

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

Trustees Present: Chairman Laura Lau, Vice Chairwoman Denise Pierini, Trustee Brian Patrick, Trustee Kathryn Clark-Ross

Trustees Absent: Secretary/Treasurer William Eisele

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

Others Present: Attorney Scott Brooke, Bill Moriarty, Michelle LaFontaine, Art Baer, Carl Carter, Dianne Humble

1. **Call to Order:** Chairman Lau called the meeting to order at 6:00 P.M.
2. **Pledge of Allegiance:** Led by Chairman Lau
3. **Approval of Agenda:**

Public Comment: (none)

Vice Chairwoman Denise Pierini motioned to approve the Agenda. Trustee Brian Patrick seconded. Motion carried 4-0, 1 absent.

4. **Public Interest Comment:** Carl Carter asked about the status of Valley Vista Park. He suggested a jogging trail with foam on it, and exercise stations at the park. Michelle LaFontaine commented regarding the \$50,000 match from IHGID and Douglas County for the first phase of Valley Vista Park. The Valley Vista Park Committee wants the Park started and would like IHGID to keep the \$50,000 matching funds in the budget. Michelle was referred by Brian Randall, Engineer to Sandra Wendel, Landscape Planner who works with Douglas County and knows their codes. Michelle met with Sandra Wendel on April 7, 2008 regarding a Proposal for Preliminary Design that can be done for IHGID at no cost. Douglas County requires a full design of the entire park that will require funding. The bid award for the first phase of Valley Vista Park has to be awarded by the end of December, 2009. IHGID must pay for preliminary design and engineering for the initial start up. When the first bid is approved the County will give IHGID their funds. At the May 5, 2008 Board of Trustees' Meeting, Michelle will present more information on the Valley Vista Park design. Michelle also requested an agenda item to discuss the creation of a Dog Park at James Lee Park.

Dianne Humble of Sunridge commented on her disappointment regarding Board consideration of hiring of more employees. She would like the half time General Manager approved and back on an Agenda. Dianne commented on professional service expenses, vehicle and other expenses made by the District.

5. Reports to the Board:

- a. **General Manager's Report (Exhibit A):** Dave Wright, Water Supervisor reviewed his memorandum and report with the Board. Trustee Clark-Ross asked Nancy Fredrickson for an update regarding trails to be developed between James Lee Park and Valley Vista Park. Nancy replied she will be meeting with a Syncon representative 4/17/08 regarding their status on the trail project. Nancy will give the Board an update at the May, 2008 Board of Trustees Meeting.
- b. **District Analyst-Operations Report (Exhibit B):** Nancy Fredrickson discussed her Report to the Board. Chairman Lau asked Nancy where the median household income figure came from in the Gilmore Engineering letter regarding the Arsenic Rule compliance. Nancy replied it was taken from the census.
- c. **District Analyst- Community & H.R. Report (Exhibit C):** Sandi Eisele reviewed her Report to the Board. Chairman Lau asked Sandi if IHGID was OSHA compliant. Sandi answered yes.
- d. **Engineer Report (Exhibit D & E):** Brian Randall reviewed the April 8, 2008 proposed schedule from Gilmore Engineering for the arsenic water treatment system. Additional land will be needed for the water treatment plant equipment. Brian has been in contact with Douglas County Community Development personnel regarding obtaining Forest Service land adjacent to the water treatment plant site. Brian reviewed his Memorandum to IHGID regarding an April 15 meeting with Douglas County for Clear Creek Sewer Service. The possibility of an Inter-Local Agreement between IHGID and Douglas County, for service to the North Valley Redevelopment District commercial area was discussed.
- e. **Attorney Report:** Scott Brooke asked the Board what type of assistance they will need from him for the Clear Creek Sewer Service documents. Engineer Brian Randall answered that after he and the Board review documents, the attorney will need to be involved to fine tune them. Brian commented that there may be some documentation by June, 2008. Chairman Lau asked Scott about follow up from the March 26, 2008 Board meeting regarding clarification of a half time or full time General Manager position contained in the consultant's report. Scott replied that based on the Boards' discussion and action taken at prior meetings, his understanding was that the Board determined they were not going to pursue any part time position at this time. He did not research this item further.

Public Comment: Michelle LaFontaine questioned Nancy Fredrickson about her upcoming meeting with Nicole Abbott from Syncon, regarding the easement agreements for Valley Vista 7 development. Michelle advised there were 18 acres of land on the hillside above Valley Vista 7 in the development agreement with John Serpa, that were to be dedicated to IHGID to take over the hillside and trail. Nancy replied Nicole is filling her in on Syncon's part of the agreement as Nancy has not been involved in this project. Trustee Clark-Ross indicated that Nancy is following up on this project started by prior General Manager Dennis Longhofer who was going to start on the trails after the weather got nice. Engineer Brian Randall commented that there was a considerable amount of discussion between IHGID and the developer over the conveyance of the property to the ownership and maintenance by IHGID. The District has made it clear they will not accept this property until the trail is completed and in a condition acceptable for public use as a trail. There were several discussions

and on site tours with Syncon and Manhard, Engineer for Syncon and Valley Vista 7, over requirements that they would have to meet before the District would accept the pathway itself and thus the ground. Once the property is accepted the District is responsible for the construction costs of the trail. There are issues on the hillside relating to drainage from private lots on to the top of the property fill areas. Brian suggested the Board wait to accept the property until the conditions have been met. Michelle agreed with Brian and stated that there are issues with erosion and maintenance of the hillside.

