

Minutes
Indian Hills General Improvement District
District Office
3394 James Lee Park Rd. #A
Carson City, NV 89705
October 15, 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: Interim General Manager Art Baer, District Analyst Human Resources & Community Sandi Eisele, Accountant Linda Stewart, Administrative Assistant Karen Ziemer

Others Present: Attorney Scott Brooke, Engineer Brian Randall, Dianne Humble, Steve Weaver, Dale Morlan, Penni Eisele, Ed Terlau, Pat Baer, Bill Moriarty, Ron Kruse, Louise Keefe, Sharon Silvas, Reuben Silvas, Roger Gilmore, Frank Johnson, Bill Moriarty

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:**

Vice Chairwoman Pierini motioned to approve the Agenda as presented. Trustee Patrick seconded. Motion carried unanimously.

4. **Public Interest Comment:** Ed Terlau commented he walked through S. Sunridge Park with Trustee Brian Patrick and showed Brian his concerns. Ed and his neighbors are frustrated that they have not seen much change at the park. There are two broken sprinklers that have not been fixed. Ed suggested that the District turn the water off now and readdress the water problems in the spring. Dianne Humble commented on a police report distributed by Josh Joyner at the last Board meeting regarding O.S.H.A. complaints.

5. **Reports to the Board:**

a. **General Manager's Report:** (none)

Trustee Patrick asked Interim General Manager Art Baer if employees had turned off the water at S. Sunridge Park. Art replied he would remedy the situation tomorrow. Secretary/Treasurer Bill Eisele commented that there are about 2 ½ acres of lawn at S. Sunridge Park that the District is watering with treated water and mowing twice a week during the summer. Bill is planning to return to the Board with a plan to eliminate some of the lawn area and plant trees, which will take care of much of the watering problem at S. Sunridge Park. Interim General Manager Art Baer will find the location of the two sprinklers that are not working at S. Sunridge Park.

b. **District Analyst-Community & H.R. Report (Exhibit A):**

Sandi Eisele reviewed her report to the Board. Sandi contacted Payroll Systems of Nevada regarding the General Manager Candidate background screening and found they have a thorough package available for \$44.00 each, with results available in two to three days. Trustee Clark-Ross stated she would like Celine Sullivan to do the reference checks on General Manager Candidates since Celine has been to IHGID interviews and knows the District's needs.

- c. **District Accountant Report (Exhibit B):** Linda Stewart reviewed her Budget Report with the Board. She described the report as an Operating Budget Report. She will be working on a detailed Capital Project Budget Report. Linda would like the Board to decide the format of budget reports they would like to see. Linda commented she is currently working on the 2008-2009 Fiscal Year. She will wait until the Auditors come in to work with them on adjustments to the 2007-2008 Fiscal Year. She has requested an extension from the Department of Taxation for the 2007-2008 Fiscal Year Audit, which will need to be completed by December 30, 2008 instead of November 30, 2008. Trustee Patrick asked if the new accounting firm has started work yet. Interim General Manager Art Baer replied they are waiting for the Forensic Auditor report to be completed. Steele and Associates, the new Auditors for the State Audit do not want to duplicate work. Chairman Lau asked Art to find out and inform the Board by letter what the status of the Forensic Audit is.
- d. **Engineer Report:** Engineer Brian Randall reported that the contractor is on site for the installation of the new lift station and for the new generators at the wastewater and water treatment plants. The scheduled completion date is December 10, 2008 which is later than the contract deadline, but will change as time goes by. The Clear Creek Wastewater Service Agreement Draft has been submitted for review by the attorney for Douglas County Utilities and IHGID Attorney Scott Brooke. The Storm Water Management Annual Report for 2006-2007 was prepared by RCI, submitted and accepted by NDEP. Brian emailed a request to NDEP for the 2007-2008 report deadline date. The 2007-2008 report will essentially be a copy of the 2006-2007 report which RCI will take care of. IHGID has been scheduled by NDEP for an audit of its performance under the Storm Water Management Plan on October 28, 2008 at IHGID. The audit entails discussion on what IHGID has done and can do to be in compliance with the District's adopted plan regarding maintaining storm water management within the District. The audit meeting is an EPA requirement of NDEP as the administrator of the program in Nevada. There will be no action taken.
- e. **Attorney Report:** Attorney Scott Brooke reported he is reviewing the Clear Creek Draft.

