

**MINUTES OF THE REGULAR MEETING OF THE  
KINGSBURY GENERAL IMPROVEMENT DISTRICT BOARD OF TRUSTEES  
TUESDAY APRIL 16, 2024**

**CALL TO ORDER** - The meeting was called to order at the Kingsbury General Improvement District office located at 160 Pine Ridge, Stateline, Nevada at 5:01 p.m. by Natalie Yanish.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL** – In attendance were Trustees Yanish, Nelson, Trigg and Schorr. Also present were General Manager Mitch Dion, Administration & Human Resource Supervisor Judy Brewer and General Counsel Chuck Zumpft. Public present included Charles Hancock, Greg Felton, and Colin West of Clean Up the Lake. Trustee Parks was not in attendance.

**PUBLIC COMMENT** – Charles Hancock suggested reviewing snow removal techniques.

**APPROVAL OF AGENDA** –

**M-4/16/2024-1** -

Motion by Trigg, seconded by Yanish to approve the Agenda as presented. This motion was retracted.

The closed session is no longer time certain and will occur at the end of the meeting. Trustee Nelson suggested deleting item #9 as the financials were not provided.

**M-4/16/2024-2** -

Motion by Trigg, seconded by Yanish, and passed to approve the Agenda as amended to remove Item #9 and the time certain for the closed session which will occur at the end of the meeting.

**APPROVAL OF MINUTES** – Nelson noted her absence at the meeting on March 19, 2024, and therefore should not be referenced in the Motion 3/19/2024-1. Zumpft noted the motion was irrelevant as it was retracted. Trigg stated that she believed she made the motion.

**M-4/16/2024-3** - Motion by Schorr, seconded by Trigg, and passed to approve the Regular Meeting Minutes dated February 20, 2024 and March 19, 2024, as amended. Nelson abstained due to her absence on March 19, 2024.

Greg Felton stated his appreciation for the consideration having minutes corrected and concurred with the adjustment in the minutes dated February 20, 2024.

**NO ACTION TOOK PLACE ON THE FOLLOWING ITEMS:**

**Clean Up the Lake**

Colin West of Clean Up the Lake detailed beach and water cleanup in Lake Tahoe. Upcoming projects include youth outreach, dive classes, clean-up with dive propulsion vehicles, and additional dives in 35-55 feet depths along with various collaborations and research tasks.

Greg Felton suggested location specific dives at the water intake locations. Trigg requested contact information for private donation referrals. Yanish verified they are a 501(c)3 non-profit organization and funding was briefly discussed.

**NEW BUSINESS**

**FOR POSSIBLE ACTION:**

**LIST OF CLAIMS** – Nelson questioned check #63928 lien release for \$2,050. It was explained; due to overdue payment liens were filed on one of the multi-unit projects and subsequently were removed as the accounts were brought current. Nelson commented that there are more credit card payments and suggested referencing purchaser, if possible. Nelson also noted loader repair to Zack Good for \$4,204 as equipment repairs.

**M-4/16/2024-4** - Motion by Nelson, seconded by Trigg, and unanimously passed to approve the List of Claims in the amount of \$1,079,008.40 as represented by check numbers 63825 through 63928.

**Authorization General Manager to award window and door replacement for building 160 Pine Ridge Drive to Group West Construction.**

A written report was provided. The corrected amount of \$72,508.93 was noted. The report concluded that it was beneficial to the district for Group West to purchase the windows and do the installation as a single procurement verse the original intent seeking best price on the windows and installed by another contractor.

Nelson commented that the project supervision and installation fees seem high for the work even considering the complication of 2<sup>nd</sup> story work.

**M-4/16/2024-5** - Motion by Schorr, seconded by Trigg, and passed to approve the combined window and door replacement not to exceed the revised sum of \$72,508.93 and authorize the General Manager to execute appropriate contracts. Nelson opposed.

**Policy Update – Temporary Laborer**

A written policy was provided for review.

Schorr commented regarding the source of temporary laborers such as an agency or local advertisement. It was explained that local ads were the preferred method, however agencies had been used in the past for difficult to fill positions.

