

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

Chairman	Vice Chairman	Secretary/Treasurer	Trustee	Trustee
Robert Garcia	Kathryn Clark-Ross	Bill Eisele	Dale Dunham	Teri Gray

January 19, 2022
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.

1. Call to Order - Regular Meeting of the Board of Trustees
Request that Cell Phones and Pagers be turned off for recording purposes.
2. Pledge of Allegiance

3. Discussion and possible action to elect officers of the IHGID Board of Trustees for calendar year 2022 – Chairman
 - a. Election of Chairman
 - b. Election of Vice Chairman
 - c. Election of Secretary/Treasurer

4. 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.

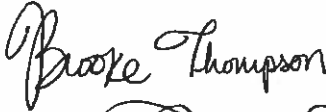

5. Approval of Agenda-Chairman
Items on this agenda may be taken out of order. Two or more agenda items may be combined for consideration. Any item appearing on this agenda may be removed, or its discussion delayed at any time.
6. Discussion and possible action regarding Mr. Willens and whether to authorize District Counsel to file a civil action against him for unlawful dumping of motor oil and contamination of district facilities. (General Manager, Chris Johnson)
 - Board of Trustees Discussion
 - Open Public Comment
 - Close Public Comment
7. Discussion and possible action to authorize the General Manager to join a Douglas County coalition of GID's to pursue State and County funding. (General Manager, Chris Johnson)
 - Board of Trustees Discussion
 - Open Public Comment
 - Close Public Comment
8. Discussion and possible action to approve Indian Drive Sewer replacement as shown in the Indian Hills GID Sanitary Sewer Evaluation.
(General Manager, Chris Johnson/ District Engineer, Tim Russell)
 - Board of Trustees Discussion
 - Open Public Comment
 - Close Public Comment
9. Discussion and possible action to approve a proposal from Lumos and Associates in the amount of \$90,750.00 for additional professional services for Indian Drive Sewer Design.
(General Manager, Chris Johnson/ District Engineer, Tim Russell)
 - Board of Trustees Discussion
 - Open Public Comment
 - Close Public Comment

10. Discussion and possible action to approve a street maintenance project in FY 21-22 in lieu of the planned Indian Drive reconstruction.
(General Manager, Chris Johnson/ District Engineer, Tim Russell)
- Board of Trustees Discussion
 - Open Public Comment
 - Close Public Comment
11. Reports to the Board:
- a. General Manager Report
 1. Administrative
 2. Water
 3. Wastewater
 - b. District Accountant Report
 - c. Engineer Report
 - d. Attorney Report
12. Discussion and possible action to approve Draft Minutes from the November 17, 2021, Board Meeting.
13. 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.
14. 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., January 13, 2022,

by

AGENDA ITEM 3.

Discussion and possible action to elect officers of the IHGID Board of Trustees for calendar year 2022 – Chairman

- a. Election of Chairman**
- b. Election of Vice Chairman**
- c. Election of Secretary/Treasurer**

AGENDA ITEM 6.

Discussion and possible action regarding Mr. Willens and whether to authorize District Counsel to file a civil action against him for unlawful dumping of motor oil and contamination of district facilities. (General Manager, Chris Johnson)

Charles Scott Zumpft, Esq.
Zumpft@mindenlawyers.com
Admitted in Nevada
California
Colorado

Neal Falk, Esq.
Admitted in Nevada
Florida

November 30, 2021

Mr. Larry Willens
1003 Mica Drive
Carson City, NV 89705

Re: Indian Hills General Improvement District (IHGID)
Cleanup Costs

Dear Mr. Willens:

We are legal counsel for IHGID. On July 7, 2021 you disposed used motor oil into a storm drain in front of your residence. As a result, you contaminated the storm drain and IHGID incurred expense in the amount of \$5,557.50 for its clean-up.

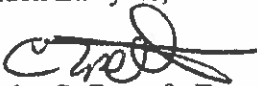
Enclosed is invoice #1003820092 from CleanHarbors in relation to same. IHGID demands from you payment for the full amount due within fourteen days of this letter.

Should you fail to do so, the matter will be referred to the IHGID Board for direction and authorization to file suit against you for the collection of same. We are hopeful that this matter can be amicably resolved.

You may make this payment at the IHGID office located at 3394 James Lee Park Road, Carson City, Nevada 89705.

Sincerely,

Minden Lawyers, LLC


Charles S. Zumpft, Esq.

CSZ:tls
Enclosures
cc: John Lufrano



42 Longwater Drive
P.O. Box 9449
Norwell, MA 02061-9449

INVOICE
Invoice No 1003820092

JUL 05 2021

REMIT TO:

Clean Harbors Environmental Services, Inc
PO Box 734867
Dallas, TX 75373-4867

MDG2021 0000055 00



John Lufano
Indian Hills General Improvement District
3394 James Lee Park Road
Carson City, NV 89705 - 0000

OFFICE:

Clean Harbors Environmental Services, Inc.
191 Coney Island Drive
Sparks, NV 89431
(775) 331-9400

If you have any questions regarding this invoice, please contact your customer service representative at the telephone number listed above

JOB SITE/GENERATOR:

Indian Hills General Improvement District
1003 Mica Drive
Carson City, NV 89705

EIN: 04-2698999

Job Description: 1003 Mica Dr. Oil In Gutter Cleanup

** Payable in USD funds **



Last Service Date	Invoice No	Customer	Branch	Sales Order	Purchase Order	Terms
19 Jul 2021	1003820092	IN43409	NV	2103510983	JOHN LUFRANO Partial Billing	Net 15 Days

Last Service Date	Task	Task Type	Description	Total
19 Jul 2021	2103510983-001	GENERAL	1003 Mica Dr. Oil In Gutter Cleanup	\$5,272.50
07 Jul 2021	2103510983-002	DRUM	Disposal of Non-Haz Drums at HNR	\$285.00
SUBTOTAL				\$5,557.50
TAX				\$0.00
PLEASE PAY THIS AMOUNT → INVOICE TOTAL				\$5,557.50
REMIT PAYMENT BY → DUE DATE				10 Aug 2021

PLEASE NOTE: YOUR PAYMENT REMIT TO ADDRESS HAS CHANGED
For electronic payments via ACH/Wire please see updated banking information in separate cover

Interest will be charged at a rate of 1.5% per month for all past due amounts.

Invoice Date: 26 Jul 2021

PLEASE RETURN A COPY OF INVOICE WITH PAYMENT - THANK YOU

Page 1 of 2

4



Invoice No 1003820092

42 Longwater Drive
P.O. Box 9749
Norwell, MA 02061-9749

TASK 2103510983-001 - 1003 Mica Dr. Oil in Gutter Cleanup

Manifest Info	Item ID	Description	Manifest Qty	Manifest UOM	Billing Qty	Billing UOM	Unit Price	Amount
07 Jul 2021								
	ERMINI	Minimum Charge for ER or BioHaz Jobs	1.000	EA	3,500.0000			\$3,500.00
19 Jul 2021								
	VOA1WW	EPA METHOD 8260 - SOIL	1.000	EA	150.0000			\$150.00
	VOA1WW	EPA METHOD 8260 - AQUEOUS	1.000	EA	150.0000			\$150.00
	METALSTCLP	TCLP 8 METALS - SOIL	1.000	EA	162.0000			\$162.00
	METALSTCLP	TCLP 8 METALS - AQUEOUS	1.000	EA	126.0000			\$126.00
	PHTCLPPOST	PH IN SOIL	1.000	EA	12.0000			\$12.00
	PHTCLPPOST	PH IN WATER	1.000	EA	12.0000			\$12.00
	TPHBYGCGROTPH	EXTRACTABLE SOIL - NEVADA	1.000	EA	72.0000			\$72.00
	TPHBYGCDROTPH	EXTRACTABLE WATER - NEVADA	1.000	EA	72.0000			\$72.00
	TPHBYGCGROTPH	PURGEABLE IN SOIL	1.000	EA	72.0000			\$72.00
	TPHBYGCDROTPH	PURGEABLE IN WATER	1.000	EA	72.0000			\$72.00
	SURCH24	SURCHARGE FOR EXPEDITE TURNAROUND	1.000	EA	225.0000			\$225.00
	FEE	Recovery Fee	4,625.000	EA	0.1400			\$647.50
SUBTOTAL								\$5,272.50
TAX								\$0.00
TASK TOTAL								\$5,272.50

TASK 2103510983-002 - Disposal of Non-Haz Drums at HNR

Manifest Info	Item ID	Description	Manifest Qty	Manifest UOM	Billing Qty	Billing UOM	Unit Price	Amount
07 Jul 2021								
BOL0312614 1	DISPSL / CNOS	Non regulated liquids and sludges EXEMPT-CNOS	2	55DM	2,000	55DM	125.0000	\$250.00
	FEE	Recovery Fee			250.000	EA	0.1400	\$35.00
SUBTOTAL								\$285.00
TAX								\$0.00
TASK TOTAL								\$285.00

5



Effective March 16, 2020, Clean Harbors Environmental Services, Inc. has changed its banking relationships and we ask that you immediately update your payment Remit to Address and/or banking ACH/Wire transfer detail. This updated lockbox information will also appear on all future invoices.

To assist you with the transition process, we are providing the below Invoice Payment Fact Sheet and our company W-9, on the reverse side, for validation purposes. Company contact information is also shown below should you need support. Company W-9 forms and payment fact sheets can also be found at cleanharbors.com, under the customer resources section of our website.

Clean Harbors Environmental Services, Inc. Invoice Payment Fact Sheet

Electronic Funds Transfer (ACH/Wire) Payment Information:

Bank Name: JPMorgan Chase
ACH ABA#: 071000013
Wire ABA#: 021000021
Swift Code: CHASUS33
Account name: Clean Harbors Environmental Services, Inc.
Account Number: 513339355
Account Type: Lockbox

General Bank Reference Address:

JPMorgan Chase (TX1-0029)
14800 Frye Road, 2nd Floor
Ft Worth, TX 76155

Please send remittance details for all electronic payments to eft@cleanharbors.com

Check Payment/LOCKBOX Payment Information:

Please mail checks to:

Clean Harbors Environmental Services, Inc.
P.O. Box 734867
Dallas, TX 75373-4867

Federal Tax ID: 04-2698999

Company Dunn & Bradstreet #: 03-932-2250

Customer Contact Information (Not to be used for Payments):

Clean Harbors Environmental Services, Inc.
A/R Cash Receipts
P.O. Box 9149
42 Longwater Drive
Norwell, MA 02061-9149
Email: accountsreceivable@cleanharbors.com
Phone: 1-800-282-0058



6



Douglas County Sheriff Minden, Nevada

Confidential Deputy Report for Incident 21SO19570

Nature: Susp Circ P3
Location: VNC10

Address: 1003 MICA DR; INHL
Carson City NV 89705

Offense Codes: ASST
Received By: Ollar How Received: T Agency: DCSO
Responding Officers: Bissinger E, Lewis K
Responsible Officer: Bissinger E Disposition: PEN 07/09/21
When Reported: 13:34:31 07/07/21 Occurred Between: 13:34:31 07/07/21 and 13:37:07 07/07/21

Assigned To: Detail: Date Assigned: **/**/**
Status: Status Date: **/**/** Due Date: **/**/**

Complainants

Last: First: Mid:
DOB: **/**/** Dr Lic: Address:
Race: Sex: Phone: City: ,

Offense Codes

Reported: Observed: ASST AGENCY ASSIST
Additional Offense: ASST AGENCY ASSIST

Circumstances

LT13 Highway, Road, Alley

Responding Officers: Unit :
Bissinger E 202
Lewis K 202

Responsible Officer: Bissinger E Agency: DCSO
Received By: Ollar Last Radio Log: 13:49:49 07/07/21 CMPLT
How Received: T Telephone Clearance: RTF Report To Follow
When Reported: 13:34:31 07/07/21 Disposition: PEN Date: 07/09/21
Judicial Status: Occurred between: 13:34:31 07/07/21
Misc Entry: and: 13:37:07 07/07/21

Modus Operandi: Description : Method :

Involvements

Confidential Deputy Report for Incident 21SO19570

Date	Type	Description	Relationship
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**CONFIDENTIAL - THIS REPORT IS NOT TO BE
REPRODUCED OR RELEASED WITHOUT THE
AUTHORIZATION OF THE DOUGLAS
COUNTY SHERIFF'S OFFICE**

Confidential Deputy Report for Incident 21SO19570

Narrative

DOUGLAS COUNTY SHERIFF'S OFFICE
INVESTIGATION NARRATIVE
CASE #21SO19570

CLASSIFICATION:

Hazardous material spill.

DETAILS:

On July 7, 2021, at about 1400 hours I was contacted by John Lufrano, the director for Indian Hills General Improvement District (IHGID) in reference to an oil spill in front of 1003 Mica Drive, in north Douglas County, Nevada. Lufrano said that the resident at this address, later identified as Larry Williams, spilled a large amount of motor oil in the street and then tried cleaning it up by washing the oil into a storm drain near the residence.

Lufrano said this incident caused an unknown amount of damage to the storm drain and the water system in the area. Lufrano called East Fork Fire Department to report the spill and they advised him to call DCSO for a report. Lufrano stated he contacted a clean up company named Clean Harbors to have them clean the oil. The cost to repair the damages was unknown at the time of submitting this report.

On July 8, 2021, at about 0840 hours I went to 1003 Mica Drive and attempted to contact Larry regarding this incident. As I pulled up to the residence I saw a male subject look at me, walk into the garage and close the door. I then knocked several times on the front door but he did not answer. I left a card for Larry to call me regarding this case.

On this same date at about 1030 hours, I received a call from Larry, who admitted to spilling oil in the street and washing it into the storm drain. I advised Larry this would be a civil issue and he could be held liable for the damages. Larry said he understood and I ended my conversation with him at this time. I later contacted Lufrano and advised him of my findings.

DISPOSITION:

Closed by report.

Date, Time, Reporting Officer:
Thu Jul 8 10:42:59 2021

E. Eissinger #0418

Reporting Officer

Responsible LEO:

9

Confidential Deputy Report for Incident 21SO19570

Page 4 of 4

Approved by:

Date

CONFIDENTIAL - THIS REPORT IS NOT TO BE
REPRODUCED OR RELEASED WITHOUT THE
AUTHORIZATION OF THE DOUGLAS
COUNTY SHERIFF'S OFFICE

08/18/21

10



INDIAN HILLS GENERAL IMPROVEMENT DISTRICT

3394 JAMES LEE PARK ROAD #A

CARSON CITY, NEVADA 89705

TEL: (775) 267-2805 FAX: (775) 267-3510

www.indianhillsnevada.com

December 17, 2021

Dear Mr. Willens

This notice is to inform you that the Indian Hills General Improvement District Board of Trustees will be discussing whether to authorize District Counsel to file a civil action against you for unlawful dumping of motor oil and your trespass and contamination of district facilities at the January Board of Trustees Meeting on Wednesday, January 19, 2022, at 6:00PM in the district board room located at 3394 James Lee Park Road, Carson City, NV 89705.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Johnson", with a long horizontal line extending to the right.

Chris Johnson

General Manager, Indian Hills GID

This institution is an equal opportunity provider and employer.

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

//

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

Larry Willens
1003 Mica drive
Carson City, N.V.
89705

2. Article Number
(Transfer from service label)

PS Form 3811, July 2013

COMPLETE THIS SECTION ON DELIVERY

A. Signature Agent
Larry Willens Addressee

B. Received by (Printed Name) *Larry* C. Date of Delivery *12/21*

D. Is delivery address different from item 1? Yes
If YES, enter delivery address below: No

3. Service Type
 Certified Mail® Priority Mail Express™
 Registered Return Receipt for Merchandise
 Insured Mail Collect on Delivery

4. Restricted Delivery? (Extra Fee) Yes

7013 1090 0001 6936 2257

Domestic Return Receipt

**U.S. Postal Service™
CERTIFIED MAIL™ RECEIPT**
(Domestic Mail Only; No Insurance Coverage Provided)

For delivery information visit our website at www.usps.com

OFFICIAL USE

7013 1090 0001 6936 2257

Postage	\$ 7.33
Certified Fee	
Return Receipt Fee (Endorsement Required)	
Restricted Delivery Fee (Endorsement Required)	
Total Postage & Fees	\$

NJ
Postmark Here
12/21

Sent To *Larry Willens*
 Street, Apt. No.; or PO Box No. *1003 Mica drive*
 City, State, ZIP+4 *Carson City, N.V. 89705*

PS Form 3800, August 2006

See Reverse for Instructions

AGENDA ITEM 7.

Discussion and possible action to authorize the General Manager to join a Douglas County coalition of GID's to pursue State and County funding. (General Manager, Chris Johnson)



Gardnerville Ranchos
General Improvement District

Request for GIDs to join Douglas County General Improvement District (GID) Coalition:

In early November 2021, several General Improvement District Trustees and General Managers gathered to discuss the potential benefits of creating an informal Douglas County GID Coalition to provide a unified voice seeking recognition and funding from the State and County infrastructure allotments for ARPA and the recently passed Federal infrastructure bill.

