



**KINGSBURY GENERAL IMPROVEMENT DISTRICT BOARD OF TRUSTEES
MEETING NOTICE
AGENDA
THURSDAY APRIL 9, 2026**

A meeting of the Kingsbury General Improvement District Board of Trustees shall be held Thursday April 9, 2026, 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), 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.

Electronic copies of the agenda and supporting materials are also available at the following website: • State of Nevada Public Notices website: <https://notice.nv.gov/>

Remote attendance is welcomed. To offer public comment prior to the meeting, individuals may submit comments using the drop box located at the district office entrance, or email to the District Secretary.

- To provide public comment or attend the meeting by phone, **(669) 900-9128** - ID code **775-588-3548** passcode **5883548**. 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 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&omn=85405976053>

Meeting ID: 775 588 3548 Passcode: 5883548

MISSION STATEMENT

As a team, our employees and the 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.

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 the district 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 comments 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, March 17, 2026, and March 31, 2026.
- 7. Management Update:** Status of Recruitment for Business and Contracts Manager (Informational Only, No Action)

NEW BUSINESS

- 8. Discussion and Possible Action:** Approve list of Claims, March 2026
- 9. Discussion and Possible Action:** Task Order #75 FY26 On-Call GIS
- 10. Discussion and Possible Action:** 2026 KGID Road Replacement & Rehabilitation Construction Contract
- 11. Discussion and Possible Action:** Task Order #76 2026 KGID Road Project – Construction Management & Inspection Contract
- 12. Discussion and Possible Action:** Placement of Delinquent Account on Douglas County Tax Role

ACTION WILL NOT BE TAKEN ON ANY REPORTS OR CORRESPONDENCE:

1. Board Member Reports
2. Engineering Report
3. Management Report
4. Attorney Report
5. Correspondence
6. Announcements and Final Public Comment
7. **For Possible Action;** Adjournment



**Kingsbury General Improvement District
Board of Trustees**

*Ed Johns, Chair
Sara Nelson, Vice Chair
Cindy Trigg, Secretary/Treasurer
Jessica Grime, Trustee
John Shearer, Trustee*

MEETING MINUTES

**ADJOURNED MEETING OF THE KGID BOARD OF TRUSTEES
HELD AT 160 PINE RIDGE DR. STATELINE, NV ON MARCH 17, 2026
<https://kgid.org>**

**The Meeting of the Kingsbury General Improvement District
Board of Trustees was called to order at 5:00 p.m.**

1. Call to Order

2. Pledge of Allegiance

Chair Johns led the Pledge of Allegiance.

3. Roll Call

Chair Ed Johns, Trustee John Shearer, Trustee Jessica Grime, Trustee Sara Nelson, General Manager Derek Dornbrook, Utility Ops Superintendent Byran Moss, Admin H.R. Supervisor Judy Brewer, Accountant II Brandy Johns and General Counsel Chuck Zumpft were all present in person. Trustee Cindy Trigg and Joel Locke attended via zoom. Also present in person were Matt Van Dyne, Luke Tipton, Scott Fair and John Nelson.

4. Public Comment

No Public Comment

5. Approval of Agenda: For Possible Action: Approval of the Agenda

The full discussion related to item 5 can be heard at:

<https://kgid.org/board-meeting-recordings>

Media Timestamp (01:40 – 02:15)

M-03-17-26-1: To approve the agenda as submitted/posted for Kingsbury GID Board of Trustees Meeting March 17, 2026.

Moved by Shearer Seconded by Trigg

YEAS: Johns, Grime, Shearer, Trigg and Nelson

5

NAYS: None

0

Motion Passed

6. Approval of Minutes: For Possible Action: Approval of the Minutes for the Board of Trustees meeting February 18, 2026.

The full discussion related to item 6 can be heard at:

<https://kgid.org/board-meeting-recordings>

Media Timestamp (02:15 – 04:35)

M-03-17-26-2: To approve the minutes for February 18, 2026.

Moved by Nelson Seconded by Shearer

YEAS: Johns, Grime and Shearer, Nelson

4

NAYS: None (Trigg abstained)

0

Motion Passed

7. Closed Session: Pursuant to NRS 241.030, the Board met in closed session to receive an update and discuss matters related to labor negotiations and collective bargaining strategy regarding the Collective Bargaining Agreement (CBA).

This portion of the meeting recording is not available to the public.

NEW BUSINESS FOR POSSIBLE ACTION

13. For Discussion and Possible Action: Authorization to Engage Commercial Broker for the sale of 298 Kingsbury Grade

The full discussion related to item 13 can be heard at:

<https://kgid.org/board-meeting-recordings>

Media Timestamp (37:06 – 53:60)

M-03-17-26-3:

1) Authorize the General Manager to enter into a listing agreement with Scott Fair, Managing Director, NAI Tahoe Sierra, for the marketing and sale of 298 Kingsbury Grade under terms acceptable to legal counsel.

11. For Discussion and Possible Action: Second Reading and Adoption of Resolution No. 2026-02 Approving Updates to the District By-Laws.

The full discussion related to item 11 can be heard at:

<https://kgid.org/board-meeting-recordings>

Media Timestamp (2:32:30 – 2:35:00)

M-03-17-26-5: Adopt the Resolution updating the By-Laws of Kingsbury General Improvement District for Resolution No. 2026-02

Moved by Grime

Seconded by Nelson

YEAS: Johns, Grime, Trigg, Shearer, Nelson

5

NAYS:

0

Motion Passed

12. For Discussion and Possible Action: Authorization of Final Settlement Offer and Enforcement of Delinquent Utility Account 165 Irwin Drive.

The full discussion related to item 12 can be heard at:

<https://kgid.org/board-meeting-recordings>

Media Timestamp (2:35:08 – 2:42:15)

Discussion Only

14. For Discussion and Possible Action: Authorization for On-Call Compensation for the Operations Superintendent During Periods of Staffing Shortage.

The full discussion related to item 14 can be heard at:

<https://kgid.org/board-meeting-recordings>

Media Timestamp (2:42:25 – 2:45:05)

M-03-17-26-6: Motion to authorize the General Manager to provide on-call compensation to the Operations Superintendent at the established operator on-call rate when required to cover operational on-call shifts due to staffing shortages retroactive.

Moved by Trigg

Seconded by Nelson

YEAS: Johns, Grime, Trigg, Shearer, Nelson

5

NAYS:

0

Motion Passed

BOARD OF TRUSTEES UPDATE – (not for possible action) Updates are intended to inform the Board and/or the public. The Board of Trustees will not deliberate or take action with respect to any of the reported items.

The full discussion related to Items 1-7 The Board of Trustees Updates review can be <https://kgid.org/board-meeting-recordings>

Media Timestamp (2:45:06 – 3:04:55)

1. Board Member Reports

Jessica Grimes updated the board that she has been promoted to the CEO of the Tahoe Chamber and will not be able to continue to serve on the Kingsbury G.I.D. board after her term is up in December 2026 due to the demands of her new position.

2. Engineering Report (In board packet)

3. Management Reports

Dornbrook reviewed roadway segments remaining from the 2025 road rehab project with Dowl. Kingsbury GID will continue to use Eide Bailly LLP to provide audit services for the district for the period of 2023-2025, with two optional one-year extensions. Douglas County's Safe Streets and Roads were discussed. Attended the quarterly TWSA meeting and addressed the lack of funding that is available but will keep pursuing. 510 Laurel Lane Has moved into escrow. Discussed water pumps within the district that are reaching the end of their life and will likely need replacement in the coming years. The district participated in the first round of negotiations for the new Collective Bargaining Agreement. Discussed having a candidate forum discussion with the three Board of Trustees seats scheduled for election in November sometime in August or September. The subject of clearing fire hydrants was discussed.

Brewer noted we have (4) interviews scheduled for this Thursday. Our team building event last week was a success. Had a discussion on creating a new salary schedule along with what the Union is trying to negotiate.

Moss discussed daily operations including state reports, vector service, deposition on Kimberly Brooke Fire Hydrant, connection permits, hiring an electrician to diagnose and repair the intermittent circuit breaker problem at Station #4. Mentioned tasks that the water crew and road crews are working on.

4. Attorney Report (Nothing presented)

5. Correspondence (Nothing presented)

15. Final Public Comment:

The full discussion related to public comment can be heard at:

<https://kgid.org/board-meeting-recordings>

None

6. ADJOURNMENT (for possible action)

The meeting of the Kingsbury GID Board of Trustees adjourned at 7:55 PM.

Respectfully submitted,

Attest:

Ed Johns, Chair

Cindy Trigg, Secretary



**Kingsbury General Improvement District
Board of Trustees**

*Ed Johns, Chair
Sara Nelson, Vice Chair
Cindy Trigg, Secretary/Treasurer
Jessica Grime, Trustee
John Shearer, Trustee*

BUDGET WORKSHOP MEETING MINUTES

**ADJOURNED MEETING OF THE KGID BOARD OF TRUSTEES
HELD AT 160 PINE RIDGE DR. STATELINE, NV ON MARCH 31, 2026
<https://kgid.org>**

**The Meeting of the Kingsbury General Improvement District
Board of Trustees was called to order at 5:00 p.m.**

1. Call to Order

2. Pledge of Allegiance

Chair Johns led the Pledge of Allegiance.

3. Roll Call

Chair Ed Johns, Vice Chair Sara Nelson, Secretary/Treasurer Cindy Trigg, Trustee John Shearer, Trustee Jessica Grime, General Manager Derek Dornbrook, Utility Ops Superintendent Byran Moss, Admin H.R. Supervisor Judy Brewer and Accountant II Brandy Johns were all present in person. Zion with TechTastic, Matt VanDyne with Dowl and Bob Keller attended via zoom.

4. Public Comment

No Public Comment

5. Approval of Agenda: For Possible Action: Approval of the Agenda

The full discussion related to item 5 can be heard at:

<https://kgid.org/board-meeting-recordings>

Media Timestamp (01:11 – 01:55)

Respectfully submitted,

Ed Johns, Chair

Attest:

Cindy Trigg, Secretary

MEMORANDUM

TO: Board of Trustees, Kingsbury General Improvement District

FROM: Derek Dornbrook, General Manager

DATE: March 17, 2026

SUBJECT: General Manager's Report

Business and Contracts Manager Position

As part of my continued review of operations and the District's historical organizational structure, I took a closer look at the former Business and Contracts Manager position. Based on available records and past performance, this role appears to have provided significant value in areas such as administrative coordination, financial oversight, and contract management.

Based on that analysis, I have reintroduced the Business and Contracts Manager position as part of an updated staffing model. This approach is intended to improve efficiency, better align responsibilities, and address areas where additional operational support is needed, including board coordination, records management, and potential grant-related work.

The position was posted internally, and all interested staff were encouraged to apply by April 9. I conducted 2 interviews and I have completed the internal recruitment and selection process. Further organizational changes may be forthcoming soon.

298 Kingsbury Sale

As advised by legal counsel, at the March 17th Board Meeting, the District has requested an appraisal of the property. I have reached out to Ben Johnson to obtain a proposal for these services.

510 Laurel Lane Property Sale

A check in the amount of \$30,000 for the sale proceeds has been received from the title company. The purchaser will be invoiced for all associated legal fees.

Artificial Intelligence (AI) – Status and Considerations

Recently, I have been researching opportunities and attempting to identify risks associated with the use of Artificial Intelligence in the workplace and potential impacts for KGID.

Recent advances in artificial intelligence (AI) have led to increased interest in how these tools may be used in business and government operations. Current AI applications are primarily designed to assist with administrative and analytical tasks, such as drafting routine documents, summarizing information, and organizing data.

