselves as well as their dependents paid by the employer.

7.1.5 Employee Costs for Health Insurance for Dependents

Employees will pay 30% of the health insurance premium for dependents.

7.2 Life Insurance Coverage

7.2.1 Eligibility

Eligible employees, as defined in the life insurance plan, are covered by an employer-paid term life insurance and accidental death and dismemberment insurance plan effective the first of the month following 60 days of employment.

7.2.2 Policy

The specific terms and conditions of coverage are specified in the plan document issued by the insurance company and are available from the Comptroller's Office.

7.2.3 Coverage

Eligible employees are covered by a life insurance policy in the amount of $30,000, dependent life insurance is available on an employee-contribution basis. Eligible employees over 70 years of age will have a reduced benefit of $15,000.

7.3 Retirement

As defined in NRS 286, the employer is considered a public employer and employees in positions considered to be half-time or more, according to the full- time work schedule for at least 120 consecutive workdays, are required to participate in the Public Employees Retirement System (PERS). Details are available in NRS 286.

Eligibility for membership in PERS for elected officials is covered in NRS 286.293.

Eligibility for retirement coverage for district judges, justices of the peace, and municipal judges is governed by NRS 1A.

7.4 Health and Life Insurance Premium Subsidy for Retirees

The employer cost percentage may change when new premiums are reported and go into effect, and the employer plan subsidy may be modified to reflect the change. The following formula may be used to determine the subsidy for retirees enrolled in the employer plan:

The formula is based on a percentage of the amount established in the current year by the State for non-state retirees participating in PEBP. A minimum subsidy of $150 per month currently applies to retirees who retired from the employer on or before July 1, 2004, with at least five years of service. Employees who retire after July 1, 2004 and enroll in the employer plan will receive a subsidy according to a chart available from and maintained at the Comptroller's Office. Years of service is determined by Eureka County employer service credit only, according to PERS service credit and calculated in the same manner as PEBP. A person with 20 or more years of service credit receives the employer plan subsidy for 20 years of service credit only. The employer may make reasonable efforts never to reduce or eliminate the subsidy amounts, unless financial circumstances dictate a reduction or elimination of the subsidy. Only retirees are eligible for this subsidy; not spouses or dependents.

Any premium subsidy shall be determined by the Board of County Commissioners as necessary or appropriate.

7.5 Retiree Health Insurance Premium Fund

7.5.1 Policy

The retiree health insurance premium fund shall remain under the direct control of the Board of County Commissioners, who shall consider the direction provided by the Comptroller's Office for this fund and the benefits available from it, but the benefits payable from it are terminable at any time at the Board's discretion. Benefits from the retiree health insurance premium fund are only available to persons currently receiving a subsidy and persons who retire into PERS directly from service with the Eureka County employer. Only persons employed by the employer on or before July 1, 2009, are eligible for this benefit. Persons employed after July 1, 2009, or who leave employment and then later return after July 1, 2009, will never be eligible for the retiree health insurance subsidy. Retirees who have opted out of the County's Group Health Care Plan prior to July 1, 2019 and choose to reinstate into the County's Group Health

Insurance Care Plan (pursuant to NRS 287.0205) will not be eligible for retiree health insurance subsidy.

7.5.2 Retiree Health Reimbursement Plan

A Health Reimbursement Account (HRA) will be offered to retirees who opt to waive the County's group health care plan, medical care and meet either of the following criteria:

1. Option One:

   • Meet the subsidy eligibility requirements per criteria set forth in section 7.5.1; and • Are/or become Medicare eligible. 2. Option Two:

   • Meet the subsidy eligibility requirements per criteria set forth in section 7.5.1; and • Will be enrolled in their own individual health care coverage plan or enroll in another employer's sponsored health care coverage plan (not Eureka County's plan). Retirees who meet one of these criteria will have the option to enroll in the HRA plan and still be subsidy eligible. The subsidy amount available to them through the HRA will be the same as the subsidy amount available to eligible retirees were they to remain on the County's Group Health Insurance Care Plan. Subsidies from the HRA will be issued as reimbursements for premiums only related to the types of coverage outlined above. To receive a reimbursement, retirees must provide proof of enrollment, cost, and/or payment annually to the Comptroller's office. Subsidy reimbursement amounts will not exceed eligibility criteria set forth in Section 7.4 of the Eureka County Personnel Policy, nor exceed the cost of a retiree's Medicare policies, regardless of the retiree's eligible subsidy amount. Retirees enrolled in the HRA will have the option to keep the County's dental and/or vision plans. The

Retiree Health Reimbursement Plan shall remain under the direct control of the Board of County Commissioners, who shall consider the direction provided by the Comptroller's Office for this fund and the benefits available from it, but the benefits payable from it are terminable at the Board's discretion.

7.6 Retiree Health Insurance Premium Fund Buyout

Persons eligible for the retiree health insurance subsidy may opt out of

the subsidy and may receive a one-time purchase of retirement credit matched by the employee. Once a person opts out, they will never again be eligible for the retiree health insurance subsidy or retirement credit purchase. If the subsidy is eliminated by the Board, the purchase of retirement credit option will no longer be available. This buyout

provision may be instituted, and may be eliminated, at any time by the Board.

The opt out purchase of retirement credit is based on years of

continuous service with the employer and is only available to persons who qualify for the retiree health insurance premium subsidy:

- An eligible employee with at least 10 years of continuous service is eligible for a half (.5) year match to equal one year of service credit.
- An employee with at least 15 years of continuous service is eligible for a three-quarter (.75) year match to equal one and one half years of service credit.
- An eligible employee with at least 20 years of continuous service is eligible for a one (1.0) year match to equal two years of service credit.
- An eligible employee with 25 years of continuous service or more is eligible for a one and one half (1.5) years match to equal three years of service credit.

7.7 Workers' Compensation

Employees are insured under the provisions of Nevada statues for occupational injuries and diseases that arise/arose out of and in the course of their employment. Employees are required to report all on-the-job accidents, injuries, or illness to their immediate supervisor as soon as reasonably possible and no later than 24 hours of the accident, injury, or illness. Failure to report may impact workers' compensation benefits. Employees are also required to complete the C-1 form within seven days of the accident, injury, or illness regardless of whether medical attention was received.

The following provisions are adopted pursuant to and are intended to implement the requirements of NRS 281.390:

When an employee is eligible simultaneously for benefits for

temporary total disability under NRS 616A to 616D, inclusive, or NRS 617, and for any leave benefit s/he may have, by giving notice to the supervisor, manager or Human Resources, the employee may elect to continue to receive his/her normal salary instead of the benefits under those statutes until his/her accrued sick leave, comp time, annual leave, or approved catastrophic leave (if any), in this order, is exhausted. The employer will notify the Workers' Compensation Administrator of the election. The employer will continue to pay the employee his/her normal pay, but charge against the employee's accrued leave time as taken during the pay period an amount which represents the difference between his/her normal pay and the amount of any benefit for temporary total disability received, exclusive of reimbursement or payment of medical or hospital expenses under NRS 616A to 616D, inclusive, or NRS 617 for that pay period.

When the employee's accrued leave time is exhausted, payment of

his/her normal pay under subsection 1 will be discontinued and the employer will promptly notify the Workers' Compensation Administrator so that it may begin paying the benefits to which the

employee is entitled directly to the employee.

An employee who declines to make the election provided in subsection

1 may use all or any part of the leave benefit normally payable to him/her while directly receiving benefits for temporary total disability under NRS 616A to 616D, inclusive, or NRS 617, but the amount of leave benefit paid to the employee for any pay period must not exceed the difference between his/her normal pay and the amount of any benefit received, exclusive of reimbursement or payment of medical or hospital expenses under those statutes for that pay period.

If the amount of the employee's leave benefit is reduced, pursuant to

subsection 3, below the amount normally payable, the amount of leave time charged against the employee as taken during that pay period must be reduced in the same proportion.

An employee may decline to use any part of the leave benefit normally

payable to him/her while receiving benefits under NRS 616A to 616D, inclusive, or NRS 617. During that period of time, the employee will be considered on leave of absence without pay.

7.8 Transitional Duty

7.8.1 Policy

The employer is committed to providing work, when possible, for employees who have been restricted by a treating health care provider due to a work-related injury or illness. Such work will be provided subject to availability. Work will be assigned according to the nature of the injury or illness and the limitations set forth by the treating health care provider. Every effort will be made to place employees in positions within their own departments. If necessary, an employee will be placed wherever an appropriate position is available.

7.8.2 Compensation

While on transitional duty, employees assigned to positions in the same class will continue to receive their regular rate of pay; employees assigned to a different class, will receive substantially similar wages. Employees who are placed outside their department will continue to have their salary charged to their regular department.

7.8.3 Duration and Conditions of Transitional Duty

An employee on transitional duty must furnish a written update from the health care provider to Human Resources after each visit in order to remain in the reassigned job. Transitional duty assignments are limited to a period of 90 days, subject to review.

7.9 Deferred Compensation

Employees may defer a portion of their taxable income by participation in a deferred compensation plan as provided for in NRS 287.

Initial enrollment may be made at any time during the year for earnings beginning the first of the month following enrollment. Changes in contribution are governed by the terms and conditions of the particular plan.

Only compensation earned after the effective date of initial or increased participation can be deferred.

Prior to retirement, participants may withdraw the balance of their deferred compensation account only upon separation from employment. In the event of an unforeseeable emergency, the employee may withdraw a portion of the account needed to pay for the emergency. The conditions of such withdrawals are defined by the Internal Revenue Services (IRS) and requires employer approval. The Comptroller's Office will review and approve all requests for early withdrawal.

7.11 Educational Assistance

The employer subject to availability of budgeted funds under the Commissioner's budget, may provide educational assistance for tuition and/or fees, other than books, for career- related education. The following qualifications must be met:

- Employees must be in a regular full-time status
- The course must be taken from an accredited institution of higher learning, or an employer approved adult education class.
- The course must be job-related or be required for a degree that is job-related. An employee must request approval for educational assistance by sending the request for review and approval by the HR Director. If approved the request for payment will be presented to the Board of County Commissioners for final approval. Such approval may be conditioned upon meeting commitments for continuing employment and/or job-related conditions. Employees who do not complete the course with a notice of "satisfactory" or grade of "C" or better, or who's employment is terminated, voluntary or otherwise, within 2 years of receiving educational assistance must reimburse the employer for the full amount of the assistance provided.
- Employees may not utilize county time or resources to complete these courses.
- The county will reimburse up to $1,500 per semester per employee, or up to $3,000 per year, for employees enrolled in Associate or Bachelor's degree programs that charge tuition on an annual or semester basis. For Master's degree programs, the county will reimburse up to $2,100 per semester, or up to $4,200 per year, for programs that charge tuition on an annual or semester basis.
- Employees may submit proposals for additional reimbursement or other considerations outside of the established tiers, which will be reviewed on a case-by-case basis to ensure alignment with the county's goals and budgetary constraints.
- To be eligible for this, employees must have an acceptable evaluation history of 2 or higher.
- The county reserves the right to garnish employee wages should they not meet the expectations listed above.

Travel Expenses And Purchasing Cards

8.1 Policy

Application rule for all travel sections: ordinance Chapter 20.70 governs budgeting, approval, claims, advances and reconciliation under NRS 245.060 and 245.062. Apply the retained detailed rates only within statutory limits and current lawful Board authorizations. Use the more specific legal limit where a source policy formula conflicts. No person may approve that person's own reimbursement as the final authority.

Employees and official representatives will be reimbursed for

reasonable travel expenses which are required for the performance of their assigned duties and which are appropriately authorized. This policy is to ensure that transportation, lodging and meals for employer representatives on official business are obtained at the most economical cost.

To obtain reimbursement, employees and official representatives must

submit an expense report on a proper claim form and substantiate the amounts claimed as required below. If an employee is being reimbursed for attending a meeting, class, training or conference they must attach the registration form, agenda, itinerary, program, schedule, informational flyer or any other documentation which indicates if meals were provided to the expense report. If back-up documentation is missing the processing of the voucher will be delayed until such document can be obtained.

On the claim form the employees and official representatives shall

write a summary of the purpose of the trip and the dates and time of departure, arrival and return. The claim form shall be approved by the employee's or official representative's department head or elected official. The request for payment of travel expenses shall correspond to the budgeted travel of the county office or department.

All out of state travel shall be approved in advance by the Board of

County Commissioners, except for travel expenses of witnesses summoned from other states. Reimbursement for out of state travel not approved in advance by the Board of County Commissioners, except as set forth in this policy, may be denied. In certain instances the Sheriff may approve out of state travel due to time constraints (i.e., investigations or extraditions) without prior authorization of the Board of County Commissioners. When this occurs, the Sheriff must immediately inform the Board of County Commissioners of any out of state travel.

Reimbursement shall be made only for expenses actually incurred, paid,

and authorized under this policy and procedure.

8.2 Allowances

8.2.1 Transportation

Employer vehicles are provided primarily for business purposes. However, occasional personal use may be approved in writing in advance for well- considered exceptions. Such exceptions must be for incidental purposes along the route taken in conducting employer business. Transportation must be by the most economical means, considering total cost, time spent in transit, and availability of vehicles supplied by the employer. Employer vehicles will be made available to qualified county employee and appointed board members only. If the employee or official representative uses a personal vehicle, mileage will be reimbursed at the current and approved Internal Revenue Service (IRS) rate. If an employee or official

representative drives a personal vehicle when commercial air travel would be more efficient, the mileage reimbursement will be limited to the cost of the airfare. Employees using a personal vehicle for official travel must have proof of current registration and insurance for that vehicle. All such persons using an employer vehicle or reimbursed for mileage consent to the employer's investigation and review of their Department of Motor Vehicles records and license on a yearly basis.

Purchasing cards may be used for emergency towing and car repair expenses on employer owned vehicles. Purchasing cards may be used for the purchase of airline tickets for employer purposes only. It is prohibited to use any employer purchasing or fuel card for fueling a personal vehicle.

8.2.2 Lodging

Moderate cost lodging should be pre-arranged at a location nearest to the meeting/training site as possible. Reimbursement will be based on the cost of a single room if available. Employer purchasing cards can be used to arrange and purchase lodging for employer purposes only. Regardless of the type of payment, a receipt is required for reimbursement of incurred lodging expenses. These receipts must be turned into the Comptroller's Office within 14 days of the end of the related trip and attached to the corresponding travel claim form.

If the employee or official representative chooses to stay at a more expensive lodging facility, representatives will be expected to pay the difference between a reasonable rate and the more expensive rate.

An employee or official representative attending conferences or meetings held at a specific hotel may stay at that hotel, even though more reasonable lodging may be available nearby. Such circumstances should be noted on the travel claim form.

8.2.3 Meals

An employee or official representative is entitled to receive his/her

meal expenses in the transaction of public business of the employer. The cost of meals shall be reimbursed at the current and approved rate. The meal allowances may be changed by the Board of County Commissioners at any time.

If the cost of meals purchased exceeds these allowances, the employee

or official representative may apply to the Board of County Commissioners for a variance on the allowances by submitting such request with the original receipts and an explanation for the expenditures on the approved travel claim form.

Except as provided in item 6 below, an employee or official

representative shall be entitled to reimbursement for the cost of breakfast only if s/he is required to leave his/her normal work location prior to 7:00 a.m., and return to such location after 10:00 a.m.

Except as provided in item 6 below, an employee or official

representative shall be entitled to reimbursement for the cost of lunch only if s/he is required to leave his/her normal work location prior to 11:00 a.m., and return to such location after 2:00 p.m.

Except as provided in item 6 below, an employee or official

representative shall be entitled to reimbursement for the cost of dinner only if s/he is required to leave his/her normal work location prior to 4:00 p.m., and return to such location after 7:00 p.m.

No reimbursement shall be allowed for any meal which is provided or

made available to an employee or official representative as part of the cost of a meeting, class, or other function, regardless of whether the employee partakes of the provided meal or purchases his/her meal elsewhere.

Meal expense may be paid by employer purchasing cards for official

business meetings only but the expense limits are the same as above. No employee or official representative using employer purchasing cards for meal expenses will receive any other meal reimbursements. Meals paid with purchasing cards must include a receipt with the names of the individuals covered by the charge and an itemized detail of meals purchased.

There may be exceptions in the meals allowed for the start and finish

times for the Sheriff's Office, Juvenile Probation and emergency medical technicians due to the unusual travel times that emergencies require.

8.2.4 Other Expenses

Necessary business telephone calls, parking charges, and/or ground transportation will be reimbursed.

8.2.5 Unallowable Expenses

The employer does not reimburse for fines and parking tickets, towing

or impounding fees, traffic violations, alcoholic beverages, personal entertainment, tobacco, or expenses unrelated to the business purpose of the travel as determined by the employer.

The employer discourages combining personal travel with business

travel due to the public's perception regarding use of employer funds. Employees must clearly disclose any personal travel and/or annual leave to be taken in conjunction with employer travel. An employee's or county representative's family may accompany the employee on employer business, provided travel is not in an employer vehicle. The employer will not, however, pay any additional expenses so incurred.

All personal phone charges, video rentals, or other personal items must

be paid by the employee or official representative.

The employer does not allow the purchasing of employee gifts unless

prior authorization has been obtained by the Board of County Commissioners.

8.3 Processing

8.3.1 Claims

All claims with required receipts for travel expenses are to be submitted to the Comptroller's Office for approval by the Board of County Commissioners

within 30 working days following the trip. Any claim submitted to the Comptroller's Office after 30 days following the trip will be denied unless the Board of County Commissioners grants a waiver.

Employee Separation

9.1 Resignation

9.1.1 Notice

Eureka County (employer) employees are requested to provide at least two weeks' notice, in writing, to their supervisor or manager of their intent to resign their employment. If the employee wishes to obtain letter(s) of recommendation, any request must be made prior to termination. At the sole discretion of the employer, an employee may not withdraw a verbal or written resignation prior to its effective date. An employee's failure to give appropriate notice when resigning may constitute cause for denying re- employment with the employer.

9.1.2 Return of Employer Property

When resigning or being terminated, an employee must return all employer property including clothing, keys, credit/purchasing cards, employee ID, tools, equipment, radios, pagers, cellular phones and other items of value no later than the last day of employment. The employer shall define, implement and maintain processes and measures to handle termination of employees in a controlled manner including, but not limited to, notification of the last working day to appropriate departments, using checklists and other tools to terminate access to systems and information, return of access tokens, assets and information held by the employee. All computers in the possession of employees shall be returned to the IT Department. Access to information shall be revoked on a timely manner based upon the user's termination date. Department heads or supervisors shall notify the IT Department prior to employee separation and provide the separation date.

9.1.3 Job Abandonment

The employer may consider employees who are absent from work without approved leave for a period of three consecutive workdays to have abandoned their position and, thus, to have resigned. An employee who has successfully completed his/her introductory period and contacts the employer within three workdays of the first absence may be provided an opportunity to explain his/her absences prior to employer finalizing the separation. The employer is required to follow due process procedures for termination if the employee has completed their introductory period.

9.1.4 Final Paycheck

The employer shall issue final pay within the time required by applicable public employment wage law, the governing agreement and the lawful payroll schedule; payroll shall verify the controlling deadline rather than assume the next payday is always sufficient.9.2 Layoffs

The employer may lay off employees because of lack of work, lack of funds, material change in duties or organization; or in the interests of economy, efficiency; or for other appropriate causes, as determined by the employer. In cases where the application of this policy conflicts with a collective bargaining agreement that is in effect between a recognized employee organization and the employer, the provisions of the collective bargaining agreements shall govern.

An employee hired for a project of limited duration (e.g., grant funded) will not be afforded rights relative to layoff at the end of the funding period unless, at the time of hire, the employer elected to grant layoff rights to the employee.

The order of layoff among positions in the same class within a department will be as follows: employees serving an introductory period will be considered first, and then all other employees will be considered.

9.2.1 Alternatives to Layoff

Application rule for layoffs: exclude protected leave, disability accommodation, protected reporting and other legally protected conduct from adverse selection factors. Document the operational basis and consistency of each selection. Layoff, furlough and recall provisions shall comply with bargaining duties and applicable employment status; no source policy wording overrides those rights.

Whenever a layoff is anticipated, the employer will notify employees whose jobs may be affected by the situation and explain available options to them. The employer will make reasonable efforts to integrate affected employees into other available positions. The employer may also utilize options in lieu of layoffs where feasible such as part-time work schedules, reduction in work hours, job sharing, or reductions in class or pay. Another alternative to layoffs would be employee furloughs. At the sole discretion of the Board of County Commissioners, they may use the option of mandating days off without pay or the opportunity of using any accrued sick or annual leave.

9.2.2 Transfer and Layoff

A department head may, after giving 10 working days' notice, transfer an employee to another position in the same or comparable class for the purpose of providing continued services to the citizens of Eureka County or other appropriate cause. A transfer must not be made to harass or discipline an employee. An employee who is required to transfer to a geographical location more than thirty miles from their current work location, and who declines the transfer, has layoff rights as provided in this policy.

9.2.3 Order of Layoffs

In deciding which employees shall be laid off and which retained, the employer shall consider the essential function to the general public, whether it is required by State or Federal law or safety related. In addition, job-related factors such as job knowledge, skill, and ability to do the required work; previous work experience, including ability to perform other jobs which the employee may be called upon to perform as a result of the layoff; attendance, safety, and disciplinary records; performance evaluations; and efficiency of operations. Where two employees are equally qualified based on the application of these factors, the employer shall retain the employee with the most seniority since the current hire date. Human Resources and the Board of County Commissioners must review all layoff actions prior to them taking place.

9.2.4 Designation of Employees to be Laid Off

In the event of a layoff, the department head shall provide Human Resources with a list designating the class, position, and names of employees to be laid off which includes the rationale for selecting particular employees within the same job class for layoff. Human Resources shall review the list for conformance to employer policy.

9.2.5 Layoff Notice

Upon confirmation of the layoff list, Human Resources shall provide each affected employee with a written notice of layoff. Such written notice of the layoff shall be hand-delivered or sent by certified mail, return receipt requested, or recognized courier service (e.g. FedEx, UPS) to the current

address on record or via email utilizing the read receipt function to the affected employee at least 14 days prior to the expected date of layoff.

9.2.6 Reinstatement

Persons who have been laid off shall be placed on one or more reinstatement lists. All employees laid off from positions in the same class shall be placed on a single reinstatement list without regard to department. A laid-off employee may request and receive placement on a reinstatement list for any job class in which s/he previously held post-introductory status. When a vacancy occurs in the same job class for which a reinstatement list exists, the department head shall fill the vacancy using the appropriate reinstatement list.

9.2.7 Reinstatement Process

The most recently laid-off employee on the applicable reinstatement list who is qualified for the position and is willing to accept employment in the class and department where a vacancy exists shall be considered for reinstatement first. The department head may select the most appropriately qualified employee based upon the same considerations described under Order of Layoffs. An employee reinstated to a position in the same class and department as held prior to the layoff will not be required to serve an additional introductory period, provided the required introductory period had been successfully served prior to layoff.

9.2.8 Duration of Reinstatement List

The names of persons laid off shall be maintained on a reinstatement list for one year from the date of layoff. Persons on this list who are hired in positions in the same or (should they apply for and be selected for a vacancy) higher class from which they were laid off shall, upon such hire, be removed from the reinstatement list. An employee who refuses reinstatement to the same class from which the layoff occurred shall be removed from the reinstatement list. Persons reinstated to a position in a lower class from which they were laid off or called to work as a casual worker shall remain on the reinstatement list for the designated period of time the reinstatement list is active. Persons who refuse reinstatement to a position in a lower class from which the layoff occurred shall remain on the reinstatement list for the designated period of time the reinstatement list is active.

9.2.9 Exit Interviews

In all terminations, whether voluntary or involuntary, Human Resources will make available to the employee an exit interview. The purpose of these interviews is to find out what the employer can do to help its retention rate. An exit interview will not be done if the employee refuses to have it.

Performance Management

10.1 Statement

The employer's performance management system is designed to be a formal, objective, consistent, and ongoing process to assess the on-the-job effectiveness of each employee by communicating to the employee the status and the objectives and standards of performance which the employee is expected to achieve. The employer views performance management as an ongoing process that focuses on the future and continued improvement. Managers and supervisors are required to evaluate regular and casual employees who fall under their direction.

10.1.1 Purpose

The performance management process exists to ensure timely and periodic two-way communication between employees and supervisors regarding job performance. This process is designed to:

Clarify the employer's goals and link them to performance

expectations.

Assist employees in reaching their full potential by identifying training

needs and developing specific plans for continual improvement.

Identify and document performance achievements and deficiencies.

Provide ongoing opportunities for supervisors to coach and encourage

personal development and improved job performance.

10.1.2 Ongoing Communication Regarding Performance

It is the policy of the employer and the responsibility of each supervisor to routinely provide employees with accurate, constructive feedback regarding job performance expectations, accomplishments, deficiencies, and opportunities for growth. Recognizing that periodic formal performance evaluations cannot take the place of ongoing communication and feedback, the employer encourages frequent, ongoing discussions of job performance and expectations between employees and supervisors. Performance evaluations, whether formal or informal, do not create a contract or other right to continued employment.

10.1.3 Frequency of Performance Evaluations

Formal performance evaluations are to be conducted a minimum of once a year. Additionally, supervisors shall conduct formal evaluations at the following times:

For new employees, no later than three (3) months after initial hire, at

six (6) months after hire and at twelve (12) months after hire. Three and six month evaluations will not receive a step increase. Three (3) month evaluations are recommended but not required. Six (6) and twelve (12) month evaluations are required.

Six months following transfer to a new position within the same class.

When there is a significant change (either improvement or

deterioration) in performance or behavior affecting the job.

Within three months following an evaluation documenting that the

employee's performance needs substantial improvement. (The employer encourages frequent, ongoing meetings between the employee and supervisor.)

At any other more frequent interval as the supervisor deems

appropriate. In addition, informal performance communications (feedback) should occur routinely and regularly throughout an evaluation cycle.

10.1.4 Written Record

Formal evaluations will be in writing, utilizing the approved performance evaluation form. All information on the form shall be consistent with the information communicated verbally during the performance evaluation meeting with the employee Employees will be allowed an opportunity to comment on the evaluation, sign the forms, and receive a copy. A copy of the evaluation, along with any written comments by the employee, will be placed in the employee's personnel file.

10.1.5 Personnel Actions Resulting from Performance Evaluations

Personnel actions, whether positive or adverse, are based on an assessment of the overall performance and behavior of the employee, rather than on a single performance evaluation.

Substandard performance or violation of a policy or procedure which necessitates disciplinary action is not part of the performance evaluation process and will be addressed as provided in Disciplinary Actions and Appeals section of these policies.

10.1.6 Employee Involvement

Supervisors will conduct evaluations in a private meeting with the employee. The employer strongly encourages employee participation in the performance evaluation process. Opportunities for participation include the following:

Supervisors providing employees with an opportunity to present a self-

evaluation which the supervisor may then consider prior to and discuss during the evaluation meeting.

Discussions between the supervisor and the employee for the purpose

of establishing performance expectations or goals for the next evaluation period.

If requested by the employee, a discussion with the next level

supervisor to review any disagreements over a performance evaluation.

10.2 Procedure

10.2.1 Steps in the Performance Evaluation Process

As part of the performance evaluation process, supervisors will:

Establish and communicate a written performance plan at the beginning

of the evaluation period which states expectations the employee must meet.

Review notes taken on the employee's performance since the last

formal evaluation and the employee's self-evaluation, if provided.

Complete a performance evaluation form comparing the employee's

actual performance with the established performance expectations and standards.

Have the evaluation reviewed by Human Resources before it is

presented to the employee.

Schedule a meeting with the employee.

During the evaluation meeting:

- Use specific examples to provide a candid, objective, constructive, and complete description of how the employee performed during the evaluation period. Discuss both the "what's" and "how's" of the employee's performance, strategies for improvement, and the employee's own goals for personal growth.
- Jointly establish new performance expectations and goals for the next performance evaluation period.

- Obtain appropriate signatures and employee comments.
- Review any areas of disagreement. If the employee does not agree with all or part of the performance evaluation, s/he should be referred to the next level manager.

Continue to monitor performance, providing feedback, as well as coaching

and counseling, throughout the evaluation cycle.

10.3 Review Panel Procedures

A non-introductory employee who disagrees with the findings or

expectations stated in the performance review may request a review panel to consider information and seek a resolution of the disagreements when a merit has been withheld due to a low rating on the evaluation. Access to the review panel procedure is limited to employees who have successfully completed the probationary period for the position in which the performance was demonstrated.

The review panel process may be initiated by the employee being

reviewed. The review panel will consist of three persons: one selected by the employee, one selected by the department head, and a third selected by the first two panelists from a list established by Human Resources and approved by the Board of County Commissioners. All individuals selected to be a part of the review panel must be regular, full time employees of the County, not work in the same department as the employee requesting the review or related to the employee within the third-degree of consanguinity.

The following are the steps in this review process:

- An employee who wishes an additional review must submit written comments to Human Resources and state that a meeting is requested. The request shall explain the disagreement, state the resolution wanted, and identify the

individual s/he has selected as a panelist. The request must be made as soon as is practical after the employee receives the written copy of the performance review, but not later than five working days after the employee has been given the final version of the performance review worksheet.

- Human Resources will provide the department head or elected official a copy of the request for review and request that the department head or elected official name a person to serve on the review panel. The department head or elected official will provide the name of the panelist to Human Resources within five working days. If the employee, elected official, or department head fails to choose a panelist, then within three days, Human Resources shall choose that panelist. The two panelists will then select the third panelist from the list established by Human Resources. All individuals selected to be a part of the review panel must be regular, full-time employees of the County. If an individual selected served or could have served as a witness in the behavior/conduct leading up to the intended disciplinary action, or otherwise has a conflict related to the situation, an alternative individual who does not come under the authority of the other panelists or affected employee will be selected in collaboration with the employer's legal counsel and/or his/her designee which may include outside legal counsel retained by the employer. The alternative individual will be a person who is a functional equivalent and who does not otherwise have a conflict, whether perceived or actual. The selection of the alternative individual is final and appeals will not be allowed.
- The selected representative from the list established by Human Resources will schedule a meeting within two weeks with the employee and department head or elected official.
- At the meeting the employee and the department head or elected official will explain their positions. The panel will consider the information presented and attempt to resolve the differences between the parties. If no resolution is found, the panel will make a decision as to the appropriate rating of the employee's performance for the rating period. The panel may arrive at its decision either by consensus or by a majority vote. The panel shall issue its decision in writing.

• The decision of the panel shall be final and shall become a part of the employee's personnel file. Eligibility for merit increases and other performance recognition shall be based on the decision of the panel.

Disciplinary Actions And Appeals

11.1 Discipline and appeal

11.1.1 Grounds and authority

Discipline may be imposed for supported unsatisfactory performance or misconduct, including dishonesty, theft, fraud, unlawful harassment or retaliation, serious safety violations, insubordination to a lawful order, unauthorized disclosure of protected records, misuse of County assets, unlawful impairment at work, attendance violations that are not protected leave, or other job related violations. The lawful appointing authority shall determine the action after HR review and legal consultation as appropriate. Elected officer and judicial powers are preserved. No protected report, lawful wage discussion, protected speech or legally protected absence is a disciplinary ground.

Consider seriousness, evidence, notice of expectations, prior relevant discipline, consistency, mitigating circumstances and any accommodation or agreement. Coaching, warnings, written reprimands, suspension, demotion or dismissal may be appropriate. Progressive discipline is a tool rather than a guarantee of a fixed sequence, except where controlling law or agreement requires a sequence. A change in pay requires proper authority and wage compliance. Document reasons and provide a copy to the employee with an opportunity for a written response.

For Commission meeting conduct, apply section 2.31.4. A supported willful refusal of a clear lawful work directive or unauthorized abandonment of duties may constitute insubordination or neglect of duty. Personal criticism, speech outside a job description and good faith protected reporting are not by themselves insubordination. HR and unconflicted counsel shall assess protected activity and required process before discipline. Duties and stipend disputes shall follow sections 4.1.7, 4.2, 5.14 and 5.16 without creating an unauthorized compensation promise.

11.1.2 Investigation and proposed action

Secure relevant records and select an unconflicted investigator. Give required representation and peace officer protections. Distinguish criminal and administrative investigations and obtain counsel's direction before compelled statements or information sharing that may affect constitutional rights. Determine whether the employee has a protected interest, contractual protection or other entitlement to process; an at will label is not a substitute for that assessment.

Before an action requiring predisciplinary process, deliver written notice of the proposed action, specific grounds, sufficient supporting evidence or an explanation of it, the available response methods and the response deadline. Provide a meaningful opportunity to review and respond. Ordinarily allow at least five working days, with an extension for a supported need; a shorter period requires a documented lawful reason and a genuinely adequate response opportunity. The employee may provide written material or meet with the decision maker and may have a representative as permitted by law or agreement. The final decision shall be made by a person with lawful authority who has considered the response. Give a written decision stating findings, action, effective date and applicable review rights. Emergency action requires the process and prompt subsequent review required by law; paid administrative leave is ordinarily preferred while material facts are investigated.

11.1.3 Internal appeal

Unless a lawful controlling agreement specifies another process, a regular employee who has completed the introductory period may appeal a disciplinary suspension, reduction in pay, demotion or dismissal by a written request to HR within ten working days after receipt of the final written decision. The request shall identify the action, grounds and requested remedy. HR shall acknowledge it, identify the governing process and transmit it to an unconflicted review panel. A claim of discrimination, retaliation, protected disclosure or other legal violation may be reported regardless of introductory status and is not barred by the internal appeal limit. An internal appeal does not stay an external deadline.

The panel shall have three impartial members: one selected by the employee, one by the department authority, and a third selected by those two from a Board approved list maintained by HR. Use regular full time County employees outside the affected department where feasible, with no prohibited family relationship, participation as a material witness, direct reporting conflict or other actual conflict. Where independence cannot be achieved, the lawful authority shall approve a qualified independent equivalent after unconflicted legal review. Neither the complainant nor the person whose conduct is challenged may control the selection of the neutral member. Disclose and decide conflicts in writing before the hearing. Any legal requirements applicable to the panel as a public body shall be followed.

Ordinarily schedule the hearing within two weeks after panel selection; explain necessary extensions in writing and preserve any statutory hearing deadline. Allow representation, presentation of evidence and argument, and reasonable questioning of adverse witnesses. Technical evidence rules need not apply, but the process shall be fair and create an adequate record. The County shall establish the factual grounds for discipline by the greater weight of evidence unless controlling authority prescribes another standard. The panel may uphold, modify or rescind the discipline within the lawful scope of the review. Issue a reasoned written decision within five working days after the hearing or closure of the record. The decision is final internally, subject to statutory, contractual and judicial remedies and any limits on authority over an elected officer or court. It does not extinguish a separate statutory hearing right.

11.1.4 Statutory public hearing for dismissal

For an employee covered by NRS 245.065, including the required 12 months of service and excluding a department head, county manager or county administrator, the employee may request a written statement of reasons within 15 days of dismissal. Furnish the statement within 15 days of that request. The employee then has 30 days after receiving the written statement to request a public hearing before the Board. The Board shall grant the hearing within 15 days after receiving the request. Technical evidence rules do not apply. The 30 day period runs from the statement of reasons, not automatically from the dismissal notice. Give the employee this information and the Clerk's filing instructions with a covered dismissal. Do not require an internal appeal or conference first; coordinate simultaneous proceedings without restricting the statute.

11.1.5 Administrative leave

The lawful authority may place an employee on paid administrative leave pending an investigation or required review. Give written notice that it is not discipline, state reasonable availability and contact requirements, explain benefits and pay status, preserve representation rights and review the need periodically. HR shall coordinate the investigation. Unpaid status requires an independent lawful basis and required process; it shall not be imposed merely because an allegation was made.

11.2 Peace officer requirements

Apply NRS Chapter 289, governing agreements and applicable POST notification requirements in addition to this manual. The agency shall verify current reporting triggers and deadlines, including those under NAC 289.290, before giving required notice of qualifying criminal charges or separation while a misconduct investigation is pending, and shall provide required outcome reports. Do not replace a statutory officer protection or reporting requirement with the general employee procedure.

Dispute Resolution

12.1 Definition of Dispute

Application rule for general disputes: this chapter does not limit discrimination, retaliation, accommodation, whistleblower, statutory hearing, bargaining or external agency remedies. An employee may bypass an implicated supervisor or HR official and use the independent channels in section 2.3. Any internal deadline affects only this general internal process and does not extinguish an external right. An unimplicated lawful authority shall confirm a resolution where HR has a conflict.

Subject to the exclusions listed below, a dispute is any disagreement between the employer and an employee pertaining to the application of the employer's personnel policies, or an allegation by an employee that the employer has failed to provide a condition of employment established by the employer. The term "dispute," as used herein, shall exclude the following:

Disciplinary action.

Complaints for which the employer provides an alternate dispute

resolution process.

An impasse or dispute in collective bargaining negotiations.

Any matter within scope of representation for employees in a

recognized bargaining agreement.

Any matter which may have been grieved under an applicable

collective bargaining agreement.

Termination of an introductory employee.

Termination of an at-will employee.

12.2 Prohibition Against Retaliation

The employer shall not restrain, coerce, retaliate, interfere with, or discriminate against any employee based on the employee's use of the dispute resolution process.

12.3 Time Limits

The time limits set forth herein are essential to the dispute resolution

process and shall be strictly observed. The time limits may be extended by written agreement, signed by the employee and the employer.

If, at any stage of the dispute resolution process, the employee is

dissatisfied with the decision rendered, the employee shall be responsible for submitting the dispute to the next designated level within the delineated time limits. If the employee fails to submit the dispute to the next designated level within the time limits imposed, the dispute resolution process shall be considered terminated, the dispute shall be considered settled on the basis of the last decision, and the dispute shall not qualify for further appeal or reconsideration.

If the appropriate employer representative fails to respond within the

time limits specified, the employee has the right to proceed to the next step within the prescribed time limits. Any such failure by an employer representative shall not constitute an admission of the validity of the dispute.

12.4 Dispute Resolution Process

12.4.1 Step 1. Discussion with Immediate Supervisor

The employee shall first discuss the dispute informally with the

immediate supervisor. The discussion shall be held within 10 workdays

of the action causing the dispute or of the date the action reasonably could have been expected to be known to the employee. In no event shall any dispute be accepted for consideration more than six months from the date of the initial occurrence causing the dispute, regardless of the date the action became known to the employee (except as otherwise provided by law).

The immediate supervisor shall verbally respond to the employee

within 10 workdays of the informal discussion between the employee and supervisor. Additionally, the immediate supervisor must document the verbal response.

12.4.2 Step 2. Formal Written Notice of Dispute

In the event the employee believes the dispute has not been

satisfactorily resolved at Step 1, the employee may submit the dispute, in writing, to the department head within five workdays after receipt of the immediate supervisor's verbal response. The employee shall file one copy with Human Resources. If the written notice of dispute is not presented within the time limits provided herein, it shall be waived. The written notice of dispute shall:

- Fully describe the dispute and how the employee was adversely affected.
- Set forth the section(s) of the written policy or rule allegedly violated and state the specific nature of the violation.
- Indicate the date(s) of the incident(s).
- Specify the remedy or solution to the dispute sought by the employee.
- Identify the employee and be signed by the employee.
- Identify the person, if any, chosen by the employee to be his/her representative. No modifications in the alleged basic violation shall be made

subsequent to the filing of a dispute, unless mutually agreed to by both the employer and the employee. However, corrections in citations can be made at any time by the employee or the employee's representative.

The department head shall meet with the employee to discuss the

dispute and shall deliver a written decision to the employee within ten (10) workdays of the meeting outlining the reasons behind the decision.

Any dispute resolved at this step shall be subject to the review and

confirmation of Human Resources before the resolution is effective. Such review will occur within 10 workdays and the confirmation shall be final and binding.

Definition Of Terms

The terms used in these policies shall have the meanings defined below:

ADA Coordinator: Person designated by the employer to investigate and facilitate the prompt and equitable resolution of complaints filed by qualified persons with disabilities.

Administrative Leave: Authorized temporary leave for administrative purposes, ordinarily paid during an investigation, governed by section 11.1.5; unpaid status requires a separate lawful basis and required process.

Adulterated Specimens: A specimen is considered adulterated if it contains a substance that is not a normal constituent or contains an endogenous substance at a concentration that is not a normal physiological concentration.

Alcohol: The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohol including methyl and isopropyl alcohol.

Alcohol Use: The drinking or swallowing of any beverage, liquid mixture, or preparation (including any medication) containing alcohol.

Allocation: The assignment of a single position to its proper classification on the basis of the duties performed and responsibility assigned.

Anniversary Date: The date the employee is hired, appointed, promoted, reclassified or reallocated upward. The anniversary date may be adjusted as specifically provided elsewhere in the personnel policies. (Federal regulations govern the anniversary date of employees returning from military leave.)

Applicant: A person, including a current employee, who is applying for any position with the employer. (May also be referred to as the candidate)

Appointing Authority: The person or body holding lawful appointment, supervision or removal authority under controlling law, as defined in the Human Resources ordinance.

Appointment: The offer of and acceptance by a person to a position in accordance with the provisions of these personnel policies.

At will: An employment status established by controlling law or lawful appointment terms, permitting termination without a continuing employment entitlement, subject to all statutory, constitutional and contractual restrictions. This definition does not itself assign that status or remove a right.

Authentication: For purposes of FMLA, providing the health care provider with a copy of the medical certification and requesting verification that the information contained on the certification form was completed and/or authorized by the health care provider who signed the document; no additional medical information may be requested.

Board: The governing body of the employer.

Casual Worker or Hire: An employee hired as needed for replacement or additional staffing. The actual appointment, governing law and any agreement determine employment status and benefits. This label does not remove wage, leave, reporting, discrimination or other legal protections.

Child: (Son or daughter) For purposes of FMLA, a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis. For care of a child with a serious health condition, the child ordinarily must be under 18 or incapable of self care because of a mental or physical disability at age 18 or older. Qualifying exigency and military caregiver leave use the applicable any age child rules.

Clarification: For purposes of FMLA, contacting the health care provider to understand the handwriting on the medical certification or to understand the meaning of a response.

Class: A group of like positions assigned to the same title and salary range based on similar duties and responsibilities and minimum qualifications. A class may only have one position allocated to it if there are no similar positions within the organization.

Class Series: Two or more classes which are similar as to the fundamental type of work, but which differ as to degree of responsibility and difficulty, and which have been arrayed in a progression of level of responsibility and complexity of duties.

Class Specification: A description of the essential characteristics of a job class, and the factors and conditions that make it unique from other classes, described in terms of duties, responsibilities, and qualifications.

Compensatory Time/Compensatory Time Off: Time off granted to an employee in lieu of monetary payment for overtime worked.

Conflicting Employment: Outside employment that interferes with the employee's ability to perform his/her assigned job.

Consumer Reports: Any written, oral, or other communication of any information by a consumer reporting agency bearing on a consumer's credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used or collected in whole or in part for the purpose of serving as a factor in establishing the consumer's eligibility for: (A) credit or insurance to be used primarily for personal, family, or household purposes; (B) employment purposes; or (C) any other purpose authorized under section 604 of the FCRA. See 15 U.S.C. 1681a(d)(1).

Contraband: Any item such as illegal drugs, prohibited substances, drug paraphernalia, or other related items whose possession is prohibited by this policy.

Conviction: A finding of guilt, including a plea of no contest or imposition of sentence or both, by any judicial body charged with the responsibility to determine violations of federal or state law.

Corrective Action: Action taken to improve unacceptable behavior or performance; correction action may include coaching sessions, counseling sessions, training and disciplinary actions including verbal, written reprimands, suspensions, demotions, pay reductions and discharge.

Date of Hire/Hire Date: The actual date an employee first renders paid service in a regular position.

Day: Calendar days unless workdays are specified.

Demotion: Involuntary movement of an employee from one job class to another job class having a lower maximum base rate of pay, as a result of disciplinary action. Department Head/Department

Manager: An elected official or appointed official who is directly responsible to the voters or to the Board of County Commissioners or to a board established by the Board of County Commissioners, for overall administration of an office or department of the employer. A department head has neither a property right nor an expectation of continued employment with the employer and is not covered by the provisions of the hiring, discipline, layoff or dispute resolution of these personnel policies.

Diluted Specimens: A urine specimens with a high concentration of water and has creatinine and specific gravity values that are lower than expected for human urine as determined by the U.S. Department of Health and Human Services.

Disability-Related Inquiry: A question (or series of questions) likely to elicit information about a disability. Generally, disability-related inquiries are restricted by the ADA during the hiring process.

Discharge: Termination, separation, dismissal, or removal from employment for cause.

Discipline/Disciplinary Action: A formal form of corrective action to improve unacceptable behavior or performance; discipline may include verbal warning, written reprimands, suspension, involuntary demotion, reduction in pay, or discharge.

Discrimination: Employment decisions or actions which are inappropriately taken because of the applicant's or employee's protected class membership.

Dispute: Any disagreement between the employer and an employee pertaining to the application of the employer's personnel policies, or an allegation by an employee that the employer has failed to provide a condition of employment established by the employer's compensation plan

Domestic Partner: Persons who are registered have a domestic partnership pursuant to NRS 122A.200 or have a legal union validly formed in another jurisdiction that is substantially equivalent.

Drug Test: A test to determine the presence of illegal drugs/prohibited substances or their metabolites that includes specimen collection and testing by a Department of Health and Human Services (DHHS)-certified laboratory.

Elected Officials: An individual who has been chosen to represent the public in governmental roles through an election process. An elected official has neither a property right nor an expectation of continued employment with the employer and is not covered by the provisions of the hiring, layoff, or dispute resolution sections of these personnel policies or other specific provisions provided in federal, state, and local laws, charters, resolutions, and ordinances.

Eligible List: A list of names of persons who have satisfactorily completed an examination for a position and are qualified for employment.

Employee: A person employed in a budgeted position on a full- or part-time basis. For purposes of those sections of these policies covering discipline, layoff, and dispute resolution, excludes elected officials, department heads, at-will employees, casual/temporary/seasonal workers, and others specified by the Board of County Commissioners; elected officials are further excluded from policies for which there are specific provisions in federal, state and local laws, charters, resolutions and ordinances. Regular Full-time

Employee: A person who has successfully completed an introductory period in a regular budgeted position with a normally scheduled workweek of at least 40 hours. Regular Part-Time

Employee: A person who has successfully completed an introductory period in a regular budgeted position which requires a minimum number of hours per week, (typically 20 hours), but less than full-time employment. Introductory

Employee: A person who serves in an at-will status for a specified period of time during which s/he is evaluated by the employer to ensure that s/he has demonstrated fitness for a position by actually performing the duties of the position. Exempt

Employee: An employee who is exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act. Non- Exempt

Employee: An employee who is subject to the minimum wage and overtime provisions of the Fair Labor Standards Act.

Employer: For the purpose of this policy manual, employer refers to Eureka County. The term may also be used to refer to the governing board or their authorized designees, including department heads, managers, or other appointed officials acting within the scope of their authority.

Employer Premises: All employer property and facilities, the surrounding grounds and parking lots, leased space, employer motor-driven equipment/vehicles, offices, desks, cabinets, closets, and any other property owned by employer.

Equal Employment Opportunity (EEO) Officer: The staff member assigned by the Board of Commissioners the responsibility and authority to post notices; provide training; and receive, investigate, and resolve complaints of alleged discrimination/harassment.

Essential Function: A fundamental job duty of the position held or desired. A function is essential if the job exists to perform that function, a limited number of other employees are available to perform the function, or the function requires special skill or expertise.

Examination/Test: Any measure, combination of measures, or procedures used as a basis for any employment decision, including, traditional paper and pencil tests, performance tests, assessment centers, introductory periods, and evaluation of physical, educational, and work experience qualifications through interviews and scored application forms.

Exigency Leave/Qualifying Exigency: For purposes of the Family and Medical Leave Act, a qualifying life event for which eligible employees may take leave for a family member who is on covered active duty or under an impending call to covered active duty: • Short-term notice deployment (deployment in seven or less calendar days) • Military events and activities • Childcare and school activities • Family support or assistance programs • Financial and legal arrangements • Counseling • Servicemember's rest and recuperation leave (limited to 15 calendar days for each instance) • Post-deployment activities • Parental leave for the spouse, son, daughter, or parent of a military member to care for the military members' parent who is incapable of self-care. • Additional activities arising out of active duty that the employer and employee agree upon.

Full-Time: Work which requires hours of work as established by the employer as full- time. A full-time employee is regularly scheduled to work a normal work week of 40 hours.

Note: For the purpose of determining eligibility for benefits and layoff, collective bargaining agreements may provide alternate definitions of full time.

Furlough: Mandatory time off without the use of annual, sick leave, or other pay. To be used as an option before any type of layoff. Must be approved by the Board of County Commissioners.

Grade: The designation of a salary range for a class.

Human Resources: The designation by the Board of Commissioner to either an independent contractor, County office or County employee to administer and perform duties associated with Human Resource functions on behalf of Eureka County.

Illegal Drugs: Any controlled substance or drug under Federal or Nevada law, which is illegal to sell, possess, cultivate, transfer, use, purchase, or distribute. Illegal drugs include prescription drugs not legally obtained and/or prescription drugs not being used in the manner, combination, or quantity prescribed, or by the individual for whom prescribed.

Incomplete or Insufficient Certification: For purposes of FMLA, a medical certification is considered incomplete if the employer receives a certification, but one or more of the applicable entries have not been completed. A medical certification is considered insufficient if the employer receives a complete certification, but the information provided is vague, ambiguous, or non-responsive.

In Loco Parentis: For purpose of the FMLA, a relationship in which a person has put him/herself in the situation of a parent by assuming and discharging the obligations of a parent to a child, with whom s/he has no legal or biological connection, including day-to- day responsibilities to care for or financially support a child.

Introductory Period: A trial or working test period used to evaluate performance. Its length and consequences are governed by the applicable appointment rules, law and agreement; it does not defeat protected reporting, leave or discrimination rights.

Invalid Specimens: An invalid specimen is one that contains an unidentified adulterant, contains an unidentified interfering substance, has an abnormal physical characteristic, or has an endogenous substance at an abnormal concentration that prevents the laboratory from completing testing or obtaining a valid drug test result. Key

Employee: A salaried FMLA-eligible employee who is among the highest paid 10 percent of all the employees employed by the employer within 75 miles of the employee's worksite.

Layoff: A separation from the employer's service because of a shortage of funds, lack of work, abolishment of a position, reorganization, or for other reasons not reflecting discredit on an employee and for reasons outside of the employee's control.

Leave Without Pay: Authorized leave in a non-paid status.

Legal Drugs: Prescription and over-the-counter drugs that have been legally obtained and are being used in the manner, combination, and quantity for which they were prescribed or manufactured.

Major Life Activities: For the purpose of the ADA functions such as, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, concentrating, thinking, communicating, reading, sitting, reaching, interacting with others, working and the operation of a major bodily function, including but not limited to, functions of the immune system, special sense organs and skin, normal cell growth, digestive, bowel, bladder, neurological, brain, genitourinary, cardiovascular, hemic, lymphatic, musculoskeletal, respiratory, circulatory, endocrine and reproductive functions.

Manager: Any employee, or an elected official, who has been authorized by the Board to select, train, schedule, and evaluate the work of other employees, and to make decisions or effectively recommend actions related to the hiring, evaluation, and discipline of assigned employees. This person may also serve as the department head.

Medical Examination: A procedure or test usually given by a health care professional or in a medical setting that seeks information about an individual's physical or mental impairments or health.

Next of Kin: For purposes of FMLA, the nearest blood relative other than the covered servicemember's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA.

Parent: For purposes of FMLA, includes a biological, adoptive, step or foster father or mother, or any other individual who stood In Loco Parentis to the employee or covered servicemember. This term does not include parents "in -law."

Pay Range: The minimum and maximum pay rates set for each classification, grade, or level as designated by the position compensations plans.

PEBP: The State of Nevada Public Employees Benefit Program.

PERS: The State of Nevada Public Employees Retirement System.

PERS Full Time Equivalent: The number of hours selected by the employer which is reported to PERS as the base full-time equivalent hours in determining PERS full time classification. Regular employees are 40 hours per week and law enforcement are 84 hours per bi-weekly period.

Personal Information: A natural person's first name or first initial and last name in combination with any one or more of the following elements, when the name and data elements are not encrypted: social security number, driver's license or identification card number, account number or credit/debit card number with security/access code or password; a username or email address in combination with a password, access code, or security question and answer. The term does not include the last four digits of a social security number, driver's license/identification card number, or publicly available information that is lawfully made available to the general public from federal, state or local government records.

Personnel Action: Any action taken with reference to appointment, compensation, promotion, transfer, layoff, dismissal, or any other action affecting an employee's employment status.

Position: A group of duties and responsibilities requiring the ongoing services of one or more employees, which is listed in the authorized position list contained in the currently approved employer's budget or established by formal action of the Board of County Commissioners.

Positive Drug or Alcohol Test: A confirmed and medically reviewed result meeting the applicable lawful DOT or non-DOT protocol, subject to section 2.10, rather than any detectable lawful medication or unconfirmed screening result.

Prohibited Substances: Substances prohibited in the specific circumstances by applicable law and section 2.10, including unlawful controlled substances and misused medication. Lawful medication and marijuana issues require the applicable statutory, safety and accommodation analysis.

Promotion: The movement of an employee from one class to another class having a higher maximum base rate of pay, usually as a result of some type of examination.

Protected Class/Protected Class Membership: Individuals or groups of individuals protected from employment discrimination, harassment and retaliation by federal and/or state laws. Protected classes include race, color, religion, age, gender, pregnancy, sexual orientation, national origin, ancestry, disability, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, membership in the Nevada National Guard, and any other class that becomes protected by federal and/or state law.

Protective Hairstyle: Includes, without limitation, hairstyles such as natural hairstyles, afros, bantu knots, curls, braids, locks, and twists.

Race: Traits associated with race, including, without limitation, hair texture, and protective hairstyles.

Rate of Pay/Pay Rate: An employee's salary as shown in the employer's compensation plan.

Reallocation: A change in the classification and salary range of a class to a higher or lower salary range.

Reasonable Accommodation: • a modification or adjustment to a job application process that enables a qualified applicant with a disability or a qualified female applicant with a condition relating to pregnancy, childbirth or a related medical condition to be considered for the position such qualified applicant desires; or • a modification or adjustment to the work environment, or to the manner or circumstances under which the position held or desired is customarily performed, that enable a qualified individual with a disability, a female employee with a condition relating to pregnancy, childbirth or a related medical condition, or an employee who is or has a family or household member who is a victim of an act which constitutes domestic violence, to perform the essential functions of that position; or • a modification or adjustment that enables a qualified individual, with a disability or a female employee who has a condition relating to pregnancy, childbirth or a related medical condition, to enjoy equal benefits and privileges of employment as are enjoyed by other similarly situated employees. • a modification or adjustment to a work environment that will allow employees to practice his/her own religion.

Reclassification: The change of a position to a different job class which results from changes in duties and responsibilities.

Reduction in Force: See "Layoff"

Reduction in Pay: Disciplinary action by an employer moving an employee to a lower pay level in the same class and same salary range. Regular

Employee: See "Regular Full-Time Employee" and "Regular Part-Time Employee" listed under "Employee" Regular

Position: An authorized position which appears in the authorized position list contained in the employer's budget documents or its amendments approved by the Board of County Commissioners.

Reinstatement: The restoration of a laid-off employee without examination or an employee rejected during a promotional introductory period to a position in a class in which the employee formerly served as a regular employee. For purposes of the Uniformed Services Employment and Reemployment Rights Act,

reemployment to the position the employee would have attained if continuously employed during the absence (the "escalator position") with the same seniority, status, and pay, and other rights and benefits determined by seniority. For purposes of the Family and Medical Leave Act, restoration to the same or equivalent position after returning from FMLA.

Reinstatement List: A list of names of persons who have been laid off and are available for reinstatement.

Reporting Officer: The staff member assigned the responsibility and authority to post notices, provide training and receive, investigate and resolve complaints of alleged discrimination/harassment.

Reprimand: A written notice to an employee stating specific performance and/or behavioral deficiencies and the improvements in behavior and/or performance which the employee must make, and that further disciplinary action will follow if the employee does not make the required improvements. (A performance evaluation form shall not be considered a reprimand.)

Resignation: A notice by an employee that s/he intends to separate from the employer's service.

Salary Range: The minimum and maximum salary set for each classification, grade, or level as designated by the position compensation plans. (Also see Grade.) Seasonal

Employee: See Casual Worker.

Serious Health Condition: For purposes of the Family and Medical Leave Act, an illness, injury, impairment, or physical or mental condition of incapacity or treatment that involves: • Inpatient care (overnight stay) in a hospital, hospice, or residential medical care facility, plus any period of incapacity or subsequent treatment related to the inpatient care; or. • Continuing treatment by (or under the supervision of) a health care provider for a period of incapacity of more than three consecutive full calendar days, combined with at least two visits to a health care provider within 30 days of the first day of incapacity or one visit to a healthcare provider requiring a regimen of continuing treatment (e.g. prescription medication).

Son or Daughter: See "Child"

Spouse: A husband or wife of a person, regardless of gender.

Step: A specific rate of pay within the salary range established for a class. (Also see Rate of Pay/Pay Rate.)

Substance Abuse Professional (SAP): A licensed physician, or a licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission) with knowledge of and clinical experience in the diagnosis and treatment of drug- and alcohol-related disorders.

Substituted Specimens: A urine specimen with creatinine and specific gravity values that are so diminished or so divergent that they are not consistent with normal human urine as determined by the U.S. Department of Health and Human Services because it is a replacement or false specimen.

Supervisor: Any employee, or an elected official, who has been authorized by the Board to select, train, schedule, and evaluate the work of other employees, and to make decisions or effectively recommend actions related to the hiring, evaluation, and discipline of assigned employees. This person may also serve as the department head or manager.

Suspension: The temporary separation from service of an employee for disciplinary reasons. Temporary

Employee: See Casual Worker.

Termination: See Discharge.

Transfer: A lateral change of an employee from one position to another position in the same class or to a different class in the same salary range.

Transitional Duty: A temporary assignment of an employee who is unable to perform one or more essential function of their job but has been cleared by a health care provider to perform other duties for the employer.

Volunteer: An individual who performs hours of service for a public agency for civic, charitable, or humanitarian reasons, without promise, expectation, or receipt of compensation for services rendered. An individual is not considered a volunteer if the individual is otherwise employed by the same public agency to perform the same type of services as those for which the individual proposes to volunteer.

Warning: Verbal notice or counseling of an employee specifying required changes in work performance or on-the-job behavior.

Y-Rate: A temporary designation to a rate of pay which is higher than a position's class typically occurring as a result of the position being reclassified or reallocated to a lower class.

Drafting appendix

This appendix explains proposed changes and implementation decisions. It is not an instruction to apply unresolved benefits differently before lawful adoption. Detailed source material has been retained in editable form, including compensation, special pay, longevity, benefits, travel, separation, performance and definitions, except for the identified replacements. Source provisions must be read with the ordinance and the specific application rules inserted in the manual.

Proposed revisions

Source provision	Treatment in this discussion draft
1.1 through 1.7 exclusive	Replaces broad delegation and budget penalty language with defined legal roles and an authority hierarchy.
1.8 through 2.1 exclusive	Revises notice and confidentiality rules without treating personnel records as automatically exempt from public access.
2.3 through 2.4 exclusive	Creates a clear complaint process with independent reporting routes and protection for good faith reports.
2.10 through 2.11 exclusive	Replaces the extensive testing section with a legally bounded DOT and non-DOT framework; technical protocols require HR and counsel approval before use.
2.14 through 2.15 exclusive	Preserves constitutional and statutory protected activity while restricting misuse of office.
2.20 through 2.22 exclusive	Replaces broad personal speech controls with a distinction between official statements and protected personal activity.
2.27 through 2.28 exclusive	Preserves the cited local whistleblower chapter and avoids assuming that a state employee appeal procedure governs County employees.
5.4.2 through 5.4.3 exclusive	Removes the six minute exclusion and categorical unpaid training statements.
5.5 through 5.6 exclusive	Clarifies that all work is payable, preserves more generous County overtime treatment and corrects compensatory time settlement rules.
6.2 through 6.4 exclusive	Moves substantive leave authority to the ordinance and replaces contradictory accrual text; retains and clarifies donation and recognition benefits.
6.5 through 6.6 exclusive	Removes automatic resignation and automatic loss of legally required benefits during unpaid leave.
6.13 through 7.1 exclusive	Updates lactation administration and prevents a narrower state rule from displacing federal protection.
11.1–11.2	Restates discipline and impartial panel review and corrects the statutory public hearing trigger. Proposed internal ten working day appeal and response timing are explicit draft choices.

Financial and legal reconciliation before adoption

Annual leave: Compare section 6.2 of the attachment, payroll accrual records, prior adopting instruments and bargaining agreements. Resolve monthly versus twice monthly amounts and the conflicting service descriptions before inserting final rates in the ordinance and manual. The proposed interpretation uses monthly totals and thresholds at 12, 84 and 180 completed months. Do not alter existing payroll balances merely because this draft uses that interpretation.

Sick leave: Confirm the existing monthly total, credit timing and use during initial service. The source describes a 60 hour first six month credit and thereafter 10 monthly hours but also mentions twice monthly credits. The draft separates earning from payroll posting and allows use of earned sick leave from commencement of service. Confirm the lawful elected officer treatment and recognition payment calculation and recipients.

Compensation: Retained sections 5.7 through 5.15 contain the source formulas for advanced steps, promotions, demotions, reallocation, special pay, performance steps, Y rates, higher duty assignments and longevity. They are retained rather than replaced with Churchill rates. Attach the current Board approved salary schedule; this source does not include every current position's dollar rate. Resolve inconsistent anniversary adjustment references in sections 5.10 and 6.5 before applying unpaid leave adjustments. The draft's replacement section 6.5 requires that review.

Holiday scheduling: The separately posted resolution dated and effective April 21, 2026 confirms the source section 6.1.3 language allowing an alternate day in the same workweek for Friday or Saturday federal holidays in covered offices under the 4x10 pilot. That language is retained. Confirm that the pilot remains authorized and check for subsequent changes before adoption. Source: https://www.eurekacountynv.gov/media/fbtpsr4i/2026-resolution-clarification-and-update-to-the-holiday-leave-policy.pdf

Benefits: Confirm current governing insurance contracts, PERS rules, retiree subsidy and buyout instruments, health reimbursement plan, educational assistance terms and any vested rights. Retention of source text is not a certification that the figures remain current. Do not interpret a plan amendment reservation as authority to remove vested benefits.

Whistleblowers: Obtain the enacted current Title 2 Chapter 90 referenced by the source. The publicly posted July 2018 Title 2 does not supply that chapter. Insert the verified local filing recipient, forum and deadlines into the employee notice. Do not substitute a state employee personnel appeal route without confirming jurisdiction.

Employment status: Counsel shall confirm any earlier merit system ordinance and all bargaining coverage. The draft does not create a new statutory merit system and does not remove existing rights. A statutory merit system, if already in place, must retain the coverage required by NRS 245.213 through 245.216.

Draft choices requiring affirmative approval: The restated internal discipline process uses a ten working day appeal period and an ordinarily five working day response opportunity. Those are proposed procedural choices and shall be reconciled with existing rights, agreements and staffing before adoption. Current source provisions not expressly replaced remain subject to governing law and the ordinance. HR should complete a final legal consistency pass over the retained definitions, particularly introductory status, prohibited substances, disability and FMLA terminology.

Revision of November 21 2026

Revised sections 2.27 and 2.30 address local whistleblower deadlines, reporting steps, independent recipients, preservation of evidence, external ethics complaints, retaliation, employee notices and NAC applicability. New section 2.31 governs assigned meeting attendance, personal public comment during duty time, official statements, work directives and internal employee concerns. New section 4.1.7 requires one of three documented outcomes for tasks outside the approved job description. Sections 5.3.1 and 5.14 now cross reference meeting work requirements and Commission approval; new section 5.16 establishes the Commission only additional task stipend process. Section 11.1.1 identifies the work related conduct potentially constituting insubordination and preserves protected activity. Section 2.18.1 is conformed to the protected communication safeguards.

Nevada references checked November 21, 2026: NRS 241.020 and 241.021, public access and comment; NRS 245.045, authority for appointive salaries; NRS 281.611, 281.621, 281.631, 281.635, 281.645, 281.651 and 281.661, improper governmental action and local whistleblower protection; NRS 281A.710 and NAC

281A.405, external ethics complaint requirements. NAC 284.766 is cited solely as a state employment comparison and is not adopted as directly applicable County law.

Official sources: https://www.leg.state.nv.us/NRS/NRS-241.html ; https://www.leg.state.nv.us/NRS/NRS-245.html ; https://www.leg.state.nv.us/NRS/NRS-281.html ; https://www.leg.state.nv.us/NRS/NRS-281A.html ; https://www.leg.state.nv.us/NAC/NAC-281A.html ; https://www.leg.state.nv.us/NAC/NAC-284.html .

Public employee speech review also considers Garcetti v. Ceballos, 547 U.S. 410 (2006), and Lane v. Franks, 573 U.S. 228 (2014). Official duties and protected citizen speech require a practical, fact specific assessment; job description wording and duty status alone do not decide the issue. Official U.S. Reports copies: https://tile.loc.gov/storage-services/service/ll/usrep/usrep547/usrep547410/usrep547410.pdf and https://tile.loc.gov/storage-services/service/ll/usrep/usrep573/usrep573228/usrep573228.pdf .

Source references

Primary source: Eureka County Personnel Policies, uploaded PDF, effective April 21, 2026, printed pages 1–160. The draft retains the full detailed body subject coverage, with the replacements described above. Source layout and formatting have been restated.

Comparison sources: Churchill County Title 3 Employees and its separate Administrative Policy Manual, as linked from https://www.churchillcountynv.gov/611/Personnel-Policies and https://www.churchillcountynv.gov/DocumentCenter/View/5099. The ordinance appendix identifies the specific code comparison copy. Churchill's structure was used for allocation of legal authority and administration; its benefit amounts were not imported.

Legal references: NRS Chapters 244, 245, 281, 281A, 286, 288 and 289; NRS Chapter 239 public records requirements; applicable federal wage, leave, accommodation, discrimination and military reemployment laws. Core checked Nevada provisions are identified in the ordinance source appendix. Recheck all controlling requirements before enactment.

Implementation responsibilities

HR shall prepare the final adoption text, amendment register, training schedule, complaint contact list, accommodation request form, discipline notices and appeal instructions. The Comptroller shall certify payroll and leave conversion settings, approved compensation schedules, benefit contributions and travel controls. The Clerk shall confirm code numbering, notices, resolutions and enactment records. Unconflicted County counsel shall review authority, employee status, independent reporting arrangements, whistleblower jurisdiction and bargaining obligations. Department authorities shall train supervisors, update consistent local procedures and provide employees a reasonable opportunity to review the changes.

Implementation forms

Employee receipt acknowledgment

Employee name: _____ Department: _____

I acknowledge receipt of the adopted Human Resources Personnel Policy Manual and information on where to obtain the current version. I understand that controlling law, the County Code and applicable agreements govern, and that an administrative acknowledgment does not waive legal or contractual rights. I may ask HR for clarification, accommodation or an accessible copy.

Manual effective date: _____ Date received: _____

Employee signature: _____ HR receipt date: _____

Complaint and concern intake

Reporting person's name and contact information if provided: _____

Date received and recipient: _____

Persons and offices involved: _____

Nature of concern and approximate dates: _____

Immediate safety or evidence preservation needs: _____

Documents and witnesses identified: _____

Potential conflicts and independent reviewer: _____

Requested assistance or interim measures: _____

HR acknowledgment and next contact date: _____

A form is optional for reporting. Attach additional pages as needed. Explain limits on confidentiality and preserve external reporting rights and deadlines.

Personnel action review checklist

Employee and position: _____ Appointing authority: _____

Proposed action and effective date: _____

Funding and approved classification verified by: _____

HR review completed on: _____ Applicable agreement or status: _____

Protected leave accommodation reporting or other rights assessed by: _____

Required notice response and review process: _____

Final lawful authority and authorization: _____

Payroll records and access changes assigned to: _____

Amendment register

Resolution or ordinance number: _____ Adoption date: _____

Affected sections: _____ Effective date: _____

Summary of substantive change: _____

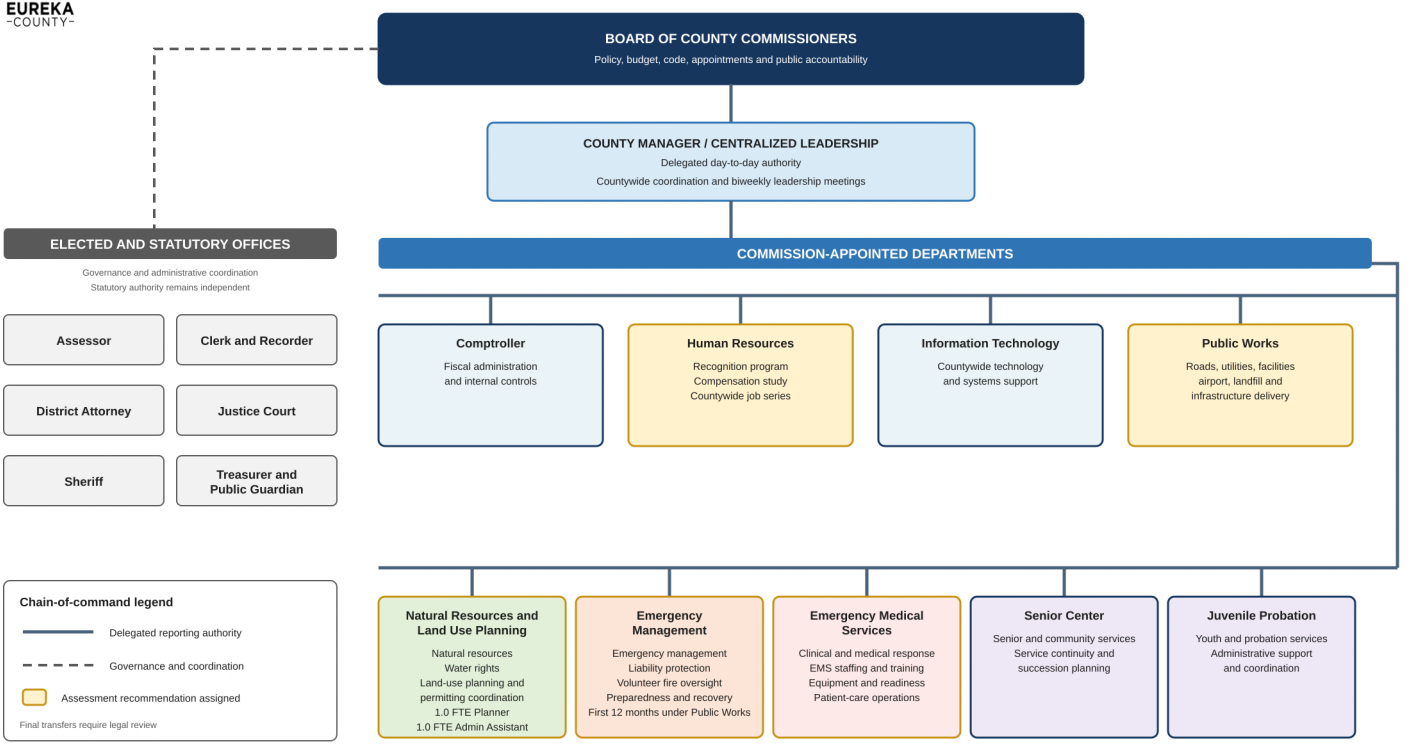
Legal fiscal and bargaining review completed by: _____

Employee circulation hearing publication and distribution record: _____

EUREKA
COUNTY

Eureka County Proposed Organization Chart

Original departments retained with clarified titles, functions and chain of command



Implementation note

All original departments are retained. Gold-outlined departments carry assessment recommendations summarized on page 2. Final authority, reporting relationships and responsibility transfers require formal Commission action.

EUREKA
COUNTY

Organization Assessment Recommendations

Department colors match the corresponding boxes on the organization chart

Governance and Management

Commission / County Manager

- Commission remains at the top of the organization chart.
- Establish a County Manager / Centralized Leadership position.
- Delegate routine day-to-day authority through a written scope and defined limits.
- Hold biweekly elected-official and department-head meetings led by the Commission Chair.
- Maintain an action log covering priorities, decisions, owners and due dates.

Countywide Workforce Systems

Human Resources

- Develop a transparent employee recognition program with department participation.
- Complete a new compensation study through an open and engaged process.
- Consolidate comparable positions into countywide multi-department job series.
- Begin with Administrative Assistant I, II and III classifications.
- Use department-specific duty addenda without creating unnecessary classifications.

Infrastructure Focus

Public Works

- Retain roads, utilities, buildings, grounds, airport, landfill and capital projects.
- Coordinate an orderly transfer of water-rights and land-use responsibilities.
- Coordinate an orderly transfer of emergency-management and liability duties.
- Document staffing, budget, records, technical systems and service dependencies.
- Maintain formal coordination with the receiving departments.

Resource and Development Planning

Natural Resources and Land Use Planning

- Retain natural-resource policy, advocacy and resource-management responsibilities.
- Add water-rights coordination; assign 1.0 FTE Planner and 1.0 FTE Admin Assistant.
- Add land-use planning and permitting coordination.
- Coordinate with Public Works, legal, assessor, recorder and emergency services.
- Align implementing ordinances with the County Master Plan update.

Emergency Coordination

Emergency Management

- Establish a separate department head; first 12 months under Public Works.
- Transfer emergency management and liability protection from Public Works.
- Coordinate volunteer-fire administration, planning, training and readiness.
- Preserve incident-command responsibilities.
- Lead preparedness, recovery, grants and interagency coordination.

Medical Response

Emergency Medical Services

- Maintain Emergency Medical Services as a separate department.
- Designate a distinct Emergency Medical Services department head.
- Retain clinical protocols, medical response and patient-care operations.
- Coordinate EMS staffing, training, equipment and readiness.
- Coordinate with Emergency Management while preserving distinct responsibilities.

Code, Policy and Planning Alignment

Board of County Commissioners

- Review County Code and policy for department roles, authority and accountability.
- Clarify Human Resources, finance, Emergency Management, EMS and land-use responsibilities.
- Coordinate organizational changes with the County Master Plan update.
- Obtain legal, elected-official, department and public input where required.
- Adopt final changes through formal Commission action.

