

Monday, March 24, 2014

The Fiscal Year 2013-2014 budget workshops held by the Humboldt County Board of Commissioners was called to order on Monday, March 24, 2014, at 8:00 a.m. in the regular place of meeting at the Courthouse, Winnemucca, Nevada. Those present were Chairman Dan Cassinelli, Commissioners Garley Amos Jr., Mike Bell, Jim French and Marlene Brissenden, District Attorney Michael Macdonald, Administrator Bill Deist, Comptroller Sondra Schmidt and Clerk of the Board Tami Rae Spero.

PUBLIC COMMENTS: Chairman Cassinelli asked for public comments. None were offered.

FISCAL YEAR 2014-2015 BUDGET WORKSHOPS:

COOPERATIVE EXTENSION: Provided to the Board for review was a copy of supplemental budget information from the University Nevada Reno Cooperative Extension Department. Cooperative Extension Agent Brad Schultz appeared before the Board. Administrator Deist and Agent Schultz reviewed the budget proposal for the Board. After discussion the following motion was made by Commissioner French and passed unanimously:

To accept the budget as presented.

FISCAL YEAR 2014-2015 BUDGET OVERVIEW: A copy of the Administrator's Budget Message was provided to the Board for review (see attached). Administrator Deist reviewed his message for the Board including concerns related to the possible re-payment of net proceeds received in the prior fiscal year, the amounts for each fund that receives net proceeds, concerns with CTX and his recommendations for the priorities this fiscal year including the communications study, the dispatch study and the Boys & Girls Club proposed project. Comptroller Schmidt gave an overview of the revenue side of the budget including assessed values, property taxes and CTX. Discussion occurred regarding the revenues associated with the fuel tax.

BUILDINGS & GROUNDS: Buildings & Grounds Director Doug Cain and Enoc Gaitan appeared before the Commission. Administrator Deist reviewed his recommendations for the budget including the denial of the new custodial employee, to delete the painting of the Commissioners' Office and the carpet & blinds for the District Attorney's Office from the special projects and transfer the roof projects and the HAVC units at the Jail to capital projects and delete the road department generator, the snow plow & sander, the scissor lift & the sound prevention for the County meeting room from capital projects. Commissioner Amos wondered if the new employee should be held until the new director was in place in 2015. Director Cain explained that the contract line item had increased due to generator maintenance and

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he spoke in support of the additional custodial person citing the importance of maintaining the facilities, the number of buildings that need maintained, the inability to contract out the work due to the requirement for background checks and the issues that are created if one of the current four employees in the department is sick or on vacation. Commissioner French noted that the county is in maintenance mode at this time and that it is necessary for the Commission to hold the line; he suggested that the position be included in the budget but that the position not be filled without approval of the Commission if the funding is determined to be available and sustainable. Administrator Deist stated his concerns about including the item in the budget. Commissioner Brissenden commented on the importance of adequate custodial services in relation to the perception of the County's buildings. Chairman Cassinelli suggested that the Board wait until they see what has to be paid back in net proceeds. Discussion occurred regarding the recommendations for the special projects. Commissioner Brissenden voiced her concern as to the condition of the District Attorney's Office carpeting. Administrator Deist explained his recommendation to delete the project. District Attorney Macdonald discussed the recommendation and noted the importance of the gutter work over the carpet/blinds work. Discussion occurred regarding the possibility of re-stretching the carpet. Commissioner Brissenden offered a motion to go with the carpeting. Administrator Deist suggested that all the items be handled in a single motion. Discussion occurred regarding the recommendations for capital projects. Commissioners French and Amos stated their support for the recommendations as offered. Commissioner French stated that next time the District Attorney's carpeting should be part of the maintenance of the building. Commissioner Brissenden reiterated her position on the need for the carpeting. Discussion occurred regarding the road department generator request. The following motion was made by Commissioner Bell and passed unanimously:

To go with the recommendations on Buildings and Grounds as recommended by staff with the inclusion of the custodial position for review prior to adoption of the final budget.

SHERIFF'S OFFICE: Sheriff Ed Kilgore appeared before the Board.

