

IN A SPECIAL MEETING OF THE WHITE PINE COUNTY COMMISSION HELD ON MARCH 6, 2018 IN THE COUNTY LIBRARY CONFERENCE ROOM IN ELY, NEVADA

The Following Were Present:

County Commission

Richard Howe, Chairman
Shane Bybee, Vice-Chairman
Carol McKenzie, Commissioner
Gary Perea, Commissioner
Steve Stork, Commissioner
Nichole Baldwin, Clerk of the Board
Susan Lujan, Deputy Clerk

County Officials

Jennifer Farnworth, IT Specialist
Kathy Ricci, Human Resources Director
Lori Romero, Library/Sr. Center Director
Elizabeth Frances, Finance Director
Desiree Barnson, Social Services Director
Bernadett Sena, Public Health Admin. Assist't.
Stephen Bishop, Ely Justice of the Peace
Steve Dobrescu, District Court Judge
Catherine Bakaric, WPC Treasurer
Burton Hilton, WPC Assessor
Megan Pekuri, Juvenile Probation

Also Present

Travis Godon

Mike Wheable, District Attorney
Scott Henriod, WPC Sheriff
Martha Rivera Sindelar, WPC Recorder
Lynette Gust, Juvenile Probation Officer
Tim Woolever, WPC Fire District Chief

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Chairman Richard Howe called the meeting to order at 8:00 a.m. Commissioner Shane Bybee led the Pledge of Allegiance.

**PUBLIC COMMENT**

There was none.

**BUDGET WORKSHOP**

**FY2019 BUDGET WORKSHOP/DISCUSSION/DIRECTION – REVENUES, CENTRAL SERVICES, PUBLIC HEALTH INCLUDING SOCIAL SERVICES, JUDICIAL RELATED SERVICES, PUBLIC SAFETY AND ELECTED ADMINISTRATIVE OFFICES**

Chairman Richard Howe advised that he understood why the Budget Books weren't distributed earlier, and noted that the Finance staff worked long hours to get these done; but he added that it is on today's agenda to discuss the items. If someone would rather take another day to review, that may be done; the Board saw no reason to table this for another day. Commissioner Steve Stork added that some people have traveled into town for this today. It was also confirmed that the budget will be on our agendas from now until May.

**8:00-8:30 Budget Overview, Discussion of Revenues and Central Services**

Finance Director Elizabeth Frances apologized for the large documents and small print! She advised these are the three departments that affect all the others in the County; they allocate to other departments for services they provide. The first three worksheets in the binder show the list of Road Dept., Indigent Fund, Aquatic Center, and others affected by the allocation; the pages after the list indicate how those allocations are made and how much goes to each Department. The Insurance allocation was first; she noted the amounts are based on percentages. Commissioner Steve Stork asked how the Fire District is allocated, since they have a separate Insurance policy from the County. Director Frances advised that in order for her to allocate, an interlocal agreement would be required with them in order to do that; she just can't charge them at this point in time. Commissioner Gary Perea asked if there's a way to document Human Resources' time spent on each Department; Director Frances noted that would necessitate time tracking in the HR Dept. Human Resources

Director Kathy Ricci indicated that would be difficult in the budget process. Director Frances noted the same would be required in the IT Dept., and it may not be the most efficient use of time in order to do that. Commissioner Carol McKenzie advised that Lund Town Council has never utilized the HR or IT services. Director Frances noted McGill Town Council has an allocation as they employ seasonal Park workers, plus the IT Specialist assists in their Senior Center there as well.

- Finance – There's a huge increase in Salary/Benefits due to the request for a Grant Manager, included for the Board's consideration. Office supplies/Postage has been increased; the Department is going to new accounting software, which requires new check stock. The Equipment would be for a chair, desk, etc. for an office for the Grant Manager, which wouldn't be needed if that person isn't hired.

- Human Resources – Human Resources Director Kathy Ricci noted there wasn't much change from last year, but she did add a request for a part-time Administrative position to assist with the HR record-keeping and filing. She noted her request for a County Manager is also included. Director Ricci advised she's turned in her resignation so after July 1<sup>st</sup> the Salary will change, depending upon what the Board wants to do. Director Frances advised the Board that she had factored in Director Ricci's retirement since she was made aware of that previously. She also commended Director Ricci with respect to our health insurance rates, since she had personally talked with some of our retirees and thus helped hold down our budgeted insurance costs. Director Frances also noted a mandated State assessment which will be affecting our County Officials. Director Ricci added that if the County decides to hire a County Manager, some of the HR functions will be going away, just for their information.

