

**BOARD OF COUNTY COMMISSIONERS  
CHURCHILL COUNTY, NEVADA**

**155 N. Taylor Street, Suite 110**

**Fallon, Nevada 89406**

**(775) 423-4092**

**Fax: (775) 423-7069**

**Contact Person: Pamela D. Moore, Deputy Clerk of the Board**

**E-mail: [pammoore@churchillcounty.org](mailto:pammoore@churchillcounty.org) or**

**Jacqueline A. Bauman, Deputy Clerk**

**E-mail: [jbauman@churchillcounty.org](mailto:jbauman@churchillcounty.org)**

**\*\*\*\*NOTICE OF PUBLIC MEETING\*\*\*\***

***PLEASE POST***

**PLACE OF MEETING:** Churchill County Administration Building, Chambers, 155 North Taylor Street, Suite 145, Fallon, NV

**DATE & TIME:** July 13, 2016 at 1:15 p.m.

**TYPE OF MEETING:** Regularly Scheduled County Commissioners' Meeting

**Notes:**

- I. These meetings are subject to the provisions of Nevada Open Meeting Law (NRS Chapter 241) except as otherwise provided for by law, these meetings are open and public.***
- II. Action will be taken on all Agenda items, unless otherwise noted.***
- III. The Agenda is a tentative schedule. The Board of County Commissioners may act upon Agenda items in a different order than is stated in this notice – so as to affect the people's business in the most efficient manner possible.***
- IV. In the interest of time, the Board of County Commissioners reserves the right to impose uniform time limits upon matters devoted to public comment.***
- V. Any statement made by a member of the Board of County Commissioners during the public meeting is absolutely privileged.***

**Agenda:**

- 1. Call to Order.**
- 2. Pledge of Allegiance.**
- 3. Public Comment:** Comment upon matters not on agenda.
- 4. Verification of the Posting of the Agenda.**
- 5. Consideration and possible action re: Review and Adoption of Agenda as submitted or revised.**
- 6. Consideration and possible action re: Review and Adoption of Minutes:**  
Minutes of the special meeting held on June 29, 2016.
- 7. Appointments:**

- 1:15 p.m. Consideration and possible action re: Update of current activities, plans, or actions related to the Carson City District of the Bureau of Land Management (BLM) , including a presentation on Wilderness and management of Wilderness areas, *Terri Knutson, Field Director, Stillwater Field Office, Bureau of Land Management.*
- 1:30 p.m. **First Reading** – Consideration and possible action re: Bill 2016-B, Ordinance 7, an ordinance amending the provisions of Title 3 of the Churchill County Code regarding information technology and related matters, *Benjamin D. Shawcroft, Civil Deputy District Attorney.*
- 1:40 p.m. A. Consideration and possible action re: Grant Agreement with the State of Nevada, Department of Health and Human Services, Grants Management Unit, for the provision of Family Resource activities under Social Services;
- B. Consideration and possible action re: Agreement with the State of Nevada, Housing Division, for Tenant Based Rental Assistance Funding to support homeless programming;
- C. Consideration and possible action re: Agreement with the State of Nevada, Housing Division, for Tenant Based Rental Assistance Funding to for HUD Supportive Housing Program Match;
- D. Consideration and possible action re: Interstate Interlocal Contract between Churchill County and the State of Nevada, Division of Public and Behavioral Health, Environmental Health Section, for Fiscal Year 2017 and Fiscal Year 2018;
- E. Consideration and possible action re: Intrastate Interlocal Contract with the State of Nevada, Department of Health and Human Services, Welfare and Supportive Services, for the provision of an Energy Assistance Intake Site, *Shannon Ernst, Churchill County Social Services Director.*
- 2:00 p.m. Consideration and possible action re: Review and Approval of the Churchill County Debt Management Policy, *Alan Kalt, Churchill County Chief Financial Officer.*

**8. Letters Received:**

- A. Consideration and possible action re: Nevada Division of Environmental Protection’s notification of its review of the First Quarter Groundwater Monitoring and Sampling Report for The Gas Store at 787 W. Williams Avenue in Fallon, Nevada.
- B. Consideration and possible action re: CC Communications provides a copy of the annual report for Churchill County Telephone and Telegraph, dba CC Communications, Study Area Code 552349, pursuant to §54.313 of the Commission’s rules.
- C. Consideration and possible action re: Bureau of Land Management’s notice of the Best in the Desert (BITD) application for a Special Recreation Permit (SRP) to conduct the annual Vegas to Reno Off-Highway Vehicle race on public lands managed by the Bureau of Land Management (BLM).
- D. Consideration and possible action re: Notification from the U.S. Fish and Wildlife Service of the Land Sale in Fallon, Nevada.

**9. Old Business:** None.

**10. New Business:** None.

**11. Consent Items:** (Action items generally not requiring discussion or explanation)

All matters listed under the Consent Agenda are considered routine and may be acted upon by the Board of County Commissioners with one action and without an extensive hearing. Any member of the board or any citizen may request that an item be taken from the Consent Agenda, discussed and acted upon separately during this meeting.

Informational Items: None.

Review:

- A. Consideration and possible action re: Letter from Domestic Violence Intervention requesting \$4,000 in community support funding.

Committee and Departmental Reports:

- A. Senior Center’s Newsletter, Menu, and Activity Calendar for July 2016.
B. Recorder’s Monthly Apportionment Report for June 2016.
C. Recorder’s 4th Quarter Real Property Transfer Tax Report FY15-16.
D. Recorder’s 4th Quarter Mining Claims Fees Report FY15-16.

- 12. Consider Future Agenda Items.
13. Commissioner and Departmental Reports.
14. Claims and Payroll Transmittals.
15. Public Comment: Comment upon matters not on Agenda.
16. Adjournment.
17. Affidavit of Posting:

State of Nevada )
: ss
County of Churchill )

I, Jacqueline A. Bauman, Deputy Clerk, do hereby affirm that I posted, or caused to be posted, a copy of this notice of public meeting, on or before the 7th day of July, 2016, between the hours of 1:00 p.m. and 5:00 p.m., at the following locations in Churchill County, Nevada and websites:

- 1. City Hall;
2. County Administration Building;
3. Public Library;
4. Churchill County Law Enforcement Center;
5. The Churchill County Website @ www.churchillcounty.org;
6. The State of Nevada Website @ https://notice.nv.gov/.

[Handwritten signature of Jacqueline A. Bauman]

Jacqueline A. Bauman, Deputy Clerk

Jacqueline A. Bauman, who was subscribed and sworn to before me this 7th day of July, 2016.

  
Pamela D. Moore, Deputy Clerk of the Board

*Endnotes:*

***Disclosures:***

*\*Churchill County is an equal opportunity provider and employer.*

***Accommodations:***

*\*Churchill County will make all reasonable efforts to assist and accommodate physically handicapped persons desiring to attend. Persons who are disabled and require special assistance may contact the Churchill County Commission, in writing at 155 N. Taylor Street, Suite 110, Fallon, Nevada 89406, or by calling (775) 423-4092 or by calling the TDD Nevada Relay Number 711.*

***Procedures:***

*\*The schedule of regular meetings of the Board of County Commissioners is provided for by Title 2, Chapter 2.04, of the Churchill County Code.*

*\*The public meetings may be conducted according to rules of parliamentary procedure.*

*\*Persons providing public comment will be asked to state their name for the record.*

*\*The Board of County Commissioners reserves the right to restrict participation by persons in the public meeting where the conduct of such persons is willfully disruptive to the people's business.*

*\* All supporting materials for this Agenda, previous Agendas, or Minutes are available by requesting a copy from the Clerk's office, 775-423-4092. During the meeting, there will be one copy available for public inspection. Additional copies are available by making the request from the Clerk's office. You are entitled to one copy of the supporting materials free of charge.*

*\* In accordance with Federal law and U.S. Department of Agriculture policy, Churchill County is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability (not all prohibited bases apply to all programs). To file a complaint of discrimination, write USDA, Director, Office of Equal Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800)795-3972 (voice), or (202)720-6382 (TDD).*

## MINUTES OF THE BOARD OF CHURCHILL COUNTY COMMISSIONERS

155 No. Taylor Street, Fallon, Nevada

June 29, 2016

### CALL TO ORDER:

The regular meeting of the Churchill County Board of Commissioners was called to order at 2:45 p.m. on the above date by Chairman Olsen.

PRESENT: H. Peter Olsen, Jr., Chairman  
Carl Erquiaga, Vice-Chairman  
Harry Scharmann, Commissioner  
Benjamin D. Shawcroft, Civil Deputy District Attorney  
Alan Kalt, Chief Financial Officer  
Pamela D. Moore, Deputy Clerk of the Board

ABSENT: Eleanor Lockwood, County Manager  
Kelly G. Helton, Clerk of the Board

### PUBLIC COMMENTS:

Chairman Olsen inquired if there were any public comments on issues that were not listed on the Agenda but there were none.

### VERIFICATION OF POSTING OF AGENDA:

It was verified by Deputy Clerk Moore that the Agenda for this meeting was posted on the 24th day of June, 2016, between the hours of 8:00 and 9:00 a.m. at all of the location listed on the Agenda, in accordance with NRS 241.

### ACTION ITEMS:

#### AGENDA:

**Commissioner Erquiaga made a motion to approve the Agenda as submitted.  
Commissioner Scharmann seconded the motion, which carried by  
unanimous vote.**

### APPOINTMENTS:

THE BOARD MAY REQUIRE THE PROVISION OF AN OATH OR AFFIRMATION BY ANY PERSON PROVIDING ORAL TESTIMONY AT A PUBLIC HEARING.

 **2:45 p.m. Consideration and possible action re: Construction contract with Sletten Construction. The Board will be revisiting the contract due to USDA loan requirements and vacate the existing contract in favor of a new contract or make revisions to the existing contract documents. No change will be made to the Guaranteed Maximum Price.**

Civil Deputy District Attorney Shawcroft reported that the United States Department of Agriculture is providing the loan for the construction of the new jail. As part of the funding process, USDA has several loan conditions. One of those conditions is that the agency is required to approve all construction contracts. Unknown to staff at the time of the contract with Sletten was approved was that USDA will only approve the contract if it is in the format of specific AIA contract documents. USDA is willing to review the existing contract but this would take up to 60 days for official agency approval. We do not want to delay the start of construction, so the AIA contract documents were presented to the board for approval. The contract documents have been reviewed by both the District Attorney's Office and Sletten Construction. Adjustments have been made where necessary to make the documents more consistent with the contract entered into previously by the parties. By approving these

documents, the board will be cancelling the existing contract in favor of this new agreement. This action does nothing to change the guaranteed maximum price, nor will it change any of the insurance and bond requirements for the project.

Mr. Shawcroft said the biggest change is that USDA is going to become a party to the contract. There is a process outlined for payments for expenditures during construction. Another difference is when it comes to change orders. If there are change orders, which we do not expect to have and which is why we did the CMAR delivery process, then those will also have to go through USDA for them to review and concur with any changes. There might be a couple of other small differences. If there are certain things that happen throughout the contract that are not covered in these contracts, then instead of just simply writing a change order or simple addendum to the agreement, we will actually have to enter into another contract addressing that specific issue but he does not foresee that happen very often during this project, if at all. We have incorporated all of the assumptions and technicalities related to the guaranteed maximum price that were in our previous agreement, so none of that is changing.

 Chairman Olsen asked if there was any public comment but there was none. There was brief discussion about the financing aspects of the contract, which answered questions the board had related to these changes.

**Commissioner Scharmman made a motion to vacate the contract with Sletten Construction and to approve the new proposed contract and to further authorize the Chairman of the board to make any adjustments to the loan or contract documents based on comments from USDA. Commissioner Erquiaga seconded the motion, which carried by unanimous vote.**

**PUBLIC COMMENTS:**

Chairman Olsen inquired if there were any public comments on issues that were not listed on the Agenda but there were none.

**ADJOURNMENT:**

There being no further business to come before the board, the meeting was adjourned at 3:06 p.m.

APPROVED: \_\_\_\_\_  
H. Peter Olsen, Jr., Chairman

APPROVED: \_\_\_\_\_  
Carl Erquiaga, Vice-Chairman

APPROVED: \_\_\_\_\_  
Harry Scharmman, Commissioner

ATTEST:  
Kelly G. Helton, Clerk/Treasurer

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Pamela D. Moore, Deputy Clerk of the Board

DRAFT

**Churchill County  
Agenda Report**

**Date Submitted:** July 5, 2016

**Agenda Item: #** \_\_\_\_\_  
**Agenda Date Requested:** July 13, 2016

**To:** Board of Churchill County Commissioners  
**From:** Terri Knutson, Bureau of Land Management (BLM)  
**Subject Title:** Consideration and possible action re: Update of current activities, plans, or actions related to the Carson City District of the Bureau of Land Management, including a presentation of the wilderness and management of wilderness areas.

**Type of Action Requested:** (check one)

- Resolution  Ordinance  
 Formal Action/Motion  Other – Informational Only

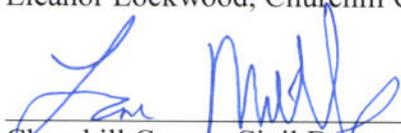
**Does this action require a Business Impact Statement?**

**Recommended Board Action:** No Action - Informational Only

**Discussion:** Terri Knutson will provide an update of current activities, plans, or actions related to the Carson City District of the Bureau of Land Management, including a presentation of the wilderness and management of wilderness areas.

Prepared By: Jacqueline A. Bauman, Deputy Clerk of Board      Date: July 5, 2016

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_  
Eleanor Lockwood, Churchill County Manager

  
\_\_\_\_\_ Date: 7-5-16  
Churchill County Civil Deputy Attorney

\_\_\_\_\_ Date: \_\_\_\_\_  
Alan Kalt, Churchill County Comptroller

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**Board Action Taken:**

Motion: \_\_\_\_\_ 1) \_\_\_\_\_ Aye/Nay  
2) \_\_\_\_\_ \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Vote Recorded By)

The submission of this agenda report by county officials is not intended, necessarily, to reflect agreement as to a particular course of action to be taken by the board; rather, the submission hereof is intended, merely, to signify completion of all appropriate review processes in readiness of the matter for consideration and action by the board.

**Churchill County  
Agenda Report**

**Date Submitted:** 6/17/16

**Agenda Item:** # \_\_\_\_\_  
**Agenda Date Requested:** July 13, 2016

**To:** Board of Churchill County Commissioners  
**From:** Benjamin D. Shawcroft, Deputy District Attorney  
**Subject Title:** First Reading of Bill 2016-B, Ordinance 7, an ordinance amending the provisions of Title 3 of the Churchill County Code regarding information technology and related matters thereto.

**Type of Action Requested:** (check one)

Resolution

Ordinance

Formal Action/Motion

Other – Informational Only

**Does this action require a Business Impact Statement?** No.

**Recommended Board Action:** Motion to set Bill 2016-B, Ordinance 7 for a public hearing on August 4, 2016 and directing the Clerk to publish notice of the Ordinance as required by law.

**Discussion:** With the advancement of technology and the frequent use of that technology by county employees it has become necessary to update the county's policy on information technology. The current policy is found in section 3.336.130 of the county code. Specifically, we are addressing what happens when employees use personal cell phones or other devices and cloud technology to conduct county business. The changes made do not prohibit the use of these devices, but the employees are placed on notice that if they use personal devices or personal cloud services to conduct county business they are waiving their expectation of privacy on those devices for any county related data or business. This does not mean that they will have to forfeit those devices when they are subject to a public records request, but they will have to turn over any data that is related to county business. Just because a public employee uses a personal devices does not shield that data from the public records laws.

**Fiscal Impact:** Unknown.

**Explanation of Impact:** The County may see requests from county departments to purchase additional county owned cell phones.

**Funding Source:**

Prepared By: Benjamin D. Shawcroft, Deputy DA Date: 6/17/16  
Name

Reviewed By: Eleanor Lockwood Date: 6/20/16  
Eleanor Lockwood, Churchill County Manager

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B.D. Shawcroft Date: 6/20/16  
Benjamin D. Shawcroft, Churchill County Civil Deputy Attorney

Alan Kalt Date: 6/20/16  
Alan Kalt, Churchill County Comptroller

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Board Action Taken:

Motion: \_\_\_\_\_ 1) \_\_\_\_\_ Aye/Nay  
2) \_\_\_\_\_ \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Vote Recorded By)

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Bill 2016-B

Ordinance 7

TITLE: AN ORDINANCE AMENDING THE PROVISIONS OF TITLE 3 OF THE CHURCHILL COUNTY CODE REGARDING INFORMATION TECHNOLOGY AND RELATED MATTERS THERETO.

SUMMARY: This ordinance amends Section 3.336.130 of the Churchill County Code addressing the use of information technology by employees of the County by adding provisions dealing with the use of personal devices and the reduced expectation of privacy when using personal devices to conduct county business.

THE BOARD OF COUNTY COMMISSIONERS do ordain that Section 3.336.130 of the Churchill County Code is amended as follows:

A. Policy: Churchill County requires employees to use information technology (computer systems, telecommunication and other devices, and electronic information) responsibly.

B. Privacy: Employees should not expect privacy with respect to any of their activities when using Churchill County's computer and/or telecommunication property, systems or services. Use of passwords or account numbers does not create the expectation of privacy and confidentiality of information being maintained or transmitted. Churchill County reserves the right to review, retrieve, read and disclose any files, messages or communications that are created, sent, received or stored on Churchill County's computer and/or telecommunication systems and/or equipment. The right to review and/or monitor, is for the purpose of ensuring the security and protection of business records, preventing unlawful and inappropriate conduct, and creating as well as maintaining a productive work environment.

Employees are discouraged from using personal devices to conduct County business. Use of personal computers, personal cell phones, personal electronic storage devices or similar equipment to conduct County business does not create an expectation of privacy for the employee for the data created or stored that is related to County business.

Employees are also discouraged from using personal email accounts or personal cloud storage accounts to conduct County business. Use of these tools does not create an expectation of privacy for the employee for data created or stored that is related to County business.

Employees are encouraged to maintain copies of emails and data files on County-owned servers and computers.

C. Use: The computers, associated hardware and software, including electronic mail (e-mail) and access to online services (including the internet), as well as voicemail, ~~paggers~~ and faxes, belong to Churchill County and, as such, are to be used for business purposes.

1. At the discretion of the department head, very limited or incidental use for personal, non-business purposes is acceptable as long as it is:
  - a. Conducted on personal time (i.e., during breaks or meal periods);
  - b. Does not consume system resources or storage capacity; or
  - c. Does not involve any prohibited uses.
2. Employees loading, importing or downloading files from sources outside Churchill County's system, including files from the internet and any computer disk, must ensure the files and disks are scanned with current virus detection software before installation and execution.
3. Employees may use information technology, including the internet, 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.
4. An employee's use of Churchill County's computer systems and telecommunication equipment and systems, and other devices constitutes acceptance of this policy and its requirements.

D. Prohibited Use: Employees are directed to discourage others from sending to Churchill County's computer systems any information which may constitute a prohibited use. Prohibited use includes but is not limited to the following:

1. Sending, knowingly receiving or storing messages that a "reasonable person" would consider to be offensive, disruptive, harassing, threatening, derogatory, defamatory, pornographic, indicative of illegal activity, or any that contain belittling comments, slurs or images based on race, color, religion, gender, sexual orientation, age, disability or national origin.
2. Sending, knowingly receiving or storing messages or images that would offend or discriminate on the basis of race, gender, sexual orientation, national origin, religion, age, political belief or disability.
3. Sending, knowingly receiving and/or responding to, or storing chain letters.
4. Sending, knowingly receiving and/or responding to, or storing union-related solicitations.
5. Engaging in political activities including, but not limited to, solicitation or fund raising.
6. Engaging in religious activities including, but not limited to, proselytizing or soliciting contributions.
7. Conducting outside employment in any manner.
8. Engaging in illegal, fraudulent, defamatory or malicious conduct.
9. Downloading, uploading, storing, or otherwise transmitting, without authorization:

- a. Confidential or proprietary information or material
  - b. Copyrighted material
  - c. Illegal information or material
  - d. Sexually explicit material
10. Obtaining unauthorized access to other systems.
  11. Using, without explicit authorization, another person's password or account number.
  12. Improperly accessing, reading, copying, misappropriating, altering, misusing or destroying the information/files of other users.
  13. Loading unauthorized software or software not purchased or licensed by Churchill County.
  14. Breaching or attempting to breach any security systems or other malicious tampering of any of Churchill County's electronic systems, including but not limited to introduction of viruses.
  15. Using Churchill County's information technology in other than a very limited or incidental way for personal, non-business purposes.

E. Violation Of Policy: Each employee is to complete and sign an acknowledgement form after receiving this policy. Improper or prohibited use of Churchill County's property, systems or services will result in discipline, up to and including termination.

This ordinance shall be effective on the \_\_\_\_\_ day of \_\_\_\_\_, 2016.

PROPOSED and ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

THOSE VOTING AYE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

THOSE VOTING NAY: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Clerk of the Board

**Churchill County  
Agenda Report**

Date Submitted: June 28, 2016

Agenda Item: # \_\_\_\_\_  
Agenda Date Requested: July 13, 2016

To: Board of Churchill County Commissioners  
From: Shannon Ernst, Churchill County Social Services  
Subject Title: **Consideration and possible action re:** Grant Agreement with State of Nevada HHS Grants Management Unit for the provision of Family Resource activities under Social Services.

Type of Action Requested: (check one)

Resolution

Ordinance

Formal Action/Motion

Other – Informational Only

Does this action require a Business Impact Statement? NO

Recommended Board Action: **I move, as indicated by the signature of the Chair, to accept the Family Resource Grant with the State of Nevada Division of HHS for FY17.**

Discussion:

Churchill County Social Services was designated as the Family Resource Center for the area in FY16. The funding goal is to provide outreach and referral services for all residents, not determined by income. Based on the guidelines and the flexibility to provide assistance to all residents it was determined that the funding would match the goals of the MOST (Mobile Outreach Safety Team) Program. The program provides an officer and LSW to receive referrals from community partners and engage the resident in services to provide stabilization. The program had a gap identified, which was no case manager to complete hands on assistance to access services or provide ongoing follow-up.

Through program identification, the Churchill Community Coalition provides Resource Liaisons to schools. The Liaisons conduct assessment, hands on referral guidance and follow up to school participants. It is proposed through a sub-recipient agreement the Coalition program would be expanded to include a part time Resource Liaison for the MOST Program. The Coalition would be tasked to communicate with the MOST Program for referrals, schedule appointments with the program recipients, conduct a resource needs assessment, provide applications for community referrals, submit applications and follow-up on participant progress. This program will provide another layer to supporting our elderly residents, residents with behavioral health issues, etc. to successfully maintain independent living.

The grant agreement has been reviewed and approved by Civil District Attorney as to legal content only

Fiscal Impact: FY17 \$27,393 – Match \$20,103

Explanation of Impact: \$23,001 contracted amount for services \$2,592 Social Services data collection costs \$1,800 media / outreach

Match funding \$20,103 – county in-kind grant administration, CSBG and Coalition cash match

The submission of this agenda report by county officials is not intended, necessarily, to reflect agreement as to a particular course of action to be taken by the board; rather, the submission hereof is intended, merely, to signify completion of all appropriate review processes in readiness of the matter for consideration and action by the board.

Funding Source: State of Nevada HHS Grants Unit – Family Resource Grant

Prepared By: Shannon Ernst, Social Services

Date: June 28, 2016

Reviewed By: \_\_\_\_\_

Date: July 5, 2016

Eleanor Lockwood, Churchill County Manager

Date: July 5, 2016

Churchill County Civil Deputy District Attorney

\_\_\_\_\_  
Alan Kalt, Churchill County Comptroller

Date: July 5, 2016

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Board Action Taken:

Motion: \_\_\_\_\_

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_

Aye/Nay

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Vote Recorded By)

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Nevada Department of Health and Human Services  
Office of Community Partnerships and Grants  
4126 Technology Way, Room 100  
Carson City, NV 89706  
775 684-4000  
Family Resource Center  
NOTICE of GRANT AWARD

Grantee: Churchill County Social Services 485 West B Street, #105 Fallon, NV 89406		Tax ID: 88-6000025 Request ID: 1409.01			
Contact: Shannon Ernst		Telephone: 775-423-6695			
Project:		Email: ssdirector@churchillcounty.org			
Grant Period: 7/1/2016 to 6/30/2017		Vendor #: T81032440			
Project Description: Family Resource Center - Case Management and Referral and Information.					
Counties to be served: Rural\Rural North\Churchill					
Approved Budget:		\$27,393			
Personnel		\$2,592	Occupancy		
Contract/Consult		\$21,209	Communications		
Staff Travel/Per diem			Public Information \$1,800		
Equipment			Other Expenses		
Supplies			Indirect Costs \$1,792		
			<b>TOTAL \$27,393</b>		
<b>Approved Measures for Quarterly Progress Reports</b>					
<b>Outcome 1</b>		<b>Outcome 2</b>		<b>Outcome 3</b>	
A minimum of 85% of clients with a case file will have a Goal Worksheet.		A minimum of 75% of clients pursuing the goals listed on their Goal Worksheet will achieve a minimum of one goal as stated on their goal sheet.		Quarterly reports will document 100% compliance with the approved outreach plan.	
Serve#	Achieve%	Serve#	Achieve %	Serve#	Achieve%
	85		75		100
This grant has been approved for a one-year period. Future funding is contingent upon performance and availability of funds. The budget detail is based on the grant period identified above.					
Disbursement of funds: Total reimbursement will not exceed \$27,393 during the grant period. Funds will be disbursed primarily on a reimbursement basis, with allowance for advances, in accordance with grant instructions in Attachment B.					
Source of Funds: FHN - Family Resource Centers					

**Terms and Conditions:** In accepting these grant funds, the recipient understands and agrees to the following:

1. This award is subject to the availability of appropriate funds.
2. Expenditures must comply with any statutory guidelines, the DHHS Grant Instructions and Requirements, and the State Administrative Manual.
3. Expenditures must be consistent with the approved FRC Budget and the Outreach plan as documented in Attachment A.
4. Grantee must comply with the DHHS Grant Conditions and Assurances, and the Grant Instructions and Requirements in Attachment B.
5. Grantee must comply with the FRC Policies and Procedures in Attachment C.
6. Grantee must comply with all applicable Federal regulations including but not limited to:
  - Audit requirements for grantees that expend more than \$750,000 in Federal awards during the grantee's fiscal year;
  - Title 2 of the Code of Federal Regulations (CFR) including , but not limited to, 2 CFR 200 (replacing OMB Circular A-21 for colleges and universities), 2 CFR 225 (replacing OMB Circular A-87 for state and local governments, and 2 CFR 230 (replacing OMB Circular A-122 for non-profit organizations); and
  - 45 CFR 92.35 requiring that neither the grantee nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
7. Demographic data reports are due by the 15<sup>th</sup> of each month (or next working day) for the prior month.
8. Quarterly progress reports are due by the 30th of the month following the end of the quarter, unless specific exceptions are provided in writing by the grant administrator.
9. Financial Status Reports and Requests for Funds must be submitted monthly, unless specific exceptions are provided in writing by the grant administrator.

Signatures

Dates

Authorized Grantee Official:

CYNTHIA ROUTH SMITH

OCPG Grant Administrator:

Richard Whitley

Director, DHHS:

**Churchill County Social Services  
Action Plan  
SFY2017**

1. What other state services are "housed" in the Family Resource Center?

Churchill County Social Services provides various programming to assist Churchill County individuals and families to stabilize. Direct services include: housing two weeks to two years with intense case management, wrap around assessment and services for utilities, rent, provisional prescriptions, employment search and placement supports, victims of crime assistance, Guardianship services for those deemed incompetent, assisted living placement assistance and life skills assistance for budgeting, time management, job search, cleaning and other areas as deemed necessary. Churchill County Social Services is dedicated to providing assessment and linkage to partners to assist in stabilization. Resources for intake include, but are not limited to SNAP, Medicaid, Nevada Check Up, TANF, Energy Assistance, Homeowner Housing Rehabilitation / Weatherization, referrals for clothing, furniture, household needs, Social Security, etc. and others as identified during assessment with the clientele served.

Weekly the State of Nevada Behavioral Health is engaged to meet with clients with potential mental illness. Intakes are completed during regular FRC assessment and mental health assessments, therapy and medication are arranged to meet the client's needs as deemed appropriate.

In addition, partners are housed in the same complex to provide access, which include: State of Nevada Public Health Nursing, Lyon County provides Differential Response, Veterans Services provides intake 2 days per week, Domestic Violence provides intake, shelter and group therapy and on a monthly basis the Food Bank of Nevada provides SNAP outreach and intake.

2. NRS 430A.160 requires Family Resource Centers (FRCs) to provide certain services or have the capability of linking at-risk families with these services. What services does your agency provide that are specifically paid for with the FRC grant award?

Churchill County Social Services provides hands on assistance with all individuals to access necessary services for stabilization, i.e. Medicaid, SNAP, TANF, Children's Cabinet, job services, child support, food banks and other as deemed necessary.

May 2, 2016 the Mobile Outreach Safety Team was launched in Churchill County, information flyer attached. Through a partnership agreement a LSW from Rural Clinics and Sheriff Deputy obtain referrals from area agencies, first responders and concerned citizens regarding families and individuals that are unable to access services. The inability to access necessary services may be due to a behavioral health issue, lack of transportation, etc. The team visits with the client referred and provides assessment for mental health, substance abuse and to needs, potential

resources or services that could be obtained and schedules a follow-up. It is proposed as of July 1, 2016 FRC funds would be utilized to contract a part time Resource Liaisons through the Churchill Community Coalition for \$19.00 per hour to conduct follow up with the MOST contacts that are found not to be of risk to themselves or others and are experience crisis based on an emergent need. Through this contact the Liaison will assist to complete applications, conduct resource need assessments, link to transportation to provide hands on to ensure access to services. Churchill County Social Services shall provide data intake for services provide and grant administration. This will further remove barriers to access services with a hands on approach.

Currently Churchill County Board of Health is preparing a MOU with the following formal partners:

State of Nevada Behavioral Health	City of Fallon Police Department
CC Sheriff	Churchill Community Coalition
CC Social Services	Banner Churchill Community Hospital

3. Describe how your services are tailored to meet the needs of the community?  
 Through a community planning process initiated by the Churchill County Board of Health three priorities were identified: Behavioral Health, Teen Pregnancy and Substance Abuse. The Board designated working committees to identify programming for all three priorities. The Behavioral Health Taskforce has initiated and planned the Crisis Intervention Training for first responders, coordinated the MOST program and identified the need for part time case workers / community health workers to maintain contact with the referees after the MOST contact and assessment.

4. Describe your agency’s community outreach and events in SFY17?  
 Churchill County Social Services is the lead organization for the Community Partnership Group. The informal group’s meets quarterly to have round table discussions to identified gaps and duplication of programming and informational sessions regarding new or updated programs. The partnership implemented the community engagement process to develop an online referral matching system to allow for community access to identify necessary resources. Annually, the group holds a community day to engage community members to obtain information regarding services available and complete service applications, assist to provide youth with back to school clothing and supplies, obtain haircuts and free dental services. This event is held the end of July, first weekend in August for the past four years with an average of 800 community members and 45 agencies participating.

For FY17 to the community partnership groups and department are working on media campaign to engage residents, community agencies and businesses to be a part of partnership, this is an ongoing effort.

5. How does the agency collaborate with community partners? Describe any specific project collaborations that are in place.

Churchill County Social Services participates and is engaged in the following partnership building groups:

- Community Partnership Group: informal group that meets on a quarterly basis to review program gaps, duplication, new services and programming available. CCSS is the lead for the group with approximately 60 members
- Workforce Development Group: A group of agencies meet monthly to discuss issues, programming, barriers and proposed partnerships to service the unemployed and underemployed residents of Churchill County. There are approximately 15 members.
- Monthly CCSS attended the Churchill Economic Development Authority breakfast that allows for businesses, service groups and agencies to learn about valuable partnerships / programming taking place
- Monthly the Rural Continuum of Care meets to discuss homelessness, strategies to reduce homeless in the rural areas and opportunities to partner to serve the homeless population.
- Statewide Continuum of Care also meets quarterly to discuss how other regions are service their homeless population, alleviating homelessness and funding that could be leveraged to provide more intensive programming.
- Nevada Community Action Association meets six times per year to evaluate Community Services Block grant funding priorities, learn as a network on how to reduce community and statewide poverty and build networks across jurisdictions.
- Through the appointment of the Board of Health two committees are a priority of Social Services. The Behavioral Health Taskforce and Board working committee. Both committees are designated to identify community needs, barriers and provide recommendations to the Board on valuable services and system change that could take place in Churchill County.
- Human Services Administrators of Nevada meet six times a year at a minimum. The association is an affiliate of Nevada Association of Counties which is designated to building stronger and healthier communities. The group is able to obtain valuable system and program information from the State of Nevada to evaluate current milestones. This partnership works to develop, implement and monitor contracts such Public Health Nurse, Child Protective Services and Developmental Services, which are located in each county.

