



Approved

**Skyland General Improvement District
Board of Trustees
Meeting Minutes**

Friday, February 16, 2024 @ 3:00pm PST
Zephyr Cove Public Library, 233 Warrior Way, Zephyr Cove, NV
Zoom Meeting ID: 975 6502 5840; Passcode: 204117

This meeting will be via Zoom only. Any member of the public is welcome to join and participate.

- Pursuant to Section #241 of the NRS and laws of Nevada, the Skyland General Improvement District notifies all parties that the Board of Trustees will conduct business of the District at the above time and place.
- Items may not be heard in the order they are listed, items may be removed or delayed at any time, and two or more items may be combined for consideration.
- Any supporting material for the meeting may be obtained upon request by contacting Scott Sullivan at sullivanskylandgid@gmail.com or 206-601-4978

1. Call to Order – Roll Call – Establish Quorum

Scott Sullivan - President

Dana Englekirk - Vice President

Karl Ney - Treasurer

Nancy Beaulieu - Trustee

Janine Nyre – Secretary

Quorum established, Meeting called to order at 3:03pm (Karl joined at 3:06pm)

2. PUBLIC FORUM

RJ Clason, 1035 Golden Mantle: Thank you for the complete minutes with attachments

Rick Lorio, 1055 Skyland: Was hoping that we would have an agenda item on the fence. Also suggested that the Board convene a committee to review the documentation for the fence. This committee would be comprised of neighbors who have expertise in contracts, construction, legal, etc. to see if we have any recourse. Also suggests that bike path should be on our side of the fence.

NOTE: Item 4C was taken up next to enable the DCSO representative to depart.

DISCUSSION ITEM 4C:

Neighborhood Watch. Tom Spencer (Volunteer DCSO) and Citizen Patrol. There are 6 Neighborhoods covered by Neighborhood Watch in Douglas County. Some are very formal, some are very loose. Even the very informal neighborhood watch teams are seeing success just based on See Something Say Something. DCSO does vacation checks (citizen's patrols) can do this for a 30day window once per quarter. Sheriff Coverly is very supportive of Neighborhood Watch. Dispatch (call if we see something) 775-782-5126 Non-Emergency recorded line. How to get started: Establish who the lead and block captains will be, then have an organizing meeting.

3. FOR DISCUSSION AND POSSIBLE ACTION

A. Approve minutes for 2024-01-26 meeting.

Public Comment: None

Trustee Comment: None

Trustee Nyre moves to approve the 1/26/24 meeting minutes, Trustee Ney Second, Approved Unanimously

B. Committee Charters/taskings/deliverables (Nyre)

- **Roads/Storm Drains** (see attached matrix)

- Public Comment

Tim Lim 136 Ponderosa Dr: historically what have we spent on these projects and who is responsible for water pipe replacement. (also concerned about a recent leak on Ponderosa)

Cyndi Esders 185 Willow: Are you also contacting the TD Sewer district?

- Board Comments: None

- **Landscaping, Fence and Snow Removal** (See attached matrix)
- Public Comment
Rick Lorio 1055 Skyland: Volunteered to be on committee
Michelle Kirby 136 Ponderosa: Bundling Landscaping and Snow Removal is not a good idea.
- Board Comments: Trustee Sullivan similar to what we are doing.
- **Entrance Committee** (See attached matrix)
- Public Comment
Bob Lamoureux, 1036 Golden Mantle: What is RFP (Request for Proposal)? Will the fence wood on the ground be reused?
Michelle Kirby, 136 Ponderosa: Deliverables are good, would like a copy of the matrix? Concern about the crooked rails. We should take them out and make them level. If posts are not vertical, they need to be removed.
Rick Lorio, 1055 Skyland: Thinks that we need more definition on the Fence committee
- Board Comments: Trustee Sullivan, lets add the Fence Project Committee as a subcommittee to the Landscaping, Fence and Snow Removal Committee. It will not be a long term committee.
- **Beach Committee** (See attached matrix)
- Public Comment
Marie Lorio, 1055 Skyland: Concern about enforceability
- Board Comments: none
- **Hwy 50 & Bike Path Committee** (See attached matrix)
- Public Comment:
Larry Lewin 119 Ponderosa: Entrance committee needs to be in the loop on coordination so that we don't do something that needs to be redone.
Tim Lim 136 Ponderosa: Need open lines of communication between committees and with the board
Michelle Kirby 136 Ponderosa: Should we add the deliverable to the chart (took action)
- Board Comment: Trustee Sullivan: need to add "provide recommendations" to deliverables.
Intent is to get approval for the initial committee content and have a call out for volunteers, may need posted signs.
Trustee Ney makes motion to approve the preliminary list of committee charter, taskings and deliverables and to solicit members and try to have a kick off meeting by next meeting. Trustee Beaulieu seconded the motion. Unanimously approved.

