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**CHURCHILL COUNTY COMMISSIONERS  
CC COMMUNICATIONS MANAGEMENT  
CHURCHILL COUNTY, NEVADA**

899 South Maine Street  
Mailing Address PO Box 1390  
Fallon, Nevada 89407  
(775) 423-7171 Ext. 1215  
Fax: (775) 423-0317

Contact Person: Shelly Bunyard, Administrative Assistant  
E-mail: [shelly.bunyard@cccomm.co](mailto:shelly.bunyard@cccomm.co)

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

**SPECIAL MEETING**

**AGENDA**

*PLEASE POST*

**PLACE OF MEETING:** Churchill County Administrative Building, Commission Chambers,  
155 North Taylor Street Suite 145, Fallon, Nevada

**DATE & TIME:** June 20, 2024 at 3:00 PM

**TYPE OF MEETING:** Regularly Scheduled CC Communications Management Meeting

If you wish to make public comment, you may provide them at the meeting or via email, no later than 4:30 PM the day before the meeting, to [shelly.bunyard@cccomm.co](mailto:shelly.bunyard@cccomm.co).

*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 CC Communications Management Board 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 CC Communications Management Board reserves the right to impose uniform time limits upon matters devoted to public comment.*
- V. Any statement made by a member of the CC Communications Management Board*





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**Pamela D. Moore, Deputy Clerk to the Board**

*Endnotes:*

**Disclosures:**

*\*CC Communications is an equal opportunity provider and employer.*

**Accommodations/Nondiscrimination:**

*\*Notice to Persons with Disabilities: Members of the public who are disabled and require special assistance or accommodations at the meeting are requested to notify the CC Communications Executive Office in writing at P.O. Box 1390, Fallon, NV 89407 (Attn: Shelly Bunyard), or by calling 775-423-7171 ext. 1215 at least two days in advance.*

*\*In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies or complaint filing deadlines vary by program or incident. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible agency [(775)423-4092] or USDA's TARGET Center at (202)720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800)877-8339. Additionally, program information may be available in languages other than English. To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the Complaint Form, call (866)632-9992. Submit your completed form or letter to USDA by:*

1. Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
2. Fax: (202)690-7442; or
3. Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

**Procedures:**

*\*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 CC Communications Management Board 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 CC Communications Office, 775-423-7171 ext. 1215. During the meeting, there will be one copy available for public inspection. Additional copies are available by making the request from the CC Communications Office. You are entitled to one copy of the supporting materials free of charge.*



## CC Communications Agenda Report

**Date Submitted:** June 13, 2024

**Agenda Item #:** New Business - A  
**Meeting Date Requested:** June 20,  
2024

**To:** Board of Churchill County Commissioners  
**From:** Mark Feest, General Manager / CEO  
**Subject Title:** Consideration and possible action re: employee purchase of service request for Matt Hyde.

**Type of Action Requested:** Accept

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

**Recommend Board Action:** motion to approve employee purchase of service request for Matt Hyde in the amount not to exceed \$55,979.65

**Discussion:** CC Communications Policy 7.6, attached hereto, provides that an employee may request, and the company may purchase, up to one year of service credit to allow an employee to retire when such a purchase creates a cost savings for the company. The following numbers were used to determine the potential cost savings pursuant to the methodology outlined in the policy.

Cost for one year of service equals if purchased prior to July 1, 2024 =\$40,045.37

Cost for one year of service equals if purchased on or after July 1, 2024 =\$55,979.65

2.5 years salary and benefits estimate:

Explanation of saving:

The HR Manager recently retired and due to the reduction of employees, and the foreseeable increases in FTE's, we will combine the positions of HR Manager with safety and training coordinator. While we fill the HR Manager position, with the additional duties of safety and training coordinator, the incumbent safety and training coordinator will oversee external HR consultant(s). There may be an overlap of 5 to 6 months when we bring in the new HR Manager. Therefore, 100% of the incumbent's salary and benefits will be saved for at least 2.5 years.

Calculating savings under the policy's methodology:

2.5 years Salary = \$260,840.45

Hiring transaction costs = \$0. These costs are more appropriately allocated to filling the HR Manager position.

Net Savings if purchased prior to July 1, 2024 = \$ 220,795.08  
Net savings if purchased on or after July 1, 2024 = \$204,860.80

Options:

- 1) Purchase service credit
- 2) Deny request which complies with the policy
- 3) Delay approval until next month and incur a \$15,934 increase in costs (the purchase would still comply with the savings requirement in the policy).

