

IN A SPECIAL JOINT MEETING OF THE WHITE PINE COUNTY COMMISSION AND FIRE COMMISSION HELD ON MARCH 9, 2020 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
Laurie L. Carson, Commissioner
Nichole Baldwin, Clerk of the Board
Susan Lujan, Deputy Clerk

County Officials

Elizabeth Frances, Finance Director
Scott Henriod, WPC Sheriff
Tim Bunch, Human Resources Director
Martha Rivera Sindelar, WPC Recorder
Catherine Bakaric, WPC Treasurer
Cheryl McNutt, Deputy Assessor
Elanie Calderwood, Financial Analyst
Brett North, 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 Travis Godon led the Pledge of Allegiance.

MOMENT OF SILENCE/SILENT INVOCATION

This was duly observed.

PUBLIC COMMENT

There was none.

BUDGET WORKSHOP: FISCAL YEAR 2021 BUDGET WORKSHOP/DISCUSSION FOR POSSIBLE ACTION/DIRECTION ON REVENUES, CENTRAL SERVICES, PUBLIC SAFETY, FIRE, EMS AND ELECTED OFFICIALS

Finance Director Elizabeth Frances advised that the Budget notes are self-explanatory; there is also some budget detail in the backup. She explained that the detailed figures add up to the total line items.

Budget Overview, Discussion of Revenues and Central Services

Finance – Finance Director Elizabeth Frances advised there were not many changes to this budget, and the staff remains the same. Regarding overtime, she noted that in all the budgets there wasn't enough information on this or the health insurance/PACT renewal to make any better estimates than what is presented today. She did note that the information will be assimilated when it is received. The Travel/Training line item is slightly up for the additional training in Tyler Technology that is

needed for her staff. IBM still required ADS service for historical purposes, noting that 27 years of data needs to be saved. Commissioner Travis Godon advised Postage should be increased; Director Frances felt that \$2,500 would be adequate.

Human Resources – Director Frances indicated that the only position in this Department is Director Bunch, including salary and benefits. Human Resources Director Tim Bunch noted that his total budget reflects less than a \$500.00 change; that was in the Legal Advertising line item, which he wrote in as being \$3,650. He continued that figure is difficult to predict as it depends upon how many job postings there would be in the County. Running an ad for 5 weeks, plus the job turnover, makes this hard to estimate. It was set at \$2,000, but he felt \$3,650 would be more consistent; he would rather have more in that budget than a shortfall. He added social media is also utilized; JobConnect and the newspaper are his methods of advertising. Commissioner Travis Godon felt online would be more practical than a newspaper, especial with a Tuesday deadline that doesn't always work with our position requirement schedule. Commissioner Ian Bullis suggested a simple note in the Classifieds would be more prudent than a large ad; and Chairman Richard Howe felt that younger applicants would be more likely to look online than read the newspaper. It was generally agreed this method could be looked at for next year. The Travel/Training budget dropped from \$4,500 last year due to POOL/PACT training; it's been submitted as \$3,678. Director Bunch noted he is the Public Risk Manager contact for the County, which he wasn't aware of until recently; therefore, he will be attending the annual meeting for Risk Managers, so that was included in the budget, as well as the certification for Human Resources. He will also be attending NACO and other meetings, he noted. Director Frances indicated that POOL/PACT also provides grants for him to attend some of those training sessions.

Information Technology – Director Frances advised the budget includes positions plus hours for 1 long-term Technician and another Technician paid $\frac{1}{4}$ time from the General Fund plus $\frac{1}{4}$ time from the Tech Fund. This includes work on the website, GIS, support and ongoing projects; this will also entail social media plus the daily ticketing process. She explained the increase from FY2017 to the current year; overtime is included due to the IT staff required to be on-call 24/7, pertaining to emergencies involving public safety. In reply to a query from Commissioner Laurie Carson, there is \$9,026 budgeted in the exempt employees' pay scale for next year. Director Frances clarified while that fund won't be fully utilized, the monies are kept in there to be able to respond to catastrophic events. The Operating Supplies/Expenses are kept in a central location and then deployed out to the Departments as needed, for tools, paper, equipment, etc. for items to be on hand. Computer towers are on a 3 to 7-year replacement cycle for all Departments; the cycle fluctuates depending on the usage of front desk computer by the public, mice, keyboards, etc. The Telephone line item was increased to provide a cellphone for the second Technician, she noted. Other items of note were the conversion of all Departments from ADS; she noted WPC Assessor Burton Hilton's Technology Fund paid for some of that; she estimated \$1 million in that line item, and it appears that will be close to actual. She added that the IT required for the Justice Center must be a state-of-the-art, integrated network, and while that figure is a high estimate it is necessary.

