

**Minutes
Indian Hills General Improvement District
Board of Trustees Meeting
District Office
3394 James Lee Park Rd. #A
Carson City, NV 89705
November 18, 2020
Regular Board Meeting 6:00 P.M.**

Trustees Present: Trustee Bill Eisele

Trustees Present via Zoom Meeting: Chairman Chris Johnson, Vice Chairman Robert Garcia, Secretary/Treasurer Ronny Lynch and Trustee Clark-Ross.

Trustees Absent: none

Staff Present: General Manager John Lufrano and Administrative Services Supervisor/Human Resources Brooke Thompson.

Staff Present via Zoom Meeting: District Accountant Stacie Cobb.

Others Present: District Counsel Chuck Zumpft.

Others Present via Zoom Meeting: District Engineer Tim Russell, Vanessa Davis with the District's Audit firm Steele and Associates, Residents Kendra Wilson, Dale Dunham, George Helgersen, Kevin Joell, David, Jer, and Christopher Houston.

6:00P.M. - Regular Meeting

- 1. Call to Order**
Request that Cell Phones and Pagers be turned off for recording purposes.
Chairman Johnson called the meeting to order at 6:01PM.
- 2. Pledge of Allegiance:** Led by Chairman Johnson.
- 3. Public Interest Comment:** none
- 4. Approval of Agenda**

Chairman Johnson motioned to approve the agenda. Secretary/Treasurer Lynch seconded. Motion carried unanimously.

- 5. Discussion and possible action to accept the annual audit for fiscal year ending June 30, 2020. Presentation by District audit firm Steele and Associates.**
Vanessa Davis with Steele and Associates introduced herself to the Board, Vanessa stated that she is the District's auditor, and she has our financial statement in front of her. Vanessa stated that she will go through this using the numbers on the board packet pages. Vanessa

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stated let's start on page 4, the independent auditors report. Vanessa stated, again it is a clean unmodified opinion like it has been in years past, which basically means that it presented fairly in all material respects. They did not find anything that gave them concern or pause or anything that management refused to fix, so the financial statements are in accordance with the generally accepted accounting principles, they are clean and materially correct. A clean opinion is what everybody wants and that is what the District got. Vanessa stated pages 6-9, is management's discussion and analysis, that is basically your part, the District's to say what you want, for future plans for the District, anything that you might want to point out. Vanessa stated that on page 9 she and Stacie discussed this and thought it was a good idea to put in a COVID-19 paragraph, it states what the District has done in response to the pandemic and people's inability to financially meet their liabilities and what you did for the residents during the pandemic. These are the District's pages, so if there are things that the Board wants changed let her know. Vanessa stated on page 10, this is the statement of net position, as stated before this is like a snapshot of where the District was as of June 30, 2020. If you could take a picture of how things existed at that time that is what this is. The District has a current portion once she removed the restricted funds which are set aside for a specific purpose of 8 to 1. Which means the District has 8 times more current assets than you do current liabilities which is a strong position to be in. The cash that is set aside is restricted, for debt payment, for replacements as required by USDA and for depreciation, that sort of thing. The District's net equity is a full gap financial statement meaning it has current and long-term assets and current and long-term liabilities this is basically where the District was on June 30, 2020. The District has a net position of 22 million that is assets over liabilities that is a good place to be in. A good portion of that is the District's property, plant and equipment which is 20 million, net of debt is 15, that is basically your assets exceed the debt on them by 15 million which again is a good place to be. Vanessa stated on page 11, that is the income statement, it is full accrual which means it has all of the receivables and payables and also includes your long term compensated absences and the changes they had to make for the gasby 68, PERS adjustment. You will notice that there is a large amount in transfers between funds, that number is there to balance the enterprise and government funds it deals in large part because of the adjustment they have to make for the gasby 68. Those adjustments are based on the year prior, the funds do not always balance so those transfers have to be made. It is a paper number and does not mean much of anything. The District has a net profit for the year of \$655,562 on a full accrual basis which is nice to see, the District is doing well in controlling costs and keeping things moving forward especially at a time like this when things are tight. Page 12 is the government fund financials and that is only current assets and liabilities for the government fund it has nothing to do with water and sewer, it is the general fund, parks, streets, and admin. All of the fixed assets have been removed because they are considered a long-term asset, so this is just current assets and current liabilities with a net fund balance of \$2,082,215. So current assets over current liabilities for the general fund are strong as well. You will notice at the bottom there is the reconciliation that takes you from the 2 million to the 6 million when the fixed assets are added back in and reducing it by the increase in the pension liability. Vanessa stated that the net pension liability went up a lot this year between it and the deferred inflows of resources it is a \$620,000 increase of liability. That is due to the PERS actuarial assumptions increased big time this year. On page 13, this is the budget to actual comparison for the general fund that income and expense is done on a budgetary basis. You have capital outlay in public works of \$490,000, those are the assets that were

