

Governor Joe Lombardo  
*Chairman*

Amy Stephenson  
*Clerk of the Board*



Attorney General Aaron D. Ford  
*Member*

Secretary of State Francisco V. Aguilar  
*Member*

## STATE OF NEVADA BOARD OF EXAMINERS

209 East Musser Street, Room 200 / Carson City, Nevada 89701-4298  
Phone: (775) 684-0222 / Fax: (775) 684-0260  
<http://budget.nv.gov/Meetings>

### MEETING MINUTES

**Date and Time:** February 14, 2023, 10:00 AM

**Location:** Old Assembly Chambers of the Capitol Building  
101 North Carson Street  
Carson City, Nevada 89701

**Video Conference Location:** Grant Sawyer Building  
555 East Washington Avenue, Suite 5100  
Las Vegas, Nevada 89101

**MEMBERS PRESENT:**

Governor Joe Lombardo  
Secretary of State Francisco V. Aguilar  
Attorney General Aaron Ford

**STAFF PRESENT:**

Amy Stephenson, Clerk of the Board  
Greg Ott, Board Counsel

#### 1. Call to Order / Roll Call

**Governor:** I call to order the State of Nevada Board of Examiners meeting, scheduled for February 14, 2023, at 10:00 a.m. Could I ask the Clerk to take the roll, please?

**Clerk of the Board:** Governor Lombardo?

**Governor:** Present.

**Clerk of the Board:** Secretary of State Aguilar.

**Secretary of State:** Here.

**Clerk of the Board:** Attorney General Ford?

**Attorney General:** Here.

**Clerk of the Board:** Let the record reflect. We have a quorum, sir.

**2. Public Comment** The first public comment period is limited to comments on items on the agenda. No action may be taken upon a matter raised under this public comment period unless the matter itself has been specifically included on the agenda as an action item. The Chair of the Board has imposed a time limit of three minutes.

**Governor:** Thank you. Moving on to agenda item number 2, *Public Comment*. Do we have anybody there in Carson?

**Clerk of the Board:** We do not.

**Governor:** Anybody here for public comment? Hearing none and seeing none. We will close the public comment.

**3. Approval of the January 10, 2023 and January 12, 2023 Meeting Minutes** (For possible action)

**Governor:** Agenda item number 3. *Approval of the January 10, 2023 and January 12, 2023 Meeting Minutes*.

**Secretary of State:** So moved.

**Governor:** We don't need a second, correct?

**Clerk of the Board:** Correct, sir.

**Governor:** We have a motion for approval. All those in favor say aye. None against? The motion passes unanimously.

**4. Authorization for an Emergency Contract with a Current and/or Former State Employee** (For possible action)

**Office of the Secretary of State**

Pursuant to NRS 333.705, subsection 4, the office seeks a favorable recommendation regarding the office's determination to use the emergency provision to contract with former employee Scott Anderson to ensure a smooth transition to a new administration resulting from the 2022 election for the Secretary

of State through Master Service Agreement #23928 with HAT Limited Partnership, dba Manpower.

**Governor:** Moving on to agenda item number 4, *Authorization for an Emergency Contract with a Current and/or Former State Employee*.

**Clerk of the Board:** There's one request under agenda item number 4, pursuant to Nevada Revised Statute (NRS) 333.705, subsection 4. The Office of the Secretary of State seeks a favorable recommendation regarding the office's determination to use the emergency provision to contract with a former employee to ensure a smooth transition to the new administration resulting from the 2022 election for the Secretary of State through Master Service Agreement number 23928 with Manpower from January 2, 2023 through April 30, 2023 on a part-time basis. Are there any questions on this item?

**Governor:** Any questions from the Board Members?

**Attorney General:** None here. Move approval.

**Governor:** We have a motion for approval. Is the Secretary of State able to vote on this item?

**Secretary of State:** That was my exact question, Governor.

**Board Counsel:** The Secretary is able to vote on it if he chooses.

**Governor:** We have a motion. All those in favor? The motion passes.

## **5. Authorization to Contract with a Current and/or Former State Employee** (For possible action)

### **A. Department of Administration – Purchasing Division**

Pursuant to NRS 333.705, subsection 1, the Department of Administration, Purchasing Division requests authority to contract with former employee Joseph Mwakapumba to provide support for the Laboratory Certification Program for the Department of Conservation and Natural Resources, Division of Environmental Protection through Master Service Agreement #23927 with Marathon Staffing Group, Inc.

### **B. Department of Administration – Purchasing Division**

Pursuant to NRS 333.705, subsection 1, the Department of Administration, Purchasing Division requests authority to contract with former employee Tanya Drew to train her replacement for the Department of Public Safety through Master Service Agreement #23927 with Marathon Staffing Group, Inc.

