

**MINUTES OF THE REGULAR MEETING OF THE
KINGSBURY GENERAL IMPROVEMENT DISTRICT BOARD OF TRUSTEES
TUESDAY, APRIL 20, 2021**

CALL TO ORDER - The meeting was called to order at the Kingsbury General Improvement District office located at 255 Kingsbury Grade, Stateline, Nevada at 5:01pm by Natalie Yanish.

PLEDGE OF ALLEGIANCE

ROLL CALL – In attendance were Trustees Yanish, Nelson, Vogt and Schorr. Trustee Parks arrived at 5:13pm. Also present were General Manager Cameron McKay, Superintendent Brandon Garden, Operations KGID employees Judy Brewer and Matt Van Dyne of Farr West Engineering and General Counsel Chuck Zumpft. Public attending via Zoom included Charles Hancock.

PUBLIC COMMENT – Hancock commented that it was hard to hear the meeting. The board replied that they couldn't hear him and requested he speak up. Yanish stated that they would adjust the volume in the office. He requested an update on the status of the hiring of the General Manager and Yanish verified his request.

Yanish questioned McKay if this would be addressed at another time during the meeting and he suggested discussing it during public comment. She offered a brief synopsis. She confirmed the first interviews have been completed and the Board of Trustees will be meeting this Thursday at 9am in a closed session. They will be discussing the candidates that have been interviewed and will make selection for final interviews. She verified this answered his question and thanked him for his attendance.

She offered for any other public comment; there was none.

APPROVAL OF AGENDA –

M-4/20/2021-1 - Motion by Vogt, seconded by Nelson, and unanimously passed to approve the Agenda.

APPROVAL OF MINUTES – Nelson commented that she appreciated the wording used and thanked Amy.

M-4/20/2021-2 - Motion by Nelson, seconded by Vogt, and unanimously passed to approve the Regular Meeting Minutes dated March 16, 2021.

NO ACTION TOOK PLACE ON THE FOLLOWING ITEMS:

BOARD REPORTS – Yanish offered for any other reports from the trustees. She stated that the Nevada League of Cities and Municipalities met Friday to discuss the Legislative Session and Bills they are tracking through the Nevada State Legislature. She noted that McKay is also tracking the many Bills. She noted the Annual Conference and next Board Meeting will be in person and she extended the invitation to anyone that would like to attend. The meeting dates are June 16-18, 2021 in Elko, NV and August 24-26, 2021 in Sparks, NV.

Nelson questioned McKay's statement regarding Nevada League of Cities efforts regarding small entities rather than cities. Yanish replied that they discussed the Federal Relief Funds and noted the GID's had been excluded. She noted that some cities are large like Las and they are divided into caucuses, GID's, small cities, etc. That format seems to work well. McKay thought the communication had improved; however, they have not received any information on the caucuses about the legislature so far this year. This has been requested from McKay and Greg Reed. He noted there was previously a BDR reserved for the smaller municipalities. They have not received any communication during the legislative year other than emails regarding Bills passed.

Yanish offered to discuss this with the Executive Director for the League, Wesley Harper. She recalled a new person took over for Linda Slater, for the GID caucus. She expects a swift response. She thanked Nelson for addressing this.

McKay stated his concerns regarding relief funds for infrastructure as GID's are not considered a Government Agency. He would like any opportunity to apply. Yanish replied that it appears we are excluded. She stated the federal funding should include GID's and McKay agreed.

Yanish offered for any other board reports. Parks arrived at 5:13. Zumpft was also confirmed on Zoom.

STAFF REPORTS -

GENERAL MANAGER'S REPORT – McKay noted his report was short as he has been working on interviews and questions for the second round.

Vogt questioned the Ponderosa HOA Park deadline for State funds. McKay explained that they were voting on signing the agreement that was previously approved by KGID. They are still trying to get votes, and they had 32 of 35 received. They are expecting final votes to be received any day. McKay explained to him that the signed agreement would trigger moving forward with the engineer. The State Revolving Fund currently has no more funds for principal forgiveness and will be replenished by October 1, 2021. This will be up to the engineering firm to verify this before we commence. If it doesn't materialize, KGID can back out. Vogt thanked him for the explanation.