While these tools may offer efficiency benefits, they also present important limitations:

- AI-generated content may be inaccurate or incomplete and requires careful review, including the potential for AI “hallucinations.”
- The underlying processes used by these systems are not fully transparent
- Use of such tools must be consistent with data security and confidentiality requirements

At this time, staff are monitoring developments in AI and evaluating its potential applicability to limited, low-risk internal functions. Any use of these tools is subject to staff oversight, and all final work products remain the responsibility of District personnel. Staff will continue to follow industry practices and regulatory guidance and will return to the Board with recommendations if broader adoption or formal policies are warranted.

A recent article by Gideon Lewis-Kraus (February 16), titled “I, Claudius,” on artificial intelligence was a useful reminder that, despite rapid advances, these systems are not fully understood—even by the people building them. The article describes how AI can produce responses that appear thoughtful and reasoned, while the underlying process remains largely opaque and not easily explained. In other words, it can sound confident without us being entirely sure how it arrived at its conclusions. While the capabilities are impressive, the piece reinforces a cautious approach: AI can be a helpful tool, but it is not a substitute for judgment, and its outputs should be reviewed with a healthy dose of skepticism. I personally noted that the “Claude” AI model discussed in the article at times exhibits somewhat mischievous behavior, further underscoring the need for careful and deliberate use of these tools.

Goals for 2026:

Underway Planning Phase **Completed** Proposed

- **Salary Survey**
- **Hazard Mitigation Plan in conjunction with TDFPD**
- Develop analytics for measuring system water loss and perform monthly **Performance Reports** – establish target benchmarks to systematically reduce water losses beyond water main replacements currently underway – this also justifies rate adjustments
- Leak detection program
- Water Master Plan for 2026 and beyond
- **Organizational Review/Workforce Capacity Assessment** – Assess current staffing levels relative to workload and service demands, determine optimal staffing, and develop recommendations for organizational, structural, or workforce changes to address identified gaps.
- Staff career development
- **Social Media Presence**

Website Improvements

- Customer Satisfaction Survey
- Desk Manual
- Monthly newsletter
- AI Development and Implementation
- Future Plans - How long until we can have a PEAS within 10 years? Long range plan!

**KINGSBURY GENERAL IMPROVEMENT DISTRICT
AGENDA ITEM #8**

TITLE: APPROVAL OF LIST OF CLAIMS

MEETING DATE: April 9, 2026

PREPARED BY: Derek Dornbrook, General Manager

RECOMMENDED ACTION:

It is recommended that the Board of Trustees review and approve the list of claims for March 13, 2026, to April 06, 2026, from check number 66253 to 66323 for a total of \$234,775.21.

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:

- A. List of Claims for March 13, 2026, to April 06, 2026

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 |

Bank Reconciliation

Board Audit

User: BJohns

Printed: 04/06/2026 - 1:16PM

Date Range: 03/13/2026 - 04/06/2026



Check No.	Fund Code	Vendor/Employee	Transaction Description	Date	By Fund Amount	Total Amount
66253-66357	Payroll		Transferred from Abila (see attached detail)	03/17/2026		\$3,695.60
66258	General Fund	Abila	Acct. C009101 Annual Subscription G/L, A/R, A/P, Payroll 2/26-1/	03/17/2026	238.77	
66258	Water Fund	Abila	Acct. C009101 Annual Subscription G/L, A/R, A/P, Payroll 2/26-1/	03/17/2026	2,865.22	
66258	Sewer Fund	Abila	Acct. C009101 Annual Subscription G/L, A/R, A/P, Payroll 2/26-1/	03/17/2026	1,432.60	
66258	Snow Fund	Abila	Acct. C009101 Annual Subscription G/L, A/R, A/P, Payroll 2/26-1/	03/17/2026	238.77	
	Total for Check Number 66258:					\$4,775.36
66259	General Fund	AFLAC	Acct. FA935 Life Insurance 3/2026	03/17/2026	96.36	
66259	Water Fund	AFLAC	Acct. FA935 Life Insurance 3/2026	03/17/2026	247.15	
66259	Sewer Fund	AFLAC	Acct. FA935 Life Insurance 3/2026	03/17/2026	87.10	
66259	Snow Fund	AFLAC	Acct. FA935 Life Insurance 3/2026	03/17/2026	56.69	
	Total for Check Number 66259:					\$487.30
66260	Water Fund	Airgas USA, LLC	Acct. 3255567 Rent Liquid Ind Lq 190-300 Lt Nitro	03/17/2026	1,391.37	
	Total for Check Number 66260:					\$1,391.37
66261	Water Fund	Aspen Developers Corp	Pay Application 11 #30113 Tramway & Tina Waterline	03/17/2026	37,850.85	
	Total for Check Number 66261:					\$37,850.85
66262	Water Fund	Batteries Plus Bulbs #350	Station 1 O3 Generator #2 12V Lead Dura 12-8F	03/17/2026	67.35	
	Total for Check Number 66262:					\$67.35
66263	General Fund	Charter Communications	Acct. 8411100140191184 160 Pineridge	03/17/2026	8.50	
66263	Water Fund	Charter Communications	Acct. 8411100140031448 169 Terrace View Dr	03/17/2026	730.95	
66263	Sewer Fund	Charter Communications	Acct. 8411100140191184 160 Pineridge	03/17/2026	51.00	
66263	Snow Fund	Charter Communications	Acct. 8411100140191184 160 Pineridge	03/17/2026	8.50	
	Total for Check Number 66263:					\$798.95
66264	Water Fund	Dowl, LLC	Engineering Services Tahoe Beach Club 2/26	03/17/2026	6,088.25	
66264	Sewer Fund	Dowl, LLC	Engineering Services Market Lift Station PER 2/2026	03/17/2026	23,704.00	
	Total for Check Number 66264:					\$29,792.25
66265	VOID	Fivers Energy LLC		03/17/2026	0.00	
	Total for Check Number 66265:					\$0.00
66266	General Fund	Frontier Communications	775-588-1065-022924-5 160 Pineridge Elevator	03/17/2026	15.10	
66266	Water Fund	Frontier Communications	775-588-1065-022924-5 160 Pineridge Elevator	03/17/2026	720.49	
66266	Sewer Fund	Frontier Communications	775-588-4482-052798-5 Market	03/17/2026	747.13	
66266	Snow Fund	Frontier Communications	775-588-1065-022924-5 160 Pineridge Elevator	03/17/2026	15.10	
	Total for Check Number 66266:					\$1,497.82
66267	Water Fund	Gitsit Real Property	Refund Acct 1218 302 Griffin Ct Overpaid Closed Escrow 2/11/26	03/17/2026	87.33	
66267	Sewer Fund	Gitsit Real Property	Refund Acct 1218 302 Griffin Ct Overpaid Closed Escrow 2/11/26	03/17/2026	91.61	
66267	Snow Fund	Gitsit Real Property	Refund Acct 1218 302 Griffin Ct Overpaid Closed Escrow 2/11/26	03/17/2026	40.20	
	Total for Check Number 66267:					\$219.14
66268	General Fund	Zachry Good	Vector Truck #0609 Serviced Oil, Fuel, & Air Filters	03/17/2026	1,313.00	
66268	Water Fund	Zachry Good	Vector Truck #0609 Serviced Oil, Fuel, & Air Filters	03/17/2026	1,313.00	
	Total for Check Number 66268:					\$2,626.00

Check No.	Fund Code	Vendor/Employee	Transaction Description	Date	By Fund Amount	Total Amount
66269	Water Fund	David Haenel	Refund Acct. 679 173 Cottonwood Overpaid Close Escrow 2/27/26	03/17/2026	3.21	
66269	Sewer Fund	David Haenel	Refund Acct. 679 173 Cottonwood Overpaid Close Escrow 2/27/26	03/17/2026	2.16	
66269	Snow Fund	David Haenel	Refund Acct. 679 173 Cottonwood Overpaid Close Escrow 2/27/26	03/17/2026	0.95	\$6.32
	Total for Check Number 66269:					
66270	General Fund	Konica Minolta Premier Finance	Acct. 3691777720 Konica Lease 3/2026	03/17/2026	21.58	
66270	Water Fund	Konica Minolta Premier Finance	Acct. 3691777720 Konica Lease 3/2026	03/17/2026	258.94	
66270	Sewer Fund	Konica Minolta Premier Finance	Acct. 3691777720 Konica Lease 3/2026	03/17/2026	129.47	
66270	Snow Fund	Konica Minolta Premier Finance	Acct. 3691777720 Konica Lease 3/2026	03/17/2026	21.58	\$431.57
	Total for Check Number 66270:					
66271	Water Fund	Linde Gas & Equipment Inc.	Acct. 71572887 Industrial Acetylene Ind High Pressure	03/17/2026	236.35	\$236.35
	Total for Check Number 66271:					
66272	Water Fund	LT Visions LLC	Refund Acct. 1064 520 Laurel Overpaid Close Escrow 2/27/26	03/17/2026	3.06	
66272	Sewer Fund	LT Visions LLC	Refund Acct. 1064 520 Laurel Overpaid Close Escrow 2/27/26	03/17/2026	2.16	
66272	Snow Fund	LT Visions LLC	Refund Acct. 1064 520 Laurel Overpaid Close Escrow 2/27/26	03/17/2026	0.95	\$6.17
	Total for Check Number 66272:					
66273	General Fund	Meeks Building Center	160 Pineridge Fire Drain 1X2" Pipe Nipple, Elbow 90, 3/4" Hose B	03/17/2026	1.73	
66273	Water Fund	Meeks Building Center	Stations 4 & 5 New Doors	03/17/2026	2,791.86	
66273	Sewer Fund	Meeks Building Center	160 Pineridge Fire Drain 1X2" Pipe Nipple, Elbow 90, 3/4" Hose B	03/17/2026	10.36	
66273	Snow Fund	Meeks Building Center	160 Pineridge Fire Drain 1X2" Pipe Nipple, Elbow 90, 3/4" Hose B	03/17/2026	1.73	\$2,805.68
	Total for Check Number 66273:					
66274	General Fund	Minden Lawyers, LLC	Legal Fees 2/2026	03/17/2026	49.48	
66274	Water Fund	Minden Lawyers, LLC	Legal Fees Kemper Easement/Sale 2/2026	03/17/2026	2,482.49	
66274	Sewer Fund	Minden Lawyers, LLC	Legal Fees 2/2026	03/17/2026	296.90	
66274	Snow Fund	Minden Lawyers, LLC	Legal Fees 2/2026	03/17/2026	49.48	
66274	Rental Fund	Minden Lawyers, LLC	Legal Fees 2/2026	03/17/2026	117.65	\$2,996.00
	Total for Check Number 66274:					
66275	Rental Fund	Pamela Joanne Nance	298 Kingsbury Grade 4 Cleanings	03/17/2026	800.00	\$800.00
	Total for Check Number 66275:					
66276	Water Fund	Round Hill General Impr Dist	Commercial Consumption Dorta Ct. 1/30 to 2/27/26	03/17/2026	98.40	\$98.40
	Total for Check Number 66276:					
66277	Water Fund	SGS Silver State Laboratories	Colliforms-QT	03/17/2026	890.00	\$890.00
	Total for Check Number 66277:					
66278	General Fund	South Lake Tahoe Ace Hardware	160 Pineridge Fire Drain Hex Bushings, Coupling, Poly Tube, etc	03/17/2026	4.40	
66278	Water Fund	South Lake Tahoe Ace Hardware	160 Pineridge Fire Drain Hex Bushings, Coupling, Poly Tube, etc	03/17/2026	60.74	
66278	Sewer Fund	South Lake Tahoe Ace Hardware	160 Pineridge Fire Drain Hex Bushings, Coupling, Poly Tube, etc	03/17/2026	26.42	
66278	Snow Fund	South Lake Tahoe Ace Hardware	160 Pineridge Fire Drain Hex Bushings, Coupling, Poly Tube, etc	03/17/2026	4.40	\$95.96
	Total for Check Number 66278:					
66279	General Fund	South Tahoe Refuse	Acct. 10-41521 5 160 Pineridge/298 Kingsbury Grade	03/17/2026	13.91	
66279	Water Fund	South Tahoe Refuse	Acct. 10-41521 5 160 Pineridge/298 Kingsbury Grade	03/17/2026	166.96	
66279	Sewer Fund	South Tahoe Refuse	Acct. 10-41521 5 160 Pineridge/298 Kingsbury Grade	03/17/2026	83.48	
66279	Snow Fund	South Tahoe Refuse	Acct. 10-41521 5 160 Pineridge/298 Kingsbury Grade	03/17/2026	13.91	
66279	Rental Fund	South Tahoe Refuse	Acct. 10-41521 5 160 Pineridge/298 Kingsbury Grade	03/17/2026	278.26	\$556.52
	Total for Check Number 66279:					
66280	Water Fund	Southwest Gas Corporation	910000561117 698 Kingsbury Grade	03/17/2026	345.11	\$345.11
	Total for Check Number 66280:					

