

Minutes
Indian Hills General Improvement District
Board of Trustees Meeting
District Office
3394 James Lee Park Rd. #A
Carson City, NV 89705
February 20, 2013
6:00 P.M. Regular Meeting

Trustees Present: Chairman Brian Patrick, Vice Chairman Chris Johnson, Secretary/Treasurer Bill Eisele, Trustee Denise Pierini and Trustee Ronny Lynch.

Staff Present: General Manager John Lufrano and Administrative Assistant Brooke Thompson

Others Present: Engineer Tim Russell, Attorney Chuck Zumpf, Residents Kathryn Clark-Ross, Dale Morlan, Penni Eisele, Christy Holcomb, Sheila DeGrote, Lynn Burgavelb and Mike Holcomb.

1. Call to Order

Chairman Patrick called the Regular meeting to order at 6:00 P.M. Chairman Patrick requested that all cell phones and pagers be turned off for recording purposes.

2. Pledge of Allegiance: Led by Vice Chairman Johnson.

Vice Chairman Eisele disclosed that his daughter-in-law Sandi Eisele works for the District in Human Resources.

3. Approval of Agenda – Chairman

Trustee Pierini motioned to approve the agenda. Vice Chairman Johnson Seconded. Motion passed unanimously.

4. Public Interest Comment: none

5. Discussion and possible action regarding construction of a disc golf course in the open space area north of ball field one.

Mike Holcomb stated that he would like to propose having a disc golf course installed in the open area by ball field one and the dog park. It is a very popular sport and there is not a course in the Carson Valley area, there are several in Tahoe and one in Dayton. The disc golf community is very volunteer oriented and once they hear it has been approved things will move quickly. Once Dayton's was approved it was only months before the entire course was done. I feel very optimistic that this will move forward quickly. I just started playing this last July and since then I have played 50-60 times and drive to Dayton almost every weekend. In the winter time people from Tahoe will come down to this course.

Secretary/Treasurer Eisele stated that John has experience with this from Tahoe. General Manager John Lufrano stated yes Zephyr Cove Park was approached by the local disc golf community; my involvement was walking the property they wanted to use to make sure it didn't interfere with any other activities going on. They maintained the course and there were no out of pocket expenses from the County. I was always pleased with the way it was ran and maintained.

Trustee Pierini stated that she is impressed with this presentation and she is very excited. She stated that is says you want a 9 hole, 18 hole and 27 hole course with a graduated approach to install it. You mention that it is environmentally friendly and that it will be installed at no cost. You also mentioned disc golf clubs are you a member of a club. What are the chances of injuries. There is a gentleman named Craig Getty who is highly involved in disc golf and I suggest you contact him as well.

Mike Holcomb stated yes the baskets are roughly \$200.00 each and a bag of cement is all that's needed. We are going to ask for donations of about \$250.00 that will pay for the basket and concrete. The sponsor's name will go on the tee sign. We should not have a hard time getting sponsors to take care of this. I even thought of putting a donation basket out there which would take care of any maintenance. I am not a member of a club but would be surprised if one was not created once this is installed. Craig is one of the first people I will be calling once this is approved.

Christy Holcomb stated that disc golf is a game that everyone can play no matter how good or bad you are. It is possible to get hit but like any sport you need to be aware of your surroundings. We will not be throwing over any trails where people would be walking.

Sheila DeGrote I just wanted to say Mike has put hours into his thought process and has walked the park several times. I just wanted to give him credit for his time and effort.

General Manager John Lufrano stated that he spoke to Jim Norton regarding any liability he said to me you guys have a skate park. This is an extremely low risk sport.

Chairman Patrick asked that Mike report to the Board in three months to let us know how it's going.

Secretary/Treasurer Eisele motioned to accept the construction of a disc golf course in the open space area north of ball field one. Vice Chairman Johnson seconded. Motion passed unanimously.

Public Interest Comment: none

6. Discussion and possible action to approve amendments to section two of the District's personnel policy.

General Manager John Lufrano stated that this is the revised Pool Pact version of section two with the recommended updates. The big one I want to discuss is random drug and alcohol testing the reason is because there is a fiscal impact associated with that. I am looking at 25% of our workforce. Safety sensitive positions are the only ones that are included. There are 8 of us myself included. With 8 people we are looking at 2 employees a year. We have a few options in terms of how to choose the employee to be tested. Sinnett Consulting Services is out of Reno. We would send him a list of employees and twice a year he would use a computer program to select an employee. He would then contact me and I will then notify the employee. If it is me that was chosen I will go down immediately. The other option we have is online randomnumber.org and I would literally put in the numbers and it randomly picks the number that is associated with an employee. As you saw we are looking at an annual cost of \$340.00 if we go with an outside agency, which in my opinion would be the cleanest. I would prefer to go with Mr. Sinnett.

