

Minutes  
**BEATTY WATER AND SANITATION DISTRICT**  
1300 Avenue North, Beatty, NV 89003

Thursday, October 24<sup>th</sup>, 2013 at 6:30 PM, Beatty Community Center

**Vice-Chairman Amina Anderson called the meeting to order 6:41 pm, October 24th, 2013.** Other Board members present: James Burns, Rick Johnson. Michael Harmon was away for training for Emergency Services and Joe Wilkinson had a family emergency. Present also was Fred Willis- District Manager. In the audience guests were Fred's wife Sarah Willis, Randy Reed-BTAB, Albert Verrilli-BEDC, Harold & Alice Davis, Vaughn Reed (husband of former employee Betsy Reed), liaison Victor Hill with wife Donna Hill, Viola Denison, Chirlett Reed, Dan Tarnowski-NvRWA circuit rider, Michelle Stamates-NDEP-SRF, Roni Oden, Marvin Walker-retired BWSO Manager. Employees present Lorraine Eastman, Craig & Robin Brown.

The board welcomes the public to move chairs in closer if desired.

**A. Action--Approval of the Agenda.** James motions to adopt the agenda, Rick seconds, all in favor 3-0.

**B. Action--Approval of 10/04/13 minutes.** Amina would like the date corrected and a couple of spelling corrections and the cuss word omitted. James motions to approve the minutes with corrections being made, Rick seconds, all in favor 3-0.

**C. Action--Approval of Business Reports for September.** Amina questions a couple of items where there was \$4798.93 spent toward the water side with \$670.38 towards the sewer side for a total of \$5469.21 for professional fees. \$2801.76 of that amount is one payment to Farr West Engineering. Amina asks what the charges covered. Robin tells Amina to come by the office and look at the break-down that is on the invoice. James motions to approve the Business Reports for September, Rick seconds, all in favor 3-0.

**2. GENERAL PUBLIC COMMENT** -Vaughn Reed comments that he has seen on the internet some derogatory remarks about the water district, especially about the manager. Vaughn thinks this is a witch hunt. James asks if he has a copy. James asks where on the internet Vaughn saw this. Vaughn admits that it was his wife Betsy that seen this information on the internet. This is pretty vague information James tells Vaughn. No one is aware of what he is talking about. He states he will go home and try to print a copy. James states the board would be happy to take a look at what Vaughn is speaking about.

**3. Correspondence-** There was none.

**4. Managers' Report-** Fred informs the board that Jon De Lee has been called in regards to installation of the QuickBooks program. The version that the District Purchased is from 2009 and is no longer supported without updating. Jon believes that if we would like this

program we should buy a more current version. Robin states that we would have to replace both the Sage/ABBRA and the InHance accounts payable program. She spoke to Jon today but he was not available to come to tonight's meeting. Robin said that Quick Books is a complete program where as Quicken is only a Check Register. Amina asks if the InHance program might be sufficient alone. Robin states that this is where we cut our payables checks from, and then she goes into Quicken to enter into a register.

Amina states "The District needs to get back into compliance."

Fred informs the board that he did speak with an attorney provided through the PoolPact prior to the hearing in Carson City regarding the four day sewer spill into the Amargosa River bed. He states that the District will be fined; it will just be a matter of how much. We have already admitted guilt, so there is no way to fight the charges. We will not know what the verdict will be for at least two months. James asked why Fred did not make a written summation of defense after his request. Fred provided Jim copies of correspondence between NDEP and Fred, prior to James request and thought that was sufficient.

**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 hopes that the Board can get through sections one to three of policies tonight and possibly get through the rest of them at the next meeting.

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

**D. Action**—Review of job description for office manager- Amina has spent some time with the Pool Pact HR people reviewing this description for accuracy. She has also spoke with Lorraine several times. James asked if anyone else had any comments. Everyone takes some time to review the written description. Vic asks if we can add comparing the sewage flow to the sewage lagoons in comparison with the amount of pumpage from the wells. This may help detect leaks that occur. The board agrees. Also tracking of training for all employees would be a good practice. Amina said that this may be redundant with the company policies. James motions to approve as a living document subject to changes, Rick seconds, all in favor 3-0.

**E. Action**—Creation and approval of job description of Office Manager. The definition reads The Office Manager serves at the pleasure of the BWSD Board; this is an "at will" position. The Office Manager preforms work in managing the office and in planning and coordination of the administrative functions of the District. This position has an increased level of responsibility and independence while performing required duties. Office Manager's primary duties involve the supervision and management of clerical support staff

and the daily operations of the District office. Working conditions includes meter reading criteria. James motions to approve, Rick seconds, all in favor 3-0.

