



**KINGSBURY GENERAL IMPROVEMENT DISTRICT BOARD OF TRUSTEES  
MEETING NOTICE  
AGENDA  
TUESDAY, April 16, 2024**

A meeting of the Kingsbury General Improvement District Board of Trustees shall be held Tuesday March 19, 2024, at the district office (160 Pine Ridge Drive, Stateline, NV, 89449), commencing at 5:00 p.m. The agenda and supporting material are available on the district website ([www.kgid.org](http://www.kgid.org)), News & Notices. Copies of this agenda were posted 3 business days prior to the meeting at: The District Office, Stateline Post Office, Zephyr Cove Post Office, and Douglas County Lake Tahoe Administration Building.

Remote attendance is welcomed. To offer public comment prior to the meeting, individuals may submit comments using one of the following methods: The drop box located at the district office entrance, fax (775) 588-3541 (Attn: General Manager), or email to [mitch@kgid.org](mailto:mitch@kgid.org).

- To provide public comment or attend the meeting by phone, **(669) 900-9128** - ID code **775-588-3548** passcode **906347**. Although the phone line accommodates multiple callers, should you receive a busy signal, please call back.
- Public comment is limited to three minutes and occurs at the beginning and end of the meeting and also invited during the Board's consideration of each action item, as well as before action is taken.

**Join the meeting using the link below via Zoom:**

<https://us02web.zoom.us/j/7755883548?pwd=UnF2YzBxb05Ya0pjWjRCNUNEMUFVZz09>  
Meeting ID: 775 588 3548 Passcode: 5883548

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**MISSION STATEMENT**

As a team, our employees and Board of Trustees provide water and sewer service, maintain roads and drainage systems for the benefit of our customers using modern business systems in an efficient courteous, and accountable manner which surpass standards set for public health, safety, and the environment.

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**Notice to persons with disabilities:** Members of the public who are disabled and require special assistance or accommodations at the meeting are requested to notify KGID by calling 775-588-3548 at least one day in advance of the meeting.

ALL MATTERS ON THE BOARD AGENDA ARE SCHEDULED WITH POSSIBLE BOARD ACTION

## AGENDA

5:00 P.M.

1. **Call to Order**

2. **Pledge of Allegiance**

3. **Roll Call**

4. **Public Comment**

This is the public's opportunity to speak on any topic pertinent to the district and not listed on this agenda. Public comment will also be invited during the Board's consideration of each action item, and before action is taken. Please limit your comments to three minutes. Nevada Open Meeting Law (NRS 241.034) prohibits action on items not listed on the agenda.

5. **Approval of Agenda: For Possible Action:** Items on the agenda may be taken out of order; two or more agenda items may be combined for consideration; and items may be removed from the agenda or discussion relating thereto delayed at any time.

6. **Approval of Minutes: For Possible Action:** Approval of the minutes for the Board of Trustees meeting held on February 20, 2024, March 19, 2024.

### NEW BUSINESS

7. **Presentation:** Clean Up the Lake – Colin West

8. **For Information and Possible Action:** Approval of list of Claims, March 2024

9. **For Information:** Receive and review Financial Statements, February 2024

10. **For Information and Possible Action:** Authorization General Manager to award window and door replacement for building 160 to Group West Construction

11. **For Information and Possible Action: Policy updates – Temporary Laborer**

12. **For Information and Possible Action:** Approve modification to the General Manager contract regarding vacation time

**Time Certain – 6:00 pm Closed session – Update for labor negotiation**

### ACTION WILL NOT BE TAKEN ON ANY REPORTS OR CORRESPONDENCE:

1. Board Member Reports

2. Management Report

3. Attorney Report

4. Correspondence

5. **Announcements and Final Public Comment**

6. **For Possible Action; Adjournment**

**MINUTES OF THE REGULAR MEETING OF THE  
KINGSBURY GENERAL IMPROVEMENT DISTRICT BOARD OF TRUSTEES  
TUESDAY, FEBRUARY 20, 2024**

**CALL TO ORDER** - The meeting was called to order at the Kingsbury General Improvement District office located at 255 Kingsbury Grade, Stateline, Nevada at 5:04 p.m. by Natalie Yanish.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL** – In attendance were Trustees Yanish, Parks, Schorr, Nelson and Trigg,. Also present were General Manager Mitch Dion, Administration & Human Resource Supervisor Judy Brewer, Administrative and Financial Systems Analyst Don Havard and General Counsel Chuck Zumpft. Public present included Charles Hancock, Quincy Harris, Greg Felton and Ben Johnson on behalf of Tahoe Douglas Fire Department. Trustee Trigg joined the meeting at 5:07 p.m. via Zoom.

**PUBLIC COMMENT** – Charlie Hancock commented on the need to consider the snow removal process, particularly pertaining to long empty approaches, such as, the 50-foot retaining wall near his property which inevitably leaves an excessive berm in his driveway. Some plow operators are better at reducing the impact, but that is not the normal process. He commented that he has witnessed F&B trucks clearing snow at Mott Canyon instead of the roads, noting KGID should be a priority.

Ben Johnson made comment regarding snow removal around fire hydrants and requested discussion with the trustees. He feels this is a community fire safety issue that Tahoe Douglas Fire hopes to resolve.

Greg Felton Chair of Tahoe Douglas Fire District added that this issue has gone unresolved. He stated that a prioritized list of hydrants had been provided for clearing and there was no response. They hope to resolve this issue cooperatively without legal counsel and feel the law is clear. There is an “Adopt a Hydrant” program out to the community. He explained that the State Fire Marshall can issue citations, and he would refuse to pay and will stir up the neighbors should that occur. He requested it be placed on agenda.

**APPROVAL OF AGENDA** – It was noted that 6:30 was set for the closed session.

Trustee Trigg exited the meeting at 5:20 p.m.

**M-2/20/2024-1** - Motion by Nelson, seconded by Parks, and unanimously passed to approve the Agenda.

**APPROVAL OF MINUTES** – There was no public comment.

**M-2/20/2024-2** - Motion by Parks, seconded by Nelson, and passed to approve the Regular Meeting Minutes dated January 16, 2024.

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

**NEW BUSINESS**

**FOR POSSIBLE ACTION:**

**LIST OF CLAIMS** –

Nelson questioned check #63671 of \$4330.00 for auction reimbursement. It was noted this was for the purchase inspections/engineering tech vehicle which cash was used to avoid 2.5% added fee. Nelson questioned check #63676 to Tahoe Beach Club reimbursement to correct the over-billing for irrigation occurred over time.

Parks questioned #63624 for Abila. It was noted this is the annual fee for the accounting software.

Yanish questioned entry of checks to Manchester for \$0 which was done to posting the correction and actual payments were reflected further down.

There was no public comment.

**M-2/20/2024-3** - Motion by Parks, seconded by Schorr, and unanimously passed to approve the List of Claims in the amount of \$1,379,393.80 as represented by check numbers 63589 through 63719.

**FINANCIAL STATEMENTS – DECEMBER 2023**

Financials including the budget were provided for review. Nelson questioned expenses for snow removal through December. After review, it was noted that adjustments may be needed for the deposit and expense accounts. She questioned the budgeted tax revenue which is significantly less. It was explained that the budget is accurately estimated; however, there is a timing difference for receipt of tax payments. She questioned audit fees which were adjusted to include additional lease expenses. Engineering fees were over due to costs associated with Ponderosa, which will eventually be capitalized. Road maintenance and supplies over \$500K may need to be corrected. Zero snow removal expenses will need to be reviewed.

Nelson requested an explanation regarding the balance sheet reconciliation. This form is demonstrating expenses relating to Pine Ridge and Kingsbury Grade. The form was reviewed.

**Award Water Distribution Material Procurement (Waterline Replacement and Renovation Project).**

A report was provided. It was explained that there are two projects within one construction contract.

Schorr questioned how the supplies are identified for each project. It was explained that most materials are delivered to the different sites and materials are identified within the plans.

Nelson stated that she is not comfortable with the combined contract. It was explained that combining the projects into a larger project attracts more qualified contractors. The contract will have separate bid items. There is interest and it should be presented to the board for award by the next meeting.

Schorr questioned the pre-purchasing of materials, and it was explained that it is advantageous for saving costs and time. Future planning was also noted including purchasing materials for projects several years in advance.

There was no public comment.

**M-2/20/2024-4** - Motion by Nelson, seconded by Schorr, and unanimously passed to approve award of the FY2023/24 Material procurement for the Waterline and Road Improvement Project to Western Nevada Supply Company for \$718,923.03 and authorize the General Manager to execute appropriate documents.

**Accept and approve repayment plan for 313 Tramway #16**

A report on the account was provided. The customer has requested a 48-month payment plan to resolve the past due amounts, which was beyond the authority of the General Manager. The customer has already begun making payments.

The trustees clarified that future penalty is held in abeyance while repayment plan is kept current. The lien status remains during the repayment process.

Quincy Harris stated he is responsible for the account and past due balance. He indicated he wants to retain the property and appreciates the board's consideration of the repayment plan. He made the January and February payments according to the repayment plan.

Nelson questioned the agreement which Dion said is the standard agreement the district has used. The history of various payment agreements has been satisfactory for KGID during the past 3 years.

Parks confirmed with Harris that 4 years is a workable timeframe. Yanish questioned the status of returned mail. It was explained that mail was sent to a family member and overlooked, stolen, or misplaced. Harris contacted KGID upon receiving the Certified Mail notice regarding default.

Zumpft noted the 48-month schedule, with installment payments of \$1,702 plus current invoice payments to be paid monthly.

**M-2/20/2024-5** - Motion by Nelson, seconded by Schorr, and unanimously passed to accept the 48-month repayment plan for 313 Tramway #16 and authorize the General Manager to execute appropriate documents for repayment.

**Public Hearing – Placement of delinquent accounts on County Tax Roll**

It was recommended to delete Harris’ account from the item and act on Items B & C for the other properties. The remaining properties will be requested to be added to the county tax roll to collect payment. Tax default would result in county tax sale. These properties are on master meters and therefore service cannot be disrupted, and fees continue to accrue. Other delinquent properties not included in this item were in a lower tier and not addressed at this time.

The hearing was opened to the public.

Harris requested clarification regarding the process for his property. It was clarified that his property would not be included in this action. Douglas County requires that properties on the tax roll will be notified in March for the next bill which must be paid within the following year. If and after default, the commissioners will find the properties indebted to the county with additional fees, and if unpaid, the property can be sold.

Zumpft suggested that the General Manager read for the record the properties, amount of delinquency and property owners. The Chair should clarify any protests or objections verbally.

It was clarified that the action items are Item A: 313 Tramway Dr. #16 (APN: 1319-30-520-017), owned by Quincy Harris is delinquent in the amount of \$81,707.38 is not included in this action. Item B: 759 Boulder Ct.# Q (APN: 1319-30-514-017), owned by Thomas Kaschek is delinquent in the amount of \$90,138.61 which is to be placed on the tax rolls for collection; and Item C: 495 Tramway Dr. #12 (APN: 1319-30-710-012) owned by Thomas Kaschek, dba: Consolidated Practices, is delinquent in the amount of \$88,899.15 which is to be placed on the tax rolls for collection.

Yanish confirmed that the requirements were acceptable to counsel. There was no public comment.

The public hearing was closed.

Trustee Trigg returned at 6:14 p.m.

**M-2/20/2024-6** - Motion by Nelson, seconded by Parks, and passed to adopt the actions making final determination of indebtedness placing the following accounts on tax role and authorize the General Manager to implement the action for properties located at 759 Boulder Ct.# Q (APN: 1319-30-514-017), is delinquent in the amount of \$90,138.61 which is to be placed on the tax rolls for collection and 495 Tramway Dr. #12 (APN 1319-30-710-012), is delinquent in the amount of \$88,899.15 which is to be placed on the tax rolls for collection and authorize the General Manager to implement the action. Trustee Trigg abstained due to technical issues.

**Board Reports**

Nelson attended the Lake Tahoe Douglas County Sewer Authority meeting on January 17, 2024. She noted that the USFS is attempting to change the location of the access road to the pump station and many residents are opposing their decision. She also reported, a salary survey was completed in an effort to retain employees.

Yanish attended the Legislative Committee for the Review and Oversight of the TRPA and Marlette Water system meeting at the Capitol. The main concern was density, particularly pertaining to recently approved affordable housing. The Mountain Area Preservation Group has sued the TRPA regarding the changes to land use and future housing development.

There was a 5-minute break at 6:25 p.m.

**Management Reports**

**General Manager’s Report**

**Administrative and Human Resources Report**

**Engineer’s Report**

There were no questions.

**Attorney’s Report**

There was nothing to report.

**CORRESPONDENCE** – There were no comments.

**Adjourn to Closed Session**

At 6:33 the Board entered closed session for discussion.

At 7:18 the Board returned from closed session, no action was taken

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

**ADJOURNMENT**

**M-2/20/2024-6** - Motion by C.Trigg, seconded by J. Nelson, and unanimously passed to adjourn the meeting at 7:22 p.m.

Respectfully submitted,

\_\_\_\_\_  
Natalie Yanish, Chair

Attest:

\_\_\_\_\_  
Sandra Parks, Secretary

**MINUTES OF THE REGULAR MEETING OF THE  
KINGSBURY GENERAL IMPROVEMENT DISTRICT BOARD OF TRUSTEES  
TUESDAY MARCH 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 5:05 p.m. by Natalie Yanish.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL** – In attendance were Trustees Yanish, Parks, Schorr and Trigg. Also present were General Manager Mitch Dion, Administration & Human Resource Supervisor Judy Brewer, Administrative and Financial Systems Analyst Don Havard and General Counsel Chuck Zumpft. Public present included Stacie Baker, Elaine Welch, Renate Mize, Melissa Soderston of Tahoe Forests Matter, Cory Laboto, Charles Hancock, Greg Felton and Ben Johnson on behalf of Tahoe Douglas Fire Department. Trustee Nelson was not in attendance.

**PUBLIC COMMENT** –

Stacie Baker stated her concerns regarding erosion and commercial logging in the neighborhood. She addressed water clarity affected by the meadow and the Tahoe Beach Club development. She opposes the Sewer Authority permit to slaughter beavers along approval of the projects causing environmental issues within proximity to the lake. She stated there was also excess logging performed by a Colorado company and requested community unity to bring attention to these events.

