

MEMO TO: Cameron McKay, General Manager
FROM: Judy Brewer, Administrative & Human Resource Supervisor
SUBJECT: Status Report for the meeting of December 15, 2020

Administrative Clerk/Secretary

- Now that things are leveling out in the office, Brittney will be organizing the APN files etc. to make sure everything is in order and filed correctly for our future reference
- The selling and closing of properties seem to be slowing down to about 5-7 closings a week
- Brainstorming on how to revamp the entire backflow prevention program so that in the springtime the process will be up and running in a more efficient and organized way
- Continuing to double check customers addresses in Springbrook to match the Assessors database
- Tracking and maintaining a log for inspection requests to address after COVID-19 restraints are lifted, while at this time she is still currently processing service requests
- Preparing to notify customers that are due for shut offs for non-payments to get them resolved so hopefully we do not have to shut off their water for the Holidays

Utility Billing Coordinator

- Carrie is working with Badger and Springbrook to assist in the integration for the meter read system: Including updating the meter information in Springbrook to ensure proper syncing with Badger, researching master meter accounts and testing a new report with the current splitter program to ensure the new program will work with our current system
- Researching accounts that have returned mail to make sure our systems addresses are up to date
- With any extra time, Carrie logs onto Springbrook and uses the virtual learning tools. This month she listened to the Springbrook 1099 training and received information regarding the IRS requirements and changes to 1099-MISC and 1099-NEC
- Carrie is getting a handle on most of the complicated aspects of our billing process including adjustments, account maintenance and juggling many tasks at one time
- Streamlined the billing process this month by printing out one combined report instead of several reports to sort the bills for mailing purposes
- Setting up her own tracking system for discrepancies that may be a potential issue in the future to save her time in the long run

Administrative & Human Resource Supervisor

- Researching all areas of the COVID-19 as it pertains to the workplace
- Initialized a phone meeting with our representative from Springbrook to have a better understanding of what we are being billed for, discovered an item that may be being billed in error

- Working with Springbrook to transition our online billing system in February for online payments
- Contacted the insurance company (Ascrisk) regarding our ransomware attack to obtain information to confirm what they show we were reimbursed
- Updating and verifying company information for the Department of Public Safety, Records, Communications and Compliance Division's Nevada Criminal Justice Information Systems Modernization Program
- Determined that purchasing a check scanning machine from U.S. Bank is not beneficial to us
- Researched the Ponderosa Park Owners Association Reserve Study to take a look at their future projects and funds
- Worked with Brandon to determine that an upgrade is needed at two of our water facilities plants to improve our internet speeds
- Updating our vulnerability assessment and emergency response plan for utilities with the Nevada Department of Public Safety
- Continuing to organize and updated the personnel files to be in compliant
- Working closely with Re/Max to make sure they keep us updated on the status of all aspects of the rental properties including installation of the new no parking signs
- Had to cancel a mandatory "Safe and Sober" class for the entire staff to attend before the Holidays due to COVID-19
- Assisting with Station 4 BMP's process with Brandon
- Researching the Out-of-Tahoe Basin water allocation statuses to keep our records updated
- Worked with Digital Technology Solutions to make sure we have an out of office message on our phone when the office is closed for Holidays including making new recordings
- Researched the National Notary Association regarding obtaining my Non-resident NV Notary license. My next step is signing up for the online classes to prepare for the test after I have the application notarized
- Putting together a form and agreement for the homeowners at 164,168 and 170 Palisades regarding installing sub meters for the individual units instead of one master meter

General Information

- Setting up a game plan to transition KGID monthly bills to be one page after speaking with Springbrook our goal is to have this completed in time for our January billing
- November's billing was mailed out to the customers, Tuesday, December 8, disconnect notices will go out on November 9, Door hangers will be hung on November 14, and disconnects will be scheduled for November 21, 2020
- KGID will be sending out a limited number of Christmas Cards this year to our vendors to help spread the cheer during these trying times
- We had to completely close our offices and cancel our holiday potluck for health and safety reasons

