

3.21 Casual/Temporary/Seasonal Employment

3.21.1 Purpose

Because some of the **District's** work is indefinite and/or irregular with regard to schedule and duration, the **District** may need to employ casual/temporary/seasonal workers at all levels of responsibility from time to time on an as-needed basis or to work for limited periods of time at the discretion of the **District**.

3.21.2 Authorization to Hire Casual/Temporary/Seasonal Workers

In general, a casual/temporary/seasonal worker may be hired for work which will require fewer than 20 hours per week or fewer than 120 consecutive working days to complete, if the **District** has appropriated sufficient funds in the budget to pay the worker. Work requiring more hours to complete will usually require the establishment of a regular position. The **District** will not hire casual/temporary/seasonal workers to avoid establishing a regular position when the work to be performed is ongoing. However, the **District** may, from time to time, find that its best interests are served by assigning work to a casual/temporary/seasonal worker for longer than 120 days or more than 20 hours per week.

3.21.3 Duration of Casual/Temporary/Seasonal Employment

A casual/temporary/seasonal worker has no right to or expectation of continued employment or any property right regarding employment. A casual/temporary/seasonal worker may be terminated at any time, with or without cause, with or without notice, and shall have no right to appeal.

3.21.4 Employment in a Regular Position

The **District** may hire a casual/temporary/seasonal worker into a regular position only after the applicant has been found to be qualified as a result of completing an authorized recruitment and selection process for that position. The employee's service date will be determined according to the date of hire in the regular position with no credit given toward completion of an introductory period or the accrual of benefits for the time an employee was hired for casual/temporary/seasonal work.

3.22 License/Occupational Certification

3.22.1 Purpose

The **District** mandates that, if required by the current job, all employees obtain and maintain a valid license, certificate, permit, or other occupational certification issued by the state, county, city, or other applicable authority.

3.22.2 Employee Responsibilities

In the event the employee receives notice of revocation or non-renewal of a license, certificate, permit, or occupational certification, the employee shall immediately notify the direct supervisor. The employee shall not perform any task for which the license, certificate, permit, or other occupational certification is required after the license,

certificate, permit, or occupational certification has been non-renewed or revoked. Employees who do not have a valid license, certificate, permit, or occupational certification, will not meet the job requirements. Failure to meet the job requirements will result in termination.

3.22.3 Applicant's Failure to Possess a Valid License, Certificate, Permit, or Occupational Certification

Prospective applicants for a position who cannot obtain the required license, certificate, permit, or occupational certification required for the job will not be given any further employment consideration. Any job offer, offer of promotion, or offer of transfer previously made will be withdrawn.

3.22.4 Driving Records

The **District** may conduct a review of driver's license records annually for those employees required to drive as a part of their duties.

3.22.5 Vehicle Liability Insurance

Each employee whose job duties require the use of an automobile for transportation is required to possess current in force vehicle liability insurance or provide an alternate means of transportation. If at any time current in force vehicle liability insurance is not in effect, the employee must notify the direct supervisor within one working day. The following minimum vehicle liability insurance limits are recommended for all driver's: \$100,000.00 bodily injury liability per person, \$300,000.00 bodily injury liability per accident, and \$50,000.00 property damage liability.

3.23 Volunteer Program

3.23.1 Purpose

The **District** recognizes that there are benefits to members of the community to become involved in the delivery of the **District's** programs and services on a volunteer basis. Individuals have an interest in assisting public agencies by applying their knowledge, skills, and experience to a worthwhile endeavor. Also, the community and the **District** receive enhanced services because of the individual's specialized skills and commitment. Using volunteers is a true win-win situation for those willing to volunteer for the **District** and for the community.

3.23.2 Scope

This policy covers the essential elements of an effective volunteer program which is compliant with applicable state and federal regulations pertaining to the **District's** volunteers. As this policy is broad in scope, individual departments should establish additional specific requirements consistent with this policy to guide the use of volunteers within the specific program areas.

3.23.3 Planning

Prior to implementing a volunteer program, a department will develop a plan for utilizing volunteers.

1. The plan may include:
 - Volunteer assignment descriptions for each volunteer.
 - A statement describing how and by whom volunteers are overseen.
2. The plan will include:
 - A needs assessment and a statement outlining how volunteers will be used to meet these needs;
 - A budget for any personnel costs, operating costs, and direct and indirect costs

3.23.4 Recruiting, Screening, Interviewing, and Selecting Volunteers

As with employees, the **District's** ability to meet its goals and objectives is directly related to the skill and ability of volunteers selected. Criteria for selecting volunteers will be developed in the same manner as used for selecting new employees.

The **District** prohibits discrimination, harassment, or retaliation directed at volunteers on the basis of any protected class membership.

The recruitment, screening, and interviewing process should be planned and sufficiently thorough to result in selecting the best volunteer possible for departmental needs.

Volunteer applicants engaged in activities for the **District** shall complete the **District's** volunteer application, including an acknowledgment that the function to be performed is not a paid position and the person is truly volunteering services.

The **District** will promptly address problems associated with the volunteer's performance or behavior. However, if problems cannot be corrected, the services of the volunteer may be discontinued.

Specific requirements that apply to employees in certain occupations such as fingerprinting, detailed background checks*, and screening for drug use apply to volunteers performing similar occupations.

3.23.5 Managing Volunteers

1. Volunteers will be covered by the **District's** workers' compensation policy per NRS 616A.130. Volunteers shall receive appropriate oversight for the functions performed including an orientation to the **District's** policies and procedures, departmental operating procedures, safety practices, and other relevant information.
2. Day-to-day oversight of volunteers shall be conducted as with employees. Adequate equipment and supplies, as well as a safe working environment, will be provided for volunteers.
3. The **District** will maintain detailed and accurate records of volunteer activities including a roster of active volunteers. The date, time, and duration of each volunteer

activity session will be recorded, along with the work performed. The **District** will remove volunteers from the roster whenever volunteers are inactive for more than thirty days.

4. Annual performance evaluations may also be completed on volunteers.
5. Volunteers serve at the pleasure of the **District** and are subject to dismissal at any time with or without cause.

3.24 Related Forms

- Adverse Action Notice
- Applicant Interview Evaluation Form
- Authorization to Conduct Employment Investigations
- Bona Fide Conditional Offer Letter
- Conditional Offer of Employment Pending Background Checks
- Disclosure to Employee or Applicant of Request for Third Party Investigative Report
- Employment Application
- Formal Job Offer Letter
- New Employee Orientation Checklist
- Notice and Authorization for Requesting Consumer and Investigative Consumer Reports
- Notification of Background Check
- Potential Rating Errors and Problems
- Prohibited Topics "Questions Which Cannot Be Asked"
- Pre-Adverse Action Notice
- Reference Check Data Collection Form
- Summary of Your Rights Under the Fair Credit Reporting Act
- Transfer/Reassignment Request Form
- Authorization to Conduct Volunteer Investigations
- Volunteer Application Form
- Volunteer Agreement, Consents and Releases, and Conditions

4 POSITION CLASSIFICATION PLAN

4.1 Policy

4.1.1 Purpose

The **District** will develop and maintain a classification plan for all positions. Classification plans categorize positions into similar duties, qualifications, and responsibilities called "classes." Each class is defined in a job description form. The job description will include: title; definition and/or distinguishing characteristics; essential functions; qualifications for employment including knowledge, skills, ability, experience and/or training required to perform the job; physical and mental requirements and working conditions; and Fair Labor Standards Act (FLSA) status (exempt/non-exempt).

4.1.2 Classification

1. Each position shall be classified consistent with this policy and in accordance with the nature and relative complexity of the essential functions, responsibilities, and authority of the position. Classification of a position shall be effective when approved by the General Manager and the Board of Trustees.
2. Positions will be allocated to the same class when the following conditions exist:
 - The same descriptive title may be used to designate the positions;
 - Substantially the same level of education, experience, knowledge, skills, ability, and other qualifications are required to perform the duties/essential functions;
 - Similar tests may be used to select employees for the positions;
 - All applicants offered employment in the class are subject to the same type of medical exam(s), if any; and
 - The same level of compensation is appropriate for the positions.
3. Classes will be allocated to a pay grade as established in **District's** Compensation Plan policy.

4.1.3 Maintenance and Revision

The **District** will periodically review the classification plan and recommend to the General Manager the revision, addition, or abolishment of classes.

4.1.4 New Positions

When a new position is to be created, the General Manager will recommend to the Board of Trustees an appropriate class for the new position. When preparing a request for a new position, the requesting party shall consult the Human Resources Department to determine the appropriate classification for the duties to be assigned to the new position.

4.1.5 Reclassification

When a department manager believes the duties/essential functions of a position have changed to the extent they no longer fit within the current class, the duties/essential

functions will be reviewed and, if appropriate, the position reclassified to the appropriate class. Reclassification will not be undertaken as a substitute for discipline or hiring practices, nor to effect a change in pay in the absence of a significant change in assigned duties/essential functions and responsibilities.

Reclassification must be confirmed by the General Manager.

A change in a position's classification does not constitute the sole basis for determining whether the current employee in a position will also be assigned to the new position.

The decision as to reclassification of a position shall be made by the General Manager with the concurrence of the Board of Trustees.

The decision to place the current employee in the new class shall be based upon the qualifications and job performance of the employee.

Whenever a position is reclassified to a lower-level class, the current employee will be placed in the lower-level class.

4.1.6 Reallocation

A class may be reallocated to a higher pay grade or to a lower pay grade based on a change in duties/essential functions and responsibilities for all positions in the class, or based upon salaries paid by other comparable Districts for comparable work.

The decision as to reclassification of a position shall be made by the General Manager.

4.2 Procedure

4.2.1 Requests for Classification Review

1. Submission Process

An employee may request classification review by submitting a written request to the General Manager who will review the request and, if appropriate, send it to the Board of Trustees with a written memorandum explaining the specific duty and responsibility changes, and a verification that the changes are to be permanent. The Board of Trustees will review the request and indicate if the request meets the Criteria for Determining the Need for Classification Review and whether or not a study will be conducted.

An employee may request the classification review be forwarded to the Board of Trustees even if the General Manager does not concur. The employee will notify the General Manager in writing to review the denied request. The reasons for disagreeing with the employee's request shall accompany any request forwarded to the Board of Trustees.

2. Criteria for Determining the Need for Classification Review

The Board of Trustees may authorize a classification review when it is believed permanent and substantial changes in the duties assigned to a position have occurred. The new duties must be clearly defined and assigned before a review is begun. The classification review may include any positions which are in the same work unit, have

related duties, or are in the same class series as the position for which classification review is requested.

4.2.2 Effective Date

1. *Reclassification/Reallocation*: The effective date of a reclassification or a class reallocation shall be the first day of the pay period following the **District's** approval of the action. If the position is reclassified or reallocated upward, the anniversary date for future pay increases shall be established as the first day of the pay period following six months in the new classification, and will not include the period for which retroactive pay is granted, as described below. If the position is reclassified/reallocated at the same level or at a lower level, the anniversary date will remain unchanged.
2. *Retroactive pay*: At the discretion of the **District**, out-of-class pay may be paid back to the date on which a formal reclassification request was made if the reclassification is subsequently approved (see Work Out-of-Class policy).

4.3 Related Forms: NONE

5 COMPENSATION PLAN

5.1 Pay Periods and Paydays

Employees are paid biweekly on Fridays. If a payday falls on a Saturday or holiday, employees are paid on the preceding workday. If payday falls on a Sunday, employees are paid on the next workday.

5.2 Workweek Defined

The workweek begins at 12:01 a.m. on Monday and ends seven days (168 hours) later at midnight on the next Sunday.

5.3 Work Time

5.3.1 Attendance

Employees are expected to work their entire assigned shifts and be available and ready for work at the beginning of their assigned shifts and at the end of their scheduled rest and meal periods. Required preparation for rest and meal periods, as well as the end of the workday, is considered work time. Rest and meal periods include the time spent going to and from the place where the break is taken.

5.3.2 Work Schedules

The supervisor or manager shall schedule work hours according to the needs of the District.

1. Employees working a five-day, forty-hour week (designated 5/40) and shall work eight hours per day for five days in any workweek and shall receive two days off.
2. Employees working a four-day, forty-hour week (designated 4/40) shall work ten hours per day for four days in any workweek and shall receive two days off. (General Manager approval required for a 4/40 schedule)

5.3.3 Rest Periods

Employees will be granted one 15-minute break or rest period during each shift of four or more hours. Employees may not take rest periods at the beginning or at the end of the shift. Rest periods may not be scheduled or taken consecutively or in conjunction with meal periods.

5.3.4 Meal Periods

Employees who work six or more hours in a workday are allowed an uninterrupted, unpaid meal period of 30 minutes or longer at or about mid-point of their workday. Supervisors or managers will be responsible to ensure that wherever and whenever possible, employees will be permitted the meal period uninterrupted by work-related duties. If an employee's meal period is interrupted by a work-related matter, the employee will be paid for the meal period. Meal periods may not be scheduled or taken consecutively or in conjunction with rest periods.

5.3.5 Work Assignments

Work should be scheduled in a manner which allows employees rest periods and meal periods. Rest and meal periods shall be scheduled in a manner which allows maximum public access to the **District's** services. The **District** may adjust rest and meal periods from time to time to meet the needs of individual employees and/or to respond to changes in department workload. Nothing herein should be considered to limit or restrict the authority of the **District** to make temporary assignments to different or additional locations, shifts, hours of work, or duties as needed to meet the **District's** needs or to respond to unforeseen or emergency situations.

5.4 Time Reporting

5.4.1 Purpose of Time Reporting

Recording of hours worked and/or leave time taken by employees is necessary to provide an accurate basis for preparing paychecks, to assure compliance with federal and state laws, and to maintain an effective and efficient cost accounting system. (For payroll purposes, the Fair Labor Standards Act (FLSA) requires non-exempt employees report all time spent performing work.)

5.4.2 Hours Worked

Non-exempt employees will be paid for all hours worked. Hours worked include, but are not limited to:

1. Time worked before or after the normally assigned shift, or any other irregular hours, even if the employee volunteers to perform the work. Periods of six minutes or less are not considered overtime unless they occur regularly. (This provision does not apply to employees who are performing volunteer work which is unrelated to their normal job functions.)
2. Rest periods of 20 minutes or less.
3. Travel time that occurs during an employee's normally scheduled work hours, including regular days off and holidays.
4. Except as provided below, hours spent at lectures, meetings, and training activities, unless attendance is completely voluntary, outside of normal work hours, not job-related, and no other work is performed.

Employees will not be compensated for the time spent under the following conditions:

- Voluntary attendance, outside of work hours, at an independent school, college, trade school, or similar training offered by the **District** at the employee's own initiative even if the courses are related to the employee's current job or paid for by the **District**.
- Training outside of regular work hours required by law for certification for public-sector employees.

5.4.3 Position Designations - Exempt or Non-Exempt

All positions are designated as “exempt” or “non-exempt” according to federal and state laws and regulations.

5.4.4 Responsibility for Exempt or Non-Exempt Designation

The Human Resources Department will examine and evaluate position descriptions and duties performed for all positions to determine the designation of the position as exempt or non-exempt. Departments will notify the Human Resources Department when the duties of a position have substantially changed in order to ensure an accurate designation.

5.4.5 Responsibility for Time Reporting

Employees are responsible for accurately completing their own timesheets. Supervisors shall not alter or adjust the hours that an employee reports on the timesheet. If the supervisor believes the employee has completed the timesheet in error, the supervisor shall discuss the issue with the employee.

All non-exempt employees will record all hours worked and all leave time taken, whether paid or unpaid, and the type of leave taken (e.g., sick leave, annual leave, compensatory time) on the timesheet.

All exempt employees will record all hours worked and all leave time taken whether paid or unpaid, and type of leave taken (e.g., sick leave, annual leave) on the timesheet.

5.5 Overtime

5.5.1 Non-Exempt Employees

Except as provided below, employees in positions designated as “non-exempt” will be eligible for overtime compensation as follows:

1. Employees will receive overtime compensation for hours worked in excess of eight hours in one day with the following exceptions:
 - Employees who work more than eight, but not more than ten hours in a day, will receive overtime compensation for hours worked in excess of 40 hours in the workweek.
 - Employees who chose and are approved for a variable workday or variable 80-hour work schedule will receive overtime compensation for hours worked in excess of 40 hours in the workweek.
 - Employees whose hours are established by collective bargaining agreements will receive overtime accordingly.
2. All overtime hours must be specifically authorized in advance by the employee’s supervisor/manager. Overtime will be compensated at time-and-one-half the employee’s regular rate of pay. An employee’s regular rate includes all payments made by the **District** to the employee. Examples of payments to be included are: on-call pay, shift differential, hazard duty pay, and longevity pay. Paid overtime will be included in the same paycheck covering the pay period in which the overtime was earned unless the

correct overtime amount cannot be determined until after the regular pay period. Employees who earn overtime may, with the approval of the General Manager elect to receive compensatory time off in lieu of overtime pay. Requests for compensatory time off in lieu of overtime must be made in writing and once approved, will be placed in the employee's payroll file. Compensatory time will be earned at the rate of one and one-half hours off for each overtime hour worked. Employees who elect compensatory time off may accrue up to sixty hours. Employees will be allowed to use compensatory time within a reasonable period of request unless it unduly disrupts the operations of the **District**. At any time, the **District** may pay an employee for accrued compensatory time not used at the employee's regular rate of pay, or schedule use at its discretion.

3. Time paid but not worked, including sick leave, holidays, compensatory time off, and annual leave, does not count toward hours worked for the purpose of computing overtime hours.
4. If a non-exempt employee believes overtime under the FLSA or state law has been improperly paid, it is the responsibility of the employee to seek correction by reporting any error to the General Manager. An investigation will be conducted on a timely basis and **District** will act to correct any errors as soon as practicable.

5.5.2 Exempt Employees

Generally, exempt employees are hired with the understanding that they are responsible for accomplishing the duties required for their assigned position. **Consistent with the FLSA and NRS, employees in exempt positions are not required to be paid for overtime.**

It is our policy to comply with all aspects of the FLSA including its salary-basis requirements. Therefore, making any deductions from the salaries of exempt employees which are not allowed by law is prohibited.

Consistent with the FLSA and NRS, employees in exempt positions are not required to be Subject to certain exceptions set forth in the FLSA regulations ~~and FMLA as provided above,~~ The **District** has a bona fide ~~annual and sick~~ leave policy and may deduct a partial days' absence from exempt employees' accrued leave, but not from their pay or salary. Accordingly, if the employees do not have accrued leave and still work part of a day, they must be paid their full salary. However, if exempt employees do not have accrued leave or do not qualify to use leave and are absent for a full day, then the **District** can deduct from the employee's pay or salary for that full day.

1. Deductions will be made to offset amounts employees receive as jury or witness fees, or for military pay; or for unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions. The **District** will prorate an employee's salary based upon the days worked during the initial and terminal pay period of employment.
2. Exempt employees are generally expected to be available to perform their job duties during normal business hours (usually 7:30am to 4:00pm, Monday through Friday). It is expected that in order for exempt employees to complete their assigned work from time to time, it will be necessary that they work beyond the normal workdays and

business hours of the **District**. If, however, an exempt employee is working well beyond a 40-hour workweek on a regular recurring basis, the **District** may examine staffing levels and the employee's work habits and procedures.

5.6 Safe Harbor

District will classify employees as exempt or non-exempt, in accordance with the provisions of the FLSA and applicable state law. Employees who believe their position is improperly classified should request a review of the classification from the General Manager. An investigation will be conducted on a timely basis and **District** will act to correct any errors as soon as practicable. The **District** will not make improper deductions of pay from any employee, regardless of exempt or non-exempt status. Improper deductions should be reported to the General Manager. The complaint will be investigated, and **District** will act to reimburse the employee if an error is found. **District** will continuously make a good faith commitment to comply with all provisions of FLSA and state laws and intends this policy of correction to satisfy the "safe harbor" provisions of the FLSA.

