

IN A SPECIAL MEETING OF THE WHITE PINE COUNTY COMMISSION AND FIRE COMMISSION BUDGET WORKSHOP HELD ON MARCH 28, 2016 AT THE WHITE PINE COUNTY AQUATICS CENTER, 1111 VETERANS BLVD., ELY, NEVADA

The Following Were Present:

County Commission

Gary Perea, Chairman
Carol McKenzie, Vice-Chairman
Laurie Carson, Commissioner
Mike Coster, Commissioner
Richard Howe, Commissioner
Nichole Baldwin, Clerk of the Board
Susan Lujan, Deputy Clerk

County Officials

Kathy Ricci, Human Resources Director
Dan Watts, WPC Sheriff
Elizabeth Frances, Finance Director
Brett Waters, WPC Fire District Chief
Elaine Blackham, Sr. Management Assist't.
Burton Hilton, WPC Assessor
Catherine Bakaric, WPC Treasurer
Martha Rivera Sindelar, WPC Recorder

Also Present

Geri Wopschall
Ross Johnson, Ely Times

Chairman Gary Perea called the meeting to order at 8:00 a.m. Commissioner Laurie Carson led the Pledge of Allegiance.

PUBLIC COMMENT

There was none.

Chairman Gary Perea recessed the Commission meeting for a break, since there was no public present to provide comment. Chairman Perea reconvened the meeting at 8:30 a.m.

BUDGET OVERVIEW, DISCUSSION OF REVENUES, CENTRAL SERVICES, INTER-GOVERNMENTAL BUDGETS, PUBLIC SAFETY, ELECTED ADMINISTRATIVE OFFICES

8:30-9:30 AM – BUDGET OVERVIEW, DISCUSSION OF REVENUES AND CENTRAL SERVICES

Finance Director Elizabeth Frances cited the Budget Workshop binders and noted that the final revenue figures had come in last Friday from the Nv. Dept. of Taxation. Those are what are used to determine the County's estimates for next year; she reported there were no huge changes made. Some revenues will decline, such as the CTX, since the mines are scaling back their operations. She reported that the Robinson Nevada Mine is going through their appeal process, and we won't know the outcome from that until the end of May or early June. Director Frances continued that if they prevail in their appeal, we will have to give them a refund this year from overpaid ad valorem taxes and next year the figure would be greatly reduced. She will provide the Board with the final amount of revenues on Wednesday; she feels we will have to cut a great deal in order to balance our budget this year. She added that while we were aiming for \$400,000 by the end of this fiscal year, we didn't make it. She briefly outlined the plan to bring the budget back into balance using scaled reductions: \$675,000 is intended for this fiscal year's ending fund balance, and \$550,000 for the next. Using this method of gradual reduction, the County would have

a balanced budget within a 7-year period. Commissioner Laurie Carson noted that NACO hasn't voted on the possible increase to NACO dues yet, but one of their substantial supporters will no longer be able to contribute. Because of this, she advised that NACO is thinking of assessing the counties to help supplement costs out of their PILT payments, based on lands and other factors. She will have more information for the Board on this; the end result is that the NACO dues will be increasing.

FINANCE

Director Frances advised nothing new is being requested under Salaries/Benefits, but Travel is showing up as new requests throughout the County. She explained that Travel is no longer going to be automatically included in Department budgets. She is asking for Travel with respect to meetings of the CFOA, NACO, POOL/PACT, and PERS (she is their liaison). ADS updates will be held 3 times during the upcoming year; there will be an update from Hinton Burdick; the NACO Innovation Summit, which she attended this year; and also legislative session meetings in case something pertinent to White Pine County comes up. Otherwise she is requesting a color printer for their office, shown under Equipment Under \$5,000. Director Frances noted that a grant writer position is being requested, as is an archival system due to the aging of paper records. Commissioner Laurie Carson asked about overtime, which hasn't been budgeted, and yet in 2013 it was over \$6,000. Director Frances advised that she's been working with her staff to do comp time, to keep their budget down. Should overtime be necessary, she takes the funds from her Salary Line Item to put into the overtime to take care of that. She also noted under Tab 10 in the Workbook, there is a Department listing of positions that feed directly into the Budget Sheets.

