

**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 |
|-------------------------|--------------------------------|--------------------------------------|-------------------------|--------------------------|

**September 20, 2023
Regular Board Meeting 6:00 P.M.
District Board Room
3394 James Lee Park Road
Carson City, NV
89705
(775) 267-2805**

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.

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

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)

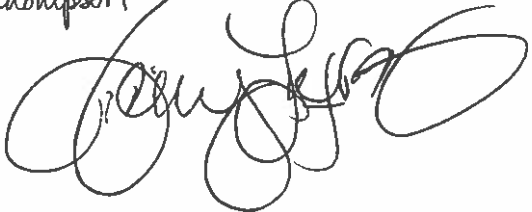
The public may comment on any subject that is pertinent to IHGID. The public may comment on any item that is on this agenda at the time it is discussed. Therefore, the public is encouraged and permitted to make comments on any non-agenda items during the public interest comment period. Comments may be 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
 - Board of Trustees Comments
6. Discussion and possible action to approve an addition of a grassy area to the James Lee Dog Park. (Resident, Lynn Dement)
 - Board of Trustees Discussion
 - Open Public Comment
 - Close Public Comment
7. Discussion and possible action regarding Sidewalk Obstruction and Maintenance Policy. 2010P-02. (Trustee, Garcia)
 - Board of Trustees Discussion
 - Open Public Comment
 - Close Public Comment

8. Discussion and possible action regarding District programs and schedules for maintenance of parks, streets, detention ponds, sewers, and other areas under the purview of IHGID. (Trustee, Garcia)
 - Board of Trustees Discussion
 - Open Public Comment
 - Close Public Comment
9. Discussion and possible action regarding the IHGID GM contract and Key Performance Indicators the board shall or may consider at the time of the annual review. (Trustee, Garcia)
 - Board of Trustees Discussion
 - Open Public Comment
 - Close Public Comment
10. Discussion and possible action regarding the District's reservation and fee structure. (Trustee, Garcia)
 - Board of Trustees Discussion
 - Open Public Comment
 - Close Public Comment
11. Discussion and possible action to approve Draft Minutes from the August 16, 2023, Board Meeting.
 - Board of Trustees Discussion
 - Open Public Comment
 - Close Public Comment
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 an item or topic be placed on a future agenda.
13. Adjournment

This agenda is posted at 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., September 15, 2023, by

Brooke Thompson


AGENDA ITEM 5a.

Reports to the Board:

a. General Manager Report

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

General Manager Report

September 20, 2023

The Crosswalk Flasher for Sunridge is due to ship on 9/18. Once we get it in, we will install it and have a flashing crosswalk at the North / South Sunridge intersection.

On 9/1 the parks team and I cleaned out the skatepark and got it opened again. I am working with a local company to install security cameras in the park that will monitor all activity. I installed temporary cameras in the park in the interim. In the week since the skate park is open, there has been very little trash around the park, so I am hopeful that the skate community is starting to take care of the area.

The parks crew have done weed abatement along the ditch between Coloma & Vista Grande. They are currently working on some weed abatement in the retention ponds.

We sent out a flyer with the newsletter for people to start signing up for a free defensible space inspection from NDF under the Firewise Community program. Once we have these inspections done, depending on how much of the grant funding remains, we may be able to offer grants for the removal of threatening trees & brush. This is NOT a cleanup program, and grant funding cannot be used to just clean up garbage and brush. It is for the clearing of defensible space.

I spoke with the County Manager about the Ad Valorem change in 2011. The county does not have an interest in reversing that change. The reasoning for that is that what would amount to an increase of tens of thousands for the GID, would amount to the reduction of millions for the County. She did express her interest in working with us on projects that would help to offset that cost to us. I believe we can maintain a relationship with the county on this in the future.

I spoke with a local business that did our parks bathroom locks in the past, and they no longer do them. The company they have recommended does not have a solution for us, so I am searching for automated locks for the James Lee Park bathrooms. I am hoping to find smart locks that we can remotely program and access.

We have some staff changes in the works that we have been preparing for.

Administrative Report

September 2023

The ACH program continues to be well received. Residents are thankful the district has implemented this option for payments. We currently have 542, 26.83% of residents taking advantage of automatic withdrawal. We continue to receive requests and new authorization forms daily.

In August we sent out thirty-two past-due bills resulting in two disconnections, one account was paid in full and service restored, the other property appears to be vacant.

The district's Gazebo reservations are still in full swing for the summer months with six reservations for James Lee Park Gazebo in August. We had ten tennis court reservations in August.

We had five new account sign ups in August. These are homes that have changed ownership.

Wendy, our new Utility Billing Coordinator has started and is a great addition to the Indian Hills team. If you are in the office, please say hello and welcome her to the team.

As Chris stated we have some other staff changes happening soon. Kevin our Water Operator II has given his notice, his last day is September 22, 2023. We have begun the recruitment process.

Water Department Report

September 2023

Water Quality:

- The Bac-T sample results for August 2023 came back good.
- The Hobo water plant received 27 MG of (Minden) water for the month of August.
- North Well pumped 2.3 MG and South Well pumped 2.3 MG of water for the month of August.
- Ridgeview Well pumped 2.9 MG of water for August.
- Hobo well sent 10 MG of water to the golf course for the month of August.

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:

· The Water department excavated a water meter pit at 991 Shadow Ln. due to a broken meter pit coil. This repair required the removal of a sidewalk panel.

· The Water department is currently preparing for a Sanitary Survey. A Sanitary Survey is an inspection by the Bureau of Safe Drinking Water to check if all facilities and storage tanks meet Nevada Revised Statutes.

Wastewater Department Report

September 2023

1: Treatment plant: We are continuing to diagnose a low flow issue with the solid handling sludge pump house. We are rebuilding the in-line grinder with new bearing/seal cartridges and new cutter cartridges. The grinder was clogged up with rags and debris enough that we hope it was causing our flow problem.

The #2 Gorman-Rupp pump failed due to shorted motor lead wires. I was able to reconnect the wires and run the motor. Fortunately, the short did not damage the motor and the pump is back in operation.

Ryan had a bad valve stem replaced on one of the gooseneck trailer wheels.

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: The Lift station 2 Godwin bypass pump level transducer failed. We have a new one on order and will replace it soon.

We removed grease from Lift 2 and 5 and grease interceptor at the WWTP.

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 8/31/23**

| <u>CASH BALANCES</u> | <u>8/31/2023</u> |
|---------------------------------|------------------------|
| Operating | \$ 5,104,588.44 |
| Reserved from rate increase | \$ 2,570,809.54 |
| Reserved for streets | \$ 1,401,904.30 |
| Reserved Donations | \$ 2,691.17 |
| Reserved for water tank | \$ 30,066.85 |
| Operating Available | \$ 1,099,116.58 |
| Payroll | \$ 29,831.61 |
| Money Market-Nevada State Bnk | \$ 1,640,906.02 |
| Reserve for Infrastructure | \$ 637,311.93 |
| Reserve for Connections | \$ 598,506.66 |
| Reserve for storm water mgt | \$ 42,832.89 |
| Reserve for sewer debt reserves | \$ 57,523.40 |
| Reserve for short lived assets | \$ 46,460.70 |
| Money Market Available | \$ 258,270.44 |
| Money Market-Moretton | \$ 3,009,265.39 |
| Pipeline | \$ 575,990.92 |
| Reserve for USDA debt service | \$ 40,284.00 |
| Reserve for O&M | \$ 67,941.82 |
| Reserve for short lived assets | \$ 331,331.95 |
| Reserve for AB198 capital repl | \$ 120,085.60 |
| Reserve for construction | \$ 16,347.55 |
| Pipeline Available | \$ - |
| Total | \$ 4,396,484.02 |
| Investment Pool | |
| IHGID | \$ 9,102.51 |
| IHCIP (2m 2007 Bonds) | \$ 126,795.20 |
| Drinking Revenue Bond | \$ 262,624.91 |
| Total | \$ 398,522.62 |

**INDIAN HILLS GID
CASH BALANCES BY FUND
8/31/2023**

| CASH BALANCES | 8/31/2023 | | |
|---|---------------------|---------------------|---------------------|
| | WATER | SEWER | ADMIN |
| Operating | 1,333,979.21 | 1,929,839.13 | 1,840,770.10 |
| Reserved from rate increase | 1,286,286.77 | 1,284,522.77 | |
| Reserved for streets | 100,000.00 | | 1,276,314.42 |
| Reserved Donations | | | 2,691.17 |
| Reserved for parks | | | 25,589.88 |
| Reserved for water tank | 30,066.85 | | |
| Operating Available | -82,374.41 | 645,316.36 | 536,174.63 |
| | | | |
| Money Market-Nevada State Bank | 432,582.58 | 749,563.27 | 458,760.17 |
| Reserve for Infrastructure | 143,679.88 | 212,130.30 | 281,501.75 |
| Reserve for Connections | 309,513.33 | 288,993.33 | |
| Reserve for storm water mgt | | | 42,832.89 |
| Reserve for sewer debt service | | 57,523.40 | |
| Reserve for sewer short lived assets | | 46,460.70 | |
| Money Market Available | -20,610.63 | 144,455.54 | 134,425.53 |
| | | | |
| Money Market-Moreton | 1,003,088.46 | 1,003,088.46 | 1,003,088.47 |
| | | | |
| Pipeline | 575,990.92 | | |
| Reserve for debt service (fully funded) | 40,284.00 | | |
| Reserve for O&M | 67,941.82 | | |
| Reserve for short lived assets | 328,308.70 | | |
| Reserve for AB198 capital replacement | 119,189.44 | | |
| Reserve for construction | 16,347.55 | | |
| | 3,919.41 | | |
| | | | |
| TOTAL AVAILABLE | 904,022.83 | 1,792,860.36 | 1,673,688.63 |

