

**Indian Hills General Improvement District
Regular Meeting
December 19, 2007
3394 James Lee Park Road
Carson City, NV 89705
(775) 267-2805
6:00 P.M.**

Trustees Present: Chairman Brian Patrick, Vice Chairwoman 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, Andy Joyner

Present: Art Baer, Ron Lynch, Penni Eisele, Brian Randal, Scott Brooke, Mr. & Mrs. Murphy, Sandra Haugen, Tom Keck

1. **Call to Order.**
2. **Pledge of Allegiance.** Led by Chairman Patrick.
3. **Approval of Agenda** – Chairman Patrick motioned to accept agenda as present. Motion seconded by Bill Eisele unanimous decision.
4. **Public Interest Comment.**
5. **Discussion and possible action to begin phase I conversion of field #3 removal of current fence and installation of new fence for \$13,000 to be paid for by Sierra Nevada Soccer Club.** Dan Bowler from Sierra Nevada soccer club addresses the board. Sierra Nevada soccer club has raised about \$25,000 to convert the field that is too small for baseball. Trustee Diane asked Mr. Buller if the space was going to be big enough to meet his needs. Mr. Buller replied that he will take what ever the district will allow. Chairman Brian asked the district's attorney if there are any limitations on accepting private funds to build a public park. Mr. Brooks replies that there are and that if the Soccer club gives district \$15,000.00 to build a fence then it needs to go out to bid. Mr. Buller had already gotten 3 bids for the construction of the fence. Finest fence came in with the lowest bid at \$13.000 with the best materials. Mr. Brooks recommended that the project be treated like any other public project and go out to bid. Chairman Patrick replied that the district should handle the bidding process. Chairman Patrick stated that the board would have to put the Soccer club on hold and directed Mr. Longhofer to acquire the necessary bids. Mr. Longhofer replied that the State of Nevada law that the District can go to a selected bid if it is under \$25,000. Chairman Patrick responded that

he would like Mr. Longhofer to get the bid and to do it that way. Trustee Pierini asked what exactly needs to be done to the field. Mr. Bowler stated that it is shaped to a baseball field.

6. **Discussion and possible action to give Sierra Nevada Soccer Club rights to hold tournaments, leagues and develop a soccer program at James Lee Park.** Chairman Patrick stated that they would have to wait until they see the development plan and talk to their counsel.
7. **Presentation and discussion by Mimi Moss and Harmon Zuckerman on the proposed Single Family Residential-Traditional (SFR-T) Zoning Districts.** Mimi Ross on Single Family Residential-Traditional Zoning Districts is in the process of being adopted by the district as well as Town of Minden and Town of Gardnerville. The problem is that many people in the summer of 2006 were adding car ports and additions and not getting a variance. Most properties do not meet the set back codes in the front or backyards. A survey was done by Town of Minden and 40% of the lots between county road and First Street were nonconforming and did not meet code. An amendment was added for smaller lot size in urban areas and was adopted in January of 2007. Harmon Zukerman has a presentation on how they might implement the code and housing styles they would like to see.
8. **Discussion and possible action on preventing harassment of employees in the workplace and protection of District documents.** Chairman Patrick addressed the public about an incident 2 weeks ago involving members of the public taking documents out of Chairman Patrick's mailbox and threatening District employees. Chairman Patrick explained how the previous Chairman of the board had taken District documents out of his mailbox and 2 other ex-board members had read them. Chairman Patrick addresses the Board on how the District and its employee's can be protected. Trustee Lau recommend that we contact the attorney to see what the options are. Mr. Brooks responded that it is on the next agenda as to security for the District offices. Mr. Longhofer recommends that they get larger mail boxes because sometimes letters and documents stick out and can be removed. Trustee Eisele states that a half door should be put up to keep people from being able to walk into the back offices. Trustee Lau replies that sounds good but what about the problem of harassment. Mr. Brooks recommends that it is up to the employee's to remove themselves from the situation. Mr. Longhofer recommends that a sign be put up that states authorized personnel only. Trustee Denise agrees that something needs to be done and says that Mr. Longhofer has a good idea about putting up a sign. Public comment from Jim Murphy commented that it is Christmas and a time for forgiveness and that the Attorney should write a letter explaining what the consequences could have been and start fresh in the new year. Public comment by Art Baer stated that if he would have know this would have been blown this much out of proportion he would have brought 5 witnesses with him. He stated that this all started because they wanted to look at the financial reports they claimed are "screwed up". Mr. Baer then complained that they had to wait 10 days to see the financial documents they requested. He further explained that one person in their group who happened to be Italian and talks loudly when they get excited had returned and if Mrs. Fredrickson felt threatened by that loud voice then she should not be in a job where the

