

**Indian Hills General Improvement District  
Board of Trustees**

Chairman Dale Dunham	Vice Chairman Robert Stulac	Secretary/Treasurer Vicky Lufrano	Trustee Russ Siegman	Trustee Robert Garcia
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**November 15, 2023**  
**Regular Board Meeting 6:00 P.M.**  
District Board Room  
3394 James Lee Park Road  
Carson City, NV  
89705  
(775) 267-2805

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**MISSION STATEMENT**

*The Mission of the District is to provide, within its Charter, those public facilities and services which maintain and improve the quality of life of its resident families and to maintain and operate those facilities and services at the highest quality and in the most cost-effective manner possible, with the intent to continue to do so for a growing population of residents.*

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It is the intent of the Board of Trustees to protect the dignity of citizens who wish to comment before the Board. It is also the Board of Trustees' wish to provide the citizens of the district with an environment that upholds the highest professional standards.

In order to ensure that every citizen desiring to speak before the Board has the opportunity to express his/her opinion, it is requested that the audience refrain from making comments, hand clapping or making any remarks or gestures that may interrupt, interfere, or prevent the speaker from commenting on any present or future project.

In accordance with Federal law and U.S. Department of Agriculture policy, IHGID is prohibited from discriminating on the basis of race, color, national origin, sex, religion, age, disability (Not all prohibited bases apply to all programs.) To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider, employer, and lender.

**Communication for Hearing Impaired:** Nevada Relay Service is available by calling 711. The TTY or HCO (hearing carry over) number is 800-326-6868, Voice only is 800-326-6888, VCO (voice carry over) is 800-326-4013.

**Notice to Persons with Disabilities:** Members of the public who are disabled and require special assistance or accommodations at the meeting are requested to notify the District Office in writing at 3394 James Lee Park Road, Carson City, NV 89705, or by calling 267-2805 at least 24 hours in advance.

Following is the Agenda, which is also posted on IHGID's website at: [www.indianhillsnevada.com](http://www.indianhillsnevada.com)

# AGENDA

## 6:00 P.M. – Regular Meeting

1. Call to Order - Regular Meeting of the Board of Trustees
2. Pledge of Allegiance
3. Public Interest Comment (No Action)

The public may comment on any subject that is pertinent to IHGID. The public may comment on any item that is on this agenda at the time it is discussed. Therefore, the public is encouraged and permitted to make comments on any non-agenda items during the public interest comment period. Comments may be limited by the discretion of the Chair and may not exceed three (3) minutes. Please note that the Board is prohibited by law from deliberating or taking action on issues raised by the public that are not listed on this agenda.

4. Approval of Agenda-Chairman  
Items on this agenda may be taken out of order. Two or more agenda items may be combined for consideration. Any item appearing on this agenda may be removed, or its discussion delayed at any time.
  - Motion
  - Vote
5. Reports to the Board:
  - a. General Manager Report
    1. Administrative
    2. Water
    3. Wastewater
  - b. District Accountant Report
  - c. Engineer Report
  - d. Attorney Report
  - Board of Trustees Discussion
  - Open Public
  - Close Public Comment
6. Discussion only regarding the District's monthly water and sewer rates.  
(District General Manager, Chris Johnson)
  - Board of Trustees Discussion
  - Open Public Comment
  - Close Public Comment
7. Discussion and possible action regarding General Manager Chris Johnson's annual performance evaluation.  
(Chairman, Dunham)
  - Board of Trustees Discussion
  - Open Public Comment
  - Close Public Comment

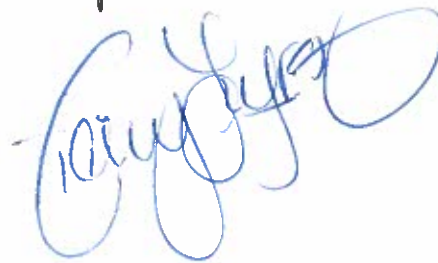
8. Discussion and possible action to approve Draft Minutes from the October 18, 2023, Board Meeting.
  - Board of Trustees Discussion
  - Open Public Comment
  - Close Public Comment
9. Chairman and Trustees Reports, Correspondence  
Under this item the Board Members will briefly identify relevant communications received by them before the meeting, or meetings attended, or potential business of the district. No action will be taken on any of these items, but a member may request such an item or topic be placed on a future agenda.
10. Adjournment

This agenda is posted at [www.indianhillsnevada.com](http://www.indianhillsnevada.com), <https://notice.nv.gov> and at the following locations:  
District Main Office, 3394 James Lee Park Road

As of 8:30 A.M., November 9, 2023,

by

 Brooke Thompson



# **AGENDA ITEM 5a.**

## **Reports to the Board:**

### **a. General Manager Report**

- 1. Administrative**
- 2. Water**
- 3. Wastewater**

## **General Manager Report**

November 15, 2023

Our new webpage is now live! It is exciting to have a webpage that is viewable on all platforms, as well as one that is in compliance with Federal, State, and local ADA laws and regulations.

We have been working to get the South Sunridge data logger speed sign active, and should have it completed by the time of the meeting. The subscription for the sign was never renewed. It will cost the District \$500 per year for the sign, but viewing the available data I believe it will be a worthwhile investment.

The Trunk or Treat went well, and I want to extend a big thank you to the trustees that came out and supported the community in this. We had a very small number of participants, so the additional help was greatly appreciated.

The final community cleanup went very well. Again, we filled the 40-yard dumpsters to above the rim. This event removed 120 yards of trash, 80 yards of green waste, and 40 yards of metal and appliances from the district.

I met with general managers from multiple districts in both the Managers Meeting as well as the Coalition Meeting. We are working to create a coalition that allows us to take advantage of larger grants and getting better bids by collaborating on projects.

I am currently looking into the Conserve Nevada grant that has \$3M available. There are some specific requirements, but I will get what I can.

In honor of Veteran's Day this past weekend, I want to say THANK YOU to all of the veterans that have served our country and express my sincere appreciation for their service.

## **Administrative Report**

November 2023

The ACH program continues to be well received. Residents are thankful the district has implemented this option for payments. We currently have 552, 27.326% of residents taking advantage of automatic withdrawal. We continue to receive requests and new authorization forms daily.

In October we sent out thirty-two past-due bills resulting in zero disconnections.

The district's Gazebo reservations are still in full swing for the summer months with four reservations for James Lee Park Gazebo in September. One Gazebo reservation North Sunridge Park and one for South Sunridge Park.

We had nine new account sign ups in October. These are homes that have changed ownership.

On October 19<sup>th</sup> and 20<sup>th</sup>, I attended Pool Pacts Annual HR conference. This is always a great conference with exciting speakers, law updates and great networking opportunities.

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On Thursday, November 16, 2023, supervisors will attend a Building Blocks Through Effective Leadership training hosted by Pool Pact.

Our Annual Trunk or Treat was on Saturday, October 28, 2023, from 3:00-5:00PM. Unfortunately, the number of participants to hand out candy was down this year, but we had a great number of kids attend. They all enjoyed themselves and got plenty of candy, so it was a success.

Indian Hills General Improvement District's office is now a proud drop off location for Austin's House donations. Austin's House provides emergency shelter and compassionate care for up to ten children between the ages of birth to 18. The generosity of our community sustains Austin's House. Donations will be accepted now through December 19, 2023. For more information on this wonderful cause please stop by the District's office or contact Austin's House directly at 775-267-6711 or visit their website at [www.austinshouse.org](http://www.austinshouse.org).

Each year the District has a nonperishable Community food drive. The drop off location is at the District office, this year we are collecting food for the Carson Valley Community Food Closet. The Food Closet has been serving Douglas County since 1989 providing assistance with groceries to those in need. During the holiday season, they provide dinners at Thanksgiving and Christmas for over 1,000 families. Indian Hills will be accepting donations now through December 19, 2023. For more information about the Carson Valley Community Food Closet please visit their website directly at [www.carsonvalleycommunityfoodcloset.org](http://www.carsonvalleycommunityfoodcloset.org).

Indian Hills will also be participating in Project Santa Claus. Project Santa Claus provides Christmas gifts to hundreds of children in need in Douglas County. The Department of Social Services and other agencies along with the Food Closet work together to qualify the families who will depend on Project Santa Claus to have a joyous Christmas. Each child 17 and under in these families, have two angels placed at Angel Tree locations around the community, each angel has information about the child's gender, age, size, and Christmas wishes. If you want to be a part of the success of Project Santa Claus, please call Project Santa Claus for more information at 775-450-0137 or stop by the District office.

Our Annual Christmas Celebration will be on **Saturday December 16, 2023, at 10:00AM** in the Board Room. Craft stations will be set up and ready to create unique one-of-a-kind decorations. Santa will arrive at 11:00AM with gifts for all the children. Parents don't forget your camera for pictures of your little ones with Santa. We will be having three raffles. One for a flat screen TV, tickets are \$3.00 each, one for a \$50.00 Olive Garden gift card, tickets are \$2.00 each and six frozen turkeys, bring a few cans of food for each ticket. All Food donations collected are for the Carson Valley Food Closet and all cash proceeds from the TV and gift card raffle will be donated to Austin's House.

**Water Quality:**

- The Bac-T sample results for October 2023 came back good.
- The Hobo water plant received 15.8 MG of (Minden) water for the month of October.
- North Well and South Well have been turned off for the winter due to low demand.
- Ridgeview Well pumped 2.5 MG of water for October.
- Hobo well has been turned off for the winter.

**Water Plant Rounds:**

Every morning all operations of the Water plant are checked. Morning rounds consist of,

- The water level and operation of all water storage tanks are checked and recorded.
- The water pressure at the plant and off-site booster stations is checked and recorded.
- All flow and totalizer meters are checked, and the amount of water used is recorded.
- The booster pumps at the plant are checked for proper voltage and current. They are also checked for excessive temperatures at bearings and checked for any water leaks. All information is recorded.
- Water samples are taken from the plant, and we check the water for proper chlorine residual and calibrate the chlorine analyzer as needed. We also check the water for PH, clarity, and temperature. All information is recorded.
- Trends of the water system are checked through SCADA. Checking these trends for anomalies in the distribution system can give us an early warning of future problems.

**Maintenance:**

- All of the Water departments remote sites and vaults have been winterized in preparation for freezing weather.
- The Water department installed a new chlorine injection line at the water plant due to the old one becoming brittle with age.
- The Water department excavated a water meter pit at 992 Desert Dr. due to a leak in the meter pit.

1: Treatment plant: We decided to haul the sludge out of the northeast pond in-house. Ryan has been hauling 3 loads, 2 to 3 days a week with the gooseneck trailer. He has reduced the pile by about a half and will continue hauling as weather allows.

I finished mowing all the roads at the plant.

Ryan has set up our new spray rig and is spraying weeds on a regular basis.

Ryan and I have dragged the roads on a regular basis, especially after any rain.

2: Lift Stations: All 4 lift stations continue to perform satisfactorily.

3: Sewer Collection: Ryan inspected problem manholes and is editing the list as needed. He is up to date on manhole flushing.