PINERIDGE

	Suite:	Sq.ft.	Leased Date:	Leased W/ith:	Terms:	Util. Incl:	Deposits:	Rent:	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20
Tallac Hospitality	A	1045	01/10/20	Re/Max	1/10/2022	Y	1,000.00	850.00	850.00	850.00	850.00	850.00	850.00	850.00	850.00
Vacant	B	340													
Kingsbury Group	C	475	10/01/09	Re/Max	Month to Month (30 day notice)	Y	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00
Nicole Cooley	D	275	09/03/19	Re/Max	Month to Month (30 day notice)	N	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00
Sierra NV Appliance Repair	F	275	02/23/08	Re/Max	Month to Month (30 day notice)	N	935.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	
Vacant	G	179													
Vacant	H	153													
Vacant	J	170													
		2912						2,150.00	2,150.00	2,150.00	2,150.00	2,150.00	2,150.00	2,150.00	1,850.00

KINGSBURY

	Suite:	Sq.ft.	Leased Date:	Leased W/ith:	Terms:	Deposits:	Rent:	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20
Black Tie Rentals	1A	1400	10/27/16	Re/Max	Month to Month (30 day notice)	N	1,850.00	1,540.00	1,540.00	1,540.00	1,540.00	1,540.00	1,540.00	1,540.00
V's Image Option	1B	800	04/01/16	Re/Max	Month to Month (30 day notice)	N	1,500.00	1,117.00	1,226.29	1,266.29	1,117.47	1,117.47	1,266.29	1,266.29
DA Davidson & Co.	1C	104	08/03/18	Re/Max	2/1/2021	N	275.00	682.04	Prepaid	Prepaid	232.04	175.00	Prepaid	
Tahoe Tecnology Solutions	1D	231	07/15/16	Re/Max	Month to Month (30 day notice)	N	255.00	290.00	290.00	290.00	290.00	290.00	290.00	290.00
K2 Squared Productions, LLC	E	288	11/01/20	Re/Max	11/1/2021	Y	650.00	650.00					Upgrade	
Vacant	1F	248												
Socotra Capital	1G	300	01/01/13	Re/Max	Month to Month (30 day notice)	Y	300.00	275.00	275.00	275.00	275.00	275.00	275.00	275.00
DA Davidson & Co.	1H	300	10/01/20	Re/Max	Month to Month (30 day notice)	Y	See 1C	250.00				250.00	250.00	250.00
Save United.org	2E	100	12/17/14	Re/Max	Month to Month (30 day notice)	Y	125.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00
Peter & Katrin Seinkewicz	2F	80	09/01/20	Re/Max	Month to Month (30 day notice)	Y	125.00	125.00			125.00	125.00	125.00	125.00
Tahoe Massage & Wellness Oasis	2H,2K	650	04/13/18	Re/Max	Month to Month (30 day notice)	N	1,000.00	656.00	656.00	656.00	656.00	656.00	656.00	656.00
Still Water Yoga	2I-J	940	04/19/16	Re/Max	Month to Month (30 day notice)	N	1,000.00	1,212.90	1,050.00	1,050.00	1,050.00	1,050.00	1,050.00	1,050.00
Bruce Cable, CPA	3(2B)	880	10/24/17	Re/Max	11/01/17-10/31/22*	N	396.00	835.00	835.00	835.00	835.00	835.00	835.00	835.00
		6321					7,088.00	8,940.53	6,022.29	6,062.29	6,270.51	6,463.47	6,437.29	6,437.29

