

Minutes

BEATTY WATER AND SANITATION DISTRICT

1300 Avenue North, Beatty, NV 89003

Thursday, Sept. 26th, 2013 at 6:30 PM, Beatty Water District

1. Call to Order- Chairman Joe Wilkinson called the meeting to order 6:31 pm, August 29th, 2013. Board members present: Amina Anderson, James Burns, Rick Johnson, Joe Wilkinson. Michael Harmon was absent. Present also was Fred Willis- District Manager. In the audience guests were Sarah Willis, Dick Gardner, Victor & Donna Hill.

A. Action—Approval of the Agenda. James motions for approval of the agenda, Amina seconds, all in favor 4-0.

B. Action—Approval of 8/29/13 minutes. Amina motions to approve the minutes, James seconds, all in favor 4-0.

C. Action—Approval of Business Reports for August. {Items in this section is out of order from the actual spoken questions to make a flow of information with explanations added} Amina has lots of questions. Joe suggests that accounting questions be posed to Robin-Accounts Payable. Fred said it would be best to ask Stacy Carroll from Dan MacArthur's-CPA office. {She is out for audit purposes once per year} Amina questions if anyone knows how to read the Profit & Loss (P&L) statement, she said the numbers do not match the bank reconciliation report. {Robin researched this and found that the Electronic Transfers from Local Government Investment Pool (LGIP) savings accounts to Bank of America General Checking must have "numbers" in the 'split out' in order for the Quicken to pull them over to the Profit & Loss (P&L) Statement. Corrections have been made. But the same report cannot be reprinted with the corrections.} Joe tries to explain "depreciation loss is, when there is not enough money to replace things as they need replacement."

Amina sees that \$15,000 was transferred several times from LGIP General Savings to Bank of America General Checking account. {Robin explains this- One of these transactions 7/29/13 for \$15,000 was to pay bills from Farr West Engineering for their time spent on Sarcobatus Flats Water Rights and EW-4 (once the ARRA was depleted & we did not have enough funds in our General checking to cover the debt). The other \$15,000 transfer 8/6/13 from the LGIP General account was to pay the other half of the annual fee of our new Worker's Compensation Insurance through (NPAIP) Nevada Public Agency Insurance Pool (our old policy was Builders Insurance that was paid monthly). This last transaction did not show on the P&L Statement because the split in Quicken needed the numbers entered.}

{LGIP is the Local Government Investment Pool were the district keeps savings accounts (the interest rates there are usually better than regular Banking). There are 3 accounts total with LGIP 1- General Savings, 2-Capital Improvement-Water, 3-Sewer Treatment. Any money withdrawn from BWSO LGIP Savings accounts should have prior Board approval.}

Amina asked how the different accounts are used. There was no in depth explanation. All of the accounts have initials for what the name stands for such as BWSO CI which stands for Beatty Water & Sanitation District Capital Improvement. {This account was set up for water capital improvements stipulated by the AB-198 Grant taken to pay for the pipeline from the Barrick (Bullfrog) mine's EW-4 Well to the South Tank & build our Booster Station to push the water up the hill. This Grant contract stipulates that we put away an annual amount of \$41,000 a year for 40 years. Robin has been transferring \$3,749 a month to this account per agreement. This will help with the replacement cost of the infrastructure the grant was given to build. Spending from this account should be approved by "Division of Water Planning- Department of Conservation and Natural Resources" since they are the ones whom stipulated the money to be put into this account. Think of this like the requirement to keep full coverage on a newly purchased vehicle till your loan is paid in full. The lender wants their money if you crash & burn.} There was an amount of \$5,668.00 removed from the Capital Improvement for Water-LGIP Savings account transferred to Bank of America General Checking account. {This Amount was paid to Sierra Controls Systems for work done on the telemetry at EW-4 and the water treatment plant due to the changes made with equipment that was replaced at EW-4. Robin had asked Fred Willis- Manager & Stacy at the Local Government Investment Pool if she could remove money from this account to pay these costs and found no objections. Any money withdrawn from BWSO LGIP Savings accounts should have prior Board & Division of Water Planning approval.}

Amina states a line on the reports is a 'miscellaneous' \$3,155.87 charge to a customer {billing against the town office for a new fire hydrant that should be coded as 'water'.} Amina requested that possibly if there is not a category for the spending that one be created rather than labeling as Miscellaneous.

