

# AGENDA

## BEATTY WATER AND SANITATION DISTRICT

1300 Avenue North, Beatty, NV 89003

Thursday, November 21<sup>st</sup>, 2013 at 6:30 PM, District Office

Meeting to be Held at Beatty Community Center Small

Room at 150 S A Avenue, Beatty, NV

Joe Wilkinson-Chairman, Amina Anderson-Vice-Chair, Richard Johnson-Treasurer, James Burns-Member, Michael Harmon-Member

*Public Comment* during the Board Meeting 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 may be heard during individual action items. The Board reserves the right to reduce the time or limit the total time allowed for public comment. The Board may prohibit comment if the content of the comments is a topic that is not relevant to, or within the authority of, the 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 Board meeting.

### 1. Call to Order

**Action A:** Approval of the Agenda. **Action B:** Approval of 10/24/13 Minutes. **Action C:** Approval of Business Reports for October.

2. **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.

3. **Correspondence-** Resignations have been received from Chairman-Joe Wilkinson (11/11/13), member-Michael Harmon(11/13/13) & General Manager-Fred Willis (08/22/14). Letters from James Burns and Betsy Reed on 11/11/13 and 11/14/13 respectively.

### 4. Managers' Report-

5. **Board Member Comments-** (This item limited to announcements or topics/issues proposed for future workshops/agendas)

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

**Action D: Discussion and Possible Decision-** Annual Audit Report-Dan McArthur, CPA

**Action E: Discussion and Possible Decision-** Offer of modular building from US Ecology or metal building next to bank for use as an office building.-Michael Harmon

**Action F: Discussion and Possible Decision-** Letters of Interest for vacant board positions; to fill positions till first Monday of 2015. -NRS 318.090

**Action G: Discussion and Possible Decision-** Resignation of General Manager-Fred Willis, posting for position for General Manager with acceptance under conditions, or to advertise for certified operator.-NRS 318.180, NRS 318.185

**Action H: Discussion and Possible Decision-** Employee Holiday Gift Cards. -Employees

**Action I: Discussion and Possible Decision-** Review and adoption of recommended employee policies, sections four and five, six, seven and eight, nine, ten, and eleven. - Amina Anderson

**Action J: Discussion and Possible Decision-** 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.-James Burns

**Action K: Discussion and Possible Decision-** Emergency items.

**7. Old Business**

**Action L: Discussion and Possible Decision-** Appointment of Lorraine Eastman to the Board appointed, at-will, position of Office Manager. -Amina Anderson

**Action M: Discussion and Possible Decision-** Add to description of ‘office manager’ to assume the duties of the General Manager in the event that the General Manager is unavailable, for the necessary and good operation of The Beatty Water & Sanitation District.-James Burns

**Action N: Discussion and Possible Decision-** Discussion and Decision : Review and adopt updated employee job descriptions 1) Accounting/ Payroll Clerk 2) Water/Wastewater Maintenance worker 3) General Manager- Amina Anderson

**Action O: Discussion and Possible Decision-** Discussion and Decision: Updating of signature cards for all banking accounts B of A accounts and LGIP accounts to add Office Manager as well as two other board members besides Secretary Treasurer- Rick Johnson.- Amina Anderson

**Action P: Discussion and Possible Decision-** Improvement and extension of prioritization for studies approved by BWSO board Oct.24<sup>th</sup>, 2013 under item J.-Liaison, Victor Hill

**Action Q: Discussion and Possible Decision-** 1. Presentation and discussion (no action will be taken): Presentation by Brent Farr, Farr West Engineering regarding history of relationship with BWSO, resolve Board’s concerns, discuss the future.

**Action R: Discussion and Possible Decision-** Revisit CDBG application and submission of application to Nye County. - Fred Willis

**Action S: Discussion and Possible Decision-** Revisit USDA Update on Preliminary Engineering Report and USDA funding. Decision on moving forward with USDA Loan. Fred Willis

**8. 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.

**9. Schedule next meeting date.**

**10. Adjournment.**

**Note:** persons attending the meeting who are disabled and require special accommodations or assistance are requested to notify the district by calling 775-553-2931 as soon as possible. The Beatty Water and Sanitation District does reserve the right to take items in a different order to accomplish business in the most efficient manner.

**Posted locations:** District Office, Beatty Community Center, US Post Office and Beatty Library. I hereby certify that BWSO posted agendas or caused the same at the above locations before 9 AM Monday Nov.18, 2013. The US Department of Agriculture USDA prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs or sexual orientation and marital or family status. To file a complaint of discrimination, write USDA, director, Office of Civil Rights, Room 326-West Whitten Building, 14th And Independence Ave., Southwest, Washington, DC 20250-9410 or call 202-720-5964, Voice and TDD. USDA is an equal opportunity provider and employer.

Name Fred Willis Date: 11-18-13