PATROL: Administrator Deist reviewed the budget request for the Board including the issue with overtime and the need to look at other options such as alternative scheduling and the recommendation to delete the \$100,000.00 request for vehicles; he suggested that if the Board wanted to include an amount for vehicles, that discussion occur regarding what vehicles are to be re-placed and what the associated costs are for those vehicles at this time. Sheriff Kilgore discussed issues with a patrol vehicle. Commissioner Amos stated his agreement with replacing one vehicle this year but suggested that the

annual rotation of a certain number vehicles be returned to next budget year. Discussion occurred regarding new versus used vehicles, the need for new vehicles for the patrol division and the cost of a new unit with associated add ons. Chairman Cassinelli stated his hope that approving \$55,000.00 for the new vehicle will be okay but noted that the amount might need to be re-visited in June depending on fiscal issues. The following motion was made by Commissioner French and passed unanimously:

To approve as recommended but to leave \$55,000.00 in for vehicle replacement - to be re-visited in June to confirm financial viability.

DETENTION: Administrator Deist reviewed the recommendations including his recommendation that the requested funding of a Sergeant and Deputy position be denied. Chairman Cassinelli noted that a new position was just denied for Buildings & Grounds. Sheriff Kilgore explained that the positions had been included in the prior year's budget but that he had been too busy to fill the positions, that the original request in the prior year had been for four positions and he had agreed to reduce the request to two; he discussed the workload in the department noting the jail population and the court bailiff duties. Commissioner French noted the Commissions' concerns about the amount of overtime in this department. Sheriff Kilgore responded noting that the department is running thin and that if the two positions were filled it would hopefully reduce the overtime. Discussion occurred regarding the overtime issue and the duties of the two positions requested. Commissioner Amos stated that the department has got along without the positions so it can get along without them in the future. Sheriff Kilgore noted the need to augment the overtime request if that is the decision of the Board. Commissioner French commented that if the two positions had been filled as approved in the prior budget, there would not be discussion about laying them off, so he was struggling with the need to deny this request. Chairman Cassinelli concurred and stated that the Board would stick with the prior approval but he instructed the Sheriff to get the positions filled noting the fiscal concerns for the County at this time and the chance that is being taken. The following motion was made by Commissioner French and passed unanimously:

To keep the two positions as approved in the prior budget and to approve the rest of the budget as presented.

DISPATCH: Administrator Deist reviewed the recommendations including the request for a \$60,000.00 medical director contract which he recommended should be subject to a review of the contract and that a final decision be made at the time the budget is formally adopted; Sheriff Kilgore agreed with the recommendation related to the medical director contract. Commissioner Bell spoke in support of obtaining software called First Watch. Sheriff Kilgore agreed that the program was a good one but noted

issues with maps/overlays and the ability to extract the data in the manner Commissioner Bell had discussed and suggested that what is currently in place might work until the dispatch study is done and that the focus needs to be on the radio system hardware. Commissioner Bell stated that he believes it to be essential as it goes along with what is being done to make the dispatch center better and provides essential data to not only law enforcement but also EMS and fire; he discussed the benefits to different entities. Discussion occurred regarding the benefits of the program, what it provides and the costs. Sheriff Kilgore noted the benefits of the program in the future when everything is in place. Chairman Cassinelli suggested that given what had occurred with the requests for hiring due to fiscal concerns that it might be better to hold back. Commissioner French suggested holding back until the Dispatch Center was up and running but noted his support for the program. Commissioner Bell commented that it would be better to get the data input sooner, so it would be in place when the rest of the system is upgraded. Commissioner French suggested that the request be kept in the budget with the knowledge that it will be looked at in June when the budget is adopted depending on how the numbers look at that time. After discussion the following motion was made by Commissioner Bell and passed with Chairman Cassinelli, Commissioners Bell and French voting aye and Commissioners Amos and Brissenden voting nay:

To approve the budget as submitted with the First Watch program and the medical director position being contingent on the budget process in June.

Sheriff Kilgore commented on the information he is obtaining related to the medical director request including the need for the Doctor to provide justification for the amount. Discussion occurred regarding the First Watch program.

