

Minutes
Indian Hills General Improvement District
District Office
3394 James Lee Park Rd. #A
Carson City, NV 89705
June 18, 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, Wastewater Supervisor Andy Joyner, Administrative Assistant Karen Ziemer

Others Present: Attorney Scott Brooke, CPA Beth Kohn, Engineer Tim Russell, Art Baer, Dale Morlan, Penni Eisele, Ron Kruse, Carl Carter, Randall Long, Ron Lynch

1. **Call to Order:** Chairman Lau called the meeting to order at 6:02 P.M.
2. **Pledge of Allegiance:** Led by Chairman Lau
3. **Approval of Agenda:** Chairman Lau stated she had received a request to move item 13 up between items 7 and 8.

Public Comment: (none)

Trustee Patrick motioned to amend the Agenda to remove item 13 and make it item 7a on the Agenda. Trustee Clark-Ross seconded. Motion carried unanimously.

4. **Public Interest Comment:** (none)

5. **Reports to the Board:**

- a. **General Manager's Report:** Andy Joyner, Wastewater Supervisor commented regarding a Belt Press, Andy and Tim reviewed plans and worked with Will Sullivan from Misko and John McMillis from the company who makes the product. They have sent a proposal for this system in the amount of \$200,500. This is a dewatering system that could be a viable option to look at. Chairman Lau commented it looks like a good alternative price wise and asked Andy to bring some different alternatives and total costs involved to be reviewed by the Board. Andy commented that some of the ditches and underground work could possibly be done by District employees.
- b. **District Analyst-Operations Report:** Nancy Fredrickson reviewed her Report to the Board and a letter from Penny Hampton, Budget Analyst from the State of NV Department of taxation regarding IHGID tax rates for Fiscal Year 2008-2009
- c. **District Analyst- Community & H.R. Report:** Sandi Eisele reviewed her Report to the Board.

- d. **Engineer Report (Exhibit A):** Tim Russell, Engineer reviewed Engineer Brian Randall's report dated June 16, 2008.
- e. **Attorney Report:** (none)

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 as listed. Secretary/Treasurer Eisele seconded. Motion carried unanimously.

7. Action on items pulled off the Consent Calendar: (none)

7a. Discussion and possible action on Fiscal Year 2007-2008 Budget Augmentation:

Beth Kohn, CPA stated that this item is to augment the opening fund balance for June 30, 2008 because the District's actual ending fund balance for June 30, 2007 exceeded what was budgeted as an opening fund balance for June 30, 2008. Beth commented the Board merely needs to accept the augmentation since excess funds need to be carried over to the current year budget for 2008-2009.

Public Comment:

Trustee Brian Patrick motioned to accept the Budget Augmentation for Fiscal Year 2007-2008 to increase the budgeted opening fund balance to equal the actual ending fund balance for June 30, 2008. Secretary/Treasurer Eisele seconded. Motion carried unanimously.

8. Discussion and possible action regarding Acceptance of a Renewal Proposal from Nevada Public Agency Insurance Pool (POOL) and approval for payment from fiscal year 2008-2009 funds: Jim Norton from Warren Reed Insurance presented summary documents and premium information to the Board for fiscal year 2008-2009. Anne Wissrel from Pool Risk Management spoke regarding services her agency can provide. Anne commented that IHGID has used Human Resource consulting and loss control services from Pool in the past. Anne reported on 3 new programs available from the Insurance Pool. To participate in the Loss Control Excellence Program the District would meet with one of Pool's loss control consultants who will take us through a review of all of our risk management practices, employment practices, internal controls, site survey, OSHA compliance and a number of other elements in risk. On successful completion of the Loss Control Excellence Program, Pool provides the member with a cash award of \$3,000 and a plaque in recognition of excellence in risk management. A new Risk Management Grant Program is available for any type of personal protective equipment, safety equipment and risk related training we need to send staff to. The District can apply for a Grant of up to \$10,000 for any type of risk management need. The program was just launched in November and \$90,000 has been granted so far. Online training topics are available now for Board members and staff, some related to Human Resources. New topics are added monthly.