Recommended implementation sequence

1. **Governance**
   Start biweekly meetings, establish County Manager / Centralized Leadership and map responsibilities.
2. **Transitions**
   Prepare transfer plans for Public Works and Natural Resources; establish separate Emergency Management and EMS leadership.
3. **Workforce**
   Launch recognition, compensation and countywide classification initiatives.
4. **Formal adoption**
   Update County Code, policy and the Master Plan; complete legal and public processes.

Eureka County Organizational Review and Recommendations

Consolidated leadership assessment | Twelve departmental responses | Includes final recommendations

Prepared by Nevada Strategies

December 1, 2026

Executive Summary

Through the organization, respondents describe dedicated employees delivering essential statutory, public-safety, infrastructure, financial, records, human-service, regulatory, and community programs with strong commitment to residents. Many departments report reliable performance, sound fiscal stewardship, and cohesive internal teams. The most persistent concerns are critical shortages in selected operations, loss of institutional knowledge, uneven compensation and housing availability, aging facilities and equipment, unclear organizational roles, inconsistent policies, strained communication, and resistance to change. The central leadership opportunity is to establish clear countywide priorities and accountability while preserving department expertise and strengthening succession, workforce stability, infrastructure planning, and cross-functional trust.

Staffing

Staffing conditions vary sharply. Several offices report full or more-than-adequate staffing and strong retention, while public-safety, emergency-response, legal, election, skilled-trade, and specialized professional functions report vacancies, burnout, limited backup, or recruitment difficulty. Volunteer-dependent services face declining participation and inconsistent readiness. Common barriers include below-market pay, limited employee housing, scarce specialized candidates, benefit gaps for casual workers, and competition from private employers. Multiple long-tenured leaders anticipate retirement, creating significant succession and institutional-knowledge risk. Priorities include succession plans, cross-training, management depth, competitive compensation, clearer career paths, leadership development, and targeted recruitment rather than uniform staffing increases.

Performance

Respondents generally define success through statutory compliance, clean audits, accurate records, fair and timely case outcomes, response times, low recidivism, community feedback, program participation, project milestones, infrastructure condition, emergency outcomes, and the ability to protect vulnerable residents. Reported accomplishments include modernization of records and technology, accurate elections and financial reporting, expanded clinical and youth services, major emergency response and recovery, infrastructure and utility projects, grant administration, improved public-safety culture, and sustained meal, transportation, guardianship, and other essential services. Performance measurement is strongest where formal compliance or operating data exist, but several areas rely mainly on informal feedback. A common opportunity is to adopt consistent service-level and outcome measures.

Strengths and Challenges

The organization’s strongest assets are experienced employees, institutional knowledge, adaptability, teamwork, professional integrity, fiscal capacity, and a willingness to take on additional duties. Individual teams are often described as cohesive and service oriented. Those strengths also conceal fragility: essential functions depend heavily on a small number of people, and some leaders lack time for strategy,

documentation, training, and process improvement. Recurring challenges include staffing, policies, communication, organizational structure, training, technology, facilities, leadership consistency, workload inequity, and resistance to accountability or change. Key risks are service interruption, unanswered emergency calls, compliance failures, lawsuits, audit or fraud exposure, employee turnover, burnout, and loss of public confidence.

Budget and Resources

Most respondents characterize routine operating budgets as adequate, but adequacy is uneven and does not resolve major capital or compensation needs. Highest-priority investments include staffing and pay, employee or crew housing, secure justice and emergency-service facilities, updated vehicles and communications systems, road and utility infrastructure, training facilities, modern software, reliable information technology, records digitization, and grant or contract support. Suggested reductions most often affect travel, training, supplies, equipment replacement, or contract services, although some critical operations view any material reduction as unsafe or likely to trigger resignations. The organization would benefit from a multi-year capital plan tied to service levels, asset condition, grants, and lifecycle replacement.

Internal Collaboration

Collaboration is often strongest around day-to-day service delivery, emergencies, finance, facilities, court operations, and shared projects. Many respondents praise specific working relationships and describe broad willingness to help. The recurring weaknesses are inconsistent communication, unclear boundaries among personnel, finance, legal, and operational roles, insufficient information sharing, and conflicts that reach governing leadership before being resolved internally. Several responses call for regular department-head roundtables, timely data exchange, clearer responsibility matrices, streamlined onboarding, professional conflict resolution, and direct communication before concerns escalate. Reassignment or separation of selected combined functions should be evaluated where temporary duties have become permanent or where workload and statutory responsibilities no longer align.

Innovation and Improvement

Common improvement themes are digitizing records, automating repetitive work, modernizing financial and case-management systems, improving field connectivity and radio coverage, using smart meters and remote monitoring, strengthening grant and contract tracking, and using artificial intelligence under clear authorization and safeguards. Respondents also seek documented standard operating procedures, better report review, reduced duplicate court documentation, streamlined state reporting, consistent onboarding, and periodic review of county policy and code. Structural ideas include a centralized administrative leader, clearer separation of personnel and financial functions, and realignment of combined or overloaded responsibilities. Technology investments should be paired with training, cybersecurity, records controls, and measurable process outcomes.

Leadership and Culture

Most internal teams describe positive, close-knit cultures grounded in service, flexibility, teamwork, and pride in helping residents. Employees are motivated by meaningful work, public service, training, advancement, appreciation, and work-life balance. Morale deteriorates when staffing is thin, pay appears inequitable, communication is poor, recognition is absent, workloads are unequal, or other leaders act inconsistently or unprofessionally. Respondents repeatedly ask for leadership training, clearer expectations, fair accountability, recognition of accomplishments, respectful communication, and protected time for professional development. Cultural improvement depends on countywide behavior matching stated values, not only on policy changes.

Strategic Outlook

The organization has substantial opportunities to modernize technology, digitize records, strengthen grant readiness, complete infrastructure and utility projects, expand community and educational partnerships, professionalize critical services, improve land-use and development processes, and build future leaders. The most serious threats are retirements without successors, persistent vacancies, burnout, shrinking volunteer capacity, unstable grant or mining-related revenue, aging assets, limited housing, increased service demand from growth and industry, rapid regulatory change, and declining interdepartmental trust. Leadership should plan for population and development changes, greater technology dependence, changing workforce expectations, union activity, potential litigation, and increased public scrutiny.

Organization Assessment

Respondents broadly understand the county's mission as providing essential services, protecting health and safety, supporting quality of life, and stewarding public resources responsibly. The county is viewed as financially strong, staffed by capable people, and able to provide a high level of service for its size. Its most common weaknesses are resistance to change, lack of a unified strategic direction, insufficient management depth, inconsistent policies, blurred accountability, and decisions influenced by immediate pressure or personal relationships. Without change, respondents anticipate turnover, loss of institutional knowledge, service backlogs, infrastructure risk, low morale, and greater legal or labor exposure. The preferred future is a modern, collaborative, well-documented organization with clear roles, succession plans, proactive growth management, disciplined capital planning, consistent human-resource support, and accountable leadership.

Commission Feedback

Respondents ask the Commission to learn each function's statutory and operational responsibilities before making changes, set clear priorities, research issues, hear multiple perspectives, and apply policies consistently. Immediate themes include stabilizing critical staffing, addressing compensation and housing, strengthening leadership and personnel systems, clarifying organizational structure, supporting succession planning, advancing land-use and building frameworks, prioritizing capital and communications needs, and pursuing grants through well-prepared projects. The Commission can best support the organization through timely decisions, direct and respectful communication, fair treatment, recognition of strong performance, firm boundaries against departmental overreach, and accountability for both supervisors and staff. The collective message is to preserve the county's financial and workforce strengths while acting more strategically, transparently, and proactively.

Final Conclusions and Recommendations

Conclusion. The assessment shows an organization with capable employees, strong financial capacity, and a deep commitment to public service, but one that is increasingly dependent on informal coordination and individual institutional knowledge. The most important next step is to convert the recurring themes in the departmental responses into a deliberate governance and management program. The Commission should strengthen communication, recognize performance, clarify accountability, modernize organizational assignments, and align compensation, policy, county code, land-use planning, and the Master Plan.

1. **Establish leadership meetings every two weeks.**
   Convene elected officials and department heads every two weeks under the leadership of the Commission Chair through centralized leadership like a County Manager. Use a standing agenda covering Commission priorities, cross-department issues, staffing and safety risks, major projects, policy questions, and upcoming decisions. Maintain a concise action log that identifies the responsible party, due date, and status. The meetings should improve coordination and early problem-solving while preserving the statutory authority of elected officials and the operating authority of department heads.

2. **Create a countywide employee recognition program.**
   Direct Human Resources to develop and administer a transparent recognition program with active participation from elected offices and departments. Recognition should be based on published criteria, allow peer and leadership nominations, and acknowledge service, teamwork, innovation, cost savings, safety, professional growth, and positive public outcomes. The program should be equitable across job types and locations and should include regular reporting to ensure broad participation.

3. **Realign emergency management and public-safety oversight.**
   Move Emergency Management and liability protection or risk-management responsibilities out of Public Works and place them under a full-time Emergency Management Director. Assign that position administrative oversight of county emergency management planning and development, risk management, safety coordination and volunteer fire operations to improve preparedness, training, accountability, grant coordination, volunteer support, and response integration. This new position will coordinate directly with the Nevada State Emergency Management team. Before implementation, define the director's authority, preserve clinical and incident-command responsibilities, confirm statutory requirements, and adopt a phased staffing and transition plan. Consider starting the position under the direction of the Public Works Director for 12 months to lead to a full transition as a separate department starting year two of the position.

4. **Create Natural Resources Land Use and Permitting.**
   Direct the natural-resources and public-works leadership to develop a responsibility-transfer plan for functions that align more closely with natural-resource policy and development review. Functions to evaluate include water-rights administration, land-use planning, and permitting. Consider a renaming the Department Natural Resources Land Use and Permitting for clarity of responsibility with the public. The plan should identify staffing, technical expertise, records, budgets, regulatory authority, workflows, service standards, and coordination points with infrastructure, legal, assessor, recorder, emergency, and public-safety functions. This change would require increased staffing in this department of 2 FTE, a Planning Coordinator and an Administrative Assistant.

5. **Conduct a new compensation study through an open process.**
   Commission a countywide classification and compensation study that includes early and continuing engagement with elected officials and department leadership. Review job duties, statutory responsibilities, supervisory scope, workload, market competitiveness, compression, internal equity, specialty pay, casual and volunteer-related classifications, benefits, and implementation costs. Publish the methodology, provide opportunities to correct job information, and present phased options so the Commission can make transparent and financially sustainable decisions.

6. **Align county code policy and the Master Plan.**
   Complete a comprehensive review of county code and administrative policy to clarify departmental roles, responsibilities, reporting relationships, decision authority, and accountability. Give particular attention to Human Resources, finance and personnel boundaries, emergency management, liability protection, and land use and permitting. Coordinate this work with the County Master Plan update so that the organization, development framework, implementing ordinances, and administrative procedures support the same long-term direction. Provide draft changes for legal review, department and elected-official input, public consideration where required, and formal Commission adoption.

7. **Establish a Centralized Leadership authority.**
   Designate a qualified existing department head to serve as Senior Department Head or establish a new County Manager Position. This would require an increased cost of a stipend for the additional countywide duties or an additional FTE. Under the direction of the Commission Chair, the designee should lead the recurring department-head meetings, coordinate implementation of Commission vision and direction, resolve routine cross-department operational matters, and exercise clearly delegated day-to-day decision-making authority for the county. The Commission should adopt a written delegation of authority that defines spending and signature limits, matters reserved to the Commission, reporting expectations, term and selection procedures, performance review, and succession or removal provisions. The role must respect the independent statutory authority of elected officials and should not replace formal Commission action where law or policy requires it. This leadership delegation should be selected through public process and be evaluated every 12 months by the commission to determine if the individual is performing to expectation.

8. **Consolidate comparable positions into countywide job-description series.**
   Replace unnecessarily narrow, department-specific job descriptions with broader multi-department classifications where duties, qualifications, and responsibility levels are substantially comparable. Use Administrative Assistant I, II, and III series as the initial model. The series should distinguish levels by complexity, independence, confidential or technical work, fiscal and records responsibility, public contact, coordination duties, lead-work or supervisory expectations, and required experience. Each department may maintain a concise duty addendum identifying specialized assignments without creating a separate classification. The classification review should be coordinated with the compensation study so that titles, minimum qualifications, career progression, internal equity, and pay ranges remain aligned.

Implementation priority. The Commission should begin with the leadership meetings, Centralized Leadership delegation, and responsibility-mapping work. Those structures should then guide the recognition program, organizational transitions, job-classification consolidation, compensation study, and coordinated code, policy, and Master Plan updates. Each initiative should have a written scope, accountable lead, timeline, decision points, employee and leadership engagement, and measurable completion criteria.

EUREKA COUNTY BOARD OF COMMISSIONERS

Rich McKay, Chairman ⌖ Marty Plaskett, Vice Chair ⌖ Mike Schoenwald, Member

PO Box 694, 10 South Main Street, Eureka, Nevada 89316

Phone: (775) 237-7211 ⌖ Fax: (775) 237-4610⌖ www.co.eureka.nv.us

LP Insurance Services
300 East Second Street, Suite 1300
Reno, NV 89501

December 1, 2026

RE: Contract Extension

LP Insurance Services,

This letter memorializes the understanding between Eureka County and LP Insurance Services to extend the insurance broker contract for an additional one-year period beginning January 1, 2027, through December 31, 2027, as set forth in Section 3 of the contract ("Contract Term"). This extension shall be under the same terms and conditions outlined in the original contract that was entered into on January 1, 2019.

The Eureka County Board of Commissioners took formal action today, August 1st, to approve this three-year contract extension. By signature of your authorized agent below, this contract extension is accepted.

Agreed to this __1____ day of December, 2026.

_____
LP Insurance Services, Authorized Agent

Please let us know if you have any questions.

Sincerely,

_____
Rich McKay, Chairman
Eureka County Board of Commissioners

Health Insurance Board

To whom it may concern;

I would like to be the representative of the Eureka County Sheriff's Office on the Health Insurance Board.

I feel that I can bring a positive outlook representing the Sheriff's Office and the County of Eureka if I am selected.

Regards,

Undersheriff Dave Hicks

10/7/2026

Eureka Board of County Commissioners
P.O. Box 540
Eureka, NV 89316

Dear Eureka Board of County Commissioners,

My name is Hayley Reck. I currently work as an Assessor Appraiser II for the Assessor's Office. I am writing to express my interest in the Health Insurance Advisory Committee. I am eager to contribute my many years of experience with insurance with the Health Advisory Committee.

I have about twenty years of experience working within several insurance agencies in the state of Nevada and Montana.

I believe with my many years of experience with insurance and my passion with wanting to help people have the right health insurance coverage I would be an asset to the Health Advisory Committee.
I look forward to discussing y background and how the county and employees may benefit.

Thank you for your consideration!

Regards,

Hayley Reck
Hayrec74@gmail.com

November 18, 2026

To whom it may concern,

I am writing to express my interest in serving as a member of the Health Insurance Advisory Committee, representing the Courthouse.

I welcome the opportunity to learn more about our county's health insurance benefits and to be involved in discussions and decisions that help ensure our employees receive the best possible benefits. Through my job in the Clerk Recorders office, I have gained an understanding of Open Meeting Law and the importance of transparency and communication. I feel these experiences, along with my willingness to learn and contribute, would allow me to be a valuable addition to the committee.

Thank you for your consideration,

Katelyn Ziemann

Katelyn Ziemann
775-455-5973
kziemann@eurekacountynv.gov

Outlook

[EXTERNAL] Insurance Committee Vacancy

From Kenny Sanders <soorite@hotmail.com>
Date Wed 10/28/2026 10:35 AM
To Jayme Halpin <JHalpin@EurekaCountyNV.gov>

CAUTION: This Message originated outside your organization.

Jayme,

Please accept this as my notice of interest in serving on the Eureka County Employees' Insurance Committee in the recently vacated retiree position.

Sincerely,
Kenny Sanders, retired county employee.

Outlook

Resignation

From Jessica Santoyo <JSantoyo@EurekaCountyNV.gov>
Date Thu 9/3/2026 8:40 AM
To Jayme Halpin <JHalpin@EurekaCountyNV.gov>

Hi Jayme,

Please consider this my resignation from the Health Insurance Committee due to no longer working at the courthouse.

Thank you,

EUREKA
-COUNTY-

Jessica Santoyo
IT Professional III
775-237-5201
JSantoyo@EurekaCountyNV.gov
10 S. Main St,
Eureka, NV 89316

STAY UP TO DATE

CONFIDENTIALITY NOTE: The information transmitted, including attachments, is intended only for the person(s) or entity to which it is addressed and may contain confidential material. Any review, retransmission, dissemination, or other use of, or taking any action in reliance upon this information by persons or entities other than the intended recipient is prohibited. If you receive this in error, please contact the sender and destroy any copies of this information.

Tina Hubbard

P.O. Box 134
Eureka, NV 89316
775-385-1586

September 10, 2026

Health Insurance Advisory Committee
P.O. Box 852
Eureka, NV 89316

To Whom It May Concern:

I will be leaving the County's insurance plan in the near future. Therefore, I will be resigning my position on the Health Insurance Advisory Committee.

Sincerely yours,

Tina

Tina Hubbard

Outlook

RE: Health Insurance Advisory

From Ty Sestanovich <TSestanovich@EurekaCountyNV.gov>
Date Tue 11/17/2026 4:00 PM
To Jayme Halpin <JHalpin@EurekaCountyNV.gov>

Hi Jayme,
Yeah I would still be interested in being on the committee. If you need me to do anything else just let me know.

Thanks

Ty Sestanovich
Eureka County Public Works Road Shop
900 Holly Rd
Eureka, NV 89316
Phone: (775) 237-6400

From: Jayme Halpin <JHalpin@EurekaCountyNV.gov>
Sent: Tuesday, November 17, 2026 8:50 AM
To: Ty Sestanovich <TSestanovich@EurekaCountyNV.gov>
Subject: Health Insurance Advisory

Morning Ty,

Just double checking again if you want to be on the insurance advisory committee, if you do can you respond to this email with your interest if not I can ask scooter or someone else. Either way just let me know I am getting everything on the 12/1 agenda for commissioners.

Thanks,
JH

EUREKA
-COUNTY-

Jayme Halpin
Assistant Public Works Director
Phone:775-237-5372
JHalpin@EurekaCountyNV.gov
Address:701 South Main St.
Eureka, NV 89316

STAY UP TO DATE

EUREKA
-COUNTY-

Job Title:	Deputy Clerk Recorder I, II, and III	**Department:**	Clerk/Recorder
Classification Range:		**Reports To:**	Clerk/Recorder
	Deputy Clerk Recorder I, Range E08	**FLSA:**	Non-Exempt
	Deputy Clerk Recorder II, Range E09	**Safety Sensitive:**	No
	Deputy Clerk Recorder III, Range E10	**Probation Period:**	Six (6) months
		Adopted/Revised:	December 1, 2026

Summary of Job Purpose: Performs difficult, complex technical and/or specialized office support work, which requires the exercise of independent judgment, the application of technical skills and a knowledge of detailed or specialized activities related to Clerk Recorder Office department to which assigned: including, District Court, Elections, Commission and Recorder responsibilities.

Deputy Clerk Recorder I: is expected to perform under the direction of the County Clerk Recorder in a specialized capacity as a sworn Deputy Clerk Recorder performing essential functions.

Deputy Clerk Recorder II & III: is expected to perform under the direction of the County Clerk Recorder in a specialized capacity as a sworn Deputy Clerk Recorder performing higher level functions in addition to **All** Deputy Clerk Recorder I essential functions.

Essential Functions: *The class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skill.*

Office Duties:

- Enters, maintains, validates and produces reports on records within various databases. Acts as receptionist and receives and screens visitors and telephone calls and directs the caller to the proper person or personally handles the call; provides information which requires the use of judgment and interpretation of policies, rules and procedures;
- Performs a variety of administrative support duties as required. Operates standard office equipment;
- Organizes, maintains and purges various departmental files.
- Conducts specific projects related to the department or office to which assigned; may obtain and/or provide information from other organizations, summarize such information and prepare recommendations.
- Provides information to the public or to County staff that requires the use of judgment and the interpretation of policies, rules or procedures.
- Proofreads and checks typed and other materials for accuracy, completeness, and compliance with departmental policies and regulations;
- Prepares vouchers for department/employee expenses and provides them to supervisor for approval.
- Processes and balances daily receivables; makes daily/weekly deposit(s) to the Treasurer's Office.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

Statutory Compliance & Multi-Departmental Operations: Executes all duties in strict compliance with applicable Nevada Revised Statutes (NRS) across the office's core statutory divisions, ensuring legal accuracy, timely public recording, and proper record preservation:

- Board of County Commissioners (NRS Chapter 244): Prepares agendas, records official minutes, attests documents, and maintains legislative records for the Board of County Commissioners.
- County Clerk Functions (NRS Chapter 246): Administers statutory clerk services, including issuing marriage licenses, filing fictitious firm names, administering oaths, and supporting election and licensing mandates.
- County Recorder Functions (NRS Chapter 247): Examines, indexes, records, and preserves official real property instruments, maps, liens, and public records in accordance with statutory fee and formatting rules.
- District Court Support (NRS Chapter 3): Processes, files, dockets, and maintains confidential and public judicial records, court exhibits, and legal filings in support of the District Court.
- Elections (NRS Title 24 Chapter 293): Under the direction of the County Clerk assists in the duties of registrar of voters as defined in NRS 293.044 and pursuant to the provisions of NRS 244.164.

District Court Duties:

- Files and opens new cases under the Court's jurisdiction; organizes documentation and inputs data into the case management system in accordance with court procedure;
- Takes and transcribes minutes of court proceedings; operates audio and video equipment; administers oaths to witnesses and jury members; Administers and manages digital Hearings.
- Processes criminal records requests; collects payment, processes receipt.
- Schedules hearings and court calendars; issues bench warrants as directed by court; requests documents/information from other agencies; ensures that all files, documents, evidence and other materials are available and organized prior to the beginning of court session.

Recording/ Clerk Duties:

- Record a full range of legal documents including, but not limited to, deeds, trust deeds, contracts of sale, reconveyances; mining documents such as certificate of location and intent to hold, oaths of office, marriage certificates; and review them for originality, accuracy and completeness in accordance with Nevada Revised Statutes and departmental policy prior to recording.
- Calculate and collect appropriate fees and taxes; enter transaction into computer software; obtain receipt for customer.
- Index recorded / scanned documents to create a permanent searchable record; verify and ensure that information is entered correctly; create an accurate computer index necessary to interpret document to index correctly.
- Balance cash drawer and reconcile with the recorded documents to ensure fees have been recorded accurately; complete daily/weekly bank deposit(s) to be delivered to the Treasurer's Office.
- Respond to inquiries and requests for documents by telephone, in person and by mail; provide information; conduct searches; fulfill requests appropriately.
- Issue certification of permission to perform marriages,
- Issue Marriage Licenses; record Marriage Certificates
- File Fictitious Firm Name (FFNs) and maintain a recorded record; issue renewal notices.

Election Duties:

- Provide exceptional customer service and support in compliance with federal and state election laws.
- Perform election functions such as voter registration and voter roll maintenance.
- Manage education and training of election workers; assist with the development of training materials.
- Maintains voter database; corresponds with voters to maintain accurate information; utilizes Secretary of State(SOS), Help America Vote Act (HAVA), and Automatic Voter Registration (AVR) reports to improve the accuracy of voter rolls; provides voter registration identification cards; maintains computer files of voting history; Processes HAVA and AVR records.
- Performs record requests of election database upon request within allotted time outlined in State NRS.
- Assists in election setup and take down of election equipment at polling sites; maintains and ensures security of all election equipment;
- Performs election-related tasks and specific duties; provides extended hours of service for voter registration and early voting during the Presidential Preference Primary, Primary and General elections and any special elections. Processes voters as they arrive to vote, including signature verification. Maintains security of all ballots, transports election equipment and ballots to the Counting Board.

Commissioner Clerk Duties:

- Operates recording system and interactive video equipment located in the Board Room.
- Understands and adheres to the Nevada Open Meeting Law and the State ethical standards.
- Files and indexes documents related to the Board of County Commissioners.
- Composes minutes of the Commissioners' meetings.

Qualifications: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required.*

Education and Experience: *The knowledge and ability listed may be acquired through different types of education, training and experience. An example of a typical way to acquire the qualifying knowledge and ability is listed below:*

Deputy Clerk Recorder I: High School diploma/GED; AND one (1) year of court services OR administrative support/customer service experience is preferred.
Deputy Clerk Recorder II: High School diploma/GED; AND two (1) years of verifiable court, clerk, recorder, or election services experience; OR an Associate's Degree in a related field, or equivalent business or work experience

Deputy Clerk Recorder III: High School diploma/GED; AND four (2) years of verifiable court, clerk, recorder, or election services experience; OR an Associates Degree OR Bachelor's Degree in a related field.

Equivalent combination of formal education and work experience may be considered for all level placement.

Required Certificates, Licenses, and Registrations: *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*

- Valid Nevada Driver's license
- Notary Public Certificate (Clerk Recorder II and above)
- Ongoing professional development specifically to support elections, court processes and governmental services is required.
- Must take the Oath of Office for the Deputy Clerk Recorder:

Required Knowledge and Skills:

Knowledge of: Policies, procedures, rules and regulations related to the court, elections, recording and open meetings; Legal and court terminology; Use of specified computer applications involving the design and management of databases or spreadsheet files and the development of special report formats; Business arithmetic; Accepting monies and making accurate arithmetic calculations; Business letter writing and the standard format for typed materials; Record keeping principles and practices; Correct business English, including spelling, grammar and punctuation; techniques for dealing with the public, in person and over the telephone.

Nevada Statutory Mandates: Working knowledge of the legal frameworks, filing deadlines, fee schedules, and public-record rules governed by Nevada Revised Statutes Chapters 3, 244, 246, and 247, as well as applicable County ordinances and court rules.

Skills in: Performing clerk, recorder, election and administrative support duties; Organizing court/meeting activities and recording court/meeting proceedings accurately; Interpreting, applying and explaining applicable codes and regulations; Using applicable office terminology, forms, documents and procedures in the course of the work; Maintaining accurate case and office records and files; Composing correspondence independently or from brief instructions. Using initiative and independent judgment within established procedural guidelines; Organizing own work and workspace, setting priorities and meeting critical deadlines; Contributing effectively to the accomplishment of team or work unit goals, objectives and activities. Skills to drive a motor vehicle to and from other County locations in order to attend offsite meetings/training/election sites or visit other work sites.

Physical/Mental Demands & Working Environment: *The physical/mental requirements described herein are repetitive of those that an employee must meet to perform the essential functions of this position successfully.*

Strength, stamina, dexterity, coordination, and vision to use keyboard and video display terminal for long periods of time. Dexterity and coordination to handle files and single pieces of paper. Strength, stamina, and coordination for occasional lifting and pushing of items weighing up to fifty (50) pounds, printers, equipment, files, stacks of paper, reference and other materials; strength, stamina, and coordination for moving from place to place within the office; occasional reaching for items above and below desk level and standing for long periods of time. Ability to appropriately handle stress and interact with others, including supervisors, coworkers, clients, and customers. Periodic contact with angry and upset individuals. Ability to handle frequent interruptions of planned work activities by telephone calls, office visitors, and response to unplanned events. Generally clean work environment with limited exposure to conditions such as dust, fumes, odors, or noise.

This position description indicates, in general, the nature and levels of work, knowledge, skills, abilities, and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and applicants who Eureka County has offered employment are encouraged to discuss potential accommodations with the employer.

APPROVAL AND ACKNOWLEDGMENT OF RECEIPT

Designate Position Held:

- □ **Clerk Recorder I**
- □ **Clerk Recorder II**
- □ **Clerk Recorder III**

Department Head/Supervisor: _____ Date: _____
(Signature)

*Employee: _____ Date: _____
(Signature)

*Employee signature acknowledges understanding of the essential functions and requirements of this position. Employee also acknowledges receipt of this position description.

EUREKA
-COUNTY-

Job Title:	Election Officer	**Department:**	Clerk Recorder
Classification Range:	E04	**Reports To:**	Chief Deputy Clerk Recorder
		FLSA:	NA
		Safety Sensitive:	No
		Probation Period:	NA
		Adopted/Revised:	December 1, 2026

Summary of Job Purpose: Under the direction and supervision of the County Clerk-Recorder, **Election Officers/Poll Workers** play a vital civic role in safeguarding the integrity, accessibility, and efficiency of the electoral process during primary, general, and special elections. Serving as the front-line ambassadors of democracy, Poll Workers assist the Clerk-Recorder's Office by setting up polling locations, verifying voter eligibility, issuing ballots, assisting voters with accessibility needs, and maintaining strict chain-of-custody and statutory compliance under **Nevada Revised Statutes (NRS) Title 24 (Elections)** throughout early voting and Election Day operations.

Essential Functions (Poll Workers) *The class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skill.*

- **Mandatory Training & Certification:** Attends and successfully completes required County poll worker training prior to each election cycle to master updated voting equipment, statutory procedures, and accessibility protocols.
- **Polling Site Setup & Opening:** Prepares, configures, and tests electronic poll books, voting machines, and ADA-accessible voting stations prior to polls opening; arranges signage and voting booths to ensure a welcoming, orderly, and private voting environment.
- **Extended Election & Early Voting Coverage:** Provides reliable, extended-hours service throughout Early Voting, Primary, General, and Special Elections to support voter registration and in-person voting access.
- **Voter Check-In & Eligibility Verification:** Greets and processes arriving voters using electronic poll books, conducts signature verification, confirms registration status, and determines whether voters will cast a machine or provisional/paper ballot.
- **Same-Day Registration (SDR) Assistance:** Guides eligible citizens through Nevada's Same-Day Voter Registration process, verifies required identification and proof of residency, and issues appropriate ballots in compliance with state law.
- **Voter Privacy & Electioneering Enforcement:** Safeguards voter confidentiality at all times and monitors the polling perimeter to strictly enforce Nevada's 100-foot electioneering prohibition, ensuring a neutral, pressure-free voting experience.
- **Equipment Security & Chain of Custody:** Maintains continuous physical and procedural security over all voting machines, electronic devices, and sensitive election materials throughout voting hours.
- **Closing Procedures & Ballot Transport:** Executes end-of-day polling place closing protocols, reconciles ballot counts, seals ballot containers under strict chain-of-custody standards, and securely transports voted ballots and election equipment to the Central Counting Board.

EUREKA
-COUNTY-

Qualifications: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge skills and/or ability required.*

Education and Experience:

- Be a registered voter in Nevada.
- Be able to read, write and speak English. Spanish speaking is preferred but not required.
- Must take the Oath of Office for Election Worker.

Required Knowledge and Skills:

- Be able to lift up to 35 pounds.
- Be able to sit or stand for long periods of time, bend and have manual/physical dexterity.
- Be able to get transportation to the Eureka County Court house for training and to the polling place.
- Remain nonpartisan while working at the polls and to have patience and the ability to be courteous and respectful with the public and coworkers.

Physical/Mental Demands & Working Environment: *The physical and mental demands described below represent the essential requirements needed to successfully perform this role. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- **Work Environment & Schedule Demands:** Work is primarily performed indoors at designated polling locations or administrative offices in a clean, climate-controlled environment with moderate noise levels and frequent interruptions. Occasional brief outdoor exposure is required to post and retrieve directional or 100-foot electioneering signage. **Requires regular, reliable attendance and the stamina to work extended shifts** (including early mornings and late evenings) during Early Voting and Election Day.
- **Mobility & Ergonomics:** Must possess the physical stamina to sit, stand, and walk for prolonged periods, as well as the manual dexterity, hand-eye coordination, and visual acuity to operate electronic poll books, voting terminals, keyboards, and tablets.
- **Physical Activity & Lifting:** Frequently required to handle single sheets of paper, ballots, and registration files. Occasionally required to bend, stoop, squat, and reach above and below desk level to set up voting booths, access supplies, and transport election equipment, signage, and ballot containers weighing **up to 35 pounds**.
- **Mental & Interpersonal Demands:** Must maintain composure, accuracy, and sound judgment in a fast-paced, high-visibility public environment. Requires the ability to manage stress calmly, communicate clearly and courteously with diverse voters, coworkers, and election officials, and exchange critical procedural information with precision.

This position description indicates, in general, the nature and levels of work, knowledge, skills, abilities, and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and applicants who Eureka County has offered employment are encouraged to discuss potential accommodations with the employer.

APPROVAL AND ACKNOWLEDGMENT OF RECEIPT

Designate Position Held:

☐ VOLUNTEER ELECTION POLL WORKER
☐ CASUAL ELECTION POLL WORKER

EUREKA
-COUNTY-

Department Head/Supervisor: _____ Date: _____
(Signature)

*Employee: _____ Date: _____
(Signature)

*Employee signature acknowledges understanding of the essential functions and requirements of this position. Employee also acknowledges receipt of this position description.

EUREKA
-COUNTY-

Job Title:	Chief Deputy Clerk Recorder	**Department:**	Clerk/Recorder
Classification Range:	E12	**Reports To:**	Clerk/Recorder
		FLSA:	Non-Exempt
		Safety Sensitive:	No
		Probation Period:	6 months
		Adopted/Revised:	December 1, 2026

Summary of Position: Under the general direction of the Eureka County Clerk-Recorder, provides second-in-command operational leadership, staff supervision, and statutory oversight across all divisions of the office. Performs advanced, specialized administrative and management functions in addition to maintaining mastery of all Deputy Clerk-Recorder I, II, and III classifications. Assumes statutory authority and operational command in the absence of the Clerk-Recorder.

Essential Functions: *The following class specification outlines the primary leadership duties and statutory requirements of this position and is not intended to be all-inclusive. Incumbents may be required to perform other job-related duties as assigned. Incumbent must represent Eureka County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.*

Executive Leadership & Departmental Governance

- Staff Supervision & Continuity: Directs daily office workflows; oversees the scheduling, training, mentoring, and performance evaluation of Deputy Clerk-Recorders and support staff; acts on behalf of the Clerk-Recorder during absences.
- Policy, Audits & Project Management: Interprets complex statutory and policy issues for county departments and the public; leads special departmental projects; conducts routine compliance audits; and prepares formal recommendations for the Clerk-Recorder and Board of County Commissioners.
- Fiscal Administration: Executes departmental budget administration, oversees voucher and expense processing, enforces statutory accounting controls, and ensures accurate daily/weekly reconciliations and deposits to the County Treasurer.
- Intergovernmental & Public Representation: Represents the County with dignity, integrity, and professionalism at department head meetings, judicial committees, and public forums.
- Performs duties as directed by the Clerk Recorder.

Statutory Oversight Across Core Divisions

Provides operational leadership and ensures strict legal compliance across the office's five statutory mandates under Nevada Revised Statutes (NRS):

- District Court Leadership & Jury Administration (NRS Chapter 3):
  Directs District Court support operations, case management integrity, and courtroom governance. Serves as court-appointed Jury Commissioner, oversees judicial calendaring with judges and justice partners, implements legislative updates, and acts as primary liaison for court financial audits.
- Elections Administration & Security (NRS Title 24, Chapter 293):
  Assists the Clerk-Recorder in executing the duties of Registrar of Voters (NRS 293.044; NRS 244.164). Directs end-to-end election logistics, voter roll integrity (NOVA/AVR), poll worker training, chain-of-custody security protocols, and statutory public records compliance.
- Official Recorder & Archival Governance (NRS Chapter 247):
  Leads technical recordation operations and quality assurance. Exercises independent judgment on complex legal instruments, mining claims, and real property transfers; oversees database integrity, permanent archival preservation, and statutory fee/transfer tax reconciliations.
- Board of County Commissioners Governance (NRS Chapter 244 & Chapter 241):
  Oversees legislative support for the Board of County Commissioners, ensuring strict compliance with Nevada's Open Meeting Law. Directs the preparation of official agendas, permanent minutes, public notices, and certified legislative records.
- County Clerk & Vital Records Administration (NRS Chapter 246):
  Manages statutory clerk functions, including the issuance and compliance tracking of marriage licenses, minister certifications, Fictitious Firm Name (FFN) filings, official oaths, and licensing mandates.

Qualifications: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required.*

Education and Experience: *The knowledge and ability listed may be acquired through different types of education, training and experience. An example of a typical way to acquire the qualifying knowledge and ability is listed below:*

High School diploma/GED; AND three (3) to four (4) years of verifiable court, clerk, recorder, or election services experience as a Deputy Clerk I, II, or III; OR a bachelor's degree in a related field. Equivalent combination of formal education and work experience may be considered. Formal education and work experience for consideration such as two (2) years associate's degree in related field or appropriate related experience and two (2) years of professional experience in related field.

Completion of Essential Management Skills course within 18 months. Continuing certifications focused on effective public meetings, government processes, elections and governance is required. One year of supervisory experience is preferred.

Required Certificates, Licenses, and Registrations: *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*

- Notary Public Certification

- Valid Nevada Driver's License
- Certified Municipal Clerk (CMC) & Master Municipal Clerk (MMC):

Required Knowledge and Skills:

Knowledge of: The Nevada Revised Statutes related to Recording, Clerk, District Court, Commission and Elections; office policies, practices and procedures; principals of general supervision and training; budget development and techniques; records systems and computer software used in all departments.

Nevada Statutory Mandates: Working knowledge of the legal frameworks, filing deadlines, fee schedules, and public-record rules governed by Nevada Revised Statutes Chapters 3, 244, 246, and 247, as well as applicable County ordinances and court rules.

Skills in: Performing court, clerk, recorder, election and administrative support duties; Organizing court/meeting activities and recording court/meeting proceedings accurately; Interpreting, applying and explaining applicable codes and regulations; Using applicable office terminology, forms, documents and procedures in the course of the work; Maintaining accurate case and office records and files; Composing correspondence independently or from brief instructions. • Using initiative and independent judgment within established procedural guidelines; Organizing own work, setting priorities and meeting critical deadlines; Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.

Physical/Mental Demands & Working Environment: *The physical/mental requirements described herein are repetitive of those that an employee must meet to perform the essential functions of this position successfully.*

Strength, stamina, dexterity, coordination, and vision to use keyboard and video display terminal for long periods of time. Dexterity and coordination to handle files and single pieces of paper. Strength, stamina, and coordination for occasional lifting and pushing of items weighing up to fifty (50) pounds, printers, equipment, files, stacks of paper, reference and other materials; strength, stamina, and coordination for moving from place to place within the office; occasional reaching for items above and below desk level and standing for long periods of time. Ability to appropriately handle stress and interact with others, including supervisors, coworkers, clients, and customers. Periodic contact with angry and upset individuals. Ability to handle frequent interruptions of planned work activities by telephone calls, office visitors, and response to unplanned events. Generally clean work environment with limited exposure to conditions such as dust, fumes, odors, or noise.

This position description indicates, in general, the nature and levels of work, knowledge, skills, abilities, and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive list of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such

accommodations. Incumbents and applicants who Eureka County has offered employment are encouraged to discuss potential accommodation with the employer.

APPROVAL AND ACKNOWLEDGMENT OF RECEIPT

Designate Position Held: **Chief Deputy Clerk Recorder**

Department Head/Supervisor: _____ Date: _____
(Signature)

*Employee: _____ Date: _____
(Signature)

*Employee signature acknowledges understanding of the essential functions and requirements of this position. Employee also acknowledges receipt of this position description.

EUREKA
-COUNTY-

Job Title:	Senior Center Program Director	**Department:**	Senior Center
Classification Range:	Appointed/ At Will E	**Reports To:**	Board of Commissioners
		FLSA:	Exempt
		Safety Sensitive:	Yes
		Probation Period:	
		Adopted/Revised:	December 1, 2026

Summary of Job Purpose: Under general direction of the Board of County Commissioners, serves as the administrative and executive head of the Eureka County Senior Centers; responsible for the strategic direction, administration, financial management, organizational development, regulatory compliance, and delivery of assigned services, infrastructure, and governmental programs. This is an at-will position.

Manages the County's senior nutrition program, including administration of grants and direction of staff; manages other community service program grants as assigned. Is responsible for the overall management of the Senior's program Department and for supervision of its staff and management of its resources consistent with the program policy guidelines of the senior center boards, the terms and conditions of funding grants and the policy direction of the County Board of Commissioners. Direct and supervises two (2) senior centers, Eureka and Crescent Valley. Travels weekly to Crescent Valley. Works closely with Division of Aging with grants and other programs. Leads efforts to support county residence completing Energy Assistance paperwork and other support program documentation.

Essential Functions: *The class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skill.*

- Serves as the administrative and head of the Senior Centers; establishes departmental goals, objectives, priorities, policies, procedures, and performance standards consistent with the direction of the Board of County Commissioners and applicable statutory and regulatory requirements.
- Provides leadership and administrative direction through site supervisors, establishes organizational objectives, delegates authority, allocates resources, evaluates management performance, and maintains accountability for departmental operations, regulatory compliance, and delivery of County services.
- Provides administrative and technical advice to the Board of County Commissioners; evaluates proposed initiatives, develops recommendations, and prepares policies, resolutions, agreements, and other matters for consideration by the Board.
- Evaluates operational, financial, regulatory, and community needs; develops administrative processes and programs necessary to address community issues, grant and statutory requirements.
- Investigates and resolves complaints and concerns involving Senior County services, facilities; prepares and presents reports, findings, and recommendations to governing bodies, regulatory agencies, and the public.

Personnel and Organizational Management

- Exercises departmental personnel authority in accordance with County Personnel Policies, including employee selection, assignment, promotion, performance evaluation, disciplinary action, termination, and resolution of employee concerns and grievances.
- Develops and evaluates departmental organizational structure, staffing requirements, job classifications, compensation recommendations, succession planning, and workforce development strategies; recommends organizational and staffing changes necessary to maintain effective service delivery.
- Establishes employee training, certification, professional development, and performance requirements; ensures subordinate supervisors effectively administer personnel and maintain compliance with applicable employment, safety, and operational standards.

- Supervises full-time employees at all levels as well as volunteers.

Financial, Contract and Grant Administration

- Directs the preparation and administration of governmental, grant and programmatic budgets under the department's authority; establishes funding priorities, prepares financial projections and funding justifications, monitors revenues and expenditures, and evaluates financial performance.
- Authorizes expenditures and purchases in accordance with County policies and applicable procurement requirements; grant requirements and evaluates budget variances, recommends budget adjustments, and establishes financial controls supporting departmental operations and assigned programs.
- Identifies and secures federal, state, and other funding opportunities; oversees preparation of grant applications, administration of grant agreements, expenditure and reimbursement requirements, regulatory compliance, reporting, and grant closeout.
- Coordinates with and responds to financial audits, grant audits, regulatory reviews, and associated corrective actions; maintains accountability for the financial and administrative performance of assigned operations and programs.
- Directs and manages the daily operation of the seniors and food commodity programs;
- Serves as Eureka County's primary liaison with the State Division of Aging Services, other government agencies, and the public on matters related to services for senior residents of the County.

Program Administration and Community Service

- Presents information to the media, public agencies and entities, as a representative of the County.
- Assists public and other departments or agencies in person and by phone by answering inquiries related to department records, services, and programs; receives complaints and attempts to resolve them; explains rules, policies and procedures; explains proper use and completion of forms and documents.
- Directs the menu and meal services for both Centers; acts as the control agent for raw food purchases. Negotiates purchases and contracts.
- Acts as the primary agent to the Food Bank and support for families experiencing low income.
- Directs and evaluates the program of social and recreational services for community participants; recruits volunteers and service agencies to provide informational programs and assistance to participants and the program's site; plans and conducts recreational programs for nutrition program participants.
- all relationships with staff and the public.
- *Performs the work of program staff as needed to cover vacancies and absences*.
- Requires weekly travel.

Qualifications: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge skills, and/or ability required.*

Education and Experience: *The knowledge and ability listed may be acquired through different types of education, training and experience. An example of a typical way to acquire the qualifying knowledge and ability is listed below:*

- Bachelor's degree in public administration, business administration, civil engineering, construction management, project management, or a closely related field; AND five (5) years of progressively responsible experience in public works, infrastructure management, construction management, engineering services, or comparable public or private sector operations, including at least three (3) years in a management capacity involving personnel supervision, budget administration, and oversight of multiple operational programs.

- Experience in local government administration, capital improvement planning, contract administration, grant management, regulatory compliance, emergency management, and intergovernmental coordination is desirable.
- An equivalent combination of relevant education, training, and work experience may be considered.

Required Knowledge and Skills:

- ***Knowledge of*** Principles and practices of executive leadership, public administration, organizational management, strategic planning, policy development, and governmental operations; personnel management, supervision, employment practices, workforce development, organizational structure, and succession planning; governmental budgeting, financial management, fund administration, revenue forecasting, rate and fee development, and resource allocation; public procurement, contract negotiation and administration; principles and practices of management and supervision; principles of budget preparation and administration; social and nutritional needs of seniors; methods, supplies, and equipment used in senior nutritional programs; funding sources, community resources, laws and regulations which pertain to senior nutritional programs. Effective in identifying and securing state, federal and regional grants to support aging community members throughout the county.

- ***Skills to:*** effectively administer projects and operations consistent with federal, state, and County policies and goals; supervise staff; plan, direct, and evaluate the work of department staff; work effectively under the pressure of deadlines and conflicting demands; establish and maintain effective working relationships with all levels of County staff, elective and appointed bodies, and members of the general public; gain cooperation through discussion and persuasion; collect, interpret, and evaluate narrative and statistical data pertaining to policy, fiscal, and department operation matters; analyze policies, regulations, activities, and methods; select alternatives; project the consequences of proposed actions, implement administrative policies and work programs consistent with regulations and with County policies and goals; understand, interpret, and apply laws and regulations; present findings, recommendations, and policies to individuals and groups in an understandable and persuasive manner; communicate effectively in writing on matters related to department policies, funding, and operations.

Required Certificates, Licenses, and Registrations: *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*

- Possession of valid ServSafe Food Handlers Certificate.
- Possession of a current Nevada State driver's license.
- Successfully complete the Essential Management Skills and Advanced Essential Management Skills courses through POOL/PACT within one (1) year of appointment.

Physical/Mental Demands & Working Environment:

The physical/mental requirements described herein are repetitive of those that an employee must meet to perform the essential functions of this position successfully.

- Strength and stamina to stand for long periods and to sit at a desk; vision to read reports and financial data; strength and stamina to drive long distances and to perform periodic lifting of items weighing up to fifty (50) pounds; reaching and bending.

- Generally clean work environment with limited exposure to conditions such as dust, fumes, odors, or noise; periodic contact with angry and upset individuals; frequent interruptions of planned work activities by telephone calls; office visitors; and response to unplanned events; long and variable work days.

This position description indicates, in general, the nature and levels of work, knowledge, skills, abilities, and other essential

functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and applicants who Eureka County has offered employment are encouraged to discuss potential accommodation with the employer.

APPROVAL AND ACKNOWLEDGMENT OF RECEIPT

Designate Position Held: Senior Center Director

Department Head/Supervisor: _____ Date: _____
(Signature)

*Employee: _____ Date: _____
(Signature)

*Employee signature acknowledges understanding of the essential functions and requirements of this position. Employee also acknowledges receipt of this position description.

EUREKA
-COUNTY-

Job Title:	Lead Cook	**Department:**	Senior centers
Classification Range:	E06	**Reports To:**	Site Manager
		FLSA:	Non-Exempt
		Safety Sensitive:	Yes
		Probation Period:	6 Months
		Adopted/Revised:	11/19/2026

Summary of Job Purpose: Under general supervision, plans, prepares, and serves meals at senior meal sites; provides direction to program aides. This class is a lead worker class. It is distinguished from the class of the Site Manager, in that employees in the class report to Site Manager and are directly responsible for preparation of meals.

Essential Functions: *The class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skill.*

- Orders food and supplies for meals within budget constraints, follows approved meal plans.
- Prepares meals; participates in serving meals; prepares and packages meals for home delivery.
- Participate in cleaning of cooking and serving containers and utensils; inspects supplies, utensils and facilities for compliance with sanitary standards.
- Keeps records of food purchased and of food, supplies and equipment inventory.
- Preforms other duties as assigned
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

Qualifications: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required.*

Knowledge and Ability

Knowledge of Food preparation methods for large groups; standards for planning and preparation of nutritional meals; standard and methods for maintaining sanitary conditions during food preparation, serving and storage, nutritional needs of seniors; basic principals of financial and inventory record keeping.

Ability to plan and prepare meals; determine types and quantities of supplies needed for meal preparation; follow verbal and written instructions; work effectively under pressure of deadlines and conflicting demands; establish and maintain effective working relationships with staff and program participants; select alternatives; project the consequences of proposed actions; implements work programs consistent with regulations and County Policies; understand, interpret, and apply laws and regulations; keep detailed statistical and inventory records.

Education and Experience: *The knowledge and ability listed may be acquired through different types of education, training and experience. An example of a typical way to acquire qualifying knowledge and ability is listed below:*

At least two (2) years of work experience preparing meals for large groups which included responsibility for keeping records and for assisting in planning menus.

Required Certificates, Licenses, and Registrations: *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*

- Valid Nevada Driver's license
- Possesses a valid ServSafe Food Handlers Certificate

Physical/Mental Demands & Working Environment: *The physical/mental requirements described herein are repetitive of those that an employee must meet to perform the essential functions of this position successfully.*

This position description indicates, in general, the nature and levels of work, knowledge, skills, abilities, and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and applicants who Eureka County has offered employment are encouraged to discuss potential accommodation with the employer.

Strength and stamina to stand for long periods; repeatedly lift items weighing up to fifty (50) pounds; reach and bend; vision to read instructions, ingredients and regulations; color vision and sense of smell to inspect food.

WORKING CONDITIONS:

Generally clean work environment with some exposure to conditions such as heat, cold, odors, and noise; periodic contact with confused and upset individuals; interruptions of planned work activities by visitors and other staff members.

FLSA STATUS: Non- Exempt

APPROVAL AND ACKNOWLEDGMENT OF RECEIPT

Designate Position Held: Lead Cook

Department Head/Supervisor: _____ Date: _____
(Signature)

*Employee: _____ Date: _____
(Signature)

*Employee signature acknowledges understanding of the essential functions and requirements of this position. Employee also acknowledges receipt of this position description.

EUREKA
-COUNTY-

Job Title:	Custodian	**Department:**	Senior Center
Classification Range:	E03	**Reports To:**	Site Manager
		FLSA:	Non-Exempt
		Safety Sensitive:	No
		Probation Period:	6 Months
		Adopted/Revised:	12/1/2026

Summary of Job Purpose: Under general supervision, performs various custodial and routine maintenance tasks involving the cleaning, maintaining, and repairing facilities, walkways, equipment, and adjoining premises. Positions in this class are expected to perform assignments with only minimal direction and instruction.

Essential Functions: *The class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skill.*

- Cleans Eureka County facilities on a routine basis. Following established procedures or verbal instructions, selects the proper chemicals and supplies, effectively and safely cleans and disinfects hallways, stairways, offices, meeting and other rooms, auditoriums, restrooms, drinking fountains, benches, etc.
- Dusts, sweeps, mops, vacuums, and polishes surfaces and floors.
- Operates floor cleaning machines, buffers, and carpet cleaning machines.
- Performs special cleaning tasks such as disinfecting contaminated or frequently used areas including bathrooms, tables and chairs.
- Cleans the kitchen and kitchen appliances including stoves, refrigerators, freezers, counters, storage areas and all equipment.
- Moves furniture, equipment, and other items such as files, partitions, supply boxes, displays, storage containers, etc.
- Empties and cleans waste containers; transports waste materials to appropriate containers.
- Ensures that appropriate supplies such as toilet paper, paper towels, soap, and related items are available to users. Maintains proper inventory of cleaning materials and supplies at assigned workstations.
- On a daily basis, as well as after various public functions, checks windows, doors, and office equipment to ensure they are secured and/or turned off.
- Maintains outside areas adjacent to the facility in a safe condition by removing snow and other debris, sweeping, and hosing down areas.
- Removes snow and ice from steps and walkways.
- Reports damage, malfunctions, hazards, or irregularities of buildings and equipment to the supervisor.
- Assists Eureka County in set up and take down of assigned events.
- Performs other duties as assigned.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

QUALIFICATIONS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required.*

Education and Experience: *The knowledge and ability listed may be acquired through different types of education, training and experience. An example of a typical way to acquire the qualifying knowledge and ability is listed below:*

- At least one (1) year of work experience in assisting in meal preparation for large groups is preferred; as well as prior work experience performing janitorial tasks is preferred.

Required Certificates, Licenses, and Registrations: *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*

- Valid Nevada Driver's license

Required Knowledge and Skills:

Knowledge of: Equipment, materials, and supplies used in cleaning, disinfecting, and maintaining facilities;
Safe and proper methods of using/mixing chemicals, solvents, and other potentially hazardous materials;
Agency policies, procedures, and practices related to custodial services;
Cleaning and disinfecting procedures; and
Appropriate tools or equipment for cleaning specific areas, or performing routine maintenance tasks.

Skills and Ability to: Follow established procedures; and follows written and oral instructions. Use cleaning equipment and tools properly and safely; operate small hand and power tools properly and safely; operate electric floor cleaning and maintenance equipment properly and safely; perform snow and trash removal; and communicate courteously with others.

Ability to work independently and as part of a crew, use janitorial tools and supplies in a safe and efficient manner; carry out written and verbal instructions; maintain simple records of work performed; operate different types of equipment and use numerous cleaning solutions and equipment; learn and follow operating procedures; work cooperatively with others; identify when buildings, grounds and tools need repair.

Special Requirements: Maintenance of a valid Nevada State driver's license is required.

Experience and Training: The knowledge and ability listed above may be acquired through different types of education, training, and experience. An example of a typical way to acquire the qualifying knowledge and ability is listed below:

Any work or training experience which requires following of verbal and written instructions and use of simple tools to perform manual labor tasks.

Physical/Mental Demands & Working Environment: *The physical/mental requirements described herein are repetitive of those that an employee must meet to perform the essential functions of this position successfully.*

Strength and stamina to stand, walk, and climb stairs and ladders; stamina and flexibility to stoop, squat, bend, kneel, crouch, and crawl; strength, dexterity, and stamina to use hands and arms to reach, grasp, and

open containers, and to operate hand and power tools, floor cleaning, polishing, and other equipment; ability to periodically work in confined spaces; frequent moving or lifting of objects weighing up to 40 pounds and occasional moving of objects weighing up to 75 pounds. Ability to appropriately handle stress and interact with others, including supervisors, coworkers, clients, and customers. Regular and consistent punctuality and attendance.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and applicants who have been offered employment by Eureka County are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS:

Work in outdoor and indoor environments with intermittent to frequent exposure to a variety of extreme weather conditions including heat, rain, snow, cold, wind, and dust. Occasional work in confined areas. Work is typically performed independently.

This position description indicates, in general, the nature and levels of work, knowledge, skills, abilities, and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and applicants who Eureka County has offered employment are encouraged to discuss potential accommodations with the employer.

APPROVAL AND ACKNOWLEDGMENT OF RECEIPT

Designate Position Held: Custodian

Department Head/Supervisor: _____ Date: _____
(Signature)

*Employee: _____ Date: _____
(Signature)

*Employee signature acknowledges understanding of the essential functions and requirements of this position. Employee also acknowledges receipt of this position description.

EUREKA
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Job Title:	Volunteer Firefighter	**Department:**	Eureka County Fire District
Classification Range:	N/A – Volunteer	**Reports To:**	Department Fire Chief
		FLSA:	N/A – Volunteer
		Safety Sensitive:	Yes
		Probation Period:	Not specified
		Adopted/Revised:	Pending initial adoption

Summary of Job Purpose: Under general supervision, responds to fire alarms, medical emergencies, hazardous materials incidents, wildland fires, rescues, and other calls for service to protect life, property, and natural resources. Participates in fire prevention, public education, training, and the maintenance of fire stations, apparatus, and equipment on a volunteer (uncompensated) basis.

Distinguishing Characteristics: This is a volunteer, non-compensated position within the fire department. Volunteer Firefighters serve as essential members of fire suppression, rescue, and emergency response teams and perform many of the same operational functions as career firefighters, consistent with their level of training and certification. Volunteer Firefighters report to the District Fire Chief or Assistant Fire Chief in their absence.

Essential Functions: *The class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skill.*

- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.
- Responds to fire alarms, structure fires, wildland fires, vehicle fires, medical emergencies (if requested by dispatch or EMS), hazardous materials incidents, rescues, and other calls for service in a timely, safe, and skilled manner.
- Participates in fire suppression operations as part of a team effort, including hose laying, ladder operations, ventilation, extinguishment, salvage, and overhaul.
- Rescues persons endangered by fires, structural collapse, vehicle accidents, swift water, or other hazards, and assists EMS and/or administers first aid or basic emergency medical care consistent with level of training and certification.
- Conducts fire prevention activities including public fire safety education, community outreach, and defensible space awareness in support of the department's community risk reduction efforts.
- Participates in training activities including classroom instruction, manipulative drills, live fire exercises, wildland fire training (including RT-130 and pack test where applicable), and other skill maintenance programs to develop and maintain required competencies.
- Operates and maintains firefighting apparatus, equipment, tools, and devices in a safe, proper, and effective manner, consistent with level of training and qualification.
- Maintains the fire station, grounds, apparatus, and equipment in a clean, orderly, and operational condition, including restocking supplies and disinfecting medical equipment.
- Performs recordkeeping duties including completion of incident reports, training logs, equipment inspection records, and other documentation as assigned.
- Maintains an adequate level of physical fitness to perform firefighting, rescue, and other emergency response duties while wearing heavy protective equipment.

- Responds to wildland fire assignments, including mutual aid and deployments under the Nevada Wildland Fire Protection Program (WFPP), when qualified and as directed by the District Fire Chief or designee.
- Follows the Incident Command System (ICS) and National Incident Management System (NIMS) protocols during all emergency operations.

Qualifications for Volunteer Service: *Knowledge, Skills, and Abilities: (KSAs are the attributes required to perform a volunteer position; generally demonstrated through qualifying experience, education, or training.)*

Education and Experience: *The knowledge and ability listed may be acquired through different types of education, training and experience. An example of a typical way to acquire the qualifying knowledge and ability is listed below:*

- Completion of a high school education or equivalent.
- Successful completion of the department's volunteer firefighter orientation and entry-level training program.
- No prior firefighting experience is required; however, the department will provide a structured training pathway to achieve required certifications within timeframes established by departmental policy.

As described in the Nevada Fire Chiefs 101 Guide (Section 5.11), departments may adopt local training standards or equivalencies where state or national certification programs do not fully meet operational needs, provided they are based on recognized frameworks (NFPA, NWCG, OSHA), documented, and approved by the governing body or fire board.

Required Certificates, Licenses, and Registrations: *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*

- Nevada Class C driver's license, valid at time of application. Nevada Class B driver's license with "F" endorsement (or equivalent), if assigned to drive fire apparatus, within one year of service.
- Nevada State Fire Marshal or IFSAC Firefighter I certification, or successful completion of an agency-adopted training standard based on NFPA 1001 and approved by the governing body. At minimum, completion of an approved Exterior Firefighter program or equivalent entry-level training as adopted by the department within one year of service.
- FEMA ICS-100, ICS-200, IS-700, and IS-800 (NIMS compliance).
- Current CPR/AED certification (American Heart Association or equivalent).
- Emergency Vehicle Operations Course (EVOC) or equivalent, if assigned to drive apparatus, within one year of service.
- Wildland fire qualifications (e.g., NWCG FFT2: S-130, S-190, L-180, ICS-100) with annual RT-130 refresher and applicable pack test, if assigned to wildland fire duties. Wildland-qualified personnel must meet NWCG/PMS 310-1 standards for reimbursement eligibility on deployments.

All required certifications, licenses, and training must be maintained and kept current throughout the duration of volunteer service, as specified by the department.

Required Knowledge and Skills:

Knowledge of: Principles, practices, and procedures of fire suppression, including structural, wildland, vehicle, and wildland-urban interface (WUI) fire tactics; operation of fire apparatus, equipment, tools, and facilities; basic techniques for responding to hazardous materials incidents at the awareness or operations level,

consistent with 29 C.F.R. § 1910.120 and NRS 477.047; Incident Command System (ICS) and NIMS principles; applicable departmental standard operating guidelines (SOGs), policies, and procedures; universal precautions and infection control procedures; and fire behavior in various weather, fuel, and terrain conditions.

Skills in: Operating firefighting equipment, tools, and apparatus safely and effectively; learning and mastering a variety of firefighting duties, methods, and techniques; responding quickly and effectively to rapidly changing emergency conditions; communicating effectively in oral and written forms, including radio communications; working cooperatively as a member of an emergency response team; following all established safety processes, procedures, and applicable SOGs; preparing basic reports and records on activities performed; analyzing situations quickly under stress and reaching sound conclusions; following procedures and directions in both written and oral form; meeting physical and medical requirements established by the department fitness policy; learning and retaining firefighting techniques, equipment operations, rescue procedures, and other relevant skills; working under conditions of extreme stress, physical exertion, and personal risk; living and working cooperatively as a member of a team in a fire station environment; communicating effectively with supervisors, fellow firefighters, and the general public; and maintaining regular, reliable availability and attendance for response, training, and station duties.

Special Requirements:

- Must be at least eighteen (18) years of age.
- Must reside within or in reasonable proximity to the assigned fire department's service area to facilitate timely response to emergency incidents.
- Must maintain regular and reliable participation in departmental training, emergency response, meetings, equipment maintenance, and other activities in accordance with established departmental participation requirements.
- Must successfully complete applicable background investigations, driving record reviews, and medical examinations required by the County or applicable state and federal regulations.
- Must participate in required occupational health and medical surveillance programs, including periodic medical examinations, respiratory protection evaluations, and fit testing, as applicable to assigned duties.
- Must comply with Eureka County Fire District policies, departmental standard operating guidelines, safety procedures, and established standards of conduct.
- Must be available to respond to emergency incidents outside normal business hours, including evenings, weekends, and holidays, consistent with the nature of volunteer service.
- Must maintain the ability to receive emergency notifications and departmental communications and utilize designated electronic systems for incident reporting, training records, and other required documentation.

Physical/Mental Demands & Working Environment:

The physical and mental requirements described herein are representative of those that must be met by a volunteer to successfully perform the essential functions of this position.

Must possess sufficient physical strength, stamina, agility, coordination, and mobility to perform firefighting, rescue, and other emergency response duties for extended periods while wearing heavy protective clothing and self-contained breathing apparatus (SCBA). Duties require frequent lifting and/or moving of objects weighing up to thirty (30) pounds and occasional lifting and/or moving of objects weighing up to one hundred (100) pounds. Physical activities may include climbing, crawling, bending, stooping, kneeling, reaching, pulling, pushing, and traversing uneven or unstable surfaces. Specific vision abilities include close vision, color vision, peripheral vision, and the ability to adjust focus. Must possess sufficient hearing and sensory awareness to recognize hazards, receive instructions, and communicate effectively during emergency operations.

Must maintain an adequate level of physical fitness to perform firefighting, rescue, wildland fire, and equipment maintenance duties. The department may require periodic medical and fitness assessments consistent with applicable regulations, departmental policies, and recognized firefighter medical and fitness standards.

The position requires sustained concentration, situational awareness, sound judgment, emotional regulation, and the ability to make safe and effective decisions under conditions of extreme stress, limited information, fatigue, and personal risk. Must be able to follow instructions, adapt to rapidly changing conditions, communicate effectively, and work cooperatively with supervisors, fellow firefighters, members of the public, patients, and personnel from other agencies.

Duties may involve exposure to traumatic incidents, severe injuries, fatalities, distressed individuals, and other emotionally and psychologically demanding situations. Must be able to manage the immediate and cumulative effects of occupational stress while maintaining the ability to safely and effectively perform assigned duties. Participation in departmental critical incident stress management, peer support, and behavioral health programs may be required or encouraged as appropriate.

Work is performed in fire stations and at emergency incident locations, including structure fires, wildland fires, vehicle accidents, medical emergencies, hazardous materials incidents, and rescue operations. Working conditions may be intense and life-threatening, with exposure to fire, smoke, extreme heat, bodily fluids, infectious diseases, swift water, heights, confined spaces, excessive noise, and other hazardous conditions.

Emergency operations involve the risk of serious injury or death from structural collapse, flashover, falling debris, vehicle accidents, equipment failure, and other hazards inherent in firefighting and rescue operations. Duties may involve exposure to poisonous, flammable, explosive, radioactive, or otherwise hazardous substances that may have immediate or long-term effects on physical or mental health.

Work may be performed in extreme weather conditions, remote locations, and challenging terrain. Volunteer service involves irregular hours, including nights, weekends, and holidays, with emergency response on short notice. Extended operational periods may be required during large-scale incidents, wildland fire deployments, mutual aid assignments, and disaster response operations, including periods of limited rest and prolonged physical and mental exertion.

Must maintain regular and reliable availability for emergency response, training, and assigned station duties in accordance with departmental participation requirements.

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In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Volunteers and individuals who have been offered a volunteer position are encouraged to discuss potential accommodations with the Fire Chief or designee.

APPROVAL AND ACKNOWLEDGMENT OF RECEIPT

Department Head: _____ Date: _____
(Signature)

*Volunteer: _____Date: _____
(Signature)

*Volunteer signature acknowledges understanding of the essential functions and requirements of this position. Volunteer also acknowledges receipt of this position description.

Job Title:	Public Works Technician Series	**Department:**	Public Works
Classification Range:	E09 Public Works Technician I E10 Public Works Technician II E11 Public Works Technician III E12 Public Works Technician IV E13 Senior Public Works Technician	**Reports To:** **Reports To:**	Senior Public Works Technician Assistant Public Works Director – Buildings and Utilities
		FLSA:	Non-Exempt
		Safety Sensitive:	Yes
		Probation Period:	6 months
		Adopted/Revised:	December 1, 2026

Summary of Job Purpose:

Public Works Technicians perform progressively responsible maintenance, repair, construction, and operational duties associated with County buildings, grounds, parks, utility systems, and related infrastructure. Responsibilities include building trades, grounds maintenance, water distribution and treatment, wastewater collection and treatment, equipment operation, regulatory monitoring, and maintenance of County facilities and infrastructure. Employees work across multiple sites and departments and provide operational support for County activities, special events, emergency response, and disaster recovery as assigned. The classification series provides progressively greater technical proficiency, certification requirements, independent judgment, work coordination, and leadership. The Senior Public Works Technician supervises assigned personnel and assists the Assistant Public Works Director – Buildings and Utilities with departmental planning, administration, and operations.

Operational Assignments: Public Works Technicians may be assigned to building and grounds maintenance, water distribution, water treatment, wastewater operations, or other County operational activities based on departmental needs. Primary work assignments and geographic locations do not restrict employees from performing duties associated with other County facilities, utility systems, or operational areas. Cross-assignment work may be required to maintain continuity of operations, address staffing shortages, provide training opportunities, respond to emergencies, or accomplish other County priorities, consistent with demonstrated competency, required certifications, training, and supervisory authorization.

Essential Functions:

The class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skill.

Public Works Technician I:

This is the entry level of the Public Works Technician series. Employees work under close supervision while developing foundational skills in building maintenance, grounds maintenance, equipment operation, and utility system operations.

- Represents Eureka County with professionalism, integrity, and a spirit of cooperation in all interactions with County departments, employees, vendors, and the public.
- Performs maintenance and repair of County parks, ballfields, utility facilities, and other County grounds, including upkeep and repair of sprinkler and irrigation systems, mowing lawns and weeds, applying weed control treatments, and performing related groundskeeping tasks to ensure safe, functional, and well-maintained public areas.
- Performs routine building maintenance such as minor plumbing, electrical, carpentry, painting, and basic HVAC servicing; assists with seasonal maintenance of heating and cooling systems; replaces light fixtures, ceiling tiles, and hardware.
- Removes snow and ice from parking lots, streets, sidewalks, and other public access areas to ensure safe travel and accessibility.
- Supports utility operations by performing tasks that do not require certification, such as installing water meters, turning water service on and off, and collecting water samples for outside laboratory testing.
- Maintains accurate records of building repairs, utility service calls, and materials used.
- Establishes and maintains professional working relationships with coworkers, the public, visitors, and vendors. Effectively interacts and coordinates efforts with all County departments.
- Performs assigned solid waste facility operations, including opening, monitoring, and securing the Crescent Valley laydown yard for public solid waste disposal; screens incoming waste for acceptable materials, directs the public to designated disposal areas, and operates County landfill facilities in the absence of assigned landfill personnel.

Public Works Technician II:

This is the intermediate level of the Public Works Technician series. Employees perform increasingly complex building, grounds, and utility maintenance and operational duties under general supervision, exercising independent judgment within established procedures, demonstrated competency, and certification limitations.

- In addition to performing duties assigned to Public Works Technician I, assists in developing and implementing schedules for building and utility maintenance, preventive maintenance, and repair activities; organizes assigned work and identifies equipment and material requirements.
- Performs more advanced building repairs, such as patching or replacing roofing materials, repairing drywall, performing fixture installations, and completing intermediate electrical or plumbing repairs under supervision.

- Assists with larger building projects, including facility upgrades, renovations, and code compliance improvements.
- Supports utility operations by assisting with the installation, repair, and maintenance of water and sewer lines; operates pumps, valves, and treatment equipment under supervision.
- Checks operation of gauges, recorders, and system instrumentation; maintains water storage facilities and associated equipment; replaces filters and mechanical seals; and maintains daily operational records.
- Monitors water quality at treatment plants and in collection and distribution lines; collects samples of water and sewage for lab analysis; records test results, gauge readings, and observes conditions; visually checks system recording changes in algae, erosion, odors, and floating debris and other conditions; evaluates data to ensure proper operation of the treatment plants.

Public Works Technician III:

This is the advanced level of the Public Works Technician series. Employees perform specialized building maintenance and utility system operations under limited supervision, exercise independent judgment, coordinate assigned projects and work activities, and provide technical guidance, training, and lead-worker direction to less-experienced employees.

- In addition to performing duties assigned to Public Works Technicians I and II, provides lead-worker direction and trains employees in the use of equipment, specialized work methods, and building and utility system operations.
- Serves as a lead worker in assigned water distribution, water treatment, and wastewater operations consistent with applicable certifications and operational responsibilities; trains employees in specialized system operations.
- Performs assigned operational, maintenance, monitoring, sampling, and troubleshooting activities associated with the arsenic treatment plant under the direction of an appropriately certified water treatment operator; assists with process adjustments, equipment maintenance, operational recordkeeping, and regulatory compliance activities within established authority and certification limitations.
- In buildings, serves as a lead worker on major facility projects such as large-scale HVAC repairs, significant structural work, energy efficiency upgrades, or safety code compliance projects; trains staff in advanced repair and maintenance methods.
- Installs, configures, repairs, and maintains advanced access control systems, including electronic locks, key card systems, and security software; ensures systems meet operational and security standards; trains staff in advanced troubleshooting, repair, and maintenance techniques.
- Reviews plans and specifications for both building improvements and utility system modifications.
- Ensures compliance with applicable safety regulations, building codes, and utility operating standards.

Public Works Technician IV:

This is the advanced specialized technical level of the Public Works Technician series. Employees perform complex building maintenance and utility system operations, including arsenic treatment plant operation, advanced troubleshooting, and specialized project coordination. Employees exercise considerable independent judgment and provide advanced technical guidance to other personnel within established operational authority and applicable certification requirements.

- In addition to performing the duties assigned to Public Works Technicians I, II, and III, serves as a certified operator of the arsenic treatment plant, performing and coordinating treatment processes, operational monitoring, process adjustments, equipment maintenance, and troubleshooting within applicable certification and regulatory requirements.
- Performs advanced troubleshooting, diagnostic testing, maintenance, and repair of complex utility infrastructure, treatment equipment, pumping systems, instrumentation, controls, and associated mechanical and electrical systems.
- Reviews treatment plant operating data, laboratory results, operational records, and system performance; identifies deficiencies and recommends or implements corrective measures within established authority.
- Provides advanced technical guidance and training in building systems, utility operations, treatment processes, and specialized maintenance and repair procedures.
- Coordinates assigned complex building and utility projects, including work planning, equipment and material requirements, contractor coordination, and inspections.
- Assists supervisory personnel with developing and implementing preventative maintenance programs, operational procedures, regulatory compliance measures, and improvements to County facilities and utility systems.

Senior Public Works Technician:

This is a single-position classification with supervisory responsibility over staff engaged in building maintenance and utility operations and acts on behalf of the Assistant Public Works Director – Buildings and Utilities in their absence. The Senior Technician coordinates, assigns, and evaluates the work of Public Works Technicians, ensuring that both facilities and utility systems are maintained to operational and regulatory standards.

- In addition to performing applicable duties assigned to Public Works Technicians I, II, III, and IV, consistent with the incumbent's licenses, certifications, qualifications, and authorization, supervises assigned personnel and evaluates employee performance.
- Assigns duties and responsibilities to Public Works Technicians and provides training for associated duties.
- Assists in the development of goals and objectives, selects, trains, and motivates assigned personnel; coordinates staff training; hears and responds to complaints, employee problems and concerns; issues warnings and reprimands for inadequate performance and improper behavior; imposes and effectively recommends disciplinary action.

- Inspects all components of assigned building maintenance and water/sewage systems and related assets to identify needed repairs and assess the quality of work performed; prepares recommendations to the Assistant Public Works Director and counsels staff based on inspection results.
- Coordinates large-scale facility or utility projects, including planning, scheduling, contractor oversight, and quality assurance.
- Ensures compliance with applicable building codes, utility operating standards, and safety regulations across all projects and operations.
- Conducts inspections of mobile homes for real-property conversions and monitors new developments in Eureka and Crescent Valley to ensure compliance with County Code.
- May serve as a member of the County Safety Committee; oversees work projects in public buildings by identifying and mitigating hazards and promoting safe work practices among staff and contractors.
- Assists the Assistant Public Works Director with budget development, cost estimating, purchasing, expenditure monitoring, equipment and material planning, and identification of facility and utility infrastructure improvement needs.
- Coordinates daily operations, preventive maintenance programs, emergency call-outs, and infrastructure restoration activities; establishes work priorities and allocates personnel, equipment, and materials to maintain continuity of operations.

Qualifications: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required.*

Education and Experience: *The knowledge and ability listed may be acquired through different types of education, training and experience. An example of a typical way to acquire the qualifying knowledge and ability is listed below:*

Public Works Technician I:
High school diploma or GED required. Experience in building maintenance, construction, grounds maintenance, utility system operations, or related trades, including basic plumbing, electrical, carpentry, and mechanical maintenance and repair activities, is preferred. Relevant vocational or technical education and training may be considered.

