

**Minutes
Indian Hills General Improvement District
District Office
3394 James Lee Park Rd. #A
Carson City, NV 89705
July 18, 2007
6:00 P.M.**

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

Trustees Absent: (none)

Staff Present: General Manager Dennis Longhofer, District's Attorney Jennifer Yturbide, District's Engineer Brian Randall, Executive Assistant Vicki Reifer, Administrative Manager Nancy Fredrickson, Wastewater Operations Supervisor Andy Joyner, Water Operations Supervisor Dave Wright

Others Present: Douglas County Engineer Carl Ruschmeyer, Art Baer, Riley Evans,

1. **Call to Order:** Chairman Patrick called the meeting to order at 6:06 P.M.
2. **Pledge of Allegiance:** Led by Chairman Patrick.
3. **Approval of Agenda:** Chairman Patrick removed item 17 because the person presenting the program is not present, and will be placed on the next agenda. Chairman Patrick asked the Board if they requested any agenda revisions.

There were no additional requested changes to the agenda.

Trustee Eisele moved to approve the agenda as amended, by removing item no. 17, and it was seconded by Chairman Patrick. Motion carried unanimously.

4. **Public Interest Comment:** No public interest comments.
5. **Discussion and possible action on approval of Consent Calendar:**
 - a. **Approval of Draft Minutes of Board Meeting of June 20, 2007.**
 - b. **Acceptance of Budget Status Reports for June 30, 2007.**
 - c. **Acceptance of Bank Accounts' Reconciliation at June 30, 2007.**
 - d. **Acceptance of Paid Current Bills as presented.**
 - e. **Acceptance of the amended Debt Management Policy and Five Year Capital Improvement Plan per NRS 350.013 and NRS 354.5945 of the State of Nevada's Department of Taxation Indebtedness Report for Fiscal Year 2007-2008.**

- f. **Ratification of meeting date for September Board of Trustees meeting from September 19, 2007 to September 26, 2007.**
- g. **Authorize solicitation of bids for purchase of a ROMTEC or equal package lift station.**
General Manager Longhofer requested Item no. 5e be pulled off the consent calendar. Chairman Patrick pulled no. 5e off of the consent calendar, and made it 6a. Art Baer requested to pull the Item no. 5b Budget Status Report for June 30th for discussion. Chairman Patrick pulled Item no. 5b, the Budget Status Report and placed it on as Item no. 6b.

Trustee Eisele moved to approve consent calendar agenda items 5a, 5c, 5d, 5f, and 5g. Seconded by Trustee Clark-Ross. Motion carried unanimously.

6. Action on items pulled of the Consent Calendar:

- a. **Acceptance of the amended Debt Management Policy and Five Year Capital Improvement Plan per NRS 350.013 and NRS 354.5945 of the State of Nevada's Department of Taxation Indebtedness Report for Fiscal Year 2007-2008.**
General Manager Longhofer requested a change to the Five Year Capital Improvement Plan. Change estimated amount on Wastewater Enterprise Fund for FY 08-09, for new Sequential Batch Reactor from \$300,000 to \$850,000.

Public Interest Comment: (none)

Trustee Clark moved to accept the Debt Management Policy, and the 5 year Capitol Improvement Plan. Seconded by Trustee Eisele. Motion carried unanimously.

- b. **Acceptance of Budget Status Reports for June 30, 2007**
Art Baer commented on the Budget status ending June 30, 2007, the end of the fiscal year. Art Baer was concerned over salaries that were over the budgeted amount. Manager of Administrative Operations, Nancy Fredrickson commented and clarified that the overtime and standby was placed in salary contingency, not in regular salaries; making it not that much over what was budgeted. Art Baer commented that something was definitely wrong with all the call out time. Water Operations Supervisor, Dave Wright responded that there are a lot of alarms that the call out person has to respond to. He mentioned that a lap top computer is being purchased that would significantly cut down the call out time, which will enable a lot of alarms to be taken care of, on line at home. Vice Chairman Lau commented that even though certain salaries were over budget, the bottom line shows the total amount budgeted for salaries was within the budget. Nancy Fredrickson commented that she checked with our auditor to make sure we were in full compliance with taxation.