Check No.	Fund Code	Vendor/Employee	Transaction Description	Date	By Fund Amount	Total Amount
66281	General Fund	State of Nevada	ACCT. 360 Medical Insurance Brewer, Dornbrook & Moss	03/17/2026	985.29	
66281	Water Fund	State of Nevada	ACCT. 841 Medical Insurance Esenarro	03/17/2026	3,551.42	
66281	Sewer Fund	State of Nevada	ACCT. 360 Medical Insurance Brewer, Dornbrook & Moss	03/17/2026	1,524.26	
66281	Snow Fund	State of Nevada	ACCT. 360 Medical Insurance Brewer, Dornbrook & Moss	03/17/2026	650.57	\$6,711.54
Total for Check Number 66281:						
66282	General Fund	Tahoe Basin Container	Acct. 50-9256 4 160 Pineridge/298 Kingsbury	03/17/2026	24.81	
66282	Water Fund	Tahoe Basin Container	Acct. 50-9256 4 160 Pineridge/298 Kingsbury	03/17/2026	33.75	
66282	Sewer Fund	Tahoe Basin Container	Acct. 50-6791 3 801 Kingsbury Grade 01/2026	03/17/2026	10.88	
66282	Snow Fund	Tahoe Basin Container	Acct. 50-6791 3 801 Kingsbury Grade 02/2026	03/17/2026	6.81	
66282	Rental Fund	Tahoe Basin Container	Acct. 50-9256 4 160 Pineridge/298 Kingsbury	03/17/2026	16.25	\$92.50
Total for Check Number 66282:						
66283	General Fund	Verizon Wireless	Monthly GPS Service	03/17/2026	13.74	
66283	Water Fund	Verizon Wireless	Monthly GPS Service	03/17/2026	96.65	
66283	Sewer Fund	Verizon Wireless	Monthly GPS Service	03/17/2026	11.37	
66283	Snow Fund	Verizon Wireless	Monthly GPS Service	03/17/2026	105.64	\$227.40
Total for Check Number 66283:						
66284	General Fund	Flyers Energy LLC	Fuel Regular 105 Gal Diesel 150 Gal	03/17/2026	254.55	
66284	Water Fund	Flyers Energy LLC	Fuel Regular 105 Gal Diesel 150 Gal	03/17/2026	2,036.35	
66284	Snow Fund	Flyers Energy LLC	Fuel Regular 55.1 Gal Diesel 55 Gal	03/17/2026	254.55	\$2,545.45
Total for Check Number 66284:						
66285-66294 Payroll						
66295	Water Fund	Airgas USA, LLC	Transferred from Abita (see attached detail)	03/17/2026	460.74	\$460.74
Total for Check Number 66295:						
66296	Water Fund	AT & T Mobility	(1) CL Nitrogen Liquid FG 265 Liters	03/27/2026	587.76	\$587.76
Total for Check Number 66296:						
66297	General Fund	Justyn Brewer	Replace Brake Rotors and Pads (Parts and Labor)	03/27/2026	82.09	
66297	Water Fund	Justyn Brewer	Replace Brake Rotors and Pads (Parts and Labor)	03/27/2026	656.70	
66297	Snow Fund	Justyn Brewer	Replace Brake Rotors and Pads (Parts and Labor)	03/27/2026	82.09	\$820.88
Total for Check Number 66297:						
66298	General Fund	Charter Communications	Acct:8411100140191184 160 Pineridge Dr.	03/27/2026	8.95	
66298	Water Fund	Charter Communications	Acct:8411100140191184 160 Pineridge Dr.	03/27/2026	107.37	
66298	Sewer Fund	Charter Communications	Acct:8411100140191184 160 Pineridge Dr.	03/27/2026	53.68	
66298	Snow Fund	Charter Communications	Acct:8411100140191184 160 Pineridge Dr.	03/27/2026	8.95	\$178.95
Total for Check Number 66298:						
66299	General Fund	Derrek Dornbrook	iPad, Keyboard, Pencil Pro	03/27/2026	377.05	
66299	Water Fund	Derrek Dornbrook	iPad, Keyboard, Pencil Pro	03/27/2026	1,005.46	
66299	Sewer Fund	Derrek Dornbrook	iPad, Keyboard, Pencil Pro	03/27/2026	754.08	
66299	Snow Fund	Derrek Dornbrook	iPad, Keyboard, Pencil Pro	03/27/2026	377.05	\$2,513.64
Total for Check Number 66299:						
66300	Water Fund	Employers Assurance Co.	Workers Comp 7/25-7/26	03/27/2026	1,123.00	\$1,123.00
Total for Check Number 66300:						
66301	Water Fund	Ferquson Enterprises, Inc#3326	HYD MTR 3 US SS HDL GV 2.5MXF NST	03/27/2026	1,571.05	\$1,571.05
Total for Check Number 66301:						

Check No.	Fund Code	Vendor/Employee	Transaction Description	Date	By Fund Amount	Total Amount
66302	General Fund	IUOE Stationary Engineers Lo39	April 2026 Union Dues	03/27/2026	112.01	
66302	Water Fund	IUOE Stationary Engineers Lo39	April 2026 Union Dues	03/27/2026	293.17	
66302	Sewer Fund	IUOE Stationary Engineers Lo39	April 2026 Union Dues	03/27/2026	69.64	
66302	Snow Fund	IUOE Stationary Engineers Lo39	April 2026 Union Dues	03/27/2026	89.95	
	Total for Check Number 66302:					\$564.77
66303	General Fund	NV Energy	1000044086803294236-160 Pineridge Dr. Unit Lights	03/27/2026	-5.30	
66303	Water Fund	NV Energy	1000044086803320239-Kingsbury Grade Unit NITFRS	03/27/2026	8,443.00	
66303	Sewer Fund	NV Energy	1000044086804621577 801 Kingsbury Grade Unit B	03/27/2026	1,494.76	
66303	Snow Fund	NV Energy	1000044086803294236-160 Pineridge Dr. Unit Lights	03/27/2026	16.68	
66303	Rental Fund	NV Energy	100004408680327486-298 Kingsbury Grade Apt D Down	03/27/2026	113.21	
	Total for Check Number 66303:					\$10,062.35
66304	General Fund	Public Employees	Employee and Employers PERS Contribution 3/26	03/27/2026	4,317.86	
66304	Water Fund	Public Employees	Employee and Employers PERS Contribution 3/26	03/27/2026	13,999.70	
66304	Sewer Fund	Public Employees	Employee and Employers PERS Contribution 3/26	03/27/2026	4,294.03	
66304	Snow Fund	Public Employees	Employee and Employers PERS Contribution 3/26	03/27/2026	3,267.30	
	Total for Check Number 66304:					\$25,878.89
66305	Water Fund	Pye-Barker Fire & Safety	Prepaid Security Exp. 176 Buccanhan Rd.-Station 3	03/27/2026	2,007.24	
66305	Sewer Fund	Pye-Barker Fire & Safety	Prepaid Security Exp. Main Pump 313 Market St.	03/27/2026	177.18	
	Total for Check Number 66305:					\$2,184.42
66306	Water Fund	Quadient, Inc.	Equipment Rental	03/27/2026	157.59	
66306	Sewer Fund	Quadient, Inc.	Postage	03/27/2026	105.06	
66306	Snow Fund	Quadient, Inc.	Equipment Maint.	03/27/2026	46.35	
	Total for Check Number 66306:					\$309.00
66307	Water Fund	Timothy Roberts	Water Treatment Grade 2 Certification	03/27/2026	189.00	
	Total for Check Number 66307:					\$189.00
66308	General Fund	Rpm Team LLC	20% Final Payment for Architecture and Eng. for Sprung Structure	03/27/2026	4,760.00	
66308	Water Fund	Rpm Team LLC	20% Final Payment for Architecture and Eng. for Sprung Structure	03/27/2026	4,760.00	
66308	Sewer Fund	Rpm Team LLC	20% Final Payment for Architecture and Eng. for Sprung Structure	03/27/2026	1,190.00	
66308	Snow Fund	Rpm Team LLC	20% Final Payment for Architecture and Eng. for Sprung Structure	03/27/2026	1,190.00	
	Total for Check Number 66308:					\$11,900.00
66309	Water Fund	SGS Silver State Laboratories	Sample #1 Station #1 (RAW)	03/27/2026	27.00	
	Total for Check Number 66309:					\$27.00
66310	General Fund	Southwest Gas Corporation	910000799713 160 Pineridge	03/27/2026	14.11	
66310	Water Fund	Southwest Gas Corporation	910000799713 160 Pineridge	03/27/2026	431.89	
66310	Sewer Fund	Southwest Gas Corporation	910000799713 160 Pineridge	03/27/2026	84.69	
66310	Snow Fund	Southwest Gas Corporation	910000799713 160 Pineridge	03/27/2026	14.11	
66310	Rental Fund	Southwest Gas Corporation	910000799717-298 Kingsbury Cir. Up	03/27/2026	313.11	
	Total for Check Number 66310:					\$857.91
66311	General Fund	Stationary Engineers Local 39	Union Insurance March 2026 (7) Employees	03/27/2026	4,020.00	
66311	Water Fund	Stationary Engineers Local 39	Union Insurance March 2026 (7) Employees	03/27/2026	9,112.00	
66311	Sewer Fund	Stationary Engineers Local 39	Union Insurance March 2026 (7) Employees	03/27/2026	2,412.00	
66311	Snow Fund	Stationary Engineers Local 39	Union Insurance March 2026 (7) Employees	03/27/2026	3,216.00	
	Total for Check Number 66311:					\$18,760.00
66312	Water Fund	Tahoe Pool Service	(4) Boxes of Chlorine	03/27/2026	258.00	
	Total for Check Number 66312:					\$258.00

Check No.	Fund Code	Vendor/Employee	Transaction Description	Date	By Fund Amount	Total Amount
66313	General Fund	Public Employees Benefit Prog	Medical Ins. 2/1/26	03/30/2026	985.29	
66313	Water Fund	Public Employees Benefit Prog	Medical Ins. 2/1/26	03/30/2026	3,551.42	
66313	Sewer Fund	Public Employees Benefit Prog	Medical Ins. 3/1/26	03/30/2026	1,524.26	
66313	Snow Fund	Public Employees Benefit Prog	Medical Ins. 3/1/26	03/30/2026	650.57	\$6,711.54
66314-66323	Payroll		Transferred from Abila (see attached detail)	04/03/2026	183,310.26	\$25,067.57
						\$234,775.21

Total Springbrook Checks:
Grand Total All Checks:

