

**Round Hill General Improvement District
Board of Trustees Meeting
May 21, 2013**

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 Wesley Rice, Chuck Fagen and Steve Seibel were present. The District Manager and Administrative Assistant were present. Jen Mahe of Allison MacKenzie was present as District Counsel and Jeremy Hutchings of R.O. Anderson was present.

4. Public Comment. (Side A/c#9)

None.

5. Approval of Agenda. (Side A/c#11)

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

6. Discussion and possible action on a presentation by Tahoe Douglas Fire District Chief Ben Sharit. (Side A/c#17)

Chief Sharit reported that the Tahoe Douglas Fire Department was an All Risk Services Department. They not only cover wildland and structure fires but also water leaks in homes, medical aid and clearing of fire hydrants in their districts.

He encouraged all residents without home phones to call the fire department and register their cell phone numbers as the number to call in the event of a reverse 911 call out in emergency situations.

The fire department also encourages participation in their Blood Drives from 12 to 6 pm on May 30th, July 30th, September 24th and November 19, 2013.

Chief Sharit that the Nevada Fire Safe Council is now named the Nevada Fire Adapted Community and is part of the UNR Cooperative Extension. For more information on any of these issues, please give the Tahoe Douglas Fire Department a call at 775-586-1572.

7. Discussion and possible action to authorize the District Manager to pursue the creation of an Ad Valorem Tax for RHGID. (Side B/c#28)

After discussions regarding the necessity of an Ad Valorem Tax to cover the cost of road paving projects over the next several years, the Board authorized Manager Reed to pursue the creation of an Ad Valorem Tax for RHGID.

8. Discussion and possible action to award the 2013 paving contract and authorize the District Manager to initiate contracts with the successful contractor for construction and the engineer for construction oversight. (Side B/c#131)

R.O. Anderson developed the Comprehensive Pavement Maintenance Plan for the District in 2009. The Plan included a recommendation to pave every three years, beginning in 2010 when McFaul Way and the beginning of Elks Point Road were rebuilt and paved. In 2013, the District plans to rebuild and pave the remainder of Elks Point Road, repair selected swales within the District and seal McFaul Way.

The low responsive bidder was A & K Earthmovers.

<u>Project</u>	<u>Scope</u>	<u>Bid</u>
Base bid	To Pauite	\$305,506.80
Alt. A	To end of E.P.	\$122,282.90
Alt. B	Private Drive – Kent Way	\$ 2,400.00
Alt. C	McFaul seal	\$ 19,416.50
Alt. D	Over-Exc.	\$ 83,481.00
Total		\$533,087.20

It is expected that the 2013 pavement project will come in at a total of:

Base bid	To Pauite	\$305,506.80
Alt. A	To end of E.P.	\$122,282.90
Alt. C	McFaul seal	\$ 19,416.50
Engineering		\$ 29,515.00
Total		\$476,721.20

Manager Reed recommended that the 2013 paving project include the following:

- 1) Pave Elks Point Road to the end.
- 2) Repair the swales as identified in the R.O. Anderson plans and specifications.
- 3) Seal McFaul Way

Jeremy Hutchings stated that the notice to proceed was set for June 10, 2013 if the bid is awarded.

Motion to authorize the District Manager to enter into contracts with A & K Earth Movers at a cost not to exceed \$533,087.20 and R.O. Anderson Engineering at a cost not to exceed \$30,000 to pave Elks Point Road including bid alternates A, B, C and D. Rice/Fagen 5-0 approved.

9. Consent Calendar. (Side B/c#375)

Motion to approve the consent calendar as presented. Seibel/Teshara 5-0 approved.

10. Staff Reports. (Side B/c#500)

Manager Reed continues to monitor the Nevada Legislative activities. There has been no activity since the last Board update.

District staff met with representatives of Nevada State Bank to attempt to correct the utilization of the CD of their lockbox deposits, the last issue of the items to correct. They have been unsuccessful in getting the CD to work properly to date.

District staff attended a paving project pre-construction meeting and a paving project bid opening. Six contractors were represented at the mandatory pre-bid conference.

District staff replaced the water meter in the Chaikens' irrigation service line with a new, high efficiency meter.

