

Minutes
Indian Hills General Improvement District
District Office
3394 James Lee Park Rd. #A
Carson City, NV 89705
Project Meeting
April 7, 2008
6:00 P.M.

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

Trustees Absent: (none)

Staff Present: District Analyst Human Resources & Community Sandi Eisele, District Analyst-Operations Nancy Fredrickson, Water Supervisor Dave Wright, Wastewater Supervisor Andy Joyner, Josh Joyner, Field Operations Supervisor Russ Sterling, Engineer Brian Randall, Administrative Assistant Karen Ziemer

Others Present: Attorney Jennifer Yturbide, Art Baer, Dale Morlan, Penni Eisele

1. **Call to Order:** Chairman Lau called the meeting to order at 6:03 P.M.
2. **Pledge of Allegiance:** Led by Chairman Lau
3. **Approval of Agenda:**

Trustee Brian Patrick made a motion to amend and approve the Agenda with item 5 moved below item 7a. Trustee Kathryn Clark-Ross seconded. Motion carried unanimously.

4. **Public Interest Comment:** Attorney Jennifer Yturbide commented her office had received a call from Bill Moriarty regarding the posting of the General Manager position did not include a salary range or closing time for applications. The Board may want to address this in a future meeting.
6. **Discussion and possible action on approval of Application and Certificate for Payment No. 2 by Action Construction Co. for Final Payment in the amount of \$1,242.50 under the July 12, 2007 contract with IHGID for the construction of the Effluent Storage Pond #1 bypass line:** Engineer Brian Randall commented that this project is complete and had not been paid previously due to the contractor's oversight in not returning the Application for Payment in a timely manner.

Trustee Brian Patrick motioned to pay \$1,242.50 to Action Construction Co. for final payment for the construction of the Effluent Storage Pond #1 bypass line. Trustee Kathryn Clark-Ross seconded. Motion carried unanimously.

7. **Reports to the Board:**
 - a. **Engineer Report (Exhibit A):**

Engineer Brian Randall reviewed his report with the Board regarding potential Clear Creek wastewater service, Goldtown Casino & Hotel water and wastewater service, and the Hobo water treatment parcel expansion.

Brian and the Board discussed the new water line being extended by Douglas County from the Town of Minden to the Johnson Lane area and the possibility of extending the water line further to the north for future water purchase by the District. The reason this extension is taking place is for Douglas County to avoid arsenic treatment compliance issues with their current wells. IHGID has received a letter from NDEP reminding us that we have a January 29, 2009 arsenic treatment compliance deadline with the Federal and State Government. Brian gave his opinion that taking service from Minden in the future is a good idea for the District as opposed to drilling a new well and expanding the current treatment facility. This could be a supplemental source of water for the District during peak use times of the year. Brian commented it would be a good idea to start discussions with the Town of Minden and Douglas County. The timing of a possible water line extension from Johnson Lane may tie in with the future time frame of the District extending service to the Goldtown Casino & Hotel. Water Supervisor Dave Wright commented that without the arsenic treatment, Browns well can not be used. If Minden's water remains under the 10 parts per billion limit for arsenic it could be used as a supplemental source of water, but if not, the District will not meet required standards.

Laura Lau commented regarding upcoming projects, funds available and timeframes. She suggested a priority list and status of projects. Brian Randall met with Nancy Fredrickson last week and came up with a summary of upcoming projects for budget purposes. Brian stated there are 3 mandates the District is facing now, the Hobo Lift Station (sewer pump station), the Arsenic Removal and the Wastewater Plant Emergency Power. Everything else on Brian's list are improvements that are important, but will need to be prioritized. Brian stated he has estimates of costs of these projects. Timeframes can be discussed after the budget is reviewed.

Public Comment: Andy Joyner, Wastewater Supervisor commented that after the new developments make their required upgrades, our District will have the capacity to handle their wastewater. On the treatment side, the District needs to study what type of sludge the developments are sending to us and if we can treat it. There are state standards that must be met. Andy mentioned the de-watering project as being a priority, even though it is not state mandated. Currently there is a sludge pond that is full with nowhere to put it. Pumping of the sludge pond was discussed.

Break at 7:28 P.M.

Meeting Resumed at 7:43 P.M.

Roger Gilmore, Engineer for the Arsenic Removal project from Lodi, CA gave the Board a status report. After Roger gave his last status report in September, 2007, a third pilot test was done which did not turn out any better than the first two. Shortly after that, Roger told Dennis Longhofer, General Manager that the only remaining alternative is micro-filtration, because we had already tried pressure filtration in 2002 when the ozone pilot was done, and that didn't work. The next step was sending ozonated water samples to Pall Corporation headquarters in New York for lab tests. Pall was able to remove arsenic down to a level of 1/2, or 5 parts per billion that will work fine. Roger needs design data that can only be produced from a pilot test, such as how much water