6. Describe your agency's activities/programs that are targeted for improvement or restructuring?  
Churchill County Social Services is evaluating internal systems and programming to ensure that there is no duplication, a better suited agency that has capacity that could provide the programming and evaluate the necessity of all direct services to ensure the need is present within the community, the success of the program and suitability for the future.

7. What technical assistance does the agency need from the grants office?  
Churchill County Social Services has no requests at this time

8. What are the agency's training needs?

Churchill County would like to obtain certifications for case management and obtain further knowledge on data collection with Elogic. Elogic has provided hands on training, staff feel they are utilizing as trained, but reporting continues to not represent accurate services and referrals.

9. Describe your strategic plans for the SFY17?

Churchill County Social Services is working to complete a community Assessment at this time. The goal is to implement a new strategic plan by January 2017 based off the community needs assessment.

10. Please list the members of the agency's Family Resource Council.

Cari Norcutt – Local Business Owner

Pete Olsen – Commissioner of Churchill County

Vacant – low income representative

**PROPOSED BUDGET - SFY16**

(Form Revised January 2015)

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

<b>FUNDING SOURCES</b>	<b>GMU</b>	<b>COUNTY</b>	<b>CSBG</b>	<b>Coalition</b>	<b>Other Funding</b>	<b>Other Funding</b>	<b>Other Funding</b>	<b>Program Income</b>	<b>TOTAL</b>
PENDING OR SECURED		SECURED	Pending	Pending					
<b>ENTER TOTAL REQUEST</b>	\$ 27,393	\$ 13,950	\$ 5,000	\$ 1,153	\$ -	\$ -	\$ -	\$ -	\$ 47,496

**EXPENSE CATEGORY**

Personnel	\$ 2,592	\$ -							\$ 2,592
Contractual/Consultant	\$ 21,209	\$ 13,950							\$ 35,159
Staff Travel/Per Diem	\$ -								\$ -
Equipment	\$ -								\$ -
Supplies	\$ -								\$ -
Occupancy	\$ -								\$ -
Communications	\$ -								\$ -
Public Information	\$ 1,800		\$ 5,000						\$ 6,800
Other Expenses	\$ -			\$ 1,153					\$ 1,153
Indirect	\$ 1,792								\$ 1,792

<b>TOTAL EXPENSE</b>	\$ 27,393	\$ 13,950	\$ 5,000	\$ 1,153	\$ -	\$ -	\$ -	\$ -	\$ 47,496
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These boxes should equal 0	\$ -	\$ -	\$ -	\$ 0	\$ -	\$ -	\$ -	\$ -	\$ 0
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Total Indirect Cost	\$ 1,792
Indirect % of Budget	7.00%

Total Agency Budget	\$ 2,800,000
Percent of Agency Budget	1%

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

Applications for funding and final county budgets have not been released as of 6-3-16

**C. Program Income Calculation:**

None

**PROPOSED BUDGET - SFY16**

(Form Revised January 2015)

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

FUNDING SOURCES	GMU	COUNTY	CSBG	Coalition	Other Funding	Other Funding	Other Funding	Program Income	TOTAL
PENDING OR SECURED		SECURED	Pending	Pending					
ENTER TOTAL REQUEST	\$ 27,393	\$ 13,950	\$ 5,000	\$ 1,153	\$ -	\$ -	\$ -	\$ -	\$ 47,496

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Equipment	\$ -								\$ -
Supplies	\$ -								\$ -
Occupancy	\$ -								\$ -
Communications	\$ -								\$ -
Public Information	\$ 1,800		\$ 5,000						\$ 6,800
Other Expenses	\$ -			\$ 1,153					\$ 1,153
Indirect	\$ 1,792								\$ 1,792

<b>TOTAL EXPENSE</b>	\$ 27,393	\$ 13,950	\$ 5,000	\$ 1,153	\$ -	\$ -	\$ -	\$ -	\$ 47,496
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These boxes should equal 0	\$ -	\$ -	\$ -	\$ 0	\$ -	\$ -	\$ -	\$ -	\$ 0
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Total Indirect Cost	\$ 1,792
Indirect % of Budget	7.00%

Total Agency Budget	\$ 2,800,000
Percent of Agency Budget	1%

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

Applications for funding and final county budgets have not been released as of 6-3-16

**C. Program Income Calculation:**

None

**BUDGET NARRATIVE-SFY17**

(Form Revised January 2015)

**Form 1**

NOTE: Only include amounts to be funded through this grant in the Extension column.

Expense Category	Description of item and relation to project.	Unit Cost or Salary	Quantity	Extension (See Note) (Quantity x Unit Cost)
<b>Personnel</b>	<b>List Direct Costs Only</b>			
List staff, positions, percent of time to be spent on the project, rate of pay, fringe rate, and total cost to this grant.	Data collection \$27.00 / hr @ 96 hrs per year - Churchill County Social Services	\$27.00	96.00	\$ 2,592
		\$0.00	-	\$ -
		\$0.00	-	\$ -
		\$0.00	-	\$ -
		\$0.00	-	\$ -
		\$0.00	-	\$ -
		\$0.00	-	\$ -
		\$0.00	-	\$ -
	<b>Personnel Total</b>			<b>\$ 2,592</b>
<b>Contractual/Consultant</b>	<b>List Direct Costs Only</b>			
Identify project workers who are not regular employees of the organization. Include costs of labor, travel, per diem, or other costs. Collaborative projects with multiple partners should expand this category to break out personnel, travel, equipment, etc., for each site.	Churchill Community Coalition - Contracted Resource Liaisons 1040 hrs / yr @ \$19/ hr	\$19.00	1,040.00	\$ 19,760
	Churchill Community Coalition - Contracted Resource Liaisons mileage for outreach 520 miles @ .54 / mile	\$0.54	520.00	\$ 281
	ELOGIC Linces Fee for Contractor	\$250.00	1.00	\$ 250
	Verizon Hot Spot for Resource Liaison \$40.03 / mo @ 12 mo	\$40.03	12.00	\$ 480
	Verizon Cell phone for Resource Liaison \$36.45 / mo @ 12 mo	\$36.45	12.00	\$ 437
		\$0.00	-	\$ -
		\$0.00	-	\$ -
		\$0.00	-	\$ -
		\$0.00	-	\$ -
		\$0.00	-	\$ -
		\$0.00	-	\$ -
		\$0.00	-	\$ -
	<b>Contractual/Consultant Total</b>			<b>\$ 21,209</b>

Applicant Name: Churchill County Social Services

DO NOT OVERRIDE FORMULAS IN LAST COLUMN!

<b>Staff Travel/Per Diem:</b>	<b>List Direct Costs Only</b>			
Identify staff who will travel, the purpose, frequency and projected costs. Utilize GSA rates for per diem and lodging (go to www.gsa.gov) and State rates for mileage (57.5 cents) as a guide <u>unless</u> the organization's policies specify lower rates for these expenses. Out-of-state travel or non-standard fares require special justification.		\$0.00	-	\$ -
		\$0.00	-	\$ -
		\$0.00	-	\$ -
		\$0.00	-	\$ -
		\$0.00	-	\$ -
		\$0.00	-	\$ -
		\$0.00	-	\$ -
		\$0.00	-	\$ -
		\$0.00	-	\$ -
		\$0.00	-	\$ -
		\$0.00	-	\$ -
			<b>Staff Travel/Per Diem Total</b>	
<b>Equipment</b>	<b>List Direct Costs Only</b>			
List Equipment purchase or lease costing \$1,000 or more, and justify these expenditures. Also list any computer hardware to be purchased regardless of cost. All other equipment costing less than \$1,000 should be listed under Supplies.				\$ -
		\$0.00	-	\$ -
		\$0.00	-	\$ -
		\$0.00	-	\$ -
		\$0.00	-	\$ -
		\$0.00	-	\$ -
		\$0.00	-	\$ -
		<b>Equipment Total</b>		<b>\$ -</b>
<b>Supplies:</b>	<b>List Direct Costs Only</b>			
List tangible and expendable personal property, such as office supplies, program supplies, etc. Unit cost for general items are not required. Listing of typical or anticipated program supplies should be included. If providing meals, snacks, or basic nutrition, include these costs here.		\$0.00	-	\$ -
		\$0.00	-	\$ -
		\$0.00	-	\$ -
		\$0.00	-	\$ -
		\$0.00	-	\$ -
		\$0.00	-	\$ -
		\$0.00	-	\$ -
		\$0.00	-	\$ -
		\$0.00	-	\$ -
		<b>Supplies Total</b>		<b>\$ -</b>

List Direct Costs Only			
<b>Occupancy</b> Identify and justify any facility costs specifically associated with the project, such as rent, maintenance expenses, insurance, as well as utilities such as power and water. If an applicant administers multiple projects that occupy the same facility, only the appropriate share of costs associated with this grant project should be requested in this budget.		\$0.00	\$ -
		\$0.00	\$ -
		\$0.00	\$ -
		\$0.00	\$ -
		\$0.00	\$ -
		\$0.00	\$ -
		\$0.00	\$ -
		\$0.00	\$ -
		\$0.00	\$ -
		\$0.00	\$ -
		\$0.00	\$ -
		\$0.00	\$ -
		\$0.00	\$ -
		\$0.00	\$ -
		\$0.00	\$ -
<b>Occupancy Total</b>		\$	\$ -
<b>Communications</b> Identify and justify any communications costs associated with the project, such as telephone services, internet services, cell phones, fax lines, etc.		\$0.00	\$ -
		\$0.00	\$ -
		\$0.00	\$ -
		\$0.00	\$ -
		\$0.00	\$ -
		\$0.00	\$ -
		\$0.00	\$ -
		\$0.00	\$ -
		\$0.00	\$ -
		\$0.00	\$ -
		\$0.00	\$ -
		\$0.00	\$ -
		\$0.00	\$ -
		\$0.00	\$ -
	<b>Communications Total</b>		\$
<b>Public Information</b> Identify and justify costs for brochures, project promotion, media buys, etc.		\$2,000.00	1.00 \$ 1,800
		\$0.00	\$ -
		\$0.00	\$ -
		\$0.00	\$ -
		\$0.00	\$ -
		\$0.00	\$ -
		\$0.00	\$ -
		\$0.00	\$ -
		\$0.00	\$ -
		\$0.00	\$ -
		\$0.00	\$ -
		\$0.00	\$ -
		\$0.00	\$ -
		\$0.00	\$ -
	<b>Public Information Total</b>		\$

Applicant Name: Churchill County Social Services

DO NOT OVERRIDE FORMULAS IN LAST COLUMN!

Other expenses:	List Direct Costs Only			
Identify and justify these expenditures, which can include virtually any relevant expenditure associated with the project, such as audit costs, car insurance, client transportation, etc. Sub-awards, mini-grants, stipends or scholarships that are a component of a larger project or program may be included here, but require special justification as to the merits of the applicant serving as a "pass-through" entity, and its capacity to do so.		\$0.00	-	\$ -
		\$0.00	-	\$ -
		\$0.00	-	\$ -
		\$0.00	-	\$ -
		\$0.00	-	\$ -
		\$0.00	-	\$ -
		\$0.00	-	\$ -
		\$0.00	-	\$ -
		\$0.00	-	\$ -
		\$0.00	-	\$ -
		\$0.00	-	\$ -
		\$0.00	-	\$ -
		\$0.00	-	\$ -
<b>Other Expenses Total</b>				<b>\$ -</b>
		<b>Direct Total</b>		<b>\$ 25,601</b>
<b>Indirect expenses:</b>	<b>List Indirect Costs Only</b>			
Indirect costs represent the expenses of doing business that are not readily identified with a particular grant, contract, project function or activity but are necessary for the general operation of the organization and the conduct of activities it performs. <b>This will be a percentage that cannot exceed 8% of Direct Expenses.</b> Note that the formula in Cell C125 will automatically calculate 8%. Applicants may override this formula only to request a <b>lower</b> indirect rate.	Grant Administration - Churchill Community Coalition Contract	\$ 25,601	7%	\$ 1,792
		\$0.00	-	\$ -
		\$0.00	-	\$ -
		\$0.00	-	\$ -
		\$0.00	-	\$ -
		\$0.00	-	\$ -
		\$0.00	-	\$ -
		\$0.00	-	\$ -
		\$0.00	-	\$ -
		\$0.00	-	\$ -
		\$0.00	-	\$ -
		\$0.00	-	\$ -
		\$0.00	-	\$ -
			<b>Indirect Total</b>	<b>\$ 1,792</b>
		<b>Direct Total</b>		<b>\$ 25,601</b>
		<b>Indirect Total</b>	<b>7.00%</b>	<b>\$ 1,792</b>
		<b>Total Direct &amp; Indirect</b>		<b>\$ 27,393</b>

27393

For Fee for Service Budget	Number of Units of Service	Unit Cost	Column
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\*Define Unit of Service:

**Churchill County  
Agenda Report**

**Date Submitted:** June 28, 2016

**Agenda Item:** Appointment # \_\_\_\_\_

**Agenda Date Requested:** July 13, 2016

**Time Required:** 5 min.

**To:** Board of Churchill County Commissioners  
**From:** Shannon Ernst, Churchill County Social Services  
**Subject Title:** Consideration and possible action to enter into agreement with State of Nevada Housing Division for Tenant Based Rental Assistance Funding to support homeless programming.

**Type of Action Requested:** (check one)

Resolution

Ordinance

Formal Action/Motion

Other – Informational Only

**Does this action require a Business Impact Statement?** No

**Recommended Board Action:**

I move to accept State of Nevada Division of Housing grant funds, as indicated by the signature of the Chair, awarded to Churchill County for the provision of Tenant Based Rental Assistance in the amount of \$54,840.

**Discussion:** Churchill County Social Services has obtain funding to support homeless programs for up to ten individuals / families that are in need of subsidized housing with limited case management supports by the Department.

Arrangements have been made with New Frontier Treatment Center to provide Case Management for up to five households that have been identified as chronically homeless and having substance abuse issues. This program provides outpatient treatment and supports by New Frontier, but allows housing to be provided until stabilized or accepted by other programs to elevate their immediate on the street homeless situation.

In addition, the department was funded to maintain the expansion housing program that has been offered since 2006. The program allows for literally homeless to be housed for up to six months with a 70% subsidy to assist to gain stability. This program has been successful to provide limited case management plan, follow up and hands on assistance to link key resources to assist in the success of the family. Under this program CSBG provides match funding to support case manager salary and supports.

Agreement has been reviewed for legal content by Joseph Sanford, Civil Deputy Attorney

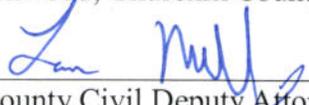
Fund provides up to 10% of allocation for administrative activities

No match is required

**Prepared By:** Shannon Ernst, Churchill County Social Services      **Date:** June 28, 2016

The submission of this agenda report by county officials is not intended, necessarily, to reflect agreement as to a particular course of action to be taken by the board; rather, the submission hereof is intended, merely, to signify completion of all appropriate review processes in readiness of the matter for consideration and action by the board.

Reviewed By: \_\_\_\_\_ Date: June 28, 2016  
Eleanor Lockwood, Churchill County Manager

  
\_\_\_\_\_ Date: July 5, 2016  
Churchill County Civil Deputy Attorney

\_\_\_\_\_ Date: July 5, 2016  
Alan Kalt, Churchill County Comptroller

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Board Action Taken:

Motion: \_\_\_\_\_ 1) \_\_\_\_\_ Aye/Nay  
2) \_\_\_\_\_ \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Vote Recorded By)

The submission of this agenda report by county officials is not intended, necessarily, to reflect agreement as to a particular course of action to be taken by the board; rather, the submission hereof is intended, merely, to signify completion of all appropriate review processes in readiness of the matter for consideration and action by the board.

2017 AGREEMENT TO USE ACCOUNT FOR LOW-INCOME HOUSING TRUST FUNDS  
BY CHURCHILL COUNTY SOCIAL SERVICES

WHEREAS, the Housing Division, Department of Business and Industry, State of Nevada, hereinafter called "NHD", is the administering agency for the Account for Low-Income Housing Trust Fund hereinafter called "Trust Fund".

WHEREAS, NHD, is responsible for the planning, administration, implementation, and evaluation of the program; and

WHEREAS, Churchill County Social Services, hereinafter called "Churchill County Social Services", is a Nevada political subdivision; and

WHEREAS, NHD desires to assist Churchill County Social Services by providing Trust Funds for housing assistance throughout Churchill County, Nevada.

NOW, THEREFORE, in consideration of the foregoing premises, that the use of Trust Funds be conveyed to Churchill County Social Services, NHD subject to the following conditions and limitations:

**I. Scope of Services.**

A. NHD will provide \$54,840.00 in trust funds to assist Churchill County Social Services with their housing assistance program herein referred to as "Projects." These funds will be used to assist at-risk families including those at risk for homelessness or already homeless. Assistance for homeless individuals and families will be in the form of rental assistance, to provide stable, long-term housing or stabilization housing. All families assisted must have gross incomes below 60% of median incomes, however, when funds are used for "match" for the Emergency Solutions Grant (ESG), the client must be ESG eligible. Ten percent (10%) of the funds may be used for project costs. All funds must be expended by June 30, 2019.

B. Churchill County Social Services agrees that any program costs, unless otherwise specified, exceeding the \$54,840.00 in Trust Funds provided by NHD pursuant to this Agreement, will be the responsibility of Churchill County Social Services. Project costs may not exceed ten percent (10%) of the allocation. Any ongoing project costs exceeding the ten percent such as maintenance and operations shall be the sole responsibility of Churchill County Social Services. Back up documentation for project costs will be provided to the Division at the time of request for funds.

C. Changes in the Scope of Services as outlined herein must be in accordance with Trust Fund Administrative Guidelines, made by written amendment to this Agreement and approved by both parties. Any such changes must not jeopardize the Trust Fund program.

D. Churchill County Social Services will not use any portion of the allocated Trust Funds for other than Trust Fund qualified projects, as defined in NRS 319, and NAC 319. Any recipient or subgrantee must meet program requirements and serve eligible low-income residents.

E. If the qualified projects or activities, or any portion thereof, are converted to non-qualified Trust Fund projects or activities without the prior written approval of NHD, Churchill County Social Services shall, upon the request of NHD, repay to NHD, without interest, the amount of Trust Funds expended on the non-qualified project.

F. Churchill County Social Services may not assign or delegate any of its rights, interests or duties under this Agreement without the prior written consent of NHD. Any such assignment or delegation made without the required consent shall be voidable by NHD, and may, at the option of NHD, result in the forfeiture of all financial support provided herein.

G. Churchill County Social Services shall carry, or require any subgrantee to carry, Comprehensive Fire and Hazard insurance covering the full replacement costs of an assisted project.

H. At any time during normal business hours, Churchill County Social Services' records with respect to the Program shall be made available for audit, examination and review by NHD, the Attorney General's Office, contracted independent auditors, HUD, the Comptroller General of the United States, or any combination thereof.

I. Except as otherwise limited by Nevada Revised Statutes Chapter 41, Churchill County Social Services will protect, defend, indemnify, and save and hold harmless NHD from and against any and all liability, damages, demands, claims, suits, liens, and judgments of whatever nature including but not limited to claims for contribution or indemnification for injuries to or death of any person or persons, caused by the negligence, gross negligence or intentional act of Churchill County Social Services or its agents pursuant to this Agreement.

J. Churchill County Social Services will not use any funds or resources which are supplied by NHD in litigation against any person, natural or otherwise, or in its own defense in any such litigation and also to agree to notify NHD of any legal action which is filed by or against it.

K. Churchill County Social Services agrees that no officer or employee of Churchill County Social Services may seek or accept any gifts, service, favor, employment, engagement, emolument or economic opportunity which would tend improperly to influence a reasonable person in that position to depart from the faithful and impartial discharge of the duties of that position.

L. Churchill County Social Services agrees that no officer or employee of Churchill County Social Services may use his or her position to secure or grant any unwarranted privilege, preference, exemption or advantage for himself or herself, any member of his or her household, any business entity in which he or she has a financial interest or any other person.

M. Churchill County Social Services agrees that no officer or employee of Churchill County Social Services may participate as an agent of Churchill County Social Services in the negotiation or execution of any contract between Churchill County Social Services and any private business in which he or she has a financial interest.

N. Churchill County Social Services agrees that no officer or employee of Churchill County Social Services may suppress any report or other document because it might tend to affect unfavorably his or her private financial interests.

O. Churchill County Social Services, and any subgrantee, shall keep and maintain in effect at all times any and all licenses, permits, notices and certifications which may be required by any county ordinance or state or federal statute.

P. Churchill County Social Services, and any subgrantee, shall be bound by all county ordinances and state and federal statutes, conditions, regulations and assurances which are applicable to the entire HOME Program or are required by HUD, NHD, or any combination thereof.

Q. Any material breach of this section may in the discretion of NHD, result in forfeiture of all unexpended Trust Funds received by Churchill County Social Services pursuant to this Agreement, or any part thereof.

R. No officer, employee or agent of NHD shall have any interest, direct or indirect, financial or otherwise, in any contract or subcontract or the proceeds thereof, for any of the work to be performed pursuant to the Project during the period of service of such officer, employee or agent, for one year thereafter.

S. Upon the expiration or revocation of this Agreement, Churchill County Social Services shall transfer to NHD any HOME Program funds on hand at the time of expiration or revocation and any accounts receivable attributable to the use of HOME Program funds, unless waived in writing by NHD.

### **III. Financial Management.**

A. Churchill County Social Services agrees, and shall require any subgrantee to agree, that all costs of any project receiving funds pursuant to this agreement, shall be recorded by budget line items and be supported by checks, payrolls, time records, invoices, contracts, vouchers, orders and other accounting documents evidencing in proper detail the nature and propriety of the respective charges, and that all checks, payrolls, time records, invoices, contracts, vouchers, orders or other accounting documents which pertain, in whole or in part, to the project shall be thoroughly identified and readily accessible to NHD.

B. Churchill County Social Services agrees that excerpts or transcripts of all checks, payrolls, time records, invoices, contracts, vouchers, orders and other accounting documents related to or arguably related to the project will be provided upon request to NHD.

C. Churchill County Social Services agrees that it may not request disbursement of funds under this Agreement until the funds are needed for payment of eligible costs. The amount of each request must be limited to the amount needed.

### **III. Modification or Revocation of Agreement.**

- A. NHD and Churchill County Social Services will amend or otherwise revise this Agreement should such modification be required NRS 319 or NAC 319.
- B. In the event that any of the Trust Fund Program funds for any reason are terminated or withheld from NHD or otherwise not forthcoming, NHD may revoke this Agreement.
- C. NHD may suspend or terminate this agreement if Churchill County Social Services fails to comply with any of its terms.
- D. This agreement may be terminated at the convenience of NHD.
- E. This Agreement constitutes the entire Agreement between the parties and may only be modified by a written amendment signed by the parties, or as otherwise set forth in the terms of the Agreement.

### **IV. Homeless Management Information System (HMIS) and Centralize - Coordinated Intake and Referral System**

- A. Agrees to participate in the local Homeless Management Information System (HMIS) (or comparable database if a victim services provider) including collecting and entering the required Data Elements for clients served with Trust Funds within one (1) week of assistance. Furthermore, sub-recipient agrees to provide program staff access to training when requested by the HMIS Lead Agency or the Division. The Division may delay reimbursement of funding if it is determined that a sub-recipient is not entering client information into the selected HMIS database as required;
- B. If a shelter, agrees to collect and enter required Data Elements for clients served in shelters regardless if funds are expended;
- C. Agrees to appoint a point-of-contact and an HMIS Security Officer (if required by new HMIS regulations) and shall provide contact information to the HMIS Lead Agency;
- D. Shall be responsible for understanding and ensuring the sub-recipient and all Users abide by the following policies:
- HMIS Memorandum of Understanding executed between the sub-recipient and HMIS Lead Agency;
  - HMIS Notice of Privacy Practices;
  - HMIS Standard Operating Procedures;
  - Agency Data Sharing Agreement (see paragraph E below);

- HMIS Agency Partnership Agreement;
  - Requirement to track client recidivism, length of stay, documentation of case notes demonstrating client eligibility in HMIS; and
  - Any other policies or procedures issued by the HUD, the Division, HMIS Lead Agency, HMIS Grantee, HMIS Steering Committee or local Continuum of Care;
- E. Agrees to complete the HMIS Self-Assessment Worksheet (located under the Exhibit's Section of this Notice) annually and submit a copy of the completed and executed document to the Division. A copy shall then be provided to the HMIS Steering Committee or designated HMIS Lead Agency.

As part of this process the Executive Director or designated staff shall review HMIS authorization forms, privacy notices, desk signage, release forms, written complaint policies, and other applicable forms or notices to ensure the most recent, accurate and updated information is provided to households receiving Trust Fund assistance. Sample notices and forms can be downloaded from the HMIS Lead Agency website;

- F. Shall execute a Data Sharing Agreement with the HMIS Lead Agency to ensure duplication of services do not occur at a statewide level;
- G. Shall utilize HMIS to track goals and document outcomes for Trust Fund programs. The Executive Director or designated staff shall review HMIS data and available internal reports at least monthly for accuracy of user input, and to ensure data quality standards are met. Furthermore, sub-recipient shall review reports provided by the HMIS Lead Agency and shall correct errors or issues as needed. ***Data quality percentage rates for "missing data" shall not be less than 90% for clients entered into HMIS;***
- H. Shall cooperate with entities conducting HMIS monitoring visits, including Division staff, the HMIS Lead Agency, the HMIS Grantee, or a member of the HMIS Steering Committee. Sub-recipients shall download and complete the current HMIS Self-Assessment Checklist from the HMIS Lead Agency's website and have it available for review during the site visit;
- I. Shall comply with the Division's requirement to participate in local Continuum of Care centralized assessment system or a coordinated assessment system.

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be signed and intend to be legally bound thereby, this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

CHURCHILL COUNTY  
BOARD OF COUNTY COMMISSIONERS

NEVADA HOUSING DIVISION

\_\_\_\_\_  
Pete Olsen  
Chair

\_\_\_\_\_  
CJ Manthe  
Administrator

State of Nevada       )  
County of Churchill   )

State of Nevada       )  
Carson City           )

On this \_\_\_\_ day of \_\_\_\_\_,  
2016, before me, a Notary Public, personally  
appeared Pete Olsen who did say that he is the  
Chair of the Churchill County Board of  
Commissioners, named in the foregoing  
instrument, and acknowledged that he  
executed the same.

On this \_\_\_\_ day of \_\_\_\_\_,  
2016, before me, a Notary Public, personally  
appeared CJ Manthe, who did say that she is  
the Administrator of the Nevada Housing  
Division, named in the foregoing instrument,  
and acknowledged that she executed the same.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Notary Public

**Churchill County  
Agenda Report**

**Date Submitted:** June 28, 2016

**Agenda Item:** Appointment # \_\_\_\_\_  
**Agenda Date Requested:** July 13, 2016  
**Time Required:** 5 min.

**To:** Board of Churchill County Commissioners  
**From:** Shannon Ernst, Churchill County Social Services  
**Subject Title:** Consideration and possible action to enter into agreement with State of Nevada Housing Division for Tenant Based Rental Assistance Funding to for HUD Supportive Housing Program Match.

**Type of Action Requested:** (check one)

Resolution

Ordinance

Formal Action/Motion

Other – Informational Only

**Does this action require a Business Impact Statement?** No

**Recommended Board Action:**

I move to accept State of Nevada Division of Housing grant funds, as indicated by the signature of the Chair, awarded to Churchill County for the provision of Tenant Based Rental Assistance in the amount of \$7,000 to fulfill HUD matching requirements.

**Discussion:**

Churchill County Social Services has obtained Tenant Based rental Assistance funding to support matching requirements of HUD since 2003. The funding provides matching to meet the requirements of HUD SHP grant to fund housing leases, housing supports and intense case management activities for up to five households for families or individuals.

The Long Term Housing Program, previously known as Transitional Housing, provides services for literally homeless residence that are in need of intense case management for up to 24 months. The program has been successful to eliminate homeless situation and provide stabilization to individuals and families by providing case plan development. Services include, but are not limited to mental health and substance abuse counseling, benefit management with State and Federal programming, workforce development and job search / placement, life skills counseling to assist in budgeting skills, effective shopping and cooking activities, cleaning essentials, time management, etc.

The program has been identified not only by local partners, but State and Federal partners to meet the needs and priorities to address the ongoing homeless population. Funding has been secured from additional sources, CSBG and EASG, to fully support the programming for federal Fiscal Year 2017.

The Case Management II position which manages this program has been gapped since February 29, 2016. This has allowed the Director to works hands on with the program, evaluate program effectiveness, gaps in needs, etc. Reimbursement for time spent by the Director has been reimbursed by ESG, HUD, CSBG and State of Nevada TBRA grants to offset salary (at a reduced rate) and meet expenditure requirements

The submission of this agenda report by county officials is not intended, necessarily, to reflect agreement as to a particular course of action to be taken by the board; rather, the submission hereof is intended, merely, to signify completion of all appropriate review processes in readiness of the matter for consideration and action by the board.



2017 AGREEMENT TO USE ACCOUNT FOR LOW-INCOME HOUSING TRUST FUNDS  
BY CHURCHILL COUNTY SOCIAL SERVICES

WHEREAS, the Housing Division, Department of Business and Industry, State of Nevada, hereinafter called "NHD", is the administering agency for the Account for Low-Income Housing Trust Fund hereinafter called "Trust Fund".

WHEREAS, NHD, is responsible for the planning, administration, implementation, and evaluation of the program; and

WHEREAS, Churchill County Social Services, hereinafter called "Churchill County Social Services", is a Nevada political subdivision; and

WHEREAS, NHD desires to assist Churchill County Social Services by providing Trust Funds for housing assistance throughout Churchill County, Nevada.

NOW, THEREFORE, in consideration of the foregoing premises, that the use of Trust Funds be conveyed to Churchill County Social Services, NHD subject to the following conditions and limitations:

**I. Scope of Services.**

A. NHD will provide \$7,000.00 in trust funds to assist Churchill County Social Services with their housing assistance program herein referred to as "Projects." These funds will be used to assist at-risk families including those at risk for homelessness or already homeless. Assistance for homeless individuals and families will be in the form of rental assistance, to provide stable, long-term housing or stabilization housing. All families assisted must have gross incomes below 60% of median incomes, however, when funds are used for "match" for the Emergency Solutions Grant (ESG), the client must be ESG eligible. Ten percent (10%) of the funds may be used for project costs. All funds must be expended by June 30, 2019.

B. Churchill County Social Services agrees that any program costs, unless otherwise specified, exceeding the \$7,000.00 in Trust Funds provided by NHD pursuant to this Agreement, will be the responsibility of Churchill County Social Services. Project costs may not exceed ten percent (10%) of the allocation. Any ongoing project costs exceeding the ten percent such as maintenance and operations shall be the sole responsibility of Churchill County Social Services. Back up documentation for project costs will be provided to the Division at the time of request for funds.

C. Changes in the Scope of Services as outlined herein must be in accordance with Trust Fund Administrative Guidelines, made by written amendment to this Agreement and approved by both parties. Any such changes must not jeopardize the Trust Fund program.

D. Churchill County Social Services will not use any portion of the allocated Trust Funds for other than Trust Fund qualified projects, as defined in NRS 319, and NAC 319. Any recipient or subgrantee must meet program requirements and serve eligible low-income residents.

E. If the qualified projects or activities, or any portion thereof, are converted to non-qualified Trust Fund projects or activities without the prior written approval of NHD, Churchill County Social Services shall, upon the request of NHD, repay to NHD, without interest, the amount of Trust Funds expended on the non-qualified project.

F. Churchill County Social Services may not assign or delegate any of its rights, interests or duties under this Agreement without the prior written consent of NHD. Any such assignment or delegation made without the required consent shall be voidable by NHD, and may, at the option of NHD, result in the forfeiture of all financial support provided herein.

