

**MINUTES OF THE REGULAR MEETING OF THE
KINGSBURY GENERAL IMPROVEMENT DISTRICT BOARD OF TRUSTEES
TUESDAY, JANUARY 19, 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 4:04 p.m. by Jodie Nelson.

PLEDGE OF ALLEGIANCE

ROLL CALL – In attendance via Zoom were Trustees Nelson, Parks, Schorr, Vogt and Yanish. Also present were General Manager Cameron McKay, Operations Superintendent Brandon Garden, KGID employees Judy Brewer and Brandy Johns. Public attending via Zoom included General Counsel Chuck Zumpft, Pat Miller, Charles and Sarah Hancock, Patti Paige, Marilynn Spencer, Scott Lynden, Larry Schusell, Chairman of the Board, Bryce Cranch Assistant Chief and Chris Lucas of Tahoe Douglas Fire Department.

PUBLIC COMMENT – There was none.

DISCUSSION ON SELECTION OF OFFICERS OF THE KGID BOARD OF TRUSTEES FOR THE 2021

CALENDAR YEAR: Nelson noted that there is a Vice Chair already in place and questioned if Schorr would be willing to take over the Chair position. Schorr requested to post-pone taking over this position for one year. He acknowledged that all trustees are busy. He explained that he is currently travelling to Los Angeles for two weeks per month to take care of his elderly mother and he has pending health issues that he would like to resolve. He recommended Yanish as Chair based on his prior experience serving with her, her knowledge of government and her ability to conduct meetings.

In response to Nelson’s question, Vogt answered that she was the trustee prior to her. Schorr stated that if Yanish was willing, he would make a motion for her to serve as Chair. Vogt seconded his motion.

Nelson recalled that Parks expressed interest in serving as Chair and Nelson stated that they discussed placing her next in line so that she would have the opportunity to be a Chairman also.

Schorr noted that Parks is competent and could do a good job. He explained that he is not concerned with the timetable of positions and stated that Parks is still new to the board. He feels that Yanish has more understanding of government. Schorr recalled needing grooming when he first started.

Nelson confirmed with McKay that a slate could be designated, or voting can take place individually.

Yanish commended Nelson on her service as Chair during a very difficult year. Yanish expressed her interest in serving as Chair and offered to keep the meetings on task as much as possible. She suggested that Parks could be moved up to Vice-Chair in preparation for next year. She added that any trustee has the ability to serve.

Vogt agreed that Parks could be competent as Chair. She recalled serving on the board for four years before serving as Chair and she appreciated the time. She added that she would continue with her second for Yanish for this year.

Schorr added that he concurred with Yanish regarding Nelson’s competency running the meetings during this difficult year. He thanked her. Nelson acknowledged the unusual challenges presented this past year. Vogt reiterated these statements and thanked Nelson as well.

Parks stated that if the board doesn’t feel she is ready and prefers that she serves as Vice-Chair, she would be happy in that capacity. She added that she is willing and ready to take on any task.

M-1/19/2021-1 - Motion by Schorr, seconded by Vogt, and unanimously passed to elect Natalie Yanish as the 2021 Chairperson.

Nelson motioned to elect Sandra Parks as the Vice Chair and Darya Vogt as Secretary/Treasurer.

Vogt questioned Schorr's interest in serving as Vice-Chair so that he may possibly move up the following year. He explained that he doesn't feel the positions are based on the prior positions. He hopes that in a year from now he will be free of these personal issues and able to serve. He added that Parks could also serve as Chair next year and he is willing to serve in any other position.

Nelson noted the motion on the table and offered for a second or for the motion to die. Parks seconded the motion.

Yanish confirmed with Vogt that she is willing to accept the Secretary/Treasurer position. Schorr requested the motion be repeated and Nelson restated the motion.

Nelson offered for any public comment; there was none. She offered for further board discussion; there was none.

M-1/19/2021-2 - Motion by Nelson, seconded by Parks, and unanimously passed to elect Sandra Parks as the 2021 Vice – Chairperson and Darya Vogt as Secretary/Treasurer.

Nelson transferred the meeting to Yanish to continue. Yanish thanked the board for their confidence.

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

M-1/19/2021-3 - Motion by Vogt, seconded by Nelson, and unanimously passed to approve the Agenda.

APPROVAL OF MINUTES – Yanish stated that she did not have a copy in the drop box and obtained a copy before the meeting for review. The other trustees confirmed receipt of the minutes and Nelson noted she received two.

Nelson requested a change to Page 16, Paragraph 3 to include “this type of meeting as it was a discussion of employment contract”. She clarified it was not her intention to state that it was unfortunate that meetings are public. McKay recalled the discussion was in regard to the hiring of a new manager and questions had to be public. Nelson confirmed with Amy that this change could be made. Yanish offered for any other changes.

Vogt clarified her intention on the top of Page 6 and requested the sentence be corrected to read: “Vogt noted that she supports Nelson’s need to attend a meeting at the office and to separate with a mask on due to her particular challenges at home while on Zoom”. On Page 10, Paragraph 4, she requested that “affects” be inserted to the sentence as follows: “A customer at the top of Kingsbury may react to a reduction of \$10-30K which results in a reduction of income and affects their rates”. On Page 12, Paragraph 3, she requested the word balance be changed to benefit, as follows: “Vogt referenced a conversation with a neighbor who stated that the benefit to the neighborhood should be considered against KGID’s position”.

Yanish offered for any other changes to the minutes. Nelson reminded Yanish to offer for public comment. Yanish confirmed that we are still discussing changes and a possible motion. She confirmed that Nelson had one change, Vogt had three, and Amy understood those changes. Yanish offered for further comment from the trustees; there was none. Yanish offered for public comment.

Hancock requested review of his questions and statements Page 17, Paragraph 5. He stated that he had asked McKay if he was promoted within or brought in from the outside. Nelson questioned if another sentence needed to be added, noting that the next sentence states “In response to Hancock’s question”. McKay suggested that the changes be reviewed and brought back for review. Nelson agreed.

Yanish noted that there was a motion and second and suggested a vote. Vogt requested to withdraw her motion to review at the next meeting.

NO ACTION TOOK PLACE ON THE FOLLOWING ITEMS:

KGID Board Meeting Minutes 1/19/2021

BOARD REPORTS – Yanish stated that the Nevada League of Cities and Municipalities recently discussed BDR’s (Bill Draft Requests) regarding what happens when lobbying isn’t in person. They have meetings for the Chair or Mayor for each of the municipalities as members. She will notify them of her service at their next meeting. There were no other board reports.

STAFF REPORTS

GENERAL MANAGER’S REPORT – McKay stated that BDR’s take up lots of time at this time of year to make sure that there aren’t any that will affect water or sewer systems.

Nelson questioned correspondence regarding Summit Village and requested an analysis.

