

**IN A SPECIAL MEETING OF THE WHITE PINE COUNTY COMMISSION HELD ON MARCH 5, 2019  
IN THE COUNTY LIBRARY CONFERENCE ROOM IN ELY, NEVADA**

The Following Were Present:

County Commission  
Richard Howe, Chairman  
Travis Godon, Vice-Chairman  
Ian Bullis, Commissioner  
Shane Bybee, Commissioner  
Steve Stork, Commissioner  
Nichole Baldwin, Clerk of the Board  
Susan Lujan, Deputy Clerk

County Officials

Elizabeth Frances, Finance Director  
Tim Bunch, Human Resources Director  
Catherine Bakaric, WPC Treasurer  
Burton Hilton, WPC Assessor  
Martha Rivera Sindelar, WPC Recorder  
Scott Henriod, WPC Sheriff  
Carl Gregory, Emergency Management Director  
Tim Regan, WPC Fire District Chief

Also Present

There was no public present.

\*\*\*\*\*

Chairman Richard Howe called the meeting to order at 8:30 a.m. Commissioner Steve Stork led the Pledge of Allegiance.

**MOMENT OF SILENCE/SILENT INVOCATION**

This was duly observed.

**PUBLIC COMMENT**

There was none.

**BUDGET WORKSHOP**

**FY2020 BUDGET WORKSHOP/DISCUSSION/POSSIBLE DIRECTION – REVENUES, CENTRAL SERVICES, PUBLIC SAFETY, AND ELECTED OFFICIALS**

Finance Director Elizabeth Frances explained the process of the budgets to the new Commissioners, noting that she must use the Nevada State Dept. of Taxation figures, based on the numbers generated from our Assessor and other sources regarding tax revenues. Each Department discusses their needs and issues before the Commission, which information is gathered and instrumental in the budget decisions. She noted the tentative budget must be adopted by April 15<sup>th</sup>; a public hearing will be held in May, and then the final budget is adopted and forwarded on to the Dept. of Taxation.

**BUDGET OVERVIEW, DISCUSSION OF REVENUES AND CENTRAL SERVICES**

**FINANCE**

Finance Director Elizabeth Finance noted that nothing new is being requested; the personnel remains basically the same. They are asking for digital scanners to be concurrent with the implementation of Tyler Technology; documentation can be stored digitally, going largely paperless, and going roughly 80% paperless in Accounts Payable. They are requesting 18 scanners, which she described briefly. In reply to a query from Commissioner Steve Stork, Director Frances indicated they are looking at color rather than black-and-white as markups will be easier to see. They are also exploring different options, such as multiple page feeding rather than single page. Human Resources Director Timothy Bunch asked if the scanners could be used for uploading personnel files as well; that way, we could go digital in that office and replace 9 file cabinets. Director Frances will discuss that possibility with Tyler Technology and also look into the scanner costs. Commissioner Shane Bybee commented that getting rid of paper file cabinets would be great, allowing for much needed space. Director Frances continued her review: Travel is down, the times it is increased is during the Legislative Session years. She indicated that meetings are done online rather than in person, whenever

possible. For Contract Services, she advised that although ADS will begin to decrease we'll need to keep the server for historical record data, as she explained. She added that the IBM server that supports ADS will also be going away. The Tyler support agreement is for \$18,235. Also, OPEB used to be done every 3 years, but now it is every 2 years, plus an interim period in between, which is included.

### **HUMAN RESOURCES**

Human Resources Director Timothy Bunch noted that during the transition between him and the former HR Director, the overlap wasn't budgeted, but he did a recalculation as noted in the backup. He noted that there could be an increase in the cost of Medicare as that issue is going to the Legislature; the impacts to the County as a whole is a concern. He has no increases, and has tried to keep things flat, other than the step increase. There was a slight increase in legal advertising, and he noted it was difficult to gauge what that would be with the turnover in the County. Also by using social media, the Reno Gazette, and other sources we get into a larger newspaper for coverage, but then he emphasized the social media as well. He projected another \$500 above last year's costs; he hoped there wouldn't be too many position turnovers next year. Director Bunch noted an increase in Supplies; he's going through lots of paper and creating many forms, Job Descriptions, etc. with the goal of more consistency throughout the County with those. Based on POOL/PACT recommendations he will be getting a certification during this next year; they assist with funding as well for the training. Under Travel he included NACO, and noted he would like to go to those annual meetings. Chairman Richard Howe asked about webinars rather than travel; Director Bunch noted that some can be done online, but for the most part he would need to attend training sessions in person. He did attend an online presentation of the NEOGOV program, which would cost \$10,000. If the program for tracking/evaluating our employees, ENCODE, doesn't work for us, he would propose the NEOGOV instead. Finance Director Elizabeth Frances noted there are some issues with our Personnel Policy regarding drug testing. Random drug testing was stopped due to budgetary constraints, as she explained. We could uphold the current policy and look at the drug testing to be done by the HR Dept. instead. Director Bunch added that he's looking into the WBR Hospital Lab costs with respect to the drug testing, versus going through the Sheriff's Dept. Director Frances advised she's looking into TELEDAC which is a program which allows online access with a Physician so people wouldn't miss work for a clinic office visit, for example, and she thought this might be a good option to provide to the employees.

