

**Indian Hills General Improvement District
Board of Trustees**

Chairman Robert Stulac	Vice Chairman Robert Garcia	Secretary/Treasurer Russ Siegman	Trustee Vicky Lufrano	Trustee Dale Dunham
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March 20, 2024

Regular Board Meeting 6:00 P.M.

District Board Room
3394 James Lee Park Road
Carson City, NV
89705
(775) 267-2805

MISSION STATEMENT

The Mission of the District is to provide, within its Charter, those public facilities and services which maintain and improve the quality of life of its resident families and to maintain and operate those facilities and services at the highest quality and in the most cost-effective manner possible, with the intent to continue to do so for a growing population of residents.

It is the intent of the Board of Trustees to protect the dignity of citizens who wish to comment before the Board. It is also the Board of Trustees' wish to provide the citizens of the district with an environment that upholds the highest professional standards.

In order to ensure that every citizen desiring to speak before the Board has the opportunity to express his/her opinion, it is requested that the audience refrain from making comments, hand clapping or making any remarks or gestures that may interrupt, interfere, or prevent the speaker from commenting on any present or future project.

In accordance with Federal law and U.S. Department of Agriculture policy, IHGID is prohibited from discriminating on the basis of race, color, national origin, sex, religion, age, disability (Not all prohibited bases apply to all programs.) To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider, employer, and lender.

Communication for Hearing Impaired: Nevada Relay Service is available by calling 711. The TTY or HCO (hearing carry over) number is 800-326-6868, Voice only is 800-326-6888, VCO (voice carry over) is 800-326-4013.

Notice to Persons with Disabilities: Members of the public who are disabled and require special assistance or accommodations at the meeting are requested to notify the District Office in writing at 3394 James Lee Park Road, Carson City, NV 89705, or by calling 267-2805 at least 24 hours in advance.

Following is the Agenda, which is also posted on IHGID's website at: www.indianhillsnevada.com

AGENDA

6:00 P.M. – Regular Meeting

1. Call to Order - Regular Meeting of the Board of Trustees
2. Pledge of Allegiance
3. Public Interest Comment (No Action)

The public may comment on any subject that is pertinent to IHGID. The public may comment on any item that is on this agenda at the time it is discussed. Therefore, the public is encouraged and permitted to make comments on any non-agenda items during the public interest comment period. Comments may be limited by the discretion of the Chair and may not exceed three (3) minutes. Please note that the Board is prohibited by law from deliberating or taking action on issues raised by the public that are not listed on this agenda.

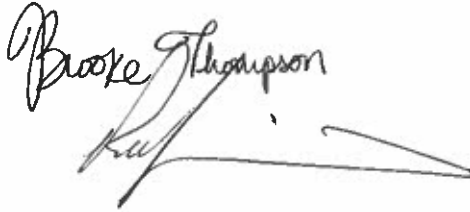
4. Approval of Agenda-Chairman
Items on this agenda may be taken out of order. Two or more agenda items may be combined for consideration. Any item appearing on this agenda may be removed, or its discussion delayed at any time.
 - Motion
 - Vote
5. Reports to the Board:
 - a. General Manager Report
 1. Administrative
 2. Water
 3. Wastewater
 - b. District Accountant Report
 - c. Engineer Report
 - d. Attorney Report
 - Board of Trustees Discussion
 - Open Public
 - Close Public Comment
6. Discussion and possible action to approve Draft Minutes from the December 20, 2023, Board Meeting.
 - Board of Trustees Discussion
 - Open Public Comment
 - Close Public Comment
7. Discussion and possible action to approve Draft Minutes from the January 17, 2024, Board Meeting.
 - Board of Trustees Discussion
 - Open Public Comment
 - Close Public Comment

8. **Chairman and Trustees Reports, Correspondence**
Under this item the Board Members will briefly identify relevant communications received by them before the meeting, or meetings attended, or potential business of the district. No action will be taken on any of these items, but a member may request such an item or topic be placed on a future agenda.
9. **Adjournment**

This agenda is posted at www.indianhillsnevada.com, <https://notice.nv.gov> and at the following locations:
District Main Office, 3394 James Lee Park Road

As of 8:30 A.M., March 15, 2024,

by

A handwritten signature in black ink that reads "Brooke Thompson". The signature is written in a cursive style with a long horizontal stroke at the end.

AGENDA ITEM 5a.

Reports to the Board:

a. General Manager Report

- 1. Administrative**
- 2. Water**
- 3. Wastewater**

I have spent a good amount of time out with our Indian Drive project over the past month. The water system is in, and hopefully by the time of this meeting we will have all test results back and the new water lines will be tied in and functioning. We ran into a couple of small hiccups, but they got worked out.

The wastewater portion has unfortunately not been as smooth. The sewer lining went without flaw and the new liner is in the sewer main, effectively extending the life of those pipes out over 60 years. Where each lateral from the home ties into the sewer line, they cut a hole in the liner with a robot to open up the laterals. After the liner was installed, a subcontractor came in to install top hats. Top hats are shaped like top hats (hence the name). They are inserted into the laterals to smooth the transition from the laterals into the newly lined sewer pipe. The installation of these top hats had been planned to happen in a single day. Due to a multitude of material and equipment problems, it took the contractor almost three weeks to get the top hats installed. When they ran a video camera down the lines to inspect, it was discovered that a large portion of those top hats were failed installations. As of the writing of this report, I have told them to cut the top hats out and redo them to ensure perfect quality.

As you will see in the Wastewater report, they have had several small issues pop up. I was very proud of our team at this time because the Water, Wastewater, and Parks & Streets departments all came together to help with the cleaning of the basin. It was a nasty, smelly job to get down inside of the basin, and they all stepped up and got to it.

Matt and I have been working with the District Engineer to address a couple of the “deficiencies” noted in the Sanitary Survey. We’ve got a good plan to address those items.

Wastewater, Water, and Parks & Streets have been providing me with their wish lists as we get into the budget. We’ve also been working on a list of equipment and infrastructure lifespan / useful life for the departments. Once this list is complete, I will compile our 5-Year Capital Improvement Plan and get it to the District Engineer for pricing and planning.

The Parks and Streets crew have started aggressively treating weeds. They have been refinishing signs and wooden enclosures in the parks in preparation for the opening to the summer season. They will soon be doing some painting on the streets before they get completely engulfed in parks maintenance.

The dog park equipment is here and waiting for better weather. We had hoped to install it in March, but it’s looking like the moisture we’ve gotten will prevent that timeframe. We will get it installed as soon as the weather permits. I have submitted the forms to Douglas County for reimbursement for the equipment.

We have finally gotten to the point that we can transfer our phone systems over. The existing phone provider has been expensive and unreliable. A year ago, I asked Brooke to check into other options. She did extensive research and had a number of meetings and phone calls with

different providers, and we are finally switching our phone provider. We will now be on a VOIP system, with better phones, and much higher reliability. This does come with a cost though, which amounts to a savings of about \$17k per year. GOOD JOB BROOKE!

We will be hosting a 5K run with the Carson Valley Trails Association in October. This will be a fun event to promote the district and show off our area of Douglas County.

