



Nevada Board for the Regulation of Liquefied Petroleum Gas  
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## Board Meeting Minutes June 17, 2022

Board Member	1st	2nd	Aye	Nay	Abs	Reason
Bryan Milton						Not Present
Lacey Parrott						Zoom
Jennifer Herz		X				Zoom
Mike Eriksen						Not Present
Karl Hahn	X					Zoom
David Klein						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 10:06 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 – *Not Present*
- Jennifer Herz – representing propane consumers of Nevada – *Zoom*
- Mike Eriksen – representing Industry – *Not Present*
- Karl Hahn - representing propane consumers of Nevada – *Zoom*
- David Klein - representing City Fire Service – *Zoom*

Staff:

- Rick Drake – Chief Inspector
- Eric Smith – Director of Education and Code Development
- Mark Orr – Field Inspector - *Zoom*
- Katie Bavaro – Office Manager
- Phil Su - Deputy Attorney General - *Zoom*

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 were none.

4) **\*For possible action** the approval disapproval/changes of the minutes of the 5/20/2022 meeting of the Board.

Motion: Karl Hahn: Moved for approval of the minutes from the 5/20/2022 Board meeting.  
Second: Jennifer Herz  
Discussion: None  
In Favor: Jennifer Herz, Karl Hahn, David Klein and Bryan Milton  
Opposed: None

5) Board member comments.

Jennifer Herz -	No comment
Karl Hahn -	No comment
David Klein -	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**

There were none.

B) **Class 2B Licenses**

Mr. Drake noted that all applications are in order and Staff recommends approval of all.

Motion: David Klein: Motioned to approve item #6B Class 2B licenses # 1-15.  
Second: Karl Hahn  
Discussion: None  
In Favor: Jennifer Herz, Karl Hahn, David Klein and Bryan Milton  
Opposed: None

1. Maverik, Inc. dba: **Maverik #681**; 1020 N Florence Way, West Wendover NV 89883
2. St. Rose Parkway Holdings LLC dba: **7-Eleven #42064A**; 3810 St. Rose Pkwy, Las Vegas NV 89183
3. 29662, Inc. dba: **7-Eleven #29662C**; 2431 E Bonanza Rd., Las Vegas NV 89101
4. Midjit Market, Inc. dba: **Green Valley Grocery #78**; 1215 W Pioneer Blvd., Mesquite NV 89027
5. Midjit Market, Inc. dba: **Green Valley Grocery #83**; 2409 N Nellis Blvd., Las Vegas NV 89115
6. Skye Bridge, LLC dba: **Ace Hardware-Tropicana**; 3145 E Tropicana Ave., Las Vegas NV 89121
7. WinCo Foods dba: **WinCo Foods #166**; 1616 Dakota Hills Dr., Sparks NV 89436
8. LV Petroleum LLC dba: **US Market Lake Mead**; 755 W Lake Mead Blvd, Henderson NV 89015
9. LV Petroleum LLC dba: **US Market Camino Al Norte**; 5110 Camino Al Norte, N Las Vegas NV 89031
10. Chhabra Group, LLC dba: **The Speedway Store**; 1400 E Peckham Lane, Reno NV 89502

11. **Mountain Hardware & Sports Incline Village, Inc.**; 910 Tahoe Blvd. #103, Incline Village NV 89451
12. Walmart Stores, Inc. dba: **Walmart #2838**; 540 Marks St., Henderson NV 89014
13. Walmart Stores, Inc. dba: **Walmart #3473**; 4505 W Charleston Blvd., Las Vegas NV 89102
14. Walmart Stores, Inc. dba: **Walmart #3729**; 5065 Pyramid Way, Sparks NV 89436
15. Ridley's Family Markets, Inc. dba: **Ridley's #1154**; 1689 Great Basin Blvd., Ely NV 89301

### C) Class 3 Licenses

Mr. Drake reported one Class 3E license for Reno Propane which will be doing Mobile Food Facility inspections. Application and COC is in order and Staff recommends approval.

**Motion:** David Klein: Motioned to approve item #6C Class 3E license.  
**Second:** Jennifer Herz  
**Discussion:** Mr. Milton inquired if there is or had been a Reno Propane licensee. Reno Propane is licensing under a sole proprietor.  
**In Favor:** Jennifer Herz, Karl Hahn, David Klein and Bryan Milton  
**Oppose:** None

1. Ray Ramie Maynes & Morgan Cochran dba: **Reno Propane**; 13 Chianti Way, Reno NV 89512

### D) Class 4 Licenses

There were none.

### E) Class 5 Licenses

There were none.

### 7) Deputy Attorney General's comments.

Mr. Su had no comments at this time.

**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 1866 licensees as of 5/31/2022 and 395 valid COC holders as of 5/31/2022. There was 1 COC exam administered in Carson City since the last meeting. Mr. Drake has the update on the software contract. The draft FY 2022-23 budget will be presented in agenda item #11.

