

**MINUTES OF THE REGULAR MEETING OF THE  
KINGSBURY GENERAL IMPROVEMENT DISTRICT BOARD OF TRUSTEES  
TUESDAY, JANUARY 25, 2022**

**CALL TO ORDER** - The meeting was called to order at the Kingsbury General Improvement District office located at 255 Kingsbury Grade, Stateline, Nevada at 5:00 pm by Natalie Yanish.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL** – In attendance were Trustees Yanish, Vogt, Parks, Schorr and Nelson. Also present were General Manager Mitch Dion, Operations Superintendent Brandon Garden, HR and Administration Supervisor Judy Brewer, General Counsel Chuck Zumpft, Matt Van Dyne and Steffi Gavin of Farr West Engineering. Public present included Devin Cartwright, Bryan Gant (consultant) and Melissa Chandler from the Nevada Department of Transportation.

**PUBLIC COMMENT** – There was no public comment.

**APPROVAL OF AGENDA** – Dion noted NDOT representatives present to discuss Item 9. Yanish suggested moving this item before Item 8.

**M-1/25/2022-1** - Motion by Park, seconded by Nelson, and unanimously passed to approve the agenda, as amended to address Item 9 before Item 8.

**APPROVAL OF MINUTES** –

**M-1/25/2022-2** - Motion by Nelson, seconded by Parks, and unanimously passed to approve Regular Meeting Minutes dated December 21, 2021.

**APPROVAL OF CONSENT CALENDAR** – Parks requested to pull Item A. Schorr requested to pull Items A and C.

**M-1/25/2022-3** - Motion by Nelson, seconded by Parks, and unanimously passed to approve the Consent Calendar Item B: Task Order #53 – Amendment Number Two for Engineering Services of 2021 Water and Road Improvement Project.

Regarding Item A, Parks verified that petty cash expenses and reimbursement are tracked in the office. She also questioned the expense to Sierra Environmental for water quality monitor, and Dion explained this is an ongoing monthly expense as some of the testing is done weekly.

Schorr noted the annual cloud subscriptions questioned review of IT costs for overlapping expenses. Dion explained they are currently reviewing software usage and evaluating best tools to perhaps consolidate and reduce expenses.

**M-1/25/2022-4** - Motion by Schorr, seconded by Parks, and unanimously passed to approve the Consent Calendar Item A: List of Claims in the amount of \$500,092.19 as represented by check numbers 61096 through 61222.

Regarding Item C, Schorr questioned if an engineer is common for a sealing project and if the vendor should provide the service without requiring an engineer. Dion explained the engineer uses results from pavement management system (MicroPaver) to determine treatments and necessary repairs then prepares technical specs. He noted that the vendors typically don't have engineering capacity and bidding specifications must provide that definitive information. This ensures the bids are based on the same information and this process protects the district.

Parks inquired on the number of hours needs for various tasks. Van Dyne explained that the large number of office work is related to permits with TRPA, NDOT, etc. Relating to inspection, he explained that they estimate three weeks or fifteen construction days for the billing, which will only be billed as used.

**M-1/25/2022-5** - Motion by Schorr, seconded by Nelson, and unanimously passed to approve the Consent Calendar Item C: Task Order #58 – Engineering Services of 2022 Roadway Sealing Project.

**NEW BUSINESS**

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

**PRESENTATION OF NDOT PLANS AND PROJECTS:** Representatives from the Nevada Department of Transportation provided a presentation regarding the Highway 50 Corridor Management Plan. Melissa Chandler explained the study purpose and process seeking collaboration from stakeholders. She explained how the needs will be reviewed and balanced to determined solutions. The goals and the steps of their plan were discussed. She noted the various agencies included in the study and concerns.

The board noted various issues including a needed chain control check area on Spooner Summit and parking at Zephyr Cove.

Yanish commented that her experience using the transportation left people stranded and disconnected from the beaches. Devin Cartwright noted upcoming projects including a signal at Warrior Way and Highway 50, a new

entrance into Zephyr Cove Beach eliminating parking on Highway 50 and pedestrian sidewalks from downtown to Kahle and connection to the trail system to improve safety and connectivity of the multi-modal stations.

