

Minutes
Indian Hills General Improvement District
District Office
3394 James Lee Park Rd. #A
Carson City, NV 89705
May 21, 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

Staff Present: District Analyst Human Resources & Community Sandi Eisele, District Analyst-Operations Nancy Fredrickson, Josh Joyner, Engineer Brian Randall, Administrative Assistant Karen Ziemer

Others Present: Attorney Scott Brooke, Bill Moriarty, Dianne Humble, Penni Eisele, Art Baer, Ron Kruse, Les Falconer, Jim Murphy

1. **Call to Order:** Chairman Lau called the meeting to order at 6:04 P.M.
2. **Pledge of Allegiance:** Led by Chairman Lau
3. **Approval of Agenda:**

Public Comment: (none)

Trustee Patrick motioned to approve the Agenda. Secretary/Treasurer Eisele seconded. Motion carried unanimously.

4. **Public Interest Comment:** Dianne Humble of Sunridge commented on the opening Agenda notes to the public regarding the Board of Trustees intent to protect the dignity of citizens who wish to comment before the Board, etc. Dianne stated that concerned residents of the District have a right to ask any question at any time of any Trustee or any Employee. She felt intimidated by a letter from a Trustee to a resident and a letter from an employee to the Trustees'.
5. **Reports to the Board:**
 - a. **General Manager's Report:** Field Operations Supervisor, Russ Sterling's Report to the Board regarding Park Security was reviewed.
 - c. **District Analyst- Community & H.R. Report:** Sandi Eisele reviewed her Report to the Board.
 - b. **District Analyst-Operations Report:** Nancy Fredrickson reviewed her Report to the Board.
 - d. **Engineer Report (Exhibit A):** Brian Randall reviewed his report dated May 21, 2008 regarding Clear Creek Wastewater Service and a Draft Inter-local Agreement with

Douglas County. Brian commented on the Water Treatment Plant Parcel Expansion and The Cottages Plan Review as well as the Valley Vista Park Master Plan.

Trustee Kathryn Clark-Ross asked Brian Randall if there were any major problems he could think of to bring to the Valley Vista Park Planning Committee Meeting on May 29, 2008. Brian responded that parking access from Vista Grande should be an issue as resident neighbors of the Park may become concerned with parking on the street. Brian is not concerned with drainage as it drains well, although there is a lot of erosion there which will be overcome by the park development itself. The basin in the park needs some attention soon. There is a significant amount of trash in the basin. Shrubs and trees have grown in the channel. The channel was intended for the release of storm drainage. If there is a big weather event on the hill, he is not sure that the pipe there will function since it is clogged, which will cause overflow to other property.

Trustee Clark-Ross asked Brian Randall about the location of The Cottages being built. Brian Randall replied that one half will be built between The All Star Bar and Market complex and Vista Grande while the other half will be directly across from Vista Grande where a home was taken out. Brian commented there is a site plan available that shows how the building is being laid out. The buildings are 3 stories high. Brian will call Loomis and ask them to provide the District with a site plan.

Trustee Clark-Ross asked Brian Randall what the date is for the disconnection of the Commercial sewage line for Douglas County to take over. Brian replied approximately the middle of June. There will need to be a separation of time to know what our capacity is without the Commercial line and the line will have to be cleaned out. An agreement for service to the Clear Creek Development could be made by the end of August or September.

Chairman Lau asked Brian Randall for an update on the Romtec lift station. Brian replied that the lift station equipment is finished and being stored in Roseburg Oregon. The District has insurance through Romtec on the equipment. A bid will be out within the week for installation. A contractor will dig a hole, call for delivery of a truck and put it in the ground.

e. Attorney Report:

Trustee Patrick asked Attorney Scott Brooke who is allowed to represent the District. Scott replied the Board represents and acts for the District. Employees and the General Manager represent the District in undertaking their jobs. Private citizens have no authority to represent the District generally, unless given authority by law or by the Board of Trustees'. Former Board of Trustees' members are considered private citizens and have no authority to represent the District.

Public Comment: (none)

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

Public Comment: (none)

Trustee Brian Patrick motioned to approve the Consent Calendar. Vice Chairwoman Pierini seconded. Motion carried unanimously.

7. **Action on items pulled off the Consent Calendar:** (none)
8. **Discussion and possible action regarding Proposal from Cricket Communications to co-locate a communication facility on the IHGID water tank located at the end of Shawnee Drive.** Les Falconer of Tallac Tower Group, representing Cricket Communications, reviewed his proposal and presented site sketches for a proposed Cricket Antenna and equipment to be installed near existing Verizon Wireless equipment. Les has obtained approval from Verizon Wireless to co-locate Cricket Communication's antenna and equipment. Les explained a possible lease agreement with an annual escalation clause of 3-4% increase in rent. The lease would be a 5 year term with 5 renewals, bringing the total lease term to 30 years.