HUMAN RESOURCES

Human Resources Director Kathy Ricci advised she tried to keep her budget as low as possible. Under Contract Services she only used \$55.00 last year; however, she put \$10,000 in for this year to cover legal costs with respect to investigations, etc. While this is more of an insurance than an actual cost, she noted it could be put into Contingency instead, but remain earmarked for that specific use if it is needed; Director Frances confirmed this. Director Ricci explained that in 2014, there was \$19,000 which was used for an investigation. While it's an unknown factor, it still should be planned for in the event it is needed. It was explained that while our Insurance covers a portion of the costs associated with wrongdoing, violations, etc., the County must pay the balance. Director Ricci is also requesting a laptop for when people come into her office and she assists them with various tasks, including training, such as for HRAs. During the discussion, it was felt that since the laptop would only have occasional use, perhaps another used laptop could be put into service instead of purchasing a new one. Director Ricci is also requesting some Travel to attend a POOL/PACT meeting and another HR training meeting.

INFORMATION TECHNOLOGY

Finance Director Elizabeth Frances advised of an error in this budget under Salaries/Benefits. She explained the total is correct, but the split was not. She is asking to reduce the BCT contract and hire a full-time in-house IT Engineer instead. She felt it would be better to have the Engineer on site, and then request on-call services from BCT on an as-needed basis. Director Frances continued that the GIS Project is coming up, much of it having to do with the Jail Expansion. We could get better overall direction from an onsite Engineer as to how best meet future needs and make improvements. The new IT Engineer would reduce what the IT Specialist is being paid for in oversight, and it will go towards the new position. Commissioner Carol McKenzie asked if we hire an IT Tech, why would we be keeping a half-time person? Director Frances explained that she—the Finance Director--would no longer need to be in the loop; there are different levels of IT that need to be accomplished. The part-time position would meet daily needs and maintenance, while the IT Tech would take care of a higher level such as project

management, etc. Commissioner McKenzie is having a problem with us having both; Commissioner Laurie Carson felt that IT Specialist Jennifer Farnworth needs assistance, she is kept very busy trying to cover everything herself. She would recommend scaling back BCT gradually, obtain a the full-time person, get their feedback and then at a later date cut that position back to half-time. During the discussion, Commissioner McKenzie felt that if we get the right IT Engineer in there, we can reduce our costs. Commissioner Richard Howe would like to see BCT totally eliminated; he wants to know the savings that would be realized. Director Frances noted we receive telephone support, backups, managed recovery, etc. from BCT. We would still have to pay for cloud services, which is how we do our backups, including costs associated with those. Also, as the IT Engineer becomes more familiar with the tasks they would be able to recommend more cost-effective options over a period of time. Chairman Gary Perea wondered if it might be beneficial to have the IT Engineer bonded; Director Frances assured the Board that while anyone we hire for IT would require criminal background checks, she will research the bonding issue. It was also clarified that the IT Engineer would have supervisory capability over the IT Specialist. Director Frances also noted she is requesting \$15,000 for equipment, as she is trying to rotate equipment replacement and not have to replace a large bundle of equipment all at once. She explained that would translate into a cost savings in the long term. Lastly, with respect to IT Travel, Webinars can be used for online training whenever possible, but there is one IT Training conference for the IT Engineer she had added in.

COOPERATIVE AGREEMENTS

Finance Director Elizabeth Frances advised that the agreement for Animal Control with the City for \$30,450 is the only one in the General Fund budget at this time. The Building & Planning agreement comes out of a special revenue fund; the agreement with the City for Police services and one for Soil Conservation, as well as other funds, were explained briefly. She will review the history of the Soil Conservation agreement per request of Commissioner Laurie Carson, as it was felt the County helped them with insurance when the Feds cut back on their funding. Director Frances added that if an organization that we put money in the budget for doesn't request it, we don't send it out. WPC Sheriff Dan Watts explained that regarding the Animal Control, if there's a problem the Animal Control Officer will respond, but it has to be a callout regarding a complaint. He clarified that Officer doesn't do regular patrols.

