

Minutes from the March 03, 2020 Commission Meeting

March 03, 2020

10:00 a.m.

Esmeralda County Courthouse

Commission Chambers

233 Crook Ave., 2nd Floor

Goldfield, Nevada

1. CALL TO ORDER AND ROLL CALL.

Delon "De" Winsor - Chairman

Timothy Hipp - Vice-Chairman

Ralph Keyes - Commissioner

Robert Glennen - District Attorney

LaCinda Elgan - Clerk of the Board

2. PUBLIC COMMENT. (Discussion only. Action may not be taken on any matter brought up under this agenda item. It must be placed on an agenda, at a later meeting for action.)

Gina Greenway came up and wanted to give an update on the Visitor's Center. She said they were open 17 days in January and got 47 signatures in the book. February they were open 27 days and got 186 signatures. She said a producer came in and was looking for a mine that he could go underground and film. She said Vera Boyer had come down to the Visitor Center and asked for the volunteer hours and asked again today. She said she is going to use those hours for grants and she knows that only one person can use those hours for grants so she didn't understand why that office needed those hours. Commissioner Hipp said they need it for Workman's Comp information. Gina said Vera did not explain that to her so she wanted to talk to the Commissioners so she will give her those hours.

Patty Huber-Beth came up and she realized that when some of the offices asked for the difference in pay from when we got the raises, they did not get it back-dated. She wanted to get it put on a future agenda to see why that happened. Commissioner Hipp said that was approved. LaCinda suggested that she put it on an agenda so they can look into it. Patty said she will put it on a future agenda.

Sharon Artlip said she got her first load of tires at the car forest and she is thrilled and said she Commissioner Keyes an overview of where they are going to go.

Deven Thackeray came up and asked if the county was looking into the Corona Virus. He wanted to make sure the county has the ability to have the vital people of the county able to work from home. Commissioner Hipp asked Sgt. Kirkland if the emergency team has a plan. Sgt. Kirkland said we have an evacuation plan but nothing about the Corona Virus. Commissioner Keyes said it might be wise to make sure the EMT's protect themselves. LaCinda said we need to think about those office that have to deal with the public.

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Deven said getting the EMTs involved is the wrong thing to do. He said you have to be specially trained so it is something we need to look into. He said we have tours in town with people from all walks of life. He said it is a symptomatic disease.

Sharon Reid came up and wanted to thank Deven and Todd and the County for finally getting gravel for her road over on Blake but she needs to get an agenda for Ron Turner and somehow get his scrap pile still moved out of there.

3. ***RECESS TO ESMERALDA COUNTY BOARD OF HIGHWAY COMMISSION:**

Commissioner Keyes made the motion to recess to the Board of Highway Commission. Commissioner Hipp seconded the motion. All in favor: Motion carried.

BTO

4. ***APPROVAL OF EXPENDITURES.**

Batch 1:	\$39,803.48
Batch 2:	\$4921.53
Payroll:	\$83,614.29
TOTAL:	\$128,339.22

Commissioner Keyes made the motion to approve the expenditures. Commissioner Hipp seconded the motion. All in favor: Motion carried.

5. ***DISCUSSION/DECISION/APPROVAL:** Rejected Vendor Bills from Auditor's Office.
None

6. ***APPROVAL OF MINUTES FROM THE** February 18, 2020 meeting of the Esmeralda County Board of County Commissioners.

Commissioner Keyes made the motion to approve the minutes from the February 18, 2020 meeting of the Esmeralda County Board of County Commissioners. Commissioner Hipp seconded the motion. All in favor: Motion carried.

7. **UPDATE OF CURRENT AND FUTURE MEETINGS AND ACTIVITIES OF:**

Robert Glennen – District Attorney – Union – Judge Lane dismissed the appeal on the union case.

Ken Elgan – Sheriff – not present – Sgt. Kirkland stated the Sheriff is sick.

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LaCinda Elgan – Clerk/Treasurer - LaCinda stated she was in Minden last week for an election meeting and they discussed same-day voter registration, changing how people can change their parties the same day they vote. On-line voter registration and that designated address are going to become an issue in our county and it could prohibit someone from voting. She said we also might need hotspots at the voting centers for internet.

She said the Department of Homeland Security is going to be doing some testing on our equipment.