**F. Action**—Offer of job title to Lorraine Eastman of office manager. Amina asked if Lorraine would accept the offer with the idea that the description is a living document to be changed as needs arise. The policies are clear that a job may be filled in house. Fred makes the Board aware that he should as the General Manager offer the position. (36:46) Fred offers the position to Lorraine. Lorraine accepts and signs the job description. Fred asked Lorraine what the pay scale she makes now is. Lorraine answers \$17.58 per hour. Fred offers that another \$1 an hour could be paid. Lorraine states that currently she does not believe the District can afford this. Amina states that would have to be agendized before raises should/could be considered. Then Fred asks Robin if she was interested in the position. Robin states that she does not like to type and she certainly is not interested in reading the meters. Rick motions in favor to approve the position to be given to Lorraine Eastman, James seconds, all in favor 3-0.

**G. Action**—Review and adoption of recommended employee policies, sections one, two and three. Amina asked if Brent Farr would prefer to have his items moved up before beginning this action. He does not mind waiting. Amina has been in touch with the Pool Pact the Districts liability insurance people and this is the recommended and updated policies. Anything that does not pertain to the district can be thrown out but for the most part should be easily adopted. Everyone reviews through the policies together and try to decide what title should be in the blanks on the policies, be it Board, Manager, office manager, law enforcement, or otherwise. Deleting the sections that are intended for law enforcement and schools, leaving the rest in tact as is, to be adopted. James motions to adopt the policies section 1-3 as discussed leaving a few blanks to be gone over with Pool Pact for their best suggestions, Rick seconds, all in favor 3-0.

**H. Action**—Creation and maintenance of a website for BWSD with the primary mission of providing all of the information in regards to Beatty Water & Sanitation District to the public as allowed by economics and law. James would like to see formation of a committee to deal with this task. James decides to table this item for now pending more in depth information. Rick seconds the tabling of this item, all in favor 3-0.

**I. Action**—Emergency items. There was none.

## **7. Old Business**

**J. Action**—Pursuant to UOI signed August 29<sup>th</sup>, 2013: Prioritization of Preliminary list of studies desired by BWSD board members for combination of with what is available from UNLV. Vic states that information needs to be able to be obtained by the students before

we can proceed with bringing them out here. He would like to get the professor Doctor Batista to come out to Beatty sometime in in early November if possible. Training and infrastructure studies are needed. Dan Tarnowski believes that these things can be done through Nevada Rural Water Association and other entities. Vic states that he believes that the University can do a study team that can help for free as well. Vic has participated in study teams before and it works quite well. The District is currently losing money. With the proper flow of information this makes a smooth flow for studies that can save the District money. He has listed the limitations that are present. The obstacles need to be removed. (LVVWD) Las Vegas Valley Water District is working with the University and so is (AWWA) American Water Works Association. James states that this costs the District no money and would be a good learning experience with the need for more knowledge and organization at the District. Rick believes that this could be a great windfall for us if everyone could work together. Adopt the letter that Vic has brought to the board is what James would like to do. James motions to continue this item with a potential meeting with Doctor Batista on the 8<sup>th</sup> of November at 6:30 at the Community Center, Rick seconds, all in favor 3-0.

**K. Action**—Presentation and discussion (no action will be taken): presentation by Brent Farr, Farr West Engineering regarding history of relationship with BWSD, resolve Board's concerns, discuss the future. Dates and times of next two meeting are discussed to allow the possibility of more input from Farr West Engineering (Nov.22<sup>nd</sup> and Dec.19<sup>th</sup>). Brent said that BWSD has used Farr West Engineering now for 12 years. Brent believes that the planning they have done for the District has furthered the District for receiving grants and funding for loans. He mentions that a senior hydrologist was on hand when the EW-4 Well went down. Farr West Engineering has completed a Master Plan for BWSD. None of the Board members recall having seen this document. Fred did receive a copy of it at the office. Brent believes that Beatty rates are too low. He believes that the Board should not be so critical of the money being spent on his engineering firm. James mentions that the information requested from Farr West Engineering still has not been received. Brent is not aware of this. James asked if Farr West is working under small contracts with BWSD as the different jobs that are taken on. Brent indicates that he believes there is a more general contract that was signed years ago. Brent said to contact him directly if information is needed and he will see to it that information is received. Rick thanks Brent for making the long trip from Reno to be here. Rick does not understand still why it took so long to get this EW-4 Well back up and running (14 months). We still cannot get our hands on a report stating what went on there. Layne Christensen was the ones to respond first to pull the well and they were slow to get us the report on the cause of the failure Fred states. Brent believes that once Farr West Engineering took over things went well.

