

**Approved May 3<sup>rd</sup>, 2018**

The Special Meeting - Budget of the Douglas County Board of County Commissioners was held on March 26, 2018 in the meeting room of the County Administration Building, 1616 8th Street, Minden, NV, beginning at 9:00 AM.

**Call to Order – Meeting Called to order at 9:00 AM**

**Commissioners Present:**

Steve Thaler, Chairman  
Barry Penzel, Vice Chairman  
Nancy McDermid, Board Member  
Larry Walsh, Board Member  
Dave Nelson, Board Member

**Commissioners Absent:** none

**Staff Present:**

Kathy Lewis, Clerk-Treasurer  
Larry Werner, County Manager  
Doug Ritchie, Chief Civil Deputy District Attorney  
Miguel Camacho, Deputy Clerk

**PLEDGE OF ALLEGIANCE** - Commissioner Nelson

**PUBLIC COMMENT**

**Jim Hartman** stated he was a resident of Genoa and he commended the Grand Jury but was disappointed that they did not identify individuals involved. Mr. Hartman said that the Board needed to be accountable for what had gone on regarding “Tiregate” for the last ten years. He added that the Board approves the budgets for tires, so they should be held accountable. Mr. Hartman said there were no internal controls or audits and they knew there was a problem in 2012 with Mr. Oakden. He mentioned that top management was guilty of intimidating employees and of covering up. Mr. Hartman declared that whistleblowers needed to be protected and the County did not review the Whistleblower Policy every three years like they should have. He said that Commissioner Walsh and Nelson were too new to receive any blame, but Ms. McDermid had been here for ten years and all of Tiregate. He wanted to make it clear that the County Commission was derelict.

**Lynn Muzzy** presented a written speech for his Public Comment.  
*To review Mr. Muzzy’s letter, please see the Supplemental Materials.*

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**APPROVAL OF AGENDA**

MOTION to approve agenda; carried.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Nancy McDermid, Board Member
<b>SECONDER:</b>	Dave Nelson, Board Member
<b>AYES:</b>	Thaler, Penzel, McDermid, Walsh, Nelson

**ADMINISTRATIVE AGENDA**

**1. Presentation only. Presentation on the report for FY 2017-18 Strategic Plan performance and progress projected through the third quarter (Q3). (Lisa Granahan)**

Larry Werner County Manager wanted to show the public how to get more information on the budget process through the Transparency Portal and what was being presented at the meeting.

Commissioner Nelson said that he did not believe the Portal was very useful because it takes too long to gather the information needed and would like a report drafted for the Board.

Chairman Thaler stated that he had spent the time to use the Portal and believed a report would take up too much of staff's time.

Vice Chairman Penzel stated that this was not part of the agenda and therefore should not be discussed today.

Commissioner Nelson added that the Grand Jury stated the Board should have a report like this as well.

Lisa Granahan shared a presentation about the Strategic Plan Progress on the following topics:

- Goals for Today's Report
- Background
- Third Quarter Process Update
- Overall Performance
- How to Read Report
- Direction to be Determined
- Items Completed/Progress Made
- Upcoming Financial Action or Financial Policy Direction
- What's Next in the SP Cycle

*To review Ms. Granahan's full presentation, please see the Board packet.*

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<b>RESULT:            FOR PRESENTATION ONLY.</b>
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**2. For possible action. Discussion on the Fiscal Year 2018-2019 tentative budgets for Douglas County and the Douglas County Redevelopment Agency funds. (Julie Andress)**

Chairman Thaler stated that there were eight entities presenting and he would call for a break after the Sheriff's Office presentation.

Vice Chairman Penzel asked if the Board would be approving the Supplemental Requests.

Chairman Thaler said today was all presentations and the Board would not approve them until they had seen them fully.

Vice Chairman Penzel asked if staff would have a prioritized list of all the Supplemental Requests and if they will be able to put \$1.8 Million into the Road Operating Fund.

Chairman Thaler stated he believed so but he would like to review the minutes and verify that.

**Finance Department began their presentation.**

Julie Andress shared a presentation about the Tentative Budget on the following topics:

- Agenda
- Recap of FY 18/19
- Budget
- Priority Based Budgeting
- PBB Community Results
- Percentage of Program Costs per Department
- PBB Governance Results
- Presentation Schedule

*To review Ms. Andress' full presentation, please see the Board packet.*

Chairman Thaler instructed the Board that if they had any questions, to ask them as each person presented.

Vice Chairman Penzel asked about approving the tax rates and why it was not represented on the slides.

Ms. Andress said she did not have a reason for it not being on the slide.

Vice Chairman Penzel believed that information was crucial in terms of revenue.

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*Ms. Andress continued her presentation.*

Chairman Thaler asked Ms. Andress to explain why the Beginning Fund Balance is \$12.9 million dollars short.

Ms. Andress stated that when the County starts the new Fiscal Year process, Finance takes the Fund Balance at that time and it becomes the Beginning Fund balance for the new Fiscal Year.

Commissioner McDermid asked how much the Consolidated Tax contributes to the Intergovernmental Revenue.

Ms. Andress stated that about \$577,000 came from the Consolidated Tax.

Commissioner McDermid asked how much total was given to Douglas County. She believes that is an important number because that decides if Douglas County is a Receiving or Giving County.

Ms. Andress stated that she did not have that information on hand.

Vice Chairman Penzel asked about Contributing Capital and what the water hookup fees were.

Ms. Andress said she did not have that information readily available.

Vice Chairman Penzel believed the hookup fees were fees and not Contributing Capital and asked if this could be renamed.

Larry Werner, County Manager, said that it had to be listed as such.

Commissioner McDermid stated that it was listed as Contributing Capital because the fees go back into the reinvestment and it doesn't go into Operations or Maintenance.

Commissioner Walsh believed the Consolidated Tax was important and believed the public should know what that was.