### **INFORMATION TECHNOLOGY**

Director Frances advised she's been asking for a new IT position for several years now; this Department is understaffed for the need, and there's no time to address issues when they arise. She continued we're looking to expand GIS utilization as well, and that support will require expertise. IT Specialist Jennifer Farnworth needs help in the day-to-day requests from different departments with specific needs (Public Safety, Judicial, etc.); this would be an IT Technician rather than an IT Engineer, she clarified. The Overtime would also be increased from 80 to 80 hours; but when Public Safety goes down after regular work hours, that would be a callout of 2 hours Overtime. She added that Ms. Farnworth does her best to minimize the callout costs. She budgets IT Countywide and as time goes on, the requests come in affecting the IT needs for each Dept. She balances the budgets and can see where those costs historically go. Director Frances did note that the Sheriff's Dept. is asking for a new Dispatch system though; the current one is ready to crash, and that would be a special IT task requiring both new hardware and software, integration into the 911 system, etc. Under Contract Services, she advised that our cloud storage is getting maxed out with respect to data utilization, etc. She is working with BCT on this and we would need additional cloud storage and data on both our East and West Coast servers. She also advised of the goal of keeping our computers 5 years old or newer; monitors are replaced as they die, though. There is some Travel and Certification training and testing, which is normally done online. The balance of the \$1 million initially budgeted for required needs in order to replace the ADS technology, she felt wouldn't need to be fully utilized. The long-term needs would be the fiber solution into the new Justice Center as well as in the existing Courthouse and Library; and recabling of the existing Courthouse, to provide better utilization of our bandwidth. She will also look into the e911 figures.

### **COOPERATIVE AGREEMENTS**

Director Frances advised the interlocal contract with the City of Ely for Animal Control goes up 1.5% annually. She also noted that prior to 2008 the County was required to provide PERS subsidy and also a portion of the State employees', as she explained; there were other categories as well which she briefly noted, such as Legal Advertising, Landfill, Billing Surcharge, Telephone, Internet, certain State Assessments, and others.

### **MISCELLANEOUS EXPENSES**

This includes such things as transporting trash bins for travel to Baker for community cleanups, etc.; generally this category is for small services without having specific line items. She indicated such things as the Master Insurance Policy (a 5% increase there), unemployment insurance estimates, insurance deductibles, some aquatic expenses, etc.

### **TRANSFERS**

Director Frances indicated that 80% of our Net Proceeds of Minerals is dedicated to the SB 74 Justice Center Fund, but until an estimated figure is known that figure can't be plugged in. She cited the Task Force, Victim/Witness Services, Justice Court House Arrests and others under this category. She noted that the Road Dept. wants a new employee; normally they pay for that and then the amount is transferred into their budget as a revenue source, which keeps those costs centralized.

### **CONTINGENCY**

She reported that \$37,365 of this fund was spent as of the last Commission meeting; she recommended taking this amount up to \$175,000 for next year. She explained for the new Commissioners that this fund is only utilized to move budget items to the proper area where it will be spent.

### **PUBLIC SAFETY**

#### **Sheriff – Administration**

WPC Sheriff Scott Henriod advised this covers himself and his Administrative Assistant; he's not asking for too many increases this year. Dues/Publications have been increased in order to keep up with the new NRS going into effect. Finance Director Elizabeth Frances advised that wages are going up and retirement is going down, as the County isn't required to pay for that for the Sheriff.

#### **Sheriff – Detective**

Sheriff Henriod advised there are two positions; one is currently vacant but will be filled shortly. He explained one Patrolman will be moving into the Detective position. He noted the Detective's vests have now expired; they run from \$800-\$1200 each, and he used the higher figure in his estimates. There is a grant to help pay for the vests which he will apply for, but it only covers 50% of the cost. Medical Exams increased slightly to keep from going overbudget on those; they are required by law, he noted.