Public Comment: Louise Keefe, commented she was shocked at the contents of a Police Report regarding her Son-in-law Josh Joyner. Diane Humble commented on S. Sunridge Park issues and suggested a little skateboard park there. Cement would eliminate water problems. Sharon Silvas commented on the complaint she submitted regarding rocks that were placed behind her fence due to over watering. There are still six or seven darkened spots that are wet. Two new trees she planted have started to die. Although she doesn't water the trees, a water meter shows they are moist or wet. Sharon suggested there may be a pipe leaking in the Park. She commented that the dog bags are continuously empty. Previous owners of their home installed a sump pump to remove excess water under their house. They have no lawn in their yard, just cement and trees, so it is not coming from their yard. Reuben Silvas commented he dug four feet down to plant trees and found a continuous

trickle of water coming from the park irrigation system. The trees are dying because there is no way he can control the water. Chairman Lau asked Interim General Manager Art Baer to assess the situation at S. Sunridge Park and come up with a solution, then give a report to the Board at their next meeting.

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

a. Approval of Draft Minutes of Board Meeting of September 17, 2008

Public Comment: (none)

Trustee Clark-Ross motioned to approve Draft Minutes of the Board Meeting of September 17, 2008. Secretary/Treasurer Eisele seconded. Motion carried unanimously.

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

8. Discussion and possible action regarding update on the Arsenic Removal Project by Roger Gilmore of Gilmore Engineering (Exhibit C): Roger Gilmore from Lodi, CA reviewed his Microfiltration Pilot Test Report and October 3, 2008 proposal to provide consulting services to prepare a preliminary design report for a microfiltration arsenic treatment plant. Secretary/Treasurer Eisele asked if the design still entails ponds outside for evaporation. Roger replied no, he has researched this subject and found out what has worked very well in Fallon, at the Paiute Shoshone Tribe. They have a one million gallon per day plant. Their system separates filtered solids from backwash water, then captures and dries them in the building. The solids get dry enough to contain in a fabric envelope that is rolled up and taken to the landfill. Trustee Patrick asked if another building will be needed to house the plant. Roger replied that there is little chance of the plant being able to fit in the existing building. This will be explored in the first phase. The building would have to house three special roll off dump beds that house the fabric liner. They need to be moved outside when it is sunny in order to dry. Roger commented that microfiltration is the least expensive alternative over a 25 year period. Vice Chairwoman Pierini asked how old the technology of the system is. Roger replied the first system he designed has been operating over 11 years. The current generation of microfiltration with new membrane material is 7-8 years. Chairman Lau asked Roger about the timeframe and being behind for the EPA. Roger replied we are a couple of months behind schedule. Roger suggested IHGID give a good presentation and show progress towards compliance at the EPA meeting on November 12, 2008. The next step is to start on the engineering. The first phase will take about three months, then a Preliminary Design Report will be given to the Board. IHGID would then go out to bid on just the equipment to alleviate sales tax charges. The next step will take approximately six months.

Public Comment: Resident Scott Mulligan commented that Brown's Well has been drawn down over the summer and a second well may need to be drilled in the valley bottom. Scott asked Roger Gilmore if given a second source that may be slightly different, how confident are you that this design of a water treatment plant can treat both sources, or would the plant be specific to Brown's Well water? Roger replied until he sees the chemistry and mineral analysis, there is no way to know for sure. Roger commented that microfiltration is the most forgiving treatment process for different water chemistries. The only thing that could be a problem is water with a lot of fluoride in it as microfiltration does not treat fluoride. If the water is from the same aquifer, there would be no problem. Roger stated there is very little chance you'd find water you couldn't treat from another source. Engineer Brian Randall commented that IHGID's current facility is surrounded on three sides

by U.S. Forest Service land and on one side by a highway easement. Brian stated that both the Forest Service and Douglas County have given us authorization to proceed with either the purchase of, or the lease of additional land that is needed for expansion and accommodation of the microfiltration plant. The process now would be to get a lease for, or purchase the necessary land.