Public Works Technician II:
High school diploma or GED; AND at least one (1) year of experience as a Public Works Technician I, OR two (2) years of progressively responsible and equivalent experience in building maintenance, facilities maintenance, construction, and/or utility operations. Demonstrated competency in intermediate building maintenance, repair activities, preventive maintenance, and assigned utility system operations.

Public Works Technician III:
High school diploma or GED; AND at least two (2) years of experience as a Public Works Technician II, OR three (3) years of progressively responsible and equivalent experience in

building maintenance, facilities maintenance, construction, and/or utility operations, including lead-worker or project coordination responsibilities. Demonstrated ability to independently perform advanced maintenance and repair activities, coordinate assigned projects, and provide technical guidance, training, and lead-worker direction in building maintenance and utility system operations.

Public Works Technician IV:
High school diploma or GED; AND at least two (2) years of experience as a Public Works Technician III, OR four (4) years of progressively responsible and equivalent experience in building maintenance, facilities maintenance, construction, and/or utility operations, including lead-worker or project coordination responsibilities. Demonstrated proficiency in complex building maintenance and repair activities, advanced utility operations, water treatment plant operations, technical troubleshooting, and coordination of specialized maintenance and construction projects.

Senior Public Works Technician:
High school diploma or GED required; AND at least three (3) years of experience as a Public Works Technician III or higher, OR five (5) years of progressively responsible experience in building maintenance, facilities management, construction, utility operations, or closely related public works operations. Supervisory or lead-worker experience is preferred. Must demonstrate the ability to supervise personnel, coordinate operations, manage assigned projects and resources, and address technical, regulatory, safety, and operational concerns.

An associate degree or equivalent technical certification in a closely related field may substitute for up to two (2) years of the general experience requirement.

Required Certificates, Licenses, and Registrations: *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*

All Classifications:

- Possession and maintenance of a valid Nevada driver's license.

Public Works Technicians II, III, and IV:

- Possession of, or ability to obtain within one (1) year of hire or promotion, a valid Nevada Class B Commercial Driver's License (CDL) with applicable endorsements for County-designated vehicles and equipment.

Public Works Technician I:

- No additional certificates or licenses required.

Public Works Technician II:

- Possession and maintenance of a current Nevada Water Distribution Grade I certification.

Public Works Technician III:

- Possession and maintenance of current Nevada Water Distribution Grade I and II certifications.
- Possession and maintenance of a current Nevada Wastewater Grade I certification OR current Nevada Water Treatment Grade I and II certifications. The alternative water treatment certification pathway may be authorized based on departmental operational needs and assigned utility system responsibilities, particularly for employees assigned to service areas without municipal wastewater systems.

Public Works Technician IV:

- Possession and maintenance of current Nevada Water Distribution Grade I and II certifications.
- Possession and maintenance of a current Nevada Wastewater Grade I certification.
- Possession and maintenance of current Nevada Water Treatment Grade I and II certifications.

Senior Public Works Technician:

- Possession of current Nevada Water Distribution Grade I and II, Nevada Wastewater Grade I, and Nevada Water Treatment Grade I and II certifications is preferred. Equivalent knowledge, skills, experience, and demonstrated ability to oversee certified personnel and manage building maintenance and utility system operations may be accepted in place of specific utility operator certifications.
- Possession of a valid Nevada Class B Commercial Driver's License (CDL) is desirable but not required.
- Completion of Basic and Advanced Essential Management Training within one (1) year of appointment to the Senior Public Works Technician classification.

Employees shall perform regulated utility operations and operate vehicles and equipment requiring specialized licenses or certifications only within the scope of their individual qualifications, applicable regulatory requirements, and supervisory authorization. Acceptance of equivalent knowledge, skills, and experience for supervisory qualification purposes does not exempt the employee from applicable licensing or certification requirements when personally performing regulated activities.

Required Knowledge and Skills:

Knowledge of:

All Classifications:

Methods, materials, tools, and equipment used in building maintenance, construction, grounds maintenance, and utility operations; basic plumbing, electrical, carpentry, mechanical, and heating, ventilation, and air conditioning (HVAC) systems; principles and practices of preventative maintenance; safe operation, inspection, servicing, and minor repair of vehicles, construction equipment, machinery, and power tools; methods and practices associated with water distribution, treatment, wastewater collection, and related infrastructure; basic water and wastewater sampling and handling techniques; applicable safety procedures, including safe lifting, excavation, confined space entry, and handling of chemicals and lubricants; basic solid waste facility operations, waste acceptance procedures, and applicable disposal restrictions; basic recordkeeping practices; and professional standards of conduct when interacting with County employees, contractors, vendors, and the public.

Public Works Technician II:

In addition to the knowledge required of Public Works Technician I, knowledge of intermediate building maintenance and repair methods; preventative maintenance scheduling

and procedures; operation, maintenance, and repair of water distribution systems and assigned utility infrastructure; operation of pumps, valves, meters, gauges, instrumentation, and related mechanical equipment; water storage facilities and system monitoring procedures; basic laboratory testing and water quality monitoring methods; applicable building codes, utility operating standards, and regulatory requirements; and methods of organizing and coordinating assigned maintenance and repair activities.

Public Works Technician III:

In addition to the knowledge required of Public Works Technicians I and II, knowledge of advanced building maintenance, construction, and repair methods; specialized HVAC, plumbing, electrical, mechanical, and electronic access control systems; principles and practices of water distribution, water treatment, and wastewater operations applicable to assigned systems and certifications; arsenic treatment processes, equipment, monitoring, sampling, and maintenance procedures; methods of diagnosing and resolving complex facility and utility system problems; interpretation of construction plans, specifications, technical drawings, and equipment manuals; applicable building codes, environmental regulations, utility operating standards, and regulatory reporting requirements; principles and practices of project coordination, work planning, and resource utilization; and methods of employee training, technical instruction, and lead-worker direction.

Public Works Technician IV:

In addition to the knowledge required of Public Works Technicians I, II, and III, knowledge of advanced water treatment principles, arsenic removal processes, treatment plant operation, process controls, instrumentation, and regulatory compliance requirements; advanced diagnostic and troubleshooting methods for complex mechanical, electrical, pumping, treatment, and building systems; interpretation of laboratory results, operational data, and system performance information; methods of evaluating and improving treatment processes, infrastructure reliability, and operational efficiency; advanced preventative maintenance and asset management practices; construction and project coordination methods; contractor oversight and quality assurance practices; and methods of developing and implementing technical operating procedures.

Senior Public Works Technician:

In addition to the knowledge required of Public Works Technicians I, II, III, and IV, knowledge of supervisory practices and procedures, including employee selection, training, performance evaluation, coaching, counseling, and discipline; principles and practices of operational planning, work scheduling, resource allocation, and personnel management; building maintenance and utility system management; applicable federal, State, and local laws, regulations, codes, and operating standards governing assigned facilities and utility systems; principles and practices of budgeting, cost estimating, purchasing, and expenditure monitoring; construction management, contractor coordination, and capital improvement planning; workplace safety, hazard identification, and risk management practices; applicable County Code provisions governing assigned inspections; and methods of evaluating operational performance, establishing priorities, and implementing departmental policies and procedures.

Skills to:

All Classifications:

Understand and follow written and verbal instructions; work independently and as part of a crew within assigned authority; safely and efficiently operate assigned vehicles, equipment, machinery, hand tools, and power tools; perform skilled and semi-skilled building maintenance, construction, grounds maintenance, and utility support activities; learn new trades, equipment, and operational procedures; perform routine equipment inspections, servicing, and minor repairs; perform assigned solid waste facility operations, identify unacceptable waste materials, and direct the public in proper disposal procedures; read and interpret basic diagrams, drawings, and equipment instructions; perform basic mathematical calculations; collect samples and record operational information accurately; maintain accurate and legible records of work performed, materials used, and conditions observed; identify and report unsafe conditions and equipment deficiencies; communicate effectively both orally and in writing; respond appropriately to changing work assignments and emergency situations; and establish and maintain effective professional working relationships with County employees, contractors, vendors, outside agencies, and the public.

Public Works Technician II:

In addition to the skills required of Public Works Technician I, independently perform assigned intermediate building maintenance and repair activities; diagnose and correct routine plumbing, electrical, mechanical, and facility maintenance problems; operate, maintain, and repair water distribution systems and assigned utility infrastructure within applicable certification requirements; operate construction equipment, including backhoes and loaders, to excavate utility lines and perform infrastructure repairs; operate and maintain pumps, valves, meters, gauges, and related equipment; perform routine system monitoring, sampling, and testing; recognize abnormal operating conditions and implement appropriate corrective actions within assigned authority; interpret and apply applicable codes, regulations, and operating procedures; organize assigned work activities and coordinate equipment and material requirements; and assist with developing and implementing preventative maintenance schedules.

Public Works Technician III:

In addition to the skills required of Public Works Technicians I and II, independently diagnose and resolve complex building maintenance and utility system problems; perform advanced maintenance, construction, and repair activities involving specialized building and utility systems; install, configure, maintain, and troubleshoot electronic access control systems and associated equipment; perform assigned arsenic treatment plant operations, monitoring, maintenance, sampling, and troubleshooting under the direction of an appropriately certified operator; interpret construction plans, technical drawings, specifications, and equipment manuals; coordinate assigned projects, establish work priorities, and organize personnel, equipment, and material requirements; provide technical guidance, employee training, and delegated lead-worker direction; evaluate work quality and operating conditions; identify safety, operational, and regulatory compliance concerns and recommend or implement corrective actions within assigned authority; prepare and maintain

accurate technical and operational records; and exercise independent judgment in resolving complex field and operational problems.

Public Works Technician IV:

In addition to the skills required of Public Works Technicians I, II, and III, perform and coordinate certified arsenic treatment plant operations within applicable certification and regulatory requirements; monitor and evaluate treatment processes, laboratory results, operational data, and system performance; make authorized process adjustments and implement corrective measures; diagnose and resolve complex mechanical, electrical, instrumentation, control, treatment, and infrastructure problems; evaluate equipment and system reliability and recommend operational improvements; develop and implement advanced maintenance and troubleshooting procedures; provide advanced technical guidance and training to assigned personnel; coordinate complex building and utility projects, contractor activities, work schedules, and resource requirements; evaluate completed work for quality and compliance with established standards; and exercise considerable independent technical judgment in maintaining safe, reliable, and compliant facility and utility operations.

Senior Public Works Technician:

In addition to the skills required of Public Works Technicians I, II, III, and IV, plan, organize, assign, direct, and evaluate building maintenance and utility operations; supervise, train, motivate, evaluate, coach, counsel, and discipline assigned personnel within delegated authority; establish operational priorities, allocate personnel and equipment, and adjust work schedules to meet departmental needs; coordinate preventative maintenance programs, construction projects, capital improvements, and contractor activities; inspect facilities, utility infrastructure, and completed work to evaluate safety, quality, efficiency, and regulatory compliance; assist with budget development, cost estimating, purchasing, expenditure monitoring, and operational planning; evaluate technical and operational information and recommend improvements to departmental processes, facilities, and infrastructure; coordinate assigned County Code inspections and evaluate findings; develop, implement, and monitor operating procedures and safe work practices; resolve complex operational concerns, employee issues, and public complaints; communicate effectively with regulatory agencies, contractors, other County departments, and County management; coordinate emergency response and infrastructure restoration activities; and act on behalf of the Assistant Public Works Director – Buildings and Utilities within delegated authority.

Special Requirements:

- Pursuant to Eureka County policy, these positions are classified as safety sensitive.
- Employees must permanently reside in the Eureka or Crescent Valley area, consistent with their primary work assignment, to ensure timely response to emergency call-outs.
- Employees must be able to travel to various work sites throughout the County and be available for assigned on-call, standby, and emergency call-outs.

Physical/Mental Demands & Working Environment: *The physical and mental requirements described herein are representative of those that must be met by an employee to successfully perform the essential functions of this position.*

Work requires strength, stamina, dexterity, and coordination to perform skilled and semi-skilled manual labor; operate vehicles and equipment over rough terrain for prolonged periods; walk and stand on uneven or slippery surfaces; bend, stoop, kneel, crouch, reach, climb, and maintain balance; and perform repetitive motions involving hand and foot controls. Duties require the use of hand and power tools, climbing ladders, working at elevated locations, and accessing confined spaces in accordance with established safety procedures. Strength and stamina are required to regularly lift, carry, push, or pull materials and equipment weighing up to fifty (50) pounds and occasionally up to one hundred (100) pounds, utilizing appropriate lifting techniques, assistance, or mechanical equipment as necessary.

Visual acuity and depth perception sufficient to safely operate vehicles and equipment, read gauges and instrumentation, interpret technical drawings and instructions, inspect equipment and infrastructure, and perform maintenance and repair activities under varying lighting and visibility conditions. Hearing sufficient to recognize changes in equipment operation, detect warning signals, and communicate effectively in potentially noisy work environments. Manual dexterity and coordination sufficient to operate tools, adjust equipment, perform technical repairs, collect samples, and operate computers and electronic control systems.

Mental demands include sustained attention to detail, analytical thinking, troubleshooting, problem-solving, and sound judgment in performing maintenance, repair, and utility system operations. Employees must be able to interpret and apply technical instructions, operating procedures, regulatory requirements, and safety standards; recognize abnormal operating conditions; evaluate potential hazards; and determine appropriate corrective actions within assigned authority. Work requires the ability to manage competing priorities, respond to unexpected equipment failures and operational emergencies, maintain accurate records, and perform assigned duties independently or as part of a crew. Advanced and supervisory classifications require additional technical judgment, project coordination, employee instruction, leadership, and decision-making under potentially stressful and time-sensitive conditions.

Work is performed in both indoor and outdoor environments, including County buildings, grounds, utility facilities, treatment plants, construction sites, and remote locations. Employees may experience intermittent to frequent exposure to noise, vibration, dust, fumes, odors, dampness, raw sewage, hazardous chemicals, treatment media, pressurized systems, electrical hazards, moving machinery, and extreme weather conditions, including heat, cold, rain, snow, ice, and wind. Work may involve confined spaces, excavations, elevated work areas, and other potentially hazardous conditions requiring appropriate personal protective equipment and adherence to established safety procedures.

Work may be performed independently in geographically isolated areas. Employees must be able to travel between County facilities and operational locations, respond to assigned on-call and standby duties, and work outside regularly scheduled hours during emergencies, infrastructure failures, adverse weather, and disaster response or recovery operations. Employees must maintain regular and reliable attendance, communicate effectively, and interact professionally

with supervisors, coworkers, contractors, regulatory agency personnel, and members of the public.

This position description indicates, in general, the nature and levels of work, knowledge, skills, abilities, and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and applicants who Eureka County has offered employment are encouraged to discuss potential accommodations with the employer.

APPROVAL AND ACKNOWLEDGMENT OF RECEIPT

Designate Position Held:

- ☐ Public Works Technician I
- ☐ Public Works Technician II
- ☐ Public Works Technician III
- ☐ Public Works Technician IV
- ☐ Senior Public Works Technician

Department Head: _____ Date: _____
(Signature)

*Employee: _____ Date: _____
(Signature)

*Employee signature acknowledges understanding the requirements of this position. Employee also acknowledges receipt of this position description.

Job Title:	Swimming Pool Supervisor	**Department:**	Public Works
Classification Range:	Salary Range E11	**Reports To:**	Facilities, Parks and Events Manager
		FLSA:	Non-Exempt
		Safety Sensitive:	Yes
		Probation Period:	6 Months
		Adopted/Revised:	December 1, 2026

Summary of Job Purpose: Under general direction of the Facilities, Parks and Events Manager, supervises the daily operations, maintenance, programming, and assigned casual personnel of the Eureka Swimming Pool. Responsibilities include aquatic safety, lifeguard services, swimming instruction, water quality management, facility maintenance, staff training and scheduling, program development, and associated administrative functions. Ensures pool operations comply with applicable health, safety, and operational requirements.

Essential Functions: *The class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skill.*

Represents Eureka County with professionalism, integrity, and a spirit of cooperation in all interactions with County departments, employees, vendors, and the public.

- Supervises daily swimming pool operations and assigned casual personnel; establishes work assignments, provides training and direction, monitors employee performance, and ensures adequate staffing.
- Performs lifeguard duties, teaches swimming lessons, enforces pool rules, responds to patron concerns, and performs water rescues, CPR, and first aid as necessary.
- Monitors and maintains pool water quality; performs required water testing and chemical adjustments; maintains operational records and ensures compliance with applicable health and safety standards.
- Operates, monitors, and performs routine maintenance of pool filtration, circulation, heating, and chemical dispensing systems, including pumps, filters, strainers, boilers, and flow meters.
- Performs and coordinates routine cleaning, custodial services, laundry, equipment setup, and maintenance of the pool, deck, facility, and surrounding grounds.
- Identifies facility and equipment maintenance needs and coordinates maintenance and repair activities with the Facilities, Parks and Events Manager and other Public Works personnel.
- Monitors employee certifications, training, physical conditioning, and emergency response readiness; conducts staff training and ensures employees maintain required qualifications.
- Prepares employee work schedules, swimming lesson schedules, and aquatic program schedules consistent with staffing levels and operational needs.
- Evaluates employee performance, provides counseling and corrective instruction, and recommends or administers disciplinary action within delegated authority and County personnel policies.
- Maintains inventories of pool chemicals, testing supplies, equipment, and other operational materials; identifies purchasing and replenishment needs.
- Prepares deposits, maintains financial and operational records, and prepares reports for submission to the Facilities, Parks and Events Manager.
- Develops, implements, and coordinates aquatic programs, swimming instruction, and activities to encourage participation and enhance services for pool patrons.

- Uses County computer systems for correspondence, scheduling, timekeeping, recordkeeping, reporting, and other operational and administrative functions.
- May assist with cultural facility operations, events at the Eureka Opera House and Sentinel Museum, and other County special events as directed.
- Performs other related duties as assigned.

Qualifications: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge skills and/or ability required.*

Education and Experience:

High school diploma or GED; AND at least two (2) years of progressively responsible experience in swimming pool or aquatic facility operations, including staff supervision or coordination, facility maintenance, scheduling, and implementation of aquatic safety procedures. An equivalent combination of relevant education, training, and work experience may be considered.

Required Certificates, Licenses, and Registrations: *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*

- Possession and maintenance of a valid Nevada driver's license.
- Possession of current Lifeguard and CPR/First Aid certifications prior to performing lifeguard duties.
- Certified Pool Operator (CPO) or Aquatic Facility Operator (AFO) certification within one (1) year of appointment.
- Lifeguard Instructor and CPR/First Aid Instructor certifications within one (1) year of appointment.
- Water Safety Instructor certification within one (1) year of appointment.
- Obtain and maintain applicable USA Swimming coach certification within one (1) year of appointment.
- Completion of both Basic and Advanced Essential Management Training within one (1) year of appointment.

Required Knowledge and Skills:

Knowledge of:

Principles and practices of employee supervision, training, scheduling, and performance evaluation; swimming pool and aquatic facility operations; swimming techniques, instructional methods, lifeguarding, water rescue, CPR, and first aid; pool water chemistry, testing procedures, filtration, circulation, and heating systems; safe handling, storage, and application of pool chemicals; applicable health and safety regulations; aquatic program development; routine facility maintenance and custodial practices; basic financial recordkeeping, inventory management, and reporting practices; computer applications and County policies and procedures.

Skills in:

Supervising, training, scheduling, and evaluating assigned personnel; performing swimming, lifeguarding, water rescue, and emergency response activities; instructing individuals in swimming techniques and aquatic safety; testing and interpreting water chemistry and implementing appropriate corrective measures; operating, monitoring, and maintaining pool equipment and facility systems; identifying and addressing operational and safety concerns; developing and coordinating aquatic programs; maintaining accurate financial, operational, and employee records; using computers and applicable software for correspondence, scheduling, timekeeping, and reporting; communicating effectively orally and in writing; establishing and maintaining effective working relationships; exercising independent judgment and responding effectively under emergency conditions.

Special Requirements:

- Pursuant to Eureka County policy, this position is classified as safety sensitive.
- Must maintain the physical conditioning, swimming proficiency, and emergency response readiness necessary to perform assigned lifeguarding and water rescue duties.

- Must be available to work varying schedules, including early mornings, evenings, weekends, and holidays, based on swimming pool operations, aquatic programs, and County needs.

Physical/Mental Demands & Working Environment: *The physical/mental requirement described herein are repetitive of those that an employee must meet to perform the essential functions of this position successfully.*

Work requires strength, stamina, mobility, dexterity, and coordination to swim proficiently, perform water rescues involving children and adults, administer CPR and first aid, and perform routine facility maintenance and custodial activities. Duties require prolonged standing, walking, sitting, and remaining in stationary observation positions while monitoring pool activities; bending, stooping, reaching, climbing, and maintaining balance on wet or slippery surfaces; use of hand tools and pool maintenance equipment; and lifting and carrying supplies and equipment weighing up to fifty (50) pounds, utilizing assistance or mechanical equipment as necessary. Visual acuity, depth perception, and hearing sufficient to monitor swimmers, identify individuals in distress, observe objects at the pool bottom, and recognize emergency signals.

Mental demands include sustained concentration, alertness, mental endurance, situational awareness, independent judgment, problem-solving, and the ability to respond quickly and effectively to emergencies. Employees must maintain continuous visual surveillance and mental alertness while monitoring pool activities for extended periods, recognize swimmers in distress and potentially hazardous conditions, and initiate appropriate emergency response actions without delay. Duties also require interpreting water chemistry and operational data, coordinating multiple activities, maintaining accurate records, and communicating effectively with employees, patrons, and emergency response personnel.

Work is performed primarily indoors in wet, warm, humid, and noisy conditions with exposure to pool chemicals, cleaning products, fumes, mechanical equipment, and slippery surfaces. Work may also involve outdoor maintenance activities and exposure to varying temperatures, dust, snow, ice, and other weather conditions. Appropriate personal protective equipment and adherence to established safety procedures are required.

This position description indicates, in general, the nature and levels of work, knowledge, skills, abilities, and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and applicants who Eureka County has offered employment are encouraged to discuss potential accommodations with the employer.

APPROVAL AND ACKNOWLEDGMENT OF RECEIPT

Designate Position Held:

Swimming Pool Supervisor

Department Head/Supervisor: _____ Date: _____
(Signature)

*Employee: _____ Date: _____
(Signature)

*Employee signature acknowledges understanding of the essential functions and requirements of this position. Employee also acknowledges receipt of this position description.

Job Title:	Senior Facilities Operations Assistant	**Department:**	Public Works
Range:	E09	**Safety Sensitive:**	No
FLSA:	Non-Exempt	**Reports To:**	Facilities, Parks and Events Manager
		Adopted/Revised:	December 1, 2026

Summary of Job Purpose:

Under general direction of the Facilities, Parks and Events Manager, coordinates the daily operations and use of County cultural facilities, primarily the Eureka Opera House and Sentinel Museum. Responsibilities include event coordination, facility preparation and maintenance, visitor services, museum collection management, exhibit development, promotional activities, and associated administrative functions. Provides operational direction and assistance to assigned facility support personnel as needed.

Essential Functions: *The class specification lists the job's major duties and requirements and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skill.*

- Represents Eureka County with professionalism, integrity, and a spirit of cooperation in all interactions with County departments, employees, vendors, and the public.
- Prepares County facilities for events, exhibits, and activities; coordinates setup and takedown of tables, chairs, and equipment; instructs facility users in the proper use of kitchen and other facility equipment.
- Operates and maintains audio/visual, lighting, and sound equipment; monitors computerized heating and cooling systems; provides technical and operational assistance to performers, renters, vendors, and visitors.
- Performs and coordinates routine custodial duties, facility upkeep, minor maintenance, and cleaning of exhibit areas and display cases; identifies and reports maintenance needs.
- Assists the Facilities, Parks and Events Manager with booking and scheduling events, completing rental documentation, preparing event calendars and promotional materials, processing rental invoices, tracking receipts, and preparing related reports.
- Opens and secures facilities; coordinates daily facility operations, monitors safe facility use and vendor performance, and provides work direction and assistance to assigned facility support personnel.
- Greets visitors, conducts tours of the Opera House, Sentinel Museum, and Courthouse, and responds to inquiries regarding County facilities, local history, and the surrounding area.
- Assists in promoting County cultural facilities through coordination with tourism agencies, cultural organizations, and community groups; prepares informational materials, makes presentations, and assists in planning and organizing cultural events.
- Maintains records of museum gift shop sales and donations; conducts inventories and coordinates ordering of merchandise and supplies.
- Maintains museum artifact, photograph, donor, and permanent collection records; processes new acquisitions and maintains accurate collection databases and object tracking records.
- Designs, constructs, labels, maintains, and rotates museum exhibits; organizes and maintains appropriate storage of artifacts and collections.

- Organizes and maintains museum research materials and assists visitors with historical research.
- Uses County computer systems for correspondence, timekeeping, scheduling, financial recordkeeping, report preparation, and museum collection management.
- Performs other related duties as assigned.

Qualifications: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge skills, and/or ability required.*

Education and Experience:
High school diploma or GED; AND two (2) years of progressively responsible experience in facility operations, event coordination, museum operations, customer service, administrative support, or a related field; OR one (1) year of experience as a Facilities Operations Assistant. Relevant education and training may be considered in combination with work experience.

Required Certificates, Licenses, and Registrations: *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*

- Possession and maintenance of a valid Nevada driver's license.

Required Knowledge and Skills:

Knowledge of:

Principles and practices of cultural facility operations, event coordination, and visitor services; routine facility maintenance and custodial practices; museum collection management, exhibit preparation, and artifact handling; operation of audio/visual, lighting, and sound equipment; basic financial recordkeeping, inventory management, and reporting practices; safe food handling and equipment sanitation practices; Microsoft Office applications and museum collection management software; effective customer service and promotional practices.

Skills in:

Coordinating daily facility operations and scheduled events; organizing and prioritizing assigned work; providing work direction and assistance to facility support personnel; operating audio/visual, lighting, sound, and other facility equipment; maintaining museum collections, exhibits, inventories, and related records; using computers and applicable software for correspondence, scheduling, financial recordkeeping, and report preparation; communicating effectively orally and in writing; conducting tours and presentations; establishing and maintaining effective working relationships; exercising independent judgment and resolving routine operational concerns.

Special Requirements:
The primary work schedule is typically Tuesday through Saturday. Employees must be available to work varying schedules, including evenings, weekends, and holidays, as necessary to accommodate facility operations, scheduled events, and County needs.

Physical Demands & Working Environment: *The physical requirement described herein are representative of those that must be met by an employee to successfully perform the essential functions of this position.*

Work requires strength, stamina, mobility, dexterity, and coordination to perform facility maintenance, custodial duties, event setup, and exhibit preparation. Duties require prolonged standing, walking, and sitting; bending, stooping, reaching, and climbing; use of hand tools, computers, and facility equipment; and lifting and carrying materials weighing up to fifty (50) pounds and pushing or moving equipment weighing up to one hundred (100) pounds, utilizing assistance or mechanical equipment as necessary. Visual acuity sufficient to perform duties under varying lighting conditions and handle museum artifacts and equipment.

Mental demands include sustained attention, organization, independent judgment, problem-solving, accuracy in recordkeeping, coordination of multiple activities, and effective communication with employees, vendors, visitors, and the public. Employees must respond appropriately to changing schedules, interruptions, customer concerns, and unplanned operational needs.

Work is performed primarily indoors with occasional outdoor assignments and exposure to varying temperatures, dust, cleaning chemicals, and noise associated with facility operations and scheduled events.

This position description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and applicants who have been offered employment by Eureka County are encouraged to discuss potential accommodations with the employer.

APPROVAL AND ACKNOWLEDGMENT OF RECEIPT

□ Senior Facilities Operations Assistant

Department Head: _____ Date: _____
(Signature)

*Employee: _____ Date: _____
(Signature)

*Employee signature acknowledges understanding of the essential functions and requirements of this position. Employee also acknowledges receipt of this position description.

Job Title:	Public Works Director	**Department:**	Public Works
Classification Range:	E20	**Reports To:**	County Commission
		FLSA:	Exempt
		Safety Sensitive:	No
		Probation Period:	At Will
		Adopted/Revised:	September 6, 2005 / March 6, 2020December 1, 2026

Summary of Job Purpose:

Under general direction of the Board of County Commissioners, serves as the administrative and executive head of the Public Works Department, responsible for the strategic direction, administration, financial management, organizational development, regulatory compliance, and delivery of assigned County services, infrastructure, and governmental programs. This is an at-will position.

Directs a multidisciplinary department providing services throughout Eureka County, including the communities of Eureka, Crescent Valley, Diamond Valley, and other developed and remote areas of the County. Responsibilities include roads and transportation, municipal water and wastewater systems, stormwater infrastructure, solid waste facilities, County buildings and grounds, airport operations, countywide fleet management, parks and recreation, cultural facilities, and community services. Provides executive oversight and administrative direction of assigned County operations, infrastructure, capital improvement programs, engineering services, property management, contracts, grants, and regulatory programs. Directs the development, administration, and financial management of governmental, enterprise fund, and special district budgets under the department's authority, including revenue projections, expenditure controls, rate structures, capital investment, and long-term financial planning.

Serves as the County's Emergency Management Director, District Fire Chief, Floodplain Manager, and Airport Manager. Administers Planning Commission and land development functions, municipal water rights, public safety communications systems, and assigned environmental and regulatory programs. Coordinates public health matters, medical service agreements, facility security, enterprise risk management, and workplace safety initiatives extending across County operations.

Serves as an administrative and technical advisor to the Board of County Commissioners on assigned operational, financial, regulatory, infrastructure, emergency management, and community development matters. Develops policies, programs, agreements, and administrative processes necessary to address County needs and coordinates activities involving County departments, other governmental jurisdictions, regulatory agencies, and external organizations.

Responsibilities are carried out through a multi-tiered management and supervisory structure consisting of Assistant Public Works Directors, managers, supervisors, and professional, technical, and administrative staff, as well as through contractor oversight, interagency coordination, and direct program administration. The position requires substantial independent judgment, executive leadership, technical evaluation, and strategic coordination of County operations, personnel, and resources.

Essential Functions: *The class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skill.*

Executive Leadership and Administration

- Serves as the administrative and executive head of the Public Works Department; establishes departmental goals, objectives, priorities, policies, procedures, and performance standards consistent with the direction of the Board of County Commissioners and applicable statutory and regulatory requirements.
- Provides executive leadership and administrative direction through Assistant Public Works Directors, managers, and supervisors; establishes organizational objectives, delegates authority, allocates resources, evaluates management performance, and maintains accountability for departmental operations, regulatory compliance, and delivery of County services.
- Provides administrative and technical advice to the Board of County Commissioners; evaluates proposed initiatives, develops recommendations, and prepares policies, ordinances, resolutions, agreements, and other matters for consideration by the Board and other governing bodies.
- Coordinates departmental operations and assigned Countywide initiatives with other County departments, governmental jurisdictions, regulatory agencies, community organizations, and private entities; maintains periodic in-person engagement throughout the County, including Crescent Valley and other outlying communities, through attendance at public meetings, coordination with local representatives, and direct interaction with residents to identify emerging concerns, evaluate community needs, and maintain responsiveness to local priorities.
- Evaluates operational, financial, regulatory, and community needs; develops administrative processes and programs necessary to address emerging issues, statutory requirements, and matters for which established County procedures do not exist.
- Investigates and resolves complex complaints and concerns involving County services, facilities, infrastructure, and assigned governmental programs; prepares and presents reports, findings, and recommendations to governing bodies, regulatory agencies, and the public.

Personnel and Organizational Management

- Exercises departmental personnel authority in accordance with County Personnel Policies, including employee selection, assignment, promotion, performance evaluation, disciplinary action, termination, and resolution of employee concerns and grievances.
- Develops and evaluates departmental organizational structure, staffing requirements, job classifications, compensation recommendations, succession planning, and workforce development strategies; recommends organizational and staffing changes necessary to maintain effective service delivery.
- Establishes employee training, certification, professional development, and performance requirements; ensures subordinate assistant directors, managers and supervisors effectively administer personnel and maintain compliance with applicable employment, safety, and operational standards.

Financial, Contract and Grant Administration

- Directs the preparation and administration of governmental, enterprise fund, special district, and capital improvement budgets under the department's authority; establishes funding priorities, prepares financial projections and funding justifications, monitors revenues and expenditures, and evaluates financial performance.
- Authorizes expenditures and purchases in accordance with County policies and applicable procurement requirements; evaluates budget variances, recommends budget adjustments, and establishes financial controls supporting departmental operations and assigned programs.
- Evaluates and recommends utility rates, solid waste disposal fees, facility rental rates, aviation fuel pricing, and other charges associated with County services; oversees billing, revenue collection, customer service, and financial administration of assigned operations.
- Identifies and secures federal, state, and other funding opportunities; oversees preparation of grant applications, administration of grant agreements, expenditure and reimbursement requirements, regulatory compliance, reporting, and grant closeout.
- Directs the preparation, negotiation, procurement, and administration of professional services agreements, construction contracts, purchase agreements, franchises, leases, memoranda of understanding, interlocal

agreements, and other contractual arrangements; monitors compliance and authorizes payments within established authority.

- Coordinates with and responds to financial audits, grant audits, regulatory reviews, and associated corrective actions; maintains accountability for the financial and administrative performance of assigned operations and programs.

Capital Improvement and Real Property Administration

- Provides executive oversight of capital improvement programs and infrastructure development through Assistant Public Works Directors and other assigned personnel; establishes project priorities, evaluates infrastructure needs, develops funding strategies, and directs long-term capital improvement and asset replacement planning.
- Directs development of project scopes, engineering requirements, cost estimates, procurement strategies, and contractual requirements; reviews technical recommendations, plans, specifications, construction progress, and proposed changes in coordination with the County Engineer of Record, consultants, contractors, and assigned project managers.
- Oversees capital project delivery, including compliance with contractual, financial, regulatory, and funding requirements; evaluates project performance and develops recommendations concerning project authorization, changes in scope, funding adjustments, and project acceptance.
- Coordinates capital improvement planning, facility development, renovation, equipment acquisition, and infrastructure projects supporting other County departments; provides administrative, technical, and budgetary assistance in developing and implementing assigned projects.
- Coordinates County real property acquisitions, appraisals, sales, leases, easements, rights-of-way, encroachments, property use agreements, and disposition of surplus property; evaluates applicable requirements and prepares recommendations for authorization by the Board of County Commissioners.

Public Works and Infrastructure Operations

- Provides executive oversight of County infrastructure, facilities, grounds, equipment, and other assets through subordinate assistant directors, managers and supervisors; establishes maintenance priorities, operational standards, preventive maintenance programs, and long-term infrastructure improvement and replacement strategies.
- Oversees operation and maintenance of County-owned buildings, including administrative offices, medical facilities, emergency services facilities, community facilities, and employee housing; ensures compliance with applicable building system, fire protection, accessibility, health, safety, and maintenance requirements.
- Directs administration of County solid waste programs and landfill operations, including disposal services, franchise agreements, environmental compliance, regulatory reporting, capacity planning, and closure and post-closure planning; maintains required financial assurance for landfill closure.
- Coordinates operational permits, regulatory approvals, inspections, rights-of-way, material source permits, and other authorizations necessary to construct, operate, and maintain County infrastructure and facilities.
- Evaluates infrastructure deficiencies, service delivery concerns, and operational risks; directs corrective measures and coordinates technical assistance, regulatory compliance, and resource allocation necessary to maintain reliable County services.

Municipal Utilities and Water Resources

- Directs administration, operation, maintenance, and development of County municipal water distribution, water treatment, wastewater collection and treatment, and associated infrastructure serving Eureka, Diamond Valley, Crescent Valley, and other assigned service areas.
- Oversees utility master planning, system capacity evaluations, infrastructure replacement, treatment requirements, regulatory compliance, and capital improvement programs; coordinates with regulatory agencies and professional consultants to address water quality, treatment, and system reliability requirements.

- Administers municipal water rights, including acquisition, transfers, change applications, extensions of time, beneficial use reporting, and related regulatory requirements; coordinates with the State Engineer and other governmental entities to protect and maintain water rights supporting County utility systems.
- Administers utility service requirements, water dedication requirements, connection agreements, system expansion proposals, customer disputes, and related administrative matters; develops recommendations for utility policies, rates, fees, and service requirements.
- Provides administrative and technical support to the governing boards of County-administered utility systems and general improvement districts; evaluates applications, financial requirements, infrastructure needs, and proposed actions for governing board consideration.
- Directs administration and development of County stormwater and drainage infrastructure; evaluates drainage impacts, flood mitigation needs, development-related concerns, and corrective infrastructure improvements.

Roads and Transportation

- Provides executive oversight of County road construction, maintenance, repair, snow removal, and transportation infrastructure programs in coordination with the Road Supervisor and subordinate management; establishes financial, equipment, capital improvement, and service delivery priorities consistent with applicable statutory responsibilities.
- Coordinates Regional Transportation Commission administrative activities, transportation funding programs, fuel tax revenues, transportation improvement planning, and related policy recommendations under department authority.
- Evaluates impacts of mining, industrial development, and other special projects on County roads and transportation infrastructure, including uses exceeding customary traffic and maintenance demands; negotiates and administers road maintenance, construction, access, mitigation, and cooperative agreements with private operators, governmental jurisdictions, and state and federal agencies to address project-related impacts and associated costs.
- Evaluates and works to preserve public road access and rights-of-way, including asserted or established RS 2477 routes, easements, encroachments, road abandonment requests, and access or transportation impacts associated with proposed development; develops recommendations and coordinates necessary approvals with appropriate agencies and governing bodies.

Airport Management

- Serves as Airport Manager; administers County airport operations, development, financial activities, tenant relationships, and regulatory compliance in accordance with Federal Aviation Administration requirements and applicable grant assurances.
- Directs airport master planning, Airport Layout Plan development, capital improvement programming, and administration of federal airport infrastructure grants; coordinates airport development and operational requirements with the FAA, NDOT, professional consultants, and other agencies.
- Oversees airport infrastructure, aviation fuel systems, weather reporting equipment, navigational aids, safety procedures, maintenance requirements, and operational readiness; coordinates required inspections through qualified personnel and agencies and directs issuance of Notices to Air Missions (NOTAMs) and other operational notifications by designated staff.
- Administers airport tenant agreements, hangar leases, aviation fuel purchases, pricing, and revenues; coordinates airport use and agreements supporting general aviation, aerial firefighting, emergency medical transportation, and other governmental aviation activities.

Emergency Management and Disaster Recovery

- Serves as Emergency Management Director; administers the County's emergency management program and directs Countywide emergency preparedness, mitigation, response, recovery, and resource coordination activities in cooperation with County departments, emergency service organizations, and governmental agencies.

- Develops, maintains, reviews, and coordinates implementation of the County Emergency Operations Plan, Hazard Mitigation Plan, Hazardous Materials Emergency Response Plan, continuity of operations plans, and other emergency preparedness and response procedures.
- Administers hazard and risk assessments, preparedness assessments, mitigation programs, and associated state and federal reporting requirements; identifies funding opportunities and coordinates development and implementation of local and multi-jurisdictional emergency management programs.
- Administers activation and coordination of the County Emergency Operations Center; establishes staffing and resource requirements, maintains situational awareness, coordinates emergency communications and public notifications, and authorizes mobilization of County resources within established authority.
- Evaluates emergency conditions and develops recommendations for local disaster declarations, emergency protective measures, emergency procurement, and requests for state and federal assistance; provides timely information and recommendations to the Board of County Commissioners and other responsible officials.
- Administers disaster recovery activities, including damage and needs assessments, recovery and reconstruction planning, disaster assistance funding, reimbursement documentation, regulatory compliance, and coordination with affected individuals, businesses, governmental agencies, and community organizations.
- Serves as Chair of the Local Emergency Planning Committee; administers committee activities, hazardous materials preparedness, reporting, emergency planning, training, exercises, and coordination with industrial facilities and emergency response organizations.
- Establishes and coordinates emergency preparedness training, exercises, response procedures, emergency equipment readiness and preventive maintenance programs, and interagency agreements; evaluates emergency response capabilities, coordinates post-incident evaluations, and recommends improvements to Countywide preparedness and response programs.

Fire Protection District Administration

- Serves as District Fire Chief; directs administration of the County Fire Protection District and its volunteer fire departments through designated Volunteer Fire Chiefs; establishes district policies, administrative procedures, operational priorities, and resource requirements.
- Oversees volunteer personnel administration, eligibility, personnel records, training standards, occupational health requirements, medical examinations, workers' compensation coordination, and compliance with applicable firefighting and volunteer service requirements.
- Directs preparation and administration of Fire Protection District budgets, grants, purchasing, equipment replacement, apparatus acquisition, station improvements, and other financial and capital requirements necessary to maintain district capabilities.
- Develops and administers fire protection, wildland fire response, mutual aid, cooperative resource, and interlocal agreements with governmental agencies, mining operations, adjoining jurisdictions, and other emergency service organizations.
- Provides strategic direction and administrative coordination during significant fire and emergency incidents; evaluates resource needs, coordinates mutual aid and interagency assistance, and authorizes allocation of County personnel, equipment, and other resources within established authority to support incident operations.
- Establishes district training and compliance requirements; coordinates with Volunteer Fire Chiefs, the State Fire Marshal, Nevada Division of Forestry, federal land management agencies, and other organizations concerning fire protection, prevention, reporting, training, and regulatory compliance.

Enterprise Risk Management and Workplace Safety

- Coordinates development of Countywide enterprise risk management, loss prevention, and workplace safety programs in cooperation with the County's insurance and risk management providers, department heads, and other responsible personnel.

- Reviews workers' compensation claims, property damage and injury reports, insurance exposures, and operational risk trends; evaluates contributing factors, recommends corrective measures, and coordinates loss prevention and risk mitigation activities.
- Coordinates and chairs County safety committee activities; develops and recommends written workplace safety programs, safety policies, reporting procedures, training requirements, and departmental implementation procedures consistent with applicable occupational safety requirements.
- Oversees Countywide property and liability insurance administration, including annual renewal applications, coordination of departmental exposure information, maintenance of insured asset schedules, property and equipment valuations, evaluation of coverage requirements and premiums, and coordination with insurance providers and County departments to maintain appropriate coverage for County operations, facilities, vehicles, equipment, and other assets.
- Evaluates operational and infrastructure risks associated with County services and facilities; coordinates corrective actions and develops recommendations to reduce liability exposures and improve organizational safety and operational practices.

Planning and Land Development

- Administers assigned Planning Commission and land development functions; directs administrative support, application processing, technical review, agency coordination, preparation of recommendations, and scheduling of matters for consideration by the Planning Commission and Board of County Commissioners.
- Reviews proposed parcel divisions, subdivisions, development applications, maps, and supporting documentation for conformance with applicable statutory and County requirements; evaluates road access, easements, drainage, water dedication, utility service, and infrastructure impacts in coordination with the County Engineer of Record and other agencies.
- Evaluates proposed residential, commercial, industrial, mining, renewable energy, and other development activities; identifies infrastructure, environmental, regulatory, and service delivery considerations and develops administrative and technical recommendations for governing body consideration.
- Interprets and applies applicable County codes, statutes, regulations, and administrative requirements; develops review procedures and coordinates with legal counsel, regulatory agencies, and technical consultants to address development proposals and other matters where established regulatory processes are limited or absent; evaluates regulatory gaps and recommends new or revised ordinances, policies, and procedures for consideration by the Planning Commission and Board of County Commissioners.
- Directs and coordinates long-range community planning activities, including development, periodic review, and updates to the County Master Plan; evaluates growth trends, land use patterns, infrastructure capacity, and emerging development needs; coordinates with consultants, governmental agencies, and community stakeholders to develop planning priorities and recommendations for governing body consideration.
- Administers development, infrastructure improvements, property transactions, agreements, and related activities associated with County-owned subdivisions and assigned community development initiatives.
- Reviews and coordinates permits, applications, field observations, regulatory approvals, and compliance matters associated with assigned development and community planning functions.

Floodplain Management

- Serves as Floodplain Manager and principal community administrator of the County's floodplain management and flood loss reduction programs; administers applicable County floodplain regulations and National Flood Insurance Program requirements.
- Reviews floodplain development applications and elevation certificates, issues applicable permits, evaluates proposed improvements and potential flood impacts, coordinates field inspections, and administers compliance and corrective action requirements.

- Coordinates floodplain mapping, flood risk assessments, hazard mitigation projects, drainage improvements, and flood prevention activities with federal and state agencies, professional consultants, property owners, and other responsible parties; provides information and technical guidance to County officials and the public.

Environmental and Public Health Coordination

- Serves as the County's appointed representative on the Central Nevada Health District Board; coordinates public and environmental health matters affecting County operations, facilities, residents, and community development.
- Acts as liaison with the health district, environmental regulatory agencies, County legal counsel, and other responsible entities concerning public health complaints, environmental conditions, notices of violation, regulatory compliance, and appropriate corrective measures.
- Directs implementation and ongoing administration of the Eureka Smelter Site Lead and Arsenic Institutional Control Plan in coordination with the Nevada Division of Environmental Protection and other agencies; oversees soil disturbance review and notification procedures, environmental covenant coordination, contaminated soil management, public education, compliance monitoring and reporting, and corrective action coordination to maintain long-term protection of remediated properties.
- Administers and coordinates medical provider agreements, facility leases, County housing arrangements, County-owned medical equipment, and facility requirements supporting the delivery and continuity of medical services in the County.

Communications Infrastructure and Facility Security

- Provides executive oversight and administrative direction of County public safety and operational communications systems, including analog and digital radio systems, repeater sites, towers, LTE and satellite communications systems, emergency communications equipment, and associated infrastructure.
- Oversees communications system planning, development, maintenance, programming, modernization, Federal Communications Commission (FCC) licensing, frequency coordination, regulatory compliance, and interoperability among County departments and local, state, and federal agencies.
- Directs the procurement, installation, maintenance, and replacement of communications equipment and infrastructure; oversees related contractors, consultants, service agreements, and capital improvement projects.
- Directs the planning, development, installation, maintenance, and modernization of County facility security infrastructure, including electronic access controls, surveillance cameras, and associated equipment; establishes strategic priorities, operational requirements, and capital investment plans; coordinates with the Chief Information Officer (CIO) on systems involving network connectivity, cybersecurity, and integration with County information technology infrastructure; and collaborates with emergency response agencies and other County departments to ensure system reliability, interoperability, redundancy, and continuity of operations.

Fleet, Cultural and Community Services

- Provides executive oversight of Countywide fleet and equipment management, including acquisition standards, replacement planning, maintenance programs, asset tracking, utilization, operating costs, surplus property disposition, and equipment readiness; evaluates and recommends vehicle and equipment acquisitions for County departments in accordance with established Board policies.
- Directs administration of County parks, recreational facilities, cultural facilities, the Eureka Opera House, Sentinel Museum, Eureka Swimming Pool, fairgrounds, cemeteries, and other assigned community facilities through subordinate managers and supervisors.
- Establishes strategic direction, financial priorities, facility use policies, service standards, programming objectives, and long-term improvement plans for cultural, recreational, tourism, and community services; coordinates activities with community organizations and other governmental entities.
- Oversees facility maintenance, event coordination, community programming, public use agreements, revenue administration, and resource allocation necessary to support cultural, recreational, and community activities.

General Responsibilities

- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.
- Maintains effective professional working relationships with elected and appointed officials, County employees, governmental agencies, contractors, vendors, community organizations, and members of the public.
- Performs other duties as assigned.

Qualifications: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required.*

Education and Experience: *The knowledge and ability listed may be acquired through different types of education, training and experience. An example of a typical way to acquire the qualifying knowledge and ability is listed below:*

- Bachelor's degree in public administration, business administration, civil engineering, construction management, project management, or a closely related field; AND five (5) years of progressively responsible experience in public works, infrastructure management, construction management, engineering services, or comparable public or private sector operations, including at least three (3) years in a management capacity involving personnel supervision, budget administration, and oversight of multiple operational programs.
- Experience in local government administration, capital improvement planning, contract administration, grant management, regulatory compliance, emergency management, and intergovernmental coordination is desirable.
- An equivalent combination of relevant education, training, and work experience may be considered.

Required Certificates, Licenses, and Registrations: *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*

- Possession of a current Nevada State driver's license.
- Successfully complete the Essential Management Skills and Advanced Essential Management Skills courses through POOL/PACT within one (1) year of appointment.
- Successfully complete FEMA Incident Command System (ICS) 100, 200, 300, and 400 and National Incident Management System (NIMS) IS-700 and IS-800 courses within one (1) year of appointment.
- Successfully complete FEMA's National Emergency Management Basic Academy within two (2) years of appointment.
- Certified Floodplain Manager (CFM), Certified Public Works Professional – Management (CPWP-M), or Certified Public Manager (CPM) certification is desirable but not required.

Required Knowledge and Skills:

Knowledge of: Principles and practices of executive leadership, public administration, organizational management, strategic planning, policy development, and governmental operations; personnel management, supervision, employment practices, workforce development, organizational structure, and succession planning; governmental budgeting, financial management, enterprise fund administration, revenue forecasting, rate and fee development, and resource allocation; public procurement, contract negotiation and administration, engineering services, construction project management, grant

administration, and capital improvement planning; methods, materials, equipment, and technologies associated with the construction, operation, and maintenance of roads, municipal water and wastewater systems, stormwater infrastructure, solid waste facilities, airports, fleet equipment, buildings, and grounds; infrastructure master planning, asset management, lifecycle cost analysis, and preventive maintenance programs; applicable local, state, and federal laws, regulations, codes, and standards governing public works and assigned governmental programs; municipal water rights, utility administration, real property acquisition and disposition, easements, rights-of-way, land development, subdivision review, and community planning; emergency management, National Incident Management System, emergency operations planning, hazard mitigation, disaster recovery, and continuity of operations; fire protection district administration, volunteer emergency service organizations, mutual aid agreements, occupational health requirements, and emergency preparedness; enterprise risk management, insurance administration, liability exposure, loss prevention, and occupational safety; floodplain management, flood loss reduction, environmental compliance, and public and environmental health coordination; public safety communications, radio systems, interoperability, aviation regulatory requirements, and facility security systems; administration of parks, recreation, cultural facilities, and community services; intergovernmental relations, public engagement, and governing body procedures; information technology applications supporting governmental administration, infrastructure management, and financial and technical analysis.

Skill in: Providing executive leadership and administrative direction to a multidisciplinary department; establishing organizational goals, policies, priorities, procedures, and performance standards; directing and evaluating the work of subordinate assistant directors, managers, supervisors, professional, technical, and administrative personnel; evaluating organizational structure, staffing requirements, and resource needs; developing employees and resolving personnel matters; preparing and administering governmental, enterprise, special district, and capital improvement budgets; analyzing financial information, evaluating funding alternatives, and allocating resources; developing and overseeing capital improvement programs, infrastructure projects, and long-term improvement strategies; reading, interpreting, and evaluating engineering plans, blueprints, schematic drawings, maps, technical specifications, construction guidelines, and permits; interpreting and applying statutes, regulations, administrative codes, policies, and contractual requirements; analyzing complex technical, financial, operational, and administrative information, evaluating alternatives, and developing sound recommendations; negotiating and administering contracts, grants, leases, property transactions, and intergovernmental agreements; evaluating organizational and infrastructure risks and developing corrective and mitigation strategies; providing strategic emergency management direction, evaluating incident information, establishing resource priorities, coordinating interagency assistance, and administering preparedness, response, and recovery programs; exercising independent judgment, managing competing priorities, and making informed decisions under pressure; coordinating projects and programs involving multiple departments, governmental jurisdictions, regulatory agencies, consultants, and contractors; preparing comprehensive reports, financial analyses, policy recommendations, technical correspondence, and presentations; communicating effectively and persuasively, both orally and in writing; establishing effective professional relationships, gaining cooperation, resolving conflicts, and addressing sensitive or controversial matters with tact and discretion; utilizing geographic information systems (GIS), financial and asset management systems, word processing, spreadsheets, and other applications supporting administration, analysis, and decision-making.

Special Requirements:

- Must establish and maintain residency in the Eureka area of Eureka County to support effective administration of County operations, accessibility to County facilities and personnel, and coordination of assigned governmental programs.
- Must be available outside normal business hours as necessary to address significant operational issues, emergencies, and other matters requiring administrative direction, resource coordination, or executive decision-making, including travel to incident locations when circumstances warrant.
- Requires periodic travel and in-person attendance at meetings, operational facilities, project locations, and communities throughout Eureka County, including Crescent Valley and other outlying areas, as necessary to maintain effective departmental oversight, community engagement, and responsiveness to local needs.

Physical/Mental Demands & Working Environment: *The physical requirements described herein are representative of those that must be met by an employee to successfully perform the essential functions of this position.*

Work involves extended periods of sitting, standing, attending meetings, using computers and other office equipment, and reviewing complex reports, financial information, maps, plans, and technical documents. Duties require travel throughout the County and to other locations for meetings, site evaluations, facility inspections, project reviews, and observation of departmental operations. Must possess sufficient physical mobility and stamina to access construction sites, infrastructure, operational facilities, and remote locations, including traversing uneven terrain and working in varying environmental conditions. Occasional lifting and carrying of materials, equipment, and supplies weighing up to fifty (50) pounds.

The position requires sustained concentration, independent judgment, analytical ability, and adaptability in managing multiple programs, competing priorities, and time-sensitive matters. Duties require the ability to evaluate complex technical, financial, operational, and regulatory information; assess alternatives and consequences; make informed decisions; communicate effectively; and manage sensitive or controversial matters. Must be able to maintain effectiveness under the pressure of deadlines, conflicting demands, emergencies, and changing organizational priorities.

Work is performed primarily in an office environment, with periodic visits to County facilities, construction sites, infrastructure, and other operational locations. Significant emergency incidents may warrant travel to affected locations to assess conditions, evaluate resource needs, and provide administrative direction and strategic coordination. Field activities may involve exposure to inclement weather, dust, noise, uneven terrain, and conditions normally associated with public works operations, construction activities, and emergency incidents. Travel may include extended distances over paved and unpaved roads.

This position is classified as exempt and is expected to fulfill assigned responsibilities based on organizational and operational needs. Work may occur outside normal business hours, including evenings, weekends, and holidays, as necessary to address administrative responsibilities, operational issues, emergencies, and other County requirements.

This position description indicates, in general, the nature and levels of work, knowledge, skills, abilities, and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and applicants who Eureka County has offered employment are encouraged to discuss potential accommodations with the employer.

APPROVAL AND ACKNOWLEDGMENT OF RECEIPT

Position Held: Public Works Director

Department Head/Supervisor: _____ Date: _____
(Signature)

*Employee: _____ Date: _____
(Signature)

*Employee signature acknowledges understanding of the essential functions and requirements of this position. Employee also acknowledges receipt of this position description.

EUREKA
-COUNTY-

Job Title:	Landfill Attendant (Casual)	**Department:**	Public Works
Classification Range:	E___	**Reports To:**	Assistant Public Works Director – Project Manager
		FLSA:	Non-Exempt
		Safety Sensitive:	Yes
		Probation Period:	HR to confirm
		Adopted/Revised:	~~NEW~~ December 1, 2026

Summary of Job Purpose:

Under general supervision of the Assistant Public Works Director – Project Manager, performs a variety of duties associated with County landfill and solid waste facility operations, primarily providing operational coverage in the absence of assigned Landfill Equipment Operators. Responsibilities include opening and securing facilities, screening incoming waste, collecting disposal fees, operating and maintaining assigned equipment, performing waste compaction and cover operations, maintaining operational records, and assisting the public. This is a casual, non-benefited position.

Essential Functions: *The class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skill.*

- Represents Eureka County with professionalism, integrity, and a spirit of cooperation in all interactions with County departments, employees, vendors, and the public.
- Performs assigned landfill operations in the absence of Landfill Equipment Operators, consistent with established operating procedures, training, qualifications, and supervisory authorization.
- Opens, monitors, and secures County landfill and solid waste facilities as assigned.
- Screens incoming waste for acceptable materials; identifies prohibited or restricted waste and directs public and commercial haulers to designated disposal areas.
- Provides information to the public regarding disposal fees, acceptable waste materials, recycling, disposal procedures, and landfill operations.
- Estimates and records quantities, sources, and types of incoming waste; calculates disposal fees, issues receipts, maintains transaction records, and balances cash receipts.
- Operates assigned landfill equipment, including loaders, backhoes, compactors, trucks, and other vehicles and equipment necessary to maintain landfill operations, consistent with applicable licensing requirements, training, demonstrated competency, and supervisory authorization.
- Performs waste placement, compaction, and cover operations in accordance with established procedures and applicable landfill operating requirements.
- Performs routine equipment inspections, servicing, lubrication, cleaning, and minor maintenance; identifies and reports equipment repair needs.
- Maintains landfill grounds, access roads, disposal areas, buildings, and associated facilities; performs routine custodial duties and litter control.
- Maintains operational records and completes required landfill reports; assists with collection of information and monitoring data required by regulatory agencies.
- Assists with landfill surveying, closure-related activities, environmental monitoring, and management of restricted or unacceptable waste materials as directed and consistent with assigned training.

- Collects and delivers landfill receipts, monies, mail, and operational documents to designated County offices as required.
- Identifies and reports unsafe conditions, operational concerns, unauthorized disposal activities, and maintenance needs to supervisory personnel.
- Uses County computer systems for email, timekeeping, recordkeeping, reporting, and basic work-related tasks.
- Performs other related duties as assigned.

Qualifications: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required.*

Education and Experience: *The knowledge and ability listed may be acquired through different types of education, training and experience. An example of a typical way to acquire the qualifying knowledge and ability is listed below:*

High school diploma or GED; AND at least one (1) year of experience in heavy equipment operation, landfill operations, construction, or related public works activities. An equivalent combination of relevant education, training, and work experience may be considered.

Required Certificates, Licenses, and Registrations: *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*

- Possession and maintenance of a valid Nevada driver's license. A Commercial Driver's License (CDL) with applicable endorsements is desirable but not required for employment.

Required Knowledge and Skills:

Knowledge of: Principles and practices of landfill and solid waste facility operations; acceptable and prohibited waste materials; waste screening, placement, compaction, and cover procedures; operation and routine maintenance of heavy equipment; occupational hazards and safe work practices; applicable solid waste disposal and environmental regulations; basic cash handling, recordkeeping, and arithmetic; basic computer operations and customer service practices.

Skills in: Safely operating and maintaining assigned landfill equipment; screening incoming waste and identifying prohibited materials; performing waste placement, compaction, and cover operations; directing public and commercial haulers; calculating disposal fees and maintaining accurate financial and operational records; using computers for email, timekeeping, recordkeeping, and basic work-related tasks; following oral and written instructions; recognizing and reporting operational and safety concerns; communicating effectively with coworkers and the public; exercising sound judgment and working independently.

Special Requirements:

- Pursuant to Eureka County policy, this position is classified as safety sensitive.
- Must be available to work varying schedules, including weekends and holidays, to provide operational coverage during employee absences, staffing shortages, and other County operational needs.
- Must demonstrate competency in the safe operation of assigned landfill equipment prior to independent operation. Employees possessing a valid CDL may be authorized to operate commercial motor vehicles consistent with their license classification, endorsements, restrictions, applicable regulatory requirements, and demonstrated competency.

Physical/Mental Demands & Working Environment: *The physical and mental requirements described herein are representative of those that must be met by an employee to successfully perform the essential functions of this position.* Work requires strength, stamina, mobility, dexterity, and coordination to operate heavy equipment and perform landfill maintenance and manual labor. Duties require prolonged sitting, standing, and walking; bending, stooping, reaching, climbing, and maintaining balance on uneven or unstable surfaces; repetitive use of equipment controls and hand and power tools; and regularly lifting, carrying, or moving materials weighing up to fifty (50) pounds and occasionally up to one hundred (100) pounds, utilizing assistance or mechanical equipment as necessary. Visual acuity, peripheral vision, depth perception, hearing, and hand-eye-foot coordination sufficient to safely operate equipment, monitor surrounding vehicles and personnel, and recognize potential hazards.

Mental demands include sustained concentration, alertness, situational awareness, independent judgment, and problem-solving. Duties require evaluating incoming waste materials, recognizing hazardous conditions, safely operating equipment in proximity to the public, maintaining accurate financial and operational records, and responding appropriately to unexpected conditions and emergencies.

Work is performed primarily outdoors at landfill and solid waste facilities with exposure to extreme and changing weather conditions, dust, noise, vibration, exhaust fumes, unpleasant odors, municipal solid waste, chemicals, potentially hazardous materials, moving vehicles and equipment, and rough or unstable terrain. Appropriate personal protective equipment and adherence to established safety procedures are required.

This position description indicates, in general, the nature and levels of work, knowledge, skills, abilities, and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and applicants who Eureka County has offered employment are encouraged to discuss potential accommodations with the employer.

APPROVAL AND ACKNOWLEDGMENT OF RECEIPT

Designated Position Held: Landfill Attendant

Department Head/Supervisor: _____ Date: _____
(Signature)

*Employee: _____ Date: _____
(Signature)

*Employee signature acknowledges understanding of the essential functions and requirements of this position. Employee also acknowledges receipt of this position description.

EUREKA
-COUNTY-

Job Title:	Facilities Parks and Events Manager	**Department:**	Public Works
Classification Range:	E14	**Reports To:**	Public Works Director
		FLSA:	Non-Exempt
		Safety Sensitive:	Yes
		Probation Period:	6 months
		Adopted/Revised:	December 1, 2026

Summary of Job Purpose: Under general direction of the Public Works Director, manages the operations, maintenance, personnel, programs, and administrative activities associated with assigned County cultural and recreational facilities, parks, and events. Responsibilities include facility operations, event planning and coordination, personnel supervision, budget development and monitoring, contract and lease administration, grant administration, tourism promotion, community partnerships, and compliance with applicable operational, regulatory, and safety requirements. Coordinates activities with other County departments, community organizations, businesses, and governmental agencies to support effective facility operations and community programs.

Essential Functions: *The class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skill.*

- Represents Eureka County with professionalism, integrity, and a spirit of cooperation in all interactions with County departments, employees, vendors, and the public.
- Plans, organizes, directs, and evaluates the operations, maintenance, programs, and services associated with assigned County facilities, including the Eureka Opera House, Sentinel Museum, Eureka Swimming Pool, fairgrounds, parks, ballfields, and other recreational and event facilities.
- Supervises assigned personnel; establishes work priorities and assignments; participates in employee recruitment and selection; provides training and direction; evaluates employee performance; counsels employees and recommends or administers disciplinary action in accordance with County personnel policies and delegated authority.
- Develops and implements operational procedures, maintenance schedules, facility use policies, and service standards for assigned facilities and programs.
- Conducts facility inspections, identifies maintenance and safety concerns, and coordinates corrective actions, repairs, and facility improvements with appropriate Public Works personnel and contractors.
- Coordinates required health, safety, and regulatory inspections, including inspections associated with swimming pool operations, food service facilities, and public events.
- Assists the Public Works Director with development of annual budgets for assigned facilities and programs; monitors expenditures, revenues, purchasing activities, and financial performance; identifies operational and capital improvement needs.
- Prepares and administers assigned contracts, leases, rental agreements, and facility use agreements; coordinates with vendors, contractors, facility users, and community organizations to ensure compliance with established terms and County policies.
- Plans, coordinates, and oversees County-sponsored events, fairs, festivals, performances, recreational programs, and other activities in cooperation with the Recreation Board, community organizations, and other County personnel.
- Serves as a departmental contact for organizations and individuals utilizing assigned County facilities; coordinates facility scheduling, event requirements, applicable permits, and operational support.
- Develops and implements promotional activities, advertising, and community outreach to encourage public and private use of County cultural and recreational facilities.

- Identifies grant funding opportunities; prepares or assists in preparing grant applications; administers assigned grant-funded programs and projects, monitors expenditures, and completes required reports and documentation.
- Establishes and maintains partnerships with tourism organizations, including Pony Express Territory, Travel Nevada, Highway 50 promotional organizations, Eureka Main Street, the Governor's grants office, local businesses, mining operations, and other community stakeholders to support tourism development, regional advertising, destination marketing, and promotion of Eureka County's historical heritage and recreational opportunities.
- Coordinates safety assessments, emergency procedures, and risk mitigation activities for assigned facilities and events; monitors compliance with applicable insurance and liability requirements; works with the Eureka County Safety Committee and other responsible County personnel to identify and address operational hazards.
- Reviews accident and incident reports involving assigned operations; coordinates appropriate follow-up and corrective actions.
- Oversees financial transactions, revenue collection, inventory management, weekly deposits, and preparation of monthly Treasurer reports associated with assigned facilities and programs.
- Prepares and presents operational, financial, compliance, and program reports to the Public Works Director, Board of County Commissioners, and other designated boards or organizations as required.
- Uses County computer systems and applicable software for correspondence, scheduling, financial administration, recordkeeping, personnel management, reporting, and program coordination.
- Provides operational assistance during special events, staffing shortages, emergencies, and other departmental activities as assigned.
- Performs other related duties as assigned.

Qualifications: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required.*

Education and Experience: *The knowledge and ability listed may be acquired through different types of education, training and experience. An example of a typical way to acquire the qualifying knowledge and ability is listed below:*

High school diploma or GED; AND five (5) years of progressively responsible experience in facility operations, parks and recreation, event management, cultural facility operations, hospitality management, or closely related operations, including at least two (2) years of supervisory, lead-worker, or operational management experience.

An associate degree or higher in facilities management, business administration, public administration, parks and recreation management, event or hospitality management, or a closely related field may substitute for up to two (2) years of the required general experience, provided the applicant possesses at least three (3) years of relevant work experience, including two (2) years of supervisory, lead-worker, or operational management experience.

Experience in budget administration, grant writing and administration, contract administration, and community program development is desirable.

Required Certificates, Licenses, and Registrations: *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*

- Possession and maintenance of a valid Nevada driver's license.
- Completion of both Basic and Advanced Essential Management Training within one (1) year of appointment.

- Obtain and maintain current CPR and First Aid certifications within one (1) year of appointment.

Required Knowledge and Skills:

Knowledge of:

Principles and practices of personnel supervision, employee training, performance evaluation, and work coordination; cultural and recreational facility operations; parks and grounds maintenance; event planning, scheduling, and coordination; facility maintenance practices and operational requirements; budget development, expenditure monitoring, purchasing, and financial recordkeeping; contract, lease, and grant administration; applicable health, safety, building, and operational regulations; occupational hazards and risk mitigation practices; tourism development, marketing, community outreach, and public relations; administrative procedures, recordkeeping, and report preparation; computer applications and software associated with facility operations and administrative functions; County policies and procedures.

Skills in: Planning, organizing, directing, and evaluating assigned facility operations and community programs; supervising, training, scheduling, and evaluating assigned personnel; developing operational procedures and establishing work priorities; identifying facility maintenance and improvement needs; developing and monitoring budgets, expenditures, revenues, and purchasing activities; administering contracts, leases, rental agreements, and grant-funded programs; planning and coordinating events and recreational activities; interpreting and applying applicable regulations, policies, and procedures; identifying operational hazards and implementing appropriate corrective actions; developing promotional materials and coordinating tourism and community outreach activities; preparing accurate records, reports, correspondence, and presentations; using computers and applicable software to manage operational and administrative activities; communicating effectively orally and in writing; establishing and maintaining effective working relationships with employees, governmental agencies, vendors, community organizations, and the public; exercising independent judgment, resolving operational concerns, and managing competing priorities.

Special Requirements:

- Pursuant to Eureka County policy, this position is classified as safety sensitive.
- Must be available to work varying schedules, including evenings, weekends, and holidays, based on facility operations, scheduled events, and County needs.
- Must be available to travel to assigned facilities and work sites throughout the County and respond to operational concerns and emergencies as required.

Physical/Mental Demands & Working Environment: *The physical/mental requirements described herein are representative of those that an employee must meet to perform the essential functions of this position successfully.*

Work requires mobility, stamina, dexterity, and coordination to perform administrative duties, conduct facility inspections, and provide operational support at County facilities and events. Duties require prolonged sitting, standing, and walking; bending, stooping, reaching, climbing, and traversing uneven or slippery surfaces; use of computers, office equipment, and assigned facility equipment; and lifting, carrying, or moving materials and equipment weighing up to fifty (50) pounds, utilizing assistance as necessary. Visual acuity and hearing sufficient to review documents, operate equipment, conduct inspections, and communicate effectively.

Mental demands include sustained concentration, analytical thinking, organization, independent judgment, problem-solving, and decision-making. Duties require managing competing operational and administrative priorities, supervising personnel, interpreting and applying policies and regulations, reviewing financial and

operational information, coordinating multiple activities, and maintaining accurate records. Employees must communicate effectively, address personnel and public concerns, respond appropriately to changing circumstances, and exercise sound judgment under stressful or time-sensitive conditions.

Work is performed in office environments, cultural and recreational facilities, swimming pool facilities, parks, fairgrounds, and other indoor and outdoor locations. Duties may involve exposure to varying temperatures, dust, noise, cleaning chemicals, wet or slippery surfaces, maintenance activities, and crowds associated with scheduled events. Work requires travel between County facilities and may involve irregular or extended work hours to accommodate facility operations, special events, and emergency situations.

This position description indicates, in general, the nature and levels of work, knowledge, skills, abilities, and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and applicants who Eureka County has offered employment are encouraged to discuss potential accommodations with the employer.

APPROVAL AND ACKNOWLEDGMENT OF RECEIPT

Designate Position Held:

Facilities Parks and Events Manager

Department Head/Supervisor: _____ Date: _____
(Signature)

*Employee: _____ Date: _____
(Signature)

*Employee signature acknowledges understanding of the essential functions and requirements of this position. Employee also acknowledges receipt of this position description.

EUREKA
-COUNTY-

Job Title:	Facilities Operations Assistant	**Department:**	Public Works
Classification Range:	Casual-E04	**Reports To:**	Facilities Parks and Events Manager
		FLSA:	Non-exempt
		Safety Sensitive:	No
		Probation Period:	6 months
		Adopted/Revised:	December 1, 2026

Summary of Job Purpose: Under general supervision, performs a variety of support duties related to the operation, maintenance, and preparation of County facilities, primarily the Eureka Opera House and Sentinel Museum. Responsibilities include event setup and takedown, custodial services, routine facility upkeep, exhibit support, and visitor services.

Essential Functions: *The class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skill.*

- Represents Eureka County with professionalism, integrity, and a spirit of cooperation in all interactions with County departments, employees, vendors, and the public.
- Prepares County facilities for events, exhibits, and activities; sets up and removes tables, chairs, and other equipment; operates basic audio/visual and lighting equipment as assigned.
- Performs routine custodial duties, including sweeping, mopping, vacuuming, dusting, washing dishes, cleaning and disinfecting restrooms and kitchen areas, and removing trash.
- Assists with public events and private rentals, including providing facility support to renters, performers, vendors, and visitors.
- Greets visitors, provides information regarding County facilities and the Eureka community, and assists with tours as needed.
- Opens and secures facilities as directed; monitors facility use and reports safety or security concerns.
- Assists with exhibits, displays, promotional materials, and distribution of visitor and event information.
- Monitors and replenishes supplies; performs minor facility maintenance and reports repair or maintenance needs.
- Uses computers and other electronic devices to access County email, complete timekeeping requirements, review schedules, and perform basic work-related tasks.
- Performs other related duties as assigned.

Qualifications: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required.*

Education and Experience: *The knowledge and ability listed may be acquired through different types of education, training and experience. An example of a typical way to acquire the qualifying knowledge and ability is listed below:*

At least one (1) year of related experience in facility support, custodial services, or event operations.

Required Certificates, Licenses, and Registrations: *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*

- Valid Nevada Driver's license

Required Knowledge and Skills:
Knowledge of:
Basic facility maintenance and custodial practices; safe use of cleaning supplies, tools, and equipment; basic event setup procedures; customer service practices; basic computer operations, recordkeeping, and arithmetic.
Skills in:
Performing routine custodial, facility maintenance, and event support duties; safely operating assigned equipment; following oral and written instructions; communicating effectively with coworkers and the public; using computers for email, timekeeping, and basic work-related tasks; maintaining basic records and inventories; working independently and as part of a team.

Special Requirements:
Must be available to work flexible hours, including evenings, weekends, and holidays, based on facility operations and scheduled events.

Physical/Mental Demands & Working Environment: *The physical/mental requirements described herein are repetitive of those that an employee must meet to perform the essential functions of this position successfully.*

Work requires strength, stamina, mobility, dexterity, and coordination to perform custodial duties, routine facility maintenance, and event setup. Duties require standing, walking, bending, stooping, reaching, climbing, and lifting or moving materials and equipment weighing up to fifty (50) pounds, using assistance as necessary.

Mental demands include attention to detail, following instructions, exercising sound judgment, recognizing safety hazards, and interacting effectively with coworkers and the public.

Work is performed indoors and outdoors with exposure to varying temperatures, dust, cleaning chemicals, and noise associated with facility operations and scheduled events.

This position description indicates, in general, the nature and levels of work, knowledge, skills, abilities, and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and applicants who Eureka County has offered employment are encouraged to discuss potential accommodations with the employer.

APPROVAL AND ACKNOWLEDGMENT OF RECEIPT

Designate Position Held:

☐ Facilities Operations Assistant

Department Head/Supervisor: _____ Date: _____

(Signature)

*Employee: _____ Date: _____

(Signature)

*Employee signature acknowledges understanding of the essential functions and requirements of this position. Employee also acknowledges receipt of this position description.

EUREKA
-COUNTY-

Job Title:	Facilities Operations Assistant	**Department:**	Public Works
Classification Range:	Casual-E04	**Reports To:**	Facilities Parks and Events Manager
		FLSA:	Non-exempt
		Safety Sensitive:	No
		Probation Period:	6 months
		Adopted/Revised:	December 1, 2026

Summary of Job Purpose: Under general supervision, performs a variety of support duties related to the operation, maintenance, and preparation of County facilities, primarily the Eureka Opera House and Sentinel Museum. Responsibilities include event setup and takedown, custodial services, routine facility upkeep, exhibit support, and visitor services.