#### **Sheriff – Patrol**

Sheriff Henriod noted there were some increases in this budget, including new vests and 2 new Patrol vehicle requests to replace one that was totaled (hit a deer) and the other blew an engine. Although there are 4 vehicles that are no longer safe due to mileage accumulation, he's just requesting 2 this time. A very basic patrol vehicle runs from \$30-35,000, and this doesn't include the lights, radios, etc. He is also asking for a new line item, Indigent Tow Fund, in the amount of \$2,000. He provided a scenario whereby a vehicle is seized for searches and the car is left in the impound for years; it's on hold until the tow bill is paid, and we only have 2 companies in town for towing. The vehicle is released only after their bill is paid. If no one returns to claim the vehicle, that isn't fair to the towing companies. This new fund would help pay them and then a lien could be put on the vehicle so the person reclaiming it would pay the Sheriff's Dept. instead of the towing company. Sheriff Henriod continued that they would like a new digital video camera for their interviews; right now they just use body cams, and the quality is poor. New first aid kits in their vehicles have become depleted and new ones are needed. He noted an increase in Forensics; we have a contract with Washoe County but this last year it was discovered they don't cover all aspects and so he has had to go elsewhere for poison research/-testing, for example. Sheriff Henriod is also requesting we look into a School Resource Officer again for this year, noting that person would be essential in our schools to deter problems. Finance Director Elizabeth Frances noted there is some legislation regarding School Districts being responsible to hire those officers; she will look further into that. Sheriff Henriod continued that there is a new module in their new Records Management System; it's an automatic ticket writers' grant, and he's pretty confident we would receive that grant. For a nominal fee of \$1700 we would receive that module and we could move forward with obtaining the grant either way; he added the grant would be at no cost to the County.

#### **Sheriff – Dispatch**

WPC Sheriff Scott Henriod advised things in this fund remained fairly status quo, with the exception of the Radio Repair/Maintenance line item. He explained that Dispatch has a ZTRON system that operates all their doors, does the radio, etc., and acts as the main hub for the Jail/Dispatch area. One tower had gone down and it was repaired for just over \$5,000; he wants that amount put into that radio repair/maintenance system. He also noted that the Contract Services increased in order that Sierra Electronics would do a radio maintenance program, which program and

cost would be split among the Sheriff's Dept., the Road Dept., and the County in general. \$3,300 would be the Sheriff's Dept. portion of that cost, he noted. He continued that the Dispatchers went through Emergency Medical Dispatch training and all have been certified; he wants to see the police side of that training module be done as well. He added that the POST Dispatch training module was also approved for online training and the Dispatchers would be certified from that as well. Finance Director Elizabeth Frances advised that Cpt. Jaime Swetich and Sheriff Henriod are working on alternatives for their hardware/software licensing quotes. Sheriff Henriod obtained a quote from Sierra Electronics and he noted Mr. Rory Jackson had also gotten a quote but that isn't forthcoming right now. He did advise that under their long-term needs, the quote is \$50,000 short for Sierra Electronics. A new Dispatch center would cost \$150,000; however, the service agreement is \$10,000/year just to provide the service. It was noted those figures don't include the GIS component either, that is just for a "bare minimum" Dispatch center. Director Frances assured the Board that if the Sheriff does get a new Dispatch system, it would be integrated into the new Courthouse.

#### **Sheriff – Jail**

Sheriff Henriod advised that bulletproof vests are needed for the Jail employees; he cited shanks that the Jail inmates have managed to craft in the past. Increases are also needed for Medical Exams and Prisoner Meals, noting it's unknown how many inmates they will have. A new dedicated Jail vehicle is also needed, in order to transport inmates from the prison to the current Jail; it would cost roughly \$46,000. In reply to a query from the Board, Sheriff Henriod advised they currently utilize a small van for picking up meals at the prison, and it must be kept sterile for that purpose. There was a short discussion regarding the differences in the vehicles' interiors for each of those purposes.

#### **Sheriff – Coroner**

Sheriff Henriod noted this fund is doing well, it can remain status quo for now. Although it's impossible to estimate how many autopsies will be needed during the year, he isn't requesting an increase in funds.

