



**KINGSBURY GENERAL IMPROVEMENT DISTRICT BOARD OF TRUSTEES
PUBLIC HEARING & MEETING NOTICE
AGENDA
THURSDAY AUGUST 20, 2026**

A meeting of the Kingsbury General Improvement District Board of Trustees shall be held Thursday August 20, 2026, at the District office (160 Pine Ridge Drive, Stateline, NV, 89449), commencing at 5:00 p.m. The agenda and supporting material are available on the District website (www.kgid.org), News & Notices. At the direction of the Board's Secretary, Cindy Trigg, copies of this agenda were posted by 9:00 a.m. on Monday August 17, 2026, 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 websites: <https://kgid.org> and 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 derek@kgid.org

- To provide public comment or attend the meeting by phone, **(669) 900-9128** - ID code **775-588-3548** passcode **906347**. Although the phone line accommodates multiple callers, should you receive a busy signal, please call back.
- Public comment occurs at the beginning and end of the meeting and is limited to three minutes per speaker. Public comment may be further limited due to time constraints. Public comment is also invited during the Board's consideration of each action item and before action is taken. The Board may, but is not required, to discuss or respond to public comment.

Join the meeting using the link below via Zoom:

<https://us02web.zoom.us/j/7755883548?pwd=UnF2YzBxb05Ya0pjWjRCNUNEMUFVZz09&omn=86212870901>

Meeting ID: 775 588 3548 Passcode: 5883548

MISSION STATEMENT

As a team, our employees and the Board of Trustees provide water and sewer services and maintain roads and drainage systems for the benefit of our customers, using modern business systems in an efficient, courteous, and accountable manner that surpasses standards for public health, safety, and environmental protection

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.

UNLESS OTHERWISE NOTED, ALL ITEMS ON THE BOARD AGENDA ARE SCHEDULED FOR POSSIBLE BOARD ACTION

AGENDA

NOTICE

- Items on the agenda may be taken out of order.
- Two or more agenda items may be combined for consideration.
- Items may be removed from the agenda or discussion relating thereto delayed at any time.
- The Board may recess at one or more times during the meeting to receive legal advice from its counsel.

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 held on July 14, 2026

NEW BUSINESS

7. For Information and Possible Action: Public Hearing and Possible Adoption of Resolution Confirming Delinquent Utility Charges and Directing Placement on the Douglas County Tax Roll

8. For Information and Possible Action: Approval of list of Claims, July 2026

9. For Information and Possible Action: Possible Action to Adopt a Professional Development and Certification Reimbursement Policy

10. For Information and Possible Action: Consideration and Possible Adoption of KGID Artificial Intelligence (AI) Use Policy

11. For Information and Possible Action: Consideration and Possible Adoption of KGID Social Media Policy

12. For Information and Possible Action: Reschedule or Cancel the September 10, 2026 Regular Board Meeting

13. Reports and Correspondence - ACTION WILL NOT BE TAKEN ON ANY REPORTS OR CORRESPONDENCE:

- A. Board Member Reports
- B. Management Report
- C. Engineer Report
- D. Attorney Report
- E. Correspondence

14. Announcements

15. Final Public Comment

This is the public's additional opportunity to speak on any topic pertinent to the District and within the Board's jurisdiction that is not listed on this agenda. Public comment will also be invited during the Board's consideration of each action item, and before action is taken. Please limit your comments to three minutes. The Board may, but is not required, to discuss or respond to public comment. Nevada's Open Meeting Law (NRS 241.034) prohibits action on items not listed on the agenda.

16. For Possible Action; - Adjournment



**Kingsbury General Improvement District
Board of Trustees**

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

MEETING MINUTES

**ADJOURNED MEETING OF THE KGID BOARD OF TRUSTEES
HELD AT 160 PINE RIDGE DR. STATELINE, NV ON JULY 14, 2026
<https://kgid.org>**

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

1. Call to Order

2. Pledge of Allegiance

Chair Johns led the Pledge of Allegiance.

3. Roll Call

Chair Ed Johns, Trustee John Shearer, Trustee Sara Nelson, Trustee Jessica Grime and Secretary/Treasurer Cindy Trigg were all present in person. General Manager Derek Dornbrook, Admin H.R. Supervisor Judy Brewer, Accountant II Brandy Johns and General Counsel Frank Flaherty were all present in person. Also present in person were Dan Ripper (Exited at 5:30 p.m.), Tim Barabe and Shana Shetty.

4. Public Comment

Tim Barabe inquired about the status of water meter replacements at Tahoe Beach Club, specifically for Phase 2. Kingsbury directed Barabe to work with Bobby King to finalize the details for allowing Tahoe Beach Club residents to switch from 1.5 to 1 inch water meters.

Dan Ripper was an interested participant in the water meter replacements at the Tahoe Beach Club and had no comment.

Media Timestamp (2:20 – 3:03)

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

Moved by Grime Seconded by Trigg

NAYS: None 0

6. Approval of Minutes: For Possible Action: Approval of the Minutes

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

Moved by Trigg Seconded by Nelson

NAYS: None 0

NEW BUSINESS FOR POSSIBLE ACTION

Consideration of Customer Appeal submitted by Sahana Shetty regarding Utility Billing late fees and the Xpress bill System

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

Moved by Trigg Seconded by Shearer

NAYS: None 0

8. For Information and Possible Action:

Media Timestamp (18:30 – 30:17)

5

12. For Discussion and Possible Action:

Conduct the One-Year Performance Evaluation of District General Manager Derek Dornbrook

Media Timestamp (49:15 – 1:12:40)

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

M-07-14-26-07: The General Manager receives recognition for his accomplishments that we believe he has had here and that his base salary is increased 7% along with the 2% merit effective July 1, 2026.

Moved by Grime

Seconded by Nelson

YEAS: Johns, Shearer, Trigg, Grime and Nelson

5

NAYS: None

0

Motion Passed

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

The full discussion related to Items 1-5 The Board of Trustees Updates review can be

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

Media Timestamp (1:13:15 – 1:36:40)

13. Board Member Reports

Trigg:

Questioned if the Kingsbury General Improvements Candidate Forum would be willing to also host local and federal candidates running for office.

Grime:

The Chamber is looking to host a general election debate forum in October with the NV side.

Shearer:

Likes that we are continuing to push forward with Douglas County regarding the Logging Road property for potential reestablishment of operations yard efforts.

1. Management Reports

GM Dornbrook:

- Kingsbury General Improvement District (KGID) is not permitted to participate in a Candidates Forum due to the restrictions outlined in **NRS 281A**.

- We have followed up on the unknown service line notifications and continue assisting with customer responses and inquiries.
- We have remained in contact with Douglas County regarding Logging Road and have received additional feedback that appears to be positive.
- We are evaluating the possibility of placing the property at **298 Kingsbury** back on the market.
- Tahoe Beach Club is moving forward with replacing the existing **1.5-inch water meters** with **1-inch water meters**.
- The **Tahoe Clarity Report** has been released, indicating that lake clarity has stabilized.
- We have begun succession planning efforts to support long-term organizational continuity.
- We are continuing to strengthen communication efforts with staff to improve collaboration and keep employees informed.

HR/ADMIN Brewer:

- Met with Stacy Norbeck from POOL/PACT for our annual service plan meeting to review available training opportunities and support services.
- Discussed the challenges associated with PEBP enrollment requirements under Nevada law. New employees are automatically enrolled in PEBP insurance, even when they elect Union health coverage. PEBP then contacts employees to cancel the coverage if it is not needed. Unfortunately, one of our employees was unable to cancel the coverage within the required timeframe and must now remain enrolled until the next open enrollment period in May. As a result, I coordinated with the Union to disenroll the employee from the Union health plan to avoid duplicate coverage.
- Worked through issues with our postage machine, which was out of service for approximately one week. The machine has since been repaired and is fully operational.
- Utility Billing Coordinator Michelle was recognized with a certificate of appreciation for going above and beyond while Brandy was on vacation. Her dedication and willingness to take on additional responsibilities were greatly appreciated.

2. Attorney Report

- Answered questions regarding the General Manager evaluation process, including the requirements under the Nevada Revised Statutes (NRS), Open Meeting Law provisions, and the notice requirements that needed to be provided to Derek.

- Provided guidance on the legal requirements for recording meetings, the rules governing Board committees and other advisory committees, and the applicable requirements following the adoption of water and sewer rate increases.

3. Correspondence

4. Final Public Comment:

Tim Barabe from Tahoe Beach Club is extremely displeased with the OPGID and would like Kingsbury General Improvement District to entertain merging with them then possibly take it over once Beach Club has enough people on the Board.

Sahana Shetty joined the meeting right at the end of agenda item #7 due to technical difficulties. The agenda item had to do with her and the conversion from Civic Pay to Xpress Bill Pay. She asked if there was any action from the discussion. The board made a motion to reinstate the one-time late fee that was used during the transition and to waive her additional late fee in the amount of \$22.43.

5. ADJOURNMENT (for possible action)

The meeting of the Kingsbury GID Board of Trustees adjourned at 6:42 PM.

Respectfully submitted,

Attest:

Ed Johns, Chair

Cindy Trigg, Secretary

**ADJOURNED MEETING OF THE KGID BOARD OF TRUSTEES
HELD AT 160 PINE RIDGE DR. STATELINE, NV ON JULY 14, 2026**

**KINGSBURY GENERAL IMPROVEMENT DISTRICT
AGENDA ITEM #7**

TITLE: PUBLIC HEARING AND POSSIBLE ADOPTION OF RESOLUTION NO. 2026-04 CONFIRMING DELINQUENT UTILITY SERVICE CHARGES AND DIRECTING CERTIFICATION TO THE DOUGLAS COUNTY TAX ROLL PURSUANT TO NRS 318.201

165 Irwin Drive, Units A & B

MEETING DATE: August 13, 2026

PREPARED BY: Derek Dornbrook, General Manager

RECOMMENDED ACTION:

Open and conduct the public hearing regarding the delinquent utility service charges associated with Assessor's Parcel Number (APN) 1318-22-002-096; receive public testimony and any objections; close the public hearing; deliberate; and adopt Resolution No. 2026-04 confirming the Report of Delinquent Utility Service Charges, as presented or modified, and directing the General Manager to certify the delinquent charges to the Douglas County Tax Receiver for placement on the Douglas County tax roll pursuant to NRS 318.201.

