



Nevada Board for the Regulation of Liquefied Petroleum Gas
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Board Meeting Minutes August 18, 2023

Board Member	1st	2nd	Aye	Nay	Abs	Reason
Bryan Milton			BA			
Lacey Parrott			LP			
Jennifer Herz		X				Zoom
Mike Eriksen			X			Zoom
Karl Hahn	X					Zoom
Randall Wilbanks			X			Zoom

NOTE: This meeting was digitally recorded. The digital file will be maintained in the Board office for a period of one year after the meeting was adjourned.

Minutes recorded by: Katie Bavaro

1) Call to order

The meeting was called to order at 10:00 am by Bryan Milton, Chairman

2) Self introduction. (Members, staff and guests, including persons on the telephone)

Board members:
 Bryan Milton – representing Industry
 Lacey Parrott – representing Rural Fire Service - Zoom
 Jennifer Herz – representing propane consumers of Nevada – *Not Present*
 Mike Eriksen – representing Industry – Zoom
 Karl Hahn - representing propane consumers of Nevada – Zoom
 Randall Wilbanks - representing City Fire Service - Zoom

Staff:
 Rick Drake – Chief Inspector
 Mark Orr – Field Inspector - Zoom
 Katie Bavaro – Office Manager
 Sam Taylor – Deputy Attorney General – *Not Present*

Audience: Eric Smith – Nevada Propane Dealers Association

3) Public comments. The Board may discuss the matters but may not act on the matters at this meeting. If the Board desires, the matters may be placed on a future agenda for action. **Public comments will be limited to 5 minutes per person at the discretion of the Chairman.**

There was none.

4) ***For possible action** the approval disapproval/changes of the minutes of the 7/21/2023 meeting of the Board.

Motion: Lacey Parrott: Motioned to approve the minutes from the 7/21/2023 meeting.

Second: Karl Hahn

Discussion: None

In Favor: Lacey Parrott, Karl Hahn, Randy Wilbanks and Bryan Milton

Abstained Mike Eriksen

Opposed: None

5) Board member comments.

Lacey Parrott- No comment

Mike Eriksen - No comment

Karl Hahn - Concerns about moving Board office to LV (will be addressed in agenda item #11

Randy Wilbanks - No comment

Bryan Milton - No comment

6) ***For possible action** CONSENT AGENDA ITEMS: The following license applications will be presented to the Board for consideration and approval as a consent item. Any Board member or member of the public may request that an application be removed from the consent agenda and discussed and voted on individually.

A) Class 1 Licenses

Mr. Drake relayed that there is one Class 1B license for Valley Propane Service for storage in Round Mountain. The application is in order and Staff recommends approval.

Motion: Karl Hahn: Motioned to approve.

Second: Mike Eriksen

Discussion: None

In Favor: Lacey Parrott, Mike Eriksen, Karl Hahn, Randy Wilbanks and Bryan Milton

Opposed: None

1. **Valley Propane Service (Carvers);** 52820 State Hwy 375, Round Mountain, NV 89045

B) Class 2B Licenses

Mr. Drake noted that there are (4) Class 2B applications. Staff has reviewed the applications; all are in order. Staff recommends approval of all.

Motion: Karl Hahn: Motioned to approve.
Second: Lacey Parrott
Discussion: None
In Favor: Lacey Parrott, Mike Eriksen, Karl Hahn, Randy Wilbanks and Bryan Milton
Opposed: None

1. Uhaul Company of Nevada dba: **Uhaul (Fremont)**; 2030 E Fremont St., Las Vegas NV 89101
2. SJL Investments, LLC dba: **Royal Market 2**; 20255 Cold Springs Rd, Reno NV 89508
3. Smith's Food & Drug, Inc. dba: **Smith's Food & Drug #358**; 2540 Maryland Pkwy, Las Vegas NV 89108
4. Lowe's Home Center LLC dba: **Lowe's #1620**; 2875 E Charleston Blvd., Las Vegas NV 89104

C) Class 3 Licenses

There were none.

D) Class 4 Licenses

There were none.

E) Class 5 Licenses

There were none.

7) Deputy Attorney General's comments.

Mr. Taylor was not present.

8) Staff Reports (Report on inspections, investigations, training, Certificate of Competency exams, vehicles, Governor's Office, NRS, NAC, and P & P changes in progress.)