public has access to her. Chairman Patrick addressed Mr. Baer that his time is up. Public comment by Ron Lynch said that he hardly ever came to board meeting under the previous board because they were rude and unfriendly. The current board I feel is doing a good job and I feel welcomed at the meetings. Do not let the old board get to you about wasting money, they wasted enough on cityhood which Mr. Baer was a part of. Public comment by Andy Joyner wastewater supervisor and District employee. Andy stated that there was harassment and that Art was not even in the building at the time Diane Humble came in to Nancy's office. Andy was sitting at Nancy's desk when Diane came in and witnessed the whole thing. Chairman Patrick asks for suggestions from the board on how to handle this? Trustee Lau recommends that the District's attorney should write a letter to the offending parties. That signs should be put up and that employee's should be notified on how to respond to these situations. Chairman Patrick requested a cost on a counter across the doorway and for Sandi to contact POOL/PACT and get a policy on how to handle these types of situations.

9. **Recommendations of consultants Haugen & Keck report:** Ms. Haugen stated that they had finished the third phase of the study working with the field staff. The water and waste water plants had all their MSDS and OSHA paper work in order. It was unfortunate that we not allowed to talk to field staff during the first 2 studies. A lot of the issues surfaced were able to explain some of the questions. The kind of paper work we looked at in the field was purchasing, personnel, inventory control, OSHA, safety checklist and time sheets.

- a. **Discussion and possible action to better secure the administrative office lobby.**
- b. **Discussion and approval to consider future water rate fees.**
- c. **Discussion and possible action to address short/long range plans on noise problem at WW Treatment Plant.**
- d. **Discussion and possible action to develop OSHA regulated First Responder services to the District.** Dennis responded he is working with Douglas county to implement a confined space rescue program.
- e. **Discussion and possible action to change Districts' VISA personal card to company or corporate card.**
- f. **Discussion of future consideration to evaluate use of Flood Control Assessment District to capture General Fund costs.**
- g. **Discussion of future action to adopt public relations efforts to decrease replacement costs of Parks vandalism and sprinkler heads.** Parks department complained that they had replace \$2,500 in sprinkler heads

Chairman Patrick asked if anyone had any questions. Trustee Lau said yes. She then asked Ms. Haugen about having the field staff come in to talk about the budget as far as she knew the staff was involved in the budget. Ms. Haugen replied that a lot of the staff had no idea what their budget was and that they were not part of the budget planning process. Trustee Lau asked Mr. Longhofer if the supervisors where involved in the budgeting process. Mr. Longhofer replied that they are involved a great deal. Trustee Lau wondered if there was a communication issue because they stated in the first report in a very awful way that these were facts. Now you brought up things like the boots and over spending like

they where facts and now you are telling us that based on talking to the field staff that it might not have been the case. Ms. Haugen said to Trustee Lau not to take things out of context and that was one example only. Haugen and Keck was not allowed to talk to union staff. Trustee Lau answered back the way you presented your first report was pretty awful and as fact as opposed to a question maybe. There are a couple of other things here; did you talk to the field staff about some of the recommendations you have here that the General Manager is working on some of these things? Mrs. Haugen responded by saying that she did not know that the General Manager was working on these. The things I knew the General manager was working on I put in my report. I asked the streets superintendent what they did for operations how they did their work planning? He said that Dennis had a 5 year plan for street repair. Trustee Lau stated that Dennis had been working on these and she was aware of this and these recommendations are not new. Mr. Keck responded with you are making us sound bad that yes there are things Dennis is doing and then when we talk to the field staff things are not that way. We are not making this stuff up Mrs. Haugen stated we reported what we heard and what we were told. Dennis was not here that week to question about what he was doing like the first responder training. Andy and I had that conversation and he stated that this is an OSHA regulation and this is something that should be in the report. Trustee Lau stated that unless you have all the facts that you cannot make it sound like it is fact. Mrs. Haugen stated that she thought this was a kind report. Chairman Patrick asked if there were any other questions of Ms. Haugen and if the public had any questions? Looking at your recommendations I can see 3 that we can move on I don't think we need board approval on these. First A we are responding to B and F are rate hearing and we are kind of tied off on those right now. I look at C and we can come up with some kind of solution but we are going to have to talk to Andy to discuss what the solution might be and cost involved.