5.7 Rates of Pay

5.7.1 Compensation Plan

Each regular position will be assigned to a class and pay grade in the compensation plan. Assignment to a pay grade will be based on the relative level and complexity of the duties, responsibilities, and authority of the job. The **District** shall determine the pay ranges based on these considerations:

- Rates paid by the **District** for comparable work;
- Internal relationships of other job classes in the same or similar occupation;
- Rates paid by other Districts for comparable work;
- Other financial commitments of the **District**; and
- Funds available to the **District** for salaries.

The **District** may adjust the minimum and maximum for each pay range periodically as changes in any of the factors listed above occur or to recruit and retain qualified employees for each job.

5.7.2 Discussion of Wages

NRS 613.330 states it is unlawful to discriminate against an employee for inquiring about, discussing, or voluntarily disclosing information about wages. This does not apply to any employee who has access to or information about the wages of other employees as part of their essential job functions and discloses that information to a person who does not have access to that information unless the disclosure is ordered by the Labor Commissioner or court.

5.7.3 Hiring Rate of Pay

The normal hiring rate is the low end of the pay range for the position's classification. The **District** may authorize advanced pay appointments.

5.7.4 Advanced Pay Hire

Fairness and equity in the administration of the compensation plan will be maintained when making advanced pay hires. The **District** may authorize advanced pay appointments when all of the following circumstances exist:

1. The applicant's qualifications indicate the individual will perform at a level commensurate with the requested pay;
2. Other applicants with similar qualifications not requiring an advanced level pay rate are unavailable;
3. Funds are available in the hiring department's budget to pay the higher rate; and
4. Advanced hire rate will not exceed the top end commensurate with current employees of comparable education, experience, and skill levels.

5.7.5 Pay Rate on Promotion, Transfer, Demotion, Reclassification, and Reallocation

1. Except as may otherwise be provided by a collective bargaining agreement, a regular employee who is promoted to a higher classification will move to the pay range for the new class which provides at least an approximate 6.5% pay increase, not to exceed the high end of the range for the new class. A promoted employee's pay rate shall not be less than the starting pay of the pay range for the new position. Reclassification to a class with a higher-grade level is treated as a promotion for pay purposes.
2. An employee who transfers to a position at the same grade level will retain their current pay rate.
3. Employees who apply, interview, or are offered a promotion or transfer will be provided the pay range for the new position upon request.
4. An employee who demotes to a position with a lower grade level will be placed at a pay rate in the lower grade level which is closest to their current pay rate. If the employee's pay rate exceeds the top pay rate of the lower pay range, the employee will be Y-Rated. Reclassification to a class with a lower grade level will be treated as a demotion for pay purposes.
5. Reallocation of an existing class:
 - To a higher-grade level is NOT a promotion. An employee in a class that is reallocated to a higher-grade level shall be placed in the higher grade at a pay rate closest to the current pay rate that does not provide a decrease, or lowest level of the new grade if the current pay rate does not fall within the grade range.
 - To a lower-grade level shall be placed at the pay rate closest to the employee's current pay rate that does not provide a decrease. If the employee's pay rate exceeds the top pay rate of the lower pay range, the employee will be Y-Rated (see Y-Rate policy).

5.8 Pay Increases

5.8.1 Pay Advancements Authorized

1. An employee who is currently not paid at the top of the pay range for the class is normally eligible for pay advancement on the employee's anniversary date. Raises in

pay resulting from pay advancements are based on longevity and satisfactory performance and are not automatic. A pay advancement may be granted only upon a finding by the **District** that the employee meets all of the performance requirements of the position and complies with all of the **District's** rules, regulations, and policies. An employee who is determined to be eligible for pay advancement shall move to the next higher level within the range.

2. Except when Y-Rated, an employee will not be paid a regular rate of pay above the top level of the pay range for the classification.
3. Level adjustments may be made to a supervisor to maintain an appropriate differential, not to exceed 10% between the base rate of pay of a supervisor and the base rate of pay of an employee who is in the direct line of authority of the supervisor. An adjustment may be granted pursuant to this provision if, before the adjustment, the base rate of pay of the employee is the same or greater than the base rate of pay of the supervisor.
4. Pay advancements are administered by the Supervisor, subject to the confirmation of the General Manager that there is adequate documentation that all requirements have been met.

5.8.2 Anniversary Date Pay Advancement

1. The date on which an employee becomes eligible for consideration for pay advancement is known as the anniversary date. When approved in writing, pay advancements will become effective at the beginning of the pay period in which the employee's anniversary date occurs.
2. A promotion and reclassification to a class with a higher pay range shall establish a new anniversary date.
3. A demotion or reclassification to a class with a lower pay range shall not establish a new anniversary date.

5.9 Withholding of Pay Advancements

5.9.1 Job Performance

When the **District** has determined that the job performance of an employee is less than satisfactory, the pay advancement shall be withheld. The employee's performance shall be documented, and a copy of the documentation provided to the employee.

5.9.2 Unpaid Leaves of Absence

An employee's eligibility for consideration for pay advancement shall be delayed by temporary layoffs or unpaid leaves of absence in excess of thirty working days during any twelve-month period following the employee's last pay advancement. The employee's anniversary date shall be adjusted by the total number of days of unpaid leave.

5.9.3 Granting of Withheld Advancements

The **District** may approve pay advancement at the beginning of any pay period upon finding that the employee currently meets the qualifications for an advancement. The employee's anniversary date shall be adjusted to the date on which the pay advancement is actually

granted. If pay advancement is not granted in the interim, the employee shall be considered for pay advancement on the next anniversary date.

5.10 Flat Rates of Pay

Certain job classes may be assigned to flat rates of pay in the compensation plan. Employees in classes assigned to a flat rate of pay are not eligible for pay increases.

5.11 Compensation for Casual/Temporary/Seasonal Workers

5.11.1 Rates of Pay

The **District** will pay casual/temporary/seasonal workers at the rate of pay established for the same work when performed by regular employees, or as appropriate for the type of work performed. Students receiving school credit for work may be paid at a rate established by the **District** for student interns.

The **District** may adjust the rates of pay annually consistent with general pay increases granted regular employees.

5.11.2 Pay Advancements

In July of each year, the **District** may advance casual/temporary/seasonal workers to the next level in the approved pay range for the work assigned. The **District** shall consider the qualifications and performance of the worker, the length of time the casual/temporary/seasonal worker has been assigned to the work, the rates paid to regular employees assigned similar work, and the funds available when determining whether to grant pay advancement.

5.12 Y-Rate

The **District** may pay an employee, who is reduced to a lower class as a result of reclassification or reorganization not associated with layoff or discipline and not the result of employee action or request, at the employee's current rate of pay which is above the top level of the range or between the level of the range. Similarly, an employee in a class which has its pay adjusted to a lower rate may also be paid at a rate of pay above the top level of the range. This rate shall be known as a "Y-Rate." At the discretion of the **District**, assignment to such a rate of pay is available to employees who are fully qualified to perform the work of the lower paid class.

An employee who is at a Y-rate above the top level of the range for the new (lower) class shall continue to receive the Y-rate while employed in the new class until a change in the rate of pay for the employee's new class causes the top level of the new class to be equal to or greater than the employee's Y-rate.

An employee who is at a Y-rate which is between the level of the range for the new (lower) class shall continue to receive the Y-rate until a change in the rate of pay for the employee causes the rate for the level in the range to which the employee is entitled to exceed the employee's current rate of pay.

5.13 Work Out-of-Class

5.13.1 Policy

Employees may occasionally be assigned to temporarily assume the duties of a higher-level budgeted position for a short period. In the event that such work extends beyond a short-term assignment, the **District** establishes criteria for paying employees for temporarily performing work outside the assigned duties of their current job class, and for employees temporarily assigned the duties of a management or administrative position.

5.13.2 Assignments

1. Employees may be temporarily assigned substantially all the duties and responsibilities of a budgeted, higher-level position for such reasons as:
 - the position is currently vacant,
 - the employee normally filling the position is on authorized leave, or has been temporarily relieved of all regular duties to complete a special project approved by the District, or
 - temporarily increased workload requirements.
2. The same employee shall not be assigned to the higher-level duties for more than six months unless specifically approved by the General Manager, who may extend the assignment for not more than an additional six months.

5.13.3 Employee Eligibility

To be eligible for work-out-of-class pay:

1. Employees must be formally assigned and actually performing substantially all the duties of the higher job class.
2. The pay range for the higher paid class must be at least 5.0% above the range for the employee's current job class.
3. Beginning on the twelfth consecutive workday of performing substantially all the duties of the higher-level position, employees will be paid at a rate 5.0% above their current rate of pay, or at the entry rate of the higher job class, whichever is greater, but not to exceed the top level of the higher classification.
4. The provisions of this section shall not be used to authorize additional pay to reward employees for outstanding service, or any purpose other than those stated.

5.14 Related Forms

- Request for Variable Workday Schedule

6 LEAVE PLANS

6.1 Holidays

6.1.1 Recognized Holidays

The following holidays are recognized by the **District**:

New Year's Day – January 1

Martin Luther King, Jr.'s Birthday – Third Monday in January

President's Day – Third Monday in February

Memorial Day – Last Monday in May

Juneteenth – June 19

Independence Day – July 4

Labor Day – First Monday in September

Nevada Day – Last Friday in October

Veterans Day – November 11

Thanksgiving Day – Fourth Thursday in November

Family Day – Friday following the fourth Thursday in November

Christmas Day – December 25

One Floating Holiday per Fiscal Year

Any day declared a holiday by the **District**.

Recognized holidays will be observed on the calendar days on which they fall. However, recognized holidays occurring on Saturday will be observed on the preceding Friday and holidays occurring on a Sunday will be observed on the following Monday.

6.1.2 Holiday Pay

1. Recognized holidays are typically non-workdays.
2. Employees will be paid their normal hours of work up to eight hours for each recognized holiday as long as the employee is in paid status on their regularly scheduled workday the day before and the day after the recognized holiday.
3. Casual, seasonal, temporary employees will not be paid unless they work on the holiday.
4. Employees who work a 4/10 schedule may use annual leave time or compensatory time off in order to receive 10 total hours of holiday pay.

6.1.3 Weekend Holidays

Employees will observe weekend recognized holidays as follows:

1. Employees regularly assigned to work Mondays and/or Fridays:
 - Saturday holidays will be observed on the Friday preceding.

- Sunday holidays will be observed on the Monday following.
2. Employees regularly scheduled to work on the Saturday or Sunday will observe holidays on the calendar for which they fall, unless an alternative is authorized by the **District**. If the holiday falls on a regularly scheduled day off, the employee will observe the holiday on the next regularly scheduled workday, unless an alternative is authorized by the **District**.

6.1.4 Work on Holidays

Non-exempt employees who work on a designated holiday shall be paid for the holiday plus one and one-half times their base rate of pay for any time worked on a holiday. Bargaining unit employees who work on a holiday shall receive holiday pay as provided in the collective bargaining agreement.

6.2 Annual Leave

6.2.1 Annual Leave Accrual

1. All full-time employees will earn annual leave beginning from their initial date of hire as follows (Part-time employees who regularly work 20 hours or more per week will earn annual leave on a pro-rata basis):

<u>From the Beginning of the Pay Period Following Completion of:</u>	<u>Through the Pay Period During Which the Employee Completes:</u>	<u>Hours Accrued for Each Regularly Scheduled Hour on Paid Status:</u>
Initial date of employment	Three (3) consecutive years of eligible employment*	80 hours .03846 per hour
Three (3) consecutive years of eligible employment*	Seven (7) consecutive years of eligible employment*	120 hours .05769 per hour
Seven (7) consecutive years of eligible employment*	Fourteen (14) consecutive years of eligible employment*	160 hours .07692 per hour
Fourteen (14) consecutive years of eligible employment*	Nineteen (19) consecutive years of eligible employment*	200 hours 0.9615 per hour
More than nineteen (19) consecutive years of eligible employment*		240 hours .11538 per hour

2. Except as noted, all accrual rates are expressed in terms of fractions of an hour earned for each regularly scheduled hour worked or on paid leave. Annual leave is not accrued for any other hours.
3. Annual leave is earned and credited to the employee on a biweekly,~~semimonthly,~~ monthly) basis coinciding with pay periods. The amount of annual leave accrual is based upon years of service adjusted, as specified, for leaves of absence without pay.

**Eligible employment includes all paid time in a regularly budgeted full- or part-time position.*

6.2.2 Eligibility Maximum Accrual

Accrued annual leave may not exceed 1.5 times the employee's annual accrual rate to be carried over into the next calendar year unless it is determined that the employee requested and was denied leave because of the **District's** business requirements. When allowing accrual above the maximum, the **District** will establish with the employee a specific schedule for use of the excess leave or may authorize payment for accrued annual leave, subject to funds being available in an approved budget.

6.2.3 Use of Annual Leave

No paid leave shall be taken until the completion of 6 months of employment. Annual leave is provided to employees for the purpose of rest and relaxation from their duties and for attending to personal business. Employees may not use annual leave before it is accrued.

An employee shall complete an appropriate leave request form as soon as the need to leave is known but no less than five business days prior to leave. The District shall determine whether to approve use of accrued annual leave and shall approve such a request whenever it is deemed reasonable.

6.2.4 Annual Leave Pay at Termination

Upon termination, an employee with more than six months of continuous employment will be paid for all accrued annual leave up to a maximum of 240 hours, at 100% of the employee's last hourly rate of pay.

6.3 Sick Leave

6.3.1 Policy

1. Accrual

The **District** expects each employee to be available for work on a regular and reliable basis. The **District** will monitor attendance and leave use regardless of whether the employee has accumulated leave balances remaining in the sick leave account.

- Employees will accrue sick leave at the rate of .04615 hours per each regularly scheduled hour worked or on paid status. Sick leave is not accrued for any other hours. Management employees will accrue sick leave at the rate of .05769 hours per each regularly scheduled hour worked or on paid status.

- Sick leave hours are earned and credited to the employee on a biweekly basis, coinciding with pay periods.
- Unused sick leave will be credited to the employee's sick leave balance to accrue for the entire period of the employee's employment.

2. Use of Sick Leave

No paid leave shall be taken until the completion of six months of employment. Sick leave is for use in situations in which the employee must be absent from work due to:

- One's own physical illness or injury.
- One's own exposure to contagious diseases or when attendance at work is prevented by public health requirements.
- The need to provide medical care for an ill or injured dependent child, spouse/domestic partner, or parent who resides in the employee's household. Medical care includes accompanying a dependent child, spouse/domestic partner, or parent who resides in the employee's household to medical appointments.
- Medical or dental appointments for the employee; provided that the employee makes a reasonable effort to schedule such appointments at times which have the least interference with the workday.
- Any disability.

Employees who are absent from work due to sick leave shall be at their residence, a medical facility, their health care provider's office, or shall notify their supervisor of their whereabouts when using sick leave.

3. Abuse of Sick Leave

Use of sick leave for purposes other than those listed above is evidence of abuse of sick leave. Abuse of sick leave may be cause for disciplinary action, up to and including termination. If abuse is suspected, substantiating evidence which may include, but is not limited to, a certificate from a health care provider may be required.

4. Illness During Annual Leave

If an employee on annual leave suffers an illness or injury which requires medical treatment from a health care provider, the employee may elect to charge that time to accumulated sick leave provided the employee furnishes the **District** with a certificate issued by the health care provider providing treatment.

5. Placing an Employee on Sick Leave

The **District** may place an employee on sick leave if the employee has an illness or condition that appears to be contagious or due to a known or suspected illness, injury, or condition and/or the employee is not able to perform the essential functions of their position.

6. Return to Work

An employee on sick leave shall notify the immediate supervisor as soon as the employee is able to return to work. An employee returning from an extended absence shall give as much advance notice of return as possible. The **District** may also require a statement from a health care provider certifying the employee's fitness to return to work as listed in the Procedure section below.

7. Sick Leave at Separation

Upon separation from employment due to resignation, retirement, disability, or death, an eligible employee shall receive a one-time recognition payment based upon the amount of unused sick leave remaining in the employee's sick leave account. The amount to be paid out is not to exceed 50% of accrued leave, provided that the employee has at least six months of service. If the separation is due to the death of the employee, the compensation due will be paid to the beneficiary(s) designated by the employee.

6.3.2 Procedure

1. Leave Approval

An employee shall complete an appropriate leave request form as soon as the need for a leave is known. The **District** shall determine whether to approve use of accrued sick leave and shall approve such a request whenever it is deemed reasonable.

2. Notification

Any employee who is ill or unable to report to work for any reason shall notify the immediate supervisor no later than one hour before the employee's normal work reporting time. In the event of a continuing illness, the employee shall continue to notify the immediate supervisor daily or at appropriate intervals agreed on by the supervisor of the employee's condition. The **District** may deny sick leave requests which are not in compliance with this policy.

3. Health Care Provider's Certification

The **District** may require an employee who has been absent for three or more days to provide a health care provider's certification that the illness/injury incapacitated the employee from performing assigned duties, was necessary for the employee to make full and timely recovery or was appropriate to avoid the spread of a contagious disease. The certification will also verify the employee's fitness for return to work. A health care provider's statement is required when specifically requested by the supervisor or manager.

6.4 Family and Medical Leave

6.4.1 Policy

Public employers are covered under the Family and Medical Leave Act (FMLA) and will comply with the requirements of the FMLA and advise employees if they meet all the FMLA eligibility requirements. District will provide employees Form WHD-1420 and are also

required to post and keep posted the notice in a conspicuous place that can readily be seen by employees and applicants alike, even if no employees are eligible.

Employees who have been employed by the **District** for a total of 12 months and worked for the **District** at least 1,250 hours during the preceding 12-month period and are employed at a work site where 50 or more employees work for the **District** within 75-surface miles of that work site are eligible for FMLA leave.

The **District** does not employ 50 or more individuals; therefore, employees are not eligible for FMLA leave benefits.

6.5 Leave of Absence Without Pay

6.5.1 Policy

The **District** may approve leaves of absence without pay for up to six months. Such approval will be for exceptional circumstances and conditions, such as education or prolonged illness, when the approval of such leave is consistent with the **District's** needs, when the work of the office or department will not be impeded by the employee's absence, and when the leave will not require the appropriation of additional funds for the operation of the employee's department. Such leave may be extended for an additional period of up to six months at the sole discretion of the **District**. Exceptions for leave beyond six months may be provided as required by law. The **District** will require the use of all accrued paid leave prior to granting leave without pay.

6.5.2 Procedure

1. Approval – 30 Days or Less

Leaves of absence without pay not exceeding 30 days may be granted by the **District** with substantiating documentation.

2. Approval – More Than 30 Days

The **District** may grant a leave in excess of 30 days following written certification by the employee that the leave is consistent with the intent of this section and substantiating documentation as requested by **District** is provided.

3. Purpose

Leaves of absence without pay will not be granted for the purpose of allowing an employee to seek or accept other employment, except when or if the **District** determines that the granting of such leave is in its best interest.

4. District Termination of Leave

The **District** may terminate any leave of absence without pay, except those granted pursuant to statute or regulation, prior to its expiration by providing written notice to the employee. The document granting the leave of absence will state the terms of the leave and any reason(s) for terminating such leave. Upon receipt of notice of termination of the leave, the employee is required to return to work within five business

days or by a later-approved alternate date. In the event the **District** terminates a leave of absence, the employee will be returned to the same class or position occupied when the leave of absence was granted.

5. **Insurance**

~~Employees on approved leave of absence without pay may continue their medical, dental, and life insurance coverage in accordance with Consolidated Omnibus Budget Reconciliation Act (COBRA) health benefit continuation regulations, or as required by other laws or statutes.~~

6. **Return from Leave**

Employees on approved leave of absence without pay are required to return to work on the first workday following the end of leave at their regularly scheduled time. An employee who does not return from a leave of absence without pay on the first workday at the regularly scheduled time following the end of a leave will be considered to have resigned.