Public Interest Comment: (none)

Trustee Clark moved to accept the Budget Status Report ending June 30, 2007. Seconded by Trustee Pierini. Motion was carried unanimously.

- 7. **Discussion on Arsenic Removal Project:** Chairman Patrick touched on the history of the color, odor and arsenic removal projects. Water Operations Supervisor Dave Wright went into

more detailed comments, including past District projects; the development of new projects, and current progress on the pilot tests being conducted by Mobile Processes Technology, and the research by other large companies in developing new arsenic removal technology.

Public Interest Comment: Past trustees Riley Evans, and Art Baer both commented on the history of past District projects.

8. **Discussion on improvements to Vista Park:** Trustee Clark commented on the future Vista Park, and past promises made to the neighborhood regarding the development of Vista Park. She proposed making improvements in house to show the public the District is doing something to show progress on developing the park. Art Baer commented on the history of developing the park. He stated that Douglas County gave us RTC funds for James Lee Park, and were now focusing on the park at Johnson Lane, and when more money was available they would consider money for Vista Park. General Manager Longhofer referred to attachment for Agenda Item no. 8, an estimate of \$93,000 to develop a trailhead at the top section of the park. He stated the District should be able to get a grant for 80% of that. He stated that in the next 2-3 years we should be able to get the Residential Construction Tax (RCT) funds to complete the park. Trustee Eisele inquired if something could be done now, such as plant some trees. General Manager Longhofer stated we could do anything we wanted if the Board wanted to spend the money, but reiterated that hopefully we will be able to start next summer with the 80% grant funding. There was further discussion from the Board on possible private and grant funding and development of the park. Trustee Clark commented on the possibility of contracting with a private grant writer to help the District obtain grant funding. General Manager Longhofer gave an overview on how RTC funds were accumulated. Trustee Clark commented on Vista Grande Road being dangerous, and if there is an accident, the District could be libel. Chairman Patrick stated that the road was not part of the park and it should be discussed at another time.

Public Interest Comment: Riley Evans commented on using of in-kind funding for grant matching funds, where labor by the District personnel and volunteers is credited towards our matching funds.

9. **Discussion and possible action to approve a 3-D Archery Shoot and to approve Purchase of 3-D Archery Targets, not to exceed \$8,100:** Wastewater Operations Supervisor Andy Joyner commented on the District building an archery range and hosting a 3-D Archery Shoot. He stated that a shoot brings in 200-300 participants that pay \$25 each, plus money is brought in through raffles and food sales. The District could host a couple of Archery Shoots a year. There are archery clubs that travel every weekend to participate in archery shoots. Trustee Eisele commented on how he helped set up an Archery Shoot in Santa Cruz, and that the District had a location in the canyon in James Lee Park where a shoot could be set up safely. He stated he thought it would be a big money maker, as it was in Santa Cruz County. Trustee Eisele further stated that we need to research it more. Vice Chairman Lau commented on the set up of targets and the liability. Andy Joyner replied that the targets would be placed against a hill where there would be non open area. Secretary/Treasure Peirini asked on how we would keep hikers and kids out of the area. Andy Joyner replied that we would research the liability, and that we would safely block off the area. Chairman Patrick suggested once we solve the liability issues, that Andy Joyner finds a club to put on an Archery Shoot here to see how it goes, and to report back to the Board. He further commented on the wonderful first swap meet/barbeque the District had, and now know how we want do it next year.

Public Interest Comment: (none)

10. **Discussion and possible action to approve attendance to the Nevada League of Cities and Municipalities 48th Annual Conference in Winnemucca, NV from September 19 - 22, 2007 with the District paying for the Board of Trustees and General Manager for travel, meals, lodging, \$195.00 for registration and \$185.00 for P.O.W.E.R. workshop:** Secretary/Treasure Pierini asked how this would benefit the District. General Manager Longhofer replied that several of us went last year. He stated the Power Workshop Classes were very beneficial. Art Baer commented on how at the conference you get the change to meet others people who have similar issues as us and can give input and solutions on how they handled various issues. He said it was very beneficial and you find out you are not alone in the world. Trustee Eisele commented on the cost of last year's conference. General Manager Longhofer recommended that the Board members, who haven't gone, go to the Power Workshop class even if they just go for the one day. Vice chairman Lau commented on the networking. How you don't just talk about problems, but also the positive things that volunteering or being elected to the Board brings. You get a lot of support and that is a very positive experience.

