

**MINUTES OF THE REGULAR MEETING OF THE
KINGSBURY GENERAL IMPROVEMENT DISTRICT BOARD OF TRUSTEES
TUESDAY, JUNE 13, 2023**

CALL TO ORDER - The meeting was called to order at the Kingsbury General Improvement District office located at 255 Kingsbury Grade, Stateline, Nevada at 5:06 p.m. by Jodie Nelson.

PLEDGE OF ALLEGIANCE

ROLL CALL – In attendance were Trustees Nelson, Schorr, Yanish and Trigg. Also present were General Manager Mitch Dion, Operations Superintendent Brandon Garden, Administration & Human Resource Supervisor Judy Brewer, Matt VanDyne of Dowl Engineering and General Counsel Chuck Zumpft. There was no public present. Trustee Parks were not in attendance.

PUBLIC COMMENT – None.

APPROVAL OF AGENDA – It was suggested to post-pone Item 20 to the next regular meeting.

M-6/13/2023-1 - Motion by Nelson, seconded by Schorr, and unanimously passed to approve the Agenda, as amended.

APPROVAL OF MINUTES – Amy noted a correction to the motion regarding the List of Claims to reference check numbers 62754 through 62818.

M-6/13/2023-2 - Motion by Nelson, seconded by Yanish, and unanimously passed to approve the Regular Meeting Minutes dated May 16, 2023, as revised.

Trigg joined the meeting at 5:10 p.m.

NO ACTION TOOK PLACE ON THE FOLLOWING ITEMS:

Douglas County Community Services Presentation – Trails Plan Update

Scott Morgan and Derrick Kirkland of Wood Rodgers provided a presentation regarding the schedule and goals for developing the Douglas County Trails Plan. They indicated they have been working with various stakeholders as part of the plan. It was explained that demographics, trail types and uses were all taken into consideration. Upcoming workshops were noted for public review and discussion.

Morgan and Kirkland exited the meeting.

NEW BUSINESS

FOR POSSIBLE ACTION:

LIST OF CLAIMS – It was noted that the checks reviewed include checks through #62909.

Nelson commented on the number of Dowl payments included in the single total.

M-6/13/2023-3 - Motion by Yanish, seconded by Trigg, and unanimously passed to approve the List of Claims in the amount of \$646,532.36 as represented by check numbers 62819 through 62909.

FINANCIALS – APRIL 2023 –

Financials were received and reviewed.

Modification to the Board of Trustees regular meeting calendar.

A written report was provided. It was recommended that the July meeting become a planning workshop which was supported by the board.

M-6/13/2023-4 - Motion by Nelson, seconded by Schorr, and unanimously passed to modify the regular meeting to a planning workshop on July 18, 2023.

Review the Nevada Public Agency Insurance Pool Member 2023 Proposal and Approve payment.

A written report was provided. This is an annual invoice which includes a 12.5% increase based on increased property values and inflation of replacement. The options for changing from PoolPac is limited and self-insurance will be reviewed as an alternative in the upcoming year. The revised amounts were included in the budget.

M-6/13/2023-5 - Motion by Nelson, seconded by Yanish, and unanimously passed to approve payment to Nevada Public Agency Insurance POOL 2023 Proposal in the amount of \$121,598.96.

There was a 10-minute recess.

Building 160 Pineridge renovation and repair project.

A written report and presentation were provided. Only one bid was received, as other vendors indicated they are busy with other projects. The contract was provided for consideration and award.

Nelson confirmed the architects have worked with this company and questioned whether the district sought references. Schorr commented on the overall estimate, noting the additional expense for NV Energy and questioned the elements of additional expenses which may occur. Dion explained that the property investigation has been thorough, but all projects include unknown issues. It was noted the references were included in the package. Van Dyne was questioned and stated he hasn't worked with this company as they typically work with other types of contractors.

Nelson noted the budget amount and confirmed other expenses such as permit, and NV energy were in the FY 23 budget as a capital improvement. Schorr confirmed there is no additional debt for the project.

Schorr supported the possible completion of Spring 2024, adding the completed project will provide long term accommodations for KGID.

Yanish noted that Group West Construction website includes many of their projects, including schools, colleges and restaurants.

M-6/13/2023-6 - Motion by Nelson, seconded by Trigg, and unanimously passed to approve awarding the project to Group-West Construction, Inc. for an amount not to exceed \$2,349,067 and authorize the General Manager to execute contractual documents as necessary.

NV Energy line extension agreement Bldg. 160 Pine Ridge Drive.

A written report was provided. NV Energy is requiring a new transformer and underground line to the building.

M-6/13/2023-7 - Motion by Nelson, seconded by Trigg, and unanimously passed to Authorize the General Manager to enter into the NV Energy Line Extension Agreement necessary for the Bldg. 160 Pine Ridge Dr. rehabilitation and repair for the amount not to exceed \$40,000.