BACKGROUND INFORMATION:

The report of delinquent charges was received and filed by the Board on June 11, 2026. Notice of the public hearing was provided to the property owner and published in accordance with NRS 318.201 and District procedures. The purpose of the hearing is to allow interested persons an opportunity to be heard before the Board determines whether to confirm the report and direct that the delinquent charges be collected on the Douglas County tax roll.

Following the public hearing, if the Board confirms the report, staff will certify the delinquent charges to Douglas County for inclusion on the property tax roll for collection.

INCLUDED:

- A. Mailing and Proof of Service
- B. Public Hearing Notice Publication
- C. Delinquent Service Charges Procedure for Placement on County Tax Roll
- D. Resolution No. 2026-04

Fund(s) impacted by above action:

- | | |
|--|---|
| ☐ All Funds | ☐ Not a Budget Item |
| ☒ Water Fund | ☐ Sewer Fund |
| ☐ General Fund | ☐ Snow Removal Fund |
| ☐ Not Budgeted for | ☐ Emergency Spending |



P.O. Box 2220, Stateline, Nev

July 13, 2026

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

7622 2962 2000 0746 6002

USPS POSTAL SERVICES	
CERTIFIED MAIL™ RECEIPT (Domestic Mail Only; No Insurance Coverage Provided)	
For delivery information visit our website at www.usps.com	
OFFICIAL USE	
Postage	\$.78
Certified Fee	4.77
Return Receipt Fee (Endorsement Required)	5.43
Restricted Delivery Fee (Endorsement Required)	
Total Postage & Fees	\$ 10.98
Initial: _____	
Postmark Here JUL 13 2026	
RECEIVED	
Sent To Virginia Toy Street, Apt. No. or PO Box No. P.O. Box 4105 City, State, ZIP+4 Stateline NV 89449	
PS Form 3800, August 2006 See Reverse for instructions	

Subject: Notice of Public Hearing – Delinquent Account / Proposed Tax Roll Collection

Dear Ms. Toy,

This letter serves as official notice that Kingsbury General Improvement District will hold a public hearing on **August 13, 2026**, to consider the report of delinquent utility charges and to determine whether such charges should be certified to the Douglas County Tax Assessor for placement on the county tax roll for collection, pursuant to **NRS 318.197 and related provisions of Nevada law**.

The delinquent account is associated with the following property:

165 Irwin Drive, Units A & B
APN: 1318-22-002-096

As of the date of this notice, the total amount due is **\$74,552.02**.

Pursuant to **NRS 318.197**, the Board of Trustees will hear and consider any objections or protests to the report of delinquent charges at the public hearing. Following the hearing, the Board may adopt a resolution confirming the report and directing that the delinquent charges be placed on the tax roll of Douglas County. Once placed on the tax roll, the amount due will constitute a lien against the property and will be collected in the same manner as general property taxes.

You are entitled to appear at the hearing and provide written or oral objections. Payment of the outstanding balance in full prior to the hearing may prevent further collection action.

If you have questions regarding this matter or wish to arrange payment, please contact our office prior to the hearing date.

Sincerely,

Judy Brewer
Administrative and H.R. Supervisor
Kingsbury General Improvement District

NOTICE OF PUBLIC HEARING

Kingsbury General Improvement District will conduct a public hearing at 160 Pine Ridge Drive, Stateline, NV 89449, on August 13, 2026, at 5:00 p.m. to accept the report and make determinations about placing delinquent accounts on the County Tax Roll:

165 Irwin Drive APN#:1318-22-002-096
\$74,552.02

The agenda and report on delinquent properties will be available August 10, 2026, on the website (Kgid.org).

The record courier is Nevada Appeal (July 29 to Aug. 5th)

**DELINQUENT SERVICE CHARGES
PROCEDURE FOR PLACING ON COUNTY TAX ROLL
(NRS 318.201)**

STEP ONE: STAFF PREPARES PROPOSED REPORT FOR BOARD CONSIDERATION

- Report contains description of each real property parcel which is delinquent on service charges
- Report lists delinquencies for each such parcel
- Report reflects that delinquencies increase daily due to ongoing charges and interest

STEP TWO: BOARD FILES REPORT WITH KGID SECRETARY

STEP THREE: SECRETARY GIVES NOTICE OF FILING REPORT & HEARING

- Notice of hearing and report published once a week for two weeks prior to date set for hearing
- Publication must be in newspaper of general circulation within District
- If none within District, then publication made in paper in county where District located
- Notice to reflect location, date and time of hearing and that report of utility delinquencies filed with Board to place delinquencies on county tax roll

STEP FOUR: SECRETARY ALSO MAILES WRITTEN NOTICE OF HEARING AND REPORT TO INDIVIDUAL DELINQUENT PARCEL OWNERS

- Must be mailed to address shown on assessment roll or as known to Secretary
- After adoption of report, notice to those delinquent parcel owners of future hearings on reports may be by publication only

STEP FIVE: PUBLIC HEARING

- Board considers all objections and has discretion to overrule same
- Board shall deem any "protest" untimely and improper (see attached Memo)
- Board makes final determination to collect reported delinquencies on tax roll

STEP SIX:

SECRETARY PREPARES AND FILES FINAL REPORT

- Final report contains description of each delinquent parcel and amount of delinquency
- Final report filed with county assessor for inclusion on assessment roll
- Our advice is for Secretary to file final report during the month of March each year

STEP SEVEN:

LIEN

- Amount of delinquent charges on final report constitute lien against delinquent lot or parcel
- Secretary should update/revise any previously recorded lien on said lot or parcel

**KINGSBURY GENERAL IMPROVEMENT DISTRICT
RESOLUTION NO. 2026-04**

**A RESOLUTION CONFIRMING THE REPORT OF DELINQUENT UTILITY SERVICE
CHARGES FOR APN 1318-22-002-096 AND DIRECTING CERTIFICATION OF THE
DELINQUENT CHARGES TO THE DOUGLAS COUNTY TAX ROLL PURSUANT TO NRS
318.201**

WHEREAS, pursuant to NRS 318.201 and the ordinances of the Kingsbury General Improvement District ("District"), delinquent charges for water and sewer service may be certified for collection on the Douglas County tax roll following notice and public hearing;

WHEREAS, on April 21, 2026, pursuant to NRS 318.201(6), the owner of the property identified by Assessor's Parcel Number 1318-22-002-096 was notified of the time and place of the public hearing;

WHEREAS, on June 11, 2026, at a duly noticed public meeting, the District's Board of Trustees received, reviewed and considered the Report of Delinquent Utility Service Charges associated with Assessor's Parcel Number 1318-22-002-096;

WHEREAS, on June 11, 2026, the District's Board of Trustees also held a public hearing at which all interested persons were afforded an opportunity to object and/or be heard concerning the proposed placement of delinquent utility service charges upon the Douglas County tax roll;

WHEREAS, on August 13, 2026, the District's Board of Trustees conducted a duly noticed public hearing, at which all interested persons were again afforded an opportunity to object and/or be heard concerning the proposed placement of delinquent utility service charges upon the Douglas County tax roll; and

WHEREAS, the Board has considered the Report of Delinquent Utility Service Charges, all objection, testimony and evidence presented at the public hearing, and overrules all objections and finds that the delinquent charges remain due and owing.

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

1. The Board hereby confirms the Report of Delinquent Utility Service Charges for Assessor's Parcel Number 1318-22-002-096, as presented to the Board, or as modified during the public hearing.
2. The Board finds that the delinquent utility service charges identified in the confirmed report remain unpaid and are properly subject to collection pursuant to NRS 318.201.

3. The General Manager and District staff are authorized and directed to certify the confirmed delinquent charges to Douglas County for placement upon the County tax roll for collection in the same manner as general property taxes, together with any interest, penalties, fees, or costs authorized by law.
4. The General Manager, Secretary, and other appropriate District officials are authorized to execute and submit any documents and take all actions necessary to implement this Resolution.

PASSED, ADOPTED AND APPROVED this 13th day of August, 2026.

KINGSBURY GENERAL IMPROVEMENT DISTRICT

Trustee	Vote Aye/Nay/Absent
Ed Johns, Chair	_____
Sara Nelson, Vice Chair	_____
Cindy Trigg, Secretary/Treasurer	_____
Jessica Grime, Trustee	_____
John Shearer, Trustee	_____

APPROVED:

Ed Johns, Chair
KGID Board of Trustees

ATTEST:

Derek Dornbrook, General Manager
Kingsbury General Improvement District

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

TITLE: APPROVAL OF LIST OF CLAIMS, JULY 1 THROUGH AUGUST 10, 2026

MEETING DATE: August 13, 2026

PREPARED BY: Derek Dornbrook, General Manager

RECOMMENDED ACTION:

It is recommended that the Board of Trustees review and approve the list of claims for July 1, 2026, to August 10, 2026, from check number 66601 to 66728 for a total of 778,481.52.