10. Reports to the Board:

a. General Manager's Report Mr. Longhofer stated he submitted a response on the last Haugen and Keck report. As you see I have been working on the grease policy because we are starting to get restaurants and I based that on Frank Johnson from M.G.S.D's policy because there's is a lot more stringent than ours. They require inspections every 60 days they also require enforcement action were we do not. One of our employee's had a baby boy Matt Bell so congratulations to him. We completed the fence at valley Vista Park and people can now walk through that. Today we had filters installed on the computers to keep things clean and we are in the process of trying that out. We have a new sign I gave picture to the board I don't know if every body saw this at our south Sunridge Park. This sign would have cost about \$4,500 to buy but our crew built this for \$250.00. We are doing one for North Sunridge park as well. We also have our new sign at the entrance that look really good. We received twenty some thousand dollars in connection fees for Indian Hills shopping center. They also pre paid for extra water lines for a Laundromat that is going in there. Due to our great relationship with Douglas County we bought the snowplow truck and gave us a great deal and a complete rebuild kit they had. We did another fence repair on the Haystack Drive retention basin it seem like every month a part of it is falling down. That's about it I want to say Merry Christmas to everybody I know it's been a tense month but it is still a great time. Chairman Patrick asked the board or public if they have any questions for Mr. Longhofer?

b. District Analyst-Operations Report - Nancy Fredrickson I have contacted Casel about the billing software to come and do a live demo here in January. I called Spring Brook another billing software company they will be here in January as

well. I also contacted Sensus they provide us the handhelds they are going to show us the new technology and do some live demos for us. This is all happening around the 8th of January any of you that are interested in coming are welcome please contact me. I sent all the vendor letters out as requested by Haugen & Keck. Our debt payment to the state and treasurer is due on February 2nd. I brought Peggy Hoffman with me tonight we have gone over the budget a couple of times. We have been over payroll issues, Capital outlay and have asked her to look into our payroll to make sure all our setups are ok. Chairman Patrick asked if she would like to speak to this at all? Peggy replied Yes. Peggy Hoffman I have the sewer one in front of me we tried to simplify this. Your first column is your year to date expenses 2nd is annual which is what you have budgeted for the whole year 3rd is remaining budget what you have left to spend and percentage of budget used. We are doing pretty well on most of these, we had some unexpected repairs and that is why some of these are higher than budgeted for. Sewer we are at 39% of budget that is really good water we are at 42% which is right on. Admin total expenses is 35.79% parks is about the same. Streets are up a little bit that is because some of the wages have gone up high. Chairman Patrick states that an example that line item 6900 where we paid back Douglas County to the tune of \$70,000. You may have to augment the budget and say where are we going. Do you have any question on this new budget? Chairman Patrick answered that it is very clear and what I like is on the last line a percentage of the budget. You can look at the big line items. The way I understand it is and correct me if I am wrong is that you pump these numbers in as you pay bills and you do not have to enter the numbers manually. Peggy stated that is incorrect and that it comes from quickbooks spreadsheet. Trustee Eisele asks if you are making budget adjustments during the year if it will be brought to the Boards attention. Peggy answers yes it has to be. Trustee Lau if we have a question about the seasonal help you can basically push a couple of buttons and we have a report that has everything to do with the seasonal help. Nancy answers Yes that is correct. I also plan to do some quick books training early next year with the staff. Does anyone else have any questions?

c. District Analyst-Community & H.R. Report - Sandi Eisele speaking First I just want to say that our Christmas holiday celebration went very well. Most of mine is for informational purpose we need to go over our clothing shoe allowance and going back to getting receipts or going through 4 different vendors 2 times a year. I did clear it with the Jerry Fredrick and the union and he agreed. Christmas was declared a holiday so we will not be working and will not have to take sick or vacation. I did a payroll detail for vacation, sick, overtime and the new comp time report. I also included the skills report I did not get them all back but the ones I did are in the report. Does anyone have questions? Trustee Eisele: Why didn't we get them all back? I think these are great. Chairman Patrick: So we are still waiting on some of the guys to fill these out? Sandi: Well they had different opinions on turning them in. Trustee Lau: You mean it was not mandatory? Sandi: No. Trustee Perinie I can't say I blame them I would not like that much about me out there.

d. Engineer's Report Brian Randall - I don't have much to report its that time of the year. I do want to mention the agreement was executed between the District and Romtech for the purchase of a lift station. I want to mention about the Clear Creek development and the opportunity to provide wastewater services to the development. One of the things that came out of that was the need for evaluation of the ability to get there flow through the District and down to the plant. Chairman Patrick: So if Clear Creek

wants us to serve them they will have to pay for the study? Brian Randal: That is correct and the improvements if any. Chairman Patrick: Does any one have any questions for Mr. Randall? Trustee Eisele: Brian our sewer treatment plant you say can handle the flow? Is there anything we should know now if we get that Casino on line and Clear Creek are we going to need any expansion? Brian Randall: I can't answer that question definitively because I don't know for sure what their discharge is going to be.

e. **Attorney's Report -** Mr. Brooks: I just have 2 quick things I was contacted by a property owner Martin Stahl who has some apartments up the way. Martin handed me a letter that he had gotten from Jim Bentley about some improvements. It deals with who has the obligation to keep and maintain a drainage ditch that serves the District but is located on NDOT property. The other thing is apparently the drug policy that was adopted by the board I agree with POOL/PACT that it is unacceptable. Chairman Patrick: I thought we would be in some trouble because we had already closed the union contract is this not so? Mr. Brooks No it means you would have to reopen the contract. Other than that I do not have anything. Art Baer stated that if Mr. Brooks dig around that he would find out that it had already been settled with NDOT and they would take care of it. Chairman Patrick: Any more questions for Mr. Brooks?

