

**Round Hill General Improvement District
Board of Trustees Meeting
August 21, 2012**

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 Chuck Fagen, Wesley Rice and Steve Seibel were present. The District Manager and District Counsel were present. Residents Dan and Alice Wilkinson and Michael Murphy were present.

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

Mr. Wilkinson suggested that landscaping at the triangle area at McFaul and Elks Point Rd. should be added to next year's budget. He suggested possibly incorporating stone in that area to alleviate what is perceived as weeds. This would beautify the area and require minimal maintenance. Manager Reed will look into options and consider incorporating the expense into the 2013/2014 budget.

5. Approval of Agenda. (Side A/c#32)

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

6. Discussion and possible action on securing replacement parts for the auxiliary electrical generator at the Pinewild sewer lift station. (Side A/c#35)

Manager Reed said this item would come back before the Board at their regular September meeting. No action was taken on this item.

7. Discussion and possible action to authorize the District Manager to enter into a contract to replace the windows in the office building at 343 Ute Way. (Side A/c#67)

Manager Reed reported that the 2012 / 2013 budget includes a line item for \$10,000 for building maintenance. The original idea was to restore the storage shed with the money from this line item. However, after discussions with staff, it was determined that it might be better to replace the windows at the office during this budget cycle and restore the shed with money carried in the 2013 / 2014 budget.

The windows in the office building are single pane, aluminum clad windows. The intent is to replace them with double pane, vinyl clad windows. This will improve the appearance of the building and improve the heating and cooling costs at the office.

The District received two proposals. One from The Genoa Company, Roger Falcke in the amount of \$9,732.00 and the other from Ryan Brown Construction in the amount of \$7,252.74.

Motion to authorize the District Manager to enter into a contract with Ryan Brown Construction to replace the windows in the office building at 343 Ute Way in the amount of \$7,252.74 with the stipulation to include a completion date in said contract. Fagen/Rice 5-0 approved.

8. Discussion and possible action to authorize the District Manager to respond to a Request for Proposals from Douglas County to operate and maintain the County's water facilities located at Lake Tahoe. (Zephyr Utility District, Uppaway, Skyland / Cave Rock). (Side A/c#)

In addition to meeting with Douglas County at a pre-proposal meeting, Manager Reed reported that he had follow up discussions with the NDEP, the District's insurance representative and the District's Auditors. He does not believe it is in the best interest of the District to submit a proposal in response to the RFP.

Motion to authorize the District Manager to draft a letter to Douglas County informing them that the District will not be submitting a proposal to operate and maintain the County's water facilities located at Lake Tahoe. Teshara/Fagen 5-0 approved.

9. Discussion and possible action to modify the Trustees' Claim of Lien Policy #1-2009 to include an administrative fee of \$50.00. (Side A/c#690)

Manager Reed stated that Douglas County charges \$28.00 to process a lien; \$14.00 to establish the lien and \$14.00 to release the lien. Currently, RHGID files the lien with the county and requests the release of lien and collects no administrative fee to follow the lien process.

As indicated in the policy, the district must create the paperwork for the lien, create the paperwork to include the item on the Trustees' agenda, make multiple attempts to collect the past due amount prior to filing the lien and send multiple registered letters to support our request.

The District charges many administrative fees; such as for turning water on and off for repairs (\$50.00). He believes the District should have a process to recoup its costs during the lien process.

Motion authorizing District staff to modify the Trustees' Claim of Lien Policy #1-2009 to include an administrative fee of \$50.00. Teshara/Rice 5-0 approved.

10. Discussion and possible action to authorize staff to file a Claim of Lien against the property located at 200 Silver Drive. (Side A/c#742)

As a result of the District billing Castle Rock one monthly invoice for all 40 homes in the development rather than individually and not being able to shut the water off to this home, staff requested that the lien be filed to ensure the District receives full payment prior to the sale of the property.

Authorize staff to file a Claim of Lien against the property located at 200 Silver Drive. Rice/Seibel 5-0 approved.

11. Consent Calendar. (Side A/c#765)

Motion to approve the consent calendar with amendments to the July 17, 2012 minutes. Rice/Seibel 5-0 approved.

12. Staff Reports. (Side A/c#861)

Manager Reed continues to work with Douglas County and other local governmental agencies within Douglas County to create a standardized set of construction project details. To date, they have developed standard details for road cuts, water systems, paving, sewer, inspections and storm drains. They are now in the process of pulling all of the details together. They will be sent to the private sector Engineers for evaluation and comment.

Manager Reed attended Asian clam project meetings to ensure our concerns are still being heard and addressed. Some activity has taken place to align bottom barriers for invasive plant species. The results have been impressive for clam kill as well.

An advertisement was published that the District has surplus equipment for sale. Manager Reed will pursue an auction in October for the vacuum truck, the surplus trailer mounted auxiliary generator, a vibratory roller and an old loader bucket.

The Pinewild Homeowners' Association has approved moving forward with the permitting process of keeping the old sewer pump station intact. Nick with Midkiff and Associates is moving forward with the TRPA permit process.

District staff continues to work on the installation of the new tank. Water was put into the tank for the first time on August 15th. Additional water will be pumped into the tank on August 16th. Testing for bacteria and Volatile Organic Compounds (VOC) will take place during the week of August 20th.

The BMP work at the District office has progressed and the contractors are scheduled to pave the District yard on August 22nd. The existing pavement will be repaired and a 2 inch overlay will be put on the existing paving. This will be accomplished through a change order in the amount of \$24,621.15.

Manager Reed was notified that the two street lights on McFaul Court have been changed to 70 watt dark sky compliant lamps. The new lamps are less intrusive than the 100 watt lamps. Mr. and Mrs. Gardner have requested that the lights still be decommissioned and have requested the item be brought back before the Board at the September meeting. The District has requested that the light at the end of Ute Court be changed to a 70 watt dark sky compliant bulb as well.

District staff responded to four leaks; three were on the customers' sides of the service, Live Out Loud, Pinewild, and the Opticomp building. The fourth was on the pressure reducing valve at the water treatment plant. All repairs have been conducted. Manager Reed reported that the Operators took care of and handled each of these situations very well.

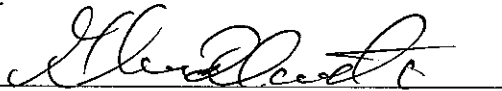
Manager Reed also stated that the audit had been going very well from an auditors stand point due to the work that Patti prepares in advance. It minimalizes the time auditors have to spend in the office which minimizes expenses that the District incurs.

District staff has notified Round Ridge that we will be altering their billing process and will be sending a single bill to the entire complex rather than single bills to each customer. Their billings will change with the October billing.

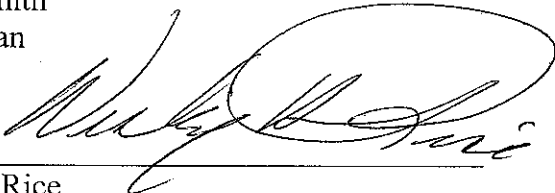
13. Adjournment. (Side B/c#199)

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

Attest:



Glen Smith
Chairman



Wesley Rice
Secretary