

ELKO CENTRAL DISPATCH ADMINISTRATIVE AUTHORITY

EXECUTIVE BOARD

Minutes

10:00 a .m. PDT, Thursday, December 8, 2016

Elko Central Dispatch, 725 Aspen Way, Elko, NV 89801

CALL TO ORDER

The agenda for this meeting of the Elko Central Dispatch Administrative Authority Executive Board has been properly posted for this date and time in accordance with NRS requirements.

The Elko Central Dispatch Administrative Authority Executive Board met in a regular meeting beginning 10:00 a.m., Thursday, December 8, 2016, 2016 at CDAA, 725 Aspen Way, Elko, NV 89801. The meeting was called to order by Chairman Bill Hance at 10:02 a.m.

ROLL CALL

Executive Board Members

*Bill Hance, Member at Large
Curtis Calder, City of Elko
David Jones, City of Carlin
Jolene Supp, City of Wells (via phone)
Cash Minor, Elko County*

Others Present

*Ben Reed, Elko Police Department
Matt Griego, Elko Fire Department
Donna Holladay, CDAA
Sherri McCarty, CDAA
Tom Coyle, City of Elko Attorney
Johnnie Jund, City of Elko
Candi Qullici, City of Elko
Debbie Armuth, City of Elko
Marlanne McKown, Elko Dally Free Press
Lori Gilbery, KENV
Rick Linzey, Ruby Radio*

APPROVAL OF MINUTES: Approval of minutes from October 4, 2016.

*Curtis moved to approve the minutes from the October 4, 2016 meeting.
David seconded the motion.*

No public comment.

Unanimous approval, motion carries.

I. NEW BUSINESS

- A. Review, discussion and approval of fiscal year 2015/2016 annual audit. Audit was completed by Eide Bailey. Teri Gage from Eide Bailey will present audit**

Teri Gage reviewed. Teri stated that the audit resulted in a clean opinion. The audit findings included one adjustment. During the audit process it was discovered that the per unit cost was billed incorrectly for a \$48,000 difference.

It was also noted that the warrants for the previous fiscal year could not be found and were possible misplaced during the transition from the city to the county.

Curtis moved to approve the audit for the 2015/2016 fiscal year. Cash seconded the motion.

No public comment.

Unanimous approval, motion carries

- B. Review and discussion of issues regarding CDAA accounting procedures, CDAA deposit accounts, payables, receivables and any other related financial issues including possible request for audit and designation of external accounting services.**

Bill advised that he was made aware of some issues that have occurred since the fiscal matters were transferred over to Elko County.

A letter from Angela Moore was presented to the Board. She has some concerns with how the bills have been paid. Specifically the payments to Health Insurance and PERS.

Discussion on PERS, medical insurance, cell phones payments.

Cash advised that PERS has been paid. He also acknowledged that there was a problem with the Health Insurance but that has been fixed.

Bill asked if there was a reason why CDAA checks were not being used. Bill also asked if the W2's would be using the CDAA tax ID number.

Cash advised that the W2's would be with the CDAA tax ID number.

Tom Coyle asked if CDAA accounting was being done with a separate account.

Cash advised that they weren't currently set up to do that but that they would be separating the accounts.

Cash advised that CDAA could outsource the accounting if that is what the Board wanted.

Bill advised that there would possibly be some concerns with not having separate accounts during the audit.

Teri Gage advised that as far as she knew that payments were being made to all accounts including PERS. She hopes that all of the issues will be resolved prior to the audit.

Curtis asked if there are any grumblings from the employees. Discussion on the letter from Anglea Moore.

Jolene states that if there is proof that the payments have been paid then everything should be okay.

Bill asked if there is anything the Board can help with to get everything squared away to ensure that there are no problems moving forward. Bill also stated that we know that we can fix everything but we shouldn't have to worry about this being done.

Cash asked if there are concerns about the county taking care of fiscal matters.

Cash moved to go with another external accounting firm.

Curtis stated that he is not interested in looking at an external company at this point.

Jolene also does not see a need to put out to an external company. Dave concurred.

Bill advised that there was no second to Cash's motion.

Bill also stated that he hopes that everything will be taken care of over the next 60-90 days.

Curtis moved to table this item. Dave seconded the motion.

No public comment.

No action taken at this time.

- C. Review and discussion of current and future E-911 operations responsibilities under the interlocal agreement and possible changes required and any matters related thereto.

Bill asked about who would have the assets (equipment) ownership of the equipment once everything is up and running.

Tom hasn't reviewed either the agreement or the ordinance from the County Commissioners.

Bill thinks that this all needs to be finalized before things move forward.

Curtis asked who administers the funds, that were donated, and makes the purchases.

Curtis moved to direct legal counsel to analyze the ordinance from the county in conjunction with the interlocal agreement for comparison or changes that may need to be made. Dave seconded the motion.

Discussion.

Jolene asked what is the function of CDAA in this game.

Curtis stated that the interlocal agreement may need to be amended to reflect that the County is making purchases and how those assets will be added to the CDAA list of assets.

No public comment.

Unanimous approval, motion carries.

- D. Review and discussion regarding maintaining current unit count rate structure of FY-18 or moving to usage based formula and any matters related thereto

Discussion on per usage basis charges.

This would require change to the interlocal agreement.

Curtis suggests that all changes be made at the same time. Also to update the agreement and refer it to the attorney for review.

Curtis moved to include the usage based rate formula in the amendment of the interlocal agreement. It should then be reviewed by legal counsel and a draft of the agreement should be reviewed by the Executive Board.

Cash brought up discussion on how the usage based rate would be charged.

Cash seconded the motion.

No public comment.

Unanimous approval, motion carries.

II. OLD BUSINESS

- A. Review consideration and possible approval of the EIDC/CDAA Cooperative Agreement for use and occupancy of the Elko Interagency Dispatch Center for a period of 5 years commencing when signed and any matters related thereto.

Donna advised that EIDC did change the agreement as requested by the Executive Board.

Curtis asked about the status of the HVAC. Donna advised that the temporary chiller has been removed. Donna also advised that CDAA's portion of the bill has been paid.

Curtis moves to approve the Cooperative Agreement. Dave seconded the motion.

No public comment.

Unanimous approval, motion carries.

III. APPROPRIATIONS

Approval of Warrants.

Curtis moved to approve the warrants. Cash seconded the motion.

No public comment.

Unanimous approval, motion carries.

IV. PUBLIC HEARINGS

- A. Public comment period.

Cash asked about posting the meeting notifications on the internet. Donna advised that it is posted online and gave website information for two sites.

Lori Gilbert asked for clarification on the backup cell phones that were turned off for non-payment.

Marianne McKown asked about the federal regulations requiring E911. Bill advised that those regulations will be coming out eventually but there are currently no regulations.

Lori Gilbert asked for explanation on how change from City accounting to County accounting occurred. Curtis explained.

Adjourned at 1102.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "S. McCarty". The signature is written in a cursive, flowing style.

Sherri McCarty
Assistant Director, CDAA