BACKGROUND INFORMATION:

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

INCLUDED:

- A. List of Claims for July 1, 2026, to August 10, 2026

Fund(s) impacted by above action:

- | | |
|---|---|
| ☒ All Funds | ☐ Not a Budget Item |
| ☐ Water Fund | ☐ Sewer Fund |
| ☐ General Fund | ☐ Snow Removal Fund |
| ☐ Not Budgeted for | ☐ Emergency Spending |

Bank Reconciliation

Board Audit

User: BJohns
 Printed: 08/10/2026 - 10:02AM
 Date Range: 07/01/2026 - 08/10/2026



Check No.	Fund Code	Vendor/Employee	Transaction Description	Date	By Fund Amount	Total Amount
66601	Water Fund	AT & T Mobility	Acct. 287301170124 Cell Phones & Tablets	07/01/2026	574.97	
		Total for Check Number 66601:				\$ 574.97
66602	Water Fund	Employers Assurance Co.	Workers Compensation Installment 01 7/1/26	07/01/2026	1,212.20	
		Total for Check Number 66602:				\$ 1,212.20
66603	Water Fund	ESRI	Annual ArcGis Online Viewer & Creator 8/1/26 - 7/31/27	07/01/2026	1,325.01	
66603	Sewer Fund	ESRI	Annual ArcGis Online Viewer & Creator 8/1/26 - 7/31/27	07/01/2026	1,324.99	
		Total for Check Number 66603:				\$ 2,650.00
66604	General Fund	IUOE Stationary Engineers Lo39	Employee Union Dues 07/2026	07/01/2026	125.72	
66604	Water Fund	IUOE Stationary Engineers Lo39	Employee Union Dues 07/2026	07/01/2026	225.49	
66604	Sewer Fund	IUOE Stationary Engineers Lo39	Employee Union Dues 07/2026	07/01/2026	77.02	
66604	Snow Fund	IUOE Stationary Engineers Lo39	Employee Union Dues 07/2026	07/01/2026	100.81	
		Total for Check Number 66604:				\$ 529.04
66605	General Fund	Konica Minolta Premier Finance	Acct. 3691777720 Konica Lease 7/2026	07/01/2026	21.58	
66605	Water Fund	Konica Minolta Premier Finance	Acct. 3691777720 Konica Lease 7/2026	07/01/2026	258.94	
66605	Sewer Fund	Konica Minolta Premier Finance	Acct. 3691777720 Konica Lease 7/2026	07/01/2026	129.47	
66605	Snow Fund	Konica Minolta Premier Finance	Acct. 3691777720 Konica Lease 7/2026	07/01/2026	21.58	
		Total for Check Number 66605:				\$ 431.57
66606	General Fund	Nevada League of Cities	FY27 Annual Membership Dues	07/01/2026	250.40	
66606	Water Fund	Nevada League of Cities	FY27 Annual Membership Dues	07/01/2026	3,004.80	
66606	Sewer Fund	Nevada League of Cities	FY27 Annual Membership Dues	07/01/2026	1,502.40	
66606	Snow Fund	Nevada League of Cities	FY27 Annual Membership Dues	07/01/2026	250.40	
		Total for Check Number 66606:				\$ 5,008.00
66607	Water Fund	Pye-Barker Fire & Safety	Station 7 Alarm Monitoring 7/2026 thru 9/30/26	07/01/2026	1,652.88	
66607	Sewer Fund	Pye-Barker Fire & Safety	313 Market Alarm Monitoring 7/2026 thru 9/30/26	07/01/2026	531.54	
		Total for Check Number 66607:				\$ 2,184.42
66608	Water Fund	Quadient, Inc.	Acct. 1218695 Postage Meter Maintenance 7/26-9/26	07/01/2026	154.51	
66608	Sewer Fund	Quadient, Inc.	Acct. 1218695 Postage Meter Maintenance 7/26-9/26	07/01/2026	108.15	
66608	Snow Fund	Quadient, Inc.	Acct. 1218695 Postage Meter Rental 7/26-9/26	07/01/2026	46.35	
		Total for Check Number 66608:				\$ 309.01
66609	General Fund	State of Nevada	NRS 288.139(1) EMRB Fees FY 2027	07/01/2026	4.89	
66609	Water Fund	State of Nevada	NRS 288.139(1) EMRB Fees FY 2027	07/01/2026	58.65	
66609	Sewer Fund	State of Nevada	NRS 288.139(1) EMRB Fees FY 2027	07/01/2026	29.32	
66609	Snow Fund	State of Nevada	NRS 288.139(1) EMRB Fees FY 2027	07/01/2026	4.89	
		Total for Check Number 66609:				\$ 97.75
66610	General Fund	Stationary Engineers Local 39	Local 39 Employee Health/Life Premiums 8/1/26	07/01/2026	4,020.00	
66610	Water Fund	Stationary Engineers Local 39	Local 39 Employee Health/Life Premiums 8/1/26	07/01/2026	9,112.00	
66610	Sewer Fund	Stationary Engineers Local 39	Local 39 Employee Health/Life Premiums 8/1/26	07/01/2026	2,412.00	
66610	Snow Fund	Stationary Engineers Local 39	Local 39 Employee Health/Life Premiums 8/1/26	07/01/2026	3,216.00	
		Total for Check Number 66610:				\$ 18,760.00
66611	General Fund	Tech Tastic LLC	Managed Services Suite 07/2026	07/01/2026	72.28	
66611	Water Fund	Tech Tastic LLC	Managed Services Suite 07/2026	07/01/2026	867.38	
66611	Sewer Fund	Tech Tastic LLC	Managed Services Suite 07/2026	07/01/2026	433.69	
66611	Snow Fund	Tech Tastic LLC	Managed Services Suite 07/2026	07/01/2026	72.28	
		Total for Check Number 66611:				\$ 1,445.63
66612	Water Fund	Thunderbird Communications Inc	Lake Station AVEVA Wonderware Support 7/1/26 to 6/30/27	07/01/2026	8,574.00	
		Total for Check Number 66612:				\$ 8,574.00

Check No.	Fund Code	Vendor/Employee	Transaction Description	Date	By Fund Amount	Total Amount
66613	General Fund	Warren Reed Insurance Inc	Insurance Renewal 2026/2027 Pool Policy	07/01/2026	4,456.07	
66613	Water Fund	Warren Reed Insurance Inc	Insurance Renewal 2026/2027 Pool Policy Treatment Plant	07/01/2026	83,343.53	
66613	Sewer Fund	Warren Reed Insurance Inc	Insurance Renewal 2026/2027 Pool Policy	07/01/2026	26,736.44	
66613	Snow Fund	Warren Reed Insurance Inc	Insurance Renewal 2026/2027 Pool Policy	07/01/2026	4,456.07	
66613	Rental Fund	Warren Reed Insurance Inc	Insurance Renewal 2026/2027 Pool Policy 298 Kingsbury Grade	07/01/2026	3,629.60	
Total for Check Number 66613:						\$ 122,621.71
66614-66625	Payroll		Transferred from Abila (see attached detail)	07/10/2026		\$ 27,418.51
66626-66630	Payroll	Voided	Transferred from Abila (see attached detail)	07/09/2026		\$ -
66631-66635	Payroll		Transferred from Abila (see attached detail)	07/14/2026		\$ 3,695.60
66636	Water Fund	Airgas USA, LLC	Acct. 3255567 Rent Liquid Ind Lg 190-300 Lt Nitro	07/14/2026	2,150.17	
Total for Check Number 66636:						\$ 2,150.17
66637	General Fund	Allison Mackenzie, Ltd	Legal services Labor Negotiations 06/2026	07/14/2026	68.25	
66637	Water Fund	Allison Mackenzie, Ltd	Legal services Labor Negotiations 06/2026	07/14/2026	315.00	
66637	Sewer Fund	Allison Mackenzie, Ltd	Legal services Labor Negotiations 06/2026	07/14/2026	89.25	
66637	Snow Fund	Allison Mackenzie, Ltd	Legal services Labor Negotiations 06/2026	07/14/2026	52.50	
Total for Check Number 66637:						\$ 525.00
66638	General Fund	Diesel Direct West LLC	Acct. 65563 Fuel Diesel 61 gal.	07/14/2026	513.60	
66638	Water Fund	Diesel Direct West LLC	Acct. 65563 Fuel Unleaded 90 gal.	07/14/2026	4,108.95	
66638	Snow Fund	Diesel Direct West LLC	Acct. 65563 Fuel Unleaded 40 gal.	07/14/2026	513.60	
Total for Check Number 66638:						\$ 5,136.15
66639	Sewer Fund	Douglas County Lake Tahoe	Maintenance & Operations 1st QTR 07/26	07/14/2026	335,222.00	
Total for Check Number 66639:						\$ 335,222.00
66640	General Fund	Dowl, LLC	General Services 06/2026	07/14/2026	1,068.51	
66640	Water Fund	Dowl, LLC	General Services Tina/Tramway Waterline Final Inspections	07/14/2026	10,083.90	
66640	Sewer Fund	Dowl, LLC	Engineering Services Market Lift Station Per	07/14/2026	3,084.58	
66640	Snow Fund	Dowl, LLC	General Services 06/2026	07/14/2026	91.76	
Total for Check Number 66640:						\$ 14,328.75
66641	Water Fund	First Advantage Corporation	Acct. 946233 Melondow Pre-Employment Drug Testing	07/14/2026	56.79	
Total for Check Number 66641:						\$ 56.79
66642	General Fund	Frontier Communications	775-588-1065-022924-5 160 Pineridge	07/14/2026	15.48	
66642	Water Fund	Frontier Communications	775-586-8471-100215-5 Station 1	07/14/2026	748.52	
66642	Sewer Fund	Frontier Communications	775-588-8311-081082-5 Galaxy	07/14/2026	854.47	
66642	Snow Fund	Frontier Communications	775-588-1065-022924-5 160 Pineridge	07/14/2026	15.48	
Total for Check Number 66642:						\$ 1,633.95
66643	VOIDED	HD Supply, Inc	Tank 10B Microlevel Sumrs Transmitter SS PE Cable 40L	07/14/2026		\$ -
66644	General Fund	Kingsbury Automotive & Supply	Truck #1323 Check Engine Light is on dash. Scan System for codes	07/14/2026	36.30	
66644	Water Fund	Kingsbury Automotive & Supply	Truck #1323 Check Engine Light is on dash. Scan System for codes	07/14/2026	290.40	
66644	Snow Fund	Kingsbury Automotive & Supply	Truck #1323 Check Engine Light is on dash. Scan System for codes	07/14/2026	36.30	
Total for Check Number 66644:						\$ 363.00
66645	Water Fund	Linde Gas & Equipment Inc.	Acct. 71572887 Industrial Acetylene 6/2026	07/14/2026	236.35	
Total for Check Number 66645:						\$ 236.35
66646	General Fund	Minden Lawyers, LLC	Legal Fee 06/2026	07/14/2026	125.00	
66646	Water Fund	Minden Lawyers, LLC	Legal Fee 06/2026	07/14/2026	1,500.00	
66646	Sewer Fund	Minden Lawyers, LLC	Legal Fee 06/2026	07/14/2026	750.00	
66646	Snow Fund	Minden Lawyers, LLC	Legal Fee 06/2026	07/14/2026	125.00	
Total for Check Number 66646:						\$ 2,500.00
66647	Rental Fund	Pamela Joanne Nance	298 Kingsbury Grade 4 Cleanings 06/2026	07/14/2026	800.00	
Total for Check Number 66647:						\$ 800.00
66648	General Fund	Nevada News Group	Acct. 4409 2026-2027 Summary Annual Report Publication 6/27/26	07/14/2026	10.68	
66648	Water Fund	Nevada News Group	Acct. 4409 2026-2027 Summary Annual Report Publication 6/27/26	07/14/2026	128.10	
66648	Sewer Fund	Nevada News Group	Acct. 4409 2026-2027 Summary Annual Report Publication 6/27/26	07/14/2026	64.04	
66648	Snow Fund	Nevada News Group	Acct. 4409 2026-2027 Summary Annual Report Publication 6/27/26	07/14/2026	10.68	
Total for Check Number 66648:						\$ 213.50