Amina asks what the 'Sensus program support' at cost of \$914.76 is used for. Fred was not sure maybe accounting, eventually remembering that it is the Program for the meter reading Hand Held Device.

Amina notes that there is a void on the register of \$112.50 but no explanation {this was a charge from Sierra Controls that was entered twice for reconfiguring the auto-dialer for telemetry.}

Rick did not have time to look over the reports properly yet. Amina motions to table the Business Reports for August, James seconds to table, all in favor 4-0.

2. GENERAL PUBLIC COMMENT –There was none.

3. Correspondence- There was none.

4. Managers' Report- According to notes that Lorraine flips from year to year on her calendar the Board needs to file Campaign Contribution Reports online with the Secretary of State by October 26th. {This is not due in Oct. of this year only on election years.} The Board needs to arrange for annual Board Training {on Open Meeting Laws and Cross Connection Control}. Dan Tarnowski would be willing to try to do training regarding the 'Cross Connection Control' on the day of the next Board meeting at the Oct.24 meeting date. James moves that the board trains prior to the regular meeting say 5:00 or 5:30 till 6:30 pm. This will be motioned on at item #9 Schedule next meeting date.

5. Board Member comments- Action will not be taken on the matters considered during this period until specifically included on the agenda as an action item. Amina mentions that Lorraine had said she will not be in the office tomorrow; she will be gone to a Doctor appointment.

6. New Business, all items are for discussion, deliberation, possible decision and/or action.

D. Action–Approval to submit application to Nye County for CDBG grant on Water Resources Plan-Kirk Swanson, Farr West Engineering. {\$74,000.00 total, \$58,000-Budget, \$6,000 District Cash, \$7,000 District In-kind, \$ 3,000 County Grant admin.} The board wants more information before putting to a vote. The Board wants to table item since they have not had sufficient time to look over & digest the paper work pertaining to this grant. Motion is made by Amina to table for now, Rick seconds, all in favor 4-0.

E. Action–Emergency items. There was none.

7. Old Business

D. Action–Victor Hill-Presentation: As part of detailed system assessment per Understanding of Intent signed August 29th, 2013: Preliminary list of priority for studies desired by BWSO board members for combination with what is available from UNLV.

It was Dr. Jaci Batista's intent to be here tonight to make a presentation to the board upon items available through UNLV. She had intended to look at key facilities prior to the meeting and at the meeting to introduce Walter Johnson, P.E., (who is a certified waste water treatment operator), along with officers from the UNLV student chapter of American Water Works Association (AWWA). She particularly wanted to find out the boards priorities in setting up for and selecting studies that would be most immediately beneficial in Beatty. She regrets that she could not attend this meeting due to commitments with the Las Vegas Valley Water District that have intervened. She wanted Vic to convey her apologies to the Board. Dr. Batista requests to make her presentation to the board at the October meeting.

Going right to tonight's agenda: Preliminary list of priorities for studies desired by the BWSO board members. Material available from UNLV to benefit BWSO technically and financially

requires that information be available to study team members (students, their advisors, BWSD board and staff, liaison, etc.) per UOI signed 8-29-13. As liaison, and as a system rate-payer, Vic takes the following approach to initially test how information will flow as a priority when students and faculty or other advisors (mentors) arrive at BWSD:

If technical and financial information is in good form and Vic can get his hands upon it and understand it, so will students and their mentors. Otherwise they will not be able to function.

