

Minutes
Indian Hills General Improvement District
District Office
3394 James Lee Park Rd. #A
Carson City, NV 89705
January 16, 2008
6:00 P.M.

Trustees Present: Chairman Brian Patrick, Vice Chairwoman Laura Lau, Secretary/Treasurer Denise Pierini, Trustee William Eisele, Trustee Kathryn Clark-Ross

Trustees Absent: (none)

Staff Present: General Manager Dennis Longhofer, Human Resources Manager Sandi Eisele, Water Supervisor Dave Wright, and Wastewater Supervisor Andy Joyner

Others Present: Art Baer, Jim Murphy, Ron Lynch, Bill Moriarty, Dan Bowler, Dale Morlan, Ron Kruse, Penni Eisele, Scott Brooke, and Brian Randall.

1. **Call to Order:** Chairman Patrick called the meeting to order at 6:03 P.M.
2. **Pledge of Allegiance:** Led by Chairman Patrick.
3. **Approval of Agenda:** *Trustee Lau motioned to approve the agenda as presented. Trustee Pierini seconded the motion. Motion carried unanimously.*
4. **Public Interest Comment:** No public interest comments.
5. **Discussion and possible action on election of Board Officers:**

Chairman Patrick asked for a nomination for chairman of the board. Trustee Ross nominated Laura Lau, Chairman Patrick seconded the motion. Motion carried 3-1, 3 ayes by Eisele, Ross and Patrick. 1 nay by Pierini

Chairwoman Lau asked for a nomination for Vice Chairman. Trustee Patrick nominated Denise Pierini. Nomination carried unanimously.

Chairwoman Lau asked for a nomination for Secretary/Treasurer. Chairwoman Lau nominated Bill Eisele. Nomination carried unanimously.

6. **Discussion and possible action on request by the Board to invite Douglas County Comptroller to audit the last five years of the Districts' financial records:**

Trustee Patrick asked that this item be put on the agenda. He would like audit to review the last 5 years due to a \$140,000 loan for street repair that was given to the district by Douglas County some years ago under a previous board. This money was placed in the general fund instead of an escrow account set aside for street repair. Trustee Patrick stated that he has serious concerns about where the money went and how it was spent. This is why he requested an audit by the Douglas County Comptroller.

Claudette Springmeyer, Douglas County Comptroller stated she could not speak to the \$140,000 as it would take some research. She does not have the staff to do a 5 year audit. She could send someone for a few days to get an idea of specific things that need to be looked at. She would then be able to come back to the Board with results of their review and at that point suggest hiring an audit firm. They would be happy to do this if the Board votes on it. She then would schedule the review with her staff and Dennis. Trustee Pierini asked if there is any charge to the District for that service. Claudette Springmeyer responded that there is no charge.

Public Interest Comment: Ron Lynch commented that this is a good idea since individuals have been making innuendos about the handling of district finances. He suggested that the board come up with specific issues that Claudette Springmeyer could look into.

Art Baer commented that one of his concerns is that the audit be done. He has told the board on several occasions that the financial report they were given for the month was wrong and what was wrong. Nothing was done with the reports. Now instead of having one accountant looking at our books we have three.

Chairwoman Laura made a motion to have Douglas County to audit the District's financial documents. Trustee Ross seconded the motion. Motion carried unanimously.

7. Discussion and possible action to accept a donation from Sierra Soccer Club in the amount of \$13,000 toward a new fence on field #3 to be installed by winning bidder, Finest Fence LLC.

General Manager Longhofer commented he had met with Dan on several occasions to design the field. We had received bids from Artistic, Florence, and Finest Fence Fence. When Florence Fence found out the amount Finest Fence had bid they resubmitted their bid by and came in lower by \$100. Dan Bowler stated that Finest Fence also added another gate for an ambulance to come through in case of an emergency. Dennis Longhofer also stated that Finest Fence is using better and stronger materials as well as adding banners so the district can bring in funds from advertising. It was agreed that Sierra Nevada soccer club will donate \$13,000 to the general fund and the district will also contribute \$5,000 towards the field. Dennis commented we would like to move on and get started and over all he thinks it is a great deal. Trustee Eisele asked Dennis what the time frame would be on this. Dennis answered that it would be quick. Dan Bowler with the Sierra Soccer Club stated that he is very excited as last year was their first year. Kathryn Clark-Ross and Sandi Eisele and the staff are a great asset. Dan Bowler notified Carson City and others that James Lee Park will be their headquarters if that is acceptable to everyone. Trustee Ross commented that she is excited to see the program grow and is looking forward to working with Dan Bowler.

