

**Minutes**  
**Indian Hills General Improvement District**  
**District Office**  
**3394 James Lee Park Rd. #A**  
**Carson City, NV 89705**  
**September 20, 2006**  
**7:00 P.M.**

**Trustees Present:** Vice Chairman Riley Evans, Secretary/Treasurer Laura Lau, Trustee Brian Patrick, Trustee Art Baer

**Trustees Absent:** Chairman Charles Swanson

**Staff Present:** General Manager Dennis Longhofer, Executive Assistant Vicki Reifer, Administrative Operations Manager Nancy Fredrickson, District's Attorney Scott Brooke, District's Engineer Brian Randall

**Others Present:** Jennifer Ripplinger, Susie Vasquez, Karen Baggett, Pehni Eisele, Bill Eisele, Pat Murphy, Jim Murphy, Johnson Consulting Representative Marty Johnson

1. **Call to Order:** Vice Chairman Evans called the meeting to order at 7:03 P.M.
2. **Pledge of Allegiance:** Led by Trustee Patrick.
3. **Approval of Agenda:** Vice Chairman Evans asked the Board of Trustees and members of the public if they requested any agenda revisions. There were no requested changes to the agenda.

*Secretary/Treasurer Lau moved to approve the agenda as presented. Seconded by Trustee Patrick. Motion carried 4 to 0.*

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

5. **Reports to the Board:**

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

General Manager Dennis Longhofer discussed items as written in the General Manager's Report. He commented on additional items. Painting of District streets was discussed at a meeting with Douglas County Manager Dan Holler. General Manager Longhofer informed County Manager Holler that the District's streets paint sprayer was inadequate and that spraying is labor intensive. He inquired from County Manager Holler if the County would be willing to paint District streets with the District reimbursing the County for material and labor. County Manager Holler informed General Manager Longhofer that there might not be a charge because the County receives revenue from gasoline tax. County Manager Dan Holler informed General Manager Longhofer at that meeting that the County might want the District to provide sewer service to the pending Clear Creek housing development project if the developer does not build a treatment facility. At the meeting with County Manager Holler, General Manager Longhofer discussed the District's \$14,677.70 settlement agreement payment to Interstate Utility Constructors. County Manager Holler informed General Manager Longhofer that the County would research if there was any remaining money

due to the District from the County for the Ridgeview water system improvement project.

General Manager Longhofer discussed the Nevada Division of Environmental Protection's recent wastewater treatment facility inspection. N.D.E.P. determined that the District has a high influent biological oxygen demand however; the District was the best in the State with its effluent.

Trustee Patrick mentioned that he and General Manager Longhofer took a tour of the District and that various District amenities have been improved.

Vice Chairman Evans stated that Vista Crest, Ridge Crest, Silverado and Haystack were not cracked sealed. General Manager Longhofer informed Vice Chairman Evans that the streets were crack sealed and that he would follow up with streets department personnel to confirm that those streets were crack sealed.

Vice Chairman Evans inquired if there was a determination of ownership for the easement near 3350 Plymouth Drive. The District's Attorney Scott Brooke informed Vice Chairman Evans that it was disclosed at a previous Board of Trustees meeting that Serpa owns the easements and that there is a perpetual dedication of those easements to the County. He stated that ownership of those easements would remain unchanged unless the District took action to have the County accept those easements and then dedicate those easements to the District. Trustee Patrick inquired if it was within the District's bounds to bill Serpa for the District's time and labor to maintain and remove debris from those easements. Attorney Brooke responded that it is not within the District's bounds to do anything on Serpa's private property. He stated that another alternative might be that the District considers an agreement with Serpa to maintain those properties. General Manager Longhofer informed the Board of Trustees that District staff cleaned up the easement because there is a storm drainage system on the property. Attorney Brooke stated that the final subdivision map designates the property as open space and as an undefined drainage easement area which are typically dedicated to Douglas County as opposed to the District. He found no indication of any separate documents or transfer documents other than what was on the subdivision map. He stated that notes on the subdivision map indicate that the property was to be a buffer area between subdivisions and not to be developed with the intent of the property use for drainage.

