

**MINUTES OF THE REGULAR MEETING OF THE
KINGSBURY GENERAL IMPROVEMENT DISTRICT BOARD OF TRUSTEES
TUESDAY SEPTEMBER 17, 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 and Nelson. Trustee Trigg arrived at 5:16. Also present were General Manager Mitch Dion, Administration & Human Resource Supervisor Judy Brewer, Utility Operations Superintendent Joe Esenarro, General Counsel Chuck Zumpft. Members of the public included Jaime and Sara Lopez of Lopez Snow Removal, Paul Kearney of Summit Plumbing and Greg Felton, resident.

PUBLIC COMMENT – Jaime and Sara Lopez of Lopez Snow Removal stated that he has loaders, blowers and plow trucks for residential and commercial services. They serve several entities within the District in Nevada, and they are looking to expand their business.

APPROVAL OF AGENDA – Dion noted there is an additional document provided for the Maintenance & Equipment Structure.

M-9/17/2024-1 - Motion by Parks, seconded by Nelson and unanimously passed to approve the agenda.

APPROVAL OF MINUTES –

M-9/17/2024-2 - Motion by Nelson, seconded by Parks, and unanimously passed to approve the Regular Meeting Minutes dated July 16, 2024.

NO ACTION TOOK PLACE ON THE FOLLOWING ITEMS:

NEW BUSINESS

FOR POSSIBLE ACTION:

FINANCIAL STATEMENTS – MAY & JUNE 2024

Financials were provided for review. Schorr questioned the expenditure in excess of revenue for May and sought confirmation it was a timing issue based on revenue.

Nelson questioned the June cash position regarding the snow removal balance and noted that a transfer from the General Fund to the Snow Removal Fund. She identified the engineering and surveying expenses of \$125K with a budget of \$68K. It was noted that some of the expenses anticipated to be addressed in-house but the two key positions in this area remain vacant, such as the GIS, CMMS integration and inspection engineering. Nelson also identified Road Maintenance expenses which are capital yet listed as maintenance. Dion suggested it would be an appropriate item to discuss this with the auditors.

Trigg arrived at 5:16 p.m.

There was no action taken.

LIST OF CLAIMS – Parks questioned the fees associated with SpringBrooke. It was clarified that there is a monthly subscription charge and annual license fee. She questioned the Ponderosa sign expense, which is required by the NDEP and will be reimbursed by the grant.

Nelson questioned check #64438 for Pineridge cleaning, including standard janitorial services. It was explained that the item was put out to bid with no response. Two proposals were received from existing providers and the lower proposal was accepted.

Yanish questioned check #64405, which was a claim settlement paid for roadwork performed on a driveway. She also questioned check #64403, which was a permit submitted and cancelled by the owner.

M-9/17/2024-4 - Motion by Parks, seconded by Nelson, and unanimously passed to approve the List of Claims in the amount of \$1,594,606.54 as represented by check numbers 64242 through 64448.

Adopt Policy for Use of District Facilities.

A written report was provided. The policy allows district facilities such as the boardroom to be available for public use. Nelson appreciated the opportunity for the use of the facilities. Yanish confirmed that there isn't any use change for TRPA.

M-9/17/2024-5 - Motion by Nelson, seconded by Parks, and passed to adopt the proposed policy for public use of the district facilities.

Approve 60 Month Extension of Sanitary Sewer System Service Contract

A written report was provided. Dion expressed that Summit Plumbing has performed well and he recommended the extension. The upcoming increases were discussed and it was noted that there was not an increase during the prior contract. Summit's response time is good, they take responsibility when needed and provide project recommendations as necessary, which adds value to the contract. Paul Kearney stated their goal is to provide a good, honest service.

M-9/17/2024-6 - Motion by Nelson, seconded by Parks, and unanimously passed to approve 60-month contract extension to Summit Plumbing Co., LLC for maintenance of the Kingsbury General Improvement District Sanitary Sewer Collection Services Contract to September 30, 2029, with proposed adjustment, and authorize the General Manager to execute appropriate documents.