Cooperative Agreements – Director Frances indicated this is for the multiple cooperative agreements with the City. One of these is the Animal Control contract, which increases 1.5% annually.

At this point in the meeting, Director Frances excused herself from the meeting to take a telephone call from the Tax Commission; she returned with the news that they had approved the County's waiver to come off of the guaranteed status. She continued to explain the different cooperative agreements will be heard under the various Department Head reports. She felt everything is going well; no negative feedback had been received with respect to the agreements with the City.

Other Miscellaneous Expense – Director Frances advised of 2 Payroll items under this line item. The first was Group Health Insurance for retirees, that group which prior to September 1, 2008 were eligible for subsidy from the County for life. That figure fluctuates; she felt it could be reduced to approximately \$130,000. She noted that the longer one serves, the higher the subsidy; people can also come back onto the plan after being away from the County, as she explained. The Board felt that \$145,000 would be adequate. The second item was Countywide insurance. She explained that there is no percent of salary for unemployment, but rather general claims are paid; these generally involve seasonal employees. It's based on a percentage of what they actually earn. The insurance deductible fluctuates, and is estimated for the future. Also listed under Miscellaneous are bank management fees; legal advertising; and the landfill surcharge, which is split 50/50 with the City. She noted that drug tests are placed in this budget annually but haven't been used for several years, and she could remove that once confirmation for doing so is received; she added that's currently coming out of the Human Resources budget. The Commissioners agreed the drug tests could be removed from the Miscellaneous Expenses. She continued to note State Assessments are required and we don't get reimbursed for those; also included is the Telephone line item, for which AT&T is an ongoing challenge. She's trying to get with the State on a contract to allow our rates to be lowered, as she explained to the Board. The current figure should be decreasing somewhat, as we will be transferring current phones into the new Justice Center and our current licenses should cover those. Electricity in the outlying areas not covered in a specific budget, such as the Baker Community Building; the Commission has funded those in the past, it was noted. The Internet Access figure is also coming down; she felt it would decrease when the Justice Center comes on in 2021, since we're working to bring in fiber optics. Under Insurance Policy, she anticipated an increase over last year; and for Other Sundry Expense, this was used in the past for dumpsters going to the outlying areas for their special cleanup days, and other relatively small items as needed to assist the smaller communities.

Transfers Out – Director Frances noted that 80% of projected revenues were carried over from last year for the Justice Center; these are recalculated as needed. The Narcotics Task Force was put in for 1 year of funding, in the event the Federal government doesn't supply those costs so we could bridge the gap. She continued to list the transfers for the Board. In reply to a query from Commissioner Laurie Carson, Director Frances noted that the Main Street Program monies are budgeted under Economic Development in the Ancillary Services, for \$15,000 in contributions. She clarified further for the Board that transfers are only for within the County, and payments to outside entities aren't considered transfers.

Contingency – Finance Director Elizabeth Frances advised that last year the County negotiated with the Sheriff's Association, and this year we're negotiating with the Employees' Union, which will come from this budget. She added that while some "extraordinary expenditures" are expected with the advent of the Coronavirus COVID-19, the amount indicated in the budget shouldn't be expected to drop for the time being, at \$125,000.

Intergovernmental Budgets – Director Frances explained these are transfers from Special Revenue Funds to Agency Funds; they will drop to \$-0-. The property tax revenues come in and they are distributed to the School and Hospital Districts, etc.; those are officially classified as Agency Funds.