- Information Technology – Director Frances advised that we had set aside the \$1 million for the ADS conversion; she felt \$500,000 would be sufficient to cover our hardware/software conversions, due to the Assessor and Treasurer Technology Funds which will help carry us through. She continued that we are looking to see upgrades for the E911 system, and it is included in the budget under Public Safety. She did feel that we could wait another year while we work out the software details on that, which will cost \$1,110,000. She added that the server needs upgrades for emails, specifically for archiving, which is also included in that figure. Director Frances cited "open.gov" which integrates financials; that would allow the public to peruse the County's financials, acting as a web portal tool to engage the public. However, she would like to wait until all our new software systems are in place first. Commissioner Shane Bybee felt that with all these new systems getting into place, he'd like to see it be pushed back another year; Director Frances agreed. She noted that March 2019 is the goal date for "going live." WPC Clerk Nichole Baldwin added that her office's ADS conversion software is roughly the same timeframe, about 12 months; Voter Registration should take around 6 months.

Director Frances noted that Public Health is under Tab 4 in the Budget Workbooks. She verified the various statistics as well as the State mandated services in this budget.

#### 8:30-9:00 Public Health

- Public Health Nurse – Administrative Assistant Bernadette Sena advised this budget was kept the same as for last year; she came on board last October, and while she has kept this status quo, there might be some changes for next year. She noted that she uses the State budget first, and then if necessary goes to the County's allocation. Finance Director Elizabeth Frances advised that the Family Plan Services Grant will be part of her budget, and they're getting that program up and running. Patient tracking software is currently being reviewed in the District Attorney's office. Director Frances continued that she's been working with the Hospital getting the APN in place; that position is still open. Assistant Sena advised that there is an APN coming in once a week to do family planning since we have a grant for that. Once the grant is completed, however, all the patients will have to be transferred; they are trying to avoid that. She also reported we're getting someone in 2 days/week, plus a Nurse Practitioner from Elko and then another one may be coming in perhaps locally. Director Frances explained that the ability to treat minors without parental consent is involved with the Family Planning Services grant.

- Social Services – Finance Director Elizabeth Frances advised this fund has its own ad valorem rate, and there's over \$1 million in there currently; it's expected to have \$1.5 million by the end of the fiscal year. Social Services Director Desiree Barnson is also using as much grant money as possible before utilizing County funds; however, if we do have big medical claims, there's nothing we can do about that, we are still required to provide indigent services. Director Frances is recommending we combine several related funds into just one, but we would still need to identify which ones would be for indigents. Director Barnson advised she needs a copy machine for her office, as the old one requires much servicing; she did note she had overestimated the quote for that at \$6,000, but the toner and upkeep is included. They purchased their current copier in 2009, she added. At this point Director Frances advised there have been 5 different requests for new copiers in the budget; she is looking for a group deal at the best price, she informed the Board. Director Barnson continued that she increased her Postage fund due to their senior programs now being up and running; there was an increase from 21 to 49 seniors, and she's mailing out vouchers for those. She increased Equipment Over \$5,000 due to a van request, which would help with the Ely Bus. She reported that our new 20-passenger Ely Bus is now being built, but they need an extra daily run from Ruth and Ely; the van would assist with that, and also perhaps could be utilized in the outlying areas to bring the people in to Ely for their medical services. Director Frances added that the old bus will be scrutinized to see if it could be put up for auction or not. Director Barnson noted the cost of the van is \$50,000 with a local match of \$10,000; the FTA grant is for \$40,000. She continued that due to the new drug testing requirements with respect to the Road shop, the FTA grant would be for operations to help offset some of those testing costs, and that includes the Ely Bus. Director Frances felt we shouldn't have to increase our budgets by 4.5% yearly, as our revenues don't come in that high; she is looking to see the NRS changed on that. Director Barnson noted that the CSBG grant will be funded the same as for last year, and donations for the Christmas program also remain the same.

9:00-10:15 Judicial

- District Attorney – Director Frances noted this is a budget within the General Fund; this includes a VAWA grant as well. The only budget item is a \$10,000 transfer in for Victim/Witness Services, for their phone and office rental. She continued that another grant pays for one of our Deputy District Attorneys, who works with the Victim/Witness Services. Program Director Maxine Lantz has only her budgeted Salary/Benefits; the remainder in her budget will be carried forward to next year, and there are funds to support her position. District Attorney Mike Wheable advised \$17,000 was budgeted for Witness Fees due to a couple of murder cases, but one was resolved yesterday which reduced that figure to \$10,000. He noted we also have a Civil Deputy, so there will be a higher cost for the Travel/Training expense which he explained; the line item funds are being rearranged to help accommodate those needs. He added that training has historically never been a priority in the D.A.'s office; however, he feels we need to have the best trained attorneys available in that office. He continued that they're also taking on more Natural Resources issues that Deputy District Attorney is doing, as well as work with upcoming nuclear waste/storage matters. D.A. Wheable noted there should be an actual reduction this year in expenses: About \$2,000 savings in Payroll expenses; Contract Services for their Case Management System, which was over \$13,000 but he didn't pay the increase due to renegotiations and cutting some services from that contract. Next year he felt that would cost roughly \$9,000.