Ruth Lee – Assessor – not present

Vera Boyer – Auditor/Recorder – nothing to report

Mike Anderson – Goldfield Utilities/Es. Co. Public Works Supervisor (Report Attached)

March 3rd, 2020

Goldfield Utilities:

US 95 Relocation Project Weekly Construction Progress Meeting (Every Tuesday each week)

Weekly Construction Progress Meeting Pump Station/T-Main Relocation (Every Thursday each week)

Goldfield Transmission Main Replacement (Every Thursday each week)

January 30th, 2020: Weekly Construction Progress Meeting Pump Station/T-Main Relocation: They discussed, the three-week look ahead, 1/31- fence top rail install, 2/4 – 10 inch tie in, 2/5- 6 inch tie in, 2/6- Capriati to request substantial completion, 2/7- NV Energy to cut power and 2/11- 10:00am walkthrough and punch list. This walkthrough will include Jensen, BLM and Lee. They had one submittal for review and approval and that was still need signage per tech spec 10400. They took few Bac T samples for the 10” yard piping and all passed and the 6” piping all passed their Bac T samples. Along with the tank as well passed their samples that would complete. Few things they talked about during the meeting are:

Pipe coating: resubmitted new coating for the pipe and appurtenances and manufacturer letter.

Building Door/Lockset Timing: Mike will provide John with a key when the door gets moved with Pump 2 on Thursday.

BLM: Susan will let Wendy know we are going to do the walkthrough on 2/11 if BLM wanted to participate.

Punch List: Oz and John will start working on one probably next week.

Next meeting will be February 6th, 2020.

January 30th, 2020: Goldfield Transmission Main Replacement: They discussed, three-week look ahead, there was no handout this date, we discussed several options and went through several iterations for what is required for getting the project substantially complete by February 17th. During this period of time all of the remaining appurtenant work such as air valves, valve

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collars, bollards, etc. and Line A final connections also need to be accomplished. No field orders/work change directive at this time didn't have any. Other things they discussed at this meeting were the:

Frozen CARV's

Dust – Wulfenstein staying on top of best they can. The materials along Line B dry out faster.

Garbage Pick Up - Wulfenstein is staying on top of that as well.

Broken Fire Hydrant – Mike Anderson looked at it and there's nothing wrong with it.

Rocks – Some of the rocks have rolled under the fence into NDOT ROW, these will have to be pulled back. Mike would like rocks randomly scattered directly over the pipeline.

Next meeting will be February 6th, 2020.

February 6th, 2020: Weekly Construction Progress Meeting Pump Station/T-Main Relocation: No meeting on this day. Next meeting will be on February 13th, 2020.

Our US 95 Relocation Project Weekly Construction Progress Meeting on every Tuesday has stopped until Spring when they come back out to do the last coating on the new highway 95.

February 6th, 2020: Goldfield Transmission Main Replacement: No meeting on this day. Next meeting will be on February 13th, 2020.

February 11th, 2020: Michael Anderson had a walk thru with Susan Dudley, Paul Winkleman, Wendy Seley, Lee Jacoby (Horrock's) and Capriati Construction on the Pump Station/T-Main Relocation, everything looked good and met all the needs for this project to be completely finished.

February 13, 2020: Weekly Construction Progress Meeting Pump Station/T-Main Relocation: No meeting on this day. Next meeting will be on February 20th, 2020.

February 13, 2020: Goldfield Transmission Main Replacement: No meeting on this day. Next meeting will be on February 20th, 2020.

February 20, 2020: Weekly Construction Progress Meeting Pump Station/T-Main Relocation: No meeting on this day. Capriati is finishing up any items left on their punch list and will be done with project soon. The new booster station #2 is done.

February 20, 2020: Goldfield Transmission Main Replacement: No meeting on this day. Will be having walk thru on this project on February 24th, 2020.

February 26th, 2020: MSHA Refresher course on this day, everyone in Michael Anderson's office will attending this class all day, the class was good and got a lot good information from it.

General Maintenance:

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February 10th, 2020: Steven, Gary “Bubba”, Willy and Michael have been removing old equipment from Booster Station #2 all this week, since the old one is completely gone and the new Booster Station is up.

February 13, 2020: Steven, Gary “Bubba” removed the cement mixer and pile of sand from the other side of Esmeralda County Sheriff’s Department and is working on moving the old jail kitchen as well per the request of Commissioner Tim Hipp.

February 24th, 2020: Steven and Bubba washed down the commodities roof building and put new paint on the top so doesn’t leak and fixed all that up for the commodities building.

Update Information:

No current updates at this time.

Ellen Loving/Edward London – Administrative Assistant

Have not received any applications for her position while she is out on maternity leave. She has spoken with LaCinda about training Cheri Bickham on some things in case she doesn’t get any. She said all the Senior Transportation vehicles are up and in good working order. She said she is still working on the A&H insurance issue. She said the senior trans letter went out last week and she is already getting information back on that so we are in compliance on that. She said the group trips are going well.

