



*Cave Rock Estates
General Improvement District
(CREGID)
PO Box 10426
Zephyr Cove, NV
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www.caverockgid.org*

**CAVE ROCK ESTATES GENERAL IMPROVEMENT DISTRICT
BOARD OF TRUSTEES MEETING MINUTES
THURSDAY, MAY 16, 2013 – 4:00 P.M.
275 WREN CIRCLE, GLENBROOK, NV 89413**

NOTE: *The Meeting Minutes represent a summary of the public communications, Trustee reports, presentation updates/reviews, and actions taken at the May 16, 2013, Trustee meeting.*

1. CALL TO ORDER:

At 4:05 p.m. Acting Chair Marge Hauge called the meeting to order.

2. ROLL CALL – ESTABLISH QUORUM:

Present were Acting Chair Marge Hauge and Trustees Colin Dawson and Joanne Zerg. Absent were Board Chair Grant Thompson and Trustee Don Blackard. Also present were Ella Laden, CPA and Priscilla (Tillie) Tommei, Meeting Minutes Clerk.

Present in the audience were Cave Rock residents Bob and Sandy Mierau and Edward Maslanka.

3. PUBLIC COMMENTS:

None.

TRUSTEE REPORTS:

Trustee Dawson provided an update on fire news and reported on his receipt of an email correspondence from John Pickett of the Tahoe Fire Safe Communities indicating that Incline Village had been selected as a demonstration community for the National Fire Adopted Communities Program. *(A copy of said email was provided to Trustee/Secretary Joanne Zerg.)* He reported that they had accepted the nomination but had requested for the entire Tahoe basin to be included in the project and that this would be a Tahoe basin-wide demonstration project. Dawson remarked that consideration of a name change from Tahoe Fire Safe Communities to Tahoe-Douglas Fire Adapted Communities was being contemplated; that community workdays would be conducted; and that Annual Curbside Inspections would be taking place and that a recent mailing provided the relevant details and a checklist for property owners/residents.

1. **Bob Mierau**, Cave Rock Estates resident, commented on the termination of the Nevada Fire Safe Council and inquired if this was a replacement organization.

Dawson verified that the Nevada Fire Safe Council had ceased and said that this was the successor organization. He indicated that more information on this topic could be located on CREGID's website at www.caverockgid.org and clicking on the Fire Safety tab.

4. APPROVAL OF MAY 16, 2013, TRUSTEE AGENDA:

IT WAS MOVED BY TRUSTEE DAWSON, SECONDED BY ACTING CHAIR HAUGE AND UNANIMOUSLY CARRIED BY ALL PRESENT TO APPROVE THE MAY 16, 2013, AGENDA.

5. APPROVAL OF MARCH 18, 2013, REGULAR MEETING MINUTES:

IT WAS MOVED BY TRUSTEE DAWSON, SECONDED BY TRUSTEE ZERG AND UNANIMOUSLY CARRIED BY ALL PRESENT TO APPROVE THE MARCH 18, 2013, REGULAR MEETING MINUTES.

6. BUDGET:

Ella Laden, CPA, provided a financial report on CREGID and distributed to the Trustees a Budget Summary; Trial Balance and Transaction Detail by Account for the period ended May 14, 2013; Wells Fargo Bank (WFB) Checking Account Reconciliation Detail and WFB Account Statement for the period ending April 30, 2013, and information related to a Bank of America (BA) Certificate of Deposit at May 7, 2013. She furnished a comprehensive report on the Budget Summary and the estimated revenues and expenses for the Fiscal Year (FY) ending June 30, 2013, along with Nevada State reporting requirements. Laden referenced the General Government Administration and Public Works expenditure categories which combined represent Total Expenditures and explained that Total Expenditures in a fiscal year in excess of \$200,000 triggered an automatic audit per State law. She indicated that an audit could cost in the area of \$10,000 to \$20,000 and reported that CREGID's projected Total Expenditures for FY Ending June 30, 2013, were anticipated to be below that \$200,000 threshold.

