

Minutes
Indian Hills General Improvement District
District Office
3394 James Lee Park Rd. #A
Carson City, NV 89705
September 16, 2009
6:00 P.M.

Trustees Present: Chairperson Dianne Humble, Vice Chairperson Denise Pierini, Secretary/Treasurer Brian Patrick, Trustee Laura Lau, Trustee Ronny Lynch

Trustees Absent: none

Staff Present: General Manager Jim Taylor, Field Operations Supervisor John Lufrano, District Analyst Human Resources & Community Sandi Eisele, Accountant Stacie Hunter, Administrative Assistant Karen Ziemer

Others Present: Attorney Scott Brooke, Engineer Brian Randall, Kathryn Clark-Ross, Art Baer, Ron Kruse, Ed James, Carl Carter, Robert Young, Dave Fournier, Michelle LaFontaine, Phillip Purcell

1. **Call to Order:** Chairperson Humble called the meeting to order at 6:01 P.M.

2. **Pledge of Allegiance:** Led by Secretary/Treasurer Patrick

3. **Approval of Agenda:**

Secretary/Treasurer Patrick motioned to accept the agenda as it stands. Trustee Lynch seconded. Motion carried unanimously.

4. **Public Interest Comment:** Kathryn Clark-Ross commented that the Frisbee golf promoters are unclear about the direction to take to build a course. Kathryn will request an Agenda Item for this at the next Board meeting. Robert Young commented he was at a previous Board meeting and needs to know how to move forward to set up a disc golf course. Phillip Purcell commented that he is active in playing disc golf. Phillip stated that professional disc golf tournaments are held at South Lake Tahoe and a course in Nevada could bring money into our area. Phillip stated the main concerns of disc golfers are to keep it clean, no alcohol and keep the course maintained.

5. **Discussion and possible action on approval of Draft Minutes for the August 19, 2009 Board Meeting:**

Trustee Lynch motioned to approve the Draft Minutes for the August 19, 2009 Board Meeting as written. Secretary/Treasurer Patrick seconded. Motion carried unanimously.

6. **Reports to the Board:**

a. **General Manager Report (Exhibit A)**

General Manager Jim Taylor reviewed two of his reports with the Board.

Jim commented that there is no money available in the budget at this time to purchase new microphones. The new feedback reducer is working, but the system is not as good

as it could be. Jim will bring this item back to the Board when there is money available. Jim reported that Nevada Rural Water Association met with him. They will be doing a new IHGID household income survey starting next week. Another service they have available free of charge is Board training of any type such as rates, rules, regulations and law. They will come to our site and do a workshop if needed. Jim reported IHGID has a sewage pond that needs to be cleaned up per NDEP. Jim will be bringing a proposal for cleanup to the Board at their next meeting. Jim announced a meeting being held September 29, 2009 at Fire Station 12 at 6:00 P.M. This is a public meeting reviewing new ordinances at the Airport. Jim reported the water on Long Drive has been looked at and there are no leaks at this time. A written report will be forthcoming from the company that tested for leaks. Jim commented he has received many calls from residents telling him North and South Sunridge parks are looking good Jim received an e-mail stating completion and settlement of the Josh Joyner reimbursement to IHGID has taken place. Jim has been working with depreciation, which was divided between Water and Wastewater in the enterprise fund. \$150,000.00 of this depreciation belongs in Parks and Roads. Jim explained the depreciation is needed to form a rate structure. Jim reported his September 2, 2009 meeting with Bill Wellman was an introductory meeting regarding possibly going across Bill's property for the up coming pipeline connection.

Sandi Eisele reported that she, John Lufano and Robert Young have laid out a map for the Disc Golf Course. Sandi gave Robert a list of people to ask for donations for the full structures. Sandi commented Robert was supposed to come back to her and John with possible donations so that they could set up structures for the course. Sandi commented she sees no reason to have this on an agenda as it already was on an agenda and Robert has the contact information.

b. District Analyst-Community & H.R. Report: (Exhibit B)

Sandi Eisele reviewed her report to the Board and explained standby time and pay. Trustee Lynch asked if Board members could come to the employee training session for Bullying in the Workplace. Sandi will find out from Pool/Pact if this is allowed. Attorney Scott Brooke commented that Pool/Pact does provide training for Trustees. Chairperson Humble suggested that General Manager Taylor go to the 6 session program for HR Representatives. Sandi will be attending this 48 hour course. Sandi reported that the last concert in the park was a hit. It lasted 4 hours, which was quite long. The type of music played was well received.

c. District Accountant Report: (Exhibit C)

There were no Board questions for Stacie Hunter.

d. Engineer Report:

Engineer Brian Randall reported on the meeting he and General Manager Taylor had with Bill Wellman regarding the easement issue. Brian commented he thought Bill Wellman was very receptive and since their meeting Bill had his engineer provide specific information to IHGID on future infrastructure design in the vicinity of this easement. Brian commented we might use this information to avoid problems, and work with them so that both the casino and waterline projects can be accommodated.

e. Attorney Report:

Attorney Scott Brooke reported he has continued to work with the General Manager on

pending issues in the last month.