I met with the other District Managers in the County. It was nice to have the County Manager there with us to discuss some of the issues facing our communities.

The Suicide Prevention Network of Carson Valley hosts an annual fundraiser. They are an important part of our community, and are self-funded, so this fundraiser is vital to them. They take 10 volunteers that are active in the community and pair them with professional dancers. After a month of practice, they host the Gotta Dance dinner, which is a "Dancing With The Stars" style evening where the dancers compete in front of the judges and over 600 spectators. I have volunteered and will be representing Indian Hills as a celebrity dancer in April. Wish me luck.

Administrative Report

March 2024

The ACH program continues to be well received. Residents are thankful the district has implemented this option for payments. We currently have 559, 27.673% of residents taking advantage of automatic withdrawal. We continue to receive requests and new authorization forms daily.

In January we sent out thirty-four past-due bills resulting in three disconnections, all accounts paid in full, and services were restored.

In February we sent out forty-one past due bills resulting in one disconnection. That account paid in full, and service was restored.

The district's Gazebo reservations are done for the season. Sierra Lutheran High School's Baseball team uses Field two as their home field. Their season is underway, and they will be out on the field practicing Monday through Friday with their first home game this Saturday, March 16, 2024 until the end of May.

We had five new account sign ups in January and nine in February. These are homes that have changed ownership.

We have been exploring options for the District's phone provider. After the recent two-day outage, and the continuous unreliable service provided by Frontier, we have made the decision to proceed with switching providers. We will be going to Digital Technology Solutions who is also the District's IT company. We will be moving to a business VoIP system. The services will be much more reliable, have local timely service if needed and save approximately \$1,450 a month

and \$17,412 a year. We are in the process of upgrading our credit card machine, once that is done, we can port all our numbers over to complete the process of switching. I anticipate this to be finalized by the end of March.

Our annual Easter Egg Hunt is quickly approaching, the Easter Bunny will be hopping around on Saturday, March 30, 2024, starting at 10:00AM. I am always looking for volunteers to help with District events.

Water Department Report

March 2024

Water Quality:

- The Bac-T sample results for January and February 2024 came back good.
- The Hobo water plant received 8.2 MG of (Minden) water for the month of January and 7.9 MG for the month of February.
- North Well and South Well have been turned off for the winter due to low demand.
- Ridgeview Well pumped 1.04 MG of water for January and 0.9 MG for February.
- Hobo well has been turned off for the winter.

Water Plant Rounds:

Every morning all operations of the Water plant are checked. Morning rounds consist of,

- The water level and operation of all water storage tanks are checked and recorded.
- The water pressure at the plant and off-site booster stations is checked and recorded.
- All flow and totalizer meters are checked, and the amount of water used is recorded.
- The booster pumps at the plant are checked for proper voltage and current. They are also checked for excessive temperatures at bearings and checked for any water leaks. All information is recorded.
- Water samples are taken from the plant, and we check the water for proper chlorine residual and calibrate the chlorine analyzer as needed. We also check the water for PH, clarity, and temperature. All information is recorded.
- Trends of the water system are checked through SCADA. Checking these trends for anomalies in the distribution system can give us an early warning of future problems.

Maintenance:

- The water department has been working closely with Spanish Springs Construction during the installation of the new water main on Indian Dr.
- The Water department rebuilt the fire pump located at Valley Vista booster station. The rebuilding of the pump included new bearings, wear rings, sleeve bushings, seals, and gaskets.
- The Water department employees attended the Nevada rural water conference. The conference gave us the opportunity to obtain continuing education credits needed to keep our water certifications active.

Wastewater Department Report

March 2024

1: Treatment plant: The south waste activated sludge (WAS) pump failed Christmas week. We pulled the pump and discovered the motor winding had overheated and had burned up causing the motor to fail. While Pac Machine was repairing the pump, I tested the knife switch and discovered the third leg had contact issues and wasn't closing. Running on 2 phases 480 volts out of 3 caused the pump motor to fail. I replaced the knife switch and reinstalled the repaired pump. We also had the pump protection Mini-Cas units installed to indicate pump overheat and leakage in the motor housing. With the south pump back in operation we noticed the north pump was indicating leakage. We pulled the pump and Pac Machine repaired it for free.

Unfortunately, the pump rails came loose so we had to drop the basin to repair them. The entire district team (Parks and Streets and Water) helped us squeegee and clean the north basin pulling rags and grit from the SBR basin and the prereact basin. This is a huge job, and their help was greatly appreciated.

On Presidents Day, we lost the north decanter VFD (variable frequency drive) drive during a bad storm with multiple power outages. I found a replacement Allen-Bradley drive through Codale, United Electrical installed the drive and the Codale VFD specialist worked with Sierra controls to set it up and get it in operation on March 1st. We have purchased a new drive for the South decanter and will install it in the near future.

We are switched from the west primary pond to the east primary pond to test operation of the new level controls Sierra Controls installed. We discovered the level transducer wasn't reading the pond level correctly and Sierra Controls installed a new transducer. It has been trending perfectly since.

Ryan and I have dragged the roads on a regular basis, especially after any rain.

2: Lift Stations:

All 4 lift stations continue to perform satisfactorily.

3: Sewer Collection: Ryan inspected problem manholes and is editing the list as needed. He is up to date on manhole flushing.

Ryan has been checking on sewer line relining and top hat installation for the Indian Dr. project. The top hat installation has been problematic and overschedule. Most of the 22 top hats will need to be removed and new top hats installed.

Continue weekly check of sewer hot spots (manholes that develop above average grease buildup) and physically pulling sewer lids, checking for flow, debris, root intrusion and confirming locations in relation to our plot maps. This ongoing maintenance of the sewer system has been very successful; we have identified potential problems long before they develop into messy situations.

AGENDA ITEM 5b.

Reports to the Board:

b. District Accountant Report

**INDIAN HILLS GID
CASH BALANCES
AS OF 2/29/24**

CASH BALANCES	2/29/2024
Operating	\$ 5,013,950.06
Reserved from rate increase	\$ 2,637,735.22
Reserved for Parks	\$ 21,309.84
Reserved for streets	\$ 1,280,314.42
Reserved for water tank	\$ 35,250.85
Operating Available	\$ 1,039,339.73
Payroll	\$ 33,668.33
Money Market-Nevada State Bnk	\$ 1,641,969.07
Reserve for Infrastructure	\$ 691,761.99
Reserve for Connections	\$ 603,636.66
Reserve for storm water mgt	\$ 48,347.39
Reserve for sewer debt reserves	\$ 60,375.80
Reserve for short lived assets	\$ 49,987.20
Money Market Available	\$ 187,860.03
Money Market-Moreton	\$ 3,087,149.47
Pipeline	\$ 599,507.38
Reserve for USDA debt service	\$ 40,284.00
Reserve for O&M	\$ 67,941.82
Reserve for short lived assets	\$ 349,471.45
Reserve for AB198 capital repl	\$ 125,462.56
Reserve for construction	\$ 16,347.55
Pipeline Available	\$ -
Total	\$ 4,348,017.56
Investment Pool	
IHGID	\$ 9,339.08
IHCIP (2m 2007 Bonds)	\$ 130,090.55
Drinking Revenue Bond	\$ 269,450.38
Total	\$ 408,880.01