Douglas County's GIDs, which serve the majority of Douglas County's population, have received zero funding to date from either the \$5 billion in American Rescue Plan Act (ARPA) funds disseminated to the State from the federal government; or the \$9 million Douglas County received directly from the Feds. Even though infrastructure is one of the primary focal points of the funding, the Douglas County Commissioners provided no opportunity or process for GIDs to access funds for needed infrastructure projects; in fact, they have stated we should address ARPA funding through the State. The county's reasoning is GIDs are a designation of the State under N.R.S. 318 and should take ARPA funding issues up with the Governor and Treasurer's office. With the passage of the federal Infrastructure Bill, another \$550 billion is forthcoming in nationwide assistance for infrastructure projects, including \$4 billion for Nevadans. Most of Douglas County's total population lives within a designated GID; the Douglas County GID Coalition strongly believes access to these funds for GIDs is in keeping with the spirit and intent of the law while enhancing the GID's ability to provide the essential services to its ratepayers. Douglas County's refusal to provide access to these funds is tantamount to denying equal access for all its citizens.

The purpose of this letter is to solicit your membership in the Coalition. Ideally, all of Douglas County's GIDs will have representation in the Coalition. It is requested that you designate a Trustee and/or General Manager to act as your GID's contact and participate in the effort to secure additional funding. The Coalition's initial actions will be the creation of a joint letter addressed to the Douglas County Commissioners, Governor, State Treasurer, State Legislators (Interim Finance Committee), to assure their awareness and understanding of the scope of the duties and responsibilities of GIDs; in addition to firmly pressing for access and participation in the distribution of available funding. As this process advances and the specifics of the new Federal Infrastructure Bill become known, we believe other areas of collaboration may also be advantageous. Please designate your representative(s) and contact information on the attached sheet and return to: Greg Reed, GRGID, 931 Mitch Drive, Gardnerville, NV 89460, agreed@grgid.com. We also ask that you provide your GID logo in either jpeg. or png. format for the creation of a Coalition letterhead.

The purpose of the coalition is to make County Commissioners aware that the majority of GIDs in the State of Nevada are located in Douglas County. Douglas County Commissioners recognized there was no benefit in attempting to serve its numerous small rural communities and local agencies could do it better. Therefore, they passed the responsibility of providing and funding these services to community residents by creating GIDs. GIDs are self-taxing or rate based, establish their own budgets, and determine the rates and level of services to each of the residents within their boundaries. While some GID funding is received from Ad Valorem taxes, it is largely static, leaving increasing user rates as the only current mechanism for GIDs to effectively manage ever-increasing costs, aging infrastructure, and a growing population.

We look forward to achieving these goals and your participation in identifying and implementing other opportunities as we move through the process. If you have any questions, please do not hesitate to contact me at agreed@grgid.com or by phone at (775) 265-2048.

Sincerely,

Trustee
Gardnerville Ranchos GID

Trustee
Indian Hills GID

Trustee
Kingsbury GID

Trustee

AGENDA ITEM 8.

Discussion and possible action to approve Indian Drive Sewer replacement as shown in the Indian Hills GID Sanitary Sewer Evaluation.

(General Manager, Chris Johnson/ District Engineer, Tim Russell)



Carson City • Fallon • Lake Tahoe • Reno
 Carson City
 308 N. Curry Street, Suite 200
 Carson City, Nevada 89703
 775.883.7077

January 7, 2022

Prepared for:

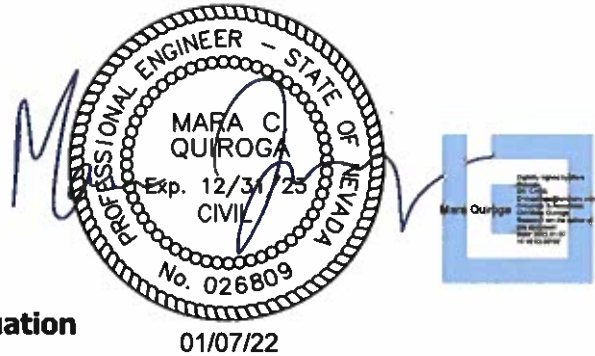
Chris Johnson, District Manager
 Indian Hills General Improvement District
 3394 James Lee Park Road #A
 Carson City, NV 89705

Prepared by:

Mara Quiroga, P.E.
 Tim Russell, P.E.
 Lumos & Associates

JN 10500.001

**Technical Memorandum
 Revision 1**



Subject: Indian Hills GID Sanitary Sewer Evaluation

01/07/22

Introduction

Lumos & Associates has been contracted to design the reconstruction of Indian Drive in the Indian Hills General Improvement District (IHGID). Also associated with the roadway improvements will be the replacement of the existing asbestos concrete water lines. Prior to designing the road and water replacement, Lumos was contracted to evaluate the existing sewer main on Indian Drive to determine if any replacements or rehabilitation should be included with the road/water project. The 12-inch sewer main in Indian Drive has been identified as having flow challenges due to aged infrastructure, flat slopes, and the large flow contribution from the northwest quadrant of the District (north of Mica Drive and west of highway 39) and approximately two thirds of Sunridge. The sewer main also crosses through multiple private residential properties with or without easements. This memo provides an evaluation of the options for replacing, rehabilitating, or relocating the existing main.

Sewer Flows

Monitored Existing Flows

In order to determine existing flows in the project area, Lumos contracted with Utility System Sciences & Software to install flow meters in two manholes over the course of one week. Figure 1 shows the location of the project area and the monitored manholes.

Table 1 shows the results of the flow monitoring in manholes A and C, as identified in Figure 1. Manhole A represents the flows from the northwest quadrant of the District, while manhole C represents the full flows on Indian Drive. The difference between the flows is the contribution from Sunridge. The peaking factor was calculated as the peak flow divided by the average flow, as the areas are residential and don't change seasonally. The maximum measured flow was utilized in the analysis as the peak design flow.

Table 1: Flow Monitoring Results

	Manhole A	Manhole C
Average Flow (gpm)	74.13	102.25
Max (Peak) Flow (gpm)	150.96	166.59
Min Flow (gpm)	25.78	32.93
Peaking Factor	2.04	1.63

Estimated Existing Flows

The flow monitoring was performed upstream of the Indian Drive project area to allow for the best contributing area data from Sunridge and the northwest quadrant, in the event flow splitting becomes necessary to improve operational conditions in Indian Drive. Along Indian Drive and Gregory Court, additional homes contribute to the sewer main. These flows were estimated using the criteria detailed in Table 2 and applied to the tributary nodes in the sewer model.

Table 2: Sewer Generation in Project Area

Additional Homes	38
Average Use (gpd/home) [1]	250
Average Flow (gpd)	9,500
Peaking Factor¹	1.63
Peak Flow (gpm)	10.75

¹ Peaking factor as determined in Table 1. The lower peaking factor was assumed to conservatively represent worst case scenario for minimum velocity. Additionally, the average of 250 gpd/home is estimated to be high, thus giving a conservative value for overall flow contribution.

Design Criteria

Design and analysis criteria for the sewer system are based upon the Douglas County Design Criteria and Improvement Standards (DCIS) [1] and detailed below.

- Pipe sizing: peak flows
- Minimum pipeline diameter: 8-inch
- Minimum depth of cover for sewer mains: 72-inches
- Minimum velocity: 2.0 feet per second (fps) when flowing full
- Maximum velocity: 15 fps
- Manning’s roughness coefficient “n”: 0.013
- Pipe material: SDR 35 PVC pipe
- Maximum depth of flow (depth/diameter: d/D): 0.5 for pipes through 15-inch diameter
- Minimum pipe slope:
 - 8-inch pipe: 0.40%
 - 10-inch pipe: 0.30%
 - 12-inch pipe: 0.22%

Evaluation of Alternatives

Utilizing the flow data and survey information for the existing sewer manholes on and downstream of Indian Drive, we evaluated 5 alternatives to assess the existing sewer on Indian Drive and what (if any) improvements are needed. Additionally, sewer inspection videos performed in 2016 were reviewed for the existing mains and the resulting data was included in the analysis. Where applicable, the alternatives detailed below were modeled in Innowyze InfoSWMM modeling software to analyze capacity and velocity within the existing pipes.

Existing Conditions

The existing conditions were analyzed to determine the extent of the operational issues. Table 3 summarizes the results of the analysis.

Table 3: Existing Condition Modeling Results

Pipe ID	Street	Diameter (inch)	Depth of flow, d/D	Slope (%)	Velocity at peak flow (fps)	Velocity at full flow (fps)
1-2	Indian Dr.	12	0.35	0.12	1.37	1.58
2-3	Indian Dr.	12	0.30	0.18	1.59	1.93
3-4	Indian Dr.	12	0.41	0.08	1.20	1.28
4-5	Indian Dr.	12	0.32	0.15	1.52	1.76
5-6	Indian Dr.	12	0.26	0.29	1.91	2.44
6-7	Indian Dr.	12	0.32	0.16	1.55	1.82
7-8	Indian Dr.	12	0.28	0.25	1.82	2.27
8-15	Vassar Dr.	12	0.27	0.28	1.90	2.40
9-5	Gregory Ct.	8	0.19	0.54	0.65	2.54
10-9	Gregory Ct.	8	0.02	0.58	0.69	2.64
11-10	Gregory Ct.	8	0.01	3.91	1.11	6.92
Design Criteria		-	0.50 max			2.0 min

Based on the model analysis results in Table 3 and the sewer videos, the following deficiencies were noted.

- 1) At peak and full flows, minimum velocities are not met due to flat pipe slopes.
- 2) Based on a review of the sewer videos, in general, the mains were in fair to good condition. However, most lateral connections were in poor to fair condition, and there is substantial root growth in multiple main locations. Attachment 2 provides a summary of the sewer video review. Due to the age of the pipes and defects found in the sewer infrastructure, it is recommended the main be replaced.
- 3) Segments of the sewer line are located in back and side yards of private residences without large enough easements for access and maintenance. In one case, the sewer line appears to be located underneath or within feet of the building foundation.

To address the deficiencies identified, the following alternatives were considered. The attached figures illustrate the existing conditions and proposed alternatives.

Alternative 1: Lining and Lateral Spot Repair

This alternative proposes installing a liner in the existing mains and repairing existing lateral connections where required. The liner would allow for the current pipe diameter to stay essential the same, but improve the conditions of the main. The flow conditions are equivalent to the existing results seen in Table 3.

Pros

- Addresses deficiency 2 (pipe condition)
- Low cost

Cons

- Does not address deficiencies 1 (minimum velocity) or 3 (located in private property)

Alternative 2: Replace Main in Place

This alternative proposes the replacement of the sewer main in the existing alignment along Indian Drive through pipe bursting, and reconnection of the laterals. This alternative would improve the conditions of the sewer main piping, but results would be consistent with the existing conditions seen in Table 3. The new installation would be at the existing slope and therefore would not increase cleansing velocity or mitigate the right-of-way concerns.

Pros

- Addresses deficiency 2 (pipe condition)

Cons

- Does not address deficiencies 1 (minimum velocity) or 3 (located in private property)
- Similar result as Alternative 1 but at a higher cost

Alternative 3A: Replace/Realign Main in Indian Drive to Right-of-Way

This alternative involves replacing the existing main in Indian Drive to steepen slopes where possible, realign to place the main in right-of-way, and replace the deteriorating mains at the same size as the existing.

Due to upstream and downstream invert elevation constraints, the highest achievable slope is 0.13% on average along the main. Without a larger scale reconstruction outside of the project area or installation of a lift station, slopes cannot be increased enough to meet Douglas County design standards or to achieve cleansing velocity at peak flow. Slopes have been increased as much as possible to improve operational conditions. This alternative also proposes abandoning the main and manholes within private property along Indian Drive and constructing main and manholes within right-of-way. Table 4 details the results of modeling this alternative.

Table 4: Alternative 3A Modeling Results

Pipe ID	Street	Diameter (inch)	Depth of flow, d/D	Slope (%)	Velocity at peak flow (fps)	Velocity at full flow (fps)
1-2	Indian Dr.	12	0.30	0.18	1.60	1.93
2-3	Indian Dr.	12	0.30	0.18	1.60	1.93
3-4	Indian Dr.	12	0.31	0.18	1.60	1.93
4-5	Indian Dr.	12	0.30	0.20	1.68	2.03
5-6	Indian Dr.	12	0.31	0.18	1.61	1.93
6-12	Indian Dr.	12	0.31	0.18	1.63	1.93
12-13	Indian Dr.	12	0.31	0.18	1.63	1.93
13-8	Indian Dr.	12	0.31	0.19	1.64	1.98
Design Criteria		-	0.50 max			2.0 min

Pros

- Addresses deficiencies 2 (pipe condition) and part of 3 (located in private property along Indian Drive)
- Increases velocities to almost address deficiency 1 (minimum velocity) at full flow

Cons

- Does not address deficiency 3 on Gregory Court

Alternative 3B: Replace/Realign Main in Indian Drive and Gregory Court to Right-of-Way

This option includes the improvements of Alternative 3A with the addition of realigning the main serving Gregory Court to right-of-way. However, information on lateral locations is not available for the Gregory Court mains. Further exploration is required to determine whether the reconnection of laterals into the right-of-way would prove too cost prohibitive or unfeasible for this option.

Table 5: Alternative 3B Modeling Results

Pipe ID	Street	Diameter (inch)	Depth of flow, d/D	Slope (%)	Velocity at peak flow (fps)	Velocity at full flow (fps)
1-2	Indian Dr.	12	0.30	0.18	1.60	1.93
2-3	Indian Dr.	12	0.30	0.18	1.59	1.93
3-4	Indian Dr.	12	0.31	0.18	1.60	1.93
4-6	Indian Dr.	12	0.31	0.18	1.62	1.93
6-12	Indian Dr.	12	0.32	0.17	1.58	1.87
12-13	Indian Dr.	12	0.30	0.21	1.70	2.08
13-8	Indian Dr.	12	0.30	0.20	1.69	2.03
10-14	Gregory Ct.	8	0.01	1.58	0.74	4.35
14-12	Gregory Ct.	8	0.01	1.48	0.94	4.21
Design Criteria		-	0.50 max			2.0 min

Pros

- Addresses deficiencies 2 (pipe condition) and 3 (located in private property)
- Increases velocities to almost address deficiency 1 (minimum velocity) at full flow

Cons

- Higher cost than Alternative 3A
- Uncertainty with lateral locations on Gregory Court mains requires further exploration

Alternative 4A: Replace/Realign Main in Indian Drive and Vassar Street to Right-of-Way

This alternative proposes replacing the existing sewer main along Indian Drive and Vassar Street. Replacing the additional segment of pipe within Vassar Street allows for steeper slopes and higher velocities, but requires additional road repairs outside the scope of the Indian Drive rehabilitation project.

Table 6: Alternative 4A Modeling Results

Pipe ID	Street	Diameter (inch)	Depth of flow, d/D	Slope (%)	Velocity at peak flow (fps)	Velocity at full flow (fps)
1-2	Indian Dr.	12	0.28	0.21	1.68	2.08
2-3	Indian Dr.	12	0.28	0.21	1.70	2.08
3-4	Indian Dr.	12	0.29	0.22	1.72	2.13
4-5	Indian Dr.	12	0.29	0.22	1.72	2.13
5-6	Indian Dr.	12	0.29	0.21	1.72	2.08
6-12	Indian Dr.	12	0.29	0.22	1.73	2.13
12-13	Indian Dr.	12	0.29	0.21	1.72	2.08
13-8	Indian Dr.	12	0.29	0.22	1.73	2.13
8-15	Vassar St.	8	0.29	0.21	1.72	2.08
Design Criteria		-	0.50 max			2.0 min

Pros

- Addresses deficiencies 1 (minimum velocity) at full flow, 2 (pipe condition) and part of 3 (located in private property along Indian Dr.)

Cons

- High cost, including additional road repairs on Vassar St.
- Does not address deficiency 3 on Gregory Court

Alternative 4B: Replace/Realign Main in Indian Drive, Gregory Court, and Vassar Street to Right-of-Way

This alternative includes the improvements of Alternative 4A along Indian Drive and Vassar street, with the addition of replacing the main serving Gregory Court and realigning the main to be within right-of-way. This alternative presents the same issues as Alternative 3B regarding unknown lateral locations in Gregory Court.

Table 7: Alternative 4B Modeling Results

Pipe ID	Street	Diameter (inch)	Depth of flow, d/D	Slope (%)	Velocity at peak flow (fps)	Velocity at full flow (fps)
1-2	Indian Dr.	12	0.28	0.21	1.68	2.08
2-3	Indian Dr.	12	0.28	0.21	1.70	2.08
3-4	Indian Dr.	12	0.29	0.22	1.72	2.13
4-6	Indian Dr.	12	0.29	0.22	1.72	2.13
6-12	Indian Dr.	12	0.29	0.22	1.72	2.13
12-13	Indian Dr.	12	0.29	0.21	1.72	2.08
13-8	Indian Dr.	12	0.29	0.22	1.73	2.13
8-15	Vassar St.	12	0.29	0.21	1.72	2.08
10-14	Gregory Ct.	8	0.01	1.58	0.74	4.35
14-12	Gregory Ct.	8	0.01	1.65	0.98	4.45
Design Criteria		-	0.50 max			2.0 min

Pros

- Addresses deficiencies 1 (minimum velocity) at full flow, 2 (pipe condition) and 3 (located in private property)

Cons

- Highest cost
- Uncertainty with lateral locations on Gregory Court mains requires further exploration

Alternative 5: No Improvements

This alternative proposes no change or construction within the sewer main or lateral connections as part of the Indian Drive rehabilitation project. The results would be equivalent to the existing model conditions seen in Table 3 suffering from low cleansing velocity, right-of-way concerns, and deteriorating main locations and laterals.