Trustee Lynch asked what all the yellow is. General Manager John Lufrano stated that yes the yellow is what we want to add. Page 8, section 2.1.3 the last part of that states the District Attorney is designated as the District's Alternative EEOC officer. If I am an employee I would not want to go to the District Attorney as he represents the District not me as an employee. Page 11, section 2.3.3 the bottom states discipline including and up to termination, I am glad this is in here. Page 12, section 2.5.1 training will be provided every two years do we have someone that does that. General Manager stated yes through Pool Pact. Trustee Lynch Page 20, number 8 at the top does this mean employees behavior is monitored on his personal time after work? General Manager John Lufrano stated no it does not but we have employees that are on call and may be called into work. Trustee Lynch Page 21, section 2.8.3 employee assistance and voluntary referral the last sentence is confusing. If I come to the District asking for help I may be disciplined for that, which does not seem fair. Page 28, number 2 at the top searches should be conducted by law enforcement in my opinion it is a more neutral person. Vice Chairman Johnson stated that the search is not a search of a person it is of District property.

Trustee Pierini stated that not always is law enforcement available to come now. These are safety sensitive positions we are talking about they could harm themselves or someone else.

District Attorney Charles Zumpfth there is a difference between discipline and reasonable accommodation. If someone is on the job drunk and gets in an accident they need to be disciplined for that action regardless of whether or not they get help.

Chairman Patrick stated that the Board needs to remember that the employees have a union and if they do not feel comfortable going to the General Manager or the Attorney they can go to their union. The District Attorney is the representative of the District but he is also the representative of fair play. Is Pool Pact changing the language to comply with State and or Federal requirements. General Manager John Lufrano stated yes. If we stay on top of this we could be coming back every year with updates.

Secretary/Treasurer Eisele asked if this has come from Pool Pact. General Manager John Lufrano stated yes that is correct.

Vice Chairman Johnson motioned to approve amendments to section two of the District's personnel policy. Secretary/ Treasurer Eisele Seconded. Motion carried unanimously.

Public Interest Comment: none

7. Discussion and possible action to retain an outside consultant to conduct a job analysis and restructuring of all office staff positions.

Chairman Patrick stated that over the last three or four years the District has gone high and low and looking at cutting back and ways to save some money. We eliminated a part time Secretary we combined the GM position and Field Operations Supervisor positions, eliminated a Field position and only have one seasonal. With that we have decided to go to an outside consultant with the recommendation of the Pool Pact Attorney, who gave us two companies to be objective in our analysis of where we are going as we continue this manner that we are going through in getting mean and lean so to speak. We have two quotes for you to look at. This analysis is going to give us an idea of how we can run this office more

efficiently. A consultant gives us ideas/recommendations but we are not necessarily tied to them. We have budget meetings coming up and need this done prior to that.

Trustee Lynch asked which company would give us the best review. Chairman Patrick stated we have the two bids and we are supposed to choose one of them.

Secretary/Treasurer Eisele stated that the quote for \$2,400.00 and looking at their timeframes this looks like what I have dealt with in the past the other one seems more in depth and I'm not sure we need that at this time.

District Attorney Charles Zumpft stated that he spoke with the Pool Pact Attorney about this and she spoke very highly of both companies.

Trustee Pierini stated that in reviewing these side by side HROnDemand has padded themselves in case they need more time.

Secretary/Treasurer Eisele motioned to retain The Resource LLC. in the amount of \$2,400 to conduct a job analysis and restructuring of all office staff positions. Trustee Lynch Seconded. Motion carried unanimously.

8. Discussion and possible action to approve, approve with conditions, continue or deny a change order request in the amount of \$4,206.00 for the installation of an additional heater in the sludge dewatering building to provide a backup heater in the event one heater were to lose service which could pose a danger to freezing of chemicals and equipment.

District Engineer Tim Russell explained that the old building that has been refurbished at the sewer plant has two heaters in there now that are keeping the building above freezing. Andy's concern is if there was a failure a single heater may not be able to keep up with the colder temperatures. This came up when we had that cold snap it was keeping the building around 40 degrees. It is a good safety precaution the chemicals used out there are expensive and could pose a danger if they freeze.

District General Manager John Lufrano stated that Carson City had a problem with the polymer freezing. This is the thickening agent so we are going to try to keep this material from freezing.

Trustee Lynch asked what will this keep the temperature at and do they have thermostats?

District Engineer Tim Russell stated that the goal is to keep it above 40 degrees and they do have thermostats on them.

Secretary/Treasurer Eisele stated he has a problem with this because they are electric heaters, he thinks we should have good water and gas out there. I know we don't have any other choice at the moment.

Trustee Pierini asked if this is a backup to what we have now and are the ones out there now also electric.

District Engineer Tim Russell stated yes this is for a backup and it is electric.