Indian Hills General Improvement District
OVERTIME/CALLOUT HOURS
August 2023

| Employee | pay date 8/11/2023 | | pay date 8/25/2023 | | pay date | | Total | |
|---------------|--------------------|--------|--------------------|--------|----------|------|-------|----------|
| | Hours | 203.81 | Hours | 364.07 | Hours | 0.00 | Hours | Earnings |
| WATER TECH | | 0.00 | | 0.00 | | 0.00 | 0 | 0.00 |
| WATER TECH | | 0.00 | | 0.00 | | 0.00 | 0 | 0.00 |
| PARKS | | 0.00 | | 0.00 | | 0.00 | 0 | 0.00 |
| PARKS | | 0.00 | | 0.00 | | 0.00 | 0 | 0.00 |
| STREETS | | 0.00 | | 0.00 | | 0.00 | 0 | 0.00 |
| STREETS | | 0.00 | | 0.00 | | 0.00 | 0 | 0.00 |
| WATER SUPER | | 0.00 | | 0.00 | | 0.00 | 0 | 0.00 |
| WATER SUPER | 3 | 203.81 | | 0.00 | | 0.00 | 3 | 203.81 |
| ADMIN SUPPORT | | 0.00 | 6.5 | 364.07 | | 0.00 | 6.5 | 364.07 |
| ADMIN SUPPORT | | 0.00 | | 0.00 | | 0.00 | 0 | 0.00 |
| SEWER TECH | | 0.00 | | 0.00 | | 0.00 | 0 | 0.00 |
| SEWER TECH | 1 | 51.04 | | 0.00 | | 0.00 | 1 | 51.04 |
| SEWER SUPER | | 0.00 | 2 | 98.70 | | 0.00 | 2 | 98.70 |
| SEWER SUPER | | 0.00 | | 0.00 | | 0.00 | 0 | 0.00 |
| MECHANIC | | 0.00 | | 0.00 | | 0.00 | 0 | 0.00 |
| MECHANIC | | 0.00 | | 0.00 | | 0.00 | 0 | 0.00 |
| TOTALS | 4.00 | 254.85 | 8.50 | 462.77 | 0.00 | 0.00 | 12.50 | 717.62 |

**INDIAN HILLS GID
ATTORNEY EXPENSES
AUGUST 2023**

MONTHLY FEE
EXPENSES

3,007.75

TOTAL

3,007.75

INDIAN HILLS GID
LONG TERM DEBT
AS OF 8/31/23

| DEBT | BALANCE | PAYMENT | FINAL INTEREST PAYMENT | RATE |
|-------------------------|-------------------------------|----------------------------|---------------------------|-------|
| WATER 2003 BOND | \$ 281,333.70 | 59,220.37 due Jan and July | 1/1/2026 | 3.46% |
| WATER/SEWER 2007 BOND * | \$ 555,000.00 | ** due May and Nov | 11/1/2026 | 4.00% |
| USDA SEWER | \$ 1,121,608.55 | 4,754.08 MONTHLY | 1/1/2052 | 2.75% |
| USDA PIPELINE | \$ 739,611.34 | 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% |
| | <u>\$ 3,211,459.24</u> | | | |

* (35% WATER, 65% SEWER)

** payment amount varies

**INDIAN HILLS GID
ENGINEERING EXPENSES
AUGUST 2023**

| | |
|--------------|-----------------|
| Indian Drive | 2,182.00 |
| | <u>2,182.00</u> |

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

| INCOME | BUDGET | ACTUAL | (OVER)/ UNDER | 16.67% |
|---|---------------------|-------------------|--------------------------|---------------|
| FEEES | 1,405,000.00 | 333,652.17 | 1,071,347.83 | 23.75% |
| CONNECTION FEES | 0.00 | 0.00 | 0.00 | 0.00% |
| CRICKET/VERIZON | 12,441.60 | 1,036.80 | 11,404.80 | 8.33% |
| GRANT INCOME | 0.00 | 0.00 | 0.00 | 0.00% |
| INTEREST | 4,000.00 | 6,077.08 | (2,077.08) | 151.93% |
| MISCELLANEOUS | 0.00 | 0.00 | 0.00 | 0.00% |
| TOTAL REV | 1,421,441.60 | 340,766.05 | 1,080,675.55 | 23.97% |
| | | | | |
| EXPENSES | BUDGET | ACTUAL | (OVER)/ UNDER | 16.67% |
| SALARIES/BENEFITS | 437,246.01 | 67,337.94 | 369,908.07 | 15.40% |
| OPERATING EXP | 452,975.00 | 80,992.49 | 371,982.51 | 17.88% |
| DEBT PRINCIPAL | 236,732.60 | 3,519.76 | 233,212.84 | 1.49% |
| DEBT INTEREST | 55,038.28 | 16,508.20 | 38,530.08 | 29.99% |
| ** CAPITAL OUTLAY | 0.00 | 0.00 | 0.00 | 0.00% |
| | | | | |
| TOTAL EXP | 1,181,991.89 | 168,358.39 | 1,013,633.50 | 14.24% |
| | | | | |
| PROFIT | 239,449.71 | 172,407.66 | 67,042.05 | |
| | | | | |
| NON-CASH | | | | |
| infrastructure depletion (DEPRECIATION) | 545,000.00 | 90,833.34 | 454,166.66 | 16.67% |

** Reserves from rate reserves used to fund SCADA improvements

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

| INCOME | BUDGET | ACTUAL | (OVER)/ UNDER | 16.67% % |
|---|---------------------|-------------------|--------------------------|---------------------|
| FEEs | 1,011,000.00 | 182,736.22 | 828,263.78 | 18.07% |
| CONNECTION FEES | 0.00 | 0.00 | 0.00 | 0.00% |
| INTEREST | 120.00 | 3,133.50 | (3,013.50) | 2611.25% |
| MISCELLANEOUS | 0.00 | 0.00 | 0.00 | 0.00% |
| TOTAL REV | 1,011,120.00 | 185,869.72 | 825,250.28 | 18.38% |
| | | | | |
| EXPENSES | BUDGET | ACTUAL | (OVER)/ UNDER | 16.67% % |
| SALARIES/BENEFITS | 426,189.65 | 71,034.95 | 355,154.70 | 16.67% |
| OPERATING EXP | 221,425.00 | 48,321.56 | 173,103.44 | 21.82% |
| DEBT PRINCIPAL | 110,851.63 | 3,518.43 | 107,333.20 | 3.17% |
| DEBT INTEREST | 43,437.33 | 4,548.96 | 38,888.37 | 10.47% |
| CAPITAL OUTLAY | 0.00 | 0.00 | 0.00 | 0.00% |
| TOTAL EXP | 801,903.61 | 127,423.90 | 674,479.71 | 15.89% |
| | | | | |
| PROFIT (LOSS) | 209,216.39 | 58,445.82 | 150,770.57 | |
| | | | | |
| NON-CASH: | | | | |
| infrastructure depletion (DEPRECIATION) | 383,000.00 | 63,833.34 | 319,166.66 | 16.67% |

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

| <u>INCOME</u> | | <u>BUDGET</u> | <u>ACTUAL</u> | <u>(OVER)/ UNDER</u> | <u>16.67% %</u> |
|-----------------|---|---------------------|-------------------|--------------------------|---------------------|
| | AD VALOREM | 1,154,366.00 | 140,000.00 | 1,014,366.00 | 12.13% |
| | DOUGLAS CO. CONSOLIDATED TAX | 404,710.00 | 68,000.00 | 336,710.00 | 16.80% |
| | PARK REV | 500.00 | 300.00 | 200.00 | 60.00% |
| | GRANT | 0.00 | 0.00 | 0.00 | 0.00% |
| | DONATIONS | 0.00 | 0.00 | 0.00 | 0.00% |
| | MISCELLANEOUS | 0.00 | 0.00 | 0.00 | 0.00% |
| | INTEREST | 2,500.00 | 3,740.32 | (1,240.32) | 149.61% |
| | STORM WATER | 21,700.00 | 3,654.55 | 18,045.45 | 16.84% |
| | TOTAL REV | 1,583,776.00 | 215,694.87 | 1,368,081.13 | 13.62% |
| | | | | | |
| <u>EXPENSES</u> | | | | | |
| ADMIN | SALARIES/BENEFITS | 101,919.04 | 15,774.42 | 86,144.62 | 15.48% |
| | OPERATING EXP | 223,950.00 | 25,633.51 | 198,316.49 | 11.45% |
| | CAPITAL OUTLAY | 0.00 | 0.00 | 0.00 | 0.00% |
| PARKS | SALARIES/BENEFITS | 220,534.96 | 27,979.48 | 192,555.48 | 12.69% |
| | OPERATING EXP | 153,175.00 | 21,865.42 | 131,309.58 | 14.27% |
| | CAPITAL OUTLAY | 0.00 | 0.00 | 0.00 | 0.00% |
| STREETS | SALARIES/BENEFITS | 235,533.36 | 33,463.26 | 202,070.10 | 14.21% |
| | OPERATING EXP | 95,425.00 | 11,728.13 | 83,696.87 | 12.29% |
| | CAPITAL OUTLAY | 0.00 | 0.00 | 0.00 | 0.00% |
| | TOTAL EXP | 1,030,537.36 | 136,444.22 | 894,093.14 | 13.24% |
| | | | | | |
| | PROFIT | 553,238.64 | 79,250.65 | 473,987.99 | |
| | | | | | |
| NON-CASH: | | | | | |
| | infrastructure depletion (DEPRECIATION) | 338,000.00 | 56,333.34 | 281,666.66 | 16.67% |

