

**Round Hill General Improvement District
Board of Trustees Meeting
September 15, 2009**

Tuesday

6:00pm

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

Meeting was called to order by Chairman Joe Francoeur.

2. Pledge of Allegiance. (Side A/c#04)

Pledge of Allegiance was led by Chairman Francoeur.

3. Roll Call. (Side A/c#07)

Chairman Joe Francoeur, Vice Chairman Glen Smith, Trustees Steve Teshara, Chuck Fagen and Wes Rice were present. The District Manager and District Counsel were present. District residents Janet & Mike Murphy and Claus Utecht were present. Rob Anderson of R.O. Anderson and Brian McRae of Lumos & Associates were also present.

4. Public Comment. (Side A/c#19)

Mr. Murphy asked if the District was up to date with backflow reporting. Manager Reed reported that all backflows were in compliance and up to date.

Chairman Francoeur requested that item #6 be changed to later in the meeting as they were waiting for Mr. Farr to arrive.

5. Approval of Agenda. (Side A/c#30)

Motion to approve the agenda as presented with the exception of item # 6 which may be taken with the Chairman's discretion when Mr. Farr is present. Teshara/Smith 5-0 approved.

6. Discussion and possible action to authorize the District Manager to enter into a contract with Farr West Engineering for the development of a comprehensive rate structure analysis at a cost not to exceed \$30,000. (Side B/c#117)

This item was held until Brent Farr arrived.

7. Discussion and possible action to authorize the District Manager to enter into a contract with R.O. Anderson for the development of a comprehensive pavement management plan at a cost not to exceed \$50,000. (Side A/c#36)

Manager Reed stated that requests for proposals were sent out to several firms for each of the proposed projects. He presented aerial maps provided by R.O. Anderson designating lot lines and water and sewer lines.

The process consisted of Trustee Fagen and Manager Reed reviewing all proposals, interviewing selected firms and negotiating a contract with the preferred interviewee. R.O. Anderson was selected as the firm for the Road Maintenance project.

Mr. Anderson stated that the map is the photo available through Washoe County. There are two processes in pavement management. You can send an engineer out to measure the pavement, take an inventory of all the cracks, potholes and areas in distress and then develop a database from that

field information. The other approach is to do an aerial survey and use those photos to develop your database. This approach has the added benefit to the District that the photos can be a resource the District can use for future projects. Mr. Anderson gave quotes on both of these options. The difference in cost to obtain the photos is an additional \$1,800.

District Counsel Pat Fagan, asked Mr. Anderson about a couple of provisions in the contract. Mr. Anderson's response to the provision 6.10 Dispute Resolution, was that their intention was that in the event of a dispute, his understanding is that the District would have the right irrespective of the terms of the contract unless it was specifically excluded. Their intent was that both parties would work in good faith together to resolve any dispute.

Vice Chairman Smith stated that the Board voted two years ago to invest in the MicroPaver system and wanted to hear Mr. Anderson's comments on the value of that system and if it would be any benefit if we progress with the system.

Manager Reed reported that the District does have the MicroPaver software loaded and an employee was sent for training on the use of that program. As part of the process, Mr. Anderson will pull the information from the roads and load the information into the MicroPaver. He will then provide the information to the District. Staff will then be able to carry forward with the information in time.

Mr. Anderson stated that they had used and are familiar with the Micropaver system. The intention is to have the District employee accompany them during field assessments to further his training of the program.

Trustee Rice stated that the budget accounted for \$200,000 for road repairs. In this budget amount, how much would actually be put down in asphalt? Manager Reed had previously addressed this question with Mr. Anderson. The original Request for Proposal requested that plans and specifications be developed for the first phase of the road pavement project. After discussion, it was noted that development of an estimate prior to an understanding of the scope of work for the first phase of pavement would be problematic. A decision was made to wait until after the road maintenance plan is complete and the first project phase was identified, and then prepare an estimate for the cost of developing the plans and specifications.

Trustee Fagen asked about the reimbursable expenses in section C4.04. Mr. Anderson stated that if any application or permit fees were due, R.O. Anderson would pay on behalf of RHGID but would expect to be reimbursed. The Board would like Manager Reed to create a 20 to 40 year CIP Plan for assets.

Motion to authorize the District Manager to enter into a contract with R.O. Anderson for the development of a comprehensive road pavement management plan at a cost not to exceed \$50,000 subject to final concurrence of legal counsel. Smith/Fagen 5-0 approved.

8. Discussion and possible action to authorize the District Manager to enter into a contract with Lumos & Associates for the design of the new Round Hill water tank at a cost not to exceed \$150,000. (Side A/c#540)

Manager Reed stated that Lumos & Associates provided the District with a Scope of work, project schedule and cost estimate for the tank project. The 2009/2010 budget included \$175,000 for the new water tank project. Lumos & Associates' estimate was \$142,747. The District received a 50%

matching grant from the USFS through STPUD in the amount of \$68,250, therefore the District can expect to spend \$74,497 to fund the design of the new tank.

Motion to authorize the District Manager to enter into a contract with Lumos & Associates for the design of the new Round Hill water tank at a cost not to exceed \$150,000 pending counsel's approval and modifications to the contract made by the Board of Trustees. No portion of the project will proceed beyond the Geotech analysis until the Patel lot line adjustment is approved by the TRPA. Smith/Fagen 5-0 approved.

6. Discussion and possible action to authorize the District Manager to enter into a contract with Farr West Engineering for the development of a comprehensive rate structure analysis at a cost not to exceed \$30,000. (Side B/c#117)

Manager Reed gave an overview of the Scope of work, project schedule and cost estimate provided by Farr West Engineering.

