

**Indian Hills General Improvement District  
Board of Trustees**

Chairman Robert Stulac	Vice Chairman Robert Garcia	Secretary/Treasurer Russ Siegman	Trustee Vicky Lufrano	Trustee Dale Dunham
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**November 20, 2024  
Regular Board Meeting  
6:00 P.M.**

District Board Room  
3394 James Lee Park Road  
Carson City, NV  
89705  
(775) 267-2805

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**MISSION STATEMENT**

*The Mission of the District is to provide, within its Charter, those public facilities and services which maintain and improve the quality of life of its resident families and to maintain and operate those facilities and services at the highest quality and in the most cost-effective manner possible, with the intent to continue to do so for a growing population of residents.*

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It is the intent of the Board of Trustees to protect the dignity of citizens who wish to comment before the Board. It is also the Board of Trustees' wish to provide the citizens of the district with an environment that upholds the highest professional standards.

In order to ensure that every citizen desiring to speak before the Board has the opportunity to express his/her opinion, it is requested that the audience refrain from making comments, hand clapping or making any remarks or gestures that may interrupt, interfere, or prevent the speaker from commenting on any present or future project.

In accordance with Federal law and U.S. Department of Agriculture policy, IHGID is prohibited from discriminating on the basis of race, color, national origin, sex, religion, age, disability (Not all prohibited bases apply to all programs.) To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider, employer, and lender.

**Communication for Hearing Impaired:** Nevada Relay Service is available by calling 711. The TTY or HCO (hearing carry over) number is 800-326-6868, Voice only is 800-326-6888, VCO (voice carry over) is 800-326-4013.

**Notice to Persons with Disabilities:** Members of the public who are disabled and require special assistance or accommodations at the meeting are requested to notify the District Office in writing at 3394 James Lee Park Road, Carson City, NV 89705, or by calling 267-2805 at least 24 hours in advance.

Following is the Agenda, which is also posted on IHGID's website at: [www.indianhillsnevada.com](http://www.indianhillsnevada.com)

# AGENDA

## **6:00 P.M. – Regular Meeting**

1. Call to Order - Regular Meeting of the Board of Trustees
2. Pledge of Allegiance
3. Public Interest Comment (No Action)

The public may comment on any subject that is pertinent to IHGID. The public may comment on any item that is on this agenda at the time it is discussed. Therefore, the public is encouraged and permitted to make comments on any non-agenda items during the public interest comment period. Comments may be limited by the discretion of the Chair and may not exceed three (3) minutes. Please note that the Board is prohibited by law from deliberating or taking action on issues raised by the public that are not listed on this agenda.

4. Approval of Agenda-Chairman  
Items on this agenda may be taken out of order. Two or more agenda items may be combined for consideration. Any item appearing on this agenda may be removed, or its discussion delayed at any time.
  - Motion
  - Vote
5. Presentation by Douglas County Sherrif Dan Coverly.  
(General Manager, Chris Johnson)
  - Board of Trustees Discussion
  - Open Public Comment
  - Close Public Comment
6. Reports to the Board:
  - a. General Manager Report
    1. Administrative
    2. Water
    3. Wastewater
  - b. District Accountant Report
  - c. Engineer Report
  - d. Attorney Report
  - Board of Trustees Discussion
  - Open Public Comment
  - Close Public Comment
7. Discussion and possible action regarding water leak at water meter box at 931 Chip Creek Court. (Resident, Chuck Bailey)
  - Board of Trustees Discussion
  - Open Public Comment
  - Close Public Comment

8. Discussion and possible action to approve a proposal from Lumos & Associates to develop a Capital Improvement Plan for Indian Hills General Improvement District in the amount of \$18,650.00. Funding will be taken from professional services split between all five departments. (General Manager, Chris Johnson)
  - Board of Trustees Discussion
  - Open Public Comment
  - Close Public Comment
9. Discussion and possible action regarding General Manager Chris Johnson's annual performance evaluation. (Chairman, Stulac)
  - Board of Trustees Discussion
  - Open Public Comment
  - Close Public Comment
10. Discussion and possible action to approve a quote from Pac Machine Co. in the amount of \$7,015.00 to rebuild the Godwin pump. (General Manager, Chris Johnson)
  - Board of Trustees Discussion
  - Open Public Comment
  - Close Public Comment
11. Discussion and possible action to provide candidate information during elections. (Chairman, Stulac)
  - Board of Trustees Discussion
  - Open Public Comment
  - Close Public Comment
12. Discussion and possible action to approve Draft Minutes from the October 16, 2024, Board meeting.
  - Board of Trustees Discussion
  - Open Public
  - Close Public Comment
13. 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 an item or topic be placed on a future agenda.
14. Adjournment

This agenda is posted at [www.indianhillsnevada.com](http://www.indianhillsnevada.com), <https://notice.nv.gov> and at the following locations:  
District Main Office, 3394 James Lee Park Road

As of 8:30 A.M., November 15, 2024, by

A handwritten signature in black ink that reads "Brooke Thompson" followed by a stylized set of initials.

# **AGENDA ITEM 5.**

**Presentation by Douglas County Sherrif Dan Coverly.  
(General Manager, Chris Johnson)**

# **AGENDA ITEM 6a.**

## **Reports to the Board:**

### **a. General Manager Report**

- 1. Administrative**
- 2. Water**
- 3. Wastewater**

**Administrative Report**

November 2024

The ACH program continues to be well received. Residents are thankful the district has implemented this option for payments. We currently have 580, 28.712% of residents taking advantage of automatic withdrawal. We continue to receive requests and new authorization forms daily.

In October we sent out twenty-six past-due bills resulting in zero disconnections.

We had seven new account sign ups in October. These are homes that have changed ownership.

The District's Gazebo reservations are done for the season.

Our annual Trunk-or-Treat was on October 31, 2024. We had a low turnout of vehicle participation with only seven, but we had a great number of kids attend. They all enjoyed themselves and got plenty of candy, so it was a success.

Indian Hills General Improvement District's office is now a proud drop off location for Austin's House donations. Austin's House provides emergency shelter and compassionate care for up to ten children between the ages of birth to 18. The generosity of our community sustains Austin's House. Donations will be accepted now through December 17, 2024. For more information on this wonderful cause please stop by the District's office or contact Austin's House directly at 775-267-6711 or visit their website at [www.austinshouse.org](http://www.austinshouse.org).

Each year the District has a nonperishable Community food drive. The drop-off location is at the District office, this year we are collecting food for the Carson Valley Community Food Closet. The Food Closet has been serving Douglas County since 1989 providing assistance with groceries to those in need. During the holiday season, they provide dinners at Thanksgiving and Christmas for over 1,000 families. Indian Hills will be accepting donations now through December 17, 2024. For more information about the Carson Valley Community Food Closet please visit their website directly at [www.carsonvalleycommunityfoodcloset.org](http://www.carsonvalleycommunityfoodcloset.org).

Indian Hills will also be participating in Project Santa Claus. Project Santa Claus provides Christmas gifts to hundreds of children in need in Douglas County. The Department of Social Services and other agencies along with the Food Closet work together to qualify the families who will depend on Project Santa Claus to have a joyous Christmas. Each child, 17 and under in these families, have two angels placed at Angel Tree locations around the community, each angel has information about the child's gender, age, size, and Christmas wishes. If you want to be a part of the success of Project Santa Claus, please call Project Santa Claus for more information at 775-450-0137 or stop by the District office.

Our Annual Christmas Celebration will be on **Saturday December 14, 2024, at 10:00AM** in the Board Room. Craft stations will be set up and ready to create unique one-of-a-kind decorations. Santa will arrive at 11:00AM with gifts for all the children. Parents don't forget your camera for pictures of your little ones with Santa. We will have three raffles. One for a flat screen TV,

tickets are \$3.00 each, one for a \$50.00 Olive Garden gift card, tickets are \$2.00 each and six frozen turkeys, bring a few cans of food for each ticket. All Food donations collected are for the Carson Valley Food Closet and all cash proceeds from the TV and gift card raffle will be donated to Austin's House.

## **Water Department Report**

November 2024

### **Water Quality:**

- The Bac-T sample results for October 2024 came back good.
- The Hobo water plant received 19.2 MG of (Minden) water for the month of October.
- North and South School wells have been shut off for the winter due to low demand.

Ridgeview pumped 2.5 MG of water for the month of October.

- Hobo well has been shut off for the winter.

### **Water Plant Rounds:**

Every morning all operations of the Water plant are checked. Morning rounds consist of,

- The water level and operation of all water storage tanks are checked and recorded.
- The water pressure at the plant and off-site booster stations is checked and recorded.
- All flow and totalizer meters are checked, and the amount of water used is recorded.
- The booster pumps at the plant are checked for proper voltage and current. They are also checked for excessive temperatures at bearings and checked for any water leaks. All information is recorded.
- Water samples are taken from the plant, and we check the water for proper chlorine residual and calibrate the chlorine analyzer as needed. We also check the water for PH, clarity, and temperature. All information is recorded.
- Trends of the water system are checked through SCADA. Checking these trends for anomalies in the distribution system can give us an early warning of future problems.

### **Maintenance:**

- The water department has been working on a possible leak at 931 Chip Creek Ct. upon initial arrival water was seen inside the meter pit. Also, about 10 feet above the pit a sump pump to remove ground water was seen running to remove ground water from the property. All internals of the meter pit were checked, and no leaks were found. It was assumed at this time that the water was coming from a spring and not from the water system. On August 6<sup>th</sup>, 2024,

the water was now seen overflowing out of the meter pit. The front side of the pit was excavated to look at the connection of the service line to the pit. No leak was found at the connection, but ground water was seen entering the hole from the side of the homeowner's property. On August 26<sup>th</sup>, a leak detection company was called by the homeowner to try to locate a water leak. That report concluded that a ground microphone survey was performed and no noise from a water leak could be heard but water can be seen coming from underneath the pit and indicated a possible leak on the connection to the meter pit. On September 10<sup>th</sup>, the connection on the homeowner's side was excavated to see the connection of the private service to the pit. No leak was found at this connection. A new more sensitive water meter was also installed to help determine if there was a leak on the homeowner's line. Ground water was seen again coming from the homeowner's property. On November 11<sup>th</sup>, the entire meter pit was excavated from the back side of the sidewalk to about 8 feet into the homeowner's property and about 2 feet underneath the meter pit. Ground water was again seen coming from the homeowner's property near where the sump is for the ground water pump. Also, this time a small amount of water was seen possibly coming from the water system underneath the sidewalk and pavement. The water department is now planning to excavate the service line from the meter pit to the water main to check for leaks. If no leak is found on the service line a leak detection company with more specialized equipment will be called to look for signs of a leak.

· The Water department is working with Viking Painting and Lumos Engineering on the North water tank rehab project. The tank project is just about complete. We are waiting on samples results from the lab. Once the sample results come back clear we will notify the state to get approval to put the tank back on-line.

· The motor starter for Ridgeview well pump motor failed and left the well unable to start. The water department found a used motor starter from an abandoned well and used it at Ridgeview well. The well has been operating properly since the motor starter was replaced.

### **Wastewater Department Report**

November 2024

1: Treatment plant: We rented a small Genie Construction forklift and pulled the #2 blower and US motor. They were delivered to Sparks Electric Motor Repair for overhaul, budgeted under the CIP program. The forklift was the perfect piece of equipment for the job.

We pulled the south basin WILO mixer, steam cleaned it and changed the oil. Because of water in the pre-chamber, we have ordered a new mechanical seals for both mixers. We will continue to PM all 4 mixers with oil changes and repairs as needed.

We have switched back to the 14 yd biosolids bin that Doulas Disposal will haul through the winter.

Ryan has been removing sludge from the northeast pond. He has pulled at last half of the sludge out of the pond. Some of it is stockpiled above the pond and is hauling it to Bently ranch.



Ryan continues to drag our roads and Hobo Hot Springs Road. All roads are in great condition thanks to Ryan's work on them.

Ryan continues to spray weeds as needed. Tumble weeds and some broad leaf weeds are sprouting up now.

2: Lift Stations: The Lift 5 pump #1 seized up. This has been an ongoing problem with the hydromatic grinders. WE are repairing the pump and will have it back in service soon.

All 4 lift stations continue to perform satisfactorily.

3: Sewer Collection: Ryan inspected problem manholes and is editing the list as needed. He is up to date on manhole flushing.

We removed the NGSD decals from the CCTV trailer.

# **AGENDA ITEM 6b.**

## **Reports to the Board:**

### **b. District Accountant Report**

**INDIAN HILLS GID  
CASH BALANCES  
AS OF 10/31/24**

<b>CASH BALANCES</b>	<b>10/31/2024</b>
Operating	\$ 4,833,496.18
Reserved from rate increase	\$ 1,755,130.32
Reserved for Parks	\$ 19,585.14
Reserved for streets	\$ 1,193,196.27
Reserved for water tank	\$ 41,471.65
<b>Operating Available</b>	<b>\$ 1,824,112.80</b>
<b>Payroll</b>	<b>\$ 47,852.50</b>
Money Market-Nevada State Bnk	\$ 1,643,398.55
Reserve for Infrastructure	\$ 766,562.03
Reserve for Connections	\$ 603,636.66
Reserve for storm water mgt	\$ 55,698.89
Reserve for sewer debt reserves	\$ 64,179.00
Reserve for short lived assets	\$ 54,689.20
<b>Money Market Available</b>	<b>\$ 98,632.77</b>
<b>Money Market-Moreton</b>	<b>\$ 3,192,872.25</b>
Reserve for water conservation-Parks	\$ 5,000.00
<b>Moreton Available</b>	<b>\$ 3,187,872.25</b>
<b>Pipeline</b>	<b>\$ 630,862.66</b>
Reserve for USDA debt service	\$ 40,284.00
Reserve for O&M	\$ 67,941.82
Reserve for short lived assets	\$ 373,657.45
Reserve for AB198 capital repl	\$ 132,631.84
Reserve for construction	\$ 16,347.55
<b>Pipeline Available</b>	<b>\$ -</b>
<b>Total Available</b>	<b>\$ 5,158,470.32</b>
<b>Investment Pool</b>	
IHGID	\$ 9,676.16
IHCIP (2m 2007 Bonds)	\$ 134,785.84
Drinking Revenue Bond	\$ 212,786.36
<b>Total</b>	<b>\$ 357,248.36</b>

**INDIAN HILLS GID  
CASH BALANCES BY FUND  
10/31/2024**

<b>CASH BALANCES</b>	<b>10/31/2024</b>		
	<b>WATER</b>	<b>SEWER</b>	<b>ADMIN</b>
Operating	1,019,387.72	1,563,565.75	2,250,542.70
Reserved from rate increase	884,555.22	870,575.10	
Reserved for streets			1,193,196.27
Reserved for parks			19,585.14
Reserved for water tank	41,471.65		
<b>Operating Available</b>	<b>93,360.85</b>	<b>692,990.65</b>	<b>1,037,761.29</b>
Money Market-Nevada State Bank	432,582.58	749,563.27	461,252.70
Reserve for Infrastructure	188,313.20	245,047.00	333,201.83
Reserve for Connections	314,643.33	288,993.33	
Reserve for storm water mgt			55,698.89
Reserve for sewer debt service		64,179.00	
Reserve for sewer short lived assets		54,689.20	
<b>Money Market Available</b>	<b>-70,373.95</b>	<b>96,654.74</b>	<b>72,351.98</b>
<b>Money Market-Moreton</b>	<b>1,064,290.76</b>	<b>1,064,290.75</b>	<b>1,064,290.74</b>
Reserve for water conservation-Parks			5,000.00
<b>Moreton Available</b>	<b>1,064,290.76</b>	<b>1,064,290.75</b>	<b>1,059,290.74</b>
Pipeline	630,862.66		
Reserve for debt service (fully funded)	40,284.00		
Reserve for O&M	67,941.82		
Reserve for short lived assets	373,657.45		
Reserve for AB198 capital replacement	132,631.84		
Reserve for construction	16,347.55		
	<b>0.00</b>		
<b>TOTAL AVAILABLE</b>	<b>1,087,277.66</b>	<b>1,853,936.14</b>	<b>2,169,404.01</b>

INDIAN HILLS GID  
ATTORNEY EXPENSES  
OCTOBER 2024

MONTHLY FEE	3,000.00
TOTAL	<u>3,000.00</u>

INDIAN HILLS GID  
LONG TERM DEBT  
AS OF 10/31/24

DEBT	BALANCE	PAYMENT	FINAL INTEREST PAYMENT RATE
WATER 2003 BOND	\$ 171,686.79	59,220.37 due Jan and July	3.46%
WATER/SEWER 2007 BOND *	\$ 290,000.00	** due May and Nov	4.00%
USDA SEWER	\$ 1,090,652.42	4,754.08 MONTHLY	2.75%
USDA PIPELINE	\$ 720,322.24	3,357.00 MONTHLY	3.25%
PIPELINE 2010 STATE	\$ 445,993.37	40,343.06 due Jan and July	2.57%
	<b><u>\$ 2,718,654.82</u></b>		

\* (35% WATER, 65% SEWER)

\*\* payment amount varies

**INDIAN HILLS GID  
ENGINEERING EXPENSES  
OCTOBER 2024**

ENGINEERING FEES	**	4,000.00
WATER RIGHTS FEE		690.00
NORTH TANK PAINTING		4,403.68
		<u>9,093.68</u>

\*\* 2 MONTHS

Indian Hills General Improvement District  
OVERTIME/CALLOUT HOURS  
October 2024

Employee	pay date		pay date		pay date	Total		Total Earnings
	Hours	10/4/2024	Hours	10/18/2024		Hours	Hours	
WATER TECH	0.00	0.00	3.5	153.16	0.00	3.5	153.16	
WATER TECH	0.00	0.00		0.00	0.00	0	0.00	
PARKS	0.00	0.00		0.00	0.00	0	0.00	
PARKS	0.00	0.00		0.00	0.00	0	0.00	
STREETS	0.00	0.00	2.5	90.95	0.00	2.5	90.95	
STREETS	0.00	0.00		0.00	0.00	0	0.00	
WATER SUPER	0.00	0.00		0.00	0.00	0	0.00	
WATER SUPER	6	429.18		0.00	0.00	6	429.18	
ADMIN SUPPORT	0.00	0.00		0.00	0.00	0	0.00	
ADMIN SUPPORT	0.00	0.00		0.00	0.00	0	0.00	
SEWER TECH	0.00	0.00		0.00	0.00	0	0.00	
SEWER TECH	0.00	0.00	5	238.60	0.00	5	238.60	
SEWER SUPER	0.00	0.00		0.00	0.00	0	0.00	
SEWER SUPER	0.00	0.00		0.00	0.00	0	0.00	
MECHANIC	0.00	0.00	2.5	128.60	0.00	2.5	128.60	
MECHANIC	0.00	0.00		0.00	0.00	0	0.00	
TOTALS	6.00	429.18	13.50	611.31	0.00	19.50	1,040.49	