Attorney Brooke stated that the requirement of the subdivision was that Serpa dedicate the property to the County. He explained that the property was dedicated to the County but the County has not accepted the property possibly because the County does not typically accept property if there are maintenance issues. He stated that the District could ask the County to accept the easement and then transfer the dedication to the District if the District is interested in taking over the responsibility for the property.

There was discussion on the possibility of Serpa maintaining the property. Attorney Brooke commented that Serpa might be willing to maintain the property, dedicate the property to the District or enter into an agreement that the District be responsible for the property.

Secretary/Treasurer Lau asked if there was a liability issue in regards to District staff working on private property. Attorney Brooke responded that there could be a liability

issue however; the District's liability insurance extends coverage to its employees. He stated that the District is probably improving the value of the property as opposed to damaging it but Serpa could exercise his property rights and ask the District to leave the property. Attorney Brooke suggested that the District develop a plan that provided for a permanent solution to the property. General Manager Longhofer asked Attorney Brooke if the District was responsible to maintain the storm drainage system on the easement. Attorney Brooke stated that the District has the right to protect and maintain its storm drainage system on the property if the District accepted maintenance responsibilities for the storm drainage system.

The District's Engineer Brian Randall informed the Board of Trustees that he was contacted by Mark Rotter from Capital Engineering a few weeks ago in regards to the easement ownership issue and that a meeting is scheduled to discuss the matter. District Engineer Randall mentioned that the matter might be resolved soon.

Vice Chairman Evans stated that two recreational vehicles, pipes and other debris are blocking a thoroughfare at the water treatment plant. He stated that the newly constructed section of the water treatment plant has been turned into a large office. Trustee Patrick responded that the area is being used by District streets department personnel in order for staff to complete District related paper work. Vice Chairman Evans suggested that some of the items outside the water treatment plant such as motors and generators be stored in that office area. Vice Chairman Evans stated that he saw herbicides in that office area and that herbicides should not be stored in an area where there is a possibility of human contact.

Trustee Patrick understood that the office area was not being used and that District streets department staff were also not directed by the General Manager to use the area for storage. General Manager Longhofer stated that he did not know if streets department personnel asked the previous General Manager to use the area for office space because the office was in place prior to his employment with the District.

Vice Chairman Evans commented on the broken up earth behind the water treatment plant. He stated that the dike should be intact because of the possibility of flash floods and recommended that the dike be reconstructed. General Manager Longhofer suggested that he and Vice Chairman Evans meet to address items of concern and to take a tour of the District's facilities. General Manager Longhofer stated his opinion that the additional office in the water treatment plant is being put to good use by streets department personnel. Vice Chairman Evans agreed to meet with General Manager Longhofer.

Trustee Baer asked General Manager Longhofer about the volume of sludge that the Jackson wastewater treatment plant processes with its dewatering centrifuge system. General Manager Longhofer responded that the Jackson wastewater treatment plant processes about a quarter million gallons of sewage per day and that the District processes four hundred thousand gallons of sewage per day. General Manager Longhofer discussed various options to remove water from the west sludge pond.

**Public Interest Comment:** (none)

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

The District's Engineer Brian Randall discussed items as written in the Engineer's Report. He commented on additional items not indicated in the Engineer's Report. Engineer Randall informed the Board of Trustees that Resource Concepts received another proposal from ROMTEC Utilities for the Hobo lift station replacement project. He explained that ROMTEC Utilities designed and will provide the package lift station. He clarified that the estimate did not include installation of the lift station. Engineer Randall referred to ROMTEC Utilities pump station quote which was attached to the Engineer's report. The estimate for the lift station is approximately \$511,000. Engineer Randall informed the Board of Trustees that after lengthy discussions with ROMTEC Utilities' Designing Field Manager, it might be possible to significantly reduce the price estimate for the lift station. He stated that the proposal from ROMTEC Utilities should be an agenda item for the Board's consideration at the next meeting.

Engineer Randall stated that the Serpa easement ownership issue and Valley Vista Phase 7 drainage issue will be discussed at a scheduled meeting with Mark Rotter from Capital Engineering.