Trustee Patrick motioned to update the Arsenic Removal Project by approving the proposal from Roger Gilmore of Gilmore Engineering to prepare a preliminary design report for a microfiltration arsenic treatment plant and authorize the amount of \$59,160.00 for: Task 1-Prepare a Preliminary Design Report, Task 2- Prepare Bid Documents for Direct Purchase, Task 3- Project Management. Secretary/Treasurer Eisele seconded. Motion carried unanimously.

- 9. Discussion and possible action regarding acceptance of the dedication of the fee interest of Utility and Drainage Easement Properties within Valley Vista Estates II, from Mr. John Serpa:** Interim General Manager Art Baer stated that the cost to IHGID for the drainage easement properties will be \$1.00 each. Engineer Brian Randall commented that in the final maps for Valley Vista II, IHGID agreed to take this property for maintenance and ownership. Brian commented that the three legal descriptions in the deeds should include the Manhard surveyor's stamp before it is recorded. Attorney Scott Brooke confirmed the paperwork is in order.

Public Comment: Steve Weaver asked for clarification of the location of easement and agreed the District should follow through with obtaining the easement properties.

Trustee Patrick motioned to accept the drainage easement properties within Valley Vista Estates II from Mr. John Serpa. Secretary/Treasurer Eisele seconded. Motion carried unanimously.

7:43 Recessed

7:54 Reconvened

- 10. Discussion and possible action regarding RVS Utility Billing software capabilities and the future of obsolete water meters with a representative from RVS or Western Nevada Supply:** Interim General Manager Art Baer stated he talked to RVS, and they asked what the Board wants, specifically. Trustee Brian Patrick commented that there was a claim made by consultants Haugen and Keck that something in the RVS system was obsolete and he wanted to know what it was. Brian commented he got information that the water meters are not obsolete, but the wands are obsolete and will have to be replaced eventually. Brian asked if the wands need to be replaced immediately, or can we wait until they quit working. Brian questioned if the wands were the reason we are getting meter misreads. Art Baer responded that the water meters and the touch read sensors work fine. The handheld reader part attached to the touch read sensor is obsolete and will need to be replaced. Art commented that he does not believe the meter misreads are caused by bad equipment. The RVS system has what is required for correct billing. Art commented that last month the meters were read manually to re-establish a one month base line and this month it will be done again to verify that the base line reading was correct. Touch reading will then be resumed. Secretary/Treasurer Eisele questioned if we can still obtain batteries for our current handhelds. Art Baer replied yes. Trustee Clark-Ross commented that the inaccuracies of meter reads in her neighborhood have cleared up since summer and she does not believe the problems were due to equipment.

Public Comment: (none)

- 11. Discussion and possible action regarding replacement of present handheld units for water meter reading:** Interim General Manager Art Baer commented that the present hand held meter reading units work fine, but are obsolete. If they should break they cannot be repaired. He presented a quotation from Western Nevada Supply for an upgrade from a Sensus AR4001 Handheld to a Sensus AR5001 Handheld in the amount of \$3500.00. Art presented the Board with a Purchase Requisition for two new AR-5001 Sensus Handhelds in the amount of \$7,000.00. Secretary/Treasurer Eisele commented that if the current units go down and we cannot get batteries for them, it may be at a critical time when billing has to be done. Art Baer commented that the batteries can only be charged so many times and then they die. Chairman Lau commented she'd like to be sure the budget could accommodate spending money for handhelds. Vice Chairwoman Pierini asked for the timeframe necessary to order and receive a replacement handheld. Art commented they should be easy to get, since they are the latest model. Art Baer agreed to come to the next Board meeting with more itemized budget information to help with the decision of purchasing new handhelds.

Public Comment: Diane Humble commented that manual reading of meters is easy to do and we don't have to worry about a tragedy as the systems are still working. Scott Mulligan commented that the concrete boxes are easy to read but the newer PVC and cast iron ones are not. He suggested the District work cooperatively with other districts to borrow compatible equipment if necessary.

