

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

Chairman Dale Dunham	Vice Chairman Robert Stulac	Secretary/Treasurer Vicky Lufrano	Trustee Russ Siegman	Trustee Robert Garcia
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October 18, 2023

Regular Board Meeting 6:00 P.M.

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

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.

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

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. 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
 - Close Public Comment
6. Discussion and possible action to award a bid to Spanish Springs Construction in the amount of \$1,848,905.00 with an additional \$50,000.00 force account for the Indian Drive Reconstruction & Utility Replacement Project.
(District Engineer, Collin/ District General Manager, Chris Johnson)
 - Board of Trustees Discussion
 - Open Public Comment
 - Close Public Comment
7. Discussion and possible action to adopt a new park use fee schedule. (Trustee, Garcia)
 - Board of Trustees Discussion
 - Open Public Comment
 - Close Public Comment

8. Discussion and possible action to adopt a structured form for General Manager mid-year and annual evaluation which may include goals and objectives for the next review cycle.
(Trustee, Garcia)
 - Board of Trustees Discussion
 - Open Public Comment
 - Close Public Comment
9. Discussion only on sharing excess speed data with the appropriate authorities.
(Trustee, Garcia)
 - Board of Trustees Discussion
 - Open Public Comment
 - Close Public Comment
10. Discussion only and update on James Lee Dog Park improvements.
(General Manager, Chris Johnson)
 - Board of Trustees Discussion
 - Open Public Comment
 - Close Public Comment
11. Discussion and possible action to approve Draft Minutes from the September 20, 2023, Board Meeting.
 - Board of Trustees Discussion
 - Open Public Comment
 - Close Public Comment
12. Chairman and Trustees Reports, Correspondence
Under this item the Board Members will briefly identify relevant communications received by them before the meeting, or meetings attended, or potential business of the district. No action will be taken on any of these items, but a member may request such an item or topic be placed on a future agenda.
13. Adjournment

This agenda is posted at 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., October 13, 2023,

by

AGENDA ITEM 5a.

Reports to the Board:

a. General Manager Report

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

The crosswalk flasher for South Sunridge arrived and the crew installed it the next day. We tested it out for a few hours to ensure that the timing provided enough time for our elder residents to cross, without being excessively long. We had to trim back a few branches from the neighboring trees, but the signs are in place and bright. We've already had compliments on the crosswalk signs.

I worked with our District Mechanic to plan a location for the other flashing speed sign. It will be going onto the 25-mph sign at the curve of South Sunridge northbound. That will flash to let drivers know that they are leaving the 35-mph zone and indicate that the speed is 25 mph.



I got a quote from a company for a security camera in the dog park. That quote came in very high (\$12,000) so I set up a time and met with our Tech Services contractor. He provided me with a quote for a single camera that will be mounted on a 10' at the edge of the dog park. We will install a second camera on the building to watch across the street. These cameras will record continuously and overwrite when the server gets full. The server is capable of about 30 days of recording. If there is an incident, we will be able to review the footage and save it. That camera system is going to cost us approximately \$4,000 - \$5,000. We will repurpose a pole and mount it next to the skate park. We will have to run power to the pole for the camera.

I have had several meetings with a company that is building our webpage. They will ensure that we are in compliance with federal, state, and ADA regulations. The page will provide a calendar where we can post our events, be easy to update, and will enable me to digitize a great deal of our in-house paperwork. For example, leave requests and timesheets will not be able to be completed by staff on their company cell phones or computers, and will not need to be printed. My meetings with the company have been the initial cost discussion and viewing what the webpage will include. The second meeting was to plan the timeline for the new webpage and set goals for different key points. The third meeting was to get together information and ensure that they know what will need to be done for the webpage. The next meeting will be for a review of the design, and for them to start the migration. I have spent about six hours with the company planning the new webpage, and numerous hours gathering data and necessary information for the new page.

The tennis courts took a little longer to finish than originally planned, but they are complete. We've already had a few tennis players expressing how happy they are with the courts.





We moved the speed sign to Vista Grande, and will be moving it again after it has been there for two weeks. I have spent numerous hours trying to compile the data into a format that was requested. This has proven to be challenging and extremely time consuming. I am trying to get it into a format that the board can use without having to go through thousands of lines of data. I am collecting the data in PDF format (as you've seen in the previous items), but that does not give a breakdown by time or day. This is a very time consuming project.

I've participated in a couple of Douglas County Strategic Plan meetings to discuss our part in the County's Strategic Plan and to represent our district in future needs. I also met with the Interagency Water Agreement managers about upcoming changes to rates. I will bring this back as an agenda item next month.

We hired a new Field Operations 2. Steve has taken charge of the parks and streets department and is already demonstrating his experience and expertise in parks and streets maintenance.

I have started to design a "maintenance schedule" to provide information to residents on when certain maintenance items will be accomplished. I am putting my project notes and calendar appointments into a format that is presentable to the board.

I spent a large amount of time researching the dog park equipment. As we are using funding from a grant, I need to do my due diligence in researching that we get the best value for our money. I feel that I have accomplished that in finding the options that I have found. This has been a time consuming project. Once I order in the equipment, it will be two to three months before the equipment is delivered. That should put the equipment here in a time when dog park use is minimal, and allow us to work on the project and get the new equipment installed in the early spring.

I met and spent multiple hours with the engineers to include the pre-bid meeting and bid openings for the Indian Drive Project to include the Drainage and Yard Improvements. We rolled the Drainage and Yard Improvements project into the Indian Drive project to reduce the cost of the project. By rolling

them together, a company that is already mobilized for the road repairs can do the yard project with less expense than doing the yard project by itself. I am anxious to finally start work on Indian Drive.

I met with NDF regarding our Firewise Community Grant. We are doing voluntary Defensible Space Inspections on the 18th, in time to give those residents an opportunity to clear any potential issues and get them to the Community Cleanup Day.

Community Cleanup Day is the 21st of October. It will be our final cleanup day for the year. I will be here with our parks staff.

Our Trunk or Treat event is scheduled for the 28th of October. As of now, we only have 4 vehicles signed up (including myself). I hope that we can get some more volunteers for this event as it generally has a high attendance.

I met with a fence contractor that asked for some time to present their fencing options. They are high security fences that I do not believe we have a need for in the district.

I spent a few hours tracking down the graffiti remover for our skate park. I was finally able to order it through Western Nevada Supply. It arrived the next week, and our staff immediately got on it. It cleaned the graffiti out of the skate park.



I did three complete drives through the district, on every street to evaluate sidewalk obstructions and maintenance needs. This is my normal routine. I typically drive every street in the district during the week.

I met with Douglas Disposal and the wastewater staff at the wastewater plant to evaluate the drainage ponds and the need to clean them out. We're working on a project cost to completely remove the sludge from the ponds and transport it to Bentley. We are also looking at alternative methods to save costs.

I met multiple times weekly with the water supervisor, wastewater supervisor, and parks staff to plan projects and get updates. This has been my normal routine to meet with them regularly to ensure that I have my finger on the pulse of what's happening in those departments, but also so that they know that the manager is available to them.

I coordinated with one of our tennis players that uses the courts regularly so that the courts can be locked with padlocks. The tennis community has a combination lock in other tennis courts that they all know the combination for, so I am setting our locks to the same combination so that the tennis courts will stay locked but the tennis community has access to them.

I fielded several calls from community members about observations in the district. For every call I noted the resident's concern and addressed the concern. I have also spoken to board members from another district asking for advice on some maintenance issues.

We have a handful of sidewalk panels that the staff will be replacing soon. Concrete is difficult to schedule right now, so they're just waiting on the concrete truck availability to replace those sidewalk panels. I have received a couple of calls about the sidewalk panels, and we are noting them to replace them when the concrete is available.

I met with Brooke, and we are reevaluating our telecommunications. Our existing telecommunications plan is very costly, so Brooke has reached out to another vendor for us to see if we can change. We are also looking to eliminate lines that are no longer necessary.

With the approval of the Park Fee Schedule, I will have a locksmith re-key the park restroom nearest the tennis courts so that we can provide groups with off-hours restroom access.

I am currently planning some other community events for the district. I am working with special groups to provide these community events. More to follow.