Elaine Welch stated her home was severely damaged by the ruptured fire hydrant on March 2, 2024. She was concerned that damages would not be covered by insurance and seeks to receive compensation. She suggested that a district staff member be available at the lake to shut the water off to avoid delays.

Renate Mize expressed that her home was also affected by the water from the hydrant. For her insurance, the damage is considered flood damage and coverage is uncertain. She suggested that an emergency plan should be adopted to include multiple solutions for emergency shut-off.

Melissa Soderston of Tahoe Forests Matter noted the local opposition regarding the treatment of beavers and improvements at Kahle Meadows. She requested that the district focus their interest on water quality and condemn the permit and actions of related agencies regarding development.

Cory Laboto commented that hydrants belong to the district and that he clears hydrant near his home. He referenced the poor quality of snow removal for the South Lake Tahoe, CA roads, particularly in the county and commended the KGID snow removal for their efforts.

**APPROVAL OF AGENDA** – It was recommended that Item 9 be postponed due to delay in bid schedule.

**M-3/19/2024-1** - Motion by Nelson, seconded by Parks, to approve the Agenda, as amended. This motion was retracted.

It was suggested to move Item 10 to the beginning of the meeting to accommodate the public in attendance.

**M-3/19/2024-2** - Motion by Parks, seconded by Trigg, and unanimously passed to approve the Agenda, as amended to postpone Item 9 and move Item 10.

**APPROVAL OF MINUTES** – There was a request for correction by Greg Felton of Tahoe Douglas Fire Protection Department (TDFPD) regarding his comments. Ben Johnson from the TDFPD Board agreed that the comments from Greg Felton were not accurately reflected in the minutes. Greg Felton proposed text that he feels is more accurate to his intentions.

Trustee Yanish offered for the minutes to be reviewed and corrected as necessary. The motion was clarified and voted upon.

**M-3/19/2024-3** - Motion by Trigg, seconded by Parks, to approve the Regular Meeting Minutes dated February 20, 2024, as amended to delete the sentence as indicated. All opposed, motion fails.

Trustee Yanish suggested that the revised minutes be presented at the next meeting.

**M-3/19/2024-4** - Motion by Trigg, seconded by Parks, to review the Regular Meeting Minutes dated February 20, 2024 at the next meeting after review by legal counsel or appropriate staff.

Schorr questioned the need for legal counsel to review the minutes as opposed to the minute secretary or KGID staff. Dion explained the process for presenting the minutes and explained that the minutes are a summary capturing key points of board deliberation.

Yanish suggested amendment to reflect the speaker's statements. The minutes would be brought back for approval.

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

**NEW BUSINESS**

**FOR POSSIBLE ACTION:**

**LIST OF CLAIMS** – Parks questioned Ferguson Water Works #63731 for \$5K replacing encoders on the water meters. She also confirmed \$6K expense for document imaging project.

**M-3/19/2024-5** - Motion by Parks, seconded by Trigg, and unanimously passed to approve the List of Claims in the amount of \$496,063.93 as represented by check numbers 63720 through 63824.

**Authorization for affirmative action responding to civil and criminal actions poised against the district (board members and employees) to include litigation.**

A written report and presentation were provided. It was explained that district employees and board members are being threatened with criminal and civil charges and defense from the district is requested.

A summary of the policy and events was provided leading to the State Fire Marshal Opinion issued on November 30, 2023. The interpretation of property owner must be clarified to determine responsibility. Kingsbury GID retained legal counsel which provided an opinion regarding the criminal charge element and to clarify the civil law elements of State Fire Marshal Opinion to resolve this matter. In addition, it is sought that legal defense of district employees and board members related to this matter until it is resolved.

Trustee Schorr requested clarification regarding the request. It was explained that approval is requested authorizing legal counsel to develop a path to resolve the issue including litigation. The cost of legal services is unknown as management did not want to get too far ahead of the board. Zumpft explained that this issue should have been resolved by the Legislature and possibly end up with the Court. Schorr expressed his dissatisfaction with the unresolved issue and his concern regarding the cost of litigation.

Trustee Trigg acknowledged potential miscommunication but agreed with the need to determine responsibility at the proper level to bring closure to the issue.

Trustee Parks questioned what changed and commented that the winter of 2023 was unique, and a community effort should be made to clear hydrants instead of imposing additional expenses upon the customers.

Trustee Schorr restated his concerns that a compromise hadn't been reached and questioned the benefits of approving the action with unknown cost of litigation.

Trustee Yanish mentioned her trip to the State Fire Marshall's office of enforcement. Noting that the roads are owned by Douglas County and questioned their role. She offered to work through Nevada League of Cities and Municipalities to work on a bill draft request regarding this item. She observed that the additional snow removal cost would not be well received by our small community.

Elaine Welch stated that she takes pride in clearing her fire hydrant. She has received notices from the fire department requesting assistance with clearing snow from the hydrants.

Renate Mize stated that she is concerned with the liability of a homeowner to clear hydrants in the event of a catastrophe. She clarified that she is in support of getting a legal opinion and acknowledged the potential legal expense. She supported a reasonable hydrant snow removal cost to protect the community.



Stacie Baker stated that not all homes have fire hydrants nearby and questioned the effect on value if there is added responsibility. Baker supported a community effort.

Cory Lobato suggested increased performance by staff to solve snow removal issues. He expressed his dissatisfaction regarding potential fee increases and questioned the responsibility of staking fire hydrants and the appropriate size of bollards to safely mark hydrants.

Greg Felton explained that TDFPD deals with various water purveyors and all the other districts recognize the responsibility to clear hydrants. He disagreed with statements provided in the report. He clarified the priority map of hydrants provided includes approximately 1 in every 10 hydrants and objected to spending funds on legal fees.

Melissa Soderston explained that she lives in KGID in addition to owning a home in South Lake Tahoe. She explained that the homeowners are required to clear hydrants on the south shore and if necessary, the fire department will clear hydrants. She opposed additional fees, but feels it is necessary to resolve this issue.

Ben Johnson stated that the State Fire Marshall was contacted to clarify responsibility and the comments are not from TDFPD. There is no requirement to use the Zephyr Crew and he opposed an additional fee. He disagreed with the statements quoted from TDFPD. He stated resolution is overdue and his goal is to have safety within their district.

There was a 5-minute break at 6:35 p.m.

Charles Hancock commended the manager and board for protecting ratepayers against unnecessary expenses and supported the proposal to determine responsibility as requested. He suggested evaluating the snow removal services relating to setbacks and retaining walls which could improve the condition near fire hydrants.

Bryce Cranch works for the fire department and opposed increased rates and recommended action for legal counsel. For neighborhood safety, he suggested modifications to snow removal to avoid burying hydrants. He said the priority hydrant list reflects compromise and supported a swift resolution.

Cory Lobato suggested taller stakes at the top of Kingsbury and color coding for priority hydrants.

Charles Hancock stated that the fire department letters are threatening and require legal response. He suggested TDFPD drop complaints against district, employees, and homeowners. He supports legal action to defend the district and others.

Trustee Trigg encouraged working as a community. She stated responsibility is important and isn't clear, so she supports the action item.

Trustee Parks questioned the prior responsibility.

Trustee Schorr questioned the risk to the board of litigation and questioned how to determine the potential fiscal impact. It was explained that an approach to challenge the State Fire Marshall's opinion needs to be established to be provided to the board. Schorr clarified that the information will be reviewed for determination of acceptance. Zumpft explained that a prospective attorney should act in good faith.

Trustee Yanish verified with management that Kingsbury is the only GID subjected to the actions by the State Fire Marshall's office. Snow removal and effects on rates were discussed. Trustee Schorr noted the possibility of homeowner responsibility. Dion restated that determining property owner is the action to resolve responsibility.

Ben Johnson suggested utilizing a mediator to truncate the process and reduce potential costs.

Trustee Yanish addressed her personal concerns regarding fire danger and potential litigation. She supports the motion, noting prior items that were left unresolved which became a liability for the district.

**M-3/19/2024-6** - Motion by Trigg, seconded by Parks, and passed to provide the General Manager in consultation with District Legal Counsel the authority to seek expertise for affirmative action up to and including litigation to resolve these issues relating to snow removal around fire hydrants, and to provide for the defense of the district (employees and board members as individuals) should threat of citations or criminal charges be levied. Schorr opposed.

**FINANCIAL STATEMENTS – JANUARY 2024**

Financials, including the budget, were provided for review; no action was taken.

Trustee Trigg exited the meeting at 7:25 p.m.

**Building 160 Pine Ridge update and continued improvements.**

A written report was provided regarding the building condition and sparing approach to the renovation, noting additional improvements which should be undertaken. To reduce timing and project costs, some items were not included in the initial construction budget. Replacing the windows together would save on costs related to scaffolding, etc. and purchasing directly would save 20%.

**M-3/19/2024-7** - Motion by Schorr, second Parks, unanimously passed to approve the following additional improvements for building 160 Pine Ridge and authorize funding.

- 1) Window replacement (24 windows) \$60,000
- 2) Exterior door replacement (4 doors) \$8,000
- 3) Demolition of makeshift improvement and restoration of equipment bays (remove 2 restrooms, restore and paint) \$10,000
- 4) Signage for the marquee board and entry \$ 5,500

**Board Reports**

There were no board reports.

**Management Reports**

**General Manager’s Report**

A report on the snowplow damaged fire hydrant and related events on March 2<sup>nd</sup>. Details of the incident were reviewed. Two elements are, first to assist the homeowners, and second to restore the district. Insurance company adjusters are working towards settlements.

Tahoe Keys Weed Control Methods Test results were provided.

The Nevada League of Cities and Municipalities Annual Conference will be held at the Stateline Event Center in October. A potential restructuring of the dues could result in a reduction for Kingsbury GID. Yanish requested resources to provide entertainment for the event as a celebration of the community.

**Administrative and Human Resources Report**

Multiple recruitments are underway, and a street maintenance worker recently resigned.

**Attorney’s Report**

There was nothing to report.

**Engineer’s Report**

There were no questions.

Greg Felton commended the information provided in the reports suggesting improved visual conditions.

**CORRESPONDENCE** – There were no comments.

**FINAL PUBLIC COMMENT** – There were no comments.

**UNFINISHED BUSINESS**

**ADJOURNMENT**

**M-3/19/2024-8** - Motion by Parks seconded by Yanish, and unanimously passed to adjourn the meeting at 7:50 p.m.

Respectfully submitted,

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Natalie Yanish, Chair

Attest:

\_\_\_\_\_  
Sandra Parks, Secretary



**KINGSBURY GENERAL IMPROVEMENT DISTRICT  
AGENDA ITEM #08**

**TITLE: APPROVAL OF LIST OF CLAIMS MARCH 2024**

For Discussion and Possible Action. Review and approve the monthly claims which were paid by the district in March 2024

**MEETING DATE:** 16 April 2024

**PREPARED BY:** Mitchell S. Dion, General Manager

**RECOMMENDED ACTION:**

It is recommended that the Board of Trustees review and approve the list of claims for December from check number 63825 to 63928

**BACKGROUND INFORMATION:**

Each month the district is billed from vendors for a variety of goods and services which are necessary and appropriate for the district operations and administration. In exercising fiduciary duties, these are reviewed and approved monthly by the Board of Trustees.

**INCLUDED:**

- List of Claims for March 2024

Fund impacted by above action:

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> All Funds | <input type="checkbox"/> Not a Budget Item  |
| <input type="checkbox"/> Water Fund           | <input type="checkbox"/> Sewer Fund         |
| <input type="checkbox"/> General Fund         | <input type="checkbox"/> Snow Removal Fund  |
| <input type="checkbox"/> Not Budgeted for     | <input type="checkbox"/> Emergency Spending |



**KINGSBURY GENERAL IMPROVEMENT DISTRICT**  
 Check/Voucher Register - LIST OF CLAIMS  
 From 3/14/2024 Through 4/12/2024

Check Number	Check Date	Payee	Transaction Description	Check Amount
63825	3/19/2024	JODIE NELSON	Employee: NELSON; Pay Date: 3/19/2024	692.62
63826	3/19/2024	SANDRA D. PARKS	Employee: PARKS; Pay Date: 3/19/2024	689.12
63827	3/19/2024	CRAIG B. SCHORR	Employee: SCHORR; Pay Date: 3/19/2024	739.12
63828	3/19/2024	CYNTHIA M. TRIGG	Employee: TRIGG; Pay Date: 3/19/2024	739.12
63829	3/19/2024	NATALIE YANISH	Employee: YANISH; Pay Date: 3/19/2024	739.12
63830	3/22/2024	DAVID MCKINSEY	Employee: MCKINS; Pay Date: 3/22/2024	1,205.23
63831	3/22/2024	MICHAEL J. ANSTETT	Employee: ANSTET; Pay Date: 3/22/2024	1,384.44
63832	3/22/2024	CARRIE BAUWENS	Employee: BAUWEN; Pay Date: 3/22/2024	1,641.90
63833	3/22/2024	JUDITH BREWER	Employee: BREWER; Pay Date: 3/22/2024	1,975.29
63834	3/22/2024	MITCHELL S. DION	Employee: DI0N; Pay Date: 3/22/2024	2,975.10
63835	3/22/2024	COREY E. DOAN	Employee: DOAN; Pay Date: 3/22/2024	780.83
63836	3/22/2024	MICHAEL E. EDWARDS, JR	Employee: EDWARD; Pay Date: 3/22/2024	2,260.12
63837	3/22/2024	JOSEPH ESENARRO	Employee: ESENAR; Pay Date: 3/22/2024	3,830.18
63838	3/22/2024	DON HAVARD	Employee: HAVARD; Pay Date: 3/22/2024	2,086.02
63839	3/22/2024	BRANDY JOHNS	Employee: JOHNS; Pay Date: 3/22/2024	1,842.34
63840	3/22/2024	SHANE T. MORTENSEN	Employee: MORTEN; Pay Date: 3/22/2024	2,734.43
63841	3/22/2024	BYRAN D. MOSS	Employee: MOSS; Pay Date: 3/22/2024	1,626.05
63842	3/22/2024	JOSEPH S. PETERSON	Employee: PETER; Pay Date: 3/22/2024	780.83
63843	3/22/2024	LEIGH C. STANTON	Employee: STANTO; Pay Date: 3/22/2024	1,338.78
63844	3/22/2024	JEFF T. WOOD	Employee: WOOD; Pay Date: 3/22/2024	1,479.95
63845	3/19/2024	AFLAC	ACCT FA935 LIFE INSURANCE EDWARDS, JOHNS, MOSS, & LEIGH	419.49
63846	3/19/2024	AIRGAS USA, LLC	ACCT. 325567 RENT LIQUID IND LG 190-300 LT NITRO	420.50
63847	3/19/2024	DOUGLAS COUNTY LAKE TAHOE	MAINTENANCE & OPERATION ASSESSMENT QTR. 4 4/1/24	302,420.50
63848	3/19/2024	DOWL, LLC	ENGINEERING SERVICES 2024 WATERLINE IMPROV PJCT 2/24/24	19,464.50
63848	3/19/2024	DOWL, LLC	ENGINEERING SERVICES FY23 ANDRIA/BARRET WATER LINE PROJECT	540.00