**Field Inspector** – Mr. Orr gave his report and commented that inspections are up to date and he has administered 6 COC exams since the last meeting. Mr. Orr noted that the MFF Task Force Meeting was canceled but reported that there were 10 failed inspections and 13 passed inspection again noting that the passes included some of last month's failed inspections. The process of the Grant Fund registration was taken to each of the MFF builders sites and presented by the Las Vegas officials with Mr. Orr in attendance. Mr. Orr was in Carson City last week to sit in on the CETP training provided by Mr. Smith.

**Director of ECD** – Mr. Smith relayed that this is his last meeting as a Board employee. CETP training began last week with the Basic Practices & Principles with the Bobtail training beginning on 6/21/2022. Mr. Smith's report included the updates on the NFPA Technical Committees with his attendance at the NFPA 58 conference in Omaha, NE.

**Chief Inspector** – Mr. Drake read his report and noted that inspections are proceeding on schedule. There are no investigations/incidents to report at this time. Mr. Drake reported that Staff had issues with Quickbooks Online and after all was said and done decided to stay with their original accounting software. Staff has been in touch with Thentia and a “Go Live” date of July 18, 2022 is still anticipated. The new Legislative session begins on 2/6/2023 and Staff will begin monitoring any BDRs when they become available. Mr. Drake has been in touch with LCB in regards to our last NAC changes still not being codified. It appears they will get to it when possible.

**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 gave his report and noted that he did not see the statement for Office Depot and assumed there have been no charges since 1/2022. Ms. Bavaro let him know that the Office Depot account has been closed and all credit card charges will be made to the MasterCard as the Board receives “cash back”. There were no accounts over 30 days. Mr. Hahn also questioned whether or not the Board will roll the CD over. Ms. Bavaro noted that a motion was typically made after the financial reports.

**Motion:** David Klein: Moved to accept the Oversight Committee Report as presented as well as roll the CD over.  
**Second:** Jennifer Herz  
**Discussion:** None  
**In Favor:** Jennifer Herz, Karl Hahn, David Klein and Bryan Milton  
**Opposed:** None

Mr. Klein reviewed the financial reports and noted that there was a net loss of -\$4041.30 which appears to be standard for this time of year. The budget is 92% expired with income is at 88.47% and expenses coming in at 85.12% giving the Board a net income of \$14,239.46.

**Motion:** Karl Hahn: Motioned to approve the financial reports as presented.  
**Second:** Jennifer Herz  
**Discussion:** None  
**In Favor:** Jennifer Herz, Karl Hahn, David Klein and Bryan Milton  
**Opposed:** None

**10) \*For possible action** – Budget for travel to meetings including the NPDA conference in September.

Ms. Bavaro gave an overview of what was discussed last month and again asked if there were any objections to paying for the dinner and accommodations at the NPDA conference in September. Ms. Bavaro also asked if anyone is choosing to attend to please notify her no later than July 31, 2022. Mr. Klein voiced that he would like to attend. No action was taken on this item.

**11) \*For possible action** – Review and approve FY Budget 2022-23.

Mr. Drake reported that due to an increase in the Public Employees Benefits Program cost for the next FY year, some budget items were decreased and money in the line item for new shirts for the inspectors was increased since last month. There appeared to be no question or input on the budget and the Chairman entertained a motion.

Motion: David Klein: Motioned to approve the proposed budget for FY 2022-23.  
Second: Jennifer Herz  
Discussion: None  
In Favor: Jennifer Herz, Karl Hahn, David Klein and Bryan Milton  
Opposed: None

12) **\*For possible action** – Employee evaluations for the Chief Inspector & Director of Education and Code Development.

Mr. Milton relayed that all the evaluations had been received and both Mr. Drake and Mr. Smith received an average score of 3.85. The Chairman entertained a motion to approve the evaluation scores.

Motion: David Klein: Motioned to approve the evaluation scores as presented.  
Second: Jennifer Herz  
Discussion: None  
In Favor: Jennifer Herz, Karl Hahn, David Klein and Bryan Milton  
Opposed: None

As Mr. Drake is to receive a pay increase as noted in the budget an additional motion was made.

Motion: David Klein: Motioned to approve the pay increase for Mr. Drake as it appears in the approved FY 2022-23 budget.  
Second: Karl Hahn  
Discussion: None  
In Favor: Jennifer Herz, Karl Hahn, David Klein and Bryan Milton  
Opposed: None

**Item #14 was taken out of order.**

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

Motion: David Klein: Motioned to approve Board members compensation, per diem and travel expenses.  
Second: Jennifer Herz  
Discussion: None  
In Favor: Jennifer Herz, Karl Hahn, David Klein and Bryan Milton  
Opposed: None

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

There is nothing new for the next agenda.

15) Public comment. 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 were none.

16) **\*Adjourn** -- *Meeting was adjourned at 10:47 am.*