Schorr requested additional information regarding the Beach Club Easement. McKay explained that conduit was run from our control panel to the raw water vault near the club. McKay explained that there wasn't an easement for that area. The Beach Club intended to install stairs that would have been installed directly on the conduit. If there was an easement, the pipe would have been moved at their expense; however, there was no easement. It was rerouted by KGID and now the easements are recorded. Schorr confirmed with McKay that no land was purchased and it was a legal document issue.

Nelson requested an update on the County timeline. McKay explained that he, Garden and Zumpft reviewed documents pertaining to the retaining wall. The Summit Village is stating that it is KGID's responsibility to maintain. After review, he didn't note anywhere that it is KGID's responsibility, but deferred to Zumpft. McKay speculates another meeting will be necessary. Garden agreed that there isn't clear indication regarding responsibility. He acknowledges there are certain projects for erosion control that does state KGID is responsible for maintenance for 20 years.

In response to Parks' question, McKay explained that the projects were installed some time ago and have not been maintained since. He speculated that the developer that installed the roads likely installed the retaining walls 20+ years ago. He clarified that the projects Garden referred to did not include retaining walls, only ditches for sediment, etc. He added that funding from Nevada State Lands included documentation regarding maintenance.

Nelson questioned who's responsibility it was over the past 20-years and McKay replied this is unknown. McKay stated it was likely installed with the roads. Parks speculated that it would fall under KGID. Garden noted the right-of-way is being reviewed. He explained that legal is still reviewing the documents to provide their opinion. McKay added that he provided the documents to Turner Survey to provide an estimate to survey retaining walls for right of way. If they are outside the right of way, they are not our responsibility. If they are in the right-of-way, there isn't documentation explaining this. He explained the right of way belongs to the county and they task the GID to maintain the road. He clarified that none of the right-of-way belongs to KGID. Nelson confirmed with McKay that KGID is responsible for roads maintenance, snow removal and storm water in some areas. He added there are no answers at this time.

Yanish offered for other questions; there were none.

ACCOUNTANT REPORT – Nelson questioned if there was a report. McKay explained that Brandy Johns was busy with the budget and will provide an updated financial report next meeting.

UTILITY OPERATIONS SUPERINTENDENT'S REPORT – Garden stated he had nothing to add.

Vogt requested an update on the replacement for Joe's position. Garden explained that they have provided an offer which was accepted. The new employee will start Monday. He explained there were 4 applicants in total and one candidate applied who is currently working on the road crew. The employee they hired will be coming from NDOT, has worked on Kingsbury Grade, and is familiar with the area, snow removal and maintenance. He feels he is a very good personality fit for the team as well.

Parks commented about the rocks that fell near Charles Hancock's house. Nelson requested details. McKay and Garden confirmed the rocks came from hillside. Garden explained this is on the corner of Pine and Aspen. He is working with F&B on estimates to repair the retaining wall. McKay added there has been another slide on Aspen Way. Garden explained that the slides happened a day apart. Vogt questioned if they have been removed and Garden confirmed that this happened Monday. In response to Parks' question, McKay answered that a bill will be received from Flipper. She commented that boulders could be sold for good money and she hoped to recoup some of the cost.

Yanish offered for Hancock to comment. Hancock stated that Flipper moved the boulders from his property and they were given to someone in the neighborhood and he doesn't feel KGID should be charged as Flipper would have sold the boulders. He stated that they were given with his permission. He stated that if KGID is given an invoice, he would like to be involved as KGID should not pay it. Parks agreed. Vogt commented that it wouldn't necessarily cancel his payment for removal.