**KINGSBURY GENERAL IMPROVEMENT DISTRICT**  
Check/Voucher Register - LIST OF CLAIMS  
From 3/14/2024 Through 4/12/2024

Check Number	Check Date	Payee	Transaction Description	Check Amount
63848	3/19/2024	DOWL, LLC	ENGINEERING SERVICES PAVER UPDATE PROJECT 2/24/24	4,397.50
63848	3/19/2024	DOWL, LLC	ENGINEERING SERVICES PONDEROSA MHP WATER RPLCE 2/24/24	41,960.75
63848	3/19/2024	DOWL, LLC	ENGINEERING SERVICES SEWER PER 2/24/24	245.00
63848	3/19/2024	DOWL, LLC	GENERAL SERVICES & FY23 ANDRIA CM 2/24/24	3,805.00
63849	3/19/2024	EASTERN SIERRA ENGINEERING	ENGINEERING SERVICES TRAMWAY IMPROVEMENT 7/1 TO 7/31/23	1,140.00
63849	3/19/2024	EASTERN SIERRA ENGINEERING	ENGINEERING SERVICES TRAMWAY RETAINING WALL 2/29/24	9,515.00
63850	3/19/2024	EMPLOYERS ASSURANCE CO.	WORKERS COMPENSATION INSTALLMENT 10 4/1/24	1,193.40
63851	3/19/2024	FLYERS ENERGY LLC	FUEL REGULAR 95 GAL	426.92
63852	3/19/2024	FRONTIER COMMUNICATIONS	775-150-0119-103174-5 EASY	50.76
63852	3/19/2024	FRONTIER COMMUNICATIONS	775-150-0120-092376-5 DCLTSA	50.76
63852	3/19/2024	FRONTIER COMMUNICATIONS	775-586-8471-100215-5 97 BEACH CLUB	173.85
63852	3/19/2024	FRONTIER COMMUNICATIONS	775-588-1065-022924-5 160 PINERIDGE	98.66
63852	3/19/2024	FRONTIER COMMUNICATIONS	775-588-2401-060791-5 PALISADES	41.74
63852	3/19/2024	FRONTIER COMMUNICATIONS	775-588-2410-111700-5 EASY	100.05
63852	3/19/2024	FRONTIER COMMUNICATIONS	775-588-2419-091195-5 PALISADES	98.24
63852	3/19/2024	FRONTIER COMMUNICATIONS	775-588-2705-042476-5 TERRACE VIEW	327.64
63852	3/19/2024	FRONTIER COMMUNICATIONS	775-588-4482-052798-5 MARKET	52.85
63852	3/19/2024	FRONTIER COMMUNICATIONS	775-588-7495-061182-5 MARKET	43.33
63852	3/19/2024	FRONTIER COMMUNICATIONS	775-588-8311-081082-5 GALAXY	58.36
63853	3/19/2024	GROUP WEST CONSTRUCTION, INC	160 PINE RIDGE IMPROVEMENT PAY APPLICATION 8 2/19/24	214,962.62
63854	3/19/2024	BEATRIZ HERNANDEZ	255 KINGSBURY GRADE 4 CLEANINGS 2/29/24	560.00
63855	3/19/2024	KONICA MINOLTA PREMIER FINANCE	ACCT. 3691777720 COPIER LEASE 3/31/24	370.00
63856	3/19/2024	LINDE GAS & EQUIPMENT INC.	ACCT. 71572887 CYLINDER RENT INDUSTRIAL ACETYLENE	179.80
63857	3/19/2024	LINDE GAS & EQUIPMENT INC.	LIQUID OXYGEN 1,250 CCF	9,993.38
63858	3/19/2024	MANCHESTER ENTERPRISES	SNOW REMOVAL SERVICES 2/1/24 TO 2/29/24	91,418.72



**KINGSBURY GENERAL IMPROVEMENT DISTRICT**  
 Check/Voucher Register - LIST OF CLAIMS  
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Check Number	Check Date	Payee	Transaction Description	Check Amount
63859	3/19/2024	SOUTH LAKE TAHOE ACE HARDWARE	STATION 2 TANK SENSORS	9.99
63860	3/19/2024	MINDEN LAWYERS, LLC	LEAGAL FEES GENERAL & HYDRANT CLEARING	6,384.64
63861	3/19/2024	MMS WEST	MOVE EQUIPMENT NEOPOST-IN600 TO 160 PINERIDGE DR	200.00
63862	3/19/2024	PAMELA JOANNE NANCE	298 KINGSBURY GRADE 4 CLEANINGS 2/29/24	800.00
63863	3/19/2024	NV ENERGY	1000044086803301940 EASY ST UNIT N/T134	37.54
63863	3/19/2024	NV ENERGY	1000044086803305073 KINGSBURY GRADE UNIT PMPPLS	45.06
63863	3/19/2024	NV ENERGY	1000044086803320247 176 BUCHANAN RD UNIT PMPHS3	2,228.62
63863	3/19/2024	NV ENERGY	1000044086804563654 255 KINGSBURY GRADE UNIT C	86.34
63863	3/19/2024	NV ENERGY	1000044086804563795 255 KINGSBURY GRADE UNIT D	66.52
63863	3/19/2024	NV ENERGY	1000044771003320176 KIGNSBURY GRADE UNIT DISPMP	1,619.33
63864	3/19/2024	PACIFIC STATES COMMUNICATIONS	QUOTE 1702 3 RHOMBUS CAMERAS	2,345.41
63864	3/19/2024	PACIFIC STATES COMMUNICATIONS	QUOTE 1769 CLOUD ACCES POINTS QUOTE 1780 ADDITIONAL IT ITEMS	7,138.38
63865	3/19/2024	PAUL CAVIN ARCHITECT LLC	160 PINE RIDGE ARCHITECTURAL, STRUCTUAL ENGINEERING SERVICES	2,290.00
63866	3/19/2024	RESOURCE CONCEPTS	ENGINEERING SERVICES PUMP STATION 3 REHABILITATION 1/31/24	285.00
63867	3/19/2024	SHRED-IT	SHRED	37.00
63868	3/19/2024	SOUTH TAHOE REFUSE	ACCT. 10534153 169 TERRACE VIEW DR SERVICE 2/13/24	74.20
63869	3/19/2024	SOUTHWEST GAS CORPORATION	910000322763 3 BUCHANAN RD PUMP	176.35
63869	3/19/2024	SOUTHWEST GAS CORPORATION	910000561117 698 KINGSBURY GRADE	230.22
63869	3/19/2024	SOUTHWEST GAS CORPORATION	910000561180 5 KIMBERLY BROOKE LN PUMP	318.73
63869	3/19/2024	SOUTHWEST GAS CORPORATION	910000561274 4 ANDRIA DR (384) PUMP	232.14
63869	3/19/2024	SOUTHWEST GAS CORPORATION	910000561387 2 TERRACE VIEW DR PUMP	922.92
63869	3/19/2024	SOUTHWEST GAS CORPORATION	910000799713 160 PINERIDGE DR 1	932.16

**KINGSBURY GENERAL IMPROVEMENT DISTRICT**  
Check/Voucher Register - LIST OF CLAIMS  
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Check Number	Check Date	Payee	Transaction Description	Check Amount
63869	3/19/2024	SOUTHWEST GAS CORPORATION	910000799716 298 KINGSBURY CIR	253.69
63869	3/19/2024	SOUTHWEST GAS CORPORATION	910000799717 298 KINGSBURY CIR UP	35.88
63869	3/19/2024	SOUTHWEST GAS CORPORATION	910000799718 298 KINGSBURY CIR DOWN	569.80
63870	3/19/2024	PUBLIC EMPLOYEES BENEFIT PROG	ACCT 360 MEDICAL INSURANCE HAVARD 2/1/24	1,937.12
63870	3/19/2024	PUBLIC EMPLOYEES BENEFIT PROG	ACCT 841 MEDICAL INS MCKAY, ROHR, RUNTZEL, SCHRAUBEN, VOSBUR	1,496.32
63870	3/19/2024	PUBLIC EMPLOYEES BENEFIT PROG	ACCT. 360 MEDICAL INSURANCE BREWER, HAVARD, MOSS 3/1/23	4,104.61
63871	3/19/2024	SUMMIT FIRE & SECURITY	ANNUAL FIRE EXTINGUISHER SERVICE 160 PINE RIDGE	345.25
63872	3/19/2024	TAHOE BASIN CONTAINER	ACCT. 54345000 801 KINGSBURY GRADE BEAR PROOF RENTAL 2/29/24	30.00
63873	3/19/2024	VERIZON WIRELESS	MONTHLY GPS SERICES & MEI SNOW EQUIPMENT 2/29/24	227.40
63874	3/19/2024	WESTERN NEVADA SUPPLY CO	G5 CI LID WTR, G5 CONC VLV BOX 10-3/8X12, 18 NON LOCK LID	1,259.58
63875	3/29/2024	BURGARELLO ALARM	VARIOUS STATIONS ALARM MONITORING 4/1-6/30/24	1,935.54
63876	3/29/2024	CHARTER COMMUNICATIONS	ACCT. 8411100140031448 169 TERRACE VIEW DR 3/1/24	154.98
63876	3/29/2024	CHARTER COMMUNICATIONS	ACCT. 8411100140048004 255 KINGSBURY GRADE RD UNIT A	149.98
63876	3/29/2024	CHARTER COMMUNICATIONS	ACCT. 8411100140098488 97 BEACHCLUB DR 3/1/24	164.98
63877	3/29/2024	LUMOS AND ASSOCIATES INC	GIS SUPPORT UPLOADED DATA TO ARCGIS ONLINE, CLEANED UP MAP G	405.00
63879	3/29/2024	NV ENERGY	1000044046907329692 399 EUGENE DR	589.78
63879	3/29/2024	NV ENERGY	1000044086803270814 801 KINGSBURY GRADE UNIT LIGHTS	43.02
63879	3/29/2024	NV ENERGY	1000044086803274204 GALAXY LN PUMP	121.74
63879	3/29/2024	NV ENERGY	1000044086803294236 160 PINERIDGE DR UNIT LIGHTS	14.34

**KINGSBURY GENERAL IMPROVEMENT DISTRICT**  
Check/Voucher Register - LIST OF CLAIMS  
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Check Number	Check Date	Payee	Transaction Description	Check Amount
63879	3/29/2024	NV ENERGY	1000044086803297452 298 KINGSBURY GRADE APT ADOWN	87.22
63879	3/29/2024	NV ENERGY	1000044086803297460 298 KINGSBURY GRADE APT B-UP	168.88
63879	3/29/2024	NV ENERGY	1000044086803297478 298 KINGSBURY GRADE APT CDOWN	87.64
63879	3/29/2024	NV ENERGY	1000044086803297486 298 KINGSBURY GRADE APT DDOWN	102.71
63879	3/29/2024	NV ENERGY	1000044086803297718 403 KIMBERLY BROOK LN	350.13
63879	3/29/2024	NV ENERGY	1000044086803301502 504 LAUREL LN UNIT PMPSTA	33.11
63879	3/29/2024	NV ENERGY	1000044086803304290 KINGSBURY GRADE UNIT F1	17.64
63879	3/29/2024	NV ENERGY	1000044086803320205 KINGSBURY GRADE UNIT PMPHS2	3,200.78
63879	3/29/2024	NV ENERGY	1000044086803320221 314 ANDRIA WAY UNIT BRABDU	1,200.80
63879	3/29/2024	NV ENERGY	1000044086803320239 698 KINGSBURY GRADE UNIT NFRS	1,774.64
63879	3/29/2024	NV ENERGY	1000044086804621577 801 KINGSBURY GRADE UNIT B	37.22
63879	3/29/2024	NV ENERGY	1000044086805221187 180 LAKE PKWY UNIT PUMP	692.93
63879	3/29/2024	NV ENERGY	1000044086807006297 97 BEACH CLUB DR	6,068.82
63879	3/29/2024	NV ENERGY	1000044087003270836 801 KINGSBURY GRADE	33.11
63880	3/29/2024	PUBLIC EMPLOYEES	EMPLOYEE AND EMPLOYERS PERS CONTRIBUTION 3/24	24,737.04
63881	3/29/2024	ROUND HILL GENERAL IMPR DIST	COMMERCIAL CONSUMPTION DORLA CT 2/16-3/18/24	169.18
63882	3/29/2024	SOUTH TAHOE REFUSE	ACCT. 13186400 160 PINERIDGE 2/29/24 COMM BIN& SPECIAL PICK	667.80
63883	4/5/2024	DAVID MCKINSEY	Employee: MCKINS; Pay Date: 4/5/2024	1,361.91
63884	4/5/2024	MICHAEL J. ANSTETT	Employee: ANSTET; Pay Date: 4/5/2024	1,400.52
63885	4/5/2024	CARRIE BAUWENS	Employee: BAUWEN; Pay Date: 4/5/2024	1,641.90

