

**MINUTES OF THE SPECIAL MEETING OF THE
KINGSBURY GENERAL IMPROVEMENT DISTRICT BOARD OF TRUSTEES
TUESDAY, APRIL 1, 2008**

CALL TO ORDER – The meeting was called to order at the KGID office, 160 Pineridge Drive, Stateline, Nevada at 6:00 p.m. by Chairman Cook. Cook led the pledge to the flag.

ROLL CALL – Present were Trustees Hayes, Cook, Beattie, Schussel and Treanor. Also present was Business & Contracts Manager Michelle Runtzel and Operations Superintendent Greg Reed, Water Treatment/Distribution Operator Grade III, Eric Johnson. Present for a portion of the meeting was resident Dan Rosen who lives on Virginia.

PUBLIC COMMENT –Mr. Rosen reported his brother is the homeowner and unfortunately is not well enough to come to meetings; he lives on Virginia. He asks if KGID set up automatic payments? He also reported that he's called regarding snow removal and it seems that often the plows are out when little or no snow, as in ¼" on road. Mr. Rosen wonders if KGID can write a report that homeowners can study because the rates keep going up? Why do we have service that we don't need? Cook asks if when there is ¼" of snow, are they plowing? Mr. Rosen replied they are. Cook agrees this wears on plows and our road but recognized that we have bus routes to maintain and Virginia loops with Beverly. Cook states that occurs occasionally, especially on top we need to plow more often. Also the plow drivers need to drive the roads to see if there is snow to plow. In response to the first question, we are in the middle of setting up electronic payments.

Hayes comments he has concerns of snow removal as well, but once ¼" is not plowed and turns to ice we have big problems.

FINANCIAL CONTRIBUTION TOWARDS PLANNING EFFORTS FOR LOWER KINGSBURY AREA - Trustee Cook requested this item be placed on the agenda for consideration after receiving requests for contributions for match funds needed in a total amount of \$29,000 for the Regional Planning Partners towards planning efforts of the Lower Kingsbury area.

The board was provided information from Cook that is included in the meeting backup files. Costs associated with the planning work are estimated at \$58,000, which will be funded 50% by Douglas County provided that match funds are secured in the amount of \$29,000. To date, \$23,500 has been secured and they need an additional \$5,500 match to move forward. Trustee Cook wanted to bring this to the board for consideration of a financial contribution (maybe \$2,000 - \$2,500) toward this effort.

Trustee Cook reports he has been attending these meetings once per month which are run by Nancy McDermott, our county commissioner, which involves a redevelopment study on Kingsbury Grade. The group is talking about continuing Market Street to the loop road for emergency access/exit. Douglas County will match a grant if the community will come up with \$29,000. Several community members have come up with funding and they are \$5,500 short, they approached Cook and asked if KGID would contribute.

M-4/1/08-1 – Motion by Beattie, seconded Hayes and unanimously passed to contribute \$2,000 to the Douglas County Regional Planning Partners toward the planning efforts of the Lower Kingsbury Redevelopment Area.

Hayes reminded Cook that he would like to see whether there could be snow removal staging anywhere in the lower Kingsbury area in the future to park equipment.

Architect told us 160 Pineridge was not zoned for a government utility.

GENERAL MANAGER HIRING INCLUDING AUTHORIZATION OF A JOB OFFER AND CONSIDERATION OF JOB OFFER TERMS AND RELATED MATTERS – Beattie reported the committee did its thing and got most of the way through negotiations with McKay and in last 2 weeks Trustees Hayes & Cook involved. Beattie provided a proposed employment agreement that has been reviewed by Scott Brooke who is on vacation. He explains the last page is an analysis of salary. The GM candidate proposes a starting date of employment at June 1, 2008 with a term of 13 months. Runtzel reported that Sep/Ira would be effective January 1, 2010. Also Runtzel explained to the board that in order to take advantage of 100% Employer Paid Pers, the employee is required to reduce salary based on the factor provided by PERS. The salary comparison page shows \$112,000 as salary including the 100% paid PERS. Runtzel points out that the board is effectively offering somewhere around \$122,000 to \$123,000 as an annual salary that must be reduced to the \$112,000 to receive the PERS benefit.

Runtzel was asked to go over calculations and provide employee medical insurance premiums to the board. Email Bob revised employment agreement and insurance premiums.

Cook met with Cam and explained he felt the salary for the position should be \$105K, Cam countered with \$112K.

M-4/1/08-2 – Motion by Hayes, seconded by Treanor and unanimously passed to approve the employment agreement as modified.

Cook will provide the employment agreement to Cam. Cook thanks committee for doing a wonderful job, appreciates all the time put into it and asks committee to be sure to let Mahmood and Leonard know outcome; Beattie will send letters out. Add this item to the next agenda as a follow-up.

