

**Minutes
Indian Hills General Improvement District
District Office
3394 James Lee Park Rd. #A
Carson City, NV 89705
November 14, 2007
Regular Meeting
6:00 P.M.
DRAFT**

Trustees Present: Chairman Brian Patrick, Vice chairman Laura Lau, Secretary/Treasurer Denise Pierini, Trustee William Eisele, Trustee Kathryn Clark-Ross

Trustees Absent: None

Staff Present: General Manager Dennis Longhofer, Sandi Eisele, Nancy Fredrickson, Josh Joyner, Andy Joyner and James Sterling.

Present: Ron Kruse, Art Bear, Penni Eisele, Bill Moriarty, Brian Randall, Sandra Haugen, Tom Keck, Dianne Humble Fournier, Pat Baer, Marco Manor, Barney Arneson, Dawn Miley, Art Baer, Sandra Hayen, Ron Lynch, Dale Morlan, Mike Carson, Michelle Lafontaine, Kim Borgzinner, Stephen A. Hays, Ron Kruse Patchier, Frank Johnson, and Dale Larson.

1. **Call to Order:** Chairman Patrick called the meeting to order at 6:00 P.M.
2. **Pledge of Allegiance:** Led by Chairmen Patrick.
3. **Approve of Agenda:** Chairman Patrick motioned to accept agenda as present. Motion seconded by Laura Lau. Motion carried unanimously.
4. **Reports by Wastewater Operations Supervisor Andy Joyner & Water Operations Operator Josh Joyner regarding recent training conferences they attended. (Requested by Kathryn Clark)** Andy Joyner and Josh Joyner gave a brief synopsis on the training conferences that they had attended. Barney Arneson from Western Nevada Supply also spoke about new technology that Sensus meters has come out with and could be beneficial to us. Our current meter reading equipment is out dated and needs to be replaced.
5. **Discussion and possible action to purchase a Solar-Powered Tank Level Monitor in the amount of \$11,640.** Josh Joyner gave a brief description of the telemetry failure that is occurring at the Green and Ridgeview tanks. The new laptop computer for the on call operator was also discussed and its use. The on call operator is now able to respond to a call from SCADA from home it saves the district money on overtime. Chairman Patrick commented when reading the reports from home how

important it was that the reports were accurate. Chairman Patrick motioned to approve the purchase of a solar powered tank level monitor in the amount of \$11,640.00. Motion seconded Trustee Eisele. Motion carried unanimously.

6. **Budget Training by District Accountant Kohn & Colodny:** Beth Kohn from Kohn and Colodny LLP went over our current budget status report format and compared it to a report that came right out the QuickBooks reports which has no data entry involved. The board went with the recommendation that the budget status reports should not be hand entered but come straight from the General Ledger. Former trustee Art Baer stated that the Budget Status Reports are not correct.
7. **Discussion and approval of annual report prepared by District Accountant Kohn & Colodny.** Beth Kohn from Kohn Colodny gave a synopsis of last year's audit. Her findings were mostly positive. She commended the Board on having an outside person review the books. She stated where the District's weaknesses and strengths were. She also commended the District's Analyst of doing a good job in preparation of the audit. (**Districts Audited Financial Statements can be viewed by Public in the District office**) She also stated that the audit must be to the state before November 30, 2007. Trustee Eisele motioned to accept as presented. Motion seconded by Laura Lau. Motion carried unanimously.
8. **Discussion and possible on approval of consent Calendar:**
 - a. **Approval of Draft Minutes of Broad Meeting of October 17, 2007:** Trustee Pierini motioned to accept draft minutes with the changes that would include the resolution which states the new fees that would be coming in to effect. Motion seconded by Laura Lau. Motion carried unanimously.
 - b. **Acceptance of Budget Status Reports for October 31, 2007:** Budget Status reports were to be brought back at next meeting, at the request of resident Art Baer.
 - c. **Acceptance of Bank Accounts' Reconciliation at October 31, 2007:** Motion made Trustee Pierini to accept as presented. Motion seconded by Trustee Eisele. Motion carried unanimously.
 - d. **Acceptance of Paid Current Bills as presented.** Motion made by Trustee Eisele to accept: Motion seconded by Laura Lau. Motion carried unanimously.
 - e. **Approval of Large Payments to HDR for \$24,102.96 for Engineering Services.** Motion made by Chairman Patrick to accept payment of 24,102.96 to HDR. Motion seconded by Trustee Eisele. Motion carried unanimously.