9-1-1 ENHANCEMENT FUND/ TASK FORCE/ LOCAL EMERGENCY PLANNING

COMMITTEE: Administrator Deist stated that there was no budget for the 9-1-1 Enhancement Fund as the revenues are still being built for that fund, that the Task Force budget is the same as in prior years and that there is no budget for LEPC, if there is revenue it is spent. Discussion occurred regarding the status of the local LEPC's State compliance as well as their application for grant funding. Commissioner Bell noted that the City has including funding in their budget for an Emergency Manager and asked about the County's intent to assist with funding the position; he discussed the potential of splitting the cost with the Hospital as well. Administrator Deist asked that a revenue source be identified. Sheriff Kilgore noted the issues he has with serving as the Emergency Manager due to time constraints; he offered his support for the position being hired noting that it could be a contracted position as opposed to an employee. Commissioner French suggested that discussion needs to be occurring related to this need and that while

it is not identified in this budget it definitely needs to be included in the next one. Discussion occurred regarding the need to have discussions with the City and the Hospital regarding the issue as well as the potential for State funding. The Board agreed that discussion needs to occur with the City and the Hospital regarding this issue before the approval of the final budget. The following motion was made by Commissioner French and passed unanimously:

To accept the 9-1-1, Task Force and LEPC budgets as presented.

ROAD DEPARTMENT: Administrator Deist reviewed the budget proposal for this fund noting that the direction of the Commission to “look at cuts elsewhere to maintain the road program” had been considered in preparing this budget; he offered the following recommendations to balance this budget: transfer \$1,000,000.00 from PILT, place \$393,740.00 of CTX normally designated for the Library Fund into this Fund, place \$152,000.00 of CTX normally designated for the Winnemucca Events Complex Fund into this Fund, utilize \$637,357.00 of ending fund balance and he offered the recommendation that the water issue line item be reduced. Administrator Deist explained the inclusion of Net Proceeds in this fund previously and how that makes the expenditure of ending fund balance appropriate. Road Superintendent Ben Garrett appeared before the Board. Superintendent Garrett discussed the well issue with the Board. Commissioner French asked if the transfer of funds from the Library Fund had been discussed with that department. Administrator Deist stated that it had not but that the fund had sufficient ending fund balance to absorb the transfer. Commissioner French stated that he would be okay with the recommendation as long as the transfer is discussed with the Library Director. The following motion was made by Commissioner Amos and passed unanimously:

To approve the Road Department budget as presented by staff.

REGIONAL TRANSPORTATION FUND: Discussion occurred regarding the funding of the Fund and the split of the revenues between the County and the City. The following motion was made by Commissioner Amos and passed unanimously:

To approve the RTC budget as submitted.

SOLID WASTE MANAGEMENT FUND: Administrator Deist reviewed the budget for this Fund. Discussion occurred regarding the life of the existing footprint at the local landfill. The following motion was made by Commissioner Amos and passed unanimously:

To approve the Solid Waste Management budget as presented.

ADMINISTRATOR: Administrator Deist reviewed the budget proposal for the Board. The following motion was made by Commissioner Brissenden and passed unanimously:

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To approve the Administrator's budget as requested.

PERSONNEL: Administrator Deist reviewed the budget request for the Board including the funding for the proposed wellness program. Discussion occurred regarding the wellness program. The following motion was made by Commissioner Bell and passed unanimously:

To approve the personnel budget as recommended by staff.

HUMBOLDT DEVELOPMENT AUTHORITY: Administrator Deist reviewed the budget request. After discussion the following motion was made by Commissioner Bell and passed unanimously:

To approve the Humboldt Development Authority budget as presented.

Administrator Deist noted that the External Budget Requests will be handled later in the meeting.

COMPTROLLER: Comptroller Sondra Schmidt reviewed the budget request for her office including the increase in audit costs. The following motion was made by Commissioner Brissenden and passed unanimously:

To approve the Comptroller's budget as presented.

COMMISSIONERS: Administrator Deist reviewed the budget request for the Board. The following motion was made by Commissioner Amos and passed unanimously:

To approve the Commissioners' budget.

CLERK: County Clerk Spero reviewed the budget request for her Office. The following motion was made by Commissioner French and passed unanimously:

To approve the Clerk's budget as presented.

ELECTIONS: Administrator Deist reviewed the budget request. The following motion was made by Commissioner Amos and passed unanimously:

To approve the election budget as presented.

INDIGENT FUND: Administrator Deist reviewed the budget request including the funding identified for the RSVP Program and the Senior Citizens' Homemaker Program. The following motion was made by Commissioner French and passed unanimously:

To approve as presented.