Public Safety

Finance Director Elizabeth Frances received an email from WPC Sheriff Scott Henriod regarding additional funds to be added to his initial requests; she provided a handout explaining these, such as for radio equipment, etc.

Sheriff – Administration – Director Frances indicated this is for the Sheriff and his full-time Administrative Assistant. WPC Sheriff Scott Henriod advised there's no change in this budget other than in Postage; he's requesting additional funds due to the many misdemeanor trials that must go forward now, with respect to Summonses. He noted it depends upon the number of those trials that we'll be doing in the future; it's difficult to project those.

Sheriff – Detective – Director Frances advised there are 2 full-time positions; one is Sergeant, and the other a Detective. There's no change in the requests for this budget there. The increase is in the overtime, as Sheriff Henriod explained. The homicide rate out at the Ely State Prison has greatly increased, as have sexual assaults, both of which require overtime to investigate those. He continued that interviews must be conducted outside of normal working hours. Currently the Detectives are converting their overtime to comp time; they are willing to do that until the end of the fiscal year. He added during the discussion that whatever crime or homicide occurs in the County, the County is responsible to pay for those investigations. It was pointed out that the prison is a State facility!

Sheriff – Patrol – Director Frances noted an increase in these positions; also, the number of hours is atypical due to different shifts being worked. Sheriff Henriod noted that medical exams are increasing somewhat; and in Equipment Over \$5,000 he's requesting 2 vehicles, plus there's a new Record Management System which is a monthly report of crime statistics. The State has switched to that system; he cited the information in the backup materials. It is mandated that we must be in compliance with this or our Federal grand funding could be in jeopardy. Once the program is actually purchased we will be reimbursed a percentage back based on our population and monthly stats, as he explained. Also, pertaining to the new radio system he is requesting, there was an agenda item at the last Commission meeting on this which had been tabled. He provided a brief history of the radio issues, involving Sierra Electronics' trying to add more channels but we were already at capacity, plus the north end of Ely has very poor radio reception. To fix all this would cost roughly \$10,000, he noted; Commissioner Travis Godon commented that \$10,000 versus not fixing the problem would be a bargain. The Board concurred that Director Frances should prepare an agenda item to address this next time. Director Frances and Sheriff Henriod will work on this with Dispatch regarding the radio issues.

Sheriff – Jail – She advised there are no changes in staff requested. Sheriff Henriod noted that Medical Exams for the Jail have increased; also increased were Contract Services for TeleHealth, the mental health provider for the Jail inmates. We could utilize their iPad free for 1 year; that time has now expired, as it was on a trial basis. We pay for the service when an inmate utilizes it, but now we need to pay for the rental of the iPad as well; it must be under TeleHealth's control. He continued to list other items, such as pest control, as the scorpions are coming into the Public Safety building; Apex

quoted \$750 for 2 spraying sessions. Regarding prisoner meals, Sheriff Henriod would like that budget to remain the same since they'll be moving into a 2-year construction phase. There's an average of 24 Jail inmates, 24/7, but he felt an increase in that figure could occur from the influx of people coming in for building the new Justice Center.

Sheriff – Coroner – While there are no people listed, there are costs related to that office. Sheriff Henriod requesting moving the Auto Gas/Oil line item to the Patrol account instead, as the same vehicle is utilized for transporting to Clark County for autopsies and the billing isn't separated out, it's all billed to Patrol anyway. He estimated roughly 10 trips are made annually, as there are quite a few undetermined causes of death, which necessitate those services. The Board agreed the Auto Gas/Oil line item would be moved into the Patrol account as requested.

Sheriff – Dispatcher – Director Frances noted there are increases in this budget; changes to Salary/Wages, although there are no major changes. Sierra Electronics made a site visit of all radio towers for the Sheriff's Office, EMS/Fire and they sent a bid for all tower repairs, replacement of equipment, etc.; the Sheriff's Office portion was \$20,365. He also explained the Z-Con expense of \$5,000, which was the cost of fixing the catastrophe with the radio system last year. This was placed in the budget this year as a preventative measure, and it could be removed if the Board wished. With the upgrade going forward, he noted, Z-Con may not even be necessary; and it was noted that parts may be unobtainable anyway.

