

Minutes
Indian Hills General Improvement District
Board of Trustees Meeting
District Office
3394 James Lee Park Rd. #A
Carson City, NV 89705
July 21, 2021
Regular Board Meeting 6:00 P.M.

Trustees Present: Chairman Garcia, Vice Chairman Clark-Ross, Secretary/Treasurer Bill Eisele, Trustee Gray and Trustee Dunham.

Trustees Absent: none

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

Others Present: Residents Dale Morlan, Donald Gray, and Penni Eisele.

6:00P.M. - Regular Meeting

1. **Call to Order**
Request that Cell Phones and Pagers be turned off for recording purposes.
Vice Chairman Garcia called the meeting to order at 6:00PM.
2. **Pledge of Allegiance:** Led by Chairman Garcia.
3. **Public Interest Comment:** none
4. **Approval of Agenda**

Secretary/Treasurer Eisele motioned to approve the agenda. Vice Chairman Clark-Ross seconded. Motion carried unanimously.

5. **Discussion and possible action to approve the General Manager's job description.**
General Manager John Lufrano stated what you have before you on page 4 is the job description that Brooke put together and he and Brooke worked together on. We took the old job description and put it into the new format, the format that is currently used for all other job descriptions. John stated hopefully everyone has had a chance to go through it, if there are any deletions, additions, questions, or comments we are here to answer them.

Secretary/Treasurer Eisele stated the only thing he saw to change, by the way this is very well done, he is good with what we are doing. The only thing he sees is that we should add that this person should know how to read and understand blueprints. Other than that, this was very well done.

General Manager John Lufrano stated after Bill called earlier Brooke and he looked at it, on page 7 under ability to the first bullet we will correct ready to read and add blueprints to the

Minutes of the July 21, 2021, Regular Board of Trustees Meeting

end of that, so it says, “requires ability to read, analyze, and interpret complex documents and blueprints.” John stated to Kathryn’s question honestly, he is reading blueprints all the time. It is done for parks.

Chairman Garcia asked so would it state for example blueprints or just add blueprints after documents. General Manager John Lufrano stated leave complex documents and add blueprints.

Trustee Gray stated that she went over it, and it is very thorough.

Vice Chairman Clark-Ross stated that she thinks it is all well and good, she wants to know what we are going to pay them. Chairman Garcia stated that is a different topic, it is coming up.

Trustee Dunham stated that he went over this with John and read it a couple of times. Dale stated that hopefully we can stay local and get someone that can step right in and pick up the ball and go.

Chairman Garcia stated that he has compared this job description to the prior one, they are very similar with a few things moved and enhancements. He thought it is good job in recharacterizing distinguishing characteristics to capture the essence of what a General Manager needs to do. It is very, very similar, some word smithing and repositioning, looks good to him.

Public comment: none

Board of Trustees further discussion/comment: none

Vice Chairman Clark-Ross motioned to approve the General Manager’s job description with the correction of ready to read and adding blueprints under ability to. Chairman Garcia seconded. Motion carried unanimously.

6. Discussion and possible action to approve a recruitment plan for the General Manager’s position.

General Manager John Lufrano stated based on what we heard at last month’s meeting, what you have before you is how we want to lay this out, in the memo it states to run the job for two weeks starting August 2nd. John stated Kathryn to your question in the memo we listed the salary range of \$80-\$110,000. Vice Chairman Clark-Ross asked if that is the way we will advertise the job with the \$80-\$110,000 range. General Manager John Lufrano stated yes, and it will give the board discretion based on knowledge, experience, or whatever room within that range. Vice Chairman Clark-Ross stated oh ok I like that. General Manager John Lufrano stated that we list the benefits they will receive, the approximate cost to advertise the job locally, which is the same as all of our jobs. If we don’t get the turn out we are looking for, we talked about going to a regional and then national recruitment if needed. We should be ok with that.

Vice Chairman Clark-Ross stated she is good.

Secretary/Treasurer Eisele stated that he thinks it is written very well.

Public comment: none

Board of Trustees further discussion/comment: none

Minutes of the July 21, 2021, Regular Board of Trustees Meeting

Secretary/Treasurer Eisele motioned to approve a recruitment plan for the General Manager's position. Trustee Gray seconded. Motion carried unanimously.

7. Discussion and possible action to approve a proposal from Sierra Controls, LLC. in the amount of \$54,635.00 for the recommended phase 1 Wastewater system SCADA upgrades.

