

Minutes
Indian Hills General Improvement District
District Office
3394 James Lee Park Rd. #A
Carson City, NV 89705
July 16, 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, Wastewater Supervisor Andy Joyner, Josh Joyner, Administrative Assistant Karen Ziemer

Others Present: Attorney Scott Brooke, Engineer Brian Randall, Penni Eisele, Art Baer, Dianne Humble, Sheila Allen, Skip Allen, Ron Kruse, Jim Murphy, Bill Moriarty, Kurt Hildebrand, John Lufrano

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 #13 moved up to under #9.

Public Comment: (none)

Secretary/Treasurer Eisele motioned to amend the Agenda to move item #13 up to under #9. Trustee Clark-Ross seconded. Motion carried unanimously.

4. **Public Interest Comment:** Dianne Humble commented on previous General Managers, employees and their replacements as well as current Board members and the District Analyst's job performance. Pat Murphy commented in response to Dianne Humble's comments on current Board members. Trustee Patrick commented that he was not on the Board when Mr. Bentley resigned as General Manager.
5. **Reports to the Board:**
 - a. **General Manager's Report/District Analyst-Operations Report:** (none)
 - c. **Engineer Report:** Engineer Brian Randall reported he spoke with Roger Gilmore of Gilmore Engineering regarding the water testing Pilot for arsenic removal. Roger indicated testing was going exceedingly well. They have tested for 1 month, will test a second month to obtain results, then decide if they need a third month of testing. Brian commented there is a meeting scheduled with Manhard Consultants, Engineer for Clear Creek, this Friday regarding particulars on effluent costs and flows. This meeting will not address an inter-local agreement. A notice of award has been issued to Petersen Construction for the Lift Station installation. Brian is in the process of preparing the contract documents to send to the contractor and be returned to the

District. August 4, 2008 is the pre-construction meeting. Brian estimated by the end of August or September, 2008 construction can begin.

b. District Analyst-Community & H.R. Report: Vice Chairwoman Pierini highlighted the Sessions Free Concert being held on July 26, 2008. Sandi Eisele reported on a safety meeting held this month covering Confined Space and next month's topic of Blood Born Pathogens. Videos are available for the District to borrow from SCATS in Reno.

d. Attorney Report: (none)

Public Comment: (none)

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

Public Comment: (none)

Trustee Clark Ross motioned to approve the Consent Calendar. Secretary/Treasurer Eisele seconded. Motion carried unanimously.

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

8. Discussion and possible action regarding payment to Central Sierra Construction Inc., in the amount of \$8,837.50 for the Metal Storage Building Project at Hobo Hot Springs: Engineer Brian Randall commented he had suggested that Nancy Fredrickson review the contract entered into by the former General Manager for construction of the building. Brian recalled he had suggested to Nancy that she be certain there was a release of liens before final payment is made. Secretary/Treasurer Eisele commented the building is completed and he believes this is a final payment as it has been signed off for payment by Scott McCullough. Brian Randall commented that a release of liens was included with the statement from Central Sierra Construction and is in the Board's packet.

Trustee Patrick motioned to approve payment to Central Sierra Construction Inc., in the amount of \$8,837.50 for the final payment of the metal storage building project at Hobo Hot Springs. Secretary/Treasurer Eisele seconded. Motion carried unanimously.

9. Discussion and possible action regarding payment to Pall Corporation in the amount of \$8,500.00 for fee to deliver, install start up, on site training, service and 1st month rental charge for an arsenic removal system at Hobo Hot Springs: Engineer Brian Randall reported he spoke with Roger Gilmore, the engineer on the design and testing of the arsenic treatment project. Roger Gilmore confirmed to Brian that the \$8,500.00 is consistent with the contract the District has with Pall Corporation. Brian commented that the pilot testing is in its second month now and at the most will take 3 months, meaning two more \$5,000 payments. Josh Joyner commented that he and Dave Wright had talked to Pall Corporation and Pall plans to pull the pilot equipment at the end of the month.