**INDIAN HILLS GID  
REVENUE AND EXPENSE  
NOT INCLUDING DEPRECIATION  
FOR THE PERIOD ENDED OCTOBER 31, 2024  
WATER**

<b>INCOME</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>(OVER)/ UNDER</b>	<b>33.33%</b>
FEEs	1,449,585.00	604,166.39	845,418.61	41.68%
CONNECTION FEES	0.00	0.00	0.00	0.00%
CRICKET/VERIZON	12,441.60	3,110.40	9,331.20	25.00%
GRANT INCOME	0.00	0.00	0.00	0.00%
INTEREST	60,000.00	22,480.73	37,519.27	37.47%
MISCELLANEOUS	0.00	0.00	0.00	0.00%
<b>TOTAL REV</b>	<b>1,522,026.60</b>	<b>629,757.52</b>	<b>892,269.08</b>	<b>41.38%</b>
<b>EXPENSES</b>				
SALARIES/BENEFITS	439,797.62	123,750.03	316,047.59	28.14%
OPERATING EXP	488,450.00	166,377.94	322,072.06	34.06%
DEBT PRINCIPAL	244,519.42	142,302.43	102,216.99	58.20%
DEBT INTEREST	47,146.48	20,249.02	26,897.46	42.95%
CAPITAL OUTLAY	120,000.00	7,239.21	112,760.79	0.00%
<b>TOTAL EXP</b>	<b>1,339,913.52</b>	<b>459,918.63</b>	<b>879,994.89</b>	<b>34.32%</b>
<b>PROFIT</b>	<b>182,113.08</b>	<b>169,838.89</b>	<b>12,274.19</b>	
NON-CASH				
infrastructure depletion (DEPRECIATION)	503,000.00	226,550.75	276,449.25	45.04%

**INDIAN HILLS GID  
REVENUE AND EXPENSE  
NOT INCLUDING DEPRECIATION  
FOR THE PERIOD ENDED OCTOBER 31, 2024  
SEWER**

<b>INCOME</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>(OVER)/ UNDER</b>	<b>33.33% %</b>
FEEs	1,061,954.00	384,946.50	677,007.50	36.25%
CONNECTION FEES	0.00	0.00	0.00	0.00%
INTEREST	41,000.00	19,475.72	21,524.28	47.50%
MISCELLANEOUS	0.00	0.00	0.00	0.00%
<b>TOTAL REV</b>	<b>1,102,954.00</b>	<b>404,422.22</b>	<b>698,531.78</b>	<b>36.67%</b>
<b>EXPENSES</b>				
SALARIES/BENEFITS	450,440.69	123,319.36	327,121.33	27.38%
OPERATING EXP	258,600.00	79,246.16	179,353.84	30.64%
DEBT PRINCIPAL	114,836.79	96,696.24	18,140.55	84.20%
DEBT INTEREST	39,257.17	14,360.16	24,897.01	36.58%
CAPITAL OUTLAY	45,000.00	93,425.00	(48,425.00)	0.00%
<b>TOTAL EXP</b>	<b>908,134.65</b>	<b>407,046.92</b>	<b>501,087.73</b>	<b>44.82%</b>
<b>PROFIT (LOSS)</b>	<b>194,819.35</b>	<b>(2,624.70)</b>	<b>197,444.05</b>	
NON-CASH:				
infrastructure depletion (DEPRECIATION)	390,000.00	129,148.82	260,851.18	33.12%

**INDIAN HILLS GID  
REVENUE AND EXPENSE  
NOT INCLUDING DEPRECIATION  
FOR THE PERIOD ENDED OCTOBER 31, 2024  
GENERAL**

<u>INCOME</u>	<u>BUDGET</u>	<u>ACTUAL</u>	<u>(OVER)/ UNDER</u>	<u>33.33% %</u>	
AD VALOREM	1,196,205.00	607,121.79	589,083.21	50.75%	
DOUGLAS CO. CONSOLIDATED TAX	400,793.00	102,558.30	298,234.70	25.59%	
PARK REV	1,000.00	600.00	400.00	60.00%	
GRANT	0.00	0.00	0.00	0.00%	
DONATIONS	0.00	0.00	0.00	0.00%	
MISCELLANEOUS	0.00	26.00	(26.00)	0.00%	
INTEREST	46,000.00	18,573.26	27,426.74	40.38%	
STORM WATER	21,700.00	7,333.00	14,367.00	33.79%	
<b>TOTAL REV</b>	<b>1,665,698.00</b>	<b>736,212.35</b>	<b>929,485.65</b>	<b>44.20%</b>	
<u>EXPENSES</u>					
ADMIN	SALARIES/BENEFITS	108,422.24	30,633.13	77,789.11	28.25%
	OPERATING EXP	216,050.00	45,740.07	170,309.93	21.17%
	CAPITAL OUTLAY	0.00	0.00	0.00	0.00%
PARKS	SALARIES/BENEFITS	240,410.24	58,456.92	181,953.32	24.32%
	OPERATING EXP	161,150.00	63,802.80	97,347.20	39.59%
	CAPITAL OUTLAY	38,000.00	25,476.00	12,524.00	0.00%
STREETS	SALARIES/BENEFITS	259,889.44	62,467.81	197,421.63	24.04%
	OPERATING EXP	102,900.00	24,558.68	78,341.32	23.87%
	CAPITAL OUTLAY	490,000.00	0.00	490,000.00	0.00%
<b>TOTAL EXP</b>		<b>1,616,821.92</b>	<b>311,135.41</b>	<b>1,305,686.51</b>	<b>19.24%</b>
<b>PROFIT</b>		<b>48,876.08</b>	<b>425,076.94</b>	<b>(376,200.86)</b>	
NON-CASH:					
infrastructure depletion (DEPRECIATION)		305,700.00	100,850.00	204,850.00	32.99%

**INDIAN HILLS GID  
WATER FUND SUMMARY  
10/31/2024**

CASH BALANCES	LOAN BALANCES	REVENUES / EXPENSES
Operating		User Fees
Reserved from rate increase		Base Rate Fees
Reserved for water tank	Water Bond-2003	Late fees
<b>Operating Available</b>	Water Bond-2012 (35%)	Connection fees
	Pipeline USDA	Interest
	Pipeline State	Verizon
		Misc Income
Money Market		<b>TOTAL REVENUE</b>
Reserve for Infrastructure		
Reserve for Connections		
<b>Money Market Available</b>		
Pipeline		
Reserve for debt service (fully funded)		
Reserve for O&M		
Reserve for short lived assets		
Reserve for AB198 capital replacement		
Reserve for construction		
<b>TOTAL AVAILABLE</b>	<b>TOTAL LOANS</b>	<b>INCOME (LOSS)</b>

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**INDIAN HILLS GID  
SEWER FUND SUMMARY  
10/31/2024**

<b>CASH BALANCES</b>	<b>LOAN BALANCES</b>	<b>REVENUES / EXPENSES</b>
Operating		User Fees
Reserved from rate increase	Sewer Bond-1999	\$379,281.94
	Sewer Bond-2012 (65%)	\$5,664.56
	USDA sewer bond	Connection fees
		\$0.00
<b>Operating Available</b>		Interest
		\$19,475.72
		Misc income
		\$0.00
		<b>TOTAL REVENUE</b>
		<b>\$404,422.22</b>
Money Market		
Reserve for Infrastructure		Salaries/Benefits
Reserve for Connections		\$ 123,319.36
Reserve for sewer debt service		Operating Exp
Reserve for sewer lived assets		\$ 79,246.16
		Interest Exp
		\$ 14,360.16
		Capital Outlay
		\$ 93,425.00
<b>Money Market Available</b>		<b>TOTAL EXPENSES</b>
		<b>\$ 310,350.68</b>
<b>TOTAL AVAILABLE</b>	<b>TOTAL LOANS</b>	<b>INCOME (LOSS)</b>
<b>\$789,645.39</b>	<b>\$ 1,279,152.42</b>	<b>\$ 94,071.54</b>

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**INDIAN HILLS GID  
ADMIN, PARKS, STREETS SUMMARY  
(AD VALOREM)  
10/31/2024**

CASH BALANCES	ADMIN	REVENUES / EXPENSES
Operating	\$2,250,542.70	Storm water fees
Reserved for streets	\$1,193,196.27	Consolidated Tax
Reserved for parks	\$25,619.87	Ad Valorem Tax
<b>Operating Available</b>	<b>\$1,031,726.56</b>	Recreation Fees
		Interest Income
		Grant fund received
		Miscellaneous
Money Market	\$461,252.70	<b>TOTAL REVENUE</b>
		<b>\$736,212.35</b>
Reserve for Infrastructure	\$333,201.83	Salaries/Benefits
Reserve for storm water mgt	\$55,698.89	Operating Exp
		Capital Outlay
<b>Money Market Available</b>	<b>\$72,351.98</b>	<b>TOTAL EXPENSES</b>
		<b>\$311,135.41</b>
<b>TOTAL AVAILABLE</b>	<b>\$1,104,078.54</b>	<b>INCOME (LOSS)</b>
		<b>\$425,076.94</b>

**INDIAN HILLS GID  
CASH RESERVES BY FISCAL YEAR  
FROM 2011-2024**

DATE	WATER		WASTEWATER		ADMIN	
	RATE RESERVES	DEPR RESERVES	RATE RESERVES	DEPR RESERVES	DEPR RESERVES	DEPR RESERVES
6/30/2011	0.00	27,500.00	0.00	27,500.00	0.00	0.00
6/30/2012	0.00	40,700.00	0.00	37,310.00	18,900.00	18,900.00
6/30/2013	0.00	55,196.00	0.00	46,814.00	37,488.00	37,488.00
6/30/2014	0.00	75,500.00	0.00	59,954.00	64,992.00	64,992.00
6/30/2015	38,637.00	48,174.00	27,364.00	74,546.00	93,696.00	93,696.00
6/30/2016	132,336.00	70,170.00	99,152.00	69,691.00	123,588.00	123,588.00
6/30/2017	267,694.00	73,628.00	221,563.00	85,687.00	142,350.00	142,350.00
6/30/2018	483,052.00	94,628.00	386,987.00	103,687.00	173,450.00	173,450.00
6/30/2019	746,866.00	112,020.00	585,105.00	123,687.00	195,650.00	195,650.00
6/30/2020	623,484.00	133,821.00	799,245.00	143,937.00	219,550.00	219,550.00
6/30/2021	921,247.00	164,820.00	1,023,070.00	165,437.00	253,250.00	253,250.00
6/30/2022	1,116,468.00	106,370.00	1,188,439.00	187,337.00	233,335.00	233,335.00
6/30/2023	1,232,994.39	188,566.39	1,269,027.85	207,546.96	274,235.07	274,235.07
6/30/2024	781,920.30	175,179.88	866,853.08	235,047.00	314,835.15	314,835.15
10/31/2024	884,555.22	188,313.20	870,575.10	245,047.00	333,201.83	333,201.83

Reserve amounts will sometimes decrease as we use them for approved expenditures

# **AGENDA ITEM 6c.**

## **Reports to the Board:**

### **c. Engineer Report**



# AGENDA ITEM 6d.

## Reports to the Board:

### d. Attorney Report

# **AGENDA ITEM 7.**

**Discussion and possible action regarding water leak at water meter box at 931 Chip Creek Court.  
(Resident, Chuck Bailey)**

**INDIAN HILLS GENERAL IMPROVEMENT DISTRICT  
BOARD OF TRUSTEES MEETING  
AGENDA ITEM REQUEST FORM**

Please provide the following information for an item to be placed on the Agenda for a Board of Trustees Meeting:

Today's Date: 11/1/24

Date/Month of Meeting: 11/20/24

Meeting Type: 3<sup>rd</sup> Wednesday Business

Your Name and Title: William "Chuck" Bailey

Your Company or Organization Name: Home owner

Phone Number: 775-224-0970

Check One: Discussion Only Item  Discussion and Possible Action Item

Agenda Item Title: Water leak @ water meter box

Agenda Item Description: 931 Chip Creek Ct, Minden NV  
Indian Hills GID staff have been aware  
of a leak @ this water meter box for  
over a year. They replaced the water  
meter this summer but the leak still persists.  
Multiple tests show chlorine in the water and  
a professional leak detection Co was hired  
by homeowner and the report was given  
to the GID staff, but we are still waiting  
for the GID to mitigate the leak and  
stop 1000's of gallons of water from leaking.

**REQUIRED:** Please attach background information regarding your requested Agenda Item to be included in the Board of Trustees' Board Meeting Packet. (Letter, Proposal, etc.)

IHGID is an Equal  
Opportunity Provider

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## Tech Notes Report

### Homeowner Information

<b>Homeowner Name:</b>	Chuck Bailey
<b>Homeowner Address:</b>	931 Chip Creek Court Minden, NV 89423
<b>Date of Inspection:</b>	8/26/2024
<b>Technician Name:</b>	Esteban Lopez

### Findings

#### Technician Notes:

Upon arrival, homeowner stated that water would come up from the meter box and was told by the water company that it could be a spring or groundwater seeping into the meter box flowing out into the street.

The meter in question was not moving during the inspection. The homeowner was able to gain chlorine test strips and tested the water. Test yielded chlorine in the water that is surfacing from the meter box.

Performed ground microphone survey, no leak noise can be heard in the vicinity of 931 Chip Creek Court Minden, NV 89423

A point test of the valves that isolate the particular block of Chip Creek. A small amount of noise can be heard, but this could be water usage to the homes.

Water was pumped out of the meter box and fluorescent dye was placed in certain areas to see where the flow of water is coming from and it is coming from directly below the meter box.

#### Conclusion

It is possible that the stub out where water meter is connecting into the main line, may have an issue.

Recommend a pressure test on the main service line that feeds the meters on Chip Creek Prior to Excavating the repair patches for visual

inspection of main service line. If no visual inspection is to be made, recommend a sump pump in the street that will be able to collect the water and divert it to the Ravine that sits on the outside of the HOA.

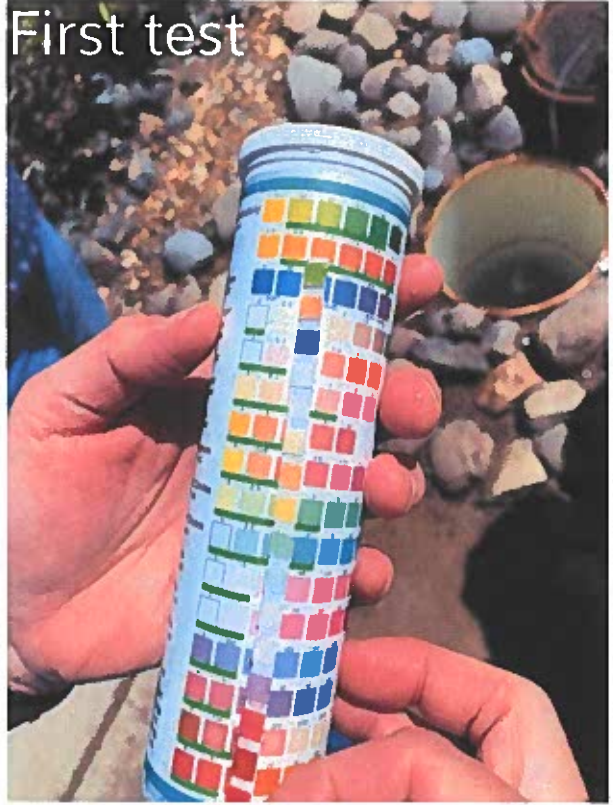
Images



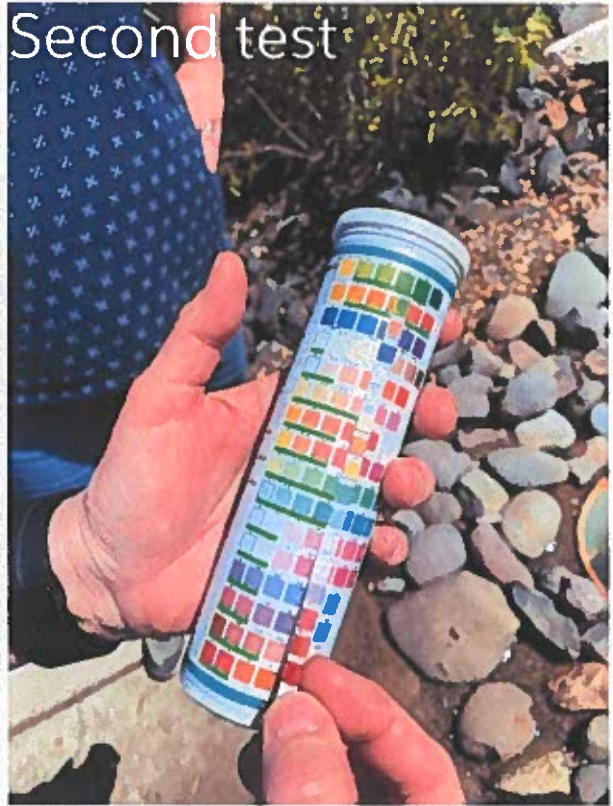




First test



Second test





## Departure

Upon departure, water services to the home    On  
were left:

## Disclaimer

Payment is due in full upon completion of repair/detection. American Leak Detection is not responsible for determining policy coverage, fiscal liabilities or personal responsibility between insured, insurance carrier and/or third parties. It is the responsibility of the homeowner/insured/customer to pay all charges and/or fees associated with any repair and/or service which may not be covered under the homeowner's policy, agreements between homeowner/insured/customer and third parties as it relates to any repairs and/or services performed by, or at the request of, American Leak Detection, to include but not limited to: detection fees, pipe charges, deductibles, additional work and/or services performed outside of the original scope of work, such as installation of new commodes, fixtures, clearing of drain lines, sinks, temporary epoxy patches, drain cover replacement etc. Payment terms for pipe charges, deductibles, and/or any services performed that are not covered by homeowner's policy, agreements between homeowner/insured/customer and third parties, or which are paid directly to homeowner/insured/customer by insurance carrier and/or third parties are owed to American Leak Detection, Cash on Delivery (COD). Payment for services rendered must be received in full by American Leak Detection in order to maintain warranties for repairs and/or services. American Leak Detection reserves the right to void all warranties for repairs and/or services if homeowner/insured/customer fails to pay any balances owed upon completion of repairs and/or services.

**CHUCK BAILEY AND CHRISTINA HOLLIBONE  
931 CHIP CREEK CT  
MINDEN, NV 89423  
775-224-0970**

October 25, 2024

Chris Johnson  
General Manager  
Indian Hills General Improvement District  
3394 James Lee Park Road, #A  
Carson City NV 89705

RE: Chlorinated water leak at the water meter box

Dear Mr. Johnson,

We are inquiring about what is being done to fix the leak in the water meter box that was reported to the Indian Hills GID over a year ago. This summer GID employees came out several times and on one of those visits the GID worker told us that if any chlorine was found in the water that they would immediately be coming out to dig and repair the water leak (Like they did in two other areas of the L'Adagio neighborhood). Multiple tests have been done in which chlorine was found and so the GID replaced the water meter at our house to isolate the leak. They said the next step if this didn't fix it was for them to start digging. The leak has not stopped and **1000's of gallons of water continue to flow unabated out of the meter box, running across the sidewalk and down the gutter for more than 100 yards.** As the leak continues it is damaging the sidewalk, cracks are forming in the street, and the water is leaving an unhealthy black mold and green algae growth in the gutter all the way down the street and around the corner. Even the Professional Leak Detection company we hired provided us with a detailed report on suggested remedies for finding the leak which we gave to the GID and still we are waiting for the GID to fix the leak.