The board inquired about storm water maintenance regarding sediment collection. Yanish questioned the approach to NDOT regarding future use change of the Operations Yard and Cartwright suggested scheduling a meeting to discuss this in detail.

**FOR POSSIBLE ACTION:**

**ORGANIZATION OF THE BOARD OF TRUSTEES AND THE ELECTION OF OFFICERS:** Parks offered to serve as Chair. Nelson offered to serve as Vice Chair. Schorr indicated he would be willing to stand as Secretary Treasurer.

The responsibilities for the key positions were reviewed and discussed.

**M-1/25/2022-6** - Motion by Vogt, seconded by Nelson, and unanimously passed to elect Sandra Parks as 2021 Chair, Jodie Nelson as Vice-Chair and Craig Schorr as Secretary-Treasurer.

Parks continued the meeting as Chair. Patti Page offered her support to the Trustees, as elected.

**RECOGNITION AND MEMORIAL OF ROBERT (BOB) COOK:** The Board discussed options for acknowledging Mr. Cook for his service to KGID. Vogt stated that he was recognized at the Sewer Authority via commentary and a moment of silence. The Trustees commended his service among KGID and many other boards. Parks confirmed a Trustee will speak at his service this summer.

Yanish read the following comments into the record:

Letter from W. R. (Billy) Hayes, C.P.A., M.B.A. - "Bob Cook was truly a treasure in our community. He spent countless hours working on projects and local boards to create improvements for our area. Bob never bragged about his service, because he was always busy reviewing the decisions to be made, or actions to be taken. It was a pleasure to know Bob Cook."

Letter from Larry Schussel - "Just about everyone that lived in the Tahoe Township for any amount of time knew Bob or had heard of Bob Cook. Bob started as a firefighter for Tahoe Douglas before moving on to be a UPS driver. Everyone on the East shore of Lake Tahoe knew Bob as the guy who delivered their packages. He spent time serving on various boards and worked with many agencies in Douglas County, from Kingsbury General Improvement district, the Tahoe Douglas Fire Protection District, Douglas County Senior Center, the Zephyr Cove kids ski program and many more. His focus was always the community. He cared for it deeply and worked tirelessly to make improvements in our community and for its residents. Always quick to share a story or give background information to clarify the history behind a decision or change. Bob knew it all. He always wanted to do the right thing. I worked with Bob on many projects, and he will be truly missed."

Communication from Brett Barrett, Esq. - "I am deeply sorry to learn of Bob's passing. I have the highest respect for him and the 21 years of service he gave the district as a trustee. His institutional knowledge and experience played a vital role in the success of the district. He will be dearly missed but left us all his legacy and fond memories. My thoughts and prayers are with his family in the hopes they can find some peace in his passing."

Patti Page commended his service and stated she supports a Trustee speaking at the service. Dion stated that direction or concurrence should be required from the Board if there will be a speaker on behalf of the district.

No action was taken.

**DISTRICT MERIT COMPENSATION PLAN:** Dion provided a report in writing. He explained that they would like to offer a cash award for employees that perform above and beyond, and a merit program such as proposed should be adopted. The board discussed the merit system and determination of award.

Yanish questioned if this is within HR compliance with the state to compensate employees. Brewer stated the policy approval should be acceptable. Dion explained this has subjective evaluations but is restricted based on criteria provided so it does not become normal compensation (subject to PERS) or an expectation by employees.

Patti Page questioned if employees receive Christmas Bonuses and Dion confirmed they do not. Yanish noted that a paid day off is provided in lieu of a Christmas party. Page commented that District employees are well paid, and it is their duty to do over and above their jobs and that Round Hill GID offers a Christmas Bonus as recognition.

Vogt provided background and that she requested this item be brought to the board for consideration.

**M-1/25/2022-7** - Motion by Vogt, seconded by Schorr, and unanimously passed to pass the Merit Compensation Plan

**SURPLUS VEHICLE DISPOSAL:** Garden provided a report in writing. He explained that there are two vehicles to be disposed: an old utility vehicle that has not been used and the street sweeper with an inoperable engine. An auction is utilized because it appears to generate the most funds.