Continue weekly check of sewer hot spots (manholes that develop above average grease buildup) and physically pulling sewer lids, checking for flow, debris, root intrusion and confirming locations in relation to our plot maps. This ongoing maintenance of the sewer system has been very successful; we have identified potential problems long before they develop into messy situations.



# **AGENDA ITEM 5b.**

## **Reports to the Board:**

### **b. District Accountant Report**

**INDIAN HILLS GID  
CASH BALANCES  
AS OF 10/31/23**

<u>CASH BALANCES</u>	<u>10/31/2023</u>
Operating	\$ 5,631,385.74
Reserved from rate increase	\$ 2,654,967.51
Reserved for Parks	\$ 25,619.87
Reserved for streets	\$ 1,376,314.42
Reserved for water tank	\$ 30,066.85
<b>Operating Available</b>	<b>\$ 1,544,417.09</b>
<b>Payroll</b>	<b>\$ 13,710.87</b>
Money Market-Nevada State Bnk	\$ 1,641,262.56
Reserve for Infrastructure	\$ 655,461.95
Reserve for Connections	\$ 603,636.66
Reserve for storm water mgt	\$ 44,668.39
Reserve for sewer debt reserves	\$ 58,474.20
Reserve for short lived assets	\$ 47,636.20
<b>Money Market Available</b>	<b>\$ 231,385.16</b>
<b>Money Market-Moreton</b>	<b>\$ 3,035,156.25</b>
<b>Pipeline</b>	<b>\$ 583,829.74</b>
Reserve for USDA debt service	\$ 40,284.00
Reserve for O&M	\$ 67,941.82
Reserve for short lived assets	\$ 337,378.45
Reserve for AB198 capital repl	\$ 121,877.92
Reserve for construction	\$ 16,347.55
<b>Pipeline Available</b>	<b>\$ -</b>
<b>Total</b>	<b>\$ 4,824,669.37</b>
<b>Investment Pool</b>	
IHGID	\$ 9,175.59
IHCIP (2m 2007 Bonds)	\$ 127,813.24
Drinking Revenue Bond	\$ 264,733.53
<b>Total</b>	<b>\$ 401,722.36</b>

**INDIAN HILLS GID  
CASH BALANCES BY FUND  
10/31/2023**

<b>CASH BALANCES</b>	<b>10/31/2023</b>		
	<b>WATER</b>	<b>SEWER</b>	<b>ADMIN</b>
Operating	1,455,715.00	1,939,221.88	2,236,448.86
Reserved from rate increase	1,337,364.88	1,317,602.63	
Reserved for streets	100,000.00		1,276,314.42
Reserved for parks			25,619.87
Reserved for water tank	30,066.85		
<b>Operating Available</b>	<b>-11,716.73</b>	<b>621,619.25</b>	<b>934,514.57</b>
Money Market-Nevada State Bank	432,582.58	749,563.27	459,116.71
Reserve for Infrastructure	149,979.88	216,713.64	288,768.43
Reserve for Connections	314,643.33	288,993.33	
Reserve for storm water mgt			44,668.39
Reserve for sewer debt service		58,474.20	
Reserve for sewer short lived assets		47,636.20	
<b>Money Market Available</b>	<b>-32,040.63</b>	<b>137,745.90</b>	<b>125,679.89</b>
<b>Money Market-Moreton</b>	<b>1,007,175.92</b>	<b>1,007,175.92</b>	<b>1,007,175.93</b>
Pipeline	583,829.74		
Reserve for debt service (fully funded)	40,284.00		
Reserve for O&M	67,941.82		
Reserve for short lived assets	337,378.45		
Reserve for AB198 capital replacement	121,877.92		
Reserve for construction	16,347.55		
	<b>0.00</b>		
<b>TOTAL AVAILABLE</b>	<b>963,418.56</b>	<b>1,766,541.07</b>	<b>2,067,370.39</b>

INDIAN HILLS GID  
ATTORNEY EXPENSES  
OCTOBER 2023

MONTHLY FEE	3,000.00
EXPENSES	31.05

TOTAL	<u>3,031.05</u>
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INDIAN HILLS GID  
LONG TERM DEBT  
AS OF 10/31/23

DEBT	BALANCE	PAYMENT	FINAL PAYMENT	INTEREST RATE
WATER 2003 BOND	\$ 281,333.70	59,220.37 due Jan and July	1/1/2026	3.46%
WATER/SEWER 2007 BOND *	\$ 425,000.00	** due May and Nov	11/1/2026	4.00%
USDA SEWER	\$ 1,117,246.85	4,754.08 MONTHLY	1/1/2052	2.75%
USDA PIPELINE	\$ 736,900.27	3,357.00 MONTHLY	8/1/2051	3.25%
PIPELINE 2010 STATE	\$ 513,905.65	40,343.06 due Jan and July	7/1/2030	2.57%
	<b>\$ 3,074,386.47</b>			

\* (35% WATER, 65% SEWER)

\*\* payment amount varies

**INDIAN HILLS GID  
ENGINEERING EXPENSES  
OCTOBER 2023**

ENGINEERING FEES	4,000.00	**
INDIAN DRIVE	7,232.50	
	<u>11,232.50</u>	

\*\*for September and October

Indian Hills General Improvement District  
OVERTIME/CALLOUT HOURS  
October 2023

Employee	pay date 10/6/2023		pay date 10/20/2023		pay date	Total Hours	Total Earnings
	Hours	0.00	Hours	0.00			
WATER TECH		0.00		0.00		0	0.00
WATER TECH		0.00		0.00		0	0.00
PARKS	8	268.56		0.00		8	268.56
PARKS		0.00		0.00		0	0.00
STREETS		0.00		0.00		0	0.00
STREETS		0.00		0.00		0	0.00
WATER SUPER		0.00		0.00		0	0.00
WATER SUPER		0.00		0.00		0	0.00
ADMIN SUPPORT	5	280.05		0.00		5	280.05
ADMIN SUPPORT		0.00		0.00		0	0.00
SEWER TECH		0.00		0.00		0	0.00
SEWER TECH		0.00		0.00		0	0.00
SEWER SUPER		0.00	2	105.78		2	105.78
SEWER SUPER		0.00		0.00		0	0.00
MECHANIC		0.00		0.00		0	0.00
MECHANIC		0.00		0.00		0	0.00
TOTALS	13.00	548.61	2.00	105.78	0.00	15.00	654.39

**INDIAN HILLS GID  
REVENUE AND EXPENSE  
NOT INCLUDING DEPRECIATION  
FOR THE PERIOD ENDED OCTOBER 31, 2023  
WATER**

<b>INCOME</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>(OVER)/ UNDER</b>	<b>33.33%</b>
FEEs	1,405,000.00	592,973.90	812,026.10	42.20%
CONNECTION FEES	0.00	5,130.00	(5,130.00)	0.00%
CRICKET/VERIZON	12,441.60	3,110.40	9,331.20	25.00%
GRANT INCOME	0.00	0.00	0.00	0.00%
INTEREST	4,000.00	18,228.78	(14,228.78)	455.72%
MISCELLANEOUS	0.00	250.00	(250.00)	0.00%
<b>TOTAL REV</b>	<b>1,421,441.60</b>	<b>619,693.08</b>	<b>801,748.52</b>	<b>43.60%</b>
<b>EXPENSES</b>				
SALARIES/BENEFITS	437,246.01	130,139.96	307,106.05	29.76%
OPERATING EXP	452,975.00	165,569.66	287,405.34	36.55%
DEBT PRINCIPAL	236,732.60	51,730.83	185,001.77	21.85%
DEBT INTEREST	55,038.28	24,063.63	30,974.65	43.72%
CAPITAL OUTLAY	0.00	0.00	0.00	0.00%
<b>TOTAL EXP</b>	<b>1,181,991.89</b>	<b>371,504.08</b>	<b>810,487.81</b>	<b>31.43%</b>
<b>PROFIT</b>	<b>239,449.71</b>	<b>248,189.00</b>	<b>(8,739.29)</b>	
<b>NON-CASH</b>				
infrastructure depletion (DEPRECIATION)	545,000.00	181,666.68	363,333.32	33.33%



**INDIAN HILLS GID  
REVENUE AND EXPENSE  
NOT INCLUDING DEPRECIATION  
FOR THE PERIOD ENDED OCTOBER 31, 2023  
SEWER**

<b>INCOME</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>(OVER)/ UNDER</b>	<b>33.33% %</b>
FEEs	1,011,000.00	365,481.30	645,518.70	36.15%
CONNECTION FEES	0.00	0.00	0.00	0.00%
INTEREST	120.00	11,811.29	(11,691.29)	9842.74%
MISCELLANEOUS	0.00	250.00	(250.00)	0.00%
<b>TOTAL REV</b>	<b>1,011,120.00</b>	<b>377,542.59</b>	<b>633,577.41</b>	<b>37.34%</b>
<b>EXPENSES</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>(OVER)/ UNDER</b>	<b>33.33% %</b>
SALARIES/BENEFITS	426,189.65	129,430.88	296,758.77	30.37%
OPERATING EXP	221,425.00	85,922.23	135,502.77	38.80%
DEBT PRINCIPAL	110,851.63	92,380.13	18,471.50	83.34%
DEBT INTEREST	43,437.33	16,292.96	27,144.37	37.51%
CAPITAL OUTLAY	0.00	0.00	0.00	0.00%
<b>TOTAL EXP</b>	<b>801,903.61</b>	<b>324,026.20</b>	<b>477,877.41</b>	<b>40.41%</b>
<b>PROFIT (LOSS)</b>	<b>209,216.39</b>	<b>53,516.39</b>	<b>155,700.00</b>	
<b>NON-CASH:</b>				
infrastructure depletion (DEPRECIATION)	383,000.00	127,666.68	255,333.32	33.33%

**INDIAN HILLS GID  
REVENUE AND EXPENSE  
NOT INCLUDING DEPRECIATION  
FOR THE PERIOD ENDED OCTOBER 31, 2023  
GENERAL**

<u>INCOME</u>	<u>BUDGET</u>	<u>ACTUAL</u>	<u>(OVER)/ UNDER</u>	<u>33.33% %</u>
AD VALOREM	1,154,366.00	538,505.97	615,860.03	46.65%
DOUGLAS CO. CONSOLIDATED TAX	404,710.00	131,422.50	273,287.50	32.47%
PARK REV	500.00	300.00	200.00	60.00%
GRANT	0.00	0.00	0.00	0.00%
DONATIONS	0.00	1,619.87	(1,619.87)	0.00%
MISCELLANEOUS	0.00	0.00	0.00	0.00%
INTEREST	2,500.00	12,727.14	(10,227.14)	509.09%
STORM WATER	21,700.00	7,325.55	14,374.45	33.76%
<b>TOTAL REV</b>	<b>1,583,776.00</b>	<b>691,901.03</b>	<b>891,874.97</b>	<b>43.69%</b>
<u>EXPENSES</u>				
ADMIN				
SALARIES/BENEFITS	101,919.04	30,151.18	71,767.86	29.58%
OPERATING EXP	223,950.00	49,616.11	174,333.89	22.15%
CAPITAL OUTLAY	0.00	0.00	0.00	0.00%
PARKS				
SALARIES/BENEFITS	220,534.96	52,506.63	168,028.33	23.81%
OPERATING EXP	153,175.00	49,301.55	103,873.45	32.19%
CAPITAL OUTLAY	0.00	0.00	0.00	0.00%
STREETS				
SALARIES/BENEFITS	235,533.36	60,495.01	175,038.35	25.68%
OPERATING EXP	95,425.00	22,264.56	73,160.44	23.33%
CAPITAL OUTLAY	0.00	3,307.00	(3,307.00)	0.00%
<b>TOTAL EXP</b>	<b>1,030,537.36</b>	<b>267,642.04</b>	<b>762,895.32</b>	<b>25.97%</b>
<b>PROFIT</b>	<b>553,238.64</b>	<b>424,258.99</b>	<b>128,979.65</b>	
NON-CASH:				
infrastructure depletion (DEPRECIATION)	338,000.00	112,666.68	225,333.32	33.33%