Laden reported on the State requirement that every GID hold a meeting on the third Thursday in May and said that this meeting satisfied that obligation.

Trustees and Laden conducted brief discussion regarding financial statement reporting formats and Laden indicated that she would provide Profit and Loss (P&L) and Balance Sheet statements in the future.

In the absence of Board Chair Thompson, Acting Chair Hauge completed, signed and dated all necessary documents following which Trustees Dawson and Zerg furnished their signatures.

IT WAS MOVED BY TRUSTEE DAWSON, SECONDED BY TRUSTEE ZERG AND UNANIMOUSLY CARRIED BY ALL PRESENT TO APPROVE THE FINANCIAL REPORT AND ADOPTION OF THE BUDGET.

7. GRANT UPDATE – MEGHAN KELLY:

Meghan Kelly of the Nevada Tahoe Conservation District reported that a \$125,000 grant from the U.S. Forest Service had been received to retrofit the stormwater collection and treatment bed filter at the bottom of Cave Rock. She indicated that this grant had a 1:1 matching component and that Douglas County had provided \$75,000 toward the match; Cave Rock had provided \$15,000 toward the match and had designated that those funds be used to begin the design; and that there remained a \$35,000 shortage if the entire \$125,000 grant were to be utilized. Kelly reported that the slotted drain with a sediment can had been designed utilizing Cave Rock monies and said since the cost estimate was \$8,500 it may be possible to put this out to an informal type bid. She indicated the design of the bed filter retrofit was commencing and that they anticipated completion of that conceptual design in the near future following which all required meetings related to project approval would be scheduled.

7. GRANT UPDATE – MEGHAN KELLY: (Continued)

Trustees and Kelly conducted discussion on time constraints and Kelly indicated the ability for the bidding and billing to be affected prior to the end of the fiscal year. It was determined that Trustee Dawson would pursue the bids and that the GID would advance the remaining \$35,000 of matching funds.

IT WAS MOVED BY TRUSTEE DAWSON, SECONDED BY TRUSTEE ZERG AND UNANIMOUSLY CARRIED BY ALL PRESENT TO APPROVE THE ALLOCATION OF \$35,000 OF CREGID FUNDS TOWARD THE MATCHING COMPONENT OF THE U.S. FOREST SERVICE GRANT OF \$125,000, FOR THE RETROFIT OF THE STORMWATER COLLECTION AND TREATMENT BED FILTER AT THE BOTTOM OF CAVE ROCK.

8. ROAD PROJECT UPDATE:

Trustee Dawson joked that the slot drain would proceed, and then provided a report on needed water leak repairs and determining which remained under warranty. He indicated that there was a five (5) year warranty on the paving portion for repairs and acknowledged that while the GID would likely need to pay for some of this related work the goal was to have Summit Plumbing make the needed repairs prior to the end of that warranty period.

Dawson reported the various paving/pavement product options available to the GID for roadway repairs/repaving in the Cave Rock Estates. He explained that products included Chip-Seal which utilizes fine grain pebbles, a Sand-Seal which provides less traction during the winter, and Rubberized Asphalt which is a mix of regular asphalt with “crumb rubber” from used tires. He noted that whatever surfacing and company was selected it would be written into the contract and specifications that they must pave going uphill to ensure an even surface. Dawson discussed the advantages and disadvantages of each paving material and stated that the Rubberized Asphalt had not been fully tested in our winter climate and remarked that presently Chip-Seal provided the best traction on winter roadways.

Acting Chair Hague indicated that the GID was only considering work on Winding Way and Main this year and not on the side streets. Trustees conducted discussion regarding Douglas County’s potential roadwork for this season.

1. Bob and Sandy Mierau, Cave Rock residents both indicated their opposition to a paving material that contains pebbles due to the mess and nuisance that creates.

Trustees and the Mierau’s conducted discussion.