7. **Presentation and update on regional water issues in the Carson River Watershed by Edwin James, General Manager of Carson Water Sub Conservancy District: (Exhibit D)**
Ed James gave a PowerPoint presentation to update the Board on water resources planning in the Carson River Basin. Topics covered were Regional Floodplain Planning, 208 Clean Water Act Planning, ARRA Program, Pilot Storm Drainage BMPs Project and Comprehensive Regional Water Management Plan. Ed reported that people from DRI will be coming to Carson Water Sub Conservancy District's October Board meeting for a presentation regarding re-establishing cloud seeding. Ed James will call General Manager Taylor with specifics of the meeting date and time.

Public Comment: Carl Carter commented regarding catching water, recommendations for time of day for sprinklers and grass types that are better for this area. Ed James referred Carl to John Lufrano.

8. **Discussion and possible action to extend the employment of two seasonal employees an additional 2 months: (Exhibit E)** General Manager Taylor reviewed information included in the Board Packet regarding this item. Field Operations Supervisor John Lufrano commented that the best time for crack sealing is September through November when streets have cooled so that the asphalt doesn't shrink. John commented that to achieve the Crack Sealing Program he would need to extend the time seasonal employees are here this year and probably every year. General Manager Jim Taylor stated that wages and PERS for the seasonal extension are budgeted in the Roads Budget. Vice Chairperson Pierini asked Jim to provide a map of streets that will be crack sealed and street priority.

Public Comment: (none)

Secretary/Treasurer Patrick motioned to extend the employment of 2 seasonal employees an additional 2 months. Trustee Lynch seconded. Motion carried 4-0-1, 4 ayes by Vice Chairperson Pierini, Secretary/Treasurer Patrick, Trustee Lau, Trustee Lynch; 1 abstain by Chairperson Humble.

9. **Discussion only regarding a monthly update on the development of the pipeline project or alternate solution to the arsenic problem:** General Manager Jim Taylor reported that the pipeline agreement between Douglas County and IHGID is being drafted now. Jim reviewed his estimate of a monthly water rate increase. Jim stated a special meeting may be needed for contracts or possibly getting funding for the project from NDEP. Jim reported that accountants from Steele and Associates will be here next week to look at the specifics of what funds have been used to pay bonds in the past.

Public Comment: Former Board member Ron Kruse stated you can co-mingle water and sewer funds but not Ad Valorem funds. You can borrow from Ad Valorem funds, but they must be paid back at the end of the year when you adjust your budget.

General Manager Jim Taylor commented that after John Steele and Marty Johnson visit he will try to borrow money from the State. Jim stated if the household income study triggers a good number, we can ask USDA for a grant to help with the pipeline and then ask for the remainder of funding from the State Revolving Fund. Jim commented a grant would not have to be paid back.

Recess: 7:48 PM.

Reconvened: 7:53PM

10. **Discussion and possible action regarding ideas for improvement of the existing Sunridge Trail (Follow up from 8/19/09 Board Meeting):** General Manager Jim Taylor reported that staff and the District Engineer have been involved in studying the possibility of going forward with trail improvements. Jim has names of people he will need to make personal contact with regarding access over private property for use of the trail.

The Board tabled this item until January or February of 2010.

11. **Discussion and possible action regarding adoption of IHGID Resolution 2009R-02 to Adopt Board Norms and Procedures for Meetings, Related Functions and Activities (follow up from 8/19/09 Board Meeting):** General Manager Jim Taylor explained that the Board has asked him to reword the Board Norms and Procedures Resolution to relate to IHGID. Jim did change the language. Staff took out Section IX regarding an Agenda because he was instructed at the last meeting to come up with an Agenda Policy, which is covered tonight under Item 12.

Secretary/Treasurer Patrick motioned to accept IHGID Resolution 2009R-02 in its entirety, unchanged as given to the Board in the Board Packet. Trustee Lau seconded. Chairperson Humble amended the motion to change Section IX section 9 items E and F to reference IHGID, Trustees, and to remove item C. Motion carried unanimously.

12. **Discussion and possible action to amend IHGID Meeting Agenda Policy. (Follow up from 8/19/09 Board Meeting):**

Chairperson Humble motioned to rescind the IHGID Agenda Policy in its entirety. Vice Chairperson Pierini seconded. Motion carried unanimously.