**INDIAN HILLS GID  
SEWER FUND SUMMARY  
10/31/2023**

CASH BALANCES	LOAN BALANCES	REVENUES / EXPENSES
<p>Operating \$1,939,221.88</p> <p>Reserved from rate increase \$1,317,602.63</p> <hr style="width: 50%; margin-left: 0;"/> <p><b>Operating Available \$621,619.25</b></p> <p>Money Market \$749,563.27</p> <p>Reserve for Infrastructure \$216,713.64</p> <p>Reserve for Connections \$288,993.33</p> <p>Reserve for sewer debt service \$58,474.20</p> <p>Reserve for sewer short lived assets \$47,636.20</p> <hr style="width: 50%; margin-left: 0;"/> <p><b>Money Market Available \$137,745.90</b></p>	<p>Sewer Bond-1999 \$ -</p> <p>Sewer Bond-2012 (65%) \$ 276,250.00</p> <p>USDA sewer bond \$ 1,117,246.85</p>	<p>User Fees \$360,586.99</p> <p>Late fees \$4,894.31</p> <p>Connection fees \$0.00</p> <p>Interest \$11,811.29</p> <p>Misc income \$250.00</p> <hr style="width: 50%; margin-left: 0;"/> <p><b>TOTAL REVENUE \$377,542.59</b></p> <p>Salaries/Benefits \$ 129,430.88</p> <p>Operating Exp \$ 85,922.23</p> <p>Interest Exp \$ 16,292.96</p> <p>Capital Outlay \$ -</p> <hr style="width: 50%; margin-left: 0;"/> <p><b>TOTAL EXPENSES \$ 231,646.07</b></p>
<p><b>TOTAL AVAILABLE \$759,365.15</b></p>	<p><b>TOTAL LOANS \$ 1,393,496.85</b></p>	<p><b>INCOME (LOSS) \$ 145,896.52</b></p>

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**INDIAN HILLS GID  
ADMIN, PARKS, STREETS SUMMARY  
(AD VALOREM)  
10/31/2023**

<b>CASH BALANCES</b>	<b>ADMIN</b>	<b>REVENUES / EXPENSES</b>
Operating	\$2,236,448.86	Storm water fees \$7,325.55
Reserved for streets	\$1,276,314.42	Consolidated Tax \$131,422.50
Reserved for parks	\$25,619.87	Ad Valorem Tax \$538,505.97
<b>Operating Available</b>	<b>\$934,514.57</b>	Recreation Fees \$300.00
		Interest Income \$12,727.14
		Grant fund received \$0.00
		Miscellaneous \$1,619.87
Money Market	\$459,116.71	<b>TOTAL REVENUE</b> <u><b>\$691,901.03</b></u>
Reserve for Infrastructure	\$288,768.43	
Reserve for storm water mgt	\$44,668.39	Salaries/Benefits \$143,152.82
		Operating Exp \$121,182.22
		Capital Outlay \$3,307.00
<b>Money Market Available</b>	<b>\$125,679.89</b>	<b>TOTAL EXPENSES</b> <u><b>\$267,642.04</b></u>
<b>TOTAL AVAILABLE</b>	<b>\$1,060,194.46</b>	<b>INCOME (LOSS)</b> <u><b>\$424,258.99</b></u>

# **AGENDA ITEM 5c.**

## **Reports to the Board:**

### **c. Engineer Report**

# **AGENDA ITEM 5d.**

## **Reports to the Board:**

### **d. Attorney Report**

# **AGENDA ITEM 6.**

**Discussion only regarding the District's monthly water and sewer rates.**

**(District General Manager, Chris Johnson)**



# **AGENDA ITEM 7.**

**Discussion and possible action regarding General Manager Chris Johnson's annual performance evaluation.**

**(Chairman, Dunham)**

Giving an evaluation to anyone with only a minimal amount of time regarding their working schedule is futile.

I can only base my opinion on what I observe and hear. Chris has always been enthusiastic when speaking to me during board meetings and district functions.

I have come to realize his duties to be far more complex. His recent presentation on the Dog Park was outstanding.

I appreciate his ability to inform with assurance and confidence in all matters pertaining to our District.

Thank you.

## Indian Hills General Improvement District Manager Evaluation Input

- During the past 12 months Chris has demonstrated his communications skills during each Board meeting. He is concise, courteous and clearly communicates his thoughts and ideas to the public, board members and Douglas County representatives.
  - Chris often assists the relatively new Board members stay on track to ensure no open meeting laws or procedures are violated.
  - Due to his extensive history with the IHGID, Chris can often provide background information in Board meetings to explain how and why the IHGID procedures or policies were developed in the past.
  
- Chris has demonstrated his commitment to cost containment through his efforts to shop for the best price on services and materials needed to improve and/or maintain IHGID assets.
  - Based on Chris' monthly reports to the Board, it appears that he has cultivated a similar outlook amongst District employees.
  - Potential IHGID equipment issues are recognized and addressed before they result in more costly repairs or extensive downtime.
  - All IHGID employees are encouraged to seek innovative, cost-effective methods to achieve District objectives.
  
- Based on Chris' monthly reports to the Board, all County, State and Federal requirements for water testing/treatment are complied with ensuring public health and resulting in no compliance related penalties.
  
- Based on observations throughout the IHGID, Chris has fostered a climate where his employees take great pride in the appearance and upkeep of our facilities.
  
- For future evaluations it would be helpful to have Chris develop some personal, measurable goals for the IHGID.

Regarding Chris Johnson's 2023 performance evaluation, I am not aware of any formal direction that was provided by the previous year's Board to him for the evaluating period. As such, I make the following observations based on my reasons for running for the Board, and living in the district:

Pride of ownership, clean and safe community - the past year was a season of many challenges with many snow events and over-growth in the summer. Many concerns were shared by the public related to the snow removal. And many concerns have been shared by the public related to RV's parked on the streets, foliage overgrowth on sidewalks and in water retention areas. Additionally, there are seemingly challenges related to making adequate repairs within the district (getting materials). Some of these challenges pose safety risks (cones blocking off removed concrete) and should have more attention placed on them. There are future opportunities for improvement in these areas. Chris put a lot of effort into challenges that occurred during the winter, and updated the board accordingly.

Trails and recreation facilities - the skate park has been a big challenge and has been dealt with by getting technology in place (cameras). We did hear from residents a great deal about dog park concerns. Chris (and staff) seemingly handle those concerns with the residents as best as possible. He has moved forward with looking at possibilities for water conservation, dog park enhancements, skate park enhancements, and more. There's more to be done in this area, but Chris has addressed these concerns as they've been brought forth.

Community events - While I have not been able to attend all events, the ones I have attended have good turnout and continue to enhance the lives of the public. Chris attends these events and does well representing the GID community.

Aging infrastructure - this is a topic which likely needs more attention and funding in the future. Chris has managed the Indian Drive challenge and the repairs will be made. A plan and schedule should be created for future projects. Additionally, Chris purchased a program for mapping out district infrastructure, covering items from sprinkler heads to manhole covers, and everything in between. Chris's usage of technology is a great enhancement to the GID and I applaud these efforts.

GID staffing - we've heard about some recent turnover, as well as continued turnover in certain position's within the GID. My hope and direction is that staffing concerns be fairly and adequately addressed, and dealt with properly. Chris was able to fairly negotiate a new contract for staff and the board approved that earlier this year. Chris seemed budget conscious, but balanced that with staff concerns.

Technology - We have learned a lot about the increase in technology usage within the GID, during Board meetings. I applaud Chris for the increased usage of such a valuable tool in today's workplace.

I have personally found Chris to be available whenever I've needed to speak with him. He provided me a lengthy and in-depth tour of the district, and has an overall pleasant demeanor. He also has a great sense of humor and that is appreciated.

Thank you for the opportunity to provide feedback related to the General Manager's performance over the past year.

Thank you,  
Vicky Lufrano

Wednesday, November 8, 2023

7:07 PM

## IHGID GM Evaluation – Narrative – Calendar Year 2023

### Summary

#### **Year 2 Evaluation: Meets Expectations**

Mr. Johnson is where I would expect a second year IHGID GM to be. Chris brought with him a solid foundation of management and operations skills from his previous Airport Operations role. New to the position of General Manager of a General Improvement District, the challenge of transitioning to the breadth, depth, new and nuanced IHGID responsibilities have been well handled. I recognize and appreciate Mr. Johnson's positive influence on morale and staffs' receptiveness of his management style. I believe Chris is living up to hopes of the Trustees who initiated the current five-year contract. With continued support, direction, and regular communication of expectations from the Board, I believe Mr. Johnson will continue to grow and improve in all aspects of managing our district. I look forward to continued collaboration with Chris in the years to come, as I believe he is well positioned to lead our district as the GM well beyond the term of the current contract.

### Achievements/Acknowledgements

Chris has embraced and exemplifies leveraging technology to modernize, simplify, and improve the overall efficiency and safety of the district, with the goal of enhancing productivity and morale.

Mr. Johnson has implemented a tracking system for "parking lot" items, tasks, and inquiries/requests by board members and other action items. I trust this system will preclude past isolated incidents of delayed action by allowing task items and progress to be shared directly with Trustees in real time.

GM Johnson has been receptive to creating a high-level public facing maintenance schedule for district facilities and areas where the public has access or visibility. (Ex. Parks, Detention Ponds, Storm Canals, general weed abatement and painting/stripping of road, crosswalks and curbing, etc.)

### Opportunities

Enforcement of Districts Sidewalk Obstruction Policy.

Collaboration with individuals or agencies for expenditures utilizing private donations..

Collective Bargaining Negotiations and improved assessment of impacts or lack thereof of monetary and non-monetary concessions made to staff outside of Collective Bargaining.

### Goals for Year 3 (CY2024)

Creation of district succession plan for critical staff positions.

Training and development plan for GM and Staff where practical and available.

Create a 3/5/10 year IHGID strategic plan that takes into consideration if not in direct alignment with the Douglas County Strategic Plan.

