

**MEMO TO: KGID Trustees**

**FROM: Cameron McKay, General Manager**

**SUBJECT: Manager's Report for the meeting of December 15, 2020**

**SPECIAL INTEREST**

**Beach Club**

- We are working on securing an easement for the realigned electrical conduit from the control box to the raw water pump station. Chuck is currently drawing up the documents and will record them when finished.

**160 Pineridge & 298 Kingsbury Grade**

- Judy has the report for 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. The last meeting was held December 2<sup>nd</sup>.

**GID/Town Managers/League of Cities**

- No GID/Town Managers meetings have been held since August 4<sup>th</sup>.
- I had a lengthy discussion with Wesley from the LOC regarding the use of the Covid-19 trace app.

**Nevada/National Rural Water Association**

- The NvRWA meetings and training sessions are now being held virtually.
- I attended two NRWA committee meetings.

**Training & Certification**

- All staff and crew were scheduled to take the virtual Safe and Sober Workplace training from POOL/PACT last month. We had to reschedule this due to the current COVID-19 restrictions.

- I attended a virtual “Water Use Efficiency” class.
- Brandon attended a virtual “Creating Resilient Water Utilities” class

### **Local Emergency Planning Commission, (LEPC)**

- A LEPC meeting was held December 11<sup>th</sup>. Covid-19 issues were the priority.

### **DISTRICT ORGANIZATION/ADMINISTRATION**

- We received updates on several personnel policies due to the “Families First Coronavirus Response Act”. Judy and I have been in contact with various agencies in the County and State regarding Covid-19 safety and future vaccination availability. Utilities are currently listed as Tier 2 recipients for the vaccine. There are numerous personnel issues that we may have to work through for these vaccinations.
- Judy and I are continuing to work on the personnel policy when we get free time.
- All Verizon tracking information has been migrated over to their new system.
- I review and approve all pay applications for payment by the contractors doing the Juniper waterline; Aspen road rebuild; and the sealing project. Notices of completion were signed and returned for the Juniper and Andria projects.
- I directed Judy to investigate the availability of our staff to receive the Covid-19 vaccine as soon as it becomes available.
- I sat in on the Debt Management Commission meeting. After the meeting I contacted Neal at Minden Lawyers to make a small addition to the language for the Ponderosa Park agreement.
- I have directed staff to investigate 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.

### **Customer issues**

We received a letter from Summit Village regarding retaining walls, drainage problems, and a sinking of pavement in their HOA. I have responded to this letter and have contacted Douglas County regarding portions of their complaints.

### **ENGINEERING**

- Matt has finalized the surveying for the electrical control easement at the Beach Club. Chuck will now draw up the proper documents.

- Matt and I have been discussing future changes in the standard construction bid documents and contracts. These changes will work to alleviate any issues like the problems we faced during the Juniper Waterline Replacement project. The last update on these documents was in 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**

A draft Master Plan has now been published.

#### **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

**MERRY CHRISTMAS EVERYONE**