Later on during the meeting, D.A. Wheable requested the Board revisit his budget. He advised that the D.A.'s mandatory duties include the Public Administrator, which is different from the Public Guardian. If someone dies in the County and there's no family member to clean up their home and property, his office has to do that, as he's the ex officio Public Administrator. While it's not a high priority, he continued, we're still liable as a County if those assets aren't protected. So then he has to go in, inventory everything and secure the residence; this means any guns, wallets, dead people's belongings for decades, and sometimes that even includes animals. D.A. Wheable continued that a storage unit had been obtained for a decedent, since our ConEx's are full; however, that is cost prohibitive and if he can't administer the estate due to various reasons, it remains his office's responsibility to protect those assets. He would suggest purchasing another ConEx box to help with this problem and to secure the property, but it is unknown how much that would cost the County. Perhaps a one-time purchase could be done this year, was his recommendation. In reply to a query from Commissioner Shane Bybee, D.A. Wheable explained that if there are assets which may be liquidated and sold to reimburse the County

for the time spent on the case, that is a possibility, but it all depends on the estate. If there's no family, the proceeds of an estate sale go to the State. He did note that Deputy District Attorney Bryan Pyle is researching how we could possibly hold a huge sale to get rid of some of that. While this is part of the D.A.'s office duties, he concluded, there are no funds/manpower to do it right.

At 9:16 a.m., Chairman Richard Howe recessed the meeting for a short break. The meeting was reconvened at 9:25 a.m.

- Law Library – Director Frances noted this fund hasn't changed from last year. District Court Judge Steve Dobrescu advised that mostly computer research is being used instead.

- Justice of the Peace-Ely – Judge Stephen Bishop went first in this group, as he has court to attend to. Director Frances advised he isn't asking for anything other than step increases for the Clerks; there are no special requests at this time. She noted that in his actual wage, this had not followed the other elected officials as they had increased due to the NRS not including his position. It's been several years since that occurred; she added that the decision to increase is up to the Board's discretion. In reply to a query from Commissioner Carol McKenzie, Director Frances indicated that Judge Bishop also has several smaller budgets he is responsible for, which are at his discretion; the Justice Court Admin Fee, Facility Fee, etc. Judge Stephen Bishop advised that while some of those funds can be utilized for courtroom staff, he can't use them for his own chambers. Director Frances continued that the County has been providing a subsidy for the In-House Arrest fund, as the revenues generated haven't exceeded the expense. Judge Bishop felt that was shared with District Court. He moved down the line items for the Board: the new Courthouse, staff education, etc. He added that they use their various funds to take care of some of these needs. Also, he felt the savings would be substantial compared to the In-House Arrest costs, since we aren't feeding or housing them. It also takes awhile to get the bracelets/anklets in, but then the people under House Arrest have to pay for them beforehand. District Attorney Mike Wheable clarified that those are used for the DUI Diversion Program. Judge Bishop explained how some of his fees are split and allocated out for different services. He did note the pro tem fee had to be augmented last year due to the lapse of time between the former and new judges and the need to have one during that timeframe.

- Judicial Costs – Director Frances advised there's a new line item for assistance with paying for a drug counselor. While there are grants with available funding to cover the salary, the Judge wants the benefits to be covered through the General Fund. If the Commission approves that position, it would cost \$27,000. Judge Dobrescu explained that their treatment provider had no training, but now she has a degree and is a phenomenal counselor! He provided a brief history of the Drug Court, which was originally a center gifted by Mr. Norm Goeringer for the youth; some renovations were done just last year. He continued that perhaps our PERS could keep Ms. Amy Adams here without making a huge increase to her salary; both he and District Court Judge Gary Fairman feel that is possible. In reply to a query from D.A. Wheable, Judge Dobrescu advised that New Frontier out of Elko was provided, and we would pay them, but there was quite a turnover until Ms. Adams, and as she's trained and certified, there's no one matching her caliber of expertise. He added that the Drug Court people are grateful for her care and assistance. She gets her insurance from her husband's work at the Mine; Director Frances noted that is a reduction of about \$16,000 for the insurance. As to Ms. Adams leaving for private practice, Judge Dobrescu didn't think that was a concern at this point. Director Frances added that the balance of the budget for Ms. Adams comes out of Drug Rehab, as she explained.