KINGSBURY GENERAL IMPROVEMENT DISTRICT
 Check/Voucher Register - LIST OF CLAIMS
 From 3/13/2026 Through 4/6/2026

Check Number	Check Date	Payee	Transaction Description	Check Amount
66253	3/17/2026	JESSICA GRIME	Employee: GRIME; Pay Date: 3/17/2026	739.12
66254	3/17/2026	EDWARD J. JOHNS	Employee: JOHNSE; Pay Date: 3/17/2026	739.12
66255	3/17/2026	JOHN L. SHEARER	Employee: SHEARE; Pay Date: 3/17/2026	739.12
66256	3/17/2026	SARA NELSON	Employee: SNELSO; Pay Date: 3/17/2026	739.12
66257	3/17/2026	CYNTHIA M. TRIGG	Employee: TRIGG; Pay Date: 3/17/2026	739.12
66285	3/20/2026	JUDITH BREWER	Employee: BREWER; Pay Date: 3/20/2026	2,323.83
66286	3/20/2026	DERREK DORNBRÖOK	Employee: DORNBR; Pay Date: 3/20/2026	3,852.20
66287	3/20/2026	BRANDY JOHNS	Employee: JOHNS; Pay Date: 3/20/2026	2,048.19
66288	3/20/2026	MICHELLE M. MCCOY	Employee: MCCOY; Pay Date: 3/20/2026	1,601.24
66289	3/20/2026	SHANE T. MORTENSEN	Employee: MORTEN; Pay Date: 3/20/2026	3,731.31
66290	3/20/2026	BYRAN D. MOSS	Employee: MOSS; Pay Date: 3/20/2026	2,516.36
66291	3/20/2026	TIMOTHY E. ROBERTS	Employee: ROBERT; Pay Date: 3/20/2026	1,727.97
66292	3/20/2026	JEFF M. SIMAS	Employee: SIMAS; Pay Date: 3/20/2026	1,614.77
66293	3/20/2026	LEIGH C. STANTON	Employee: STANTO; Pay Date: 3/20/2026	1,456.65
66294	3/20/2026	JEFF T. WOOD	Employee: WOOD; Pay Date: 3/20/2026	1,829.26
66314	4/3/2026	JUDITH BREWER	Employee: BREWER; Pay Date: 4/3/2026	2,323.83
66315	4/3/2026	DERREK DORNBRÖOK	Employee: DORNBR; Pay Date: 4/3/2026	3,852.20
66316	4/3/2026	BRANDY JOHNS	Employee: JOHNS; Pay Date: 4/3/2026	2,381.19
66317	4/3/2026	MICHELLE M. MCCOY	Employee: MCCOY; Pay Date: 4/3/2026	1,496.24
66318	4/3/2026	SHANE T. MORTENSEN	Employee: MORTEN; Pay Date: 4/3/2026	3,094.52
66319	4/3/2026	BYRAN D. MOSS	Employee: MOSS; Pay Date: 4/3/2026	5,270.41
66320	4/3/2026	TIMOTHY E. ROBERTS	Employee: ROBERT; Pay Date: 4/3/2026	1,727.97
66321	4/3/2026	JEFF M. SIMAS	Employee: SIMAS; Pay Date: 4/3/2026	1,614.77
66322	4/3/2026	LEIGH C. STANTON	Employee: STANTO; Pay Date: 4/3/2026	1,456.65
66323	4/3/2026	JEFF T. WOOD	Employee: WOOD; Pay Date: 4/3/2026	1,849.79
Report Total				51,464.95

KINGSBURY GENERAL IMPROVEMENT DISTRICT AGENDA ITEM #9

**TITLE: DISCUSSION AND POSSIBLE ACTION: APPROVAL OF TASK ORDER #75 –
FY 2026 ON-CALL GIS SERVICES CONTRACT WITH DOWL, LLC**

MEETING DATE: April 9, 2026

PREPARED BY: Derek Dornbrook, General Manager

RECOMMENDED ACTION:

Approve Task Order #75 with DOWL, LLC for FY 2026 On-Call GIS Services in an amount not to exceed \$20,000.

BACKGROUND:

Staff has prepared Task Order #75 in coordination with DOWL representatives, including Senior Project Manager Matt Van Dyne and GIS Manager Matt Forrest, to reestablish and support the District's Geographic Information System (GIS). The GIS database has not been actively managed since 2022, resulting in identified deficiencies and limited staff access to system data.

The proposed task order provides on-call GIS support services, including coordination with ESRI to establish a functional platform, updating utility infrastructure data, and providing ongoing GIS-related support and mapping services as requested by the District.

The contract is structured on a time-and-materials basis with a not-to-exceed amount of \$20,000 for the remainder of Fiscal Year 2025/2026, ending June 30, 2026. Due to the limited time remaining in the fiscal year, it is anticipated that the full budgeted amount will not be expended. A subsequent task order for FY 2026/2027 will be developed and presented to the Board in June to continue GIS system development and support.

PROPOSED MOTION:

Move to approve Task Order #75 with DOWL, LLC for FY 2026 On-Call GIS Services in an amount not to exceed \$20,000 and authorize the General Manager to execute the agreement.

INCLUDED:

- A. Task Order #75

Fund impacted by the 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 |

This is EXHIBIT A, consisting of 2 pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated August 19, 2025.

Task Order

Task Order Number: 75

Date: April 9, 2026

Title: Kingsbury General Improvement District – FY 26 On-Call GIS

Project Description: Kingsbury General Improvement District (KGID) utilized DOWL to build and manage its Geographic Information System (GIS) database until 2022. Since then, the GIS has been budgeted annually but has not been managed. This has resulted in staff identifying deficiencies in the GIS and lacking the ability to access and manage the data. KGID contacted DOWL to review the continuation of support for the GIS database and the future growth and development.

KGID has budgeted \$20,000 for the fiscal year 2025/2026 which ends on June 30, 2026, but has not spent any of the budgeted line item. This task order is being prepared to occupy this budget line item. While the full annual budget will not be utilized in the three remaining months, KGID has directed DOWL to identify the amount and utilize the available time remaining to begin efforts to reestablish the GIS. A new task order for fiscal year 2026/2027 will be prepared and presented to KGID in June for the continued effort to build the GIS into a usable and powerful tool for all KGID staff.

The Master Services Agreement is amended and supplemented to include the following agreement of the parties.

PART 1 – SERVICES

Task 1 – On-Call GIS Support

Objective

Support KGID in establishing a correct database and contract with ESRI and then support KGID and the GIS system, as needed and requested.

Approach

This task will include the following activities:

- Coordinate with and support KGID to establish a usable GIS platform with ESRI.
- Begin making utility modifications to reflect KGID infrastructure project completed since 2022.
- Receive specific requests from KGID for GIS edits, supporting exhibits, or other related needs.
- Perform any administrative tasks such as invoicing, progress reporting, and meetings regarding this task.

Deliverables

The following deliverables will be submitted under this task:

- Requested exhibits
- ESRI's ArcGIS Online web utility mapping application owned by the GID managed by DOWL

Assumptions

The following assumptions apply:

- KGID has identified a \$20,000 budget for this task to work against for on-call requested efforts.
- Labor effort will not be charged to this task unless authorized by KGID.

- KGID will have an existing contract or create a contract between the GID and ESRI for their ArcGIS Online platform. Any user accounts with proper access requirements and storage fees are provided by KGID to DOWL.

PART 2 – COMPENSATION

KGID shall pay DOWL on a time and materials basis, including travel, not to exceed \$20,000. Hourly rates and other expenses shall be in accordance with Exhibit C of the Master Services Agreement (Standard Hourly Rates).

PART 3 – SCHEDULE

The following is a *proposed* schedule to be used as a general guideline only.

Notice to Proceed:	April 2026
End of Contract Term:	June 2026

IN WITNESS WHEREOF, the parties hereto have executed this Task Order.

Owner: Kingsbury General Improvement District

Engineer: DOWL, LLC

By: _____

By: _____

Print Name: Derek Dornbrook

Print Name: Matt Van Dyne, P.E.

Title: General Manager

Title: Senior Project Manager

Date Signed: _____

Date Signed: _____

KINGSBURY GENERAL IMPROVEMENT DISTRICT AGENDA ITEM #10

TITLE: APPROVAL OF TASK ORDER #76 – 2026 ROAD REHABILITATION & REPLACEMENT PROJECT CONSTRUCTION MANAGEMENT & INSPECTION SERVICES CONTRACT WITH DOWL, LLC

MEETING DATE: April 9, 2026

PREPARED BY: Derek Dornbrook, General Manager

RECOMMENDED ACTION:

Approve Task Order #76 with DOWL, LLC for construction management and inspection services for the 2026 Road Rehabilitation & Replacement Project in an amount not to exceed \$103,977.

BACKGROUND:

This Task Order accompanies the 2026 Road Rehabilitation & Replacement Construction Contract and provides construction phase services should the Board elect to proceed with the project. Design and bidding services for the project were completed using remaining funds from the 2025 Engineering Contract (Task Order #67 Amendment #01), resulting in no additional cost to the District for those phases.

Task Order #76 provides construction-related services including project management, construction management, and full-time construction inspection to ensure the work is completed in accordance with project specifications and District standards. The project is a continuation of the District's roadway capital improvement program and focuses on major roads including Tramway Drive and South Benjamin Drive.

The contract is structured on a time-and-materials basis with a not-to-exceed amount of \$103,977. Construction is anticipated to occur during the 2026 construction season, following award of the construction contract.

PROPOSED MOTION:

Move to approve Task Order #76 with DOWL, LLC for the 2026 Road Rehabilitation & Replacement Project construction management and inspection services in an amount not to exceed \$103,977, and authorize the General Manager to execute the agreement.

INCLUDED:

- A. Task Order #76

Fund impacted by the above action:

- | | |
|--|--|
| <input type="checkbox"/> All Funds | <input type="checkbox"/> Not a Budget Item |
| <input checked="" type="checkbox"/> Water Fund | <input checked="" type="checkbox"/> Sewer Fund |

General Fund
 Not Budgeted for

Snow Removal Fund
 Emergency Spending

This is **EXHIBIT A**, consisting of 6 pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated August 19, 2025.

Task Order

Task Order Number: 76

Date: April 2, 2026

Title: 2026 KGID Road Rehabilitation & Replacement Project – Construction Management & Observation

Project Description: The Kingsbury General Improvement District (District) maintains 22 miles of roads through a systematic program of rehabilitation and replacement. A District wide roadway field assessment was completed in November 2024 that inventoried the preliminary rehabilitation areas. 2025 was the first road project that was completed in this Roadway Capital improvement Plan (CIP). This 2026 project is a direct succession of the 2025 Road Rehabilitation Project (Task Order 67), continuing the District's effort to address remaining defects on major and crucial roads.

This phase will focus on the findings from that assessment, and roadway areas that were not completed during the 2025 Project, primarily targeting improvements on Major roads in the District (Tramway Drive and S. Benjamin Drive). The project includes road section replacement, crack repair, replacement of valve and manhole collars, and micro-surfacing rehabilitation to extend the service life of these roadways.

The 2026 Construction Project is currently out to bid, with the bid opening scheduled for April 8th, 2026. The design, packaging of contract documents, and bidding process were completed utilizing the budget from the original Task Order 67 fee under Amendment #01.

This Task Order now provides the professional services required for the construction phase of the project. DOWL's scope is limited to construction management and observation related activities:

- Project Management: Coordination with District General Manger and Staff, regular updates on project progress, and monthly project billing.
- Construction Management: Handling contract documents, submittals, progress meetings, and overall construction project coordination.
- Construction Inspection: Providing on-site observation and oversight to ensure all work meets project specifications and District standards.