McKay explained the original request from Summit Village was regarding the maintenance of the retaining walls in their HOA. Due to lack of documentation in the office, including contracts or drawings, etc., he was under the assumption KGID was not responsible for the maintenance or repair. The emails included Douglas County who located the original contracts signed in the 1980’s and 1990’s. McKay and Zumpft have been reviewing them along with the drawings, that were sent one or two pages at a time. He explained that this may change the maintenance of the retaining walls moving forward and he and Garden are reviewing this information and a budget and program may need to be implemented for next year. He added that they can’t do anything until they hear back from Zumpft, and get budgets set. He added that they can’t do anything this year with winter and the current budget. He stated that he is pleased to have the documents in file.

Nelson questioned if this is specific to Summit Village retaining walls. McKay explained that historic documents for Tahoe Village were not accepted by KGID. This has to be reviewed legally. He speculated that Tahoe Village is on their own, but Summit Village must be reviewed. Nelson thanked McKay.

Parks noted that McKay attended a PoolPac round table and he intends to mandate the Covid vaccine. McKay explained that based on legal opinions, the union and PoolPac, he can mandate it, although they don’t recommend it. They suggested he strongly recommend it. The legal opinion for Local 39 came from Texas to Nevada and the union attorneys in Nevada agreed because of OSHA regulations regarding protecting the work force, they can mandate the vaccine. Parks questioned what happens if they refuse, McKay explained that mitigation efforts would have to be taken likely PPE and other precautions, to be reviewed by the union.

Nelson questioned who this would affect, and McKay explained it would affect all of the staff and crew. Nelson questioned if the Trustees would be included. McKay offered to look into it and Nelson expressed her desire to not be included in a mandated vaccine by KGID. McKay confirmed he wouldn’t seek the mandate for the board, and he was offering to include the board in the vaccine, when offered. Nelson requested clarification regarding the wording for employees. McKay stated that he was going to strongly recommend the vaccine with PPE to be considered for those not vaccinated. He added that even after vaccination, masks will be required.

Nelson questioned if this will be in memo or terms of contract and McKay confirmed this will be via memo that KGID strongly recommends the vaccine. He confirmed that a memo has already been sent out stating this. He added that leadership will be demonstrating support by getting the vaccine. They hope others will follow.

Schorr questioned if there was any update in the Ponderosa Park HOA. McKay requested an update from the attorney twice. He stated that the million-dollar capital forgiveness portion will not be available again until after October 1, 2021. It will drop to \$500K and likely no work will commence for some time.

Schorr stated that substantial work has been performed by the office and counsel. He questioned if the billings have been provided for legal fees for work performed. McKay confirmed that they have not billed the park as they have not agreed to the agreement.

Nelson questioned if they are not pursuing this due to the limit of \$1M. McKay stated he hasn’t had any communication and questioned if the amount or contract were issues. He has not received any information or

updates from the attorneys or park. Parks confirmed it will have to come back to KGID. McKay explained that the request would be resubmitted to KGID, and if the agreement is signed, the legal expenses could be requested from the fund.

Schorr questioned Zumpft if he had any response from their attorney Donna Zanetti regarding the contract. Zumpft confirmed there has been no confirmation received from them.

Vogt confirmed that expenses to KGID include Zumpft's time. McKay added that some staff time was also expended. Zumpft's time was more for review of documents.

Schorr suggested forwarding the billing to HOA for time even though there is no contract. He did not have any suggestions if they choose not to pay. McKay offered to do so and report back. Nelson questioned how much time and McKay or Zumpft could not report off hand. McKay offered to review prior invoices for a total.

Yanish questioned if we have done this in the past. She noted that we would only request reimbursement for costs if it came to fruition. She questioned if it would be enforceable to request them to pay the bill. She acknowledged Schorr's statements that this was inferred but she questioned legal counsel.

Zumpft explained that it would be a stretch because there is no written agreement, and they have not received any benefit from our work yet. He confirmed it would be a tough cause of action to pursue and supports Schorr's recommendation to provide them with an invoice as the costs were incurred on their behalf. He does not recommend to formerly pursue them. McKay offered to collect the costs and return the item to the meeting as an action item. Schorr stated that an action item is not needed and feels the costs incurred should be forwarded to the HOA. He argued that the benefit received is the contract and work performed should be paid for. Parks agreed that the invoice should be sent and if not paid, the bill will be due again next October. She feels this would be appropriate notice of the amounts due. Nelson and Vogt agreed.

Yanish confirmed with Zumpft that the board's request is sufficient for this request and it does not need to be agendized. She confirmed with McKay that he has appropriate direction.

Schorr questioned the Personnel Policy update, noting this ongoing concern. McKay explained that they are rewriting the policy and it affects everyone. Nelson confirmed this is for the same policy work performed last year. McKay explained that she tried to pair down the policy from 80-100 pages to 40-50, and PoolPac's recommendations were not included. He is working with PoolPac to make sure that all of the new recommendations are included for 15 and less employees. He stated that three policies are being combined.

Nelson recalled that Campos thought the policy was negative towards KGID and some information should be excluded. Zumpft confirmed the policy was too generous. Nelson suggested getting this revised and suggested providing her policy for review. McKay noted the board was provided with Campos' version and offered to resend this agreement. McKay explained that this project is extensive and would take time without distractions. He added that he and Judy intend to bring the documents for review shortly.

Vogt stated that it is critical to complete this, noting the hours spent to create this policy. She stated it is important to have a board member be involved to keep this moving. She would like to avoid problems similar to those this year, noting extensive legal fees related to these issues. McKay agreed to provide the policy as soon as possible.

Yanish questioned if Vogt is proposing a sub-committee. She questioned if McKay feels that would be helpful or if he is far enough along. McKay stated that the policy should be done in house and by a manager, per PoolPac's recommendations.

Nelson confirmed that the policy prepared by Campos was inadequate. McKay answered that there were too many gaps that didn't protect KGID. McKay stated that working with her again would be an extra cost, not included in her flat rate. Nelson stated that she would love to read the revisions and McKay offered to resend it.

In response to Parks' question, McKay confirmed that the policy was received in April/May after follow-up with Campos. Parks stated it has been plenty of time. Vogt confirmed with McKay that Campos paired down the agreement too much. She stated that Campos was experienced in employee issues and was adamant about striking provisions from the policy.

McKay stated that the old policy was set up for an organization that had more than 50 personnel and because we have less, it wasn't needed. Nelson recalled that Campos was making these changes to the very old policy and McKay concurred.

Yanish summarized that Campos took the old policy, made it more concise by removing items and questioned if McKay feels more description is needed. McKay explained more description is needed for the protection of KGID. In response to her question, McKay estimated the policy would be presented to the board in March.

Yanish offered for any other questions; there were none.