Pros

- No additional cost

Cons

- Does not address any deficiencies

Cost Comparison

Approximate costs were determined for comparison purposes between the alternatives. The cost estimates are highly conceptual and intended to provide guidance in decision making, and do not accurately represent construction costs. A comparison of costs for all alternatives can be found in Table 8. These values represent the additional cost of sewer improvements above the costs associated with the planned rehabilitation of the Indian Drive roadway and water mains.

Table 8: Comparison of Conceptual Costs

Alternative	Conceptual Cost Estimate
Alternative 1: Lining and Lateral Spot Repair	\$492,000
Alternative 2: Replace Main in Place	\$510,000
Alternative 3A: Replace/Realign Main in Indian Drive to Right-of-Way	\$357,000
Alternative 3B: Replace/Realign Main in Indian Drive and Gregory Court to Right-of-Way	\$470,000
Alternative 4A: Replace/Realign Main in Indian Drive and Vassar Street to Right-of-Way	\$497,000
Alternative 4B: Replace/Realign Main in Indian Drive, Gregory Court, and Vassar Street to Right-of-Way	\$585,000
Alternative 5: No Improvements	\$0







References

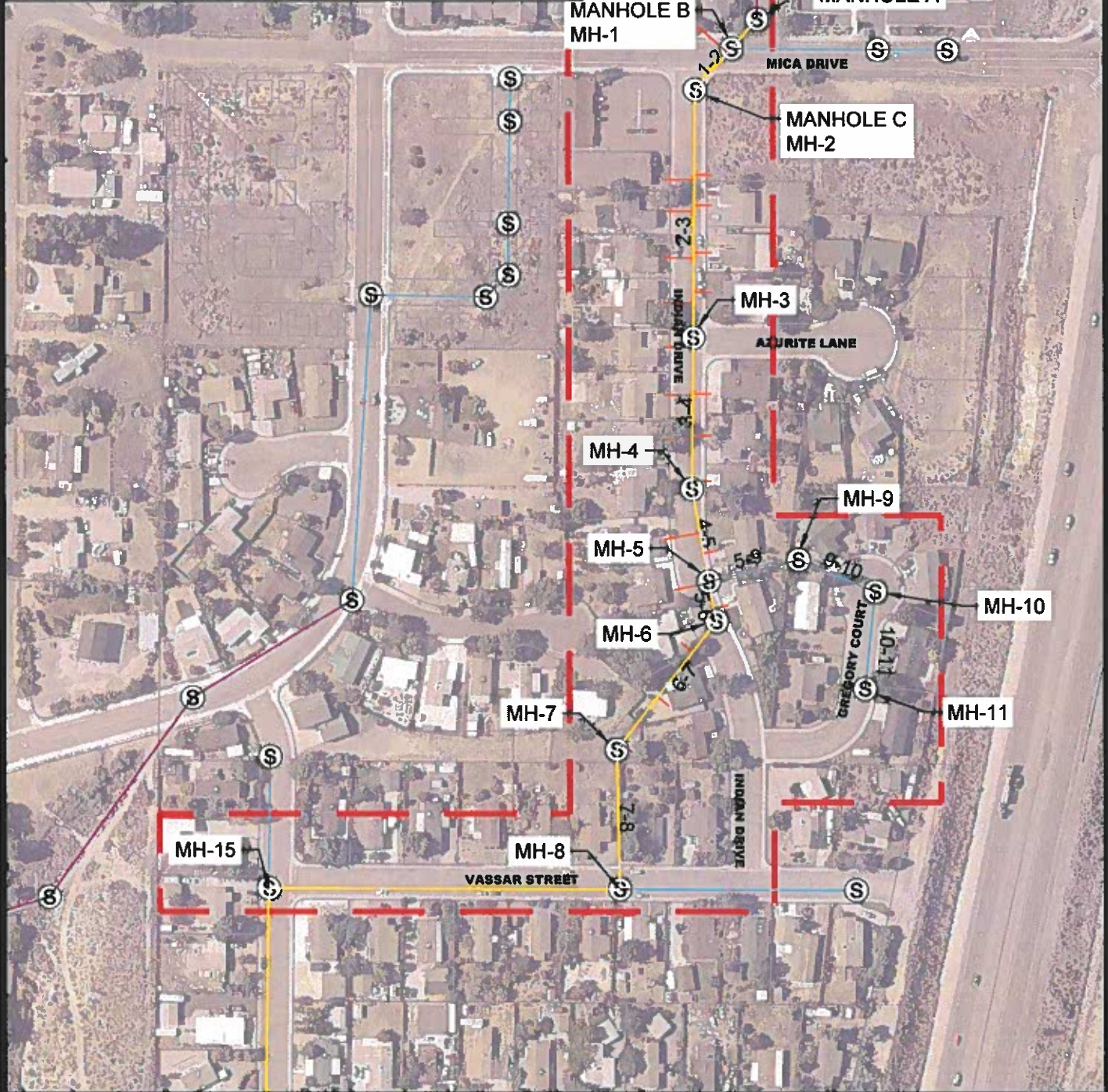
[1] Douglas County, Design Criteria and Improvement Standards, June 2017.
<https://p1cdn4static.civildive.com/UserFiles/Servers/Server_12493019/File/Community%20Development/Engineering/DEC2108_DCDCIS_Part%20II%20Complete%202020.pdf>

Attachments

Attachment 1: Figures
Attachment 2: Sewer Video Review

LEGEND

- 12" EXISTING SEWER MAIN 
- 10" EXISTING SEWER MAIN 
- 8" EXISTING SEWER MAIN 
- EXISTING SEWER LATERAL 
- EXISTING MANHOLE 
- POTENTIAL PROJECT AREA 













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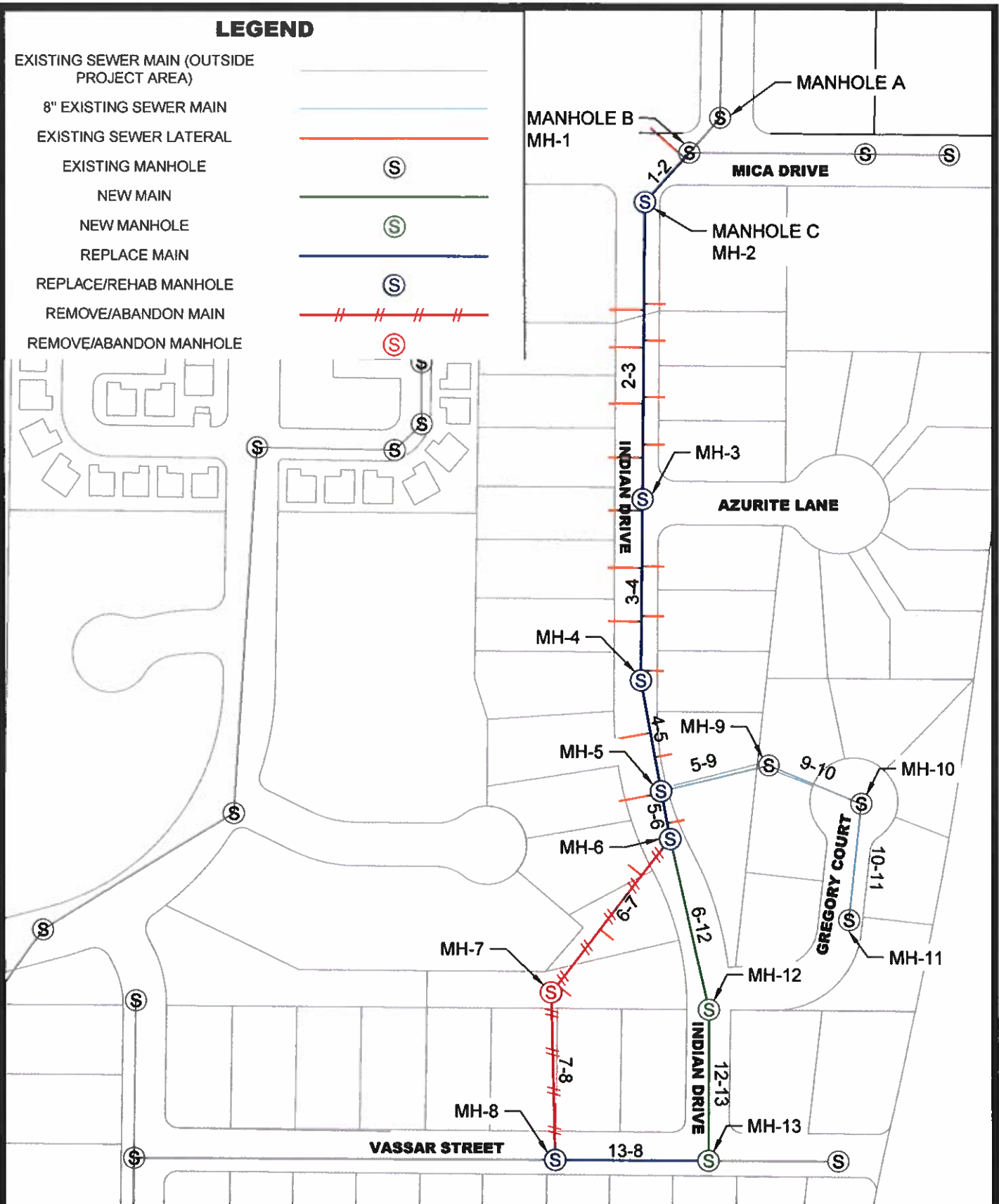
INDIAN HILLS GID
EXISTING SEWER SYSTEM

Date: JAN 2022
 Scale: 1" = 200'
 Job No: 10500.001
 FIGURE 1

DOUGLAS COUNTY NEVADA

LEGEND

- EXISTING SEWER MAIN (OUTSIDE PROJECT AREA) 
- 8" EXISTING SEWER MAIN 
- EXISTING SEWER LATERAL 
- EXISTING MANHOLE 
- NEW MAIN 
- NEW MANHOLE 
- REPLACE MAIN 
- REPLACE/REHAB MANHOLE 
- REMOVE/ABANDON MAIN 
- REMOVE/ABANDON MANHOLE 



INDIAN HILLS GID

**ALTERNATIVE 3A: REPLACE AND REALIGN
IN INDIAN DRIVE**

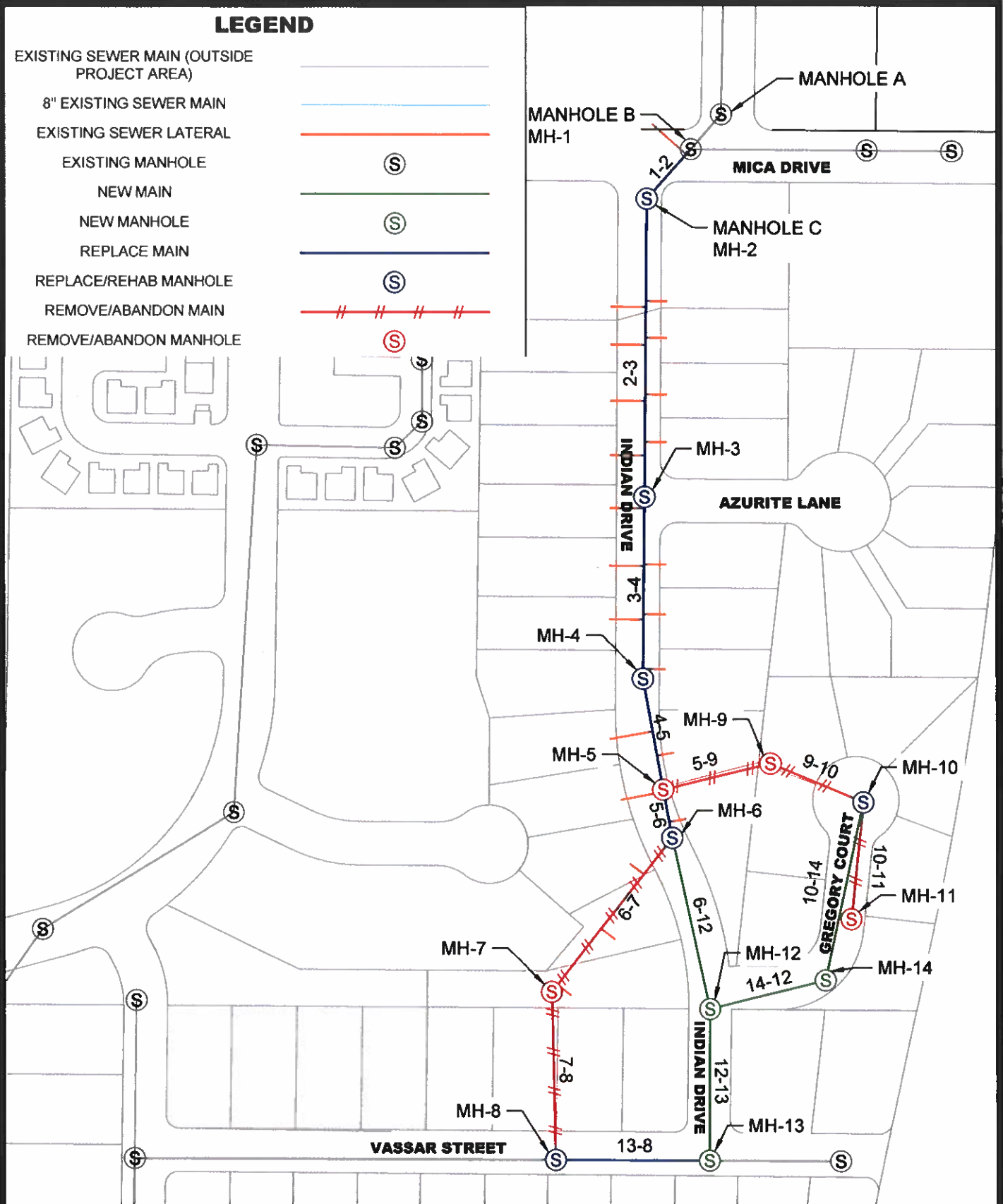
DOUGLAS COUNTY NEVADA

Date: JAN 2022
 Scale: 1" = 150'
 Job No: 10500.001
 FIGURE 2

26

LEGEND

EXISTING SEWER MAIN (OUTSIDE PROJECT AREA)	
8" EXISTING SEWER MAIN	
EXISTING SEWER LATERAL	
EXISTING MANHOLE	
NEW MAIN	
NEW MANHOLE	
REPLACE MAIN	
REPLACE/REHAB MANHOLE	
REMOVE/ABANDON MAIN	
REMOVE/ABANDON MANHOLE	



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INDIAN HILLS GID

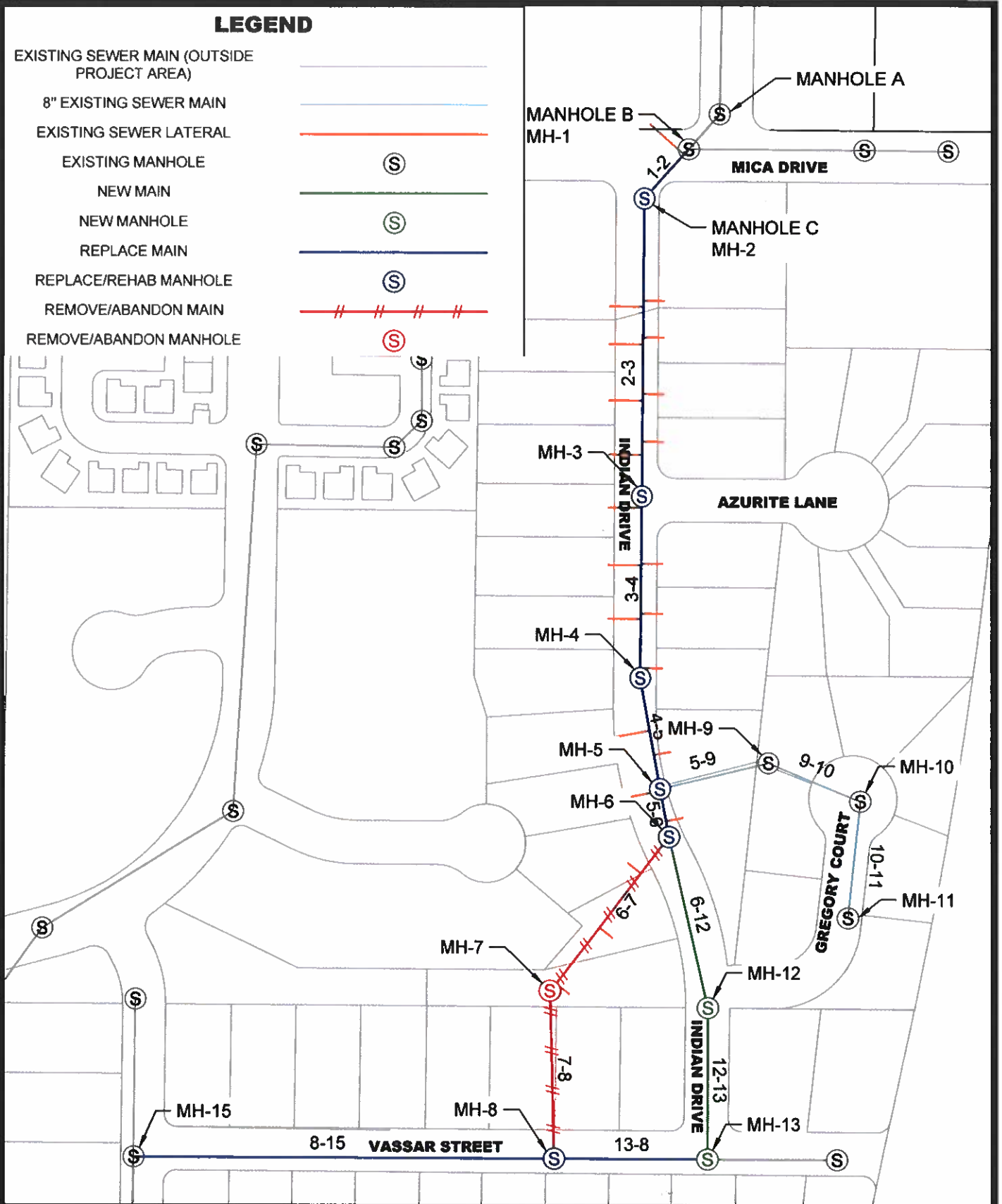
**ALTERNATIVE 3B: REPLACE AND REALIGN
 IN INDIAN DRIVE AND GREGORY COURT**

DOUGLAS COUNTY NEVADA

Date: JAN 2022
 Scale: 1" = 150'
 Job No: 10500.001
 FIGURE **3**

LEGEND

EXISTING SEWER MAIN (OUTSIDE PROJECT AREA)	
8" EXISTING SEWER MAIN	
EXISTING SEWER LATERAL	
EXISTING MANHOLE	
NEW MAIN	
NEW MANHOLE	
REPLACE MAIN	
REPLACE/REHAB MANHOLE	
REMOVE/ABANDON MAIN	
REMOVE/ABANDON MANHOLE	



