

**Round Hill General Improvement District
Board of Trustees Meeting
April 15, 2014**

Tuesday

6:00pm

1. Meeting Called to Order. (Side A/c#1)

Meeting was called to order by Chairman Glen Smith.

2. Pledge of Allegiance. (Side A/c#2)

Pledge of Allegiance was led by Chairman Glen Smith.

3. Roll Call. (Side A/c#6)

Chairman Glen Smith, Vice Chairman Steve Teshara, Trustees Wes Rice, Chuck Fagen and Steve Seibel were present. The District Manager, District Counsel and Administrative Assistant were present.

4. Public Comment. (Side A/c#8)

None

5. Approval of Agenda. (Side A/c#10)

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

6. Discussion and possible action to authorize the District Manager to enter into a contract with R.O. Anderson to create the necessary drawings to proceed with the renewal of the USFS special use permit for the Jeffrey S. Timmens Water Treatment Facility at a cost not to exceed \$5,000. (Side A/c#16)

Manager Reed reported that the special use permit with the USFS for the property that the District has at Round Hill Pines for the Jeffrey S. Timmens Water Treatment Facility expires on December 31, 2014. In order to renew the permit and to create additional space for the property to erect a new contact tank in the future, we need to have electronic drawings created to submit to the Forest Service.

Manager Reed stated that the reason he chose R.O. Anderson for this project was that they have done work for the District previously, they know our system and he feels comfortable and confident with their work. R.O. Anderson also does the survey work in-house rather than subcontracting it out to a third party. Manager Reed also reiterated that this project is considered "professional services" therefore; there is no requirement to go out to bid. However, if the project cost was in excess of \$25,000 the District would be required to go through soliciting proposals and qualifications for the bidding process.

All Board Trustees agreed that the District has never had any problems with work contracted between R.O. Anderson and RHGID.

Motion to authorize the District Manager to enter into a contract with R.O. Anderson to create the necessary drawings to proceed with the renewal of the USFS special use permit for the Jeffrey S. Timmens Water Treatment Facility at a cost not to exceed \$5,000. Due to his work with R.O. Anderson Engineering, Trustee Seibel abstained. Fagen/Teshara 4-0 approved

7. Discussion and possible action to authorize the District Manager to enter into a contract with Farr West Engineering to create BMP drawings to finalize the TRPA permit for the Pinewild sewer lift station at a cost not to exceed \$5,000. (Side A/c#102)

Manager Reed stated that one of the permit stipulations presented by the TRPA was that we submit temporary and permanent BMP drawings in order to finalize the permit for the Pinewild sewer lift station.

Farr West Engineering has the capabilities to create the drawings for the District. As with the hiring of R.O. Anderson Engineering for other projects, Manager Reed stated that Farr West Engineering has done work for the District previously, they also know our system and he feels comfortable and confident with their work. Manager Reed also reiterated that this project too, is considered "professional services" therefore; there is no requirement to go out to bid. However, if the project cost was in excess of \$25,000 the District would be required to go through soliciting proposals and qualifications for the bidding process.

All Board Trustees agreed that the District has never had any problems with work contracted between Farr West Engineering and RHGID.

Motion to authorize the District Manager to enter into a contract with Farr West Engineering to create BMP drawings to finalize the TRPA permit for the Pinewild sewer lift station at a cost not to exceed \$5,000. Seibel/Teshara 5-0 approved.

8. Consent Calendar. (Side A/c#130)

Motion to approve the consent calendar as presented. Rice/Fagen 5-0 approved.

9. Staff Reports. (Side A/c#150)

RHGID staff attended the annual Nevada Rural Water Association's conference in Reno to earn contact training hours for Water Operators' licenses.

Manager Reed met with Michael Carney of Castle Rock to discuss the possibility of turning off a Castle Rock resident for non-payment. Now that RHGID bills Castle Rock Homeowners' Association as an entity, it is up to the Association to turn off any individual customers for non-payment. He will also be attending a Castle Rock HOA meeting on May 7, 2014 to discuss their water line replacement project.

Manager Reed attended a conference call with the Nevada League of Cities to discuss upcoming changes to health insurance. The League is attempting to secure insurance for its members going forward. Under the Affordable Care Act, the League can no longer pool its members together into a single pool and offer insurance to the group as one. Where there are now four plans available to the League to choose from, in the future, each member agency will have four similarly structured plans developed for their individual circumstances. Premiums are expected to increase up to sixty percent. He will continue to monitor these insurance discussions.

District staff met with a resident to discuss a driveway paver repair on McFaul Court. An encroachment permit will be required from Douglas County prior to construction.

Manager Reed attended a meeting with Douglas County to approve the Division 11 of the County Code which refers to inspection of new project within the County. RHGID will continue to monitor this process.

Manager Reed attended the regularly scheduled Managers' meeting. Topics of discussion included the coordination of efforts with the County, health insurance, GPS tracking of vehicles and the use of mobile devices for employees.

Manager Reed attended a training seminar on labor law. The District's personnel manual and job descriptions should be updated. These will be brought before the Board for future consideration.

The District is in the process of finalizing the land transfer with Sierra Sunset for the Pinewild sewer lift station.

Manager Reed has approved the first payment for the upper tank project of \$42,488.10, mostly for materials received by the contractor.

The 2014 / 2015 budget was submitted to the State for approval prior to the due date of April 15, 2014.

10. Discussion and possible action on the evaluation of the District Manager, Greg Reed.

(Side B/c#1)

Each Trustee, in succession, gave their ranking of the District Manager by evaluation criteria of *General Performance, Work Habits and Attitudes, Relationships with Others, Supervisory Relationships, Managerial Responsibilities, and Overall Performance*. There were challenges described by the Trustees and several areas that specific Trustees felt they did not have enough direct knowledge on which to pass judgment. Except as noted above, for the most part, the Trustees tended to rate the District Manager toward above average or better. The District Manager thanked the Trustees for their support and vowed to continue to do his best for the residents of Round Hill. The Board Chair noted that he would present a compilation of the individual results to the District Manager at their next monthly meeting.

11. Discussion and possible action on a motion to move to a closed meeting pursuant to NRS 288.220 (1) and NRS 288.220 (4) to conduct negotiations and informal discussions with the District Manager, Greg Reed.

Motion to move to a closed meeting pursuant to NRS 288.220 (1) and NRS 288.220 (4) to conduct negotiations and informal discussions with the District Manager, Greg Reed. Rice/Teshara 5-0 approved. Taped recording is on file with District Counsel, Pat Fagan.

12. Discussion and possible action to modify the contract of the District Manager, Greg Reed.

Motion to approve an increase of the District Manager's salary by 10% to \$98,175.00 effective July 1, 2014. Teshara/Fagen 5-0 approved.

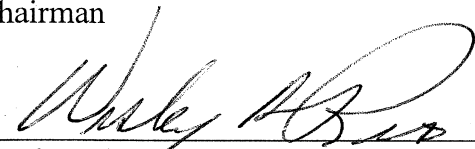
13. Adjournment. (Side B/c#200)

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

Attest:



Glen Smith
Chairman



Wesley Rice
Secretary