Sheriff – Narcotics Task Force – Director Frances noted this is a grant-driven budget. As noted under Transfers, she reduced it to \$55,000, our normal support; the Federal grant plus other interlocal revenues could pay for this. She advised there are two officers in the Force. Sheriff Henriod advised that he's not asking for any changes in this budget; his officers are dedicated and do a fabulous job eradicating the narcotics here in the County. He will be reapplying for a Federal grant for this during the month.

Emergency Management

Finance Director Elizabeth Frances advised there is \$20,000 in this budget plus fringe benefits, plus the ¼-time Administrative Assistant, which is paid for through Federal grants. There were no other adjustments made to this budget at this time.

At 10:39 a.m., Chairman Richard Howe recessed the regular Commission meeting and entertained a motion to open the Fire Commission meeting. Commissioner Laurie Carson made the motion; Commissioner Travis Godon seconded. Motion carried.

Fire Commission

Finance Director Elizabeth Frances made a copy of the budget for WPCFD Chief Brett North.

Fire Protection – Director Frances noted that funds for MedX AirOne are brought into the General Fund and then transferred into the Fire District, since they are utilizing a County building. The one employee is the Fire Chief; his salary is split ½ EMS and ½ Fire; she noted there's a slight decrease in some of the salary and related benefits due to the recent reduction in force. WPCFD Chief Brett North advised that we need to reinstate the program of having physicals for the volunteers. Liz pointed out the problem of getting the EMTs to come in for their physicals in the past; Commissioner

Shane Bybee noted that the medical exams weren't mandatory, which was the reason. Commissioner Travis Godon felt that we should have it in place and if the volunteers choose not to have them, they should sign a disclaimer, for the sake of liability. The Board felt that was a good idea. Chief North continued, noting that the SCBA and other tests are under contract. Postage is decreasing, and the books/periodicals are going more towards online so there will be some savings there. Fire equipment replacements have been largely taken care of now, so there will be a decrease from last year. During the review of line items it was noted that the radios from the BLM need chargers, mikes, etc.; Chief North did locate 20 batteries (2 batteries are needed for each radio) and chargers that are on their way here. Heating expense will be left the same as for last year, although this year has been warmer. Director Frances is working on the telephone costs, which reflect a big increase. Internet access went up as now it is being providing to the outlying stations; Auto Gas/Oil dropped, due to lack of career staff. Regarding vehicle maintenance, Chief North is looking to do a station at a time rather than looking at the fleet individually; the Board felt that was a good idea. Under Facility Repair/Maintenance, Director Frances noted there was staff at the EOC to clean it; there was a proposal to pay the County \$700/month for the Janitors to keep it clean on a monthly basis. The Master Insurance Policy is expected to go up from last year; she will have better information by the end of this month. The Interlocal Agreement with the City of Ely for services was for \$150,000; Director Frances split it into \$75,000 each for Fire and EMS. Commissioner Laurie Carson asked if we have callouts in connection with the BLM for services; Director Frances responded that this wasn't budgeted for next year, since there's a difference between paid staff and volunteers with respect to callouts. Chief North would like to have a truck made available for the volunteers for this if needed; there followed some discussion. Commissioner Ian Bullis felt we should provide that as well as do some promotional stuff for the volunteers in order to help with this. Chief North explained that for BLM callouts, the volunteers MUST be available for 14 days straight; some volunteers might be able to go out, others not. Chairman Richard Howe asked about possibly leasing vehicles to the BLM, like we do with our water tender? Chief North felt that would be good, noting the BLM no longer has the water tender. Director Frances brought up the subject of stipends; the Fire Commission had asked to pursue this as a possibility, which is why that's in there. Public Works Director Bill Calderwood provided some figures regarding capital improvements for each of the Fire Stations, adding that a water tender is needed at Cherry Creek. It was felt that the McGill VFD bathrooms should have top priority under Capital Improvements. Also, Commissioner Shane Bybee stated our distance VFD's all need water tenders, such as for Baker and Cherry Creek; the Board agreed.