Criterion for test is to study how to save water with money by more efficient operation, as measured by dollar cost per thousand gallons of treated water (\$/1000 gal.). BWSD is trying to do this. The operating approach is brought into focus right now by value to the system of product from EW-4 in technical and financial terms. Operating details actually, physically take place and may be understood by referring to a complete system flow schematic. Hence, the following information is needed in proper engineering format to explain the EW-4 project in question and to get a feel for priorities.

1) Technical. Design of pump for EW-4 with water treatment system with booster pump with blending and operation (with testing) thereof to see if what we have, is what we think we have.

2) Financial. (From ARRA. What of other appropriate accounts?)

Engineering, admin and all related expenses for getting EW-4 production on line successfully after its 1 year downtime. How much is unspent for contingencies?

3) Complete system flow schematic.

Vic has investigated priorities by verbal contact with staff as well as knowledgeable people and by reading minutes and looking at various financial and technical records available in the BWSD office regarding EW-4 and by looking on the ground at key elements of the system. From Vic's efforts he has concluded that when students and faculty or other advisors (mentors) arrive at BWSD they will not be able to perform their function to serve technical with financial needs of the BWSD by using resources available through UNLV. The reason for Vic's conclusion is that technical and financial information available at BWSD regarding EW-4 lacks quantity and quality to connect in proper summary form for him to understand. However such connected, organized technical and financial information must exist at Farr West; otherwise EW-4 could not be presently operating.

Vic suggest that Farr West be asked to provide reports in proper engineering format for the EW-4 project to BWSD prior to the October meeting of the BWSD board. All supporting technical and financial data should be provided in connected detailed format (not summary format) as shown in current billings available at BWSD.

In speaking with staff, that is, general manager with office employees and by reading minutes and by looking at various financial and technical records available in the BWSD office regarding EW-4 Vic concludes that BWSD does not have connected knowledge of how much money is available from profit and loss statements, capital account, and from the several water & sewer accounts. Vic suggests that there be no expenditures made of significant amount anywhere or shown on the agenda for tonight until the account situation is investigated and determined. Vic detects that there is strong need for training.

Vic will not pursue this overall situation here, in this forum, but will tend to affect adversely or prevent priority of information flow where UNLV attempts in the very near future to benefit BWSO technically and financially. Accordingly, Vic sets forth the following solutions to pursue priority of smooth flow of information for studies through coordination and cooperation in organization. There is not any need to hire more people or change any pay structure at this time.

SOLUTIONS TO PURSUE PRIORITY OF SMOOTH FLOW OF INFORMATION FOR STUDIES
Effective immediately, September 26, 2013. Fred Willis is general manager. Lorraine Eastman is office manager. Both serve at the pleasure of the board.
All staff shall attempt to coordinate and cooperate completely to make workable the organization set forth herein.

The office manager shall keep track of all past, present, and anticipated grants in a separate cabinet with indices, chronological, alphabetical, funding source and whether the grant was for water, sewer, or other, all of which shall be easily accessible to the board and the staff. A separate file for all aspects of each existing grant shall include but not be limited to detailed ongoing expenditures and cumulative expenditures and remaining balance, along with status of compliance with special conditions for the grant that must be satisfied. The office manager shall inform the general manager and the board upon finding out that grant condition have been violated or are about to be violated, or are being subject to questionable practice; likewise for the general manager (a joint responsibility).

The office manager may initiate grant applications for board approval and shall coordinate with the general manager and the board in this regard. With board approval, the office manager may also apply for special treatment under any present or anticipated grant, including for any purpose: extension or lessening of time and/or increases or decreases in amount and/or change or cancellation in part, and/or outright early pay off or forgiveness. The office manager may do search for any grants available from any public or private entity or person, and may specifically ask these sources if there are any grants available where no one has applied or are unclaimed. The office manager and/or the general manager and/or designated board member(s) shall be sent to grant school periodically and consult with UNLV under the UOI signed August 29, 2013, to sharpen skills in pursuing financial interest of BWSO.

