

Minutes
Indian Hills General Improvement District
District Office
3394 James Lee Park Rd. #A
Carson City, NV 89705
December 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: General Manager Jim Taylor, District Analyst Human Resources & Community Sandi Eisele, Accountant Stacie Hunter, Administrative Assistant Karen Ziemer

Others Present: Trustee Elect Dianne Humble, Attorney Scott Brooke, Engineer Brian Randall, CPA Jonathan Steele, CPA Ben Steele, CPA Vanessa Davis, Art Baer, Dale Morlan, Penni Eisele, Ron Lynch

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:**

Vice Chairwoman Pierini motioned to accept the Agenda as presented. Trustee Clark-Ross seconded. Motion carried unanimously.

4. **Public Interest Comment:** Jonathan Steele, District CPA from Steele & Associates stated that a draft of the District's Financial Statement will be given to IHGID by Monday. Jonathan commented there may need to be a special Board of Trustees meeting to approve the Financial Statement which is due to the state by January 15, 2009. Steele & Associates are issuing a clean opinion this year, along with 2 pages of management points for General Manager Jim Taylor to start working on. Steele & Associates will be available for Board members to discuss any issues they might have with the financials. CPA Ben Steele, from Steele & Associates commented that District staff has been very cooperative with them in the audit experience. Ben mentioned the need for cleaning up accounting records and systems installed. One Board member will need to sign the Management Disclosure and Analysis letter since the current General Manager was not employed during that time.

5. **Reports to the Board:**

a. **General Manager's Report (Exhibit A):** General Manager Jim Taylor reviewed his report to the Board. Jim introduced Stacie Hunter as Accountant I for the District. Jim asked the Board to set a date for a Goal Setting and Priorities Workshop Meeting to go over issues of IHGID. Jim will be working on a sand stocking pile with cement barricades for easier scooping of sand for the roads. Trustee Patrick asked if the water meter probes are functioning now. Jim Taylor replied yes. Trustee Patrick asked if the District still has seasonal employees working now. Jim Taylor answered yes, there are two until after Christmas. Trustee Patrick asked for an update on the OSHA issues.

Sandi Eisele replied there are two trainings this Wednesday for MSDS and Lock Out-Tag Out. Trustee Patrick voiced his concern of gifts to employees needing to be noticed in the General Manager report. He would like the Board's consent for expenditures of this type. Trustee Patrick would like a report to the Board for public events showing the budget, how much was spent and detail as to how it was spent. Vice Chairwoman Pierini agreed that event expenditures should be made public and be accounted for. Trustee Clark-Ross commented that every event done by Sandi Eisele has had a run down of what was spent. Chairman Lau stated the reports haven't been consistent and need to be. Chairman Lau commented that the Christmas lights need to be on a timer, as the lights have been on all night. Secretary/Treasurer Eisele commented that the Christmas lights have been going off at 10:00 P.M. He commented lights outside the Board Meeting room need to be adjusted as well. Jim Taylor will check the lights tomorrow.

Public Comment: Dianne Humble thanked Jim Taylor for his work during early and late hours. She suggested the Board look at the larger issues at the District. Dianne commented on problems with the road salting machine.

The Board reached a consensus to have a Goal Setting and Priorities Meeting on Monday, January 12, 2009 at 6:00 P.M.

Trustee Patrick asked Jim Taylor to provide reports to the Board and public when District money is being spent for parties, concerts, etc., listing budget amount and itemized expenses.

Public Comment: (none)

b. District Analyst-Community & H.R. Report:

Sandi Eisele reported that the Holiday Celebration on Saturday went well. A few new activities were added this year for children. The holiday lighting contest winners will be announced tonight. Sandi will provide budget and expenditure information to the Board for the June, 2008 Concert in the Park. Secretary/Treasurer Eisele disclosed that Sandi Eisele is his daughter-in-law. Chairman Lau asked if Sandi had a budget. Sandi replied she is well within her means in her budget and there was money left over last year. Secretary/Treasurer Eisele asked if Sandi would bring a report to the next meeting. Sandi replied yes. Chairman Lau asked Sandi to bring the budget and money spent on all events to the Board for review.

Public Comment: Dianne Humble commented on the need for an accounting in the Water and Sewer Departments.

c. District Accountant Report: Stacie Hunter commented she has been working only 3 days, and has no report.

