



## **BEATTY GENERAL IMPROVEMENT DISTRICT**

### **Meeting Minutes**

**211 W Montgomery, Beatty, NV 89003**

***June 5, 2014 6:00 pm***

**Gary Reid - Chair**

**Michael Watkins – Vice-Chair**

**Amina Anderson –Secretary**

**Robin Revert- Treasurer**

**Ryan Gallagher- Member**

**BEATTY GENERAL IMPROVEMENT DISTRICT** call to order at 6:06 pm. Present were Robin Revert; Ryan Gallagher; Amina Anderson; Gary Reid. In the audience were Neil King; Robert Gighliotti; Starla Gallgher

**1 GENERAL PUBLIC COMMENT : NONE**

**2 Approval of the Agenda for the Beatty General Improvement District meeting of June 5, 2014 motion made by Ryan Gallagher second by Robin Revert.**

**3 Approval of the Meeting Minutes dated May 16, 2014 motion by Robin Revert second by Ryan Gallagher.**

**4 Reports (informational only)**

- i. Secretaries Report; Amina has made vouchers for all bills currently and given to Town Office for submittal. We will be short \$361.78 in operating fund to pay these bills. We will need to transfer money from one fund to the operating fund in order to pay the remainder of the bills for this fiscal year. Amina also stated that the bills need to have vouchers made for them as soon as they are picked up from the Post Office in order to ensure they get paid on time. Neil King is willing to pick mail up daily and deliver bills daily so they get paid right away. It is agreed that they will be given to Amina or Robin.
- ii. Treasurer: Robin had to send a hard copy of our budget to Warner Ambrose, she has postage to be reimbursed. Also there is an outstanding check from Rhino that has not been deposited and no one knows where it is. She will ask them to cancel it and resend a check. There seems to also have been another overpayment to Rhino in the amount of \$123.80. Also the pool will need \$50.00 for the till to open and Robin would like to give them a Petty cash amount for \$150.00 so that they do not have to be reimbursed a bunch of times this year. The Checking account balance is \$3912.69
- iii. Maintenance: Neil reported busy with getting pool ready. They will be open on the 16<sup>th</sup> of June. They had to mount the walls differently than the instructions as they were not very sturdy. Robin asked about painting some of the benches in the pool; Neil not sure he has enough paint. Amina asked about the door safety. Neil thinks he has fixed this. A discussion followed.
- iv. Swimming Pool; Robin talked about the lifeguard trainer this year. He will be here from June 12- 14 and is charging us \$1380.00 for training 7 people. Lorraine has agreed to let him stay with her to save on cost of room. We will still need to feed him. Lorraine also has a reimbursement for supplies from Leslie's Pool. Also Lorraine has made a request that the pool hoses stay at the pool and be used for the pool.
- v. Correspondence: None other than bills.

**5) Board Member's Comments: Robin Revert mentioned that we will need to make sure we have everyone who uses the park fill out the use agreement form as it is a liability for us otherwise.**

**Robert Gighliotti mentioned having an off-road fuel tank at BGID property rather than Rebel Oil. This may save us money in the long run. Put on agenda.**

**Ryan Gallagher would like an inventory of BGID property on next agenda.**

**Robin asked about the power usage at the horseshoe pits and if there is a way to track it; it was determined that the room tax revenue generated from an event should offset the usage.**

**Robin also mentioned the horseshoe group would like porta potties for the tournament the week before Beatty Days; the cost may be minimal if we order them with the Beatty Days order.**

**Ryan Gallagher would like an operational risk manual for us for the next agenda.**

**Gary Reid wants the keys inventoried for security. He wants to know about safety and our liability.**

**Gary Reid wants to know what is unsafe; what is unsanitary; what is accessible; what is in disrepair; what is abandoned; what is untouched; what is secure/unsecure.**

**General Business:**

**6) Amina Anderson made a motion to ratify action taken on May 20, 2014 to place Debbie Wilkinson on administrative leave; Ryan Gallagher seconds. Motion Passes**