**KINGSBURY GENERAL IMPROVEMENT DISTRICT**  
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Check Number	Check Date	Payee	Transaction Description	Check Amount
63886	4/5/2024	JUDITH BREWER	Employee: BREWER; Pay Date: 4/5/2024	1,975.29
63887	4/5/2024	MITCHELL S. DION	Employee: DION; Pay Date: 4/5/2024	2,975.10
63888	4/5/2024	COREY E. DOAN	Employee: DOAN; Pay Date: 4/5/2024	1,185.14
63889	4/5/2024	MICHAEL E. EDWARDS, JR	Employee: EDWARD; Pay Date: 4/5/2024	3,089.94
63890	4/5/2024	JOSEPH ESENARRO	Employee: ESENAR; Pay Date: 4/5/2024	3,348.67
63891	4/5/2024	DON HAVARD	Employee: HAVARD; Pay Date: 4/5/2024	2,086.02
63892	4/5/2024	BRANDY JOHNS	Employee: JOHNS; Pay Date: 4/5/2024	1,842.34
63893	4/5/2024	SHANE T. MORTENSEN	Employee: MORTEN; Pay Date: 4/5/2024	2,343.13
63894	4/5/2024	BYRAN D. MOSS	Employee: MOSS; Pay Date: 4/5/2024	1,626.05
63895	4/5/2024	JOSEPH S. PETERSON	Employee: PETER; Pay Date: 4/5/2024	1,185.14
63896	4/5/2024	LEIGH C. STANTON	Employee: STANTO; Pay Date: 4/5/2024	1,338.78
63897	4/5/2024	JEFF T. WOOD	Employee: WOOD; Pay Date: 4/5/2024	1,435.56
63898	4/5/2024	JUDITH BREWER	Employee: BREWER; Pay Date: 4/5/2024	720.27
63899	4/5/2024	CARRIE BAUWENS	Employee: BAUWEN; Pay Date: 4/5/2024	344.92
63900	4/5/2024	BRANDY JOHNS	Employee: JOHNS; Pay Date: 4/5/2024	344.92
63901	4/5/2024	LEIGH C. STANTON	Employee: STANTO; Pay Date: 4/5/2024	492.75
63902	4/5/2024	MICHAEL J. ANSTETT	Employee: ANSTET; Pay Date: 4/5/2024	1,455.24
63903	4/5/2024	JEFF T. WOOD	Employee: WOOD; Pay Date: 4/5/2024	1,590.93
63904	4/5/2024	AIRGAS USA, LLC	ACCT. 3255567 NITROGEN LIQ FD 265LTRS 350 PSI	461.45
63905	4/5/2024	MICHAEL ANSTETT	REIMBURSE UNION DUES DEDUCTED FROM CHECK 63884	33.08
63906	4/5/2024	COKER PUMP & EQUIPMENT CO	STATION 1 OZONE INJECTION PUMP	3,306.45
63907	4/5/2024	MICHAEL EDWARDS JR.	REIM CREDIT COMPANY CC PAID BY MIKE PERSONAL CHECK 2312	102.81
63907	4/5/2024	MICHAEL EDWARDS JR.	REIMBURSE KENETREK BOOT RECEIPT FOR WORK BOOTS	400.00
63908	4/5/2024	GROUP WEST CONSTRUCTION, INC	160 PINERIDGE BUILDING IMPROVEMENT PAY 9 3/31/24	70,360.19

**KINGSBURY GENERAL IMPROVEMENT DISTRICT**  
 Check/Voucher Register - LIST OF CLAIMS  
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Check Number	Check Date	Payee	Transaction Description	Check Amount
63909	4/5/2024	HARPER PROFESSIONAL SERVICES	PREP & INITIATION TO BUREAU RECLAMATION WATER SMART GRANT PR	1,000.00
63910	4/5/2024	STATIONARY ENGINEERS LOCAL 39	LOCAL 39 EMPLOYEES HEALTH/LIFE PREMIUMS 5/1/24	19,840.00
63911	4/5/2024	IUOE STATIONARY ENGINEERS LO39	EMPLOYEE UNION DUES 4/1/24	556.39
63912	4/5/2024	RENEE LANDAU	REFUND ACCT. 1890 OVERPAID/CLOSED ESCROW 3/26/24	24.54
63913	4/5/2024	MANCHESTER ENTERPRISES	SNOW REMOVAL SERVICES 3/1/24 TO 3/23/24	112,949.22
63914	4/5/2024	MIKE MULDOON	REFUND ACCT. 817 OVERPAID MOVED OUT IN FEBRUARY	288.92
63915	4/5/2024	NEVADA POWER PRODUCTS, INC.	STATION 2 HONDA SNOW BLOWER HANDLE UPPER	304.80
63916	4/5/2024	NEXTIVA, INC.	ACCT. 3680856 DISTRICT OFFICE PHONE LINES 4/1/24	261.31
63917	4/5/2024	NV ENERGY	1000044086804563654 255 KINGSBURY GRADE UNIT C	16.90
63917	4/5/2024	NV ENERGY	1000044086804563795 255 KINGSBURY GRADE UNIT D	8.83
63917	4/5/2024	NV ENERGY	1000044086808604306 160 PINERIDGE DR	254.41
63918	4/5/2024	SGS SILVER STATE LABORATORIES	BROMATE	175.00
63918	4/5/2024	SGS SILVER STATE LABORATORIES	COLIFORMS-P/A & COLIFORMS-QT	324.00
63918	4/5/2024	SGS SILVER STATE LABORATORIES	COLIFORMS-QT	216.00
63919	4/5/2024	SMITH FAMILY TRUST 2022	REFUND ACCT. 3333 OVERPAID/CLOSED ESCROW 3/29/24	7.79
63920	4/5/2024	SNELSON FAMILY TRUST 2012	REFUND ACCT. 1317 OVERPAID/CLOSED ESCROW 3/29/24	14.60
63921	4/5/2024	SPRINGBROOK SOFTWARE COMPANY	COMPUTER EXP/ACH & CC CHARGES 3/31/24	1,551.00
63922	4/5/2024	KATIE STUART	REFUND ACCT. 1540 OVERPAID/CLOSED ESCROW 3/29/24	0.00
63923	4/5/2024	ANTHONY & SELAH SULLIVAN	REFUND ACCT. 1607 OVERPAID/CLOSED ESCROW 3/29/24	33.78
63924	4/5/2024	SUMMIT PLUMBING LLC	SEWER PUMP STATION MAINTENANCE CONTRACT 4/2024	7,176.89
63925-63927	<b>VOID US Bank Visa Rewards</b>			
63928	4/5/2024	US BANK VISA REWARDS	1/4IN MIPX1/8IN FIP, 1/8IN FIP TEE, 5FT ICE CONNECTOR, STATI	145.15

**KINGSBURY GENERAL IMPROVEMENT DISTRICT**  
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Check Number	Check Date	Payee	Transaction Description	Check Amount
63928	4/5/2024	US BANK VISA REWARDS	160 PINERIDGE BAY LIGHTS 14IN INTEGRATED LED DIMMABLE	381.70
63928	4/5/2024	US BANK VISA REWARDS	160 PINERIDGE CONTAINER RENTAL 3/12 - 4/08/24	135.33
63928	4/5/2024	US BANK VISA REWARDS	160 PINERIDGE WASTE BASKETS QTY 4 & WALL MIRRORS QTY 2	117.36
63928	4/5/2024	US BANK VISA REWARDS	20A 125V COMM RECEIPT, 1G DUP RECEIPT PLATE, 14CU IN PVC, STAT	35.23
63928	4/5/2024	US BANK VISA REWARDS	2IN DMND HOLES AW, 1.1 CU FT FT CTP, STATION 3&5 KEMTEK LIQUI	260.07
63928	4/5/2024	US BANK VISA REWARDS	8OZ GOO GONE	8.99
63928	4/5/2024	US BANK VISA REWARDS	ADA SIGNS AUTHORIZED PERSONNEL ONLY	37.37
63928	4/5/2024	US BANK VISA REWARDS	BOARD MEETING SANDWICHES	54.59
63928	4/5/2024	US BANK VISA REWARDS	BOXES FOR MOVE TOO 160 PINERIDGE	66.71
63928	4/5/2024	US BANK VISA REWARDS	BOXES, 2IN DIMD HOLES AW & ARBO, BLANK PLATE MOVING 160 PINER	107.69
63928	4/5/2024	US BANK VISA REWARDS	CLOROX WAND, CHINET PLATE, 8.5IN PLATE, FEBREEZE, COFFEE	137.30
63928	4/5/2024	US BANK VISA REWARDS	COFFEE	16.99
63928	4/5/2024	US BANK VISA REWARDS	CREDIT FOR PERFORATED BILLING PAPER NOT RECEIVED	(36.45)
63928	4/5/2024	US BANK VISA REWARDS	CREDIT PERFORATED BILLING PAPER NOT RECEIVED	(60.75)
63928	4/5/2024	US BANK VISA REWARDS	DISH RACK, SOAP DISP BRUSH, SPONGES	4.02
63928	4/5/2024	US BANK VISA REWARDS	EPSON 202XL YELLOW/BLACK CARTRIDE, PUSH PINS, & NOTE BOOKS	124.13
63928	4/5/2024	US BANK VISA REWARDS	EXXON EMERAL BAY 3/5/24 CHARGE IN DISPUTE	9.98
63928	4/5/2024	US BANK VISA REWARDS	FELT LETTER BOARD LETTERS 160 PINERIDGE	9.63
63928	4/5/2024	US BANK VISA REWARDS	FORMICA WHITE, 3/16IN DMND GRT HOLE, 2IN DMND GRT HOLES AW &	125.94
63928	4/5/2024	US BANK VISA REWARDS	HAND SOAP	6.50
63928	4/5/2024	US BANK VISA REWARDS	LIEN RELEASES	2,050.00
63928	4/5/2024	US BANK VISA REWARDS	MOVING PIZZA PARTY	200.00
63928	4/5/2024	US BANK VISA REWARDS	NEW REGISTRTION 2006 HONDA RIDGELINE	6.00

**KINGSBURY GENERAL IMPROVEMENT DISTRICT**  
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<u>Check Number</u>	<u>Check Date</u>	<u>Payee</u>	<u>Transaction Description</u>	<u>Check Amount</u>
63928	4/5/2024	US BANK VISA REWARDS	OFFICE COFFEE, GARBAGE BAGS, & BATHROOM TISSUE	57.34
63928	4/5/2024	US BANK VISA REWARDS	PAPER TOWEL HOLDER, EMPLOYEE ONLY SIGN, WOMEN RESTROOM SIGN	45.68
63928	4/5/2024	US BANK VISA REWARDS	PARTS FOR HONDA SNOW BLOWER	5.05
63928	4/5/2024	US BANK VISA REWARDS	PERFORATED BILLING PAPER QTY 8	97.20
63928	4/5/2024	US BANK VISA REWARDS	PIZZA MOVING LUNCH	200.00
63928	4/5/2024	US BANK VISA REWARDS	POSTAGE STAMPS	13.60
63928	4/5/2024	US BANK VISA REWARDS	RETURN BY MIKE PAID DIRECTLY TO US BANK VISA NOT CO RELATED	(102.81)
63928	4/5/2024	US BANK VISA REWARDS	SERVICE LOADER REPAIR TROUBLE SHOOT WIPER, INSTALL WIPER BL	4,204.00
63928	4/5/2024	US BANK VISA REWARDS	SHOP PAPER TOWELS & BATHROOM TISSUE	49.79
63928	4/5/2024	US BANK VISA REWARDS	SNOW BLOWER HANDLES	31.89
63928	4/5/2024	US BANK VISA REWARDS	STATION 1 CL2 GENERATOR WATER TANK FLOAT & WATER LEVEL CONTR	77.07
63928	4/5/2024	US BANK VISA REWARDS	STATION 1 DISTILLED WATER	34.93
63928	4/5/2024	US BANK VISA REWARDS	STATION 1 SPEC CLR STD CHLORINE, STABLICAL AMPULE KIT, OZONE	756.97
63928	4/5/2024	US BANK VISA REWARDS	STATION 3 & 5 KEMTEK LIQUID CHLORINE QTY. 2	29.05
63928	4/5/2024	US BANK VISA REWARDS	TITLE FEE 2006 HONDA RIDGELINE	20.00
63928	4/5/2024	US BANK VISA REWARDS	TRUCK #1020 FUEL REGULAR 17.018 GAL	63.80
63928	4/5/2024	US BANK VISA REWARDS	TRUCK #1021 FUEL REGULAR 20.451 GAL	83.01
63928	4/5/2024	US BANK VISA REWARDS	TRUCK #1929 SNOW PLOW KICKSTAND LEG	49.97
63928	4/5/2024	US BANK VISA REWARDS	TV MOUNT 42IN-86IN BOARD ROOM	96.38
Report Total				1,079,008.40





## MISSING OR VOIDED CHECKS

<b>DATE</b>	<b>CHECKS</b>	<b>PAYEE</b>	<b>MISSING/VOIDED</b>
04/05/24	63925	US BANK VISA REWARDS	VOIDED
04/05/24	63926	US BANK VISA REWARDS	VOIDED
04/05/24	63927	US BANK VISA REWARDS	VOIDED



**KINGSBURY GENERAL IMPROVEMENT DISTRICT  
AGENDA ITEM # 09**

**TITLE: REVIEW AND RECEIVE FINANCIAL STATEMENTS FEBRUARY 2024**

For Discussion and Possible Action. Review of Financial Statements

**MEETING DATE:** 16 April 2024

**PREPARED BY:** Mitchell S. Dion, General Manager

**RECOMMENDED ACTION:** Review and file financial statements of February 2024 (not an action item)

**BACKGROUND INFORMATION:** District financial statements are prepared for each month of the year. Although monthly statements will lag a month or two due to pending processing time, these provide the Trustees with insights into the financial well-being of the agency.

**INCLUDED:**

- Financial Statements February 2024

Fund impacted by above action:

- |   |   |
|---|---|
| <input type="checkbox"/> All Funds        | <input checked="" type="checkbox"/> Not a Budget Item |
| <input type="checkbox"/> Water Fund       | <input type="checkbox"/> Sewer Fund                   |
| <input type="checkbox"/> General Fund     | <input type="checkbox"/> Snow Removal Fund            |
| <input type="checkbox"/> Not Budgeted for | <input type="checkbox"/> Emergency Spending           |

WITHDRAWN

**KINGSBURY GENERAL IMPROVEMENT DISTRICT  
AGENDA ITEM #10**

**TITLE: AUTHORIZE THE GENERAL MANAGER TO AWARD WINDOW AND  
DOOR REPLACEMENT FOR BUILDING 160 PINE RIDGE DRIVE**

For Discussion and Possible Action.

**MEETING DATE:** 16 April 2024

**PREPARED BY:** Mitchell S. Dion, General Manager

**RECOMMENDED ACTION:**

**It is recommended that the Board of Trustees approve the combined window and door replacement not to exceed the sum of \$71,966.00 and authorize the General Manager to execute appropriate contracts.**

**BACKGROUND INFORMATION:**

The district purchased buildings 160 Pine Ridge Drive for the purpose of establishing an Operations/Administrative Center with equipment bays and bringing all personnel to a common work site. Group West Construction was selected to perform the work according to the specifications. To ensure feasibility of the project an objective was to remain as frugal as possible in the specifications which guided the repair/renovation of the facility.