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capitalized in the gap expense, so they do not show up as expense in the income statement, but they do show up here because they are considered a government budget expense. You will notice later in the foot notes that she has to explain that we went over budget in the capital outlay area. She and Stacie talked about it and agreed that Vanessa needed to point out to the Board that those funds although not budgeted for were in the reserves. That is what the reserves, fixed assets reserves, and depreciation is there for, to cover costs for things needed to be fixed when it is not budgeted for. That \$122,000 over budget was covered by reserves that the District has in cash. On page 15 is the balance sheet for water and sewer, it is broken out by water and sewer because they have to, part of the agreement with USDA when the District obtained a loan was the water and sewer funds had to be self-sustaining, they had to show they can support themselves and they have to break them out on the balance sheet, income statement. The revenue and expenses on page 16 show that you have an income or loss before transfers of \$199,000 in water and \$206,000 roughly in sewer so they are both showing a profit and they are both doing what they are supposed to do, in regard to being in compliance with your debt. The interfund transfer again deals solely with the gasby PERS adjustment. On page 17 statement of cash flows basically takes your accrued financial statement, shows receivables and payables to a cash basis that shows this is the money that came in, this is the money that went out and the District has a net increase of cash \$549,220 for just the water and sewer. Vanessa stated then we get into the foot notes section that tends to put everyone asleep. The first few pages are boiler plate verbiage. On page 24 it talks about the budget process and how the District goes about setting the budget. Page 25 is the breakout of just the reserves for water and sewer, it is broken out by the type of reserve, those required by USDA and things set aside by the board. Page 26 is the breakout of fixed assets; you will notice the street improvements increased by \$590,175, you had system improvements on the water and sewer system of \$441,592 both of which were started in the previous year. The \$81,447 was for the lift station bypass pump. Page 26 also shows depreciation allocated to each fund and operating lease expenses. The long-term debt, one of the loans is gone, the 1990 bond is paid off, so that is nice. Page 29 will show what is anticipated to be due and payable over the next few years for water and sewer. In 2026-2030 the number gets really large that is because a good portion of that debt goes away, then it drops back down again. The next section talks about your compensated absences, then we get into the pension plan footnotes that go on for pages. They basically say this is the District's share of what PERS says you owe should PERS go under. Vanessa stated that one thing that she would like to point out too is the subsequent event footnote, it refers to the COVID 19 pandemic. It refers to the fact that the government shut down non-essential businesses and it points out that people's income might be lower and there for they may not be able to pay, which may impact the District's revenue. It states that the District has a plan in place and going forward will be fine. Page 37 you will see a budget to actual comparison numbers for water and sewer the only thing over budget is the capital outlay for water and sewer improvements, again those were paid out of reserves. Vanessa stated that she needs to go back to page 35, the excess expenditures over appropriations that points out where expenses exceeded budget, she has to put that in there if she does not the state will call her asking why it was not included. The state requires it, it is technically a violation of NRS to exceed your budget but because you had cash and reserves to cover those costs, it is ok. If those costs were taken out, you actually probably preformed better than you expected budget wise. The bulk of the budget overage relates almost entirely to those capital outlays that exceeded the budget. Vanessa stated then we get into the schedule on 41 and 42. 43 shows

services and supplies for the enterprise fund. Then we have a report on internal control or compliance which states that they did not find anything in internal control that was a material weakness, they did not see any areas on noncompliance with state laws or with debt covenants, so all was good. Then there is the letter to the Board which states that they were responsible to audit and the District was responsible to tell them everything and not hide anything from them. The board did not lie or hide anything, there were no fights. They asked questions and got answers, they proposed a couple adjustments and management agreed. There were no internal control measures, everything is nice, happy, and clean.

