



**KINGSBURY GENERAL IMPROVEMENT DISTRICT BOARD OF TRUSTEES  
MEETING NOTICE  
AGENDA  
TUESDAY, AUGUST 19, 2025**

A meeting of the Kingsbury General Improvement District Board of Trustees shall be held Tuesday August 19, 2025, at the district office (160 Pine Ridge Drive, Stateline, NV, 89449), commencing at 5:00 p.m. The agenda and supporting material are available on the district website ([www.kgid.org](http://www.kgid.org)), News & Notices. Copies of this agenda were posted 3 business days prior to the meeting at: The District Office, Stateline Post Office, Zephyr Cove Post Office, and Douglas County Lake Tahoe Administration Building.

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=86403428498>

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 June 17 and July 15, 2025.

## **NEW BUSINESS**

- 7. For Discussion and Possible Action:** Approve list of Claims, August 2025
- 8. For Discussion and Possible Action:** Regarding Shared Vehicle Storage Facility and Cost-Sharing Agreement with Tahoe Douglas Fire Protection District
- 9. For Discussion and Possible Action:** Direction Regarding Evaluation and Selection Process for Snow Removal Services Proposal
- 10. For Discussion and Possible Action:** Adoption of Resolution 2025-01 Authorizing Submission of Loan Application to the Nevada Division of Environmental Protection (NDEP) for the Watermain Replacement Projects
- 11. For Discussion and Possible Action:** Financial Position, Outlook, and Consideration of Rate Adjustments
- 12. For Discussion and Possible Action:** Approve DOWL Task Order No.70 for Rate Study
- 13. For Discussion and Possible Action:** Consideration of an Updated Master Services Agreement with DOWL for Professional Services
- 14. For Discussion and Possible Action:** Discussion and Direction Regarding Alternatives to the Market Street Lift Station, Including Potential Elimination and Direct Gravity Discharge to DCLTSA WWRF
- 15. For Discussion and Possible Action:** Health Savings Accounts (HSA) of Employees Based upon by the Public Employees' Benefits Program (PEBP) for Fiscal Year 2025/2026

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

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

**MINUTES OF THE REGULAR MEETING OF THE  
KINGSBURY GENERAL IMPROVEMENT DISTRICT BOARD OF TRUSTEES TUESDAY  
June 17, 2025**

**CALL TO ORDER** - The meeting was called to order at the Kingsbury General Improvement District office located at 160 Pine Ridge, Stateline, Nevada at 5:13 p.m.

**PLEDGE OF ALLEGIANCE**

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

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

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

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

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

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

**NEW BUSINESS FOR POSSIBLE ACTION:**

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

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

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

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

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

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

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

Parks questioned Check 65367 for \$2,500.00 and asked that we investigate different service providers to see if we can save money. Felton questioned some voided checks.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The board discussed paying the HSA benefit in four quarterly payments in the rear instead of pre-paying to make sure employees earn their benefits before receiving payments.

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

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

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

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

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

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

**M-06/17/2025-13** – Motion by Felton, seconded by Trigg, and unanimously passed to approve a 3.5% salary adjustment along with a 2% merit increase on performance reviews based on the merit policy for the district's exempt employees



effective July 1, 2025, for FY 25/26. This will not apply to Dornbrook per his contract agreement.

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

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

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

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

**CDL PAY IN UNION CONTRACT**

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

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

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

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

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

**BOARD REPORTS**

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

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

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

**MANAGEMENT REPORTS**

**General Manager's Reports**

The Board discussed investment strategies for matured CDs, including options such as municipal bonds and

the State investment fund. While no decision was made pending further research, it was noted that the District's financial policy grants the General Manager discretion in making investment decisions. Met with DOWL and discussed many different topics including rate studies that they provide. Drafted and mailed a letter to Toy, trying to reach out to her. Attended his first TWSA meeting and discussed topics with the board. Potential milestone rewards for employees are part of retaining good employees. 298 Building was discussed and will be revisited in Dornbrook's report in July.

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

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

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

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

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

There were no comments

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

There were no comments

#### **CORRESPONDENCE**

There were no comments

#### **FINAL PUBLIC COMMENT**

There were no comments

#### **ADJOURNMENT**

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

Respectfully submitted,

---

Sandy Parks, Chair

Attest:

---

Cindy Trigg, Secretary

**MINUTES OF THE REGULAR MEETING OF THE  
KINGSBURY GENERAL IMPROVEMENT DISTRICT BOARD OF TRUSTEES TUESDAY  
July 15, 2025**

**CALL TO ORDER** - The meeting was called to order at the Kingsbury General Improvement District office located at 160 Pine Ridge, Stateline, Nevada at 5:05 p.m.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL** – In person attendance were Trustees Parks and Johns, and Nelson was in attendance by Zoom. Also present were General Manager Derek Dornbrook, Administration and Human Resource Supervisor Judy Brewer, General Counsel Chuck Zumpft, and the public included Kathy Odem and Doug Mathews.

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

**APPROVAL OF AGENDA** – There were no questions.

**M-07/15/2025-1** – Motion by Johns, seconded by Parks, and unanimously passed to approve the agenda.

**APPROVAL OF MINUTES** – The minutes of the June 17, 2025, meeting have been tabled until the August 19<sup>th</sup> meeting.

**NEW BUSINESS FOR POSSIBLE ACTION:**

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

Johns questioned partial refunds on failed permit deposits. It was explained that when they fail an inspection, we take our fees out of the deposit and refund them the difference.

**M-07/15/2025-2** – Motion by Johns, seconded by Parks, and unanimously passed to approve the list of claims as is.

**RECOMMENDATION OF AWARD OF THE REMAINING PORTION OF THE CONSTRUCTION CONTRACT FOR THE FY25 ROAD REPLACEMENT & REHABILITATION PROJECT:** There was no public comment

The remaining portion (Phase 3) of the road rehab and repair project was previously put on hold due to waterline scheduling. The first two phases were approved in April 2025. Dowl is now ready to start phase 3 although the remainder of the contract needs to be approved by the board.

**M-07/15/2025-3** – Motion by Johns, seconded by Parks, and unanimously passed to award the remaining portion of the construction contract for the FY2025 road replacement & rehabilitation project.

**RENEGOTIATE CURRENT SNOW REMOVAL CONTRACT, ADVERTISE FOR REQUESTS FOR PROPOSALS (RFP) OF COMPETITIVE BIDS FOR SNOW REMOVAL CONTRACT SERVICES:** There was no public comment

The board discussed options for Snow Removal contract services, which expires on September 30, 2025. It emphasized the need for clear contract language prohibiting contractors from pushing snow onto fire hydrants and suggested adding specific pricing for hydrant clearing to prevent excessive billing. There are approximately 100 priority hydrants that need to be cleared, and while the fire department will assist with priority hydrants, the board debated whether to have staff or contractors handle the work.

The board authorized the general manager to begin drafting an RFP for snow removal services, with Parks and Johns forming a committee to review the draft before it goes out to bid.

**M-07/15/2025-4**– Motion by Johns, seconded by Parks, and unanimously passed to authorize the GM to draft a snow removal RFP within the next couple of weeks.

**M-07/15/2025-5**– Motion by Parks, seconded by Johns, and unanimously passed to form a committee (Trustee Parks and Johns) to review the RFP before going out for publication.

**CONSIDERATION TO APPROVE TASK ORDER 69 GENERAL SERVICES AGREEMENT WITH DOWL ENGINEERING:** There was no public comment

This is a general services contract, which includes support for staff and various district projects, with a budget of \$50,000 for the fiscal year 2025/2026 and is a catch all for general engineering support at the discretion of the General Manager.

**M-07/15/2025-6**– Motion by Johns, seconded by Parks, and unanimously passed to approve Task Order No. 69 in an amount not to exceed \$50,000 for Fiscal Year 2026 General Services under the existing Master Services Agreement.

**FINANCIAL POSITION, OUTLOOK, AND CONSIDERATION OF RATE ADJUSTMENTS:** - There was no public comment

The board discussed conducting a new utility rate study, with Kingsbury GID recommending a task order to complete a formal study for presentation at the next board meeting. The estimated cost for the study, which would include both water and sewer systems, was placed at \$50,000-60,000, with completion expected by the end of this calendar year.

**This item has been tabled** until August 2025, for budget review and input by board members not in attendance.

**POTENTIAL SALE OF KINGSBURY GID'S OWNED PROPERTY AT 298 KINGSBURY:** - There was no public comment

The board discussed the potential sale of a property valued at approximately \$2.1 million, which they had purchased for just under \$3 million (combined 2 APN's). It was agreed to proceed with getting an appraisal to determine the property's current value, with the GM suggesting they could have it completed by August. The board also considered the timing of any sale, with some board members noting that raising rental rates could increase the property's value, though this would require negotiating new leases.

**M-07/15/2025-7**– Motion by Johns, seconded by Parks, and unanimously passed to approve the General Manager to proceed with initiating steps necessary for a potential sale, including but not limited to property appraisal.

**HEALTH SAVINGS ACCOUNTS (HSA) OF EMPLOYEES BASED UPON BY THE PUBLIC EMPLOYEES' BENEFITS PROGRAM (PEBP) FOR FISCAL YEAR 2025-2026.** - There was no public comment

The board discussed HSA contributions and insurance plans, comparing the district's current plan to the union plan and state plan options. It was noted that exempt employees are required to pay more out-of-pocket than union employees.

**This item has been tabled** until August 2025, for further staff comment and input by board members not in attendance.

**PERSONAL POLICY MANUAL ADJUSTMENT – DRAFT 5.10 OF HSA POLICY:** - There was no public comment

The board reviewed the latest revised draft of the HSA policy and states that exempt employees Health Savings Account (HSA) will be paid in the rear on a quarterly basis.

**M-07/15/2025-8**– Motion by Johns, seconded by Parks, and unanimously passed to approve and adopt draft 5.10 regarding HSA contributions/policy for the Personnel Manual.

**TO ADOPT A FIRE HYDRANT FLOW TESTING POLICY AND ESTABLISH A SERVICE FEE:** - There was no public comment

The board discussed establishing a policy for fire hydrant flow testing, which is required for new construction with sprinkler systems. It was proposed charging \$250 per test with a 7-day notice, to be performed by water operators using equipment provided by contractors. The district will review test data against their hydraulic model before approving permits, with the fee to be collected from contractors rather than developers.

**M-07/15/2025-9**– Motion by Johns, seconded by Parks, and unanimously passed to approve and adopt a formal policy establishing procedures and requirements for fire hydrant flow testing and approve a standard fee of \$250 for each scheduled test.

**ATTORNEY REPORT**

The Supreme Court entered an order dismissing the appeal with the fire district.

## **BOARD REPORTS**

Nothing new at the sewer authority except they are paving their road.

## **MANAGEMENT REPORTS**

### **General Manager's Reports**

MOU signed with Tahoe Douglas Fire Protection District. Contacted TRPA regarding revising sign in sheet which was declined. Reached out to the board at Barton Health regarding the districts position on the Barton Hospital Project. Drafted a letter to Virginia Toy and certified came back undeliverable, easement request on Loral Lane meeting with owners next week. Spoke about items to be added to the August agenda.

### **Utility Operations Superintendent Report**

Provided a report in the packet. Not in attendance.

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

Parks suggested looking at different property management companies for 298 Kingsbury. Setting up more water operator interviews for next week. Looking into hiring more seasonals, especially for winter months. Employee BBQ potluck on July 22<sup>nd</sup>.

### **Engineer's Report**

Construction on Tramway is going well. Design projects are going forward. MSA needs to be reviewed with a term limit, the current MSA is from 2009.

## **CORRESPONDENCE**

There were no comments

## **FINAL PUBLIC COMMENT**

There were no comments

## **ADJOURNMENT**

**M-7/15/25-10** – Motion by Johns, seconded by Parks, and unanimously passed to adjourn the meeting at 7:28 p.m.

Respectfully submitted,

---

Sandy Parks, Chair

Attest:

---

Cindy Trigg, Secretary



**KINGSBURY GENERAL IMPROVEMENT DISTRICT  
AGENDA ITEM #07**

**TITLE: APPROVAL OF LIST OF CLAIMS**

For Discussion and Possible Action. Review and approve the monthly claims which were paid by the district in July 2025

**MEETING DATE:** 19 August 2025

**PREPARED BY:** Derek Dornbrook, General Manager

**RECOMMENDED ACTION:**

It is recommended that the Board of Trustees review and approve the list of claims for July 2025 from check number **65494** to **65610**.

**BACKGROUND INFORMATION:**

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

**INCLUDED:**

- List of Claims for July 2025

Fund impacted by above action:

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





**KINGSBURY GENERAL IMPROVEMENT DISTRICT**  
Check/Voucher Register - LIST OF CLAIMS  
From 7/12/2025 Through 8/15/2025

Check Number	Check Date	Payee	Transaction Description	Check Amount
65494	7/15/2025	GREGORY FELTON	Employee: FELTON; Pay Date: 7/15/2025	739.12
65495	7/15/2025	EDWARD J. JOHNS	Employee: JOHNSE; Pay Date: 7/15/2025	739.12
65496	7/15/2025	SANDRA D. PARKS	Employee: PARKS; Pay Date: 7/15/2025	689.12
65497	7/15/2025	SARA NELSON	Employee: SNELSO; Pay Date: 7/15/2025	739.12
65498	7/15/2025	CYNTHIA M. TRIGG	Employee: TRIGG; Pay Date: 7/15/2025	739.12
65499	7/15/2025	AIRGAS USA, LLC	ACCT. 3255567 RENT LIQUID IND LG & 190-300 LT NITRO	1,059.39
65500	7/15/2025	BARTON HEALTHCARE SYSTEM	ACCT. 800002207 VISIT 43844124 DORNBROOK & 44234841 NELSON	130.00
65501	7/15/2025	DOUGLAS COUNTY LAKE TAHOE	MAINTENANCE & OPERATIONS 1ST QTR 07/25	332,901.25
65502	7/15/2025	DOWL, LLC	ENGINEERING SERVICES 2024 WATERLINE IMPROVEMENT 6/2025	50,277.50
65502	7/15/2025	DOWL, LLC	ENGINEERING SERVICES 2025 ROAD REHAB & REPLACEMENT 6/2025	2,666.25
65502	7/15/2025	DOWL, LLC	ENGINEERING SERVICES 25-26 WATER REPLACE PROJECT 6/2025	550.00
65502	7/15/2025	DOWL, LLC	GENERAL SERVICES 6/2025	3,740.00
65503	7/15/2025	FRONTIER COMMUNICATIONS	775-150-01119-10317... EASY	0.00
65503	7/15/2025	FRONTIER COMMUNICATIONS	775-150-0120-092376-5 DCLTSA	0.00
65503	7/15/2025	FRONTIER COMMUNICATIONS	775-586-8471-100215-5 97 BEACH CLUB	0.00
65503	7/15/2025	FRONTIER COMMUNICATIONS	775-588-1065-022924-5 PINE RIDGE	0.00
65503	7/15/2025	FRONTIER COMMUNICATIONS	775-588-2401-060791-5 PALISADES	0.00
65503	7/15/2025	FRONTIER COMMUNICATIONS	775-588-2410-111700-5 EASY	0.00
65503	7/15/2025	FRONTIER COMMUNICATIONS	775-588-2410-111700-5 EASY STREET	0.00
65503	7/15/2025	FRONTIER COMMUNICATIONS	775-588-2419-091195-5 PALISADES	0.00
65503	7/15/2025	FRONTIER COMMUNICATIONS	775-588-2705-042476-5 TERRACE VIEW	0.00
65503	7/15/2025	FRONTIER COMMUNICATIONS	775-588-4482-052798-5 MARKET	0.00
65503	7/15/2025	FRONTIER COMMUNICATIONS	775-588-7495-061182-5 MARKET	0.00
65503	7/15/2025	FRONTIER COMMUNICATIONS	775-588-8311-081082-5 GALAXY	0.00

**KINGSBURY GENERAL IMPROVEMENT DISTRICT**

Check/Voucher Register - LIST OF CLAIMS

From 7/12/2025 Through 8/15/2025

Check Number	Check Date	Payee	Transaction Description	Check Amount
65504	7/15/2025	HACH COMPANY	STATION 1 PHD, PEEK, SENSOR	1,273.10
65505	7/15/2025	INCLINE VILLAGE GID	ANNUAL MEMBERSHIP DUES TWSA 7/1/25 TO 6/30/26	16,617.00
65506	7/15/2025	JOSEPH ESENARRO	REIMBURSE AMAZON RECEIPT FOR WORK BOOTS	500.00
65507	7/15/2025	LINDE GAS & EQUIPMENT INC.	ACCT. 71572887 INDUSTRIAL ACETYLENE IND HIGH PRESSURE	212.50
65508	7/15/2025	SOUTH LAKE TAHOE ACE HARDWARE	STATIN DRAIN 2 ABS DWV COUPLING	3.59
65509	7/15/2025	ROUND HILL GENERAL IMPR DIST	COMMERCIAL CONSUMPTION DORLA COURT 5/30 TO 6/30/25	1,681.67
65510	7/15/2025	SGS SILVER STATE LABORATORIES	BROMATE	175.00
65510	7/15/2025	SGS SILVER STATE LABORATORIES	COLIFORMS-QT	27.00
65511	7/15/2025	SHRED-IT	ACCT. #3001186388 OFFICE SHRED ON 6/18/25	37.00
65511	7/15/2025	SHRED-IT	ACCT. #3001186388 PURGE SHRED SERVICE 29 BOXES ON 6/25/25	880.45
65512	7/15/2025	SOUTH TAHOE REFUSE	ACCT. 10534153 165 TERRACE VIEW DR COMM BIN 6/10/25	80.36
65512	7/15/2025	SOUTH TAHOE REFUSE	ACCT. 13186400 160 PINERIDGE/298 KINGSBURY COMM BIN 6/2025	482.16
65513	7/15/2025	SOUTHWEST GAS CORPORATION	910000322763 3 BUCHANAN RD PUMP	36.43
65513	7/15/2025	SOUTHWEST GAS CORPORATION	910000561117 698 KINGSBURY GRADE	42.43
65513	7/15/2025	SOUTHWEST GAS CORPORATION	910000561180 5 KIMBERLY BROOKE LN PUMP	37.20
65513	7/15/2025	SOUTHWEST GAS CORPORATION	910000561274 4 ANDRIA DR (384) PUMP	38.31
65513	7/15/2025	SOUTHWEST GAS CORPORATION	910000561387 2 TERRACE VIEW DR	37.20
65513	7/15/2025	SOUTHWEST GAS CORPORATION	910000799713 160 PINE RIDGE DR 1	76.24
65513	7/15/2025	SOUTHWEST GAS CORPORATION	910000799716 298 KINGSBURY CIR	33.11
65513	7/15/2025	SOUTHWEST GAS CORPORATION	910000799717 298 KINGSBURY CIR UP	33.11
65513	7/15/2025	SOUTHWEST GAS CORPORATION	910000799718 298 KINGSBURY CIR DOWN	48.49
65514	7/15/2025	STATE OF NEVADA	NRS 288.139 EMRB FEES FY 2025	70.00
65515	7/15/2025	TAHOE BASIN CONTAINER	ACCT. 54345000 801 KINGSBURY GRADE BEAR PROOF RENT 6/2025	30.00

**KINGSBURY GENERAL IMPROVEMENT DISTRICT**  
Check/Voucher Register - LIST OF CLAIMS  
From 7/12/2025 Through 8/15/2025

Check Number	Check Date	Payee	Transaction Description	Check Amount
65516	7/15/2025	TAHOE REGIONAL PLANNING AGENCY	ANNUAL MOU MONITORING FEES 2025	920.00
65517	7/15/2025	THUNDERBIRD COMMUNICATIONS INC	COMPLETION OF HMI RELOCATION TO 160 PINERIDGE	5,234.00
65517	7/15/2025	THUNDERBIRD COMMUNICATIONS INC	LAKE STATION SCADA AVEVA WONDERWARE SUPPORT FY 2026	8,134.00
65518	7/15/2025	UNITED RENTALS (NORTH AMERICA)	EXCAVATION & CONFINED SPACE ONSITE TRAINING: BM, SM, BC, JS	1,832.00
65519	7/15/2025	VERIZON WIRELESS	ACCT. 100000167776 MONTHLY GPS SERVICE & MEI SNOW EQUIPMENT	227.40
65520	7/16/2025	BATTERIES PLUS BULBS #350	12V LEAD FOR BACK UP BATTERIES (JUDY/SCADA AT OFFICE)	44.40
65521	7/16/2025	CONSTRUCTION SEALANTS & SUPPLY	CRAFCO ROADSaver LOW TACK TYPE I PLEXIMELT & DETACK 5 GAL	5,434.95
65522	7/16/2025	DOUGLAS COUNTY LAKE TAHOE	ANNUAL TREATMENT PLANT SEWER 2025/2026	624.00
65523	7/16/2025	FLYERS ENERGY LLC	FUEL REGULAR 140 GAL & DIESEL 90 GAL	984.83
65524	7/16/2025	FRONTIER COMMUNICATIONS	775-150-01119-10317... EASY	51.11
65524	7/16/2025	FRONTIER COMMUNICATIONS	775-150-0120-092376-5 DCLTSA	51.11
65524	7/16/2025	FRONTIER COMMUNICATIONS	775-586-8471-100215-5 97 BEACH CLUB	175.11
65524	7/16/2025	FRONTIER COMMUNICATIONS	775-588-1065-022924-5 PINE RIDGE	218.59
65524	7/16/2025	FRONTIER COMMUNICATIONS	775-588-2401-060791-5 PALISADES	41.96
65524	7/16/2025	FRONTIER COMMUNICATIONS	775-588-2410-111700-5 EASY	99.37
65524	7/16/2025	FRONTIER COMMUNICATIONS	775-588-2419-091195-5 PALISADES	99.06
65524	7/16/2025	FRONTIER COMMUNICATIONS	775-588-2705-042476-5 TERRACE VIEW	331.16
65524	7/16/2025	FRONTIER COMMUNICATIONS	775-588-4482-052798-5 MARKET	53.08
65524	7/16/2025	FRONTIER COMMUNICATIONS	775-588-7495-061182-5 MARKET	43.56
65524	7/16/2025	FRONTIER COMMUNICATIONS	775-588-8311-081082-5 GALAXY	58.68
65525	7/16/2025	STATIONARY ENGINEERS LOCAL 39	LOCAL 39 EMPLOYEE HEALTH/LIFE PREMIUMS 8/2025	22,995.00
65526	7/16/2025	IUOE STATIONARY ENGINEERS LO39	EMPLOYEE UNION DUES 7/2025	666.60
65527	7/16/2025	KONICA MINOLTA PREMIER FINANCE	ACCT. 450-0116360-000 COPIER LEASE 7/31/2025	399.60

**KINGSBURY GENERAL IMPROVEMENT DISTRICT**  
Check/Voucher Register - LIST OF CLAIMS  
From 7/12/2025 Through 8/15/2025

Check Number	Check Date	Payee	Transaction Description	Check Amount
65528	7/16/2025	PUBLIC EMPLOYEES BENEFIT PROG	ACCT. 360 HEALTH INSURANCE BREWER, DORNBROOK, ESENARRO, MOSS	6,097.97
65528	7/16/2025	PUBLIC EMPLOYEES BENEFIT PROG	ACCT. 841 HEALTH INSURANCE MCKAY, RUNTZEL, VOSBURG	1,253.53
65529	7/25/2025	CARRIE BAUWENS	Employee: BAUWEN; Pay Date: 7/25/2025	1,785.98
65530	7/25/2025	JUDITH BREWER	Employee: BREWER; Pay Date: 7/25/2025	2,121.78
65531	7/25/2025	LELAND B. CHURCHYARD II	Employee: CHURCH; Pay Date: 7/25/2025	2,010.08
65532	7/25/2025	CAROLINE L. NELSON	Employee: CNELSO; Pay Date: 7/25/2025	1,235.46
65533	7/25/2025	TY CROCKETT	Employee: CROCKE; Pay Date: 7/25/2025	1,364.02
65534	7/25/2025	DERREK DORNBROOK	Employee: DORNBR; Pay Date: 7/25/2025	3,941.51
65535	7/25/2025	MICHAEL E. EDWARDS, JR	Employee: EDWARD; Pay Date: 7/25/2025	2,233.40
65536	7/25/2025	JOSEPH ESENARRO	Employee: ESENAR; Pay Date: 7/25/2025	4,458.43
65537	7/25/2025	BRANDY JOHNS	Employee: JOHNS; Pay Date: 7/25/2025	1,953.34
65538	7/25/2025	SHANE T. MORTENSEN	Employee: MORTEN; Pay Date: 7/25/2025	3,743.72
65539	7/25/2025	BYRAN D. MOSS	Employee: MOSS; Pay Date: 7/25/2025	2,858.51
65540	7/25/2025	JEFF M. SIMAS	Employee: SIMAS; Pay Date: 7/25/2025	1,650.43
65541	7/25/2025	LEIGH C. STANTON	Employee: STANTO; Pay Date: 7/25/2025	1,488.62
65542	7/25/2025	JEFF T. WOOD	Employee: WOOD; Pay Date: 7/25/2025	1,929.20
65543	7/25/2025	AFLAC	ACCT. FA935 INSURANCE BAUWENS, CHURCHYARD, DORNBROOK, EDWARD	738.30
65544	7/25/2025	AIRGAS USA, LLC	ACCT. 3255567 NITROGEN LIQ FG 265LTRS 350 PSI	542.62
65545	7/25/2025	AT & T MOBILITY	ACCT. 287301170124 CELL PHONES	722.10
65546	7/25/2025	BYRAN MOSS	UNIFORM ALLOWANCE	85.00
65547	7/25/2025	CHARTER COMMUNICATIONS	ACCT 8411100140191184 160 PINE RIDGE DR	154.99
65547	7/25/2025	CHARTER COMMUNICATIONS	ACCT. 8411100140098488 97 BEACH CLUB DR 07/2025	160.00
65547	7/25/2025	CHARTER COMMUNICATIONS	ACCT. 8411108990013853 169 TERRACE VIEW DR 7/2025	150.00
65548	7/25/2025	LELAND CHURCHYARD II	REIMBURSE AMAZON RECEIPT STEEL TOE WORK BOOTS	293.57

**KINGSBURY GENERAL IMPROVEMENT DISTRICT**  
Check/Voucher Register - LIST OF CLAIMS  
From 7/12/2025 Through 8/15/2025

Check Number	Check Date	Payee	Transaction Description	Check Amount
65548	7/25/2025	LELAND CHURCHYARD II	UNIFORM ALLOWANCE	85.00
65549	7/25/2025	MICHAEL EDWARDS JR.	UNIFORM ALLOWANCE	85.00
65550	7/25/2025	EMPLOYERS ASSURANCE CO.	WORKERS COMPENSATION INSTALLMENT 02 8/2025	1,123.00
65551	7/25/2025	FERGUSON ENTERPRISES, INC#3326	2-1/2 FNST X 2-1/2 MNST FIXED GATE FOR CONTRUCTION METER	231.32
65552	7/25/2025	ZACHRY GOOD	TRUCK #0611 SERVICE BRAKE FAILED REPLACED CALIPER AND PADS	3,679.50
65552	7/25/2025	ZACHRY GOOD	TRUCK 0808 SERVICE PARK BRAKE NOT HOLDING	587.00
65553	7/25/2025	HOMESERVE USA	LOSS & LINE INSURANCE 06/2025	1,534.60
65554	7/25/2025	JOSEPH ESENARRO	UNIFORM ALLOWANCE	85.00
65555	7/25/2025	LINDE GAS & EQUIPMENT INC.	ACCT. 75437077 LIQUID OXYGEN NSF 60 QTY 1327 CCF	10,554.09
65556	7/25/2025	MINDEN LAWYERS, LLC	LEGAL SERVICES & FIRE HYDRANT APPEAL 06/2025	4,246.50
65557	7/25/2025	SHANE MORTENSEN	UNIFORM ALLOWANCE	85.00
65559	7/25/2025	NV ENERGY	1000044046907329692	1,263.69
65558	VOID	NV ENERGY	399 EUGENE DR	
65559	7/25/2025	NV ENERGY	1000044086803270814 801 KINGSBURY GRADE UNIT LIGHTS	33.96
65559	7/25/2025	NV ENERGY	1000044086803274204 GALAXY LN PUMP	80.22
65559	7/25/2025	NV ENERGY	1000044086803294236 160 PINERIDGE DR UNIT LIGHTS	11.34
65559	7/25/2025	NV ENERGY	1000044086803297452 298 KINGSBURY GRADE APT ADOWN	66.25
65559	7/25/2025	NV ENERGY	1000044086803297460 298 KINGSBURY GRADE APT B-UP	283.62
65559	7/25/2025	NV ENERGY	1000044086803297478 298 KINGSBURY GRADE APT CDOWN	62.93
65559	7/25/2025	NV ENERGY	1000044086803297486 298 KINGSBURY GRADE APT DDOWN	70.53
65559	7/25/2025	NV ENERGY	1000044086803297718 403 KIMBERLY BROOKE LN	322.19
65559	7/25/2025	NV ENERGY	1000044086803301502 504 LAUREL LN UNIT PMPSTA	36.74
65559	7/25/2025	NV ENERGY	1000044086803301940 EASY ST UNIT N/T 134	39.64
65559	7/25/2025	NV ENERGY	1000044086803305073 KINGSBURY GRADE UNIT PMPPLS	45.81

