

Minutes
Indian Hills General Improvement District
District Office
3394 James Lee Park Rd. #A
Carson City, NV 89705
March 26, 2008
6:00 P.M.

Trustees Present: Chairman Laura Lau, Vice Chairwoman Denise Pierini, Secretary/Treasurer William Eisele, Trustee Brian Patrick, Trustee Kathryn Clark-Ross

Trustees Absent: (none)

Staff Present: District Analyst Human Resources & Community Sandi Eisele, District Analyst-Operations Nancy Fredrickson, Water Supervisor Dave Wright, Wastewater Supervisor Andy Joyner, Josh Joyner, Field Operations Supervisor Russ Sterling, Engineer Brian Randall, Administrative Assistant Karen Ziemer

Others Present: Attorney Scott Brooke, Art Baer, Ron Lynch, Penni Eisele, Michelle LaFontaine, Jim Murphy, Bill Moriarty

1. **Call to Order:** Chairman Lau called the meeting to order at 6:00 P.M.
2. **Pledge of Allegiance:** Led by Chairman Lau
3. **Approval of Agenda:** Chairman Laura Lau stated she'd like to discuss item 14 before item 13.

Trustee Brian Patrick made a motion to amend and approve the Agenda with items 13 and 14 to be reversed in order. Vice Chairwoman Denise Pierini seconded the motion. Motion carried unanimously.

4. **Public Interest Comment:** Resident Ron Lynch commented on his concerns for the District with no General Manager in charge. Ron commented to the Board that he hoped they will have more evaluations of the new General Manager so he or she will know what is expected of them. In his experience evaluations or done before a contract renewal.

5. **Reports to the Board:**

a. **General Manager's Report (Exhibit A):**

Nancy Fredrickson stated that several employees have provided updates for their respective departments in the board packet. Trustee Patrick thanked Josh Joyner, Dave Wright, Andy Joyner, and Russ Sterling for their updates on their specific work areas and keeping the line of communication open with the Board.

b. **District Analyst-Operations Report (Exhibit B):**

Nancy Fredrickson reviewed her report with the Board. She commented she had stopped using the extra C.P.A. It became too confusing with too many C.P.A.'s and too many bookkeepers working here. Nancy does not believe we need the extra C.P.A. as we have an Auditor who is a C.P.A. Trustee Kathryn Clark-Ross asked Nancy if the C.P.A did come in and work, for how long and if there was a report from her. Nancy replied yes Peggy Hoffman C.P.A. was in a couple of times to make sure the budget

numbers matched the state numbers and came to the Board meeting once. Trustee Clark-Ross asked how much the C.P.A. had been paid. Nancy replied \$1,400. Trustee Patrick asked if the hiring of the C.P.A. was due to the consultant's advice. Nancy replied there is some confusion as to what the consultant suggested. The consultant's report stated the C.P.A. could be used for some integrated spreadsheets. Trustee Clark-Ross agreed there is some confusion as to what the Board had decided upon. After Board discussion Chairman Lau asked that an item be put on the next meeting agenda for discussion and possible action to clarify what was actually voted on. Chairman Lau asked Nancy for an update on the new Caselle software and training. Nancy replied that staff needs to return information to Caselle to proceed with the project. Jimmy Weaver and Nancy will be trained in Utah and they will train other staff members.

c. District Analyst-Community & H.R. Report (Exhibit C):

Sandi Eisele reviewed her report with the Board regarding an update on the soccer field, new payroll processing with Payroll Systems of Nevada, H.R. training and the Easter Egg Hunt. Chairman Lau asked Sandi about posting of current events on the IHGID website. Sandi replied there was a flyer for the Easter Egg Hunt on the front page. Sandi agreed with Laura that the current event tab on the website should be functional with a calendar of events and she will address this with the website designer Rafael. Secretary/Treasurer Eisele asked about newspaper coverage on the Easter Egg Hunt. Sandi stated she had submitted information to newspapers but did not get the coverage she anticipated. Susie Vasquez of Nevada Appeal stated it was on the front page of the Appeal. Trustee Patrick commented that the flyers were in every child's PeeChee at the schools. Chairman Lau asked Sandi about the procedure manual and forms that were referenced in it, but not produced. Sandi replied she has updated the procedure manual recently including the forms and all employees will get a copy. Trustee Kathryn-Clark Ross asked who would be creating the next newsletter and when it would be coming out. Sandi replied Karen Ziemer would get the next newsletter out with Sandi's help, as time permits.

