

Minutes from the March 17, 2020 County Commission Meeting

March 17, 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.)

Commissioner Winsor stated that the courts will be closed for 30 days.

Jacob Hollaway came up and stated he is our county extension educator. He said he wanted to get in touch with us about determining the budget procedure with the county.

LaCinda recommended he stop by the Auditor's office to pick up a form that we can include in our budget packets. Mr. Hollaway said he looks forward to doing more extension programming with us.

Emergency Supplemental Item:

1. ***DISCUSSION/DECISION/APPROVAL:** Discuss/Decide and approve emergency actions to be taken regarding COVID-19 Corona Virus, such as, but not limited to, senior transportation, distributing commodities, Goldfield Visitor's Center and employees and operation of Courthouse, etc.

Ellen Loving came up. Senior Transportation – Susan Dudley agrees that the best thing would be just to shut it down. Should we just keep one trip per week to Tonopah and Bishop for Fish Lake Valley. Commissioner Keyes said the County needs to come up with an Emergency Management Plan. We need to back this meeting up with this plan. We only have one driver and he said he was ok with doing the one trip for grocery shopping only. This will be reviewed at the April 7 meeting.

Commodities: They had said no commodities and then they showed up. They said since we are rural, they will continue deliveries. Ellen is directed to tell them we will continue with commodities.

Goldfield Visitor's Center is closed until further notice.

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Employees and operation of the courthouse: Ellen said Nye County did cancel their BOCC meeting today. She said President Trump did say he wants a 15-day shutdown to avoid the spread. There are a lot of counties that are shutting their doors to the public and just letting their offices remain open. DMV: Shawna had a letter she presented. Ruth was called on the phone. She said the DMV will be closed down and is not an issue. She also suggested doing what is being done in other counties; locking the doors to the public, putting up signs that note every office phone number and email address so they can do a transaction by email or by phone. So, her office will be available by phone or email, but DMV will be closed. Commissioner Hipp asked Ruth if there was anything in her office that she would consider essential. She said she will be required to keep the office open. She said we need to protect the employees. That way if someone doesn't understand what is on the doors they can talk to the Sheriff's office at the door. Ruth said if there are computer problems, most issues can be handled over the phone.

LaCinda's office: court clerk, process bills, insurance bills, taxes, water bills, everyone in her office is essential.

Commissioner Keyes stressed that the County Board of Health needs to be convened.

Deven Thackeray came up to talk about employee safety. He said as a department supervisor if an employee comes in who is symptomatic, and we send them home and they don't have sick leave or annual leave we are making a decision for their livelihood at that time. He said he knows the U.S. Government has implemented a policy saying that they are going to pay for 2 weeks sick leave and he thinks we need to look into that and be prepared for that. He said as a supervisor he has 3 new hires and they don't have sick or annual, if they go home, he wants to do the right thing. He wants to make sure we hit the ground running and they don't get a check 6 months later.

LaCinda said we have the immediate issue right now of public safety and that is an administrative issue they can talk about. She thought POOL/PACT would probably have input as well.

Commissioner Keyes asked about emergency communications. He asked if the commissioners can talk to each other in light of the situation. D.A. Glennen said each time, they would need to explain the emergency. Information can go out, but decisions would have to be made in emergency meetings.

Sharon Artlip said she wants to have someone from the public at every meeting. She was told that we will make every effort to inform the public there will be a meeting.

Patty Brownfield stated that she would like to be notified about closures because they can broadcast on Radio Goldfield.

Commissioner Keyes talked about a Public Information Officer (PIO). Commissioner Hipp recommended Justice of the Peace Danielle Johnson. She said her order was the same as the District Court order in that all courts need to move everything at least 30 days out. She said she is moving all

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of her traffic court to at least 45 days out with no penalties. She said she can't waive the 3% credit card fee. She said she can post things on the county website for the PIO.

Commissioner Hipp made the motion to make Danielle Johnson the Public Information Officer for Esmeralda County in coordination with the DEM coordinator. Commissioner Keyes seconded the motion. All in favor: Motion carried.

