

**MINUTES OF THE REGULAR MEETING OF THE
KINGSBURY GENERAL IMPROVEMENT DISTRICT BOARD OF TRUSTEES
TUESDAY, MAY 16, 2023**

CALL TO ORDER - The meeting was called to order at the Kingsbury General Improvement District office located at 255 Kingsbury Grade, Stateline, Nevada at 5:00 p.m. by Jodie Nelson, Chair.

PLEDGE OF ALLEGIANCE

ROLL CALL – In attendance were Trustees Nelson, Trigg, Parks, Schorr and Yanish. Also present were General Manager Mitch Dion, Operations Superintendent Brandon Garden, Administration & Human Resource Supervisor Judy Brewer and General Counsel Chuck Zumpft. There was no public present.

PUBLIC COMMENT – None.

APPROVAL OF AGENDA –

M-5/16/2023-1 - Motion by Parks, seconded by Trigg, and unanimously passed to approve the Agenda.

APPROVAL OF MINUTES –

M-5/16/2023-2 - Motion by Yanish, seconded by Trigg, and passed to approve the Budget Meeting Minutes dated April 4, 2023 and the Regular Meeting Minutes dated April 18, 2023.

LIST OF CLAIMS –

Nelson questioned check #62817. It was explained is the fire department's plan review fee for building 160 Pineridge Drive. The fees are determined by a percentage of the total project value.

Parks questioned if check #62768 to the architect for \$35K is the final payment. It was explained that the total was approximately \$100K as part of the overall project. She identified the various payments to the employees on Page 5 as employee recognition payments.

M-5/16/2023-3 - Motion by Nelson, seconded by Trigg, and unanimously passed to approve the List of Claims in the amount of \$528,471.02 as represented by check numbers 62754 through 62753.

FINANCIALS – MARCH 2023 –

Financials were received and reviewed. Schorr highlighted revenue on interest from investments being much higher than budget and sought confirmation that the original budget reflected lower interest rates at that time while the fund is generating higher returns.

Nelson inquired where the management fee paid on the rental properties was reflected or if the income statement reflected the net after fees. This was to be investigated and an answer was to be provided later.

M-5/16/2023-4 - Motion by Nelson, seconded by Trigg, and unanimously passed to approve the Financial Statements for March 2023.

PUBLIC HEARING ON FISCAL YEAR 2023/2024 BUDGET INCLUDING DISCUSSION AND APPROVAL OF FINAL BUDGET

A presentation on the budget was provided. It was explained that the final budget must be provided to the state by June 1, 2023. Budget assumptions, adjustments from the tentative budgets and revenues were noted. Also, the budget reflected the three changes. First an increase in energy costs. Second, was a reduction in the anticipated reduction in costs from the Sewer Authority. Third, funding for retaining wall replacement along Tramway was added to be included in the 2023 Waterline and Road Repair and Renovation Project. It was noted that the condominium project located along Quacking Aspen would generate some additional connection revenues.

The hearing was opened to the public. There was no public present for comment and the public hearing was closed.

Net cash balance were noted for future rate consideration.

M-5/16/2023-5 - Motion by Nelson, seconded by Trigg, and unanimously passed to adopt the Budget for FY 2023/2024.

NEW BUSINESS

NO ACTION TOOK PLACE ON THE FOLLOWING ITEMS:

FOR POSSIBLE ACTION:

FY 24 Update of the PAVER Pavement Management System.

A written report was provided. The program was explained for the future maintenance and waterline repair and renovation projects. Dowl Engineering provides oversight while district personnel do the field inspection. This approach has provided the best value to the district and achieved good results as evidenced by the past heavy winter.

Nelson requested additional information regarding the best use of the software tool. The engineers are trained to utilize the software doing it regularly ensure efficient and effective results. The software is owned by KGID.

Schorr requested clarification regarding deliverables referenced on the task order. Dion explained that the items received are the updated PAVER database, 5-year proposed CIP for the road program and a presentation at a Board of Trustees Meeting. Discussion followed.

M-5/16/2023-6 - Motion by Schorr, seconded by Trigg, and unanimously passed to approve Task Order 63 with DOWL LLC to oversee and update the PA VER program and provide the five-year capital project list for the amount not to exceed \$29,880 and authorize the General Manager to sign necessary documents.

Ratify settlement claim tramway Apartment Condominium Homeowner's Association.

A written report and settlement agreement were provided, and the matter was discussed which also corrects the deficiency from the past by not obtaining the easements needed for the meter installation. Nelson confirmed the check has been written but not released. Yanish questioned the responsible party and the settlement process. Discussion followed.

M-5/16/2023-7 - Motion by Nelson, seconded by Trigg, and passed to approve ratifying the settlement agreement with Tramway HOA regarding waterline repair and authorize the General Manager to sign related documents. Yanish opposed.

Board Reports

Nelson stated that the Convention Center timing is postponed due to a delay in materials. The new opening date is scheduled for August 1, 2023. Events, employment and parking at the Convention Center were discussed. The Sewer Authority has finally made an agreement with Elks Point HOA as they have been operating without a sewer agreement in past years. The Forest Service wants to make changes regarding emergency access at Nevada Beach.

Yanish reported the Lake Tahoe Summit may be on August 15, 2023. Also, Nevada League of Cities and Municipalities meets weekly to discuss legislation. The meetings are in person and online. She led additional discussion regarding the league and upcoming retreat and value of the organization.

Management Reports

Management Report

Recruitment and retention were discussed, as current employees continue to fill in for vacant positions and delivered high quality services for the past winter.

The Admin & Operation stand-down week was discussed, which will require all employee attendance for training, HR updates, equipment maintenance and other tasks that are necessary to keep the organization working well.

Damage claims for snow removal as well as the runoff are numerous.

Schorr requested an update on fire hydrant snow removal. It was explained that the regulations do not address it and responsibility is clearly not the water purveyor. It is a complexity due to the misrepresentation by the Fire Department and the core issue is to seek funding for the Zephyr crew which the board rejected two years ago.

Administrative and Human Resources Report

Brewer noted some upcoming office and file cleaning. A document destruction company will be coming in June to destroy 122 boxes of old files. The moving process has begun for relocation to 160 Pineridge. New GPS units have been installed in the Manchester sanding trucks and will be upgraded in district trucks in the near future.

Utility Operations Report

Garden noted that the vault lid for 111 Tramway was damaged by the vendor during loading and is being remade. The replacement should commence next week.

Nelson commented whether storage at the operations yard was possible. Garden explained that the location is ready for gravel and waterline materials will be delivered during May.

Engineer's Report

Dion noted that the waterline replacement is the biggest upcoming project, which will commence June 12, 2023, and the Palisades liftstation renovation should be ready for completion during July.

Attorney's Report

Zumpft noted the completion of the Tramway settlement.

CORRESPONDENCE – A letter was provided regarding snow removal and sanding which was similar to other letters received.

FINAL PUBLIC COMMENT – Schorr stated he appreciated the preamble to the budget. He read the KGID mission statement and commended the staff for their fulfillment.

UNFINISHED BUSINESS

ADJOURNMENT

M-5/16/2023-8 - Motion by Parks, seconded by Trigg, and unanimously passed to adjourn the meeting at 6:38 p.m.

Respectfully submitted,

Jodie Nelson, Chair

Attest:

Cindy Trigg, Secretary