RMG

26

Wednesday, November 8, 2023

7:07 PM

**Year 1 (CY2022) GM Evaluation**

For reference, Garcia's Evaluation of GM Chris Johnson for Year 1, submitted by email due to my unavailability for the verbal evaluation at the November 16, 2022, board meeting.

Evaluation: satisfactory

Comments: I look forward to Chris's evolution as a general manager of IHGID and appreciate that staff appreciates respects and generally likes our new general manager.

I am optimistic current and future boards will be able to work collaboratively on matters important to the district and as Chris says "assign value and prioritize" accordingly.

Respectfully and objectively submitted for board consideration as requested by IHGID Board Chairperson, Dale Dunham

Robert M Garcia  
IHGID Trustee

GM evaluation input received from Staff:

Employee 1: As per me, Chris has been a huge uplift in staff relationships among field staff and moral. He leads with the comfort and knowledge of knowing that he trusts his supervisors are doing their jobs and getting the jobs done around them. Chris will pick up the phone and call you if there is an issue within the district. He has shown to be a good leader by being involved with the community functions.

Employee 2: Chris has great leadership skills, he is personable, friendly, and trusts and believes in his staff which goes a long way. Chris has brought IHGID from a place that was hard to work for because of low morale or a dictator leadership to a place where most if not all now enjoy working. He values employees input and listens to needs and concerns. He communicates effectively with staff, public and the board as far as I know. Staff, public and outside contacts all respect Chris. Chris is a great addition and leader to IHGID, and we are happy to have him as our leader. I enjoy working for him and look forward to many years of success with him as the GM.

Employee 3: Since Chris started as GM morale amongst District staff has continued to improve and is the strongest, I have seen it in the years I have been with the District.

Chris has been on time with staff evaluations, which is a much-appreciated improvement over waiting weeks to months to receive a yearly review.

Chris has worked hard to bring the District into the technology age, where we desperately need to be. We now have decent cameras in some park areas, with more to be added as the need arises. We have a folding/stuffing machine to assist office staff with mailing monthly bills, this makes much better use of staff time than hand stuffing the nearly 2000 monthly bills. Chris automated our timesheets which has cut down on addition errors.

Chris has an open-door policy and is available to staff as well as board members (should they choose to reach out to him). If out of the office, he is always available by phone or email.

Chris does not micro-manage staff. He does a good job of overseeing without telling staff how to do the job they know how to do. He will offer advice if he feels there is a more efficient or cost-effective way to accomplish a task and is willing to assist staff when needed. This, in my opinion, is what a good manager does.

Chris listens to staff input and suggestions. If he doesn't think the idea will work, he explains why instead of just saying "no".

Chris is easy to approach and easy to work for and with. From what I have observed, staff feel comfortable approaching Chris. Chris seems to have a good rapport with staff.

In the interactions with residents that I have observed, Chris is levelheaded even when confronted by an upset resident. He listens carefully and explains what the District has the ability to do to remedy the situation.

The public (and it seems the board) seem to believe that the District has more authority than we actually do. There are often issues that arise that are out of the scope of the District, (i.e. speeding, County Code Enforcement issues, animal control issues). If the issue is beyond District authority Chris will direct them to the proper agency.

In my opinion Chris is doing a good job as GM, supporting staff, and looking out for the best interests of the GID as a whole, not just one area or special interest.

I enjoy working for the District, in large part due to having Chris as GM.

Employee 4: During the last year Chris has shown his strong leadership skills in many areas.

He manages all District laws, ordinances, and regulatory compliance requirements with the help of staff and professionals working for the district.

Chris represents the district in a professional manner, is honest, trustworthy, and easy to work with and for. He attends all district events and is happy to participate.

Chris is fiscally responsible while at the same time not taking short cuts on needed items to ensure the continuity of district operations. His desire to use technology and advance the district is a nice change and well received by staff and the public.

Chris always makes himself available to staff and the public. He is always professional, personable, and friendly. He has made IHGID a place employees want to work again. Chris values employee input, listens to concerns, needs, and ideas. He makes everyone feel like part of the team by collaborating with staff as needed. He supports the staff's desire and encourages professional growth among employees.

Chris has taken the initiative to evolve the district to provide a great community for residents of IHGID. He takes the mission of the District "To provide, within its charter, those public facilities and services which maintain and improve the quality of life of its resident families and to maintain and operate those facilities and services at the highest quality and in the most cost-effective manner possible, with the intent to continue to do so for a growing population of resident", to heart and in my opinion keeps this in mind on a daily basis.



Chris leads by example and is never afraid to ask questions or seek advice when he doesn't know something, using his staff and professionals with extensive knowledge of the district and history as necessary.

I enjoy working for and with Chris and look forward to many more successful years working for the district with him as our GM.

Tim Russell responded with the following:

I don't have any specific feedback regarding Chris's performance for the board other than we have been able to work professionally with Chris and all the IHGID staff without issues. We enjoy working with IHGID and take great pride in our long-term relationship with IHGID which has been able to continue in a positive manner with Chris as the manager.



# 2023 General Managers Accomplishments and Performance

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# New Year's Storm

- District lost power to all infrastructure on the evening of 12/31/22.
- District Manager worked with on-call employee to keep infrastructure operational, fueling and servicing generators, digging out vehicles, digging out lift stations and pumps, and clearing streets.
- District offices and shop without power until the early morning of 1/4/23.
- Did daily drive through of entire district (including weekends) to ensure that there was no excessive flooding for following weeks into March.



# New Year's Storm

- Worked over 40 hours of overtime over the holiday weekend and the first days of the year to ensure the district did not see a drop in any services.
- There was no disruption in the district services. Water & Sewer continued to operate.
- Personally cleared the walks multiple times for seven elderly residences that were unable to clear walks and needed out for medical.





## New Year's Storm

- Cleared the drives and parking at East Fork Fire Station 12 to ensure that emergency services were not restricted in the district.
- EFFFPD did not have the assets to clear the Fire Station and asked for our help.

# Lift Station 3 Bypass

- Completed the Lift Station 3 Bypass project, which enables the waste water team to perform maintenance and work on the Lift Station without disrupting the flow of wastewater.

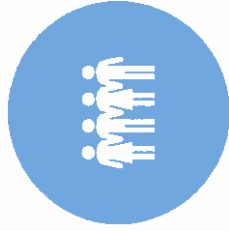


## Purchased and Implemented Speed Logging Trailer

- Collecting data on vehicle speeds on District's roads.
- Reporting trends of excessive speed to DCSO for increased enforcement.



# Negotiated Union Contract



Beneficial to both  
district and  
employees



Locked in 4-year  
term



# Established budget

Was able to provide an additional 2% increase to employees to offset rising inflation.

Upheld the District's needs without the need to do a rate increase, in spite of rising rates of all other utilities and goods.

Kept District's capital improvements on hold until correct time to get most efficient use of District's reserves.

Established  
new Money  
Market  
Account

5.17% return

As of 11/7/23 has  
generated \$35,156  
since August.

# Events

- Hosted and worked six weekend events, to include our 50<sup>th</sup> Anniversary at the Summer Kickoff Event.

