

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: December 12, 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

OTHERS PRESENT:

Celeste Arnold, Administrative Services Officer 3, Department of Education
Jared Franco, Administrative Services Officer 3, Office of the Military
Gideon Davis, Administrator, Department of Administration

1. Call to Order / Roll Call

Governor: We will call to order the State of Nevada Board of Examiners meeting scheduled for today, December 12, 2023 at 10:00 a.m. Can I have the Clerk please call the roll?

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.

Governor: Thank you. We will close the roll call.

- 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. Public comment may be provided in person or via telephone. To provide public comment on an item on the agenda via telephone, dial 775-321-6111 or 702-329-3435. When prompted to provide the meeting ID, please enter 728 527 047#. When the Chair opens the public comment period, dial *5 to request to be unmuted. To resolve any issues related to dialing in to provide public comment for this meeting, please call (775) 684-0222.

Governor: Moving on to public comment. This first public comment period is limited to comments on items on the agenda. No action may be taken upon a matter raised under the public comment period unless the matter itself has been specifically included on the agenda as an action item. We will limit your comments to three minutes and if you wish to call in via phone, please utilize the phone number 775-321-6111 or 702-329-3435 and the meeting ID number is 728 527 047#.

Do we have any public comment there in Carson City?

Clerk of the Board: We do not, sir.

Governor: Do we have any public comment here in Las Vegas? Seeing none. Do we have anyone for public comment on the phone?

Clerk of the Board: No, sir.

Governor: We will close public comment.

3. Approval of the November 14, 2023 Meeting Minutes (For possible action)

Governor: Agenda item number 3, *Approval of the November 14, 2023 Meeting Minutes*. Do we have any questions of any Board Members?

Secretary of State: Motion to approve.

Governor: We have a motion. All those in favor, signify by saying aye. The motion passes unanimously.

4. State Vehicle Purchases (For possible action)

Pursuant to NRS 334.010, no automobile may be purchased by any department, office, bureau, officer, or employee of the state without prior written consent of the State Board of Examiners.

AGENCY NAME	# OF VEHICLES	NOT TO EXCEED:
Department of Agriculture – Division of Measurement Standards	1	\$367,615
Department of Agriculture – Administrative Services Division	5	\$220,593
Department of Business and Industry – Housing Division	1	\$38,515
Department of Conservation and Natural Resources – Director’s Office – Water Conservation and Infrastructure	1	\$56,954
Department of Corrections – Ely State Prison	1	\$202,029

Governor: Agenda item number 4, *State Vehicle Purchases*.

Clerk of the Board: Thank you, sir. There are five requests under agenda item number 4. The first request is from the Department of Agriculture, Division of Measurement Standards. They are requesting approval to purchase one new vehicle for a total amount not to exceed \$367,615. The purchase will be contingent upon approval of a work program.

The second request is from the Department of Agriculture, Administrative Services Division. They are requesting approval to purchase five new vehicles for a total amount not to exceed \$220,593.

The third request is from the Department of Business and Industry, Housing Division requesting approval to purchase one replacement vehicle for a total amount not to exceed \$38,515.

The fourth request is from the Department of Conservation and Natural Resources, Director's Office. The office requests approval to purchase one new vehicle for a total amount not to exceed \$56,954.

The last request is from the Department of Corrections, Ely State Prison. They are requesting approval to purchase one replacement garbage truck for a total amount not to exceed \$202,029. Are there any questions on any of these items?

Governor: Do we have any questions?

Attorney General: None here. I move approval.

Governor: We have a motion. All those in favor, signify by saying aye. The motion passes unanimously.

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

A. Department of Business and Industry – Office of the Labor Commissioner

Pursuant to NRS 333.705, subsection 1, the Department of Administration, Purchasing Division requests authority to contract with former employee Lupita Martinez to do apprenticeship compliance work for the Department of Business and Industry, Office of the Labor Commissioner through statewide contract 99SWC-S1406 HAT Limited Partnership dba Manpower.

B. Department of Transportation – Multimedia Division

Pursuant to NRS 333.705, subsection 1, the Department of Administration, Purchasing Division requests authority to contract with former employee Barron Lauderbaugh for the Department of Transportation, Multimedia Division through statewide contract 99SWC-S1406 HAT Limited Partnership dba Manpower.