d. Engineer Report (Exhibit D):

Engineer Brian Randall reported he had met with Nancy Fredrickson and supervisory staff at her request to go over projects that may need to be focused on. One project he looked into was the sludge dewatering system status and schedule. Brian had not been involved with the design of the system, but has done the grading and drainage plan. Brian reviewed his memorandum to Nancy Fredrickson regarding the dewatering system design being done by HDR. HDR will only be responsible up until the bid process. Brian commented that for startup of the equipment and monitoring of the install, IHGID will need technical people. The District will need staff to be trained to operate and maintain the system. The District will need an amendment to the HDR contract to ask for their services in starting and monitoring the installation. Brian cannot do the startup himself; it needs to be someone that has been technically involved with the design of the system.

Brian reviewed the possibility of the Clear Creek new development request for IHGID to provide wastewater service to them. A meeting with NDEP was held with participants being Brian, Nancy Fredrickson, Andy Joyner, Carl Ruschmeyer from Douglas County and Manhard Consultants who are doing the design and facility plan for Clear Creek. The result of the meeting was that more information is needed before IHGID can decide to provide service to Clear Creek. Brian will meet again tomorrow

with Manhard and Carl Ruschmeyer to start discussing what the requirements will be for starting to provide service and what the county will be expecting IHGID to provide in the future, for service beyond the existing limitations of the district.

Brian stated that Tech1 Engineering will meet with him, Dave Wright and Andy Joyner regarding the new Sunridge Casino on Hwy 395 and South Sunridge Drive. This looks like a large project as far as the size of wastewater discharge that the District can anticipate. This meeting takes place next week.

Brian, Dave Wright and Roger Gilmore will meet with NDEP in April regarding the deadline for arsenic removal.

Brian commented he had received plans from Dinter Company for the Lift Station. He should have a package to go out to bid in the next two to three weeks.

Dave Wright commented that Roger Gilmore is setting up a tour of a water treatment facility run by Washoe County that uses the micro filtration equipment built by Pall Corporation. IHGID will be getting a pilot skid to run micro filtration from Pall. The meeting is on Tuesday April 8, 2008 in the morning. Dave extended the invitation to any Board members that want to attend. In the afternoon Dave, Roger and Brian Randall will be meeting with Bert Bellows with Bureau of Safe Drinking Water regarding the arsenic removal project status. Dave commented that we need to show the EPA we are working in good faith to solve our arsenic problem even if we can't meet their January, 2009 deadline. Chairman Lau asked about the project timeline. Dave answered 3 to 4 weeks of pilot testing should answer Roger Gilmore's questions. Roger is the design engineer. Dave stated Roger has estimated a \$2.4 Million cost at this point, but Roger said with the pilot test we can save approximately 5 times that amount in the reduction of engineering costs. Chairman Lau asked about the Board's liability if the deadline is not met. Dave answered that individuals as well as the District could be held liable and incarcerated for endangering the public's safety. He does not believe this will happen if we don't ignore the arsenic problem.

e. **Attorney Report:** (None)

Chairman Lau asked Attorney Scott Brooke about a prior meeting request for Scott to clarify the Board's vote regarding a half time or full time General Manager position contained in the consultant's report. Scott answered he recalled the Board voted to receive the report, but not implement specific items in it. Scott will double check the item voted on.