Commissioner Hipp asked Deven about the trash. He asked him if there was anything else that was essential. He said his deal is public access. Their job is making sure that emergency services get from point a to b. He said they are not going to co-mingling with other people; they are going to be coming to work; getting into their piece of equipment and go to work.

He said Solid Waste is a different issue. He said he's going to put out a letter of direction today with the solid waste operator and that is specifically to be really careful when dealing with household waste here from the dumpsters from town here. We don't know what there are throwing in it, what kind of bacteria is going to be in there. He is going to be required to wear gloves and, when compacting trash, he will be required to wear a mask.

LaCinda suggested that we need to close the courthouse doors immediately and then convene the health board and dive into these issues more deeply.

JP Danielle Johnson stated her clerk can work from home.

Commissioner Hipp made the motion to close the courthouse doors, including the road shop and annex building to the public until April 7, when it can be re-evaluated and direct people with signs to go to the back of the courthouse and use the intercom system at the back of the courthouse with the Sheriff's Department if they need to reach somebody or they list the phone numbers of the offices. Ellen will put "until further notice" on the signs.

Commissioner Keyes seconded the motion. All in favor: Motion carried.

Commissioner Hipp asked about payroll. Vera stated if we have to go to the next level, she will send out a mass email asking that all time cards be sent electronically and she and Cindy will work out how to get checks cut and processed. Same thing with bills. She will just initiate emails. She said her office is only set up for one person to work remotely at a time at this time.

Vera suggested that we declare an emergency so we are eligible for funding if it becomes available.

D. A. Glennen said closing the courthouse is fine, but if we have any meetings, we will have to open the doors so the public can attend. Sheriff Elgan said now we would be endangering the employees that work in the courthouse.

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Vera Boyer came up and stated that we have employees that have kids at home. She said she has an employee and if she has to stay home because of that she doesn't think she should be docked in pay. Commissioner Hipp said he agrees with her but first we need to declare the emergency.

Commissioner Hipp made the motion that Esmeralda County declares an Emergency due to the COVID-19 virus. Commissioner Keyes seconded the motion.

LaCinda Elgan suggested that now they ask everyone who is not a commissioner or elected official to leave. Commissioner Keyes suggested they ask for public input first.

Ellen Loving came up and asked if people who are pregnant and have type-1 diabetes should be doing commodities. Commissioner Keyes asked for volunteers to do this. Sharon Artlip and Deven Thackeray volunteered to help. LaCinda said her office is helping as well.

Brad Maxwell came up and said if we are going to close the building to the public, we need to come up with a way to televise the meetings so he can watch them from home. He said we have to do this or stop having meetings because they can't deny him access to the meetings.

Sharon Reid came up and said we have travelers coming through and stopping at our rest area and those restrooms are filthy and have been fore over a month.

Patty Huber-Beth came up and said there was a comment made regarding the payroll issues. She said he has people in places that do not have computer or a way to send in their time cards so there is going to have to be some way to have interactions.

Commissioner Hipp confirmed with Vera on the payroll item for employees staying home. Vera said employees would use "other leave with pay" for the hours they are not in the office.

3. ***APPROVAL OF EXPENDITURES.**

| | |
|----------|----------------|
| Batch 1: | \$1,084,810.98 |
| Batch 2: | \$13,625.84 |
| Payroll: | \$76,176.08 |
| TOTAL: | \$1,182,859.33 |

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

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

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5. *APPROVAL OF MINUTES.

None.

6. *FINANCIAL REPORTS

| | | |
|-------------------------|-----------|------------|
| A. Clerk | 651.99 | 03/05/2020 |
| B. Taxes | 29,199.66 | 03/02/2020 |
| C. Goldfield Utility | 14,036.70 | 03/02/2020 |
| D. Silver Peak Utility | 4,261.69 | 03/02/2020 |
| E. Auditor/Recorder | 11,459.10 | 02/28/2020 |
| F. Justice Court | 42,827.66 | 03/05/2020 |
| G. Sheriff's Department | 410.00 | 02/28/2020 |
| H. Assessor | 875.39 | 02/28/2020 |

7. 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.)

