

**Round Hill General Improvement District  
Board of Trustees Meeting  
April 15, 2008**

**Tuesday**

**6:00pm**

**1. Meeting Called to Order. (Side A/c#01)**

Meeting was called to order by Vice Chairman Glen Smith.

**2. Pledge of Allegiance. (Side A/c#02)**

Pledge of Allegiance was led by Manager McKay.

**3. Roll Call. (Side A/c#05)**

Vice Chairman Glen Smith, Trustees Chuck Fagen and Steve Teshara were present. The District Manager, Secretary and Engineer were present. In attendance for District Counsel Pat Fagan was Jennifer Mahe of Allison MacKenzie. Chairman Joe Francoeur and Trustee Wes Rice were absent.

**4. Public Comment. (Side A/c#11)**

Vice Chairman Smith reported that the Round Hill Fire Safe Chapter spent the entire grant funding received last summer. This leaves no funding for pine needle and cone pick up this year. There will be a considerable increase in pine needle pick up as the defensible space around homes has been extended from 5' to 30'. He is requesting that funds, not to exceed \$1500, be formally agendaized to ensure there is adequate pine needle and cone pickup in Round Hill, on the May 20, 2008 agenda.

**5. Approval of Agenda. (Side A/c#38)**

Motion to approve the agenda as published. Teshara/ Fagen 3-0 approved.

**6. Discussion and possible approval of request for reimbursement for costs associated with cleaning of roots from sewer lateral at 281 Cheyenne Way. (Side A/c#54)**

District Manager and Trustees reviewed the background facts related to the request and the pertinent provisions of the adopted RHGID Sewer Tariffs. Trustee Teshara noted that, as stated in the Tariffs, lateral sewers from the edge of the property to the sewer main are the responsibility of the property owner. Acting District Counsel Jen Mahe concurred.

Motion to deny the claim of property owner at 281 Cheyenne Way, based on the adopted Tariffs of RHGID, specifically, Rule 15-I. Teshara/Fagen 3-0 approved.

**7. Discussion and possible approval of proposal to accept resignation of Cameron McKay, District Manager. (Side A/c#136)**

Manager McKay presented the Board with a letter of resignation, indicating that he had accepted the position of Manager for the Kingsbury General Improvement District. His last day as RHGID Manager will be May 31, 2008. He expressed his appreciation to the Board for support and guidance during his nine years as Manager. His resignation letter noted the District's major accomplishments during this period and noted that "with all this accomplished, RHGID has managed to keep the water and sewer rates lower than any other District in the area." He noted that he had already received several letters and resumes from interested job applicants.

Individually and collectively, Board members present thanked McKay for his hard work and contributions. Trustee Teshara requested a copy of the Manager's Job Description. He suggested that it be updated, as appropriate, to reflect current duties. Vice Chairman Smith requested that the interview process begin as of May 5, 2008, and offered to serve as the Board's representative on a subcommittee to review applicants and make recommendations to the full Board at the May 20, 2008 regular Board meeting. Motion to formally accept Manager McKay's resignation. Teshara/Fagen 3-0 approved.

**8. Discussion and possible approval to initiate search for replacement District Manager. (Side A/c#200)**

Trustee Teshara requested a copy of the District Manager job description. Vice Chairman Smith requested the interviewing process be started May 5, 2008 and offered to be on the interview board with Manager McKay. Manager McKay will present the findings of the applicants to the Board at the May 20, 2008 board meeting.

Motion to establish the search process for a new District Manager taking the following actions:

1. Appoint a Search Sub-committee to include Vice Chairman Smith as the Board's representative, outgoing Manager McKay and District Engineer Brien Walters.
2. The proposed date for the applications to be received would be targeted as May 2, 2008 and all resumes would be presented to the Board.
3. The goal of the sub-committee would be to bring its findings back to the Board at the regular meeting of May 20, 2008 with the option of extending the process or re-initiate the process if the sub-committee so recommended.
4. All Board members will receive the current job description and information related to the salary range being offered and current policies in place for the current Manager's extra benefits. Teshara/Fagen 3-0 approved.

**9. Budget Workshop. (Side A/c#475)**

Manager McKay reminded the Board that the budget hearing is May 15, 2008. After some discussion, the Board decided to hold the hearing on May 15, 2008 at 8:00am at the District office.

Manager McKay will increase fuel costs for the year on the advice of Vice Chairman Smith.

A correction to the general fund contingency item will be increased from \$1,573 to \$15,730. The Department of Taxation has instructed Manager McKay to change the budgeted consolidated tax distribution for the fiscal year from \$440,280 to \$452,555. The Round Hill entrance sign is in need of repair and Manager McKay stated that there are funds in the budget for the necessary repairs.

Trustees directed staff to make changes to the 2008/09 tentative budget as presented during this workshop.

**10. Consent Calendar. (Side B/c#157)**

Motion to approve the consent calendar with the exclusion of item ii, Minutes of March 18, 2008, with these minutes to be brought back to the Board for approval at the May 20, 2008 regular meeting. Teshara/Fagen 3-0 approved.

**11. Staff Reports. (Side B/c#175)**

Manager McKay stated that the street sweeping will begin next month. The crew has completed pulling the pumps at the sewer lift station in Pinewild for the six month service and everything is running fine. McKay reported that the crew had not been called out on alarm even once since the new submersible pumps were installed.

The new approved "No Parking" signs have been posted in the District.

Summit Plumbing is in the process of cleaning the sewer lines before running the TV camera up them to see if there are any potential problems. The cost of this will be used as “in kind” costs for future work on the sewer system.

The crew has de-winterized the snow removal equipment. Before next winter, the gate on the loader will need to be rebuilt and the plow on the Chevy will need a new control unit. Manager McKay has included these repairs in the proposed funds for the 2008-09 budget.

Pat McKay and Brien Walters attended a risk assessment training program at Incline Village. The training was paid for by Tahoe Water Suppliers Association and will be used on future developments near RHGID’s intake.

Manager McKay also met with Gary Midkiff to review the improvements RHGID did on the rehab of the sewer lift station. According to Gary, the old pump building will need to be removed as Pinewild is over covered and needs to reduce coverage. Gary will be submitting a request for the release of the funds being held at TRPA on the raw water intake project.

Vice Chairman Smith reported that the Fire Safe Chapter received a Grant this year from the California Clearing House in the amount of \$75,000. He will be providing a letter and membership application to be mailed out with Round Hill GID’s April billing.

**12. Correspondence. (Side B/c#198)**

Manager McKay reported that the upcoming watercraft inspection training for the threat of Zebra-Quagga mussels and aquatic weeds in Lake Tahoe was available for everyone to attend. He spoke with Summit Plumbing and they will be attending this training because work on our water intake system.

**13. Adjournment. (Side B/c#227)**

Move to adjourn made by Trustee Teshara.

Attest:

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Glen Smith  
Vice Chairman

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Steve Teshara  
Trustee