Emergency Medical Services – Finance Director Elizabeth Frances cited the figures in this budget on Page 6 of the Budget report and asked if there were any questions; there were none. She proceeded to list the line items that were increased, such as Auto Maintenance/Repair. As to the Building Repair/Maintenance line item, she noted the age of the buildings come into play here. She reiterated about the City of Ely receiving \$75,000 each for EMS/Fire. In Equipment Over \$100,000, she cited there are funds in there to cover the EMS stipends; in Equipment Over \$5,000 she cited a figure and noted there is over 100,000 miles for the ambulance. A new ambulance would cost \$195,000; the City is proposing to split the cost with the County and make it a jointly-owned vehicle. Chief North explained that the City can't get parts for their ambulance anymore, and they're taking care of the life flights utilizing that vehicle, which drove their request. Commissioner Travis Godon commented, "That's the one that better not break down!" The Board agreed, and Chairman Richard Howe really liked the idea of splitting the cost for it with the City. Director Frances briefly noted that at the moment we have a \$1.3 million deficit, but with the revenues coming in from MedXAirOne, it

will drop to \$1.2 million; she did note that the Capital Improvements Fund is \$1.16 million. While we're spending much of the fund balance, she noted it's for one-time expenditures that are sorely needed. Chairman Howe felt the Emergency Management vehicle is much newer than the one our WPCFD Chief is using and he felt the Board could give him authorization to use the newer Ford truck and keep the other one as a spare. Chief North agreed, but not until he is officially wearing both hats.

Elected Officials

County Commissioners – Both Finance Director Elizabeth Frances and Chairman Richard Howe worked on this. Director Frances noted the salaries/benefits/longevity for the Commissioners; Postage was increased, and Travel/Training was added in. She explained that for the NACO conferences, the newer Commissioners are sent to those and to other meetings that are basically held quarterly. A legislative session is coming up next year, and there's no funding included for that at this point. The Miscellaneous Fund was reduced; there was \$5,000 in there from the extra monies not spent on the Air Race donations, so that's where she put those.

County Clerk – Director Frances advised there's a full-time elected County Clerk, a Chief Deputy Clerk, 3 Deputy Clerks, a Jury Commissioner and overtime being requested. 2,000 hours are being requested in overtime hours as it's unknown when we would be needing it; it was very recently required for the software conversion. It was advised that the Clerk's Office workload has nearly doubled. WPC Clerk Nichole Baldwin added that in order to prepare all the required reports, finish up workloads, plus required overtime when the judges need to hold her Clerks late for trials, and for special Commission meetings outside of normal working hours for a Deputy Clerk, there is an increase in the overtime. She's not requesting any other increases, it was noted; most will remain the same other than overtime. No increases in Postage, Microfilm service/support, or equipment line items. There is an increase in Travel/Training, however, due to Clerk Baldwin being CFOA Secretary and also on the CFOA Board of Directors. There is also a dire need for long-term storage, which she explained; last year she had outlined a high-density storage filing system for the new Justice Center. Director Frances advised that could be included in FY2021. As to the scanning project, Clerk Baldwin reported her office and PDI are working to get files to Reno and back and uploading files to our data base. She commended PDI for doing a great job scanning our older files. She will be reviewing the file destruction process with the judges for the files that have now been scanned in, it was noted, as well as the file retention process which she will be discussing with the State and the judges as well. During the discussion, Director Frances reported engineering services will commence next year to get the Courthouse repaired as needed in order to make room for the Administrative Offices on Rail Way Street to move back into the Courthouse, as the courts will be moving to the new Justice Center.

County Recorder – Director Frances noted there are no changes in staffing here. The Recorder has two special revenue budgets, plus her own Recorder budget. WPC Recorder Martha Rivera Sindelar advised she has no changes to the General Fund. There is one change in the Recorder Tech Fees; a new computer/tower is being requested from that fund, with the cost roughly \$1,200. As to the Recording Mining Maps Fund, this was on her long-term goals to make the back office a vault for her maps, as their current map is getting too small. She added fireproofing will need to be done in there to accomplish that. She related both White Pine Glass and Building Inspector Brad Christiansen had come in to inspect that room; fire-rated windows and a metal door into the office, fire-rated ceiling tiles and fire-rated caulking should be used in the remodel. Cost estimates came in at \$25,000 for those changes. Director Frances added a new copier is also being requested, and an interfund loan from the General Fund could pay for it; the old copier had "blown up!"