We were told that Indian Hills GID would be coming out to dig to try to find the leak a couple of weeks ago, right after they had underground utilities flagged and marked. The underground utilities have been marked for weeks, and yet the GID has not been out, nor

has the GID kept us, the HOA, or any of the neighbors updated on what the actual timeline is to repair this leak and calls and emails go unanswered.

We are concerned because we are heading into the start of winter freeze weather and the sidewalk remains constantly wet as well as the gutters in our neighborhood due to this leak. Soon it will create an additional ice hazard.

We Implore you to clearly communicate with us about what you are doing to resolve this chlorinated leak issue at the water meter box.

Sincerely,

*Chuck and Christina*

Cc:

NAME	TITLE	COMPANY	ADDRESS	CITY
Chris Johnson	General Manager	Indian Hills General Improvement District	3394 James Lee Park Road, #A	Carson City NV 89705
Walt Nowosad	Commissioner	Douglas County District 5	1594 Emeraldale Ave.	Minden, NV 89423
George Alvarez	President	L'Adagio HOA	934 Chip Creek Ct	Minden, NV 89423
Anchor Management and Consulting, LLC	Property Mngmt for the L'Adagio HOA		PO Box 97342	Las Vegas, NV 89193-7342
Dale Dunham	Trustee	Indian Hills General Improvement District	3394 James Lee Park Road, #A	Carson City NV 89705
Bob Stulac	Chairman	Indian Hills General Improvement District	3394 James Lee Park Road, #A	Carson City NV 89705
Vicky Lufitano	Trustee	Indian Hills General Improvement District	3394 James Lee Park Road, #A	Carson City NV 89705
Russ Siegman	Secretary/Treasurer	Indian Hills General Improvement District	3394 James Lee Park Road, #A	Carson City NV 89705
Robert Garcia	Vice Chalman	Indian Hills General Improvement District	3394 James Lee Park Road, #A	Carson City NV 89705
Adam Sullivan	State Engineer	Nevada Division of Water Resources	901 S. Stewart St., Suite 2002	Carson City, NV 89701
Alex Lanza	Compliance Supervisor	Nevada Division of Environmental Protection, Bureau of Safe Drinking Water, Public Water System Compliance Branch	901 S. Stewart Street, Suite 4001	Carson City, Nevada 89701

Enc: photos of water leak



THE WATER NEVER STOPS, IT IS CONSTANTLY FLOWING OUT OF THE METER BOX, ACROSS THE SIDEWALK AND IS SATURATING THE GROUND AROUND THE METER BOX



USA UNDERGROUND UTILITIES WAS OUT WEEKS AGO TO MARK WHERE GID COULD DIG.

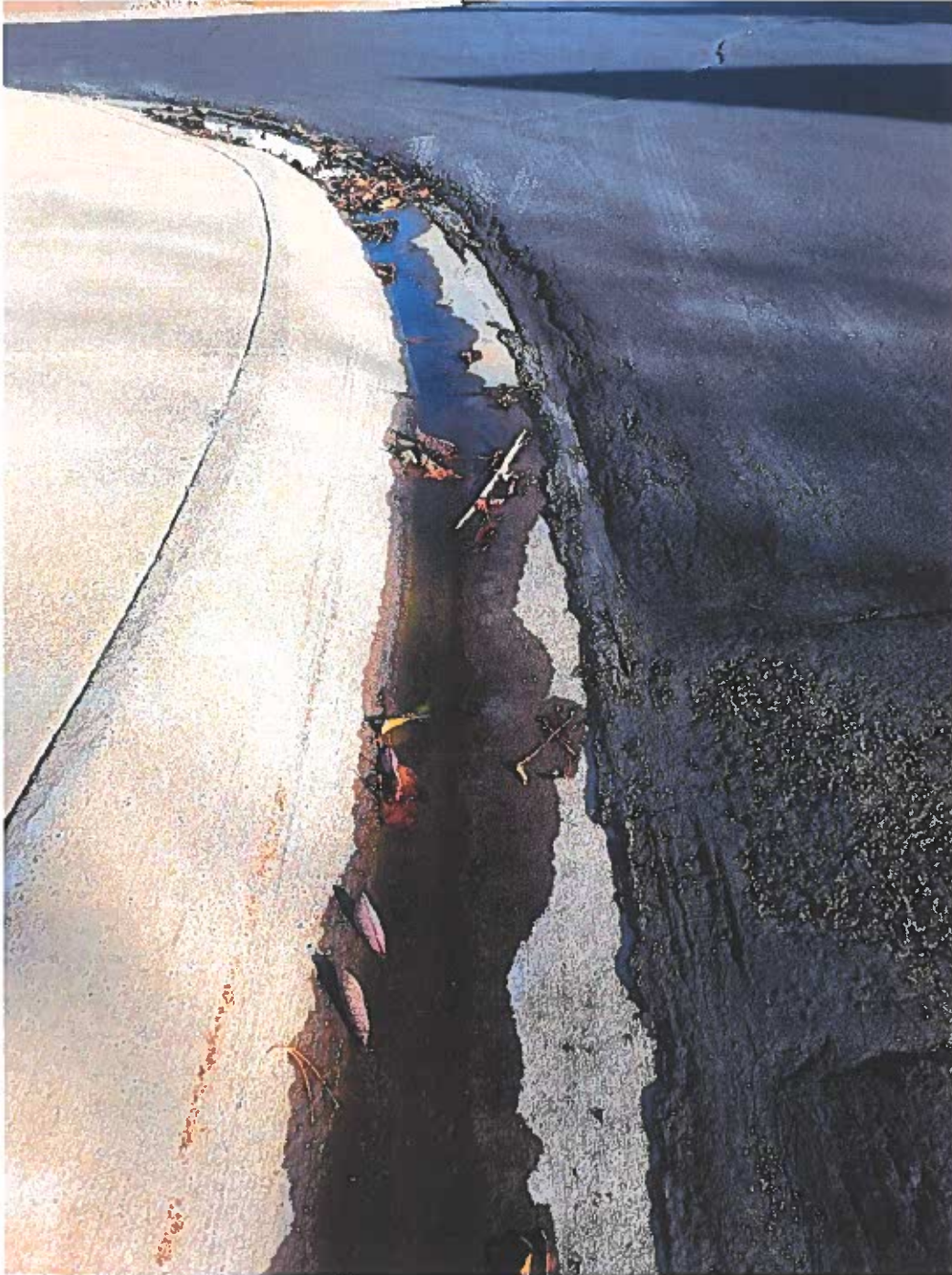
WATER METER BOX LEAK  
931 CHIP CREEK CT  
MINDEN, NV 89423



**CRACKS ARE APPEARING AND THE SIDEWALK IS SINKING AND CRACKING DUE TO THE CONSTANT WATER FLOW.**



**WATER METER BOX LEAK  
931 CHIP CREEK CT  
MINDEN, NV 89423**



LEAKING WATER CONTINUES TO FLOW AROUND THE CORNER AND MORE BLACK MOLD AND GREEN ALGAE START TO APPEAR THE FARTHER AWAY THE WATER FLOWS FROM THE INITIAL LEAK SPOT.

WATER METER BOX LEAK  
931 CHIP CREEK CT  
MINDEN, NV 89423

# **AGENDA ITEM 8.**

**Discussion and possible action to approve a proposal from Lumos & Associates to develop a Capital Improvement Plan for Indian Hills General Improvement District in the amount of \$18,650.00. Funding will be taken from professional services split between all five departments.  
(General Manager, Chris Johnson)**



**Reno**  
950 Sandhill Road, Suite 100  
Reno, Nevada 89521  
775.827.6111

August 8, 2024

LA24.577

Chris Johnson, District Manager  
Indian Hills General Improvement District  
3394 James Lee Park Road #A  
Carson City, NV 89705

**Re: Proposal for Professional Services**  
**Indian Hills GID Capital Improvement Plan**

Dear Chris:

Lumos & Associates, Inc. (Lumos) is pleased to provide you with this proposal for engineering and related services for the Indian Hills GID Capital Improvement Plan.

**Project Description**

Indian Hills GID has contracted Lumos to develop a Capital Improvement Plan. It is our understanding that this CIP will consist of upcoming projects starting in fiscal year 2026 for a duration of (5-years) for the water, sewer, and road utilities. We propose the following tasks to assist you with your project:

**Project Scope**

**Task 1 – Project Management**

Key tasks include One (1) – 1 hour kickoff meeting with Lumos and Indian Hills GID and the completion of monthly invoices that reflect work performed during that time.

**Task 2 – CIP Development**

Lumos will attend a kick-off meeting with IHGID to discuss list of projects, concerns, and overall objectives of the CIP. Lumos will then work with Indian Hills GID to develop a 5-year CIP for the Water, Sewer, and Road utilities. This task will include the development of a spreadsheet matrix for each utility that will present Indian Hills GID with up to three (3) alternatives per utility. This task will also include one (1) draft report and one (1) final report that will summarize the methodology and chosen alternative.

**Deliverable**

- Lumos will provide Indian Hills GID with the final version of the 5-year CIP spreadsheet for each utility
- One draft report and one final report



**Assumptions / Exceptions**

- Indian Hills GID will send the data requested to Lumos at least one day prior to the kickoff meeting to allow discussion of the data during the kickoff meeting
- Lumos is requesting the following data from Indian Hills GID:
  - List of all desired projects for the water, sewer, and road utilities.
  - Costs for each project, if available
  - Indian Hills GID’s spending maximum per year
  - List of up to 4 risk factors for each utility
  - Example risk factors that may be impacting the sewer utility include Inflow & infiltration, deferred maintenance, and WWTP upgrades

**Fees**


The tasks described in the Scope of Work will be completed for the following fees:


Task	Description	Lumos Fee
Task 1	Project Management	\$2,050.00
Task 2	CIP Development	\$16,600.00
<b>Proposal Grand Total =</b>		<b>\$18,650</b>

The tasks shown above are lump sum. The amount of these billings will be based upon the percentage of work completed. The terms are 'Due Upon Receipt' and accounts are past due after 30 days. Accounts over 30 days old will be subject to interest at the rate of 1 ½% per month and such collection action as may be necessary to collect the account. In addition, a "Stop Work Order" may be issued on past due accounts. In this case, no further work will be performed until the account is brought current

Lumos and Associates will be happy to amend this proposal as necessary. If this proposal is acceptable to the board, please authorize us to proceed under our existing contract. Any additional services requested but not covered by this Scope of Work can be provided by an amendment to this proposal. Thank you again for allowing Lumos and Associates to provide you with this proposal. Please do not hesitate to call me at (775) 827-6111 if you have questions.

Sincerely,

  
 Collin Sturge, P.E.  
 Project Manager – District Engineer

  
 Tim Russel, P.E., WRS  
 Engineering Director

# **AGENDA ITEM 9.**

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

**(Chairman, Stulac)**

# INDIAN HILLS GENERAL IMPROVEMENT DISTRICT GENERAL MANAGER PERFORMANCE EVALUATION

Name: Chris Johnson Department: MANAGEMENT  
 Position: General Manager Hire Date: 12/1/21  
 Period covered by this evaluation: 11/19/23 - 11/20/24

**Ratings used in this evaluation:**

- Exceptional:** The employee significantly and consistently surpasses performance expectations and achieves beyond the regular assignment in all areas.
- Exceeds Expectations:** The employee frequently surpasses performance expectations and demonstrates unique understanding of work well beyond job requirements.
- Achieves:** The employee demonstrates solid performance that consistently fulfills expectations and at times may exceed expectations.
- In Development or Needs Improvement:** The employee is either still developing this competency or is not consistently achieving expectations.
- Unsatisfactory:** The employee's performance is consistently below expectations and/or the employee has failed to make reasonable progress toward previously identified area(s) for improvement.
- Not Rated:** Insufficient knowledge to rate.

FINANCIAL STEWARDSHIP	Exceptional	Exceeds Expectations	Achieves	In development or needs improvement	Unsatisfactory	Not Rated
Utilizes finances, budgets, facilities, equipment, materials, products, and services to optimize IHGID costs.			✓			
Develops and oversees District Capital Improvement Projects, and projections; develops and implements short- and long-range, and strategic financial plans for District.	✓					
Prepares applicable IHGID budget, actively monitors and adheres to it.		✓				
<b>Comments:</b>						

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COMMUNICATION SKILLS	Exceptional	Exceeds Expectations	Achieves	In development or needs improvement	Unsatisfactory	Not Rated
Effectively communicates, both orally and written, with individuals and groups.			✓			
Presents ideas in an organized, clear, and concise manner.		✓				
* Employs tact and discretion and accepts constructive input.				✓		
Establishes and maintains effective communication and relations with internal and external IHGID customers, staff, public, other entities, organizations, and the Board of Trustees.			✓			
Ensures full disclosure and transparency to the Board of Trustees.			✓			
<b>Comments:</b> * At times, your tone & demeanor to the public and/or the Board isn't the best. When you give constructive input, you sometimes come across a little condescending.						

LEADERSHIP AND PROFESSIONALISM	Exceptional	Exceeds Expectations	Achieves	In development or needs improvement	Unsatisfactory	Not Rated
Exhibits integrity by being honest, accountable, and trustworthy.			✓			
Demonstrates initiative, persistence, and ability to meet established IHGID goals.		✓				
Manage and leads IHGID employees by example and effectively contribute to the development, cohesion, and productivity of the team.	✓					
Represent the District in a positive manner at all times and attend District sponsored events.			✓			
Continuously seek ways to improve efficiency, productivity, and processes.		✓				
<b>Comments:</b>						

REGULATORY AND LEGAL COMPLIANCE	Exceptional	Exceeds Expectations	Achieves	In development or needs improvement	Unsatisfactory	Not Rated
Manage the District in full accordance with policies, agreements, union, and other contracts. Makes new policy recommendations.			✓			
Ensures compliance with federal, state, and local code and legal requirements applicable to areas of responsibility.		✓				
Ensures compliance with safety and OSHA guidelines.						✓
Displays understanding and ability to convey current contracts, agreements, ordinances, policies, and regulations.			✓			
<b>Comments:</b>						

INITIATIVE	Exceptional	Exceeds Expectations	Achieves	In development or needs improvement	Unsatisfactory	Not Rated
* Identify District needs in prepared monthly reports to the board; actively develop and collaborate action plans to seek positive or alternative solutions for problems or issues that arise.				✓		
Develop skills of staff and engage in succession planning.	✓					
Prudently research and apply new technologies and industry best practices.		✓				
Take personal responsibility for continuous improvement, learning and growth.			✓			
<b>Comments:</b> * The Managers report needs to include "all" open items from the last meetings. Updates on projects, their status needs to be included in the report, and should continue to be updated until the issue is resolved and closed. maybe create an action item list to help everyone keep track of their status.						

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OVERALL PERFORMANCE RATING	Exceptional	Exceeds Expectations	Achieves	In development or needs improvement	Unsatisfactory	Not Rated
Overall performance			✓			

FUTURE GOALS AND OBJECTIVES (as applicable)	
--	--

- 1) Work on your tact (tone) and improving your demeanor, and accepting constructive input as mentioned in the communication section.
- 2) Improve content of the monthly manager report as discussed under the Initiative section and include a grant update (e.g., grants applied for, etc).
3. Consider delegating the Grant research to another Staff member.

**Trustee Comments:**

Chris, I appreciate all your hard <sup>work</sup> and dedication to the job!

**Employee's Comments:**

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Trustee Signature: Robert Stee, Board Chairman

Date: 11/5/24

# INDIAN HILLS GENERAL IMPROVEMENT DISTRICT GENERAL MANAGER PERFORMANCE EVALUATION

Name: \_\_\_\_\_ Department: \_\_\_\_\_  
 Position: \_\_\_\_\_ Hire Date: \_\_\_\_\_  
 Period covered by this evaluation: \_\_\_\_\_

**Ratings used in this evaluation:**

- Exceptional:** The employee significantly and consistently surpasses performance expectations and achieves beyond the regular assignment in all areas.
- Exceeds Expectations:** The employee frequently surpasses performance expectations and demonstrates unique understanding of work well beyond job requirements.
- Achieves:** The employee demonstrates solid performance that consistently fulfills expectations and at times may exceed expectations.
- In Development or Needs Improvement:** The employee is either still developing this competency or is not consistently achieving expectations.
- Unsatisfactory:** The employee's performance is consistently below expectations and/or the employee has failed to make reasonable progress toward previously identified area(s) for improvement.
- Not Rated:** Insufficient knowledge to rate.

	Exceptional	Exceeds Expectations	Achieves	In development or needs improvement	Unsatisfactory	Not Rated
<b>FINANCIAL STEWARDSHIP</b>						
Utilizes finances, budgets, facilities, equipment, materials, products, and services to optimize IHGID costs. <i>Cost optimization</i>			✓			
* Develops and oversees District Capital Improvement Projects, and projections; develops and implements short- and long-range, and strategic financial plans for District. <i>DISTRICT CAPITAL IMPROVEMENT PLAN under Dev</i>			✓			
Prepares applicable IHGID budget, actively monitors and adheres to it.			✓			
<b>Comments:</b> <i>* NO UPDATES &amp; status / on track in completion of capital improv plan. When completed this could be an "exceeds" for future evals.</i>						

*44*  
~~\_\_\_\_\_~~

COMMUNICATION SKILLS	Exceptional	Exceeds Expectations	Achieves	In development or needs improvement	Unsatisfactory	Not Rated
Effectively communicates, both orally and written, with individuals and groups. <i>Work tactful efficiency &amp; tone</i>			✓			
Presents ideas in an organized, clear, and concise manner. <i>GM Reports to Board are Primary - Conversational</i>			✓			
Employs tact and discretion and accepts constructive input. <i>Improved: Active Listening</i>			✓			
Establishes and maintains effective communication and relations with internal and external IHGID customers, staff, public, other entities, organizations, and the Board of Trustees. <i>1. USE OF DONATED FUNDS on PS Projects 2. Follow up of Board Requests</i>			✓			
Ensures full disclosure and transparency to the Board of Trustees. <i>This Review Cycle - err on side of caution</i>			✓			
<b>Comments:</b> * Aug 30 Req for Fence repair status after car accident Follow-up by PG Oct 30th * Maintenance schedule/List provided Oct 17th upon request - direction given early in eval period - direction to PUELIST for community awareness * Status on Tennis beds not reported until asked						

LEADERSHIP AND PROFESSIONALISM	Exceptional	Exceeds Expectations	Achieves	In development or needs improvement	Unsatisfactory	Not Rated
Exhibits integrity by being honest, accountable, and trustworthy.			✓			
Demonstrates initiative, persistence, and ability to meet established IHGID goals.			✓			
Manage and leads IHGID employees by example and effectively contribute to the development, cohesion, and productivity of the team.			✓			
Represent the District in a positive manner at all times and attend District sponsored events.			✓			
Continuously seek ways to improve efficiency, productivity, and processes.			✓			
<b>Comments:</b> * Tech focused to improve process or for compliance and safety						

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REGULATORY AND LEGAL COMPLIANCE	Exceptional	Exceeds Expectations	Achieves	In development or needs improvement	Unsatisfactory	Not Rated
Manage the District in full accordance with policies, agreements, union, and other contracts. Makes new policy recommendations.			✓			
Ensures compliance with federal, state, and local code and legal requirements applicable to areas of responsibility. <i>WEB PAGE UPDATE!</i>			✓			
Ensures compliance with safety and OSHA guidelines.						✓
Displays understanding and ability to convey current contracts, agreements, ordinances, policies, and regulations.			✓			
<b>Comments:</b>						

INITIATIVE	Exceptional	Exceeds Expectations	Achieves	In development or needs improvement	Unsatisfactory	Not Rated
Identify District needs in prepared monthly reports to the board; actively develop and collaborate action plans to seek positive or alternative solutions for problems or issues that arise.			✓			
Develop skills of staff and engage in succession planning.			✓			
Prudently research and apply new technologies and industry best practices.			✓			
Take personal responsibility for continuous improvement, learning and growth.			✓			
<b>Comments:</b>						

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OVERALL PERFORMANCE RATING	Exceptional	Exceeds Expectations	Achieves	In development or needs improvement	Unsatisfactory	Not Rated
Overall performance			✓			

**FUTURE GOALS AND OBJECTIVES**  
(as applicable)

- Capital Improvement Plan Completion & Board Review
- Enhance maintenance "list" to a full schedule and resource planning doc.
- Report on Grants researched / qualified for / applied for / awarded or not
  - ↳ Postmortem by staff on possible action to qualify or improve chances of award.
- Follow up with Low Interest Loan options & USDA Loans

**Trustee Comments:**

I have confidence Chris will continue on a positive growth trajectory and support IHGID staff to do the same. Stability in this leadership position is important to the district. I will do my best to support growth and success of our current GM (CHRIS JOHNSON) to the benefit of IHGID community.