**KINGSBURY GENERAL IMPROVEMENT DISTRICT**  
Check/Voucher Register - LIST OF CLAIMS  
From 7/12/2025 Through 8/15/2025

Check Number	Check Date	Payee	Transaction Description	Check Amount
65559	7/25/2025	NV ENERGY	1000044086803320205 KINGSBURY GRADE UNIT PMPHS2	5,735.65
65559	7/25/2025	NV ENERGY	1000044086803320221 314 ANDRIA WAY UNIT BRADBU	1,900.02
65559	7/25/2025	NV ENERGY	1000044086803320239 698 KINGSBURY GRADE UNIT NTFRS	1,881.87
65559	7/25/2025	NV ENERGY	1000044086803320247... BUCHANAN RD UNIT PMPHS3	3,205.13
65559	7/25/2025	NV ENERGY	1000044086804621577 801 KINGSBURY GRADE UNIT B	61.36
65559	7/25/2025	NV ENERGY	1000044086805221187 180 LAKE PKWY UNIT PUMP	830.33
65559	7/25/2025	NV ENERGY	1000044086807006297 97 BEACH CLUB DR	11,985.92
65559	7/25/2025	NV ENERGY	1000044086808604306 160 PINERIDGE DR	192.31
65559	7/25/2025	NV ENERGY	1000044087003270836 801 KINGSBURY GRADE	36.64
65559	7/25/2025	NV ENERGY	1000044771003320176 KINGSBURY GRADE UNIT DISPMP	995.84
65559	7/25/2025	NV ENERGY	100044086803304290 KINGSBURY GRADE UNIT F1	19.58
65560	7/25/2025	OWEN EQUIPMENT	TRUCK 0609 GAUGE, PRESS	60.86
65561	7/25/2025	PUBLIC EMPLOYEES	EMPLOYEE AND EMPLOYERS PERS CONTRIBUTION 7/2025	29,175.08
65562	7/25/2025	JEFF SIMAS	UNIFORM ALLOWANCE	85.00
65563	7/25/2025	SPRINGBROOK SOFTWARE COMPANY	ANNUAL SUBSCRIPTION A/R, BLDG PERMITS, FIXED ASSET, ETC.	5,082.56
65564	7/25/2025	UNDERGROUND SERVICE ALERT	USA DIGS ANNUAL MEMEBERSHIP	646.89
<b>65565</b>	<b>VOID</b>	<b>us Bank Fraud</b>		
65566	7/25/2025	JEFF WOOD	UNIFORM ALLOWANCE	85.00
65567	7/25/2025	TAHOE BASIN CONTAINER	ACCT. 54591700 160 PINERIDGE/298 KINGSBURY BEAR PROOF 6/2025	32.50
65568	8/5/2025	TY CROCKETT	Employee: CROCKE; Pay Date: 8/5/2025	1,230.52
65569	8/8/2025	CARRIE BAUWENS	Employee: BAUWEN; Pay Date: 8/8/2025	1,737.55
65570	8/8/2025	JUDITH BREWER	Employee: BREWER; Pay Date: 8/8/2025	2,067.65
65571	8/8/2025	LELAND B. CHURCHYARD II	Employee: CHURCH; Pay Date: 8/8/2025	1,957.27

**KINGSBURY GENERAL IMPROVEMENT DISTRICT**  
Check/Voucher Register - LIST OF CLAIMS  
From 7/12/2025 Through 8/15/2025

Check Number	Check Date	Payee	Transaction Description	Check Amount
65572	8/8/2025	CAROLINE L. NELSON	Employee: CNELSO; Pay Date: 8/8/2025	1,364.02
65573	8/8/2025	DERREK DORNBROOK	Employee: DORNBR; Pay Date: 8/8/2025	3,832.47
65574	8/8/2025	MICHAEL E. EDWARDS, JR	Employee: EDWARD; Pay Date: 8/8/2025	2,756.70
65575	8/8/2025	JOSEPH ESENARRO	Employee: ESENAR; Pay Date: 8/8/2025	4,382.91
65576	8/8/2025	BRANDY JOHNS	Employee: JOHNS; Pay Date: 8/8/2025	2,028.85
65577	8/8/2025	SHANE T. MORTENSEN	Employee: MORTEN; Pay Date: 8/8/2025	3,059.68
65578	8/8/2025	BYRAN D. MOSS	Employee: MOSS; Pay Date: 8/8/2025	3,157.24
65579	8/8/2025	JEFF M. SIMAS	Employee: SIMAS; Pay Date: 8/8/2025	1,609.34
65580	8/8/2025	LEIGH C. STANTON	Employee: STANTO; Pay Date: 8/8/2025	1,451.23
65581	8/8/2025	JEFF T. WOOD	Employee: WOOD; Pay Date: 8/8/2025	1,859.64
65582	8/8/2025	ASPEN DEVELOPERS CORP	PAY APP 7 30113 TRAMWAY & TINA WATERLINE & RETAINING WALLS	436,045.39
65583	8/8/2025	BARTON HEALTHCARE SYSTEM	ACCT 800002207 EDWARDS VISIT #45042035 & MORTENSEN #45048273	312.00
65584	8/8/2025	BATTERIES PLUS BULBS #350	STATION 1 SCADA 12V LEAD	44.90
65585	8/8/2025	CARPET COPS	298 KINGSBURY GRADE CARPET CLEANING	274.04
65586	8/8/2025	DERREK DORNBROOK	REIMBURSE DISTRIBUTION II RENEWAL ENVIRONMENTAL PROTECTION B	150.00
65586	8/8/2025	DERREK DORNBROOK	REIMBURSE WATER TREATMENT 1 RENEWAL ENVIRONMENT PROTECTION B	150.00
65587	8/8/2025	EMPLOYMENT SECURITY DIVISION	LATE FEE YANISH UNEMPLOYMENT	10.28
65588	8/8/2025	FERGUSON ENTERPRISES, INC#3326	LOCKS FOR METERS QTY 12	199.45
65589	8/8/2025	FLYERS ENERGY LLC	FUEL DIESEL 50 GAL REGULAR 100 GAL	651.04
65589	8/8/2025	FLYERS ENERGY LLC	FUEL REGULAR 121.8 GAL DIESEL 45.7 GAL	714.94
65589	8/8/2025	FLYERS ENERGY LLC	FUEL REGULAR 56 GAL DIESEL 75 GAL	560.46
65589	8/8/2025	FLYERS ENERGY LLC	FUEL REGULAR 75 GAL DIESEL 160 GAL	1,008.12
65590	8/8/2025	GARRETT'S HANDYMAN SERVICE	298 KINGSBURY GRADE VENT REPAIR TOGGLE BOLTS	60.00

**KINGSBURY GENERAL IMPROVEMENT DISTRICT**  
Check/Voucher Register - LIST OF CLAIMS  
From 7/12/2025 Through 8/15/2025

Check Number	Check Date	Payee	Transaction Description	Check Amount
65591	8/8/2025	GREENARD 2014 FAMILY TRUST	REFUND ACCT. 1353 334 BARRETT DR OVERPAID CLOSED ESCROW 7/3	222.00
65592	8/8/2025	BEATRIZ HERNANDEZ	160 PINERIDGE DR 4 CLEANINGS JULY 2025	2,000.00
65593	8/8/2025	STATIONARY ENGINEERS LOCAL 39	LOCAL 39 EMPLOYEES HEALTH/LIFE PREMIUMS 9/2025	20,440.00
65594	8/8/2025	IUOE STATIONARY ENGINEERS LO39	EMPLOYEE UNION DUES 8/2025	666.60
65595	8/8/2025	JENSEN PRECAST	160 PINERIDGE STORM DRAIN FRAME	679.00
65596	8/8/2025	KINGSBURY AUTOMOTIVE & SUPPLY	AIR COMPRESSOR AIR FILTER	75.79
65596	8/8/2025	KINGSBURY AUTOMOTIVE & SUPPLY	CRACK POT & AIR COMPRESSOR PARTS 15W40 GAL, AIR FILTER, FILTE	265.42
65596	8/8/2025	KINGSBURY AUTOMOTIVE & SUPPLY	LIGH PLANT HEATER HOSE & HOSE CLAMP	9.82
65596	8/8/2025	KINGSBURY AUTOMOTIVE & SUPPLY	LIGHT STATION 1 & AIR COMPRESSOR PART	46.78
65596	8/8/2025	KINGSBURY AUTOMOTIVE & SUPPLY	RETURNED FUEL FILTER CRACK POT	(8.49)
65596	8/8/2025	KINGSBURY AUTOMOTIVE & SUPPLY	STATION 2 FEUL WATER SEPERATOR FOR PRESSURE WASHER	25.79
65596	8/8/2025	KINGSBURY AUTOMOTIVE & SUPPLY	TRUCK #1827 LUBE, OIL & FILTER	122.44
65596	8/8/2025	KINGSBURY AUTOMOTIVE & SUPPLY	TRUCK #1828 CABIN AIR FILTER	21.79
65596	8/8/2025	KINGSBURY AUTOMOTIVE & SUPPLY	TRUCK 1020 LUBE, OIL & FILTER	105.94
65597	8/8/2025	KINGSBURY HARDWARE	15 AMP TOGGLE SINGLE POLE SWITCH WHITE	0.00
65597	8/8/2025	KINGSBURY HARDWARE	OPS YARD ELECTRICAL OUTLETS 15A YEL CONNECTOR, 15A 125V, SEL	0.00
65597	8/8/2025	KINGSBURY HARDWARE	STOP/SLOW PADDLE PVC FE ADAPTER & MALE ADAPTER	0.00
65598	8/8/2025	KONICA MINOLTA PREMIER FINANCE	ACCT. 3691777720 COPIER LEASE 12/2024	399.60
65598	8/8/2025	KONICA MINOLTA PREMIER FINANCE	ACCT. 3691777720 KONICA LEASE 8/2025	399.60
65599	8/8/2025	NEVADA NEWS GROUP	ADVERTISEMENT RFP SNOW REMOVAL 7/26, 8/2	857.62
65600	8/8/2025	NEXTIVA, INC.	ACCT. 3680856 DISTRICT OFFICE PHONES 8/2025	259.36
65601	8/8/2025	PACIFIC STATES COMMUNICATIONS	MONTHLY NETWORKING & MONITORING SERVICES 8/2025	1,245.50
65602	8/8/2025	SGS SILVER STATE LABORATORIES	BROMATE	175.00



**KINGSBURY GENERAL IMPROVEMENT DISTRICT**  
Check/Voucher Register - LIST OF CLAIMS  
From 7/12/2025 Through 8/15/2025

Check Number	Check Date	Payee	Transaction Description	Check Amount
65602	8/8/2025	SGS SILVER STATE LABORATORIES	COLIFORMS-P/A & COLIFORMS-QT	243.00
65602	8/8/2025	SGS SILVER STATE LABORATORIES	COLIFORMS-QT	243.00
65602	8/8/2025	SGS SILVER STATE LABORATORIES	HAA5, HALOACETIC ACIDS & TTHM, TOTAL TRIHALOMETHANES	1,030.00
65602	8/8/2025	SGS SILVER STATE LABORATORIES	TRAMWAY WATERLINE PROJECT COLIFORMS-P/A	27.00
65603	8/8/2025	SPRINGBROOK SOFTWARE COMPANY	COMPUTER EXP/ACH & CC CHARGES JULY 2025	1,751.00
65604	8/8/2025	SUMMIT PLUMBING LLC	SEWER PUMP STATION MAINTENANCE 8/2025	7,694.77
<b>65605</b>	<b>VOID</b>	<b>US Bank Visa Rewards</b>		
65606	8/8/2025	US BANK VISA REWARDS	BM AMAZON STATION 2 T10AJ250V .2X.78IN 10A 250V CERAMIC TUBE	7.49
65606	8/8/2025	US BANK VISA REWARDS	BM DOUGLAS RADIATOR STATION 1 RADIATOR REPAIR	77.99
65606	8/8/2025	US BANK VISA REWARDS	BM FEDEX SHIPPING REPAIR STATION 1 VALVE ACTUATOR	441.59
65606	8/8/2025	US BANK VISA REWARDS	BM LOWES STATIONS 3&5 KEMTEK LIQUID CHLORINE QTY 8	263.66
65606	8/8/2025	US BANK VISA REWARDS	CB SAFEWAY BIRTHDAY VISA GIFT CARDS	119.80
65606	8/8/2025	US BANK VISA REWARDS	JB COSTCO OFFICE BARBEQUE HOT DOGS, CHEESE, HAMBURGER PATIE	115.63
65606	8/8/2025	US BANK VISA REWARDS	JB DOUGLAS CO NOTARY BOND	22.00
65606	8/8/2025	US BANK VISA REWARDS	JB PORT OF SUBS BOARD MEETING 7/15/25	65.00
65606	8/8/2025	US BANK VISA REWARDS	JB SAFEWAY MOSS DADS PASSING PLANT & SODA	86.32
65606	8/8/2025	US BANK VISA REWARDS	JB SAFEWAY SAFETY LUNCH SODAS	12.48
65606	8/8/2025	US BANK VISA REWARDS	JB TAHOE TAVERN SAFETY LUNCH	251.83
65606	8/8/2025	US BANK VISA REWARDS	LS COSTCO NAPKINS, BATH TISSUE, PAPER TOWELS, 45C TRASH BAGS	214.06
65606	8/8/2025	US BANK VISA REWARDS	LS STAPLES COPY PAPER, STAPLER, PENS, PAPER TOWLES, SALES OR	289.28
65607	8/8/2025	WESTERN NEVADA SUPPLY CO	SMBL 244 IPS 1-1/2X3, 244 IPS 2X3, 244 CTS 1-1/2X3 QTY 1	179.53
65607	8/8/2025	WESTERN NEVADA SUPPLY CO	STATION 1 IPS 724 PT PVC/CPVC GREY CEMENT	24.90
65608	8/8/2025	JEFF WOOD	REIMBURSE RED WING RECEIPT WORK BOOT TRED LITE	328.17

**KINGSBURY GENERAL IMPROVEMENT DISTRICT**  
Check/Voucher Register - LIST OF CLAIMS  
From 7/12/2025 Through 8/15/2025

Check Number	Check Date	Payee	Transaction Description	Check Amount
65609	8/8/2025	KINGSBURY HARDWARE	15 AMP TOGGLE SINGLE POLE SWITCH WHITE	1.89
65609	8/8/2025	KINGSBURY HARDWARE	OPS YARD ELECTRICAL OUTLETS 15A YEL CONNECTOR, 15A 125V, SEL	67.66
65609	8/8/2025	KINGSBURY HARDWARE	STATION 3 CHLORINE PUMP PART	8.90
65609	8/8/2025	KINGSBURY HARDWARE	STOP/SLOW PADDLE PVC FE ADAPTER & MALE ADAPTER	2.68
65610	8/13/2025	VOID Springbrook Software		0.00
Report Total				1,109,994.82

## MISSING OR VOIDED CHECKS

DATE	CHECKS	PAYEE	MISSING/VOIDED
07/25/25	65558	NV ENERGY	VOIDED
09/16/24	65565	US BANK FRAUD STOPPED PYMT	VOIDED
08/08/25	65605	US BANK VISA REWARDS	VOIDED
08/13/25	65610	SPRINGBROOK SOFTWARE	VOIDED



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

**DISCUSSION AND POSSIBLE ACTION REGARDING SHARED VEHICLE STORAGE FACILITY AND COST-SHARING AGREEMENT WITH TAHOE DOUGLAS FIRE PROTECTION DISTRICT**

**MEETING DATE:** 19 August 2025

**PREPARED BY:** Derek Dornbrook, General Manager

**RECOMMENDED ACTION:**

Staff recommends that the Board of Trustees authorize the General Manager to pursue a joint venture with the Tahoe Douglas Fire Protection District (TDFPD) for the development of a shared storage facility. The project would involve the construction of a permanent structure, potentially located at the existing Operations Yard.

Staff further recommends that the Board formally abandon the previously proposed Sprung Structure project, as the joint venture is anticipated to deliver greater long-term value, enhanced interagency collaboration, and more efficient use of public resources. Further, tented buildings have been proven to be unsuitable for the environmental challenges inherent to the Tahoe region. The funds previously allocated to the Sprung Structure will be redirected to the joint facility, with TDFPD committing \$400,000, bringing the total project funding to \$1,378,865.

**BACKGROUND:**

The Sprung Structure project was initiated under the direction of former General Manager Mitch Dion to address equipment storage needs at the Operations Yard. Kingsbury General Improvement District engaged RPM Team to provide architectural, civil, structural, and electrical design services for a Sprung Structure. The design contract totals \$59,500, of which 75% (\$47,600) has been completed and invoiced, leaving a remaining balance of \$11,900.

Preliminary estimates for the Sprung facility:	Current funding available:
RPM Permit Design: \$59,500	General Fund \$447,386
Sprung Materials: \$409,235	Water Fund \$447,386
JT2 Construction: \$557,730	Sewer Fund \$111,846
<b>Turnkey Total: \$1,026,465</b>	Snow Fund \$111,847
	TDFPD funds \$400,000
	<b>Less Design Services \$47,600</b>
	<b>Project Funding FY 25/26 \$1,470,865</b>

On August 5, 2025, TDFPD Battalion Chief met with District staff and representatives to discuss formally entering into a joint enterprise to pool funds for construction and shared used of a durable, long-term facility to replace the previously planned Sprung Structure.

**INCLUDED:**

- A. Agenda Item #12 from September 17, 2024, Board Meeting

- B. Background Correspondence
- C. Rough Order of Magnitude Total Opinion of Probable Cost
- D. Capital Outlay 25-26

**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 |

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

**TITLE: APPROVE PROPOSAL FOR ACQUISITION AND INSTALLATION OF  
EQUIPMENT STORAGE FACILITY**

For Discussion and Possible Action. Review and approve proposal for acquisition and installation of Equipment Storage Facility

**MEETING DATE:** 17 September 2024

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

**RECOMMENDED ACTION:** Approve proposal for acquisition and installation of Equipment Storage Facility for the district and authorize General Manager to execute appropriate documents.

**BACKGROUND INFORMATION:**

The district's equipment stored in the yard suffers from weather occurrences at nearly 8,000 feet elevation. UV, heat and cold variables ruins hoses, seals, gaskets, fuels and lubricants. Equipment which sits in the elements, even under tarps, is often not ready for use. The district has significant investment in the equipment and experiencing exorbitant maintenance costs, providing shelter for these items has been a high priority. The district has had engineers and architects consider alternatives to provide protection for equipment. In the 2024/25 budget \$635k was budgeted. The actual costs are significantly higher.

Currently, the cost distribution is \$201,750 from the General Fund; \$211,000 from the Water Fund; \$110,00 from the Sewer Fund; and \$101,750 from the Snow Fund. Should the this project be approved to proceed, the proposed distribution would be \$410,000 from the General Fund, \$405,000 from the Water Fund; \$110,000 from the Sewer fund; and \$101,750 from the Snow Fund.

RPM Permit Design: \$59,500

Sprung Materials: \$409,235

JT2 Construction: \$557,730

**Turnkey Total: \$1,026,465**

Sprung Structures are available from Sourcewell (Nevada state approved purchasing cooperative). There are limited vendors qualified for the actual construction/assembly of these facilities and designers experienced in providing project management.

RPM is a design firm in Salinas California that has done similar work for Washoe County and is approved by Sprung. They are uniquely qualified to do this work for the district and understand the challenges of our site and Tahoe Basin.

JT2 Construction is also experienced with Sprung Facilities and is one of the two firms regionally qualified to do the site work, provide and install the block system foundation and assemble the facility while ensuring the warranty of the structure from the manufacturer.

**INCLUDED:**

- (A) Proposal Structure
- (B) Proposal JT2 Construction
- (C) Proposal Accelerated Structures

Fund impacted by above action:

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



**Kingsbury Grade Improvement District**

7/8/21

Equipment Shelter - Sprung basis

**Rough Order of Magnitude**

		Quantity	Unit	Cost/Unit	Line Total	Subtotals
<b>Civil</b>	(based on recent comparable project)					
	Civil	1	LS	\$325,000.00	325,000.00	
					Subtotal Civil	<b>325,000.00</b>
<b>Architectural</b>	Insulated Sectional Doors / Openers			included in structure		
	<del>Exterior Hollow Metal Door, Frame and Hardware</del>			included in structure		
	Thermal Insulation at Exterior Walls	5,250	SF	\$3.75	19,687.50	
	Thermal Insulation at Roof	10,000	SF	\$4.25	42,500.00	
	<del>Snow Guard Bars</del>					
	<del>Gutters</del>					
	<del>Downspouts</del>					
	Painted Safety Rails at Retaining Walls	230	LF	\$130.00	29,900.00	
	Painting	1	LS	\$16,000.00	16,000.00	
	Steel Bollards with Covers	28	EA	\$925.00	25,900.00	
	Miscellaneous Architectural	1	LS	\$5,000.00	5,000.00	
					Subtotal Architectural	<b>138,987.50</b>
<b>Structural</b>	(based on recent comparable project)					
	Structural - all other	1	LS	\$362,000.00	362,000.00	
	<del>Structural - Pre-Engineered Metal Building</del>	<del>1</del>	<del>LS</del>	<del>\$458,000.00</del>		
	Structural - Sprung	1	LS	\$335,000.00	335,000.00	
	Structural - Concrete skirt	1	LS	\$190,000.00	190,000.00	
					Subtotal Structural	<b>887,000.00</b>
<b>Mechanical</b>	(based on recent comparable project)					
	Mechanical	1	LS	\$25,000.00	25,000.00	
					Subtotal Mechanical	<b>25,000.00</b>
<b>Electrical</b>	(based on recent comparable project)					
	Electrical	1	LS	\$105,000.00	105,000.00	
					Subtotal Electrical	<b>105,000.00</b>
<b>Subtotal</b>						<b>\$1,480,987.50</b>
<b>General Requirements</b>						
	General Conditions	8	MO	\$10,000.00	80,000.00	
					Subtotal Division 1	80,000.00
<b>Subtotal</b>						<b>1,560,987.50</b>
	Insurance and Bonds	3.0%	of construction			46,829.63
<b>Subtotal</b>						<b>1,607,817.13</b>
	Overhead and Proffit	12.0%	of construction			192,938.06
<b>Subtotal</b>						<b>1,800,755.18</b>
	Remote Location	3.0%	of construction			54,022.66
<b>Subtotal</b>						<b>1,854,777.84</b>
<b>Design Contingency</b>		0.0%				0.00
<b>Total Opinion of Probable Cost</b>						<b>\$1,854,777.84</b>
<b>Cost per square foot</b>				Project square footage	7,200	<b>\$257.61</b>

This "opinion of probable cost" for construction costs and project costs is the design team's best judgement as professionals generally familiar with this project type and construction type. The design team has no control over market conditions and does not guarantee that estimates, proposals, bids, or actual construction costs will not vary from this "opion of probable cost" estimate.



**MINUTES OF THE REGULAR MEETING OF THE  
KINGSBURY GENERAL IMPROVEMENT DISTRICT BOARD OF TRUSTEES  
TUESDAY SEPTEMBER 17, 2024**

**CALL TO ORDER** - The meeting was called to order at the Kingsbury General Improvement District office located at 160 Pine Ridge, Stateline, Nevada at 5:00 p.m. by Natalie Yanish.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL** – In attendance were Trustees Yanish, Parks, Schorr and Nelson. Trustee Trigg arrived at 5:16. Also present were General Manager Mitch Dion, Administration & Human Resource Supervisor Judy Brewer, Utility Operations Superintendent Joe Esenarro, General Counsel Chuck Zumpft. Members of the public included Jaime and Sara Lopez of Lopez Snow Removal, Paul Kearney of Summit Plumbing and Greg Felton, resident.

**PUBLIC COMMENT** – Jaime and Sara Lopez of Lopez Snow Removal stated that he has loaders, blowers and plow trucks for residential and commercial services. They serve several entities within the District in Nevada, and they are looking to expand their business.

**APPROVAL OF AGENDA** – Dion noted there is an additional document provided for the Maintenance & Equipment Structure.

**M-9/17/2024-1** - Motion by Parks, seconded by Nelson and unanimously passed to approve the agenda.

**APPROVAL OF MINUTES** –

**M-9/17/2024-2** - Motion by Nelson, seconded by Parks, and unanimously passed to approve the Regular Meeting Minutes dated July 16, 2024.

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

**NEW BUSINESS**

**FOR POSSIBLE ACTION:**

**FINANCIAL STATEMENTS – MAY & JUNE 2024**

Financials were provided for review. Schorr questioned the expenditure in excess of revenue for May and sought confirmation it was a timing issue based on revenue.

Nelson questioned the June cash position regarding the snow removal balance and noted that a transfer from the General Fund to the Snow Removal Fund. She identified the engineering and surveying expenses of \$125K with a budget of \$68K. It was noted that some of the expenses anticipated to be addressed in-house but the two key positions in this area remain vacant, such as the GIS, CMMS integration and inspection engineering. Nelson also identified Road Maintenance expenses which are capital yet listed as maintenance. Dion suggested it would be an appropriate item to discuss this with the auditors.

Trigg arrived at 5:16 p.m.

There was no action taken.

**LIST OF CLAIMS** – Parks questioned the fees associated with SpringBrooke. It was clarified that there is a monthly subscription charge and annual license fee. She questioned the Ponderosa sign expense, which is required by the NDEP and will be reimbursed by the grant.

Nelson questioned check #64438 for Pineridge cleaning, including standard janitorial services. It was explained that the item was put out to bid with no response. Two proposals were received from existing providers and the lower proposal was accepted.

Yanish questioned check #64405, which was a claim settlement paid for roadwork performed on a driveway. She also questioned check #64403, which was a permit submitted and cancelled by the owner.

**M-9/17/2024-4** - Motion by Parks, seconded by Nelson, and unanimously passed to approve the List of Claims in the amount of \$1,594,606.54 as represented by check numbers 64242 through 64448.

**Adopt Policy for Use of District Facilities.**

A written report was provided. The policy allows district facilities such as the boardroom to be available for public use. Nelson appreciated the opportunity for the use of the facilities. Yanish confirmed that there isn't any use change for TRPA.

**M-9/17/2024-5** - Motion by Nelson, seconded by Parks, and passed to adopt the proposed policy for public use of the district facilities.

**Approve 60 Month Extension of Sanitary Sewer System Service Contract**

A written report was provided. Dion expressed that Summit Plumbing has performed well and he recommended the extension. The upcoming increases were discussed and it was noted that there was not an increase during the prior contract. Summit's response time is good, they take responsibility when needed and provide project recommendations as necessary, which adds value to the contract. Paul Kearney stated their goal is to provide a good, honest service.

**M-9/17/2024-6** - Motion by Nelson, seconded by Parks, and unanimously passed to approve 60-month contract extension to Summit Plumbing Co., LLC for maintenance of the Kingsbury General Improvement District Sanitary Sewer Collection Services Contract to September 30, 2029, with proposed adjustment, and authorize the General Manager to execute appropriate documents.

**Approve Task Order 6 With Eastern Sierra Engineering for GeoTech Support for the Design of the FY25/26 Water Line and Pavement Repair & Renovation Project**

A written report and summary were provided. Geotech information is being integrated into the GIS for better coverage. The project and contract components were discussed.

Schorr requested clarification of how engineering firms are selected for specific work. It was noted that professional services are selected by the best qualified for the work and the selection process was reviewed.

**M-9/17/2024-7** - Motion by Nelson, seconded by Trigg, and unanimously passed to approve Task Order #6 with Eastern Sierra Engineering to provide Geotechnical support for the FY25/26 Waterline and Pavement Repair & Renovation Project for \$99,020.00 and authorize General Manager to execute appropriate documents.

**Approve Proposal for Acquisition and Installation of Equipment Storage Facility.**

A written report was provided. It was explained that the district's equipment is left outside year-round which results in increased maintenance costs and deterioration of equipment. The construction and design of the structure was reviewed.

Sprung Structure was selected as the preferred shelter and is on the list of preapproved vendors in the purchasing cooperative. Additionally, it was noted that the manufacture has a limited number of installers available.

Nelson questioned the large amount of electrical costs in the Scope of Work. It was explained that electrical is intended to be minimal and reduce those costs.

Schorr requested clarification regarding the project schedule. It was explained that the structure will be located at the top of Kingsbury Grade, work will commence next Spring, and the period of construction will be less than 60 days.

Esenarro noted the cost savings in equipment maintenance and availability. Schorr questioned if heating should be considered at this time. It was explained that the intent is to avoid electrical upgrades which would add to the costs.

Yanish confirmed that 27 pieces of equipment will be stored at the location.

Greg Felton noted the return on investment and relocation costs as an objection to the project.

Yanish and Nelson stated their support for the project, which has been discussed for a dozen years.

**M-9/17/2024-8** - Motion by Nelson, seconded by Trigg, and unanimously passed approve proposal for acquisition and installation of Equipment Storage Facility for the district and authorize General Manager to execute appropriate documents.

**Adopt Resolution 2025-01 Commemorating 60 Years of Service to the Community**

A report was provided. Schorr commented on the services provided by KGID and Parks agreed. Yanish commended the trustees and KGID management and staff.

**M-9/17/2024-9** - Motion by Nelson, seconded by Trigg, and unanimously passed to adopt Resolution 2025-01 Commemorating 60 Years of Service to the Community and Dedication of the Administrative and Operations Center.

There was an 8-minute break at 6:22.

**Board Reports**

Nelson stated the Sewer Authority is improving the parking lot to allow its use for NV Energy and their contractors to use.

Yanish encouraged everyone to attend the Nevada League of Cities Annual Conference Board of Director's Meeting on May 11, 2024. She attended the Tahoe Summit where microplastics were the highlighted topic.

**Management Reports**

**General Manager's Report**

Un update on Ponderosa was provided. Recruitments for labor were discussed. A grant was received from the US EPA for lead and copper service. Chlorine levels within the system are being considered in capital planning for areas such as Station 3. An update was provided regarding funds previously authorized for services and repairs to the treatment plant. A drought update was provided.

Nelson questioned the NDEP letter. Esenarro explained that there were minor deficiencies regarding how samples were taken.

A brief discussion occurred regarding the letter on Lot 23 condominiums.

**Administrative and Human Resources Report**

Mike Edwards is temporarily promoted to Water Distribution Lead Operator.

**Utility Operations Superintendent Report**

There were no questions or comments.

**Engineer's Report**

Nelson questioned why Tramway Drive has been closed for weeks due to the main replacement. The residents have good detours and there is no way to safely accommodate the traffic with equipment and the trench without stopping work.

**Attorney's Report**

Zumpft expanded on the access to fire hydrants issue.

**CORRESPONDENCE** – There was no additional comment.

**FINAL PUBLIC COMMENT** – The trustees appreciated the public support at the Open House.

**ADJOURNMENT**

**M-9/17/2024-11** - Motion by Nelson seconded by Parks, and unanimously passed to adjourn the meeting at 7:10 p.m.

Respectfully submitted,

---

Natalie Yanish, Chair

Attest:

---

Sandra Parks, Secretary

**From:** David Renard <[david@rpm-team.com](mailto:david@rpm-team.com)>

**Sent:** Friday, March 28, 2025 9:13 AM

**To:** Joe Esenarro <[joe@kgid.org](mailto:joe@kgid.org)>

**Subject:** Re: David from RPM Team - Estimating for Sprung Equipment Storage Facility

Hi Joe,

Out of our \$59,500 design contract, we have invoiced and been paid on 75% progress (\$47,600). \$11,900 would still be owed.