Public Comment: Art Baer commented that the contract with Pall Corporation does not contain anything related to arsenic removal. Pall is supplying a micro-filtration device that does not take arsenic out of the water. Art would have liked Roger Gilmore to be present to explain who will be taking the arsenic out along with Pall Corporation. Dianne Humble commented that Pall has not alluded to removing arsenic within the proposal. Engineer Brian Randall explained that the micro-filtration system that is being tested in this Pilot test is being installed for the purpose of arsenic removal. It is

the intent of the pilot test is to confirm the effectiveness of this type of micro-filtration system in the removal of arsenic from the water for purposes of compliance with the Arsenic Board.

Vice Chairwoman Pierini motioned to approve a payment to Pall Corporation in the amount of \$8,500.00 for fee to deliver, install start up, on site training, service and 1st month rental charge for an arsenic removal system at Hobo Hot Springs. Trustee Clark-Ross seconded. Motion carried 4-1. 4 Ayes-Chairman Lau, Vice Chairwoman Pierini, Secretary/Treasurer Eisele, Trustee Patrick; 1- Nay Trustee Clark-Ross.

13. Discussion and possible action regarding the hiring General Manager description; to change from college degree only to: college degree in business administration or a demonstrated record of 10+ years of increasing responsibility in a public agency.

Secretary/Treasurer Eisele commented that after the last meeting he thought that limiting the job applicants to a college degree would be selling the District short. There may be interest from applicants with municipality experience.

Public Comment: Bill Moriarty commented that with this change the last General Manager would qualify. He commented that management experience is crucial to the operation of the District. Bill recommended that the Board look for someone with more than just business administration experience. He suggested looking for management experience with a college degree that allows someone to operate this facility. The job would entail management of people and knowledge of health and safety.

Sandi Eisele distributed the job description posted on the IHGID web site for General Manager.

Attorney Scott Brooke commented that the job description says the ideal candidate should possess a college degree, therefore, the District is not limited in selecting a candidate with a college degree.

The Board agreed no changes need to be made to the job description.

Secretary/ Treasurer Eisele motioned to change the General Manager description to add: or 10+ years of increasing responsibility in a public agency. Vice Chairwoman Pierini seconded. Secretary/ Treasurer Eisele withdrew his motion. Vice Chairwoman Pierini withdrew her second.

10. Discussion and possible action regarding the status and position of the General Manager:

Attorney Scott Brooke commented that at the last meeting of the Board of Trustees, an issue was raised regarding one remaining Co-Interim General Manager filling the position following the resignation of the other Co-Interim General Manager. When the Board took action they selected two Co-Interim General Managers. The issue is did the Board intend that there be two and that if one resigned the other would be re-considered, or not. Scott commented with the resignation of one Co-Interim General Manager it seemed appropriate to review the situation again. Scott commented that the remaining Co-Interim General Manager was not at the last Board meeting and is not present tonight due to medical reasons. She has not been able to perform her duties on a regular basis. Chairman Lau commented that the discussion will be what to do in the interim until a General Manager is on board. Secretary/Treasurer Eisele commented the Board received a letter from James Taylor who was interviewed for the General Manager position. James indicated he would come in as an Interim General Manager if the Board would like. Chairman Lau stated she felt it is a conflict of interest for him to come in. The Board discussed having a Point of Contact and the responsibilities of current Board Member positions. The consensus of the Board was to have Chairman Lau, Vice Chairwoman Pierini and Secretary/Treasurer Eisele take on the responsibilities of their elected officer

positions and be the points of contact until an Interim General Manager can be found or a General Manager is hired.

Public Comment: Dianne Humble commented that Scott Brooke had two items on the Agenda and neither had backup material. Dianne had submitted two items for the Agenda. One was to remove Nancy and appoint Sandi; both items had backup. Neither item was on the Agenda. Dianne questioned Chairman Lau as to why her items were not put on the Agenda and were put on as discussion by the Board. Chairman Lau reviewed her memo which was in the Board packet stating that after consulting with legal council, these items were put under the Chairman and Trustees Reports Item "Correspondence".

