

**Minutes**  
**Indian Hills General Improvement District**  
**District Office**  
**3394 James Lee Park Rd. #A**  
**Carson City, NV 89705**  
**Project Meeting**  
**May 5, 2008**  
**6:00 P.M.**

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

**Trustees Absent:** Trustee Brian Patrick Absent until Item 5A.

**Staff Present:** District Analyst Human Resources & Community Sandi Eisele, District Analyst-Operations Nancy Fredrickson, Field Operations Supervisor Russ Sterling, Engineer Brian Randall, Administrative Assistant Karen Ziemer

**Others Present:** Attorney Scott Brooke, Sandra Wendel, Ron Lynch, Art Baer, Dale Morlan, Beverly Lawler, Harold Lawler, Michelle LaFontaine, Mike Glucksman, Penni Eisele, 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:** Secretary/Treasurer Bill Eisele asked to have Item #7, Discussion and possible action regarding a request from Dennis Longhofer regarding accrued sick leave and severance package removed from the Agenda until the next Board meeting.

*Vice Chairwoman Pierini motioned to approve a revised Agenda with Item #7 removed. Item #7 to be moved to the May 21, 2008 Board of Trustees' Meeting Agenda. Trustee Clark-Ross seconded. Motion carried 4-0. Trustee Patrick absent.*

4. **Public Interest Comment:** (none)
5. **Discussion and possible action regarding items a, b and c listed below:**
  - a. **Review of the interlocking agreement/terms between IHGID and the County for matching funds for the first phase of Valley Vista Park.**

Michelle La Fontaine reviewed the inter-local agreement Memorandum from Scott Morgan, Community Services/Parks & Recreation Director to the Parks & Recreation Commission dated February 25, 2008. Michelle stated that the district will need to approve a site master plan for Valley Vista Park.

*6:10 P.M. Trustee Patrick arrived.*

Michelle explained that Douglas County can only give the District \$50,000 to help with the first phase of Valley Vista Park which includes the Master plan. The park will be developed in four phases.

**b. Presentation by Sandra Wendel, Landscape Planner, from Sandra Wendel &**

**Assoc. Landscape Architecture regarding Proposal for Landscape Architectural Services for Valley Vista Park Master Plan.** Sandra Wendel explained that usually a Master Plan means that there are alternative designs developed for a site. Sandra commented that the site itself has its own qualities that will allow for different design elements. The initial work will probably involve grading. She would like to do a site evaluation and bring ideas back to the Board of Trustees'. Sandra's company has worked with the Parks Department in Douglas County as well as other Counties, and has 18 years of experience. Sandra reviewed her Proposal for Landscape Architectural Services for Valley Vista Park Master Plan. The meetings that are anticipated in the proposal may or may not be needed. Sandra would like to have a public meeting to obtain input from residents. Trustee Patrick asked Attorney Scott Brooke if IHGID should have an actual agreement with the County for the funds described in the Memorandum to Parks & recreation Commission from Scott Morgan dated February 25, 2008. Scott replied that a site Master Plan is one of the conditions of an agreement. If the District gets the Master Plan started they can show the County they are serious in going forward with this project and then ask the County to draft an inter-local agreement to bring back to a Board Meeting, and keep the process moving. Vice Chairwoman Pierini asked Sandra for a list of parks she has worked on so the Board may take a look at them. Sandra responded that she would forward materials to Michelle LaFontaine to distribute to the Board. Chairman Lau asked Sandra how long it would take her to come up with the master plan scenarios. Sandra estimated 2-3 months. Chairman Lau asked Sandra about the Exclusions listed in her proposal. Sandra answered that she will not be providing construction type documents, but more generic space use. For instance, she will provide a pallet of plants that can be used in areas. If lights are needed she will locate them conceptually in the plans, but will not provide electrical wiring diagrams for them. Chairman Lau asked Scott Brooke for specifics of drafting the inter-local agreement with Douglas County. Scott suggested asking Scott Morgan at Douglas County to have the District Attorney start a draft document and then Scott Brook will review the document for the District's protection and work with the District Attorney's office. Trustee Clark-Ross agreed to contact Scott Morgan to let him know that IHGID has hired a landscape architect and wants to proceed with an inter-local agreement. She will ask Douglas County to give the District an Agreement.

**Public Comment:** Ron Lynch commented that the U.S. Soil Conservation Service in Minden can be contacted for help with soil types and drainage. Art Baer commented regarding Sunridge, Parks and Douglas County. After the County gave IHGID RTC Funds for James Lee Park, the County decided that there would be no more stand alone pocket parks in Douglas County. Art warned to be careful with an inter-local agreement. Valley Vista Park could be considered a pocket Park because is not connected to James Lee Park. Art suggested the District or volunteers could provide some labor and equipment during development of the Park. Michelle LaFontaine commented on land that was supposed to be dedicated to IHGID from developer John Serpa. Douglas County is aware that the development maps show 18 acres of open space and that it will eventually connect to James Lee Park. Sandra Wendel commented she thought in house labor is a good idea. The Town of Minden used their own labor on a large part of the Martin Slough project.