is used for backwashing and how often to do chemical cleaning. The contract for the pilot equipment and test has been signed. Pall should be here shortly and the pilot completed approximately by the middle of June 2008. Only after this pilot is complete can Roger begin design work. Trustee Patrick asked about project costs of 2.4 million. Roger replied that amount would only cover construction costs, not engineering, legal or construction management. Some agencies include 30% of construction costs for these items. Roger stated he will not have confidence in an estimate until some design work is done. The previous cost estimate of 2.4 million was given to Dennis Longhofer only for budget purposes. 3 million is a better estimate for taking arsenic out of water. Roger estimated the design work could be started in July, 2008 and possibly be completed 6 months later, by the end of calendar year 2008. He suggested estimating 12 % above the estimated 2.4 million construction costs for other costs. At the end of 2008 there would be a set of plans to go out to bid with. The bid process takes approximately one month for advertising and receipt of bids and one month for awarding the contract. A contractor could be available by March 1, 2009. The construction timeframe is at least 12-13 months due to the individual components of construction. Roger commented that although this timeframe is beyond the required deadline for arsenic removal, he believes IHGID has made a good faith effort to meet the deadline and he will write a letter to NDEP documenting what has been done. Engineer Brian Randall asked Roger what expenditure amount is a good estimate for the rest of this fiscal year (2007-2008). Roger replied use approximately 3/12ths of the 3 million estimate for April-June 2008 costs. Roger did not include the cost of land. Brian Randall estimated approximately \$50,000 for the fair market value purchase of approximately 1 acre of land from the Forest Service. Vice Chairwoman Pierini asked Roger for an estimate of costs to periodically have the evaporated solids from the arsenic treatment hauled away. Roger replied they would be very low volume, approximately two truckloads per year at a low cost.

5. **Discussion and possible action regarding hiring seasonal employees:** Trustee Patrick stated that we have budgeted for seasonal employees, but he'd like an explanation for the Board to understand how these seasonal employees are used and how they work along with other staff. Russ Sterling, Field Operations Supervisor commented that last year streets and parks were not combined. There were two full time employees in each department, plus a seasonal. Now with streets, parks and collections combined, there are 3 full time employees and 1 seasonal. The departments cannot do what is needed with fewer employees. Russ noted his department is down 1 truck. Seasonal personnel have worked for the District in the past. Russ stated that using an employment agency last year did not work well, so an employment process within the District is being used now. The three full time employees are Russ, Kurt and Matt. Mark the seasonal employee worked last year and was brought back to help with the irrigation system and the soccer field. Russ has interviewed three applicants for seasonal work already, and is waiting for Board approval to hire. There are 15 miles of streets that need to be crack-sealed. The Board and Russ discussed the work duties of staff in the collections and vehicle maintenance departments. Chairman Laura Lau asked Russ if he had ever seen maintenance schedules for trucks or equipment. Russ replied he had not. Nancy Fredrickson commented that years ago there was a work order request form. Russ stated that the new computer program put in place by the past General Manager was not workable for staff. Russ suggested a simpler written work request form could be used.

Chairman Lau asked for a future Agenda item to discuss Vehicle and Equipment Maintenance Schedules and Logs.

Russ commented that three seasonal employees would be ideal for the District. Currently he has one seasonal and is asking the Board for a second, full time seasonal employee to help with parks and streets. Russ suggested a pool of seasonal employees could be used for all departments in need of help.

Public Comment: (none)

Vice Chairwoman Pierini motioned to hire one seasonal employee for the Parks, Streets and Recreation Departments. Trustee Patrick seconded. Motion carried unanimously.

8. Discussion and possible action to approve the Tentative Budget of Fiscal Year 2008-2009 (Exhibit B): District Analyst-Operations Nancy Fredrickson reviewed the 2008-2009 Tentative Budget document with the board. Changes to the Tentative Budget were discussed and made as follows:

General Fund

1. Increase Professional Services by \$10,000
2. Decrease Parks & Recreation Seasonal Utility Persons from 3 to 2 at \$26,000
3. Keep the Full time new Utility person in the budget with 50% charged to Parks & Recreation, 50% to Parks & Streets.
4. Remove 1 Seasonal Laborer from Streets Function
5. Change Capital Outlay item for Streets Function, Other Equipment Dump Truck description to read Used Dump Truck.
6. Raise the Benefits and Taxes under Streets Functions

Enterprise Fund

7. Remove 1 Seasonal Laborer from Water Operations Salaries
8. Add \$40,000 to Water Operations for Emergency Power for Water Treatment Plant
9. Change Capital Outlay item for Arsenic Projects from \$2,026,000 to \$1,000,000

Nancy Fredrickson stated that this is only a Tentative Budget and there is still 1 month left to work on the budget and finalize it.

Public Comment: (none)

Trustee Patrick motioned to approve the General Fund Tentative Budget for Fiscal Year 2008-2009 with changes. Secretary/Treasurer Bill Eisele seconded. Motion carried unanimously.

Trustee Patrick motioned to approve the Enterprise Fund Tentative Budget for Fiscal Year 2008-2009 with afore mentioned amendments. Secretary/Treasurer Bill Eisele seconded. Motion carried unanimously.

9. Adjournment:

Trustee Kathryn Clark-Ross motioned to adjourn the meeting. Secretary/Treasurer Bill Eisele seconded. Motion carried unanimously. Meeting adjourned at 10:02 P.M.

FINAL APPROVED MINUTES AS PRESENTED

**Secretary/Treasurer
William Eisele**