County Assessor – Chief Deputy Assessor Cheryl McNutt is present for Assessor Burton Hilton today. Finance Director Elizabeth Frances noted there is a unique request from this office; both Assessor Hilton and Chief Deputy McNutt will be retiring in August, so both their hours and payouts are noted. While there are no plans to promote anyone to Chief Deputy Assessor, it is planned to bring in an Appraiser Trainee; this results in the difference indicated in salary/benefits. It was noted that Travel/Training, such as to the State Board of Equalization, etc., comes out of the Assessor's Tech Fund. It was noted the Assessor can spend monies in his Tech Fund as long as the funds are dedicated; this could be done for purchase of a vehicle in the future. Director Frances noted some of the revenues haven't been received yet, but she will work with Assessor Hilton on dedicating some of those funds. Under long-term needs, GIS was on the list, it was added.

County Treasurer – Finance Director Elizabeth Frances noted WPC Treasurer Catherine Bakaric isn't requesting any changes to her staff; she has no special revenue funds, everything is in the General Fund. She is requesting more Postage, however, due to the higher rates; and also she is looking to get some different storage tubs to store their records as the current ones are getting damaged. More space is also needed to keep permanent records closer in their office; Treasurer Bakaric called Iron Mountain Perpetual Storage and also Record Nation. Iron Mountain only stores digital, however, and she wishes to store her hard copy. Record Nation could do this; however, she would need to have them accessed online, or the hard copy would need to be pulled. Her vault currently stores records from 1911-1978; it would cost \$80 per year to scan + \$100 per year to store = approximately \$4,400 to accomplish that. Commissioner Ian Bullis noted Off-Site Data Depot in Carson City is another possibility she could look into. One other item of interest would be virtual access to her desktop on her laptop, which perhaps could be shared with other County Departments when travelling. This possibility will be researched.

Elections – Finance Director Elizabeth Frances noted WPC Clerk Nichole Baldwin is requesting \$2,700 for additional assistance for a ½ time Deputy Clerk during the upcoming Election season. Clerk Baldwin explained this is due to the legislative changes made in January; this person will mainly assist with the automatic voter registrations, and proper training/procedures are required. She explained her Election's Clerk workload and how it has been increased from the initial ½-time doing Election work, to ¾-time. So both the elections plus voter registration are causing much more work than her office has ever done. Clerk Baldwin added that she's had 2 rounds of interviews and not found anyone suitable yet. She did thank the Commission for giving her some funds in the Travel/-Training budget so her staff could attend the Election meetings; so far she and her Elections Clerk have gone to 2 meetings this year. Everything she needs to accomplish the legislative changes have come out of Contingency; if she requires anything further she will bring it to the Board. She advised her office is doing the best they can to go forward with what they have.

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

Commissioner Shane Bybee felt NNRDA travel funds could be cut back to just one meeting. There were no other suggestions made; Finance Director Elizabeth Frances advised she will bring back the changes as discussed today. Commissioner Ian Bullis made a motion to approve giving direction to Director Frances regarding the items heard during today's Budget Workshop as discussed. Commissioner Travis Godon seconded. Motion carried.

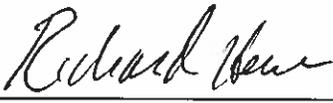
PUBLIC COMMENT

There was none.

ADJOURNMENT

At 12:18 p.m. Chairman Richard Howe entertained a motion to adjourn. Commissioner Laurie Carson made the motion; Commissioner Shane Bybee seconded. Motion carried.

BOARD OF COUNTY COMMISSIONERS
COUNTY OF WHITE PINE
STATE OF NEVADA

BY: 
CHAIRMAN

ATTEST:


WPC CLERK OF THE BOARD