G. Churchill County Social Services shall carry, or require any subgrantee to carry, Comprehensive Fire and Hazard insurance covering the full replacement costs of an assisted project.

H. At any time during normal business hours, Churchill County Social Services' records with respect to the Program shall be made available for audit, examination and review by NHD, the Attorney General's Office, contracted independent auditors, HUD, the Comptroller General of the United States, or any combination thereof.

I. Except as otherwise limited by Nevada Revised Statutes Chapter 41, Churchill County Social Services will protect, defend, indemnify, and save and hold harmless NHD from and against any and all liability, damages, demands, claims, suits, liens, and judgments of whatever nature including but not limited to claims for contribution or indemnification for injuries to or death of any person or persons, caused by the negligence, gross negligence or intentional act of Churchill County Social Services or its agents pursuant to this Agreement.

J. Churchill County Social Services will not use any funds or resources which are supplied by NHD in litigation against any person, natural or otherwise, or in its own defense in any such litigation and also to agree to notify NHD of any legal action which is filed by or against it.

K. Churchill County Social Services agrees that no officer or employee of Churchill County Social Services may seek or accept any gifts, service, favor, employment, engagement, emolument or economic opportunity which would tend improperly to influence a reasonable person in that position to depart from the faithful and impartial discharge of the duties of that position.

L. Churchill County Social Services agrees that no officer or employee of Churchill County Social Services may use his or her position to secure or grant any unwarranted privilege, preference, exemption or advantage for himself or herself, any member of his or her household, any business entity in which he or she has a financial interest or any other person.

M. Churchill County Social Services agrees that no officer or employee of Churchill County Social Services may participate as an agent of Churchill County Social Services in the negotiation or execution of any contract between Churchill County Social Services and any private business in which he or she has a financial interest.

N. Churchill County Social Services agrees that no officer or employee of Churchill County Social Services may suppress any report or other document because it might tend to affect unfavorably his or her private financial interests.

O. Churchill County Social Services, and any subgrantee, shall keep and maintain in effect at all times any and all licenses, permits, notices and certifications which may be required by any county ordinance or state or federal statute.

P. Churchill County Social Services, and any subgrantee, shall be bound by all county ordinances and state and federal statutes, conditions, regulations and assurances which are applicable to the entire HOME Program or are required by HUD, NHD, or any combination thereof.

Q. Any material breach of this section may in the discretion of NHD, result in forfeiture of all unexpended Trust Funds received by Churchill County Social Services pursuant to this Agreement, or any part thereof.

R. No officer, employee or agent of NHD shall have any interest, direct or indirect, financial or otherwise, in any contract or subcontract or the proceeds thereof, for any of the work to be performed pursuant to the Project during the period of service of such officer, employee or agent, for one year thereafter.

S. Upon the expiration or revocation of this Agreement, Churchill County Social Services shall transfer to NHD any HOME Program funds on hand at the time of expiration or revocation and any accounts receivable attributable to the use of HOME Program funds, unless waived in writing by NHD.

### **III. Financial Management.**

A. Churchill County Social Services agrees, and shall require any subgrantee to agree, that all costs of any project receiving funds pursuant to this agreement, shall be recorded by budget line items and be supported by checks, payrolls, time records, invoices, contracts, vouchers, orders and other accounting documents evidencing in proper detail the nature and propriety of the respective charges, and that all checks, payrolls, time records, invoices, contracts, vouchers, orders or other accounting documents which pertain, in whole or in part, to the project shall be thoroughly identified and readily accessible to NHD.

B. Churchill County Social Services agrees that excerpts or transcripts of all checks, payrolls, time records, invoices, contracts, vouchers, orders and other accounting documents related to or arguably related to the project will be provided upon request to NHD.

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### **III. Modification or Revocation of Agreement.**

- A. NHD and Churchill County Social Services will amend or otherwise revise this Agreement should such modification be required NRS 319 or NAC 319.
- B. In the event that any of the Trust Fund Program funds for any reason are terminated or withheld from NHD or otherwise not forthcoming, NHD may revoke this Agreement.
- C. NHD may suspend or terminate this agreement if Churchill County Social Services fails to comply with any of its terms.
- D. This agreement may be terminated at the convenience of NHD.
- E. This Agreement constitutes the entire Agreement between the parties and may only be modified by a written amendment signed by the parties, or as otherwise set forth in the terms of the Agreement.

### **IV. Homeless Management Information System (HMIS) and Centralize - Coordinated Intake and Referral System**

- A. Agrees to participate in the local Homeless Management Information System (HMIS) (or comparable database if a victim services provider) including collecting and entering the required Data Elements for clients served with Trust Funds within one (1) week of assistance. Furthermore, sub-recipient agrees to provide program staff access to training when requested by the HMIS Lead Agency or the Division. The Division may delay reimbursement of funding if it is determined that a sub-recipient is not entering client information into the selected HMIS database as required;
- B. If a shelter, agrees to collect and enter required Data Elements for clients served in shelters regardless if funds are expended;
- C. Agrees to appoint a point-of-contact and an HMIS Security Officer (if required by new HMIS regulations) and shall provide contact information to the HMIS Lead Agency;
- D. Shall be responsible for understanding and ensuring the sub-recipient and all Users abide by the following policies:
- HMIS Memorandum of Understanding executed between the sub-recipient and HMIS Lead Agency;
  - HMIS Notice of Privacy Practices;
  - HMIS Standard Operating Procedures;
  - Agency Data Sharing Agreement (see paragraph E below);

- HMIS Agency Partnership Agreement;
  - Requirement to track client recidivism, length of stay, documentation of case notes demonstrating client eligibility in HMIS; and
  - Any other policies or procedures issued by the HUD, the Division, HMIS Lead Agency, HMIS Grantee, HMIS Steering Committee or local Continuum of Care;
- E. Agrees to complete the HMIS Self-Assessment Worksheet (located under the Exhibit's Section of this Notice) annually and submit a copy of the completed and executed document to the Division. A copy shall then be provided to the HMIS Steering Committee or designated HMIS Lead Agency.

As part of this process the Executive Director or designated staff shall review HMIS authorization forms, privacy notices, desk signage, release forms, written complaint policies, and other applicable forms or notices to ensure the most recent, accurate and updated information is provided to households receiving Trust Fund assistance. Sample notices and forms can be downloaded from the HMIS Lead Agency website;

- F. Shall execute a Data Sharing Agreement with the HMIS Lead Agency to ensure duplication of services do not occur at a statewide level;
- G. Shall utilize HMIS to track goals and document outcomes for Trust Fund programs. The Executive Director or designated staff shall review HMIS data and available internal reports at least monthly for accuracy of user input, and to ensure data quality standards are met. Furthermore, sub-recipient shall review reports provided by the HMIS Lead Agency and shall correct errors or issues as needed. ***Data quality percentage rates for "missing data" shall not be less than 90% for clients entered into HMIS;***
- H. Shall cooperate with entities conducting HMIS monitoring visits, including Division staff, the HMIS Lead Agency, the HMIS Grantee, or a member of the HMIS Steering Committee. Sub-recipients shall download and complete the current HMIS Self-Assessment Checklist from the HMIS Lead Agency's website and have it available for review during the site visit;
- I. Shall comply with the Division's requirement to participate in local Continuum of Care centralized assessment system or a coordinated assessment system.

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be signed and intend to be legally bound thereby, this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

CHURCHILL COUNTY  
BOARD OF COUNTY COMMISSIONERS

NEVADA HOUSING DIVISION

\_\_\_\_\_  
Pete Olsen  
Chair

\_\_\_\_\_  
CJ Manthe  
Administrator

State of Nevada        )  
County of Churchill    )

State of Nevada        )  
Carson City            )

On this \_\_\_\_ day of \_\_\_\_\_,  
2016, before me, a Notary Public, personally  
appeared Pete Olsen who did say that he is the  
Chair of the Churchill County Board of  
Commissioners, named in the foregoing  
instrument, and acknowledged that he  
executed the same.

On this \_\_\_\_\_ day of \_\_\_\_\_,  
2016, before me, a Notary Public, personally  
appeared CJ Manthe, who did say that she is  
the Administrator of the Nevada Housing  
Division, named in the foregoing instrument,  
and acknowledged that she executed the same.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Notary Public

**Churchill County  
Agenda Report**

**Date Submitted:** June 29, 2016

**Agenda Item:** # \_\_\_\_\_  
**Agenda Date Requested:** July 13, 2016  
**Time Required:** 5 minutes

**To:** Board of Churchill County Commissioners  
**From:** Shannon Ernst, Churchill County Social Services  
**Subject Title:** Interstate Interlocal Contract between Churchill County & State of Nevada Division of Public and Behavioral Health Environmental Health Section for FY17 and FY18

**Type of Action Requested:** (check one)

- Resolution  Ordinance  
 Formal Action/Motion  Other – Informational Only

**Does this action require a Business Impact Statement?** No

**Recommended Board Action:** I move, as indicated by the signature of the Chair, to enter into the Interlocal Contract between Churchill County & State of Nevada Division of Public and Behavioral Health Environmental Health Section for FY17 and FY18 not to exceed \$70,823.20

**Discussion:** As of July 2011, per NRS 446, 444, 432A, 439, 583 and 585, Churchill County is required to provide Environmental Health Services or contract with the State of Nevada to provide such required services on the behalf of the County and recoup costs per NRS. 439.200.

As of June 30, 2016 the current contract expired with an annual cost of \$49,872.88, which includes a reduction of \$2,400 annually for space provided in the County Annex Building.

Effective July 1, 2016, the proposed assessed rate of \$42,611.60 annually with a deduction of \$7,200 per year for space, utilities and phone services provided by the county. The two year contract (FY17 and FY18) not to exceed \$70,823.20, \$35,411.60 annually with quarterly payments of \$8,852.90 to be paid to the division.

The contract has no other revision from previous year, but a reduction of cost to the county of \$14,461.28 annually and \$28,922.56 for the two year contract term. Reduction is based on increased cost for providing county facilities and services lease provisions and additional revenue to the State of Nevada from permitting, not a reduction of service. Churchill County will maintain two positions locally.

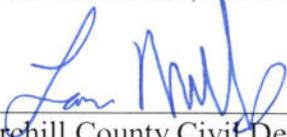
Contract not to exceed \$40,211.60 annually, quarterly payments of \$10,052.90 and \$70,823.20 for contract term to be paid from General Fund Account #100-262-51850

Prepared By: Shannon Ernst, Churchill County Social Services      Date: June 29, 2016

The submission of this agenda report by county officials is not intended, necessarily, to reflect agreement as to a particular course of action to be taken by the board; rather, the submission hereof is intended, merely, to signify completion of all appropriate review processes in readiness of the matter for consideration and action by the board.

Reviewed By: \_\_\_\_\_  
Eleanor Lockwood, Churchill County Manager

Date: July 5, 2016

  
\_\_\_\_\_  
Churchill County Civil Deputy Attorney

Date: July 5, 2016

\_\_\_\_\_  
Alan Kalt, Churchill County Comptroller

Date: July 5, 2016

-----  
Board Action Taken:

Motion: \_\_\_\_\_

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_

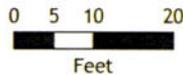
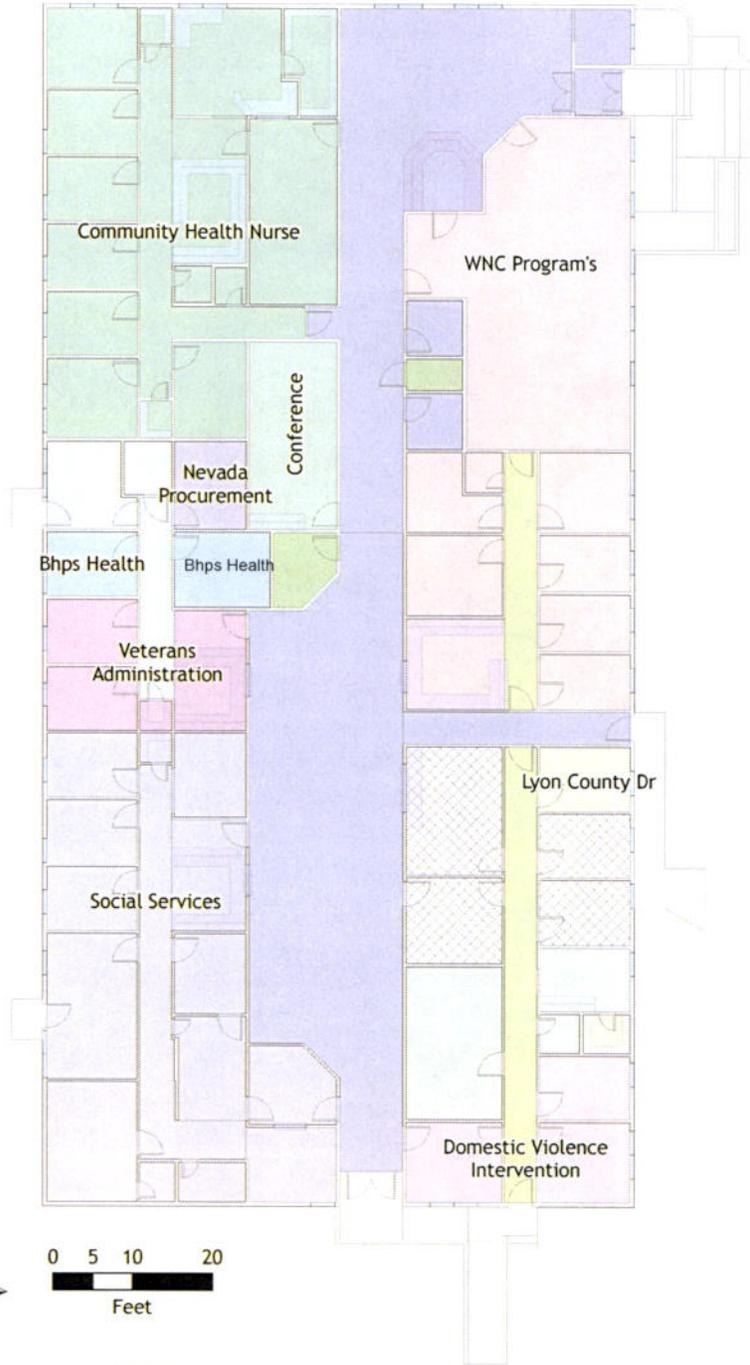
Aye/Nay

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Vote Recorded By)

# Churchill County Annex Building

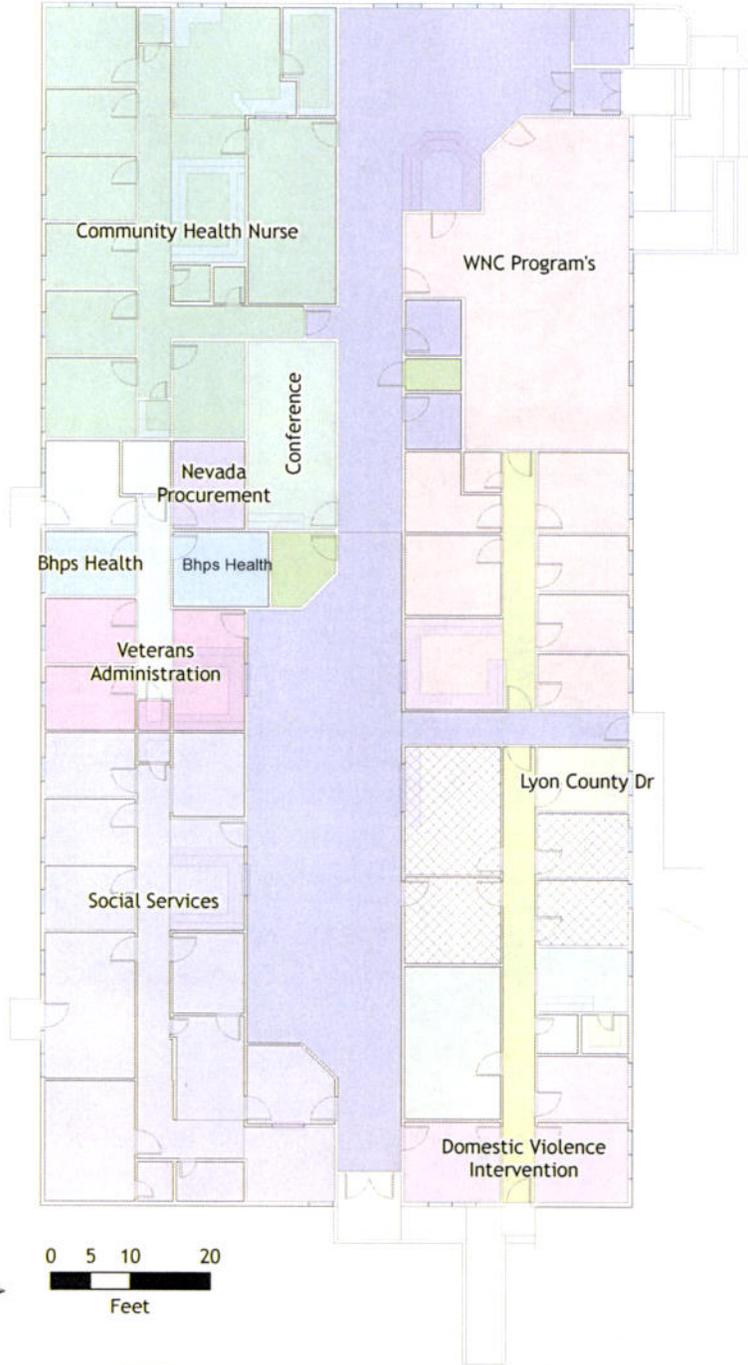
## 485 W B St, Fallon NV 89406



- |                        |                                      |                                   |
|------------------------|--------------------------------------|-----------------------------------|
| Wall                   | County                               | Shared BHPS VA Nevada Procurement |
| Window                 | Domestic Violence Intervention (DVI) | Shared DVI Lyon County Dr         |
| Access Features        | Lyon County Dr                       | Social Services                   |
| BHPS Health            | Nevada Procurement                   | Veterans Administration           |
| Community Health Nurse | Public                               | WNC Program's                     |
| Conference             | Shared                               | Vacant                            |

# Churchill County Annex Building

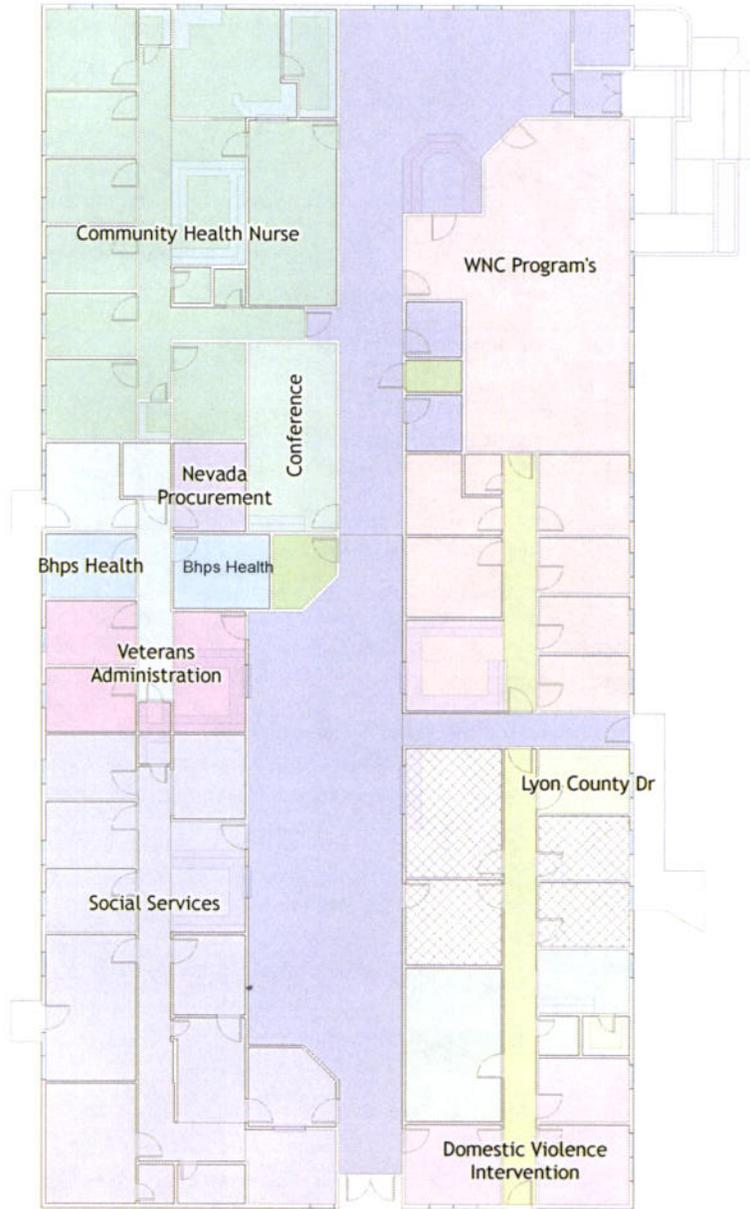
## 485 W B St, Fallon NV 89406



- |                        |                                      |                                   |
|------------------------|--------------------------------------|-----------------------------------|
| Wall                   | County                               | Shared BHPS VA Nevada Procurement |
| Window                 | Domestic Violence Intervention (DVI) | Shared DVI Lyon County Dr         |
| Access Features        | Lyon County Dr                       | Social Services                   |
| BHPS Health            | Nevada Procurement                   | Veterans Administration           |
| Community Health Nurse | Public                               | WNC Program's                     |
| Conference             | Shared                               | Vacant                            |

# Churchill County Annex Building

## 485 W B St, Fallon NV 89406



- |  |                        |  |                                      |  |                                   |
|--|------------------------|--|--------------------------------------|--|-----------------------------------|
|  | Wall                   |  | County                               |  | Shared BHPS VA Nevada Procurement |
|  | Window                 |  | Domestic Violence Intervention (DVI) |  | Shared DVI Lyon County Dr         |
|  | Access Features        |  | Lyon County Dr                       |  | Social Services                   |
|  | BHPS Health            |  | Nevada Procurement                   |  | Veterans Administration           |
|  | Community Health Nurse |  | Public                               |  | WNC Program's                     |
|  | Conference             |  | Shared                               |  | Vacant                            |

**Churchill County  
Agenda Report**

Date Submitted: June 28, 2016

Agenda Item: # \_\_\_\_\_  
Agenda Date Requested: July 13, 2016

To: Board of Churchill County Commissioners  
From: Shannon Ernst, Churchill County Social Services  
Subject Title: **Consideration and possible action re:** Intrastate Interlocal Contract with State of Nevada  
HHS Welfare and Supportive Services for the provision of Energy Assistance Intake Site

Type of Action Requested: (check one)

Resolution

Ordinance

Formal Action/Motion

Other – Informational Only

Does this action require a Business Impact Statement? NO

**Recommended Board Action: I move, as indicated by the signature of the Chair, to enter into the agreement to provide Energy Assistance Intake Services for the State of Nevada HHS Welfare and Supportive Services Division, July 1, 2016 to June 30, 2020.**

Discussion:

Churchill County Social Services has provided intake services for the State of Nevada HHS Energy Assistance Program for over 15 years. The program provides low income residents with subsidies to be utilized for heating and energy costs. The program is a valuable resource for the Churchill County residents to maintain utilities and stability within their homes.

Churchill County Social Services has provided the application and documentation intake to assist clients with obtaining the valuable service. Through the Interlocal Contract the State provides a reimbursement of \$10 per application successfully submitted to the State. The fee offsets costs such as staff time, copier and supply charges.

Manny Lopez, Social Services Caseworker I, shall provide an EAP program update on eligibility requirements and how the programs impacts the Social Services clientele.

In FY16, over 211 residents were provided with intake service.

The grant agreement has been reviewed and approved by Civil District Attorney as to legal content only

Fiscal Impact: FY17 \$2,000 projected misc. reimbursement payments

Explanation of Impact: \$10 fee collected per successful application submitted for State approval

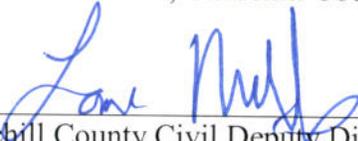
Funding Source: State of Nevada HHS Welfare and Supportive Services

Prepared By: Shannon Ernst, Social Services

Date: June 28, 2016

The submission of this agenda report by county officials is not intended, necessarily, to reflect agreement as to a particular course of action to be taken by the board; rather, the submission hereof is intended, merely, to signify completion of all appropriate review processes in readiness of the matter for consideration and action by the board.

Reviewed By: \_\_\_\_\_ Date: July 5, 2016  
Eleanor Lockwood, Churchill County Manager

  
\_\_\_\_\_ Date: July 5, 2016  
Churchill County Civil Deputy District Attorney

\_\_\_\_\_ Date: July 5, 2016  
Alan Kalt, Churchill County Comptroller

-----  
Board Action Taken:

Motion: \_\_\_\_\_ 1) \_\_\_\_\_ Aye/Nay  
2) \_\_\_\_\_ \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Vote Recorded By)

# INTRASTATE INTERLOCAL CONTRACT BETWEEN PUBLIC AGENCIES

A Contract Between the State of Nevada  
Acting By and Through Its

Department of Health and Human Services  
Division of Welfare and Supportive Services  
1470 College Parkway  
Carson City, NV 89706

and

Churchill County Social Services  
485 W B St Ste 105  
Fallon, NV 89406

WHEREAS, NRS 277.180 authorizes any one or more public agencies to contract with any one or more other public agencies to perform any governmental service, activity or undertaking which any of the public agencies entering into the contract is authorized by law to perform; and

WHEREAS, it is deemed that the services hereinafter set forth are both necessary and in the best interests of the State of Nevada;

NOW, THEREFORE, in consideration of the aforesaid premises, the parties mutually agree as follows:

1. REQUIRED APPROVAL. This Contract shall not become effective until and unless approved by appropriate official action of the governing body of each party.
2. DEFINITIONS. "State" means the State of Nevada and any state agency identified herein, its officers, employees and immune contractors as defined in NRS 41.0307.
3. CONTRACT TERM. This Contract shall be effective: July 1, 2016 to June 30, 2020, unless sooner terminated by either party as set forth in this Contract.
4. TERMINATION. This Contract may be terminated by either party prior to the date set forth in paragraph (3), provided that a termination shall not be effective until 30 days after a party has served written notice upon the other party. This Contract may be terminated by mutual consent of both parties or unilaterally by either party without cause. The parties expressly agree that this Contract shall be terminated immediately if for any reason State and/or federal funding ability to satisfy this Contract is withdrawn, limited, or impaired.
5. NOTICE. All notices or other communications required or permitted to be given under this Contract shall be in writing and shall be deemed to have been duly given if delivered personally in hand, by telephonic facsimile with simultaneous regular mail, or mailed certified mail, return receipt requested, postage prepaid on the date posted, and addressed to the other party at the address set forth above.
6. INCORPORATED DOCUMENTS. The parties agree that the services to be performed shall be specifically described; this Contract incorporates the following attachments in descending order of constructive precedence:

ATTACHMENT A:	SCOPE OF WORK
ATTACHMENT B:	COMPLETED APPLICATION REQUIREMENTS
ATTACHMENT C:	INTAKE SITE COMPLETED APPLICATION CHECKLIST
ATTACHMENT D:	INTAKE SITE LOG

7. CONSIDERATION. Contractor agrees to provide the services set forth in paragraph (6) at a cost of \$ **\$10** per **Completed Application**, with the total Contract not to exceed: **as established by the Division of Welfare and Supportive Services (DWSS), with the total contract or installments payable based upon the number of fully completed applications submitted to DWSS as required.** Any intervening end to an annual or biennial appropriation period shall be deemed an automatic renewal (not changing the overall Contract term) or a termination as the results of legislative appropriation may require.

8. ASSENT. The parties agree that the terms and conditions listed on incorporated attachments of this Contract are also specifically a part of this Contract and are limited only by their respective order of precedence and any limitations expressly provided.

9. INSPECTION & AUDIT.

- a. Books and Records. Each party agrees to keep and maintain under general accepted accounting principles full, true and complete records, agreements, books, and documents as are necessary to fully disclose to the other party, the State or United States Government, or their authorized representatives, upon audits or reviews, sufficient information to determine compliance with any applicable regulations and statutes.
- b. Inspection & Audit. Each party agrees that the relevant books, records (written, electronic, computer related or otherwise), including but not limited to relevant accounting procedures and practices of the party, financial statements and supporting documentation, and documentation related to the work product shall be subject, at any reasonable time, to inspection, examination, review, audit, and copying at any office or location where such records may be found, with or without notice by the other party, the State Auditor, Employment Security, the Department of Administration, Budget Division, the Nevada State Attorney General's Office or its Fraud Control Units, the State Legislative Auditor, and with regard to any federal funding, the relevant federal agency, the Comptroller General, the General Accounting Office, the Office of the Inspector General, or any of their authorized representatives.
- c. Period of Retention. All books, records, reports, and statements relevant to this Contract must be retained by each party for a minimum of three years and for five years if any federal funds are used in this Contract. The retention period runs from the date of termination of this Contract. Retention time shall be extended when an audit is scheduled or in progress for a period reasonably necessary to complete an audit and/or to complete any administrative and judicial litigation which may ensue.

10. BREACH; REMEDIES. Failure of either party to perform any obligation of this Contract shall be deemed a breach. Except as otherwise provided for by law or this Contract, the rights and remedies of the parties shall not be exclusive and are in addition to any other rights and remedies provided by law or equity, including but not limited to actual damages, and to a prevailing party reasonable attorneys' fees and costs.

11. LIMITED LIABILITY. The parties will not waive and intend to assert available NRS chapter 41 liability limitations in all cases. Contract liability of both parties shall not be subject to punitive damages. To the extent applicable, actual contract damages for any breach shall be limited by NRS 353.260 and NRS 354.626.

12. FORCE MAJEURE. Neither party shall be deemed to be in violation of this Contract if it is prevented from performing any of its obligations hereunder due to strikes, failure of public transportation, civil or military authority, act of public enemy, accidents, fires, explosions, or acts of God, including, without limitation, earthquakes, floods, winds, or storms. In such an event the intervening cause must not be through the fault of the party asserting such an excuse, and the excused party is obligated to promptly perform in accordance with the terms of the Contract after the intervening cause ceases.

13. INDEMNIFICATION. Neither party waives any right or defense to indemnification that may exist in law or equity.

14. INDEPENDENT PUBLIC AGENCIES. The parties are associated with each other only for the purposes and to the extent set forth in this Contract, and in respect to performance of services pursuant to this Contract, each party is and shall be a public agency separate and distinct from the other party and, subject only to the terms of this Contract, shall have the sole right to supervise, manage, operate, control, and direct performance of the details incident to its duties under this Contract. Nothing contained in this Contract shall be deemed or construed to create a partnership or joint venture, to create relationships of an employer-employee or principal-agent, or to otherwise create any liability for one agency whatsoever with respect to the indebtedness, liabilities, and obligations of the other agency or any other party.

15. WAIVER OF BREACH. Failure to declare a breach or the actual waiver of any particular breach of the Contract or its material or nonmaterial terms by either party shall not operate as a waiver by such party of any of its rights or remedies as to any other breach.

16. SEVERABILITY. If any provision contained in this Contract is held to be unenforceable by a court of law or equity, this Contract shall be construed as if such provision did not exist and the nonenforceability of such provision shall not be held to render any other provision or provisions of this Contract unenforceable.

17. ASSIGNMENT. Neither party shall assign, transfer or delegate any rights, obligations or duties under this Contract without the prior written consent of the other party.

18. OWNERSHIP OF PROPRIETARY INFORMATION. Unless otherwise provided by law or this Contract, any reports, histories, studies, tests, manuals, instructions, photographs, negatives, blue prints, plans, maps, data, system designs, computer code (which is intended to be consideration under this Contract), or any other documents or drawings, prepared or in the course of preparation by either party in performance of its obligations under this Contract shall be the joint property of both parties.

19. PUBLIC RECORDS. Pursuant to NRS 239.010, information or documents may be open to public inspection and copying. The parties will have the duty to disclose unless a particular record is made confidential by law or a common law balancing of interests.

20. CONFIDENTIALITY. Each party shall keep confidential all information, in whatever form, produced, prepared, observed or received by that party to the extent that such information is confidential by law or otherwise required by this Contract.

21. PROPER AUTHORITY. The parties hereto represent and warrant that the person executing this Contract on behalf of each party has full power and authority to enter into this Contract and that the parties are authorized by law to perform the services set forth in paragraph (6).