Trustee Teshara asked if there was a new revenue category in the District for road maintenance fees in the budget. Manager Reed stated that this would be determined as part of this project. Currently, the road maintenance activities are funded by the consolidated tax revenue the District receives from Douglas County.

The same question was asked about a storm water utility to which Manager Reed stated this project would also determine.

This project will also assist the Board with potential changes to the District Tariffs with regard to connection fees.

Motion to authorize the District Manager to enter into a contract with Farr West Engineering for the development of a comprehensive rate structure analysis at a cost not to exceed \$30,000. Teshara/Rice 5-0 approved.

9. Discussion and possible action to authorize the District Manager to enter into a contract with Resource Concepts for the completion of the design and permitting for the Round Hill BMP's at a cost not to exceed \$20,000. (Side B/c#553)

Manager Reed reported that with the proposed land transfer project, the present scope of work and project completion for BMP's needed to be updated. The 2009/2010 Budget included \$40,000 for this work

Motion to authorize the District Manager to enter into a contract with Resource Concepts for the completion of the design and permitting for Round Hill BMP's at a cost not to exceed \$20,000. Smith/Fagen 5-0 approved.

10. Discussion and possible action to approve a request to TRPA for modifications to the new Round Hill entrance sign. (Side C/c#17)

Manager Reed reported that the electrical meter was not part of Yesco's contract. There were only two places to install the meter box, was behind the sign and the other would have been out by the roadway by the rock wall. He has met with representatives of Yesco and they have re-evaluated their estimate to increase the sign by two feet at a cost of \$5,900.

Motion authorizing staff to have the sign raised two feet not to exceed \$6,500 in additional costs. Smith/Teshara 5-0 approved.

11. Discussion and possible action on a request by Kingsbury General Improvement District that we participate in a study to investigate the creation of a regional water filtration facility. (Side C/c#134)

Manager Reed stated that this item was discussed at the August Board meeting and was tabled pending further information on the matter.

He felt it prudent that the District participate in the funding of the study in order to involve the District in the process of the potential development of a potable water filtration facility and the installation of a trans-Round Hill pipe line.

Chairman Francoeur questioned whether the District's intake lines could handle this new water filtration system. There would be a possibility that the new facility would be in the Round Hill Pines.

Trustee Teshara felt it necessary to have someone from the County or KGID come to a Board meeting and give a presentation of the proposed plan. Manager Reed stated that at this time, there is no presentation to be given but that he could provide the Board with additional information. KGID was under LT2 requirements to make modifications to their treatment plant. Rather than meet those requirements, KGID wants to conduct a study for costs to build a water treatment facility.

Table this item until the District Manager can bring back more information reporting what this study is about, the pros and cons and what the potential benefits there will be for the Round Hill District. Trustee Teshara would also like to see some sort of contract between the County and KGID prior to RHGID putting forth any funds for this study.

12. Discussion and possible action to authorize the District Manager to submit a Letter of Intent to secure funding for the new water tank from the State Revolving Fund. (Side C/c#426)

Manager Reed reported that the construction of a new water tank could cost \$700,000 to 1,000,000. He had previously applied for grant funding but the District is not eligible due to median household income in Round Hill. Low interest loans are available through the State Revolving Fund at the current rate of 3.5%.

The District is on the list for receiving funds for this project but would like to be further up on the list. In order to move up and receive a higher priority for these funds, the District must submit a Drinking Water State Revolving Fund Letter of Intent.

Motion authorizing the District Manager to complete and submit the Drinking Water State Revolving Fund Letter of Intent. Teshara/Rice 5-0 approved.

13. Consent Calendar. (Side C/c#479)

Motion to approve the consent calendar as amended. Smith/Fagen 5-0 approved.

14. Staff Reports. (Side C/c#550)

Manager Reed stated that a newsletter would be going out in the September 2009 billing. He requested suggestions from Board members for the newsletter.

Manager Reed reported that in conjunction with the International Operating Engineers Union Local 39, a position of Operator in Training position has been created for hiring a new District employee and an ad will be placed in the paper to solicit applications.

George T. Hall has started work on the SCADA replacement project. They have created screens that District personnel will use to interface with the new software and inputs and outputs are being mapped so we can ensure we have the alarm signals required with the new system. The switch-over will happen in January 2010.

Work on the Asian Clam Removal project continues. Sampling has been more rigorous as time has progressed. District staff is satisfied that the researchers and the TRPA are diligently pursuing water quality as they continue with this process.

The final samples for the Long Term 2 Enhanced Surface Water Treatment Rule will be taken on September 16th and 30th.

Manager Reed reported that Operator Pat McKay passed his Treatment 3 and Operator John Fassmann passed his Treatment 2 Water Operators licensing tests.

No attorney report.

Vice Chairman Smith stated that he would be submitting a paragraph regarding the Fire Safe Council for inclusion in the September 2009 newsletter. The Fire Safe Chapter has \$36,000 that had not yet been spent this year. They can obtain an extension of these funds, but that would only be good until March 2010.

15. Correspondence. (Side D/c#61)

Manager Reed presented a list of failing banks just as information. The banks that the District are using within the CDARS program seem to be doing well. RHGID's funds are completely protected through the FDIC.


16. Adjournment. (Side D/c#72)

Motion to adjourn made by Vice Chairman Smith.

Attest:



Joe Francoeur
Chairman



Glen Smith
Vice Chairman