Administrative Report

October 2023

The ACH program continues to be well received. Residents are thankful the district has implemented this option for payments. We currently have 548, 27.128% of residents taking advantage of automatic withdrawal. We continue to receive requests and new authorization forms daily.

In September we sent out forty-one past-due bills resulting in one disconnection, that account paid in full, and service has been restored.

The district's Gazebo reservations are still in full swing for the summer months with four reservations for James Lee Park Gazebo in September. One Gazebo reservation North Sunridge Park and one for South Sunridge Park.

We had eight new account sign ups in September. These are homes that have changed ownership.

On October 2, 2023, BJ, the Field Operations Utility II moved to the Water Department as an Operator in Training.

We have hired a new Field Operations Utility II employee who brings with him 15 years of experience working in Parks, Streets and Water in the public sector. He started on Monday, October 9, 2023, and is a great addition with a wealth of knowledge.

On Thursday, October 12, 2023, all staff attended a three-hour Managing Conflict training hosted by Pool Pact. This was a great interactive training that everyone enjoyed.

Our Annual Trunk or Treat is on Saturday, October 28, 2023, from 3:00-5:00PM. We are slowly getting participants to decorate their vehicles and hand out candy. Please let me know if you would like to join in the fun.

Water Department Report

October 2023

Water Quality:

- The Bac-T sample results for September 2023 came back good.
- The Hobo water plant received 22.5 MG of (Minden) water for the month of September.
- North Well pumped 2.2 MG and South Well pumped 2.6 MG of water for the month of September.
- Ridgeview Well pumped 2.8 MG of water for September.
- Hobo well sent 0.15 MG of water to the golf course for the month of September.

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 underwent a sanitary survey performed by the Bureau of Safe Drinking Water. All water sites were inspected and reviewed.

- The school wells have been shut down and winterized.

- The Water department excavated a water meter pit at 3359 Vista Grande Blvd. due to a leak in the meter pit.

Wastewater Department Report

October 2023

1: Treatment plant: Rebuilding the in-line grinder has solved a low flow issue with the solid handling sludge pump house. The Grinder was impeding flow to the dewatering press.

We lowered the culvert by the Filter building almost a foot. This will help drainage on Hobo Hot Springs Road.

Ryan cleaned out years of settled material from the bottom of the east primary pond. It is ready to be used again.

We are working with Douglas Disposal (DDI) to haul sludge out of the upper east pond. Ryan has removed about a third of the sludge with our backhoe. We are waiting for a per load cost to decide on how to proceed with the project.

I have been mowing all the roads around the plant with the Kubota tractor.

Ryan has set up our new spray rig and is spraying weeds on a regular basis.

Ryan and I have dragged the roads on a regular basis, especially after any rain.

2: Lift Stations: Sierra controls installed vents on the Lift 5 RTU (SCADA) cabinet to prevent overheating.

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.

Continue weekly check of sewer hot spots (manholes that develop above average grease buildup) and physically pulling sewer lids, checking for flow, debris, root intrusion and confirming locations in relation to our plot maps. This ongoing maintenance of the sewer

system has been very successful; we have identified potential problems long before they develop into messy situations.

AGENDA ITEM 5b.

Reports to the Board:

b. District Accountant Report

**INDIAN HILLS GID
CASH BALANCES
AS OF 9/30/23**

CASH BALANCES	9/30/2023
Operating	\$ 5,278,648.92
Reserved from rate increase	\$ 2,610,426.44
Reserved for Parks	\$ 25,619.87
Reserved for streets	\$ 1,376,314.42
Reserved Donations	\$ 2,691.17
Reserved for water tank	\$ 30,066.85
Operating Available	\$ 1,233,530.17
Payroll	\$ 3,074.92
Money Market-Nevada State Bnk	\$ 1,641,075.51
Reserve for Infrastructure	\$ 646,386.94
Reserve for Connections	\$ 598,506.66
Reserve for storm water mgt	\$ 43,749.89
Reserve for sewer debt reserves	\$ 57,998.80
Reserve for short lived assets	\$ 47,048.45
Money Market Available	\$ 247,384.77
Money Market-Moreton	\$ 3,021,527.77
Pipeline	\$ 579,910.33
Reserve for USDA debt service	\$ 40,284.00
Reserve for O&M	\$ 67,941.82
Reserve for short lived assets	\$ 334,355.20
Reserve for AB198 capital repl	\$ 120,981.76
Reserve for construction	\$ 16,347.55
Pipeline Available	\$ -
Total	\$ 4,505,517.63
Investment Pool	
IHGID	\$ 9,139.02
IHCIP (2m 2007 Bonds)	\$ 127,303.77
Drinking Revenue Bond	\$ 263,678.29
Total	\$ 400,121.08

**INDIAN HILLS GID
CASH BALANCES BY FUND
9/30/2023**

CASH BALANCES	9/30/2023		
	WATER	SEWER	ADMIN
Operating	1,417,276.82	1,974,856.43	1,886,515.67
Reserved from rate increase	1,310,856.80	1,299,569.64	
Reserved for streets	100,000.00		1,276,314.42
Reserved Donations			2,691.17
Reserved for parks			25,619.87
Reserved for water tank	30,066.85		
Operating Available	-23,646.83	675,286.79	581,890.21
Money Market-Nevada State Bank	432,582.58	749,563.27	458,929.66
Reserve for Infrastructure	146,829.88	214,421.97	285,135.09
Reserve for Connections	309,513.33	288,993.33	
Reserve for storm water mgt			43,749.89
Reserve for sewer debt service		57,998.80	
Reserve for sewer short lived assets		47,048.45	
Money Market Available	-23,760.63	141,100.72	130,044.68
Money Market-Moreton	1,007,175.92	1,007,175.92	1,007,175.93
Pipeline	579,910.33		
Reserve for debt service (fully funded)	40,284.00		
Reserve for O&M	67,941.82		
Reserve for short lived assets	334,355.20		
Reserve for AB198 capital replacement	120,981.76		
Reserve for construction	16,347.55		
	0.00		
TOTAL AVAILABLE	959,768.46	1,823,563.43	1,719,110.82

**INDIAN HILLS GID
ATTORNEY EXPENSES
SEPTEMBER 2023**

MONTHLY FEE	3,000.00
EXPENSES	12.00
UNION	4,051.00
TOTAL	<u>7,063.00</u>

INDIAN HILLS GID
LONG TERM DEBT
AS OF 9/30/23

DEBT	BALANCE	PAYMENT	FINAL PAYMENT	INTEREST RATE
WATER 2003 BOND	\$ 281,333.70	59,220.37 due Jan and July	1/1/2026	3.46%
WATER/SEWER 2007 BOND *	\$ 555,000.00	** due May and Nov	11/1/2026	4.00%
USDA SEWER	\$ 1,119,430.20	4,754.08 MONTHLY	1/1/2052	2.75%
USDA PIPELINE	\$ 738,257.64	3,357.00 MONTHLY	8/1/2051	3.25%
PIPELINE 2010 STATE	\$ 513,905.65	40,343.06 due Jan and July	7/1/2030	2.57%
	<u>\$ 3,207,927.19</u>			

* (35% WATER, 65% SEWER)

** payment amount varies

**INDIAN HILLS GID
ENGINEERING EXPENSES
SEPTEMBER 2023**

INDIAN DRIVE	5,455.00
	<u>5,455.00</u>

Indian Hills General Improvement District
OVERTIME/CALLOUT HOURS
September 2023

Employee	pay date 9/8/2023		pay date 9/22/2023		pay date		Total Hours	Total Earnings
	Hours	0.00	Hours	45.16	Hours	0.00		
WATER TECH		0.00	1	45.16		0.00	1	45.16
WATER TECH		0.00		0.00		0.00	0	0.00
PARKS		0.00	8	287.28		0.00	8	287.28
PARKS		0.00		0.00		0.00	0	0.00
STREETS		0.00		0.00		0.00	0	0.00
STREETS		0.00		0.00		0.00	0	0.00
WATER SUPER		0.00		0.00		0.00	0	0.00
WATER SUPER	2	140.26		0.00		0.00	2	140.26
ADMIN SUPPORT		0.00		0.00		0.00	0	0.00
ADMIN SUPPORT		0.00		0.00		0.00	0	0.00
SEWER TECH		0.00		0.00		0.00	0	0.00
SEWER TECH	3	143.64		0.00		0.00	3	143.64
SEWER SUPER		0.00	2	107.94		0.00	2	107.94
SEWER SUPER		0.00		0.00		0.00	0	0.00
MECHANIC		0.00		0.00		0.00	0	0.00
MECHANIC		0.00		0.00		0.00	0	0.00
TOTALS	5.00	283.90	11.00	440.38	0.00	0.00	16.00	724.28