22. GOVERNING LAW; JURISDICTION. This Contract and the rights and obligations of the parties hereto shall be governed by, and construed according to, the laws of the State of Nevada. The parties consent to the jurisdiction of the Nevada district courts for enforcement of this Contract.

23. ENTIRE AGREEMENT AND MODIFICATION. This Contract and its integrated attachment(s) constitute the entire agreement of the parties and such are intended as a complete and exclusive statement of the promises, representations, negotiations, discussions, and other agreements that may have been made in connection with the subject matter hereof. Unless an integrated attachment to this Contract specifically displays a mutual intent to amend a particular part of this Contract, general conflicts in language between any such attachment and this Contract shall be construed consistent with the terms of this Contract. Unless otherwise expressly authorized by the terms of this Contract, no modification or amendment to this Contract shall be binding upon the parties unless the same is in writing and signed by the respective parties hereto, approved by the State of Nevada Office of the Attorney General.

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be signed and intend to be legally bound thereby.

_____ Signature	_____ Date	_____ Title
_____ Steve H. Fisher	_____ Date	_____ Administrator, Division of Welfare and Supportive Services Title

BOARD OF EXAMINER, ATTORNEY GENERAL, AND DHHS  
DIRECTOR PRE-APPROVAL HAVE BEEN GRANTED FOR ENERGY  
ASSISTANCE PROGRAM PROVIDER AGREEMENT CONTRACTS

BOE approval date: May 10, 2016

**SCOPE OF WORK**  
**Energy Assistance Program Intake Sites**

THE CONTRACTOR AGREES TO:

1. Assist individuals with the completion of Energy Assistance Program (EAP) applications to fully and accurately record family circumstances.
2. Review completed applications to determine if the client's declared circumstances appear to be within Energy Assistance Program eligibility guidelines as published online at the Division of Welfare and Supportive Services (DWSS) website. Inform the customer of their legal right to apply for Energy Assistance Program consideration even when their declared circumstances have been reviewed and appear to be outside Energy Assistance Program eligibility rules.
3. Counsel the customer on other community opportunities that might address their circumstances in the event their declared circumstances are outside Energy Assistance Program eligibility rules.
4. Review the DWSS application for those customers wishing to apply for Energy Assistance Program consideration to determine what supporting documentation will be required to process the application.
5. Identify and collect the required documentation for the application process.
6. Submit fully completed applications as specified in Attachment C with required supporting documentation to designated DWSS office locations for Energy Assistance Program eligibility determinations.
7. Complete and attach as a cover sheet with each completed application a Completed Application Checklist (Attachment D) by the tenth day after receipt of a completed application with the required verification. If not received within the required time frames, the application will be considered a stale claim and compensation will not be provided.
8. Complete and submit an Intake Site Log Form (Attachment E) when submitting applications for compensation to DWSS.
9. Permit authorized state and federal personnel to monitor and/or audit the activities, procedures, cases, and accounting records subject to this agreement, and develop corrective action plans to rectify any exceptions noted in monitoring and/or audit reports that result in noncompliance with this agreement or federal/state statutes and regulations.

DIVISION OF WELFARE AND SUPPORTIVE SERVICES AGREES TO:

1. After review by DWSS staff, provide compensation in the amount of \$10 for each Application Packet if the application was completed correctly and all required documentation was submitted within required time frames. When both conditions are met, DWSS Staff will approve payment. DWSS will accept incomplete applications, but compensation will not be provided. DWSS will provide a reason for each Application Packet that is considered incomplete.
2. Provide application, eligibility and required documentation training to the Contractor to facilitate satisfactory completion of the contractual responsibilities outlined in this agreement.
3. Provide timely dissemination of published changes to application, eligibility and required documentation.
4. Provide to the Contractor, at least monthly, a full listing of applications received and which applications were eligible for compensation and which were not and why.

BOTH PARTIES MUTUALLY AGREE:

1. Information/data provided to DWSS by the Contractor shall remain confidential except as specified in this paragraph. DWSS shall use such information for a client/household for the purpose of establishing the eligibility of and/or the benefit of a client/household.
2. The Contractor shall not use or disclose any information provided by DWSS concerning an applicant/recipient of DWSS services under this agreement for any purpose other than fulfillment of responsibilities set forth in this contract.

## COMPLETED APPLICATION REQUIREMENTS

The Contractor agrees to assist families applying for the **Energy Assistance Program** by ensuring the Application Packet is complete prior to submitting it to the Division of Welfare and Supportive Services (DWSS). Contractor agrees to use the Intake Site Completed Application Checklist (Attachment D) and the Intake Site Log (Attachment E) when submitting applications for compensation.

An application will only be considered complete, if all verifications applicable to the circumstances of the application are attached to the application. Failure to provide a completed application with all verifications will result in the agency not receiving reimbursement for the application received by EAP.

### 1. Energy Assistance Program Application (2824-EL)

Pages 1 through 6 have to be fully completed, with an answer for every question in sections A through G. All adult household members need to sign and date page 4 of the application (Section I). The Head of Household needs to sign and date page 5 of the application (Notice of Rights and Obligations).

Some areas of special attention are:

- Energy Assistance Program Application (2824-EL) Page 1, Section A. It has to list the name, relationship, gender, date of birth, age, citizenship status, disability status, and social security number of everyone living under the same roof. The home address, mailing address and contact phone numbers have to be provided and current.
- Energy Assistance Program Application (2824-EL) Page 2, Section D. The utility information needs to be listed and complete. The name of the energy provider, the account number, as listed on a current bill, and the name on the account. Even if the client wants to have all of the money paid to the cooling vendor, the heating vendor needs to be listed. The arrearage question needs to be marked: Yes or No.
- Energy Assistance Program Application (2824-EL) Page 2-3, Section F. All income, regardless of source needs to be indicated on the application.

### 2. Verification of Identity

Verification of identity of the applicant will be required for all applications. If the utility bills are not in the applicant's name, identification of the individual named on the utility bills will be required in addition to the identification of the applicant.

The following documents can be accepted as proof of identity:

## ATTACHMENT B

- Driver's license issued by the State or Territory either with a photograph of the individual or other identifying information of the individual such as name, age, sex, race, height, weight or eye color.
- Certificate of Degree of Indian Blood, or other U.S. American Indian/Alaska Native tribal document if the document carries a photograph or other personal identifying information.
- Identification card issued by the Federal, State or local government with the same information included on driver's licenses.
- School identification card with a photograph of the individual.
- U.S. military card or draft record.
- Military dependent's identification card.
- U.S. Coast Guard Merchant Mariner card.
- Any combination of three or more corroborating documents to prove identity, such as marriage license, divorce decree, high school and college diploma, employer ID cards and property deeds and/or title.

### 3. Verification of Citizenship

The applicant must complete the application attesting all members requesting assistance are U.S. citizens, have legal immigration status, or are not citizens/without legal status. If the claim of citizenship or non-citizen status is questionable, further verifications must be secured to resolve the issue.

Copies of the following documents will, combined with acceptable proof of identity, establish a person's U.S. citizenship or nationality for purposes of EAP benefits:

- United States passport;
- Report of birth abroad of a U.S. citizen (FS-240) issued by the Department of State to U.S. citizens;
- Certificate of birth (FS-545) issued by a Foreign Service post or Certification of Report of Birth (DS-1350) issued by the State Department;
- Certificate of Naturalization (N-550) or N-570) issued by the United States Citizenship and Immigration Service (USCIS) through a court;
- Certificate of Citizenship (N-560 or N-561) issued by USCIS to persons who derive citizenship through a parent;

## ATTACHMENT B

- United States Citizen Identification Card (I-197) issued by USCIS until 4/7/83 to citizens living near the Canadian or Mexican border who needed it for frequent border crossings (formerly I-179, last issued February 1974);
- Northern Mariana Identification Card issued by the USCIS to a collectively naturalized citizen born in the Northern Mariana Islands before November 3, 1986;
- Statement provided by the U.S. consular officer certifying the individual is a U.S. citizen (this is given to a person born outside the U.S. who derives citizenship through a parent, but does not have a FS-240, FS-545 or DS-1350); or
- American Indian Card with a classification code "KIC" and a statement on the back identifying U.S. citizens of the Texas Band of Kickapoos living near the U.S./Mexican border.

### 4. Residence

- If a client is buying their home, then a copy of a current mortgage statement will need to be provided.
- If the client is renting/leasing their residence, a copy of the lease listing all people living at that address, with the signature of both the tenant and the landlord will need to be provided. If the lease does not list all household members, a signed and dated statement from the landlord with a contact phone number, listing all persons living at the address is needed. Or a Rental Verification Form completed and signed by the landlord, listing their contact information is needed.

### 5. Utility Bills

Applications must be submitted by the person whose name appears on the utility bill or the applicant must provide written authorization, from the individual whose name is printed on the bill, to act on their behalf. The applicant must be the person who is responsible for paying the cost of energy for the household.

The following also needs to be provided:

- A current copy of heating and cooling utility bills.
- If the client does not receive service through Nevada Power, Southwest Gas, or Sierra Pacific, then there needs to be 12 months of bills attached. The 12 month history has to be from the energy company or billing source and will need to reflect usage and dollar amount of each month.

**6. Income (current income/financial means for ALL people living in the home)**

- **Earned income**

Verifications for at least the most current 30 days of check stubs. If paid biweekly or semimonthly, at least the 2 most recent check stubs. If paid weekly, at least the 4 most recent check stubs. If started employment within last 30 days, then a letter from the company on their letterhead listing contact information, date of hire, employee name, rate of pay, schedule of pay (weekly, biweekly, semimonthly) and number of hours to be worked per week. If the client is self employed or works for a temporary or seasonal job, they will need to provide a 12 month history of earnings.

- **Unearned income**

Verifications for at least the most current 30 days proof of income, gifts and/or cash contributions. Social security recipients need to provide their current award letter. If a client is receiving monies paid directly to them or paid to one of their bills, a statement from the person paying the money is needed. The statement needs to include: the name and contact information for the person giving the money, specify who it is paid to (vendor or client), the amount, how long they have been paying, and if they plan to continue paying, the date the statement is written and a signature of the person writing the statement. If it is unemployment received from any state except the State of Nevada, an award letter and proof of the last 2 quarters earnings is needed. If it is child support paid from a state other than the State of Nevada, then a current court order or printout from the distributing state showing 12 months of payments is required.

Note: If basic living expenses (i.e. shelter, utility, etc.) exceed income provide verification of how the household is meeting current living expenses.

**7. Complete Application Checklist**

Attached to top of application packet, reflecting information included, Intake Site name and name of person certifying as completed packet of information unless income loss occurred within the last 60 days.

DWSS agrees to provide compensation in the amount of \$10 for each fully completed Application Packet submitted. DWSS will accept incomplete applications, but no compensation will be provided. DWSS will provide a reason for each Application Packet that is considered incomplete.

STATE OF NEVADA  
 DIVISION OF WELFARE AND SUPPORTIVE SERVICES  
 ENERGY ASSISTANCE PROGRAM

**Intake Site Completed Application Checklist**

EAP Date Stamp

Applicant Name: \_\_\_\_\_

Social Security No.: \_\_\_\_\_

Date signed by Client: \_\_\_\_\_

Intake Site: \_\_\_\_\_

A completed checklist is required to be attached to the top of a completed application packet before it is submitted to the Energy Assistance Program. The Intake Site is responsible for completing the checklist. Refer to the Completed Application Instructions (Attachment C) for a detailed description of the required verification for each item listed below.

Intake Site		EAP Recv'd
	Fully completed EAP application	
	Identification of Applicant	
	Citizenship Verification	
	Home/Residence Verification	
	Heating bill/usage	
	Cooling bill/usage	
	Authorization to apply and identification of person	
	Income	
	Other:	
	Other:	

\_\_\_\_\_  
 Signature of Intake Site Staff/Date

\_\_\_\_\_  
 Signature of EAP Staff/Date

Notes:



Agenda Item: \_\_\_\_\_

**Churchill County  
Agenda Report**

**Date Submitted:** July 5, 2016

**Agenda Date Requested:** July 13, 2016

**To:** Board of Churchill County Commissioners

**From:** Alan Kalt, Chief Financial Officer

**Subject Title:** Consideration and possible action re: Review and Approval of the Churchill County Debt Management Policy

**Type of Action Requested:** (check one)

Resolution

Ordinance

Formal Action/Motion

Other (Specify)

**Does this action require a Business Impact Statement?** ( ) Yes (X) No

**Recommended Board Action:**

A motion to approve Churchill County's Debt Management Policy and to provide copies to the Department of Taxation and the local Debt Management Commission as required by statutes.

**Discussion:**

The Chief Financial Officer will present a PowerPoint presentation that outlines the updated Debt Management Policy at the Commissioner's meeting.

The purpose of the Churchill County Debt Management Policy is to manage the issuance of Churchill County's debt obligations and maintain the county's ability to incur debt and other long-term obligations at favorable interest rates for capital improvements, facilities, and equipment beneficial to the county and necessary for essential services.

Analysis of the county's debt position is important, as potential growth in the county has resulted in an increased need for capital financing. This debt capacity analysis is premised on the idea that resources, as well as needs, should drive the county's debt issuance program. It will link projected long-term financing with the economic, demographic and financial resources expected to be available to pay for that debt. The primary emphasis of the analysis is the impact of the county's projected capital financing requirements on the credit quality of its debt obligations. The county wishes to ensure that as it issues further debt, its credit quality and market access will not be impaired. However, overemphasis on debt ratios should be avoided because debt ratios are but one of many factors which influence bond ratings.

Credit ratings issued by the bond rating agencies are a major factor in determining the cost of borrowed funds in the municipal bond market. The concept of debt capacity, or affordability, recognizes that Churchill County has a finite capacity to issue debt at a given credit level. It should be recognized however that there are no predetermined debt level/credit rating formulas available from the rating agencies. Many factors are involved. Determination of a credit rating by a rating agency is based on the rating agency's assessment of the credit worthiness of an

issuer with respect to a specific obligation. To arrive at a judgment regarding an issuer's credit worthiness, the rating agencies analyze the issuer in four broad, yet interrelated areas: economic base, debt burden, administrative management, and fiscal management.

**Explanation of Impact:**

See Details within the Debt Management Policy.

**Funding Source:**

See details within the Debt Management Policy.

**Alternatives:**

**Prepared By:** Alan Kalt

**Date:** \_\_\_\_\_

**Reviewed By:** \_\_\_\_\_  
(Department Head)

**Date:** \_\_\_\_\_

**Concurrences:** \_\_\_\_\_  
(County Manager)

**Date:** \_\_\_\_\_



(District Attorney, as to form and compliance with law)

**Date:** 7-5-16

\_\_\_\_\_  
(Comptroller)

**Date:** \_\_\_\_\_

\_\_\_\_\_  
(Clerk/Treasurer)

**Date:** \_\_\_\_\_

**Board Action Taken:**

Motion: \_\_\_\_\_

1) \_\_\_\_\_

Aye/Nay

2) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(Vote Recorded By)

**Churchill County  
Agenda Report**

**Date Submitted:** July 5, 2016

**Agenda Item: Letters Received #** \_\_\_\_\_  
**Agenda Date Requested:** July 13, 2016

**To:** Board of Churchill County Commissioners  
**From:** Nevada Division of Environmental Protection (NDEP)  
**Subject Title:** Consideration and possible action re: Nevada Division of Environmental Protection's notification of its review of the First Quarter Groundwater Monitoring and Sampling Report for The Gas Store at 787 W. Williams Avenue in Fallon, Nevada.

**Type of Action Requested:** (check one)

Resolution

Ordinance

Formal Action/Motion

Other – Informational Only

**Does this action require a Business Impact Statement?** No

**Recommended Board Action:** None.

**Discussion:** The Nevada Division of Environmental Protection (NDEP) provides notification that they received and evaluated the First Quarter 2016 Groundwater Monitoring and Sampling Report for referenced facility dated May 12, 2016, and provided by Justin Pike, Certified Environmental Manager (CEM), of McGinley & Associates (MGA) on behalf of Smitten Oil and Gas and Ms. Smitten. The Report was received in Carson City Office on June 8, 2016 and describes the groundwater sampling results for the referenced site.

1. Sever groundwater monitoring wells were sampled for the quarter on January 28, 2016. Concentrations of benzene were reported above the action level of 5 microgram per liter ( $\mu/L$ ) in one monitoring well MW-2 (13  $\mu/L$ ). All other reported concentration levels of benzene, toluene, ethylbenzene, total xylenes (BTEX), and methyl tertiary-butyl ether (MtBE) were below levels or non-detect.
2. Groundwater direction for the quarter was reported to be towards the southeast with a gradient of 0.0030 to 0.0040 foot/foot. Depth to groundwater was measured between approximately 8.23 to 9.97 feet below top of well casings.
3. MGA recommends the cessation of site groundwater monitoring activities. Additionally MGA recommends this site to be considered for a No Further Action determination under NAC 445A.22725. MGA will be submitting a report requesting a No Further Action determination under separate cover.

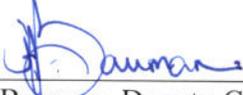
The submission of this agenda report by county officials is not intended, necessarily, to reflect agreement as to a particular course of action to be taken by the board; rather, the submission hereof is intended, merely, to signify completion of all appropriate review processes in readiness of the matter for consideration and action by the board.

NDEP has the following recommendations:

1. NDEP does not concur with the recommendations to cease further groundwater monitoring activities. NDEP requests that MGA continue the quarterly monitoring. The trend analysis for wells MW-2 and MW-4 needs to be more definitive, especially noting the two higher concentrations of benzene in well MW-2 of 200  $\mu/L$  (7/7/14) and 180  $\mu/L$  (7/16/15). The trends should continue to be stable or decreasing without any notable increase for future sample results. At least one more quarterly groundwater sample event will be required and the results from that event will determine if any additional future quarterly groundwater sample event will be required.
2. Please note that the Mann-Kendall analysis should only use data after the excavation activities took place. NDEP provides an attached revised Mann-Kendall analysis using only the data available after the October 2013 excavation activities. Note the revised analysis suggest that MW-2 has no trend and MW-4 is probably decreasing. Please revise the Mann-Kendall analysis as necessary for future groundwater monitoring reports.
3. NDEP does concur with MGA to submit a report requesting a No Further Action (NoFA) determination as an exemption per NAC 445A.22725. MGA can pursue the NoFA while simultaneously continuing the quarterly groundwater monitoring.

NDEP requests all report documents be submitted in digital portable document format (pdf; e.g.; compact disc; email) concurrent with a hardcopy document. Please be advised that NDEP has a 10 megabyte limit for e-mail attachments.

Please contact Michael Friend with any questions or comment at 775-687-9371 or mpfriend@ndep.nv.gov.

**Prepared By:**  Date: July 5, 2016  
Jacqueline A. Bauman, Deputy Clerk of the Board

**Reviewed By:** \_\_\_\_\_ Date: \_\_\_\_\_  
Eleanor Lockwood, Churchill County Manager

 Date: 7-5-16  
Churchill County Civil Deputy District Attorney

\_\_\_\_\_ Date: \_\_\_\_\_  
Alan Kalt, Churchill County Comptroller

The submission of this agenda report by county officials is not intended, necessarily, to reflect agreement as to a particular course of action to be taken by the board; rather, the submission hereof is intended, merely, to signify completion of all appropriate review processes in readiness of the matter for consideration and action by the board.



NEVADA DIVISION OF  
**ENVIRONMENTAL  
PROTECTION**

STATE OF NEVADA  
Department of Conservation & Natural Resources

Brian Sandoval, Governor  
Leo M. Drozdoff, P.E., Director  
Colleen Cripps, Ph.D., Administrator

June 24, 2016

Ms. Fran Smitten  
The Gas Store  
P.O. Box 1235  
Fallon, NV 89407-1235

CHURCHILL COUNTY  
RECEIVED  
JUN 29 2016

*pk*

COMMISSIONERS

Subject: **Groundwater Monitoring Report – First Quarter 2016**

Facility: The Gas Store, 787 West Williams Street, Fallon Nevada  
**Facility ID # 5-000096, Petroleum Fund Case # 2010000001**

Dear Ms. Smitten:

The Nevada Division of Environmental Protection (NDEP) received and evaluated the *First Quarter 2016 Groundwater Monitoring and Sampling Report* (Report) for referenced facility (Site) dated May 12, 2016, and provided by Justin Fike, Certified Environmental Manager (CEM), of McGinley & Associates (MGA) on behalf of Smitten Oil and Gas and Ms. Smitten. The Report was received in our Carson City Office on June 8, 2016 and describes the groundwater sampling results for the above referenced Site.

1. Seven groundwater monitoring wells were sampled for the quarter on January 28, 2016. Concentrations of benzene were reported above the action level of 5 microgram per liter ( $\mu\text{g/L}$ ) in one monitoring well MW-2 (13  $\mu\text{g/L}$ ). All other reported concentration levels of benzene, toluene, ethylbenzene, total xylenes (BTEX), and methyl tertiary-butyl ether (MtBE) were below action levels or non-detect.
2. Groundwater direction for the quarter was reported to be towards the southeast with a gradient of 0.0030 to 0.0040 foot/foot. Depth to groundwater was measured between approximately 8.23 to 9.97 feet below top of well casings.
3. MGA recommends the cessation of site groundwater monitoring activities. Additionally MGA recommends this site be considered for a No Further Action determination under NAC 445A.22725. MGA will be submitting a report requesting a No Further Action determination under separate cover.

NDEP has the following comments:

1. NDEP does not concur with the recommendation to cease further groundwater monitoring activities. NDEP requests that MGA continue the quarterly monitoring. The trend analysis for wells MW-2 and MW-4 needs to be more definitive, especially noting the two higher concentrations of benzene in well MW-2 of 200  $\mu\text{g/L}$  (7/17/14) and 180  $\mu\text{g/L}$  (7/16/15). The trends should continue to be stable or decreasing without any notable increases for future sample results. At least one more quarterly groundwater sample event will be required and the results from that event will determine if any additional future quarterly groundwater sample events will be required.

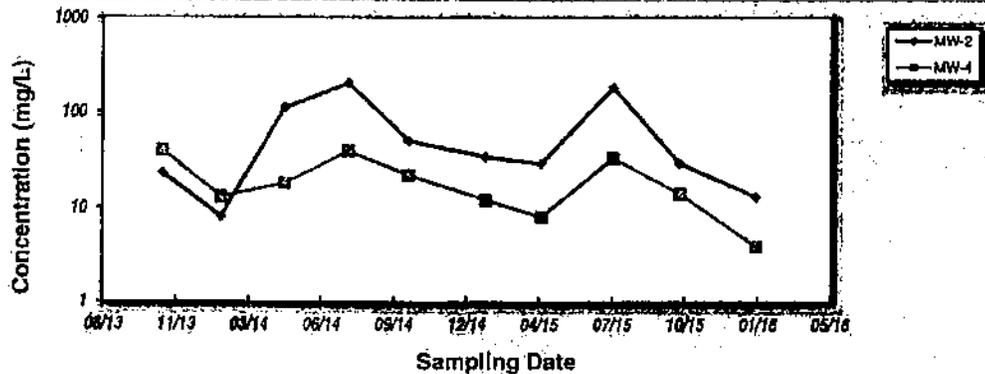
*The Gas Store, Groundwater Monitoring Report – First Quarter 2016*

*Page 1 of 2*

## GSI MANN-KENDALL TOOLKIT for Constituent Trend Analysis

Evaluation Date: 22-Jun-16	Job ID: S-000096
Facility Name: Gas Store	Constituent: Benzene
Conducted By: Michael Friend	Concentration Units: mg/L

Sampling Event	Sampling Date	BENZENE CONCENTRATION (mg/L)	
1			
2			
3			
4	4-Nov-13	23	40
5	23-Jan-14	8	13
6	21-Apr-14	110	18
7	17-Jul-14	200	39
8	8 Oct-14	50	22
9	22-Jan-15	34	12
10	9-Apr-15	29	8
11	16 Jul-15	180	33
12	16-Oct-15	29	14
13	28-Jan-16	13	3.9
14			
15			
16			
17			
18			
19			
20			
Coefficient of Variation:	1.04	0.63	
Mann-Kendall Statistic (S):	-4	-19	
Confidence Factor:	60.3%	94.6%	
Concentration Trends:	No Trend	Prob. Decreasing	



**Notes:**

- At least four independent sampling events per well are required for calculating the trend. Methodology is valid for 4 to 40 samples.
- Confidence in Trend = Confidence (in percent) that constituent concentration is increasing (S>0) or decreasing (S<0): >95% = Increasing or Decreasing; ≥ 90% = Probably Increasing or Probably Decreasing; < 90% and S=0 = No Trend; < 90% and COV ≥ 1 = No Trend; < 90% and COV < 1 = Stable.
- Methodology based on "MAROS: A Decision Support System for Optimizing Monitoring Plans", J.J. Aziz, M. Ling, H.S. Rifal, C.J. Newell, and J.R. Gonzales, *Ground Water*, 41(3):355-367, 2003.

**DISCLAIMER:** The GSI Mann-Kendall Toolkit is available "as is". Considerable care has been exercised in preparing this software product; however, no party, including without limitation GSI Environmental Inc., makes any representation or warranty regarding the accuracy, correctness, or completeness of the information contained herein, and no such party shall be liable for any direct, indirect, consequential, incidental or other damages resulting from the use of this product or the information contained herein. Information in this publication is subject to change without notice. GSI Environmental Inc., disclaims any responsibility or obligation to update the information contained herein.

**Churchill County  
Agenda Report**

**Date Submitted:** July 5, 2016

**Agenda Item:** Letters Received # \_\_\_\_\_  
**Agenda Date Requested:** July 13, 2016

**To:** Board of Churchill County Commissioners  
**From:** Mark Feest, General Manager, CC Communications  
**Subject Title:** Consideration and possible action re: CC Communications provides a copy of the annual report for Churchill County Telephone and Telegraph, dba CC Communications, Study Area Code 552349, pursuant to §54.313 of the Commission's rules.

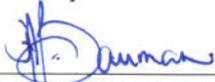
**Type of Action Requested:** (check one)

- Resolution  Ordinance  
 Formal Action/Motion  Other – Informational Only

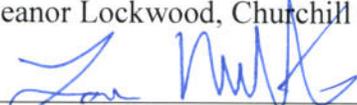
**Does this action require a Business Impact Statement?** No

**Recommended Board Action:** None.

**Discussion:** CC Communications provides a copy of the annual report for Churchill County Telephone and Telegraph, dba CC Communications, Study Area Code 552349, pursuant to §54.313 of the Commission's rules, which was provided to the Federal Communications Commission.

**Prepared By:**  Date: July 5, 2016  
Jacqueline A. Bauman, Deputy Clerk of the Board

**Reviewed By:** \_\_\_\_\_ Date: \_\_\_\_\_  
Eleanor Lockwood, Churchill County Manager

 Date: 7-5-16  
Churchill County Civil Deputy District Attorney

\_\_\_\_\_  
Alan Kalt, Churchill County Comptroller

-----  
**Board Action Taken:**

Motion: \_\_\_\_\_ 1) \_\_\_\_\_ Aye/Nay  
2) \_\_\_\_\_ \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Vote Recorded By)

The submission of this agenda report by county officials is not intended, necessarily, to reflect agreement as to a particular course of action to be taken by the board; rather, the submission hereof is intended, merely, to signify completion of all appropriate review processes in readiness of the matter for consideration and action by the board.

**COPY**

June 30, 2016

Submitted Electronically to USAC 06/30/2016

Ms. Marlene H. Dortch  
Secretary  
Federal Communications Commission  
9300 East Hampton Drive  
Capitol Heights, MD 20743

CHURCHILL COUNTY  
RECEIVED  
JUL 1 2016  
COMMISSIONERS



Re: WC Docket No. 14-58 FCC Form 481 54.313/54.422

Dear Ms. Dortch:

Enclosed herein is the annual report for **CHURCHILL COUNTY TELEPHONE & TELEGRAPH dba CC COMMUNICATIONS**, Study Area Code 552349 pursuant to §54.313 of the Commission's rules.

Also enclosed is one copy of this cover letter to be stamped and returned in the enclosed SASE.

Please contact me with any questions at:

Phone 775-423-7171 #1401  
Email [mark.feest@cccomm.co](mailto:mark.feest@cccomm.co)

Regards,



Mark Feest  
CEO

Enclosures

Copies to:

**Board of County Commissioners**

Chairman of Board  
155 N. Taylor St. Suite 110  
Fallon, NV 89406

Fallon Paiute Shoshone Tribe  
Administration Dept.  
565 Rio Vista  
Fallon, NV 89406

**FCC Form 481 - Carrier Annual Reporting**  
**Data Collection Form**

FCC Form 481  
OMB Control No. 3060-0986/OMB Control No. 3060-0819  
July 2013

<010>	Study Area Code	55249
<015>	Study Area Name	087674100 1017000
<020>	Program Year	2011
<030>	Contact Name: Person USAC should contact with questions about this data	113 0710911
<035>	Contact Telephone Number: Number of the person identified in data line <030>	7744257111 ext 11269
<039>	Contact Email Address: Email of the person identified in data line <030>	113 0710911@usac.fcc.gov
	Form Type	541313 548 541421

<b>(100) Service Quality Improvement Reporting Data Collection Form</b>	FCC Form 481 OMB Control No. 3060-0986/OMB Control No. 3060-0819 July 2013
---	--

<010>	Study Area Code	552349
<015>	Study Area Name	CRISP INT'L - DC COMM.
<020>	Program Year	2017
<030>	Contact Name - Person USAC should contact regarding this data	See line 11
<035>	Contact Telephone Number - Number of person identified in data line <030>	(054) (377) ext 1267
<039>	Contact Email Address - Email Address of person identified in data line <030>	See line 11 and page 10

<110> Has your company received its ETC certification from the FCC? (yes / no)

<111> If your answer to Line <110> is yes, do you have an existing § 54.202(a) "5 year plan" filed with the FCC? (yes / no)

If your answer to Line <111> is yes, please file a progress report, on line <112> delineating the status of your company's existing § 54.202(a) "5 year plan" on file with the FCC, as it relates to your provision of voice telephony service.

<112> Attach Five-Year Service Quality Improvement Plan or, in subsequent years, your annual progress report filed pursuant to 47 C.F.R. § 54.313(a)(1). If your company is a CETC which only receives frozen support, your progress report is only required to address voice telephony service.

552349nv112.pdf, 552349nv113.pdf

Name of Attached Document

Please select the appropriate responses below (Yes, No, Not Applicable) to confirm that the attached document(s), on line 112, contains a progress report on its five-year service quality improvement plan pursuant to § 54.202(a). The information shall be submitted at the wire center level or census block as appropriate.

<113> Maps detailing progress towards meeting plan targets

<114> Report how much universal service (USF) support was received

<115> How much (USF) was used to improve service quality and how support was used to improve service quality

<116> How much (USF) was used to improve service coverage and how support was used to improve service coverage

<117> How much (USF) was used to improve service capacity and how support was used to improve service capacity

<118> Provide an explanation of network improvement targets not met in the prior calendar year.

