

**Round Hill General Improvement District  
Board of Trustees Meeting Minutes  
February 20, 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, Vice Chairman Wes Rice and Trustee's Chuck Fagen and Keith Fertala were present. Trustee Darin Smith was absent. District Manager Greg Reed, Acting District Manager John Fassmann and District Counsel Justin Townsend were present. Resident Carl Ruschmeyer was present. Matt Van Dyne of Farr West Engineering was also present.

**4. Public Comment**

None.

**5. Approval of Agenda**

Motion to approve the agenda as presented. Fagen/Rice 4-0 approved.

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

Matt Van Dyne reported that Farr West Engineering had finalized the design for the Castle Rock Water Main Project at the end of January and the project was currently out for bid. The Pre-Bid Meeting was held at 10:00 a.m. this morning, February 20, 2018. Sealed bids for the project are due on March 6<sup>th</sup>, and award of the project will be an item at the March 20, 2018 Board Meeting. The tentative construction start date is set for May 7<sup>th</sup>.

Board members had questions regarding traffic flow, staging areas and impacts on Round Hill residents outside of the Castle Rock HOA. Manager Reed stated that there would be no impact to other residents and that traffic flow and staging would be a little tricky but that the contractors would have to deal with these issues.

No action necessary on this item.

**7. Discussion and possible action to authorize the District Manager to accept an amendment allowing Farr West to provide additional technical support during the bidding and construction phases of the Project.**

Manager Reed reported that Farr West Engineering had provided an Amendment at the District's Request to provide additional technical support during the bidding and construction phases of the Castle Rock Project.

Manager Reed stated that the original proposal from Farr West Engineering included the additional technical support however, RHGID staff was going to be helping with inspections and now that RHGID staff has changed; those additional inspections would need to be completed by Farr West Engineering.

Motion to approve authorize the District Manager to accept an amendment allowing Farr West Engineering to provide additional technical support during the bidding and construction phases of the Project. Rice/Fagen 4-0 approved.

**8. Discussion and possible action to approve the appointment of John Fassmann as the District Manager and enter into a contract with John for the remainder of the 2017 / 2018 fiscal year.**

Attached is a copy of the proposed contract between the District and John Fassmann. It has been modified to meet the current circumstances of the District. The District advertised for the position of District Manager in 2017. The advertised salary was \$90,000. Given that John has been at the District for over nine years and given that he has been working in the capacity of Acting District Manager for several months, and that his salary in that capacity was nearly \$90,000, it is appropriate to consider starting John out at a salary of \$95,000 per year.

Motion to approve the appointment of John Fassmann as the District Manager and enter into a contract with John for the remainder of the 2017 / 2018 fiscal year at the rate of \$95,000 per year.  
Fertala/Fagen 4-0 approved

**9. Discussion and possible action to authorize the District Manager to submit Staff overtime as a qualified emergency to Nevada PERS, for the Kent Way Fire Hydrant lateral leak repair.**

Manager Fassmann reported that staff responded to an emergency leak repair on Kent Way on January 19, 2018. A Fire Hydrant Lateral had ruptured due to a large root intrusion. On Call and Standby Staff responded along with Summit Plumbing to affect an 8 hour repair. Nevada PERS has requested that the Board of Trustees for the District declare the staff response as an "emergency" in order to qualify the Overtime Hours to be included in monthly PERS calculation and submittal.

The reason this is important to staff is that these hours go toward their service credits when they retire. A unanimous motion was made to authorize the District Manager to submit Staff overtime as a qualified emergency to Nevada PERS, for the Kent Way Fire Hydrant lateral leak repair.  
Rice/Fertala 4-0 approved.

**10. Discussion and possible action to modify the meeting time for future RHGID Board of Trustees' meetings to be held the 3<sup>rd</sup> Tuesday of each month at 4:30 p.m. instead of the current 6:00 p.m. meeting time.**

Manager Fassmann reported that currently, the Board conducts its meetings at 6:00 p.m. in order for Manager Reed to be in attendance. The hours of operation for the District are 7:00 a.m. until 4:30 p.m.

Other area agencies hold their meetings during business hours such as; the County Commissioners and the Tahoe Douglas Fire District are two examples. A change in the RHGID Board of Trustees meeting time will alleviate District staff from having to wait around for an hour and a half after the close of District business hours.

Motion to modify the meeting time for future RHGID Board of Trustees' meetings to be held the 3<sup>rd</sup> Tuesday of each month at 4:30 p.m. instead of the current 6:00 p.m. meeting time.  
Fagen/Rice 4-0 approved.

**11. Consent Calendar**

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

**12. Staff Reports**

Manager Fassmann reported that staff responded to an emergency water line break on Kent Way 1/19/2018. Root intrusion caused a 6" Fire Hydrant Lateral stubbed off of the main line to rupture.

RHGID in conjunction with Summit Plumbing affected an 8 hour repair to replace damaged section with a 22" section of new PVC piping. Significant undermining of Kent roadway occurred, Summit Plumbing with staff were performing the road repair necessary to fill, compact, and patch section of roadway that was undermined due to leak.

Staff with Board authorization entered into a Customer Support Agreement with Cashman for the semi-annual maintenance of District's three backup generators. Including entering into a Service Agreement for front and rear seals that need to be repaired on the Water Treatment Plant generator. This work is scheduled to be completed in the spring of 2018.

The District's Hi-Way road sander experienced a complete failure of its main Conveyor Chain. This particular part is essential for the operation of the road sander. Staff authorized purchase of a new Conveyor Chain to be installed by Staff. In the interim the hydraulic tow behind sander is being utilized for District's road sanding requirements.

Staff met with Wells Fargo account representative Lynn Heislein for yearly District Account Review. Discussion involved current Wells Fargo Accounts and the potential future use of their ACH (Automatic Check Handling) program vs. Districts current Wave on-line credit card payment program. The benefit of their platform according to Wells Fargo is a convenient payment process that offers a layered security approach to their bank-provided services.

Staff met with Farr West on January 30<sup>th</sup> for Annual Client Meeting. The premise of the meeting is an annual overview to critique their performance and preparation for next fiscal year discussion of improvements. Staff directed Farr West to begin the steps for initiating Sewer Master Plan Analysis.

Received Farr West adjustments to 90% plan submittal for Castle Rock Project. Currently reviewing changes and adjustments recommended from Nevada Division of Environmental Protection and Bureau of Safe Drinking Water.

John and Greg spoke with Cindy Gulick regarding the installation of irrigation meters as a part of the Castle Rock Project. The irrigation configuration after the meters will be Castle Rock's responsibility and will not be part of the Castle Rock Main Replacement Project.


Manager Fassmann spoke with Brian Hansen of USFS regarding status of RHGID Forest Service Permit Renewal at Water Treatment Plant. Brian informed District that he is in the final steps of permit renewal and requested a meeting for the final review of Terms and Conditions, meeting to be scheduled in February.

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

1. District Manager attended bi-monthly area wide Managers Meeting, also attended DCLTSA monthly Board Meeting.
2. Conducting monthly NDEP compliance monitoring,
3. Daily building/vehicle/district operation maintenance and safety.
4. Staff cleaned and installed new gasket material on Filter # 1 Clarifier at Water Treatment Plant.
5. Staff installed fire hydrant riser on fire hydrant located at 275 Elks Pt. Road, completing 2<sup>nd</sup> round of fire hydrant replacement.

**13. Adjournment**

Move to adjourn. Rice/Fagen 4-0 approved.

Attest:   
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Steve Seibel  
Chairman

  
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Keith Fertala  
Secretary