**Employee's Comments:**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Trustee Signature: *[Signature]* Date: 11/12/2024

# INDIAN HILLS GENERAL IMPROVEMENT DISTRICT GENERAL MANAGER PERFORMANCE EVALUATION

Name: CHRIS JOHNSON Department: \_\_\_\_\_  
 Position: \_\_\_\_\_ Hire Date: \_\_\_\_\_  
 Period covered by this evaluation: JAN - DEC 2024

**Ratings used in this evaluation:**

- 5 **Exceptional:** The employee significantly and consistently surpasses performance expectations and achieves beyond the regular assignment in all areas.
- 4 **Exceeds Expectations:** The employee frequently surpasses performance expectations and demonstrates unique understanding of work well beyond job requirements.
- 3 **Achieves:** The employee demonstrates solid performance that consistently fulfills expectations and at times may exceed expectations.
- 2 **In Development or Needs Improvement:** The employee is either still developing this competency or is not consistently achieving expectations.
- 1 **Unsatisfactory:** The employee's performance is consistently below expectations and/or the employee has failed to make reasonable progress toward previously identified area(s) for improvement.
- 0 **Not Rated:** Insufficient knowledge to rate.

	5	4	3	2	1	0
FINANCIAL STEWARDSHIP	Exceptional	Exceeds Expectations	Achieves	In development or needs improvement	Unsatisfactory	Not Rated
Utilizes finances, budgets, facilities, equipment, materials, products, and services to optimize IHGID costs.			3			
Develops and oversees District Capital Improvement Projects, and projections; develops and implements short- and long-range, and strategic financial plans for District.			3			
Prepares applicable IHGID budget, actively monitors and adheres to it.			3			
<b>Comments:</b>			9			
<b>TOTAL</b>			9			

48

5 4 3 2 1 0

COMMUNICATION SKILLS	Exceptional	Exceeds Expectations	Achieves	In development or needs improvement	Unsatisfactory	Not Rated
Effectively communicates, both orally and written, with individuals and groups.		4				
Presents ideas in an organized, clear, and concise manner.		4				
Employs tact and discretion and accepts constructive input.			3			
Establishes and maintains effective communication and relations with internal and external IHGID customers, staff, public, other entities, organizations, and the Board of Trustees.		4*				
Ensures full disclosure and transparency to the Board of Trustees.			3			

Comments: TOTAL 12 6

\*LIMITED OBSERVANCE OF DAILY INTERACTIONS. MOSTLY BOARD MEET. OBSERVANCES.

5 4 3 2 1 0

LEADERSHIP AND PROFESSIONALISM	Exceptional	Exceeds Expectations	Achieves	In development or needs improvement	Unsatisfactory	Not Rated
Exhibits integrity by being honest, accountable, and trustworthy.		4				
Demonstrates initiative, persistence, and ability to meet established IHGID goals.		4				
Manage and leads IHGID employees by example and effectively contribute to the development, cohesion, and productivity of the team.			3*			
Represent the District in a positive manner at all times and attend District sponsored events.			3*			
Continuously seek ways to improve efficiency, productivity, and processes.		4				

Comments: CHRIS CONTINUOUSLY SEEKS TECHNOLOGY TOTAL 12 6 TO ENHANCE DISTRICT OPERATIONS. BRINGS IDEAS TO THE BOARD WITH ENOUGH PRO/CON INFORMATION TO MAKE INFORMED DECISIONS.

\*LIMITED OBSERVANCE OF DAILY INTERACTIONS. RATINGS BASED ON IN PERSON OBSERVATIONS.

	5	4	3	2	1	0
REGULATORY AND LEGAL COMPLIANCE	Exceptional	Exceeds Expectations	Achieves	In development or needs improvement	Unsatisfactory	Not Rated
Manage the District in full accordance with policies, agreements, union, and other contracts. Makes new policy recommendations.			3			
Ensures compliance with federal, state, and local code and legal requirements applicable to areas of responsibility.			3			
Ensures compliance with safety and OSHA guidelines.			3			
Displays understanding and ability to convey current contracts, agreements, ordinances, policies, and regulations.			3			
<b>Comments:</b>	<b>TOTAL</b>		12			

	5	4	3	2	1	0
INITIATIVE	Exceptional	Exceeds Expectations	Achieves	In development or needs improvement	Unsatisfactory	Not Rated
Identify District needs in prepared monthly reports to the board; actively develop and collaborate action plans to seek positive or alternative solutions for problems or issues that arise.		4				
Develop skills of staff and engage in succession planning.			3			
Prudently research and apply new technologies and industry best practices.		4				
Take personal responsibility for continuous improvement, learning and growth.		4				
<b>Comments:</b> CHRIS IS ABLE TO ANTICIPATE ISSUES TOTAL AND DEVELOP APPROPRIATE SOLUTIONS TO RESOLVE THEM. AS NOTED IN A PRIOR SECTION, TECHNOLOGY IMPLEMENTATION IS ONE OF CHRIS' STRONG SUITES. CHRIS READILY ACCEPTS RESPONSIBILITY FOR ALL DISTRICT FUNCTIONS AND IS QUICK TO COMPLIMENT HIS STAFF ON THEIR ABILITIES AND ACTIONS.	<b>TOTAL</b>		12	3		

GOOD JOB!

OVERALL PERFORMANCE RATING	Exceptional	Exceeds Expectations	Achieves	In development or needs improvement	Unsatisfactory	Not Rated
Overall performance		9 X 36	12 X 36			

**FUTURE GOALS AND OBJECTIVES**  
(as applicable)

DEVELOPMENT OF DEPARTMENT OPERATIONS PLANS  
 IMPLEMENT DOCUMENTED MONTHLY SAFETY MEETINGS  
 DEVELOP BUDGET VARIANCE OVERVIEW FOR BOARD MEETINGS  
 DEVELOP BUDGET OVERVIEW FOR BOARD PRIOR TO ASKING FOR BUDGET APPROVAL.

**Trustee Comments:**  
 I BELIEVE CHRIS IS DOING A VERY GOOD JOB OVERALL DUE TO NEGLIGIBLE ISSUES BEING BROUGHT TO THE BOARD BY EMPLOYEES OR THE PUBLIC IN BOARD MEETINGS. DIFFICULT TO PROVIDE OBJECTIVE RATINGS ON ALL ITEMS ON THIS EVALUATION WITH THE LIMITED OPPORTUNITY TO OBSERVE CHRIS ON A DAILY BASIS.

**Employee's Comments:**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Trustee Signature: Russ Siegelman Date: 11/11/29

# INDIAN HILLS GENERAL IMPROVEMENT DISTRICT GENERAL MANAGER PERFORMANCE EVALUATION

Name: \_\_\_\_\_ Department: \_\_\_\_\_  
 Position: \_\_\_\_\_ Hire Date: \_\_\_\_\_  
 Period covered by this evaluation: \_\_\_\_\_

**Ratings used in this evaluation:**

- Exceptional:** The employee significantly and consistently surpasses performance expectations and achieves beyond the regular assignment in all areas.
- Exceeds Expectations:** The employee frequently surpasses performance expectations and demonstrates unique understanding of work well beyond job requirements.
- Achieves:** The employee demonstrates solid performance that consistently fulfills expectations and at times may exceed expectations.
- In Development or Needs Improvement:** The employee is either still developing this competency or is not consistently achieving expectations.
- Unsatisfactory:** The employee's performance is consistently below expectations and/or the employee has failed to make reasonable progress toward previously identified area(s) for improvement.
- Not Rated:** Insufficient knowledge to rate.

<b>FINANCIAL STEWARDSHIP</b>	Exceptional	Exceeds Expectations	Achieves	In development or needs improvement	Unsatisfactory	Not Rated
Utilizes finances, budgets, facilities, equipment, materials, products, and services to optimize IHGID costs.	X					
Develops and oversees District Capital Improvement Projects, and projections; develops and implements short- and long-range, and strategic financial plans for District.	X					
Prepares applicable IHGID budget, actively monitors and adheres to it.	X					
<b>Comments:</b>						

COMMUNICATION SKILLS	Exceptional	Exceeds Expectations	Achieves	In development or needs improvement	Unsatisfactory	Not Rated
Effectively communicates, both orally and written, with individuals and groups.	X					
Presents ideas in an organized, clear, and concise manner.	X					
Employs tact and discretion and accepts constructive input.	X					
Establishes and maintains effective communication and relations with internal and external IHGID customers, staff, public, other entities, organizations, and the Board of Trustees.	X					
Ensures full disclosure and transparency to the Board of Trustees.	X					
<b>Comments:</b>						

LEADERSHIP AND PROFESSIONALISM	Exceptional	Exceeds Expectations	Achieves	In development or needs improvement	Unsatisfactory	Not Rated
Exhibits integrity by being honest, accountable, and trustworthy.	X					
Demonstrates initiative, persistence, and ability to meet established IHGID goals.	X					
Manage and leads IHGID employees by example and effectively contribute to the development, cohesion, and productivity of the team.	X					
Represent the District in a positive manner at all times and attend District sponsored events.	X					
Continuously seek ways to improve efficiency, productivity, and processes.	X					
<b>Comments:</b>						



REGULATORY AND LEGAL COMPLIANCE	Exceptional	Exceeds Expectations	Achieves	In development or needs improvement	Unsatisfactory	Not Rated
Manage the District in full accordance with policies, agreements, union, and other contracts. Makes new policy recommendations.	Y					
Ensures compliance with federal, state, and local code and legal requirements applicable to areas of responsibility.	K					
Ensures compliance with safety and OSHA guidelines.	A					
Displays understanding and ability to convey current contracts, agreements, ordinances, policies, and regulations.	X					
<b>Comments:</b>						

INITIATIVE	Exceptional	Exceeds Expectations	Achieves	In development or needs improvement	Unsatisfactory	Not Rated
Identify District needs in prepared monthly reports to the board; actively develop and collaborate action plans to seek positive or alternative solutions for problems or issues that arise.	K					
Develop skills of staff and engage in succession planning.	X					
Prudently research and apply new technologies and industry best practices.	K					
Take personal responsibility for continuous improvement, learning and growth.	X					
<b>Comments:</b>						

OVERALL PERFORMANCE RATING	Exceptional	Exceeds Expectations	Achieves	In development or needs improvement	Unsatisfactory	Not Rated
Overall performance	X					

<b>FUTURE GOALS AND OBJECTIVES</b> (as applicable)	

**Trustee Comments:** CHRIS HAS ALWAYS BEEN ENTHUSIASTIC in every respect. involving all activities, events and and other items that may arise. He has always answered all my questions and maintains all his time lines for schedules and budgets. I SINCERELY BELIEVE HE WAS AND IS THE RIGHT CHOICE

**Employee's Comments:**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Trustee Signature: Don L. Dubois Date: 11/14/2024

# INDIAN HILLS GENERAL IMPROVEMENT DISTRICT GENERAL MANAGER PERFORMANCE EVALUATION

Name: Chris Johnson  
 Position: Gm Hire Date: \_\_\_\_\_  
 Period covered by this evaluation: \_\_\_\_\_

Department: \_\_\_\_\_

**Ratings used in this evaluation:**

- Exceptional:** The employee significantly and consistently surpasses performance expectations and achieves beyond the regular assignment in all areas.
- Exceeds Expectations:** The employee frequently surpasses performance expectations and demonstrates unique understanding of work well beyond job requirements.
- Achieves:** The employee demonstrates solid performance that consistently fulfills expectations and at times may exceed expectations.
- In Development or Needs Improvement:** The employee is either still developing this competency or is not consistently achieving expectations.
- Unsatisfactory:** The employee's performance is consistently below expectations and/or the employee has failed to make reasonable progress toward previously identified area(s) for improvement.
- Not Rated:** Insufficient knowledge to rate.

FINANCIAL STEWARDSHIP	Exceptional	Exceeds Expectations	Achieves	In development or needs improvement	Unsatisfactory	Not Rated
Utilizes finances, budgets, facilities, equipment, materials, products, and services to optimize IHGID costs.			X			
Develops and oversees District Capital Improvement Projects, and projections; develops and implements short- and long-range, and strategic financial plans for District.			X			
Prepares applicable IHGID budget, actively monitors and adheres to it.			X			
<b>Comments:</b>						

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~~56~~

<b>COMMUNICATION SKILLS</b>	Exceptional	Exceeds Expectations	Achieves	In development or needs improvement	Unsatisfactory	Not Rated
Effectively communicates, both orally and written, with individuals and groups.			X			
Presents Ideas in an organized, clear, and concise manner.			X			
Employs tact and discretion and accepts constructive input.			X			
Establishes and maintains effective communication and relations with internal and external IHGID customers, staff, public, other entities, organizations, and the Board of Trustees.			X			
Ensures full disclosure and transparency to the Board of Trustees.				X		

**Comments:**

**COMMUNICATION SKILLS**


- Chris lacked transparency and full disclosure with certain hiring decision. I discussed this with him at the time I became aware.
- Chris blind-sided the Board when he did not provide documentation ahead of time (for his review last year), in order for the Board to consider. Had the information been provided when the Board packet was created, it could have alleviated unnecessary public and staff scolding of the Board. I discussed this one-on-one with Chris, and asked in a public meeting to have documentation provided ahead of time, whenever possible.

<b>LEADERSHIP AND PROFESSIONALISM</b>	Exceptional	Exceeds Expectations	Achieves	In development or needs improvement	Unsatisfactory	Not Rated
Exhibits integrity by being honest, accountable, and trustworthy.			X			
Demonstrates initiative, persistence, and ability to meet established IHGID goals.			X			
Manage and leads IHGID employees by example and effectively contribute to the development, cohesion, and productivity of the team.			X			
Represent the District in a positive manner at all times and attend District sponsored events.			X			
Continuously seek ways to improve efficiency, productivity, and processes.			X			

**Comments:**


**LEADERSHIP AND PROFESSIONALISM**

- While I have rated Chris as achieving within this section, I think there are areas in which there could be improvement. The Board has heard from many residents, during several meetings, the issues the District faces with speeding, RV's parked in yards and on streets, overgrown weeds in yards, and obstructions upon the District's sidewalks. While some of these concerns cannot be enforced by the District, there can be an effort put forth in helping mitigate these concerns.
- The Board Chair often must follow-up with Chris as it relates to questions/follow-up from previous meetings.

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REGULATORY AND LEGAL COMPLIANCE	Exceptional	Exceeds Expectations	Achieves	In development or needs improvement	Unsatisfactory	Not Rated
Manage the District in full accordance with policies, agreements, union, and other contracts. Makes new policy recommendations.			X			
Ensures compliance with federal, state, and local code and legal requirements applicable to areas of responsibility.			X			
Ensures compliance with safety and OSHA guidelines.			X			
Displays understanding and ability to convey current contracts, agreements, ordinances, policies, and regulations.		X				
<b>Comments:</b>						

INITIATIVE	Exceptional	Exceeds Expectations	Achieves	In development or needs improvement	Unsatisfactory	Not Rated
Identify District needs in prepared monthly reports to the board; actively develop and collaborate action plans to seek positive or alternative solutions for problems or issues that arise.			X			
Develop skills of staff and engage in succession planning.		X				
Prudently research and apply new technologies and industry best practices.	X					
Take personal responsibility for continuous improvement, learning and growth.			X			
<b>Comments:</b> <p><b>INITIATIVE</b></p> <ul style="list-style-type: none"> <li>• Related to my first comment under the Leadership section, I'd like to see Chris take the initiative to find solutions for our District, and follow through with those solutions.</li> <li>• Trustee Garcia inquired about lost revenue from the past, Chris inquired with the County Manager about this matter and said there are solutions. Initiative in follow-up with matters like this are important.</li> <li>• Chris often shares the ways he works with staff to create the path for succession planning.</li> <li>• Chris is very interested and savvy with technology. He has definitely provided the District with technology that is helpful to staff and makes their jobs easier. For example, he purchased technology that has allowed the mapping of manhole covers and sprinkler heads throughout the District. This is valuable for quickly locating issues within the District, as well as providing data to the future staff of IHGID.</li> </ul>						

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OVERALL PERFORMANCE RATING	Exceptional	Exceeds Expectations	Achieves	In development or needs Improvement	Unsatisfactory	Not Rated
Overall performance			X			

**FUTURE GOALS AND OBJECTIVES**  
(as applicable)

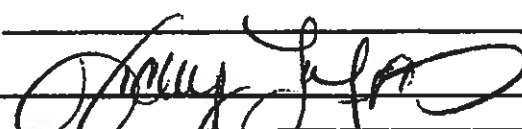
- FUTURE GOALS**
- I would like Chris to create and maintain a spreadsheet that can be shared with the Board monthly, that shows the mitigation efforts made by the District toward resident concerns related to RV's in the streets/driveways, overgrown weeds throughout the District, sidewalk obstructions, and speeding.
  - In the past, there has been a request by the Board to provide on the District's website, a maintenance schedule for items such as bug spraying, street sweeping, etc. Please ensure this is provided on the website, and updated at least quarterly.
  - Research and apply crosswalk mitigations, as discussed in previous meeting, within the District in order to alleviate residents from near-misses with vehicles.
  - Provide adequate Board meeting minutes so that items of discussion can be researched and information easily obtained.
  - Install into the Parks an adequate camera system that will help the District alleviate graffiti and vandalism.