Yes



FCC Form 481  
OMB Control No. 3060-0986/OMB Control No. 3060-0819  
July 2013

**(300) Unfulfilled Service Request  
Data Collection Form**

<010> Study Area Code 562147  
 <015> Study Area Name BROOKFIELD-CO COMM.  
 <020> Program Year 2011  
 <030> Contact Name - Person USAC should contact regarding this data Tom St. Lawrence  
 <035> Contact Telephone Number - Number of person identified in data line <030> 303.421.1111 ext. 1100  
 <039> Contact Email Address - Email Address of person identified in data line <030> tom.stlaw@frc.com

<300> Unfulfilled service request (voice)

<310> Detail on attempts (voice) \_\_\_\_\_  
Name of Attached Document

<320> Unfulfilled service request (broadband)

<330> Detail on attempts (broadband) \_\_\_\_\_  
Name of Attached Document

(400) Number of Complaints per 1,000 customers  
Data Collection Form

FCC Form 481  
OMB Control No. 3060-0986/OMB Control No. 3060-0819  
July 2013

<010>	Study Area Code	
<015>	Study Area Name	
<020>	Program Year	
<030>	Contact Name - Person USAC should contact regarding this data	
<035>	Contact Telephone Number - Number of person identified in data line <030>	
<039>	Contact Email Address - Email Address of person identified in data line <030>	
<400>	Select from the drop-down list to indicate how you would like to report voice complaints (zero or greater) for voice telephony service in the prior calendar year for each service area in which you are designated an ETC for any facilities you own, operate, lease, or otherwise utilize.	Offered only fixed voice
<410>	Complaints per 1000 customers for fixed voice	1.6
<420>	Complaints per 1000 customers for mobile voice	
<430>	Select from the drop-down list to indicate how you would like to report end-user customer complaints (zero or greater) for broadband service in the prior calendar year for each service area in which you are designated an ETC for any facilities you own, operate, lease, or otherwise utilize.	Offered only fixed broadband
<440>	Complaints per 1000 customers for fixed broadband	3.9
<450>	Complaints per 1000 customers for mobile broadband	

**{500} Compliance With Service Quality Standards and Consumer Protection Rules  
Data Collection Form**

FCC Form 481  
OMB Control No. 3060-0986/OMB Control No. 3060-0819  
July 2013

---

<010> Study Area Code

---

<015> Study Area Name

---

<020> Program Year

---

<030> Contact Name: Person USAC should contact regarding this data

---

<035> Contact Telephone Number: Number of person identified in data line <030>

---

<039> Contact Email Address: Email Address of person identified in data line <030>

---

<500> Certify compliance with applicable service quality standards and consumer protection rules

---

<510> Descriptive document for Service Quality Standards & Consumer Protection Rules Compliance

---

**(600) Functionality in Emergency Situations  
Data Collection Form**

FCC Form 481  
OMB Control No. 3060-0986/OMB Control No. 3060-0819  
July 2013

<010>	Study Area Code	
<015>	Study Area Name	
<020>	Program Year	
<030>	Contact Name - Person USAC should contact regarding this data	
<035>	Contact Telephone Number - Number of person identified in data line <030>	
<039>	Contact Email Address - Email Address of person identified in data line <030>	
<600>	Certify compliance regarding ability to function in emergency situations	Yes
<610>	Descriptive document for Functionality in Emergency Situations	12/10/2011.pdf







<010> Study Area Code 552349  
 <015> Study Area Name CHURCHILL CO. COMM.  
 <020> Program Year 2011  
 <030> Contact Name - Person USAC should contact regarding this data Jim Brubaker  
 <035> Contact Telephone Number - Number of person identified in data line <030> 707.424.7111 ext. 1283  
 <039> Contact Email Address - Email Address of person identified in data line <030> jim.brubaker@ccvcomm.co

<900> Does the filing entity offer tribal land services? (Y/N)

Yes  
 Fallon Paiute-Shoshone Tribe (FSTT)

<910> Tribal Land(s) on which ETC Serves

552349-11-11-11

<920> Tribal Government Engagement Obligation

Name of Attached Document

If your company serves Tribal lands, please select (Yes, No, NA) for each these boxes to confirm the status described on the attached document(s), on line 920, demonstrates coordination with the Tribal government pursuant to § 54.313(a)(9) includes:

- <921> Needs assessment and deployment planning with a focus on Tribal community anchor institutions.
- <922> Feasibility and sustainability planning;
- <923> Marketing services in a culturally sensitive manner;
- <924> Compliance with Rights of way processes
- <925> Compliance with Land Use permitting requirements
- <926> Compliance with Facilities Siting rules
- <927> Compliance with Environmental Review processes
- <928> Compliance with Cultural Preservation review processes
- <929> Compliance with Tribal Business and Licensing requirements.

Select Yes or No or Not Applicable
Yes

Yes

<b>(1000) Voice and Broadband Service Rate Comparability Data Collection Form</b>	FCG Form 481 OMB Control No. 3060-0986 / OMB Control No. 3060-0819 July 2013
---	--

<b>&lt;010&gt;</b>	Study Area Code	150449
<b>&lt;015&gt;</b>	Study Area Name	CHURCHILL CO. COMM.
<b>&lt;020&gt;</b>	Program Year	2011
<b>&lt;030&gt;</b>	Contact Name - Person USAC should contact regarding this data	Jim Stowell
<b>&lt;035&gt;</b>	Contact Telephone Number - Number of person identified in data line <030>	756247171 ext 124
<b>&lt;039&gt;</b>	Contact Email Address - Email Address of person identified in data line <030>	jstowell@churhillcomm.net

**<1000>** Voice services rate comparability certification Yes

**<1010>** Attach detailed description for voice services rate comparability compliance

\_\_\_\_\_  
Name of Attached Document

**<1020>** Broadband comparability certification

Yes - Pricing is no more than the most recent applicable benchmark announced by the Wireline Competition Bureau

**<1030>** Attach detailed description for broadband comparability compliance

\_\_\_\_\_  
Name of Attached Document

(3,100) (No Terrestrial Backhaul) Reporting Data Collection Form	FCC Form 481 OMB Control No. 3060-0986 / OMB Control No. 3060-0819 July 2013
---	--

<010> Study Area Code	55214
<015> Study Area Name	CHURCHILL CO COMM
<020> Program Year	2013
<030> Contact Name - Person USAC should contact regarding this data	Jim Decker
<035> Contact Telephone Number - Number of person identified in data line <030>	7754231171 Ext 1124
<039> Contact Email Address - Email Address of person identified in data line <030>	jim.decker@comcast.net

<1100> Certify whether terrestrial backhaul options exist (Y/N)

<1130> Please select the appropriate response (Yes, No, Not Applicable) to confirm the reporting carrier offers broadband service of at least 1 Mbps downstream and 256 kbps upstream within the supported area pursuant to § 54.313(g).

<b>(1200) Standard Conditions for Lifeline Customers Lifeline Data Collection Form</b>	FCC Form 481 OMB Control No. 3060-0986/OMB Control No. 3060-0819 July 2013
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<b>&lt;010&gt;</b>	Study Area Code	55249
<b>&lt;015&gt;</b>	Study Area Name	01802000-00-0000
<b>&lt;020&gt;</b>	Program Year	2012
<b>&lt;030&gt;</b>	Contact Name - Person USAC should contact regarding this data	Tom Phillips
<b>&lt;035&gt;</b>	Contact Telephone Number - Number of person identified in data line <030>	7784235170 ext 11264
<b>&lt;039&gt;</b>	Contact Email Address - Email Address of person identified in data line <030>	tom.phillips@tdc.com

**<1210>** Terms & Conditions of Voice Telephony Lifeline Plans



Name of Attached Document

**<1220>** Link to Public Website HTTP [www.tdc.com](http://www.tdc.com)

"Please check these boxes below to confirm that the attached document(s), on line 1210, or the website listed, on line 1220, contains the required information pursuant to § 54.422(a)(2) annual reporting for ETCs receiving low-income support, carriers must annually report:

- <1221>** Information describing the terms and conditions of any voice telephony service plans offered to Lifeline subscribers,
- <1222>** Details on the number of minutes provided as part of the plan,
- <1223>** Additional charges for toll calls, and rates for each such plan.

(2000) Price Cap, Carrier, and Other Data	FCC Form 481
Data Connection Form	OMB Control No. 3060-0988/OMB Control No. 3060-0819
Including State of Return Carriers Affiliated with Price Cap Local Exchange Carriers	July 2013

<010> Study Area Code	552249
<015> Study Area Name	CENTRAL ILLINOIS COMM.
<020> Program Year	2017
<030> Contact Name - Person USAC should contact regarding this data	Jim Brinkley
<035> Contact Telephone Number - Number of person identified in data line <030>	618-337-1111 ext. 1163
<039> Contact Email Address - Email Address of person identified in data line <030>	Jim.Brinkley1@ccommu.com

Select the appropriate responses below (Yes, No, Not Applicable) to note compliance as a recipient of Incremental High Cost support, High Cost support to offset access charge reductions, and Connect America Phase II support as set forth in 47 CFR § 54.313(b),(c),(d),(e). The information reported on this form and in the documents attached below is accurate.

**Incremental Connect America Phase I reporting**

<2010> 2nd Year Certification 47 CFR § 54.313(b)(1)(i) - Note that for the July 1 2016 certification, this applies to Round 2 recipients of Incremental Support

<2011> 3rd Year Certification 47 CFR § 54.313(b)(1)(ii) - Note that for the July 1 2016 certification, this applies to Round 1 recipients of Incremental Support

<2022> Recipient certifies, representing year two after filing a notice of acceptance of funding pursuant to 54.312(c), that the locations in question are not receiving support under the Broadband Initiatives Program or the Broadband Technology Opportunities Program for projects that will provide broadband with speeds of at least 4 Mbps/1Mbps - 54.313(b)(2)(i). Round 2 recipients only.

<2023> The attachment on line 2024 includes a statement of the total amount of capital funding expended in the previous year in meeting Connect America Phase I deployment obligations, accompanied by a list of census blocks indicating where funding was spent. This covers year two - 54.313(b)(2)(ii). Round 2 recipients only.

<2024A> Round 2 Recipient of Incremental Support?

<2024B> Attach list of census blocks indicating where funding was spent in year two - 54.313(b)(2)(ii). Round 2 recipients only.

Name of Attached Document Listing Required Information

<2025A> Round 1 or Round 2 Recipient of Incremental Support?

<2025B> Attach geocoded Information for Phase I milestone reports (Round 1 for year three and Round 2 for year two) - Connect America Fund , WC Docket 10-90, Report and Order, FCC 13-

Name of Attached Document Listing Required Information

<2015> 2016 and future Frozen Support Certification 47 CFR § 54.313(c)(4)

(2000) Price Cap Carrier Additional Documentation (Continued)  
 Data Collection Form  
 Including Data on Return Carriers Affiliated With Price Cap Local Exchange Carriers  
 FCC Form 481  
 OMB Control No. 3060-0986/OMB Control No. 3060-0819  
 July 2013

**Price Cap Carrier Connect America ICC Support {47 CFR § 54.313(d)}**

<2016> Certification support used to build broadband

**Connect America Phase II Reporting {47 CFR § 54.313(e)}**

<2017A> Connect America Fund Phase II recipient?

<2017B> Attach information for Phase II - 54.313(e)(1) - list of geocoded locations already meeting the 54.309 public interest obligations at the end of calendar year 2015 and total amount of Phase II support, if any, the price

Name of Attached Document Listing Required Information

cap carrier used for capital expenditures in 2015.

<2018> Attach the number, names, and addresses of community anchor institutions to which the carrier newly began providing access to broadband service in the preceding calendar year - 54.313(e)(2)(ii)

Name of Attached Document Listing Required Information

<2019> Recipient certifies that it bid on category one telecommunications and Internet access services in response to all FCC Form 470 postings seeking broadband service that meets the connectivity targets for the schools and libraries universal service support program for eligible schools and libraries located within any area in a census block where the carrier is receiving Phase II model-based support, and that such bids were at rates reasonably comparable to rates charged to eligible schools and libraries in urban areas for comparable offerings - 54.313(e)(2)(v)

<2020> Recipient certifies that it offered broadband meeting the requisite public interest obligations specified in §54.309 to 40% of its supported locations in the state on December 31, 2017 - 54.313(e)(3)

<2021> Recipient certifies that it offered broadband meeting the requisite public interest obligations specified in §54.309 to 60% of its supported locations in the state on December 31, 2018 - 54.313(e)(4)

<2026> Recipient certifies that it offered broadband meeting the requisite public interest obligations specified in §54.309 to 80% of its supported locations in the state on December 31, 2019 - 54.313(e)(5)

<2027> Recipient certifies that it offered broadband meeting the requisite public interest obligations specified in §54.309 to 100% of its supported locations in the state on December 31, 2020 - 54.313(e)(6)

<010>	Study Area Code	552349
<015>	Study Area Name	CHURCHILL-CC COMM.
<020>	Program Year	2017
<030>	Contact Name - Person USAC should contact regarding this data	Jim Stilwell
<035>	Contact Telephone Number - Number of person identified in data line <030>	7754237171 ext.1263
<039>	Contact Email Address - Email Address of person identified in data line <030>	jim.stilwell@cccmm.co

Complete the items below to note compliance with five year service quality plan (pursuant to 47 CFR § 54.202(a)) and, for privately held carriers, ensuring compliance with the financial reporting requirements set forth in 47 CFR § 54.313(f)(2). I further certify that the information reported on this form and in the documents attached below is accurate.

(3009) Progress Report on 5 Year Plan  
Carrier certifies to 54.313(f)(1)(iii)

(3010A) Milestone Certification (47 CFR § 54.313(f)(1)(i))

(3010B) Please Provide Attachment  
Name of Attached Document Listing Required Information

(3012A) Community Anchor Institutions (47 CFR § 54.313(f)(1)(ii))  
Name of Attached Document Listing Required Information

(3012B) Please Provide Attachment  
Name of Attached Document Listing Required Information

(3013) Is your company a Privately Held ROR Carrier (47 CFR § 54.313(f)(2))  
(Yes/No)

(3014) If yes, does your company file the RUS annual report (Yes/No)

Please check these boxes to confirm that the attached PDF, on line 3017, contains the required information pursuant to § 54.313(f)(2) compliance requires:

(3015) Electronic copy of their annual RUS reports (Operating Report for Telecommunications Borrowers)

(3016) Document(s) with Balance Sheet, Income Statement and Statement of Cash Flows

(3017) If the response is yes on line 3014, attach your company's RUS annual report and all required documentation  
Name of Attached Document Listing Required Information

(3018) If the response is no on line 3014, is your company audited? (Yes/No)

If the response is yes on line 3018, please check the boxes below to confirm your submission on line 3026 pursuant to § 54.313(f)(2), contains:

(3019) Either a copy of their audited financial statement; or

(3020) (2) a financial report in a format comparable to RUS Operating Report for Telecommunications Borrowers Document(s) for Balance Sheet, Income Statement and Statement of Cash Flows

(3021) Management letter and/or audit opinion issued by the independent certified public accountant that performed the company's financial audit.

If the response is no on line 3018, please check the boxes below to confirm your submission on line 3026 pursuant to § 54.313(f)(2), contains:

(3022) Copy of their financial statement which has been subject to review by an independent certified public accountant; or 2) a financial report in a format comparable to RUS Operating Report for Telecommunications Borrowers

(3023) Underlying information subjected to a review by an independent certified public accountant

(3024) Underlying information subjected to an officer certification.

(3025) Document(s) for Balance Sheet, Income Statement and Statement of Cash Flows

(3026) Attach the worksheet listing required information  
Name of Attached Document Listing Required Information



(4005) Rural Broadband Experiment Additional Documentation  
Data Collection Form

FCC Form 481  
OMB Control No. 3060-0986/OMB Control No. 3060-0819  
July 2013

<010> Study Area Code \_\_\_\_\_  
 <015> Study Area Name \_\_\_\_\_  
 <020> Program Year \_\_\_\_\_  
 <030> Contact Name - Person USAC should contact regarding this data \_\_\_\_\_  
 <035> Contact Telephone Number - Number of person identified in data line <030> \_\_\_\_\_  
 <039> Contact Email Address - Email Address of person identified in data line <030> \_\_\_\_\_

#### 4005 Rural Broadband Experiment

Authorized Rural Broadband Experiment (RBE) recipients must address the certification for public interest obligations, provide a list of newly served community anchor institutions, and provide a list of locations where broadband has been deployed

#### Public Interest Obligations – FCC 14-98 (paragraphs 26-29, 78)

Please address Line 4001 regarding compliance with the Commission's public interest obligations. All RBE participants must provide a response to Line 4001

**4001.** Recipient certifies that it is offering broadband to the identified locations meeting the requisite public interest obligations consistent with the category for which they were selected, including broadband speed, latency, usage capacity, and rates that are reasonably comparable to rates for comparable offerings in urban areas?

#### Community Anchor Institutions – FCC 14-98 (paragraph 79)

**4003a.** RBE participants must provide the number, names, and addresses of community anchor institutions to which they newly deployed broadband service in the preceding calendar year. On this line, please respond (yes – attach new community anchors, no – no new anchors) to indicate whether this list will be provided.

If yes to 4003A, please provide a response for 4003B.

**4003b.** Provide the number, names and addresses of community anchor institutions to which the recipient newly began providing access to broadband service in the preceding calendar year. Name of Attached Document Listing Required Information \_\_\_\_\_

#### Broadband Deployment Locations – FCC 14-98 (paragraph 80)

**4004a.** Attach a list of geocoded locations to which broadband has been deployed as of the June 1st immediately preceding the July 1st filing deadline for the FCC Form 481. Name of Attached Document Listing Required Information \_\_\_\_\_

**4004b.** Attach evidence demonstrating that the recipient is meeting the relevant public service obligations for the identified locations. Materials must at least detail the pricing, offered broadband speed and data usage allowances available in the relevant geographic area. Name of Attached Document Listing Required Information \_\_\_\_\_

<b>Certification - Reporting Carrier Data Collection Form</b>	FCC Form 481 OMB Control No. 3060-0986/OMB Control No. 3060-0819 July 2013
---	--

<010> Study Area Code	15244
<015> Study Area Name	CHUMHILLTOP 70004
<020> Program Year	2017
<030> Contact Name - Person USAC should contact regarding this data	Jim Bralowe, I
<035> Contact Telephone Number - Number of person identified in data line <030>	714231171 ext. 1263
<039> Contact Email Address - Email Address of person identified in data line <030>	jim.bralowe@frc.com

**TO BE COMPLETED BY THE REPORTING CARRIER, IF THE REPORTING CARRIER IS FILING ANNUAL REPORTING ON ITS OWN BEHALF:**

Certification of Officer as to the Accuracy of the Data Reported for the Annual Reporting for CAF or LI Recipients	
I certify that I am an officer of the reporting carrier; my responsibilities include ensuring the accuracy of the annual reporting requirements for universal service support recipients; and, to the best of my knowledge, the information reported on this form and in any attachments is accurate.	
Name of Reporting Carrier: CHUMHILLTOP 70004	
Signature of Authorized Officer: [Signature]	Date: 06/30/2017
Printed name of Authorized Officer: Mark P. Galt	
Title or position of Authorized Officer: 38276	
Telephone number of Authorized Officer: 714231171 ext. 1263	
Study Area Code of Reporting Carrier: 15244	Filing Due Date for this form: 07/31/2018
Persons willfully making false statements on this form can be punished by fine or forfeiture under the Communications Act of 1934, 47 U.S.C. §§ 502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. § 1001.	

<b>Certification - Agent / Carrier Data Collection Form</b>	FCC Form 481 OMB Control No. 3060-0985/OMB Control No. 3060-0819 July 2013
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<010> Study Area Code	342310
<015> Study Area Name	BUREAU OF COMM.
<020> Program Year	2017
<030> Contact Name - Person USAC should contact regarding this data	JAN SWIWEILL
<035> Contact Telephone Number - Number of person identified in data line <030>	7744257171 ext 1264
<039> Contact Email Address - Email Address of person identified in data line <030>	Jan@swiweill.com

**TO BE COMPLETED BY THE REPORTING CARRIER, IF AN AGENT IS FILING ANNUAL REPORTS ON THE CARRIER'S BEHALF:**

Certification of Officer to Authorize an Agent to File Annual Reports for CAF or LI Recipients on Behalf of Reporting Carrier	
I certify that (Name of Agent) _____ is authorized to submit the information reported on behalf of the reporting carrier. I also certify that I am an officer of the reporting carrier; my responsibilities include ensuring the accuracy of the annual data reporting requirements provided to the authorized agent; and, to the best of my knowledge, the reports and data provided to the authorized agent is accurate.	
Name of Authorized Agent:	
Name of Reporting Carrier:	
Signature of Authorized Officer:	Date:
Printed name of Authorized Officer:	
Title or position of Authorized Officer:	
Telephone number of Authorized Officer:	
Study Area Code of Reporting Carrier:	Filing Due Date for this form:
<small>Persons willfully making false statements on this form can be punished by fine or forfeiture under the Communications Act of 1934, 47 U.S.C. §§ 502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. § 1001</small>	

**TO BE COMPLETED BY THE AUTHORIZED AGENT:**

Certification of Agent Authorized to File Annual Reports for CAF or LI Recipients on Behalf of Reporting Carrier	
I, as agent for the reporting carrier, certify that I am authorized to submit the annual reports for universal service support recipients on behalf of the reporting carrier; I have provided the data reported herein based on data provided by the reporting carrier; and, to the best of my knowledge, the information reported herein is accurate.	
Name of Reporting Carrier:	
Name of Authorized Agent Firm:	
Signature of Authorized Agent or Employee of Agent:	Date:
Name of Authorized Agent Employee:	
Title or position of Authorized Agent or Employee of Agent:	
Telephone number of Authorized Agent or Employee of Agent:	
Study Area Code of Reporting Carrier:	Filing Due Date for this form:
<small>Persons willfully making false statements on this form can be punished by fine or forfeiture under the Communications Act of 1934, 47 U.S.C. §§ 502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. § 1001</small>	

**552349nv112**  
**CC Communications**

**FIVE YEAR SERVICE QUALITY IMPROVEMENT PLAN**

**PREAMBLE**

This 5 year improvement plan is a section of CC Communication's 2016 Annual Report. CC Communications is in compliance with §54.313(a)(1) adopted in the FCC's USF/ICC Transformation Order (11-161). This document also incorporates further clarification identified in subsequent Reconsideration Orders, as applicable, in effect prior to the filing of the Annual Report.

CC Communications has carefully developed its improvement plan, concentrating upon the delivery and continuation of a robust network which provides, at a minimum, the federally required voice and broadband connectivity as stipulated by regulatory rule. In certain situations the plan may also incorporate specific state requirements.

CC Communications advises that this improvement plan has been carefully crafted, matching measured network deployment, improvement and quality service levels with known financial implications of the Transformation Order upon the company's support cash-flows. The uncertainty of such cash flows being received in the outer-years as a result of current and potential regulatory action on rural rate-of-return carriers has resulted in the Company taking a balanced yet realistic approach.

The telecommunications industry is a dynamic environment, not static. As a result, CC Communications reserves the opportunity to modify its plan in response to further regulatory decisions as they are adopted, and their implication upon the Company's financial viability in providing the required services and service level quality becomes known.

*The Company will re-evaluate this plan on an annual basis. Action, however, may also be taken abruptly on the presented plan for both current and future years in the event of evolving regulatory conditions and/or changes in technology and vendor-driven support. All adjustments to the improvement plan in this document will be reflected and explained in subsequent annual reports.*

**OVERVIEW**

CC Communications ("Company"), as an Eligible Telecommunications Carrier (ETC), currently provides Universal Service supported services to approximately 24,000 people in one exchange covering approximately 5,023 square miles.

Consistent with Commission requirements, this Service Quality Improvement Plan addresses only CC Communications' regulated eligible telecommunications carrier operations.<sup>1</sup> A detailed description of the Company's plans for the provision of the supported services in the five-year period starting with January 2016 is provided herein.

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<sup>1</sup>Per 47 C.F.R. § 54.314, federal USF support, "will be used only for the provision, maintenance, and upgrading of facilities and services for which the support is intended." If investments or expenses are for service areas larger than the supported service areas, then allocations of the expenditures are required.

Per USAC, during the calendar year 2015, CC Communications has received a total of \$3,487,631 in USF support funds. The breakdown of the funding for the year was:

- \$1,611,503 High Cost Loop Support
- \$0 Local Switching Support
- \$76,932 Connect America Fund-Intercarrier Compensation Support
- \$1,799,196 Interstate Common Line Support

All funds were used in 2015 to both: 1) maintain, upgrade and improve the Company's network and, 2) to cover its operating expenses and debt commitments as necessary to permit it to offer a high level of service for both voice and broadband throughout its service area.

As for 2016 from January to May, USF revenue was 41% of the \$4.67 million in total revenue. During the same period, CAPEX and OPEX totaled \$4.51 million.

### **IMPROVEMENT PLANS BY YEAR (2017-2021 inclusive)**

Summary descriptions in accordance Part 54.202(a)(1)(ii) and Part 54.313(a)(1) by year and by wire center are presented in the paragraphs below and present network improvements planned for the next five years. Detailed expenditures on a wire center basis are contained in the attached Excel worksheets. Area and population estimates impacted by the improvements are identified in the worksheets as well as on the wire center maps. Costs are divided by voice and broadband service.

- Network improvement expenditures identify the cost to provide those services supported by the universal service funding mechanisms. When a project involves expenditures for both regulated and non-regulated services, the non-regulated investment costs have been removed. CC Communications estimates non-regulated costs using the appropriate allocation rules. Details of those costs are retained by the Company and available for inspection.
- Costs for individual projects involving multiple wire centers are broken out by wire center on a ratio of "population served" basis if a specific dollar amount is unavailable.
- Costs are reported only for those service areas in which the Company is authorized to receive USF funding. Costs incurred outside the authorized area, if any, are excluded.

Due to the current uncertainty of the amounts of support funds the company may receive in future years, CC Communications advises the Commission that the deployment of specific network improvement projects may be modified, and the meeting of projected service goals muted, to accommodate the actual amount of support that will be received.

## SUMMARY DISCUSSION OF PLANS BY YEAR

### 2017

FTTH boundary upgrade: In 2017, assuming universal support becomes predictable and continuing to upgrade the network remains economically viable, CC Communications intends to use operating cash flow to deploy FTTH in three projects within the Fallon exchange. These projects are designated as "Trento II", "Strasdin", and "Lone Tree", annotated on the attached Network Upgrade Spreadsheet.

These projects are estimated to cost approximately \$2,396,000, extend the plant approximately 107 miles and may serve around 843 subscribers that are currently served over copper. When complete, these subscribers will have available speeds in excess of the minimum standards of 4 MB upload and 1 MB download. CC Communications expects an increase in broadband services as a result of these projects based on past experience with FTTH upgrades. Although scheduled for completion in 2017, the unpredictability of cash flow and maintenance requirements for personnel, these projects may not be completed until early 2018. Some projects may be deferred to 2019, thus modifying 2019's network upgrade schedule. CC Communications Operations Manager monitors these projects weekly to adjust resources and timelines as needed.

Blade Upgrade: In 2017, as indicated in year 2016 and the Calix announcement, CC Communications will continue a phased replacement of 62 blades with Calix 6256 units at a cost of \$415,000 (currently). These upgrades are necessitated based on useful life of existing blades in the field and impact 2,527 subscribers within the exchange. Some existing blades exceed, or will exceed, their useful life in 2017. CC Communications monitors the life of blades and, when funds are available, has an ongoing upgrade rotation in order to prevent loss of service due to failure. In order to ensure consistent service for all customers, we have adopted a replacement schedule after the blade has reached estimated end of life.

Core Network Enhancements: We intend to purchase diagnostic equipment to improve our core network functions to manage our core network routers and replace telephony radio equipment for remote subscribers. Those purchases are expected to reach \$100,000.

Batteries: As in 2016, batteries are inspected for cracks and deterioration supporting thirty-three controlled environment cabinet (CEC) facilities. Three battery strings have been identified for replacement. Each string will be in excess of estimated life of service. We will replace these battery strings at a cost of \$20,000 over the course of 2017. This replacement will ensure reliable power for CEC's. This replacement will ensure reliable power for CEC's. Depending on the CEC location, each of the 33 CECs may serve 25 to 500 business and residential subscribers.

Vehicles: In 2017, CC Communications plans to replace one maintenance truck originally purchased in 2004. The estimated replacement cost is \$65,000. The safety of employees and reliability of the vehicles, CC Communications regularly reviews its vehicle fleet for serviceability. The company has no established time period in replacing vehicles. Rather, we evaluate the condition on each vehicle individually.

General Expenditures: In 2017, CC Communications anticipates spending approximately \$7,000 on replacement test equipment for installation and repair personnel.

### 2018

FTTH boundary upgrade: In 2018, assuming universal support becomes predictable and continuing to upgrade the network remains economically viable, CC Communications intends to use operating cash flow to deploy FTTH in four projects within the Fallon exchange. These projects are designated as "Bottom", "Birch II", "Cox II", and "Potpourri", annotated on the attached Network Upgrade Spreadsheet.

These projects are estimated to cost approximately \$2,450,000, extend approximately 94 miles and will serve around 835 subscribers that are currently served over copper. When complete, these subscribers will have

available speeds in excess of the minimum standards of 4 MB upload and 1 MB download. CC Communications expects an increase in broadband services as a result of these projects based on past experience with FTTH upgrades. Although scheduled for completion in 2018, the unpredictability of cash flow and maintenance requirements for personnel, these projects may not be completed until early 2019. Moreover, some projects may be deferred to 2020, thus modifying 2020's network upgrade schedule. CC Communications Operations Manager monitors these projects weekly to adjust resources and timelines as needed.

Blade Upgrade: In 2018, as indicated in year 2016 and the Calix announcement, CC Communications will continue a phased replacement of 62 blades with Calix 6256 units at a cost of \$415,000 (currently). These upgrades are necessitated based on useful life of existing blades in the field and impact 2,428 subscribers within the exchange. Some existing blades exceed, or will exceed, their useful life in 2018. CC Communications monitors the life of blades and, when funds are available, has an ongoing upgrade rotation in order to prevent loss of service due to failure. The company previously replaced blades upon failure. In order to ensure consistent service for all customers, we have adopted a replacement schedule after the blade has reached estimated end of life.

Radio Replacement: CC Communications will reach end of life for telephony radio equipment that provides service the U.S. Navy Range Maintenance Support contractor at the Centroid site in Dixie Valley.

Batteries: CC Communications monitors the remote battery life at each controlled environmental cabinet (CEC) that house electronic equipment in the field. Batteries are inspected for cracks and deterioration on a regular basis. Two battery strings have been identified as likely being in need of replacement, each will be in excess of estimated life of service. We will replace these battery strings at a cost of \$13,000 over the course of 2018. This phased replacement will ensure reliable power for CECs. Depending on the CEC location, each of the 33 CECs may serve 25 to 500 business and residential subscribers.

Vehicles: In 2018 CC Communications plans to replace two installation trucks with one generator originally purchased in 2006. The estimated cost of replacement is \$87,000. To ensure the safety of employees as well as ensuring reliability of the vehicles, CC Communications regularly reviews vehicles in its fleet for serviceability. The company has no established time period in replacing vehicles. Rather, we evaluate the wear and tear on each vehicle individually.

General Expenditures: In 2018, C Communications expects to purchase cable testers and fusion splicers for \$19,000.

Building and Grounds: One of three air conditioning units has been in service over 14 years at the Southside location on Pasture Road. For security purposes at Pioneer, surveillance cameras will be installed.

## 2019

FTTH boundary upgrade: In 2019, assuming universal support becomes predictable and continuing to upgrade the network remains economically viable, CC Communications intends to use operating cash flow to deploy FTTH in three projects within the Fallon exchange. These projects are designated as "Old River", "CO", "Harmon" and "Lazy Heart", annotated on the attached Network Upgrade Spreadsheet.

These projects are estimated to cost approximately \$2,468,000, extend approximately 104 miles and will serve around 1,558 subscribers that are currently served over copper. When complete, these subscribers will have available speeds in excess of the minimum standards of 4 MB upload and 1 MB download. CC Communications expects an increase in broadband services as a result of these projects based on past experience with FTTH upgrades. Although scheduled for completion in 2019, the unpredictability of cash flow and maintenance requirements for personnel, these projects may not be completed until early 2020. Moreover, some projects may be deferred to 2021, thus modifying 2021's network upgrade schedule. CC Communications Operations Manager monitors these projects weekly to adjust resources and timelines as needed.

Blade Upgrade: In 2019, as indicated in year 2016 and the Calix announcement, CC Communications will continue a phased replacement of 62 blades with Calix 6256 units at a cost of \$415,000 (currently). These upgrades are necessitated based on useful life of existing blades in the field and impact 2,782 subscribers within the exchange. Some existing blades exceed, or will exceed, their useful life in 2019. CC Communications monitors the life of blades and, when funds are available, has an ongoing upgrade rotation in order to prevent loss of service due to failure. The company previously replaced blades upon failure. However, we have discovered this process to incur greater costs due to increased labor costs for overtime, as well as decreased efficiency from the constant "one-off" work being conducted all over the valley. In order to ensure consistent service for all customers, we now have a replacement schedule after the blade has reached estimated end of life.

Core Network Enhancements: We intend to purchase digital cross connect upgrade to improve our core network functions. That purchase is expected to reach \$100,000.

Batteries: CC Communications monitors the remote battery life at each controlled environmental cabinet (CEC) that house electronic equipment in the field. Batteries are inspected for cracks and deterioration on a regular basis. Two battery strings have been identified as likely being in need of replacement, each will be in excess of estimated life of service. We will replace these battery strings at a cost of \$13,000 over the course of 2019. This phased replacement will ensure reliable power for CECs. Depending on the CEC location, each of the 33 CECs may serve 25 to 500 business and residential subscribers.