**INDIAN HILLS GID
CASH BALANCES BY FUND
2/29/2024**

CASH BALANCES	2/29/2024		
	WATER	SEWER	ADMIN
Operating	832,218.09	2,023,482.48	2,158,249.49
Reserved from rate increase	1,288,605.21	1,349,130.01	
Reserved for streets			1,280,314.42
Reserved for parks			21,309.84
Reserved for water tank	35,250.85		
Operating Available	-491,637.97	674,352.47	856,625.23
Money Market-Nevada State Bank	432,582.58	749,563.27	459,823.22
Reserve for Infrastructure	162,579.88	225,880.32	303,301.79
Reserve for Connections	314,643.33	288,993.33	
Reserve for storm water mgt			48,347.39
Reserve for sewer debt service		60,375.80	
Reserve for sewer short lived assets		49,987.20	
Money Market Available	-44,640.63	124,326.62	108,174.04
Money Market-Moretton	1,029,049.82	1,029,049.83	1,029,049.82
Pipeline	599,507.38		
Reserve for debt service (fully funded)	40,284.00		
Reserve for O&M	67,941.82		
Reserve for short lived assets	349,471.45		
Reserve for AB198 capital replacement	125,462.56		
Reserve for construction	16,347.55		
	0.00		
TOTAL AVAILABLE	492,771.22	1,827,728.92	1,993,849.09

**INDIAN HILLS GID
ATTORNEY EXPENSES
FEBRUARY 2024**

MONTHLY FEE	3,000.00
TOTAL	<u>3,000.00</u>

INDIAN HILLS GID
LONG TERM DEBT
AS OF 2/29/24

DEBT	BALANCE	PAYMENT	FINAL PAYMENT	INTEREST RATE
WATER 2003 BOND	\$ 226,980.40	59,220.37	1/1/2026	3.46%
WATER/SEWER 2007 BOND *	\$ 425,000.00	**	11/1/2026	4.00%
USDA SEWER	\$ 1,108,463.22	4,754.08	1/1/2052	2.75%
USDA PIPELINE	\$ 731,433.94	3,357.00	8/1/2051	3.25%
PIPELINE 2010 STATE	\$ 480,166.29	40,343.06	7/1/2030	2.57%
	\$ 2,972,043.85			

* (35% WATER, 65% SEWER)

** payment amount varies

**INDIAN HILLS GID
ENGINEERING EXPENSES
FEBRUARY 2024**

ENGINEERING FEES	2,000.00
	<u>2,000.00</u>

Indian Hills General Improvement District
OVERTIME/CALLOUT HOURS
February 2024

Employee	Hours	pay date 2/9/2024	Hours	pay date 2/23/2024	Hours	pay date	Total Hours	Total Earnings
WATER TECH		0.00		0.00		0.00	0	0.00
WATER TECH		0.00		0.00		0.00	0	0.00
PARKS	7	237.79		0.00		0.00	7	237.79
PARKS		0.00		0.00		0.00	0	0.00
STREETS	7	249.97		0.00		0.00	7	249.97
STREETS		0.00		0.00		0.00	0	0.00
WATER SUPER		0.00		0.00		0.00	0	0.00
WATER SUPER	1	70.53		0.00		0.00	1	70.53
ADMIN SUPPORT		0.00		0.00		0.00	0	0.00
ADMIN SUPPORT		0.00		0.00		0.00	0	0.00
SEWER TECH		0.00		0.00		0.00	0	0.00
SEWER TECH	1	48.19		44.48	1	0.00	2	92.67
SEWER SUPER		0.00		0.00		0.00	0	0.00
SEWER SUPER		0.00		0.00		0.00	0	0.00
MECHANIC		0.00		0.00		0.00	0	0.00
MECHANIC		0.00		0.00		0.00	0	0.00
TOTALS	16.00	606.48	1.00	44.48	0.00	0.00	17.00	650.96

**INDIAN HILLS GID
REVENUE AND EXPENSE
NOT INCLUDING DEPRECIATION
FOR THE PERIOD ENDED FEBRUARY 29, 2024
WATER**

INCOME	BUDGET	ACTUAL	(OVER)/	66.67%
			UNDER	
FEES	1,405,000.00	979,024.23	425,975.77	69.68%
CONNECTION FEES	0.00	5,130.00	(5,130.00)	0.00%
CRICKET/VERIZON	12,441.60	7,257.60	5,184.00	58.33%
GRANT INCOME	0.00	0.00	0.00	0.00%
INTEREST	4,000.00	42,611.24	(38,611.24)	1065.28%
MISCELLANEOUS	0.00	250.00	(250.00)	0.00%
TOTAL REV	1,421,441.60	1,034,273.07	387,168.53	72.76%
EXPENSES				
SALARIES/BENEFITS	437,246.01	257,855.38	179,390.63	58.97%
OPERATING EXP	452,975.00	261,755.31	191,219.69	57.79%
DEBT PRINCIPAL	236,732.60	145,289.82	91,442.78	61.37%
DEBT INTEREST	55,038.28	42,831.08	12,207.20	77.82%
** CAPITAL OUTLAY	0.00	665,767.03	(665,767.03)	0.00%
TOTAL EXP	1,181,991.89	1,373,498.62	(191,506.73)	116.20%
PROFIT	239,449.71	(339,225.55)	578,675.26	
NON-CASH				
infrastructure depletion (DEPRECIATION)	545,000.00	360,613.09	184,386.91	66.17%

** Indian Drive project paid from reserves

**INDIAN HILLS GID
REVENUE AND EXPENSE
NOT INCLUDING DEPRECIATION
FOR THE PERIOD ENDED FEBRUARY 29, 2024
SEWER**

INCOME	BUDGET	ACTUAL	(OVER)/	66.67%
			UNDER	%
FEES	1,011,000.00	731,842.86	279,157.14	72.39%
CONNECTION FEES	0.00	0.00	0.00	0.00%
INTEREST	120.00	29,248.63	(29,128.63)	24373.86%
MISCELLANEOUS	0.00	250.00	(250.00)	0.00%
TOTAL REV	1,011,120.00	761,341.49	249,778.51	75.30%

EXPENSES	BUDGET	ACTUAL	(OVER)/	66.67%
			UNDER	%
SALARIES/BENEFITS	426,189.65	265,106.62	161,083.03	62.20%
OPERATING EXP	221,425.00	147,015.04	74,409.96	66.39%
DEBT PRINCIPAL	110,851.63	101,163.76	9,687.87	91.26%
DEBT INTEREST	43,437.33	25,290.73	18,146.60	58.22%
** CAPITAL OUTLAY	0.00	46,785.78	(46,785.78)	0.00%
TOTAL EXP	801,903.61	585,361.93	216,541.68	73.00%

PROFIT (LOSS)	209,216.39	175,979.56	33,236.83
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NON-CASH:

infrastructure depletion (DEPRECIATION)	383,000.00	258,268.74	124,731.26	67.43%
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** Indian Drive project paid from reserves