OTHER MISCELLANEOUS EXPENSE

Director Frances advised that a County Manager would integrate, address different issues, consolidate various activities, etc. The Natural Resources position could be assigned there for oversight and EDC responsibilities also. She explained there are 2 positions under this: A County Manager would be responsible for Human Resources, and thereby some cost savings would be realized. The Human Resources Director would be reassigned to an Assistant level position, and the County Manager would supervise Human Resources. Chairman Gary Perea felt that one reason the County Manager idea never goes forward, is that the Commission would be looking at that from a "target" perspective. This individual would be "taking hits all the time, from everywhere." WPC Sheriff Dan Watts added that the County Manager would be hired knowing he had a "target on his back," but it would free up the Commission from having to make the hard decisions. Also, the Department Heads don't have any oversight, and the County Manager would hold them accountable. Commissioner Laurie Carson agreed that individual Commissioners can't tell the Department Heads what to do; the Board does "walk a fine line." Corporately, the Board can supervise Department Heads, but it was clarified that isn't the jurisdiction of an individual member of the Board. During the discussion it was noted the following counties have County Managers: Elko, Nye, and Lander, for example. Chairman Perea would like to have a County Manager come and present to the Board before we actually take that under consideration.

Commissioner Richard Howe advised the only way we could pay for a County Manager, is to eliminate Department Heads; he added their authority would be undermined by a County Manager. He felt that since we already have a structure with Department Heads and their liaisons, we have access to each of those Departments without needing a County Manager. He added that the County has many other needs to consider besides a County Manager. Commissioner Laurie Carson commented that the Board has never made Department Head evaluations a priority, either. Director Frances clarified that a County Manager would oversee, and not be in a position to undermine authority; it would achieve better harmony, better coordination and integration. Director Frances continued down the list of Miscellaneous Expenses, such as grants, countywide expenditures for insurance policies, telephones, the Internet, etc. She noted that she had reduced OPEB as that was needed once every 3 years; pertaining to audit expenses, we are on the 3rd year of a 3-year contract. She advised the County could either continue with Hinton-Burdick, or take it out to bid.

TRANSFERS

Commissioner Richard Howe left the meeting at 9:41 a.m. Director Frances reviewed transfers from the General Fund into other Departments, citing details of each. First was the Narcotic Task Force, for \$70,000; Victim & Witness Services, for \$10,000 (telephone, rent); House Arrest Program, for \$2,500 (more cost-effective than placing them in Jail); and \$126,000 related to the FAA grants, which help keep the Airport upgraded and those projects moving forward. Commissioner Howe returned at 9:43 a.m. Director Frances advised she had reduced the amount being transferred from the WPC Aquatic Center by \$22,000+ as they are largely self-sufficient. She added that with better controls at the McGill Swimming Pool that would be transferred out as well, unless there are issues. Commissioner Laurie Carson advised that Justice of the Peace Stephen Bishop was participating in a study concerning how bail is set, based on two criteria: The ability of the person to show up, and if they are a flight risk. While Judge Hardesty oversees that, Judge Bishop is doing this and there had been some discussions regarding the impact of following the new procedures, which would require some staff. She continued that May 16th marks the end of the 6-month study, and results will be available after that. While she doesn't feel this would be mandated, Sheriff Watts commented that "we'll never know." He added that he had discussed this with Judge Bishop and they are awaiting the final numbers resulting from that study.

CONTINGENCY

Director Frances advised the Commission had requested her to add another \$100,000 into Contingency, bringing that fund up to \$200,000. She would like to see some figures remain in there and be built up such as \$10,000 for Human Resources, for example.

INTERGOVERNMENTAL BUDGETS

Director Frances cited various items that come in and then flow out, that don't have an overall impact on the County. In reply to a query from Commissioner Laurie Carson, Director Frances explained that the fee paid for obtaining a Marriage License goes into the Domestic Violence Fund.

