

**MINUTES OF THE REGULAR MEETING OF THE  
KINGSBURY GENERAL IMPROVEMENT DISTRICT BOARD OF TRUSTEES  
TUESDAY, FEBRUARY 16, 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 4:01 p.m. by Natalie Yanish.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL** – In attendance via Zoom were Trustees Yanish, Parks, Vogt, and Schorr. Trustee Nelson arrived at 4:53. Also present were General Manager Cameron McKay, Superintendent Brandon Garden, Operations KGID employees Judy Brewer and Brandy Johns, and General Counsel Chuck Zumpft. Public attending via Zoom included Charles Hancock and JM Morassutti.

**PUBLIC COMMENT** – Yanish identified the phone number, meeting ID and pass code for public comment.

Regarding the Regular Meeting Minutes dated January 19, 2021, Hancock requested the corrected spelling of Braddock on Pages 13 and 16.

Vogt stated that Marlo from Clyde's Coffee requested her comments be conveyed. Marlo complained that she is experiencing a terrible problem with trash around their restaurant. Vogt acknowledged the large crowds and high number of tourists visiting the area. Marlo stated that because we are Kingsbury General Improvement District, we should address this with bins easily accessible for the public. Vogt acknowledged that this causes additional problems, including use by residents who don't have enough trash space. Vogt noted that she is not proposing an answer but offered to mention it. She questioned if this is a county problem, noting that KGID is not a trash company. She clarified this is a problem in the parking lot from tourists unloading large amounts of various trash.

Yanish thanked Vogt for bringing the concerns to the board. She stated that she is also on the Clean Tahoe Board, a non-profit that performs litter abatement on the California side and there has been discussion regarding this. She intends to address this with the Douglas County regarding possibly expanding services to the Stateline area. She noted that she is appreciative of concerned business owners and offered to report back. Vogt thanked Yanish for her efforts. McKay added that this concern will be examined.

JM Morassutti, of 104 Daggett Way (and temporarily residing at 271 Orion Lane) seconded Marlo's issue. He lives on the ridge and they are experiencing excessive trash from the tourists during Covid times.

There was no additional public comment. Yanish closed public comment.

**APPROVAL OF AGENDA** – There was no public comment or board discussion.

**M-2/16/2021-1** - Motion by Vogt, seconded by Parks, and unanimously passed to approve the agenda.

**APPROVAL OF MINUTES** – Yanish offered for any questions or change requests. McKay noted there are two sets of Minutes. Yanish noted that the agenda provided in her packet only references the Minutes from January 19, 2021. Yanish noted that she reviewed both sets of Minutes. McKay noted that his Agenda includes both and Hancock confirmed that the agenda posted online references both minutes; McKay advised that both Minutes may be considered. She offered for any changes.

Yanish offered for any other discussion from the Trustees. She requested the spelling of the Nevada League of Cities President as Dahir. There was no other discussion.

**M-2/16/2021-2** - Motion by Vogt, seconded by Schorr, and unanimously passed to approve the Regular Meeting Minutes dated December 15, 2020, with the corrected spelling change.

Yanish offered for any changes to the Minutes dated January 16, 2021. She questioned the word "two" on Page 2 regarding the approval of minutes. Amy confirmed this is correct, as Nelson received two sets in her packet. There were no other changes.

**M-2/16/2021-3** - Motion by Vogt, seconded by Parks, and unanimously passed to approve the Regular Meeting Minutes dated and January 19, 2021.

**NO ACTION TOOK PLACE ON THE FOLLOWING ITEMS:**

**BOARD REPORTS** – Yanish stated the Nevada League of Cities and Municipalities is meeting tomorrow regarding vaccine updates and efforts. She offered to forward that information if anyone is interested in attending. There were no other reports.

**STAFF REPORTS**

**GENERAL MANAGER'S REPORT** – McKay stated that he will be attending the League's meeting regarding vaccinations. They are working hard to get staff, especially crew, vaccinated as soon as possible, as Covid is in sewer.

Schorr questioned how it is determined that KGID is responsible for Summit Village retaining wall maintenance. McKay explained that they did not install the retaining walls and it wasn't dedicated to or accepted by KGID and should have been dedicated to the County. KGID did not have any documents previously and they are now being reviewed for determination. He noted the expensive responsibility. Schorr confirmed that it is still in review and McKay noted it could be our responsibility and future maintenance cost.