**INDIAN HILLS GID
REVENUE AND EXPENSE
NOT INCLUDING DEPRECIATION
FOR THE PERIOD ENDED SEPTEMBER 30, 2023
WATER**

INCOME	BUDGET	ACTUAL	(OVER)/ UNDER	25.00%
FEES	1,405,000.00	468,474.36	936,525.64	33.34%
CONNECTION FEES	0.00	0.00	0.00	0.00%
CRICKET/VERIZON	12,441.60	2,073.60	10,368.00	16.67%
GRANT INCOME	0.00	0.00	0.00	0.00%
INTEREST	4,000.00	11,739.27	(7,739.27)	293.48%
MISCELLANEOUS	0.00	250.00	(250.00)	0.00%
TOTAL REV	1,421,441.60	482,537.23	938,904.37	33.95%
EXPENSES				
SALARIES/BENEFITS	437,246.01	103,684.95	333,561.06	23.71%
OPERATING EXP	452,975.00	127,128.47	325,846.53	28.07%
DEBT PRINCIPAL	236,732.60	4,873.46	231,859.14	2.06%
DEBT INTEREST	55,038.28	18,345.25	36,693.03	33.33%
** CAPITAL OUTLAY	0.00	0.00	0.00	0.00%
TOTAL EXP	1,181,991.89	254,032.13	927,959.76	21.49%
PROFIT	239,449.71	228,505.10	10,944.61	
NON-CASH				
infrastructure depletion (DEPRECIATION)	545,000.00	136,250.01	408,749.99	25.00%

** Reserves from rate reserves used to fund SCADA improvements

**INDIAN HILLS GID
REVENUE AND EXPENSE
NOT INCLUDING DEPRECIATION
FOR THE PERIOD ENDED SEPTEMBER 30, 2023
SEWER**

INCOME	BUDGET	ACTUAL	(OVER)/ UNDER	25.00% %
FEEs	1,011,000.00	273,794.16	737,205.84	27.08%
CONNECTION FEES	0.00	0.00	0.00	0.00%
INTEREST	120.00	7,244.69	(7,124.69)	6037.24%
MISCELLANEOUS	0.00	250.00	(250.00)	0.00%
TOTAL REV	1,011,120.00	281,288.85	729,831.15	27.82%
EXPENSES	BUDGET	ACTUAL	(OVER)/ UNDER	25.00% %
SALARIES/BENEFITS	426,189.65	99,790.07	326,399.58	23.41%
OPERATING EXP	221,425.00	66,351.81	155,073.19	29.97%
DEBT PRINCIPAL	110,851.63	5,696.78	105,154.85	5.14%
DEBT INTEREST	43,437.33	6,815.96	36,621.37	15.69%
CAPITAL OUTLAY	0.00	0.00	0.00	0.00%
TOTAL EXP	801,903.61	178,654.62	623,248.99	22.28%
PROFIT (LOSS)	209,216.39	102,634.23	106,582.16	
NON-CASH:				
infrastructure depletion (DEPRECIATION)	383,000.00	95,750.01	287,249.99	25.00%

**INDIAN HILLS GID
REVENUE AND EXPENSE
NOT INCLUDING DEPRECIATION
FOR THE PERIOD ENDED SEPTEMBER 30, 2023
GENERAL**

<u>INCOME</u>	<u>BUDGET</u>	<u>ACTUAL</u>	<u>(OVER)/ UNDER</u>	<u>25.00% %</u>	
AD VALOREM	1,154,366.00	169,268.44	985,097.56	14.66%	
DOUGLAS CO. CONSOLIDATED TAX	404,710.00	103,555.49	301,154.51	25.59%	
PARK REV	500.00	300.00	200.00	60.00%	
GRANT	0.00	0.00	0.00	0.00%	
DONATIONS	0.00	1,619.87	(1,619.87)	0.00%	
MISCELLANEOUS	0.00	0.00	0.00	0.00%	
INTEREST	2,500.00	7,997.27	(5,497.27)	319.89%	
STORM WATER	21,700.00	5,488.55	16,211.45	25.29%	
TOTAL REV	1,583,776.00	288,229.62	1,295,546.38	18.20%	
<u>EXPENSES</u>					
ADMIN	SALARIES/BENEFITS	101,919.04	22,628.98	79,290.06	22.20%
	OPERATING EXP	223,950.00	36,784.22	187,165.78	16.43%
	CAPITAL OUTLAY	0.00	0.00	0.00	0.00%
PARKS	SALARIES/BENEFITS	220,534.96	39,558.77	180,976.19	17.94%
	OPERATING EXP	153,175.00	36,669.53	116,505.47	23.94%
	CAPITAL OUTLAY	0.00	0.00	0.00	0.00%
STREETS	SALARIES/BENEFITS	235,533.36	46,958.17	188,575.19	19.94%
	OPERATING EXP	95,425.00	16,045.13	79,379.87	16.81%
	CAPITAL OUTLAY	0.00	0.00	0.00	0.00%
TOTAL EXP		1,030,537.36	198,644.80	831,892.56	19.28%
PROFIT		553,238.64	89,584.82	463,653.82	
NON-CASH:					
infrastructure depletion (DEPRECIATION)		338,000.00	84,500.01	253,499.99	25.00%

**INDIAN HILLS GID
WATER FUND SUMMARY
9/30/2023**

CASH BALANCES	LOAN BALANCES	REVENUES / EXPENSES
Operating		User Fees \$ 227,449.93
Reserved from rate increase	Water Bond-2003 \$ 281,333.70	Base Rate Fees \$ 237,436.43
Reserved for water tank	Water Bond-2012 (35%) \$ 194,250.00	Late fees \$3,588.00
Operating Available	Pipeline USDA \$ 738,257.64	Connection fees \$0.00
	Pipeline State \$ 513,905.65	Interest \$11,739.27
		Verizon \$ 2,073.60
Money Market		Misc Income \$ 250.00
Reserve for Infrastructure		TOTAL REVENUE \$ 482,537.23
Reserve for Connections		
Money Market Available		
		Salaries/Benefits \$ 103,684.95
Pipeline		Operating Exp \$ 127,128.47
Reserve for debt service (fully funded)		Interest Exp \$ 18,345.25
Reserve for O&M		Capital Outlay \$ -
Reserve for short lived assets		TOTAL EXPENSES \$ 249,158.67
Reserve for AB198 capital replacement		
Reserve for construction		
TOTAL AVAILABLE	TOTAL LOANS	INCOME (LOSS)
\$52,592.54	\$ 1,727,746.99	\$ 233,378.56

**INDIAN HILLS GID
SEWER FUND SUMMARY
9/30/2023**

CASH BALANCES	LOAN BALANCES	REVENUES / EXPENSES
<p>Operating Reserved from rate increase</p> <p style="text-align: right;">Operating Available</p> <p>Money Market Reserve for Infrastructure Reserve for Connections Reserve for sewer debt service Reserve for sewer short lived assets</p> <p style="text-align: right;">Money Market Available</p>	<p>Sewer Bond-1999 Sewer Bond-2012 (65%) USDA sewer bond</p>	<p>User Fees Late fees Connection fees Interest Misc income</p> <p style="text-align: right;">TOTAL REVENUE</p> <p>Salaries/Benefits Operating Exp Interest Exp Capital Outlay</p> <p style="text-align: right;">TOTAL EXPENSES</p>
<p>\$1,974,856.43 \$1,299,569.64</p> <p style="border-top: 1px solid black;">\$675,286.79</p> <p>\$749,563.27 \$214,421.97 \$288,993.33 \$57,998.80 \$47,048.45</p> <p style="border-top: 1px solid black;">\$141,100.72</p>	<p>\$ - \$ 360,750.00 \$ 1,119,430.20</p>	<p>\$270,206.17 \$3,587.99 \$0.00 \$7,244.69 \$250.00</p> <p style="border-top: 1px solid black;">\$281,288.85</p> <p>\$ 99,790.07 \$ 66,351.81 \$ 6,815.96 \$ -</p> <p style="border-top: 1px solid black;">\$ 172,957.84</p>
TOTAL AVAILABLE	TOTAL LOANS	INCOME (LOSS)
\$816,387.51	\$ 1,480,180.20	\$ 108,331.01