**INDIAN HILLS GID
SEWER FUND SUMMARY
8/31/2023**

| CASH BALANCES | LOAN BALANCES | REVENUES / EXPENSES |
|--|--|---|
| <p>Operating \$1,929,839.13</p> <p>Reserved from rate increase \$1,284,522.77</p> <p>Operating Available <u>\$645,316.36</u></p> <p>Money Market \$749,563.27</p> <p>Reserve for Infrastructure \$212,130.30</p> <p>Reserve for Connections \$288,993.33</p> <p>Reserve for sewer debt service \$57,523.40</p> <p>Reserve for sewer short lived assets \$46,460.70</p> <p>Money Market Available <u>\$144,455.54</u></p> <p>TOTAL AVAILABLE <u>\$789,771.90</u></p> | <p>Sewer Bond-1999 \$ -</p> <p>Sewer Bond-2012 (65%) \$ 360,750.00</p> <p>USDA sewer bond \$ 1,121,608.55</p> <p>TOTAL LOANS <u>\$ 1,482,358.55</u></p> | <p>User Fees \$180,067.23</p> <p>Late fees \$2,668.99</p> <p>Connection fees \$0.00</p> <p>Interest \$3,133.50</p> <p>Misc income \$0.00</p> <p>TOTAL REVENUE <u>\$185,869.72</u></p> <p>Salaries/Benefits \$ 71,034.95</p> <p>Operating Exp \$ 48,321.56</p> <p>Interest Exp \$ 4,548.96</p> <p>Capital Outlay \$ -</p> <p>TOTAL EXPENSES <u>\$ 123,905.47</u></p> <p>INCOME (LOSS) <u>\$ 61,964.25</u></p> |

**INDIAN HILLS GID
ADMIN, PARKS, STREETS SUMMARY
(AD VALOREM)
8/31/2023**

| CASH BALANCES | ADMIN | REVENUES / EXPENSES |
|-------------------------------|---------------------|--|
| Operating | \$1,840,770.10 | Storm water fees \$3,654.55 |
| Reserved for streets | \$1,276,314.42 | Consolidated Tax \$68,000.00 |
| Reserved for Donations | \$2,691.17 | Ad Valorem Tax \$140,000.00 |
| Operating Available | \$561,764.51 | Recreation Fees \$300.00 |
| | | Interest Income \$3,740.32 |
| | | Grant fund received \$0.00 |
| | | Miscellaneous \$0.00 |
| Money Market | \$458,760.17 | TOTAL REVENUE <u>\$215,694.87</u> |
| Reserve for Infrastructure | \$281,501.75 | |
| Reserve for storm water mgt | \$42,832.89 | Salaries/Benefits \$77,217.16 |
| | | Operating Exp \$59,227.06 |
| | | Capital Outlay \$0.00 |
| Money Market Available | \$134,425.53 | TOTAL EXPENSES <u>\$136,444.22</u> |
| TOTAL AVAILABLE | \$696,190.04 | INCOME (LOSS) <u>\$79,250.65</u> |

**INDIAN HILLS GID
CASH RESERVES BY FISCAL YEAR
FROM 2011-2024**

| DATE | WATER | | WASTEWATER | | ADMIN | |
|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| | RATE RESERVES | DEPR RESERVES | RATE RESERVES | DEPR RESERVES | RATE RESERVES | DEPR RESERVES |
| 6/30/2011 | 0.00 | 27,500.00 | 0.00 | 27,500.00 | 0.00 | 0.00 |
| 6/30/2012 | 0.00 | 40,700.00 | 0.00 | 37,310.00 | 18,900.00 | 18,900.00 |
| 6/30/2013 | 0.00 | 55,196.00 | 0.00 | 46,814.00 | 37,488.00 | 37,488.00 |
| 6/30/2014 | 0.00 | 75,500.00 | 0.00 | 59,954.00 | 64,992.00 | 64,992.00 |
| 6/30/2015 | 38,637.00 | 48,174.00 | 27,364.00 | 74,546.00 | 93,696.00 | 93,696.00 |
| 6/30/2016 | 132,336.00 | 70,170.00 | 99,152.00 | 69,691.00 | 123,588.00 | 123,588.00 |
| 6/30/2017 | 267,694.00 | 73,628.00 | 221,563.00 | 85,687.00 | 142,350.00 | 142,350.00 |
| 6/30/2018 | 483,052.00 | 94,628.00 | 386,987.00 | 103,687.00 | 173,450.00 | 173,450.00 |
| 6/30/2019 | 746,866.00 | 112,020.00 | 585,105.00 | 123,687.00 | 195,650.00 | 195,650.00 |
| 6/30/2020 | 623,484.00 | 133,821.00 | 799,245.00 | 143,937.00 | 219,550.00 | 219,550.00 |
| 6/30/2021 | 921,247.00 | 164,820.00 | 1,023,070.00 | 165,437.00 | 253,250.00 | 253,250.00 |
| 6/30/2022 | 1,116,468.00 | 106,370.00 | 1,188,439.00 | 187,337.00 | 233,335.00 | 233,335.00 |
| 6/30/2023 | 1,232,994.39 | 188,566.39 | 1,269,027.85 | 207,546.96 | 274,235.07 | 274,235.07 |
| as of 8/31/23 | 1,286,286.77 | 143,679.88 | 1,284,522.77 | 212,130.30 | 281,501.75 | 281,501.75 |

Reserve amounts will sometimes decrease as we use them for approved expenditures

AGENDA ITEM 5c.

Reports to the Board:

c. Engineer Report

AGENDA ITEM 5d.

Reports to the Board:

d. Attorney Report

AGENDA ITEM 6.

**Discussion and possible action to approve a
addition of a grassy area to the James Lee Dog
Park. (Resident, Lynn Dement)**

AGENDA ITEM 7.

**Discussion and possible action regarding
Sidewalk Obstruction and Maintenance Policy.
2010P-02. (Trustee, Garcia)**



INDIAN HILLS GENERAL IMPROVEMENT DISTRICT

3394 JAMES LEE PARK RD. #A

CARSON CITY, NEVADA 89705

TEL: (775) 267-2805 FAX: (775) 267-3510

www.indianhillsnevada.com

SIDEWALK OBSTRUCTION AND MAINTENANCE POLICY 2010P-02

The purpose of this policy is to mitigate the number of sidewalk obstructions and damage throughout the Indian Hills General Improvement District by clearing vegetation or repair damage and attempting to abate vehicle owners from parking on the sidewalk. Sidewalks will need to be clear of any damage, vehicles, trees or shrubs leaving a minimum clearance of 4 feet wide by 7 feet high.

Findings:

- a. Property owners abutting sidewalks have allowed trees/branches, shrubbery, and other foliage to grow onto, over and around portions of the sidewalk (natural obstruction). Further, vehicle owners are parking their vehicles on the sidewalk (unnatural obstruction). These natural and unnatural obstructions are nuisances by effectively obstructing pedestrian and bicycle traffic, and cause premature wear, tear, and damage to the sidewalk throughout the District.
- b. **Natural Obstructions:** IHGID's policy involves notification to the property owner where such trees/branches, shrubbery, and other foliage have been determined to have grown onto, over, under or around portions of the abutting sidewalk, to include trimming and/or removal of trees/branches, shrubbery, and other foliage at the expense of the real property owner, if necessary.
- c. **Unnatural Obstructions:** Further, IHGID will notify vehicle owners that parking on any part of a sidewalk in the District constitutes a nuisance when the District is made aware of the vehicle(s) parked on a District sidewalk. Failure to abate this nuisance will result in the District notifying the Douglas County Sheriff's office and requesting enforcement of NRS 484B.450, which prohibits parking of vehicles on the District's sidewalks. Such enforcement may include citation, and/or towing of the vehicle at the expense of the vehicle owner.

Natural Obstruction Maintenance:

- a. Pursuant to NRS 278.02313.2(c), it shall be the duty of the owner of any property along which any curb, gutter or sidewalk has been constructed to maintain the same in good repair and safe condition in accordance with the provisions set forth in the "Guidelines for Determination of Deteriorated Sidewalks, Curb and Gutter." Specifically the owner shall be responsible for:
 - i. The repair and reconstruction of a sidewalk, curb or gutter in the public right-of-way that abuts the property of the owner if the owner caused the need for such repair or reconstruction. NRS 278.02313.2(d)(1).
 - ii. The general maintenance of a sidewalk, curb or gutter in the public right-of-way that abuts the property owner, including, without limitation, sweeping, removal of snow, ice, weeds, and maintenance of any grass, shrubs or trees that encroach or damage the sidewalk, curb or gutter as set forth in the "Guidelines for Determination of Deteriorated Sidewalks, Curb and Gutter." NRS 278.02313.2(d)(2).

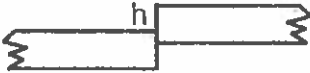
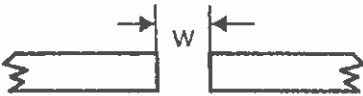

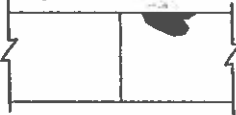

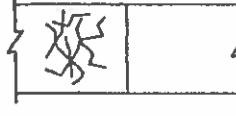


Notice:

1. a. **Natural Obstruction:** IHGID, upon a determination by District officials, or on complaint by any resident that trees/branches, shrubbery, and other foliage are obstructing or damaging an abutting sidewalk, declares such obstruction(s) constitute a nuisance. The District will cause to be issued a Notice to Abate including a picture to the property owner where the damaged sidewalk or offending tree/branches, shrubbery and other foliage are located. The Notice will give the property owner 30 days total to abate, repair, trim, and/or remove the offending tree/branches, shrubbery, and/or foliage. The property owner shall be responsible for the District's cost of repairing the sidewalk. A second 15 day reminder Notice to

Abate will be mailed to the property owner approximately 15 days after the first Notice to Abate has been mailed. Additionally, the property owner will be expressly notified, in bold print, that failure to address the matter will result in the District abating, trimming, and/or removing the obstruction at the expense of the real property owner. Service of the first two Notices to Abate will be by U.S. mail. If a third Notice to Abate is required, it will be sent by certified mail. If certified mail has not been accepted and returned to the District office within 10 calendar days of mailing, District staff or a private contractor hired by the District will remove vegetation from the sidewalk and or street or repair the sidewalk, curb or gutter.

