

**Round Hill General Improvement District
Board of Trustees Meeting Minutes
January 16, 2018**

Tuesday

6:00 pm

1. Meeting Called to Order

Meeting was called to order by Chairman Steve Seibel.

2. Pledge of Allegiance

Pledge of Allegiance was led by Chairman Steve Seibel.

3. Roll Call

Chairman Steve Seibel, Trustee's Darin Smith and Keith Fertala were present. Trustee Chuck Fagen was present via telephone. District Manager Greg Reed, Acting District Manager John Fassmann and District Counsel Justin Townsend were present. Vice Chairman Wes Rice was absent. Resident's Carl Ruschmeyer, Cindy Gulick and Bruce Steger were present.

4. Public Comment

None.

5. Approval of Agenda

Motion to approve the agenda as presented. Fertala/Smith 4-0 approved.

6. Discussion and possible action to authorize the District Manager to enter into a contract with Cashman to effect repairs to the auxiliary generator at the water treatment facility.

Manager Reed reported that the auxiliary generator at the lake is in need of repairs to the front and rear seals. The District had included \$10,000 for repair of the seals in the budget for 2017 / 2018. Cashman Equipment provided a quote of \$3,548.27 to conduct the repairs. The District routinely uses Cashman for preventative maintenance and monitoring of all of our generators and since Cashman's estimate is considerably under the budget estimate, conducting this work at this time is reasonable.

Motion to approve authorize the District Manager to enter into a contract with Cashman to effect repairs to the auxiliary generator at the water treatment facility. Fertala/Smith 4-0 approved.

7. Discussion and possible action to authorize the District Manager to purchase a new office photocopier.

Manager's Reed and Fassmann reported that the office photocopier is 10+ years old. The District has a contract with High Sierra Business Systems for maintenance of the copier. Recently, repairs to the copier have been difficult as the machine is becoming obsolete and it is difficult to get replacement parts for the unit. A recent service call would not have been able to be completed if the proper part could not be found and it was a close call. Rather than wait until after the copier fails and the District is scrambling to find a replacement, it is prudent to solicit a replacement now. The District has funds available in the General Fund in contingency to pay for a new copier.

After reviewing lease vs. purchase options with High Sierra Business Systems, Staff believes the outright purchase option would be in the Districts best interest. A lease is generally advantageous for high volume and the need for modern tech upgrades every 2-5 years, an outright purchase is more advantageous for low volume while maximizing the longevity of the machine.

After discussion a motion was made to authorize the District Manager to purchase the Cannon Image Runner Advance 4525 model for the new office photocopier. Smith/Fertala 4-0 approved.

8. Discussion and possible action to authorize the District Manager to request a proposal from Farr West Engineering for a Sewer Master Plan Analysis.

For the past several years, the District has collected videos of our buried sewer system. As we move forward, we need to take that data and incorporate it into a viable Plan for repair / replacement and renewal. A Sewer Master Plan can be used by the District in the future to determine the appropriate capital improvement pace, establish priorities, determine funding requirements and determine the required rate structure.

Last year, the District transferred \$186,953 in Burton – Santini funds from the Sewer Fund back into the General Fund from whence they came. This transfer will allow the District to more quickly replace aging roads within the District. However, the transfer did deplete extra reserves within the Sewer Fund. It is prudent for the District to develop an appropriate timeline and process to replenish those reserves.

The development of a Sewer Master Plan will allow the District to determine the proper processes to replenish those reserves and repair our aging infrastructure. Farr West Engineering developed the District's rate structure in 2009. Farr West also maintains the District GIS data. The sewer videos have been attached to the GIS data. Therefore, it is appropriate for Farr West to undertake this analysis rather than another firm.

Awarding a contract to Farr West for the implementation of the analysis will come back before the Board for consideration. Implementation of the recommendations of any such analysis will also come back before the Board for consideration.

Motion to authorize the District Manager to request a proposal from Farr West Engineering for a Sewer Master Plan Analysis. Smith/Fertala 4-0 approved.

9. Consent Calendar

Motion was made to approve the consent calendar as presented. Fertala/Smith 4-0 approved.