Nelson indicated her support for the policy and the use of temporary labor. She expressed a request for updates regarding the use of temporary employees with the monthly reports as part of the policy. The board discussed options and determined an amendment would be added to the policy. The allowable hours of a temporary employee were discussed.

Yanish questioned verbiage regarding untrained labor and questioned specifics to project work which were included as examples. She stated her concern regarding reference to wages comparable to the local economy and it was agreed to delete this section.

The revised policy will be amended and presented at the next meeting.

**Approve modification to the General Manager contract regarding vacation time.**

A written report was provided. Due to the absence of various key positions at the district, using vacation time is proving to be challenging and changes to the contract are requested to be consistent with the provisions provided for all other employees.

After clarification regarding 3 years or paid out at retirement, Nelson supported the item. Schorr clarified that the item is for 3 years of vacation accrual, and it was explained that payout is undesirable. The intention will be to utilize the time regularly, if possible. Zumpft suggested an amendment to include "At no time should employee accrue more than 9 weeks of vacation time." Effects on the budget were deemed negligible.

Yanish questioned the effects of PERS and Worker's Compensation. Nelson noted there are benefits to the district for vacation time to be used and avoid the large pay out. The board supported the amendment with the additional verbiage suggested by Zumpft.

**M-4/16/2024-6** - Motion by Nelson, seconded by Trigg, and passed to modify (Employee benefits paragraph F.) to the following: "Employee shall accrue three (3) week of vacation time each fiscal year (July JS1 through June 30th). The employee may continue to accrue this time to be used in accordance policy or opt to be paid for this time annually or consistent with the personnel manual for separation or use at the time of retirement. In no event shall the employee accrue more than 9 weeks of vacation time." Schorr opposed.

Greg Felton opposed the recommendation stating the General Manager should use the vacation time because it is less expensive than a payout. Charles Hancock supported the amendment to the contract indicating that there are times as an executive when vacation cannot be used.

**Board Reports**

Nelson stated that the public attending the Sewer Authority meeting expressed dissatisfaction with the removal of the beaver dam near the lift station.

Schorr stated that he will not seek re-election. Commending other board members, he felt his time working with the other board members and the district was fulfilling.

Yanish stated that the Nevada League of Cities and Municipalities luncheon was focused on the metropolitan areas. They amended the Bylaws to include a dues structure change which will benefit KGID. They will begin working on Bill Draft Requests and she offered to take requests from the board.

**Management Report**

**General Manager’s Report**

A presentation on district matters was presented. Nelson commented regarding the sewer flow rate the resolution of the matter. Nelson sought an update regarding the customer’s claims related to the fire hydrant damage caused by the Snow removal contractor. It was explained that determination is pending from the contractor’s insurance and customer calls are fielded with empathy.

**Administrative and Human Resources Report**

Directions were requested from the board regarding the final invoice for the Market Street building. Nelson questioned expenses. Yanish questioned if the item should be included in the agenda. It was suggested to have legal counsel review the lease.

Schorr opposed having legal counsel review this item. Nelson supported having legal counsel review the lease to reconcile the charges. Trigg supported having this item reviewed.

Yanish suggested having the contract reviewed by counsel and adding the item to the agenda if warranted. She disagreed with paying any further expenses.

**Attorney’s Report**

There was nothing to report.

**Engineer’s Report**

There were no questions.

**CORRESPONDENCE** – There were no comments.

**FINAL PUBLIC COMMENT** – There were no public present.

**UNFINISHED BUSINESS**

**CLOSED SESSION**

**M-4/16/2024-7** – Motion by Nelson seconded by Trigg unanimously passed to enter closed session for purposes of labor negotiations update at 7:30 p.m.

Board of Trustees exited closed session at 8:10 p.m. no action was taken.

**ANNOUNCEMENTS AND FINAL PUBLIC COMMENT** – None, no public present.

**ADJOURNMENT**

**M-4/16/2024-8** - Motion by Nelson seconded by Trigg and unanimously passed to adjourn the meeting at 8:14 p.m.

Respectfully submitted,

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Natalie Yanish, Chair

Attest:

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Sandra Parks, Secretary