#### **Sheriff – Narcotics Task Force**

He advised there is a vacancy they are trying to fill; there are a couple of applicants they have currently going through background checks. He explained about a grant from the Federal Dept. of Justice (JAG) that we receive, plus monies from Lincoln and Eureka counties to help support the Task Force. Bulletproof vests for the two officers were included, as he noted earlier. Finance Director Elizabeth Frances advised she had discussed the possibility of prefunding the Narcotics Task Force for a year with Sheriff Henriod; if we prefund them there would be some consistency for those officers so they would want to remain on board. Sheriff Henriod recalled that the Trump Administration had held the Federal grant monies back, but that the County Commission had graciously paid for them. He added that if the JAG grant ever went away we could still assure our officers that they could be sustained for one year, at least.

Sheriff Henriod voiced a concern regarding the testing process for employees; it takes 3 months to get a Deputy all the way through the tests that are required. Unfortunately, they are often also being tested for employment elsewhere. The problem lies with the insurance; he has had people turn us down because they couldn't afford to work and still keep their family on the insurance plan we offer here. He requested the Commission to review some of the benefits we have and see what can be done to help keep people here. Director Frances indicated we are actively negotiating with the Sheriff's Employees Association and this is one of their items to be discussed; Sheriff Henriod was unaware of that.

#### **Emergency Management**

Director Frances advised this consists of 2 funds, the General Fund (which pays a portion of the Director's salary and some miscellaneous items) and the Grant Fund, which includes multiple grants. Emergency Management Director Carl Gregory advised the biggest difference from last year is \$5,352 in salary/wages. Everything else in the operational budget remains the same, except for moving around some line items; one example of that is moving Electricity into the EOC Operational Costs, since the Electricity fund wasn't fully utilized since last time. There has been heavy utilization of IT with our computers and phone lines. Director Gregory made a list of different things that are needed at the EOC, such as one door that doesn't lock properly and needs to be repaired/replaced. If he can pull monies from the grants received that wouldn't adversely affect the General Fund, he will do that. He's been working with the State regarding some grant funding; they would like to retrofit our EOC, as he briefly explained to the Board. Director Frances has a concern regarding cutting back on the Electricity line item and felt we could have a shortfall with that; she will discuss this with Director Gregory and return with a different solution. She also referred to a Personnel Work Sheet handout and cited a new "Grant Writer" position being requested. He currently pays for an Administrative Assistant 5 hours/day from a grant; it isn't working as well as it should and he is looking to increase the time for this person in order for them to devote proper time to the various tasks required. He emphasized that a Grant Writer is really needed here in the County, and he wants to move this Administrative Assistant position into more of a grant writing position. Grants are needed for Emergency Management, Fire, and Police; and as part of the grant requirements there is also fiscal management involved. Commissioner Ian Bullis cited a gentleman who approached the Board

recently to state he's opening a grant writing business; Director Gregory noted that the fiscal management isn't normally taken care of by grant writers, "once the grant is written they're done with it." He continued that he just applied for a grant and commented that once we put in for something, we hope it is repeated; that's where the grant management comes in. By obtaining a County Grant Writer, the burden would be lifted from the Treasurer, Fire Chief, Sheriff's Dept., etc. Chairman Richard Howe noted that while his idea is a good one, the grant writer would be under the supervision of the County rather than a Department Head. Commissioner Steve Stork would like to contact Mr. Eric Lawrence, the person who is starting his grant writing business, have him come here and explain exactly what he does.

### **FIRE COMMISSION**

Finance Director Elizabeth Frances advised that both Fire and EMS were combined under this heading; she cited the backup documents for the Fire District first. She noted that she had taken the County contribution up by 3% so the figure \$408,645 is on the revenue side of the Fire District under Intergovernmental Revenue. WPC Fire District Chief Tim Regan approached the Board.

### **Fire Protection**

WPC Fire District Chief Tim Regan advised that as he's only been on board for 3 months he's slightly at a disadvantage, but he's learned much about the budget and worked very hard to come up with something sensible and operationally feasible. He noted that some Fire Chiefs in the past had just added stuff to every line item, and there was no evaluation as to if we were spending the money correctly. He is requesting to increase the EMS billing person to full time so she can also perform other duties as a Management Assistant, which she hasn't been able to accomplish due to lack of time available. He continued that position will need to be reevaluated in order to achieve full performance in the job they were hired to do, as well as to expand their duties. Chief Regan added that her position may be going away on the other split time position in the Treasurer's Office, and we need to look at that as well. The second position he wishes to hire is a Fire/EMT person; there are many hours being expended in Overtime, and having an additional person on the team as a floater would be more efficient and save money as well. Finance Director Elizabeth Frances clarified that he is requesting 2 new positions that were included in the Salary/Benefits; the new Firefighter would be coded under the Fire District portion and the additional hour for EMS billing services, as she explained. The day for that employee would then be split 4 hours each to EMS billing and Administration. In reply to a query from Chairman Richard Howe, that person would be funded through the Fire District, between Fire/EMS. The Administrative Assistant to Emergency Management would be the new position title. Chief Regan commented that it would be charged from 18-33% of our revenues to manage ambulance billing through outside costs. This way we would have control; we could generate our income to utilize it and can manage it at our discretion. Director Frances also addressed the stipends; those are included under Payroll, not as a separate line item. Chief Regan would like to pick a leader in the VFD, give them a \$5,000 stipend and let them handle some responsibilities and make decisions to make things operationally a better place. Right now, he reasoned, we give the stations a \$5,000 allotment but then the Fire District still pays for everything that they need. He suggested paying each of the VFD Chiefs \$1,000/year for expenses; while that is a relatively small amount, it could still be worked out so benefits would be to the District as a whole.