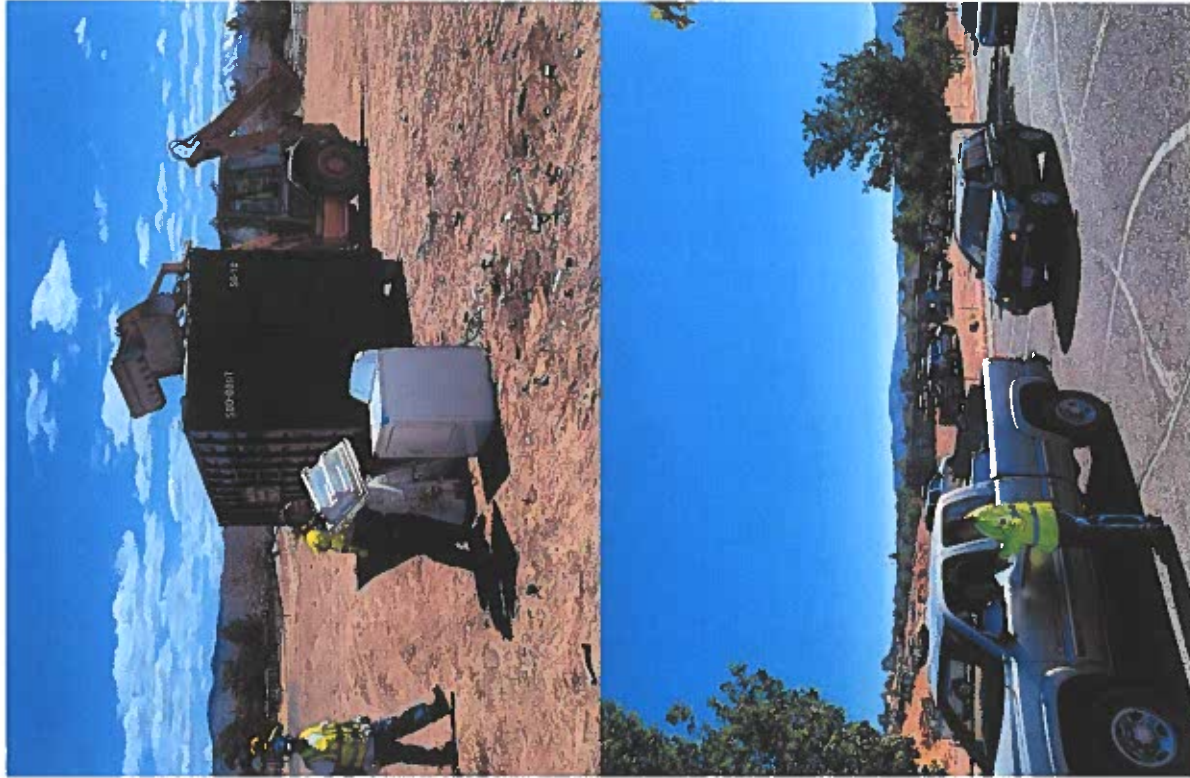




Celebrated the 10th Anniversary of the Senior Lunch Program

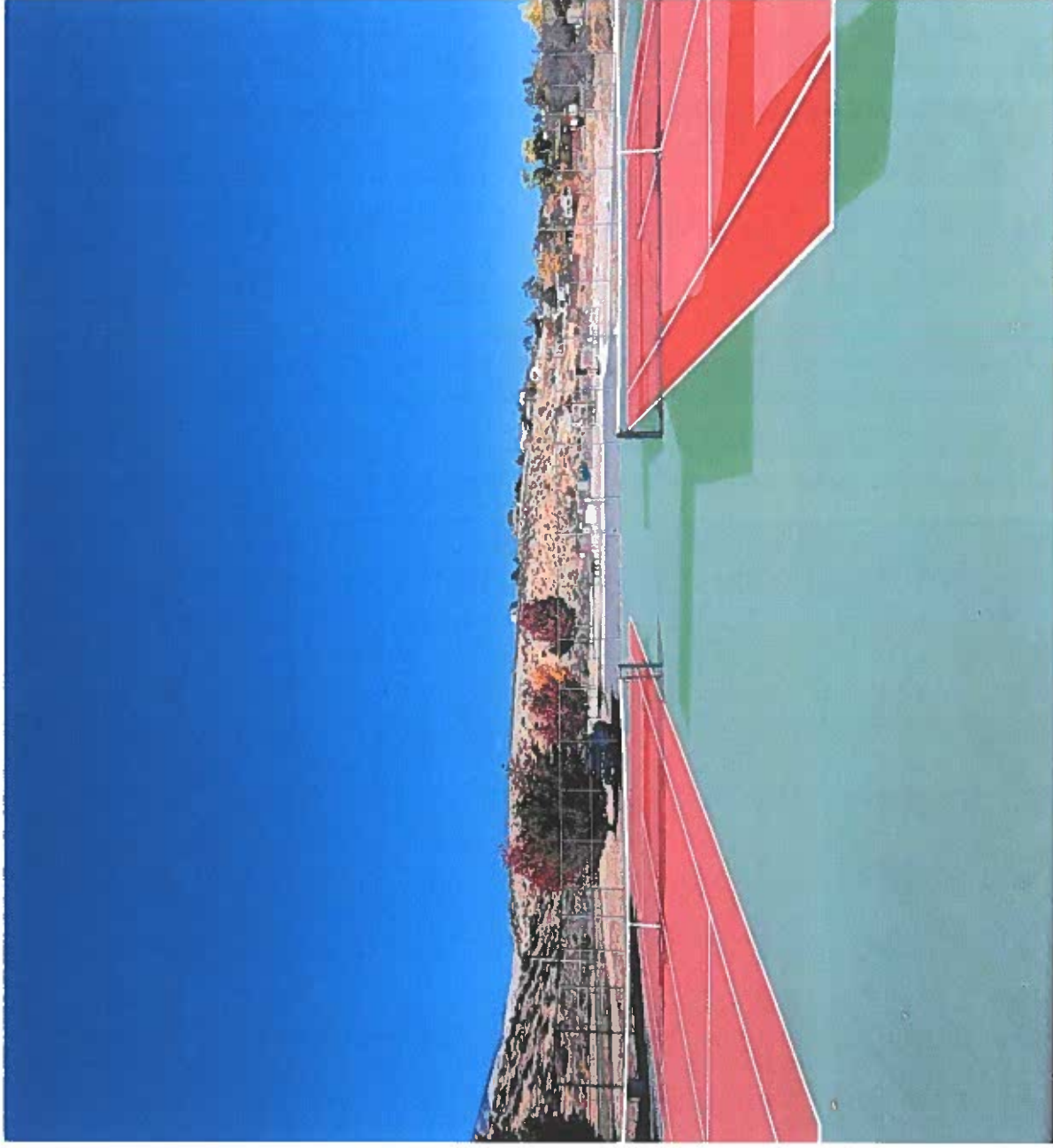
# Events

Hosted and worked three weekend community cleanup days, removing 360 yards of trash, 240 yards of green waste, and 120 yards of metal and appliances from the district.



## Repaired Tennis Courts

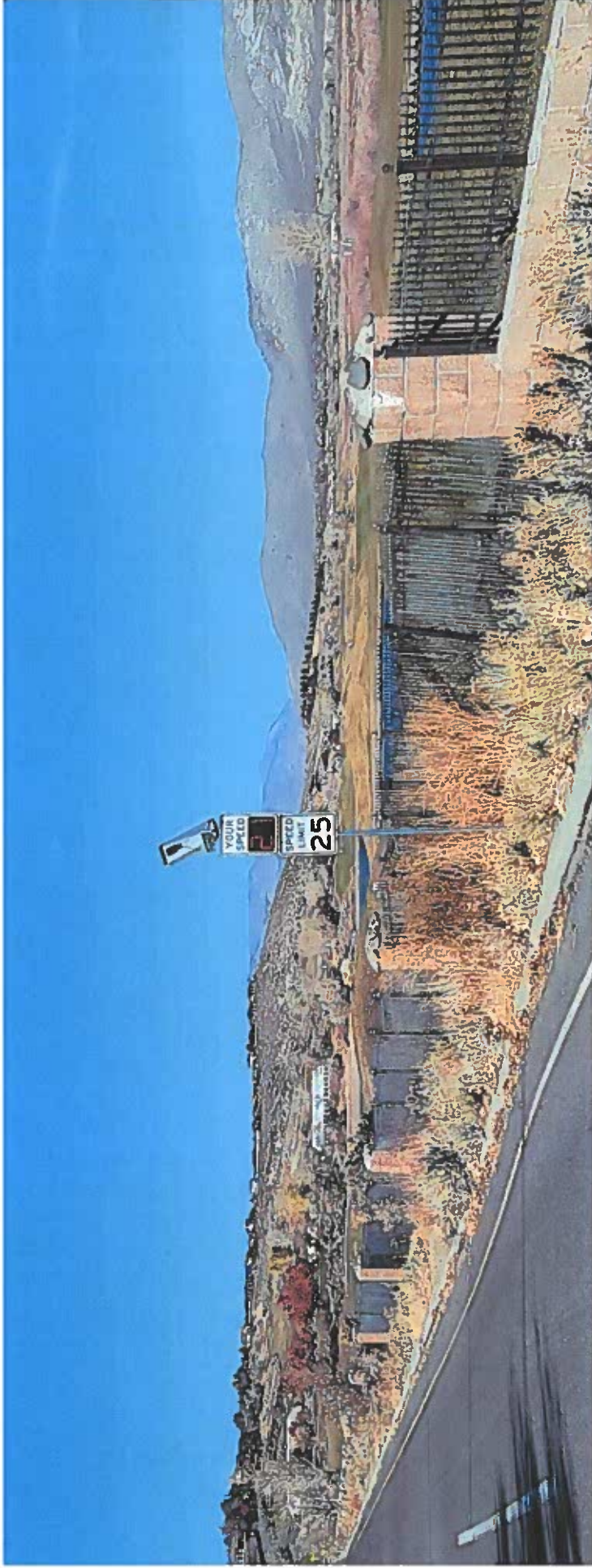
- Evaluated the tennis courts with the contractor and concluded that we did not need a complete resurface of the courts.
- Sanded, filled, and sealed cracks. Repainted the surfaces.
- Implemented lock system to reduce the unauthorized use of the tennis courts.



# Installed Crosswalk Flasher

- As requested by residents at the board meetings, bought and installed a crosswalk flasher at the intersection of North Sunridge and Mica.
- Ordered center flasher for left turn lane.





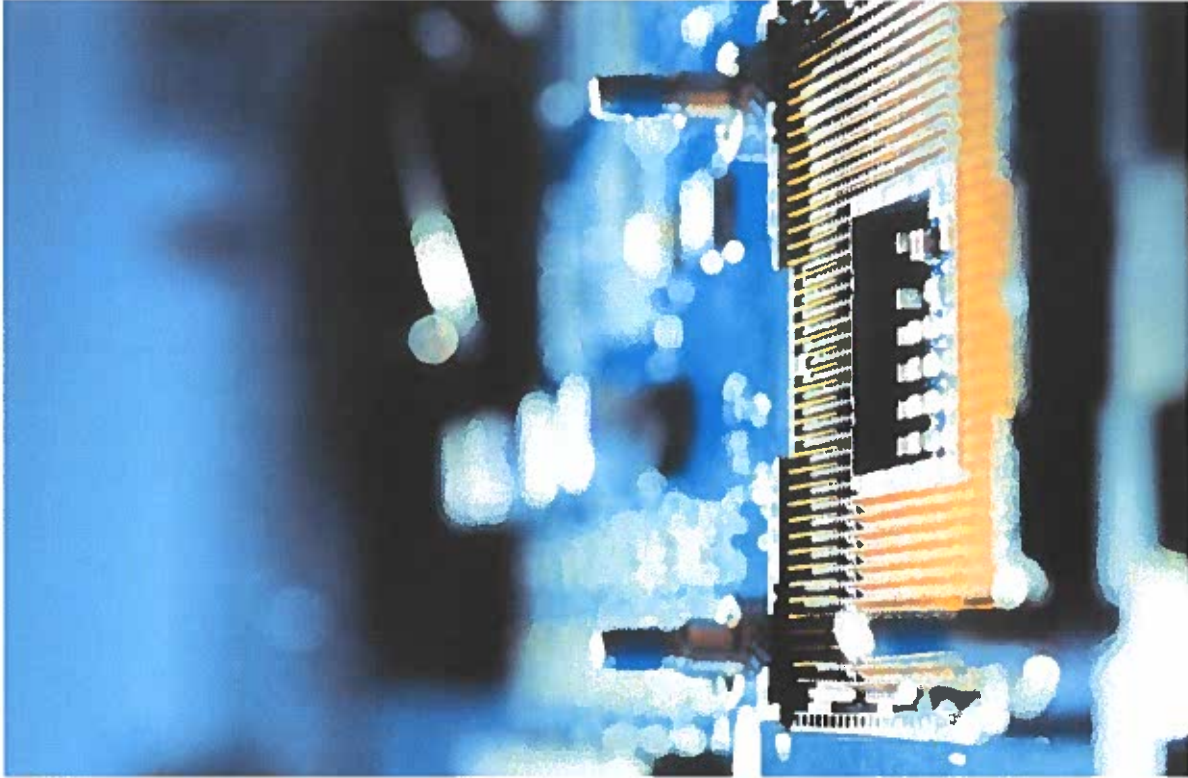
## Installed Speed Sign on South Sunridge

- Repurposed the speed sign from the trailer and installed it onto a permanent location in South Sunridge.
- The location is at the point where the speed limit decreases from 35mph to 25mph, so the flashing sign will reinforce that to drivers.



# Completed SCADA Project

- Completed the SCADA upgrade project, providing sensor reporting in both plants and a redundant system for backup.
- Removed redundant connections and installed Starlink to cover the communications of the system.



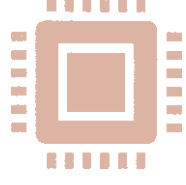
# Negotiated and Implemented GIS System



Negotiated contract with developer.



Researched GPS system.

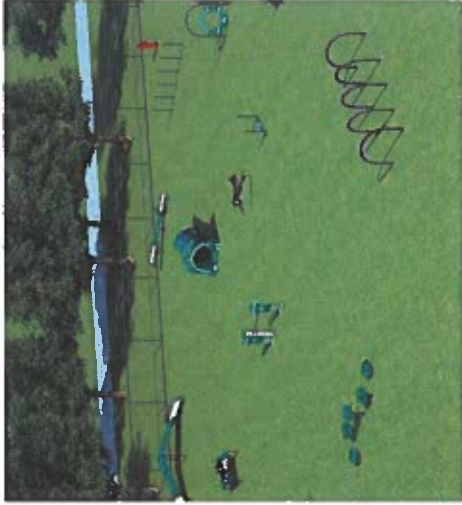


Cross train with Douglas County GIS and collaborate on data formats



## Researched and Designed Dog Park Improvements

- Thoroughly researched different options and packages to ensure that we got the most value for our money in the dog park improvements, based on the input and requests from residents.
- The improvements are ordered and expected to start arriving in early 2024.