District General Manager John Lufrano stated we will have to check with the electrician to see if Andy can turn the additional heater on manually if needed.

Chairman Patrick stated the material we are protecting is polymer and if we lose the product it will cost a lot of money to replace.

Trustee Pierini motioned to approve a change order request in the amount of \$4,206.00 for the installation of an additional heater in the sludge dewatering building to provide a backup heater in the event one heater were to lose service which could pose a danger to freezing of chemicals and equipment. Secretary/Treasurer Eisele seconded. Motioned passed unanimously.

9. Discussion and possible action to approve, approve with conditions, continue or deny a change order request in the amount to be determined at the board meeting for the installation of SCADA controls improvements as part of the in the sludge dewatering project to provide a reliable link between the Sewer and Water Plants.

District General Manager stated that as it stands now when someone is on standby with the SCADA system they only get an alarm from the sewer plant on the cell phone. They have to drive to the sewer plant to find out where/what the issue is. We want to link the water and sewer plants together which will in turn be connected to the laptop.

District Engineer Tim Russell stated that the reason there is no amount is because he was waiting on quotes. He provided a memo with more background in terms of where the money is coming from and what is left. This has been talked about for many years to facilitate better access to the information at the sewer plant. I have cleared this with USDA and they are ok with using loan funds for this. Two quotes were received, Sierra Controls has been providing support for this in the past. George T. Hall is who helped with the recent power outage. When USDA is in the mix the ease of trying to add a second contractor to an existing loan becomes challenging. They suggested we simply add them to the existing contract with Thomas Haen Company. The intent is for the communications between the two locations to come via radio to be placed at a County water tank which will be coordinated with the County.

Trustee Lynch asked on page two of two the third paragraph from the bottom what is the 15% markup?

District Engineer Tim stated George T. Hall will be a subcontractor to Thomas Haen Company as part of the subcontractor mark up standard is 15%.

Chairman Patrick one of the questions that has dominated a loan or bond is that we somehow spend all that is available. District Engineer Tim Russell stated that he does not want to spend anymore and there is not much left of this project so I don't anticipate anything else coming up.

Trustee Pierini so both contractors would have the 15% mark up. District Engineer Tim Russell stated yes.

Trustee Pierini motioned to accept a change order request in the amount of \$40,399.50 with George T. Hall for the installation of SCADA controls improvements as part of the in the sludge dewatering project to provide a reliable link between the Sewer and Water Plants. Vice Chairman Johnson seconded. Motioned passed unanimously.

10. Reports to the Board:

a. General Manager Report

District General Manager John Lufrano reviewed his report with the Board. He pointed out that he will be on vacation next week.

1. Parks & Streets

District General Manager John Lufrano reviewed the Parks and Streets report with the Board.

Trustee Lynch stated that he asked if he could volunteer and the District Attorney said if he wanted to do things on his own that is fine. One of the things I would like to see done is on the Sunridge side when you put out material on the streets so people don't slip this ends up on the sidewalks. If we cannot blow this off I will do this myself. General Manager John Lufrano stated he will have the guys go out tomorrow and clean it up.

Trustee Pierini asked why we had to replace stop sign poles. General Manager John Lufrano stated yes they are old poles and he cannot get the hardware to attach signs to the old poles so he replaced them.

2. Water

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

3. Wastewater

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

b. District Accountant Report

District General Manager John Lufrano reviewed the District Accountant report with the Board. Chairman Patrick stated that he has asked Stacie to attend the next meeting to go over the enterprise and administration accounts and talk about where we stand.

c. Engineer Report

District Engineer Tim Russell stated that he has nothing else to report. He would be happy to provide some aerial maps for the disc golf guys.

d. Attorney Report

District Attorney Chuck Zumpft stated that Mr. Brooke is down under and he has nothing else to report.

11. Discussion and possible action to approve Draft Minutes from the January 9, 2013 and January 28, 2013 Board Meeting.

Secretary/Treasurer Eisele motioned to approve Draft Minutes from both the January 9, 2013 and January 28, 2013 Board Meetings. Trustee Pierini seconded. Motion passed unanimously.

12. Chairman and Trustees Reports, Correspondence.

Secretary/Treasurer Eisele stated in thinking about the water and gas line going out to the sewer plant could we get a rough cost to install those? District Engineer Tim Russell stated that he could get a rough cost for that.

Trustee Pierini stated that most of them went to the training that Douglas County provided and it was a refresher for the most part but it was a great course. She thanked everyone that contributed to the Newsletter.

13. Adjournment

Secretary/Treasurer Eisele motioned to adjourn the meeting. Vice Chairman Johnson seconded. Motion passed unanimously.

Meeting adjourned at 7:30 P.M.

FINAL APPROVED MINUTES AS PRESENTED

**Secretary/Treasurer
Bill Eisele**