10. Staff Reports

Manager John Fassmann received a letter from Jeffrey J. Jacobsen of PDQ 199 NV, LLC. requesting the existing 30" CMP storm drain located at 199 U.S. Hwy 50 (old Shell station) running directly through their property; be inspected for operational integrity. Staff responded with a letter informing PDQ that the storm drain is located within RHGID easement and that the district would inspect and maintain the storm drain pipe, but would not allow the proposed building to be located on top of the storm drain within the district easement. To date, there has been no response.

Paul Kearny of Summit Plumbing met with Manager Fassmann for a review of the District's current Infiltration/Intrusion (I/I) issues at the Pinewild Sewer Wet Well. They ascertained any repairs at this time was not practical with current level of ground water. They agreed that further inspection of the incoming line should be undertaken for possible I/I. Also discussed was the camera inspection to be performed on the 30" storm water Corrugated Metal Pipe located at 199 U.S. Hwy 50

Manager Fassmann attended a meeting with Lumos and Associates regarding the 90% plan submittal for the Pinewild Water Line replacement project. Pinewild plans a water service line replacement project to be conducted in three phases over a three year period. RHGID reviewed plans and communicated the districts interest in making sure that ALL Quality Assurance issues meet our standards, and communicated that any testing, disinfection, inspections need to be communicated to RHGID staff for our attendance and approval.

The Tahoe Water Supplier Association Board Meeting held on December 14th at which time District Manager Fassmann recognized responsibility for representing RHGID. Re-affirming the Districts position that all physical processes should be utilized first before TKPOA's proposed use of herbicides be considered.

Greg continues to meet with John regarding district matters. They have been focusing on Agenda formulation and documentation, as well as developing the 2018 yearly Budget.

Manager Fassmann has continued contact with Rob from R.O. Anderson regarding the district sewer flow meter located at DCLTSA main pump station. Staff is working with Engineer Jonathon and have reviewed internal meter data and concluded that the meter is measuring and operating correctly. John relayed information to DCLTSA reiterating their need to correlate internal data to correspond with their SCADA system reads.

Manager Fassmann contacted the USFS in regards to the Water Treatment Plant Permit renewal. He spoke with Brian Hansen at the USFS regarding the handling and renewal process. Brian informed John that the districts permit is 3 yrs. past renewal and will be addressed in early 2018. John offered any assistance in order to facilitate our renewal.

The 90% plan submittal for Castle Rock Project was received. John is currently reviewing with Greg for any necessary updates / revisions.

John and Greg spoke with Castle Rock Board member Cindy Gulick regarding the installation of irrigation meters as a part of the Castle Rock Project. Staff informed Cindy that two or possibly three meters can be installed at their request, but any configuration for irrigation lines and connections immediately after the meter locations would be the responsibility of the Castle Rock Association. The irrigation configuration after the meters will not be part of the Castle Rock Main Replacement Project.

Manager Reed reported that his last meeting with the district would be February 20, 2018.

District Manager Fassmann along with Field Crew attended to recent items:

1. SCADA failure-Assisted Sierra Controls with Mod icon/Logic failure override and re-write.
2. Conducted monthly NDEP compliance monitoring,
3. Daily building/vehicle/district operation maintenance and safety.
4. 340 Ute Way permit request: To trench under District Roadway for installation of private underground power supply. Staff denied permit request; not being in the Districts best interest due to proximity of excavation near Sewer and Water Mains. Unacceptable risk for possible damage during installation and any future potential repairs.
5. 254 McFaul Court request for Vacation Rental Status.

Upcoming Action Items:

1. 199 Hwy. 50 Parcel – Request to inspect 30” CMP Storm Drain Pipe located through an RHGID easement.
2. USFS Permit at Water Treatment Plant – Renewal
3. Trend West sewer meter calibration.
4. Castle Rock Pre-Bid Conference date.

11. Adjournment

Move to adjourn. Fertala/Smith 4-0 approved.

Attest: Steve Seibel

Steve Seibel
Chairman

Keith Fertala

Keith Fertala
Secretary