Chairman Thaler explained that there were a few different taxes in the Consolidated Tax. He added that if the County receives more taxes than they give out, then it was considered a Receiving County.

Commissioner McDermid said that Washoe and Clark are generally the only Giving Counties in the state.

Vice Chairman Penzel added that the mining Counties were included sometimes as Giving County's but the money in sales tax went to the State and was portioned out to the Counties.

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Mr. Werner said that the State Consolidated Tax was \$13.5 million and listed the different taxes that make up that tax.

*Ms. Andress continued her presentation.*

Commissioner McDermid asked why there was only an increase in the Miscellaneous if there are another \$8 million not represented.

Ms. Andress stated they had not fully budgeted for the Capital Projects because they need Board approval for the rest of the budget.

Chairman Thaler added that they would be approving that all of those projects at the last budget meeting.

Commissioner McDermid asked if the \$8 million was in the Regional Transportation Commission (RTC) Fund from the bond.

Ms. Andress said she would need to look that information up.

*Ms. Andress continued her presentation.*

Chairman Thaler asked Ms. Andress to explain a quartile.

Ms. Andress said it was referring to how likely aligned programs were to the Strategic Plan.

Mr. Werner added that the programs were identified and scored and based on the score; the program would develop a bell curve and grade them one, two, three or four.

Commissioner McDermid asked if the mandated programs were included in the list provided.

Ms. Andress stated that the mandated programs were run through the program as well and noted that she could create a report with that information.

Vice Chairman Penzel asked if the \$61 million figure represented the General Fund and asked what other funds were included.

Ms. Andress replied that the Special Revenue and Enterprise Funds were also included.

*Ms. Andress continued her presentation.*

Vice Chairman Penzel said there could be a number of different funds in each quartile group, so the Board couldn't just dismiss one quartile as a whole.

*Ms. Andress continued her presentation.*

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Commissioner Nelson said he would like to see what money the Board could control and make changes to.

Chairman Thaler stated that the Board could recommend or not recommend whatever they choose.

Commissioner McDermid asked if they would see what was mandated and what was not during the presentations.

Ms. Andress said they would not.

Commissioner McDermid stated that it was hard to approve projects being requested without that information.

Mr. Werner stated that the Portal would provide all the quartiles and with each department present, the Board could ask what programs were mandated.

Vice Chairman Penzel said that even in his first year on the Board, there was no way to see what programs were mandated through Priority Based Budgeting reports. He added that the County won an award for their Priority Based Budgeting system but it still does not provide the Board with the information needed to make informed decisions.

Commissioner McDermid believed the Board couldn't say something was mandated and still ask to cut funding.

Mr. Werner stated that the system would require a ranking and scoring of each program but it still builds a bell curve and puts it into a quartile. He added that this is not a Budget Management Tool and the County and the Board had to decide if it made sense.

Chairman Thaler mentioned that he had always found Priority Base Budgeting confusing and very few counties use it. He believes the Board needed to figure out if they still wanted to use this program going forward.

Commissioner McDermid stated that Judiciary had mandated programs in each of the four quartiles, but everything in their budget was mandated, so it made it difficult to make a decision.

Vice Chairman Penzel believed the Judiciary Department was a bad example because they could choose to mandate certain items if they were not approved by the Board. He believed that zero-based budgeting was a better option and added that if the Board was going to change the system, it needed to be done with enough time for the departments to adjust.

**Sheriff's Office began their budget presentation.**

Sheriff Ron Pierini believed the budget presentations were good for all involved

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and it was hard to predict the budget for the Sheriff's Office, but they do try hard to have money to return to the Board. He said as they have looked at the budget over the years and there is less and less they can give back. He added that they have budget discussions in the staff meeting each week and Sheriff's Office wanted to make sure they put this together properly so the Board was reassured that they have what was needed to make a good decision. Sheriff Pierini mentioned that things like the Washoe Crime Lab have to be utilized and contracts have to be paid for because there is no way to afford to build a crime lab for Douglas County. Sheriff Pierini introduced Undersheriff Paul Howell.

Undersheriff Paul Howell shared a presentation about the Fiscal Year 18-19 on the following topics:

- Supplemental Requests
- Supplemental Requests Funded
- Budget & Personal
- Four Divisions
- Span of Control
- Officers per 1000 Residents
- Crime Rate
- Average Response Time

*To review Undersheriff Howell's full presentation, please see the Board packet.*

Chairman Thaler asked to clarify the time it took to get an emergency call.

Undersheriff Howell said as soon as a call was made, it was routed to an officer and they get to see whatever notes dispatch entered.

*Undersheriff Howell continued his presentation.*

Chairman Thaler asked if the School District approved the School Resource Officer position and wondered if that would cut the cost in half.

Undersheriff Howell clarified that was the full cost of the position but they would bill the school quarterly.

Chairman Thaler stated that since the School District intended to pay for half, why that cost would not be reflected.

Undersheriff Howell stated that the position had to be budgeted in full in order to be requested.

*Undersheriff Howell continued his presentation.*

Vice Chairman Penzel said the vests were a part of the uniforms and asked if they would be rotating the vests.

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Undersheriff Howell stated yes, they had a spreadsheet that every new hire was entered into when they were assigned a vest.

Vice Chairman Penzel asked how much a vest cost.

Undersheriff Howell said vests average anywhere from \$1,000-\$1,300, depending on the model.

*Undersheriff Howell continued his presentation.*

Vice Chairman Penzel asked if they could get statistics on crime rates over the years, as of just the current year.

Undersheriff Howell stated that the crime rate went down a little over a point and the Sheriff's Office could provide that in the future. He added that there was an upward trend for officers' committed time, which left less time available for patrol.

Vice Chairman Penzel believed all of those statistics should be associated with population growth. He also praised the hard work of the Sheriff's Office for keeping Douglas County safe.