**INDIAN HILLS GID
ADMIN, PARKS, STREETS SUMMARY
(AD VALOREM)
9/30/2023**

CASH BALANCES	ADMIN	REVENUES / EXPENSES	
Operating	\$1,886,515.67	Storm water fees	\$5,488.55
Reserved for streets	\$1,276,314.42	Consolidated Tax	\$103,555.49
Reserved for Donations	\$2,691.17	Ad Valorem Tax	\$169,268.44
Operating Available	\$607,510.08	Recreation Fees	\$300.00
		Interest Income	\$7,997.27
		Grant fund received	\$0.00
		Miscellaneous	\$1,619.87
Money Market	\$458,929.66	TOTAL REVENUE	\$288,229.62
Reserve for Infrastructure	\$285,135.09		
Reserve for storm water mgt	\$43,749.89	Salaries/Benefits	\$109,145.92
		Operating Exp	\$89,498.88
		Capital Outlay	\$0.00
Money Market Available	\$130,044.68	TOTAL EXPENSES	\$198,644.80
TOTAL AVAILABLE	\$737,554.76	INCOME (LOSS)	\$89,584.82

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

DATE	WATER		WASTEWATER		ADMIN	
	RATE RESERVES	DEPR RESERVES	RATE RESERVES	DEPR RESERVES	RATE 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
as of 9/30/23	1,310,856.80	146,829.88	1,299,569.64	214,421.97	285,135.09	285,135.09

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

AGENDA ITEM 5c.

Reports to the Board:

c. Engineer Report

AGENDA ITEM 5d.

Reports to the Board:

d. Attorney Report

AGENDA ITEM 6.

Discussion and possible action to award a bid to Spanish Springs Construction in the amount of \$1,848,905.00 with an additional \$50,000.00 force account for the Indian Drive Reconstruction & Utility Replacement Project.

(District Engineer, Collin/ District General Manager, Chris Johnson)



CARSON CITY OFFICE
308 N. Curry Street, Suite 200
Carson City, NV 89703
Ph: 775 / 883-7077
Fax: 775 / 883-7114

Memorandum

DATE: 10/11/22

TO: Chris Johnson – IHGID General Manager

FROM: Collin Sturge – IHGID District Engineer

PROJECT: 10500.001

SUBJECT: Indian Drive Reconstruction & Utility Replacement Project – Construction Award

Volume 1 of the project includes the installation of approximately 1,500 linear feet new waterline, CIPP lining of approximately 1,600 linear feet of sewer mains and lateral reconnections, water service connections, new meter boxes and fire hydrants. Surface improvements include full road re-pavement and road striping in Indian Drive and Gregory Court, sidewalk and curb & gutter spot repair, and ADA improvements. Volume 2 of the project includes removing and demolishing existing drainage structures and storm drain pipe; installing a new Type 4R catch basin, a new storm drain manhole, new drain piping; regrading an existing pond; installing a concrete wash pad, 6-inch trench drain, and a sand separator at the IHGID Yard.

Five bids for the project were received and publicly opened on October 10, 2023 at 2:30pm in the Lumos & Associates Carson City Office. All bids received were within the range of approximately \$1,840,000 to \$2,450,000, with the Engineer's Opinion of Probable Construction Cost (OPCC) being approximately \$2,100,000. The apparent low bidder is Spanish Springs Construction at a bid price of \$1,848,905.

Lumos has compiled the Contractor's bids, along with the original OPCC on the attached Bid Tabulation for reference.

Spanish Springs Construction has submitted a responsive and responsible bid for the project; therefore, Lumos & Associates recommends that Spanish Springs Construction be awarded the full Contract in the amount of \$1,848,905. Lumos also recommends The Board authorize a \$50,000 Force Account be added to the Contract, to be used for unforeseen changes in construction (the Contractor must receive approval from Chris Johnson, District Manager, prior to utilizing the Force Account).

Sincerely,

A handwritten signature in black ink, appearing to read 'Collin Sturge', is written over a horizontal line.