INDIGENT MEDICAL FUND: Administrator Deist reviewed the budget request. Discussion occurred regarding the program. The following motion was made by Commissioner Bell and passed unanimously:

To approve Indigent Medical as presented.

STABILIZATION FUND: Administrator Deist noted that this Fund is fully funded. The following motion was made by Commissioner French and passed unanimously:

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To accept the Stabilization budget as presented.

UNEMPLOYMENT TAX FUND: Administrator Deist reviewed the budget request. Comptroller Schmidt explained changes to this fund based on audit requirements. The following motion was made by Commissioner Amos and passed unanimously:

To approve the Unemployment Tax Fund budget.

COMPENSATED ABSENCES FUND: Administrator Deist reviewed the budget request. Comptroller Schmidt explained changes to the funding of this fund due to audit requirements. The following motion was made by Commissioner Brissenden and passed unanimously:

To approve the Compensated Absences Fund as presented.

PUBLIC DEFENDER: Public Defender Matt Stermitz appeared before the Board. Administrator Deist reviewed the budget request for the Board. After discussion the following motion was made by Commissioner French and passed unanimously:

To approve the Public Defender budget as presented.

HEALTH: Administrator Deist reviewed the budget request for the Board. The following motion was made by Commissioner Amos and passed unanimously:

To approve the Health budget as presented.

MOSQUITO CONTROL: Administrator Deist reviewed the budget request for the Board. The following motion was made by Commissioner French and passed unanimously:

To accept the budget as presented.

BUILDING RESERVE FUND: Administrator Deist reviewed the budget and recommendations for this Fund. The following motion was made by Commissioner Brissenden and passed unanimously:

To approve the Building Reserve Fund as presented.

CAPITAL PROJECTS FUND: Administrator Deist reviewed the recommendations for this Fund noting that a figure cannot be plugged into the fund until the end of the budget process. The following motion was made by Commissioner French and passed unanimously:

To accept the Capital Projects Fund as proposed.

DEBT SERVICE FUND: Administrator Deist noted that Humboldt County has no debt at this time. The following motion was made by Commissioner Amos and passed unanimously:

To approve the Debt Service Fund.

COMMUNITY SUPPORT: Administrator Deist reviewed the budget for Community Support noting the recommendation to keep the contribution to Vitality Center at \$7,500.00 as in prior years. The

following motion was made by Commissioner Bell and passed unanimously:

To approve Community Support as recommended.

EMERGENCY MANAGEMENT/GENETIC MARKER TESTING: Administrator Deist reviewed the budgets for the two funds. The following motion was made by Commissioner Amos and passed unanimously:

To approve the Emergency Management and Genetic Marker Testing budgets as proposed.

IN-LIEU OF TAX FUND: Administrator Deist reviewed the budget recommendations for this Fund. The following motion was made by Commissioner Bell and passed unanimously:

To approve the In-Lieu of Tax Fund as presented.

INTERGOVERNMENTAL: Administrator Deist noted that this is the Fund that covers the cost share with the City of Winnemucca; he reviewed the budget request for the Board. The following motion was made by Commissioner French and passed unanimously:

To accept the Intergovernmental budget as presented.

OTHER CULTURE & RECREATION: Administrator Deist reviewed the budget for the Board. The following motion was made by Commissioner French and passed unanimously:

To accept the other culture and recreation budget as presented.

RURAL STREET LIGHTS: Administrator Deist reviewed the budget for the Board. The following motion was made by Commissioner French and passed unanimously:

To approve.

OTHER GENERAL GOVERNMENT: Administrator Deist reviewed the budget request for the Board including the recommendations to reduce the Counsel line item by \$10,000.00, to reduce the Commission Special Project line item by \$75,000.00, leaving \$25,000.00 with the proposal being that \$15,000.00 of that amount be used to fund the Senior Transportation grant match request and to reduce the Insurance Reserve line item by \$300,000.00. Discussion occurred regarding the issue of determining the cost of a water plan for the County. Commissioner French commented on the type of plan to be considered, the need to make a statement related to the Master Plan as to the water plan and the need to move on this proposal sooner rather than later; he suggested identifying \$50,000.00 in the budget for the development of the proposed plan noting that he believes the amount to be on the high side. Discussion ensued regarding the recommendation/issue. The following motion was made by Commissioner French and passed unanimously:

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To accept the Other General Government budget with the exception of \$50,000.00 inserted for the purpose of developing a water management plan.