Sylvia Rich – Public Administrator – not present

Robert Glennen – Public Guardian – nothing to report

Esmeralda County Land Use Advisory Committee

Kenneth Elgan – DEM Coordinator – not present.

Fish Lake Valley Park Board – meeting next Wednesday

Esmeralda County Library Board – next agenda

8. Update of Current and Future Meetings and Activities of Commissioner’s Winsor, Hipp, and Keyes. (This is only an update. No decisions will be made.)

Commissioner Winsor: He has an NSSBA meeting on the 18th. Nothing else scheduled for this month, besides the commissioners and budget meetings.

Commissioner Hipp: Has grant workshop meeting in Vegas on Friday. He suggested that we could have an address workshop after our budget workshop on March 9.

Commissioner Keyes made the motion to recess. Commissioner Hipp seconded the motion. All in favor: Motion carried.

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Commissioner Keyes: Commissioner Keyes wanted to add to the meeting they had with the Forest Service last week. There was a discussion about the bi-state sage grouse. It is possibly going to make the endangered species list and this issue has been going on since 2012. If it is put on the list there is going to be a 5-year study done on where the habitat is going to be. We will have input on where it is.

Commissioner Keyes stated he also attended the last NACO meeting and will attend the next meeting. He will also be attending the next Central Nevada Regional Water Authority meeting.

ELECTED OFFICIAL / DEPARTMENT SUPERVISOR / GENERAL PUBLIC ACTION ITEMS:

9. ***FOR POSSIBLE ACTION: DISCUSSION/DECISION:** Approval to issue a credit card to the District Attorney. (Robert Glennen III)

Mr. Glennen stated that at the last meeting they settled the difficulties regarding payment of the last credit card. He said Nevada State Bank has gone to a new system and he is without a credit card. He said if he does not get a credit card, he is living off the kindness of the commissioners' employees, Ruth (she wants to be called). He said except for jury trials, he won't \$1,000 a month, but sometimes he would.

LaCinda Elgan came up and stated that Mr. Glennen had his card cancelled because he did not follow policy and we had two years of him promising to get his bill taken care of. She understands that there is a trial coming up and said the clerk's office can help with that. She said she feels hesitant. She said getting calls stating our district attorney is not paying his bill is embarrassing after a while.

Holly Isenhour came up and stated the issue with the credit card began during the trial when they submitted all of the receipts to the auditor's office and they were lost. She said they were not advised for months that they had lost the receipts and they were trying to go back and re-create receipts. She said the last time the commissioners talked about this they questioned why this hadn't gone through the rejected vendor bill process. She said she didn't think we ever got an answer to that question.

LaCinda came back up and asked why the D.A. couldn't get the bills in in a timely manner. Holly stated that she did, with the receipts, and they were lost, and they were not advised of that.

Patty Huber-Beth came up to talk about the issue that she is not receiving her statement. Ruth Lee came up and said she is getting her statement. She said she can also look online and see what she is spending.

Commissioner Keyes made the motion to approve a credit card for D.A. Glennen with a limit of \$5,000, with him being responsible every month giving the commissioners a copy of his charges

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from the previous month. Commissioner Hipp seconded the motion. All in favor: Motion carried.

15. ***FOR POSSIBLE ACTION: DISCUSSION/DECISION:** Presentation on the status, accomplishments, and potential of the Rural Desert Southwest Brownfields Coalition (RDSBC) throughout Esmeralda County. Discussion and encouragement of community participation in the identification of potential brownfields projects (Lorina Dellinger)

Eileen Christenson – Followed Handout.

Commissioner Keyes asked what it takes, or how many years to actually start building? What is the timeline? She said an example is Coaldale and the old gas station in Silver Peak.

Arnold Knightly, Public Information Officer with Nye County came up and said that their finance office helps oversee the grant. He said he was new working with Brownfields. He said the coalition is getting recognized on a national stage. Nye County gave \$4,000 to the coalition. Lorena had sent a letter asking for the money.

Commissioner Keyes said we can't make a decision because the funding is not set up yet. Commissioner Winsor asked that the letter be put into the minutes. It is as follows:

February 21, 2020

Delon Winsor
Esmeralda County Commissioner
PO Box 517
Goldfield, NV 89013

Dear Commissioner Winsor:

SUBJECT: POSITIVE FISCAL IMPACT OOF RURAL DESERT SOUTHWEST BROWNFIELDS COALITION FOR ESMERALDA COUNTY

Esmeralda County has participated in brownfields programs since 2011 as a founding member of the Rural Desert Southwest Brownfields Coalition (RDSBC). The current assessment grant provides funds to inventory, characterize, assess and conduct planning (including cleanup planning) and community involvement related to brownfields sites. In order to meet grant requirements and maintain the momentum of the program, an annual presentation summarizing RDSBC activities in Esmeralda County and across the coalition is required.