Public Interest Comment: (none)

Trustee Patrick moved to accept the donation in the amount of \$13,000 from Sierra Nevada Soccer Club. Seconded by Trustee Ross. Motion was carried unanimously.

8. Discussion and possible action to accept new bid from Artistic Fence in the amount of \$6,847 to replace Haystack retention basin fence.

General Manager Dennis Longhofer stated a few months ago the board approved a bid with Florence Fence, but the bid expired. When Dennis Longhofer went back to Florence Fence the price was raised to over \$8,000. Dennis went out to bid again with Artistic Fence bidding \$300 higher than the board approved. Dennis suggested we go with Artistic Fence giving us a bigger gate to get our trucks through. Letters were sent to all residents in the area with one response looking forward to the fence being done. Trustee Pierini asked Dennis if he had asked Finest Fence for a bid. Dennis answered that he asked them for a bid, but got no response.

Public Interest Comment: (none)

Trustee Pierini made a motion to accept the bid from Artistic Fence. Motion seconded by Trustee Patrick. Motion carried unanimously.

9. Discussion and possible action to accept ownership & maintenance of the existing 50' drainage easements along the boundary of Valley Vista Estates II three parcels from Mr. John Serpa.

General Manager Longhofer stated that the district decided to do this over a year ago. This is an open area just outside the gate. We never heard back from Mr. Serpa. Trustee Patrick asked if there would be a connection to Coloma. General Manager Longhofer replied that we were going to make a trail. He talked to Trustee Eisele about putting in a culvert and some landscaping. Chairwoman Lau asked if this was a maintenance project. General Manager Longhofer replied yes, we are already doing the maintenance on it. Trustee Pierini asked if the developer was John Serpa. Trustee Eisele answered yes. Trustee Patrick asked if we accept these drainage easements will we have to draw up parcel maps. Attorney Brooks stated there would be no need for parcel maps as it would be a change of ownership. Trustee Pierini asked Attorney Brooks about liability since people use the area as an alley way. If something should happen is the district liable? Attorney Brooks answered yes; the property owner would have some exposure based on the use of the property. Trustee Pierini asked how the district could protect itself. Attorney Brooks stated the district should not allow anyone to use it. Trustee Eisele commented that residents have gates in their back yards to access the alley way. Attorney Brooks commented that the district would have some issues then. Chairwoman Lau asked if there was any more property in the district that we have taken over and if there had been any problems with them. General Manager Longhofer answered Easterling Trail with no problems. Chairwoman Lau asked if there were any fees involved in accepting ownership. General Manager Longhofer stated no.

Public Interest Comment: Art Baer commented that all along the eastern edge of James Lee Park there are 3 easements for access to James Lee Park Road. If you go back in history, there was a written agreement between James Lee and the residents. For liability coverage this paperwork would need to be found.

Trustee Patrick moved to accept ownership & maintenance of the drainage easements. Motion seconded by Chairwoman Lau. Motion carried 4-1, 4 ayes, 1 nay by Trustee Pierini.

10. Reports to the Board:

a. General Manager's Report

General Manager Longhofer discussed items as written in the General Manager's Report. Dennis passed his Grade 2 Water Distribution Certification test. He commented that he was surprised that there were only 4 people in the state of Nevada who have their Wastewater Treatment and Wastewater Collection Systems Grade 4. Dennis stated he was one of the 4. He has a few reports to write to different places, one being the Public Utilities Commission on our opposition to accept ownership of laterals on private properties. He went to a meeting yesterday where there was a lot of opposition. The NDEP and sewer districts are against it, but the PUC is pushing it. Trustee Patrick asked Dennis to explain what the laterals are. Dennis explained sewer laterals are where sewer drains from your house connect to the main. It has traditionally been the owner's responsibility to maintain them. The PUC is suggesting that all utilities take ownership of them and maintain them. The City of Yerington reported that the cost would be \$350,000 a year to do that. Reno reported it would be millions. Dennis wrote his letter that the costs would be significant. Dennis stated that now when we get locates we mark the pits and sometimes give the contractor a general idea of where the lines might be, but the contractor is responsible for locating the line. Dennis commented that it is just a hearing now but he is sure there will be more on it. Dennis wrote the evaluation compliance report for the NDEP on upcoming projects. The other report is the arsenic exemption progress report. Some people think we are not going to get another exemption. Dennis stated that one year from today we are required to have arsenic treatment on line and it is a very expensive process. He commented that the reserve fund is up to approximately \$900,000. He would hate to spend it on the arsenic but would see how the project goes. Trustee Ross asked why snow removal looked good on some streets while other don't. General Manager Longhofer replied that the last storm was significant. He stated that one of the problems is cars parked on the side of the road and the snow must go somewhere. Trustee Eislee commented that at 3:30 in the morning he saw a snow plow go by. Trustee Ross asked if we are waiting for better weather before starting the trails. General Manager Longhofer replied yes, we are waiting for the weather for Syncon to finish the Vista Park Trail to James Lee Park.