*Vice Chairwoman Pierini made a motion to accept the Landscape and Architectural Services for Valley Vista Park Master Plan, from Sandra Wendel & Assoc. Landscape Architecture, as proposed in*

*their letter dated April 24, 2008, not to exceed the amount of \$7,680.00. Trustee Clark-Ross seconded. Motion carried unanimously.*

**5. c. To halt the use of motorized vehicles on Valley Vista Park land.**

Michelle LaFontaine reviewed pictures of the No-Trespassing sign and some damage to property from motorized vehicles. The Board of Trustees' discussed posting more information on signage, and possible barriers to motor vehicle access in some areas. Chairman Lau suggested Michelle LaFontaine could provide the Board with more information regarding Douglas County Code and Enforcement 10.28.050. Russ Sterling will contact Mike at Douglas County to see what sign verbiage can be used.

**Public Comment:** Art Baer commented that a bill came close to being approved by the legislature for required registration, license plates and insurance for all off road vehicles.

**6. Discussion and possible action regarding proposal of a Dog Park:** Michelle LaFontaine spoke with Craig Burnside from Douglas County Parks Department and found out there are no regulations for Dog Parks in the County. Craig suggested a fenced in area, dogs be on a leash while entering and double gates for dog entry, so dogs may not get out easily. Dog Parks are considered a social outlet for dogs and owners. Craig commented that a Dog Park will need benches, a shaded area and a source of water for dogs and owners. Michelle stated Parking at James Lee Park and fencing are available. Russ Sterling suggested an area behind the Tennis Courts in James Lee Park. He estimates the district already has approximately 400' of 4' chain link fencing, but would need to purchase some poles, hardware and double gates for the project. Russ will measure the fencing material available to estimate approximate dimensions of a possible Dog Park. Trustee Patrick commented that if a Dog Park is constructed, the District will receive up to \$5,000 from Douglas County. Vice Chairwoman Pierini commented on the location by the Tennis Courts possibly being too close to other activities. She questioned the maintenance and costs that the District will be responsible for. Chairman Lau commented she would like to see a conceptual plan and estimate of costs to IHGID including bringing water to a Dog Park site. Russ Sterling will ask Kurt Christensen to draw up a plan including the required ADA access for disabled persons.

**Public Comment:** Art Baer commented that the District could go back to Douglas County and ask for \$10,000 instead of \$5,000.

**Break at 7:50 P.M.**

**Meeting Resumed at 8:03 P.M.**

**7. Discussion and possible action regarding a request from Dennis Longhofer regarding accrued sick leave and severance package.** Item postponed until the May 21, 2008 Board of Trustees' Meeting.

**8. Discussion and possible action to finalize the Tentative Budget of Fiscal Year 2008-2009 (Exhibit A):** District Analyst-Operations Nancy Fredrickson reviewed the changes being made to the 2008-2009 Tentative Budget document with the board. Nancy advised that at the May 15, 2008 meeting the Board will need to finalize the Budget for 2008-2009. Trustee Patrick reviewed the 2008-2009 Water & Sewer Improvement Estimated Costs prepared by Brian Randall, Engineer (**Exhibit B**) that were used for changes to the Tentative Budget.

**Public Comment:** (none)

9. **Discussion and possible action regarding the status of the recruitment for the General Manager position, including discussion regarding the process and/or procedure for interviewing and selection:** District Analyst Human Resources & Community, Sandi Eisele, reported that the job posting closed on May 2, 2008. The District has received approximately 60 applications. Sandi contacted other entities for information on their procedures to screen applications and conduct interviews. Douglas County uses an agency to go through their applications. They provided her with some questions for interviews.

The Board of Trustees decided the team of Sandi Eisele and Nancy Fredrickson will go through all of the applications received and set aside those that meet the minimum job description criteria. Those that meet the minimum criteria will be reviewed by a second committee.

A second committee will consist of Vice Chairwoman Pierini and Secretary/Treasurer Eisele with Chairman Lau as alternate and one outside source they choose. At their discretion they will review applications that have met the minimum criteria and find 6 applicants to interview. Bob Spellberg, Manager from Gardnerville Ranchos General Improvement District was suggested for inclusion as a third party.

The General Manager interview process will involve possibly 6 applicants. The interviews will be held during a public meeting. The Board of Trustees' will set a date for interviews at their May 21, 2008 meeting. The Board will review other entities interview questions and a list of questions asked during the last IHGID General Manager interviews.

**Public Comment:**(none)

10. **Trustees Report:** Trustee Clark-Ross commented on the Earthquake Saturday night and if there is an Emergency Generator at the District. Secretary/Treasurer Eisele will contact Dave Wright to see if an old generator is workable.

11. **Adjournment:**

*Trustee Patrick motioned to adjourn the meeting. Secretary/Treasurer Bill Eisele seconded. Motion carried unanimously. Meeting adjourned at 9:30 P.M.*

**FINAL APPROVED MINUTES AS PRESENTED**

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**Secretary/Treasurer  
William Eisele**