- b. If a natural obstruction is not abated after a third Notice to Abate has been mailed, District staff or a private contractor hired by the District will remove vegetation from the sidewalk and or street. The property owner will be responsible and invoiced for reimbursement of the abatement work and a \$100.00 fine. The invoice will be sent to the property owner by certified mail with return receipt requested.
 - c. Any unpaid sum of money not received by the District within 30 days from the date it was invoiced to the property owner will result in a lien being placed on the property at the expense of the property owner.
2. a. **Unnatural Obstruction:** When the District is notified that a vehicle owner has parked his/her vehicle on any part of a sidewalk, the owner will be notified in writing by the District that the parking of the vehicle on any part of the sidewalk constitutes a nuisance and a violation of NRS 484B450. A first-time violator will be issued a warning.
- b. Subsequent (two or more) violations will result in the District notifying the Douglas County Sheriff's Office to enforce NRS 484B.450, and request issuance of a citation to the vehicle owner, and/or towing the vehicle at the vehicle owner's expense. Any service of a Notice will be by certified U.S. mail, or by personal service.
 - c. The vehicle owner shall bear the cost of any and all citations and/or towing expenses.

GUIDELINES FOR THE DETERMINATION OF DETERIORATED SIDEWALKS, CURB AND GUTTER

| | |
|--|---|
| <p>#1 Vertical Displacement</p>  <p>Side View h=height</p> | <p><u>Vertical Displacement.</u> Sidewalk, Curb and Gutter, Driveway Approach. Any displacement greater than one inch shall be removed and displaced. This criteria applies to all sidewalks, whether adjacent to the curb & gutter or not. However, curb & gutter will be evaluated with regard to storm drain capabilities.</p> |
| <p>#2 Horizontal Displacement</p>  <p>Side View w=width</p> | <p><u>Horizontal Displacement.</u> Horizontal displacement or crack equal to one inch or more for 50% or more of the gutter pan in the transverse direction (perpendicular to the sidewalk).</p> <p>Note: Also included are longitudinal cracks that appear to impede the function of the gutter pan.</p> |
| <p>#3 Holes</p>  <p>Side View d=diameter</p> | <p><u>Holes.</u> Holes equal to one inch or more in diameter, and one-half inch or more in depth, located such that they create an unsafe condition.</p> <p>(Patching as an alternative may be allowed)</p> |
| <p>#4 Missing Portions</p>  <p>Bird's-Eye View</p> | <p><u>Missing Portions.</u> A missing portion of sidewalk, curb & gutter section, nine square inches or greater in area. (A section is defined as an area between any two consecutive construction joints, expansion joints, or score marks).</p> <p>Note: Missing portion should be one-half inch in depth or greater.</p> |
| <p>#5 Spalling</p>  <p>Bird's-Eye View</p> | <p><u>Spalling.</u> Spalling (missing surface fragments) over 50% of the surface of a sidewalk or curb & gutter. Curb & gutter sections must be spalled to a depth of one-half inch or greater. Sidewalk sections must be spalled to a depth of 3/16 inch or greater.</p> |
| <p>#6 Cracking</p>  <p>Bird's-Eye View</p> | <p><u>Cracking.</u> Cracking over 50% of the surface of a sidewalk or curb & gutter section.</p> <p>Note: Spider web cracks or surface cracks that have not opened are not included.</p> |
| <p>#7 Sloping</p>  <p>Side View</p> | <p><u>Sloping.</u> Sloping is an abrupt change in the slope of the sidewalk or curb & gutter of one-half inch per foot or more.</p> <p>l=length h=height slope=height/length</p> |
| <p>#8 Protrusions</p>  <p>Side View</p> | <p><u>Protrusions.</u> Any abnormal protrusions, depression or inclusion which creates an unsafe condition. As an example, the figure to the left displays a portion of pipe extending from the sidewalk. Patching as an alternative may be allowed.</p> |

Note: The above figures only use views of sidewalk sections for simplicity to portray guideline concepts.

Note: Minimum sections to be replaced shall be from score mark or construction joint to the next score mark or construction joint. Curb and gutter replacement shall be 10 foot minimums.

AGENDA ITEM 8.

**Discussion and possible action regarding District programs and schedules for maintenance of parks, streets, detention ponds, sewers, and other areas under the purview of IHGID.
(Trustee, Garcia)**

AGENDA ITEM 9.

Discussion and possible action regarding the IHGID GM contract and Key Performance Indicators the board shall or may consider at the time of the annual review. (Trustee, Garcia)

INDIAN HILLS GENERAL IMPROVEMENT DISTRICT PERFORMANCE EVALUATION

Name: _____ Department: _____
 Position: _____ Hire Date: _____
 Period covered by this evaluation: _____

Ratings used in this evaluation:

Above average: Exceeds job description standard functions.
Average: Average performance meeting standards of job description expectations
Needs Improvement: Performs below standard, needs improvement.
Not applicable: Not applicable to specific position

| GENERAL PERFORMANCE | Above Average | Average | Needs Improvement | Not Applicable |
|--|---------------|---------|-------------------|----------------|
| Understands and demonstrates knowledge of job | | | | |
| Productivity, efficient use of time | | | | |
| Work performed with accuracy and thoroughness | | | | |
| Work is neat and presentable, meets department standards | | | | |
| Makes appropriate and efficient use of equipment and materials | | | | |
| Organizes work appropriately to meet goals, establishes, and meets priorities. | | | | |
| Timely submittal of required documentation | | | | |
| Workspace kept neat and presentable | | | | |
| <i>Supervisor's Comments:</i> | | | | |
| | | | | |

| WORK HABITS AND ATTITUDES | Above Average | Average | Needs Improvement | Not Applicable |
|---|---------------|---------|-------------------|----------------|
| Regular in attendance and observes established working hours | | | | |
| Cooperates with supervisor and other employees | | | | |
| Selects appropriate work methods for each task | | | | |
| Flexible in work assignments, accepts new ideas and procedures; adapts to emergency situations. | | | | |
| Considers key factors and makes appropriate decisions; recognizes problems or challenges, and develops response | | | | |
| Able to work without constant supervision; demonstrates personal initiative, accepts responsibility | | | | |
| Accepts constructive criticism and suggestions, seeks to improve work skills | | | | |
| Exercises good judgment including discretion and confidentiality as appropriate | | | | |
| Follows established safety procedures and ensures others do as well | | | | |
| Supervisor's Comments: | | | | |

| RELATIONSHIPS WITH OTHERS | Above Average | Average | Needs Improvement | Not Applicable |
|---|---------------|---------|-------------------|----------------|
| Works well with co-workers, the general public and other agencies and is receptive to others' needs | | | | |
| Effectively communicates instructions and information | | | | |
| Observes established channels of communication | | | | |
| Encourages constructive resolution of conflicts, intervenes appropriately | | | | |
| Supervisor's Comments: | | | | |

| SUPERVISORY RELATIONSHIPS (as applicable) | Above Average | Average | Needs Improvement | Not Applicable |
|---|---------------|---------|-------------------|----------------|
| Demonstrates leadership ability and disciplinary control, is fair and impartial | | | | |
| Motivates subordinates; promotes initiative and development | | | | |
| Plans, assigns, instructs, and provides follow-up for subordinates | | | | |
| Is fair and impartial | | | | |
| Measures ongoing performance of subordinates and takes action as appropriate to maintain acceptable performance standards | | | | |
| Makes effective use of people and materials | | | | |
| Demonstrates decision-making ability | | | | |
| Timely submittal of required documentation | | | | |
| Supervisor's Comments: | | | | |
| OVERALL PERFORMANCE RATING | Above Average | Average | Needs Improvement | Not Applicable |
| Overall performance | | | | |
| NOTE: An overall rating of "AVERAGE" or above must be achieved for a merit increase | | | | |

| FUTURE GOALS AND OBJECTIVES (as applicable) | |
|---|--|
| | |
| | |
| | |
| | |
| | |

Supervisor's Comments:

Manager's Comments:

Employee's Comments:

Your signature indicates only that you have received and reviewed the evaluation with your supervisor, not that you agree or disagree with the contents other than those noted under "Employee's Comments."

Employee

Signed: _____ **Date:** _____

Supervisor's Signature: _____ **Date:** _____



General Manager Annual Performance Evaluation

Summary

The General Manager's performance evaluation consists of an annual appraisal by the Board of Trustees, as provided per the Sun Valley GID's Personnel Manual.

The purpose of the evaluation process is to maintain a strong Board/Manager team by ensuring open and productive communication on an annual basis. During this formal review process, there is an opportunity to identify areas of satisfaction and items needing change or improvement as identified by the Board.

The evaluation and review discussion is scheduled for June 08, 2023, during the regularly scheduled Board of Trustees meeting.

Attached please find your evaluation form, employee evaluation guidelines, evaluation process, my report on performance, accomplishments, goals. Please rate the General Manager in the areas provided. You may also provide narrative comments, and/or additional information to be considered.

