

ROUND HILL GENERAL IMPROVEMENT DISTRICT

**BOARD OF TRUSTEES
REGULAR MEETING MINUTES
LOCATION: VIDEO / TELECONFERENCE
February 16, 2021**

Tuesday

4:30 pm

Round Hill GID is actively monitoring and managing the COVID-19 level of risk in our community by closing our office to the public to minimize contact among individuals and to slow the spread of COVID-19. The RHGID Board of Trustees will be conducting its monthly meeting remotely to reduce social gatherings and interpersonal contact. In adherence to the Governor's Declaration of Emergency and Directive 006 on public meetings, there will be no physical location designated for this meeting.

The public will be able to participate in the Zoom Meeting with Meeting ID: 634 389 0648 using Passcode: 6zWUu0 or by teleconference at (669) 900-9128 with Meeting ID: 634 389 0648 and use Passcode: 350262.

Public comment will be accepted up to 24 hours prior to the Board meeting through either mailing in comments to the RHGID office, or by emailing comments to info@rhgid.org.

1. Meeting Called to Order

Meeting was called to order by Chairman Keith Fertala.

2. Pledge of Allegiance

Pledge of Allegiance was led by Trustee Hunter Harris.

3. Roll Call

Via Zoom - Chairman Keith Fertala, Vice Chairman Chuck Fagen, Trustees Hunter Harris and Gregg Rossi were present. Trustee Darin Smith was absent. District Manager Andrew Hickman, District Counsel Pat Fagan and Administrative Assistant Patti Page were present. District Engineer Matt Van Dyne was present. District residents Bruce Steger and Jonathan Hester were present.

4. Public Comment

None.

5. Approval of Agenda

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

6. Discussion and possible action to direct and authorize the District Manager to cancel Wells Fargo Lockbox services and begin processing customer payments in house.

At the January meeting Patti had mentioned the expenses for the District lockbox services and wanted to discuss deleting that service going forward. The fees for the service are close to \$300 per month. Our account offset went down from .60% to .25 which does not cover the banking expenses any longer.

The District currently has 149 people using the ACH payment method and they pay the \$1.15 per transaction fee. We have 4 people using their credit card through our WAVE program and they too, pay the fees associated.

We have about 25 people already dropping their checks off in our outside payment box at the gate which we process and deposit at Wells Fargo Bank at the RH Mall.

Rather than sending a return envelope to the “lockbox” in Los Angeles, we just make the envelopes addressed to our Box 976, Zephyr Cove NV. We would process the checks right here in the office and save quite a bit of money.

Currently, we make a copy of every check that comes into the office and keep with the deposit slip for auditing purposes. We would obviously continue this practice.

We have several checks and balances (approval) with Andrew reviewing all deposits and checks written on a monthly basis.

The process of notifying all residents of this change will take a couple months to complete. After discussion, motion to direct and authorize the District Manager to cancel Wells Fargo Lockbox services and begin processing customer payments in house. Fagen/Rossi 4-0 approved.

7. For Discussion Only: Discussion on future road replacements.

Continue reviewing options over the next several months.

8. Discussion and possible action to review and revise Snow Removal Policy and Procedures (if any).

Manager Hickman presented the Board with the District Snow Removal Bulletin which has been in place for 15+ years, and is sent out to all residents before each snow season. Within the last 3 ½ years, RHGID staff have implemented procedural improvements to best suit the needs of the District and Residents, while remaining committed to the PRIMARY goal of maintaining safe roads to travel within the District.

Also included was a “Snow Removal Procedure and Overview”, which is a document he drafted and is used as a guide for any one of our operators to gain a better understanding of plowing in RHGID.

Also included were 3 flyers sent out at different times to help residents to avoid snow accumulation on their property, if possible. No changes or action was taken on this item. Staff to continue as written.

9. Discussion and possible action to approve distribution of Tahoe Douglas Fire Protection District flyer promoting “Adopt-a-Hydrant” program.

The Tahoe Douglas Fire Protection District has asked us to send the flyer out to bring attention to their “Adopt-a-Hydrant” program in which they are encouraging residents to clear their own hydrants.

Motion to send the flyer out during the next billing cycle. Trustee Harris exited the meeting. Rossi/Fagen 3-0 approved.

10. Consent Calendar

Motion was made to approve the consent calendar as presented. Rossi/Fagen 3-0 approved.

11. Staff Reports

Manager Hickman attended the following meetings in the month of February. DCLTSA, the Douglas County Board of County Commissioners and the Douglas County Debt Management Commission.

The District is currently running the Chlorine Generation Unit with no issues. PSI Technologies has agreed to send us a spare brine pump, and are still willing to upgrade our peristaltic pumps, if need be.

\$735,000 was transferred to the LGIP, where it will be earning .31% which was the rate as of December. Two more CD's are set to mature in April 2021, and one in June 2021. Our budget for the upcoming fiscal cycle will obviously reflect less income from investments.

Staff is currently working with Sierra Nevada Excavation to have contract documents signed and to issue a notice to proceed letter. District Counsel Justin Townsend delivered the legal narrative for the easement. Shortly thereafter, Manager Hickman was contacted by the property owner's attorney wanting to make some changes. He thought this odd, as we are not encroaching outside of our current easement boundaries, just simply moving a pipe over.

We are receiving encouragement and thanks from many residents, and some complaints about our snow removal efforts. The positives outnumber the negatives by about a 10 to 1 ratio. The complaints are mostly about driveways and snow therein. After this last storm that produced about 4 feet of snowfall, I'd say that's a great job by our operators.

We received 2 phone calls from the Fire Station on Elks Point stating that they were unable to fully close the hydrant behind the station that they use for training and to fill their trucks/equipment. Willie was able to fully close the hydrant and removed it from service after the second call. After inspection, it was discovered that a brass collar in the hydrant was significantly over-tightened. We have ordered parts to repair the hydrant and are awaiting delivery. The hydrant in front of the station is being used in the meantime. I also placed a call to them and offered to hold training on the proper techniques to open & close hydrants, and reached an agreement that this would be an emphasis and regular training topic.

On February 5, 2021, a water treatment facility in Florida was hacked. I have discussed the potential for this to happen to us with our IT rep and he is extremely confident that we are safe. We have separate IP addresses for our SCADA system, firewall protections, and Virtual Private Network (VPN) protection. Even if anyone could (nearly impossible) get through those, they would need passwords and logins to get to our control set points. After that, we have alarms that would alert our operators when any value was to start moving out of normal range.

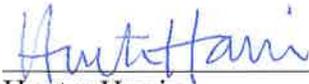
12. Adjournment

Move to adjourn. Rossi/Fagen 3-0 approved.

Attest:



Keith Fertala
Chairman



Hunter Harris
Secretary