**Trustee Comments:**

Chris has a great knack for technology and has increased the District's ability to locate important items within the District. Additionally, he helped save the District money by changing telephone technology. Continue to seek grant opportunities and research technology (office/desk work), while balancing the need to be the "face" of the District (seeking opportunities for proactive changes in the neighborhoods by identifying District concerns).

**Employee's Comments:**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Trustee Signature:  Date: 11/14/2024

# SPRING

## Mid-March – April

- Irrigation Start-Up:
  - Check all valves and close bleeders.
  - Open all irrigation boxes and close all drains.
  - Turn on water and open all backflow devices.
  - Run all stations and check for leaks.
  - Adjust irrigation controllers to 50%.
- Dethatch and Aerate Lawns:
  - Dethatch and aerate lawns two weeks after irrigation is started and running.
  - Flag all sprinkler heads to avoid damage!
- Mow, Trim, and Blow Parks:
  - Mow, trim, and blow once a week.
- Set blades to 3.5"
- Weed Abatement:
  - Spot spray weeds as needed with Roundup / 2-4D in all parks, district owned trails, and open spaces.
- Fertilize Lawns:
  - Use 24-4-4.
- Prep Ball Fields:
  - Drag infields and level problemed areas.
- Sand and Paint:
  - Sand and paint benches, tables, and trash can enclosures as needed.
- Inspect Playgrounds for Hazards

# SUMMER

## May – Mid-September

- Mow, Trim, Edge, Blow:
  - 1x – 2x per week as needed.
  - Gradually adjust irrigation timers to 100% seasonal adjust.
- Fertilize Lawns:
  - 15, 15, 15 every 2 – 3 weeks as necessary.
- Spray for weeds in turf:
  - Speedway / Confront
- Weed Abatement:
  - Spray weeds weekly or as needed with Roundup / 2-4D in all parks and district owned trails and open spaces.
- Drag Ball Fields:
  - Use clay bricks for batter's box / pitcher's mound. Water bases and tamp pitcher's mound and batter's box.
- Repair / Replace Irrigation as needed.
- Replace Dead Plants as Needed.
- Drag Exercise Trail:
  - 1x per week.
  - Inspect exercise equipment for hazards and damage.
- Inspect Playgrounds for Hazards.



# FALL:

## Mid-September – October

- **Fall Clean-Up:**
  - Clear inlets and outlets in all irrigation ditches, retention ponds, and ravines of trees, shrubs, and debris.
  - Trim trees and shrubs at all parks and district maintained landscapes.
- **Spray and / or Spread Pre-Emergent:**
  - Pendulum / Surflan.
  - Wait to speak until rain expected as pre-emergent needs to be watered in with at least ½" of water.
- **Fertilize Lawns:**
  - 15-15-15
- **Final Mow, Trim, Edge, & Blow:**
  - Lower blade height to 3" for final cut.
- **Winterize Irrigation System:**
  - Open all irrigation boxes and shut down system.
  - Pull all backflow devices.
  - Open bleeders on all valves and low point drains.
  - Turn off irrigation timers.
  - Turn off drinking fountains as needed and pull p-traps.
  - Put insulation in bathrooms as needed.

# WINTER:

November – March

- Set Up and Tear Down for Christmas:
  - Lights at office.
  - Vista Grande and Mica Drive.
  - Inside office decorations.
- Tree Trimming / Fall Clean-Up:
  - Any remaining tasks not completed during fall clean-up.
- Paint / Stain as Needed:
  - Buildings & Parks structures.
- Spray and / or Spread Pre-Emergent:
  - Pendelum / Furfan.
  - Wait to spread until rain / snow expected as pre-emergent needs to be watered with at least ½" of water.
  - NEVER spread / spray on top of snow.
- Snow Removal on Sidewalks and Spreading of Ice Melt.
- Snow Plowing per District's Snow Removal Policy (2010P-01).

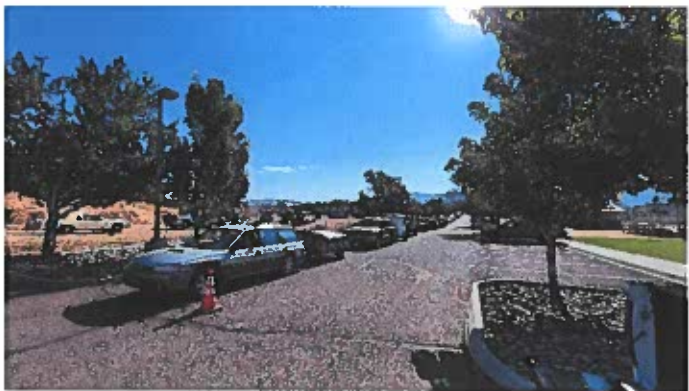
- Indian Drive Project:
  - Rebuilt Indian Drive
  - Replaced Water Main
  - Refurbished Sewer Mains



- Hosted Douglas County Managers Meeting.
- Completed Dog Park Project under budget and completed the grant.

- Changed our Phone System resulting in a savings of **\$17K** per year.
- Implemented Water & Waste Water fee increase.
- Hosted 3 Community Cleanup days resulting in the removal of:
  - 360 yards of garbage
  - 240 yards of green waste
  - 120 yards of metal waste

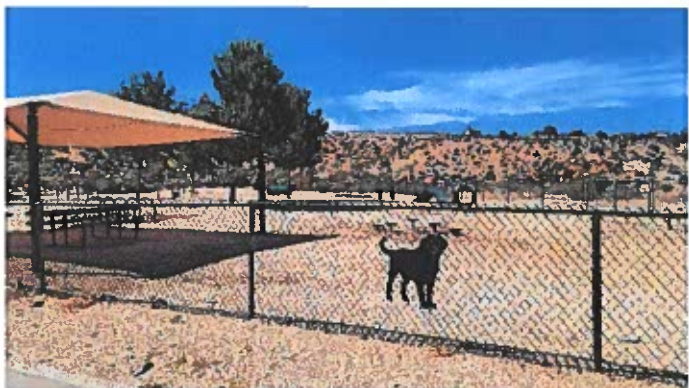
- Started New Pavement Condition Index with District Engineer for planning the future road maintenance plans.



- Staff Development:
  - Parks staff training in Weed Warrior
  - Accountant grant training
  - Water Operator earned his Grade 1 in Distribution

- Worked with Douglas County for planning on Vista Grande Extension Project.
- Installed center flasher at crosswalk. Flasher for other direction is on order and will be installed.

- Installing a flashing speed sign / data logger at crest of South Sunridge Drive hill.
- Bought camera trailer for the inspection and evaluation of our sewer systems.



- Purchased new mower and trailer that has increased the productivity of the streets and parks department.
- Evaluated the replacement of the failed pump in Lift Station 2, doing a cost / benefit analysis and choosing the option to replace the pump.



- Receiving quotes for the security camera systems in the parks with the intent of installing before winter.
- Hosting a 5k race with the Carson Valley Trails Association.
- Hosted the Summer Kickoff feeding an estimated 200 people.
- Started the Hobo Tank Rehabilitation Project.
- Held monthly staff meetings to promote teamwork and uphold moral.

- The Money Market Savings Account that we transferred a portion of our reserves to has earned **\$119,907** in interest this year.



- We are working on a plan for the Waste Water Department in anticipation of the retirement of the Supervisor in 4 years and the retirement of the Operator in 6. We are looking at cross training one of our parks workers, giving us continuity of operation as well as keeping our good people in the organization while providing them with upward mobility in their careers.

I am asking the board to consider a 5% or a \$6,747.62 increase, bringing my salary to \$141,727.87.

# **AGENDA ITEM 10.**

**Discussion and possible action to approve a quote from Pac Machine Co. in the amount of \$7,015.00 to rebuild the Godwin pump.  
(General Manager, Chris Johnson)**

lcb

# Pac Machine Co., Inc.

8750 23RD Avenue, Sacramento, CA 95826

PH: (916) 387-1336

FAX: (916) 387-1380

5326 Gateway Plaza Dr, Benicia, CA 94510

PH: (707) 746-4940

FAX: (707) 746-1845

1246 Glendale Ave, Sparks, NV 89431

PH: (775) 359-8500

FAX: (775) 359-0818

460 W Silver Street # 101, Elko, NV 89801

PH: (775) 777-1909

FAX: (775) 777-9732

**WORK ORDER: 24- 109**

**Date: 10.28.24**

**Rec'd by: MICHAEL CHRISTY**

**Customer: INDIAN HILLS GID**

**Attn: DAVID JENKS**

**Phone Number: 775.291.1452**

**E-Mail:**

**Customer P.O.:**

**Make Model/Type Voltage**

GODWIN CD100 ( OPEN )

**HRS Serial Number**

3776 9607253/4

Qty	Part #	Description	Total
1	GPCD100MSK03	MECHANICAL SEAL KIT	\$1,480.00
1	XXXXXX	RADIATOR REFURBISH	\$721.00
1	M811034	THERMOSTAT	\$45.00
1	MIA885158	WATER PUMP	\$620.00
1	M804492	O-RING	\$3.00
1	M8085834	THERMOSTAT GASKET	\$5.00
1	M805835	LWR THERMOSTAT GASKET	\$3.00
2	CH13814	TEMP SENSOR PLUG/ WSHR	\$8.00
1	M809584	WATER PUMP GASKET	\$7.00
1	CH18207	RADIATOR FILLER CAP	\$36.00
1	M800988	FRONT MAIN SEAL	\$17.00
1	AM882462	FUEL PUMP	\$218.00
1	1334	ENGINE OIL FILTER	\$13.00
1	A-72086	V-BELT	\$14.00
1	RG60229	RADIATOR HOSE	\$30.00
1	RG60761	RADIATOR HOSE	\$48.00
1	RG60639	FUEL FILTER ASSEMBLY	\$80.00
1	3614N	FUEL FILTER	\$81.00
1	6438	AIR FILTER	\$59.00
1	GAL	15W40 OIL	\$35.00
1	H-175	1/4 FUEL LINE	\$42.00
<b>Description of work needed or performed</b>			
UNIT DELIVERED TO PMC SPARKS BY CUSTOMER			
REQUESTING INSPECTION / REPAIR QUOTE. UNIT HAS			
A BAD FRONT SEAL, NEEDS UPPER & LOWER			
RADIATOR HOSES, NEW DRIVE BELT, THE UPPER			
RADIATOR HOSE CONNECTION ON THE RADIATOR IS			
BENT AND OUT OF ROUND. UNIT COULD USE A NEW			
COMPRESSOR AIR LINE. FUEL LINES ARE OLD AND			
WEATHERED. UNIT NEEDS NEW FUEL FILTER HOUSING			
( BEING HELD AT FUEL LINE W/ A ZIP-TIE )			
UNIT ALSO CAME IN WITH NO WHITE OIL IN HOUSING.			
UNIT HAS A BAD LIP SEAL. IN ORDER TO GET TO LIP			
SEAL, WET END WILL NEED TO BE DISASSEMBLED.			
MECHANICAL SEAL HOUSING IS FULL OF DEBRIS /			
CONTAMINANTS WHICH MEANS SEAL COULD BE			
COMPROMISED. WILL ALSO ASK CUSTOMER			
WHETHER OR NOT THEY WOULD LIKE TO DO A			
COMPLETE COOLING PACKAGE WHILE RADIATOR &			
HOSES ARE REMOVED. WATER PUMP & THERMOSTAT.			
CUSTOMER ALSO REQUESTED A 250 HOUR PM SERVICE.			
<b>Shop Materials</b>			\$150.00
<b>Freight</b>			\$300.00
<b>Outside Work:</b>			
Labor			\$3,000.00
Total Parts			\$3,715.00
Tax %			
<b>Total</b>			<b>\$7,015.00</b>

Rec'd by: \_\_\_\_\_

Date: \_\_\_\_\_

ACTUAL FREIGHT TO BE BILLED

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# **AGENDA ITEM 11.**

**Discussion and possible action to provide  
candidate information during elections.  
(Chairman, Stulac)**

**Agenda Item Title: Provide candidate information during elections**

**Agenda Item Description: Many residents of the District have been and/or are asking for Trustee candidate information to help them cast their votes. Action – IHGID shall “offer” one or more of the following choices to all future candidates running for board trustee positions: 1. Prepare a candidate statement to be posted on the IHGID website. 2. Do a video with questions and post it on the IHGID website or 3. Conduct a candidate night. The selected choice above shall be in place at least 45 days prior to the election.**



# **AGENDA ITEM 12.**

**Discussion and possible action to approve Draft Minutes from the October 16, 2024, Board meeting.**

**Minutes**  
**Indian Hills General Improvement District**  
**Board of Trustees Meeting**  
**District Office**  
**3394 James Lee Park Rd. #A**  
**Carson City, NV 89705**  
**October 16, 2024**  
**Regular Board Meeting**  
**6:00 P.M.**

**Trustees Present:** Chairman Robert Stulac, Vice Chairman Garcia, Secretary/Treasurer Siegman, Trustee Dunham, and Trustee Lufrano.

**Trustees Absent:** none.

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

**Others Present:** District Counsel Chuck Zumpft, District Engineer Colin Surge, Residents Kathy Waters, Bill Eisele and Ben 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 Siegman.
3. **Public Interest Comment:** none
4. **Approval of Agenda**

*Chairman Stulac stated absent objection he approves the agenda. No objection. Item passed, agenda approved.*

5. **Reports to the Board:**

a. **General Manager Report**

General Manager Chris Johnson stated Thank you, Mr. Chair. So, as you see from my report, the parks department, they're getting ready for fall. They've been going through doing a lot of cleanup and just working on miscellaneous things. They've been touching up crosswalks and working on that. So, they also trenched and ran the water line for the dog park water fountain. So, they're hoping to get it in here in the very near future. But that's been one of those things that's been just kind of on the back burner as

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they're working on other responsibilities, and when they have time, they go over and work on it. So, the big part is done. The good news about that is before when we were looking at it, they were looking at potentially needing to run it off of an irrigation line. And now they've ran its own line. So, they'll be able to leave the dog park water fountain on during the winter while turning off the irrigation lines that water fountain is designed to be in freezing temperatures.

Chairman Stulac stated Nice.

General Manager Chris Johnson stated I have gotten officially gotten our first quote for the cameras in the parks, the high def cameras and I am very excited about it for us to put a camera on, we're looking at putting one camera out on one of the the lamp poles out over the ball field that will pan around and look at both fields out there. We're looking at putting a camera at the corner of the skate park that will pan around and look at James Lee Park as well as the skate park. And then we'll have another camera over in the We're probably going to mount it up on top of the fence on the for the tennis courts that will pan around and view the tennis courts and the dog park, so we'll have full coverage over here. Then a park on the a camera off in each of the parks for North Sunridge and South Sunridge Park will be mounted on the restrooms over there and will pan around. These are high-def cameras. They have a very long range, including at night, so we'll be able to access them remotely if needed, but they will record locally. So, if we come in and there's some damage, we can just go back and review the footage and see who was out there at the time. So, when he mentioned all of this, the cameras, the servers, the Wi-Fi. The point I was thinking, oh, this is going to be pricey, and it came back at \$14,000, which is \$6,000 under what we budgeted for. So pretty excited about that. We are going to have some additional costs for running the power out run the tennis courts. But I'm very excited to get that first quote back. So, I'm waiting on a couple that have said they want to send over a proposal for us, and hopefully we'll be moving forward with that soon. But despite the fact that we've already got one that's \$6,000 under budget, I'm very excited about that, especially with the coverage that we get that we're going to get.

Trustee Lufrano stated Can I ask you a quick question?

General Manager Chris Johnson stated Absolutely.

Trustee Lufrano stated did were there previously cameras out there? I feel like you've told us before there was going to be one, like out on the out on the building, the this building next door.

General Manager Chris Johnson stated So what we were looking at doing before was we were going to put a camera out there that we were going to have to trench under, put a pole on the corner of the skate park, and then

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shoot an internet shot from this building from our maintenance shop over to it.

Trustee Lufrano stated Okay. But that just never happened.

General Manager Chris Johnson stated No, because it was at that point that we went ahead and just budgeted to have a company come in and put our surveillance system into the parks. So, it was it was at that point that I was like, okay, I'm done trying to piecemeal this list, just make it happen. So.

Trustee Lufrano stated Okay. Okay. Thank you.

General Manager Chris Johnson stated Any other questions on the cameras?

Trustee Dunham stated The clarity of the cameras. You know. Watching several different crime shows and everything. How good is the resolution and the recognizing. And you know, I know they do some really good work out there, but it all boils down to how much it costs.

General Manager Chris Johnson stated These are all 4K cameras. And so, they're high definition.

Trustee Dunham stated And we can really thank the \$6000 under budget. That's fantastic.

Chairman Stulac stated Yeah.

General Manager Chris Johnson stated Yeah. I'm really excited about that. Especially since what we're looking at, for example, the two, the two over in the North and South Sunridge parks, those will have recorders inside the breezeways of the restrooms there that will record all the footage so we can go back and review it as needed. If we want to, we can install Starlink mini systems out there, which will provide us with internet connection at both of the parks and then just upload. We'll have remote access to them. So that gives us an additional \$6,000 in that budget to look at anything additional that we want to do with it. But I, I'm not sold on the remote access for those parts of it. The one thing that I am that does make me consider doing remote access is I would like to share access to these cameras with the sheriff's office. So, if DCSO needs to take a look at something, they'll be able to look at our cameras. But that's the only reason I can see us wanting remote access on the other side. This side will automatically have remote access because it'll be tied into our network here.

Trustee Dunham stated One final question. Will they react when the camera goes off when you get notice, or the sheriffs get a notice?

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General Manager Chris Johnson stated No, no. So, because it's the cameras, the cameras will just be recording 24 over seven and they'll slowly pan around and film things if they reacted to motions. For example, when we had when I had the ring cameras out there, I was getting notifications all the time because there's people in our parks.

Trustee Dunham stated Okay.

Chairman Stulac stated yeah.

General Manager Chris Johnson stated So these will just record, and they'll be reactive. But what it'll do is if someone is vandalizing something, we'll be able to see it on the cameras and respond to that person.

Chairman Stulac stated Chris, I have a question. Being that we're having a lot of vandalism at night, how well is the resolution in nighttime with these cameras?

General Manager Chris Johnson stated Night vision is outstanding.

Chairman Stulac stated Good.

General Manager Chris Johnson stated He gave me a map and I actually didn't print that map out for you, but I can put a copy in your boxes, but it shows the range that the night vision will have on them. For example, the one out at North or at Other Ballpark will cover almost all of the ballpark.

Chairman Stulac stated So because that my neighbor has, he works for ADT, and he has his van out all the time and he puts cameras for people up. And he posted a shot the other week when a lot of our trash cans were knocked over. And we were all a lot of us wondering if it was a very windy night and it was his kids that came by, but the resolution on his you, you could kind of see their height, but you really had no ability to really. They weren't resolution clarity wasn't enough to really identify the youngsters. You know, I mean,

General Manager Chris Johnson stated It's the same thing with the ring cameras. Those are consumer grade cameras. Yeah. These are our great industrial grade, their business-grade cameras.