### **Emergency Medical Services**

WPC Fire District Chief Tim Regan advised that in this budget, auto repair is quite underbudgeted for the 42 pieces of apparatus the District has. Maintenance, on the other hand, is overbudgeted, as he explained. Commissioner Steve Stork commented that he likes Chief Regan's foresight, and asked about the EMS volunteers who actually respond to those calls? He would like to see more recruitment done. Chief Regan agreed and suggested some incentive program, setting thresholds, etc., could be done; he agreed we need to move forward with that. Director Frances clarified that a transfer in from the ad valorem tax is shown as an estimate based on last year's figures, until she gets the amounts for this year; she noted the amount could change. Chief Regan noted Travel/Training remains the same, and although it seems low we could leave it status quo for now. Under Contract Services, he noted that comprises EMS Software, eDispatch, website hosting, contracts for monitors and defibrillators, and the elevator service, which is the most expensive service; it is necessary due to ADA requirements. He continued to list the equipment and apparatus replacements needed, such as a Water Tender for Cherry Creek Station; they have none, and they must rely on McGill. He wants to see an ambulance back into the Ruth Station; that ambulance could also go west on Highway 50 towards Eureka and help to cover that area. Another Hot Stryker System would be good in the Lund Station; it's a motorized system that would help reduce injuries when lifting and transferring patients, as he noted. Chief Regan also listed an ATV Off-Road Response Vehicle; he cited that GBNP could have driven one 2 miles in to get someone out last year if we had had one. The total for these items he cited as \$181,000, and he emphasized they don't have to be new; good, used equipment would suffice. Under long term needs, he noted that a new Type 3 Wildland Fire Engine at an estimated cost of \$400,000 would be reasonable; we would get \$150,000 reimbursed from that. He added that a new

ambulance pumper, which combines an ambulance module with a small pump and tank would be good, so that just one vehicle could handle an incident out there if necessary. SCBAs need replacing, as well. He felt we should have a Joint Fire Prevention Campaign with the City of Ely; it would take some time to process, but he'd like to split the costs for that down the road. The Cherry Creek Station should be either relocated or renovated; there are good people there, he commended them, as they do answer many calls on Highway 93 and have gone all the way up to Elko to facilitate those calls. Another item would be the Hemp Farm; they're talking about a joint training effort with their security officers to provide that kind of relationship with the County. He continued to relate other increases in his budget for the Board, noting they are all priority-based items.

## **ELECTED OFFICIALS**

### **Commission**

Finance Director Elizabeth Frances advised she had met with Chairman Richard Howe to develop this budget, and noted there aren't many changes. Office Supplies were reduced by \$100.00; Postage was increased by 10%; Travel/- Training has gone down; Dues/Publications will have some increases there. For Contract Services she noted ADCAP is in there as it covers music that's played in our County buildings (such as phones that are on hold, etc.). She did advise a decrease in wages as the new Commissioners aren't eligible for longevity, but there is an increase in Health Insurance due to a former Commissioner not wishing to have it.