There was further discussion on Valley Vista Phase 7 development drainage issues in regards to the District possibly not accepting the drainage system for that development until drainage issues were resolved.

Vice Chairman Evans questioned if the District's wastewater treatment plant storage ponds were different from the sludge ponds. Engineer Randall explained that the sludge ponds contain sludge and the storage ponds contain effluent.

Trustee Baer asked General Manager Longhofer if Bently Nevada Corporation responded to the District's request of accepting the District's biosolids. General Manager Longhofer informed Trustee Baer that Bently Nevada Corporation would accept the District's biosolids for a charge. He mentioned that South Tahoe pays about \$9.00 per ton however; the charge has increased. He has communicated with a Ranch owner that possibly might accept the District's biosolids or provide the District with another point of contact for biosolids disposal.

**Public Interest Comment:** Bill Eisele inquired if the estimate from ROMTEC Utilities for the replacement lift station could be tightened up a bit to eliminate any potential change orders. Engineer Randall stated that the lift station estimate from ROMTEC Utilities is not a final price and that there are several costs involved with the project that are not included in the proposal. He clarified that the estimate includes the cost for the lift station, delivery, installation and testing consulting services for the package lift station. He explained that there are other significant costs not included in the proposal such as site planning, installation and electrical design. General Manager Longhofer estimated approximately \$100,000 for those additional costs. Engineer Randall clarified that change orders would occur if the District requests any changes. He discussed various reasons for change orders which relate to unforeseen issues that occur during construction.

Engineer Randall informed the Board of Trustees that ROMTEC Utilities is the sole provider of lift stations for Lyon County. He was advised by ROMTEC Utilities that a cost estimate to install the lift station would be approximately \$70,000 to \$80,000. Engineer Randall stated that there will be costs over and above the \$511,000 estimate from ROMTEC Utilities because the District is doing more than just installing the lift station. He explained that the District will be replacing sewer line and a manhole. There will be electrical system changes. Hoist equipment will need to be used to remove pumps. The other lift station might have to be abandoned.

Engineer Randall agreed with General Manager Longhofer that \$100,000 would cover additional costs. He mentioned that General Manager Longhofer received another proposal from another Company for a lift station which the cost estimate was about \$900,000 and that Douglas County's lift station located near Sunridge was in the same price range.

General Manager Longhofer inquired if ROMTEC Utilities was requested to upsize the lift station. Engineer Randall commented on the District's problem with projecting its potential build out. Engineer Randall stated that the State of Nevada might require that several areas currently on septic be served by a wastewater collection and treatment system in the future. He discussed uncertainties of the District providing sewer service to possibly Alpine Estates, Jacks Valley and the forthcoming Clear Creek development. Engineer Randall discussed the County's expansion of its sewer system to areas near the District's boundary.

Engineer Randall stated that the probable build out flow for the District is less than twelve hundred gallons a minute but there is the potential that flow could increase to as much as fourteen hundred and fifty gallons a minute which would be dependent on the future development and service area of the District and Douglas County.

Engineer Randall discussed the District's dilemma of designing a lift station to include or exclude servicing additional service areas. He commented on the wet well possibly being equipped with upgraded pumps, electrical and generator in the future which would allow the District to serve additional areas if necessary. He stated that the design of the lift station will be practical as it relates to the District's potential build out which would include the District's current service area excluding the Wal-Mart commercial area, area East of 395, Jacks Valley area, Alpine Estates and Clear Creek developments.

General Manager Longhofer mentioned that the District will receive an estimate for a larger capacity lift station which would handle flow from the additional service areas. Engineer Randall was informed by ROMTEC Utilities that the cost estimate for a lift station that would handle fourteen hundred and fifty gallons a minute would be huge. He explained that it would not make sense for the District to install a lift station that would handle fourteen hundred and fifty gallons a minute because the pumps would be worn out before the District would reach that quantity of flow. He mentioned that it would be practical for the District to install electrical capabilities so that the District would not have to replace its electrical infrastructure for installation of larger pumps in the future if the District reached a larger flow. Engineer Randall suggested that the District replace the electrical and pumps when the District's service area expands which might not happen for another twenty years.