7. **Introductory Period**

If an employee is granted unpaid leave during the employee's introductory period, the introductory period will be extended by the number of days of leave taken by the employee during the introductory period.

8. **Medical Reason for Leave**

The **District** may require a health care provider's certification or other appropriate type of verification to substantiate a need for a medical leave of absence without pay. The **District** may also require a statement from a health care provider certifying the employee's fitness to return to work no later than the date of return.

9. **Anniversary Date**

An employee's anniversary date will be adjusted by the number of days off work for all unpaid leaves of absence in excess of 15 days during any 12-month period. (See special provisions for *Military Leave* sections below.)

10. **Benefit Accrual**

If an employee is on unpaid leave for more than one-half of regularly scheduled work hours in any pay period, no leave benefits shall be accrued during this period, nor shall the **District** contribute toward the cost of insurance benefits.

11. **Outside Employment**

An employee is prohibited from engaging in outside employment during an approved leave of absence if the job conflicts with the reason the employee is on leave; e.g., an employee is on leave due to a back injury and works a job requiring heavy lifting. All other requirements of **District's** Outside Employment policy apply.

6.6 Court Leave

6.6.1 Policy

The **District** will grant court leave to allow employees to serve as juror or a witness in a court proceeding provided that neither employee nor the employee's collective bargaining representative is a party to the action. Employees shall provide their supervisors with relevant documents verifying the need for court leave as soon as the need becomes known.

6.6.2 Compensation

~~Subject to the following conditions,~~ Eligible employees shall be compensated for court leave ~~subject to the following conditions. receive their base rate of pay for those hours spent in court and traveling to and from court when such time occurs during employee's regular scheduled workdays and hours of work.~~ Casual, seasonal, or temporary employees will be granted time off without pay.

1. The employee's base rate of pay shall be limited to compensation for court and travel time which occurs during the employee's regularly scheduled hours of work. Court leave will not result in payment of overtime or be considered as hours worked for purposes of determining eligibility for overtime, unless the court leave is related to the employee's job responsibilities.
2. Upon completion of jury/court/witness service for which the employee received regular pay, the employee will immediately forward any compensation received from the court or other party to the **District** upon receipt. Reimbursements received for out-of-pocket expenses such as meals, mileage, and lodging may be kept by employees, unless the **District** has reimbursed the employee for such expenses or such expenses were paid by the **District**.
3. An employee shall not receive pay for the work time missed if the employee is required to miss work because of court appearances in a matter to which the employee is a party or to serve as a witness for a party who has filed an action against the **District**. However, the employee may choose to use accrued annual leave.

6.6.3 Late Start/Early Release

1. An employee who is serving as a witness and is not required to report to court until after the start of their workday or who is released from court before the end of the scheduled workday shall report to work for the hours which are not required for court duty or for related travel time.
2. Employees who are required to report to jury duty will not be required to work eight hours prior to reporting. If the employee's service lasts four hours or more, including time going and returning from court, the employee will not be required to work between 5 p.m. of the day of jury duty and 3 a.m. the following day per NRS 6.190.

6.7 Bereavement Leave

A full-time or part-time employee who must be absent from work to attend the funeral of a family member who is within the third degree of consanguinity or affinity may use up to a

maximum of twenty-four hours of bereavement leave per each occurrence within six months of death unless otherwise approved by the **District**. Bereavement leave longer than twenty-four hours may be charged to accumulated sick leave, up to a maximum of sixteen additional hours, with the advance approval of the **District**. Employees who are not regular full-time or part-time employees may take up to twenty-four hours of bereavement absence without pay. Supervisors or managers may require evidence of attendance at the funeral. Casual, seasonal, temporary employees are not eligible for bereavement leave.

6.8 Military Leave under Federal Law

6.8.1 Policy

Employees who are members of the uniformed services are entitled to military leave and to reemployment rights as provided in 38 USC, sections 2021-2024, and 4302 et. seq. The uniformed services covered include the Army, Navy, Marines, Air Force, Coast Guard, Public Health Service Commissioner Corps, the reserve components of these services, and any other category dispatched by the President in time of war or national emergency. The Army National Guard and Air National Guard are also covered.

6.8.2 Notice and Notification

1. The **District** will provide employees with notice of their rights under the Uniformed Services Employment and Reemployment Rights Act (USERRA). This requirement may be met by posting the notice where the **District** customarily places notices for employees.
2. The **District** may require written (orders) or verbal notice of service obligation, but must waive the requirement if notice is impossible or unreasonable.

6.8.3 Compensation and Benefits

1. Leave Without Pay

The **District** will treat the employee the same as any other employee on leave without pay. The employee may choose to use annual leave and compensatory time, if any, before going on leave without pay.

2. Health Insurance

There is no impact to the employee's insurance coverage, including life insurance that is included in the health insurance package if the service is 30 days or less. During the 30-day time period, the **District** and employee premium payments or obligations, if any, remain unchanged. If the service is for more than 30 days, and the employee is in leave without pay status, the employee may then continue coverage similar to that required by the COBRA for either 24 months or through the day after the date on which the employee fails to apply for reemployment in a timely manner; whichever is less (see Reemployment, Section 6.8.4. below). The **District** will reinstate coverage upon the employee's prompt reemployment without the imposition of exclusions or waiting periods.

3. Seniority

An employee is entitled to the seniority (and rights and benefits governed by seniority) accrued at the commencement of military leave, plus any additional seniority rights and benefits the employee would have attained if the employee had remained continuously employed (the “escalator principle”). However, if an introductory period is a bona fide period of observation and evaluation, the returning employee must complete the remaining period of introduction upon reemployment. The **District** will count time served for the purpose of determining annual and sick leave accrual rates, if the accrual amount is based on seniority. Additionally, the **District** will count time in the military when determining the employee’s rate of pay if the rate is based on seniority (e.g., a grade-and-step pay system). The **District** is not required to accumulate annual or sick leave for an employee during the absence. The “escalator principle” will be applied to a returning employee’s opportunities to take promotional examinations or skills tests and to merit pay increases.

4. Retirement

Time served will be counted as work time for purposes of retirement. The **District** will make contribution payments to the retirement plan as if the employee had not left, provided the employee returns to work. The **District** contribution will be based on the rate of pay the employee would have been paid had the employee not been called to military service (e.g., a grade-and-step pay system). An exception to this requirement is when the higher pay is based on additional knowledge, skill, or ability that can only be gained by work experience.

5. Death or Disability

If an employee does not return to work due to death or disability, the survivor or disability benefit will be treated as if the employee had been working until the date of the death or disability. The **District** will make the retirement contribution up to the date of the death or disability.

6. Other Leave

The **District** will count time served in the military when calculating the employee’s Family Medical Leave Act eligibility.

6.8.4 Reemployment

An employee has certain report-to-work obligations following military service. Eligible returning service members will be promptly reemployed, which in most cases means within two weeks of reporting. The employee’s report-to-work obligations are:

1. *Service of one to 30 days:* The beginning of the next regularly scheduled work period on the first full day following completion of service, and expiration of an eight-hour rest period following safe transportation home.
2. *Service of 31 to 180 days:* Application for reinstatement must be submitted not later than 14 days after completion of military duty.

3. *Service of 181 or more days:* Application for reinstatement must be submitted not later than 90 days after completion of military duty.

The deadline for reinstatement may be extended for up to two years for persons who are convalescing due to a disability incurred or aggravated during military service, and the **District** will make reasonable accommodations for the disability.

Reemployment rights apply to veterans whose cumulative period of uniformed service does not exceed five years while employed by the same **District**. Time spent in National Guard and reservist training does not count towards the five-year period.

6.8.5 Discharge

If time served is greater than 30 days, but less than 181 days, an employee may not be discharged within 180 days of reemployment, except for just cause. If time served is greater than 180 days, an employee may not be discharged for one year, except for just cause.

6.9 Military Leave under Nevada Statute

6.9.1 Policy

Public officers and/or employees who are active members of the United States Army Reserve, United States Naval Reserve, United States Marine Corps Reserve, United States Coast Guard Reserve, United States Air Force Reserve, or the Nevada National Guard are entitled to leave to serve under orders including, without limitation, orders for training or deployment, as provided in NRS 281.145.

6.9.2 Procedure

1. Upon employee's or public officer's request, **District** will relieve employee or public officer of duties with pay to serve under orders for training or deployment for a period of not more than the number of hours equivalent to 15 working days in a 12-month period.
2. The **District** is not required to pay the public officer's or employee's pay after 15-working days (or hours equivalent).
3. Public officer's or employee's accrued vacation time may not be deducted during the leave. If public officer or employee requests additional time beyond 15 working days, public officer or employee may choose to use annual leave and compensatory time off, if any, before going on leave without pay. The **District** will treat the public officer or employee the same as any other employee on leave without pay.
4. The 12-month period designated by **District** in number 1 above is the calendar year.

6.9.3 Participation in Training, Active Service or Duty, or Other Required Meetings

As provided in NRS 412.139, **District** may not terminate a member of the Nevada National Guard or National Guard of another state who is employed in this state because the member assembles for training, participates in field training, is ordered to active service, or otherwise meets as required.

6.10 Emergency Conditions/Disaster Leave

6.10.1 Emergency Volunteer Service

An employee who serves as a ~~is a participant in any~~ volunteer emergency service (e.g., fire protection, ambulance service, or search and rescue) shall not schedule oneself for on-call duty during work hours.

6.10.2 Emergency Road Conditions

1. Any non-exempt employee who is unable to report to work due to road closures or hazardous road conditions caused by ice, snow, floodwaters, washouts, or slides shall not receive regular pay. Employees are advised to use their best judgment in making a decision of whether or not to report to work under such conditions. Should an employee decide to remain at home, all reasonable attempts should be made to notify the immediate supervisor. Any employee wishing to receive payment for time missed due to hazardous road conditions may do so by using either accrued annual leave or accrued compensatory time.
2. Any non-exempt employee who reports to work late due to road closures or hazardous road conditions will be compensated only for the actual hours worked. In the event the employee wishes to receive a full day's pay, the employee may request to use annual leave or accrued compensatory time to complete the normal work period.
3. Any employee who elects not to report to work due to hazardous road conditions or reports to work late under such conditions shall not be subject to discipline. In the event the supervisor is in doubt of the employee's reasoning, the final decision shall be made by the **District** on the basis of documentation or confirmation of the hazardous conditions by either a law enforcement agency or the appropriate public works agency having jurisdiction over the roadways in question.
4. An employee who elects not to report to work due to hazardous road conditions or report to work late under such conditions shall not be subject to discipline. In the event the supervisor is in doubt of the employee's reasoning, the final decision shall be made by the **District** on the basis of documentation or confirmation of the hazardous conditions by either a law enforcement agency or the appropriate public works agency having jurisdiction over the roadways in question.

6.10.3 Disaster Area Declaration

1. "Disaster Area" is defined as a designated area affected by an event declared to be a disaster by a state or federal governmental agency duly authorized to make such designation. Non-exempt employees who are unable to report to work due to a disaster may request to use accrued annual leave or compensatory time as compensation for scheduled time not worked. Exempt employees who are unable to report to work due to a disaster shall use accrued annual leave as compensation for scheduled time not worked as provided for in the Exempt Employee policy.

2. Employees shall make every effort to report to work as soon as is reasonable under such conditions provided the **District's** operation is open and functioning. An employee who has made such an effort yet fails to report to work under such declared "disaster" conditions, shall not be subject to discipline. Employees shall make every effort to report their circumstances to their immediate supervisor **as soon as practicable.**

6.11 Leave for Nursing Mothers

6.11.1 Policy

As required by federal law, NRS 281, and the Nevada Pregnant Workers' Fairness Act, the **District** will provide paid or unpaid reasonable breaks each time an employee needs to express breast milk for her nursing infant who is up to one-year old. Employees may elect to use their paid break times for this purpose. The **District** will furnish a private space, other than a bathroom, that is reasonably free from dirt or pollution, protected from the view of others and free from intrusion by others where the employee may express breast milk.

If complying with this policy will cause an undue hardship for the **District** considering the size, financial resources, nature, and structure of the District's business, the **District** may meet with the employee to agree upon a reasonable alternative.

6.11.2 Prohibition Against Retaliation

The **District** will not tolerate any retaliation by management or by any other employee against an employee who exercises rights under this policy. Employees who believe they have been retaliated or discriminated against in any manner whatsoever should immediately notify the reporting officer or the alternate. The **District** will promptly investigate and deal appropriately with any allegation of retaliation.

6.12 Related Forms

- Designation Notice (FMLA Form WH-382)
- Employee Rights and Responsibilities under the Family and Medical Leave Act (FMLA Form WH 1420)
- Leave of Absence Authorization Form
- Nevada Consanguinity/Affinity Chart
- Notice of Eligibility and Rights & Responsibilities (FMLA Form WH-381)
- Notice of Intent to Return to Work After Leave of Absence (Non-Medical)
- Notice of Intent to Return to Work After Medical Leave of Absence

7 BENEFITS

7.1 Health Insurance Coverage

7.1.1 Eligibility

Eligible employees as defined in the group health insurance plan are eligible to enroll in the group health insurance plan effective the first of the month following sixty days of employment. Dependents of employees, as defined in the current plan document, are also eligible for coverage under the insurance plan at the employee's expense. Employees must authorize a payroll deduction of any share of the health coverage premium which is to be paid by the employee.

7.1.2 Benefits

The specific terms and conditions of coverage are specified in the plan document for medical, dental, vision, and prescription drug insurance issued by the insurance company.

7.1.3 Plan Changes

The **District** will, from time to time, evaluate the health coverage plan that is offered and make adjustments, as the **District** deems appropriate, in the level of coverage and the amount of premium cost to be paid by the **District**. Affected employees will be notified of any plan changes.

7.2 Life Insurance Coverage

7.2.1 Eligibility

Eligible employees, as defined in the life insurance plan, are covered by an District-paid term life insurance and accidental death and dismemberment insurance plan effective the first of the month following sixty days of employment.

7.2.2 Policy

The specific terms and conditions of coverage are specified in the plan document issued by the insurance company and are available from the Human Resources Department.

7.2.3 Coverage

Eligible employees are covered by a life insurance policy in the amount of \$25,000.

7.3 Retirement

As defined in NRS 286, the **District** is considered a public employer and employees in positions considered to be half-time or more, according to the full-time work schedule for at least **six consecutive months** ~~120 consecutive workdays~~, are covered by the Public Employees Retirement System (PERS). Eligibility for membership in PERS for elected officials is covered in NRS 286.293. Eligibility for membership in PERS **for elected officials is covered in NRS 286.293.** ~~district judges, justices of the peace, and municipal judges is covered in NRS 1A.~~

7.4 Workers' Compensation

Employees are insured under the provisions of the State Workers' Compensation Act for occupational injuries and diseases that arise/arose out of and in the course of their employment. Employees are required to report all on-the-job accidents, injuries, or illness to their immediate supervisor as soon as reasonably possible or within 24 hours of the accident, injury, or illness. Failure to report may impact workers' compensation benefits. Employees are also required to complete and submit to the **District** the Form C-1 within seven days of the accident, injury, or illness regardless of whether medical attention was received.

The following provisions are adopted pursuant to and are intended to implement the requirements of NRS 281.390:

1. When an employee is eligible at the same time for benefits for temporary total disability under NRS 616A to 616D, inclusive, or NRS 617, and for any leave benefit the employee may, by giving notice to the Human Resources Department, elect to continue to receive normal pay instead of the benefits under those statutes until all accrued sick leave, comp time, annual leave, or approved catastrophic leave (if any), in this order, is exhausted. The **District** will notify the Workers' Compensation Administrator of the election. The **District** will continue to pay the employee's normal pay, but charge against the employee's accrued leave time as taken during the pay period an amount which represents the difference between normal pay and the amount of any benefit for temporary total disability received, exclusive of reimbursement or payment of medical or hospital expenses under NRS 616A to 616D, inclusive, or NRS 617 for that pay period.
2. When the employee's accrued leave time is exhausted, payment of normal pay under subsection 1 must be discontinued and the **District** will promptly notify the Workers' Compensation Administrator so that it may begin paying the benefits to which the employee is entitled directly to the employee.
3. An employee who declines to make the election provided in subsection 1 may use all or any part of the leave benefit normally payable to the employee while directly receiving benefits for temporary total disability under NRS 616A to 616D, inclusive, or NRS 617, but the amount of leave benefit paid to the employee for any pay period must not exceed the difference between normal pay and the amount of any benefit received, exclusive of reimbursement or payment of medical or hospital expenses under those statutes for that pay period.
4. If the amount of the employee's leave benefit is reduced, pursuant to subsection 3, below the amount normally payable, the amount of leave time charged against the employee as taken during that pay period must be reduced in the same proportion.
5. An employee may decline to use any part of the leave benefit normally payable to the employee while receiving benefits under NRS 616A to 616D, inclusive, or NRS 617. During that period of time, the employee will be considered on leave of absence without pay.

7.5 Transitional Duty

7.5.1 Policy

The **District** is committed to providing work, when possible, for employees who have been restricted by a treating health care provider due to a work-related injury or illness. Such work will be provided subject to availability. Work will be assigned according to the nature of the injury or illness and the limitations set forth by the treating health care provider. Every effort will be made to place employees within their own departments. If necessary, an employee will be placed wherever appropriate work is available.

7.5.2 Compensation

While on transitional duty, employees will continue to receive their regular rate of pay. Employees who are placed outside their department will continue to have their pay charged to their regular department.

7.5.3 Duration and Conditions of Transitional Duty

An employee on transitional duty must furnish a written update from the health care provider to the workers' compensation coordinator after each visit in order to remain in the reassigned job. Transitional duty assignments are limited to a period of 90 days, subject to review.

7.6 Deferred Compensation

Employees may defer a portion of their taxable income by participation in a deferred compensation plan as provided for in NRS 287.

Initial enrollment may be made at any time during the year for earnings beginning the first of the month following enrollment. Changes in contribution are governed by the terms and conditions of the particular plan.

Only income earned after the effective date of initial or increased participation can be deferred.

Prior to retirement, participants may withdraw the balance of their deferred compensation account only upon termination of employment. In the event of an unforeseeable emergency, the employee may withdraw a portion of the account needed to pay for the emergency. The IRS defines the conditions for and requires **District** approval of early withdrawal on a hardship basis. The General Manager and/or Human Resources Department will review and approve all requests for early withdrawal.

7.7 Educational Assistance

The **District**, subject to availability of budgeted funds, may provide educational assistance for tuition and/or fees, other than books, for career-related education. The following qualifications must be met:

1. Employees must be in a regular full-time status.
2. The course must be taken from an accredited institution of higher learning or a **District-**approved adult education class.
3. The course must be job-related or be required for a degree that is job-related. An employee must request approval for educational assistance from the Department Supervisor. Upon approval by the Department Supervisor the request will be forwarded for review and approval by the General Manager. If approved, the request for payment will be forwarded to the Accountant. Such approval may be conditioned upon meeting commitments for continuing employment and/or job-related conditions. Employees who do not complete the course with a notice of "satisfactory" or grade of "C" or better, or who voluntarily terminate their employment within six months of receiving educational assistance must reimburse the **District** for the full amount of the assistance provided.

7.8 Related Forms

- Transitional Duty Letter
- Workers' Compensation Benefits Leave Option Form

8 TRAVEL EXPENSES

8.1 Policy

Employees will be reimbursed for reasonable travel expenses which are required for the performance of their assigned duties and which are appropriately authorized.

To obtain reimbursement, employees must submit an expense report on a proper claim form and substantiate the amounts claimed as required below.

Reimbursement shall be made only for expenses actually incurred, paid, and authorized under this policy and procedure.

8.2 Allowances

8.2.1 Mileage

The **District** will attempt to make a vehicle available to employees to use for official travel. If there are no **District** vehicles available and the employee must use a personal vehicle, mileage will be reimbursed at the per mile rate set by the Internal Revenue Service (IRS). If an employee drives a personal vehicle when commercial air travel would be more efficient, the mileage reimbursement will be limited to the cost of the airfare. Employees using a personal vehicle for official travel must have proof of current registration and insurance for that vehicle.