### **Clerk**

Director Frances advised this budget is in the General Fund; there are no changes in the non-Payroll expenses but there is a request for a new position, for which justification is showing many reason why this job is necessary. She continued that the Clerk has been utilizing Community Service people to help with some tasks. While they can do some filing, the outcome isn't always perfect and has often resulted in more work in the long run; Commissioner Ian Bullis noted there could be some liability to the County in that event, and she agreed. WPC Clerk Nichole Baldwin advised that last year the voters passed automatic voter registration; therefore, unless someone opts out, everyone will be automatically registered to vote. One problem she noted is that she won't be able to prove that someone is trying to vote but is not a U.S. citizen; that will increase her office workload tremendously during elections. Just having to process those and also in sending out many mailings with incorrect addresses—due to people not informing of their updated addresses—will be a time-consuming task. The law for cancelling a registered voter is very tedious; she explained we have to wait 2 years plus 2 Federal elections before we can even remove them from the voting pool. In the meantime they will be receiving absentee ballots, etc. As a result of these problems, but certainly not a solution, "same day" is now being pushed by the legislators. They want people to be able to register up to and on Election Day, which means more poll workers, more hours, and someone devoted strictly to registering voters in her office will be needed. They are also looking at extending early voting hours to 6 days/week; they want to include Sundays, and the hours up to 8 pm instead of 6 pm. She noted that is what the Democratic Party is trying to get passed. Commissioner Steve Stork commented that would be "enhanced voter fraud." Commissioner Ian Bullis noted that will double our number of voters and also required Postage to send out pertinent forms would also be doubled. Finance Director Elizabeth Frances advised there is a second budget for Elections, for the Board's information. The additional hours required would only be during those years in which elections are held. Commissioner Bullis noted the Clerk's Office might need this person whether the voting proposals go through the Legislature or not; Clerk Baldwin agreed. She added that there is also a bill pushing for election security, meaning more testing of the voting machines and enrolling personnel in cybersecurity classes. They are also looking to combine City/County elections; she noted while that wouldn't necessarily increase the workload, there would be more ballot styles to contend with, which would entail increased office supplies and more of an operating budget for elections. Clerk Baldwin added that there will also be a Notary in her office, which is a huge need in the Courts; that person is just waiting on the required paperwork, the class has already been completed. She continued that there will be more demands on that person with meeting the public need; we have lots of demand for notary services in the Courthouse! Chairman Richard Howe understands these needs, but he also noted we will have many other Department requests; the Commission is just trying to narrow things down to the 2020 budget time. Clerk Baldwin clarified that the Primary Election will be in June 2020. Director Frances noted that this position was included in her budget but also pointed out that the Clerk will need assistance with not just Elections. Clerk Baldwin cited the recent medical emergency which would have left her office closed, and the Clerk's Office is mandated to remain open. She continued that for Travel/Training, SOS and CFOA meetings are necessary for the Legislative years for all the Nevada County Clerks to attend. NACA is an incentive meeting for her staff to go and learn about changes in the courts, and to learn and compare procedures with other Clerks throughout the State. She is also requesting to have 2 of the workstations in the Clerk's Office to be replaced as they have been having issues constantly. Under long term needs,

Clerk Baldwin noted that the ConEx is maxxed out; with the direction we're heading into the new Courthouse project, we will need to bring the contents of all those files with us. One possible solution she's been looking into is to have high density filing for the "teensy storage room" she was assigned in the new Courthouse Complex. She brought pictures of file shelving on rails; they move around like in a laundrymat for easy access. She noted that would still leave some room for growth. In reply to a query from Commissioner Steve Stork regarding electronic storage, she advised that we've done as much as possible but the Judges require the Courts to keep paper files. However, the new software, through Pioneer/Benchmark, could make going paperless more realistic, as she explained. She also advised that the Judges have requested her to ask the Commission to hire another scanning firm to do a complete scan of our cases; she's working on a quote for that. Commissioner Ian Bullis noted that perhaps other storehouses offsite could be built or modified in order to keep files better accessible. He has heard of such storage methods, whereby well-organized and secure companies can keep hard copies of files. During the discussion, Director Frances suggested asking the Judges for a statutory reference as to how and why paper files must be stored. Clerk Baldwin also noted that it would be more convenient to hire a scanning company, but this extra position could be someone who could also take on that duty as well; she added this was one of the goals she had in mind when she first became the County Clerk.