INDIAN HILLS GID











**ALTERNATIVE 4A: REPLACE AND REALIGN
IN INDIAN DRIVE AND VASSAR STREET**

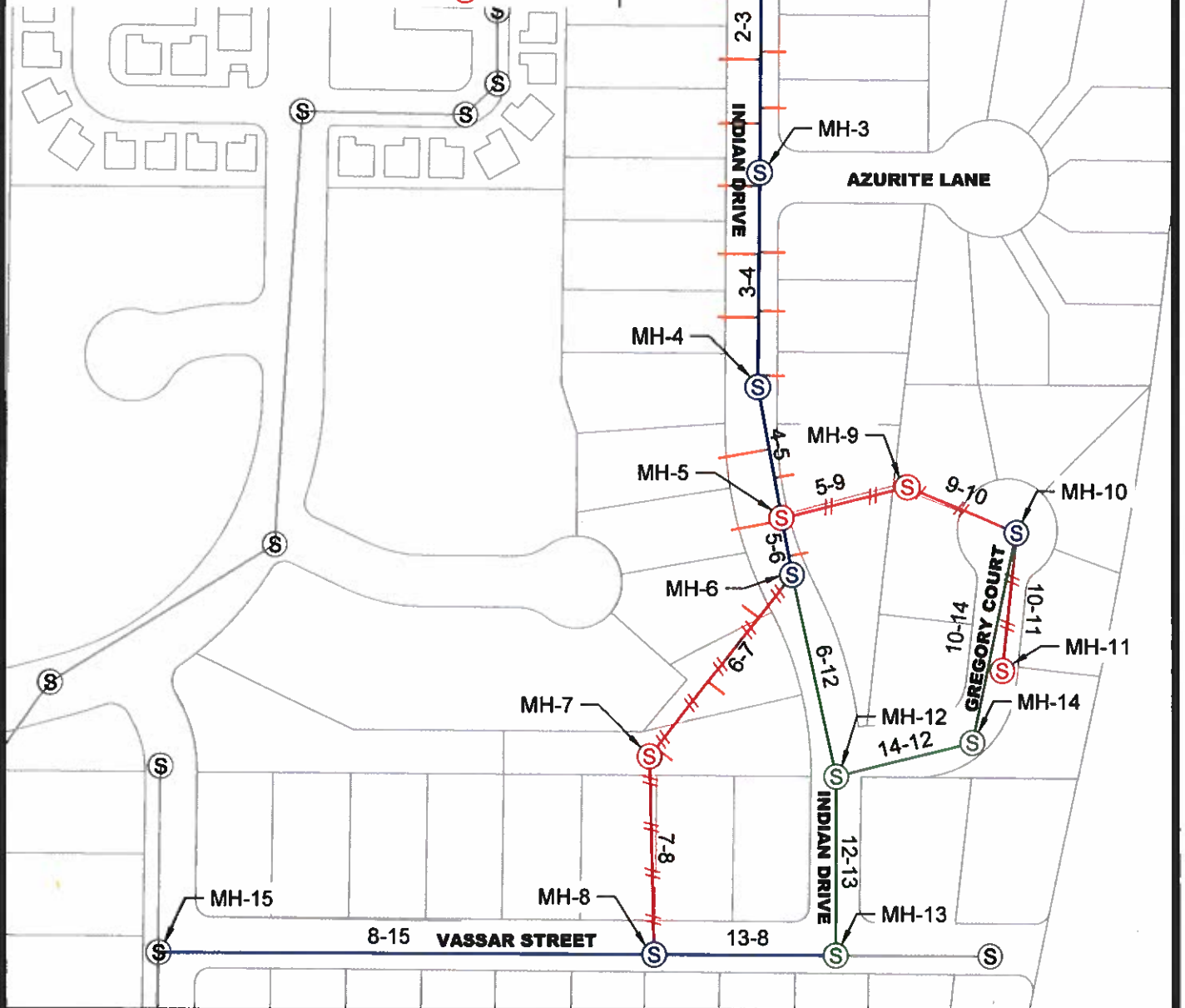
DOUGLAS COUNTY NEVADA

Date: JAN 2022
 Scale: 1" = 150'
 Job No: 10500.001
 FIGURE 4

28

LEGEND

EXISTING SEWER MAIN (OUTSIDE PROJECT AREA)	
8" EXISTING SEWER MAIN	
EXISTING SEWER LATERAL	
EXISTING MANHOLE	
NEW MAIN	
NEW MANHOLE	
REPLACE MAIN	
REPLACE/REHAB MANHOLE	
REMOVE/ABANDON MAIN	
REMOVE/ABANDON MANHOLE	



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INDIAN HILLS GID
**ALTERNATIVE 4B: REPLACE AND REALIGN
 IN INDIAN DR, VASSAR ST, & GREGORY CT**
 DOUGLAS COUNTY NEVADA

Date: JAN 2022
 Scale: 1" = 150'
 Job No: 10500.001
 FIGURE 5

Sewer Video Review

Pipe 1-2

Upstream: MH-1 (MH IN5-1)

Rim to Invert: 73"

Downstream: MH-2 (MH IN6)

Rim to Invert: 73"

Direction of survey: Upstream

Pipe Diameter: 12"

Pipe Material: Concrete?

Total Length: 72.8'

General Comments:

- Pipe in fair condition
- No visible cracks or roots

Lateral 1:

Distance: 68.2'

Entrance: 10 o'clock

Material: HDPE

Diameter: 8"

Condition: Good

Pipe 2-3

Upstream: MH-2 (MH IN6)

Rim to Invert: 73"

Downstream: MH-3 (MH IN7)

Rim to Invert: 102"

Direction of survey: Downstream

Pipe Diameter: 12"

Pipe Material: Concrete?

Total Length: 344.5'

General Comments:

- Pipe in good condition
- No visible cracks or roots
- Apparent sag 130'-155'

Lateral 1:

Distance: 117.4'

Entrance: 10 o'clock

Material: Concrete

Diameter: 8"

Condition: Fair

Lateral 2:

Distance: 124.3

Entrance: 3 o'clock

Material: Concrete

Diameter: 8"

Condition: Fair

Lateral 3:

Distance: 159.5'
Entrance: 9 o'clock
Material: Concrete
Diameter: 8"
Condition: Fair

Lateral 4:

Distance: 167.7'
Entrance: 3 o'clock
Material: Concrete
Diameter: 6"
Condition: Poor

Lateral 5:

Distance: 224.7'
Entrance: 11 o'clock
Material: Concrete
Diameter: 6"
Condition: Fair

Lateral 6:

Distance: 232.3'
Entrance: 3 o'clock
Material: Concrete
Diameter: 6"
Condition: Poor

Lateral 7:

Distance: 279.3'
Entrance: 10 o'clock
Material: Concrete
Diameter: 6"
Condition: Fair

Lateral 8:

Distance: 294.6'
Entrance: 2 o'clock
Material: Concrete
Diameter: 6"
Condition: Fair



Pipe 3-4

Upstream: MH-3 (MH IN7)
Rim to Invert: 102"
Downstream: MH-4 (MH IN8)
Rim to Invert: 154"
Direction of survey: Downstream
Pipe Diameter: 12"
Pipe Material: Concrete?
Total Length: 208.8'
General Comments:

- Pipe in fair condition
- No visible cracks or roots

Lateral 1:

Distance: 13.2'
Entrance: 3 o'clock
Material: Concrete
Diameter: 6"
Condition: Poor

Lateral 2:

Distance: 77.4'
Entrance: 11 o'clock
Material: Concrete
Diameter: 6"
Condition: Poor

Lateral 3:

Distance: 79.3'
Entrance: 2 o'clock
Material: Concrete
Diameter: 6"
Condition: Fair

Lateral 4:

Distance: 134.7'
Entrance: 10 o'clock
Material: Concrete
Diameter: 6"
Condition: Fair

Lateral 5:

Distance: 141'
Entrance: 2 o'clock
Material: Concrete
Diameter: 6"
Condition: Fair

Lateral 6:

Distance: 197.5'
Entrance: 11 o'clock
Material: Concrete
Diameter: 6"
Condition: Fair

Pipe 4-5

Upstream: MH-4 (MH IN8)
Rim to Invert: 154"
Downstream: MH-5 (MH IN9)
Rim to Invert: 163"
Direction of survey: Downstream
Pipe Diameter: 12"
Pipe Material: Concrete?
Total Length: 127.7'
General Comments:

- Pipe in fair condition



- No visible cracks
- Prevalent buildups along bottom of pipe
- Heavy root growth at end of pipe in manhole

Lateral 1:

Distance: 61.5'
 Entrance: 2 o'clock
 Material: Concrete
 Diameter: 6"
 Condition: Fair



Lateral 2:

Distance: 89.8'
 Entrance: 11 o'clock
 Material: Concrete
 Diameter: 6"
 Condition: Poor

Pipe 5-6

Upstream: MH-5 (MH IN9)
 Rim to Invert: 163"
 Downstream: MH-6 (MH IN10)
 Rim to Invert: 172"
 Direction of survey: Downstream
 Pipe Diameter: 12"
 Pipe Material: Concrete?
 Total Length: 56.0'
 General Comments:

- Roots growing in starting manhole
- No visible cracks
- Buildup and sag 35'-45'



Lateral 1:

Distance: 2.3'
 Entrance: 2 o'clock
 Material: Concrete
 Diameter: 6"
 Condition: Fair

Lateral 2:

Distance: 37.5'
 Entrance: 11 o'clock
 Material: Concrete
 Diameter: 6"
 Condition: Fair



Pipe 6-7

Upstream: MH-6 (MH IN10)
 Rim to Invert: 172"
 Downstream: MH-7 (MH IN11)
 Rim to Invert: -
 Direction of survey: Downstream

Pipe Diameter: 12"

Pipe Material: Concrete?

Total Length: 225'

General Comments:

- No visible signs of cracks
- Roots at Lateral 1
- Pipe in fair condition

Lateral 1:

Distance: 53.1'

Entrance: 2 o'clock

Material: Concrete

Diameter: 6"

Condition: Poor, heavy plant debris

Lateral 2:

Distance: 132.2'

Entrance: 10 o'clock

Material: Concrete

Diameter: 6"

Condition: Fair

Lateral 3:

Distance: 213.9'

Entrance: 10 o'clock

Material: Concrete

Diameter: 8"

Condition: Fair



Pipe 7-8

Upstream: MH-7 (MH IN11)

Rim to Invert: -

Downstream: MH-8 (MH V2)

Rim to Invert: 156"

Direction of survey: Upstream

Pipe Diameter: 12"

Pipe Material: Concrete?

Total Length: 190.6'

General Comments:

-

Unknown laterals – full video not available

AGENDA ITEM 9.

**Discussion and possible action to approve a proposal from Lumos and Associates in the amount of \$90,750.00 for additional professional services for Indian Drive Sewer Design.
(General Manager, Chris Johnson/ District Engineer, Tim Russell)**



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Carson City, Nevada 89706
775.883.7077

January 7, 2022

LA21.714

Chris Johnson, District Manager
Indian Hills General Improvement District
3394 James Lee Park Road #A
Carson City, NV 89705

Re: Proposal for Additional Professional Services – Indian Drive Sewer Design, Carson City, NV

Dear Chris:

Lumos & Associates, Inc. is pleased to provide you with this proposal for additional engineering and related services for sewer design associated with the Indian Drive Reconstruction and Waterline Project.

Project Understanding

The proposed project is located on Indian Drive from Mica Drive to Vassar Street and Vassar Street to Princeton Avenue. More generally, the project is located entirely within Section 18, Township 14N, Range 20E M.D.B. & M.

A sewer evaluation was prepared to assess the condition of the existing sewer main within Indian Drive, to determine whether the main should be rehabilitated as part of the proposed Indian Drive Reconstruction and Waterline Replacement project. Based on the evaluation, Lumos recommends replacing the sewer main within Indian Drive, Gregory Court, and Vassar Street (Alternative 4B). The following scope of services has been developed to amend Lumos' existing contract with the District for the design of the sewer improvements.

We propose the following tasks to assist you with your project:

Project Scope

Task 1 – Topographic Survey (additional scope)

A project Topographic Map will be at a horizontal scale of 1"=40' with a 1' contour interval accuracy. Field shots will be obtained at critical locations such as edge of roadway, curb and flowline elevations, surface evidence of utilities and storm drain features (with inverts). A digital terrain model, topographic base map will be generated using the ground collected data. Control for the project will be referenced to the Nevada Coordinate System, West Zone, NAD83 using a local combined scale factor to establish ground values for the base map. The vertical datum for the project will be reference to NAVD88. The area to be mapped will be to the back of walk on Vassar Street to Princeton Avenue. Boundary and right of way information will be provided based upon recorded information and not a boundary survey.

Task 4B – Sewer Design & Permitting (New Task)

This task will include preparation of civil construction drawings for review by IHGID. Douglas County and NDEP will be provided plans for review and permitting. Typically Douglas County will be provided a courtesy set of plans on maintenance type projects which they may or may not deem this to be. The drawings will be prepared on 24"x36" format sheets and at a standard engineering scale as required by Douglas County Community Development.

Our plans will include the design of the new sewer system components (manholes, services, abandonments, bypass pumping, etc) for the sewer from Mica Drive to Princeton (down Vasser) with all new improvements within the right of way (option 4B from the sewer evaluation). Dimensions and grading will be provided as required for construction. Additionally, plans will incorporate the necessary surface repairs for the sewer facilities outside of the Indian Drive Road Rehabilitation. The design of "dry" utilities (i.e., gas, electric, telephone, cable television) is not anticipated as part of this project and is therefore not included in this fee proposal.

A copy of the sewer report will be provided to permitting agencies as necessary. Agency coordination and processing of requested revisions of the civil improvement plans will be completed under this task.

Task 5 – Bidding and Construction Assistance (additional scope)

During the bidding phase, Lumos will bid the plans, conduct a pre-bid meeting, respond to RFI's, issue addendums, conduct the bid opening, tabulate and evaluate the bids, and provide a recommendation of award to the City. Bidding will commence once all permits are obtained. During the construction assistance/management phase, Lumos will be available to answer IHGID/contractor questions, coordinate contractor invoicing, process pay requests, review submittals, conduct a pre-construction meeting, conduct periodic walkthroughs of the project during construction, respond to RFI's, issue addendums/change orders, conduct a final punch list walk through, and prepare record drawings. This additional scope assumes that the sewer improvements will be bid and built under the same contract as the Indian Drive waterline and road rehabilitation project.

Task 6 – Construction Surveying & Record of Survey (additional scope)

Lumos will conduct field staking of the improvements in coordination with the contractor. Additionally, we will define and coordinate with the contractor to install centerline monuments within the new roadway. Once the centerline monuments have been set a Record of Survey will be submitted to Douglas County. This additional scope assumes that the sewer improvements will be completed under the same contract as the Indian Drive waterline and road rehabilitation project.

Task 7 – Construction Inspection and Testing (additional scope)

Lumos will provide part time onsite inspection and site materials testing for the project. The testing scope will be in accordance with Orange Book Specifications for Public Works Construction. Testing and inspection services will be on a Time and Materials basis do to the variability in construction schedules. Every effort will be made to consolidate testing and inspection services to reduce costs for the project.

As part of the inspection and testing services a final inspection and testing package will be prepared for the District and per County requirements for the site improvement permit.

This additional scope assumes that the sewer improvements will be completed under the same contract as the Indian Drive waterline and road rehabilitation project.