RECORDER: Recorder Mary Ann Hammond and Deputy Recorder Debbie Engstrom appeared before the Board. Administrator Deist reviewed the budget request for the Board. Deputy Recorder Engstrom reviewed the proposal for purchasing a new recording system for the Board. The following motion was made by Commissioner French and passed unanimously:

To accept the Recorder's budget as presented.

COMMUNICATIONS: Ric Grantham of the Communications Department appeared before the Board. Administrator Deist reviewed the budget request/recommendations for the Board. Administrator Deist noted that there are two unfilled positions in this budget, one which was approved last year but has not been filled as the Abaris Group report has not yet been received and a request for an additional position to increase the department staffing from two to four; he offered his recommendation that the new position not be approved due to budgetary concerns. Administrator Deist continued with his recommendations including a reduction in the tool allowance and the travel & training line item, the suggestion that the CSI capital requests be included in this discussion and that the integrated service router be transferred to the IT budget; he noted that instruction has been given that IT Department be involved in any of the IT related issues across the organization including this project. Mr. Grantham spoke in support of the additional employee requests due to the workload of the department which includes the Dispatch Center and the maintenance of outlying radio sites. Commissioner French noted that the County is at the end of the CSI study and the resulting recommendations should bring the Dispatch Center under control and commented on the County's fiscal issues. Mr. Grantham commented on prior requests for additional employees and the difficulties in doing ongoing required maintenance because of staffing levels. Discussion occurred regarding the effect of the recommendations from the CSI report, the need to involve the IT Department to assist this department, Mr. Grantham's issues with using IT personnel, the status of the Abaris Report and that the previously approved position is not to be filled until that report is complete and Mr. Grantham's concerns about the reduction in the tool allowance and the travel/training budget. Discussion occurred regarding the recommendations related to capital outlay. The following motion was made by Commissioner Bell:

To approve as recommended by staff.

Mr. Grantham commented on the reduction in the tool allowance.

Commissioner Bell offered the following amended motion and it passed unanimously:

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To approve as recommended by staff except to increase the tool allowance to \$800.00.

Administrator Deist reviewed the costs and recommendations related to the CSI report (see attached) noting that his recommendation would be to do nothing until the final report is received.

HUMBOLDT TELEVISION: Administrator Deist reviewed the budget for the Board including his recommendation to remove the overtime funds identified as there are no employees in this budget, the reduction of the travel and training line item to \$2,000.00 and the elimination of the snow cat track request from the capital outlay. Mr. Grantham commented on the need for overtime in the budget to allow for the oversight of the TV district, the need to fill the television technician position and what Paul Burkholder would require to serve as a contract employee for the district. Administrator Deist commented on discussion he had with Mr. Burkholder. Discussion occurred regarding options for the television district and future issues with the TV channels. Discussion occurred regarding the request for the snow cat, including the need to have equipment in working order, the cost of the item, the possibility of leasing helicopter services, other departments who have snow cats and the cost effectiveness of having a limited use vehicle. Commissioner French suggested that the leasing alternative is more cost effective and recommended that \$2,500.00 to \$5,000.00 be added to the budget to cover that cost if needed. The following motion was made by Commissioner Bell and passed unanimously:

To approve the Humboldt Television budget as recommended with the addition of a \$5,000.00 contingency line item for mountain top access.

Chairman Cassinelli recessed the meeting at 12:12 p.m. to reconvene at 1:00 p.m.

JUSTICE COURT: Justice of the Peace Letty Norcutt and Court Clerk's Ramona Suba and Carmen Gonzalez appeared before the Board. Administrator Deist reviewed the budget for the Board. After discussion the following motion was made by Commissioner Amos and passed unanimously:

To approve Justice Court budget as presented.

ADMINISTRATIVE ASSESSMENT FUND: Administrator Deist reviewed the budget proposal for the Board. The following motion was made by Commissioner Brissenden and passed unanimously:

To approve the Administrative Assessment Fund as presented.

ADMINISTRATIVE ASSESSMENT/COURT FACILITY: Administrator Deist noted that this fund is new so there is not enough data to determine the budget. Justice of the Peace Norcutt explained the reason the fund was created. After discussion the following motion was made by Commissioner Brissenden and passed unanimously:

To approve the Administrative Assessment/Court Facility as presented.