Vice Chairman Evans questioned if the lift station design included flow from the Wal-Mart commercial area. Engineer Randall clarified that the design did not include the Wal-Mart commercial area. He explained that the quality of influent is the problem with the Wal-Mart commercial area because grease and oil affect the District's treatment process. Vice Chairman Evans commented that the District will encounter less flow once the Wal-Mart commercial area is disconnected from the District's sewer system. Engineer Randall stated that Resource Concepts subtracted the Wal-Mart commercial area discharge from the lift station design.

Trustee Baer inquired if Clear Creek intends to build its own wastewater treatment package plant. General Manager Longhofer informed Trustee Baer that the Clear Creek development might include a Golf Course and that he was uncertain if the developer intends on building a wastewater treatment system.

**c. Attorney's Report**

There was no written Attorney's Report. The District's Attorney Scott Brooke informed the Board of Trustees that he would follow up with Engineer Randall regarding the Serpa easement ownership issue. He is following up with the County on the status of the interlocal agreement regarding the transfer of sixteen equivalent dwelling units of sewer capacity from the District to the County. Attorney Brooke mentioned that Syncon Homes revised the Valley Vista Phase 7 storm drain facility easement agreement.

General Manager Longhofer was informed by Jeff Foltz at Douglas County that the interlocal agreement regarding the transfer of sixteen equivalent dwelling units of sewer capacity should be completed sometime in November 2006.

**Public Interest Comment:** (none)

**6. Approval of Draft Minutes of Board Meeting of August 9, 2006:**

*Trustee Patrick moved to approve the Draft Minutes of Board Meeting of August 9, 2006 as amended with the following revision: word revision from "not" to "no" on page 3, second to last paragraph, last sentence. Seconded by Trustee Baer. Secretary/Treasurer Lau voted aye. Trustee Baer voted aye. Trustee Patrick voted aye. Vice Chairman Evans abstained. Motion carried 3-0.*

**Public Interest Comment:** (none)

- 7. Acceptance of Budget Status Reports for August 31, 2006:** Trustee Baer and Vice Chairman Evans had questions regarding both the cumulative actuals and cumulative planned figures for employee salaries. Operations Manager Nancy Fredrickson informed the Board of Trustees that she has not yet reconciled the month in the general ledger and that the figures should be corrected in next month's budget status report. Trustee Baer stated his concerns with the lack of water revenue. General Manager Longhofer stated that one million gallons was billed last month. He informed the Board of Trustees of a meeting that is scheduled next week with a consultant from Far West Engineering to discuss the District's water rates and capital improvement plan which is a free service provided by the Nevada Pool Pact.

**Public Interest Comment:** (none)

*Trustee Patrick moved to accept the Budget Status Reports for August 31, 2006. Seconded by Secretary/Treasurer Lau. Motion carried 4 to 0.*

**8. Acceptance of Bank Accounts' Reconciliation at August 31, 2006:**

**Public Interest Comment:** (none)

*Trustee Patrick moved to accept the Bank Account's Reconciliation at August 31, 2006. Seconded by Secretary/Treasurer Lau. Motion carried 4 to 0.*

- 9. Discussion and possible action on approval of Application and Certificate for Payment No. 4 in the amount of \$2,725 the final payment to Telesto Nevada LLC for the installation of an HDPE liner in the east sludge pond of the IHGID wastewater treatment facility:**

**Public Interest Comment:** (none)

*Trustee Baer moved to approve Application and Certificate for Payment No. 4 in the amount of \$2,725 the final payment to Telesto Nevada LLC for the installation of an HDPE liner in the east sludge pond of the IHGID wastewater treatment facility. Seconded by Trustee Patrick. Motion carried 4 to 0.*

- 10. Discussion and possible action to approve Rental of a Dewatering System for the IHGID wastewater treatment facility which includes the cost for a trial test estimated at \$30,000:** General Manager Longhofer discussed various components of the dewatering pilot test estimate and its associated costs. Trustee Patrick commented on the District's intention of abandoning the pond. General Manager Longhofer explained the dewatering process. He clarified that the estimate included the cost to rent the centrifuge equipment but it did not include other costs such as running electrical power to the equipment or rental of a pump. He mentioned that other costs would be involved to abandon the pond. General Manager Longhofer commented on research efforts of finding a centrifuge system that would meet the District's needs. He discussed efforts by District staff to dry out the west pond. He informed the Board of Trustees that the District might not have to rent dewatering equipment if staff is successful at drying out the west pond.

