

**MINUTES OF THE REGULAR MEETING OF THE
KINGSBURY GENERAL IMPROVEMENT DISTRICT BOARD OF TRUSTEES
TUESDAY MAY 21, 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, Nelson, and Trigg. Also present were General Manager Mitch Dion, Administration & Human Resource Supervisor Judy Brewer and General Counsel Chuck Zumpft. Public present included Douglas County Commissioner Danny Tarkanian. Trustee Schorr was not in attendance.

PUBLIC COMMENT – Danny Tarkanian offered his assistance to the district and constituents for any issues important to them.

APPROVAL OF AGENDA –

M-5/21/2024-1 -

Motion by Parks, seconded by Trigg and unanimously passed to approve the agenda as presented.

APPROVAL OF MINUTES –

M-5/21/2024-2 - Motion by Nelson, seconded by Trigg, and passed to approve the Tentative Budget Meeting Minutes dated April 9, 2024 and the regular Meeting Minutes dated April 16, 2024. Parks abstained due to her absence.

NO ACTION TOOK PLACE ON THE FOLLOWING ITEMS:

NEW BUSINESS

FOR POSSIBLE ACTION:

LIST OF CLAIMS – Parks questioned check #981 to Manchester Enterprises for \$38K. It was explained that snow billings are often for a month or more later. She further inquired when the minimum contract amount was met. January was the response was provided.

M-5/21/2024-3 - Motion by Nelson, seconded by Trigg, and unanimously passed to approve the List of Claims in the amount of \$348,643.74 as represented by check numbers 63929 through 64019.

FINANCIAL STATEMENTS – FEBRUARY & MARCH 2024

Financials including the budget were provided for review. There were no comments or action taken.

Approve revisions for Personnel Policy Manual adding policy regarding use of District provided Employee Lockers Section 2.4.

A written report was provided. The new policy is intended to clarify the roles and responsibilities related to district providing lockers.

M-5/21/2024-4 - Motion by Nelson, seconded by Parks, and unanimously passed to approve the Employee Locker Policy 2.4 of the Personnel Manual.

Approve revisions to the Personnel Policy Manual relating to Temporary Personnel Section 3.1.1

A written policy was provided for review. The purpose of the policy was to provide guidance relating to the use of temporary personnel. Adjustments were made based on the Trustees' previous discuss and recommendations. Parks noted her support of temporary laborers.

M-5/21/2024-5 - Motion by Parks, seconded by Trigg, and unanimously passed to approve and adopt the draft amendment 3.1.1 to the Personnel Manual.

Approve On-call services agreement with Jacobs Engineering for Technical Services.

A written report provided. The existing agreement was out of date and a new agreement is necessary for technical expertise in developing SCADA replacement. The SCADA systems are both out of date by many years and a single replacement is system is sought. A clear technical scope for SCADA is needed to pursue grants.

M-5/21/2024-6 - Motion by Nelson, seconded by Parks, and unanimously passed to approve the on-call services agreement with Jacobs Engineering and authorize the General Manager to execute it as appropriate.

PUBLIC HEARING on Fiscal Year 2024/2025 Final Budget including discussion and approval of FY 2024/2025 Budget

A written report and presentation were provided. The tentative budget was not approved by the Department of Taxation. The Snow Fund was discussed including a transfer from the General Fund to satisfy the deficiency. It was noted that the Water Fund spending was adjusted. The budget and adjustments were reviewed.

Nelson questioned the amounts to be dedicated from the Ponderosa project.

The hearing was opened to the public. There was no public comment, and the public hearing was closed.

M-5/21/2024-7 - Motion by Nelson, seconded by Trigg, and unanimously passed to approve the Budget for fiscal year 2024/2025.

There was a break at 5:38 p.m. and the meeting resumed at 5:50 p.m.

To accommodate the time certain for the Closed Session, some items were taken out of order.

Board Reports

Nelson reported that the Sewer Authority is aware that KGID was repairing the meter at the Market Street lift station meter. She expressed her support for the district to make the board room available as meeting space for non-profits and community events.

Yanish stated that the Nevada League of Cities and Municipalities director departed. She is working with the current president John Sheridan to plan the annual conference scheduled for October 10-11, 2024. As the local host agency, she suggested a sub-committee to coordinate local showcases and events. Trigg expressed her interest in the sub-committee.

Management Reports

General Manager's Report

Dion requested suggestions for events and activities for the conference attendees. The League's available Bill Draft Requests were noted. An update was provided regarding the Ponderosa Mobile Home Park. State Revolving Funds were noted as a possibility for waterline replacement or the Market Street pump station overhaul. An update regarding the Pine Ridge building was provided. The 2023 Water Quality Report was provided. An update regarding the three property owners which experienced the snow plow/fire hydrant damages was provided.

Administrative and Human Resources Report

Brewer noted that the yoga studio renting the upstairs of building 298 is changing hands and a new contract is being drafted. An update regarding document imaging was provided. An update regarding new employees, available positions and potential candidates was provided. Salary, advertising and training were discussed.

Engineer's Report

There were no questions or comments.

Attorney's Report

There was nothing to report.

CORRESPONDENCE – There were no comments.

FINAL PUBLIC COMMENT – Staci Baker stated her concerns regarding continued commercial logging in her neighborhood and the environmental effects including lake quality. Yanish suggested contacting the various agencies related to the project. Baker also addressed microplastics associated with Bert Creek and Sierra Colina and polluting at Tahoe Beach Club. She emphasized the importance of community values.

UNFINISHED BUSINESS

CLOSED SESSION

The district Board of Trustees entered closed session at 6:30 pm

Collective Bargaining Agreement between Kingsbury GID and International Union of Operating Engineers Stationary Local 39, AFL-CIO

OPEN SESSION

The meeting was reconvened to open session at 6:50 p.m. No public was present.

M-5/21/2024-10 - Motion by Nelson seconded by Trigg unanimously passed to Approve July 1, 2024 to June 30, 2026 Collective Bargaining Agreement between Kingsbury GID and International Union of Operating Engineers Stationary Local 39, AFL-CIO.

ANNOUNCEMENTS AND FINAL PUBLIC COMMENT - None, no public present.

ADJOURNMENT

M-5/21/2024-11 - Motion by Nelson seconded by Trigg, and unanimously passed to adjourn the meeting at 6:53 p.m.

Respectfully submitted,

Natalie Yanish, Chair

Attest:

Sandra Parks, Secretary