8.2.2 Lodging

Moderate cost lodging should be pre-arranged at a location nearest to the meeting/training site as possible. Reimbursement will be based on the cost of a single room if available. A receipt is required for reimbursement of incurred lodging expenses.

8.2.3 Meals

1. The cost of meals shall be reimbursed as allowed by the State of Nevada. Up to a 15% gratuity is allowable.
2. If the cost of meals purchased exceeds these allowances, the employee may apply to the General Manager for a variance on the allowances by submitting such request with the original receipts and an explanation for the expenditures.
3. Except as provided in item 6 below, an employee shall be entitled to reimbursement for the cost of breakfast only if required to leave the normal work location prior to 6 am and return to such location after 10 am.
4. Except as provided in item 6 below, an employee shall be entitled to reimbursement for the cost of lunch only if required to leave the normal work location prior to 10 am and return to such location after 3 pm.
5. Except as provided in item 6 below, an employee shall be entitled to reimbursement for the cost of dinner only if required to leave the normal work location prior to 4 pm and return to such location after 8 pm.

6. No reimbursement shall be allowed for any meal which is provided or made available to an employee as part of the cost of a meeting, class, or other function, regardless of whether the employee partakes of the provided meal or purchases the meal elsewhere.

8.2.4 Other Expenses

Necessary business telephone calls, parking charges, and/or ground transportation will be reimbursed.

8.2.5 Unallowable Expenses

1. The **District** does not reimburse for fines and parking tickets, towing or impounding fees, traffic violations, alcoholic beverages, personal entertainment, tobacco or smoking products, or expenses unrelated to the business purpose of the travel as determined by the General Manager.
2. The **District** discourages combining personal travel with business travel due to the public's perception regarding use of **District** funds. Employees must clearly disclose any personal travel and/or annual leave to be taken in conjunction with **District** travel. An employee's family or guest may accompany the employee on **District** business, provided travel is not in an **District** vehicle. The **District** will not, however, pay any additional expenses so incurred.

8.3 Processing

8.3.1 Claims

All claims with required receipts for travel expenses are to be submitted to the General Manager for approval within thirty days following the trip.

8.4 Related Forms: NONE

9 EMPLOYEE SEPARATION

9.1 Resignation

9.1.1 Notice

Employees are requested to provide at least two weeks' notice, in writing, to their supervisor or manager of their intent to resign from their employment. At the sole discretion of the **District**, an employee may withdraw a resignation at any time prior to its effective date. An employee's failure to give appropriate notice when resigning may constitute cause for denying reemployment with the **District**.

9.1.2 Return of District Property

When resigning or being terminated, an employee must return all **District** property including clothing, keys, credit cards, employee ID, tools, equipment, and other items of value prior to the last day of employment.

9.1.3 Job Abandonment

The **District** may consider employees who are absent from work without approved leave for a period of three consecutive workdays to have abandoned their position and, thus, to have resigned. An employee who has completed an introductory period and contacts **District** within five workdays of the first absence may be provided an opportunity to explain the absences prior to **District** finalizing the separation.

9.1.4 Final Paycheck

The **District** shall issue a paycheck by the next payday following the effective date of resignation or discharge.

9.2 Layoffs

The **District** may lay off employees because of lack of work; lack of funds; material change in duties or organization; or in the interests of economy, efficiency; or for other appropriate causes, as determined by the **District**. In cases where the application of this policy conflicts with a collective bargaining agreement that is in effect between a recognized employee organization and the **District**, the provisions of the collective bargaining agreement shall govern.

Unless otherwise stated at the time of hire, An employee's hired for a project of limited duration (e.g., grant funded) are excluded from the provisions of this policy at the end of the funding period. will not be afforded rights relative to layoff at the end of the funding period unless, at the time of hire, the **District** elected to grant layoff rights to the employee.

9.2.1 Alternatives to Layoff

Whenever a layoff is anticipated, the **District** will notify employees whose jobs may be affected and explain all available options to them. The **District** will make reasonable efforts to integrate affected employees into other available positions. The **District** may also utilize

options in lieu of layoffs where feasible such as part-time work schedules, reduction in work hours, job sharing, or reductions in class or pay.

9.2.2 Order of Layoffs

The order of layoff among employees in the same class within a department will be as follows: employees serving an introductory period will be considered first, and then all other employees will be considered.

In deciding which regular employees shall be laid off and which retained, the **District** shall consider job-related factors such as job knowledge, skill, and ability to do the required work; previous work experience, including ability to perform other jobs which the employee may be called upon to perform as a result of the layoff; attendance, safety, and disciplinary records; performance evaluations while with the **District**; and efficiency of operations. Where two employees are equally qualified based on the application of these factors, the **District** shall retain the employee with the most time served since the current hire date.

9.2.3 Designation of Employees to be Laid Off

In the event of a layoff, Human Resources shall provide the International Union of Operating Engineers Stationary Local 39, AFL-CIO and General Manager with a list designating the class, position, and names of employees to be laid off. The General Manager shall be responsible for providing the rationale for selecting particular employees within the same job class for layoff. The Human Resources Department shall review the list for conformance to **District** policy.

9.2.4 Layoff Notice

Upon confirmation of the layoff list, the Human Resources Department shall provide each affected employee with a written notice of layoff. Such written notice of the layoff shall either be hand-delivered or sent by certified mail, return receipt requested, to the current address on record or via email utilizing the read receipt function to the affected employees at least fourteen days prior to the expected date of layoff.

9.2.5 Reinstatement

Employees who have been laid off shall be placed on one or more reinstatement lists. All employees laid off from positions in the same class shall be placed on a single reinstatement list without regard to department. A laid-off employee may request and receive placement on a reinstatement list for any job class in which the employee previously held post-introductory status. When a vacancy occurs in the same job class for which a reinstatement list exists, the District shall fill the vacancy using the appropriate reinstatement list.

9.2.6 Reinstatement Process

The most recently laid-off employee on the applicable reinstatement list who is qualified for the position and is willing to accept employment in the class and department where a vacancy exists shall be reinstated. The District may select the most appropriately qualified employee based upon the same considerations described under *Order of Layoffs* section. An

employee reinstated to a position in the same class and department as held prior to the layoff will not be required to serve an additional introductory period, provided the required introductory period had been served prior to layoff.

9.2.7 Duration of Reinstatement List

The names of employees laid off shall be maintained on a reinstatement list for one year from the date of layoff. Persons on this list who are hired in positions in the same or (should they apply for and be selected for a vacancy) higher class from which they were laid off shall, upon such hire, be removed from the reinstatement list. An employee who refuses reinstatement to the same position from which the layoff occurred shall be removed from the reinstatement list. Persons reinstated to a position in a lower class from which they were laid off or called to work as a casual worker shall remain on the reinstatement list for the designated period of time the reinstatement list is active. Persons who refuse reinstatement to a position in a lower class from which the layoff occurred shall remain on the reinstatement list for the designated period of time the reinstatement list is active.

9.3 Related Forms

- Employee Separation Checklist

10 PERFORMANCE MANAGEMENT

10.1 Statement

The **District's** performance management system is designed to be a formal, objective, consistent, and ongoing process to assess the on-the-job effectiveness of each employee by communicating to the employee the status and the objectives and standards of performance which the employee is expected to achieve. The **District** views performance management as an ongoing process that focuses on the future and continued improvement.

10.1.1 Purpose

The performance management process exists to ensure timely and periodic two-way communication between employees and supervisors regarding job performance. This process is designed to:

1. Clarify the **District's** goals and link them to performance expectations.
2. Assist employees in reaching their full potential by identifying training needs and developing specific plans for continual improvement.
3. Identify and document performance achievements and deficiencies.
4. Provide ongoing opportunities for supervisors to coach and encourage personal development and improved job performance.

Performance evaluations, whether formal or informal, do not create a contract or other right to continued employment.

10.1.2 Ongoing Communication Regarding Performance

It is the policy of the **District** and the responsibility of each supervisor to routinely provide employees with accurate, constructive feedback regarding job performance expectations, accomplishments, deficiencies, and opportunities for growth.

10.1.3 Frequency of Performance Evaluations

Formal performance evaluations are to be conducted a minimum of once a year. Additionally, supervisors shall conduct formal evaluations at the following times:

1. For new employees, no later than twelve months after initial hire.
2. Six months following transfer to a new position within the same class.
3. When there is a significant change (either improvement or deterioration) in performance or behavior affecting the job.
4. Within three months following an evaluation documenting that the employee's performance needs substantial improvement. (The **District** encourages frequent, ongoing meetings between the employee and supervisor.)
5. At any other more frequent interval as the supervisor deems appropriate. In addition, informal performance communications (feedback) should occur routinely and regularly throughout an evaluation cycle.

10.1.4 Written Record

Formal evaluations will be in writing, utilizing the approved performance evaluation form. All information on the form shall be consistent with the information communicated verbally during the performance evaluation meeting with the employee. Employees will be allowed an opportunity to comment on the evaluation, sign the forms, and receive a copy. A copy of the evaluation, along with any written comments by the employee, will be placed in the employee's master personnel file.

10.1.5 Personnel Actions Resulting from Performance Evaluations

Personnel actions, whether positive or adverse, are based on an assessment of the overall performance and behavior of the employee, rather than on a single performance evaluation.

Substandard performance or violation of a policy or procedure which necessitates disciplinary action is not part of the performance evaluation process and will be addressed as provided in the *Disciplinary Actions and Appeals* section of these policies.

10.1.6 Employee Involvement

Supervisors will conduct evaluations in a private meeting with the employee. The **District** strongly encourages employee participation in the performance evaluation process.

Opportunities for participation include the following:

1. Supervisors providing employees with an opportunity to present a self-evaluation which the supervisor may then consider prior to and discuss during the evaluation meeting.
2. Discussions between the supervisor and the employee for the purpose of establishing performance expectations or goals for the next evaluation period.
3. If requested by the employee, a discussion with the next level supervisor to review any disagreements over a performance evaluation.

10.2 Related Forms

- Employee Performance Review
- Let's T.A.L.K. Preparation Form
- SMART Goals Form

11 . DISCIPLINARY ACTIONS AND APPEALS

11.1 Discipline and Appeal

11.1.1 Justification for Discipline

Disciplinary action, up to and including termination, may be taken against an employee for unsatisfactory performance or for misconduct including, but not limited to, the following:

1. Conduct unbecoming an employee in the **District's** service, or discourteous treatment of members of the public or a fellow employee, or any other act of omission or commission that impacts negatively on the public's perception of the integrity or credibility of the **District** or erodes the public confidence in the **District**.
2. Falsification of or making a material omission on forms, records, or reports including applications, timecards, and other **District** records.
3. Absence from work without permission or without notification to an appropriate supervisor/manager, habitual absence or tardiness, or misuse of sick leave.
4. Unauthorized possession, removal, or use of the **District's** property including, but not limited to, funds, records, keys, confidential information of any kind, equipment, supplies, or any other materials.
5. Insubordination, refusing to follow directions, or other unprofessional conduct directed toward a supervisor/manager.
6. Harassment, bullying, or other prohibited behavior directed toward another employee, member of the public, vendor, or anyone doing business with the **District**, or anyone present on premises owned or controlled by the **District**.
7. Actual or threatened violence including, but not limited to, intimidation, overt or subtle threats, harassment, stalking, or any form of coercion.
8. Possession or inappropriate use of drugs, prohibited substances, or alcohol on property owned or controlled by the **District** or while on duty or during an on-call status.
9. Possession, bringing, or aiding others in bringing unauthorized firearms, weapons, hazardous biological material or chemicals, or other dangerous substances onto property owned or controlled by the **District**.
10. Violation of safety or health policies or practices, or engaging in conduct that creates a safety or health hazard to other employees, the public, vendors, or oneself.
11. Dishonesty, including intentionally or negligently providing false information, intentionally falsifying records, employment applications, or other documents.
12. Violating or failing to comply with federal, state, or local law or the **District's** policies, rules, regulations, and/or procedures.
13. Unsatisfactory work performance.

11.1.2 Forms of Disciplinary Action

Disciplinary action includes, but is not limited to, one or more of the following:

1. Verbal warning
2. Written reprimand
3. Suspension*
4. Pay reduction*
5. Demotion
6. Termination

Employees' signed copies of the above items 1-6 will be placed in employees' master personnel files, and a copy provided to employees.

**Exempt employees are subject to the following rules regarding disciplinary pay reductions and unpaid suspensions:*

- Pay reductions imposed as a penalty may only be made in cases of violations of safety rules of major significance, including those rules related to the prevention of serious danger in the workplace or to other employees. An example would be violating a rule that prohibits smoking around flammable material. Deductions can be made in any amount.
- Unpaid suspensions may be imposed for infractions of workplace conduct rules, such as rules prohibiting sexual harassment, workplace violence, drug or alcohol use, or for violating state or federal laws. The suspension must be for serious misconduct, not for performance issues. Suspensions must be in full-day increments and must be imposed pursuant to a written policy applicable to all employees.
- Unpaid suspensions for performance issues will be made in full-workweek increments.

11.1.3 Due Process

Prior to taking disciplinary action involving suspension, reduction in pay, demotion, or termination against any regular employee, the **District** will take action intended to ensure that the employee is afforded due process. Due process in regard to employment-related disciplinary action includes, among other actions, making certain the employee is provided notice of the reason for the disciplinary action and is given the opportunity to provide a response to the proposed disciplinary action prior to an appropriate supervisor making a final decision regarding the disciplinary action. Employees who are covered by a collective bargaining unit may exercise their rights under either this policy or applicable collective bargaining contract, but not both.

1. Written Notice

In situations where the proposed disciplinary action involves a suspension, a reduction in pay, a demotion, and/or termination, written notice of the proposed disciplinary action will be hand-delivered or sent certified mail to the employee **no later than five workdays before discipline is intended to be implemented**. The notice will include the following information:

- The nature of the disciplinary action proposed;
- The effective date of the proposed disciplinary action;
- A statement of the proposed disciplinary action with documentation, statements, and/or other evidence supporting the proposed disciplinary action;
- A statement advising the employee of the right to file a written response, or to submit a written request for a pre-disciplinary conference with the General Manager within five workdays of receipt of the notice of proposed disciplinary action; and
- A statement that the employee's failure to file a written response or request a pre-disciplinary conference in a timely manner, or to appear at the pre-disciplinary conference after requesting such, will constitute a forfeiture of the employee's rights to any further appeal unless otherwise provided by law.

2. Employee Review

By request, the employee will be given the opportunity, as soon as practical, to review the documents or other evidence (except for confidential and privileged documents). If the employee requests, the **District** will provide a copy of the documents used to support the proposed disciplinary action.

3. Conference Prior to Implementation

When the employee requests a conference after receipt of the proposed disciplinary process, but prior to any disciplinary action being imposed, the General Manager will schedule a meeting with the employee and the employee's representative (if the employee requests a representative be present) in a timely manner to review the reason for and basis of the proposed disciplinary action. At this conference, the employee will also be provided with an opportunity to present relevant information which may impact the nature or severity of the proposed disciplinary action.

4. Implementation of Discipline

No later than five workdays from receipt of the employee's written response or conclusion of the pre-disciplinary conference, the General Manager will issue a written decision to the affected employee. The written decision will inform the employee that:

- The proposed disciplinary action will be implemented; or
- The proposed disciplinary action will be modified, with an explanation; or
- The proposed disciplinary action is rescinded, with an explanation.

5. Appeal

- The affected employee may appeal the disciplinary action to the Board of Trustees by filing a written appeal with the Board of Trustees within five workdays of the date of receipt of written notification of the disciplinary action. The written appeal must state the basis of the appeal and contain a specific admission or denial of each of the material statements in the decision. If an employee fails to file a written appeal conforming to these requirements within the prescribed time limit, the

employee is deemed to have waived the right to appeal unless otherwise provided by law.

- After an employee has submitted a timely appeal to the Board of Trustees a date will be set for a disciplinary appeal hearing. At such appeal hearing, the employee will have the right to be represented by an attorney or other representative retained by the employee, to present evidence and argument in response to the disciplinary action, and to question and cross-examine adverse witnesses. The appeal hearing may be conducted informally without conforming to the formal rules of evidence and such informality of the appeal hearing process shall not invalidate the decision rendered. The Board of Trustees will issue to the parties a decision following such hearing within five workdays. The decision of the Board of Trustees is final and may only be appealed as provided for in a collective bargaining agreement if applicable, and/or as provided by law.

If the final decision-maker served or could have served as a witness in the behavior/conduct leading up to the intended disciplinary action, or otherwise has a conflict related to the situation, an alternative decision-maker who does not come under the authority of the final decision-maker will be selected in collaboration with the **District's legal counsel and/or designee which may include outside legal counsel retained by the **District**. The alternative decision-maker will be a person who is a functional equivalent for the decision-maker, but who does not otherwise have a conflict, whether perceived or actual. The selection of the alternative decision-maker is final and appeals will not be allowed.*

11.1.4 Administrative Leave During Disciplinary Proceeding

By notifying the employee in writing, the **District** may place an employee on administrative leave, with or without pay pending an investigation of alleged misconduct or performance deficiencies, prior to or during a disciplinary proceeding, or during the review of the employee's response to a proposed disciplinary action. The notice of administrative leave will include a statement that the leave is not a disciplinary action. An employee placed on administrative leave without pay who is later reinstated without punitive disciplinary action being imposed will be reimbursed for any pay lost during the administrative leave.

11.2 Related Forms

- Intent to Discipline Form
- Sample Last Chance Agreement - Performance and Behavior
- Sample Last Chance Agreement - Drugs and Alcohol
- Verbal Warning Form
- Written Reprimand Form

12 . DISPUTE RESOLUTION

12.1 Definition of Dispute

Subject to the exclusions listed below, a dispute is any disagreement between the **District** and an employee pertaining to the application of the **District's** personnel policies, or an allegation by an employee that the **District** has failed to provide a condition of employment established by the **District**. The term "dispute," as used herein, shall exclude the following:

1. Disciplinary action.
2. Complaints for which the **District** provides an alternate dispute resolution process.
3. Any impasse or dispute in collective bargaining negotiations.
4. Any matter within the scope of representation for employees in a recognized bargaining unit.
5. Any matter which may be or has been grieved under an applicable collective bargaining agreement.
6. Termination of an introductory employee.
7. Termination of an at-will employee.

12.2 Prohibition Against Retaliation

The **District** shall not restrain, coerce, retaliate, interfere with, or discriminate against any employee based on the employee's use of the dispute resolution process.

12.3 Time Limits

1. The time limits set forth herein are essential to the dispute resolution process and shall be strictly observed. The time limits may be extended by written agreement, signed by the employee and the **District**.
2. If, at any stage of the dispute resolution process, the employee is dissatisfied with the decision rendered, the employee shall be responsible for submitting the dispute to the next designated level within the delineated time limits. If the employee fails to submit the dispute to the next designated level within the time limits imposed, the dispute resolution process shall be considered terminated, the dispute shall be considered settled on the basis of the last decision, and the dispute shall not qualify for further appeal or reconsideration.
3. If the appropriate **District** representative fails to respond within the time limits specified, the employee has the right to proceed to the next step within the prescribed time limits. Any such failure by an **District** representative shall not constitute an admission of the validity of the dispute.

12.4 Dispute Resolution Process

12.4.1 Step 1. Discussion with Immediate Supervisor

1. The employee shall first discuss the dispute informally with the immediate supervisor. The discussion shall be held within ten workdays of the action causing the dispute or of

- the date the action reasonably could have been expected to be known to the employee. In no event shall any dispute be accepted for consideration more than six months from the date of the initial occurrence causing the dispute, regardless of the date the action became known to the employee (except as otherwise provided by law).
2. The immediate supervisor shall verbally respond to the employee within ten workdays of the informal discussion between the employee and supervisor. Additionally, the immediate supervisor must document the verbal response.

