

**MINUTES OF THE REGULAR MEETING OF THE
KINGSBURY GENERAL IMPROVEMENT DISTRICT BOARD OF TRUSTEES
TUESDAY JULY 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 5:00 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 and General Counsel Chuck Zumpft.

PUBLIC COMMENT – Bianca Ballog, of 313 Tramway Drive #16, stated the property is listed for sale and requested additional time to address delinquent payments to KGID to avoid being placed as a tax sale.

APPROVAL OF AGENDA –Financials were not available for the final agenda; Item 1 was recommended to be removed from the agenda.

M-7/16/2024-1 - Motion by Nelson, seconded by Parks and passed to approve the agenda, as amended. Trigg abstained.

APPROVAL OF MINUTES –

M-7/16/2024-2 - Motion by Nelson, seconded by Parks, and passed to approve the Regular Meeting Minutes dated June 18, 2024. Trigg abstained.

NO ACTION TOOK PLACE ON THE FOLLOWING ITEMS:

NEW BUSINESS

FOR INFORMATION ONLY

FOR POSSIBLE ACTION:

LIST OF CLAIMS – Nelson questioned #64149 to Dowl relating to the waterline project from last year. It was explained that the project closeout was delayed due to issues with the contractor and damage to the sewer collection system as recently repaired by Summit Plumbing.

Schorr noted the monthly expense to Thunderbird Communication in relationship to the agenda item for Scada repairs. It was noted that there is a monthly payment for services and the added time to repair the noncompliant radios.

M-7/16/2024-3 - Motion by Nelson, seconded by Parks, and passed to approve the List of Claims in the amount of \$1,281,825.85 as represented by check numbers 64112 through 64241. Trigg abstained.

Discussion and possible action to eliminate the August 20, 2024, meeting from the Board of Trustees calendar. Report provided and discussion.

M-7/16/2024-4 - Motion by Schorr, seconded by Nelson, and passed to adjust the Board of Trustees Meeting Calendar to eliminate the regular meeting scheduled for August 20, 2024. Trigg abstained.

Authorize the General Manager to expend up to \$75,000 for vendor services/repairs for the treatment plant addressing emergent issues with process control & SCADA.

Report provided and presentation regarding the existing challenges with the plant process and software. Specific concerns regarding the ozone system were reviewed and discussed. It was explained that Thunderbird Communications and Jacobs Engineering were the two primary vendors needed to gain the manufacturers' support and implement repairs as needed.

M-7/16/2024-5 - Motion by Schorr, seconded by Nelson, and passed to authorize the General Manager to expend up to \$75,000 for vendor services and repair parts for the treatment plant to address emergent issues with controls and SCADA. Trigg abstained.

Trigg explained that she could hear the entire meeting but was unable to provide her votes.

Approve change order #01 with Aspen Construction to provide asphalt sealing deleted from the FY24 waterline repair and renovation project.

A written report was provided, and the work scope was reviewed. The benefits of utilizing the existing contractor to complete the work left incomplete from the previous year's project. All the incomplete work from the other contract was discussed and the funds retained were adequate to cover proposed work

Yanish requested clarification regarding the bid details. It was explained that Dowl mapping was used for estimates and pricing reflects equipment set up, labor and material.

M-7/16/2024-6 - Motion by Nelson, seconded by Parks, and unanimously passed to approve Change Order #01 with Aspen Construction to provide asphalt sealant/coating deleted from the FY24 Waterline and Road Renovation Project for \$52,560.00 and authorize the General Manager to execute appropriate documents.

There was a break, and the meeting resumed at 6:26 p.m.

Conduct Evaluation of General Manager and provide compensation adjustment/contract revision.

The trustees provided their comments regarding the evaluation forms which are retained for record. Yanish reviewed her form, and she commended the manager's performance overall. She provided recommendations including improving correspondence and coordination with Douglas County, stabilizing staff, and use of vacation.

Nelson noted her concerns regarding the snow removal/hydrant issue, notification to the board and communication with the public. She commended the manager's performance overall and suggested improving communication with the public and filling staff positions. She suggested the goal to revise water and sewer rates.

Parks praised the manager's performance and agreed with the other trustee's comments. Schorr also praised the manager's performance.

A compensation increase was discussed and unused vacation was noted. Administrative leave, healthcare and HSA compensation were reviewed. PERS was discussed and various Douglas County positions and salaries were noted.

Yanish supported an increase of 4%. Trustee Trigg was not available for comment via phone. The potential of setting goals for incentive was discussed. It was suggested to add this to a future agenda. Parks suggested this could be added for the new board to review. Yanish supported a discussion regarding goals in a future meeting.

M-7/16/2024-7 - Motion by Schorr, seconded by Parks, and passed to approve for increase of 4% plus 2 extra days of vacation. Trigg abstained and Nelson opposed.

Board Reports

Yanish noted the upcoming Lake Tahoe Summit and recommended the Trustees attend. Parking is difficult at Round Hill Pines and shuttles will be used. There was a reminder that the Nevada League of Cities and Municipalities Meeting will be held on October 3, 2024.

Management Reports

General Manager's Report

Regional employment rates were reviewed, and a drought/fire update was provided. An update to the contractor striking the fire hydrants and the contractor's insurance is denying all claims and reintroducing the misinformed allegations of the contractor (failing to understand their contractual obligation for indemnification). The trustees noted concern for the challenges of the homeowners.

Administrative and Human Resources Report

There were no questions or comments.

Engineer's Report

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None.

Attorney's Report

There is a draft letter for the Trustees regarding special counsel to review the fire hydrant snow clearing for future discussion.

FINAL PUBLIC COMMENT – There was no public present.

UNFINISHED BUSINESS

ADJOURNMENT

M-7/16/2024-8 - Motion by Yanish seconded by Parks and unanimously passed to adjourn the meeting at 7:36 p.m.

Respectfully submitted,

Natalie Yanish, Chair

Attest:

Sandra Parks, Secretary