In November 2023, the board authorized expending an additional \$23,500 (\$6,124.66 to insulate and seal gable ends & \$17,499.02 to replace unsafe roll up doors) to address deficiencies necessary to complete the project. This work was completed and made significant improvement for the safety and longevity of the building.

Once district personnel occupied the building, it became apparent that the windows were inadequate and at least two must be replaced to gain final occupancy from the building official. Additionally, 4 exterior doors are problematic or security concerns. On March 19<sup>th</sup>, 2024, the board of trustees authorized funding to complete four items including the window and door replacement. Due to the cost of window work and the proposed method, the board of trustees requested that it be brought back before proceeding.

It was originally thought that purchasing windows independent of the installation would provide the district with some cost avoidance. Subsequently, it was learned that the manufacturers work with contractors and installers providing them a better price than the district could obtain directly. It was also noted that installers would not warranty items purchased and provided for their work. The district worked closely with Group West to get pricing from vendors and has determined that we received the most favorable pricing for a project of this size. It became more complex as the windows and doors have varying lead times which would not have been compatible with the final painting of the building as scheduled by Group West. Therefore, it was determined that it would be

advantageous for the district to use Group West Construction as the only viable way to complete this work and obtain the final occupancy permit.

The combined work being addressed was originally estimated to be \$68,000 (windows \$60,000 and doors \$8,000). Actual work proposed is not to exceed \$71,966.00 combined in this change.

**INCLUDED:**

- (A) Proposal from Group West Construction (windows & doors)

Fund impacted by above action:

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> All Funds | <input type="checkbox"/> Not a Budget Item  |
| <input type="checkbox"/> Water Fund           | <input type="checkbox"/> Sewer Fund         |
| <input type="checkbox"/> General Fund         | <input type="checkbox"/> Snow Removal Fund  |
| <input type="checkbox"/> Not Budgeted for     | <input type="checkbox"/> Emergency Spending |



4/8/2024

**KGID Windows & Doors**  
160 Pine Ridge DR  
Stateline NV

**RE:**

Hello Mitch,

Please see below Scope Summary, Breakdown and attached estimated Cost Breakdown for further information.

**General Conditions:**

- Principal/Executive
- Full Time Superintendent
- Project Manager
- Assistant Project Manager
- Project Administration
- Debris Dumpsters
- Weekly Progress Cleaning – included in progress line item as well as on site dumpsters
- Final Clean
- Protection of existing finishes where applicable
- Close-Out package

**Demo:**

- Removal of 25 window frames
- Removal of 25 windows
- Removal of 4 doors and frames



### Doors, Frames and Hardware:

#### 1<sup>st</sup> Floor Doors 1, 2, 4

- 3 9K3ON15LS3626 Grade 1 Passage Locksets
- 3 8T37KSTK626 Less LFIC 626 Grade 1 Deadbolt
- 3 Pemko 216AV36 Door Shoe
- 2 3068 1-3/4" Flush Fiberglass Pre-Hung 7-1/4" Double Bore RH
- 1 3068 1-3/4" Flush Fiberglass Pre-Hung 7-1/4" Double Bore LH
- 3 Schlage 23-030 626 1 Bitted S123 to match existing keying system
- 3 Interior side-2-1/4" Colonial Casing
- 3 Pemko 2748A36 1/4" x 8" x 36" Threshold Mill Finish
- 9 4.5"x 4.5" Ball Bearing Butt Hinges- Included with Pre-hung
- Installation of Doors and Hardware
- Installation of Door Trim on Doors 1, 2, 4
- Caulking of Door Trim

#### 2<sup>nd</sup> Floor Hollow Metal Door Door 3

- 1 IDC\_I 30681-3/4' 707S HG Poly, Top Cap HM Door
- 1 Curries 3068 N Series 6-3/4" A60 RHR
- 1 Schlage 20-057 626 Rim 1 Bitted S123
- 1 Pemko 303APK 36x84
- 3 Hager 881191 4-1/2" x 4-1/2" 630 NRP
- 1 Pemko 216APK36"
- 1 Pemko 2748A36 1/4" x 8" x 36" Threshold Mill Finish
- 1 Interior side-2-1/4" Colonial Base
- 1 1/16' x 3/8" Black Glazing Tape
- 1 NGP L-FRA100-SP
- 1 23" x 31" 1" OA Clear Tempered Glazing
- 1 LCN 4040XP Closers
- 1 Von Duprin 98-L-NL-06-3-626
- Installation of Door and Hardware for Door 3
- Installation of Door Trim for Door 3
- Caulking of Door Trim





4/8/2024

Cost Code	Item	Notes	Qty	UOM	Unit Cost	Total Cost
1000.000 - General Conditions						
	Project Supervision					
	Project Manager		1	MONTH	\$ 2,500.00	\$ 2,500.00
	Project Engineer		1	MONTH	\$ -	\$ -
	Project Superintendent		1	MONTH	\$ 4,500.00	\$ 4,500.00
	Project Assistant		1	MONTH	\$ 3,000.00	\$ 3,000.00
	Safety Manager		1	MONTH	\$ -	\$ -
	Other CG's					
	Mobilization		1	LS	\$ -	\$ -
	Demobilization		1	LS	\$ -	\$ -
	Restrooms		6	MONTH	\$ -	\$ -
	Land Lease Staging		6	MONTH	\$ -	\$ -
	Blue Prints/Shop Drawings		1	LS	\$ -	\$ -
	Clean-up					
	Progress	Includes Dumpsters	1	MONTH	\$ 900.00	\$ 900.00
	Final		1	LS	\$ -	\$ -
	Safety/First Aid		6	MONTH	\$ -	\$ -
	Barricades		6	MONTH	\$ -	\$ -
	Equipment/Scaffolding		1	LS	\$ 3,344.76	\$ 3,344.76
	Miscellaneous		6	MONTH	\$ -	\$ -
6100.000 - Rough Carpentry						
	Window Install Labor		1	LS	\$ 18,000.00	\$ 18,000.00
6100.000 - Materials	consumables		1	LS	\$ 2,500.00	\$ 2,500.00
8100.000 - Doors & Frames	Anchor door matl & Labor		1	LS	\$ 5,167.07	\$ 5,167.07
8100.000 - Doors & Frames	Anchor door matl & Labor		1	LS	\$ 6,368.09	\$ 6,368.09
8800.000 - Glass	Victory Glass (matrl supply only)		1	LS	\$ 18,096.41	\$ 18,096.41
9900.000 - Painting	Paint matl, labor & touch up		1	LS	\$ 3,350.00	\$ 3,350.00
	<b>Total Construction Cost</b>					<b>\$ 67,776.33</b>
	1560.000 - Overhead				2.50%	\$ 1,693.16
	1550.000 - Profit				2.50%	\$ 1,693.16
	Profit and Overhead					\$ 3,386.32
	Subtotal Insurable Costs					\$ 71,112.65
	1009.000 - Insurance Requirements				1.2%	\$ 853.35
	1009.010 - Bonding/Builders Risk				0.00%	\$ -
	Contingency				0%	\$ -
	<b>Total</b>					<b>\$ 71,986.00</b>



**KINGSBURY GENERAL IMPROVEMENT DISTRICT  
AGENDA ITEM #11**

**TITLE: PERSONNEL POLICY MANUAL UPDATE – TEMPORARY LABORER**

For Discussion and Possible Action. For discussion and possible action to amend the Personnel Policy Manual regarding the use of Temporary Laborers

**MEETING DATE:** 16 April 2024

**PREPARED BY:** Mitchell S. Dion, General Manager

**RECOMMENDED ACTION:**

It is recommended that the board approve and adopt the draft amendment 3.11 to the personnel manual.

**BACKGROUND INFORMATION:**

The district adopted the Personnel Manual in March 2022. While the manual references seasonal or casual laborer in appropriate places, there is no guidance regarding the recruitment or retention of temporary help.

The district has used temporary laborers in past years to assist with seasonal needs such as drainage, road work or specific projects. Increasingly, with vacancies and challenges recruiting and retaining high quality personnel, the district is more dependent upon temporary laborers. Therefore, it is appropriate to include guidance relating to the use of temporary laborers in the district policy.

It is recommended that the board adopt the amendment to the policy manual paragraph 3.11 as enclosed.

**INCLUDED:**

(A) Personnel Policy Amendment paragraph 3.11

Fund impacted by above action:

- |   |   |
|---|---|
| <input type="checkbox"/> All Funds        | <input checked="" type="checkbox"/> Not a Budget Item |
| <input type="checkbox"/> Water Fund       | <input type="checkbox"/> Sewer Fund                   |
| <input type="checkbox"/> General Fund     | <input type="checkbox"/> Snow Removal Fund            |
| <input type="checkbox"/> Not Budgeted for | <input type="checkbox"/> Emergency Spending           |

### 3. EMPLOYMENT

THIS SECTION COVERS HIRING FOR REGULAR FULL AND PART-TIME POSITIONS, AND FOR CASUAL/TEMPORARY/SEASONAL POSITIONS.

#### 3.1 Source of Applicant

Regular positions may be filled by applicants from within the organization or from the outside. The best qualified individual will be selected without regard to present employment. The position vacancy announcement may be posted internally and externally.

Promotional recruitments limit consideration of applicants to qualified employees currently working for KGID in a regular or introductory status with at least 6 months of service.

##### 3.1.1 Temporary Labor

The district may opt to use temporary laborers to assist with work which is suitable for untrained help and/or when more people will assist to make the work safer and more efficient, or to fill a temporary gap of permanent personnel due to the permanent employee's approved absence. Temporary employment is well suited to meet a temporary or seasonal surge such as completing drainage clearing before and after each winter season, or road crew work during the summer. Temporary workers may be a source for applicants for permanent positions if they meet the requirements as established in the recruitment/job description.

To ensure compliance with the State personnel regulations, a temporary worker may not work more than 980 hours in a 12-month period for Kingsbury GID. There are no benefits assigned to temporary workers. There are no expectations that a temporary worker may become permanent in the temporary roles. All job offers for temporary workers will include this stipulation.

District management may determine when and how many temporary laborers are necessary and establish the wage to be consistent with the local economy. Temporary labor can be funded by using funds available in the personnel budget either due to vacancies or specifically authorized in the budget for projects which temporary labor was anticipated.

Temporary labor may be recruited in open recruitment, or using a placement agency is acceptable when the work is intended to temporarily fill the duties of a permanent position.

#### 3.2 Job Announcements

Prior to initiating recruitment, KGID may verify the essential job functions; identify knowledge, skills, and abilities needed, and determine what education, experience, and credentials will provide the desired knowledge, skills, and abilities.

**KINGSBURY GENERAL IMPROVEMENT DISTRICT  
AGENDA ITEM #12**

**TITLE: GENERAL MANAGER AGREEMENT LEAVE ACCUMULATION AND USE**

For Discussion and Possible Action. Discussion and possible action to alter the provision in employment agreement regarding vacation accrual and use of vacation time

**MEETING DATE:** 16 April 2024

**PREPARED BY:** Mitchell S. Dion, General Manager

**RECOMMENDED ACTION:**

It is recommended that the General Manager Employment Agreement be modified (Employee benefits paragraph F.) to the following:

*“Employee shall accrue three (3) week of vacation time each fiscal year (July 1<sup>st</sup> through June 30<sup>th</sup>). The employee may continue to accrue this time to be used in accordance policy or opt to be paid for this time annually or consistent with the personnel manual for separation or use at the time of retirement.”*

**BACKGROUND INFORMATION:**

The General Manager is an exempt employee with terms and conditions established under the provisions of the employment agreement. Unless otherwise defined in the contract Provisions of the personnel manual are generally applicable to General Manager. The employment agreement is silent regarding this issue of vacation time upon separation or retirement.

Currently, exempt employees of the district may accumulate up to 3 years leave (with rate of accrual based upon time with the district), while the General Manager contract limits accrual to two years at the current rate of accrual (six weeks total). Due to the needs of the district; operational tempo, personnel deficits, and programs which the incumbent is the project manager or the lead person for the agency, the General Manager has accumulated the limits of total accrual and must be used or be bought out. A pay out of leave is an undesirable condition yet taking blocks of leave during the next three months would pose a difficulty for the district. Therefore, a modification of the contract is sought.

Current contract reads:

*“Employee shall accrue three (3) week of vacation time each fiscal year (July 1<sup>st</sup> through June 30<sup>th</sup>). All vacation accrued in excess of six (6) weeks will be paid to the Employee at the earned value, with said payment due on or before the last payday in June each year.”*

Seeking rewording:

*“Employee shall accrue three (3) week of vacation time each fiscal year (July 1<sup>st</sup> through June 30<sup>th</sup>). The employee may continue to accrue this time to be used in accordance policy or opt to be paid for this time annually or consistent with the personnel manual for separation or use at the time of retirement.”*

**Applicable section of Personnel Manual:**

“Upon termination, an employee with more than six (6) months of continuous employment will be paid for all accrued annual leave at the employee’s last rate of pay.”

This action is not intended to change the rate of accrual which would be done in annual revision of compensation. The intent is simply to allow flexibility to meet the needs of the district and the incumbent for using earned vacation time. As such, has nominal fiscal impact upon the district while sustaining district initiatives.

**INCLUDED:**

Fund impacted by above action:

- |   |   |
|---|---|
| <input type="checkbox"/> All Funds        | <input checked="" type="checkbox"/> Not a Budget Item |
| <input type="checkbox"/> Water Fund       | <input type="checkbox"/> Sewer Fund                   |
| <input type="checkbox"/> General Fund     | <input type="checkbox"/> Snow Removal Fund            |
| <input type="checkbox"/> Not Budgeted for | <input type="checkbox"/> Emergency Spending           |

**MEMO TO:** Kingsbury GID Board of Trustees

**FROM:** Mitchell S. Dion, General Manager

**SUBJECT:** General Manager's Report for the meeting April 16, 2024

**Programs:**

**Board for Financing Water Projects**

The next Board for Financing Water Projects meeting is May 15, 2024.

The district has applications for two future waterline replacement projects, but these are low on the priority list. The district updates these annually and could take actions to bring them into the funding zone if the district were interested in assuming more debt at this time.