12.4.2 Step 2. Formal Written Notice of Dispute

1. In the event the employee believes the dispute has not been satisfactorily resolved at Step 1, the employee may submit the dispute, in writing, to the General Manager within five workdays after receipt of the immediate supervisor's verbal response. The employee shall file one copy with the Human Resources Department. If the written notice of dispute is not presented within the time limits provided herein, it shall be waived. The written notice of dispute shall:
 - Fully describe the dispute and how the employee was adversely affected.
 - Set forth the section(s) of the written policy or rule allegedly violated and state the specific nature of the violation.
 - Indicate the date(s) of the incident(s).
 - Specify the remedy or solution to the dispute sought by the employee.
 - Identify the employee and be signed by the employee.
 - Identify the person, if any, chosen by the employee to be the representative.
2. No modifications in the alleged basic violation shall be made subsequent to the filing of a dispute, unless mutually agreed to by both the **District** and the employee. However, corrections in citations can be made at any time by the employee or the employee's representative.
3. The department supervisor shall meet with the employee to discuss the dispute and shall deliver a written decision to the employee within ten workdays of the meeting outlining the reasons behind the decision.
4. Any dispute resolved at this step shall be subject to the review and confirmation of the Human Resources Department before the resolution is effective. Such review will occur within ten workdays and the confirmation shall be final and binding.

12.5 Related Forms: NONE

13. DEFINITION OF TERMS

The terms used in these policies shall have the meanings defined below:

ADA Coordinator: Person designated by the **District** to investigate and facilitate the prompt and equitable resolution of complaints filed by qualified persons with disabilities.

Administrative Leave: Authorized leave for administrative purposes, such as for conducting an investigation which may be with or without pay, at the option of the **District**.

Adulterated Specimens: A specimen is considered adulterated if it contains a substance that is not a normal constituent or contains an endogenous substance at a concentration that is not a normal physiological concentration.

Alcohol: The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohol including methyl and isopropyl alcohol.

Alcohol Use: The drinking or swallowing of any beverage, liquid mixture, or preparation (including any medication) containing alcohol.

Allocation: The assignment of a single position to its proper classification on the basis of the duties performed and responsibility assigned.

Anniversary Date: The date the employee is hired, appointed, promoted, reclassified, or reallocated upward. The anniversary date may be adjusted as specifically provided elsewhere in the personnel policies. (Federal regulations govern the anniversary date of employees returning from military leave.)

Applicant: A person, including a current employee, who is applying for any position with the **District**.

Appointing Authority/District: The governing board, any elected official, or appointed official acting under the expressed authority of the governing board.

Appointment: The offer of and acceptance by a person to a position in accordance with the provisions of these personnel policies.

At-will: Employment status wherein the employee may be terminated at any time, with or without cause. An employee in an at-will status has neither a property right nor an expectation of continued employment with the **District** and is not covered by the provisions of the discipline, layoff, or dispute resolution sections of these personnel policies.

Board: The governing body of the **District**.

Casual Worker: An employee hired on an as-needed basis, either as a replacement for employees who are out on short- and long-term absences or to meet **District's** additional staffing needs during peak business periods. A casual worker has neither a property right nor an expectation of continued employment with the **District** and is not covered by the provisions of the hiring, discipline, layoff, or dispute resolution sections of these personnel policies.

Child: (Son or daughter) a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing In Loco Parentis.

Clarification: For purposes of Family Medical Leave Act, contacting the health care provider to understand the handwriting on the medical certification or to understand the meaning of a response.

Class: A group of like positions assigned to the same title and pay grade based on similar duties and responsibilities and minimum qualifications. A class may only have one position allocated to it if there are no similar positions within the organization.

Class Series: Two or more classes which are similar as to the fundamental type of work, but which differ as to degree of responsibility and difficulty, and which have been arrayed in a progression of level of responsibility and complexity of duties.

Class Specification: A description of the essential characteristics of a job class, and the factors and conditions that make it unique from other classes, described in terms of duties, responsibilities, and qualifications.

Compensatory Time/Compensatory Time Off: Time off granted to an employee in lieu of monetary payment for overtime worked.

Conflicting Employment: Outside employment that interferes with the employee's ability to perform the assigned job.

Consumer Reports: Any written, oral, or other communication of any information by a consumer reporting agency bearing on a consumer's credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used or collected in whole or in part for the purpose of serving as a factor in establishing the consumer's eligibility for: (A) credit or insurance to be used primarily for personal, family, or household purposes; (B) employment purposes; or (C) any other purpose authorized under 15 U.S.C. 1681a.

Contraband: Any item such as illegal drugs, prohibited substances, drug paraphernalia, or other related items whose possession is prohibited by policy.

Conviction: A finding of guilt, including a plea of no contest or imposition of sentence or both, by any judicial body charged with the responsibility to determine violations of federal or state laws.

Corrective Action: Action taken to improve unacceptable behavior or performance; corrective action may include coaching sessions, counseling sessions, training, and disciplinary actions including verbal warnings, written reprimands, suspensions, demotions, pay reductions, and discharge.

Date of Hire/Hire Date: The actual date an employee first renders paid service in a regular position.

Day: Calendar days unless workdays are specified.

Demotion: Involuntary movement of an employee from one job class to another job class having a lower maximum base rate of pay, as a result of disciplinary action.

Diluted Specimens: A urine specimen with a high concentration of water and has creatinine and specific gravity values that are lower than expected for human urine as determined by U.S. Department of Health and Human Services.

Disability-Related Inquiry: A question (or series of questions) likely to elicit information about a disability. Generally, disability-related inquiries are restricted by the ADA during the hiring process.

Discharge: Termination, separation, dismissal, or removal from employment for cause.

Discipline/Disciplinary Action: A formal form of corrective action to improve unacceptable behavior or performance; discipline may include verbal warnings, written reprimands, suspension, involuntary demotion, reduction in pay, or discharge.

Discrimination: Employment decisions or actions which are inappropriately taken because of the applicant's or employee's protected class membership.

Dispute: Any disagreement between the **District** and an employee pertaining to the application of the **District's** personnel policies, or an allegation by an employee that the **District** has failed to provide a condition of employment established by the **District's** compensation plan.

Domestic Partner: Persons who are registered have a valid domestic partnership pursuant to NRS 122A.200 or have a legal union validly formed in another jurisdiction that is substantially equivalent.

Drug Test: A test to determine the presence of illegal drugs/prohibited substances or their metabolites that includes specimen collection and testing by a U.S. Department of Health and Human Services (DHHS)-certified laboratory.

Elected Official: An individual who has been chosen to represent the public in governmental roles through an election process. An elected official has neither property right nor an expectation of continued employment with the **District** and is not covered by the provisions of the hiring, discipline, layoff, or dispute resolution sections of these personnel policies, or other specific provisions provided in federal, state, and local laws, charters, resolutions and ordinances.

Eligible List: A list of names of persons who have satisfactorily completed an examination for a position and are qualified for employment.

Employee: A person employed in a budgeted position on a full- or part-time basis. For purposes of those sections of these policies covering discipline, layoff, and dispute resolution; excludes elected officials, department heads, at-will employees, casual/temporary/seasonal workers, and others specified in the personnel policy. Elected officials are further excluded from policies for which there are specific provisions provided in federal, state, and local laws, charters, resolutions, and ordinances.

Regular Full-time Employee: A person who has successfully completed an introductory period in a regular budgeted position with a normally scheduled workweek of at least forty hours.

Regular Part-Time Employee: A person who has successfully completed an introductory period in a regular budgeted position which requires a minimum number of hours per week (typically 20 hours), but less than full-time employment.

Introductory Employee: A person who serves in an at-will status for a specified period of time during which the employee is evaluated by the **District** to ensure that the employee has demonstrated fitness for a position by actually performing the duties of the position.

Exempt Employee: An employee who is exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act.

Non-Exempt Employee: An employee who is subject to the minimum wage and overtime provisions of the Fair Labor Standards Act.

District Premises: All **District** property and facilities, the surrounding grounds and parking lots, leased space, **District** equipment, vehicles, offices, desks, cabinets, closets, and any other property owned by the **District**.

Essential Function: A fundamental job duty of the position held or desired. A function is essential if the job exists to perform that function, a limited number of other employees are available to perform the function, or the function requires special skill or expertise.

Examination/Test: Any measure, combination of measures, or procedures used as a basis for any employment decision, including traditional paper and pencil tests, performance tests, assessment centers, introductory periods, and evaluation of physical, educational, and work experience qualifications through interviews and scored application forms.

Full-Time: Work which requires hours of work as established by the **District** as full time. A full-time employee is regularly scheduled to work a normal workweek of forty hours.

Grade: The designation of a pay range for a class.

Illegal Drugs: Any controlled substance or drug under Federal or Nevada law, which is illegal to sell, possess, cultivate, transfer, use, purchase, or distribute.

Introductory Period: A trial or working test period which an employee serves in an at-will status used to determine if an employee's performance meets the expectations of the position for which the employee was hired and if continued employment is warranted.

Invalid Specimens: An invalid specimen is one that contains an unidentified adulterant, contains an unidentified interfering substance, has an abnormal physical characteristic, or has an endogenous substance at an abnormal concentration that prevents the laboratory from completing testing or obtaining a valid drug test result.

Layoff: A separation from the **District's** service because of a shortage of funds, lack of work, abolishment of a position, reorganization, or for other reasons not reflecting discredit on an employee and for reasons outside of the employee's control.

Leave Without Pay: Authorized leave in a non-paid status.

Legal Drugs: Prescription drugs and over-the-counter drugs that have been legally obtained and are being used in the manner, combination, and quantity for which they were prescribed or manufactured.

Manager: An employee, or an elected official who has been authorized to select, train, schedule, and evaluate the work of other employees, and to make decisions or effectively recommend actions related to the hiring, evaluation, and discipline of assigned employees.

Medical Examination: A procedure or test usually given by a health care professional or in a medical setting that seeks information about an individual's physical or mental impairments or health.

Pay Range: The minimum and maximum pay rates set for each classification, grade, or level as designated by the position compensation plans. (Also see Grade.)

Personal Information: A natural person's first name or first initial and last name in combination with any one or more of the following elements, when the name and data elements are not encrypted: social security number; driver's license or identification card number; account number or credit/debit card number with security/access code or password; a username or email address in combination with a password, access code or security question and answer. The term does not include the last four digits of a social security number, driver's license/identification card number, or publicly available information that is lawfully made available to the general public from federal, state, or local governmental records.

Personnel Action: Any action taken with reference to appointment, compensation, promotion, transfer, layoff, dismissal, or any other action affecting an employee's employment status.

Position: A group of duties and responsibilities requiring the ongoing services of one or more employees, which is listed in the authorized position list contained in the currently approved **District's** budget or established by formal action of the Board of Trustees.

Positive Drug or Alcohol Test: Any detectable level of drugs or its metabolite (in excess of trace amounts attributable to secondary exposure) in an employee's specimen. With respect to alcohol, a blood alcohol concentration of 0.02 or higher constitutes a positive test.

Prohibited Substances: Medical and recreational marijuana (cannabis); prescription drugs not legally obtained, not being used in the manner, combination, or quantity prescribed, or by the individual for whom prescribed; over-the-counter medications used contrary to manufacturer instructions; or consumer products not meant for human consumption.

Promotion: The movement of an employee from one class to another class having a higher maximum base rate of pay, usually as a result of some type of examination.

Protected Class/Protected Class Membership: Individuals or groups of individuals protected from employment discrimination, harassment, and retaliation by federal and/or state laws. Protected classes include race, color, religion, age, gender, pregnancy, sexual orientation, national origin, ancestry, disability, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, membership in the Nevada National Guard, and any other class that becomes protected by federal and/or state law.

Protective Hairstyle: Includes, without limitation, hairstyles such as natural hairstyles, afros, bantu knots, curls, braids, locks, and twists.

Race: Traits associated with race, including, without limitation, hair texture, and protective hairstyles.

Rate of Pay/Pay Rate: An employee's pay rate as shown in the District's compensation plan.

Reallocation: A change in the classification and pay grade of a class to a higher or lower pay grade.

Reclassification: The change of a position to a different job class which results from changes in duties and responsibilities.

Reduction in Force: See "Layoff"

Reduction in Pay: Disciplinary action by the District moving an employee to a lower pay level in the same class and same pay grade.

Regular Employee: See "Regular Full-Time Employee" and "Regular Part-Time Employee" listed under "Employee."

Regular Position: An authorized position which appears in the authorized position list contained in the District's budget documents or its amendments approved by the Board of Trustees.

Reinstatement: The restoration of a laid-off employee without examination or an employee rejected during a promotional introductory period to a position in a class in which the employee formerly served as a regular employee.

Reinstatement List: A list of names of persons who have been laid off and are available for reinstatement.

Reporting Officer: The staff member assigned the responsibility and authority to post notices; provide training; and receive, investigate, and resolve complaints of alleged discrimination/harassment.

Reprimand: A written notice to an employee stating specific performance and/or behavioral deficiencies and the improvements in behavior and/or performance which the employee must make, and that further disciplinary action will follow if the employee does not make the required improvements. (A performance evaluation form shall not be considered a reprimand.)

Resignation: A notice by an employee that the employee intends to separate from the District's service.

Seasonal Employee: See Casual Worker.

Son or Daughter: See "Child."

Spouse: A husband or wife of a person, regardless of gender.

Step: A specific rate of pay within the pay range established for a class. (Also see Rate of Pay.)

Substance Abuse Professional (SAP): A licensed physician, or a licensed or certified psychologist, social worker, employee assistance professional, state-licensed or certified marriage and family therapist, drug and alcohol counselor (certified by an organization listed at <https://www.transportation.gov/odapc/sap>) with knowledge of and clinical experience in the diagnosis and treatment of drug- and alcohol-related disorders.

Substituted Specimens: An employee's specimen not consistent with normal human specimen as determined by U.S. Department of Health and Human Services (e.g., a urine specimen with creatinine and specific gravity values that are so diminished or so divergent that they are not consistent with normal human urine).

Supervisor: An employee, or an elected official who has been authorized to select, train, schedule, and evaluate the work of other employees, and to make decisions or effectively recommend actions related to the hiring, evaluation, and discipline of assigned employees. This person may also serve as the department head or manager.

Suspension: The temporary separation from service of an employee for disciplinary reasons.

Temporary Employee: See Casual Worker.

Termination: See Discharge.

Transfer: A lateral change of an employee from one position to another position in the same class or to a different class in the same pay range.

Transitional Duty: A temporary assignment of an employee who is unable to perform one or more essential functions of the assigned job but has been cleared by a health care provider to perform other duties for the District.

Volunteer: An individual who performs hours of service for a public agency for civic, charitable, or humanitarian reasons, without promise, expectation, or receipt of compensation for services rendered. An individual is not considered a volunteer if the individual is otherwise employed by the same public agency to perform the same type of services as those for which the individual proposes to volunteer.

Warning: Verbal notice or counseling of an employee specifying required changes in work performance or on-the-job behavior.

Y-Rate: A temporary designation to a rate of pay which is higher than a position's class typically occurring as a result of the position being reclassified or reallocated to a lower class.

AGENDA ITEM 9.

Discussion and possible action to approve Draft Minutes from the January 15, 2025, Board meeting.

Minutes
Indian Hills General Improvement District
Board of Trustees Meeting
District Office
3394 James Lee Park Rd. #A
Carson City, NV 89705
January 15, 2025
Regular Board Meeting
6:00 P.M.

Trustees Present: Chairman Robert Stulac, Vice Chairman Garcia, Secretary/Treasurer Siegman, Trustee Lufrano, and Trustee Clark-Ros.

Trustees Absent: none.

Staff Present: General Manager Chris Johnson and Administrative Services Supervisor/Human Resources Brooke Thompson.

Others Present: District Engineer Colin Surge, District Counsel Neal Falk (in for Chuck Zumpft) Residents Lynn Dement, Ben Walker and Debbie Walker.

6:00P.M. - Regular Meeting

1. Call to Order

Request that Cell Phones and Pagers be turned off for recording purposes.
Chairman Stulac called the meeting to order at 6:00PM.

2. Pledge of Allegiance: Led by Trustee Lufrano

Trustee Stulac: All right. Let's call the meeting to order, and we'll stand up for our pledge of Allegiance. Oh, Vicky, you want to lead us?

Trustee Lufrano: Sure. I pledge allegiance to the flag of the United States of America. And to the Republic for which it stands. One nation under God, indivisible, with liberty and justice for all. Thank you.

3. Discussion and possible action to elect officers of the IHGID Board of Trustees for calendar year 2025 – Chairman

Trustee Stulac: Good evening everybody. Can you stand up? Okay. All right. First off, we have the discussion and possible action to elect officers of the Board of Trustees for calendar year 2025. And so, I'll start things off as the chairman. So, the first item in the three of the board positions is the chairman. Then we'll do vice chairman and secretary. So anybody have an interest in taking the chair? This this coming up here?

a. Election of Chairman

Trustee Lufrano: I would like to. I guess I would like to say that generally, we're all here for four years. I kind of figure we all feel one of the roles at some point during our time and then have one year off ish, right? But I suppose I would like to uh um Robert Garcia is currently the vice chair, so I'd like to nominate him as the chair.

Trustee Stulac: Okay.

Trustee Clark-Ross: Wait. What? I couldn't hear that.

Trustee Clark-Ross: I couldn't hear you either. I'm sorry. I said I would like. Robert Garcia is currently the vice chair, and I would like to nominate him as the chair. Oh, okay.

Trustee Garcia: I'm happy to Happy to accept and serve the nomination. Subject to the vote.

Trustee Stulac: Okay, well do we have a motion? I think he had a motion.

Trustee Siegman: I do have a motion.

Trustee Stulac: All right, well, I'll. I'll second that motion to elect Robert Garcia as our chairman for this next year. And all in favor, say aye. Aye. Any opposed? All right. Robert, congratulations.

Trustee Garcia: Thank you. Sir. All right, let's.

Trustee Stulac: Yep. So now you can do that. Oh, no, I can do that. Yeah. Oh, I see, because of the. It'll be a little different. We have to do the. Yeah. That's right.

Administrative Services/Human Resources Brooke Thompson: Also share with him your agenda.

Trustee Stulac: Yeah. Yeah, I gave him I just gave my planner for now. So Robert. Thank you.

Trustee Lufrano nominated Trustee Garcia for Chairman for calendar year 2025. Trustee Stulac seconded. Nomination carried unanimously.

Chairman of the Board for Calendar Year 2025 is Robert Garcia.

Chairman Garcia: Okay, before we move on to item B, first I want to thank I want to thank Bob for his service for the last year. He did a great job. Thank you for serving. And thank you for giving me the opportunity to be to be back up here again.

b. Election of Vice Chairman

Minutes of the January 15, 2025, Regular Board of Trustees Meeting

Chairman Garcia: So, for item number B, election of Vice chairman, I would like to make a motion or I'd like to motion or nominate Vicki Lufrano for the vice chair position. Do I hear a second?

Trustee Stulac: I'll second that motion to elect Vicki for the vice chair.

Trustee Garcia: First and a second. All in favor,

Chairman Garcia nominated Trustee Lufrano for Vice Chairman for calendar year 2025. Trustee Stulac seconded. Nomination carried unanimously.

Vice Chairman for the Board for Calendar Year 2024 is Vicky Lufrano.

c. Election of Secretary/Treasurer

Trustee Garcia: So, the item c election of treasurer. Secretary, treasurer. Any discussion or motion on that or interest in serving.

Trustee Siegman: Well, I'm doing it now. I don't mind continuing if nobody else wants to do it, but if somebody else would like to do it, I'm okay sharing that responsibility with somebody else if they'd like it.

Trustee Stulac: Yeah.

Chairman Garcia: Okay, so did I hear a motion?

Trustee Siegman: Well, does anybody else would anybody else like to do it?

Trustee Clark-Ross: No. If you want to keep doing it, that's good.