The construction of the new home in Round Hill between the Chaiken and Schmitt homes continue to occupy District staff time for design queries from multiple agencies, and for facilities locations in the field. Two inch service line connection fees for the home; \$49,980 for water and \$20,864 for sewer have been collected in accordance with the District's tariffs. Construction commenced on May 1, 2012.

RHGID signed the newly adopted contract for the Tranquility Estate and implemented the new rate schedules.

RHGID staff met with representatives of DN Tanks to discuss a proposal to effect immediate, short term repairs to the upper 500,000 concrete tank. That tank was labeled a "significant deficiency" in the NDEP's annual sanitary survey last fall. Repairs must be made ASAP or the District could face further action from the NDEP. Pricing for repairs ranged from \$15,000 to \$60,000. District staff is pursuing additional pricing from RDC, the contractor that built the upper 500,000 welded steel tank. District staff is maintaining communication with NDEP on this issue.

RHGID met with representatives of Pinewild to discuss the TRPA permit and the acceptance of the easements provided by the District for the Pinewild property. Their Board met on April 26, 2013 and will have an additional special meeting so that approval of, and submission of, the TRPA can occur prior to it expiring in July.

Manager Reed met with representatives of Castle Rock to discuss their pursuit of a USDA loan to replace their water mains and pave their roads. RHGID has supplied Castle Rock with a letter supporting that project. At their Board meeting on May 4, 2013, the Board approved borrowing \$400,000 toward the project. Castle Rock is now interviewing engineers to design the project.

Farr West Engineering met with Manager Reed to discuss updating the District's GIS data. The contract previously approved by the Board was enacted.

RHGID staff assisted STPUD with an audit of our USFS grants for the 500,000 gallon office tank. STPUD has received an additional USFS grant for 2013. RHGID will receive \$10,652 that will be matched by \$10,652 of District funds to pay for the design of the upper 500,000 gallon tank replacement.

District staff met with representatives from Kennedy Jenks Engineering (KJ) to discuss the District's water treatment process. KJ is currently working with STPUD and wanted to discuss RHGID's processes and procedures.

District staff responded to Paso Robles Tank as directed by the Board at their April meeting. Manager Reed reported that on May 18, 2013, District Counsel Pat Fagan received notice of an Online Filing Demand for Arbitration / Mediation Form filed by PRT.

Manager Reed met with representatives of R.O. Anderson to discuss the installation of the new sewer meter at the DCSID sewer lift station on Elks Point Road. DCSID has contracted with K.G. Walters for the reconstruction of their lift station. R.O. Anderson will solicit a proposal for a change order to install

the new sewer meter in a location that will be beneficial to both DCSID and RHGID. Work on DCSID's pump station is scheduled to begin in June. RHGID's meter installation will follow.

District staff met with R.O. Anderson to discuss certificating the District's existing water rights permits. Since much of the land in the District on the un-certificated permits is owned by the State and Federal Governments, those parcels need to be removed from the permitting process to allow certification. R.O. Anderson is working on the certificates.

District staff coordinated welding services for the trailer hitch for the trailer mounted generator. We have been waiting on the electrical contractor to acquire a load bank to test the generator. Now, the electrical contractor has been contacted to take the generator to the Pinewild lift station and actually test run a pump, rather than wait for a load bank.

Corrpro conducted a survey of the cathodic protection system on the new office tank. All systems were operating within normal parameters.

District staff filed a small claims court action against a resident for non-payment of their service bills. The customer currently owes \$5,314.13 over three accounts, and due to the configuration of the services at the property, the District cannot shut off the services. The customer has been past due for fifteen months and RHGID has an active lien on the properties. The District is scheduled to appear in court on June 11, 2013.

Jen Mahe stated that RHGID has received a notice of request for mediation from the American Arbitration Association for \$50,000 on behalf of Paso Robles Tank for the office tank project. Since this item was not agendaized, the Trustees could not discuss the alternatives nor could they proceed to closed session to discuss as pending litigation. Therefore, Jen described the mediation process and detailed the likely costs associated with the mediation process.

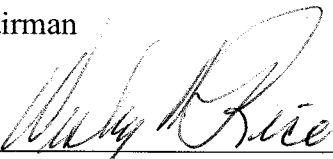
11. Adjournment. (Side C/c#90)

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

Attest:



Glen Smith
Chairman



Wesley Rice
Secretary