Regards,

David Renard, President

**P:** 408-439-3283

**E:** [David@rpm-team.com](mailto:David@rpm-team.com)

[www.rpm-team.com](http://www.rpm-team.com)

Veteran Owned

On Tue, Mar 11, 2025 at 2:55 PM David Renard <[david@rpm-team.com](mailto:david@rpm-team.com)> wrote:

Hi Joe,

Here is the estimating email thread with Mitch, I've pasted the email regarding the turnkey costs below:

Just received the construction estimate, that is attached from JT2 with a total summary of costs below.

RPM Permit Design: \$59,500

Sprung Materials: \$409,235

JT2 Construction: \$557,730

=

**Turnkey Total: \$1,026,465**

The permit design includes architectural, civil, structural and electrical design.

Regards,

David Renard, President

**P:** 408-439-3283

**E:** [David@rpm-team.com](mailto:David@rpm-team.com)

[www.rpm-team.com](http://www.rpm-team.com)

Veteran Owned

----- Forwarded message -----

From: **Mitch Dion** <[Mitch@kgid.org](mailto:Mitch@kgid.org)>

Date: Thu, Sep 19, 2024 at 9:48 AM

Subject: RE: David from RPM Team - Estimating for Sprung Equipment Storage Facility

To: David Renard <[david@rpm-team.com](mailto:david@rpm-team.com)>

David,

My board wants me to proceed.

So we have to discuss a couple items.

I did note that JT2 has a lot of electrical in their bid so we can refine things there.



We need to get your under contract and get the proposal from Bo refined.

thx

Mitch Dion

General Manager

Kingsbury General Improvement District

**From:** David Renard <[david@rpm-team.com](mailto:david@rpm-team.com)>

**Sent:** Wednesday, September 4, 2024 1:57 PM

**To:** Mitch Dion <[Mitch@kgid.org](mailto:Mitch@kgid.org)>

**Subject:** Re: David from RPM Team - Estimating for Sprung Equipment Storage Facility

Hi Mitch,

Any thoughts on my previous email? In the meantime, I just got back the proposal from the other GC, unfortunately, this one is higher. See attached.

Regards,

David Renard, President

**P:** 408-439-3283

**E:** [David@rpm-team.com](mailto:David@rpm-team.com)

[www.rpm-team.com](http://www.rpm-team.com)

Veteran Owned

On Fri, Aug 23, 2024 at 4:00 PM David Renard <[david@rpm-team.com](mailto:david@rpm-team.com)> wrote:

Hi Mitch,

Agree'd on the metal front! RPM's latest contract with a NV agency was Washoe County, that was in 2021, see attached. Does this help?

Regards,

David Renard, President

**P:** 408-439-3283

**E:** [David@rpm-team.com](mailto:David@rpm-team.com)

[www.rpm-team.com](http://www.rpm-team.com)

Veteran Owned

On Fri, Aug 23, 2024 at 3:53 PM Mitch Dion <[Mitch@kgid.org](mailto:Mitch@kgid.org)> wrote:

David,

Let me look into how best to get you under contract.... Do you happen to have any NV public agencies already with a contract?

I am not big on the metal buildings for our purpose. I think the size and span are better with Sprung and can minimize permitting.

Mitch Dion

General Manager

Kingsbury General Improvement District

**From:** David Renard <[david@rpm-team.com](mailto:david@rpm-team.com)>

**Sent:** Friday, August 23, 2024 3:38 PM

**To:** Mitch Dion <[Mitch@kgid.org](mailto:Mitch@kgid.org)>

**Subject:** Re: David from RPM Team - Estimating for Sprung Equipment Storage Facility

Hi Mitch,

Driving beyond steel, does that Sprung is more competitive or you would prefer to do a metal building? Let me know, I can get quotes for a metal building as well.

It's quite difficult to contract our design services under Sprung, they would apply a markup over our costs, want me to check to see if I can get that approved?

Regards,

David Renard, President

**P:** 408-439-3283

**E:** [David@rpm-team.com](mailto:David@rpm-team.com)

[www.rpm-team.com](http://www.rpm-team.com)

Veteran Owned

On Fri, Aug 23, 2024 at 9:48 AM Mitch Dion <[Mitch@kgid.org](mailto:Mitch@kgid.org)> wrote:

David,

Last message was a misfire.

First, The cost drives us beyond a steel building.

Second, at this price, we would dump the electrical.

Third, I see this installer as just loading up the costs for unforeseen and taking no risk.

Finally, we need to find a tool to put you under contract with us... or can we load your expense into the Sprung (which is a pre approved vendor)?

thx

Mitch Dion

General Manager

Kingsbury General Improvement District

**From:** David Renard <[david@rpm-team.com](mailto:david@rpm-team.com)>

**Sent:** Thursday, August 22, 2024 11:01 AM

**To:** Mitch Dion <[Mitch@kgid.org](mailto:Mitch@kgid.org)>

**Cc:** Ashley Alonzo <[Ashley@rpm-team.com](mailto:Ashley@rpm-team.com)>

**Subject:** Re: David from RPM Team - Estimating for Sprung Equipment Storage Facility

Hi Mitch,

Just received the construction estimate, that is attached from JT2 with a total summary of costs below.

RPM Permit Design: \$59,500

Sprung Materials: \$409,235

JT2 Construction: \$557,730

=

**Turnkey Total: \$1,026,465**

The permit design includes architectural, civil, structural and electrical design.

I found JT2's estimate for the Sprung erection and electrical a little higher than I was expecting so I am sourcing another estimate from a different GC that is familiar with Sprung. Hope to have that in the next few days to see if we can improve on the above turnkey number.

Regards,

David Renard, President

**P:** 408-439-3283

**E:** [David@rpm-team.com](mailto:David@rpm-team.com)

[www.rpm-team.com](http://www.rpm-team.com)

Veteran Owned

On Wed, Aug 7, 2024 at 11:42 AM David Renard <[david@rpm-team.com](mailto:david@rpm-team.com)> wrote:

Hi Mitch,

Revised Sprung drawing attached along with the finished Sprung proposal. This proposal is for Sprung materials only. I'll need until next week to finish the construction and design estimate.

Regards,

David Renard, President

**P:** 408-439-3283

**E:** [David@rpm-team.com](mailto:David@rpm-team.com)

[www.rpm-team.com](http://www.rpm-team.com)

Veteran Owned

On Sun, Aug 4, 2024 at 1:14 PM David Renard <[david@rpm-team.com](mailto:david@rpm-team.com)> wrote:

Hi Mitch,

Thank you! I received your other email with the previous sketch provided by Bo. I've since worked with Bo to get the stem wall added to the drawing, see attached progress - last revision will be to relocate the man doors closer to the cargo doors so we wouldn't have a break in the eco block wall system.

Would you like the cargo doors to be manually operated or electrically operated?

Have you been able to locate the survey and utility map?

Regards,

David Renard, President

**P:** 408-439-3283

**E:** [David@rpm-team.com](mailto:David@rpm-team.com)

[www.rpm-team.com](http://www.rpm-team.com)

Veteran Owned

On Wed, Jul 31, 2024 at 11:59 AM Mitch Dion <[Mitch@kgid.org](mailto:Mitch@kgid.org)> wrote:

David,

I am attaching the site map.

I am also attaching the Geotech report for the larger building which we considered several years ago.

The tone seems to be written to discourage the project but I assume the data is most ok. We are really talking about the area where they have test pits 5 and 6. But we have seen no settling in these areas and run equipment across it constantly. I think the eco block approach brings us a good solution.

I will forward to you the basic work Bo has done for us via separate email.

thx

Mitch Dion

General Manager

Kingsbury General Improvement District

**From:** David Renard <[david@rpm-team.com](mailto:david@rpm-team.com)>

**Sent:** Wednesday, July 31, 2024 11:36 AM

**To:** Mitch Dion <[Mitch@kgid.org](mailto:Mitch@kgid.org)>

**Cc:** Ashley Alonzo <[Ashley@rpm-team.com](mailto:Ashley@rpm-team.com)>

**Subject:** David from RPM Team - Estimating for Sprung Equipment Storage Facility

Hi Mitch,

Great to connect with you today. Please send over the survey drawings and any civil drawings you may have for the Daggett Summit, at 801 Kingsbury Grade Rd, Glenbrook, NV 89413.

Regards,

David Renard, President

**P:** 408-439-3283

**E:** [David@rpm-team.com](mailto:David@rpm-team.com)

[www.rpm-team.com](http://www.rpm-team.com)

Veteran Owned



## CAPITAL OUTLAY 25-26

KGID CAPITAL OUTLAY 25/26	8/7/2025				
	TOTAL	GENERAL FUND	WATER FUND	SEWER FUND	SNOW FUND
Miscellaneous	20,000	5,000	5,000	5,000	5,000
2024 Waterline Project Tramway/Tina					
Engineering	115,000		115,000		
Construction	1,045,000		1,045,000		
2023/2024 Station 3 Pump Renovation					
Engineering	160,000		160,000		
Construction	-				
Market Lift Station Sewer Per & Assessment					
Engineering	100,000			100,000	
	-				
Scada Sever Station 1 & Upgrades	475,000		250,000	225,000	
	-				
FY 25 Road Maintenance					
Engineering	189,000	189,000			
Construction	1,815,000	1,815,000			
FY 26 Road Maintenance Tramway/Tina	-				
Engineering	115,000	115,000			
Construction	230,000	230,000			
Springbrook Upgrade- AR, Building Permits, Fixed Asset, Licese&Permits, P.O., HR Cor, Payroll, Open	136,400	6,820	81,840	40,920	6,820
Cathodic Rectifier @ Station 4	7,500		7,500		
TBC Inspection costs	25,000		25,000		
Tahoe Beach Club Watermain dedication	3,750,000		3,750,000		
OperationsYard Equipment Storage Facility	1,118,465	447,386	447,386	111,846	111,847
Palisades Sub Meters	25,000			25,000	
The Ridge Meters	40,000		40,000		
	-				
	-				
	-				
<b>TOTAL CAPITAL OUTLAY</b>	<b>9,366,365</b>	<b>2,808,206</b>	<b>5,926,726</b>	<b>507,766</b>	<b>123,667</b>



## **KINGSBURY GENERAL IMPROVEMENT DISTRICT AGENDA ITEM #9**

### **TITLE: DISCUSSION AND DIRECTION REGARDING EVALUATION PROCESS FOR SNOW REMOVAL SERVICES RFP**

**MEETING DATE:** 19 August 2025

**PREPARED BY:** Derek Dornbrook, General Manager

#### **RECOMMENDED ACTION:**

Board discussion and possible direction regarding authority for evaluating and selecting a contractor for snow removal services in response to the current Request for Proposals (RFPs). Additionally, staff recommends adoption of the KGID Snow Removal Services-Proposal Evaluation Matrix as the methodology for contractor selection.

#### **BACKGROUND INFORMATION:**

The District issued a Request for Proposals (RFP) for Snow Removal Services, with a submission deadline of **August 20, 2025**. An Evaluation Matrix has been prepared to aid in scoring proposals based on criteria outlined in the RFP. Proposals are to remain sealed until the deadline has passed, after which evaluation may begin.

Given the proximity of the proposal deadline to the August Board meeting, the Board is asked to consider:

- Whether to **empower the Snow Removal Committee** to review proposals and make a final selection; or
- Whether to **retain selection authority with the full Board**, to be addressed at a subsequent special or regular meeting.

#### **INCLUDED:**

- A. Snow Removal Proposal Evaluation Matrix
- B. Snow Removal RFP
- C. Pros and Cons Table-Delegating vs Full Board Decision

#### **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 type="checkbox"/> General Fund     | <input checked="" type="checkbox"/> Snow Removal Fund |
| <input type="checkbox"/> Not Budgeted for | <input type="checkbox"/> Emergency Spending           |





## KGID Snow Removal Services – Proposal Evaluation Matrix

Evaluation Criteria	Description	Weight (%)	Score (0–5)	Weighted Score
<b>1. Relevant Experience</b>	History providing similar services to public agencies or comparable environments	20%	_____	_____
<b>2. Responsiveness to RFP Requirements</b>	Completeness, clarity, and organization of proposal	10%	_____	_____
<b>3. Personnel Qualifications</b>	Competence and certifications of proposed staff	10%	_____	_____
<b>4. Fleet &amp; Equipment</b>	Type, number, condition, and readiness of vehicles/equipment	15%	_____	_____
<b>5. Performance Record</b>	Past contract compliance, references, and documented reliability	10%	_____	_____
<b>6. Availability &amp; Responsiveness</b>	Ability to meet response times and communication standards	10%	_____	_____
<b>7. Liability Coverage &amp; Risk Management</b>	Insurance documentation, limits, and any claims or litigation history	10%	_____	_____
<b>8. Cost Proposal</b>	Hourly standby, plowing, hauling, equipment/operator rates – overall pricing competitiveness	15%	_____	_____
<b>Total</b>		<b>100%</b>	_____	<b>/100</b>

## Scoring Guide (0–5 Scale)

### Score Interpretation

- |   |                                  |
|---|----------------------------------|
| 0 | Did not address or non-compliant |
| 1 | Poor – insufficient detail       |
| 2 | Fair – minimally meets standard  |
| 3 | Good – meets standard            |
| 4 | Very Good – exceeds expectations |
| 5 | Excellent – outstanding response |

### Example Calculation

- **Criterion:** Relevant Experience
- **Evaluator Score:** 4 out of 5
- **Weight:** 20%

**Weighted Score** =  $4 \times (20 \div 5) = 16$

Repeat this process for all 8 criteria, and then **sum the weighted scores** to get the **Total Score (out of 100)**.

- Each evaluator should complete their own matrix independently.
- After scoring, results can be averaged or discussed collectively to reach a consensus.
- This structure supports a transparent and auditable review process in alignment with **NRS 332.065** for awarding to the *lowest responsive and responsible proposer*.

# **REQUEST FOR PROPOSALS (RFP):**



## **Snow Removal Services Kingsbury General Improvement District**

**Date Issued:**

**July 26, 2025**

## **REQUEST FOR PROPOSALS**

### **A. INTRODUCTION**

Kingsbury General Improvement District (KGID) is soliciting proposals from qualified contractors to provide professional snow removal services on approximately 22 miles of KGID-maintained streets within its jurisdiction. Kingsbury Grade (SR 207) is maintained by the Nevada Department of Transportation and is excluded from this RFP.

The selected vendor must enter into KGID's Professional Services Agreement.

This RFP is issued pursuant to **NRS Chapter 332.**, and the resulting contract will be awarded to the **lowest responsive and responsible proposer** in accordance with **NRS 332.043 and 332.065(2).**

---

### **B. BACKGROUND**

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

---

### **C. SCOPE OF SERVICES**

The Contractor shall:

- Perform all work and furnish all labor and equipment required to perform snow removal.
- Perform snow plowing, blowing, sanding, de-icing, and/or anti-icing on designated streets.
- Plow operations are deficient and unacceptable if they result in fire hydrants being inaccessible by first responders. Plowing operations are to be conducted and concluded in a fashion that assures ready hydrant access. Operators shall not cover hydrants with plowing debris; and the contractor shall cause the removal of any such debris from around hydrants such that they are accessible by first responders, at no additional cost to KGID., and prior to the end of that operator's shift.



- This includes snow bladed or piled due to plowing, blowing, or other equipment activity performed by the Contractor. Contractor is responsible at Contractor's sole expense to remove any such obstruction within 24 hours of said obstruction occurring.
- Contractor is **not responsible** for removing snow from around hydrants that accumulated **naturally during a snowstorm**, provided the Contractor's operations did not contribute to the obstruction. **All required hydrant snow removal shall be completed within 24 hours of notification, as determined by KGID staff.**
- Widen streets narrowed by snow buildup within 24 hours.
- Contractor shall respond to **KGID dispatch regarding resident or District complaints** related to snow removal operations within **four (4) hours** of notification. The **District shall determine whether a complaint is reasonable** and warrants contractor action. Once deemed reasonable, the Contractor shall **resolve the issue within twelve (12) hours**, unless otherwise approved or extended by KGID staff due to extenuating circumstances.

KGID will provide:

- Maps identifying snow removal routes, primary sanding routes and secondary sanding routes.
- Road markers and snow stakes at its expense; contractor will assist in determining placement.

#### **Timeliness Standard:**

- Snow removal must commence within **1 hour** of snowfall reaching three inches.

#### **Reporting:**

- Contractor must submit daily logs of service activity, route coverage, and material use on a weekly basis.

---

## **D. INSURANCE REQUIREMENTS**

Contractor must maintain the following minimum coverage:

- Commercial General Liability: \$2,000,000 per occurrence.
- Automobile Liability: \$1,000,000 per occurrence.
- Workers' Compensation: As required by Nevada law.

- Proof of insurance must be submitted before contract execution.

(These standards reflect common public-sector and municipal contracting norms for snow removal and similar public works services)

---

## **E. SUBMISSION REQUIREMENTS**

Provide:

- Two printed and one digital copy of your proposal. Digital submissions may be emailed to [judy@kgid.org](mailto:judy@kgid.org)
- Use 8.5" x 11" format, 1" margins, 12-point font.

Organize proposals as follows:

### **Section 1: Company Introduction**

- Cover page with name and contact information.
- Company background and philosophy.
- Key competitive advantages.
- Summary of comparable service contracts with name and telephone number of each contact person.

### **Section 2: Fee Proposal**

- Hourly rates by role/position.
- Indicate if rates reflect a discount from commercial rate and if so the value of the discount.
- Describe rate comparability with other public contracts.
- Acknowledge rates are valid throughout contract duration and extensions.

### **Section 3: Contract Review and Revisions**

Vendors will be required to sign KGID Professional Services Contract and agree to all mandatory terms and conditions. A copy of the KGID Professional Services Contract is available upon request by contacting [judy@kgid.org](mailto:judy@kgid.org)

- If vendor takes exception to any provision(s) in the standard contract, the vendor must note which provision(s) it takes exception to by identifying said provision(s) and proposing alternate language.
- Exceptions raised by vendor may, at KGID's discretion, be grounds for rejection of proposal.

- Vendors that fail to note their exceptions(s) to the contract in their proposal will be deemed to have accepted KGID's Professional Services Contract, "as is."

#### **Section 4: Equipment Inventory and Commitment**

Proposers shall provide a comprehensive list of all snow removal equipment they currently own and intend to dedicate to KGID operations if awarded the contract. The list should include:

- Vehicle/equipment type, model, and year
- Plowing/blowing/sanding capacity
- Status (owned, leased, or to be acquired)
- Availability (e.g., dedicated, on-call, or shared use)

If the proposer plans to lease or purchase additional equipment specifically for this contract, this intent must be clearly stated along with the anticipated acquisition timeline.

KGID reserves the right to verify availability and inspect proposed equipment prior to contract award.

---

#### **F. EVALUATION CRITERIA**

Proposals will be evaluated based on the following criteria:

- **Relevant Experience** – Demonstrated history providing similar services for public agencies or comparable environments.
- **Responsiveness to RFP Requirements** – Completeness, clarity, and organization of the proposal.
- **Personnel Qualifications** – Competence and certifications of key staff.
- **Fleet & Equipment** – Type, number, and readiness of vehicles/equipment.
- **Performance Record** – Documented reliability, past contract compliance, and references.
- **Availability & Responsiveness** – Ability to meet required response times and communication standards.
- **Liability Coverage & Risk Management** – Insurance documentation and history of claims or litigation.
- **Cost Proposal** – Comprehensive pricing including:

- Hourly standby rate
- Hourly plowing rate
- Hourly hauling rate
- Equipment and operator cost

---

## **G. QUESTIONS**

Submit questions to **[judy@kgid.org](mailto:judy@kgid.org)** using subject line "Snow Removal RFP Question - [Topic]" by August 11, 2025. Queries will be answered no later than August 15, 2025.

---

## **H. SUBMITTAL DEADLINE**

**Due: August 20, 2025 by 4:00 p.m.**

**Submissions not received by that date and time will be deemed untimely and rejected**

**Mail or Courier delivery to:**

**Email of electronic submissions to:**

Kingsbury General Improvement District  
Attn: Judy Brewer  
P.O. Box 2220  
Stateline, NV 89449

**[judy@kgid.org](mailto:judy@kgid.org)**

**Submissions may also be hand delivered to:**

Kingsbury General Improvement District  
160 Pine Ridge Drive  
Stateline, NV 89449

---

## **I. Award Basis**

KGID will award the contract to the **lowest responsive and responsible proposer**, as defined in **NRS 332.065**. The District reserves the right to:

- Reject any or all proposals,
- Waive minor irregularities,
- Negotiate with top-ranked firms, and

- Cancel or reissue the RFP if necessary.

## **J. CONTRACTUAL TERMS**

### **1. Length of Contract**

Three-year term with option to renew.

### **2. Acknowledgment of Terms**

Submission of a proposal in response to this Request for Proposals (RFP) constitutes acknowledgment and acceptance of all terms, conditions, and requirements set forth herein.

### **3. Right to Revise the RFP**

KGID reserves the right to revise, amend, or clarify any portion of this RFP prior to the final deadline for submission. Any such revisions will be issued in writing to all known recipients.

### **4. Right to Extend Submission Deadline**

KGID may, at its sole discretion, extend the proposal submission deadline. In such an event, all proposers shall be afforded an opportunity to revise their submissions accordingly.

### **5. Late Submissions**

Proposals received after the designated deadline will not be considered. KGID retains sole discretion in determining the timeliness of submissions.

### **6. Waiver of Informalities**

KGID reserves the right to waive any minor informalities or irregularities in the proposal process when such waiver is in the best interest of the District.

### **7. Withdrawal and Rejection Rights**

KGID may withdraw this RFP at any time without prior notice and reserves the right to reject any or all proposals received, in whole or in part.

### **8. Request for New Proposals**

KGID reserves the right to request new or revised proposals from any or all proposers, including but not limited to clarification or supplementation of previously submitted proposals.

### **9. No Guarantee of Award**

KGID makes no representation, warranty, or guarantee that any contract will be awarded as a result of this RFP.

**10. Verification of Information**

KGID reserves the right to verify any information submitted in a proposal and to request additional information or documentation, as necessary.

**11. Costs of Proposal Preparation**

All costs incurred in preparing and submitting a proposal in response to this RFP shall be borne solely by the proposer. KGID shall not be liable for any costs or expenses incurred before execution of a contract, including but not limited to costs related to proposal development, presentations, or negotiations.

**12. Proposal Validity Period**

Proposals submitted shall remain valid and binding for a period of one hundred twenty (120) calendar days from the date of receipt by KGID.

**13. Incorporation into Contract**

This RFP and any response or part thereof may be incorporated by reference into any resulting contract, including any amendments or clarifications thereto.

**14. Right to Negotiate Terms**

KGID reserves the right to negotiate the terms and conditions of the final contract. Such terms may include additional provisions or differ from those contained in this RFP.

---

**Thank you for your interest in serving the Kingsbury community.**

Derek Dornbrook, General Manager

# Snow Removal Services RFP – Evaluation Authority Decision Summary

Meeting Date: August 19, 2025

Prepared By: Derek Dornbrook, General Manager

## Key Decision

Determine whether contractor evaluation and selection authority will be:

1. Delegated to the Snow Removal Committee
2. Retained by the Full Board

## Impact on Project Timeline

Step	If Delegated to Committee	If Retained by Full Board
Proposals Opened	Aug 20	Aug 20
Evaluation Period	Aug 20–26 (flexible)	Aug 20–Special or Sept Board Meeting
Selection & Award	By Aug 26	Special Meeting late Aug or Regular Meeting Sept
Contract Execution	By early Sept	Mid-to-late Sept

## Pros/Cons Table

Option	Pros	Cons
Delegate to Snow Removal Committee	<ul style="list-style-type: none"><li>• Faster review and selection process</li><li>• Smaller group allows more focused evaluation</li><li>• Leverages operational expertise of committee members</li><li>• Avoids need for special Board meeting</li></ul>	<ul style="list-style-type: none"><li>• Less direct involvement from full Board</li><li>• May reduce perceived transparency</li><li>• Fewer perspectives in decision-making</li></ul>
Full Board Retains Authority	<ul style="list-style-type: none"><li>• Greater oversight and transparency</li><li>• All elected members participate</li><li>• Broader discussion and perspectives</li><li>• Added legitimacy to decision</li></ul>	<ul style="list-style-type: none"><li>• Slower process; likely requires special meeting</li><li>• Scheduling full Board availability may delay award</li><li>• More meeting time spent reviewing proposals</li></ul>





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

### **TITLE: ADOPTION OF RESOLUTION 2025-01 AUTHORIZING SUBMISSION OF LOAN APPLICATION TO THE NEVADA DIVISION OF ENVIRONMENTAL PROTECTION (NDEP) FOR THE WATERMAIN REPLACEMENT PROJECTS**

**MEETING DATE:** 19 August 2025

**PREPARED BY:** Derek Dornbrook, General Manager

#### **RECOMMENDED ACTION:**

That the Board formally adopt Resolution 2025-01 authorizing submission of a loan application to the Nevada Division of Environmental Protection (NDEP) under the Nevada Infrastructure Financing System (NIFS) through the State Revolving Fund (SRF) for watermain replacement projects.

#### **BACKGROUND INFORMATION:**

The NDEP requires the submission of a completed loan application to qualify for financing under the Drinking Water State Revolving Fund (DWSRF) program. One of the key components of the application is a certified copy of a duly adopted resolution authorizing both the application and the associated loan agreement.

The **Nevada Infrastructure Financing System (NIFS)** is the online platform used by public and private entities to apply for and manage funding for water, wastewater, stormwater, and non-point source projects. The State Revolving Fund (SRF) is a federal–state partnership providing low-interest loans to support infrastructure improvements that enhance water quality. In Nevada, the SRF program is administered by NDEP through NIFS.

The **Watermain Replacement Projects** to be funded under this resolution include:

- Maryanne & Barrett Waterline Replacement
- Summit & Terrace View Waterline Replacement
- Squaw et al. Waterline Replacement

#### **INCLUDED:**

- A. Resolution 2025-01
- B. 2025-6 NIFS PROJECT INFO

#### **Fund impacted by the above action:**

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

**KINGSBURY GENERAL IMPROVEMENT DISTRICT  
RESOLUTION 2025-01**

**A RESOLUTION AUTHORIZING THE SUBMISSION OF A LOAN APPLICATION TO  
THE NEVADA DIVISION OF ENVIRONMENTAL PROTECTION FOR FUNDING  
THROUGH THE DRINKING WATER STATE REVOLVING FUND (DWSRF)  
PROGRAM**

WHEREAS, the Kingsbury General Improvement District (hereinafter “District”), a public water system duly formed and existing under the laws of the State of Nevada, is planning to undertake a capital improvement project known as Watermain Replacement Projects; and,

WHEREAS, said Project is deemed necessary by the District for the purpose of improving public health and safety by replacing undersized and aging water distribution pipelines, thereby enhancing water system reliability and system hydraulics; and,

WHEREAS, the Nevada Division of Environmental Protection (hereinafter “NDEP”) administers the Drinking Water State Revolving Fund (DWSRF), which provides financial assistance in the form of low-interest loans to eligible public water systems for infrastructure improvements necessary to maintain compliance with the Safe Drinking Water Act; and,

WHEREAS, the NDEP requires the submission of a completed loan application, which includes, among other requirements, a certified copy of a duly adopted resolution authorizing application for such financial assistance and entry into a loan agreement; and,

WHEREAS, the Board of Trustees of the District has determined that the pursuit of such financial assistance is necessary, proper, and in the best interest of the District, its ratepayers, and the public at large; and,

WHEREAS, the District intends to repay any funds borrowed under the DWSRF program from legally available sources, including system revenues and/or future rate adjustments if required; and,

WHEREAS, the Board of Trustees desires to provide the General Manager with the authority to act on behalf of the District in connection with said application and loan agreement; and,

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Kingsbury General Improvement District that:

1. Application Authorization: The General Manager is hereby authorized and directed to prepare and submit a formal loan application to the NDEP on behalf of the District, for an amount not to exceed \$18,960,000 for the purposes stated herein, in connection with the Watermain Replacement Projects.

2. Authorized Representative: The General Manager, or his duly appointed designee, is hereby designated as the authorized representative of the District to act in all matters pertaining to the application, negotiation, execution, and administration of any resulting financial assistance agreement.

3. Financial Commitment: The District affirms its intent and ability to repay the loan in accordance with the terms and conditions set forth by the NDEP, from available revenue sources, including but not limited to system revenues and other lawful funding mechanisms.

4. Resolution Submission: A certified copy of this Resolution shall be provided to the NDEP as part of the official application package.

5. Effective Date: This Resolution shall be effective immediately upon its passage and adoption.

PASSED AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2025, by the following vote:

Trustee

Vote

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

APPROVED:

\_\_\_\_\_  
[Trustee Name], President  
KGID Board of Trustees

ATTEST:

\_\_\_\_\_  
Derek Dornbrook, General Manager  
Kingsbury General Improvement District



**KINGSBURY GENERAL IMPROVEMENT DISTRICT  
RESOLUTION 2025-01**

**A RESOLUTION AUTHORIZING THE SUBMISSION OF A LOAN APPLICATION TO  
THE NEVADA DIVISION OF ENVIRONMENTAL PROTECTION FOR FUNDING  
THROUGH THE DRINKING WATER STATE REVOLVING FUND (DWSRF)  
PROGRAM**

WHEREAS, the Kingsbury General Improvement District (hereinafter “District”), a public water system duly formed and existing under the laws of the State of Nevada, is planning to undertake a capital improvement project known as Watermain Replacement Projects; and,

WHEREAS, said Project is deemed necessary by the District for the purpose of improving public health and safety by replacing undersized and aging water distribution pipelines, thereby enhancing water system reliability and system hydraulics; and,

WHEREAS, the Nevada Division of Environmental Protection (hereinafter “NDEP”) administers the Drinking Water State Revolving Fund (DWSRF), which provides financial assistance in the form of low-interest loans to eligible public water systems for infrastructure improvements necessary to maintain compliance with the Safe Drinking Water Act; and,

WHEREAS, the NDEP requires the submission of a completed loan application, which includes, among other requirements, a certified copy of a duly adopted resolution authorizing application for such financial assistance and entry into a loan agreement; and,

WHEREAS, the Board of Trustees of the District has determined that the pursuit of such financial assistance is necessary, proper, and in the best interest of the District, its ratepayers, and the public at large; and,

WHEREAS, the District intends to repay any funds borrowed under the DWSRF program from legally available sources, including system revenues and/or future rate adjustments if required; and,

WHEREAS, the Board of Trustees desires to provide the General Manager with the authority to act on behalf of the District in connection with said application and loan agreement; and,

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Kingsbury General Improvement District that:

1. Application Authorization: The General Manager is hereby authorized and directed to prepare and submit a formal loan application to the NDEP on behalf of the District, for an amount not to exceed \$18,960,000 for the purposes stated herein, in connection with the Watermain Replacement Projects.