PERFORMANCE EVALUATION: GENERAL MANAGER

Probation
 Semi-annual
 Annual

EMPLOYEE _____

DATE: _____

(Adopted May 2013)

| 1. QUALITY & QUANTITY OF WORK: | Rating: |
|--|-----------------------|
| At Expectations: Meets expectations for quantity and quality of work; completes daily and monthly quantity of work as required; consistently accurate and thorough; necessary follow through is completed in a timely manner; regularly reports work progress and problems; accepts responsibility for successes and failures; proposes ideas for different goals, methods, or techniques of operation to improve work outcomes with limited risks and greater potential benefits. | 5 |
| Cite Examples: | 4 3 2 1 |
| 2. INTERACTIONS AND COMMUNICATIONS: | Rating: |
| At Expectations: Interacts professionally and courteously with the public, supervisors, coworkers, customers, and others. Readily shares information and provides assistance; verbally communicates information in an understandable manner; written communications are consistently clear and accurate; demonstrates understanding of instructions; demonstrates tolerance in working with coworkers and others, and with changes in job conditions; encourages and is receptive to new ideas and procedures. | 5 4 3 2 1 |
| Cite Examples: | |

| | |
|--|-----------------------|
| 3. PLANNING AND ORGANIZATION: | Rating: |
| At Expectations: Uses time effectively; completes assignments on time; discerns priority assignments; identifies and selects appropriate alternatives; demonstrates problem-solving abilities for levels or work/assignments; completes assignments and follows through; understands relationships between his/her position and other jobs, departments, agencies, and public; uses resources effectively; identifies and takes action to reduce the need for duplicate actions and for future resources. | 5 4 3 2 1 |
| Cite Examples: | |
| 4. DECISION MAKING AND PROBLEM SOLVING: | Rating: |
| At Expectations: Uses good and a common-sense approach to situations, particularly during stressful situations; requires minimal supervision; determines appropriate course of action and takes same; does not allow situations to further deteriorate; recognizes when to ask for assistance; anticipates situations and prepares for them; applies safe working practices in daily job duties is capable of changing way of thinking and performing in conjunction with the needs of the department and community; recognizes when circumstances dictate a change is necessary. | 5 4 3 2 1 |
| Cite Examples: | |
| 5. PERSONAL BEHAVIOR: | Rating: |
| At Expectations: Behavior is a positive example for other staff; is present at work and meetings in a consistent and timely manner; dress, grooming and language is appropriate to position; is fair and impartial in dealing with others; responds appropriately to adverse and stressful situations; shows good judgment in a variety of circumstances; effectively adjusts to changing priorities and circumstances; demonstrates tolerance with work associates and job conditions; interactions with others are of the highest level of integrity and ethical conduct; demonstrates respect for others and their ideas. | 5 4 3 2 1 |
| Cite Examples: | |

| | |
|---|-----------------------|
| 6. ATTENDANCE AND PUNCTUALITY: | Rating: |
| At Expectations: Arrives promptly and is ready to work at beginning of shift; takes appropriate meal times and breaks within the time limits established; sets a positive example for others; absents by the General Manager is for acceptable reasons. | 5 4 3 2 1 |
| Cite Examples: | |
| 7. EDUCATION AND JOB KNOWLEDGE: | Rating: |
| At Expectations: Shows imitative through continuing education including workshops, conferences and on the job training; demonstrates pride in enhancing expertise in all aspects of job duties; recognizes need for and takes action to update skills and knowledge pertinent to profession. | 5 4 3 2 1 |
| Cite Examples: | |
| 8. LEADERSHIP: | Rating: |
| At Expectations: Demonstrates effective direction and control of employees. Motivates employees to meet and/or exceed the expectation performance for their positions. Encourages imitative and delegates appropriately. Communicates effectively with employees through verbal, non-verbal, and written skills. Is available to employees for counseling and guidance. | 5 4 3 2 1 |
| Cite Examples: | |

| | |
|---|-----------------------|
| 9. EVALUATION & OBJECTIVITY: | Rating: |
| At Expectations: Timely preparation and administration of meaningful, accurate and fair performance evaluations. Suggests opportunities to enhance performance for employees who are "At Expectations or above. Sets standards of improvement & consequences for employees who are "Below Expectation". | 5 4 3 2 1 |
| Cite Examples: | |
| 10. GOVERNING BOARD RELATIONSHIPS: | Rating: |
| At Expectations: Effectively implements policies and programs approved by the governing Board; carries out directives of the governing Board as a whole, rather than those of any one member of the Board; reporting to the governing Board is timely, clear, concise, thorough, and disseminated equally; accepts direction/instructions in a positive manner; keeps the governing Board informed of current plans and activities of the Sun Valley GID and new developments in technology, legislation, governmental, practices and regulations, etc.; provides the governing Board with clear report of anticipated issues that could come before the governing Board. | 5 4 3 2 1 |
| Cite Examples: | |
| 11. FISCAL MANAGEMENT: | Rating: |
| At Expectations: Prepares realistic balanced annual budget; controls expenditures in accordance with approved budget; provides accurate reports/information in a timely manner; makes the best possible use of available funds, conscious of the need to operate the local government efficiently and effectively; the prepared/recommended budget is in an intelligent and accessible format; possesses awareness of the importance of financial planning and accounting controls. | 5 4 3 2 1 |
| Cite Examples: | |

| | | |
|---------------------------------------|--|------------------------|
| SUMMARY AND OVERALL EVALUATION | | Overall Rating: |
| | | 5 |
| | | 4 |
| | | 3 |
| | | 2 |
| | | 1 |

Total points _____ / 11 * = Overall Rating *(number of categories rated)

SUGGESTIONS FOR IMPROVEMENT:

EMPLOYEE COMMENTS:

Additional pages may be attached.

EVALUATED BY: _____ **DATE:** _____

EMPLOYEE: _____ **DATE:** _____

Employee signature acknowledges receipt of review and does not necessarily indicate agreement.

EMPLOYEE EVALUATION GUIDELINES

Rate an employee's competency in each of the seven areas of his/her job performance and in accomplishment of each work goal by circling the number that summarizes your evaluation of the employee for this item. Assess each competency and performance of each work goal independently.

Use definitions below to determine the most appropriate rating. Cite examples describing competency displayed or goals attained/missed for each area rated. A detailed explanation of the basis for a rating of 1 or 5 is required.

| | |
|---|--|
| <p>Employee's performance during rating period demonstrates possession of substantial knowledge and ability. Performance clearly and consistently exceeds the performance expectations for this position and the employee's performance serves as a role model for other employees. No training or assistance is needed in this area. It is unlikely that any employee in this position could perform better. This level demonstrates exemplary performance.</p> | <p>SIGNIFICANTLY ABOVE EXPECTATIONS 5</p> |
| <p>Employee's performance demonstrates knowledge and ability that is stronger than expected. Performance consistently meets expectations and is frequently above expectations. The employee does not need assistance in performing work, rarely makes mistakes, and works with minimum supervision.</p> | <p>ABOVE EXPECTATIONS 4</p> |
| <p>Employee demonstrates sufficient breadth of knowledge and/or ability in their work to meet job expectations. Areas of weakness are balanced by areas of strength. Failures in meeting expectations and errors in performance do not interfere with the overall productivity of the work unit. The employee typically meets expectations and generally corrects errors with limited instruction or assistance.</p> | <p>MEETS EXPECTATIONS 3</p> |
| <p>Some aspects of the employee's performance are acceptable; however, significant weakness in performance occurs. Failures in meeting expectations and errors in performance that interfere with the overall productivity of the work unit occur often. Deficiencies may be corrected through a combination of increased efforts on the part of the employee, remedial training, and/or increased supervision. Close monitoring of performance is necessary. Improvement is required if the employee is to remain employed in the current position or is serving a probationary period and is required to meet the "Meet EXPECTATIONS" expectations of the position.</p> | <p>BELOW EXPECTATIONS 2</p> |
| <p>Performance is so poor the employee's continued employment is in immediate jeopardy. The employee frequently fails to meet job expectations. Failures are so consistent and serious that they frequently interfere with the ability of the work unit to complete its work or provide its service. Employee does not apply a level of knowledge and/or ability sufficient to allow continued employment. A score of "Significantly Below EXPECTATIONS" on any competency indicates the employee's performance must improve significantly within a limited period of time. It is often accompanied by disciplinary action.</p> | <p>SIGNIFICANTLY BELOW EXPECTATIONS 1</p> |

I. EVALUATION PROCESS

A. EVALUATION FORM (copy attached):

1. MANAGEMENT EVALUATIONS: The SVGID Board completes evaluations and review with the management staff semi-annually using the schedule in 2(a & b):

2. NON-MANAGEMENT EVALUATIONS: Managers/Supervisors are to complete evaluations with input from other management staff and review with the employee semi-annually using the following schedule:

a) Mid-Point (December):

(1) This mid-point evaluation gives the employee guidance on how they are doing and an opportunity to improve any areas of concern. (Sample form attached).

b) Annual (June):

(1) This annual evaluation rates the employee's performance for the entire past year and will be used to determine possible raises or corrective measures necessary. (Sample form is attached).

B. Evaluation scores:

1. During June of each year, the SVGID Board will determine the "At Expectations" percentage calculations on which raises are to be based. Evaluation scores as set by the Manager/Supervisor will determine the individual employees raise based on the following criteria.

| Score Rating | Raise% |
|--|--------------------|
| 1-1.9 Significantly Below Expectations | 0% |
| 2-2.9 Below Expectations | 0% |
| 3-3.9 At Expectations | % set by Board |
| 4-4.9 Above Expectations Expectations % | 1.25% times the at |
| 5 Significantly Above Expectations Expectations % | 1.50% times the at |

*These percentages are minimums. During years the Board is unable to give any raises they will consider alternate incentives for employees who are Above Expectations or Significantly Above Expectations.

C. BELOW EXPECTATIONS EVALUATIONS:

1. Below Expectations

a) Employee is placed on a 3 month probationary period. The employee must bring performance up to the "At Expectations" rating on this 3 month evaluation or the termination process will be implemented.

2. Significantly Below Expectations

a) Employee is placed on a 1 month probationary period. The employee must show significant improvement and bring their performance up to at least a “Below Expectations” rating by the end of the month period or the termination process will be implemented.

b) . If they meet this first benchmark they will be evaluated at the end of the next 2 months, by which time their performance must be brought up to the “At Expectations” rating or the termination process will be implemented.