Hancock stated that he wants to be paid for the boulders the Flipper obtained for free sold the boulders to someone else. He stated there was money transferred and KGID should not pay for anything regarding this. Vogt stated she would like to hear the legal aspect and McKay noted that Zumpft wouldn't be able to comment at this time. Yanish stated that the comments were out of order. She offered for McKay to comment. McKay explained that he has not received an invoice yet and Flipper was hired to remove boulders from the road. Yanish commented that the boulders would be an issue to be stored, etc. McKay provided an example of a tow truck invoice not being paid. Nelson questioned if the boulders were on private property. McKay answered that they were on the yard. Nelson questioned if removal was our responsibility, noting we maintain the roads.

Parks questioned if Flipper should have billed Hancock and asked his opinion. Hancock stated that they were on KGID's right-of-way. Garden explained that KGID is responsible for making the roads safe. McKay advised that the discussion was inappropriate at this time. Hancock added that he agreed to give the boulders to a neighbor. Yanish thanked him for his comments. She offered for any other questions.

Schorr questioned the timing of station preventative maintenance. Garden replied that this is done annually and as explained that as mentioned in the last meeting, the entire facility is cleaned and maintained. Schorr questioned the update to the Scada system and questioned if this is related to the IT contract presented later in the meeting. Garden confirmed this is totally separate.

Yanish congratulated Garden for the Local Management and Utilities Planning Committee recognition as voting member. Garden explained that LEPC is the Local Emergency Planning Commission Committee and East Fork Fire is taking a lead while other agencies are allowed to vote.

Schorr noted the importance of GIS and incorporating existing record drawings and he questioned this process. Garden explained that they are able to pull up entire system on any computer via website. He added that eventually residents will be able to log in to non-vulnerable assets such as sewer and water lines. This is utilized to reference length and size of pipe, material, and location of meter pits. If contractors are digging they will need to know where water lines are and this can be pulled up on GIS, often with areal footage with reference of where it should be via overlay. Garden confirmed that he uses the GIS system throughout the day. McKay added that the crew uses it constantly, and it is especially useful during the winter due to snow. They can use it on their tablets and phones during an emergency.

Schorr questioned the Consumer Confidence Report. Garden explained that there will be a link on the website for the report which indicates water testing and quality ensuring that KGID is doing a good job and their water is safe

to drink. This is testing on water within the distribution system and this is a federal requirement to post a post offices, timeshares and apartment buildings.

Vogt questioned if the acceptable numbers are also provided for comparison. Garden explained that our water quality is so pure and our numbers compared to other areas are top notch.

Yanish offered for additional questions; there were none.

ADMINISTRATIVE AND HUMAN RESOURCES REPORT – Yanish offered for any questions to Brewer’s report. Nelson questioned cross training with Brittany and Carrie regarding Springbrook payment processing. Brewer confirmed that Johns is included, but was absent this particular day. She shares notes with her and training is available. In response to Nelson’s question, McKay explained Johns uses the accounting software and Carrie uses the billing software. Nelson questioned if they interface, and McKay confirmed they do not. McKay explained that Carrie posts receivables daily within the accounting software and Brewer added that spreadsheets are utilized with this information. McKay added that he is not a fan of Springbrook and he has discussed researching a better program with Brewer.

Parks suggested contacting other GIDs for referral. McKay replied other GID’s vary in their programs. He added that Springbrook is designed for a larger entity and there are better programs available. Vogt questioned the initial referral of Springbrook and McKay replied it was unknown as it has been around for so long. He confirmed STPUD also uses it, as they are much larger. Round Hill uses a different program. Springbrook is used for a different meters requiring a read center. Parks confirmed extra steps are necessary and McKay explained this could result in human error.

Nelson requested additional information regarding Covid training and requirements. Brewer stated that a couple employees do not intend to receive vaccines, which is fine. The office does not wear masks when there is no public present. McKay explained that public is required to wear a mask to enter the building and employees are required to wear masks to assist public. In response to Nelson’s question, McKay confirmed that in Douglas County, things will open up 100% on May 1, 2021, but the mask mandate will remain in effect. In response to Parks’ question, he replied that he cannot force employees to get a vaccine. Brewer stated that she is fully vaccinated and if an employee doesn’t want to get it, it’s their choice. McKay added that he went in to the doctor with a mask and because he’s had both shots, he could take his mask off.

