

**Minutes**  
**Indian Hills General Improvement District**  
**District Office**  
**3394 James Lee Park Rd. #A**  
**Carson City, NV 89705**  
**October 18, 2006**  
**7:00 P.M.**

**Trustees Present:** Chairman Charles Swanson, Vice Chairman Riley Evans, Trustee Brian Patrick, Trustee Art Baer

**Trustees Absent:** Secretary/Treasurer Laura Lau

**Staff Present:** General Manager Dennis Longhofer, Executive Assistant Vicki Reifer, District's Attorney Scott Brooke

**Others Present:** Pacific West Communities Representative Tom Dellaire, Ben Walker, Bill Eisele, Pehni Eisele, Steve Weaver

1. **Call to Order:** Chairman Swanson called the meeting to order at 7:00 P.M.
2. **Pledge of Allegiance:** Led by Executive Assistant Vicki Reifer.
3. **Approval of Agenda:** Chairman Swanson asked the Board of Trustees, General Manager and members of the public if they requested any agenda revisions. There were no requested changes to the agenda.

*Vice Chairman Evans moved to approve the agenda as presented. Seconded by Trustee Patrick. Motion carried 4 to 0.*

4. **Public Interest Comment:** (none)
5. **Public Hearing on the proposed action to approve annexation of APN 1420-07-701-002 into the District, as requested by the owner of the parcel, Pacific West Communities, Inc. and approval for the District to provide water and sewer services to that parcel:** Pacific West Communities Representative Tom Dellaire was at the meeting to present the proposed multi family residential project. He informed the Board of Trustees that Sierra Pacific West Communities is requesting a master plan amendment to change the zoning of the parcel from commercial to multi family residential. The proposed development will include twenty eight apartment units called Summit Crest Apartments with four residential buildings encompassing two buildings with six-plexes and two buildings with eight-plexes. There will be an office building in the middle of the development which will have a computer internet link, laundry facility, recreation room, playground and picnic area. There will be covered parking with one stall for each unit. Douglas County is requiring a separation of the sidewalk six feet from the back of the curb to the sidewalk in order to install a pull in lane for a bus stop on Mica Drive. The proposed project has been submitted for a design review by Douglas County however, Douglas County will not provide a response letter until the master plan amendment is approved.

Trustee Patrick inquired if the units will be single story. Tom Dellaire informed Trustee Patrick that two story units are proposed with each unit having two to three bedrooms. Vice

Chairman Evans inquired if a retaining or privacy wall was proposed to be constructed. Tom Dellaire informed Vice Chairman Evans that Douglas County requires that a privacy wall be constructed. He mentioned that trees will also be planted as a buffer. Vice Chairman Evans asked if the units will be rentals. Tom Dellaire informed Vice Chairman Evans that the units will be rentals. He stated that the manager of the apartment complex has to occupy one of the units per Nevada regulations.

Vice Chairman Evans commented on the poor condition of Mica Drive due to various construction projects. Tom Dellaire informed the Board of Trustees that Mica Drive will be widened and improved with full curb, gutter and a five foot sidewalk. He explained that Vista Grande will have a five foot sidewalk and the existing curb and gutter will transition into Mica Drive.

Chairman Swanson asked General Manager Longhofer who would be responsible for the landscaped section between the sidewalk and the street. General Manager Longhofer was uncertain but stated that the apartment complex should be responsible. Tom Dellaire explained that the landscaped section is within Douglas County's right of way. He was uncertain of who would be responsible for the landscaped section. He mentioned that a landscaped section is also planned for Vista Grande. General Manager Longhofer clarified that the District owns the section of Vista Grande and the County owns the section of Mica Drive.

Chairman Swanson asked if preliminary calculations of water and sewer flows were determined. General Manager Longhofer clarified that calculations are based on two hundred and fifty gallons per resident. Chairman Swanson asked if Sierra Pacific West Communities was given a figure for connection fees. General Manager Longhofer responded that connection fees were provided at a preliminary meeting with Sierra Pacific West Communities.

General Manager Longhofer and Tom Dellaire discussed locations of existing District sewer infrastructure. Tom Dellaire stated that he intends on meeting with District utilities personnel and the District's Engineer to determine a tie in location for water and sewer. General Manager Longhofer informed the Board of Trustees that the sewer line on Indian Drive is heavily used. He suggested that developers share the cost of putting in a line from Vista Grande to Princeton because Indian Drive's sewer line is overloaded. Chairman Swanson stated that the proposed project will have to support any required infrastructure improvements.

The District's Attorney Scott Brooke stated the application is conditional pending approval of the master plan amendment because the project does not comply with the current zoning and the County's master plan.