D. APPEALS:

1. Employees have the right of appeal to the SVGID Board if they feel they have been unfairly evaluated in their Anniversary Date evaluation. It is the employee's responsibility to request a closed personnel session to discuss their grievance. Employees have 15 days from their evaluation date to request an appeal.

E. DISCIPLINE PROCEDURES:

1. See Personnel Manual, Section 8.2 for additional disciplinary measures that may be taken at any time.



DISTRICT MANAGER PERFORMANCE EVALUATION

Manager Name: _____

Rating Period: From: _____ To: _____

Rating Scale Definitions:

| 1 - Unsatisfactory | 2 - Needs Improvement | 3 - Meets Expectations | 4 - Exceeds Expectations | 5 - Far Exceeds Expectations / Outstanding |
|--|---|---|--|--|
| Inadequate performance that is consistently below job requirements and problematic. Shows little or no initiative or urgency to improve performance. | Performance demonstrates weakness in accomplishing performance expectations and does not consistently meet the standards of the position. | Capable, satisfactory performance that consistently meets and occasionally exceeds expectations. Errors are generally minimal and self-corrected. Demonstrates effective leadership skills. | Strong performance that frequently exceeds expectations. Demonstrates strong knowledge and ability to perform essential functions of position and seeks for ways to improve. | Superior performance that consistently exceeds job requirements. Continually demonstrates willingness to assume additional responsibilities, and makes significant contributions beyond normal expectations. |

I. PERFORMANCE EVALUATION

| EVALUATION AREA | NOTES | RATING |
|--|--|--|
| 1. Relationship with Board of Trustees | | Avg. |
| <p>Example behaviors that Meet Expectations:</p> <ul style="list-style-type: none"> Effectively implements policies and programs approved by the Board of Trustees | <p>Condron: Shorten: Smallwood: Thran: Wilson:</p> | <p>Condron: Shorten: Smallwood: Thran: Wilson:</p> |
| <ul style="list-style-type: none"> Reporting to the Board of Trustees is timely, clear, concise, and thorough | <p>Condron: Shorten: Smallwood: Thran: Wilson:</p> | |
| <ul style="list-style-type: none"> Accepts direction and instructions in a positive manner; listens to and considers ideas from the Board | <p>Condron: Shorten: Smallwood: Thran: Wilson:</p> | |
| <ul style="list-style-type: none"> Keeps the Board of Trustees informed of current plans and activities of MGSD | <p>Condron: Shorten: Smallwood: Thran: Wilson:</p> | |
| <ul style="list-style-type: none"> Keeps the Board of Trustees informed of new developments in legislation, governmental practices and regulations | <p>Condron: Shorten: Smallwood: Thran: Wilson:</p> | |
| <ul style="list-style-type: none"> Keeps the Board of Trustees informed of activities of County development-related activities | <p>Condron: Shorten: Smallwood: Thran: Wilson:</p> | |
| <ul style="list-style-type: none"> Provides the Board of Trustees with clear report of anticipated issues that could come before the Board | <p>Condron: Shorten: Smallwood: Thran: Wilson:</p> | |

| 2. Public Relations | | Avg. |
|---|---|---|
| Example behaviors that Meet Expectations: <ul style="list-style-type: none"> Projects a positive public image; is courteous to the public | Condron: Shorten: Smallwood: Thran: Wilson: | Condron: Shorten: Smallwood: Thran: Wilson: |
| <ul style="list-style-type: none"> Maintains relationships with representatives from other government agencies | Condron: Shorten: Smallwood: Thran: Wilson: | |
| <ul style="list-style-type: none"> Ensures MGSD's website is updated with current administrative and Board-related information | Condron: Shorten: Smallwood: Thran: Wilson: | |
| <ul style="list-style-type: none"> Provides communication to the public on matters affecting the District | Condron: Shorten: Smallwood: Thran: Wilson: | |

| EVALUATION AREA | NOTES | RATING |
|---|---|---|
| 3. Effective Leadership | | Avg |
| Example behaviors that Meet Expectations: <ul style="list-style-type: none"> ● Appears to delegate appropriately | Condron: Shorten: Smallwood: Thran: Wilson: | Condron: Shorten: Smallwood: Thran: Wilson: |
| <ul style="list-style-type: none"> ● Provides effective and appropriate training for staff | Condron: Shorten: Smallwood: Thran: Wilson: | |
| <ul style="list-style-type: none"> ● Identifies plant and collection system needs and problems; identifies root causes; addresses problems in ways that lead to innovative and long-term solutions | Condron: Shorten: Smallwood: Thran: Wilson: | |
| <ul style="list-style-type: none"> ● Consistently makes informed decisions and provides recommendations based on available and hard-to-find information; utilizes information that is relevant, current, and clear | Condron: Shorten: Smallwood: Thran: Wilson: | |
| <ul style="list-style-type: none"> ● Follows up on pending issues and instructions to ensure resolution | Condron: Shorten: Smallwood: Thran: Wilson: | |

| 4. Fiscal Management | | Avg. |
|---|---|---|
| Example behaviors that Meet Expectations: <ul style="list-style-type: none"> Utilizes resources, including expertise of staff/Board members, to prepare a realistic annual budget | Condron: Shorten: Smallwood: Thran: Wilson: | Condron: Shorten: Smallwood: Thran: Wilson: |
| <ul style="list-style-type: none"> Controls expenditures in accordance with approved budget | Condron: Shorten: Smallwood: Thran: Wilson: | |
| <ul style="list-style-type: none"> Works with staff and outside contractors to ensure audit findings are addressed and resolved in a timely manner | Condron: Shorten: Smallwood: Thran: Wilson: | |
| <ul style="list-style-type: none"> Provides accurate reports and information in a timely manner | Condron: Shorten: Smallwood: Thran: | |

| EVALUATION AREA | NOTES | RATING |
|---|--|--|
| 5. Intergovernmental Affairs | | Avg. |
| <p><i>Example behaviors that Meet Expectations:</i></p> <ul style="list-style-type: none"> ● Maintains effective communication with local, regional, state, and federal government agencies | <p>Condron: Shorten: Smallwood: Thran: Wilson:</p> | <p>Condron: Shorten: Smallwood: Thran: Wilson:</p> |
| <ul style="list-style-type: none"> ● Contributes to good government through regular participation in local, regional, state agency, and business-related organization meetings and relationships | <p>Condron: Shorten: Smallwood: Thran: Wilson:</p> | |
| <ul style="list-style-type: none"> ● Lobbies effectively with legislators and other agencies regarding the interests and needs of MGSD, where needed | <p>Condron: Shorten: Smallwood: Thran: Wilson:</p> | |
| <ul style="list-style-type: none"> ● Ensures MGSD's interests and standards are communicated to and recognized by local, state, and federal government agencies | <p>Condron: Shorten: Smallwood: Thran: Wilson:</p> | |

| 6. Professional Job-Related Competencies | | Avg. |
|--|---|---|
| Example behaviors that Meet Expectations: <ul style="list-style-type: none"> ● Maintains current technical knowledge and ability to sufficiently manage tasks and projects | Condron: Shorten: Smallwood: Thran: Wilson: | Condron: Shorten: Smallwood: Thran: Wilson: |
| <ul style="list-style-type: none"> ● Pursues expanded mastery of knowledge and abilities of leadership position and skills | Condron: Shorten: Smallwood: Thran: Wilson: | |
| <ul style="list-style-type: none"> ● Maintains State and Federal mandated certification | Condron: Shorten: Smallwood: Thran: Wilson: | |
| <ul style="list-style-type: none"> ● Combines technical knowledge with creativity to produce value-added results | Condron: Shorten: Smallwood: Thran: Wilson: | |

ADDITIONAL COMMENTS BY THE BOARD:

Condron:

Shorten:

Smallwood:

Thran:

Wilson:

II. ACHIEVEMENTS OF NOTE FOR THIS EVALUATION PERIOD:

Condron:

Shorten:

Smallwood:

Thran:

Wilson:

III. ITEMS FOR IMPROVEMENT FOR THIS EVALUATION PERIOD:

Condron:

Shorten:

Smallwood:

Thran:

Wilson:

IV. SUMMARY RATING

| 1 - Unsatisfactory | 2 - Needs Improvement | 3 - Meets Expectations | 4 - Exceeds Expectations | 5 - Far Exceeds Expectations / Outstanding |
|--------------------|-----------------------|------------------------|--------------------------|--|
| | | | | |

V. FUTURE GOALS AND OBJECTIVES

Specific goals and objectives to be achieved in the next evaluation period:

Condron: _____

Shorten: _____

Smallwood: _____

Thran: _____

Wilson: _____

Board Action:

Next Evaluation Date:

GOVERNING BOARD

Concurrence

| | Yes | No |
|--------------------------------------|-----|----|
| <hr/> Barbara Smallwood, Chairman | | |
| <hr/> Mike King, Vice Chairman | | |
| <hr/> Ted Thran, Secretary-Treasurer | | |
| <hr/> Mary Schilling, Trustee | | |
| <hr/> Raymond Wilson, Trustee | | |

DISTRICT MANAGER COMMENTS & SIGNATURE

District Manager Signature

Date

KGID General Manager Performance Evaluation

Employee Name: _____ **Date:** _____

Rating Period: From: _____ To: _____ Current

Rating Scale Definitions (1-3)

I. PERFORMANCE EVALUATION AND ACHIEVEMENTS

| 1. | Board of Trustees Relationships | 1 | 2 | 3 | N/A |
|-----------|---|----------|----------|----------|------------|
| A. | Effectively implements policies and programs approved by the Board of Trustees. | | | | |
| B. | Reporting to the Governing Board is timely, clear, concise and thorough. | | | | |
| C. | Accepts direction/instructions in a positive manner. | | | | |
| D. | Keeps the Board of Trustees informed of current plans and activities of the KGID Manager's office and new developments in technology, legislation, governmental practices and regulations, etc. | | | | |
| E. | Provides the Board of Trustees with clear report of anticipated issues that could come before the Trustees. | | | | |