2. Authorized Representative: The General Manager, or his duly appointed designee, is hereby designated as the authorized representative of the District to act in all matters pertaining to the application, negotiation, execution, and administration of any resulting financial assistance agreement.

3. Financial Commitment: The District affirms its intent and ability to repay the loan in accordance with the terms and conditions set forth by the NDEP, from available revenue sources, including but not limited to system revenues and other lawful funding mechanisms.

4. Resolution Submission: A certified copy of this Resolution shall be provided to the NDEP as part of the official application package.

5. Effective Date: This Resolution shall be effective immediately upon its passage and adoption.

PASSED AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2025, by the following vote:

Trustee

Vote

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

APPROVED:

\_\_\_\_\_  
[Trustee Name], President  
KGID Board of Trustees

ATTEST:

\_\_\_\_\_  
Derek Dornbrook, General Manager  
Kingsbury General Improvement District

## **NIFS Pre-Application Projects 2025**

### **Project Description & Cost Estimates**

#### **General Notes:**

- Costs are taken from the recent Capital Outlay for the water fund submitted to the state (unless otherwise noted). Costs include Engineering & Construction.
- Costs are increased by 30% for additional Administrative/Permitting Costs, Costs for Materials, and other general requirements per the type of funding you may receive.
  - o American Iron & Steel (AIS), Build America Buy America (BABA), USDA will increase costs and add project requirements that are not typical for self-funded projects.
  - o Typically funded projects require a Preliminary Engineering Report.
  - o Administrative Costs are higher for permitting. Most Funded Projects require a similar amount of administrative tasks and time regardless of the Funding amount (within reason, Assume some increase with significant projects).
- Projects are from the 2020 Capital Improvement Plan and Water Master Plan. Water System was modeled and projects designated by previous GID General Managers.
- Water System Master Plan in 2019 found deficiencies in the water system including inadequate operating pressure, Fire Flow issues, and general ageing and undersized infrastructure.
- With the significant waterline replacement projects in the past years, issues can be pushed along and end up in areas that were not previously an issue. These areas of the water system are currently known to have issues currently.

#### **Priority List Water Projects:**

##### **1. Maryanne & Barrett Waterline Replacement Project**

- a. Background:
  - i. Project Size is larger than typical GID Water projects per direction of previous General Manager. Benefits to a larger size Project is economies of scale and interest from larger, more capable, contractors that typically do not bid on smaller projects.
  - ii. Much of the waterline around these areas have been replaced. Completion of this area will complete most of the North KGID / Andria Dr system.
  - iii. DOWL contracted for Design through Construction administration and Inspection. Board Approved July 2024.
- b. Construction Description:
  - i. Approximately 9,000 LF of 8-inch watermain replacement, New Fire Hydrants, Service Laterals, Pressure Reducing valve / Vault, and Patch Paving over Water Main Limits.
  - ii. Two Areas of Replacement:
    - 1. Maryanne Dr, Barrett West, Drew Ct, & Carol Ct
    - 2. Panorama Dr & Vista Dr
- c. **Estimated Cost: \$13,260,000**

## **2. Summit & Terrace View Waterline Replacement Project**

- a. Background:
  - i. Water Master Plan project and KGID identified replacement need.
  - ii. Fire Flows inadequate with existing size of water mains.
- b. Construction Description:
  - i. Approximately 2,200 LF upsizing existing 6-in main with 8-in watermain replacement and appurtenances.
- c. **Estimated Cost: \$3,750,000**

## **3. Squaw et al Waterline Replacement Project**

- a. Background:
  - i. Undersized 6" pipe to be replaced for fire flow capabilities.
  - ii. Estimated for Construction beyond 2030 at time of 5-year capital outlay plan.
- b. Construction Description:
  - i. Approximately 1,200 LF upsizing existing 6-in main with 8-in watermain replacement and appurtenances.
  - ii. Combined Two Areas of Replacement:
    - 1. Squaw, Spooner & Snowbird
    - 2. Orion.
- c. **Estimated Cost: \$1,950,000**

**Total Cost All Projects: \$18,960,000**



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

### **TITLE: FINANCIAL POSITION, OUTLOOK, AND CONSIDERATION OF RATE ADJUSTMENTS**

**MEETING DATE:** 19 August 2025

**PREPARED BY:** Derek Dornbrook, General Manager

#### **RECOMMENDED ACTION:**

Staff has prepared a five-year financial outlook for both the **Water** and **Sewer** enterprise funds under three scenarios. Key assumptions include a 3% inflation rate applied across operating costs, SRF-funded waterline replacements (e.g., Maryanne, Barrett, and a portion of Summit), and service cost reductions resulting from the Market Street Lift Station project—estimated to impact the Sewer Fund starting in FY 2028.

#### **1. No Rate Adjustments**

Projections show that, under current rate structures, both funds will experience declining cash positions. Rising operational and capital costs outpace revenues, leading to an erosion of reserves and potential cash shortfalls beginning in the third year.

#### **2. With Modest Rate Adjustments**

A phased rate increase over five years helps stabilize fund reserves while funding ongoing operations and capital needs. This strategy balances long-term sustainability and affordability, avoiding sudden spikes in future rates.

#### **3. With Rate Adjustments and SRF Long-Term Loans**

Incorporating State Revolving Fund (SRF) loans to finance large capital projects, alongside phased rate increases, further improves fund solvency. This scenario reduces the need for large cash outflows, preserves liquidity, and smooths the impact of capital investments across multiple years and ratepayers.

Staff recommends that the District's contracted engineering firm, **DOWL**, pursue a **Task Order** to complete a **formal utility rate study**. While the FY 25/26 operating budget did not include a dedicated line item for a utility rate study, staff recommends the Board authorize this **one-time, unbudgeted activity** based on the critical need for long-term financial planning. Staff proposes funding the study through existing resources within the Water and Sewer Funds by reallocating available appropriations or underspent line items, without materially impacting ongoing operations or capital commitments.

Alternatively, the Board may consider funding the rate study by reallocating resources from capital outlay projects that are unlikely to proceed during the current fiscal year.

The proposed study would:

- Provide an **objective, data-driven evaluation** of current and projected rate requirements,
- Help ensure long-term **financial sustainability** of both water and sewer enterprise funds,
- Inform decisions on **rate adjustments** with a focus on **affordability, equity, and rate structure optimization**, and
- Support eligibility for **SRF funding** and other financing or grant opportunities through defensible financial planning.

#### **BACKGROUND INFORMATION:**

The Kingsbury General Improvement District (KGID) has not completed a formal rate study or adjusted water or sewer rates since 2019. Over the past several years, costs associated with utility operations, maintenance, and capital improvements have steadily increased. Without corresponding adjustments to rates, KGID's reserve levels are at risk of falling below prudent thresholds required for financial stability and emergency readiness.

At the July 15, 2025, Board of Trustees meeting, members Parks, Johns, and Nelson—those in attendance—generally agreed that a rate study to address declining cash positions was warranted. However, due to the absence of Trustees Felton and Trigg, the Board opted to table further discussion and any vote on the matter until the August 19, 2025, meeting. During that session, GM Dornbrook was directed to determine potential funding sources for the rate study, as the FY 25/26 budget did not include an allocation for this activity.

#### **INCLUDED:**

- A. Current Rate Comparison to Local Utility Districts
- B. Water Fund 5-Year Projection with and Without Rate Increases
- C. Water Fund 5-Year Projection Including Proposed SRF Loan or SRF Loan and Rate Increases
- D. Sewer Fund 5-Year Projection with and Without Rate Increases
- E. Sewer Fund 5-Year Projection Including Proposed SRF Loan or SRF Loan and Rate Increases
- F. NIFS Pre-Application Projects 2025 Project Description & Cost Estimates

#### **Fund impacted by the above action:**

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

	KGID	*IVGID	**RHGID	***DCWU	****CAVE ROCK	STPUD
DWELLING UNITS						
WATER						
3/4"	2366	7667	520	25,367	799	14,660
1"	89.87	53.44	70.74	39.14	105.34	60.12
1 1/2"	150.09	85.96	125.92	80.90	147.11	100.34
2"	299.27	166.54	282.96	149.50	215.71	200.13
3"	479.00	263.62	502.97	234.16	300.37	320.31
4"	958.89	490.30	2011.93			600.99
6"	1,498.08	814.06				1,001.81
8"	2,995.28	1,622.74				2,002.96
	4,792.62	2,593.54				3,204.89
3/4" CONS -12,000	2.55	2.22	RES. 2.25 COMM 10.83	3.41		2.03
12,001-25,000	3.05	3.55	RES 2.79 COMM 14.42	4.73		3.02
25,001 UNLIMITED	3.55	4.14		7.45		
SEWER BASE RATE COMM						
RESIDENTIAL & 3/4" SERVICE						
1" SERVICE LINE	60.40	89.51	34.54	75.68	59.58	19.86
1.5" SERVICE LINE		146.20	97.56			19.20
2" SERVICE LINE		286.65				
3" SERVICE LINE		455.87				
4" SERVICE LINE		851.00				
6" SERVICE LINE		1,415.35				
8" SERVICE LINE		2,824.95				
CONSUMPTIVE RATES		4,517.15				
RESIDENTIAL			1ST 3,000 GAL INCLUDED IN BASE RATE THEN \$34.54 PER 1,000 GAL			
		\$5.88 PER 1,000 GAL				
TIMESHARE, COMMERCIAL & WITH IRRIGATION	NA	\$6.95 PER 1,000 GAL				
	1ST 4,000 GAL INCLUDED IN BASE RATE THEN \$17.26 PER 1,000 GAL					

\*INCLINE VILLAGE RATES GIVEN ABOVE WAS ADOPTED ON 5/14/25.

\*\*ROUNDHILL GID WATER POSSIBLE INCREASES OF 2.9% UP TO CPI AND SEWER 2.9% UP TO CPI.

\*\*\*DOUGLAS COUNTY WILL HAVE SEWER INCREASE FROM \$75.68 2025 TO \$78.71 2026, \$81.07 2027, \$83.50 2028, \$86.01 2029.

\*\*\*\*SOUTH TAHOE PUD WILL HAVE A WATER RATE INCREASE OF 9.5% 2026, 9.5% 2027, 9.5% 2028, AND 9.5% 2029.

SEWER RATES WILL ALSO INCREASE THE SAME AS WATER AT 9.5%.

**KINGSBURY GID  
WATER FUND  
5 YEAR PROJECTION INCLUDING PROPOSED RATE INCREASES  
FY 2024-2030**

*without rate increase*

	ACTUAL 06/24	PROJECTED 06/25	BUDGETED 06/26	PROJECTED 06/27	PROJECTED 06/28	PROJECTED 06/29	PROJECTED 06/30
<b>REVENUES</b>							
OPERATING REVENUES	\$ 4,908,550	\$ 4,990,096	\$ 5,056,519	\$ 5,056,519	\$ 5,056,519	\$ 5,056,519	\$ 5,056,519
TOTAL OPERATING REVENUES	\$ 4,908,550	\$ 4,990,096	\$ 5,056,519	\$ 5,056,519	\$ 5,056,519	\$ 5,056,519	\$ 5,056,519
<b>EXPENDITURES</b>							
PAYROLL & BENEFITS	\$ 932,568	\$ 1,081,548	\$ 1,513,927	\$ 1,559,345	\$ 1,606,125	\$ 1,654,309	\$ 1,703,938
SERVICES & SUPPLIES	\$ 521,227	\$ 1,197,342	\$ 1,231,250	\$ 1,268,188	\$ 1,306,233	\$ 1,345,420	\$ 1,385,783
GAIN ON DISPOSAL OF EQUIPMENT	\$ 5,715	\$ 53,889	\$ 3,200				
TOTAL OPERATING EXPENSES	\$ 1,459,510	\$ 2,332,779	\$ 2,748,377	\$ 2,827,532	\$ 2,912,358	\$ 2,999,729	\$ 3,089,721
NET INCOME FROM OPERATING	\$ 3,454,755	\$ 2,711,206	\$ 2,311,342	\$ 2,228,987	\$ 2,144,161	\$ 2,056,790	\$ 1,966,798
<b>NON-OPERATING REVENUE</b>							
INTEREST EARNED	\$ 377,820	\$ 313,159	\$ 345,198	\$ 223,200	\$ 172,800	\$ 195,300	\$ 216,000
GRANT REVENUE	\$ -	\$ 2,220,612	\$ 3,775,000	\$ -	\$ -	\$ -	\$ -
SALE OF LAND TO NDOT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
OTHER REVENUE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL NON-OPERATING REVENUE	\$ 377,820	\$ 2,533,771	\$ 4,120,198	\$ 223,200	\$ 172,800	\$ 195,300	\$ 216,000
<b>NON-OPERATING EXPENSE</b>							
PRINCIPAL PAYMENTS OF LEASE LIABILITIES	\$ 26,267						
3M SRF LOAN INTEREST EXP 2.96% - 2	\$ 27,749	\$ 21,527	\$ 15,120	\$ 8,520	\$ 1,724	\$ -	\$ -
3M SRF LOAN INTEREST EXP 2.86% - 3	\$ 38,416	\$ 33,177	\$ 27,787	\$ 22,242	\$ 16,538	\$ 10,671	\$ 4,635
11M SRF LOAN INTEREST EXP 2.39% - 4	\$ 149,158	\$ 133,667	\$ 117,742	\$ 101,466	\$ 84,798	\$ 67,729	\$ 50,250
6M SRF LOAN INTEREST EXP 2.28% - 5	\$ 91,114	\$ 84,269	\$ 77,267	\$ 70,104	\$ 62,777	\$ 55,282	\$ 47,615
SUBTOTAL NON-OPERATING EXPENSES	\$ 332,704	\$ 272,639	\$ 237,916	\$ 202,332	\$ 165,837	\$ 133,682	\$ 102,501
NET INCOME FROM NON-OPERATING	\$ 45,116	\$ 2,261,132	\$ 3,882,282	\$ 20,868	\$ 6,963	\$ 61,618	\$ 113,499
TOTAL NET INCOME	\$ 3,499,871	\$ 4,972,338	\$ 6,193,624	\$ 2,249,855	\$ 2,151,123	\$ 2,118,408	\$ 2,080,297
<b>LOAN PROCEEDS</b>							
GRANT/LOAN FUNDED CAPITAL PROJECTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CAPITAL OUTLAY/CAPITAL PROJECTS***	\$ 5,080,394	\$ 3,294,062	\$ 5,926,726	\$ 3,266,701	\$ 6,275,356	\$ 6,845,046	\$ 2,616,671
BOND PRINCIPAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
DEPREC RESERVE FUND **	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

1M SRF LOAN PRINC - 2	\$	208,675	\$	214,896	\$	2,704	\$	227,903	\$	116,488	\$	-	\$	-	\$	216,325
1M SRF LOAN PRINC - 3	\$	182,544	\$	187,783	\$	1,73	\$	198,718	\$	204,422	\$	210,289	\$	210,289	\$	744,472
1M SRF LOAN PRINC - 4	\$	645,565	\$	661,086	\$	676,980	\$	693,257	\$	709,924	\$	726,993	\$	726,993	\$	342,020
1M SRF LOAN PRINC - 5	\$	298,522	\$	305,367	\$	312,369	\$	319,532	\$	326,859	\$	334,354	\$	334,354	\$	(3,202)
ADJUST TO CASH FLOW	\$	31,625	\$	(62,422)	\$	(3,202)	\$	(3,202)	\$	(3,202)	\$	(3,202)	\$	(3,202)	\$	3,916,286
<b>TOTAL CAPITAL EXPENDITURES</b>	\$	<b>6,447,324</b>	\$	<b>4,600,772</b>	\$	<b>7,327,351</b>	\$	<b>4,702,908</b>	\$	<b>7,629,847</b>	\$	<b>8,113,480</b>	\$	<b>8,113,480</b>	\$	
<b>NET GAIN OR LOSS</b>	\$	<b>(2,947,453)</b>	\$	<b>371,565</b>	\$	<b>(1,133,726)</b>	\$	<b>(2,453,054)</b>	\$	<b>(5,478,723)</b>	\$	<b>(5,995,072)</b>	\$	<b>(5,995,072)</b>	\$	<b>(1,835,989)</b>
CASH BEGINNING	\$	8,953,092	\$	6,005,639	\$	6,377,204	\$	5,243,478	\$	2,790,424	\$	(2,688,299)	\$	(2,688,299)	\$	(8,683,371)
CASH ENDING	\$	6,005,639	\$	6,377,204	\$	5,243,478	\$	2,790,424	\$	(2,688,299)	\$	(8,683,371)	\$	(8,683,371)	\$	(10,519,360)
CASH RESTRICTED FOR CAPITAL PROJECTS	\$	444,966	\$	705,636	\$	912,280	\$	912,280	\$	912,280	\$	912,280	\$	912,280	\$	912,280
<b>ENDING NET UNRESTRICTED CASH</b>	\$	<b>5,560,673</b>	\$	<b>5,671,568</b>	\$	<b>4,331,198</b>	\$	<b>1,878,144</b>	\$	<b>(3,600,579)</b>	\$	<b>(9,595,651)</b>	\$	<b>(9,595,651)</b>	\$	<b>(11,431,640)</b>
DEPRECIATION EXPENSE	\$	1,389,156	\$	1,456,914	\$	1,455,823	\$	1,455,823	\$	1,455,823	\$	1,455,823	\$	1,455,823	\$	1,455,823

# **KGID PLEDGED WATER REVENUES AND DEBT COVERAGE SCHEDULE** **WITHOUT RATE INCREASES**

	ACTUAL 06/24	PROJECTED 06/25	PROJECTED 06/26	PROJECTED 06/27	PROJECTED 06/28	PROJECTED 06/29	PROJECTED 06/30
OPERATING REVENUES	\$ 4,908,550	\$ 4,990,096	\$ 5,056,519	\$ 5,056,519	\$ 5,056,519	\$ 5,056,519	\$ 5,056,519
OPERATING EXPENSES*	\$ 1,459,510	\$ 2,332,779	\$ 2,748,377	\$ 2,827,532	\$ 2,912,358	\$ 2,999,729	\$ 3,089,721
NET PLEDGED REVENUES	\$ 3,449,040	\$ 2,657,317	\$ 2,308,142	\$ 2,228,987	\$ 2,144,161	\$ 2,056,790	\$ 1,966,798
COMBINED DEBT SERVICE	\$ 1,022,445	\$ 980,686	\$ 964,762	\$ 948,485	\$ 813,606	\$ 678,325	\$ 660,846
DEBT COVERAGE	3.37	2.71	2.39	2.35	2.64	3.03	2.98
DEPRECIATION EXPENSE	\$ 1,389,156	\$ 1,456,914	\$ 1,455,823	\$ 1,455,823	\$ 1,455,823	\$ 1,455,823	\$ 1,455,823
REVENUES AFTER DEPRECIATION	\$ 1,037,439	\$ 219,717	\$ (112,443)	\$ (175,321)	\$ (125,268)	\$ (77,358)	\$ (149,871)
RATE INCREASE TO FUND DEPRECIATION			\$ (2.44)	\$ (3.81)	\$ (2.72)	\$ (1.68)	\$ (3.25)



\$89.87 RATE COMPONENT	FY 25		FY 24		FY 23		FY 22	
	BILLING	PROJECTED	BILLING	AUDITED	BILLING	AUDITED	BILLING	AUDITED
BASE RATE @ 25.6%	1,047,660.54	1,064,444.93	1,001,593.68	1,003,381.25	989,318.99	988,873.73	984,227.49	983,544.83
DISTRIBUTION DEBT SERVICE @ 21.17%	866,798.08	880,246.06	828,698.48	829,749.26	818,419.59	817,752.22	814,336.12	813,345.47
TREATMENT DEBT SERVICE @ 32.5%	1,315,918.08	1,351,346.10	1,258,079.20	1,273,823.85	1,242,667.80	1,255,406.10	1,236,275.12	1,248,640.90
CAPITAL IMPROVEMENT @ 13.04%	533,834.96	542,201.64	510,336.00	511,097.32	504,112.12	503,707.56	501,519.18	500,993.15
ADMIN FEE @ 8.04%	328,868.54	319,749.27	314,414.40	301,406.32	310,562.98	297,048.39	308,965.21	295,447.65
FY 2022 TO 2025	BASE RATE	TREATMENT DEBT	DISTRIBUTION DEBT	CAPITAL IMPROV	ADMIN FEE			
TOTAL BILLING	4,022,800.70	5,052,940.20	3,328,252.27	2,049,802.26	1,262,811.13			
TOTAL PROJECTED/AUDITED	4,040,244.74	5,129,216.95	3,341,093.01	2,057,999.67	1,213,651.63			
OVER/UNDER	-17,444.04	-76,276.75	-12,840.74	-8,197.41	49,159.50			
**AVERAGE INCREASE 10% FY 2027		\$8.99	***AVERAGE INCREASE 8% FY 2029		\$8.54		\$115.31	
**AVERAGE INCREASE 8% FY 2028		\$7.92	***AVERAGE INCREASE 5% FY 2030		\$5.77		\$121.07	

	ACTUAL 06/24	PROJECTED 06/25	PROJECTED 06/26	*PROJECTED 06/27	**PROJECTED 06/28	***PROJECTED 06/29	****PROJECTED 06/30
<b>REVENUES</b>							
OPERATING REVENUES	\$ 4,908,550	\$ 4,990,096	\$ 5,056,519	\$ 5,490,015	\$ 5,871,491	\$ 6,283,485	\$ 6,551,581
TOTAL OPERATING REVENUES	\$ 4,908,550	\$ 4,990,096	\$ 5,056,519	\$ 5,490,015	\$ 5,871,491	\$ 6,283,485	\$ 6,551,581
<b>EXPENDITURES</b>							
PAYROLL & BENEFITS	\$ 932,568	\$ 1,081,548	\$ 1,513,927	\$ 1,559,345	\$ 1,606,125	\$ 1,654,309	\$ 1,703,938
SERVICES & SUPPLIES	\$ 521,227	\$ 1,204,303	\$ 1,302,013	\$ 1,341,073	\$ 1,381,306	\$ 1,422,745	\$ 1,466,427
GAIN ON DISPOSAL OF EQUIPMENT	\$ 5,715	\$ 53,889	\$ 3,200				
TOTAL OPERATING EXPENSES	\$ 1,459,510	\$ 2,339,740	\$ 2,819,140	\$ 2,900,418	\$ 2,987,431	\$ 3,077,054	\$ 3,169,365
<b>NET INCOME FROM OPERATING</b>	<b>\$ 3,454,755</b>	<b>\$ 2,704,245</b>	<b>\$ 2,240,579</b>	<b>\$ 2,589,597</b>	<b>\$ 2,884,061</b>	<b>\$ 3,206,432</b>	<b>\$ 3,382,216</b>
<b>NON-OPERATING REVENUE</b>							
INTEREST EARNED	\$ 377,820	\$ 313,159	\$ 345,198	\$ 223,200	\$ 172,800	\$ 195,300	\$ 216,000
GRANT REVENUE	\$ -	\$ 2,220,612	\$ 3,775,000	\$ -	\$ -	\$ -	\$ -
SALE OF LAND TO NDOT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
OTHER REVENUE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL NON-OPERATING REVENUE	\$ 377,820	\$ 2,533,771	\$ 4,120,198	\$ 223,200	\$ 172,800	\$ 195,300	\$ 216,000
<b>NON-OPERATING EXPENSE</b>							
PRINCIPAL PAYMENTS OF LEASE LIABILITIES	\$ 26,267		\$ 15,120	\$ 8,520	\$ 1,724	\$ -	\$ -
3M SRF LOAN INTEREST EXP 2.96% - 2	\$ 27,749	\$ 21,527	\$ 27,787	\$ 22,242	\$ 16,538	\$ 10,671	\$ 4,635
3M SRF LOAN INTEREST EXP 2.86% - 3	\$ 38,416	\$ 33,177	\$ 117,742	\$ 101,466	\$ 84,798	\$ 67,729	\$ 50,250
11M SRF LOAN INTEREST EXP 2.39% - 4	\$ 149,158	\$ 133,637	\$ 77,267	\$ 70,104	\$ 62,777	\$ 55,282	\$ 47,615
6M SRF LOAN INTEREST EXP 2.28% - 5	\$ 91,114	\$ 84,269	\$ 237,916	\$ 202,332	\$ 165,837	\$ 133,682	\$ 102,501
SUBTOTAL NON-OPERATING EXPENSES	\$ 332,704	\$ 272,609	\$ 3,882,282	\$ 20,868	\$ 6,963	\$ 61,618	\$ 113,499
<b>NET INCOME FROM NON-OPERATING</b>	<b>\$ 45,116</b>	<b>\$ 2,261,162</b>	<b>\$ 3,882,282</b>	<b>\$ 2,610,465</b>	<b>\$ 2,891,023</b>	<b>\$ 3,268,049</b>	<b>\$ 3,495,715</b>
<b>TOTAL NET INCOME</b>	<b>\$ 3,499,871</b>	<b>\$ 4,965,407</b>	<b>\$ 6,122,861</b>	<b>\$ 2,610,465</b>	<b>\$ 2,891,023</b>	<b>\$ 3,268,049</b>	<b>\$ 3,495,715</b>

LOAN PROCEEDS	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
GRANT/LOAN FUNDED CAPITAL PROJECTS	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
CAPITAL OUTLAY/CAPITAL PROJECTS***	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
BOND PRINCIPAL	\$	5,080,394	\$	3,482,885	\$	5,926,726	\$	3,266,701	\$	6,275,356	\$	6,845,046	\$	2,616,671	\$
DEPREC RESERVE FUND **	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
3M SRF LOAN PRINC - 2	\$	208,675	\$	214,896	\$	221,304	\$	227,903	\$	116,488	\$	-	\$	-	\$
3M SRF LOAN PRINC - 3	\$	182,544	\$	187,783	\$	193,173	\$	198,718	\$	204,422	\$	210,289	\$	216,325	\$
11M SRF LOAN PRINC - 4	\$	645,565	\$	661,086	\$	676,980	\$	693,257	\$	709,924	\$	726,993	\$	744,472	\$
6M SRF LOAN PRINC - 5	\$	298,522	\$	305,367	\$	312,369	\$	319,532	\$	326,859	\$	334,354	\$	342,020	\$
ADJUST TO CASH FLOW	\$	31,625	\$	(62,422)	\$	(3,202)	\$	(3,202)	\$	(3,202)	\$	(3,202)	\$	(3,202)	\$
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>\$</b>	<b>6,447,324</b>	<b>\$</b>	<b>4,789,595</b>	<b>\$</b>	<b>7,327,351</b>	<b>\$</b>	<b>4,702,908</b>	<b>\$</b>	<b>7,629,847</b>	<b>\$</b>	<b>8,113,480</b>	<b>\$</b>	<b>3,916,286</b>	<b>\$</b>
<b>NET GAIN OR LOSS</b>	<b>\$</b>	<b>(2,947,453)</b>	<b>\$</b>	<b>175,812</b>	<b>\$</b>	<b>(1,204,489)</b>	<b>\$</b>	<b>(2,092,444)</b>	<b>\$</b>	<b>(4,738,824)</b>	<b>\$</b>	<b>(4,845,430)</b>	<b>\$</b>	<b>(420,571)</b>	<b>\$</b>
CASH BEGINNING	\$	8,953,092	\$	6,005,639	\$	6,181,451	\$	4,976,961	\$	2,884,518	\$	(1,854,306)	\$	(6,699,736)	\$
CASH ENDING	\$	6,005,639	\$	6,181,451	\$	4,976,961	\$	2,884,518	\$	(1,854,306)	\$	(6,699,736)	\$	(7,120,308)	\$
CASH RESTRICTED FOR CAPITAL PROJECTS	\$	444,966	\$	705,636	\$	912,280	\$	912,280	\$	912,280	\$	912,280	\$	912,280	\$
<b>ENDING NET UNRESTRICTED CASH</b>	<b>\$</b>	<b>5,560,673</b>	<b>\$</b>	<b>5,475,815</b>	<b>\$</b>	<b>4,064,681</b>	<b>\$</b>	<b>1,972,238</b>	<b>\$</b>	<b>(2,766,586)</b>	<b>\$</b>	<b>(7,612,016)</b>	<b>\$</b>	<b>(8,032,588)</b>	<b>\$</b>
DEPRECIATION EXPENSE	\$	1,389,156	\$	1,456,914	\$	1,455,823	\$	1,455,823	\$	1,455,823	\$	1,455,823	\$	1,455,823	\$



# **KGID PLEDGED WATER REVENUES AND DEBT COVERAGE SCHEDULE WITH RATE INCREASES**

	ACTUAL 06/24	PROJECTED 06/25	PROJECTED 06/26	PROJECTED 06/27	PROJECTED 06/28	PROJECTED 06/29	PROJECTED 06/30
OPERATING REVENUES	\$ 4,908,550	\$ 4,990,096	\$ 5,056,519	\$ 5,490,015	\$ 5,871,491	\$ 6,283,485	\$ 6,551,581
OPERATING EXPENSES*	\$ 1,459,510	\$ 2,339,740	\$ 2,819,140	\$ 2,900,418	\$ 2,987,431	\$ 3,077,054	\$ 3,169,365
NET PLEDGED REVENUES	\$ 3,449,040	\$ 2,650,356	\$ 2,237,379	\$ 2,589,597	\$ 2,884,061	\$ 3,206,432	\$ 3,382,216
COMBINED DEBT SERVICE	\$ 1,022,445	\$ 980,656	\$ 964,762	\$ 948,485	\$ 813,606	\$ 678,325	\$ 660,846
DEBT COVERAGE	3.37	2.70	2.32	2.73	3.54	4.73	5.12
DEPRECIATION EXPENSE	\$ 1,389,156	\$ 1,456,914	\$ 1,455,823	\$ 1,455,823	\$ 1,455,823	\$ 1,455,823	\$ 1,455,823
REVENUES AFTER DEPRECIATION	\$ 1,037,439	\$ 212,787	\$ (183,206)	\$ 185,289	\$ 614,632	\$ 1,072,284	\$ 1,265,547
RATE INCREASE TO FUND DEPRECIATION			\$ (3.98)	\$ 4.02	\$ 13.35	\$ 23.29	\$ 27.49