Secretary/Treasurer Lynch stated that we are in really good shape, he is happy with the report.

Trustee Eisele stated that it looks very, very good to him, thank you.

Trustee Clark-Ross stated that she has no comments, it looks good.

Vice Chairman Garcia stated good work Stacie, thank you Vanessa. Robert asked if the 600k increase to PERS, is there any ability to forecast those increases to plan for them or is it something that we just have to react to.

Vanessa stated that we just have to react to it because it all depends on the number of participants in PERS, it depends on when the actuary comes in and looks at the life spans and they look at the investments that PERS is holding and how much they expect to get back on the investments, then they look at how much you will owe when people start to retire. Vanessa stated that she is not sure that is something we can plan for; it has not increased as much in years past as it did this year and she not sure why rate of return dropped. So no, unfortunately we cannot plan for it and she does not think that it is anything that we will be responsible for. Supposedly if PERS goes under the participant can come to the District asking for the money. It is a paper number, no she does not think the District will ever be responsible for.

Chairman Johnson stated Stacie very well done, Vanessa thank you for your work it is always comforting when we get these audits, they have always been pleasant. Thank you, Stacie, and the team, in the office, they are always helpful.

Vanessa stated yes, they are, especially with doing this mostly remote.

Public comment: none

Board of Trustees further discussion/comment: none

Chairman Johnson motioned to accept the annual audit for fiscal year ending June 30, 2020.

Presentation by District audit firm Steele and Associates. Trustee Eisele seconded. Motion carried unanimously.

6. Discussion only regarding the installation of a bike park.

Resident Kendra Wilson thanked the Board for inviting her back, sorry for her ignorance last time. Kendra stated that she lives in this community she opened her business here off Mica. Kendra stated that she wants a bike park in her neighborhood, she is engaged to be married and loves it. Last time she listed off a few areas around us that have bike parks. Carson City does not have one, Indian Hills would be a great place to put one. Envision vacant land anywhere from an acre to many acres transformed into different areas where kids to adults can ride their bikes. It would start with little jumps then progress to bigger jumps and bumps, with a small line, medium line and one for more advanced riders. Kendra stated

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what she loves when she goes to the bike park is that it is such a family environment, so everybody that can ride a bike can have fun at a bike park. You see little toddlers on bikes, adults, it is such a family space. It is fun, there are maintenance days where volunteers help maintain the park. She sees bikes in the skate park and all over the park. If we are looking to make some more space in the skate park for the skate boarders, lets give the bike riders a spot to go. That is her illustration of what a bike park is, where would a bike park fit. One area that she thinks would be perfect would be where the Coloma trailhead starts, west of that. It looks like a few acres and a bike park would totally fit. The parking lot is right there the bathrooms are right there. She also has Kevin Joell on here with her he is from Sierra Trail Works and has been involved in building bike parks.

Secretary/Treasurer Lynch stated that he has no comments at this time.

Kendra stated that her number one concern when talking to John about this is the cost, this time around there is exciting news, there is funding out there for the taking. There are some grant options from the land and water conservation fund, residential construction tax and rec trails projects. There are some ways to finagle funding for this, that is exciting for her and she wanted to make sure everyone was aware of that. A comment on maintenance, once the park is built it will require some maintenance and there are two ways to approach that. Ideally for her as a resident who is excited about this project the best possible outcome would be that Indian Hills hires someone on staff to maintain it. She spoke to John a little bit and he feels a little stretched. Kendra mentioned she noticed on the financials we are under budget on some of the salaries so maybe there is a way there, alternatively is by volunteers, a lot of bike parks operate that way. There are some challenges what if I move out of the community or am not excited about spearheading volunteerism. Kendra stated that she reached out to her riding community and there is interest in volunteers if that is what it takes to maintain this project.

