



# BUNKERVILLE TOWN ADVISORY BOARD

**Bunkerville Town Board Room**

**190 w. Virginia St.**

**Bunkerville, NV. 89007**

**January 16, 2025**

**7:00pm**

## AGENDA

**Note:**

- Items on the agenda may be taken out of order.
- The Board/Council may combine two (2) or more agenda items for consideration.
- The Board/Council may remove an item from the agenda or delay discussion relating to an item at any time.
- No action may be taken on any matter not listed on the posted agenda.
- All planning and zoning matters heard at this meeting are forwarded to the Board of County Commissioners' Zoning Commission (BCC) or the Clark County Planning Commission (PC) for final action.
- Please turn off or mute all cell phones and other electronic devices.
- Please take all private conversations outside the room.
- With a forty-eight (48) hour advance request, a sign language interpreter or other reasonable efforts to assist and accommodate persons with physical disabilities, may be made available by calling (702) 455-3530, TDD at (702) 385-7486, or Relay Nevada toll-free at (800) 326-6868, TD/TDD.
- Supporting material provided to Board/Council members for this meeting may be requested from Judith Metz at (702)397-6475
  - Supporting material is/will also available at the Clark County Department of Administrative Services, 500 S. Grand Central Parkway, 6th Floor, Las Vegas, Nevada 89155.
  - Supporting material is/will be available on the County's website at specific Board/Council website.

Board/Council Members: Casey Anderson, Chairperson  
 Laren Abbott, Vice Chairperson  
 Member Brian Haviland  
 Member Vernon Pollock  
 Member

Secretary:  
 Judith Metz, (702) 397-6475. Judith.Metz@clarkcountynv.gov  
 Business Address: Moapa Valley Community Center  
 320 N. Moapa Valley Blvd., Overton, Nv. 89040

County Liaison(s): William Covington, (702) 455-2540. William.Covington@clarkcountynv.gov  
 Business Address: Clark County Department of Administrative Services, 500 S. Grand Central Parkway, 6th Floor, Las Vegas, Nevada 89155

- I. Call to Order, Invocation, Pledge of Allegiance, and Roll Call
- II. Public Comment- This is a period devoted to comments by the general public about items on this agenda. No discussion, action, or vote may be taken on this agenda item. You will be afforded the opportunity to speak on individual Public Hearing Items at the time they are presented. If you wish to speak to the Board/Council about items within its jurisdiction but not appearing on this agenda, you must wait until the "Comments by the General Public" period listed at the end of this agenda. Comments

will be limited to three (3) minutes. Please step up to the speaker's podium, if applicable, clearly state your name and address and please **spell** your last name for the record. If any member of the Board/Council wishes to extend the length of a presentation, this will be done by the Chairperson or the Board/Council by majority vote.

- III. Approval of Minutes for December 12, 2024. (For possible action)
- IV. Approval of the Agenda for January 16, 2025 and Hold, Combine, or Delete any Items. (For possible action)
- V. Informational Items  
  
NONE
- VI. Planning and Zoning  
  
NONE
- VII. General Business
  - 1. Elect new Chair and Vice-Chair for the Bunkerville Town Advisory Board. (For possible action)
  - 2. Review 2025 Calendar. (For possible action)
  - 3. Review Bunkerville Town Advisory Board By-laws. (For discussion only)
- VIII. Comments by the General Public- A period devoted to comments by the general public about matters relevant to the Board/Council's jurisdiction will be held. No discussion, action, or vote may be taken on this agenda item. Comments will be limited to three (3) minutes. Please step up to the speaker's podium, if applicable, clearly state your name and address and please **spell** your last name for the record. If any member of the Board/Council wishes to extend the length of a presentation, this will be done by the Chairperson or the Board/Council by majority vote.
- IX. Next Meeting Date: January 30, 2025
- X. Adjournment.

**POSTING LOCATIONS:** This meeting was legally noticed and posted at the following locations:  
Bunkerville Justice Court, 190 W. Virginia St., Bunkerville, Nv. 89007  
<https://notice.nv.gov>



# Bunkerville Town Advisory Board

December 12, 2024

## DRAFT MINUTES

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Board Members: Casey Anderson – Chair - Present  
Laren Abbott – Vice Chair - Present  
Brian Haviland - **Present**  
Vernon Pollock – **Present**  
Chad Jensen - **Present**

Secretary: Judy Metz, 702-397-6475, Judith.metz@clarkcountyNV.gov

Liaison: William Covington, 702-455-2540, William.Covington@ClarkCountyNV.gov

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I. Call to Order, Invocation, Pledge of Allegiance, Roll Call  
The meeting was called to order at 7:00PM

II. Public Comment

NONE

III Approval of August 15, 2024, minutes.