C. Department of Health and Human Services – Division of Child and Family Services

Pursuant to NRS 333.705, subsection 1, Department of Administration, Purchasing Division requests authority to contract with former employee Deborah Hassett to assist with Human Resources for the Department of Health and Human Services, Division of Child and Family Services through statewide contract 99SWC-S1406 HAT Limited Partnership dba Manpower.

D. Department of Transportation

Pursuant to NRS 333.705, subsection 1, Department of Administration, Purchasing Division requests authority to contract with former employee Sherri McGee to assist the Director of the Nevada Department of Transportation in developing interstate data infrastructure and data sharing agreements, policies, and standards through statewide contract 99SWC-S1406 Marathon Staffing Group, Inc.

E. Department of Transportation – Multimedia Division

Pursuant to NRS 333.705, subsection 1, the Department of Administration, Purchasing Division requests authority to contract with former employee Michelle Austin to support the Nevada Department of Transportation, Multimedia Division through statewide contract 99SWC-S1406 HAT Limited Partnership dba Manpower.

F. Department of Transportation

Pursuant to NRS 333.705, subsection 1, Department of Administration, Purchasing Division requests authority to contract with former employee Kenneth Siri to manage highway maintenance for the Nevada Department of Transportation through statewide contract 99SWC-S1406 HAT Limited Partnership dba Manpower.

Governor: Agenda item number 5, *Authorization to Contract with a Current and/or Former State Employee.*

Clerk of the Board: There are six requests under this agenda item today. The first is from the Department of Business Industry, Office of the Labor Commissioner through the Department of Administration, Purchasing Division. The office intends to contract with a former employee from December 12, 2023 through March 29, 2024 on a part-time basis through Manpower.

The second request is from the Department of Transportation, Multimedia Division through the Department of Administration, Purchasing Division. The Department of Transportation intends to contract with a former employee from December 12, 2023 through June 11, 2024 on a part-time basis through Manpower.

The third request is from the Department of Health and Human Services, Division of Child and Family Services through the Department of Administration, Purchasing Division. They intend to contract with a former employee from January 1, 2024 through June 30, 2024 on a part-time basis through Manpower.

The fourth request is from the Department of Transportation through the Department of Administration, Purchasing Division. They intend to contract with a former employee from December 12, 2023 through June 12, 2024 on a part-time basis through Marathon Staffing Group.

The fifth request is from the Department of Transportation, Multimedia Division through the Department of Administration, Purchasing Division. They intend to contract with a former employee from December 12, 2023 through June 11, 2024 on a part-time basis through Manpower. Are there any questions on these items?

The last request is from the Department of Transportation through the Department of Administration, Purchasing Division. They intend to contract with the former employee from December 12, 2023 through June 12, 2024 on a full-time basis through Manpower. Are there any questions on this item?

Governor: Do we have any questions on any of these items?

Attorney General: None here.

Secretary of State: No questions. Motion to approve.

Governor: We have a motion for approval. All those in favor, signify by saying aye. The motion passes unanimously.

6. Request for a Recommendation of Approval to the Interim Finance Committee for an Allocation Amount from the Contingency Account

(For possible action)

A. Department of Conservation and Natural Resources – Division of State Parks

Pursuant to NRS 353.268, the division requests a recommendation to the Interim Finance Committee for an allocation of \$225,332 from the Interim Finance Committee Contingency Account to support three new positions and associated costs.

B. Department of Education

Pursuant to NRS 353.268, the department requests a recommendation to the Interim Finance Committee for an allocation of \$498,750 from the Interim Finance Committee Contingency Account to fund an increase in contract expenditures.

C. Department of Motor Vehicles

Pursuant to NRS 353.268, the department requests a recommendation to the Interim Finance Committee for an allocation of \$517,500 from the Interim Finance Committee Contingency Account to fund an increase in the WaitWell, Inc. contract.

D. Office of the Attorney General

Pursuant to NRS 353.268, the office requests a recommendation to the Interim Finance Committee for an allocation of \$127,947 from the Interim Finance Committee Contingency Account to support a new Special Counsel position and associated costs.

Governor: Agenda item number 6, *Request for a Recommendation of Approval to the Interim Finance Committee for an Allocation Amount from the Contingency Account.* We will take these items separately.

Clerk of the Board: The first request is from the Department of Conservation and Natural Resources, Division of State Parks. Pursuant to NRS 353.268, the division requests a recommendation to the Interim Finance Committee for an allocation of \$225,332 from the Interim Finance Committee Contingency Account to support three new positions and associated costs. Are there any questions on this item?