Essential Functions: *The class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skill.*

- Represents Eureka County with professionalism, integrity, and a spirit of cooperation in all interactions with County departments, employees, vendors, and the public.
- Prepares County facilities for events, exhibits, and activities; sets up and removes tables, chairs, and other equipment; operates basic audio/visual and lighting equipment as assigned.
- Performs routine custodial duties, including sweeping, mopping, vacuuming, dusting, washing dishes, cleaning and disinfecting restrooms and kitchen areas, and removing trash.
- Assists with public events and private rentals, including providing facility support to renters, performers, vendors, and visitors.
- Greets visitors, provides information regarding County facilities and the Eureka community, and assists with tours as needed.
- Opens and secures facilities as directed; monitors facility use and reports safety or security concerns.
- Assists with exhibits, displays, promotional materials, and distribution of visitor and event information.
- Monitors and replenishes supplies; performs minor facility maintenance and reports repair or maintenance needs.
- Uses computers and other electronic devices to access County email, complete timekeeping requirements, review schedules, and perform basic work-related tasks.
- Performs other related duties as assigned.

Qualifications: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required.*

Education and Experience: *The knowledge and ability listed may be acquired through different types of education, training and experience. An example of a typical way to acquire the qualifying knowledge and ability is listed below:*

At least one (1) year of related experience in facility support, custodial services, or event operations.

Required Certificates, Licenses, and Registrations: *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*

- Valid Nevada Driver's license

Required Knowledge and Skills:
Knowledge of:
Basic facility maintenance and custodial practices; safe use of cleaning supplies, tools, and equipment; basic event setup procedures; customer service practices; basic computer operations, recordkeeping, and arithmetic.
Skills in:
Performing routine custodial, facility maintenance, and event support duties; safely operating assigned equipment; following oral and written instructions; communicating effectively with coworkers and the public; using computers for email, timekeeping, and basic work-related tasks; maintaining basic records and inventories; working independently and as part of a team.

Special Requirements:
Must be available to work flexible hours, including evenings, weekends, and holidays, based on facility operations and scheduled events.

Physical/Mental Demands & Working Environment: *The physical/mental requirements described herein are repetitive of those that an employee must meet to perform the essential functions of this position successfully.*

Work requires strength, stamina, mobility, dexterity, and coordination to perform custodial duties, routine facility maintenance, and event setup. Duties require standing, walking, bending, stooping, reaching, climbing, and lifting or moving materials and equipment weighing up to fifty (50) pounds, using assistance as necessary.

Mental demands include attention to detail, following instructions, exercising sound judgment, recognizing safety hazards, and interacting effectively with coworkers and the public.

Work is performed indoors and outdoors with exposure to varying temperatures, dust, cleaning chemicals, and noise associated with facility operations and scheduled events.

This position description indicates, in general, the nature and levels of work, knowledge, skills, abilities, and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and applicants who Eureka County has offered employment are encouraged to discuss potential accommodations with the employer.

APPROVAL AND ACKNOWLEDGMENT OF RECEIPT

Designate Position Held:

☐ Facilities Operations Assistant

Department Head/Supervisor: _____ Date: _____

(Signature)

*Employee: _____ Date: _____

(Signature)

*Employee signature acknowledges understanding of the essential functions and requirements of this position. Employee also acknowledges receipt of this position description.

Job Title:	Equipment Operator I, II, III & Senior	**Department:**	Public Works
Classification Range:	Equipment Operator I, Range E09 Equipment Operator II, Range E10 Equipment Operator III, Range E11 Senior Equipment Operator, Range E13 (Road Department Only) Road Department assignment: Landfill assignment:	 **Reports To:** **Reports To:**	 Road Supervisor Assistant Public Works Director – Project Manager
		FLSA:	Non-Exempt
		Safety Sensitive:	Yes
		Probation Period:	6 months
		Adopted/Revised:	December 1, 2026

Summary of Job Purpose: Equipment Operators perform skilled and semi-skilled work to construct, maintain, and repair County roads, rights-of-way, landfills, and related infrastructure. Core duties include safely operating light and heavy equipment, conducting routine inspections and minor repairs, managing waste acceptance and disposal, and handling snow removal and winter maintenance. As a primary County field workforce, operators also support parks, cemeteries, fairgrounds, County facilities, special events, and emergency or disaster response as needed.

Classification Progression & Assignments

- **Equipment Operators I, II, and III:** Primarily assigned to the Road Department or Landfill operations based on County needs. Employees are expected to develop progressively greater technical skill, independent judgment, and work coordination as they advance through the series.
- **Senior Equipment Operator:** Assigned exclusively to the Road Department. This role supervises assigned personnel, coordinates departmental operations, and acts on behalf of the Road Supervisor as authorized, while supporting other County operations when directed.
- **Cross-Assignments:** While each role has primary duties, operators are not restricted to a single area. To cover staffing shortages, meet seasonal demands, or maintain continuity of operations, employees may be temporarily or routinely cross-assigned to other County departments or emergency operations—provided the work aligns with their licensing, training, demonstrated competency, and supervisory approval.

Essential Functions: *The class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skill.*

All Equipment Operator Classifications:

- Represents Eureka County with professionalism, integrity, and a spirit of cooperation in all interactions with County departments, employees, vendors, and the public.
- All duties within the Equipment Operator classification series shall be performed in accordance with applicable licensing requirements, required training, demonstrated competency, established safety and operating procedures, and supervisory authorization.
- Performs routine equipment inspections, lubrication, servicing, cleaning, adjustments, and minor repairs within demonstrated competency and authorization; identifies and reports deficiencies requiring Fleet Maintenance assistance.
- Performs manual labor and maintains assigned equipment, facilities, tools, and work areas in a safe, clean, and serviceable condition.

- Maintains accurate records of work performed, time worked, equipment usage, materials, inspections, operating conditions, and other required information; utilizes County computer systems and applications for timecard entry, email communications, training, and required documentation.
- Complies with applicable safety procedures, operational standards, environmental requirements, and departmental policies; identifies and reports unsafe conditions.
- Participates in emergency preparedness, emergency response, disaster recovery, debris removal, infrastructure restoration, equipment mobilization, and other emergency or interagency operations within required training, qualifications, and authorization.

Equipment Operator I

This is the entry level of the Equipment Operator series. Employees perform assigned duties under close supervision, learn safe equipment operation and work procedures, and perform routine operational tasks, equipment servicing, and manual labor within their demonstrated competency and authorization.

Road Department Assignment – Primary Duties

- Operates assigned road maintenance and construction equipment, including graders, loaders, dozers, backhoes, dump trucks, tractor-trailers, rollers, tractors, sweepers, brush beaters, snowplows, sanders, and other equipment within demonstrated competency and authorization.
- Performs routine construction, maintenance, and repair of County dirt, gravel, and paved roads, rights-of-way, drainage facilities, and related infrastructure.
- Performs asphalt patching, crack sealing, culvert cleaning and repair, drainage maintenance, vegetation removal, material placement, and other road maintenance activities.
- Installs, maintains, and removes traffic control devices, signs, pavement markings, and temporary work-zone controls.
- Assists with snow removal, sanding, winter road maintenance, and emergency roadway operations on County roads, as well as State-maintained or other roadways covered by interlocal agreements.
- Assists with operation of screening plants under the supervision of qualified personnel; does not independently perform specialized plant setup without required training and authorization.
- Performs basic welding, cutting, and fabrication tasks.
- Performs cemetery operations and maintenance, including digging, preparing, backfilling, and closing graves; maintaining cemetery roads and grounds; and providing equipment and operational support for interments.
- Performs assigned parks, fairgrounds, grounds, and facility maintenance activities; provides equipment operation, material handling, site preparation, setup, operational support, cleanup, and restoration associated with the County fair, special events, and other County activities.

Landfill Assignment – Primary Duties

- Directs public and commercial haulers to designated disposal areas and provides information regarding disposal procedures, accepted materials, fees, and site requirements.
- Inspects and screens incoming waste to identify prohibited or hazardous materials; reports suspected hazardous waste, unauthorized disposal, fires, or unsafe conditions to supervisors, and assists with fire control and hazardous material handling as trained and authorized.
- Operates assigned landfill equipment, including loaders, dozers, compactors, backhoes, trucks, and other specialized equipment within demonstrated competency and authorization.
- Performs routine waste placement, compaction, daily cover, material handling, and general landfill site maintenance.
- Estimates and records waste quantities and types, calculates applicable disposal fees, collects payments, issues receipts, balances daily cash receipts, and maintains accurate transaction records; transports monies and required documentation to designated County offices as assigned.
- Performs assigned landfill opening and closing procedures, site inspections, housekeeping, litter control, and maintenance of disposal areas.

- Maintains operational records, completes required routine landfill reports, and assists with gathering information required for regulatory reporting and compliance.

Equipment Operator II

This is the journey level of the Equipment Operator series. In addition to the duties of Equipment Operator I, employees work under general supervision, independently operate assigned equipment, perform routine technical and operational duties, and troubleshoot operational problems within their training and authority.

Road Department Assignment – Primary Duties

- Independently operates graders, loaders, dozers, tractor-trailers, dump trucks, rollers, and snow removal equipment for road construction, maintenance, and repair.
- Performs journey-level road grading, surface restoration, drainage improvements, culvert maintenance, aggregate placement, and compaction.
- Establishes and maintains traffic control and work-zone safety measures for assigned roadway projects.
- Operates screening plants and material-processing equipment, including setup and operational adjustments.
- Performs assigned welding, cutting, fabrication, and equipment servicing tasks.
- Independently conducts snow removal, sanding, and winter road maintenance on County roads and State roadways covered by interlocal agreements, including in remote locations and during adverse weather.
- Sets work priorities for minor road maintenance projects, coordinates equipment and material needs, and assists with emergency roadway response.

Landfill Assignment – Primary Duties

- Evaluates routine disposal operations to select appropriate equipment, methods, and work sequences, and independently operates landfill machinery for waste placement, compaction, daily cover, material handling, and site maintenance.
- Screens incoming waste and independently enforces waste acceptance, rejection, and hazardous material referral protocols.
- Conducts routine site inspections to monitor disposal activities, enforce environmental and fire prevention controls, ensure regulatory compliance, and initiate corrective action.
- Coordinates routine site activities, compiles operational and regulatory reporting data, and provides operational assistance to coworkers and contractors as assigned.

Equipment Operator III

This is the advanced level of the Equipment Operator series. In addition to the duties of Equipment Operator I and II, employees work under limited supervision, perform complex technical and operational assignments, coordinate daily work activities, train less-experienced personnel, and exercise independent judgment within their assigned responsibilities.

Road Department Assignment – Primary Duties

- Performs advanced road construction and maintenance involving complex grading, drainage improvements, roadway reconstruction, aggregate processing, and specialized heavy equipment operation.
- Evaluates County roads, rights-of-way, drainage systems, signage, and completed projects to identify deficiencies, set corrective priorities, and recommend quality, safety, or efficiency improvements to the Road Supervisor.
- Assists with developing maintenance schedules, coordinating crews, planning equipment and material requirements, and overseeing screening plant and material-processing operations.
- Designs, establishes, and evaluates complex traffic control measures and safe work-zone configurations for construction, maintenance, and emergency operations.
- Assists in coordinating snow removal, winter maintenance, and emergency roadway operations, including equipment deployment and work priorities.
- Trains and mentors less-experienced operators in equipment operation, specialized work methods, and safety; evaluates work quality and recommends training or performance improvements to supervisors.

- Acts as a delegated lead worker in the temporary absence of supervisory personnel, coordinating daily operations and setting work priorities within established authority.

Landfill Assignment – Primary Duties

- Evaluates landfill operating conditions to establish daily priorities, assign daily work activities to personnel, deploy equipment, and coordinate waste acceptance, placement, compaction, cover, and closure activities.
- Trains and guides staff on waste screening, equipment operation, disposal procedures, fee collection, and site safety.
- Conducts landfill inspections to evaluate work quality, monitor regulatory compliance, identify environmental or operational concerns, and recommend corrective measures to supervisors.
- Reviews and maintains waste disposal records, fee documentation, operational logs, and regulatory reports for accuracy and completeness.
- Coordinates site maintenance, contractor activities, and material handling, and assists supervisors with regulatory agency inspections, operating schedules, and landfill improvement projects.
- Resolves routine operational concerns and public complaints within assigned authority, escalating complex matters to supervisors.
- Coordinates personnel, equipment, and operational support during landfill emergencies, equipment failures, and fire control responses.
- Serves as a delegated lead worker when supervisors are off-site, maintaining operational continuity and exercising independent judgment within established authority.

Senior Equipment Operator:

This is the supervisory level of the Equipment Operator series, with one (1) position allocated exclusively to the Road Department. In addition to performing the Road Department duties of Equipment Operators I–III, the incumbent performs advanced equipment operations, supervises assigned personnel, coordinates daily departmental operations, and assists the Road Supervisor with planning, budgeting, and administration. The incumbent may also coordinate or provide supervisory support for Landfill or other County operations when directed, and acts on behalf of the Road Supervisor during temporary absences or as otherwise authorized.

- Supervises assigned personnel and plans, organizes, assigns, and coordinates road construction, maintenance, repair, aggregate processing, and work-zone safety across County projects.
- Participates in hiring; trains, coaches, motivates, and evaluates staff; verifies equipment qualifications and safety compliance; and issues warnings, reprimands, or disciplinary recommendations within delegated authority.
- Assists in developing and implementing departmental goals, operating procedures, maintenance schedules, work priorities, equipment assignments, and material forecasts.
- Inspects County roads, rights-of-way, drainage facilities, equipment, traffic controls, operational logs, and completed work to identify deficiencies, enforce standards, and recommend efficiency improvements.
- Resolves operational concerns, employee issues, and public complaints within assigned authority, escalating complex matters to the Road Supervisor.
- Assists in developing and administering the Road Department budget, including cost estimates, equipment and material forecasting, expenditure monitoring, and capital improvement planning.
-
- Provides technical input on materials, methods, and equipment to help the Road Supervisor and Assistant Public Works Director draft bid specifications, construction contracts, and Road Maintenance Agreements, and provides field oversight of contractors on capital projects.
- Coordinates personnel, equipment deployment, and operational support for snow removal, severe weather, wildland fire suppression, emergency response, and interagency operations.
- Serves as a departmental liaison with contractors, vendors, Bureau of Land Management (BLM) personnel, other County departments, and local, state, federal, and neighboring county agencies.
- Acts on behalf of the Road Supervisor during temporary absences or as otherwise delegated, within established supervisory and operational authority.

Qualifications: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required.*

Education and Experience: *The knowledge and ability listed may be acquired through different types of education, training and experience. An example of a typical way to acquire the qualifying knowledge and ability is listed below:*

Equipment Operator I – High school diploma or GED required. At least one (1) year of experience in equipment operations, road maintenance, construction, landfill operations, or closely related work.

Equipment Operator II – High school diploma or GED required. At least two (2) years of progressively responsible experience in road maintenance, construction, equipment operations, landfill operations, or related work, OR one (1) year as an Equipment Operator I. Must demonstrate proficiency in the equipment, procedures, and technical duties of the assigned operational area.

Equipment Operator III – High school diploma or GED required. At least three (3) years of progressively responsible experience in road maintenance, construction, equipment operations, landfill operations, or related work, OR two (2) years as an Equipment Operator II. Must demonstrate advanced technical proficiency, independent judgment, and ability to coordinate work and train personnel in the assigned operational area.

Senior Equipment Operator – High school diploma or GED required. At least four (4) years of progressively responsible experience in road construction, maintenance, and repair. Supervisory or lead-worker experience preferred. Must demonstrate advanced proficiency in road maintenance and construction operations and the ability to supervise personnel, coordinate departmental operations, and address safety and operational concerns.

Required Certificates, Licenses, and Registrations: *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*

Road Department / Landfill Equipment Operator Series

Equipment Operator I: Must possess a valid Nevada Class A Commercial Learner's Permit (CLP) or qualifying Class A Commercial Driver's License (CDL) prior to employment and obtain and maintain a valid Nevada Class A CDL with Doubles/Triples and Tank Vehicle endorsements, without an air brake restriction, within six (6) months of employment.

Equipment Operators II, III, and Senior: Must possess and maintain a valid Nevada Class A Commercial Driver's License (CDL) with Doubles/Triples and Tank Vehicle endorsements (and no air brake restriction) as a condition of employment.

- **Senior Equipment Operator:** Must complete Basic and Advanced Essential Management Training within one (1) year of appointment to the position.

Additional Requirements – All Equipment Operator Classifications

- Must obtain and maintain all applicable certifications, qualifications, and specialized training required by federal, state, and County regulations, policies, or procedures for assigned duties and equipment, including required initial and refresher training.
- Must obtain and maintain applicable wildland fire qualifications and complete annual refresher training as required for assigned duties.

Required Knowledge and Skills:

Knowledge of:

Equipment Operator I: Safety practices for equipment operation and manual work; methods, materials, tools, and equipment used in County road maintenance and landfill operations; applicable work-zone traffic control and waste acceptance requirements; routine equipment inspection and maintenance; and applicable workplace safety and environmental requirements for the assigned operational area. Basic computer operations, electronic communications, and applications used for timekeeping, recordkeeping, and County administrative requirements.

Equipment Operator II: In addition to knowledge required at the Equipment Operator I level, knowledge of the equipment, operating procedures, applicable regulations, and operational requirements of the assigned Road Department or Landfill functions, with the ability to independently determine appropriate work methods and respond to routine operational problems.

Equipment Operator III: In addition to knowledge required at the I and II levels, knowledge of work planning, technical standards, applicable regulations, and work-zone safety or landfill operational and environmental compliance requirements, as appropriate to assignment.

Senior Equipment Operator: In addition to knowledge required at the preceding levels applicable to Road Department operations, knowledge of supervisory practices and procedures, including employee evaluation, coaching, counseling, and discipline; principles and practices of work planning, scheduling, and resource allocation; basic engineering principles and practices applicable to road construction, maintenance, and repair; methods of estimating labor, material, and equipment costs; basic budgeting and expenditure monitoring; construction management and contractor coordination; and applicable technical standards, safety requirements, laws, and regulations governing Road Department operations.

Skills in:

Equipment Operator I: Safely operate assigned equipment under close supervision; follow written and verbal instructions; perform routine equipment inspections and servicing; maintain accurate records; communicate effectively with employees and the public; and learn operating procedures associated with assigned Road Department or Landfill duties. Utilize computers, mobile devices, email, electronic timekeeping systems, and other County applications necessary to complete assigned duties.

Equipment Operator II: In addition to the skills required at the Operator I level, independently operate heavy equipment, troubleshoot routine operational issues, selecting proper work methods, and interprete operating requirements to complete tasks safely and efficiently.

Equipment Operator III: In addition to lower-level skills, coordinate work activities, operate specialized equipment, evaluate work quality, train less-experienced employees, identify operational deficiencies, and recommend corrective actions.

Senior Equipment Operator: In addition to the skills required at the preceding levels applicable to Road Department operations, supervise, train, and evaluate assigned personnel; establish work priorities and allocate personnel, equipment, and materials; coordinate daily Road Department operations; evaluate work quality and operational effectiveness; address employee concerns and public complaints; assist with budget development, expenditure monitoring, capital improvement planning, and construction management; prepare cost estimates and technical recommendations; and communicate effectively with contractors, regulatory agencies, other County departments, and County management.

Special Requirements:

- Equipment Operators must obtain an annual "Red Card" Wildland Fire Certification and complete required annual refresher training (provided by the County). Responding to wildland fires is optional for the employee in consultation with a supervisor.
- Employees must permanently reside in the Eureka or Crescent Valley area, consistent with their primary work assignment, to ensure timely response to emergency call-outs.
- Employees must be able to travel to various work sites throughout the County and be available for assigned on-call, standby, and emergency call-outs.

Physical/Mental Demands & Working Environment: *The physical/mental requirements described herein are representative of those that an employee must meet to perform the essential functions of this position successfully.*

Work requires considerable physical strength, stamina, mobility, dexterity, and coordination to operate light and heavy vehicles and equipment for extended periods over rough, uneven, and unstable terrain and to perform skilled and semi-skilled manual labor. Physical demands include prolonged sitting, standing, walking, bending, stooping, kneeling, crouching, reaching, climbing, pushing, pulling, and maintaining balance on uneven or slippery surfaces. Duties require repetitive movements involving hand and foot controls, climbing equipment steps and ladders, entering and exiting equipment, working in awkward positions, and using hand and power tools to inspect, service, maintain, and repair equipment and infrastructure. Strength and stamina are required to regularly lift, carry, push, or pull materials and equipment weighing up to fifty (50) pounds and occasionally up to one hundred (100) pounds, utilizing appropriate lifting techniques, assistance, or mechanical equipment as necessary.

Visual acuity, peripheral vision, and depth perception sufficient to safely operate and maneuver vehicles and heavy equipment, determine clearances and distances, monitor surrounding traffic and personnel, read gauges and instrumentation, and recognize changing terrain and operating conditions in bright light, darkness, and limited visibility. Hearing sufficient to recognize changes in equipment operation, detect warning signals, and communicate effectively in noisy work environments. Manual dexterity and hand-eye-foot coordination sufficient to safely operate multiple equipment controls, perform precise equipment movements, use tools, and conduct equipment inspections and servicing.

Mental demands include sustained concentration, situational awareness, analytical thinking, problem-solving, and sound judgment in operating equipment and performing road construction, maintenance, landfill operations, and related activities. Employees must evaluate changing terrain, roadway and weather conditions, traffic patterns, equipment capabilities, material characteristics, and potential hazards; determine appropriate work methods and equipment operating procedures; and respond appropriately to unexpected conditions and emergencies. Duties require interpreting and applying technical instructions, construction specifications, traffic control requirements, landfill operating procedures, environmental regulations, and safety standards. Employees must maintain accurate records, manage competing work priorities, communicate effectively, and perform assigned duties independently or as part of a crew. Advanced and supervisory classifications require additional independent judgment, technical problem-solving, work planning, employee instruction, leadership, resource allocation, and decision-making under potentially stressful and time-sensitive conditions.

Work is performed primarily outdoors on County roads, highways, rights-of-way, construction sites, gravel pits, equipment yards, landfill facilities, and remote County locations. Employees may experience frequent exposure to moving traffic, heavy equipment, machinery, noise, vibration, dust, exhaust fumes, fuels, lubricants, asphalt products, chemicals, airborne particles, municipal solid waste, unpleasant odors, and potentially hazardous materials. Work may involve steep slopes, unstable surfaces, excavations, elevated locations, moving equipment components, electrical hazards, and other potentially hazardous conditions requiring appropriate personal protective equipment and adherence to established safety procedures. Employees work in extreme and changing weather conditions, including heat, cold, rain, snow, ice, wind, and limited visibility.

Work may be performed independently in geographically isolated areas, including remote roadways and mountainous terrain. Employees may be required to operate equipment during severe winter weather, deep snow, flooding, and other emergency conditions; respond to roadway hazards, infrastructure failures, landfill operational concerns, wildland fire support activities, and disaster response or recovery operations within assigned qualifications and authorization. Duties

may require travel over considerable distances, irregular and extended work hours, evening, weekend, and holiday assignments, and emergency call-outs. Employees must maintain regular and reliable attendance, exercise sound judgment, maintain awareness of their surroundings, and perform assigned duties safely under routine and emergency operating conditions.

This position description indicates, in general, the nature and levels of work, knowledge, skills, abilities, and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and applicants who Eureka County has offered employment are encouraged to discuss potential accommodations with the employer.

APPROVAL AND ACKNOWLEDGMENT OF RECEIPT

Designate Operational Assignment and Position Held:

□Roads
□Landfill

□Equipment Operator I
□Equipment Operator II
□ Equipment Operator III
□Senior Equipment Operator (Road Department Only)

Department Head/Supervisor: _____ Date: _____
(Signature)

*Employee: _____ Date: _____
(Signature)

*Employee signature acknowledges understanding of the essential functions and requirements of this position. Employee also acknowledges receipt of this position description.

EUREKA
-COUNTY-

Job Title:	Custodian	**Department:**	Public Works
Classification Range:	Custodian, Salary Range E05	**Reports To:**	Senior Public Works Administrative Assistant
		FLSA:	Non-Exempt
		Safety Sensitive:	Yes
		Probation Period:	6 Months
		Adopted/Revised:	December 1, 2026

Summary of Job Purpose:

Under general supervision of the Senior Public Works Administrative Assistant, performs custodial services and routine maintenance of County buildings, facilities, equipment, walkways, and adjoining grounds. Responsibilities include cleaning, sanitation, minor facility repairs, occasional snow and ice removal, and preparation of facilities for County activities and events. Employees are expected to perform assigned duties independently with minimal direction.

Essential Functions: *The class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skill.*

- Represents Eureka County with professionalism, integrity, and a spirit of cooperation in all interactions with County departments, employees, vendors, and the public.
- Performs routine custodial services at assigned County facilities, including cleaning and disinfecting offices, hallways, stairways, meeting rooms, restrooms, drinking fountains, and other facility areas.
- Dusts, sweeps, mops, vacuums, washes, and polishes floors, furnishings, windows, and other surfaces.
- Operates floor cleaning machines, buffers, carpet cleaning machines, and other assigned custodial equipment.
- Selects and safely uses appropriate cleaning products, disinfectants, chemicals, supplies, and equipment; performs specialized cleaning and sanitation of contaminated or frequently used areas.
- Moves furniture, equipment, supplies, displays, and other materials as required for cleaning, maintenance, and facility operations.
- Empties and cleans waste containers and transports waste materials to designated disposal containers.
- Monitors and replenishes restroom and custodial supplies; maintains appropriate inventories of cleaning materials and reports supply needs.
- Opens and secures assigned facilities as directed; checks windows, doors, lighting, and equipment to ensure facilities are properly secured.
- Maintains areas adjacent to assigned facilities, including snow and ice removal from steps and walkways as needed, sweeping, washing, and removal of debris.
- Performs routine building maintenance, including touch-up painting, replacement of light bulbs, installation and removal of fixtures to facilitate cleaning, and other minor facility repairs when coordinated with the Senior Public Works Technician.
- Identifies and reports damage, equipment malfunctions, safety hazards, security concerns, and maintenance needs to supervisory personnel.
- Assists with facility preparation, setup, takedown, and cleanup associated with County events and activities.
- Uses County computer systems for email, timekeeping, scheduling, and basic work-related tasks.
- Performs other related duties as assigned.

Qualifications: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required.*

Education and Experience: *The knowledge and ability listed may be acquired through different types of education, training and experience. An example of a typical way to acquire the qualifying knowledge and ability is listed below:*

- Experience in custodial services, commercial or institutional cleaning, facility maintenance, or a related field is preferred but not required. Relevant education and training may be considered.

Required Certificates, Licenses, and Registrations: *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*

- Possession and maintenance of a valid Nevada driver's license.

Required Knowledge and Skills:

Knowledge of:
Routine custodial, cleaning, sanitation, and facility maintenance practices; equipment, tools, materials, and supplies used in custodial operations; safe handling, storage, and use of cleaning chemicals and disinfectants; occupational hazards and safe work practices; basic facility security procedures; basic computer operations, recordkeeping, and inventory practices.
Skills in:
Performing custodial services and routine facility maintenance; safely operating hand tools, power tools, and floor cleaning equipment; selecting and properly using cleaning products and supplies; performing snow and ice removal; identifying and reporting safety hazards and maintenance needs; organizing and prioritizing assigned work; following oral and written instructions; using computers for email, timekeeping, and basic work-related tasks; communicating effectively with coworkers and the public; working independently with minimal supervision.

Special Requirements:

- Pursuant to Eureka County policy, this position is classified as safety sensitive.
- Must be available to work varying schedules, including early mornings, evenings, weekends, and holidays, based on facility operations and County needs.
- Must be able to travel to assigned County facilities and work locations.

Physical/Mental Demands & Working Environment: *The physical/mental requirements described herein are representative of those that an employee must meet to perform the essential functions of this position successfully.*

Work requires strength, stamina, mobility, dexterity, and coordination to perform custodial services and routine facility maintenance. Duties require prolonged standing and walking; climbing stairs and ladders; bending, stooping, squatting, kneeling, crouching, crawling, reaching, pushing, and pulling; repetitive use of hand tools and cleaning equipment; and occasional work in restricted spaces. Duties require frequent lifting or moving of materials and equipment weighing up to forty (40) pounds and occasionally up to seventy-five (75) pounds, utilizing assistance or mechanical equipment as necessary.

Mental demands include sustained concentration, organization, sound judgment, attention to detail, recognition of safety hazards, and the ability to follow established procedures and perform assigned duties independently. Employees must communicate effectively, manage assigned work priorities, and maintain regular attendance and punctuality.

Work is performed primarily indoors with outdoor assignments involving snow removal and maintenance of areas adjacent to County facilities. Employees may be exposed to cleaning chemicals, disinfectants, dust, unpleasant odors, noise, wet or slippery surfaces, potentially contaminated materials, and varying weather conditions. Appropriate personal protective equipment and adherence to established safety procedures are required.

EUREKA
-COUNTY-

This position description indicates, in general, the nature and levels of work, knowledge, skills, abilities, and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and applicants who Eureka County has offered employment are encouraged to discuss potential accommodations with the employer.

APPROVAL AND ACKNOWLEDGMENT OF RECEIPT

Position Held: Custodian

Department Head/Supervisor: _____ Date: _____

(Signature)

*Employee: _____ Date: _____

(Signature)

*Employee signature acknowledges understanding of the essential functions and requirements of this position. Employee also acknowledges receipt of this position description.

Job Title:	Eureka Swimming Pool Casual Staff Series	**Department:**	Public Works
Classification Range:	Casual Attendant E01 Casual Lifeguard E02 Casual Assistant Manager E04	**Reports To:**	Swimming Pool Supervisor
		FLSA:	Non-Exempt
		Safety Sensitive:	Yes
		Probation Period:	6 Months
		Adopted/Revised:	December 1, 2026

Summary of Job Purpose:

Under supervision of the Swimming Pool Supervisor, performs a variety of duties associated with swimming pool operations, customer service, aquatic safety, swimming instruction, facility maintenance, and related County activities. Responsibilities increase with employee training, experience, certifications, and classification level. The Casual Assistant Manager provides direction to assigned staff and coordinates daily swimming pool operations in the absence of the Swimming Pool Supervisor. These are non-benefited, casual positions.

Essential Functions: *The class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skill.*

Casual Attendant: This is the entry-level classification of the Eureka Swimming Pool Casual Staff Series. Employees work under close supervision, performing routine facility support, customer service, and maintenance duties while receiving training and direction.

- Represents Eureka County with professionalism, integrity, and a spirit of cooperation in all interactions with County departments, employees, vendors, and the public.
- Greets pool patrons, collects admission fees, maintains basic transaction records, answers telephones, provides facility information, and refers customer concerns to the supervisor or manager on duty as necessary.
- Performs routine cleaning, custodial services, laundry, equipment setup, and maintenance of the pool, deck, facility, and surrounding grounds.
- Assists with water testing, monitoring of pool conditions, and inventory of chemicals, testing supplies, and equipment within assigned training and authorization.
- Participates as a member of the emergency response team during incidents and emergencies in and around the swimming pool, consistent with assigned training and qualifications.
- Attends required meetings, training sessions, and emergency response exercises.
- Performs grounds maintenance duties, including mowing, trimming, weeding, raking, and cleaning parks, fairgrounds, ballfields, and other County facilities.
- Performs custodial services at County facilities and assists with preparation, cleanup, and maintenance associated with County special events.
- Assists other County personnel with facility maintenance and repair activities consistent with employee training and authorization.
- Performs snow and ice removal from County facility sidewalks, entrances, parking lots, and other assigned areas.

- Uses County computer systems for email, timekeeping, scheduling, and basic work-related tasks.
- Performs other related duties as assigned.

Casual Lifeguard: This is the intermediate classification of the Eureka Swimming Pool Casual Staff Series. Employees work under general supervision and perform certified lifeguarding, aquatic safety, swimming instruction, and related facility operations.

- In addition to performing duties assigned to Casual Attendants, monitors swimming pool activities, maintains continuous surveillance of swimmers, and enforces pool rules and aquatic safety requirements.
- Performs water rescues, CPR, first aid, and other emergency response activities consistent with required certifications and established procedures.
- Conducts public and private swimming lessons consistent with assigned qualifications and training.
- Performs assigned water testing, pool equipment monitoring, and routine pool maintenance activities.
- Assists with aquatic programs, special events, and facility preparation.
- Maintains the physical conditioning, swimming proficiency, and emergency response readiness necessary to perform lifeguard duties.

Casual Assistant Manager: This is the advanced classification of the Eureka Swimming Pool Casual Staff Series. Employees exercise greater independent judgment and provide operational oversight and direction to assigned casual staff.

- In addition to performing duties assigned to Casual Attendants and Casual Lifeguards, coordinates daily swimming pool operations and provides direction to assigned personnel in the absence of the Swimming Pool Supervisor.
- Coordinates daily work assignments, monitors staff performance and adherence to safety procedures, and assists with employee training.
- Coordinates emergency response activities, including water rescues and emergency medical procedures.
- Prepares weekly deposits and maintains assigned financial and operational records for submission to the Swimming Pool Supervisor.
- Performs advanced water chemistry testing and chemical adjustments to maintain safe pool operating conditions.
- Identifies and reports operational, maintenance, staffing, and safety concerns to the Swimming Pool Supervisor.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge skills and/or ability required.

Education and Experience:

All Classifications: Formal or informal education and training sufficient to demonstrate the ability to read, write, follow instructions, and perform basic mathematical calculations.

Casual Attendant and Casual Lifeguard: No prior work experience is required.

Casual Assistant Manager: At least one (1) year of experience as a Casual Lifeguard or equivalent lifeguarding experience, with demonstrated ability to coordinate daily pool operations and provide direction to assigned personnel.

Required Certificates, Licenses, and Registrations: *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*

Casual Attendant:

- No specific certifications required.

Casual Lifeguard:

- Possession and maintenance of current Lifeguard, First Aid, and CPR for the Professional Rescuer certifications.
- Must be willing to obtain Water Safety Instructor certification as directed.

Casual Assistant Manager:

- Must meet all certification and training requirements of the Casual Lifeguard.

Required Knowledge and Skills:

Knowledge of:

All Classifications*:* Basic customer service practices; routine cleaning, sanitation, and facility maintenance procedures; basic computer operations, recordkeeping, and arithmetic; safe work practices; proper use of assigned tools and equipment; basic emergency response procedures.

Casual Lifeguard*:* In addition to the above, swimming techniques; lifeguarding, water rescue, CPR, and first aid procedures; aquatic safety rules and regulations; swimming instruction methods; pool equipment operation, water testing procedures, and applicable health and safety standards.

Casual Assistant Manager*:* In addition to the above, basic supervisory and work coordination principles; daily swimming pool operations; water chemistry and chemical adjustment procedures; safe handling and storage of pool chemicals; emergency response coordination; basic financial recordkeeping and deposit procedures.

Skills in:

All Classifications: Performing assigned customer service, custodial, grounds maintenance, and facility support duties; safely operating assigned tools and equipment; demonstrating basic swimming proficiency; following oral and written instructions; using computers for email, timekeeping, and basic work-related tasks; maintaining basic records; communicating effectively with coworkers and the public; working independently and as part of a team; responding appropriately to emergencies within assigned training and qualifications.

Casual Lifeguard*:* In addition to the above, swimming with proficiency and endurance; continuously monitoring pool activities; recognizing swimmers in distress; performing water rescues, CPR, and first aid; enforcing aquatic safety requirements; providing swimming instruction; performing water testing and routine pool maintenance; exercising sound judgment under emergency conditions.

Casual Assistant Manager*:* In addition to the above, coordinating daily facility operations and employee work assignments; providing direction and training to assigned personnel; coordinating emergency response activities; interpreting water chemistry and implementing appropriate chemical adjustments; maintaining financial and operational records; exercising independent judgment in the absence of the Swimming Pool Supervisor.

Special Requirements:

- Pursuant to Eureka County policy, these positions are classified as safety sensitive.
- Employees must have reliable transportation to and from assigned work locations and be available to work varying schedules, including early mornings, evenings, weekends, and holidays, based on swimming pool operations and County needs.
- Casual Attendants may be promoted to Casual Lifeguard without a separate recruitment process within the first twelve (12) months of employment, following successful completion of at least three (3) months of training and attainment of all required certifications, subject to County personnel policies and departmental approval.
- Employees may only perform duties and operate equipment consistent with their age, training, certifications, licensing, supervisory authorization, and applicable employment and safety regulations.

Physical/Mental Demands & Working Environment: *The physical and mental requirements described herein are representative of those that must be met by an employee to successfully perform the essential functions of these positions.*

Work requires strength, stamina, mobility, dexterity, and coordination to perform assigned facility maintenance, custodial, grounds maintenance, and swimming pool operational duties. Duties require prolonged standing, walking, and sitting; bending, stooping, reaching, climbing, and maintaining balance on wet, slippery, or uneven surfaces; use of hand tools and assigned maintenance equipment; and lifting and carrying supplies and equipment weighing up to fifty (50) pounds, utilizing assistance or mechanical equipment as necessary.

Casual Lifeguards and Casual Assistant Managers must possess the swimming proficiency, strength, stamina, and coordination necessary to perform water rescues involving children and adults and administer CPR and first aid. Duties require remaining in stationary observation positions for extended periods while continuously monitoring pool activities. Visual acuity, depth perception, and hearing sufficient to monitor swimmers, identify individuals in distress, observe objects at the pool bottom, and recognize emergency signals.

Mental demands include attention to detail, alertness, situational awareness, sound judgment, following instructions, and responding appropriately to emergencies. Casual Lifeguards and Casual Assistant Managers must maintain continuous visual surveillance and mental alertness while monitoring pool activities for extended periods, recognize swimmers in distress and potentially hazardous conditions, initiate appropriate emergency response actions without delay, and communicate effectively with emergency response personnel. Casual Assistant Managers must also exercise independent judgment when coordinating staff and facility operations.

Work is performed indoors in wet, warm, humid, and noisy conditions with exposure to pool chemicals, cleaning products, and slippery surfaces. Outdoor assignments may involve exposure to dust, noise, equipment operation, snow, ice, and varying weather conditions. Appropriate personal protective equipment and adherence to established safety procedures are required.

This position description indicates, in general, the nature and levels of work, knowledge, skills, abilities, and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and applicants who Eureka County has offered employment are encouraged to discuss potential accommodations with the employer.

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APPROVAL AND ACKNOWLEDGMENT OF RECEIPT

Designate Position Held:

☐ Casual Attendant
☐ Casual Lifeguard
☐ Casual Assistant Manager

Department Head/Supervisor: _____ Date: _____
(Signature)

*Employee Name: _____ Date: _____
(Print)

*Employee: _____ Date: _____
(Signature)

*Employee signature acknowledges understanding of the essential functions and requirements of this position. Employee also acknowledges receipt of this position description.

EUREKA
-COUNTY-

Job Title:	Public Works Administrative Assistant I, II, III, and Senior	**Department:**	Public Works
Classification Range:	Assistant I – E08 Assistant II – E09 Assistant III – E10 Senior – E13	**Reports To:** **Reports To:**	Senior Public Works Administrative Assistant Public Works Director
		FLSA:	Non-Exempt
		Safety Sensitive:	No
		Probation Period:	6 Months
		Adopted/Revised:	December 1, 2026

Summary of Job Purpose: Public Works Administrative Assistants provide progressively responsible administrative, financial, technical, and operational support for Eureka County Public Works programs, including roads, fleet maintenance, buildings and grounds, water and wastewater utilities, landfill and sanitation, airport operations, parks and recreation, and County facilities. The positions also provide assigned administrative support for Emergency Management, the Local Emergency Planning Committee (LEPC), the Fire Protection District, the Planning Commission, and other County boards and programs. Responsibilities include customer service, utility billing and collections, purchasing and accounts payable, financial recordkeeping, regulatory reporting, contract and grant administration, permitting support, public meeting coordination, records management, and communications with County departments, regulatory agencies, contractors, and the public. Positions require increasing levels of technical knowledge, independent judgment, and responsibility for coordinating departmental activities and maintaining efficient administrative operations.
The Senior Public Works Administrative Assistant is a supervisory and administrative management position responsible for overseeing the department's administrative operations, supervising assigned administrative and custodial personnel, establishing work priorities, coordinating resources, and ensuring the accuracy, efficiency, and continuity of departmental business functions. Working under the direction of the Public Works Director, the position provides advanced administrative and financial oversight, coordinates departmental budgets, purchasing, contracts, grants, and projects, assists in developing administrative policies and procedures, and serves as a primary administrative liaison among Public Works divisions, other County departments, outside agencies, and the public.

Essential Functions: ***The class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skill.***

Public Works Administrative Assistant I
This is the entry-level classification of the Public Works Administrative Assistant series. Employees work under direct supervision and perform routine administrative, clerical, customer service, and financial support duties in accordance with established procedures. Employees receive training and direction while developing the knowledge and skills necessary to support the department's various operational programs and assume increasingly complex assignments.

- Represents Eureka County with professionalism, integrity, and a spirit of cooperation in all interactions with County departments, employees, vendors, and the public.
- Receives and screens visitors, telephone calls, and correspondence; provides information regarding departmental services, records, and procedures; responds to routine inquiries and complaints and refers matters requiring higher-level action.
- Provides administrative and clerical assistance to Public Works supervisors, divisions, and assigned County programs.

- Receives and distributes mail, maintains files and records, processes correspondence and notices, schedules meetings and appointments, maintains calendars, and assists with meeting arrangements and audiovisual equipment.
- Receives and enters utility meter readings; assists with preparing and processing water, construction water, landfill, and fuel reimbursement billing and delinquent account notices.
- Receives and posts utility payments, assists customers with account questions, identifies discrepancies, and assists with preparing deposits and correcting account errors.
- Receives, reviews, and enters invoices, vouchers, and related financial documents; verifies basic information, codes transactions, and maintains supporting records.
- Assists with preparing information for the County website, social media, newsletters, public notices, and community outreach programs.
- Coordinates routine meeting and travel arrangements and assists with preparing departmental correspondence, forms, and documents.
- Assists with gathering information for annual Consumer Confidence Reports and other departmental reporting requirements.
- Assists departmental supervisors with obtaining quotes, preparing purchasing documentation, and processing authorized purchases of materials, supplies, and equipment.
- Provides routine administrative support for landfill and sanitation operations, including customer inquiries, billing records, service documentation, and related correspondence.
- Performs other related duties as assigned.

Public Works Administrative Assistant II

This is the intermediate-level classification of the Public Works Administrative Assistant series. In addition to performing the duties of Administrative Assistant I, employees work under general supervision and independently complete established administrative, financial, and program support processes. Employees exercise judgment in applying departmental procedures, resolving routine discrepancies, coordinating minor projects, and preparing required reports and documentation.

- Verifies utility payments; scans deposits and documents; trace and correct errors; reviews delinquent accounts and provides corrective action
- Assists with requisitions and purchase order requests; investigates invoice disputes, claims, and discrepancies; verifies voucher packets for proper coding and amounts; prepares month end reports submitted to County Treasurer
- Prepares vouchers for Public Works work orders.
- Assists with Federal Communications Commission (FCC) licenses and Frequency Use Agreements
- Compiles data from analytical reports and accurately prepares and disseminates the Consumer Confidence Report (CCR) to meet State posting requirements for County water systems; assures reports are properly disseminated and posted in conspicuous locations as identified by the State.
- Compiles and assembles information from files, records, and regulations in response to inquiries for general or specific technical information; prepares a variety of material including graphs, charts, reports, forms, financial statements, resolutions and legal documents; composes correspondence.
- Enters and retrieves data and prepares periodic or special reports from computer systems; creates special formats, reports, spreadsheets, and databases using programmed software to meet departmental needs.
- Provides Airport and Flood Plain information to the public, other County departments, and state or federal agencies.
- Provides support for tenant leases at the Eureka Airport and Eureka Medical Clinic housing.
- Provides Burn Permit information to the public, and other county departments; issues Burn Permits to the public in accordance with the Public Works Burn Permit program.
- Assists with agendas, meetings, and minutes for LEPC, Planning Commission, Safety Committee, and advisory boards under the direction and/or supervision of the Public Works Department; transcribes notes into finalized formats.

- Receives and processes applications and agreements for the Eureka County Subdivision.
- Assists with project management, construction contracts, contract processes, Road MOU's, and grants.

Public Works Administrative Assistant III

This is the advanced-level classification of the Public Works Administrative Assistant series. In addition to performing the duties of Administrative Assistant I and II, employees independently perform complex administrative, financial, technical, and regulatory support functions under limited supervision. Employees exercise considerable independent judgment within established policies and procedures, coordinate specialized departmental programs, and provide technical guidance and training to lower-level administrative staff.

- Performs all essential functions of Public Works Administrative Assistant I and II, independently completing complex administrative, financial, regulatory, and program support assignments.
- Coordinates and prepares specialized departmental reports, records, and documentation submitted to County departments, regulatory agencies, and other governmental entities.
- Assists with training and instruction of newly hired and lower-level administrative employees.
- Assists with preparation and reconciliation of month-end financial reports submitted to the County Treasurer.
- Performs designated administrative duties of the Senior Public Works Administrative Assistant during their absence, as assigned and within established authority, to maintain continuity of departmental operations.
- Provides advanced administrative support for grant applications, awarded grants, reimbursement requests, reporting requirements, and related documentation.
- Prepares supporting documentation for refunds and other financial transactions processed by the County Comptroller.
- Receives and maintains sewer, well, and spring monitoring records; prepares monthly and quarterly regulatory reports for submission to the State.
- Maintains gravel permit records, application statuses, supporting documentation, and associated tracking systems.
- Prepares Fire Department reimbursement documentation and reconciles fuel records for the Airport, Road Department, and other assigned County operations.
- Independently prepares and coordinates information for departmental public notices, website updates, social media, newsletters, and community outreach, subject to appropriate review and approval.
- Provides advanced administrative support for burn permit, floodplain management, institutional control plan soil testing, and water rights programs, including applications, records, reporting, and coordination with regulatory agencies.
- Provides dedicated administrative support for the County Safety Committee, risk management activities, and related program documentation.
- Interprets and applies established County codes, policies, and procedures when responding to inquiries concerning land development, parceling, municipal water connections, permits, and related departmental requirements.
- Coordinates complex administrative assignments and provides technical assistance to department supervisors, employees, outside agencies, and the public.
- Performs other related duties as assigned.

Senior Public Works Administrative Assistant

This is the supervisory and administrative management classification of the Public Works Administrative Assistant series. The position functions as the department's Office Manager and is responsible for supervising administrative and assigned custodial personnel, directing administrative operations, coordinating departmental business functions, and providing advanced financial, regulatory, and operational support. Working independently under the direction of the Public Works Director, the employee establishes administrative priorities, develops procedures, reviews work products, and ensures efficient and consistent support across Public Works divisions and assigned County programs. This is a single-position classification.

- Performs and oversees the essential functions of Public Works Administrative Assistant I, II, and III, providing advanced technical and administrative direction as operational needs require.
- Directly supervises Public Works Administrative Assistants I, II, and III and assigned custodial personnel in Eureka and Crescent Valley, including work assignments, scheduling, training, performance evaluations, coaching, counseling, and corrective action in accordance with County policies.
- Manages daily Public Works administrative operations, establishes work priorities, coordinates personnel and resources, and ensures timely and accurate completion of departmental business functions.
- Oversees departmental financial administration, including fiscal records, utility billing and collections, purchasing documentation, vouchers, account reconciliations, expenditure tracking, and budget monitoring.
- Reviews and verifies financial transactions, voucher packets, account reconciliations, and month-end reports prior to submission to the County Treasurer, Comptroller, or other responsible departments.
- Oversees the preparation and submission of regulatory reports, permit records, fuel reconciliations, reimbursements, and other departmental documentation; establishes and maintains procedures to ensure accuracy, timeliness, and compliance.
- Coordinates administrative support for Public Works leadership and supervisors across roads, fleet maintenance, buildings and grounds, water and wastewater utilities, landfill, airport operations, and other assigned programs.
- Assigns administrative projects, establishes deadlines, monitors workloads, reviews completed work, and adjusts staffing and priorities to accommodate departmental demands and public service needs.
- Develops, implements, and maintains administrative policies, procedures, workflows, and internal controls to improve operational efficiency, accountability, consistency, and regulatory compliance.
- Provides administrative oversight and coordination for departmental purchasing, procurement documentation, construction contracts, grant administration, project records, reimbursements, and financial closeout requirements.
- Coordinates preparation of bid documents, contracts, requests for information, change orders, grant applications, payment documentation, and project closeout records in cooperation with department supervisors and project managers.
- Assists with departmental budget preparation, monitors expenditures, evaluates financial information, and coordinates budget-related administrative activities with Public Works supervisors and County financial departments.
- Oversees administrative support for Emergency Management, the Local Emergency Planning Committee, Planning Commission, Safety Committee, and other assigned boards and programs, including meeting coordination, agendas, minutes, official records, and regulatory documentation.
- Coordinates preparation of Board of County Commissioners agenda items, supporting documents, correspondence, and follow-up actions; represents or presents departmental administrative matters when delegated by the Public Works Director.
- Oversees assigned custodial operations, evaluates facility conditions and service needs, establishes work priorities, and coordinates custodial staffing and resources.
- Coordinates administrative support with the Facility Events Coordinator for the Eureka Parks, Opera House, Sentinel Museum, Swimming Pool, and other assigned facilities, including operational and budget planning.
- Resolves complex customer complaints, account disputes, employee concerns, and administrative problems within assigned authority, referring matters requiring higher-level action to the Public Works Director.
- Promotes effective communication, coordination, accountability, and consistent administrative practices among Public Works divisions, County departments, employees, and outside agencies.
- Serves as the department's principal administrative resource, providing technical guidance, reviewing complex work products, and supporting continuity of administrative operations.
- Performs other related duties as assigned.

Qualifications: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required.*

Public Works Administrative Assistant I: Works under direct supervision within established and fairly clear guidelines and procedures.

Education and Experience: *The knowledge and ability listed may be acquired through different types of education, training and experience. An example of a typical way to acquire the qualifying knowledge and ability is listed below:*

Public Works Administrative Assistant I:

- High school diploma or equivalent (GED); AND
- One (1) year of clerical, administrative, bookkeeping, customer service, or related office support experience is preferred.

Public Works Administrative Assistant II:

- High school diploma or equivalent (GED); AND
- Two (2) years of progressively responsible administrative support experience involving financial recordkeeping, purchasing, billing, report preparation, regulatory documentation, project administration, or related functions; OR
- One (1) year of experience as a Public Works Administrative Assistant I; OR
- An Associate's Degree in business administration, public administration, accounting, or a closely related field.
- An equivalent combination of education, training, and experience may be considered.

Public Works Administrative Assistant III:

- High school diploma or equivalent (GED); AND
- Four (4) years of progressively responsible administrative experience involving financial administration, regulatory reporting, purchasing, contract administration, grants, project coordination, or related operational support functions; OR
- Two (2) years of experience as a Public Works Administrative Assistant II; OR
- An Associate's Degree or higher in business administration, public administration, accounting, finance, or a closely related field may substitute for up to two (2) years of the required general experience, provided the applicant possesses at least two (2) years of progressively responsible administrative experience.
- An equivalent combination of education, training, and experience may be considered.

Senior Public Works Administrative Assistant:

- Bachelor's Degree in public administration, business administration, accounting, finance, management, or a closely related field; AND four (4) years of progressively responsible administrative or professional-level experience involving financial administration, budgeting, purchasing, contract and grant administration, regulatory compliance, or operational management; OR
- Five (5) years of progressively responsible experience within the Public Works Administrative Assistant I, II, and III classification series, demonstrating advanced administrative, financial, technical, and operational responsibilities; OR
- An equivalent combination of education, training, and progressively responsible administrative or professional-level experience, including at least five (5) years of qualifying experience in the absence of a Bachelor's Degree.
- Qualifying experience must include at least two (2) years of supervisory, lead-worker, or office management experience.
- Experience in local government, public works, utilities, or other complex governmental or operational environments is preferred.

Required Certificates, Licenses, and Registrations: *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*

Public Works Administrative Assistant I, II, III, and Senior:

- Possession and maintenance of a valid Nevada driver's license.

- Possession and maintenance of a Nevada Notary Public commission. Administrative Assistant I must obtain a Nevada Notary Public commission within six (6) months of appointment.

Senior Public Works Administrative Assistant:

In addition to the requirements listed above:

- Successful completion of Basic and Advanced Essential Management Skills (EMS) training, or equivalent County-approved supervisory and management training, within one (1) year of appointment.

Required Knowledge and Skills:

Knowledge of:

All Classifications:

Standard office practices, administrative procedures, and office equipment; computer applications including word processing, spreadsheets, databases, electronic communications, and records management systems; basic bookkeeping, accounting, financial recordkeeping, and cash handling principles and practices; correct English usage, spelling, grammar, punctuation, and business correspondence; customer service and public relations practices; records management and document retention; organizational structure and functions of local government; basic research techniques for locating and referencing applicable statutes, ordinances, policies, and procedures; and professional standards of conduct, confidentiality, and ethics in public service.

Public Works Administrative Assistant II:

In addition to the knowledge required of Public Works Administrative Assistant I, knowledge of administrative principles and practices associated with office management, data collection, financial recordkeeping, and report preparation; departmental programs, services, procedures, and regulatory requirements; utility billing, accounts receivable, accounts payable, and account reconciliation; governmental purchasing and expenditure documentation procedures; administrative processes associated with contracts, grants, permits, leases, and project management; public meeting procedures, agenda preparation, minutes, and official records maintenance; advanced computer applications and financial management systems; and basic principles and practices of employee instruction, training, and supervision.

Public Works Administrative Assistant III:

In addition to the knowledge required of Public Works Administrative Assistant I and II, knowledge of advanced administrative practices associated with complex governmental and departmental operations; governmental accounting, financial reconciliation, budget monitoring, and internal controls; regulatory reporting requirements associated with Public Works programs and utility operations; public procurement, construction contract administration, grant administration, and project coordination; applicable federal and State laws, Nevada Revised Statutes, County Code, and departmental regulations; administrative requirements associated with public infrastructure, land development, permitting, and environmental compliance; principles and practices of workplace safety and risk management; methods of research, data analysis, technical report preparation, and process improvement; and principles and practices of employee training and work coordination.

Senior Public Works Administrative Assistant:

In addition to the knowledge required of Public Works Administrative Assistant I, II, and III, knowledge of principles and practices of public administration, organizational management, and governmental operations; personnel management, supervision, employee development, performance evaluation, coaching, counseling, and disciplinary procedures; governmental budgeting, accounting, financial administration, fiscal analysis, and expenditure control; public procurement, competitive bidding, contract administration, and grant management; applicable federal, State, and local laws and regulations governing departmental operations; administrative policy development, implementation, internal controls, and operational accountability; organizational planning, resource allocation, workload management, and project administration; custodial operations, facility maintenance standards, and service delivery; governmental decision-making and public meeting requirements; operational efficiency, performance measurement, and continuous improvement;

methods of resolving complex administrative, financial, personnel, and operational problems; and effective leadership and interdepartmental coordination.

Skills in:

All Classifications:

Performing administrative, clerical, and financial support functions accurately and efficiently; operating standard office equipment, computers, and applicable software applications; organizing and maintaining accurate files, records, and supporting documentation; performing mathematical calculations, recording financial transactions, and processing payments; preparing correspondence, forms, reports, and other administrative documents; learning and applying departmental policies and procedures; providing accurate information and effective customer service; communicating effectively both orally and in writing; organizing assigned work, meeting deadlines, and adapting to changing priorities; typing accurately at a rate sufficient to perform assigned duties; maintaining confidentiality and exercising appropriate discretion; and establishing and maintaining effective professional working relationships with employees, supervisors, vendors, outside agencies, and the public.

Public Works Administrative Assistant II:

In addition to the skills required of Public Works Administrative Assistant I, skill in independently performing established administrative, financial, and operational support processes; preparing, reviewing, and reconciling financial records, billing transactions, invoices, vouchers, and purchasing documentation; identifying discrepancies, researching problems, and implementing corrective actions within established authority; gathering, compiling, analyzing, and presenting information through reports, spreadsheets, databases, and correspondence; interpreting and applying applicable laws, regulations, policies, and procedures; preparing agendas, minutes, notices, and supporting documentation for public meetings and assigned committees; coordinating administrative activities associated with contracts, grants, permits, leases, and departmental projects; organizing and prioritizing multiple assignments; providing instruction and assistance to lower-level administrative employees; and exercising tact, diplomacy, and sound judgment when interacting with employees, elected officials, outside agencies, and the public.

Public Works Administrative Assistant III:

In addition to the skills required of Public Works Administrative Assistant I and II, skill in independently performing complex administrative, financial, technical, and regulatory support assignments; analyzing financial and operational information, reconciling complex records, and identifying discrepancies or deficiencies; preparing accurate technical reports, regulatory submissions, grant documentation, and specialized departmental records; researching, interpreting, and applying applicable statutes, ordinances, regulations, policies, and procedures; coordinating complex administrative projects and specialized departmental programs with limited supervision; identifying administrative process improvements and recommending corrective actions; exercising initiative, independent judgment, and discretion in resolving complex administrative and operational issues; providing technical guidance and training to administrative employees and departmental personnel; coordinating with regulatory agencies, contractors, County departments, and other stakeholders; managing competing priorities and consistently meeting time-sensitive operational and regulatory deadlines; and performing designated higher-level administrative duties within assigned authority to maintain continuity of departmental operations.

Senior Public Works Administrative Assistant:

In addition to the skills required of Public Works Administrative Assistant I, II, and III, skill in planning, organizing, directing, and evaluating departmental administrative operations; supervising, training, motivating, evaluating, counseling, and developing assigned personnel; delegating responsibilities, establishing performance expectations, allocating resources, and adjusting workloads to meet departmental objectives; coordinating budget development, analyzing financial information, monitoring expenditures, and maintaining effective fiscal controls; reviewing and evaluating financial records, regulatory reports, contracts, grant documentation, and complex administrative work

products; developing, implementing, evaluating, and maintaining administrative policies, procedures, workflows, and internal controls; coordinating procurement, contract administration, grant management, and project administration activities; analyzing complex administrative, financial, personnel, and operational problems and developing effective solutions; interpreting and applying laws, regulations, policies, and procedures to complex departmental matters; establishing priorities, evaluating administrative effectiveness, and implementing process improvements; directing assigned custodial operations and evaluating facility service needs and performance; preparing and presenting reports and recommendations to management, elected officials, boards, committees, and outside agencies; exercising sound independent judgment, discretion, and leadership within delegated authority; resolving complex customer complaints, employee concerns, and administrative disputes; facilitating effective communication and coordination among departmental divisions and other organizations; and maintaining continuity, accountability, and consistency of departmental administrative operations.

Physical/Mental Demands & Working Environment: *The physical/mental requirements described herein are representative of those that an employee must meet to perform the essential functions of this position successfully.*

Work is primarily performed in an office environment and requires prolonged periods of sitting, standing, and working at a computer; frequent use of a keyboard, telephone, and standard office equipment; and sufficient manual dexterity and coordination to handle documents, files, and records. Duties require occasional bending, reaching, stooping, squatting, and lifting, carrying, pushing, or pulling materials weighing up to fifty (50) pounds. Occasional travel between County facilities, deliveries, and limited outdoor activities, including sidewalk snow removal, may be required. The working environment is generally clean, with limited exposure to dust, fumes, noise, or odors.

Mental demands include sustained attention to detail, analytical thinking, problem-solving, sound judgment, and the ability to interpret and apply policies, procedures, regulations, and technical information. Employees must manage multiple assignments, maintain accuracy in financial and regulatory documentation, meet time-sensitive deadlines, and exercise discretion when handling confidential or sensitive information. Work is subject to frequent interruptions from public walk-ins, telephone calls, employee inquiries, and changing departmental priorities, requiring employees to shift between tasks, respond to immediate needs, and resume detailed assignments without compromising accuracy or efficiency. Positions require effective communication, professionalism, tact, and the ability to interact appropriately with employees, elected officials, contractors, regulatory agencies, and members of the public, including during difficult or stressful situations.

Senior-level responsibilities additionally require the ability to supervise personnel, establish priorities, delegate work, evaluate performance, resolve complex administrative and personnel matters, and make sound decisions involving competing operational demands. Employees must maintain regular and reliable attendance and perform assigned duties in a professional and timely manner.

This position description indicates, in general, the nature and levels of work, knowledge, skills, abilities, and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and applicants who Eureka County has offered employment are encouraged to discuss potential accommodations with the employer.

APPROVAL AND ACKNOWLEDGMENT OF RECEIPT

Designate Position Held:

- ☐ Public Works Administrative Assistant I
- ☐ Public Works Administrative Assistant II
- ☐ Public Works Administrative Assistant III
- ☐ Public Works Administrative Assistant IV
- ☐ Senior Public Works Administrative Assistant

Department Head: _____ Date: _____
(Signature)

*Employee: _____ Date: _____
(Signature)

*Employee signature acknowledges understanding the requirements of this position. Employee also acknowledges receipt of this position description.

EUREKA
-COUNTY-

Job Title:	Human Resource Specialist	**Department:**	Human Resources
Classification Range:	HR Specialist I HR Specialist II HR Specialist III	**Reports To:**	Human Resource Director
		FLSA:	Non-Exempt/Exempt
		Safety Sensitive:	Yes
		Probation Period:	6 Months
		Adopted/Revised:	December 1, 2026

Summary of Job Purpose: Under the general direction of the Human Resources Director, the **Human Resources Specialist** plays a vital role in advancing the mission, goals, and operational effectiveness of the Human Resources Department. Performing a wide range of specialized, technical, and administrative HR duties, this position serves as a primary point of contact for County employees, applicants, and the public. The incumbent supports key HR functions—including recruitment, HRIS administration, onboarding, records management, and policy guidance—while maintaining strict confidentiality and delivering responsive, high-quality service across the organization.

The **Human Resources Specialist** series represents a three-tier career progression based on increasing technical complexity, independent judgment, certification attainment, and years of relevant service:

Human Resources Specialist I (Entry / Foundational)

Essential Duties and Focus: Transactional execution, front-line customer service, and administrative accuracy under close supervision.

- **Front-Desk & Intake Operations:** Serves as the primary reception contact for the HR office; greets visitors, answers multi-line phones, monitors the general HR inbox, and routes complex inquiries to appropriate staff.
- **Recruitment Logistics:** Posts approved job announcements to job boards, schedules candidate interviews, prepares interview packets, and tracks applicant status updates in the applicant tracking system (ATS).
- **Onboarding & File Maintenance:** Collects new-hire paperwork (I-9s, W-4s, direct deposit), sets up physical and digital personnel files, and ensures accurate, compliant filing and records retention.
- **HRIS Data Entry:** Enters routine employee updates (address changes, status updates, training completions) into the HRIS and runs basic pre-built reports.
- **Departmental Support:** Processes incoming and outgoing mail, maintains office supply inventories, and provides basic clerical backup for Volunteer, Safety, and Risk Management programs.

Human Resources Specialist II (Journey / Experienced)

Essential Duties and Focus: Full-cycle functional ownership, troubleshooting, and routine policy guidance under general direction and inclusive of all duties listed above.

- **Full-Cycle Recruitment:** Independently coordinates end-to-end recruitments for assigned departments; reviews applications for minimum qualifications, advises hiring managers on structured interview best practices, and extends conditional job offers.
- **HRIS Administration & Auditing:** Audits employee records for data integrity, troubleshoots user access and system errors, builds custom operational reports, and processes complex personnel actions (promotions, transfers, leave accruals).
- **Routine Policy & Benefits Guidance:** Advises employees and supervisors on standard County policies, FMLA/ADA intake procedures, and routine benefits enrollment or life-event changes.

- **Training & Orientation Delivery:** Coordinates and facilitates new-hire orientation sessions and assists in updating training materials and employee handbooks.
- **Cross-Program Coordination:** Coordinates background checks, pre-employment drug screenings, and onboarding logistics for County volunteers and seasonal staff.

Human Resources Specialist III (Senior / Lead)

Essential Duties and Focus: Complex analysis, program leadership, policy interpretation, and technical mentorship with high autonomy, and inclusive of all duties listed above.

- **Complex Classification & Compensation Analysis:** Conducts job audits, drafts and revises class specifications, and participates in salary surveys and market benchmarking studies to support the HR Director.
- **HRIS Mastery & Workforce Analytics:** Serves as the department's technical super-user; configures HRIS workflows, manages system upgrades/integrations, and compiles workforce analytics (turnover, recruitment metrics, compliance reporting) for leadership.
- **Nuanced Policy & Regulatory Compliance:** Interprets complex federal, state, and Nevada-specific employment regulations; assists the HR Director with confidential administrative investigations, accommodation interactive processes, and compliance audits.
- **Program & Project Leadership:** Leads specialized HR initiatives—such as open enrollment, safety/risk mitigation tracking, or County-wide training rollouts—from planning through execution.
- **Technical Mentorship & Workflow Review:** Provides day-to-day technical guidance, quality assurance review, and onboarding mentorship to HR Specialist I and II staff, acting as a lead resource in the HR Director's absence.

Minimum Qualifications: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge skills, and/or ability required.*

- **Education:** High School diploma or equivalent GED.

- **Human Resources Specialist I (Entry/Foundational):** Requires 1–2 years of administrative or clerical support experience (HR experience preferred) and foundational proficiency in standard office software and basic HRIS data entry. Working under close supervision, the incumbent executes routine transactional tasks—such as front-desk reception, recruitment logistics, file maintenance, and onboarding support—while developing working knowledge of County policies and public-sector HR practices.
- **Human Resources Specialist II (Journey/Experienced):** Requires 3–4 years of progressively responsible HR experience (or a Bachelor's degree in HR/Business Administration plus 1–2 years of experience) and demonstrated technical proficiency in HRIS administration, reporting, and recruitment workflows; **SHRM-CP, PHR, or IPMA-CP certification is preferred**. Operating under general direction, the incumbent independently manages full-cycle recruitments, audits personnel records, troubleshoots HRIS issues, and advises staff and supervisors on routine policy interpretation.
- **Human Resources Specialist III (Senior/Lead):** Requires 5+ years of comprehensive HR experience, advanced technical mastery of HRIS configuration, data analytics, and regulatory compliance, and **active SHRM-CP, PHR, or IPMA-CP certification**. Operating with a high degree of autonomy, the incumbent leads complex cross-departmental projects (such as classification studies, benefits administration, or risk/safety coordination), interprets nuanced employment laws, develops training programs, and provides technical mentorship and workflow guidance to junior HR staff.

Preferred Qualifications: Progressive professional development toward SHRM-CP, SHRM-SCP, IPMA-HR/PSHRA certification, HRCI certification, and experience in local government or public sector Human Resources is highly desirable.

Required Certificates, Licenses, and Registrations: *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*

- Must complete an approved advanced Human Resources representative program and/or certification within 12 months of hire.
- Possession of a valid Nevada State driver's license.

Required Knowledge, Skills and Abilities:

Knowledge of:

- Public-Sector HR Administration: Core principles, procedures, and employee services within a local government or public agency environment.
- Training & Instructional Design: Concepts and methods for developing, organizing, and delivering effective employee training and educational materials.
- Business Communications: Standard business correspondence formats, strong English grammar, punctuation, and vocabulary for drafting clear informational documents.
- Office Operations & Technology: Standard administrative practices, records filing systems, business arithmetic, and modern HRIS and office software applications.

Skills to:

- Professional Writing: Compose clear, accurate, and well-structured business correspondence, reports, and employee communications.
- Interpersonal Engagement: Communicate effectively and build rapport with job applicants, the public, and employees across all organizational levels.

Ability to:

- Exercise Discretion & Objectivity: Maintain strict confidentiality, neutrality, and sound independent judgment when handling sensitive personnel matters within established guidelines.
- Manage Competing Priorities: Organize workloads, adapt to shifting demands, and consistently meet critical operational deadlines.
- Present & Facilitate: Deliver engaging, clear oral presentations and orientations to both small and large groups.
- Maintain Data & Records Integrity: Accurately compile, audit, and maintain confidential physical and electronic personnel files.
- Foster Collaborative Relationships: Establish and sustain cooperative, service-oriented working relationships with internal departments and external partners.

Physical/Mental Demands & Working Environment: *The physical requirements described herein are repetitive of those that must be met by an employee to successfully perform the essential functions of this position.*

- **Office Environment & Schedule Flexibility:** Work is primarily performed in a standard office setting requiring strong time management skills and a high degree of accuracy while managing frequent interruptions and competing deadlines. Requires flexibility to work variable hours as needed to support departmental operations, recruitments, and County-wide events.
- **Mobility & Ergonomics:** Frequently required to sit, stand, walk, talk, and hear for prolonged periods. Must possess the manual dexterity, coordination, cognitive ability, and visual acuity (including adjusting focus between print and digital screens) to operate computers, databases, video display terminals, and telephones.
- **Physical Activity & Lifting:** Occasionally required to bend, stoop, squat, and reach above and below desk level to access files and records. Requires dexterity to handle paperwork and the ability to occasionally lift and carry files, supply boxes, or materials weighing up to 50 pounds.

EUREKA
-COUNTY-

This position description indicates, in general, the nature and levels of work, knowledge, skills, abilities, and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and applicants who Eureka County has offered employment are encouraged to discuss potential accommodations with the employer.

APPROVAL AND ACKNOWLEDGMENT OF RECEIPT

Designate Position Held:

☐ HUMAN RESOURCE SPECIALIST I
☐ HUMAN RESOURCE SPECIALIST II
☐ HUMAN RESOURCE SPECIALIST III

Department Head/Supervisor: _____ Date: _____
(Signature)

*Employee: _____ Date: _____
(Signature)

*Employee signature acknowledges understanding of the essential functions and requirements of this position. Employee also acknowledges receipt of this position description.

Job Title:	Human Resource Director	**Department:**	Human Resources
Classification Range:	Appointed/At-Will E20	**Reports To:**	Board of County Commissioners
		FLSA:	Exempt
		Safety Sensitive:	Yes
		Probation Period:	At Will
		Adopted/Revised:	December 1, 2026

Summary of Job Purpose: Under the broad executive direction of the Eureka County Board of Commissioners, and in strategic partnership with all County elected and appointed officials, this position leads, architects, and directs the comprehensive Human Resources function across the organization.

Operating with a high degree of autonomy, the incumbent holds executive accountability for aligning people strategies with the County's overarching mission and operational goals. This role directs the full spectrum of advanced HR and risk management programs—including complex employee relations, classification and compensation design, benefits strategy, EEO/ADA compliance, and enterprise risk mitigation—while serving as the County's subject matter expert on all workforce and organizational matters.

As a senior leader, the incumbent exercises exceptional judgment, political acumen, and strict confidentiality in navigating sensitive personnel and governance issues. The role requires the executive presence and courage to provide candid, high-stakes counsel to the Board of Commissioners, including recommending decisive corrective actions regarding the conduct, compliance, or operational gaps of both elected and appointed officials.

Essential Functions: *The following duties are illustrative of the strategic and operational scope of this position and are not all-inclusive. The incumbent may be required to perform other related duties and possess specialized knowledge and skills to meet the evolving organizational needs of the County.*

- **Strategic Leadership & Governance:** Serves as a strategic partner to the Board of County Commissioners and senior leadership, aligning Human Resources initiatives with the County's long-term goals. Represents the County with dignity, integrity, and a spirit of cooperation in all internal and public relationships.

- **HR Program Architecture:** Directs and holds overall accountability for the design, execution, and continuous improvement of the County's comprehensive Human Resources programs, ensuring operational excellence and fiscal responsibility.

- **Talent Acquisition & Workforce Planning:** Leads strategic workforce planning, talent acquisition, onboarding, and retention initiatives to build a high-performing public workforce. Oversees end-to-end recruitment workflows—including job requisition validation, assessment strategies, interview panel selection, and pre-employment vetting—while partnering with department heads to forecast staffing needs.

- **Organizational Development & Training:** Champions employee growth and organizational effectiveness by directing County-wide training, professional development, and risk management programs.

- **Performance Management & Executive Evaluation:** Designs and administers performance management frameworks; facilitates executive-level job evaluations with the Board of County Commissioners for direct-report positions to drive accountability and leadership alignment.

- **Policy Development & Executive Counsel:** Authors, interprets, and modernizes Eureka County personnel policies to reflect industry best practices and evolving labor laws. Acts as a trusted advisor to Commissioners and senior management on organizational change, workforce trends, and complex employee relations matters.

- **Employee Relations, Compliance & Risk Mitigation:** Safeguards the County against legal and operational risk by overseeing the fair, timely, and compliant resolution of workplace complaints and disciplinary actions. Ensures strict adherence to due process across all administrative proceedings.

- **Workplace Investigations:** Exercises independent judgment to initiate, lead, or retain external legal counsel and investigators for complex workplace disputes, ethics violations, and regulatory matters; synthesizes findings into formal investigative reports and actionable leadership recommendations.

Qualifications: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge skills, and/or ability required.*

Education and Experience: Bachelor's degree or equivalent from an accredited college or university with emphasis in Human Resources, business, public administration or related field and two years of professional experience in Human Resources management OR at least five years of professional experience in Human Resources management, benefits and compensation administration may be exchanged for Bachelor's degree OR a Master's Degree from an accredited college or university in a related field.

Required Certificates, Licenses, and Registrations: *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*

- May possess and maintain Professional Human Resources (PHR), Society of Human Resources Management Certified Professional (SHRM-CP), International Public Management Association for Human Resources (IPMA-HR), or equivalent certificate within 12 months of hire.
- Must complete an approved advanced Human Resources representative program within 12 months of hire.
- Must pass a criminal background investigation.
- Experience in public sector human resources management is strongly preferred but not absolutely required.
- Possession of a valid Nevada State driver's license.

Required Knowledge and Skills

Knowledge of:

- Comprehensive HR Management: Modern practices in talent acquisition, classification, compensation, employee development, performance evaluation, and progressive discipline.
- Public Sector Legal & Regulatory Compliance: Federal, state, and Nevada-specific employment laws, regulations, and County government operations.
- Employee and Labor Relations: Employee engagement strategies, as well as labor union experience including contract negotiations, grievance administration and contract administration.
- Leadership & Organizational Administration: Principles of strategic planning, program evaluation, team building, supervision, and workforce motivation.
- Policy & Governance: Policy development, records management, and effective written communication for informational and educational materials.
- De-escalation & Cultural Competency: Conflict resolution and interpersonal strategies for engaging diverse populations in sensitive or confrontational situations.