Public Interest Comment: Art Baer commented on Brian Randall's report on Clear Creek. At the original meeting, Mr. Ruschmeyer presented Clear Creek and made a statement that either IHGID or the County would provide service, and then later stated it would definitely be Douglas County. Now, the County has changed their minds and it might be IHGID again. Trustee Patrick asked when the meeting was held. Brian Randall answered it's been about 6 months since they brought in a plat that showed areas in IHGID and Douglas County for future service areas. Art stated there are big costs coming for IHGID and he does not want to see IHGID get stuck again by Douglas County as in the past. If it wasn't for Indian Hills the north county would not exist because they would not have any sewer service. Douglas County did the same thing to IHGID with Home Depot and Target that were originally in the District. The County created a re-development district and now the County gets the money. IHGID does not receive any ad valorem re-numeration now from Target and Home Depot.

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

Trustee Patrick motioned to accept the consent calendar as presented. Secretary/Treasurer Eisele seconded. Motion carried unanimously.

Public Interest Comment: Art Baer asked to have items c, d and e pulled from the consent calendar for discussion. Art Baer commented on specifics of the Budget Status Report, Bank Reconciliation Report, Money Market Fund and Bond Fund.

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

8. Discussion and possible action regarding Water Conservation plan presented by Farr West Engineering (Exhibit E): Dave Wright, Water Supervisor reviewed the Farr West Water Conservation Plan document with the Board.

Trustee Patrick motioned to accept the Water Conservation plan as presented by Farr West Engineering. Trustee Kathryn Clark-Ross seconded. Motion carried 5-0.

Public Interest Comment: (none)

Break at 7:21 P.M.

Meeting Resumed at 7:30 P.M.

9. Discussion only regarding clarification of the procedure allowing on-call staff to take district vehicles home: Trustee Kathryn Clark-Ross asked for clarification on the history in the District for vehicles being taken home. Josh Joyner from the water department stated that there used to be no one on call, so nobody responded to calls, and vehicles were not taken home. Josh commented that to be on call now, employees must be within ½ hour of the District. Most local jurisdictions allow vehicles to be taken home for faster response time. The Board discussed fuel costs, where employees live and maintenance costs. Secretary/Treasurer Eisele commented that this item was not discussed with the union and it is not in the District policy. Trustee Clark-Ross asked Josh who is on call and what their schedule was. Josh will talk to other employees and bring background information back to the Board regarding the frequency of call back calls. Water Supervisor Dave Wright commented that it is not mandatory for staff to be on-call now, it has been voluntary. When an employee is on call he is available 24/7. Vice Chairwoman Pierini asked Sandi Eisele how standby is paid. Sandi responded they get paid by the week, usually 128 hrs at \$2.00 per hour. Call-Back is a 2 hr minimum at their regular rate, which may be an overtime rate. If the call is responded to by the laptop, it is 1 hour minimum. Field Operations Supervisor Russ Sterling commented that on-call becomes an insurance issue when employees respond in their personal vehicle. If an employee gets hit in an accident the question becomes who is liable. Russ commented on water leaks needing response immediately rather than waiting to warm up a truck. Trustee Patrick asked Russ if we charge for leaks inside a home. Russ responded no, the meter is shut off and it is the customer's responsibility past the meter.

Public Interest Comment: Bill Moriarty commented he appreciated the clarification that the

District's responsibility stops at the meter. Bill stated that taking a vehicle home is a liability also. Art Baer commented to clarify taking a vehicle home. He was on the Board when Jim Bentley was General Manager and no one wanted to be on standby. The Field Supervisor Noel Huber finally agreed

to be on standby 24/7 and was given a truck. Art did not remember a procedure with stand-by employees taking a truck home. Ron Lynch commented he agreed with Russ Sterling on the liability of employees driving their own vehicle. Ron suggested giving mileage to employees for driving their own vehicles to the District if they are not allowed to take a District vehicle home. Another suggestion is to buy them an economical vehicle to drive to and from work. Riley Evans commented in his work experience, employees were never allowed to take a company vehicle home and never got stand-by pay. He does not remember the Board ever passing a policy regarding District vehicle use.

Chairman Lau asked that this item be put on the next Board of Trustees' meeting Agenda.

- 10. Discussion and possible action regarding the possibility of adding a 2nd regularly scheduled monthly meeting:** Chairman Lau asked for a second meeting to keep track of job progression in the District when there is no General Manager. Trustee Patrick commented that two or three years ago it was standard procedure for two Board meetings per month. He suggested one being a project meeting and the other a regular business meeting.