4. DISCUSSION ITEMS

- A. Treasurer's report (discussion only). Numbers are preliminary, income numbers being validated. Trustee Sullivan would like to see Budget vs Actuals. Also why is there such a difference from actual income (\$100K to date) but are projecting to have a total (cum) of ~\$300K within the next 6 months. There does seem to be some seasonality but needs to be better understood.
 - Public Comment: Tim Lim 136 Ponderosa: Experienced accountant, willing to help if we need additional help.
Rick Lorio, 1055 Skyland: It is not clear how much money we actually had in the account at the end of the year. (\$86K, \$61K fence).
Elisabeth, 150 Willow Dr: Why does Scott have the books? (Scott Fields is our accountant)
- B. GID Election update (Nyre)
We are looking for residents who would like to run for Trustee. Will put information in the minutes
- C. Neighborhood Watch (DCSO) (SEE ABOVE)

5. COMMITTEE REPORTS

- A. Entrance Committee
No update this month (meeting is Tuesday)
Public comment: none
- B. Hwy 50 & Bike Path

Public meeting on Hwy 50 at Whittel HS hosted by NDOT to review the Hwy 50 Corridor Mgmt Plan (CMP). Wednesday @4:30. Douglas County Parks & Rec had a meeting last week that none of us were able to attend, but we will find out the information.

Public Comment: none

- C. Beach Committee - No update. Marie Lorio 1055 Skyland asked whether we can enforce trespass. Trustee Sullivan clarified. Big Green and White sign has the ordinance printed on it.

Michelle Kirby, 136 Ponderosa: Would like to see the ordinances

Rick Lorio, 1055 Skyland: Concern about the parking ordinance and towing

Elisabeth Lernhardt, 150 Willow: Concern about large RVs parked on the road.

- D. Fence, Snow Removal and Landscaping

Update: Snow removal, Nov, Dec were baseline (min) and January and Feb are likely to be min.

Contractor is using more sno-melt to address ice concerns (he will give the MSDS (material safety data sheet) to Trustee Sullivan. We did find out that NDOT uses salt brine on Hwy 50 (important to know for landscaping). Landscaping- no update. Fence: no action on fence rebuild due to weather. Trustee Sullivan will address the following issues with Impact Construction: crooked rails and posts that are not the required 5ft above grade. Lights are energized, fixture knocked over by Low Voltage line has been fixed, although we likely need a longer term solution.

Public Comment:

Larry Lewin 110 Ponderosa: Larry would like to be on Fence completion committee

Michelle Kirby, 136 Ponderosa: would like to volunteer to be on the committee

Rick Lorio, 1055 Skyland: believes we need professionals review the documentation (contract, Bond, RO Anderson contract, etc) first to figure out where we are and what recourse we have.

Elisabeth Lernhardt, 150 Willow: Believes it is very important to understand the Bond and that the Bond amount should have been for the value of the contract in case they go out of business.

Trustee Comment:

Trustee Ney: Has Impact Construction been proactive in coming to us? Trustee

- E. Storm Drains and Roads – No update (Trustee Sullivan: Need to coordinate with Janet Murphy to make sure they billed us for the last cleaning.

6. FUTURE MEETING SCHEDULE

March 2024 - March 15, 3pm

April 2024 - April 19, 3pm

Don't miss an update! Join our e-mailing list at skylandgid.org

7. ADJOURNMENT

Trustee Nyre moved to adjourn, Trustee Ney seconded, Unanimously passed.

Agendas posted at Skyland Entrance, Skyland Beach, Myron Court, and on the GID website (<http://www.skylandgid.org/>) three days prior to the meeting by 9:00 AM by Scott Sullivan.