Trustee Siegman: It doesn't. It doesn't matter to me. I mean, that's fine. I'm happy to keep doing it. If nobody else is interested in doing it or.

Chairman Garcia: Any more discussion.

Vice Chairman Lufrano: I would nominate Russ for that position.

Vice Chairman Lufrano nominated Trustee Siegman for Secretary/Treasurer for calendar year 2025. Chairman Garcia seconded Nomination carried unanimously.

Secretary/Treasurer for the Board for Calendar Year 2025 is Russ Siegman.

Chairman Garcia: So we have our officers for this year.

Trustee Stulac: Okay.

4. Public Interest Comment: none

5. Approval of Agenda

Vice Chairman Lufrano motioned to approve the agenda. Chairman Garcia seconded. Motion carried unanimously.

6. Reports to the Board:

a. General Manager Report

General Manager Chris Johnson: Thank you, Mr. Chair. Just a few quick items on here. I met with the county manager last week to discuss some items some collaboration between Indian Hills and the and the county, and her and I also discussed bringing back our general manager meeting. She's excited to be a part of those. So, we'll be doing that. Throughout the district, we've had a number of signs blown off with our strong winds. I know everyone's really surprised to hear that. So, there was a couple of one resident over in North submarines that are south, submarines that actually chased down a couple signs for us and called us and said, I've got your signs. So, we have been going through and replacing signs as they've blown off. We're six months into our fiscal year and all of the departments are at or below 50% of their budget expenditures. So, I just want to applaud them. They're all the departments, and the supervisors specifically are doing a great job of being fiscally responsible. Lynn came in and visited me about some community events, and she had some great ideas. So, we're going to go over I'm going to look at some of those ideas as well as I've got a couple other ideas that I've been tossing out. So, I'll probably meet with Lynn again here soon and look at how we can set this up to start doing some of these community events. And then the we are. We have our safety officer position that got transferred to one of our new employees, and it's actually our newest employee, which is neat because it gave him it gave him some responsibility and something to for him to grow into. And he's thriving in the position he really is taken off with it. So, we're doing our monthly safe meetings. And then we're also doing a quarterly safety meeting with the supervisors and our safety matter where we will go to each of the departments and do an inspection of each of those departments every quarter. So each quarter there will be a new department will go through and basically do a mock inspection with all of the supervisors together so that we can ensure that all of our, all of our departments are in compliance and maintaining good safety procedures. So, he's already one of the things he's already done. We've already got our first safety meeting for this year set up, and he's already gone through and A completely redone all of our SVM, SDS, SDS. I want to say SMS, the SDS, the safety data sheets.

Chairman Garcia: Thank you. Safety data sheets.

General Manager Chris Johnson: Yeah, he did all of them throughout the entire district. So, and that was because he had been on light duty. So that's something that we put him on to look at that. And he didn't just do it, and he thrived on it. So, it was a good fit for him. Great. Other than that, the parks department and I'm going to go into the existing items just for a second because the one of the existing items is, is the cameras. The cameras are we're still there. We have some infrastructure that needs to be put in place before. And so, our, our parks and Streets department and also the water department has been up here working with them. We have the power. Out there to do it. But the power that was ran out to the to the bathroom out here was a little on the shady side. So they completely retrenched and ran new conduit and new power lines. So now we have full power out to this restaurant, which means we can run. We now. And they've already done it. They ran the power all the way around the other side of the tennis courts. So now we're just waiting on the pole for the side of the skate park. And then we'll be able to they'll run power up that pole and we'll be able to get cameras in place. And at that time, once, once we get all this infrastructure in place, they'll do all the cameras throughout all the parks. There's three over here and then one in each of the Sunridge parks. So.

Chairman Garcia: Thank you.

General Manager Chris Johnson: I'm sorry.

Chairman Garcia: I was going to say thank you for elaborating on SDS acronyms for me is a pet peeve. So, thank you for telling us what that is. But who was the old person assigned to this duty?

General Manager Chris Johnson: The person that used to be responsible for it is a maintenance tech Ray,

Chairman Garcia: Ray. Okay. But Nate's. Nate's taking it over now.

General Manager Chris Johnson: Cody

Chairman Garcia: Oh, I thought I heard Nate. Okay, Cody.

General Manager Chris Johnson: Cody is taking it over now.

Chairman Garcia: so that's provides cross training. So good work on that. Please continue.

General Manager Chris Johnson: Yeah. And so that's also one of the things that we're looking at. So, every, every month now we have our supervisors meeting where the supervisors sit down with me and we go over our plans for the district wide so we can collaborate on things. And that's giving us the ability to cross, train and coordinate across the district. For

example, when water has sidewalk panels that are in weeks that they have to repair, we can coordinate with the Parks Department and the Streets Department to work with them. So, we're focusing man hours where it's a pretty beneficial. But the kind of ran a blank on where I was going with that. So, but yeah, so we it's all of our departments are working well together, and, and cross training specifically, as I mentioned in the in one of my reports here a couple of months ago, the our wastewater supervisor is four months from or four years from retirement or our wastewater operator is six years from retirement. So right now we're starting to cross train people over. So that as I mentioned before, I promote within. I don't want to hire outside. So that's something we're doing right now, working on cross training, and getting some new people over to the wastewater department to start training up. And Cody is one of those people that might be interested in that. So. Other than that, are there any other questions on board?

Trustee Clark-Ross: I have one. Is the leak that that you said was fixed on Chip Creek? Is that the one where the people came in that it was coming up to their street? You got that all fixed?

General Manager Chris Johnson: Yeah. So that's well, for the most part, it's still really damp down there. So there's we can't fix it. There's groundwater. There's clearly a groundwater problem down there, but it looks like we've staunched the flow of anything that could have been coming out from the district.

Trustee Clark-Ross: So boy, that's good news. They were really upset.

General Manager Chris Johnson: Yeah, yeah, we were TOO.

Chairman Garcia: Back up.

Secretary/Treasurer Siegman: Did you actually fix anything on our facilities or.

General Manager Chris Johnson: No, I just want to through and tightened everything down there. When I went in and looked at everything on our side. So it's We were, we were equally as frustrated with it because Matt's out there digging holes and potholing and searching and searching and not finding anything, so.

Trustee Stulac: So asphalt's been repoured and the.

Chairman Garcia: Sidewalks been done. Everything.

General Manager Chris Johnson: Everything is completely repaired back home.

Vice Chairman Lufrano: I have a question, Chris. What is what's the status? If you know, what is the status of the Vista Grande extension over this way by beyond target. So target?

General Manager Chris Johnson: Yeah. Right now it's looking like the county doesn't have the budget for it. Again, even though that was created under the RDA one, which is redevelopment that area. That was so RDA urban redevelopment areas are the areas that they tied off in, in the county. There was RDA one here and then there's RDA two up the lake. Rda one was disbanded in 2015 I think. So. It's 2014 as well. The point of the RDAs is that they're very similar to the GIDS, where a portion of the taxes is locked in. So any increase there's they drew a line. Anything below that line stayed going into what the funds were, what that money was going into. Any increases above that that increase stayed in that area specifically for the for redevelopment and improvements into that area. That is part of RDA one. Rda one had a number of sections. In fact, if you go into the office one day there, you can see it on there. Those red the red blocks up there. Those are RDA one on the map. So that RDA one was closed down but there was money remaining in it. And they said at that time that money is earmarked and set aside for the Vista brand extension. They've been the whole time they've been trying to work out the landfill, and I don't know the exact specifics on it, but trying to get permission to build a road through there. Finally, someone bought the properties and the county has permission. But now they're saying because this, that RDA money was put in there ten years ago. We all know how the roads go. That that whatever it is, \$1.5 million is not worth anything anymore. So now the county doesn't have the rest of the budget to match that to go into it, which is kind of sad because we have a business that wants to go up there. So I know the county is looking at what they're going to do with it, but as far as I know, we're at this point they don't have the budget to.

Chairman Garcia: Looking for state and other resources to be able to get.

General Manager Chris Johnson: They are and you've got the Mohler Parkway argument that going on down there. So it's I don't know how soon we're going to see this.

Chairman Garcia: So suffice it to say it's up in the air right now.

General Manager Chris Johnson: It is.

Chairman Garcia: Stagnant.

Vice Chairman Lufrano: Thank you.

Chairman Garcia: Is there anything else from this side?

Trustee Stulac: I have one. Yeah. Chris may not be any updates for the month. Or was it just a quiet month?

General Manager Chris Johnson: Oh. I'm sorry. I didn't know. We didn't. We haven't done any grant updates, although I did learn something very interesting. And the I went to a seminar down in Vegas, and one of the things that they talked about was using AI, and, and so I, they, they came back and I set up an account for ChatGPT. And I sat down with the computer and I said, hey, ChatGPT, what are grant opportunities for this district? And it came back with about 20 different grant opportunities for local, state, and federal grants. And so I printed off that list and happily walked down to Stacie and I said, hey, Stacie, check these out for me.

Trustee Stulac: So that's great.

General Manager Chris Johnson: Yeah, we've got a list of them, and she's gone through now. But on that note, real quick with. Other grants. Sorry. And that's another thing that I didn't want to touch on as far as the fuel clearing right here behind backed by the exercise park. I've been talking to the fire wise again, and Kelly has left. She went over to.

Chairman Garcia: The Department of Forestry of some other position.

General Manager Chris Johnson: No, she's gone on to NDP now. She. Yeah, she's completely left forestry. But I am working with our new rep and going to meet with her hopefully next week if we can ever get our calendars to match up and talk about the grants with any NDP or NDF Nevada Division of Forestry to start doing fuels reduction back there behind that fence. So.

Chairman Garcia: I've been in touch with her on some other for the fire wise community as well, and have a lot of questions and requests about grant opportunities. Haven't heard back from her. So I'd like to piggyback on your meeting if possible, so let me know.

General Manager Chris Johnson: I definitely will.

Chairman Garcia: There's only one thing I wanted to have brought back, and that's the completed past items. The beat it to death on trying to improve the Mica and Sunridge intersection. But as we discussed, Chris, there's still the stop bars are washed out and I'd like to have that brought. I know that it's in the works, but rather than lose so that I don't lose track of it, we don't lose track of it. Can you bring back the painting of the of the stop bars?

General Manager Chris Johnson: Sure.

Chairman Garcia: Back to new items so that we can track that to completion.

General Manager Chris Johnson: Okay. They.

Chairman Garcia: Unless you have a better way to manage that.

General Manager Chris Johnson: No, I mean, we can do that, but right now, Steve's probably going to get on him next week. The problem is, is temperatures. You can't paint and when the temperature is too low. But also they've been completely focused on getting the camera stuff done right now. And that's been all hands on deck with that.

Chairman Garcia: So I So I understand there are priorities. I just don't want to lose track of it. And I think since it's been such a big, hot topic that if we have it in new items and then we can check that off at a future meeting, that the public will be aware that we've done everything we can at this point.

Trustee Stulac: And if it's in the existing items, it could just be, you know, no action at this time because it's like you just said, Chris, there's other things more taking priority, but then it's sitting in there to jog everybody's memory, to look at it months from now.

Chairman Garcia: I appreciate that, Chris. Thank you. Okay. If there's nothing else, no other questions.

Secretary/Treasurer Siegman: I just have a couple of changes on page five. Down near the bottom, just above administrative report. They clean the pine needles out of the meridian. And the next paragraph directions of traffic in the center meridian. That should be median instead of meridian.

General Manager Chris Johnson: Yeah.

Secretary/Treasurer Siegman: A couple of minor things.

General Manager Chris Johnson: I was probably Could probably.

General Manager Chris Johnson: Spell check. Yeah,

General Manager Chris Johnson: I was probably typing fast.

Secretary/Treasurer Siegman: Yeah, AI is smarter than you.

General Manager Chris Johnson: Which is impressive because there are a few times my phone is throwing something out there and I'm like, I have never used that word. What makes you think I'm going to start?

Secretary/Treasurer Siegman: I didn't even type or say anything close to that. How did you come up with that? But it's always after I hit send. Yep. And I reread it and go. What?

Chairman Garcia: Okay. Correct. So acknowledged. Corrections made. Thank you very much for your attention to that detail, Russ. Okay.

1. Administrative

2. Water

3. Wastewater

b. District Accountant Report

Secretary/Treasurer Siegman: I know other than one of Chris's goals that I probably put on his list of goals. He came and showed me a page in the budget.

Chairman Garcia: Page 17.

Secretary/Treasurer Siegman: Page 17. That gives a for lack of a better term, an executive summary of budget to date over under percentage and dollar amounts. So that was an easy goal to achieve.

General Manager Chris Johnson: Actually pages 17 through 19 goes into all of those details. One is.

Chairman Garcia: One is for water, one for sewer, one for general.

Trustee Stulac: General. Water, water, sewer.

General Manager Chris Johnson: Sewer than the general.

Secretary/Treasurer Siegman: Would it be possible to move those three pages to the front of that section?

General Manager Chris Johnson: I don't see why not.

Secretary/Treasurer Siegman: Well, I don't know if there's a reason where, you know, they're in the budget, where they are.

Trustee Stulac: So you just see them right there.

Secretary/Treasurer Siegman: Just open it up to that section, see the summary. And then if you have questions, delve into the minutia after that.

Chairman Garcia: Chris, you're going to look into that and see if there's any, any issues moving that forward.

General Manager Chris Johnson: okay.

Chairman Garcia: Thank you. If there are any barriers, please let us know.

c. **Engineer Report**

District Engineer Collin Sturge: Thank you Mr. Chairman yes. So the North tank project is officially closed out. Construction and paperwork is all done so that one we're crossing off the list. That's great. I now have two projects I'm focusing on. The first is the present condition index PCI update. We waited a little bit for some hiccups with the street paver and going through the holidays, but we do now have a week or the end of the week, but maybe still another full week of inputting stuff into the Street Saver database. All the info we gathered, and from that point, we have another week, maybe two weeks before we have a report ready for Chris to review. So we're looking like the end of January. So we will have a report ready to review.

Chairman Garcia: He said Street saver that is a vendor.

District Engineer Collin Sturge: Software.

General Manager Chris Johnson: The software.

Chairman Garcia: Oh Software.

District Engineer Collin Sturge: Yeah. So we gathered all the data and then we were implementing it all into our system and spreadsheets and getting everything organized the way we needed to. And then when it came time to put in the Street Saver, they had some updates that they did that we had to work through. So now we're trying to play catch up. We still have. We work through them. We're now inputting stuff into Street Saver and we have another week to do that from that point. Once it's all in Street Saver, then we have another week or two before we're able to get a draft report ready for Chris's review.

Trustee Stulac: Okay, so we'll probably see it in the February minutes in the third, third meeting. The third weekend.

District Engineer Collin Sturge: Yeah,

Trustee Stulac: February probably would probably be in there. Yeah, possibly.

District Engineer Collin Sturge: We could shoot for that.

Chairman Garcia: That would be optimal.

District Engineer Collin Sturge: Yeah. We'll shoot for a final. I mean, obviously I'll give it to Chris. He can review and we can work through tweaks, but if we haven't worked through it, we can at least get the draft that Chris is reviewing into the agenda as well. Okay. We're still on target for using that report to get a street maintenance project done this spring. Okay, so we have we've fallen a little behind, but we're still tracking well for the end goal, which is to get a street maintenance project done in the spring. And then the capital improvement plan update. We've been I know Chris's supervisors have been figuring their projects out on their end. We do have a meeting on the books next week, on Thursday to meet with everyone and start talking through all the projects that they want to get done. So that's the official kick off date is next Thursday for us to get all their info and start coming up with the report.

Chairman Garcia: Excellent. Looking forward to seeing the outcomes.

District Engineer Collin Sturge: And the last little item is just in the last meeting I mentioned I had to submit the Ms4 to NDP. I did end up doing that in December. I haven't heard back. I need to poke them, but I did get it in for the year. So it was quite. That's everything I have.

Chairman Garcia: Your deadline was met. You're just waiting for them to come back?

District Engineer Collin Sturge: Yeah.

Chairman Garcia: Okay. Any questions for the engineer? Am I right? No. Any questions? Or left? No. Great. Thank you. Colin.

d. Attorney Report

District Counsel Chuck Zumpft was absent from the meeting.

Chairman Garcia: We'll move on to the attorney's report.

District Counsel Neal Falk: Nothing to report from legal.

Chairman Garcia: Do you want to introduce yourself to some who may not know who you are?

District Counsel Neal Falk: My pleasure. My name is Neil Falk. I'm an attorney with Chuck's office. Chuck is counsel for the district. Chuck and I have been working together for the last seven years, and he's unavailable this evening, so I'm appearing in his place. Other than that, nothing to report from legal this evening. Thank you.

Chairman Garcia: Thank you for joining us. Thank you for.

District Counsel Neal Falk: My pleasure to be here.

Chairman Garcia: Okay. To the Board of Trustees discussion. Our board of trustees discussion on any of the reports to the board thus far. Thank you. Am I right here?

Vice Chairman Lufrano: No, I got none.

Trustee Stulac: No.

Chairman Garcia: Anything from my left here?

Secretary/Treasurer Siegman: Nope.

Chairman Garcia: Okay, so we will open this to public comment to the public. Are there any are there any comments from the public regarding the reports to the board that we've just discussed?

Public comment: none

7. **Discussion and possible action regarding goals discussed during General Manager Chris Johnson's annual performance evaluation.**

Chairman Garcia: And we'll move on to item number seven. Discussion and possible action regarding goals discussed during General Manager Chris Johnson's annual performance evaluation. Says Chairman Stulac.

Trustee Stulac: Yes, chairman.

Chairman Garcia: Chris, do you want to do you want to start off with that discussion, or did you have any comments that you wanted to make or summarize? I see that you submitted a list of the compiled goals that you combined some of the things that were similar. Correct. And I guess the question is this is a long list. Is this a priority list, or are these things that you feel that you are able to accomplish in that time frame? So take the floor.

General Manager Chris Johnson: Yeah. I think there's nothing on here that I cannot accomplish. I'll put it that way. The I think a lot of them have already been accomplished. So I'm not too terribly concerned about any of them.

Chairman Garcia: Okay. So I'll just. For the record, I'll have you all has everybody. Everybody's turned to the page and can view the goals.

Trustee Clark-Ross: Yeah,

Chairman Garcia: Okay. So are there any questions or edits requested by the board? We'll move on to board discussion to go ahead and start board of trustees. Board of trustee discussion on this. So are there any. Chris has already responded saying that these are these is a summary of the consolidation of our goals, that we submitted his evaluation. And he feels that these are achievable. And so are there any questions for Chris or any for discussion regarding Chris's goals?

Trustee Stulac: I just had a question. The budget was the one I put it, but someone must have had.

Trustee Clark-Ross: I think it was my turn first. Yeah. Oh, boy.

Trustee Stulac: He just said to the right.

Trustee Garcia: So it's to my right. I'm actually I'm actually going to be looking for you to let me know rather than go down the line.

Trustee Stulac: Thank you.

Trustee Clark-Ross: So now it's your turn. Go ahead.

Trustee Stulac: No, no.

Trustee Clark-Ross: Did you put these together yourself. These are these were recommendations from the board. Is that you? I don't know how this list was formed.

General Manager Chris Johnson: Sure. They're compiled out of the evaluations that the board gave me in November.

Trustee Clark-Ross: So you picked out of those what you could accomplish. This looks like you took all of them and said you can do them.

Chairman Garcia: Yeah

General Manager Chris Johnson: I did take all of them. There was a couple that were redundant and or they were multiples and I combined them. And this is the completed list.

Trustee Clark-Ross: All right. Go ahead.

Trustee Stulac: I just wanted it wasn't me that had put it in with the budget variance overview was a goal that someone had in their evaluation. I just was wondering what that meant in, in specific terms of like, if we have to do a variance or what were you referring to, the budget variance overview.

Secretary/Treasurer Siegman: It's actually referring back to those pages that I just mentioned from 17 to 19.

Trustee Stulac: Oh, okay.

