

**MINUTES OF THE REGULAR MEETING OF THE  
KINGSBURY GENERAL IMPROVEMENT DISTRICT BOARD OF TRUSTEES TUESDAY  
June 17, 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 5:13 p.m.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL** – In person attendance were Trustees Trigg, Parks, Johns, and Felton. Also present were General Manager Derek Dornbrook, Utility Operations Superintendent Joe Esenarro, Administration and Human Resource Supervisor Judy Brewer, General Counsel Chuck Zumpft and Accountant II Brandy Johns. Jim Norton from Warren Reed Insurance was in person and Brad Martin from Springbrook attended via Zoom.

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

**APPROVAL OF AGENDA** – Johns questioned why two specific items were not included on the agenda. Dornbrook responded that it was his understanding that one of the items mentioned had been optional. Johns did not recall this being the case. Chair Parks read the policy, which states that all requests to place an item on the agenda must be submitted at least two weeks prior to the meeting date.

**M-06/17/2025-1** – Motion by Trigg, seconded by Felton, and unanimously passed to approve the agenda.

**APPROVAL OF MINUTES** – Felton noted the minutes dated April 22<sup>nd</sup> reflected that Trustee Trigg was present and she was not, correction was taken.

**M-06/17/2025-2** – Motion by Trigg, seconded by Felton, and unanimously passed to approve the agenda.

**NEW BUSINESS FOR POSSIBLE ACTION:**

**REVIEWED AND APPROVED THE NEVADA PUBLIC AGENCY INSURANCE POOL MEMBER 2025 PROPOSAL** –  
There was no public comment.

Jim Norton from the Nevada Public Agency Insurance Pool presented a renewal proposal for insurance coverage.

**M-06/17/2025-3** – Motion by Felton, seconded by Johns, and unanimously passed to approve the Nevada Public Agency Insurance Pool 2025 proposal.

**APPROVAL OF THE FY 2025/26 WORKERS COMPENSATION INSURANCE POOL** – There was no public comment.

The board reviewed the renewal proposal for workers' compensation coverage from Employers Preferred Insurance Company. Additional payroll was compiled during the audit last year, which included two new positions that have not been filled. District will receive credit if the payroll is overestimated, which will be determined upon completion of the 2024-25 audit.

**M-06/17/2025-4** – Motion by Felton, seconded by Trigg, and unanimously passed to approve the agenda.

**LIST OF CLAIMS** – There was no public comment.

Parks questioned Check 65367 for \$2,500.00 and asked that staff investigate different service providers to see if money can be saved. Felton questioned various voided checks.

**M-06/17/2025-5** – Motion by Parks, seconded by Felton, and unanimously passed to approve the list of claims.

**TO CONSIDER THAT KGID SHOULD TAKE A PUBLIC POSITION OF NEUTRALITY WITH REGARD TO PROJECTS**  
– There was no public comment.

a) The board discussed and approved a motion to clarify its neutral stance on the proposed Barton Hospital project in Stateline, NV, emphasizing that any prior indications of support were not approved by the Board.

b) The Board approved Dornbrook to attempt to contact TRPA to correct the sign-in sheet from representing KGID to "self" and to also contact Chris and Brett to inform them of the Board's ruling.

**M-06/17/2025-6** – a) Motion by Johns, seconded by Felton, and unanimously passed to approve Kingsbury GID to take a public position of neutrality as it pertains to the Barton Hospital Project.

**M-06/17/2025-7** – b) Motion by Johns, seconded by Trigg, and unanimously passed to approve Dornbrook to contact TRPA to correct the sign in sheet and contact Chris and Brett to inform them regarding the neutrality stance on the proposed Barton project.

**MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN TAHOE DOUGLAS FIRE AND KINGSBURY GID REGARDING SNOW REMOVAL FROM AROUND FIRE HYDRANTS** – There was no public comment

The board discussed the proposed Memorandum of Understanding. The Board expressed concerns about the MOU's language, particularly the "if" clause regarding good faith cooperation. The Board debated whether to proceed with the MOU while simultaneously appealing a recent court ruling, with concerns raised about the high cost of the appeal and low chance of success.

**M-06/17/2025-8** – Motion by Felton, seconded by Johns, and passed to adopt the MOU between Tahoe Douglas Fire and Kingsbury GID regarding snow removal from around fire hydrants including dropping the appeal of Judge Gregory's findings with one member opposing.

**NEVADA INFRASTRUCTURE FINANCIAL SYSTEM (NIFS) APPLICATION TO FUND WATER PROJECT TO MEET JULY 3<sup>RD</sup> DEADLINE** – There was no public comment

The Board discussed the action to approve application to fund various water replacement projects to meet July 3<sup>rd</sup> deadline with NIFS for a SRF low-interest loan.

**M-06/17/2025-9** – Motion by Johns, seconded by Trigg, and unanimously passed to approve NIFS application for SRF low-interest loan to fund various water replacement projects.

**INTERIM GM SALARY ADJUSTMENT** – There was no public comment

The Board discussed item from Dornbrook to allow a phased reduction to the Interim General Manager salary over a period for the remainder of the next three months.

**M-06/17/2025-10** – Motion by Felton, seconded by Johns, and unanimously passed to modify the phasing to reduce Interim General Manager salary on July 21, 2025, to \$130,000 then on August 1, 2025, the Interim General Manager will return to his Utility Operation Superintendent Salary.

**PERSONEL POLICY MANUAL ADJUSTMENT-REVIEW AND APPROVE DRAFT 5.10 OF HSA POLICY** – There was no public comment

The Board discussed paying the HSA benefit in four quarterly payments in arrears instead of pre-paying to ensure employees earn their benefits before receiving payments.

