

MEMO TO: **KGID Trustees**

FROM: **Cameron McKay, General Manager**

SUBJECT: **Manager's Report for the meeting of October 20, 2020**

SPECIAL INTEREST

Beach Club

- We received a revised site plan from the Tahoe Beach Club (TBC). This was reviewed and sent to Matt for his review and approval. Any changes to the waterline layout must be approved by NDEP. Matt will facilitate this and all charges for this work will be forwarded back to TBC.
- Worked with Farr West to review and approve a boundary line adjustment and potential PUE abandonment for the TBC. This took a lot of time to respond, have TBC review and resubmit with not all the changes included which meant more time to review again on our part. Sometimes this process went back and forth 3 or 4 times.
- During some of our discussions with TBC, a request was made to have an old pump pedestal and piping from the original water pump station that was last used in 1986. I had previously discussed with Chuck whose responsibility it was to remove this. We were both in agreement that TBC was responsible which I passed along to them. Obviously, TBC does not agree with this and felt that KGID should remove it and made noises about possibly bringing in a legal team to review the issue.

160 Pineridge & 298 Kingsbury Grade

- Judy has a report on these buildings.

ASSOCIATIONS

Tahoe Water Suppliers Association

- The TWSA is closely monitoring the actions of both the TRPA and Lahontan regarding the Tahoe Keys Property Owners Association's invasive aquatic weed eradication.

GID/Town Managers/League of Cities

- I attended the last manager's meeting August 4th. The main topic of discussion was how the changes in staff and commissioners may affect our operations.

Nevada/National Rural Water Association

- The NvRWA meetings and training sessions are now being held virtually.
- Since the middle of August, I have had two trips to committee meetings with NRWA. Both of these were at no cost to KGID.

Training & Certification

All training is now web-based training.

Local Emergency Planning Commission, (LEPC)

- A virtual LEPC meeting was held September 25th.

DISTRICT ORGANIZATION/ADMINISTRATION

- I am including with this report, the revised job descriptions for the General Manager and Operations Superintendent. Because there are no wage increases or decreases with the added responsibilities, I did not feel they needed to be presented as an action item.
- All of the office staff had a conference call with Laserfiche to discuss what templates would be designed and how to move forward from here. This is just a very small portion of the training that will be provided by Laserfiche.
- Judy and I are continuing to work on the personnel policy when we get any free time.
- Chuck and I discussed the claim from 104 Meadow regarding a sewer backup in August 2018. Chuck has all of the information and will respond to their attorney.
- I review and approve all pay applications for payment by the contractors doing the Juniper waterline; Aspen road rebuild; and the sealing project.
- Office staff is now back to working the regular 5-day, 8-hour shift. The crews will change to this schedule November 1st.
- I worked with Brandon and Matt on the Andria pavement thickness issue.
- I responded to a couple of requests from Beth Kohn regarding the audit.
- I discussed the need for a fuels reduction and defensible space implementation assessment near utility facilities in the Tahoe Basin with STPUD. The Tahoe Water for Fire Suppression Partnership was awarded a no-match grant of \$250,000 to complete this survey.
- We received updates on a number of personnel policies due to the “Families First Coronavirus Response Act”.
- STPUD was supplied information needed to reimburse KGID \$66,355.15 in engineering costs for the Juniper Waterline Replacement Project. These funds come

from the Lake Tahoe Fire Protection Project.

- The temporary staff we used to clean up files and other documents was released August 31st. Since then I have spent over two weeks going through old files and documents to properly identify and catalogue these records.
- I review all applications sent to the Planning Commission that will affect KGID. About 15 applications have been sent to KGID this past month. Less than 5% are within KGID's jurisdiction.
- I submitted to the League of Cities, a couple of ideas for BDRs in the next legislature. I also discussed BDR 199 with Wesley.
- I sat in on the Debt Management Commission meeting in late August.
- I sat in on the virtual Tahoe Summit webinar.
- Reviewed changes and updates to the Decant Facility.
- Summit Village contacted me to see if KGID would accept dedication of Gary Lane and Bigler Court. I explained to them that Summit Village would have to dedicate the roads to Douglas County not KGID. If Douglas County accepted the roads, they would then direct KGID to maintain these new roads similar to the way we look after all of the other roads in the District.
Douglas County reviewed the condition of these two roads and responded to Summit Village that they could not accept these areas as they were not built up to County standards and could be considered a parking lot instead of a road.
- I have directed staff to look into reducing the monthly bills to one page. This will require a detailed description of what the base rate includes on our website. This should simplify the bills and get away from two-page bills, cutting down on billing time in the office.
- The Quarterly Economic Survey was submitted to the Department of Taxation.
- **A/P Invoices/Checks** – Brandy coded invoices, obtained approvals, entered invoices, printed invoice batches, and prepared the accounts payable check runs, printed the check batch reports and check register report to update the check register daily. Once checks were signed, we prepared them for mailing.
- **Applications for Service Letters** – Brittney mails Application for Service letters each time a property changes ownership. She updates the accounts as they are returned with any additional information we may not have.
- **Revenue** – Carrie enters all the Revenue batches to Excel spreadsheets.
- No information has been given to me for any liens being released although two different properties are attempting to either pay off liens or negotiate a settlement.

