

**MINUTES OF THE REGULAR MEETING OF THE
KINGSBURY GENERAL IMPROVEMENT DISTRICT BOARD OF TRUSTEES TUESDAY
AUGUST 19, 2025**

CALL TO ORDER - The meeting was called to order at the Kingsbury General Improvement District office located at 160 Pine Ridge, Stateline, Nevada at 5:03 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL – Trustees in attendance were Trustees Parks, Johns, and Trigg. Nelson and Felton were in attendance by Zoom. Staff present were General Manager Derek Dornbrook, Administration and Human Resource Supervisor Judy Brewer, Utility Operations superintendent Joe Esenarro, Accountant II Brandy Johns, and General Counsel Chuck Zumpft. Public attendees included Tahoe Douglas Fire Chief Steve Prather, Cathy Stramat, Lopez Snow Removal Jaime and Sarah Lopez, Manchester Snow Removal Charlena Manchester, Jason Torres, and Rodney Von Ahsen.

PUBLIC COMMENT –

Cathy Stramat (298 Andria Drive):

Addressed concerns regarding the drain in front of her residence, noting it has been a long-standing issue. She suggested installing a new cement apron at the opening of the drain to improve water flow downhill.

Jaime and Sarah Lopez (Lopez Snow Removal):

Introduced themselves to the Board.

APPROVAL OF AGENDA – There were no questions.

M-08/19/2025-1 – Motion by Johns, seconded by Trigg, and unanimously passed to approve the agenda.

APPROVAL OF MINUTES – The minutes of the June 17 and July 15, 2025 board meeting were reviewed. Felton mentioned that the minutes should be reviewed for errors before approval.

M-08/19/2025-2 – Motion by Johns, seconded by Trigg, and unanimously passed to approve the June 17 and July 15, 2025 board meeting minutes with corrections.

NEW BUSINESS FOR POSSIBLE ACTION:

LIST OF CLAIMS – There was no public comment.

Parks and Trigg questioned several payment receipts.

M-08/19/2025-3 – Motion by Trigg, seconded by Parks, and unanimously passed to approve the list of claims as is.

REGARDING SHARED VEHICLE STORAGE FACILITY AND COST-SHARING AGREEMENT WITH TAHOE DOUGLAS FIRE PROTECTION DISTRICT: There was no public comment.

A discussion with Tahoe Douglas Fire Chief Steve Prather regarding the joint vehicle storage facility project, including determining square footage allocation, cost sharing and obtaining bids for a 10,000 square foot metal structure.

M-08/19/2025-4 – Motion by Johns, seconded by Trigg, and unanimously passed to authorize the General Manager to pursue a joint venture with Tahoe Douglas Fire Protection District (TDFPD) for the development of a shared storage facility.

DIRECTION REGARDING EVALUATION AND SELECTION PROCESS FOR SNOW REMOVAL SERVICES

PROPOSAL: Lopez Snow Removal and Manchester Enterprises asked several questions regarding the RFP in advance of their submission on August 20, 2025.

The District issued an RFP for Snow Removal Services, with a submission deadline of **August 20, 2025**. The Board discussed the process for moving forward with the opening of RFP submissions. A **public opening of the sealed proposals** was scheduled for **August 21, 2025, at 10:00 a.m.** to open and read the proposals

M-08/19/2025-5 – Motion by Trustee Trigg, seconded by Trustee Johns, to authorize evaluation of contractors responding to the current Snow Removal Services RFP. The motion was unanimously approved.

Additionally, staff recommended adoption of the **KGID Snow Removal Services – Proposal Evaluation Matrix** as the methodology for contractor selection.

ADOPTION OF RESOLUTION 2025-1 AUTHORIZING SUBMISSION OF LOAN APPLICATION TO THE NEVADA DIVISION OF ENVIRONMENTAL PROTECTION (NDEP) FOR THE WATERMAIN REPLACEMENT PROJECTS:

There was no public comment.