Schorr questioned Summary of Claims correspondence pertaining to Runtzel. McKay explained that is a PoolPac list of claims report received. McKay confirmed with Zumpft that a correction letter is not required. Schorr confirmed there are no claims for 2020 for the last quarter. Zumpft confirmed that the report is filed with the clerk and is an annual report due in February each year. Schorr questioned if the Summary of Claims was in 2019. Zumpft explained that the report was misaddressed as she was previously the recipient. This past year, it was sent to the KGID, it was copied to Runtzel (in error) and filed with the clerk. In response to Schorr's next question, Zumpft confirmed there were no claims made, but there are ongoing claims, including Protel and Toy. Only new claims filed are filed for the reporting year. Zumpft and McKay confirmed this is an annual report.

Vogt questioned the Governor Board Member Training on January 5, 2021, as referenced on Page 2 of the report. Vogt noted she attended 3 or 4 over her 10 years served. Schorr confirmed with McKay that it was sponsored by PoolPac. Yanish attended the meeting and commented that there was more discussion about PoolPac than board training. She encourages the trustees to attend training when available. Yanish noted other resources, such as Douglas County for ethics training, for example. She stated the importance of a refresher course annually, as everyone is busy with many jobs and tasks.

There were no other questions.

**ACCOUNTANT REPORT** – Yanish noted that Nelson's absence and commented that she generally has great questions. She added that after her review, she didn't have any questions. There were no other questions.

**UTILITY OPERATIONS SUPERINTENDENT'S REPORT** – Vogt referenced Page 1, indicating the crew has been removing snow from all of the fire hydrants in the district. She questioned if a neighborly agreement was made regarding Tahoe Douglas Fire Districts participation in this. Garden explained that the majority is currently the responsibility of KGID. Tahoe Douglas Fire has been pushing an "Adopt a Hydrant" program with little progress to date.

Schorr requested more information regarding exercising valves in tanks. Garden explained that to follow the manufacturer's recommendations the crew turns each gate valve in the district every twelve months to improve operation, clear out the seat area for solid shutdowns and avoid bleed back when shutting down zones.

Vogt questioned street maintenance specialist leaving KGID. Garden explained that Joel accepted a new position at STPUD. He started as a seasonal employee and was full time for almost 11 years. Garden acknowledged we are losing much knowledge with his departure, and we are excited for his new adventure.

Garden added that we have received the exhaust scrubber on Station 7. It has been installed and they will be doing a 4-hour test run with Tahoe Douglas Fire to monitor their living area tomorrow.

In response to Parks' question, Garden answered that one application has been received for Joe's position and they are running the advertisement longer to March 19, 2021.

Schorr requested additional information regarding changes to lead and copper rules. Garden explained that under the previous Presidency, the EPA made updates and changes. They sample for lead and copper every three years. After the Flint/Michigan incident, there has been additional scrutiny. Trump made changes and the new administration is reevaluating those changes and new revisions are expected shortly.

Schorr questioned Andria Road improvements and noted possible damage to snow removal equipment. Garden explained they performed a preemptive mitigation Friday to grind down the lip to alleviate issues for the plows. To fix this correctly, they will have to cut into Barton 12-14 inches, remove a section of the old pavement and repave.

Schorr questioned the Tahoe Summit Village HOA agreements for the retaining wall and why the responsibility isn't clearly identified. Garden reiterated McKay's comments explaining that Douglas County recently provided documents that KGID did not have. If it is not our responsibility and documents aren't clear, it has to be resolved.

Yanish noted they are replacing batteries and receivers for the meters. Yanish recalled that the meters have a finite life. Garden confirmed the meters are not being replaced; only the receiver that sends the signal. These have a minimum 10-year life expectancy and were installed in 2010 and 2011. He will budget accordingly in the next few years, but batteries must be available on hand for immediate replacement if needed.

Parks noted the water system hacking problem in Florida and questioned KGID safeguards. Garden Scada has multiple fire walls, and all operators have a unique identification login. It also requires three-part authentication to enter the system. Thunderbird Communications recently updated the system to prevent hacks. He added that we do not have a direct line to enter Scada and a third-party company provides access providing additional fire

walls to prevent hacking. McKay explained that Florida operators used the same portal with the same password and was easy to hack.