Undersheriff Howell said they selected a vendor for the body-worn cameras, and were offered the same pricing as Washoe County, Reno, and Sparks but he and Captain Halsey negotiated with them and were able to get the State pricing from 2016, which will give them a 20-25% discount.

Captain Dan Coverley shared a presentation about the Administration Division on the following topics:

- Supplemental Requests 212
- 211 Administration
- 212 Admin Services
- 213 Records
- 221 Coroner
- The Administration Division is Comprised of
- Administration Staffing
- Administrative Division Responsibilities
- Public Affairs Officer
- Post Training Required
- Youth Services
- Reserve Deputy Program
- Lake Tahoe Sub-Station Commander
- Financial Analyst
- Sheriff's Records
- Records Duties
- Records Division Statistical Information

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*To review Captain Coverley's full presentation, please see the Board packet.*

Chairman Thaler asked what the acronym ROV stood for.

Captain Coverley said it meant Remote Operated Vehicle and clarified that it is a drone that goes under water.

*Captain Coverley continued his presentation.*

Commissioner McDermid asked if the Sheriff's Office would be impacted at local events, due to the tragedies that have happened recently throughout the Country.

Captain Coverley said that the Sheriff's Office would not require anything additional in the permit process but they have supplied ideas as to how to reduce risk. He added that it was up to the private hotels to accurately train staff and for citizens to observe and report anything that may be outside the norm.

Commissioner McDermid stated that Edgewood handed out clear backpacks for the previous Celebrity Golf Tournament and asked about what the Sheriff's Office will be doing this year, considering the number of boats that line up at hole 17.

Captain Coverley said the bags are a good idea, but the boats are a weak point and Edgewood doesn't own the water, so they cannot do much for that. He added that these types of issues were possible with every event the County puts on.

Commissioner McDermid asked who did the training for the body-worn cameras.

Undersheriff Powell added that the contract with Axon included training.

Chairman Thaler asked about the software conversion and what the acronym stood for.

Captain Coverley stated that the program was called National Incident-Based Reporting System (NIBRS).

Chairman Thaler asked if that program would cost the Sheriff's Office any additional funding.

Undersheriff Howell said the federal government had been saying this change was coming. He added that the \$18,000 had been eaten every year by the Sheriff's Office but it is too large now to eat.

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Chairman Thaler stated he understood that if the State mandated something there was little the Sheriff's Office can do.

Chairman Thaler called for a break at 11:16 AM.

The meeting reconvened at 11:29 AM.

Captain Dan Britton shared a presentation about the Investigation Division on the following topics:

- 217 Investigations
- 220 Gang Unit
- 246 Tri-Net
- Staffing
- Span of Control
- Organizational Chart
- Responsibilities
- 2017 Statistics
- 2017 DCSET
- 2017 Tri-Net Statistics
- 2017 Tri-County Gang unit
- 2017 Statistics: Evidence
- Felon & Sex Offender Registration
- Training
- Division Member's Collateral Duties
- Division commanders collateral duties;

*To review Captain Britton's full presentation please see the Board packet.*

Chairman Thaler asked where scams would be reported.

Captain Britton said a lot of the people doing the scams were overseas so that normally was referred to the Attorney General's Office or the Federal Bureau of Investigations (FBI).

*Captain Britton continued his presentation.*

Vice Chairman Penzel asked about the cash seized and asked why there was none.

Captain Britton stated suspects were much savvier now and if they did a drug deal, they used someone else's car and the Sheriff's Office couldn't take that.

Commissioner McDermid asked what the Office did with the seized drugs.

Captain Britton stated that once the case was adjudicated, they incinerated the drugs.

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*Captain Britton continued his presentation.*

Commissioner McDermid asks why Douglas County had so many more arrests than Carson City County.

Captain Britton stated that due to the low crime rate in Douglas County, Officers had the opportunity to actively try and arrest people with warrants.

*Captain Britton continued his presentation.*

Vice Chairman Penzel asked how many MS-13 gang arrests had occurred in Douglas County.

Captain Britton said that most of the arrests were from motorcycle and Hispanic gang members but so far none from MS-13.

*Captain Britton continued his presentation.*

Chairman Thaler asked about the grant money on hold and how much Douglas County could do without the grant money.

Captain Britton stated the Sheriff's Office was always trying to do things without grant money so that they were not dependent on it.

Chairman Thaler would like to see the County do as much as they could without grant money and use the grant money as a bonus.

Undersheriff Howell clarified that Douglas County had no sanctuary participation in County and the Sheriff's Office always cooperated with Immigrations and Customs Enforcement.

Vice Chairman Penzel said the County Manager should explore if they could provide a proclamation saying they were not a sanctuary city or county.

Commissioner McDermid stated she wanted the Board to adopt a resolution stating the County was not a sanctuary county.

Captain Jim Halsey shared a presentation about the Jail Division on the following topics:

- Supplemental Request 215
- 215 Jail
- 331 Bailiff
- Staffing
- Jail Facilities
- Incarceration of Inmates
- Jail Division Workload
- 2017 Statistics

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- Average Daily Inmate Statistics
- Inmate Expenses 2017
- Jail Division Training
- Civil Unit Staffing
- Civil Unit Workload
- Division Commander Collateral Duties
- Division Members Collateral Duties

*To review Captain Halsey's full presentation, please see the Board packet.*

Chairman Thaler asked if the bailiff's salaries were cost allocated.

Captain Halsey stated that the cost was all covered by the Sheriff's Office.

*Captain Halsey continued his presentation.*

Chairman Thaler asked how the Sheriff's Office determined the cost per inmate.

Captain Halsey said that cost was calculated by adding food, bedding, cleaning cost, medical, as well as clothes, but it did not account for the time Deputies spent monitoring the inmates.

*Captain Halsey continued his presentation.*

Commissioner McDermid asked if the Sheriff's Office purchased pharmaceuticals for inmates.