RE/MAX REALTY AFFILIATES ATTN PROPERTY MANAGEMENT
 1320 US HWY 395 NORTH
 GARDNERVILLE, NV 89410



Kingsbury General Improvement District

P.O. Box 2220
 Stateline, NV 89449



Properties

160 PINERIDGE DR - 160
 Pineridge Dr
 Stateline, NV 89449

Date	Payee / Payer	Type	Reference	Description	Income	Expense	Balance
				Beginning Cash Balance as of 11/01/2020			1,019.91
11/02/2020	Sierra Nevada Appliance Repair	CC receipt	54E5-B070	2F - Utility Reimbursement Fee - NV Energy and SW Gas September	13.02		1,032.93
11/02/2020	Sierra Nevada Appliance Repair	CC receipt	54E5-B070	2F - Utility Reimbursement Fee - Southwest Gas	4.59		1,037.52
11/02/2020	Sierra Nevada Appliance Repair	CC receipt	54E5-B070	2F - Utility Reimbursement Fee - NV Energy	4.96		1,042.48
11/02/2020	Sierra Nevada Appliance Repair	CC receipt	54E5-B070	2F - Rent Income - November 2020 - Rent	300.00		1,342.48
11/02/2020	RE/MAX Realty Affiliates	Check	4835	Lease Renewal Fee - 160 Pineridge A - lease renewal - Gross lease fee 3% (\$850rent x24mo = \$20400 x .03)		612.00	730.48
11/02/2020	RE/MAX Realty Affiliates	Check	4835	Management fees - Management fees for 10/2020		48.00	682.48
11/02/2020	RE/MAX Realty Affiliates	Check	4835	Management fees - Management fees for 11/2020		32.00	650.48
11/02/2020	RE/MAX Realty Affiliates	Check	4835	Management fees - Management fees for 11/2020		24.00	626.48
11/02/2020	BLUE LINE ENTERPRISES, LLC	Check	4841	General Maintenance Labor - please see remarks - Interior Updates - paint, telephone box, sand treads, deck etc		203.32	423.16
11/02/2020	NV Energy	Check	4848	Electricity - NV Energy - Billed Tenants - NV Energy - Billed Tenants		37.01	386.15
11/02/2020	NV Energy	Check	4848	Electricity - NV Energy - Billed Tenants - NV Energy - Billed Tenants		40.46	345.69
11/02/2020	Tallac Hospitality Partners, LLC	Receipt	5056chk	A - Rent Income - Rent	850.00		1,195.69
11/09/2020	RE/MAX Realty Affiliates	Check	4854	Management fees - Management fees for 11/2020		68.00	1,127.69
11/09/2020	High Desert Electric Inc.	Check	4869	Electricity - Repair common area light fixtures - Repair common area light fixtures		227.78	899.91
11/09/2020	NV Energy	Check	4874	Electricity - NV Energy - Billed Tenants - NV Energy - Billed Tenants		68.32	831.59
11/09/2020	SOUTHWEST GAS	Check	4879	Gas - Southwest Gas - Billed Tenants - Southwest Gas - Billed Tenants		72.67	758.92

Date	Payee / Payer	Type	Reference	Description	Income	Expense	Balance
11/09/2020	SOUTHWEST GAS	Check	4879	Gas - Southwest Gas - Billed Tenants - Southwest Gas - Billed Tenants		87.53	671.39
11/09/2020	SOUTHWEST GAS	Check	4879	Gas - Southwest Gas - Billed Tenants - Southwest Gas - Billed Tenants		82.64	588.75
11/10/2020	South Tahoe Refuse & Recycling Service	Check	4886	Garbage and Recycling - South Tahoe Refuse & Recycling Services - South Tahoe Refuse & Recycling Services		441.90	146.85
11/10/2020	CRYSTAL CLEAN HOUSEKEEPING	Check	4888	Cleaning and Maintenance -Other - Monthly cleaning service - Monthly cleaning service		114.35	32.50
11/10/2020	Tahoe Basin Container & Recycling Service	Check	4909	Garbage and Recycling - Tahoe Basin Container & Recycling Services - Tahoe Basin Container & Recycling Services		32.50	0.00
11/10/2020		Transfer		Transfer from 298 KINGSBURY GRADE	685.52		685.52
11/10/2020	CRYSTAL CLEAN HOUSEKEEPING	Check	4913	Cleaning and Maintenance -Other - Monthly cleaning service - Monthly cleaning service		685.52	0.00
11/17/2020	Kingsbury Group	Receipt	1143chk	C - Rent Income - Rent	600.00		600.00
				Ending Cash Balance			600.00
Total					2,458.09	2,878.00	