**M-06/17/2025-11** – This has been tabled until July 2025 so the Board can review the policy after amendments are made.

**APPROVAL OF SETTING THE HEALTH SAVINGS ACCOUNTS (HSA) OF EMPLOYEES BASED UPON BY THE PUBLIC EMPLOYEE'S BENEFITS PRGRAM (PEBP) FOR FISCAL YEAR 2025/26** – There was no public comment

The Board discussed the contributions to the exempt employees Health Savings Account. Felton asked that staff research what other local agencies offer. Johns would like to see numbers comparing high-deductible plan vs. low-deductible plan.

**M-06/17/2025-12** – This has been tabled until July 2025 so the Board can review the comparisons.

**APPROVAL OF SALARY ADJUSTMENT FOR EXEMPT EMPLOYEES** – There was no public comment

The district has three exempt employees who are not represented by the Labor Union. Felton questioned the 2% merit, and it was explained that it's based on an employee's individual performance reviews.

**M-06/17/2025-13** – Motion by Felton, seconded by Trigg, and unanimously passed to approve a 3.5% salary adjustment

along with a 2% merit increase on performance reviews based on the merit policy for the district's exempt employees effective July 1, 2025, for FY 25/26. This will not apply to Dornbrook per his contract agreement.

**REVIEW AND APPROVE JOB TITLE CHANGES FOR THE UTILITY BILLING COORDINATOR** – There was no public comment

The Utility Billing Coordinator continues to adopt extra responsibilities that are not in the job description. It is appropriate that they be compensated for the hard work and effort that they continue to contribute while working for the District. Felton noted that staff is not proposing to change the job description, but creating a new role in the district. It was discovered that the Utility Billing Coordinator job description doesn't need to be changed at this time in order compensate accordingly. The Board decided to make an increase retroactive back to May 20<sup>th</sup>.

**M-06/17/2025-14 – The Motion was rescinded by Trigg**

The Board left it up to Dornbrook to decide on the course of action as it pertains to the pay raise for the Utility Billing Coordinator.

**CDL PAY IN UNION CONTRACT**

Inside the Union Contract Article 10 (Compensation) Item I (Special Skills Pay) 10.8.1 states each employee will receive additional compensation, from presentation of proof to the district, for the duration of this contract, if the employee maintains the special skill, for Commercial Driver's License, either Class A or B, to be given an additional 2.5% additional compensation. The issue is that this doesn't apply to everyone in the union, due to the Street Maintenance position job descriptions stating that a CDL is required and/or by a certain time frame after employment. Therefore, it doesn't apply to Street Maintenance. Felton proposed at the next union negotiations staff address this subject to make sure it doesn't apply to administrative positions.

The Board decided a motion is not needed and chose to be consistent with the Union Contract which overrides Kingsbury GID policies and job titles.

**REVIEW AND APPROVE REVISED QUOTE FOR SPRINGBROOK SOFTWARE EXPANSION** – There was no public comment

An amendment to the special-order terms on the contract was presented to the board as previously suggested at the May 20<sup>th</sup> board meeting.

**M-06/17/2025-15 – Motion by Johns, seconded by Felton and unanimously passed to approve the expansion of Springbrook Software with the amendment that was made to the terms as requested by the Board at the May 20<sup>th</sup> meeting as well as directing Dornbrook to enter into the agreement with Springbrook.**

**BOARD REPORTS**

Parks brought up the issue with agendas noting that policy says the agenda items need to be submitted two weeks prior to the meeting. Agenda setting procedures were discussed with Trigg proposing a new system where Board members could suggest items for future agendas with support from two other Board members. Parks mentioned the list of outstanding items can be added to the end of each agenda in the future to be voted on by the Board if it's to be placed on the next agenda.

Parks asked how much leeway the board can give to Dornbrook to complete tasks without putting them on the agenda. Legal Counsel mentioned that the Board may create policies that consign duties to Dornbrook.

Felton mentioned the delayed Kahle Complete Street project, which can provide the District with time to plan for water line replacement. Grant writing opportunities were reviewed as Felton will introduce the county's grant writer to Dornbrook. The Board also discussed investment strategies for a matured CD, considering options between municipal bonds and the state fund, with a decision pending further research.

**MANAGEMENT REPORTS**

**General Manager's Reports**

The Board discussed investment strategies for matured CDs, including options such as municipal bonds and the State investment fund. While no decision was made pending further research, it was noted that the District's financial policy grants the General Manager discretion in making investment decisions. Met with DOWL and discussed many different topics including rate studies that they provide. Drafted and mailed a certified letter to Toy, trying to reach out to her. Attended first TWSA meeting and discussed topics with the board. Potential milestone rewards for employees are part of employee retention. 298 Kingsbury property discussed and will be revisited in Dornbrook's report in July.

#### **Utility Operations Superintendent Report**

Hired a new full-time Street Maintenance worker. Four interviews next week for the water crew which has two open positions.

#### **Administrative and Human Resources Report**

Questioned emails if the Board wants them or not, they acknowledged they need company emails. Johns mentioned it may be easier to contact technical support rather than take up the staff's time.

#### **Engineer's Report**

There were no comments

#### **Attorney's Report**

There were no comments

#### **CORRESPONDENCE**

There were no comments

#### **FINAL PUBLIC COMMENT**

There were no comments

#### **ADJOURNMENT**

**M-6/17/25-16** – Motion by Johns, and unanimously passed to adjourn the meeting at 9:02 p.m.

Respectfully submitted,

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Sandy Parks, Chair

Attest:

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Cindy Trigg, Secretary