Secretary/Treasurer Lau commented on the Nevada Division of Environmental Protections' deadline date of August 31, 2007 that the District either abandon or line the west pond. She stated her concern that the deadline date of August 31, 2007 might be missed if the District decided to have staff attempt to dry out the pond. General Manager Longhofer informed Secretary/Treasurer Lau that he might ask the Nevada Division of Environmental Protection to extend the deadline date because of the District's intention to abandon the pond. He explained the importance of the District making a decision soon to either rent a dewatering system or to have staff attempt to dry out the west pond because of upcoming winter weather conditions such as ground freezing.

**Public Interest Comment:** (none)

*Trustee Baer moved to approve Rental of a Dewatering System for the IHGID wastewater treatment facility which includes the cost for a trial test not to exceed \$30,000 and to allow rental of the equipment for one month. Seconded by Trustee Patrick. Secretary/Treasurer Lau voted aye. Trustee Baer voted aye. Trustee Patrick voted aye. Vice Chairman Evans voted nay. Motion carried 3 to 1.*

- 11. Discussion and possible action to approve a Large Purchase Order to the State of Nevada Purchasing Division in the amount of \$5,000 for a Street Sweeper:** General Manager Longhofer informed the Board of Trustees that the District pays approximately \$2,800 a year to have its streets swept. Trustee Baer commented on the lack of success with the District purchasing used equipment. There was discussion that a new street sweeper would cost approximately \$100,000. Trustee Baer mentioned that sweeping of streets twice a year would probably be sufficient. Trustee Patrick stated that the District would be saving approximately \$5,000 to \$6,000 if the street sweeper was used four times per year and actually lasted two years.

Vice Chairman Evans commented on maintenance responsibilities of owning and operating a street sweeper. The Board of Trustees and General Manager discussed the possibility of having the District's maintenance mechanic inspect and test drive the used street sweeper.

**Public Interest Comment:** Bill Eisele informed the Board of Trustees that his employer purchased two new street sweepers at a cost of well over \$100,000 each and that the used street sweeper that the District is considering to purchase is a good price for that particular machine. He recommended that the District purchase the street sweeper as long as the District's mechanic performs routine maintenance on the street sweeper every time it is used.

*Trustee Patrick moved to approve a Large Purchase Order to the State of Nevada Purchasing Division in the amount of \$5,000 for a Street Sweeper subject to an inspection of the street sweeper by the District's maintenance mechanic. Seconded by Secretary/Treasurer Lau. Motion carried 4 to 0.*

**12. Discussion and possible action to approve a Resolution concerning the financing of water and sewer improvement projects; directing the secretary to notify the Douglas County Debt Management Commission of the District's proposal to issue General Obligation Bonds additionally secured by pledged revenues:** General Manager Longhofer discussed the District's various upcoming capital improvements. He referred to the list of upcoming capital improvement projects which was included in the Board of Trustees meeting packet. He explained that some projects were mandated by the Nevada Division of Environmental Protection to be completed by a specific deadline date. General Manager Longhofer discussed the flexibility of the loan in which the District authorizes the schedule for issuance of the bond.

Marty Johnson from Johnson Consulting was present at the meeting. Johnson Consulting provided information to the Board of Trustees at the August 9, 2006 meeting with documents that explain financing alternatives. He informed the Board of Trustees that the Resolution included in the Board meeting packet starts the process for issuing bonds. He explained that the Resolution establishes a maximum bond limit amount of \$1.8 million in which bonds can be issued at any time over a three year period. Marty Johnson discussed the five month bond process which includes a meeting of the Douglas County Debt Management Commission.

