

The Honorable Board of Lander County Commissioners met in special session in the Commission Chambers of the Lander County Courthouse in Battle Mountain, Nevada on December 5, 2012 at 9:00 a.m.

PRESENT: **DEAN BULLOCK, COMMISSIONER**
 STEVEN STIENMETZ, COMMISSIONER
 BRIAN GARNER, COMMISSIONER
 DAVID MASON, COMMISSIONER
 RAY H. WILLIAMS JR., COMMISSIONER
 SADIE SULLIVAN, CLERK
 ANGIE ELQUIST, DISTRICT ATTORNEY
 GENE P. ETCHEVERRY, EXECUTIVE DIRECTOR
 ROGENE HILL, FINANCE DIRECTOR
 SOVIEDA ROBINSON, HUMAN RESOURCES
 CATHY MYERS, DEPUTY CLERK

9:00 A.M.

Commissioner Bullock called the meeting to order.

Let the record reflect a quorum of five Commissioners.

Cathy Myers, Deputy Clerk, led the Pledge of Allegiance.

Let the record reflect the presence of Austin via telephone conference.

APPROVAL OF AGENDA NOTICE

The Notice of Posting was reviewed and found to be in order. Commissioner Garner moved to approve the Notice of Posting. Seconded by Commissioner Williams, the motion was voted and carried unanimously. **APPROVED**

PUBLIC COMMENT

No Public Comment

COMMISSIONER

- 1) **Discussion For Possible Action To Recommend Written Notice To Terminate William E. Schaeffer's Conflicts Public Defender Contract & Other Matters Properly Related Thereto:** Executive Director, Gene Etcheverry, addressed the Board and explained the Board has the written request of Mr. Schaeffer and a copy of the contract for his services as Alternate Public Defender before them.

Commissioner Williams asked if Mr. Schaeffer's letter stated that he would continue until the end of the month.

Angie Elquist, District Attorney, answered by saying there is a draft letter to Mr. Schaeffer and he has a thirty day out. He will be finishing up a few cases he currently has so he will go until the end of the month.

Commissioner Williams moved for the Commission to accept Mr. Schaeffer's resignation and thank him for his service to be effective in thirty days. Seconded by Commissioner Garner, the motion was voted and carried unanimously. **APPROVED**

- 2) **Discussion For Possible Action Regarding The Possibility Of A Future Position For A Lander County Engineer And/Or Public Works Director & Other Matters Properly Related Thereto:** Executive Director, Gene Etcheverry, addressed the Board and stated they have had the proposal to hire a Lander County Engineer as a staff member.

The Board discussed hiring one Engineer to have on staff to oversee the projects going on. If there is detailed work that needs to be done they may need to hire an Engineering Firm to do drawings, design of a building or roads if the Engineer hired doesn't have those skills under their belt. They discussed the benefits of having an Engineer on staff, the money that could be saved, having a person for Road and Bridge or Public Works to go to with questions and not having to wait weeks for a response. The County would also have someone to sign off on the projects they are doing.

Commissioner Bullock explained what the Engineer on staff would be responsible for. The Engineer would be over the projects, possibly be over buildings, reviewing project designs, making plans, doing inspections, sampling on road and sewer projects, and they can provide estimates on projects that need to go out to bid for the Department Heads.

There was discussion on the cost of having Shaw Engineering. The County was charged \$1,100.00 plus just to open bids, \$1,100.00 for every phone call and charged for travel time if the County need them to come here. The County spent \$1.2 million dollars in the last three years, which comes out to \$24,000.00 a month, on Shaw Engineering and they were not always available to Lander County.

It was suggested the Department Heads, that will be working with the Engineer, and two Commissioners get together to form the job description for the Engineer. This way they will be able to incorporate what each department may want or need in an Engineer.

Commissioner Garner moved to create a position for a County Engineer and form a Committee to review job descriptions and duties with Commissioner Stienmetz because of his background, Donnie Negro, Keith Westengard, Jake Edgar, Burt Ramos and Joe Lindsey to set up a job description. Seconded by Commissioner Stienmetz the motion was voted and carried with Commissioners Bullock, Garner, Stienmetz and Mason voting "AYE" and Commissioner Williams voting "NAY". **APPROVED**

- 3) **Discussion For Possible Action Regarding Future Positions, Duties & Responsibilities Of The Administrative Offices For Lander County & Other Matters Properly Related Thereto:** Executive Director, Gene Etcheverry, stated this takes care of the Administrative side. Various job descriptions were provided to the Board. The employees who may be affected if duties and responsibilities were present.

There was discussion on a draft job description that was written up by Mr. Etcheverry. They discussed the duties that will become duties of Department Heads. In reviewing the draft job description, the Board discussed what duties could go to other employees or departments, which are already in place, and what duties would become duties of the County Engineer. The Board also looked and discussed some of the current job descriptions of Lander County employees.

Commissioner Williams commented that by NRS the secretary to the Board of Commissioners is the County Clerk. He feels the information coming into Lander County should be going to the Clerk's Office and the Clerk would direct the information where it needs to go.

They also discussed revising some of the current job descriptions and update them to what those positions are currently doing or need to be doing. Any changes to job descriptions, that are represented by the Union, would need to be approved by the Union.

Commissioner Mason moved for staff to update this meeting today in the form of job descriptions that are already in place and change what is necessary at the moment and bring it back to the Board before the end of the year.

Commissioner Mason withdrew his motion.

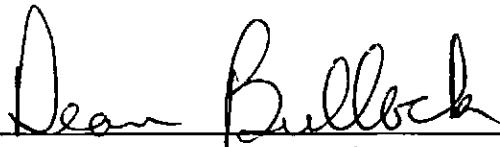
Commissioner Williams moved for the Board to direct staff to update the job descriptions and come back to the Board for ratification. Seconded by Commissioner Garner the motion was voted and carried unanimously. **APPROVED**

PUBLIC COMMENT

No Public Comment.

ADJOURNMENT

There being no further business before the Board at this time, Commissioner Stienmetz moved to adjourn the meeting of December 5, 2012. Seconded by Commissioner Mason the motion was voted and carried unanimously. **ADJOURNED**



CHAIRMAN OF THE BOARD OF LANDER
COUNTY COMMISSIONERS AND THE
LANDER COUNTY LIQUOR BOARD

ATTEST: 

LANDER COUNTY CLERK

NOTE: The Board of Lander County Commissioners serves as the town Board for the unincorporated towns of Battle Mountain and Austin, Nevada.