Vice Chairman Garcia stated that he has some questions and food for thought, we do have some bike trails that are accessible off Jacks Valley Road for downhill bikes. Robert stated that he has in his head a vision of what a bike park could look like. Robert stated it could be linear it could be a circle one, it could be a criss cross. One of the things he sees is in the second picture is watering, water is important, and we need to reduce our watering, that is a point. Volunteer effort is absolutely necessary to have because of the reasons you mentioned. Robert stated that his focus to those funds from grants is to improve while reducing water consumption, that is close to him and it is important to him. Robert stated that he thinks it is important to have the dialogue. Robert stated he thinks it would be beneficial and would like a more robust proposal including money, design, volunteers, and stuff. It is a great idea but right now it is just that, an idea. It is important, how much further can we go without a comprehensive design.

Kendra stated yes water is important to her too and that is something she should have brought up. Kendra stated maybe Kevin has some insight of how much water it would take compared to a grass field.

Kevin Joell stated yes, it is significantly less than a grass/soccer field or golf course that requires constant irrigation. The water is basically to keep the dirt intact, if it can be kept at a slight moisture that is great, a light watering every couple of days to simulate a light rain fall in the riding areas would do it. The water usage, if we are looking at a one-acre bike park compared to a similarly sized soccer field would be significantly less, he does not recall the exact numbers, but that data is out there, and he would be happy to get that. He will get the numbers for you. Ideally it would be a couple of sprinklers to keep things wet automatically,

at the very least a couple garden hose spigot's so water can be added when needed. It is really what level do you want, the more irrigation you plan for the less maintenance required.

Vice Chairman Garcia stated so again a more comprehensive plan/proposal that includes all the facts and figures needs to be brought back to the board. Robert stated he thinks you would do yourself a service by trying to anticipate questions and have answers in the proposal so they can have a better understanding of the breath of what you are trying to do here and get a better picture for it.

Resident Kendra Wilson stated absolutely. Kendra stated, today for going forward maybe some clarity on the process. From here she can get a plan draw out as a proposal if the board is interested in seeing that is the point of today.

Chairman Johnson stated the point of today is they cannot take any action on this, it is a discussion only and they cannot motion anything.

Trustee Clark-Ross stated these pictures look like it is rough terrain so that would be for mountain bikes. Is the one in Tahoe a paved road.

Kendra stated so there is a paved road that skirts the lake that is a bike path.

Trustee Clark-Ross stated is your vision to keep it the rough terrain for mountain bike riding or to build it like the lake. Kendra stated no that is not her vision as far as a bike path. Her vision is it would be rough, dirt not paths. Kendra stated that she was so hung up on the money thing and cost, again when she learned about some of these grant options that eased her mind. She is very conscious of the cost.

Trustee Clark-Ross stated that we did that with the disc golf course and volunteers do the upkeep on that do they not.

General Manager John Lufrano stated no, we have been tasked with that. The gentleman and the group that installed and designed it faded out a couple years after that and he has no volunteers for the disc golf course. We are tasked with that, the disc golf course is not very labor intensive. Whereas something like this he believes if it fell back on the District maybe more labor involved if it falls back on the district. Kendra stated she believes that is correct, it would require some more regular shaping and upkeep of the dirt mounds.

Trustee Eisele stated that he agrees with Robert, he would like to see more of a program put together and brought back. The area John recommended is a good area, but he would like to see a more comprehensive plan. We do not have the manpower to take on any more maintenance outside of the streets and parks that we are already doing so that would need to be addressed.

Kevin Joell stated if someone is on site regularly a few hours a week of staff time as far as the maintenance would be it. How much you invest in the build effects how much long-term maintenance is, a larger park would require more maintenance than a smaller park. If wood features are used as opposed to dirt that reduces the maintenance needs. If a pump track was surfaced that reduces the maintenance needs to almost nothing. If this goes out to grant money to pay for a lot of that stuff, then it can reduce some of the long-term effects. He thinks there is potential also for helping reimburse the District for some of those costs if they were to assume the maintenance as another recreational facility under their control.