### **C. Department of Transportation**

Pursuant to NRS 333.705, subsection 1, the department requests authority to contract with former employee Cecilia Whited, currently employed by Diversified Consulting Services, to perform construction office manager duties associated with the Pyramid Highway and I-80 projects.

### **D. Department of Transportation**

Pursuant to NRS 333.705, subsection 1, the department requests authority to contract with former employee Anthony Angelopoulos, currently employed by Construction Materials Engineers, Inc., to perform engineering technician duties associated with the US 95 and US 50 projects.

**Governor:** Moving on to agenda item number 5, *Authorization to Contract with a Current and/or Former State Employee*. I believe we have four separate items. We'll take those individually.

**Clerk of the Board:** Thank you, sir. The first request is from the Department of Administration, Purchasing Division. The department requests authority to contract with the former employee to provide support for the Laboratory Certification Program for the Department of Conservation and Natural Resources, Division of Environmental Protection with Marathon Staffing Group from upon approval of the Board to December 31, 2023 on a part-time basis. Are there any questions on this item?

**Governor:** Any questions?

**Secretary of State:** Motion to approve.

**Governor:** We have a motion to approve 5-A. All in favor? The motion passes unanimously.

**Governor:** Agenda item 5-B.

**Clerk of the Board:** The second request is from the Department of Administration, Purchasing Division. The Department requests authority to contract with a former employee to train their replacement for the Department of Public Safety through Marathon Staffing Group, from March 20, 2023 through April 30, 2023 on a full-time basis. Are there any questions on this item?

**Governor:** Any questions?

**Attorney General:** None here. Move approval.

**Governor:** We have a motion for approval of 5-B. All those in favor? The motion passes unanimously.

Agenda item 5-C.

**Clerk of the Board:** This third request is from the Department of Transportation. The department requests authority to contract with a former employee currently employed by Diversified Consulting Services to perform construction office manager duties associated with the Pyramid Highway and I-80 projects. The department intends to contract with the employee on a full-time basis from February 2023 through June 2025. Are there any questions on this item?

**Secretary of State:** No question. Motion to approve.

**Governor:** The motion presented. All those in favor? The motion passes unanimously.

Agenda item 5-D.

**Clerk of the Board:** This fourth request is also from the Department of Transportation. The department requests authority to contract with a former employee currently employed by Construction Materials Engineers, Inc. to perform engineering technician duties associated with the U.S. 95 and U.S. 50 projects from March 2023 through October 2023. Are there any questions on this item?

**Attorney General:** None here. Move approval.

**Governor:** We have a motion. All those in favor? The motion passes unanimously.

## **6. Approval of Proposed Leases** (For possible action)

**Governor:** Item number 6, *Approval of Proposed Leases*.

**Clerk of the Board:** There are 12 leases under agenda item number 6 for approval by the Board today. Leases numbered 4, 6, and 9 are retroactive extensions of an existing lease. Are there any questions on these items?

**Governor:** No, I didn't have anything annotated on this one. Are there any questions by any of the Board Members?

**Secretary of State:** No questions. Motion to approve.

**Attorney General:** None here.

**Governor:** We have a motion. All those in favor? The motion passes unanimously.

## **7. Approval of Proposed Contracts** (For possible action)

**Governor:** Moving on to agenda item number 7. *Approval of Proposed Contracts*.

**Clerk of the Board:** There are 20 contracts under agenda item number 7 for approval by the Board today. For the record, I would like to correct wording on contract number 2, the

contract summary list, the description of old Las Vegas jail should be the City of Las Vegas Detention Center. This is located at 3300 Stewart Avenue in Las Vegas. Are there any questions on any of these items?

**Governor:** Any questions from the Board?

**Attorney General:** No, none here.

**Governor:** Thank you. Do I have a motion?

**Secretary of State:** Move approval.

**Governor:** We have a motion on the floor. All those in favor? The motion passes unanimously.

## **8. Approval of Proposed Master Service Agreements** (For possible action)

**Governor:** Moving on to agenda item number 8, *Approval of Proposed Master Service Agreements*.

**Clerk of the Board:** There are 18 Master Service Agreements under agenda item 8 for approval today by the Board. Are there any questions on these items?

**Governor:** My questions were addressed.

**Secretary of State:** No questions. Motion to approve.

**Governor:** We have a motion. All those in favor? The motion passes.

## **9. Information Item – Clerk of the Board Contracts**

Pursuant to NRS 333.700, the Clerk of the Board may approve all contract transactions for amounts less than \$100,000. Per direction from the September 14, 2021 meeting of the Board of Examiners, the Board wished to receive an informational item listing all approvals applicable to the new threshold (\$10,000 - \$99,999). Attached is a list of all applicable approvals for contracts and amendments approved from December 20, 2022 through January 18, 2023.