Vehicles: In 2019, CC Communications plans to replace two installation trucks with one generator originally purchased in 2006 (#67) and 2009 (#39). The estimated cost of replacement is \$82,000. To ensure the safety of employees as well as ensuring reliability of the vehicles, CC Communications regularly reviews vehicles in its fleet for serviceability. The company has no established time period in replacing vehicles. Rather, we evaluate the wear and tear on each vehicle individually.

Air Conditioning: CC Communications is located in the Northern Nevada desert and remote sites require reliable air conditioning units. At a cost of \$10,000, CC Communications will reconfigure one remote site air conditioning units, designated "Fairview". This unit cools electronic equipment that provides both telephone and broadband service. The current unit will have been in place in excess of ten years.

General Expenditures: In 2019, CC Communications anticipates spending \$19,000 on cable testers and fusion splicers.

## **2020**

FTTH boundary upgrade: In 2020, assuming universal support becomes predictable and continuing to upgrade the network remains economically viable, CC Communications intends to use operating cash flow to deploy FTTH in three projects within the Fallon exchange. These projects are designated as "South Maine", "Rattlesnake", and "New River", annotated on the attached Network Upgrade Spreadsheet.

These projects are estimated to cost approximately \$1,858,000, extend approximately 48 miles and will serve around 618 subscribers that are currently served over copper. When complete, these subscribers will have available speeds in excess of the minimum standards of 4 MB upload and 1 MB download. CC Communications expects an increase in broadband services as a result of these projects based on past experience with FTTH upgrades. Although scheduled for completion in 2020, the unpredictability of cash flow and maintenance requirements for personnel, these projects may not be completed until early 2021. Moreover, some projects may be deferred to 2022, thus modifying 2022's network upgrade schedule. CC Communications Operations Manager monitors these projects weekly to adjust resources and timelines as needed.

Blade Upgrade: In 2020, as indicated in year 2016 and the Calix announcement, CC Communications will continue a phased replacement of 62 blades with Calix 6256 units at a cost of \$415,000 (currently). These upgrades are necessitated based on useful life of existing blades in the field and impact 2,334 subscribers within the exchange. Some existing blades exceed, or will exceed, their useful life in 2020. CC

Communications monitors the life of blades and, when funds are available, has an ongoing upgrade rotation in order to prevent loss of service due to failure. The company previously replaced blades upon failure. However, we have discovered this process to incur greater costs due to increased labor costs for overtime, as well as decreased efficiency from the constant "one-off" work being conducted all over the valley. In order to ensure consistent service for all customers, we now have a replacement schedule after the blade has reached estimated end of life.

Softswitch Upgrade: By 2019, CC Communications anticipates the need to replace the current softswitch that has been in service since 2008. We expect technology advancements will offer greater functionality and speed for the next generation softswitch. Two switches are under evaluation. The intent is to simplify daily network operations and focus on strategic IT initiatives. This software management tool features customizable dashboards that identify network problems quickly and optimize their network resources.

Batteries: CC Communications monitors the remote battery life at each controlled environmental cabinet (CEC) that house electronic equipment in the field. Batteries are inspected for cracks and deterioration on a regular basis. Two battery strings have been identified as likely being in need of replacement, each will be in excess of estimated life of service. We will replace these battery strings at a cost of \$13,000 over the course of 2019. This phased replacement will ensure reliable power for CECs. Depending on the CEC location, each of the 33 CECs may serve 25 to 500 business and residential subscribers.

Vehicles: In 2020, CC Communications plans to replace two installation trucks with one generator originally purchased in 2006 (#67) and 2009 (#39) as well as a bucket truck (#22). The estimated cost of replacement is \$207,000. To ensure the safety of employees as well as ensuring reliability of the vehicles, CC Communications regularly reviews vehicles in its fleet for serviceability. The company has no established time period in replacing vehicles. Rather, we evaluate the wear and tear on each vehicle individually.

Building and Grounds: One air conditioning unit has been in service over 15 years at the Fairview Peak location.

General Expenditures: In 2020, CC Communications anticipates spending \$19,000 on cable testers and fusion splicers.

## **2021**

FTTH boundary upgrade: In 2021, assuming universal support becomes predictable and continuing to upgrade the network remains economically viable, CC Communications intends to use operating cash flow to deploy FTTH drops and electronics in remaining to locations previously passed by fiber, but not cutover.

These projects are estimated to cost approximately \$1,914,000. When complete, these locations will have available speeds in excess of the minimum standards of 4 MB upload and 1 MB download. CC Communications expects an increase in broadband services based on past experience with FTTH upgrades. Although scheduled for completion in 2021, the unpredictability of cash flow and maintenance requirements, and customer demand, these projects may be completed prior to, or after, 2021.

Blade Upgrade: Calix announced the end of life for various equipment items in the year 2020. CC Communications will face a phased replacement for those components. As a result, CC Communications plans to replace 62 blades with Calix 6256 units at a cost of \$415,000, assuming universal support is available. These upgrades are necessary based on useful life of existing blades and the programmed end of life for those components in the field. The impact may be experienced by 2,978 subscribers within the exchange. Some existing blades exceed, or will exceed, their useful life in 2021. CC Communications monitors the life of blades and, when funds are available, has an ongoing upgrade rotation in order to prevent loss of service due to failure. The company previously replaced blades upon failure. However, we have discovered this process to incur greater costs due to increased labor costs for overtime, as well as decreased efficiency from the constant "one-off" work being conducted throughout the valley. For continuity in service, we have created a blade replacement

schedule once estimated end of life is reached.

Core Network Enhancements: We intend to purchase additional equipment to improve our core network functions. Between one diagnostic server and test equipment for the microwave systems providing telephony and broadband services, our core network will be enhanced from the acquisition of those items.

Building and Grounds: CC Communications' customer service building is currently leased and is anticipated to be larger than necessary due to reduction in landlines. Further, our outside plant, executive and customer service groups are spread between 3 locations with one structure being over 100 years old and two structure not fully ADA compliant.

Vehicles: In 2021, CC Communications does not anticipate replacing any vehicles. However, truck #32 replacement was deferred due to funding constraints. Additionally, truck #22 will require replacement of one generator at a cost of approximately \$2,000. These generators are used when commercial power fails and a remote site must be powered long term.

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## 2016 – Project Progress Report

Summary: During calendar year 2016 from January 1 – May 31, CC Communications has received \$1,944,808 from Interstate USF & Pooling Revenue. 80% of CC Communications' programmed CAPEX was expended early in its fiscal year from July through December 2015. We estimate \$2,333,770 from Interstate USF & Pooling Revenue from January 1 – June 30, where CC Communications has expended \$410,269 in capital expenditures (CAPEX) and \$4,476,638 in operating expenses (OPEX).

Operations Support System: CC Communications maintained several "swivel chair" processes over the past few years due to the large number of software applications that facilitated stovepipe functions. That condition could no longer continue. The need to eliminate those inefficient processes became a requirement. As a result, CC Communications commenced implementing a visual integration system to create efficiencies through integrating those software applications. CC Communications has invested \$95,000 into the project. This project has a huge impact on service quality. With the integration of these software applications, CC Communications can be more responsive in providing the customer service demanded by our subscribers. This service quality applies to responsiveness and efficiency in reducing costs. Reduced costs will facilitate more competitive pricing.

FTTH boundary upgrade: In 2016, assuming universal support would become predictable and continuing pursuit toward the upgrade remained economically viable, CC Communications intended to execute operating cash flow and deploy FTTH in four projects within the Fallon exchange. These projects were designated as "Pioneer (East)", and "Bench". These are noted on the attached Network Upgrade Spreadsheet. Both projects are in progress.

These projects have an obvious and positive impact to service quality, coverage and capacity. FTTH will enhance service quality to a larger group of subscribers with the ability to meet their specific bandwidth requirements from businesses to residences.

Calix Management System: This project has been completed and adds to our ability to manage our network, optimize performance, detect and resolve issues, and plan for future needs to increase capacity.

Site Master: This has been completed and adds to our ability to manage our microwave backhaul, optimize performance, detect and resolve issues, and plan for future needs to increase capacity.

Blade Upgrade: In 2016, CC Communications intended to replace 62 blades with Calix 6256 units at a cost of \$415,000. These upgrades were based on useful life of existing blades in the field with an impact on 2,976 subscribers within the exchange. Some of those existing blades have exceeded, or will exceed, their useful life in 2016. We monitor the life of blades and, when funds are available, has an ongoing upgrade rotation in order to prevent loss of service due to failure. This expenditure was delayed due to network monitoring indicating increased OTT video traffic that may necessitate deployment of more robust transport back from rings. As such, we are re-evaluating the 6256 versus other blade options that may provide more reliable and higher capacity backhaul opportunities.

Given the decision to adopt and implement the Mapcom M4 Solutions platform, CC Communications needed to improve its service quality in creating efficiencies through internal processes and procedures. The M4 Solutions integration package placed an unbudgeted requirement on our CAPEX. This additional requirement necessitated a couple of projects to be deferred into the next fiscal year.

Vehicles: In 2016 CC Communications plans to replace one vehicle mounted generator for powering remote sites in the event of prolonged power outages. To ensure the safety of employees as well as ensuring reliability of the vehicles/equipment, CC Communications regularly reviews vehicles in its fleet for serviceability. The company has developed a schedule for vehicle and vehicle equipment replacement. However, we evaluate the wear and tear on each vehicle individually, then, determine whether we can defer the replacement to maximize the safe use of those vehicles.

VDSL Deployment: VDSL deployment at 14 locations were budgeted, and two have been completed. We continually evaluate demand (number of customers and bandwidth per customer) to determine propriety of

deploying VDSL vs. Fiber.

Other Projects: Other projects on the spreadsheet remain slated for the second half of the year.

**NETWORK IMPROVEMENT PROJECTS**  
**AS OF 2015 ANNUAL REPORT SUBMISSION - JULY 1, 2015**

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MAP REF	WIRE CENTER NAME & CLLI	DESCRIPTION of IMPROVEMENT	COST ESTIMATE	ACTUAL COST	REGULATED % ALLOCATION	AMOUNT IN USE SUPPORT AREA	% VOICE	% BROADBAND	ARFA IMPACTED	POPULATION IMPACTED	TARGET COMPLETION DATE	ACTUAL COMPLETION DATE	Notes
	A	B	C	D	E	F=CxE	***	***	***	***	***	***	
	<b>2017</b>												
	<b>Fallon &amp; FLLNNVXA</b>												
		(20) FTTH upgrade (Trento II/Strasdir/Lone Tree)	\$2,396,000		100%	\$7,396,000	50%	50%	14 sq miles	843	12/31/2017		
		(20) Calix 6256 upgrade (67 units)	\$415,400		100%	\$415,400	50%	50%	400 sq miles	2,527	12/31/2017		
		(20) Desert Peak Transport equipment	\$90,000		100%	\$90,000	50%	50%	250 sq miles	110	12/31/2017		
		(22) Brocade Network Advisor	\$10,000		100%	\$10,000	50%	50%	2,393 sq miles	12,000	12/31/2017		
		(31) Phased replacement 3 battery strings at CEC's	\$20,000		100%	\$20,000	50%	50%	.25 sq miles	800	12/31/2017		
		(31) Acterna cable tester	\$7,000		100%	\$7,000	50%	50%	2,393 sq miles	17,000	12/31/2017		
		(31) Replace #B1	\$65,000		100%	\$65,000	50%	50%	2,393 sq miles	17,000	12/31/2017		

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2017 TOTAL PROJECTS

\$3,003,400

**NETWORK IMPROVEMENT PROJECTS  
AS OF 2015 ANNUAL REPORT SUBMISSION - JULY 1, 2015**

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MAP REF.	WIRE CENTER NAME & CLLI	DESCRIPTION of IMPROVEMENT	COST ESTIMATE	ACTUAL COST	REGULATED % ALLOCATION	AMOUNT IN USE SUPPORT AREA	% VOICE	% BROADBAND	AREA IMPACTED	POPULATION IMPACTED	TARGET COMPLETION DATE	ACTUAL COMPLETION DATE	Notes
	A	B	C	D	E	F=CxE	***	***	***	***	***	***	
	<b>2018</b>												
	<b>Fallon &amp; FLNNVXA</b>												
		(20) FTTH upgrade (Bottom/Birch/Cox/Potpourril	\$2,450,000		100%	\$2,450,000	50%	50%	10 sq miles	835	12/31/2018		
		(20) Callx 6256 upgrade (62 units)	\$415,400		100%	\$415,400	50%	50%	2,393 sq miles	2,400	9/30/2018		
		(20) OC3 / Cisco ONS Replacement at Fairview	\$75,000		100%	\$75,000	50%	50%	290 sq miles	250	9/30/2018		
		(31) Phased replacement 2 battery strings at CEC's	\$13,000		100%	\$13,000	50%	50%	.25 sq miles	1,380	12/31/2018		
		(31) Replace #45 maintenance truck	\$40,000		100%	\$40,000	50%	50%	2,393 sq miles	12,000	12/31/2018		
		(31) Replace #53 operations directing truck	\$45,000		100%	\$45,000	50%	50%	2,393 sq miles	12,000	12/31/2018		
		(31) Replace #81 portable generator	\$2,000		100%	\$2,000	50%	50%	2,393 sq miles	12,000	12/31/2018		
		(31) Install surveillance cameras at Pioneer facility	\$2,000		100%	\$2,000	50%	50%	25 sq miles	1,500	12/31/2018		
		(31) Acturna cable tester	\$7,000		100%	\$7,000	50%	50%	2,393 sq miles	12,000	3/31/2018		
		(31) Replace Fusion splicer	\$12,000		100%	\$12,000	50%	50%	2,393 sq miles	12,000	12/31/2018		
		(31) Replace AC unit at Southside facility	\$10,000		100%	\$10,000	50%	50%	.75 sq miles	4,000	12/31/2018		

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2018 TOTAL PROJECTS

53,071,400

**NETWORK IMPROVEMENT PROJECTS  
AS OF 2015 ANNUAL REPORT SUBMISSION - JULY 1, 2015**

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MAP REF.	WIRE CENTER NAME & CLLI A	DESCRIPTION of IMPROVEMENT B	COST	ACTUAL	REGULATED %	AMOUNT IN USE	%	%	AREA	POPULATION	TARGET COMPLETION	ACTUAL COMPLETION	Notes
			ESTIMATE C	COST D	ALLOCATION E	SUPPORT AREA F=CxL	VOICF ***	BROADBAND ***	IMPACTED ***	IMPACTED ***	DATE ***	DATE ***	
	<b>2019</b> <b>Fallon &amp; FLNNVXA</b>												
		(20) FTTH upgrade (Old River/CO/Harmon/Lazy Heart)	\$2,468,000		100%	\$2,468,000	50%	50%	23 sq miles	1,558	12/31/2019		
		(20) Calix 6256 upgrade (62 units)	\$415,400		100%	\$415,400	50%	50%	2,393 sq miles	2,782	9/30/2019		
		(20) Tellabs 5500 DXC Upgrade	\$100,000		100%	\$100,000	50%	50%	7,393 sq miles	12,000	9/30/2019		
		(31) Phased replacement 2 battery strings at CEC's	\$13,000		100%	\$13,000	50%	50%	25 sq miles	950	12/31/2019		
		(31) Replace #29 installation truck	\$40,000		100%	\$40,000	50%	50%	2,393 sq miles	12,000	12/31/2019		
		(31) Replace #45 installation truck	\$40,000		100%	\$40,000	50%	50%	2,393 sq miles	12,000	12/31/2019		
		(31) Replace #7 portable generator	\$2,000		100%	\$2,000	50%	50%	7,393 sq miles	12,000	3/31/2019		
		(31) Replace AC unit at 50 W. Williams (Data Ctr)	\$10,000		100%	\$10,000	50%	50%	25 sq miles	12,000	12/31/2019		
		(31) Acturna cable tester	\$7,000		100%	\$7,000	50%	50%	7,393 sq miles	12,000	12/31/2019		
		(31) Replace Fusion splicer	\$12,000		100%	\$12,000	50%	50%	2,393 sq miles	12,000	12/31/2019		

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2019 TOTAL PROJECTS

\$3,107,400

**NETWORK IMPROVEMENT PROJECTS**  
**AS OF 2015 ANNUAL REPORT SUBMISSION - JULY 1, 2015**

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MAP REF.	WIRE CENTER NAME & CLLI	DESCRIPTION of IMPROVEMENT	COST ESTIMATE	ACTUAL COST	REGULATED % ALLOCATION	AMOUNT IN USE SUPPORT AREA	% VOICE	% BROADBAND	AREA IMPACTED	POPULATION IMPACTED	TARGET COMPLETION DATE	ACTUAL COMPLETION DATE	Notes
	A	B	C	D	E	F=CxE	***	***	***	***	***	***	
	<b>2020</b>												
	<b>Fallon &amp; FLUNNVXA</b>												
		(20) FTTH upgrade (S. Maine/Rattlesnake/New River)	\$1,858,000		100%	\$1,858,000	50%	50%	10 sq miles	618	12/31/2020		
		(20) Calix 6256 upgrade (62 units)	\$415,400		100%	\$415,400	50%	50%	2,393 sq miles	7,334	12/31/2020		
		(20) Soft switch	\$1,000,000		100%	\$1,000,000	50%	50%	2,393 sq miles	12,000	9/30/2020		
		(31) Phased replacement 2 battery strings at CFC's	\$13,000		100%	\$13,000	50%	50%	.75 sq miles	650	12/31/2020		
		(31) Replace #22 bucket truck	\$125,000		100%	\$125,000	50%	50%	2,393 sq miles	12,000	12/31/2020		
		(31) Replace #39 installation truck	\$40,000		100%	\$40,000	50%	50%	2,393 sq miles	12,000	12/31/2020		
		(31) Replace #67 installation truck	\$40,000		100%	\$40,000	50%	50%	2,393 sq miles	12,000	12/31/2020		
		(31) Replace #86 portable generator	\$2,000		100%	\$2,000	50%	50%	2,393 sq miles	12,000	12/31/2020		
		(31) Replace AC unit at Fairview	\$10,000		100%	\$10,000	50%	50%	400 sq miles	1,500	3/31/2020		
		(31) Actuna cable tester	\$7,000		100%	\$7,000	50%	50%	2,393 sq miles	12,000	12/31/2020		
		(31) Replace Fusion splicer	\$12,000		100%	\$12,000	50%	50%	2,393 sq miles	12,000	12/31/2020		

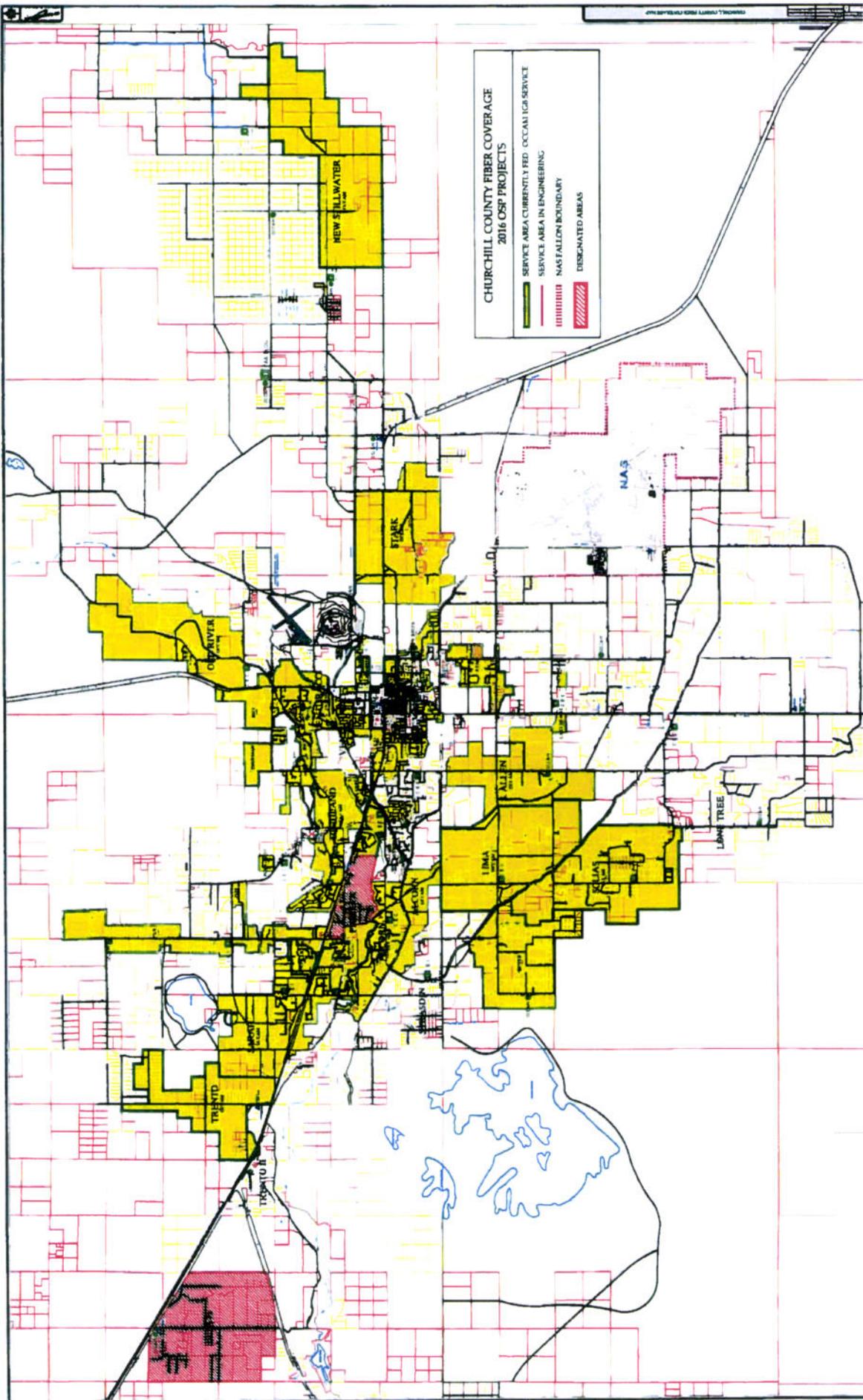
NOTES

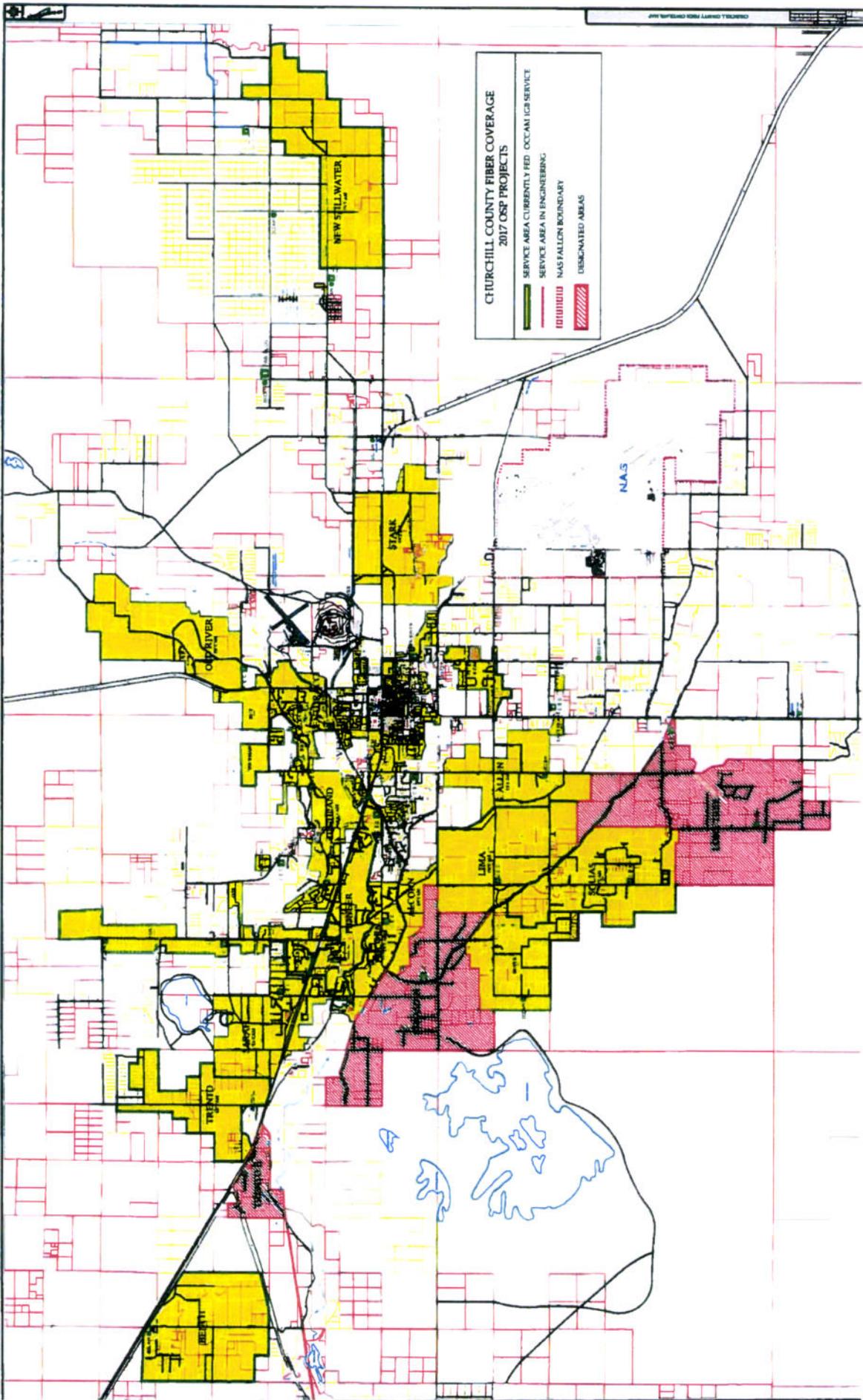
2020 TOTAL PROJECTS

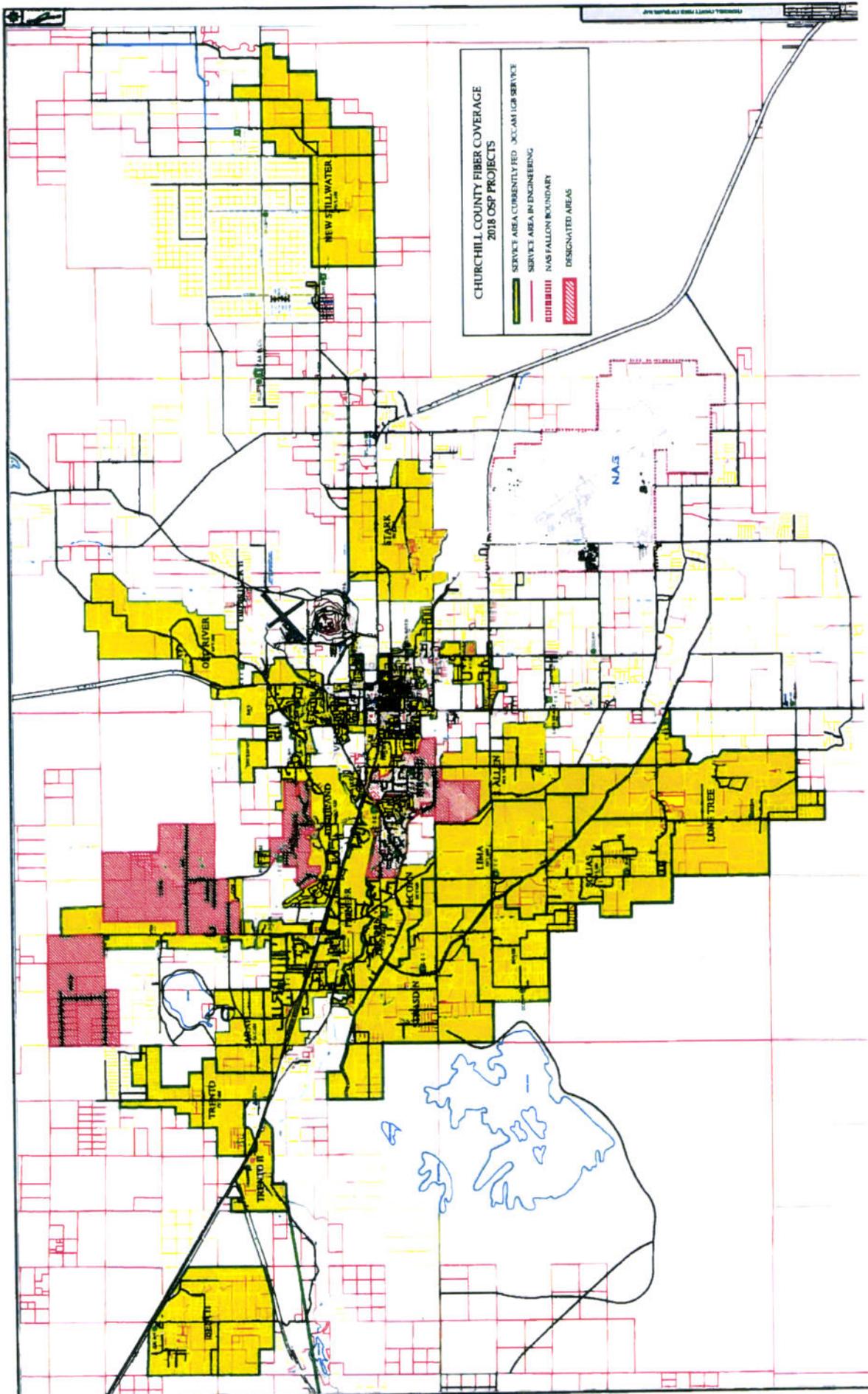
\$3,522,400

MAP REF.	WIRE CENTER NAME & CLLI	DESCRIPTION of IMPROVEMENT	ESTIMATE	COST	ALLOCATION	SUPPORT ARE.	VOICE	BROADBAND	IMPACTED	IMPACTED	DATE	DATE	Notes
	A	B	C	D	E	F=CxE	***	***	***	***	***	***	
	<b>2021</b>												
	Fallon & FLNNVXA												
		(20) FTTH upgrade (Additional Drops and NIDs)	\$430,000		100%	\$430,000	50%	50%	10 sq miles	618	12/31/2021		
		(20) Calix 6256 upgrade (62 units)	\$415,400		100%	\$415,400	50%	50%	393 sq mile	2,334	12/31/2021		
		(20) 10 Gig Rings (support increased OTT video flow)	\$1,600,000		100%	\$1,600,000	50%	50%	393 sq mile	12,000	12/31/2021		
		(31) Phased replacement 2 battery strings at CEC's	\$13,000		100%	\$13,000	50%	50%	.25 sq miles	650	12/31/2021		