**Public Interest Comment:** (none)

*Trustee Baer moved to approve the conditional annexation of APN 1420-07-701-002 into the District, (subject to the County's approval of the master plan amendment of a zoning change for parcel APN 1420-07-701-002 from commercial to multi family residential) as requested by the owner of the parcel, Pacific West Communities, Inc. and to approve that the District provide water and sewer services to that parcel. Seconded by Vice Chairman Evans. Motion carried 4 to 0.*

**6. Reports to the Board:**

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

Minutes of the October 18, 2006 Board of Trustees Meeting

General Manager Dennis Longhofer discussed items as written in the General Manager's Report. He commented on additional items. He informed the Board of Trustees that the Douglas County Planning Commission denied a zoning change from forest and range to general commercial on a 49.48 acre parcel located south of the Silver City RV Park because the area is designated as a flood zone. General Manager Longhofer mentioned that Capital Engineering agreed to install drain pipes in the Valley Vista subdivision due to drainage issues. The District's Engineer Brian Randall and Capital Engineering will do a thorough walkthrough and evaluation of the Valley Vista area. Capital Engineering is working with Serpa on deeding easements to the District. General Manager Longhofer mentioned that Serpa informed resident Mike Carrion that he previously gave those easements to the District.

Trustee Patrick inquired if Syncon Homes intends on reimbursing the District for Engineer Randall's time to walk the Valley Vista subdivision area. General Manager Longhofer responded that the issue was not discussed but Syncon Homes has been open on reimbursing the District for Engineer Randall's time.

There was discussion on the District's acceptance of ownership of the open space area of Valley Vista Estates Phases 4-6 in which the area was dedicated to the District and added to James Lee Park on March 16, 2004. The District agreed to accept a payment of \$37,089 for District required additional re-vegetation work which was to be performed by District staff. General Manager Longhofer mentioned that sprinklers should be installed to water the seeding or landscaping on the slope when Vista Park is developed.

General Manager Longhofer mentioned that he would discuss with Attorney Brooke if the District would be required to receive bids on its upcoming dewatering system project which would include the dewatering system's building and the Hobo lift station replacement project.

General Manager Longhofer discussed the Nevada Division of Environmental Protection's conclusions and recommendations in the District's wastewater treatment facility compliance evaluation report which was included in the Board of Trustees meeting packet. General Manager Longhofer and Trustee Baer discussed problems with the dissolved oxygen meters at the wastewater treatment plant. General Manger Longhofer explained that the probes are not accurate and the District is looking into replacing them.

Vice Chairman Evans inquired if the District received an updated sanitary sewer service requirement for Silver City RV Resort. General Manager Longhofer informed Vice Chairman Evans that the matter is pending.

General Manager Longhofer mentioned that the interlocal agreement regarding the transfer of sixteen equivalent dwelling units of sewer capacity from the District to the County should be completed by November 1, 2006. He commented on the possibility of various District streets to be included on Douglas County's upcoming bidding for chip sealing.

General Manager Longhofer informed the Board of Trustees about a promise made by a previous General Manager regarding the possibility of reducing connection fees for Ed Mason owner of the Morgan Meadows Subdivision development in exchange for the

developer making infrastructure improvements. General Manager Longhofer informed Ed Mason that the District is unable to waive or reduce its connection fees in exchange for infrastructure improvements.

**Public Interest Comment:** (none)

**b. Engineer's Report (Exhibit B)**

The District's Engineer Brian Randall provided a written Engineer's Report. He was not able to attend the meeting. Engineer Randall's report gave details on the status of the exploratory well.

**Public Interest Comment:** (none)

**c. Attorney's Report**

The District's Attorney Scott Brooke did not have any matters to report on.

**Public Interest Comment:** (none)

**7. Approval of Draft Minutes of Board Meeting of September 20, 2006:**

**Public Interest Comment:** (none)

*Trustee Baer moved to approve the Draft Minutes of Board Meeting of September 20, 2006 as presented. Seconded by Trustee Patrick. Trustee Baer voted aye. Trustee Patrick voted aye. Vice Chairman Evans voted aye. Chairman Swanson abstained. Motion carried 3-0.*

**8. Acceptance of Budget Status Reports for September 30, 2006:**

Trustee Baer inquired on the cumulative actual amount of \$10,831.33 amount on line 23 miscellaneous expense as shown in the general fund budget status report administrative services and supplies expenses. It was determined that the miscellaneous expense was for the payment in the amount of \$10,413.95 payable to General Manager Longhofer for legal representation costs incurred on issues leading up to the June 29, 2006 special Board of Trustees meeting. The Board of Trustees recommended that the \$10,413.95 amount should be placed in professional services.

The Board of Trustees discussed the figures for both cumulative planned and cumulative actuals in relation to budgeting and the percentage of expenses incurred per month.