Office Manager – Ms. Bavaro read her report and noted that there are 1889 licensees as of 07/31/2023 and 435 valid COC holders as of 07/31/2023. There was (1) COC exam administered since the last meeting in Carson City. Mr. Drake has the update on the software contract. Staff is still recruiting for the Office Manager position and will post it on a Job Listing website next week. Wells Fargo online is a go with a few minor bumps.

Field Inspector – Mr. Orr gave his report and commented that inspections are up to date. He met Mr. Drake in Area 2 and went to the Gold Mines. There were (4) COC exams administered since the last meeting. Mr. Orr has had numerous calls about training regarding issues with dispensers operating in extreme heat. The next Mobile Food Facility Expo will be in November and the MFF Task Force meeting was canceled this month.

Chief Inspector – Mr. Drake read his report. Mr. Drake updated the Board on a meeting with the software company to terminate service. Staff is extremely unhappy about progress this past year and a half and to date the inspection portal still has not been started. Staff is waiting for a decision from Thentia as to whether or not this is going to be a mutual parting of ways. Nothing new out the Governor's Office or regulation changes. Mr. Milton had questions on why the PortaPac tanks were not on the agenda. Mr. Drake explained that the PortaPacs are individually approved internally and are temporary until the permanent tank is installed. All licensees using PortaPacs are already licensed with the Board.

9) ***For possible action** the review of the financial reports (profit and loss, budget, audit, etc.), the Oversight Committee report, the movement of funds between the Board's existing and/or new accounts and other items related to the Board's finances.

Mr. Hahn read the Oversight Committee Report and noted that there is nothing out of the ordinary for this month's report. Mr. Hahn entertained any questions.

Motion: Mike Eriksen: Motioned to approve the Oversight Committee Report.
Second: Lacey Parrott
Discussion: None
In Favor: Lacey Parrott, Mike Eriksen, Karl Hahn, Randy Wilbanks and Bryan Milton
Opposed: None

Mr. Wilbanks took over Mr. Klein's role for the Financial Committee. Mr. Wilbanks read the Profit & Loss report noting that the net income for the month is \$6,351.68. Going over the Balance Sheet, all is in balance. The Budget vs Actual report is showing that income is at 8.7% and expenses coming in at 7.17% giving the Board a net income of \$6,351.68.

Motion: Karl Hahn: Motioned to approve the financial reports as presented.
Second: Mike Eriksen
Discussion: None
In Favor: Lacey Parrott, Mike Eriksen, Karl Hahn, Randy Wilbanks and Bryan Milton
Opposed: None

10) Discussion – 2023 NPDA Meeting to be held at the Grand Sierra Resort in Reno September 13&14 2023

Mr. Smith relayed the details of the events for the NPDA Annual Conference noting that there is Golf, an Aces Baseball game as well as an extended deadline to make hotel reservations. Ms. Bavaro confirmed that all flight and hotel reservations have been received.

Mr. Drake brought up the closing of the Books for 2023 and forwarding information to the Auditor. Ms. Bavaro has been in contact with Mr. Macy (Auditor) and information is already being shared. A motion was entertained.

Motion: Randy Wilbanks: Motioned to approve to close the books and forward information to the Auditor.
Second: Lacey Parrott
Discussion: None
In Favor: Lacey Parrott, Jennifer Herz, Karl Hahn, Randy Wilbanks and Bryan Milton
Opposed: None

11) ***For possible action** – Possible Board re-organization.

Ms. Herz had previously sent in a suggestion regarding the Board's re-organization. There was some discussion and the Board members were polled. General consensus was that there needs to be more discussion and that Board office should stay in Carson City. A sub-committee meeting regarding this issue will be scheduled and reported on at the next meeting.

12) Chairman's request for items to be included on the next agenda.

Item #11. Ms. Bavaro reminded the Board that the September meeting is the next day after the dinner.

13) ***For possible action** the approval of Board members' compensation, Per Diem and travel expenses.

Motion: Karl Hahn: Motioned to approve item Board Members per diem and travel expenses for those members who request it.

Second: Lacey Parrott

Discussion: None

In Favor: Lacey Parrott, Mike Eriksen, Karl Hahn, Randy Wilbanks and Bryan Milton.

Opposed: None

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Mr. Smith shared that the news is broadcasting a tropical storm to hit Nevada for the first time in history. Mr. Eriksen welcomed Mr. Wilbanks and gave him praise for his first time Financial Report.

15) ***Adjourn** – Adjourned at 10:43 am.