At 9:49 a.m., Chairman Gary Perea recessed the Commission meeting for a break. The meeting was reconvened at 9:57 a.m.

9:30 – 11:00 AM – PUBLIC SAFETY

SHERIFF – ADMINISTRATION

WPC Sheriff Dan Watts advised that Salary/Benefits remained the same per NRS. There was an increase of \$100 for Uniform Allowance, bringing it up to \$500. Office Supplies had no changes; Postage remains

at \$4,500, although each Jury Trial calls for \$200 in postage expenditures. He is requesting to bring Travel from \$3,375 up to \$4,000; while no training schedules have been approved for next year, he noted those are received only a month in advance of the training. Medical exams were decreased by \$50; the Internet, however, was budgeted for \$300 and he is looking to increase that up to \$1,000. Concealed weapons permits are \$4,500, but he noted those are reimburseable, even though we must pay the costs up front. Sheriff Watts isn't requesting any equipment under \$5,000. Search & Rescue was \$400, and they are reimbursed for fuel although they are volunteers. He's requesting \$1,000 increase for that; that could also include some maintenance for their vehicles. Director Frances clarified for the Board that we collect 100% of the monies from the concealed weapons permits, pay out 75%, and then we can keep 25% generated from those.

SHERIFF – DETECTIVE

Sheriff Watts advised medical was taken up to \$1,100. If training is done in Las Vegas the detectives can just do the medical exams there, and it would take another \$100 off their fee, as he explained, a small cost savings there. Vehicle maintenance was increased from \$500 to \$700. In reply to a query from the Board, he noted that Forensics covers Lab expenses and also such items as DNA swabs, etc.

SHERIFF – PATROL

Wages remain the same; however, Overtime Security was increased to \$20,000. He explained that is at no cost to the County; the deputies are paid ahead of time and then whoever has the security request will reimburse the County. It averages out to be a little bit ahead, as he noted. The rate is determined by adding the wage + benefits for the deputy; the overtime rate applies to hourly. Normally 1 car with 2 deputies go for the security detail, and the cost for that is already added in. Also, for events at places other than the Convention Center, there is mileage attached to that. In reply to a query from Commissioner Richard Howe, the same is charged whether the security request is in the City or out in the County. Whoever puts on the function pays for it. Regarding a deputy out in Baker preparing to retire, Sheriff Watts will discuss this with Millard County, UT to see if their new deputy might be interested in filling the Baker vacancy. Sheriff Watts continued through the line items: Office Supplies are at \$9,500 and he is looking to increase that up another \$500. Travel/training just for Patrols is at \$11,250 and he's increased that up to \$12,000. He did note a reduction in Medical Exams from \$10,000 down to \$9,000. Radio repairs/maintenance and ammunition remain the same, and he noted tazer cartridges are included in the ammo line item. There is an increase for gas/oil from \$53,000 up to \$55,000, but he felt that amount would cover the need. Auto repairs/maintenance, however, go up every year, given the aging fleet and Road Dept. costs. Commissioner Richard Howe felt a private vendor should be looked at rather than the County, as it could be cheaper. There was a discussion of mechanic work; Commissioner Carol McKenzie advised someone is needed who could repair emergency vehicles, they are different from other kinds of vehicles. Director Frances advised that under Payroll a ½-time position was added, the ½-time Mechanic, who would be shared with the Fire Dept. in providing such services. Chairman Gary Perea added that if we share our services with other counties, that amount could go down as well; Director Frances noted that would be based on our negotiating agreement terms, and a contract with other counties is a possibility. Sheriff Watts, however, was looking to promote an in-house employee for that task, as she noted. There followed some discussion and questions posed which were pertinent to whether the suggested ½ time Mechanic for emergency vehicles might be viable. Lastly, discussion of replacing patrol cars was addressed; Sheriff Watts advised there are roughly 20 on the road currently, of which 5 are over 101,000 mileage. He will break down the costs per vehicle needed to keep the fleet on the road, per query of the Board.