**Public Interest Comment:** (none)

*Trustee Patrick moved to accept the Budget Status Reports for August 31, 2006. Seconded by Vice Chairman Evans. Motion carried 4 to 0.*

**9. Acceptance of Bank Accounts' Reconciliation at September 30, 2006:**

**Public Interest Comment:** (none)

*Vice Chairman Evans moved to accept the Bank Account's Reconciliation at September 30, 2006. Seconded by Trustee Baer. Chairman Swanson voted aye. Vice Chairman Evans voted*

*aye. Trustee Baer voted aye. Trustee Patrick abstained due to not receiving the reconciliation report. Motion carried 3 to 0.*

**10. Discussion and possible action to amend the District's Meeting Agenda Policy:**

Chairman Swanson requested clarification on the following language addition as shown in the revised meeting agenda policy. "If the intent of the agenda item is to obtain information, the General Manager shall provide all necessary information to the requester prior to placement of the item on a Board of Trustees meeting agenda. If the requester decides that the information provided is inadequate, the item shall then be placed on a meeting agenda." General Manager Longhofer explained that if the request is for information, it does not necessarily mean it should be an agenda item. He mentioned that information could be provided to the individual without having to place the matter on a meeting agenda in order to streamline the meetings.

Chairman Swanson requested Attorney Brooke's input on the District's requirements in response to the public's desire to have an agenda item. Attorney Brooke responded that the issue is whether to allow any member of the public or any District resident to demand and receive an item on the agenda as opposed to talking to the General Manager and / or the Chairman and have them decide whether it is an issue that needs to go on the agenda for Board action. He commented that some matters can be taken care of by providing information while some items are not appropriate to be discussed and brought before the Board even though someone might want to. He further explained that there is a discretionary review before an issue is placed on the agenda. He stated that it is up to the Board to have an open door policy and allow anybody to make the Board of Trustees discuss an issue. Chairman Swanson stated that the Board of Trustees represents the public and therefore, the Board should be open to what the public requires. He commented that many items generally require a Board decision. Attorney Brooke mentioned that there are timing issues if the Board is working on a matter but might not get to it for possibly three months. Attorney Brooke commented that items on the agenda should be matters of current significance that need the Board of Trustees attention for information, review and consideration, action or direction to staff.

Trustee Patrick mentioned that there were occasions when he was a member of the public and not a Trustee listening to Board meeting discussions when there was no information or history provided. He stated that there are times when the public needs more information to understand an agenda item. Attorney Brooke informed Trustee Patrick that the agenda item's staff report would provide background information or the Board can defer an agenda item and request that additional information be provided.

Chairman Swanson and Attorney Brooke discussed various methods for the general public to request and obtain information by written correspondence or verbal communication to a member of the Board and / or the General Manager or during the public interest comment periods at the Board of Trustees meetings.

Chairman Swanson inquired on how an agenda item is determined to be placed on a meeting agenda. General Manager Longhofer stated that most agenda items require Board action. He mentioned that requested agenda items at a recent Board meeting could have been handled through communications directly with the General Manager.

**Public Interest Comment:** Former Chairman of the Indian Hills General Improvement District's Board of Trustees and current resident of the District Steve Weaver stated that it would be a mistake to change the meeting agenda policy. He did not agree that any person from the general public has the privilege of automatically getting their item on the agenda because most information is a public record

and therefore, open to the public. Bill Eisele recommended placement of agenda items on a consent calendar in order to streamline meetings. Executive Assistant Vicki Reifer responded that the District does occasionally place agenda items of similar subject matters on a consent calendar.

Chairman Swanson recommended that the meeting agenda policy remain unchanged and to let the new Board of Trustees review and make recommendations to the policy.

*No motion was made. Agenda item died due to lack of a motion.*

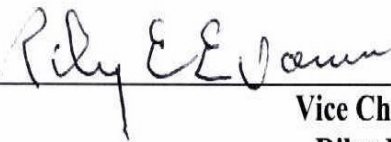
**11. Chairman and Trustees' Reports:** Trustee Patrick commented on GASB 28 discussions at the Nevada League of Cities conference in regards to accounting for future obligations of an employee's retirement and sick leave. Chairman Swanson informed the Board of Trustees that he would not be present at the November 8, 2006 Board of Trustees meeting.

**12. Adjournment:** *Vice Chairman Evans moved to adjourn the meeting at 8:04 P.M. Seconded by Trustee Patrick. Motion carried 4 to 0.*

The next regular Board of Trustees meeting will be on Wednesday, November 8, 2006 at 7:00 P.M.

*Exhibit A            General Manager's Report*  
*Exhibit B            Engineer's Report*

**FINAL APPROVED MINUTES AS PRESENTED**

  
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Vice Chairman  
Riley Evans  
Secretary/Treasurer Laura Lau abstained