McKay stated that as of May 1, 2021, board meetings will be open to the public, but public will have to wear masks.

Yanish offered for any other questions; there were none.

ATTORNEY’S REPORT – Yanish questioned if Zumpft has anything to report and he did not initially reply. McKay stated there was nothing to report other than his prior report on the retaining wall. Zumpft stated that the acoustics on his end of the meeting were really bad and he has nothing to report. He apologized for the delay.

CORRESPONDENCE – McKay noted there are many Bills included which are constantly changing. He anticipates many to drop out of committee and confirmed they all made the April 9, 2021 deadline. He should have more information at the May meeting as he is following up on many of the Bills. Yanish acknowledged the difficulty of tracking these as time is spent reading them, only for them to change.

Parks questioned where to locate this information online instead of printing so many documents. McKay explained that he is required to provide all of the information they may need. Parks stated that the documents should all be accessible online in the board packet correspondence. She added that the Bills will change and the printed pages aren’t necessary. She also suggested referencing particular pages or areas of interest for review.

Vogt clarified that she appreciates the board packet, but doesn’t necessarily need every document. She explained that she likes to make notes and highlight items and would have to be trained to highlight online and other tasks if documents were only available online. She acknowledged that she sees both sides.

Parks noted that there are no questions from the trustees regarding this because it is not necessarily understood. Vogt stated she would be willing to look at the alternatives and possibly be trained, noting she prefers to write everything down. Parks agreed that she is not that great at the computer either.

Yanish asked if there were any questions regarding correspondence; there was none. Yanish added that there are software programs available for purchase for board packets and estimated they would be expensive. Due to our small size, it may be best to continue printing documents at this time. McKay confirmed that board packets are at the office for anyone's review.

Nelson stated that reports could be printed or reviewed online. Nelson acknowledged that drop box is inconsistent. Parks confirmed the whole board packet is available online and noted that it is a waste of paper and office staff's time. Vogt suggested making this an agenda item. Yanish deferred to staff's request to make a change noting the expense of the programs. Parks stated that nothing would have to be purchased as the board packets are provided online. McKay explained that he prints the board packets from his computer and it's pretty easy. Yanish deferred to staff and McKay noted they can try different options. He confirmed the board has individual preferences.

ENGINEER'S REPORT – Yanish offered for any questions. Schorr noted there was no one present from Farr West. He questioned the data staff provided regarding GPS unit initial setup. Garden explained this GPS unit is taken to the field to receive data, shoot coordinates and Farr West inputs it into the system. The unit purchased was from a California company which included California correction units and is automatically corrected by California satellites and in Nevada it skews data. They are currently working to resolve this issue because it only comes with one coordinate system which was originally overlooked. FarrWest is close to completion, and then our crew can resume inputting assets into the system.

Schorr questioned treatment plant and chlorine system that is not working. Garden explained that the old chlorine system was installed in the new treatment plant in order as a cost saving measure due to the increased costs during construction. Although not a normal practice, it suited our needs at the time. The new unit will match the performance of the new plant.

APPROVAL OF CONSENT CALENDAR – Schorr questioned expenses related to Thunderbird Communication. Garden replied this is related to Scada for our water. Parks requested to pull the List of Claims. She questioned if the Springbrook expense for check #60178 is a monthly expense and McKay confirmed. Brewer explained this is for ACH and credit card charges related to payment processing. Parks questioned check #60172. Garden explained this is for the purchase of sulfate, which is a treatment chemical. Garden explained that it is purchase approximately two to three times per year.

Yanish offered for any other questions. She offered for public comment; there was none.

M-4/20/2021-3 - Motion by Vogt, seconded by Parks, and unanimously passed to approve the Consent Calendar Item A: List of Claims in the amount of \$90,076.96 as represented by check numbers 60129 through 60251.