Bills Due

Due Date	Payee	Description	Unpaid
11/09/2020	CRYSTAL CLEAN HOUSEKEEPING	Monthly cleaning service	0.13
Total			0.13

Property Cash Summary

Required Reserves	0.00
Prepayments	0.00
Work Order Estimates	0.00

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Kingsbury General Improvement District

P.O. Box 2220
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Properties

298 KINGSBURY GRADE -
 298 Kingsbury Grade
 Stateline, NV 89449

Date	Payee / Payer	Type	Reference	Description	Income	Expense	Balance
				Beginning Cash Balance as of 11/01/2020			1,242.21
11/01/2020	Socotra Capital	eCheck receipt	F64B-D9C0	1G - Rent Income - November 2020 - Rent	250.92		1,493.13
11/01/2020	Peter Sienkiewicz	eCheck receipt	F77E-1C50	2F - Rent Income - November 2020 - Rent	125.00		1,618.13
11/01/2020	Tahoe Technology Solutions	eCheck receipt	F88C-46B0	1D - Utility Reimbursement Fee - Southwest Gas	4.28		1,622.41
11/01/2020	Tahoe Technology Solutions	eCheck receipt	F88C-46B0	1D - Utility Reimbursement Fee - NV Energy	11.39		1,633.80
11/01/2020	Tahoe Technology Solutions	eCheck receipt	F88C-46B0	1D - Rent Income - November 2020 - Rent	290.00		1,923.80
11/02/2020	RE/MAX Realty Affiliates	Check	4835	2F - Management fees - Gross lease fee 6% (\$125rent x12mo = \$1500 x .06) - Gross lease fee 6% (\$125rent x12mo = \$1500 x .06)		90.00	1,833.80
11/02/2020	RE/MAX Realty Affiliates	Check	4835	Lease Renewal Fee - 298 Kingsbury 2F lease fee - Gross lease fee 6% (\$125rent x12mo = \$1500 x .06)		90.00	1,743.80
11/02/2020	RE/MAX Realty Affiliates	Check	4835	Lease Renewal Fee - 298 Kingsbury 1E Lease fee - Gross lease fee 6% (\$650rent x36mo = \$650 x .06)		1,404.00	339.80
11/02/2020	RE/MAX Realty Affiliates	Check	4835	Management fees - Management fees for 10/2020		7.29	332.51
11/02/2020	RE/MAX Realty Affiliates	Check	4835	Management fees - Management fees for 11/2020		132.66	199.85
11/02/2020	NV Energy	Check	4848	Electricity - NV Energy - Billed Tenants - NV Energy - Billed Tenants		48.04	151.81
11/02/2020	NV Energy	Check	4848	Electricity - NV Energy - Billed Tenants - NV Energy - Billed Tenants		49.95	101.86
11/02/2020	NV Energy	Check	4848	Electricity - NV Energy - Billed Tenants - NV Energy - Billed Tenants		62.42	39.44
11/02/2020	DA Davidson	Receipt	339462	1H - Utility Reimbursement Fee - Southwest Gas	1.77		41.21
11/02/2020	DA Davidson	Receipt	339462	1H - Utility Reimbursement Fee - NV Energy	4.70		45.91
11/02/2020	DA Davidson	Receipt	339462	1H - Prepaid Rent - Prepaid Any	225.57		271.48

