

Minutes
Indian Hills General Improvement District
District Office
3394 James Lee Park Rd. #A
Carson City, NV 89705
October 7, 2009
6:00 P.M.

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

Trustees Absent: Vice Chairperson Denise Pierini

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

Others Present: Attorney Scott Brooke, Engineer Brian Randall, Art Baer, Ron Kruse, Dave Fournier, Dale Morlan

1. **Call to Order:** Chairperson Humble called the meeting to order at 6:00 P.M.
2. **Pledge of Allegiance:** Led by Secretary/Treasurer Patrick
3. **Approval of Agenda:**

Secretary/Treasurer Patrick motioned to approve the agenda as it stands. Trustee Lynch seconded. Motion carried 4-0-1, 4 ayes by Chairperson Humble, Secretary/Treasurer Patrick, Trustee Lau, Trustee Lynch; 1-absent Vice Chairperson Pierini

4. **Public Interest Comment:** (none)

5. **Discussion and possible action on approval of Draft Minutes for the September 16, 2009 Board Meeting:**

Trustee Lynch motioned to accept the Draft Minutes for the September 16, 2009 Board Meeting as written. Chairperson Humble seconded. Motion carried 4-0-1, 4 ayes by Chairperson Humble, Secretary/Treasurer Patrick, Trustee Lau, Trustee Lynch; 1-absent Vice Chairperson Pierini

6. **Reports to the Board:**

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

General Manager Jim Taylor reported that staff has been working with the County to get a walkway to James Lee Park without going through the middle of the street.

Trustee Lynch asked Jim if IHGID will have to pay for the survey of Long Drive done by Whitco. Jim replied he will try to get reimbursement, otherwise the District must pay. Chairperson Humble asked Jim for a copy of the vehicle policy that was not in the Board packet. Chairperson Humble asked Jim to report any results from monthly meetings he attends that may aid the Board in making decisions, rather than just listing a meeting date in his monthly report.

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

Sandi Eisele reported she has been updating the policy manual with revisions suggested by POOL/PACT. Some job descriptions needed to be updated. One new job description is needed to stay in compliance with the union and will be brought to the Board for approval. Sandi will contact Wayne Carlson of POOL/PACT to find out what training is available that is geared toward public officials. Training from POOL/PACT is offered free of charge. Sandi will inquire if training offered in Carson City can be published through POOL/PACT for other entities to attend. Attorney Scott Brooke noted that a training session held at IHGID would need to be noticed with an Agenda as a Workshop.

c. District Accountant Report: (Exhibit C)

Stacie Hunter commented that her report contained preliminary numbers before the bank statement was received. Stacie reported that Auditors from Steele started at IHGID today and will be here all week.

d. Engineer Report:

Engineer Brian Randall reported that IHGID has a contract with A & A Construction for Phase 1 of Valley Vista Park improvements. A pre-construction meeting is scheduled for Monday morning. Brian anticipates construction to begin by the end of next week or the following week. Brian reported on the crack repairs in Sunridge. The work on Haystack has been completed by the contractor ARMAC. ARMAC had started work on S. Sunridge and found their equipment was not sufficient for the thickness of the asphalt in the roads and had to change their process of doing the repair work. Brian updated the Board on the North Valley Water System. Most of the entities involved are working out issues for the execution of agreements. IHGID will execute an agreement with Douglas County for their operation of the water system to provide water to IHGID. IHGID will also enter into an agreement with Town of Minden for water rights that will be required for service to IHGID. A contract has been executed with Geocon, a local geotechnical firm, which will begin within the next week for geotechnical investigation of the proposed alignment of the new water line in anticipation of beginning the design.

Trustee Lynch asked if the ARMAC road repair will cost more because of the thickness of the asphalt. Brian Randall replied that they have worked with ARMAC on a change in the design of the patch which will provide for a narrower trench than they were using in grinding. There will be less asphalt going into the patch. Brian Randall commented that the width of the patch is to IHGID benefit. There will be no change in price.

Secretary/Treasurer Patrick asked for an update on the Clear Creek golf course and development project. Brian Randall replied that memberships sold have been related strictly to the golf course. There will be no building activity that will produce wastewater or require water service without going forward with water service and wastewater agreements. The development is essentially on hold until the economy comes around. Manhard indicated to Brian Randall that right now they are not going forward with anything on the project that involves homes or the clubhouse.

e. Attorney Report:

Attorney Scott Brooke reported he has been in touch with lawyers involved on pending administrative issues and he will let the Board know when he receives any information. Scott has been assisting with the pipeline agreement which he is expecting will come to the Board next month.

7. Discussion and possible action to authorize ARMAC Construction LLC to repair an additional 80 plus cracks in the asphalt on North Sunridge Drive and cul-de-sacs east for the amount of \$33,088.50:

General Manager Jim Taylor commented he was requested to bring this back to the Board at their last meeting. Secretary/Treasurer Patrick asked if IHGID is required by NDOT to have flagmen in certain locations. Engineer Brian Randall replied that typically it is not an NDOT issue when the District is working on their own roads. Brian Randall noted there are state safety standards that must be followed for traffic control during construction. The County requires a traffic control plan as part of a project. Attorney Scott Brooke commented that if the District is doing the work, we should find out if we are in compliance with the standards. A contractor doing work is responsible to comply with the standards for their work. General Manager Taylor stated that this contractor has their own flagmen.

