

**MINUTES OF THE REGULAR MEETING OF THE
KINGSBURY GENERAL IMPROVEMENT DISTRICT BOARD OF TRUSTEES
TUESDAY JUNE 18, 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, Parks, Trigg, Schorr and Nelson. Also present were General Manager Mitch Dion, Administration & Human Resource Supervisor Judy Brewer, General Counsel Chuck Zumpft and Matt Van Dyne and Travis Marshall of Dowl Engineering.

PUBLIC COMMENT – There was no public comment.

APPROVAL OF AGENDA – It was recommended to delete Item 13, which will be addressed at a later date.

M-6/18/2024-1 - Motion by Trigg, seconded by Parks and unanimously passed to approve the agenda, as amended.

APPROVAL OF MINUTES –

M-6/18/2024-2 - Motion by Parks, seconded by Trigg, and passed to approve the Regular Meeting Minutes dated May 21, 2024. Schorr obtained due to his absence.

NEW BUSINESS

FOR INFORMATION ONLY:

Presentation by Barton Hospital, Chris Proctor & Clint Purvance

A presentation was provided. Clint Purvance addressed their aging infrastructure in CA and their intent to use the old Lakeside site for Barton Hospital as a replacement project to optimize patient care. Potential future use of various CA sites and permitting was briefly discussed. Beneficial impacts were noted, and draft project renderings were shown. The project timeline and parking were reviewed. Traffic and corridor improvement coordination were discussed.

Nelson joined the meeting at 5:37 p.m.

FOR POSSIBLE ACTION:

Presentation and Acceptance of POOL for Renewal Proposal

A written report was provided. Jim Norton of Warren Reed Insurance explained coverages and the renewal premium. He noted, the loss exposure for KGID over the last 5 years has been exemplary.

Nelson question how the POOL has addressed the snow removal contractor issue. Norton stated that it is currently being addressed with the carrier and his intention to follow-up.

M-6/18/2024-3 - Motion by Parks, seconded by Trigg, and passed to accept the Nevada Public Agency Insurance POOL 2024/25 Proposal of \$121,924.24 and authorize General Manager to execute appropriate documents. Nelson opposed.

LIST OF CLAIMS – Report provided.

M-6/18/2024-4 - Motion by Nelson, seconded by Trigg, and unanimously passed to approve the List of Claims in the amount of \$963,328.98 as represented by check numbers 64020 through 64111.

FINANCIAL STATEMENTS – APRIL 2024

Financials were provided for review.

Schorr questioned the \$1.5M apparent shortfall in recent statement. Nelson noted the capital outlay is posted as an expense in government funds.

Nelson questioned engineering and surveying expenses which are beyond budget and road maintenance expenses. It was explained that capital projects for road maintenance get mis-assigned (due to definition of maintenance) and must be corrected and the survey work had to be realigned with the multi-year projects. She questioned vehicle replacement funds which total over \$700K. It was explained that the funds were accelerated to include the Vactor truck and other large equipment needing replacement which were beyond projected useful life before the reserve fund was established.

No action was taken.

Approval of Task Order 66 with DOWL Engineering for Engineering Services for the FY 26 Waterline & Road Repair and Renovation Project.

A written report was provided. Van Dyne explained that areas have been identified within the 2002 Master Plan for replacement and due to leaks. Consolidated projects may entice larger contractors with better pricing.

Schorr questioned the need to replace the watermain. Van Dyne responded that the work was identified in masterplan as continuation of the effort to update aged infrastructure and leaks are prevalent. He questioned the timing of engineering versus commencement of construction in 2 years. Schorr questioned future project approval with a new board. It was offered as advantage to an incoming board to have momentum on the program as CIPs are about addressing infrastructure.

Nelson addressed the construction timing along with funding. Revenue requirements, other projects, debt financing, and interfund loans as related to the Water Funds were discussed. The benefits of completing work on time with good planning was deemed to be a good practice and likely need for rate increase which had been successfully postponed. Yanish noted that future projects which related to stormwater should be addressed with Douglas County

Yanish, Trigg and Parks expressed support for initiating engineering of next project consistent with master planning.

Trigg stated that it was responsible to move forward with planning for the project in order to control expenses. Details of the task order were reviewed.

Yanish noted the importance of rate making for budget purposes. Trigg supported being a steward for infrastructure in the community. Parks verified that the engineering expenses will be good for years which will provide time to identify project funding.

Van Dyne noted preferred costs on this project and explained that the board would be presented with actual costs for approval. He confirmed that the entire project isn't being approved at this time.