Schorr questioned the exhaust scrubber and Garden repeated that it has been installed and testing is scheduled tomorrow. Schorr requested additional information regarding scheduled intertie exercising with standby generator testing with Edgewood. Garden explained that we have a water intertie with Edgewood. If at any reason we are unable to run water through our water treatment facility, we are able to accept water from Edgewood. If Edgewood has issues on their side, we are able to give them water. Every two weeks 25,000 gallons is run through the intertie building which is returned at the next test. By the end of the year there is a zero balance of water owed either way. This is a failsafe to have in place for backup in the event there is a problem at either water facility. On the weeks that they are not testing the intertie, the operator exercises the generators, and they manually operate the water pumps at the stations to put them under a full load for proper exercise.

There were no other questions.

**ADMINISTRATIVE AND HUMAN RESOURCES REPORT** – Schorr questioned the prior complaints regarding trash and Judy and McKay confirmed this is not our building as the coffee shop is separate. There were no other questions.

**ATTORNEY'S REPORT** – Zumpft noted there is nothing to report.

**CORRESPONDENCE** – None noted.

**ENGINEER'S REPORT** – Yanish offered for any questions; there were none.

**APPROVAL OF CONSENT CALENDAR** – Parks questioned the payment to the Los Angeles Truck Center for batteries in the amount of \$4,955, noting it is a large amount. McKay noted this purchase also included maintenance and other parts and the reference space on the report is limited. Garden explained that when the truck was used on an emergency water leak, the engine was dying and slow to restart. The vender is Velocity Truck (Los Angeles Truck Center) from Sparks they found all four batteries were dead and both alternators were not operating properly. It is a large truck with two engines; one to drive unit and the other auxiliary. There was also front-end work performed. They were also having issues with the heater as the fan motor would stop. They also operate the air conditioner (even in the winter) so that the electronics stay cool. He clarified this was not an annual maintenance, just necessary at this time.

Parks questioned the high payment to NV Energy for 97 Beach Club Drive on Page 13. Garden explained this is the treatment facility, containing three 300-horse motors at the end of Kahle Drive.

Schorr questioned check #60017 regarding snow removal expenses for \$2K. McKay explained there is an agreement between Heavenly, Tahoe Village and KGID to remove the snow wall at the edge of Quaking Aspen to the bottom of the ski run, which narrows the road. This cost is approximately \$6K which is split evenly. Yanish noted she had the same question.

Yanish noted Page 12 for legal fees for Tahoe Beach Club easement check #59973. She questioned if these fees will be reimbursable. McKay explained it is for the easement of the control wiring that had to be moved from the panel to the vault as realigned. These are fees for Zumpft's work outside of the contract with them.

There were no other trustee questions. Yanish offered for public comment; there was none.

**M-2/16/2021-4** - Motion by Parks, seconded by Vogt, and unanimously passed to approve the Consent Calendar Item A: List of Claims in the amount of \$820,805.97 as represented by check numbers 59819 through 60044.

## **UNFINISHED BUSINESS**

### **NEW BUSINESS**

**DISCUSSION ON REQUEST FOR SUSPENSION OF SERVICES FROM 104 DAGGETT WAY:** Garden reported in writing: *The owner of 104 Daggett Way, Jean-Marc Morassutti, has appealed for this item to be brought forward to have water and sewer charges suspended for their property because they are planning on demolishing the structure and rebuilding. The initial request to suspend services was denied by staff due to the fact that the structure is still standing and has not been condemned by the county/health department. Below is the language from Kingsbury General Improvement District Resolution NO. 2010-2, A RESOLUTION ESTABLISHING POLICY GOVERNING THE VALIDITY OF UTILITY CONNECTION PERMITS, Item #6 and Item #9 that address this situation.*

*6. In situations involving Douglas County's or any other governmental entity's condemnation of a property, whether a permanent building structure or mobile home, District shall suspend its monthly sewer and water charges, provided there is no use of water, until a new certificate of occupancy is issued. No such suspension shall be effective until the end of the month in which District is officially and actually notified of the condemnation in writing. The foregoing suspension policy, including the notification requirement, shall also apply to buildings which have been officially declared uninhabitable.*

*Absent a compelling basis therefore, no such suspension shall exceed eighteen (18) months from the date of District's action suspending the charges.*

