

**MINUTES OF THE REGULAR MEETING OF THE
KINGSBURY GENERAL IMPROVEMENT DISTRICT BOARD OF TRUSTEES TUESDAY
July 15, 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 5:05 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL – In person attendance were Trustees Parks and Johns. Nelson in attendance by Zoom. Also present were General Manager Derek Dornbrook, Administration and Human Resource Supervisor Judy Brewer, General Counsel Chuck Zumpft. Public attendees included Kathy Odem and Doug Mathews.

PUBLIC COMMENT – There was no public comment

APPROVAL OF AGENDA – There were no questions.

M-07/15/2025-1 – Motion by Johns, seconded by Parks, and unanimously passed to approve the agenda.

APPROVAL OF MINUTES – The minutes of the June 17, 2025, meeting have been tabled until the August 19th meeting.

NEW BUSINESS FOR POSSIBLE ACTION:

LIST OF CLAIMS – There was no public comment

Johns questioned partial refunds on failed permit deposits. It was explained that when they fail an inspection, fees are taken out of the deposit and the difference is refunded.

M-07/15/2025-2 – Motion by Johns, seconded by Parks, and unanimously passed to approve the list of claims as is.

RECOMMENDATION OF AWARD OF THE REMAINING PORTION OF THE CONSTRUCTION CONTRACT FOR THE FY25 ROAD REPLACEMENT & REHABILITATION PROJECT: There was no public comment

The remaining portion (Phase 3) of the road rehab and repair project was previously put on hold due to waterline scheduling. The first two phases were approved in April 2025. Dowl is now ready to start phase 3 although the remainder of the contract needs to be approved by the board.

M-07/15/2025-3 – Motion by Johns, seconded by Parks, and unanimously passed to award the remaining portion of the construction contract for the FY2025 road replacement & rehabilitation project.

RENEGOTIATE CURRENT SNOW REMOVAL CONTRACT, ADVERTISE FOR REQUESTS FOR PROPOSALS (RFP) OF COMPETITIVE BIDS FOR SNOW REMOVAL CONTRACT SERVICES: There was no public comment

The board discussed options for Snow Removal contract services, which expires on September 30, 2025. It emphasized the need for clear contract language prohibiting contractors from pushing snow onto fire hydrants and suggested adding specific pricing for hydrant clearing to prevent excessive billing. There are approximately 100 priority hydrants that need to be cleared, and while the fire department will assist with priority hydrants, the board debated whether to have staff or contractors handle the work.

The board authorized the general manager to begin drafting an RFP for snow removal services, with Parks and Johns forming a committee to review the draft before it goes out to bid.

M-07/15/2025-4– Motion by Johns, seconded by Parks, and unanimously passed to authorize the GM to draft a snow removal RFP within the next couple of weeks.

M-07/15/2025-5– Motion by Parks, seconded by Johns, and unanimously passed to form a committee (Trustee Parks and Johns) to review the RFP before going out for publication.

CONSIDERATION TO APPROVE TASK ORDER 69 GENERAL SERVICES AGREEMENT WITH DOWL

ENGINEERING: There was no public comment

This is a general services contract, which includes support for staff and various district projects, with a budget of \$50,000 for the fiscal year 2025/2026 and is a catch all for general engineering support at the discretion of the General Manager.

M-07/15/2025-6– Motion by Johns, seconded by Parks, and unanimously passed to approve Task Order No. 69 in an amount not to exceed \$50,000 for Fiscal Year 2026 General Services under the existing Master Services Agreement.

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

The board discussed conducting a new utility rate study, with Kingsbury GID recommending a task order to complete a formal study for presentation at the next board meeting. The estimated cost for the study, which would include both water and sewer systems, was placed at \$50,000-60,000, with completion expected by the end of this calendar year.

This item has been tabled until August 2025, for budget review and input by board members not in attendance.

POTENTIAL SALE OF KINGSBURY GID'S OWNED PROPERTY AT 298 KINGSBURY: - There was no public comment

The board discussed the potential sale of a property valued at approximately \$2.1 million, which they had purchased for just under \$3 million (combined 2 APN's). It was agreed to proceed with obtaining an appraisal to determine the property's current value, with the GM suggesting they could have it completed by August. The board also considered the timing of any sale, with some board members noting that raising rental rates could increase the property's value, though this would require negotiating new leases.

M-07/15/2025-7– Motion by Johns, seconded by Parks, and unanimously passed to approve the General Manager to proceed with initiating steps necessary for a potential sale, including but not limited to property appraisal.

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 August 2025, for further staff comment and input by board members not in attendance.

PERSONAL POLICY MANUAL ADJUSTMENT – DRAFT 5.10 OF HSA POLICY: - There was no public comment

The board reviewed the latest revised draft of the HSA policy and states that exempt employees Health Savings Account (HSA) will be paid in arrears on a quarterly basis.

M-07/15/2025-8– Motion by Johns, seconded by Parks, and unanimously passed to approve and adopt draft 5.10 regarding HSA contributions/policy for the Personnel Manual.

TO ADOPT A FIRE HYDRANT FLOW TESTING POLICY AND ESTABLISH A SERVICE FEE: - There was no public comment

The board discussed establishing a policy for fire hydrant flow testing, which is required for new construction with sprinkler systems. It was proposed charging \$250 per test with a 7-day notice, to be performed by water operators using equipment provided by contractors. The district will review test data against their hydraulic model before approving permits, with the fee to be collected from contractors rather than developers.

M-07/15/2025-9– Motion by Johns, seconded by Parks, and unanimously passed to approve and adopt a formal policy establishing procedures and requirements for fire hydrant flow testing and approve a standard fee of \$250 for each scheduled test.

ATTORNEY REPORT

The Supreme Court entered an order dismissing the appeal with the fire district.

BOARD REPORTS

Nothing new at the sewer authority except they are paving their road.

MANAGEMENT REPORTS

General Manager's Reports

MOU signed with Tahoe Douglas Fire Protection District. Contacted TRPA regarding revising sign-in sheet which was declined. Reached out to the board at Barton Health regarding the districts position on the Barton Hospital Project. Drafted a certified letter to Virginia Toy which was returned as undeliverable. easement request for Laurel Lane, meeting scheduled with developers next week. Spoke about items to be added to the August agenda.

Utility Operations Superintendent Report

Provided a report in the packet. Not in attendance.

Administrative and Human Resources Report

Parks suggested looking at different property management companies for 298 Kingsbury. Setting up more water operator interviews for next week. Looking into hiring more seasonals, especially for winter months. Employee BBQ potluck on July 22nd.

Engineer's Report

Construction on Tramway is going well. Design projects are going forward. MSA needs to be reviewed with a term limit, the current MSA is from 2009.

CORRESPONDENCE

There were no comments

FINAL PUBLIC COMMENT

There were no comments

ADJOURNMENT

M-7/15/25-10 – Motion by Johns, seconded by Parks, and unanimously passed to adjourn the meeting at 7:28 p.m.

Respectfully submitted,

Sandy Parks, Chair

Attest:

Cindy Trigg, Secretary