Public Comment: Diane Humble asked the Board to approve the Proposal to bring some money into the District. Engineer Brian Randall asked Les if there is any welding in the system, as he is concerned with the interior coating of the tank. Les answered that in this case they are not anticipating any welding. An Engineering report will be obtained to find the best method of affixing the antenna to the tank. The antenna will most likely be clamped to the rim of the tank.

Secretary/Treasurer Eisele motioned to approve the concept, have the District's attorney review the Lease documents from Cricket Communications and bring this item back at the next Board Meeting. Trustee Clark-Ross seconded the motion. Motion carried unanimously.

9. **Discussion and possible action to approve a progress payment to Central Sierra Construction, Inc. in the amount of \$57,025.80 for the Centrifuge Dewatering System Metal Building:** Nancy Fredrickson commented that \$8,837.50 will be the balance due after this progress payment. Brian Randall suggested that before the final payment is made that the District follow up on the Release of Liens.

Public Comment: (none)

Trustee Patrick motioned to approve a progress payment to Central Sierra Construction, Inc. in the amount of \$57,025.80 for the Centrifuge Dewatering System Metal Building. Vice Chairwoman Pierini seconded. Motion carried unanimously.

10. **Discussion and possible action to approve a change order payment to Central Sierra Construction, Inc. in the amount of \$802.00 for additional concrete for the Centrifuge Dewatering System Metal Building:**

Public Comment: (none)

Trustee Patrick motioned to approve a change order payment to Central Sierra Construction, Inc. in the amount of \$802.00 for additional concrete for the Centrifuge Dewatering System Metal Building. Trustee Clark-Ross seconded. Motion carried unanimously.

Break at 7:42 P.M.

Meeting Resumed at 7:55 P.M.

- 11. Discussion and possible action regarding clarification of the procedure allowing on-call staff to take district vehicles home:** Josh Joyner commented that field staff have agreed to take the S-10 Pickup Truck home if they are on call, which will save on fuel expenses. Josh commented previously there was a requirement for staff being hired, that they live within 45 minutes from the district. Sandi Eisele commented the requirement used to be 30 minutes, and the prior General Manager removed the requirement. Secretary/Treasurer Eisele questioned if there is a plumbing fee charged for water plant calls. Nancy Fredrickson replied the plumbing fee was part of the Water/Sewer Rate Study. Nancy will bring this up during the next study. Josh stated that the micro filtration test has been set up and the Board is welcome to come look at it.

Public Comment: Bill Moriarty commented that in the H.R. report of call-back calls there were only 4 actual trips over a 2 month period. He suggested that staff use their own vehicle and the District could pay them mileage. Trustee Patrick commented that if we allow an employee to take his own vehicle and pay him mileage, the district would have to assume liability as long as they are on call.

Trustee Patrick motioned to maintain the current procedure allowing on-call use of the S-10 Pickup Truck, an economical vehicle. Secretary/Treasurer Eisele seconded. Motion carried 5-0.

- 12. Discussion and possible action regarding a request from Dennis Longhofer regarding accrued sick leave and severance package (Exhibit B):** Chairman Laura Lau explained that she had asked former General Manager Dennis Longhofer for a letter as a result of a meeting she had with Attorney Scott Brooke.

Public Comment: (none)

Trustee Patrick motioned to deny the request from Dennis Longhofer for accrued sick leave payment and any other benefits. Secretary/Treasurer Eisele seconded. Motion carried unanimously.

- 13. Discussion and possible action regarding General Manager applicant interview questions and setting of a date for interviews.** Sandi Eisele commented she asked 3 entities for interview questions they use. Chairman Lau questioned Attorney Scott Brooke regarding statute procedure for interview questions. Scott replied that the questions could be developed by committee. All Board members could give input to the Board Members on the "committee" and this committee would come up with the questions. Trustee Patrick commented that 7 or 8 applicants could be interviewed if they met the minimum requirements in the job description. The Board of Trustees' decided that Chairman Lau and Trustee Patrick would be the second committee for interview questions and receive input from all Board Members.

Secretary/Treasurer Eisele commented that he and Vice Chairwoman Pierini will be meeting with Gardnerville Ranchos Improvement District Manager Bob Spellberg to review applications. The Board decided to have interviews for the General Manager position at a special meeting or at the June 18, 2008 regular Board Meeting. The decision for the date will be made at the June 2, 2008 Board of Trustees' Meeting. Sandi Eisele asked if letters could be sent to applicants that are not chosen for interviews. The Board agreed that letters could be sent to all but the 4 or 5 top applicants from those not chosen for interviews.

Public Comment: (none)

14. Chairman and Trustees Reports: Vice Chairwoman Pierini commented that she and Chairman Lau attended the last staff meeting and it was a positive meeting for all staff in the District. Trustee Clark-Ross commented that the next Parks Meeting will be on May 29, 2008 at 6:00 P.M. in the District Board meeting room.

15. Adjournment:

Trustee Patrick motioned to adjourn the meeting. Secretary/Treasurer Bill Eisele seconded. Motion carried unanimously. Meeting adjourned at 9:00 P.M.

FINAL APPROVED MINUTES AS PRESENTED

**Secretary/Treasurer
William Eisele**