Grant participation has resulted in the following positive fiscal impacts for the County:

- Grant dollars spent on Esmeralda County projects total \$197, 722 thus far
- Additional grant dollars are made available to help pay for the Esmeralda County representative's travel and lodging for brownfields training and conferences

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Grant funds expended to assess and cleanup properties in Esmeralda County result in several positive socio-economic impacts. Cleanup of contaminated sites addresses public health concerns and can result in increased property values with an associated increase in property taxes. Continued participation in the RDSBC will facilitate the continued redevelopment of identified brownfield sites and allow more brownfield sites to be identified continuing the positive impacts of the RDSBC in Esmeralda County.

Nye County is requesting \$4,000 from Esmeralda County (or an amount amenable to the Board of County Commissioners) to support the development of the next Brownfields Coalition Assessment Grant application. The date of the next open solicitation has not been released yet but authorizing this expense in advance of the open solicitation would maximize the time spent on grant development, resulting in a more competitive application.

Please do not hesitate to contact me at ldellinger@co.nye.us or 775-482-7319 should you have any questions or concerns.

Best Regards,
Lorina Dellinger
Assistant County Manager, Nye County

Commissioner Keyes made the motion to recess for 10 minutes. Commissioner Hipp seconded the motion. All in favor: Motion carried.

16. ***FOR POSSIBLE ACTION: DISCUSSION/DECISION:** Approval of the 18-19 Financial Audit for Esmeralda County, Goldfield Town and Silver Peak Town. (Daniel McArthur)

Dan stated he had several things to go over. This is not to approve the audit.

Independent Auditor's Report: Management's Responsibility for the financial statements.

Statement of Net Position. Business type activities are the governmental activities are all the other funds.

Findings begin on page 185 of audit.

Forensic Services is in the negative at -\$9,222. The only way to fix this is to transfer money from the general fund. This is autopsies.

Expenditures in excess of appropriations: Goldfield Town – Community Support - \$3483. Utility cost for the community center. Future budgets need to include this cost. Silver Peak Town – Public Safety – over budget by \$639 – mostly driven by fire protection equipment purchase. Assessor technology fund: over budget \$4375. Retiree insurance \$38665. This fund had not

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budget in it. There was a plan to augment this budget but it did not get taken care of so that is why this is a violation.

None of these caused the funds to go negative, but it goes back to the authorization to spend the money.

- Monthly Statement of Cash Balances – Treasurer presents this monthly.
- Quarterly Statement of Revenue Expenditures – County Auditor presents this quarterly but a lot of people think this should be done monthly.
- Mr. McArthur said NRS 251.030 says the County Auditor is to report to the County Commission at each regular meeting the condition of each fund in the county treasury. In Mr. McArthur's opinion, this means that if there are any problems with budgets, fund balances, etc., this is where the auditor would present this to the commission.
- Quarterly Economic Survey – This is to be presented quarterly to the Department of Taxation. This was not submitted for some of the quarters of the year.
- County Officer Collections – County Auditor is to remit fees collected each month by the 5th day of the following month to the County Treasurer. Total monthly fees collected for certain months were not collected timely to the County Treasurer.

Recommendations:

1. Financial Period Close – Month-end closings did not take place timely.
2. Pooled Cash & Investment Reconciliation – If the books are not posted timely every month, the Treasurer cannot reconcile every month accurately.
3. Expenditure Transaction Process – Record in general ledger, at correct amount, on a timely basis. There was evidence that procedures were not followed – incorrect funds, etc. Need training in auditor's office and review of control activities performed by County Auditor. This process includes the approval of the expenditures by the commissioners at the commissioner meetings twice per month.
4. Revenue Transaction Process – Some deposits in the bank had not been receipted in the general ledger. Receipts posted incorrect funds/accounts. Money went into the bank and did not get put into the general ledger. Mr. McArthur said if everything gets posted to the general ledger timely these issues would have been noted. Recommendation is for staff of County Treasurer's office and County Auditor's office should receive training concerning control activities over the revenue transaction process.
5. Financial Reporting – Financial statements were not presented regularly.