### Recorder

Finance Director Elizabeth Frances advised of the 2 funds associated with the Recorder's Office; the General Fund and the Recorder's Technology Fund. WPC Recorder Martha Rivera Sindelar advised she's not asking for many changes. She deducted \$200 from Postage and increased her Microfilm Services/Supplies. She noted that eRecordings have reduced the Postage/ mailing out documents. They are required to keep their records on microfilm, and she had reduced that fund in the past, taking from the Map Fund to pay for it. From her Recorder's Technology Fund, she purchase a new microfische scanner; her annual support for the contract on that is \$1,544. For the new Commissioners, she explained that the Tech Fund is comprised of \$5 kept out of the \$35 general fee for recording various documents. Her Mining Map Fund was increased to \$1,000; she explained that she had just gotten in 396 new mining claims. She also takes her Travel out of the Mining Map Fund as well, which she noted is allowed per NRS. She usually attends the CFOA meetings, plus the State Recorders meet in the Spring, which would probably be in Tonopah this year. Her long term need is for an additional vault in the back. Director Frances indicated that if there are special funds for elected officials to utilize, they must be budgeted for, per NRS. If the money is not budgeted, she continued, then they have to wait until the next fiscal year. Also, she explained how interfund loans are done and how they are repaid. It is also possible to pay via Contingency, if there is a line item in their budget for that. Director Frances commended Recorder Sindelar for being very frugal. There was some discussion regarding storage; her office has bound books and microfilm dated from May 1979 to 2003, and after that they are on computer. She clarified that microfilm is required for all of their documents; in addition, they are required by law to keep maps that are 24x36. She added that they often have many tables being used for research and maps in their Office, at any time. In addition, Recorder Sindelar noted that her staff is still assisting the Treasurer with counting cash in the morning; she explained why that is being done, as part of the Cash Handling Process that was upgraded as an internal control per our auditors, Hinton Burdick. Recorder Sindelar also asked if the Board could please look into more affordable family rates for insurance.

### Assessor

Per NRS, it was advised the Assessor's office operates from the General Fund and a special revenue fund as well. WPC Assessor Burton Hilton noted that this year he reduced his budget by \$250 and noted that he's trying to align his budget with what they actually use. Also, they're doing more duties now that hadn't been done in the past; this has made the office more efficient and team-oriented. The biggest difference, he continued, is that he works alongside his staff, and not just as an overseer. Through their combined efforts last year, he's returned \$75,000 back into the General Fund. Right now they are doing software transition; he is requesting to promote an Appraiser I to II, which is a natural progression and this is warranted. His office requires a license to work there; he explained how this person has fulfilled all the requirements to become promoted. There will also be a retirement during FY 2020-2021. He is asking to hire a GIS/IT person; he explained they need another staff person so that they can do more in-house. He would pay for ¼ of the IT position; that person would also perform the GIS function. Assessor Hilton explained that GIS takes much time, and his limited staff can't take on more GIS duties. He provided a handout showing that every Nevada county above us has their own GIS person on staff; everyone below us contracts out for GIS. He is also requesting that the County change the Ordinance to move the County workweek to a 4-day schedule; he noted the School District has been implementing that successfully. That would also allow the public to receive services outside of their normal work hours. He has polled the County Departments and the majority would be in favor of this. He added that it would be very beneficial to his office since it takes much time to travel out to different sites. In addition, Assessor Hilton listed some

reallocations that he did within his budget. For the long term, he advised that the Assessor's pickup is 10 years old and would need to be replaced within the next few years; he noted that it's a 2009 Chevrolet.

For the Assessor's Technology Fund, he advised there are certain limits as to how it may be used; but he can assist other Departments, including the Building Dept. He included everything in his budget in the backup so the Board could see how his budget is being spent. He continued that we have a great need and opportunities for uses of GIS in the future, but we would really need someone trained and dedicated to that. It was noted that the Road Dept. is moving forward with e911, etc., as well as other items; GIS is a tremendous tool for them, as well as other Departments, to be able to utilize. Finance Director Elizabeth Frances explained that for the IT full time person, they would assist with GIS and social media, and be paid  $\frac{3}{4}$  from the General Fund and  $\frac{1}{4}$  from the Assessor's Technology Fund. The GIS function would then be removed from his office so they could focus on their assessment work. Commissioner Shane Bybee agreed the GIS needs to be done. He also liked the 4-10's work week that Assessor Hilton suggested; a County Ordinance would facilitate that, and it could change the work times for elected officials as set forth in the NRS.