ACCOUNTANT REPORT – Vogt questioned Brandy Johns with how comfortable she is creating the budget, noting Runtzel's prior competency. Johns stated that she feels confident, but assistance will be needed from McKay and Garden to complete the budget. Vogt noted that a new General Manager will be in the position and questioned their understanding and potential input. Johns stated that she is to assist the General Manager to prepare the budget. The Operations Superintendent's input regarding project information is also needed.

McKay explained that the budget has always been a collaborative effort in this office. Vogt restated her concerns regarding a potential new General Manager and questioned the necessity of their understanding. She suggested including this in the screening process.

McKay stated that he has full confidence that with John's assistance a tight budget will be prepared for the board on time.

Parks noted Runtzel's expertise and added that it is a learning curve for Johns, noting she should be able to catch up when she can.

Nelson noted the statements are through September, and not October or November, as promised at the last meeting. Johns stated that October cash position and revenue reports were included, but Nelson replied it wasn't provided. Johns confirmed that October and November reports are almost complete and explained that the realtor reports for utility payments are two months behind, causing delays for her input.

Nelson suggested requesting the reports by the 15th of each month from the property management company. Johns explained that November statements include utilities paid in September, building repairs including garbage are for October. Nelson questioned how those are addressed and Brandy explained she makes journal entries coded to 160 Pineridge, Fund 70 Management Fees, Misc. Expenditures. Fund 80 is Kingsbury.

McKay confirmed he has October statements are included behind September, Parks and Yanish agreed. Nelson located the reports in her packet. Nelson stated her questions are regarding the September reports.

Nelson questioned \$30K in Ad Velorem taxes above budget in September. Johns offered to review this item for accuracy. Nelson offered for Brandy to note questions and report back later. Yanish agreed that Ad Velorem shouldn't change drastically.

She questioned Misc. Revenue/Other Revenue of \$42,275 YTD, as budgeted is \$5,250. Nelson restated that she could get back to her with these answers.

Nelson questioned Payroll Expenses offset account for car allowance expense. She questioned if this includes personal mileage for Garden and McKay, and Johns confirmed. She noted it is lower than budget and Johns explained that they have been working from home on some days reducing vehicle use. The budget is based on actual use of the prior year as prepared by Runtzel. Johns confirmed the current timesheet indicates days at the

office and she calculates actual miles. McKay explained that personal vehicles are used if personal errands are made after work. Johns indicated this is noted on the timesheet.

Nelson offered for Johns to report back on her questions. Yanish thanked Nelson for the accounting questions and she offered for any other questions.

Yanish referenced the rental income spreadsheet and questioned if some tenants have moved out. McKay deferred to Judy Brewer. Brewer explained that Black Tie Ski Rentals asked if they could make payments due to the slow season. There is no income for January and McKay added that the realtor is working with them. Brewer confirmed the report reflects tenant payments. There were no other questions.

UTILITY OPERATIONS SUPERINTENDENT'S REPORT – Yanish offered for any questions.

Schorr requested an update on the water loss report. Garden explained that the column on the left is finished water read from a meter leaving the treatment plant and the two columns on the right are for raw water entering the plant before it is treated. When the plant original went online, there was a problem with the vault where the freshwater meter is housed as it was flooded, causing issues to that meter. They speculate there were problems with the programming when this occurred. The raw water meter reads are more accurate than fresh water which he feels is a better representation of the district. There are leaks which are dealt with immediately upon surfacing. He added that may leaks don't tend to soak into the ground due to our geography. He feels the raw water figures are a better basis than fresh water. He noted the Edgewood intertie included in the columns for Edgewood water and Dorla court water supplied that is purchased from RHGID sold to the customers there. We take into account water that we receive, make, and sell to generate this report.

Schorr requested his comments regarding water loss. Garden stated based on raw water we are in good shape, as a tight system based on most standards is considered good at 10% or below. Based on average data for 2020, we are at a loss of 2% water loss for raw water and 12% for finish water. An average is still below national standards.

Parks appreciated his report and questioned if the road crew report is too detailed adding that she doesn't feel information regarding every sign or post is necessary. She offered for the other board members to comment. Garden explained that the report is prepared by the road supervisor to detail work performed. He added that he does not prepare the report and forwards the information to trustees. The report documents their daily activity.

Vogt questioned Page 5 regarding the Kahle Drive Stakeholders meeting that has no signs of starting. She recalled previous energy pertaining to this project noted that the road is in poor condition. She questioned when it will it be fixed. Garden stated that the project isn't necessarily tabled, and they are looking or federal funding for infrastructure. He added the utilities will have to pick up some of the expenses to upgrade and supply new infrastructure. He recalled the Kahle Drive estimate provided by the engineers is very low and it was determined in the last meeting that the costs may be higher than expected. There are no funds in the bank, and it is high on the list because of the road condition, but KGID cannot assist another GID for lack of maintaining their roads. NDOT is reviewing upgrades to the intersection that may commence prior to Kahle Drive reconstruction. There will be another meeting in February, and he will report back in March regarding progression of the project.

There were no other questions.

ADMINISTRATIVE AND HUMAN RESOURCES REPORT – Schorr referenced the column noted January 21 and questioned non-payment of rent. Johns explained that as of January 10, 2021 it was zero, however, Davison has since paid for 1C & 1H. She will follow-up regarding Black Tie Rentals and Sierra Nevada at Pineridge. She explained that she doesn't receive prompt updates on the books.

Schorr questioned if the company we hired prepares the books and Johns confirmed they collect rents, enter data in their software and provide reports on the 10th of each month.

Nelson questioned K2 upgrade in January. Brewer confirmed that there is an agreement to refurbish the units. She recalled they have three months' worth of upgrades must provide receipts demonstrating it exceeded or met the rent due. Nelson confirmed they are making improvements in lieu of rent. Nelson questioned the boards input as she felt they should be remodeling the buildings for KGID's occupancy. Brewer confirmed that KGID will be utilizing the Pineridge Building and not Kingsbury.

Nelson questioned McKay's intentions of placing office staff at Kingsbury. McKay explained that they haven't finalized everything; budgeting is needed for the architect design on both buildings for presentation to the board for approval. Nelson questioned if approval is needed for this amount, noting it shouldn't be postponed. McKay noted that there is a rental agreement at the current location for four more years. He explained there is plenty of time for design work, prices, and subsequent review of tenants in the buildings.

Nelson questioned the type of improvements being made. McKay explained that they had three months to make improvements in lieu of rent, adding this is standard for commercial. He stated that the type of improvements is unknown but will be documented by receipts. The improvements may be used by KGID in the future.

Yanish questioned if the management company is filing a notice of non-responsibility since the tenants are doing the improvements. McKay answered the management company should be doing this.

Parks questioned who approved these improvements. McKay explained that the management company provided the proposal to KGID for approval. He added that the rents were higher for this unit and the tenant improvements penciled out over the period of a year.