Secretary of State: No questions.

Governor: None here.

Attorney General: None here.

Secretary of State: Motion to approve 6.A.

Governor: We have a motion. All those in favor, signify by saying aye. The motion passes.

We will move to item 6.B, Department of Education.

Clerk of the Board: Thank you, sir. Pursuant to NRS 353.268, the Department of Education requests a recommendation to the Interim Finance Committee for an allocation of \$193,750 from the Interim Finance Committee Contingency Account to fund an increase in contractual expenditures. Please note, the dollar amount in this request has been revised from \$498,750 to \$193,750. Are there any questions on this item?

Governor: Yes, I have a question. On the noted revised amount from \$498,750 to \$193,750, could you explain the reason for the revised amount?

Celeste Arnold: Good morning. For the record, Celeste Arnold, Administrative Services Officer 3 for the Student Investment Division, Department of Education. Going back through, we have identified savings with a current contract, as well as, in working with the vendor. As this request only funds fiscal year 2024, and in which we only have six months, roughly, left to fund, the request was amended to accommodate that timeframe moving forward.

Governor: I understand the contract currently in place is for a period of four years. So, we're currently in the last of those four years, is that correct?

Celeste Arnold: Correct. Then, the next contract starts another four years.

Governor: You're in agreement with the revised amount of \$193,750?

Celeste Arnold: Yes, we are.

Governor: Thank you.

I'll take a motion for approval.

Secretary of State: Motion to approve item 6.B in the amount of \$193,750.

Governor: We have a motion. All those in favor, signify by saying aye. The motion passes unanimously.

We will move on to 6.C.

Clerk of the Board: Pursuant to NRS 353.268, the Department of Motor Vehicles requests a recommendation to the Interim Finance Committee for an allocation of \$517,500 from the Interim Finance Committee Contingency Account to fund an increase in contractual expenditures. Are there any questions on this item?

Governor: None here. I'll entertain a motion for approval.

Attorney General: So moved.

Governor: We have a motion. All those in favor, signify by saying aye. The motion passes unanimously.

We will move to agenda item number 6.D.

Clerk of the Board: Pursuant to NRS 353.268, the Office of the Attorney General requests a recommendation to the Interim Finance Committee for an allocation of \$127,947 from the Interim Finance Committee Contingency Account to support a new special counsel position. Are there any questions on this item?

Secretary of State: No questions.

Attorney General: None here. Move approval.

Governor: We have a motion. All those in favor, signify by saying aye. The motion passes unanimously.

7. Request for a Recommendation of Approval to the Interim Finance Committee for a Grant or Loan from the Disaster Relief Account
(For possible action)

Office of the Military – Division of Emergency Management Disaster Response and Recovery Act

Pursuant to NRS 353.274(2), the division requests an approval of a \$20,537 grant from the Disaster Relief Account to cover emergency response and management costs associated with the Atmospheric River event and Hurricane Hillary.

Governor: Agenda item number 7, *Request for a Recommendation of Approval to the Interim Finance Committee for a Grant or Loan from the Disaster Relief Account.*

Clerk of the Board: Pursuant to NRS 353.274(2), the Office of the Military requests an approval of a \$20,537 grant from the Disaster Relief Account to cover emergency response and management costs associated with the Atmospheric River event and Hurricane Hillary. Are there any questions on this item?

Governor: Yes, could you explain the reason for this item?

Jared Franco: For the record, Jared Franco, Administrative Services Officer 3, Division of Emergency Management. To this item, sir, is two invoices, one invoice for a forklift rental during the Atmospheric River event and the second invoice is for the intelligent transportation system services during the hurricane event. We don't have enough authority in our Emergency Assistance Account to cover these expenses.

Governor: My understanding in research of the item is there is approximately \$1,000 of penalty or late fees. Is that correct?

Jared Franco: Correct, sir.

Governor: Knowing that we have a procedure where we need approval, can we get the late fees waived?

Jared Franco: We are currently working with the vendor to try to get those waived. There was a mishap with the timeline on how long it takes to get the authority approved.

Governor: With that being said, I will make a motion for approval of agenda item number 7 in the amount of \$19,562 and we'll bring the item forward in a future meeting if the late fee has failed to be waived. Is that sufficient?

Rosalie Bordelove: Yes.

Governor: The motion is on the table. All those in favor, signify by saying aye. The motion passes unanimously.

8. Approval of Proposed Leases (For possible action)

Governor: Agenda item number 8, *Approval of Proposed Leases*.

