

Minutes
Indian Hills General Improvement District
District Office
3394 James Lee Park Rd. #A
Carson City, NV 89705
Project Meeting
August 4, 2008
6:00 P.M.

Trustees Present: Chairman Laura Lau, Secretary/Treasurer William Eisele, Trustee Kathryn Clark-Ross

Trustees Absent: Vice Chairwoman Denise Pierini, Trustee Brian Patrick

Staff Present: Interim General Manager Art Baer, Administrative Assistant Karen Ziemer

Others Present: Attorney Scott Brook, Engineer Brian Randall, Dale Morlan, Jim Murphy, Ralph Fagnoli, Harold Johnson, Mary Ann Johnson, Harold Lauder, Dot Lauder, Michelle LaFontaine, Donna Warenas, Sandra Wendel, Mark Lobsinger, Ed James, Penni Eisele, James Taylor

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:**

Secretary/Treasurer Eisele motioned to approve the Agenda. Trustee Clark-Ross seconded. Motion carried 3-0, Vice Chairwoman Pierini and Trustee Patrick absent.

4. **Public Interest Comment:** (none)
5. **Reports to the Board:**

a. Engineer Report (Exhibit A)

Engineer Brian Randall reviewed his report dated August 4, 2008 with the Board of Trustees' regarding Hobo Lift Station Replacement by Petersen Construction, Clear Creek Wastewater Service Inter-Local Agreement with Douglas County, and an update on the Granite Court sewer line repair bid. Interim General Manager Art Baer commented that a purchase order has been issued to Sunshine, for work to begin in the coming week at 888 Granite Court, the one home that was badly hit by the sewage spill. The other two homes are manufactured homes that the sewage backed up around, these homes were above the sewer spill and did not have problems.

Public Comment: (none)

6. **Discussion and possible action regarding In-Park Vendor Sales of Ice Cream from the Mr. Ice Cream truck at James Lee Park:** Ronald Reynolds stated he has built an Ice Cream truck and has it licensed. Ronald explained he needs to submit information to the Douglas County Sheriff's Office for approval, and needs a letter from IHGID to allow him to be on their premises. The Ice Cream truck is a mobile unit and cannot be in one place more than 1/2 an hour. Ronald does not want to interfere with the concessions already in place at James Lee Park. He would plan to sell ice cream and soft drinks near the Skateboard Park or Ball Fields

when there were no other concessions open. Ronald will be driving the entire IHGID area of streets as well. Trustee Clark-Ross commented that IHGID gets a percentage of proceeds from the concessions at the Parks now. She would not want the Ice Cream truck to be selling on nights when games are in progress. Trustee Clark-Ross will provide a schedule of games to Ronald. Ronald asked the Board if there is a place he can store products. He has a 15 cubic foot commercial freezer that the State Health Department needs to inspect and it must be housed in a commercial structure, not a home. He asked if he could put the freezer in the concession stand at James Lee Park. Trustee Clark-Ross explained an agreement already in place with a sports league for the concession stand storage. She estimated the storage area would not be large enough for Ronald's freezer. Ronald commented he would leave the Park if he saw game activity taking place. Chairman Lau asked Ronald to provide a route map to the Board with an estimate of time he would be in the area. Chairman Lau asked Attorney Scott Brooke if there is a question of liability for the District. Scott replied yes, if something happened on District property. Scott recommended a contract to allow Mr. Reynolds to be on District property. Chairman Lau asked Interim General Manager Art Baer to get together with Attorney Scott Brooke regarding a contract with Ronald Reynolds.

Public Comment: (none)

Trustee Clark-Ross motioned to approve Vendor Sales of Ice Cream from the Mr. Ice Cream truck on the streets in IHGID, to begin immediately. Approval for sales at James Lee Park are approved pending a contract with IHGID which includes verbiage regarding sporting events. Secretary/Treasurer Eisele seconded. Motion carried 3-0, Vice Chairwoman Pierini and Trustee Patrick absent.

7. **Discussion and possible action regarding Valley Vista Park Master Plan:** Landscape Architect Sandra Wendel presented the landscape Master Plan Design for Valley Vista Park (Exhibit B). Sandra distributed an overview of the history of planning sessions held and criteria used for the Master Plan (Exhibit C). Sandra described all elements of the Master Plan.