Yanish added that tenant improvements are commonly negotiated based on rent and who is doing the work. She stated that good tenants and income are the benefit. Parks questioned the type and quality of improvements and supervision of the work. Yanish stated that the contract or lease will state limits on improvements. She stated the importance of having a Notice of Non-responsibility to protect KGID from mechanic's liens, etc. This states that the tenants pay for improvements and vendors. She hopes the management company is handling this as part of our contract with them. She offered for additional questions.

Schorr requested an update on the insurance reimbursement for the ransomware attack. Brewer stated that she is working with the insurance company. They reported back that four additional invoices were needed totaling approximately \$2K and this information was provided before Christmas. Brewer followed up and they replied that they are still working on this. She offered to follow-up tomorrow and stated that most has been accounted for.

Schorr questioned her expectation of amount to be received. Brewer stated that all has been paid according to the insurance agent and \$1,417.50 additional is anticipated for reimbursement. Nelson requested a quick analysis of the expenses and reimbursement relating to this item be provided to the board.

Schorr questioned organizing personnel files. Brewer explained that to be compliant with laws, the personnel files have to be compiled into five or six files and categories to make sure that employee access is correct. There are old personnel files that need to be purged. She is reviewing these items for retention requirements.

Yanish offered for any other questions on the reports; there were none.

ATTORNEY'S REPORT – Zumpft noted there is nothing to add to his report, noting current work on the retaining wall for Summit Village.

CORRESPONDENCE – Yanish confirmed there was no correspondence. McKay noted that Summit Village emails were provided with his report and there was an email for kudos on Jack Circle regarding snow removal process to date. Yanish thanked the crew for being recognized by the public.

ENGINEER'S REPORT – Van Dyne offered to answer any questions. He noted he is working with a private developer for the Chalet at Summit Village. He is meeting with Garden tomorrow for an update on GIS progress

and high priorities for finishing out this fiscal year's efforts. They received the chlorine generation unit drawings from manufacturer to submit the plans to NDEP tomorrow or Thursday. Upon approval, they will replace the unit. He is also working with Garden on design for the Sunflower water and road replacement project. Yanish offered for any questions.

APPROVAL OF CONSENT CALENDAR – Nelson requested to pull the List of Claims. She questioned check #59042 to Digital Technology Solutions for monthly network service monitoring of \$1,600 and questioned if this is a new contract. McKay replied this includes the phone service including VOIP. Nelson questioned a breakdown of this cost. McKay explained that in addition to phone bills, it includes computer protection within the office, IT work, and VOIP of \$300. In response to Nelson's question, McKay explained that \$1,300 is contract amount per month including upgrades, etc. Nelson questioned the difference of expenses from when Ed Johns performed the work. McKay reminded the board that the ransomware entered through an open port by Johns. Nelson corrected that this happened allegedly, and McKay replied that it was documented in the investigation. This new service is a guarantee that this will not happen again and there is a triple fire wall to protect our computers. McKay stated that the contract will be reviewed when due adding this was determined to be necessary after the first ransomware attack to protect our information.

Nelson requested a list of all monthly contracts, including Summit, Zumpft and others. Johns confirmed the IT contract expires April 30, 2020. Nelson questioned if this was approved and McKay speculated it was.

Yanish offered for additional questions; there were none. She offered for public comment; there was none.

M-1/19/2021-3 - Motion by Nelson, seconded by Parks, and unanimously passed to approve the Consent Calendar Item A: List of Claims in the amount of \$425,810.22 as represented by check numbers 59729 through 59836.

There was a 10-minute recess. Chris Lucas joined the meeting.

UNFINISHED BUSINESS

NEW BUSINESS

DISCUSSION ON REQUEST FROM TAHOE DOUGLAS FIRE PROTECTION DISTRICT FOR KINGSBURY GENERAL IMPROVEMENT DISTRICT TO ADDRESS EXHAUST FUMES FROM KGID'S STANDBY GENERATOR AT STATION 7 ENTERING TAHOE DOUGLAS FIRE PROTECTION DISTRICT STATION 21 (702 KINGSBURY GRADE): Garden reported in writing: *Tahoe Douglas Fire Protection District (TDFPD) has requested that the following information be brought forward for discussion.*

In June of 2019 TDF contacted me regarding diesel fumes entering their station when the standby generator was in use. This came about after KGID experienced an equipment failure on the main breaker for Station 7 resulting in the standby generator running for approximately 40 hours. At this time staff evaluated possible solutions to the issue.

Staff came up with two options.

- 1. Relocated the generator to the east side of the building to get the generator closer to S.R. 207 and closer to the predominant wind path to allow the fumes to bypass TDFPD Station 21.*
- 2. Re-route the current exhaust configuration to the east side of the building.*

Option 1 was evaluated and a preliminary rough cost estimate for all work involved to relocate the generator was \$12,000.00; \$10,000.00 for electrical costs to remove current wiring, install new conduit, and re-wire once moved and \$2,000.00 for crane fees to move the generator from its current location to the new location. Due to the location of the generator the only way to move it is with a crane. Staff did not feel this option was a viable solution as it would not guarantee to solve the problem and the costs for this work was not budgeted.

Option 2 was evaluated by leaving the generator in its current location and rerouting the exhaust around the back/north side of Station 7 to the east side of the station. Cashman Equipment assisted with this option and had their engineer team review the option. They found that the length the exhaust would need to go to outlet in an area that would possibly get it closer to S.R. 207 was too great of a distance and would create too much backpressure on the generator engine to operate properly.

When it was determined that neither option was a permanent solution I started to look into other alternatives. This work was done as time allowed as nothing was budgeted for and nothing could be done immediately without Trustee approval and the proper allocation of funds.

In a phone call with personnel of TDFPD in October of 2020 this person stated they would like something done with the exhaust fumes immediately. I discussed our previous evaluations of possible solutions and that it was still being evaluated for a solution. At this time, they stated that a member of their organization had been diagnosed with cancer and that they were stationed at Station 21. This led me to wonder if they were hinting to the fact that the said individual's diagnosis would be blamed on the exhaust from the generator at Station 7.

Garden explained that they were contacted by Tahoe Douglas in June 2019 regarding the exhaust fumes. This came about after major power outage at Station 7 when the generator ran for 40 hours. The power issue was resolved, and the schedule resumed of exercising the generator every other week during business hours. After the initial complaint was received, they researched options to address it. The two options provided in the packet are extensive at cost with no guarantee to resolve the issue. He was contacted again in October 2020 with information regarding a product they use on their personal generators, an exhaust scrubber to reduce carcinogens. Garden provided this to legal counsel for review and those emails were provided including those from the Assistant Chief and the Fire Chief. Legal counsel has opinions regarding this, and we want to be good neighbors, but we are zoned to have a generator on our property. He confirmed the costs for the exhaust scrubber to be under \$2,877 plus estimated shipping of \$100. Garden offered for the Tahoe Douglas Fire Representatives to speak and Zumpft to comment.

