

**Round Hill General Improvement District
Board of Trustees Meeting Minutes
December 11, 2018**

Tuesday

4:30 pm

1. Meeting Called to Order

Meeting was called to order by Chairman Wes Rice.

2. Pledge of Allegiance

Pledge of Allegiance was led by Chairman Wes Rice.

3. Roll Call

Chairman Wes Rice, Vice Chairman Chuck Fagen, Trustees Hunter Harris and Keith Fertala were present. Darin Smith was absent. District Manager Andrew Hickman and District Counsel Pat Fagan were present. Residents Bruce Steger and Sue Stansel were present. Beth Farley pf Kohn & Company was also present.

4. Public Comment

None.

5. Approval of Agenda

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

6. Presentation of the 2017 / 2018 Audit Report by Kohn & Company and acceptance and adoption of the current year recommendations.

After Discussion a motion was made to accept and adopt the current year recommendations. Beth stated that Kohn & Company had merged with Eide Bailey, LLC. She is still a partner there and there will be no changes in her staff with regards to the RHGID. Fagen/Harris 4-0 approved.

7. Discussion and update on the Castle Rock Water Line Project by Acting District Manager Andrew Hickman.

Manager Hickman reported that he was elated to report that all work had been completed on the Castle Rock Water Main Replacement Project. The final walkthrough and punch list was completed on November 6th. Farr West Engineering has completed final drawings, and has submitted final paperwork for AIS Certification and Deminimus Waiver computations. A Notice of Completion letter was sent to Douglas County and Nevada Department of Environmental Protection on November 28th. Both entities have responded and have accepted the project as complete. No motion necessary.

8. Discussion and update on the Douglas County Lake Tahoe Sewer Authority flow meter issue by Andrew Hickman.

Acting District Manager Hickman stated that R.O. Anderson Engineering has placed meters in the same locations for all contributing districts. These meters will remain in place to measure the flows for a 30 day period. The data collected will be from the same exact time and period for each of the meters. The remaining issue that I have with this method is that TDD and RHGID are still combined and calculated based on subtracting TDD's meter info.

At the November 28th DCLTSA meeting, it was presented that estimations of RHGID's contributions to the total flow were higher than thought. The actual readings that were produced by flow meters showed less than estimated totals. Based on that information, RHGID will be receiving a \$17,000 refund.

Rob Anderson reported to Manager Hickman that there have been some “glitches” in the data collected by the temporary meters, and that the laser flow meter at Elks Point may need a firmware upgrade; thus indicating more potential “glitches”.

I presented that using only one district’s (TDD) meter data compared to a combined flow and subtracting to get RHGID’s flow is an inaccurate way of accounting for our true flow contribution. Rob Anderson and I will be meeting to discuss installing temporary meters for ONLY RHGID’s flow contributions to obtain an accurate measurement.

With that being said, Manager Hickman believes that moving forward and with approval and cooperation from DCLTSA, RHGID explore the option of purchasing new flow meters at strategic locations to capture our flows that contribute to DCLTSA. Each flow meter (if it meets application standards) is roughly \$2,900 and we would need to install 4 or 5 meters at the most. No motion necessary.

9. Discussion and possible action on a sewer abatement request for the Property located at 319A Paiute Dr.

The October 2018 meter reading for 319A Paiute Dr. showed that 44,000 gallons of water were used from the September to the October reading. This property has a 1” line and the sewer charges are based on the amount of water used. Sewer charges for this account are a minimum charge of \$57.36 for the first 3,000 gallons used and \$19.12 per 1,000 gallons thereafter.

We received a letter from Mr. Levy requesting an abatement of sewer charges as they found a leak in their powder room toilet. The water went through the sewer system.

Since the water consumed did enter the sewer system, District staff recommends to respectfully deny the request to abate the excess sewer charges that resulted from the leak in the amount of \$420.64. Motion to respectfully deny the request for abatement of sewer charges for the property located at 319A Paiute Dr. Fagen/Fertala 4-0 approved.

10. Discussion and possible action to appoint a Board Member to replace Wes Rice as the RHGID representative on the DCLTSA Board of Directors.

Manager Hickman stated that Mr. Rice is currently RHGID’s representative on the Douglas County Lake Tahoe Sewer Authority Board of Directors. (DCLTSA).

He will be assuming the seat for County Commissioner District 4 (vacated by Nancy McDermid) thereby leaving his seat open as representative for Round Hill GID on the DCLTSA Board. Those meetings are generally held on the third Wednesday of each month.

Vice Chairman Chuck Fagen volunteered to take the seat. Motion to appoint Chuck Fagen to replace Wes Rice as the RHGID representative on the DCLTSA Board of Directors. Fertala/Harris 4.0 approved.

11. Discussion and possible action to commence contract negotiations to enter into a contract with Andrew Hickman as District Manager for the remainder of the 2018 / 2019 fiscal year beginning December 11, 2018 through June 30, 2019.

“Chairman Rice stated that a subcommittee of himself and Trustee Harris met with Mr. Hickman regarding contract negotiations for the District manager position. Chairman Rice stated that a ‘well thought out and thorough’ contract package was presented by Mr. Hickman. Chairman Rice recommended that a motion be made to approve the contract naming Andrew Hickman as District Manager. Fagen/Fertala 4-0 approved.

10. Consent Calendar

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

11. Staff Reports

Manager Hickman met with Matt Brecke and Matt Van Dyne on November 6th for an annual update/general review. At that meeting, Matt Brecke announced that he was leaving Farr West Engineering for other opportunities. Mr. Brecke expressed his gratitude to RHGID staff and Board members for their hard work and valuable relationships over the years. Mr. Brecke's last day with Farr West was November 16th. Matt Van Dyne will be assuming Mr. Brecke's workload with RHGID upon departure.

Welcome Adam Day! RHGID hired Adam Day as an Operator in Training. Adam was selected as the top candidate by each of the interview panel members. Adam began work at RHGID on November 13th, 2018. Adam comes to us after spending the previous 5 years at Indian Hills GID, where he was the lead man for the parks and streets department. Adam is well rounded in experience, including snow plowing and spending time on water distribution projects.

Heartfelt congratulations go out to the members of our Board of Trustees who were victorious in their bids for office. **Wes Rice** was elected to the Douglas County Board of Commissioners for District 4. **Chuck Fagen, Keith Fertala** and **Hunter Harris** were elected to retain their current positions on the Round Hill GID Board of Trustees.

RHGID staff has completed all preparations for winter weather. Snow markers have been installed throughout the district. All pertinent vehicles have been serviced and equipped with plows, snow blowers, and road sanding equipment. Training has begun on snow removal for our newest operators. On November 29th, both operators were in plow trucks being shown the patterns, priorities and expected results during a storm.

No Attorney's Reports.

12. Adjournment

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

Attest:



Wes Rice
Chairman



Keith Fertala
Secretary