

**CARLIN CITY COUNCIL
CITY OF CARLIN, STATE OF NEVADA
REGULAR MEETING
CARLIN MUNICIPAL COURT ROOM
101 SOUTH EIGHTH STREET
CARLIN, NEVADA**

**February 13, 2019
7:00 P.M.**

Call to Order and Roll Call

Mayor Dana Holbrook called the meeting of the Carlin City Council to order at 7:00 p.m.

Council Members Present:

Mayor Dana Holbrook
Vice Mayor Lincoln Litchfield
Councilperson Pam Griswold
Councilperson Margaret Johnston
Councilperson Cameron Kinney

Council Members Absent:

None

Staff:

LaDawn Lawson, City Clerk
Bernardo Sandoval, CPA Consultant
Chris P. Woster, Farr West Engineering
Floyd Davey, Volunteer Fire Department
Linda Bingaman, Volunteer Fire Department Chief
Carlos Esparza, Public Works Director

Public:

Jan Brizee
Patty Whitlock
Cheryl Couch (appeared by telephone)
Jason Cooper (appeared by telephone)
Lucas Tipton (appeared by telephone)
Maria Murillo

Pledge of Allegiance

1. **Comment by the General Public: Pursuant to NRS 241.020(2)(D)(3)(I & II) this**

time is devoted to comments by the general public and possible discussion of those comments. No action may be taken upon a matter raised under this item until the matter has been included on a successive agenda pursuant to the required procedures at the discretion of the City in accordance with applicable law and identified as an action item. (Non - Action Item).

There were no comments by the General Public.

2. **City Council Members Reports: (Non-Action Item).**
 - a. Councilperson Cameron Kinney stated he is interested in the Elko Broadband Action Meeting which has been put together by the Elko City Council. Councilperson Kinney stated he contacted the Mayor of Elko to see if he could attend the meeting. Councilperson Kinney stated he thinks this is important but he will not be able to attend the meeting on February 21st from 9 a.m. to 11:30 a.m. Councilperson Kinney invited one of the other Council members to attend. Councilperson Kinney stated that when they tear up the roads they should also consider putting in some broadband infrastructure.
 - b. Vice Mayor Litchfield stated he was off that day so he could attend the meeting.
 - c. Mayor Holbrook stated he attended the Mayor's Day at the legislature. Mayor Holbrook stated it was very interesting and there were a lot of new faces at the legislature. Mayor Holbrook stated that one of the bills was to put a boot camp at the old fire science academy for troubled youths. Mayor Holbrook stated he spoke to Pete Goichoechea about the NDF problem and he hopes there will be some meetings set up with some higher level NDF representatives to discuss the issue. Mayor Holbrook stated there was also a lot of discussion about the marijuana situation.
 - d. Vice Mayor Lincoln Litchfield stated he wants to thank everyone for the thoughts and prayers for his wife.

3. **Public Comment may be taken prior to any Action Being Taken by the Council: Review and discussion, and possible action on the USDA RD Loan obligation from May 26, 2015 for improvements to the sewer system, and discussion on the updated Preliminary Engineer Reports for both the water and sewer systems, and priority of potential additional water and/or sewer improvements as identified in the Preliminary Engineer Reports, presentation by Cheryl Couch, Community Program Director, Carson City Office, Maria Murillo, Community Specialist, Elko Office, U.S. Department of Agriculture Rural Development, Jason Cooper Administrative Services Officer III, Carson City Office, and Rachel McFarland, Accountant III, Carson City Office, Nevada Division of Environmental Protection, and all matters related thereto. (For Possible Action).**
 - a. Maria Murillo stated she is with the Elko USDA Office and she is here to discuss the outstanding loan obligation to do some sewer improvements in 2015. Maria Murillo stated they obligated 1.29 million and it has been three years and they have not moved on with that project. Maria Murillo