Comments: _____

| 2. | Public Community Relations | 1 | 2 | 3 | N/A |
|-----------|---|----------|----------|----------|------------|
| A. | Projects a positive public image. | | | | |
| B. | Is always courteous to the public. | | | | |
| C. | Maintains effective relations with media representatives. | | | | |
| D. | Implements community outreach programs | | | | |
| F. | Ensures community facing messages and programs convey positive and profession image of district | | | | |

Comments: _____

| 3. | Effective Leadership of Staff | 1 | 2 | 3 | N/A |
|-----------|--|----------|----------|----------|------------|
| A. | Delegates appropriately responsibilities. | | | | |
| B. | Develops people with timely trainings and communications. | | | | |
| C. | Maintains an effective and cooperative relationship with employees and external service providers. | | | | |
| D. | Establishes a culture of public service by example | | | | |

Comments: _____

| 4. Fiscal Management | 1 | 2 | 3 | N/A |
|---|----------|----------|----------|------------|
| A. Prepares realistic annual budget. | | | | |
| B. Controls expenditures in accordance with approved budget. | | | | |
| C. Cultivates culture of fiscal accountability and ensuring accurate report/information in timely manner. | | | | |
| D. Provides accurate reports/information in a timely manner. | | | | |

Comments _____

| 5. Communication | 1 | 2 | 3 | N/A |
|---|----------|----------|----------|------------|
| A. Oral communication is clear, concise, and articulate. | | | | |
| B. Written communications are clear, concise, and accurate. | | | | |
| C. Listens effectively and responds appropriately. | | | | |

Comments: _____

| 6. Professional Job-Related Competencies | 1 | 2 | 3 | N/A |
|---|----------|----------|----------|------------|
| A. Decision Making: <i>Reasons, analyzes, and evaluates; looks beyond short-term results; properly assesses; and knows when to ask for assistance. Uses good judgment and common-sense approach; anticipates situations; capable of embracing change and recognizes when circumstances dictate a change is necessary.</i> | | | | |
| B. Personal Behavior: <i>Behavior is positive example for others; consistent and timely at work and meetings; dress and grooming is appropriate to position; shows good judgment; interactions with others are of the highest level of integrity and ethical conduct; is fair and impartial in dealing with others; and sets strong personal example by demonstrating respect for others and their ideas.</i> | | | | |
| C. Leadership: <i>Ability to get others to work together effectively and see "big picture"; takes ownership for own activities; interacts with others objectively; acts decisively and utilizes resources effectively.</i> | | | | |
| D. Technical Knowledge: <i>Maintains current technical knowledge and ability to sufficiently manage and complete tasks/projects; actively pursues expanded mastery of knowledge and abilities in responsibilities of position; and</i> | | | | |

Comments _____

| 7. Intergovernmental Affairs | 1 | 2 | 3 | N/A |
|---|----------|----------|----------|------------|
| A. Maintains effective communication with local, regional, state, and federal government agencies. | | | | |
| B. Pursues grants or leverages resources (grants) with other agencies. | | | | |
| C. Contributions to good government through regular participation in local, regional, and state committees, and business-related organizations. | | | | |
| D. Lobbies effectively with legislators and state agencies regarding programs and projects affecting the duties of the Manager. | | | | |

Comments: _____

II. ACHIEVEMENTS RELATIVE TO OBJECTIVES FOR THIS EVALUATION PERIOD:

- _____
- _____
- _____
- _____

III. SUMMARY RATING

Overall Performance Rating – Considering the results obtained against established performance standards as well as overall job performance, the following rating is provided:

| Improvement Needed 1 | Meets Job Standards 2 | Exceeds Job Standards 3 |
|---------------------------------------|--|--|
| | | |

Comments: _____

IV. FUTURE GOALS AND OBJECTIVES

Specific goals and objectives to be achieved in the next evaluation period:

- _____
- _____
- _____
- _____

GOVERNING BOARD

Board of Trustees Chairperson

Date

IV. KGID MANAGER COMMENTS & SIGNATURE

Manager Signature

Date

AGENDA ITEM 10.

**Discussion and possible action regarding the District's reservation and fee structure.
(Trustee, Garcia)**

Other entities facility usage fees and deposits:

Gardnerville Ranchos GID:

Usage fee: \$25.00 per hour for anyone

Deposit: \$300.00 refundable

Douglas County:

Usage fee: \$35.00 per hour for anyone

Deposit: \$100.00 refundable

Tennis Court fees: \$2.00 per hour, per court. \$30.00 a day per court.

Carson City:

Usage fee: \$110.00 per day

Deposit: \$150.00 refundable

Option 1: Keep as is with residents not charged the per hour usage fee but providing a \$100.00 refundable deposit.

Option 2: Charge residents a reduced per hour usage fee of half so \$12.50 per hour along with the \$100.00 refundable deposit.

Option 3: Keep the fee structure as is but no longer give a discount to residents for the per hour usage fee. Everyone would pay the same per hour usage fee and \$100.00 refundable deposit. This is what all other entities currently do.

AGENDA ITEM 11.

Discussion and possible action to approve Draft Minutes from the August 16, 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
August 16, 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 Tim Russell, Residents Lynn Dement, Kathy Waters, Kathryn Clark-Ross, Dale Morlan, Koko Green, Jim & Debbie Beale, Sharon Buckley, Jeff Galloway, Ben & Debbie Walker, Dennis & Doreen Hoffman, Ashley Enslow, Gavin Smith, Zach Wood, and Brian Patrick

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 Vice Chairman Stulac.
3. **Public Interest Comment:** Resident Brian Patrick stated that he lives on Somerset Way. He would like to talk about the skate park, if you have not been out there lately you should go take a look. Brian stated that if the tennis courts were vandalized, he is pretty sure they would have been repaired within 48 hours. The anger that is projected out onto the community by the District is incomprehensible. The District's job is to maintain the park, not create statement or punishment when vandalism hits a school is taken care of right away. It is not left for punishment for children, we are talking about children. His grandson loves this park and asks why he is being punished and don't say he isn't because he is. Don't continue it with anger rage, anger should not be met with the same feelings and that is what is out there rage and anger by the District. Apparently, seniors and pets have a say but not children. He has watched several kids in the skate park. He has asked several times to have the skate park repaired but it hasn't been done, guess it is not that important. We can spend \$25,000 to repair the tennis courts but not the skate park. Children have no voice here we have chosen not to talk to them. He can't ride a skateboard, but he can watch and listen to children can any

Minutes of the August 16, 2023, Regular Board of Trustees Meeting

of you do the same thing, someone is not doing it. Reading about frustration and anger shows your lack of maturity on the subject. Fix the problem please.

Resident Kathy Waters stated that she trusts the judgment made here. What was done it is gang related, it needs to be stopped through security. This is not as bad as she has seen but it is the start of what can happen. Take a pause, maybe shut it down to think through the issue, it is not just the skate park, the kids love it. There are a want to be gang, take a pause and think about what to do for the entire park is a good idea. She trusts your judgment completely.

Resident Zach Wood, he is a resident of the district and has lived here almost two years, he thinks the district does a good job in general. That was his impression until about 20 minutes ago when he saw the skate park. The action to close it, the mediocre dumping dirt on it that creates more safety issues, that doesn't stop anymore vandalism. That is the wrong kind of policy because it shows abandonment in the best park in the district. He started skate boarding for some strange reason in his midlife when he already had kids, he is very familiar with James Lee. It is a community and very tight knit it is very self-regulating. Can we have that conversation the district provides maintenance. There are people in the know he expects that the district and law enforcement are doing. Other facilities have been improved but this is not helping us. The faster you do this, fix the skate park the better off we will be. He doesn't have all day to watch the actions we need to pick up what we have been left with. This closure can cost more impact.

Resident Jeff Galloway stated the first thing he sees here Indian drive is a big problem he has listened to people reach out to the board and they need some relief put that on the agenda every month. He does not think you are going to see any money from the federal money. Trustee Garcia's interest in short-term reserves, that is a good idea that should be brought back, maybe there is a misunderstanding of what is going on. The 2.4 million in reserves can earn \$10,000 at 5.0% most bills are 45-day period, you need someone to help you. You should bring that back it will reduce the cost for the district. The traffic at Sunridge, he has brought this up before. The speed bump solution is a good solution for the time being. This is done all over the world; a plow driver can pick it up and move it to plow.

Resident Koko Green stated that she lives on Dog Leg she would like to talk about the restroom on the weekends. Last Saturday she arrived at 7:00AM to play tennis. About 8:30 or 9:00 the gazebo and ball field were getting full someone called and was told the restrooms won't be open until 10:00 due to vandalism so she is here today to be on record to ask for the bathrooms to please be open early or have a porta potty in the park.

Resident Sharon Buckley stated for 18 years we have been getting these notices in our water bills and since she does read them, she is aware that about once a quarter we get comments about rv's, weeds parking exc. Instead of it helping from what she has seen is it is becoming a third world country in Indian Hills. She does have and is trying to understand the protocol on complaints, she can read so she understands what is says. People are complaining but nothing is being done. Can they be involved in a committee or something to help do some mitigation and try to find a solution to get this under control. When she moved in in 2005, she was handed a big packet of CC&R's, do those still apply to Indian Hills, if that is still a viable alternative everyone should be sent a copy of those, and it should be a requirement that they comply.

Resident Lynn Dement stated that with the vandalism and closing of the skate park she agrees we are punishing the wrong people and giving the vandals exactly what they want. You are

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rewarding them and hurting the kids. We need to rethink that maybe get a different security system; cameras are the answer. There is an increase in trailers and rv's, she knows that has to be sent to the Sheriff's department, she made a list of offenders and did turn them into the GID, and she would like to know what the status is.