Trustee Patrick motioned to accept a proposal to renew our Pool/Pact agreement and approve payment in the amount of \$50,571.58 to Nevada Public Agency Insurance Pool (Pool) for Fiscal Year 2008-2009. Secretary/Treasurer Eisele seconded. Motion carried unanimously.

9. **Discussion and possible action regarding a Site Lease Agreement between IHGID and Cricket Communications, Inc. for a Communication Facility located on and near the Water Tank located at 3500 Shawnee Road:** Attorney Scott Brooke reported that his office was requested by the Board to review and make comments regarding the lease agreement. The review was not completed in time to send to Les Falconer for Cricket Communications' review. Scott will send Cricket Communications a red lined agreement to review and comment back on. The consensus of the Board was to bring this item back at the next Board Meeting.
10. **Discussion and possible action regarding degradation of Headworks and Grit System:** Andy Joyner, Wastewater Supervisor reported that the airlift grit system which was repaired a couple of times previously, now has a cable holding it up and it is not very effective. The system is made by a company named Lakeside. Staff is researching the cost of parts from Lakeside to see if it is feasible to fix the system, and also a price for a new system. Andy will come back to the Board with detailed background information, costs and timeframes for this item.

Public Comment: (none)

11. **Discussion and possible action regarding the noise level in the Wastewater Office and the possibility of obtaining a mobile office.** Andy Joyner, Wastewater Supervisor commented that the noise in the Wastewater Office is affecting his hearing. Andy has looked at a mobile office as an option. Andy has an appointment to have a hearing test done through Nevada Insurance, but does not believe they will give him one due to no baseline test taken previously. Andy commented that Nevada Insurance stated it is an OSHA standard to have a baseline hearing test. Andy suggested that both Scott Shook and he take an audiology test to get a baseline for hearing. Chairman Lau asked Andy to come back to the Board with alternatives to discuss and associated costs. Andy replied he did find a 14'x 44' contractors construction office trailer in Sun Valley for \$8,500. Chairman Lau commented the District would need County approval for a permanent building. Sandi Eisele will set up a hearing baseline test for Andy Joyner and Scott Shook.

Public Comment: Art Baer commented that Andy Joyner gets paid to run the sewer plant; not to do noise abatement studies. Art suggested that the District contact their engineer to contact an audio engineer to measure the frequencies of the noise being generated and recommend abatement options. Carl Carter suggested an acoustic engineer come out with a decibel meter to measure noise levels, then check with the state to see what the safety limits are.

12. **Discussion and possible action regarding The Cottages Will Serves:** Mark Neuffer, Project Manager for the "The Cottages" on Mica Drive, reviewed his letter (**Exhibit B**) to the Board dated June 18, 2008 requesting Board approval to provide "The Cottages" with a utility "Will Serve" letter for their Final Map process and to Defer the payment of water and sewer connection fees to the time of application for the building permit for each residence. Mark brought pictures of the project to display. Randall Long, Engineer from Lumos and Associates, Inc. commented on the history of The Cottages development from zoning changes to Master Plan amendments through the tentative map extension of last summer. Since the tentative map extension, they have taken care of small clarifications with the County and have brought forward their Site Improvement Permit Plans and the Final Map for all agencies approval including IHGID. Randall Long commented that IHGID Engineer Brian Randall has reviewed

the Site Improvement Permit Plan and the Final Map and it is ready for approval and signature from IHGID. The Division of Water Resources signature is required also. Randall long estimated it would be approximately 1 ½ - 2 years until they would be turning on the water for the project and when IHGID would feel the first burden for services. He commented the up front fees are quite significant in today's economy. Randall stated that the Division of Water Resources and Douglas County do not care if fees are paid up front or not, they want to see a "Will Serve" and then will need a receipt from IHGID showing fees are paid before a Building Permit is issued. Chairman Laura Lau commented that the IHGID policy has been when a development has come into the District, the Board will sign the final map after all the connection fees have been paid for each phase. What is being requested is to change this based on current market factors and that there is only one phase to this project. Laura had requested verification in writing from Douglas County stating they would still approve a final map even if the connection fees have not been paid up front at the time a "Will Serve" letter is issued from IHGID. Randall Long provided a letter to the Board at the meeting from Barbara Resnick of Douglas County dated June 18, 2008 regarding clarity of the issues (**Exhibit C**).