Skills:

- Executive Judgment & Discretion: Exercise independent judgment to manage highly sensitive personnel matters and conduct confidential investigations with timeliness and integrity.
- Relationship Management: Build and maintain productive working relationships using high-level interpersonal skills, tact, and diplomacy.
- Regulatory Interpretation: Interpret, apply, and clearly explain complex employment laws, regulations, and County policies to staff and leadership.
- Program & Team Leadership: Direct County-wide HR programs, mentor staff, and build collaborative, cost-effective, and service-oriented teams.
- Strategic Communication: Draft clear, concise reports and correspondence, and communicate effectively with employees, leadership, and the public.
- Technical Proficiency: Operate standard office technology, HRIS platforms, and modern business software.

Physical/Mental Demands & Working Environment: *The physical requirement described herein are repetitive of those that must be met by an employee to successfully perform the essential functions of this position.*

- **Schedule & Operational Flexibility: Requires flexibility to work variable hours**, including occasional evenings, weekends, and non-standard shifts, to support County departments operating on a 24/7 schedule and to lead effective community engagement and volunteer initiatives.

- **Mobility & Ergonomics:** Frequently required to sit, stand, walk, talk, and hear for prolonged periods. Must possess the strength, dexterity, coordination, and visual acuity (including the ability to adjust focus between print and digital screens) to operate computers, video display terminals, and telephones.

- **Physical Activity & Lifting:** Occasionally required to bend, stoop, squat, and reach above and below desk level to access files and records. Requires manual dexterity to handle paperwork and the ability to occasionally lift and carry materials weighing up to 50 pounds.

This position description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and applicants who have been offered employment by Eureka County are encouraged to discuss potential accommodations with the employer.

APPROVAL AND ACKNOWLEDGMENT OF RECEIPT

Designate Position Held: Human Resource Director

Department Head/Supervisor: _____ Date: _____
(Signature)

*Employee: _____ Date: _____
(Signature)

*Employee signature acknowledges understanding of the essential functions and requirements of this position. Employee also acknowledges receipt of this position description.

EUREKA
-COUNTY-

Job Title:	Volunteer Emergency Driver	**Department:**	EMS
Classification Range:	Stipend	**Reports To:**	EMS Coordinator
		FLSA:	Non-exempt
		Safety Sensitive:	Yes
		Probation Period:	6 Months
		Adopted/Revised:	December 1, 2026

Summary of Job Purpose: Under the direction of the Eureka County Emergency Medical Service Coordinator and direct supervision of a Volunteer or full- Emergency Medical Technician, safely operates ambulance and performs a variety of volunteer professional services in support of the Eureka County volunteer emergency medical program. This volunteer class is responsible for the safe operation of the ambulance while responding to medical and non-medical emergencies, standing by at events with the potential of injury, and public service activities. This volunteer class does not provide medical care. Responds as needed and for routinely scheduled training.

Essential Functions: *The class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skill.*

- Responds to emergency and non-emergency calls for service. Always operate safely. Assists the Volunteer Emergency Medical Technician in rendering appropriate care in accordance with State Laws and Regulations as well as Service Protocols including, but not limited to, disentanglement, rescue, lifting/moving, loading/unloading and transport of patient. Communicates clearly with Dispatch, the Medical Control Hospital, other responders and hospital medical personnel in person, by radio and telephone.
- After a call for service, inspect, refuel, stock, clean ambulance and equipment.
- Immediately notify the coordinator if there is: an ambulance out of service, inoperative medical equipment, insufficient available volunteers, injuries to staff, major incidents, and accidents involving County equipment, vehicles or personnel.
- Participates in training to maintain professional competencies, certificates and licenses. Obeys all applicable Nevada Revised Statues and Nevada Administrative Codes.
- Provides a welcoming, friendly environment for all volunteers and visitors. Does not participate in or accept conduct unbecoming a volunteer in Eureka County's service, or discourteous treatment of members of the public or a fellow volunteer, or any other act of omission or commission that impacts negatively on the public's perception of the integrity or credibility of Eureka County, or Eureka County EMS or erodes the public confidence in Eureka County, or Eureka County EMS.
- Actively recruits new volunteers. Encourages the retention of existing volunteers.
- Maintains a neat, safe and clean physical environment. Promptly reports, if possible, corrects safety violations, and potential safety problems. Encourages the use of safe practices.
- Ensures supplies are neat and orderly and readily accessible to staff.

Qualifications: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge skills, and/or ability required.*

Education and Experience: Driver's training or education. Emergency Vehicle Operations training; certificate or other evidence of successful completion.

Required Certificates, Licenses, and Registrations: *Continued volunteerism is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*

Maintain a current, valid Nevada driver's license and state-issued driver's card, renewed annually. Must be able to speak, read, and write English. Certificate or other evidence of successful completion of an Emergency Vehicle Operations course or training.

Physical/Mental Demands & Working Environment: *The physical requirements described herein are repetitive of those that must be met by an employee to successfully perform the essential functions of this position.*

The volunteer must be able to perform in confined spaces and to be available during varied shifts, hours, and locations, including weekends and holidays. While performing the duties of this position, the volunteer is frequently required to walk or jog on uneven surfaces, bend, stoop, climb, crawl, squat, and stand for long periods of time. The volunteer must be able to lift and/or move weight of up to one hundred (100) pounds. Under stress, incumbent must be able to utilize critical thinking skills, such as logic, judgement, and reasoning.

Exposure to hazards, including, but not limited to; vehicle traffic, body fluids, toxic agents, smoke, dust, fumes, heat, cold, noise, and odor. Perform duties both inside and outside; being outside occurs on a frequent basis and requires exposure to; vehicle traffic, dust, fumes, high noise levels, and extreme weather conditions.

This position description indicates, in general, the nature and levels of work, knowledge, skills, abilities, and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the incumbent. The incumbent may be asked to perform other duties as required. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and applicants who Eureka County has offered employment are encouraged to discuss potential accommodations with the employer.

APPROVAL AND ACKNOWLEDGMENT OF RECEIPT

Designate Position Held:

☐ BASIC
☐ INTERMEDIATE
☐ PARAMEDIC

Department Head/Supervisor: _____ Date: _____
(Signature)

*Employee: _____ Date: _____
(Signature)

*Employee signature acknowledges understanding of the essential functions and requirements of this position. Employee also acknowledges receipt of this position description.

EUREKA
-COUNTY-

Job Title:	Volunteer Emergency Medical Technician Basic, Intermediate and Paramedic	**Department:**	EMS
Classification Range:	Stipend	**Reports To:**	EMS Coordinator
		FLSA:	Non-exempt
		Safety Sensitive:	Yes
		Probation Period:	6 Months
		Adopted/Revised:	December 1, 2026

Summary of Job Purpose: Under the supervision of the Eureka County Emergency Medical Service Coordinator, performs a variety of volunteer professional and administrative work to support the Eureka County volunteer emergency medical program. This volunteer class responds to medical and non-medical emergencies, stands by at events with the potential for injury, and performs public service activities. Responds as needed and for routinely scheduled training.

Essential Functions: The class specification outlines the major duties and requirements of the job and is not exhaustive. Incumbent(s) may be expected to perform job-related duties beyond those contained in this document and may be required to possess specific job-related knowledge and skills.

- Respond to emergency and non-emergency calls for service. Operate the ambulance safely at all times. Render appropriate care in accordance with State Laws and Regulations and Service Protocols to the level of certification, including, but not limited to, disentanglement, rescue, treatment, and transport. Communicate clearly with Dispatch, the Medical Control Hospital, Flight crews, other responders, and hospital medical personnel.
- After a call for service, inspect, refuel, stock, and clean the ambulance and equipment. Prepare a Patient Care Report Worksheet or enter a Nevada EMS Patient Care Report. Obtain a signed copy of the insurance release form. Prepare other reports/forms as needed.
- Immediately notifies the Coordinator if there is an ambulance out of service, inoperative medical equipment, insufficient available volunteers, injuries to staff, major incidents, and accidents involving County equipment, vehicles, or personnel.
- Participates in training to maintain professional competencies, certificates, and licenses. Obeys all applicable Nevada Revised Statutes and Nevada Administrative Code.
- Provides a welcoming, friendly environment for all volunteers and visitors. Does not participate in or accept conduct unbecoming a volunteer in Eureka County's service, or discourteous treatment of members of the public or a fellow volunteer, or any other act of omission or commission that impacts negatively on the public's perception of the integrity or credibility of Eureka County, or Eureka County EMS, or erodes the public confidence in Eureka County, or Eureka County EMS. Actively recruits new EMT volunteers. Encourages the retention of existing volunteers.
- Maintains a neat, safe, and clean physical environment. Promptly reports and, if possible, corrects safety violations and potential safety problems. Encourages the use of safe practices.
- Maintains supplies on hand in a neat and orderly way. Informs personnel when supplies need to be ordered through the EMS Coordinator or other full-time staff before they run out or expire.
- Must be able to speak, read, and write English.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

Qualifications: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required.*

Education and Experience: *The knowledge and ability listed may be acquired through different types of education, training, and experience. An example of a typical way to acquire the qualifying knowledge and ability is listed below:*

EUREKA
-COUNTY-

Required Certificates, Licenses, and Registrations: *Continued employment depends on maintaining all required licenses and certificates in active status without suspension or revocation.*

- Valid Nevada Driver's license
- Nevada or National Registry EMT-Basic, Intermediate, or Paramedic certificate.
- Valid Professional Rescuer or Health Care Provider CPR card.

Physical/Mental Demands & Working Environment: *The physical/mental requirements described herein are repetitive of those that an employee must meet to perform the essential functions of this position successfully.*

The volunteer must be able to perform in confined spaces and be available during varied shifts, hours, and locations, including weekends and holidays. While performing the duties of this position, the volunteer is frequently required to walk or jog on uneven surfaces, bend, stoop, climb, crawl, squat, and stand for long periods of time. The volunteer must be able to lift and/or move weight of up to one hundred (100) pounds. Under stress, the incumbent must use critical thinking skills, such as logic, judgment, and reasoning.

Exposure to hazards, including, but not limited to, body fluids, toxic agents, smoke, dust, fumes, heat, cold, noise, and odor. Performs duties both inside and outside; outdoor work occurs frequently and involves exposure to dust, fumes, high noise levels, and extreme weather conditions.

This position description indicates, in general, the nature and levels of work, knowledge, skills, abilities, and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the incumbent. The incumbent may be asked to perform other duties as required. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and applicants who Eureka County has offered employment are encouraged to discuss potential accommodations with the employer.

APPROVAL AND ACKNOWLEDGMENT OF RECEIPT

Designate Position Held:

☐ BASIC
☐ INTERMEDIATE
☐ PARAMEDIC

Department Head/Supervisor: _____ Date: _____
(Signature)

*Employee: _____ Date: _____
(Signature)

*Employee signature acknowledges understanding of the essential functions and requirements of this position. Employee also acknowledges receipt of this position description.

EUREKA
-COUNTY-

Emergency Medical Technician I, II, and III

Job Title/Range:	EMT, Salary Range E09 Advanced EMT, Salary Range E10 Paramedic, Salary Range E11	**Reports To:**	EMS Coordinator
		Department:	Emergency Medical Services
		FLSA:	Non-Exempt
		Safety Sensitive:	Yes
		Adopted/Revised:	Aug 15, 2023

Summary of Job Purpose: Under the supervision of the Eureka County EMS Coordinator, performs a variety of professional and administrative work in support of the Eureka County emergency medical and volunteer program.

Essential Functions: *The class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skill.*

EMT: This class assists the County EMS Coordinator by supporting volunteer EMTs.

- Respond to emergency and non-emergency calls for service.
- Render appropriate care in accordance with State Laws and regulations and service protocols to the level of certification, including disentanglement, rescue, treatment, and transport.
- Ensure that sufficient staff are available to respond to calls for service.
- Immediately notify the coordinator if there is an ambulance out of service, inoperative medical equipment, or if there are insufficient available volunteers.
- Inspect, stock, keep clean, and maintain or arrange for maintenance of assigned ambulances and EMS equipment.
- Enter complete Nevada EMS Patient Care reports into the data management system in accordance with standards set by the State of Nevada, Department of Health and Human Services, Health Division, Emergency Medical Services within 24 hours of the call or by the next scheduled workday
- Assist Volunteer EMTs with writing and entering EMS reports into the data management system.
- Maintain a file system of run reports, training certificates, and other items as needed.
- EMS billing and insurance forms are completed.
- Maintain a sufficient quantity of supplies on hand in a neat and orderly way.
- When needed, orders supplies under the direction of the EMS Coordinator before running out or before the expiration date.
- Maintains a safe and clean physical environment at the bay.
- Promptly reports and, if possible, corrects safety violations and potential safety problems.
- Encourages the use of safe practices by volunteers. Actively recruits new EMT volunteers. Encourages the retention of existing volunteers.
- Provides a welcoming, friendly environment for all volunteers and visitors. Establishes and maintains professional working relationships with coworkers, the public, visitors, and vendors.
- Immediately notifies the coordinator of injuries to staff, major incidents, and accidents involving County equipment, vehicles, or personnel.

- Promptly reports violations of policy, procedure, and State Board of Health regulations to the coordinator.
- Maintains current roster of volunteers and immediately transmits changes to the coordinator. Assists Eureka Dispatch in arranging for volunteers to respond.
- Responds to emergency calls for service when there are insufficient volunteers to respond at the appropriate skill level.

AEMT: This class assists the County EMS Coordinator by supporting volunteer EMTs. Acts as Crew Leader, providing leadership and direction to other EMS personnel during emergency and non-emergency calls for service. Performs Intermediate Life Support and invasive procedures as necessary.

- Performs duties assigned to EMT I's.
- Responds as Crew Leader to emergency and non-emergency calls for service: Provides leadership, direction, and is responsible for decisions affecting patient care on the call. Acts as incident commander on medical calls for service unless relieved by an equal or higher medical provider.
- Render appropriate care; perform Intermediate Life Support including invasive procedures and medication administration as needed under State Laws, regulations, and service protocols, including disentanglement, rescue, treatment, and transport.

Paramedic: This class assists the County EMS Coordinator by supporting and educating current and recruiting volunteer EMTs. Acts as Crew Leader, providing leadership and direction to other EMS personnel during emergency and non-emergency calls for service. Performs Intermediate and Advanced Life Support and invasive procedures as necessary.

- Performs duties assigned to EMTs and AEMTs.
- Conducts continuing education, field training, and initial Emergency Medical Technician certification training to national standards. Conducts public education including CPR/AED and first aid classes.

Qualifications: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required.*

Education and Experience:

EMT: One (1) or more years of Emergency Medical Technician service or similar experience is preferred—Nevada or National Registry Emergency Medical Technician-Basic certificate.

AEMT: Two (2) or more years of Emergency Medical Technician service or similar experience. Nevada or National Registry Intermediate Emergency Medical Technician certificate.

Paramedic: Two (2) or more years of Advanced Emergency Medical Technician service or similar experience. National Registry or Nevada Advanced Emergency Medical Technician certification, Nevada EMS Instructor certification or teaching credential, Basic Life Support Instructor certification.

Required Certificates, Licenses, and Registrations: *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation*

EMT I: Must have or be able to obtain and maintain: a current, valid Nevada Driver's license; a Nevada EMT-Basic certificate; a Professional Rescuer or BLS Provider CPR card; and a Nevada

Ambulance Attendant license. Must be able to speak, read, and write English. Must be able to use or be trained to use a computer.

EMT II**: Must have or be able to obtain and maintain a current, valid Nevada Driver's license; a Nevada EMT-Advanced certificate; a Professional Rescuer or BLS Provider CPR card; and a** Nevada Ambulance Attendant license. Must be able to speak, read, and write English. Must be able to use or be trained to use a computer.

EMT III**:** Must have or be able to obtain and maintain a current, valid Nevada Driver's license; Nevada Advanced EMT; Nevada EMS Instructor; Professional Rescuer or BLS Provider CPR card; CPR Instructor; and Nevada Ambulance Attendant license. Must be able to speak, read, and write English. Must be able to use or be trained to use a computer.

Physical/Mental Demands & Working Environment: *The physical requirements described herein are repetitive of those that an employee must meet to perform the essential functions of this position successfully.*

The employee must be able to work in confined spaces and to work varied shifts, hours, and locations, including weekends and holidays. While performing the duties of this position, the employee is frequently required to walk or jog on uneven surfaces, bend, stoop, climb, crawl, squat, and stand for long periods of time. The employee must be able to lift and/or move weight of up to one hundred (120) pounds. Under stress, the incumbent must use critical thinking skills, such as logic, judgment, and reasoning.

Exposure to hazards, including, but not limited to, body fluids, toxic agents, smoke, dust, fumes, heat, cold, noise, and odor. Works both inside and outside; outside work occurs frequently and requires exposure to dust, fumes, high noise levels, traffic hazards, and extreme weather conditions.

This position description indicates, in general, the nature and levels of work, knowledge, skills, abilities, and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the incumbent. The incumbent may be asked to perform other duties as required. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and applicants to whom Eureka County has offered employment are encouraged to discuss potential accommodations with the employer.

APPROVAL AND ACKNOWLEDGMENT OF RECEIPT

Designate Position Held:

☐ EMS Technician I
☐ EMS Technician II
☐ EMS Technician III

Department Head: _____ Date: _____
(Signature)

*Employee: _____ Date: _____
(Signature)

*Employee signature acknowledges understanding the requirements of this position. Employee also acknowledges receipt of this position description.

EUREKA
-COUNTY-

Job Title:	Site Manager- Senior Programs	**Department:**	Senior Centers
Classification Range:	E12	**Reports To:**	Director
		FLSA:	Non-Exempt
		Safety Sensitive:	Yes
		Probation Period:	6 Months
		Adopted/Revised:	12/1/2026

Summary of Job Purpose: This is a supervisory class reporting to the Senior Centers Program Director. This class of Site Manager is responsible for supervision of all program site staff located in Eureka County, including cooks and program aides. Operates a senior nutrition center in compliance with state and federal regulations supervises staff conducts and coordinates educational, recreational and social services for participants. Plans, and prepares and serves meals at Senior Center Sites.

Essential Functions: *The class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skill.*

- Supervises and evaluates the performance of paid and volunteer staff;
- Recommends hiring and discipline of staff; instructs and trains staff; hears, responds to and resolves staff problems, concerns and grievances. This information is reported directly to the Senior Center Program Director.
- Prepares inventory and financial reports regarding program operations and participation; keeps records of and accounts for cash and in-kind donations; requires occasional transportation.
- Supervises the daily preparation of the meals and programs; supervises the cleaning of the facility following meals and coordinates the maintenance of the facility grounds with County staff and volunteers.
- Develops and coordinates a program of social and recreational service for program participants; recruits volunteers and services to provide informational programs and assistance to participants and the program's site;
- Plans and conducts recreational programs for nutrition program participants.
- Reviews and certifies applications for participation in the home meal program; interviews applicants; makes home visits to monitor need for and delivery of services.
- Administers a program to transport participants to the meal site and special events; supervises staff assigned to deliver meals to the homebound; oversees the maintenance of program vehicles.
- In conjunction with the cook, prepares menus for meals served at the site; controls raw food purchases to assure compliance with budgetary and nutritional requirements; finds lowest cost provides; orders and receives food for the preparation of meals; supervises the preparation of meals; assists in the preparation of meals as needed. *The Crescent Valley Site Manager prepares meals, supervises and participates in serving meals and prepares and packages meals for home delivery.*
- Performs the work of program staff as needed to cover vacancies and absences.
- Performs other duties as assigned.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

Qualifications: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required.*

- *Knowledge of* nutritional, social, recreational and service needs of seniors; the behavior of older persons and methods of communicating with and providing services to older persons; basic nutritional needs of seniors; meal planning for larger groups; records keeping techniques; standards and methods for maintaining sanitary conditions during food preparation, serving and storage.

- *Ability* to plan and implement a program of services to seniors; plans and prepares meals; supervises staff of volunteers and paid employees; works effectively under the pressure of deadlines and conflicting demands; establish and maintain effective working relationships with County staff and program participants; keeps detailed financial and statistical records; gain cooperation through discussion and persuasion, select alternatives; projects the consequences of proposed actions, implement administrative policies and work programs consistent with regulations and with county policies and goals; understand, interpret and apply laws and regulations; communicate effectively in writing on matters related to funding and operations.

Education and Experience: *The knowledge and ability listed may be acquired through different types of education, training and experience. An example of a typical way to acquire the qualifying knowledge and ability is listed below:*

- At Least (2) years of work experience preparing meals for a large group, responsibility of supervising paid or volunteer experience in a social service environment which included responsibility for coordinating the work of volunteers, record keeping and providing direct services to program participants.
- Ability to supervise and lead staff who support the senior center.
- Ability to collaboratively work with the community and coordinate building use and services in alignment with the mission of the senior center and the needs of the community at large.

Required Certificates, Licenses, and Registrations: *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*

- Valid Nevada Driver's license always while employed
- Possession of a valid ServSafe Food Handler Certificate.
- Successfully complete the Essential Management Skills and Advanced Essential Management skills classes through Pool/ Pact within twenty-four (24) months.

Physical/Mental Demands & Working Environment: *The physical/mental requirements described herein are repetitive of those that an employee must meet to perform the essential functions of this position successfully.*

This position description indicates, in general, the nature and levels of work, knowledge, skills, abilities, and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified

individuals with a disability who require and request such accommodations. Incumbents and applicants who Eureka County has offered employment are encouraged to discuss potential accommodation with the employer.

- Strength and stamina to stand for long periods of time and to sit at a desk; vision to read reports and financial data; strength and stamina to drive long distances and to perform periodic lifting of items weighing up to fifty (50) pounds; reaching and bending.
- Must be able to manage variable dynamics day to day in service to seniors, respond to challenges, incidents and the physical needs of others in case of an emergency.

Working Conditions:

- Generally clean work environment with limited exposure to conditions such as dust, fumes, orders, or noise; periodic contact with upset individuals; interruptions of planned work activities, visitors and response to unplanned events; variable work hours and days.

APPROVAL AND ACKNOWLEDGMENT OF RECEIPT

Designate Position Held: Site Manager

Department Head/Supervisor: _____ Date: _____
(Signature)

*Employee: _____ Date: _____
(Signature)

*Employee signature acknowledges understanding of the essential functions and requirements of this position. Employee also acknowledges receipt of this position description.

EUREKA COUNTY – VACANCY JUSTIFICATION FORM

Department: Public Works
Division (if applicable): Facilities
Date Submitted:
Department Head: Jeb Rowley
Contact Person: Brenna Rogne

1. Type of Request

☐ Fill existing vacant position

Create new position

☐ Reclassification (cost increase)

☐ Requested (FY Budgeted)

Position Title: Senior Facilities Operations Assistant
Number of Vacancies: 1
FLSA Status: ☐ Exempt ☑ Non-Exempt
Funding Source: ☑ General Fund ☐ Grant ☐ Other: ____

2. Reason for Request

Describe why this position is needed at this time: Facilities and Events Manager has assumed both positions since November 25, 2025, with support of the swimming pool supervisor and pool staff starting February 9, 2026. Support will no longer be available once the pool is re-opened.

3. Consequences of Not Filling This Position

What service levels, compliance requirements, timelines, or operations would be affected? Although the Facilities and Events manager has successfully maintained the responsibilities of both positions, continuing this arrangement without the dedicated operational support will significantly limit her ability to effectively perform the full scope of management responsibilities; including department oversight, employee supervision and evaluations, budget development and monitoring, facility and event planning, etc.

4. Workload & Demand

Has workload increased, decreased, or remained stable? Provide metrics if available (caseloads, permits, response times, etc.). Once the pool reopens, those employees must return to their primary positions. Facilities and Events Manager will have to assume the responsibilities of both positions. Filling it would allow Facilities and Events Manager to focus on managing the department rather than spending most of her time performing the operational duties.

5. Alternatives Considered- As an alternative to hiring for the position, facilities and events manager has assumed the responsibilities and duties of that position in addition to her regular Facilities and Events Manager responsibilities, as of November 2025. February 9th, 2026, the county pool was closed for repairs and operational support from the Swimming Pool Supervisor and staff became available to assist with various operations, maintenance, event setup and cleanup, and other department responsibilities, This additional support has helped maintain daily operations and meet departmental needs whole the position has remained unfilled. However, this staffing arrangement is temporary and pool staff will need to return their focus to pool operations, and their availability to assist with other facilities will not be as sustainable.

☐ Redistribution of duties

☐ Shared resources (with another department)

☐ Overtime/

☐ LTE, casual, temporary or seasonal staffing

☐ Process improvements/automation (technology)

☐ Contracted services

☐ Other: _____

Why are these alternatives not sufficient? The pool is reopening.

6. History of the Position

Was this position originally created for a grant, project, or temporary purpose?

☐ No

☐ Yes – explain original purpose and why ongoing need exists:

7. Related Temporary or Project-Based Positions

Does your department currently have other positions (filled or vacant) that were originally created for a grant-funded, project-based, or temporary purpose, even if those positions are not part of this specific request?

☐ No

☐ Yes -If yes, please complete the following:

Position Title(s):

Original Purpose/Project or Grant Name:

Current Status or Project or Purpose:

☐ Ongoing

☐ Concluded

☐ Scheduled to conclude on: _____

8. Fiscal Impact

Must be completed by Comptroller
Annual salary range:
Estimated annual benefits cost:
Additional cost:
Is funding ongoing and sustainable? ☐ Yes ☐ No

9. Department Head Certification

I certify that this request reflects a current and ongoing operational need and that alternatives have been considered.

Signature: _____

Date: _____

HR / Comptroller / BOCC Use Only		
HR Review: _____	Date: 11/24/2026	
Comptroller Review: _____	Date: _____	
BOCC Decision: ☐ Approved	☐ Denied	☐ Deferred
Commissioner Review: _____	Date: _____	
Comments:		

EUREKA
-COUNTY-

Job Title:	Sergeant	**Department:**	Sheriff's Office
Classification Range:	ELE14	**Reports To:**	Undersheriff or Lieutenant
		FLSA:	Non-Exempt
		Safety Sensitive:	Yes
		Probation Period:	12-Months
		Adopted/Revised:	

Summary of Job Purpose: Under direction, supervises and participates in the work of Deputy Sheriffs assigned to patrol, investigation, and detention facility duties on an assigned shift or in an assigned geographic area; trains, reviews work of, and supervises assigned staff. This is the first line supervisor responsible for assigned shifts or geographical areas. Sergeants regularly perform patrol, detention, and investigation duties of Deputy Sheriff.

Essential Functions: *The class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skill.*

- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.
- Develops staff schedules; organizes work to be done by staff; assigns staff to specific cases and to special projects; coordinates activities of staff to ensure effective coverage and prompt response; trains staff in law enforcement methods, application of policies and procedures, and use of law enforcement tools; evaluates staff performance.
- Reviews reports prepared by other staff to ensure they are complete and are consistent with policies and procedures.
- Listens and responds to employee problems, concerns, and complaints; issues warnings and reprimands for inadequate performance and improper behavior.
- Performs patrol functions; monitors detainees in the jail; investigates crimes; enforces public safety regulations; enhances community relations.
- Maintains order and security within the detention facility through verbal communications with detainees and physical presence; assesses information and makes decisions regarding detainees; directs and instructs detainees; reviews and responds to detainee grievances; conducts detainee disciplinary hearings to determine if sanctions are warranted; transports detainees for court appearances; keeps records of dates of appearance and communicates with judges and court staff; maintains security during court appearances.
- Performs inspections of work areas to ensure maintenance of equipment, cleanliness, and security of the facility.
- Organizes and analyzes data; reviews data to extract information to meet specific needs; presents information in a narrative and/or statistical form so that it is readily understandable by the requester or recipient.
- Prepares information for presentation in court and makes presentations in court; studies the details of a case; assembles and organizes needed documentation; orally presents information requested in meetings and court appearances.
- Maintains operation proficiencies; stays abreast of the latest information relevant to assignments and areas of responsibility.
- Provides instruction and training; formally presents a body of knowledge to students in classroom settings; informally orients new personnel to their work environment.
- Performs deputy coroner functions.
- Performs personnel investigations as assigned by the command staff.
- Disciplines, coaches, and counsels employees as needed.
- Must be able to respond to emergency or special project calls at all hours of the day or night.
- Assists senior management in the completion of assigned projects.
- Prepares documents for SCAAP – Foreign National Assistance Program.

- Oversees inmate movement, classification work details.
- Oversees and performs general duties of Animal Control, Dog Pound and Detention Deputy.
- Corresponds with District and Justice Courts as to detainee-court dates.

Qualifications: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required.*

Education and Experience: *The knowledge and ability listed may be acquired through different types of education, training and experience. An example of a typical way to acquire the qualifying knowledge and ability is listed below:*

High School diploma/GED; AND two (2) year as a Deputy Sheriff II/III or Equivilant OR a Bachelor's Degree in a related field. Equivalent combination of formal education and work experience may be considered. Formal education and work experience for consideration such as a two (2) years Associates Degree in related field or appropriate related experience and two (2) years of professional experience in related field.

Required Certificates, Licenses, and Registrations: *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*

- Valid Nevada Driver's license
- Possession of a Nevada Basic POST certificate appropriate for the assignment and at least five (5) years of progressively responsible law enforcement experience in a police or sheriff's department.
- Essential Management Skills; to be completed within 18 months.

Required Knowledge and Skills:

Knowledge of principles and practices of supervision; policies, procedures, laws, and regulations governing law enforcement activities and detention facility operations; current penal, traffic, domestic violence, and criminal case laws; principles of civil rights and scope of law enforcement officer authority; procedures for processing and preserving crime scenes and evidence; interview and interrogation techniques; first aid procedures; local geography and referral agencies.

Ability to train staff in methods, procedures, regulations, and policies of law enforcement; supervise operations consistent with department policies and goals; supervise and evaluate the work of staff; work under the pressure of dangerous situations, deadlines, and emergencies; establish and maintain working relationships with all levels of County employees and members of the public encountered in law enforcement activities; analyze activities and methods; select alternatives, project the consequences of proposed actions, enforce laws, protect the public, and supervise detainees consistent with regulations and department policies and procedures; understand, interpret, and apply laws and regulations; communicate in writing on matters related to department operations.

Special Requirements: A valid Nevada State driver's license; be at least twenty-one (21) years old on date of appointment; be a U.S. citizen; no felony convictions and able to pass a background investigation; and certification in basic first aid and C.P.R. Must be able to meet stand-by requirements to respond for emergencies to assist Eureka County.

Physical/Mental Demands & Working Environment: *The physical/mental requirements described herein are repetitive of those that an employee must meet to perform the essential functions of this position successfully.*

Strength, stamina, and endurance to adjust to changes in shift assignments or to work well beyond an eight-hour shift; strength and stamina to sit for prolonged periods of time in a patrol vehicle and to enter and exit the vehicle quickly frequently. Strength, stamina, coordination, and balance to stand and walk for long periods, to walk and run on uneven surfaces, bend, reach, and conduct inspections, climb ladders, fences, and other obstacles and to run in pursuit of other individuals; strength, stamina, and coordination to physically restrain uncooperative and violent individuals.

Strength and coordination to drive vehicles in high speed pursuit without endangering others; strength to move the weight of an inert or resisting human body, and to carry equipment and supplies that occasionally involve lifting or moving more than 150 pounds; stamina to be able to maintain physical exertion under stress. Ability to remain alert in a confined space for extended periods; vision to discern details in low light; hearing to identify tone signals and perceive conversation and activities through obstacles; coordination, vision, and strength for the accurate use of firearms; coordination, vision, and dexterity for use of computer terminals; ability to deal emotionally with exposure to the consequences of acts of violence perpetrated against others.

Shift work with periodic changes. Frequently works alone in isolated areas and occasionally in confined spaces. Incumbents must be able to work outside in all types of weather conditions and move from indoor to outdoor environments. Incumbents are frequently subjected to the stress of dealing with detainees, persons under the influence of alcohol and drugs, emotional individuals, and resistive and combative persons. Incumbents may be personally subjected to the stress of exposure to dangerous persons and circumstances including dead, injured, and sick individuals and to individuals with communicable diseases. Position is exposed to the noise of firearms discharge often in close proximity.

This position description indicates, in general, the nature and levels of work, knowledge, skills, abilities, and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and applicants who Eureka County has offered employment are encouraged to discuss potential accommodations with the employer.

☐ **ANNUAL CONFIDENTIAL PACKET REVIEWED/UPDATED**

APPROVAL AND ACKNOWLEDGMENT OF RECEIPT

Designate Position Held: **Sergeant**

Department Head/Supervisor: _____ Date: _____
(Signature)

*Employee: _____ Date: _____
(Signature)

*Employee signature acknowledges understanding of the essential functions and requirements of this position. Employee also acknowledges receipt of this position description.

EUREKA
-COUNTY-

Sergeant

PHYSICAL REQUIREMENTS

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
☒	Standing 1 hour plus	☐	☐	☒	☐
☒	Sitting - 1 hour plus	☐	☐	☒	☐
☒	Moving about work area	☐	☐	☒	☐
☒	Bending forward	☐	☒	☐	☐
☒	Stoop position - 1 minute plus	☐	☒	☐	☐
☒	Climbing stairs - 1 floor	☐	☒	☐	☐
☒	Crawling - hands & knees	☐	☒	☐	☐
☒	Reaching overhead	☐	☒	☐	☐
☒	Lifting/Dragging strength	**# of pounds = 150 lbs**			
☒	Lifting	☐	☒	☐	☐
☒	Patient Lifting (150+ pounds)	☐	☒	☐	☐
☒	Lifting Overhead	☐	☒	☐	☐
☒	Moving carts, etc.	☐	☐	☒	☐
☒	Carry items	☐	☐	☒	☐
☒	Dexterity/Coordination	☐	☐	☐	☒
☒	Keyboard Operation	☐	☐	☐	☒
☒	Rapid-mental/hand/eye coord.	☐	☐	☐	☒
☒	Operation of motor vehicle	☐	☐	☒	☐
Speech, Vision & Hearing					
☒	Distinguish colors	Yes: ☒	No:		
☒	Distinguish shades	Yes: ☒	No:		
☒	Depth perception	Describe:			
☒	Ability to hear	Normal Speech Level: Ability to Communicate in English			
☐	Other Spec. Hearing Req.	Describe:			
Exposure - Environmental Factors					
☒	Heat	☐	☐	☒	☐
☒	Cold	☐	☐	☒	☐
☒	Humidity	☐	☒	☐	☐
☒	Wet Area/Slippery	☐	☒	☐	☐
☒	Noise	☐	☒	☐	☐
☒	Dust	☐	☒	☐	☐
☒	Smoke	☐	☒	☐	☐
☒	Vibration	☐	☒	☐	☐
☒	Chemical Solutions	☐	☒	☐	☐
☒	Uneven Area	☐	☒	☐	☐
☒	Ladder/Scaffold	☐	☒	☐	☐
☐	Ionization	☒	☐	☐	☐
☐	Radiation	☒	☐	☐	☐
☒	Body Fluids	☐	☒	☐	☐

EUREKA COUNTY – VACANCY JUSTIFICATION FORM

Department: Sheriff's Office
Division (if applicable):
Date Submitted: 11/19/2026
Department Head: Sheriff Miles Umina
Contact Person:

1. Type of Request

■ Fill existing vacant position
Create new position
☐ Reclassification (cost increase)
☐ Requested (FY Budgeted)

Position Title: Sergeant
Number of Vacancies: 1
FLSA Status: ☐ Exempt ☑ Non-Exempt Funding Source: ☑ General Fund ☐ Grant ☐ Other: ____

2. Reason for Request

There is a need for a Supervisor position in the Southern Command of Eureka

3. Consequences of Not Filling This Position

Currently there are no patrol Sergeants to oversee staff in the Southern part of Eureka

4. Workload & Demand

Workload has increased for Sheriff, Undersheriff, and Lieutenant. Line Staff need direct supervision from a Sgt.

5. Alternatives Considered

☐ Redistribution of duties
☐ Shared resources (with another department)
☐ Overtime
☐ LTE, casual, temporary or seasonal staffing
☐ Process improvements/automation (technology)
☐ Contracted services
☐ Other: _____

None of these alternatives would work.

6. History of the Position

Was this position originally created for a grant, project, or temporary purpose?

X No

☐ Yes – explain original purpose and why ongoing need exists:

7. Related Temporary or Project-Based Positions

Does your department currently have other positions (filled or vacant) that were originally created for a grant-funded, project-based, or temporary purpose, even if those positions are not part of this specific request?

X No

☐ Yes -If yes, please complete the following:

Position Title(s):

Original Purpose/Project or Grant Name:

Current Status or Project or Purpose:

☐ Ongoing

☐ Concluded

☐ Scheduled to conclude on: _____

8. Fiscal Impact

Must be completed by Comptroller
Annual salary range:
Estimated annual benefits cost:
Additional cost:
Is funding ongoing and sustainable? ☐ Yes ☐ No

9. Department Head Certification

I certify that this request reflects a current and ongoing operational need and that alternatives have been considered.

Signature: _____ Sheriff

Miles Umina

Date: 11/19/2026

HR / Comptroller / BOCC Use Only			
HR Review: _____			Date: 11/12/2026
Comptroller Review: _____			Date: _____
BOCC Decision:	☐ Approved	☐ Denied	☐ Deferred
Commissioner Review: _____			Date: _____
Comments:			

EUREKA COUNTY BOARD OF COMMISSIONERS

Rich McKay, Chairman ⌖ Marty Plaskett, Vice Chair ⌖ Mike Schoenwald, Member

PO Box 540, 10 South Main Street, Eureka, Nevada 89316

Phone: (775) 237-7211 ⌖ Fax: (775) 237-4610 ⌖ www.co.eureka.nv.us

December 1, 2026

Bureau of Land Management – Mount Lewis Field Office
Sam Ault, Field Manager
50 Bastian Road
Battle Mountain, NV 89820

Submitted via email

RE: Eureka County comments on Ruby Hill Lower Archimedes Plan of Operations (DOI-BLM-NV-B010-2027-0004-DNA)

Dear Mr. Ault:

Eureka County supports i-80 Gold in their efforts to permit and operate the Ruby Hill Mine Lower Archimedes Underground Project. We recognize the benefits that return to Eureka County and our citizens through mining when done right. We seek to be forward-looking and conscientious in balancing economic benefits with environmental and social soundness. Eureka County finds i-80 Gold to be responsive to environmental and economic concerns and we believe they will operate this Project responsibly.

We have reviewed the Plan or Operations (POO) and support the Proposed Action and associated committed environmental protection measures. We understand BLM plans to issue a Determination of NEPA Adequacy (DNA) when approving the POO, which we support. However, this support is grounded with understanding that Eureka County reviewed and provided extensive and substantive comments on prior NEPA processes related to Ruby Hill Mine, including as a formal cooperating agency. We do wish to highlight, for the record, our most recent comments related to Ruby Hill Mine on the March 2025 Ruby Hill Underground Mining and Transportation Project EA (DOI-BLM-NV-B010-2024-0013 -EA). Most of these previous comments are still relevant and applicable to the Plan of Operations. We are committed to continuing our engagement and partnership with i-80 Gold to address the issues we previously identified to find mutually beneficial solutions.

We must highlight our disappointment with BLM's complete lack of effort and failure to notify Eureka County of the comment period associated with the Lower Archimedes Plan or Operations. Furthermore, notice of the comment period is not available on BLM's online Press Release or Public Input and Actions webpages. BLM is well aware of Eureka County's keen interest in staying informed and engaged on all BLM activities and actions in or affecting Eureka County. Failure to properly engage with Eureka County in principled coordination and consultation results in unfortunate and unnecessary conflict. BLM missed the mark in meeting its obligations of coordination with Eureka County especially given our role as a cooperating agency in prior NEPA actions related to Ruby Hill, which BLM intends to tier to under a DNA. Both the letter and spirit of legal and proper engagement with Eureka County was missing. How are we to be considered partners with BLM with this lack of coordination and communication?

FLPMA (43 USC 1712(c)(9)) **requires** BLM to "provide for meaningful public involvement of State and local government officials, both elected and appointed, in the development of **land use programs**, land use regulations, and **land use decisions** for public lands, including early public notice of proposed decisions which may have a significant impact on non-Federal lands" (emphasis added). NEPA in its Congressional Declaration of National Environmental Policy (42 USC 4331) "declares that it is the continuing policy of the Federal Government, **in cooperation with State and local governments…**to **use all practicable means and measures**, including financial and technical assistance, in a manner calculated to foster and promote the general welfare, to create and maintain conditions under which man and nature can exist in productive harmony…" (emphasis added).

Additionally, the U.S. Department of the Interior Handbook of National Environmental Policy Act Implementing Procedures (516 DM 1) (and the interim Handbook existing between July 1, 2025 and February 24, 2026) provides clear policy and guidance regarding the cooperating agency relationship that was not met by BLM in this recent process. Even under a DNA, the guidance should be held. This guidance includes (with emphasis added)[1]:

> "The cooperating agency relationship is distinctive, moving beyond consultation to engage officials and staff of other agencies and levels of government in **working partnerships**. Cooperating agencies share skills and resources to help shape bureau environmental analyses that better reflect the policies, needs, and conditions of their jurisdictions or special expertise. The cooperating agency relationship provides a framework for intergovernmental efforts by:
>
> - Gaining early and consistent involvement of cooperating agency partners
> - Incorporating local knowledge of economic, social, and environmental conditions, as well as Federal, State, Tribal, and local land use requirements
> - Addressing intergovernmental issues
> - Avoiding duplication of effort
> - Enhancing local credibility of environmental impact statements
> - Encouraging cooperating agency support for decisions
> - **Building relationships of trust and cooperation**
> - Making better, more informed decisions
>
> In any Federal undertaking, harmonizing national, regional, and local governance entails coordination. Experience shows that there are three primary approaches that can lead to success when working across government boundaries. They are:
>
> 1) Federal, State, Tribal, and local partners need to recognize that the cooperating agency relationship is a forum for sharing information and expertise, not for asserting authority. Engaging in a cooperating agency relationship neither augments nor diminishes an entity's jurisdiction and authority. However, mutual respect for each agency's authority and jurisdiction is critical.
> 2) Bureau Responsible Officials should acknowledge that the cooperating agency relationship requires new ways of doing business. Engaging with government partners as cooperating agencies is a unique form of consultation. Cooperating agencies expect, and should be given, a significant role (commensurate with available time and knowledge) in shaping environmental analyses—instead of merely commenting on them.

[1] 516 DM 1 - U.S. Department of the Interior Handbook of National Environmental Policy Act Implementing Procedures pp. 50-52

3) All parties will find the cooperating agency relationship most productive when they emphasize **mutual, rather than individual, gains and seek solutions that meet others' needs as well as their own.**

Both lead agencies and cooperating agencies assume significant obligations in offering and accepting the cooperating agency relationship, meaning:

- As a lead agency, the bureau is expected to use the analyses and proposals of a cooperating agency to the maximum extent possible consistent with its responsibility.
- Cooperating agencies accept obligations to contribute staff to the environmental impact statement team, develop and review analyses for which they have particular expertise, and fund their own participation.

Working with other government officials through the cooperating agency relationship makes better outcomes more likely and can **establish a foundation for long-term cooperation that benefits all partners.**"

We are committed to a strong working relationship with BLM. However, this requires BLM to have the same commitment and a desire to engage in principled coordination and communication with the County.

We appreciate the opportunity to comment on the POO and again express our support of the project and look forward to working with i-80 Gold on a final project that magnifies all positive impacts while ameliorating, to the maximum extent possible, any adverse impacts.

Sincerely,

Rich McKay, Chairman
Eureka County Board of Commissioners

cc: Eureka County NRAC
i-80 Gold

NEVADA DIVISION OF
ENVIRONMENTAL PROTECTION

A division of the
Nevada Department of Conservation & Natural Resources

STATE OF NEVADA
Joe Lombardo, *Governor*
Vinson Guthreau, *Director*
Jennifer L. Carr, *Administrator*

901 S. Stewart Street, Suite 4001
Carson City, Nevada 89701
p: 775-687-4670 f: 775-687-5856
ndep.nv.gov

RECEIVED
NOV 16 2026
EUREKA COUNTY COMMISSIONERS

October 29, 2026

Rich McKay, Chairman
Eureka Board of County Commissioners
Post Office Box 540
Eureka County, NV 89316
rmckay@eurekacountynv.gov

Re: Draft Permit – NS2027500, Greenlink North Transmission Project, Yerington - Ely, Nevada

Honorable Chairman:

The Nevada Division of Environmental Protection has completed development of a draft permit for a new project, Permit # NS2027500 for discharges proposed and described in the submitted applications for the **Greenlink North Transmission** project crossing Lyon, Churchill, Lander, Eureka and White Pine Counties, Nevada. The proposed permit will be effective for a period of five (5) years.

Enclosed, for your use, are copies of the public Notice of Proposed Action (NoPA) and the Fact Sheet. This public notice, along with copies of the draft permit and Fact Sheet was posted on the NDEP website on **October 29, 2026,** which can be found at the following link: **https://ndep.nv.gov/posts**.

Comments on the proposed actions or a request for a public hearing may be submitted to this office for a period of thirty (30) days following the date of publication of the NoPA. The deadline in this office for receipt of all comments pertaining to this public notice shall be **November 30, 2026,** at **5:00 P.M.** Should we find that a significant degree of public interest exists with respect to the proposed permit issuance, a public hearing may be held. If no hearing is held, we would expect to issue the permit containing the final determinations of the Administrator shortly after the expiration of the thirty (30) day comment period.

Please advise this office prior to **November 30, 2026,** if the Permittee has not complied with all local ordinances that govern this facility.

If you have any questions regarding the enclosed documents or the permitting process, please contact me at (775) 687-9427 or apark@ndep.nv.gov.

Sincerely,

Aaron Park
Staff Engineer
Bureau of Water Pollution Control

Enclosures: NS2027500 Notice of Proposed Action (e-copy)
NS2027500 Fact Sheet (e-copy)
ECC: Ben Kahue P.E., Permits Branch Supervisor
BWPC Front Desk Administrative Assistant (w/enclosures)

NEVADA DIVISION OF
ENVIRONMENTAL PROTECTION

A division of the
Nevada Department of Conservation & Natural Resources

STATE OF NEVADA
Joe Lombardo, *Governor*
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Jennifer L. Carr, *Administrator*

901 S. Stewart Street, Suite 4001
Carson City, Nevada 89701
p: 775-687-4670 f: 775-687-5856
ndep.nv.gov

NOTICE OF PROPOSED ACTION

The Administrator, Division of Environmental Protection, Carson City, Nevada is issuing the following notice of proposed action under the Nevada Revised Statutes and/or the Clean Water Act, where applicable. The Administrator has received an application for a Groundwater Discharge, permit number NS2027500 from the following applicant:

NV ENERGY
6226 WEST SAHARA AVE
LAS VEGAS, NV - 89146

Permit NS2027500, GREENLINK NORTH TRANSMISSION PROJECT:
The Applicant, NV Energy (NVE), has applied for a new individual working in waterways permit for the "Greenlink North" project. The project consists of approximately 235 miles of new transmission lines including a 525- kilovolt (kV), a 345-kV, and a 230-kV transmission line within a 200-foot-wide right-of-way (ROW). The project comprises approximately 1074 transmission structures, including a combination of structure types including steel pole H-frames (tubular), steel monopoles (single pole), guyed steel lattice, and self-supporting steel lattice structures, as determined by existing terrain. The project corridor is located between the Walker River Substation (western terminus), the new mid-line Lander Substation, and the Robinson Summit Substation (eastern terminus) on public land managed by the Bureau of Land Management the Department of Defense, the Forest Service, and Nevada state lands within Lyon, Churchill, Lander, Eureka and White Pine Counties. The applicant is proposing to operate heavy equipment (rolling stock) within waters of the State as defined in NRS 445A.415, including ephemeral washes for the construction of this project. Best Management Practices (BMPs) shall be utilized to prevent erosion and degradation of waters of the State. No discharges to waters of the State and/or waters of the United States are anticipated.

On the basis of preliminary review of the requirements of the Nevada Revised Statutes, as amended, and implementing regulations, the Administrator proposes to issue Permit NS2027500 to discharge for a five (5) year period, subject to certain effluent limitations.

Persons wishing to comment upon or object to the proposed determinations by the Administrator regarding permit issuance should submit their comments or request, in writing, hand delivered or postmarked no later than 5:00 P.M. on 11/30/2026 , either in person or by mail to:

Department of Conservation and Natural Resources
Division of Environmental Protection
Bureau of Water Pollution Control
901 South Stewart Street, Suite 4001
Carson City, NV 89701

The request must be filed within the comment period and must indicate the interest of the person filing the request and the reasons why a hearing is warranted. All comments or objections received within the thirty (30) day period will be considered in the formulation of final determination(s) regarding the application. If written comments indicate a significant degree of public interest in the proposed permit, the Administrator shall hold a public hearing. A public notice of such hearing will be issued not less than thirty (30) days prior to the hearing date.

If no hearing is held and the determinations of the Administrator are substantially changed from the tentative determinations, the Administrator will give public notice of the revised determinations.

Additional comments and objections will be considered at that time.

A public hearing on the proposed determination can be requested by the applicant, any affected State, any affected interstate agency, the Regional Administrator of EPA Region IX or any interested agency, person or group of persons. The request must be filed within the comment period and must indicate the interest of the person filing the request and the reasons why a hearing is warranted. Any public hearing determined by the Administrator to be held must be conducted in the geographical area of the proposed discharge or any other area the Administrator determined to be appropriate. All public hearings must be conducted in accordance with NAC 445A.238.

The applications, proposed permits, comments received, and other information are on file and may be copied or copies may be obtained by writing to the above address or by contacting Aaron Park, Bureau of Water Pollution Control, at (775) 687-9427 or at apark@ndep.nv.gov. The office facsimile number is (775) 687-4684. For further information, the fact sheet for this project can be viewed at the following website: https://ndep.nv.gov/posts/category/water.

Please bring the forgoing notice to the attention of all persons whom you know would be interested in this matter.

NEVADA DIVISION OF
ENVIRONMENTAL PROTECTION
A division of the
Nevada Department of Conservation & Natural Resources

STATE OF NEVADA
Joe Lombardo, *Governor*
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901 S. Stewart Street, Suite 4001
Carson City, Nevada 89701
p: 775-687-4670 f: 775-687-5856
ndep.nv.gov

FACTSHEET
(pursuant to NAC 445A.236)

Permittee Name: NV ENERGY

6226 WEST SAHARA AVE
LAS VEGAS, NV 89146

Permit Number: NS2027500

Permit Type: GROUNDWATER DISCHARGE

Designation: GROUNDWATER

New/Existing: NEW

Location: GREENLINK NORTH TRANSMISSION PROJECT, OTHER
THE PROJECT CORRIDOR IS ALIGNED EAST-WEST AND PASSES THROUGH LYON, CHURCHILL, LANDER, EUREKA, AND WHITE PINE COUNTIES, YERINGTON - ELY, NV 89447
LATITUDE: 39.13243540, LONGITUDE: -119.141110
TOWNSHIP: 15N, RANGE: 25E, SECTION: 25

Outfall / Well Num	Outfall / Well Name	Location Type	Well Log Num	Latitude	Longitude	Receiving Water
001	LYON	External Outfall		39.134359	-119.137236	GROUNDWATER
002	CHURCHILL	External Outfall		39.269548	-118.364824	GROUNDWATER
003	LANDER	External Outfall		39.528292	-117.106578	GROUNDWATER
004	EUREKA	External Outfall		39.542566	-115.976162	GROUNDWATER
005	WHITE PINE	External Outfall		39.246399	-114.904138	GROUNDWATER

Permit History/Description of Proposed Action

This is a new permit. The Permittee, NV Energy (NVE), has applied for a new individual Working in Waterways permit for the "Greenlink North" project. The project will comprised of approximately 235 miles of new transmission lines including a 525- kilovolt (kV), a 345-kV, and a 230-kV transmission line within the project corridor. The project corridor is located on public land managed by the Bureau of Land Management, the Department of Defense, the Forest Service, and Nevada state lands between the Walker River Substation (western terminus), the new mid-line Lander Substation, and the Robinson Summit Substation (eastern terminus) in Lyon, Churchill, Lander, Eureka, and White Pine Counties. The Walker River Substation is located approximately 10 miles north of Yerington, the Robinson Summit Substation is located approximately 17 miles west-northwest of Ely and the new mid-line Lander Substation is located approximately 3 miles north-northwest of the intersection of US Highway 50 and State Highway 305. Construction would include operation of heavy equipment (rolling stock) within waters of the State as defined by Nevada Revised Statute (NRS) 445A.415 including ephemeral washes.

Facility Overview

NVE is constructing a 525 kV transmission line, which will be part of the Greenlink North project. The project consists of approximately 235 miles of new transmission lines including a 525- kilovolt (kV), a 345-kV, and a 230-kV transmission line within a 200-foot-wide right-of-way (ROW). The project comprises approximately 1074 transmission structures, including a combination of structure types including steel pole H-frames (tubular), steel monopoles (single pole), guyed steel lattice, and self-supporting steel lattice structures, as determined by existing terrain. The project corridor is located between the Walker River Substation (western terminus), the new mid-line Lander Substation, and the Robinson Summit Substation (eastern terminus). The applicant is proposing to operate heavy equipment (rolling stock) within waters of the State as defined in NRS 445A.415, including ephemeral washes for the construction of this project. Best Management Practices (BMPs) shall be utilized to prevent erosion and degradation of waters of the State. No discharges to waters of the State and/or waters of the United States are anticipated.

Outfall Summary
Outfall 001 (LYON) this external outfall is the permitted working in waters areas along the project corridor within Lyon County that meet the definition of "Waters of the State" at NRS 445A.415.

Outfall 002 (CHURCHILL) this external outfall is the permitted working in waters areas along the project corridor within Churchill County that meet the definition of "Waters of the State" at NRS 445A.415.

Outfall 003 (LANDER) this external outfall is the permitted working in waters areas along the project corridor within Lander County that meet the definition of "Waters of the State" at NRS 445A.415.

Outfall 004 (EUREKA) this external outfall is the permitted working in waters areas along the project corridor within Eureka County that meet the definition of "Waters of the State" at NRS 445A.415.

Outfall 001 (WHITE PINE) this external outfall is the permitted working in waters areas along the project corridor within White Pine County that meet the definition of "Waters of the State" at NRS 445A.415.

Effluent Characterization
No discharge of effluent is planned, this permit authorizes operating heavy equipment (rolling stock) within waters of the State.

Pollutants of Concern
Pollutants of concern are any pollutant, or parameters, that are believed to be present in the discharge and could affect or alter the physical, chemical, or biological, conditions of the receiving water. Pollutants of concern include:

Total Petroleum Hydrocarbons (TPH) - potential accidental TPH discharge from equipment operating in and around the channels.
Turbidity - construction activities are potential turbidity plume events.
Monitoring and sampling is required to ensure protection of waters.

Receiving Water
The receiving water is groundwater of the State via percolation through any waters of the State (NRS 445A.415) encountered along the project corridor.

Compliance History
This is a new permit.

Proposed Effluent Limitations
The discharge shall be limited and monitored by the Permitee as specified below:

NS OTHER - Discharge Limitations Table for Sample Location 001 (Lyon Working In Waters) To Be Reported Quarterly[5][6][7]

Discharge Limitations				Monitoring Requirements			
Parameter	**Base**	**Quantity**	**Concentration**	**Monitoring Loc**	**Sample Loc**	**Measurement Frequency**	**Sample Type**
Area inspection visual	Value	M&R Pass=0 Fail=1 (pass/fail)		See Footnote[1]	001	Daily	VISUAL
Hydrocarbons, total petroleum	Daily Maximum		<= 1.0 Milliliters per Liter (mL/L)	See Footnote[2]	001	Instantaneous	DISCRT
Turbidity	Daily Maximum		<= 50 Nephelometric Turbidity Units (NTU)	See Footnote[3]	001	Instantaneous[4]	GRAB

Notes (NS OTHER - Discharge Limitations Table):

1. Observe and report the condition of BMPs. If functioning properly, report "0". If malfunctioning or not installed report "1". Please see Special Approvals / Conditions Table item #10.
2. Sample the affected water in the event of a visible sheen, or equipment leak within 100 feet of the active project work areas, resulting in a spill in or near the waterway. Report to NDEP immediately. This limit applies to each spill event.
3. If a visible turbidity plume is generated work shall cease immediately, and grab samples shall be taken from the center of the plume at a location that is 200 feet downstream, and a location that is 100 feet upstream of the work area. The turbidity must be measured with a calibrated field meter and the net increase shall be calculated as the value at 200 feet downstream minus the value at 100 feet upstream. The width and depth of the plume must be estimated at that time and recorded. BMPs must be reevaluated to stabilize the situation prior to resuming work. This limit is to be applied to the net increase in turbidity.
4. Visually monitor turbidity continuously when active work is occurring in a channel with water. If a visual sediment plume occurs that originates from the work area, sample at the outfall using a handheld turbidimeter or other field instrument: record all values in a water quality logbook, and report maximum daily values for each outfall.
5. If no discharge occurs, please use no data indicator (NODI) code "C" when reporting to NetDMR.
6. In the event of turbidity plume or TPH discharge identify water of the State location by NDOT mile marker or Latitude /Longitude in decimal degrees or on attached Figure 1. In the event of discharges occurring at separate waters of the State including ephemeral wash crossings during the same quarter identify each discharge at each water of the State and upload the report to NetDMR as an attachment.
7. This outfall is representative of all waters of the State within Lyon County. Report any discharges in waters of the State in Lyon County as Outfall 001.

NS OTHER - Discharge Limitations Table for Sample Location 002 (Churchill Working In Waters) To Be Reported Quarterly[5][6][7]

Discharge Limitations				Monitoring Requirements			
Parameter	**Base**	**Quantity**	**Concentration**	**Monitoring Loc**	**Sample Loc**	**Measurement Frequency**	**Sample Type**
Area inspection visual	Value	M&R Pass=0 Fail=1 (pass/fail)		See Footnote[1]	002	Daily	VISUAL
Hydrocarbons, total petroleum	Daily Maximum		<= 1.0 Milliliters per Liter (mL/L)	See Footnote[2]	002	Instantaneous	DISCRT
Turbidity	Daily Maximum		<= 50 Nephelometric Turbidity Units (NTU)	See Footnote[3]	002	Instantaneous[4]	GRAB

Notes (NS OTHER - Discharge Limitations Table):

1. Observe and report the condition of BMPs. If functioning properly, report "0". If malfunctioning or not installed report "1". Please see Special Approvals / Conditions Table item #10.
2. Sample the affected water in the event of a visible sheen, or equipment leak within 100 feet of the active project work areas, resulting in a spill in or near the waterway. Report to NDEP immediately. This limit applies to each spill event.
3. If a visible turbidity plume is generated work shall cease immediately, and grab samples shall be taken from the center of the plume at a location that is 200 feet downstream, and a location that is 100 feet upstream of the work area. The turbidity must be measured with a calibrated field meter and the net increase shall be calculated as the value at 200 feet downstream minus the value at 100 feet upstream. The width and depth of the plume must be estimated at that time and recorded. BMPs must be reevaluated to stabilize the situation prior to resuming work. This limit is to be applied to the net increase in turbidity.
4. Visually monitor turbidity continuously when active work is occurring in a channel with water. If a visual sediment plume occurs that originates from the work area, sample at the outfall using a handheld turbidimeter or other field instrument: record all values in a water quality logbook, and report maximum daily values for each outfall.
5. If no discharge occurs, please use no data indicator (NODI) code "C" when reporting to NetDMR.
6. In the event of turbidity plume or TPH discharge identify water of the State location by NDOT mile marker or Latitude /Longitude in decimal degrees or on attached Figure 1. In the event of discharges occurring at separate waters of the State including ephemeral wash crossings during the same quarter identify each discharge at each water of the State and upload the report to NetDMR as an attachment
7. This outfall is representative of all waters of the State within Churchill County. Report any discharges in waters of the State in Churchill County as Outfall 002.

NS OTHER - Discharge Limitations Table for Sample Location 003 (Lander Working In Waters) To Be Reported Quarterly[5][6][7]

Discharge Limitations				Monitoring Requirements			
Parameter	**Base**	**Quantity**	**Concentration**	**Monitoring Loc**	**Sample Loc**	**Measurement Frequency**	**Sample Type**
Area inspection visual	Value	M&R Pass=0 Fail=1 (pass/fail)		See Footnote[1]	003	Instantaneous	VISUAL
Hydrocarbons, total petroleum	Daily Maximum		<= 1.0 Milliliters per Liter (mL/L)	See Footnote[2]	003	Instantaneous	DISCRT
Turbidity	Daily Maximum		<= 50 Nephelometric Turbidity Units (NTU)	See Footnote[3]	003	Instantaneous[4]	GRAB

Notes (NS OTHER - Discharge Limitations Table):

1. Observe and report the condition of BMPs. If functioning properly, report "0". If malfunctioning or not installed report "1". Please see Special Approvals / Conditions Table item #10.
2. Sample the affected water in the event of a visible sheen, or equipment leak within 100 feet of the active project work areas, resulting in a spill in or near the waterway. Report to NDEP immediately. This limit applies to each spill event.
3. If a visible turbidity plume is generated work shall cease immediately, and grab samples shall be taken from the center of the plume at a location that is 200 feet downstream, and a location that is 100 feet upstream of the work area. The turbidity must be measured with a calibrated field meter and the net increase shall be calculated as the value at 200 feet downstream minus the value at 100 feet upstream. The width and depth of the plume must be estimated at that time and recorded. BMPs must be reevaluated to stabilize the situation prior to resuming work. This limit is to be applied to the net increase in turbidity.
4. Visually monitor turbidity continuously when active work is occurring in a channel with water. If a visual sediment plume occurs that originates from the work area, sample at the outfall using a handheld turbidimeter or other field instrument: record all values in a water quality logbook, and report maximum daily values for each outfall.
5. If no discharge occurs, please use no data indicator (NODI) code "C" when reporting to NetDMR.
6. In the event of turbidity plume or TPH discharge identify water of the State location by NDOT mile marker or Latitude /Longitude in decimal degrees or on attached Figure 1. In the event of discharges occurring at separate waters of the State including ephemeral wash crossings during the same quarter identify each discharge at each water of the State and upload the report to NetDMR as an attachment
7. This outfall is representative of all waters of the State within Lander County. Report any discharges in waters of the State in Lander County as Outfall 003.

NS OTHER - Discharge Limitations Table for Sample Location 004 (Eureka Working In Waters) To Be Reported Quarterly[5][6][7]

Discharge Limitations				Monitoring Requirements			
Parameter	**Base**	**Quantity**	**Concentration**	**Monitoring Loc**	**Sample Loc**	**Measurement Frequency**	**Sample Type**
Area inspection visual	Value	M&R Pass=0 Fail=1 (pass/fail)		See Footnote[1]	004	Daily	VISUAL
Hydrocarbons, total petroleum	Daily Maximum		<= 1.0 Milliliters per Liter (mL/L)	See Footnote[2]	004	Instantaneous	DISCRT
Turbidity	Daily Maximum		<= 50 Nephelometric Turbidity Units (NTU)	See Footnote[3]	004	Instantaneous[4]	GRAB

Notes (NS OTHER - Discharge Limitations Table):

1. Observe and report the condition of BMPs. If functioning properly, report "0". If malfunctioning or not installed report "1". Please see Special Approvals / Conditions Table item #10.
2. Sample the affected water in the event of a visible sheen, or equipment leak within 100 feet of the active project work areas, resulting in a spill in or near the waterway. Report to NDEP immediately. This limit applies to each spill event.
3. If a visible turbidity plume is generated work shall cease immediately, and grab samples shall be taken from the center of the plume at a location that is 200 feet downstream, and a location that is 100 feet upstream of the work area. The turbidity must be measured with a calibrated field meter and the net increase shall be calculated as the value at 200 feet downstream minus the value at 100 feet upstream. The width and depth of the plume must be estimated at that time and recorded. BMPs must be reevaluated to stabilize the situation prior to resuming work. This limit is to be applied to the net increase in turbidity.
4. Visually monitor turbidity continuously when active work is occurring in a channel with water. If a visual sediment plume occurs that originates from the work area, sample at the outfall using a handheld turbidimeter or other field instrument: record all values in a water quality logbook, and report maximum daily values for each outfall.
5. If no discharge occurs, please use no data indicator (NODI) code "C" when reporting to NetDMR.
6. In the event of turbidity plume or TPH discharge identify water of the State location by NDOT mile marker or Latitude /Longitude in decimal degrees or on attached Figure 1. In the event of discharges occurring at separate waters of the State including ephemeral wash crossings during the same quarter identify each discharge at each water of the State and upload the report to NetDMR as an attachment
7. This outfall is representative of all waters of the State within Eureka County. Report any discharges in waters of the State in Eureka County as Outfall 004.

NS OTHER - Discharge Limitations Table for Sample Location 005 (White Pine Working In Waters) To Be Reported Quarterly[5][6][7]

Discharge Limitations				Monitoring Requirements			
Parameter	**Base**	**Quantity**	**Concentration**	**Monitoring Loc**	**Sample Loc**	**Measurement Frequency**	**Sample Type**
Area inspection visual	Value	M&R Pass=0 Fail=1 (pass/fail)		See Footnote[1]	005	Daily	VISUAL
Hydrocarbons, total petroleum	Daily Maximum		<= 1.0 Milliliters per Liter (mL/L)	See Footnote[2]	005	Instantaneous	DISCRT
Turbidity	Daily Maximum		<= 50 Nephelometric Turbidity Units (NTU)	See Footnote[3]	005	Instantaneous[4]	GRAB

Notes (NS OTHER - Discharge Limitations Table):

1. Observe and report the condition of BMPs. If functioning properly, report "0". If malfunctioning or not installed report "1". Please see Special Approvals / Conditions Table item #10.
2. Sample the affected water in the event of a visible sheen, or equipment leak within 100 feet of the active project work areas, resulting in a spill in or near the waterway. Report to NDEP immediately. This limit applies to each spill event.
3. If a visible turbidity plume is generated work shall cease immediately, and grab samples shall be taken from the center of the plume at a location that is 200 feet downstream, and a location that is 100 feet upstream of the work area. The turbidity must be measured with a calibrated field meter and the net increase shall be calculated as the value at 200 feet downstream minus the value at 100 feet upstream. The width and depth of the plume must be estimated at that time and recorded. BMPs must be reevaluated to stabilize the situation prior to resuming work. This limit is to be applied to the net increase in turbidity.
4. Visually monitor turbidity continuously when active work is occurring in a channel with water. If a visual sediment plume occurs that originates from the work area, sample at the outfall using a handheld turbidimeter or other field instrument: record all values in a water quality logbook, and report maximum daily values for each outfall.
5. If no discharge occurs, please use no data indicator (NODI) code "C" when reporting to NetDMR.
6. In the event of turbidity plume or TPH discharge identify water of the State location by NDOT mile marker or Latitude /Longitude in decimal degrees or on attached Figure 1. In the event of discharges occurring at separate waters of the State including ephemeral wash crossings during the same quarter identify each discharge at each water of the State and upload the report to NetDMR as an attachment
7. This outfall is representative of all waters of the State within White Pine County. Report any discharges in waters of the State in White Pine County as Outfall 005.

Summary of Changes From Previous Permit
Not applicable, this is a new permit.

Technology Based Effluent Limitations
Technology based effluent limitations are not applicable to this permit.

Water Quality Based Effluent Limitations
Water quality based effluent limitations are not applicable to this permit.

Proposed Water Quality Based Effluent Limits (monthly/weekly/daily)
Water quality based effluent limitations are not applicable to this permit.

Basis for Effluent Limitations
The Division has established the monitoring requirements in above tables to ensure that waters of the State are not degraded as a result of project activities. Quarterly reporting is adequate based on the nature of the proposed work and local atmospheric conditions (arid).

The 50 NTU value is consistent with the limitations for turbidity established in temporary discharge permits issued by the Division that authorize the operation of heavy equipment and work in waters of the State. TPH are required to be under the Bureau of Corrective Actions action level of 1.0 mg/L in any discharges to the

groundwater. TPH are limited to 1.0 mg/L per the State action level for remediation projects and thereforewill be sampled for in the event of a spill.

Permit requirements are included to ensure protection of human health and waters of the State. Daily visual inspection of equipment and BMPs is required so the Permittee can identify and correct potential pollution before discharge to a water of the State and for the protection of the environment.

Anti-backsliding
Not applicable, this is a new permit.

Antidegradation
The Division has developed an antidegradation regulation that is applied on a statewide basis, and which meets the statutory requirements of Nevada's water pollution control law found at Nevada Revised Statute (NRS) 445A.520 and NRS 445A.565 and is consistent with the federal antidegradation policy found at Title 40 in the Code of Federal Regulations (CFR) § 131.12. The objective of the Division's antidegradation regulation is to prevent degradation of Nevada's surface waters and maintain the unique attributes and special characteristics and water quality associated with high quality waters.

As this permit is for discharges to groundwater, and not surface water, the new antidegradation rule is not applicable.

Special Conditions
The Special Conditions listed below are to protect the waters where work will be performed onsite and downstream.

SA – Special Approvals / Conditions Table

Item #	Description
1	Spill containment equipment shall be readily available for use as needed.
2	All equipment shall be inspected for leaks daily prior to use and periodically throughout the day.
3	The Permittee bears the responsibility to ensure that the requirements of this permit are fully satisfied.
4	All equipment fueling and storage of fuels shall be located off site and at least 100 feet away from any water of the State (NRS 445A.415).
5	All heavy equipment to be used in the work area must be steam cleaned at least once before work in any water of the State (NRS 445A.415) commences.
6	No work or stockpiling will be done with an approaching storm or during a precipitation event. BMP's will be in place prior to a storm event.
7	Presumption of Possession and Compliance: Copies of this permit and any subsequent modifications shall be maintained at the permitted project site at all times.
8	Sample the affected water in the event of a visible sheen, or equipment leak within 100 feet of the active project work areas, resulting in a spill in or near the waterway. Report to NDEP immediately.
9	Best Management Practices (BMPs) shall be applied and precautions shall be taken to prevent and control releases of debris, sediment, any transport of sediments, and to prevent and control turbidity in the waterbody during construction activities.
10	Other BMPs may include but are not limited to construction fences, track out devices, vegetation protection, and other BMPs as consistent with applicable BMP manuals and handbooks. If at any time the current BMPs are not effective, consultation with the Division is required prior to work resuming.
11	The Permittee is solely responsible for determining whether construction activities authorized under this Permit are occurring within a "water of the State," as defined in NRS 445A.415. The Permittee shall evaluate site conditions and identify the limits of waters of the State prior to and throughout construction activities and shall ensure that appropriate BMPs are properly selected, installed, maintained, and implemented to protect the integrity of all waters of the State.
	If a visible turbidity plume is generated work shall cease immediately, and grab samples shall be taken

Item #	Description
12	from the center of the plume at a location that is 200 feet downstream, and a location that is 100 feet upstream of the work area. The turbidity must be measured with a calibrated field meter, following the regulation by ISO 7027:2:2019 and follow specific criteria listed by the USEPA 180:2 method and 2130 B standard method. The net increase shall be calculated as the value at 200 feet downstream minus the value at 100 feet upstream. The width and depth of the plume must be estimated at that time and recorded. BMPs must be reevaluated to stabilize the situation prior to resuming work.
13	Section C.2. of the permit is not applicable, the Permittee shall operate in accordance with a standalone BMP Plan.
14	Section B of the permit is not applicable.

Discharges From Future Outfalls/ Planned Facility Changes
Not applicable.

Corrective Action Sites
There are two (2) Bureau of Corrective Actions (BCA) remediation sites within a one mile radius of the project corridor. The BCA remediation sites within a one-mile radius of the facility include 6-000197 (gasoline), and C-000112 (diesel). Activities authorized by this permit are not expected to impact the offsite BCA remediation sites.

Wellhead Protection Program
The outfalls are not located within a Wellhead Protection Area, which represents an approximate 10-year capture zone of a well, or within a Drinking Water Protection Area, which is defined by a 3,000-foot radius around a PWS well.

Schedule of Compliance:

SOC – Schedule of Compliance Table

Item #	Description	Due Date
1	The Permittee shall submit two (2) copies (one (1) electronic and one (1) hard copy) of a Best Management Practices (BMP) plan for review and approval by the Division. The plan shall be prepared by a Nevada registered Professional Engineer or Certified Environmental Manager. The BMP must be approved by the Division prior to the commencement of any construction activities.	3/1/2027

Deliverable Schedule:

DLV– Deliverable Schedule for Reports, Plans, and Other Submittals

Item #	Description	Interval	First Scheduled Due Date
1	Quarterly DMRs	Quarterly	4/28/2027

Procedures for Public Comment:

The Notice of the Division's intent to issue a permit authorizing the facility to discharge to groundwater of the State of Nevada subject to the conditions contained within the permit, is being mailed to interested persons on our mailing list and will be posted on our website at https://ndep.nv.gov/posts. Anyone wishing to comment on the proposed permit can do so in writing until 5:00 P.M. **11/30/2026,** a period of 30 days following the date of the public notice. The comment period can be extended at the discretion of the Administrator.