Trustee Clark-Ross asked Sandra what the process will be once IHGID Board gives approval of the Master Plan. Sandra replied it is now up to IHGID and the neighborhood group to go into negotiations with Douglas County. Sandra Wendel's agreement with IHGID was to get the Master Plan completed so IHGID could go forward to get funding from Douglas County. Sandra explained that the next step would be to get construction documents to begin the first phase. Sandra can work with the District's Engineer as needed to identify what the intent of the Master Plan is. Engineer Brian Randall commented the first order of business would be to get the County on Board for funding, then select a phase to pursue based on funding available. The normal process is design, then going out to bid for grading and design construction. Sandra commented that the Engineer might need to do a certain amount of work to establish primary grading goals for the entire project. As far as Sandra Wendel and Associates' involvement, IHGID could contract with them for a certain phase if they want. Brian Randall commented that Douglas County would probably not participate with funding without the normal process of design and solicitation of proposals for the improvements. Brian explained that you cannot go out and get bids for work, unless everyone is bidding on the same thing, and the only way to do that is to prepare plans and specifications to define what it is you want to do. Chairman Lau asked if a grading plan for the whole project will be necessary. Brian Randall replied that to be done properly, an overall grading plan for the entire build out should be done. The project will tie together in phases and grading is a big issue due to steep slopes. When the District goes out to bid, they only need to go out for grading of each phase that they are in. Sandra Wendel commented that Phase 1 is not an enormous amount of work. Interim General Manager Art Baer commented that the Parks staff may be able to do some of the Heavy Equipment work.

Brian Randall commented that a grading plan may not be necessary before going to Douglas County, the Master Plan design should be sufficient as it shows existing topography. Brian suggested not spending money on a grading plan yet, in case there are changes and to wait for actual construction.

Public Comment: Michelle LaFontaine thanked Sandra Wendel and Associates for the excellent job they did. She likes the idea we can consult with them at a later date. John, a Vista Grande resident and Parks and Recreation employee for Douglas County, commented on his concern regarding a post and cable fence around the Park. People may jump over the fence to go down the slope which will cause problems with erosion. John suggested a higher fence such as a split rail fence. He is concerned with noise traffic coming up and down the hill, which will disturb the tranquil area of the Park. John suggested a winter play area for snow sledding. Barriers to the slope could create a problem with loss of vegetation. John stated that children have been sledding on the slope. Chairman Lau commented that this is a Master Plan at this point, but we are not at the point to build now, and there may be things that come up. She commented it is imperative to listen and amendments can be made at a later date. Sandra Wendel suggested changing the description of the Master Plan to replace the words “cable fencing” to just “fencing”. Chairman Lau suggested that ideas could be brought to the District later and be kept on file for discussion

Trustee Clark-Ross motioned to approve the Valley Vista Park Master Plan as presented today. Secretary/Treasurer Eisele seconded. Motion carried 3-0, Vice Chairwoman Pierini and Trustee Patrick absent.

8. **Discussion and possible action regarding District Analyst-Operations Nancy Fredrickson. Position elimination and replacement with a part time CPA per consultant’s recommendations:** Dianne Humble was not present to speak about this item. Item continued until the next Board meeting on August 20, 2008.
9. **Chairman and Trustees Reports:** Chairman Lau asked Interim General Manager Art Baer who opens the mail for the District. Art Baer replied it is opened by several staff members. Chairman Lau asked Art to tell staff that if mail is addressed to a specific Board Member it not be opened, copied or distributed as that is not appropriate. Chairman Lau commented this type of mail should be placed in an individual Trustee’s mailbox. Trustee Clark-Ross reported the outdoor concert was successful with lots of families participating and a good band. Money was made on hamburgers and beer served. She reported the soccer team would be back in 2 weeks.

Art Baer, Interim General Manager reviewed his General Manager’s Report with the Board (Exhibit D). Art commented that CPA Peggy Hoffman has been in and done an outstanding job. We are current with bills. Peggy’s recommendation is that a degreed accountant for the position would suffice, that a CPA is overkill. Art reported there were flags stolen Sunday evening with a replacement cost of \$700 for rope and flags. Half of a big slide in the playground at James Lee Park was destroyed with a replacement cost of approximately \$4,000.

10. Adjournment:

Trustee Clark-Ross motioned to adjourn the meeting. Secretary/Treasurer Bill Eisele seconded. Motion carried 3-0, Vice Chairwoman Pierini and Trustee Patrick absent. Meeting adjourned at 7:25 P.M.

FINAL APPROVED MINUTES AS PRESENTED

**Secretary/Treasurer
William Eisele**