To facilitate brief, simple access to the big load of information needed by the board to run BWSO, the office manager will provide log (possibly with short notes) of selected, important business communications received and sent between regular meetings ; also a selected reminder of important communications to be anticipated before the next meeting. This brief of interest for the board will not replace more detailed history available in meeting minutes.

To facilitate access and control by the board of the purse strings, the office manager will provide summary report for each bank account in simple, easily readable and understood form for each regular meeting of the board, or at such other times or on such other

transactions that the office manager shall deem important. To facilitate this function, the office manager shall be listed on all accounts as one of the persons enabled to sign on each district account, and may report account information or items of importance directly to the treasurer. For routine payment of bill the office manager must approve by initial any one billing for payment, then shall provide the first signature on the associated check before the office manager forwards the billing with the check to the treasurer for the second and final signature. If the office manager is not available, one other board member may sign instead. No work shall be initiated on any contract unless it be prior approved by the board and the treasurer verifies that there is sufficient funding available to proceed. No work shall be initiated on any change order unless the treasurer verifies that there is sufficient funding available to proceed.

All incoming and outgoing electronics communications on district business will be on district supplied instruments, including but not limited to land line telephones, cell phones, computers, and faxes; privately owned instruments not being allowed. Use for private purposes not being allow on district instruments without express permission by the office manager. The office manager may require a log of communications for any particular purpose over a time interval or a place. (End)

At this time I would appreciate a motion to accept and put into force immediately above **SOLUTIONS TO PURSUE PRIORITY OF SMOOTH FLOW OF INFORMATION FOR STUDIES**. The reason for this that technical with financial help that is competent, broad and free could be in jeopardy.

Fred retorts "That is wrong. I totally disagree; he is making Lorraine totally in charge". The board states "Of the office." Fred asked "what do you mean about the phones? Does this mean I cannot use my personal cell phone anymore? Where do you get off with this?" Vic replies "yes, that is what it means, for business purposes." Amina states "we are just talking about a business phone for business purposes." James states "we won't keep you from carrying your own phone." Fred said "but that is what he just said, I can't carry my own phone." James reiterates "No he did not say that. He said you would use the company phone for company business." Fred said "Well that's okay, other than I would have to carry two phones. This is complete and utter... this is a lot of work he is talking about Lorraine doing...who is going to pay for that, if she is going to spend 4 weeks organizing this paperwork for them. In the past we have charged people for digging this deep into information. Even contractor's....we don't charge them, but it gets put toward in-kind services." {Lorraine would like to see where her time has ever been included with in-kind for a project, even though it should be.} Joe states" I have not had time to read the request & digest it myself", so he does not want to vote on this. "I feel that some of what Vic is accusing us of is not what is happening." James states "I don't feel like these are accusations." Amina states "I do not either." James asked "what is the cost to the district for the cell phones?" Fred states "it is not that much at all, I don't use the company phone, Lorraine has my phone {Jim Weeks was only other person to use this particular number even

transactions that the office manager shall deem important. To facilitate this function the office manager shall be listed on all accounts as one of the persons entitled to sign on such financial account, and may report account information or items of unusual character to the treasurer for routine payment of bill the office manager must appear to certify by check before the office manager forwards the billing with the check to the treasurer for the same. If the office manager is not available, one other board member may sign for him. The work shall be initiated on any contract unless it be prior approved by the board and the treasurer verifies that there is sufficient funding available to proceed. No work shall be initiated on any change order unless the treasurer verifies that there is sufficient funding available to proceed.

All incoming and outgoing electronic communications on district business will be on district supplied instruments, including but not limited to faxes and electronic mail messages, computers and device privately owned instruments not being allowed. The use of electronic purposes not being allowed on district instruments without express permission by the office manager. The office manager may require a log of communications for any instrument purpose over a time interval on a case by case basis.

At this time I would appreciate a motion to accept and put into force the following resolution: WHEREAS, the reason for this that technical help that is consistent with the district's best interests be in providing.