Date	Payee / Payer	Type	Reference	Description	Income	Expense	Balance
11/03/2020	Black Tie Rentals/Wanna Ride Tahoe	eCheck receipt	C04C-C270	1A - Utility Reimbursement Fee - Southwest Gas	23.91		295.39
11/03/2020	Black Tie Rentals/Wanna Ride Tahoe	eCheck receipt	C04C-C270	1A - Utility Reimbursement Fee - NV Energy	63.63		359.02
11/03/2020	Black Tie Rentals/Wanna Ride Tahoe	eCheck receipt	C04C-C270	1A - Rent Income - November 2020 - Rent	1,540.00		1,899.02
11/04/2020	SaveUnited.org	eCheck receipt	625B-F820	2E - Rent Income - November 2020 - Rent	150.00		2,049.02
11/04/2020	Bruce Cable, CPA	Receipt	3683chk	3 (2B) - Utility Reimbursement Fee - Southwest Gas	17.63		2,066.65
11/04/2020	Bruce Cable, CPA	Receipt	3683chk	3 (2B) - Utility Reimbursement Fee - NV Energy	46.89		2,113.54
11/04/2020	Bruce Cable, CPA	Receipt	3683chk	3 (2B) - Rent Income - Rent	835.00		2,948.54
11/09/2020	Tahoe Massage & Wellness Oasis	eCheck receipt	36EC-7FC0	2H - Utility Reimbursement Fee - Southwest Gas	13.47		2,962.01
11/09/2020	Tahoe Massage & Wellness Oasis	eCheck receipt	36EC-7FC0	2H - Utility Reimbursement Fee - NV Energy	35.84		2,997.85
11/09/2020	Tahoe Massage & Wellness Oasis	eCheck receipt	36EC-7FC0	2H - Rent Income - November 2020 - Rent	656.00		3,653.85
11/09/2020	RE/MAX Realty Affiliates	Check	4854	Management fees - Management fees for 11/2020		254.48	3,399.37
11/09/2020	NV Energy	Check	4874	Electricity - NV Energy - Billed Tenants - NV Energy - Billed Tenants		174.55	3,224.82
11/09/2020	ROBS ROCK & HAUL,LLC	Check	4877	General Maintenance Labor - Hauling Service - Hauling service		90.00	3,134.82
11/09/2020	SOUTHWEST GAS	Check	4879	Gas - Southwest Gas - Billed Tenants - Southwest Gas - Billed Tenants		91.22	3,043.60
11/09/2020	SOUTHWEST GAS	Check	4879	Gas - Southwest Gas - Billed Tenants - Southwest Gas - Billed Tenants		117.53	2,926.07
11/09/2020	SOUTHWEST GAS	Check	4879	Gas - Southwest Gas - Billed Tenants - Southwest Gas - Billed Tenants		65.17	2,860.90
11/09/2020	V's Image Option	Receipt	3559chk	1B - Rent Income - Rent	1,266.29		4,127.19
11/10/2020	RE/MAX Realty Affiliates	Check	4885	Management fees - Management fees for 11/2020		101.31	4,025.88
11/10/2020		Transfer		Transfer to 160 PINERIDGE DR		685.52	3,340.36
11/10/2020	Kingsbury General Improvement District	Check	4924	Owner Distribution - Owner payment for 11/2020		3,114.79	225.57
11/26/2020	Still Water Yoga Lake Tahoe	eCheck receipt	0AEB-9F60	2I - Rent Income - November 2020 - Rent	57.61		283.18
11/26/2020	Still Water Yoga Lake Tahoe	eCheck receipt	0AEB-9F60	2I - Prepaid Rent - Online Payment	1,050.00		1,333.18
11/30/2020	DA Davidson	Receipt	340477chk	1H - Prepaid Rent - Prepaid Any	323.04		1,656.22
				Ending Cash Balance			1,656.22
Total					6,992.94	6,578.93	

Bills Due

Due Date	Payee	Description	Unpaid
11/30/2020	RE/MAX Realty Affiliates	Management paid - CV Signs #5024 - Reimbursement	112.46
Total			112.46

Property Cash Summary

Required Reserves	0.00
Prepayments	1,598.61
Work Order Estimates	0.00