**INDIAN HILLS GID
REVENUE AND EXPENSE
NOT INCLUDING DEPRECIATION
FOR THE PERIOD ENDED FEBRUARY 29, 2024
GENERAL**

INCOME		BUDGET	ACTUAL	(OVER)/ UNDER	66.67% %
	AD VALOREM	1,154,366.00	867,746.24	286,619.76	75.17%
	DOUGLAS CO. CONSOLIDATED TAX	404,710.00	266,599.30	138,110.70	65.87%
	PARK REV	500.00	305.00	195.00	61.00%
	GRANT	0.00	0.00	0.00	0.00%
	DONATIONS	0.00	5,809.84	(5,809.84)	0.00%
	MISCELLANEOUS	0.00	0.00	0.00	0.00%
	INTEREST	2,500.00	30,764.72	(28,264.72)	1230.59%
	STORM WATER	21,700.00	14,666.55	7,033.45	67.59%
	TOTAL REV	1,583,776.00	1,185,891.65	397,884.35	74.88%
EXPENSES					
ADMIN	SALARIES/BENEFITS	101,919.04	63,182.43	38,736.61	61.99%
	OPERATING EXP	223,950.00	145,833.57	78,116.43	65.12%
	CAPITAL OUTLAY	0.00	0.00	0.00	0.00%
PARKS	SALARIES/BENEFITS	220,534.96	108,170.74	112,364.22	49.05%
	OPERATING EXP	153,175.00	85,415.05	67,759.95	55.76%
	** CAPITAL OUTLAY	0.00	4,500.00	(4,500.00)	0.00%
STREETS	SALARIES/BENEFITS	235,533.36	119,470.54	116,062.82	50.72%
	OPERATING EXP	92,118.00	49,887.74	42,230.26	54.16%
	CAPITAL OUTLAY	508,307.00	156,664.49	351,642.51	0.00%
	TOTAL EXP	1,535,537.36	733,124.56	802,412.80	47.74%
	PROFIT	48,238.64	452,767.09	(404,528.45)	

NON-CASH:

infrastructure depletion (DEPRECIATION)	338,000.00	195,183.25	142,816.75	57.75%
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** tennis courts from 22-23 budget reserved

**INDIAN HILLS GID
WATER FUND SUMMARY
2/29/2024**

CASH BALANCES	LOAN BALANCES	REVENUES / EXPENSES
Operating		User Fees
\$832,218.09		\$ 398,349.61
Reserved from rate increase		Base Rate Fees
\$1,288,605.21	Water Bond-2003	\$ 570,393.43
Reserved for water tank		Late fees
\$35,250.85	Water Bond-2012 (35%)	\$ 10,281.19
Operating Available	Pipeline USDA	Connection fees
-\$491,637.97	Pipeline State	\$ 5,130.00
		Interest
		\$ 42,611.24
		Verizon
		\$ 7,257.60
Money Market		Misc Income
\$432,582.58		\$ 250.00
Reserve for Infrastructure		TOTAL REVENUE
\$162,579.88		\$ 1,034,273.07
Reserve for Connections		
\$314,643.33		Salaries/Benefits
Money Market Available		\$ 257,855.38
-\$44,640.63		Operating Exp
		\$ 261,755.31
		Interest Exp
		\$ 42,831.08
Pipeline		Capital Outlay
\$599,507.38		\$ 665,767.03
Reserve for debt service (fully funded)		TOTAL EXPENSES
\$40,284.00		\$ 1,228,208.80
Reserve for O&M		
\$67,941.82		INCOME (LOSS)
Reserve for short lived assets		\$ (193,935.73)
\$349,471.45		
Reserve for AB198 capital replacement		TOTAL LOANS
\$125,462.56		\$ 1,587,330.63
Reserve for construction		
\$16,347.55		TOTAL AVAILABLE
\$0.00		-\$536,278.60

**INDIAN HILLS GID
SEWER FUND SUMMARY
2/29/2024**

CASH BALANCES	LOAN BALANCES	REVENUES / EXPENSES
Operating	Sewer Bond-1999	User Fees
Reserved from rate increase	Sewer Bond-2012 (65%)	Late fees
	USDA sewer bond	Connection fees
		Interest
Operating Available		Misc income
		TOTAL REVENUE
Money Market		
Reserve for Infrastructure		Salaries/Benefits
Reserve for Connections		Operating Exp
Reserve for sewer debt service		Interest Exp
Reserve for sewer short lived assets		Capital Outlay
Money Market Available		TOTAL EXPENSES
TOTAL AVAILABLE	TOTAL LOANS	INCOME (LOSS)
<u>\$798,679.09</u>	<u>\$ 1,384,713.22</u>	<u>\$ 277,143.32</u>

**INDIAN HILLS GID
ADMIN, PARKS, STREETS SUMMARY
(AD VALOREM)
2/29/2024**

CASH BALANCES	ADMIN	REVENUES / EXPENSES
Operating	\$2,158,249.49	Storm water fees \$14,666.55
Reserved for streets	\$1,280,314.42	Consolidated Tax \$266,599.30
Reserved for parks	\$25,619.87	Ad Valorem Tax \$867,746.24
Operating Available	\$852,315.20	Recreation Fees \$305.00
		Interest Income \$30,764.72
		Grant fund received \$0.00
		Miscellaneous \$5,809.84
Money Market	\$459,823.22	TOTAL REVENUE <u>\$1,185,891.65</u>
Reserve for Infrastructure	\$303,301.79	
Reserve for storm water mgt	\$48,347.39	Salaries/Benefits \$290,823.71
		Operating Exp \$281,136.36
		Capital Outlay \$161,164.49
Money Market Available	\$108,174.04	TOTAL EXPENSES <u>\$733,124.56</u>
TOTAL AVAILABLE	\$960,489.24	INCOME (LOSS) <u>\$452,767.09</u>

**INDIAN HILLS GID
CASH RESERVES BY FISCAL YEAR
FROM 2011-2024**

DATE	WATER		WASTEWATER		ADMIN	
	RATE RESERVES	DEPR RESERVES	RATE RESERVES	DEPR RESERVES	RATE RESERVES	DEPR RESERVES
6/30/2011	0.00	27,500.00	0.00	27,500.00	0.00	0.00
6/30/2012	0.00	40,700.00	0.00	37,310.00	18,900.00	18,900.00
6/30/2013	0.00	55,196.00	0.00	46,814.00	37,488.00	37,488.00
6/30/2014	0.00	75,500.00	0.00	59,954.00	64,992.00	64,992.00
6/30/2015	38,637.00	48,174.00	27,364.00	74,546.00	93,696.00	93,696.00
6/30/2016	132,336.00	70,170.00	99,152.00	69,691.00	123,588.00	123,588.00
6/30/2017	267,694.00	73,628.00	221,563.00	85,687.00	142,350.00	142,350.00
6/30/2018	483,052.00	94,628.00	386,987.00	103,687.00	173,450.00	173,450.00
6/30/2019	746,866.00	112,020.00	585,105.00	123,687.00	195,650.00	195,650.00
6/30/2020	623,484.00	133,821.00	799,245.00	143,937.00	219,550.00	219,550.00
6/30/2021	921,247.00	164,820.00	1,023,070.00	165,437.00	253,250.00	253,250.00
6/30/2022	1,116,468.00	106,370.00	1,188,439.00	187,337.00	233,335.00	233,335.00
6/30/2023	1,232,994.39	188,566.39	1,269,027.85	207,546.96	274,235.07	274,235.07
as of 2/29/24	1,288,605.21	162,579.88	1,349,130.01	225,880.32	303,301.79	303,301.79

Reserve amounts will sometimes decrease as we use them for approved expenditures

AGENDA ITEM 5c.

