

Minutes from the August 04, 2020 HIGHWAY Commission Meeting

August 04, 2020

1:00PM

Esmeralda County Courthouse

Commission Chambers

233 Crook Ave., 2nd Floor

Goldfield, Nevada

1. CALL TO ORDER AND ROLL CALL.

Ralph Keyes -	Chairman
Delon "De" Winsor -	Vice-Chairman
Timothy Hipp -	Commissioner – by phone
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.)
None.

3. *APPROVAL OF EXPENDITURES.

Batch 1:	\$3,016.22
Total:	\$3,016.22

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

- 4. *DISCUSSION/DECISION/APPROVAL:** Rejected Vendor Bills from Auditor's Office.

None

- 5. *APPROVAL OF MINUTES** from the July 07 and July 21, 2020 meeting of the Esmeralda County Highway Commission Meeting.

Commissioner Winsor made the motion to approve the minutes from the July 07 and July 21, 2020 meeting of the Esmeralda County Highway Commission Meetings. Commissioner Hipp seconded the motion. All in favor: Motion carried.

- 6. *FOR POSSIBLE ACTION: DISCUSSION/DECISION:** To approve a part-time Administrative Staff designated Administrative Assistant Support job description and hiring wage. This will be a part-time, no benefits position. (Deven Thackeray)

Deven Thackeray read the following into the record:

Minutes from the August 04, 2020 HIGHWAY Commission Meeting

Dear Honorable Commissioners:

I am requesting a part-time Administrative Staff to assist my office. Since I have come on board, we have taken on a lot of projects and, as I am a new supervisor, Patty has been gracious enough to bring me up to speed on what I need to do in the office side of things and she has fallen behind on filing and other mundane tasks. We have a lot more projects coming up and I'm a "boots-on-the-ground" kind of supervisor. I will be needed in the field and someone will be doing a lot more in the office. Another consideration is cross-training. What would happen in this office should something happen to Patty? This would allow someone to be trained in the things that Patty does to keep the office going. During the Inter Controls workshops, it was noted that if we need extra help to get the county's work done, then we should ask. This is me asking. Don't forget that I have had one year in the position. The previous supervisor was in this position for 14 years and had time to develop the needs of the office.

Also, when the budget for the road department was put together, I was allotted (2) part-time positions at \$12.35/hr., neither of which is currently filled. I would like to hire someone at \$13.35/hour for 19 hours a week, and no benefits for the Road Department for this work.

Thank you for your consideration.

Sincerely,
Deven Thackeray

Commissioner Keyes said he knows Deven has a lot of things going on. He said he believes that having someone else cross-trained would be advisable like we do in many offices here in the courthouse. Commissioner Winsor agrees. Commissioner Keyes said because Susan Dudley has retired, this would be an opportunity to train someone to start doing the grant writing and administration for us too.

Commissioner Hipp said he just doesn't support it. He said these there weren't even admin assistants for the utilities or road departments. He just thinks we keep adding more and more positions and we need to find a way to work it out and not hire more employees. Commissioner Winsor said he understands that part of it but this was put forth when he did his budget. Commissioner Hipp this position was for an operator, not an admin. Deven said it was for two temporary, part-time operators for the gravel plant out there, but with what is going on and where we are with the office, it is a benefit to us that these positions were included in his budget and he would like to take advantage of that to get caught up in the office and that is his take on it.

Commissioner Keyes said again that Deven has been very busy with all the grants we've had; the road projects, both in Silver Peak and Goldfield, and just the paperwork to administer these

Minutes from the August 04, 2020 HIGHWAY Commission Meeting

programs is quite a bit of work. Plus, the road that we had to prove up in our county, as far as title 5 roads for gas tax. He thinks it's a wise move. He supports this move.

Commissioner Winsor made the motion to approve the part-time administrative staff designated administrative staff support for the job description and hiring wage of \$13.35 per hour for 19 hours per week. Commissioner Keyes seconded the motion. Commissioner Hipp said nay. Motion carried.

7. **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.)

No public comment.

8. ***ADJOURNMENT:**

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