Public Interest Comment: (none)

Trustee Eisele moved to approve attendance to the Nevada League of Cities and Municipalities 48th Annual Conference in Winnemucca, NV. Seconded by Trustee Clark. Motion was carried unanimously.

Break at: 7:30 P.M.

Reconvened at: 7:46 P.M.

11. Reports to the Board:

a. General Manager's Report (Exhibit B)

General Manager Longhofer discussed items as written in the General Manager's Report. He commented on additional items. He commented on AB 331 passing the Legislature regarding conservation of water, and requires the District to put together a new conservation plan showing how much water the plan will save. He passed the Grade III Collection System Operator test as well as the Grade III water Treatment Operator test. He commented on how the bond money is collecting about \$8,000/month interest. He contacted the State regarding the wastewater discharge permit that permitted the District to give Sunridge Golf Course 500,000 gallons/day. We are now able to give the golf course 860,000 gallons/day. That allows for more storage at their location instead of at the treatment plant. A meeting was held with NDEP about staffing and the spill at the wastewater plant. A notice was posted on a new Operator position. Repairs are going to be made of broken spillway lines between the ponds, and the District is looking at level controls and alarms for our ponds. Talks are being held at Silver City RV about their sewer user charges. Chairman Patrick asked if we would have a number of sewer connections. General Manager Longhofer replied that we would. Riley Evans commented on the RV dump station that they have at the park and the high number of busses and motor homes that use it. General Manager Longhofer commented on how the District changed fuel purchases, and now we are tax exempt and save \$.51/gallon on diesel and \$.18/gallon on gasoline. Trustee Eisele asked who is keeping track of the gas purchases. General manager Longhofer replied that Nancy Fredrickson is keeping track, and that now all gas purchases require a truck number and

odometer reading. He also commented that Chairman Patrick is the one who suggested we look at other options to save money on fuel purchases

Public Interest Comment: (none)

b. Engineer's Report

The District Engineer Brian Randall commented on the slurry seal bid, that the bid was very good and significantly under what we projected. There is an agreement on the Pond Bypass project. A pre-construction meeting is scheduled and the project should start very soon, and should not take very long to complete. Pre-construction conferences for the Street Sealing projects are scheduled. This should be completed in about two weeks.

Public Interest Comment: Riley Evans asked if this is a real slurry seal. District engineer replied that there are two treatments, a Topein-C seal and a slurry seal. He commented how the District will be sweeping the streets. Russ Sterling will be coordinating and inspecting the process. Riley Evans commented on how well the streets in Carson City look after sealing.

c. Attorney's Report

The District's Attorney Jennifer Yturbide had nothing to report.

Public Interest Comment: (none)

- 12. Discussion and possible action to approve an inter-local agreement to transfer sewer improvements, in the Ridgeview service area, from Douglas County to the District:** General Manager commented on Douglas County had a licensed contractor do a TV camera inspection of all the lines and one bad spot was found at the intersection of Vista Grande & Garnet. The report showed one section of pipe that had a large root ball. Douglas County is going to dig up and replace that section of pipe. General Manager Longhofer recommended that the District approves the agreement on the contingency that Douglas County replaces the bad section of line. Secretary/Treasurer Peirini expressed concerns about the pipes being made of asbestos. General Manager Longhofer and County Engineer Carl Ruschmeyer replied that the sewer pipes were all found to be made of PVC. Secretary/Treasurer Peirini still had concerns about the asbestos pipes, and the county should take responsibility for them. Discussion was held regarding this. District Engineer had a question about the sewer easements to cross private property to access the sewer pipes in the Easterling area.

Public Interest Comment: Art Baer commented that there were asbestos pipes throughout the whole country. He stated that the Easterling property area was dedicated to the County for open space years ago, but is owned by the Easterling family. He thought the County would have made sure they had an easement for the sewer lines.