SHERIFF – DISPATCH/JAIL

For Dispatch: Sheriff Watts advised there are changes in equipment over \$10,000; for example, their radios are getting old and having problems. He will discuss this with the Tribal Police and Shoshone Tribe to see if we could get a joint agreement with them. Nothing is shown in equipment for Dispatch; he advised it would be just under the General Repair/Maintenance line item.

For the Jail: Everything remains the same except for Repair/Maintenance, which he is requesting an additional \$500 above the \$4,500 in there. He explained the door hinges will need to be replaced, for example. He is now having the prisoners purchase their own meals out of the Commissary; they aren't supplying lunches on weekends; and other cost saving methods. The cost per meal is \$1.50, and they average 45-50 inmates per day. Inmates also pay for their own sheets, towels, etc. at the Commissary. He explained how the Commissary works; basically, the inmates pay for everything up front. Water/sewer was taken from \$6,000 up to \$7,000. He added that we have contracts with the City for law enforcement, but there is also a Municipal Court in the Public Safety building that we are paying for, besides those rooms' utilities. Commissioner Laurie Carson suggested perhaps an exchange in costs with the City could be done in lieu of water/sewer charges; perhaps we could get an exchange with them for heating/cooling costs.

SHERIFF – CORONER

Sheriff Watts noted everything remains the same in this budget.

SHERIFF – NARCOTICS TASK FORCE

Sheriff Watts advised this is funded by grants; per query of the Board, he will check with Lincoln and Eureka counties to see how their costs are handled. He is requesting \$500 for clothing and equipment covering special detail work, otherwise their normal clothes/uniform isn't covered. Operating Supply has dropped to \$200. Per query from Director Frances, there is no projection available regarding revenues for next year. Under Youth Drug Prevention, Sheriff Watts advised that money went towards microscopes for the students, in connection with drug education. He has yet to receive a response regarding Kid Drug Prevention education, however.

FIRE PROTECTION

Director Frances explained there is 1 budget for the General Fund, and 1 for the Fire District; she noted the figures for each and proceeded down the list of line items. In reply to her question as to if there is a list of equipment that is being planned to sell, WPC Fire District Chief Brett Waters noted 2 items have been listed. While it is unknown if they will sell, Director Frances can do an augmentation to the budget to provide for those revenues, should that occur. Chief Waters discussed the expenditures portion of the budget: He noted the salaries of our firefighters and EMTs are the lowest paid in the State, and cited salary studies that are available to illustrate that. If we decide not to hire a ½ time Mechanic to take care of emergency vehicles, a portion of last year's budget could be perhaps used to help cover raising up some of those salaries. For grants, he cited the Stryker equipment, POOL/PACT assistance, Risk Management, etc. in order to better care for emergency patients. The Stryker match would be \$30,000, half of the \$60,000 cost. Emergency Management grants will be the same as for last year. EMS transport is looking for some additional funding, and we may be eligible to receive \$100,000 in connection with that. He added that if a no-cost mutual aid agreement could be done, it would cover the potential to cover the Blue Diamond and Mineral Heights areas; perhaps a new station in that area, and that possibility has been discussed. It was estimated the total cost of a basic station structure for housing a vehicle, staff, equipment, etc. would be \$140,000. Commissioner Laurie Carson noted that we have both McGill and Lackawanna VFDs; if Lackawanna, which has needed a lot of repairs in the past, was closed

down except for the water to be used in fire emergencies, would it be possible to relocate a new station closer to Blue Diamond/Mineral Heights? Chief Waters felt this could be discussed at a later date. Commissioner Richard Howe left the meeting at 11:00 a.m. Chief Waters is working with NDF regarding the Wildfire Program; they have a new formula and a new chief, and the new formula has received tentative approval. That would result in a significant reduction in the amount the County pays to participate in that program. He also felt that if that goes forward, we could reduce the \$1 million Catastrophic Fund by half; he would recommend keeping \$500,000 in there for the Fire District, though. Commissioner Richard Howe returned at 11:03 a.m. Chief Waters proceeded down the list of line items, and noting among other things that he is sharing some of the 24/7 contract services costs with EMS and that amount would be going down. As to purchasing equipment, he felt nothing new would be looked at but rather used equipment in excellent shape to help our work force, and realizing some savings there. Director Frances clarified that requests represent \$120,770 of expenditures over projected revenues. She noted this isn't a balanced budget, and we need to see how to accomplish that. Chief Waters noted that a lot will depend on how the Commission wants them to do their equipment repairs/maintenance, which he felt is "just delaying the inevitable." He will work with Director Frances to obtain more exact figures brought out during the discussion.