Palisades lift station rehabilitation project.

A written report and presentation were provided.

Nelson confirmed the construction budget for this item is \$150K which is under the projection.

Schorr noted the minimal cost and requested comparison to the Market Street project. Van Dyne explained the differences were significant due to size and scope as the Market Street station will require a complete replacement verse just a relining and rehab.

M-6/13/2023-8 - Motion by Nelson, seconded by Yanish, and unanimously passed to approve awarding the project to Express Sewer & Drain, Inc. for an amount not to exceed \$105,000 and authorize the General Manager to execute contractual documents as necessary.

Approve procurement of the Computerized Maintenance Management Software (CMMS) with Brightly Software Inc.

A written report was provided and the maintenance management planning was explained. The software will provide maintenance scheduling for equipment, treatment plant, and all other infrastructure for preventative and predictive maintenance satisfying the US EPA requirement.

Per Nelson's request, the software use was explained in detail including scheduling options, budgeting tools and use on mobility devices. A portion of the data will be pre-loaded and tailored for KGID and can be incorporated into GIS. Customer service calls will also be tracked and monitored.

Schorr noted there are many software expenses and questioned any redundancy with other software. It was confirmed that there is no other software at KGID to perform similar tasks. There is a good training program for the software.

M-6/13/2023-9 - Motion by Schorr, seconded by Trigg, and passed unanimously to approve the General Manager to award contract for CMMS with Brightly Software Inc. for a period of 5 years in the amount not to exceed \$48,000 using the Sourcewell cooperative public procurement program.

Modification to Legal Services Contract.

A written report was provided. Zumpft proposed modifying the contract to reduce the monthly retainer to reflect actual costs and time spent. This contract reflects the hourly rate that was increased earlier this year.

M-6/13/2023-10 - Motion by Nelson, seconded by Trigg, and unanimously passed to approve the modified legal services agreement with Minden Lawyers, LLC altering the monthly retainer and representative hours authorizing the General Manager to sign appropriate documents.

Update of Procurement Policy.

A written report was provided and changes were reviewed. Approval thresholds were reviewed, and it was noted the policy will be in effect along with procedures detailing the specific duties for each position.

M-6/13/2023-11 - Motion by Nelson, seconded by Trigg, and unanimously passed to approve the update to the procurement policy.

Supplement to the Health Savings Accounts (HSA) of employees based upon Public Employees' Benefits Program (PEBP) for the fiscal year 2023/2024.

A written report and the changes were noted. The increase is based on the IRS increased maximum contributions. The HSA's offset the higher deductibles and other out of pocket expenses.

M-6/13/2023-12 - Motion by Nelson, seconded by Trigg, and passed to approve adjusted contributions to the Public Employees' Benefits Program to fund Health Savings Accounts for employees based upon the 2023/2024 PEBP to the maximum amount allowed by the IRS. Schorr opposed.

Compensation adjustment for exempt employees.

A written report was provided and the changes and factors were noted.

Schorr noted that he supports the merit increases but not the comparison to the union employees.

M-6/13/2023-13 - Motion by Schorr, seconded by Nelson, and unanimously passed to approve a 3% cost of living increase (COLA) and a 2% merit increase for exempt employees commencing on July 1, 2023.

Board Reports

Yanish stated that the Nevada Legislature adjourned June 6, 2023.

Management Reports

General Manager's Report

The situation for Orion Court was presented due to construction on top of KGID water and sewer lines which is compounded by rock outcrops and a steep hill. Direction from the County will need to be provided to the homeowner regarding the line replacement and there is a high level of urgency to mitigate this. Expectation is that the homeowner will have to relocate the water line. The owner failed to have utilities located on his initial deck expansion project. (Yanish suggested this item be added to the next agenda if appropriate.)

Kingsbury GID Clean Up Day was a success.

Administrative and Human Resources Report

There were no comments.

Utility Operations Superintendent's Report

Nelson clarified that the GPS installation in work trucks and monitoring. The GM and Ops Superintendent have access and the system which is used to monitor sanding or confirm the location of district vehicles. Reports are reviewed as needed.

Engineer's Report

Nelson inquired about the 2024 Waterline Improvement Project task order document which Dion explained was just negotiated and would be for a future meeting.

Attorney's Report

Zumpft did not have anything to report.

Trustee Trigg excused the meeting.

CORRESPONDENCE – Round Hill GID rate increase. There is additional correspondence regarding Stacy Baker's concern regarding commercial logging.

FINAL PUBLIC COMMENT –

UNFINISHED BUSINESS

ADJOURNMENT

M-6/13/2023-14 - Motion by Schorr, seconded by Nelson, and unanimously passed to adjourn the meeting at 7:58 p.m.

Respectfully submitted,

Jodie Nelson, Chair

Attest:

Cindy Trigg, Secretary