- stated they need to provide an update to their national office so they need to know if that project is still something of interest or if the Council is not going to use it.
- b. Mayor Dana Holbrook stated they want to look at a couple different projects.
 - c. Maria Murillo stated they had received additional guidance that the loan they have obligated is for a specific project and if there are changes they must do a new application.
 - d. Carlos Esparza stated their sewer lift station is very old and was put in during the early 60's and at the time of the loan application they expected to be nearing capacity on pumping of sewage. Carlos Esparza stated at the time there was a hotel that was going to be developed and that would put them over the limit of 75% and by law would have been forced to upgrade. Carlos Esparza stated the hotel decided not to build in Carlin and the Preliminary Engineering Report showed a lot of other issues that took priority over the sewer lift station. Carlos Esparza stated they are now trying to decide what their first priority should be.
 - e. Vice Mayor Litchfield asked Carlos Esparza what their current capacity is on the sewer lift station.
 - f. Carlos Esparza stated it fluctuates but they are probably in the mid to low 60s.
 - g. Chris Wooster stated he would like to speak to where they got to specifically on the lift station. Chris Wooster stated there was doubt whether the lift station was completely on City property so they did a property survey and found some problems. Chris Wooster stated that at the time the previous City Manager, David Jones and he discussed some property transfers in order to make sure the lift station was entirely on City property. Chris Wooster stated they then started the preliminary engineering survey and they realized there may be things of higher priority and so the property issue was never fully resolved.
 - h. Cheryl Couch stated the funds were obligated in April 2015 at a 3.5% interest rate. Cheryl Couch stated a letter of conditions was sent and none of those conditions have been met in the last four years. Cheryl Couch stated they obligated these funds for the project that was identified in the engineering report in the application so they cannot arbitrarily switch the funds from project A to project B. Cheryl Couch stated they don't expect a decision tonight but a decision does need to be made about how they want to proceed. Cheryl Couch stated if the sewer lift station is not improved then they need notification to de-obligate the funds.
 - i. LaDawn Lawson asked what the timeframe is on the decision.
 - j. Cheryl Couch stated the national office wants a project under construction within three years but they have up to five years. Cheryl Couch stated that the bottom line based upon where they are now is that they may not be able to be under construction within a year.
 - k. Mayor Holbrook stated that if they do move in the direction of a water line they can do a new project with them.

- l. Maria Murillo stated they could and the new interest rate is 4.25% and that changes quarterly.
- m. Cheryl Couch stated the agency provided review comments on the PER and NDEP also provided comments. Cheryl Couch stated they have not received a response to those comments and they need one.
- n. Jason Cooper stated they sent their comments on the drinking water preliminary engineering report for the Carlin system and it was sent to Linda Frye and he understands that she is no longer there. Jason Cooper stated he would be happy to send another copy of that.
- o. Mayor Holbrook asked that they send that again.
- p. Lucas Tipton stated the funds were obligated before they were named City engineer and when they came on they decided to take a step back to review the water, sewer, and roadway system. Lucas Tipton stated they have submitted draft plans for those systems and they received comments back. Lucas Tipton stated they received comments and unfortunately the timeline that was in place was not met for several reasons. Lucas Tipton stated some comments have not come in. Lucas Tipton stated he admits that they have not been pushing this as much as they can. Lucas Tipton stated the total CID is upwards of 30 million dollars and the current loan they have available is far below what they could be looking at. Lucas Tipton stated with the difference in the interest rates it would be beneficial but it is still not enough and they feel it is in the City's best interest to be strategic in planning and how they finance their plan. Lucas Tipton stated the USDA and the State is long overdue those comments and that is first on the list. Lucas Tipton stated they hope to have that response out by early March and set up a meeting by March 15th with both groups to discuss those comments and potential revisions. Lucas Tipton stated with that schedule they could get some revised PER's out in early April and be in to present to the City in April or May to discuss which projects have priority.
- q. Councilperson Pam Griswold asked Lucas Tipton if they can use those funds for any project.
- r. Lucas Tipton stated that he thinks their recommendation will be to de-obligate those funds.
- s. Councilperson Johnston asked if there was training for the loan processes.
- t. Cheryl Couch stated that they do have training. Cheryl Couch stated that Carlin has been identified as a community that needs assistance with establishing separate funds for their utilities. Cheryl Couch stated it would be completely free for the City to take advantage of this assistance. Cheryl Couch further discussed some funding opportunities for the projects being contemplated by the City.
- u. Jason Cooper stated that some of the other funding opportunities require them to complete the rate study and create the separate enterprise funds for the utilities. Jason Cooper stated the interest rates on the other funding opportunities, such as the State revolving fund, would be lower than the USDA's current rates.