EMERGENCY MANAGEMENT

Chief Waters noted there was a change, an increase for facility repair/maintenance, to help share the cost of the elevator at the EOC. He explained that the State is charging us additional monies to test our elevators, so the cost is being shared among Fire/Office of Emergency Management/EMS, everyone who utilizes the elevator. He added everything else has been covered by grants.

EMERGENCY MEDICAL SERVICES

Chief Waters cited backup materials on the Stryker grant and contract services. He explained eDispatch is their backup paging system; Interspec is their backup for monitors, etc. He proceeded down the list for the Board. There were 2 corrections noted: RAM was \$8,000 but the actual was \$3,000; and the 24/7 Fire/EMS was taken down from \$2,200 to \$1,100. Director Frances noted that as this isn't a sustainable budget, she would like to see how we can work with other agencies to get our figures down. Chairman Gary Perea commented it would be more manageable if Medicaid was paying like they're supposed to. Commissioner Laurie Carson advised NACO is sending a letter to the Governor requesting no more unfunded mandates coming down to the counties. Chairman Perea noted perhaps we could work with the Park Service on some funds for their use of the ambulance; there's a lot of services going on during the summer at Great Basin National Park. Also, Chief Waters has requested Nye County to provide us with a proposal regarding the services we provide for them.

At 11:16 a.m., Chairman Gary Perea recessed the meeting for a break. The meeting was reconvened at 11:27 a.m.

11:00 AM – 12:00 PM – ELECTED OFFICIALS

RECORDER

WPC Recorder Martha Rivera Sindelar advised she's left everything the same in her budget, with no changes from last year. Director Frances added that with the reduction in staff in the Treasurer's Office, the Recorder is helping them by providing interim control. She explained that one of the deputies goes over to the Treasurer to help them balance their books on a daily basis; Recorder Sindelar noted it seems to be working out well. WPC Treasurer Catherine Bakaric noted the morning is crucial to do the closeout, and there was an incident where the Deputy Recorder was a big help when the Treasurer's office was

lacking personnel due to illness. Recorder Sindelar reviewed the Technology Fund and Mining Map Fund for the Board, noting the Technology Fund is designated per NRS for recordings. Also, her map fees are building up; she explained how Social Security numbers must be redacted off of documents—another unfunded mandate—and she had to pay \$5,000 for the software to get that in place. Some images are in hardbound books, some on microfilm, and some on computer, so she's been saving some monies to pay for that as at this point it is unknown how far back she will have to go with the redacting. She has taken it back to 2007, she noted for the Board. Therefore, her map fees are looking like they may be utilized for that expense.