- District Court #1 – There were no changes to this fund.

- District Court #2 – Director Frances noted there was an error in that the Office Supplies/Postage had been omitted; she will include that in this budget. She went through the fees that are imposed and noted it's similar to Justice Court; Juvenile Court Admin Fees, Victim Impact Panel, House Arrest, etc. The funds are dedicated for next year, as she cited from Judge Fairman's letter. It was noted that the Legal Aid Fund is used to assist the attorneys/investigations for the indigent and elderly.

- Bailiffs – Director Frances advised the amount under Equipment went down. Judge Dobrescu noted the Bailiffs got new uniforms last year; also, the radios were "shot" but a place was located in Elko with radios that would be compatible with the Sheriff's Dept. at a reasonable replacement price of \$50/radio.

- Juvenile Probation – Juvenile Probation Officer Lynette Gust advised the only thing that changed in this budget was that a process server has been added in; they’ve “tweaked the budget” a bit but nothing new has been requested or added. It was noted that Juvenile Probation Deputy Megan Pekuri does need a new computer; and they will be needing a new vehicle in the near future. Under Juvenile Court Admin Fees, Officer Gust noted the State funding isn’t used for Rite of Passage; it needs to be changed, and they receive that annually for Counseling purposes, as she explained. Some transport costs come out of that as well, as needed. Finance Director Elizabeth Frances will meet with Officer Gust and correct an error that was noted. Officer Gust also advised they use China Springs Detention Center all the time. There were minor changes in the Salaries/Wages based on the pay scales.

- Juvenile Detention – Director Frances noted the increases with respect to the Elko Detention Center, the drug center and exams. Officer Gust advised the transports have doubled last year, and added that isn’t the norm. When the new Juvenile portion of the Courthouse Facility is built, that should improve the transports slightly. District Court Judge Steve Dobrescu advised that once we have a secured facility here in White Pine, we can hold a youth up to 10 days; additionally, we could discuss a deal with Lincoln County, as they have the same issues we do regarding the kids. He feels there would be a savings realized in the new facility. He commended both Juvenile Probation Officer Lynette Gust and Deputy Megan Pekuri for doing a fine job with making the parents pay for some of the services provided by the County.

- Court Judicial Support – WPC Clerk Nichole Baldwin is requesting additional Postage of \$500.00 due to the legislation recently passed affecting jury pool selection; they’ve added another source to draw from. She continued that we have been sending out 2,000 Jury Questionnaires, but now we’re sending 4,000 of those and we’re getting many of those back. She continued that a small travel budget is also requested for NACCA; her office has been attending those meetings, and her staff has been paying out-of-pocket for that training. She explained that training is very important during legislative sessions; the NRS hasn’t even codified the different legislative changes that are constantly being made and which are effective immediately. NACCA is a way to share information with other Court staff throughout the State, she explained, so we can compare with others “what works and what doesn’t.” She is requesting \$1,700 for her court staff to travel to that training.

As there was some time before the next budget group, Finance Director Elizabeth Frances noted that the Net Proceeds of Minerals are estimated to be high for next year, and she figured there would be over \$1 million for that. Some will be going to the Justice Center, and some towards the Airport Improvements. In reply to a query from the Board, she advised that the Solar Farm funds aren’t earmarked. Also, in reply to a query from Commissioner Gary Perea, the State marijuana regulations don’t help our CTX; all of those revenues are specifically dedicated, but she will research this. Commissioner Steve Stork wants the Energy Choice question placed on our next agenda; he would like us to engage Lincoln County and perhaps the cities of Wells and Pahrump, who are served by rural cooperatives, to also help push the Legislature to exempt us. Director Frances explained that the cooperatives are not exempt, and in fact some of the funds we are utilizing is the \$1 million from the cooperative. If that cooperative dissolves, so will those funds. The Board agreed that this should be put on the next agenda, and perhaps Mt. Wheeler Board Chairman Randy Ewell and/or Assistant Chairman Kevin Robison could come and present to us.

At this time, Director Frances indicated the Public Safety portion of the budget is under Tab 2 in the Budget binder.

#### 10:15-11:15 Public Safety

- Sheriff – Administration – WPC Sheriff Scott Henriod advised there isn’t much budget change, and it’s running status quo. Director Frances noted the large change in Salary/Wages; this is due to 2 highly compensated people who have retired and will be replaced at the lower, beginning wage scales.