Note: CC Communications will do its best to get PERS to process this purchase prior to July 1, 2024. However, as we do not control this, the requested motion is for the amount the purchase would cost if it is not processed prior to July 1, 2024. In either case, the company realizes cost savings.

**Alternatives:** Deny request


**Fiscal Impact:**

**Explanation of Impact:**

**Funding Source:** Current Year Budget unless approval cannot be completed by PERS until after July 1, 2024

**Prepared By:** Shelly Bunyard, Administrative Assistant

**Reviewed By:**

  
 \_\_\_\_\_  
 Mark Feest, General Manager

Date: June 13, 2024

  
 \_\_\_\_\_  
 Jamie Hyde, Chief Financial Officer

Date: June 14, 2024

**Board Action Taken:**

<b>Motion:</b> _____	1) <u>None</u>	<u>Aye: 0</u>
	2) <u>None</u>	<u>Nay: 0</u>

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.

*Sully Binyard*

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(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.

## **7.6. Retirement Incentive Plans**

### **7.6.1. Purpose**

The purpose of the retirement incentive plan is to encourage eligible employees to volunteer to retire from CC Communications' employment if they have met certain specific criteria. This incentive plan should facilitate retirement for certain employees eligible under Nevada Revised Statutes, and at the same time result in *financial savings* to CC Communications.

#### **7.6.1.1 Financial Savings**

For purposes of determining financial savings, the company shall estimate the savings expected in the first three years after the employee separates. The calculation will be the difference between the applicant's current salary and their replacement salary. For this calculation the company will assume that the replacement will be at step one (1) of the current salary scale in the first year, step two (2) in the second year and step three (3) for the third year. Further, the company will assume reasonable costs for advertising and recruiting for the position. Based upon past experience recruiting for such a position, cost for the use of a recruitment firm may be considered.

### **7.6.2. Retirement Incentive Plan**

#### **7.6.2.1. Eligibility Requirements**

An employee must be eligible to retire under the provisions of the Public Employees Retirement System of Nevada (PERS). Employees who have already met the PERS eligibility requirements for full service retirement based on years of service and/or age will not be eligible for this plan.

CC Communications may participate in the purchase of retirement credit of up to two (2) years under the following schedule: year one wholly purchased by the employee; year two purchased by CC Communications.

#### **7.6.2.2. Cost**

The cost of purchasing retirement service credit will be calculated in accordance with the policies and regulations of PERS in effect at the time of purchase. CC Communications will transfer funds for the purchase of retirement credit directly to PERS. In no case shall the company's participation exceed the estimated savings pursuant to 7.6.1.1.

#### **7.6.2.3. Limitation of Participants**

One employee per fiscal year may be approved at the sole discretion of the Board and retire before July 1st. The Board may waive this limit for good cause. In the event that the number of applicants exceeds one in any year, the Company will order the applicants by their seniority *with the Company* to determine eligibility.

### **7.6.3. Withdrawal**

If, due to unforeseen circumstances, an employee feels the need to withdraw his/her written request to the General Manager, s/he may request to withdraw his/her application from the Retirement Incentive Plan or the Separation Incentive plan. A request to withdraw may only be considered if the employee has made the request prior to his/her actual retirement.



**7.6.4. Procedures**

Retirement incentive programs are voluntary and subject to periodic evaluation and review by the Board of County Commissioners.

Each application must be received no later than December 31st and is subject to review to determine the financial advantage to the Company. Financial advantage to the Company will be determined by calculating any cost savings over a three (3) year period on a direct replacement method. Any such cost savings must be no less than 100% of the cost to the Company of the purchase of service credit in order for the request to be recommended by the Company to the Board of County Commissioners for their review.

The Board of County Commissioners acting as CC Communications' management retains the option to reject any or all requests to participate if the Board deems such request not to be advantageous to the company.

**7.6.5. Board Consideration**

The Board of County Commissioners will review all applications and make a recommendation no later than its March board meeting, or alternatively in a meeting that is appropriate for the funding of the applicants for that year.

The Board of County Commissioners retains the option to waive any of the requirements under this policy if, in the opinion of the board, there are extenuating circumstances.

Mark Feest,

Per policy 7.6, I am requesting 1 year of service credit be purchased for me by CC Communications.

Respectfully,

Matt Hyde

A handwritten signature in blue ink, appearing to read "Matt Hyde", with a stylized flourish at the end.