Captain Halsey stated that the Sheriff's Office paid for medication but they would charge inmates upon release, when possible.

Vice Chairman Penzel asked for the pros and cons of consolidating jail operations.

Captain Halsey declared that the Office currently did that with the Lake facility. He mentioned that they keep one Deputy up there to book individuals because it was cost effective.

*Captain Halsey continued his presentation.*

Captain Joe Duffy shared a presentation about the Patrol Division on the following topics:

- Supplemental Request 216
- 226 Patrol Operations
- 218 Traffic
- 216 School Resource Officers
- 219 Vehicles

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- Staffing
- Uniform Patrol Duties
- K9 Duties
- K9 Statistics 2017
- Traffic Unit
- School Resource Officer Duties
- 2017 Statistics
- Top 5 Calls for Services in 2017
- Training
- Division Commander Collateral Duties
- Collateral Duties Deputies

*To review Captain Duffy's full presentation, please see the Board packet.*

Chairman Thaler asked if the Sheriff's Office wanted the Board to fund the School Resource Officer position.

Captain Duffy said this project was down the road and dependent on the School District, but he wanted to make sure it was on the Board's radar.

Commissioner McDermid believed the Sheriff's Office should budget for it just in case.

Commissioner Walsh asked if the equipment cost was shared by the School District.

Captain Duffy stated the School district would only cover half of the salary cost.

*Captain Duffy continued his presentation.*

Chairman Thaler asked about how much the school provided and said he believed they are giving the County a great deal.

Undersheriff Howell stated that it depended on the person hired, as well as how much overtime they received, but the agreement came in at just over 50%.

*Captain Duffy continued his presentation.*

Commissioner McDermid asked how many dogs Douglas County had currently.

Captain Duffy stated that there were six dogs. He added that that one was assigned to the jail and the others were for officers on patrol.

*Captain Duffy continued his presentation.*

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Vice Chairman Penzel asked if he could explain how County Maintenance and the Sheriff's Office worked together to ensure nothing slipped through the cracks.

Sheriff Pierini stated that the more vehicles the Sheriff's Office had, the less it cost for maintenance. He added that if each deputy had a vehicle, they felt a connection with the vehicle and were able to adequately maintain that vehicle. Sheriff Pierini mentioned that it would help the department know who was doing what to the vehicles, because only one person would have used it. He concluded by saying that deputies do not take their cars home.

Undersheriff Howell said that the maintenance cost in the last few years had stayed flat. He added that the few things they accounted for were the gas, oil and small equipment, like roll cages or any other hardware for the cars. He said the cost of vehicles had remained competitive, where things like roll cages and radio mounts had gone up. He declared that the Sheriff's Office was supposed to get six new vehicles a year, so he meets with Glen Radtke and they look at maintenance per mile, instead of how old the vehicles are.

Vice Chairman Penzel said that he would still like to see the amount of increase or decrease from year to year.

Undersheriff Howell said that in 12 years, it's gone up \$5,000. He mentioned that when gas goes up to \$4, they just take the hit and figure it out.

Vice Chairman Penzel asked where the money went when something was auctioned off.

Undersheriff Howell replied by saying that it went to the General Fund.

Vice Chairman Penzel asked if people would be intimidated or criminals deterred if they kept a couple of the vehicles strategically parked.

Undersheriff Howell said that Esmeralda County had done that but he didn't believe it helped that much and could cause more problems, such as vandalism.

Sheriff Pierini added that it may just get that vehicle destroyed. He mentioned that when there was an increase in maintenance cost, the Sheriff's Office would like to know why.

Chairman Thaler stated that it was hard for the Board to just look at slides and decide but he believed the Sheriff's Office did a good job of focusing on 2017 and as the Board moved forward, he would like to see year to year statistics.

Undersheriff Howell declared that he understood what the Chairman was asking for and they would do it, but their modus operandi had been that they did not ask for an increase until they saw a difference three years in a row.

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Vice Chairman Penzel assumed that the autopsy requirements were increasing from the state level.

Undersheriff Howell said that the increase in autopsy costs was due to the new software that they have to use. He mentioned that it was not very user-friendly and they have had a lot of issues but they have to use it.

Sheriff Pierini stated that the vests would be helped due to the Omnibus Spending Bill that was just signed and he praised his sheriffs and the work they have done for Douglas County.

Chairman Thaler praised Sheriff Pierini for his leadership.

Chairman Thaler called for a break at 12:47 PM.

The meeting reconvened at 1:39 PM.

**Public Works began their budget presentation.**

Ron Roman, Interim Public Works Manager, shared a presentation about Solid Waste Management on the following topics:

- Budget
- Programs
- Supplemental Request
- Capital Improvement Projects

*To review Mr. Roman's full presentation, please see the Board packet.*

Vice Chairman Penzel asked about Priority Based Budgeting (PBB) and how many programs ranked in quartile four.

Mr. Roman said he would have to look it up.

Vice Chairman Penzel asked if these projects were all funded out of the General Fund.

Mr. Roman said that everything was funded by Franchise Fees.

Commissioner McDermid asked if funding was taken out of the Solid Waste Fund.

Mr. Roman stated that there was \$1.5 million transferred out.

Chairman Thaler asked what funding source meant.

Mr. Roman said he would have to defer to Finance for that information.

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Heather MacDonnell, Accountant, said this fund did not get any revenue from the General Fund and it was not an Enterprise Fund but Special Revenue.

*Mr. Roman continued his presentation.*

Chairman Thaler asked why the Supplemental Requests were different in the Board packet.

Mr. Roman stated that those requests were no longer needed because the Board approved funding for the requests in March.

Commissioner Walsh stated that he was told the County does not monitor the wells at the landfill and asked if that was correct.

Mr. Roman confirmed that was correct and that the County and Nevada Division of Environmental Protection (NDEP) decided there was no need to conduct groundwater monitoring in that area a few years back.