13. **Discussion and possible action to review and select a bid award for construction of improvements for Phase 1 of Valley Vista Neighborhood Park: (Exhibit F)** Engineer Brian Randall reviewed the Valley Vista Park Project including grading and landscaping for Phase I and three bids that were received. Brian showed the Board a map of improvements that will be done. Brian stated that the timeframe for construction completion would be approximately October or mid November, 2009, depending upon Douglas County's approval of the selected bid for their release of funds. Plants and sod are required to be planted this year and the contractor must replace plants that don't make it. Brian Randall stated that A&A Construction is the apparent low bidder. General Manager Jim Taylor explained that this is a matching grant from Douglas County. IHGID funds were set aside last year in the amount of \$50,000.00 and this year in the amount of \$50,000.00. Douglas County will provide \$50,000.00 bringing the total set aside for Valley Vista Park construction to \$150,000.00. Jim will check the contract with Douglas County to be sure if the \$50,000.00 is matching funds or a flat amount of \$50,000.00. Jim stated that part of the \$100,000.00 that IHGID set aside has been spent for design of the park with Sandra Wendell & Associates.

Secretary/Treasurer Patrick motioned to accept the bid by A & A Construction in the amount of \$83,535.42 for construction of improvements for Phase 1 of Valley Vista Neighborhood Park, subject to County approval. Chairperson Humble seconded. Motion carried unanimously.

- 14. Discussion and possible action to authorize the General Manager to pay ARMAC Construction LLC \$34,501.00 for repair of approximately 70 cracks on Sunridge Drive and Haystack Drive, with the possibility for the repair of an additional 70 plus cracks with an upcoming change order:** Secretary/Treasurer Patrick asked if it appears the construction is good and this is a reputable company, can we procedurally have another 70 cracks repaired if it is budgeted. Attorney Scott Brooke replied it would depend on how the project was bid. General Manger Jim Taylor commented there is always the possibility that he could make a change order. Jim stated that ARMAC is the low bidder for this work. Jim and staff have viewed their work at the WNCC parking lot. Jim stated that bidders have to be bonded and insured to do this work.

Public Comment: Art Baer

Chairperson Humble motioned to accept the ARMAC Construction LLC bid for 34,501.00 for repair of approximately 70 cracks on Sunridge Drive and Haystack Drive with the possibility for the repair of an additional 70 cracks with an upcoming change order to be brought to the Board at the October, 2009 meeting. Vice Chairperson Pierini seconded. Motion carried unanimously.

- 15. Discussion and possible action to purchase a Commercial Pollution Legal Liability Policy covering pollution in both water and wastewater in the yearly amount of \$8,458.00. Policy purchase to be through Nevada Public Agency Insurance Pool:** General Manager Taylor stated that this is an additional cost under our current Pool/Pact policy. Jim noted that our last sewage spill cost well over \$100,000.00.

Secretary/Treasurer Patrick motioned to purchase a Commercial Pollution Legal Liability Policy covering pollution in both water and wastewater in the yearly amount of \$8,458.00. Policy purchase to be through the Nevada Public Agency Insurance Pool. Chairperson Humble seconded. Motion carried unanimously.

- 16. Discussion and possible action regarding changing the October 21, 2009 Board of Trustees meeting to an alternate date:** Attorney Scott Brooke stated he will review if it is acceptable to have a low bidder kept on the job for Crack Sealing before the October Board meeting.

Vice Chairperson Pierini motioned to change the October 21, 2009 Board of Trustees meeting to Wednesday October 7, 2009 at 6:00 P.M. Chairperson Humble seconded. Motion carried unanimously.

- 17. Discussion and possible action to adopt IHGID Vehicle Policy 2009P-03:** General Manager Taylor reviewed the proposed Vehicle Policy with the addition of Item #11 regarding a written warning to an employee if the above 10 items are not followed.

Chairperson Humble motioned to accept the Vehicle Policy as amended with a verbal warning to be followed up with a second written warning and left up to the General Manager's discretion to have employees sign for receipt of the policy. Secretary/Treasurer Patrick seconded. Motion carried unanimously.

18. Discussion and possible action to set a date and time to review a new contract for the General Manager for a one year period from November 4, 2009 through November 3, 2010:

Chairperson Humble motioned to move the November Board meeting from November 18, 2009 to Monday, November 9, 2009 at 6:00 P.M. to review a new contract for the General Manager for a one year period from November 9, 2009 through November 9, 2010. Vice Chairperson Pierini seconded. Motion carried unanimously.

19. Chairman and Trustees Reports, Correspondence:

Vice Chairperson Pierini commented she would like General Manager Taylor to give employees a Thanksgiving gift as was done last year, and to bring this item to the Board if necessary.

20. Adjournment:

Secretary/Treasurer Patrick motioned to adjourn the meeting. Trustee Lynch seconded. Motion carried unanimously. Meeting adjourned at 9:15 P.M.

FINAL APPROVED MINUTES AS PRESENTED

**Secretary/Treasurer
Brian Patrick**