Secretary/Treasurer Siegman: Where it's a high level variance report each month, so you don't have to go through 60 pages of numbers to try to figure out whether we're over or under budget for the month or for the year to date.

Chairman Garcia: Basically an executive summary, an executive.

Secretary/Treasurer Siegman: A high level summary yeah. High level. This is, you know, maintenance or sewer budget. This is where we're at for.

Chairman Garcia: I think it's also my understanding was that also if we have a negative somewhere for that to be noted, why we have a negative somewhere rather than.

Secretary/Treasurer Siegman: Explain the anomalies.

Chairman Garcia: And that was the understanding is right as well. Right, Chris. Okay.

Trustee Stulac: Great. That's good. And then you asked earlier to have that move to the front, which I think is a good idea, because that way you can look at that right away. And then like you said, you want details on some concerns.

Secretary/Treasurer Siegman: Then go to the details you got.

Trustee Stulac: The backup page is great. Yeah thanks.

Secretary/Treasurer Siegman: But I think this also runs to prior to the budget being approved, brought to us for approval. We can do a similar item before the budget. And you can tell us this is what we had budgeted for 2026 last year. This is what the current budget is. And what if there's a difference why that difference exists? Any anomalies between the proposed budget and the current proposed budget?

General Manager Chris Johnson: We do that every year.

Secretary/Treasurer Siegman: Yeah.

General Manager Chris Johnson: Every year, one year when we bring the budget, it shows the 2020. It shows the previous year's budget or the existing year's budget and the New Year's proposed budget.

Secretary/Treasurer Siegman: Yeah, but I would what I would like to do is do that month prior to us having to approve the budget. So we have some time to chew on it. And, you know, it's not presented to us. And then you either vote yay or nay on the budget today.

Chairman Garcia: So we'll make an official, we'll make an official request to have an agenda item.

Secretary/Treasurer Siegman: For the month before,

Secretary/Treasurer Siegman: The month before we actually have to adjust the budget. An overview of the budget. High level overview of overview of the budget, anything that's changed and why it changed.

Chairman Garcia: I understood that to be what your request was as well. That's what.

Secretary/Treasurer Siegman: last year.

Trustee Stulac: Yeah. Well that's the case then. The budget. We do work with that in February, March, or April.

General Manager Chris Johnson: Yeah, it'll be March now.

Trustee Stulac: So then you need we need that next month's meeting then in February is meeting.

Secretary/Treasurer Siegman: No, no.

Administrative Services/Human Resources Brooke Thompson: March.

Secretary/Treasurer Siegman: Yeah. The we actually moved the meeting up in April.

Administrative Services/Human Resources Brooke Thompson: We adopt the budget in April.

Secretary/Treasurer Siegman: Correct.

Trustee Stulac: Oh, okay. I'm sorry. That's what I meant to ask. When we adopted when we adopted in April.

Secretary/Treasurer Siegman: So we. And that's the month we do the meeting a week earlier is April.

Administrative Services/Human Resources Brooke Thompson: Yes we have to submit to the State by April 15th.

Secretary/Treasurer Siegman: Yeah. It's not the third Wednesday. It's the 2nd.

Trustee Stulac: March to March. Great. That's really good for us.

Secretary/Treasurer Siegman: And then at least we have an opportunity to think about it and talk about it. Discuss and discuss and then vote on it the next month.

Minutes of the January 15, 2025, Regular Board of Trustees Meeting

Chairman Garcia: It's a great recommendation. Okay.

Vice Chairman Lufrano: So I would like to on Chris on the on the spreadsheet item. It's the fourth bullet from the bottom. Spreadsheet of resident concerns for Arv's in the street. Arv's in driveways, overgrown weeds, sidewalk obstructions, and speeding. Can we add a spreadsheet of resident and staff concerns for rv's? Meaning just so we could do like a quick look if there's. I don't know if we're driving along Vista Grande and see the same motorhome in the street, for example, where we can do a quick look and see, oh yeah, this has already been something that's been reported that that's what I was trying to get out of that. Does that make sense?

General Manager Chris Johnson: I'm sorry. No.

Vice Chairman Lufrano: That's okay. So I'm just asking that a couple of words be added to a spreadsheet of resident and staff concerns for rv's in the streets. Meaning, again, if you're driving around or or looking around and you see something that that you find concerning related to these items that you would also put that on. And again, if I'm thinking, oh, this is concerning, I can look at that spreadsheet and I know it's already been dealt with.

General Manager Chris Johnson: Okay. So you want in the spreadsheet you want who reported.

Vice Chairman Lufrano: Not well I mean I'll you guys create the spreadsheet. I think the important part is, has this been addressed at all?

Chairman Garcia: What I'm hearing you say is that right now, the spreadsheet would be any residents calling in, but the staff is out and about at the parks and the streets, and they're doing street sweeping. So you're looking for the staff to also make observations.

Trustee Stulac: Or the board to. Yes.

Vice Chairman Lufrano: Yeah.

Chairman Garcia: And we are residents.

Trustee Stulac: Yeah that's true.

Chairman Garcia: So we're covered under residents. But staff may may or may not be a resident. So I think that's that's the that's the ask. Am I correct?

Vice Chairman Lufrano: Yeah. Thank you.

General Manager Chris Johnson: For clarification. Are you want to are you wanting a presentation of that spreadsheet every month in the meetings?

Vice Chairman Lufrano: I, I don't think, you know, I was thinking about that because I'm like, I think it's important that people are able to share their concerns. Don't want neighbors fighting necessarily. You want them to have kind of a safe place, I suppose, to be able to report their concerns. And I at least I understand through code enforcement that that if someone reports something, say you're reporting something about your neighbor, your neighbor may know that you're the one reporting it. Some sometimes a lot of times these conversations can be had amongst one another. But we we also understand that sometimes they lead to to disagreements. So long way of saying, I think perhaps if you just keep it. But it's something that can be viewed. If we would like to view it, then it's available.

General Manager Chris Johnson: Okay, so for clarification, when a resident calls us and says there's an RV that's been parked on this street for five days and we tell them you have to call Douglas County Sheriff's Department because we can't do anything for that. Then we log that we advise them to call DCSO and or code enforcement.

Vice Chairman Lufrano: Yeah. Yeah. And I mean, that was that was actually an example of someone that lives up at the top of I believe Mica in in North Sunridge, where she was saying there had been a, a van parked right outside her driveway for months on end. Maybe maybe I'm.

Trustee Stulac: That's right.

Vice Chairman Lufrano: That's my recollection of what she said. So that would be something that was noted on there. We'd be able to go and see that. Okay. We understand that that this is how your concern has progressed. And and that way we don't feel like residents have their concerns not being addressed.

Chairman Garcia: I think.

General Manager Chris Johnson: And I'm sorry, I'm going to ask for clarification on that as well. Because if somebody does call and say there's a van parked in the street, we're going to direct them to call Douglas County Sheriff's Office because we have no jurisdiction on that. And if that van has a license plate on it, it can stay parked there as long as it's licensed. So that that's the only way that we have to to track that. DCSO and code enforcement are not going to call us and give us updates on that.

Vice Chairman Lufrano: Understood.

General Manager Chris Johnson: Okay.

Chairman Garcia: But I think what I, what I'm hearing you say is that it gives us the opportunity to be able to say that we are addressing it properly. It is being addressed by the resident. They've been informed, they've been given information and then it's documented that it That it hasn't been ignored. And I think that's really just a tool. So kind of a defense mechanism, if somebody comes out and say, nobody's, nobody's helping me. Well, if you're given direction then you have been it has been addressed properly.

Trustee Stulac: Yeah.

Secretary/Treasurer Siegman: That was that was my next question is why are we keeping a spreadsheet? That's we have no jurisdiction. We have we can't do anything about it. So what is the point in the spreadsheet, I guess is my question. But because somebody here has to take time out of their day to log it, they're probably going to get the call first and foremost. But then they have to go put it in the spreadsheet. But what are we going to do with the spreadsheet? I mean.

Vice Chairman Lufrano: Perhaps I suppose I think more than anything I'm hearing from residents that they have they have asked to have their concerns addressed. But that hasn't happened. And we've heard that several times in the board meeting. For myself, more than anything. That is a way of being able to say that this this concern was addressed and this is how it was addressed.

Secretary/Treasurer Siegman: We didn't really do anything. We logged it.

Chairman Garcia: It's documented that it's been.

Secretary/Treasurer Siegman: We logged it. We told them, you need to call Douglas County to enforce it. We can't do anything.

Vice Chairman Lufrano: For myself at least then I. I feel that I would be able to report back to that, that individual to say that, you know, on this day, this is what took place. This is my understanding of what took place.

Secretary/Treasurer Siegman: And are we going to put it on the website so they can go see it or.

Vice Chairman Lufrano: No, I don't think so. Again, it's it's more information for us board members to be able to share back to those that are that are expressing their concerns, that that's what I would like. It would be helpful to me.

Trustee Stulac: I have an idea. What if the spreadsheet Chris is going to do is not on the website, but that's what if you just attach it in here, he doesn't even have to talk. He doesn't even have to talk about it. But it could, you know, after you do all these reports, there's always attachments in here. And then there's the budget. It could just be in there. So the public who gets access to the board meetings could see if the thing they complained was in there. And I think that would be easier than maintaining something on the website. But if Chris, if Chris does the spreadsheet, just put a copy of it in here. There's no need for you to. I wouldn't think you'd even it wouldn't even be anything you would discuss. It would just be in here. The people get this in public, need to notice, and then they could look and see, oh, yeah, that thing has been reported to sheriff's office. They don't have to bother Chris and his staff, but.

Secretary/Treasurer Siegman: But we're not reporting it to the sheriff's office. We're just. We're just keeping a spreadsheet to log. Keeping a spreadsheet to log the complaint.

Minutes of the January 15, 2025, Regular Board of Trustees Meeting

Chairman Garcia: Let me let me bring this back to back to order back to the point of discussion. The Chris, you you accepted this as one of your goals. Correct. Correct. And the request has been clarified to your you've asked for clarification on what's been requested, correct? Are you are you clear or do you still have questions on it now?

General Manager Chris Johnson: After having listened to the discussion, I'm again, I'm not clear on it. So because one of my questions was, is this something that that we want reported every month in the board packet and and Trustee Lufrano said no. But then Trustee Stulac said, well, we can bring it back into the board packet every month. So I need clarification on that.

Chairman Garcia: It's my understanding that this is a fail safe to be able to fall back on. If a complaint is is logged that we're able to say it was addressed properly and you weren't. The call was taken on this date. You were informed on. This is the action you should take. So that is a basically it's a defense mechanism if somebody comes because we've heard and I think it's just unfortunately it's it's hearsay. But if it's logged and documented, if we need to refer to it, then you have a log to refer to. I don't think there's any need to have it in any kind of report, is my opinion.

Trustee Stulac: But where where is the spreadsheet then? Where how does Chris where does he put it? Where do people access it?

Chairman Garcia: Where it would be in your. In your office.

General Manager Chris Johnson: In the office? Not in my office. It will keep it in the front office because they're the ones that are filling the complaints.

Chairman Garcia: Right. It'd be it would be in the front office for review. And if anybody wants to come in and look and look at it, they'd be have access to look at it. Right.

General Manager Chris Johnson: Yeah. I mean, if someone wants to again, we need to be careful about what information we're putting in there because.

Trustee Stulac: It's just a resident rather than the people's name. Yeah. Yeah.

Chairman Garcia: It could just be resident. What the what the complaint was, how the how the complaint was addressed or how they were directed to to address it. And if it's something that is under the auspices of the GID, then more specific action could be taken.

General Manager Chris Johnson: Perfect.

Chairman Garcia: And and I think what to I think it's a resident.

Trustee Stulac: Excuse me staff or resident.

Trustee Garcia: Staff or resident that that was the request to make staff. Resident because staff is going to be out and about and and they can make that.

General Manager Chris Johnson: That part was very clear.

Chairman Garcia: Okay. That's all right. So any more discussion on the on the goals?

Trustee Stulac: Well, on that one. Just one thing. The sidewalk obstructions. Whose authority is that? Do we is that something, Chris? That the.

General Manager Chris Johnson: That's something that we send out.

Trustee Stulac: So then that would be something good on the spreadsheet because that's something that isn't deferred to the sheriff's department or or code enforcement.

General Manager Chris Johnson: Correct. Me if I'm wrong, Brooke but don't have a. She's got a binder of every every sidewalk obstruction form. We send out a letter. So that log is already done.

Chairman Garcia: That log could be something as as appended to that or somewhere in that same file. Theoretically. But really that's I think that's up to that's, that's administrative regulations that, that your team should handle. I don't think we need to or should be telling you where that's kept. So long as we have access to it.

Trustee Stulac: It'll be in the front office.

Chairman Garcia: Yeah.

Trustee Stulac: Perfect.

Trustee Garcia: Yeah. Clear.

Vice Chairman Lufrano: Thank you.

Trustee Garcia: Yeah. Okay. All righty. So let me see where we're at.

Secretary/Treasurer Siegman: I just had one other question.

Chairman Garcia: Yep. Go ahead. Russ.

Secretary/Treasurer Siegman: Can you add any of your own goals to these, or did you have goals that you wanted to add to these?

General Manager Chris Johnson: No.

Secretary/Treasurer Siegman: Personal I want to see this done.

General Manager Chris Johnson: I took the goals that were out of out of the evaluations and I felt that that was sufficient.

Secretary/Treasurer Siegman: Okay.

Chairman Garcia: Okay.

Trustee Stulac: I just Trustee Lufrano. I know. When you brought this up and we had talked a little bit, I thought maybe you're just not saying it, but I know you had more of an intention for this to for the district, because I was the chairman this past year. And you talked to me about it, but I thought you had more of an intention to. We know we don't have the authority, but are there are there indirect ways we can address things like, you know, a friendly note on a car or things that because I gave you, you asked me my opinion. I gave you a couple of examples where, let's say someone has overgrown weeds. And although we don't have an enforcement of that or a vehicle that's been left in the driveway for two years in code enforcement, maybe ignoring it. I thought your your goal for this was to can the district think of some creative ways to deal with some of these habitual people, and it wouldn't be anything enforceable. But let's say it's like, you know, I was in when I was at the state we had orange stickers for restaurants. You know, keep your food hot. Like, could there be a sticker put on their door to remind them that, you know, you've there's no enforcement. It's just staff members out doing maintenance. Let's say there's a habitual, problematic resident with weeds or vehicles, and you put a little sticker on there. It just says a courtesy reminder that, you know, this shouldn't be here because they're ignoring, you know, if they're getting through the system. So was that I thought was.

Chairman Garcia: That your was that your objective?

Vice Chairman Lufrano: That was part of our discussion.

Trustee Stulac: I mean, that.

Chairman Garcia: That question goes then back to is, is that something that's burdensome to if somebody had overgrown weeds to write a notice or send a letter to the, to the, to the, to the address to be able to say, we've noticed that, you know, this is something that could be addressed by code, even though it's not enforceable. Is that going to be a burden on the district to do something like that?

General Manager Chris Johnson: Absolutely. And it's I mean, it's something we can do. But for example, when we have shutoffs offs. Just shut offs for the the water shut offs. They have to go to each door and hang those shut offs on the door. And that takes up one half a day to a full day for our water department to go out and hang these, these shut off hangers on all of these doors. If we're going to implement something like this, where let's say I get 20 calls from people about different places because they don't they think this other homes house is getting overgrown. At what point do we draw a line and say, okay, we don't have the time or the manpower to go through and put a letter on every house because their neighbor complained about it. So that's my concern, is that we're putting a lot of we're putting effort and resources into something that is not enforceable.

Minutes of the January 15, 2025, Regular Board of Trustees Meeting

Chairman Garcia: Understood.

Trustee Stulac: Yeah.

Vice Chairman Lufrano: Could you send a letter rather than sending a person out? Just send a letter to the homeowner.

General Manager Chris Johnson: We could.

Vice Chairman Lufrano: For example. And I know sometimes the homeowner doesn't live in the home, but maybe they're not aware.

General Manager Chris Johnson: We can. If that's what the board would like me to do, then we will do that. But what.

Chairman Garcia: I've heard, what I've heard is that.

General Manager Chris Johnson: As the General manager I'm looking again at that's that's resources and time that we're taking from staff and I mean the envelopes, paper so forth and so on. Those are all costs that we're putting towards something that we can't control.

Chairman Garcia: So the question was, was, is this burdensome on the district? Your answer was yes. It is burdensome on the district.

General Manager Chris Johnson: By definition yes.

Chairman Garcia: So with that response, is it still something you'd like to pursue or maybe alter what your request is to maybe have the have have the have staff best effort to address chronic violations with the letter best effort versus otherwise. Otherwise it becomes a policy that they need to follow, which is going to take manpower away. So I'll let you take it from here.

Vice Chairman Lufrano: What's your understood. But you have something to add real quick, Chris. Well, and maybe not real quick, you have something to add.

General Manager Chris Johnson: The follow up on this is done by code enforcement. Also these so code enforcement they a good example is if you remember the the lady that the nice lady that came in about our fence up there, they they followed through. They kept following through until I went up and she had a red notice hanging on her fence, saying that she was assessing a fine daily for that. And so code enforcement does follow through. It's not a speedy process. Code enforcement will give them 30 days to remedy the problem. And then they'll their first warning. Second warning. So, you know, it's not something where if you complain about someone's weeds, they're not going to be fixed tomorrow. You know, if the if code enforcement sends it to that person and that person says, oh shoot, I got a code enforcement letter and they cleaned it up. But if they don't. Code enforcement doesn't go out there and put a lien on their house right away. So there's, you know, they'll send them

another notice and then I'm not sure how many, how many notices they send before they send them a letter saying, we are going to assess a fine on you if you do not fix this problem.

Chairman Garcia: It's a process. It's not immediate. It just.

General Manager Chris Johnson: Exactly.

Vice Chairman Lufrano: So so, Chris, the way that was a good example and it's obviously a big inflated example. But when that concern came before the board, you had kind of a documented time frame of we talked to the resident on this date. She came in on this day. This is what we said on this day, you know, and Basically trying to make sure that we keep the GID as. I don't know that cleans the right word, but as clean as we can have it. Obviously, you're saying it would be burdensome, burdensome. And I understand that. And you're correct. We don't want it to become a policy. But it's also easy to to just keep driving by it and be irritated with it, but not do anything about it. I just want to see our. Is anyone doing anything about it? Has anyone said whatever it may be? And more of a let's have pride in our neighborhoods and try to do the best we can, understanding that we don't always have the power to do so. And that's what I was trying to visually see. That's what I'm trying to get at and.

General Manager Chris Johnson: I appreciate that. I do I mean, it's so if.

Vice Chairman Lufrano: And it may be a work in progress. Sorry, I know I'm interrupting you. It may be a work in progress. Meaning, two months from now I can envision myself looking at the spreadsheet and going, okay, this isn't really what I was trying to achieve. Rather, what I was trying to achieve is this. And truly, I think the summertime will be more telling to me because I know that is when the RVs come out. That is when the the trees are growing over the sidewalks, that kind of stuff. And, you know, I mean, we've talked before about I'm walking my dog, my dogs down the sidewalk, and I have to leave the sidewalk to, to get around someone's tree that's growing over. That's the kind of stuff I'm looking for. I'm not looking for. Oh, that person. Their weeds are, you know, half an inch above. What? You know, where they were last week. I'm not trying to be nitpicky. I'm trying to make sure that we're addressing concerns as best we can as the GID As they're coming along.

Chairman Garcia: So what my my question for you was if staff made best effort to deal with chronic violations to send a letter, would that meet your needs?

Vice Chairman Lufrano: That would be awesome.

Trustee Siegman: Yeah.

Trustee Stulac: Chronic. Yeah. For chronic.

Vice Chairman Lufrano: Yeah, that'd be great.

Trustee Garcia: Okay. So is that doable? Chris.

Vice Chairman Lufrano: And I think.