Proposed Project Budget and Financing: The estimated planning level opinion of probable Engineering and Construction cost is displayed in **Table 1**. Bids are due April 8th and the low bid construction costs will be known for the April Board meeting.

Table 1: 2026 Estimated Planning Level of Costs vs. Engineering & Construction Management Fees

Construction, Material Procurement, & Engineering Estimate	Planning Level Costs
Total Construction Cost (Less Contingency)	\$950,000
Contingency (30%):	\$285,000
Total Construction Costs (With Contingency)	\$1,235,000
Civil Engineering Design (TO 67 - Amendment #01):	\$29,363
Construction Management & Observation (TO 76):	\$103,977
Total Civil Engineering Cost	\$133,340
Total Estimated Engineering & Construction Costs (Less Contingency)	\$1,083,300

The Master Services Agreement is amended and supplemented to include the following agreement of the parties.

PART 1 – SERVICES

To plan, organize, direct, control, and communicate all relevant activities set forth in this Scope of Work within the approved budget and schedule.

Approach

DOWL will routinely review Project progress and communicate Project status on a regular basis. Communication will be through email and telephone. This task will include the following activities:

- Project administration includes resource allocation, and routine communications.
- Team coordination, including conference calls and internal meetings.
- Monitoring changes to the scope, budget, and schedule and developing change management strategies with the District.

Deliverables

The following deliverables will be submitted under this task:

- Monthly invoices.

Assumptions

The following assumptions apply:

- Overall Project duration is estimated at Four (4) months and spans between April – December 2026 due to variable construction timeline.
- Project-related issues will be identified, communicated, and resolved.
- Submittals will be made from DOWL to the District electronically.

Task 1.2 – Construction Management

Objective

Monitor the Project and keep the District informed of the Project status. This phase also includes assisting the District with close-out of the construction process and Construction Contract.

Approach

The following activities will be performed as part of this task:

- Oversee the Project team and provide routine project management and communications.
- Conduct one (1) pre-construction meeting at the District's office, prepare agenda and meeting minutes for the pre-construction meeting. DOWL attendance will include the Project Manager, Project Engineer, and Construction Observer.
- Process change-orders and payment applications, evaluate claims, review submittals, respond to RFIs, and address unanticipated conditions.
- Weekly in-office construction management activities are limited to twenty-eight (28) total team hours per week.
 - These activities include processing of documents (described above), coordination with all parties, daily observation report QC, etc.
 - Maintain all Project documentation for the duration of the Project including tracking, disbursing, and reviewing. Maintain logs for all documentation including submittals, RFCs/RFIs, field orders, work change directives, and change orders.

- **Certified Payroll Review:**
 - Review certified payroll reports supplied by the prime contractor. Reports to include prime and sub-contractors working on the Project.
 - Verify contractor staffs' position, time, and wages paid are accurate and comply with the prevailing wages for the Project.
- Schedule and manage weekly on-site construction meetings. Prepare all agendas and meeting minutes for weekly construction meetings.
- Coordinate a Substantial Completion inspection and develop a final punch-list of work items to be completed prior to final inspection. Meeting onsite will include DOWL Construction Observer, Engineer, District staff member, and Contractor for site walkthrough.
- Conduct a final inspection meeting to verify that all outstanding work items are complete (DOWL Project Engineer and Construction Observer to perform on-site final walkthrough with Contractor and District Staff).
- Upon completion of construction, obtain both Construction Observer and Contractor as-builts and incorporate all modifications into a set of record drawings. Revisions will be made in the CAD design files.
- Recommend Project final acceptance to the District.

Deliverables

The following deliverables will be submitted under this task:

- Notice to Proceed.
- Pre-Construction Meeting minutes.
- Construction Meeting Minutes
- Certified Payroll reports supplied by contractor.
- Contractor Pay Applications.
- Change Order forms (If required).
- Substantial Completion List
- Conformance letter from DOWL.
- Record drawings electronically (.pdf)

Assumptions

The following assumptions apply:

- Pre-construction meeting to be held at the District's office.
- Construction anticipated to take Four (4) weeks. This overall construction duration is derived from previous road improvement projects' rate of construction. Depending on the final scope of the project, the overall construction duration will be determined and compared to the assumptions within this scope of work. If the duration varies from this scope of work, an amendment will be prepared to account for proper construction management.
 - Contractor will remain within this construction schedule and will not be in the field beyond the TRPA cut-off date of October 15th.
 - Time effort required by Engineer and Office staff detailed in the Approach section.
 - If construction efforts vary from this schedule, DOWL will notify the District and will be available per the estimated weekly time effort, or an agreed upon weekly time effort, for days that work is being performed until complete and compensated on a time and materials basis outside of the scope.
 - District will be notified by DOWL with sufficient time prior to Contractor going over the scheduled date. DOWL will discuss with District and provide justification for additional work. An Amendment to this contract or a separate Task Order for construction services beyond this scope will be used as a formal agreement with District after coordination and approval from the District.
- Four (4) weekly construction meetings are assumed – meetings will begin the first week of construction. DOWL will be available for additional on-site visits if requested by the District, billed on a time and materials basis outside of the Scope.
- Weekly construction meeting costs shall include all time, 8 hours for meeting, travel, meeting documentation deliverable, and mileage.

- Office engineering efforts are detailed under the Approach section of this task.
- The Construction Observer and Contractor will provide a complete and clean set of redlines and quantities to DOWL.
- It is anticipated that the Construction Contract will exceed \$250,000; therefore, certified payroll reports and associated field interviews will be required.
 - Certified payroll reviews are assumed at 3 hours per week for the duration of construction identified within this Scope
 - Certified Payroll reports are anticipated to be complete and correct. Contractor is to be familiar with certified payrolls and compliance.
 - One (1) minor revision for each Certified Payroll report is assumed within this scope of work. Additional revisions will be billed on a time and materials basis.
 - If Certified Payroll reports are not complete, DOWL will reject submission and require re-submittal by the contractor.
 - DOWL's review will consist of verification of personnel, time worked, and hourly wages and that requirements of the Project are met.
 - All final certification and reporting to Labor Commission must come from the District as they are the public body, funding the Project, and have ultimate responsibility.
- Material testing will be provided by Contractor via certified third-party testing company.
- Change orders will be initially reviewed by DOWL. DOWL to coordinate with contractor to review, evaluate, and respond to claims.
 - A reasonable effort is assumed to be email and phone correspondence with contractor, and two (2) revisions of a change order reviewed by DOWL with response from DOWL to Contractor. If there is no resolution with Contractor after DOWL's initial coordination and response, DOWL will engage the District for negotiation and resolution.
 - DOWL will gather information from both DOWL observation documents and Contractor construction documents to present the documentation and DOWLs response to the District for final review and approval.
- Public Involvement will be performed by the District. DOWL will support the District in the field.
 - The District will coordinate and provide information to the public. DOWL will provide the District any supporting documents or clarifications for the public.
 - DOWL will provide any daily observation reports or photos of the site to the District in case of homeowner complaints or damages.
 - It is assumed that the DOWL Construction Observer will be the first point of contact in the field. The Construction Observer will be responsible for enforcing the Contractor has posted signage and notice to homeowners during construction. Construction Observer will also communicate with homeowners and provide information to DOWL Engineer and the District.
- This task order includes two (2) meetings at the District Office and onsite, outside of the weekly construction meetings, for the Pre-Construction meeting and Final Completion Walkthrough. Meeting costs shall include all time, 8 hours for meeting, travel, meeting documentation deliverable, and mileage.

Task 1.3 – Construction Observation

Objective

Perform construction observation ensuring all aspects constructed are compliant with the design plans and specifications.

Approach

The following activities will be performed as part of this task:

- Construction Observer to provide full-time observation during the construction process.
- Notify Contractor, Engineer, and the District of any issues in the field as or before issues occur to allow quick resolution.

- Answer questions, verify work is being completed per the plans and specifications, and coordinate with all parties and the public.
- Monitor traffic control and public access.
- Prepare daily observation reports, measure quantities, and take photographic records.
- Monitor material testing (performed by certified third-party firms contracted by the contractor) to certify requirements are being met.
- Attend all weekly progress meetings.
- Generate punch list of items to correct at substantial completion.
- Conduct final site walk ensuring punch list items are complete. Final Walkthrough with DOWL Engineer and District Staff time effort is included under Task 1.2 Construction Management.
- Keep a set of redlined as-builts of construction and quantities.

Deliverables

The following deliverables will be submitted under this task:

- Daily Observation Reports
- Punchlist
- Redlined As-Builts and Quantity Catalog

Assumptions

The following assumptions apply:

- Construction anticipated to take Four (4) weeks. This overall construction duration is derived from previous road improvement projects' rate of construction. Depending on the final scope of the project, the overall construction duration will be determined and compared to the assumptions within this scope of work. If the duration varies from this scope of work, an amendment will be prepared to account for proper construction management and observation.
- DOWL inspection costs shall include all time, 8 hours on-site inspection, 2 hours for Observation reporting deliverable, travel, and mileage.
- If construction efforts vary from this schedule, DOWL will notify the District and will be present for days that work is being performed until complete and compensated on a time and materials basis outside of the scope.
- On-site observation will only occur when the contractor is performing work.
- Construction Observer will be the first point of Contact with the Public in the field. Observer will notify DOWL Engineer and District of any homeowner issues, complaints, or requests. DOWL will rely on the District to coordinate with homeowner as necessary and resolve any issues or direct any changes in the field regarding homeowner or public request. DOWL will provide support and maintain communication with homeowners per District direction.
- A single full-time Construction Observer will oversee observation. If there are multiple construction crews running, the DOWL Engineer and Observer will coordinate with the Contractor to determine the key areas of inspection for the day. Observer will coordinate with Contractor to get a daily schedule from contractor to make an informed decision.
 - DOWL will coordinate with District to identify a plan to determine that project has adequate inspection if there are multiple construction crews.
 - If multiple crews require observation, DOWL to coordinate with District to identify a plan and assess the effort required and if more people are needed. DOWL will obtain approval with District prior to additional effort beyond this scope of services.

PART 2 – COMPENSATION

Kingsbury GID shall pay DOWL on a time and materials basis, including travel, not to exceed **One-Hundred and Three-Thousand and Nine-Hundred and Seventy-Seven Dollars (\$103,977.00)**.

Table 2 depicts the TO 76 fee for the 2026 Road Project – Construction Management & Observation and the TO 67 Amendment #01 fee for completed Design and Bidding Tasks that have been completed for the full fee estimate as reference.

Budgets will be Hourly rates and other expenses shall be in accordance with Exhibit C of the Master Services Agreement (Standard Hourly Rates). A breakdown of the individual task budgets is as follows:

Table 2: Cost Breakdown of Task Budget (TO 76 & TO 67 Amendment #01)

Task	Cost
Task 1.1 – Project Management	\$6,860
Task 1.2 – Construction Management	\$66,592
Task 1.3 – Construction Observation	\$30,525
TO 76 Project Budget:	<u>\$103,977</u>
TO 67 (Amendment #01):	\$29,363
Total Project Budget:	<u>\$133,340</u>

PART 3 – SCHEDULE

The following is a *proposed* schedule to be used as a general guideline only.

- Construction Bidding Open (under TO #67 Amendment #1) April 8, 2026
- Award of Construction Contract April 9, 2026 (Board Meeting)
- Award of Task Order April 9, 2026 (Board Meeting)
- Construction (pending contractor schedule) June – September 2026
- Project Closeout November – December 2026

IN WITNESS WHEREOF, the parties hereto have executed this Task Order.

Owner: Kingsbury General Improvement District

Engineer: DOWL, LLC

By: _____

By: _____

Print Name: Derek Dornbrook

Print Name: Matt Van Dyne, P.E.