The Board discussed the requirement from the **Nevada Division of Environmental Protection (NDEP)** that a completed loan application must be submitted in order to qualify for financing under the **Drinking Water State Revolving Fund (DWSRF) program**. The exact timing of the application submission has not yet been determined.

M-08/19/2025-6– Motion by Felton, seconded by Parks, and unanimously passed to adopt the resolution as submitted.

FINANCIAL POSITION, OUTLOOK, AND CONSIDERATION OF RATE ADJUSTMENTS: - There was no public comment

The Board discussed the need for a rate study and the possibility of rate increases to address the financial concerns of the District. A special meeting in October will be scheduled to further review the District's financial situation and consider potential rate adjustments. Additionally, the Board approved an updated Master Service Agreement with Dowl Engineering.

M-08/19/2025-7– Motion by Johns, seconded by Felton, and unanimously passed to authorize a task order with Dowl, the District's contracted engineering firm, to complete a formal utility rate study.

APPROVE DOWL TASK ORDER NO. 70 FOR RATE STUDY: - There was no public comment

A discussion of Task Order No. 70, under the existing Master Services Agreement with Dowl, LLC, was discussed.

M-08/19/2025-8– Motion by Felton, seconded by Johns, and unanimously passed to approve Task Order No. 70 with Dowl for \$60,000 to complete a Utility Rate Analysis for KGID's water and sewer utilities, and to authorize the General Manager to execute all associated documents.

CONSIDERATION OF AN UPDATED MASTER SERVICES AGREEMENT WITH DOWL FOR PROFESSIONAL SERVICES. - There was no public comment.

The District has maintained a Master Services Agreement (MSA) with Dowl Engineering since 2009. The current proposal updates the MSA to reflect current best practices, standards, and District needs.

M-08/19/2025-9– Motion by Johns, seconded by Parks, and unanimously passed to approve an updated master service agreement with Dowl Engineering.

DISCUSSION AND DIRECTION REGARDING ALTERNATIVES TO THE MARKET STREET LIFT STATION, INCLUDING POTENTIAL ELIMINATION AND DIRECT GRAVITY DISCHARGE TO DCLTSA WWRF. - There was no public comment.

The Board discussed options for addressing the deficiencies at the Market Street lift station. The District recommended conducting a feasibility study to explore two main alternatives:

- A direct gravity flow system
- A pump station upgrade

Trustee Nelson noted that utilizing the sewer authority's facilities would result in additional charges.

This item has been tabled until September 2025.

HEALTH SAVINGS ACCOUNTS (HSA) OF EMPLOYEES BASED UPON BY THE PUBLIC EMPLOYEES' BENEFITS PROGRAM (PEBP) FOR FISCAL YEAR 2025-2026. - There was no public comment

The board discussed HSA contributions and insurance plans, comparing the district's current plan to the union plan and state plan options. It was noted that exempt employees are required to pay more out-of-pocket than union employees.

This item has been tabled until September 2025.

ATTORNEY REPORT

Discussed a memo received from Freeman Mathis & Gary LLP regarding owners suing their own insurance company, CSA, for bad faith by failing to provide coverage in the Mize/Welch flood case.

BOARD REPORTS

Nothing to report.

MANAGEMENT REPORTS

General Manager's Reports

Information regarding the sale of 298 Kingsbury and researching the possibility of receiving grant money from USEPA.

Utility Operations Superintendent Report

All projects are on track.

Administrative and Human Resources Report

Discussed a new applicant for the Utility Billing Coordinator.

Engineer's Report

Provided a brief update on the projects.

CORRESPONDENCE

There were no comments.

FINAL PUBLIC COMMENT

There were no comments.

ADJOURNMENT

M-8/19/25-10 – Motion by Johns, seconded by Felton, and unanimously passed to adjourn the meeting at 8:18 p.m.

Respectfully submitted,

Sandy Parks, Chair

Attest:

Cindy Trigg, Secretary