- Sheriff – Detective – Sheriff Henriod is requesting a small increase in Travel/Training expense. He also noted the promotion of Capt. Jaime Swetich from Detective to Captain; Rick Ashby was also promoted into Detective and there was some other movement in the Department. Due to this, he continued, there are 2 new Detectives in the Dept. who require training; he cited on Page 4 the training needed in order for the Detectives to

properly perform their jobs, including some investigations, as those are mandatory. Per NRS, he added, training is required to interview kids involved in sexual assault, etc.; lack of specific training under certain circumstances leads to liability on our part if something is found lacking when cases are brought to court, for example. In reply to a query from the Board, Sheriff Henriod advised that Ray Sawyer is a Detective and the other Detective in the Dept. is a Deputy Detective. He explained we've always have 2 positions, one as a Sgt. and the other as a Deputy Patrol, which give us another person on the street.

- Sheriff - Patrol - Sheriff Henriod is requesting increases to a few line items, such as Travel/Training as he noted above, plus for the Coroner's Conference in Las Vegas, for which we send 2-3 deputies annually. That Conference will be going out of State next year, which is sad because our Coroner's fees have been waived by the International Coroner's Association and that won't be here anymore. The extra monies are to ensure we can continue to send 2-3 every year. Medical Exams have been increased, as POST now requires new hires to have a psychological exam even prior to their background check, which is done in Las Vegas. Radio Repair/Maint. Is showing a small increase for those portables, weapons/leather duty gear replacements, etc. Sheriff Henriod has discussed Forensic Services with Director Frances; that fund is saved for major crime investigations, for which we need to call in State agencies, such as the Washoe Crime Lab. One problem he expounded upon is the DNA testing with our Forensic Lab; most of our major crimes include that, which is required, so that contract is nearly \$26,000 annually. Sometimes budget augmentations become necessary, in the event of major crimes. During the discussion, it was noted the new, revised Washoe Crime Lab is so expensive because it does include the DNA testing. He added that we can send up to 5 items per case for the testing; that's included in the contract. Chairman Richard Howe asked about the 2 vacant Deputy positions; Sheriff Henriod explained there's actually one 1 vacancy, which will be filled the first part of April. This will help reduce the overtime, he added, but there wouldn't be a real cost savings there as most of the overtime charges occur when the Deputies are in court. D.A. Wheable noted we're doing many more cases and therefore spending more time in court, but we have no control over that. Director Frances mentioned that she's been approached by the City of Ely to reconsider their contract for this year and future years; the City Clerk plans to go forward with agenda items to try and renegotiate with the County. She noted that would seriously impact our budget; while they pay for Patrol and Dispatch, she has no clear direction on where those revenues are going. She continued that the County negotiated a 7-year contract, based on adjusting their revenues and their General Fund revenues; we negotiated with the intent that was just for police services, and not with the addition of fire/animal control. She added that we had even gone through mediation in order to achieve that agreement. D.A. Wheable advised the agreement was for 8 years, not 7; and basically, he continued, the City is looking for a break in that contract. There was some discussion of what the City's been paying us annually, and that it was a formula. Deputy Clerk Susan Lujan brought up the question of how in the past the possibility had been discussed of other counties sending their inmates to us for "rentals;" it was noted that was a long time ago and that wasn't really viable. D.A. Wheable did point out that in the new, larger facility, with room for growth, perhaps that could be discussed at that time. Discussion turned to how the School Districts are going to "single point of entry/exit," but that redesign for the schools would be cost-prohibitive, as seen with Washoe and other counties seeking to implement. The "armed resource person" suggested for the schools, however, would benefit both the School District and the County as a whole; when school is out, there would also be an extra person available for Patrol. Sheriff Henriod noted that if the Board gets to the point of approving that position, he would be happy to discuss it with the School District, and agreed that would be a great resource for everyone. He added that 1 more position is needed to fill in the Jail staff.

- Sheriff - Dispatch/Jail - Sheriff Henriod took the Dispatch first; new uniforms are needed there, for which he is asking the minimal amount. Travel/Training is also requested for an increase; POST will be launching their Dispatch Academy, which was supposed to happen in January 2018. That training is online and self-paced, with a certificate awarded upon completion. The other training is Emergency Medical Dispatch, and he would like to send 1 Dispatcher at a time to that; he explained there are 2 classes/year, one in Las Vegas and the other in Reno. He explained there would be a benefit to the County by sending them to those. Other items are pretty much status quo.