M-6/18/2024-5 - Motion by Trigg, seconded by Schorr, and passed to approve Task Order #66 with DOWL Engineering for Engineering Services for the FY 26 Waterline & Road Repair and Renovation Project costing \$975,556 and authorize the General Manager to execute appropriate documents. Nelson opposed.

There was a 10-minute break at 7:41.

Approval of Task Order 67 with DOWL Engineering for Engineering Services for an FY 25/26 Road Surface Repair and Renovation Project

A written report was provided. It was explained that road surfaces need to be substantially improved before the condition falls below a restoration category. The funds impacted by the actions were reviewed. Van Dyne explained the rating system in relation to addressing sufficient road conditions. The project detail was reviewed.

Yanish verified that KGID had personnel available for the inspection portion of the project. Additional information was requested regarding the use of MicroPaver. MicroPaver output will be utilized for this project in addition to personal inspection.

M-6/18/2024-6 - Motion by Parks, seconded by Trigg, and unanimously passed to approve Task Order 67 with DOWL Engineering for Engineering Services at the cost of \$328,217 for the FY 26 Road Surface Repair and Renovation Project and authorize the General Manager to execute appropriate documents.

Approval of setting FY2025 Health Savings Account (HSA) allocation for employees.

A written report was provided. It was noted that the amount has increased to reflect the IRS limit increase.

Nelson questioned the justification, and it was explained that the intent is to offset out-of-pocket expenses related to the deductible and co-pays equalizing the employee benefits for represented and non-represented. Nelson suggested a cap for the difference in amounts

Schorr stated he opposes the concept of funding an HSA with no personal contribution from the employee.

Schorr noted that the HSA is an added benefit for potential employees. Nelson stated that she is not opposed to funding HSA's and she has always voted in support in the past.

M-6/18/2024-7 - Motion by Parks, seconded by Trigg, and passed to approve the adjusted contributions to the Public Employees' Benefits Program to fund Health Savings Accounts for employees based upon the 2024/2025 PEBP to the maximum amount allowed by the IRS. Schorr and Nelson opposed.

Approval of authorization for General Manager to negotiate for ToolCat procurement and commit district funds.

A written report was provided. It was explained that the authority is requested to negotiate purchase prices in a timely manner.

Yanish questioned if snow removal contractor costs could be possibly reduced. It was explained that this machine would be utilized in smaller, problem areas.

M-6/18/2024-8 - Motion by Trigg, seconded by Parks, and unanimously passed to authorize the General Manager to negotiate for the ToolCat procurement and commit district funds up to \$75,000.

Approval of salary adjustment for non-represented employees.

A written report was provided. Salary and competitive benefits were discussed as well as the relative values of the represented and non-representative amounts and ranges were discussed.

M-6/18/2024-9 - Motion by Trigg, seconded by Parks, and unanimously passed to approve a 4.5% salary adjustment for the district's non-represented employees effective July 1, 2024.

Approval of the 2024/25 Workers Compensation Policy Renewal.

A written report was provided. It was explained that the injury reports were favorable.

M-6/18/2024-10 - Motion by Nelson, seconded by Trigg, and unanimously passed to accept renewal proposal from Employers Preferred Insurance Company and authorize General Manager to execute appropriate documents.

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

A written report was provided. It was noted that some of the trustees did not yet complete the evaluation forms and decided to postpone this item. The completed forms were requested again by June 28, 2024.

Board Reports

Yanish stated that she is planning the Nevada League of Cities annual conference along with Trigg's assistance. Suggestions for community presentation/representations were requested.

Management Reports

General Manager's Report

Dion stated there are two Bill Draft Requests in progress. One of them should address record request limitations to public information requests and provide clarity to charging fees.

Administrative and Human Resources Report

There were no questions or comments.

Engineer's Report

There were no questions or comments.

Attorney's Report

Zumpft noted Mark Forsberg, hired by the district will provide an update prior to the next meeting regarding potential litigation.

CORRESPONDENCE – There was none.

FINAL PUBLIC COMMENT – There was no public present.

UNFINISHED BUSINESS

ANNOUNCEMENTS AND FINAL PUBLIC COMMENT – None; no public present.

ADJOURNMENT

M-6/18/2024-11 - Motion by Parks seconded by Trigg, and unanimously passed to adjourn the meeting at 8:55 p.m.

Respectfully submitted,

Natalie Yanish, Chair

Attest:

Sandra Parks, Secretary