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ASSESSOR: Assessor Jeff Johnson appeared before the Board. Administrator Deist reviewed the budget request for the Board. Assessor Johnson commented on the budget request. The following motion was made by Commissioner French and passed unanimously:

To accept Assessor's budget as presented.

COMPUTER SYSTEMS: IT technicians J.D. Ames and Brad Rathbun appeared before the Board. Administrator Deist reviewed the budget message for the Board including the direction that the IT Department be used throughout the organization, the recommendations offered by the IT Department related to computer/program/product purchases (see attached) and the recommendation that the Commission review the memo provided by the department; he reviewed the budget request including the computer purchase for all departments to replace the current XP computers with Windows 7, as XP will no longer be supported by Microsoft. Assessor Johnson addressed the Board regarding the recommendation from Advanced Data Services that the IBM server be updated within the next year. Mr. Ames discussed the countywide computer replacement project. Mr. Rathbun discussed items contained in the capital outlay request. Discussion occurred regarding having all IT services being done through the IT Department and the ability of IT to assist the Communications Department. Mr. Ames asked about the transfer of the router purchase from the Communications budget to the IT budget. Administrator Deist noted that the corresponding funds would also be transferred. After discussion the following motion was made by Commissioner Brissenden and passed unanimously:

To approve the computer systems budget as presented.

ASSESSOR'S TECHNOLOGY FUND: Assessor Johnson reviewed his plans for the fund. The following motion was made by Commissioner Bell and passed unanimously:

To approve the Assessor's Technology Fund as presented.

PLANNING: Betty Lawrence, Senior Planning Technician for the Planning Department appeared before the Board. Administrator Deist reviewed the budget request for the Board noting that the proposed budget did not include the cost of a Planning Director. Chairman Cassinelli commented that filling the position should be placed on hold given the direction related to filling other positions at this time due to budget concerns. Commissioner French concurred but noted his desire to have the position considered in the future. The following motion was made by Commissioner French and passed unanimously:

To accept the Planning Department budget as presented.

DISTRICT ATTORNEY: District Attorney Macdonald appeared before the Board and spoke in support of the request for an additional legal secretary position due to the an increase in workload noting that he

would honor the Board's decision given prior denials of new positions. Discussion occurred regarding the request including Chairman Cassinelli's comment that given the work done in the office the position could be justified more so than in other offices. Commissioner French suggested that the Board wait to make a decision until they see the final numbers for revenues/expenditures. Commissioner French offered the following motion which passed unanimously:

To accept the District Attorney's budget as presented with the exception of the decision regarding the legal secretary position which will be considered in June when the final budget numbers can be verified.

CHILD SUPPORT: Administrator Deist reviewed the budget request for the Board. The following motion was made by Commissioner French and passed unanimously:

To accept the Child Support budget as presented.

CHECK RESTITUTION: District Attorney Macdonald explained how the fund works. The following motion was made by Commissioner French and passed unanimously:

To accept the Check Restitution budget as presented.

LIBRARY: Library Director Shari Allen and Library Board member Mary Beene appeared before the Board. Administrator Deist reviewed the budget for the Board including the recommendation that the CTX that would have been directed to this Fund be re-directed to the Road Department as the Library has adequate fund balance to operate without this revenue. Director Allen commented on the Library's budget and asked if the CTX transfer was just for the one time. Administrator Deist stated that would remain to be seen. The following motion was made by Commissioner Amos and passed unanimously:

To accept the Library budget as presented.

LIBRARY MEMORIAL: Administrator Deist explained the inclusion of this Fund in the budget process. Director Allen commented on the monies/donations included in this fund. After discussion the following motion was made by Commissioner French and passed unanimously:

To accept the Library Memorial Fund as presented.