Trustee Clark moved to approve an inter-local agreement to transfer sewer improvements, in the Ridgeview service area, from Douglas County to the District on the contingency on confirmation of the easements and that those easements will be transferred to the benefit of the District, and that Douglas County replace the bad sewer pipe. Seconded by Vice Chairman Lau. Chairman Patrick voted aye, Vice Chairman Lau voted aye, Trustee Eisele voted aye, Trustee Clark voted aye. Trustee Peirini voted nay. Motion carried 4 to 1.

- 13. Discussion and possible action on Awarding Bid for Street Slurry Seal Project:** District Engineer Brian Randall commented on the two bids received. One was from Inter-Mountain Slurry for \$71,776.56 and the other from Sierra Nevada Construction for \$54,092.48. He recommended acceptance of the Sierra Nevada Construction bid.

Public Interest Comment: Riley Evans stated that it sounds good.

Vice Chairman Lau moved to accept bid for 54,092.48 by Sierra Nevada Construction for Street Slurry Seal Project. Seconded by Trustee Eisele. Motion was carried unanimously.

- 14. Discussion and possible action to approve a large Purchase Order for a 1992 Ford Tandem Axel Dump Truck with Plow and Sander, not to exceed \$7,000:** General Manager Longhofer commented on the condition of the truck and stated it did not work out, so the District decided not to pursue the purchase of the dump truck.

Public Interest Comment: (none)

- 15. Discussion and possible action to approve District's Personnel Policy:** General Manager Longhofer had two statements to make. A letter from the Union dated July 15, 2007 from Stationary Engineers local 39 is placed in the record. The attorney did not get a copy of the personnel policy. Chairman Patrick commented that we have been sitting on this for four months. Vice Chairman Lau asked if we could make comments without taking action on it. Trustee Eisele stated that would put it off for another month that it would be four months that we have been dealing with it, and he would like to get it done. Attorney Yturbide commented that we could discuss the policy, but with the letter from the Union you may want to put it off until you have an opinion from them. Vice Chairman Lau stated that her opinion is that since we don't have an opinion from the Union and we haven't had our own attorney look at it is a very big issue. Trustee Eisele stated that he wanted to move ahead with the policy. He stated he called the Union and their concern was that if there was to be a random drug test it is for everybody who drives a District Vehicle as well as their private vehicle to do District business, or paid to use their vehicle such as the Manager, and if we do it for one we should cover everybody in the District that uses a vehicle. General Manager Longhofer commented on the Union letter and the issue about termination for the first offense. Vice Chairman Lau had several items to discuss on the policy. She talked about a past issue at the District that is still not clarified, process and procedures that are not clarified. There is terminology that mentions Supervisor, Department Head & General Manager, but there isn't anything that has to do with the Trustees and their roll if the possibility that they come aware of alcohol or drugs issues with the General Manager. She would like clarified what the roll is for the Trustees. On Page 9, 2.2.2, Prohibited Conduct, Trustees should also be included in the first paragraph that covers illegal harassment. On Page 20, 2.7.8, on reasonable suspicion the District's attorney should also be notified. If a Trustee is knowledgeable about reasonable suspension it is not their responsibility to act on it and it needs to go to the District's attorney's office. Attorney Yturbide stated she would like to read over the policy and consider Vice Chairman Lau's concerns at the same time. She stated that the Board can always call the attorney's office if they have any questions. General Manager Longhofer stated that we should also look at the Union's concern about what happens to someone with a first time offense. Trustee Eisele commented about one thing he likes about the Drug & Alcohol policy is that if an employee has a problem, that they can get help. He also had concerns about temp employees and that they should be included. Vice Chairman Lau continued, on page 21, on the top #3 where it says Department

Head, or designee or General Manager, add District's attorney. Under #4, the 2nd paragraph, it should be written information, not hearsay. The next paragraph down should also say written when information is from a reliable source. Chairman Patrick asked if the temp employees are required to do drug testing. General Manager Longhofer replied not at this time, but we could require that, and that we would pay for the test. He said starting now we would start drug testing for temp employees. Vice Chairman Lau continued, on page 23, #3; she inquired what the safety sensitive positions are? General Manager Longhofer stated that most companies use US Department of Transportation guidelines that commercial drivers license automatically designates someone as safety sensitive. Douglas County uses people that drive or operate equipment on a regular basis. General Manager Longhofer asked Douglas County Engineer Carl Ruschmeyer, if Douglas County managers were required to be drug tested since they use county vehicles to do business. He stated that he is not required to be tested, but not sure if others are. Trustee Eisele stated that Pack Pool said that anyone who drives a district vehicle or uses their own vehicle is safety sensitive. Attorney Yturbide stated she would review the policy and concerns of the Board. Chairman Patrick tabled the motion until next meeting in August.