Clerk of the Board: There are five leases under agenda item number 8 today for approval by the Board. Are there any questions on any of these items?

Attorney General: None here.

Secretary of State: No questions. Motion to approve lease numbers 1 through 5.

Governor: We have a motion. All those in favor, signify by saying aye. The motion passes unanimously.

9. Approval of Proposed Contracts (For possible action)

Governor: Agenda item number 9, *Approval of Proposed Contracts*.

Clerk of the Board: Thank you, sir. There are 60 contracts under this item for approval by the Board today. Are there any questions on any of these items?

Secretary of State: I have question on item number one for Cassidy and Associates, Inc. Was there a procurement process on this service?

Gideon Davis: Gideon Davis, Administrator of the Department of Administration, Purchasing Division for the record. Yes, there was a full Request for Proposal (RFP) conducted for this contract.

Secretary of State: How many people responded to that RFP?

Gideon Davis: There were three proposing vendors.

Secretary of State: Were any of them Nevadan's that submitted a proposal?

Gideon Davis: One of the vendors who proposed was a Nevada based business, yes. The other two were, I believe, headquartered in Washington, DC. This vendor was the highest scoring vendor based off of the evaluation criteria that was proposed in the solicitation.

Secretary of State: Thank you.

Governor: Are there any questions, Mr. Ford?

Attorney General: I have no questions.

Secretary of State: Motion to approve contract numbers 1 through 60.

Attorney General: We have a motion. All those in favor, signify by saying aye. The motion passes unanimously.

10. Approval of Proposed Master Service Agreements (For possible action)

Governor: Agenda item number 10. *Approval of Proposed Master Service Agreements.*

Clerk of the Board: Thank you, sir. There are nine Master Service Agreements under agenda item number 10 for approval by the Board today. Are there any questions on these items?

Secretary of State: No questions.

Governor: Hearing none, I will entertain a motion.

Secretary of State: Motion to approve.

Governor: We have a motion. All in favor, signify by saying aye. The motion passes unanimously.

11. 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 October 24, 2023 through November 20, 2023.

Governor: Agenda item number 11, *Information Item – Clerk of the Board of Contracts*.

Clerk of the Board: There are 72 contracts over \$10,000 and under the \$100,000 threshold that were approved by the Clerk of the Board from October 24, 2023 through November 20, 2023. Are there any questions on these items?

Governor: No questions here. Are there any questions? Hearing none.

12. Information Item Reports

Department of Conservation and Natural Resources – Division of State Lands – Fiscal Year 2024, 1st Quarter

Pursuant to NRS 321.5954, subsection 4, the State Land Registrar is required to provide the Board of Examiners quarterly reports regarding lands or interests in lands transferred, sold, exchanged, or leased under the Tahoe Basin Act program. This report covers the period of July 1, 2023 through September 30, 2023.

Governor: Agenda item number 12, *Information Item Reports – Department of Conservation and Natural Resources, Division of State Lands, Fiscal Year 2024, 1st Quarter*.

Clerk of the Board: Thank you, sir. Pursuant to NRS 321.5954, subsection 4, the State Land Registrar is required to provide the Board of Examiners quarterly reports regarding lands or interests in lands transferred, sold, exchanged, or leased through the Tahoe Basin Act program. This report covers the period of July 1, 2023 through September 30, 2023. Are there any questions on this item?

Governor: None here.

Attorney General: None here.

Secretary of State: No questions.

13. 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. Public comment may be provided in person or via telephone. To provide public comment on an item on the agenda via telephone, dial 775-321-6111 or 702-329-3435. When prompted to provide the meeting ID, please enter 728 527 047#. When the Chair opens the public comment period, dial *5 to request to be unmuted. To resolve any issues related to dialing in to provide public comment for this meeting, please call (775) 684-0222.

Governor: Agenda item number 13, *Public Comment*. This is the second opportunity for public comment. Please limit your comments to three minutes. Do we have anybody for public comment in Carson City?

Clerk of the Board: No, sir.

Governor: Do we have anybody here in Las Vegas? Seeing none. Do we have anybody on the phone?

Clerk of the Board: No, sir.

Governor: Hearing and seeing none, we will close public comment.

14. Adjournment (For possible action)

Governor: Agenda item number 14. I motion for adjournment. All those in favor, signify by saying aye. The motion passes unanimously. Thank you everyone. Have a great holiday.