As for the Jail, a couple of augmentations were noted, one being the Clothing Allowance as their gear and uniforms are wearing out. The vests cost \$800 new for fitted, and \$600 for unfitted. He also cited the

Operating Supplies/Expenses for Inmate Services (such as keeping the cells clean) and prisoner meals, which he feels are overbudgeted for this year. For Travel/Training Expense he is requesting a small amount, trying to get better training for his Jail staff. Sheriff Henriod cited training for PREA (Prison Rape Elimination Act), Record Management Training, Breath Tester Training Certification, and others that we need and how we have to obtain those, as most are available only if we travel to Reno, etc. A minor error for Radio Maintenance Expense was found and will be corrected. Sheriff Henriod later noted that under Operating Expenses, he's trying to bring in a service by WestCare, which does video psychological treatments for inmates that are struggling; for the mentally impaired, incompetent, etc., they can receive some beneficial treatments. D.A. Wheable felt there could be some cost savings there and they could actually get through the system faster. He added that Las Vegas Metro has some really good, similar programs down there that work, and are worth looking at.

- Sheriff - Coroner – Sheriff Henriod advised no adjustments were made to this budget; the only thing that would change is the number of autopsies, which of course we have no control over. He is requesting an increase in the Operating Supplies/Expenses up to \$500.00 due to the need for protective wear required in removing bodies, etc.

- Sheriff - Narcotics Task Force – Director Frances indicated the grant funding for these positions are uncertain for next year; the only revenues coming out of that was the transfer in that the County supplied for this year. Sheriff Henriod advised that we should have received \$30,000 for next year; he continued that Sheriff Logan, in \_\_\_\_\_ County, was our advocate for the Task Force, but he's retiring shortly. It is hoped that his successor continues to support us. He added that a Task Force Officer in Eureka comes over weekly to assist us; however, we are currently at a standstill. He explained that the President has made it an initiative that all sanctuary cities—other than JAG—would get no more funding. Subsequently, we've not received anything for months; Sheriff Henriod advised that we've approached the JAG representative for Nevada, Mike Lambert. He has told us that we applied for \$40,000 during the prior year which, at that time, he felt would be allocated to White Pine County. However, if we do get the \$40,000 and then the JAG funds are released, then the monies would be redacted. He feels we could operate until May with what we have; he added that we might be able to go further along, since one of our Task Force deputies—who had been concerned about the possible loss of his job—transferred to the Jail, into a position that would be open there. Therefore, there's an open position in the Task Force, and he felt we might be able to extend that deputy's funding out further than May with the possible JAG grant coming in. However, he emphasized that he can't imagine what it would be like if we lose our Task Force!

- Fire Protection – Director Frances advised this involves 2 different budgets; WPC Fire District Chief Tim Woolever provided a handout to the Board as she explained. There's movement to combine this fund with an interlocal agreement; she needs to get with the Nv. Dept. of Taxation on how to report budgets there, and will be doing so to ensure these are done correctly. For the actual Fire District, she listed the various revenues and Chief Woolever reported on the expenditures. It was noted part of the Salaries are paid out of EMS. Chief Woolever added onto the Operating/Supplies for a 2-1/2% annual increase; under Travel/Training, he reduced the fund from \$22,000 to \$18,000. He explained that every 3 years the volunteers travel for their physicals, as allowed under the Heart/Lung grant. Some cost savings are actually realized there, as he related. There are no major increases in this fund, although he did increase Building & Grounds Repair/Maintenance slightly. He added that he's working with Public Works Director Bill Calderwood to keep those costs down, and cited the backup materials for what's been accomplished. He added that Heating/Electrical costs have been lowered in different areas.

- Emergency Management – Director Frances indicated there are 2 components to this fund; the General Fund, and also what comes out of grants. The Salaries have portions coming out of grants as well; she confirmed there are adequate funds in this grant to cover Salaries/Benefits for next year. Chief Woolever added there are no real increases there.

- Emergency Medical Services – Director Frances noted there has been a cut back in Salaries from full to half-time, which is reflected in next year's budget. Chief Woolever noted that everything in this budget is flat across except for Medical Supplies, for which he added in \$2,000 for next year. As to the billings for those, Chief Woolever is working with Ambulance Billing Clerk Tracy Woolf on that as there are some Medicare/Medicaid concerns. He felt we'd be better off getting a base rate for those; there are set standards, for only so much is allowed. Commissioner Gary Perea felt those figures might be going up; Director Frances indicated that at the

end of February there were \$201,000 in revenues, and she agreed that would justify next year's projection, which she will review with Chief Woolever. Also, it was asked if there would be money available for a Stryker POOL/-PACT grant; the reply was affirmative, if we are awarded the grant. She noted this could be an automatic augmentation if needed.