Collin Sturge, P.E.
IHGID District Engineer



VOLUME 1 - INDIAN DRIVE RECONSTRUCTION

Bid Item No.	Description	Engineer's Estimate		Spanish Springs Construction		RAPID Construction Inc.		F.W. Carson Co.		Sierra Nevada Construction		Herbeck				
		Units	Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price			
General																
1	Mobilization and Demobilization	LS	1	\$125,000.00	\$125,000.00	\$12,000.00	\$12,000.00	\$165,179.10	\$165,179.10	\$46,300.00	\$46,300.00	\$100,000.00	\$100,000.00	\$366,680.00	\$366,680.00	
2	Traffic Control	LS	1	\$75,000.00	\$75,000.00	\$135,200.00	\$135,200.00	\$21,000.00	\$21,000.00	\$130,200.00	\$130,200.00	\$81,717.00	\$81,717.00	\$68,430.00	\$68,430.00	
3	SWPPP / Dust Control	LS	1	\$10,000.00	\$10,000.00	\$23,000.00	\$23,000.00	\$22,000.00	\$22,000.00	\$14,100.00	\$14,100.00	\$4,000.00	\$4,000.00	\$26,830.00	\$26,830.00	
4	Painting	LS	1	\$25,000.00	\$25,000.00	\$22,000.00	\$22,000.00	\$65,000.00	\$65,000.00	\$7,100.00	\$7,100.00	\$10,000.00	\$10,000.00	\$48,200.00	\$48,200.00	
General Total					\$235,000.00	\$204,200.00	\$224,179.10	\$197,900.00	\$195,717.00	\$195,717.00	\$1,957,900.00	\$1,957,900.00	\$1,957,900.00	\$1,957,900.00	\$1,957,900.00	\$1,957,900.00
Surface Rehabilitation																
5	Install 8" AC on 8" Subgrade	SF	65,000	\$6.00	\$390,000.00	\$4.50	\$292,500.00	\$7.25	\$472,500.00	\$6.00	\$390,000.00	\$7.25	\$472,500.00	\$4.95	\$322,770.00	
6	Striping	LS	1	\$7,500.00	\$7,500.00	\$5,000.00	\$5,000.00	\$10,500.00	\$10,500.00	\$16,500.00	\$16,500.00	\$5,750.00	\$5,750.00	\$22,710.00	\$22,710.00	
7	Replace Survey Monuments	EA	9	\$2,500.00	\$22,500.00	\$8,550.00	\$8,550.00	\$7,200.00	\$7,200.00	\$6,840.00	\$6,840.00	\$13,500.00	\$13,500.00	\$11,295.00	\$11,295.00	
8	Subgrade	SF	2,200	\$20.00	\$44,000.00	\$14.50	\$31,900.00	\$31.00	\$69,100.00	\$22.00	\$48,400.00	\$26.00	\$57,200.00	\$35.50	\$78,100.00	
9	Curb & Gutter	LN	340	\$95.00	\$32,300.00	\$64.00	\$21,760.00	\$100.00	\$34,000.00	\$93.00	\$31,620.00	\$88.00	\$29,920.00	\$71.50	\$24,310.00	
10	Valley Gutter & Apron	SF	2,450	\$35.00	\$85,750.00	\$21.00	\$51,450.00	\$28.00	\$68,600.00	\$24.00	\$58,800.00	\$41.00	\$100,450.00	\$25.50	\$62,475.00	
11	ADA Ramps	EA	8	\$4,500.00	\$36,000.00	\$3,950.00	\$31,600.00	\$5,000.00	\$40,000.00	\$3,900.00	\$31,200.00	\$5,500.00	\$44,000.00	\$3,835.00	\$30,680.00	
Surface Rehabilitation Total					\$646,650.00	\$447,280.00	\$685,000.00	\$589,700.00	\$685,000.00	\$589,700.00	\$7,250,320.00	\$7,250,320.00	\$7,250,320.00	\$7,250,320.00	\$7,250,320.00	\$7,250,320.00
Sanitary Sewer Improvements																
12	4" Service Lateral Installation w/ Top Hat User	EA	29	\$5,500.00	\$159,500.00	\$5,361.00	\$155,469.00	\$4,700.00	\$138,300.00	\$5,300.00	\$153,700.00	\$4,400.00	\$127,600.00	\$6,770.00	\$196,330.00	
13	12" Cured in Place Layer Installation	LF	1,531	\$200.00	\$306,200.00	\$170.00	\$260,270.00	\$150.00	\$229,650.00	\$170.00	\$259,270.00	\$145.00	\$221,995.00	\$245.00	\$375,995.00	
Sanitary Sewer Improvements Total					\$645,700.00	\$415,739.00	\$385,950.00	\$413,970.00	\$385,950.00	\$413,970.00	\$6,949,595.00	\$6,949,595.00	\$6,949,595.00	\$6,949,595.00	\$6,949,595.00	\$6,949,595.00
Water System Improvements																
14	8" Reinforced PVC CSD Waterline & Appurtenances	LF	1,500	\$195.00	\$292,500.00	\$165.00	\$247,500.00	\$150.00	\$225,000.00	\$233.00	\$349,500.00	\$250.00	\$375,000.00	\$202.00	\$303,000.00	
15	12" Hot Tap Assembly	EA	1	\$15,000.00	\$15,000.00	\$33,000.00	\$33,000.00	\$27,000.00	\$27,000.00	\$22,900.00	\$22,900.00	\$20,000.00	\$20,000.00	\$27,500.00	\$27,500.00	
16	6" Hot Tap Assembly	EA	1	\$12,500.00	\$12,500.00	\$21,000.00	\$21,000.00	\$24,000.00	\$24,000.00	\$12,300.00	\$12,300.00	\$10,000.00	\$10,000.00	\$17,700.00	\$17,700.00	
17	New 3/4" Single Water Meter & 3/4" Service Connection	EA	6	\$9,000.00	\$54,000.00	\$8,400.00	\$50,400.00	\$7,000.00	\$42,000.00	\$6,800.00	\$40,800.00	\$6,500.00	\$39,000.00	\$4,880.00	\$29,280.00	
18	New 3/4" Dual Water Meter & 1" Service Connection	EA	11	\$8,800.00	\$96,800.00	\$12,100.00	\$133,100.00	\$8,500.00	\$93,500.00	\$7,800.00	\$85,800.00	\$8,900.00	\$97,900.00	\$6,390.00	\$70,290.00	
19	New 6" Gate Valve	EA	1	\$4,500.00	\$4,500.00	\$4,400.00	\$4,400.00	\$2,100.00	\$2,100.00	\$3,800.00	\$3,800.00	\$5,300.00	\$5,300.00	\$2,705.00	\$2,705.00	
20	New 8" Gate Valve	EA	9	\$4,500.00	\$40,500.00	\$5,300.00	\$47,700.00	\$3,000.00	\$27,000.00	\$6,600.00	\$59,400.00	\$5,700.00	\$51,300.00	\$15,300.00	\$137,100.00	
21	Fire Hydrant Assemblies	EA	4	\$15,000.00	\$60,000.00	\$16,300.00	\$65,200.00	\$14,000.00	\$56,000.00	\$17,000.00	\$68,000.00	\$16,000.00	\$64,000.00	\$15,950.00	\$63,800.00	
22	8" Permanent Flush Assembly	EA	1	\$7,500.00	\$7,500.00	\$11,300.00	\$11,300.00	\$7,200.00	\$7,200.00	\$7,300.00	\$7,300.00	\$11,000.00	\$11,000.00	\$12,690.00	\$12,690.00	
23	Abandon Existing 6" Adverse Waterline in Place	LS	1	\$15,000.00	\$15,000.00	\$11,200.00	\$11,200.00	\$8,500.00	\$8,500.00	\$4,500.00	\$4,500.00	\$13,000.00	\$13,000.00	\$25,480.00	\$25,480.00	
Water System Improvements Total					\$697,300.00	\$436,600.00	\$512,300.00	\$454,300.00	\$512,300.00	\$454,300.00	\$6,949,595.00	\$6,949,595.00	\$6,949,595.00	\$6,949,595.00	\$6,949,595.00	\$6,949,595.00
Miscellaneous																
24	Each Excavation (Contingent Item)	CY	25	\$500.00	\$12,500.00	\$67.00	\$1,675.00	\$1.00	\$25.00	\$28.00	\$725.00	\$275.00	\$6,875.00	\$1,135.00	\$28,375.00	
Miscellaneous Total					\$12,500.00	\$1,675.00	\$25.00	\$725.00	\$25.00	\$25.00	\$725.00	\$6,875.00	\$6,875.00	\$6,875.00	\$6,875.00	\$6,875.00
Volume 1 - Indian Drive Reconstruction Total											\$1,961,455.00	\$1,980,007.00	\$1,980,007.00	\$1,980,007.00	\$1,980,007.00	\$1,980,007.00

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VOLUME 2 - YARD IMPROVEMENTS & WASH PAD

Bid Item No.	Description	Units	Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
General																	
1	Mobilization and Demobilization	LS	1	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 7,000.00	\$ 7,000.00	\$ 14,500.00	\$ 14,500.00	\$ 15,000.00	\$ 15,000.00	\$ 46,850.00	\$ 46,850.00	\$ 46,850.00	\$ 46,850.00
2	Remove and Demolish Existing Drainage Structure and Existing Sidewalk Cross Drain	LS	1	\$ 2,500.00	\$ 2,500.00	\$ 4,500.00	\$ 4,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,400.00	\$ 2,400.00	\$ 1,600.00	\$ 1,600.00	\$ 2,195.00	\$ 2,195.00	\$ 2,195.00	\$ 2,195.00
3	Remove and Demolish Existing 12" CP Storm Drain	LF	165	\$ 60.00	\$ 9,900.00	\$ 47.00	\$ 7,755.00	\$ 35.00	\$ 5,775.00	\$ 27.00	\$ 4,455.00	\$ 89.00	\$ 14,685.00	\$ 23.00	\$ 3,795.00	\$ 3,795.00	\$ 3,795.00
4	Install Type 48 Catch Basin	EA	1	\$ 12,500.00	\$ 12,500.00	\$ 5,300.00	\$ 5,300.00	\$ 5,500.00	\$ 5,500.00	\$ 4,400.00	\$ 4,400.00	\$ 3,900.00	\$ 3,900.00	\$ 3,990.00	\$ 3,990.00	\$ 3,990.00	\$ 3,990.00
5	Install 24" SD Manhole w/ 48" Precast Grade Rings, 48" to 24" Eccentric Tapered RCP Section, and 24" Frame.	EA	1	\$ 10,000.00	\$ 10,000.00	\$ 9,800.00	\$ 9,800.00	\$ 8,000.00	\$ 8,000.00	\$ 12,100.00	\$ 12,100.00	\$ 7,200.00	\$ 7,200.00	\$ 7,380.00	\$ 7,380.00	\$ 7,380.00	\$ 7,380.00
6	Install 15" Compacted HDPE Drain Pipe	LF	173	\$ 150.00	\$ 25,950.00	\$ 125.50	\$ 21,711.50	\$ 120.00	\$ 20,760.00	\$ 131.00	\$ 22,663.00	\$ 145.00	\$ 25,085.00	\$ 118.00	\$ 20,414.00	\$ 20,414.00	\$ 20,414.00
7	Re-Grade Existing Pond at Inlet Pipe and Outlet Ditch (Net Out) and Install 18'-Run per Plans.	CY	57	\$ 75.00	\$ 4,275.00	\$ 645.00	\$ 36,765.00	\$ 80.00	\$ 4,560.00	\$ 382.00	\$ 21,774.00	\$ 265.00	\$ 15,105.00	\$ 172.00	\$ 9,804.00	\$ 9,804.00	\$ 9,804.00
8	Install 12" Thick Concrete Wash Pad and Grade to Existing	CY	36	\$ 900.00	\$ 32,400.00	\$ 900.00	\$ 32,400.00	\$ 700.00	\$ 25,200.00	\$ 1,345.00	\$ 48,420.00	\$ 1,460.00	\$ 52,560.00	\$ 960.00	\$ 34,684.00	\$ 34,684.00	\$ 34,684.00
9	6" Trench Drain	LF	48	\$ 100.00	\$ 4,800.00	\$ 175.00	\$ 8,400.00	\$ 100.00	\$ 4,800.00	\$ 292.00	\$ 14,016.00	\$ 280.00	\$ 13,440.00	\$ 100.00	\$ 4,800.00	\$ 4,800.00	\$ 4,800.00
10	Install Sand Separator	LS	1	\$ 20,000.00	\$ 20,000.00	\$ 20,999.50	\$ 20,999.50	\$ 14,000.00	\$ 14,000.00	\$ 21,000.00	\$ 21,000.00	\$ 18,025.00	\$ 18,025.00	\$ 12,500.00	\$ 12,500.00	\$ 12,500.00	\$ 12,500.00
11	Sch. 40 PVC Pipe	LF	20	\$ 75.00	\$ 1,500.00	\$ 130.00	\$ 2,600.00	\$ 225.00	\$ 4,500.00	\$ 99.00	\$ 1,980.00	\$ 120.00	\$ 2,400.00	\$ 25.00	\$ 500.00	\$ 500.00	\$ 500.00
					\$128,825.00		\$155,431.00		\$102,595.00		\$167,708.00		\$169,000.00		\$147,112.00		\$147,112.00