Chairman Johnson stated again that all that needs to be considered into the plan, and we need to do a cost benefit analysis.

Kendra asked from here should she partner with Kevin to get that comprehensive plan done, bring and present it to the board.

Chairman Johnson stated definitely yes if you can get more comprehensive information together and bring it to John so John can take a look at it and then he will bring it to the board.

Vice Chairman Garcia stated that we do not have a grant writer on staff and a good grant writer costs a lot of money, he would think it will be important to find a grant writer. It is his recommendation, having gone through several proposals, he believes it would serve Kendra best to build a straw man and run it by John do not just bring him the end product because you may be too far along. Robert stated that he is an analytical thinker and will poke holes in it to make sure it will hold water, but he thinks that is a good thing. Robert stated that if Kendra wanted to use somebody and individual's time to review and ask questions that you have not anticipated he is willing to do that with John.

Kendra said Kevin has been involved in requesting those grants and writing the land and water conservation.

Kevin stated yes, he has written quite a few grants, and this is up the alley of thing that can get funded, the RCT grants could be written by the individual but would have to be submitted on behalf of the District, the land and water conversation are only available for local governments.

Chairman Johnson stated he knows it seems the board is asking questions and it seems like we are trying to shoot you down, that is not the case. It is the Board's responsibility to make sure anything they do in the District is thoroughly looked at and considered.

Kendra stated that she will work with John and folding in Robert if she wants a whole poker, is there and appetite for the scale of this park, is the Board in a position to tell me the size they are interested in.

Chairman Johnson stated the space is out there it is just the cost, the cost of upkeep and the cost to build it.

General Manager John Lufrano stated Kendra you should design it to take up that space and then we can scale that down. He would prefer to see the design at max and then we can chip away if needed. Grants are fine and dandy, but they also have an out-of-pocket expense to us, the District. We have used RCT grants in the past and that would be his first choice since no match is required.

Public comment: Kevin Joell stated that he does not live here, he lives in Reno, but Kendra did a great job and gave a great presentation. He was the main contractor on the Incline Bike Park, and he was also involved in the Bijou Bike Park, he was also the contractor for Sierra Vista Park. The one thing is these are popular. The Boards expectations will be exceeded with the use and enjoyment that comes out of it, like Kendra said it is a family fun activity. You see this in communities all over the nation that are struggling to try and convince local governments of the many benefits to a bike park once it gets approved and built. Kevin stated that he hopes it is something that the Board will consider and move forward on; it would be beneficial to not only Indian Hills but the region. There are not a lot of places to have the same atmosphere for kids and adults to go without the threat of being hit by a car. Kevin stated that he appreciates the Board entertaining the idea.

Board of Trustees further discussion/comment: Vice Chairman Garcia stated that he appreciates the public comments those are great, the paint a picture but they are somewhat anecdotal he is looking for data and figures that information is important when deciding. To John's point make it big and we can scale it back. That is important because maybe it is a project that we can do it in phases. It is not all or nothing, so keep that in mind.

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Kendra stated that she knows Kevin will based on his work with Incline which was done in phases. Chairman Johnson thanked Kendra for her time and information and stated that he thinks we have something to look forward to in the future.

7. Discussion and possible action to approve a COVID-19 relief policy.

General Manager John Lufrano stated on page 56 is the result of the discussion last month in regard to how to implement and begin the process of recovering revenue that is out there. John stated what we, he and office staff want to propose giving residents who have been struggling for the last nine months, through December 31, 2020, give them nine months to pay back what they owe. We do not want to have a set amount. If they cannot or do not pay the balance off at the end of the nine months, they will go into the shut off rotation and it will revert back to the account policy. John stated that he believes this will achieve what we are trying to in the nine months if not sooner. John stated that he and Brooke sat down with Counsel Chuck, so he has had his say in this. John stated that he thinks it solves what we have been experiencing in the last 7 months hopefully this addresses it and gets us all back on par for where we were prior to COVID.

Chairman Johnson stated John you mentioned this at the last meeting but how many residents do we have that are behind.

General Manager John Lufrano stated we have about 78 residents with a balance of about \$38,000.