Vogt noted the schedule for maintenance. She also noted that the generator can run for 40 hours straight during a power failure. She questioned how often this break could occur. Garden confirmed that a break is very infrequent. The prior panel was installed in the 1960's and equipment has been recently upgraded. The lifespan of the new breaker is 15-20 years, and they don't foresee any issues. We have since stopped exercising generator every two weeks and if they run the generator, they will run it during the day and notify the fire department in advance. It has been disabled it since October, including automatic functions. If they utilize the generator, they will do in a coordinated effort until this issue is resolved.

Parks questioned the manufacturer's recommendation for testing and maintenance. Garden replied they would like to it to run under a full power load once per year and once per month at 30-60 minutes.

Yanish offered for the Tahoe Douglas Fire representatives to speak, noting retired Chief Scott Baker was present. Larry Schusell announced his presence along with Bryce Cranch Tahoe Douglas Fire Assistant Chief. Cranch thanked the board and offered to elaborate.

Schusell stated he is a resident of 367 Terrace View Drive and the Chairman of the Board of Trustees for the Fire District. He thanked the board and stated that January is Firefighter Cancer Awareness month. Firefighters develop cancer at a much higher rate than the general public and their health is always a concern. He explained that a Fire Station is a residential unit as they reside there 24 hours per day. Firefighters are unique in many ways and they regard their Fire Fighters as family; they eat together, sleep together, and work together. Their priority is to keep their families safe. If it were a family of five, with three children living next to the generator, he speculated this would be handled with more urgency noting the timing of their request. The issue is with fumes coming into the station that you can smell and is unhealthy. He questioned if KGID would expect their family to pay half or all the mitigation when they have no control over it. He agreed that we all want to be good neighbors and will continue to work together. Safety is their main priority, as he hopes is KGID's. He hopes KGID will do the right thing. Yanish thanked him for his service on their board and KGID.

Cranch reiterated Schussel's statements. He stated that he has been a firefighter for over 17 years and has worked at that station quite a bit. He explained that this happens whenever there is a power failure, and the generator is used. Quite noxious fumes come into the station making it difficult to maintain operation without being exposed. Initially they thought it was their own backup generator and incurred an expensive back up repair and modifications. The readings indicate toxic diesel fumes coming from the generator at Station 7. Geographically, the black exhaust is moving into the area behind the station and seeping into the station. This doesn't happen when it runs and happens within 5-10 minutes of operations. The fumes are not only toxic in the air, but leave soot particles that settles on beading, countertops, carpet, and furniture. This is a compounding hazardous issue. He thanked Garden and McKay for their sensitivity and reducing the use of the generator, by reducing the testing. He feels the fix is a catalytic system to filter the particles and soot to make the air safe. He added that it is good news that it is fixable and not wildly expensive. They appreciate the relationship with KGID, and time personnel has devoted to the issue. He added that the problem is very noticeable. Yanish thanked him for attending and information provided. She offered for any questions from the board.

Vogt questioned the effectiveness of the scrubber. Garden stated that his research and discussion with Cashman who services the units indicate they are great units for solving the problem versus other options.

Nelson stated that it was regretful that it took so long to come to a solution, and she is thankful for the feasible resolution. She made a motion for the recommendation action.

Parks noted that the board packet includes 15 pages of diagrams in color which is a significant waste of money. She requested that the funds not be wasted on printing in color for 15 board packets. Yanish offered for any other questions.

Yanish questioned if there are any other generators located in close proximity to other residents or customers. Garden confirmed that all generators are within residential areas, but this is the only one with this type of complaint. Garden speculated that it is because it is only separated by 52 feet and the wind path and the building sits in a bowl for the fumes to collect in that area of their building. Yanish questioned if the generator could be relocated when it is replaced. Garden explained it is possible and the engineers researched moving the generator, but the exhaust scrubber appears to be a better fiscal option with a better guarantee of action.

Yanish offered for any other questions from the trustees or public comment. There was none.

Vogt stated that she agrees for the health of the firefighters. She added that if the amount was higher, she may consider cost sharing, but this is a reasonable amount of money for a good cause.

Yanish confirmed there was no public or additional comments. She thanked them for their attendance. Cranch thanked the board. Schusell explained that the name Scott Baker referenced is actually Scott Lynden, the new Chief. Yanish welcomed him and they exited the meeting.

M-1/19/2021-4 - Motion by Nelson, seconded by Vogt, and unanimously passed to proceed with unbudgeted purchase of exhaust scrubber for \$2,877.00 plus shipping of approximately \$100.00.

DISCUSSION ON EXTENSION OF GENERAL MANAGER'S CONTRACT FOR ONE YEAR: McKay reported in writing: *I am asking for a 1-year extension of my contract with no changes to any of the language except for a 10% increase from the current wage of \$146,169.05. A 10% increase would put the wage more in line with DCLTSA and other GIDs in the area. The increase would take effect July 1st, 2021.*

Yanish noted a meeting on January 14, 2021 with Vogt and McKay regarding the succession planning. She offered for McKay to address this.

McKay stated that included is an extension of contract for one year and they could post-pone the search for a new manager to November 2021. He estimated 4-5 months to hire a manager and this would provide a three-month extension period for transition. McKay explained that the terms would include a 10% increase which represents an average including the Tahoe Douglas Sewer Authority.

Vogt stated that her parents have been ill, and one has recently passed. She stated that she is on the committee but doesn't feel she had adequate time to explore additional information. She has offered for another trustee to serve in her place as a committee member. She is not in total agreement of what was initially discussed regarding this agenda item. She prefers for McKay to overlap 1-3 months and this would have to be rushed based on the timeline of the replacement process. She apologized for being absent in mind over the past 6-7 weeks.

Parks questioned if she would like to be replaced on the committee. Vogt offered to stay on unless her personal situation deteriorates and becomes overwhelming. She can notify the board and is willing to stay on at this time. She noted that Yanish and McKay have accommodated her schedule. She questioned if her replacement would have to be voted in. Yanish answered that a subcommittee replacement would have to be an action. She commended Vogt's knowledge and previous negotiations regarding personnel issues. She added that she would like Vogt to continue but understands if she needs to be replaced.

Vogt noted that this topic is related to the sub-commission committee. She suggested reviewing these items individually. Nelson requested that Items 11 and 12 be considered together. Yanish requested guidance to proceed with the meeting. Schorr stated that he prefers to keep the agenda as is and address the items individually.

Parks questioned the rationale of a 10% increase in the contract. McKay explained that it is justified based on his expertise as compared to managers at other districts. Parks noted he would be making \$160K which is above all other managers, including Round Hill which wasn't included. She added this salary seems exorbitant and she doesn't support it.