Trustee Brian Patrick motioned to spend \$7,000.00 to buy new handhelds from Western Nevada Supply. Secretary/Treasurer Eisele seconded. Motion did not carry 2-3. 2 Ayes: Trustee Patrick, Secretary/Treasurer Eisele; 3 Nays: Chairman Lau, Vice Chairwoman Pierini, Trustee Clark-Ross

- 12. Discussion and possible action regarding O.S.H.A. complaint and compliance:** Interim General Manager Art Baer commented that as of today the District has a 30 day extension for O.S.H.A. compliance. The District is still trying to finish the manual. Last Friday O.S.H.A. came back to the District with questions. An update to the training program for employees must be done. Refresher training takes about 1 hour and has to be done once a year. Art commented that confined space training will be included, but the Federal Blood Borne Pathogens do not apply to IHGID. Art stated that Andy from O.S.H.A. is with the enforcement Department. Chris Davis runs the O.S.H.A. here on site and gave us an extension.

Public Comment: Resident Frank Johnson, Manager of Minden Gardnerville Sanitation District, commented that it sounds like the O.S.H.A. complaint came about due to the lack of O.S.H.A. safety being followed. He mentioned that SCATS could be invited out for an inspection. He recommended updating the Safety Manual, having a safety program, heeding warnings and taking them to heart. Frank commented that O.S.H.A. standards could be found online. He recommended that the District have a joint meeting with contractors on construction projects. Dianne Humble commented that SCATS is a state supported organization and the manual could have been done in house. Dianne suggested that employees should go to the General Manager and Human Resources with concerns, before going to a state agency to complain. Brian Buffo commented that as an employee, he has a right to go to O.S.H.A. on a case by case basis.

- 13. Discussion and possible action regarding approval of contract with Brown & Caldwell, consultants for O.S.H.A. compliance, not to exceed \$6,000:** Interim General Manager Art Baer commented that he has already engaged Brown & Caldwell. The Board had asked Art to bring the Letter of Engagement before the Board. Trustee Patrick asked who referred us to Brown & Caldwell. Art responded Haugen and Keck, Ed James and others. Vice Chairwoman

Pierini asked Art how many copies of the manual are required to be on District property. Art responded one master copy and one copy each in the Maintenance, Parks, Water, and Sewer buildings for a total of five.

Public Comment: Bill Moriarty commented that Respiratory Protection was listed twice in the Brown & Caldwell Proposal under Task 2 and that Blood Borne Pathogens were not listed as being in the training manual. Bill commented that in his experience, everything you train the employees on should be in the manual for them to reference easily. Secretary/Treasurer Eisele responded that he believed Blood Borne Pathogens will be in the manual when it is finished by Brown & Caldwell.

Secretary/Treasurer Eisele motioned to ratify the Brown & Caldwell contract already entered into. Trustee Clark-Ross seconded. Motion carried unanimously.

14. Discussion and possible action regarding a listing and all copies of invoices paid late from C.P.A. Peggy Hoffman and Art Baer. (Brian Patrick, follow up from 9/17/08 Board Meeting): Art Baer commented that when Peggy Hoffman and Claudette Springmeyer were in, they paid bills to keep the District current and did not make a list of late payments. There were late payments made other than those referenced in the Board Packet. Trustee Patrick explained that his concern was how much money had been paid out and to whom during the July/August timeframe. Both Trustee Patrick and Secretary/Treasurer Eisele will meet with Accountant Linda Stewart to go over payments made in July and August, 2008. Trustee Patrick will give copies to all Board members.

Public Comment: (none)

15. Chairman and Trustees Reports, Correspondence

Trustee Clark-Ross distributed information from a group that will be giving a presentation to the Board regarding playing Frisbee golf at the Park. Vice Chairwoman Pierini commented on her disappointment with negativity in a newspaper article regarding IHGID and the Board. Art Baer commented he has already gone to a Bonding Agent regarding the arsenic compliance. There is a January EPA date for the District to have a finance plan in place. Art commented that after the November 12 meeting, he hopes to have numbers together for funds spent to date for arsenic treatment. Art estimated the District has already spent approximately 2 million and will need to go out to bond for approximately 3 million. Art commented that the District is not eligible for grant money or a state loan because our rates are not high enough.

16. Adjournment:

Secretary/Treasurer Eisele motioned to adjourn the meeting. Trustee Patrick seconded. Motion carried unanimously. Meeting adjourned at 9:22 P.M.

FINAL APPROVED MINUTES AS PRESENTED

**Secretary/Treasurer
William Eisele**