Building 160 Pine Ridge project is winding up. We have a couple extra items which the board approved and getting prices for windows and exterior doors to the bays. The elevator completion is only large item remaining. We are dealing with the normal warranty items common to new buildings.

Currently, the NV Public agency investment pool is 5.2948479

The district has processed its first work orders using the CMMS system hoping to get the buy in and have it embraced as a more efficient way to get things done and also provide the data needed to manage the system.

We have our grant team working on trying to bring in some funding for the SCADA project. This is a project to modernize our SCADA on to one system (plant and distribution) and to implement SCADA for WasteWater. We think this will save water and energy (US EPA Grant) up to 50%.

We were notified of unusually high sewer flow readings being reported to the sewer authority. We found the meter electronics failed creating false reads... We are in the process of replacing the components and asked the Sewer Authority to make an adjustment.

**Customers:**

We have yet to be informed regarding the settlements or resolutions for the district and customers resulting from the snowplow striking a hydrant near Station 5 on Kimberly-Brook Ln. Our insurance adjuster was awaiting a response, but has been encouraged to do everything possible to be helpful to the homeowners.

The district is experiencing higher than normal sewer flow. Summit plumbing is investigating. We are attempting to resolve the issue. Our sewer flows have always exceeded industry standards and we were working to improve this incrementally, but the substantial change this year mandates more intense effort to capture the I & I.

**Associations and outside meetings:**

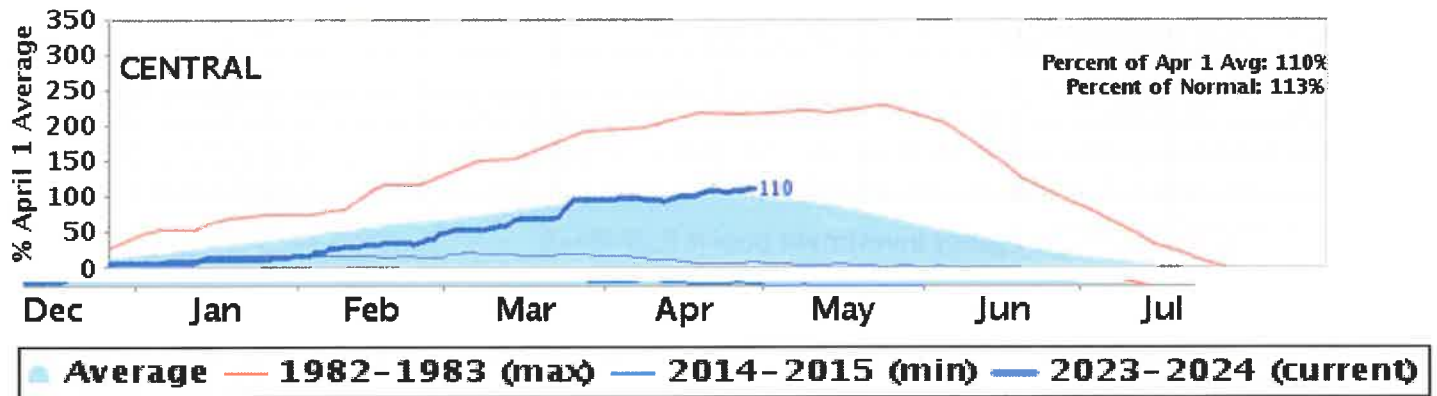
The coalition of GIDs had a minor victory. NDEP is no longer requiring two sets of full size, wet inked plans (and an electronic version) for each project.... Our project engineers will be able to submit directly. This will save a little money, but also time. Frankly, this was at least 20 years late. NDEP is still mandating superannuated protocols and methodologies for design and contracting (in small agencies) just adding to the costs and somehow validating their role as a regulator.

The League of Cities and Municipalities conference has been scheduled for October at the Stateline Event Center. We are placed in the role as host as will be supporting the event as best we can. In prior years, the hosts have provided some gift bags and swag which are representative of their community. Also, the league is seeking some activities which they can sponsor that foster networking but also be highlighting the community.

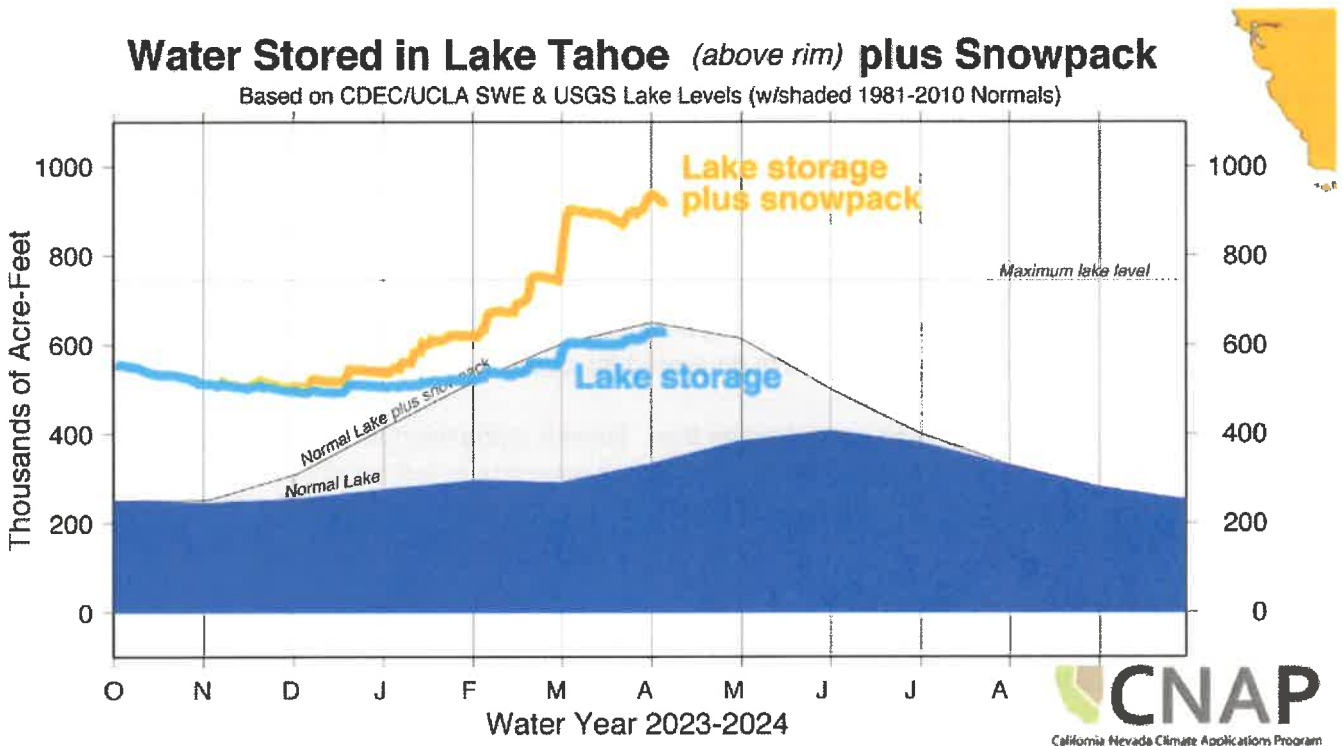
The USFS Zephyr Cove visioning project has started. Lots of strong opinions registered on all the various vision concepts.

**Water Resources:**

A very normal water year. Due to the abundance of carryover from the previous year, the west coast lakes are full and the system is working as designed while the pundits and media keep looking for ways to make a story.... No story, normal.

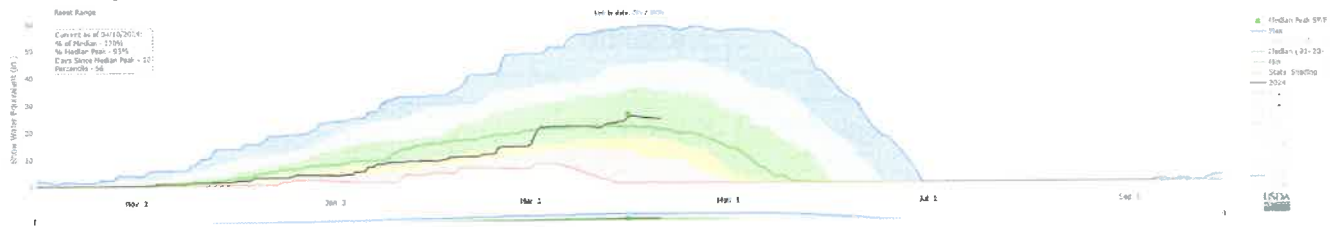


Currently, the lake is at 6,229.1 or about 6 feet above the natural rim and rising –





## Heavenly Valley Snow Water Equivalent



### Future Work/In Progress/Concerns/Heads up

- Equipment shelter
- Outreach event Open House for new facility, District 60th Anniversary
- SCADA software replacement
- Position and salary range revision/Union Negotiation
- Lead service line inventory
- EPA Certification of the Risk and Resiliency Assessment

## Regulatory Advisory

**Who: U.S. EPA**

**What: Final Primary Drinking Water Standard for PFAS**

**When: Today**

Earlier this morning, the U.S. Environmental Protection Agency (EPA) released [information](#) about its final rule setting drinking water standards for six per- and polyfluoroalkyl substances (PFAS). EPA is expected to announce the standards at an event later this morning in Fayetteville, North Carolina. Given the high level of public interest in PFAS, water utilities should prepare for news reports and customer inquiries resulting from the announcement. AWWA's initial statement on the rule is available [here](#).

Much of the final rule remains unchanged from the proposed rule. The rule finalizes the proposed maximum contaminant level goals (MCLGs) and maximum contaminant levels (MCLs) for both perfluorooctanoic acid (PFOA) and perfluorooctanesulfonic acid (PFOS).

The final rule also includes the hazard index approach for perfluorohexanesulfonic acid (PFHxS), perfluorononanoic acid (PFNA), perfluorobutanesulfonic acid (PFBS), and hexafluoropropylene oxide dimer acid (HFPO-DA) as proposed; however, the MCL is set at 1 (as opposed to 1.0). Additionally, the final rule sets individual MCLGs and MCLs of 10 ppt for PFHxS, PFNA, and HFPO-DA. An overview of the MCLs and MCLGs is shown in the table below.

<b>Proposed Drinking Water Standards</b>	<b>Critical Health Endpoint</b>	<b>BAT</b>	<b>MCLG (ppt)</b>	<b>MCL (ppt)</b>
Perfluorooctanoic acid (PFOA)	Cancer	Granular Activated Carbon (GAC)	0	4.0
Perfluorooctanesulfonic acid (PFOS)	Cancer		0	4.0
Perfluorohexanesulfonic acid (PFHxS)	Thyroid Effects	Ion Exchange (IX)	10	
Perfluorononanoic acid (PFNA)	Developmental Effects		10	
Hexafluoropropylene dimer acid (HFPO-DA) and its ammonium salt	Liver Effects	Nanofiltration (NF)	10	
Perfluorobutanesulfonic acid (PFBS), PFHxS, PFNA, and HFPO-DA and their salts	Multiple	Reverse Osmosis (RO)	Hazard Index of 1	

EPA also revised the proposed compliance timeline with a phased approach. As finalized, systems will need to complete the initial monitoring requirements for each PFAS within three years, and when warranted, take steps to assure compliance within five years. Beginning in 2027, systems will need to include results of initial monitoring and regular monitoring for PFAS for compliance in their consumer confidence reports. Systems will also need to issue public notifications for monitoring and reporting violations. Five years after promulgation (2029), systems that are not in compliance with the MCL based on compliance monitoring must not only take steps to comply but also issue public Tier 2 notifications.

AWWA encourages members to prepare for media inquiries and proactively communicate with their communities about what their water system is doing to address PFAS exposure. In responding to inquiries, AWWA recommends that utilities:

- Acknowledge the concern that all contaminants present to the safety of drinking water and emphasize to media and consumers your commitment to protecting public health
- Point out that your utility seeks out and monitors for unregulated contaminants to stay ahead of potential health risks
- Make clear that your water meets federal and state standards for safety (clearly explaining any Safe Drinking Water Act violations)
- Focus on how water risks are assessed and managed using the rigorous scientific framework of the Safe Drinking Water Act and your state (equivalents)
- Invite media and consumers to learn more about your local water quality by providing them with consumer confidence reports (CCR) and other web-based information or connecting them to the appropriate utility contact
- If possible, contact your local health department and/or a trusted academic voice to collaborate in communicating about PFAS

AWWA has resources to assist water systems in communicating with decision-makers and the public about PFAS.

- [PFAS resource page](#)
- [\*Trending in an Instant: A Risk Communication Guide for Water Utilities\*](#)
- [PFAS Technical Report Set](#)

Questions can be directed to [Chris Moody](#), AWWA's regulatory technical manager, or [Greg Kail](#), AWWA's communications director.





Lake Tahoe Basin Management Unit  
2024

April

## **Burke Creek Restoration Project**

### **Forest Service announces decision for Burke Creek Restoration**

#### *Decision includes changes to original proposal*

The USDA Forest Service Lake Tahoe Basin Management Unit (LTBMU) in partnership with the Nevada Tahoe Conservation District (NTCD), issued the final decision for proposed restoration of Burke Creek on Lake Tahoe's southeastern shore. The purpose of the Burke Creek Restoration Project is to improve water quality, meadow vegetation, aquatic and terrestrial habitat for wildlife and plants and restore the natural function of the creek and adjacent Rabe Meadow. This project complements previous restoration efforts between U.S. Highway 50 and the outlet of Burke Creek at Lake Tahoe.

“There is a lot of interest and passion around restoration efforts at Burke Creek,” said Forest Supervisor, Erick Walker. “With feedback from engaged members of the public, we’ve revised the project to strategically balance watershed restoration needs with what is best for area wildlife, their habitat, and the recreating public.”

In consideration of public and partner feedback received, several changes have been made to the final project. Jennings Pond will no longer be removed but will be partially filled and features installed to create a more natural pond environment that will improve existing habitat for beavers, birds, and native aquatic species. The Lam Watah Trail adjacent to the pond will be raised to prevent flooding impacts to nearby infrastructure. Work in the Jennings Pond area will not begin until August to avoid impacts to local beaver populations.

The access road from private property adjacent to the sewer pump station along the Nevada Beach Campground road will not be removed but will instead be relocated upstream. The removal of the existing road, the construction of the new access road, and all channel restoration work downstream of the existing road will not be implemented in 2024.