Check No.	Fund Code	Vendor/Employee	Transaction Description	Date	By Fund Amount	Total Amount
66649	General Fund	Nextiva, Inc.	Acct. 3680856 District Office Phone Lines	07/14/2026	13.16	
66649	Water Fund	Nextiva, Inc.	Acct. 3680856 District Office Phone Lines	07/14/2026	157.91	
66649	Sewer Fund	Nextiva, Inc.	Acct. 3680856 District Office Phone Lines	07/14/2026	78.96	
66649	Snow Fund	Nextiva, Inc.	Acct. 3680856 District Office Phone Lines	07/14/2026	13.16	
		Total for Check Number 66649:				\$ 263.19
66650	Rental Fund	Christopher R Ortiz	298 Kingsbury Grade Replace light fixture bulbs & ballast	07/14/2026	320.00	
		Total for Check Number 66650:				\$ 320.00
66651	General Fund	Public Employees Benefit Prog	Acct. 841 Medical Insurance Esenarro, McKay, Runtzel & Vosburg	07/14/2026	1,274.42	
66651	Water Fund	Public Employees Benefit Prog	Acct. 360 Medical Insurance Brewer, Dornbrook, Hughes & Moss	07/14/2026	2,886.61	
66651	Sewer Fund	Public Employees Benefit Prog	Acct. 841 Medical Insurance Esenarro, McKay, Runtzel & Vosburg	07/14/2026	1,287.33	
66651	Snow Fund	Public Employees Benefit Prog	Acct. 841 Medical Insurance Esenarro, McKay, Runtzel & Vosburg	07/14/2026	909.92	
		Total for Check Number 66651:				\$ 6,358.28
66652	Water Fund	Round Hill General Impr Dist	Commercial Consumption Dorla Ct. 5/29 to 6/30/26	07/14/2026	1,779.40	
		Total for Check Number 66652:				\$ 1,779.40
66653	Water Fund	SGS Silver State Laboratories	Coliforms-P/A & Coliforms-QT	07/14/2026	297.00	
		Total for Check Number 66653:				\$ 297.00
66654	Water Fund	South Lake Tahoe Ace Hardware	Station 1 3/4"X1/4" Brass Hex Bushing & Hex Nipples 1/4"X1/4"	07/14/2026	36.96	
		Total for Check Number 66654:				\$ 36.96
66655	General Fund	South Tahoe Refuse	Acct. 10-41521 5 160 Pineridge Comm Bin 6/2026	07/14/2026	13.92	
66655	Water Fund	South Tahoe Refuse	Acct. 10-41521 5 160 Pineridge Comm Bin 6/2026	07/14/2026	255.08	
66655	Sewer Fund	South Tahoe Refuse	Acct. 10-41521 5 160 Pineridge Comm Bin 6/2026	07/14/2026	83.48	
66655	Snow Fund	South Tahoe Refuse	Acct. 10-41521 5 160 Pineridge Comm Bin 6/2026	07/14/2026	13.92	
66655	Rental Fund	South Tahoe Refuse	Acct. 10-41521 5 298 Kingsbury Grade Comm Bin 6/2026	07/14/2026	278.26	
		Total for Check Number 66655:				\$ 644.66
66656	Water Fund	Southwest Gas Corporation	910000322763 3 Buchanan Rd. Pump	07/14/2026	146.58	
		Total for Check Number 66656:				\$ 146.58
66657	General Fund	Springbrook Software Company	Springbrook Upgrades Add-Ons, Payroll 5/2026	07/14/2026	105.00	
66657	Water Fund	Springbrook Software Company	Springbrook Upgrades Add-Ons, Payroll 5/2026	07/14/2026	1,260.00	
66657	Sewer Fund	Springbrook Software Company	Springbrook Upgrades Add-Ons, Payroll 5/2026	07/14/2026	630.00	
66657	Snow Fund	Springbrook Software Company	Springbrook Upgrades Add-Ons, Payroll 5/2026	07/14/2026	105.00	
		Total for Check Number 66657:				\$ 2,100.00
66658	Sewer Fund	Summit Plumbing LLC	Adury to dirt rd to SR207 Boulder to Buchan Meadow to Chimney Ro	07/14/2026	10,418.16	
		Total for Check Number 66658:				\$ 10,418.16
66659	General Fund	Tahoe Basin Container	Acct. 50-6791 3 801 Kingsbury Grade 06/2026 Bear Proof Rent	07/14/2026	12.81	
66659	Water Fund	Tahoe Basin Container	Acct. 50-9256 4 160 Pineridge 06/2026 Bear Proof Rent	07/14/2026	21.75	
66659	Sewer Fund	Tahoe Basin Container	Acct. 50-6791 3 801 Kingsbury Grade 06/2026 Bear Proof Rent	07/14/2026	7.88	
66659	Snow Fund	Tahoe Basin Container	Acct. 50-9256 4 160 Pineridge 06/2026 Bear Proof Rent	07/14/2026	3.81	
66659	Rental Fund	Tahoe Basin Container	Acct. 50-9256 4 298 Kingsbury Grade 06/2026 Bear Proof Rent	07/14/2026	16.25	
		Total for Check Number 66659:				\$ 62.50
66660	General Fund	Tahoe Regional Planning Agency	Annual MOU Monitoring Fees 2027	07/14/2026	46.00	
66660	Water Fund	Tahoe Regional Planning Agency	Annual MOU Monitoring Fees 2027	07/14/2026	552.00	
66660	Sewer Fund	Tahoe Regional Planning Agency	Annual MOU Monitoring Fees 2027	07/14/2026	276.00	
66660	Snow Fund	Tahoe Regional Planning Agency	Annual MOU Monitoring Fees 2027	07/14/2026	46.00	
		Total for Check Number 66660:				\$ 920.00
66661	General Fund	Tech Tastic LLC	Cloud Migration & Sever Decommission	07/14/2026	2,633.98	
66661	Water Fund	Tech Tastic LLC	Water Crew Dell Pro Slim Desktop	07/14/2026	10,006.88	
66661	Sewer Fund	Tech Tastic LLC	Cloud Migration & Sever Decommission	07/14/2026	5,089.60	
66661	Snow Fund	Tech Tastic LLC	Road Crew Dell Pro Slim Desktop	07/14/2026	2,396.83	
		Total for Check Number 66661:				\$ 20,127.29
66662	Water Fund	Thunderbird Communications Inc	6/29 FIU modifications to allow for scaling changes between tank	07/14/2026	2,170.00	
		Total for Check Number 66662:				\$ 2,170.00
66663-66675	Payroll		Transferred from Abila (see attached detail)	07/24/2026		\$ 35,242.57