*9. If a permanent structure or mobile home is intentionally totally demolished by the owner for the purpose of rebuilding, the property shall be considered uninhabitable and the above-cited provisions of condemned and uninhabitable property shall prevail, provided that there is no use of water. In the event water will be used for reconstruction purposes, the owner must install a permanent water meter in accordance with the connection permit size required, if not already provided, and water usage will be billed at the existing metered usage rate.*

*With the dwelling still standing and having not been officially condemned, staff was unable to authorize the suspension of services as the language within Resolution 2010-2 only allows the Trustees to make such decisions.*

*Resolution 2010-2, Item #12 The Board may, on its own motion, find that by reason of special circumstances and special provision of this regulation/policy should be suspended or modified as applied to a particular premise and may, by majority vote, order such suspension or modification for any such premises during the period of such special circumstances, or any part thereof.*

*Mr. Morassuti has provided documentation for this request with information about the property.*

Garden explained that the background information was provided along with the presentation from Morassutti. Staff cannot approve this request based on Resolution 2010-2 as the structure is still standing, is not demolished or condemned by the County or Health Department. He offered for any questions and offered for Morassutti to make comments.

Morassutti noted the presentation provided explained that they are requesting suspension of services. They purchased the home in December 2018 for a retirement home with renovations in April 2019 and have never occupied the home. During renovations they were contacted immediately about rot, mold, carpenter ant infestation, non-declared and non-permitted structural repairs. They have entered litigation with the previous owner and home inspection services. As of September 2020, the home inspection services company accepted blame and have reached a settlement with Morassutti. He is currently in litigation with previous owner.

The property has not been occupied. He noted the water, gas & electric usage all reflect an unoccupied home. They have a "demolish and rebuild requirement" as the home is burdened with structural damage. In May of 2020, they hired an architect, in January 2021 the engineer approved the drawings, the TRPA permit has been issued and the house will be demolished by F&B May 1, 2021.

Due to TRPA restrictions prohibiting the demolition of the property until May 1, 2021, he continues to pay the water bill. He confirmed the water, gas & electric are shut off at the house while they wait to dig and he requested suspension services for this house. He included pictures of the property, along with evidence of the temporarily electrical pole, noting interior pictures show it is inhabitable. The site plan and elevations are also provided along with proof of engineer analysis. He restated that it has not been occupied since purchase and the property is inhabitable. Demolishing will begin May 1, 2021. He requested immediate suspension of services prior to May 1, 2021.

Trustee Nelson joined the meeting at 4:53pm.

Parks questioned if there were any use for water for during demolition to keep dust down or other construction use. Morassutti stated water is not required on residential and added TRPA would be against this. He noted that there are restrictions on dust on the street. For demolition, they do not want a waterline, gas or electricity to the property.

Vogt questioned McKay's input regarding the history of this resolution, noting she does not recall previous suspension of services. McKay noted a prior four-plex on Quaking Aspen with suspended services due to a fire. Similar to this request, services were suspended as it was inhabitable, and he supports this request. He explained that if Douglas County condemns the house or if someone demolishes it, we can suspend service. There will be a new permit issued and it will start like new construction. McKay noted the unfortunate timing for TRPA requirements prohibiting digging and recommended granting this request.

Schorr questioned snow removal on the street. McKay explained that the snow removal fee would remain in effect. Schorr confirmed with Morassutti that snow removal fees are acceptable, and he agreed. He clarified that his request is to suspend water and sewer. Schorr requested confirmation of the amount due. Morassutti stated he is just now asking for suspension now until new construction needed for approximately one-year from this date. Schorr estimated the cost of approximately \$136 for 12-months, is less than \$2K.

Yanish offered for other Trustee questions.

Nelson questioned the time period as it is not included in the recommended action. Morassutti confirmed he is requesting immediate suspension the house cannot be demolished until May 1, 2021, due to TRPA constraints and environmental concerns, noting demolition will comply with KGID's policy to suspend services. He confirmed that he is asking the board to override the policy to immediately suspend services. Nelson questioned McKay when water billing will begin for a new construction or remodel. McKay explained that we are permitted to provide suspension of costs and services for 18-months, which will coincide with construction. Nelson confirmed it will be for water and sewer immediately for up to 18-months.