Due to resource concerns, a segment of the informal trail through Rabe Meadow and across Burke Creek previously planned for adoption will now be decommissioned and restored to a natural condition. The trail network (both formal and informal) through Rabe Meadow will still allow access to all areas of this popular recreation site.

Additional work planned for the 2024 field season includes: complete backfill of Kahle Ditch upstream of the existing pump station access road; in-channel habitat structure installation and reconstruction of Burke Creek upstream of the existing pump station access road; backfill of remnant ditches in upper Rabe Meadow; and replacement of an undersized culvert on an overflow channel under the Nevada Beach Campground road.

“Eliminating Kahle Ditch and restoring the floodplain in Rabe Meadow has been a long-term goal of ours,” said NTCD District Manager, Meghan Kelly. “A decade of work with partners and stakeholders has gone into developing this riparian restoration plan and we are looking forward to completing this important restoration project.”

Project work is expected to begin this summer. Visitors to the Kahle Drive Trailhead, Rabe Meadow, and Nevada Beach and Campground should expect to see project activity in the area including the staging of construction materials and equipment. Temporary disruptions to parking areas, trails, bike paths and beach access may occur, but every effort will be made to alleviate impacts to recreational access.

This decision is not subject to the pre-decisional administrative review process per 36 CFR § 218.23 - Proposed projects and activities not subject to legal notice and opportunity to comment. The legal notice and opportunity to comment procedures of this subpart do not apply to: (a) Any project or activity categorically excluded from documentation in an environmental assessment or environmental impact statement.

The Decision Memo is available for viewing on the [Burke Creek Restoration Project](#) webpage.

For more information on this project, contact Meghan Kelly at [mkelly@ntcd.org](mailto:mkelly@ntcd.org) or Theresa Cody at [theresa.cody@usda.gov](mailto:theresa.cody@usda.gov).

# School trustees settle records lawsuit

by Sarah Drinkwine  
sdrinkwine@recordcourier.com

After four hours of testimony on Wednesday, a settlement was reached on a records lawsuit

against the Douglas County School District.

The lawsuit was filed in August seeking to learn if trustees Susan Jansen, David Burns, Doug Englekirk, and Katherine Dickerson

were deliberating on a group chat during public comment at board meetings and outside of meetings after it was observed that Jansen was on her phone during a May 16 meeting.

The plaintiffs, consisting of former School Board Trustee Roi Lehmann, former Douglas High School principal Marty Swish

**LAWSU**

## LAWSUIT

From page 1

and HR Director Joe Girdner and parent Dean Miller, accused the four of deliberating through private communications, which would be a violation of the Nevada Open Meeting Law.

According to the lawsuit, a public records request revealed written communications between trustees, including emails and texts from personal accounts, discussing the Jan. 10 selection of Jansen as president and Englekirk as vice president of the board, the firing of former superintendent Keith Lewis, the firing of Maupin, Cox & LeGoy and hiring of Joey Gilbert Law Firm, and revealed the newly elected trustees were subject to outside political influence.

Seven witnesses were scheduled to testify during the meeting, including Jansen, Burns, Englekirk, Dickerson, Lewis, Douglas County School District IT Director Michael Roth, and Virginia Starrett, but only Jansen and Lewis had a chance before a

settlement was made.

All four school board trustees had sworn and notarized affidavits that they'd produced all the emails requested in the petition. However, the petitioners pointed out that an email provided by Dickerson referred to emails from the other three trustees that were not produced.

"It was in the best interest of both parties to resolve this, produce everything that was requested and move forward," said Gilbert.

Richard McGuffin, who represented the plaintiffs, agreed.

"The petitioners are pleased with the settlement that was reached Wednesday. "We believe it is in the best interest of the district and community moving forward. The Petitioners did not envision or have any desire for litigation when they submitted their NRS 239 public records request. That said, the petitioners chose to pursue transparency in government and the settlement that was reached ensures the same."

As part of the

settlement, a search will be performed by Roth, the school district will be responsible for paying attorney costs for the petitioners to be determined and approved by the board, trustees are required to perform another thorough search from a mutually agreed third party and the district will provide additional training to the trustees regarding Nevada's open records law.

Once the settlement agreement is approved and payments are made the case will be dismissed.

Jansen, Dickerson and Burns were elected almost a year to the day after the school board voted to lay to rest the issue of critical race theory raised in the district after multiple public meetings.

A book used in a

professional development class for teachers was cited by proponents on an outright ban sought in 2021.

Two town hall meetings were conducted in the fall of 2021 which saw 110 people participate, including candidates for state and federal office.

The meeting drew national media attention that focused on the debate in Douglas County.

Englekirk is the only sitting school board trustee facing an opponent from Zephyr Cove resident Erin Miller.

With the withdrawal of Gardnerville Ranchos resident Steve "Papa" Pruitt, Gardnerville resident Antoinette Marie Casselberry and Gardnerville Ranchos resident Melinda Gneiting will meet in November for Linda Gilkerson's seat.







BEFORE THE PUBLIC UTILITIES COMMISSION OF NEVADA NOTICE OF APPLICATION TO REVISE TARIFF

On March 21, 2024, Edgewood Water Company ("Edgewood") filed an application with the Public Utilities Commission of Nevada ("Commission") under Advice Letter No. 6, designated as Docket No. 24-03020 ("Application"), to revise Tariff No. 1 to adjust water rates consistent with the most recent gross domestic product deflator.

This Notice serves only to notify the public that the Commission has received the above-referenced filing. It is the responsibility of interested persons to review the filing and monitor the proceedings to determine their desired levels of involvement based on how this matter may affect their unique situations. The details provided within this Notice are for informational purposes only and are not meant to be an all-inclusive overview of the filing. The Commission may consider and adopt alternative proposals not contained within the filing but which are related to the subject matter of the filing and supported by substantial evidence.

Edgewood filed the Application in accordance with the Nevada Revised Statutes ("NRS") and the Nevada Administrative Code ("NAC") Chapters 703 and 704, including, but not limited to, NRS 704.095, NRS 704.100, NAC 703.400, and NAC 704.584.

Interested and affected persons may file comments or petitions for leave to intervene made pursuant to NAC 703.578 through 703.600 on or before WEDNESDAY, APRIL 17, 2024.

A person who wishes to participate as a commenter may file written comments pursuant to NAC 703.491. A commenter is not a party of record and shall not take any action that only a party of record may take. Pursuant to NAC 703.500, only parties of record are entitled to enter an appearance, introduce relevant evidence, examine and cross-examine witnesses, make arguments, make and argue motions and generally participate in the proceeding.

The Application is available for public viewing on the Commission's website: https://puc.nv.gov; and at the offices of the Commission: 1150 East William Street, Carson City, Nevada 89701 and 9075 West Diablo Drive, Suite 250, Las Vegas, Nevada 89148. A person must request in writing to be placed on the service list for this proceeding to receive any further notices in this matter.

By the Commission, /s/ TRISHA OSBORNE, Assistant Commission Secretary

Dated: Carson City, Nevada 03/25/24 (SEAL)

Pub Date: March 30, 2024 Ad # 42059



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**MEMO TO:** Mitch Dion, General Manager  
**FROM:** Judy Brewer, Administrative & Human Resource Supervisor  
**SUBJECT:** Management Report activities of March 2024

**Rental Property (298 Kingsbury)**

- Miscellaneous repairs are needed to the building.
- Full occupancy
- Marque sign and landscape require repair
- Landscaping clean up in progress now that Spring is here

**General Information**

- Followed up last week with Digital document process to fit organization information architecture
- Continuing to organize office post move
- Continuing to use our previous Janitor for our Custodial services at building 160

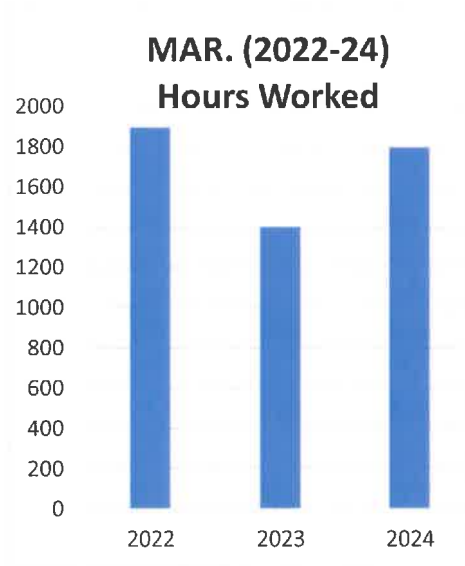
**Human Resources**

- Continue to employ three temporary workers to assist as general labor for roads and moving support
- Active recruitments for Water Crew and Utility Operations Superintendent positions
- One water operator remains off due to an off duty injury, due to return to work by the end of the month
- Placing one more delinquent accounts on tax roll
- Updated emergency access passes for all employees
- Working with customers that were affected water damage from the hydrant hit by snow plow
- We currently have nine employees with five open positions: Utility Operations Superintendent, Engineering Tech, Admin. & Financial Systems Analyst, Water Operator, Street Maintenance and possibly may bring some more temps onboard.

**SERVICE REQUEST (MAR. 23 vs MAR. 24)**

Mar-23			Mar-24		
<u>REQUEST CODE:</u>	<u>COUNT:</u>	<u>AMOUNT:</u>	<u>REQUEST CODE:</u>	<u>COUNT:</u>	<u>AMOUNT:</u>
OFF/ON	1	50.00	OFF/ON	1	50.00
INSPECTION	4	0.00	INSPECTION	2	0.00
FROZEN	2	215.00	LEAK	0	0.00
PROFILE	0	0.00	REPAIR	1	61.25
OFF	11	797.50	OFF	4	50.00
ESCROW	11	500.00	ESCROW	0	0.00
ON	5	150.00	ON	4	100.00
REMOVE	0	0.00	REMOVE	0	0.00
NEW	0	0.00	NEW	10	0.00
REREAD	0	0.00	REREAD	0	0.00
TAMPER	0	0.00	TAMPER	0	0.00
PLUM	0	0.00	PLUM	0	0.00
SEWER	0	0.00	SEWER	0	0.00
ON CALL	3	540.00	ON CALL	0	0.00
<b>TOTAL</b>	<b>37</b>	<b>2,252.50</b>	<b>TOTAL</b>	<b>22</b>	<b>261.25</b>

## HOURS WORKED COMPARISON (MAR. 2022-2023-2024)



## LIENS (APRIL 2024)

### LIEN LIST APRIL 2024

NAME	PROPERTY ADDRESS	APN #	CUST. #	CURRENT	DATE LIENED	EXP
<b>TAX ROLL?:</b>						
LARRY & PAMELA HARRIS	313 TRAMWAY DR. #16	1319-30-520-017	1956	84,809.42	1/22/10-6/16/17-6/15/23	6/15/2029
				<b>APPRV. AMT.</b>		
THOMAS KASCHEK	759 BOULDER CT. #Q	1319-30-514-017	2076	90,138.61	10/24/12-6/16/17-6/15/23	6/15/2029
CONSOLIDATED PRACTICES	495 TRAMWAY DR. #12	1319-30-710-012	2095	88,899.15	10/24/12-6/16/17-6/15/23	6/15/2029
VIRGINIA TOY	165 IRWIN A & B	1318-22-02-096	489	43,738.54	9/20/16-9/16/22	9/16/2028
WILLIAM HANCPOL	302 GRIFFIN CT	1319-18-212-002	1218	10,130.00	3/26/21	3/26/2027
Updated 04/9/2024			<b>Total</b>	<b>317,715.72</b>		

## 255 Kingsbury Grade

### Jan 2023 - Feb 2024 Operating Expense Reconciliation

Tenant: KGID  
 Suite: A  
 Unit SF: 2,462  
 Bldg. SF: 6,500  
 Common Area SF: 1,396  
 % Occupancy: 37.88%  
 % Common Area: 48.24%

1/1/2023

to

2/29/2024

#### Amounts Paid by Tenant

Common Area Maintenance	7,700.00	
Real Estate Taxes	\$0.00	
Insurance	\$0.00	
<b>Total Billed</b>	<b>\$7,700.00</b>	<b>Includes Jan &amp; Feb 2024</b>

1/1/2023

to

2/29/2024

Prorate

Share

%

#### Project Operating Expenses

Recoverable Janitorial	\$13,175.97	
Tenants Prorate Share of Janitorial Expense	\$4,991.06	37.88%
Electricity Expense - House	\$2,723.23	
Tenants Prorate Share of Electricity Expense	\$1,313.69	48.24%
Boiler Maintance (Snow Melt)	\$7,833.17	
Tenants Prorate Share of Electricity Expense	\$3,778.72	48.24%
Gas Expense	\$6,303.40	
Tenants Prorate Share of Electricity Expense	\$3,040.76	48.24%
Property Tax	0.00	
Tenants Prorate Share of Property Tax Expense	\$0.00	
Insurance	\$0.00	
Tenants Prorate Share of Insurance	\$0.00	
<b>Total Reimbursable Expenses</b>	<b>\$13,124.22</b>	
Amounts Billed & Paid by Tenant (from above)	(\$7,700.00)	
Security Deposit Refund	(\$4,431.60)	
Landscape Bill due to KGID Vehicle Damage	\$2,165.00	
Office Signage Removal - Ron V	\$250.00	
Exterior Sign Building Repair	\$815.00	
<b>Net Due To/From Tenant</b>	<b>\$4,222.62</b>	

Corcoranville, NY 07740  
 (775) 500-6054  
 901-1382  
 To: CHASAD Y/Mordey Richler  
 926 Tanglewood Drive  
 South Lake Tahoe, CA 96150

LANDSCAPE RENOVATION	
LOCATION	255 KINGSBURY GRADE
	STATELINE, NY 89448
PHONE	(530) 545-3113
DATE	1/11/2024

We hereby submit specifications and estimates for:

- \* Plant replacement due to vehicle damage adjacent to parking lot.
  - 3: 7 gallon Arnolds Red Honey suckle @ 115.00/ea. = 345.00
  - 2: yards<sup>3</sup> Compost Blend Soil Amendment @ 95.00/ea. = 190.00
  - delivery charge @ 100.00 = 100.00
- \* Additional plants + amendments for planting area.
  - 3: 7 gallon Arnolds Red Honey suckle @ 115.00/ea. = 345.00
  - 2: yards<sup>3</sup> Compost Blend Soil Amendment @ 95.00/ea. = 190.00
  - 2: Days Labor @ 450.00/ea. (for completed area) = 900.00

(included) + tax

**Landscape Maintenance Options:**  
 Alpina Landscape Service shall not be held responsible for any liability, landscape installation or maintenance performed prior to the establishment of this contract. Upon rewording of contract To Alpina Landscape Service, if all aspects of existing landscape need complete or partial renovation then the following statement may apply, with advance notice, client may request contractor to provide "special services", above and beyond normal landscape maintenance at a rate of \$ \_\_\_\_\_ per hour. Also, additional materials may be requested, for example, plant materials under top dressing, and will be an extra charge. Such work shall be subject to the terms and conditions of this Agreement.  
 The terms of this agreement shall be for a one year period beginning \_\_\_\_\_ and may be terminated at any time by either party upon 30 days prior notice in writing to the other party. Otherwise, the agreement shall be silent for the one year term and at the conclusion can be renegotiated and continued. In the event it becomes necessary to institute suit or to employ an attorney to collect any payment or payments due the undersigned for labor or materials furnished under this agreement or any modification thereof, then you shall be liable to the undersigned for all court costs and attorney's fees paid or incurred by the undersigned.