Public Comment: Ron Lynch commented that he likes the idea of a second meeting. Michelle LaFontaine asked when the meetings would take place and when the Board would need information to put on the meeting Agendas. The Board decided meeting dates will be on the first Monday and third Wednesday of each month. Agenda item requests should be submitted to the District 5 business days prior to the meeting for an item to be included in the Agenda.

Trustee Patrick motioned to add a 2nd regularly scheduled monthly meeting, the two meetings will be in the form of a project status meeting and a business meeting held the first Monday and third Wednesday of each month respectively. Secretary/Treasurer Eisele seconded. Motion carried unanimously.

- 11. Discussion and possible action regarding the status of the 2008-2009 District Budget:** Nancy Fredrickson reviewed the tentative budget for Fiscal Year 2008-2009 with the Board.

Public Comment: (None)

- 12. Discussion and possible action regarding adoption of the General Manager evaluation procedure and associated forms that were presented to the Board by consultant Jerry Hall at the Strategic Planning Session:** Secretary/Treasurer Eisele commented he thought the report was put together well. Trustee Patrick agreed and stated it was nice to have tools in place for evaluation procedures. He also liked the availability of going to outside sources for recommendations.

Trustee Patrick motioned to adopt the General Manager evaluation procedure and associated forms that were presented to the Board by consultant Jerry Hall at the Strategic Planning Session. Vice Chairwoman Denise Pierini seconded. Motion carried unanimously.

Public Comment: Ron Lynch commented that he would like to see on going evaluations with the General Manager position. Riley Evans commented that previously the Board had decided on a procedure, then deviated from the procedure. Riley commented it was a waste of time having an interim manager.

- 14. Discussion only regarding the Manager of Field Operations position, currently unfilled:**

Vice Chairwoman Denise Pierini asked the Board to consider a Director of Administration, a Field Operations Manager and possibly make them two part-time positions. The Board discussed current employee positions, accountability, and the need for full or part time positions.

Public Comment: Riley Evans commented that previously there was never a Field Operations Manager position listed as open. When one man was temporarily appointed, he was lost to the field and worked in the office. Riley does not think the District needs this position.

- 13. Discussion and possible action regarding review of the current General Manager position requirements and job description:** The Board discussed the need for an interim manager during the job search. Specific changes were discussed for the General Manager Job Description and ad requirements for publication. The Board and staff discussed having a point of contact person(s) until the General Manager position is filled. The Board decided upon Water Supervisor Dave Wright as the contact person in the field and District-Analyst Operations Nancy Fredrickson as contact person in the office. Additional contact people will be Chairman Laura Lau and Vice Chairwoman Denise Pierini.

Vice Chairman Denise Pierini motioned to approve the revisions discussed for the current General Manager position requirements and job description with revisions. Secretary/Treasurer Bill Eisele seconded. Motion carried 5-0.

- 15. Discussion and possible action regarding advertising criteria for the General Manager position, including the possibility of advertising for an Interim General Manager:** The Board directed Sandi Eisele to advertise for the General Manager position for 1 ½ weeks and to use her discretion as to what publications to advertise in. The Board agreed to post the job with a salary range of \$60,000 to \$80,000. The application closing date will be 30 days after the job is posted. Sandi Eisele of Human Resources will receive any submitted job applications and keep them confidential.

Public Comment: Bill Moriarty commented that he supports the General Manager job description having engineering experience. Bill suggested that the applications remain confidential until after the deadline for receipt.

Vice Chairman Denise Pierini motioned to accept the changes to the advertising criteria for the General Manager position. Trustee Patrick seconded. Motion carried 5-0.

- 16. Chairman and Trustees Reports:** (none)

17. Adjournment: Secretary/Treasurer Eisele motioned to adjourn the meeting. Trustee Patrick seconded. Motion carried 5-0. Meeting adjourned at 10:03 P.M.

FINAL APPROVED MINUTES AS PRESENTED

Secretary/Treasurer
William Eisele