Check No.	Fund Code	Vendor/Employee	Transaction Description	Date	By Fund Amount	Total Amount
66676	General Fund	AFLAC	Acct. FA935 Insurance Dornbrook, Johns, McCoy, Moss, Leigh, Wood	07/24/2026	105.17	
66676	Water Fund	AFLAC	Acct. FA935 Insurance Dornbrook, Johns, McCoy, Moss, Leigh, Wood	07/24/2026	310.72	
66676	Sewer Fund	AFLAC	Acct. FA935 Insurance Dornbrook, Johns, McCoy, Moss, Leigh	07/24/2026	137.08	
66676	Snow Fund	AFLAC	Acct. FA935 Insurance Dornbrook, Johns, McCoy, Leigh, Wood	07/24/2026	70.13	
		Total for Check Number 66676:				\$ 623.10
66677	Water Fund	AT & T Mobility	Acct. 287301170124 Cell Phone and Tablets 8/2026	07/24/2026	529.63	
		Total for Check Number 66677:				\$ 529.63
66678	Water Fund	Barton Healthcare System	Acct. 800002207 Visit #51504421 Melandow pre-employment physical	07/24/2026	100.00	
		Total for Check Number 66678:				\$ 100.00
66679	Water Fund	Centennial Aggregate Inc	3/4" Aggregate Base for Water Leaks Repairs	07/24/2026	661.36	
		Total for Check Number 66679:				\$ 661.36
66680	General Fund	Charter Communitations	Acct. 8411100140191184 160 Pine Ridge Dr	07/24/2026	17.45	
66680	Water Fund	Charter Communitations	Acct. 8411100140191184 160 Pine Ridge Dr	07/24/2026	519.37	
66680	Sewer Fund	Charter Communitations	Acct. 8411100140191184 160 Pine Ridge Dr 6/20/26	07/24/2026	104.68	
66680	Snow Fund	Charter Communitations	Acct. 8411100140191184 160 Pine Ridge Dr	07/24/2026	17.45	
		Total for Check Number 66680:				\$ 658.95
66681	General Fund	Diesel Direct West LLC	Fuel Diesel 61 Gal	07/24/2026	40.08	
66681	Water Fund	Diesel Direct West LLC	Fuel Diesel 61 Gal	07/24/2026	320.61	
66681	Snow Fund	Diesel Direct West LLC	Fuel Diesel 61 Gal	07/24/2026	40.08	
		Total for Check Number 66681:				\$ 400.77
66682	Water Fund	Employers Assurance Co.	Workers Compensation Installment 02 8/2026	07/24/2026	1,217.20	
		Total for Check Number 66682:				\$ 1,217.20
66683	General Fund	First Advantage Corporation	Acct. 946233 Gaughan Pre-employment Drug Test Byran Random Drug	07/24/2026	58.51	
66683	Water Fund	First Advantage Corporation	Acct. 946233 Byran Random Drug	07/24/2026	8.61	
66683	Sewer Fund	First Advantage Corporation	Acct. 946233 Byran Random Drug	07/24/2026	1.15	
		Total for Check Number 66683:				\$ 68.27
66684	Water Fund	Homeserve USA	Line Insurance 6/30/26	07/24/2026	1,539.20	
		Total for Check Number 66684:				\$ 1,539.20
66685	General Fund	Dallas Hughes	Uniform Cleaning Allowance 7/1/26	07/24/2026	44.63	
66685	Water Fund	Dallas Hughes	Uniform Cleaning Allowance 7/1/26	07/24/2026	8.50	
66685	Snow Fund	Dallas Hughes	Uniform Cleaning Allowance 7/1/26	07/24/2026	31.87	
		Total for Check Number 66685:				\$ 85.00
66686	Water Fund	Jeneil Lobato	Refund Acct. 2175 Overpaid/Escrow Closed 6/1/26 307 Galaxy #4	07/24/2026	91.09	
66686	Sewer Fund	Jeneil Lobato	Refund Acct. 2175 Overpaid/Escrow Closed 6/1/26 307 Galaxy #4	07/24/2026	60.40	
66686	Snow Fund	Jeneil Lobato	Refund Acct. 2175 Overpaid/Escrow Closed 6/1/26 307 Galaxy #4	07/24/2026	26.50	
		Total for Check Number 66686:				\$ 177.99
66687	Water Fund	Greg Melandow	Uniform Cleaning Allowance 7/1/26	07/24/2026	85.00	
		Total for Check Number 66687:				\$ 85.00
66688	Water Fund	Shane Mortensen	Reimburse Duluth receipt work apparel 7/19/26.	07/24/2026	448.93	
		Total for Check Number 66688:				\$ 448.93
66689	General Fund	Byran Moss	7/1/26 Uniform Cleaning Allowance	07/24/2026	12.75	
66689	Water Fund	Byran Moss	7/1/26 Uniform Cleaning Allowance	07/24/2026	63.75	
66689	Sewer Fund	Byran Moss	7/1/26 Uniform Cleaning Allowance	07/24/2026	8.50	
		Total for Check Number 66689:				\$ 85.00
66690	General Fund	Nixon's Heating, Air Conditioning & Plumbing Inc.	160 Pineridge A/C Blower making loud noise, taped bottom of furn	07/24/2026	8.75	
66690	Water Fund	Nixon's Heating, Air Conditioning & Plumbing Inc.	160 Pineridge A/C Blower making loud noise, taped bottom of furn	07/24/2026	105.00	
66690	Sewer Fund	Nixon's Heating, Air Conditioning & Plumbing Inc.	160 Pineridge A/C Blower making loud noise, taped bottom of furn	07/24/2026	52.50	
66690	Snow Fund	Nixon's Heating, Air Conditioning & Plumbing Inc.	160 Pineridge A/C Blower making loud noise, taped bottom of furn	07/24/2026	8.75	
		Total for Check Number 66690:				\$ 175.00
66691	Water Fund	Panorama Paradise LLC	Refund Acct. 1019 Overpaid/Closed Escrow 5/11/26 437 Panorama	07/24/2026	59.43	
66691	Sewer Fund	Panorama Paradise LLC	Refund Acct. 1019 Overpaid/Closed Escrow 5/11/26 437 Panorama	07/24/2026	44.81	
66691	Snow Fund	Panorama Paradise LLC	Refund Acct. 1019 Overpaid/Closed Escrow 5/11/26 437 Panorama	07/24/2026	19.66	
		Total for Check Number 66691:				\$ 123.90

Check No.	Fund Code	Vendor/Employee	Transaction Description	Date	By Fund Amount	Total Amount
66692	General Fund	Kelly Pettit	CPR AED & First Aid Including Book 10	07/24/2026	185.25	
66692	Water Fund	Kelly Pettit	CPR AED & First Aid Including Book 10	07/24/2026	470.25	
66692	Sewer Fund	Kelly Pettit	CPR AED & First Aid Including Book 10	07/24/2026	152.00	
66692	Snow Fund	Kelly Pettit	CPR AED & First Aid Including Book 10	07/24/2026	142.50	
		Total for Check Number 66692:				\$ 950.00
66693	General Fund	Public Employees	Employee and Employers PERS Contribution 7/2026	07/24/2026	4,569.60	
66693	Water Fund	Public Employees	Employee and Employers PERS Contribution 7/2026	07/24/2026	16,211.12	
66693	Sewer Fund	Public Employees	Employee and Employers PERS Contribution 7/2026	07/24/2026	4,757.34	
66693	Snow Fund	Public Employees	Employee and Employers PERS Contribution 7/2026	07/24/2026	3,408.05	
		Total for Check Number 66693:				\$ 28,946.11
66694	Sewer Fund	Pye-Barker Fire & Safety	160 Palisades Service phone line had voltage but no dial tone.	07/24/2026	204.95	
		Total for Check Number 66694:				\$ 204.95
66695	General Fund	Southwest Gas Corporation	910000799713160 Pine Ridge Dr,	07/24/2026	2.86	
66695	Water Fund	Southwest Gas Corporation	910000799713160 Pine Ridge Dr,	07/24/2026	69.02	
66695	Sewer Fund	Southwest Gas Corporation	910000799713160 Pine Ridge Dr,	07/24/2026	17.14	
66695	Snow Fund	Southwest Gas Corporation	910000799713160 Pine Ridge Dr,	07/24/2026	2.86	
66695	Rental Fund	Southwest Gas Corporation	910000799717 298 Kingsbury Cir Up	07/24/2026	107.32	
		Total for Check Number 66695:				\$ 199.20
66696	Water Fund	Tahoe Pool Service	Station 3 & 5 Liquid Chlorine qty. 4 cases	07/24/2026	258.00	
		Total for Check Number 66696:				\$ 258.00
66697	Water Fund	Northern California and Nevada Underground Service Alert of	USA Digs Annual Membership Ticket fees	07/24/2026	485.46	
66697	Sewer Fund	Northern California and Nevada Underground Service Alert of	USA Digs Annual Membership Ticket fees	07/24/2026	485.45	
		Total for Check Number 66697:				\$ 970.91
66698	Water Fund	White Revocable Living Trust	Refund Acct. 358 Overpaid/Closed Escrow 6/16/26 128 Holly #B	07/24/2026	33.96	
		Total for Check Number 66698:				\$ 33.96
66699	General Fund	Jeff Wood	Uniform Cleaning Allowance 7/1/26	07/24/2026	44.63	
66699	Water Fund	Jeff Wood	Uniform Cleaning Allowance 7/1/26	07/24/2026	8.50	
66699	Snow Fund	Jeff Wood	Uniform Cleaning Allowance 7/1/26	07/24/2026	31.87	
		Total for Check Number 66699:				\$ 85.00
66700	General Fund	Beatriz Hernandez	160 Pineridge 4 cleanings 7/2026	07/31/2026	100.00	
66700	Water Fund	Beatriz Hernandez	160 Pineridge 4 cleanings 7/2026	07/31/2026	1,200.00	
66700	Sewer Fund	Beatriz Hernandez	160 Pineridge 4 cleanings 7/2026	07/31/2026	600.00	
66700	Snow Fund	Beatriz Hernandez	160 Pineridge 4 cleanings 7/2026	07/31/2026	100.00	
		Total for Check Number 66700:				\$ 2,000.00
66701	General Fund	Brandy Johns	Amazon receipt Umbrella for Outside Lunch Table	07/31/2026	3.48	
66701	Water Fund	Brandy Johns	Amazon receipt Umbrella Stand Outside Lunch Table	07/31/2026	41.74	
66701	Sewer Fund	Brandy Johns	Amazon receipt Umbrella for Outside Lunch Table	07/31/2026	20.88	
66701	Snow Fund	Brandy Johns	Amazon receipt Umbrella Stand Outside Lunch Table	07/31/2026	3.48	
		Total for Check Number 66701:				\$ 69.58
66702	General Fund	NV Energy	1000044087003270836 801 Kingsbury Grade	07/31/2026	66.76	
66702	Water Fund	NV Energy	1000044086807006297 97 Beach Club Dr	07/31/2026	28,753.29	
66702	Sewer Fund	NV Energy	1000044086808604306 160 Pineridge Dr	07/31/2026	1,330.31	
66702	Snow Fund	NV Energy	1000044087003270836 801 Kingsbury Grade	07/31/2026	26.09	
66702	Rental Fund	NV Energy	1000044086803297486 298 Kingsbury Grade Apt DDown	07/31/2026	396.01	
		Total for Check Number 66702:				\$ 30,572.46
66703	Water Fund	South Lake Tahoe Ace Hardware	Paint Brushes	07/31/2026	88.74	
		Total for Check Number 66703:				\$ 88.74
66704	General Fund	Springbrook Software Company	Springbrook Upgrades GL+AP Implementation .75 Hrs	07/31/2026	147.09	
66704	Water Fund	Springbrook Software Company	Springbrook Upgrades GL+AP Implementation .75 Hrs	07/31/2026	1,765.05	
66704	Sewer Fund	Springbrook Software Company	Springbrook Upgrades GL+AP Implementation .75 Hrs	07/31/2026	882.52	
66704	Snow Fund	Springbrook Software Company	Springbrook Upgrades GL+AP Implementation .75 Hrs	07/31/2026	147.09	
		Total for Check Number 66704:				\$ 2,941.75