Chairman Johnson stated ok we have 78 residents, he would see that as most people owe less than \$500. Last month you stated that some have been paying and others have not. Chris stated he is just asking to gauge it for those folks that are completely behind and to see if this is going to be feasible for them, it will not change his opinion on the policy because he thinks this policy needs to stand.

General Manager John Lufrano stated yes, we know we have folks that are attempting to pay it down, but we do have folks that have not, we will reach out to everybody on this list via phone call and a letter on what to expect.

Secretary/Treasurer Lynch stated that he thinks it is fair, he likes the way it was written. He is a little hesitant because of the ongoing situation but it is fair, and we will see how it works.

Trustee Eisele stated that he has no problem with it.

Trustee Clark-Ross stated that she has to say she is very impressed, this could have not been easy, they hit every situation and detail it is written well and has covered everything.

Vice Chairman Garcia stated it is a compassionate response, it took nine months to get here and we are going to give them nine months to pay it back. Robert stated this makes sense, it is clearly spelled out, and it is a onetime policy for this event only. Item 6 says all current monthly water bills, maybe the word current needs to be changed.

General Manager John Lufrano stated the word current means after January 1st.

Chairman Johnson stated if someone wants to donate money to help with these past due bills, can they just come in the District to do that.

General Manager John Lufrano stated that is a good question. John stated that we have a list of referrals we send people to that need help and will continue to do that, if we do not want to be responsible, as a public agency for holding money.

District Accountant Stacie Cobb stated that she agrees, we could do it as a donation. Stacie stated generally when someone comes in to pay a water bill for someone else, they know who they are going to pay it for. It is not something that we cannot do.

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Chairman Johnson stated what we are looking at is if someone wants to donate, they can say please apply it to a certain account. We do not want to create a pool; people need to say who they want to donate towards.

Trustee Clark-Ross stated can't we do it like the angel tree and just hang money off the tree saying who it goes to.

Chairman Johnson stated we want to stay away from in person interactions.

General Manager John Lufrano stated that he needs to put some thought into this to see the best way to make this happen.

Trustee Eisele stated that he is concerned about the office staff, they can only so much. He would like to make it very simple for their sake.

Public comment: none

Board of Trustees further discussion/comment: none

Chairman Johnson motioned to approve a COVID-19 relief policy. Trustee Eisele seconded. Motion carried unanimously.

8. Discussion and possible action to approve a contract between JSL Services, LLC. and Indian Hills GID for General Manager services from John Lufrano.

General Manager John Lufrano stated back in September he announced to the board that he was interested in doing another year of service. The last two years he has been doing it through BHC and started to get push back from them to ask for increases, that was never his goal with this, so therefore he created his own LLC. for the sole purposes of keeping this fee flat as it has been for the last two years. With it he also has on file, here in the office his LLC. certification and the additional liability insurance which calls for \$500,000 but he upped it to 1 million. Everything is identical to the last contracts. It is a one-year contract January 1, 2021 to December 31, 2021.

Secretary/Treasurer Lynch stated that he has no comments.

Trustee Eisele stated that they should make him stick around for another year.

Trustee Clark-Ross stated that she received a letter with some concerns about renewing John's contract, she would like it to go on record that we are aware of this and received it and that they considered it. Kathryn stated that the letter is not signed it is anonymous, if whoever wrote it, if you want to sign it, she would then be glad to bring it back to the board and would be happy to address their concerns.

Chairman Johnson stated identification, even people who come into the board meetings have to announce their names and sign in, so an anonymous letter is difficult to give any credibility to.

Vice Chairman Garcia stated that he agrees if it is not signed it is discarded. Robert stated that he thinks they all understand already that they are paying less than they would/did when John was a District employee. It is in the District's favor it is less money, and he is here to help through a transition with new Board members coming on. One thing raised by the letter, is that we do need to address a transition plan. He feels that John does not want to see the District falter in anyway in that transition, he lives here and has worked hard to get us where we are. Robert stated that he trusts John will do that and be involved. Robert stated that he agrees that we need a more robust transition plan, we need to start the search and

have John's expertise on while we do that transition. Robert is happy to have John on board for another year.