UNFINISHED BUSINESS

NEW BUSINESS

DISCUSSION ON PERSONNEL POLICY: McKay reported in writing: *The revision of personnel policies is a long slow tedious process. Because of the nature of the subject, it is not something that can be rushed into.*

POOL/PACT updates their recommended policies every couple of years to ensure we are all compliant with the latest laws and regulations. The size of a particular organization dictates which laws must be adhered to meet compliance.

The latest update (9/15/19) included a new classification of organizations with less than 15 employees. Previously the smallest classification grouping was less than 50 employees which did not accurately meet our needs and was more restrictive than the NRS allowed for a company this size.

One of the attorneys that completed interviews for the Runtzel complaint had mentioned to the Trustees in a closed session that she felt frustration with the existing personnel policies and felt the policies could be revised to give more control to KGID. In December 2019, the existing policy was sent to Alice Campos Mercado to review and refine.

In June 2020, we received the revisions back from Mercado. Instead of revising the language of policies, 36 separate numbered rules or procedures had been removed.

I compared the Mercado revision to the newer Small Organization policy from Pool Pact and was able to leave 12 of these rules off. The remaining were put back into the policy and then it was compared to the existing policy to ensure we had all the rules in place that we felt were needed.

It is difficult to compare the draft policy to the existing policy as many of the numbers are different.

Once adopted, all employees are required to read the policy manual and sign a statement stating they have read the document and understand it. The rules and procedures are put into the policies to ensure that there is a procedural reference in the event a policy is broken. Without these rules in place, an employee could say they were not aware of the rule and could file a complaint against KGID. The cost of lawyering up to protect KGID would eventually cause risk numbers and insurance to increase.

A concern of Trustee Vogt was the ability of an employee to file a complaint again similar to the Runtzel complaint. My thought on this is that all employees have the right to file a claim similar to this one, at any time. Eliminating or removing language does not change the employee's rights. POOL/PACT offers the experience and training needed to lower KGID's risk.

The draft policy has been sent to POOL/PACT for review. Stacy Norbeck, General Manager, POOL/PACT Human Resources reviewed the policy and was planning on attending the meeting via Zoom but due to a family emergency she will not be able to attend.

McKay explained that copies of the various policies are provided. The policies have been reviewed and approved by Stacy Norbeck, the editor for POOL/PACT insurance. McKay explained that the new policy is designed for small utilities that don't require FSA and other regulations that don't apply. He added that if policies are not followed, an employee can file a claim. All policies do not forbid employees from making any charge against KGID or any employee. There are consequences to making a multitude of charges for fraudulent or false claims. He stated that there is nothing added to the new policy. The new policy has less information, such as maternity leave, not applicable due to the company size of KGID. He offered for any questions from the trustees on the policy. He added that he and Brewer have reviewed this and they feel this is correct, as presented. He noted that they are all fully trained in HR and have received the top training from POOL/PACT.

Parks questioned if the policy was wordy and McKay explained that it was provided by POOL/PACT. She presented a personnel policy from Round Hill GID, that is only 10 pages, and drafted by McKay when he was their General Manager. She stated that she doesn't feel an employee would read a policy of 100 pages. She added that her personnel policy with FedEx was 50 pages and that was a major corporation. She questioned the size and content of the policy. She added that it should be up to the next General Manager for approval.

Vogt stated she would like to speak to the attorney that assisted with this. She doesn't want to have a future situation with an employee losing time and money due to the policy being used against KGID. She recalled the layers stated that that prior employee discussion was not necessary. She would like to leave the next board with an improved policy. The last employee situation shouldn't have carried on so long and the prior lawyer confirmed it was not necessary. This is why Vogt felt the policy should be reviewed. She suggested a subcommittee and offered to discuss items with the attorney directly. This situation reminds her of the labor negotiations and contracts that should never have been signed resulting in costs to KGID. She has questioned prior board actions. Her goal is to provide employees with reasonable rights and complaints.

Parks noted that employees can make any claim they want. McKay agreed with Vogt. Vogt stated that the lawyer explained that a shorter policy could be sufficient. Parks suggested a shorter policy. Vogt stated that she doesn't care about the number of pages. The attorney stated the policy provided employees with more rights than her company with 100 employees.