AUTHORIZATION TO MAKE CAPITAL PURCHASES IN EXCESS OF ORIGINAL BUDGETED AMOUNTS – Runtzel reported in writing that there are three items that staff would like to purchase that exceed the original budgeted amounts:

	Original Budget	New Quote	Variance
Road Paint Striper	\$3,000	\$5,360	\$2,360
2 Online PH & Temp Monitors – originally Only one budgeted	\$2,000	\$4,200	\$2,200
Paperless data logging System for lake station	\$5,000	\$8,650	\$3,650

James Warswick has selected the appropriate road paint striper application to meet our needs that including 1 handheld spray gun and bead dispenser for reflective paint meeting NDOT specifications. Attached for review is a quote from EZ-Liner for the boards review. The purchase of this equipment will eliminate the need to contract this work out at a cost of \$3,300 each time as the work will be completed in-house at the appropriate time of year or as needed.

Greg Reed requested that we purchase the online PH & Temp monitors that were budgeted this year, which will provide necessary compliance with the State in calculating CT. These monitors will be linked into the SCADA system.

The paperless data logging system will replace the existing circle charts that are outdated. The logger will capture data trending information and talk to SCADA. It will also store the data on removable media that can be duplicated elsewhere for redundant and secure recordkeeping. The equipment can handle 48 separate inputs including trending ozone residual, ozone concentration, PH, temperature, turbidity, etc. The budget variance is to allow us to fully use the capabilities of the instrument. The existing system has a finite number of inputs that it can handle and is nearly maxed out now with more inputs yet that needs to be connected.

The cumulative budget overrun for these three capital purchases total \$8,210. Included in the current years board approved capital outlay budget, is a line item called Miscellaneous Capital Outlay that was approved in the amount of \$80,000. It is proposed that these item overruns are funded from the Miscellaneous Capital Outlay line item.

Schussel pointed out that budget vs. new quote numbers on the paperless data logging system numbers are reversed.

Beattie wants to verify that this paint gun will spray a 4” line.

M-4/1/08-3 - Motion by Beattie, seconded Treanor and unanimously passed to authorize staff to purchase a road paint striper, capable of painting a 4” wide stripe, Online PH & Temperature monitors and a Paperless data logging system for the Lake Station at an additional cost not to exceed \$9,000 over original budget to be funded through the 2007/2008 Capital Outlay budget miscellaneous line item.

The Chairman called a 5-minute recess and then called the meeting to order.

BUDGET WORKSHOP AND APPROVAL OF A TENTATIVE BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2008 – Runtzel provided the board with the proposed Tentative budget worksheet and supporting notes to the budget in advance of the meeting. Additionally, a 5-year projection on each fund and supporting information was handed out at the meeting.

Treanor and Cook were okay with the budget without a thorough walkthrough. Beattie requested staff go thru the waterworks and sewer works and do two things, 1) identify critical spare parts and 2) secondarily install water alarms if water on floor, etc. Possibly research a phone system capable of dialing as many people as needed until it reaches some one. We need another SCADA computer or move it off of the floor. Beattie suggests adding some amount of money to the budget for these items. Cook recommends we research it somewhat and add an amount to the final budget.

Reed comments referring to Beattie’s suggestions that there are certainly things we can do, some more quickly than others. Some are substantial costs associated with mitigating this type of situation. Once we get the new flex coupling, we may consider changing all of the flex couplings. He’s asked Rick and Eric to put together a list of affected equipment and to make a file. Runtzel explained the District has a \$500 deductible and there is uncertainty whether we have replacement or depreciated coverage.

M-4/1/08-4 – Motion by Beattie, seconded Treanor and unanimously passed to approve the FY 2008/2009 Tentative Budget as presented, noting staff may make changes prior to presentation of final budget.

DECLARATION OF DISTRICTS INTENT TO RAISE RATES - Runtzel provided a 5-year project on each fund to help the board determine whether rate increases were necessary for the upcoming year. Each projection included a representation on how revenues will be affected for each \$1 increase in rates for the various funds.

We had a large increase last year and Hayes would like to gain confidence with the public, next year we’ll have financial plan, metering and have more concrete numbers, may be able to have a compelling presentation for rate increases. Schussel prefers to increase in smaller amounts as opposed to waiting. Discussions took place regarding the various scenarios for revenues if the district raises rate.

Beattie suggests rate increases in Water \$3/mo, Sewer \$2/mo and Snow \$2/mo for a total increase of \$7/mo.

M-4/1/08-5 – Motion by Beattie, second Treanor and unanimously passed to approve a declaration of District’s intent to raise monthly user rates for water at \$3/mo, sewer at \$2/mo and snow at \$2/mo and include the rate increase in the FY 2008/2009 tentative budget.

ADJOURNMENT

M-4/1/08-6 – Motion by Hayes, seconded by Treanor and unanimous approval the meeting was adjourned at 8:10 p.m.

Respectfully submitted,

Robert Cook, Chairman

Attest:

Carolyn Treanor, Secretary