

**Round Hill General Improvement District  
Board of Trustees Meeting Minutes  
August 21, 2018**

**Tuesday**

**5:00 pm**

**1. Meeting Called to Order**

Meeting was called to order by Chairman Wes Rice.

**2. Pledge of Allegiance**

Pledge of Allegiance was led by Chairman Wes Rice.

**3. Roll Call**

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

**4. Public Comment**

None

**5. Approval of Agenda**

Motion to approve the agenda as presented. Fagen/Fertala 5-0 approved.

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

Manager Fassmann and Matt Brecke explained Construction on the Castle Rock Project began early July but quickly became delayed when Castle Rock's existing water and sewer facilities proved difficult to locate. These older facilities were not installed with a tracer or locating wire which is now industry standard. District staff worked with Summit Plumbing to locate the existing sewer main. Rapid Construction was authorized to proceed on a time and materials basis to physically locate the existing water facilities. For this additional work, Rapid Construction initially submitted documentation claiming approximately \$61,000 was spent. Farr West and District Staff reviewed and provided comments questioning the amounts being claimed and are currently waiting for a response from Rapid Construction.

Matt also reported that there had been some issues with AIS certification, which is required for projects funded through the SRF. Rapid is having difficulty procuring the proper documents for hardware used during construction, but is working to obtain said documentation.

Construction of the new waterline resumed August 6<sup>th</sup> and is approximately four weeks behind schedule.

**7. Discussion and possible action to consider a modification to the Service Classification for commercial service which includes Vacation Rental Property.**

Manager Fassmann reported that district personnel continue discovering Vacation Home Rentals operating without Vacation Home Rental Permits; therefore he would like to re-word the service classification for Vacation rental properties in the district's tariff's.

He proposed changing the current wording to the following:

Any property discovered being used as a vacation home rental as that term is defined by Douglas County. District personnel will change the commodity rate to a commercial service immediately.

Owner will be required to obtain a *Vacation Home Rental Permit / Renewal Permit* by Douglas County pursuant to Chapter 5.40 of the Douglas County Development Code.

Motion to approve a modification to the Service Classification for commercial service which includes Vacation Rental Property. Smith/Harris 5-0 approved.

### **8. Consent Calendar**

Motion was made to approve the consent calendar as presented. Fertala/Fagen 5-0 approved.

### **9. Staff Reports**

Staff assisted R.O. Anderson and DCLTSA with the removal of the temporary sewer flow meters installed to measure sewer flows coming from RHGID and TDD. We should be receiving the data compiled and compared with totals from our Teledyne Laser Flow Meter by the end of August.

Staff continues to co-operate and assist with the Castle Rock Water Main Project. Staff along with Rapid Construction and Summit Plumbing continues to pot-hole for utility locations. Progress has been slow locating water and sewer service connections. Due to the extended length of time required for pot-holing and locating the underground utilities the project will have to be extended beyond the original completion date of September 2<sup>nd</sup>. The District with Farr West Engineering will discuss the current completion overrun and present the findings to Rapid Construction for an agreed necessary contract adjustment.

Staff submitted the required reports to FEMA for the storm damage's incurred from the winter of 2017. Our Executive Administrative Assistant attended a personal training session in regards to the proper filing of the necessary reports. This is necessary for the District to receive re-imbursement of FEMA funds for damage incurred throughout the District, as well as the repair and replacement of the WTP generator transfer switch.

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. The new ownership and operation of the "Pines" has been a success with many more visitors to the property. This will place a new importance for the Districts Water Treatment Plant, and Water Contact Tank security going forward.

Staff assisted the Tahoe Water Suppliers Association regarding their request for RHGID water production and water service data for their annual report.

Staff has completed its summer Road Maintenance Program of Crack Sealing. This process is a key component to extending the useful life of District Roadways. Some sections of roadway have significant "alligator" cracking and will be in need of more repair/maintenance going forward in the future. Slurry sealing of these sections of roadway may be the viable and affordable option.

### **Field Operations:**

District Manager along with Field Crew attended to recent items:

1. See attached Field Operations Report.
2. Conducting monthly and quarterly NDEP compliance monitoring,
3. Daily building/vehicle/district operation maintenance and safety.
4. Castle Rock Project daily field observation/assistance and reporting.
5. Water Distribution main valve exercise program and annual flushing program.
6. Water Intake Cleaning scheduled for August.

### **Action Items.**

1. USFS Permit at Water Treatment Plant – awaiting Review and Signature.
2. Compiling Tank Cleaning Bids – September 2018
3. Castle Rock Water Main Replacement Project- Rapid Construction
4. Assist R.O. Anderson with sewer flow verification measurements for RHGID sewer collection.
5. TWSA Annual Report – RHGID required service, flow, and production.
6. Initial bids for painting Office Concrete Water Tank – Est. 23K-28K
7. NDEP yearly Sanitary Survey for RHGID scheduled August 22<sup>nd</sup>.

No Attorney's Reports.

### **10. Discussion and possible action to accept the resignation of the District Manager John Fassmann.**

Manager Fassmann reported that he was hired by the District on September 8, 2008. He had the opportunity to represent the District on a number of topics; from invasive species, to sewer lateral ownership, to the creation of the Douglas County Lake Tahoe Sewer Authority, and many other worthy projects. When I arrived at the District, we had \$3,776,872 in reserve accounts. At the end of 2016, the District had \$4,301,788 in reserves and we have completed several major projects over that span, including; construction of a new 500,000 gallon water storage tank at the office, replacement of a 500,000 gallon water storage tank at our upper tank location, reconstruction of all of the McFaul Way pavement, reconstruction of all of the Elks Point Rd. pavement and the Castle Rock main replacement / consolidation project. While there are projects that remain to be completed; moving forward the District has positioned itself to prioritize and accomplish its necessary goals.

John thoroughly enjoyed his tenure at Round Hill and will always be indebted to this Board, past and present, for all of their support over the years. He stated that he would not be where he is today without the Board's support. Overall, he believes that this District is poised to be the best it can be.

Upcoming paving projects, a second chlorine contact chamber, completion of the Castle Rock project and upgrades at the treatment facility are all on the horizon; projects which we will be on the way to completing moving forward.

Manager Fassmann thanked The Board for all their support, and is willing to do whatever he can to make the transition to a new Manager as smooth as possible.

Motion to accept the resignation of the District Manager John Fassmann. Fagen/Fertala 5-0 approved. Manager John Fassmann will be missed by all staff and residents of the Round Hill Community.

### **11. Discussion and possible action to appoint Andrew Hickman as the Acting District Manager.**

Manager Fassmann stated that Andrew had agreed to accept the position of Acting District Manager for a trial basis prior to Board discretion to offer Andrew the position of District Manager.

Andrew had already begun reading important documents pertaining to the District. He has also been familiarizing himself with the Budget, Audits, Debt Management and other financial documentation to bring him up to speed.

In the interim, Andrew will continue to conduct Chief Operator duties and Acting District Manager duties as needed. While acting as Chief Operator, Andrew will receive compensation at his current salary. While he is acting as District Manager, he will receive compensation as "out of class" as detailed in the Collective Bargaining Agreement at 25% above his regular pay scale.

Motion was made to appoint Andrew Hickman as the Acting District Manager. Fertala/Fagen 5-0 approved.

**12. Adjournment**

Move to adjourn. Fagen/Fertala 5-0 approved.

Attest:



Wes Rice  
Chairman



Keith Fertala  
Secretary