Approve Task Order 6 With Eastern Sierra Engineering for GeoTech Support for the Design of the FY25/26 Water Line and Pavement Repair & Renovation Project

A written report and summary were provided. Geotech information is being integrated into the GIS for better coverage. The project and contract components were discussed.

Schorr requested clarification of how engineering firms are selected for specific work. It was noted that professional services are selected by the best qualified for the work and the selection process was reviewed.

M-9/17/2024-7 - Motion by Nelson, seconded by Trigg, and unanimously passed to approve Task Order #6 with Eastern Sierra Engineering to provide Geotechnical support for the FY25/26 Waterline and Pavement Repair & Renovation Project for \$99,020.00 and authorize General Manager to execute appropriate documents.

Approve Proposal for Acquisition and Installation of Equipment Storage Facility.

A written report was provided. It was explained that the district's equipment is left outside year-round which results in increased maintenance costs and deterioration of equipment. The construction and design of the structure was reviewed.

Sprung Structure was selected as the preferred shelter and is on the list of preapproved vendors in the purchasing cooperative. Additionally, it was noted that the manufacture has a limited number of installers available.

Nelson questioned the large amount of electrical costs in the Scope of Work. It was explained that electrical is intended to be minimal and reduce those costs.

Schorr requested clarification regarding the project schedule. It was explained that the structure will be located at the top of Kingsbury Grade, work will commence next Spring, and the period of construction will be less than 60 days.

Esenarro noted the cost savings in equipment maintenance and availability. Schorr questioned if heating should be considered at this time. It was explained that the intent is to avoid electrical upgrades which would add to the costs.

Yanish confirmed that 27 pieces of equipment will be stored at the location.

Greg Felton noted the return on investment and relocation costs as an objection to the project.

Yanish and Nelson stated their support for the project, which has been discussed for a dozen years.

M-9/17/2024-8 - Motion by Nelson, seconded by Trigg, and unanimously passed approve proposal for acquisition and installation of Equipment Storage Facility for the district and authorize General Manager to execute appropriate documents.

Adopt Resolution 2025-01 Commemorating 60 Years of Service to the Community

A report was provided. Schorr commented on the services provided by KGID and Parks agreed. Yanish commended the trustees and KGID management and staff.

M-9/17/2024-9 - Motion by Nelson, seconded by Trigg, and unanimously passed to adopt Resolution 2025-01 Commemorating 60 Years of Service to the Community and Dedication of the Administrative and Operations Center.

There was an 8-minute break at 6:22.

Board Reports

Nelson stated the Sewer Authority is improving the parking lot to allow its use for NV Energy and their contractors to use.

Yanish encouraged everyone to attend the Nevada League of Cities Annual Conference Board of Director's Meeting on May 11, 2024. She attended the Tahoe Summit where microplastics were the highlighted topic.

Management Reports

General Manager's Report

Un update on Ponderosa was provided. Recruitments for labor were discussed. A grant was received from the US EPA for lead and copper service. Chlorine levels within the system are being considered in capital planning for areas such as Station 3. An update was provided regarding funds previously authorized for services and repairs to the treatment plant. A drought update was provided.

Nelson questioned the NDEP letter. Esenarro explained that there were minor deficiencies regarding how samples were taken.

A brief discussion occurred regarding the letter on Lot 23 condominiums.

Administrative and Human Resources Report

Mike Edwards is temporarily promoted to Water Distribution Lead Operator.

Utility Operations Superintendent Report

There were no questions or comments.

Engineer's Report

Nelson questioned why Tramway Drive has been closed for weeks due to the main replacement. The residents have good detours and there is no way to safely accommodate the traffic with equipment and the trench without stopping work.

Attorney's Report

Zumpft expanded on the access to fire hydrants issue.

CORRESPONDENCE – There was no additional comment.

FINAL PUBLIC COMMENT – The trustees appreciated the public support at the Open House.

ADJOURNMENT

M-9/17/2024-11 - Motion by Nelson seconded by Parks, and unanimously passed to adjourn the meeting at 7:10 p.m.

Respectfully submitted,

Natalie Yanish, Chair

Attest:

Sandra Parks, Secretary