Check No.	Fund Code	Vendor/Employee	Transaction Description	Date	By Fund Amount	Total Amount
66705	General Fund	State of Nevada	Acct. 881088 Hughes Pre-Employment Background Check	07/31/2026	20.48	
66705	Water Fund	State of Nevada	Acct. 881088 Hughes Pre-Employment Background Check	07/31/2026	3.90	
66705	Snow Fund	State of Nevada	Acct. 881088 Hughes Pre-Employment Background Check	07/31/2026	14.62	
		Total for Check Number 66705:				\$ 39.00
66706	Water Fund	Stratis Print Communications	#9 Regular Envelopes qty 10,000	07/31/2026	1,291.92	
66706	Sewer Fund	Stratis Print Communications	#9 Regular Envelopes qty 10,000	07/31/2026	904.35	
66706	Snow Fund	Stratis Print Communications	#9 Regular Envelopes qty 10,000	07/31/2026	387.56	
		Total for Check Number 66706:				\$ 2,583.83
66707	Water Fund	Tahoe Pool Service	Stations 3&5 Liquid Chlorine 4 cases	07/31/2026	258.00	
		Total for Check Number 66707:				\$ 258.00
66708-66719	Payroll		Transferred from Abila (see attached detail)	08/07/2026		\$ 30,151.54
66720	General Fund	IUOE Stationary Engineers Lo39	Employee Union Dues 8/2026	08/07/2026	125.72	
66720	Water Fund	IUOE Stationary Engineers Lo39	Employee Union Dues 8/2026	08/07/2026	225.49	
66720	Sewer Fund	IUOE Stationary Engineers Lo39	Employee Union Dues 8/2026	08/07/2026	77.02	
66720	Snow Fund	IUOE Stationary Engineers Lo39	Employee Union Dues 8/2026	08/07/2026	100.81	
		Total for Check Number 66720:				\$ 529.04
66721	Water Fund	Linde Gas & Equipment Inc.	Acct. 71572887 Industrial Acetylene Ind High Pressure	08/07/2026	230.01	
		Total for Check Number 66721:				\$ 230.01
66722	General Fund	Messing Adam Jasmine & Shore LLP	Legal Fees 6/2026	08/07/2026	381.60	
66722	Water Fund	Messing Adam Jasmine & Shore LLP	Legal Fees 6/2026	08/07/2026	2,764.74	
66722	Sewer Fund	Messing Adam Jasmine & Shore LLP	Legal Fees 6/2026	08/07/2026	1,583.96	
66722	Snow Fund	Messing Adam Jasmine & Shore LLP	Legal Fees 6/2026	08/07/2026	381.60	
		Total for Check Number 66722:				\$ 5,111.90
66723	Water Fund	Nevada News Group	Notice Public Hearing 165 Irwin Dr A&B Nevad Appeal & RC	08/07/2026	224.00	
		Total for Check Number 66723:				\$ 224.00
66724	General Fund	Nextiva, Inc.	Acct. 3680856 District Office Phone Lines	08/07/2026	13.16	
66724	Water Fund	Nextiva, Inc.	Acct. 3680856 District Office Phone Lines	08/07/2026	157.91	
66724	Sewer Fund	Nextiva, Inc.	Acct. 3680856 District Office Phone Lines	08/07/2026	78.96	
66724	Snow Fund	Nextiva, Inc.	Acct. 3680856 District Office Phone Lines	08/07/2026	13.16	
		Total for Check Number 66724:				\$ 263.19
66725	General Fund	Stationary Engineers Local 39	Local 39 Employees Health/Life Premiums	08/07/2026	2,613.00	
66725	Water Fund	Stationary Engineers Local 39	Local 39 Employees Health/Life Premiums	08/07/2026	8,844.00	
66725	Sewer Fund	Stationary Engineers Local 39	Local 39 Employees Health/Life Premiums	08/07/2026	2,412.00	
66725	Snow Fund	Stationary Engineers Local 39	Local 39 Employees Health/Life Premiums	08/07/2026	2,211.00	
		Total for Check Number 66725:				\$ 16,080.00
66726	Sewer Fund	Summit Plumbing LLC	Sewer Pump Station Maintenance 08/2026	08/07/2026	7,694.77	
		Total for Check Number 66726:				\$ 7,694.77
66727	General Fund	Tech Tastic LLC	Managed Service Suite 8/2026	08/07/2026	72.28	
66727	Water Fund	Tech Tastic LLC	Managed Service Suite 8/2026	08/07/2026	867.38	
66727	Sewer Fund	Tech Tastic LLC	Managed Service Suite 8/2026	08/07/2026	433.69	
66727	Snow Fund	Tech Tastic LLC	Managed Service Suite 8/2026	08/07/2026	72.28	
		Total for Check Number 66727:				\$ 1,445.63
66728	General Fund	US Bank Visa Rewards	JB Zoom Monthly Scheduler 5/1/26	08/07/2026	0.30	
66728	Water Fund	US Bank Visa Rewards	JB Zoom Monthly Scheduler 5/1/26	08/07/2026	3.59	
66728	Sewer Fund	US Bank Visa Rewards	JB Zoom Monthly Scheduler 5/1/26	08/07/2026	1.80	
66728	Snow Fund	US Bank Visa Rewards	JB Zoom Monthly Scheduler 5/1/26	08/07/2026	0.30	
		Total for Check Number 66728:				\$ 5.99
Total Springbrook Checks & Grand Total All Checks:					\$ 681,973.30	\$ 778,481.52

KINGSBURY GENERAL IMPROVEMENT DISTRICT
Check/Voucher Register - LIST OF CLAIMS
From 7/1/2026 Through 8/10/2026

Check Number	Check Date	Payee	Transaction Description	Check Amount
66614	7/10/2026	JUDITH BREWER	Employee: BREWER; Pay Date: 7/10/2026	2,323.83
66615	7/10/2026	AUSTIN CHESNESS	Employee: CHESNE; Pay Date: 7/10/2026	1,530.15
66616	7/10/2026	DERREK DORNBROOK	Employee: DORNB; Pay Date: 7/10/2026	3,839.41
66617	7/10/2026	DANIEL GAUGHAN	Employee: GAUGHA; Pay Date: 7/10/2026	1,530.16
66618	7/10/2026	DALLAS E. HUGHES	Employee: HUGH; Pay Date: 7/10/2026	1,580.97
66619	7/10/2026	BRANDY JOHNS	Employee: JOHNS; Pay Date: 7/10/2026	2,361.51
66620	7/10/2026	MICHELLE M. MCCOY	Employee: MCCOY; Pay Date: 7/10/2026	1,674.82
66621	7/10/2026	GREG MELANDOW	Employee: MELAND; Pay Date: 7/10/2026	2,621.06
66622	7/10/2026	SHANE T. MORTENSEN	Employee: MORTEN; Pay Date: 7/10/2026	3,236.70
66623	7/10/2026	BYRAN D. MOSS	Employee: MOSS; Pay Date: 7/10/2026	3,096.27
66624	7/10/2026	LEIGH C. STANTON	Employee: STANTO; Pay Date: 7/10/2026	1,477.47
66625	7/10/2026	JEFF T. WOOD	Employee: WOOD; Pay Date: 7/10/2026	2,146.16
66626	7/9/2026	JESSICA GRIME	Employee: GRIME; Pay Date: 7/9/2026	0.00
66627	7/9/2026	EDWARD J. JOHNS	Employee: JOHNSE; Pay Date: 7/9/2026	0.00
66628	7/9/2026	JOHN L. SHEARER	Employee: SHEARE; Pay Date: 7/9/2026	0.00
66629	7/9/2026	SARA NELSON	Employee: SNELSO; Pay Date: 7/9/2026	0.00
66630	7/9/2026	CYNTHIA M. TRIGG	Employee: TRIGG; Pay Date: 7/9/2026	0.00
66631	7/14/2026	JESSICA GRIME	Employee: GRIME; Pay Date: 7/14/2026	739.12
66632	7/14/2026	EDWARD J. JOHNS	Employee: JOHNSE; Pay Date: 7/14/2026	739.12
66633	7/14/2026	JOHN L. SHEARER	Employee: SHEARE; Pay Date: 7/14/2026	739.12
66634	7/14/2026	CYNTHIA M. TRIGG	Employee: TRIGG; Pay Date: 7/14/2026	739.12
66635	7/14/2026	SARA NELSON	Employee: SNELSO; Pay Date: 7/14/2026	739.12
66663	7/24/2026	JUDITH BREWER	Employee: BREWER; Pay Date: 7/24/2026	2,479.74
66664	7/24/2026	AUSTIN CHESNESS	Employee: CHESNE; Pay Date: 7/24/2026	2,129.01
66665	7/24/2026	DERREK DORNBROOK	Employee: DORNB; Pay Date: 7/24/2026	4,248.67
66666	7/24/2026	DANIEL GAUGHAN	Employee: GAUGHA; Pay Date: 7/24/2026	2,177.20
66667	7/24/2026	DALLAS E. HUGHES	Employee: HUGH; Pay Date: 7/24/2026	2,359.37