Vice Chairman Evans questioned the figures in the debt service schedule document in which the first annual debt service payment figure is \$89,250 and the final annual debt service payment is \$152,613. Marty Johnson explained a financial term called "wrapping". He structured the payments around the District's current medium term financing which should be paid off in three to four more years. He created the debt service schedule so that when the medium term financing is included, the payments would be level.

Trustee Patrick questioned if property taxes would pay off the bond. Marty Johnson stated that the bonds would be paid and the bond holders will have a lien on pledged revenues which is similar to the District's currently issued bonds. He explained that the District has to maintain water and sewer user fees at a level that will provide for operations and maintenance of the system and for repayment of the bond. He stated that the bond will not be paid from property taxes and because of that, it does not have to be placed on a ballot. He clarified that the bond will be repaid from the user fees from the District's Enterprise Fund.

General Manager Longhofer inquired on the minimum time frame for the District to pay off the bond. Marty Johnson responded that it is possible to pay the bond off in ten days but typically the longest time frame is about three years. General Manager Longhofer commented on the

District's capability to pay off the bond. He explained that if water and sewer rates had to be increased to pay off the bond, the increase would be about six dollars per customer per month. General Manager Longhofer mentioned that the District intends to pay off the loan for the Vac Con truck which would increase the District's revenue.

Vice Chairman Evans commented on a possible water and sewer user fee increase of six dollars per customer per month affecting customers on a fixed income. General Manager Longhofer discussed the District's services to its residents in relation to associated costs to maintain and improve those services.

Trustee Baer recommended that the bond amount be increased to \$2 million rather than \$1.8 million to cover the costs of upcoming capital improvements. General Manager Longhofer informed the Board of Trustees that the District intends on saving enough money in order to pay for some of the projects and that every connection fee received by the District is being used specifically for water and sewer projects.

There was discussion on modification of the Resolution to change the bond amount from \$1.8 to \$2 million.

**Public Interest Comment:** (none)

*Trustee Patrick moved to approve a Resolution concerning the financing of water and sewer improvement projects; directing the secretary to notify the Douglas County Debt Management Commission of the District's proposal to issue General Obligation Bonds additionally secured by pledged revenues in the amount of \$2 million.*

General Manager Longhofer inquired if the bond could be retroactive in case the District decided to commence a capital improvement project. Marty Johnson responded that he believed that the Resolution includes language that allows the District to reimburse itself from bond proceeds for expenditures made from this point forward.

*Trustee Patrick's motion was seconded by Trustee Baer. Secretary/Treasurer Lau voted aye. Trustee Patrick voted aye. Trustee Baer voted aye. Vice Chairman Evans voted nay. Motion carried 3 to 1.*

**13. Discussion and possible action on items a through f. (Requested by Trustee Baer)**

- a. Accounting costs associated with an employee grievance and status of a seasonal employee;**
- b. Estimated cost to rewrite District's Personnel Policy;**
- c. Estimated cost for District's Accounting Consultant and review of Accounting Service Contract, if any;**
- d. Establish a date for the General Manager's probationary employment review;**
- e. List of major District Projects and costs; Review of Municipal Bond amounts;**
- f. Review of District's Organizational Chart and present level of employees and present costs.**

Vice Chairman Evans asked Trustee Baer if he requested deletion of any agenda item from #13a through #13f. Trustee Baer stated that issues on agenda item #13e were addressed during agenda item #12 discussions. Trustee Baer mentioned that the seasonal employee was no longer working for the District in regards to agenda item #13a. He stated that seasonal employees are not covered under the District's Stationary Engineers, Local 39 Union contract

and are therefore not authorized to file a grievance through the Union. He suggested that the District's Union Steward pay for the District's costs regarding that seasonal employee's grievance. General Manager Longhofer informed the Board of Trustees that the District intends on hiring future seasonal employees through a temporary agency.

General Manager Longhofer informed Trustee Baer that the only cost involved with amending the District's Personnel Policy is to pay for the District's Human Resources Representative's wage.

Trustee Baer stated that he has no problem with the District getting outside consultants to assist with its accounting work. Trustee Baer suggested that the District enter into an agreement with all its professional services with the Board's approval. Vice Chairman Evans suggested that any contract or professional service be considered by the Board for approval.