Chairman Garcia: It's not a policy, but it's a yeah. And a letter as opposed to having a resource go out there and hang something on the door. Yeah. So and then then then this will be a work in progress to see how it goes. So you're satisfied with that.

Vice Chairman Lufrano: Yeah.

Chairman Garcia: Okay.

General Manager Chris Johnson: So I agree with you 100%. I it is it's one of my pet peeves is that people can't seem to figure out that there's the difference between a road and a sidewalk, and that's the curse of having those rounded curves. One of my neighbors just up the street from me, their young one pulls up and parks. So their wheels are up on the sidewalk, halfway into the sidewalk. And that again. So on all of that I agree with with addressing that. I have one neighbor whose brush is is a habitual offender at growing out over the sidewalk. And but the one what I'm saying is, is not that I disagree with with addressing these issues. Absolutely. What I'm saying is that I just want us to be mindful that we're that we're focusing our efforts where it's going to make a difference, if that makes sense. So for example, if if a car came racing by on my street and I chased him down and said, hey, you were speeding. They're going to be like, okay. So but that's the thing, you know, even if if we sent a letter to someone and said, hey, your your car has been observed speeding down the street multiple times. They're going to be like, okay, so if we send a letter to someone, yeah, it's the same thing as as code enforcement sending it. The difference is code enforcement has the teeth to do something about it. We can send those letters, but, you know, it's I'm just wanting to be careful that we're we're putting resources where resources are going to be beneficial. So.

Chairman Garcia: Okay.

Vice Chairman Lufrano: Understood. Yes.

Trustee Stulac: And I just want to add what Chris certainly like he wouldn't be sending a letter to everybody. Like I'm thinking like, let's say the summer passes and there's a number of habitual people on the spreadsheet. It would be maybe in my vision, you know, as a past manager, a a letter one time to 20 people, not every week, every month. But, you know, maybe at the end of the summer, the people who haven't complied or they're manipulating the, the, the nuances with like on Micah, there's a person that manipulates the the share told me this. He manipulates the to code, the penal code there on his trailer, a hook to a car. So then now it's considered a registered vehicle attached. So people that just are playing the loopholes in there, you know, a letter would not, you know, every September, you know, 15, 20 letters go out. That wouldn't be a lot of postage and paper at the that's.

Chairman Garcia: A good recommendation. It falls under best effort.

Trustee Stulac: It's a it's just it's not time consuming. But that's the kind of thing that I did with the state. We would go after something maybe once a year or and then it could be that

Minutes of the January 15, 2025, Regular Board of Trustees Meeting

way with certainly things that are speeding that's dealt with the sheriff's office, but it's really more the vehicles, the RVs, the the trailers and driveways and streets and people. I know a guy, he moves it. He's moved it from the driveway to the street, back and forth until nobody complains anymore because he's chasing between the sheriff's department and the code enforcement, and they do long tours. Then there's a new staff member. Code enforcement who takes three months to get through the process.

Chairman Garcia: I appreciate the elaboration, but I think Chris already understands. I think we already have an understanding of what this item is, and I think we're beating it to death. I think we need to move off this subject and move forward. So, Vicki, you're satisfied with best effort. Chris, you are going to manage best effort based on on a on a great recommendation from Bob. Not have to do it every time, but maybe compile and take a look at how many calls are made and send one letter out to five people, ten people you know, at a certain time of the year. Best effort. Again, your staff is assigned, assign value and prioritize. If your staff is busy doing other things, safety inspections or whatnot. Obviously that carries priority, but best effort would be appreciated. Okay.

Trustee Stulac: I just remember the incident you were involved with, and you did a great job. There was somebody I was not even on the board at the top of the hill up here whose yard got from what you describe, just to prevent something like that, where then it took a lot of effort to finally get them to clean that.

Trustee Clark-Ross: Ten years, ten years. So, we have to document it.

Trustee Stulac: So this is what we want to avoid after ten years or something like that that that can get that bad, then it becomes a ten year nightmare. And so that's all, you know, I think you. I think. We're celebrating that one meeting that it finally got. We did celebrate when they.

Trustee Clark-Ross: They came in and finally did something.

Administrative Services/Human Resources Brooke Thompson: And that was a very different situation. That property was vacant for many, many years. It changed ownership. So that's. Yeah.

Trustee Clark-Ross: That was where they had the animal's dead inside.

Administrative Services/Human Resources Brooke Thompson: And like 50 cats. Yeah, that was way different than anything else.

Chairman Garcia: I don't think there's any argument that there's value. And I think we have an understanding on how to move forward. So, with that said, is there any more discussion on the on the general manager's performance evaluation Anything from my right. Anything from my left? Nope. No. Okay. Is there. We'll come back to. Well, board discussion is over. We'll open this to public comment. Is there any. We'll open public comment. Is there anybody from the public that would like to comment on the goals for the general manager review? Please state your name for the record.

Minutes of the January 15, 2025, Regular Board of Trustees Meeting

Public comment: Resident Lynn Dement: I live at 1020 Mica Drive. I feel pretty strongly about this that the staff here is very overworked, in my opinion. And I think to lay one more thing on them, to have them keep a spreadsheet is something that's totally not necessary to keep records in that form. You have to look at it. Yes. We want our community to be beautiful. The staff is a huge part of that. I think in a way you're babying those of us that live here. They've been told time and again in the newsletter, and when they call in contact code enforcement for this. There's a form online. Contact the sheriff's department for what's on on the street. I mean, how many times can you tell people this? I mean, I don't know how many phone calls that the office gets every day, but I think they, you know, if you want to write it down once in some form that this person was told to contact code enforcement, that's your record, that the GID has done their part. And the only thing that they are responsible for the GID isn't responsible for this. It's not. And code enforcement is awesome. I drove around North Sunridge last year and North and South Sunridge. I came up with only eight houses that had weeds that were over ten 12in. They ordered them all. They went out. They got letters. They got cleaned up. The people that live here have to take some responsibility. It's not Brooke or Chris or the board or anybody that's responsible for the weeds in the yard. You tell them once, this is what you do, they don't do it. End of story. Thank you very much.

Chairman Garcia: Thank you for your comments. Anybody else? No. Okay. We're going to close public comment now. Do you have a motion to accept as amended? Chris's compiled list of.

Secretary/Treasurer Siegman: I make a motion that we accept them, as amended.

Chairman Garcia: I'll second. All in favor, signify by saying aye. Aye.

Secretary/Treasurer Siegman motioned to accept the goals discussed during General Manager Chris Johnson's annual performance evaluation. Chairman Garcia seconded. Motion carried unanimously.

Chairman Garcia: Okay, so we will. We completed. Item number seven. And we're moving on to item number eight.

8. Discussion and possible action to approve Draft Minutes from the December 18, 2024, Board meeting.

Chairman Garcia: And we're moving on to item number eight. Discussion and possible action to approve draft minutes from December 18th, 2020 for board meeting. Does any Board of trustees trustee discussion? I know, Russ, you read these things from end to end. So, anything from my left over here, I'll start with you.

Secretary/Treasurer Siegman: Me?

Chairman Garcia: Yeah.

Secretary/Treasurer Siegman: I have no comments, no recommendations.

Chairman Garcia: Anything from my right on the draft meeting minutes.

Trustee Clark-Ross: I'm sorry I missed that. What we were on.

Chairman Garcia: We are on item number eight,

Trustee Clark-Ross: Right?

Chairman Garcia: So, this is discussion of possible action to approve the draft minutes.

Trustee Clark-Ross: I don't have anything to say.

Chairman Garcia: Mr. Stulac. Anything.

Trustee Stulac: I do not.

Chairman Garcia: Okay. We'll close our discussion and open public comment. Is there any public comment on the draft minutes from December 18th, 2024? Anything? No. We'll close public comment. Do I hear a motion to approve the draft minutes?

Trustee Stulac: I'll make a motion that we approve the draft minutes from December 18th, 2024 board meeting.

Vice Chairman Lufrano: I'll second.

Chairman Garcia: First and a second. All in favor, signify by saying aye.

Trustee Stulac motioned to approve Draft Minutes from the December 18, 2024 Board Meeting. Vice Chairman Lufrano seconded. Motion carried unanimously.

General Manager Chris Johnson: Mr. chair, with that being said, I'm going to go ahead and check off the provide adequate board meeting minutes. Oh.

Secretary/Treasurer Siegman: That's only one. We got 11 more to go.

9. 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.

Chairman Garcia: Okay. We are on to item number nine. Chairman and trustee 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 Of the district. No action will be taken on any of these items, but a member may request that such an item or topic be placed on a future agenda. So, do we have anything? From the left?

Minutes of the January 15, 2025, Regular Board of Trustees Meeting

Vice Chairman Lufrano: Chris, I was just going to let you know that a couple of well, I would say one for sure, but maybe a couple of staff. Indian Hills staff have mentioned that they would want to do a tour of wastewater plant in Truckee, and I believe those tours may be coming up soon. So, when I get a date, I will send that to you, and then you can choose whether you share that or how you share that and with whom you share that.

General Manager Chris Johnson: Yeah, I know specifically two that would love to go. Probably three so.

Chairman Garcia: Thank you for bringing that to attention as an opportunity for for our staff.

Vice Chairman Lufrano: Yeah.

Chairman Garcia: Get some cross training and see how how other staff may have process procedures. And best was sort of looking for practices.

Vice Chairman Lufrano: Best practices.

Chairman Garcia: Thank you very much. Okay Russ do you have.

Secretary/Treasurer Siegman: A couple of things. Have we made any progress on a consolidated review form for Chris? We were going to work on that to get a way to score.

Vice Chairman Lufrano: Before.

Chairman Garcia: We can bring back back to the table as an agenda item in workshop, that either that or we can assign like we did last time, assign a subcommittee to to attack that last time we had Miss Lufrano and Mr. Stulac do that, but it doesn't have to be that. So, we have two ways of doing that. Since you brought it up, do you have a preference of to agendize it or just ask for a committee?

Secretary/Treasurer Siegman: Whatever would be the easiest to get something done? Would a committee be the easiest.

Chairman Garcia: Way we can? We can agendize it, agendize it, I think. And then we can at that meeting, we can since it's agendized, we can see if we can. We want to assign a committee.

Secretary/Treasurer Siegman: Okay. Yeah. I don't want it to die by committee.

Chairman Garcia: So can we can we get that on the next on the agenda? Yes. Wonderful. Anything for my right here. Any.

Secretary/Treasurer Siegman: I have one more thing.

Chairman Garcia: Sorry.

Secretary/Treasurer Siegman: When I was working, we built a fire training prop over at the fire station on College Parkway. You know where the tower is? Where they make them drag the hoses up the tower. We built a a training area that simulates a gas meter fire and a gas trench fire and a migration fire and a line break fire. And what we would do is we would take all of our construction and office people that were available and customer service people when our fire extinguishers came up for Or recharging and and recertification. We take everybody over there. We'd like these props and let them put the fires out so they get an idea of what what a real gas fire needs. I mean, it's real fire. What they look like in the fire department would bring paramedics out and have a truck charged in standing by. I know that the props are still there. I don't know if they've maintained them or if they still use them, but if they do, and I still have contacts at the gas company, I can set it up for your guys to go through it if you're open to that. It is an eye-opening experience, and every house in this district has a gas meter on it. Every business on this in this district has gas meters. There are lines underground. You don't appreciate what gas fire is like until you try to put it out with a 20-pound fire extinguisher or a 5 pound or whatever you have on your truck.

General Manager Chris Johnson: Well, you. This is how I do it. 911 and I need to. It's way beyond.

Secretary/Treasurer Siegman: That's the best thing to do.

General Manager Chris Johnson: Yeah, that's I'm not going to try to.

Secretary/Treasurer Siegman: Fight it because if it's on fire, you know where the gas is. If it's not on fire, you don't know where the gas is, but it's an eye-opening experience to get the opportunity to go actually try and put one of these fires out so you can see how hot they are, how loud it is, those kinds of things. But I'm sure I could set it up no charge. I mean.

Trustee Stulac: Is this for staff you're talking.

Secretary/Treasurer Siegman: About for his staff? Well, I mean, if you're available on the day they do it and he has a fire. You could come and do it. Well, I can't open it up to the residents of Indian Hills. It would just be board members and more, more importantly, your staff.

General Manager Chris Johnson: Yes. And we do an annual fire extinguisher training. We just did it last month. And Ray puts on a pretty good fire out there. He lights up a pit of of gas, and everyone gets to go out and use up the fire extinguisher, which is at the same time we have all the fire extinguishers serviced.

Secretary/Treasurer Siegman: Certified.

General Manager Chris Johnson: We just did this last month. Okay. Yeah, I would absolutely. I'm open for all training for our staff. But again, in a in a gas fire like that, we're

not going to fight it. We're going to get out of the area and call the call the gas company and call 911 and let them.

Secretary/Treasurer Siegman: Know, well, you do fire training. So, it's another opportunity to put out a different type of fire. Yeah. And it's realistic. It's at the service line pressures or vault pressures. So, some of it's 250 pounds of pressure. So, it's screaming.

Chairman Garcia: So, the offer has been made. You will assess and get back to you and get back to us on on that assessment.

General Manager Chris Johnson: Absolutely.

Secretary/Treasurer Siegman: Well if you're interested, I'll start making the connections now and see when it's available to you.

General Manager Chris Johnson: That we just did that with our fire extinguishers. So December is when we when we do our annual training.

Secretary/Treasurer Siegman: Well, that's a good time to be around that kind of heat.

General Manager Chris Johnson: Yeah, exactly.

Chairman Garcia: Was there anything else?

Secretary/Treasurer Siegman: Nope. That's it.

General Manager Chris Johnson: Yes. Can I add something real quick, Mr. Chair? Just a heads up from the board. I've gotten a number of calls from. Well, let me rephrase. I've got. I've gotten a number of calls from from one person. There's two people that have called, but one of them has been pretty emphatic about it, concerned about the LA fires and that we're not ready for them. And we have told them that there's one that wants us to go through and do an evaluation of everybody's trees in the district and trim them back. And I, I told her that, ma'am, this, that we can't do that. That's one those are, those are private property to that's not a call code enforcement and inform. Let them know also that we just did a fire wise inspection across the entire district a year ago, but also we're telling people that don't worry about our fire hydrants being dry because we have reserve in our tanks. Our tanks always have a reserve in that we do not go below that reserve. There's always water to fight fires.

Chairman Garcia: I think that's important information for us to have as a board, because our residents may be approaching us for the same thing.

General Manager Chris Johnson: Precisely. And that's why I'm giving it to you, so that when you do have residents that talk to you about it, tell them we are not going to be in that situation. Are all of our water tanks have a minimum reserve in there and we don't go below that one? We can't go above and below that line. And that's so that if there is fires, we have that water on hand to fight it.

Minutes of the January 15, 2025, Regular Board of Trustees Meeting

Chairman Garcia: So in summary, we we have it's code enforcement is the one that has to do that. We also are part of a Firewise safety program which we are leveraging to try and do more, but they're doing what they can. Third, we always have a reserve in our tanks so we can tell that to our residents. Wonderful. Thank you.

Vice Chairman Lufrano: Yeah, that's good to know.

Trustee Stulac: Were they were they were the callers satisfied with those good responses you Did you give him credit?

General Manager Chris Johnson: No because she called back. Okay. Again. But she sounds pretty elderly, and I think she's watching the news every day and getting herself worked up.

Chairman Garcia: The whole world is on fire right now.

Trustee Stulac: Yeah, it did look like that.

General Manager Chris Johnson: Yeah, she's just watching the news about LA burning to the ground. And I'm like, well, ma'am, we we can't do that. We have reserves. Our hydrants aren't empty, you know, and we do fuel reduction around the district. We do lots of things like that.

Chairman Garcia: So maybe that's something you can put in the next newsletter or something just very brief about, you know, maybe that would allay some of the concerns. But thank you for that. Was there something else?

General Manager Chris Johnson: No, that was it. I just want to give you guys a heads up on that.

Chairman Garcia: Thank you. Appreciate that. It's very good information. Anything on the any trusty reports?

Trustee Clark-Ross: I got two things. So, I wanted to say that the Christmas party, Indian Hills Christmas Party was a big success thanks to Chris and I and Brooke. I just want to invite the board, you know, try to come out to the events. The next one will be we'll have an Easter egg hunt and then the kickoff. Those are next to. Right, right. Brooke invite you guys. I'd like to see more board participation at the events. And now that I'm on the board, I will be bugging you. The other thing was, I was.

Chairman Garcia: I just write checks. I just write checks if I can't be there.

Trustee Clark-Ross: The other thing that I really that I have to brag a little bit about, I was part of Lynn's been part of Lynn's judging. Well, the Christmas tree, I mean, the Christmas light ones. Oh, my God, it was in my area. I fell into Candy Cane Lane. Oh my God. I didn't realize that even in 30 years I've lived in Indian Hills. I don't know what you know. I tell

Lynn it's all her fault for advertising everything because I don't know what got up their butts, but I haven't seen that much decorating in 30 years. I've lived in Indian Hills.

Chairman Garcia: It really has been impactful.

Trustee Clark-Ross: It was fantastic. But Candy Lane is like a whole nother world up there. I just fell into it.

Chairman Garcia: You're talking about Valley Vista 7 that's it.

Trustee Clark-Ross: Yeah.

General Manager Chris Johnson: So, I can tell you what got in there. Got up there, as you were saying.

Trustee Clark-Ross: Okay.

General Manager Chris Johnson: So, Candy Cane Lane used to be done in the CVI every year. The CVI had the had the cane lane down there and cars could drive through. And it was explained the CVI stopped doing it. But the guy who did it for the CVI brought all that up there. And that's why that's up there.

Trustee Clark-Ross: Wow, I had that, I did not I knew that they did that, but I had no idea that's what started it. But the one.

Trustee Stulac: What street I was on. What street.

Trustee Clark-Ross: Was the. Yeah. But you go up into the newer. You follow the terminal line from my place right up into this new district up there, and I, I went up there the night they bought in. I don't know that big old giant Hummer like lands in Iran and Santa Claus on it. And then they had the parade. I was up there. I marched with them that night. I was just beyond proud of Indian Hills. It's just it was amazing. But what was that? I forgot her name now. Danielle. Yes, the one that's in charge. The thing that Lynne pointed out when she took the prizes up, because I had elected them in my my area. Anyway, Danielle, they do way more than just that. They donate meals for people in Indian Hills that don't can't feed themselves. They do coats. I mean, they have a whole thing going. They have it's a group of quite a bit well established with money that does all the things for Indian Hills. And I just think that we I'd like to see us get more involved with them. It's just an just an amazing part of our community. That's it.

Chairman Garcia: Thank you.

Vice Chairman Lufrano: One quick thing to add to what Kathryn just said on page seven of our board packet is the schedule for community cleanup days and the upcoming events. So it's right at the top of our packet just for all of us.

Trustee Clark-Ross: Oh, good. Good. That's good.

Minutes of the January 15, 2025, Regular Board of Trustees Meeting

Trustee Stulac: Where are you referring to that?.

Vice Chairman Lufrano: Page seven of our packet. Yeah, at the top of the page. Those first two paragraphs list all the community cleanup days and upcoming event.

Trustee Stulac: And I saw the cleanup days.

Chairman Garcia: Have it? Great.

Trustee Clark-Ross: Thanks, Vicky.

Trustee Garcia: Mr. Stulac, did you have anything?

Trustee Stulac: No. No.

Chairman Garcia: Okay. We will close item number nine. Move on to item number ten.

10. Adjournment

Chairman Garcia: Okay. We will close item number nine. Move on to item number ten. Motion to adjourn. I hear a motion.

Vice Chairman Lufrano: Move to adjourn.

Chairman Garcia: I hear a second.

Secretary/Treasurer Siegman: Second.

Chairman Garcia: All in favor, signify by saying aye.

Trustee Siegman: Aye.

Chairman Garcia: We are adjourned.

Meeting adjourned at 7:15P.M.

FINAL APPROVED MINUTES AS PRESENTED

**Secretary/Treasurer
Russ Siegman**

DRAFT