# Started Firewise Community

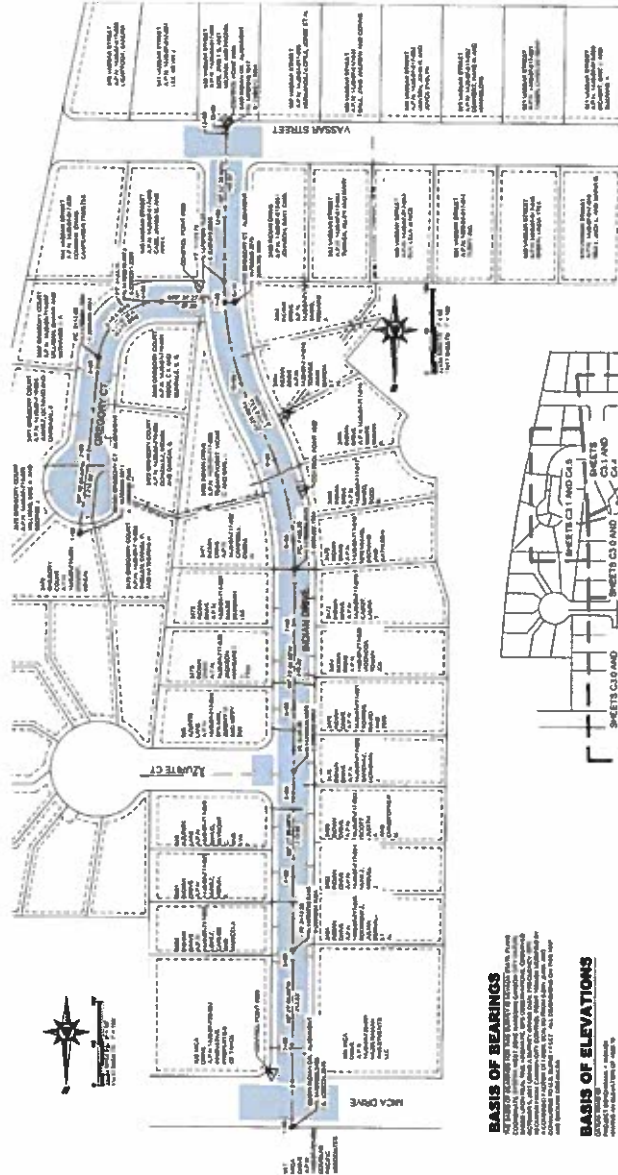
- Worked with Kelli Nevills of NV Department of Forestry to make Indian Hills GID a Firewise Community.
- Coordinated fuels reduction grant across the western edge of the district along the high risk fire areas.
- Conducted voluntary Defensible Space Inspections on 46 homes as part of grant, providing homeowners with valuable information on what they can do to improve the safety of their home and to prepare for wildfires.
- Continuing to do fuels reduction along the western edge of the District.
- Remaining grant funding will be used to enhance our Community Cleanup days in 2024, with the potential of bringing a wood chipper for residents to dispose of trees and large brush.

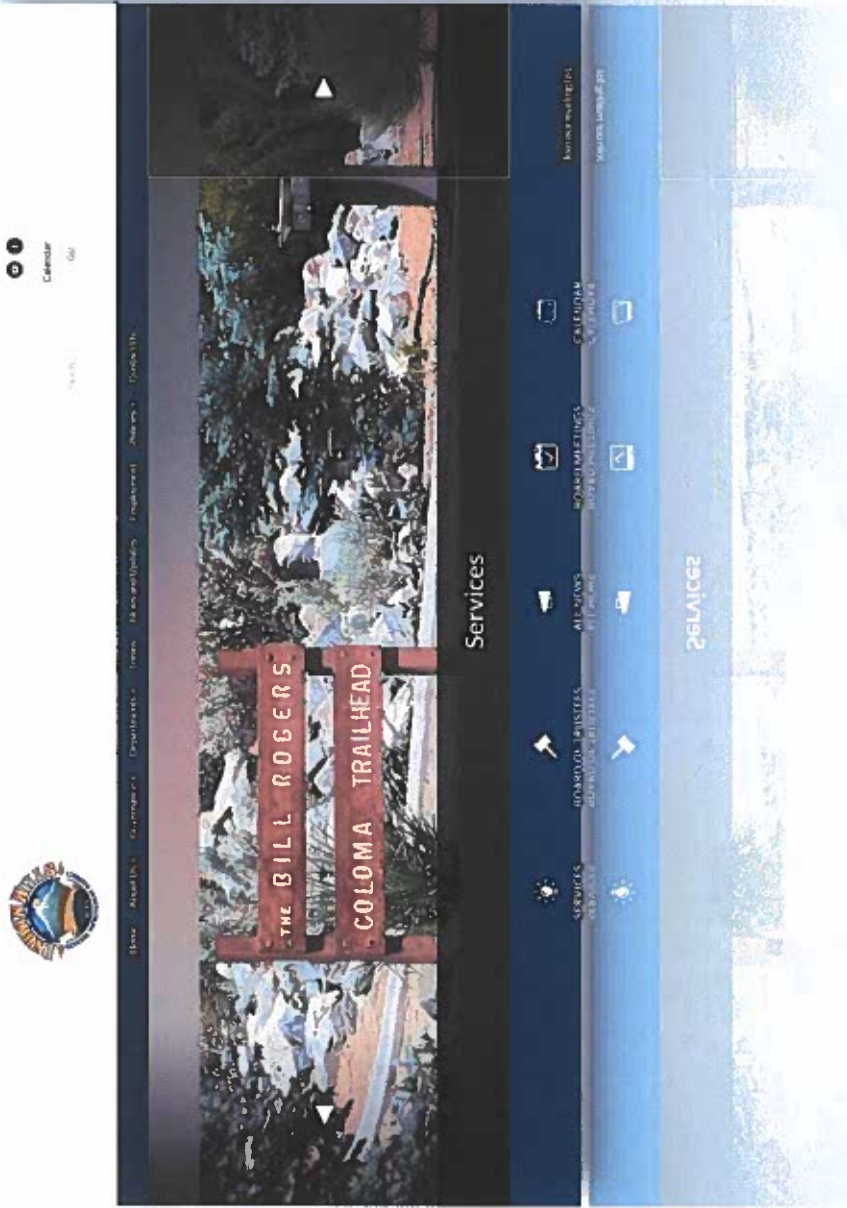


**FIREWISE USA®**  
Residents reducing wildfire risks

# Indian Drive Project

- Worked with Lumos during a very difficult economic time to make the Indian Drive replacement project possible.
- The project will start this year, with the road work and paving being done in the early Spring of 2024.
- Combined the Yard and Drainage Project into the Indian Drive Project to save money for the district.





# Webpage

- Researched, planned, designed, and contracted the new webpage.
- Provides a friendlier portal for residents to access District information.
- Provides an employee portal for internal processes.
- Enables office staff to quickly and easily update webpage.



# Community Relations

- Collaborated with Douglas County, Town of Minden, Carson City, and other involved members of the Water Agreement to ensure our water rates stay stable while building up funding to keep the system operational and successful.
- Worked with Washoe Tribe on a number of issues to include the annexation of surrounding Tribal lands, and looking for solutions to the failing Douglas County road in the south of the district.
- Attended Douglas County Managers Meeting with community managers. Hosted one meeting in the District.
- Hosted a Nevada League of Cities luncheon.
- Will potentially be supporting Douglas County as an Election Voting Location in 2024.
- Participate and represent Indian Hills in the Douglas County Strategic Planning.

# Board Relationship



Responded quickly to Board calls and emails during work hours, after work hours, and on weekends.



Kept board informed of all board related issues in the district.



Informed board on potential issues and arising developments in the District.



Maintained a constant open door policy with the Board.



# District Staff – my team

- Worked to build a culture of teamwork with staff.
- Succession plan paid off when our D1 Water Operator left. The floating position was able to transfer to the water department, allowing us to promote within. This also opened a spot to hire our new Parks & Streets Grade 2 Operator, bringing 15 years of experience into the Parks & Streets Department.
- Held a couple team building events and training events to build the teamwork and comradery in the staff.
- Monthly staff meetings with lunch / desert to celebrate birthdays.
- Continue to demonstrate appreciation and recognition for the staff, rewarding the hard work that our staff put into the District.
- Working to recruit and keep good people that put heart and hard work into the District through team building, succession planning, and training.



# Comparable Positions and Compensation

- Kingsbury GID GM (2017) - \$136,756 Salary / \$189,307 Total Compensation
- Gardnerville Ranchos GID GM (2022) - \$131,034 Salary / \$202,934 Total Compensation
- MGSD GM (2022) - \$117,288 Salary / \$152,182 Total Compensation
- Roundhill GID GM (2022) - \$116,286 Salary / \$120,881 Total Compensation
- Indian Hills GID GM (2022) - \$94,500 Salary / \$117,158 Total Compensation
- *IHGID GM is \$22,000 less than second lowest, \$30,841 below average, and \$49,170 below average Total Compensation.*

## EMPLOYMENT AGREEMENT

THIS AGREEMENT is made and entered as of this 1st day of December 2021, by and between INDIAN HILLS GENERAL IMPROVEMENT DISTRICT, a political subdivision of Douglas County, State of Nevada, acting by and through its Board of Trustees, (hereinafter referred to as "IHGID" or "EMPLOYER" interchangeably), and CHRIS JOHNSON (hereinafter referred to as "EMPLOYEE" or "General Manager" interchangeably), both of whom agree as follows:

### WITNESSETH:

WHEREAS, EMPLOYER agrees to hire EMPLOYEE as IHGID General Manager; and

WHEREAS, EMPLOYER desires to provide certain benefits, establish certain conditions of employment and set working conditions of EMPLOYEE; and

WHEREAS, EMPLOYEE desires to accept the position as General Manager subject to the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

### Section 1. Duties

EMPLOYER hereby agrees to employ EMPLOYEE as General Manager to perform the functions and duties of General Manager of IHGID as set forth by law, as specified in the General Manager Job Description, and to perform other legally permissible and proper duties and functions as the EMPLOYER shall from time to time assign. EMPLOYEE shall report to work, and perform the duties and employment of the General Manager as of the 1<sup>st</sup> day of December 2021.

(a) **Hours of Work.** It is recognized that the General Manager is expected to engage in the hours of work that are necessary to fulfill the obligations of the position, must be available at all times, and must devote a great deal of time outside the normal office hours to the business of IHGID. The General Manager acknowledges that the proper performance of the duties of the General Manager of IHGID will require the General Manager to generally observe normal business hours and will also often require the performance of necessary services outside of normal business hours, including being available on-call for emergencies. The General Manager agrees to devote such additional time as necessary for the full and proper performance of the General Manager's duties and that the compensation herein provided includes compensation for the performance of all such services.

Notwithstanding anything to the contrary, the parties intend that reasonable time off be permitted EMPLOYEE, such as is customary for nonexempt managers, and that EMPLOYEE will ensure coverage during such time off for the duties of the Office of General Manager.