Not needed

8. Update of current and Future meetings and activities of Elected Officials as needed.

(this is only an update. No decisions will be made.)

None.

9. *FOR POSSIBLE ACTION: DISCUSSION/DECISION: Discuss/Decide and Approve that full amounts submitted to the Auditor/Recorder on the Department Vendor list spreadsheet will be paid. If Auditor/Recorder does not pay full amount listed on the Department Vendor list spreadsheet, (i.e., current amount that does not include late fees) then the bills must be submitted to the BOCC as a rejected Vendor Bill. Please call Auditor to attend this discussion. (Ellen Loving)

LaCinda Elgan said this is in response to the last meeting with Mr. McArthur. Vera Boyer came up and said she doesn't change amounts unless they add everything together. She said we can only pay current amounts.

Commissioner Winsor thought that maybe we need to open item number 12 as well. Ruth said this item is not written correctly at all. It has caused a real headache with her office.

12. *FOR POSSIBLE ACTION: DISCUSSION/DECISION: Discuss/Decide and approve Resolution regarding payments for the County's utility invoices to be made in advance of the regular scheduled monthly board meeting as long as there is an itemized invoice or other appropriate documentation; and the utility invoices will be presented to the Board for approval at the next regularly scheduled board meeting. (Ellen Loving)

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Vera stated that on the utility bills, it is not always on the county. She said sometimes we get them in between meetings so they are going to have late payments. She said she does think if we could get the permission to handle them the way we do the state checks or insurances, that would help alleviate some of that.

Vera stated that if there are prior balances on an account, it is up to the department supervisor to research that account and make sure that hasn't been paid and write a letter to the auditor to get that prior balance paid. Her department only pays current balances otherwise. Commissioner Hipp told her that if she does not pay the amount that is on the spreadsheet that is presented to her office, her office needs to go back to the department and tell them they are only paying that certain amount unless they submit a letter justifying that other amount.

ITEM #9: Commissioner Hipp made the motion that moving forward, if the Auditor is not going to pay the full amount that the Department Head has requested on a bill, that the Auditor's office will notify the department head that a letter is required and the Auditor is going to create a sample letter of what is needed and the department head should submit that in order to get the invoice paid. Commissioner Keyes seconded the motion. All in favor: Motion carried.

ITEM 12: Vera said she is ok with this one. Commissioner Hipp said utilities will include power, water, phones, propane, and internet.

Commissioner Winsor asked about the fuel bills. LaCinda said the fuel bills would probably be through the regular process. There really aren't late fees with that bill.

Commissioner Keyes made the motion to approve resolution number 20-R-02 and add these other items, being the power bill, water, phone, propane, and internet. Commissioner Hipp seconded the motion. All in favor: Motion carried.

10. ***FOR POSSIBLE ACTION: DISCUSSION/DECISION:** Discuss/Decide and Approve if commodities should be distributed on July 3, 2020 (County Holiday) or if a different date should be picked for distribution. The delivery will come on July 2, 2020 and I am concerned that if we wait until a later date to distribute the perishable food will spoil. (Ellen Loving)

Commissioner Hipp made the motion to distribute commodities on July 02. Commissioner Keyes seconded the motion. All in favor: Motion carried.

11. ***FOR POSSIBLE ACTION: DISCUSSION/DECISION:** Discuss/Decide and Approve payment to Verizon for past due amount of \$218.39. (Ellen Loving)

Commissioner Keyes made the motion to approve of payment the past due amount of \$218.39. Commissioner Hipp seconded the motion. All in favor: Motion carried.

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13. ***FOR POSSIBLE ACTION: DISCUSSION/DECISION:** Discuss/Decide and approve Resolution to transfer funds out of General Fund Miscellaneous Overhead of \$80,000.00 to General Fund Transfers Out. (Ellen Loving)

Commissioner Hipp made the motion to approve Resolution to transfer funds out of General Fund Miscellaneous Overhead of \$80,000.00 to General Fund Transfers Out. Commissioner Keyes seconded the motion. All in favor: Motion carried.

