

MINUTES OF MEETING
CAVE ROCK ESTATES GENERAL IMPROVEMENT DISTRICT
Thursday, August 1, 2024
1:30pm

This meeting of the Cave Rock Estates General Improvement District Board of Trustees was held on Thursday, August 1, 2024 at 1:30pm at 1317 Winding Way, Glenbrook, NV 89413. The Zoom meeting Login was <https://us06web.zoom.us/j/85871308441> and the meeting ID is 858 7130 8441.

Copies of the agenda were posted at the following locations at least 3 business days prior to the meeting day: Cave Rock drive street sign below the Villas, Cave Rock/Winding Way street sign, at the Corner of Wren/Pheasant Lane and Winding Way, on the Cave Rock Estates General Improvement District website, and the State of Nevada Public Notice website.

1. **CALL TO ORDER:** Meeting called to order by Chairperson Ralph Miller at 1:40pm.
2. **ROLL CALL - Establish Quorum:** Ralph Miller, Norman Hauge, Dick Dernbach, Perry Muhr and Mark Holmlund

GUESTS: Marge Hauge, Colin Dawson, Mike Smart

3. **PUBLIC COMMENT** - none

4. **APPROVAL OF AGENDA**

Dick made the motion to approve the Agenda, Perry seconded. All ayes.

5. **Approval of Minutes of Regular Meeting on July 18, 2024**

Dick made the motion to approve the Regular Meeting Minutes on July 18, 2024, Mark seconded. All ayes.

6. **Discussion and approval of road maintenance projects:**

Retaining Walls

Dick reported a request for a meeting with the CREGID by the State Lands Project. The main issue to be addressed includes drainage and run-off. It is recommended that two trustees attend a meeting followed by possible discussion with the Board in a future meeting.

Drain Cleaning

No discussion held

Road Runoff Mitigation

No discussion held

Entrance Gate

Ralph met yesterday with another contractor. This contractor recommended that the gate not be “elaborate” which would be expensive. A quote has not yet been received. The preliminary plan would include a wooden lift gate which would reduce the weight and associated cost. There are now three GID’s which have installed gates.

Mark recommended thoughtfulness with respect to the gate. He believes that this project may not be viable from a safety standpoint given the environment (winter weather conditions and slope concerns) in which it would be placed as well as administration, follow-up on necessary repairs, ongoing monitoring and possible legal costs. Dick asked about the implications of insurance coverage with respect to the gate installation.

Mark believes that a surveyor and engineer should be engaged to develop a standard set of plans on which to bid. Dick agreed that this is the customary process. Ralph reminded the trustees that two bids have been received, with a third to be expected.

Marge noted that she believes that the placement should be closer to Hwy. 50 west from the settling pond area. There could be a compromise regarding the most appropriate placement of the gate.

Mark suggests that a Request for Proposals (RFP) is developed to provide to contractors which will clearly detail the decisions of the trustees. Dick suggested that a survey must be done to consider the condition of the roadbed as a starting point. Working with the County Building Department will be essential in moving forward with the design of this project.

John Erb, Douglas County Roads, is the contact for information regarding a survey map and footprint maps to consider the best location, electrical connection and the gate information. With this information, this project, an engineering firm would be retained to design the project.

Colin noted that a competitive process is developed in order to meet the goals. With a project over \$250,000, a sealed bid project would be required. The more detailed the RFP, the better for the contractors to follow the design-build.

Ralph and Dick will work together to review the permissions for gate installation from Douglas County prior to moving forward to engage an engineering firm. Specific steps in the process will be determined.

Marge will follow-up with the GID Insurance agent regarding liability regarding the gate.

The timeline for securing contractors will be determined at a future date.

7. Grant Application Process

Mark will follow up on seeking appropriate support for the GID projects. He will report back to the Board at a future date. Mark reminded the trustees that Nevada Grant Labs

(non-profit) is based in Las Vegas which may be helpful in assisting the GID for assisting.

8. *Bank Account Charges*

The motion was made by Norman to eliminate the three previously-elected account custodians and add the existing trustees as custodians on the Wells Fargo account. The three eliminated names include: Grant Thompson, Joanne Zerg and Michael Rooney. The added trustees include: Ralph Miller, Dick Dernbach, Norman Hauge, Perry Muhr and Mark Holmlund. The second was made by Mark. All ayes.

9. *Discuss minimum notice requirements under open meeting law. Determine and approve procedure changes*

Colin advised the trustees that copies of the notice of meetings must be posted in four locations, including at the location where the meeting is to be held. Ralph is further pursuing this issue. The Open Meeting Law Manual does not indicate the requirement to post in four places, but does say that the agenda must specify the posting of meeting locations. There is also a posting to the State website (notice.nv.gov), which will be included on the agenda. Colin suggests that the notice contains all of the necessary information.

More information will be needed from the Attorney General's office prior to making a formal decision.

10. *PDF software purchase*

Dick is unable to use the current software to access previous documents and to make edits as needed.

The motion was made by Mark to approve the software purchase up to a limit of \$800.00 for the software upgrade, with a second by Perry. All ayes.

11. ADJOURNMENT

The motion was made by Mark to adjourn the meeting with a second by Perry. All ayes. The meeting was adjourned at 2:57 pm.

Respectfully submitted,

Dick Dernbach, Secretary
Cave Rock Estates General Improvement District