In response to an inquiry, Dion responded that the formal process of declaring surplus is to notify the Board and public that these items will be removed from the books.

**M-1/25/2022-8** - Motion by Vogt, seconded by Nelson, and unanimously passed to authorize the General Manager to dispose of surplus vehicles, Truck 0302, and Truck 1122.

**ADDENDUM TO GENERAL MANAGER CONTRACT:** Brewer provided a report in writing along with the Addendum to Employment Agreement. Zumpft explained that the laws changed in 2009 requiring employees pay their share and prior agreements were grandfathered in. He noted the required contract changes and provisions affected. The law requires the district require the employee pays half and the district pay half; therefore, changes to the contract are required to amend Dion's salary to remedy this with the intent and stipulation of his contract.

The board confirmed the changes in detail in addition to the calculations.

**M-1/25/2022-9** - Motion by Nelson, seconded by Vogt, and unanimously passed to modify the General Manager's contract related provisions regarding retirement contributions and compensation in conformance with the provisions of NRS and that these revisions be paid retroactively to commencement of contract period.

**REVISED 2022 BOARD MEETING SCHEDULE:** Brewer explained the proposed schedule is amended to adjust meetings scheduled too close to holidays.

**M-1/25/2022-10** - Motion by Yanish, seconded by Nelson and passed to accept the Revised 2022 Board Meeting Schedule.

**BOARD REPORTS** – None.

**STAFF REPORTS** -

**GENERAL MANAGER'S REPORT** – Dion noted that Lahontan approved the testing program for the Tahoe Keys Weed Abatement including the use of herbicides. Yanish recommended participation in the TRPA meeting tomorrow. Dion stated that he will be speaking at the meeting. Parks suggested testing for the herbicides in our water intake and Dion confirmed that water conditions and protections will be reviewed.

**UTILITY OPERATIONS SUPERINTENDENT'S REPORT** – Vogt requested explanation regarding Chimney Rock intersection at Highway 207. Garden explained the problem was a storm drain problem resulting from a combination of NDOT and District plowed snow and ice. The trouble is the drain in the NDOT right of way and they are scheduled to have a crew address that by the end of this week. He confirmed there were no accidents reported to KGID. In addition, the ice dam was a result of driving over snow before it was plowed. The Board discussed possible NDOT liability for any damages during snow removal in their right of way.

**ADMINISTRATIVE AND HUMAN RESOURCES REPORT** – There were no questions.

**ATTORNEY'S REPORT** – Zumpft stated that he is working with Dion on contracts and the long term issue of addressing retaining walls.

**ENGINEER'S REPORT** – Van Dyne introduced Steffi Gavin who is advancing within Farr West Engineering and indicated she will be more involved in projects at the district. He noted the 2021 sealing project and Tahoe Beach Club will result in a busy summer.

**CORRESPONDENCE** – Nelson noted the letter from Mr. Grey. Garden explained that on Gary Lane the ordinance states when the district has a service valve that is the termination point, and the other side is the homeowner's responsibility. They have been advised to replace the whole line. The recent leak would not provide water to the properties and had to be shut off. He stated, there were quite a few out of area owners that have tenants unhappy that they don't have water. The owners do want to pay to replace the line. Dion stated the issue is in a location that was repaired last summer, and the trench was backfilled with rock. The contractor had not repaired the line at this time but an alternative means was providing water for their use.

Dion noted Department of Taxation letter regarding review of the out tax year assessment.

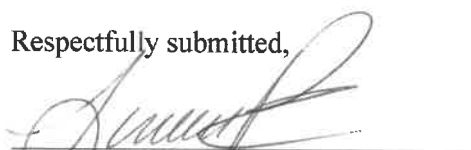
**UNFINISHED BUSINESS**

**FINAL PUBLIC COMMENT** – There was none.


**ADJOURNMENT**

**M-1/25/2022-11** - Motion by Yanish, seconded by Nelson, and unanimously passed to adjourn the meeting at 7:41 p.m.

Respectfully submitted,

  
Sandra Parks, Chair

Attest:

  
Craig Schorr, Secretary