Nelson called McKay's statements that the policy previously adopted was better suited for companies with over 50 employees. She questioned Campos' amendments and requested a Table of Contents for comparison.

McKay explained that Stacy was planning to attend the meeting but had a family emergency. He offered to defer the approval until she could attend. He suggested a comparison between the new one and Mercado's'.

Schorr questioned Stacy's affiliation and McKay explained she is the risk management person that hires attorneys.

Vogt suggested Campos review the policy. McKay explained that Mercados reviewed the policy and returned it with 30 clauses removed. McKay confirmed this is a document that should be reviewed annually. This is a complex policy, adding that government agencies are different than private companies.

Vogt questioned if Campos recalled the request to make corrections and limiting their rights to address repetitive complaints. She requested the clarification of changes from Stacy. McKay explained that she has both versions but her response wasn't received prior to the meeting.

Garden questioned if it would put KGID at odds to adopt a policy that POOL/PACT didn't approve and McKay confirmed. McKay explained that POOL/PACT is the risk manager and provide training to support the policy. McKay stated that he is unfamiliar with the Round Hill GID Policy that he wrote 20 years ago. Parks noted that they still use it and McKay stated it would not be sufficient to KGID. Parks added that a lengthier policy wouldn't prohibit an employee from a lawsuit.

Vogt commented that an employee should not use trustee time to repeatedly address the same issue. She suggested that the policy should allow the trustees to terminate an issue and offered for other trustee comments. Yanish cautioned that closed session discussions should not be addressed and offered for Zumpft to comment.

Vogt clarified that she isn't divulging any particular complaint, but she has concerns with the time and money spent on lawyers. She feels Alice agreed. She recalled Alice stating that this was an unnecessary process that she doesn't see with a large company.

Yanish verified the options as follows: 1) Adopt this policy with POOL/PACT's blessing, as presented or 2) Continue the process with a sub-committee or another meeting to review the existing policy with POOL/PACT. She questioned if there was any risk to KGID in extending this another month. McKay replied no, explaining that it needs to be updated. Vogt noted that the KGID is still operating under the old policy from last year.

Yanish stated that if we update the policy, we are not put us in a position of having the risk of complaints allowed under the old policy. McKay explained that if this policy is adopted it could also be reviewed by the next General Manager and changed. Yanish requested input from the Trustees regarding particular items of interest.

Vogt requested additional verification regarding POOL/PACT's suggestions and would like explanation of changes. While she could let her concerns go, she would prefer to get this resolved by approving an improved document.

Yanish verified that the policy could be passed today and also reviewed with Alice and agendized for future changes. She acknowledged that Vogt may have concerns regarding content. Parks stated that she would like explanation regarding the changes and clarification of these particular items. Yanish offered for other comments.

Nelson stated she would like to hear from POOL/PACT. She questioned the emergency paid sick leave which appears to be outdated as they refer to Covid related issues. She questioned Section 5.41 policies covered under the Family Medical Leave Act and will comply with FMLA, noting the subsequent statement that KGID does not employ 50 or more individuals stating employees are not eligible for FMLA leave benefit. Nelson stated that this policy is overwhelming at this size and questioned who would read it. McKay explained that all employees receive the policy and sign a document acknowledging that they have been given time read it during work hours. Nelson stated they did a poor job with old policy.

Yanish stated that we should defer to POOL/PACT as they handle our risk management and they are the experts. Yanish noted that some verbiage included in the first personnel policy was not applicable to the District. McKay confirmed that all personnel policies come from POOL/PACT. Yanish questioned if the policy is standard and McKay explained that we modify it to our needs. She verified that they review our revised version for acceptability. Yanish confirmed that the board appears to want to wait another month to review changes prior to approving the policy.

Vogt commented that 30 days is not a long time to wait to do it right. She also requested someone to come explain the changes. Yanish questioned if a motion needed and McKay confirmed direction has been provided and a motion isn't necessary.