Secretary/Treasurer Patrick motioned to authorize a payment of \$33,088.50 to ARMAC Construction LLC to repair an additional 80 plus cracks in the asphalt on North Sunridge Drive and cul-de-sacs east. Chairperson Humble seconded. Motion carried 4-0-1. 4 Ayes by Chairperson Humble, Secretary/Treasurer Patrick, Trustee Lau, Trustee Lynch; 1-absent Vice Chairperson Pierini

8. Discussion and possible action to approve a response from IHGID to the Department of Taxation regarding corrective measures IHGID has implemented to address deficiencies found in the Fiscal Year 2007-08 Annual Audit Report:

District Accountant Stacie Hunter explained the letter is a response the District was supposed to have made and that Penny Hampton from the State Department of Taxation requested the reply. Board approval of the response letter is needed in order to get corrective measures cleared up with the State. Stacie will work with District auditors to find out what internal control issues there are since she wasn't working at the District when they were reported.

Public Comment: Art Baer commented Steele & Associates came in to the District and did an audit before Stacie Hunter was hired. Steele & Associates spelled out what they thought should be done for internal controls at IHGID.

Secretary/Treasurer Patrick motioned to table this item until next month for the Board to get more information on internal controls. Chairperson Humble seconded. Motion carried 4-0-1. 4 Ayes by Chairperson Humble, Secretary/Treasurer Patrick, Trustee Lau, Trustee Lynch; 1-absent Vice Chairperson Pierini

9. Discussion and possible action to accept a quote from Clean Harbors in the amount of \$11,560.50 to remove sludge out of the West Sludge Pond and move it to the large, old premier pond to the east:

General Manager Jim Taylor reported that four years ago the State told IHGID to remove sludge in front of the treatment plant. Andy Joyner has been trying to move the sludge with a backhoe, but is having problems drying it for transport. Clean Harbor made a presentation and gave IHGID a quote that will completely remove all the sludge out of the pond and put it in the east drying pond. The sludge will be spread out, dried, rolled and then a way to transport it will be found. Jim reported that another person looked at this job and quoted \$180,000.00 to do the project. Jim checked with references given by Clean Harbor and they gave good reports. Jim may bring a proposal to the Board for Clean Harbor to take the dried sludge to the Lockwood dump. Jim stated that Clean Harbor is licensed and permitted to dump at Lockwood.

Public Comment: (none)

Secretary/Treasurer Patrick motioned to accept the quote from Clean Harbors in the amount of \$11,560.50 to remove sludge out of the West Sludge Pond and move it to the large old premier pond to the east. Chairperson Humble seconded. Motion carried 4-0-1. 4 Ayes by Chairperson Humble, Secretary/Treasurer Patrick, Trustee Lau, Trustee Lynch; 1-absent Vice Chairperson Pierini

- 10. Discussion and possible action to accept a proposal from Carson Pump in the amount of \$22,140.00 to plug four abandoned wells:** General Manager Jim Taylor reported that IHGID is under State regulations for abandoned wells. The State requires that IHGID plug four abandoned wells. Jim noted that Carson Pump has done IHGID work for the past 10-12 years and is familiar with our wells.

Public Comment: (none)

Chairperson Humble motioned to approve the proposal from Carson Pump in the amount of \$22,140.00 to plug four abandoned wells. Secretary/Treasurer Patrick Seconded. Motion carried 4-0-1. 4 Ayes by Chairperson Humble, Secretary/Treasurer Patrick, Trustee Lau, Trustee Lynch; 1-absent Vice Chairperson Pierini

- 11. Discussion and possible action regarding a proposed Public Hearing on November 9, 2009 for a monthly water service fee increase:** General Manager Taylor explained that while trying to work on the pipeline situation it became apparent that we needed to do something with rates if we want to request funding from the State. Jim met with Brent Farr to go over a rate structure. During their meeting, Brent acknowledged that the rate structure presented to the Board was good. Jim noted that a proposed rate change requires a notice to the public of a Public Rate Hearing. Trustee Lynch asked that Jim have figures available at the meeting to show what other districts are charging for water.

Public Comment: (none)

Chairperson Humble motioned to accept the Public Hearing Notice for November 9, 2009 for a Monthly water fee increase. Secretary/Treasurer Patrick seconded. Motion carried 4-0-1. 4 Ayes by Chairperson Humble, Secretary/Treasurer Patrick, Trustee Lau, Trustee Lynch; 1-absent Vice Chairperson Pierini

- 12. Chairman and Trustees Reports, Correspondence:** Regarding the Whitco, Inc water leak survey, Secretary/Treasurer Patrick asked General Manager Jim Taylor if there had been any resolution to customers' water leakage. Jim replied that it was Whitco's job to make sure IHGID had no leaks in water mains or water service lines. Engineer Brian Randall remembered that residents were going through a process to eliminate possible sources of leakage and where the responsibility was. Brian Randall noted that with the Whitco report, IHGID has essentially removed themselves from being a possible source.

General Manager Taylor asked the Board to sign the Vehicle Policy approved at the last meeting and the Resolution for Board Norms and Procedures also approved at the last meeting.

13. Adjournment:

Chairperson Humble motioned to adjourn the meeting. Secretary/Treasurer Patrick seconded. Motion carried 4-0-1. 4 Ayes by Chairperson Humble, Secretary/Treasurer Patrick, Trustee Lau, Trustee Lynch; 1-absent Vice Chairperson Pierini. Meeting adjourned at 6:58 P.M.

FINAL APPROVED MINUTES AS PRESENTED

**Secretary/Treasurer
Brian Patrick**