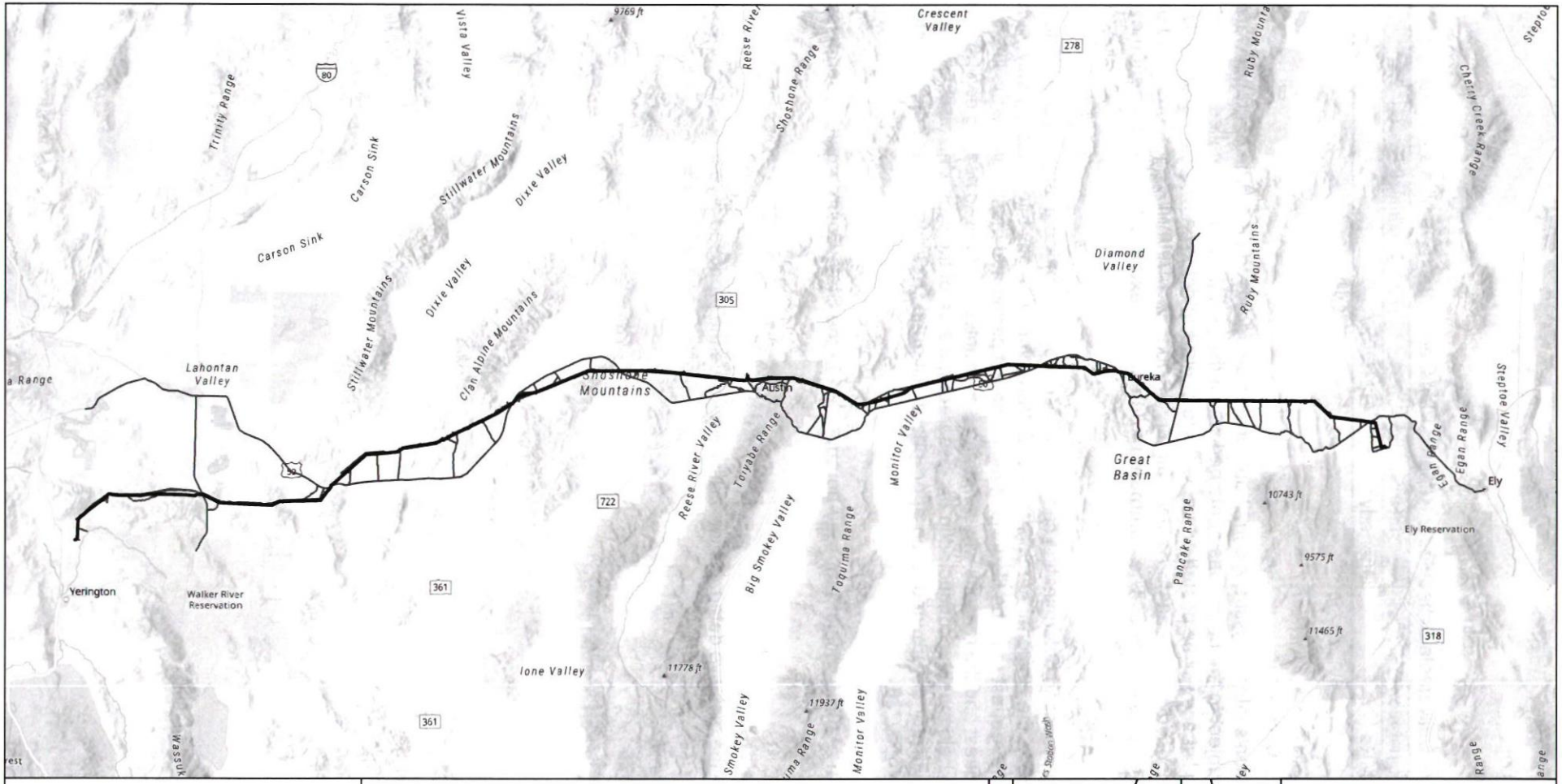
A public hearing on the proposed determination can be requested by the applicant, any affected State, any affected interstate agency, the Regional Administrator of EPA Region IX or any interested agency, person or group of persons. The request must be filed within the comment period and must indicate the interest of the person filing the request and the reasons why a hearing is warranted. Any public hearing determined by the Administrator to be held must be conducted in the geographical area of the proposed discharge or any other area the Administrator determined to be appropriate. All public hearings must be conducted in accordance with NAC 445A.238.

The final determination of the Administrator may be appealed to the State Environmental Commission pursuant to NRS 445A.605.

Proposed Determination:

The Division has made the tentative determination to issue/re-issue the proposed 5-year permit.

Prepared by: **Aaron Park**
Date: **10/28/2026**
Title: **Staff II, Associate Engineer**


Trinity Range
Carson Sink
Stillwater Mountains
Dixie Valley
Clan Alpine Mountains
Shoshone Mountains
Reese River Valley
Toiyabe Range
Big Smokey Valley
Toquima Range
Monitor Valley
Smokey Valley
Lahontan Valley
Yerington
Walker River Reservation
Austin
Eureka
Great Basin
Diamond Valley
Ruby Mountains
Pancake Range
Egan Range
Ely
Ely Reservation
Crescent Valley
Shoshone Range
Cherry Creek Range
Steptoe Valley
Lone Valley
9769 ft
10743 ft
9575 ft
11465 ft
11778 ft
11937 ft
80
278
305
50
722
361
318
0 15 30
Miles
1 inch = 15.78 Miles
Date: 1/12/2026
Project Area
Right of Way
Access Roads
Churchill
Lander
Eureka
White Pine
Lyon
Mineral
Nye
Lincoln
GREENLINK NORTH NEVADA TRANSMISSION LINE PROJECT
Figure 1
Topographic/Vicinity Map
NVEnergy

An official website of the United States government Here's how you know

Rangeland management proposed grazing rule

On Nov. 10, 2026, U.S. Secretary of Agriculture Brooke L. Rollins and U.S. Department of the Interior Doug Burgum announced a proposed rule to expand access to grazing allotments for American ranchers.

The rule proposed to update grazing permit issuance, eligibility and qualifications, and revises grazing fee provisions to ensure consistent fee-setting across national forests and grasslands in 16 contiguous Westerns states.

Doing so would provide a more seamless practice for America's ranchers and benefit rural communities by supporting small and large ranching operations and create local jobs.

“Our interagency work supports hard-working ranchers, the backbone of this country’s history and a vital engine that drives economic vitality in rural communities, while putting healthy protein on American tables,” said Secretary Rollins. “America’s ranchers are tough professionals who care for the land and are proud of their tradition of stewardship that strengthens the fabric of this nation. Through every season, they uphold the legacy the feeds America and keeps our rangelands thriving for generations.”

Forest Service grazing regulations have not changed since a comprehensive revision in 1977. The agency has made more recent updates to internal guidance, but there is a need to better organize the federal regulation about grazing and livestock use on National Forest System lands. This effort is coordinated between the Forest Service and Bureau of Land Management, to improve consistency for operations who graze across both types of federal lands.

The rule will also advance the Administration’s October 2025 USDA Plan to Fortify the American Beef Industry, the USDA-DOI memorandum on advancing grazing on Forest Service and Bureau of Land Management lands, and subsequent grazing policy direction issued by Secretary Rollins and Under Secretary for Natural Resources and Environment Michael Boren.

How can we improve this site?

More than 20,000 ranchers and farmers across 28 states graze livestock on federal lands. The Forest Service and the Bureau of Land Management are responsible for 240 million acres of federal rangelands. The two agencies together administer more than 23,000 permits and leases held by ranchers who graze their livestock on approximately 29,000 allotments.

About 10% of grazing allotments, or roughly 24 million acres, are not under a current permit but are targeted as opportunities to allow more grazing on federal lands. The Forest Service collects an average of $6 million annually in grazing fees.

Livestock grazing on national forests and grasslands contributes about 14,200 jobs and $645 million to the nation's gross domestic product annually, supporting agriculture-related sectors and private operations. Across Western rangelands, livestock grazing on Bureau of Land Management lands generates $2.7 billion in total economic output, supporting 35,000 jobs and $700 million in total labor income.

Public comment period open

The 30-day comment period for the proposed rule ends at midnight Dec. 14, 2026. The following links point to information that could be helpful to you in reviewing the document and commenting:

- On Nov. 12, the Federal Register published the proposed rule.
- Visit the Regulations.gov portal to read the proposed rule and provide substantive comments.
- Make your comments count by learning how to participate in the federal rulemaking process.
- Federally recognized tribes and members may engage in ongoing tribal consultation (PDF, 109 KB), which remains open for federally recognized tribes and members.

Rangeland Management

Apply for Grazing Permits

Grazing Reports

Permitted Livestock Grazing

Proposed Grazing Rule

DEPARTMENT OF AGRICULTURE

Forest Service

36 CFR Part 222

RIN 0596–AD75

Rangeland Management

AGENCY: Forest Service, Agriculture (USDA).

ACTION: Proposed rule; request for public comment.

SUMMARY: The U.S. Department of Agriculture (USDA or Department) proposes to amend the regulations governing grazing and livestock use on the National Forest System to modernize grazing administration, improve clarity, codify existing policy, and expand opportunities for stewardship and access. The proposed amendments would update permit issuance, eligibility, and qualification provisions; establish a framework for adaptive response to drought, wildfire, and similar disturbance events; and expand authorities for stewardship-oriented livestock use, including adding the ability to implement stewardship projects (such as outcome-based grazing or targeted grazing) under a temporary grazing permit or livestock use permit. The proposed rule would revise grazing fee provisions to ensure consistent fee-setting across the national forests in the 16 contiguous Western States and the national grasslands, and establish a surcharge for authorized leasing of livestock by permittees. It would consolidate and renumber existing sections in subpart A for clarity and make conforming, technical, and administrative updates throughout part 222. The Department invites public comment on all aspects of the proposed rule.

DATES: Comments must be received in writing by December 14, 2026.

ADDRESSES: Comments, identified by RIN 0596–AD75, should be sent via one of the following methods:

- *Federal eRulemaking Portal: https://www.regulations.gov.* Follow the instructions for sending comments; or
- *Mail:* Hardcopy letters must be submitted to the Director, Natural Resources, National Forest System, 201 14th Street SW, Mailstop 1108, Washington, DC 20250–1124. Hardcopy letters must be postmarked on or before the close of the comment period as shown above in **DATES**.

Comments should be confined to issues pertinent to the proposed rule, should explain the reasons for any recommended changes, and should reference the specific section and wording being addressed, where possible. All timely comments, including names and addresses when provided, will be placed in the record and will be available for public inspection and copying. Comments and a plain language summary of the proposed rule may be viewed on the Federal eRulemaking Portal at *https://www.regulations.gov.* In the search box, enter ''RIN 0596–AD75,'' and click the ''Search'' button. For this reason, please do not include in your comments information of a confidential nature, such as sensitive personal information or proprietary information. If you send an email comment, your email address will be automatically captured and included as part of the comment that is placed in the public docket and made available for public viewing. Please note that comments containing any standard confidentiality disclaimer—such as the automatic notices added to some emails—will be treated as public comments that may be made available to the public notwithstanding the inclusion of the routine notice.

FOR FURTHER INFORMATION CONTACT: Myra Black, Rangeland Program Manager, National Forest System, Natural Resources, USDA Forest Service, by phone at (202) 205–1464. Individuals who are deaf, hard of hearing, or have a speech disability may call 711 to reach the Telecommunications Relay Service, then provide the phone number of the named point of contact for further information.

SUPPLEMENTARY INFORMATION:

I. Background and Need

A. Authority

The Forest Service administers livestock grazing on the National Forest System under the authority and direction of the Organic Act of 1897 (16 U.S.C. 481, 551), the Transfer Act of 1905 (16 U.S.C. 472), the Bankhead-Jones Farm Tenant Act of 1937 (7 U.S.C. 1010, 1011, 1012), the Granger-Thye Act of 1950 (16 U.S.C. 572, 580d, 580g, 580h, 580l), the Multiple-Use Sustained-Yield Act of 1960 (16 U.S.C. 528–531), the Forest and Rangeland Renewable Resources Planning Act (RPA) of 1974, as amended by the National Forest Management Act (NFMA) of 1976 (16 U.S.C. 1600–1605, 1609, 1613), the Federal Land Policy and Management Act of 1976 (43 U.S.C. 1740, 1751–1752), the Public Rangelands Improvement Act of 1978 (43 U.S.C. 1901–1908), the Agricultural Credit Act of 1987 (7 U.S.C. 5101–5106), the Wilderness Act of 1964 (16 U.S.C. 1133), and Public Law 97–258 (31 U.S.C. 9701), as well as various appropriations provisions and executive orders. The Forest Service issues grazing permits and other livestock use authorizations on the National Forest System lands. Regulations for administration of livestock grazing and rangeland management on National Forest System lands are set forth at 36 Code of Federal Regulations (CFR) part 222.

B. Existing Regulatory Framework

Part 222 is organized into four subparts. Subpart A (Grazing and Livestock Use on the National Forest System) establishes the substantive and procedural framework for the issuance, modification, suspension, and cancellation of grazing permits, as well as for cooperation in management. Subpart B (Mediation of Term Grazing Permit Disputes) provides for the mediation of disputes regarding term grazing permits in States with mediation programs certified by the U.S. Department of Agriculture. Subpart C (Grazing Fees) governs the calculation and collection of grazing fees on the National Forest System. Subpart D (Management of Wild Free-Roaming Horses and Burros) is not affected by this rulemaking.

The substantive regulations governing the issuance and administration of grazing permits in subpart A have not been comprehensively revised since 1977, with limited amendments in 1979, 1981, 1990, and 2022. Subpart C has remained largely unchanged since 1979, with adjustments to the grazing fee formula and to the assessment of fees for excess and unauthorized use most recently codified in 2022 (87 FR 35097, June 9, 2022). In the intervening decades, livestock grazing on the National Forest System has continued to be a vital component of rural livelihoods, food and fiber production, and the management of forage, fuels, and other vegetation across about 96 million acres of allotments. Grazing practices have evolved, ranching workforce demographics have shifted, drought and wildfire frequency and intensity have increased, and the framework for cooperation with neighboring Federal land managers, States, Tribes, and conservation partners has matured.

C. Need for Amendments

Many considerations prompt the Department to propose these amendments to part 222. Below, the Department groups the proposed changes into clear categories, explains the current status quo under existing

regulations or directives, and describes why specific updates are necessary.

1. Modernize and Codify Long-Standing Practices Reflected in Forest Service Directives

On December 18, 2020, the Forest Service published in the **Federal Register** proposed directives to revise Forest Service Manual 2200 and Forest Service Handbooks 2209.13 and 2209.16 (85 FR 82432, December 18, 2020). These directives received and incorporated public input and were finalized between 2022 and 2025. The revisions replaced dated terminology (such as substituting ''range'' with ''rangeland''), updated temporary non-use policies to provide greater management flexibility during climatic events and for resource management needs, added flexibilities to reduce barriers to entry into the agricultural industry, and provided greater clarity and consistent interpretation for policies and procedures that were reflective of how practices were being implemented on the ground. This proposed rule updates terminology and delegations to the ''authorized officer,'' and places long-standing administrative practices from Forest Service Manual 2200 and Forest Service Handbook 2209.13 into regulation where rights and obligations are clearer; no substantive change is intended except where expressly noted in the paragraphs below.

In 2021 the Rangeland Management program embarked on a strategic and futuristic exploration called ''Rangeland Futuring,'' consisting of brainstorming exercises and listening sessions with employees, stakeholders (17 different interest groups including industry, environmental groups, federal agencies, and advocacy), Tribes, and permittees. The intent of Rangeland Futuring was to gain perspective on how the Agency should manage its rangelands into the future and focus on actions such as improving access to term grazing permits, providing greater flexibilities in term grazing permits, improve overall livestock management, improve program transparency, improve monitoring consistency, implement modernized rangeland management technologies and coordination, implement employee development, enhance Tribal engagement, and other ideas related to rangeland management. The input received through the workshops and webinars was developed into implementable actions leading to modernization of the existing regulations and the need to better align with the Bureau of Land Management.

The existing regulations are also being modernized to align the Rangeland Management program to legislation, such as the Carl Levin and Howard P. ''Buck'' McKeon National Defense Authorization Act for Fiscal Year 2015 (Pub. L. 113–291), and reflect current agency policies and practices, that came out of the Rangeland Futuring effort over the past six years.

2. Establish Explicit Adaptive Tools for Rangeland Disturbance and Emergency Response

Under current regulations, authorized officers and permittees address events such as drought, wildfire, and sudden reductions in forage or water availability through case-by-case decisions relying on annual operating instructions, permit letters, and directive guidance. This ad hoc approach can delay actions and lead to inconsistent documentation. This proposed rule therefore codifies a rangeland disturbance planning and emergency response framework (new section222.2(e) and section222.5(d)) with clear criteria; consultation, cooperation, and coordination steps; and documentation requirements (for example duration, affected pastures, and termination criteria). This structure makes temporary response actions predictable and transparent, so they can be invoked promptly and consistently when ground conditions change. It also provides for grazing flexibility of up to 21 days early before the beginning date specified in the permit or not to extend grazing more than 21 days after the end date specified on the permit (222.5(c)(7)), to account for annual fluctuations in climate, and water and forage availability when needed to reduce fine fuels or adjust grazing due to drought conditions.

3. Update Eligibility and Qualification Provisions To Reflect Contemporary Ranching Pathways

Existing regulations emphasize outright ownership of base property and livestock and do not fully account for common, lawful arrangements used by beginning ranchers and successors (for example, successional base property, extended purchase agreements, leases of livestock or property, or mentor/mentee arrangements). Consistent with recently finalized directives and codifying the policies, the proposed rule clarifies that ''owned or leased'' base property and livestock qualify (section222.3(h)(2)), adds exceptions for documented successional and mentor/mentee arrangements, and recognized certain family succession circumstances. These changes formalize pathways that have reduced barriers to entry in practice and better match the realities of ranch transitions, workforce demographics, and the scale of community ranching operations. In addition to these added flexibilities to reduce barriers, the Forest Service is adding the opportunity to allow leasing of base property and livestock to better align with Bureau of Land Management (BLM) base property and livestock leasing policies and further diversify opportunities for the various business transactions that transpire in the ranching industry.

4. Replace Dated Permit-Cap Provisions With a Flexible Anti-Consolidation Framework

Current upper and special limits in section 222.3(c)(1)(vi)(E) are phrased in terms that do not provide authorized officers the discretion needed to address two opposite trends: (1) excessive accumulation of multiple permits by a single-family unit or related group of entities, and (2) proliferation of inefficiently small split permits that are difficult to administer, diminish livestock production ranches and viable market supplies, as well as fragment herd management across an allotment. The proposed rule authorizes denial of applications that would produce either extreme based on documented local factors such as reduced opportunities for local or beginning ranchers, diminished on-the-ground oversight, or impaired economic viability of community-scale ranching (section 222.6(h)). This modern, criteria-based approach allows field units to tailor decisions to local conditions and staffing realities while maintaining fair access to grazing capacity.

5. Address Livestock Leasing Through Targeted Surcharge

Current fee provisions in subpart C do not expressly address situations where livestock owned by non-permittees are lawfully leased by the permittee and grazed on the permittee's allotment. To recover the government's incremental administrative costs, capture a portion of the larger profit associated with pasturing livestock, and to promote parity with the Bureau of Land Management, this proposed rule would create a surcharge for such authorized leasing (section 222.50(d), section 222.52(d), section 222.53(i)), consistent with the long-standing concept used by the Bureau of Land Management at 43 CFR 4130.8–1(f). See 31 U.S.C. 9701. The surcharge does not prohibit leasing, but may provide incentive to maintain owned livestock, which are familiar with grazing the allotment and promoting long-term stewardship of the land. The surcharge would capture a

portion of the larger profit associated with pasturing livestock and prices the additional administrative burden exempting properly documented mentees, beginning ranchers, permittee successors, immediate or extended family members under section 222.3(h)(2)(v), and operators receiving relief due to drought, fire, or other natural causes. This targeted instrument supports mentoring and succession objectives while discouraging arrangements that would bypass permittee responsibilities or obscure ownership.

6. Consolidate and Clarify Fee-Setting Across Western National Forests and National Grasslands

Although the existing formula at section 222.51 governs fee calculation on Western forests and informs grassland fees, it is split across sections 222.51 and 222.52. The proposed rule would consolidate fee-setting, while retaining the existing fee formula, for the national forests in the 16 contiguous Western States and the national grasslands into a single section (section 222.51), set forth the grazing fee formula explicitly without change, and codifies the fee-reduction and fee-credit provisions historically administered through Forest Service Manual 2240 and Forest Service Handbook 2209.13, chapters 20 and 80, and other related guidance. Codification increases transparency, reduces confusion for operators who graze across forest and grassland units, and preserves established caps.

7. Streamline Eastern States' Competitive Bidding Procedures

Current section 222.54 requires each bidder to deposit 10 percent of the total bid amount, with refunds processed for unsuccessful or unqualified bidders. Field units report that this deposit-and-refund cycle imposes an administrative burden disproportionate to its purpose. The proposed rule would remove the deposit requirement and retain qualification checks and minimum bid setting (section 222.53), reducing administrative burden, speeding award timelines, and lower up-front barriers without changing how fair market value is established.

8. Align With the Bureau of Land Management and Inter-Department Initiatives Where Appropriate

Many operators hold authorizations on both National Forest System lands and adjacent BLM lands. Divergent definitions and tools can impose compliance costs and complicate administration. In 2025 the Secretaries of Agriculture and Interior coordinated an initiative to develop a USDA–DOI Grazing Action Plan to streamline and modernize livestock grazing on federal lands, with key goals of strengthening rancher resilience, reducing barriers to ranchers through modernization, supporting herd rebuilding, and maintaining working rangelands while sustaining rangeland health and supporting rural economies. In March 2026, Forest Service and BLM signed the Advancing Grazing on Forest Service and BLM Lands Memorandum of Understanding (MOU), which commits the two agencies to coordinated actions, including prioritizing vacant and closed allotments, maximizing grazing flexibilities, streamlining permitting, improving data transparency, expanding targeted and outcome-based grazing, enhancing wildlife liaison functions, and modernizing grazing management practices. The Forest Service has coordinated with the BLM throughout the development of this proposed rule and has incorporated structural and substantive elements that align with the BLM rulemaking, including the surcharge concept and certain policies such as extending temporary non-use for personal convenience from 3 years to 4 years.

At the Department's direction, the Forest Service initiated its collaborative work with the BLM on this proposed rule in January 2026. From the outset, consistency between the Departments' regulations was a key objective. In the early development of this proposed rule the Forest Service and BLM met to identify and discuss consistency on key policy issues such as ensuring livestock grazing increased livestock production, leasing of base property and livestock, expanding opportunities for beginning ranchers, and broadening the definition of base property. From January to June 2026, BLM assisted with the review and participated in development of this rule by integrating BLM rule language to improve consistency in permit administration and rangeland management across administrative boundaries. Development of this proposed rule in its entirety was collaborative and coordinated to improve consistency for livestock operators who graze across both systems. For example, key provisions in this proposed rule reflecting an intentional effort to improve consistency include:

- Allowing leasing of base property and livestock consistent with BLM regulation (36 CFR 222.1, 222.3(h)(2));
- Redefining ''base property'' to include water rights consistent with BLM regulations (36 CFR 222.1); and
- Providing additional opportunities to consult, cooperate, and coordinate with permittees before taking permit action (36 CFR 222.5(c), (d), (e)).
- Extending temporary non-use for personal convenience from 3 to 4 years (36 CFR 222.5(d)(1)(ii)).

Although the agencies have different authorities, the Department has endeavored to achieve consistency regarding policy issues to the benefit of shared livestock operators. The Department seeks public comment on this proposed rule as to whether these objectives have been met, and where even greater consistency and equalization may be achieved. The Department will consider these comments in the development of a final rule.

D. Overview of Proposed Rule

This proposed rule would amend subparts A, B, and C of 36 CFR part 222. Subpart D (Management of Wild Free-Roaming Horses and Burros) is not affected. The principal elements of the proposed rule are summarized below. A section-by-section explanation follows.

The title of part 222 would be revised from Range Management to Rangeland Management to reflect contemporary terminology and to better align the part heading with current agency usage and statutory context.

Subpart A would be reorganized and revised to modernize the framework for issuing and administering grazing permits. Section 222.3 would be revised in full to consolidate the categories of permits, eligibility and qualification requirements, and codify the grant priority process for available grazing capacity. Notable substantive changes include:

- *Livestock use permits.* Extend the maximum term from one year to up to five years to reduce repeat paperwork for research, transportation stock, and targeted vegetation management while preserving their non-renewal priority status (section 222.3(j)(2)). Livestock use permits would also be expanded to include stewardship projects (such as outcome-based grazing and targeted grazing).
- *Discretionary priority and qualification exceptions.* Codify, for existing policies and use of the prospectus-based offerings process, discretionary priority for qualified beginning ranchers and permittee mentees, and add four exceptions that reflect directive-based pathways now common in practice (section 222.3(g), (h), (k)). This formalizes tools used to

reduce barriers and support family and workforce succession.

Section 222.4 would be amended with a revised heading and targeted updates to paragraph (a) to reflect delegation to the authorized officer and maintain current cancellation grounds. Routine adjustments would be addressed in the new section 222.5.

A new section 222.5 would consolidate and codify the framework for changes in permitted, authorized use, and active use including codifying procedures and limits for temporary non-use and permit modifications currently found in Forest Service manual and handbook, including:

- *Temporary non-use for personal convenience.* Clarify limits (up to 4 consecutive years, not to exceed 4 years in a 10-year rolling period when less than 90 percent of permitted numbers are grazed), keeping the concept but adding guardrails to prevent extended temporary non-use from eroding management objectives.
- *Temporary non-use for resource management needs.* Make explicit documentation and monitoring requirements; preserve emergency authority for immediate closures or temporary changes when needed to protect resources.
- *Temporary increases/decreases and forage reserve use.* Clarify written request requirements and a 21-day window for short-term changes within existing permit terms; specify how additional forage is apportioned, including for stewardship outcomes and forage reserves.

Sections 222.6 and 222.7 would each be revised in full. Current section 222.9 would be redesignated as section 222.8 and completely revised to consolidate and update the provisions currently found in sections 222.6, 222.9, and 222.10. Current section 222.7 would be redesignated as section 222.9 and fully revised to update the existing requirements contained in section 222.7. Finally, current section 222.8 would be redesignated as section 222.10 and revised in full to update the provisions of the existing section 222.8.

Subpart B would be amended to revise the heading and introductory text of section 222.20 to clarify that mediation is available in States with a USDA certified mediation program, the heading and paragraph (b) of section 222.21 to clarify the parties to mediation include the authorized officer who made the decision or his or her designee, and section 222.26 in full. These changes would replace references to the ''Chief, Forest Service'' with references to the ''authorized officer'' to reflect current delegations and would clarify the parties to mediation as being the authorized officer or the authorized officer's designee while keeping the scope of ex parte communications the same as the current section.

Subpart C would be amended to revise sections 222.50 and 222.51 in full; remove existing section 222.52 (National Grasslands), the substance of which would be incorporated into revised section 222.51; and redesignate sections 222.53 and 222.54 as sections 222.52 and 222.53, respectively, with conforming and substantive amendments.

Substantive policy changes would (1) expand base property definition from 'land and improvements owned and used by the permittee for a farm or ranch operation and specifically designated by the permittee to qualify for a term grazing permit' to include crop lands and stockwater rights, which provides greater flexibility for applicants to qualify for a term grazing permit, while better aligning with BLM regulations; (2) reduce barriers to permit acquisition for beginning ranchers and mentees through targeted exceptions and discretionary priority in prospectus-based offerings, as these policies are already being widely implemented through Forest Service Handbook 2209.13, chapter 10; (3) expand stewardship-oriented authorities, including adding the ability to implement stewardship projects under a temporary grazing permit or livestock use permit, due to the increasing need for a permit to facilitate implementation of targeted grazing and stewardship agreements; (4) clarify and expand the procedures for temporary non-use, increases and decreases in permitted use, and permit modifications to codify existing practices; (5) codify the rangeland disturbance planning framework for drought, wildfire, and other events; (6) codify a surcharge for authorized leasing of livestock; (7) consolidate fee-setting for the national forests in the 16 contiguous Western States and the national grasslands; (8) codify fee-reduction and fee-credit provisions for grazing on the national grasslands and land utilization projects; (9) replace outdated permit-cap provisions with a more flexible anti-consolidation framework; and (10) improve consistency with BLM livestock grazing regulations and practices.

II. Section-by-Section Explanation of the Proposed Rule

A. Subpart A—Grazing and Livestock Use on the National Forest System

1. Section 222.1 Authority and Definitions

The Department proposes to revise section 222.1 in full. Paragraph (a) would be updated to reflect that the Chief, Forest Service, may redelegate the authority to develop, administer, and protect rangeland resources to the authorized officer through Forest Service Manual 2200, consistent with current practice. The reference to ''range resources'' would be updated to ''rangeland resources'' throughout to align with contemporary usage in directives and planning.

Paragraph (b) would replace the existing list of definitions with an updated, expanded list presented in alphabetical order. New definitions would be added for terms used elsewhere in the proposed rule or as found in the Forest Service Manual and Handbooks, including active allotment; actual use; adjusted grazing value; authorized officer; active use; authorized use; beginning rancher; conservation practice; consultation, cooperation, and coordination; current grazing management; eleven Western States; unauthorized use rate; fair market value; fee credit; forage reserve allotment; grant process; grazing agreement; grazing association; land use practices; lessee of base property; lessee of livestock; livestock use permit; maintenance of rangeland improvements; mentee; monitoring; nine Great Plains States; non-permittee; temporary non-use; permitted use; preferred applicant; rules of management; small farm or ranch; stocking rate; succeeding family member; successional base property; successional livestock arrangement; supplemental feed; targeted grazing; temporary grazing permit; term grazing permit consolidation; term grazing permit with on-and-off provisions; term private land grazing permit; trend; unauthorized livestock; vacant allotment; and waiver of term grazing permit. Most defined terms exist in recently updated Forest Service directives, which went through public notice and comment, and are carried into regulations for transparency and ease of administration, while other terms are being added for consistency with BLM.

Existing definitions would be updated where necessary to reflect current terminology, statutory references, and Forest Service practice. The definition

of range betterment fund would be updated to reflect that the fund consists of 50 percent of all monies received as fees for grazing livestock on the national forests in the 16 contiguous Western States or $10,000,000 per annum, whichever is greater, consistent with title IV, section 401(b)(1), of the Federal Land Policy and Management Act.

2. Section 222.2 Allotment Management

The Department proposes to revise section 222.2 in full and incorporate into this section the provisions on allotment management plans, changes to allotment boundaries, and rangeland disturbance planning.

Paragraph (a) would establish that forage-producing National Forest System lands are managed for livestock grazing in a manner consistent with land management plans. Paragraph (a) has similar wording to the current paragraph (c) of this section. Forest plans guide multiple-use management, and grazing authorizations have long been issued to conform with plan direction; this codifies existing practice.

Paragraph (b) has similar wording and the same intent as the current paragraph (a), carrying forward the existing direction on the designation of allotments. Paragraph (c) would make allotment management plans optional to align with wording in Section 402(d) of the Federal Land Policy and Management Act, whereas the current paragraph (b) makes development of an allotment management plan mandatory. Paragraph (c) carries forward the provisions on allotment management plans, including the consultation, cooperation, and coordination process; if an allotment management plan is developed it will include elements such as prescribe the livestock grazing practices necessary to meet specific resource objectives defined in existing environmental analysis, specify any operational flexibility that can be approved by the authorized officer, and include a monitoring plan; the treatment of private and State lands; and revision and termination procedures. Under current practice, authorized officers frequently use annual operating instructions or functionally equivalent instruments to implement site-specific direction where a full allotment management plan is not necessary. Making allotment management plans optional eliminates duplicative documentation in routine cases and allows allotment management plans to be prepared where they add value. When an allotment management plan is prepared, the content requirements remain mandatory.

Paragraph (d) would codify the provisions on changes to allotment boundaries, such as when the conditions under which a realignment may be considered a technical correction, the procedures for combining vacant allotments, and the requirements applicable when a boundary modification is not appropriately handled as a technical correction. Paragraph (e) would establish the rangeland disturbance planning framework, which provides considerations for the authorized officer to navigate, providing for temporary response actions, such as temporary changes in livestock numbers, season of use, pasture rotation, timing of use, area of use, water use, supplemental feeding locations, targeted grazing, temporary non-use or other actions necessary to maintain rangeland resources and livestock health during drought, wildfire, or other events that materially reduce forage or water availability. Authorized officers and permittees currently navigate disturbance events through case-by-case tools. Codifying a clear, repeatable framework reduces uncertainty, improves timeliness, and delineates documentation and notice expectations. The framework also clarifies that targeted grazing may be used, when appropriate and consistent with applicable law and plan direction, as a tool within wildfire decisions (see section 222.5 for related authorities).

3. Section 222.3 Issuance of Grazing Permits

The Department proposes to revise section 222.3 in full and incorporate into this section the provisions on eligibility and qualification requirements, permits with priority for renewal, permits with no priority for renewal, and grant priority for available grazing capacity. Paragraph (a) retains components of the current wording and further identifies the categories of permits available for grazing and livestock use, including term grazing permits, temporary grazing permits, and livestock use permits. Paragraphs (b) through (e) would describe the substantive content and effect of term grazing permits, including the elements that must be specified on the permit, that grazing is by production-oriented livestock, the treatment of variable-use authorizations, the subjection of all permits to cancellation, suspension, or modification, and the longstanding principle that permits convey no right, title, or interest in any lands or resources. Paragraph (f) would update existing paragraph (c) to allow the authorized officer (rather than the Chief, Forest Service) to issue permits.

Paragraph (g) would carry forward the existing direction at paragraph (c)(1)(vi) on the issuance, renewal, and administration of term permits, and would codify a discretionary priority for qualified beginning ranchers or permittee mentees when a term grazing permit is issued through a prospectus, together with four categories of exceptions to the qualification requirements (phased acquisition of base property or livestock; successional base property arrangements; permittee mentor/mentee arrangements; and successional livestock arrangements). This discretionary priority for qualified beginning ranchers or permittee mentees is a policy from Forest Service Handbook 2209.13 Chapter 10, that is being codified to align with the Department's direction to expand opportunities for beginning ranchers. The prospectus process has historically been used across the Eastern States and National Grasslands when soliciting applicants for a term grazing permit when long term forage is available. The process of prioritizing applicants, the grant priority process, has historically been utilized throughout National Forest System lands. Paragraph (h) would codify eligibility and qualification requirements that are not currently in part 222 but have been long standing policies in the Forest Service Handbook 2209.13 Chapter 10. Paragraph (h) also includes codifying six exceptions to the base property and livestock ownership requirement. Paragraph (i) would carry forward the framework for permits with priority for renewal at the existing paragraph (c)(1), including the 10-year permit term and the priority position of the existing permit holder. Paragraph (j) would carry forward the framework for permits with no priority for renewal at the existing paragraph (c)(2), with two notable updates: it would add a sixth ground for issuing a temporary grazing permit (use on a forage reserve allotment by a non-permittee and use for stewardship and targeted grazing projects), and it would extend the term of livestock use permits from one year to up to five years and expand its use to include stewardship and targeted and grazing projects. Paragraph (j) would also codify the term private land permit. Paragraph (k) would codify the grant priority process for available grazing capacity, including a prospectus-based priority order that favors qualified beginning ranchers, mentees, and small business ranchers. Historically, the grant priority process has been used when grazing capacity becomes available on a permanent sustained-yield basis for grazing across

the Forest Service, giving first priority to existing permittees when unresolved resource or management concerns exist and then to permittees who have invested in the allotment and the increase in available forage is due to their efforts. These priorities remain as they historically have been. However, if these situations are not present when the opportunity for available forage arises, the next order in the grant priority process is to issue a prospectus and solicit applicants, giving priority to a beginning rancher, mentee, or small business rancher; whereas historically this priority was given to owners of livestock currently authorized on ranges administered by the BLM to the extent that the BLM ranges need adjustments and then to a new applicant (not an existing term permittee) who is eligible and qualified. Nearly all grant priority process decisions were issued to existing Forest Service permittees due to unresolved resource or management concerns and rarely came down to the process of seeking new applicants. Thus, the policies rarely provided opportunities to allow new ranchers into the public lands grazing system.

Compared to the current regulation, these changes include the following:

- *Issuance authority.* The authorized officer—rather than the Chief—may issue permits (updates existing paragraph (c)).
- *Eligibility/qualification.* The section codifies eligibility and qualification exceptions (successional arrangements, mentor/mentee, phased acquisition, extended livestock purchase), making transparent practices that have been administered via Forest Service directives.
- *Grant priority for available capacity.* Codifies a prospectus-based priority order that favors qualified beginning ranchers, mentees, and small business ranchers when no preferred applicant exists, while maintaining first priority for renewal with the existing permit holder under 43 U.S.C. 1752(c).

Prioritizing beginning ranchers and mentees for newly available capacity may place other qualified applicants behind those categories in prospectus order. The rule preserves first priority for renewal and does not alter existing permit holders' status on their current allotments.

4. Section 222.4 Cancellation or Suspension of Grazing Permits

The Department proposes to amend section 222.4 by revising the section heading, paragraph (a) introductory text, and paragraph (a)(2)(iv). The section heading would be amended from ''Changes in grazing permits'' to ''Cancellation, modification, or suspension of grazing permits'' to more accurately describe the section's content, which is principally directed at the grounds and procedures for cancellation, modification, and suspension of grazing and livestock use permits. The introductory text of paragraph (a) would be revised to refer to the ''authorized officer'' rather than the ''Chief, Forest Service,'' consistent with the substitution made throughout part 222 to reflect current delegations. Paragraph (a)(2)(iv) would be revised to refer to ''the allotment'' rather than ''the allotted range,'' consistent with the defined term ''allotment'' at section 222.1(b); no substantive change to the grounds for cancellation is intended. The remaining provisions of section 222.4 would not be amended. Routine adjustments to permitted and authorized use—including temporary non-use for permittee personal convenience, temporary non-use for resource management needs, emergency closures, and permit modifications—would be governed by new section 222.5.

5. Section 222.5 Changes in Permitted, Authorized, and Active Use

The Department proposes to add a new section 222.5 to better align wording with BLM, consolidate, codify, and modernize the policies governing changes in the use of National Forest System lands for livestock grazing. This includes adopting common terminology regarding the amount of livestock grazing that may occur in a given year, as ''authorized use.'' To provide clarity across agencies, the Forest Service will use the term ''active use'' when describing the amount of grazing that can be permitted and available for use. Section 222.5 does not currently exist in 36 CFR part 222; the substance of this new section has been administered through Forest Service Manual 2200 and 2230 and Forest Service Handbooks 2209.13 and 2209.16. Paragraph (a) would establish the authorized officer's general responsibility to periodically review allotment management and adjust active use and authorized use as necessary to manage, maintain, or improve rangeland health; assist in restoring riparian ecosystems to properly functioning conditions; or conform with land management plans. The components of paragraph (a) have been interwoven throughout policies in the Forest Service Manual 2200 and 2230 and Forest Service Handbooks 2209.13 and 2209.16; by codifying the policies in paragraph (a) it makes the policies more concise. Paragraph (b) would require that any further modifications to permitted use be based on site-specific analysis informed by monitoring data, documented field observations, ecological site inventories, or other updated information that was included during the site-specific analysis deemed acceptable by the authorized officer, which is consistent with policies in the Forest Service Handbook 2209.13 Chapters 10 and 90, as well as consistent with BLM regulation at 4110.3–2. Paragraph (c) would codify current Forest Service Handbook policies and procedures found in Forest Service Handbook 2209.13 Chapter 10 for increasing permitted, authorized, and active use, including authorizations to fill in behind approved temporary non-use; the conditions for forage reserve use; the apportionment of additional forage for stewardship outcomes as found in Forest Service Handbook 2209.13 Chapter 10 and 30 policies; add the new written-request requirement and 21-day timing window for temporary changes within existing permit terms; and the apportionment of additional forage available on a permanent or sustained-yield basis through the grant process in section 222.3(l), consistent with policies in Forest Service Handbook 2209.13 Chapter 10. Paragraph (d) would codify current Forest Service Handbook 2209.13 Chapter 10 policies and procedures for decreasing permitted use, including adding a new framework for temporary non-use for permittee personal convenience (changing the limit from up to 3 consecutive years to up to 4 consecutive years and not to exceed 4 years in a 10-year rolling period when a permittee plans to graze less than 90 percent of permitted numbers), codifying current Forest Service Handbook 2209.13 Chapter 10 policy for temporary non-use for resource management needs (with documentation requirements and emergency-closure authority), codifying temporary non-use for rangeland research, and codifying the existing framework for temporary non-use of grazing association-issued term grazing permits. Paragraph (e) would codify, with minor changes, current Forest Service Handbook 2209.13 Chapter 10 policies and procedures for permit modifications, including a new consult, cooperate, and coordinate requirement, written documentation through a letter with appropriate attachments, the one-year advance notice requirement for changes in season of use, livestock numbers, kind, class, or allotment (carried forward from existing section 222.4(a)(8), with an emergency exception), and eight enumerated

categories of permit modification purposes.

All frameworks above have been utilized through Forest Service directives Forest Service Handbook 2209.13 Chapter 10 and local program administration. Codification increases transparency, consistency, and efficiency while keeping on-the-ground discretion where needed.

6. Section 222.6 Term Grazing Permit Waivers and Applications

The Department proposes to revise section 222.6 to codify, with minor changes, the procedures for waivers of term grazing permits and applications for term grazing permits as found in Forest Service Handbook 2209.13 Chapter 10. The waiver and application procedures have historically been administered through Forest Service Manual 2230 and the corresponding Handbook 2209.13 Chapter 10; codifying them in regulation provides transparency and increased certainty for permittees and applicants. The section would address the circumstances under which a waiver must be submitted by retaining the existing policies found in Forest Service Handbook 2209.13 Chapter 10 and adding language to address the new ability to lease base property that has a term grazing permit associated with it; the requirements applicable to waivers by retaining the existing policies found in Forest Service Handbook 2209.13 Chapter 10 and adding a 90-day complete and execution requirement when the sale or lease occurs; the effect of approval; the special procedures applicable to inheritance is added to be consistent with BLM language while also codifying language consistent with Forest Service Handbook 2209.13 Chapter 10; new language added to address base property leases, and entity name change policies remain unchanged; the consequences of failure to comply with the requirements; modernization of the upper and special limits concept, as found in existing 222.3 (1)(vi)(E), by focusing on the criteria authorized officers may use to deny an application that would result in excessive consolidation or in an inefficiently small permit; the circumstances under which an application must be submitted following a waiver of term grazing permit; and adding a 90-day complete and execution requirement for applications to be files following a sale or lease.

Bringing waiver and application procedures from Forest Service directives into regulation standardizes expectations nationwide and reduces administrative burden, while providing consistencies with the BLM.

7. Section 222.7 Changes in National Forest System Land Acreage

The Department proposes to revise section 222.7 to codify Forest Service Handbook 2209.13 Chapter 10 and 90 policies and procedures applicable when National Forest System land acreage available for livestock grazing changes. Paragraph (a) was added to align with BLM 4110.4–1 and would address increases in available forage outside designated allotments, providing that such forage shall be made available to eligible and qualified applicants through the grant process at section 222.3(l) (which codifies Forest Service Handbook 2209.13 Chapter 10 policies on the grant process). Paragraph (b) was added to align with BLM 4110.4–2 and would address decreases in land acreage within an allotment, providing for cancellation or modification of grazing permits as appropriate to reflect the changed area of use and codifies language consistent with Forest Service Handbook 2209.13 Chapter 10 and 2209.16 Chapter 10. Paragraph (c) would carry forward, with conforming amendments, the longstanding requirement under 43 U.S.C. 1752(g) that permittees be given two years' prior notification before grazing permits and grazing preference may be cancelled to devote lands to another public purpose, except in cases of emergency, and would preserve the permittee's right to reasonable compensation for authorized permanent rangeland improvements as provided in revised section 222.8(h).

8. Section 222.8 Rangeland Improvements

The Department proposes to redesignate existing section 222.9 as section 222.8 and to revise the redesignated section in full. Paragraph (a) maintains the existing section 222.9 paragraph (a) intent and modernizes the wording by establishing the authorized officer's authority, instead of the Chief, to authorize installation and maintenance of structural and nonstructural rangeland improvements. Paragraph (b) would carry forward the substantive direction on construction, installation, modification, and maintenance of rangeland improvements, while modernizing the language to include consistency with multiple-use management. Paragraph (b) codifies process from Forest Service Manual 2240 and Forest Service Handbook 2209.16 Chapter 10 regarding documentation and authorization of rangeland improvements, including the rules governing title to permanent and temporary improvements and the requirements applicable to cooperators. Paragraph (c) aligns wording found in BLM's section 4120.3–1(f) and expands it to be applicable to Forest Service process. Paragraph (c) would establish the authorized officer's authority to review proposed rangeland improvement projects to determine whether they require analysis under the National Environmental Policy Act and, if so, what level of review applies. Paragraph (d) codifies policy and process from Forest Service Manual 2240 and Forest Service Handbook 2209.16 Chapter 10 regarding the provisions on term grazing permit modifications for rangeland improvements, documentation and permittee contributions. Paragraph (e) codifies policy and process from Forest Service Manual 2240 and Forest Service Handbook 2209.16 Chapter 10 and modernizes language by recognizing the various mechanisms used to capture opportunities presented by external cooperators by establishing the provisions for non-permittee cooperators, including the appropriate use of collection agreements, Challenge Cost Share Agreements, memoranda of understanding, interagency agreements, Good Neighbor Agreements, and Cooperative Agreements. Paragraph (f) was added to better align with BLM section 4120.3–6 and codifies language from Forest Service Manual 2240 by establishing the provisions for removal of rangeland improvements. Paragraph (g) was added to align with BLM section 4120.3–9 and would establish the provisions on water rights for the purpose of livestock grazing. Paragraph (h) aligns with BLM section 4120.3–6(c), modernizes language from existing 222.6 while keeping consistent with its intent, codifies Forest Service Manual 2240 and Forest Service Handbook 2209.13 Chapter 10 and 70. Paragraph (h) would establish, expand, and clarify the provisions on compensation for permittees' interest in authorized permanent rangeland improvements when permits are cancelled to devote lands to another public purpose. Paragraph (i) would establish the provisions on the range betterment fund by retaining and modernizing the existing language found at current 222.10 and 222.10(a). The language is modernized to account for agency realignment shifting away from Forest Service Regions. Paragraph (i)(2) and (3) we added to align intent with BLM language. This consolidated treatment is intended to clarify the relationships among the various provisions governing rangeland improvements and to make

those provisions easier to find and apply.

These provisions consolidate and clarify practices historically addressed in Forest Service directives to make them easier to find and apply. The compensation provision reflects the statutory framework in 43 U.S.C. 1752(g) regarding two-year notice and reasonable compensation.

9. Section 222.9 Cooperation in Management

The Department proposes to redesignate existing section 222.7 as section 222.9 and to revise the redesignated section in full. The section is being revised because the existing section on Cooperation in management was confusing and did not clearly articulate the difference between formally recognized grazing associations and local, county, State, national, or Tribal livestock associations. The revision provides more depth and details for formal recognition and cooperation with grazing associations and codifies Forest Service Handbook 2209.13 Chapter 20. The substantive provisions on cooperation with grazing associations would be reorganized into paragraphs addressing the authority to recognize associations, the requirements for recognition, when withdrawal of recognition is warranted, and rules of management which describe how an association will administer the grazing program for its members on the lands covered by their forest Service grazing agreement, and the purpose is to provide clear and consistent rules that will be applied to each member and to distribute livestock grazing privileges in a fair manner to all qualified members. References to the ''Chief, Forest Service'' would be replaced with references to the ''authorized officer'' to reflect current delegations. Paragraphs on cooperation with national, State, and county livestock organizations adds recognition of Tribal livestock organizations; interagency cooperation; and cooperation with others would be carried forward with minor wording updates.

Reorganization of this section improves clarity without changing substantive policy.

10. Section 222.10 Cooperation in Control of Estray or Unbranded Livestock, Animal Diseases, Noxious Weeds, and Use of Pesticides

The Department proposes to redesignate existing section 222.8 as section 222.10 and to revise the redesignated section. The section heading would be amended to refer to ''noxious weeds'' rather than ''noxious farm weeds.'' References to the ''Chief, Forest Service'' would be replaced with references to the ''authorized officer.'' The substantive provisions governing cooperation with State, county, and Federal agencies on livestock diseases, sanitation, and noxious weeds; with the Animal and Plant Health Inspection Service on pesticide spray programs; and with State cattle and sheep sanitary or brand boards on control of estray and unbranded livestock would be carried forward without substantive change.

B. Subpart B—Mediation of Term Grazing Permit Disputes

1. Section 222.20 State Mediation Program

The Department proposes to revise section 222.20 to update the section heading from ''Decisions subject to mediation'' to ''State mediation program'' and to remove redundant phrasing in the body of the section. The substantive scope of the section—which provides that the holder of a term grazing permit issued in a State with a mediation program certified by the U.S. Department of Agriculture may request mediation of a dispute relating to a decision to suspend or cancel the permit—would not change. However, mediation of a dispute relating to a decision to deny development of a stockwater improvement has been added to the section in order to provide a process for permittees to seek relief from a decision which would prevent them from proving beneficial use of their filed water right application and obtaining the water right.

2. Section 222.21 Parties and Participation

The Department proposes to amend section 222.21 by revising the section heading, the introductory text, and paragraph (b). The section heading would be updated to refer to ''Parties and participation'' rather than ''Parties.'' The introductory text would be revised to clarify that the listed individuals are the parties and participants who may attend mediation of a term grazing permit dispute. This change would replace the current language, which narrows participation to ''parties'' and may imply that only the authorized officer and permittee may participate, when participation is often expanded to include legal counsel, and the permittee's creditors. Paragraph (b) would be revised to identify ''the authorized officer who made the decision being mediated or his or her designee'' as the participating Forest Service representative, replacing the more specific reference to the Chief, Forest Service or other Forest Service employee. Paragraphs (a), (c), (d), and (e) would not be amended.

3. Section 222.26 Ex Parte Communications

The Department proposes to revise section 222.26 in full to update the reference from ''the Chief of the Forest Service or other Forest Service employee who made the decision being mediated, or his or her designee'' to ''the authorized officer or his or her designee.'' The substantive prohibition on ex parte communications between the participating Forest Service official and the Appeal Deciding Officer would not change. Sections 222.22 (Stay of appeal), 222.23 (Confidentiality), 222.24 (Records), and 222.25 (Costs) would not be amended.

C. Subpart C—Grazing Fees

1. Section 222.50 Grazing Fees

The Department proposes to revise section 222.50 in full. The section heading would be amended from ''General procedures'' to ''Grazing fees.'' Paragraph (a) would carry forward the requirement that fees be charged for all livestock grazing or livestock use of National Forest System lands, with cross-references updated to reflect the consolidation of free-use authorities into revised section 222.3. Paragraph (b) would carry forward the policy basis for fee establishment under Office of Management and Budget Circular A–25, as revised in 1993. Paragraphs (c) and (d) would clarify the animal unit month (AUM) definition for fee-calculation purposes by stating that one animal unit month is a month's use of forage and occupancy of rangeland by one cow, bull, steer, heifer, bison, horse (ancillary to livestock production), burro, or mule, or five sheep or goats; and provide expressly that the Forest Service will not charge grazing fees for animals less than 6 months of age that are the progeny of animals upon which fees are paid. Paragraph (e) would establish a surcharge for authorized leasing of livestock owned by persons other than the permittee, equal to 35 percent of the difference between the current year's Federal grazing fee and the prior year's private grazing land lease rate per animal unit month for the appropriate State, as determined by the National Agricultural Statistics Service. The surcharge concept aligns with the Bureau of Land Management's surcharge at 43 CFR 4130.8–1(f). Targeted exemptions that exist in current Forest Service Handbook 2209.13, Chapter 10, and being codified here would be available for livestock owned by

properly documented mentees, beginning ranchers, permittee successors, immediate or extended family members, and operators receiving relief from drought, fire, or other natural causes. Paragraphs (f) through (q) would carry forward and reorganize the provisions on lambing, transportation livestock, billing and rounding, due dates and late fees, fee credits, refunds, fee year, data year, and the unauthorized grazing use rate, including the conditions under which the authorized officer may waive monetary fees for unauthorized grazing use as provided in the 2022 final rule (87 FR 35097, June 9, 2022).

The fee policy at Circular A–25 remains current and aligning surcharge structure with the BLM simplifies program administration for operators that graze across systems.

2. Section 222.51 National Forests in 16 Western States and National Grasslands

The Department proposes to revise section 222.51 in full to consolidate fee-setting for the national forests in the 16 contiguous Western States and the national grasslands. Paragraph (a) would expand the scope from National Forests and Land Utilization Projects in the 16 contiguous Western States of Arizona, California, Colorado, Idaho, Kansas, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Utah, Washington, and Wyoming to also include all national grasslands because the fee formula is the same and this consolidation of sections reduces redundancy found by separating out the national grasslands. Paragraph (b) would set out the grazing fee formula expressly, in the form $GF = BV \times (FVI + (BCPI - PPI))/100$, with definitions for each variable carried forward from existing section 222.51(b) and clarified for ease of administration. Paragraph (c) would carry forward the existing 25-percent annual change limit, and paragraph (d) would carry forward the existing $1.35-per-animal unit month floor. Paragraph (e) would codify the long standing fee-reduction provisions found in the Forest Service Handbook 2209.13, Chapters 20 and 80 and Forest Service Manual 2200, Chapter 40 for authorized land use practice expenditures on the national grasslands and land utilization projects. Land use practices include conservation practices and certain administrative costs incurred by grazing associations for routine administration of the livestock grazing activities of its members under a grazing agreement issued by the Forest Service. Fee reductions have been used on National Grasslands and land utilization projects since the late 1930s, when these lands began to be managed for rehabilitation and sustainable use. This practice was reaffirmed by the Comptroller General's 1950 decision, which confirmed the Secretary's authority under Section 32(c) of the Bankhead-Jones Farm Tenant Act of 1937 to lease lands ''with or without consideration'' and to establish terms that best accomplish the purposes of the Act. Fee reductions continue to be applied when permittees incur required conservation or administrative expenditures.

Paragraph (f) would modernize and codify fee credit language found in Forest Service Handbook 2209.13, Chapters 20 and 80, and Forest Service Manual 2200, Chapter 40 to reflect the long-standing practice of using fee-credits when a permittee or grazing association funds an approved rangeland improvement up-front and receives fee credits in future years to replenish the contributed funds. Fee credits have been long articulated within 36 CFR 222.53(c)(3)(ii) and 36 CFR 222.54(g)(2) for the Eastern States as a mechanism to facilitate required rangeland improvements to maintain and improve rangeland conditions, however fee credits have only been described in policy on the National Grasslands.

These provisions reflect long-standing Forest Service grasslands program practices in Forest Service directives. Consolidation makes the formula and reductions easier to administer across lands where operators often participate in both National Forest and grassland programs.

3. Removal of Section 222.52 (National Grasslands)

The Department proposes to remove existing section 222.52 (National Grasslands), which provides that grazing fees for national grasslands will be established under concepts and principles similar to those in section 222.51(b). Because revised section 222.51 would directly govern fee-setting on the national grasslands, this one-sentence section is no longer necessary.

4. Section 222.52 Grazing Fees in the Eastern States—Noncompetitive Procedures

The Department proposes to redesignate existing section 222.53 as section 222.52 and to revise the redesignated section. Paragraph (a) would be revised to enumerate the Eastern States to which the noncompetitive procedures apply, replacing the existing reference to ''the Eastern and Southern Regions.'' Paragraph (b) would be revised to cross-reference paragraph (a) and to update the cross-reference to the redesignated competitive bidding section. Paragraph (c) would be revised to replace references to ''the Chief, Forest Service, or an authorized officer to whom such authority has been delegated'' with references to the ''authorized officer.'' Paragraphs (c)(2) (Annual Adjustment of Base Grazing Value), (c)(3) (Computation of Annual Grazing Fee), and (c)(4) (Implementation) would not be substantively amended.

5. Section 222.53 Grazing Fees in the Eastern States—Competitive Bidding

The Department proposes to redesignate existing section 222.54 as section 222.53 and to revise the redesignated section. Paragraph (a)(1) would be revised to enumerate the Eastern States to which the competitive bidding procedures apply. Paragraph (a)(2) would be revised to add limited liability companies to the list of allowable bidders because longstanding Forest Service policy found in Forest Service Handbook 2209.13, Chapter 10, recognizes limited liability companies as a legal entity that is eligible to apply for and hold a term grazing permit. Modernization of these regulations is warranted because limited liability companies are more common today, operating in the agricultural industry, than they were the last time 36 CFR 222.54 was updated. Paragraph (b) would be revised to update the cross-reference to the redesignated noncompetitive section. Paragraph (d) would be revised to remove the requirement that each applicant submit a bid deposit equal to 10 percent of the total amount of the bid, eliminating the deposit-and-refund cycle currently required for unsuccessful or unqualified bidders. Eastern States staff indicate that the practice of requiring a deposit for all bidders, processing the deposits, then refunding the deposits for the unsuccessful bids is a burdensome process for employees, as well as bidders. The cost of providing a bid deposit for beginning ranchers, who are trying to establish themselves in the industry, with minimal capital and funding, presents a barrier. Paragraph (e) would be revised conformingly to remove the requirement that the authorized officer refund the deposit. Paragraph (h) would be revised to update the cross-reference to the redesignated noncompetitive section. Paragraphs (c) (Prospectus), (f) (Permit Issuance), and (g) (Computation of Successful Bidder's Annual Fee) would not be substantively amended.

Removing the deposit lowers liquidity barriers and simplifies bid administration. Allowing limited liability companies reflects common, modern business forms among small ranching enterprises.

III. Regulatory Certifications

A. Regulatory Planning and Review

Executive Order (E.O.) 12866 provides that the Office of Information and Regulatory Affairs (OIRA) in the Office of Management and Budget will determine whether a regulatory action is significant as defined by E.O. 12866 and will review significant regulatory actions. OIRA has determined that this proposed rule is significant as defined by E.O. 12866. E.O. 13563 reaffirms the principles of E.O. 12866 while calling for improvements in the Nation's regulatory system to promote predictability, to reduce uncertainty, and to use the best, most innovative, and least burdensome tools for achieving regulatory ends. The Department has developed the proposed rule consistent with E.O. 13563.

B. Unleashing Prosperity Through Deregulation

E.O. 14192 requires that an agency, unless prohibited by law, identify at least ten existing regulations to be repealed when the agency publicly proposes for notice and comment or otherwise promulgates a new regulation with total costs greater than zero. E.O. 14192 further requires that new incremental costs associated with new regulations shall, to the extent permitted by law, be offset by the elimination of existing costs associated with at least ten prior regulations. While there are modest administrative costs, the proposed rule is expected to lower barriers to entry for beginning ranchers and small operations, modernize grazing administration, increase flexibility for permittees, and align more closely with contemporary ranching practices and Bureau of Land Management regulations. Accordingly, this proposed rule is anticipated to be a deregulatory action under Executive Order 14192.

C. National Environmental Policy Act

The proposed rule would amend the regulations governing grazing and livestock use on the National Forest System. Departmental regulations at 7 CFR 1b.4(c)(20) exclude from documentation in an environmental assessment or environmental impact statement ''rules, regulations, or policies to establish servicewide administrative procedures, program processes, or instructions.'' The Department's preliminary assessment is that this proposed rule is administrative and procedural, falls within this categorical exclusion, and that no extraordinary circumstances exist that would require preparation of an environmental assessment or environmental impact statement. Any subsequent, site-specific grazing authorizations or rangeland actions will undergo National Environmental Policy Act review, as appropriate under Forest Service procedures at 36 CFR part 220 and Departmental regulations at 7 CFR part 1b. A final determination will be made upon adoption of the final rule.

D. Regulatory Flexibility Act

The Department has considered this proposed rule under the Regulatory Flexibility Act (5 U.S.C. 602 *et seq.*). Most Forest Service grazing permittees would be considered small entities under Small Business Administration size standards. The proposed rule would expand eligibility for term grazing permits to include applicants who own or lease (rather than only own) base property and livestock; would establish discretionary priority for qualified beginning ranchers and mentees; would codify a surcharge for authorized leasing of livestock; and would streamline the Eastern State's competitive bidding process by removing the current 10-percent bid deposit requirement. In the aggregate, the proposed rule is expected to reduce barriers to entry for beginning and small business ranchers by prioritizing them for available forage and by providing opportunities to phase into securing a term grazing permit, a process that better aligns with modern economic constraints experienced by beginning and small ranchers, and to lower compliance costs and increasing consistency in practice by aligning the Forest Service framework with that of the Bureau of Land Management for operators who graze on both Federal land systems. The Department does not currently anticipate that this proposed rule would have a significant economic impact on a substantial number of small entities, as defined by the Regulatory Flexibility Act. However, the Department will consider public comments and any information submitted regarding potential impacts on small entities before making a final certification. The Department specifically invites comment on the potential economic effects of this proposed rule on small entities.

E. Federalism

The Department has considered this proposed rule under the requirements of E.O. 13132, Federalism. The Department has determined that the proposed rule conforms with the federalism principles set out in this E.O., would not impose any compliance costs on the States, and would not have substantial direct effects on the States, on the relationship between the Federal Government and the States, or on the distribution of power and responsibilities among the various levels of government. Therefore, the Department has concluded that this proposed rule would not have federalism implications.

F. Consultation and Coordination With Indian Tribal Governments

E.O. 13175, Consultation and Coordination with Indian Tribal Governments, requires Federal agencies to consult and coordinate with Tribes on a government-to-government basis on policies that have Tribal implications, including regulations, legislative comments or proposed legislation, and other policy statements or actions that have substantial direct effects on one or more Indian Tribes, on the relationship between the Federal Government and Indian Tribes, or on the distribution of power and responsibilities between the Federal Government and Indian Tribes. Departmental Regulation 1350–002 establishes the Department's policy on Tribal consultation.

The Department has reviewed this proposed rule in accordance with the requirements of E.O. 13175 and Departmental Regulation 1350–002 and has determined that this proposed rule has Tribal implications. Consistent with that determination, the Forest Service has notified Tribal governments about the opportunity to engage in government-to-government consultation. The Forest Service will continue to engage with Tribal governments—and when requested, consult with affected Tribes—throughout the rulemaking process and will fully consider Tribal views in the final rule. The Forest Service specifically invites comment from Tribes on the proposed rule and any aspect of the rule that may affect Tribes, Tribal lands, treaty rights, or trust resources.

G. Family Policymaking Assessment

Section 654 of the Treasury and General Government Appropriations Act, 1999 (Pub. L. 105–277), requires Federal agencies to issue a Family Policymaking Assessment for a rule that may affect family well-being. The proposed rule would have no impact on the autonomy or integrity of the family as an institution. Accordingly, the Department has concluded that it is not

necessary to prepare a Family Policymaking Assessment for the proposed rule.

H. Takings Implications

The Department has analyzed the proposed rule in accordance with the principles and criteria in E.O. 12630, Governmental Actions and Interference with Constitutionally Protected Property Rights. The Department has determined that the proposed rule would not pose the risk of a taking of private property. Term grazing permits, temporary grazing permits, and livestock use permits convey no right, title, or interest held by the United States in any lands or resources, and the proposed rule expressly preserves the longstanding right to reasonable compensation for a permittee's interest in authorized permanent rangeland improvements when permits are cancelled to devote lands to another public purpose.

I. Energy Effects

The Department has reviewed the proposed rule under E.O. 13211, Actions Concerning Regulations That Significantly Affect Energy Supply, Distribution, or Use. The Department has determined that the proposed rule would not constitute a significant energy action as defined in E.O. 13211.

J. Civil Justice Reform

The Department has analyzed the proposed rule in accordance with the principles and criteria in E.O. 12988, Civil Justice Reform. Upon publication of the proposed rule, (1) all State and local laws and regulations that conflict with the proposed rule or that impede its full implementation would be preempted; (2) no retroactive effect would be given to this proposed rule; and (3) it would not require administrative proceedings before parties may file suit in court challenging its provisions.

K. Severability

The Department intends for the provisions of this rule to be considered separately. If any portion of this rule were stayed or invalidated by a reviewing court, the remaining elements would continue to provide the agency with important and independently effective tools to manage livestock grazing on the National Forest System lands. If a court prevents any provision of this proposed rule from taking effect, it is the Department's intent that the other parts of the rule would not be affected. The remaining provisions would remain in force.

L. Unfunded Mandates

Pursuant to Title II of the Unfunded Mandates Reform Act of 1995 (2 U.S.C. 1531–1538), the Department has assessed the effects of the proposed rule on State, local, and Tribal governments and the private sector. The proposed rule would not compel the expenditure of $100 million or more, adjusted annually for inflation, in any 1 year by State, local, and Tribal governments in the aggregate or by the private sector. Therefore, a statement under section 202 of the Act is not required.

M. Paperwork Reduction Act

This proposed rule contains information collection requirements subject to the Paperwork Reduction Act (44 U.S.C. 3501–3521) and the Office of Management and Budget's regulations at 5 CFR part 1320. The Forest Service will seek Office of Management and Budget approval for rule-specific collections introduced by this proposal currently covered under OMB Control No. 0596–0003 (Grazing Permit Administration Forms).

The anticipated rule-specific collections may include: (1) documentation for eligibility and qualification under leasing, mentor-mentee, succession, and beginning-rancher pathways; (2) written requests and coordination for temporary changes and disturbance-response actions; (3) attestations and documentation for leased-livestock surcharge exemptions; and (4) documentation for eligibility and qualifications for small business ranchers.

The Forest Service will publish a 60-day Paperwork Reduction Act notice followed by a 30-day notice concurrent with submission of the Information Collection Request to the Office of Management and Budget, consistent with 5 CFR 1320.11. We will seek public comment separately on these anticipated collections—specifically on their necessity and practical utility; the accuracy of burden estimates; ways to enhance quality, clarity, and utility; and ways to minimize burden, including automation or streamlined instruments.

List of Subjects in 36 CFR Part 222

Administrative practice and procedure, Grazing lands, Livestock, National forests, Public lands—grazing, Range management, Reporting and recordkeeping requirements.

Therefore, for the reasons set forth in the preamble, the Department proposes to amend chapter II of title 36 of the Code of Federal Regulations as follows:

PART 222—RANGELAND MANAGEMENT

■ 1. The authority citation for part 222 is revised to read as follows:

Authority: 5 U.S.C. 301; 7 U.S.C. 1010, 1011, 1012; 7 U.S.C. 5101–5106; 16 U.S.C. 472; 16 U.S.C. 481, 551; 16 U.S.C. 528–531; 16 U.S.C. 572, 580d, 580g, 580h, 580k, 580l; 16 U.S.C. 1133; 16 U.S.C. 1600–1605, 1609, 1613; 31 U.S.C. 9701; 43 U.S.C. 1740, 1751–1752; 43 U.S.C. 1901–1908; E.O. 12548 (51 FR 5985).

■ 2. Revise the part heading set forth above.

Subpart A—Grazing and Livestock Use on the National Forest System

■ 3. Revise Subpart A table of contents to read as follows:

Section
222.1 Authority and definitions.
222.2 Allotment management.
222.3 Issuance of grazing permits.
222.4 Cancellation, modification, or suspension of grazing permits.
222.5 Changes in permitted, authorized, and active use.
222.6 Term grazing permit waivers and applications.
222.7 Changes in National Forest System land acreage.
222.8 Rangeland improvements.
222.9 Cooperation.
222.10 Cooperation in control of estray or unbranded livestock, animal diseases, noxious weeds, and use of pesticides.

■ 4. The authority citation for Subpart A is revised to read as follows:

Authority: 5 U.S.C. 301; 7 U.S.C. 1010, 1011, 1012; 7 U.S.C. 5101–5106; 16 U.S.C. 472; 16 U.S.C. 481, 551; 16 U.S.C. 528–531; 16 U.S.C. 572, 580d, 580g, 580h, 580k, 580l; 16 U.S.C. 1133; 16 U.S.C. 1600–1605, 1609, 1613; 31 U.S.C. 9701; 43 U.S.C. 1740, 1751–1752; 43 U.S.C. 1901–1908; E.O. 12548 (51 FR 5985).

■ 5. Revise § 222.1 to read as follows:

§ 222.1 Authority and definitions.

(a) *Authority.* The Chief, Forest Service, shall develop, administer, and protect the rangeland resources, and permit and regulate the grazing use of all kinds and classes of livestock on all National Forest System lands and on other lands under Forest Service control. The Chief's authority may be redelegated to the authorized officer through these regulations and Forest Service Manual 2200 Zero Code.

(b) *Definitions.* For purposes of this subpart—

Active allotment means an allotment with a term grazing permit issued authorizing grazing or for which a transition between term grazing permits is occurring.

Active use means that portion of the permitted use within an allotment that

is: (1) Available for livestock grazing use under a permit or lease; (2) Not approved for temporary non-use; and (3) Not in suspension.

Actual use means where, how many, and what kind or class of livestock graze on an allotment, or on a portion or pasture of an allotment, and how long they graze. Actual use may be expressed in terms of animal unit months.

Adjusted grazing value means the total grazing fee calculated as authorized animal unit months (AUMs) multiplied by the grazing fee, minus land use practices on national grasslands or fee credits on eastern national forests. The adjusted grazing value is the amount due shown on the bill for collection. This applies to national grasslands and eastern forests.

Allotment means an area of land designated and managed for grazing and livestock.

Allotment management plan means a document prepared in accordance with 43 U.S.C. 1702(k).

Animal unit month (AUM) means one month's use of forage and occupancy of rangeland by one (1) cow, bull, steer, heifer, bison, horse (ancillary to livestock production), burro, or mule, or five (5) sheep or goats.

Authorized officer means a Forest Service line officer with the authority to take certain actions related to rangeland management on National Forest System lands and other lands under Forest Service control.

Authorized use means the part of active use that is available for grazing in a given year. It is specified on the annual bill for collection and verified by the permittee's payment of fees.

Base property means:

(i) Private land, owned or leased by a permittee or permit applicant, that contains livestock operation facilities capable of serving as a base of operations for the livestock use of National Forest System lands; or

(ii) Private land, owned or leased by a permittee or permit applicant, that has the capability to produce crops or forage that can be used to support authorized livestock for a specific period of the year; or

(iii) Stockwater rights that are vested in the permittee or permit applicant pursuant to State law and appurtenant to National Forest System lands, or private lands owned or leased by a permittee or permit applicant.

Beginning rancher means a permittee's children, grandchildren, or other individuals who has not owned or served as an officer, managing partner or member, or any other deciding individual of a farm or ranching business for a period of 10 or more years;

Cancel or cancellation means action taken through a final written decision to permanently invalidate a term grazing permit in whole or in part.

Carrying capacity means the average number of livestock, wildlife, or both that may be sustained on a management unit, compatible with management objectives for the unit. In addition to site characteristics, carrying capacity is a function of management goals and management intensity.

Class of livestock means an age or sex group of a kind of livestock.

Conservation practice means a type of land use practice consisting of structural and nonstructural rangeland improvements that may be implemented by grazing associations and permittees on national grasslands and land utilization projects, subject to the approval of the authorized officer.

Consultation, cooperation, and coordination means interaction for the purpose of obtaining advice or exchanging opinions on issues, plans, or management actions.

Current grazing management means grazing in accordance with the terms and conditions of an existing permit, including any modifications that are consistent with an applicable Department of Agriculture land management plan.

Direct permittee means, in the context of National Grasslands, an individual or organization that holds a grazing permit (temporary or term) issued directly by the U.S. Forest Service for use of National Grasslands for livestock production. This is distinct from an indirect permittee, who may be a member of a grazing association or other group that holds the permit on behalf of its members.

Eleven Western States means the States of Arizona, California, Colorado, Idaho, Montana, New Mexico, Nevada, Oregon, Utah, Washington, and Wyoming, which are used to calculate the forage value index.

Fair market value (FMV) means the monetary amount that is reasonably expected for use of rangeland, and that applies only to grazing fees. Expressed as an amount per month, fair market value is usually established by competitive conditions. For grazing on National Forest System lands, fair market value is the difference between the total costs associated with livestock grazing on privately leased grazing lands and the total non-fee costs of livestock grazing National Forest System lands.

Fee credit means the value of rangeland improvements required by an authorized officer on eastern national forests, or as conservation practices on national grasslands and land utilization projects, that are credited against the annual grazing value in the determination of a grazing fee.

Forage reserve allotment means an allotment (such as a grass bank or swing allotment) that is used for a short-term (less than three years) when needed and for which a project-level environmental analysis and decision has been made to authorize use of the allotment forage resource. Forage reserves can be used to facilitate landscape-level management by improving flexibility in responding to needs (such as drought, fire, or restoration) or resource management opportunities (such as vegetative manipulation). Intermittent use of forage reserves should occur to ensure they remain in a ready-to-use state to avoid the forage reserve declining into decadent overgrowth or rangeland improvements falling into disrepair.

Grant process means the procedure for identifying an applicant or applicants to receive a term grazing permit when grazing capacity becomes available and there is no preferred applicant.

Grazing agreement means a type of term grazing permit that authorizes eligible grazing associations and grazing districts organized under State or Tribal law to graze livestock on National Forest System lands. It includes provisions to allow the association to distribute its allotment use among its members and administer its members' use in conformance with applicable law, regulation, land management plan and allotment management plan direction, the terms and conditions of the grazing agreement, and the association's rules of management and bylaws.

Grazing association means a cooperative of National Forest System grazing users to which a grazing agreement has been issued. Grazing associations are organized under State or Tribal statutes for the purpose of cooperative management of permitted livestock and to administer the livestock grazing use distributed to its members. Grazing associations may also be referred to as grazing districts.

Grazing permit means a document authorizing livestock to use National Forest System or other lands administered by the Forest Service for the purpose of livestock production (such as the production of meat, milk, fiber, or other products) and includes animals used in support of livestock production operations, such as pack and saddle stock.

Grazing preference or preference (see also *Preferred applicant*) means a

superior or priority position against others for the purpose of receiving or renewing a grazing permit. This priority is attached to base property that is owned or leased by the permittee or it may be attached to permitted livestock owned by the permittee.

Land use practices means practices contained within the conditions of a grazing permit that is issued on national grasslands. The costs of these practices are deducted from the annual grazing value to determine the annual grazing fee. Land use practices include:

(i) *Conservation Practices.* The protection, planning, and land treatment and rangeland improvement measures (structural and nonstructural) that the Forest Service requires in carrying out the provisions of a grazing permit or grazing agreement. Some examples include fences, water developments, and prescribed fire.

(ii) *Administrative Activities.* Allowable administrative and program management activities carried out by a grazing association functioning under a grazing agreement, which would otherwise be an expense incurred by the Forest Service. Examples include billing and oversight of approved rangeland improvement projects.

Lessee of base property means an individual or entity that has a possessory interest under a lease for the base property associated with a grazing permit. A grazing permit can only be issued to a lessee who leases base property that is associated with a grazing permit and meets the other eligibility requirements. To obtain a permit the lessee of base property must prove a possessory interest in the leased base property, that has a grazing permit associated with it, through a formal lease agreement. When a term grazing permit is associated with permitted livestock, an individual or entity may lease property that meets the base property requirements, so they are eligible for a grazing permit.

Lessee of livestock means a permittee that has a possessory interest under a lease agreement for livestock that will be managed by the permittee on the allotment. The permittee must prove a possessory interest in the leased livestock through a formal lease agreement.

Livestock means production oriented animals of any kind kept or raised for the use or production of meat, milk, fiber, or other products, and includes animals used in support of the production operation (such as horses used as permittee pack and saddle stock).

Livestock use permit means a permit issued for purposes other than livestock production (such as research, leased sires, or targeted grazing). The issuance term shall not exceed five years, and the permit has no priority for renewal.