Yanish requested direction from McKay in order for the trustees to prepare for Stacy's review. McKay suggested everyone read the policy and email any questions to him so that he can forward to Stacy for a response. Parks commented that it could be streamlined. Vogt stated that some information needs to be included.

Yanish noted that POOL/PACT is our safety net and McKay agreed they are our HR consultant. In response to Parks' question, McKay explained that KGID hired Alice Campos because the first attorney left. She was recommended to KGID by POOL/PACT or their attorneys.

Nelson requested a Table of Contents to Alice's for comparison purposes. Brewer agreed to provide this as it has already been prepared. Nelson noted that would be a convenient way to review all three policies.

Vogt offered to take the policy from her binder for review. McKay cautioned that all communication from the board should be to Judy to avoid violating Open Meeting Law. Yanish questioned if a sub-committee is needed. McKay suggested that sub-committee be formed after meeting with Stacy. Yanish noted that she worked in HR before and offered to be of assistance. Nelson noted that after all changes, only 15 pages have been eliminated. Yanish stated that POOL/PACT is reviewing based on risk management.

Nelson recalled that the policy was inherently protecting employees providing special rights in the original 2013 policy. She would like explanation regarding the differences.

Yanish questioned if McKay had a timeframe for Stacy's absence and McKay replied it is unknown. If she cannot complete this by May, it will be moved to the June meeting. Vogt suggested trustees divide the policy by section for review. Nelson agreed. She suggested all review the entire document with one person compare the three. After consideration, Nelson stated that there would be different options. Parks questioned the location of the original policy. Nelson stated she had the original from the meeting in March. McKay offered to email all of the policies to each trustee.

Yanish confirmed the direction to McKay to determine Stacy's availability for review at the next meeting. Nelson questioned any requested changes by McKay and Brewer. Brewer stated that legally, much of the information must be included. McKay confirmed direction would be best coming from Stacy.

DISCUSSION ON IT MANAGEMENT CONTRACT: McKay reported in writing: *The contract with DTS expires at the end of April. I have received three proposals for managed IT services.*

McKay stated Brewer did the research and explained that when the existing BTS contract came up for renewal, he obtained four estimates. One contract was omitted due to the high price and the other three were compared. They

all perform similar duties, with varying securing, although DTS was higher, it provided VOIP phone system as well. Changes to VOIP from Frontier have reduced phone bills by \$500 monthly. He noted security is important and referenced a hacking in a Florida water system. He explained that he belongs to a group with the FBI and they provide notices regarding threats. He has provided the three proposals for Brewer to review.

Brewer stated that she is not an IT person and has provided backup information in her packets. She stated that the office staff is not happy with DTS and they have been experiencing phone system issues. They have received complaints from customers about being disconnected. In addition, holidays require notice before and after. She stated that Pac State provided professional training to operate the phone system. Pac State is cheaper than Digital Technology. She corrected the cost to be \$1,755 and not \$2,000. The terms are the same at one year. Logically is more expensive and appears to be higher end. They require a three year term. Pac State performed an evaluation on the office and will provide operations training. They have been in business for 35 years. She will verify they provide training at the office for policies and procedures such as internet safety to prevent viruses.

Parks questioned services performed monthly. Brewer explained they will provide backups. Parks questioned if they can access our system. McKay confirmed that they access our system constantly to review it for potential outside access. He explained there are three separate firewalls that would have to be conquered. Parks verified that he is referring to hackers coming in from the outside and not internal operations. McKay explained that hackers will attempt passwords with software designed to submit millions of passwords over a second, for example. The support team changes security passwords as necessary to protect KGID.

Vogt questioned if any other GID uses these companies. McKay explained that Indian Hills currently uses DTS. Brewer noted that Pac State has Fortune 500 Companies. Garden added that they handle Carson-Tahoe Hospital and Vogt questioned if someone is available for references. Parks confirmed with McKay that we have utilized DTS for one year. Garden added that DTS has local contracts, including Douglas County Schools, tribal gas stations and casinos.