General Manager John stated if you recall when we did the budget in April and May we have budgeted for these SCADA upgrades for wastewater and water, this is the first phase of the improvements. This will happen four times this budget cycle, every quarter. The board approved in wastewater \$178,000 in total SCADA upgrades for this budget year, this is just the first phase of that. John stated that he is asking for approval of this \$54,000 so we can get started. This is to upgrade not only all the telemetry between our lift stations and the water plant to the sewer plant. This is the SCADA for which our operators are able to see the systems and everything in the district. Operators can go in and see alarms and fix it from there or come in if needed, we have someone on call 24/7.

Chairman Garcia stated that as he understands currently one station cannot see the other, so operators can only see one plant.

General Manager John Lufrano stated yes, right now wastewater cannot see water, it has never been set up to have that. This will allow us to do that when all is said and done. We will have two computer motherboards, right now water can see but wastewater cannot. If we had a crash on the water side operators can see that on SCADA but if we had a crash on the wastewater side operators cannot see it.

Chairman Garcia stated so that is necessary redundancy. General Manager John Lufrano stated yes.

Secretary/Treasurer Eisele stated this is something this board looked at several years ago but were not able to do. This is very necessary to have this redundancy, we have had problems in the past. Bill stated that he is for it 100%

Public comment: none

Board of Trustees further discussion/comment: none

Chairman Garcia motioned to approve a proposal from Sierra Controls, LLC. in the amount of \$54,635.00 for the recommended phase 1 Wastewater system SCADA upgrades. Vice Chairman Clark-Ross seconded. Motion carried unanimously.

8. Discussion and possible action to approve a proposal from Sierra Controls, LLC. in the amount of \$40,550.00 for the recommended phase 1 Water system SCADA upgrades.

General Manager John Lufrano stated this is the same thing but for the water side again to go through the telemetry, we will start on the school tank and green tank so they can start talking correctly. We have been having some issues with the school tank connecting. Radios, solar panels they are all isolated systems powered off solar they are just very, very old. This is phase one for the water side and he is asking for approval tonight.

Public comment: none

Board of Trustees further discussion/comment: none

Minutes of the July 21, 2021, Regular Board of Trustees Meeting

Chairman Garcia motioned to approve a proposal from Sierra Controls, LLC. in the amount of \$40,550.00 for the recommended phase 1 Water system SCADA upgrades. Vice Chairman Clark-Ross seconded. Motion carried unanimously.

9. Discussion and possible action to approve a proposal from V & C Construction in the amount of \$6,227.80 but not to exceed \$8,000.00 for sidewalk replacement throughout the district, two water valve rings and one manhole ring.

General Manager John Lufrano stated that we do this on an annual basis, we go around looking for heaved sidewalks, damaged sidewalks, collars, and manholes. John stated why you see the not to exceed is because they always find something else that they strongly suggest we fix, and he can't because it is not budgeted for or approved. It has burned him once not having that pad and that is why he asked for a little more to cover any adjustments needed.

Public comment: none

Board of Trustees further discussion/comment: Chairman Garcia stated that he wanted to see what we are spending our money on, so he asked for a tour. John took him around to the specific locations that will be worked on, the bid is reasonable considering how much work is going to be done. Robert stated that he wanted to let their constituents know that there are other areas that are not as bad so they are not getting done this year. They are not as imperative; John is being prudent in his decision choosing the areas he has.

General Manager John Lufrano stated that the funds for this kind of maintenance comes out of our streets budget line 46, we have \$20,000 set aside.

Chairman Garcia stated are these evaluated once a year or twice a year.

General Manager John Lufrano stated usually once a year unless we have issues arise.

Chairman Garcia motioned to approve a proposal from V & C Construction in the amount of \$6,227.80 but not to exceed \$8,000.00 for sidewalk replacement throughout the district, two water valve rings and one manhole ring. Vice Chairman Clark-Ross seconded. Motion carried unanimously.

10. Reports to the Board:

a. General Manager Report

General Manager John Lufrano reviewed reports with the Board. John stated that he had a productive meeting with the forest service at green tank. After our school wells survived the fire of course green tank was the next in line. Fire crews did a great job with saving tanks meaning paint peeling off and such. He is excited about what they are going to do we will work with them for erosion when they get to it. John stated that he does not know when they will get to it, it is based on their season and then we will do the same thing around Ridgeview tank, to make sure they have the defensible space they need. The tanks have defensible space now, there is a fenced off area this is beyond that. John stated that the Cottages have paid for ten connections, they stated that they will be pulling eight more permits with the County so will be

paying for some more connections. Valley Vista seven has of course paid for all connections and we have 19 new accounts to date out of those 36 lots. Vice Chairman Clark-Ross stated that she is confused on this 19 people have moved in and have water. General Manager John Lufrano stated yes in Valley Vista seven. Vice Chairman Clark-Ross stated oh I was thinking the Cottages. Ok so the Cottages have paid ten connections. Chairman Garcia stated it is just the connections, not service yet.