Maintenance of rangeland improvements means the timely repair of rangeland facilities to a condition adequate to ensure proper functioning of the facility, perpetuate its life, and protect or improve the rangeland resource. Satisfactory maintenance of improvements is a mandatory term and condition of the permit for grazing on National Forest System lands.

Mentee means someone who is mentored by an existing permittee and enters into a mentor/mentee agreement approved by the authorized officer.

Monitoring means the observation and orderly collection of data over an appropriate time-period to evaluate:

(i) Effects of management actions; and

(ii) Effectiveness of actions (such as land health).

National forests in the 16 contiguous Western States means lands designated as national forest within the boundaries of Arizona, California, Colorado, Idaho, Kansas, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Utah, Washington, and Wyoming (national grasslands are excluded) (43 U.S.C. 1902(i)).

National Forest System lands means the national forests, national grasslands, land utilization projects, other Federal lands for which the Forest Service has administrative jurisdiction, and all other lands and interests mentioned in 16 U.S.C. 1609(a).

Nine Great Plains States means the States of Colorado, Kansas, Nebraska, New Mexico, North Dakota, Oklahoma, South Dakota, Texas, and Wyoming, in which the indices are collected to determine the annual grazing value on the 17 national grasslands in those States.

Non-permittee means a person who owns or leases livestock and does not have a grazing permit to graze livestock on National Forest System lands.

Other lands under Forest Service control means non-Federal public and private lands over which the Forest Service has been given control through lease, agreement, waiver, or otherwise.

Outcome-based grazing means the incorporation of pre-authorized grazing plan modifications, called flexibilities, into grazing authorizations to better respond to changing conditions to achieve vegetation objectives.

Permitted livestock means livestock owned or leased by the permittee that has been identified by brand or other markings as requested on the application for a term grazing permit, temporary grazing permit, or term private land permit.

Permitted use means the forage allocated for grazing by production-oriented livestock in an allotment under a permit and is expressed in AUMs. Permitted use includes authorized use and active use and suspended use AUMs. See also *Active use.*

Permittee means any person who has been issued a grazing permit.

Preferred applicant (see also *Grazing preference*) means an individual who has priority position against others for the purpose of receiving (through waiver or grant) or renewing a grazing permit. The entity remains in preferred applicant status until all required documentation is submitted within the time limit agreed upon by the authorized officer, reviewed, and it is determined that the applicant meets all eligibility and qualification requirements.

Rangeland betterment means rehabilitation, protection, and improvement of National Forest System lands to arrest rangeland deterioration and improve forage conditions, fish and wildlife habitat, watershed protection, and livestock production.

Range betterment fund means the fund established by title IV, section 401(b)(1), of the Federal Land Policy and Management Act of 1976. This fund consists of 50 per centum of all monies received by the United States as fees for grazing livestock on the national forests in the 16 contiguous Western States or $10,000,000 per annum, whichever is greater.

Rangeland improvement means any authorized activity, physical modification, or treatment designed to improve production of forage; change vegetation composition; control patterns of use; provide water; stabilize soil and water conditions; restore, protect, and improve the health of rangeland ecosystems to benefit production-oriented livestock, wild horses and burros, and fish and wildlife. The term includes, but is not limited to structures, treatment projects (*i.e.,* prescribed fire), and use of mechanical devices or modifications achieved through mechanical means (*i.e.,* inter-seeding, pitting).

Rules of management means a set of policies, procedures, and practices, including eligibility requirements, developed by a grazing association or grazing district and approved by the authorized officer, that govern the grazing use both on National Forest System lands covered by a grazing agreement and on private, State, Tribal, or other agency lands under the management of a grazing association.

Small farm or ranch means a business that is classified as a small family farm according to the farm typology maintained and periodically updated by the U.S. Department of Agriculture's Economic Research Service, based on gross cash farm income categories and family ownership criteria. The term small business farm or ranch is synonymous with small farm or ranch.

Stocking rate means the number of specific kinds and classes of animals grazing a given area over a specific time period per acre. Stocking rate is usually expressed in AUMs per acre.

Succeeding family member means child, grandchild, niece, or nephew of a permit holder. The term grazing permit may be waived to such family member.

Successional base property means base property that is leased for the purpose of facilitating the lessee's ability to transition to owning the leased base property within a specified period of time.

Successional livestock arrangement means an approved written agreement between a permittee and the permittee's successor that allows the successor to build a herd by incrementally acquiring the current permittee's permitted livestock operation over a declared period of time, during which the permittee's livestock will be replaced by livestock owned by the successor.

Supplemental feed means a feed or nutritional supplement that augments the forage available from the National Forest System lands and is provided to improve livestock nutrition or rangeland management.

Suspend or suspension means the temporary withholding from active use, through a decision issued by the authorized officer or by agreement, of part or all of the term grazing permit, provided however, such withholding shall not exceed a period of 3 years or until the violation is remedied, or until specified objectives or actions have been met, whichever is earlier.

Sustained yield means the achievement and maintenance, in perpetuity, of a high-level, annual or regular periodic output from the various renewable resources of the National Forest System lands, consistent with multiple use.

Targeted grazing means using livestock as a tool to create strategic linear fuel breaks, to reduce fine fuel height and fuel loading, and to maintain fine fuels reduction for a specified period under, or to address other resource issues such as control of undesirable plant species.

Temporary grazing permit means a type of grazing authorization issued in certain circumstances to allow use of forage available on National Forest System lands (either within or outside of an allotment) when issuance or modification of a term grazing permit is not appropriate or needed, or authorizes the use of livestock to meet other resource objectives (for example, outcome-based grazing or targeted grazing).

Temporary non-use means that portion of active use that the authorized officer approves in writing to not be used temporarily. Temporary non-use may be in response to a request made by the permittee for personal convenience or it may result from resource management needs required by the authorized officer.

Term grazing permit consolidation means the consolidation of two or more term grazing permits for the same entity when the entity obtains qualified base property or permitted livestock, or both, which have been historically associated with separate livestock operations on grazing allotments, and applies to obtain the term grazing permits and consolidate them under a single permit.

Term grazing permit with on-and-off provisions means a type of term grazing permit with a provision that may be issued to a qualified applicant who holds a term grazing permit and who owns or leases non-National Forest System land that is intermingled with, or adjacent to, and used in conjunction with, a Forest Service grazing allotment.

Term private land grazing permit means a permit issued to a person who owns or leases unfenced private, State, or other rangeland parcels that are intermingled with, or adjacent to, a Forest Service grazing allotment, and who does not hold a term grazing permit for grazing on the National Forest System lands on the allotment.

Trend means the measurable direction of change over time, either toward or away from desired management objectives.

Transportation livestock means livestock used as pack and saddle stock for travel on the National Forest System.

Unauthorized leasing and subleasing means:

(i) The lease or sublease of a Federal grazing permit, associated with the lease or sublease of base property, to another party without a required transfer approved by the authorized officer;

(ii) The lease or sublease of a Federal grazing permit to another party without the assignment of the associated base property;

(iii) Allowing another party, other than sons, daughters, and grandchildren of the grazing permittee or beginning ranchers meeting the requirements of § 4130.7(f), to graze on public lands livestock that are not owned or controlled by the permittee; or

(iv) Allowing another party, other than sons, daughters, and grandchildren of the grazing permittee or beginning ranchers meeting the requirements of § 4130.7(f), to graze livestock on public lands under a pasturing agreement without the approval of the authorized officer.

Unauthorized livestock means any cattle, sheep, goat, hog, bison, or equine not defined as a wild free-roaming horse or burro or feral animal (one that is abandoned or unbranded), or any other livestock or exotic ungulate, that is not authorized by a Forest Service permit and bill for collection. Noncommercial pack and saddle stock used by recreationists, travelers, and other forest and grassland visitors for occasional trips, and livestock trailed over an established driveway when there is no overnight stop on National Forest System land, do not fall under this definition.

Unauthorized use rate means the annual fee charged for unauthorized livestock use.

Utilization means the portion of the current year's growth removed during a specified period. The term is also used to refer to the pattern of such use. For guidance on utilization, see *Utilization Studies and Residual Measurements: Interagency Technical Reference* (Technical Reference 1734–3) (Bureau of Land Management et al. 1996, revised 1997, 1999), or subsequent updates.

Vacant allotment means an allotment for which no term grazing permit is currently issued.

Waiver of term grazing permit means a form completed by the holder of a term grazing permit that surrenders all privileges provided under the permit back to the United States. If the holder of the term permit has sold base property or permitted livestock to another individual or entity, the waiver may be executed in favor of the purchaser to apply for the permit.

■ 6. Revise § 222.2 to read as follows:

§ 222.2 Allotment management.

(a) Consistent with land management plans, forage-producing National Forest System lands may be managed for livestock grazing.

(b) Allotments shall be designated on the National Forest System and on other lands under Forest Service administration where the land is available for grazing. Associated private and other public lands may be considered in such designation, with the consent of the landowner, lessee, or agency, to form logical rangeland management units.

(c) *Allotment management plans.* An allotment management plan may be developed for each allotment. If the authorized officer elects to develop an allotment management plan, the plan shall be developed in consultation, cooperation, and coordination with affected permittees, landowners, and any State or Tribe with lands covered by such allotment management plan. The allotment management plan shall be implemented, reviewed periodically, and revised as needed.

(1) Permits may incorporate an allotment management plan for managing livestock grazing.

(2) Allotment Management Plans will:

(i) Prescribe the livestock grazing practices necessary to meet specific resource objectives defined in any existing environmental analysis;

(ii) Specify any operational flexibility that can be approved by the authorized officer; and

(iii) Include a monitoring plan to evaluate the effectiveness of management actions in achieving the specific resource objectives of the plan.

(3) Private, Tribal, and State lands may be included in allotment management plans, dealing with rangeland management, with the consent or at the request of the parties who own or lease those lands.

(4) A requirement to conform with completed allotment management plans shall be incorporated by reference into the terms and conditions of the grazing permit for the allotment.

(5) Allotment management plans may be revised or terminated by the authorized officer. When revisions or terminations occur, the authorized officer shall inform through written notification affected permittees, landowners involved, and any State or Tribe having lands within the area covered by the plan.

(d) *Changes to allotment boundaries.* After consultation, cooperation, and coordination with the affected grazing permittee(s) and any States or Tribe having lands within the allotment to be covered by such allotment management plan, the authorized officer may designate and adjust grazing allotment boundaries. The approach used to modify allotment boundaries shall be determined on a case-by-case basis. In some instances, modifying an allotment boundary may be considered a technical correction, while in other instances, modification may require environmental analysis and decision.

(e) *Rangeland disturbance response actions.* The authorized officer may implement temporary response actions to address drought, wildfire, flood, insect or disease outbreak, loss of water availability, or other events that materially reduce forage or water availability or otherwise threaten rangeland resources or livestock health.

(1) Temporary response actions may include temporary changes in livestock numbers, season of use, pasture rotation, timing of use, area of use, water use, supplemental feeding locations, targeted grazing, temporary non-use, or other actions necessary to protect rangeland resources or livestock health.

(2) Before implementing a temporary response action, the authorized officer shall, to the extent practicable, consult, cooperate, and coordinate with affected permittees and consider reasonable alternatives proposed by affected permittees.

(3) The authorized officer shall document the basis for the temporary response action, including the conditions prompting the action, the expected duration, the affected allotments or pastures, and the criteria for terminating or revising the action.

(4) A temporary response action under this paragraph does not modify the term grazing permit unless the authorized officer separately modifies the permit in accordance with § 222.5(e).

(5) In an emergency, the authorized officer may make a temporary response action effective immediately or on a date specified in the decision. The authorized officer shall provide written notice to affected permittees as soon as practicable.

(6) The authorized officer may determine that vegetation, soil, or other resources on National Forest System lands are at substantial risk of wildfire due to drought, fuels buildup, or other causes, or at immediate risk of erosion or other damage due to wildfire. The authorized officer may include targeted grazing as a component of a wildfire management decision, consistent with applicable law, the applicable land management plan, and agency procedural requirements.

■ 7. Revise § 222.3 to read as follows:

§ 222.3 Issuance of grazing permits.

(a) Unless otherwise specified by the Chief, Forest Service, all grazing and livestock use on National Forest System lands and on other lands under Forest Service control must be authorized by a term grazing permit, a term grazing permit with on-and-off provisions, grazing agreement, term private land grazing permit, a temporary grazing permit, or a livestock use permit.

(b) Term grazing permits (including term grazing permit, term grazing permit with on-and-off provisions, grazing agreement, and term private land grazing permit) authorize grazing by production-oriented livestock on the National Forest System lands, consistent with land management plans as available. Permits must specify the permitted use, the kind and number of livestock, the period of use, the allotment to be used, and the terms and conditions, and must identify the appropriate land management plan and the site-specific analysis and decision associated with the permit.

(c) The number and season of use, and designated areas permitted in a term grazing permit (including term grazing permit, term grazing permit with on-and-off provisions, grazing agreement, and term private land grazing permit) may be changed on an annual basis, through the authorized use, to address resource needs or respond to drought, fire, or other situations.

(d) All permits shall be made subject to cancellation, suspension, or modification for any violation of federal law, these regulations or any terms or conditions of the permit, or Allotment Management Plan.

(e) Term grazing permits, temporary grazing permits, term grazing permits with on-and-off provisions, grazing agreement, and term private land grazing permits, and livestock use permits convey no right, title, or interest held by the United States in any lands or resources.

(f) The authorized officer may issue permits for livestock grazing and other use by livestock, such as for vegetation control or invasive species management, on the National Forest System and on other lands administered by the Forest Service.

(g) The Chief, Forest Service, shall prescribe provisions and requirements under which term permits will be issued, renewed, and administered, including:

(1) The amount and character of base property and livestock that the permit holder shall be required to own or lease.

(2) Conditions for the approval of temporary non-use of the permit for specified periods.

(3) Discretionary priority for a qualified beginning rancher or permittee mentee when issuing a term grazing permit through a prospectus. Beginning ranchers and permittee mentees must meet all eligibility and qualification requirements intended to reduce barriers to entry into the agricultural industry, or demonstrate that they meet the exceptions prescribed by the Chief. Exceptions to the qualification requirements for beginning ranchers and permittee mentees may be approved

singularly or in combination and include:

(i) Allowing for the phased acquisition of base property or livestock, or both, under limited circumstances.

(ii) Allowing for a successional base property arrangement, which essentially sets up an extended purchase and sale agreement. This means that the base property owner agrees to sell the described base property, and the successor agrees to purchase the property by the date specified in the arrangement.

(iii) Allowing a beginning rancher or a mentee to be mentored by a permittee. When a permittee mentor/mentee arrangement is approved by the authorized officer, the mentee is not issued a term grazing permit; instead, the mentee may run up to 50 percent of the permitted livestock numbers under the permittee mentor's term grazing permit.

(iv) Allowing successional livestock arrangements to provide the opportunity for an entity seeking to acquire the current permittee's livestock operation to build a herd by incrementally acquiring livestock from the current permittee.

(h) *Eligibility and qualification requirements.* Term grazing permits may be issued only to individuals or entities who meet the eligibility and qualification requirements.

(1) To be considered eligible to hold a term grazing permit, an applicant must be:

(i) A citizen of the United States who has reached the age of majority by the State where the permitted grazing activity would occur, except for individuals who have not reached the age of majority and have a parent, guardian, or trustee who cosigns the permit; a minor who has obtained the status of legal adulthood before reaching the legal age of majority by court order for emancipation; or a citizen of a foreign country who has demonstrated intent to become a citizen by having filed for naturalization;

(ii) An entity formed and recognized as a legal entity in accordance with applicable Federal and State statutes; or

(iii) An American Indian Tribe, Tribal Organization, or Tribal member.

(2) To be considered as qualified to hold a term grazing permit, an eligible applicant must own or lease base property, as defined in § 222.1, and own or lease the livestock to be permitted. However, when any of the excepted conditions described below apply, an entity may be approved to meet those requirements:

(i) An exception to the base property ownership/lease requirement is provided to allow for successional base property arrangements, providing the opportunity for an entity to incrementally acquire ownership of a current permittee's described base property.

(ii) An exception to the livestock ownership/lease requirement is provided to allow current permittees to mentor an aspiring small business rancher or beginning rancher. When a beginning rancher or mentor/mentee arrangement is approved by the authorized officer, the beginning rancher or mentee is not issued a term grazing permit; instead, the beginning rancher or mentee may run up to 50 percent of permitted livestock numbers under the permittee's term grazing permit.

(iii) An exception to the livestock ownership/lease requirement is provided to allow for successional livestock arrangements, providing the opportunity for an entity seeking to acquire the current permittee's livestock operation to build a herd by incrementally acquiring livestock from the current permittee.

(iv) An exception to the livestock ownership/lease requirement is provided to allow beginning ranchers to enter into extended livestock purchase and sale arrangements when additional time is needed for the beginning rancher to acquire enough livestock to fully stock the term grazing permit.

(v) An exception to the requirement that base property ownership/lease and permitted livestock be held by the same precise legal entity is provided to facilitate estate planning and family livestock operation. Under limited circumstances, one entity may own the base property and a second entity composed of the same individuals may own or lease the livestock to be permitted. The authorized officer may allow up to 50 percent of the permitted livestock to be owned by the permit holder's immediate or extended family members and grazed under the permit holder's term grazing permit, provided the permit holder annually identifies the number, ownership, and brands of such livestock.

(vi) Under instances where a ranch becomes associated with a permanent conservation easement that prohibits subdividing it into parcels, the Forest Service may recognize this one property as the base property qualifying multiple different entities to hold grazing permits associated with that land.

(i) *Permits with priority for renewal.* Term grazing permits authorized in this paragraph have priority for renewal and may be in the form of term grazing permits, grazing permits with on-and-off provisions, or grazing agreements. Permittees and applicants must be eligible and qualified to hold such permits in accordance with paragraph (h) of this section. Permits issued under this paragraph may be issued as follows:

(1) On national forests in the 16 contiguous Western States, 10-year term permits will be issued unless the land is pending disposal, will be devoted to other uses prior to the end of 10 years, or it will be in the best interest of sound land management to specify a shorter term in accordance with 43 U.S.C. 1752(b)(3).

(2) On National Forest System lands other than national forests in the 16 contiguous Western States, the permit term shall be for periods of 10 years or less. Term grazing permits in the form of grazing agreements may be issued to cooperative grazing associations or similar organizations incorporated or otherwise established pursuant to State or Tribal law.

(3) A term permit holder has first priority for receipt of a new permit at the end of the term period, provided the permit holder has fully complied with the terms and conditions of the expiring permit.

(4) To update terms and conditions, term grazing permits may be cancelled at any time, provided a new permit is issued to the existing permit holder for a new term of the appropriate number of years for a new permit, per paragraphs (1) and (2) above.

(5) New term permits may be issued to an eligible and qualified purchaser of a permittee's permitted livestock or base property, or to a lessee of a permittee's base property, provided the permittee waives the term permit to the United States in favor of the purchaser of base property or livestock, or the base property lessee.

(6) When a permit expires or is waived, the authorized officer shall renew an existing permit or issue a new permit to reallocate the use from the expiring/waived permit with terms and conditions consistent with the supporting environmental analysis and decision.

If a permit expires or is waived, and there is no current environmental analysis or a new environmental analysis is necessary, the authorized officer shall:

(i) for the National Forests in the 16 contiguous Western States, issue a permit with the same terms and conditions until the environmental analysis and documentation required under NEPA and other applicable laws is complete. After completion of this process the permit may be canceled, suspended, or modified accordingly.

(ii) for lands other than the National Forests in the 16 contiguous Western States, issuance of the permit shall be consistent with appropriations language, if available, and all applicable laws.

If a permit is cancelled, this paragraph does not apply. See 222.4(c).

(7) If the permittee chooses to dispose of all or part of the permittee's base property or permitted livestock (not under approved temporary non-use), but does not choose to waive the term permit, the authorized officer shall give written notice that the permittee is no longer qualified to hold a permit. The permittee shall be given up to one year to reestablish qualifications before cancellation action is final.

(j) *Permits with no priority for renewal.* Permits with no priority for reissuance are subject to terms and conditions as prescribed by the authorized officer and are authorized as follows:

(1) Temporary grazing permits for periods not to exceed one year, on a charge basis, may be issued provided this use is consistent with multiple-use objectives and does not interfere with existing livestock operations on the National Forest System lands. The authorized officer shall consult, cooperate, and coordinate with affected permittees on common allotments prior to issuance of temporary grazing permits:

(i) to allow for the use of rangelands while a term grazing permit is held in suspension;

(ii) to use additional forage created by unusually favorable climatic conditions;

(iii) to use the permitted rangelands when the permit holder's livestock is in temporary non-use status for reasons of personal convenience;

(iv) to allow a person to continue to graze livestock for the remainder of the grazing season where base property has been sold or the lease cancelled, the permit waived, and a new term permit issued;

(v) to allow grazing use in the event of drought or other emergency of National or Regional scope where such use would not result in permanent resource damage;

(vi) to allow for vegetation control or invasive species management, as well as stewardship projects (such as outcome-based grazing or targeted grazing); or

(vii) to allow use on a forage reserve allotment by an entity who does not have a term grazing permit.

(viii) The permittee or individual who acquires a temporary permit shall perform annual rangeland improvement maintenance prior to turning livestock out on the allotment.

(2) Livestock use permits shall not exceed five years and may be issued consistent with applicable laws and under terms and conditions prescribed by the authorized officer as follows:

(i) paid permits for transportation livestock;

(ii) paid or free permits for research purposes and administrative studies;

(iii) paid or free permits to trail livestock across National Forest System lands;

(iv) free permits to persons who reside on ranch or agricultural lands within or contiguous to National Forest System lands, not to exceed 10 head of livestock owned or kept whose products are consumed or whose services are used directly by the family of the resident, and who distinctly need such National Forest System lands to support such animals;

(v) free permits to campers and travelers for the livestock actually used during the period of occupancy. This may be authorized without a written permit;

(vi) paid or free permits for horses, mules, or burros used by permittees to support management of permitted livestock when they are not included in the term grazing permit;

(vii) free permits for horses, mules, or burros to cooperators who use pack and saddle stock to support research, administration, or other work being conducted. This may be authorized without a written permit;

(viii) paid or free permits for livestock used as a management tool to manipulate or control vegetation or invasive species, as well as implement stewardship projects (such as outcome-based grazing or targeted grazing) on a given parcel of National Forest System land; or

(ix) paid permits to holders of grazing permits for breeding animals used to service livestock permitted to graze on lands administered by the Forest Service.

(3) Term private land permits may be issued to an applicant who owns or leases unfenced private, State, or other rangeland parcels that are intermingled with, or adjacent to, a Forest Service-administered grazing allotment but does not hold a term grazing permit for use of the National Forest System lands, under the following conditions:

(i) The applicant shall provide proof of ownership or lease of the offered land for grazing purposes.

(ii) Issue this permit only if it is in the best interest of the United States, considering the management of National Forest System lands and resources within the allotment, and whether the owned or leased lands should be managed with the National Forest System lands as a logical grazing unit.

(iii) Term private land permits may be issued for a period that coincides with the term of their land lease or other agreement that allows their use, or for a period of up to 10 years, whichever is less.

(iv) The authorized officer shall estimate the grazing capacity for the offered lands identified in the application for a term private land grazing permit.

(v) The applicant must agree to all terms and conditions of the term private land grazing permit, including the overall season of use and the number of livestock on the owned or leased lands.

(vi) Livestock that access National Forest System lands without authorization are unauthorized livestock.

(k) *Grant priority for available grazing capacity.* When grazing capacity becomes available on a permanent sustained-yield basis for grazing, the authorized officer may authorize grazing use of such land or forage on the basis of this section, § 222.5, § 222.7(a), or any of the following factors:

(1) When unresolved resource or management concerns exist on a district or forest, priority consideration shall be given to impacted permittees first. Authorized officers shall document the rationale for determining which permittee will be granted the unobligated capacity when addressing unresolved resource or management concerns.

(2) When no unresolved resource or management concerns exist:

(i) When the available grazing capacity is associated with an allotment with existing permittees and is a direct result of permittees' direct contributions to the completion of rangeland improvements, development programs, or enhanced livestock grazing and rangeland management, the capacity shall be allocated in a proportional manner relative to the contributions made by each permittee leading to the increased capacity;

(ii) When grazing capacity is added through a land exchange, and that land is incorporated into an existing allotment, priority shall be given to existing permittees on the allotment who grazed the acquired land prior to the land exchange; or

(iii) When the available grazing capacity is not associated with paragraph (l)(2)(i) or (ii) of this section, the authorized officer shall solicit applicants by issuing a prospectus in the following priority order:

(A) to a beginning rancher or mentee with a permittee mentor/mentee

agreement who is a small business rancher;

(B) to existing permittees on adjacent allotments who are small business ranchers;

(C) to owners of livestock who are not current Forest Service permittees but are currently in good standing and authorized on rangeland administered by the Bureau of Land Management to the extent provided in the memorandum of understanding between the Forest Service and Bureau of Land Management; and then

(D) to a solicited applicant who has applied in response to a prospectus and is eligible and qualified.

■ 8. Amend § 222.4 by revising the section heading, paragraph (a) introductory text, and paragraph (a)(2)(iv), and by adding paragraph (c) to read as follows:

§ 222.4 Cancellation, modification, or suspension of grazing permits.

(a) The authorized officer may cancel, modify, or suspend any grazing or livestock use permit, in whole or in part, as follows:

* * * * *

(2) * * *

(iv) Fails to restock the allotment after the full extent of approved personal convenience temporary non-use has been exhausted.

* * * * *

(c) If a permit is cancelled, the authorized officer should reallocate the use from the cancelled permit to a new applicant under the grant process (§ 222.3(k)). The issuance shall be consistent with a current environmental analysis, decision authorizing grazing, and all applicable laws. The authorized officer retains sole discretion to determine how to reallocate this use.

■ 9. Add § 222.5 to read as follows:

§ 222.5 Changes in permitted, authorized, and active use.

(a) The authorized officer shall periodically review the permitted use specified in a grazing permit and shall make changes in the permitted use, authorized use, or active use as necessary, when supported by site-specific analysis from monitoring, documented field observations, ecological site inventory, or other data acceptable to the authorized officer to:

(1) Manage, maintain, or improve rangeland health or productivity; or

(2) Assist, if necessary, in making progress toward restoring riparian ecosystems to properly functioning conditions; or

(3) Conform to land management plans.

(b) If sufficient improvement cannot be achieved through adjustments to authorized use, modifications to permitted use may be necessary and should be based on a site-specific analysis, which shows active grazing use is causing an unacceptable level or pattern of utilization, or when use exceeds the livestock carrying capacity as determined through monitoring data, documented field observations, ecological site inventories, or other information deemed acceptable by the authorized officer.

(c) *Allocation of additional forage.* Apportioned forage shall be consistent with multiple-use and sustained-yield management objectives.

(1) Additional forage available on a permanent or sustained-yield basis for grazing by production-oriented livestock shall be apportioned to eligible and qualified applicants in accordance with the grant process in § 222.3(k). The authorized officer shall apportion the available forage after consultation, cooperation, and coordination with affected permittees on a common allotment, and any State having lands within the allotment.

(2) Additional forage temporarily available for grazing by production-oriented livestock may be apportioned on an annual temporary basis, depending on the need by permittees or individuals who acquire a temporary permit, or based on resource management needs.

(3) When additional forage is temporarily available due to temporary non-use for personal convenience by a permittee, the authorized officer may authorize grazing to fill in behind the approved temporary non-use. The use may be made temporarily available to an existing permittee through a bill for collection or to an individual who acquires a temporary permit.

(4) Forage reserve use by existing permittees shall be authorized on the bill for collection. Forage reserve use by a non-permittee shall be authorized by a temporary permit.

(5) When livestock management activities are needed temporarily to achieve identified rangeland condition outcomes, such as invasive species control, vegetation management, or fuels treatments), additional forage may be apportioned to permittees or others in accordance with § 222.3(c), § 222.3(f), § 222.3(j)(1), § 222.3(j)(2), or § 222.3(k).

(6) Permittees who seek temporary changes in grazing use within the terms and conditions of their permit must request the changes in writing from the Forest Service before the requested change in grazing use would be authorized.

(7) The authorized officer may approve temporary changes in livestock number, period of use, or both, provided that any temporary change in the authorized period does not begin more than 21 days before the beginning date specified in the permit and does not extend more than 21 days after the ending date specified on the permit, unless otherwise authorized in an allotment management plan.

(d) *Personal or required non-use.*

(1) *Temporary non-use for the permittee's personal convenience.*

(i) Temporary non-use for the permittee's personal convenience occurs when a permittee requests to graze less than 90 percent of the permitted number of livestock on a specified allotment for a given grazing year. Temporary non-use applies only to the number of animals and can be requested for partial numbers of permitted livestock or for all of the permitted livestock.

(ii) Temporary non-use for the permittee's personal convenience may only be authorized for up to 4 consecutive years and may not exceed 4 years in a 10-year rolling period.

(iii) Temporary non-use for the permittee's personal convenience must be requested in writing by the permittee for each year. Approval or denial shall be documented by the authorized officer in writing.

(2) *Temporary non-use for resource management needs.*

(i) When the authorized officer determines that temporary non-use for resource management needs is necessary, the authorized officer would initiate consultation, and coordination with affected permittees and the State or Tribe having lands within the allotment.

(ii) Permitted use may be placed into temporary non-use for resource management needs, in whole or in part, on a temporary basis due to drought, fire, or other natural causes; or to facilitate installation, maintenance, or modification of rangeland improvements. The temporary non-use shall be implemented and documented through the annual bill for collection.

(iii) Temporary non-use for resource management needs may be requested by the permittee and must be requested in writing for each year it is desired.

(iv) The authorized officer may require temporary non-use for resource management needs or temporarily modify management practices when review of site-specific monitoring shows that current grazing use is causing an unacceptable level or pattern of utilization, or when use exceeds the carrying capacity. Only monitoring methods and data approved by the Forest Service and collected at sites identified in the allotment management

plan, land management plan, or site-specific analysis shall be used.

(v) Where permitted use is reduced under this section, it will be placed in temporary non-use for resource management needs until the authorized officer has determined that the specific objectives that were expected to be met by implementing the temporary non-use for the resource management needs have been met, and livestock can return to the area. The need for temporary non-use should be identified on an allotment-by-allotment basis. When establishing the need for temporary non-use for resource management, the authorized officer shall document the following in a memorandum to the file and a letter to the permittee:

(A) The period and amount of temporary non-use being approved or required must be identified;

(B) The objectives to be achieved, such as how the temporary non-use would enable or support the implementation of vegetation treatments (such as prescribed fire or seeding); the specific resource conditions that are expected to be met, enhanced, or how the temporary non-use will enable progress to be made toward achieving the specific resource conditions;

(C) How the temporary non-use is expected to achieve the described objectives; and

(D) The monitoring that will be conducted (the type, frequency, and so forth), and when the data will be reviewed to determine if the temporary non-use is achieving the described objectives.

(vi) When the temporary non-use is a result of an emergency (such as for drought, fire, flood, or animal disease outbreaks/transmissible livestock disease) and there is a need to immediately protect the soil, vegetation, or other resources, the authorized officer should issue notices of emergency closure and decisions requiring modification of authorized grazing use. The notices may be effective upon issuance or on a date specified in the decision.

(vii) The authorized officer shall not authorize qualified applicants to graze forage made available as a result of temporary non-use for resource management needs.

(3) Temporary non-use for rangeland research may be available under a written agreement between the Forest Service, the permittee, and the entity conducting the research on an allotment, or portion of an allotment, as needed for a study area, and must be requested in writing.

(4) Temporary non-use of grazing association-issued term grazing permits shall be administered as follows:

(i) Associations may approve member requests for temporary non-use for personal convenience and for resource management needs.

(ii) Associations may require their members to take temporary non-use for resource management needs if, in coordination with the Forest Service the Forest Service determines the temporary non-use is needed (such as due to wildfire and drought).

(iii) Grazing associations shall ensure that the implementation of their temporary non-use policy is consistent with the Forest Service temporary non-use policies.

(iv) The Forest Service authorized officer may approve requests by the grazing association for temporary non-use for personal convenience, resource management needs, or require temporary non-use for resource management needs.

(v) Grazing associations must graze at least 90 percent of the number of livestock under their association-issued grazing permit each year, unless the Forest Service approves or requires temporary non-use.

(vi) The need for resource management temporary non-use should be identified on an allotment-by-allotment basis and should include specific objectives that are expected to be met by implementing temporary non-use.

(vii) The grazing association shall be responsible for working with its members to carry out temporary non-use for resource management needs on the associated allotments.

(viii) A member's failure to place livestock on the National Forest System lands without approved or required temporary non-use may be subject to non-compliance actions as described in the association's rules of management.

(ix) A grazing association is authorized to allow association members or temporary non-members to fill in behind a member's temporary non-use for personal convenience. If an association decides not to fill in behind the member's temporary non-use for personal convenience, the association must contact the Forest Service and request that the temporary non-use be approved and reflected on the annual bill for collection issued by the Forest Service to the association.

(e) *Permit modifications.* The authorized officer may make modifications to the terms and conditions of a grazing permit when livestock use or related management practices are not meeting the land management plan, allotment management plan, management objectives, or are not in conformance with the results of the monitoring data. Before any modifications are made to the term grazing permit, the authorized officer will consult, cooperate, and coordinate the need for such action with the permittee, the State, and Tribe having lands or responsibility for managing resources on the allotment. To the extent practical, the authorized officer will provide the permittee and State having lands or responsibility for managing resources in the allotment an opportunity to review, comment and give input during the preparation of reports that evaluate monitoring and other data that are used as a basis for making decisions to increase or decrease grazing use, or to change the terms and conditions of a permit. Permit modifications are issued through a letter to the permittee. Permit modifications may be for purposes such as:

(1) Achieve resource management objectives or adapt to changed rangeland resource conditions.

(2) Comply with requirements of or changes to applicable laws, regulations, land management plans, decisions, agency policies and procedures, and other legally binding documents. Other management needs could include amendments or revisions to a land management plan, or to conservation recommendations provided in a new biological opinion.

(3) Respond to permittee requests within the parameters of the land management plan, grazing permit terms and conditions, and site specific environmental analysis.

(4) Increase or decrease livestock numbers, period of use or change the kind or class of livestock.

(5) Changes in the area to be grazed, including modification of allotment boundary changes to or inclusion of an allotment management plan.

(6) Modify other terms and conditions of the permit, including provision for construction or reconstruction, and/or maintenance, of rangeland improvements.

(7) Devote lands to other public purposes and provide 2 years notice to permittee if the modification includes a partial cancellation.

■ 10. Revise § 222.6 to read as follows:

§ 222.6 Term grazing permit waivers and applications.

(a) A waiver of the term grazing permit shall be submitted when one of the following occurs:

(1) Sale of base property that has a term grazing permit associated with it;

(2) Lease of base property that has a term grazing permit associated with it;

(3) Sale of permitted livestock that has a term grazing permit associated with them; or

(4) Individual or entity name change requested.

(b) Waiver of a term grazing permit, in whole or in part, are subject to the following requirements:

(1) The current permittee must complete and execute a waiver of the term grazing permit within 90 days of selling or leasing the base property, within 90 days of selling the permitted livestock, or when requesting a name change.

(2) The waiver of the term grazing permit must identify the base property or permitted livestock to which the grazing permit is attached and identify the permitted use being waived.

(3) The waiver of the term grazing permit shall note that the permittee agrees to reasonable compensation as calculated per 222.8(h) for contributions to rangeland improvements and does not hold, and never has, any ownership interest in rangeland improvements constructed, installed, or maintained by the seller on National Forest System lands associated with the waiver.

(4) The authorized officer may modify the terms and conditions of a permit during the permit waiver process when such modifications are needed to conform to current situations brought about by changes in law, regulations, executive orders, allotment management plans, land management planning, resource conditions or management needs, or preferred applicant requests.

(c) At the date of approval of a waiver of term grazing permit, the existing grazing permit shall terminate automatically.

(d) When an individual or entity inherits base property and/or permitted livestock through operation of law or testamentary disposition, and they are otherwise eligible and qualified to hold a term grazing permit, process a waiver of term grazing permit in the same manner as waivers for term grazing permits due to the sale and purchase of base property or permitted livestock.

(1) In the event a will, estate settlement agreement, or probate provides for different owners of the base property and permitted livestock, the opportunity to apply for the term grazing permit is usually provided to the entity that inherits the base property unless otherwise specified or agreed to by the parties.

(2) Strict compliance with the qualification requirements may not be appropriate during the settlement of an estate. The estate shall be required to meet all qualification requirements within three years, unless the administrator of the estate can document why it would be inequitable to do so or why a longer time period is required.

(3) If the individual or entity does not meet the eligibility and qualification requirements in accordance with § 222.3(h) by the end of the three-year period, or as agreed upon by the authorized officer, then the term grazing permit shall be subject to cancellation.

(4) Once a waiver of term grazing permit is received, the individual or entity that inherited the base property should submit an application for a term grazing permit.

(e) When a waiver for a term grazing permit is received due to a base property lease, the following conditions apply:

(1) The base property owner (lessor) must complete and execute a waiver for a term grazing permit within 90 days of signing the lease agreement.

(2) The base property lessee must complete and execute an application for a term grazing permit within 90 days of signing the lease agreement.

(3) Once the application for a term grazing permit is processed, the term grazing permit will be issued for a term that coincides with the expiration of the base property lease agreement or up to 10 years, whichever is shorter. If the permit is issued for a term of less than 10 years, the authorized officer should determine that approving the waiver and issuing the permit will be in the best interest of sound land management to specify a shorter term.

(4) If the base property lease agreement is not renewed, the term grazing permit will be waived back to the base property lessor.

(5) If the term grazing permit is cancelled due to permit violations by the lessee, the grazing preference may be held by the Forest Service for up to one year, while waiting for the lessor to become qualified to hold a term grazing permit. The lessor's term grazing permit application shall be held in preferred applicant status.

(6) If the lessor sells the base property associated with the grazing preference before re-qualifying to hold the term grazing permit, the authorized officer may approve waiving the grazing preference to the base property purchaser. If the grazing preference is not waived with the sale of the base property, then the authorized officer may offer it in accordance with the grant process in section § 222.3(k).

(7) When base property is under lease, a lessee's request for a waiver of the term grazing permit will not be accepted, unless the waiver is waiving the term grazing permit back to the lessor, or unless the lessor agrees, in writing, to allow the lessee to waive the permit to a different entity.

(f) If an entity wishes to change its name on a term grazing permit, it must execute a waiver of the term grazing permit and submit an application for a term grazing permit with all the supporting documents. Term grazing permits cannot be modified to update the name change. Regardless of how many years remain on the old permit, a new 10-year term grazing permit is issued in the name of the new entity.

(g) Following the waiver of a term grazing permit, the authorized officer may consult, cooperate, and coordinate with the preferred applicant, the State or Tribe having lands within the allotment, and affected permittees if the application is for use on a common allotment, before issuing the grazing permit.

(h) The authorized officer may deny an application for a permit from a preferred applicant if approval would result in consolidation of term grazing permits or split a permit into multiple smaller permits.

(1) Limitations on term grazing permit consolidation should be based on whether the consolidation would result in excessive accumulation of term grazing permits by a single family unit or related group of entities, including circumstances where consolidation would:

(i) Reduce opportunities for local or beginning ranchers or permittee mentees;

(ii) Undermine locally based livestock operations;

(iii) Diminish on-the-ground oversight; or

(iv) Impair the economic viability of community scale ranching.

(2) The authorized officer may deny an application for a term grazing permit when approval would result in issuing and administering a small term grazing permit deemed inefficient for the government to administer, does not align with the local livestock industry for the production of food and fiber, or is not in the best interest of the government.

(i) An application for a term grazing permit must be submitted when one of the following occurs:

(1) Purchase of base property that has a term grazing permit associated with it;

(2) Lease of base property that has a term grazing permit associated with it;

(3) Purchase of permitted livestock that have a term grazing permit associated with the livestock;

(4) Permittee requests to reassign or change the base property parcel's legal description; or the name of the permitted entity; or

(5) Expiration of the current term grazing permit. The application for a term grazing permit should be submitted at least 1 month prior to the term grazing permit expiration date to ensure timely processing of the renewal.

(j) The purchaser of base property or permitted livestock must complete and execute the application for a term grazing permit within 90 days of purchasing the base property or permitted livestock, or they will lose their priority for obtaining preferred applicant status. Once their application for a term grazing permit is received, they will become the preferred applicant for the term grazing permit and shall meet all eligibility and qualification requirements consistent with § 222.3(h) or its exceptions within the time limit agreed upon by the authorized officer.

(k) The lessee of base property must complete and submit the application for a term grazing permit within 90 days of signing the base property lease, or they may lose their priority for obtaining preferred applicant status. Upon receipt of their application, they shall become the preferred applicant for the term grazing permit and shall meet all eligibility and qualification requirements consistent with § 222.3(h) or its exceptions within the time limit agreed upon by the authorized officer.

(l) When the permittee requests to change the legal description of base property associated with a term grazing permit, the permittee can submit an application for a term grazing permit and note that it is a request to change the base property. Any newly described land submitted by the permittee must meet all base property requirements. When a grazing agreement is in place, and a member of the grazing association would like to change or reduce their described base property, they must make that request to the association in a manner that is consistent with the grazing association's rules of management.

(m) Failure of either the permittee or the preferred applicant to comply with the regulations of this section may result in rejection of the waiver and application for a term grazing permit or cancellation of the term grazing permit.

■ 11. Redesignate §§ 222.7, 222.8, and 222.9 as §§ 222.9, 222.10, and 222.8, respectively.

■ 12. Add § 222.7 to read as follows:

§ 222.7 Changes in National Forest System land acreage.

(a) When lands are added to the National Forest System or existing National Forest System lands are newly designated as available for livestock grazing under the administration of the Forest Service, the authorized officer may make the forage for livestock available to eligible and qualified applicants through the grant process described in § 222.3(k).

(b) Where there is a decrease in National Forest System land acreage available for livestock grazing within an allotment:

(1) Grazing permits may be cancelled or modified as appropriate to reflect the changed area of use.

(2) Grazing permits may be cancelled in whole or in part. Cancellations determined by the authorized officer to be necessary to protect the National Forest System lands shall be apportioned by the authorized officer based on the level of available forage and the magnitude of the change in National Forest System land acreage available, or as agreed to among the permittees and the authorized officer.

(c) When National Forest System lands are disposed of or devoted to a public purpose that precludes livestock grazing, permittees shall be given two years' prior notification, except in cases of emergency (such as national defense requirements in time of war, natural disasters, or national emergency needs), before grazing permits may be cancelled. A permittee may unconditionally waive the two-year prior notification. Such a waiver shall not prejudice the permittee's right to reasonable compensation for, but not to exceed the fair market value of, the permittee's interest in authorized permanent rangeland improvements located on these National Forest System lands (see § 222.8(h)).

■ 13. Revise the newly redesignated § 222.8 to read as follows:

§ 222.8 Rangeland improvements.

(a) The authorized officer may authorize installation and maintenance of structural and nonstructural rangeland improvements as needed to manage the rangeland resource on National Forest System lands and other lands under Forest Service control.

(b) Rangeland improvements shall be constructed, installed, used, maintained, modified, and removed from National Forest System lands in a manner consistent with multiple-use management, optimal effectiveness, and cost efficiency by permittees or other cooperators (including individuals, organizations, or agencies other than the Forest Service), subject to the following:

(1) All rangeland improvements to be installed, constructed, or modified by the permittee on National Forest System lands and other lands under Forest Service control must be authorized by a term grazing permit modification, the provisions of which become part of the term grazing permit. Term grazing permits require the holder to maintain their assigned rangeland improvements.

(2) All rangeland improvements completed by other cooperators, individuals, organizations, or agencies shall be authorized for construction and maintenance through agreements, contracts, memorandums of understanding, or other appropriate documentation or authorization where the Forest Service is a party. The Forest Service will consult, cooperate, and coordinate with the permittee prior to allowing work by a third party to commence. The Forest Service shall keep a copy of the documentation in the rangeland improvement project file.

(3) If the permittee hires a third party to complete the permittee's required contributions to the rangeland improvement project, the permittee must inform the authorized officer of their decision and secure approval from the authorized officer before work begins on the project.

(4) Title to permanent structural and nonstructural rangeland improvements shall rest in the United States.

(5) Title to temporary and removable structural rangeland improvements (such as corrals, creep feeders, loading chutes, and troughs for hauled water) may be retained by the cooperator if no part of the cost for the rangeland improvement is borne by the United States. Once the use for the season has concluded, the temporary and removable structures will be removed from National Forest System lands.

(6) Rangeland improvement work performed by a cooperator or permittee on National Forest System lands shall not confer the exclusive right to use the improvement or the land influenced; nor does it convey to the permittee or cooperator any right, title, or interest in any lands or resources held by the United States.

(c) The authorized officer will review proposed rangeland improvement projects under applicable laws to determine if the proposed action is subject to the requirements of NEPA, as outlined at 7 CFR part 1b, and to determine whether additional analysis or documentation is required under NEPA and applicable implementing procedures. If the authorized officer determines that the proposed action

may proceed consistent with 7 CFR part 1b and other applicable requirements, then a term grazing permit modification is initiated to authorize the project. The permittee may voluntarily accept the modification or appeal the modification under 36 CFR 214.

(d) *Term grazing permit modifications for rangeland improvements.*

(1) A modification to part 3 of the term grazing permit must be completed to authorize and document the work to be completed for rangeland improvement projects with permittees.

(2) Permit modifications for rangeland improvements must include construction specifications, location, estimated cost and degree of cost-sharing, the specific contributions (such as labor, materials, and funding) that will be made by the permittee and the Forest Service, and a timeline for required completion.

(3) Permittees shall contribute the agreed-upon contributions of money, labor, equipment, or materials for new, modified, or reconstructed rangeland improvements on National Forest System lands when the rangeland improvement is used for livestock management purposes. All permittee contributions shall be documented through the permit modification, case files, and database of record.

(4) Once the construction of the rangeland improvement is complete and the authorized officer determines that the rangeland improvement meets the required specifications, part 3 of the term grazing permit must be modified to add the rangeland improvement(s) to the list of improvements assigned to the permittee for maintenance.

(5) Permittees are required to maintain all assigned rangeland improvements related to livestock grazing on National Forest System lands or other lands under Forest Service control and to keep them in standard operable condition throughout their normal life expectancy. This includes periods during temporary non-use and suspension. Permittees are responsible for all maintenance costs associated with rangeland improvements. The permittee will only be assigned maintenance for improvements that they benefit from.

(e) *Non-permittee cooperators for rangeland improvements.*

(1) The authorized officer shall evaluate non-permittee proposals to construct rangeland improvements under the same criteria that apply to permit holders, to determine if the improvements contribute toward accomplishing the overall resource management objectives for the area. Before any work is completed by a non-permittee, the Forest Service will consult, cooperate, and coordinate with any existing permittees, States, and Tribes that have lands within the allotment.

(2) The authorized officer shall ensure that rangeland improvements financed by non-Federal contributions are cost-effective and that they are located and built to Forest Service specifications.

(3) The authorized officer should use a collection agreement for any funds that non-Federal parties deposit with the Forest Service for rangeland improvements.

(4) The authorized officer should use a Challenge Cost Share Agreement when cooperation is between the Forest Service and a non-permittee, involves an exchange of funds, materials, or services that is mutually beneficial, and enhances the Forest Service's activities.

(5) The authorized officer should use a Memorandum of Understanding when cooperation is between the Forest Service and a non-permittee, does not involve an exchange of funds, materials, or services, and the agreement is non-binding.

(6) The authorized officer should use an interagency agreement when an agreement is between the Forest Service and other Federal agencies, including those instances that involve sharing of costs, equipment, and expertise.

(7) If the rangeland improvement is an authorized restoration service with a State, county, or Tribe, and is not excluded, a Good Neighbor Agreement may be appropriate.

(8) The authorized officer should use a Cooperative Agreement when the Forest Service provides materials or funds to the cooperator to complete the project and the cooperator is a non-permittee and non-Federal entity or individual.

(9) The authorized officer should consult with a Grants and Agreements specialist to determine whether a different agreement is available for the type of work being desired.

(f) *Removal of rangeland improvements.*

(1) Rangeland improvements shall not be removed from National Forest System lands without authorization.

(2) The authorized officer may require permittees to remove rangeland improvements when the improvements are no longer helping to achieve land management plan or allotment goals and objectives, or if the improvements fail to meet the criteria under this section.

(g) *Water rights for the purpose of livestock grazing on National Forest System lands.*

(1) Any right asserted by the United States in accordance with State law to use water on National Forest System land for the purpose of livestock watering shall be acquired, perfected, maintained, and administered under the laws of the State where such land is located, as authorized by applicable Federal waivers of sovereign immunity. Any stock water right shall be acquired, perfected, maintained, and administered in the name of the United States, including joint ownership between the United States and permittee where required by State law, expressed or implied principal-agent relationships, or any other legal arrangements recognized under State law and in coordination, consultation, and cooperation with the holder or holders of a valid grazing permit on the allotment.

(2) The Forest Service will not change the purpose of use, place of use, or place of diversion of a water right acquired, perfected, maintained, or administered under paragraph (1) of this section except in accordance with State law. The Forest Service must give a minimum of 30 days' notice and the opportunity to object to any grazing permittees who utilize the subject water for their livestock before making any such application for a change with the State.

(3) The United States shall not condition the authorization of a cooperative range improvement project on the permittee placing the name of the United States on a permittee's water right authorized under State law.

(h) *Compensation for permittees' interest in authorized permanent rangeland improvements.*

(1) A current permittee may be entitled to reasonable compensation for the adjusted value of the permittee's investment in authorized permanent rangeland improvements, as listed in the term grazing permit, in situations where the permit has been cancelled, in whole or in part, to devote the permitted grazing land to another public purpose that precludes livestock grazing. Such compensation shall not exceed the fair market value of the terminated portion of the permittee's interest in such improvements.

(i) This compensation for permittees' interest in authorized permanent rangeland improvements only applies when the current permittee made a quantifiable and verifiable investment of money, labor, or materials to construct one or more permanent improvements on the subject land. Former permittees who contributed to an improvement but lost or waived their term grazing permit prior to the subject lands being devoted to another public purpose are not eligible for compensation, nor are permittees who are grazing their

livestock on the National Forest System lands but did not contribute to the improvement. Investments towards the maintenance of improvements are not eligible for compensation.

(ii) Compensation may be authorized when:

(A) A term permit for grazing on all National Forest System lands in the 16 contiguous Western States is cancelled, in whole or in part, to devote the land to another public purpose that precludes livestock grazing; or

(B) A term permit for grazing on National Forest System lands in the Eastern States is cancelled, in whole or in part, to devote the land to another public purpose that precludes livestock grazing; or

(C) A grazing agreement on National Grasslands is cancelled, in whole or in part, to devote the land to another public purpose that precludes livestock grazing, and the improvements have been constructed by a grazing association or grazing district on a national grassland, entitling the association or district to compensation; provided that the portion of the improvement funded through fee reductions for conservation practices shall not be eligible for compensation. The grazing association has responsibility to distribute any compensation paid by the Forest Service back to the member who contributed funds to the improvement.

(2) Compensation to permittees for their contributions in authorized permanent rangeland improvements does not apply to administrative decisions that temporarily reduce livestock numbers or seasons of use due to resource conditions, or that require a change in the timing of use for compatibility with other resource needs. It also does not apply to permit cancellations due to noncompliance by the permittee.

(3) Pursuant to 43 U.S.C. 1752(g), except in cases of emergency, no term grazing permit shall be cancelled to devote the lands covered by the permit to another public purpose without two years' prior notification. It is the responsibility of the Forest Service to notify the permittee that the permittee is eligible for compensation and to identify the amount of compensation.

(4) Reasonable compensation for the adjusted value of the permittee's investment may not exceed the fair market value of the permittee's investment at the time of permit cancellation.

(5) Any portion of improvement funding contributed by the Forest Service from appropriated funds, including range betterment funds, is not eligible for compensation.

(6) Cooperative construction funds provided by State or other Federal agencies (such as Environmental Quality Incentives Program funds through the Natural Resources Conservation Service) shall not be considered part of the permittee's investment.

(7) A Forest Service appraiser, or the services of a qualified third-party appraiser managed by a qualified Forest Service employee, shall use Forest Service-accepted appraisal methods to determine the adjusted value based on the national and local conditions that influence costs where the improvements are located. Generally, amortization schedules are not to be used to determine adjusted value; the appraisal states the present value, which includes an assessment of the condition of the improvement due to regular maintenance or lack thereof. Only the value of the improvement will be considered for compensation, not how much the improvement may have increased the value of the land for grazing.

(8) Compensation may not exceed the amount of the original investment by the permittee in the construction or reconstruction of the improvement.

(9) Completed permit modifications for rangeland improvement work, electronic improvement records, and other documentation and records from the agency and permittee shall be used to verify the costs incurred by both parties to construct the improvements.

(10) Payments for compensation for the adjusted value of the permittee's investment in authorized permanent rangeland improvements shall be handled as obligations of the United States in conformance with current agency policy.

(11) Compensation cannot be made to persons who are no longer permittees, nor to permittees presently using the allotment and associated permanent rangeland improvements that were placed or constructed by former permittees. When a term grazing permit holder executes a permit waiver, and the waiver is accepted by the authorized officer, all interest in the rangeland structural improvements to which the permittee has contributed, and any potential right to compensation upon permit cancellation, cease to exist.

(i) *Range betterment fund.*

In addition to rangeland development accomplished through funds from the rangeland management budget line item, the Granger-Thye Act, and deposited and non-deposited cooperative funds, rangeland development may also be accomplished through use of the range betterment fund as follows:

(1) On national forests within the 16 contiguous Western States, the authorized officer shall implement rangeland improvement programs where necessary to arrest rangeland deterioration and improve forage conditions, with resulting benefits to wildlife, watershed protection, and livestock production. One-half of the available funds shall be expended on the national forest where derived. The remaining one-half of the fund shall be allocated for rangeland rehabilitation, protection, and improvements on National Forest System lands as the Chief, Forest Service, directs. During the planning process, consultation shall be held with grazing permittees affected by the rangeland rehabilitation, protection, and improvements.

(2) The funds may be used for activities associated with on-the-ground improvements, including the planning, design, layout, contracting, modification, maintenance for which the Forest Service is responsible, and monitoring and evaluating the effectiveness of specific rangeland improvement projects.

(3) During the assessment needs for the rangeland development or rangeland improvement programs, the authorized officer shall consult, cooperate, and coordinate with the affected permittees.

■ 14. Revise the newly redesignated § 222.9 to read as follows:

§ 222.9 Cooperation.

(a) *Cooperation with grazing associations.*

(1) *Authority.* The authorized officer is authorized to recognize, cooperate with, and assist grazing associations in the management of the livestock and rangeland resources on a single grazing allotment, associated groups of allotments, or other association-controlled lands on which the members' livestock are permitted to graze.

(2) *Requirements for recognition.* The requirements for receiving recognition are:

(i) A grazing association must be established as a co-operative pursuant to State or Tribal law as a precursor to being recognized by the Forest Service and considered for the issuance of a grazing agreement. An established grazing association may contact the authorized officer in writing, requesting that the grazing association be formally recognized and issued a grazing agreement;

(ii) The members of the association constitute a majority of the grazing

permittees on the grazing allotment or allotments involved;

(iii) The officers of the association are elected by a majority of the association members or of a quorum as specified by the association's constitution and bylaws;

(iv) The officers other than the Secretary (primary officer) and Treasurer must be grazing permittees on the grazing allotment or allotments involved;

(v) The association's activities must be governed by a constitution and bylaws acceptable to and approved by the authorized Forest Service officer; and

(vi) Rules of management are needed to ensure proper resource management.

(3) *Withdrawing recognition.* The authorized officer may withdraw recognition of the association whenever it is dissolved in accordance with the State or Tribal law where it was established.

(4) *Rules of management.*

(i) Rules of management are developed by the board of directors of a grazing association and used in administering the grazing program for its members on all association-administered lands.

(ii) Grazing associations are responsible for developing their initial rules of management, which are then provided to the Forest Service authorized officer for review and concurrence.

(iii) An association's rules of management may be more restrictive than applicable Federal law, regulation, or Forest Service policy, but they cannot be less restrictive. The authorized officer will not concur with any rules that are less restrictive or are otherwise in conflict with applicable Federal law, regulation, and Forest Service policy.

(iv) The rules of management describe how an association will administer the grazing program for its members on the lands covered by their respective grazing agreements. The purpose of the rules of management is to provide clear and consistent rules that will be applied to each member and to distribute livestock grazing privileges in a fair manner to all qualified members.

(b) *Cooperation with national, State, Tribal and county livestock organizations.* The appropriate authorized officer shall endeavor to establish and maintain close working relationships with national livestock organizations that have an interest in the administration of National Forest System lands and shall work cooperatively with State and county livestock organizations having similar interests. The policies and programs of national, State, Tribal and county livestock organizations give direction to, and reflect in, the practices of their members. Good working relationships with these groups are conducive to the betterment of rangeland management on both public and private lands.

(c) *Interagency cooperation.* The appropriate authorized officer shall cooperate with other Federal agencies that have a jurisdictional interest during development of allotment management plans, and management plans, or site-specific plans on National Forest System lands, as well as coordinate with State and local governments pursuant to 16 U.S.C. 1604(a) as appropriate.

■ 15. Revise the newly redesignated § 222.10 to read as follows:

§ 222.10 Cooperation in control of estray or unbranded livestock, animal diseases, noxious weeds, and use of pesticides.

(a) Insofar as it involves National Forest System lands and other lands under Forest Service control, or the livestock that graze thereon, the authorized officer shall cooperate with:

(1) State, county, and Federal agencies in the application and enforcement of all laws and regulations relating to livestock diseases, sanitation, and noxious weeds;

(2) The Animal and Plant Health Inspection Service and other Federal or State agencies and institutions in surveillance of pesticide spray programs; and

(3) State cattle and sheep sanitary or brand boards in control of estray and unbranded livestock to the extent it does not conflict with the Wild Free-Roaming Horses and Burros Act of 1971.

(b) The authorized officer shall cooperate with county or other local weed control districts in analyzing noxious weed problems and developing control programs in areas of which the national forests and national grasslands are a part.

Subpart B—Mediation of Term Grazing Permit Disputes

■ 16. Revise Subpart B table of contents to read as follows:

Section
222.20 State mediation program.
222.21 Parties and participation.
222.22 Stay of appeal.
222.23 Confidentiality.
222.24 Records.
222.25 Costs.
222.26 Ex parte communications.

■ 17. The authority citation for Subpart B is revised to read as follows:

Authority: 5 U.S.C. 301; 7 U.S.C. 5101–5106; 16 U.S.C. 481, 551; 16 U.S.C. 472.

■ 18. Revise § 222.20 to read as follows:

§ 222.20 State mediation program.

The holder of a term grazing permit issued in a State with a mediation program certified by the U.S. Department of Agriculture may request mediation of a dispute relating to a decision to suspend or cancel the permit as authorized by § 222.4(a)(2)(i), (ii), (iv), and (v) and (a)(3) through (6). Any request for mediation must be included in an appeal filed in accordance with 36 CFR part 214. A holder of a term grazing permit, issued in a State with a certified mediation program, may request in writing, mediation of a dispute relating to a decision denying the development of a stockwater improvement.

■ 19. Amend § 222.21 by revising the section heading, the introductory text, and paragraph (b) to read as follows:

§ 222.21 Parties and participation.

Only the following parties and participants may attend mediation of a term grazing permit dispute:

* * * * *

(b) The authorized officer who made the decision being mediated or his or her designee;

* * * * *

■ 20. Revise § 222.26 to read as follows:

§ 222.26 Ex parte communications.

The authorized officer or the authorized officer's designee shall not discuss mediation with the Appeal Deciding Officer, except to request an extension of time or to communicate the results of mediation.

Subpart C—Grazing Fees

■ 21. Revise Subpart C table of contents to read as follows

Section
222.50 Grazing fees.
222.51 National Forests in 16 Western States and National Grasslands.
222.52 Grazing fees in the Eastern States—noncompetitive procedures.
222.53 Grazing fees in the Eastern States—competitive bidding.

■ 22. The authority citation for Subpart C is revised to read as follows:

Authority: 5 U.S.C. 301; 16 U.S.C. 551; 16 U.S.C. 572, 580d; 31 U.S.C. 9701; 43 U.S.C. 1740, 1751–1752; 43 U.S.C. 1901; E.O. 12548 (51 FR 5985).

■ 23. Revise § 222.50 to read as follows:

§ 222.50 Grazing fees.

(a) Fees shall be charged for all livestock grazing or livestock use of National Forest System lands, or other lands under Forest Service control. An exception applies to livestock use authorized free of charge under § 222.3 (j)(2)(ii)–(viii).

(b) Except as provided in § 222.3 (j)(2)(ii)–(viii) and § 222.50(k), the full

fee shall be charged for each animal unit month of grazing use. For the purposes of calculating the fee, an animal unit month is defined as one month's use of forage and occupancy of range by one (1) cow, bull, steer, heifer, bison, horse (ancillary to livestock production), burro, or mule, or five (5) sheep or goats.

(1) Over the age of 6 months at the time of entering the public lands or other lands administered by the Forest Service;

(2) Weaned regardless of age; or

(3) Becoming 12 months of age during the authorized period of use.

(c) The Forest Service shall not charge grazing fees for animals that are less than 6 months of age at the time of entering National Forest System lands, provided that they are the progeny of animals upon which fees are paid, and provided that they will not become 12 months of age during the authorized period of use.

(d) A surcharge shall be added to the grazing bill for authorized leasing of livestock. The surcharge shall be over and above any other fees that may be charged for livestock grazing on National Forest System lands. Surcharges shall be paid prior to grazing use. The surcharge for authorized leasing of livestock owned by persons other than the permittee shall be equal to 35 percent of the difference between the current year's Federal grazing fee and the prior year's private grazing land lease rate per animal unit month for the appropriate State as determined by the National Agricultural Statistics Service. This surcharge shall be charged per animal unit month.

(e) No additional charge will be made for the privilege of lambing upon National Forest System lands, or other lands under Forest Service control.

(f) In calculating the bill for collection, the authorized officer will round charges to reflect the nearest whole number of animal unit months.

(g) Transportation livestock may be charged at a special rate, and at a minimum established for such use. Fees for horses, mules, or burros associated with management of permitted livestock on an allotment, or for research purposes and administrative studies, and authorized on a charge basis, are determined under provisions of paragraph (b) of this section.

(h) The fees for trailing livestock across National Forest System lands will conform with the rates established for other livestock. Where practicable, fees for trailing permitted livestock will be covered in the regular grazing fee, and the crossing period will be covered in the regular grazing period.

(i) Fees are due on the due date specified on the bill for collection. Payment shall be made prior to grazing use, unless otherwise approved by the authorized officer, as in cases of split billing and actual use billing. Grazing use that occurs prior to payment of a bill, except where specified in an allotment management plan or functional equivalent, is unauthorized use and may be dealt with under § 222.50(k) of this part. If allotment management plans, or the functional equivalent, provide for billing after the grazing season, fees will be based on actual grazing use and will be due upon issuance. Repeated delays in payment of actual use billings, or noncompliance with the terms and conditions of the grazing permit and allotment management plan, or the functional equivalent, shall be dealt with through non-compliance procedures and be cause to revoke provisions for actual use billing.

(j) The unauthorized grazing use rate shall be determined by establishing a base value without giving consideration for those contributions normally made by the permittee under the terms of the grazing permit. This rate is charged for unauthorized forage or forage in excess of authorized use and is separate from any penalties that may be assessed for a violation of a prohibition issued under 36 CFR part 261.7 or from an administrative permit action. This rate shall apply to, but not be limited to, the following circumstances: excess number of livestock grazed; livestock grazed outside the permitted grazing season; livestock grazed in areas not authorized under a grazing permit and a bill for collection; or livestock grazed without a permit. Pursuant to paragraph (a) and (c) of this section, a grazing fee shall be charged for each animal unit month of livestock grazing or use, unless the use is calculated at less than one animal unit month, in which case a minimum of one animal unit month shall be charged. This includes any unauthorized grazing use. The authorized officer may waive monetary fees for unauthorized grazing use only when all three of the following conditions are met:

(1) The unauthorized use was a result of unforeseen or uncontrollable circumstances on behalf of the permittee or non-permittee, and the livestock associated with such use were removed by the permittee or non-permittee within the timeframe required by the authorized officer;

(2) The forage consumed by the unauthorized use is not significant; and

(3) National Forest System lands have not been damaged significantly by the unauthorized use.

(k) Credits on a bill for collection may be allowed under justifiable conditions and circumstances as the authorized officer may specify.

(l) Refunds may be approved at the discretion of the authorized officer unless the request for refund is necessary due to a duplicate or overpayment.

(m) The fee year for the purpose of charging grazing fees will be March 1 through the following February.

(n) The data year for the purpose of collecting beef cattle price data for computing indexes will be November 1 through the following October and apply to the following fee year.

(o) For annual billing prior to the turn-on date and the first bill for collection in a split-billing schedule, bills for collection should be sent to the permittee at least 40 days, but not more than 60 days, before the authorized on-date.

(p) Failure to pay the bill for collection within 15 days of the due date specified in the bill shall result in a late fee assessment of $25.00 or 10 percent of the grazing bill, whichever is greater, but not to exceed $250.00. Payment made later than 15 days after the due date shall include the appropriate interest, administrative fee, and penalty. Failure to make payment within 30 days after the due date is a violation of the term grazing permit and shall result in permit action in accordance with § 222.4(a)(3).

■ 24. Revise § 222.51 to read as follows:

§ 222.51 National Forests in 16 Western States and National Grasslands.

(a) Grazing fees are established on lands designated as national forests and land utilization projects in the 16 contiguous Western States: Arizona, California, Colorado, Idaho, Kansas, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Utah, Washington, Wyoming, and on all national grasslands.

(b) Notwithstanding the provisions of § 222.50(b) of this part, the calculated grazing fee shall be equal to the $1.23 base established by the 1966 Western Livestock Grazing Survey multiplied by the result of the Forage Value Index (computed annually from data supplied by the National Agricultural Statistics Service) added to the Combined Index (Beef Cattle Price Index minus the Prices Paid Index) and divided by 100, as follows:

$$GF = BV \times (FVI + (BCPI - PPI))/100$$

Where:

GF = *Grazing Fee,* the estimated economic value of livestock grazing, defined by Congress as the fair market value of the forage.

BV = *Base Value* of $1.23, the base economic value of grazing on public rangeland established by the 1966 Western Livestock Grazing Survey.

FVI = *Forage Value Index,* the weighted average estimate of the annual rental charge per animal unit month for pasturing cattle on private rangelands in the eleven Western States (Montana, Idaho, Wyoming, Colorado, New Mexico, Arizona, Utah, Nevada, Washington, Oregon, and California), computed by the National Agricultural Statistics Service from the June Enumerative Survey, divided by $3.65 and multiplied by 100.

BCPI = *Beef Cattle Price Index,* the weighted average annual selling price for beef cattle (excluding calves) in the eleven Western States (Montana, Idaho, Wyoming, Colorado, New Mexico, Arizona, Utah, Nevada, Washington, Oregon, and California) for November through October, computed by the National Agricultural Statistics Service, divided by $22.04 per hundredweight and multiplied by 100.

PPI = *Prices Paid Index,* the following selected components from the National Agricultural Statistics Service's Annual National Index of Prices Paid by Farmers for Goods and Services, adjusted by the weights indicated in parentheses to reflect livestock production costs in the Western States: Fuels and Energy (14.5); Farm and Motor Supplies (12.0); Autos and Trucks (4.5); Tractors and Self-Propelled Machinery (4.5); Other Machinery (12.0); Building and Fencing Materials (14.5); Interest (6.0); Farm Wage Rates (14.0); and Farm Services (18.0).

(c) Any annual increase or decrease in the grazing fee for any given year shall be limited to not more than plus or minus 25 percent of the previous year's fee.

(d) The grazing fee for any year shall not be less than $1.35 per animal unit month.

(e) *Fee reductions for authorized land use practice expenditures.*

(1) The authorized officer may authorize fee reductions on national grasslands and land utilization projects when the permittee incurs approved expenditures for authorized land use practices, including conservation practices and, when applicable, administrative costs. To qualify for a fee reduction, expenditures for approved land use practices must be documented in writing and verified by the authorized officer. Fee reductions apply only to national grasslands and land utilization projects and are not available on national forests.

(2) Fee reductions for administrative activities are only available to grazing associations and grazing districts (''associations'') for routine costs incurred by the association to administer the livestock grazing activities of its members under a grazing agreement issued by the Forest Service. There is no fee reduction for administrative costs for grazing permits issued directly by the Forest Service to individuals, since the Forest Service still performs these administrative functions.

(i) Administrative costs are costs that would otherwise be borne by the Forest Service if it were directly administering the grazing permits of the association members. These costs must be approved in advance by the authorized officer and may include routine administrative and clerical expenses related to issuing association-issued permits, collecting grazing fees, monitoring livestock use, enforcing permit terms and conditions, recordkeeping, and other expenses such as salaries and benefits, payroll taxes, postage, copying, depreciation, office space, utilities, legal and accounting fees, and directors' expenses necessary to administer the agreement.

(ii) Administrative costs shall not include any expenses related to legal challenges or fees of any kind. Association costs for memberships in, dues for, or contributions to advocacy groups are not allowable administrative expenses.

(f) *Fee credits.* A permittee can fund an approved rangeland improvement up-front, then receive fee credits in future years as compensation for the government's cost-share portion of the project. Fee credits may be used on national grasslands where a direct permittee is involved and, in some situations, when a grazing association is involved.

(1) Credit shall not be allowed, and work plans shall not be approved, for more than the number of years remaining of the permittee's 10-year grazing permit. However, in some cases involving large or expensive projects, it may be prudent to issue a new 10-year permit at the beginning of the project to allow for maximum fee credit toward the expense of the large project.

(2) When grazing associations are involved and they are working in conjunction with all of their benefitting members, associations may secure and obligate larger amounts of money to complete large or expensive conservation practice rangeland improvements (such as drilling a one-time water well or installing a water pipeline system).

(3) When total project costs exceed conservation practice funds available in that one year, fee credits may be allowed in future years under approved work plans to credit the association for its initial advance funding provided to complete the project. Credit shall not be allowed, and work plans shall not be approved, for more than the number of years remaining of the 10-year grazing agreement.

■ 25. Remove § 222.52 (National Grasslands).

■ 26. Redesignate § 222.53 as § 222.52, and amend the newly redesignated § 222.52 by revising paragraphs (a), (b), and (c) introductory text, (c)(1) introductory text, (c)(1)(i) through (iii), and adding paragraph (d), to read as follows:

§ 222.52 Grazing fees in the Eastern States—noncompetitive procedures.

(a) *Scope.* Except as provided in § 222.53 of this subpart, the fee charged for commercial livestock grazing use and occupancy on National Forest System lands in the States of New York, Missouri, Vermont, West Virginia, Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, Puerto Rico, South Carolina, Tennessee, Texas, and Virginia shall be determined through noncompetitive, fair market value procedures. These rules do not apply to grazing fees on National Forest System lands in Oklahoma or national grasslands in Texas. Grazing permits under the noncompetitive fee method in the Eastern States are subject to the rules governing grazing permit administration in subpart A of this part.

(b) *Applicability.* The rules of this section apply to the establishment of grazing fees for existing permittees on the lands identified in paragraph (a) of this section, including grazing associations in New York and Missouri as of March 1, 1990, to any livestock on-and-off permits defined in subpart A of this part, and to any allotments advertised for competitive bidding which were not bid on (§ 222.53(h) of this subpart). Noncompetitive permits vacated or terminated by an existing permittee, and any new allotments created after the effective date of this rule, shall be offered on a competitive bid basis as specified in § 222.53 of this subpart. As provided in subpart A of this part, holders of term permits have first priority for receipt of a new permit.

(c) *Fee system.* The grazing fee charged under this section shall be based on fair market value, as determined by using comparable private grazing lease rates, adjusted for the difference in the costs of grazing comparable private leased lands and National Forest System lands, or by reference to prevailing prices in

competitive markets for other Federal or State leased or permitted grazing lands that are the same as, or substantially similar to, grazing lands offered or administered by the Forest Service in the Eastern States, with comparability adjustments as appropriate. Rates for grazing on comparable private lands shall be adjusted for the difference between the total costs of operating on private grazing lands and the total costs (other than grazing fee costs) of operating on National Forest System lands.

(1) *Establishing base grazing value.*

(i) The authorized officer shall determine an estimated base market value of grazing use and occupancy on National Forest System lands in the Eastern States for the following designated subregions:

(A) Corn Belt (Illinois, Indiana, Missouri, and Ohio);

(B) Lake States (Michigan, Minnesota, and Wisconsin);

(C) Northeast (Maine, New Hampshire, New York, Pennsylvania, and Vermont);

(D) Appalachia (Kentucky, North Carolina, Tennessee, Virginia, and West Virginia);

(E) Southeast/Delta (Alabama, Arkansas, Georgia, Louisiana, Mississippi, South Carolina, and Texas); and

(F) Florida.

(ii) The authorized officer shall revise or update estimated market values of grazing use and occupancy as necessary to respond to significant changes in the agricultural economy in the Eastern States, and to ensure that fees represent fair market value.

(iii) The authorized officer, where sufficient market data exist, may establish the base grazing value for grazing allotments using comparable, local rates for leasing private grazing lands.

(d) *Surcharge for leased livestock.* A surcharge for authorized leasing of livestock owned by persons other than the permittee, equal to 35 percent of the non-competitive grazing fee for the Eastern States per animal unit month for the appropriate Subregion, as determined by the National Agricultural Statistics Service. Targeted exemptions would be available for livestock owned by properly documented mentees, beginning ranchers, permittee successors, immediate or extended family members, and operators receiving relief from drought, fire, or other natural causes.

* * * * *

■ 27. Redesignate § 222.54 as § 222.53, and amend the newly redesignated § 222.53 by revising paragraphs (a)(1), (a)(2), (b), (d), (e), and (h), and adding paragraph (i), to read as follows:

§ 222.53 Grazing fees in the Eastern States—competitive bidding.