Assumptions / Exceptions

Lumos has made the following assumptions in preparation of this proposal:

- Fees are in addition to fees from proposal prepared in July 2021

Fees

The tasks described in the Scope of Work will be completed for the following fees:

Task	Description	Fee
Task 1	Topographic Survey (additional scope)	\$5,500
Task 4B	Sewer Civil Design and Permitting (new Task)	\$39,750
Task 5	Bidding and Construction Assistance (additional scope)	\$19,400
Sub Total:		\$64,650
Task 6	Construction Surveying (additional scope) - T&M	\$4,500
Task 7	Construction Inspection and Testing (additional scope) - T&M	\$21,600
Total		\$90,750

Tasks 1, 4B, and 5 are lump sum. With the amounts in Task 1 and Task 5 being added to the previous approved tasks for Indian. Task 4B will be a new task. Tasks 6 and 7 are time and materials with the estimated amount in this proposal being added to the original scope for Indian. Lumos and Associates will be happy to amend this proposal as necessary. If this proposal is acceptable to the board, please authorize us to proceed under our existing contract. Any additional services requested but not covered by this Scope of Work can be provided by an amendment to this proposal. Lumos and Associates, Inc. will send monthly progress billings on this project.

Formal board approval will authorize Lumos to proceed with this work.

Thank you again for allowing Lumos and Associates to provide you with this proposal. Please do not hesitate to call me at (775) 883-7077 if you have questions.

Sincerely,



Tim Russell, P.E.
Director of Engineering – District Engineer

AGENDA ITEM 10.

Discussion and possible action to approve a street maintenance project in FY 21-22 in lieu of the planned Indian Drive reconstruction.

(General Manager, Chris Johnson/ District Engineer, Tim Russell)

AGENDA ITEM 11a.

Reports to the Board:

a. General Manager Report

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

General Manager Report

January 19, 2022

As the board is aware, I officially started on December 1st and have been drinking from the firehose since. John and I did extensive training throughout the entire district, catching me up on the finer details of the district's operations.

I completed my required safety training, CPR / AED, and am currently taking the Essential Management Skills for the Public Sector training. I will soon be doing my OSHA 30 training.

Due to the storms over the Christmas weekend, I did put one of the Field Operations on call. Joe and I ended up coming in on Sunday morning to plow and open the streets. Sunday evening our on-call got a call about a tree in the street, so Ryan and I responded and pushed the tree back into the owner's yard.

The Christmas Party was a success, with several families attending to decorate stockings and hats.

I'm currently working on our capital improvement projects for the year and preparing to go into the budgeting cycle.

The staff have been amazingly helpful and receptive to the transition. This is a very professional group of people, and I am going to enjoy working with them.

Administrative Report

January 19, 2022

The ACH program continues to be well received. Residents are thankful the district has implemented this option for payments. We currently have 421 residents taking advantage of automatic withdraw. We continue to receive requests and new authorization forms daily.

In November we sent out 40 past due bills resulting in three disconnections. All accounts have since paid in full, and service has been restored. In December we sent out 54 past due bills resulting in three disconnections. One of the three accounts have since paid in full, and service has been restored. The other two properties are vacant and remain disconnected.

The district's Gazebo reservations are done for the season. We had 10 tennis court reservations in November. Field usage has wrapped up for the season.

We had 10 new account sign ups in November and 13 new account sign ups in December. These are homes that have changed ownership.

We have scheduled our three Community Clean-Up days for 2022. The Clean-Up days will be on Saturday, April 12, 2022, Saturday, July 16, 2022, and Saturday, October 22, 2022, from 9:00 a.m. and ending when the containers are filled.

Indian Hills yearly Recreation Events have also been scheduled. Our Annual Easter Egg Hunt will be on Saturday, April 16, 2022, starting promptly at 10:00A.M. in James Lee Park. Our Annual Summer Kick-Off will be Saturday, June 18, 2022, from 11:00A.M. – 2:00P.M. in James Lee Park. Our Trunk-or-Treat will be on Saturday, October 29, 2022, and our Annual Christmas Celebration will be Saturday, December 17, 2022, beginning at 10:00A.M. in the District Board Room.

We will continue our partnership with Common Ground Church to offer two “Movie in the Park” nights. Movie in the Park nights are schedule for Saturday, June 18, 2022, and Saturday, August 20, 2022, both beginning at dusk. Once movies have been selected the Board will be advised.

Water Department Report

January 2022

Water Quality:

- The Bac-T sample results for November 2021 came back good.
- The Hobo water plant received 7.2 MG of (Minden) water for November using 12 gallons of sodium hypochlorite.
- North and South school well have been turned off for the winter due to low demand.
- Ridgeview well pumped 2.4 MG of water for November.
- Hobo Well has been turned off for the winter per request from the golf course.

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 excavated a water meter pit at 3560 Loam Dr. due to a leak on the supply hose in the pit. The removal of two sidewalk panels was required to complete this job.
- The Water department has replaced several residential water meters due to under reading because of the age of the meter. This is an ongoing project as many meters on the west side of the district are original to the development.
- The Water department with the help of the Nevada Rural Water Association has completed the Water Conservation plan. The plan was sent to the Bureau of Safe Drinking Water and has been approved. As of January 2021, the plan was required to have a completed AWWA water audit showing water loss and prevention of that loss. We were able to complete this audit in house and are the first in the state to be approved using this audit method.
- The Water department has been working Power and Control Solutions installing a new power transfer switch at Valley Vista booster station so we can use the mobile generator in emergency power situations.
- The Water department has been working with the Sierra Control Systems installing new radio transmission units (RTU's) and solar panels on top of our water storage tanks.

Water Quality:

- The Bac-T sample results for December 2021 came back good.
- The Hobo water plant received 6.7 MG of (Minden) water for November using 8 gallons of sodium hypochlorite.
- North and South school well have been turned off for the winter due to low demand.
- Ridgeview well pumped 1.9 MG of water for December.
- Hobo Well has been turned off for the winter per request from the golf course.

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 repaired a water leak at 3361 Vista Grande Blvd. due to a leak on a compression fitting. This leak was able to be repaired with the excavation of the water meter pit.
- All annual and Quarterly reports have been completed and sent to the Bureau of Safe Drinking Water
- The Water department with the help of the Nevada Rural Water Association has completed the Capital Improvement Plan. The spreadsheet for the CIP plan was given to the office and can be updated at any time for future improvements.
- The Water department has been working Power and Control Solutions installing a new power transfer switch at Valley Vista booster station so we can use the mobile generator in emergency power situations.
- The Water department has been working with the Sierra Control Systems installing new radio transmission units (RTU's) and solar panels on top of our water storage tanks. The RTU for Jacks Valley School tank has been completed and installed. It is now communicating with Valley Vista booster station.

Wastewater Department Report

January 2022

1: Treatment plant: We repaired a leak at the ARV (air relief valve) on the plant reuse water line up to the head works. We decided to remove the ARV and splice in the line with 2 compression fittings. We also replaced a bad check valve for the plant reuse submersible pump. We replaced the flapper type check valve with a spring-loaded poppet disc type check valve that should give longer service.

I renewed my D-1 and T-3 water certificates with NDEP.

2: Lift Stations: We had Cummins service come out to repair a reoccurring "High Fuel Pump Pressure" fault. They installed a new ground to the control panel. We also had a bad genset fail relay that will be replaced soon. 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.

From October 20, 2021, to November 19, 2021, the solar panel system generated 3,855 KWH for a total monthly savings of \$444.48. From November 19, 2021, to December 21, 2021, the solar panel system generated 996 KWH for a total monthly savings of \$114.84.

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.

1: Treatment plant: Sierra Controls started the plant PLC (Programable Logic Controller) upgrade project on Monday 12-13-21. While they were demolishing the old PLC and installing the new system, Ryan and I were running the plant in “manual” control. This entailed one of us coming in (off work hours) early evening and twice a day on the weekend to perform a manual decant on the SBR (Sequential Batch Reactor) basins. This took two to three hours per decant. Sierra Controls had the plant back in “automatic” control on Friday 12-24-21. They are continuing to make improvements to the PLC program and improve screen navigation on the OIT (Operator Interface Terminal). The next phase will be a new SCADA computer, radio, and software upgrade at the plant and for 3 lift stations. This will be coordinated with the distribution system upgrades.

Chris Johnson flew his drone at the plant and took aerial pictures of all areas of the plant. I will use these improved pics for the Q4 2021 DMR submittal.

Scott Hogan installed an east and west primary pond pump control switch. This will allow us to put the west primary pond in operation with selection of pump 1 or 2. Scott is also trouble shooting an inverter fault on the solar panel system.

Ryan will be removing brush in different areas of the plant with a small excavator with a masticator attachment on the boom.

Ryan continues to study for his grade 1 wastewater treatment certification test and has applied to NWEA to take his certification test.

Ryan has been dragging the roads as needed and has replaced some tires on the drag.

2: Lift Stations: Summit plumbing is cleaning the Lift 2 wet well on 1-13-22. This is to remove rocks, grit, and debris on the bottom floor of the wet well. 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.

AGENDA ITEM 11b.

Reports to the Board:

b. District Accountant Report

**INDIAN HILLS GID
CASH BALANCES
AS OF 11/30/21**

CASH BALANCES	11/30/2021
Operating	\$ 3,969,164.37
Reserved from rate increase	\$ 2,165,681.41
Reserved for streets	\$ 499,314.42
Reserved Donations	\$ 2,691.17
Reserved for water tank	\$ 87,993.25
Operating Available	\$ 1,213,484.12
Payroll	\$ 18,272.39
Money Market	\$ 3,973,480.08
Reserve for Infrastructure	\$ 567,150.99
Reserve for Connections	\$ 347,804.29
Reserve for storm water mgt	\$ 23,735.61
Reserve for sewer O&M	\$ -
Reserve for sewer debt reserves	\$ 47,540.00
Reserve for short lived assets	\$ 34,117.95
Money Market Available	\$ 2,953,131.24
Pipeline	\$ 493,683.31
Reserve for USDA debt service	\$ 40,284.00
Reserve for O&M	\$ 67,941.82
Reserve for short lived assets	\$ 267,843.70
Reserve for AB198 capital repl	\$ 101,266.24
Reserve for construction	\$ 16,347.55
Pipeline Available	\$ -
Total	\$ 4,184,887.75
Investment Pool	
IHGID	\$ 8,764.90
IHCIP (2m 2007 Bonds)	\$ 122,092.65
Drinking Revenue Bond	\$ 252,884.73
Total	\$ 383,742.28

**INDIAN HILLS GID
CASH BALANCES BY FUND
11/30/2021**

CASH BALANCES	11/30/2021		
	WATER	SEWER	ADMIN
Operating	1,241,075.10	1,631,640.42	1,096,448.85
Reserved from rate increase	1,045,586.62	1,120,094.79	
Reserved for streets			499,314.42
Reserved Donations			2,691.17
Reserved for water tank	87,993.25		
Operating Available	107,495.23	511,545.63	594,443.26
Money Market	1,247,196.06	1,464,504.29	1,261,779.73
Reserve for Infrastructure	178,070.48	174,528.75	214,551.76
Reserve for Connections	204,164.29	143,640.00	
Reserve for storm water mgt			23,735.61
Reserve for sewer O&M		0.00	
Reserve for sewer debt service		47,540.00	
Reserve for sewer short lived assets		34,117.95	
Money Market Available	864,961.29	1,064,677.59	1,023,492.36
Pipeline	493,683.31		
Reserve for debt service (fully funded)	40,284.00		
Reserve for O&M	67,941.82		
Reserve for short lived assets	267,843.70		
Reserve for AB198 capital replacement	101,266.24		
Reserve for construction	16,347.55		
	0.00		
TOTAL AVAILABLE	972,456.52	1,576,223.22	1,617,935.62

**INDIAN HILLS GID
ATTORNEY EXPENSES
NOVEMBER 2021**

MONTHLY FEE	3,000.00
EXPENSES	25.20
TOTAL	<u><u>3,025.20</u></u>

INDIAN HILLS GID
LONG TERM DEBT
AS OF 11/30/21

<u>DEBT</u>	<u>BALANCE</u>	<u>PAYMENT</u>	<u>FINAL PAYMENT</u>
WATER 2000 BOND	\$ -	PAID OFF	
WATER 2003 BOND	\$ 489,659.54	59,220.37 due Jan and July	1/1/2026
SEWER 1999 BOND	\$ -	PAID OFF	
WATER/SEWER 2007 BOND *	\$ 685,000.00	** due May and Nov	11/1/2026
USDA SEWER	\$ 1,166,218.69	4,754.08 MONTHLY	1/1/2052
USDA PIPELINE	\$ 767,209.48	3,357.00 MONTHLY	8/1/2051
PIPELINE 2010 STATE	\$ 644,636.57	due Jan and July	7/1/2030
	\$ 3,752,724.28		

* (35% WATER, 65% SEWER)

** payment amount varies

**INDIAN HILLS GID
ENGINEERING EXPENSES
NOVEMBER 2021**

GENERAL ENGINEERING	2,000.00
INDIAN DRIVE	8,592.50
PLYMOUTH DRIVE	240.00
	<u>10,832.50</u>

Indian Hills General Improvement District
OVERTIME/CALLOUT HOURS
November 2021

Employee	Hours	pay date 11/5/2021	Hours	pay date 11/19/2021	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		0.00		0.00		0.00	0	0.00
PARKS		0.00		0.00		0.00	0	0.00
STREETS		0.00		0.00		0.00	0	0.00
STREETS		0.00		0.00		0.00	0	0.00
WATER SUPER		0.00		0.00		0.00	0	0.00
WATER SUPER		0.00		0.00		0.00	0	0.00
ADMIN SUPPORT	8	394.32		0.00		0.00	8	394.32
ADMIN SUPPORT		0.00		0.00		0.00	0	0.00
SEWER TECH		0.00		0.00		0.00	0	0.00
SEWER TECH		0.00		0.00		0.00	0	0.00
SEWER SUPER		0.00		0.00		0.00	0	0.00
SEWER SUPER		0.00		0.00		0.00	0	0.00
MECHANIC	4	171.44		0.00		0.00	4	171.44
MECHANIC		0.00		0.00		0.00	0	0.00
TOTALS	12.00	565.76	0.00	0.00	0.00	0.00	12.00	565.76

**INDIAN HILLS GID
REVENUE AND EXPENSE
NOT INCLUDING DEPRECIATION
FOR THE PERIOD ENDED NOVEMBER 30, 2021
WATER**

INCOME	BUDGET	ACTUAL	(OVER)/ UNDER	41.67%
FEEs	1,400,000.00	664,804.33	735,195.67	47.49%
CONNECTION FEES	25,650.00	46,170.00	(20,520.00)	0.00%
CRICKET/VERIZON	12,441.60	3,110.40	9,331.20	25.00%
GRANT INCOME	0.00	0.00	0.00	0.00%
INTEREST	4,000.00	595.87	3,404.13	14.90%
MISCELLANEOUS	0.00	6,178.56	(6,178.56)	0.00%
TOTAL REV	1,442,091.60	720,859.16	721,232.44	49.99%
EXPENSES				
SALARIES/BENEFITS	355,492.68	124,082.71	231,409.97	34.90%
OPERATING EXP	461,900.00	182,930.83	278,969.17	39.60%
DEBT PRINCIPAL	327,167.31	235,332.81	91,834.50	71.93%
DEBT INTEREST	76,240.00	35,306.49	40,933.51	46.31%
CAPITAL OUTLAY	315,000.00	21,059.90	293,940.10	6.69%
TOTAL EXP	1,535,799.99	598,712.74	937,087.25	38.98%
PROFIT	-93,708.39	122,146.42	(215,854.81)	
NON-CASH				
infrastructure depletion (DEPRECIATION)	546,000.00	226,270.79	319,729.21	41.44%

**INDIAN HILLS GID
REVENUE AND EXPENSE
NOT INCLUDING DEPRECIATION
FOR THE PERIOD ENDED NOVEMBER 30, 2021
SEWER**

INCOME	BUDGET	ACTUAL	(OVER)/ UNDER	41.67% %
FEEs	968,000.00	448,499.59	519,500.41	46.33%
CONNECTION FEES	0.00	46,170.00	(46,170.00)	0.00%
INTEREST	50.00	3.19	46.81	6.38%
MISCELLANEOUS	0.00	98.57	(98.57)	0.00%
TOTAL REV	968,050.00	494,771.35	473,278.65	51.11%
EXPENSES				
SALARIES/BENEFITS	336,492.60	119,508.57	216,984.03	35.52%
OPERATING EXP	219,550.00	84,487.55	135,062.45	38.48%
DEBT PRINCIPAL	106,190.58	91,558.57	14,632.01	86.22%
DEBT INTEREST	51,543.38	22,448.18	29,095.20	43.55%
CAPITAL OUTLAY	262,000.00	24,170.00	237,830.00	9.23%
TOTAL EXP	975,776.56	342,172.87	633,603.69	35.07%
PROFIT (LOSS)	-7,726.56	152,598.48	(160,325.04)	
NON-CASH:				
infrastructure depletion (DEPRECIATION)	375,000.00	152,339.90	222,660.10	40.62%