**KINGSBURY GID  
WATER FUND  
5 YEAR PROJECTION INCLUDING PROPOSED SRF LOAN OR SRF LOAN & RATE INCREASES  
FY 2024-2030**

	ACTUAL 06/24	PROJECTED 06/25	BUDGETED 06/26	PROJECTED 06/27	PROJECTED 06/28	PROJECTED 06/29	PROJECTED 06/30
<u>REVENUES</u>							
OPERATING REVENUES	\$ 4,908,550	\$ 4,990,096	\$ 5,056,519	\$ 5,056,519	\$ 5,056,519	\$ 5,056,519	\$ 5,056,519
TOTAL OPERATING REVENUES	\$ 4,908,550	\$ 4,990,096	\$ 5,056,519	\$ 5,056,519	\$ 5,056,519	\$ 5,056,519	\$ 5,056,519
<u>EXPENDITURES</u>							
PAYROLL & BENEFITS	\$ 932,568	\$ 1,081,548	\$ 1,513,927	\$ 1,559,345	\$ 1,606,125	\$ 1,654,309	\$ 1,703,938
SERVICES & SUPPLIES	\$ 521,227	\$ 1,197,342	\$ 1,231,250	\$ 1,268,188	\$ 1,306,233	\$ 1,345,420	\$ 1,385,783
GAIN ON DISPOSAL OF EQUIPMENT	\$ 5,715	\$ 53,889	\$ 3,200				
TOTAL OPERATING EXPENSES	\$ 1,459,510	\$ 2,332,779	\$ 2,748,377	\$ 2,827,532	\$ 2,912,358	\$ 2,999,729	\$ 3,089,721
<b>NET INCOME FROM OPERATING</b>	<b>\$ 3,454,755</b>	<b>\$ 2,711,206</b>	<b>\$ 2,311,342</b>	<b>\$ 2,228,987</b>	<b>\$ 2,144,161</b>	<b>\$ 2,056,790</b>	<b>\$ 1,966,798</b>
<u>NON-OPERATING REVENUE</u>							
INTEREST EARNED	\$ 377,820	\$ 313,159	\$ 345,198	\$ 223,200	\$ 172,800	\$ 195,300	\$ 216,000
GRANT REVENUE	\$ -	\$ 2,220,612	\$ 3,775,000	\$ -	\$ -	\$ -	\$ -
SALE OF LAND TO NDOT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
OTHER REVENUE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL NON-OPERATING REVENUE	\$ 377,820	\$ 2,533,771	\$ 4,120,198	\$ 223,200	\$ 172,800	\$ 195,300	\$ 216,000
<u>NON-OPERATING EXPENSE</u>							
PRINCIPAL PAYMENTS OF LEASE LIABILITIES	\$ 26,267						
3M SRF LOAN INTEREST EXP 2.96% - 2	\$ 27,749	\$ 21,527	\$ 15,120	\$ 8,520	\$ 1,724	\$ -	\$ -
3M SRF LOAN INTEREST EXP 2.86% - 3	\$ 38,416	\$ 33,177	\$ 27,787	\$ 22,242	\$ 16,538	\$ 10,671	\$ 4,635
11M SRF LOAN INTEREST EXP 2.39% - 4	\$ 149,158	\$ 133,667	\$ 117,742	\$ 101,466	\$ 84,798	\$ 67,729	\$ 50,250
6M SRF LOAN INTEREST EXP 2.28% - 5	\$ 91,114	\$ 84,269	\$ 77,267	\$ 70,104	\$ 62,777	\$ 55,282	\$ 47,615
14M SRF LOAN INTEREST EXP EST 2.8% - 6	\$ -	\$ -	\$ -	\$ -	\$ 24,176	\$ 165,193	\$ 220,348
SUBTOTAL NON-OPERATING EXPENSES	\$ 332,704	\$ 272,639	\$ 237,916	\$ 202,332	\$ 190,013	\$ 298,875	\$ 322,849
<b>NET INCOME FROM NON-OPERATING</b>	<b>\$ 45,116</b>	<b>\$ 2,261,132</b>	<b>\$ 3,882,282</b>	<b>\$ 20,868</b>	<b>\$ (17,213)</b>	<b>\$ (103,575)</b>	<b>\$ (106,849)</b>
<b>TOTAL NET INCOME</b>	<b>\$ 3,499,871</b>	<b>\$ 4,972,338</b>	<b>\$ 6,193,624</b>	<b>\$ 2,249,855</b>	<b>\$ 2,126,947</b>	<b>\$ 1,953,215</b>	<b>\$ 1,859,949</b>
<b>LOAN PROCEEDS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,991,324</b>	<b>\$ 7,008,676.0</b>	<b>\$ -</b>
GRANT/LOAN FUNDED CAPITAL PROJECTS	\$ -	\$ -	\$ -	\$ 2,896,701	\$ 4,984,681	\$ 6,118,618	
CAPITAL OUTLAY/CAPITAL PROJECTS***	\$ 5,080,394	\$ 3,294,062	\$ 5,926,726	\$ 370,000	\$ 1,290,675	\$ 726,428	\$ 2,616,671
BOND PRINCIP	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -



**KGID PLEDGED WATER REVENUES AND DEBT COVERAGE SCHEDULE  
WITH SRF LOAN AND NO RATE INCREASES**

	ACTUAL 06/24	PROJECTED 06/25	PROJECTED 06/26	PROJECTED 06/27	PROJECTED 06/28	PROJECTED 06/29	PROJECTED 06/30
OPERATING REVENUES	\$ 4,908,550	\$ 4,990,096	\$ 5,056,519	\$ 5,056,519	\$ 5,056,519	\$ 5,056,519	\$ 5,056,519
OPERATING EXPENSES*	\$ 1,459,510	\$ 2,332,779	\$ 2,748,377	\$ 2,827,532	\$ 2,912,358	\$ 2,999,729	\$ 3,089,721
<b>NET PLEDGED REVENUES</b>	<b>\$ 3,449,040</b>	<b>\$ 2,657,317</b>	<b>\$ 2,308,142</b>	<b>\$ 2,228,987</b>	<b>\$ 2,144,161</b>	<b>\$ 2,056,790</b>	<b>\$ 1,966,798</b>
COMBINED DEBT SERVICE	\$ 1,022,445	\$ 980,686	\$ 964,762	\$ 948,485	\$ 837,782	\$ 843,518	\$ 881,194
<b>DEBT COVERAGE</b>	<b>3.37</b>	<b>2.71</b>	<b>2.39</b>	<b>2.35</b>	<b>2.56</b>	<b>2.44</b>	<b>2.23</b>
DEPRECIATION EXPENSE	\$ 1,389,156	\$ 1,456,914	\$ 1,455,823	\$ 1,455,823	\$ 1,455,823	\$ 1,455,823	\$ 1,455,823
REVENUES AFTER DEPRECIATION	\$ 1,037,439	\$ 219,717	\$ (112,443)	\$ (175,321)	\$ (149,444)	\$ (242,551)	\$ (370,219)
RATE INCREASE TO FUND DEPRECIATION			\$ (2.44)	\$ (3.81)	\$ (3.25)	\$ (5.27)	\$ (8.04)







# KGID PLEDGED WATER REVENUES AND DEBT COVERAGE SCHEDULE WITH SRF LOAN & RATE INCREASES

	ACTUAL 06/24	PROJECTED 06/25	PROJECTED 06/26	PROJECTED 06/27	PROJECTED 06/28	PROJECTED 06/29	PROJECTED 06/30
OPERATING REVENUES	\$ 4,908,550	\$ 4,990,096	\$ 5,056,519	\$ 5,164,893	\$ 5,275,976	\$ 5,389,836	\$ 5,506,543
OPERATING EXPENSES*	\$ 1,459,510	\$ 2,332,779	\$ 2,748,377	\$ 2,827,532	\$ 2,912,358	\$ 2,999,729	\$ 3,089,721
NET PLEDGED REVENUES	\$ 3,449,040	\$ 2,657,317	\$ 2,308,142	\$ 2,337,361	\$ 2,363,618	\$ 2,390,107	\$ 2,416,822
COMBINED DEBT SERVICE	\$ 1,022,445	\$ 980,656	\$ 964,762	\$ 948,485	\$ 837,782	\$ 843,518	\$ 881,194
DEBT COVERAGE	3.37	2.71	2.39	2.46	2.82	2.83	2.74
DEPRECIATION EXPENSE	\$ 1,389,156	\$ 1,456,914	\$ 1,455,823	\$ 1,455,823	\$ 1,455,823	\$ 1,455,823	\$ 1,455,823
REVENUES AFTER DEPRECIATION	\$ 1,037,439	\$ 219,748	\$ (112,443)	\$ (66,947)	\$ 70,013	\$ 90,766	\$ 79,805
RATE INCREASE TO FUND DEPRECIATION			\$ (2.44)	\$ (1.45)	\$ 1.52	\$ 1.97	\$ 1.73

## CURRENTLY ON WAITING LIST WITH NDEP

### NDEP DWSR Funding Maryanne Watermain Replacement

Request Funding Required 7/1/2026	\$9,971,000
Program Funds	\$144,000
Local Funds	\$10,115,000
Total Project	

### NDEP DWSR Funding Summit Watermain Replacement

Request Funding Required 7/1/2029	\$2,508,000
Program Funds	\$68,000
Local Funds	\$2,576,000
Total Project	

### NDEP DWSR Funding Squaw et al Water Replacement

Request Funding Required 7/1/2030	\$1,444,000
Program Funds	\$34,000
Local Funds	\$1,478,000
Total Project	

KINGSBURY GID  
SEWER

5 YEAR PROJECTION INCLUDING PROPOSED RATE INCREASES  
FY 2024-2030

*Wishout rate increase*

	ACTUAL 06/24	PROJECTED 06/25	BUDGETED 06/26	PROJECTED 06/27	PROJECTED 06/28	PROJECTED 06/29	PROJECTED 06/30
<b>REVENUES</b>							
OPERATING REVENUES	\$ 1,863,653	\$ 1,864,016	\$ 1,880,781	\$ 1,880,781	\$ 1,880,781	\$ 1,880,781	\$ 1,880,781
TOTAL OPERATING REVENUES	\$ 1,863,653	\$ 1,864,016	\$ 1,880,781	\$ 1,880,781	\$ 1,880,781	\$ 1,880,781	\$ 1,880,781
<b>EXPENDITURES</b>							
PAYROLL & BENEFITS	\$ 228,058	\$ 259,587	\$ 399,120	\$ 411,094	\$ 423,426	\$ 436,129	\$ 449,213
SERVICES & SUPPLIES	\$ 1,375,274	\$ 1,647,534	\$ 1,812,744	\$ 1,867,126	\$ 1,643,071	\$ 1,442,355	\$ 1,485,626
GAIN ON DISPOSAL OF EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL OPERATING EXPENSES	\$ 1,603,332	\$ 1,907,121	\$ 2,211,864	\$ 2,278,220	\$ 2,066,497	\$ 1,878,484	\$ 1,934,839
NET INCOME FROM OPERATING	\$ 260,321	\$ (43,105)	\$ (331,083)	\$ (397,439)	\$ (185,716)	\$ 2,297	\$ (54,058)
<b>NON-OPERATING REVENUE</b>							
INTEREST EARNED	\$ 211,568	\$ 189,955	\$ 176,809	\$ 151,200	\$ 107,100	\$ 132,300	\$ 151,200
GRANT REVENUE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
OTHER REVENUE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
INTEREST EXPENSE	13,374	0	0	0	0	0	0
NET INCOME FROM NON-OPERATING	\$ 198,194	\$ 189,955	\$ 176,809	\$ 151,200	\$ 107,100	\$ 132,300	\$ 151,200
TOTAL NET INCOME	\$ 458,515	\$ 146,850	\$ (154,274)	\$ (246,239)	\$ (78,616)	\$ 134,597	\$ 97,142
<b>LOAN PROCEEDS</b>							
GRANT/LOAN FUNDED CAPITAL PROJECTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CAPITAL OUTLAY/CAPITAL PROJECTS***	\$ 937,661	\$ 97,402	\$ 507,766	\$ 579,306	\$ 7,449,444	\$ 409,200	\$ 175,000
BOND PRINCIPAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
DEPREC RESERVE FUND **	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
LOAN	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0	\$ 0
ADJUST TO CASH FLOW	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL CAPITAL EXPENDITURES	\$ 937,661	\$ 97,402	\$ 507,766	\$ 579,306	\$ 7,449,444	\$ 409,200	\$ 175,000
NET GAIN OR LOSS	\$ (479,146)	\$ 49,448	\$ (662,040)	\$ (825,545)	\$ (7,528,060)	\$ (274,603)	\$ (77,858)
CASH BEGINNING	\$ 4,779,908	\$ 4,300,762	\$ 4,350,210	\$ 3,688,170	\$ 2,862,625	\$ (4,665,435)	\$ (4,940,038)
CASH ENDING	\$ 4,300,762	\$ 4,350,210	\$ 3,688,170	\$ 2,862,625	\$ (4,665,435)	\$ (4,940,038)	\$ (5,017,896)
CASH RESERVE VEHICLES & EQUIPEMENT	\$ 248,564	\$ 409,298	\$ 562,564	\$ 715,830	\$ 715,830	\$ 715,830	\$ 715,830
ENDING NFI UNRESTRICTED CASH	\$ 4,052,198	\$ 3,940,912	\$ 3,125,808	\$ 2,146,795	\$ (5,381,265)	\$ (5,655,868)	\$ (5,733,726)
DEPRECIATION EXPENSE	\$ 85,080	\$ 98,437	\$ 137,137	\$ 98,437	\$ 98,437	\$ 238,888	\$ 240,000



# KGID PLEDGED SEWER REVENUES AND DEBT COVERAGE SCHEDULE WITHOUT RATE INCREASES

	ACTUAL 06/24	PROJECTED 06/25	PROJECTED 06/26	PROJECTED 06/27	PROJECTED 06/28	PROJECTED 06/29	PROJECTED 06/30
OPERATING REVENUES	\$ 1,863,653	\$ 1,864,016	\$ 1,880,781	\$ 1,880,781	\$ 1,880,781	\$ 1,880,781	\$ 1,880,781
OPERATING EXPENSES*	\$ 1,603,332	\$ 1,907,121	\$ 2,211,864	\$ 2,278,220	\$ 2,066,497	\$ 1,878,484	\$ 1,934,839
NET PLEDGED REVENUES	\$ 260,321	\$ (43,105)	\$ (331,083)	\$ (397,439)	\$ (185,716)	\$ 2,297	\$ (54,058)
COMBINED DEBT SERVICE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
DEBT COVERAGE	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
DEPRECIATION EXPENSE	\$ 85,080	\$ 98,437	\$ 98,437	\$ 98,437	\$ 98,437	\$ 238,888	\$ 240,000
REVENUES AFTER DEPRECIATION	\$ 175,241	\$ (141,542)	\$ (429,520)	\$ (495,876)	\$ (284,153)	\$ (236,591)	\$ (294,058)
RATE INCREASE TO FUND DEPRECIATION			\$ (14.42)	\$ (16.64)	\$ (9.54)	\$ (7.94)	\$ (9.87)
\$60.40 RATE COMPONENT							
BASE RATE	1,788,645.00	1,788,645.00	1,787,997.04	1,787,026.00	1,794,626.54	1,793,232.00	1,780,377.00
FY 2022 TO 2025							
TOTAL BILLING	7,163,934.54						
TOTAL PROJECTED/AUDITED	7,149,280.00						
OVER/UNDER	14,654.54						
*AVERAGE INCREASE 8% FY 2027	\$4.83	\$65.23	*AVERAGE INCREASE 8% FY 2029				
*AVERAGE INCREASE 8% FY 2028	\$5.22	\$70.45	*AVERAGE INCREASE 4.5% FY 2030				
						\$5.64	\$76.09
						\$3.42	\$79.51
ACTUAL	06/24	06/25	06/26	06/27	06/28	06/29	06/30
OPERATING REVENUES	\$ 1,863,653	\$ 1,864,016	\$ 1,880,781	\$ 2,024,541	\$ 2,179,802	\$ 2,347,483	\$ 2,449,349
TOTAL OPERATING REVENUES	\$ 1,863,653	\$ 1,864,016	\$ 1,880,781	\$ 2,024,541	\$ 2,179,802	\$ 2,347,483	\$ 2,449,349
EXPENDITURES							
PAYROLL & BENEFITS	\$ 228,058	\$ 259,587	\$ 399,120	\$ 411,094	\$ 423,426	\$ 436,129	\$ 449,213
SERVICES & SUPPLIES	\$ 1,375,274	\$ 1,647,534	\$ 1,812,744	\$ 1,867,126	\$ 1,643,071	\$ 1,442,355	\$ 1,485,626
GAIN ON DISPOSAL OF EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL OPERATING EXPENSES	\$ 1,603,332	\$ 1,907,121	\$ 2,211,864	\$ 2,278,220	\$ 2,066,497	\$ 1,878,484	\$ 1,934,839
NET INCOME FROM OPERATING	\$ 260,321	\$ (43,105)	\$ (331,083)	\$ (253,679)	\$ 113,304	\$ 468,999	\$ 514,511
NON-OPERATING REVENUE							
INTEREST EARNED	\$ 211,568	\$ 189,955	\$ 176,809	\$ 151,200	\$ 107,100	\$ 132,300	\$ 151,200
GRANT REVENUE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
OTHER REVENUE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL NON-OPERATING REVENUE	\$ 211,568	\$ 189,955	\$ 176,809	\$ 151,200	\$ 107,100	\$ 132,300	\$ 151,200

NET INCOME FROM NON-OPERATING	\$ 211,568	\$ 189,955	\$ 176,809	\$ 151,200	\$ 107,100	\$ 132,300	\$ 151,200
TOTAL NET INCOME	\$ 471,889	\$ 146,850	\$ (154,274)	\$ (102,479)	\$ 220,404	\$ 601,299	\$ 685,711
LOAN PROCEEDS							
GRANT/LOAN FUNDED CAPITAL PROJECTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CAPITAL OUTLAY/CAPITAL PROJECTS***	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
BOND PRINCIPAL	\$ 937,661	\$ 97,402	\$ 507,766	\$ 579,306	\$ 7,449,444	\$ 409,200	\$ 175,000
DEPREC RESERVE FUND **	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ADJUST TO CASH FLOW	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL CAPITAL EXPENDITURES	\$ 937,661	\$ 97,402	\$ 507,766	\$ 579,306	\$ 7,449,444	\$ 409,200	\$ 175,000
NET GAIN OR LOSS	\$ (465,772)	\$ 49,448	\$ (662,040)	\$ (681,785)	\$ (7,229,040)	\$ 192,099	\$ 490,711
CASH BEGINNING	\$ 4,779,908	\$ 4,314,136	\$ 4,363,584	\$ 3,701,544	\$ 3,019,759	\$ (4,209,281)	\$ (4,017,182)
CASH ENDING	\$ 4,314,136	\$ 4,363,584	\$ 3,701,544	\$ 3,019,759	\$ (4,209,281)	\$ (4,017,182)	\$ (3,526,471)
CASH RESTRICTED FOR CAPITAL PROJECTS	\$ 248,564	\$ 409,298	\$ 562,564	\$ 715,830	\$ 715,830	\$ 715,830	\$ 715,830
ENDING NET UNRESTRICTED CASH	\$ 4,065,572	\$ 3,954,286	\$ 3,138,980	\$ 2,303,929	\$ (4,925,111)	\$ (4,733,012)	\$ (4,242,301)
DEPRECIATION EXPENSE	\$ 85,080	\$ 98,437	\$ 98,437	\$ 98,437	\$ 98,437	\$ 238,888	\$ 240,000

# KGID PLEDGED SEWER REVENUES AND DEPRECIATION COVERAGE SCHEDULE WITH RATE INCREASES

	ACTUAL 06/24	PROJECTED 06/25	PROJECTED 06/26	PROJECTED 06/27	PROJECTED 06/28	PROJECTED 06/29	PROJECTED 06/30
OPERATING REVENUES	\$ 1,863,653	\$ 1,864,016	\$ 1,880,781	\$ 2,024,541	\$ 2,179,802	\$ 2,347,483	\$ 2,449,349
OPERATING EXPENSES*	\$ 1,603,332	\$ 1,907,121	\$ 2,211,864	\$ 2,278,220	\$ 2,066,497	\$ 1,878,484	\$ 1,934,839
NET PLEDGED REVENUES	\$ 260,321	\$ (43,105)	\$ (331,083)	\$ (253,679)	\$ 113,304	\$ 468,999	\$ 514,511
DEPRECIATION EXPENSE	\$ 85,080	\$ 98,437	\$ 98,437	\$ 98,437	\$ 98,437	\$ 238,888	\$ 240,000
REVENUES AFTER DEPRECIATION	\$ 175,241	\$ (141,542)	\$ (429,520)	\$ (352,116)	\$ 14,867	\$ 230,111	\$ 274,511
RATE INCREASE TO FUND DEPRECIATION		\$ (14,421)	\$ (11,821)	\$ 0.50	\$ 7.72	\$ 9.21	

**KINGSBURY GID  
SEWER FUND  
5 YEAR PROJECTION INCLUDING PROPOSED SRF LOAN OR SRF LOAN & RATE INCREASES  
FY 2024-2030**

	ACTUAL 06/24	PROJECTED 06/25	BUDGETED 06/26	PROJECTED 06/27	PROJECTED 06/28	PROJECTED 06/29	PROJECTED 06/30
<b>REVENUES</b>							
OPERATING REVENUES	\$ 1,863,653	\$ 1,864,016	\$ 1,880,781	\$ 1,880,781	\$ 1,880,781	\$ 1,880,781	\$ 1,880,781
TOTAL OPERATING REVENUES	\$ 1,863,653	\$ 1,864,016	\$ 1,880,781	\$ 1,880,781	\$ 1,880,781	\$ 1,880,781	\$ 1,880,781
<b>EXPENDITURES</b>							
PAYROLL & BENEFITS	\$ 228,058	\$ 259,587	\$ 399,120	\$ 411,094	\$ 423,426	\$ 436,129	\$ 449,213
SERVICES & SUPPLIES	\$ 1,375,274	\$ 1,647,534	\$ 1,812,744	\$ 1,867,126	\$ 1,643,071	\$ 1,442,355	\$ 1,485,626
GAIN ON DISPOSAL OF EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL OPERATING EXPENSES	\$ 1,603,332	\$ 1,907,121	\$ 2,211,864	\$ 2,278,220	\$ 2,066,497	\$ 1,878,484	\$ 1,934,839
NET INCOME FROM OPERATING	\$ 260,321	\$ (43,105)	\$ (331,083)	\$ (397,439)	\$ (185,716)	\$ 2,297	\$ (54,058)
<b>NON-OPERATING REVENUE</b>							
PRINCIPAL PAYMENTS OF LEASE LIABILITIES	\$ 211,568	\$ 189,955	\$ 176,809	\$ 151,200	\$ 107,100	\$ 132,300	\$ 151,200
GRANT REVENUE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SALE OF LAND TO NDOT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
OTHER REVENUE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL NON-OPERATING REVENUE	\$ 211,568	\$ 189,955	\$ 176,809	\$ 151,200	\$ 107,100	\$ 132,300	\$ 151,200
<b>NON-OPERATING EXPENSE</b>							
INTEREST EXPENSE	\$ 13,374	\$ -	\$ -	\$ -	\$ -	\$ 66,892	\$ 110,174
7M SRF LOAN INTEREST EXP EST 2.8%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 110,174	\$ 110,174
SUBTOTAL NON-OPERATING EXPENSES	\$ 13,374	\$ -	\$ -	\$ -	\$ -	\$ 110,174	\$ 110,174
NET INCOME FROM NON-OPERATING	\$ 198,194	\$ 189,955	\$ 176,809	\$ 151,200	\$ 107,100	\$ 22,126	\$ 41,026
<b>TOTAL NET INCOME</b>	\$ 458,515	\$ 146,850	\$ (154,274)	\$ (246,239)	\$ (78,616)	\$ 24,423	\$ (13,032)
<b>LOAN PROCEEDS</b>							
GRANT/LOAN FUNDED CAPITAL PROJECTS	\$ -	\$ -	\$ -	\$ 500,000	\$ 6,500,000	\$ -	\$ -
CAPITAL OUTLAY/CAPITAL PROJECTS***	\$ -	\$ -	\$ -	\$ 500,000	\$ 6,500,000	\$ -	\$ -
BOND PRINCIPAL	\$ 937,661	\$ 97,402	\$ 507,766	\$ 79,306	\$ 949,444	\$ 409,200	\$ 175,000
DEPREC RESERVE FUND **	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7M SRF LOAN PRINC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 460,174	\$ 460,174
ADJUST TO CASH FLOW	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL CAPITAL EXPENDITURES	\$ 937,661	\$ 97,402	\$ 507,766	\$ 579,306	\$ 7,449,444	\$ 869,374	\$ 635,174

	NET GAIN OR LOSS	\$	(479,146)	\$	49,448	\$	(140)	\$	(325,545)	\$	(1,028,060)	\$	(844,951)	\$	(648,206)
CASH BEGINNING		\$	4,779,908	\$	4,300,762	\$	4,350,210	\$	3,688,170	\$	3,362,625	\$	2,334,565	\$	1,489,614
CASH ENDING		\$	4,300,762	\$	4,350,210	\$	3,688,170	\$	3,362,625	\$	2,334,565	\$	1,489,614	\$	841,408
CASH RESERVE VEHICLES & EQUIPEMENT		\$	248,564	\$	409,298	\$	562,564	\$	715,830	\$	715,830	\$	715,830	\$	715,830
ENDING NET UNRESTRICTED CASH		\$	4,052,198	\$	3,940,912	\$	3,125,606	\$	2,646,795	\$	1,618,735	\$	773,784	\$	125,578
DEPRECIATION EXPENSE		\$	1,389,156	\$	1,456,914	\$	1,455,823	\$	1,455,823	\$	1,455,823	\$	1,455,823	\$	1,455,823

**KGID PLEDGED SEWER REVENUES AND DEBT COVERAGE SCHEDULE  
WITH SRF LOAN AND NO RATE INCREASES**

	ACTUAL 06/24	PROJECTED 06/25	PROJECTED 06/26	PROJECTED 06/27	PROJECTED 06/28	PROJECTED 06/29	PROJECTED 06/30
OPERATING REVENUES	\$ 1,863,653	\$ 1,864,016	\$ 1,880,781	\$ 1,880,781	\$ 1,880,781	\$ 1,880,781	\$ 1,880,781
OPERATING EXPENSES*	\$ 1,603,332	\$ 1,907,121	\$ 2,211,864	\$ 2,278,220	\$ 2,066,497	\$ 1,878,484	\$ 1,934,839
NET PLEDGED REVENUES	\$ 260,321	\$ (43,105)	\$ (331,083)	\$ (397,439)	\$ (185,716)	\$ 2,297	\$ (54,058)
COMBINED DEBT SERVICE	\$ 13,374	\$ -	\$ -	\$ -	\$ -	\$ 110,174	\$ 110,174
DEBT COVERAGE	19.46	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	0.02	(0.49)
DEPRECIATION EXPENSE	\$ 85,080	\$ 98,437	\$ 98,437	\$ 98,437	\$ 98,437	\$ 238,888	\$ 240,000
REVENUES AFTER DEPRECIATION	\$ 161,867	\$ (141,542)	\$ (429,520)	\$ (495,876)	\$ (284,153)	\$ (346,765)	\$ (404,232)
RATE INCREASE TO FUND DEPRECIATION			\$ (9.33)	\$ (10.77)	\$ (6.17)	\$ (7.53)	\$ (8.78)



\$60.40 RATE COMPONENT	FY 25		FY 24		FY 23		FY 22	
	BILLING	PROJECTED	BILLING	AUDITED	BILLING	AUDITED	BILLING	AUDITED
BASE RATE	1,788,645.00	1,788,645.00	1,787,997.04	1,787,026.00	1,794,626.54	1,793,232.00	1,792,665.96	1,780,377.00
FY 2022 TO 2025	BASE RATE							
TOTAL BILLING	7,163,934.54							
TOTAL PROJECTED/AUDITED	7,149,280.00							
OVER-UNDER	14,654.54							
*AVERAGE INCREASE 4% FY 2027	\$2.42	\$62.82	*AVERAGE INCREASE 3.5% FY 2029		\$2.29		\$67.62	
*AVERAGE INCREASE 4% FY 2028	\$2.51	\$65.33	*AVERAGE INCREASE 1.5% FY 2030		\$1.01		\$68.63	

TOTAL CAPITAL EXPENDITURES	\$	937,661	\$	97,402	\$	507,766	\$	579,306	\$	7,449,444	\$	869,374	\$	635,174
NET GAIN OR LOSS	\$	(479,146)	\$	49,448	\$	(652,040)	\$	(253,665)	\$	(881,405)	\$	(586,985)	\$	(365,494)
CASH BEGINNING	\$	4,779,908	\$	4,300,762	\$	4,350,210	\$	3,688,170	\$	3,434,505	\$	2,553,100	\$	1,966,115
CASH ENDING	\$	4,300,762	\$	4,350,210	\$	3,688,170	\$	3,434,505	\$	2,553,100	\$	1,966,115	\$	1,600,621
CASH RESTRICTED FOR CAPITAL PROJECTS	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
ENDING NET UNRESTRICTED CASH	\$	4,300,762	\$	4,350,210	\$	3,688,170	\$	3,434,505	\$	2,553,100	\$	1,966,115	\$	1,600,621
DEPRECIATION EXPENSE	\$	85,080	\$	98,437	\$	98,437	\$	98,437	\$	98,437	\$	238,888	\$	240,000

### KGID PLEDGED WATER REVENUES AND DEBT COVERAGE SCHEDULE WITH SRF LOAN & RATE INCREASES

	ACTUAL 06/24	PROJECTED 06/25	PROJECTED 06/26	PROJECTED 06/27	PROJECTED 06/28	PROJECTED 06/29	PROJECTED 06/30
OPERATING REVENUES	\$ 1,863,653	\$ 1,864,016	\$ 1,880,781	\$ 1,952,661	\$ 2,027,437	\$ 2,095,465	\$ 2,163,493
OPERATING EXPENSES*	\$ 1,603,332	\$ 1,907,121	\$ 2,211,864	\$ 2,278,220	\$ 2,066,497	\$ 1,878,484	\$ 1,934,839
NET PLEDGED REVENUES	\$ 260,321	\$ (43,105)	\$ (331,083)	\$ (325,559)	\$ (39,061)	\$ 216,981	\$ 228,654
COMBINED DEBT SERVICE	\$ 13,374	\$ -	\$ -	\$ -	\$ -	\$ 66,892	\$ 110,174
DEBT COVERAGE	19.46	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	3.24	2.08
DEPRECIATION EXPENSE	\$ 85,080	\$ 98,437	\$ 98,437	\$ 98,437	\$ 98,437	\$ 238,888	\$ 240,000
REVENUES AFTER DEPRECIATION	\$ 161,867	\$ (141,542)	\$ (429,520)	\$ (423,996)	\$ (137,498)	\$ (88,799)	\$ (121,520)
RATE INCREASE TO FUND DEPRECIATION			\$ (9.33)	\$ (9.21)	\$ (2.99)	\$ (1.93)	\$ (2.64)

### CURRENTLY ON WAITING LIST WITH NDEP

#### NDEP DWSR Funding Market Street Lift Station

Request Funding Required 7/1/2027

Program Funds	7,000,000
Local Funds	154,000
Total Project	7,154,000



## NIFS Pre-Application Projects 2025

### Project Description & Cost Estimates

#### General Notes:

- Costs are taken from the recent **Capital Outlay** for the water fund submitted to the state (unless otherwise noted). Costs include **Engineering & Construction**.
- Costs are increased by 30% for additional **Administrative/Permitting Costs**, Costs for Materials, and other general requirements per the type of funding you may receive.
  - o American Iron & Steel (AIS), Build America Buy America (BABA), **USDA** will increase costs and add project requirements that are not typical for self-funded projects.
  - o Typically funded projects require a **Preliminary Engineering Report**.
  - o **Administrative Costs** are higher for permitting. Most Funded Projects require a similar amount of administrative tasks and time regardless of the Funding amount (within reason, Assume some increase with significant projects).
- Projects are from the **2020 Capital Improvement Plan** and **Water Master Plan**. Water System was modeled and projects designated by previous GID General Managers.
- Water System Master Plan in 2019 found **deficiencies in the water system** including inadequate operating pressure, Fire Flow issues, and general ageing and undersized infrastructure.
- With the significant waterline replacement projects in the past years, issues can be pushed along and end up in areas that were not previously an issue. These areas of the water system are currently known to have issues currently.

