

**Round Hill General Improvement District  
Board of Trustees Minutes  
April 16, 2024**

**Tuesday**

**4:30 pm**

**1. Meeting Called to Order**

Meeting was called to order by Chairman Keith Fertala.

**2. Pledge of Allegiance**

Pledge of Allegiance was led by Chairman Keith Fertala.

**3. Roll Call**

Chairman Keith Fertala, and Trustee's Hunter Harris and Gregg Rossi were present. Vice Chairman Darin Smith and Trustee Joshua Buck were absent. General Manager Brandon Garden, Admin. Assistant Patti Page and District Counsel Alida Mooney were present.

**4. Public Comment**

None

**5. Approval of Agenda**

Motion to approve the agenda as presented. Harris/Rossi 3-0 approved.

**6. Discussion and possible action on tentative budget fiscal year 24/25.**

No action was taken on this item.

**7. Discussion and possible action to modify the billing cycle.**

Manager Garden reported that the Districts' current billing cycle is from the 18<sup>th</sup> of the month to the 17<sup>th</sup> of the following month. Depending on the weekend, sometimes we have 31 days rather than 30. All invoices are due on the 15<sup>th</sup> of the following month to avoid late fees.

The current cycle makes calculations for water usage versus water production difficult. Compliance reporting, water production reporting, and many other requirements use whole months as timeframes for reporting. When completing these reports, it requires a large amount of staff time to break the numbers down to match the reporting requirements. Using a calendar month billing cycle will also get the district in line with industry standards while simplifying the reporting requirements to all agencies including the Douglas County Lake Tahoe Sewer Authority.

The Manager & Admin. Assistant reviewed the timing to implement the change and it appears that having the change take effect at the beginning of the fiscal year will have limited impact and should not have any ramifications on the current fiscal year.

To accomplish this, we will run the billing and the invoice will be due by July 15th as usual. That will leave 13 days in June needing to be billed for. We will bill for those 13 days on July 1st and the invoice will be due by July 31st.

The July bill will be run on July 31<sup>st</sup> and be due by August 31<sup>st</sup>. This will complete the transition to billing in whole months for reporting purposes.

Motion to modify the billing cycle. Rossi/Harris 3-0 approved.

**Manager Garden 8. Discussion on snow removal practices, procedures, and expectations.**

Manager Brandon Garden included the yearly Snow Removal Bulletin and directional order in which snow is removed. This information is sent to all residents each year.

He wanted to assure the Board that the policies, procedures and expectations for plowing have been the same for years. The Round Hill District has the best snow removal in the entire basin. No action was taken on this item.

**9. Consent Calendar**

Motion to approve the consent calendar as presented. Rossi/Harris 3-0 approved.

**10. Staff Reports**

Brandon attended the Douglas County Lake Tahoe Sewer Authority board meeting on March 20<sup>th</sup>. They discussed their budget, designation of auditor, and operational topics. He was able to meet with their controller and general manager to discuss the integration of the sewer meter to meet the requirements to communicate directly to the Sewer Authority. They understand that we will be unable to complete this part of the project until the next budget cycle.

Multiple meetings have taken place to discuss the next steps in funding the Contact Tank project through the state revolving fund and beginning the design scope.

Sierra Controls has installed new software to get the SCADA system operating on both the new cloud-based system and the current operating system. This will allow us to simultaneously operate both and verify the reliability of the new system before fully committing to the transfer.

The inflow and infiltration issues at the Pine Wild Lift Station and sewer line through the meadow have been investigated and inspected with assistance from Summit Plumbing. One area was identified in the line through the meadow. Brandon was waiting for Summit to provide him with an estimate for repair. The other known issue at the lift station will need to be corrected when the lake level and ground water subside. This repair will be more involved and will need to be done before the relining project takes place.

Brandon has secured an account for purchasing through Sourcewell. Sourcewell is a governmental agency in Minnesota. Sourcewell does all the leg work for the entire competitive bidding process for large purchases. When contracts are approved, they become eligible for use by any local agency that has an account. This saves time and money, especially for a smaller district like ours for purchasing equipment, supplies, and contracting when needed.

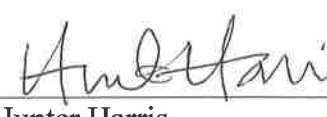
No attorneys report.

**11. Adjournment**

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

Attest:

  
\_\_\_\_\_  
Keith Fertala  
Chairman

  
\_\_\_\_\_  
Hunter Harris  
Secretary