Reports to the Board:

c. Engineer Report

AGENDA ITEM 5d.

Reports to the Board:

d. Attorney Report

AGENDA ITEM 6.

Discussion and possible action to approve Draft Minutes from the December 20, 2023, Board Meeting.

Minutes
Indian Hills General Improvement District
Board of Trustees Meeting
District Office
3394 James Lee Park Rd. #A
Carson City, NV 89705
December 20, 2023
Regular Board Meeting 6:00 P.M.

Trustees Present: Vice Chairman Stulac, Secretary/Treasurer Lufrano, Trustee Garcia, and Trustee Siegman.

Trustees Absent: Chairman Dunham

Staff Present: General Manager Chris Johnson, District Accountant Stacie Cobb, and Administrative Services Supervisor/Human Resources Brooke Thompson.

Others Present: District Counsel Chuck Zumpft, District Engineer's Collin Sturge. Jonathan Steele with District Audit firm Steele and Associates. Residents Dale Morlan and Dallas Debatin.

6:00P.M. - Regular Meeting

1. Call to Order

Request that Cell Phones and Pagers be turned off for recording purposes.
Vice Chairman Stulac called the meeting to order at 6:00PM.

2. Pledge of Allegiance: Led by Siegman.

3. Public Interest Comment: none

4. Approval of Agenda

Secretary/Treasurer Lufrano motioned to approve the agenda. Trustee Garcia Lufrano seconded. Motion carried 4-0. Chairman Dunham was absent from the meeting.

5. Discussion and possible action to accept the annual audit for fiscal year ending June 30, 2023. Presentation by District audit firm Steele and Associates.

Jon Steele introduced himself to the board and thanked them for having Steele and Associates back. Jon went through the audit, answered any questions, and stated that the auditor's report is all good and that staff were very helpful.

Trustee Siegman motioned to accept the annual audit for fiscal year ending June 30, 2023. Trustee Garcia seconded. Motion passed 4-0. Chairman Dunham was absent from the meeting.

Minutes of the December 20, 2023, Regular Board of Trustees Meeting

6. Reports to the Board:

a. General Manager Report

General Manager Chris Johnson reviewed his report with the board.

1. Administrative

General Manager Chris Johnson reviewed the Administrative report with the board.

2. Water

General Manager Chris Johnson reviewed the Water report with the board.

3. Wastewater

General Manager Chris Johnson reviewed the Wastewater report with the board.

b. District Accountant Report

General Manager Chris Johnson reviewed the Accountant report with the board.

c. Engineer Report

District Engineer Collin Sturge stated the contractor for the Indian Drive project has been fantastic to work with. They are making great progress on the project, they are almost done with the water line, the last part is the tie in which they will do after the holiday. Once the water line is done, they will start on the sewer improvements. They will also start on the shop yard project. Everything is going as scheduled and nothing big has come up. Collin stated that he has been working with Chris and Matt on the NDEP sanitary survey, they are getting a response drafted as some things and comments were incorrectly noted.

General Manager Chris Johnson stated to the NDEP report, poor Matt was losing sleep. That is testament to how much Matt cares about this water system. He was stressing hard, saying this is not right, there are things that are incorrect. He puts 100% heart into this water system.

Vice Chairman Stulac stated on the sanitary survey from NDEP Collin you said in the next board packet you will include that report. District Engineer Collin Sturge stated that he is providing the District's response to the sanitary survey by the end of next week. Collin stated his responses will be giving them timeframes and what corrective action we will take.

Vice Chairman Stulac stated he just thinks it would be nice to have the sanitary survey and response to it in the agenda next month. This way it is documented unless there is another way for the board to see it. It would be nice to share it with the entire board, and to have it documented. District Engineer Collin Sturge stated ok he can do that.

Trustee Siegman asked if we could get the contractor to come in and give the board a presentation of the sewer lining process. It is a pretty amazing process. District Engineer Collin Sturge stated yes, he will reach out to the contractor. He is a nice guy; he will check with him.

d. Attorney Report

District Counsel Chuck Zumpft stated he has nothing to report.

Public comment: none.

7. Discussion and possible action to adopt a performance evaluation form for the General Manager.

The board discussed this item at length. There was discussion about the rating scale and the use of the wording not applicable. The board decided to remove not applicable and replace it with not rated.

Public comment: none.

Trustee Garcia motioned to adopt the performance evaluation form for the General Manager with one change, removing not applicable and replacing it with not rated in the rating section. Secretary/Treasurer Lufrano seconded. Motion passed 4-0. Chairman Dunham was absent from the meeting.

8. Discussion only regarding use of district vehicles and equipment on public and private roads and easements within IHGID.

Trustee Garcia stated that he brought this forward because he had communication with a resident out in The Springs. It was a miscommunication or misunderstanding, I guess. The back story is that residents are asking for the speed trailer to be put in their community. He spoke with Chris about this, and he will get it out there. These roads lead to district roads and people have been clocked going almost 80 mph down South Sunridge.

Public comment: none.

9. Discussion only regarding the District Personnel Policy, NRS 281.210, and Resolution 2009R-02 regarding Trustee concerns of employing family members of existing employees.

General Manager Chris Johnson explained the situation to the board and that there was some concern among some of the board. Chris explained that we contacted Pool Pact, District Counsel, and our Labor Law attorney all who stated there are no issues. There is no nepotism as neither employee reports to the other, does not supervise the other, did not hire, did not advocate to hire, will not work in the same department and both employees report to the General Manager. There is nothing in NRS or the personnel policy that was violated.

Public comment: none.

10. Discussion and possible action to approve Draft Minutes from the November 15, 2023, Board Meeting.

Trustee Garcia stated that on page 98 he would like more information and for the board clerk to elaborate on item seven from the October meeting. It is in the public's best interest for this item to be elaborated on and there should be more context on this item.

Public comment: Resident Dallas Debatin stated that he lives at 875 Amador Circle, one of the first things he did when he moved to Douglas County was to take the Sheriffs weeklong course similar to what Brooke did. Dallas stated that it was a real eye opener to see what goes on down there. Dallas stated that he wanted to thank Chris for addressing holes in the street on Amador, the got

Minutes of the December 20, 2023, Regular Board of Trustees Meeting

filled within a week, he appreciates it. Also, Zillow valued his house at \$480,000 now it is \$420,000 any input other than the economy on what the cause of that is. Dallas stated he wants to apologize for sitting in on your personnel discussions, if he had been asked to leave, he would have left.