Zumpft questioned 1) the trigger for reconnection and 2) if the new connection fee is grandfathered. McKay explained the connection fee is grandfathered; however, he explained the service line size will be increased resulting in an increase in base rate.

Morassutti reminded the board that the fire prevention system will not be associated with KGID and will be a stand-alone system.

Zumpft restated his first question about the trigger to reinstate charges. McKay explained it is whatever comes first, 18-months or request to reinstate water. Morassutti argued that it would depend on the permit and McKay explained the permit will depend on many factors. McKay explained that if he is not ready for water in 18-months, he may request an extension from the board. McKay confirmed that the request for water or 18-month timeline will trigger reconnection. In response to Zumpft's next question, McKay explained that the meter is removed to eliminate water flow.

Morassutti requested clarification and Garden confirmed the meter is currently in place but is turned off. Garden explained to trigger the water reconnection, a permit can be taken out without water served to the property. If the house is not complete and there is no Certificate of Occupancy, rates will commence after six months.

Schorr questioned the use of water for fire danger and owner responsibility. Morassutti confirmed there is a fire hydrant in front of his property. Schorr questioned if there should be any responsibility in this fee for use. Morassutti stated he is unfamiliar with fire department use and charges to a homeowner. He argued that he hasn't seen that charge include in his water bill. He added that fire protection is part of municipal taxes. Schorr restated his question. Morassutti asked if anyone has ever been charged for water usage to extinguish a fire at their house. McKay explained that fire usage is built into the rates, and fire protection isn't billed from the use of hydrants. If there is a separate fire protection system line into the house there will be a stand-by charge for that connection for the internal part of the house.

Morassutti questioned the difference of requesting suspension of these services now versus in May 2021. He requested clarification of fees due over and above the snow removal fee. McKay confirmed that the snow removal fee is the only fee. McKay explained that a permit will be required, which will not require water usage upon issuance.

Nelson requested to clean up the language in the action for a specific customer request to include dates and timing. Garden apologized, as there was an email that should have been attached. The request would start immediately to follow resolution not to exceed 18-months. Morassutti noted his presentation and read Item #1 request to KGID as follows:

"Immediate temporary suspension of KGID services at 104 Daggett Way. #2: Consideration to suspend services billing prior to May 1, which is relative to the TRPA allowable demolition date." He confirmed this is the requested action.

Yanish noted that she had a request that was granted based on a fire at her condo. Her property was condemned, noting the ordinance allows for suspension of water or sewer fees for 18-months. She noted the only difference is the Douglas County Building Department has not condemned this home. She questioned if it is necessary to complete this process or grant the request under special circumstances. She noted it was similar in circumstance as the property is not fit for habitation.

Nelson questioned the best way of stopping services mid-cycle or choose a date within billing cycle. McKay confirmed charges can be pro-rated for any charges.

**M-2/16/2021-5** - Motion by Nelson, seconded by Parks, and unanimously passed to approve the customer's request to temporarily suspend service, commencing immediately, following Ordinance 2010-2 Item 6 and 9, addressing the time periods allowed for such.

Parks added that she was sorry he didn't call sooner, noting the property is inhabitable. Morassutti stated that these circumstances were very unfortunate. He explained that he is an aero-space engineer and understands structures. He has built prior homes. The home is a geodesic dome and mold detected behind the walls would have spread from the outside. He added this would be his ski house and the neighbors should be happy with the home they will be build.

Yanish confirmed the motion is correct for accounting purposes and McKay agreed. She offered for any further comments from the trustees; there were none. She offered for public comment; there was none.

Yanish wished him well. Morassutti thanked Garden for his services and support. Schorr wished him well in his construction project. Morassutti left the meeting.