There were discussions amongst the Board of Trustees regarding General Manager Longhofer's employment agreement in regards to the term of the agreement. It was determined that the term of the agreement is for one year until March 13, 2007.

Trustee Baer discussed the confusing salary figures indicated in the monthly Budget Status Reports. He mentioned that figures in the monthly Budget Status Report do not appear to be accurate.

The number of seasonal employees hired at the District was discussed. General Manager Longhofer clarified that only three seasonal employees were hired.

The Board of Trustees and General Manager discussed wages and salaries as indicated in the monthly Budget Status Report. Vice Chairman Evans commented on the confusion of the figures in the Budget Status Report because salaries are distributed in percentages in both the General Fund and Enterprise Fund. Trustee Patrick suggested that the total amount of an employee's salary be listed on one sheet of paper in the monthly Budget Status Report. General Manager Longhofer stated that the Budget Status Report could be modified.

**Public Interest Comment:** (none)

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

Executive Assistant Vicki Reifer informed the Board of Trustees that the Meeting Agenda Policy has not been reviewed since its adoption date of June 23, 1999. General Manager Longhofer mentioned that some requested agenda items could be addressed through communications directly with the General Manager without having to place the items on a Board of Trustees meeting agenda.

Secretary/Treasurer Lau recommended that the Meeting Agenda Policy include language that would address that those requesting information only first discuss the matter with the General Manager.

Attorney Brooke recommended that a consent calendar portion be included on the meeting agenda in order to deal with routine matters to streamline the meetings. He mentioned that it is usually at the discretion of the General Manager and Chairman of the Board to place items on the agenda.

**Public Interest Comment:** (none)

The Board of Trustees recommended that language is drafted to modify the Meeting Agenda Policy.

*Agenda item tabled.*

- 15. Discussion and possible action to amend the District's Newsletter Publication Policy:** Executive Assistant Vicki Reifer discussed recommended language revisions to the District's Newsletter Publication Policy as indicated in bold italic font on the revised policy document.

**Public Interest Comment:** (none)

*Trustee Baer moved to amend the District's Newsletter Publication Policy. Seconded by Trustee Patrick. Motion carried 4 to 0.*

- 16. Discussion and possible action on a proposal to close the District facilities on Tuesday, December 26, 2006 subject to the employees agreeing to use a vacation day, as necessary, for said day off:**

Secretary/Treasurer Lau inquired if a sick day could be used rather than a vacation day. General Manager Longhofer clarified that an employee must use a vacation day.

**Public Interest Comment:** (none)

*Trustee Patrick moved to close the District facilities on Tuesday, December 26, 2006 subject to the employees agreeing to use a vacation day, as necessary, for said day off. Seconded by Trustee Baer. Motion carried 4 to 0.*

- 17. Discussion and Ratification of changing the meeting date of the regular monthly Board of Trustees meeting for the month of November 2006 from Wednesday, November 15, 2006 to either Wednesday, November 1, 2006, Wednesday, November 8, 2006 or Wednesday, November 29, 2006:**

**Public Interest Comment:** (none)

*Secretary/Treasurer Lau moved to change the meeting date of the regular monthly Board of Trustees meeting for the month of November 2006 from Wednesday, November 15, 2006 to Wednesday, November 8, 2006. Seconded by Trustee Patrick. Motion carried 4 to 0.*

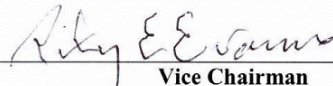
- 18. Chairman and Trustees' Reports:** (none)

- 19. Adjournment:** *Trustee Patrick moved to adjourn the meeting at 9:15 P.M. Seconded by Secretary/Treasurer Lau. Motion carried 4 to 0.*

The next regular Board of Trustees meeting will be on Wednesday, October 18, 2006 at 7:00 P.M.

**FINAL APPROVED MINUTES AS PRESENTED**

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

  
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Vice Chairman  
Riley Evans  
Secretary/Treasurer Laura Lau absent