

**Round Hill General Improvement District  
Board of Trustees Public Hearing Minutes  
August 20, 2024**

**Tuesday**

**4:30 pm**

**1. Meeting Called to Order**

Meeting was called to order by Chairman Keith Fertala @ 4:30pm.

**2. Pledge of Allegiance**

Pledge of Allegiance was led by Chairman Keith Fertala.

**3. Roll Call**

Chairman Keith Fertala, Vice Chairman Darin Smith, Treasurer Hunter Harris and Trustees Gregg Rossi and Josh Buck were present. General Manager Brandon Garden and Admin. Assistant Patti Page were present. District Counsel Kyle Winter and District Engineer Matt Van Dyne were present. Elks Point Country Club Board of Trustees Richard Rowe and Bill Zeller were present.

**4. Public Comment**

None

**5. Approval of Agenda**

Motion to approve the Revised agenda. Rossi/Buck 5-0 approved.

**6. Discussion and possible action for emergency fire supply agreement with Elks Point Country Club.**

The new agreement that was drafted and approved by the Round Hill Board of Trustees were presented to Elks Point Country Club (EPCC). They have requested some consideration be made on language changes to Section 2.1.

Richard Rowe and Bill Zeller were present to discuss their concerns. They wanted amendments to language insuring the District's help in an emergency as well as for Fire Protection. They have placed conservation rules and processes to update their facility.

RHGID Board members stated that the contract could be changed but were clear that RHGID residents would not be sacrificed if we didn't have capacity at the time of EPCC needs.

Motion authorizing Manager Garden to work with District Counsel to amend agreement and bring back for board approval. Harris/Buck 5-0 approved.

**7. Discussion and possible action to adopt a Credit Card Policy.**

Currently all employees receive company credit cards once they have successfully completed their probationary period. This policy will be a supplemental policy to the Personnel Policy.

This policy provides direction as to the authorized usage of credit cards along with procedures for using credit cards. All purchases must be approved prior to usage by the General Manager.

All employees will be required to review the policy and sign they have agreed to it. A copy of the signed policy will be retained in each employee's personnel file. Motion to adopt the Credit Card Policy with recommended amendments. Buck/Harris 5-0 approved.

**8. Discussion and possible action on renewal of Health Insurance plan for District employees.**

LP Insurance has provided an analysis of possible health insurance options for district employees. Out of the providers contacted the current carrier continues to bring the preferred coverage for employees and the best value to the district with a 7.6% increase above the current plan.

The only significant change to the plans for the upcoming term period is an increase of \$400.00 for family deductibles and a \$200.00 increase for individual deductibles. Also, the individual and family out of pocket maximum under the HMO increased by \$200.00 for individual out of pocket max and \$400.00 increase for family out of pocket max. The maximum out of pocket for both family and individual remained the same under the PPO plan.

I have discussed the options with all employees and the unanimous choice is the “Renewal Option”. Renewal of the current plan is the most cost-effective with the best coverage.

Motion to approve the renewal of Health Insurance plan for District employees.  
Harris/Rossi 5-0 approved.

**9. Discussion and possible action DOWL Engineering Task Order #12, Fiscal Year 2025 GIS Services.**

Board approval is required per the Districts General Service Contract with DOWL Engineering. This item will be funded through line item 5139 on the Fiscal Year 2024-2025 approved budget.

Task Order #12 will assist in maintaining, updating, and correcting known issues within the current GIS system. As more projects are performed keeping the GIS as current and correct as possible is important in record keeping and is beneficial in planning and project development.

Rossi/Buck 5-0 approved.

**10. Discussion and possible action DOWL Engineering Task Order #13, Pinewild Sewer Pump Station Evaluation and Rehabilitation Plan.**

Board approval is required per the Districts General Service Contract with DOWL Engineering. This item will be funded through line item 5121 on the Fiscal Year 2024-2025 approved Budget.

Inflow and infiltration have been identified at the Pinewild Lift Station. The amount is quite substantial when considering groundwater is being sent to the Sewer Authority for treatment. This situation creates higher costs for the District and its residents. Mitigation efforts have been made to some extent on the sewer mains flowing to the lift station. The lift station is the next step in mitigating ground water flowing to sewer.

Task Order #13 will provide the research and design plans to begin the process of rehabilitation. Open public bidding will take place with anticipated construction commencing in the summer of 2025.

Permitting with TRPA is still unknown, but this project may qualify as permit exempt through the Memorandum of Understanding between RHGID and TRPA.

Motion to approve of the DOWL Engineering Task Order #13, Pinewild Sewer Pump Station Evaluation and Rehabilitation Plan for an amount of \$38,040.00 to include a 10% contingency for a total amount not to exceed \$41,844.00. Smith/Buck 5-0 approved.

**11. Discussion and possible DOWL Engineering Task Order #14, Road Evaluation and Capital Improvement Plan Update.**

Board approval is required per the Districts General Service Contract with DOWL Engineering. This item will be funded through line item 5133 on the Fiscal Year 2024-2025 approved budget.

Task Order #14 will provide the District with a comprehensive evaluation of the current road infrastructure as well as district owned utilities within the roadway. This evaluation will save time and money compared to performing a District wide survey utilizing pavement condition index scoring software.

Upon completion of the evaluation the District will be provided a 10-year road CIP to assist in fiscal planning.

Motion to approve the DOWL Engineering Task Order #14, Road Evaluation and Capital Improvement Plan Update for \$13,890.00 to include a 15% contingency for a total amount not to exceed \$15,974.00. Buck/Harris 5-0 approved.

**12. Consent Calendar**

Motion to approve the consent calendar as amended. Smith/Harris 5-0 approved.

**13. Staff Reports**

Manager Garden provided verbal updates, and a recap of the written report provided in the meeting packet.

No attorneys report.

**14. Adjournment**

Motion to adjourn @5:33pm. Rossi/Buck 5-0 approved.

Attest:

  
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Keith Fertala  
Chairman

  
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Hunter Harris  
Secretary