- v. Mayor Holbrook stated that splitting the utility revenue has been previously discussed and he believes it needs to be done based upon the discussion. Mayor Holbrook stated that if they can have the training people contact him and LaDawn Lawson that would be great.
- w. Lucas Tipton asked who their new point of contact could be for moving forward with the PER's.
- x. Mayor Holbrook stated that Carlos Esparza can be the new point of contact.

Vice Mayor Lincoln Litchfield made a motion for de-obligation of the USDA RD Loan from May 26, 2015 for improvements to the sewer lift station system. Councilperson Margaret Johnston seconded the motion. The motion passed.

4. Public Comment may be taken prior to any Action Being Taken by the Council: Review and discussion, and possible approval to write-off the uncollected fees for the Carlin Fire and Ambulance and to implement a system of collection for future outstanding billings and all matters related thereto. (For Possible Action).

- a. Bernardo Sandoval stated Margaret wanted them to find out how far back they could bill. Bernardo Sandoval stated they could go back one year. Bernardo Sandoval stated they should write off 2016 to 2010 which is \$318,000 which is not collectable but see if they can collect 2017 and 2018. Bernardo Sandoval stated that they are starting to see some money coming in from REMSA.
- b. Councilperson Johnston asked Chief Linda Bingaman how things are going on her end of the billing.
- c. Chief Linda Bingaman stated they do not know what is going on and she was never involved in setting up REMSA and she has done everything she has been asked to do. Chief Bingaman stated she thinks they need copies of the bills so they know what they have billed.
- d. LaDawn Lawson stated that she is trying to find from REMSA what is being billed as well.
- e. Mayor Holbrook stated that they have had a few meetings and he would love for her to be more involved.
- f. Chief Linda Bingaman stated she would love to be involved if she knew what was going on.
- g. Mayor Holbrook stated he thought she knew what was going on because she asked for tablets to do the billing.
- h. Chief Bingaman stated they have the new software and they are still working on getting it set up.
- i. Bernardo Sandoval stated he thinks the Fire Department should be doing the reconciliation.
- j. LaDawn Lawson stated she has been told by REMSA that some of the information they receive is incomplete or there is not enough notes and they have to go back to Floyd to get more information.

- k. Chief Linda Bingaman stated she would like to meet with them to go over exactly what has been set up so they are all on the same page
- l. Bernardo Sandoval stated REMSA also needs them to take action on how many times they want to bill, if they want to send it to collections, or if they want to just let it drop.
- m. LaDawn Lawson explained how the Elko Credit Bureau would do collections including taking half of what has been collected.
- n. Mayor Holbrook stated he thinks they should do the approval to write-off and then bring back the collections issue in order to decide what to do.

Vice Mayor Lincoln Litchfield made a motion to write-off the uncollected fees for the Carlin Fire and Ambulance for the years 2010, 2011, 2012, 2013, 2014, 2015, and 2016, for a total amount of \$318,319.23. Councilperson Pam Griswold seconded the motion. The motion passed.

5. **Public Comment may be taken prior to any Action Being Taken by the Council: Review, discussion, and possible approval of the Correction Action Plan for the Audit Fiscal Year Ending June 30, 2018, and all matters related thereto. (For Possible Action).**
 - a. Vice Mayor Lincoln Litchfield asked Bernardo Sandoval for his opinion on the Corrective Action Plan.
 - b. Bernardo Sandoval stated he thinks they can fix some of the items but he thinks there is still more work to be done.
 - c. Vice Mayor Litchfield stated they have completed two of the items with hiring him as a consultant and getting the REMSA billing set up.
 - d. Councilperson Margaret Johnston stated she would like to thank LaDawn and Bernardo for all their hard work.