- f. Approval of Payment to Sierra Nevada Construction under Application and Certification for Payment No. 2 in the amount of \$2,531.65 for Topein C seal coat application to District streets in compliance with the agreement dated July 9, 2007:** Trustee Eisele motioned to accept application and certification for payment #2 to Sierra Nevada Construction in the amount of \$2,531.65. Motion seconded by Kathryn Clark-Ross. Motion carried unanimously.
- g. Approval for payment to Sierra Nevada Construction under Application and Certification for payment No2 in the amount of \$2,704.62 for Type II Slurry Seal application to District streets in compliance with the Agreement dated August7, 2007.** Motion made by William Eisele to accept payment #2 in the amount of 2,704.62 for Type II Slurry Seal. Motion seconded by Kathryn Clark Ross. Motion carried unanimously.

9. Action on items pulled off the Consent Calendar.(See a-g)

10. Presentation and discussion by Jim Cavilia on the Sunridge Casino project.

Jim Cavilia had presented and answered questions about the new proposed casino in the District.

11. Discussion and possible action to approve Haugen & Keck Employment consulting recommendation items. Laura Lau stated that the Board did not budget for the consultant.

- a. Approval of Board to recruit and hire a CPA to assist District Analyst of Operations to realign budget achieve spreadsheet integration needed to provide monthly budget reports to the board.** Chairman Patrick asked for a motion to hire a CPA. Trustee Eisele motioned that the board look into cost Chairman Patrick seconded. Motion carried unanimously.
- b. Approval of Board directive to the Community and Human Resources Analyst to prepare monthly overtime and comp time reports for purposes of trend identification of facilities malfunctions and extraordinary events monitoring.** Chairman Patrick stated that he has a problem with things like this and that it is getting juvenile. Sandra Haugen explained that it was for tracking overtime and problem areas. Chairman Patrick made a motion to accept Trustee Eisele second unanimously. Motion carried unanimously.
- c. Approval of Board consideration of a four hour week study with Haugen & Keck to identify field procedures, practices and policy to integrate into current administrative procedures via site interviews,**

soliciting, employee feedback on operational processes; and by review of existing paperwork as it relates to agency wide administrative utilization in an amount not to exceed \$5000. Laura Lau wanted it in the record that she is opposed to spending the unbudgeted money. Chairman Patrick questioned Sandi Eisele if she needed Haugen and Keck to return? Sandi Eisele replied yes we need her back. Trustee Eisele motioned for a vote to approve the contract. Motion seconded by Denise Pierini. Motion carried 3 to 2 with nays from Laura Lau and Katherine Clark Ross.

- d. **Approval of Board consideration to set up a subcommittee for review of Parks and Recreation organization and its impacts on the community users, the budget, and current staffing and operational issues.** Chairman Patrick motioned to set aside for next month Treasurer Denise Pierini seconded the motion. Motion carried.
- e. **Approval of Board consideration to direct staff to conduct an agency wide skills assessment inventory for purposes of developing cross training programs and for increased efficiency in agency need and emergency areas.** Board agreed to have Haugen & Keck do an agency wide study skills assessment inventory to better utilize staff skills.
- f. **Discussion and possible action on the content and recommendation of the Consultant report by Haugen & Keck.** Ms. Haugen addressed the board and disclosed her findings working with office staff and Dennis Longhofer. Ms. Haugen stated that she had gone over public policy, ethics, accountability in public agencies, report writing and forms. Ms. Haugen expressed that operations were agreed upon and then office staff would change what was agreed upon because there was no direction from the top down. Ms. Haugen claimed that her expertise was not welcomed by the staff and she was also not introduced during a staff meeting that she was forced to introduce herself. The district Attorney advised the board and Ms. Haugen to stay on topic to focus on the training that was requested that Haugen and Keck consultants were not there to study or comment on job performance. Chairman Patrick asked the board if they had any questions of Haugen and Keck. Trustee Eisele stated that when he had recommended this be done that he had worked with and knew Ms. Haugen for 17 years and that he had read many of her reports and found that she was very thorough and accurate. Laura Lau questioned Sandra Haugen on how much time she spent with each individual. Ms. Haugen stated that she had spent a total of 180 hours with the employees and 5 sit downs with Dennis Longhofer. Laura Lau stated to Ms. Haugen that she was not hired to evaluate the General Manager's performance. Dennis asked if he could respond to the allegations from Haugen & Keck. I feel like you're shooting the messenger Ms. Haugen had stated. Sandra Haugen argued that she has been treated less than professional and was called names. Ms. Haugen also claimed that she had spoken with an office staff member who