#### Priority List Water Projects:

##### **1. Maryanne & Barrett Waterline Replacement Project**

###### **a. Background:**

- i. Project Size is larger than typical GID Water projects per direction of previous General Manager. **Benefits to a larger size Project is economies of scale** and interest from larger, more capable, contractors that typically do not bid on smaller projects.
- ii. Much of the waterline around these areas have been replaced. Completion of this area will complete most of the North KGID / Andria Dr system.
- iii. DOWL contracted for Design through Construction administration and Inspection. Board Approved July 2024.

###### **b. Construction Description:**

- i. Approximately 9,000 LF of 8-inch watermain replacement, New Fire Hydrants, Service Laterals, Pressure Reducing valve / Vault, and Patch Paving over Water Main Limits.
- ii. Two Areas of Replacement:
  1. Maryanne Dr, Barrett West, Drew Ct, & Carol Ct
  2. Panorama Dr & Vista Dr

###### **c. Estimated Cost: \$13,260,000**

**2. Summit & Terrace View Waterline Replacement Project**

- a. Background:
  - i. Water Master Plan project and KGID identified replacement need.
  - ii. Fire Flows inadequate with existing size of water mains.
- b. Construction Description:
  - i. Approximately 2,200 LF upsizing existing 6-in main with 8-in watermain replacement and appurtenances.
- c. Estimated Cost: **\$3,750,000**

2029

**3. Squaw et al Waterline Replacement Project**

- a. Background:
  - i. Undersized 6" pipe to be replaced for fire flow capabilities.
  - ii. Estimated for Construction beyond 2030 at time of 5-year capital outlay plan.
- b. Construction Description:
  - i. Approximately 1,200 LF upsizing existing 6-in main with 8-in watermain replacement and appurtenances.
  - ii. Combined Two Areas of Replacement:
    - 1. Squaw, Spooner & Snowbird
    - 2. Orion.
- c. Estimated Cost: **\$1,950,000**

2030 CAP. I.P.

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

### **TITLE: APPROVE DOWL TASK ORDER No. 70 FOR RATE STUDY**

**MEETING DATE:** 19 August 2025

**PREPARED BY:** Derek Dornbrook, General Manager

#### **RECOMMENDED ACTION:**

That the Board of Trustees approve Task Order No. 70 with DOWL, LLC, in the amount of **\$60,000** for the completion of a Utility Rate Analysis for KGID's water and sewer utilities and authorize the General Manager to execute the Task Order and all associated documents.

#### **BACKGROUND:**

The Kingsbury General Improvement District (KGID) periodically conducts comprehensive utility rate studies to ensure that water and sewer rates generate sufficient revenue to meet operational costs, maintain system reliability, and fund capital improvement needs. KGID's last rate study was completed in 2019.

Task Order No. 70, under the existing Master Services Agreement with DOWL, LLC, provides for a comprehensive update to KGID's water and sewer utility rate schedules through **Fiscal Year 2031**.

The work will include:

- Data collection and review of financial, operational, and capital improvement information.
- Separate water and sewer revenue requirement analyses, including the development of recommended rate adjustments and structure alternatives.
- Preparation of preliminary and final rate models.
- Presentation of findings and recommendations to the Board and the public.

The total not-to-exceed amount for the scope of work is **\$60,000** on a time and materials basis, with task-level budgets defined in the Task Order. The work is scheduled to begin September 1, 2025, with completion by June 2026

#### **INCLUDED:**

- A. Master Task Order Agreement For Professional Services
- B. Task Order 70 Utility Rate Analysis

#### **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 |
| <input type="checkbox"/> General Fund          | <input type="checkbox"/> Snow Removal Fund     |
| <input type="checkbox"/> Not Budgeted for      | <input type="checkbox"/> Emergency Spending    |





DOWL Project No.: N/A

## MASTER TASK ORDER AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT between Kingsbury General Improvement District, a Local Improvement District organized under the provisions of the Nevada Revised Statutes Chapter 318, 160 Pine Ridge Dr – PO Box 2220, Stateline, NV 89449 (Client) and DOWL, a limited liability company, 5510 Longley Lane, Reno, NV 89511 (DOWL) shall be effective as of

August 19, 2025 and shall expire five (5) years from the effective date. Client and DOWL agree that DOWL will provide various professional and technical services as requested by Client through issuance of individual, consecutively numbered Task Orders on an as needed and requested basis.

Representatives: **CLIENT:** Derek Dornbrook, General Manager

**DOWL:** Matt Van Dyne, PE, Senior Project Manager

**SCOPE OF SERVICES and SCHEDULE:** The specific services and corresponding schedule shall be mutually agreed upon by Client and DOWL and included in each individual Task Order executed under the authority of this Agreement. Task Orders shall be in a format similar to Attachment 1, attached and made part of this Agreement.

**COMPENSATION by CLIENT to DOWL:** The method of compensation to DOWL shall be agreed upon and included in each Task Order. Compensation will normally be on a Time and Materials (Unit Rates) or Fixed Price (Lump Sum) basis. Time and Material task orders shall include the hourly rate compensation schedule.

The following are hereby made a part of this AGREEMENT by attachment:

**Terms and Conditions (4 pages)**

**Attachment 1 – Sample Task Order Form**

Services covered by this Agreement will be performed in accordance with the attached Terms and Conditions and any Exhibits, Attachments, and/or Special Conditions included in individual Task Orders. This Agreement supersedes all prior agreements and understandings and may only be changed by written amendment executed by both parties.

**IN WITNESS WHEREOF:** Persons authorized to commit the resources of the Parties have executed this Agreement: and this Agreement may be signed in any number of counterparts, each of which is an original, and all of which taken together constitute one single document:

Accepted for **Client:**

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Accepted for **DOWL:**

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Tax ID No or 92-0166301



## DOWL STANDARD CONTRACT TERMS AND CONDITIONS

### SECTION 1 - SERVICES OF DOWL

#### A. Basic Services

DOWL's services will be detailed in a duly executed Task Order for each Specific Project. The general format of a Task Order is shown in Attachment 1 to this Agreement. Each Task Order will indicate the specific services to be performed and deliverables to be provided. DOWL shall not be obligated to perform any prospective Task Order unless and until Client and DOWL agree as to the particulars of the Specific Project, including the scope of DOWL's services, time for performance, DOWL's compensation, and all other appropriate matters.

#### B. Task Order Procedure

Client and DOWL shall agree on the scope, time for performance, and basis of compensation for each Task Order. With respect to the scope of DOWL's services, and compensation each specific Task Order shall either (1) be accompanied by and incorporate a customized Exhibit A, "DOWL's Services for Task Order," and Exhibit B, "DOWL's Compensation for Task Order" prepared for the Specific Project, or (2) state the scope of services and Compensation in the Task Order document itself. Each duly executed Task Order shall be subject to the terms and conditions of this Agreement.

#### C. Schedule

DOWL's services and compensation under each Task Order have been agreed to in anticipation of the orderly and continuous progress of the scope of work through completion. Unless specific periods of time are specified in the individual Task Orders, DOWL's obligation to render services hereunder will be for a period that may reasonably be required for the completion of said services.

#### D. Authorization to Proceed

Execution of individual Task Orders by Client will be authorization for DOWL to proceed with the Work as scheduled, unless otherwise provided for in the Task Order.

#### E. Delay

If in the individual Task Orders specific periods of time for rendering services are set forth, or specific dates by which services are to be completed, are provided, and if such periods of time or dates are changed through no fault of DOWL, the rates and amounts of compensation and time for completion provided herein shall be subject to equitable adjustment.

#### F. Changes/Additional Services

The Scope of Services set forth in the individual Task Orders is based on facts known at the time of execution of the Task Order, including, if applicable, information supplied by the Client. For some projects the scope may not be fully definable during the initial stages and/or the Client may at any time during the term of this Agreement make changes within the general scope of the Task Orders. If such facts discovered as the Specific Project progresses, or changes that are requested by the Client, change the cost of, or time for performing the services hereunder, DOWL will promptly provide Client with an amendment to recognize such changes.

### SECTION 2 - TERMS OF PAYMENT

#### G. Invoicing

DOWL will submit invoices to Client for services rendered and reimbursable expenses incurred each month. Invoices will be prepared in accordance with DOWL's standard invoicing practices. Such invoices will represent the value of the completed Work and will be in accordance with the terms for payment in this Agreement.

#### H. Progress Payments

Invoices are due and payable within 30 calendar days of the date of the invoice. If Client fails to pay undisputed invoices when due, the amounts due will be increased at the rate of 1.0% per month from said 30<sup>th</sup> day. In addition, DOWL may at any time, without waiving any other claim against the Client, and without thereby incurring any liability to the Client, suspend or terminate performing work hereunder in accordance with Section 5.Y of this Agreement. Payments will be credited first to interest and then to principal. In the event of a disputed or contested invoice, only that portion so contested may be withheld from payment, and the undisputed portion will be paid.

### SECTION 3 - OBLIGATIONS OF CLIENT

#### I. Furnish Data

- a) Client shall provide all criteria and full information as to Client's requirements for the Specific Project and furnish all available information pertinent to the Specific Project, including reports and data relative to previous designs or investigations at or adjacent to the site.
- b) Client shall provide such legal, independent cost estimating, and insurance counseling services as may be required for the Specific Project.

#### J. Representative

Client will designate a person to act with authority on Client's behalf in respect of all aspects of the Specific Project.

#### K. Timely Review

Client will examine DOWL's studies, reports, drawings, and other project-related work products and render decisions required in a timely manner.

#### L. Prompt Notice

Client will give prompt written notice to DOWL whenever Client observes or otherwise becomes aware of hazardous environmental conditions or of any development that affects the scope or timing of DOWL's Scope of Services or any defect in the Services of DOWL or the work of any Contractor.

#### M. Site Access

Client will arrange for safe access to and make provisions for DOWL and DOWL's subconsultants to enter upon public or private property as required for DOWL to perform the Services under any Task Order.





## SECTION 4 - OBLIGATIONS OF DOWL

### N. Independent Contractor

DOWL is an independent contractor and will maintain complete control of and responsibility for its employees, subcontractors and subconsultants. DOWL shall also be solely responsible for the means and methods for carrying out the Scope of Services and for the safety of its employees.

### O. Performance

DOWL will perform its Services using that degree of care and skill ordinarily exercised under the same conditions by Design Professionals practicing in the same field at the same time in the same or similar locality. Professional services are not subject to, and DOWL cannot provide any warranty or guarantee, express or implied, including warranties or guarantees contained in any uniform commercial code. Any such warranty or guarantee contained in any purchase order, requisition, or notices to proceed issued by the Client are specifically objected to.

### P. Publicity

DOWL will not disclose the nature of its Scope of Services on Task Order or engage in any publicity or public media disclosures with respect to the Specific Project without the prior written consent of Client.

### Q. Insurance

DOWL will maintain the liability insurance coverages listed below for Professional, Commercial General, Automobile, as well as, Worker's Compensation and Employer's Liability.

1. Workers' Compensation Insurance for all employees of DOWL engaged in work under this Agreement as required by the laws of the state where the work is to be performed. This coverage will include statutory coverage and employer's liability protection of \$1,000,000 per person, \$1,000,000 per occurrence.
2. Commercial General Liability Insurance with limits of \$1,000,000 per occurrence and \$2,000,000 aggregate. This policy shall include the Client as an additional insured, with respect to the work done by or on behalf of DOWL and arising out of the Scope of Services under this agreement.
3. Automobile Liability Insurance with limits of \$1,000,000 per occurrence and combined single limit. This policy shall include the Client as an additional insured, with respect to the work done by or on behalf of DOWL and arising out of the Scope of Services under this agreement.
4. Professional Liability Insurance with limits of \$1,000,000 per claim and \$1,000,000 aggregate, written on claims made basis. Such coverage shall remain in effect for three (3) years after the expiration of this agreement with evidence thereof to be forwarded.

Certificates evidencing such coverage will be provided, upon request, to Client upon request once the contract is fully executed.

### R. Compliance with Laws

DOWL will use reasonable care in accordance with 4.B to comply

with applicable laws in effect at the time the Services are performed hereunder, which to the best of its knowledge information and belief, apply to its obligations under this Agreement.

### S. No responsibility for Contractor Performance

DOWL will not be responsible for the quality of work for any person or entity (not including DOWL, its employees, representatives, and Consultants) performing or supporting construction activities relating to the Project (Contractor), or for any Contractor's failure to furnish or perform its work in accordance with the contract documents

### T. No responsibility for Site Safety

If any Task Order involves construction phase engineering services, the construction contractors shall be solely responsible for the supervision, direction, and control of their work; means, methods, techniques, sequences, and procedures of construction; safety precautions and programs and compliance with applicable laws and regulations.

### U. Equal Opportunity Employment

DOWL is committed to the principles of equal opportunity and affirmative action in employment and procurement. DOWL does not discriminate against applicants, employees, or suppliers on the basis of factors protected by federal or applicable state laws.

### V. Services Not Included:

DOWL's services and Additional Services do not include:

1. Serving as a "municipal advisor" for purposes of the registration requirements of Section 975 of the Dodd-Frank Wall Street Reform and Consumer Protection Act (2010) or the municipal advisor registration rules issued by the Securities and Exchange Commission;
2. Advising Client, or any municipal entity or other person or entity, regarding municipal financial products or issuance of municipal securities, including advice with respect to the structure, timing, terms, or other similar matters concerning such products or issuances;
3. Providing surety bonding or insurance-related advice, recommendations, counseling, or research, or enforcement of construction insurance or bonding requirements; or
4. Providing legal advice or representation.

## SECTION 5 - GENERAL CONSIDERATIONS

### W. Reuse of Documents

1. All documents produced under this Agreement are instruments of service in respect to Specific Projects, and DOWL shall retain an ownership and property interest therein (including the right of reuse at the discretion of DOWL) whether or not the Specific Project is completed. Client may make and retain copies for information and reference in connection with the use and occupancy of the Specific Project. Such documents are not intended or represented to be suitable for reuse by Client or others on extensions of the Specific Project or on any other project. Any reuse without written verification of DOWL will be at Client's sole risk. Client shall indemnify and hold harmless DOWL and DOWL's Consultants from all



claims, damages, losses, and expenses, including attorney fees arising out of or resulting, therefore.

2. Copies of documents that may be relied upon by Client are limited to the original printed copies (also known as hard copies) that are signed or sealed by DOWL.
3. Because data stored in electronic media format can deteriorate or be modified, inadvertently or otherwise, without authorization of DOWL, the party receiving the electronic files agrees to perform acceptance tests or procedures within 60 days, after which the receiving party shall have deemed to have accepted the data thus transferred. Any errors detected within the 60-day acceptance period will be corrected by DOWL.
4. DOWL will not be responsible to maintain documents stored in electronic media format after acceptance by Client.
5. DOWL makes no representations as to long term compatibility, usability, or readability of documents resulting from use of software application packages, operating system, or computer hardware differing from those used by DOWL at the beginning of this Project.

#### **X. Indemnification**

1. DOWL agrees to indemnify and hold harmless Client, to the fullest extent allowed by law, from and against any liability, damages and costs, (including reimbursement of reasonable attorney's fees and costs of defense) arising out of the death or bodily injury to any person or the destruction or damage to any property, arising during the performance of professional services under this Agreement, but only to the extent caused by the negligent acts, errors, and omissions of DOWL or anyone for whom DOWL is legally responsible. DOWL's defense obligation under this Agreement, any Task Order, and this indemnity paragraph means only the reimbursement of reasonable defense cost to the proportionate extent of DOWL's actual liability obligation hereunder.
2. Client agrees to indemnify and hold harmless DOWL from any liability, damages, and costs, (including reasonable attorney's fees and costs of defense) to the extent caused by the negligent acts, errors, and omissions of the Client, Client's contractors, consultants, and anyone for whom Client is legally responsible.
3. A Party's total liability to the other Party and anyone claiming by, through or under the other Party for any claim, cost, loss or damage (including attorney fees and cost of defense) caused in part by the negligence of the Party and in part by the negligence of the other Party or any other negligent entity or individual, shall not exceed the percentage share that the Party's negligence bears to the total of all negligence of Client, DOWL and all other negligent entities and individuals.

#### **Y. Termination / Suspension**

1. Client may terminate this Agreement for convenience. In such event, DOWL will be entitled to compensation for Services performed up to the date of termination, including profit related thereto, plus any expenses of termination.

2. The obligation to provide further Services under this Agreement may be suspended by either party upon 7 days written notice or terminated by either party upon thirty (30) days written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof (including Client's obligation to make payments required hereunder) through no fault of the suspending or terminating party, and defaulting party does not commence correction of such nonperformance within five (5) days of written notice and diligently completes the correction thereafter.

#### **Z. Mutual Waiver**

To the fullest extent permitted by Laws and Regulations, DOWL and Client waive against each other, and the other's employees, officers, directors, members, agents, insurers, partners, and consultants, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to this Agreement, any Task Order, or any Special Project, from any cause or causes.

#### **AA. Limitation of Liability**

**Notwithstanding any other provision of this Agreement, the total liability, in the aggregate, of DOWL and DOWL's officers, directors, members, partners, agents, employees, and Consultants, to Client and anyone claiming by, through or under Client for any and all claims, losses, expenses, costs, or damages whatsoever arising out of, resulting from, or in any way related to a Specific Project, DOWL's or its Consultants' services, relating to a specific Task Order, from any cause or causes whatsoever, including but not limited to the negligence, professional errors or omissions, strict liability, breach of contract, indemnity obligations, or warranty express or implied, shall not exceed the total amount of \$50,000 or two times the total compensation received by DOWL under a Task Order associated with a Specific Project, whichever is greater. "Nevada Revised Statutes (NRS) 41.035 applies where applicable for Nevada public contracts."**

#### **BB. Limits of Agreement**

This instrument and the associated Task Orders contain the entire Agreement between the parties, and no statement, promise or inducement made by either party that are not contained in this written Agreement and associated Task Orders shall be valid or binding. This Agreement and the associated Task Orders upon execution by both parties hereto, can only be amended by written instrument signed by both parties.

#### **CC. Accrual of Claims:**

To the fullest extent permitted by Laws and Regulations, all causes of action arising under a Specific Project shall be deemed to have accrued, and all statutory periods of limitation shall commence, no later than the date of Substantial Completion of such Specific Project.

#### **DD. Applicability to Task Orders:**

The terms and conditions set forth in this Agreement apply to each Task Order as if set forth in the Task Order, unless specifically modified. In the event of conflicts between this Agreement and a Task Order, the conflicting provisions of the Task Order shall take precedence for that Task Order. The provisions of this Agreement shall be modified only by a written instrument. Such amendments shall be applicable to all Task Orders issued after the effective date





of the amendment if not otherwise set forth in the amendment.

**EE. Severability and Survival**

The various terms, provisions and covenants herein contained and in any Task Order shall be deemed to be separate and severable, and the invalidity of unenforceability of any of them shall not affect or impair the validity or enforceability of the remainder.

**FF. Waiver**

No waiver by either party of any default by the other party in the performance of any particular section of this Agreement or any Task Order shall invalidate any other section of this Agreement or any Task Order or operate as a waiver of any future default, whether like or different in character.

**GG. Choice of Law and Venue**

The parties agree that any action at law or judicial proceeding for the enforcement of this Agreement or any provision thereof shall be instituted only in the courts of the Ninth Judicial District Court in and for the State of Nevada and it is mutually agreed that this Agreement shall be governed by the laws of the State of Nevada, both as to interpretation and performance.

**HH. Dispute Resolution**

The parties agree to attempt to negotiate each dispute between them in good faith during the 30 days after notice of dispute. If negotiations are unsuccessful in resolving the dispute, then the parties may exercise their rights at law. If the dispute involves the Client, the dispute resolution procedures of the Prime Agreement will prevail.

**II. Material Adverse Effect**

This Agreement and any Task Order issued under this Agreement

may be amended if an event, change, or effect creates a material adverse effect upon the operation of DOWL. Such material adverse effect may be created by, or be the effects of Acts of God (including fire, flood, earthquake, storm, or other natural disaster), war (whether declared or not declared), terrorist activities, labor dispute, strike, lockout or interruption or failure of electricity or telephone service which materially impairs DOWL's ability to operate its business in accordance with the standard of professional practice ordinarily exercised by our profession and which formed the basis for this Agreement.

**JJ. No Third-Party Beneficiaries**

Nothing contained in this Agreement nor the performance of the parties hereunder, is intended to benefit, nor shall inure to the benefit of, any third party, including Client's contractors, in any.

**KK. Successor, Assigns, and Beneficiaries**

Neither Client nor DOWL may assign, sublet, or transfer any rights under or interest (including but without limitation, moneys that are due or may become due during or post-contract performance) in this Agreement without the written consent of the other, except as mandated or restricted by law. No assignment will release or discharge the assignor from any duty or responsibility under this Agreement.

**LL. Authority**

The person signing this Agreement warrants that they have the authority to sign as, or on behalf of, the party for whom they are signing.

(The remainder of this page is blank)



## Attachment 1

### Sample Task Order to Master Task Order Agreement for Professional Services

DOWL Project No.: [Click here to enter text.](#)

#### **TASK ORDER**

Task Order No.: \_\_\_\_\_

Issued under the authority of Professional Services Master Task Order Agreement

dated: \_\_\_\_\_

Task Order Title: \_\_\_\_\_

Effective Date: \_\_\_\_\_

This Task Order is issued under the provisions of the above Professional Services Master Task Order Agreement dated \_\_\_\_\_, 20\_\_ between (add Client name) (CLIENT) and **DOWL** (DOWL).

The following representatives have been designated for the work performed under this Task Order:

CLIENT: \_\_\_\_\_ DOWL: \_\_\_\_\_

**SCOPE OF WORK:** (attach additional sheet(s) as required)

*(insert scope or reference Exhibit A – DOWL’s Services for Task Order)*

**COMPENSATION:** *(revise the following as necessary or reference Exhibit B- DOWL’s compensation for Task Order)*

DOWL shall be reimbursed on a (Time & Materials, Lump Sum, Percent of Completion, etc.) basis. DOWL shall invoice no more often than monthly for services provided in the prior month.

The provisions of the Professional Services Master Task Order Agreement and any Special Terms and Conditions and/or Exhibits or Attachments to this Task Order shall govern the Work.

**IN WITNESS WHEREOF:** Persons authorized to commit the resources of the Parties have executed this Task Order and this Task Order may be signed in any number of counterparts, each of which is an original, and all of which taken together constitute one single document:

(insert Client name)

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**DOWL**

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Fed. ID. No. 92-0166301



## **Exhibit A – DOWL’s Services for Task Order**

**Task Order No.:** \_\_\_\_\_

**Task Order Title:** \_\_\_\_\_

**Issued under the authority of Professional Services Master Task Order Agreement  
Number:** \_\_\_\_\_

*(Provide a detailed description of the services to be provided and the schedule)*



## **Exhibit B – DOWL’s Compensation for Task Order**

**Task Order No.:** \_\_\_\_\_

**Task Order Title:** \_\_\_\_\_

**Issued under the authority of Professional Services Master Task Order Agreement  
Number:** \_\_\_\_\_

*(Insert rate schedule and/or other information required to define fee)*

---

**Task Order**

---

**Task Order Number: 70**

**Date: August 12, 2025**

**Title: Utility Rate Analysis**

**Project Description:** The Kingsbury General Improvement District (KGID) is commissioning a utility rate analysis update to recommend a utility rate schedule for the water and sewer utilities through the next five years or fiscal year ending in 2031 (FY 31).

In general, the rate analysis will include the following:

- Preparation of an electronic rate model for each utility.
- Project future system revenues and expenses to recommend appropriate adjustments to user rates.
- Document financial data used, key assumptions, and primary findings in a summary report.

The phase and task breakdown for the project is designated as follows:

- Task 1 – Project Management
- Task 2 – Data Collection and Review
- Task 3 – Water Rate Analysis
- Task 4 – Sewer Rate Analysis
- Task 5 – Summary Report and Public Presentations

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

**PART 1 – SERVICES**

**Task 1 – Project Management**

***Objective***

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, and at project coordination meetings with KGID and DOWL staff. This task will include the following activities:

- Project administration includes scheduling maintenance, cost control, monthly invoicing, filing, resource allocation, subconsultant management, and routine communications.
- Team coordination, including conference calls and internal meetings.
- Monitoring changes to the scope, budget, or schedule and developing change management strategies with KGID.

### ***Deliverables***

The following deliverables will be submitted under this task:

- Project schedule.
- Monthly status reports.

### ***Assumptions***

The following assumptions apply:

- This task includes one (1) project kickoff meeting between DOWL and KGID staff. All meetings will be held virtually (e.g., Microsoft Teams) and are estimated to last one (1.0) hour, each.
- Monthly reports will be provided with timely invoices.
- Project-related issues will be identified, communicated, and resolved.

## **Task 2 – Data Collection and Review**

### ***Objective***

To collect and review relevant background information related to annual expenses and revenues associated with the water and sewer utilities.

### ***Approach***

DOWL will compile and review financial documents for each utility. Upon notice to proceed, a written data request will be submitted to KGID. Documents expected to be made available for validation and use are listed below.

- Certified audits from FY 22 through FY 24
- Operating budgets for each utility (3 years preferred)
- Billing records from FY 22 through Current
- Existing user rate structure, customer classifications, and customer counts
- Debt service obligations and statements
- Water production data (2022 – Current)
- Water meter data (2022 – Current) for customers
- Sewer outflow data (2022 – Current)
- 10-year Capital Improvement Plans (CIP) for each utility

- Financial policies for the utility fund(s) (e.g., debt coverage ratios, operating reserve minimums, etc.)
- Reserve account balances

### ***Deliverables***

- Data request letter

### ***Assumptions***

The following assumptions apply:

- KGID will provide all existing documents in a digital format (e.g. .doc, .xls, .pdf, etc.)
- KGID will provide CIPs for each utility including a distribution of costs for capacity added and capacity replaced
- This task includes one (1) 1.5-hour workshop with DOWL and KGID staff to review data and present the model concepts

## **Task 3 – Water Rate Analysis**

### ***Objective***

To conduct a revenue requirement analysis of the water utility and recommend a user rate schedule which generates recurring revenues that meet or exceed projected expenses for the potable water utility through FY 31.

### ***Approach***

Historical averages and agreed upon values will be used to project future revenues and expenses for the water utility. The following efforts will be completed:

- Populate historical system financial and customer information.
- Provide allowances for economic growth factors.
- Provide a Revenue Requirement Analysis including recommended rate adjustments.
- Perform a reserve account analysis over the 5-year study period.
- Incorporate the most up-to-date Capital Improvement Plan.
- Develop no more than two (2) rate adjustment alternatives and compare the performance of the existing rate structure over the 5-year study period.
- Recommend rate structure for future use by KGID.

### ***Deliverables***

The following deliverables will be submitted under this task:

- Preliminary and Final Rate model in electronic format (i.e., Microsoft Excel).

### ***Assumptions***

The following assumptions apply:

- This task includes two (2) 1.5-hour workshops with DOWL and KGID staff to review the calculations and receive feedback. These workshops will be held virtually. The first workshop will review the data and assumptions used in the analysis, a 5 to 10-year cash flow analysis, and the results of the revenue requirement. The second workshop will review the rate structure alternatives, the performance of each structure over the 5-year study period, and a discussion of the pros and cons of each alternative.
- A perpetual annual consumer price index (CPI) increase will be recommended for user rates.
- Significant capital planning or system assessment will not be required as part of this task.
- All data will be provided by KGID in a digital format which is easily sorted or input into a spreadsheet.
- While the planning period for this analysis is 5-years, the rate model will allow for a capital plan of 10 years or longer to account for future significant projects in the development of connection or other special fees.
- A comparative analysis of no more than two (2) rate adjustment options will be provided as part of this task.
- A formal Cost of Service analysis will not be provided as part of this scope of services.
- Any analysis of water connection fees will require an amendment to this scope of services.

### **Task 4 – Sewer Rate Analysis**

#### ***Objective***

To conduct a financial analysis of the sewer utility and recommend a user rate schedule which generates recurring revenues that meet or exceed projected expenses for the sewer utility through FY 31.

