

**Round Hill General Improvement District
Board of Trustees Public Hearing Minutes
May 21, 2019**

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, Administrative Assistant Patti Page and District Counsel Justin Townsend were present. Jonathan Lesperance of R.O. Anderson was present. Resident Bruce Steger was also present.

4. Public Comment

None

5. Approval of Agenda

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

6. Jonathan Lesperance will give a presentation of the collected data from the RHGID sewer flow study and steps needed moving forward.

Jonathan reported that RHGID was only producing 133 thousand gallons of sewage per day. This number is (as we suspected) considerably less than the previously estimated amount of RHGID's contributions. The flow totals at DCLTSA's influent meter, however, remain high. The next steps will be to investigate potential areas of intrusion and identify where the increase is occurring.

7. Discussion and possible action to approve the 2019 / 2020 tentative budget as amended.

Manager Hickman reported that there were only a couple line items he was able to lower the expenses on.

After discussions, motion was made to approve the Tentative Budget as amended.
Fagen/Harris 4-0 approved.

8. Discussion and possible action to approve the 2019 / 2020 Final budget.

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

9. Discussion and possible action to authorize District Manager Hickman to sign a contract to extend current lease with Tower Alliance (Verizon tower) to 2078.

As discussed at previous meetings, Manager Hickman continued to feel that the extension of the current lease would be a benefit to the District

After edits, clarifications and revisions; Mr. Townsend advised that the district is able to move forward with the contract extension. The financial terms of the contract will remain the same, and RHGID will receive a one-time lump sum payment of \$25,000.00 as well.

Motion to authorize District Manager Hickman to sign the contract to extend current lease with Tower Alliance (Verizon tower) to 2078. Harris/Fagen 4-0 approved

10. Discussion and possible action to authorize District Manager Hickman to select a health insurance option for employee benefits and maintain current HSA contributions.

Manager Hickman reported that the current health insurance plan for the district will not be offered for renewal. A similar plan is available, but does not offer “out of network” services and would be \$6,383.00 (13%) more annually.

Other versions are available at less cost for premiums for the district, but with higher cost of care to the employees. Manager Hickman proposed that the District maintain its current HSA contributions for employees, still saving the district between 4.3% and 9.4%, while offsetting some costs for employees.

Manager Hickman stated that all employees agreed to the Sierra Health & Life HAS PPO Policy to save the District money while still receiving good insurance.

Motion to authorize District Manager Hickman to select a health insurance option for employee benefits and maintain current HSA contributions. Fagen/Fertala 4-0 approved.

11. Discussion and possible action to authorize and begin using ACH (Automated Clearing House) Services for customers who elect to do so to pay their monthly invoices.

Manager Hickman stated that staff has had numerous calls relating to this issue and after discussion with Wells Fargo representative Lynn Heislein, Manager Hickman would like to move forward with ACH withdrawals for customers who wish to have their water and sewer bills automatically withdrawn from their bank account each month.

Because there were past concerns regarding separation of duties within the district office, this option had previously been tabled. To alleviate those concerns, every billing period (monthly), staff will submit the compiled list of customers to Wells Fargo and they will handle all transactions. Moving forward with this option, customers will need to fill out a form to be included in our ACH system. As with our lockbox payment department, staff will receive a daily report of all transactions with which to post payments to customer accounts.

Wells Fargo has given the district an estimated cost of \$61.71 per month to provide this service.

Motion to authorize and begin using ACH (Automated Clearing House) Services for customers who elect to do so to pay their monthly invoices. Fertala/Harris 4-0 approved.

12. Consent Calendar

Patti reported that a letter dated October 7, 2013 regarding Douglas County Lake Tahoe Sewer Authority (DCLTSA) had an under budgeted estimation in the amount of \$45,075. An invoice from Dec 2, 2014 showing that RHGID received its credit for the prior estimated fiscal year 2012 / 2013 had been deducted from the above \$45,075 leaving a balance due to DCLTSA in the amount of \$36,634.