**7) Send two board members to be trained for Tyler to submit our bills- Amina Anderson mentioned that Carrie Radomski would be willing to come to our office to go over the process of entering vouchers into the computer. It would be ideal if we could keep instructions for the future in the office in case there are any more problems. The two board members most likely to have any involvement in Tyler entry will be the Secretary and treasurer. Ryan Gallagher made a motion to give Amina Anderson and Robin Revert access to the Tyler program and get them some training. Amina Anderson seconds. Motion passes**

**8) Establish a protocol for the use of the new computer - Amina Anderson mentioned that there was a note advising people of no anti-virus on the new computer. Amina stated that the purchase of the new computer was for us to have the ability to enter our bills into the Tyler in house. The old computer worked well enough for any research or other uses. Ryan Gallagher offered to pick up some anti-virus next time he is in town. Amina Anderson made a motion to only use the new computer for Tyler and we keep the old computer for research and other use. Robin Revert seconds; motion passes.**

**9) Hire a replacement administrative assistant- Amina Anderson stated that having a few board members familiar with Tyler is good as a safety net but to have an administrative person as the responsible person will help with accountability and it will ensure it gets done. Ryan Gallagher agreed that we need someone who is able to work with the other employees and help research grants as time permits. Amina Anderson made a motion to fly an ad for 30 days for an administrative assistant for 5 hours a week to begin in the next fiscal year, Robin Revert seconds, motion passes.**

**10) Review and approve a community survey – Ryan Gallagher: Item was Tabled**

**11) Purchase Emerald Golf Mat - Gary Reid: Item was Tabled**

**12) Review a proposed raise for Robert Gighliotti - Gary Reid stated that Roberts six month date was 11-22 now it is June 5. Gary Reid would like to give him a \$1.00 raise retroactive. Amina Anderson stated that past boards may have done this but this board had not voted for this. Amina also mentioned that we did vote at his six month review to post pone any raises as we were not sure where we sat financially. As the situation with our finances has not changed she does not see how we can agree to this. Ryan Gallagher agreed that the first meeting he was at this was tabled. From what he remembers it was due to the unemployment costs we had accrued unexpectedly. Ryan Gallagher stated that he hates to see**

another employees conduct effect others. Ryan Gallagher made a motion to calculate raise value into upcoming budget to see if we can afford it. Motion dies for lack of a second. Discussion follows about the upcoming fiscal year and what we have available. Amina makes a statement that we need to be more aware of what we spend our money on; if half of our operating budget is being spent on employee wages then where do we get the money for any new projects. Robin Revert agrees. Amina Anderson also stated that we just recently lost another employee and we have no idea if she will file for unemployment. Ryan Gallagher states that we really should factor in the possibility of unemployment hitting us again. Ryan Gallagher asked Robert if he had worked his full 1039 hours this year. Robert pointed out that he had cut his hours back on his own to prevent him from working them all before the fiscal year was over. Ryan asked Robert if he would rather work at a higher wage or a longer span of employment. Robert says he made it work this year wt the wage he is at. Amina Anderson states that Robert is a team player and we do appreciate him and the job he does but she cannot justify the raise at this time without having a better idea of where our finances sit. We are looking at bills that are coming in overdue and bills that we didn't even know about; we have no idea what we owe to who or who has been paid let alone what we have left to spend this year. There was some discussion about this as well as yearly reviews being done in a timely manner. After some discussion Ryan Gallagher made a motion that we make a decision one way or another next month, Robin Revert seconds. Motion passes.

13) General Public Comment: Starla Gallagher stated that she had withdrawn BGID from the grant through Nye Communities Coalition as the requirements that were presented to her were unreasonable for us to meet.

14) Set time, date and location of next meeting of the Beatty General Improvement District July 3, 2014 at 6 pm

15) Adjournment was at 7:49 pm

- o By the authority of the Beatty General Improvement District, I hereby certify that I have or caused the same to be distributed.

Signed: Amina Anderson

Secretary Beatty General Improvement District