**L. Action-Discussion and possible decision-** Revisit CDBG application and submission of application to Nye County for Water Resource Planning. Fred said that he requested that the District \$6000 cash matching funds be removed. The District will still have to do \$7000 In-Kind funds. Amina questions if the cash match was taken away, where is that adjusted for in this planning contract? Brent said it will probably be adjusted by the BWSO actually doing more In-Kind work. Albert asked about what the funding of the grant could be used for. Brent admits that this is only going to be for a plan to be prepared by Farr West. Rick asks again if none of this money can go on toward implementing the plan. Brent states that it cannot be spent on anything else but their planning project. Brent said that BWSO financials were reviewed by him and he knows how financially strapped the District is. Amina sees that since Fred and Kirk with Farr West Engineering submitted this application against the board's request then there will have to be an item on one of the next agenda's to ratify the action. James said he still will not vote yes on the item. This item is tabled for tonight. Amina tells Brent he does not need to make any special trips to Beatty over these items.

**M. Action-Update on preliminary Engineering Report and USDA funding. Decision on moving forward with USDA funding.-Fred Willis.** Amina states again this is an item that the board has already given a discussion on. She asked is there any way that this could be broken down into smaller projects, one at a time instead of the huge \$11 million dollar loan. Brent states that he has been in contact with USDA and the Nevada State Revolving Fund people and Michelle Stamates is here tonight from NSRF. He feels that if everything is not taken care of by this board then it will have to be the next one. Rick believes that the amount of the loan is overkill. Brent said that this is a really comprehensive plan. Rick reiterates that the people in Beatty will have a hard time paying the water bill after the rates will have to be increased as a stipulation for receiving this money. Alice Davis asked what the comparison of Beatty's rates are compared to others areas of the state of Nevada. Brent said he is put on the spot but believes the average for water alone is closer to \$40 where Beatty is around \$27. Brent said this District does not have money to replace anything. Harold Davis said if the rates go up here you will not see any lawns, we might as well live at the sand dunes. Vic states that if you follow the money, he would like to see what the \$11 million would break out to for each customer here. Do we really need to replace all of the water lines currently? Vic would like to see the dollars per 1,000 gallons of water that this district is paying to obtain water. If Brent could provide this it would be beneficial to everyone in Beatty. Brent referred again to the "master plan" for Beatty (that his firm has been paid to prepare by BWSO and Grants already) he believes it to be quite in depth. Amina asks if we have a copy of this at the District. Fred states that he is sure that it is there. Amina states that if we could take little bites of projects instead of the \$11 million all at once. Brent states that this could be a 20 year project. Amina asks if there is other ways to get this done other than a huge loan. Brent said that the grants usually top out in the thousands which are more suitable for planning rather than projects that cost in the

millions. Brent mentions looking at the office and how many code violations that are present there. USDA would like to see it be ADA compliant as well. Amina states that it is getting late and we would like to finish this item. Fred states that we would just be allowing Brent and Farr West to look for funding options. Brent wants to bring a Power Point and USDA personnel here to give another presentation. Amina asks if there is urgency with this item. Brent is having a conference call this Tuesday the 11<sup>th</sup> at 9am at the District office for approximately an hour; Fred welcomes Board member James Burns and others, stating the more the merrier. Rick asks "we are looking for a motion?" James states he will not motion on this item at this point, so there is no motion. Everyone is interested in the conference call for more information.

**N. Action**—Emergency items. There was none.

**8. General Public Comment**- Vaughn Reed had returned with a copy of Vic Hill's letter of Understanding of Intent from 9/26/13 during item J and then left the meeting, not wanting to wait for comment period.

**9. Schedule next meeting date.** The next meeting for Doctor Batista will potentially be held on Friday November the 8<sup>th</sup> at 6:30pm at the Community Center, and other meeting dates will be for November 21<sup>st</sup> and December 19<sup>th</sup>.

#### **10. Adjournment**

Amina Anderson adjourns the meeting at 9:35 pm.

#### **Addendum**

Ew-4 went down 6/18/12. Layne Christensen Company had the well pulled 6/27/12. 6/26/13 Fred received board permission to spend all remaining ARRA funding as well as some of BWSD savings on repairs for EW-4. Layne did respond with a quote for repairs. Layne had started corresponding with Farr West as well as BWSD about the split in the column pipe as being the cause for the failure by July 13<sup>th</sup>, 2012. The written report on what problems with the components of the well was not received by BWSD till November. 8/3/12 Layne had given BWSD a quote to reset everything as it had been for \$192,861.98. Meanwhile Kirk at Farr West wanted deviation testing and water quality testing at different levels in the well.

Kirk also wanted to go back down the well with a submersible pump instead of the line shaft with the motor on the surface that had lasted BWSD the longest of all others. He also suggested pumping at a smaller volume for a longer period of time.

8/8/13 BWSD had Ew-4 back on line with treated water.