NON-DISCRIMINATION STATEMENT

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at: http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410;
 2. fax: (202) 690-7442; or
 3. email: program.intake@usda.gov
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Attachment A: Skyland Committee Charters Rev A

Committee	Trustee	Members	Charter	Specific Tasking	Deliverables to the GID
Roads/Storm Drains	Karl Ney		To review the needs of the roads and storm water drainage in Skyland and recommend maintenance and /or upgrades. This Committee will serve as the basis for the Skyland GID 10 Year Capital and Repair plan with inputs from the other committees.	<ul style="list-style-type: none"> - Evaluate the state of the Roads within Skyland and establish the plan for patching, repaving and/or crack sealing of the Skyland streets. May require contacting suppliers to get rough order of magnitude (ROM) estimates for different scenarios - Review signage for parking and fire hydrant clearance within Skyland neighborhood, recommend changes/updates and verify wording with DCSO and the DA. - Keep up with Water District and Sewer district plans to replace/repair firehydrants, water mains and sewer infrastructure and factor into any paving plans - Evaluate the reasons for street degradation. Develop a plan to reduce some of the reasons for degradation (some patches have been put in by the Water District or residents and are substandard and need to be redone). Excessive wear and tear by construction vehicle traffic should also be discussed. - Monitor and plan for Storm Drain Cleaning as needed - Collect and discuss residents complaints of potholes, Stormwater/ice melt runoff or storm drain issues. Develop options as necessary. 	<ul style="list-style-type: none"> - 10 year Capital Plan (with inputs from other committees) - draft changes to Bylaws or Operating Manual as required. - Recommendations for signage updates and pavement marking as required with estimated costs and purchasing options (also need to factor in the installation cost) - Recommendations for street maintenance actions (with ROMs) which takes into account actions required by the Water Utility or other Service provider. - Draft Request for Proposals (RFPs) and recommended contractors for repaving, pavement repair or crack sealing as necessary. - Draft RFP for storm drain cleaning, maintenance or storm water runoff mitigation as necessary - Preliminary proposal/quotation reviews as necessary. - Ensure plans are in place to monitor any contractor work on the above issues.
Fence Completion	Scott Sullivan	Rick Lorio Michelle Kirby Larry Lewin Katherine Henderson Joseph Sehnel Anthony Nicoletti	Note: this committee will sunset when the current fence is complete as currently designed. Review the history of the fence project to understand better how we find ourselves in this situation	<ul style="list-style-type: none"> '- Continue to track the fence project to completion. <p>The specific tasking is to</p> <ul style="list-style-type: none"> -Review all the contracts that have been executed in relation to the construction of the fence. This includes -The agreement with the owners engineer RO Anderson -The loan agreements -The contract with the General Contractor and associated addendums such as Performance Bond and Insurance -A review of the various Board Meeting minutes leading up to the award of the contract 	<ul style="list-style-type: none"> '- Any change orders/new requests from the fence contractor <ul style="list-style-type: none"> -Recommendations based on a completion of the specific tasking which might result in <ul style="list-style-type: none"> A. Nothing the GID can do and we need to live with the results B. A course of action to create a better outcome than the current plan
Landscaping, Fence Maintenance and Snow Removal	Scott Sullivan		Review Maintenance needs of the Fence (after completion) and Landscaping along Hwy 50 in addition to Snow Removal.	<ul style="list-style-type: none"> - Continue to track the fence project to completion. - Review any new contractor requests - Develop yearly snow removal plan and monitoring 	<ul style="list-style-type: none"> - 5 year maintenance plan for fence and landscaping - Snow Removal Draft RFPs - Preliminary Proposal Evaluations - Supplier evaluation and follow up on resident feedback on snow removal
Entrance Committee	Nancy Beaulieu	Larry Lewin Sandra Ney Karl Ney John Peel Michelle Kirby	Develop options for the Skyland entry way update.	<ul style="list-style-type: none"> - Includes updates to or removal of the river rock walls, Lighting and Landscaping. Note: The Fence Project did not include the Entry Way (River Rock Walls and brick pillars, lighting and Signage). - Stay closely coordinated with the Hwy 50 and Bike Path committee to be aware of impacts. 	<ul style="list-style-type: none"> - Provide Options including ROM estimates - Provide Draft RFP when GID Board selects option - Provide Options for a phased implementation to fit into the yearly budget - Provide Preliminary evaluation of proposals submitted