Councilperson Pam Griswold made a motion to approve, without stipulation, the Correction Action Plan for the Audit Fiscal Year Ending June 30, 2018, and all related matters thereto. Councilperson Margaret Johnston seconded the motion. The motion passed.

6. **Public Comment will be taken prior to any Action Being Taken by the Council: Review and discussion of Carlin City Code Title 1, Chapter 1, and all related matters thereto. (Non-Action Item).**
 - a. Councilperson Margaret Johnston stated she put this on the Agenda after reading through more of the codes and realizing that there is a lot she didn't even know about and that some of it seems a little archaic. Councilperson Margaret Johnston stated she is wondering if they think it is a good idea to read through the codes at each meeting to review some of it.
 - b. Mayor Holbrook stated he thinks it is a good idea to review it and they may want to bring some of it back to make changes.
 - c. Councilperson Cameron Kinney stated he thinks the Special Use Permits and the Cemetery codes both need to be addressed first.

- d. Vice Mayor Litchfield stated it has been discussed before and he would like to see that they follow through with it this time. Vice Mayor Litchfield stated maybe not at every meeting but at least once a month.
- e. Councilperson Johnston stated she thinks some of the Boards should look at the codes as well.
- f. Vice Mayor Litchfield stated they are about to have a big one come up. Vice Mayor Litchfield stated he will be meeting with the attorneys soon to get Title 3 finished and before the Council.
- g. LaDawn Lawson suggested they look at the new Title 3 on special uses before it gets back from the attorney.
- h. The Council agreed. Further discussion was held regarding what they want to try to accomplish.
- i. Vice Mayor Lincoln Litchfield stated that it is a long process to make changes to the Code and the Charter, some of which would require legislation to change.
- j. Mayor Holbrook stated that is why they want to go through it all, make all their possible changes, and then go before the legislature once with everything.
- k. Councilperson Margaret Johnston asked if the code they are looking at can be put in the Council packets.
- l. LaDawn Lawson said it could.

No Action Taken.

7. **Public Comment may be taken prior to any Action Being Taken by the Council: Review, discussion, and possible approval of the Carlin City Council Regular Meeting Minutes from January 23, 2019, and all related matters, with no corrections. (For Possible Action).**

Councilperson Cameron Kinney made a motion to approve the Carlin City Council Regular Meeting Minutes from January 23, 2019, and all related matters. Councilperson Pam Griswold seconded the motion. The motion passed.

8. **Public Comment may be taken prior to any Action Being Taken by the Council: Review, discussion, and possible approval of City expenditures for the period 01/19/2019 to 02/08/2019, and all related matters. (For Possible Action).**
 - a. Councilperson Margaret Johnston stated because her bank card was used she will be abstaining from the vote.
 - b. Councilperson Pam Griswold disclosed that she works for Wells Rural Electric.

Vice Mayor Lincoln Litchfield made a motion to approve, without stipulation, the City expenditures for the period of 1/19/2019 to 2/08/2019, and all related matters. Councilperson Cameron Kinney seconded the

motion. Councilperson Margaret Johnston abstained. The motion passed.

9. **Public Comment maybe taken prior to any Discussion Being Taken by the Council: Comment by the General Public: Pursuant to NRS 241.020(2)(D)(3)(I & II) this time is devoted to comments by the general public and possible discussion of those comments. No action may be taken upon a matter raised under this item until the matter has been included on a successive agenda pursuant to the required procedures at the discretion of the City in accordance with applicable law and identified as an action item. (Non - Action Item).**

There were no comments by the General Public.

10. **Adjournment.
(Possible Action Item)**

Councilperson Margaret Johnston made a motion to adjourn. Vice Mayor Lincoln Litchfield seconded the motion. Mayor Dana Holbrook adjourned the meeting at 8:15 p.m.

Approved:

Attest:



Mayor Dana Holbrook



City Clerk LaDawn Lawson