COUNTY COMMISSIONERS

Finance Director Elizabeth Frances advised that regarding Salary/Benefits, only the 5 Commissioners were included in that. The amount also reflects the elected officials increase per NRS, as of July 1st; she noted if anyone wishes to waive that increase they should submit a notice to Human Resources. Director Frances continued that the NACO dues would be going up, but the exact amount is unknown at this time; it was explained the dues are based on revenues and population, but also a percentage of the amount received from PILT. Commissioner Laurie Carson noted that is different for each County, as it depends upon the value of the land. The amount was \$14,022 for this year, and Commissioner Mike Coster felt we could add \$3,000 for now until the exact figure is presented. Director Frances advised she had also upped the Contingency Fund so we could actually leave NACO's amount as is, and take it from Contingency as needed. The Chamber of Commerce dues were felt to be a bit high. Regarding Travel, there is the potential for 3 new Commissioners and it was generally agreed that NACO does provide some training for new Commissioners. The Travel budget for the Board was pretty lean, it was noted; as both sick leave and longevity are out of there, it only represents what's mandated by NRS to leave in. Commissioner Mike Coster noted that a fair amount of work in the EDC Office was on behalf of the Commission, prior to the shift of duties to the Clerk's office; he wished to recall that for the Board as we are looking towards the EDC function in the coming year. He wondered if we should reallocate some of those costs to the Commission, since a significant portion pertained to Commission Administrative duties. Director Frances indicated that if something from EDC should be included in the Commission budget, she would need to know what the Board felt would be appropriate; the Board will get back with her on that. She also pointed out that the advisory boards were always taken care of by the EDC staff, that task was never put into the Commission office duties. Regarding Postage, it was noted that cost was very minimal; most of that amount is spent mailing out the agendas.

CLERK

WPC Clerk Nichole Baldwin is requesting a promotion for a Chief Deputy Clerk; that Clerk is currently half-time Clerk and half-time Election duties. She recommended leaving that as is. Director Frances noted that wouldn't change her overall budget, but the request to promote was included. She will obtain the cost information pertaining to that promotion to the Board. While this request had been presented last year, it wasn't felt to be appropriate as this Clerk was the newest employee in the office. Also, since all 3 Court Clerks are equal in their abilities, Clerk Baldwin felt it didn't seem equitable. Now, however, she felt would be a good time to promote this Clerk to a supervisory position. Other than that request, nothing really new is being presented, just items that are intended to keep the Clerk's Office compliant with NRS and Supreme Court requirements, records retention, etc. Travel was kept the same as for previous years, although it was noted the Court Clerks went to Las Vegas in October 2015 for Court networking training. ADS Services are down per the letter received from ADS, and included in the Commission packets. She did include \$800 for what she expects ADS will be charging her for their services. Director Frances clarified for the Board that the Clerk's AS400 is different from the others in the Courthouse as it is specialized for judicial clerking. Clerk Baldwin also addressed the County Code; she

contacted Sterling Codifiers and was told other counties have a more interactive, online version. The new version is reputedly user friendly and contains links; it would cost \$1,500 to upgrade, and Clerk Baldwin felt it was warranted and would be more beneficial. There was a suggestion to use the Clerk's Technology Fund to pay for the County Code update; the Board agreed with that. There was also an item of \$473 in a small fund that that will be placed into the fund for Equipment Under \$5,000; it is hoped this amount will be utilized and then that small fund could be closed out.

ELECTIONS

WPC Clerk Nichole Baldwin advised that overtime hadn't been budgeted last year; this is an election year, and overtime will be incurred during Early Voting and on Election Day. She explained that Early Voting is open from 8 to 6 Monday through Friday, and from 10AM to 2PM on two Saturdays. The Election Days are often over 18 hours; she advised that machine setup and teardown accounts for the longer hours on that day, over and above the 12 hours that the polls are open. She felt whatever was used in prior years could be a good baseline, and perhaps augmenting the budget could be done if needed. Commissioner Richard Howe added that more time will be used during this year as Presidential Elections are taking place. Director Frances asked about mail-in precincts; Clerk Baldwin advised we use the same amount of election workers as before with respect to the machines, assisting voters, etc. She noted that Dominion is the voting machine company, and we could find out if there will be any figures changing with respect to using their machines. She added all of our machines are aging, we got them all at once and they could all go down at the same time. She felt they might last another 2 elections; also, the State isn't interested in helping any of the counties with funding for some newer equipment, either. If we were to go to all mail-in precincts, though, it would take more time to process ballots in her office. There was some discussion of upgrades and if they might be required; electronic pollbooks with signature pads, for example, are options at this point. Washoe County uses them, though, and they report they are great. Clerk Baldwin is thinking of easing into the upgrade in order to reduce our total cost in the future; she picked a couple of pieces of equipment to upgrade at this point. There is a problem, though, as our tabulation software doesn't work on the older laptop, so a new one is being requested. Clerk Baldwin also advised the Board that a petition has been filed to open up the 2014 election, as some people feel fraud may have occurred in the 2014 Primary, specifically concerning Niger Innis and Mike Monroe. She personally doesn't feel we will find anything in the outcome; if, however, it is discovered fraud did take place, it could change the entire State's outlook on using Dominion machines as it would point to their software/hardware as the reason. The timeframe has legally passed, however, for her to open up the 2014 election records, so it would be up to the Courts, she advised. It was the general feeling that a new laptop would be in order.