Volume 2 - Yard Improvements & Wash Pad Total		\$128,825.00	\$155,431.00	\$102,595.00	\$167,708.00	\$169,000.00	\$147,112.00
Project Grand Totals		\$2,095,375.00	\$1,848,905.00	\$1,940,049.10	\$2,029,163.00	\$2,149,007.00	\$2,473,087.00
		Engineer's Estimate	Spanish Springs Construction	Rapid Construction Inc.	F.W. Carson Co.	Sierra Nevada Construction	Herbeck

AGENDA ITEM 7.

Discussion and possible action to adopt a new park use fee schedule. (Trustee, Garcia)

AGENDA ITEM 8.

**Discussion and possible action to adopt a structured form for General Manager mid-year and annual evaluation which may include goals and objectives for the next review cycle.
(Trustee, Garcia)**



General Manager Annual Performance Evaluation

Summary

The General Manager's performance evaluation consists of an annual appraisal by the Board of Trustees, as provided per the Sun Valley GID's Personnel Manual.

The purpose of the evaluation process is to maintain a strong Board/Manager team by ensuring open and productive communication on an annual basis. During this formal review process, there is an opportunity to identify areas of satisfaction and items needing change or improvement as identified by the Board.

The evaluation and review discussion is scheduled for June 08, 2023, during the regularly scheduled Board of Trustees meeting.

Attached please find your evaluation form, employee evaluation guidelines, evaluation process, my report on performance, accomplishments, goals. Please rate the General Manager in the areas provided. You may also provide narrative comments, and/or additional information to be considered.

PERFORMANCE EVALUATION: GENERAL MANAGER

Probation
 Semi-annual
 Annual

EMPLOYEE _____

DATE: _____

(Adopted May 2013)

1. QUALITY & QUANTITY OF WORK:	Rating:
At Expectations: Meets expectations for quantity and quality of work; completes daily and monthly quantity of work as required; consistently accurate and thorough; necessary follow through is completed in a timely manner; regularly reports work progress and problems; accepts responsibility for successes and failures; proposes ideas for different goals, methods, or techniques of operation to improve work outcomes with limited risks and greater potential benefits.	5
Cite Examples:	4 3 2 1
2. INTERACTIONS AND COMMUNICATIONS:	Rating:
At Expectations: Interacts professionally and courteously with the public, supervisors, coworkers, customers, and others. Readily shares information and provides assistance; verbally communicates information in an understandable manner; written communications are consistently clear and accurate; demonstrates understanding of instructions; demonstrates tolerance in working with coworkers and others, and with changes in job conditions; encourages and is receptive to new ideas and procedures.	5 4 3 2 1
Cite Examples:	

3. PLANNING AND ORGANIZATION:	Rating:
<p>At Expectations: Uses time effectively; completes assignments on time; discerns priority assignments; identifies and selects appropriate alternatives; demonstrates problem-solving abilities for levels or work/assignments; completes assignments and follows through; understands relationships between his/her position and other jobs, departments, agencies, and public; uses resources effectively; identifies and takes action to reduce the need for duplicate actions and for future resources.</p>	5 4 3 2 1
Cite Examples:	
4. DECISION MAKING AND PROBLEM SOLVING:	Rating:
<p>At Expectations: Uses good and a common-sense approach to situations, particularly during stressful situations; requires minimal supervision; determines appropriate course of action and takes same; does not allow situations to further deteriorate; recognizes when to ask for assistance; anticipates situations and prepares for them; applies safe working practices in daily job duties is capable of changing way of thinking and performing in conjunction with the needs of the department and community; recognizes when circumstances dictate a change is necessary.</p>	5 4 3 2 1
Cite Examples:	
5. PERSONAL BEHAVIOR:	Rating:
<p>At Expectations: Behavior is a positive example for other staff; is present at work and meetings in a consistent and timely manner; dress, grooming and language is appropriate to position; is fair and impartial in dealing with others; responds appropriately to adverse and stressful situations; shows good judgment in a variety of circumstances; effectively adjusts to changing priorities and circumstances; demonstrates tolerance with work associates and job conditions; interactions with others are of the highest level of integrity and ethical conduct; demonstrates respect for others and their ideas.</p>	5 4 3 2 1
Cite Examples:	

6. ATTENDANCE AND PUNCTUALITY:	Rating:
At Expectations: Arrives promptly and is ready to work at beginning of shift; takes appropriate meal times and breaks within the time limits established; sets a positive example for others; absents by the General Manager is for acceptable reasons.	5 4 3 2 1
Cite Examples:	
7. EDUCATION AND JOB KNOWLEDGE:	Rating:
At Expectations: Shows imitative through continuing education including workshops, conferences and on the job training; demonstrates pride in enhancing expertise in all aspects of job duties; recognizes need for and takes action to update skills and knowledge pertinent to profession.	5 4 3 2 1
Cite Examples:	
8. LEADERSHIP:	Rating:
At Expectations: Demonstrates effective direction and control of employees. Motivates employees to meet and/or exceed the expectation performance for their positions. Encourages imitative and delegates appropriately. Communicates effectively with employees through verbal, non-verbal, and written skills. Is available to employees for counseling and guidance.	5 4 3 2 1
Cite Examples:	

9. EVALUATION & OBJECTIVITY:	Rating:
At Expectations: Timely preparation and administration of meaningful, accurate and fair performance evaluations. Suggests opportunities to enhance performance for employees who are "At Expectations or above. Sets standards of improvement & consequences for employees who are "Below Expectation".	5 4 3 2 1
Cite Examples:	
10. GOVERNING BOARD RELATIONSHIPS:	Rating:
At Expectations: Effectively implements policies and programs approved by the governing Board; carries out directives of the governing Board as a whole, rather than those of any one member of the Board; reporting to the governing Board is timely, clear, concise, thorough, and disseminated equally; accepts direction/instructions in a positive manner; keeps the governing Board informed of current plans and activities of the Sun Valley GID and new developments in technology, legislation, governmental, practices and regulations, etc.; provides the governing Board with clear report of anticipated issues that could come before the governing Board.	5 4 3 2 1
Cite Examples:	
11. FISCAL MANAGEMENT:	Rating:
At Expectations: Prepares realistic balanced annual budget; controls expenditures in accordance with approved budget; provides accurate reports/information in a timely manner; makes the best possible use of available funds, conscious of the need to operate the local government efficiently and effectively; the prepared/recommended budget is in an intelligent and accessible format; possesses awareness of the importance of financial planning and accounting controls.	5 4 3 2 1
Cite Examples:	

SUMMARY AND OVERALL EVALUATION		Overall Rating:
Total points _____ / 11 * = Overall Rating *(number of categories rated)		5
		4
		3
		2
		1
SUGGESTIONS FOR IMPROVEMENT:		
EMPLOYEE COMMENTS:		

Additional pages may be attached.