**DISCUSSION ON REPLACEMENT OF 2 HEATERS FOR KGID EQUIPMENT STORAGE BAY AT 160 PINE DRIDGE DR:** Garden reported in writing: *It was brought to my attention that the 2 heaters in the storage bay that the Vactor and street sweeper are kept in were not operating. Crew members checked the heating units and found that the pilot lights for the burners were operating and when receiving signal from the thermostat the burners would ignite but the heater blower units would not come on to blow the heat through the garage.*

*Tilley Plumbing and Heating was called in to diagnose as they perform the majority of the heating and cooling work for the district's facilities. After inspection they found that both blower unit motors are seized and the heat exchangers on both units are cracked. The blower motors could be replaced to get the heaters functional again, at a fraction of the cost, but the cracks in the heat exchanger would create a health and safety issue with toxic fumes. The cracks in the heat exchangers allows for carbon monoxide gas to be expelled directly into the air around the heater and not out the exhaust flue as designed having the potential to fill the entire bay with carbon monoxide gas and possibly migrating from the storage bay to the offices above the bay that are rented out.*

*Tilley Plumbing and Heating's proposal is to replace both units with new 75k BTU units to match the ones being replaced. Total cost for units and installation was quoted at \$7,197.19. The recommended action amount is to cover any additional parts or labor that may come up during the process of replacement.*

Garden noted the report is all inclusive. Yanish offered for any questions from the trustees.

In response to Nelson's question, Garden explained this is unbudgeted and will come out of capital. Yanish offered for any other questions or a motion. Vogt made the motion.

Nelson questioned how we plan to heat the storage area for the long term. Garden explained the units are similar to other warehouse storage facilities. The biggest problem was the cracked heat exchangers. They could have replaced the fan motors, but the cracked heat exchangers create a health and safety issue with carbon monoxide. Nelson questioned the need for an improved heating system. Garden explained they are efficient and recommended for this type of facility. A forced air unit would be quite cost extensive and is not suitable for storage bays. They are thermostat controlled, set at 50 degrees. This was detected during inspection in a cold spell.

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

**M-2/16/2021-6** - Motion by Vogt, seconded by Parks, and unanimously passed to approve purchase and installation of 2 heaters for the equipment storage bay at 160 Pine Ridge Dr. with Tilley Plumbing and Heating for an amount not to exceed \$8,000.00

**DISCUSSION ON SELECTION OF SCORING MATRIX FOR CANDIDATES APPLYING FOR GM POSITION AND INTERVIEW QUESTION INTENTION FOR CANDIDATES** – McKay reported in writing: *I have included a hiring matrix for your review. The issue here is not necessarily the questions but how do you want to weigh the answers to the questions that we will ask.*

*In the February 2nd meeting, I said that I would give you the lists of the questions that I thought should be asked. After putting a lot of thought into the questions, I realized that by giving the board of Trustees the questions I would also be putting the questions out for all of the applicants to view. I consulted with Chuck on this, and he agrees that it would not be a good idea to make the questions public at this time. Making the interview questions public now would be akin to cheating on an exam. I propose the questions be given to the Trustees before the first interview. If you have a question you would like to be included on the list, please send it to me.*

*The public may also submit questions prior to the first interview. All candidates must be asked the same questions. If a follow-up question is asked of the first interviewee, then that same question must be asked of all the candidates. This means that if a follow-up question is not asked of the first interviewee, then it cannot be asked of any of the remaining interviewees.*

*The first round of questions is designed to get an understanding of the personality of the candidate. Some of the questions may seem a bit generic but they will have a purpose. All of the first-round questions are designed to see how the candidate reacts when asked something unexpected. These questions will be asked in a face-to-face or virtual meeting. The second round of questions will include behavior-based questions requiring the applicant to hypothesize what they would do when presented with a realistic workplace scenario. This type of framework showcases their judgment and decision-making skills. The second round will be emailed to the candidates that make the first cut; and the third will most likely be in person again. Below is a mixture of the intent of the questions that will be asked in the first, second, and third round of interviews.*

- *We want to find the strengths that would set a potential candidate apart from the others.*
- *We want to ask questions that probe the applicant's thoughts of the position and what they might want to accomplish in that position.*
- *How will the applicant impact the future of KGID? It draws on information the candidate has received about pain points for the company and explains exactly how they will address them in the short-term. It also shows they were actively listening and interested in addressing the issues of the company instead of creating their own priorities.*
- *Will the applicant "fit" into the KGID system and atmosphere. Do they have teamwork skills? How do they work under pressure?*
- *Finding out what the applicants' goals are will convey the intent of the candidate to stay and invest in KGID for the long term.*
- *We want to ask if they think something may be changed within KGID. This gives an idea of the candidate's impression of us from the outside.*
- *We want to make up a scenario and see how the candidate would solve the problem.*

*Answers to behavioral questions tell us a lot about the candidate: how they approach their work, co-workers, colleagues, and how they would act in various work-related situations. But they do not tell us*