KINGSBURY GENERAL IMPROVEMENT DISTRICT
Check/Voucher Register - LIST OF CLAIMS
From 7/1/2026 Through 8/10/2026

Check Number	Check Date	Payee	Transaction Description	Check Amount
66668	7/24/2026	BRANDY JOHNS	Employee: JOHNS; Pay Date: 7/24/2026	2,570.03
66669	7/24/2026	MICHELLE M. MCCOY	Employee: MCCOY; Pay Date: 7/24/2026	1,778.75
66670	7/24/2026	GREG MELANDOW	Employee: MELAND; Pay Date: 7/24/2026	3,451.03
66671	7/24/2026	SHANE T. MORTENSEN	Employee: MORTEN; Pay Date: 7/24/2026	4,341.74
66672	7/24/2026	BYRAN D. MOSS	Employee: MOSS; Pay Date: 7/24/2026	2,938.92
66673	7/24/2026	LEIGH C. STANTON	Employee: STANTO; Pay Date: 7/24/2026	1,555.50
66674	7/24/2026	JEFF T. WOOD	Employee: WOOD; Pay Date: 7/24/2026	3,029.82
66675	7/24/2026	SHANE T. MORTENSEN	Employee: MORTEN; Pay Date: 7/24/2026	2,182.79
66708	8/7/2026	DERREK DORNBROOK	Employee: DORNBR; Pay Date: 8/7/2026	4,154.34
66709	8/7/2026	BYRAN D. MOSS	Employee: MOSS; Pay Date: 8/7/2026	2,740.45
66710	8/7/2026	JUDITH BREWER	Employee: BREWER; Pay Date: 8/7/2026	2,443.54
66711	8/7/2026	MICHELLE M. MCCOY	Employee: MCCOY; Pay Date: 8/7/2026	1,778.75
66712	8/7/2026	BRANDY JOHNS	Employee: JOHNS; Pay Date: 8/7/2026	2,502.11
66713	8/7/2026	LEIGH C. STANTON	Employee: STANTO; Pay Date: 8/7/2026	1,555.50
66714	8/7/2026	AUSTIN CHESNESS	Employee: CHESNE; Pay Date: 8/7/2026	1,610.50
66715	8/7/2026	DANIEL GAUGHAN	Employee: GAUGHA; Pay Date: 8/7/2026	1,690.85
66716	8/7/2026	JEFF T. WOOD	Employee: WOOD; Pay Date: 8/7/2026	2,333.25
66717	8/7/2026	DALLAS E. HUGHES	Employee: HUGH; Pay Date: 8/7/2026	1,701.74
66718	8/7/2026	GREG MELANDOW	Employee: MELAND; Pay Date: 8/7/2026	2,973.65
66719	8/7/2026	SHANE T. MORTENSEN	Employee: MORTEN; Pay Date: 8/7/2026	4,666.86
Report Total				96,508.22

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

**TITLE: POSSIBLE ACTION TO ADOPT A PROFESSIONAL DEVELOPMENT AND
CERTIFICATION REIMBURSEMENT POLICY**

MEETING DATE: August 13, 2026

PREPARED BY: Derek Dornbrook, General Manager

RECOMMENDED ACTION:

Staff recommends the Board discuss and consider adoption of a Professional Development and Certification Reimbursement Policy establishing District-wide guidelines for the approval and reimbursement of job-related training, certifications, licenses, continuing education, and professional development activities that support District operations, employee development, and organizational effectiveness.

BACKGROUND:

KGID relies on trained and properly certified employees to safely operate and maintain District facilities, equipment, and services. Many positions require specific licenses or certifications, including Commercial Driver's Licenses (CDLs), water operator certifications, safety certifications, and other job-related training.

The District's Personnel Policy already requires employees to obtain and maintain licenses and certifications required for their positions. It also recognizes that KGID may pay for certain job-related training. However, the Personnel Policy does not provide clear guidelines for when the District will pay for or reimburse employees for training, certification exams, license fees, continuing education, or other professional development.

The District's Collective Bargaining Agreement also provides reimbursement for certain educational training courses for represented employees, but those provisions are limited and do not address all of the training and certification needs that come up during normal District operations.

As a result, these requests are generally handled on a case-by-case basis. Staff believes a simple District-wide policy would provide employees and management with clearer and more consistent guidelines for what expenses may be reimbursed and what approvals are required.

The proposed **Professional Development and Certification Reimbursement Policy** would allow KGID to reimburse approved job-related training, certification, licensing, and professional development expenses when they benefit the District. Reimbursement would remain subject to available funding, operational needs, and approval by the General Manager.

The goal of the policy is to support employee development, maintain a qualified workforce, and help prepare employees for the District's future staffing and operational needs while providing reasonable controls over District spending.

INCLUDED:

- A. Professional Development and Certification Reimbursement Policy
- B. Relevant Existing Personnel Policy Provisions

Fund(s) impacted by above action:

- | | |
|---|---|
| ☒ All Funds | ☐ Not a Budget Item |
| ☐ Water Fund | ☐ Sewer Fund |
| ☐ General Fund | ☐ Snow Removal Fund |
| ☐ Not Budgeted for | ☐ Emergency Spending |



KINGSBURY GENERAL IMPROVEMENT DISTRICT

PROFESSIONAL DEVELOPMENT AND CERTIFICATION REIMBURSEMENT POLICY

1. Purpose

Kingsbury General Improvement District (KGID) recognizes that maintaining a knowledgeable, skilled, and properly certified workforce is essential to providing safe, reliable, and efficient public services. The purpose of this policy is to establish consistent guidelines for the approval and reimbursement of job-related education, training, certifications, licenses, and professional development activities that support District operational needs and employee development.

2. Scope

This policy applies to all District employees.

Nothing in this policy is intended to modify, supersede, or conflict with any applicable Collective Bargaining Agreement. Where a Collective Bargaining Agreement addresses professional development or reimbursement, the provisions of that agreement shall govern.

3. Policy

The District encourages employees to pursue professional development opportunities that enhance the knowledge, skills, certifications, and qualifications necessary to perform their current duties or improve District operations.

Subject to available budget appropriations, the General Manager may approve reimbursement for eligible professional development expenses when the proposed activity serves a legitimate business purpose and supports the operational objectives of the District.

Approval of reimbursement under this policy is discretionary and shall not create an entitlement or continuing obligation for future reimbursement.

4. Eligible Activities

The General Manager may approve reimbursement for activities including, but not limited to:

- Professional licenses and occupational certifications
- License or certification examination fees
- License or certification renewal fees
- Continuing education courses
- Technical training programs
- Water and wastewater certification training
- Commercial Driver's License (CDL) training
- Safety and regulatory compliance training
- Leadership and management development programs
- Conferences, seminars, and workshops
- Professional association training programs
- Online educational programs
- College or university coursework directly related to District operations
- Other training determined by the General Manager to benefit the District

5. Eligible Expenses

Subject to prior approval, reimbursement may include:

- Tuition
- Registration fees
- Examination fees
- Certification or licensing fees
- Renewal fees
- Required textbooks and instructional materials

- Required software or course materials
 - Conference registration
 - Travel, lodging, meals, and related expenses consistent with the District's Travel Expense Policy
-

6. Approval Requirements

To be eligible for reimbursement:

1. The employee shall obtain written approval from the General Manager prior to registering for the training or incurring any expense.
2. The General Manager shall determine whether the proposed activity:
 - Supports District operational needs;
 - Enhances the employee's ability to perform current job duties;
 - Supports succession planning or workforce development;
 - Is consistent with available budget resources; and
 - Represents an appropriate use of District funds.

Because certain professional certifications, licensing programs, conferences, and technical training require significant upfront costs, employees are encouraged to request approval before making any financial commitment.

7. Reimbursement Conditions

Unless otherwise approved by the General Manager:

- Employees shall successfully complete the approved course or program.
- Employees shall provide proof of successful completion when applicable.
- Employees shall submit receipts and supporting documentation for reimbursement.
- Reimbursement shall not exceed actual eligible expenses.
- The District shall not reimburse expenses paid by another organization, grant, scholarship, or funding source.

8. Work Time

Approval of reimbursement does not automatically authorize attendance during scheduled work hours.

Attendance during work hours shall require supervisory approval and shall be administered in accordance with:

- Applicable Collective Bargaining Agreements;
- District Personnel Policies;
- Fair Labor Standards Act (FLSA) requirements; and
- Other applicable laws and regulations.

9. Travel

Approved travel associated with professional development shall be reimbursed in accordance with the District's Travel Expense Policy.

10. Budget

Reimbursement under this policy is subject to available budget appropriations and District financial resources.

Approval may be denied due to budget limitations regardless of the educational merit of the request.