Title: General Manager

Title: Senior Project Manager

Date Signed: _____

Date Signed: _____

**KINGSBURY GENERAL IMPROVEMENT DISTRICT
2026 KGID Road Rehabilitation & Replacement Project
Engineering Fee Estimate**

Description	MVD	CJM	CET	EA	HD	JD	AL	Total Labor		Expense	Total
								Hours	(\$)		
1.1 Project Management (a)											
1.1.1 Monthly Reports/Progress Billings	2	4	2				4	12	\$2,416		\$2,416
1.2.1 Project Coordination and Management	2	12	4				4	22	\$4,444		\$4,444
1.2 Detailed Design & Bidding Assistance (TO 67 Amendment 1 - NOT INCLUDED)											
1.2.1 Submittal Review		4	16	6	6		6	34	\$6,882		\$6,882
1.2.2 Organize and Conduct Pre-Construction Conference (e)		8	12	4				28	\$4,476	\$88	\$4,564
1.2.3 Rehab Striping for Construction & Cataloging (b)		2	20	4	20			46	\$5,946	\$173	\$6,119
1.2.4 Office Engineering (c)		32	48	24				112	\$19,628		\$19,628
1.2.5 Certified Payroll Review (d)		2					12	14	\$2,218		\$2,218
1.2.6 Field Visits / Meetings (e)		32	24	24			2	82	\$14,330	\$345	\$14,675
1.2.7 Project Closeout (Permitting, Quantities, Pay Applications, and Deliverables) (e) (f)		18	24	18			6	64	\$14,008	\$86	\$14,094
1.3 Construction Observation											
1.3.1 Construction Observation, Coordination, and DOR Preparation (g)						200		200	\$28,800	\$1,725	\$30,525
Subtotal											
Subtotal											
TOTAL											

TO 67 Notes: 2026 Road Project Detailed Design & Bidding Assistance Tasks were completed under TO 67 (2025 KGID Road Project) Amendment #01 due to remaining budget from 2025.

- (a) Project Management for work after KGID April Board Meeting through construction. Project estimated to be 4 months spread out April - October 2026.
- (b) Estimated at 2 total days of field work for a 2-man crew and office work for the tabulation of quantities. Estimated 8-hr/day Field Work plus office support time.
- (c) Construction estimated to take 4 weeks. CM costs include time for pay requests, change orders, phone calls, etc., estimated at 25 total team hours per week not including field visits.
- (d) Assumes Contractor is familiar with CPs and submitting correct forms. 3 hrs/wk
- (e) Office admin time to prepare, attend, and produce meeting minutes for weekly progress meetings, estimated at 6-hr per meeting day, plus mileage. Other Meetings include Pre-Construction Meeting and Final Walkthrough.
- (f) Project Closeout activities include Permitting Closeout (Labor Commissioner); Final Completion Checklist & Site Visit; Verification of Quantities; Final Retention Pay Application; Coordination with Contractor for closeout items; Submittal of all Construction & Design Documents to KGID for their records.
- (g) Includes full time inspection, M-F, for the construction period, 10 hours/day (8 hr on-site) for 4 weeks. Duration determined from recent projects of similar scope. Time includes Daily Observation Reports.

KINGSBURY GENERAL IMPROVEMENT DISTRICT AGENDA ITEM #11

TITLE: AWARD OF CONTRACT FOR THE 2026 ROAD REHABILITATION & REPLACEMENT PROJECT

MEETING DATE: April 9, 2026

PREPARED BY: Derek Dornbrook, General Manager

RECOMMENDED ACTION:

Award the 2026 Road Rehabilitation & Replacement Project construction contract to the lowest responsive and responsible bidder, and authorize the General Manager to execute the agreement.

BACKGROUND:

Staff will provide an update on the bid process for the 2026 Road Rehabilitation & Replacement Project. Bids are due on April 8, 2026, and staff will review the submitted bids, perform due diligence, and present a recommendation for award to the apparent low bidder at the April 9, 2026 Board meeting.

This project is a continuation of the District's roadway capital improvement program and builds upon the 2025 Road Rehabilitation Project. The 2026 work focuses on improvements to Tramway Drive and South Benjamin Drive, targeting areas that were not completed in 2025 due to conflicts with water infrastructure projects and prioritizing road segments requiring more significant repair. Bid documents not included are available at Planet Bids Project Web: <https://vendors.planetbids.com/portal/48213/bc/bo-detail/139668>

PROPOSED MOTION:

Move to award the 2026 Road Rehabilitation & Replacement Project construction contract to the lowest responsive and responsible bidder and authorize the General Manager to execute the agreement.

INCLUDED:

- A. 2026 KGID Road Replacement & Rehabilitation Bid Information

Fund impacted by the above action:

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



DOWL, LLC

2026 KGID Road Replacement & Rehabilitation

Bid Detail

Project Title 2026 KGID Road Replacement & Rehabilitation
Invitation #
Bid Posting Date 03/18/2026 2:38 PM (PDT)
Project Stage Bidding
Bid Due Date 04/08/2026 2:00 PM (PDT)
Response Format Electronic

Project Type Bid
Response Types Line Items
 General Attachment
Type of Award Lump Sum
Categories 237310 - Highway, Street, and Bridge Construction

Department DOWL
Address 5510 Longley Lane
 Reno, Nevada
 89511
County Washoe

Bid Valid
Liquidated Damages \$1,800/day
Estimated Bid Value \$950,000
Start/Delivery Date
Project Duration 21 Calendar Days (Substantial Completion) 30 Calendar Days (Final Completion)

Bid Bond

Bid Bond 5.00%
Payment Bond 100.00%
Performance Bond 100.00%

Pre-Bid Meeting Information

Pre-Bid Meeting Yes
Meeting Type Onsite
Date & Time 03/24/2026 12:00 PM (PDT)
Address 160 Pine Ridge Drive Stateline, NV 89449
Attendance Required No

Online Q&A

Online Q&A Yes
Q&A Deadline 04/03/2026 5:00 PM (PDT)

Contact Information

Contact Info Travis Marshall, PE / 775.284.7205
 tmarshall@dowl.com
Bids to DOWL
Owner's Agent

Description

Scope of Services The work generally involves half road, full road, and section replacements of approximately 23,600 square feet, approximately 1,100 linear feet of crack repair, removal and replacement of damaged valve and manhole collars, and approximately 34,100 square yards of Micro-Surface rehabilitation. The project extents include the entirety of Tramway Drive and S Benjamin Drive.

Other Details
Notes
Special Notices
Local Programs & Policies





DOWL, LLC

2026 KGID Road Replacement & Rehabilitation

	Item Code	Description	UOM	Qty	F
▼ Imported Items					
1	1	Mobilization and Demobilization	LS	1	
2	2	Temporary Traffic Control	LS	1	
3	3	Temporary Erosion Control	LS	1	
4	4	Road Repair - Full Road, Half Roa...	SF	23594	
5	5	Crack Repair - 4' Wide ~ 6" Depth...	LF	1082	
6	6	Misc. Repair - Water Gate Valve (...)	EA	4	
7	7	Misc. Repair - Manhole Collar (Lid...	EA	7	
8	8	Micro-surface - Tramway Drive & ...	SY	34081	
9	9	Force Account	LS	1	







DOWL, LLC

2026 KGID Road Replacement & Rehabilitation

Showing 12 Prospective Bidders

Vendor	Type	Status	Pre-Bid Meeting Att	Classificat
Allied Solutions 300 Veterans Way Carmel, Indiana 46032 Contact: Jason Collier Phone: 877-328-4432 contracts@alliedsolutionenterprise.com	www.vendorline.com	Bidder	no	Prime
ConstructConnect 3825 Edwards Road Suite 800 Cincinnati, Ohio 45209 Contact: Michael Stubbs Phone: 800-364-2059 content@constructconnect.com		Bidder	no	Other
F.W. Carson Co. 1064 Tahoe Blvd Incline Village, Nevada 89451 Contact: Troy Carson Phone: 775-831-5008 Fax: 775-831-5068 estimating@fwcarsonco.com		Bidder	no	Prime
KP Construction P.O. Box 19912 Reno, Nevada 89511 Contact: Tom Carey Phone: 775-413-4034 estimating@kpconstructionnv.com		Bidder	no	Prime
Pavement Recycling Systems 10240 San Sevaine Way Jurupa Valley, Nevada 91752 Contact: Trisha Vander Sluis Phone: 951-682-1091 estimating1@pavementrecycling.com		Bidder	no	Subcontrar
Qualcon Contractors, Inc. PO Box 2889 Minden, Nevada 89423 Contact: Pierre Ithurburu Phone: 775-782-2006 pierre@qualcongec.com		Bidder	no	Prime

Vendor	Type	Status	Pre-Bid Meeting Att	Classificat
RTC, Inc. 22431 Antonio Pkwy B160-251 Rancho Santa Margarita, California 92688 Contact: Amanda Phone: 949-456-0823 amanda@rtcstormwater.com		Bidder	no	Subcontractor
Shay Enterprise 1789 Tavern Ln Tacoma, Washington 98402 Contact: Tamara Shay Phone: 253-985-6691 tshayenterprise@gmail.com		Bidder	no	Supplier
SIERRA CONTRACTORS SOURCE 860 Maestro Drive Ste B Reno, Nevada 89503 Contact: Frank Hawboldt Phone: 775-329-7222 SIERRASOURCE@SCSPLANROOM.COM		Non-Bidder, receive communicat	no	Other
Sierra Nevada Construction, Inc. P.O. Box 50760 Sparks, Nevada 89435 Contact: Chief Estimator Phone: 775-355-0420 Fax: 775-355-0535 bids@snc.biz		Bidder	no	Prime
Spanish Springs Construction, Inc. 595 Double Eagle Ct., Suite 2001 Reno, Nevada 89521 Contact: Leslie Skinner Phone: 775-425-4000 ext. 4515 leslie@ssc.email		Bidder	no	Prime
VSS International, Inc. 3785 Channel Drive West Sacramento, California 95691 Contact: Estimating Phone: 916-373-1500 Fax: 916-373-0183 vssiestimating@slurry.com		Bidder	no	Subcontractor

KINGSBURY GENERAL IMPROVEMENT DISTRICT AGENDA ITEM #12

TITLE: PLACEMENT OF DELINQUENT UTILITY CHARGES FOR 165 IRWIN DRIVE ON THE DOUGLAS COUNTY TAX ROLL

MEETING DATE: April 9, 2026

PREPARED BY: Derek Dornbrook, General Manager

RECOMMENDED ACTION:

Authorize staff to place the delinquent utility charges associated with 165 Irwin Drive on the Douglas County tax roll and to take all necessary actions to implement this process.

BACKGROUND:

At its March 17, 2026 meeting, the Board of Trustees authorized an enforcement action related to the delinquent utility account for the property located at 165 Irwin Drive. The account has remained unpaid, and the settlement terms were not satisfied within the required timeframe.

The water service account has been delinquent since 2008, with an outstanding balance of approximately \$67,796 as of February 2026. Despite multiple collection efforts, recorded liens, and settlement opportunities, the account remains unresolved.

Pursuant to Nevada law and District policy, delinquent utility charges may be placed on the Douglas County tax roll for collection. This action allows the District to recover unpaid public utility funds through the property tax process.

PROPOSED MOTION:

Move to authorize staff to place the delinquent utility charges for the property located at 165 Irwin Drive on the Douglas County tax roll and to take all necessary actions to implement this process.