Art Baer asked Engineer Brian Randall what the timeframe is for the Lift Station to go out to bid. Brian replied that today he pulled a public works project number from the labor commissioner. Brian hopes to have the project out to bid the last week in May, which would allow for bid review the second meeting in June.

Diane Humble questioned Brian Randall about an agreement stating Syncon must put some type of retention or planting on the hillside above Valley Vista 7 before the District would accept the property. Brian answered that the District has a re-vegetation ordinance in place that requires the property be stabilized through re-vegetation, or that Syncon bond for the cost to re-stabilize and vegetate before the district will accept the property. The commitment made by Syncon was to try again to stabilize the areas that have no vegetation on them. Syncon has sprayed the hillsides twice before with vegetation seeds and the seeds don't take. Brian commented he believes spraying is not going to work until someone puts an irrigation system on the slopes to allow the vegetation to grow, similar to what was done in the Sunridge area. Syncon paid for a soil analysis which showed the soils will support some native vegetation. The problem is getting the seeds to germinate and hold up under native conditions.

Water Supervisor Dave Wright commented that TRPA has been trying to stabilize slopes for 30 years to keep erosion from going into Lake Tahoe. He has seen hydro mulch, hay netting, jute matting, hay bales and native grasses on the slopes, but with no water the vegetation dies. Dave commented that the District would take on a huge problem by assuming responsibility of the hillside.

Michelle La Fontaine commented that rain in 2005 caused 3 homes to have landslides behind them on the hillside. The water was supposed to go towards the road, but the hillside washed away. Brian Randall commented that Syncon had properly graded the lots to drain to the street. Brian mentioned that homeowners made improvements on their properties which prevented the proper drainage from the back yards to the front. A requirement as part of the original design for newer homes to the south, stipulated drains will be installed and the homeowner would be responsible for maintenance of the drains. The District is not responsible for cleaning out the drains. As part of the discussions with Syncon regarding slopes that have already failed, a requirement was made for Syncon to install drains from the back yards to the bottom of the slopes to overcome problems from homeowner building activities. Brian added these drains have not been installed yet. Trustee Patrick asked Brian who has the responsibility to contact Syncon in regard to installation of drains. Brian responded that the property belongs to Syncon, not the District, so homeowners could contact Syncon directly with drainage issues.

6. Discussion and possible action on approval of Consent Calendar:

Public Comment: Art Baer commented on the Acceptance of the Budget Status Report for March, 2008. In the Financial Report for March, on the Ad Valorem line item, income 4020 jumped \$166,377 from February. He could not find where the \$166,000 came from. He questioned the whole March Financial Report. Trustee Patrick asked Nancy Fredrickson about the line item in question. Nancy replied the item had been booked improperly and was corrected.

Trustee Brian Patrick motioned to approve the Consent Calendar with the exception of item 6c. Trustee Kathryn Clark-Ross seconded. Motion carried 4-0. 1 Absent

7. Action on items pulled off the Consent Calendar:

6 c. Acceptance of Budget Status Reports for March, 2008.

Public Comment: Dianne Humble commented on the publishing of improper data on the Budget Status Report. Art Baer commented he spoke to disbursement people in Douglas County regarding the \$166,000. The County did not send this amount to the District. Art stated the data on the report was faulty. Diane Humble commented that Claudette Springmeyer is the contact person at Douglas County. Trustee Patrick asked Nancy Fredrickson for a breakdown of checks that were included in the Budget Status Reports for the period of July, 2007 through March, 2008 that total the \$706,000 in question. The Board will re-address this item at their May meeting.

Trustee Brian Patrick motioned to discuss the Acceptance of Budget Status Reports for March, 2008. Trustee Kathryn Clark-Ross seconded. Approval of item 6 c. did not carry 1-3, Aye-Chairman Lau, Nays-Trustee Clark-Ross, Trustee Patrick, Vice Chairwoman Pierini. 1-absent

Break at 7:36 P.M.

Meeting Resumed at 8:48 P.M.