General Manager John Lufrano stated that was the whole intent for him announcing in September that he would stay on for another contract/year, so we had the time to go through the hiring process and transition. That would be the same this year he fully intends on announcing something in September.

Chairman Johnson stated that he values the job that John does, he makes it very easy for the board to do what they need to do, at no point have you brought anything to them that was a fight or had difficulties with. You always keep them well informed.

Public comment: Resident Kendra Wilson stated as a resident John has been awesome to her, he made her feel like he was interested in what she had to say and wanted to share what information he has. From a resident's perspective he is awesome.

Board of Trustees further discussion/comment: Trustee Clark-Ross stated that she has still not seen the street sweeper on her street. General Manager John Lufrano stated that you have to get all the cars off your street, no he will get the street sweeper out on her street.

Chairman Johnson stated that he has seen it on his street, it is out there at work.

Chairman Johnson motioned to approve a contract between JSL Services, LLC. and Indian Hills GID for General Manager services from John Lufrano. Trustee Eisele seconded. Motion carried unanimously.

General Manager John Lufrano stated that he wants to add that Chuck worked closely with us on this also.

9. Reports to the Board:

a. General Manager Report

General Manager John Lufrano reviewed his report with the Board.

John stated the BLM property below the school, they have begun the drainage work, they are installing some detention basins and some piping. He cannot tell you how many years he has been working on this, the bureaucracy is amazing but BLM, the School, the Church and Douglas County are all on board, all agencies are. He is finally seeing something that makes him happy, we should not have to deal with the issues we have in the past. John stated that we have two 20-year-old submersible waste pumps they have both failed and we ordered two new ones, each are \$4,315.00 which will be funded out of the USDA O&M fund, our plan is to use those O&M funds up as quickly as possible, so we do not have those on our books. The purchase of these two pumps will eliminate that fund now. Stacie is happy, one less thing on her books.

1. Administrative

General Manager John Lufrano reviewed the Administrative report with the Board. John stated things still are going good in the office as far as wearing the masks, the measures we have taken to reduce our exposure is great and are paying off. Everyone is well aware that we would be hit very, very hard if people went out with COVID. We have 335 ACH and 13 new account sign ups in October.

2. Water

General Manager John Lufrano reviewed the Water report with the Board.

3. Wastewater

General Manager John Lufrano reviewed the Wastewater report with the Board.

b. District Accountant Report

General Manager John Lufrano reviewed the Accountant report with the Board. Chairman Johnson stated thank you Stacie, being on the Board, they all have jobs, and it is an additional responsibility, and you make the financials of the Board very easy. Thank you for what you do. General Manager John Lufrano stated yes, he is so appreciative to have Stacie in this office.

c. Engineer Report

District Engineer Tim Russell stated that he does not have a lot to report. Some final clean up stuff with the contractor on the street maintenance project. He has had some coordination with a new laundry mat in Mica drive commercial area but nothing concrete yet. Other than that, just some small miscellaneous stuff with John. Tim stated that Douglas County is starting their portion of the Plymouth project, you will notice that when you drive down there.

d. Attorney Report

District Counsel Chuck Zumpft stated that other than the two items in the packet he has nothing else to report. The District is in good hands with John on board for another year.

Public comment: none

Board of Trustees further discussion/comment: none

10. Chairman and Trustees Reports, Correspondence

Under this item the Board Members will briefly identify relevant communications received by them before the meeting, or meetings attended, or potential business of the District. No action will be taken on any of these items, but a member may request such item or topic be placed on a future agenda.

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11. Discussion and possible action to approve Draft Minutes from the October 21, 2020 Board Meeting.

Chairman Johnson motioned to approve Draft Minutes from the October 21, 2020 Board Meeting. Trustee Eisele seconded. Motion carried unanimously.

12. Adjournment

Chairman Johnson motioned to adjourn the meeting. Trustee Eisele seconded. Motion passed unanimously.

Meeting adjourned at 7:36P.M.

FINAL APPROVED MINUTES AS PRESENTED

**Secretary/Treasurer
Ronny Lynch**