In 2014 RHGID a new flow meter was installed to avoid the estimation of the District’s contribution therefore, the manager chose not to pay the balance at that time. The district was given a five year period to pay the remaining balance and was due by January 2019.

DCLTSA attributed the increased flow “percentage” was due to the loss of KGID flows/revenues from the Kahle mobile home park. In essence what DCSID did was dole out the “percentage” to other district’s to make up the short fall in their budget.

Due to Manager Hickman's diligence working with R.O. Anderson to get RHGID's "Actual" contribution and Patti's last correspondence with Paula was that RHGID could pay at a later date, Patti suggested holding off on this payment. No motion was made but the board agreed to hold off on payment of this outstanding balance until the flow meter study has been completed.

Patti also reported that in 2017 Greg Reed changed his W-4 form and asked that her to deduct \$100.00 from each paycheck in additional Federal Taxes.

Somehow that deduction was changed to a negative number therefore:

For a couple of months Greg was receiving approximately an additional \$100.00 per paycheck.

This resulted in a \$246.00 over payment to Greg at the end of 2018. When Patti processed the 2018 W-2's there was a negative number in his federal taxes. That's when the problem was discovered .

Greg requested an invoice be mailed to him, but felt that because it was Patti's error, he should not have to pay the money back to the District. Patti requested permission to write off the \$246.00 as unrecoverable debt. Motion directing staff to write the \$246.00 as unrecoverable debt. Fertala/Harris 4-0 approved.

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

13. Staff Reports

Manager Hickman attended the Douglas County Lake Tahoe Sewer Authority Board Meeting, the Douglas County General Managers Meeting and the Douglas County BOCC Meeting.

The PineWild Service and Valve Replacement Project Excavation and replacement have begun, starting with inline valves on the PineWild loop. Initially they will be seeking assistance from RHGID staff, but as they progress, they will be able to isolate sections to be shut off on their own.

Manager Hickman reported that all 3 remaining large PRV's have been rehabbed and are good as new. Those invoices will be submitted to South Tahoe PUD to recover the 50/50 match grant funds.

Farr West Engineering is currently compiling information for a Rate Analysis and Capital Improvement Plan to be presented to the Board in coming months.

As discussed in last month's meeting, RHGID's 5th Annual BBQ will be held on Monday, July 8th at the RHGID office from noon to 3pm. Manager Hickman suggested a traditional fare with burgers and hot dogs, chips, macaroni and potato salad. Invites will go out with individual bills, had been posted on our website, was in the spring newsletter, and will be extended to vendors, partners and neighbors.

Manager Hickman was proud to announce that our website had undergone a complete overhaul and updating. Same address at www.rhgid.org, but entirely new format, layout and functions.

\$170,000 was transferred from WF Checking to Local Government Investment Pool (LGIP) to begin earning interest and remain liquid.

No Attorney's Reports.
No Association reports.

14. Discussion and possible action on a motion to move to a closed meeting pursuant to NRS 288.220 (1) and NRS 241.020(1) to discuss International Union of Operating Engineers (I.U.O.E.) Local 39 Labor Negotiations.

Motion to move to a closed meeting pursuant to NRS 288.220 (1) and NRS 241.020(1) to discuss International Union of Operating Engineers (I.U.O.E.) Local 39 Labor Negotiations. The recorded copy of this item will be held by District Counsel, Justin Townsend of Allison, MacKenzie Law Firm.

15. Discussion and possible action to approve the 2019 - 2022 Collective Bargaining Agreement between RHGID and the International Union of Operating Engineers (I.U.O.E.) Local 39.

Motion to approve the 2019 - 2022 Collective Bargaining Agreement between RHGID and the International Union of Operating Engineers (I.U.O.E.) Local 39. Harris/Fagen 4-0 approved.

16. Adjournment

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

Attest:



Wes Rice
Chairman



Keith Fertala
Secretary