Yanish questioned the increase in wages compared to the current contract at 3%, 6%, 3% and 3% which was in line of increases for the rest of the staff. He explained that it ended up being less than the rest of the staff over the last year and a half. Yanish offered for any other questions.

Nelson questioned why a transition will take 18 months. McKay explained that if the contract is extended, the search would commence in November, with someone to take over starting approximately in April/May. Nelson questioned if the board was of a mind to start the transition now and questioned this. McKay stated that he felt he had the right to offer an extension. Nelson agreed.

In response to Nelson's question, McKay answered that he gets 5 weeks paid time off per year. He has 480 hours of sick leave and approximately 4 weeks of vacation. Parks noted this is 4 months combined.

Vogt stated we cannot compare Round Hill GID and KGID as KGID has more responsibility and higher financial matters. She may not support a 10% increase but may support some increase. Vogt confirmed that services provided include the Sewer Authority. She confirmed that McKay doesn't have any less authority compared to the Manager of the Sewer Authority. She noted that she isn't aware of the custom of comparing salary to expenses and added she may be agreeable to a smaller raise. She feels that comparing companies should lean towards the Sewer Authority responsibilities. She recommended 5% to be inline with the Sewer Authority.

Parks argued that the Sewer Authority runs the GID's for the whole area. Vogt explained that KGID is water, sewer, and snow removal. Vogt doesn't feel the Sewer Authority manager should make that much more than a KGID manager. Parks stated that the contract extension needs to be discussed and questioned why didn't start advertising immediately. McKay reminded the board that he explained at the last meeting that the job description has to be improved before advertising. Parks argued that his job description has been fine for 15 years. McKay explained that there was some discrepancy and discussion. It has to be approved for changes.

Yanish stated that she didn't feel the board decided to not extend McKay's contract. She commended McKay for his transparency regarding his upcoming retirement. She noted that we should work with him as he is willing to work for us during a transition. She clarified that she does not support terminating his contract as he is a capable manager for the District. She supports keeping McKay and extending the contract if he is willing to work for an

additional year. She noted the audit of similar jobs and pay rates, and the prior pay raise schedule. She agreed to an increase based on prior amounts and cost of living. She offered for any other comments.

Nelson stated that she made clear reasons of why she doesn't feel McKay should be provided an extension. She noted 12 or 13 points of why she felt he wasn't fully functioning as a General Manager should function. She noted that the time to make a break is now. She referred to the prior minutes where the board directed the committee to start looking at the transition, by having a meeting in early January to update the job description and start commencing a succession plan.

Yanish explained that they looked at the time frames and fact-finding regarding McKay's intentions to report to the board for discussion. She argued that McKay is competent, has done a good job and is needed during a transition. She noted the expiration of June and the timing would be detrimental to the district.

Nelson noted that the succession committee commenced in October or November and the committee isn't moving along quick enough. Yanish commented that the committee wasn't given a deadline for recruitment. Conversations with McKay originally indicated retirement in December 2022, which has now been reduced. She noted it is up to the board to make changes. He is continuing to work which is good for the district and demonstrates good intentions. She suggested using the revised end date to determine recruitment, job description revision, training and determining a time frame that way.

Vogt would like to see someone hired by June with a 1-3 months overlap time for McKay. She confirmed that five months is adequate time to find someone, adding that she is not particularly familiar with the process. She noted the difficult decision regarding an adequate training period versus paying two managers. She reiterated her proposed schedule. Nelson agreed with her comments.

McKay suggested moving the advertising February 1, to close March 1. Parks questioned posting as soon as tomorrow.

Yanish noted that McKay brought it to the board's attention that he intended to retire and questioned if he hadn't, would his contract be considered for extension. Yanish questioned how many contracts he has had through the years and McKay estimated four contract renewals, as the original was in 2008 for 3 years. Yanish noted that the concept of the timeframe and Vogt's concerns of overlap of paying two managers simultaneously for too long. She noted Nelson's dissatisfaction of McKay's performance. Yanish noted that she would like work with McKay's timeframe which she feels would be too much time for advertising. Yanish noted Parks request to advertise tomorrow, which Yanish wasn't sure is feasible. She offered for Schorr's comments. Yanish offered for any comments regarding her interpretations of trustee's concerns.

Schorr stated that he feels employees at KGID have good attributes and areas with poor performance. He believes there should be an effort to maintain an employee under good terms. He would like an extension of contract with McKay, noting the trustee's concerns. He suggested a one-year calendar year extension and noted McKay's extension request is to provide for succession planning. Regarding wages, Schorr stated it's myopic to say he's underpaid without including health insurance, paid time off, paid retirement and vehicle benefits. There are more than wages to be compared. He reiterated his recommendation for an extension to the end of this year with a moderate increase in the form of a bonus contingent on hiring a new General Manager. He would like the contract to include the succession timing, including advertising and interviews. He felt this is a compromise of the trustee's preferences.

McKay stated that he would like to withdraw his request to extend his contract.

Yanish questioned if a six-month extension would work within his time frames. She confirmed his departure would be on June 30, 2020.

Parks explained that she doesn't want McKay to leave tomorrow and she wanted the process to commence. She added that Garden is capable of training the new manager just as Runtzel trained McKay when he was hired. She acknowledged his knowledge and years of service. Parks added that the staff and crew are trained well, and she isn't concerned with passing down knowledge.

McKay confirmed he is withdrawing his request. He stated that he would post the position as soon as possible with closing March 1 with selection of the interview committee to be determined at the February meeting. He will move calendar items up one month to hopefully bring in a new manager on June 1, 2020.

Yanish apologized and stated that they are losing a big asset to the district which is not in their best interest. She speculated that maybe McKay is withdrawing his request as he feels he doesn't have board support and McKay concurred. McKay thanked her for the comments. She stated that we are losing a huge asset and a huge opportunity to stabilize the district and have a succession plan established. She noted the upcoming deadline.

Noting McKay's withdrawal of the request, she confirmed there will be no action taken on Item 11.

Hancock requested public comment and Zumpft recommended public comment be taken. Nelson requested for those who wish to make public comment to identify themselves so that they may be called on individually. Marilynn Spencer also stated she would like to make public comment. There were no others.

Nelson offered for Hancock to speak for three minutes.

Hancock thanked McKay for withdrawing his suggestion to extend his contract. He stated to Yanish that by extending the contract, the district will not be in any better position. He noted the board has had five years to approach this situation. He requested the board review this item over a year ago and they chose not to. He feels McKay is wise for withdrawing his request for extension. He questioned how the Nevada Commission of Ethics would respond to this board's questionable behavior by signing a contract that was modified by McKay with 47 changes: 24 additions and 23 deletions. The contract that was approved by this board was signed by a previous Chair. Instead of disciplining him at the meeting on October 15, 2019, they basically rewarded McKay by increasing his wage and vacation to 5 weeks. The members of the board that continually sing McKay's praises, and total disregard of numerous infractions that he has committed. He thanked Yanish for her time and she thanked him for his comments.