Parks questioned the benefits of having a local provider on-site. McKay explained that it is not necessary to be on-site, but the importance of the security would be to prohibit a data breach such as the last one. Brewer explained that if needed, a representative would come to the office. Parks noted that their office is in Reno and Brewer explained that they have 26 people on staff. Vogt stated that is it not a good business policy to have family providing services. She prefers to have an unaffiliated provider.

Nelson questioned if they will install new equipment, if needed and McKay confirmed. McKay added that they do not need new computers at this time. Parks questioned the fee of \$1,700. Brewer stated this includes Manage Service Providers, Support Services as selected on Option 1. Parks verified this is a one-time set up charge. Garden added that they will install their own firewalls and will control the website and other administrative services. They will need authorization for adding accounts and will utilize staff time.

Schorr noted the digital standards and pricing. He questioned if there is confidence in the referral and evidence of their performance, regardless of pricing. McKay confirmed that he has talked with all three and researched their customers. He noted that Pac State and DTS provide similar service. Logically can perform the service with a higher standard of security that is not needed by KGID.

Schorr verified that DTS is our current provider and questioned if Garden has anything to add. Garden concurred with McKay and explained that during a meeting with Pac State and DTS, their services were explained. He has worked closely with DTS and their service could be better with improved services. He noted DTS has areas which they excel. He noted that there is generally a transition period with these types of transfers. He would like to see KGID protected from actions regarding password access. He doesn't have a preference between the two companies regarding their level of security.

In response to Schorr's inquiry, Brewer replied that if they remain with DTS the phone system would have to be eliminated. She confirmed that she has all of the passwords for DTS. She acknowledged that she could do more research for references of Pac State.

Vogt questioned if a different phone system would be additional cost that should be considered. Brewer confirmed that the phones are fine but a VOIP carrier would need to be replaced. McKay cautioned that the contract ends at the end of this month and a contract is needed. The phone carrier can be changed anytime.

In response to Parks' question regarding phones provided, Brewer explained that for \$220 per month, they will provide three phones and the ability for KGID to run the system. Parks verified that DTS phone service is included and Pac State would result in an increase. Parks confirmed that the phone system would be improved. Vogt state that she would lean towards Pac State if Carson Tahoe is satisfied, noting their strict security requirements. Brewer said that they have been in business for 35 years.

Yanish offered for additional questions regarding the quotes. Schorr questioned Garden's familiarity with Pac State and Garden replied that he has only had one meeting with the representative.

M-4/20/2021-3 - Motion by Vogt, seconded by Nelson and unanimously approved to engage in a contract with Pac-State at \$1,132 plus setup fees of \$1,755.

There was no further discussion. She offered for public comment; there was none.

OTHER REPORTS – There were no other reports.

FINAL PUBLIC COMMENT – Yanish offered for final public comment. Hancock noted the sound was terrible and requested a correction prior to the next meeting. Parks noted Zumpft's similar comment. Yanish requested that there is improvement prior to the next meeting. She suggested a sound check prior to the meeting and noted that prior to the meeting, sound was confirmed with the minute taker, Amy. Amy commented that the sound cut out frequently and only McKay was easily heard. Vogt noted Amy was also difficult to hear. Parks commented that meetings will be open next time and Yanish added that Zoom availability will still be provided.

Yanish offered for other public comment.

Yanish stated that she texted Wesley Harper from the League and the representative for the small caucuses GID is Kelly Frost from Fallon. He will reach out to Christopher (President) and Kelly (GID Caucus Rep) to inform them. He will also be scheduling June meetings with the Northern members soon and we can add him to the agenda at KGID. She offered to follow-up regarding additional communication. Parks confirmed the next meeting is Thursday at 9am.

ADJOURNMENT

M-4/20/2021-5 - Motion by Vogt, seconded by Nelson, and unanimously passed to adjourn the meeting at 6:50 p.m.

Respectfully submitted,

Natalie Yanish, Chairman

Attest:

Darya Vogt, Secretary