**Moved by: Vernon Pollock**

**Action: Approved**

**Vote:5-0/Unanimous**

IV. Approval of Agenda for December 12, 2024.

BOARD OF COUNTY COMMISSIONERS  
TICK SEGERBLOM, Chair -WILLIAM MCCURDY II - Vice Chair  
JUSTIN C. JONES - MARILYN KIRKPATRICK – JAMES B. GIBSON -- ROSS MILLER – MICHAEL NAFT  
KEVIN SCHILLER, County Manager

**Moved by: Chad Jensen**  
**Action: Approved**  
**Vote 5-0/Unanimous**

V. Informational Items

Request for renaming of Bunkerville Justice Court. (Discussion Only)

This item was requested by Member Vernon Pollock, at the request of numerous constituents.

It is being requested the Justice Court be renamed after Justice of the Peace Cecil Leavitt. He presided over the court for over 30 years, including when it was held in his home, and the Bunkerville Gym. It was and still is a 24/7 job. He lived in the community for 86 years, always serving the community in many ways. Approximately 25 people attended the meeting, all in favor of this request. They would like Clark County to pursue whatever applications are necessary to make this happen.

VI. Planning & Zoning

NONE

VII. General Business

Presentation of Fiscal Year Budget requests for the next Fiscal Year, 2025

See attached Fiscal Year Budget for 2024-2025

**Moved by: Brian Haviland**  
**Motion: Approval**  
**Vote: 5/0 Unanimous**

VIII. Public Comment

NONE

IX Next meeting date: January 16, 2025. (unless necessary, sooner)

X Meeting is adjourned at 7:31

# **BYLAWS AND PROCEDURES**

## **BUNKERVILLE TOWN ADVISORY BOARD**

### Article I - Name

The name of this advisory board shall be the Bunkerville Town Advisory Board as created by the Clark County Board of Commissioners, pursuant to Clark County Ordinance No. 656.

### Article II - Purpose

The purpose of this advisory board, pursuant to NRS 269.576 and County Code, Chapter 3.30, is to assist the Board of County Commissioners in governing the unincorporated town of Bunkerville by acting as a liaison between the residents of the town and the Board of County Commissioners and to advise the Board of County Commissioners on matters of importance to the unincorporated town and its residents.

### Article III - Members

- A. Members of the Bunkerville Town Advisory Board must be qualified electors (they must be qualified to register to vote but do not have to actually be registered) and live within the boundaries of the unincorporated town of Bunkerville.
- B. Five members shall be elected to serve a two-year term, which will begin on the first Monday in January of odd-numbered years.
- C. If there are fewer qualified candidates who file for election to the Bunkerville Town Advisory Board than there are seats on the Bunkerville Town Advisory Board, the Board of County Commissioners shall appoint as many new members as are necessary to fill the seats left vacant after the election.
- D. Any member may resign his/her appointment by submitting a letter of resignation to the Board of Commissioners or the Department of Administrative Services and sending a copy to the Chair of the Bunkerville Town Advisory Board.
- E. When a vacancy occurs, the advisory board shall, at the request of the Department of Administrative Services, post a public notice of the opening soliciting applications and may recommend to the Board of County Commissioners a qualified replacement for the position.
- F. All advisory board members shall observe the standards of ethical conduct outlined in NRS 281A, Clark County Code of Ethics, Chapter 2.42, and any

resolution on Ethics adopted by the BCC, and refrain from voting on any item which presents a conflict of interest.

- G. Each member of the Bunkerville Town Advisory Board shall, at least once during the first year of his/her initial term of office, and annually during every subsequent year that he/she serves in office, attend training pursuant to 3.30.090:
  - 1. State statutes, regulations, local ordinances, resolutions and regulations concerning land use planning, development and any other subject matter that the Board of County Commissioners deems necessary; and
  - 2. The provisions of chapter 241 of NRS (Meetings of State and Local Agencies).

