

**MINUTES OF THE REGULAR MEETING OF THE
KINGSBURY GENERAL IMPROVEMENT DISTRICT BOARD OF TRUSTEES
TUESDAY NOVEMBER 19, 2024**

CALL TO ORDER - The meeting was called to order at the Kingsbury General Improvement District office located at 160 Pine Ridge, Stateline, Nevada at 5:02 p.m. by Natalie Yanish.

PLEDGE OF ALLEGIANCE

ROLL CALL – In attendance were Trustees Trigg, Schorr, Nelson and Yanish. Also present were General Manager Mitch Dion, Administration & Human Resource Supervisor Judy Brewer, Utility Operations Superintendent Joe Esenarro and General Counsel Chuck Zumpf. Trustee Parks was absent and there was no public present.

PUBLIC COMMENT – None.

APPROVAL OF AGENDA –

M-11/19/2024-1 - Motion by Nelson, seconded by Trigg and unanimously passed to approve the Agenda.

APPROVAL OF MINUTES –

M-11/19/2024-2 - Motion by Trigg, seconded by Nelson, and unanimously passed to approve the Regular Meeting Minutes dated October 15, 2024.

NO ACTION TOOK PLACE ON THE FOLLOWING ITEMS:

NEW BUSINESS

FOR POSSIBLE ACTION:

FINANCIAL STATEMENTS – SEPTEMBER 2024

Financials were provided for review. It was noted that Nelson's prior questions have been forwarded to the auditor for clarification.

LIST OF CLAIMS – Schorr noted check #64561 and requested, an update regarding document imaging project. Schorr questioned check #64610 on water meters registers and discussion on life cycles. He noted check #64632 for audit expense affirming it was nearly complete, and no material items were noted.

Yanish noted check #64557 with discussion of legal expenses incurred.

M-11/19/2024-3 - Motion by Nelson, seconded by Trigg, and unanimously passed to approve the List of Claims in the amount of \$1,051,012.21 as represented by check numbers 64534 through 64664.

Approve correction for Appendix C, Bargaining Unit Contract and Proposed Adjustments to Exempt Salary Schedule.

A written report was provided. It was explained that modifications were corrections based upon an error in the lowest street maintenance level in Appendix C. Nelson requested clarification regarding the range and verified that employees have been paid correctly.

The open professional positions were reviewed and options to provide a range with steps for growth. It was recommended to modify the proposal with more steps and using the title of Finance Manager.

Yanish confirmed the motion.

M-11/19/2024-4 - Motion by Nelson, seconded by Trigg, and unanimously passed to approve correction for Appendix C, Bargaining Unit Contract and authorize the General Manager to execute the appropriate documents.

Review and Approve 2025 Board of Trustees and District Holiday Calendar.

June 20, 2025 and December 26, 2025 district will close but remain a workday for employees unless they take a vacation day.

M-11/19/2024-5 - Motion by Trigg, seconded by Nelson, and unanimously passed to approve 2025 Board of Trustees and District Holiday Calendar.

Discuss for Support for Interagency for the Use of Road Sweepers and Vector within the Tahoe Basin.

A written report was provided. It was explained that other agencies have requested use of KGID road sweepers and vector; however, people and equipment availability had always been an obstacle in the past. The trustees discussed and supported the benefits of lake clarity but expressed their concerns.

There was no action on this item.

Review Proposed Modifications to the Sewer Enterprise Fund Rates.

A written report and summary were provided. A rate increase was recommended.

Nelson suggested potential allocation adjustments regarding expenses related to the sprung structure. It was explained that any adjustment would not be material. The new rate increase would be effective April 1, 2025.

Schorr suggested modifying expenses in lieu of rate increases. It was explained that the bulk of expenses are fixed, Douglas County Sewer Authority, contract expenses and the expense distribution.

The hearing process was reviewed. The public hearing will be on December 17, 2024. No action was taken.

Review Proposed Modifications to the Water Enterprise Fund Rates Charges Water, Ordinance Number 1.

A written report and summary were provided and adjustments were noted.

Ordinance Number 1 requires corrections and clarifications regarding master meters at condominiums consistent with AWWA and state regulations. Modifications will also provide a corrective mechanism for master meters on multiple condominiums on a single parcel.

Nelson identified expenses related to Ponderosa in capital plan and suggested a review.

Yanish suggested a higher tolerance for improvements requiring plumbing upgrades to be consistent with building codes. She expressed her concerns regarding costs that would be prohibitive to upgrades and modifications to properties with multiple owners. It was explained that regulation is needed to ensure buildings are eventually brought to code. Possible solutions include mini-meters or separating plumbing to a meter.

Trigg supported the improvements to the ordinance. Nelson suggested the requirement for significant plumbing improvements be revised. It was suggested to mirror language from the plumbing code.

The hearing process was reviewed. The public hearing will be on December 17, 2024. No action was taken.

Discuss Current District Vacancies and Succession Planning Efforts.

A written report was provided, and it was recommended that a sub-committee be formed to work with the General Manager on succession planning.

Nelson volunteered to serve on the committee and stated that Parks was also interested. It was confirmed that Nelson would serve until the new board takes office. She also offered to serve as a community member.

Schorr suggested posting the position as soon as possible.

M-11/19/2024-6 - Motion by Yanish, seconded by Trigg, and unanimously passed to appoint Trustee Nelson and Trustee Parks as ad hoc committee members for the purpose of succession planning efforts. Nelson would serve until the end of her term and contingent upon request to serve as a committee member thereafter.

Board Reports

Nelson stated the Sewer Authority has modified ordinance for services and their audit should be received this week.

Management Reports

General Manager's Report

The League of Cities and Municipalities is sponsoring two Bill Draft Requests. The first is regarding fee modifications for requests for public information. The second is a program to encourage local governments to enact development fee waivers for affordable housing projects.

An update regarding the snow and temporary obstruction of fire hydrants was provided. The hearing will be conducted on December 19, 2024.

Nelson affirmed the Ponderosa Mobile Home Park which is completed and in billing.

Utility Operations Superintendent Report

Esenarro reported that training is continuing along with implementation of the CMMS program. Nelson inquired on response time for emergency personnel, and it was explained that he and one other employee will respond to complaints regarding snow. Employees on stand-by are expected to respond within 1 hour.

Administrative and Human Resources Report

Nelson commented on the report regarding the discrepancies for receivable which the accountant is working to reconcile with the rental management company and the contracts are being updated.

Engineer's Report

There were no questions.

Attorney's Report

The hearing will be held on December 19, 2024 at 1:30 p.m.

CORRESPONDENCE – None.

FINAL PUBLIC COMMENT – None.

ADJOURNMENT

M-11/19/2024-7 - Motion by Nelson seconded by Trigg, and unanimously passed to adjourn the meeting at 7:32 p.m.

Respectfully submitted,

Natalie Yanish, Chair

Attest:

Sandra Parks, Secretary