(b) **Residence.** EMPLOYEE will maintain his residence within a twenty (20) mile radius of the IHGID Office during the term of this Agreement.

## **Section 2. Term**

A. The term of this Employment Agreement is for five (5) years effective December 1, 2021, to November 30, 2026, subject to the EMPLOYEE'S willingness and ability to perform the required duties of General Manager, subject to a written review of EMPLOYEE within six (6) months, and subject to EMPLOYER'S continued satisfaction with EMPLOYEE'S performance.

B. EMPLOYEE agrees to remain in the exclusive employ of EMPLOYER during the term of this Agreement, and neither accept other employment nor become employed by any other employer until its termination date. The term "employed" shall not be construed to include occasional teaching, writing, or consulting performed on EMPLOYEE'S time off. Should EMPLOYEE desire to engage in such occasional activities, he shall notify the EMPLOYER and request approval in advance, which approval shall not be unreasonably refused.

C. Notwithstanding the term set forth in this Agreement, EMPLOYEE is employed at the will of EMPLOYER, and nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the EMPLOYER to terminate services of EMPLOYEE at any time, subject only to the provisions set forth in Section 4, paragraphs A and B of this Agreement.

D. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of EMPLOYEE to resign at any time from his position with EMPLOYER, subject only to the provisions set forth in Section 4, paragraphs C and D of this Agreement.

E. EMPLOYEE and EMPLOYER may agree to review, amend, renew or extend this Agreement by a vote of a majority of the members of the entire Board of Trustees. A decision not to renew or extend this Agreement by an affirmative vote of a majority of the members of the entire Board of Trustees shall result in the termination of this Agreement and EMPLOYEE'S employment with IHGID.

F. During the Term of this Employment Agreement, EMPLOYEE shall have four weeks of paid vacation time per year, beginning year one. Pursuant to Section 1, subparagraph (a) above, EMPLOYEE shall ensure coverage for all time off.

## **Section 3. Suspension**

EMPLOYER may suspend EMPLOYEE with full pay and benefits at any time during the term of this Agreement pending further proceedings pursuant to any necessary investigation or disciplinary action.

## **Section 4. Termination and Severance Pay**

A. At any time during the term of this Agreement, either EMPLOYER or EMPLOYEE may terminate the Agreement by providing thirty (30) days written notice to the other party. Notice shall be in accordance with Section 5 below.

B. Unless terminated for cause as described in paragraph D below, if EMPLOYEE is terminated by the EMPLOYER before expiration of the aforesaid term of employment, after EMPLOYER has given notice in accordance with paragraph A above, and during such time the EMPLOYEE is willing and able to perform his duties under this Agreement, EMPLOYER agrees to pay EMPLOYEE a lump sum cash severance payment equal to three (3) month's aggregate salary of the then-current annual base salary of EMPLOYEE. Severance pay shall be in addition to any other payments for unused annual leave or other benefits that may be payable to other unclassified management employees of IHGID with service credit equal to that of EMPLOYEE. Severance payment shall occur within three business days of EMPLOYEE'S last day worked.

C. In the event EMPLOYEE voluntarily resigns his position with EMPLOYER before the expiration date of the aforesaid term of his employment, then EMPLOYEE shall give EMPLOYER notice in accordance with paragraph A above, unless the parties otherwise agree. EMPLOYEE shall receive his then current salary during the thirty (30) day notice period and EMPLOYER is not obligated to pay severance pay to EMPLOYEE, nor shall EMPLOYEE enjoy any continued benefits after termination of employment.

D. For purposes of this Agreement "cause" is defined as conduct which constitutes a crime (except for a misdemeanor traffic citation), or conduct inappropriate for public officers as unethical, or conduct subject to censure by EMPLOYER or conduct deemed by EMPLOYER to constitute neglect related to the duties of General Manager. In such event, EMPLOYER shall give written notice of its desire to terminate Employee for cause and the effective date of the termination shall be fifteen (15) days after notice is given in accordance with Section 5 below. If EMPLOYEE is terminated for cause, EMPLOYEE shall not be entitled to severance pay or benefits.

#### **Section 5. Notices**

When required by this Agreement, notice shall be in writing to EMPLOYER by personal service on the Chair of the Board of Trustees, or sent by regular mail addressed to the Chairperson of Indian Hills General Improvement District, 3394 James Lee Park Road #A, Carson City, Nevada, 89705. Notice shall be in writing to EMPLOYEE, by personal service on EMPLOYEE, or sent regular mail addressed to 825 Amador Circle, Carson City, Nevada 89705. Notice by personal service shall be deemed received on the date of delivery; notice by mail shall be deemed received three (3) days after mailing.

#### **Section 6. Disability**

If EMPLOYEE is permanently disabled or is otherwise unable to perform his duties because of sickness, accident, injury, mental incapacity or health, as determined by a qualified health care professional, for a period of four successive weeks beyond any accrued sick leave, or for twenty (20) working days over a thirty (30) working day period, EMPLOYER shall have the option to terminate this Agreement, subject to the severance pay requirements of Section 4, paragraph B. EMPLOYEE shall be compensated for any accrued sick leave, vacation, holidays, compensatory time and other accrued benefits.

## **Section 7. Salary**

A. EMPLOYER agrees to pay EMPLOYEE for his services rendered under this Agreement a base salary of Ninety thousand dollars (\$90,000) annually plus any adjustments provided in paragraph B below. The annual base salary is payable in installments in the same manner as other employees of the EMPLOYER.

B. The salary of the EMPLOYEE shall be reviewed and may be adjusted annually.

## **Section 8. Performance Evaluation**

The EMPLOYER, with input from the EMPLOYEE, agrees to adopt priorities and expectations for EMPLOYEE beginning within two (2) months from the start of this Agreement. Additionally, EMPLOYER and EMPLOYEE shall conduct a six (6) month evaluation of EMPLOYEE to review and adjust priorities and expectations and assist in the success of the evaluation process. The priorities and expectations may be added to or deleted as the EMPLOYER may from time to time determine in consultation with EMPLOYEE.

## **Section 9. Benefits**

EMPLOYEE shall be entitled to all benefits provided for unclassified management employees. EMPLOYEE is not eligible to be a member of any collective bargaining unit, and confirms that he has resigned any prior membership. EMPLOYER agrees to pay all contributions to the Nevada Public Employees Retirement Systems (PERS) on behalf of the EMPLOYEE, except as otherwise provided herein, or by law. EMPLOYEE declines enrollment for EMPLOYER'S health care insurance plan at this time.

## **Section 10. Dues, Subscriptions and Professional Development**

A. EMPLOYER agrees to budget and pay for the professional dues and subscriptions of EMPLOYEE necessary for his continuation and full participation in national, regional, state, and local associations and organizations necessary and desirable for his continued professional participation, growth, and advancement, and for the good of EMPLOYER.

B. EMPLOYER agrees to budget and pay for travel and subsistence expenses of EMPLOYEE for professional and official travel, meetings and occasions appropriate to continue the professional development of EMPLOYEE. and to adequately pursue official and other functions of the EMPLOYER including, but not limited to, national, regional, state and local government groups and committees thereof which EMPLOYEE serves as a member, not to exceed the amount budgeted each year in the appropriate General Manager accounts.

C. EMPLOYER also agrees to budget and pay for the travel and subsistence expenses of EMPLOYEE for short courses, institutes and seminars that are necessary for his professional development and the good of EMPLOYER.

## **Section 11. General Provisions**

A. The text herein, and any addendums, constitutes the entire Agreement between the parties.

B. If any provision, or any portion thereof, contained in this Agreement is held unconstitutional, invalid or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected and shall remain in full force and effect.

C. This Agreement shall be effective as of December 1, 2021.

D. This Agreement shall be construed in accordance with, and governed by the laws of the State of Nevada. Venue shall lie exclusively in Douglas County, Nevada.

E. This Agreement shall not be modified or amended except by a written instrument executed by the General Manager and the duly authorized representatives of the Board of Trustees.

F. This Agreement shall be and become in full force and effect upon adoption and approval of the Board of Trustees, and the execution and delivery hereof by the authorized officer of IHGID and the Manager.

G. This Agreement may be executed in duplicate original counterparts, each of which when so executed shall be deemed to be an original, and such counterparts shall together constitute but one in the same instrument.

IN WITNESS THEREOF, the Board of Trustees has caused this Agreement to be signed and executed on its behalf by its Chair, and duly attested by the Secretary, and the EMPLOYEE has signed and executed this Agreement, all on the date and year first written above.

EMPLOYEE:

EMPLOYER:

\_\_\_\_\_

\_\_\_\_\_

CHRIS JOHNSON

ROBERT GARCIA, CHAIRPERSON  
Indian Hills General Improvement District

APPROVED AS TO FORM:

ATTEST:

\_\_\_\_\_

\_\_\_\_\_

CHARLES S. ZUMPFT, ESQ.  
Indian Hills General Improvement  
District Attorney

WILLIAM EISELE, SECRETARY  
Indian Hills General Improvement District

# General Manager

**FLSA Status:** Exempt

**Created:**

**Last Revised:** 07/06/2021

## **DEFINITION:**

Under the general direction of the IHGID Board of Trustees, performs executive level management of all District staff. Responsible for general oversight of all District programs/services including sewer, water, streets, parks, and recreation facilities. The General Manager is responsible for District performance of such services in a manner so as to assure operational and regulatory compliance. This Executive level position must manage the district in full accordance with policies, agreements, union, and other contracts as determined by the District Board of Trustees. Exempt employees are generally expected to be available to perform their job duties during normal business hours. It is expected that in order for exempt employees to complete their assigned work from time to time, it will be necessary that they work beyond the normal workdays and business hours of the district.

**DISTINGUISHING CHARACTERISTICS:** This position has primary responsibility to monitor and manage all duties as performed by subordinate staff. The position of General Manager is classified as "safety sensitive" based on its access to time critical, health/safety/welfare issues that may exist in a District emergency, state of emergency or in event of a national safety threat.

**ESSENTIAL FUNCTIONS:** *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions).*

- 1) Manages and monitors all District laws, ordinances, permits and licenses for faithful performance and regulatory compliance to best serve the district.
- 2) Identifies District needs in prepared monthly reports to the Board; develops action plans to mitigate such needs and generates alternative solutions for consideration by the Board of Trustees.
- 3) Attends all District Board of Trustees meetings and related District meetings. Responsible for managing preparation of Board packets and related materials in compliance with Open Meeting Laws of the State of Nevada.
- 4) Negotiates, in consult with Districts' legal counsel, on a variety of contracts and agreements on the district's behalf in strict compliance with standard District budgetary and purchase approval limits.
- 5) Responsible for the management of budget development including overseeing subordinate staff in the budget preparation process; develops and oversees District Capital Improvement Projects, budgets, and projections; develops and implements short- and long-range financial plans for District. Responsible for maintaining budget on daily operational basis in

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- accordance with Trustee approved line-item budgets.
- 6) Oversees the operation and management of the district including the supervision and control of all District property, administrative activities, personnel, general business, and daily operations.
  - 7) Implements policies and directives as set forth by the Board of Trustees.
  - 8) Responsible for the direction, development and implementation of goals, objectives, policies, and procedures for necessary short- and long-term planning efforts in the district.
  - 9) Represents the District at an Executive level, within the community and with other entities and organizations at the local, regional, state, and federal government levels. Establish and maintain cooperative relationships with District Counsel and District Engineering firm.
  - 10) Responsible for general supervision of all staff and infrastructure under District jurisdiction.
  - 11) Attend all District sponsored events.