EVALUATED BY: _____ DATE: _____

EMPLOYEE: _____ DATE: _____

Employee signature acknowledges receipt of review and does not necessarily indicate agreement.

EMPLOYEE EVALUATION GUIDELINES

Rate an employee's competency in each of the seven areas of his/her job performance and in accomplishment of each work goal by circling the number that summarizes your evaluation of the employee for this item. Assess each competency and performance of each work goal independently.

Use definitions below to determine the most appropriate rating. Cite examples describing competency displayed or goals attained/missed for each area rated. A detailed explanation of the basis for a rating of 1 or 5 is required.

<p>Employee's performance during rating period demonstrates possession of substantial knowledge and ability. Performance clearly and consistently exceeds the performance expectations for this position and the employee's performance serves as a role model for other employees. No training or assistance is needed in this area. It is unlikely that any employee in this position could perform better. This level demonstrates exemplary performance.</p>	<p>SIGNIFICANTLY ABOVE EXPECTATIONS 5</p>
<p>Employee's performance demonstrates knowledge and ability that is stronger than expected. Performance consistently meets expectations and is frequently above expectations. The employee does not need assistance in performing work, rarely makes mistakes, and works with minimum supervision.</p>	<p>ABOVE EXPECTATIONS 4</p>
<p>Employee demonstrates sufficient breadth of knowledge and/or ability in their work to meet job expectations. Areas of weakness are balanced by areas of strength. Failures in meeting expectations and errors in performance do not interfere with the overall productivity of the work unit. The employee typically meets expectations and generally corrects errors with limited instruction or assistance.</p>	<p>MEETS EXPECTATIONS 3</p>
<p>Some aspects of the employee's performance are acceptable; however, significant weakness in performance occurs. Failures in meeting expectations and errors in performance that interfere with the overall productivity of the work unit occur often. Deficiencies may be corrected through a combination of increased efforts on the part of the employee, remedial training, and/or increased supervision. Close monitoring of performance is necessary. Improvement is required if the employee is to remain employed in the current position or is serving a probationary period and is required to meet the "Meet EXPECTATIONS" expectations of the position.</p>	<p>BELOW EXPECTATIONS 2</p>
<p>Performance is so poor the employee's continued employment is in immediate jeopardy. The employee frequently fails to meet job expectations. Failures are so consistent and serious that they frequently interfere with the ability of the work unit to complete its work or provide its service. Employee does not apply a level of knowledge and/or ability sufficient to allow continued employment. A score of "Significantly Below EXPECTATIONS" on any competency indicates the employee's performance must improve significantly within a limited period of time. It is often accompanied by disciplinary action.</p>	<p>SIGNIFICANTLY BELOW EXPECTATIONS 1</p>

I. EVALUATION PROCESS

A. EVALUATION FORM (copy attached):

1. MANAGEMENT EVALUATIONS: The SVGID Board completes evaluations and review with the management staff semi-annually using the schedule in 2(a & b):

2. NON-MANAGEMENT EVALUATIONS: Managers/Supervisors are to complete evaluations with input from other management staff and review with the employee semi-annually using the following schedule:

a) Mid-Point (December):

(1) This mid-point evaluation gives the employee guidance on how they are doing and an opportunity to improve any areas of concern. (Sample form attached).

b) Annual (June):

(1) This annual evaluation rates the employee's performance for the entire past year and will be used to determine possible raises or corrective measures necessary. (Sample form is attached).

B. Evaluation scores:

1. During June of each year, the SVGID Board will determine the “At Expectations” percentage calculations on which raises are to be based. Evaluation scores as set by the Manager/Supervisor will determine the individual employees raise based on the following criteria.

Score Rating	Raise%
1-1.9 Significantly Below Expectations	0%
2-2.9 Below Expectations	0%
3-3.9 At Expectations	% set by Board
4-4.9 Above Expectations Expectations %	1.25% times the at
5 Significantly Above Expectations Expectations %	1.50% times the at

***These percentages are minimums. During years the Board is unable to give any raises they will consider alternate incentives for employees who are Above Expectations or Significantly Above Expectations.**

C. BELOW EXPECTATIONS EVALUATIONS:

1. Below Expectations

a) Employee is placed on a 3 month probationary period. The employee must bring performance up to the “At Expectations” rating on this 3 month evaluation or the termination process will be implemented.

2. Significantly Below Expectations

a) Employee is placed on a 1 month probationary period. The employee must show significant improvement and bring their performance up to at least a “Below Expectations” rating by the end of the month period or the termination process will be implemented.

b) . If they meet this first benchmark they will be evaluated at the end of the next 2 months, by which time their performance must be brought up to the “At Expectations” rating or the termination process will be implemented.

D. APPEALS:

1. Employees have the right of appeal to the SVGID Board if they feel they have been unfairly evaluated in their Anniversary Date evaluation. It is the employee’s responsibility to request a closed personnel session to discuss their grievance. Employees have 15 days from their evaluation date to request an appeal.

E. DISCIPLINE PROCEDURES:

1. See Personnel Manual, Section 8.2 for additional disciplinary measures that may be taken at any time.

KGID General Manager Performance Evaluation

Employee Name: _____ Date: _____

Rating Period: From: _____ To: Current

Rating Scale Definitions (1-3)

I. PERFORMANCE EVALUATION AND ACHIEVEMENTS

1.	Board of Trustees Relationships	1	2	3	N/A
A.	Effectively implements policies and programs approved by the Board of Trustees.				
B.	Reporting to the Governing Board is timely, clear, concise and thorough.				
C.	Accepts direction/instructions in a positive manner.				
D.	Keeps the Board of Trustees informed of current plans and activities of the KGID Manager's office and new developments in technology, legislation, governmental practices and regulations, etc.				
E.	Provides the Board of Trustees with clear report of anticipated issues that could come before the Trustees.				

Comments: _____

2.	Public Community Relations	1	2	3	N/A
A.	Projects a positive public image.				
B.	Is always courteous to the public.				
C.	Maintains effective relations with media representatives.				
D.	Implements community outreach programs				
F.	Ensures community facing messages and programs convey positive and profession image of district				

Comments: _____

3.	Effective Leadership of Staff	1	2	3	N/A
A.	Delegates appropriately responsibilities.				
B.	Develops people with timely trainings and communications.				
C.	Maintains an effective and cooperative relationship with employees and external service providers.				
D.	Establishes a culture of public service by example				

Comments: _____

4.	Fiscal Management	1	2	3	N/A
A.	Prepares realistic annual budget.				
B.	Controls expenditures in accordance with approved budget.				
C.	Cultivates culture of fiscal accountability and ensuring accurate report/information in timely manner.				
D.	Provides accurate reports/information in a timely manner.				

Comments _____

5.	Communication	1	2	3	N/A
A.	Oral communication is clear, concise, and articulate.				
B.	Written communications are clear, concise, and accurate.				
C.	Listens effectively and responds appropriately.				

Comments: _____

6.	Professional Job-Related Competencies	1	2	3	N/A
A.	Decision Making: <i>Reasons, analyzes, and evaluates; looks beyond short-term results; properly assesses; and knows when to ask for assistance. Uses good judgment and common-sense approach; anticipates situations; capable of embracing change and recognizes when circumstances dictate a change is necessary.</i>				
B.	Personal Behavior: <i>Behavior is positive example for others; consistent and timely at work and meetings; dress and grooming is appropriate to position; shows good judgment; interactions with others are of the highest level of integrity and ethical conduct; is fair and impartial in dealing with others; and sets strong personal example by demonstrating respect for others and their ideas.</i>				
C.	Leadership: <i>Ability to get others to work together effectively and see "big picture"; takes ownership for own activities; interacts with others objectively; acts decisively and utilizes resources effectively.</i>				
D.	Technical Knowledge: <i>Maintains current technical knowledge and ability to sufficiently manage and complete tasks/projects; actively pursues expanded mastery of knowledge and abilities in responsibilities of position; and</i>				

Comments _____

7. Intergovernmental Affairs	1	2	3	N/A
A. Maintains effective communication with local, regional, state, and federal government agencies.				
B. Pursues grants or leverages resources (grants) with other agencies.				
C. Contributions to good government through regular participation in local, regional, and state committees, and business-related organizations.				
D. Lobbies effectively with legislators and state agencies regarding programs and projects affecting the duties of the Manager.				