552349mv113

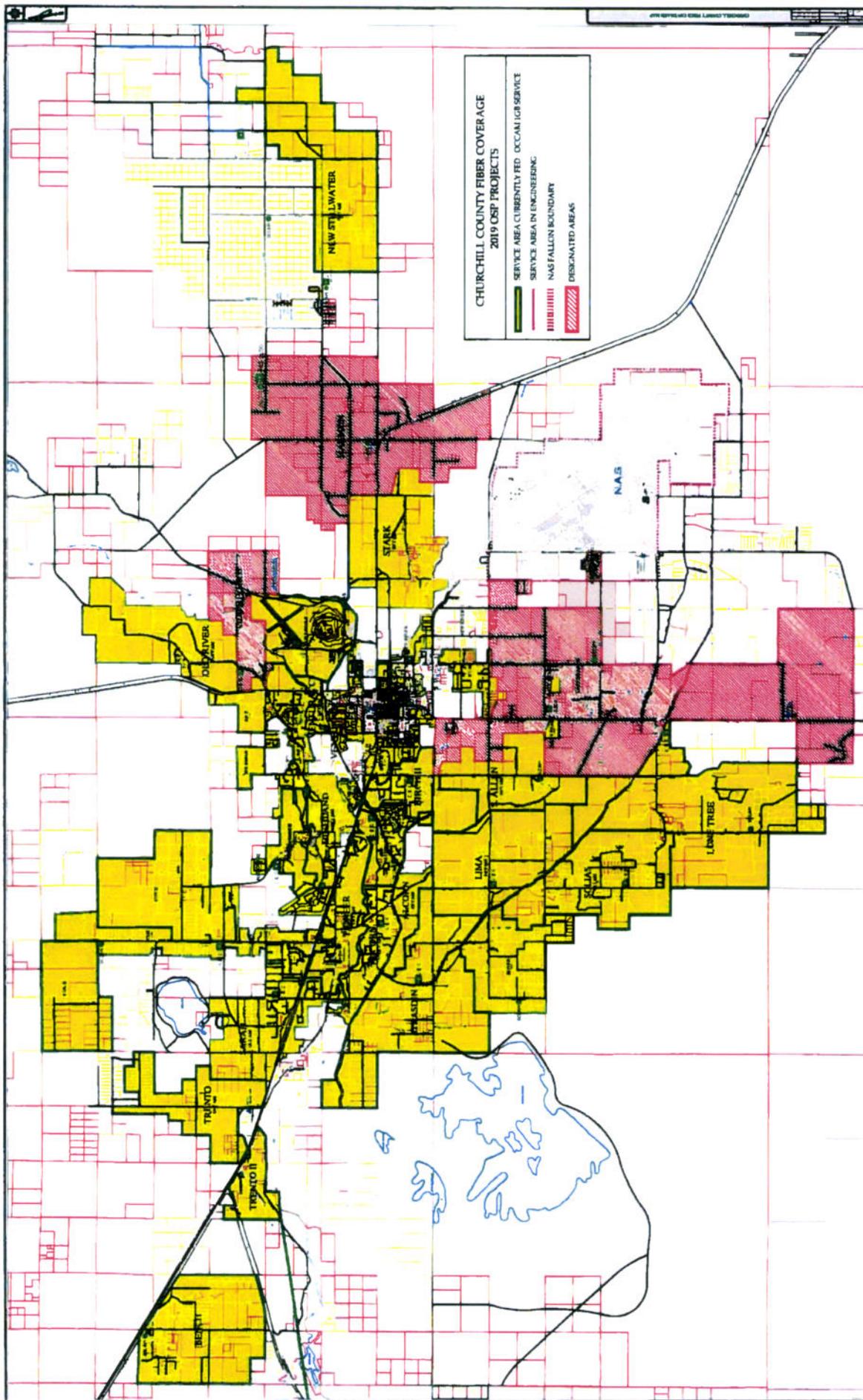


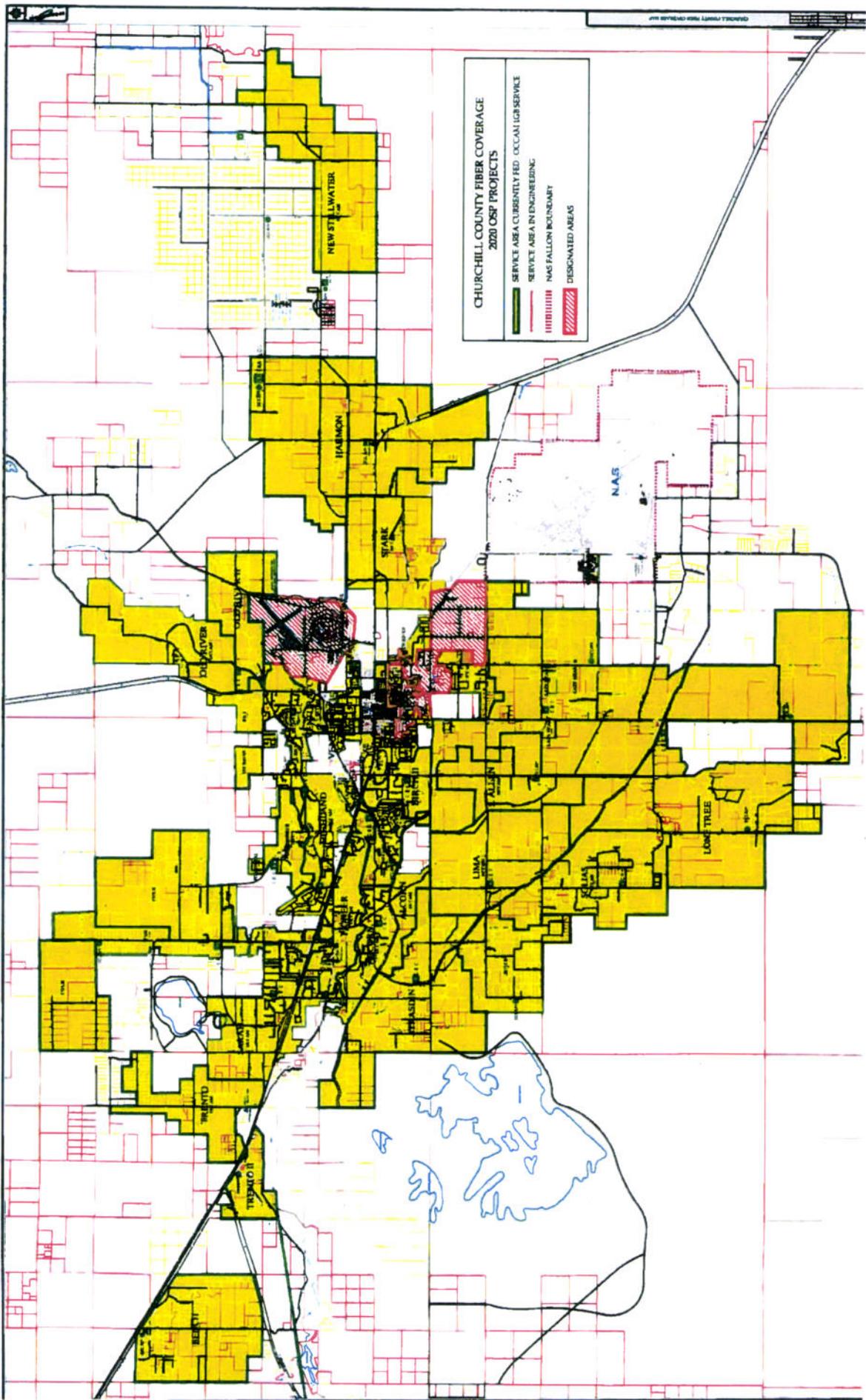




**CHURCHILL COUNTY FIBER COVERAGE  
2018 OSP PROJECTS**

- SERVICE AREA CURRENTLY FED LOCAL IGP SERVICE
- SERVICE AREA IN ENGINEERING
- NAS FALLON BOUNDARY
- DESIGNATED AREAS





552349nv510

**Line 510**

**54.313 & 54.422 Service Quality Standards & Consumer Protection Compliance**

Consumer Protection

**CHURCHILL COUNTY TELEPHONE & TELEGRAPH dba CC COMMUNICATIONS**

complies with the requirements of 47 CFR Part 64 Subpart U, Customer Proprietary Network Information and the Federal Trade Commission Red Flag rules to prevent identity theft. A manual for each of those programs is in place and is part of the employees' handbook. Employee training is conducted annually and new hires are instructed on the programs as required by their job functions.

Service Quality Standards

**CHURCHILL COUNTY TELEPHONE & TELEGRAPH dba CC COMMUNICATIONS**

complies with the service standards of Churchill County in the State of Nevada. CHURCHILL COUNTY TELEPHONE & TELEGRAPH dba CC COMMUNICATIONS is committed to providing the highest quality service to its subscribers.

552349nv610

**Line 610**

**54.313 & 54.422 Functionality in Emergency Situations**

Back-up Power

**CHURCHILL COUNTY TELEPHONE & TELEGRAPH dba CC COMMUNICATIONS**

has the following back-up power capabilities:

Switches – stand alone and/or host

Switch Site: 50 W. Williams Ave., Fallon, NV

Emergency power: 500 Kilowatts, Diesel 400 gallon tank capacity, 115 hours of operation time.

Battery power: 48 volt unit cell lead acid batteries, 575 amp load, 8 hour reserve.

Remote Central Offices

Remote Office: Pioneer Site, Reno Hwy, Fallon, NV

Emergency power: 144 Kilowatts generator, Propane 2011 gallon tank capacity, 200 hours of operation time.

Battery power: 48 volt sealed lead batteries, 45 amp load, 20 hours reserve.

Remote Office: Southside Site, Pasture Road, Fallon, NV

Emergency power: 55 Kilowatts generator, Natural gas virtually unlimited hours of operation time.

Battery power: 48 volt sealed lead batteries, 37 amp load, 8 hours reserve.

Subscriber carrier locations:

<u>Sites w/batteries</u>	<u>Hours of Battery reserve time</u>
New River Pkwy	8
Venturacci Lane	8
Lone Tree Road	8
Solias Road	4-6
Strasden Lane	8
Thurman Lane	4-6
Old River Road	8
Lima Lane	8
Sarah Road	4-6
Cox Road	4-6
Hawk Drive	8
Bottom Road	4-6
Harrigan Road	8
Dodge Lane	4-6
Curry Road	4-6
Boyer Road	8
Rice & Red Road	8
Lammel Place	4-6

Moltan	4-6
Brady's	8
Jersey Lane	4-6
Hazen	8
Bench Road	8
Marshall Drive	8
Trento Lane	4-6
White Hawk	4-6
Rio Vista	8
Stark Lane	8
Harmon Road	8
Mission Road	4-6
Stillwater Town	8
Perazzo Lane	8
Indian Lake Road	8
Birch Lane	8
Dallas Drive	8
Onde Verde Drive	8
Oasis Lane	8
Soda Lake Road	4-6
Potpourri Dr.	8
Bango Road	8
Cold Springs	8
Middlegate	8
NAS Bldg. 303	8

Network Interface Devices (NIDs)

**CHURCHILL COUNTY TELEPHONE & TELEGRAPH dba CC COMMUNICATIONS** has 6,736 customers with metallic (copper) connections to the Central Office and their NIDs are powered from the Central Office.

**CHURCHILL COUNTY TELEPHONE & TELEGRAPH dba CC COMMUNICATIONS** has 1,932 customers with non-metallic (fiber optic) connections to the Central Office. These customers' NIDs are battery powered in case of emergency. The batteries are rated to last 12 hours with no use and 8 hours with constant use.

Ability to reroute traffic around damaged facilities:

**CHURCHILL COUNTY TELEPHONE & TELEGRAPH dba CC COMMUNICATIONS** has built redundant facilities to its connecting company / toll tandem. This redundant facility is in the form of a SONET ring with alternate physical facilities between **CHURCHILL COUNTY TELEPHONE & TELEGRAPH dba CC COMMUNICATIONS** and AT&T Nevada, its interconnection to the Public Switched Telephone Network.

Capability to manage traffic spikes resulting from emergency situations

**CHURCHILL COUNTY TELEPHONE & TELEGRAPH dba CC COMMUNICATIONS** has 8,234 customers, switching capacity of 3,321 simultaneous calls, and transport capacity for

900 simultaneous calls. **CHURCHILL COUNTY TELEPHONE & TELEGRAPH dba CC COMMUNICATIONS** takes no responsibility for the capabilities of interconnected networks to manage traffic spikes resulting from emergency situations, but will continue its best efforts for its networks during such events.

552349nv910

CC Communications' Tribal Engagement with Fallon Paiute Shoshone Tribe (FPST)

CC Communications has met with the Fallon Piute Shoshone Tribe to conduct a needs assessment to integrate into our future planning. Tribal housing areas are served with a minimum of 4/1 mbps broadband, while anchor institutions have at least 4/1 mbps with fiber passing most buildings. NO issues contained in the required needs assessment were identified, nor were any others.

552349nv3010

June 28, 2016

Ms. Marlene H. Dortch  
Secretary Federal Communications Commission  
9300 East Hampton Dr.  
Capitol Heights, MD 20743

Re: WC Docket No. 14-58, 2015 Annual Report, Form 481 for High-Cost Recipient  
54.313(f)(1) "Milestone Certification"

Dear Ms. Dortch:

In compliance with the filing requirements associated with, and attached to Form 481, we wish to advise the Commission that Churchill County Telephone & Telegraph dba CC Communications:

- Has taken reasonable steps to provide upon reasonable request broadband service at actual speeds of 4 Mbps downstream/1 Mbps upstream;
- Provides latency suitable for real-time applications including VoIP and usage capacity which is reasonably comparable to those in urban areas and ;
- That reasonable requests for service are met within a reasonable timeframe.

If there are questions, I may be contacted at 775-423-7171 extension 1401.

Sincerely,



Mark Feest  
CEO

**Churchill County  
Agenda Report**

**Agenda Item:** Letters Received # \_\_\_\_\_  
**Agenda Date Requested:** July 13, 2016

**Date Submitted:** July 6, 2016

**To:** Board of Churchill County Commissioners  
**From:** Bryant Smith, Field Manager, Bureau of Land Management, Carson City District  
**Subject Title:** Consideration and possible action re: Bureau of Land Management's notice of the Best In The Desert (BITD) application for a Special Recreation Permit (SRP) to conduct the annual Vegas to Reno Off-Highway Vehicle race on public lands managed by the Bureau of Land Management (BLM).

**Type of Action Requested:** (check one)

Resolution

Ordinance

Formal Action/Motion

Other – Informational Only

**Does this action require a Business Impact Statement?** No

**Recommended Board Action:** None.

**Discussion:** Best In The Desert (BITD) has applied for a Special Recreation Permit (SRP) to conduct the annual Vegas to Reno Off-Highway Vehicle race on public lands managed by the Bureau of Land Management (BLM). Pursuant to the National Environmental Policy Act (NEPA) and Council on Environmental Quality Regulations for implementing NEPA, the BLM has prepared an Environmental Assessment (EA) which analyzes potential impacts of issuing an SRP for the proposed event.

This year's race is proposed to start on Friday, August 19, 2016 near the town of Alamo, NV and finish near Dayton, NV on Saturday, August 20, 2016. The proposed route is entirely on existing roads. Most of these roads are on public lands managed by three BLM Districts (Ely, Battle Mountain, and Carson City districts), including an approximately 37-mile segment passing through the Basin and Range National Monument in the Ely District. Alternatives have been analyzed that would not pass through the Monument. Short route segments also pass through Humboldt-Toiyabe National Forest and private lands (see enclosed map).

The event would include trucks, cars, buggies, motorcycles, and all-terrain vehicles. The promoter expects 330 event vehicles, approximately 5,000 spectators and 500 staff members. Conditions and stipulations attached to the SRP would include safety and resource protection measures, sanitation, cleanup, and route rehabilitation.

You may be receiving this notification because the proposed event would occur in the vicinity of your allotment, right-of-way, claim, county road or other interest held on public lands. If you have questions specific to impacts on interests you hold, please contact the managing office for that interest. Please keep in mind that, if authorized, the course may use roads that you use to access sites on public lands, so plan accordingly. In order to provide for public safety, BITD race officials will be controlling traffic along the race route and several access roads until the last race vehicle has passed.

The submission of this agenda report by county officials is not intended, necessarily, to reflect agreement as to a particular course of action to be taken by the board; rather, the submission hereof is intended, merely, to signify completion of all appropriate review processes in readiness of the matter for consideration and action by the board.

The EA will be available for a 30-day public comment period beginning July 1, 2016 and can be viewed on the BLM National NEPA Register website at <http://1.usa.gov/291xoSO>. Written comments will be accepted until 4:30 p.m. July 31, 2016 and may be submitted via the website; emailed to [blm\\_nv\\_bmdo\\_tfo\\_vegastorenoea@blm.gov](mailto:blm_nv_bmdo_tfo_vegastorenoea@blm.gov); or submitted to 1553 South Main Street, P.O. Box 911, Tonopah, NV 89049.

For more information please contact Melanie Hornsby, Outdoor Recreation Planner at 775-885-6000. Questions specific to the Basin and Range National Monument should be directed to Alicia Styles, Monument Manager at 775-726-8128.

**Prepared By:**  Date: July 6, 2016  
Jacqueline A. Bauman, Deputy Clerk of the Board

**Reviewed By:** \_\_\_\_\_ Date: \_\_\_\_\_  
Eleanor Lockwood, Churchill County Manager

 Date: 7/6/16  
Churchill County Civil Deputy Attorney

\_\_\_\_\_ Date: \_\_\_\_\_  
Alan Kalt, Churchill County Comptroller

Board Action Taken:

Motion: \_\_\_\_\_ 1) \_\_\_\_\_ Aye/Nay  
2) \_\_\_\_\_ \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Vote Recorded By)

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# United States Department of the Interior

## BUREAU OF LAND MANAGEMENT

Sierra Front Field Office  
5665 Morgan Mill Rd  
Carson City, NV 89701  
<http://www.blm.gov/nv>



CHURCHILL COUNTY  
RECEIVED

JUL 5 2016

COMMISSIONERS

In Reply Refer To:  
2932 (NVC02-16101)

JUL 01 2016

Dear Interested Party,

Best in the Desert (BITD) has applied for a Special Recreation Permit (SRP) to conduct the annual Vegas to Reno Off-Highway Vehicle race on public lands managed by the Bureau of Land Management (BLM). Pursuant to the National Environmental Policy Act (NEPA) and Council on Environmental Quality regulations for implementing NEPA, the BLM has prepared an Environmental Assessment (EA) which analyzes potential impacts of issuing an SRP for the proposed event.

This year's race is proposed to start on Friday, August 19, 2016 near the town of Alamo, NV and finish near Dayton, NV on Saturday, August 20. The proposed route is entirely on existing roads. Most of these roads are on public lands managed by three BLM Districts (Ely, Battle Mountain and Carson City districts), including an approximately 37-mile segment passing through the Basin and Range National Monument in the Ely District. Alternatives have been analyzed that would not pass through the Monument. Short route segments also pass through Humboldt-Toiyabe National Forest and private lands (see enclosed map).

The event would include trucks, cars, buggies, motorcycles and all-terrain vehicles. The promoter expects 330 event vehicles, approximately 5,000 spectators and 500 staff members. Conditions and stipulations attached to the SRP would include safety and resource protection measures, sanitation, cleanup, and route rehabilitation.

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The EA will be available for a 30-day public comment period beginning July 1, 2016 and can be viewed on the BLM National NEPA Register website at <http://1.usa.gov/291xoSQ>. Written comments will be accepted until 4:30 p.m. July 31, 2016 and may be submitted via the website; emailed to [blm\\_nv\\_bmdo\\_tfo\\_vegastorenoea@blm.gov](mailto:blm_nv_bmdo_tfo_vegastorenoea@blm.gov); or submitted to 1553 South Main Street, P.O. Box 911, Tonopah, NV 89049.

**Churchill County  
Agenda Report**

**Date Submitted:** July 6, 2016

**Agenda Item:** Letters Received # \_\_\_\_\_  
**Agenda Date Requested:** July 13, 2016

**To:** Board of Churchill County Commissioners  
**From:** Jacqueline A. Bauman, Deputy Clerk of the Board  
**Subject Title:** Consideration and possible action re: Notification from the U.S. Fish and Wildlife Service of the Land Sale in Fallon, Nevada.

**Type of Action Requested:** (check one)

Resolution

Ordinance

Formal Action/Motion

Other – Informational Only

**Does this action require a Business Impact Statement?** No

**Recommended Board Action:** None.

**Discussion:** Notification from the U.S. Fish and Wildlife Service of the land sale in Fallon, Nevada. The U.S. Fish and Wildlife Service are offering three properties for sale:

<u>Tract No.</u>	<u>Acres±</u>	<u>Address</u>	<u>APN(s)</u>	<u>Minimum Bid</u>
1	80.00	Souza Place	009-031-05	\$60,000.00
2	76.26	Portuguese Lane	009-031-31	\$60,000.00
3	40.00	4425 Benson Lane	007-911-19	\$40,000.00
4	40.24	3755 Harrigan Road	006-751-34	\$240,000.00
5	81.00	3435 Lima Lane	006-331-74	\$168,000.00

Each property will be sold to the bidder making the highest cash bid at or above the minimum. Sealed bids will be accepted until noon on Friday, July 22, 2016, at the address below, with a public bid opening at 1:00 pm the same day. Late or incomplete bids may be rejected.

For a description of the lands offered for sale, bidding instructions and a mandatory bid form, please contact the Nevada Realty Field Office, 1020 New River Parkway, Suite 305, Fallon, Nevada 89406 or telephone (775) 423-5128, Richard Grimes, at extension 225 or Sylvia Nash at extension 226.

The U.S. Fish and Wildlife Service is selling this land "as-is," and makes no warranties, either express or implied, as to the exact size or boundaries, current allowed uses or future development potential. No surface water rights are included in the sale. Bidders are strongly encouraged to consult the Churchill County Planning Department about zoning and potential land uses before submitting bids.

The submission of this agenda report by county officials is not intended, necessarily, to reflect agreement as to a particular course of action to be taken by the board; rather, the submission hereof is intended, merely, to signify completion of all appropriate review processes in readiness of the matter for consideration and action by the board.

Prepared By:  Date: July 6, 2016  
Jacqueline A. Bauman, Deputy Clerk of the Board

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_  
Eleanor Lockwood, Churchill County Manager

 Date: 7/6/16  
Churchill County Civil Deputy District Attorney

\_\_\_\_\_  
Alan Kalt, Churchill County Comptroller

-----  
Board Action Taken:

Motion: \_\_\_\_\_ 1) \_\_\_\_\_ Aye/Nay  
2) \_\_\_\_\_ \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Vote Recorded By)

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## United States Department of the Interior

FISH AND WILDLIFE SERVICE  
Nevada Realty Field Office  
1020 New River Parkway, Suite 305  
Fallon, Nevada 89406-7811  
Telephone: (775) 423-5128 Fax: (775) 423-0416



CHURCHILL COUNTY  
RECEIVED

JUL 5 2016

COMMISSIONERS

### Notice of Land Sale Fallon, Nevada

The U.S. Fish and Wildlife Service is offering five properties for sale:

<u>Tract No.</u>	<u>Acres ±</u>	<u>Address</u>	<u>APN(s)</u>	<u>Minimum Bid</u>
1	80.00	Souza Place	09-031-05	\$ 60,000.00
2	76.26	Portuguese Lane	09-031-31	\$ 60,000.00
3	40.00	4425 Benson Land	07-911-19	\$ 40,000.00
4	40.24	3755 Harrigan Road	06-751-34	\$ 240,000.00
5	81.00	3435 Lima Lane	06-331-74	\$ 168,000.00

Each property will be sold to the bidder making the highest cash bid at or above the minimum. Sealed bids will be accepted until noon on Friday, July 22, 2016, at the address below, with a public bid opening at 1:00 pm the same day. Late or incomplete bids may be rejected.

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**Churchill County  
Agenda Report**

**Date Submitted:** July 7, 2016

**Consent Item:** # \_\_\_\_\_  
**Agenda Date Requested:** July 13, 2016

**To:** Board of Churchill County Commissioners  
**From:** Karen R. Moessner, Executive Director, Domestic Violence Intervention, Inc.  
**Subject Title:** Consideration and possible action re: Letter from Domestic Violence Intervention (DVI) requesting \$4,000.00 in Community Support.

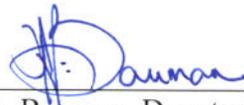
**Type of Action Requested:** (check one)  
 Resolution  Ordinance  
 Formal Action/Motion  Other – Informational Only

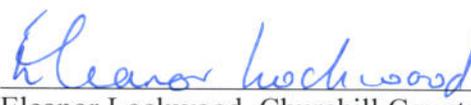
**Does this action require a Business Impact Statement?**

**Recommended Board Action:** A motion to approve the payment of \$4,000.00 to Domestic Violence Intervention as approved in the FY2016 budget to support their on-going operations.

**Discussion:** Attached is a letter received from Domestic Violence Intervention (DVI) requesting their approved funding of \$4,000 for the Fiscal Year Ending June 30, 2016. As you are aware, these funds are used as a local match for other operating grants that they are able to secure to support their program and services. They have included their statistical as well as their most recent financial information. See attachment for more details.

**Fiscal Impact:**  
\$4,000 as Community Support. Amount to be paid out of the General Fund and was included in the approved budget submitted to the Department of Taxation.

Prepared By:  Date: July 7, 2016  
Jacqueline A. Bauman, Deputy Clerk of the Board

Reviewed By:  Date: 7/7/16  
Eleanor Lockwood, Churchill County Manager

 Date: 7/12/16  
Churchill County Deputy District Attorney

\_\_\_\_\_  
Alan Kalt, Churchill County Comptroller Date: \_\_\_\_\_

The submission of this agenda report by county officials is not intended, necessarily, to reflect agreement as to a particular course of action to be taken by the board; rather, the submission hereof is intended, merely, to signify completion of all appropriate review processes in readiness of the matter for consideration and action by the board.

-----  
Board Action Taken:

Motion: \_\_\_\_\_

1) \_\_\_\_\_

2) \_\_\_\_\_

Aye/Nay

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(Vote Recorded By)

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**DOMESTIC VIOLENCE INTERVENTION, INC.**

P.O. Box 2231 Fallon, Nevada 89407  
775-423-1313 775-423-9699 (f)  
Email: dvidir@cccomm.net

**RECEIVED**  
**JUN 27 2016**  
**COUNTY COMPTROLLER**

June 21, 2016

Alan Kalt, Comptroller  
Churchill County  
155 N. Taylor Street  
Fallon, Nevada 89406

Dear Alan:

Please accept this letter as a request for the annual contribution of \$4000.00 for the 2015-2016 fiscal year designated for continuing support for Domestic Violence Intervention, Inc. I have included our quarterly reports from July 2015 through March 2016. Please share it with the Commissioners.

I am also including DVI's profit and loss report for the fiscal year July 2015 through March 2016 for your review. I am pleased to let you know that I just received confirmation of funding last week for two of my grant applications: VOCA - \$30,000 and STOP Grant - \$40,000. These grants will begin July 1, 2016 and end on June 30, 2017. I am able to continue employment for one advocate and also hire another advocate to enhance our services for victims of domestic violence in our community. As always, your annual contribution allows me to show required match monies for all of our grants.

I need to address the issue of our financial review that I thought I could present to the Commissioners with this request. We did hire a local CPA and paid for services that, when the dust settled, we did not receive. My Board of Directors filed a complaint with the Board of Accountancy of Nevada. We did receive our funds back, but we do not have a financial review. This was extremely disappointing to say the least. Without a financial review, I am unable to apply for many private funds available. I do have documentation of all of our communications with the CPA for your review if you wish.

I thank you and the Commissioners for your continued support and confidence.

Sincerely,

Karen R. Moessner  
Executive Director

10:11 AM

06/22/16

Accrual Basis

**Domestic Violence Intervention Inc**  
**Profit & Loss**  
January 1 through June 22, 2016

	<u>Jan 1 - Jun 22, 16</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
4110 · Grants	
4111 · State of Nevada-Marriage	19,379.31
4113 · VOCA-Domestic Violence	5,389.67
4115 · Family Violence Prevention Serv	6,269.10
	<hr/>
<b>Total 4110 · Grants</b>	<b>31,038.08</b>
4150 · Donations	
4156 · Private / Cash	2,280.90
	<hr/>
<b>Total 4150 · Donations</b>	<b>2,280.90</b>
	<hr/>
<b>Total Income</b>	<b>33,318.98</b>
<b>Expense</b>	
5000 · Rent	
5005 · Rent - Storage	337.00
5010 · Rent - Office	1,000.00
	<hr/>
<b>Total 5000 · Rent</b>	<b>1,337.00</b>
5100 · Utilities	
5150 · Phone	1,241.40
5200 · Gas	564.33
5205 · Electric, Water, Sewer	1,019.43
	<hr/>
<b>Total 5100 · Utilities</b>	<b>2,825.16</b>
5600 · Client Services	
5603 · TH Support	15.70
5604 · Client Transportation	11.50
5606 · Motel Nights	826.22
5607 · Special Needs Fund	1,024.05
	<hr/>
<b>Total 5600 · Client Services</b>	<b>1,877.47</b>
5700 · Professional Fees	
5750 · Accounting	-2,424.00
5753 · Bookkeeping Fees	600.00
	<hr/>
<b>Total 5700 · Professional Fees</b>	<b>-1,824.00</b>
5825 · Postage and Delivery	50.44
5850 · Printing and Reproduction	19.84
5900 · Program Operations	
5980 · Training/Conferences	100.00
	<hr/>
<b>Total 5900 · Program Operations</b>	<b>100.00</b>

10:11 AM

06/22/16

Accrual Basis

Domestic Violence Intervention Inc  
**Profit & Loss**  
January 1 through June 22, 2016

	Jan 1 - Jun 22, 16
5950 · Supplies	
5955 · Shelter Supplies	46.28
5960 · Office Supplies	357.70
<b>Total 5950 · Supplies</b>	<b>403.98</b>
6000 · Payroll Expenses	
6005 · Employee Wages	31,581.60
6007 · Payroll Taxes	2,415.99
6000 · Payroll Expenses - Other	0.00
<b>Total 6000 · Payroll Expenses</b>	<b>33,997.59</b>
6090 · Membership Dues	929.35
6120 · Bank Service Charges	83.00
6240 · Miscellaneous	62.75
6300 · Repairs	
6310 · Building Repairs	143.25
<b>Total 6300 · Repairs</b>	<b>143.25</b>
6380 · Travel	411.27
<b>Total Expense</b>	<b>40,417.10</b>
<b>Net Ordinary Income</b>	<b>-7,098.12</b>
<b>Net Income</b>	<b>-7,098.12</b>

**Domestic Violence Intervention Inc**  
**Profit & Loss**  
 January through December 2015

	Jan - Dec 15
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>4110 · Grants</b>	
4111 · State of Nevada-Marriage	38,825.00
4112 · VOCA-SA	467.98
4113 · VOCA-Domestic Violence	11,955.00
4115 · Family Violence Prevention Serv	7,878.59
4118 · Rural	63,728.04
<b>Total 4110 · Grants</b>	122,854.61
<b>4150 · Donations</b>	
4151 · Communtiy Service Thrift Store	150.00
4154 · City of Fallon	5,000.00
4156 · Private / Cash	4,243.43
<b>Total 4150 · Donations</b>	9,393.43
<b>Total Income</b>	132,248.04
<b>Expense</b>	
Cash over/ short	0.60
<b>5000 · Rent</b>	
5005 · Rent - Storage	594.00
5010 · Rent - Office	2,200.00
<b>Total 5000 · Rent</b>	2,794.00
<b>5050 · Automobile Expense</b>	
5055 · Fuel	0.00
<b>Total 5050 · Automobile Expense</b>	0.00
<b>5100 · Utilities</b>	
5150 · Phone	3,471.00
5200 · Gas	1,007.39
5205 · Electric, Water, Sewer	1,781.68
<b>Total 5100 · Utilities</b>	6,260.07
<b>5600 · Client Services</b>	
5604 · Client Transportation	767.73
5606 · Motel Nights	1,753.76
5607 · Special Needs Fund	2,760.11
<b>Total 5600 · Client Services</b>	5,281.60
<b>5700 · Professional Fees</b>	
5750 · Accounting	2,504.00
5753 · Bookkeeping Fees	1,800.00

**Domestic Violence Intervention Inc**  
**Profit & Loss**  
 January through December 2015

	Jan - Dec 15
5754 · Tax Prep Fees	697.60
<b>Total 5700 · Professional Fees</b>	<b>5,001.60</b>
5825 · Postage and Delivery	226.29
5900 · Program Operations	
5975 · Outreach	2,933.11
5980 · Training/Conferences	361.56
<b>Total 5900 · Program Operations</b>	<b>3,294.67</b>
5950 · Supplies	
5955 · Shelter Supplies	129.09
5960 · Office Supplies	2,471.88
<b>Total 5950 · Supplies</b>	<b>2,600.97</b>
6000 · Payroll Expenses	
6005 · Employee Wages	83,247.16
6007 · Payroll Taxes	6,368.40
6008 · Workers' Comp Insurance	1,437.00
6000 · Payroll Expenses - Other	0.00
<b>Total 6000 · Payroll Expenses</b>	<b>91,052.56</b>
6090 · Membership Dues	2,025.88
6100 · Insurance	
6105 · Liability Insurance	5,553.00
<b>Total 6100 · Insurance</b>	<b>5,553.00</b>
6120 · Bank Service Charges	119.00
6125 · Void	0.00
6230 · Licenses and Permits	317.00
6240 · Miscellaneous	0.00
6300 · Repairs	
6310 · Building Repairs	376.26
6330 · Equipment Repairs	268.50
<b>Total 6300 · Repairs</b>	<b>644.76</b>
6350 · Meals and Entertainment	67.75
6380 · Travel	1,401.66
<b>Total Expense</b>	<b>126,641.41</b>
<b>Net Ordinary Income</b>	<b>5,606.63</b>
<b>Net Income</b>	<b>5,606.63</b>