9. REVIEW OF ‘ON STREET PARKING’ AREAS:

Trustee Dawson reported on the no-parking zone that would be established from the fire hydrant at the hairpin turn on Cave Rock Road to the pond entrance and indicated that the no-parking signs would be posted subsequent to Memorial Day.

Trustees conducted discussion on the exact location of the no-parking zone.

IT WAS MOVED BY TRUSTEE ZERG, SECONDED BY ACTING CHAIR HAUGE AND CARRIED AS FOLLOWS TO APPROVE AND ADOPT A RESOLUTION TO DESIGNATE THE AREA FROM THE HAIRPIN TURN ON CAVE ROCK ROAD FOR THE LENGTH OF THE RETAINING WALL AS A NO-PARKING ZONE:

**AYES: HAUGE AND ZERG
ABSTAIN: DAWSON**

9. REVIEW OF ‘ON STREET PARKING’ AREAS: (Continued)

Acting Chair Hauge and Trustee Zerg discussed issues regarding on-street parking on roadway right-of-ways and the hazards that debris boxes created. They suggested that debris boxes should at least be marked with safety cones and reflective tape.

1. Bob and Sandy Mierau, Cave Rock residents discussed the situation of illegal on-street parking by construction workers in the area and said that this frequently created a hazard for local drivers.

Dawson clarified that the GID had no enforcement capability and could not issue citations. He suggested when individuals identified something which they believed was a hazard they call the Sheriff and if the Sheriff determined a safety issue was present they would then issue a citation.

10. NEIGHBORHOOD DUMPSTER PROJECT:

Trustees conducted discussion regarding the continuation of the Neighborhood Dumpster Project and determined that the debris box should be delivered early to mid-June.

IT WAS MOVED BY TRUSTEE DAWSON, SECONDED BY TRUSTEE ZERG AND UNANIMOUSLY CARRIED BY ALL PRESENT TO CONTINUE THE NEIGHBORHOOD DUMPSTER PROJECT, AND TO REQUEST CREGID BOARD CHAIR GRANT THOMPSON TO ARRANGE FOR DELIVERY AT A DATE TO BE DETERMINED AND HAVE THE DEBRIS BOX PLACED AT THE END OF WINDING WAY.

11. RETAINING WALL PROJECT:

Trustee Zerg stated her belief that the entrance to Cave Rock Estates needed improvement and said that the pine tree was unstable and needed removal and that the overall appearance was poor. She requested that the GID Board of Trustees consider the possibility of constructing a low retaining wall around the Cave Rock Estates monument sign area or some other type improvements and she volunteered to research a possible improvement project.

Acting Chair Hauge suggested the possibility of river rocks or boulders in that area and stated her preference to something natural looking.

Trustee Dawson indicated his agreement with Zerg that the pine tree was unsafe and stated that the GID had a contract with J.B. Landscaping to maintain that area. He suggested that Zerg be authorized to speak with J.B. Landscaping and discuss various ideas regarding what could be done and then have them submit a proposal.

Trustees conducted brief discussion.

IT WAS MOVED BY TRUSTEE DAWSON, SECONDED BY TRUSTEE ZERG AND UNANIMOUSLY CARRIED BY ALL PRESENT TO AUTHORIZE TRUSTEE ZERG TO INITIATE DISCUSSIONS WITH CREGID'S CONTRACTED LANDSCAPING FIRM, J.B. LANDSCAPING REGARDING IMPROVEMENTS TO THE CAVE ROCK ESTATES MONUMENT SIGN AREA, AND THE POTENTIAL SUBMITTAL OF A PROPOSAL TO THE CREGID BOARD OF TRUSTEES.

12. ESTABLISHMENT OF FUTURE MEETING DATES:

Trustees conducted discussion regarding scheduling future regular meeting date(s) and determined such was not necessary at this time.

13 ADJOURNMENT:

At 5:25 p.m., Acting Chair Hauge adjourned the meeting.

MARGE HAGUE, ACTING CHAIR AND TREASURER

DATE:

JOANNE ZERG, TRUSTEE AND SECRETARY