



AMARGOSA VALLEY TOWN BOARD MEETING

AGENDA

Amargosa Community Center

821 E. Amargosa Farm Road

Thursday

06/13/2019

7:00 P.M.

Mike Cottingim, Chairman
, Vice Chairman

Pat Minshall, Town Clerk

Carmen Brown, Member

Trevor Dolby, Member

Melanie Morales, Member

NOTE: Items on the agenda without a time designation may not necessarily be considered in the order in which they appear on the agenda. The items may be combined. The items may be removed. The discussion of an item may be delayed.
NOTICE: It is anticipated that the items of business before the Town Board on *June 13, 2019* will be fully completed on that date. However, should item(s) not be completed, it is possible item(s) could be carried over and be heard before the Town Board beginning at 8:30 a.m. on the next day.

Public Comment during the Town Board Meeting on June 13, 2019 will be for all matters, both on and off the agenda, and be limited to three minutes per person. Additionally, public comment of three minutes per person will be heard during individual action items. The Town Board reserves the right to reduce the time or limit the total time allowed for public comment. The Town Board may prohibit comment if the content of the comments is a topic that is not relevant to, or within the authority of, the Town Board, or if the content of the comments is willfully disruptive of the meeting by being irrelevant, repetitious, slanderous, offensive, inflammatory, irrational or amounting to personal attacks or interfering with the rights of other speakers. Persons are invited to submit comments in writing on the agenda items and/or attend and make comment on that item at the Town Board meeting.

Pursuant to NRS 241.020, the Agenda for the Town Board Meeting has been posted at the following locations. Amargosa Community Center 821 E. Amargosa Farm Road, Amargosa Valley NV, Amargosa Library 829 E. Amargosa Farm Road, Amargosa Valley, NV 89020, Amargosa Clinic, 845 E. Amargosa Farm Road, Amargosa Valley, NV 89020, American First National Bank, 1600 S. Highway 373, Amargosa Valley, NV 89020, U.S. Post Office 750 E. Sage Avenue, Amargosa Valley, NV 89020, Amargosa Senior Center, 443 E. Desert Seniors Lane, Amargosa Valley, NV 89020. Support documentation for the items on the agenda, provided to the Town Board is available to members of the public at the Amargosa Valley Town Office 821 E. Amargosa Farm Road, Amargosa Valley, and NV 89020.

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NOTE: All times are approximate except for bid openings, public hearings, and any other items agendised at a specific time. Action may be taken on all items except where otherwise indicated. Items not scheduled for a specific time may be considered at any time and in any order. Items may be pulled or removed from the agenda at any time.

Special Note: Any member of the public who is disabled and requires accommodation or assistance at this meeting is requested to notify the Amargosa Valley Town Office in writing or call (775) 372-5459 prior to the meeting.

AMARGOSA VALLEY TOWN BOARD

- 1 Pledge of Allegiance
- 2 Approval of the Agenda for *June 13, 2019*
- 3 General Public Comment (Three-minute time limit per person.) Action will not be taken on matters considered during this period until specifically included on an agenda as an action item.
- 4 **For Possible Action** – Discussion and Deliberation. Internal controls for entry and approval of Town Vendors prior to new Deputy Town Clerk being hired. Town accounts payable vouchers to be entered into Eden by AVTB member and then approved for payment by Town Clerk. Nye County Accounting to pay vouchers as soon as approved by Town Clerk. List of Vouchers to be presented at AVTB meeting each month for review and final approval. Vouchers need to be paid as presented or else we will be 30 days late in paying our bills. Once a new Deputy Town Clerk is hired they will be responsible for entering vouchers into Eden. And then Town Clerk will approve.
5. **For Possible Action** – Discussion and Deliberation. Approval of accounts payable letter from AVTB to Nye County Accounting.
- 6 **For Possible Action – Discussion and Deliberation.**
List of Account Payable invoices that have been entered into Eden and need to be approved by the end of Fiscal year 2019. June 30, 2019. Invoices to be approved by AVTB and approved in Eden by Town Clerk ASAP.
- 7 **For Possible Action – Discussion and Deliberation.**
AVTB sets basic schedules for employees. Deputy Town clerk sets weekly schedules based upon events scheduled etc. Deputy Town Clerk receives time

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cards from employees and verifies hours and inputs into Eden. Town Clerk provides final approval in Eden. Until position of Deputy Town Clerk is filled. AVTB member to input hours into Eden and final approval by Town Clerk.

8. For Possible Action – Discussion and Deliberation. Town Credit card. The credit card is secured in the Town Safe. Credit Card was issued so purchases could be made from vendors without having to keep petty cash on hand. All AVTB members have access. Bills to be paid as presented. Using same format as in # 4.

9. Training of town board staff to help in the interim, what should they be trained, on, who should train, and what is expectation of them in the interim of hiring a new Deputy Town Clerk.

10. Schedule for filling the open Deputy Town Clerk Position. The ad has been posted and interviews will be conducted by HR committee and a qualified person will be hired ASAP.

11. For possible Action – Discussion and Deliberation. Set a time and date for Capital Projects workshop so that 5 year CIP Plan can be submitted to Department of Taxation ahead of the August 1 due date.

12. GENERAL PUBLIC COMMENT (Three-minute time limit per person.) Action will not be taken on the matters considered during this period until specifically included on an agenda as an action item.

13. For possible Action –Adjournment

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AFFIDAVIT OF POSTING

STATE OF NEVADA

COUNTY OF NYE

The undersigned, being duly sworn according to law, deposes and says: That he/she is over the age of 21 years; that he/she posted or caused same to be posted, at the places below mentioned, the Agenda for the Amargosa Valley Town Board’s Meeting for June 13, 2019, not later than 9:00 a.m. on June 9,2019 The undersigned further deposes and says: That on or before June 9, 2019, he delivered or caused to be delivered, the notice of the Agenda to the above meeting to the Amargosa Valley office of the United States Postal Service not later than 9:00 a.m.

Patricia J. Minshall/Town Clerk

Subscribed and sworn before me
This

NOTARY PUBLIC

POSTED:

- Amargosa Community Center 821 E. Farm Road, Amargosa Valley NV
- Amargosa Library 829 E. Farm Road, Amargosa Valley, NV 89020
- Amargosa Clinic, 845 E. Farm Road, Amargosa Valley, NV 89020
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