Retirement Board

Mark Stevens  
Chair  
Brian A. Wallace  
Vice Chair

Jessica Colvin  
Dawn E. Huckaby  
Todd H. Ingalsbee  
Norma Santoyo  
Cameron Wagner



Executive Staff

Tina Leiss  
Executive Officer

Kabrina Feser  
Operations Officer

Steve Edmundson  
Chief Investment  
Officer

June 14, 2024

Jamie L Hyde  
Cc Communications  
Po Box 1390  
Fallon, NV 89407

PERS Member: Matt Hyde xxx-xx-4376

Dear Jamie L Hyde:

Enclosed please find a lump-sum agreement to purchase 1 years, 0 months, and 0 days of additional Regular Members service. In order to validate the purchase agreement, please read and follow the instructions listed below:

1. Thoroughly read and understand the Purchase of Service Agreement.
2. Three copies of the Purchase of Service Agreement have been provided. The agency keeps one copy, the member keeps one copy and the third copy is signed by the member and returned to the PERS office no later than **August 13, 2024**. We require that one copy of the signed agreement be submitted to our office before or with your lump-sum payment. Failure to do so will invalidate the agreement.
3. If the member is retiring, the total purchase cost must be paid to PERS prior to the member's retirement effective date.

Should you have any questions, please contact us and ask to speak with a Counseling Services representative.

Sincerely,

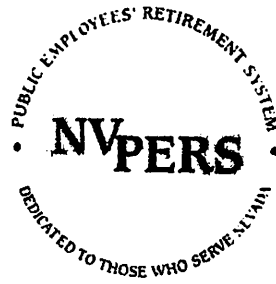
A handwritten signature in black ink, appearing to read "Victoria N Zimmerman".

Victoria N Zimmerman  
Production and Pension Services

**Retirement Board**

Mark Stevens  
Chair  
Brian A. Wallace  
Vice Chair

Jessica Colvin  
Dawn E. Huckaby  
Todd H. Ingalsbee  
Norma Santoyo  
Cameron Wagner



**Executive Staff**

Tina Leiss  
Executive Officer

Kabrina Feser  
Operations Officer

Steve Edmundson  
Chief Investment  
Officer

## Purchase of Service Agreement

### SECTION I - General Terms and Conditions

This Agreement is entered into on June 14, 2024, between Cc Communications, Employer # 503, hereinafter referred to as "Agency", and the Public Employees' Retirement System of Nevada, hereinafter referred to as "PERS", on behalf of Matt Hyde, SSN# xxx-xx-4376, hereinafter referred to as "Member".

This purchase is for 1 years, 0 months, and 0 days of additional Regular Members service for Member.

Total Due Date: **August 13, 2024**  
Identification #: 27

Amount of Principal	\$40,150.89
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Total Amount Due by lump-sum payment	\$40,150.89

### SECTION II - Allocation of Payments

Upon completion of this Agreement, one hundred percent (100%) of the Agency's payment will be credited to Member's employer contribution account. Employer contributions are not refundable to Member upon termination of membership in PERS.

**Retirement Board**

Mark Stevens  
Chair  
Brian A. Wallace  
Vice Chair

Jessica Colvin  
Dawn E. Huckaby  
Todd H. Ingalsbee  
Norma Santoyo  
Cameron Wagner



**Executive Staff**

Tina Leiss  
Executive Officer

Kabrina Feser  
Operations Officer

Steve Edmundson  
Chief Investment  
Officer

**Purchase of Service Agreement (Cont'd)**

SECTION III - Termination of Agreement

- A. Failure to Pay - Default: If Agency does not pay the Total Amount Due by the due date of **August 13, 2024**, this Agreement will become void.
- B. Cancellation of Membership in PERS – Refund of Contributions: If Membership is canceled in PERS prior to the payment of the Total Amount Due, this Agreement will become void. Agency will receive a refund of all payments made.
- C. Retirement of Member: If Agency does not pay the Total Amount Due before Member’s effective date of retirement, this Agreement will become void.
- D. Death of Member: If Member dies prior to payment of the Total Amount Due, this Agreement will become void. No other person may complete this Agreement in the event of Member’s death.

\_\_\_\_\_ SSN# xxx-xx-4376      Date: \_\_\_\_\_  
Member Signature

Member Name: Matt Hyde

\_\_\_\_\_ EMP# 503      Date: \_\_\_\_\_  
Agency Representative Signature

Agency Representative Name: \_\_\_\_\_

PERS Approval: \_\_\_\_\_ Date: June 14, 2024  
Signature

Production Services Division Name: Victoria N Zimmerman