James states "That is wrong, I totally disagree, he is making I believe totally in error. The board states "Of the office". Fred asked "What do you mean about the office?" James states "I cannot use my personal cell phone anymore. Where do you get it? It's not a business phone, that is what it means for business purposes." James states "I would have to use my own phone." James states "He did not say that. He said you would use the company phone." James states "Well that's okay, other than I would have to use the company phone." This is complete and under this is a lot of work he is talking about business who is going to pay for that? She is going to spend 4 weeks organizing the paperwork for them. In the past we have charged people for digging this deep information. Even contractors we don't charge them, but if you are toward the end services, I imagine would like to see where her time has ever been included with financial for a project, even though it should be. Joe states "I have not had time to read the report & digest it myself", so he does not want to vote on this. I feel that some of the board members as of it not what is happening." James states "I don't feel like we are in a situation." James states "I do not either." James asks "What is the core of the problem with the cell phone?" Fred states "It is not that much at all, I don't see the company phone. James has my phone (Jim Weeks was only other person to use the phone) and he is not

though the phone itself was replaced since then.) & Jon & Craig each have a company phone. James states "phones now days are really cheap!" Fred states "the main reason why I like my phone is because I can take a picture and send it to my engineers, it'll save I don't know how much money for me not to have to run back up here to give it to Lorraine." {Fred has always used the company digital camera for this purpose and has had Lorraine download it as well as e-mails it.} James states "the district should be able to afford up-to-date phones." Fred said "I am not going to buy smart phones for the guy's phones; they are only going to end up in the ditch." James said "well how many guys are we talking about, only you are the one who needs to take the pictures. Well let's buy you one." Fred said "Well I still don't like it, especially for me just reading this right here. Joe reiterates that he would not feel comfortable currently making a decision on this matter. Amina asks "are you asking us (Vic) to create a separate job title? What is Lorraine's job title currently?" Fred replies "secretary". James asked "we don't have an office manager?" Fred said "only me, I am the general manager over everything." Rick said "I think you are shouldering way too much, to have someone working under you to take some of that load would have to be good for you." Fred said "Well that's fine, there is other things I disagree with, I just spent 4 hours out with Vic yesterday. I believe he is getting us into situations like this that could get us into trouble, letting Clark County have our information. I mean they even went up the eastern side of Nevada pulling water away. I don't like them having control over our information. James asked "Wait a minute you don't want people to have information?" Fred said "I am just opposed to giving information; I am opposed to giving 'in depth information'." James remarks "In depth, what do you mean in depth?!" Fred said "let me put it this way what Robin said, 'I don't feel comfortable giving financials to some college kid out of Vegas to go over', I mean they are not even a local." James asked so "we run a secret organization that is a recipe for corruption. We do not own this district; all we are is representatives, this district belongs to the public. That's the way the politicians always try to be...let's hide the truth from the public." Amina & Rick also are stating "We are a public utility." "It belongs to the public and the more eyes you have on things someone might find something out" James continues. "We might find something out that would save us a lot of money. We might find something out that cause us to change our behavior. If the spies from Clark or Lincoln County want to come down here & steal something from us we should defend ourselves, but they don't do that with information. They cannot harm us with straight out honest information."

Rick speaks "If this information that is being talked about is not already organized, then it needs to be. If UNLV is willing to come here to help us then we need to have this organized enough that information can be found." Amina echoes the same thoughts "If we are going to get anywhere this needs to be done." James says "If we don't have an office manager let's get one. Is Mrs. Eastman qualified to be office manager, does she want the job? If we don't have an office Manager, I would like to see one." Most everyone agrees that they thought Lorraine is already the office manager. Fred said that his own description is kind of vague since he is out in the field & shares in everything. Amina asks that if the idea of having someone over the daily tasks of the office would not be of help to Fred. Rick sees that things are becoming more complicated for Government & Public agencies. There is so