**Additional Agreement Specifications:**

- Contractor shall furnish all turf area fertilizer and fungicides in quantities that are determined by contractor to maintain the seasonally best appearance.
- Sprinkler system shall be maintained periodically; any materials and labor that exceeds 1 hour shall be additionally charged at a rate of \$ \_\_\_\_\_ per hour.
- All driveways, pathways and garbage areas shall be kept free of debris and cleaned weekly.
- Other Examples: additional watering periods, Emergency winter storm cleanup and replacement of annual color.

**WE PROPOSE** hereby to furnish material and labor - complete in accordance with these specifications, for the sum of: two thousand seventy \_\_\_\_\_ plus \_\_\_\_\_ dollars (\$ 2070.00 tax).  
 Payable as follows:  
A thirty percent deposit is requested upon delivery of initial materials. Balance  
due upon completion of job. Delinquent not thirty days @ 18% comp. provided.

All material is maintained in for as specified. All work to be completed in a workmanlike

P.O. Box 13444  
South Lake Tahoe, CA 96151

Customer Name: Mordey Richler  
Address: 255 Kingsbury Grade  
Stateline, NV  
Phone/Email: 530 545 3163

**Preparation:**  
Caulk as needed.

Patch holes as needed - wood fill/bondo - where sign existed and old holes

Sand damaged areas - wood fill

**Painting/Staining**

Area/Color	# of Coats	Sheen	Product
Siding - boards end to end where damage occurred - approximately 10 boards			

..	1		Benjamin Moore Arborcoat
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Color to match

**Additional Comments:** Clean up and remove all trash and waste from job site. \*\*All bids are weather dependent

Price is good for 2024. Space is limited for 2024

10 hours of work plus materials

Deposit: 0.00  
Amount due upon completion and satisfaction: \$815  
Total Price for all labor and materials: \$815

Also, when we walked through the building prior to us moving out we asked about our sign on the front door and were told you would remove it. I'm not sure where the miscommunication was, but now we are being billed \$250.00? We could have easily removed the sign on our own. The lease expired on Feb 28<sup>th</sup>, the lease is very clear regarding the condition of the premises. I did say I would remove it, and that is the cost for my engineer to remove the signage on the window. You did have the opportunity to remove the signage yourself, per the lease agreement.

Please resubmit your revised Operating Expense Reconciliation to us so we can close our books and move forward. We will pursue this legally if we need too. All charges are in compliance with the terms of the Lease including the surrender of the premises provision.

Thank you,  
Judy

**Judy Brewer**  
Administrative & Human Resources Supervisor  
Kingsbury General Improvement District  
O: 775-588-3548 | F: 775-588-3541 | C: 775-901-2855  
[judy@kgid.org](mailto:judy@kgid.org) | [www.kgid.org](http://www.kgid.org)  
160 Pine Ridge Drive – P.O. Box 2220  
Stateline, NV 89449

**From:** cathy shanks <[cshanks@alignmentre.com](mailto:cshanks@alignmentre.com)>  
**Sent:** Friday, March 29, 2024 9:16 AM  
**To:** Mitch Dion <[Mitch@kgid.org](mailto:Mitch@kgid.org)>  
**Subject:** KGID - 2023 Annual Cam Rec, & Security Deposit Refund Reconciliaton



Mitch  
I hope this email finds you well. Attached is the 2023 Annual Cam Reconciliation and Security Deposit Reconciliation. Since you occupied two months (Jan & Feb 2024), I included those expenses including the payments made by KGID.

Since we charged you for damage caused by the vehicles, signage removal, paint etc. I attached the pictures and quotes as evidence. Please remit the balance owed at your earliest convenience. The spreadsheet details the charges including the deposit refund.

Best,

Cathy I Shanks, CPM; NV Broker  
Partner | Alignment Real Estate, LLC  
316 California Ave #836  
Reno, NV. 89509  
[cshanks@alignmentre.com](mailto:cshanks@alignmentre.com)  
Cell: (775) 250-5170  
[www.alignment.com](http://www.alignment.com)



**Judy Brewer**

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**From:** cathy shanks <cshanks@alignmentre.com>  
**Sent:** Wednesday, April 3, 2024 4:31 PM  
**To:** Judy Brewer  
**Cc:** Mitch Dion; Don Havard  
**Subject:** RE: KGID - 2023 Annual Cam Rec, & Security Deposit Refund Reconciliation

Judy,

Thank you for the response. My counter-responses are in red below.

Respectfully,

Cathy I Shanks, CPM; NV Broker  
Partner | Alignment Real Estate, LLC  
316 California Ave #836  
Reno, NV. 89509  
[cshanks@alignmentre.com](mailto:cshanks@alignmentre.com)  
Cell: (775) 250-5170  
[www.alignment.com](http://www.alignment.com)

**From:** [Judy Brewer](#)  
**Sent:** Tuesday, April 2, 2024 12:04 PM  
**To:** [Cathy Shanks](#)  
**Cc:** [Mitch Dion](#); [Don Havard](#)  
**Subject:** RE: KGID - 2023 Annual Cam Rec, & Security Deposit Refund Reconciliation

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Cathy,

Thank you for forwarding your reconciliation.

Placing your landscape charges on KGID is not acceptable. This is not about what you think is acceptable, The lease agreement is not predicated on opinion. It's a legally binding document between two parties; therefor, you comment is not relevant.

-Your failure to maintain the landscaping by having the shrubs encroach in the parking areas has caused this issue for many years. Again, not a relevant argument. The ownership changed as well and the new ownership is now maintaining the property as he deems appropriate.

-KGID's trucks are not the only work trucks that have parked in the spots where you're accusing us of destroying shrubs. I have seen numerous work trucks besides KGID's parked in the same spots on countless occasions. Again, your opinion. Do you have proof of other vehicles causing said damage? We provided proof with pictures of KGID's trucks with our landscapers estimate. The lease allows us to bill back all damage caused by the tenant.

-After visiting the site this morning to take a closer look at the shrubs you're accusing us of destroying, I noticed identical damage to the shrubs further back than a bumper of a truck bed can reach. Due to the harsh winters at the lake, shrubs and trees take a beating which cause the same type of damage you are accusing us of creating. Your opinion, not relevant and those areas you mentioned are not part of the estimate.

-This charge is unsupported and needs to be removed from our bill. Not relevant, the charges are fully supported with pictures and third party contracts estimates. The charges will not be removed.





# MEMORANDUM

TO: Mitchell S. Dion, General Manager, Kingsbury GID  
FROM: Travis Marshall, PE, Project Engineer, DOWL  
DATE: April 9, 2024  
SUBJECT: Engineering Report for the Meeting of April 16, 2024

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## **GENERAL**

- Assisted with general service request items and general correspondence.
- Updating the water CIP for the district's use for financial planning.
- DOWL is preparing a draft task order for the MaryAnne and Barrett Watermain Replacement Project to present to the district for review and comment. This task order will be utilized for FY25 budgeting and anticipated to be brought to the June 2024 Board Meeting for award.

## **PROJECTS**

### Task Order #33: Tahoe Beach Club Management/Observation Services

- On-call construction observation will resume next summer.

### Task Order #54: Sewer Master Plan

- The General Manager provided an introduction excerpt to include in the final document.
- DOWL received the signed amendment to utilize the remaining budget to explore two gravity sewer alternatives to convey sewer from the upper 2/3 of the District directly to the regional wastewater treatment facility.
- DOWL is currently modeling the Hydraulic conditions of the alternatives to identify the viability of each. Findings will be utilized to update and prepare the amended sections of the Sewer Master Plan. DOWL will provide draft report revisions for review once complete.

### Task Order #60: Survey Support for FY23 – FY 25 Water Main and Road Improvement Projects

- FY23: Andria and Barrett (West)
  - Tasks complete for design.
- FY24: Tramway and Tina
  - Tasks complete for design.
- FY25: Maryanne and Barrett
  - Post processing and mapping underway.
  - Processing for design will be completed prior to the design task order that is anticipated June 2024.

### Task Order #61: FY23 Water Main and Road Improvement Project

- DOWL continues to work on project closeout tasks with the contractor and anticipates the project wrapping up this month.
- DOWL has challenged multiple iterations of the \$136,318 change order and Contractor has rescinded the change order.
- DOWL is processing final payment for Contractor to close out Project.

## MEMORANDUM

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### Task Order #64: FY24 Water Main and Road Repair/Replacement Project:

- A Purchase Order was sent by General Manager to Western Nevada Supply for the material procurement contract the week of April 1<sup>st</sup> – 5<sup>th</sup>.
- The General Manager received confirmation from the Office of Financial Assistance that the apparent low bidder meets the SRF funding requirements regarding the DBE solicitation.
- The Project will remain as a combined project with the Ponderosa MHP Watermain Replacement. Bids have been reviewed and a full assessment performed and provided to the District.
- The construction bid is on the agenda for discussion and consideration to award on the April 9<sup>th</sup> Workshop Meeting.

### Task Order #65 – Ponderosa MHP Waterline Replacement Project

- The project will remain combined with the FY24 Water Main Project and awarded as a single project. All bidding updates presented above are applicable to this Project.
- The apparent low bidder has a total price for the Ponderosa MHP that meets the funding constraints for SRF.
- It is not anticipated that the FY24 and Ponderosa MHP project will require a re-bid due to the favorable bids.

### Task Orders on Agenda

- None

## Judy Brewer

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**From:** Mitch Dion  
**Sent:** Tuesday, April 9, 2024 1:59 PM  
**To:** cathy stramat  
**Cc:** Judy Brewer  
**Subject:** RE: 298 Andria

Cathy,

The district has been negotiating with a professional engineering firm to prepare components of Stormwater Master plan and program.

As a first step, this is now limited to a public meeting for the district and professionals to listen and document residents' concerns and then compile into a program for the board to consider.

That meeting date is not final yet, but will likely be in May.

As for normal board meetings, they are scheduled for the 3<sup>rd</sup> Tuesday of each month. Public comments are welcome both at the beginning or the end. Remote attendance is possible using zoom or just a phone line. The instructions for these are published on the agenda which is posted on our website about 3 days before the actual meeting...

The next regular meeting of the board will be Tuesday, April 16<sup>th</sup> at 5 pm...

We are now located at 160 Pine Ridge Dr. on the second floor. If you cannot make the meeting, I can read your statement into the record if you send it to me, but make sure you get it to me around noon on that date or I may not get back to email... In addition, a copy of this email will be included in the correspondence section of the board package for the April meeting.

Thanks  
mitch

Mitch Dion  
General Manager  
Kingsbury General Improvement District

**From:** cathy stramat <cathyscovers@yahoo.com>  
**Sent:** Tuesday, April 9, 2024 7:54 AM  
**To:** Mitch Dion <Mitch@kgid.org>  
**Subject:** Re: 298 Andria

Hi , I sent this series of emails last summer concerning the drain problem in front of 298 Andria Dr. I have received no answer. Now that summer is approaching I would like to address my driveway and the drainage problem on the street. I'm in a quandary as to what to do on the street side. A large part of the drainage problem is because of the improper design of the curb and the water drainage to the " level " drain in front of my property. I say level , because it is level.

I'm out of town now , but will be back in a couple of weeks. Can I meet with someone on site to discuss the problem. Also when is your monthly meeting to allow residents to attend. I went to one last year, but no one got back to me.

Thank you Cathy Stramat  
818 325 7565

298 Andria Drive

On Monday, September 18, 2023 at 05:04:14 PM PDT, cathy stramat <cathyscovers@yahoo.com> wrote:

I have had nobody contact me for a conversation about the lack of flow to this drain on my property and the flat curbs.

Here is a picture of the uphill slant to the drain pipe.  
Cathy stramat 298 Andria







On Tuesday, August 29, 2023 at 07:35:33 AM PDT, Mitch Dion <mitch@kgid.org> wrote:

Cathy,

Thank you for the feedback, that work was part of scheduled maintenance for the street which should be done earlier each year, but for a variety of reasons was later than planned this year.

As has been stated before, Kingsbury GID function is maintenance of the County road and the associated items such as drainage. The County approved and accepted what is there. Kingsbury GID and residents have been provided many less than satisfactory conditions. Purchasing property below road height or the converse has issues.

We are not likely to undertake piece meal approaches on any site. That approach has almost always failed and presents unintended consequence.

However, are looking at a larger storm drainage project along Andria and contributing streets, we will be asking the design professionals to contact you.

Sincerely,

Mitch Dion

General Manager

Kingsbury General Improvement District

Sent from [Mail](#) for re Windows

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**From:** [cathy stramat](#)

**Sent:** Monday, August 28, 2023 4:32 PM

**To:** [Brandon Garden](#); [Judy Brewer](#); [Mitch Dion](#)

**Subject:** 298 Andria

Thank you for cleaning out that drain in front of my house. Thats one worry taken care of.

Still the approach to the drain has a slight uphill slant causing the water to pool up and drain drown my driveway. This causes flooding at my door, slippery ice and this year it flooded my sewer lift station.

Could Kingsbury or the road dept cut a notch in the cement apron with a chipping gun to allow the water to flow easier. I have been talking to cement and asphalt contractors and they say the curb

and drain problems need a permit or done by the county. I would like to repave the upper portion of my driveway , but the asphalt needs to match up to a existing curb that is higher.

Could someone please talk to me about this problem? Winter is near and a wet atmospheric river could do real damage. I need a solution.

Thank you Cathy Stramat