ASSESSOR

WPC Assessor Burton Hilton advised that he's not requesting any new positions, but he is asking for 2 promotions within his office. While those wouldn't take place immediately, he does want that line item to be made available. He noted that those staff changes would result in significantly lower figures than presently show for this year: After the State testing, one employee would move into the Appraiser I position, and the other Appraiser II employee is doing Sr. Appraiser work, and has been doing so since the Sr. Appraiser left the office last summer. He added that the GIS is a very challenging program, and the Appraiser II employee is the most qualified person in the County to work with that program. He is just asking for the promotions that he has already budgeted for. During the discussion, Chairman Gary Perea noted we don't have much choice with respect of the State licensure increase; the other position, however, would be a choice the Board could make, he felt. Assessor Hilton explained that the trainee would require 180 hours of approved training within a 5-year timeframe. Much of the training and experience gleaned would be done on the employee's own time, he noted. It is an incentive to complete

the training and move up, as he explained. The Assessor's Technology Fund could be used to cover the Travel/Training associated with that. Now, the Technology Fund has been decreased from \$150,000 down to \$135,000. He lowered it based on the historical trend and what he felt would be most likely to occur during the next year. It is based on personal property taxes, of which 6% goes into the General Fund and 2% goes into his Technology Fund, per NRS. Additionally, whatever isn't utilized from the Technology Fund goes into the General Fund; Director Frances confirmed this. He is hoping to let this fund grow, which will help pay for some bigger projects in the future. While the GIS system is mandated, he advised it will also be tied into the 911 system. Commissioner Laurie Carson asked about the Miscellaneous line item of \$22,000; Assessor Hilton explained that was based on the prior year's Miscellaneous line item; he noted that fund could be used to replace things that fail in their office, such as a copier, for example. The fund could be pulled from there and placed into another line item, it was explained. The \$20,000 line item is generally used for archiving in both the Treasurer's and Assessor's offices, he noted, since the Treasurer doesn't have available resources to pay for that process.

TREASURER

Finance Director Elizabeth Frances advised that currently the Treasurer plus 1 Chief Deputy and one 1/2 time person are in this office. WPC Treasurer Catherine Bakaric advised that her budget is similar to last years, but she is requesting more for Postage. She added some Travel funds as she hadn't attended NACO for the past couple of years.

DISCUSSION/ACTION/DIRECTION TO FINANCE DIRECTOR REGARDING ITEMS HEARD DURING THE BUDGET WORKSHOP

Finance Director Elizabeth Frances will compile new summaries to present to the Board of everything that was discussed today. She will also research questions that arose during each Department Head's presentation and provide information back to the Board on those.

DISCUSSION ONLY: RECOMMENDATION FOR ITEMS FOR FUTURE AGENDAS

There was none.

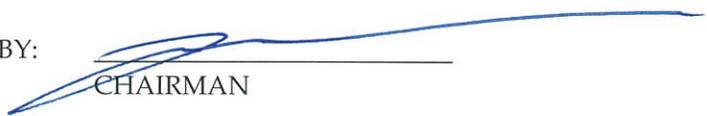
PUBLIC COMMENT

There was none.

ADJOURNMENT

Chairman Gary Perea adjourned the meeting at 12:53 p.m.

BOARD OF COUNTY COMMISSIONERS
COUNTY OF WHITE PINE
STATE OF NEVADA

BY: 
CHAIRMAN

ATTEST:


WPC CLERK OF THE BOARD