14. ***FOR POSSIBLE ACTION: DISCUSSION/DECISION:** Discuss/Decide and Approve Resolution to transfer \$80,000.00 from the General Fund to the Solid Waste Fund for the 2019-2020 budget. (Ellen Loving)

Commissioner Hipp made the motion to approve resolution number 20-R-03 to transfer \$80,000.00 from the General Fund to the Solid Waste Fund for the 2019-2020 budget. Commissioner Keyes seconded the motion. All in favor: Motion carried.

15. ***FOR POSSIBLE ACTION: DISCUSSION/DECISION:** Approval to move \$10,000.00 from Roll off purchase approved at a previous meeting to the Trash Compactor purchase for freight, or any fund you so choose. (Deven Thackeray)

Deven came up and stated when they went to look at the equipment, it was not going to work for the county. So, he found another piece of equipment and, after much negotiation and effort, he was able to get a 10-year newer machine but we have to pay freight, and it has to be paid up front.

Commissioner Hipp made the motion to approve to move \$10,000.00 from Roll off purchase approved at a previous meeting to the Trash Compactor purchase for freight and to pay the \$59,875.00 electronically through the Treasurer's office to C&K Equipment Co. Commissioner Keyes seconded the motion. All in favor: Motion carried.

16. ***FOR POSSIBLE ACTION: DISCUSSION/DECISION:** Update on Gold Point.

Commissioner Keyes told Ruth Lee that he did talk to Kevin Haskew on Sunday and he is not done with the survey of the 40-foot roads. He said he believes that Ruth still needs to get letters out to the owners of property who have Wiley Road crossing on their property. Ruth said that is correct. Ruth said they can't really do anything until we have them done and signed. Ruth and the D.A. will work on the letter. Once the letter goes out, she believes they will have a minimum of 45 days to respond and there will be a provision on them that says if they don't respond we have the rights.

Deven Thackeray came up and said when that process goes through there is still a process of giving Ruth numbers of what is going to cost to do the dirt work out there for them.

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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. None.
18. ***FOR POSSIBLE ACTION** – Discussion, deliberation, and possible decision on labor negotiations, issues, and other personnel matters.
N/A
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. None.
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.)

Brad Maxwell came up and said with the Senior Van – only nine seats and wheelchair. They had 10 people and approximately 30 bags of groceries.

One guy was sick and it was hard for him to get off the bus. The present condition is not safe.

22. ***ADJOURNMENT:**

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

Commissioner Winsor re-opened the Board of County Commission meeting and re-opened supplemental item number 1.

Emergency Supplemental Item:

2. ***DISCUSSION/DECISION/APPROVAL:** Discuss/Decide and approve emergency actions to be taken regarding COVID-19 Corona Virus, such as, but not limited to, senior transportation, distributing commodities, Goldfield Visitor's Center and employees and operation of Courthouse, etc.

Commissioner Keyes said Mike Anderson has a department that has critical employees there because we have to keep certain things operational. Mike Anderson came up. He said we will be fine. They will limit their exposure to the public. Commissioner Hipp asked how often his people actually have to

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go out and “hit a switch” or something like that. Mike said they have to go out every day but if there is an issue, they can handle that too. Their services should not really be impacted.

Commissioner Hipp said he wanted to do a Board of Health meeting with the budget meeting. LaCinda suggested they do not do it with the budgets. Commissioner Hipp said he could do Friday. They agreed to have the Health Board meeting on Thursday, 03/19.

Commissioner Hipp wanted to discuss the pay situation. He doesn't want people who are sick but have no sick or annual leave to come in to work because they won't get paid. Deven wondered about catastrophic leave. LaCinda said that falls into a specific category and suggested we talk to POOL/PACT about it.

Mike Anderson came up and wanted to mention when the fire department and ambulance go out there needs to be more precautions taken. Danielle Johnson said they are going by CDC standards and she did contact the chief in Nye County.

Ellen came up and said the business were wondering if there was direction from the commissioners to shut down. Commissioner Keyes said no. He said there is a recommendation from the Governor.

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