Marilynn Spencer agreed with Sandy Parks' comment that the advertising should commence as soon as possible as the board has had time to consider this. McKay's retirement has been known. She added that housing is limited which may be a consideration for a candidate. The board needs ample time to advertise, interview and train a replacement. Patty Paige wanted to speak but didn't unmute in time. She thanked Yanish for her time and Yanish thanked her for her comments.

Yanish offered for Paige to speak. She provided additional time and offered for any other public comments with extended time.

Pat Miller stated to McKay that he is doing the right thing. Yanish thanked her for her comments and provided additional time for any other comments.

Parks questioned the platform outreach for job advertising. McKay explained there will be ads in the local paper, Reno, Indeed, APWA, and AWA, and National Rural Water. She questioned if there is local NV or CA targets. McKay explained that these are national and are reviewed locally. Parks questioned if they could target the west coast and McKay explained it is difficult.

Patti Page stated she concurred with Hancock, Spencer and Miller and she agrees with advertising soon to find a replacement. She stated that McKay is doing the right thing as there are very many angry rate payers and it's time to make a change. She thanked the board and Yanish thanked her for her comments.

Yanish offered for any other comments.

Hancock reiterated that he is willing to help this board interview and select a new manager. He stated he has number experience in hiring and firing people as he was a Vice President of Parsons International and ran a billion-dollar project. He added that Dave Braddick also offered to assist the board and he was owner, creator,

CEO and Chairman of Broadoak Energy which he sold for \$1 Billion five years ago, adding that he also has experience. Hancock stated they are not intimidated by a General Manager and offered to help this board twice which has been provided in writing. He stated the board has refused to accept their offer and he would like it provided to the public. He stated that they can have someone on board by June 1, which would provide ample 30 days transition period. He doesn't feel it will be a difficult process to replace McKay. Yanish thanked Hancock and offered for board comments or public comment.

Nelson commented that she would often respond on behalf of the board last year and she noted she replied to Hancock with possibility. She noted the board doesn't have extensive hiring experience and suggested utilizing outside expertise in addition to Garden and McKay's recommendations. Hancock agreed.

Parks questioned the status of the succession committee.

Yanish offered last call on any other comments before transitioning to the next item; there were none. She thanked Zumpft for his advisement regarding public comment.

DISCUSSION ON KGID SUCCESSION PLAN WITH SUCCESSION PLAN SUBCOMMITTEE INCLUDING (A). APPROVAL OF REVISED GENERAL MANAGER JOB DESCRIPTION; (B). POSSIBLE WAGE RANGE OF A NEW GENERAL MANAGER, AND (C). POSSIBLE REPLACEMENT OF ONE MEMBER OF THIS COMMITTEE – McKay reported in writing: *Darya, Natalie and I met to discuss the above action items. The wage range must be determined by the Board. I have included a wage comparison of the neighboring GIDs for your reference. I would suggest a starting wage range of between \$120,000 and \$140,000 depending on experience.*

Yanish offered for discussion regarding the committee members and possible replacements. Nelson questioned if three members on the committee would violate open meeting laws. Yanish deferred to Zumpft. Zumpft stated that the sub-committee is not subject to the Open Meeting Law and members are fungible and can be replaced as long as they never exceed two. McKay cautioned that the member leaving may not discuss topics with the new member, which would result in a quorum. Zumpft agreed.

Parks requested clarification since minutes are provided. Yanish explained that the committee is fact finding, no decisions are made and there isn't a quorum with two members. They report back to the board as a sub-committee. Parks restated the question. Yanish provided an example of three separate conversations violating Open Meeting Law or particularly Vogt contacting her replacement with intent. She advised that all discussion should be held during the public meeting.

Parks questioned if the interviews for the General Manager would be held in open meetings. Yanish explained that the interview committee could be tasked to review applications and report back to the board. The final interviews for finalists would be conducted in an open meeting.

McKay confirmed the interviews would be conducted in an open meeting. He explained that the committee will be made up of trustees only for the finalist as confidential personal information will be provided for review. The initial selection of the finalist would have to be made up of two board members, along with McKay and any other employees of KGID. If the employee attends a meeting for an interview, their information will be public which will need to be considered on behalf of the applicants.

Parks suggested as many board members are involved as possible due to the importance of this issue.

Zumpft indicated that he will research an OML issue and report back to the board. If the sub-committee makes recommendations, then the sub-committee has to schedule open meetings. Yanish stated that she sat on a committee for Douglas County and noted fact-finding is ok. She deferred to Zumpft for his expertise. He will report back regarding the committee making recommendations.

In response to Page's request for comment, Yanish advised that she open public comment shortly.

Yanish requested confirmation regarding Vogt's interest to continue on the sub-committee given the new timeline. McKay advised that there will be one or two more meetings as the interview selection committee will take over. He offered for her to stay on for now. Vogt questioned if she could have a substitute later, if needed. Yanish cautioned that a substitute may not be permitted and offered to work around her schedule. She added that anyone could resign from a sub-committee.

Nelson questioned if the board could be involved by noticing the meetings. McKay stated this may need to be reviewed by Zumpft and PoolPac. He advised that the board be prepared for various meetings and times based on candidate's availability. He added the confidential information to be possibly presented would determine if there would be an open meeting.

Yanish stated that her experience is the finalists are in vetted the public forum with redaction of information. She is fine having the entire board present adding there would be added work for the staff to notice the meetings and be present.

Nelson suggested it would be easier if the entire board were involved if someone cannot attend. Yanish questioned if more information is needed from PoolPac and requested guidelines for the Open Meeting Law. McKay offered to request information from Stacy and forward the information to the board and Zumpft. He speculated she will have the information they need as they provided services for GID's in the past. Yanish clarified this information will be agendized.

Vogt offered to do her best to stay on the committee. Yanish and McKay thanked her for her time and valuable assistance.

Yanish noted there will be no action on Item C.

Yanish noted that the General Manager job description was provided. The wage range advertising needs to be determined, based on job experience. McKay stated he needs both items in order to advertise properly. He suggested a wage range to be included depending on qualifications, which provides flexibility upon selection. He feels the job description provided is accurate. Tasks for previous Business Manager have been split between Brewer, Garden and Manager's position. He offered for questions.