INCLUDED:

- A. Virginia Toy Timeline and Status Updates
- B. Current 2022 Lien for 165 Irwin Dr. A&B
- C. Toy Letter to District April 25, 2025
- D. June 18, 2025 Letter to Ms. Toy
- E. February 13, 2026 Letter to Ms. Toy

Fund impacted by the above action:

- | | |
|--|--|
| <input type="checkbox"/> All Funds | <input type="checkbox"/> Not a Budget Item |
| <input checked="" type="checkbox"/> Water Fund | <input type="checkbox"/> Sewer Fund |

- General Fund
- Not Budgeted for

- Snow Removal Fund
- Emergency Spending

July 19, 2020	Toy complaint letter	
July 28, 2020	Agenda Item	
August 17, 2020	Resolution 111	
August 13, 2020	KGID response letter	Refers to abandoned
August 28, 2020	Toy complaint letter	
September 4, 2020	Toy complaint letter	
September 18, 2020	Toy complaint letter	
September 15, 2022	Lien Filed	
September 23, 2022	Toy complaint letter	
October 4, 2022	KGID response letter	
October 12, 2022	KGID response letter	
December 13, 2022	Toy complaint letter	
December 23, 2022	KGID response letter	
January 2025	Toy complaint letter	
February 7, 2025	Toy complaint letter	
April 25, 2025	Toy complaint letter	
May 31, 2025	Past Due Amount	\$56,833.20
June 18, 2025	KGID GM intro-Certified	Mention of potential settlement
February 13, 2026	KGID GM intro-Not Certified	Mention of potential settlement

Correspondence Received from Ms. Toy: 36 letters

Correspondence to Ms. Toy from KGID: 19 letters

3

- Respondents: Michelle Runtzel, Business & Contracts Manager
 Brandy Johns, Admin. Clerk/Customer Accounts
 Cameron McKay, GM
 Judy Brewer, Administrative Supervisor
 Jodie Nelson, Board Member
 Natalie Yanish, Board Member
 Mitch Dion, GM
 Derek Dornbrook, GM

Virginia Toy Timeline and Status Updates

Date	Type	Disposition/Conclusion
February 15, 2008	Toy letter requesting shut off	Water service shut off
April 14, 2008	Toy complaint letter	
July 15, 2008	KGID response letter	
October 24, 2008	Lien filed	
March 7, 2009	Toy complaint letter	
March 18, 2009	KGID response letter	
October 13, 2010	Toy complaint letter	
November 27, 2010	KGID response letter	
November 16, 2011	Toy complaint letter	
November 21, 2011	KGID response letter	
July 15, 2015	Toy complaint letter	
July 27, 2015	KGID response letter	
September 15, 2016	Lien filed	
November 14, 2016	Toy complaint letter	
August 13, 2019	Toy complaint letter	
March 21, 2020	Toy complaint letter	
April 16, 2020	Toy complaint letter	
April 16, 2020	Toy complaint letter	
April 26, 2020	Toy complaint letter	
April 29, 2020	KGID response letter	Statement of Work
April 30, 2020	KGID response letter	
Spring 2020	KGID response letter	
March 2020	Toy complaint letter	
May 19, 2020	Toy complaint letter	
May 29, 2020	Toy complaint letter	
May 29, 2020	Toy complaint letter	
June 5, 2020	Toy complaint letter	
June 9, 2020	Toy complaint letter	
June 12, 2020	Toy complaint letter	
June 12, 2020	Toy complaint letter	
June 28, 2020	Toy complaint letter	
June 30, 2020	Toy complaint letter	
July 3, 2020	Toy complaint letter	
July 10, 2020	Toy complaint letter	
July 10, 2020	KGID response letter	
July 10, 2020	KGID response letter	
July 15, 2020	Toy complaint letter	
July 16, 2020	Toy complaint letter	
July 17, 2020	Toy complaint letter	

MAY 01 2025

April 25, 2025

~~Initial~~
Dear General Manager of KCID:

My social workers told me they contacted you and said I indeed owed \$55,000 and you could auction off my property because you put a lien on my property as well as padded bills.

My suggestion: Get the place cleaned up if you get hold of it which could cost you thousands. My place is mice infested for years. There is a possibility of hanta virus. I would try to sell it for as much as possible

because if someone dies of the hanta virus, they might sue you. Gene Hankman's wife & Yosemite visitors died of it.

Also, my family might sue you if I died of hanta virus.

I refuse to ^{cover} the problem because if benefits go over

I have done nothing to cover the problem with the fact you might steal my property. I don't stay on the property full time. I live elsewhere for at least a third of the month. In the house, I wear two masks - even when sleeping in the bedroom.

I had intended to will the property off to charity. I was forced to sign a statement in the closing escrow by your monopoly that I will pay bills from KCID. I did not know I would still own the property forty years later, get a divorce, suffer a mental illness with viral encephalitis. I paid your bills from 2009 to 2016. I was that much affected by my illness.

I had no water since 2009. I did not live in Tahoe for years and a code environmental group charged me for neglecting my property. There was robbery. I figured I paid \$21,000 from 2009 to 2016 for nothing. Now, from 2016 - 2025 the bill is \$55,000 for nothing. This is blood money, legal, but not moral.

Virginia Tou ~~alldoalk~~

June 18, 2025

Virginia Toy
P.O. Box 4105
Stateline, NV 89449

RE: Water Service to 165A & 165B Irwin Drive, Stateline, NV 89449

Dear Ms. Toy,

Allow me to introduce myself. My name is Derek Dornbrook, and I assumed the role of General Manager for the Kingsbury General Improvement District (District) on May 1, 2025. Since then, I have reviewed your water service account and the ongoing matter concerning your property located at 165 Irwin Drive.

To summarize, the District received your request to suspend water service on February 15, 2008, and we complied with that request. However, it appears there was a misunderstanding regarding the District's water rate policy, which aligns with standard practices in the water utility industry. Although no water was used the base rates, service fees, and late charges remained applicable. These terms have been outlined in previous correspondence from the District, dating from July 17, 2008, to the present. As a result of the ongoing balance, two liens were filed against the property on October 24, 2009, and September 15, 2016.

Over the years, the District has made several efforts to reach a settlement through a reasonable payment plan to help avoid further penalties. Unfortunately, no agreement was reached. As of June 10, 2025, the outstanding balance on your account is **\$57,959.64**.

It is my sincere hope that we can establish a constructive dialogue to find a mutually acceptable resolution. I believe an in-person meeting or phone conversation would be more productive than further written correspondence. Please feel free to contact me directly at your earliest convenience to begin that conversation.

Sincerely,

Derek Dornbrook
General Manager
Kingsbury General Improvement District
775-588-3548



P.O. Box 2220, Stateline, Nevada 89449

February 13, 2026

Virginia Toy
P.O. Box 4105
Stateline, NV 89449

RE: Water Service to 165A & 165B Irwin Drive, Stateline, NV 89449

Dear Ms. Toy,

Allow me to introduce myself. My name is Derek Dornbrook, and I assumed the role of General Manager for the Kingsbury General Improvement District (District) on May 1, 2025. Since then, I have reviewed your water service account and the ongoing matter concerning your property located at 165 Irwin Drive.

To summarize, the District received your request to suspend water service on February 15, 2008, and we complied with that request. However, it appears there was a misunderstanding regarding the District's water rate policy, which aligns with standard practices in the water utility industry. Although no water was used the base rates, service fees, and late charges remained applicable. These terms have been outlined in previous correspondence from the District, dating from July 17, 2008, to the present. As a result of the ongoing balance, two liens were filed against the property on October 24, 2009, and September 15, 2016.

Over the years, the District has made several efforts to reach a settlement through a reasonable payment plan to help avoid further penalties. Unfortunately, no agreement was reached. As of February 13, 2026, the outstanding balance on your account is **\$67,796**

It is my sincere hope that we can establish a constructive dialogue to find a mutually acceptable resolution. I believe an in-person meeting or phone conversation would be more productive than further written correspondence. Please feel free to contact me directly at your earliest convenience to begin that conversation.

Sincerely,



Derek Dornbrook

General Manager

Kingsbury General Improvement District

775-588-3548

Memo to: Board of Trustees

From: Byran Moss, Utilities Operations Superintendent

Subject: Operations report for the meeting of April 9, 2026

Working on daily operations.

State reports.

Worked on the 2026-2027 budget.

Met with Travis Marshall from DOWL on 2026 road rehabilitation projects and warranty issues from the 2024-2025 waterline project.

Connection permits.

Working on hiring an electrician to diagnose and repair the intermittent circuit breaker problem at Station #4.

Hired Summit plumbing to replace the low flow plumbing in the pressure reducing vault at Tramway drive and Boulder Court.

Interviewed applicants for road maintenance position.

Water crew: 1. Repaired water leak on Maryanne Drive.

2. Worked on zinc pumps at the plant.

3. Organized service trucks and made a list of tools that need to be replaced.

4. Connection permits.

5. Worked on Ozone Generator #2 feed gas problem.

Road Crew: 1. Helped repair water leak on Maryanne Drive.

2. Small equipment maintenance.

3. Swept roads.

4. Inventoried tools on their trucks.

5. Made a list of broken curbs and drain inlets in the district.

Administrative and H.R. Supervisor Manager's Report

Date: April 9, 2026

1. General Operations

- The Utility Billing Coordinator discovered issues with the main meter at Beach Club #9 & #17, unfortunately the compound meter is not working right and is not recording the water usage correctly. The compound meters are in actual owner units and access needs to be coordinated so that we can hopefully resolve the issues. Michelle is familiarizing herself with the meters and the inconsistencies so that she can have a better understanding of billing and what needs to be done to make sure we are recording the usage correctly.
- The Administrative staff is busy helping customers set up their new accounts in Xpress bill pay along with other customer requests.
- We are tracking and updating addresses from the abundance of returned mail we are receiving.
- We have more than normal escrow demands that are being requested besides backflow requests, disconnection notices, liens for nonpayment etc.
- Working with Techtastic to clean up our list of licenses etc. and to make sure that all computers are working properly.
- Reached out to Kyle with Group West who refurbished our offices to follow up on a couple of roof leaks that he was asked to repair last year.
- Worked with Otis to schedule our first annual elevator inspection that was past due.
- Reached out to the Union to see if they have Flagger training available through the Union.
- Left message to schedule window cleaning on 298 & 160 buildings before the end of this fiscal year.

2. Staffing Updates

- Interviews were held for the street maintenance position; one candidate accepted the job and is going through the pre-hire steps.
- A current street maintenance crew member who originally applied for the water operations position will be transitioning into the water role while working toward obtaining the required certifications.
- We had to terminate one of the water operators due to not being able to conform within their first six months of the probation period.
- The district is waiting to post the recruitment for a certified water operator until we finalize the salary.
- Posted job for seasonal street maintenance positions on Indeed.

- Michelle moved into an office so that she could have more privacy and focus without all the interruptions from the main office area.
- Reached out to Kelly Pettit to set up in house training program for our Adult First Aid/CPR AED certificates that expire in June of 2026.
- Contacted rural water regarding our application on the website to see if we can use a pdfFiller so candidates can fill out the application and send it directly to me from our website.

3. Legal Matters

- I haven't heard anything from legal counsel of Pool Pact as to when my deposition/testimony will be after I had to cancel the original date due to an illness. Considerable time has been spent compiling and recovering discovery materials for legal counsel representing KGID in the Manchester/F&B lawsuit related to the fire hydrant incident that occurred in March 2024.
- Organizing and taking the legal steps need to place 165 Irwin Drive A&B on the tax role

4. Springbrook Transition

- Training and implementation with the new Springbrook platform is moving along. The next staff training will be on Purchase Orders.
- The administrative staff has been inundated with phone calls from our contingents wanting help with setting up autopay etc. We are also receiving a record number of invoices returned from the post office due to owners that did not re-enroll in paperless billing during the transition and are now having hard copies sent to the addresses on file, which the majority where never updated in our customer database.