Public Comment: Brian Buffo questioned if "The Cottages" will be built one at a time or 4 at a time. Mark Neuffer responded 4 at a time in the model complex as a first phase. Then dependent upon sales, the rest will be built as fast as they can.

Trustee Patrick motioned to approve the issuance of a "Will Serve" letter for the commitment of water and sewer service for 48 units within "The Cottages" Development with the provision that the connection fees shall be paid to Indian Hills General Improvement District prior to building permit issuance and that the connection fees are to be paid at the rate in force at the time of issuance. It is also the understanding that "The Cottages" Development will not create the need for any additional expansion within our system. Secretary/Treasurer Eisele seconded. Motion carried unanimously.

Recess for Break: 7:20 P.M.

Reconvened: 7:35 P.M.

13. Discussion and possible action on Fiscal Year 2007-2008 Budget Augmentation (Nancy Fredrickson & Beth Kohn, District Auditor)

Item moved up to become Item 7a.

14. Discussion and possible action regarding a proposed Second Amendment to Agreement for Legal Services between IHGID and the Firm of Brooke , Shaw, Zumpft:

Attorney Scott Brooke reviewed the proposed Second Amendment to Agreement for Legal Services with the Board. Scott pointed out an error in the draft agreement in the middle of Section 1 stating the District shall pay to Firm the amount of One Thousand, Eight Hundred and no/100 Dollars (\$3,000.00) as a monthly retainer; this amount will be changed to what the Board agrees to on the final agreement. Scott advised that in 6 months time the agreement may need to be reviewed again depending upon legal services needed at that time. Chairman Lau asked what would be an average monthly amount to budget for in legal services. Scott replied that \$3,000 - \$4,000 per month would be his recommendation with the amount of agreements and large projects, contracts and union issues that are happening in IHGID.

Public Comment: (none)

Trustee Patrick motioned to approve a Second Amendment for Legal Services to increase the retainer amount to Brooke , Shaw, Zumpft to \$3,000 per month for 6 months and to be reviewed at that time.

Secretary Eisele seconded. Motion carried 3-2. 3 Ayes-Chairman Lau, Secretary Treasurer Eisele, Trustee Patrick. 2 Nays- Vice Chairwoman Pierini, Trustee Clark-Ross

- 15. Discussion and possible action regarding additional compensation for the Interim General Managers Sandi Eisele and Nancy Fredrickson, and other related matters:** Chairman Lau commented that Sandi Eisele and Nancy Fredrickson have been appointed as Co-Acting Interim General Managers, and at that time the Board had decided to discuss additional compensation during the time they are acting as Co-General Managers. Nancy Fredrickson reported that the last time the District was without a General Manager, she was appointed and had been making \$25 per hour and was given an increase to \$33 until the last General Manager was hired which was a duration of approximately 1 ½ months. The Board discussed options of from 5-15% increase in salary for both Co-Interim General Managers. Secretary Bill Eisele abstained from any discussion or vote due to his relationship to Sandi Eisele.

Public Comment: Ron Lynch commented on the lack of appreciation from some Board members to the people who work for them and that the employees in the field are the ones who get the work done. The District has saved money by not having a General Manager. Bill Moriarty commented it is not fair to ask employees to do more without compensation. Brian Buffo commented he'd like to know what the ladies think. Nancy Fredrickson replied that they have worked overtime hours, come to Board Meetings with no compensation and have taken on General Manager duties and reporting. Salaries have been frozen for 2 years. Sandi Eisele commented that there are issues in the District that are very time consuming, important, and need to be done properly. Chairman Lau commented that every employee in the District got pay raises but their 2 jobs have not had a raise in 2 years. These positions are salaried and they are not compensated for any over time hours.

