

**MINUTES OF THE REGULAR MEETING OF THE  
KINGSBURY GENERAL IMPROVEMENT DISTRICT BOARD OF TRUSTEES  
TUESDAY, FEBRUARY 20, 2024**

**CALL TO ORDER** - The meeting was called to order at the Kingsbury General Improvement District office located at 255 Kingsbury Grade, Stateline, Nevada at 5:04 p.m. by Natalie Yanish.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL** – In attendance were Trustees Yanish, Parks, Schorr, Nelson and Trigg,. Also present were General Manager Mitch Dion, Administration & Human Resource Supervisor Judy Brewer, Administrative and Financial Systems Analyst Don Havard and General Counsel Chuck Zumpft. Public present included Charles Hancock, Quincy Harris, Greg Felton and Ben Johnson on behalf of Tahoe Douglas Fire Department. Trustee Trigg joined the meeting at 5:07 p.m. via Zoom.

**PUBLIC COMMENT** – Charlie Hancock commented on the need to consider the snow removal process, particularly pertaining to long empty approaches, such as, the 50-foot retaining wall near his property which inevitably leaves an excessive berm in his driveway. Some plow operators are better at reducing the impact, but that is not the normal process. He commented that he has witnessed F&B trucks clearing snow at Mott Canyon instead of the roads, noting KGID should be a priority.

Ben Johnson made comment regarding snow removal around fire hydrants and requested discussion with the trustees. He feels this is a community fire safety issue that Tahoe Douglas Fire hopes to resolve.

Greg Felton Chair of Tahoe Douglas Fire District added that this issue has gone unresolved. He stated that a prioritized list of hydrants had been provided for clearing and there was no response. They hope to resolve this issue cooperatively without legal counsel and feel the law is clear. There is an “Adopt a Hydrant” program out to the community. He explained that the State Fire Marshall can issue citations, and he would refuse to pay and will stir up the neighbors should that occur. He requested it be placed on agenda.

**APPROVAL OF AGENDA** – It was noted that 6:30 was set for the closed session.

Trustee Trigg exited the meeting at 5:20 p.m.

**M-2/20/2024-1** - Motion by Nelson, seconded by Parks, and unanimously passed to approve the Agenda.

**APPROVAL OF MINUTES** – There was no public comment.

**M-2/20/2024-2** - Motion by Parks, seconded by Nelson, and passed to approve the Regular Meeting Minutes dated January 16, 2024.

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

**NEW BUSINESS**

**FOR POSSIBLE ACTION:**

**LIST OF CLAIMS** –

Nelson questioned check #63671 of \$4330.00 for auction reimbursement. It was noted this was for the purchase inspections/engineering tech vehicle which cash was used to avoid 2.5% added fee. Nelson questioned check #63676 to Tahoe Beach Club reimbursement to correct the over-billing for irrigation occurred over time.

Parks questioned #63624 for Abila. It was noted this is the annual fee for the accounting software.

Yanish questioned entry of checks to Manchester for \$0 which was done to posting the correction and actual payments were reflected further down.

There was no public comment.

**M-2/20/2024-3** - Motion by Parks, seconded by Schorr, and unanimously passed to approve the List of Claims in the amount of \$1,379,393.80 as represented by check numbers 63589 through 63719.

**FINANCIAL STATEMENTS – DECEMBER 2023**

Financials including the budget were provided for review. Nelson questioned expenses for snow removal through December. After review, it was noted that adjustments may be needed for the deposit and expense accounts. She questioned the budgeted tax revenue which is significantly less. It was explained that the budget is accurately estimated; however, there is a timing difference for receipt of tax payments. She questioned audit fees which were adjusted to include additional lease expenses. Engineering fees were over due to costs associated with Ponderosa, which will eventually be capitalized. Road maintenance and supplies over \$500K may need to be corrected. Zero snow removal expenses will need to be reviewed.

Nelson requested an explanation regarding the balance sheet reconciliation. This form is demonstrating expenses relating to Pine Ridge and Kingsbury Grade. The form was reviewed.

**Award Water Distribution Material Procurement (Waterline Replacement and Renovation Project).**

A report was provided. It was explained that there are two projects within one construction contract.

Schorr questioned how the supplies are identified for each project. It was explained that most materials are delivered to the different sites and materials are identified within the plans.

Nelson stated that she is not comfortable with the combined contract. It was explained that combining the projects into a larger project attracts more qualified contractors. The contract will have separate bid items. There is interest and it should be presented to the board for award by the next meeting.

Schorr questioned the pre-purchasing of materials, and it was explained that it is advantageous for saving costs and time. Future planning was also noted including purchasing materials for projects several years in advance.

There was no public comment.

**M-2/20/2024-4** - Motion by Nelson, seconded by Schorr, and unanimously passed to approve award of the FY2023/24 Material procurement for the Waterline and Road Improvement Project to Western Nevada Supply Company for \$718,923.03 and authorize the General Manager to execute appropriate documents.