Chairman Stulac stated So and just one last question. Now that we're doing all this for the vandalism and how we had the light shot out by the park. Did we get any fingerprints off that CO2 cartridge?

General Manager Chris Johnson stated I haven't heard back from the sheriff on that.

Chairman Stulac stated I was just curious.

General Manager Chris Johnson stated That's something I'm sure if they if, you know, I there were a million things and it's right if they pursue something or if they do pull something, they will get back with us on that.

Chairman Stulac stated All right. Thank you.

Chairman Stulac stated Anybody else?

Vice Chairman Garcia stated Yes. Mr. chair, I just have a couple of questions on the general manager's report. Tennis locks. I just got back from vacation, so I haven't been out there to look did those get put in or at least one of them.

General Manager Chris Johnson stated Not yet. So actually it's. Did I mention those in here? No. No I didn't. Okay. Sorry about that. The tennis locks, actually, the rep for the company came out and gave us a lock for the tennis courts. She said if you guys see if this will work for you. Steve said, well, you know, we, I, we don't want to take away business from you. And she goes, no, we'll give you guys a lock. Go ahead and put it in there and see if you can get it to work, because it needs to be adapted to the pole, which Steve is confident he'll get it. So, Steve said, well, okay, well, if this one works, we'll definitely call you for another one and order another one for me. And she goes, if you need another one, call me and I'll give you another one.

Vice Chairman Garcia stated Wow.

General Manager Chris Johnson stated So okay. But we do have we do have one lock and it's they're going to have to do some welding on it, but it will be going in soon as well.

Vice Chairman Garcia stated Awesome. Okay, great that the painting, the crosswalks, stop bars, considering the public input and feedback on Mica there is that one of the priority areas that are being painted? I'm assuming that,

General Manager Chris Johnson: stated Yeah, they're going through all over the place and working on it right now.

Vice Chairman Garcia stated Right, right.

Chairman Stulac stated I think they did them up there on Mica. I noticed it, yeah,

Vice Chairman Garcia stated But I didn't get over there to notice us. Thank you for confirming that. And regarding the maintenance and those types of things we talked about. And I know you're working on a straw man for maintenance schedule so that we have for possible for posterity so that you have a schedule of when everything needs to get done and kind of, you know, gets done once a year this time of year or whatever, is that close to a point where I can come in and sit down and look it over with you or, you know.

General Manager Chris Johnson stated Steve made a big list for me and I haven't put it together yet. But I'll finish that up for you.

Vice Chairman Garcia stated Do you have a target for that. So, I can just. I can come back and if you don't have a target that's fine.

General Manager Chris Johnson stated So he actually he already gave me the list here a few months ago and with everything. And it's a general list. It's not. It's not.

Vice Chairman Garcia stated It's kind of a straw man. October. Yeah.

General Manager Chris Johnson stated It's just these are our fall items. These are our spring items. So Yeah, I can have a copy of that for you tomorrow. Well, he wrote everything down, so I'm just transferring it over to typing.

Vice Chairman Garcia stated If I get it, to get that date for a date. Even if you tell me in two weeks, I'll. I'll give you a date for when I'll have it. That's fine enough for me. I just want to have a. I don't want to lose track of it.

General Manager Chris Johnson stated Sure.

Vice Chairman Garcia stated I'd like to have visibility to when it's ready. And that's. That's all I have.

General Manager Chris Johnson stated Okay, any other questions as far as the security cameras? Okay. So, the capital improvement plan. Colin and I have been working on that, and I just haven't gotten through the rest of it yet. I'll be bringing it to the board probably next month shooting for next month. Bring it in here to get approval to go forward with the capital improvement plan. The water tank rehab project is actually going very well. So, at the time that I wrote this, there's a lot of stuff that has happened since I wrote these reports. The sandblasting is done. They've stripped it completely of paint. And if you guys remember when we did the Valley Vista tank, all the problems we had at the bottom of the tank and the welding that they had to do, we don't have those problems here. They said the tank looked beautiful inside. There are a couple of little miscellaneous issues, but nothing major. So, I'm very excited

about that. That's one of those things where yesterday, talking to Matt and I, I sat back and I went, okay, that's good to hear because that got expensive up in Valley Vista, and we were kind of anticipating it, but it looks great. So, we did have a little change there because of in fact. Is that in your report a little change there Collin.

District Engineer Collin Sturge stated No.

General Manager Chris Johnson stated Okay. So, remember we have to put the vent, the vent on top of South tank. And we've got to put that into the project. But changing the material of the vent offset the cost. So, we're going to be able to put the vent on South tank as long as well as on north tank and change them to aluminum and our costs I think our costs went up \$1,000. So, it's comparable. We're happy with that.

Chairman Stulac stated But we're, we're probably on our budget then because we had that. There were a lot of questions at the last meeting, even from the public about I believe it was on that one, wasn't it, the contingency in the budget. So, it looks like we'll come under budget then on that, right?

General Manager Chris Johnson stated Yeah. Knock on wood.

Chairman Stulac stated I mean, they didn't see anything major.

District Engineer Collin Sturge stated Yeah. It's still too early to say that, but.

Chairman Stulac stated But they got inside and didn't see anything.

District Engineer Collin Sturge stated The blasting is done on the inside, which is where our highest risk was.

Chairman Stulac stated Okay. Good.

General Manager Chris Johnson stated So the five k is actually this weekend. They now have over 60 people signed up. They are the trails Association sized it down a little bit because there is another five K going on the same day down in Gardnerville. But we've got 60 some odd people that are coming up to do the five K. And that's families and individuals. So, it's going to be a fun event. Kicks off early this Saturday morning. So, if any of you want to come out and watch these people run off into the hills and laugh at them as they go, that's where I will be.

Chairman Stulac stated How early? Seven. I'm so dark. It's so dark at 7:00. Kind of.

General Manager Chris Johnson stated the sign-up is at 7:30. I think the race starts at 8 or 830. So. Early morning on Saturday. Community cleanup at the  
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time that I wrote this, we were expecting a large turnout. And I can tell you now that it's in the past we had a large turnout. We ended up closing down at about 10:45 because all of the bins were full. So, again, it was a very successful event. A lot of people came out. A lot of cars. And it never fails to surprise me how early people are parked out here for that event. There are people that park out here, at 5:45, 6:00 in the morning, they get in line. So, it went very well. Cleaned off another well, it'd be 240 tons of or yards of garbage. So, it's a good event. And then the church has pulled back their volunteers. So, we no longer have volunteers for the church. So, our like our community cleanup, they were missed. A lot of the people that pulled up there were asking where the donuts are. And I'm like, sorry, the church didn't bring it this time. And they're like, well, where is your donuts? I'm like, we're providing free dumps. So yeah. Thank you. It went very well. And we don't have any church volunteers, so we're kind of down to a skeleton crew on our event. But the good news about this is they finally gave us a definitive answer that, no, they won't be with us anymore because like the last 3 or 4 events, we were expecting volunteers, and they didn't show up. So that got that was a little rough for us. But now knowing that it's just going to be our crew, we're making it happen. So that being said, are there any other questions on the report?

Vice Chairman Garcia stated Donuts? Is that for the workers? That or was that for the people?

General Manager Chris Johnson stated No the people. So, on the community cleanup day, the church always brought a at the table, and they would get donuts and coffee.

Vice Chairman Garcia stated That's a lot of doughnuts.

General Manager Chris Johnson stated Oh, yeah. They always had, like, six dozen doughnuts out there. Right. And the coffee, they would give people coffee and donuts as they were waiting in line.

Chairman Stulac stated So I had a couple of questions one of the things I did these last few days is I was looking back at the last report and the minutes and things that were talked about and the stuff that was being looked into, and they just weren't in your report. So, I just wanted to ask you a couple of things, Chris. There were a number of questions and a discussion last week about, you know, speeding and different things. So I went back and looked at the minutes and you were going to mention about the phone call you had with the sheriff, the flasher installation on the sign up in mica, and then the quote from I put down on page 74 that you have you were going to look into getting a quote on a radar sign and move the trailer. That's up to the side of the road. I just wanted a little update on some of those issues because they weren't I didn't see them here in the report, and.

General Manager Chris Johnson stated I completely forgot to put those into this report because those are good. Good. Those are all good news. Any speed sign? The actual speed logger that will go up on the sign is on order. And it's here, isn't it? Yep. Yeah. It's here. We've got it in, and it cost us \$1,400. We were guessing 4 to \$5,000. It cost us \$2,400. So that sign is here. The flasher for the opposite side of the pedestrian walk is ordered. It was \$410. I think I was guesstimating roughly around \$1,200. It was \$400.

Chairman Stulac stated So for the flashing.

General Manager Chris Johnson stated What's that?

Chairman Stulac stated The flasher.

General Manager Chris Johnson stated Yeah. The flasher. That'll go on the opposite side of the pole. And the reason that I guess it's so high I was I wasn't sure if we'd be able to just put another flash on there, or if we were going to need another battery bank and solar panels and all that for it. She said, no, it's plug and play. Put another flash on there. So, I got a shipment notification on that today. So, it should be here in the next couple of days, early next week at the latest. And that's quick and easy install for them. So that flash will be on the trailer. We haven't moved it. It's just trying to collect a bunch of data right there. That's been a subject of conversation for a couple of board meetings now. So, I just want to when I come back with that data, I want to say, okay, now this data is unquestionable. You can't say that. No, it's not working that way. And I've been I've gone out there a few times and parked and watched and taken video of it. So, but yeah, the trailer will be moving. And then you noticed they did the crosswalks up there and they are going through and doing crosswalks in other areas throughout the district.

Chairman Stulac stated Because I was. I think your idea was good to eventually move on to the other side of the street right where it's at now, because a lot of people fly up from down from down from the golf course communities. They come up and so then as they're accelerating up the hill and some of them go straight and then down, like let's say they're coming from the springs so then they would see and then that side of the street, there's just that one house. But then it's just there's no kind of like we have it now. It's not really opposite someone's house, but I think it'll be great when you move it to the attic, because you would suggest they usually do the one side, then go to the other. So, I think the other side of the street will serve well.

General Manager Chris Johnson stated I always do that.

Chairman Stulac stated Yeah, it'd be good there. Did you end up talking with the. You were going to. Did you call the sheriff to have that? I think

there was a bunch of discussions. You mentioned to the public that you were going to call the sheriff, and so talk.

General Manager Chris Johnson stated I emailed with the undersheriff. Yeah. And he has told me that they are increasing the patrols up there and increasing enforcement up there. So, they're doing that. I had thought about bringing him into a meeting. And if the board would like to have the undersheriff come in, I can ask him about that. Okay.

Chairman Stulac stated I thought I thought the way the minutes read, you were going to ask if he would, if he'd be willing to come. But maybe I said.

General Manager Chris Johnson stated I said I'm tempted to have him come in and do a presentation or talk to him, because we did have some individuals in the, in the audience that were saying that the sheriff doesn't do anything. And so.

Chairman Stulac stated Okay.

General Manager Chris Johnson stated Yeah. It was along those lines of the sheriff doesn't do anything and we've called them and they don't respond. So. Okay.

Chairman Stulac stated And none of those folks in the public,

General Manager Chris Johnson stated If the board would like to, we can get that on the agenda for next month. I can check and see if the sheriff's office has a representative that can come in and talk to us about their enforcement.

Chairman Stulac stated Okay. Well, maybe at the end of the meeting when we have the discussion with all the board members, we could see if there's an appetite for any of the rest of the board and want to do that. And then the only other thing I saw in the minutes was actually I know it was brought up. I know Vicki had talked about the one picture that showed those. The terminology was a little confusing, but those white poles or but you had mentioned you were going to research where in the district they could go because, like you were saying, you just don't at the corner of Mica and North Ridge there where Lynne was, had a picture of or trying to advocate those there, there was other locations, I thought in the district you said something, you were going to drive around and see if there were some other locations where those could be feasible. And I thought you were going to look into what that would be for the practicality of putting maybe some, because I don't think they're that expensive, but I.

General Manager Chris Johnson stated Yeah, I've been going through and identifying intersections that would, I don't want to say need it because.

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Chairman Stulac stated Or be similar to that corner.

General Manager Chris Johnson stated That could be that could potentially benefit from it. Because honestly, I question whether that intersection up there could benefit from it. I've, I've sat there and watched and at no point have I seen anybody cut up off the curb on that, at that intersection. I'm not saying it doesn't happen. I'm just saying that it might be exaggerated a little bit on the necessity for having those out there, but I have been going through the district and looking at other areas where that could be an issue. The good news is, is a lot of our intersections we have the way that the crosswalks are. The cars couldn't go up on them. So, but I have identified a couple other intersections where that could be potential. But I'll be bringing that all back to the board.

Chairman Stulac stated Okay.

Vice Chairman Garcia stated Just to clarify if I may, I think one of the things that the public talked about was the benefit of having those up would give a pedestrian an opportunity to be out and be seen, but still be kind of protected by those. And I think even though they may not be going up on the curb, it still would give pedestrians an opportunity to step out onto the curb and still be protected and somewhat protected.

General Manager Chris Johnson stated And that's so the design of those is to keep cars from cutting sharp around the corners. And it does.

Vice Chairman Garcia stated Slow them down too. If they can't come around that corner, they got to take a right angle turn or Of her. So, exactly. You're bringing that back. I'll just wait until you bring that back to the board.

General Manager Chris Johnson stated Perfect. Thank you. There. There are a number of our intersections where those would have no benefit at all. Just because of the design of the crosswalks. A car couldn't cut that close onto a lane. But I've been going through and annotating our intersections and checking them out.

Chairman Stulac stated Well, why don't we go ahead, and we'll come back to the public to. If any of you have comments, we first go through all the reports, then we have a chance for public comments. So, if any of you have a but let's and then as well the board will have a discussion too in a little bit. But do we have any reports from the district accountant? I guess the reports are already in there. Nothing to mention that. And then we can go to the engineer report anything from Collin?

#### **1. Administrative**

General Manager Chris Johnson reviewed the report to the Board.

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**2. Water**

General Manager Chris Johnson reviewed the report to the Board.

**3. Wastewater**

General Manager Chris Johnson reviewed the report to the Board.

**b. District Accountant Report**

General Manager Chris Johnson reviewed the report to the Board.

**c. Engineer Report**

District Engineer Collin Sturge stated Thank you, Mister Chairman. Sure. Chris described the hobo tank pretty well, we're still on schedule with that project. There are a few concerns with the procurement of the accessories. Some of the steel fabrication may push the schedule out a little bit on our end. It's not a big deal. As long as the tank gets coated and painted before the weather gets cold. And there's documentation on the procurement issues that are having Matt and Chris and I, I think are all carefully scheduled to push a little bit. But nothing formal yet. Coordinating with the contractor on that. Lily Court plan review. I have the plans, and I've reviewed them. At this point, I just need to draft a letter to Chris. I do have some corrections that I'm going to want. Stanka consulting to do with the plans. Some grading changes that they'll need to make on the sidewalk, curb, and gutter that they had to go add. And then the PCI update, we do have all of our locations determined at this point. We're going to start the field work towards the end of the month. That is the plan. That's everything I got. Any questions?

Vice Chairman Garcia stated What was the material? The procurement issue related to what.

District Engineer Collin Sturge stated so it's the accessories, the mostly steel fabrication on the overflows. Getting steel fabricated.

Vice Chairman Garcia stated getting the raw material to be able to fabricate it.

District Engineer Collin Sturge stated It's the custom fabrication of the steel takes a little longer than, than expected right now.

Vice Chairman Garcia stated Gotcha.

General Manager Chris Johnson stated so, honestly, no surprise. Yeah. No surprise. I mean, it's these are specialized products, and it's the way the country is these days. I'm surprised we haven't run into more issues with it. Yeah.

Vice Chairman Garcia stated Yeah. Thanks. I'll just. I didn't quite understand what that was, so thank you for clarifying.

District Engineer Collin Sturge stated Yeah, they are, and they're the general contractor is pushing forward relatively quickly, actually with the painting and coating, which is our biggest concern.

Chairman Stulac stated so Collin, wasn't this the tank that again? The last meeting in the public column about there was a 10 or \$20,000 just for contingency. Wasn't this so? It looks like we may not so far. Things can still change.

District Engineer Collin Sturge stated Yeah. So far, we have.

Chairman Stulac stated Because it is.

District Engineer Collin Sturge stated It's a \$20,000 contingency. As Chris mentioned, we've had two change directives. The difference was roughly \$8,500. And the credit and the positive to change the material of the vent. And then the other was adding another overflow air gap on the south tank, which was roughly \$9,000 adder. So, we're roughly like I think it's like \$800 of \$20,000 that we'll have to use. Yeah, there's still a long way to go, so I don't want to jinx anything,

Chairman Stulac stated but at least with, like we said, with the blasting.

District Engineer Collin Sturge stated Yeah. The biggest concern was blasting the inside of the tank because we didn't know what the condition of the steel was in relatively good condition. There are a few little concerning spots that we may have to address, but it's nothing. That's like Ridgeview tank was.

Chairman Stulac stated because, you know, there was questions and concerns about the cost of that. And then that can people, maybe even board members even comment about being concerned about that specific line item. But what was the contingency all about? I mean, a lot of us knew what that was, but I think that's good to know that that might not need to be tapped in much, because, you know, we're all the money we can. You don't have to spend and save is good.

General Manager Chris Johnson stated Yeah. I just want to reflect for the minutes of the general manager knocked on wood what? We're talking about this job. Because I don't believe it. I don't believe things are going good until the project is done so well.

Chairman Stulac stated I mean, just that real tough part that really could have triggered a need to dive into that to me is it was good on that. It's a good sign. That's all. You know, of course, we still might have.

General Manager Chris Johnson stated and if you look at what I'm talking about, It's the day after the tank is completely stripped down and they're done stripping and sandblasting it. It rained on it, so it's now exposed metal and rained on.

Chairman Stulac stated I just had one other question on the PCI update, which is something I'm excited to see we're getting at for the whole district. And do you think you'll get it done before winter? I mean, when you say go out and do it, that's the actual chorines, and you're going to take the actual samples out of the.

District Engineer Collin Sturge stated yeah. My understanding is that those will all be complete within a month or two, and then we'll be doing a lot of the, the actual data on the computer through the winter.

Chairman Stulac stated yeah. Yeah,

District Engineer Collin Sturge stated I think we'll be done. I'll have to check with Brian, but I would assume we're going to be done in January or February. That way we have a plan for the spring because I think we do want to perform some maintenance in the spring.

**d. Attorney Report**

District Counsel Chuck Zumpft stated he has nothing to report.

Chairman Stulac stated No news is good news.

District Counsel Chuck Zumpft stated that's good way to look at it.

**Public comment:** Resident Kath Waters stated her name is Kath.

Chairman Stulac stated Kath. Okay. All right. Kath.