Chairman Thaler added that the County may still conduct testing and did not have to stop because the State had deemed it unnecessary.

Mr. Werner said that because it was a closed cap landfill, as long as there was no water getting in the area, the issue went away.

Commissioner McDermid noted that the Joint Powers Agreement with the Waste Management Authority in Tahoe was funding the landfill from El Dorado County and the City of South Lake Tahoe, which was held in case of an emergency.

Mr. Roman stated that there were two different departments that funded the landfill; the Solid Waste Department and the Joint Powers Agreement Fund and said some funds were held there.

Vice Chairman Penzel said the last two presenters showed programs that would be coming up in the future but he felt that should be separate from the budget.

Paul Gilbert, Douglas County Constable, shared a presentation about Alternative Sentencing on the following topics:

- Budget
- Programs
- Supplemental Request
- Capital Improvement Projects

*To review Constable Gilbert's full presentation, please see the Board packet.*

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Chairman Thaler asked about the tentative and adopted budget numbers because they did not work out.

Constable Gilbert stated that it was because someone went from part-time to full-time and he believed Finance put those numbers in there.

Commissioner McDermid stated that a lot of State-sponsored services had continually increased in cost and asked if the State was the only entity that could provide those services.

Constable Gilbert declared that Carson City also used the State for those services and it was more effective to have the State do it, since it was a fairly complicated process.

Vice Chairman Penzel said this was an issue brought before the State Legislature, in regards to how long the process took and the costs to house people completing the services.

Constable Gilbert said the judges would be fairly aggressive if reports weren't in, so that helped them. He believed the State had hired new bodies to do the job, so that could cause an increase as well.

Vice Chairman Penzel stated he had concerns about the time and money used to house criminals during the sentencing process.

Constable Gilbert stated that they would hope to do the sentencing just as fast because taking longer would not make that an effective unit.

Constable Gilbert shared a presentation about the Constable Office & Security on the following topics:

- Budget
- Programs
- Supplemental Request
- Capital Improvement Projects

*To review Constable Gilbert's full presentation, please see the Board packet.*

Scott Shick, Chief Juvenile Probation Officer, shared a presentation about Juvenile Probation on the following topics:

- Revenue
- Budget
- Programs
- Supplemental Request
- Capital Improvement Projects

*To review Mr. Shick's full presentation, please see the Board packet.*

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Chairman Thaler asked what drove the Juvenile Detention Center cost increase.

Mr. Shick stated that the facility was detaining more kids and so they had seen an increase from two beds per day to four.

Chairman Thaler stated that was something that stuck out to him because there was no mention of adding new employees.

Mr. Shick said that the experience they had was helpful, keeping kids from being sent out for other services.

Chairman Thaler also asked if, in the future, the Detention Center could show year to year increase or decrease statistics.

Mr. Shick agreed that those statistics should be in the presentations.

*Mr. Shick continued his presentation.*

Chairman Thaler asked if Douglas County charged Carson City to detain kids.

Mr. Shick stated he was currently drafting the contract necessary to do that and further asked the Board if they had any direction on how to charge for detaining kids.

Chairman Thaler asked the average daily cost to house a kid.

Mr. Shick said for Fiscal Year 2016-17, there were 100 kids detained with the average stay being seven days, making the daily cost \$558 per day. He added that Douglas County could detain kids with Carson City under a contract but the quality of service would decrease.

Commissioner Walsh praised the facilities for all the work they do for Douglas County.

Vice Chairman Penzel asked about day reporting and the \$50,000 it cost and why it was not listed as one of the programs, if it was listed in quartile one.

Mr. Shick stated that day reporting refers to the type of supervision required with Mental and Family Counseling, in terms of Priority Based Budgeting. He added that the day reporting was crucial to the health and rehabilitation of all detainees.

Commissioner McDermid asked how many of the programs listed have been mandated.

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Mr. Shick said they were all mandated and he couldn't speak to them individually but some of the programs were in place just to provide help for kids that they do not receive from their families.

Commissioner McDermid stated that she believed they had to report everything they do.

Mr. Shick said yes, but they went to a new data collection program called Caseload Pro and the State was following suit.

Chairman Thaler stated that requirement came out of the 2017 Legislative session and will go into effect in 2019. He also asked if the Juvenile Detention Alternative Initiative was working effectively.

Mr. Shick said yes, and they practice the appropriate detention of kids. He mentioned that they looked at the patterns to see what was needed and found that a full-time Juvenile Psychologist was not necessary, so they were able to eliminate that because of Priority Based Budgeting.

Chairman Thaler asked who assigned the programs to a quartile.

Mr. Shick stated that the office worked with Finance to come up with the quartile assignment.

Chairman Thaler asked if there had been any changes to the priorities in the last six years.

Mr. Shick stated that not much has changed other than the Mental Health Division, which had been dropped.

Larry Werner, County Manager, clarified that day reporting and the division's supervision were both in quartile two.

Mr. Scott stated that they work a lot on the front end to prevent kids from ever reaching the facilities and there is a lot of teamwork with schools and families to get that done.

Scott Shick shared a presentation about the Western Nevada Regional Youth Camp (WNRYS) on the following topics:

- Budget
- Programs
- Supplemental Request
- Capital Improvement Projects

*To review Mr. Shick's full presentation, please see the Board packet.*

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Kathy Kaiser, Senior Budget Analyst, said the tax rate was at two cents and was reduced because of the reserve balance.

Mr. Shick stated that they have had more kids in WNRVC over the past three years and he believed, due to the last legislative session, they would be able to use more of the reserve money.

Chairman Thaler asked if they could fix the contract budget to reflect what was in the presentation. He also asked when WNRVC used reserve money.

Mr. Shick stated the office used \$50,000 each year to perform the Aftercare Drug and Alcohol transition for kids leaving and that went into the Professional Services line item.