Comments: _____

II. ACHIEVEMENTS RELATIVE TO OBJECTIVES FOR THIS EVALUATION PERIOD:

- _____
- _____
- _____
- _____

III. SUMMARY RATING

Overall Performance Rating – Considering the results obtained against established performance standards as well as overall job performance, the following rating is provided:

Improvement Needed 1	Meets Job Standards 2	Exceeds Job Standards 3

Comments: _____

IV. FUTURE GOALS AND OBJECTIVES

Specific goals and objectives to be achieved in the next evaluation period:

- _____
- _____
- _____
- _____

• _____

GOVERNING BOARD

Board of Trustees Chairperson

Date

IV. KGID MANAGER COMMENTS & SIGNATURE

Manager Signature

Date

AGENDA ITEM 9.

**Discussion only on sharing excess speed data
with the appropriate authorities.
(Trustee, Garcia)**

AGENDA ITEM 10.

**Discussion only and update on James Lee Dog
Park improvements.
(General Manager, Chris Johnson)**

AGENDA ITEM 11.

Discussion and possible action to approve Draft Minutes from the September 20, 2023, Board Meeting.

Minutes
Indian Hills General Improvement District
Board of Trustees Meeting
District Office
3394 James Lee Park Rd. #A
Carson City, NV 89705
September 20, 2023
Regular Board Meeting 6:00 P.M.

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

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's Tim Russell, and Collin Sturge. Residents Lynn Dement, Kathy Waters, and Brian Patrick.

6:00P.M. - Regular Meeting

1. Call to Order

Request that Cell Phones and Pagers be turned off for recording purposes.
Chairman Dunham called the meeting to order at 6:01PM.

2. Pledge of Allegiance: Led by Trustee Garcia.

3. Public Interest Comment: Resident Lynn Dement stated last time we talked about waivers for volunteers if that was something we could look into and if it is a possibility for the District. Is it an option. District Counsel Chuck Zumpft stated that the District can utilize volunteers at its discretion we just make sure they have workers compensation coverage for them.

4. Approval of Agenda

Vice Chairman Stulac motioned to approve the agenda. Trustee Siegman seconded. Motion carried unanimously.

5. Reports to the Board:

a. General Manager Report

General Manager Chris Johnson reviewed his report with the board.

1. Administrative

General Manager Chris Johnson reviewed the Administrative report with the board.

Minutes of the September 20, 2023, Regular Board of Trustees Meeting

2. Water

General Manager Chris Johnson reviewed the Water report with the board.

3. Wastewater

General Manager Chris Johnson reviewed the Wastewater report with the board.

b. District Accountant Report

General Manager Chris Johnson reviewed the Accountant report with the board.

c. Engineer Report

d. Attorney Report

Recess 6:45

Reconvene 6:50

Public comment:

6. Discussion and possible action to approve an addition of a grassy area to the James Lee Dog Park.

General Manager Chris Johnson discussed this with the Board.

Resident Lynn Dement stated that she would like to vote on this with the caveat that grass will be put in when the time comes.

The board briefly discussed this item.

Public comment: Resident Lynn Dement stated she thinks that we can all compromise instead of making a horrible mess out of this. All she is asking is to please have an open mind. If we are getting rid of grass in one area let's put it in the dog park. We are only talking about a little corner of grass with a tree. It needs to have a date; you can't put grass in in January. She doesn't want it to get lost. Please put a date on it have an open mind since it will be a net zero cost to the district.

Resident Brain Patrick stated is there a motion by the board yet. Maybe he is wrong but normally you would make a motion, have a second then have discussions on the item and then a vote.

No action was taken as there was not a motion made on this item.

7. Discussion and possible action regarding Sidewalk Obstruction and Maintenance Policy. 2010P-02.

Trustee Garcia discussed his thoughts and explained this item with the board.

The board briefly discussed this item.

Public comment: Resident Brain Patrick you don't have a motion number one, if you are reviewing a policy and you want to make changes bring the changes before the board and bring it here, so it is clearer and more apparent. You have nothing right now. He is just letting you know what he thinks the board needs to do.

Resident Lynn Dement stated that she is so glad you put this on the agenda she mentioned something about this before. She has a dear friend in a wheelchair that had to go out in the street to pass some branches. Lynn stated that she gave a list of all of them to the office she turned them in and letters hopefully they were sent. There are still the same houses out there that need to fix the issue. She knows it is a process to get it done. She wishes volunteers could assist the GID in doing this, they would be more than willing to do that.

No action was taken as there was not a motion made on this item.

8. Discussion and possible action regarding District programs and schedules for maintenance of parks, streets, detention ponds, sewers, and other areas under the purview of IHGID.

Trustee Garcia explained this item to the Board.

The board briefly discussed this item.

Public comment: Resident Brian Patrick stated once again there is no motion on the floor are you directing Chris to make these schedules. There is no motion. Nothing is being done here for Chris or for you. You hired him a year and a half ago on a job description, he thinks you picked the right guy and he sat with a guy who did this for ten years. One of you has to write something down and make a motion that you can decide on until you do. You haven't done anything.

Resident Lynn Dement stated that this got way off-track. Mr. Garcia did not intend all of that to happen. This is frustrating for the public here that you could not move on. The board is wishing for a schedule for maintenance of the parks and everything. When you do have this put it in the newsletter, have it in the office and on the website, it will cut down on the calls and questions from the residents. Publicize the schedule so people know what is happening and when.

No action was taken as there was not a motion made on this item. Direction was given to the General Manager to create a schedule of maintenance.

9. Discussion and possible action regarding the IHGID GM contract and Key Performance Indicators the board shall or may consider at the time of the annual review.

Trustee Garcia explained this item to the Board.

The board briefly discussed this item.

Public comment: none.

This item was tabled until the October 2023 Board Meeting.

10. Discussion and possible action regarding the District's reservation and fee structure.

Trustee Garcia explained this item to the Board.

The board briefly discussed this item.

Public comment: none.

Minutes of the September 20, 2023, Regular Board of Trustees Meeting

No action was taken as there was not a motion made on this item. Direction was given to staff on the changes requested and the fee schedule will be brought back to the board for approval.

11. Discussion and possible action to approve Draft Minutes from the August 16, 2023, Board Meeting.

Public comment: none.

Trustee Garcia motioned to approve Draft Minutes from the August 16, 2023, Board Meeting. Secretary/Treasurer Lufrano seconded. Motion carried unanimously.

12. Chairman and Trustees Reports, Correspondence

Under this item the Board Members will briefly identify relevant communications received by them before the meeting, or meetings attended, or potential business of the district. No action will be taken on any of these items, but a member may request such item or topic be placed on a future agenda.

Trustee Siegman stated he had a few people ask him about the street sweeper, specifically the roads that are deteriorating the street sweeper is making it worse, maybe we should not be sweeping as often as we are. He just wanted to bring it up.

General Manager Chris Johnson stated sure there are areas that we can consider cutting back on the frequency of street sweeping.

Chairman Dunham stated he would like to bring to the board next month the issue of people leaving debris in the streets for long periods of time.

Vice Chairman Stulac stated that he asked for an item regarding RV storage at the sewer plant to be placed on the agenda. He spoke with Chris about it and changed his mind. Chris has good points as to why it wouldn't work. Chris stated he would briefly update the board, so Chris please tell everyone what we spoke about.

General Manager Chris Johnson stated the primary reason being that is tribal property. That is a tribal road, and we cannot take commercial traffic across there. We cannot charge a fee, as a public entity it would be questionable for us to compete with the tribal storage unit there. The road Hobo Hot Springs is in bad condition, the tribe has already asked us to repair that road which I said we will not because it is a county road, but they don't maintain it. If we start putting a lot of traffic down, there they would have an argument as to why we wont repair it. The infrastructure cost to level out the plateaus to make it feasible for RV storage. We would have to put in dg or something and the cost to install fencing. The liability to us is another reason.

13. Adjournment

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

Minutes of the September 20, 2023, Regular Board of Trustees Meeting

Meeting adjourned at 8:58P.M.

FINAL APPROVED MINUTES AS PRESENTED

**Secretary/Treasurer
Vicky Lufrano**