A plan of corrective action has to be filed with the department of taxation. He believes the Department of Taxation will want this within 30 days from the County.

Mr. McArthur said had the financial system been working properly the budget violations we saw would not have been there because we would have seen them in advance and would have been able to make a decision to take care of them. The deficit in the forensic fund and the reporting issues would not have been a problem because we would have seen them.

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Accounting Principle changes? No
Disagreements? No

Commissioner Hipp made the motion to approve the 18-19 Financial Audit for Esmeralda County, Goldfield Town and Silver Peak Town. Commissioner Keyes seconded the motion. All in favor: Motion carried.

10. ***FOR POSSIBLE ACTION: DISCUSSION/DECISION:** Purchase of used Trash Compactor for Solid Waste to have Solid Waste Capital Outlay augmented by the General Fund (or any fund you so choose) for an amount not to exceed \$50,000. This would be Priority #1 in my equipment requests, or lease. (Deven Thackeray)

Commissioner Hipp made the motion to approve the purchase of a used Trash Compactor for Solid Waste by the General Fund Other in the Services and Supplies in an amount not to exceed \$50,000.00. Commissioner Keyes seconded the motion. All in favor: Motion carried.

11. ***FOR POSSIBLE ACTION: DISCUSSION/DECISION:** Purchase of used Roll-Off Truck for Solid Waste to have Solid Waste Capital Outlay augmented by the General Fund (or any fund you so choose) for an amount not to exceed \$30,000. This is Priority #2 for my requests for equipment, or lease. (Deven Thackeray)

Commissioner Hipp made the motion to approve the purchase of a used Roll-Off Truck for Solid Waste by the General Fund Other in the Services and Supplies in an amount not to exceed \$50,000.00. Commissioner Keyes seconded the motion. All in favor: Motion carried.

12. ***FOR POSSIBLE ACTION: DISCUSSION/DECISION:** Discussion/Decision for the Sheriff's Office to obtain a credit card for the office to use to pay the Frontier phone lines and electric bills, to avoid late fees. (Sgt. M. Kirkland)

Sgt. Kirkland stated the power company is threatening to charge us a \$600 deposit because we are always late every month. The phone company is threatening to shut their phones off. They would like to pay the bills with a credit card.

LaCinda said she presented this issue with the commercial credit card company and they said we could get a "ghost" card to pay the utility bill, rather than have a credit card floating around the departments. Then we can do a report each month on what is being spend on those utilities.

Commissioners Winsor and Hipp thought we should direct the Auditor's office pay the bills outside the commissioner meetings and then have the commissioners approve them after the fact.

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Commissioner Hipp made the motion to approve of Matt Kirkland using his county credit card to pay the utility and phone bill to pay the utility and phone bills for the next 30 days.

13. ***FOR POSSIBLE ACTION: DISCUSSION/DECISION:** Discuss/Decide and approve if rural diesel tax item will be placed on the election ballot. (Ellen Loving)

Commissioner Hipp made the motion to approve the rural diesel tax item to be placed on the election ballot. Commissioner Keyes seconded the motion. All in favor: Motion carried.

14. ***FOR POSSIBLE ACTION: DISCUSSION/DECISION:** Discussion/Decision for ECSDA **closed door meeting. TIMED ITEM for 11:00am.** (Sgt. M. Kirkland)

Sgt. Kirkland came up and stated he wanted to table this until the first meeting in April.

17. ***FOR POSSIBLE ACTION** – Closure of meeting, pursuant to NRS 288.220 for purposes of conducting labor negotiations, conferring regarding labor negotiations, issues and other personnel matters.

Commissioner Keyes made the motion to close the meeting. Commissioner Hipp seconded the motion. All in favor: Motion carried.

BTO

18. ***FOR POSSIBLE ACTION** – Discussion, deliberation, and possible decision on labor negotiations, issues and other personnel matters.

Commissioner Winsor stated they spoke about drug testing policy.

19. ***FOR POSSIBLE ACTION** – Recess meeting, pursuant to NRS 241.015(2)(b)(2) for purposes of conferring with legal counsel regarding potential or current litigation.

Nothing.

20. ***FOR POSSIBLE ACTION** – Discussion, deliberation and possible decision on conference with legal counsel regarding potential or current litigation presented in closed meeting.

N/A

21. **PUBLIC COMMENT.** (Discussion only. Action may not be taken on any matter brought up under this agenda item. It must be placed on an agenda, at a later meeting for action.)

None.

22. ***ADJOURNMENT:**

Commissioner Hipp made the motion to adjourn. Commissioner Keyes seconded the motion. All in favor: Motion carried.