- I reviewed all invoices for payment.
- I review all investment statements as they are received.
- I reviewed all bank statements and credit card statements.
- **Web Payments** – Carrie prints payment batches and credit card settlement batches daily, committing the batches and updating the check register daily. Once per month a batch is created for the recurring monthly payments paid by ACH and another batch is prepared once per month for web payments.
- **Payment Batches** – Carrie enters the customer payments daily. Then we print reports and commit batches after review and writing up the bank deposits. The check register is then updated. Judy verifies this process.
- **Bank Deposits** – Judy reviews cash receipt batch, verifies bank deposits writes up bank deposits and updated check register several times each week.
- **Backflow Letters** –Brittney is catching up on these.

Customer issues

- We had more communication from Art Warrell, the GM at Lake Village regarding an account that had the meter information swapped between two residences. We had already communicated our stance with the owners, and they must have felt that Art would be able to convince us to dismiss some charges.
- In early September I had a call from a resident on Kimberly Brooke about the off-road vehicles speeding along the streets. I explained that KGID has no authority over these vehicles but suggested that every time it happens, he calls the Sheriff's office and complain. That way the call will be logged and eventually something might be done about the issue. Since then the DCSO issued the following press release

Minden, Nevada- Due to recent events involving Off Highway Vehicles (OHV's), the Douglas County Sheriff's Office (DCSO) will focus on enforcement of OHV use violations on paved County roads under applicable Nevada Revised Statutes (NRS). DCSO wishes to remind Douglas County residents of the following Nevada laws governing OHV use on paved County roads.

NRS 490.060 generally defines OHV's as any motor vehicle that is designed primarily for off-highway and all-terrain use. OHV's include all-terrain vehicles, all-terrain motorcycles, and dune buggies.

Only large OHV's, specifically defined under NRS 490.043 as any all-terrain vehicle that includes seating capacity for at least two people abreast, and total seating capacity for at least four people or a truck bed, can operate on paved Douglas County roads. To operate on a paved County road, the large OHV must be registered with the Department of Motor Vehicles, and must meet the equipment requirements of NRS 490.120.

The equipment requirements include:

- *At least one headlamp that illuminates objects at least 500 feet ahead of the OHV*
- *At least one tail lamp that is visible at least 500 feet behind the OHV*
- *At least one red reflector on the rear of the OHV unless the tail lamp is red and reflective*

- A stop lamp on the rear of the OHV
- A muffler which is in working order and which is in constant operation when the vehicle is running

All other OHV's, including all-terrain motorcycles and dune buggies, can only operate on paved Douglas County roads under limited circumstances which include:

- Perpendicular crossing of the paved road from a complete stop solely for the purpose of continuing on the OHV's direction of trail travel
- Solely for the purpose of loading or unloading the OHV from another vehicle or trailer as close as practicable to the OHV trail
- During an emergency if it is impossible or impracticable to use another vehicle
- All operators of OHV's on paved County roads must hold a valid driver's license

DCSO understands the value of living in a rural area, with access to public lands which provide recreational opportunities to Douglas County residents. Douglas County Sheriff Dan Coverley stated, "Traffic and OHV use violations in Douglas County are one of the biggest complaints my office receives daily. Traffic congestion is obvious in all parts of the county. With the increasing number of vehicles, which occupy our roads every day, I believe allowing OHV's on paved roadways, which should not be there, is a hazard that we don't need. I believe there is a balance between enjoying all that Douglas County has to offer, enjoying the freedom from government oversight, and not endangering or unduly annoying others. We must always be good neighbors and respect others, so that we can all enjoy this beautiful place we call home."

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ENGINEERING

- The PER for the water model was closed out.
- Matt and I have been discussing future changes in the standard construction bid documents and contracts. These changes will work to alleviate any issues similar to the problems we faced during the Juniper Waterline Replacement project. The last update that was done on these documents was 2013.

SEWER COLLECTION SYSTEM

- No major issues have been brought to me.

WATER SYSTEM

- All construction permits are now issued within one week of receiving them.

ROADS/SNOW REMOVAL/STORMWATER

- See Roads Report in Brandon's report.

NOTES FROM AROUND THE COUNTY

All County Commission meetings are being held virtually.

Outside Activities

No outside activities have taken place during normal working hours.

Future Work/In Progress/Concerns/Heads up

- Water conservation plan update
- Personnel policy update