5. Monthly Metrics

Service Requests Completed (March):	2025- 33 ea. (\$1,550.61 income)
	2026 - 69 ea. (\$ 200.00 income)

Hours Worked (March-Hourly Employees):	2025 -1566 hours (10 employees)
	2026 -1135 hours (7 employees)

Outstanding Liens:

- 759 Boulder Court, Q- \$93,280.57 (Tax Lien)
- 495 Tramway #12 - \$94,726.66 (Tax Lien)
- 165 Irwin A&B - \$69,102.16 (Lien)



MEMORANDUM

TO: Derek Dornbrook, General Manager, Kingsbury GID
FROM: Travis Marshall, PE, Project Manager, DOWL
DATE: April 6, 2026
SUBJECT: Engineering Report for the Meeting of April 9, 2026

GENERAL

Assisted with General Service tasks requested and general correspondence.

- DOWL supported the FY26/FY27 budgets with project Capital outlay plans and estimated numbers for Engineering and Construction.
- Agency Coordination with DCLTSA and NTC D Kahle Sewer project.
- Site visit with Utility Superintendent for miscellaneous drainage repair tasks warranty items.
- Assisted Tahoe Beach Club Phase III and Ridge Club with NAC Report and modeling for projects around Kingsbury.

PROJECTS

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

- Final retention release payment to contractor withheld until Contractor provides DOWL lien releases from paving sub-contractor.
- DOWL to continue coordination with Contractor and General Manager and District staff to receive final documentation and close out project.

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

- The Contractor will complete all remaining Substantial Completion checklist items this spring once as weather allows prior to retention release.
- DOWL completed site visit with Utility Superintendent to review possible warranty work items and Contractor items to complete prior to 2026 Road Rehab Project.

Task Order #66: 25-26 Water Replacement Project: Maryanne, Barrett, and Panorama

- Rate Study option has determined a set amount of funds the District can utilize each year for maintenance and emergency water work.
- DOWL to coordinate with the General Manager to prepare a plan to best use the funds and prepare an updated Capital Improvement Plan.
- Updated CIP to include replacement of existing water main from previously proposed project: Maryanne, Barrett, and Panorama; Minor streets include Carol Cir, Drew Ct, and Vista Dr.

Task Order #67: 2025 Road Rehabilitation & Replacement Project

- DOWL has submitted the final retention payment to the District to pay to Contractor for project Closeout.
- 2026 Road Project bid to close on April 8th. DOWL to prepare tabulation of bid results and evaluate apparent low bidder for presentation at the April 9th meeting.
- Task Order #76 contingent on board award of construction contract.

MEMORANDUM

Task Order #70: Water & Sewer Utility Rate Analysis

- DOWL presented the rate study alternatives to the General Manager and Board in March.
- Sewer and Water Rates to be presented at the June Board Meeting for the hearing and adoption of the resolution.

Task Order #71: Market Street Preliminary Engineering Report (PER)

- DOWL presented alternatives to the Board at the February meeting and Final PER deliverable and selected alternative to be submitted to the General Manager June 2026.
- DOWL continues to coordinate with DCLTSA and NTCD to know scope of sewer infrastructure replacement and construction timelines.

Task Order #72: Water Rights Support FY 2026

- DOWL has prepared water rights renewal permits and no new permits are required until November 2026.
- DOWL will prepare a FY 2027 Task Order for Water Rights support to continue permitting support.

Task Order #73: KGID – TDFPD Operations Yard Storage Building

- DOWL to present Preliminary Construction Cost Estimate and write up deliverable at the May Board meeting. Deliverable will be reviewed with General Manager and TDFPD to
- Cost estimate is multi-discipline, and includes Civil Utility and Site work, structural components, electrical and lighting, and mechanical and plumbing.

Task Order #74: Kahle Drive Sewer Improvement Project

- Task Order is for the design sewer main upsizing on Kahle Drive, a critical step in KGID's long-term plan to decommission the Market Street pump station and gravity flow into the DCLTSA system.
- KGID and DOWL are working closely with the North Tahoe Conservation District (NTCD) to leverage their 2026 road project for utility improvements, and DCLTSA to understand the scope of sewer improvements needed to pass all flows to the DCLTSA system.
- While the Task Order is approved, the NTCD contractor has indicated that performing the sewer work this year is unlikely due to their current construction schedule; if delayed, the design will be integrated into KGID's larger sewer project within the next 1–2 years.

TASK ORDERS ON AGENDA

Task Order #75: FY 26 On-Call GIS

- Task order to reestablish a targeted GIS Effort with DOWL and to update the existing data base and add improvements identified by District Operations Staff.
- Utilizing the remaining FY 2025/2026 budget to initiate system improvements, with a comprehensive task order for continued development scheduled for FY 2026/2027.

Task Order #76: 2026 Road Project – Construction Management / Observation

- District's multi-year roadway rehabilitation plan by targeting high-priority repairs on major arterial roads, including Tramway Drive and S. Benjamin Drive.
- Construction phase for the 2026 program, task order for Construction Management and Observation to ensure high-quality infrastructure delivery and strict adherence to District standards.

Kingsbury General Improvement District
Utility Billing
PO Box 2220
Stateline, NV 89449

3/23/2026

Re: Peak Tahoe LLC Fee Waiver; Account No. 002815.

Att: Mr. Dereck Dornbrook

Dear Mr. Dornbrook

I wanted to thank you for meeting us last week and wanted to express our appreciation to your team (Byran Moss and Shane Mortensen) for taking the time and spending to effort to help with this matter.

This letter serves as a formal request for a hardship waiver regarding the pending assessment of approximately **\$352,000** for the project located at **323 Tramway**. Peak Tahoe LLC has maintained a dedicated relationship with the Kingsbury General Improvement District (KGID) since 2015 and remains committed to the successful completion of this development.

We ask you to consider the following factors regarding the financial history and current scope of the project:

- **Long-Term Financial Contribution:** Since We acquired the project in June 2015, we have paid a total of **\$871,082.24** in fees to KGID in addition to a connection fee in the amount of **\$287,100** . Peak Tahoe has contributed well over **\$1,000,000** to the district.
- **Reduced Project Scope:** The project was originally approved for a six-story structure requiring **49 Units**, and connection fees were initially paid as far back as **2007**. However, the project has since been downsized to a four-story structure requiring only **43 connections**.
- **Decade of payment:** We were misinformed and were under the impression that we have 49 meters and connection fees were paid. When we purchased the project (i.e. when we stopped paying our monthly fees we received a disconnect statement (attached), and at that time we cured the balance and restored our account to be in a good standing).
- **Current Financial Hardship:** As the project nears its final stages of development, capital has become exceptionally tight. The additional assessment of **\$352,000** at this juncture poses a severe threat to the project's liquidity and its timely completion.

Given that Peak Tahoe has already demonstrated a decade-long commitment to KGID through million-dollar contributions, we respectfully request a **full waiver** of the pending **\$352,000** assessment.

Should a full waiver not be possible, we request a **substantial reduction** of the fee, with the remaining balance structured under a **6-month payment plan**.

We appreciate your time and consideration of this hardship request and look forward to your response.

Sincerely,

Zak Mougharbel
Peak Tahoe LLC



DISCONNECTION NOTICE

PEAK TAHOE LLC
RICHARD A. PROAPS
6609 FOLSOM AUBURN ROAD BLDG. #B
FOLSOM, CA 95630

RE: Account Number 002815-000
Account Name PEAK TAHOE LLC
Service Location 323 TRAMWAY DR. 49 UNITS
Past Due Amount \$14,201.65

Amount Due \$14,201.65
Due Date Monday, August 14, 2023

Dear Customer:

08/07/2023

The past due amount must be received by KGID within five (5) business days of the notice date above to avoid disconnection of service and a service charge. Failure to pay can also result in a lien against the property.

Payment can be made online through our web site www.kgid.org either by direct debit, credit card or at our office located at 255 Kingsbury Grade, Ste. A, Stateline, NV. Payment will be credited to most delinquent charges first.

For questions please call 775-588-3548 during normal business hours Monday through Thursday from 7:00AM to 12:00PM then from 12:30PM to 4:30PM. Friday 7:00AM to 12:00PM then from 12:30PM to 3:30PM.

Sincerely,

Utility Billing
KINGSBURY GID
P.O. BOX 2220
STATELINE, NV 89449

Payment Coupon

ACCOUNT INFORMATION

PLEASE RETURN THIS PORTION ALONG WITH YOUR PAYMENT

ACCOUNT: 002815-000
SERVICE ADDRESS: 323 TRAMWAY DR. 49 UNITS
BILLING DATE: 08/07/2023

DUE DATE: 08/14/2023

PEAK TAHOE LLC
RICHARD A. PROAPS
6609 FOLSOM AUBURN ROAD BLDG. #B
FOLSOM, CA 95630

AMOUNT DUE

PAST DUE AMOUNT \$14,201.65

TOTAL AMOUNT DUE BY 08/14/2023 \$14,201.65

AMOUNT ENCLOSED

REMIT PAYMENT TO:

KINGSBURY GID
P.O. BOX 2220
STATELINE, NV 89449

Derek Dornbrook

From: Derek Dornbrook
Sent: Tuesday, March 24, 2026 1:40 PM
To: 'Zak'
Cc: Brandy Johns; B DM; Shane Mortensen; Judy Brewer
Subject: RE: Hardship Letter 323 Tramway

Dear Mr. Mougharbe,

Thank you for your March 23, 2026, correspondence regarding the request for a waiver or reduction of the pending assessment for the project located at 323 Tramway.

The District has carefully reviewed your request and the information provided. Utility fees and assessments are established pursuant to District ordinances and policies and are applied uniformly to ensure fairness and equity among all customers and to support the cost of providing service.

A waiver or reduction of the requested magnitude would constitute a significant deviation from established District policies and ordinances. As such, this request cannot be approved at the administrative level.

If you wish to pursue this matter further, you may request that it be considered by the District's Board of Trustees. Alternatively, the District is willing to discuss a structured payment plan to address the timing of the assessment.

We appreciate your continued investment in the District and your cooperation in this matter. Please feel free to contact me if you would like to discuss next steps.

Regards,

Derek Dornbrook

General Manager

Kingsbury General Improvement District

Phone: 775-588-3548 | Fax: 775-588-3541

Email: derek@kgid.org

www.kgid.org

160 Pine Ridge Dr. – P.O. Box 2220 Stateline, NV 89449

Office hours: M–TH 7:00am-12:00pm and 12:30pm-4:30pm|Fri 7:00am-12:00pm and 12:30pm-3:30pm



From: Zak <zak1996@aol.com>
Sent: Monday, March 23, 2026 12:17 PM
To: Derek Dornbrook <derek@kgid.org>
Subject: Fwd: Hardship Letter 323 Tramway

You don't often get email from zak1996@aol.com [Learn why this is important](#)

From: zak1996@shebadevelopment.com
To: derreck@kgid.org
Cc: byran@kgid.org
Sent: 3/23/2026 11:48:13 AM Pacific Daylight Time
Subject: Hardship Letter 323 Tramway

Derreck

Thank you very much for your help. As requested we wrote a letter addressed to your office.

Kind Regards

Zak

Zak Mougharbel, PhD.
Sheba Development LLC
6609 Folsom Auburn Rd. Bldg.#B-100
Folsom, Ca. 95630
(916)722-4811
(916)722-4881 Fax
(916)247-6754Cell
zak@shebadevelopment.com

Please visit our web Page: www.shebadevelopment.com

*** DISCLAIMER***

This email and any files transmitted with it are confidential and intended solely for the use of the addressee(s) named herein. If you are not the intended recipient or addressee, you should not use, disseminate, distribute, or alter this email. Any views or opinions presented in this email are solely those of the author and might not represent those of "Sheba Development" and or its affiliates.



This email has been scanned for spam and viruses by Proofpoint Essentials. Click [here](#) to report this email as spam.