Chairman Thaler asked why it was collected by WNRVC but expensed by the Juvenile Probation Office.

Ms. Kaiser stated that it was part of the 334 budget but it was done through a journal entry and transferred from WNRVC over to the General Fund because the expense would come out of Professional Services.

Vice Chairman Penzel asked why the Controlled Substances line item did not reflect that transfer.

Mr. Shick stated that it was used specifically for the tax rate, so he did not consider it revenue.

Ms. Kaiser stated that it comes through as a reimbursement of revenue and it has always been done that way, but she would look into the matter.

Mr. Shick stated that the money went right into Professional Services.

Chairman Thaler wanted to reiterate that the Board should be simply trying to track the money and not micro-manage.

Mr. Werner said that when the property tax was collected, there was a transfer to the General Fund. He added that there was no transfer out of WNRVC and it shows up as Inter-governmental.

Chairman Thaler said that if the Board looked at WNRVC, he understood where they go but he did not understand how the breakdown was exposed. He added that the Board gets the spreadsheet and if they can't make sense of them, it won't make sense to the public.

Mr. Werner stated that the County wanted to bring down the reserve because as property tax rose, that percentage would eventually match what WNRVC needed. He added that it was not trying to take the reserves down to zero but to cut them in half.

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Chairman Thaler declared that as the Board, they were just trying to figure out when the reserves could be reduced.

Vice Chairman Penzel added that he didn't see where the money came back to the Juvenile Probation Office and it may go to General Operations but the greater argument was the tax should be split in half and have that go into roads or stormwater.

Mr. Shick said that they did visit this item but they reduced the tax and put it back in the General Fund. Mr. Shick added that he is a bit apprehensive about reducing that any further based on how often things fluctuate.

Chairman Thaler stated that the Board can tax up to five cents but he added the County does not need five cents to spend on its needs.

Mr. Shick mentioned that he wanted to praise everyone on his staff.

Amy Dodson shared a presentation about the Douglas County Library on the following topics:

- Budget
- Supplemental Requests
- Capital Improvement Projects

*To review Ms. Dodson's full presentation, please see the Board packet.*

Vice Chairman Penzel asked if they received money from Parks, Airport, Library, and Seniors (PALS).

Ms. Dodson stated that she didn't know off hand, but most of the revenue came from the Room Tax.

Vice Chairman Penzel asked why there was nothing reflected in revenue.

Ms. Dodson said that they do not collect fees so there was not much to show for revenue.

Chairman Thaler added that the Library had always been separate because their needs were much different than the other organizations.

Scott Morgan, Community Services Director, said they would have a detailed overview of Room Tax tomorrow, but there were two sources that could be used in the Library. He added that the Room Tax generates about \$1.7 million and the Library receives revenue via a transfer from General Fund or through PALS. Mr. Morgan clarified that Room Tax was not eligible to be used for the Library.

Chairman Thaler asked if the tentative budget assumed that all employees would receive the maximum increase in wages.

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Ms. Dodson stated that she just estimated the highest amount but there has been a lot of turnover, which could increase the cost.

Commissioner Walsh asked if the Library would be adding an employee.

Ms. Dodson stated that was an error and the Full-Time Equivalent (FTE) figure was what the Library currently has on staff.

Ms. Kaiser stated that Finance had done a lot of FTE clean up and they were currently working to correct that error.

Chairman Thaler said he would appreciate it if those changes were made apparent throughout the department's presentation.

Ms. Dodson stated that the FTE should be for last year and this year.

*Ms. Dodson continued her presentation.*

Commissioner McDermid stated that the Room Tax was listed as a funding source and asked why, if funds cannot be allocated for the Library.

Mr. Morgan stated that the Room Tax fund just means Tax 234.

Commissioner McDermid would like the Room Tax to be more specific in explaining where the funding goes.

Mr. Morgan said they could do that in the future.

Vice Chairman Penzel believed it's inappropriate to mention the Room Tax if the Library couldn't use it. He added that the Board approved the Bookmobile and did not know who would man the project, and he believed the Board should have asked that question.

Chairman Thaler stated that as the Board approved the Bookmobile, it was assumed that existing staff would operate it, so staff was also to blame, to an extent. He asked if existing staff would be able to use the Bookmobile.

Ms. Dodson said yes they could, but they would have to cut back on other services.

Chairman Thaler added that now because of Priority Based Budgeting, something would need to be cut in order to fund that additional FTE.

Ms. Dodson said the Library Board would not recommend cutting any services but hiring a new person to man the Bookmobile.

Commissioner McDermid believed the Bookmobile was a good addition and it was never the intent to add the Bookmobile and cut other services.

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Ron Roman, Interim Public Works Director, shared a presentation about Public Works Building Services on the following topics:

- Budget
- Programs
- Supplemental Requests
- Capital Improvement Projects

*To review Mr. Roman's full presentation, please review the Board packet.*

Chairman Thaler asked for clarification on whether or not the office reorganization would increase the cost to run the office.

Mr. Roman answered that before the reorganization, the supervisor was at a lower FTE than he should have been.

Chairman Thaler asked about the backup generator and if the County still had a surplus of generators.

Glen Radtke, Fleet and Facilities Manager, stated that it was not a generator but a backup air conditioner for the server room in the old courthouse.

Chairman Thaler asked about the plans for the fuel tank.

Mr. Radtke mentioned that Public Works wants to pull out the below-ground tank for a new above-ground tank or just remove the tank completely.

Chairman Thaler asked that tentative items not be included because the Board does not want to approve funds for something that they may dispose.

Vice Chairman Penzel asked why the tank was scheduled for Fiscal Year 2019-20 and asked if it was \$100,000 just to see if something was required.

Mr. Roman said yes, but it would include the design of the new tank as well.

Vice-Chairman Penzel said that if they committed the full \$100,000 and it cost less than anticipated, he believed that to be money that could have been spent elsewhere and asked if Public Works had been ordered to replace the tank.