**INDIAN HILLS GID
REVENUE AND EXPENSE
NOT INCLUDING DEPRECIATION
FOR THE PERIOD ENDED NOVEMBER 30, 2021
GENERAL**

<u>INCOME</u>	<u>BUDGET</u>	<u>ACTUAL</u>	<u>(OVER)/ UNDER</u>	<u>41.67% %</u>
AD VALOREM	986,682.00	477,066.56	509,615.44	48.35%
DOUGLAS CO. CONSOLIDATED TAX	336,473.00	135,749.66	200,723.34	40.34%
PARK REV	500.00	0.00	500.00	0.00%
GRANT	0.00	0.00	0.00	0.00%
DONATIONS	0.00	0.00	0.00	0.00%
MISCELLANEOUS	0.00	2,158.87	(2,158.87)	0.00%
INTEREST	2,000.00	653.07	1,346.93	32.65%
STORM WATER	21,200.00	8,929.00	12,271.00	42.12%
TOTAL REV	1,346,855.00	624,557.16	722,297.84	46.37%
<u>EXPENSES</u>				
ADMIN				
SALARIES/BENEFITS	67,041.64	22,148.44	44,893.20	33.04%
OPERATING EXP	236,650.00	70,874.36	165,775.64	29.95%
CAPITAL OUTLAY	5,000.00	0.00	5,000.00	0.00%
PARKS				
SALARIES/BENEFITS	170,457.64	43,507.98	126,949.66	25.52%
OPERATING EXP	155,900.00	68,016.89	87,883.11	43.63%
CAPITAL OUTLAY	85,000.00	34,377.00	50,623.00	0.00%
STREETS				
SALARIES/BENEFITS	130,657.64	43,746.59	86,911.05	33.48%
OPERATING EXP	102,400.00	64,570.58	37,829.42	63.06%
CAPITAL OUTLAY	402,000.00	52,840.00	349,160.00	13.14%
TOTAL EXP	1,355,106.92	400,081.84	955,025.08	29.52%
PROFIT	-8,251.92	224,475.32	(232,727.24)	
NON-CASH:				
infrastructure depletion (DEPRECIATION)	492,000.00	118,812.35	373,187.65	24.15%

**INDIAN HILLS GID
ADMIN, PARKS, STREETS SUMMARY
(AD VALOREM)
11/30/2021**

CASH BALANCES	ADMIN	REVENUES / EXPENSES
Operating	\$1,096,448.85	Storm water fees \$8,929.00
Reserved for streets	\$499,314.42	Consolidated Tax \$135,749.66
Reserved for Donations	\$2,691.17	Ad Valorem Tax \$477,066.56
Operating Available	\$594,443.26	Recreation Fees \$0.00
		Interest Income \$653.07
		Grant fund received \$0.00
		Miscellaneous \$2,158.87
Money Market	\$1,261,779.73	TOTAL REVENUE <u>\$624,557.16</u>
Reserve for Infrastructure	\$214,551.76	Salaries/Benefits \$109,403.01
Reserve for storm water mgt	\$23,735.61	Operating Exp \$203,461.83
		Capital Outlay \$87,217.00
Money Market Available	\$1,023,492.36	TOTAL EXPENSES <u>\$400,081.84</u>
TOTAL AVAILABLE	\$1,617,935.62	INCOME (LOSS) <u>\$224,475.32</u>

**INDIAN HILLS GID
CASH BALANCES
AS OF 12/31/21**

CASH BALANCES	12/31/2021
Operating	\$ 4,009,761.18
Reserved from rate increase	\$ 2,116,045.05
Reserved for streets	\$ 499,314.42
Reserved Donations	\$ 2,691.17
Reserved for water tank	\$ 90,066.85
Operating Available	\$ 1,301,643.69
Payroll	\$ 19,083.88
Money Market	\$ 3,973,581.32
Reserve for Infrastructure	\$ 574,475.99
Reserve for Connections	\$ 388,844.29
Reserve for storm water mgt	\$ 24,637.11
Reserve for sewer O&M	\$ -
Reserve for sewer debt reserves	\$ 48,015.40
Reserve for short lived assets	\$ 34,705.70
Money Market Available	\$ 2,902,902.83
Pipeline	\$ 497,602.72
Reserve for USDA debt service	\$ 40,284.00
Reserve for O&M	\$ 67,941.82
Reserve for short lived assets	\$ 270,866.95
Reserve for AB198 capital repl	\$ 102,162.40
Reserve for construction	\$ 16,347.55
Pipeline Available	\$ -
Total	\$ 4,223,630.40
Investment Pool	
IHGID	\$ 8,765.84
IHCIP (2m 2007 Bonds)	\$ 122,105.77
Drinking Revenue Bond	\$ 252,911.91
Total	\$ 383,783.52

**INDIAN HILLS GID
CASH BALANCES BY FUND
12/31/2021**

CASH BALANCES	12/31/2021		
	WATER	SEWER	ADMIN
Operating	1,149,379.16	1,657,850.30	1,202,531.72
Reserved from rate increase	1,010,019.60	1,106,025.45	
Reserved for streets			499,314.42
Reserved Donations			2,691.17
Reserved for water tank	90,066.85		
Operating Available	49,292.71	551,824.85	700,526.13
Money Market	1,247,196.06	1,464,504.29	1,261,880.97
Reserve for Infrastructure	180,737.15	176,353.75	217,385.09
Reserve for Connections	224,684.29	164,160.00	
Reserve for storm water mgt			24,637.11
Reserve for sewer O&M		0.00	
Reserve for sewer debt service		48,015.40	
Reserve for sewer short lived assets		34,705.70	
Money Market Available	841,774.62	1,041,269.44	1,019,858.77
Pipeline	497,602.72		
Reserve for debt service (fully funded)	40,284.00		
Reserve for O&M	67,941.82		
Reserve for short lived assets	270,866.95		
Reserve for AB198 capital replacement	102,162.40		
Reserve for construction	16,347.55		
	0.00		
TOTAL AVAILABLE	891,067.33	1,593,094.29	1,720,384.90

60

**INDIAN HILLS GID
ATTORNEY EXPENSES
DECEMBER 2021**

MONTHLY FEE	3,000.00
EXPENSES	32.75
TOTAL	<u><u>3,032.75</u></u>

INDIAN HILLS GID
LONG TERM DEBT
AS OF 12/31/21

DEBT	BALANCE	PAYMENT	FINAL PAYMENT
WATER 2000 BOND	\$ -	PAID OFF	
WATER 2003 BOND	\$ 438,910.28	59,220.37 due Jan and July	1/1/2026
SEWER 1999 BOND	\$ -	PAID OFF	
WATER/SEWER 2007 BOND *	\$ 685,000.00	** due May and Nov	11/1/2026
USDA SEWER	\$ 1,164,142.75	4,754.08 MONTHLY	1/1/2052
USDA PIPELINE	\$ 764,648.10	3,357.00 MONTHLY	8/1/2051
PIPELINE 2010 STATE	\$ 612,577.10	due Jan and July	7/1/2030
	\$ 3,665,278.23		

* (35% WATER, 65% SEWER)

** payment amount varies

62

**INDIAN HILLS GID
ENGINEERING EXPENSES
DECEMBER 2021**

GENERAL ENGINEERING	2,000.00
INDIAN DRIVE	3,565.00
PLYMOUTH DRIVE	1,232.50
	<u>6,797.50</u>

Indian Hills General Improvement District
OVERTIME/CALLOUT HOURS
December 2021

Employee	pay date		pay date		pay date		Total Earnings
	Hours	12/3/2021	Hours	12/17/2021	Hours	12/30/2021	
WATER TECH		0.00		0.00		0.00	0
WATER TECH	1	34.58		0.00		103.74	4
PARKS		0.00		0.00		0.00	0
PARKS		0.00		0.00		0.00	0
STREETS		0.00		0.00	2.5	81.20	2.5
STREETS		0.00		0.00		0.00	0
WATER SUPER		0.00		0.00		0.00	0
WATER SUPER		0.00		0.00		0.00	0
ADMIN SUPPORT	4.5	221.81		0.00	3.5	172.52	8
ADMIN SUPPORT		0.00		0.00		0.00	0
SEWER TECH		0.00		0.00	13.00	489.61	13
SEWER TECH		0.00		0.00		0.00	0
SEWER SUPER		0.00		0.00	16.00	688.05	16
SEWER SUPER		0.00		0.00		0.00	0
MECHANIC		0.00		0.00		0.00	0
MECHANIC		0.00		0.00		0.00	0
TOTALS	5.50	256.39	0.00	0.00	38.00	1,535.12	43.50
							1,791.51

64

**INDIAN HILLS GID
REVENUE AND EXPENSE
NOT INCLUDING DEPRECIATION
FOR THE PERIOD ENDED DECEMBER 31, 2021
WATER**

INCOME	BUDGET	ACTUAL	(OVER)/ UNDER	50.00%
FEEs	1,400,000.00	762,568.79	637,431.21	54.47%
CONNECTION FEES	25,650.00	66,690.00	(41,040.00)	0.00%
CRICKET/VERIZON	12,441.60	5,184.00	7,257.60	41.67%
GRANT INCOME	0.00	0.00	0.00	0.00%
INTEREST	4,000.00	636.50	3,363.50	15.91%
MISCELLANEOUS	0.00	6,178.56	(6,178.56)	0.00%
TOTAL REV	1,442,091.60	841,257.85	600,833.75	58.34%
EXPENSES				
SALARIES/BENEFITS	355,492.68	161,058.00	194,434.68	45.31%
OPERATING EXP	461,900.00	206,028.65	255,871.35	44.60%
DEBT PRINCIPAL	327,167.31	320,702.92	6,464.39	98.02%
DEBT INTEREST	76,240.00	56,047.56	20,192.44	73.51%
CAPITAL OUTLAY	315,000.00	30,659.96	284,340.04	9.73%
TOTAL EXP	1,535,799.99	774,497.09	761,302.90	50.43%
PROFIT	-93,708.39	66,760.76	(160,469.15)	
NON-CASH				
infrastructure depletion (DEPRECIATION)	546,000.00	271,770.79	274,229.21	49.77%

**INDIAN HILLS GID
REVENUE AND EXPENSE
NOT INCLUDING DEPRECIATION
FOR THE PERIOD ENDED DECEMBER 31, 2021
SEWER**

INCOME	BUDGET	ACTUAL	(OVER)/	50.00%
			UNDER	%
FEEs	968,000.00	538,603.12	429,396.88	55.64%
CONNECTION FEES	0.00	66,690.00	(66,690.00)	0.00%
INTEREST	50.00	3.80	46.20	7.60%
MISCELLANEOUS	0.00	98.57	(98.57)	0.00%
TOTAL REV	968,050.00	605,395.49	362,654.51	62.54%

EXPENSES	BUDGET	ACTUAL	(OVER)/	UNDER	%
SALARIES/BENEFITS	336,492.60	150,880.45	185,612.15	44.84%	
OPERATING EXP	219,550.00	100,252.28	119,297.72	45.66%	
DEBT PRINCIPAL	106,190.58	93,634.51	12,556.07	88.18%	
DEBT INTEREST	51,543.38	24,881.76	26,661.62	48.27%	
CAPITAL OUTLAY	262,000.00	42,096.17	219,903.83	16.07%	
TOTAL EXP	975,776.56	411,745.17	564,031.39	42.20%	

PROFIT (LOSS)	-7,726.56	193,650.32	(201,376.88)
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NON-CASH:

infrastructure depletion (DEPRECIATION)	375,000.00	183,589.90	191,410.10	48.96%
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66

**INDIAN HILLS GID
REVENUE AND EXPENSE
NOT INCLUDING DEPRECIATION
FOR THE PERIOD ENDED DECEMBER 31, 2021
GENERAL**

INCOME		BUDGET	ACTUAL	(OVER)/ UNDER	50.00% %
	AD VALOREM	986,682.00	640,626.78	346,055.22	64.93%
	DOUGLAS CO. CONSOLIDATED TAX	336,473.00	163,133.23	173,339.77	48.48%
	PARK REV	500.00	650.00	(150.00)	130.00%
	GRANT	0.00	0.00	0.00	0.00%
	DONATIONS	0.00	0.00	0.00	0.00%
	MISCELLANEOUS	0.00	2,233.87	(2,233.87)	0.00%
	INTEREST	2,000.00	789.28	1,210.72	39.46%
	STORM WATER	21,200.00	10,730.00	10,470.00	50.61%
	TOTAL REV	1,346,855.00	818,163.16	528,691.84	60.75%
EXPENSES					
ADMIN	SALARIES/BENEFITS	67,041.64	29,444.02	37,597.62	43.92%
	OPERATING EXP	236,650.00	87,511.36	149,138.64	36.98%
	CAPITAL OUTLAY	5,000.00	0.00	5,000.00	0.00%
PARKS	SALARIES/BENEFITS	170,457.64	55,558.49	114,899.15	32.59%
	OPERATING EXP	155,900.00	78,411.97	77,488.03	50.30%
	CAPITAL OUTLAY	85,000.00	34,377.00	50,623.00	40.44%
STREETS	SALARIES/BENEFITS	130,657.64	56,731.60	73,926.04	43.42%
	OPERATING EXP	102,400.00	75,459.14	26,940.86	73.69%
	CAPITAL OUTLAY	402,000.00	52,840.00	349,160.00	13.14%
	TOTAL EXP	1,355,106.92	470,333.58	884,773.34	34.71%
	PROFIT	-8,251.92	347,829.58	(356,081.50)	
NON-CASH:					
	infrastructure depletion (DEPRECIATION)	492,000.00	141,812.34	350,187.66	28.82%

**INDIAN HILLS GID
ADMIN, PARKS, STREETS SUMMARY
(AD VALOREM)
12/31/2021**

CASH BALANCES	ADMIN	REVENUES / EXPENSES
Operating	\$1,202,531.72	Storm water fees \$10,730.00
Reserved for streets	\$499,314.42	Consolidated Tax \$163,133.23
Reserved for Donations	\$2,691.17	Ad Valorem Tax \$640,626.78
Operating Available	\$700,526.13	Recreation Fees \$650.00
		Interest Income \$789.28
		Grant fund received \$0.00
		Miscellaneous \$2,233.87
Money Market	\$1,261,880.97	TOTAL REVENUE <u>\$818,163.16</u>
Reserve for Infrastructure	\$217,385.09	
Reserve for storm water mgt	\$24,637.11	Salaries/Benefits \$141,734.11
		Operating Exp \$241,382.47
		Capital Outlay \$87,217.00
Money Market Available	\$1,019,858.77	TOTAL EXPENSES <u>\$470,333.58</u>
TOTAL AVAILABLE	\$1,720,384.90	INCOME (LOSS) <u>\$347,829.58</u>

AGENDA ITEM 11c.

Reports to the Board:

c. Engineer Report

AGENDA ITEM 11d.

Reports to the Board:

d. Attorney Report

AGENDA ITEM 12.

Discussion and possible action to approve Draft Minutes from the November 17, 2021, Board Meeting.

Minutes
Indian Hills General Improvement District
Board of Trustees Meeting
District Office
3394 James Lee Park Rd. #A
Carson City, NV 89705
November 17, 2021
Regular Board Meeting 6:00 P.M.

Trustees Present: Vice Chairman Clark-Ross, Secretary/Treasurer Eisele, Trustee Gray and Trustee Dunham.

Trustees Present via Zoom Meeting: none

Trustees Absent: Chairman Garcia

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

Others Present: Ryan D. Russell, Esq. with Allison MacKenzie, LTD., Residents Chris Johnson, Penny Eisele, Don Gray, Ashley Enslow, Gavin Smith, Doreen Hoffman, Dennis Hoffman, Kendra Wilson, Bonnie Altman, Keith Altman, Chris Hill, and Theresa Allen.

Others Present via Zoom Meeting: Vanessa Davis with Steele and Associates

6:00 P.M. - Regular Meeting

1. **Call to Order**
Request that Cell Phones and Pagers be turned off for recording purposes.
Chairman Garcia called the meeting to order at 6:00PM.
2. **Pledge of Allegiance:** Led by Vice Chairman Clark-Ross.
3. **Public Interest Comment:** none
4. **Approval of Agenda**

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

5. **Discussion and possible action to accept the annual audit for fiscal year ending June 30, 2021. Presentation by District audit firm Steele and Associates.**
Vanessa Davis with Steele and Associates introduced herself to the board. Vanessa stated to try to make this as painless as possible. On page 4 is the first page of the independent auditor's report, it is a clean opinion. There are two pages of opinions. Pages 6, 7, 8 and 9 are management discussions, basically managements interpretation of what the district did.