11. **Discussion and possible action on approval of Draft Minutes of Board Meeting of November 14, 2007.** Chairman Patrick: Motion to accept the minutes Trustee Eisele motioned to accept Trustee Lau seconds unanimously.
12. **Discussion and possible action on acceptance of Budget Status Reports for November 14, 2007.** Chairman Patrick Motion to accept the budget status reports for November 14 2007 Trustee Eisele seconds the motion unanimous vote.
13. **Discussion and possible action on acceptance of Bank Accounts' Reconciliation at November 14, 2007.** Chairman Patrick: motion to accept Trustee Pierini motions to accept Trustee Lau seconds unanimously.
14. **Discussion and possible action on acceptance of Paid Current Bills as presented.** Chairman Patrick makes a motion to accept Trustee Perenie seconds unanimous.
15. **Discussion and possible action on approval of payment to HDR for \$19,839.11 for Engineering Services.** Chairman Patrick calls for a motion Trustee Lau makes a motion Trustee Clark seconds unanimous.
16. **Discussion and possible action to review the Districts hiring policy.** Chairman Patrick I don't think this needs board action.
17. **Discussion and possible action on revision of Districts drug and alcohol policy.** Mr. Longhofer stated that we do have a drug policy and we will contact the union. Chairman Patrick: ok lets move on.
18. **Discussion and possible action to approve Administrative Assistant I job description.** Mr. Longhofer I have a problem with the job description and it states that it

requires 6 years experience and I think that is a little excessive. Trustee Pierini motions Trustee Eisele 3 to 2 Clark and Lau nay.

19. Discussion and possible action on acceptance of the General Managers' resignation.

Mr. Longhofer I reconsidered I am not going to resign I want to finish out my contract and the end of my contract if you don't want to renew it that's up to you.

20. Discussion and possible action on the General Managers' contract.

Chairman Patrick: you serve at the pleasure of the board Dennis I can tell you want to reply. Dennis Yes I would it is sad the way this place had deteriorated. I have gotten the safety program going and we had no relationship with the county. I have had the supervisors sign off on all PO's. When I came here there was no money being save now we have a million dollars in the bank. We did union negotiations. I have done the salary structures and fixed them they were so out of whack and we had the lowest salary increases ever. I started deferred comp. and disability insurance and direct deposit none of this was in place when I came here. Our reputation has improved since I have been here. I think we are going in the right direction and if you don't want me here I will gladly leave. Trustee Lau apologized for the way things came out and I see the way we have money in the bank. Trustee Eisele: I wish the report had been given to the board and not to the public. I have faith in the consultants and have known them for years and that's why I recommend them. Trustee Eisele asked Dennis if he planned to work until the end of his contract. Dennis replied yes. Trustee Eisele asked Dennis if he wanted to continue working after his contract. Dennis replied yes. Trustee Eisele asked for a motion to sever all ties with Mr. Longhofer at the end of his contract. Chairman Patrick I vote to keep him. Lau votes to keep him. Pierini votes abstained Clark votes to sever ties. Ron Lynch I left that last meeting disgusted. This has turned into a he said she said. I don't agree with Bill and where he came from and he came in like a hired gun. I am disappointed with you Bill if you had a connection with this firm you should never hired them. He has proved himself already. Pubic comment I feel this is a personal attack its like you want the job Bill. You need to act like adults and not like spoiled brats. Frank Johnson: I have dealt with Dennis on many and he has been professional and the events of this evening are unbelievable thank you and goodnight. Michelle I discourage the board from doing anything with Dennis and to keep him. He is doing a good job. Gary Little: Dennis felt attacked and I don't blame him but he is willing to forgive and forget. You need to give him a chance and let him prove himself. Motion by Mr. Eisele to sever all ties at the end of the contract all in favor say I. Denise abstained from voting Mr. Eisele and Kathryn Clark-Ross voted nay, Trustee Lau voted aye.

21. Chairman and Trustees' Reports. Chairman Patrick does anyone have any questions.

22. Adjournment. Chairman Patrick adjourned seconded by Kathryn Clark-Ross unanimous decision to ajourne meeting at 9:45 p.m.

FINAL MINUTES AS APPROVED

William Eisele/Secretary Treasurer