No action was taken on this item, the board requested the board clerk to elaborate more on item 7. This item will be brought back to the board in January.

Administrative Services Supervisor/Human Resources Brooke Thompson asked for clarification. Does the board want more context for each item or just for item 7. Is this something you guys want for the future? Trustee Garcia said no, just for this item.

11. Chairman and Trustees Reports, Correspondence

Under this item the Board Members will briefly identify relevant communications received by them before the meeting, or meetings attended, or potential business of the district. No action will be taken on any of these items, but a member may request such item or topic be placed on a future agenda.

Trustee Siegman stated that he likes the lights on Vista Grande, they look great.

Secretary/Treasurer Lufrano stated this past weekend you had the Christmas gathering she apologized that she was not able to make it she was out of town, sorry. A member of the public asked if she was going to attend, or if any other members of the board would attend. Vicky stated in the future have board packets with supporting documentation included, have as much backup as possible in the packet she would really appreciate it. It would help them as a board to have the information ahead of time and not be bling sided.

Trustee Garcia stated that he participated in the golf cart parade for both HOA's and residents were happy to have the district participate and represented. It was a success. He actually had an opportunity to meet Steve Brooke's husband and Cody, they brought the cart over Friday before the parade. He is happy to have someone on board with his level of experience, it is great news that he is bringing value and contributing to the maintenance plan that the district really needs. He is happy those things have taken place. It is difficult to find some people for certain positions, he is hoping this will bring and add stability to that department. Robert stated he Gus with USDA he contacted him about loan programs, some are 2.25-3% there may be an opportunity to get loans for some projects. The District can leverage some of its funds with low interest loans. Robert thanked the board, General Manager, staff, and the public for their work over the last year, he values your input and contributions and hopes we can continue next year.

Secretary/Treasurer Lufrano stated board elections are coming up in January for board positions having served as secretary/treasurer over the last year. She was not aware of all the duties involved until they came up. Can we provide a little description of each position's duties, so we know what we are nominating someone for a we know what we are getting into.

Vice Chairman Stulac stated that he would like to echo what Robert said. This year has been good with lengthy discussions throughout the year. He believes the public and the open meeting process can work. During the General Manager review form committee, we did find

out there is no requirement for a six-month review, it only needs to be done at one year. We can give input at six months if needed but the contract does not require that.

General Manager Chris Johnson stated he welcomes and values feedback all the time. If the board has something, please bring it to him at any time. They have implemented the parking lot board, bring it in and he will add it to the board for tracking. He values feedback.

12. Adjournment

Trustee Garcia motioned to adjourn the meeting. Secretary/Treasurer Lufrano seconded. Motion passed 4-0. Chairman Dunham was absent from the meeting.

Meeting adjourned at 7:41P.M.

FINAL APPROVED MINUTES AS PRESENTED

**Secretary/Treasurer
Vicky Lufrano**

AGENDA ITEM 7.

Discussion and possible action to approve Draft Minutes from the January 17, 2024, Board Meeting.

Minutes
Indian Hills General Improvement District
Board of Trustees Meeting
District Office
3394 James Lee Park Rd. #A
Carson City, NV 89705
January 17, 2024
Regular Board Meeting 6:00 P.M.

Trustees Present: Chairman Dale Dunham, Vice Chairman Stulac, Secretary/Treasurer Lufrano, Trustee Garcia, and Trustee Siegman.

Trustees Absent: none.

Staff Present: General Manager Chris Johnson, District Accountant Stacie Cobb, and Administrative Services Supervisor/Human Resources Brooke Thompson.

Others Present: District Counsel Chuck Zumpft, District Engineer's Collin Sturge. Jonathan Steele with District Audit firm Steele and Associates. Residents Dale Morlan and Dallas Debatin.

6:00P.M. - Regular Meeting

- 1. Call to Order**
Request that Cell Phones and Pagers be turned off for recording purposes.
Vice Chairman Stulac called the meeting to order at 6:00PM.
- 2. Pledge of Allegiance:** Led by Chairman Dunham.
- 3. Discussion and possible action to elect officers of the IHGID Board of Trustees for calendar year 2024 – Chairman**

a. Election of Chairman

Trustee Garcia nominated Trustee Stulac for Chairman for calendar year 2024. Trustee Dunham seconded. Nomination carried unanimously.

Chairman of the Board for Calendar Year 202 is Bob Stulac.

b. Election of Vice Chairman

Trustee Dunham nominated Trustee Garcia for Vice Chairman for calendar year 2024. Trustee Lufrano seconded. Nomination carried unanimously.

Vice Chairman for the Board for Calendar Year 2024 is Robert Garcia.

Minutes of the January 17, 2024, Regular Board of Trustees Meeting

c. Election of Secretary/Treasurer

Trustee Garcia nominated Trustee Siegman for Secretary/Treasurer for calendar year 2024. Trustee Lufrano seconded Nomination carried unanimously.

Secretary/Treasurer for the Board for Calendar Year 2024 is Russ Siegman.

4. Public Interest Comment: none

5. Approval of Agenda

Vice Chairman Garcia motioned to approve the agenda. Secretary/Treasurer Siegman seconded. Motion carried unanimously.

6. Reports to the Board:

a. General Manager Report

General Manager Chris Johnson reviewed his report with the board. Chirs stated for the record, the confidence he has in our staff is great. On Tuesday morning one of our parks crew went to Harbor Freight to buy a tarp, and our card was declined. We talked about it and said that is not right, Stacie, who is on vacation this week, wouldn't have left us in that situation. Having that confidence in the staff is great.

1. Administrative

General Manager Chris Johnson reviewed the Administrative report with the board.

2. Water

General Manager Chris Johnson reviewed the Water report with the board.

3. Wastewater

General Manager Chris Johnson reviewed the Wastewater report with the board. Vice Chairman Garcia stated for the record, they are hauling the sludge inhouse which is a cost saving measure. General Manager Chris Johnson stated it is a huge cost savings measure. Vice Chairman Garcia stated for the record he thinks it is important to acknowledge that staff and specifically the wastewater department has taken this on themselves, for a cost savings and did a great job on the sludge hauling. This is another example of cost savings that were initiated by staff. Robert stated the other thing is the rebuilding of the pump at \$1,800 instead of the bid of \$30,000, that is another cost saving optimization that district staff has done on their own. Costs are going up everywhere and this is another example that staff, and the board are trying to reduce costs.

Secretary/Treasurer Siegman stated these are things that should be in the newsletter, show off employees' work, the public doesn't know what you did for them so show them.

