



WASHOE COUNTY

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STAFF REPORT

BOARD MEETING DATE: August 25, 2026

DATE: July 7, 2026

TO: Board of County Commissioners

FROM: Aaron Smith, Operations Division Director
Community Services Department, 328.2172, aasmith@washoecounty.gov

THROUGH: Eric Crump, Director
Community Services Department, 328-2182, ecrump@washoecounty.gov

SUBJECT: Recommendation to approve an Employee Residence Agreement between Washoe County and David Keltner, an employee of Community Services Department, Operations Division, to allow occupancy within the County-owned residence located at 380 Short St, Gerlach, Nevada 89412. David Keltner will support the Equipment Services' needs of the community of Gerlach in the position of Heavy Equipment Diesel Mechanic.
(Commission District 5.) FOR POSSIBLE ACTION

SUMMARY

Staff is requesting that the Board of County Commissioners approve the Employee Residence Agreement between Washoe County and David Keltner, an employee of Community Services Department, Operations Division, to allow occupancy within the County-owned residence located at 380 Short St, Gerlach, Nevada 89412. This action is proposed to support the operational needs of the Gerlach community by ensuring that a qualified Heavy Equipment Diesel Mechanic is available to address equipment services and maintenance requirements in this remote region. The Employee Residence Agreement is consistent with Washoe County's Employee Housing Policy, which provides staff housing in outlying areas to facilitate recruitment, retention, and the efficient delivery of essential services. The agreement is structured to define the rights, duties, and responsibilities of both the County and the employee, and is conditioned upon continued employment in the designated position and location.

The proposed action addresses ongoing challenges in staffing critical operations in Gerlach due to limited local housing availability and aligns with the County's commitment to maintaining reliable infrastructure and service delivery in rural communities. Approval of this agreement will help ensure continuity of operations and support the County's broader goals of workforce stability and community stewardship in northern Washoe County.

Washoe County Strategic Objective supported by this item: Safe, Secure and Healthy Communities.

AGENDA ITEM # _____

PREVIOUS ACTION

On April 8, 2025, the Board of County Commissioners (Board) approved a Lease Agreement between the Gerlach General Improvement District (Lessor) and Washoe County (Lessee), pursuant to Nevada Revised Statutes 277.050, for the lease of a parcel of land (+/- 8,058.6 square feet) at 380 Short Street, Gerlach, Nevada. The agreement established a ten-year term through April 30, 2035, at an annual lease rate of \$1,200.00, specifically to support the placement of a Washoe County-owned manufactured home for employee housing associated with the Gerlach Road Operation and Maintenance Program.

On May 23, 2023, the Board accepted the donation of a surplus 2012 Palm Harbor Manufactured Home from the Truckee Meadows Fire Protection District, with an estimated value of \$63,324.00, for the purpose of providing additional employee housing in Gerlach. This donation was intended to address ongoing recruitment and retention challenges for critical operations staff in the region.

Multiple caretaker agreements exist for residences located within the County system in exchange for caretaker or emergency purposes.

BACKGROUND

Washoe County currently employs eight full-time permanent employees in Gerlach. Recruitment and retention for these positions has been persistently challenging over the last several years, due in significant part to a shortage of available housing in the area. To address this challenge, Washoe County has developed a system of Employee Residence Agreements, each individually authorized by the Board of County Commissioners (Board), which define the rights, duties, and responsibilities required to occupy a County-owned residence and to support the needs of the community. These agreements are made available to various categories of employees, including Sheriff's Office and Community Services Department personnel. The legal framework governing employee housing in Gerlach is rooted in Nevada Revised Statutes, which provide the necessary legal basis for intergovernmental agreements. Specifically, NRS 277.050 authorizes public agencies to lease real property to one another without the need for public bidding, facilitating the efficient transfer and use of public assets for community benefit. This legal authority has been used on multiple occasions to facilitate the placement of County-owned residences on leased parcels in Gerlach, supporting critical operations where local housing options are limited.

On May 23, 2023, the Board accepted the donation of one surplus Manufactured Home from the Truckee Meadows Fire Protection District (TMFPD), for the purpose of providing additional employee housing for the Gerlach Road Operation and Maintenance Program. The Board was advised at the time of the donation that, once the home was ready for occupancy, the Board would separately consider and authorize the resulting Employee Residence Agreement. On April 8, 2025, the Board approved a Lease Agreement between the Gerlach General Improvement District (GID) (Lessor) and Washoe County (Lessee) for 380 Short Street, Gerlach, Nevada. This lease was specifically approved to allow the County to locate the donated manufactured home on the leased parcel for the Gerlach Road Operation and Maintenance Program, to be made

available to Washoe County employees pursuant to the Employee Housing Policy. The total fiscal commitment for the land lease is \$1,200.00 annually, funded through the Roads Fund 216 (216002), L-T Land Lease account (710610). It is also noted that, per the 2024–2028 Non-Supervisory Employment Contract, employees assigned at Gerlach or Vya currently receive an assignment differential of \$3,406.70 annually; this compensation is suspended for any employee who is provided with living facilities by the County.

With the land lease now in place and the manufactured home available for occupancy at 380 Short Street, the present action fulfills the commitment made at the time of the donation and the lease approval: to bring before the Board the Employee Residence Agreement for the specific employee who will occupy the residence. David Keltner, a Heavy Equipment Diesel Mechanic with the Community Services Department, Operations Division, will occupy the County-owned residence at 380 Short Street, Gerlach, Nevada 89412, in support of the Equipment Services needs of the Gerlach community. This Agreement defines the rights, duties, and responsibilities required to occupy the County-owned residence and is consistent with the County's established Employee Housing Policy and the Board's long-standing practice of individually authorizing each such agreement.

FISCAL IMPACT

The Community Services Department through its Operations Division will provide on-going building maintenance estimated to be nominal and is included within the existing operating budget. Under the terms of the agreement, the County does not collect monthly rent; instead, the employee waives a \$150 per month utility allowance as specified in the WCEA Non-Supervisory Agreement. The employee is responsible for all utility costs for the residence while occupying the property. The \$500 refundable security/cleaning deposit will be credited into 1001-240133 (Security Damage Deposits).

RECOMMENDATION

It is recommended the Board of County Commissioners approve an Employee Residence Agreement between Washoe County and David Keltner, an employee of Community Services Department, Operations Division, to allow occupancy within the County-owned residence located at 380 Short St, Gerlach, Nevada 89412. David Keltner will support the Equipment Services' needs of the community of Gerlach in the position of Heavy Equipment Diesel Mechanic.

POSSIBLE MOTION

If the Board agrees with staff's recommendation, a possible motion would be: "Move to approve an Employee Residence Agreement between Washoe County and David Keltner, an employee of Community Services Department, Operations Division, to allow occupancy within the County-owned residence located at 380 Short St, Gerlach, Nevada 89412. David Keltner will support the Equipment Services' needs of the community of Gerlach in the position of Heavy Equipment Diesel Mechanic."