11:15-12:15 Elected Officials

- County Commissioners – Finance Director Elizabeth Frances advised their salaries were increased per NRS, which went into effect January 1, 2015; one Commissioner has reached the term limits, and that figure will be changed when that occurs. The biggest change, she noted, is in Travel/Training; traditionally, the Board has been doing their Travel out-of-pocket, and she will discuss this with Chairman Richard Howe. The NACO Conference was budgeted for potentially 2, possibly 1, new Commissioner to attend. She added that there is a Board representative who attends quarterly in person and otherwise by telecom. Director Frances listed various meetings for which travel is indicated, whether in person or telecom. She added 2 trips to the 2019 Legislative session into that budget as well.

- Clerk – Director Frances noted there is also a Clerk's Technology Fund, and over the past years there's been less than \$400 coming in; it's her recommendation to close this fund. Those monies came from late payments, etc., and she's advising to move this into the General Fund as there's not a lot of activity in that tech fund. WPC Clerk Nichole Baldwin advised she's not requesting big changes; however, Postage saw an increase due to a huge increase in mailings. She added this will help offset any budget adjustments at the end of the year. There is a CFOA Conference in Douglas County this year, for which she--plus one Deputy Clerk--would attend. She explained that she is the Secretary for the Clerk's Association and their annual meeting is held during the CFOA Conference. She noted that Conference is a great opportunity for the Clerks to discuss Legislative changes, meet with various vendors, brainstorm issues, changes, etc.

- Recorder – Director Frances advised that this Department has a Chief Deputy and also a Deputy, but both these positions are also shared with the Treasurer. The positions are full time in the Recorder's office, but the budget is transferred over there to assist with internal controls in the Treasurer's office. WPC Recorder Martha Rivera Sindelar explained that her General Fund budget doesn't have many changes; she did put their Postage \$2,500 over to help with their copy machine needs. The Helion conversion is planned to go live in April, and this is also on next week's Commission agenda to approve that contract. She noted that's all in the General Fund. After the conversion, which will be after April 9<sup>th</sup>, they will be done with ADS. For the Recorder's Technology Fees, those were increased in October 2017 from a \$3 to \$5 fee on all recordings except for marriage and financial statements. She continued that their microfiche reader was purchased in 1993, but it's difficult to find toner for it now. The Commission approved purchase of a new reader last year, and hopefully that will be here shortly after the server is moved. For the Mining Map Fund, Recorder Sindelar noted they record certificates for new claims, and explained the difference between a plotting claim and a placer claim. For Travel/-Training, she advised of the annual CFOA Conference and a Recorder's meeting as well, usually held in the Spring. She added that the back office will eventually have an additional vault, as their current vault is so crowded; that's in her budget under Long Term Needs. She added there have been many claims over the past year, which has been a boost to both the Tech and Map Funds.

- Assessor – Director Frances indicated there is a General Fund and the Assessor Technology Fund in this budget as well. WPC Assessor Burton Hilton advised his budget is pretty standard and straightforward; he reduced \$85.00 out of it annually to better align the budget with their costs. He shifted a few funds internally, but nothing significant and no new positions are being requested. For his Long Term Needs, Assessor Hilton advised that their pickup truck is 9 years old and is getting nearer to needing replacement. Director Frances explained that under Misc. Appraisal Costs, the \$2,485 drop was specific to the land appraisals that were done. Also, for the Assessor's Tech Fund, we get 2% from personal property receipts to fund that. All the Treasurer, Building Inspector, and Assessor offices for the ADS conversion is paid for out of his Tech Fund. She added that many of the would-be costs to the General Fund could be put to the Assessor's Tech Fund in order to maximize benefits to the County as well. Assessor Hilton noted that aerial photo flights over the County were reformulated and costs reduced in some areas by getting better photos, but in fewer areas. The Pictometry contract was \$45,000 for the year, but he noted that will vary; he's still negotiating with them on that. He assured the Board



that things have been improving steadily since he came into office. Director Frances noted that Equipment Over \$5,000 for this year will be underspent, so she will shift that fund by reducing for this year and increase next year's budget for that instead. Assessor Hilton noted they are getting closer to their goals "day by day."