**Governor:** Moving on to agenda item 9.

**Clerk of the Board:** There are 50 contracts, over \$10,000 and under the \$100,000 threshold that were approved by the Clerk of the board between December 20, 2022 through January 18, 2023. This item is informational. Are there any questions on any of these items?

**Secretary of State:** No questions.

**Attorney General:** None.

**Governor:** I'm looking for one last annotation I had. Amy, in our previous discussions, do you recall which of these contracts I had a question on? I have a different book with me today and that's why it's not annotated.

**Clerk of the Board:** It was a question on the informational contract number 12.

**Governor:** All right, it looks like it was addressed. This is information only. Any other questions by any Board Members?

**Secretary of State:** No questions.

## 10. Information Item Report

### A. Department of Motor Vehicles – Complete Streets Program

Pursuant to NRS 482.1825, subsection 2, the Department of Motor Vehicles shall certify monthly to the Board of Examiners the amount of the voluntary contributions collected for each county by the department and its agents, and that the money has been distributed as provided in statute. This submittal reports program activities for the month of December for fiscal year 2023.

### B. Governor's Finance Office – Budget Division

Pursuant to NRS Chapter 353, the Governor's Finance Office, Budget Division presents a reconciled fund balance report for the Tort Claim Fund, Statutory Contingency Account, Stale Claims Account, Emergency Account, Disaster Relief Account, IFC Unrestricted Contingency Funds, and IFC Restricted Contingency Funds as of January 31, 2023.

Below is the available balance for each account including any projected outstanding claims.

Tort Claim Fund	\$ 3,625,165.76
Statutory Contingency Account	\$ 4,629,271.00
Stale Claims Account	\$ 1,309,324.84
Emergency Account	\$ 354,763.00
Disaster Relief Account	\$ 9,512,461.67
IFC Unrestricted Contingency Fund General Fund	\$ 3,246,322.45
IFC Unrestricted Contingency Highway Fund	\$ 1,638,068.35
IFC Restricted Contingency Fund General Fund	\$ 9,291,707.00
IFC Restricted Contingency Highway Fund	\$ 334,796.00

**Governor:** Agenda item number 10. Informational reports from Department of Motor Vehicles, Complete Streets program and the Governor's Finance Office, Budget Division.

**Clerk of the Board:** The first report is from the Department of Motor Vehicles on the Complete Streets program of the voluntary contributions collected by the counties. Pursuant to NRS 482.185 subsection 2, the Department of Motor Vehicles shall certify monthly to the Board of Examiners the amount of the voluntary contributions collected for each county by the department and its agents and that the money has been distributed as provided in statute. This submittal reports program activities for the month of December for fiscal year 2023. I know, sir, that you had requested that going forward you would like to see a quarterly report on the list of the Complete Streets projects.

**Governor:** Yes, ma'am. Do we have a representative here today?

**Bethany Musselman:** Good morning. I am Bethany Musselman with the Department of Motor Vehicles.

**Governor:** Good morning. Do you see an issue with the quarterly report on this particular item?

**Bethany Musselman:** I do not, no.

**Governor:** Thank you. What I'll do is direct you to Amy and we'll identify how we want the report to be presented on a quarterly basis to have a sense of what we're looking for.

**Bethany Musselman:** Sounds good. Thank you.

**Governor:** Thank you.

**Clerk of the Board:** The second report is pursuant to NRS Chapter 353. This report has revisions from the original agenda and will be updated following this meeting on the Budget Division's website. It is an informational item about available balances and the various contingency accounts as of January 31, 2023. These accounts are managed by either the Board of Examiners or through the Interim Finance Committee and are intended to cover various contingencies through the 2023-2025 biennium. I'd be happy to answer any questions from the Board on this item.

**Governor:** Any questions from the Board?

**Secretary of State:** No questions.

**Governor:** Hearing and seeing none.

**11. Public Comment** This public comment period is for any matter that is within the jurisdiction of the public body. No action may be taken upon a matter raised under this public comment period unless the matter itself has been specifically included on an agenda as an action item. The Chair of the Board has imposed a time limit of three minutes.



**Governor:** Moving on to agenda number 11, *Public Comment*. Do we see any public comment to the north or the south?

**Clerk of the Board:** We do not have any here, sir.

**Governor:** Hearing and seeing none.

## **12. Adjournment**

**Governor:** We'll move to adjournment. Can I have a motion?

**Secretary of State:** So moved.

**Governor:** Very good. We will adjourn. I thank everybody for their participation and their support. Everybody have a wonderful day.