*much about the applicant's readiness for a particular job, especially for a technical aspect of it. Only answers to technical questions (both theoretical and practical) will tell us something more about their readiness for the job—whether they can really do it or can just talk about doing it. Of course, in some cases they will get on-job training, but we should expect them to know how to handle this or that. Weighting the answers. As a board, you must decide if you want to put weight on any, all, some of the questions and what is the weight you want to put on them. To put weight to the answers we must first identify a key job qualification. Examples are:*

- *Management Experience*
- *College Degree and which degrees mean more than others?*
- *Potential “fit” into the structure of KGID*

*At the time this report was written, there are thirty candidates for this position. I expect about another fifteen applications to come in within the next two weeks.*

McKay explained that the matrix is a scoring mechanism for all of the interviews. He noted the matrix and questions provided. He recommended that the trustees determine if there are some requirements that should have a multiplier, such as experience and education. He noted answers may be weighted differently and scored 1-5. The items will be scored by each of the trustees and discussed.

Schorr requested confirmation regarding the application process and pre-screening. McKay confirmed it was requested at the last meeting that the board review all applications. McKay explained that the office will sort the applications and separate potential candidates. There are thirty applications received to date and he anticipates receiving approximately ten more. He explained there will be three rounds of questioning; the first round will consist of generic questions; second round will have questions by mail, and the final candidates may be questioned in person again.

McKay reviewed this item with Zumpft. He explained that the actual questions were not provided now as it would become public and candidates would have access to the questions. The questions will be provided to the trustees later and suggested any questions be submitted to him from both trustees and public. He stated there are 35 questions in the first round and each interview will take an hour and a half. He suggested timing the interviews to keep answers concise.

McKay explained they hired many employees over the last 15 years and he had experience prior to that. He added it is different for public employees than private system. He noted that he and Judy have experience to help find a replacement that will be chosen by the board.

Schorr confirmed that the drop box will include applicants with little or no experience and will need to be scored. McKay explained that unqualified applicants will be obvious and don't need to be scored. McKay explained that he and Judy will separate the applications for their consideration. Schorr confirmed that the trustees are the first screeners. McKay stated that he is aware of the requirements to run a sewer and water facility. He explained that some applications will not be considered by the board. He explained that many of the applicants will not be interviewed and will receive a letter in the mail.

Vogt questioned how many of the applications received are sufficiently qualified. McKay stated that seven can be considered and he expects more applications to be received.

Parks confirmed that not all applications will have to be scored. She requested clarification regarding second follow-up questions. McKay explained they have been advised that that all candidates should be asked the same questions. He stated it would be acceptable to ask a candidate to expand their answer. McKay confirmed this is a requirement from Pool Pac. These candidates will want to brag, and trustees can ask to expand.

Nelson questioned when the matrix will be used. McKay explained it is for the scoring of the first set of interviews. He will provide separated applications for the board's review. In response to Nelson's question regarding parameters used, McKay explained experience in public works and other relatable experience. He added it will be obvious if a candidate should be interviewed. McKay confirmed that he has not scored or ranked the applications. He has made personal notes but doesn't want to advise the trustees at this time. McKay explained that the application closes February 26, 2021, and he advised the link is available for review at any time. He noted that trustees will score differently 1-5 and some may use decimal points. He confirmed that questions will be provided before the interviews and will include a note taking area. He offered to assist by adding up the scores.

Nelson questioned if the candidate sheet should include a line for Public Works, Experience, and College Degree. She requested clarification regarding the term Fiscal Analysis. McKay stated this was a suggestion and he is open to changes. He noted the different columns that may be considered.

Yanish offered for other questions. She confirmed that direction is needed for weighting the criteria.

McKay explained that weighting would need to be considered. He stated that scoring will be reflective without a multiplier and doesn't recommend it. Yanish questioned if the trustees agree with the topics. McKay offered for any suggestions.

Nelson addressed college degree preferences and McKay stated that there is a variety of degrees, and he used an engineering degree as a variable. He advised against a weight a degree noting that resumes should be reviewed for relatable experience.

Yanish confirmed with McKay that flexibility is needed, and recommendations can be made by McKay and Brewer. The drop box provides ample time to review applications.