Trustee Dunham stated in announcing the arriving of the equipment

we need to order the brick; he will come into the office soon and talk to Chris.

b. District Accountant Report

General Manager Chris Johnson reviewed the Accountant report with the board.

c. Engineer Report

District Engineer Collin Sturge stated the contractor for the Indian Drive project Spanish Springs Construction has been fantastic to work with. He is impressed with them because they are very transparent and care a lot about the community. The project is going well. The water portion of the project is 95% complete. The sewer lining will start next week and will take a few weeks. The yard project for the wash pad has already started. Overall, the project has been and is on schedule. Collin stated that he has been coordinating with Matt and NDEP on the sanitary survey, there are only two items remaining at this time. Matt is waiting on Western Nevada Supply for materials and the other is the exception for the North Hobo tank work, which is the next item on the agenda. As requested, he provided the sanitary survey along with the responses in the board packet. The sewer lining presentation will not be possible prior to the work beginning, unfortunately the timing of the project does not work.

General Manager Chris Johnson stated for the record, the sanitary survey. Matt prepped for this and takes a high level of pride in this plant. He was told during the survey that he would not receive any surprises and then he received this. Matt was beside himself, a lot of these items that were labeled as deficiencies are not accurate and the photos showed that. They should not have been on here to begin with. Matt took it as a personal hit on his pride and the quality of work he provides. He just wants it out there that Matt does an outstanding job.

Chairman Stulac stated it is interesting about the backflows, he cited a number of backflow prevention device violations he found it ironic that a lot of these things MSDS have been on the book since the eighties, uniform plumbing code has been around for decades. He made a call to NDEP and talked with the supervisor there and told him it was interesting that all of these things were cited. He asked why all of a sudden are these things being cited now. His comments were that he took over the program a year ago, he has new staff, and they are trying to document all of these things now. Bob stated it just seemed odd that this is now here, have they never noted these things before. Chris stated that no and a good example of that is the big green tank, all previous inspections didn't mention it. District Engineer Collin Sturge stated what he mentioned to Bob on the phone jives with everything he has been hearing as well. He has talked to the GM of the Rancho GID, Eureka County and he has heard some rumbles from TMWA that they are all experiencing the same things we did so it is not specific to Indian Hills sounds like everyone is in the same boat.

d. Attorney Report

District Counsel Chuck Zumpft stated he has nothing to report. Congratulations on your elections.

Minutes of the January 17, 2024, Regular Board of Trustees Meeting

Public comment: none.

7. Discussion and possible action to approve a proposal from Lumos and Associates in the amount of \$12,250 for engineering and related services for the North Hobo Tank Painting Project.

District Engineer Collin Sturge stated this is for the Hobo tank painting and coating systems that was called out in the NDEP sanitary report, we will notify them that we are in the process or correcting it. This is for engineering work to get the job started and out to bid.

Chairman Stulac stated Collin do you have a rough idea of the cost for this. District Engineer Collin Sturge stated yes so Ridgeview tank was \$160,000 and is almost twice the size of this tank that was in 2021 so he is assuming it will be somewhere in the range of \$100,000-\$150,000, just a rough guess.

Vice Chairman Garcia stated on task five, observe holiday testing on inside and out. Is holiday a technical term. District Engineer Collin Sturge stated yes, it is. The contractor uses a certain voltage and runs a broom with that voltage through the broom and if it does not meet the required thickness specified by him the voltage will get through to the tank and spark. This is our way of verifying so they will observe that and if there are any spots that need fixing, they will correct it. Vice Chairman Garcia stated there is a certain amount to hold back. District Engineer Collin Sturge stated yes retention is 5% up to 50% of the work. They have to complete the punch list items before they are paid. Vice Chairman Garcia stated and that is all part of your fee. District Engineer Collin Sturge stated yes. General Manager Chris Johnson said yes, that is all part of the contract.

Chairman Stulac stated what is the cost for a new tank that size. General Manager Chris Johnson stated when we were redoing the school tank it was something like twenty million. Chairman Stulac stated oh, ok that puts it into perspective.

Public comment: none.

Vice Chairman Garcia motioned to approve a proposal from Lumos and Associates in the amount of \$12,250 for engineering and related services for the North Hobo Tank Painting Project. Trustee Lufrano seconded. Motion carried unanimously.

8. Discussion and possible action to approve a three-year agreement for auditing services with Steele & Associates, LLC.

General Manager Chris Johnson stated if you notice the date on this March 30, 2023, they thought they sent this over then, but she hadn't. Last month they noticed that their contract has expired so before you is their request to renew the contract with our auditors. They have been with us for a while.

Vice Chairman Garcia stated it is \$45,000 annually and this is a three-year contract. General Manager Chris Johnson stated that is correct. Vice Chairman Garcia stated we have to acknowledge that costs are going up everywhere and it hurts, but it aligns with the CPI. He does not remember the previous costs.

General Manager Chris Johnson stated it was around \$39,000 so it went up \$6,000 and this was not a surprise.

Chairman Stulac asked if this is typical for other districts. General Manager Chris Johnson stated he has not researched it, but he would guess yes.

Minutes of the January 17, 2024, Regular Board of Trustees Meeting

Public comment: none.

Trustee Dunham motioned to approve a three-year agreement for auditing services with Steele & Associates, LLC. Vice Chairman Garcia seconded. Motion carried unanimously.

Vice Chairman Garcia stated is the something that we can pool with other agencies with like we do for insurance. General Manager Chris Johnson stated my pool expert is over here shaking her head no but we can ask the question.

9. Discussion and possible action to evaluate a potential rate increase for the water enterprise fund.

General Manager Chris Johnson stated this is the increase from the interlocal agreement with Douglas County for water. When our costs and rates go up, we have to increase our rates to meet those costs. Brooke prepared a base water rate increase for you all to see, it is broken down by year. Stacie provided a projection of the increase as far as our revenue after our water costs we are looking at an increase in revenue of \$43,000 a year in the water department. That revenue will go towards the increased costs of operating the water department, anything in excess of that will go into reserves.

Chairman stated ok so there is a 1% increase for operation and reserves.

Chairman Stulac asked if ozone treatment is used much and if it is cost effective, it is more than chlorine.

General Manager Chris Johnson stated they treat the water before it comes to us, and we just add chlorine to put it at the levels needed. He does not know what kind of treatment they use in Minden. District Engineer Collin Sturge stated you still have to use some amount of chlorine because you have to hold it at a certain residual.

Vice Chairman Garcia stated so the increase is proposed at 5%, 4% of that is going to Douglas County and 1% is for our operational costs and reserves. General Manager Chris Johnson said yes. A good example is chlorine, the price of chlorine doubled overnight, that is why I'm saying it will go into the cost of operations and if there is excess it will go to reserves for infrastructure.

General Manager Chris Johnson stated that is correct. This cost increase came to us it is not an option.

Secretary/Treasurer stated ok so the 4% increase is coming every year for five years. General Manager Chris Johnson said yes. We will do a 5% rate increase annually for five years.

Public comment: none.

Administrative Services Supervisor/Human Resources Brooke Thompson stated just so the board knows this will come back to the board, we have to do a public hearing and notice for the rate increase. Brooke stated she will start working on that tomorrow.

General Manager Chris Johnson stated for the record, the public asked how they will know this money will be going to infrastructure reserves and we will do that again, put it in the newsletters. These are enterprise funds, and the money has to stay in those funds, water in water and sewer in sewer.

Chairman Stulac stated, and this will be effective when.

General Manager Chris Johnson stated the intent is to be effective July 1, 2024.