Committee	Trustee	Members	Charter	Specific Tasking	Deliverables to the GID
Beach Committee	Janine Nyre		Review and recommend changes to the Beach policies, signage, kayak racks, parking and other infrastructure as required.	<ul style="list-style-type: none"> - Update Beach Policies and control mechanisms - Schedule and advertise and manage the Beach Cleanup day - Schedule and advertise beach social hour - Provide recommendation to Board on Porta potty scheduling and cost - Review and Update signage requirements (including review by DCSO and the DA) - Upon approval for signs and purchase, obtain signs and install - Review Options for Kayak Rack placement - Develop rules for kayak summer storage on the Beach (# per residence, marking, AIS tags, prioritization process, signage, tracking and removal of unauthorized kayaks) - Develop criteria for beach pass updates and process (along with lost/replacement tag fee potential) - Develop a beach use agreement that every resident and VHR holder will need to sign in order to get their beach pass - Develop VHR Packets that fully describe the rules and general beach etiquette - Schedule and conduct meeting with DCSO representative(s) to walk through our approach and solicit feedback on how to make the process easier for them to help enforce our rules (ie, removal of people from our beach, vehicle towing, unauthorized kayak removal). 	<ul style="list-style-type: none"> - Provide recommended Policy and control plans to Board for discussion and approval - Provide info to the Board about Beach Cleanup and Beach Social Hour plans - Provide recommendations on Porta Potty usage and cost - Provide recommended signage plan (#, wording, placement, cost) to Board (will coord with Streets Committee) - Provide Kayak rack and control plans - Provide recommendations on Beach Pass Update Schedule and agreement - Provide VHR packets for review/approval - Notify Board of any planned meetings with DCSO including agenda and desired outcomes - Provide recommendations for summer security procedures
Hwy 50 & Bike Path	Dana Englekirk		Monitor and Report on plans to change the Hwy 50 configuration along the East Shore Corridor as well as plans for a bike path (it is likely it will be proposed as coming through our neighborhood).	<ul style="list-style-type: none"> - Attend NDOT, BOCC, Parks and Rec Board, TRPA or other board meetings as required when the topic of the trails plan, vision zero or Hwy 50 lane reduction/reconfiguration come up. 	<ul style="list-style-type: none"> - Report status of efforts at Board Meetings - Ensure Board is informed of any upcoming decisions/plans that may affect our neighborhood. - Coordinate with the Entrance Committee on Bike Path Plans - Provide recommendations to the Board for any needed actions/involvement

Attachment C: Parking Ordinances

Note: many of these ordinances (and others) are in the Bylaws and Operations Manual on the Skylandgid.org website.

Link to Douglas County Ordinances:

https://library.municode.com/nv/douglas_county/codes/code_of_ordinances?nodeId=TIT10VEIR

TITLE 10 - VEHICLES AND TRAFFIC

10.08.020 - Placement of traffic control-devices in general improvement districts.

D. *Skyland General Improvement District.*

1. *Stop signs.* Stop signs shall be placed and maintained at the following locations:

- a. *Alpine Drive.* On Alpine Drive where said highway joins Tahoe Drive;
- b. *Lynn Way.* On Lynn way where said highway joins Tahoe Drive;
- c. *Myron Drive.* On Myron Drive on each side of said highway where it joins Tahoe Drive;
- d. *Tahoe Drive.* On Tahoe Drive at each end of said highway where it joins U.S. Highway 50 and Skyland Drive.

2. *Highway use restriction.* No snowmobiles, sleds, skis, skateboards or similar objects shall be allowed on district streets. This restriction shall be posted conspicuously throughout the district.

3. *All highways parking restriction.* There shall be no parking on any paved portion of any highway within this district, except in cases of emergency. Said restriction shall be posted conspicuously at the entrance of the district and at other conspicuous places on highways therein. The owner or custodian of any vehicle which interferes with snow removal shall be responsible for towing expenses.

4. *Truck size limitation.* Trucks exceeding a maximum weight of ten tons shall be prohibited from using the highways within this district, except for trucks making local deliveries. This restriction shall be posted conspicuously at the highway entrances to said district.

5. *All highways speed limit.* The posted speed limit on all highways, or portions thereof, within this general improvement district shall be 25 miles per hour.

CHAPTER 10.12. - PARKING

10.12.120 - Stopping, standing or parking in Skyland General Improvement District.

A. A person must not:

1. Stop, stand or park any motor vehicle or recreational vehicle on any of the following streets or highways within any of the following public right-of-way, which are located within the Skyland General Improvement District, except in cases of emergency or for the purpose of expeditious unloading and delivery or pickup and loading of freight, goods, materials or passengers.

- a. Alpine Drive.
- b. Carson Drive.
- c. Deer Cliff Drive.
- d. Golden Mantle Court.
- e. Lynn Way.
- f. Myron Court.
- g. Myron Drive.
- h. Ponderosa Court.
- i. Ponderosa Drive.
- j. Ray Way.
- k. Red Fir Drive.
- l. Skyland Court.
- m. Skyland Drive.
- n. Tahoe Drive.
- o. Willow Drive.

B. Violations of this section are subject to the penalties in [section 10.12.040](#) of this Code.

C. The Skyland General Improvement District must post in conspicuous places, appropriate signs indicating the prohibitions contained in this section.

([Ord. No. 2022-1606](#), § I, 12-1-2022)