Schorr questioned licensing requirements or other water credentials. McKay stated this will depend on qualifications, water treatment, water distribution and wastewater certifications depending on degrees and licenses. He noted the wage range would cover this. Schorr confirmed it will be listed on the job descriptions. McKay explained that Garden holds the necessary credentials and if he leaves, they would be required by another person or there would be a compliance issue. Nelson suggested these items be included as recommendations and McKay agreed. He suggested Grade III Treatment Distribution and Grade I or II Sewer Wastewater Collections.

Nelson questioned the requirements on Page 3 of the job description "to gain cooperation through discussion and persuasion" which she feels is unusual. She offered for Zumpft to suggest alternate wording. McKay offered to remove the statement. She also noted other job requirements which she suggested should include going to job sites. McKay agreed.

Amy confirmed for the minutes that Garden holds necessary licenses under his current position and a new Manager would not be required to hold those licenses. McKay concurred and added that the additional licenses would be preferred.

Parks confirmed that the board has discretion to approve the job description or contract for the new manager. McKay explained that the board will enter into negotiations with the finalists. Once an offer of employment is made, the starting salary will be determined. If an agreement is not made, the next applicant will have to be considered until a manager is secured. He suggested the annual salary be a range of \$130K-\$160K and hopefully an agreement will be reached in the middle.

Parks clarified that she may want the General Manager's job description to be modified. McKay confirmed the new GM will be able to make these recommendations and there is a list of duties required which may be negotiated.

He stated the board can approve the job description with the noted changes. He suggested the board consider a salary range based on his report of nearby GID wages. Yanish suggested making an appealing wage that is not too broad. Nelson suggested \$125K-\$150K and Vogt agreed.

Yanish questioned if this range is reasonable. McKay suggested \$125K-\$160K and noted the board has the final decision of the actual offer. The application process includes expected wage salary. Nelson appreciated the input and agreed. Vogt agreed, noting the perfect candidate may require the higher range. Yanish offered for any other comments on the wage range.

Yanish noted there are two items with consensus and offered for a recommended action. Nelson made a motion to approve the General Manager's Job Description, with changes noted. Vogt seconded.

Yanish offered for further discussion by Trustees. She offered for public comment and welcomed Page.

Page questioned why a subcommittee is needed for fact finding and suggested special meetings, if necessary. She stated this would speed up the process. She noted the need of personnel confidentiality which can be directed by Zumpft. She restated that she doesn't feel a sub-committee is needed someone could be in line within a month or two. Yanish thanked her for the comments and offered for any other public comment. Page corrected that she felt this is a question. Yanish appreciated her comments and replied that she doesn't know if they have an answer, but her comments are noted in the record.

Hancock stated that there is no new timeline as the board knew McKay's contract would be expiring for over five years. He also advised the board in January 2020 that they should proceed with seeking a replacement. He noted that if Vogt has concerns about her abilities to serve on this committee, she should resign now and she should be replaced. He empathized with her situation. He noted that timing is of the essence and again volunteered his time to serve on this committee. He indicated Sandi Braddick has also informed him of her offer to help serve on this committee, noting she was a CFO of a corporation in Texas. He noted there are ample people with long resumes available to assist. He reiterated that if Vogt feels she cannot serve, she should resign now, and the board should nominate someone else. Yanish thanked him for his comments.

Yanish offered for any other public comments and provided additional time for anyone to unmute.

M-1/19/2021-5 - Motion by Nelson, seconded by Vogt, and unanimously passed to approve the General Manager's job description with the changes noted including physical requirements, removing the line about persuasion and recommended licenses.

Yanish questioned if there is a motion on a possible wage range. Nelson questioned what the succession plan committee will accomplish in the time frame before the interview selection committee. Yanish explained they were querying the timing of McKay's departure and his suggestions on overlap and recruitment of a new General Manager, as directed by the board. Now that there is a new timeframe, she feels it would be good for the committee to review today's meeting and timeframe to solidify dates. Nelson questioned if the job description will be finalized for the posting. Yanish confirmed she is referring to the advertisement and not the job description previously approved. She deferred to McKay and Zumpft for requirement of the board to approve the advertisement. McKay explained that a brief job description is advertised, and a full description is available upon request.

Nelson confirmed that his suggested verbiage will be utilized, and McKay offered to elaborate if needed. He noted most applications will be received online and they can request a copy of the job description which reduces publishing costs. Yanish suggested including the job description on the KGID website and McKay agreed.

Yanish noted for the interview committee that many applications will be received, resulting in extra work for the committee to review. She noted that public meetings may be unlikely for each candidate due to personal information and direction will be needed from counsel and McKay. She stated that the board tasked the sub-committee to discuss the timeframes to report back. This will be included with Zumpft and McKay's findings regarding public meetings. She questioned if that is the board's request.

Nelson suggested that the sub-committee can terminate after the advertisement is placed on February 15, 2021. The interview committee can be selected at that time and she anticipated applications to be received beginning March 1, 2021. She suggested a Special Meeting, if necessary. McKay added that the February 16, 2021 meeting will include selection of the interview committee. Applications will be forwarded to the committee. He will have more information at this time. Nelson questioned if the general applicant information can be discussed referring to applicant A or B. McKay stated that the application information may still be made available.

Yanish speculated that the board and staff will be fielding calls regarding this position. McKay stated that previous job postings result in a range of applications, many unqualified. Some have to establish job search efforts.

Yanish stated that the timeframe, interview committee, interview questions and rubric should be established prior to posting the job advertisement. McKay stated the application advertisement will include notice of interview questions from the public.

Yanish requested clarification of the wage range. Nelson made a motion. There was no further trustee discussion.

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

M-1/19/2021-6 - Motion by Nelson, seconded by Vogt, and unanimously passed to approve the wage range offering for a General Manager of \$125K - \$160K.

OTHER REPORTS – There were no other reports.

PUBLIC COMMENT – Hancock thanked Nelson for the great job as Chairman. He admitted he was antagonistic at times and commended her handling. He added that he hopes Yanish does a great job as well. Yanish thanked him for his comments and participation.

Nelson noted that she has not signed any minutes and questioned if that is a requirement. McKay stated it is a requirement and offered to get that done. It was determined that the minutes were not signed by Nelson or Parks all year. He suggested they get signed when checks are signed.

Parks confirmed with McKay that the advertisement will go out next week. Yanish offered for any other public comment or comment from the Trustees.

Yanish stated that it was unfortunate that a better conclusion couldn't be reached regarding McKay's contract. She feels he has been an asset to the district for many years and she noted he wants a smooth transition even though he feels the board is not in support of him. She stated that is admirable and added that he is appreciated. McKay thanked her for the comments. She stated that it is unfortunate that it turned contentious and resulted in the timeframe.

There was no other public comment.

ADJOURNMENT

M-1/19/2021-8 - Motion by Parks, seconded by Nelson, and unanimously passed to adjourn the meeting at 7:39 p.m.

Respectfully submitted,

Natalie Yanish, Chairman

Attest:

Darya Vogt, Secretary