1. **Administrative** General Manager John Lufrano reviewed the report with the Board.
2. **Water** General Manager John Lufrano reviewed the report with the Board.
3. **Wastewater** General Manager John Lufrano reviewed the report with the Board.
- b. **District Accountant Report** General Manager John Lufrano reviewed the report with the Board.
- c. **Engineer Report** District Engineer Tim Russell stated it is good to see everyone in person. He apologized for not being here last month he got delayed in the fire by Reno. Tim stated he has been working on a couple small projects with John. Tim stated on Princeton drainage the ball is in the tribes court it may be a while before we hear back from them. Tim stated he has also been working on preliminary plans for the yard improvement drainage and starting to discuss looking at road rehabilitation on Indian and the sewer north of Mica, it all comes and collects by Indian there has been some history of some capacity questions. They really want to look at that to see if now is the time to correct those things. The board will see something on that at the next meeting. Other than that, just miscellaneous stuff that comes up all the time.
Chairman Garcia asked if there was any preliminary information on that. District Engineer Tim Russell stated no that is to be had.
- d. **Attorney Report** District Counsel Chuck Zumpft stated that he has nothing to report it has been a quiet month.

Public comment: none

Board of Trustees further discussion/comment: none

11. Discussion and possible action to approve Draft Minutes from the June 16, 2021, Board Meeting.

Chairman Garcia motioned to approve Draft Minutes from the June 16, 2021, Board Meeting. Secretary/Treasurer Eisele seconded. Motion carried unanimously.

- 12. 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.

Minutes of the July 21, 2021, Regular Board of Trustees Meeting

Vice Chairman Clark-Ross stated that she has gotten a lot of questions about the letters that John sent out, they are the first warning and then what.

General Manager John Lufrano stated that he drives around the district, and we send out letters, he does this often. These are letters regarding RV's, yards needing to be cleaned up.

Vice Chairman Clark-Ross stated so the first letter goes out and then what happens if they don't correct the issue.

General Manager John Lufrano stated if it is on the property then it goes to Douglas County Code Enforcement if it is on the street then it goes to the Sheriff's office, the only thing we have control over is sidewalk obstructions. We don't have as much of an issue with sidewalk obstructions as we do with RV's, trash, and weeds.

Vice Chairman Clark-Ross stated what are the consequences though. General Manager John Lufrano stated the code enforcement will start fining people, daily to a maximum amount of almost \$2,000 then it will go on the tax roll, the sheriff's office will tow anything away that is parked on the street. John stated our last newsletter talked about this and he came up with about 80 violations in the district and the gals mailed them out. We get a lot of calls; the reason is because when they call code enforcement, they have to fill out a form and tell residents who complained so we do it on behalf of Indian Hills. We have been doing this for ten years. He is not going to lie he is extremely disappointed in some of these.

Resident Teri Gray stated that there are a lot of rentals here and the renters don't care, they don't have pride in the property because it is not theirs. The owners are not being notified or don't care either.

Secretary/Treasurer Eisele stated that it has made a big difference in the last ten years, he has seen it.

Vice Chairman Clark-Ross stated those houses who don't care. It makes her sick.

General Manager John Lufrano stated we send these notices to owners, renters, and property management companies.

Trustee Dunham stated that he was tagged twice and moved the stuff when asked.

Chairman Garcia stated with these heat waves and the likelihood that they will continue, he would like to discuss opening the district board room under certain criteria as a cooling center during business hours. People are dying all over the country from heat exhaustion in their own homes. Can we please put this on the agenda.

Robert stated the other thing is to bring back a modified version of Brian Patrick's proposal of a splash pad. We deemed the splash pad as something that would require too much infrastructure and a lot of water would be wasted so maybe a misting center versus a splash pad is something we can bring back to the table. We don't need a recovery pump for misting but certainly would be in combination with a cooling center maybe able to help and add to the district. With everything going on with building in the future or at another park maybe something like that can be incorporated in. He and John talked about it, maybe it can be around the gazebo. He would like the Board to start thinking about it and if ok let's put it on a future agenda. Secretary/Treasurer Eisele stated put it on the agenda for future discussion.

13. Adjournment

Secretary/Treasurer Eisele motioned to adjourn the meeting. Chairman Garcia seconded. Motion carried unanimously.

Meeting adjourned at 6:43P.M.

Minutes of the July 21, 2021, Regular Board of Trustees Meeting

FINAL APPROVED MINUTES AS PRESENTED

**Trustee
Teri Gray**