- 9. Discussion only regarding status of the job search for General Manager:** Sandi Eisele reported that 31 applications have been received to date, 24 of those were from the Reno Gazette Journal online service. There is a closing date of May 2, 2008. Sandi and the Board discussed the process for review of applications, references and interviews.
- 8. Discussion and possible action regarding previous Board action on hiring of a CPA. (Follow up from March 26, 2008 Board of Trustees' Meeting):** Chairman Lau asked attorney Scott Brooke for clarification on what was voted on at a previous meeting in 2007 regarding the hiring of a CPA. Karen Ziemer will provide meeting minutes and CD's of the meeting to Scott. This item will be continued at the next Board meeting.
- 10. Discussion and possible action to approve a 90% payment to Romtec Utilities in the amount of \$436,215.60 for a pump lift station in compliance with an agreement dated December 3, 2007:** Engineer Brian Randall reported that the contract with Romtec provided for a 90% payment to Romtec upon their completion of the package plant system for delivery to IHGID. Dennis Longhofer issued a Notice to Proceed. IHGID has received a notice from Romtec that the lift station is completed and ready for delivery. We have been invoiced for the lift station that is ready, but it is not on site. Attorney Scott Brooke cautioned paying for this item and not knowing if it works. Scott suggested making sure it is insured and what the terms of storage are. The contract should be reviewed. The contract warranty was discussed. Brian Randall commented that the project will go out to bid next month. Then allow two or three weeks to get a contractor on Board. Completion of this portion of contract should come in 3 months.

Public Comment: (none)

Trustee Patrick motioned to approve a 90% payment to Romtec Utilites in the amount of \$436,215.60 for a pump lift station in compliance with an agreement dated December 3, 2007 pursuant to the Attorney's review of the contract terms and the verification by the District that insurance is in place for storage. Trustee Clark-Ross seconded. Motion carried 4-0, 1 absent

11. **Discussion and possible action to approve the purchase of a 6" trash pump for sludge removal:** Andy Joyner, Wastewater Supervisor reported on the solid sludge pond problem. Andy suggested as a temporary fix, the sludge could be pumped into empty Effluent Pond #1 to be used as a drying bed. The Effluent Pond #1 could then be kept at a level of 1 foot which will keep the sludge pond at an operating level that staff can deal with. Staff would then be able to haul the solids to the Lockwood Landfill. He needs a pump to accomplish this. The PAC Machine Co. quote was discussed with Board. Andy commented that he needed a 4" pump rather than a 6" pump.

Public Comment: (none)

Trustee Patrick motioned to purchase a 4" Godwin CD100M Pump for the amount of \$16,017.80 for the purpose of sludge removal. Trustee Clark-Ross seconded. Motioned carried 4-0, 1 absent

12. **Discussion and possible action regarding informal team meetings to be held until Indian Hills General Improvement District hires a General Manager. Participants will be staff members and less than a quorum of Board of Trustees' members.** Vice Chairwoman Denise Pierini commented she wants to make sure that staff are getting together to share information with each other. Denise asked for Board approval to sit in at the staff meetings as an observer to help her become informed of projects and what is needed in a General Manager. The Board discussed the option of attending meetings for observation only and the need to be careful in not making staff members feel uncomfortable. Nancy Fredrickson commented that regular staff meetings are held once a week on Tuesday at 9:00 A.M. Board members agreed that no more than two Board members at one time will observe staff meetings. Board members will contact Nancy Fredrickson if they wish to attend a meeting.
13. **Discussion only regarding Farr West Engineering Water & Sewer Rate Study report from June, 2007:** Chairman Lau asked for the Farr West Study to be brought back to the board for review of rates. Upcoming projects will require more funding and the Budget must be balanced. Rate increases can not be discussed or acted upon without a public hearing. Attorney Scott Brooke suggested that Farr West Engineering be invited to an educational workshop with the public before a public hearing is held. Trustee Brian Patrick commented that in order to borrow money from the State of Nevada, or to get 50/50 grants for arsenic treatment, IHGID rates must be increased. Brian noted that the state has to tell us what median income to use for the rate calculations, so the District must accept the census figures and average payment for water that the State of Nevada has given us. Farr West Engineering was contracted by the State to do the IHGID Water & Sewer Rate Study, following the State guidelines. Vice Chairwoman Pierini commented that the District should work on and adopt a 5 Year Rate Increase Plan. Chairman Lau commented she'd like to have Farr West come back with separate rates for commercial, residential and connection fees. She would like the Board to revisit the rates and connection fees charged on a yearly basis. Nancy Fredrickson noted that the grant with Farr West is over and the District will probably be charged for further services from Farr West. The Board of Trustees' agreed to bring Farr West back as soon as possible to discuss and update their 2007 Study. Nancy Fredrickson will call Adele Basham from the State

Revolving Water Fund, regarding the grant for Farr West and then call Farr West for a proposal.

Public Comment: Bill Moriarty commented on the Farr West Sewer Rate Study. He suggested choosing the water rate scenario for 25% depreciation funded. Bill noted the tiered water rates should be in .25 cent increments, changing from \$1.95/\$2.00 to \$2.00/\$2.25 etc. The base proposal included 4,000 gallons which Bill thought a good idea.

14. Chairman and Trustees Reports: Trustee Kathryn Clark-Ross commented that the Boy Scouts cleaned up the trash in the Wal Mart area. At the next meeting she'd like to discuss concerns on the Park grounds including vandalism.

15. Adjournment:

Vice Chairwoman Denise Pierini motioned to adjourn the meeting. Trustee Patrick seconded. Motion carried 4-0, 1 absent. Meeting adjourned at 9:35 P.M.

FINAL APPROVED MINUTES AS PRESENTED

**Secretary/Treasurer
William Eisele**