

**Round Hill General Improvement District
Board of Trustees Meeting Minutes
July 17, 2018**

Tuesday

4:30 pm

1. Meeting Called to Order

Meeting was called to order by Vice Chairman Chuck Fagen.

2. Pledge of Allegiance

Pledge of Allegiance was led by Vice Chairman Chuck Fagen.

3. Roll Call

Vice Chairman Chuck Fagen, Trustees Keith Fertala and Hunter Harris were present. Chairman Wes Rice and Trustee Darin Smith were absent. The District Manager John Fassmann and District Counsel Justin Townsend were present. District resident Mark Egan was present. Matt Van Dyne of Farr West Engineering and Andrew Hickman, RHGID Chief Operator were present.

4. Public Comment

Resident Mark Egan stated that he was willing to pay up to \$5,000 toward painting the District's old blue 250,000 gallon water tank at the district office. His property overlooks the district yard.

Vice Chairman Chuck Fagen stated that the board would direct district staff to look into pricing and have the option brought back to board at the August 21, 2018 board meeting for consideration.

5. Approval of Agenda

Motion to approve the agenda as presented. Fertala/Harris 3-0 approved.

6. Presentation and update on the Castle Rock Water Line Project by Matt Van Dyne of Farr West Engineering.

Manager Fassmann and Matt Van Dyne explained that the project was moving forward with only a couple issues. One was Taylor from the TRPA requesting that we not use our property at 215 Elks Point (where our sign is located) as a staging area. Matt met with Taylor and they have agreed that after completion of the project, as long as the district restores the area and does a re-vegetation, he would allow it.

The second issue was with pot-holing throughout Castle Rock. The district has maps from 1968 and as is with old mapping, the water lines were not where indicated; therefore pot-holing was taking longer than expected. Rapid construction (RC) sent a message that they would be charging extra for the pot-holing. Matt stated that district staff would begin helping with the help of Summit Plumbing on this going forward to decrease the extra hours.

Due to the pot-holing issue the project was a little behind however, Rapid Construction felt that once they get past this, they felt that they would be able to make up some of the lost time in the end.

7. Discussion and possible action to consider a request from the owners at 251 Cheyenne Circle regarding their water and sewer bills.

Manager Fassmann reported that back in September 2017, RHGID resident Kim Colonna sent an e-mail requesting consideration of a sewer charge credit for fees associated with her August 2017 invoice and requesting that the district waive future sewer fees for the summer irrigation months.

He reminded the board that the property at 251 Cheyenne Circle had been used as a vacation rental

since July 2016 and when RHGID learned of the vacation rental status of the home and informed the homeowners, they diligently obtained their vacation rental permit from Douglas County. As soon as RHGID received the new permit on August 17th, 2017 their account was re-classified as a commercial property. When the homeowners received their bill of \$753.50, they were somewhat shocked.

They are again requesting a waiver of the sewer charges that are above the minimum 3,000 gallons allowed for a commercial account based on the contention that most of the water is used for irrigation.

On July 5, 2018 a duplicate request was received from Mrs. Colonna.

After discussion that vacation rental homes are recognized as commercial properties per the district's tariffs, a motion was made to deny the request with respect to the District's Tariff's and setting precedent in the future. Harris/Fertala 3-0 approved.

8. Discussion and possible approval for the creation of a new District job description and incentive increase effective 7-1-2018.

Manager Fassmann stated that he would like to create a new job classification; Executive Administrative Assistant. This requires the person in the specific position to have more responsibility. In the past the Board would allow the District Manager to match up expertise with qualifications and the flexibility for promoting from within.

Manager Fassmann recommended creating the new job classification of Executive Administrative Assistant, which carries an Incentive Scale equitable with the District Operators of; 3%, 2%, and 1% for achieving certifications, educational training designations, or any job training certifications that improve the positions level of professional competency.

His request was to promote 13 ½ year employee, Patti Page from Administrative Assistant to Executive Administrative Assistant, to include the corresponding 3% wage increase incentive for achieving and holding her Notary Public Certification since 2006.

Motion to approve the creation of a new District job description and incentive increase effective 7-1-2018. Fertala/Harris 3-0 approved.

Patti thanked Matt Van Dyne of Farr West Engineering, Andrew Hickman, RHGID Chief Operator and the Board for their words of support and approval.

9. Consent Calendar

Motion to approve the consent calendar as presented. Harris/Fertala 3-0 approved.

10. Staff Reports

Manager Fassmann reported that staff, while performing Water Tank Maintenance Inspections came across a graffiti "Tag" on the Districts new 500,000 gallon upper water tank. Staff reported to Douglas County Sheriff for filing of report. Staff will match the paint color as close as possible and cover up the "Tag" on the vandalized tank. Since security fencing does not exist at the upper tank sites at this time, the District will post the site with new no trespassing/tampering signage with Federal and State Offense Statues. Security camera options are also currently being reviewed.

Staff continues to monitor the Round Hill Pines new facility with oversight provided by RHGID water operators assuring any water quality issues meet District Quality Assurance Standards and are in complete compliance with State guidelines.

Staff attended to a request from the State of Nevada Department of Taxation for submittal of Fiscal Year 2017-2018 Indebtedness and Capital Improvement Plan forms. The completed forms will be submitted to the Department of Taxation before August 1, 2018. All entities must file an updated Debt Management Policy and Indebtedness Report pursuant to NRS 350.013 and NRS 354.5945. RHGID has complied and is in compliance.

Staff assisted R.O. Anderson and DCLTSA with the installation of temporary flow meters within the District's Sewer Collection System. These temporary flow meters will be recording RHGID flows and TDD flows in order to compare with the total flow data being generated with the District's Laser Flow Meter located at the Sewer Authorities Pump Station. Data is currently being compiled for comparison and should be available for review by August 2018.

Staff has initiated its summer Road Maintenance Program of Crack Sealing. This process is a key component to extending the useful life of District Roadways and will be completed by the end of August 2018. Distribution Water Main Line flushing will begin in August with a scheduled completion in September 2018.

Field Operations:

District Manager Fassmann along with Field Crew attended to the following:

1. Awaiting engineering meeting with PDQ 199 Hwy. 50 for 30" CMP storm drain relocation.
2. Conducting monthly and quarterly NDEP compliance monitoring,
3. Daily building/vehicle/district operation maintenance and safety.
4. SCADA communication update for Water Treatment Plant PLC.
5. Water Distribution main valve exercise program and annual flushing program.

Action Items:

1. A to Z Glattfelter Insurance renewal for District coverage renewed.
2. USFS Permit at Water Treatment Plant – awaiting Review and Signature.
3. Compiling Tank Cleaning Bids – September 2018
4. Castle Rock Water Main Replacement Project- Rapid Construction
5. Assist R.O. Anderson with sewer flow verification measurements for RHGID sewer collection.
6. Road Striping completed.
7. State of Nevada Department of Taxation – Publication of Annual Fiscal Report.

No Attorney's Reports.

11. Adjournment

Move to adjourn. Fertala/Harris 3-0 approved.

Attest:



Chuck Fagen
Vice Chairman



Keith Fertala
Secretary