

**MINUTES OF THE REGULAR MEETING OF THE
KINGSBURY GENERAL IMPROVEMENT DISTRICT BOARD OF TRUSTEES TUESDAY
May 20, 2025**

CALL TO ORDER - The meeting was called to order at the Kingsbury General Improvement District office located at 160 Pine Ridge, Stateline, Nevada at 5:06 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL – In person attendance were Trustees Trigg, Parks, Johns, Nelson and Felton. Also present were General Manager Derek Dornbrook, Utility Operations Superintendent Joe Esenarro, Administration and Human Resource Supervisor Judy Brewer, General Counsel Chuck Zumpft, Utility Billing Coordinator Carrie Bauwens and Accountant II Brandy Johns.

PUBLIC COMMENT

Trustee Felton asked about an email the board received from a member of the public commenting on our endorsement of the Barton Health Plan at the TRPA meeting that was held on May 14, 2025.

The board discussed a misunderstanding about their stance on the Barton Health Plan, with Kingsbury GID clarifying that they only welcomed the project without endorsing it. It was agreed to contact the project opponents to clarify Kingsbury GID's position and requested minutes from the recent TRPA meeting to confirm what was said.

APPROVAL OF AGENDA – There was no public comment

M-05/20/2025-1 – Motion by Trigg, seconded by Felton, and unanimously passed to approve the agenda.

APPROVAL OF MINUTES – There was no public comment

M-05/20/2025-2 – Felton noted the bottom of page 1 under the list of claims reads “permit” and should read “warrant”. Motion by Felton, seconded by Trigg, unanimously passed to approve the meeting minutes dated April 15, 2025, with the correction.

NEW BUSINESS FOR POSSIBLE ACTION:

LIST OF CLAIMS – There was no public comment

Parks questioned check 65190 to Hydro Specialties for \$26,892.50 and was informed it was for (125) Meter end points and registers.

Parks also asked for an update on Manchester's payments, with clarification that retention payments are withheld at the end of the fiscal year while snow removal services are paid as incurred for a total of \$85,000 in combined retention and snow removal services for Manchester.

Felton questioned Minden Lawyers legal fees being over budget by 36k, Counsel explained that most of the additional cost was from the previous GM departure.

M-05/20/2025-3 – Motion by Felton, seconded by Nelson, and unanimously passed to approve the list of claims.

FINANCIAL STATEMENTS – There was no public comment

(JAN., FEB., MARCH 2025)

Financials were provided for review.

PRESENTATION AND OVERVIEW OF SPRINGBROOK SOFTWARE EXPANSION – There was no public comment

Carrie Bauwens presented transitioning to Springbrook software to consolidate three separate programs, highlighting its comprehensive features, excellent customer service, and integration capabilities. The proposed solution is to increase Springbrook's functionality by including accounting functions, Express Bill Pay portal, and on-site training, with an estimated annual cost of \$33,124, which is \$6,000 more than the current budget but offer significant efficiency gains by eliminating manual processes and providing 24/7 support. The group agreed to encourage customers to use the new online portal for bill pay and discussed potential incentives to reduce paper billing, though they decided not to pass on credit card processing fees to customers to maintain their discounted

rate.

The board discussed a proposal from Springbrook, focusing on professional services terms and conditions. Kingsbury raised concerns about a clause allowing charges up to \$15,000 without approval, which the Springbrook representative clarified was not their usual practice. Brad agreed to revise the terms to require approval for any additional charges.

No decisions were made during this discussion, information only

HSA (HEALTH SAVINGS ACCOUNT) REVIEW HSA POLICY DRAFT 5.10 – There was no public comment

The board reviewed the draft of HSA policy, identifying several issues including unclear language about eligibility and contribution limits. The board decided to table the HSA policy discussion to the next board meeting after making necessary revisions and legal review.

No action was taken and has been scheduled to table for the June 17, 2025, meeting.

JOB TITLE CHANGE FOR THE UTILITY BILLING COORDINATOR – There was no public comment

A new job description was proposed for the Utility Billing Coordinator, who currently handles both utility billing and asset management systems along with other tasks. Nelson expressed concerns about combining these roles in one job description, arguing it could lead to overloading her with too much work and that possibly operations should take on the asset management system.

The board agreed that Utility Billing Coordinator's performance had been exceptional, and that they deserved recognition and compensation. The board agreed to revise the job description to be less specific about educational requirements and system names, while maintaining the operational focus. The discussion also covered the Utility Billing Coordinators' request for a \$2 increase, which was tied to the job description change as per the union's requirements, with the possibility of making the changes retroactive.

No action was taken and has been scheduled to table for the June 17, 2025, meeting.

PUBLIC HEARING ON FISCAL YEAR 25/26 FINAL BUDGET - There was no public comment

The board reviewed the proposed 2025-2026 budget, which showed improved financial positions compared to previous projections, though concerns were raised about declining reserve funds and the need for rate increases. It was noted that KGID hasn't had a rate increase for water since 2017. It was decided that a third-party rate study be conducted.

The board approved a motion to open a public hearing on the budget, though no public comments were made.

M-05/20/2025-4 – Motion by Felton, seconded by Trigg, and unanimously passed to approve opening the public hearing.

M-05/20/2025-5 – Motion by Felton, seconded by Parks, and unanimously passed to approve closing the public hearing.

M-05/20/2025-6 – Motion by Felton seconded by Trigg and unanimously passed to adopt the 25/26 Budget as proposed.

BOARD REPORTS – Nothing to report

MANAGEMENT REPORTS

General Manager's Reports

Derek Dornbrook, the new general manager, discussed his 30-60-90-day plan and requested a discussion about Joe's interim role and salary at the next board meeting on June 17, 2025. The board also addressed the need for a third-party rate study and discussed the management of \$2 million in investments, with a decision pending on whether to reinvest a mature CD.

Utility Operations Superintendent Report

Joe reported on various operational matters including RAM studies and potential storage facility projects, and challenges in hiring seasonal workers due to marijuana testing policies.

Administrative and Human Resources Report

Judy reported on the open positions within the district and how they have several applications for water positions that are to be reviewed by Derek and Joe. Exploring the possibility of changing property management companies was brought forward by the board, including the 298 building rental contracts and financial performance was discussed. It was agreed for management to provide a report on the building's value and rental income to determine if it's worth keeping.

Engineer's Report

There were no comments

Attorney's Report

Briefly touched on the need to use KGID email accounts for all business communications to avoid potential legal issues in the future.

CORRESPONDENCE

A letter was submitted by the owner of a delinquent account located at 165 Irwin Drive. Management is to reach out to the customer to explore a possible payment plan or settlement.

FINAL PUBLIC COMMENT

ADJOURNMENT

M-4/15/25-5 – Motion by Johns, seconded by Nelson, and unanimously passed to adjourn the meeting at 8:32 p.m.

Respectfully submitted,

Sandy Parks, Chair

Attest:

Cindy Trigg, Secretary