Public Interest Comment: (none)

b. District Analyst-Operations Report

General Manager Longhofer stated Nancy is out on medical leave so there is no report.

Public Interest Comment: (none)

c. District Analyst-Community & H.R. Report

Sandi Eisele, District Analyst-Community & H.R. stated she would like to review 4 of the Christmas event budget items on her report. She budgeted \$475 for the Christmas lights and only spent \$300. The holiday celebration budget estimated at \$715 with actual of \$374. A large amount of savings was due to Scott our Waste Water Operator in training who was Santa. Thank you to Scott. Over all \$375 was saved, the event was a success and great for the children. Sandi stated the safety inspection report shows that we did a walkthrough of each department and addressed any issues or concerns. She reported that most everything had been ordered and some has been received. Sandi stated that the following 3 pages are the payroll report with each employee a different

color. Sandi stated she ran an ad for the Administrative Assistant I position. She is reviewing the many applications received. Sandi commented that her last item is the drug policy. Jerry Frederick from Stationary Engineer's Local 39 wanted to change the blood alcohol limits to .08.

Public Interest Comment: (none)

d. Engineer's Report

District Engineer Brian Randall commented on a previous issue regarding Martin Stahl's drainage and who is responsible for it. General Manager Longhofer stated that according to NDOT, Martin Stahl is the one who is responsible for the ditch, not the district.

Public Interest Comment: (none)

e. Attorney's Report (none)

11. Discussion and possible action on approval of Draft Minutes of Board Meeting of December 19, 2007.

Public Interest Comment: (none)

Trustee Clark commented she wanted the letter from ex employee Vicki Reifer added to the minutes.

Chairwoman Lau moved to approve the Draft Minutes of Board Meeting of December 19, 2007 as amended. Motion seconded by Vice-Chairwoman Pierini. Motion carried unanimously.

12. Discussion and possible action on acceptance of Budget Status Reports for December 19, 2007.

Public Interest Comment: (none)

Chairwoman Lau moved to accept the Budget Status Reports for December 19, 2007. Motion seconded by Trustee Patrick. Motion carried unanimously.

13. Discussion and possible action on acceptance of Bank Account Reconciliation for December 19, 2007.

Public Interest Comment: (none)

Chairwoman Lau made a motion to accept the Bank Account Reconciliation for December 19, 2007. Secretary/Treasurer William Eisele seconded the motion. Motion carried unanimously.

14. Discussion and possible action on acceptance of Paid Current Bills as presented.

Public Interest Comment: (none)

Item tabled until next month

15. Discussion and possible action on an arsenic removal pilot test using micro filtration technology with Pall Corporation recommended by Roger Gilmore, not to exceed \$18,500.

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General Manager Longhofer commented he would have Dave speak to most of this. He stated that Roger knows that micro filtration will work. Without the pilot study it will be over built and cost more. Dave Wright commented they had hoped to use the vessels that they had for the activated carbon. With testing they discovered that the process would be too costly and did not work as well as they had hoped. Dave agreed with General Manager Longhofer that micro filtration will work. The pilot study is to customize the operation for our use and what we need to treat the water.

Public Interest Comment: (none)

Chairwoman Lau made a motion to get an arsenic removal pilot test using micro filtration technology with Pall Corporation, not to exceed \$18,500. Motion seconded by Secretary/Treasurer William Eisele. Motion carried unanimously.

16. Chairman and Trustees Reports: (none)

Chairwoman Lau made a motion to get an arsenic removal pilot test using micro filtration technology with Pall Corporation, not to exceed \$18,500. Motion carried unanimously.

Vice Chairwoman Pierini wants to agendize the General Manager becoming a half time position.

17. Adjournment: *Chairwoman Lau moved to adjourn the meeting at 7:40 P.M.*

FINAL APPROVED MINUTES AS PRESENTED

**Secretary/Treasurer
William Eisele**