- Treasurer – Director Frances touched on Salaries for this budget; for this fiscal year it was increased by ½ a position, to assimilate a portion of the EDC office. She is requesting another ¼ time position in order to bring one of her Deputies up to full-time, as less time isn't working for her Department. She moved the half-time position for EDC duties into the EDC budget, even though it's the Chief Deputy Treasurer, she clarified; so although it's an increase, it looks like a decrease in the budget due to being moved over to EDC. WPC Treasurer Catherine Bakaric noted her budget remains the same; she does want more office space, and a 3<sup>rd</sup> person could fit in there. She's looking to move some permanent, long-term records from the ConEx back into her office in the future. Treasurer Bakaric continued that she got her bond on a 4-year cycle, and as this is an Election year it will need to be renewed in January 2019; the cost will vary depending on if she will need to increase the bond due to the USDA loan. That is being reviewed, and that cost is unknown at this point. She added that a new person coming in would require a new bond anyway, should that occur. Also, she advised that she voluntarily took a cut in her Salary, and with the half-time and ¾-time staff being rearranged, she does need a bit more help in her office. The Treasurer's Dept. hasn't been fully staffed since 2017, and there are many grants from the EDC portion that they took over. She will be meeting with Director Frances in April, after which she will come before the Board and present, concerning the increased time in her office being spent on grants. In reply to a query from Director Frances, Treasurer Bakaric advised the ADS conversion in her office could be done in October 2019.

- Elections – WPC Clerk Nichole Baldwin noted she's not requesting any big changes, for there is \$2,000 being asked for overtime during the Elections as she felt the amount already allocated for that wouldn't be enough. There will be Election Training in Las Vegas this July with the Secretary of State, and she's looking to attend along with her Election Deputy. She explained the Secretary of State would provide lodging and meals, and she's just requesting mileage for this trip. For her Equipment, she related new election machines were purchased and the sellers recommended purchasing a secured rack to allow all of the 5 computer monitors and dedicated hard drives to be placed on that in order to transport them back and forth on Election Day. Also, this server rack would provide the ability to lock up the equipment, as she explained. The computer would be semi-permanently installed in the rack, which she felt would cost roughly \$2,000. Chairman Richard Howe asked if a County car could be used instead, to save on mileage costs for travel; Clerk Baldwin agreed, but sometimes people might want to stay longer for personal reasons, she noted. Chairman Howe noted that's a personal matter.

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

Chairman Richard Howe asked if there was anything else regarding these budgets today; there was not.

#### **DISCUSSION/ACTION/APPROVAL TO BEGIN RECRUITMENT FOR AN ADMINISTRATIVE ASSISTANT POSITION THAT WILL BECOME VACANT UPON THE RETIREMENT OF GIOVANNA JONES EFFECTIVE MAY 3, 2018 AT THE SHERIFF'S OFFICE**

Chairman Richard Howe felt the Board could approve this and allow Human Resources Director Kathy Ricci to start the recruitment. WPC Sheriff Scott Henriod noted that Ms. Giovanna Jones is ready to retire, and he needs to fill this position; they will be requesting internally first. Chairman Howe entertained a motion for approval. Commissioner Steve Stork made a motion to approve beginning recruitment for the Administrative Assistant position that will become vacant upon the retirement of Ms. Giovanna Jones effective May 3, 2018 at the Sheriff's Office. Commissioner Carol McKenzie seconded. Sheriff Henriod will advertise in the County for a week to see what applications are received; if the position can't be filled, then he will go outside. In reply to a query from the Board, he noted that Ms. Jones takes care of Liquor Licenses, garnishments, etc. Motion carried.

DISCUSSION/ACTION/APPROVAL TO ACCEPT THE RESIGNATION/RETIREMENT OF KATHY RICCI, HUMAN RESOURCES DIRECTOR, WITH A TENTATIVE RETIREMENT DATE OF JUNE 8 2018

Chairman Richard Howe advised HR Director Kathy Ricci is beginning the process for her retirement; this is an action that would allow her to do that. Chairman Howe entertained a motion for approval; Commissioner Steve Stork made a motion to accept the resignation/retirement of Kathy Ricci, Human Resources Director, with a tentative retirement date of June 8, 2018. Commissioner Shane Bybee seconded. Motion carried.

DISCUSSION ONLY: RECOMMENDATION FOR FUTURE AGENDA ITEMS

- Finance Director Elizabeth Frances will keep the budget on the agenda for every Commission meeting between now and the final budget.

PUBLIC COMMENT

There was none.

ADJOURNMENT

Chairman Richard Howe entertained a motion to adjourn at 12:02 p.m. Commissioner Carol McKenzie made the motion; Commissioner Steve Stork seconded. Motion carried.

BOARD OF COUNTY COMMISSIONERS  
COUNTY OF WHITE PINE  
STATE OF NEVADA

BY: Richard Howe  
CHAIRMAN

ATTEST:

Susan Lujan, Acting  
WPC CLERK OF THE BOARD