Minutes of the November 17, 2021, Regular Board of Trustees Meeting

Vanessa stated that those pages were sent to Stacie, and she approved it. The statement of net difference is presented according to gap. The balance sheet page is a full accrual snapshot of where you are at the end of the year. The income statement on page 11 is also full accrual and includes the GASB 68 pers adjustments they have to make every year those are included in the expense accounts. Vanessa stated you will notice the prior period adjustment of \$47,344 that relates to some additional guidance they received from GASB and the way they have to calculate the adjustments. Basically, they received clarification from GASB that they were deferring too much of the employer's contribution as deferred and they should only defer half of it as opposed to 100% of it. Because that is considered a correction of an error they had to go back and make the appropriate adjustment. Vanessa stated in her opinion this is not a big deal, but it does reduce the net position by \$47,000. If you move on to page 12 this is the government fund only current assets and liabilities, it is showing you have enough current assets to cover your current liabilities by more than \$2,000,000. Page 13 is the government fund income statement, the GASB adjustments have been removed so it is more comparable to budget. You will notice there are two areas in benefits you exceeded what you anticipated in the budget but overall, you did much better than what you expected, you expected a loss of \$95,000, you had income of \$64,907 so a good job of controlling costs. Page 14 this is just adding long term assets and liabilities in. Page 15 is the statement of net position for sewer and water they break them out for USDA because they want to see if each fund is self-supporting. Page 16 is your income statement, but also shows the water and sewer fund had a net income of statement, so both operate at a profit which makes USDA happy. Page 17 is the statement of cash flows for just the water and sewer funds, you can see cash increased. From page 19 on are basic foot notes very few of them ever change, they are basically accounting principles, how you handle your budget, an explanation of equity. Page 25 last year they included o and m as restricted funds, USDA said those are not restricted funds, so they have been removed. The next page shows your capital assets, there is a reduction in the business fund of \$81,447 that is merely a change in categories it was accrued last year and paid this year, so they moved it to equipment, which is why there is the reductions, it is just a reclass. The next few pages cover long term debt that is outstanding until 2037 for water and sewer it is also a breakout of bonds, notes as far as long term and current. The next pages are the GASB verbiage pages. Page 35, note nine shows the four items that exceeded budget, note ten is contingent events it is the same footnote as last year basically saying covid is still out there and still impacting the economy and we are not sure what effects that will have. Note eleven explains in greater details how that adjustment was arrived at and why it was done. GASB has decided that this current adjustment has to be made so your showing how much of the retirement liability belongs to your employees, it shows how the adjustment has to be made. Vanessa stated that she personally does not think it adds any value to the financial statements, it is a paper adjustment. Page 37 is supplementary information; it is the comparison for water and sewer the GASB adjustments have been removed and it is back on a budgetary basis. Page 41 and 42 is a line item break down of government fund expenditures. Page 43 is a break down of what is in your water and sewer expenditures. The final report is a report on internal control, there were no significant deficiencies, you are complying with laws, regulations, and everything looks good. The auditors' comments reiterate what the report says with the exception that there were no difficulties in conducting the audit and there were two material adjustments that they had to report and out of all the adjustments we managed to increase your net income by a total of \$8,753. Vanessa stated that she is open for questions.

Minutes of the November 17, 2021, Regular Board of Trustees Meeting

Chairman Garcia stated that you Vanessa, that is a lot of information but in a nutshell, we are in good shape. Thank you to our staff and Stacie specifically, also John and staff who have kept us in the black.

Public comment: none

Board of Trustees further discussion/comment: Chairman Garcia stated thanks Stacie and Vanessa for getting this done, they really appreciate you both.

*Chairman Garcia motioned to accept the annual audit for fiscal year ending June 30, 2021.
Vice Chairman Clark-Ross seconded. Motion carried unanimously.*

6. Discussion and possible action to resume the landscaping and irrigation maintenance granted to Indian Hills General Improvement District pursuant to Nevada Department of Transportation Permit No. 2-194-03.

Kathryn Clark-Ross stated that she is going to give the floor to Ryan Russell. Ryan Russell introduced himself to the board, he is an attorney with the Allison Mackenzie law firm. Ryan stated that he is here on behalf of Kathryn Clark-Ross who will be participating in this item in her individual capacity not as a member of the board but as a member of the public. She will be abstaining on any vote for this issue if it comes. Ryan stated that he appreciates the board having him, Mr. Lufrano, staff, Mr. Russell, and Mr. Zumpft. Ryan stated the last time he was here was four years ago working through the final stages of an interlocal water agreement, he appreciated being here then and he appreciates being here tonight. Ryan stated that he wanted to brush up on the General Improvement District before he came, he wanted to let us know, one that he is here on behalf of Ms. Ross in the spirit of hopeful collaboration and two that there is no contention. He went to our website getting ready for today and he read a statement or proclamation if you will, this boards purpose and this board itself is dedicated on moving forward to accomplish goals and objectives established by the community to provide the best possible utility service, streets, parks, and open space maintenance and any other special needs of the community in order to make Indian Hills the best possible community to live in in Douglas County. Ryan stated that is an admirable goal and it's an honorable statement. In 2002 the district took a big step forward in accomplishing just that especially in regards to open space maintenance when it applied to the Nevada Department of Transportation for a permit to irrigate, landscape and maintain a portion of the NDOT the right of way that permit was granted, when it was granted this board and this District' request, the Indian Hills GID accepted and agreed to installation of a landscape area to provide visual screening and a sound buffer for its existing residential lots located adjacent to the west right of way line of US HWY 395 south which is elevated as much as 20 feet above homes and more importantly when the permit was granted, when Indian Hills accepted that permit, it agreed that Indian Hills will provide all future landscaping, irrigation, maintenance and operation. That process started and was in operation for about 10 or 11 years, in 2013 the decision was made to stop irrigating and landscaping that area. Following that decision Ms. Clark- Ross took it upon herself to hook up irrigation to the area north of the Chevron and has done so, it is a beautiful portion of the Indian Hills community and as he understands, it is enjoyed by a great number of residents walking their dogs or just walking themselves. He thinks it is a benefit to Indian Hills. Indian Hills further dedication to provide open space maintenance to ensure that Indian Hills

is the best place to live in Douglas County. That benefit that it is being deferred upon all the residents of Indian Hills is being borne upon in both time and money by Ms. Clark-Ross alone, so they come here tonight to request that this board resume irrigation and maintenance as it is permitted to do in the permit issued by NDOT and in doing so continue to provide open space maintenance to the benefit to the entire community. Ryan thanked the board for listening to him tonight and he appreciates the boards consideration. He is happy to answer any questions and will listen to the discussion, deliberations and any action that will be taken on this item.

Vice Chairman Clark-Ross stated she has nothing to say at this time.

Secretary/Treasurer Eisele stated he has nothing to say.

Trustee Dunham stated he has nothing.

Trustee Gray stated that she is wondering there is just a very small section right now that is highlighted, if we were to do that on both sides of the highway that is an extreme amount of money in water and trees. She does not know if that would be a benefit to our residents.

Secretary/Treasurer Eisele stated he was on the board when this came to the board several years ago, it was voted on to not to go ahead and do this because we could not afford it and could not afford to maintain it. He does not know what the different is now.

Vice Chairman Clark-Ross stated it looks great when sitting on the highway. When she first moved here people were dumping their garbage out there, there was washers, driers, rolls of carpet it looked like slumville it was awful, you could see dogs through the fences it was awful. The whole community cleared that and planted two hundred or so trees. Now you can see the flow of beautiful trees, then the watering stopped, and it is getting back to slumville. She likes to have pride in Indian Hills she always works for that. You see it as you first come into Indian Hills, it is an entrance.

Chairman Garcia stated right now when you head into Sunridge from south Sunridge all the water has been taken away from that area, it is all back to natural. We are in a drought as you all know and have been for many years, on south Sunridge entrance off the highway all the water was turned off there too, so it wasn't something that was targeted for any one area. It was a prudent decision to turn the water off, they looked at what was not part of Indian Hills but adjacent to Indian Hills to reduce the water. Robert stated for prospective everyone in Indian Hills complains about our streets and everyone in Indian Hiss drives on our streets and that we are not doing repairs quick enough. This board along with John and his staff are working very hard to do that, to repair the streets that all of us drive on. By comparison there is a much smaller group that enjoys the trees, not the community at large, on top of that this was a permit not a contract so there is no legal obligation to continue.

Trustee Dunham stated what he is reading here, number 12 "all shrubs and plant material placed within a highway right-of-way must be low profile in nature (2' and lower) and shall be maintained to ensure proper sight distance for the traffic. All trees must have a four-inch caliper or less at maturity. Permittee is completely responsible for all maintenance of plant materials and irrigation systems." That is a conflict of interest. The trees are larger, and bushes are larger, how does that work we are not following that permit. If you don't follow the permit, it is invalid right. It is beautiful and nice but not the letter of the permit.

Chairman Garcia stated Robert thank you Dale.

Public comment: Resident Chris Hill stated he lives at 3567 Vista Grande Boulevard. he is a 44-year resident of Indian Hills, he moved here in 1978. Highland estates subdivision. A little history

Minutes of the November 17, 2021, Regular Board of Trustees Meeting

of his impression of Indian Hills, he was first looking for a place to live in the valley it was 1970 driving by Ridgeview estates, he really wanted to live in Douglas county but not there. Now he is really proud of what Indian Hills has done, we use to be the most expensive GID, but he doesn't mind paying that because he has seen the fruits of what it is doing. Chris stated that he is proud and loves to live here. He first met Ms. Clark a few years ago one day walking in the neighborhood he met Ms. Ross in the park area, he didn't know it existed, it is very nice. He learned the history of it from Kathryn, he would like to support as a resident of Indian Hills anything we can do to continue that park area. It is nice for the district he realizes there are legal issues, liability, monetary issues, and water issues but it would be great as a community to continue it in the future, it adds to the district.

Resident Theresa Allen stated she lives at 3353 Vista Grande her question is Sunridge golf course is watered by reclaimed water why can't the trees and other landscaping be too.

General Manager John Lufrano stated Sunridge Golf Course was the only one granted to use effluent water and we have no infrastructure anywhere else except the golf course to get them the effluent water. There is no possible way to use it in our parks. They are the only ones, the golf course, there is literally no possible chance to use effluent water anywhere else. The golf course is the only one that has the NDEP permit.

Resident Kendra Wilson stated that she lives at 3326 somerset she is a financial advisor in the Edward Jones office by Quail Ridge Animal Hospital. She hears what we are saying about people driving roads verse people using that area. She is one person that likes that area, she has brought her nephews there. It is a nice surprise; it is a great area quite a delight to have that space. When she learned that Kathryn maintained that all herself, she was blown away she would like to support Kathryn in maintaining it.

Resident Gavin Smith stated he lives at 949 Opalite, he is new to the area he moved here last summer. He started walking his dog around the neighborhood and stumbled upon tree area, it is great they love to play there. One of the reasons he moved to Indian Hills is because he is as a big fan of the open space anything we can do is great. He knows everything is not always feasible, but we have to weigh it all out. He is a proponent of the area, and his new neighborhood. He came to show support of this area.

Resident Bonnie Altman stated that she lives at 940 Lehigh. Bonnie stated that she supports Kathryn and what she is doing. She doesn't agree that not that many people enjoy it, because everyone coming down the freeway enjoys it, it stands out. They may not go to it, but they enjoy it. There are many that go down there, she has been back there, and it is very pleasant, and it is a big plus to our community.

Resident Josh Steele stated he lives at 3567 Opalite Court, he came here from Redding please don't hold that against him. He rented in this area before purchasing, one reason for staying in area is Ms. Clark-Ross' beautiful arboretum. In Redding they have a beautiful arboretum with trees from all over the world. He thinks it is a great area, it can become that. It is feasible within the realm of possibilities. There is a lot of passion to this project to shut it down is short sighted by the community. If we are worried about the number of small people who enjoy this park and that not many people benefit from it, he does not benefit from James Lee Park, he does not get any benefit from it, let's tear out James Lee park and Vista Grande park, we can't possibly say not everyone gets to use it so let's never do it. He thinks that is a ridiculous argument. If one single citizen has maintained this all on her own spare time and on her own money. It is hard to believe that this district cannot afford it when one single citizen has done it out of the kindness of her heart for 20 years now.

Doreen Hoffman stated she lives at 3575 Green Acres Drive, Kathryn has done a great job it is beautiful, why would you not want to preserve them. You have to go that extra mile to make things nice. She supports Kathryn.

Resident Ashley Enslow stated that she lives at 949 Opalite, she supports this project. Her dog is rowdy, so she doesn't go to the dog park, and this is an awesome place for her to take her dog. To have this place is great and safe she supports this, it is beautiful.

Board of Trustees further discussion/comment: Chairman Garcia stated thank you all for the comments made. Kathryn has done a wonderful job; her volunteer efforts are well established and appreciated. He would like to summarize what he had heard. Being pragmatic in these situations because that is what they were elected to do.

Secretary/Treasurer Eisele stated one thing the audience needs to know, this is a right of way no matter what we do, or Kathryn does there, the state can come in at any time and do away with it all, they don't even need to give us notice. If they want to come in and enlarge the highway or do anything at any time, they can do that, and we cannot say anything about it. He just wants everyone to know that. He compliments Kathryn and everything she has done there.

Chairman Garcia stated if the board moves forward with a project not inside of Indian Hills, they are opening themselves up to a precedent for many other liabilities from other entities that want us to their projects, we could also have other residents who complain about us paying for water for something that is not within Indian Hills, it opens up pandoras box. We do have a vast park system and he didn't say that no one uses that park all he said was how much our roads need more attention and that is where the board has to focus their efforts. There has been discussion about raising two million dollars for a community center through volunteer efforts, supported by community dollars not Indian Hills dollars. We are going through a process now to get funds to reduce even more water because it is so important to reduce the water usage because of the drought and because it makes fiscal sense for the district. Robert stated that we have no legal recommendations to endorse this process and nothing he has heard today that would change a decision made by the board prior, he does not hear any new information. It hurts his heart to say that, but it needs to be a community effort not Indian Hills.

General Manager John Lufrano stated Mr. Chairman he is not seeing any at this time, may he take a crack at trying to fill in some gaps that are out there. John stated in 2013 he is the one who brought this back to the board for consideration to see if the board, the district as a whole wanted to continue. What we found out in that research was in 2002 this was never brought to the board for approval or consideration to begin with. The General Manager at the time went to the state and applied for the permit and finished in 2003 and then the project began. Some of the things that he is concerned about is where do we stop, look at all the homes that border the highway, if you go ahead with this project and go back to what it was how is the district going to look at any other person that says they want the district to screen the highway from their house. Next thing you know we have pockets of people who have pine trees behind their home, that is where this has potential to go and he does not think this board can tell anyone of them no, if we continue, go back to doing what we stopped doing with this project in 2013. It's not, first off it is not a park so please stop referring to it as a park, this is a group of trees that were planted and admitted hiding the homes because they weren't taking care of the homes and to hide them from the highway, what are we doing spending taxpayer dollars to do that. In his opinion if that is the case and the manager wanted to embark on a project like this he should have gone to the homeowners and asked them to plant trees to hide their property because they were not maintaining them. The idea that the district as a whole is responsible for this is far reaching. Those trees would be better served in our parks, irrigated like

every other tree and used by the community as a whole whether you use the park or not, it is still used by the community and it is funded by the community. The intent of those trees was to serve ten or eleven residents, he cannot justify that as the manager managing the money residents give the district. We shouldn't be doing these things; we are fracturing the district by doing these what he calls feel good things, what are we doing is not only creating that precedent by saying hey anyone who wants some trees in their backyard now the district has to figure it out, then we have to sit there and tell everyone it will only benefit a few. He has lived here for 21 years he does not want the board using his tax dollars for that. He wants his taxpayer money to go towards our parks, streets, and storm water system that is how they are supposed to be spent and the responsible way to spend them. The idea that a General Manager did this without a board approval is absurd to him, he was shocked when he found that out, he fully expected that when we did our research that the board agreed to this. That is a different scenario. That is not the way it is supposed to happen. Right now, he worries more about the board can't say no, he has a drainage ditch behind his house that he does not like looking at, he is going to come to the board and request trees be planted behind his house. That is the door that was opened, in 2013 he shut that door and said no we are going to be more responsible with taxpayer dollars and that is his job, and this boards job. If we go back to doing this, we cannot say no, you better not tell him no. When he comes back in January and says that he wants six trees planted behind this house because remember he is just a resident at that point he better not expect to hear no. You better figure it out, you better figure out how you are going to get water there, you better figure out how you are going to maintain those trees because he does not want to look at that drainage ditch. Bad precedent, it was a tough precedent to set and a tough precedent to manage, he hopes we look at the very large picture. Yes, it will put an undue burden on the district that we all should not be funding. He realizes people walk back there that is great, the dirt road will be there anyway. It is a utility easement. The trees that are being irrigated that Kathryn chose to irrigate; it was her choice she knew what she was getting into. Yes, the pocket of trees look nice, he does not believe we all say oh gosh those trees look great. We should be encouraging people to plant trees in their own properties. The idea of the trash back there, who is putting it back there, people are not coming from Carson City but guess what that is NDOT's right of way and they should be maintaining it. We have a small crew, two full time people for parks and streets right now and in the summer, we have one seasonal if we can get one. The more we do these little things the more we fracture what these two guys can handle. Then what happens if the general manager has to approach the board saying that we can't keep up with all these feel-good things we want to do and we need to hire more people. That is a huge cost. We try and try and can't keep up that is why we his predecessor stopped irrigating south Sunridge islands and took the grass out of the mica tiers, this is what we have had to do because we had no money in our streets budget. Ten years ago, we had six people in parks and street and now we have two because we could not afford what we were doing, we didn't have money to maintain our streets. We didn't have money to maintain the things that we are told we have to maintain when this district was created in 1973. We have certain infrastructure that we have to maintain, it is expected of us to maintain from the State of Nevada and from Douglas County things like this, the feel-good things are not what our infrastructure is, that is not here to spend taxpayer dollars on. The more we do this the more we are going to run into problems where we are fracturing our workforce and can not say no to anyone else after this. John stated that he hopes the board would not consider ok we will do it for one but not for anyone else. It is tough for him sitting in that chair, it was a maintenance nightmare which is why he brought it to the board in 2013. It was done incorrectly from day one, when he brought a landscaper out there those are the numbers, he brought to the board in 2013. Trustee Dunham stated he brought these points out that are in this permit it is not that he doesn't

support Kathryn and what she has done at the same token he has three large trees that he found out are not on this property and he has been maintaining for 28 years. Dale stated that he is here to support the whole area, his personal feelings are not involved. It is not that we do not support Kathryn, she does an awesome job. That is not the position that he is coming from they are looking at it in a realistic way it is very expensive and not realistic. We only have so much money he does not want people leaving here thinking we do not support her it is that we support the whole community as a whole he understands she does not want to see it go. The letter is right here in what it is supposed to be two feet height, four-inch caliper and that is not being followed. Not to mention the cost to redo the irrigation. Cleaning up the neighborhood is more of a concern to him. We only have so much money. He does not want people leaving here thinking we do not support Kathryn. He understands she does not want to see it go.