(a) *General procedures.*

(1) *Applicability.* The rules of this section apply to grazing fees for any allotment established or vacated on National Forest System lands in Illinois, Indiana, Ohio, Michigan, Minnesota, Missouri, New Hampshire, Maine, Pennsylvania, Vermont, West Virginia, Wisconsin, Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, Puerto Rico, South Carolina, Tennessee, Texas, and Virginia, after February 26, 1990, as well as to grazing fees for existing allotments for such lands that have already been established under competitive procedures as of the date of this rule. Permits offered for competitive bidding in the Eastern States are subject to the rules governing grazing permit administration in subpart A of this part. The rules of this section do not apply to negotiated livestock use permits or to permits with on-and-off grazing provisions as authorized in subpart A of this part. Holders of term permits have first priority for receipt of a new term grazing permit in accordance with subpart A of this part. These rules also do not apply to grazing fees on National Forest System lands in Oklahoma or national grasslands in Texas.

(2) *Allowable bidders.* Bids for grazing permits shall be accepted from individuals, partnerships, grazing associations (formed after February 26, 1990), joint ventures, corporations, limited liability companies, and other organizations.

(b) *Establishment of minimum bid price.* Authorized officers shall establish a minimum bid price for each available allotment as described in § 222.52 of this subpart.

* * * * *

(d) *Submission of bid.* Each applicant shall submit an application for the grazing permit and a sealed bid for the grazing fee.

(e) *Qualifications.* Upon opening applicants' bids, the authorized officer shall determine whether each bidder meets the qualifications to hold a permit as set forth in subpart A of this part.

* * * * *

(h) *No bids received.* If qualified sealed bids are not received, the authorized officer reserves the right to conduct an oral auction using the minimum bid price established under paragraph (b) of this section, or to establish grazing fees through noncompetitive grazing fee procedures specified in § 222.52 of this subpart.

(i) *Surcharge for leased livestock.* A surcharge for authorized leasing of livestock owned by persons other than the permittee, equal to 35 percent of the non-competitive grazing fee for the Eastern States per animal unit month for the appropriate Subregion, as determined by the National Agricultural Statistics Service. Targeted exemptions would be available for livestock owned by properly documented mentees, beginning ranchers, permittee successors, immediate or extended family members, and operators receiving relief from drought, fire, or other natural causes.

Michael K. Boren,

Under Secretary, Natural Resources and Environment.

[FR Doc. 2026–23033 Filed 11–10–26; 8:45 am]

BILLING CODE 3411–15–P

Eureka County Television District

www.eurekacountytelevisiondistrict.com

P.O. Box 163, Eureka, Nevada 89316, Telephone 775/340-4697

FCC licenses renew in MAY 2030

NOTICE OF PUBLIC MEETING

Members: Randall Klatt - Chairman, Mike Rebaleati - Vice Chairman, Eldon Brown, Tracy Moylan, Elmer Porter

Posted by 5:00 P.M. on Thursday, November 26, 2026

Eureka County Television District will meet in regular session on:
Date: Wednesday, December 2, 2026
Time: 10:00 A.M.,
Place: Crescent Valley Town Hall, 5045 Tenabo Avenue, Crescent Valley, NV

Agenda

Items may be taken out of order at the discretion of the Chair. Items may be removed from the agenda prior to, or during, the meeting. Related agenda items may be combined for discussion or action. The phrase "(For Possible Action)" means the Board may, but is not required to, act on the item.

Call to order

1. **Establish Quorum**
2. **Pledge of Allegiance**

Public Comment and Discussion – *discussion only*

*Pursuant to **NRS 241.0200 (c) (3)** this time is devoted to public comment. However, no action may be taken under this item until the matter has specifically been included on an agenda as an item upon which action may be taken.*

Notice: The public is welcome to request agenda items for future meetings during the Public Comment period, or may consult with one or more of the Television District to request agenda items for future meetings.

General Business

1. **Approval of agenda - *for possible action***
2. **Approval of minutes from previous meetings – November 9, 2026 - *for possible action***
3. **Discuss, approve or deny - Final audit FY 2026 - *for possible action***
4. **Discuss, approve or deny – correction to May 19, 2026 agenda, written as an MOU for McEwen**

Mining, but should have been as a letter in interest- ***for possible action***

5. **Discuss, approve or deny – Increase our rate by 10% per foot on rack for all towers? –** ***for possible action***

6. **Discuss, approve or deny - Purchase of new A/C units for all towers at 15 – 20 thousand each added to budget, 1 unit per year over the next 5 years –** ***for possible action***

7. **Discuss, approve or deny – Application process for interest in rack space on ECTVD towers, review draft drawn by Chair Randall Klatt –** ***for possible action***

8. **Discuss, approve or deny – Purchase of refrigerant tank to keep our A/C units going until we can replace them all.- for possible action**

9. **Expense Report -** ***for possible action***

Humboldt County Television District	$ 823.04	Monthly fiber service
Eagle Communications, LLC	$ 3,000.00	Monthly maintenance
Switch Data Center	$ 1,496.70	Monthly fiber distribution
Kimber Elliott	$ 1,500.00	Monthly administrative
Lander County	$ 250.00	Monthly equipment space
AT&T	$ 1,087.05 +/-	Monthly fiber for Argenta

Any other bills received after the agenda was posted (A list of bills and supporting documents will be submitted to the Board at the meeting).

10. **Maintenance Report –** ***discussion only***

A. Tank Hill

B. Prospect Peak

C. Argenta Ridge / Lander County Courthouse

11**. Discussion and possible approval of additional work, equipment and improvements at various sites –** ***for possible action***

12. **Old Business –**

1. **Mining America Gold rock request to add 4' Antenna on prospect –** ***for discussion only***
2. **McEwen Mining contract status, results of County public works review of contract-** ***for discussion only***

13. **New Business –**

1. **Mike Kellerman interested in open seat for Crescent Valley, review letter of interest – *for discussion only***
2. **Future Agenda Items suggested by Jeb Rowley with Eureka County Public works – *for discussion only***

    a) **A current inventory of all users and equipment at Prospect Peak and Tank Hill, with the status of each user agreement.**
    b) **Written confirmation of each party's designated agent under Section 400 B**
    c) **Extension of Interlocal Contract with Eureka County. Expires 3/28 Discuss terms for co-location review, public safety priority and interference response.**

Public Comment

*Pursuant to **NRS 241.0200 (c) (3)** this time is devoted to public comment. However, no action may be taken under this item until the matter has specifically been included on an agenda as an item upon which action may be taken.*

Notice: The public is welcome to request agenda items for future meetings during the Public Comment period, or may consult with one or more of the Television District to request agenda items for future meetings.

Adjournment – for possible action

Notice to persons with disabilities: If you require special assistance, please notify the Eureka County Television District Secretary prior to the meeting at the email address or phone numbers listed above.

Persons wanting to attend the meeting by phone may use our Webex using one of the following methods:

Join from the meeting link

https://eurekacountynv.webex.com/eurekacountynv/j.php?MTID=ma386154ce82a614eb9dc57b739c65870

Join by meeting number

Meeting number (access code): 2484 323 0996

Meeting password: nMhJFDPk222 (66453375 when dialing from a video system)

Tap to join from a mobile device (attendees only)

1-415-655-0003,,24843230996## United States Toll

Join from a video system or application

Dial 24843230996@eurekacountynv.webex.com

You can also dial 173.243.2.68 and enter your meeting number.

Need help? Go to https://help.webex.com

Supporting materials for this meeting may be requested by contacting Kimber Elliott, Secretary of the Eureka County Television District by calling 541-868-5699 - message phone or email to **eurekaTVDS@yahoo.com**, or giving your email or mailing address to any board member.

The Public Notice/Agenda was posted in Crescent Valley at the Town Hall & Library-5045 Tenabo Ave, Fanny Komp Senior Center 728 7tth Street; in Eureka at the Courthouse-10 S Main St, and U.S. Post Office-51 S Main St. and on the following websites: https://notice.nv.gov; https://www.eurekacountytelevisiondistrict.com and https://www.eurekacountynv.gov. Mail and e-mails were sent to those requesting them. Posting affidavits available upon request.

Eureka County Television District www.eurekacountytelevisiondistrict.com
P.O. Box 163, Eureka, Nevada 89316, Telephone 775/401-8784

FCC licenses next renew in MAY 2030

Attending members: Randall Klatt, Tracy Moylan and Elmer Porter

On phone: Eldon Brown

Guests
Jeb Rowley Eureka County Public Works
Gibrann Lopez Gonzalez and Benjamin Gallegos McEwen Mining On Phone: Paden Hilyard Eagle Communications, LLC

Meeting Minutes

Eureka County Television District met in regular session on:
Date: Monday, November 9, 2026
Time: 10:00 A.M.,
Place: Eureka County Courthouse, Jury room, 10 South Main Street, Eureka Nevada.

Call to order ***10:05hrs***

1. Establish Quorum **– *3 in person and 1 on phone***
2. Pledge of Allegiance **– *Lead by Member Moylan***

Public Comment and Discussion – discussion only **– *Jeb Rowley – see attached Public comment letter***

General Business

1. Approval of agenda - for possible action **– *Member Moylan motioned to accept agenda as presented, Member Brown Seconded, approved (4/0)***
2. Approval of minutes from previous meetings – October 7, 2026 - for possible action **– *Member Porter motioned to accept minutes with amendments to Item 9/2 BLM lease report as Accepted by BLM and explanation of why approval for items 3,4 & 5 went to 4/0, we lost phone communication with member Brown, Member Moylan*** *seconded, approved (4/0)*
3. Discuss, Approve or Deny– Mining America Gold Rock mine is requesting to mount a 4' Antenna on our Prospect Peak tower to provide the communication for Gold Rock property, which they plan to bring into operation in 2027. Paden has consulted with them and there is room to add it. **-** for possible action **- *Tabled until we can get a structural inspection report for Eureka County Public Works***
4. Discuss, Approve or Deny**-** updating expired contracts with the following licensees **-** for possible action **–**

. MDW Pan, LLC–(5yr) Expired 3/6/2019 – ***Scan contracts in and send to all Board for review***
. Sky Fiber Internet–(3yr) Expired 630/21 **- *Scan contracts in and send to all Board for review***

. Mt Wheeler Power–(5yr) Expired 4/4/2018 - ***Scan contracts in and send to all Board for review Make changes if needed and add to a future agenda as an action item.***

5. **Expense Report - for possible action –** *Member Moylan motioned to approve expense report as presented, Member Porter seconded, approved (4/0)*

Humboldt County Television District	$ 823.04	Monthly fiber service
Eagle Communications, LLC	$ 3,000.00	Monthly maintenance
Switch Data Center	$ 1,456.00	Monthly fiber switch svc.
Kimber Elliott	$ 1,500.00	Monthly administrative svc.
~~Kimber Elliott~~	$ ~~200.00~~	~~Go Fund me Tim Stoffel~~
Not approved by Eureka County		
Kimber Elliott	$ 55.00	Ad in Eureka Sentinel
Lander County	$ 250.00	Monthly equipment space
AT&T	$ 1,091.40 +/-	Monthly Argenta Fiber svc.
Range Media	$ 385.00	Ad in Eureka Star

Any other bills received after the agenda was posted – for possible action - *None*

7. **Maintenance Report –Presented by phone by Paden Hilyard Eagle Communications, LLC- discussion only**

A. Tank Hill – ***Thermostat was tripping, Parker Solutions went out and resolved for now, will need to replace next year.***

B. Prospect Peak – ***Ice shield replaced and reinforced, cameras were knocked out possible lighting strike, up now***

C. Argenta Ridge / Lander County Courthouse – ***All good***

6. **Discussion and possible approval of additional work, equipment and improvements at various sites**

– for possible action – ***The refrigerant needed for all our A/C units is being discontinued and soon all parts and support will be gone also. Paden suggested we buy a Tank while it is still available to keep going as long as we can. We need to look at replacing them all within the next 5 years. Each unit is ~15-20 thousand each. Add to December agenda for discussion.***

7. **Old Business** – Where are we will McEwen mining contract? **-** *discussion only* ***Jeb Rowley needs to review contract before we proceed with signatures Copy given to him at the meeting***

8. **New Business -** *discussion only* ***- 2 possible new members, add to December agenda, Chair Klatt will invite them to attend meeting in Crescent Valley next month***

Public Comment:

Pursuant to ***NRS 241.0200 (c) (3)*** *this time is devoted to public comment. However, no action may be taken under this item until the matter has specifically been included on an agenda as an item upon which action may be taken.*

Notice: The public is welcome to request agenda items for future meetings during the Public Comment period, or may consult with one or more of the Television District to request agenda items for future meetings.

Adjournment – ***for possible action Member Porter 11:53 hrs***

EUREKA COUNTY PUBLIC WORKS

PO Box 714, 701 South Main Street, Eureka, Nevada 89316
Phone: (775) 237-5372 · Fax: (775) 522-0909 · www.co.eureka.nv.us

Public Comment Letter - ECTVD November 9, 2026

Nov 9, 2026

Eureka County Department of Public Works Eureka, Nevada

November 9, 2026

Board of Trustees Eureka County Television District Attn: Randall Klatt, Chairman P.O. Box 163 Eureka, Nevada 89316

Re: Written Public Comment, November 9, 2026 Regular Meeting, Agenda Items 3, 4 and 8. Protection of County Public Safety Communications at District Tower Sites.

Dear Chairman Klatt and Members of the Board:

I submit this written comment on behalf of Eureka County as Public Works Director and Emergency Management Director. I request that it be included in the minutes of this meeting.

Eureka County has fire, law enforcement and emergency management radio and communications equipment at the District's tower sites, including antennas and rack equipment at Prospect Peak. The County's use is governed by the Interlocal Contract between the District and the County dated January 7, 2013 (Eureka County Recorder 2013-000002), which amended the 2008 Interlocal Contract recorded as document 0211719. Under Section 100.H, the County paid $517,000 for use of tower and shelter space for fire and public safety communications for 20 years beginning March 20, 2008.

The County supports the District adding users and revenue. The County's concern is that each new user be added through a written agreement and a technical review confirming it will not affect public safety communications. Agenda Item 3 does not identify an agreement, a site plan or a technical review for the Board to act on.

Concerns

Item 3, Mining America Gold Rock antenna at Prospect Peak. The agenda states that "there is room" on the tower. Available space is not the same as structural, electrical and radio frequency capacity. The October 7, 2026 minutes show that a 4-foot McEwen Mining dish was also approved on the basis that no structural changes were needed. Two dishes added within two months should be reviewed together for wind and ice loading.

Under the 2013 Interlocal Contract, the District agreed to:

- Have all existing and new users sign agreements containing guidelines for the installation, access, operation and maintenance of their equipment (Section 300.D).
- Ensure that its equipment does not damage the tower or shelters, or interfere with County equipment or the equipment of other users (Section 400.D).
- Restrict unauthorized access to the sites (Section 300.C), and give no key to any other user except in an emergency (Section 400.G.3).

Approving the request without a written agreement and technical review in place would not be consistent with these commitments. Under Section 600, damage that makes a site substantially unusable for County equipment would put both the County's investment and public safety coverage at risk.

Item 4, expired licensee agreements. The three agreements listed expired between 2018 and 2021. Users have been operating without current agreements, which leaves insurance, indemnity, access and interference obligations uncertain. Section 300.D applies to existing users as well as new ones. Renewals should use current terms rather than extend the expired agreements.

Item 8, McEwen Mining contract. The October 7 minutes record approval of contract changes but do not state the terms. The County has not seen the agreement or the basis for the finding that no structural changes are needed.

Requested Actions

The County asks the Board to table Items 3 and 4 until the documents below are available for County review. If the Board chooses to act today, the County asks that any motion include the following conditions:

1. Approval of Item 3 is in concept only. No equipment is installed until a written license agreement is approved by the Board as a separate action item at a noticed meeting.
2. Before the license is approved, the District provides the County, with at least 14 days to review:
    1. A tower elevation drawing and shelter rack layout showing all existing equipment and the proposed installation.
    2. A structural analysis by a Nevada-licensed professional engineer to the current ANSI/TIA-222 standard, including ice loading and the combined effect of the McEwen and Gold Rock equipment.
    3. The applicant's frequencies and FCC license or frequency coordination, and an interference and intermodulation review against County public safety frequencies.
    4. The equipment's power and heating or cooling load, and its effect on backup power runtime.
    5. Confirmation of any Bureau of Land Management authorization required for a new user at the site.
3. The license agreement includes, at a minimum:
    1. Priority for public safety equipment in tower position, shelter space and backup power.
    2. Immediate shutdown on notice from the District or the County if the user's equipment interferes with public safety communications, with correction at the user's expense.
    3. No modification, added equipment or increase in power without new written approval.
    4. Escorted access only, consistent with Section 400.G.3, and advance notice to the County of work near County equipment.
    5. Liability insurance naming the District and Eureka County as additional insureds, and indemnity of both.
    6. Removal of equipment and restoration of the site at the user's expense when the agreement ends.
4. Renewals under Item 4 use the same agreement form and terms, and copies of executed agreements are provided to the County.

5. The District discloses whether Eagle Communications, LLC will be compensated by any applicant for design, installation or maintenance. If so, the structural and interference reviews are performed by an independent party.

Future Agenda Items

The County requests that the following be placed on a future District agenda:

- A current inventory of all users and equipment at Prospect Peak and Tank Hill, with the status of each user agreement.
- Written confirmation of each party's designated agent under Section 400.B.
- Extension of the Interlocal Contract. The County's 20-year term ends in March 2028, and Section 100.H allows one additional 20-year term on written application of either party. Public Works will recommend that the Board of County Commissioners pursue the extension, and asks the District to begin discussing terms for co-location review, public safety priority and interference response.

The County values its long working relationship with the District, including road access and Snow Cat support under Section 200. These requests are intended to protect emergency communications that serve all residents of Eureka County. Thank you for your consideration.

Sincerely,

Jeb Rowley
Public Works Director and Emergency Management Director Eureka County

cc: Rich McKay, Chair, Board of Eureka County Commissioners

Theodore Beutel, Eureka County District Attorney

Nevada Association of Counties (NACO) Board of Directors Meeting
Summary of Actions and Discussion
November 20, 2026

The NACO Board of Directors ("the Board") met online only, on November 20, 2026, due to bad weather in Carson City. The following is a summary of announcements, presentations, and actions.

Announcements & Presentations:

President Gardner informed the Board that he presented at the Legislative Training Academy, a series of courses hosted by the Legislative Counsel Bureau for new members of the Legislature. A portion of the training focuses on Local Government thanks to AB1 (2021), a NACO bill that required inclusion of local government structure, finance, and services. NACO CEO, Amy Hyne-Sutherland and Lyon County Comptroller, Josh Foli also presented and encouraged the new members to have continued dialogue with County Commissioners. President Gardner directed the Board's attention to information in their packets regarding sponsorship opportunities for the National Association of Counties (NACo) Western Interstate Region (WIR) Conference in Douglas County, NV, May 25-28, 2027. President Gardner also reminded the Board about the 2027 NACo Legislative Conference in Washington, DC, February 20-23, 2027.

Amy introduced the Board to Alexis Tucey, NACO's new Health & Human Services Program Analyst. Alexis brings more than two decades of experience in public service, social services, program development, policy, and government administration. Amy reminded the Board that there will be a Nevada Delegation dinner, sponsored by Storey County, during the NACo Legislative Conference on Monday, February 22, 2027. NACo is now accepting nominations for the County Leadership Institute (CLI) to held in June in Washington, DC. CLI is a rigorous program intended for elected official with at least three years of county government experience. If you are interested in attending please contact Amy at ahs@nvnaco.org. NACO is offering First 100 Days – New Commissioner Training on January 25, 2027 at the NACO office in Carson City. Nevada Medicaid is offering Rural Health Transformation funding to support adult and youth detention facilities prepare for Medicaid reentry services. Please share with your county Sherriff's office, applications are due by December 15th. On Monday, November 30th, the Porter Group will host a Federal Election recap for NACO and the League of Cities. NACO will participate in the Nevada Digital Government Summit on December 9th. Amy reminded the Board that the December Board Meeting will be in Clark County on, Thursday, December 10th at 9:30 in the Clark County Government Center.

The Board discussed the nomination process to fill upcoming vacancies on the Nevada Off-Highway Vehicle Commission and the Advisory Board on Outdoor Recreation. There will be a vote to determine a recommendation to the Governor's Office to fill these positions at a future Board meeting.

The Board was given a presentation on the 2027 NACO Budget Draft. A final presentation and vote will occur at the December Board meeting. The draft budget reflects plans for 2027, including

more opportunities for commissioners to engage in-person and undertake strategic planning. The Board also received an update on the 2026 mid-term elections outcomes at both Federal and State levels. At the federal level, Democrats now hold all four of Nevada's congressional seats, with the most notable change being Teresa Benitez-Thompson's victory in Congressional District 2. NACo also recently provided a Federal election analysis that focuses on the federal impacts for counties. At the state level we saw a significant change to Nevada's leadership. Democrats captured the Governor's Office, retained their 13-to-8 majority in the State Senate and expanded their Assembly majority to 32-to-10.

Reports from Standing Committees

The Legislative Committee will meet in December to discuss the upcoming Legislative Session and change in committee leadership for 2027.

The Committee of the Emeritus has reviewed their established bylaws and is asking that participants commit to the required two-year term. They are also working on creating a mentor list for the upcoming New Commissioner training on January 25th.

The Committee on Housing met recently and was given a presentation by the Nevada Housing Division on AB540 outcomes and their intention to hire a rural housing specialist.

The Committee on Cooperative Extension was joined by Dr. Jake DeDecker, who reported on county coordination and reminded the committee about participation in the Community Needs Surveys available through the Extension website.

Public Lands and Natural Resources Subcommittee discussed renewed and ongoing coordination with the Bureau of Land Management (BLM), including the creation of a contact list. The committee received a presentation from the Nevada Division of Natural Heritage, which focuses on maintaining biodiversity data for Nevada's at-risk plants, animals, and ecological communities to support informed land use planning and conservation. There will be a quarterly BLM Sage Grouse meeting on January 28th.

NACO Board Actions

The Board approved the creation of a NACO Finance Committee.

The next NACO Board of Directors' meeting will be held in Clark County, on Thursday, December 10, 2026, at 9:30 AM.

Fallon Range Training Complex
Intergovernmental Executive Committee

Subject: Intergovernmental Executive Committee Participation Form

The 2021 National Defense Authorization Act (NDAA) section 2844 directed the Department of the Navy and the Department of the Interior to establish an Intergovernmental Executive Committee (IEC) "for the purpose of exchanging views, information, and advice relating to the management of the natural and cultural resources." Initial coordination is being done by Naval Air Station (NAS) Fallon, but the Navy is only a small part of the committee membership. During the first public meeting, the committee voted 10 to 0 for organizations to be represented by a primary and alternate member.

This participation form is to solidify your organization's involvement as a committee member with the IEC for the foreseeable future. Please indicate below if your organization would or would not like to participate. We ask if your organization would like to participate, please list your primary and alternate members with their names, titles, emails, and phone numbers. Both individuals will be allowed to participate in meetings as members. If both the primary and the alternate attend a meeting, please be aware that your organization will still only have one vote during any matters that require voting.

Organization Participation in the IEC

☐ **YES**, our organization will participate. (Please fill out the contact information below.)

☐ **NO**, our organization wishes not to participate at this time.

Organization Primary and Alternate Contact

Primary Contact Name/Title	Alternate Contact Name/Title
Email	Email
Phone Number	Phone Number

Intergovernmental Executive Committee

Fallon Range Training Complex

Draft Meeting Minutes

Tuesday, Sept. 22, 2026

2:00 p.m. PDT

Virtual Meeting and In-Person at the:

Nevada Department of Agriculture
405 21st Street
Sparks, NV 89431

This meeting was also held virtually pursuant to NRS 241.023.

Join the meeting online: https://mantech.zoomgov.com/j/1651246359

Call in by phone: 1-669-254-5252

Webinar ID: 165 124 6359

Pursuant to NRS 241.020, the Agenda for this meeting was posted at the following locations: State of Nevada Website (https://notice.nv.gov/), the Fallon Range Training Complex (FRTC) Modernization website (www.frtcmodernization.com/IEC), the Clearinghouse website (http://clearinghouse.nv.gov/), and the Churchill County Administration Building (155 Taylor St., Fallon, NV 89406).

Please Note:

- Public Comment was limited to three (3) minutes per person. The Committee reserves the right to reduce the time or limit the total time allowed for public comment.
- Presentations should be approximately 15 minutes in length plus 15 minutes for questions and answers.
- Items on the agenda may be taken out of order, combined, or removed, or discussion delayed, at the direction of the Committee.
- Documentation and supporting agenda items are available on the FRTC website at www.FRTCmodernization.com/IEC

Intergovernmental Executive Committee (IEC) Elected Positions				
Government/Agency	**Name**	**In Person**	**Zoom**	**Not Present**
Nevada Department of Agriculture	Chair J.J. Goicoechea	√		
Churchill County	Vice Chair Myles Getto		√	
IEC Members				
Government/Agency	**Name**	**In Person**	**Zoom**	**Not Present**
Department of the Navy	Mike Haymon, Captain	√		
Department of the Navy	Lucas Keiser, Commander			√
Bureau of Land Management	Justin Abernathy, Acting State Director			√
Bureau of Land Management	Kim Dow, Acting Associate State Director	√		
Bureau of Indian Affairs	Amy Roberts, Realty Specialist			√
Nevada Department of Wildlife	Brad Bauman, Administrator	√		
Nevada Department of Wildlife	Mark Freese, Habitat Division Administrator			√
Nevada Department of Conservation and Natural Resources	Vince Guthreau, Director	√		
Nevada Department of Conservation and Natural Resources	Dominique Etchegoyhen, Deputy Director			√
Nevada Department of Agriculture	J.J. Goicoechea, Director	√		
Nevada Department of Agriculture	Doug Farris, Division Administrator			√
Nevada Division of Minerals	Rob Ghiglieri, Administrator			√
Churchill County	Myles Getto, Commissioner		√	
Churchill County	Joe Sanford, County Manager	√		
Lyon County	Scott Keller, Commissioner			√
Lyon County	Andrew Haskin, County Manager			√
Mineral County	Larry Grant, Commissioner			√
Mineral County	Tony Ruse, Commissioner			√
Pershing County	Kristen Gonzalez, County Manager			√
Pershing County	Joe Crim, Jr., Commissioner			√
Nye County	Bruce Jabbour, Commissioner			√
Nye County	Megan Labadie, Natural Resources Director			√
Eureka County	Marty Plaskett, Commissioner			√
Eureka County	Jake Tibbitts, Natural Resources Manager			√
Fallon Paiute Shoshone Tribe	Cathi Williams-Tuni, Chairwoman			√
Walker River Paiute Tribe	Melanie McFalls, Chairman			√

Pyramid Lake Paiute Tribe	Steven Wadsworth, Chairman			√
Lovelock Paiute Tribe	Debbie George, Tribal Historic Preservation Officer			√
Lovelock Paiute Tribe	Tia Happy, Chairperson			√
Duckwater Shoshone Tribe	Warren Graham, Chairman			√
Fort McDermitt Paiute and Shoshone Tribes	David Hinkey, Chairperson			√
Reno-Sparks Indian Colony	Daryl "Doug" Gardipe, Chairman			√
Washoe Tribe of Nevada and California	Serrell Smokey, Chairman			√
Winnemucca Indian Colony of Nevada	Eric Magiera, Chairman			√
Summit Lake Paiute Tribe	Randi Lone Eagle, Chairwoman			√
Summit Lake Paiute Tribe	Nedra Crane, Vice Chairwoman			√
Te-Moak Tribe of Western Shoshone	Suzanna Sandoval, Chairperson			√
Yerington Paiute Tribe	Ginny Hatch, Chairman			√

IEC Liaisons and Support

Government/Agency	Name	In Person	Zoom	Not Present
Naval Air Station Fallon	Toni Burton, Tribal Relations Coordinator	√		
Naval Air Station Fallon	Robin Schofield, Community Planning and Liaison Officer	√		
Mantech	Sam Lowry, Moderator	√		

Call to Order, Welcome, and Roll Call of Committee Members

- IEC Chair J.J Goicoechea, Nevada Department of Agriculture, called the meeting to order at 2:00 p.m.
- Ms. Toni Burton, Naval Air Station (NAS) Tribal Relations Coordinator, called roll. The list of attendees/absentees is above.

Verification of Agenda Posting

- The agenda for this meeting was posted in accordance with NRS 241.020.

Approval of Agenda

- Captain Mike Haymon, Department of the Navy, stated that Agenda Item 8 is for information only and the Navy will not comment on the proposed language.
- Mr. Vince Guthreau, Nevada Department of Conservation and Natural Resources, motioned to approve the agenda. Mr. Joe Sanford, Churchill County, seconded the motion. The agenda was approved with no changes.

Public Comment

- Chair Goicoechea opened the floor for public comments on the agenda, noting a three-minute time limit per person.
- No comments were made. The public comment period was closed.

New/Old Business

- Ms. Robin Schofield noted that future meeting minutes will be streamlined by referencing the presentations which are posted on the IEC website.

Approval of Meeting Minutes from June 23, 2026

- Captain Haymon motioned for approval of the June meeting minutes; Mr. Guthreau seconded the motion. The June meeting minutes were approved with no changes.

For Information Only: Senator Rosen/Cortez-Masto Draft Modernization Language
(Please refer to the presentation slides in the IEC member package for additional details from the presentations)

- **Introduction**: Mr. Sanford presented on Senate Amendment 6028, as introduced by Senators Rosen and Cortez-Masto on June 24, 2026, and would apply to the National Defense Authorization Act (NDAA) for Fiscal Year 2027.
    - The purposes of the proposed amendment are to:
        - Add three roads where public access must be maintained until an alternative route is reconstructed or relocated;
        - Make the Secretary of the Navy responsible for timely maintenance of certain roads that must be relocated or reconstructed due to the Navy's expansion;
        - Give impacted counties the ability to determine if newly reconstructed and relocated roads are open for public access; and
        - Clarify Congressional intent regarding livestock grazing permittee compensation.

Discussion/Possible Action: BLM Update
(Please note that information in this section includes updates from the last IEC meeting. Please refer to the presentation slides in the IEC member package for additional details)

- **Introduction:** Ms. Dow introduced team members updating the IEC on the Bureau of Land Management (BLM) implementation strategy for modernization. Ms. Dow also announced that Mr. Justin Abernathy is the Acting State Director, she is the Acting Associate State Director, and Ms. Matt Magaletti is the Acting District Manager. These positions have been extended through January 2027, and they are hoping to announce new State Directors in the coming months. She also noted that BLM is in the process of preparing vacant allotments to be offered for transfer. The first allotment is a conglomerate of the Belleville, Basalt, Little Huntoon, and McBride Flat allotments. Once the Environmental Assessment (EA) is finalized and a proposed decision is published, a letter will be sent inviting eligible permittees to apply for the permit.
- **Grazing Actions:** Ms. Kat McCray, Range Management Specialist, updated the IEC on grazing actions. New information or updates included:
    - Letters announcing the two-year notice were sent to grazing permittees affected by B-17 and B-20 expansion on March 2, 2026. The letters stated that accepting and signing a

new permit will not indicate an agreement or acceptance of the Navy's proposed compensation.
    - To keep in line with the new timeline, assessments for B-17 and B-20 affected allotments will be completed by Fiscal Year 2030, and followed by a land health assessment and new permit.
- **Cadastral Update:** Mr. Wayne Strickland, Chief Cadastral Surveyor, updated the IEC on cadastral efforts. New information or updates included:
    - B-16 status: On schedule.
    - B-17 and B-20 status: Completed. BLM supported the Navy with locating boundaries for B-17 and B-20 and completed and filed those surveys. Field work for the cadastral survey for the Monte Cristo Mountain Special Protection Area is underway and on schedule.
    - Public purpose conveyances to Churchill County and the City of Fallon, exchanges between Churchill County and the U.S. Department of the Interior, preparation of maps and legal descriptions, and conveyances to Lander County are all in progress.
    - Resolution of Walker River Paiute Tribe claims status: BLM is working with the Bureau of Indian Affairs to determine survey needs to locate the boundaries of selected lands.
    - Land to be held in Trust for the Fallon Paiute Shoshone Tribe status: Required surveys are undergoing final review and being prepared for official filing.
- **Real Estate Update:** Ms. Shedra Rakestraw, BLM Assistant Field Manager for Carson City District, updated the IEC on realty actions. New information or updates included:
    - SR-361 Realignment: BLM is drafting the Finding of No Significant Impact and Decision Record. A deed from Federal Highway Administration will be submitted to Nevada Department of Transportation and BLM for review.
    - B-16 Sand Canyon Road Realignment: BLM received Navy funding for additional biological and cultural baseline surveys. BLM is working on a purchase request for contractor funding and is awaiting an SF-299 from Churchill County and preliminary road designs to continue review under the National Environmental Policy Act (NEPA). The Bureau of Reclamation is awaiting an SF-299 from the Navy and Churchill County.
    - B-17 Great Basin Gabbs Lateral Pipeline Realignment: The Federal Energy Regulatory Commission (FERC) issued an order on June 23, 2026, granting Great Basin Gas Transmission Co. (GB) a certificate of public convenience and necessity to construct and operate. BLM is working on a land survey service request to determine legal land descriptions. GB prepared an SF-299 form for a short-term right-of-way to conduct geotechnical studies. Next, BLM will draft the Finding of No Significant Impact and Decision Record. The contractor will continue to collect baseline information.
    - Bureau of Indian Affairs – Walker River Paiute Tribe: BLM will meet with the Bureau of Indian Affairs and the Walker River Paiute Tribe to identify alternative options for the land transfer to the Tribe.

Discussion/Possible Action: Navy Update

(Please note that information in this section includes updates from the last IEC meeting. Please refer to the presentation slides in the IEC member package for additional details)

- **Introduction:** Captain Mike Haymon, Commanding Officer of NAS Fallon, reviewed the agenda and introduced the Navy presenters.
- **Legislative/Implementation Update:** Mr. Matt Ryan, FRTC Modernization Program Manager, provided an overview of modernization status, Fiscal Year 2026 plan updates and Year 4

implementation goals, the overall range modernization schedule, and where to find more information.

- FRTC Modernization Overview: Mr. Ryan presented updated information and a map depicting each large-scale task or infrastructure project by range to support modernization, and the requirements in the NDAA and commitments the Navy made in the Record of Decision. Four major areas have been withdrawn and are in various stages of expansion.
- Year 4 Implementation: Mr. Ryan reviewed a snapshot of progress towards major Navy goals for Implementation Year 4.
  - Dixie Valley Training Area (DVTA) and B-17 Private Land Acquisition: The Navy has acquired 88 of the 95 parcels in DVTA for B-17.
  - B-16, B-17, and B-20 Nominal Mining Claim Payments: The Navy is in the process of making payments for nominal mining claims; 18 claim holders have accepted payments. The Navy will continue to work with claim holders to discuss the payment process.
  - B-16 Sand Canyon Road NEPA: Final road design is needed for the associated NEPA requirements to progress. The team is aiming to begin construction for the road realignment in Fiscal Year 2027.
  - B-16 Lone Tree Road NEPA: The project team concluded the design for Lone Tree Road and the majority of construction will be solicited this fall. Reconstruction is currently scheduled for Fiscal Year 2027.
  - B-17 Great Basin Pipeline EA/Design: The Navy anticipates new appropriations in Fiscal Year 2027 to enable the relocation of the pipeline. The intended schedule is for all precursor work and certifications to be completed to allow for construction to begin in late 2027.
  - B-20 Private Land Acquisition: The vast majority of properties require acquisition. Three properties currently have offers and one in the southern portion of B-20 is in escrow.
- Range Overview and Schedule: The integrated schedule shows related tasks associated with overall modernization effort and progress made. Mr. Ryan reviewed the status of the timelines for the four ranges.
- Mr. Sanford noted some hurdles with the Lone Tree Road process and that the project may extend beyond the Navy's current schedule. Churchill County is awaiting additional information from the Federal Highway Administration and the Navy to proceed with work on Sand Canyon Road.

- **Combined Environmental Brief:** Ms. Ann Schofield, NAS Fallon Conservation Manager, updated the IEC on the Navy's natural, cultural, Tribal, and NEPA programs. New information or updates included:
  - Integrated Natural Resources Management Plan (INRMP): The final draft INRMP is in development. The Description of Proposed Action and Alternatives (DOPAA) and Preliminary Draft EA are in development.
  - Integrated Cultural Resources Management Plan: The contractor is addressing Navy comments as the revised draft is in development.
  - Sage Grouse Noise Study: Crews trapped sage grouse and were able to install about 60 GPS and radio trackers on them. Moving forward, funding will be addressed by the Navy as partners experienced budget cuts.

- B-17 Infrastructure Development EAs: Natural resource surveys are completed. Cultural resource surveys were awarded and fieldwork is planned.
- B-20 Infrastructure Development EA: Infrastructure requirements are in development. Natural and cultural resource surveys are in the planning and programming phase.

Call for Agenda Items for Next IEC Meeting

- No additional agenda items were mentioned to discuss at the next IEC meeting.

Scheduling of Next IEC Meeting

- The next IEC meeting will be held during the weeks of Jan. 25-29 or Feb. 1-5.

Public Question and Comment

- Ms. Emily Lande-Rose, Northern Nevada Director for Senator Rosen, will be leaving her position on Oct. 2, 2026, and introduced her replacement, Mr. David Boire. Ms. Lande-Rose thanked the committee for its continued stakeholder engagement and collaboration.

Adjourn

- Chair Goicoechea adjourned the meeting at 2:53 p.m.

NEVADA DIVISION OF
ENVIRONMENTAL PROTECTION

A division of the
Nevada Department of Conservation & Natural Resources

STATE OF NEVADA
Joe Lombardo, *Governor*
Vinson Guthreau, *Director*
Jennifer L. Carr, *Administrator*

901 S. Stewart Street, Suite 4001
Carson City, Nevada 89701
p: 775-687-4670 f: 775-687-5856
ndep.nv.gov

RECEIVED
NOV 16 2026
EUREKA COUNTY COMMISSIONERS

October 29, 2026

Rich McKay, Chairman
Eureka Board of County Commissioners
Post Office Box 540
Eureka County, NV 89316
rmckay@eurekacountynv.gov

Re: Draft Permit – NS2027500, Greenlink North Transmission Project, Yerington - Ely, Nevada

Honorable Chairman:

The Nevada Division of Environmental Protection has completed development of a draft permit for a new project, Permit # NS2027500 for discharges proposed and described in the submitted applications for the **Greenlink North Transmission** project crossing Lyon, Churchill, Lander, Eureka and White Pine Counties, Nevada. The proposed permit will be effective for a period of five (5) years.

Enclosed, for your use, are copies of the public Notice of Proposed Action (NoPA) and the Fact Sheet. This public notice, along with copies of the draft permit and Fact Sheet was posted on the NDEP website on **October 29, 2026,** which can be found at the following link: **https://ndep.nv.gov/posts**.

Comments on the proposed actions or a request for a public hearing may be submitted to this office for a period of thirty (30) days following the date of publication of the NoPA. The deadline in this office for receipt of all comments pertaining to this public notice shall be **November 30, 2026,** at **5:00 P.M.** Should we find that a significant degree of public interest exists with respect to the proposed permit issuance, a public hearing may be held. If no hearing is held, we would expect to issue the permit containing the final determinations of the Administrator shortly after the expiration of the thirty (30) day comment period.

Please advise this office prior to **November 30, 2026,** if the Permittee has not complied with all local ordinances that govern this facility.

If you have any questions regarding the enclosed documents or the permitting process, please contact me at (775) 687-9427 or apark@ndep.nv.gov.

Sincerely,

Aaron Park
Staff Engineer
Bureau of Water Pollution Control

Enclosures: NS2027500 Notice of Proposed Action (e-copy)
NS2027500 Fact Sheet (e-copy)
ECC: Ben Kahue P.E., Permits Branch Supervisor
BWPC Front Desk Administrative Assistant (w/enclosures)

NEVADA DIVISION OF
ENVIRONMENTAL PROTECTION

A division of the
Nevada Department of Conservation & Natural Resources

STATE OF NEVADA
Joe Lombardo, *Governor*
Vinson Guthreau, *Director*
Jennifer L. Carr, *Administrator*

901 S. Stewart Street, Suite 4001
Carson City, Nevada 89701
p: 775-687-4670 f: 775-687-5856
ndep.nv.gov

NOTICE OF PROPOSED ACTION

The Administrator, Division of Environmental Protection, Carson City, Nevada is issuing the following notice of proposed action under the Nevada Revised Statutes and/or the Clean Water Act, where applicable. The Administrator has received an application for a Groundwater Discharge, permit number NS2027500 from the following applicant:

NV ENERGY
6226 WEST SAHARA AVE
LAS VEGAS, NV - 89146

Permit NS2027500, GREENLINK NORTH TRANSMISSION PROJECT:
The Applicant, NV Energy (NVE), has applied for a new individual working in waterways permit for the "Greenlink North" project. The project consists of approximately 235 miles of new transmission lines including a 525- kilovolt (kV), a 345-kV, and a 230-kV transmission line within a 200-foot-wide right-of-way (ROW). The project comprises approximately 1074 transmission structures, including a combination of structure types including steel pole H-frames (tubular), steel monopoles (single pole), guyed steel lattice, and self-supporting steel lattice structures, as determined by existing terrain. The project corridor is located between the Walker River Substation (western terminus), the new mid-line Lander Substation, and the Robinson Summit Substation (eastern terminus) on public land managed by the Bureau of Land Management the Department of Defense, the Forest Service, and Nevada state lands within Lyon, Churchill, Lander, Eureka and White Pine Counties. The applicant is proposing to operate heavy equipment (rolling stock) within waters of the State as defined in NRS 445A.415, including ephemeral washes for the construction of this project. Best Management Practices (BMPs) shall be utilized to prevent erosion and degradation of waters of the State. No discharges to waters of the State and/or waters of the United States are anticipated.

On the basis of preliminary review of the requirements of the Nevada Revised Statutes, as amended, and implementing regulations, the Administrator proposes to issue Permit NS2027500 to discharge for a five (5) year period, subject to certain effluent limitations.

Persons wishing to comment upon or object to the proposed determinations by the Administrator regarding permit issuance should submit their comments or request, in writing, hand delivered or postmarked no later than 5:00 P.M. on 11/30/2026 , either in person or by mail to:

Department of Conservation and Natural Resources
Division of Environmental Protection
Bureau of Water Pollution Control
901 South Stewart Street, Suite 4001
Carson City, NV 89701

The request must be filed within the comment period and must indicate the interest of the person filing the request and the reasons why a hearing is warranted. All comments or objections received within the thirty (30) day period will be considered in the formulation of final determination(s) regarding the application. If written comments indicate a significant degree of public interest in the proposed permit, the Administrator shall hold a public hearing. A public notice of such hearing will be issued not less than thirty (30) days prior to the hearing date.

If no hearing is held and the determinations of the Administrator are substantially changed from the tentative determinations, the Administrator will give public notice of the revised determinations.

Additional comments and objections will be considered at that time.

A public hearing on the proposed determination can be requested by the applicant, any affected State, any affected interstate agency, the Regional Administrator of EPA Region IX or any interested agency, person or group of persons. The request must be filed within the comment period and must indicate the interest of the person filing the request and the reasons why a hearing is warranted. Any public hearing determined by the Administrator to be held must be conducted in the geographical area of the proposed discharge or any other area the Administrator determined to be appropriate. All public hearings must be conducted in accordance with NAC 445A.238.

The applications, proposed permits, comments received, and other information are on file and may be copied or copies may be obtained by writing to the above address or by contacting Aaron Park, Bureau of Water Pollution Control, at (775) 687-9427 or at apark@ndep.nv.gov. The office facsimile number is (775) 687-4684. For further information, the fact sheet for this project can be viewed at the following website: https://ndep.nv.gov/posts/category/water.

Please bring the forgoing notice to the attention of all persons whom you know would be interested in this matter.

NEVADA DIVISION OF
ENVIRONMENTAL PROTECTION
A division of the
Nevada Department of Conservation & Natural Resources

STATE OF NEVADA
Joe Lombardo, *Governor*
Vinson Guthreau, *Director*
Jennifer L. Carr, *Administrator*

901 S. Stewart Street, Suite 4001
Carson City, Nevada 89701
p: 775-687-4670 f: 775-687-5856
ndep.nv.gov

FACTSHEET
(pursuant to NAC 445A.236)

Permittee Name: NV ENERGY

6226 WEST SAHARA AVE
LAS VEGAS, NV 89146

Permit Number: NS2027500

Permit Type: GROUNDWATER DISCHARGE

Designation: GROUNDWATER

New/Existing: NEW

Location: GREENLINK NORTH TRANSMISSION PROJECT, OTHER
THE PROJECT CORRIDOR IS ALIGNED EAST-WEST AND PASSES THROUGH LYON, CHURCHILL, LANDER, EUREKA, AND WHITE PINE COUNTIES, YERINGTON - ELY, NV 89447
LATITUDE: 39.13243540, LONGITUDE: -119.141110
TOWNSHIP: 15N, RANGE: 25E, SECTION: 25

Outfall / Well Num	Outfall / Well Name	Location Type	Well Log Num	Latitude	Longitude	Receiving Water
001	LYON	External Outfall		39.134359	-119.137236	GROUNDWATER
002	CHURCHILL	External Outfall		39.269548	-118.364824	GROUNDWATER
003	LANDER	External Outfall		39.528292	-117.106578	GROUNDWATER
004	EUREKA	External Outfall		39.542566	-115.976162	GROUNDWATER
005	WHITE PINE	External Outfall		39.246399	-114.904138	GROUNDWATER

Permit History/Description of Proposed Action

This is a new permit. The Permittee, NV Energy (NVE), has applied for a new individual Working in Waterways permit for the "Greenlink North" project. The project will comprised of approximately 235 miles of new transmission lines including a 525- kilovolt (kV), a 345-kV, and a 230-kV transmission line within the project corridor. The project corridor is located on public land managed by the Bureau of Land Management, the Department of Defense, the Forest Service, and Nevada state lands between the Walker River Substation (western terminus), the new mid-line Lander Substation, and the Robinson Summit Substation (eastern terminus) in Lyon, Churchill, Lander, Eureka, and White Pine Counties. The Walker River Substation is located approximately 10 miles north of Yerington, the Robinson Summit Substation is located approximately 17 miles west-northwest of Ely and the new mid-line Lander Substation is located approximately 3 miles north-northwest of the intersection of US Highway 50 and State Highway 305. Construction would include operation of heavy equipment (rolling stock) within waters of the State as defined by Nevada Revised Statute (NRS) 445A.415 including ephemeral washes.

Facility Overview

NVE is constructing a 525 kV transmission line, which will be part of the Greenlink North project. The project consists of approximately 235 miles of new transmission lines including a 525- kilovolt (kV), a 345-kV, and a 230-kV transmission line within a 200-foot-wide right-of-way (ROW). The project comprises approximately 1074 transmission structures, including a combination of structure types including steel pole H-frames (tubular), steel monopoles (single pole), guyed steel lattice, and self-supporting steel lattice structures, as determined by existing terrain. The project corridor is located between the Walker River Substation (western terminus), the new mid-line Lander Substation, and the Robinson Summit Substation (eastern terminus). The applicant is proposing to operate heavy equipment (rolling stock) within waters of the State as defined in NRS 445A.415, including ephemeral washes for the construction of this project. Best Management Practices (BMPs) shall be utilized to prevent erosion and degradation of waters of the State. No discharges to waters of the State and/or waters of the United States are anticipated.

Outfall Summary
Outfall 001 (LYON) this external outfall is the permitted working in waters areas along the project corridor within Lyon County that meet the definition of "Waters of the State" at NRS 445A.415.

Outfall 002 (CHURCHILL) this external outfall is the permitted working in waters areas along the project corridor within Churchill County that meet the definition of "Waters of the State" at NRS 445A.415.

Outfall 003 (LANDER) this external outfall is the permitted working in waters areas along the project corridor within Lander County that meet the definition of "Waters of the State" at NRS 445A.415.

Outfall 004 (EUREKA) this external outfall is the permitted working in waters areas along the project corridor within Eureka County that meet the definition of "Waters of the State" at NRS 445A.415.

Outfall 001 (WHITE PINE) this external outfall is the permitted working in waters areas along the project corridor within White Pine County that meet the definition of "Waters of the State" at NRS 445A.415.

Effluent Characterization
No discharge of effluent is planned, this permit authorizes operating heavy equipment (rolling stock) within waters of the State.

Pollutants of Concern
Pollutants of concern are any pollutant, or parameters, that are believed to be present in the discharge and could affect or alter the physical, chemical, or biological, conditions of the receiving water. Pollutants of concern include:

Total Petroleum Hydrocarbons (TPH) - potential accidental TPH discharge from equipment operating in and around the channels.
Turbidity - construction activities are potential turbidity plume events.
Monitoring and sampling is required to ensure protection of waters.

Receiving Water
The receiving water is groundwater of the State via percolation through any waters of the State (NRS 445A.415) encountered along the project corridor.

Compliance History
This is a new permit.

Proposed Effluent Limitations
The discharge shall be limited and monitored by the Permitee as specified below:

NS OTHER - Discharge Limitations Table for Sample Location 001 (Lyon Working In Waters) To Be Reported Quarterly[5][6][7]

Discharge Limitations				Monitoring Requirements			
Parameter	**Base**	**Quantity**	**Concentration**	**Monitoring Loc**	**Sample Loc**	**Measurement Frequency**	**Sample Type**
Area inspection visual	Value	M&R Pass=0 Fail=1 (pass/fail)		See Footnote[1]	001	Daily	VISUAL
Hydrocarbons, total petroleum	Daily Maximum		<= 1.0 Milliliters per Liter (mL/L)	See Footnote[2]	001	Instantaneous	DISCRT
Turbidity	Daily Maximum		<= 50 Nephelometric Turbidity Units (NTU)	See Footnote[3]	001	Instantaneous[4]	GRAB

Notes (NS OTHER - Discharge Limitations Table):

1. Observe and report the condition of BMPs. If functioning properly, report "0". If malfunctioning or not installed report "1". Please see Special Approvals / Conditions Table item #10.
2. Sample the affected water in the event of a visible sheen, or equipment leak within 100 feet of the active project work areas, resulting in a spill in or near the waterway. Report to NDEP immediately. This limit applies to each spill event.
3. If a visible turbidity plume is generated work shall cease immediately, and grab samples shall be taken from the center of the plume at a location that is 200 feet downstream, and a location that is 100 feet upstream of the work area. The turbidity must be measured with a calibrated field meter and the net increase shall be calculated as the value at 200 feet downstream minus the value at 100 feet upstream. The width and depth of the plume must be estimated at that time and recorded. BMPs must be reevaluated to stabilize the situation prior to resuming work. This limit is to be applied to the net increase in turbidity.
4. Visually monitor turbidity continuously when active work is occurring in a channel with water. If a visual sediment plume occurs that originates from the work area, sample at the outfall using a handheld turbidimeter or other field instrument: record all values in a water quality logbook, and report maximum daily values for each outfall.
5. If no discharge occurs, please use no data indicator (NODI) code "C" when reporting to NetDMR.
6. In the event of turbidity plume or TPH discharge identify water of the State location by NDOT mile marker or Latitude /Longitude in decimal degrees or on attached Figure 1. In the event of discharges occurring at separate waters of the State including ephemeral wash crossings during the same quarter identify each discharge at each water of the State and upload the report to NetDMR as an attachment.
7. This outfall is representative of all waters of the State within Lyon County. Report any discharges in waters of the State in Lyon County as Outfall 001.

NS OTHER - Discharge Limitations Table for Sample Location 002 (Churchill Working In Waters) To Be Reported Quarterly[5][6][7]

Discharge Limitations				Monitoring Requirements			
Parameter	**Base**	**Quantity**	**Concentration**	**Monitoring Loc**	**Sample Loc**	**Measurement Frequency**	**Sample Type**
Area inspection visual	Value	M&R Pass=0 Fail=1 (pass/fail)		See Footnote[1]	002	Daily	VISUAL
Hydrocarbons, total petroleum	Daily Maximum		<= 1.0 Milliliters per Liter (mL/L)	See Footnote[2]	002	Instantaneous	DISCRT
Turbidity	Daily Maximum		<= 50 Nephelometric Turbidity Units (NTU)	See Footnote[3]	002	Instantaneous[4]	GRAB

Notes (NS OTHER - Discharge Limitations Table):

1. Observe and report the condition of BMPs. If functioning properly, report "0". If malfunctioning or not installed report "1". Please see Special Approvals / Conditions Table item #10.
2. Sample the affected water in the event of a visible sheen, or equipment leak within 100 feet of the active project work areas, resulting in a spill in or near the waterway. Report to NDEP immediately. This limit applies to each spill event.
3. If a visible turbidity plume is generated work shall cease immediately, and grab samples shall be taken from the center of the plume at a location that is 200 feet downstream, and a location that is 100 feet upstream of the work area. The turbidity must be measured with a calibrated field meter and the net increase shall be calculated as the value at 200 feet downstream minus the value at 100 feet upstream. The width and depth of the plume must be estimated at that time and recorded. BMPs must be reevaluated to stabilize the situation prior to resuming work. This limit is to be applied to the net increase in turbidity.
4. Visually monitor turbidity continuously when active work is occurring in a channel with water. If a visual sediment plume occurs that originates from the work area, sample at the outfall using a handheld turbidimeter or other field instrument: record all values in a water quality logbook, and report maximum daily values for each outfall.
5. If no discharge occurs, please use no data indicator (NODI) code "C" when reporting to NetDMR.
6. In the event of turbidity plume or TPH discharge identify water of the State location by NDOT mile marker or Latitude /Longitude in decimal degrees or on attached Figure 1. In the event of discharges occurring at separate waters of the State including ephemeral wash crossings during the same quarter identify each discharge at each water of the State and upload the report to NetDMR as an attachment
7. This outfall is representative of all waters of the State within Churchill County. Report any discharges in waters of the State in Churchill County as Outfall 002.

NS OTHER - Discharge Limitations Table for Sample Location 003 (Lander Working In Waters) To Be Reported Quarterly[5][6][7]

Discharge Limitations				Monitoring Requirements			
Parameter	**Base**	**Quantity**	**Concentration**	**Monitoring Loc**	**Sample Loc**	**Measurement Frequency**	**Sample Type**
Area inspection visual	Value	M&R Pass=0 Fail=1 (pass/fail)		See Footnote[1]	003	Instantaneous	VISUAL
Hydrocarbons, total petroleum	Daily Maximum		<= 1.0 Milliliters per Liter (mL/L)	See Footnote[2]	003	Instantaneous	DISCRT
Turbidity	Daily Maximum		<= 50 Nephelometric Turbidity Units (NTU)	See Footnote[3]	003	Instantaneous[4]	GRAB

Notes (NS OTHER - Discharge Limitations Table):

1. Observe and report the condition of BMPs. If functioning properly, report "0". If malfunctioning or not installed report "1". Please see Special Approvals / Conditions Table item #10.
2. Sample the affected water in the event of a visible sheen, or equipment leak within 100 feet of the active project work areas, resulting in a spill in or near the waterway. Report to NDEP immediately. This limit applies to each spill event.
3. If a visible turbidity plume is generated work shall cease immediately, and grab samples shall be taken from the center of the plume at a location that is 200 feet downstream, and a location that is 100 feet upstream of the work area. The turbidity must be measured with a calibrated field meter and the net increase shall be calculated as the value at 200 feet downstream minus the value at 100 feet upstream. The width and depth of the plume must be estimated at that time and recorded. BMPs must be reevaluated to stabilize the situation prior to resuming work. This limit is to be applied to the net increase in turbidity.
4. Visually monitor turbidity continuously when active work is occurring in a channel with water. If a visual sediment plume occurs that originates from the work area, sample at the outfall using a handheld turbidimeter or other field instrument: record all values in a water quality logbook, and report maximum daily values for each outfall.
5. If no discharge occurs, please use no data indicator (NODI) code "C" when reporting to NetDMR.
6. In the event of turbidity plume or TPH discharge identify water of the State location by NDOT mile marker or Latitude /Longitude in decimal degrees or on attached Figure 1. In the event of discharges occurring at separate waters of the State including ephemeral wash crossings during the same quarter identify each discharge at each water of the State and upload the report to NetDMR as an attachment
7. This outfall is representative of all waters of the State within Lander County. Report any discharges in waters of the State in Lander County as Outfall 003.

NS OTHER - Discharge Limitations Table for Sample Location 004 (Eureka Working In Waters) To Be Reported Quarterly[5][6][7]

Discharge Limitations				Monitoring Requirements			
Parameter	**Base**	**Quantity**	**Concentration**	**Monitoring Loc**	**Sample Loc**	**Measurement Frequency**	**Sample Type**
Area inspection visual	Value	M&R Pass=0 Fail=1 (pass/fail)		See Footnote[1]	004	Daily	VISUAL
Hydrocarbons, total petroleum	Daily Maximum		<= 1.0 Milliliters per Liter (mL/L)	See Footnote[2]	004	Instantaneous	DISCRT
Turbidity	Daily Maximum		<= 50 Nephelometric Turbidity Units (NTU)	See Footnote[3]	004	Instantaneous[4]	GRAB

Notes (NS OTHER - Discharge Limitations Table):

1. Observe and report the condition of BMPs. If functioning properly, report "0". If malfunctioning or not installed report "1". Please see Special Approvals / Conditions Table item #10.
2. Sample the affected water in the event of a visible sheen, or equipment leak within 100 feet of the active project work areas, resulting in a spill in or near the waterway. Report to NDEP immediately. This limit applies to each spill event.
3. If a visible turbidity plume is generated work shall cease immediately, and grab samples shall be taken from the center of the plume at a location that is 200 feet downstream, and a location that is 100 feet upstream of the work area. The turbidity must be measured with a calibrated field meter and the net increase shall be calculated as the value at 200 feet downstream minus the value at 100 feet upstream. The width and depth of the plume must be estimated at that time and recorded. BMPs must be reevaluated to stabilize the situation prior to resuming work. This limit is to be applied to the net increase in turbidity.
4. Visually monitor turbidity continuously when active work is occurring in a channel with water. If a visual sediment plume occurs that originates from the work area, sample at the outfall using a handheld turbidimeter or other field instrument: record all values in a water quality logbook, and report maximum daily values for each outfall.
5. If no discharge occurs, please use no data indicator (NODI) code "C" when reporting to NetDMR.
6. In the event of turbidity plume or TPH discharge identify water of the State location by NDOT mile marker or Latitude /Longitude in decimal degrees or on attached Figure 1. In the event of discharges occurring at separate waters of the State including ephemeral wash crossings during the same quarter identify each discharge at each water of the State and upload the report to NetDMR as an attachment
7. This outfall is representative of all waters of the State within Eureka County. Report any discharges in waters of the State in Eureka County as Outfall 004.

NS OTHER - Discharge Limitations Table for Sample Location 005 (White Pine Working In Waters) To Be Reported Quarterly[5][6][7]

Discharge Limitations				Monitoring Requirements			
Parameter	**Base**	**Quantity**	**Concentration**	**Monitoring Loc**	**Sample Loc**	**Measurement Frequency**	**Sample Type**
Area inspection visual	Value	M&R Pass=0 Fail=1 (pass/fail)		See Footnote[1]	005	Daily	VISUAL
Hydrocarbons, total petroleum	Daily Maximum		<= 1.0 Milliliters per Liter (mL/L)	See Footnote[2]	005	Instantaneous	DISCRT
Turbidity	Daily Maximum		<= 50 Nephelometric Turbidity Units (NTU)	See Footnote[3]	005	Instantaneous[4]	GRAB

Notes (NS OTHER - Discharge Limitations Table):

1. Observe and report the condition of BMPs. If functioning properly, report "0". If malfunctioning or not installed report "1". Please see Special Approvals / Conditions Table item #10.
2. Sample the affected water in the event of a visible sheen, or equipment leak within 100 feet of the active project work areas, resulting in a spill in or near the waterway. Report to NDEP immediately. This limit applies to each spill event.
3. If a visible turbidity plume is generated work shall cease immediately, and grab samples shall be taken from the center of the plume at a location that is 200 feet downstream, and a location that is 100 feet upstream of the work area. The turbidity must be measured with a calibrated field meter and the net increase shall be calculated as the value at 200 feet downstream minus the value at 100 feet upstream. The width and depth of the plume must be estimated at that time and recorded. BMPs must be reevaluated to stabilize the situation prior to resuming work. This limit is to be applied to the net increase in turbidity.
4. Visually monitor turbidity continuously when active work is occurring in a channel with water. If a visual sediment plume occurs that originates from the work area, sample at the outfall using a handheld turbidimeter or other field instrument: record all values in a water quality logbook, and report maximum daily values for each outfall.
5. If no discharge occurs, please use no data indicator (NODI) code "C" when reporting to NetDMR.
6. In the event of turbidity plume or TPH discharge identify water of the State location by NDOT mile marker or Latitude /Longitude in decimal degrees or on attached Figure 1. In the event of discharges occurring at separate waters of the State including ephemeral wash crossings during the same quarter identify each discharge at each water of the State and upload the report to NetDMR as an attachment
7. This outfall is representative of all waters of the State within White Pine County. Report any discharges in waters of the State in White Pine County as Outfall 005.

Summary of Changes From Previous Permit
Not applicable, this is a new permit.

Technology Based Effluent Limitations
Technology based effluent limitations are not applicable to this permit.

Water Quality Based Effluent Limitations
Water quality based effluent limitations are not applicable to this permit.

Proposed Water Quality Based Effluent Limits (monthly/weekly/daily)
Water quality based effluent limitations are not applicable to this permit.

Basis for Effluent Limitations
The Division has established the monitoring requirements in above tables to ensure that waters of the State are not degraded as a result of project activities. Quarterly reporting is adequate based on the nature of the proposed work and local atmospheric conditions (arid).

The 50 NTU value is consistent with the limitations for turbidity established in temporary discharge permits issued by the Division that authorize the operation of heavy equipment and work in waters of the State. TPH are required to be under the Bureau of Corrective Actions action level of 1.0 mg/L in any discharges to the

groundwater. TPH are limited to 1.0 mg/L per the State action level for remediation projects and thereforewill be sampled for in the event of a spill.

Permit requirements are included to ensure protection of human health and waters of the State. Daily visual inspection of equipment and BMPs is required so the Permittee can identify and correct potential pollution before discharge to a water of the State and for the protection of the environment.

Anti-backsliding
Not applicable, this is a new permit.

Antidegradation
The Division has developed an antidegradation regulation that is applied on a statewide basis, and which meets the statutory requirements of Nevada's water pollution control law found at Nevada Revised Statute (NRS) 445A.520 and NRS 445A.565 and is consistent with the federal antidegradation policy found at Title 40 in the Code of Federal Regulations (CFR) § 131.12. The objective of the Division's antidegradation regulation is to prevent degradation of Nevada's surface waters and maintain the unique attributes and special characteristics and water quality associated with high quality waters.

As this permit is for discharges to groundwater, and not surface water, the new antidegradation rule is not applicable.

Special Conditions
The Special Conditions listed below are to protect the waters where work will be performed onsite and downstream.

SA – Special Approvals / Conditions Table

Item #	Description
1	Spill containment equipment shall be readily available for use as needed.
2	All equipment shall be inspected for leaks daily prior to use and periodically throughout the day.
3	The Permittee bears the responsibility to ensure that the requirements of this permit are fully satisfied.
4	All equipment fueling and storage of fuels shall be located off site and at least 100 feet away from any water of the State (NRS 445A.415).
5	All heavy equipment to be used in the work area must be steam cleaned at least once before work in any water of the State (NRS 445A.415) commences.
6	No work or stockpiling will be done with an approaching storm or during a precipitation event. BMP's will be in place prior to a storm event.
7	Presumption of Possession and Compliance: Copies of this permit and any subsequent modifications shall be maintained at the permitted project site at all times.
8	Sample the affected water in the event of a visible sheen, or equipment leak within 100 feet of the active project work areas, resulting in a spill in or near the waterway. Report to NDEP immediately.
9	Best Management Practices (BMPs) shall be applied and precautions shall be taken to prevent and control releases of debris, sediment, any transport of sediments, and to prevent and control turbidity in the waterbody during construction activities.
10	Other BMPs may include but are not limited to construction fences, track out devices, vegetation protection, and other BMPs as consistent with applicable BMP manuals and handbooks. If at any time the current BMPs are not effective, consultation with the Division is required prior to work resuming.
11	The Permittee is solely responsible for determining whether construction activities authorized under this Permit are occurring within a "water of the State," as defined in NRS 445A.415. The Permittee shall evaluate site conditions and identify the limits of waters of the State prior to and throughout construction activities and shall ensure that appropriate BMPs are properly selected, installed, maintained, and implemented to protect the integrity of all waters of the State.
	If a visible turbidity plume is generated work shall cease immediately, and grab samples shall be taken

Item #	Description
12	from the center of the plume at a location that is 200 feet downstream, and a location that is 100 feet upstream of the work area. The turbidity must be measured with a calibrated field meter, following the regulation by ISO 7027:2:2019 and follow specific criteria listed by the USEPA 180:2 method and 2130 B standard method. The net increase shall be calculated as the value at 200 feet downstream minus the value at 100 feet upstream. The width and depth of the plume must be estimated at that time and recorded. BMPs must be reevaluated to stabilize the situation prior to resuming work.
13	Section C.2. of the permit is not applicable, the Permittee shall operate in accordance with a standalone BMP Plan.
14	Section B of the permit is not applicable.

Discharges From Future Outfalls/ Planned Facility Changes
Not applicable.

Corrective Action Sites
There are two (2) Bureau of Corrective Actions (BCA) remediation sites within a one mile radius of the project corridor. The BCA remediation sites within a one-mile radius of the facility include 6-000197 (gasoline), and C-000112 (diesel). Activities authorized by this permit are not expected to impact the offsite BCA remediation sites.

Wellhead Protection Program
The outfalls are not located within a Wellhead Protection Area, which represents an approximate 10-year capture zone of a well, or within a Drinking Water Protection Area, which is defined by a 3,000-foot radius around a PWS well.

Schedule of Compliance:

SOC – Schedule of Compliance Table

Item #	Description	Due Date
1	The Permittee shall submit two (2) copies (one (1) electronic and one (1) hard copy) of a Best Management Practices (BMP) plan for review and approval by the Division. The plan shall be prepared by a Nevada registered Professional Engineer or Certified Environmental Manager. The BMP must be approved by the Division prior to the commencement of any construction activities.	3/1/2027

Deliverable Schedule:

DLV– Deliverable Schedule for Reports, Plans, and Other Submittals

Item #	Description	Interval	First Scheduled Due Date
1	Quarterly DMRs	Quarterly	4/28/2027

Procedures for Public Comment:

The Notice of the Division's intent to issue a permit authorizing the facility to discharge to groundwater of the State of Nevada subject to the conditions contained within the permit, is being mailed to interested persons on our mailing list and will be posted on our website at https://ndep.nv.gov/posts. Anyone wishing to comment on the proposed permit can do so in writing until 5:00 P.M. **11/30/2026,** a period of 30 days following the date of the public notice. The comment period can be extended at the discretion of the Administrator.

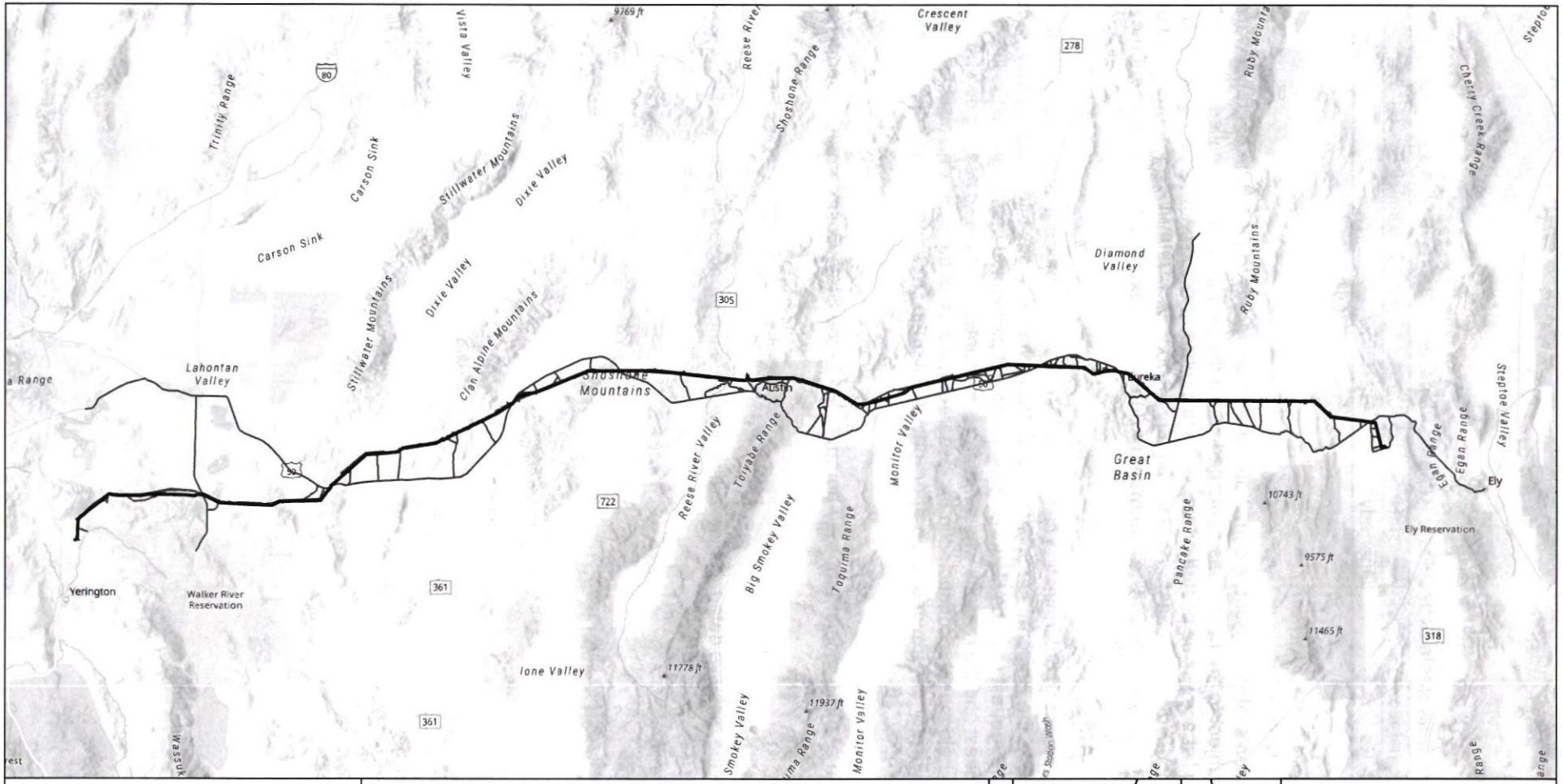
A public hearing on the proposed determination can be requested by the applicant, any affected State, any affected interstate agency, the Regional Administrator of EPA Region IX or any interested agency, person or group of persons. The request must be filed within the comment period and must indicate the interest of the person filing the request and the reasons why a hearing is warranted. Any public hearing determined by the Administrator to be held must be conducted in the geographical area of the proposed discharge or any other area the Administrator determined to be appropriate. All public hearings must be conducted in accordance with NAC 445A.238.

The final determination of the Administrator may be appealed to the State Environmental Commission pursuant to NRS 445A.605.

Proposed Determination:

The Division has made the tentative determination to issue/re-issue the proposed 5-year permit.

Prepared by: **Aaron Park**
Date: **10/28/2026**
Title: **Staff II, Associate Engineer**


Trinity Range
Carson Sink
Stillwater Mountains
Dixie Valley
Clan Alpine Mountains
Shoshone Mountains
Reese River Valley
Toiyabe Range
Big Smokey Valley
Toquima Range
Monitor Valley
Smokey Valley
Lahontan Valley
Yerington
Walker River Reservation
Austin
Eureka
Great Basin
Diamond Valley
Ruby Mountains
Pancake Range
Egan Range
Ely
Ely Reservation
Crescent Valley
Shoshone Range
Cherry Creek Range
Steptoe Valley
Lone Valley
9769 ft
10743 ft
9575 ft
11465 ft
11778 ft
11937 ft
80
278
305
50
722
361
318
0 15 30
Miles
1 inch = 15.78 Miles
Date: 1/12/2026
Project Area
Right of Way
Access Roads
Churchill
Lander
Eureka
White Pine
Lyon
Mineral
Nye
Lincoln
GREENLINK NORTH NEVADA TRANSMISSION LINE PROJECT
Figure 1
Topographic/Vicinity Map
NVEnergy

STATE OF NEVADA

JOE LOMBARDO
Governor

DR. KRISTOPHER SANCHEZ
Director

STEVE AICHROTH
Administrator

DEPARTMENT OF BUSINESS AND INDUSTRY
HOUSING DIVISION

MEMORANDUM

DATE: **November 6, 2026**

TO: **All NHD Funding Recipients**

FROM: **Adrienne Babbitt, Deputy Administrator Programs**

SUBJECT: **Food and Beverage Expenditures**

Purpose

The Nevada Housing Division (NHD) is issuing this memorandum to clarify its policy regarding the reimbursement of food and beverage expenses using NHD-administered federal and state funding. This policy follows guidance received from the Nevada Office of Federal Assistance (OFA) and is intended to ensure consistent application across all funding programs.

Policy

Food and beverage expenditures incurred for staff, contractors, subcontractors, construction personnel, consultants, or other project-related personnel are not eligible for reimbursement using NHD-administered funds.

Examples of unallowable expenses include:

- Meals, snacks, refreshments, and catered food.
- Bottled water, coffee, soft drinks, and other beverages.
- Food and beverages provided during construction activities, meetings, or routine business operations.

This policy applies to all NHD-administered funding sources, including HOME, HOME-ARP, HTF, ESG, AAH, NAHA, SHDA, SLFRF, HMNI, NSP, DOE Weatherization, LIHEAP Weatherization, and other applicable programs.

Exceptions

This restriction does not apply to food or beverage assistance provided directly to eligible program participants when expressly permitted under the applicable funding program and approved project budget.

Reimbursement Requirements

Funding recipients must ensure that prohibited food and beverage expenditures are excluded from Requests for Reimbursement (RFRs) and other financial submissions.
The inclusion of these expenses in an approved budget, construction contract, or general conditions does not independently establish eligibility for separate reimbursement.

Effective Date

This policy is effective upon issuance and applies prospectively, consistent with applicable funding requirements and executed agreements.

For questions regarding this policy or the eligibility of specific expenditures, please contact the Nevada Housing Division at **nhdgrants@housing.nv.gov**.

CC: NHD Fiscal and Compliance Teams