#### **OTHER FUNCTIONS:**

- 1) Provides staff support as needed to the Board of Trustees.
- 2) Performs assignments and other job duties as requested by the Board of Trustees.
- 3) Signs documents on behalf of the district as provided by State law and whenever so authorized by the Board of Trustees.
- 4) Be on call twenty-four hours a day seven days a week in case of an emergency.
- 5) Acts as final authority on agency hires, terminations, grievances after they have been processed in accordance with personnel policy and Human Resources guidelines.

#### **QUALIFICATIONS FOR EMPLOYMENT:**

To perform this job successfully, an individual must be able to perform each essential function and duty satisfactorily. The requirements as listed below are representative of the knowledge, skill and/or ability required.

##### ***Knowledge and Abilities:***

###### ***Knowledge of***

- Requires strong management skills in organization, fiscal analysis and management, operational efficiencies analysis and implementation, and personnel planning and negotiation.
- Requires general knowledge of infrastructure planning and financing for all District operations and programs.
- Requires knowledge of water, wastewater, collections, storm water system, streets, parks, right of ways, open space and related equipment and appurtenances.
- Requires demonstrated ability to communicate effectively and clearly on complex issues.
- Requires a valid, current Nevada driver's license, with a driving record that enables insurability.

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### ***Ability to***

- Requires ability to read, analyze, and interpret complex documents and blueprints.
- Requires ability to provide strong Executive level leadership, set goals and objectives, and to motivate others to achieve timely project success.
- Ability to apply advanced mathematical concepts to field operations testing, reliability, and variances is highly desirable. Requires ability to define problems, collect data, establish facts, analyze trends, and draw conclusions.
- Requires the ability to be politically adept at fostering communications and in negotiating with other legal or governmental organizations both in the private and public sectors.
- Requires ability to read, understand and follow written and verbal instructions.

### ***Experience and Training:***

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:

A Bachelor's degree from four (4) year college or university in public administration, business administration or related field, or equivalent; requires minimum five (5) years or more of progressively responsible management/executive level management of programs or projects with a focus on public agency is highly desirable or equivalent combinations of education and experience.

Must possess working knowledge of the principles and practices of local government and its management; District government structure and functions; laws as they relate to General Improvement Districts; and basic practices of public budgeting and governmental accounting. That the individual has increasingly responsible public entity experience working with an elected Board is highly desirable.

### ***Degree of Responsibility:***

Ability to work at a high-profile Executive level in an independent manner with general direction provided by the Board of Trustees.

### ***Physical and Mental Requirements:***

- Requires ability to sit for extended periods during meetings and performance of regular executive level job duties.
- Requires stamina and vocal ability to perform public speaking functions and duties on a regular basis.
- Requires mental dexterity to handle emergency situations as they arise, and to oversee all District operations.
- Requires the ability to lift up to fifty (50) lbs.

While performing the duties of this job, the employee is regularly required to employ fine finger dexterity to handle, feel, manipulate, and grasp objects; use hands and arms to reach, hold, or move objects. The employee is occasionally needed to stand, drive, walk. On a continuous basis the employee is required to speak, listen/hear, write, and use a keyboard.

**Working Conditions:**

The work environment is frequently that of a quiet office setting. Offsite field operations may include excessive noise levels. Characteristics shown here are representative of that an employee encounters while performing the essential functions of the job. Reasonable accommodations can be made in accordance with the Americans with Disabilities Act guidelines.

*I have read and understand the contents of this Job Description. I have received a copy of this job description for my records.*

PRINT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

*Adopted by Board of Trustees on: 7/21/2021*

# **AGENDA ITEM 8.**

**Discussion and possible action to approve Draft Minutes from the October 18, 2023, Board Meeting.**

**Minutes**  
**Indian Hills General Improvement District**  
**Board of Trustees Meeting**  
**District Office**  
**3394 James Lee Park Rd. #A**  
**Carson City, NV 89705**  
**October 18, 2023**  
**Regular Board Meeting 6:00 P.M.**

**Trustees Present:** Chairman Dunham, Vice Chairman Stulac, Secretary/Treasurer Lufrano, Trustee Garcia, and Trustee Siegman.

**Trustees Absent:** none.

**Staff Present:** General Manager Chris Johnson and Administrative Services Supervisor/Human Resources Brooke Thompson.

**Others Present:** District Counsel Chuck Zumpft, District Engineer's Collin Sturge and Tim Russell. Residents Lynn Dement, Kathy Waters, Kathryn Clark-Ross, Dale Morlan, Ronny Lynch, Debbie Walker and Shelina Bouthillier.

**6:00P.M. - Regular Meeting**

**1. Call to Order**

Request that Cell Phones and Pagers be turned off for recording purposes.  
Chairman Dunham called the meeting to order at 6:00PM.

**2. Pledge of Allegiance:** Led by Trustee Siegman.

**3. Public Interest Comment:** Resident Ronny Lynch stated he would like to thank Chris and the board for the new flashing safety crossing light at Mica and North Sunridge. It will certainly make the crossing safer for everyone including dogs, cats, quail, and other critters. He thanks you all so much.

Resident Lynn Dement stated she would like to add a huge thank you for the flashers, thank you Chris for that. It is going to be a big improvement. She would also like to say thank you to Brooke, she acted on all the pictures that were given to her on the overgrowth issues. Notices have been sent out and three quarters of them are done. It looks great. Thank you both. She would like to mention, you all know what happened to her in the park. She was accosted again in the park; a man was following her asking her for money. There are a lot of new people with mean dogs and kids. I know that there is nothing the GID can do about this. Kids are not being good and putting big rocks in the park. Is there any way or any rapport between the GID and DCSO, can we look into neighborhood watch or come up with something, maybe ask DCSO to do more patrols. It is getting out of hand.

Minutes of the October 18, 2023, Regular Board of Trustees Meeting

**4. Approval of Agenda**

*Trustee Garcia motioned to approve the agenda. Trustee Siegman seconded. Motion carried unanimously.*

**5. Reports to the Board:**

**a. General Manager Report**

General Manager Chris Johnson reviewed his report with the board.

**1. Administrative**

General Manager Chris Johnson reviewed the Administrative report with the board.

**2. Water**

General Manager Chris Johnson reviewed the Water report with the board.

**3. Wastewater**

General Manager Chris Johnson reviewed the Wastewater report with the board.

**b. District Accountant Report**

General Manager Chris Johnson reviewed the Accountant report with the board.

**c. Engineer Report**

District Engineer Collin Sturge stated as Tim has mentioned in the past he will be taking over as the District Engineer now. Tim will sit observing him out in the audience until the end of the year. Indian Drive is the biggest news, we will go over that during that agenda item. During the last meeting it was mentioned about the golf course well and the water rights were due to expire, on the second he requested an extension of five years. Then just a few miscellaneous items with Chris.

**d. Attorney Report**

District Counsel Chuck Zumpft stated he has nothing to report.

**Public comment:** Resident Lynn Dement stated out of curiosity you have spent a lot of time talking about traffic flow and speeding. Is Bob's idea of speed bumps out of the question, it is still on the table that we may do that at some point or is it done.

**6. Discussion and possible action to award a bid to Spanish Springs Construction in the amount of \$1,848,905.00 with an additional \$50,000.00 force account for the Indian Drive Reconstruction & Utility Replacement Project.**

General Manager Chris Johnson and District Engineer Collin Sturge discussed this item with the board.

The board briefly discussed this item.

**Public comment: none.**

*Secretary/Treasurer Lufrano motioned to award a bid to Spanish Springs Construction in the amount of \$1,848,905.00 with an additional \$50,000.00 force account for the Indian Drive Reconstruction & Utility Replacement Project. Trustee Garcia seconded. Motion carried unanimously.*

- 7. Discussion and possible action to adopt a new park use fee schedule.**  
General Manager Chris Johnson discussed this item with the board.

The board briefly discussed this item.

**Public comment: none.**

*Secretary/Treasurer Lufrano motioned to adopt a new park use fee schedule with a January 1, 2024 effective date. Trustee Garcia seconded. Motion carried unanimously.*

- 8. Discussion and possible action to adopt a structured form for General Manager mid-year and annual evaluation which may include goals and objectives for the next review cycle.** Trustee Garcia explained this item to the Board.

The board briefly discussed this item.

**Public comment:** Resident Lynn Dement stated to clarify there is no public interaction in the evaluation process of the General Manager. She is going to play devil's advocate because she is not so sure that is appropriate to have public comment during the evaluation process, there are too many personalities that go into a public comment situation. She is going to butt heads with the board because she is a resident and knows what is best for herself and her neighbors. Chris looks at it as he is taking care of the whole district, there is so much more that he is involved with and has to take care of and does an absolutely wonderful job doing it. Residents may not always agree with it. He looks at it a different way. She would hope you use the public input as well.

*No action was taken, the board gave direction to staff to form a committee to come up with a formal evaluation process and form.*

- 9. Discussion only on sharing excess speed data with the appropriate authorities.**  
Trustee Garcia explained this item to the Board.

The board briefly discussed this item.

**Public comment: none.**

- 10. Discussion only and update on James Lee Dog Park improvements.**  
General Manager Chris Johnson discussed this item with the board and showed a power point.

The board briefly discussed this item.

**Public comment:** Resident Lynn Dement stated this is all awesome dogs love agility courses, some of her concerns are will there be room for dogs to run, that is a lot of stuff. It is all hardscape she would like to see a little greenery, some bushes. The canopy is awesome. That would be great but don't put too much under the shade structure. Don't look at the people's comfort over the dogs. It is awesome overall; you have chosen some wonderful things.

**11. Discussion and possible action to approve Draft Minutes from the September 20, 2023, Board Meeting.**

**Public comment:** none.

*Vice Chairman Stulac motioned to approve Draft Minutes from the September 20, 2023, Board Meeting. Trustee Siegman seconded. Motion carried unanimously.*

**12. Chairman and Trustees Reports, Correspondence**  
Under this item the Board Members will briefly identify relevant communications received by them before the meeting, or meetings attended, or potential business of the district. No action will be taken on any of these items, but a member may request such item or topic be placed on a future agenda.

**13. Adjournment**

*Trustee Garcia motioned to adjourn the meeting. Secretary/Treasurer Lufrano seconded. Motion carried unanimously.*

Meeting adjourned at 8:21P.M.

FINAL APPROVED MINUTES AS PRESENTED

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Secretary/Treasurer  
Vicky Lufrano

Minutes of the October 18, 2023, Regular Board of Trustees Meeting