Trustee Patrick motioned to increase the compensation of both Co-Interim General Managers by 15%. Chairman Lau seconded. Motion did not carry 2-2, 1 abstained. 2-ayes Chairman Lau, Trustee Patrick, 2-Nays Vice Chairwoman Pierini, Trustee Clark-Ross, 1-abstained Secretary/Treasurer Eisele.

Sandi Eisele commented that she wanted to bow out now due to what is currently on her plate and what is expected of her, this is not worth it. Sandi commented that if the decision about compensation is so difficult to make with all the responsibility she will take on, is not worth it to her. Attorney Scott Brooke advised that Sandi Eisele would need to put her request in writing.

Public Comment: Art Baer commented that this is an interim position to be filled. Art questioned after the General Manager is hired will they return to their current rate of pay.

Trustee Patrick motioned to increase the compensation of both Co-Interim General Managers by 10% for the time they take on these jobs. Chairman Lau seconded. Motion carried 4-0, 1 abstained Secretary/Treasurer Eisele.

- 16. Discussion and possible action regarding clarification of what was approved for the General Manager interview process from the May 5, 2008 Board of Trustees' Meeting Item #9:** Chairman Lau commented that this item is on the Agenda for clarification of what was decided at the May 5, 2008 Board Meeting as to how many applicants would be interviewed. Secretary/Treasurer Eisele explained the process of application review that took place and the use of criteria to see if applicants met the qualifications of the job. The Board discussed what they had decided upon at the May 5, 2008 meeting. Attorney Scott Brooke advised the Board to get an understanding of what their committee has recommended in the next Agenda Item.

Public Comment: Art Baer commented that two Board members are unsatisfied with the Committee they appointed to do a job for them.

No Action was taken.

- 17. Discussion and possible action to interview prospective General Manager Applicants. Set a date to interview the two qualifying candidates. The qualifications for hire as set down by the Board of Trustees:** Trustee Clark-Ross commented that the Board has two candidates now because the Board chose a committee that found only 2 people that met the criteria for selection. If the candidates do not interview well the Board can go back to other applicants to interview.

Public Comment: Bob Spellberg, District Manager from Gardnerville Ranchos GID commented that he had been asked to be on the committee to select finalists to interview for IHGID General Manager. Bob stated he and Bill Eisele and Denise Pierini all sat down, each had a packet they looked at and took notes on what they thought. There were some good applicants. The criteria he was asked to look for was a strong Public Works background. He was told the office staff was strong, the office was running well and Public Works needed to be looked at. Bob looked at the applications for someone with a strong Public Works background, with some experience in the field and who understood what goes on in the office as well as knowledge and expertise. The District is looking for a General Manager that is responsible for the whole program. He did not feel that some of the applicants had the background to lead and did not meet the criteria Bob was given. That is why there are not 5 out of 7 chosen to interview. Bob commented he had seen the Job Description and preference was given to IHGID residents, however they may not have met the job criteria. Bill Moriarty commented that he disagreed with the committee that selected applicants for interview as he was not chosen. Bill read a letter to the Board regarding a summary of his employment history and qualifications to be a General Manager. Andy Joyner commented regarding Bob Spellberg's comments about having a General Manager or a Public Works Director. The City of Yerington has a City Manager and a Public Works Director under him. The last person IHGID had was strong in Public Works but he is not here any longer.

Secretary/Treasurer Eisele motioned to set a date of July 7, 2008 at 4:30 P.M. to interview the two top Candidates for General Manager. Trustee Clark-Ross seconded. Motion carried unanimously.

- 18. Chairman and Trustees Reports:** Trustee Clark-Ross asked Karen Ziemer for the date of the Public Workshop Meeting for Valley Vista Park. Karen responded the meeting will be on July 14, 2008 at 6:00 P.M. in the District Board Room. Trustee Clark-Ross asked Sandi Eisele if there were T-Shirts for the upcoming Summer Kick-Off event. Sandi replied yes, they are available tonight.

19. Adjournment:

Trustee Patrick motioned to adjourn the meeting at 9:13 P.M. Secretary/Treasurer Eisele Seconded. Motion carried unanimously.

FINAL APPROVED MINUTES AS PRESENTED

**Secretary/Treasurer
William Eisele**