Resident Kath Waters stated I just didn't know where to place this question. In the past, the website has had the candidates and their views for voting that are up for vote, and I don't see it on the Website, and it was really valuable to me, especially to make the decisions that I made about who to vote for. I think some of the information about what kind of experience each member of the board has made my choices a lot easier. And I'm just wondering, did I miss something or if there's an of course you can't answer me, but maybe in the process of your discussions you can, you know, say something that tells me how I can find that information.

Chairman Stulac stated Okay. Well, it's interesting you mentioned that because I. Somebody somehow, I got a question, a correspondence, or maybe something next door. And I said, oh, I just assumed. I said, go to the website because I know the year I ran two years ago, it was the first time because they did that, because Chris and they had a lot of trouble. I think in the past they tried to do a candidate night. Not many people were showing up and then the district went, I think was a good

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decision to, you know, I was one maybe some they came in to interview and there was our views and opinions on there and.

Resident Kath Waters stated It also you spoke to your experience and other boards that you had been on.

Chairman Stulac stated Yes.

Resident Kath Waters stated, And you know what your knowledge base was. And I think this board is really one of the best that I've, you know, encountered over a lot of years. So and that I think, helps the whole public of our community understand, you know, what the strengths are and what's the big issues.

Chairman Stulac stated Okay. Thank you, Kath.

Vice Chairman Garcia stated so that should have been under public interest. Comment. That's where she was. She was asking where would it be appropriate for her to make that statement? It should have been public.

Chairman Stulac stated Comment at the beginning she could have said at the very end and interim part or the start of the evening. But I think she's just saying if something comes up, we can discuss it. I don't know if Chris, you want to add anything, but if not, I can say something at the end when we get to the board. If there was any interest to maybe. Yeah, yeah. Thanks, Chris.

General Manager Chris Johnson stated So we just didn't do it this year. Okay. We've had historically very low turnout on any of it and very low interest. I think last time we had 2 or 3 of the candidates actually do a video and, and right now we've got three candidates running. One is currently on the board, one is an incumbent, one was previously on the board, and then one we haven't heard anything from her. I couldn't tell you anything about her. She came in and talked to me for a couple of minutes about what the responsibilities are of a board member, and that's it. I haven't heard anything from her. So, I think if anybody is interested and wants to know about a candidate, give the candidate a call. Their phone numbers are public. Their information is on the Secretary of State's. It should I believe it's on there.

Chairman Stulac stated That's a good point Chris, because it was it was even mentioned in some of those comments on the social media that the candidates can be you can contact them directly or communicate with them and, and ask them for their, their views. I do think it was kind of probably nice last year. I thought most of us did the video last year or two years ago, but maybe not everyone. But my only suggestion would be is if put the burden not on the district, because it was a lot when I came in, Chris and the staff here had to set up cameras and all that. But if the burden was put on them can just write a one-page description of their background experience and why they think they should be selected to be on the board. I think if they were to do that and give it to Brooke to put on the website, I think that would be much, much work for you guys as it was that prior session. But just a thought.

General Manager Chris Johnson stated So the one tightrope that we walk on is if we if we provide that option to candidates and a candidate doesn't do it, then can they come back and cry foul that

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that they weren't represented, that we were favoring other candidates on it. And that's that was my concern with the videos before when we did the videos because we had a couple of candidates that were like, no, I'm not going to do it. And so, but you know, I yeah, I look at what is the district's responsibility and what is our liability. So, both sides of that spectrum right there as far as candidates go.

Vice Chairman Garcia stated Of course, those are the Mr. Hildebrandt do a profile on the candidates.

General Manager Chris Johnson stated I believe he does. So, there should be some information on that in the paper.

Vice Chairman Garcia stated Or at least he would approach the candidates to ask if they would submit something anyway. There's that opportunity.

Chairman Stulac stated I think I was approached two years ago.

Secretary/Treasurer Siegman stated It didn't happen to me. Yeah.

Trustee Lufrano stated No, I agree, I was I know I did a video for you guys and then I know that I did. Curt did reach out to me for a Record Courier article also. I mean, there was a ton of candidates for many different Races, but.

Chairman Stulac stated He reached out to me too.

Trustee Lufrano stated yeah. And I mean, I guess that'd be a check question, but I think if you offer it to everyone, you have evenly and fairly offered it to everyone, if they decline, that's their own business.

Chairman Stulac stated but yeah, that's what I was thinking too, Chuck. You know, what Chris was saying is if you notify all these are important, these are people running to be on the board and the people running for the board if they're told to submit a, you know, a simpler mode of.

Trustee Lufrano stated Ask, ask.

Chairman Stulac stated Ask to submit a yeah, I'm sorry.

Secretary/Treasurer Siegman stated to give them the opportunity to do it,

Chairman Stulac stated give them the opportunity to submit a one-page description of who they are, what I don't see there would be any legal ramifications. Chuck, tell me if I'm wrong. If they were asked that and if like they said, if 1 or 2 didn't respond, they couldn't come back to it because they were given the opportunity to submit something. So, if on the board website, only two of the candidates have like a little letter in there and one didn't. We have no legal.

District Counsel Chuck Zumpft stated I've not researched that, but my inclination is if the opportunity is provided equally to all candidates.

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Chairman Stulac stated yeah.

District Counsel Chuck Zumpft stated that anybody declines then that's their choice. But I haven't with that. That's my reaction.

Chairman Stulac stated yeah. Because then they just decided not to. Okay. Anybody else from the public wants to come up and yeah. Step forward and sign in and tell us your name.

Resident Bill Eisele stated It's a very short one of the things when I was running, we had an open house here, which worked, I think, very well. A lot of people showed up for it.

Chairman Stulac stated An open house for.

Resident Bill Eisele stated for the candidates. Everybody could come in. It was advertised before that it was on a Saturday, and I was amazed at how many people showed up to get information from the candidates. In fact, I was amazed because there were a lot of people, and they asked a lot of really good questions of the candidates. Anyway, I just thought I'd throw that out.

Chairman Stulac stated okay. Thank you. Anybody else from the public likes to make a comment on the we're talking about these reports that we just went through. Okay. Well, then we'll go ahead and close public comment. And then just one more last time to the board for any further comment, discussion or questions from either Chris, Chuck, or Collin from anybody. Dale. Nothing. Okay. Well, then we'll go ahead and proceed to the next slide. So, we're done with five. So off to item number six. Just a second. Oh, just on the reports. Chris, I just had one other question. It was interesting that you there was talk about, you know, you were you were to continue to fight the RTC, you know, for a grant, maybe for pickleball courts at any. Has that fight gone? I think that was the word you used in the minutes from the last meeting. Anything further on that?

General Manager Chris Johnson stated I said I'm not ready to give up the fight on pickleball courts, but we haven't gotten any farther on that yet.

Chairman Stulac stated It was I think it was.

General Manager Chris Johnson stated she did ask that we look at other options. And so.

Chairman Stulac stated She did.

General Manager Chris Johnson stated the thing that we're looking at on that is I can fight as much as I want, but it's, it's they have the board that approves those grants. And if they don't want to build any more pickleball courts in the county, then we're not going to get money for that. So, we're looking at, at the playgrounds and potentially redoing the basketball court out here because there has been a lot of use on the basketball court, surprisingly enough.

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Chairman Stulac stated Is there one here at the.

General Manager Chris Johnson stated yeah.

Chairman Stulac stated yeah, I'm just thinking. I know there's one over in South Sunridge. Yeah. Because that was the thing you mentioned. That could also be there's \$360,000 left over in that I guess account.

General Manager Chris Johnson stated yeah.

Chairman Stulac stated and yeah, it wasn't that we could just go for that money for the pickleball, but yeah, you had mentioned in the notes that the basketball I know the basketball courts aren't in the best shape either or at South Sandwich Park. So is there are you approaching them for some of that money for the parks or.

General Manager Chris Johnson stated oh, yes. Yes. Yeah. So, what we're looking at is where it would be best spent. The quite honestly, when, when she And just so you guys know the community services director, Brooke, she lives here in the district, so she knows our park, she knows our area and she is a friend. But when she mentioned the playgrounds, I was kind of like I'd like to see some new stuff. But then looking back, our playgrounds really could use some work. We've got some areas where the playgrounds and the toys out there look worn. So, looking at some options on that. But potentially the basketball courts, just because this basketball court has been used quite a bit lately, I've been very surprised at it. But then some other things potentially that the bike park.

Chairman Stulac stated does the process require like you have to turn in an application or is it just verbal? Yeah.

General Manager Chris Johnson stated absolutely we have to go through the full grant application process.

Chairman Stulac stated so we're looking at doing that. Go ahead.

Vice Chairman Garcia stated previous boards have discussed putting in things like, you know, chess tables where concrete tables that are durable, sturdy in place that have the chess pattern in it so that it's not just stuff for the kids, it's all stuff for adults who could use it. And, you know, seating areas, raised planter boxes that incorporate seating areas that have a walking path. So, there's a lot of things that have been previously submitted for consideration. I'm just wondering if it wouldn't be, would it be a good idea to go back and take a look at some of those ideas that were shared and solicit some ideas from the board members about maybe what they would like to see.

General Manager Chris Johnson stated yeah, absolutely. I will send each of you an email individually, asking for your input on that, so that we can collect some ideas on that and give you some time to talk with your residents and your neighbors and

find out, kind of pick the public's brain on it. I know what the public would like to see and see what ideas we can come up with.

Vice Chairman Garcia stated Thank you Chris.

**6. Discussion only regarding General Manager Chris Johnson's annual performance evaluation.**

Chairman Stulac stated Okay. All right. So, item number six. Let's go on to that and discuss only regarding General Manager Chris Johnson's annual performance evaluation. Trustee Lufrano.

Trustee Lufrano stated Thank you. Thank you. So last year when we did the evaluation of the general manager, I believe I'm going by recollection, but it was my belief that the board was kind of looking at the evaluation system and didn't find it to be a super objective type of document. So. Chairman Stulac and I were appointed as ad hoc members, along with Brooke to. And we worked with Brooke to create a new evaluation template for the general manager annual evaluation. And I recall that we reviewed other evaluations the general manager's job description pulled certain bullet points out of that in order to drop it into the evaluation system. Looked at other local evaluation templates and, and just kind of came up with our own that we thought um compiled the best ideas and, and template in order for us to move forward in the in the new year this year to be able to evaluate the general manager. We brought that to the board in December of 2023. We all commented on it and made a few adjustments. I believe we removed an Na or a something to that effect and agreed that if we didn't like the five-column rating system, that in the future we might end up changing that. We did this with the intent to help the board objectively evaluate the general manager. Let's see the board. Oh, I believe also at the time in December, the board, each of the board members, shared the important aspects that they would be seeking or evaluating over the next evaluation period. Again, this is my recollection. I did look, I did try to look up. December minutes and item. It was item number seven. And they were pretty vague. So, I was going to ask if we could get an audio, I guess an audio copy of, of item number seven from the December 20th, 2023 meeting. Just so that I think for each of us, if everyone wants it, I know I want it just so that I can be able to next month adequately evaluate based on the bullet points that were important to me. So, I asked um Chris if we could have a copy of his job description, the evaluation template, and his accomplishments over this past year, which also including any grants that were received over the past year. And I really just wanted us to be able to look at this if we have any discussion tonight, but really for our next meeting, because I recall last year, at least for myself, and it was my first year, but I just recall feeling overwhelmed of trying to absorb it all, provide adequate feedback. All it all in one meeting. So, my intent was just for us to be able to have this in front of us so that next meeting, we'll be able to do a good job in in the evaluation.

Secretary/Treasurer Siegman stated This isn't the current evaluation in here, is it?

Trustee Lufrano stated this is the current evaluation.

Secretary/Treasurer Siegman stated that's the one that says it was revised in 2021.

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District Administrative Services Supervisor/Human Resources Brooke Thompson stated that's the job description.

Chairman Stulac stated So that's the that's the last page for the year. Then the form starts on the next page separate from it.

Trustee Lufrano stated so the evaluation system is just as a reminder, it gives a definition of what um each of the categories is. It gives a definition for the categories meaning exceptional is, you know, it has a definition or exceeds expectation or achieves. So that again we can try our best to objectively evaluate the general manager. And again, as we went through, for example, financial stewardship, the three bullet points that we've listed there, as I recall, were taken directly from the general manager's job description. So, they were expectations of him. And again, just to.

Chairman Stulac stated that were already in place.

Trustee Lufrano stated yeah, yeah, yeah. And Bob, maybe you have more to add, but it's my recollection that we really just wanted to be able to, tie it all together. Meaning ties the expectations from the job description into the evaluation system and one more time just to be able to objectively, as best we can, evaluate the general manager.

Chairman Stulac stated yeah. We as a committee, you and I and Brooke, came to the board. As you guys remember, it was a draft in December. There was a few comments. I think Russ made a good comment. We made those changes. So, then we actually then then it was up for review and adoption in January. And this is the form that we adopted. I appreciate you bringing it up. And it kind of slipped my mind because. And this is good to have it now. So, what I'd like to ask Trustee Lufrano. So wouldn't we be then working on this this month before the next meeting and, and then do we give it to Chris? Because at the end there's a signature for and I know you have a lot of experience with your HR, but so then there's the employee signature, which is obviously Chris and then the trustees. So are we to get these completed and done prior to the next meeting. Is that.

Trustee Lufrano stated I think I was really thinking that.

Chairman Stulac stated or bring them to the meeting.

Trustee Lufrano stated yeah, it would be for the next meeting, but it really was more of a over the next month, we need to be thinking about, okay, where we stand on, on these items. And just a reminder for the board that this is a 365-day process, meaning we're looking at November of 23 through November of 24, when we're when we're doing this evaluation.

Vice Chairman Garcia stated Mr. Chairman.

Chairman Stulac stated yeah.

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Vice Chairman Garcia stated I want to thank the chairman, Stulac and trust you for taking the time to put this together for us? I know I was one of the members that felt that it was very subjective, the process. It was kind of laissez faire, kind of let's, you know, this is what we think. But I wanted something a little more objective so that we could actually take time and be thoughtful about the process. And also, I think it's important for the community to know that we are doing we're objectively it it's nothing personal. It's because we're objectively reviewing the general manager's performance. And we have things that we are looking for, the general manager, and as you said, it would be great to have that information, whether it's Brooke, whether it's an audio or it's a transcript or whatever is easier for you. I'm fine with either. But for me, each of us had some things that we said we wanted to see from Chris in the coming year to be able to evaluate on. And a couple of those things that we talked about were that I can remember, is this a maintenance schedule. They will put that together. I think maybe the capital improvement plan. I'm not sure whether that was part of it or not, but basically, we were for the public. We were looking to get objectivity added back into the performance process. And for me, I want to thank Trustee Lufrano for putting it on the agenda because these things happen so quickly. You know, you get caught up in our lives and our own business and this is happening next month. So thank you for putting it on the agenda so we can it can be fresh in our mind to be able to start the work, to be able to go back and look at those things that we wanted to see from Chris, and we communicated directly to Chris and go back and take a look and have an opportunity to look at this last the last cycle, I felt very I wouldn't say blindsided, but I personally felt unprepared to be able to do an on the spot evaluation. And that's basically what it was last year. So, thank you for all the work done. And thank you for bringing it the month before.

Chairman Stulac stated yeah.

Vice Chairman Garcia stated because if you hadn't brought it forward, I would have forgotten all about it. So, thank you.

Chairman Stulac stated Yeah, it's an objective approach. You know, like, all the years working in the state government, you know, this was a common thing that I had and was evaluated, and I had to evaluate and do these reviews for a number of staff that I all the inspectors I supervise. So it is a systematic way that forces every one of us on the board to look at each of the categories and pick their respective section and, and just as much as it's an evaluation, of course, it gives it gives us a chance to give Chris input if there's areas we really think he's doing exceptional on if there's areas that maybe there's something that we you know, there's always that section at the end for you know, future goals and objectives. And that's what I always used to focus on as a supervisor is trying to look at whoever it was and, and, and put, put maybe, possibly if there's a need for some objectives and goals for the person to incorporate um and then it's just one. Each person is one, one board member filling this out. So, there'll be five of them at the end. So. So do you think then so during this next month, we should work on filling this out, and then we would bring it to the meeting filled out and then have a discussion, have a discussion and then but out of fairness to Chris. So when does he see him. Would it be at like I was thinking that if we want to have a discussion next meeting, he would out of fairness to Chris, he would need to see the, the evaluations

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and be able to um because there's a space for the comments from the trustee. But then there's also the employee line. So, let's say there was something in there about a future objective or a plan. It gives him a chance to comment like, oh, I've been working on this.

Trustee Lufrano stated I think I want to ask Chuck a question. It's my understanding that the evaluation has to be a public process.

District Counsel Chuck Zumpft stated Of the general manager. Yes.

Trustee Lufrano stated The general manager. Okay. So how would that work as far as if we wanted to provide feedback prior to the actual meeting, to the general manager.

District Counsel Chuck Zumpft stated Feedback to the general manager? Well, individual trustees can meet up with the general manager anytime they want to and have conversations they want to have, you know, individually and no walking quorum issues. Okay. Does that answer the question?

Trustee Lufrano stated I believe so.

District Administrative Services Supervisor/Human Resources Brooke Thompson: I have a question also, Chuck. If they bring these filled out evaluation forms to the meeting, do those need to be in the board packet and available to the public?

District Counsel Chuck Zumpft stated they do need to be made available to the public. Yes.

District Administrative Services Supervisor/Human Resources Brooke T Thompson stated yeah. Okay.

Vice Chairman Garcia stated So we'll have to have give us a deadline for when we have to have them back. Okay, great. Or do we? Yeah. Right. Or do we sign them afterwards?

District Administrative Services Supervisor/Human Resources Brooke Thompson stated I think you guys should.

Chairman Stulac stated we could sign our signature.

Vice Chairman Garcia stated yeah. The general manager typically would just be an acknowledgment. So, you see how we rated what we, you know, comments and then your ability to be able to make comments on our comments and then be able to see what those what that rebuttal is or what your, your perspective is.

Chairman Stulac stated So the public won't see that part though, Chuck, if. I'm sorry, which part? Well, if we submit these to Brooke and put them in the packet with our form filled out and our signature. The public wouldn't see unless we did it the following month. The thing completely filled out where Chris has a chance to respond, and there's a comment section at the end of it for him and sign it. So then would those final ones have to be in the following board meeting packet so they could see the final.

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District Counsel Chuck Zumpft stated Though I don't think they have to be in the packet, but they're public documents available for request by any member of the public.

Chairman Stulac stated Okay. Thanks. Yeah. Yes, Chris.

General Manager Chris Johnson stated so, if I may, Mr. Chair, as I point out to, I, I review several people every year. And one of the things that I do is I have a folder with a document for each of them on my hard drive. Brooks is like 72 pages long. It's. No, no. I have I have a sheet. And anytime something good or bad, I make notes in there. I just go onto my hard drive and say, on this day, this person did this, and it was beneficial to help these people. And just so that at the end of the year, I'm not going back and trying to remember what happened. This year, it's not possible. I can't remember what happened in my life over the past year, let alone seven other people's lives. So that's one thing that I do. Which could be beneficial as far as my accomplishments that I've got listed here, I just went back through the general manager's reports and pulled them up because again, I can't remember that stuff. There's too much going on around here for me to remember all these individual meetings. So, I went back through the GM's reports and pulled those out. But one important point that I want to make is the employee signature at the end that's not something where the employee is saying, no, that's I don't agree with this at all. They can you can make that note on there.