#### Article IV - Officers

- A. Officers shall perform the duties prescribed by these bylaws.
- B. Officers of the Bunkerville Town Advisory Board consist of Chair and Vice Chair selected amongst and by the members of the advisory board, and shall be selected to serve a two-year term, or at the pleasure of the advisory board, beginning the first meeting in January of odd-numbered years.
- C. The Chair is not eligible to serve a consecutive term of office as chairperson or to serve as Vice Chair for the following term after being the chairperson.
- D. The Chair shall act as presiding officer at all regular and special meetings of the advisory board in accordance with the adopted Board of County Commission Rules of Procedure.
- E. The Vice Chair shall assume the responsibilities of the Chair in his/her absence.
- F. If a permanent vacancy occurs for the position of the Chair or Vice Chair, the advisory board shall select a Chair or Vice Chair from among the members of the advisory board to serve the remainder of the unexpired term, consistent with section IV. C.
- G. The Secretary of the advisory board shall ensure that each meeting has been legally noticed and posted pursuant to the Nevada Open Meeting Law.

#### Article V - Meetings

- A. The Bunkerville Town Advisory Board shall hold regular meetings on the Thursday prior to Planning Commission and County Commission meetings, unless holidays or other conflicts dictate moving the meeting dates.
- B. All meetings shall be held at the Bunkerville TAB Room, 190 E. Virgin St., commencing at 7:00 p.m. or in the case of an emergency or potential overcrowding, at another location and/or time as determined by the Chair, and properly noticed and posted pursuant to the Nevada Open Meeting Law.

- C. The regular meetings of the advisory board shall be held no less than once per quarter at the place, day and hour set forth in Sections A and B above.
- D. Any special meeting of the advisory board may be held at the call of the Chair at the time, date and place posted, pursuant to the Nevada Open Meeting Law.
- E. Three members of the five member board shall constitute a quorum, and a quorum will be required to conduct any official business of the advisory board. Whenever a member abstains from voting because of a conflict of interest, the necessary quorum to act upon and the number of votes necessary to act upon the matter, as fixed by any statute, ordinance or rule, is reduced as though the abstaining member were not a member of the board.
- F. The Chair or Vice-Chair will coordinate with the Secretary and County Liaison to ensure actions and reasoning is accurately reported in the minutes.
- G. Each person appearing before the advisory board shall receive a fair and impartial hearing based solely on the merits of his/her petition, without regard to race, religion, sex, sexual orientation, age, disability or national origin.
- H. Agendas
  - 1. All business for consideration shall be included on the agenda. The Chair shall rule as "out of order" the consideration of any matter not on the agenda, or in conflict with the bylaws. If any information or discussion item is introduced at a meeting and action is to be taken thereon, it shall be placed on the agenda for the next regular meeting of the board.
  - 2. The advisory board Secretary shall, in accordance with the uniform agenda format provided by the Department of Administrative Services, prepare the agenda in cooperation with the Chair and County Liaison, and post by 9:00 a.m., three full working days (not counting the meeting date) before the meeting in compliance with the Nevada Open Meeting Law.
  - 3. Items can be placed on an agenda by the Board of County Commissioners, Department of Administrative Services, Department of Comprehensive Planning, and any advisory board member, or as required by law. Citizens can request that an item be on an agenda, but whether the item appears on the agenda is at the discretion of the advisory board Chair and the Department of Administrative Services based on the issue, circumstances, appropriateness and ability of the advisory board to further the issue.
  - 4. Non-planning and zoning items for inclusion on the agenda, must be submitted to the Secretary at least eight calendar days prior to the scheduled meeting. The Secretary will combine requested items with the Planning & Zoning agenda provided by the Department of Comprehensive Planning and post three full working days before the meeting.

5. Once action is taken on an item, the Town Advisory Board shall not re-hear the item unless there is (1) a timely request for rehearing (within five working days by a member voting in the majority); (2) a change of circumstance; or (3) sufficient passage of time that it is reasonable to revisit the item.

#### Article VI - Parliamentary Procedure

- A. All voting procedures shall be in accordance with the adopted Board of Clark County Commissioner Rules of Procedure, except as otherwise outlined in these bylaws.
- B. A motion need not have a "second" before the motion may be put to a vote as provided for in "A" above.
- C. The Chair of the advisory board shall have the same right as any other board member to initiate a motion, question, or debate, and vote on a motion.