**QUARTERLY PROGRAM REPORT  
DOMESTIC VIOLENCE/MARRIAGE LICENSE**

REPORTING QUARTER ENDING:	3/31/2016	CONTACT PERSON:	Kmoessner	
AGENCY:	DOMESTIC VIOLENCE INTERVENTION, INC.		PHONE #:	775-423-1313
COUNTIES SERVED:	CHURCHILL		EMAIL:	dvidir@cccomm.net

TOTAL NUMBER OF VICTIM CONTACTS:	393	TYPE OF CONTACT	
Number of First Time Contacts:	218	Telephone:	275
Number of Repeat Contacts:	141	Face to Face:	322
Follow Up Contacts:	22	381	597
TOTAL NUMBER OF PRIMARY VICTIMS:	218	TOTAL NUMBER OF SECONDARY VICTIMS:	0

AGE OF PRIMARY VICTIMS				AGE OF SECONDARY VICTIMS	
FEMALE:		MALE:		CHILDREN:	
00-12	0	00-12		0-2	
13-17	4	13-17		3-5	
18-29	98	18-29		6-13	
30-44	121	30-44		13-18	
45-64	21	45-64		Unknown	
65+	0	65+			
Unknown	9	Unknown			
<b>TOTAL:</b>	<b>253</b>	<b>TOTAL:</b>	<b>0</b>		
<b>GRAND TOTAL:</b>			<b>253</b>		

RACE OF PRIMARY VICTIMS	
Caucasian	219
Black	12
Hispanic	17
Native American	33
Asian/Pacific Islander	4
Unknown	70
Mixed/Other	0
<b>TOTAL</b>	<b>94</b>

RESIDENCE OF PRIMARY VICTIM AT TIME OF CRISIS					
Carson City	0	Eureka	0	Nye	0
Churchill	287			Pershing	0
Clark	0	Lander	0	Storey	0
Douglas	0	Lincoln	0	Washoe	0
Elko	0	Lyon	5	White Pine	0
Esmeralda	0	Mineral	3	Unknown	18
<b>TOTAL:</b>	<b>313</b>			Out of State	0

PRIMARY VICTIM - PREGNANT	10
---------------------------	----

EMPLOYMENT STATUS - PRIMARY VICTIM	
Employed Full-Time	49
Employed Part-Time	30
Unemployed	150
Disabled	23
Retired	5
Unknown	80
Student	0
<b>TOTAL</b>	<b>337</b>

218

LAW ENFORCEMENT RESPONSE		
1. Number of known cases in which Law Enforcement was contacted during this reporting quarter:	85	
Known Number of Arrests Made:	21	
Number Not Arrested:	110	
Case still pending	39	<b>170</b>
2. Number of known cases in which Law Enforcement was NOT contacted during this reporting quarter:	141	
3. Unknown:	49	<b>275</b>

NUMBER OF BED-NIGHTS PROVIDED						
	ADULTS	BEDNIGHTS	CHILDREN	BEDNIGHTS	PERSON TOTAL	BN TOTAL
Full-Shelter Service	7	93	6	12		24
Shelter Service						
Safe Homes						
Emergency Motel	10	17	5	10	5	10
Transitional Housing						
<b>TOTAL:</b>	<b>17</b>	<b>110</b>	<b>11</b>	<b>22</b>	<b>5</b>	<b>34</b>

Number of Protection Orders Prepared:	44
Number of Police Reports Prepared:	0
Number of Court Appointments	9
Number of Individual Counseling Sessions:	311
Number of Victims Support Groups Held:	186
Number of Parent's Support Groups Held:	0
Number of Children's Groups	0

<b>PERPETRATOR SERVICES</b>			
<b>Total Number of Contacts:</b>	0	<b>Telephone:</b>	0
<b>Number of First-Time Contacts:</b>	0	<b>Face to Face:</b>	0
<b>Number of Repeat Contacts:</b>	0	0	0
<b>Follow Up Contacts:</b>	0		
<b>Number of Batterer's Intervention Group Sessions Held:</b>		0	
<b>Number of Perpetrators Served (Unduplicated):</b>		0	

<b>SOURCES OF REFERRALS RECEIVED</b>	
<b>REFERRAL SOURCE</b>	<b>NUMBER</b>
1. City Attorney/Court Services	1
2. Police/Law Enforcement	30
3. Other DV Program	2
4. DCFS (TPO, CPS, etc.)	8
5. Homeless Organization	0
6. United Way	0
7. Self/Friend	114
8. Welfare	2
9. Other Social Services Agency	40
10. Medical	1
UNKNOWN	18
<b>TOTAL</b>	<b>56</b>

253

<b>HOURS OF VOLUNTEER SERVICE</b>	
Hotline (shelter & hotline same service)	0.00
Shelter	0.00
Board and Committee	56.00
Office	0.00
Other (TPO/Court/Field Advocates)	0.00
<b>Total Number of Volunteer Hours:</b>	<b>56.00</b>

<b>Hours of Volunteer Inservice Training Held:</b>	<b>0.00</b>
--	-------------

	<b>NUMBER OF REFERRALS PROVIDED TO CLIENTS</b>	
56	Temporary Protection/Restraining Order	
77	Legal Counsel	
34	Law Enforcement	
7	7	
	Counseling	
105	A. Individual	
0	B. Marriage/Family	
177	C. Support Group	
0	D. Sexual Assault	
14	E. Substance Abuse	
3	Domestic Violence Shelter	
0	Non-Domestic Violence Shelter	
46	Housing	
5	Daycare	
4	Food	
34	Transportation	
20	Employment/Training	
2	Child Protective Services	
5	Parenting Programs (Classes)	
2	Clergy	
6	School	
15	Court	
2	Victim Compensation	
2	Other (Specify):	CHOICE WIRELESS
1	Other Social Service Organization	
<b>617</b>	<b>TOTAL NUMBER OF REFERRALS</b>	

# SENIOR NEWS

Churchill County Senior Center



Lisa Erquiaga  
Executive Director

Coalition for Senior Citizens

Board of Directors

Bus Scharmann, President

Gary Laca, Vice President

Dona Eveatt, Sec/Treasurer

Members:

Kelly Frost, Mark Feest,

Mel Foremaster, Judy Pratt,

Carol Lloyd and

Bjorn "B.J." Selinder

Churchill County Senior Center

310 E Court Street

Fallon NV 89406

(775) 423-7096

ccseniorcenter@cccomm.net



We would like to welcome our new Kitchen Team. The new faces in the kitchen at the Senior Center responsible for your daily meals are; Mary, Nutrition Dept. Manager; Suzanne, Assistant Cook; Erin, Kitchen Aide/Prep Cook; and Feleicia, Kitchen Aide/Janitor. These ladies have recently taken over the kitchen and are doing a fine job serving up the daily meal for our seniors. Girl Power!! We invite everyone to come and try out the excellent array of tasty dishes.

As you all know, Jeff Roe, former Nutrition Dept. Manager left us last month to take a long haul truck driving job. He was honored and thanked for his service during the lunch activities and everyone got a chance to say goodbye and good luck. He will be missed. But he promises he will be at the grand opening of the new William N. Pennington Life Center.



**CCSC Mission Statement**

To develop, coordinate and deliver a comprehensive set of supportive services for the Churchill County Senior Center—services designed to ensure seniors lead a meaningful and dignified life, while maintaining a healthy, safe, secure and prolonged independence.

The Senior Center will  
be **CLOSED**

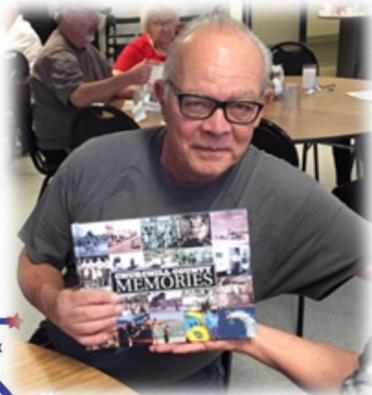
**Monday July 4th**



4th of July



Labelle was the lucky winner of the birthday 50/50 raffle winning \$27.00. Pictured with Labelle is Matt Louie who passed out \$10.00 gift cards to Louie's Dollar Plus to all the seniors who celebrated a June birthday.



Allen was the winner of the "Churchill County Memories" Book Fathers Day Raffle prize donated by Patsy Weaver. Dennis pictured below was the lucky winner on the Father's Day Basket. The basket was donated by Frances Atkinson and Lenard Denney. The fundraiser made \$152.00 for the center. Thank you to all who purchased tickets.



alzheimer's association®  
THE BRAINS BEHIND SAVING YOURS.™

## Effective Communication Strategies



Teaches caregivers to decode verbal and behavioral communication by someone with Alzheimer's and other dementias. Participants leave with strategies for meaningful connection with people in early, middle and late stage dementia.

**Date:**  
Wednesday, July 13, 2016  
**Time:** 1 – 2:30 pm  
**Location:**  
Churchill County Senior Center  
310 E. Court St  
Fallon, NV 89406  
**> Registration is requested.**  
Please call the Alzheimer's Association at 800.272.3900 or email [apulido@alz.org](mailto:apulido@alz.org) to register.

800.272.3900 | [alz.org](http://alz.org)®



**Donate your new or slightly used Purses, Jewelry & Scarves Today!!**

**Breakfast for \$6.00**  
Biscuits & Gravy, Eggs, Hashbrowns and Sausage  
With all proceeds benefiting the "Meals on Wheels Program".

**Purses with a Purpose**

**Purse, Jewelry, Hat & Scarf Sale**

**Saturday**

**August 20, 2016**

**8:00 a.m. – 12:00 p.m.**

Churchill County Senior Center  
August Fundraiser for  
"Meals on Wheels Program"

310 E. Court St  
Fallon, NV 89406

For more information  
call: 775-423-7096

### Grant Funded Services

#### Dining Room

Lunch is served Monday - Friday  
11:00 a.m. Soup is served  
11:30 - 12:30 p.m. Lunch Served  
Seniors 60 and older -  
Suggested \$3.00 donation  
Under 60 - \$6.00

#### Meals on Wheels Program

Available to qualifying homebound  
seniors 60 and older  
Daily Delivery Monday—Friday

#### Homemaker Program

Available to eligible seniors 60 and older  
Includes light housekeeping, pick-up of  
prescriptions, or other needs.

#### Care Connection Resource Center

Available to seniors 60 and older, people with  
disabilities & their caregivers, and veterans.  
Provides helpful information, referrals to  
available services and activities.

Churchill County Senior Center and its operations/programs are financially supported through grants from the Care Connection Division, the City of Fallon and Churchill County, as well as contributions from local citizens, businesses and organizations, and proceeds from the senior center's fundraising projects.

Happy July 4th

### La Invitación . . .

El Churchill County Center invita a todas las personas mayores de 60 años de edad y para disfrutar de un almuerzo diario en nuestro comedor en 310 E. Court St., cerca Parque Avena. Ofrecemos una gran variedad de servicios, incluyendo comidas sobre ruedas, ama de casa, el envejecimiento y la discapacidad especialista de recursos y muchas actividades. Las comidas se sugiere una donación de \$3.00 para los ancianos. Sopa comienza a las 11:00—11:30, con un almuerzo a partir de las 11:30-12:30. Esperamos contar con su presencia! 775-423-7096.

Thank you to the following businesses who paid for an ad space this month in the "Senior News" newsletter:  
 City of Fallon, Stockman's Casino, Edward Jones/Doug Drost, Churchill Community Coalition, The Homestead, and Right At Home.

## Happy Independence Day



**Douglas J Drost, CFP®**  
 Financial Advisor  
 2262 Reno Highway  
 Suite A  
 Fallon, NV 89406  
 775-423-8552  
[www.edwardjones.com](http://www.edwardjones.com)

**Edward Jones**  
 MAKING SENSE OF INVESTING

Member SIPC



### 4th of July Parade and Fireworks Picnic at Rattlesnake Raceway



Ken Tedford - Mayor  
 Bob Erickson - Councilman  
 Kelly Frost - Councilwoman  
 James Richardson - Councilman



City Hall - 55 W. Williams Ave. - Fallon, NV 89406

**GOT DRUGS?** No QUESTIONS ASKED!

DISPOSE OF ALL UNUSED PRESCRIPTION MEDICATIONS

The 24 Hour Prescription Drug Drop Box Open 365 Days A Year

TAKE 'EM TO THE BOX!

CHURCHILL COMMUNITY COALITION  
[WWW.CHURCHILLCOALITION.COM](http://WWW.CHURCHILLCOALITION.COM)

Churchill County Sheriff's Office  
 73 N. Maine St.



The Homestead - is a comforting, professional community with caring trained staff. Please call us at 428-2428; we listen & can help you. Our website is [www.thehomestead.com](http://www.thehomestead.com).

365 West A St. - Fallon, NV 89406 - 775.428-2428

**55 Club 55** TUESDAYS ARE CLUB 55 DAYS:  
 Receive Meal Reward 1st & 3rd Tuesday (with qualified play)  
 Pick up voucher during booth hours  
 Be eligible for special Club 55 Drawings 1st & 3rd Tuesdays 11 am - 3 pm  
 Enter to win the \$250 Free Play, End - of - Month drawing

See Winner's Club for complete rules and to sign up. **Stockman's CASINO**  
 Winner's Club membership required. Management reserves all rights.

Disclaimer

Churchill County Senior Center has good relations with its sponsors and advertisers. However, it does not endorse nor guarantee any products or services offered.

This space is available for your business ad for \$25.00 per month. You choose the month(s).

To find out more information or availability contact: Zeeta at 423-7096 or email [ccseniorcenter@ccomm.net](mailto:ccseniorcenter@ccomm.net)



*Want to Make a Difference?*

**Right at Home** is looking for non-medical in home care providers for part-time work in the Fallon area. Perfect for students and supplemental income. Please apply online at: [www.rightathomereno.com](http://www.rightathomereno.com) or contact Melissa Marinaccio in Human Resources at 775-826-7999.

## MyPlate for Older Adults

### Fruits & Vegetables

Whole fruits and vegetables are rich in important nutrients and fiber. Choose fruits and vegetables with deeply colored flesh. Choose canned varieties that are packed in their own juices or low-sodium.

### Healthy Oils

Liquid vegetable oils and soft margarines provide important fatty acids and some fat-soluble vitamins.

### Herbs & Spices

Use a variety of herbs and spices to enhance flavor of foods and reduce the need to add salt.



### Fluids

Drink plenty of fluids. Fluids can come from water, tea, coffee, soups, and fruits and vegetables.

### Grains

Whole grain and fortified foods are good sources of fiber and B vitamins.

### Dairy

Fat-free and low-fat milk, cheeses and yogurts provide protein, calcium and other important nutrients.

### Protein

Protein rich foods provide many important nutrients. Choose a variety including nuts, beans, fish, lean meat and poultry.



Remember to Stay Active!

Tufts  
UNIVERSITY

JEAN MAYER  
USDA  
HUMAN  
NUTRITION  
RESEARCH  
CENTER OF  
AGING

HNRCA

AARP Foundation

The new *MyPlate for Older Adults* icon depicts a colorful plate with images to encourage older Americans to follow a healthy eating pattern bolstered by physical activity. The plate is composed of approximately:

- 50 percent fruits and vegetables;
- 25 percent grains, many of which are whole grains; and
- 25 percent protein-rich foods such as nuts, beans, fish, lean meat, poultry, and fat-free and low-fat dairy products such as milk, cheeses, and yogurts.

The new *MyPlate for Older Adults* icon also includes images of good sources of fluid, such as water, milk, tea, soup, and coffee; heart-healthy fats such as vegetable oils and soft margarines; and herbs and spices to be used in place of salt to lower sodium intake.

*Thank you to the following individuals for their donation to the senior center in June:*

- Billy & Norma Tomlinson for the donation of books and VHS tapes
- Kathy Schoolcraft for the donation of books
- Patsy Weaver for the donation of the "Churchill County Memories" Book

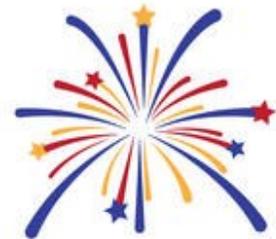
**Thank You**  
**July \$100.00**  
*Birthday Cake Sponsor*




**Thank You Thank You**  
**Louie's Dollar Plus**  
For generously giving seniors \$10.00 gift certificates on their Birthdays in June.  
*Starting in July* certificates for Ace Hardware will be given out since Louie's Dollar Plus is closing.  
**Thank You Thank You**  
**Ace Hardware**



**Thank you Thank you**  
Wendy Greenwell for the \$180.00 donation through United Way.



**Thank you Thank you**  
Dahl's Pharmacy for giving blood pressure checks monthly at the center.

**Thank You Thank You**  
**Mel & Barbara Foremaster**  
for your monthly \$50.00 donation to the center.

**Thank you Thank you**  
**Tedford Tire & Auto Service**  
for your monthly \$150.00 donation to the center.

**A special thank you**   
to all 47 volunteers who give us their time to help serve lunch, clean up after lunch or wrap silverware each week.  
**We love our volunteers!!!!**



# July 2016



Monday	Tuesday	Wednesday	Thursday	Friday
				<b>1</b> Soup of the Day Chicken Fried Steak Pasta Salad Zucchini Gratin Mixed Berry Cup Mashed Potatoes Whole Wheat Dinner Roll
<b>4</b> Holiday Center Closed 	<b>5</b> Soup of the Day <b>ADSD#1</b> BBQ Chicken Potato Salad Steamed Spinach Corn On The Cob 9 grain Bread Fresh Banana	<b>6</b> Soup of the Day Grilled Burgers on a Bun 3 Bean Salad French Fries Mixed Fruit Cup Chocolate Chip Cookie	<b>7</b> Soup of the Day <b>ADSD #169</b> Chicken Parmesan Tossed Salad Pineapple Cup Spinach Fettuccini	<b>8</b> Soup of the Day Roast Barron of Beef Greek Spinach Salad Lariat Red Potatoes Mixed Vegetables Strawberry Shortcake
<b>11</b> Soup of the Day Chicken Salad Sandwich on Croissant Zucchini Red Grapes Vanilla pudding	<b>12</b> Soup of the Day <b>ADSD#58</b> Roast Turkey Dinner Colorful Salad Baked Yams w/Apples Corn Oat Bran Muffin Plums	<b>13</b> Soup of the Day <b>Birthday Celebration</b> Hickory Smoked Ribs Potato Salad Garden Vegetable Fresh Fruit Mix Baked Beans Birthday Cake Sponsored by The Homestead	<b>14</b> Soup of the Day <b>ADSD #29</b> Shepherd's Pie Fresh Spinach Salad Apricot Bran Muffin Fresh Banana	<b>15</b> Soup of the Day Pork Roast Fruit Salad Carrots and Potato Brussel Sprouts Dinner Roll Chocolate Pudding
<b>18</b> Soup of the Day <b>ADSD #3</b> Meatloaf Lettuce and Tomato Salad Mashed Potatoes Steamed Spinach Wheat Bread Chantilly Fruit Cup	<b>19</b> Soup of the Day <b>ADSD # 95</b> Chicken Teriyaki Skewers Layered Salad Fresh Orange Fried Rice	<b>20</b> Soup of the Day Lasagna Greek Salad with Olives Garlic Focaccia Bread Banana	<b>21</b> Soup of the Day Chicken Enchilada Garden Salad w/ Tomatoes and Onions Spanish Rice Refried Beans Mango Fruit Cup	<b>22</b> Soup of the Day Cherry Glazed Ham Carrot and Raisin Salad Mashed Sweet Potatoes Green Beans w/Mushrooms Peach Cobbler
<b>25</b> Soup of the Day Chef Salad Peach slices Soft bread sticks Chocolate Pudding	<b>26</b> Soup of the Day <b>ADSD#16</b> French Dip Pea Salad Mashed Potatoes Melon Cup French Roll Chocolate Chip Cookie	<b>27</b> Soup of the Day <b>ADSD #130</b> Lemon Baked Chicken Steamed Peas and Carrots Spiced Applesauce Cornbread Ginger Cookie	<b>28</b> Soup of the Day Beef Stew w/Noodles Garden Salad Chantilly Fruit Cup Buttermilk Biscuit	<b>29</b> SOUP OF THE DAY Oven Fried Chicken Waldorf Salad California Veggies Pineapple Tidbits Wheat Roll

2% Milk offered daily; included with meal

Soup Served Daily 11 – 11:30 ■ Lunch Served 11:30 a.m. – 12:30 p.m.

Age 60 and over: \$3.00 Suggested Donation (under age 60: \$6.00)

Welcome  
**JULY**

## 2016 Activity Calendar

				<b>1</b> <b>Exercise Class</b> 9:00 – 10:00  <b>Scrapbooking</b> 12:30 p.m.
<b>4</b> <b>HOLIDAY</b>  <b>Center Closed</b> 	<b>5</b> <b>Bingo</b> 12:30   <b>Dance Nerds</b> 7-9:00 p.m.	<b>6</b> <b>Exercise Class</b> 9:00 – 10:00  <b>Crafts:</b> 12:30 <b>Card Making</b> 12:30  <b>Bridge</b> 6:00 pm	<b>7</b>	<b>8</b> <b>Exercise Class</b> 9:00 – 10:00  <b>Scrapbooking</b> 12:30 p.m.
<b>11</b> <b>Exercise Class</b> 9:00 – 10:00	<b>12</b> <b>Bingo</b> 12:30   <b>Dance Nerds</b> 7-9:00 p.m.	<b>13</b> <b>Exercise Class</b> 9:00 – 10:00 <u><b>Birthday Lunch</b></u> Cake sponsored by <b>The Homestead</b>  \$10.00 gift cards for Seniors July birthdays <b>Ace Hardware</b>  <b>Alzheimer's</b> <b>Association Seminar</b> "Effective Communications" 1:00- 2:30 p.m.  <b>Bridge</b> 6:00 pm	<b>14</b> <b>Northern Nevada</b> <b>Center for</b> <b>Independent Living</b> 10:30 – 11:30 a.m.   <b>Lions Club</b> 7:00 pm	<b>15</b> <b>Exercise Class</b> 9:00 – 10:00  .  <b>Scrapbooking</b> 12:30 p.m.
<b>18</b> <b>Exercise Class</b> 9:00 – 10:00	<b>19</b> <b>Bingo</b> 12:30   <b>Dance Nerds</b> 7-9:00 p.m.	<b>20</b> <b>Exercise Class</b> 9:00 – 10:00 <b>Nevada Legal Service</b> <b>By appointment only</b>  <b>Crafts</b> 12:30 <b>Card Making</b> 12:30 <b>Bridge</b> 6:00 p.m.	<b>21</b>  <b>Vision Scope</b> 10:00-12:00  <b>Coalition Board of</b> <b>Director Meeting</b> 3:30 p.m.	<b>22</b> <b>Exercise Class</b> 9:00 – 10:00  <b>Scrapbooking</b> 12:30 p.m.
<b>25</b> <b>Exercise Class</b> 9:00 – 10:00	<b>26</b> <b>Bingo</b> 12:30  <b>Blood Pressure</b> <b>Checks</b> sponsored by <b>Dahl's Pharmacy</b> 10:30-11:30 <b>Dance Nerds</b> 7-9:00 p.m.	<b>27</b> <b>Exercise Class</b> 9:00 – 10:00  <b>Crafts</b> 12:30 <b>Card Making</b> 12:30  <b>Bridge</b> 6:00 p.m.	<b>28</b>	<b>29</b> <b>Exercise Class</b> 9:00 – 10:00  <b>Scrapbooking</b> 12:30 p.m.

**Churchill County Senior Center**  
**310 E Court Street, Fallon NV 89406**  
**775-423-7096**  
[ccseniorcenter@cccomm.net](mailto:ccseniorcenter@cccomm.net)



**Tasha Hessey**

CHURCHILL COUNTY RECORDER

155 N. Taylor St. Suite 131 • Fallon, NV 89406-2748

**RECORDER'S FEES  
MONTHLY APPORTION**

CHURCHILL COUNTY  
RECORDED  
JUL 1 2016  
RECORDERS  
*ph*

June 2016 Apportion

Monthly apportioned Items:

100-33320 - Recorder's Fees	35,814.15
100-33360 - Maps Fees/Mining Claims	1,200.00
310-33610 - Recorder Technology Fees	4,296.00
310-33615 - Technology Fees	950.00
831-35630 - Foster Care Fees	1,432.00
391-31195 - Domestic Violence	110.00
831-33325 - *Foreclosure Mediation	354.60
100-33322 - *Legal Services	39.40
100-33315 - 1.5% of Foreclosure Mediation*	24.00
831-33326 - *Notice of Default (\$150)	1,182.00

**Total** \$45,402.15

*Tasha Hessey*  
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Tasha Hessey/Recorder

Date: July 1, 2016

Type	Description	Document		Total Fees	Recording		County	State	State Gen	State	Non STD	Marriage	Overpmts
		Pages	Count		Fees	Technology							
APP	APP AGRI USE	52	13										
CCR	CERTIFICATE	21	7	137.00	84.00	21.00	7.00				25.00		
CON	CONTRACT	7	1										
CTL	CERTIFICATE-TAX LIEN	3	3										
DTC	DELINQUENT TAX CERT	322	322										
EAS	EASEMENT ABANDONMENT												
EAS	EASEMENT	68	3	34.00	26.00	6.00	2.00						
FTL	NOTICE/FEDERAL TAX LIEN	2	1	15.00	11.00	3.00	1.00						
HA	HOMESTEAD ABANDONMENT	3	1	16.00	12.00	3.00	1.00						
HD	HOMESTEAD DECLARATION	9	6	87.00	63.00	18.80	6.00						
L	LIEN	3	1	16.00	12.00	3.00	1.00						
LET	LETTER	8	4										
LG	LETTERS OF GUARDIANSHIP	3	1										
MEM	MEMORANDUM LEASE & AGREE	14	2	40.00	32.00	6.00	2.00						
MHA	MOBILE HOME AFFIXATION A	39	6	142.00	93.00	18.80	6.00				25.00		
N	NOTICE	6	3	30.00	22.00	6.00	2.00						
OOD	ORDER	15	5	50.00	38.00	9.00	3.00						
OFO	OFFICIAL OATH	1	1										
OR	ORDINANCE	7	2										
PER	PERMIT	6	3	31.00	23.00	6.00	2.00						
POA	POWER OF ATTORNEY	36	8	240.00	108.00	24.00	8.00				100.00		
POL	POLICY	5	2										
RA	RESOLUTION	18	6										
RE	RELEASE	3	1	16.00	12.00	3.00	1.00						
RL	RELEASE OF LIEN	19	13	173.00	125.00	36.00	12.00						
RN	REQUEST FOR NOTICE	8	7	99.00	71.00	21.00	7.00						
RTC	REDEEMED TAX CERTIFICATE	14	14										
SOA	SUBORDINATION AGREEMENT	23	2	74.00	41.00	6.00	2.00				25.00		
SUB	SUBSTITUTION OF TRUSTEE	38	29	415.00	299.00	87.00	29.00						
TA	TERMINATION AGREEMENT	15	2	17.00	13.00	3.00	1.00						
TJT	TERM/DEATH J/T	14	5	79.00	59.00	15.00	5.00						
WVR	WAIVER	2	1	15.00	11.00	3.00	1.00						
	Total Group OE	984	488	1,830.00	1,218.00	309.00	103.00				200.00		
Total Copies				1,495.15								1,495.15	

Grand Totals	4,441	1,903	93,461.75	36,029.00	4,296.00	1,432.00	12,422.80	1,911.20	24,845.60	8,466.00	950.00	1,495.15 *	14.00
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\* Total FM fees 360.00  
 \* Total SD fees 1,200.00  
 \* Total IR fees 40.00  
 @ Total Min Aff Fees

36,029.00  
 1,495.15  
 -----  
 37,524.15  
 360.00 Foreclosure Mediation  
 1200.00 State Notice of Default  
 40.00 Legal Services  
 110.00 Domestic Violence@  
 -----  
 \$35,814.15

\* Total for AVDV 110.00



**Tasha Hessey**

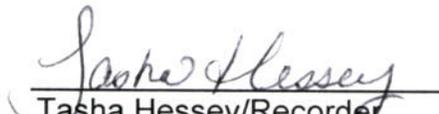
CHURCHILL COUNTY RECORDER

155 N. Taylor St. Suite 131 • Fallon, NV 89406-2748

**4th Quarter  
April 2016 - June 2016**

**R.P.T.T. - Quarterly Distribution**

		<u>Collected</u>
<i>State Fees RPTT</i>	831-32260	<b>\$7,533.30</b>
<i>County RPTT</i>		<b>\$48,966.45</b>
less State Fairshare	831-32260	\$7,533.30
Net-State General Fund	100-32260	\$41,433.15
 <i>State General Fund</i>		 <b>\$97,932.90</b>
less 1%	100-33315	\$979.33
Net - State General Fund	831-32265	<u>\$96,953.57</u>
 Total Collected		 \$154,432.65
 <b>Total to Pay to State</b>		 <b><u><u>\$153,453.32</u></u></b>

  
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Tasha Hessey/Recorder

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July 1, 2016

CHURCHILL COUNTY DOCUMENT INDEX SYSTEM  
 Document Type Summary  
 04/01/2016 - 06/30/2016

Type	Description	Document		Total Fees	Recording Fees		Technology	Fosttr Cr	County	State	State Gen	State	Non STD	Marriage		
		Pages	Count		RPTT Fees	RPTT Fees			RPTT Fees	Mine Fees	Doc Fees	Copy Fees	Fees	Overrate		
RL	RELEASE OF LIEN	23	15	203.00	147.00	42.00	14.00									
RLP	RELEASE LIS PENDING	2	1	40.00	11.00	3.00	1.00						25.00			
RN	REQUEST FOR NOTICE	9	8	113.00	81.00	24.00	8.00									
RPA	REVOC POWER OF ATTORNEY	1	1	14.00	10.00	3.00	1.00									
RTC	REDEEMED TAX CERTIFICATE	80	80													
RTL	RELEASE FBO TAX LIEN	6	3	45.00	33.00	9.00	3.00									
SJO	STIPULATION, JUDGE, ORDER	3	1	16.00	12.00	3.00	1.00									
SOA	SUBORDINATION AGREEMENT	69	9	261.00	150.00	27.00	9.00						75.00			
SUB	SUBSTITUTION OF TRUSTEE	131	100	1,471.00	1,034.00	300.00	100.00						25.00			
TA	TERMINATION AGREEMENT	19	3	59.00	26.00	6.00	2.00						25.00			
TJT	TERM/DEATH J/T	79	24	357.00	269.00	66.00	22.00									
VAR	VARIANCE	2	1	15.00	11.00	3.00	1.00									
MVR	WAIVER	2	1	15.00	11.00	3.00	1.00									
Total Group OZ		1,930	850	5,595.00	3,668.00	930.00	310.00						675.00		12.00	
Total Copies				3,428.00												
-----																
Grand Totals		9,911	3,043	233,834.15	50,197.00	7,065.00	2,355.00	48,966.45	7,533.30	97,932.90	8,780.50	3,125.00	3,428.00 *		51.00	
													* Total for AVDV	290.00		
* Total FM fees					990.00											
* Total SD fees					3,300.00											
* Total IR fees					110.00											
* Total Min Aff Fees																



**Tasha Hessey**

CHURCHILL COUNTY RECORDER

155 N. Taylor St. Suite 131 • Fallon, NV 89406-2748

**MINING CLAIM FILING FEES REQUIRED BY NRS 517.185**

Collection & Remittance Report submitted for the 4th  
Quarter of the Fiscal Year 2015/2016

Fees collect	\$8,780.50
Number of Filings –1033 x 8.50 =	\$8,780.50
Acct. #831-3594	
Amount remitted with this report:	\$8,780.50

Recorder's Office Churchill County, Nevada

**To: NV State Dept. of Minerals  
400 W King Street Ste. 106  
Carson City, NV 89710**

I certify that the above is a true account of the monies received by Tasha Hessey, County Recorder for mining claim filing fees remitted to the Nevada State Division of Minerals from April 01, 2016 to June 30, 2016.

Tasha Hessey

Phone: 775-423-6001 • Fax: 775-423-8933 • E-mail: recorder@churchillcounty.org • www.churchillcounty.org

*Churchill County, Nevada, a political subdivision of the State of Nevada, is an equal opportunity provider and employer and is prohibited from discrimination on the basis of race, color, national origin, sex, age or disability.*