#### ***Approach***

DOWL will compile and review financial documents related to the sewer system in order to perform the following subtasks:

- Populate historical system financial and customer information.
- Provide allowances for economic growth factors.
- Provide a Revenue Requirement Analysis including recommended rate adjustments.
- Perform a reserve account analysis over the 5-year study period.
- Incorporate the most up-to-date Capital Improvement Plan.



- Develop no more than two (2) rate adjustment alternatives and compare the performance of the existing rate structure over the 5-year study period.
- Recommend rate structure for future use by KGID.

### ***Deliverables***

The following deliverables will be submitted under this task:

- Preliminary and Final Rate model in electronic format (i.e., Microsoft Excel).

### ***Assumptions***

The following assumptions apply:

- This task includes two (2) 1.5-hour workshops with DOWL and KGID staff to review the calculations and receive feedback. These workshops will be held virtually. The first workshop will review the data and assumptions used in the analysis, a 5 to 10-year cash flow analysis, and the results of the revenue requirement. The second workshop will review the rate adjustment alternatives, the performance of each alternative over the 5-year study period, and a discussion of the pros and cons of each alternative.
- A perpetual annual consumer price index (CPI) increase will be recommended for user rates.
- Significant capital planning or system condition assessment will not be required as part of this task.
- All data will be provided by KGID in a digital format which is easily sorted or input into a spreadsheet.
- While the planning period for this study is 5-years, the rate model will allow for a capital plan of 10 years or longer to account for future significant projects in the development of connection or other special fees.
- A comparative analysis of no more than two (2) rate structure options will be provided as part of this task.
- A formal Cost of Service analysis will not be provided as part of this scope of services.
- Any analysis of connection fees will require an amendment to this scope of services.

## **Task 5 – Summary Report and Public Presentation**

### ***Objective***

To document and present the findings and recommendations of the rate analysis.

### ***Approach***

DOWL will prepare a draft and final report documenting the analysis and present this information to the Board of Trustees.

- Recommend best practice financial policies for KGID to consider and adopt.
- Prepare sample bill for the average user per customer class, per year.

- Preparation of a preliminary report detailing all rate recommendations and analysis performed as part of this project.
- Preparation of a final report detailing all rate recommendations and analysis performed as part of this project.

### ***Deliverables***

The following deliverables will be submitted under this task:

- Two (2) hard copies and one (1) digital copy of the draft report for KGID review and comment
- Two (2) hard copies and one (1) digital copy of the final report
- One (1) digital copy of the presentation

### ***Assumptions***

The following assumptions apply:

- This task includes budget considerations for the following public meetings:
  - Revenue Requirement Alternatives Meeting (1.0 hr.)
  - Final Report + Rate Adjustment Ordinance 1st Reading Hearing (2.0 hr.)
- KGID will review the draft report and issue all comments within three weeks of receiving the draft report.
- One (1) revision of the final report will be provided as part of this scope of work.
- DOWL representation at the 2<sup>nd</sup> reading of the rate ordinance public meeting is not provided under this scope of services.
- Example financial policies include creating a capital reserve, an operating reserve, a rate stabilization reserve, amount funded to capital replacement or depreciation, and setting a minimum debt coverage ratio for the utilities.

## **PART 2 – COMPENSATION**

The District shall pay DOWL on a time and material basis, including travel, not to exceed **\$60,000**. 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:

Task	Description	Total Cost
1	Project Management	\$5,000
2	Data Collection and Review	\$4,000
3	Water Rate Analysis	\$16,000
4	Sewer Rate Analysis	\$16,000
5	Summary Report and Public Presentations	\$19,000
	<b>TOTAL:</b>	<b>\$60,000</b>

**PART 3 – SCHEDULE**

Notice to Proceed	September 1, 2025
Data Request Letter	September 3, 2025
Project Kickoff Meeting	September 17, 2025
Data Review Workshop	Within 2 weeks of receiving all data
Water & Sewer Workshop #1	November 14, 2025
Water & Sewer Workshop #2	January 15, 2026
Public Meeting #1: Revenue Requirement Alternatives	February 17, 2026
Draft Report	April 1, 2026
KGID Comments Returned to DOWL	April 17, 2026
Final Report	May 8, 2026
Public Meeting #2: Rate Hearing and First Reading of Ordinance	May 19, 2026
Public Meeting #3: 2 <sup>nd</sup> Reading of Rate Ordinance	June 16, 2026
Contract Ends	One year from Notice to Proceed

**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: \_\_\_\_\_

Title: General Manager

Title: \_\_\_\_\_

Date Signed: \_\_\_\_\_

Date Signed: \_\_\_\_\_



## **KINGSBURY GENERAL IMPROVEMENT DISTRICT AGENDA ITEM #13**

### **TITLE: CONSIDERATION OF AN UPDATED MASTER SERVICES AGREEMENT WITH DOWL ENGINEERING FOR PROFESSIONAL SERVICES**

**MEETING DATE:** 19 August 2025

**PREPARED BY:** Derek Dornbrook, General Manager

#### **RECOMMENDED ACTION:**

Staff recommends that the Board consider approving an updated Master Services Agreement (MSA) with DOWL Engineering to provide on-call professional engineering and consulting services. This updated agreement will maintain continuity of service, streamline project authorizations, and ensure consistency in the planning, design, and implementation of capital improvement and infrastructure projects.

#### **BACKGROUND:**

Kingsbury GID has maintained a Master Services Agreement with DOWL Engineering since 2009, following an initial selection process. In 2019, KGID re-solicited professional engineering services and elected to continue the relationship with DOWL. The current proposal is to update the existing MSA to reflect current best practices, standards, and District needs.

The updated MSA will formalize general terms and conditions for future task orders, allowing the District to continue engaging DOWL efficiently and transparently within the approved scope and budget. The agreement includes standard provisions covering scope of work, compensation, term, insurance, and indemnification. Individual task orders will define specific scopes, costs, and schedules and will require either Board or General Manager approval in accordance with District policy.

#### **INCLUDED:**

- A. Master Task Order Agreement For Professional Services (with Agenda Item #12 material)

#### **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 |



## **KINGSBURY GENERAL IMPROVEMENT DISTRICT AGENDA ITEM #14**

### **TITLE: DISCUSSION AND DIRECTION REGARDING ALTERNATIVES TO THE MARKET STREET LIFT STATION, INCLUDING POTENTIAL ELIMINATION AND DIRECT GRAVITY DISCHARGE TO DCLTSA WWRF**

**MEETING DATE:** 19 August 2025

**PREPARED BY:** Derek Dornbrook, General Manager

#### **RECOMMENDED ACTION:**

Provide direction to staff on whether to:

- Conduct a **feasibility study** on Market Lift Station elimination and gravity bypass alternatives;
- Proceed with design and permitting of recommended upgrades as proposed in the 2024 Sewer Master Plan;
- Pursue hybrid or phased options with future elimination in mind.

Authorize staff to coordinate with DCLTSA and applicable regulatory agencies to explore alternatives.

#### **BACKGROUND:**

The *Market Street Lift Station* (Market LS) is the most critical sewer infrastructure facility within the KGID collection system. It serves as the terminal point for all system flow and is responsible for pumping effluent to the Douglas County Lake Tahoe Sewer Authority (DCLTSA) Wastewater Reclamation Facility (WWRF).

The recently completed **2024 Sewer Master Plan** identifies Market LS as the **highest priority capital project**, with a total improvement cost of **\$6 million**. Deficiencies include:

- Undersized wet well with only 8 minutes of peak flow storage
- 15-inch oversized force main with substandard velocities (1.3 ft/s vs. 3 ft/s minimum)
- Constant 24/7 pump operation leading to accelerated wear
- No permanent backup power system
- Location on TRPA land complicates expansion and improvements
- High vulnerability to wildfire, environmental, and public relations risks

Given these challenges, staff recommends that the board discuss **longer-term alternatives**, including the **elimination of Market LS entirely**, if feasible, and **rerouting flow via gravity** directly into the DCLTSA system.

#### **INCLUDED:**

- (A) DOWL July 22, 2025 Meeting Minutes detailing Market Street Lift Station History
- (B) Excerpt from 2024 Sewer Master Plan (Market LS Summary & Recommendations)
- (C) Lift Station Compliance Matrix (Table ES-3)
- (D) CIP Table with Prioritization (Table ES-4)

(E) Maps of system flow and sewersheds

**Fund impacted by the above action:**

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





## MEETING MINUTES

PROJECT:	KGID – General Services	DATE:	7/22/2025
PROJECT NUMBER:		TIME:	2:00 PM
ORGANIZER:	DOWL	SUBJECT:	Project Planning & Board Meeting Prep
LOCATION:	Teams	CONTACT INFORMATION:	
ATTENDEES:		ORGANIZATION:	
	Derek Dornbrook		KGID
	Matt Van Dyne		DOWL

---

### 1. Meeting Intent

- a. Discuss projects and approach strategies inquired by the KGID Board at the July 15<sup>th</sup> meeting.
- b. Review the background and identify the next steps for each project.

### 2. Potential Projects

#### a. Water and Sewer Rate Study

##### i. History

1. DOWL performed complete restructuring rate study in 2012
2. DOWL supported project financials to KGID for their internal 2018 rate update
3. KGID was performing 2024 internal rate study that was cancelled.

##### ii. Intent

1. KGID desires a rate study be performed to capture revenue requirements. No adjustments to billing classifications, commodity charges, or other rate structure.

#### b. Market Street Lift Station

##### i. History

##### 1. 2015

- a. Farr West (DOWL) attended site visit with KGID to understand the lift station and develop a task order (TO) to focus on facility upgrades, specifically electrical.
- b. Effort cancelled by KGID prior to development of a TO.

##### 2. 2020

- a. KGID requested Farr West (DOWL) to develop TO for lift station replacement.

## MEETING MINUTES

- b. Effort cancelled by KGID prior to development of a TO.

### 3. 2022

- a. KGID requested Farr West (DOWL) to develop TO for lift station replacement.
- b. Held meetings with TRPA to understand the parcel and environmental requirements.
- c. Effort cancelled by KGID prior to development of a TO due to leadership changes.

### 4. 2024

- a. Sewer Preliminary Engineering Report (PER)
  - i. Market St LS identified as system need with alternative projects identified
    - 1. Multiple alternative evaluations explored
    - 2. Met with DCLTSA about full KGID system gravity option to DCLTSA. This would eliminate the KGID lift station and forcemain. DCLTSA were agreeable to this option.
    - 3. KGID directed DOWL not to disregard the option and include DCLTSA option in PER because of potential liability threats to KGID in the event of a DCLTSA spill.
- b. KGID directed DOWL to perform outside of scope evaluation of upper 2/3 sewer system-to-gravity to DCLTSA treatment plant alternative.
  - i. DOWL prepared rough review and costing options. Identified easement and parcel challenged, high cost, and need for Market St LS improvements remained.
  - ii. DOWL re-proposed including option of full system gravity to DCLTSA, but KGID declined.
- c. All efforts stalled with no direction provided to DOWL.
- d. DOWL finalized Sewer PER months later without closure from KGID on sewer alternatives.

### c. Other Projects / Efforts

- i. New Master Service Agreement between DOWL and KGID.
  - 1. Derek identified this will be on the August 19<sup>th</sup> board meeting agenda for action.

Potential I&I sources may also be determined through visual inspection and condition assessments of additional manholes and LS structures and through the process of smoke testing different areas of the collection system.

### 3.5 Conclusions and Recommendations

Table 22 is a summary matrix identifying which LSs are compliant with NDEP WTS-14 and/or industry standards.

Table 22: Lift Station Compliance Matrix

Lift Station	NDEP WTS-14 Guidance				Industry Standards	Wildfire Hazard Potential
	Pump Cycle Time > 10 min	2 Independent Pumps	Adequate Emergency Storage	Emergency Backup Power Source	Force Main Velocity Between 3-8 ft/s	
Galaxy	✓	✓	✓	✓	X	N/A
Easy	✓	✓	✓	X	✓	Moderate
Palisades	✓	✓	✓	X	✓	Moderate
Market	✓	✓	X	✓	X	Non-burnable

The following recommendations should be enacted to bring the KGID sewer system LSs not only into compliance with NDEP guidelines, but also improve the dependability of the LSs and reduce operational issues. The recommendations are broken up by their respective LSs.

#### Galaxy:

- Perform a condition assessment and camera the force main to determine if there is solids accumulation taking place. If the main is experiencing blockages, it is recommended that a study be performed to determine the economic and engineering viability of either replacing the force main or LS pump.
- Installation of a flow meter downstream of the pump.
- Perform a site assessment of the LS to determine defensible space in the event of a fire.
- Install a primary pump with smaller capacity.

#### Easy:

- It is recommended that the pump on level be set to 1.5 feet to reduce pump cycle times and help eliminate the existing odor issues from low flows.
- Installation of a permanent emergency backup power source be installed on site.
- Installation of a flow meter downstream of the pump.
- Perform a site assessment of the LS to determine defensible space in the event of a fire.
- Install a primary pump with smaller capacity.

**Palisades:**

- Installation of a permanent emergency backup power source be installed on site.
- Installation of a flow meter downstream of the pump.
- Replace the manhole directly upstream of the LS.
- Rehabilitate the LS wet well with an interior coating.
- Perform a site assessment of the LS to determine defensible space in the event of a fire.

**Market:**

- Increase the wet well storage. This will require performing a site assessment and alternatives analysis that may result in relocating the LS, as the LS currently sits on land owned by the TRPA. As a part of this site selection wildfire hazard potential should be considered to ensure the safe operation of the LS even in the event of fire.
- Replace the existing force main with a smaller diameter HDPE pipe. This will allow the use of the existing 15-inch force main as a sleeve to protect the pipe and prevent leaks under the various creek crossings it encounters.
- Installation of an influent flow meter.

## 4.0 CAPITAL IMPROVEMENT PLAN

---

### 4.1 10-Year CIP

The facilities and infrastructure included in this CIP include the sewer collection system and LS facilities. The costs for each proposed improvement project were estimated in 2022-dollar amounts. All cost opinions are consistent with AACE Level 5 costs estimates with an accuracy of -50% to +100%. All cost estimates were rounded up to the nearest thousand-dollar amount. Each project is discussed in more detail below.

#### 4.1.1 Sewer Flow Study and Model Calibration

Hydraulic wastewater model calibration is typically performed by adjusting friction factors within gravity mains to match depth of flow data gathered through a sewer flow study. It is recommended that KGID perform a sewer flow study to calibrate the model and obtain more accurate flow information for the system. A sewer flow study will provide greater detail and insight into the daily sewer flow trends throughout the collection system. The study will allow detailed sewer flow information to be determined and will reduce/eliminate the amount of risk and assumptions associated with this Plan. The sewer flow study should be scheduled to capture both dry and wet weather months, typically a 6-month monitoring period. It will be important to capture data during dry and wet weather months to identify areas with I&I which will ultimately identify collection system deficiencies and future improvement projects. The cost estimate, Table 23, assumes a 6-month monitoring period with 7 sewer flow meters. The sewer flow monitoring task includes mobilization, monitoring, and finalization of the monitoring data.

- Replace the 8-inch sewer main on the lower end of Quaking Aspen Lane to improve flows and reduce required maintenance
- Correct the adverse grade on the South Benjamin Drive sewer main between Tina Court and Virginia Drive
- Perform a comprehensive flow study across the system for a period of 6 months to provide better flow and depth information that can be used to calibrate the hydraulic model
- Perform a condition assessment of the entire system

### SECTION 3.0 – LIFT STATION FACILITY ANALYSIS

The four sewer pump stations in the system were analyzed to determine the remaining capacity. Each station element (pumps, wet wells, and force mains) was analyzed against design criteria and operational guidance set forth by the Nevada Division of Environmental Protection (NDEP) and Technical Document WTS-14 and as identified through industry standards. Table ES-3 is a summary matrix identifying which lift stations are compliant with NDEP WTS-14 and/or industry standards.

*Table ES-3: Lift Station Compliance Matrix*

Lift Station	NDEP WTS-14 Guidance				Industry Standards	Wildfire Hazard Potential
	Pump Cycle Time > 10 min	2 Independent Pumps	Adequate Emergency Storage	Emergency Backup Power Source	Force Main Velocity Between 3-8 ft/s	
Galaxy	✓	✓	✓	✓	X	N/A
Easy	✓	✓	✓	X	✓	Moderate
Palisades	✓	✓	✓	X	✓	Moderate
Market	✓	✓	X	✓	X	Non-burnable

The following recommendations should be enacted to bring the KGID sewer system lift stations not only into compliance with NDEP guidelines, but also improve the dependability of the lift stations and reduce operational issues.

#### Galaxy:

- Perform a condition assessment and camera the force main to determine if there is solids accumulation taking place. If the main is experiencing blockages, it is recommended that a study be performed to determine the economic and engineering viability of either replacing the force main or LS pump
- Install a flow meter downstream of the pump
- Perform a site assessment of the LS to determine defensible space in the event of a fire
- Install a primary pump with smaller capacity

Easy:

- It is recommended that the pump on level be set to 1.5 feet to reduce pump cycle times and help eliminate the existing odor issues that arise from low flow rates
- Install a permanent emergency backup power source on site
- Install a flow meter downstream of the pump
- Perform a site assessment of the LS to determine defensible space in the event of a fire
- Install a primary pump with smaller capacity

Palisades:

- Install a permanent emergency backup power source on site
- Install a flow meter downstream of the pump
- Replace the manhole directly upstream of the LS
- Rehabilitate the LS wet well with an interior coating
- Perform a site assessment of the LS to determine defensible space in the event of a fire

Market:

- Increase the wet well storage. This will require performing a site assessment and alternatives analysis that may result in relocating the LS, as the LS currently sits on land owned by the Tahoe Regional Planning Agency (TRPA). As a part of this site selection, wildfire hazard potential should be considered to ensure the safe operation of the LS in the event of fire
- Replace the existing force main with a smaller diameter HDPE pipe. This will allow the use of the existing 15-inch force main as an outer sleeve to protect the pipe and prevent leaks under the various creek that the force main crosses
- Install an influent flow meter

## SECTION 4.0 – CAPITAL IMPROVEMENT PLAN

In general, the sewer system is in need of several capital improvement projects in order to address the system deficiencies. The findings and recommendations of this Plan have been compiled into eight improvement projects or programs which will provide the District with a robust and resilient sewer system. It is recommended that KGID complete the eight projects in order from highest priority to lowest priority. Table ES-4 lists the improvement projects in order of priority.



**Table ES-4: Capital Improvement Plan**

Priority	Projects	Project Cost
1	Market LS Improvements	\$6,000,000
2	Palisades LS Improvements	\$233,000
3	Sewer Condition Assessment	\$351,000
4	Sewer Flow Study & Calibration	\$150,000
5	Easy LS Improvements	\$286,000
6	Galaxy LS Improvements	\$250,000
7	South Benjamin Drive Rehab.	\$76,000
8	Quaking Aspen Lane Rehab.	\$322,000

## SECTION 5.0 – SEWER FINANCIAL ANALYSIS

The 10-year sewer fund CIP is displayed in Table ES-5.

**Table ES-5: 10-year Sewer Fund CIP**

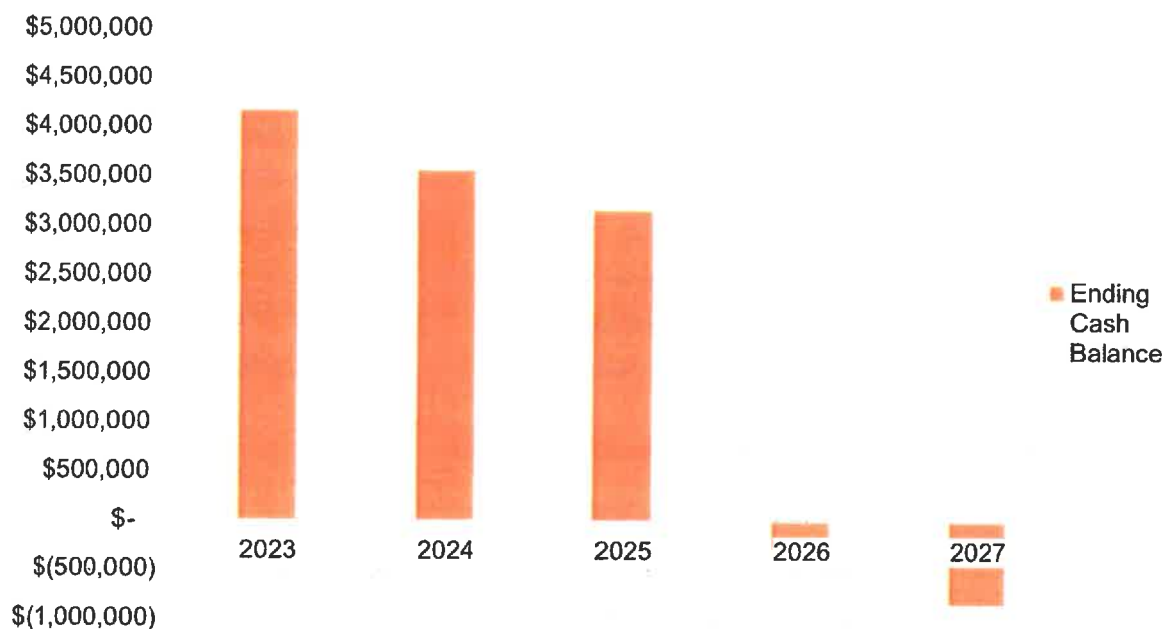
FY	Projects	Project Cost
2024	Palisades LS Improvements	\$233,000
2026	Market LS Improvements	\$6,000,000
2028	Sewer Condition Assessment	\$351,000
2029	Sewer Flow Study & Calibration	\$150,000
2030	Easy LS Improvements	\$286,000
2031	Galaxy LS Improvements	\$250,000
2032	South Benjamin Drive Rehab.	\$76,000
2033	Quaking Aspen Lane Rehab.	\$322,000
	<b>Total</b>	<b>\$7,668,000</b>

For the sewer financial analysis, only the first 5 years of the CIP was considered. Since a significant portion of the 5-year CIP is dedicated to the Market LS project, three different CIP funding alternatives were developed in coordination with KGID.

- Alternative 1: No External Funding for Market LS Project
- Alternative 2: External Funding for Market LS Project
- Alternative 3: 50/50 External Funding for Market LS

Based on a discussion with KGID, Alternative 3 is the preferred alternative. Under Alternative 3, KGID would externally fund 50 percent of the Market LS project and cash fund the remaining balance from cash reserves. Under existing sewer fund conditions, the sewer fund will operate on an annual net cash flow deficiency and deplete the unrestricted cash reserve throughout the

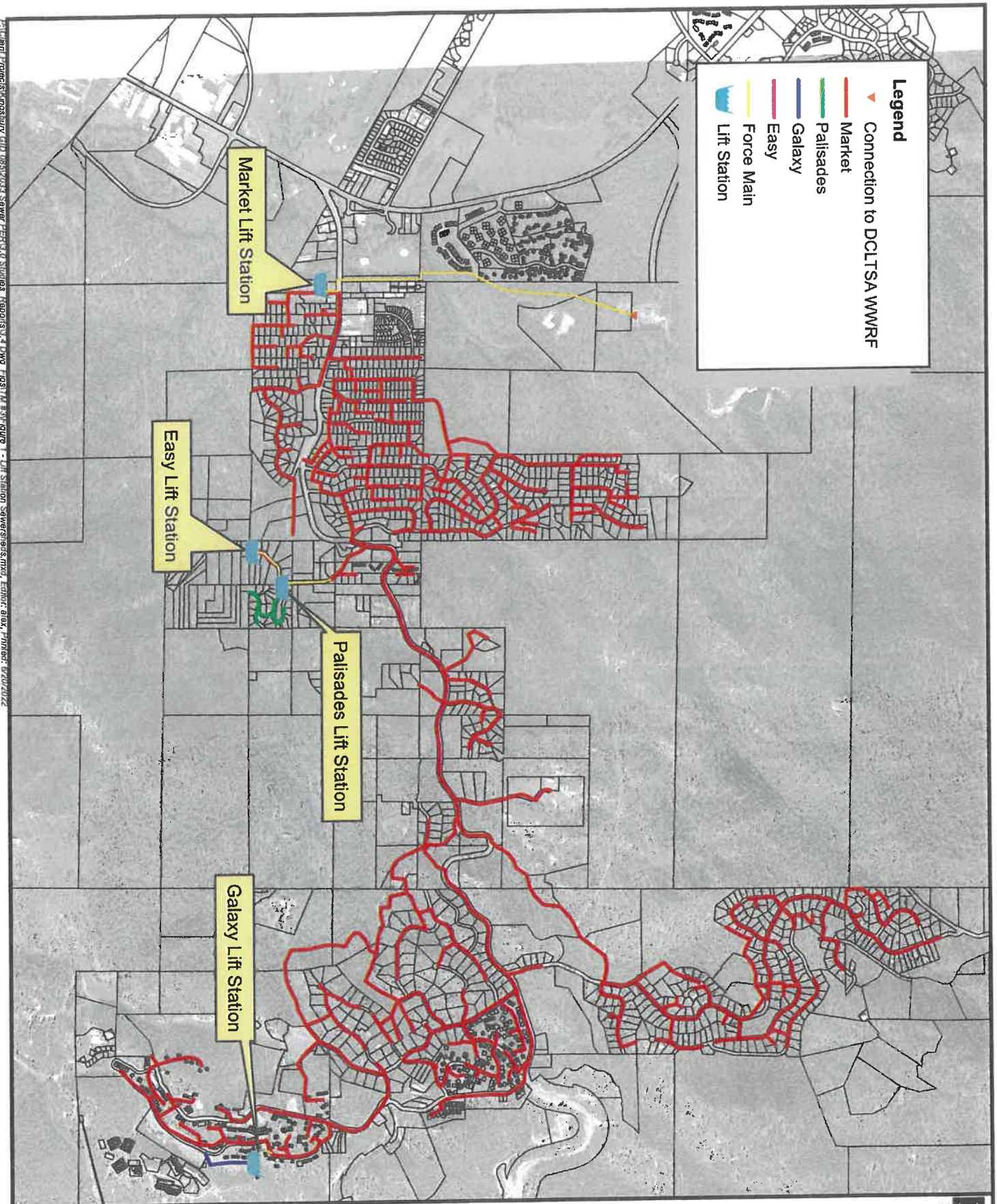
study period. Figure ES-4 shows that the sewer fund is on a trajectory to reach a negative cash balance starting in fiscal year (FY) 2026., assuming no revenue adjustments.



*Figure ES-4: 5-year Sewer Fund Cash Reserves Outlook Under Existing Sewer Fund Conditions*

Since the Market LS project is the catalyst for the decline in cash flow in FY 2026, an analysis on a proposed sewer fund was conducted to ensure that KGID can fund the remaining half of the project with cash reserves. As seen in Figure ES-5, revenues under the existing sewer fund conditions are unable to cover fixed expenses through FY 27, therefore, revenue adjustments under the proposed sewer fund conditions were implemented. The proposed revenue adjustments include both manual and automatic annual adjustments equal to the Consumer Price Index (CPI) to ensure that the District remains solvent throughout the study period.





**Figure 1: KGD Sewersheds**

**FARR WEST**  
ENGINEERING  
5510 Longley Lane  
Reno, NV 89511  
(775) 851-4788  
[www.farrwestengineering.com](http://www.farrwestengineering.com)

1" = 2,000'

The data contained herein does not represent survey delineation and should not be construed as a replacement for the authoritative source. No liability is assumed by Farr West Engineering as to the sufficiency or accuracy of the data.



**KINGSBURY GENERAL IMPROVEMENT DISTRICT  
AGENDA ITEM #15**

**TITLE: HEALTH SAVINGS ACCOUNTS (HSA) OF EMPLOYEES BASED UPON BY  
THE PUBLIC EMPLOYEES' BENEFITS PROGRAM (PEBP) FOR THE FISCAL YEAR  
2025/2026**

For Discussion and Possible Action. Discussion and approval of the Health Savings Accounts for the employees based on the PEBP for fiscal year 2025/2026

**MEETING DATE:** August 19, 2025

**PREPARED BY:** Judy Brewer, Administrative and Human Resource Supervisor

**RECOMMENDED ACTION:** Approve the adjusted contributions to the Public Employees' Benefits Program to fund Health Savings Accounts for employees based upon the 2025/2026 PEBP to the maximum amount allowed by the IRS.

**BACKGROUND INFORMATION:** The district provides the HSA contribution to supplement the healthcare benefit for out-of-pocket expenses. This benefit was initiated for non-represented employees with the intention to equalize benefits for exempt employees and other employees electing the state insurance plan/PEBP for out-of-pocket expenses. In 2025, IRS increased the maximum contribution for individuals by \$150 for a total of \$4,300.00. The family maximum contribution increased \$250 this year to \$8,550.00. Consistent with the district practices, it is recommended that the district fund up to the maximum allowed contribution (less the State contributions of \$600.00).

It appears to be less expensive to put the current employees receiving HSA to cover the high-deductible insurance plan onto the Union Plan with low deductibles.

The Union confirmed that the four employees on the high-deductible plan can enroll in the low-deductible plan as long as we all four are willing to make the change.