WINNEMUCCA EVENTS COMPLEX FUND (AG DISTRICT 3/INDOOR EVENTS CENTER):

WCVA Director Kim Petersen and Ag District 3 Chairman O. Kent Maher appeared before the Board. Administrator Deist reviewed the budget request for the Board including his recommendations that the Commission discuss the tractor, the painting of the grandstands, the arena groomer and the gates & panels with the department, that the requests for replacement/insulation of the fairgrounds office roof and the refurbishing of the Chamber of Commerce sign for placement at the corner of East Winnemucca

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Boulevard and Fairgrounds Road be eliminated, that the exhibit hall ADA accessible restrooms and the shop storage not be transferred into the Building Reserve Fund but that \$50,000.00 be reserved in this fund to deal with the ADA issue and that Buildings & Grounds come back to the Board with a proposal of how to address the issue prior to the adoption of the final budget. Discussion occurred regarding the tractor, the re-painting of the grand stands, the arena groomer and the gates & panels, the willingness to hold off on the replacement roof and sign refurbishment until the next budget year and the recommendation to set aside funds for the ADA accessible restroom. Discussion occurred regarding the use of the Building Reserve Fund in the past to earmark project funds and the use of those funds for other projects. After discussion the following motion was made by Commissioner French and passed unanimously:

To approve items 1 through 4 (11 HP Tractor, Paint Grandstands, Black Widow Arena Groomer & Gates & Panels) in the Capital Outlay Projects, delete items 5 and 6 (replace/insulate new roof at fairgrounds office & sign refurbishment/placement) and to put \$50,000.00 in the WEC Fund for the ADA restrooms and to approve the rest of the budget as recommended.

BUILDING OFFICIAL: Building & Safety Director Bobby Thomas appeared before the Board. Administrator Deist reviewed the proposed budget for the Board. Director Thomas commented on the increase in mobile home seals, vehicles and contracts. The following motion was made by Commissioner Bell and passed unanimously:

To approve the Building Official's budget as presented.

TREASURER: Treasurer Gina Rackley appeared before the Board. Treasurer Rackley reviewed the budget for the Board including the increases to dues & assessments and postage; she discussed a program included in the Computer Department's budget. The following motion was made by Commissioner French and passed unanimously:

To accept the Treasurer's budget as presented.

JOINT MEETING BETWEEN LANDER COUNTY COMMISSION, PERSHING COUNTY

COMMISSION AND HUMBOLDT COUNTY COMMISSION: Present on behalf of the Lander County Commission were Commissioners Steven Steinmetz, Patsy Waits and Brian Garner, Lander County Clerk Sadie Sullivan. Present on behalf of the Pershing County Commission were Commissioners Darin Bloyed, Carol Shank and Pat Irwin, District Attorney Jim Shirley and Administrative Assistant Karen Wesner.

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6TH JUDICIAL DISTRICT FUNDS: Judge Richard A. Wagner, Judge Michael A. Montero, Chief Juvenile Probation Officer, Ed Sampson, Deputy Chief Juvenile Probation Officer, Craig Tippens, Juvenile Court Master Sam Matheny and Drug Court Administrator Rosa Sanchez appeared before the Board.

DISTRICT COURT: Administrator Deist reviewed the budget request for the Boards including the request for housing the Juvenile Court Master in the Courthouse and providing an assistant for the Master. Judge Wagner addressed the Board and provided the background related to the changes with the Juvenile Court Master. Judge Montero explained the purpose of moving the Master out of the Juvenile Detention facility. Judge Wagner spoke in support of restoring the County Meeting Room to its original purpose of a District Courtroom noting the historical significance. Administrator Deist noted the only issue for discussion is where the Juvenile Court Master will be located and the only increase is related to the new position of administrative assistant to the Master. Discussion occurred regarding where to house the Master as well as what would need to be done following the election if a Humboldt County resident is elected District Judge in relation to office space for Judge & staff. It was noted that further discussion will need to occur related to these issues. The following motion was made by Commissioner French and passed unanimously:

To accept the request for the Sixth Judicial District Court budget as presented.

DISTRICT COURT - HUMBOLDT: Administrator Deist reviewed the budget request for the Board noting that this would be the Fund that would include the costs associated with the proposal from Washoe Legal Services. Judge Montero commented on the Washoe Legal proposal noting that he is not a spokesperson for the program; he stated that he did not want the cost of the program to impair or inhibit the District Court budget. Discussion occurred regarding the services proposed and that Lander County is no longer involved in the proposal. After discussion the following motion was made by Commissioner Amos and passed unanimously:

To approve the District Court budget for Humboldt County as presented.

COURT REPORTERS: Administrator Deist reviewed the budget for the Boards. The following motion was made by Commissioner Amos and passed unanimously:

To approve the Court Reporters budget as presented.