Vice Chairman Garcia motioned to proceed with the proposed 5.0% annual rate increase for five years for the water enterprise fund. 4.0% for the pass-through increase and 1% for operational costs. Secretary/Treasurer Siegman seconded. Motion carried unanimously.

10. Discussion and possible action to evaluate a potential rate increase for the sewer enterprise fund.

General Manager Chris Johnson stated that if you recall in the sewer enterprise fund, we are pulling 20% from the reserves to the operational costs for wastewater. The maintenance costs have gone up, chemical costs are through the roof. It made sense to increase the sewer base rate at the same time to offset the rising costs of the wastewater plant. Their budget has been below, and we have been augmenting the budget from reserves for a while and we need to stop that. This is a 5% annual increase for 5 years; this will stay in the wastewater enterprise fund for wastewater operations and maintenance. Chris stated when we all lost power last year you still had water and sewer services.

Vice Chairman Garcia stated we are talking about over a million-dollar revenue that is a drop in the bucket compared to what we are currently budgeting to maintain operations. This is less straight forward for him because there is no pass through, but what he is hearing is the 5% is still justified because we will no longer be moving money from reserves for operations costs. General Manager Chris Johnson stated precisely. Vice Chairman Garcia stated we were moving money to operations from reserves to stave off this increase happening earlier. General Manager Chris Johnson said yes and that is a good way to put it. It is necessary if you recall the wastewater department was hit hardest in the latest project.

Public comment: none.

Secretary/Treasurer Siegman stated will this require a public hearing as well. General Manager Chris Johnson said yes. Chairman Stulac stated ok, and you are looking at July 1st as well. General Manager Chris Johnson stated correct. Trustee Dunham stated when will the public hearing be. Administrative Services Supervisor/Human Resources Brooke Thompson stated most likely in March or April.

General Manager Chris Johnson stated again for the record, the public asked how they will know this money will be going to infrastructure reserves and we will do that again, put it in the newsletters. These are enterprise funds, and the money has to stay in those funds, water in water and sewer in sewer.

Trustee Dunham motioned to proceed with the proposed 5.0% annual rate increase for five years for the sewer enterprise fund. Secretary/Treasurer Siegman seconded. Motion carried unanimously.

11. Discussion and possible action to approve amendments to the District's Personnel Policy.

Administrative Services Supervisor/Human Resources Brooke Thompson stated these are amendments suggested by Pool Pact after the latest legislative session. Brooke went through the memo with the Board.

Minutes of the January 17, 2024, Regular Board of Trustees Meeting

Vice Chairman Garcia stated these revisions have already been in practice it is just now in writing, and they are all recommended by pool pact. Administrative Services Supervisor/Human Resources Brooke Thompson stated that is correct.

Public comment: none.

Trustee Lufrano asked what positions are safety sensitive positions. Administrative Services Supervisor/Human Resources Brooke Thompson stated all field staff, any position that drives a district vehicle. Trustee Lufrano asked and are you, Chris. General Manager Chris Johnson said yes. Trustee Lufrano stated by choice or required. General Manager Chris Johnson stated its part of the job. Trustee Lufrano asked who oversees the random process. Administrative Services Supervisor/Human Resources Brooke Thompson stated we use a third-party company out of Reno that selects. Trustee Lufrano stated Sinnett. Administrative Services Supervisor/Human Resources Brooke Thompson stated yes. Trustee Lufrano stated ok so then they send you the list. Administrative Services Supervisor/Human Resources Brooke Thompson stated yes, then I make an appointment with Occupational Health. Trustee Lufrano if we have any DOT positions. Administrative Services Supervisor/Human Resources Brooke Thompson stated no, none of our positions require a CDL, however in all the job descriptions it states ability to achieve if determined by the district, but none of them are required to have it.

Trustee Dunham stated so no vehicles have airbrakes. General Manager Chris Johnson stated no.

Vice Chairman Garcia motioned to approve amendments to the District's Personnel Policy. Trustee Lufrano seconded. Motion carried unanimously.

Recess 7:46PM
Reconvene 7:51PM

12. Discussion and possible action to approve Draft Minutes from the November 15, 2023, Board Meeting.

Secretary/Treasurer Siegman stated you wanted details added. Vice Chairman Garcia stated yes it was added. Robert stated he looked it over it is fine, it is adequate.

Public comment: none.

Vice Chairman Garcia motioned to approve Draft Minutes from the November 15, 2023, Board Meeting. Secretary/Treasurer Siegman seconded. Motion carried unanimously.

13. Discussion and possible action to approve Draft Minutes from the December 20, 2023, Board Meeting.

Chairman Stulac stated that he would like more info on the water report, there was a good discussion that he, Chris and Collin had.

Public comment: none.

Minutes of the January 17, 2024, Regular Board of Trustees Meeting

No action was taken on this item, Chairman Stulac requested the board clerk to elaborate more on the water report. This item will be brought back to the board in February.

14. Chairman and Trustees Reports, Correspondence

Under this item the Board Members will briefly identify relevant communications received by them before the meeting, or meetings attended, or potential business of the district. No action will be taken on any of these items, but a member may request such item or topic be placed on a future agenda.

Trustee Lufrano stated that she had a discussion with Lynn two items were already discussed. Chris, did she mention a community garden to you. General Manager Chris Johnson stated she brought it up, but she said it is not realistic, she wants more playground equipment and stated that it was inexpensive. Chris stated that he told her he would look into it. She also asked about the speed trailer.

Vice Chairman Garcia stated he has not had a chance to thank Chris for letting him drive the buggy and represent the district in the holiday parade, thank you he had a lot of fun and is looking forward to next year. General Manager Chris Johnson stated thank you for doing that. Vice Chairman Garcia stated regarding the meeting minutes he doesn't think it is practical and would be too labor intensive to do them verbatim but have a synopsis of what is discussed the key points, so it doesn't appear to the public that the board isn't doing much. Administrative Services Supervisor/Human Resources Brooke Thompson stated she did do that this month and will continue to do minutes like that in the future. Vice Chairman Garcia stated it is just good for the public to see that the board is engaging in discussions and debates. Chairman Stulac stated he agrees.

Trustee Lufrano asked if the district job descriptions are on the website. Administrative Services Supervisor/Human Resources Brooke Thompson no they are not.

General Manager Chris Johnson stated we have a little conflict with the meeting next month, someone approved a week vacation for the board clerk. As of right now we do not have anything for the February agenda, we have a few options, move the meeting up, don't have a meeting or move the meeting back to the 28th.

Chairman Stulac asked District Counsel Chuck Zumpft if we have any legal requirement to have a meeting. District Counsel Chuck Zumpft stated if there is no business to conduct you do not have to have a meeting.

The board agreed that unless there is an emergency that comes up, we will not have a meeting in February.

15. Adjournment

Trustee Garcia motioned to adjourn the meeting. Secretary/Treasurer Lufrano seconded. Motion passed unanimously.

Meeting adjourned at 8:06P.M.

FINAL APPROVED MINUTES AS PRESENTED

**Secretary/Treasurer
Russ Siegman**