much reporting to do any more. Rick said "I believe Fred that you have too many irons in the air. I thought that Lorraine was the office manager." Fred was asked if he opposed the position. Amina suggests Lorraine could be temporarily given this title and meanwhile the board can work on a job description & see if Lorraine would be interested. Vic said "I believe currently Fred has a tremendous burden without help & especially without training for everything that is required." Joe stated that there had been a lot of good questions laid out to explore & considered but still would like more time to digest & consider what he would like to accept or not. James suggests making a vote to show that the district is in favor of the suggestions or the professor may feel that the district is hostile. The board would like to see some good help. Vic reminds the board that currently there are a lot of hostile feelings amongst the customers in Beatty after spending more than a full year of EW-4 being out of production meanwhile they had to endure the stink of the water while taking shower & purchase bottled water for drinking. "Take the Fluoride levels after a certain level it affects the thyroid. You start adding all this stuff up. There is more to it than that I see the problems that California is experiencing & it is headed this way. I think that you have internal problems with the organization of your staff that is apparent. I will not go into this because personalities will not get this done. If you don't do it you'll have about another 6 months till everything will come undone. James suggests holding another meeting in a week & gives the board time to study this. Vic is only trying to get a slight internal adjustment. "To say you have an office manager to do things that need to be done, but have not been done or have been prevented." Amina makes a motion to temporarily give Lorraine this position till other determinations are made, James said to give her the position for a month & remove the authority if it doesn't work out. Dick Gardner from the audience believes that all the board should be in agreement before making the decision maybe they should take the time to digest the information longer. Amina asks about Vic's comment in regards to the prevention of organization within the office. Vic replied that he came to the office & grilled all the employees along with the manager. "Lorraine tried to avoid telling me some of the answers for needed for information and after continued grilling she told me she would be in trouble with Fred for giving information. You are paying the engineers office and they are running this company. If you look at Fred's job description it does not match up with what is happening. You cannot afford this. Lorraine currently has no control over the other personnel or the accounts that have not been managed properly because Fred does not allow her authority to do anything about these situations. If Fred plays his cards right he will come out of this smelling like a rose. It will take training and time. Fred has more than he can care for by himself. This office cannot function properly the way that it is being handled now. There needs to be administrative authority. The Board does not see what is happening. With Jim Weeks you had a richness that had been what you all got used to. Then came Ramie Williams {Ray H Williams III} & you know the disaster that happened there. Then Fred came along and had to follow that act. Everyone on the board expects that everything just goes back to normal & begins working right. They are not working right currently. I've tried to find a way to bring you help technical & financial. The grants that are sitting out there right now like ARRA & CDBG bring their own little rules, but these are going away. The University will have access to grants that you will not.

You cannot survive with what the engineer is proposing. The district can use about a third of what the engineer is proposing you are going to need, but you are going to have to swallow the whole (\$11,000,000) eleven million dollars just to get the one third of it. Twenty to thirty percent will go directly to the engineer. The engineer will be taking the CDBG money (\$74,000) just for planning & he uses the loan for capital expenses. Fred is being used by the engineer. Either Fred does not realize this or if he does then he is doing the wrong thing."

Amina asks about asking Farr West for the reports. Fred admits that we do not have these reports. "Can we get those?" Amina asked "or is this going to cost us money?" Fred said "Yep, it's gonna cost us money." Vic intervenes "No, if they charge you for this they are in violation of professional accepted practices, if they don't give this and you let them get away with it, then I guess they get away with it." Rick agrees that we should have all of these reports for our records right here. Fred said "we have some of it, but not organized & not in the format that Vic wants." Rick is in favor of having Lorraine able to give reports or be present to ask questions, this will free Fred from that duty. Joe said "What I see here in our discussion is a definite need for an office manager to work hand in hand with the general manager, not taking anything away from him." Fred again objects to all the things written in Vic's presentation. Rick asks what is wrong with an office manager's report and getting organization in the office, sending someone to grant school, logging communications, reports on the accounts, this would set his mind more at ease as well as the public's minds. "Maybe they would all say 'I get it too, these are all public records.'" The best thing for Lorraine having control at the office is that she has Robin right there to help.