Parks stated that the matrix will change as the application process progresses and McKay agreed. He added that second round written questions will portray presentation and writing skills. Parks stated that each trustee will have their own interpretations. Vogt added that applicant variables will be considered individually by the trustees. She explained that degrees don't necessarily equal management skills. She agrees with McKay that the weighting should not be included.

Nelson agreed with Vogt regarding the importance of management experience and noted this should be added to the matrix. McKay agreed to add this.

In response to Schorr's question, McKay explained that there will be a number corresponding to each of the questions.

Vogt questioned when references will be reviewed. McKay explained that everyone with a resume has been provided with an application requesting references. They are already making calls as this is a time-consuming process.

Schorr questioned the background check process. McKay explained that we can perform a background check only after an offer is made. As a government agency, there are limitations, including questions that cannot be asked. McKay explained a full background check will be performed.

Nelson confirmed with McKay that offers can be rescinded and McKay commented this has happened before with field workers. He added that the offer will be pending a review of the background check and credit references. She questioned which items would preclude rescinding an offer. McKay answered embezzlement, for example. She questioned a Felony DUI and he replied that concerning items would be brought to the board with a recommendation. Nelson noted that they should know about it before hand and McKay explained that if they lie on their application, it's an automatic disqualification.

McKay asked if there is anything else to add to the matrix. He also requested for any other applicant questions be sent to him directly.

Yanish noted that the interview time of an hour and a half is a long period of time. She confirmed that the trustees are receiving resumes with personal and confidential information and should be kept confidential. She advised that everything in the drop box cannot be discussed. Zumpft stated they can't discuss it amongst themselves. Yanish confirmed that the confidential information should not be discussed with trustees or other public. Zumpft confirmed that the Open Meeting Law would also prohibit discussion amongst the trustees.

Yanish suggested calling references until after the applicant has been vetted. She offered to provide additional suggestions via email. She questioned if Brewer had anything to add. Brewer noted that McKay is covering most of this. She added that the applications were provided (not resumes) which include less confidential information. She estimated eight qualified candidates. McKay noted that references will be explored for initially qualified candidates.

McKay requested approval of the matrix with amendments to include Nelson's suggestions including public works, roads and supervisory experience. Schorr agreed with public works.

Vogt requested clarification regarding the timeline. McKay confirmed the next meeting will be March 16, 2021, and finalists will be selected at that meeting. The interview process will commence at that time. Parks confirmed the interview process will be reviewed at that time.

**M-2/16/2021-7** - Motion by Nelson, seconded by Parks, and unanimously passed to approve the matrix, as amended, to include public works, roads, and supervisory experience, for use as a scoring guide for the evaluation potential candidates for the position of General Manager.

Yanish offered for public comment, and she provided additional time to respond. There was none.

**OTHER REPORTS** – There were no other reports.

**FINAL PUBLIC COMMENT** – Hancock thanked McKay for letting him back into the meeting at least four times. He noted the internet issues in Texas due to the inclement weather. He agreed that engineers don't always make the best managers. Yanish thanked him for his attendance.

Nelson requested that meeting times be changed back to 6pm. Yanish thanked Yanish and offered for comments from the other trustees to consider this. Vogt stated that she prefers 4pm meetings but offered to consider what works best for all trustees.



Vogt stated that she was sorry for Joel's resignation and requested if Garden can comment on the reason for leaving. Garden stated that STPUD is a larger entity, and they offer more room for advancement. His job description will be changing over there, and Joel feels it will be more suited for his abilities. The pay is also higher. Vogt noted the importance of having competitive pay and benefits. She noted the time it will take to train a Street Maintenance Specialist. She stated it was unfortunate that only one application has been received. She noted the difficulty of attracting a candidate to work at KGID. She noted that an increase in pay should be considered against the cost of training.

Garden also noted the relationships with the vendors which will take time. There is trust between employees and vendors that takes time to build. Yanish asked Garden to wish him well, noting his time and efforts were appreciated.

Yanish offered for other public comment.

**ADJOURNMENT**

**M-2/16/2021-8** - Motion by Vogt, seconded by Nelson, and unanimously passed to adjourn the meeting at 6:05 p.m.

Respectfully submitted,

\_\_\_\_\_  
Natalie Yanish, Chairman

Attest:

\_\_\_\_\_  
Darya Vogt, Secretary