came to her crying and that Dennis was upset and she was going to recant everything she had said to Ms. Haugen. Brian Patrick was disturbed by the idea of an employee recanting everything that was said to the consultants and questioned Nancy Fredrickson and Sandi Eisele. Sandi Eisele stated yes that was true. Laura Lau noted that Haugen and Keck she felt had not done what they were contracted to do and focused in on Dennis's job performance as well as a conflict of interest between Trustee Eisele and Ms .Haugen. Ms.Haugen also suggested that Dennis Longhofer had hacked into her computer and stealing her report. Dennis announced that he would like the chance to defend himself. The district's attorney reiterated that this is not the time, nor the place to discuss Mr. Longhofer's performance. The board needed to give Mr. Longhofer adequate notice and that had not been done. Dennis was allowed to answer the erroneous accusations brought against him by Sandra Haugen. Mr. Longhofer had with him copies of emails of interactions with Ms. Haugen stating the opposite of what Sandra Haugen claims was said. Mr. Lonhofer addressed Sandra's accusations that he had "hacked" into her computer. Mr. Longhofer stated that he does not know how to "hack" into computers and "why would he do that when her report was going to be handed out in a couple of days anyway".

g.

Trustee Eisele motioned to have a special meeting to go over the report and Dennis's performance as a manager. Resident and former trustee Diane Humble stated that Mr. Longhofer had yelled and screamed at the employee's and was rude to customers. Resident and former trustee Art Baer exclaimed that Mr. Longhofer is a liar and lies through his teeth. Resident Michelle Lafonte stated that all of the conversations she has had with Mr. Longhofer have been pleasant and that he was very kind. Resident and manager of Minden Gardnerville Sanitation District Frank Johnson expressed that he has dealt with Dennis a lot over the last 2 years and that Dennis have always been totally professional. Mr. Johnson also stated that the events of the evening's board meeting were unbelievable. Chairman Patrick asked if any one seconds the motion and was no response.

Chairman Patrick opened public comment on the subject of the report by Haugen & Keck: Resident and former trustee Art Baer stated that there is a way you have to go about setting the special meeting about Mr. Longhofer and advised the board to consult their attorney. The attorney advised the board to discuss this issue at another time. Mr. Longhofer addressed the board for public comment and stated that he was tired of the erroneous accusations. Mr. Longhofer said he had serious problems with the report from Haugen & Keck and was tired of having to defend himself at every board meeting. He then stated that he would resign at then end of his contract that it was not worth it to work somewhere he is not wanted. Trustee Eisele withdrew his motion.

- 12. Discussion and possible action to approve Administrative Assistant job description.** Board agreed to continue this item next month.
- 13. Discussion and possible action to approve payment of \$70,000 to Douglas County for the reimbursement of money for the Vista Grande inter-local agreement.** Trustee Eisele made the motion to approve the payment of 70,000 to Douglas County. Chairman Brian Patrick seconded the motion. Motion carried unanimously.
- 14. Discussion and possible action with Board direction in regards to possible new proposed water and sewer rates.** Board agreed to table this until next month. Resident Diane Humble and Art Baer stated that there is no need to raise rates.
- 15. Discussion and possible action to purchase a snow plow and sander truck from Douglas County for \$12,000:** Trustee Eisele motioned to purchase the snow plow and sander truck for \$12,000. Chairman Patrick seconded the motion. Motion passed unanimously.
- 16. Discussion and possible action to approve the bid for purchase of the sewer lift station in the amount of \$484,684.** District's Engineer Brian Randall recommended the proposal. Chairman Patrick motioned to accept proposal as presented. Kathryn Clark-Ross seconded the motion. Motion carried unanimously.
- 17. Discussion and possible action to change section 2.7 of District's personal police to Union and District negotiating terms recommendation.** Board agreed to table this until next month.
- 18. Reports to the Board:**
 - a. General Manager's Report** (see attached)
 - b. Engineer's Report** Brian Randall commented about bid for the sewer lift station.
 - c. Attorney's Report** The District's Attorney stated that there had been no open meeting law violation against the District.
- 19. Public Interest Comment.** Dianne Humble passed out public records copied to CD'S from former General Manager computer to the Board. Dianne Humble had complaints about the painting of the streets on South Sunridge. Also commented on the purposed park in the empty lot behind Home Depot.

20. Chairman and trustees' Report

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.

21. Adjournment. Chairman Patrick adjourned the meeting @11:07 P.M.