### **Treasurer**

Director Frances advised that Recorder Sindelar's staff provides segregation of duties for counting cash with the Treasurer; in addition, her budget is in the General Fund. WPC Treasurer Catherine Bakaric apologized that her backup materials weren't included in the workbook and provided a handout. She noted her budget isn't that different from last year; there was an increase in Postage for \$100 and Travel was decreased. She explained she wouldn't attend NACO but will go to the GIOA and CFOA meetings. She added that the ACTN meets during those meeting timeframes so she wouldn't have to be away from the office at two different times. Her long term needs are similar to the others, such as she does need additional storage space. She advised that the State does accept microfilm, but no flash drives or disks, for storage. Chairman Richard Howe asked if we could perhaps divide up a building and have it dedicated for storage for these different Departments. Treasurer Bakaric noted there are different things that need to be stored in her office, such as the maps needing to be stored in the Recorder's office. She felt that both she and Assessor Hilton could share some storage space; he nodded assent. Chairman Howe agreed that more storage space is needed, and perhaps we could build one on existing County property or even utilize buildings that we already have for that purpose. Director Frances advised that it would be better to have a storage facility as opposed to using storage space in a building or office; there would need to be more controlled access, no public coming through, etc. She did like Clerk Baldwin's idea of the rotating shelves for files. Commissioner Steve Stork commented that we could lobby to change the Legislation pertaining to storage. Treasurer Bakaric continued that she would like to change Clerk Lori Wines from  $\frac{3}{4}$  time to full time, which would bring her staff levels up to what she had when she originally took over the office. She advised that she would need someone to cover the office full time when people are out on vacation, out sick, attending meetings, etc. If she only has a part-time person, like now, that person is the only one in the office, which is not good for safety reasons, and it makes it difficult for them to be able to take breaks. She noted that she could close from 12 to 1 for the lunch hour but she doesn't, as she didn't think would be very feasible. Also, if something complicated should arise and you need to get something but there's only 1 person in the office, it could be difficult if they are tied up on the phone, etc. As to her long term needs, she felt scanning records and making them available on the website would be a great option for taxpayers to be able to do their own research. She noted that her duties have increased while her staff has decreased: She does the ordering, balancing and payments on all the County credit cards, and they've also taken over payments on personal property in the Assessor's Office which also helps him keep his staff levels lower. Also the Recorder's office helps to count their cash, but that was for internal controls, she clarified, and strictly for auditing purposes. The good news there is that "we finally got rid of the audit finding" from several years back. She agreed that the ADS conversion is taking much time; she explained how that also affects her office. There are 2 new software programs coming in that no one in her office is familiar with; that poses another problem, when would there be time to train on those and yet still have office coverage? She is also going to have a Notary in her office, plus managing the debt associated with the new Justice Center Complex that she will need to learn. WPC Clerk Nichole Baldwin advised there are a couple of bills in the Legislature that could increase the reporting on GID's; this would shorten the tax sale process by being able to declare a property abandoned. However, it would also mean more tax sales and related work involved there.

### **Elections**

Finance Director Elizabeth Frances advised this is in the General Fund. The wages are in addition to the normal Clerk duties, it was noted. WPC Clerk Nichole Baldwin is not asking for many changes; she thanked the Board for increasing her Postage fund and she felt the current amount should be sufficient. She wants to keep Travel for attending Election workshops, SOS meetings, etc. The Overtime for \$22,000 she wishes to keep in there for the next election cycle. She is requesting more voting machines and one more ePoll Book, which would cost \$17,750, due to the



increased amount of voters we will potentially have. Director Frances indicated our IT Engineer is normally on standby on Election days, in reply to a query from Commissioner Ian Bullis. Chairman Richard Howe asked about mail-in ballots; Clerk Baldwin advised she had looked into that and it could involve filing petitions, collecting signatures, verifying signatures, and the requirement of 150 voters or less in a single precinct. Commissioner Steve Stork noted that Secretary of State Barbara Cegavske is very much against mail-in voters. Clerk Baldwin advised that the new voting machines definitely have some glitches but they largely performed as expected. She explained the issues that arose that she was able to work out during the last election. She reiterated that the 5 new voting machines and printers cost \$17,750, which doesn't include ePollbooks from VOTEC. If certain Legislation passes, she noted, we could get rid of VOTEC and end up with another new voting program to replace it. The long term for the Election budget would be an Election Room closer to the new Courthouse, as the current Election Room would be impractical once we are moved into the new Courthouse. There was a brief discussion regarding location and climate-controlled storage. There was a possibility that Legal Advertising would increase, but that would depend upon the ballot questions, as she explained.

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

There was a brief recap of what Finance Director Elizabeth Frances will be doing in response to today's discussion.

**PUBLIC COMMENT**

There was none.

**ADJOURNMENT**

Chairman Richard Howe entertained a motion to adjourn the meeting at 12:15 p.m. Commissioner Steve Stork made the motion; Commissioner Travis Godon seconded. Motion carried.

BOARD OF COUNTY COMMISSIONERS  
WHITE PINE COUNTY  
STATE OF NEVADA

BY:

  
\_\_\_\_\_  
CHAIRMAN

ATTEST:

  
\_\_\_\_\_  
WPC CLERK OF THE BOARD