Vice Chairman Garcia stated It's just an acknowledgement.

General Manager Chris Johnson stated It's an acknowledgment that when I sat down and gave this, this review to this employee, that I didn't say to them, yeah, you're doing great, you're wonderful. But on paper I'm writing. No, you're horrible and you need to improve. That's just them saying, yep, this is what we discussed. That's it. It's not saying that they agree with it, but that's the that's them acknowledging that this is what was reviewed.

Chairman Stulac stated That's right.

General Manager Chris Johnson stated And so that there's no he says, she says at the end of the day. And so that being said, my signature on those is that's that can happen after the fact of the matter because it obviously there's not going to be any question of what's said during my eval because it's all going to be on a recording. So, my signature isn't too terribly valid at that point.

Chairman Stulac stated Well, it's right above it because you have a chance to comment. Let's say one of the trustees said, you know, they as a future objective, that they want you to work on X, y, z on something. You have the opportunity to clarify that yourself above your signature. There it says employee that that's the only point I was making that, you know, let's say someone has an objective for you or a goal and then really you are already working on that. And a lot of times, Chris, you're doing a lot of stuff that, you know, and a lot of times you're like, oh, great, Chris, you're already doing that. That just gives you that opportunity to respond. And then you know that you, you could say that's a great suggestion.



Just, you know, that was the goal I already had planned. That's something I was working towards or whatever. So anyways.

Secretary/Treasurer Siegman stated I have a concern with five individual reviews being submitted for one person, five different points of view, and at some point, we need to determine whether this man is going to get a raise or not. So now we have five different shotgun effect, and you can't evaluate somebody five different ways. You need to have a consolidated review. This is the board's review of that man right there. This is our consolidated opinion of how he did his job this year. Otherwise, I don't know how he would understand what we're trying to tell him he needs to fix or what he did well.

Trustee Dunham stated Question.

Chairman Stulac stated Go ahead.

Trustee Dunham stated are we allowed to talk about this without the public and do one? We have one review.

District Counsel Chuck Zumpft stated no, not without the public.

Trustee Dunham stated exactly. This way.

District Counsel Chuck Zumpft stated this is where a general manager gets reviewed in a public meeting.

Trustee Dunham stated Yes. Public meeting.

Secretary/Treasurer Siegman stated that we need to further refine this process. Because I think it's wrong to give five individual reviews to one person for a year's worth of work.

Vice Chairman Garcia stated well, I have a different perspective, and that's that. These are tools for us as board members to be able to go through the process of evaluating. I mean, we already have. I agree this is not for us to make the decision whether or not he gets a raise or not or what that percentage will be. That discussion will happen openly at the meeting, but this is a tool for us to be able to do the work, to go back and take a look retrospectively, take a look at all the things that we said we were going to evaluate on, and also take a look at the things we told Chris we were looking to see from him and to be able to put that down on paper so that we have a basically a we've already formulated an opinion on where we stand as far as level of performance and whether or not a raise is. I mean, that's part of it, right? I mean.

Secretary/Treasurer Siegman stated that there are five different opinions. That's the problem with one person's review.

Vice Chairman Garcia stated that's just but it's a tool for us. It is a tool for board members. It's not it's not. The evaluation will take place openly during the open session. But this is a tool for us to be able to again, go back and take a look and justify on paper why we feel the way we feel about certain things.

Secretary/Treasurer Siegman stated So at some point we will have a consolidated opinion that needs to be documented. And that's what goes in his file. I would just say these are just tools. They don't get submitted. We need to come together as a board. And this is our overall view of his performance.

Vice Chairman Garcia stated and that happens in open session in my understanding.

Secretary/Treasurer Siegman stated But it should be documented.

Trustee Dunham stated well. My question that I knew we cannot fight with us discuss anything without these people here, even though there might be three, could be 30, but we're not allowed to talk amongst ourselves to discuss this. This is not what I'm used to in the private sector. It's a different way. None of us. You've got a supervisor or a foreman, and then you've got a project manager, and this all goes down the chain of command or uphill instead of. So, with this being said, I pretty much already figured that this man has done an outstanding job. And last year, I'm sorry that the said what I said to you. Those were big numbers. And you thought I said big number. The other districts in the area, I believe that he is the lowest paid, although I don't know all of his credits as far as with the Army Corps of Engineers, the college and all that, I can only go by what I see and what impression he leaves on me every time I come to a board meeting or see him away from here, out somewhere at the stop sign or whatever. So that's what I have, is how he has perceived himself in every meeting for the last two years. And by the way, it was my vote to finalize to hire this man, because I believe in him, and I still believe in him. So, his salary in my mind has been very generous. Him? I can't remember if you didn't take the insurance money or these things here, but are you really the lowest paid district manager? That's right. Yeah, and I'm looking at what he's performed in two years, and that's what I have to give him my rating.

Chairman Stulac stated yeah, well, just. General manager, but I just want to say we're not. We're not talking about his raise. We're just talking about the form. But go ahead.

Trustee Dunham stated well, this this is part of the form trustee. I perceive. Yeah.

General Manager Chris Johnson stated yeah. Trustee Dunham, as much as I really appreciate the compliments and your support, please be careful that we're not doing my eval right now. And that's a fine line so because it's not agendized, that can be a problem.

Trustee Dunham stated I thought it was a discussion, and that's what I'm hearing. It's a discussion on.

Chairman Stulac stated on the form about next month, but.

Secretary/Treasurer Siegman stated I'm just wanting to know how we get to that. Yeah.

Chairman Stulac stated the one thing I just want to know.

General Manager Chris Johnson stated Chuck, I just want your guidance on that to make.

District Counsel Chuck Zumpft stated sure I did. Just take a look at the agenda item. And it's so broadly written that that's why I didn't shut it down. But this is not the day or time for the performance evaluation. Okay.

Trustee Dunham stated we're okay. Next month we can give them all the accolades I thought, yeah.

Vice Chairman Garcia stated If I may just say something else for the public that this, we this board is in a very difficult position where we have to do an evaluation in an open session. When Chris meets with the bargaining unit, he's able to it's there's a negotiation and they go back and forth and they it happens in a in a small group. We don't get to be a part of it, but there's a negotiation process. We need to be able to be forthcoming and candid and pragmatic with our thoughts and our views and our opinions and the, to come to a point where in our own mind, we're making a decision. This is not nothing that we do today or during the next meeting should be taken as a personal attack on an individual. It is a pragmatic evaluation that unfortunately, we have the onus of doing in open session. It's a difficult task that this board needs to do, but it's how we do it. And Chris, Chris already knows that, you know, we've I wouldn't say we bumped heads, but Chris and I initially were still working on a way to be able to mesh management styles and expectations. And Chris knows he's the guy as far as I, you know, for I mean I, I was one of the people who hired Chris on board. So, there is no target on Chris's back. And although it may look that way to the public in the past, and it may look that way in the future when we have an open and honest discussion during the evaluation next month. But it's not to be construed as being a personal attack. It's just it is what it is. It's an evaluation. And we all have our opinions. And at the end of the day, one opinion doesn't matter. It's the board going to make the decision at the next meeting.

District Administrative Services Supervisor/Human Resources Brooke Thompson: stated well, can I say one thing, Bob? I think for the board, all five of you are Chris's boss. He doesn't have just one boss. So, I think each individual opinion is important feedback for him. Yeah. It's not. You know, Chris is my boss. I don't have five bosses, keep that in mind.

Vice Chairman Garcia stated It's a bit different.

Chairman Stulac stated, and I just want to say two things. Two things. You know, like when Chris asked to do an evaluation of one of his staff members and when I had to do my 10 or 11, inspector. I got together with them alone and yeah, you're right, it wasn't in front of the public. And so, when Chris does his evaluations with individual employees, he sits there with that person. But I just wanted to cover that. And the other thing I just want to say is,

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you know, and I appreciate the comments you're making. Trustee Sigman about, in the typical process, an employee gets an evaluation. But when we went through this process last year on the committee, we came to the agreement that this should be done. This form should be used by each board member. And I just wish you would have said something then, Russ, at that time, if you felt that at the end it should be a consultant, because that's not what we voted on and approved last year. It was to do.

Secretary/Treasurer Siegman stated I don't think we voted on it or approved it.

Chairman Stulac stated well, we approved this in January.

Secretary/Treasurer Siegman stated we approved this form, but we never finalized how. Yeah, the end process was going to work to give Chris his evaluation.

Chairman Stulac stated well, I think what we were saying is like Brooke said that we would all because we.

Secretary/Treasurer Siegman stated we didn't have this when we gave him his evaluation last year.

Chairman Stulac stated that's right. But everybody is going to have after the fact, everybody's going to have a little different experience with Chris. Like, like there might be some that I give him an exceptional which is the top rating, an exceptional rating on that maybe the rest of you, but maybe it's because I've worked with him on him, and I worked on a couple specific issues. So, I do believe it works. Well, it isn't the typical you're right, Russ, typically you give an employee an evaluation. Like, you know, when my employees, I had a manager above me and then the division administrator. So, in a sense everybody gives input. But they did get one. So, I know what you're saying. You know, that's but I think in the light of the process we developed and what we and comments made by Trustee Garcia. And when I worked with Brooke and Vicki, it was the intention that we all would fill it out because we even had questions about, okay, well, like you were saying, well, you may not want to give an Na. So, then we made some changes because there were some specific things that you felt were maybe going to be a concern. So that's why we have five bosses, and we fill out the five forms. That's my understanding. Yes, yes.

General Manager Chris Johnson stated Mr. chair, I just want to throw this out there. Please don't overthink this. No, don't overthink this. This is you five who represent these people. You five represent all of us. You represent me. I live in this district too. And you represent me. You are the voice of me as a citizen and all the other citizens in this district. It is your job to make sure that the district is being run in a way that is, that is appropriate to and fiscally responsible. That's your job. And so that is what you're doing right now when you come in and talk to me, that's what you're doing. I'm, I'm at the head of this ship and I'm steering it. And so, you are. You guys are giving me feedback on how well I am guiding the district right now. That's your job. You are a representative of the people to voice your how well I'm doing in my job. That's all there is to it. If you guys have if you guys observe something that I need to improve on, then that's it. I don't take it personally. It's feedback and that's the way it needs to be seen. Yeah. Sometimes it's difficult to do it. And I'll tell you

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now it is difficult to have your eval done in front of an audience. But that's part of the job. I signed up for this. So, it's your job to give me feedback, be it good or bad, to represent our neighbors on how I'm doing.

Chairman Stulac stated Thanks, Chris, for that.

General Manager Chris Johnson stated So, you know, try not to overthink it. Try not to be worried about what's going on.

Chairman Stulac stated It's okay.

Vice Chairman Garcia stated Just one thing. The final evaluation will take place in public sessions, so there will be a record. So, I don't think it does need to be documented on paper because it's going to be documented in the minutes, what we discussed and what we decide ultimately.

Chairman Stulac stated but I thought are we do we have to send these to you? But I thought we were going to send these to you by a date. You can let us know.

District Administrative Services Supervisor/Human Resources Brooke Thompson stated If you guys want them included in the board packet.

Chairman Stulac stated yeah.

Vice Chairman Garcia stated I think we're talking about two separate things. I'm just saying for, Russ's point. Yeah. How are we going to do the evaluation? The evaluation will be done in an open session. Russ said it should be documented what we decide and what we do. It will be. It'll be part of the minutes. We'll discuss. There will be a decision made and that will be part of the minutes. So, it will be documented.

Chairman Stulac stated yeah.

Vice Chairman Garcia stated but this will be basically a justification for each of us on why we have this is this is again a tool for us to be able to justify why we feel the way they do, whether it be, you know, good, bad, or indifferent.

Chairman Stulac stated yeah, I'm just clarifying that earlier. On the separate note, I think we do need to. According to what Chuck said, I think we do need to get it filled out and turned into to Brooke by a date, maybe let us know.

District Administrative Services Supervisor/Human Resources Brooke Thompson stated yes. When I email all of you the audio file from last December, I'll put a note in there for the deadline.

Chairman Stulac stated yeah. That way when we're talking to the public about the document, like Chuck said, we have it has to be part of the public record so that they can as we talk about it, they're there. So great. Thanks. Any we'll come back to the board for one last time

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for any final trustee comments. But does the public want to step forward, have any reopening public comment on this item right now for anybody if you'd like to step forward and sign in.

**Public comment:** Resident Kath Waters stated that she used to report five different divisions for which is funny that this is five people working for various different reasons for me to utilize my expertise as far as the company is concerned. And I got five reviews, but I got one final review. So, there was a number system, and those numbers were accumulated. And that number meant exceeds needs, that kind of thing. And just, you know, to consider something like that as far as how you proceed with your evaluation.

Chairman Stulac stated Thank you. Any other public comments? Seeing none, we'll go ahead and close public comment. And just any final board discussion that this is not an item we're going to have to act on. It's just for discussion only. We're not. It's not for possible access to any other further. All right. So, then we'll proceed with the process that we talked about. And next discuss that at the next meeting. All right. That's it for six.

**7. Discussion and possible action to approve Draft Minutes from the September 18, 2024, Board meeting.**

**Public comment:** none

*Vice Chairman Garcia motioned to approve Draft Minutes from the September 18, 2024 Board Meeting. Secretary/Treasurer Siegman seconded. Motion carried unanimously.*

**8. 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.**

Vice Chairman Garcia stated I will just state that we're not going to be able to participate. Well, we can't commit to participate. I would like to, but we have family visiting from Texas, so we're going to be entertaining a lot. But I probably will try to.

Vice Chairman Garcia stated, I'm sure. I'm not sure what they're going to want to do. So, I don't want to commit and then not make it.

District Administrative Services Supervisor/Human Resources Brooke Thompson stated If you want to the day of there's always room.

Vice Chairman Garcia stated We had fun the last time and we're going to do our best to make it so. That said, what about candy? Do you need donations for candy?

District Administrative Services Supervisor/Human Resources Brooke Thompson stated Yeah. Any donations are awesome. We only have six participants so far, so I'm sort of waiting a little while to go buy candy. I don't want to buy a ton and have a ton left over. One gentleman was paying his bill

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a couple of weeks ago and donated \$20 towards candy. He said his grandkids had an awesome time and he wanted to.

Vice Chairman Garcia stated I'll help. When I get home, I'll send myself a text to remind my wife to write a check. I don't write checks. She's one that writes checks.

General Manager Chris Johnson stated rumor has it Darth Vader will be there.

Vice Chairman Garcia stated yes Darth Vader will be there. Yes. So, I don't know. We have our own. I was thinking about what we could dress as this year. But you're right. We could just I guess we could fall back to last year's costume. And I'm going to try and also make it to the fun run. I'll call it the five K. And I would like to at the next at least for staff. Anyway, I think the staff shouldn't go without donuts and coffee on the cleanup days. So, work with me on that and I'll volunteer to bring those. Bring those to the We'll start. Start starting with the first one. Hopefully, I'll be in town, but we'll coordinate so I can take care of that for the staff at least. Okay.

General Manager Chris Johnson stated Well. Thank you. On that note our staff usually don't get coffee and donuts because we're out in the field.

Vice Chairman Garcia stated Right.

General Manager Chris Johnson stated but I usually feed them, so I've gone up and gotten us lunch. This last one, we didn't because we were outside. That's right.

Vice Chairman Garcia stated I remember now you talked we talked about that before.

General Manager Chris Johnson stated thank you for that.

Chairman Stulac stated Just on the Trunk or Treat what time does that start again, Brooke?

District Administrative Services Supervisor/Human Resources Brooke Thompson stated Three at three. 3 to 5.

Chairman Stulac stated and if I wanted to, what would you. What would I do? What would I come to help with? Is there. I don't have a truck, but do you need to have a.

District Administrative Services Supervisor/Human Resources Brooke Thompson stated you have a car or van. You just decorate and pass out candy.

Chairman Stulac stated Yeah. Okay, great. So, if I want to. Okay. I'll see if I can. You don't even want to put the hatchback of the Subaru in my truck. Yeah, exactly. I'm just curious about what you and they're making.

District Administrative Services Supervisor/Human Resources Brooke Thompson stated I shouldn't give away their secrets. Some type of booth. So, it's not going to be in a trunk or truck, either. It's a booth is how they describe it to me. So, I'm curious to see what that would be.

Chairman Stulac stated that's great.

General Manager Chris Johnson stated last year, we actually had a pop up sitting off the end of my truck, and Tammy decorated the inside of it to look like the cantina band with a bunch of alien stuff from Star Wars. So, it's just fun for the kids.

Chairman Stulac stated so to clarify. The help you need would be if we wanted to bring an extra vehicle and set up a little.

District Administrative Services Supervisor/Human Resources Brooke Thompson stated yes, to pass out candy.

Chairman Stulac stated okay, great. Thanks.

District Administrative Services Supervisor/Human Resources Brooke Thompson stated we only have six, so.

Vice Chairman Garcia stated I just operated out of the back of our SUV. Okay. Decorated.

Chairman Stulac stated okay, good. That helps me. Thanks. Trustee Siegman, anything?

Secretary/Treasurer Siegman stated I have nothing.

Trustee Lufrano stated so I did Trunk or treat last year. And I think even the year or two before that. And it's always very fun and pretty busy. And the kids are so excited. I am not able to do it this year. But I do hope that you guys know whenever you need additional help at any of the events. I try to always let Brooke know, but I'm always happy to help if I'm available.

General Manager Chris Johnson stated I recall you being there last year with a big baby.

Trustee Lufrano stated Yes, exactly. Yes. And Yeah. And I also, I had wanted to come to the fun run, as you call it. Robert and I'm unable to do that also. But anyway, that's all I have.

District Counsel Chuck Zumpft stated What day is the trunk or treat in? Brooke?

District Administrative Services Supervisor/Human Resources Brooke Thompson stated Halloween. The 31st? Yeah. Are you going to come again?

District Counsel Chuck Zumpft stated I don't know.

Chairman Stulac stated Chris. With the five K run, are you? Does the CVT kind of provide the volunteers or do you have to. Do you need people?

General Manager Chris Johnson stated I'm the only one that we're bringing up for staff. Just because I'm the only one that I can bring out and not pay overtime. This is basically their event.

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Chairman Stulac stated It's free, so you don't need a whole lot.

General Manager Chris Johnson stated I'll be out here just to represent the district, make sure that that all of our infrastructure, like, we're putting out garbage cans and cones and so at the end of the event, I'll make sure that I recover all the cones and stuff, but.

Chairman Stulac stated It'll be pretty straightforward.

General Manager Chris Johnson stated Yeah, it's pretty straightforward.

## 9. Adjournment

*Vice Chairman Garcia motioned to adjourn the meeting. Trustee Lufrano seconded. Motion carried unanimously.*

Meeting adjourned at 7:25P.M.

**FINAL APPROVED MINUTES AS PRESENTED**

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**Secretary/Treasurer  
Russ Siegman**