Chairman Lau asked for an Agenda Item at a Special Meeting July 23, 2008 for discussion and possible action regarding appointing an Interim General Manager. Another requested Agenda Item is for the August 4, 2008 Board Meeting, an item submitted by Dianne Humble regarding District Analyst Nancy Fredrickson and the hiring of a part-time CPA.

Vice Chairwoman Pierini made a motion to release Nancy Fredrickson from her responsibilities as Interim General Manager at this time. Trustee Patrick seconded. Motion carried unanimously.

Recess for Break: 7:35 P.M.

Reconvened: 7:49 P.M.

11. Discussion and possible action regarding development and adoption of rules of procedure and conduct for members of the Board of Trustees, individually and as elected Board officers: The Board decided to move this item to the July 23, 2008 Special Board Meeting. Attorney Scott Brooke will provide backup material for this item. Chairman Lau commented that at the Special Meeting if anyone has a recommendation for the Interim General Manager position, they should be notified and be present at the meeting for an interview process.

12. Discussion and possible action regarding a CPA Accountant emergency hire. Secretary/Treasurer Bill Eisele commented that with Nancy Fredrickson out, there were unpaid bills that had to be paid. Douglas County has been notified of our situation and their Auditor's will be coming to IHGID on Monday July 21, 2008 to do an audit. Bill commented the District needs someone right now to take care of payment of bills. Bill had a discussion with Melissa, the current outside bookkeeper for the District. Melissa is willing to work with a temporary CPA to get them started, as she is unable to take on the work herself.

Public Comment: Art Baer commented that if Claudette Springmeyer from Douglas County is coming in, she can probably recommend a qualified CPA. Dianne Humble commented that a CPA is needed in the District. Dianne commented regarding Item #12 documentation being given to the Board, and under NRS 241 anytime the Board is provided documentation it should be available to the public, therefore the discussion and possible action is in violation of the Open Meeting Law. Attorney Scott Brooke commented that whatever documents became available tonight would be on the next Board meeting Agenda under correspondence. Bill Moriarty commented that the District may not need a CPA if they only need someone to write checks. Kurt Hildebrand from the Record Courier commented that the correspondence he saw Trustee Eisele hand out to the Board is the Fredrickson memo and Kurt would like a copy of it.

Trustee Patrick motioned to direct Sandi Eisele to go through temporary agencies to hire a temporary CPA to help the District with paying bills. Vice Chairwoman Pierini seconded. Motion carried 4-1. 4 Ayes-Secretary/Treasurer Eisele, Vice Chairwoman Pierini, Trustee Patrick, Trustee Clark-Ross;

- 14. Chairman and Trustees Reports:** Trustee Clark-Ross reported on the Valley Vista Park Public Meeting. Three designs were presented by Landscape Architect Sandra Wendel. Options on designs were discussed and combined for Sandra Wendel to draw one new design to present to the Board. Vice Chairwoman Pierini commented that the three conceptual designs will be displayed in the Board Meeting room. There will be three phases to Park construction. The first phase will be the top tiered level which will feather down to the next level. Trustee Clark-Ross announced the first outdoor concert at James Lee Park on July 26, 2008. Vice Chairwoman Pierini announced the Carson Valley Christian Center's Food Drive being held now through August. Food is being collected at two houses in front of the Church. There will be a food drive, barbeque and picnic at Sunridge Park South on August 2, 2008.

Chairman Lau commented that she will not be here for the August 20, 2008 Board of Trustees' Meeting and that Vice Chairwoman Pierini would be out of town the first two weeks in August. Trustee Patrick will be absent the August 4, 2008 meeting. The Board decided to keep the August 20, 2008 Meeting calendared and may decide to cancel it at the August 4, 2008 Board of Trustees' Meeting.

- 15. Adjournment:**

Trustee Patrick motioned to adjourn the meeting at 8:17 P.M. Secretary/Treasurer Eisele Seconded. Motion carried unanimously.

FINAL APPROVED MINUTES AS PRESENTED

**Secretary/Treasurer
William Eisele**