Mr. Radtke said no but there was a hose that was failing.

Vice Chairman Penzel stated he did not know why the tank was still there and asked why the County was still using the failed hose.

Commissioner McDermid declared that if the hose failed, it will be a major issue. She added they were asking if the tank is needed and if so, what the

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options were but there were things that were ongoing, regardless of the needs for local roads.

Chairman Thaler asked if there were any Commercial Fueling Network (CFN) gas stations in Tahoe.

Mr. Radtke said there was one on Kingsbury.

Chairman Thaler believed the best option was to save \$400,000 and just remove the tank.

*Mr. Roman continued his presentation.*

Vice Chairman Penzel asked what was the nexus for what had been proposed as an asset manager and what the Grand Jury had said the County needs.

Mr. Roman stated he was not certain.

Vice Chairman Penzel said the Grand Jury made the report public, so he wanted to figure out what they need in order to comply with it.

Mr. Roman stated that the first task of the Asset Management Program would be to develop a computer system but the needs would still have to be identified.

Vice Chairman Penzel stated Public Works received approval to hire an Engineer but asked why not hire an Asset Manager instead.

Mr. Roman said the engineer position would be working on the roads.

Commissioner Walsh asked if Mr. Roman had looked for a private Asset Management company.

Mr. Roman said they had but the goal was to reduce risk and that would be harder with a private company.

Commissioner Walsh believed that an outside firm would be the best course of action.

Chairman Thaler asked if the Asset Manager would take care of the issue of inventory control and he believed, based on the conversation that was not the case.

Mr. Werner said that the Grand Jury report was talking about the Public Works assets and not an Asset Manager position. He mentioned that it was a lot more than just tires and inventory.

Chairman Thaler asked if this was the same program they brought forward a year and a half ago.

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Mr. Roman stated that the request was the same one made a year and a half ago.

Vice Chairman Penzel clarified that the Grand Jury made the nexus to fraud and embezzlement allegations in the Public Works Department.

Mr. Werner declared that many of the assets from the County could be included in this program, and there were two separate requests and these were two separate issues. Mr. Werner stated that the Warehouse Maintenance Technician position would be in charge of inventory control for Fleet Services.

Vice Chairman Penzel said he wanted clarification as to what the Asset Manager would do. He believed that the expectation of Public Works for that position to improve building maintenance was different than what the Board was looking for. He also asked what the expected duties were for the Warehouse Maintenance Technician.

Mr. Roman stated they would be doing inventory control for building, operations, maintenance, and fleet. He added they would assist with the warehouse functions and the auctions held by the County.

Vice Chairman Penzel asked if that meant it was strictly within the Public Works building.

Mr. Radtke said that they would work in the County warehouse but they would take inventory from all departments throughout the County.

Chairman Thaler believes the Warehouse Maintenance Technician should be a County-wide position.

Ron Roman shared a presentation about Public Works Engineering on the following topics:

- Budget
- Programs
- Supplemental Requests
- Capital Improvement Projects

*To review Mr. Roman's full presentation, please see the Board packet.*

Vice Chairman Penzel had a question about wages and benefits. He mentioned that the requests being made seemed to be very high in value and wanted to know where they came from.

Mr. Roman stated that there were two vacancies and they don't have office space for them, but depending on the budget, they need four more people and no space to have them work.

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Vice Chairman Penzel objected to the technician position long ago, but the Board approved it and now there was nowhere for him to work. He mentioned that he was glad to see it presented but was frustrated by the way the requests were being made. He asked Mr. Roman to explain how the numbers worked out.

Mr. Roman said he would have to defer to Finance because he had not had ample time to update the slides.

Chairman Thaler stated that he did not understand the math and there needed to be more substance so that the Board could understand the requests being made. He added that there should be more detail on why they need Capital Improvement Projects.

Caroline Chieffo, Senior Accountant, said that the numbers for the budget were off because of an addition error and the change column was a more accurate representation.

Commissioner McDermid asked if there were cheaper trailers available. She added that she would like to see more options.

Mr. Roman said that the County Manager had the same concerns and they were looking to see if remodeling the warehouse for usable office space was an option.

Ron Roman shared a presentation about Public Works Motor/Pool Vehicle Maintenance on the following topics:

- Budget
- Programs
- Supplemental Requests
- Capital Improvement Projects

*To review Mr. Roman's full presentation, please see the Board packet.*

Commissioner McDermid asked about charges for services and what that entailed.

Ms. Chieffo stated that the Motor Pool Department had \$464,000 in expenses budgeted and that was allocated to all of the Motor Pool vehicle users in the County. She added that none of that went to the Sheriff's Office.

Commissioner McDermid asked who was paying the \$1.4 million.

Ms. Chieffo stated that \$464,000 was allocated based on Motor Pool users and the biggest portion was the General Fund. She mentioned that the Vehicle Maintenance budget was \$977,000 and funds were allocated to the Sheriff's

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Office, the Road Division, Parks and Recreation and the Seniors; the rest would be smaller users.

Commissioner Walsh stated that he would like to see that information within the presentation.

Vice Chairman Penzel said charges for services were allocated out and asked if there would be a charge listed under the County Managers and if not, under what department.

Ms. Chieffo said it would be in a General Fund department but she did not know which one.

Commissioner McDermid stated the \$1.4 million charges for services were coming out of the General Fund, so the bulk of the charges were coming from Park Service and similar departments. She assumed the road equipment may come out of the Gas Tax but she asked if all those funds were going to be listed in those departments as Vehicle Maintenance.

Ms. Chieffo said yes, they would be listed under Services and Supplies. She added that Vehicle and Motor Pool Maintenance were rolled into the Services and Supplies line, so for all the revenue, there was a charge for each of the departments that use it. Ms. Chieffo said \$1.4 million was funded by the General Fund and the rest came out of all the different Special Revenue and Utility funds.