Amina states that she would like to see follow through with getting all the reports Vic is speaking about. Everyone seems to be in agreement on this.

Amina makes a motion to offer the job of office manager to Lorraine, James seconds the motion. Joe states that Fred has to investigate whether she wants this position. She currently has no job description this needs to be figured out. The suggestion to table for now is taken. Amina would like to have this item on the next agenda.

F. Action—Consideration of offer to lease or sell property (Parcel# 1852116) & water rights (permit #65620) in Sarcobatus flats by Solauro Industries (Dion Tulk) pending the approval of Nye County District Attorney's office. Dion Tulk has sent us a letter stating they will get an appraisal done on this property. Jan Cole said that they are working with Kent Volmer of American Real Estate Appraisal to get the appraisal completed. BWSD has not heard from any one on this item in quite some time. Amina motions to remove this item from the agenda, James seconds, all in favor 4-0.

8. GENERAL PUBLIC COMMENT- There was none.

9. Schedule next meeting date. The next meeting will be a special meeting on Friday Oct. 4th at 6:30 pm, with the regular meeting set for October 24th, 2013 at 6:30 pm at the BWSD office.

10. Adjournment. Meeting adjourned at 7:57 pm.

Rick Johnson

James L. Borne

Amina Andersen
Michael Anderson

You cannot survive with what the engineer is proposing. The district can not afford a thing of what the engineer is proposing and we going to work but you are going to have to swallow the whole \$21,000,000. Then million dollars. Let us act the other way. Twenty to thirty percent will go directly to the engineer. The engineer will be taking the CDIC money (\$74,000) just for planning & he uses the money for capital expenses. If he is being used by the engineer, either Fred does not exist or if he does exist he is doing the wrong thing.

Janine asks about asking Fair West for the reports. Fred admits that we do not have those reports. "Can we get those?" Janine asked "or is this going to cost us money?" Fred said "Yes, it's gonna cost us money." Via intervenes "No, if they charge you for the reports you are in violation of professional accepted practices. If they don't give this and you get them anyway with it then I guess they get away with it." Rick agrees that we should have all of those reports for our records right now. Fred said "I have some of it but not a good amount. It is in the format that Via wants." Rick is in favor of having Janine write to give reports to the president to ask questions. This will free Fred from that duty. Janine said "What I see here is a discussion is a definite need for an office manager to work hand in hand with the general manager not taking anything away from him." Fred again objects to all of the reports being in the office. Rick says what is wrong with an office manager's record and getting organization in the office. Getting someone to grant school leaving certification reports on the accounts. This would set his mind more at ease as well as the public's mind. "Maybe they would all see it and get it out those are all public records." The committee is having control at the office is that has Robin right there to take. Janine states that she would like to see follow through with getting all of the reports and speaking about. Everyone seems to be in agreement on this. Janine makes a motion to offer the job of office manager to Lorraine. Lorraine agrees to the motion. The motion is passed. Fred has to investigate whether she wants the position. The committee has no job description this needs to be figured out. The suggestion is this is the way to go. A main would like to have this item on the next agenda.

3. Action-Consideration of offer to lease or sell property (Parcel # 188211) in relation to right-of-way (85503) in San Antonio area by Solano Industries (Dion Turk) pending approval of City District Attorney's office. Dion Turk has sent us a letter stating that he will get an appraisal done on the property. Jan Cole said that they are working with the Valuation of American Real Estate. Appraisal to get the appraisal completed. The appraisal has not been heard from any one on this item in quite some time. Action motion to send the appraisal from the agency. Janine records, all in favor of the motion.

9. Schedule next meeting date. The next meeting will be a special meeting on Monday, June 10, 1985 at 6:30 pm with the regular meeting on Wednesday, June 12, 1985 at 6:30 pm at the City Office.

10. Adjournment. Meeting adjourned at 7:00 pm.