General Manager John Lufrano stated he hopes everyone realizes the positions they are in and the big picture that they have to look at. He believes these trees opened up a pandoras box, that we shut down in 2013. It is his hope, again he is gone January 1, but he will be in the audience, and he will make sure his points come across. He hopes that everyone paying property taxes and utility bills here knows there is a bigger picture here that we have to look at, we have to make sure we manage this place accordingly. We have to be stewards of public funds and we have to be smart with that. Chairman Garcia stated again there is no new information that has come to light that would make him consider overturning a board decision made on this same item.

Vice Chairman Clark-Ross stated this was started to set up a trust fund if something happens to her, to pay to continue the watering, the problem is it has to be disconnected from her house. She is asking for a solution, can we put a tank out there and she pay to have the tank filled. She did not ask Indian Hills to pay for anything. She thinks it would be a great thing if community gardens and things popped up all over. It was not going to be taxpayer money. As far as Dale's question she thinks it is just a statement they put in there how you could expect trees to stay small and be a sound barrier, it doesn't make sense. She remembers that it went to the board, and it was accepted by the board. She has been told for years there is no records and an agreement she found it at Douglas. Secretary/Treasurer Eisele stated if there was a motion made, he would vote against it for the simple reason that Kathryn can and has put a lot of money into it, it looks good she put her heart and soul into this but his problem is he has worked with state and county for a long time, and they can come in at any time and remove it and we could not do anything about it, he would hate to see that.

No action was taken in this item.

Recess 7:22PM

Reconvene 7:30PM

7. Discussion and possible action to approve or approve with amendments a General Manager employment agreement with Chris Johnson.

Chris Johnson stated good evening, the board should have his contract in front of them. Chris stated he will give you some highlights, it is actually pretty simple. His salary starting at \$90,000, he believes that is 1/3 of the way through the salary range given his experience and professional level that is not much to ask, he is also asking for an additional two weeks' vacation due to, in part on a professional level but also because he does volunteer at the air races and that is something that he would prefer to maintain that relationship and continue to volunteer with them, so that time is to accommodate that. Chris stated that he also requested

Minutes of the November 17, 2021, Regular Board of Trustees Meeting

a five-year term. John's original contract in 2011 was a one-year term and then three-year terms. Chris stated he thinks a five-year term will give stability both for himself and the district. It is always nice for the district to know that you have a general manager that is going to be with you. Chris stated so mentioning the salary and the additional two weeks' vacation time one thing he did put in there is that he will not be taking the district medical coverage so that is a savings of about \$8,500 annually. Chris stated two other things on your page 64, section 7, paragraph b this contract was used with John's contract as a templet. In there it says the salary of the employee shall be reviewed and adjusted in the event of extension of the agreement after its term. Chris stated because he is asking for a five-year term, obviously he does not want to do a review and adjustment in five years he would like to change the wording in that to state the salary of the employee shall be reviewed and adjusted annually. Chris stated that he would prefer a December 1 start date that is working well for he and John. John is gone January 1st so he would like to start on December 1st. He had made the accommodations at his current job.

Trustee Gray stated that she has no comments or questions.

Trustee Dunham stated that he has nothing.

Secretary/Treasurer Eisele stated he has a couple of things, one is the first year you are on probation that is standard, the other is, if you get married and want to take our insurance you will pay the regular insurance fee. Bill stated those are the only two things that he could see going through the contract.

Chris stated if he did get married, she would keep her current insurance.

Secretary/Treasurer Eisele stated ok that takes care of that one, but he thinks it is standard to have a one-year probation period. That can be verbal or written.

Chairman Garcia stated he agrees that there should be language in there that stipulates the \$90,000 salary is in lieu of accepting medical coverage, it would be a liability essentially on the district, so he thinks that needs to be in there, probably section A just to clarify that.

Robert stated he has no issues with the four weeks' vacation someone starting at your level and experience it is standard considering the amount of time you will be giving the district outside of normal business hours. Robert stated he believes the one-year probation is standard he does not see there being any issues, but it is standard and to protect both parties.

District Counsel Chuck Zumpft stated so even though there is a contract here before you for a five-year term, it is still an at will employment arrangement so what function does the one-year probation term have. If termination occurs within the first year, how is it different if it goes beyond a year. What does the probation accomplish.

Chairman Garcia stated the probation accomplishes in the unlikely event that performance is not up to their expectations that the board would have opportunity to revisit what they want to do going forward.

District Counsel Chuck Zumpft stated you can do that anyway. Chris Johnson stated yes that is stated in the contract. General Manager John Lufrano stated you have a thirty-day termination clause. District Counsel Chuck Zumpft stated the only difference he conjures up in his mind is if within the first year there is a termination then the severance provision does not apply. That is not a suggestion just an observation.

Chairman Garcia stated he is happy with starting on December 1, but that means we will be paying two salaries for one month, can we do that he would like feedback from Stacie and John that we can cover that.

General Manager John Lufrano stated the original plan was the same thing even if kicked over until January 1st. He would contract for that month, so nothing has changed they are just moving the start date up.

Chairman Garcia stated is this budgeted.

District Accountant Stacie Cobb stated no because when we did the initial budget, we didn't budget for two people.

Chairman Garcia stated ok right it is not in our official budget, but do we have the money.

General Manager John Lufrano stated yes, we have money.

District Accountant Stacie Cobb stated yes in the reserve funds, money market.

Secretary/Treasurer Eisele stated what are we talking about for the two salaries for the month.

General Manager John Lufrano stated \$11,000 something a month for his salary and Chris' salary.

Chairman Garcia stated ok we have the money in our reserve fund, he wanted to hear it from Stacie that makes him feel better. Chris Johnson stated he does not think it will be that much. His total will be \$116,894 with everything annually, so divide that by twelve.

District Counsel Chuck Zumpft stated that he would like to add a couple of observations if he could, page 62, section two subparagraph b, the first phrase of that, except as set forth in subparagraph f below should be deleted. That was included when contemplating another design. Second Mr. Johnson made a proposal on page 64, section 7 b should read, Chris' proposal was that the salary of the employee shall be reviewed and adjusted annually. Chuck stated that his recommendation for that is, it should read the salary of the employee shall be reviewed and may be adjusted annually. The word shall requires a revision to the salary and that may or may not be appropriate, may leaves the discretion to the board.

General Manager John Lufrano stated he would like to speak.

Vice Chairman Clark-Ross stated the probation was her main thing, she did not see that in the contract. Kathryn stated that she has no issue with the salary, she does not like the four weeks' vacation because we have employees who work fifteen years before they get four weeks off, and since we have been talking about money the entire meeting, she does not like paying two salaries. You have always said you would come over and help him out. General Manager John Lufrano stated no that is incorrect we have always said there will be one month of cross over whether it is December or January there would be one month of cross over.

General Manager John Lufrano stated two things he would like to make sure we address here, the first is if the contract is approved tonight for December 1st staff will take the next two weeks to get everything that Chris would need in place. General Manager John Lufrano stated what he would prefer starting December 1 is that Chris is the General Manager and he, John will be here every day with him to make sure he understands the process. John stated we can't have two General Manager's and he thinks it is best if Chris takes the lead, so he has a month under his belt before he leaves. The second is if the board gives Chris the ok, if Chris is not comfortable in the one month being up to speed Chris has the ok to work out an extension with John for the month of January if needed. John stated that he just wanted to get that out there tonight.

Vice Chairman Garcia stated that it makes sense to put Chris in the driver's seat right away, he is curious how does that effect John's contract.

District Counsel Chuck Zumpft stated he doesn't know that it effects the parties' rights, John is going to defer the manager responsibilities to Mr. Johnson, he thinks that is ok, he doesn't see an issue there.

Chairman Garcia stated ok, so we are going to give direction to Chris to be General Manager as of December 1st. General Manager John Lufrano stated so basically all we are doing is contracting with John for his professional services for the month of December. Chairman Garcia stated right but Chris will be the General Manager as of December 1st so is there any language we need to add or would that just be part of the motion. Chris Johnson stated he thinks if the contract is approved tonight, it would be implied.

Chairman Garcia stated if we decide to move forward as amended then he is wondering how we make sure the motion is made properly with the amendments. Do we specify the amendments. Administrative Services Supervisor/ Human Resources stated yes. General Manager John Lufrano stated yes absolutely. We should go back through before the motion and make sure we have touched on all changes we have discussed, and Robert make sure you read those changes into your motion.

Trustee Dunham stated so John takes on January 1st as a consultant, what would that salary be. Would that be hourly or a flat fee.

Chairman Garcia stated he believes that would be negotiated by Chris with John and brought back to the board. District Counsel Chuck Zumpft stated that would not happen until the middle of January. General Manager John Lufrano stated the problem with that is timewise, Chris is not going to know in the middle of December if we have a meeting if he will be ready to go January 1st. January's meeting is in the middle of January, and we will already be two weeks behind. That is why it is probably important that tonight everybody understands that you have given some ok to Chris to produce something that doesn't need to come back to board so there is no overlapping time missed.

Chairman Garcia stated ok he agrees with it in principle, but it would need to be does not exceed a certain amount, hours, or weeks. Something that would give him guidance.

District Counsel Chuck Zumpft stated the agenda item is an approval of a General Manager contract conclude that negotiation and come back in December to consider the issue of whether or not additional services are required of the current General Manager and if so, the board can ponder what authority or can just make the determination of what that compensation would look like. Chuck stated that he would counsel against granting to Mr. Johnson the ability to negotiate a contract that will cost the district money without the board's approval.

General Manager John Lufrano stated that he highly doubts there will need to be an extension, he would hate to be in limbo. That is a great idea, we will bring something back in December that covers everything.

Chairman Garcia stated so the changes to be made are to have a start date of December 1st, page 61, section one there are blanks for the starting date, page 62, section 2 paragraph a term will be December 1, 2021 - November 30, 2026, paragraph b the opening phrase up through the comma delete that so b will start with the first word being employee, page 64 section 7, paragraph b should read the salary of the employee shall be reviewed and may be adjusted annually. Those are the changes that he heard discussed. Administrative Services Supervisor/Human Resources Brooke Thompson stated page 65, section 11 c this agreement shall be effective December 1, 2021. Brooke asked for clarification on where we are with the probation. General Manager John Lufrano stated what Chuck said. Chairman Garcia stated Chuck's legal opinion is that really superfluous because they have the opportunity

during the review period to address that. District Counsel Chuck Zumpft stated you have that opportunity at anytime during the term of the contract to terminate the contract subject to the severance provisions of the contract.

Administrative Services Supervisor/Human Resources Brooke Thompson stated so the only protection the probation would give would be not having to pay the severance. District Counsel Chuck Zumpft stated yes but they did not follow through with any of that discussion. That is the only reasonable result of a probation period.

Chairman Garcia stated unless it is with cause of some sort. District Counsel Chuck Zumpft stated correct.

Public comment: none

Board of Trustees further discussion/comment: none

Chairman Garcia motioned to approve with amendments a General Manager employment agreement with Chris Johnson. Amendments: a start date of December 1, 2021, page 62 section 2 A. the term effective December 1, 2021, to November 30, 2026, section 2 B. remove except as set forth in subparagraph F below, will start at Employee agrees, page 64 section 7 B. should read The salary of the employee shall be reviewed and may be adjusted annually, page 65 section 11 C. This agreement shall be effective as of December 1, 2021. Secretary/Treasurer Eisele seconded. Motion carried 4-1. Ayes by Chairman Garcia, Secretary/Treasurer Eisele, Trustee Gray and Trustee Dunham. Nay by Vice Chairman Clark-Ross.

8. Discussion and possible action to approve a proposal from Inland Potable Services, Inc. in the amount of \$5,750.00 for diving services for potable water tank cleaning and inspection to include Jacks Valley School Tank, Big Green Tank, North Tank and South Tank.

General Manager John Lufrano stated what you have before you is an agreement to do four of our five tanks because the fifth tank is going to have a total refurbishment in February or March weather dependent, so we only have to do four tanks. John stated per our NDEP permit every three to five years we have to have our tanks dove in order to make sure that they are of standard or see if there are any minor repairs needed. The last time this was done was five years ago, so we are up against that window. He is asking for approval tonight to get the four tanks inspected to make sure we are good to go.

Secretary/Treasurer Eisele stated he believes this is mandatory by the State. We need to do this.

Public comment: none

Board of Trustees further discussion/comment: none

Chairman Garcia motioned to approve a proposal from Inland Potable Services, Inc. in the amount of \$5,750.00 for diving services for potable water tank cleaning and inspection to include Jacks Valley School Tank, Big Green Tank, North Tank and South Tank. Vice Chairman Clark-Ross seconded. Motion carried unanimously.

9. Reports to the Board:

Minutes of the November 17, 2021, Regular Board of Trustees Meeting

a. **General Manager Report** General Manager John Lufrano stated there are a few things he would like to add to his report, when the reports were due, they hadn't been completed yet. The first is that Douglas County road department came out with their big cat and cut the new fire break in below east of green tank it was an area when we had the fire earlier this summer the trucks had issues getting up and over the hill. Shortly after the fire he ask Douglas County if there was a possibility of them being able to bring out the cat and cut that road so brush trucks could get up that hill and down the other side. Once again that cooperation between us and Douglas County has been tremendous, especially on the road department side. The two new employees are vaccing all of our storm drains, they will be done with those tomorrow so he can then submit the ms4 permit to NDEP. The trunk or treat as some of you know was an absolute success, it was shocking the success. We did not know what was going to happen in year one, he can tell you it is not going away it was a fantastic event. It brought a lot of people here and lasted several hours. John he will be glad to pass that one on. The last thing is the GID's have met to discuss the possibility of a coalition of GID's within Douglas County the reason for this is to request money. Douglas County has received money from the feds, that dollar figure was based on population size and Douglas County has not reached out to the GID's which has a tremendous population within Douglas County to ask to see if we want any money because it is based on population size. Because that did not happen, they met to discuss the possibility of a coalition to go to Douglas County and ask for a portion of the federal funds they received. It is definitely in the early stages; he will bring it back in December if the letter is done and get the board approval to go ahead and add Indian Hills in on that coalition. It will be a few months of a process before Douglas County actually sees that they need to give the GID's some funds. He only mentions the GID's because the County has control over the Town's. It is the GID's that have to go at it alone with the County because they have no oversight of the GID's. Chairman Garcia asked if we could add a future section to the reports to the board, so we don't lose track of things, like discussions with Douglas County for parks. General Manager John Lufrano stated you will see that next month. Chairman Garcia stated he is optimistic about future infrastructure funds.

1. **Administrative** General Manager John Lufrano reviewed the administrative report with the board.

2. **Water** General Manager John Lufrano reviewed the water report with the board.

3. **Wastewater** General Manager John Lufrano reviewed the wastewater report with the board.

b. **District Accountant Report** General Manager John Lufrano reviewed the accountant report with the board. Chairman Garcia stated thank you. Stacie, you are doing an awesome job, he is glad she is part of the team.

c. **Engineer Report** District Engineer Tim Russell stated that he has been doing preliminary work on the Indian drive project. He anticipates bringing something to the Board at the December meeting. He anticipates spending a

lot of time with John and Chris in the month of December.

- d. **Attorney Report** District Council Chuck Zumpft stated he has nothing to report. Chuck asked if Brooke has a word version of Mr. Johnson's contract, please make the changes, and send to him. Administrative Services Supervisor/Human Resources Brooke Thompson stated yes, she will do that and send it to Chuck for review.

Public comment: none

Board of Trustees further discussion/comment: none

10. **Discussion and possible action to approve Draft Minutes from the October 14, 2021, Board Meeting.**

Chairman Garcia motioned to approve Draft Minutes from the October 14, 2021, Board Meeting. Secretary/Treasurer Eisele seconded. Motion carried unanimously.

11. **Discussion and possible action to approve Draft Minutes from the October 20, 2021, Board Meeting.**

Chairman Garcia motioned to approve Draft Minutes from the October 20, 2021, Board Meeting. Secretary/Treasurer Eisele seconded. Motion carried unanimously.

12. **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.

Vice Chairman Clark-Ross stated the trunk or treat was great, thank you all board members for coming out. John and Brooke did a wonderful job. Brian's letter was awesome, she got cards from people in the community saying what a wonderful job we did. Parents interacted with the kids; the community loved it. General Manager John Lufrano stated we spent about \$900.00 on candy. Vice Chairman Clark-Ross stated they built a nice, big arch way, the people who decorated their trunks did great, it was just awesome.

Chairman Garcia stated thank you Kathryn for stepping in as chair last meeting he appreciates it.

Chairman Garcia asked Brooke to please note the item of a contract for Johns additional services in January if needed.

13. **Adjournment**

Chairman Garcia motioned to adjourn the meeting. Trustee Gray seconded. Motion carried unanimously.

Meeting adjourned at 8:26P.M.

FINAL APPROVED MINUTES AS PRESENTED

**Secretary/Treasurer
Bill Eisele**

DRAFT