**Accept and approve repayment plan for 313 Tramway #16**

A report on the account was provided. The customer has requested a 48-month payment plan to resolve the past due amounts, which was beyond the authority of the General Manager. The customer has already begun making payments.

The trustees clarified that future penalty is held in abeyance while repayment plan is kept current. The lien status remains during the repayment process.

Quincy Harris stated he is responsible for the account and past due balance. He indicated he wants to retain the property and appreciates the board's consideration of the repayment plan. He made the January and February payments according to the repayment plan.

Nelson questioned the agreement which Dion said is the standard agreement the district has used. The history of various payment agreements has been satisfactory for KGID during the past 3 years.

Parks confirmed with Harris that 4 years is a workable timeframe. Yanish questioned the status of returned mail. It was explained that mail was sent to a family member and overlooked, stolen, or misplaced. Harris contacted KGID upon receiving the Certified Mail notice regarding default.

Zumpft noted the 48-month schedule, with installment payments of \$1,702 plus current invoice payments to be paid monthly.

**M-2/20/2024-5** - Motion by Nelson, seconded by Schorr, and unanimously passed to accept the 48-month repayment plan for 313 Tramway #16 and authorize the General Manager to execute appropriate documents for repayment.

**Public Hearing – Placement of delinquent accounts on County Tax Roll**

It was recommended to delete Harris’ account from the item and act on Items B & C for the other properties. The remaining properties will be requested to be added to the county tax roll to collect payment. Tax default would result in county tax sale. These properties are on master meters and therefore service cannot be disrupted, and fees continue to accrue. Other delinquent properties not included in this item were in a lower tier and not addressed at this time.

The hearing was opened to the public.

Harris requested clarification regarding the process for his property. It was clarified that his property would not be included in this action. Douglas County requires that properties on the tax roll will be notified in March for the next bill which must be paid within the following year. If and after default, the commissioners will find the properties indebted to the county with additional fees, and if unpaid, the property can be sold.

Zumpft suggested that the General Manager read for the record the properties, amount of delinquency and property owners. The Chair should clarify any protests or objections verbally.

It was clarified that the action items are Item A: 313 Tramway Dr. #16 (APN: 1319-30-520-017), owned by Quincy Harris is delinquent in the amount of \$81,707.38 is not included in this action. Item B: 759 Boulder Ct.# Q (APN: 1319-30-514-017), owned by Thomas Kaschek is delinquent in the amount of \$90,138.61 which is to be placed on the tax rolls for collection; and Item C: 495 Tramway Dr. #12 (APN: 1319-30-710-012) owned by Thomas Kaschek, dba: Consolidated Practices, is delinquent in the amount of \$88,899.15 which is to be placed on the tax rolls for collection.

Yanish confirmed that the requirements were acceptable to counsel. There was no public comment.

The public hearing was closed.

Trustee Trigg returned at 6:14 p.m.

**M-2/20/2024-6** - Motion by Nelson, seconded by Parks, and passed to adopt the actions making final determination of indebtedness placing the following accounts on tax role and authorize the General Manager to implement the action for properties located at 759 Boulder Ct.# Q (APN: 1319-30-514-017), is delinquent in the amount of \$90,138.61 which is to be placed on the tax rolls for collection and 495 Tramway Dr. #12 (APN 1319-30-710-012), is delinquent in the amount of \$88,899.15 which is to be placed on the tax rolls for collection and authorize the General Manager to implement the action. Trustee Trigg abstained due to technical issues.

**Board Reports**

Nelson attended the Lake Tahoe Douglas County Sewer Authority meeting on January 17, 2024. She noted that the USFS is attempting to change the location of the access road to the pump station and many residents are opposing their decision. She also reported, a salary survey was completed in an effort to retain employees.

Yanish attended the Legislative Committee for the Review and Oversight of the TRPA and Marlette Water system meeting at the Capitol. The main concern was density, particularly pertaining to recently approved affordable housing. The Mountain Area Preservation Group has sued the TRPA regarding the changes to land use and future housing development.

There was a 5-minute break at 6:25 p.m.

**Management Reports**

**General Manager’s Report**

**Administrative and Human Resources Report**

**Engineer’s Report**

There were no questions.

**Attorney’s Report**

There was nothing to report.

**CORRESPONDENCE** – There were no comments.

**Adjourn to Closed Session**

At 6:33 the Board entered closed session for discussion.

At 7:18 the Board returned from closed session, no action was taken

**FINAL PUBLIC COMMENT** – There was no public.

**ADJOURNMENT**

**M-2/20/2024-6** - Motion by C.Trigg, seconded by J. Nelson, and unanimously passed to adjourn the meeting at 7:22 p.m.

Respectfully submitted,

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Natalie Yanish, Chair

Attest:

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Sandra Parks, Secretary