Resident Kathryn Clark-Ross stated that she agrees with Brian. She doesn't know if that is the right decision-making kids suffer and punishing all the kids for just a few bad apples. Ten years ago, on labor day the board started the senior lunch program so the 10-year anniversary is on September 20, 2023, please come help celebrate with them. They will be having a BBQ and a show totally done by seniors.

4. **Approval of Agenda**

Trustee Garcia motioned to approve the agenda. Secretary/Treasurer Lufrano seconded. Motion carried unanimously.

5. **Discussion and possible action to approve an addition of a grassy area to the James Lee Dog Park.**

Resident Lynn Dement stated she knows we live in the driest state in the country, and she knows it is unpopular to add grass to the dog park but almost everyone she has talked to wants grass in the dog park. The Stephanie lane dog park has been very successful she spoke to the man in charge, they have never had to replace the sod, there is some yellowing but that is what happens. The suggestion from Chris to add a dog wash station that will take a lot more water than grass. It is a very, if not the most underutilized area in James Lee Park. We should add shade for the people who bring their dogs with a bench. Don't do too much for humans, it is important to have more for dogs. There are ways to solve the issue of utilizing more water. Chris has talked about ways to get rid of grass like the soccer field. In past meetings Vicky mentioned xero scaping around office, she noticed an item on the agenda from Robert Garcia to utilize some grass areas in South Sunridge Park. Like Valley Vista Park could use some grass, it would be a lovely idea. She is saying leave all the grass. There are other options, and you would end up with a net gain in the water usage but eliminating other grass areas. She thinks a small corner of dog park with grass would be very feasible as far as extra maintenance she will come out with a weed wacker. It is important to have grass, it is not for her, it is for the dogs. You will see an increase in usage of that park.

The board briefly discussed this item.

Public comment: Resident Zach Wood stated that he appreciates that this is an action item and that the district considered the request and put this on the agenda. An improvement to the park is incremental is great, his dog would appreciate it, it would be great to have. In context what he would propose is he has experience in working on federal property there are ways to have volunteers to have an agreement with agencies to get projects done. He knows from experience that we can unlock that he would love grass and so would his dog. How can we be complementary to the district's efforts for volunteerism. He knows from experience it can be done. How are we valuing the amenities and facilities. People have different preferences, yes that soccer field is the most underutilized in the county. Thanks for having these kinds of conversations.

Resident Lynn Dement stated that she invites all of you to go down to the park on Stephanie lane. She talked to the guy who installed it, they used a great mixture, they have some yellowing, but they have never had to replace the sod. Please go look at it. The volunteer committee is great, she can't see why that couldn't be done. The district has insurance. She was also told the reason the grass died in the dog park before was that it was intentional.

Resident Ashley Enslow stated on behalf of her dog he would love some grass at the park. Her dog is a rescue and very high strung. They walk three times a day when it's 85 degrees outside it is 105 degrees on the concrete and dirt. It gets hot on his paws. She would like some more shade or grass in the dog park. She heard someone say we as volunteers they are not allowed to maintain the park but there is already a gentleman who goes out there removing goat heads and filling holes. So, they are already doing that her dog and her would love a little grass.

Resident Gavin Smith stated that it costs money to take up grass and put in grass, maybe you can make some of that area over in the soccer field make that area part of the dog park with grass. His dog loves grass

Resident Sharon Buckley stated she supports Lynns suggestion to add grass to the dog park. Stephanie is great and the one by Walmart in Gardnerville is great. There are a few yellow spots, but it is amazing, it is beautiful. She supports grass for the dog park.

Resident Kathryn Clark-Ross stated she is always supportive of grass, when we first got the dog park a board member paid for grass and the prior manager was so mad, they stopped watering it which is why it died. With \$50,000 why can't we get some grass; it upsets her that we can't get some grass. It needs to look good she doesn't know why they have to beg for a little piece of grass.

The Board discussed this item at length.

Chairman Dunham motioned to table this item until the next board meeting. Vice Chairman Stulac seconded. Motion carried 4-0. Ayes by Chairman Dunham, Vice Chairman Stulac, Secretary/Treasurer Lufrano and Trustee Siegman. Nay by Trustee Garcia.

Recess 7:06PM

Reconvene 7:11PM

6. Discussion and possible action to approve a quote from Franklin Miller in the amount of \$6,737.00 to repair a grinder at the Wastewater plant.

General Manager Chris Johnson explained the need for this to the Board.

The board briefly discussed this item.

Public comment: Resident Sharon Buckley stated that typically government agencies have to go out to bid for stuff like this. Is this the only bid we received and did we research it before. Is this it, it is pretty substantial cost. Is this the only bid.

Secretary/Treasurer Lufrano motioned to approve a quote from Franklin Miller in the amount of \$6,737.00 to repair a grinder at the Wastewater plant. Trustee Garcia seconded. Motion carried

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unanimously.

- 7. Discussion only regarding past Ad Valorem tax rate reduction to assist Douglas County in a time of deficit and any actions IHGID can take to recover lost revenue, including but not limited to asking the BOCC to honor Commissioner Olsen's promise to "help resolve any impact this may have on IHGID".**
Trustee Garcia explained this item to the Board.

The board briefly discussed this item.

Public comment: Resident Brian Patrick stated he was on the board when they did this. The BOCC came to them and asked them to give a percentage back because everyone else was doing it. We gave them a nickel. Since then, it has been twelve years, if you read this it says they will continue to see a decline in property taxes. Property taxes have increased, and you have seen that over the years. You can ask for more, but he is pretty sure they are going to say no we are not going to do that. You have a three percent increase in your taxes, so it is locked in anyway, so you see those increases. What you feel you have lost over the years you have recouped anyway you can go ask for your nickel back, but the ad valorem is a combination, and we are capped anyway. You can go ask for it back and see what happened, they are not going to give it back. We should have requested something from them when they got the federal money and we either didn't or they said no.

- 8. Discussion and possible action to earmark Indian Hills funds/reserves and future returns from investments to replace and enhance underutilized park grass areas in support of other ongoing water conservation initiatives.**
Trustee Garcia explained this item to the Board.

The board briefly discussed this item.

Public comment: Resident Jeff Galloway stated that is great news about the investment account, thank you. To be clear the water conservation programs are for your grass not for the residents. The reason I ask is because if it is for residents, you will be cutting into your revenue for the district.

Trustee Garcia motioned to earmark future returns from investments in the amount of \$5,000 annually for ongoing water conservation initiatives in Indian Hills GID park areas. Vice Chairman Stulac seconded. Motion carried unanimously.

- 9. Discussion and possible action regarding the District's reservation and fee structure.**
Trustee Garcia explained this item to the Board.

The board briefly discussed this item.

Public comment: Resident Jeff Galloway stated looking at the document if you are going to go with different rates there needs to be something here that shows the difference. There is an expectation that residents will get a break if they don't make a reservation if they do they pay a fee. He is confused, have a document that spells it out for residents and nonresidents. Nonresidents

should always pay a deposit.

Resident Zach Wood stated he at looked the fee schedule there are some arbitrary fees there. The cost of the overhead to make a reservation to provide a deposit is the cost that is going up no matter what you are doing, the transaction amount is the same. If it is about revenue generation the fees need to go in the opposite direction for certain events. It is easy to walk away from the \$100.00 deposit when you trash a place. These fees are cheap compared to going to rent a place. He would like to see the proposed fee schedule amendments; they are already too low to encourage us I would look at where you can save on overhead. Our facilities are great, he doesn't think this will change the usage. We should look at what we can do to increase usage.

Trustee Garcia motioned to table this item until the next board meeting. Secretary/Treasurer Lufrano seconded. Motion carried unanimously.

10. Discussion only, Fire Wise Community update.

General Manager Chris Johnson gave a brief update to the board.

The board briefly discussed this item.

Public comment: Resident Zach Wood stated thank you, I don't know how you made such an agenda that I love all the topics. To the Chair and Trustees, thank you it is work well done to get the fire wise community designation. You can take that and run with it. All the work that is still to be done. In his experience everyone has to bring something to the table within our communities him and his neighbors have to do their part. We need to start there you can't have conversations with residents without doing your part too. There is much more that needs to be done. People are ready to go. Thanks again for making that first step, he appreciates that.

11. Discussion only regarding groundwater nitrate issue.

Vice Chairman Stulac explained this item to the board.

The board briefly discussed this item.

Public comment: none

12. 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

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

c. Engineer Report

District Engineer Tim Russell stated a tenant improvement on one of the parcels on Mica Drive they have been coordinating with Brooke on. A tentative map on Lily Court has expired and the County is making them restart the process, so that may come back to the board to rehear that. Indian Drive revised plans are with Chris and the guys for comments, the goal is to get the plans out to bid in September.

d. Attorney Report

District Counsel Chuck Zumpft stated he has nothing to report.

Public comment: Resident Debbie Walker stated that there has been a lot of activity late at night in the park behind her house. She likes the idea of the cameras she wants them to not just be visual, but she would also want them to be held accountable. Until they feel it, it will not change.

13. Discussion and possible action to approve Draft Minutes from the July 19, 2023, Board Meeting.

Public comment: none

Trustee Garcia motioned to approve Draft Minutes from the July 19, 2023, Board Meeting. Secretary/Treasurer Lufrano seconded. Motion carried unanimously.

14. 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.

15. Adjournment

Vice Chairman Stulac motioned to adjourn the meeting. Chairman Dunham seconded. Motion carried 4-0. Ayes by Chairman Dunham, Vice Chairman Stulac Secretary/Treasurer Lufrano and Trustee Siegman. Trustee Garcia was absent from the meeting.

Meeting adjourned at 9:42P.M.

FINAL APPROVED MINUTES AS PRESENTED

**Secretary/Treasurer
Vicky Lufrano**

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