Vice Chairman Penzel assumed depreciation wasn't on the vehicles themselves but on the equipment.

Ms. Chieffo stated depreciation was only used for budgeting purposes for cash flow.

Vice Chairman Penzel stated that in his view, there should be an inventory line item.

Ms. Chieffo mentioned that the topic was revenue and expenses, but inventory was a balance sheet item. She added that Vehicle Maintenance was \$199,000 for inventory and it would be retaken in July. Ms. Chieffo noted that there were two departments in Fund 313; one was Motor Pool and the other was Vehicle Maintenance.

Vice Chairman Penzel asked if the 630 would not be presented today.

Ms. Chieffo stated that they would be taking inventory on June 30<sup>th</sup>.

Chairman Thaler asked about the revenue when property was sold and why the Board couldn't see it up there. And if it wasn't not there, why was it not listed as separate projected revenue.

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Ms. Chieffo answered that the auction was scheduled for April and it would be listed as Other Financing Sources.

*Mr. Roman continued his presentation.*

Chairman Thaler asked if there were no fleet vehicles currently available for the new hires.

Mr. Radtke said no, there was not a vehicle worth salvaging.

Chairman Thaler asked if vehicles were used 24 hours a day and if the new person could just share a vehicle.

Mr. Radtke said they could look into that but each person had a vehicle assigned to them; in addition, this vehicle had to be a pickup truck to haul the various items.

Chairman Thaler was concerned because they need to allocate money to the roads and that would be difficult if all the Capital Improvement Plans were approved.

Vice Chairman Penzel asked how many vehicles the County owned.

Mr. Radtke said the Sheriff's Office had 250-300 but he did not have an exact answer.

Mr. Werner noted that the County has a spreadsheet and they could provide that to the Board.

Commissioner McDermid asked about doing away with some of the vehicles and if there was a progress update.

Mr. Werner stated that his office looked but there were still pool vehicles; they use them all the time. He added that there was a pool of vehicles employees could use but they were always being rented out.

Vice Chairman Penzel said it was fair to say the Board was fired up by the lack of supervision skills and it always came back to Supplies and Services; because of that, he believed the County should break Supplies and Services apart into individual line items.

Chairman Thaler said that and Supplies were broken down online and the Board needed to decide what they wanted to see at meetings prior to that day. He added that if the Board wanted more back up material, they should alert staff of the fact for future meetings.

Commissioner McDermid stated that Services and Supplies were broken up and she believed that more back up material would be helpful. She noted that

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the information being available on the Portal was great but when the Board had so many questions, staff should prepare a small sheet for the Board.

Commissioner Walsh said he would like to see printed copies of what the Board had talked about and three or four years of history would also be helpful.

Commissioner Nelson believed controlling the budget was one of the main jobs for the Board and with what they had been presented, it was impossible to do so. He mentioned that there were too many things that could slip through the cracks.

Chairman Thaler said he used to file budget reports at the State level and those reports were identical at the County level. He mentioned he pulled a Budget Performance Report from the web and he believed staff could take the Budget Performance Reports by the departments for the future and that will tell them everything they need to know from last year, current and projected.

Kathy Kaiser, Senior Budget Analyst, stated Finance could do that for the Board.

Mr. Werner stated that they may be able to do that for tomorrow's budget meeting.

Chairman Thaler added that he would be doing that tonight for tomorrow's meeting but the one thing the Board did not see was Services and Supplies and it would help if there was more substance to that.

Vice Chairman Penzel would like to standardize things. He noted there were 300 vehicles for the Sheriff's Office and wondered if there were there 300 FTEs. He believed it was difficult to follow any presentation when they received materials at the Board meeting. He mentioned that the Board studied this information and he understood Supplemental information, but felt the whole presentation shouldn't be given as Supplemental. He had memorized figures that were now wrong because staff changed it a minute before the meeting. He added that there was also an issue with Open Meeting laws and when there was misinformation. He declared that's not what a professional organization should be doing.

Mr. Werner said the only issue was there were departments that do their own presentations as they see fit and they were getting a lot of last minute information. He added that they would love it if all departments met the assigned deadlines.

Chairman Thaler noted that the Board could set the budget if a department missed a deadline and he bet they would meet that deadline because no department wants the same budget as the previous year.

Kathy Lewis, Clerk-Treasurer, referenced a presentation from the Nevada National Association of Counties (NACO) website and stated that the C tax was

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made up of six different taxes; the Cigarette Tax, distributed by population, as well as the Liquor Tax and the Government Services Tax, which was distributed by the Vehicle Registration origin. Ms. Lewis added that the Real Property Transfer Tax was 55 cents per \$500 and was distributed by county of origin. She mentioned the Basic City Relief Tax was a 1/2 cent tax, where half was sent back to the County and the Supplemental Tax was 1.75% of Sales Tax and was distributed based on whether a County was a Receiving County. Ms. Lewis noted that in 2013-14, Douglas, Esmeralda, Lander, Lincoln Mineral, Nye, Pershing, and Storey were considered Guaranteed counties, in terms of the C tax.

<b>RESULT:</b>	<b>FOR DISCUSSION ONLY</b>
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**CLOSING PUBLIC COMMENT (No Action)**

**David Maxwell** said that throughout the budget process, there was always the Beginning Fund Balance and the Ending Fund Balance but that was nothing more than the difference between the revenue and the expenses. He noted that he didn't see how this did anything but obscure what the total was for the various departments. Mr. Maxwell believed the fund values should be displayed as they were for the Comprehensive Annual Financial Reports (CAFR) and have the revenue first, followed by expenses with the fund balances at the bottom. He believes this would not distort the numbers as they were at the meeting.

**ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 4:25 PM.

Respectfully submitted:

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Steven J. Thaler, Chairman  
Douglas County Board of Commissioners

ATTEST:

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Kathy Lewis, Clerk-Treasurer