Public Interest Comment: Art Baer said in the old Union contract that the personnel policy governs. Riley Evans commented that a few years ago when someone was fired, that the employee would have a hearing with two outside board members along with a district Board member. He said that is a fair way to handle situations like that.

- 16. Discussion and possible action to schedule a special training session in September 2007 or October 2007 to conduct Nevada's Financial Disclosure Law and Ethics Laws Training:** Executive Assistant Reifer stated that The Nevada Commission on Ethics offer Financial Disclosure training and Ethics training. They could do it for an hour before a Board meeting, and that they mainly focus on Ethics training.

Public Interest Comment: (none)

Secretary/Treasurer Peirini moved to schedule a special training session in October 2007 to conduct Nevada's Financial Disclosure Law and Ethics Laws Training to be conducted by the Nevada Commission on Ethics and Financial Disclosure. Seconded by Trustee Clark. Motion was carried unanimously.

- 17. Discussion and possible action to approve a Professional Services Contract with Haugen & Keck Employment Consultants to provide a thorough review of Organizational & Efficiency of (4) District Exempt Positions, not to exceed \$5,000:**

Public Interest Comment: (none)

Tabled until next month

- 18. Discussion and possible action on adoption of Resolution 2007-03, A Resolution in support of Douglas County's Master Plan Amendment Application to expand the water and sewer service areas in the Indian Hills/Jacks Valley area to include the Clear Creek Development with the amended Master Plan to identify Douglas County or IHGID as the potential water/sewer provider:** Douglas County Engineer Carl Ruschmeyer stated that staff has initiated master plan amendment to amend water service in Douglas County. The Clear Creek development is added to Douglas County for water & sewer service. It is identified as Douglas County only. Current plans are to bring water from the Genoa Lakes to Clear Creek

and back down to the Jacks Valley Tank. Clear Creek sewer treatment is planned for on sight treatment and reuse on the site. Changes to Jacks Valley, the Redevelopment area, and the North County area are identified as both, Douglas County and Indian Hills GID as potential providers there. He stated that they are asking for comments from Indian Hills GID to take to the Planning Board and then to the County Board of Commissioners.

Public Interest Comment: Riley Evans commented that with Wal-Mart, we didn't get any will serves, just the work. Riley Evans asked if Indian Hills would get will serves from Clear Creek. Carl Ruschmeyer replied that Clear Creek will be a Douglas County service area. Art Baer asked Carl Ruschmeyer what value this resolution has for Indian Hills. Carl Ruschmeyer replied that Indian Hills could possibly pick up additional sewer service.

Chairman Patrick moved to adopt of Resolution 2007-03, A Resolution in support of Douglas County's Master Plan Amendment Application to expand the water and sewer service areas in the Indian Hills/Jacks Valley area to include the Clear Creek Development with the amended Master Plan to identify Douglas County or IHGID as the potential water/sewer provider. Seconded by Trustee Eisele. Motion was carried unanimously.

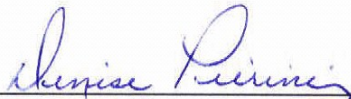
19. Chairman and Trustees' Report: Trustee Clark proposed an after school program on the next agenda.

20. Adjournment: *Trustee Eisele moved to adjourn the meeting at 8:55 P.M. Seconded by Secretary/Treasurer Pierini. Motion carried unanimously.*

The next regular Board of Trustees meeting will be on Monday, July 30, 2007 at 6:00 P.M.

Exhibit A Union letter dated July 15, 2007 from Stationary Engineers local 39

FINAL APPROVED MINUTES AS PRESENTED



**Secretary/Treasurer
Denise Pierini**