**Included:**

- FY2025/2026 HSA Contribution Spreadsheet
- FY2025/226 Union Insurance vs. High-Deductible State Insurance Spreadsheet

Fund(s) 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 |



<b>Name:</b>	<b>PEBP:</b>	<b>HSA:</b>	<b>TOTAL:</b>
Judy	1,365.83	8,550.00	9,915.83
Derek	1,979.98	8,550.00	10,529.98
Joe	1,979.98	8,550.00	10,529.98
Byran	997.33	4,300.00	5,297.33

<b>Total:</b>	<b>6,323.12</b>	<b>29,950.00</b>	<b>36,273.12</b>
---------------	-----------------	------------------	------------------

	<b>UNION:</b>
Judy	2,555.00
Derek	2,555.00
Joe	2,555.00
Byran	2,555.00

<b>Total:</b>	<b>10,220.00</b>
---------------	------------------

<b>Difference</b>	<b>3,896.88</b>
-------------------	-----------------





Nevada Public Employees Benefits Program Local 39 vs. PEBP - 2025

Monthly Charges

Name:	Local 39:	PEBP:	Difference:
Brandy	2,555.00	1,979.98	575.02
Joe	2,555.00	1,979.98	575.02
Mike	2,555.00	1,365.83	1,189.17
Shane	2,555.00	1,979.98	575.02
Blair	2,555.00	1,979.98	575.02
Jeff W.	2,555.00	1,365.83	1,189.17
Jeff S.	2,555.00	997.33	1,557.67
Carrie	2,555.00	997.33	1,557.67
Leigh	2,555.00	997.33	1,557.67
Total:	22,995.00	13,643.57	9,351.43

Name:	PEBP:
Derek	1,979.98
Joe	1,979.98
Judy	1,365.83
Total:	5,325.79

Deductible/Out of Pocket

Union	In-Network	Out-Network
Self-Ded.	\$170.00	\$170.00
Family-Ded.	\$340.00	\$340.00
Out of Pocket	\$1,000.00	\$1,000.00
PEBP	In-Network	Out-Network
Self-Ded.	\$3,300.00	\$3,300.00
Out of Pocket-Self	\$6,850.00	\$21,200.00
Out of Pocket-Fam.	\$8,000.00	\$21,200.00

Annual HSA Contributions 2025

Individual = \$4,300.00  
Family = \$8,550.00

Benefit Comparison	Local 39:	State (High Deductible):
Office Visits	90%	80% (primary, urgent, ER)
Lab and X-ray	90%	80%
Chiropractic/Acupuncture	30 visits	80% 20 visits
Outpatient Surgery	Non-Elec 100%/Elec 80%	Non-Elec 80%/Elec 50%
Inpatient Hospital	100%	80%
Outpatient Hospital	80%	80%
Chemical Dep./Mental Health Inpatient	100%	80%
Chemical Dep./Mental Health Outpatient	90%	80%
Ambulance	80%	80%
Physical Therapy	90%	80%
Pharmacy - Generic	4.00 copay	80%
Pharmacy - Brand Name	7.00 Copay	80%
Dental - Plan Max	2,000 per person per year	2,000 per person per year
Deductible	30.00/pp, max 60.00 per fam./yr	100.00/pp - 300.00/fam.3+
Diagnostic/Preventave	100%	100%
Basic (X-rays, oral surgery, fillings	85%	80%
Restorative (Crowns, inlays)	85%	50%
Prostodontic (fixed bridges, dentures)	85%	50%
Orthodontia	Not Covered	Not Covered
Vision - Plan Max	One exam,lenses, frames 1x/yr	Not Covered
Exam	10.00 copay	80%
Plastic Lenses	25.00 copay	0
Frames	140.00 allowance, 20% over 140.00	0
Contacts	55.00 for standard, 10% disc prem	0
Life Insurance/Accidental Death	500 times monthly dues rates	15,000.00
Dependent Life Insurance	Spouse 1,500.00	Voluntary





## MEMORANDUM

TO: Board of Trustees, Kingsbury General Improvement District  
FROM: Derek Dornbrook, General Manager  
DATE: August 19, 2025  
SUBJECT: General Manager's Report

- **298 Kingsbury:** Rental rates reviewed for potential increases. Property manager recommended 4 units for increase, gave approval. Solicited listing proposals from Chase and Coldwell Banker. Executed a listing agreement with Coldwell Banker. The property is to be listed at **\$2.4 million with an initial valuation of \$2.1.**

---

- **Fire Hydrant Access and Community Engagement:** Met with Chief Lindgren on July 17 to discuss fire hydrant access and to identify key community contacts.

---

- **IT Services Audit:** Coordinated with Techstatic for a scheduled IT audit; awaiting results and a formal service proposal.
- **Vendor Outreach:** Met with Wired Solutions to discuss IT service capabilities.

---

- **DOWL Coordination: Rate Study and Market Street Lift Station-Phase 3 Road Rehab**
- **On-Call Engineering:** Consulted with Jennifer Roman, Eastern Sierra Engineering, regarding the District's on-call contract.

---

- **Traffic Accident/Injury Incident 714 Bonnie Drive.**
- **510 Laurel Lane:** Met with developers on July 24 regarding an easement request; item to be placed on the September board agenda. Parties invited to attend September meeting.
- **298 Andria Flooding:** Responded to homeowner concerns regarding a flooding issue persisting for over 10 years; homeowner invited to address the Board at the August 19 meeting.
- **Street Sweeping Operations:** Met with NDEP and Douglas Co. officials to review compliance with grant requirements of street sweeper/stormwater program. coordination with Courtney Walker, Douglas County Stormwater, to strengthen interagency relationships.
- **Facilities Repairs:** Addressed liability concerns regarding window and roof damage; window repairs completed.

---

- **Grants and other funding avenues-Wildfire Disaster Mitigation:** Met with Roger Gorke, and others at **U.S. EPA**, to discuss potential funding opportunities for wildfire mitigation projects/stormwater and drought mitigation projects. Exploring federal, state, private bond market, and Rural Community Assistance Corporation contacts as potential funding partners.

---

- **Service Awards:** Recognized **Carrie Bauwens** and **Judy Brewer** for five years of dedicated service to KGID.

- 
- **Snow Removal Requests for Proposals:** Published notice to bidders on July 26; posted to the KGID website on July 28.
  - **Manchester Snow Removal:** Conducted introductory meeting. Follow-up meeting to clarify RFP language regarding fire hydrant maintenance during snow removal operations.
  - **Snow Removal Services:** Conducted an August 8 site visit with Lopez to evaluate their fleet for potential snow removal contracting.

**MEMO TO:** Board of Trustees

**FROM:** Joe Esenarro, Utility Operations Superintendent

**SUBJECT:** Operations Report for the meeting of July 15, 2025

Working with Derek on daily operations, upcoming projects and contacts.

Interviews for full time water operators.

Review and finalize permits for deposit refunds.

Met with Jonas, Badger meter rep. trouble shooting our equipment for radio reads.

Sent out the injection valve actuator for repair.

Replaced 2" water meters, 137 Kahle Drive, 145 Michelle.

Ozone Generator #1 was reprogrammed

Water crew continues replacing meter registers and endpoints throughout the district for radio reads.

Water crew repaired fire hydrant lateral leak on Kingsbury Grade, Service line leak at 127 Woodland, and a main line leak on Sherwood Ct.

Road crew has been patching potholes, cleaning drains, Crack sealing, and sweeping the roads throughout the district.

Weekly progress meetings on the water line project.

Inventory and audit have been completed.

Met with SNC on the upcoming road rehab project that starts July 21<sup>st</sup>.

Submitted NDEP quarterly reports to the state.

PFAS samples were taken by Broadbent & Associates, an independent contractor for NDEP, at the Lake Station. PFAS samples were taken voluntary in an effort to characterize the extent of Polyfluoroalkyl substances in drinking water in Nevada.  
Water production for the month was 25,330,000 gallons.

Monthly meter reads were completed.

Underground Service Alerts have been very steady, committing at least one operator on a regular basis during the dig season. A total of 266 tickets has been completed since May 1.

**TRAINING:**

All utility personnel attended the monthly safety meeting.

Byran, Blair, Jeff, Shane, completed Confined Space training and have received their certifications.



**MEMO TO:** Derrek Dornbrook, General Manager

**FROM:** Judy Brewer, Administrative & Human Resource Supervisor

**SUBJECT:** Management Report for August 2025

#### Human Resources

- Posted Utility Billing position on Indeed and Government jobs
- I interviewed a couple water operators
- We went through the process of bringing a new water operator on board to start on 8/18
- One of our seasonals used up his 1000 hours, we are down to one now
- Registered for Pool Packs Leadership Conference on October 14-16 in Tahoe
- Looking into a team building event to boost moral
- Met with Techtastic to get a quote for IT, nothing has come of it
- Addended an online round table with other HR professionals and discussed HSA's, PERS Contribution Increases, Training and Professional Development, Board Clerk Support for minutes, Remote Work Trends and Challenges, Policy & Legal Topics, Immigration & ICE Preparedness.

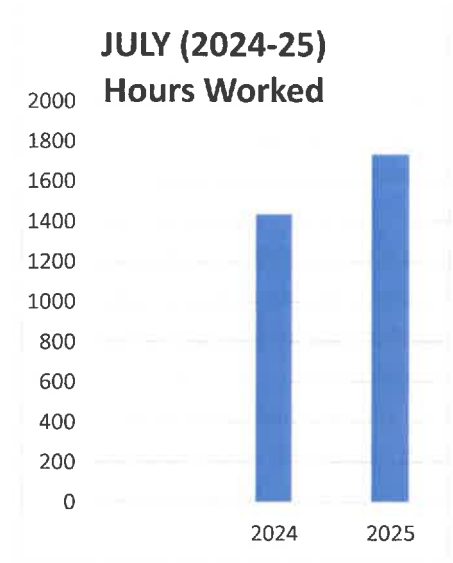
#### General Information

- Document imaging project continuing to move forward
- Would like to see all the Board of Trustee emails working – Disbursed instructions
- Continuing to have a record number of Escrow reads to be completed
- The employee BBQ potluck was a success
- Patiently waiting to have my Notary Bond with Douglas County Clerk renewed
- Pac States may have finally been able to remove the security measure that makes Springbrook not accessible
- Having issues with Badger not picking up meter reads which creates extra work

#### SERVICE REQUEST (JULY 24 vs JULY 25)

July 2024			July 2025		
<u>REQUEST CODE:</u>	<u>COUNT:</u>	<u>AMOUNT:</u>	<u>REQUEST CODE:</u>	<u>COUNT:</u>	<u>AMOUNT:</u>
OFF/ON	1	50.00	OFF/ON	2	150.00
INSPECTION	16	0.00	INSPECTION	1	50.00
CHANGE	9	0.00	CHANGE	21	0.00
NEW	8	0.00	NEW	0	0.00
OFF	5	250.00	OFF	10	250.00
ON	2	100.00	ON	10	250.00
FLOW	0	0.00	FLOW	3	50.00
REREAD	0	0.00	REREAD	4	0.00
PROFILE	2	0.00	PROFILE	1	0.00
TAMPER	2	250.00	TAMPER	0	0.00
ESCROW	0	0.00	ESCROW	1	50.00
REMOVE	3	0.00	REMOVE	0	0.00
<b>TOTAL</b>	<b>49</b>	<b>650.00</b>	<b>TOTAL</b>	<b>53</b>	<b>800.00</b>

**HOURS WORKED COMPARISON**



**LIENS (JULY 2025)**

**County Tax roll collection:**

759 Boulder Court, #Q	\$92,942.77
495 Tramway Drive, #12	\$93,010.36

**Service Turned Off:**

165 Irwin A&B	\$60,268.14	Turned off in 2016
302 Griffin Court	\$16,622.90	Turned off in 2021



## MEMORANDUM

TO: Derek Dornbrook, General Manager, Kingsbury GID  
FROM: Travis Marshall, PE, Project Manager, DOWL  
DATE: Aug 12, 2025  
SUBJECT: Engineering Report for the Meeting of Aug 19, 2025

---

### **GENERAL**

Assisted with General Service tasks requested and general correspondence:

- Prepared Rate Study Task Order in preparation for Board Meeting discussion and action.
- Prepared updated Master Services Agreement and coordinated with District for General Manager and Legal team review.
- Discussions with General Manager regarding Market Street and Sewer Preliminary Engineering Reports, Master Plans, and alternatives for discussion at the board meeting.

### **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:**

- Construction anticipated to be completed in September 2026.
- DOWL has coordinated and adjusted the construction scope, providing the District information on total project costs and construction estimated to be within the awarded budget at this time.
- July Pay App for construction under final review and to be submitted at the August Board Meeting for Signature.

#### **Task Order #65: Ponderosa MHP Waterline Replacement Project (Closed)**

- DOWL provided District Staff a breakdown for reimbursable funds that were submitted to NIFS.
- DOWL was notified that the Final Payment was received from the NIFS Closeout.
- Project/Task Order has been closed. All Documentation has been provided to the District.

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

- Project on hold until further direction and information known regarding funding.
- DOWL and General Manager to Discuss with the Board as needed regarding funding options and application process for SRF at the August Meeting.
- The General Manager has prepared a Board Resolution to meet the application requirements that will be presented at the August Board Meeting.
- Replacement of approximately 9,200 LF of water main with ductile iron for Maryanne, Barrett, and Panorama. Minor streets include Carol Cir, Drew Ct, and Vista Dr.

## MEMORANDUM

### Task Order #67: 2025 Road Rehabilitation & Replacement Project

- Project anticipated to be completed by the end of August.
- July Pay App for construction under final review and to be submitted at the August Board Meeting for Signature.
- Project includes full rehabilitation for Andria/N Benjamin, Tramway, Quaking Aspen, S Benjamin, and Terrace View. Other roadwork includes a district-wide crack repair, full section replacements, and Manhole/valve collar reconstruction.

### TASK ORDERS ON AGENDA

### Task Order #70: Water & Sewer Utility Rate Analysis

- Prepared Water and Sewer Rate Study Task Order for General Manager.
- Rate Study Analysis includes a recommended utility rate schedule for the next 5-years.
- Task Order to be presented by DOWL and District at August Board Meeting for action.



**From:** SUMMIT VILLAGE HOA <SVHOA@trinitymgmttahoe.com>

**Sent:** Saturday, August 9, 2025 3:41 PM

**To:** Derek Dornbrook <derek@kgid.org>

**Cc:** Judy Brewer <judy@kgid.org>

**Subject:** Report of Accident Involving Bus/Resident

Hi Derek,

I wanted to inform you that I received a text message this morning from a tenant, Patricia Parker, who resides at 702 Bonnie, Unit B, in Summit Village HOA. She stated that she was struck by a bus and sustained a broken back, but did not provide any further details about the incident.

She stressed safety issues regarding the detour on Bonnie and the increase in traffic. Could you please look into this matter further and determine if there is anything KGID can do to address her concerns?

***Thank you,***

***Janet Martell, Manager***

***Summit Village HOA***

***P.O. Box 4677***

***Stateline, NV 89449***

***775-315-5256***

***Email: [summitvillage.nv@gmail.com](mailto:summitvillage.nv@gmail.com)***

***Website: [summitvillage-tahoe.com](http://summitvillage-tahoe.com)***

***I am a licensed community manager and not an attorney. Nothing contained in this email may be taken as a legal opinion or advice.***

Hi Janet,

Please extend my deepest sympathies to Patricia Parker regarding the accident and the injury she sustained. The safety of our community members and all those involved in District activities remains our highest priority.

We will review this matter promptly to better understand the circumstances and address any safety concerns raised by all parties. Thank you for bringing this to our attention.

Regards,

**Derek Dornbrook**

General Manager

Derek, thank you for your response. I did quickly speak to Lee about 15 minutes ago and gave her the case number and name of the deputy on scene for the 7/31/2025 incident.

*Thank you,*

*Janet Martell*

Hi Derek –

We live at 714 Bonnie Drive Unit B and Janet Martell said that you are the contact regarding the detour signage for the new phase of the Tramway project.

The new phase detours Tramway traffic to Benjamin and Jack, but signage is missing in two places:

Traffic outbound to Kingsbury:

At Tramway and Jack outbound detour signage is missing to direct traffic left on Jack. Without that signage traffic continues straight on Tramway until the blockage at Bonnie directs it left to backtrack down Bonnie to Benjamin.

Traffic inbound from Kingsbury:

At Benjamin and Bonnie detour signage is missing to direct traffic to continue straight to Jack. Without that signage some traffic turns left up Bonnie not knowing that it's a longer route.

The missing signage results in:

- A longer .40 mile up and down route for drivers
- Detour traffic on a residential section of Bonnie

With the signage added there will be:

- A shorter .15 mile flat route for drivers
- Detour traffic on a non-residential section of Jack

As always when the missing signage is added it can include the standard signs indicating that it's open for residents.

The earlier phase of the Tramway project resulted in an unsafe Bonnie that included an injured resident and many near misses. In the new phase we can have a safer Bonnie and a better route for drivers by adding the missing signage.

Please feel free to contact us with any questions. Thank you in advance, we appreciate your efforts.

Best,

Beth and Doc Bodensteiner

714 Bonnie Drive Unit B

**To:** Derek Dornbrook <derek@kgid.org>

**Subject:** Re: 298 Andria flood problem due to poor drainage on road

For ten years now, we have been having problems with the street drain in front of our house at 298 Andria Dr.

The problem is that the street drain has no fall on the cement approach to the mouth of the drain. The cement is virtually flat as water pools up, we have compared this drain to others drains with a level. The drain clogs up over the slightest bit of rain or snow melt and makes a large pool on the street . Of course, the water flows directly onto our property.

We believe this engineering error can be easily fixed by lowering the approach and mouth of the drain as the water can flow at more force .

There are 2 attachments of a level reading. The level indicating almost flat is the drain on our side of the street and the downhill slant reading is across the street.

I will have to look at previous emails sent to Kingsbury General to get the dates and pictures I have sent. I just wanted to send you a quick message explaining the core problem over the years.

We will be happy to meet with you on site to explain further.

Cathy Stramat 8182357565, Steven Stramat 818 458 1122

I'm having trouble sending one picture to you, I'll catch it later. Thank you

On Friday, August 1, 2025 at 10:44:08 AM PDT, Derek Dornbrook <derek@kgid.org> wrote:

Dear Ms. Stramat,

I hope this message finds you well. My name is Derek Dornbrook and I recently assumed the role of General Manager at KGID as of May 1st. As I begin to familiarize myself with the

various issues and priorities facing our community, I'm reaching out to better understand matters of local importance—especially those raised by residents.

Would you kindly provide a brief narrative outlining your history with your property at 298 Andria Drive, particularly regarding any flooding concerns or related issues you've encountered? I want to ensure that your concerns are heard and appropriately considered as we move forward.

Please feel free to include any key dates, events, communications with KGID, and any efforts taken to address the situation so far.

Thank you in advance, and I look forward to your response.

Regards,

**Derek Dornbrook**

General Manager

*Kingsbury General Improvement District*

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

**Email:** [derrek@kgid.org](mailto:derrek@kgid.org)

[www.kgid.org](http://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



I have attended a board meeting , but it was a while ago.

I think you all are making a bigger deal of repairing the drain than is really needed. How would there be down stream impact from my location, once the water goes down the drain the flow of water is fine. When we watch a pooling it's the cement apron and the height of the mouth of the drain that slows the water . I would be happy to show you on site.

I understand your crew does work hard to keep this drain clear . We also work to keep the top approach free of debris that collect along the curb, we even have sandbags ready.

Thank you for your response , I hope we can meet soon. This is a problem that we need eyes on to figure out a solution.

On Wednesday, August 6, 2025 at 07:48:27 AM PDT, Derek Dornbrook <[derek@kgid.org](mailto:derek@kgid.org)> wrote:

Hi Cathy,

Thank you for taking the time to provide a history of this drain and the problems that you have experienced over the years.

My staff understands the challenges imposed by the road, location of your property that sits well below grade and the drain. I've spoken with staff extensively, and I want to assure you this matter has been seriously considered. While I understand your proposal to simply lower the approach to the drain, the situation is more complex due to several factors:

**Street Grade:** The road in front of your home is very flat, making drainage more difficult. This flatness impacts how water flows (or fails to flow) into the drain. **Downstream Impact:** Modifying the drain to create additional fall would not only require work at your property but would necessitate changes further downstream to preserve the system's integrity. Altering the slope at one point can disrupt flow and capacity below that point. **Site Topography:**

Your property sits well below street grade, compounding the problem when ponding occurs at the curb

This drain has been recognized as a maintenance priority by KGID staff for many years. Staff dedicates a substantial amount of labor to keep it clear, particularly during storm and snowmelt events. However, I am very open to exploring all options and will be discussing this with staff as we approach the snow season.

In the meantime, I encourage you to attend a Board meeting and explain your situation to the Board of Trustees so that they can also engage in arriving at a reasonable solution, if one exists beyond KGID's ongoing efforts.

Regards,

**Derek Dornbrook**

General Manager

*Kingsbury General Improvement District*

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

**Email:** [derrek@kgid.org](mailto:derrek@kgid.org)

[www.kgid.org](http://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:** cathy stramat <[cathyscovers@yahoo.com](mailto:cathyscovers@yahoo.com)>

**Sent:** Tuesday, August 5, 2025 9:39 AM



**June 10, 2025**

**Virginia Toy**

P.O. Box 4105

Stateline, NV 89449

**RE: Water Service to 165 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 (the "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 A & B.

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 on the property, 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 current 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



RECEIVED July 23, 2025

JUL 28 2025

Dear Manager of KQID:

Initial: \_\_\_\_\_

I got a card for registered mail from you.  
I do not get registered mail. Please send me your  
correspondence by regular mail.

Before I eat, I've written for <sup>advice</sup> advice. It probably  
will be nothing. I've written to President Donald Trump.  
I've written him advice maybe he will return the  
favor for a local supporter. He also had to deal with  
injustices. Maybe he could relate to my feelings of  
injustice. Maybe he will direct me to how my problems  
with KQID could be resolved:

All my problems happened because I stupidly signed  
a paper from KQID that I would pay water bills.  
I would never guess that my situation will cost me  
outrageous, inflated bills and a lien which could let  
you steal my property.

I would never guess that forty years later I would  
still own this property and I can't have water. In my  
case I should not have water. Yet to pay nearly 60,000  
for nothing is outrageous. You would think if someone  
paid bills for thirty years (1985-2016) for water  
and no water. (years) 1985-2009 <sup>Water</sup> 2009-2016 no  
water.

Supposedly, when you have a water line to my house  
and whether I get water or not I have to pay your bills.  
Even a mortgage is paid for thirty years at the  
most. You do nothing for me for 60,000.



Don't you realize what's happening  
with inflated water bills and a lien that might  
let you steal my property is wrong. Remember:  
what goes around comes around. Believe me,  
Karma is real and a real bitch.

Sincerely,

Virginia Toy  
P.O. Box 4105  
Stateville, IL 60150

I still don't want water because of my old age  
I might forget to stop water during winter I might  
have "freeze-back" problems. I also don't want  
your huge bills. What can I do? I don't want  
to pay for nothing. I have to have enough money  
to last 17-20 years. As I see it, I don't think  
I have enough money. I am trying to find legitimate  
ways to earn more income. <sup>legitimate</sup>

My problem with all of this: I would have to pay  
your bills forever and have no water. It feels like  
extortion.

You don't realize how all this has affected me. No  
one should get away with causing so much anxiety, worry  
and trouble. There has to be retribution!

I have a feeling there might be more to this. It may  
not even legal to not let people have water. Maybe the  
Superior Court should have my case. Maybe I will have  
retribution someday?

**July 29, 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 on 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, 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 July 29, 2025, the outstanding balance on your account is \$59,104.52.

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





AUG 04 2025

July 31, 2025

Dear Manager:

Initial:

I had a change of heart. I am determined to fight if you try to steal my property. My mother died at 101 years of age this year. That means I have 17-20 years to go. I am basically as healthy as she was. If I don't have enough money to last that long it would not be easy to get a job to survive.

I had to find out how much it costs to live for seven years. I do not pay rent. This amount of money is just living for seven years. No expensive trips—no expensive purchases—just frugal living. From my calculations, I only have enough money for 14 years at the most. I am currently trying to find ways to make more income legitimately. I can't let your institute steal my property. I have to fight you even if it goes to the Supreme Court. If I'm lucky, I might get retribution.

You don't realize how I suffered. You must pay!

When you get old, you have to make changes. I can't use a stove. I almost had three fires. I now use only a crock pot that has an automatic shut off system. On water, I find I must not have water. I might forget to have the water turned off for winter and have "freeze-back" problems. I have isolated myself so no one watches that I do what is right. I had too many people around me all my life. It is my choice to not have people around me. A house down my block had extreme freeze back damages. I have to avoid any damages such as that.

Even if I paid the \$60,000 you want to extract from me I still do not want water. Do I have to pay for nothing for the rest of my life? Impossible! I refuse to pay your bills. I want to disclose what you are making me go through. I got into this situation only because I stupidly signed a paper from KGD in my closing escrow when I bought my South Lake Tahoe property. Of course I wanted water and paid your bills. For twenty-four years I had water and paid your bills regularly and on time. I had viral encephalitis after that—a mental disorder—and I paid KGD for no water 2009-2016. So, for 30 years I paid KGD bills! If one had a 30 year mortgage, you get a house. In my case, I ended not having water.

Your requirements were not disclosed. I was not told that if I did not water I would still have to pay bills. If I refused, I would get inflated bills, billed for no service, and a lien would be placed on my property allowing you to steal my property.

If I knew I would still own the property forty years from the signing, be divorced, be old, be alone, I would never had signed the paper.

There must be some changes. I must also be made an exception. I truly want to publicize my situation and the position you have placed me.

I don't like to make trouble, but this situation is costly enough that if I had to, I will cause a real havoc as I could to make my situation noticed.

Sincerely,

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



KGIID

RECEIVED

AUG 06 2025

August 3, 2025

Initial: \_\_\_\_\_

Dear Manager:

Let me tell you how Karma works:

I had squatters, thieves who stole \$20,000 from my Tahoe residence and \$20,000 from my other house. I never squatted or stole from anybody in this lifetime. Karma could be from other lifetimes. I might have been a male from a very poor family in a 3rd world country. Who knows. I might have been in a live profession where people who are not successful could like in messy situations. Not all in music, acting, sports etc. become famous and successful. In this lifetime I was never into drugs. Maybe I was in another lifetime.

All I know is there are no accidents. I had squatters in three of my properties. I had thieves steal from two residences. Why? Karma. I don't even bother calling the police. The Real Police knows. I also know that the squatters and thieves will pay in a future time. Somewhat, we are brought back to situations where we will pay the Karma owed.

When you lock the front door, no one unauthorized will go in. If someone goes in unauthorized you are paying Karma. Your intuition will tell you you are paying Karma and you did the same thing to someone else.

You can't win in Karma. All you can do is acknowledge you did wrong. All you can do is look for positives in the situation and promise never to do the bad deed again to others. If you go on to do the same bad deed to others the same will happen to you again because unless you accept the Karma, you haven't paid the Karma.

As crazy as this was, I had to figure how I deprived people of water. I must have done this to others in the past. I thought I was a general before and in war I deprived people of water. People died, horses died.

Maybe all this is not too far fetched. I think I was a general bore. The punishment is not as painful if I believed I deserved the punishment. It was not too expensive to pay \$9,000 if it was for killing people. Maybe, all this was part of a job, but I took glee in people dying from it. I wouldn't be killing people ordinarily. I suffered. I know I will never deprive people of water again.

Your Karma might be: someone will steal your house. If you steal my house, I know someone will steal yours — Karma

What can you do?

① Change policies of your company. Make signing a K&D paper an option — not mandatory. Inexpensive people will sign anything.

② Disclose what happens to the person if he does not pay bills, even for no water. Tell them the person will be subject to huge, inflated water bills.

A lien will be placed on the property immediately and their property might be seized and sold.

③ Exceptions might be made if the person paid bills for thirty years — with or without water.

The person could then elect to have no water without penalties.

In my case, I had no choice but to not have water. I am old. I might forget to turn off the water in winter and have my property greatly damaged because of freeze back damages.

I am not trying to scare you, just facts. Karma is a real b\*tch. I lived with this situation from 2009. I had no water from 2009-2025. This was huge for me, I was traumatized with a T-Walking ticket. I was a teacher in S.F. for 14 years.

Virginia Tex



KGID

RECEIVED

Aug. 8, 2025

AUG 11 2025

Dear Manager:

Initial: \_\_\_\_\_

We are on the same trip on earth. Why can't we help each other instead of always trying to gain money from people for nothing. I paid 30 years of water bills. Twenty-four of those years I had water. I paid as much as \$2,000 for no water - 2009 to 2016.

Then, I decided I shouldn't pay for nothing any more. In 2016 I stopped paying for nothing. What did your company do? They gave me inflated bills and billed me extra for no extra service. You placed a lien on my property. You gave yourself the right to take my property and sell it.

Don't you see all this is wrong? Do you have a moral compass?

I am 84 years old. I have to make changes because of my age, am alone and divorced. I can no longer be a slave. I use a crock pot which has an automatic shut off valve. I almost had a fire three times in S. Lakotahoe. I destroyed a kitchen in my other residence.

I cannot have water. This entails more effort, but I have to because having "freeze-back" damages is no option. I'm pretty good on managing alone, but I do forget at times. I suffered a great deal from 2009 - 2025. Do I have to pay for no water for the rest of my life? I feel that's extortion. I'm getting nothing for money I would be throwing away. I have to be frugal because I know I might not have enough money to carry me until I'm 101 years of age. My mother died at 101 years of age. <sup>there</sup> is <sup>no</sup> <sup>one</sup> <sup>there</sup>



possibility I will live as long, I will not ask anybody for financial help. I am a role model. Role models do not ask people for money.

Please continue to ~~not~~ give me water. At this time, all my pipes need to be changed. Dismiss my bill charges. Take the lien off my property. Stop my suffering.

I can do three more things. I do not want to put in the extra effort in order to do these things.

Don't you think I suffered enough? Getting 21,000 for nothing ought to be enough. Do I have to pay for nothing for the rest of my life because I stupidly signed a paper at my closing escrow when I bought property forty years ago.

I am not rich. It will cost you nothing to let me go. You already got 21,000 extra from me. You know that what you are doing is morally wrong.

Sincerely,

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

KGID

RECEIVED

Aug. 6, 2025

AUG 13 2025

Dear Manager:

I wrote you about <sup>Initial</sup> Karma. Many people do not know about Karma. Jesus Christ even said, "You know not what you do." He was talking about Karma. He never used the word, but that's what he was talking.

The bottom line is that in this lifetime I need ~~my~~ two residences to survive. I told you about squatters and thefts. In this lifetime I have enough money to <sup>buy</sup> everything that was stolen. Instead, I learnt that I must spend my money on experiences rather than things. So my guess is that is why Steve Job's house was kind of empty of things. So, I might be able to lose a house when my Fortune would probably be greater.

You don't have to ~~steal~~ my property. If I owe the Karma someone else could make me pay and you could avoid having your house stolen from you. I could postpone paying this Karma if I owed it. If I don't owe this kind of Karma you wouldn't succeed. You can only succeed if I owed the Karma. Same thing for me. If I owed the Karma, I could sue you and lose.

Karma is real. Not everything is Karma, but a lot is. I would never kill someone. I know too much about Karma. I will never sue or steal. Please help me avoid the possibility of doing wrong because you might steal my property and I might be forced to live strictly.

Sincerely,

Virginia Tacy  
P.O. Box 4105

Stebbing NV. 89449

I have no stocks, NO IRAs, etc. I'll survive, I'm frugal.