COURT REPORTERS - HUMBOLDT: Administrator Deist reviewed the budget for the Board. The following motion was made by Commissioner French and passed unanimously:

To accept the Sixth Judicial Court Reporters - Humboldt budget as presented.

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LAW LIBRARY: Administrator Deist reviewed the budget for the Board. The following motion was made by Commissioner Bell and passed unanimously:

To approve the Law Library - Humboldt budget as presented.

DRUG COURT: Administrator Deist reviewed the budget request for the Board. Judge Montero discussed the grant funding associated with the program and services offered by the program. The following motion was made by Commissioner Amos and passed unanimously:

To approve the Drug Court budget as presented.

SIXTH JUDICIAL DISTRICT - JUVENILE PROBATION: Administrator Deist noted that this is a budget that is split 60-20-20 with Lander and Pershing Counties. Chief Probation Officer Sampson reviewed the budget request for the Boards. Commissioner French disclosed for the record that his daughter works for the Juvenile Department but as he has no financial stake he will not be abstaining from discussion and action on this matter. Discussion occurred with Judge Wagner regarding the restoration of merit increases for County employees and how those merit increases are determined and handled. Judge Wagner noted the quality of the Sixth Judicial District Juvenile Department and stated his hope that in the future what has been developed will be kept in place. After discussion the following motion was made by Commissioner Brissenden and passed unanimously:

To approve the budget for the Juvenile Department as proposed.

WASHOE LEGAL SERVICES PROPOSAL FOR PROVIDING FREE LEGAL SERVICES TO SPECIALIZED NEED INDIVIDUALS IN PERSHING, LANDER AND HUMBOLDT

COUNTIES: Discussion occurred regarding the proposal from Washoe Legal Services including that the proposal no longer includes Lander County, the involvement of grant funding, that the service provides legal counsel for the elderly and children, that the proposal has changed since the original presentation and the current cost for the service. After discussion the following motion was made by Commissioner French and passed unanimously:

To go ahead with the \$35,000.00 for Washoe Legal Services.

OTHER MATTERS OF INTEREST TO THE THREE COUNTIES: Pershing County Commissioner Bloyed commented on an issue with the of Humboldt County residents disposing of their trash at the Pershing County transfer site in the Grass Valley area. Discussion occurred regarding the issue.

Pershing County Commissioner Irwin inquired about the change of ambulance service in Lander County. Lander County Commissioners Waits and Garner responded and discussed the change. Pershing County Commissioner Shank asked about the road policy used in Humboldt County and requested a copy

of the policy. Discussion ensued.

PUBLIC COMMENTS: Chairman Cassinelli asked for public comments. None were offered.

ADJOURNMENT: Chairman Cassinelli adjourned the meeting at 4:28 p.m.

ATTESTED: [Signature] Clerk APPROVED: [Signature] Chairman

(Minutes approved by the Commission and signed by the Chairman on 6-2-14)

CONFIDENTIAL

MEMORANDUM

TO: County Commissioners
FROM: County Administrator
DATE: March 20, 2014
SUBJECT: Budget Message

Mr. Chairman and members of the Commission, Good Morning and welcome to the 2014 Budget Hearings. It is that time of the year when we set the path we wish to follow in the next fiscal year. The process we use today is much quicker and efficient than the first ones Commissioner Cassinelli and I experienced back in 2000-2001. Our current process has worked well and has enabled us to do the County's business in a timely and efficient manner. Thank you for continuing with this process.

At the Retreat in January you gave some direction we have attempted to follow in the preparation of this budget. During this we hope that you will see that direction being followed. We are not proposing a tax increase; revenues do not equal expenses, and however we will discuss this issue and the protection of fund balances. Through out the process we have kept in mind your direction that departments are to go into maintenance mode, maintain and cut if possible. We will be recommending cuts in several areas during this process. We also in considering the Road Department Budget kept in mind the direction to look at cuts else where to maintain the road program.

For several years we have maintained that you save in the "good times" to help you through the slim times. I believe this year may very well be one of those slim times. Do to sound fiscal policy and guidance developed over the years we have been able to save. We have created strong fund balances; however we can not rely totally on those balances to get us through the year. We have discussed on several occasions over the last year or so the need to be prudent in relation to those fund balances. Without that prudence we could go through