Public Comment: (none)

d. Engineer Report: Engineer Brian Randall commented that the Lift Station is in and should be fully operational tomorrow 12/16/08. It has been tested and accepted. The connection of the Lift Station to the existing sewer system and disconnecting the existing plant should take place tomorrow. The wastewater plant generator is in and operational. The water plant generator is in, but there is a lot of electrical work yet to be done which may take 2-4 weeks. Last month IHGID was found to be trespassing on

adjacent Forest Service land while installing the Lift Station. There is approximately ¼ acre of land that the District may be required to re-vegetate that was used by the contractor for staging of equipment and materials. The Forest Service demanded a record of activities that have taken place in the past and a record of existing utilities in the area that have been constructed over the years, outside of the plant. The District has responded but has heard nothing back from the Forest Service. Brian expects the District will be told not to trespass again and to re-vegetate. The inter-local agreement with Clear Creek is with the developer. Brian responded to a call from their engineer, but has not heard back from him. Brian expects the inter-local agreement to go to Douglas County in the next month. Brian, Jim Taylor and Dave Wright met with NDEP Thursday. NDEP wanted to know how the District is progressing with arsenic compliance and what our schedule is. There will be an administrative order issued by NDEP on December 23, 2008. This will allow the District and others 1 ½ years to have the plant in place and be in compliance with the arsenic standard. IHGID's current schedule will take it beyond that deadline, which would be July 10, 2010. Roger Gilmore's schedule is to have the plant on line and operational by December, 2010. This is a four to six months difference. Brian does not think the time frame will be an issue, as long as IHGID can show we are going forward, stay on track and show good faith and diligence in pursuing design and construction. The meeting advised the District that an administrative order is coming. NDEP may want the District to respond and accept the conditions of the administrative order. Trustee Patrick asked about a suggested project to clean the sleeve in Brown's Well that gets clogged. By cleaning the sleeve we may get better output. Brian Randall replied that when the well was built it wasn't constructed properly. There was a lot of silt and mud being drawn into the well through the perforations. An insert, with a screen intended to prevent the passage of silt from the surrounding area into the water was installed. Brian commented that Dave Wright may make a proposal to the Board to surge the system, then run an air system down to break up material. Brian commented it has been 10 years and it's probably time to do refurbishment on the well.

Public Comment: Ron Lynch commented regarding the arsenic meeting in Reno. He suggested a public meeting or newsletter to notify residents. Former Interim General Manager Art Baer commented that every resident was mailed a letter regarding the arsenic issue status and what IHGID's plans were. The letter was a requirement of NDEP and was done in lieu of a newsletter.

- e. **Attorney Report:** Attorney Scott Brooke reported there were no new legal matters. He has been working with the General Manager and Engineer Brian Randall on pending matters already discussed tonight.

Public Comment: Dianne Humble commented in the past there had been a written report from the Attorney. She requested an accounting of Attorney fees be included in every Board packet for the public to see who is contacting the Attorney and where the charges are coming from.

Trustee Patrick asked that Item 9 be moved to the next item on the Agenda. The Board reached a consensus to hear Item 9 next.

- 9. **Announcement of the Holiday Lighting Contest winners:** Sandi Eisele announced the winners and presented checks to those in attendance:

First Place - \$150.00 Pat DeLeeuw (856 Valley Crest Dr.)
Second Place - \$100.00 Jahn Green (1006 Sunnycrest Dr.)

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

- a. **Approval of Draft Minutes of Board Meeting of October 23, 2008**
- b. **Approval of Draft Minutes of Board Meeting of November 3, 2008**
- c. **Approval of Draft Minutes of Board Meeting of November 19, 2008**

Public Comment: (none)

Trustee Patrick motioned to approve the Consent Calendar as it stands. Trustee Clark-Ross seconded. Motion carried unanimously.

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

- 8. Discussion and possible action regarding review and approval of Petersen Construction Inc. Application and Certification for Payment No. 2, for the Hobo Lift Station and Emergency Power Installation contract:** Engineer Brian Randall commented this 2nd application for payment is in the amount of \$116,239.50. The remaining balance for work is \$336,060.50 which is owed by the completion of improvements to the lift station facilities. Brian expects the Board may see a 95% payment request at the January, 2009 Board Meeting if work is complete.

Public Comment: (none)

Trustee Patrick motioned to approve Petersen Construction Inc. Application and Certification For Payment No. 2, in the amount of \$116,239.50, for the Hobo Lift Station and Emergency Power Installation contract. Secretary/Treasurer Eisele seconded. Motion carried unanimously.

- 10. Chairman and Trustees Reports, Correspondence:** General Manager Jim Taylor presented Trustee Kathryn Clark-Ross with a plaque recognizing her service to IHGID from January 2007 to December, 2008. Jim invited the Board and public to stay for cake in honor of Kathryn.

11. Adjournment:

Trustee Patrick motioned to adjourn the meeting. Secretary/Treasurer Eisele seconded. Motion carried unanimously. Meeting adjourned at 7:00 P.M.

FINAL APPROVED MINUTES AS PRESENTED

**Secretary/Treasurer
William Eisele**