11. General Manager Authority

The General Manager is authorized to approve or deny reimbursement requests based upon the operational needs of the District, budget availability, and the anticipated benefit to District operations.

The General Manager may approve reimbursement for training opportunities not specifically identified in this policy when the training is determined to provide a demonstrable benefit to the District.

12. Recordkeeping

Documentation supporting approved reimbursement requests shall be maintained in accordance with District record retention policies.

13. Relationship to Collective Bargaining Agreements

Nothing in this policy shall be interpreted to diminish or expand any rights or benefits provided under an applicable Collective Bargaining Agreement.

Where a conflict exists between this policy and a Collective Bargaining Agreement, the provisions of the Collective Bargaining Agreement shall control.

14. Administration

The General Manager is responsible for administration and interpretation of this policy and may establish administrative procedures and forms necessary for its implementation.

15. Effective Date

This policy shall become effective immediately upon adoption by the KGID Board of Trustees.

Relevant Existing Personnel Policy Provisions

3.14. License/Occupational Certification

3.14.1 Purpose

KGID mandates that, if required by the current job, all employees obtain and maintain a valid license, certificate, permit, or other occupational certification issued by the state, county, city, or other applicable authority.

3.14.2. Employee Responsibilities

In the event the employee receives notice of revocation or non-renewal of a license, certificate, permit, or occupational certification, s/he shall immediately notify his/her supervisor/manager. The employee shall not perform any task for which the license, certificate, permit, or other occupational certification is required after the license, certificate, permit, or occupational certification has been non-renewed or revoked. In the event the employee does not have a valid license, certificate, permit, or occupational certification, s/he does not meet the job requirements. Failure to meet the job requirements will result in termination.

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

**TITLE: CONSIDERATION AND POSSIBLE ADOPTION OF THE KINGSBURY
GENERAL IMPROVEMENT DISTRICT ARTIFICIAL INTELLIGENCE (AI) USE
POLICY**

MEETING DATE: August 13, 2026

PREPARED BY: Derek Dornbrook, General Manager

RECOMMENDED ACTION:

Provide direction and adopt the KGID Artificial Intelligence (AI) Use Policy as presented.

BACKGROUND:

The Board will consider adopting a new Artificial Intelligence (AI) Use Policy to guide the responsible, secure, and effective use of AI tools by District staff, Board members, and consultants.

The policy is intended to:

- Improve operational efficiency and productivity
- Protect sensitive customer and infrastructure information
- Ensure compliance with public records and transparency requirements
- Maintain human oversight and accountability for all District decisions

The policy establishes clear guidelines for acceptable use, prohibited use, data protection, and review requirements. It is designed as an administrative policy to allow for updates as technology evolves.

The General Manager will serve as the policy owner and will be responsible for implementation, training, and maintaining an approved list of AI tools.

INCLUDED:

- A. KGID Artificial Intelligence Use Policy Draft
- B. State of Nevada's Policy on the Responsible and Ethical Use of Artificial Intelligence in Nevada State Government

Fund(s) impacted by above action:

- | | |
|---|---|
| ☐ All Funds | ☒ Not a Budget Item |
| ☐ Water Fund | ☐ Sewer Fund |
| ☐ General Fund | ☐ Snow Removal Fund |
| ☐ Not Budgeted for | ☐ Emergency Spending |



KGID Artificial Intelligence (AI) Use Policy

1. Purpose

Kingsbury General Improvement District (“District”) recognizes that artificial intelligence (“AI”) tools can improve efficiency, enhance service delivery, and support staff productivity. This Policy establishes guidelines to ensure AI is used responsibly, securely, and in a manner consistent with state and federal law and the District’s obligations to the public.

Artificial Intelligence (AI) is defined as: Computer software with capabilities including but not limited to generating text, images, code, analysis, recommendations, or other content based on user prompts.

2. Scope

This Policy applies to:

- All District employees
- Members of the District Board of Trustees

Contractors and consultants when performing work on behalf of the District

3. Guiding Principles

The District adopts the following principles for AI use:

- **Accountability:** Employees remain responsible for all work product, regardless of AI assistance.
- **Transparency:** Where appropriate, employees should disclose material AI assistance in public-facing communications, reports, or other work product when necessary to preserve transparency and public trust.
- **Accuracy:** All AI-generated content must be reviewed and verified before use.
- **Privacy & Security:** Sensitive and confidential information must be protected at all times.

- **Public Trust:** AI use must not compromise the integrity and reputation of the District.

4. Acceptable Use

Permitted Uses

Employees may use approved AI tools for:

- Drafting emails, reports, and presentations
- Summarizing documents
- Brainstorming ideas and outlines
- Creating training or internal materials
- Assisting with coding or data organization (non-sensitive data only)

Conditional Uses (Supervisor Approval Required)

- Drafting policy or regulatory language
- Assisting with public communications (must be reviewed before release)
- Analyzing operational data that does not contain sensitive information
- Employees are responsible for ensuring AI-generated text, images, code, or other materials do not infringe upon copyright, licensing restrictions, or intellectual property rights

5. Prohibited Uses

Employees shall NOT use AI tools:

- To input or process:
 - Customer account information
 - Personally identifiable information (PII)
 - Financial or billing data
 - Critical infrastructure or security-sensitive details
 - Other confidential information

- To make or automate:
 - Legal determinations
 - Financial decisions
 - Personnel decisions
 - Nor represent AI-generated content as final without human review
-

6. Data Protection Requirements

- Assume that any information entered into public AI tools may be retained externally and could be used in a manner adverse to the District and its customers
 - Only use AI platforms approved by the District
 - Only use AI platforms approved by the District for District business. Employees shall not use personal AI accounts or unapproved AI services to conduct District work involving District information
 - Do not upload confidential, sensitive, or protected information
 - When in doubt, do not input the data
-

7. Human Oversight

- All AI-generated content must be reviewed, edited, and validated by a District employee
- AI tools are advisory only and shall not replace professional judgment
- Final decisions and accountability remain with District staff

AI systems may generate inaccurate, incomplete, outdated, or fabricated information ("hallucinations"). District employees are responsible for independently verifying the accuracy of all AI-generated content before relying upon or distributing it.

8. Public Records & Compliance

- AI-generated content, prompts, responses, and related communications created or retained in the conduct of District business may be subject to disclosure pursuant to Nevada's Public Records Act and must be retained in accordance with the District's records retention policies
- AI shall not be used in a manner that circumvents the Nevada Open Meeting Law or other transparency requirements applicable to the District

9. Implementation

The District will implement this policy through:

- **Training:** Basic guidance on appropriate AI use and risks
- **Approved Tools List:** Maintained by management or IT
- **Pilot Use:** Encouraging safe, low-risk experimentation
- **Ongoing Review:** District management shall periodically review approved AI tools to ensure they continue to meet District cybersecurity and privacy requirements

10. Governance

- **Policy Owner:** General Manager

The Board of Trustees adopts this Policy to establish the District's expectations for the responsible use of Artificial Intelligence. The General Manager is responsible for implementation, administration, and periodic updates to approved tools, procedures, and guidance consistent with this Policy.

- **Oversight:** Management team / IT support
- **Legal Review:** District Counsel

11. Effective Date

This Policy becomes effective upon adoption by the District's Board of Trustees.

Joe Lombardo
Governor



Timothy D. Galluzi
State Chief Information Officer

Darla J. Dodge
Deputy CIO – COO

David 'Ax' Axtell
Deputy CIO – CTO

Bob Dehnhardt
Deputy CIO – CISO

STATE OF NEVADA GOVERNOR'S OFFICE

Office of the Chief Information Officer

100 N. Stewart Street, Suite 100 | Carson City, Nevada 89701

Phone: (775) 684-5800 | it.nv.gov | CIO@it.nv.gov | Fax: (775) 687-9097

Policy on the Responsible and Ethical Use of Artificial Intelligence in Nevada State Government Executive Branch

Purpose

The purpose of this policy is to ensure that the use of Artificial Intelligence (AI) within Nevada State Government's executive branch is conducted responsibly, ethically, and transparently. This policy establishes minimum standards for AI deployment and utilization, balancing safety and compliance with the flexibility needed for innovation across different agencies.

Definitions

- **Artificial Intelligence (AI):** A machine-based system that can, for a given set of human-defined objectives, make predictions, recommendations, or decisions influencing real or virtual environments. AI systems use machine- and human-based inputs to perceive real and virtual environments; abstract such perceptions into models through analysis in an automated manner; and use model inference to formulate options for information or action.
- **Generative AI (GenAI):** AI algorithms and models that can create new content, including audio, code, images, text, and video, based on the data they are trained on.
- **Synthetic Media:** Media content, including but not limited to text, images, and videos, substantially generated or modified by AI technologies that mimic human-like outputs.
- **AI Transparency:** The requirement for clear documentation and disclosure of AI methodologies, data use, decision-making processes, and AI management protocols.
- **Digital Provenance:** Information detailing the origins, context, and authenticity of digital content, ensuring traceability and integrity.
- **Bad Actor:** An individual, group, or entity that intentionally uses artificial intelligence systems or synthetic media to commit fraud, spread misinformation, or perform any illegal activities under state or federal law.
- **Misuse of AI:** The application of artificial intelligence technology in a manner that is unethical, not transparent, or intended to harm individuals, manipulate public opinion, or disrupt legal and societal norms.



STATE OF NEVADA
OFFICE OF THE CHIEF INFORMATION OFFICER

Principles

1. **Fairness and Equity:** AI systems must mitigate harmful biases to avoid discrimination or disparate impact based on race, color, ethnicity, sex, religion, age, disability, veteran status, marital status, sexual orientation, gender identity, genetic information, or any other classification protected by law.
2. **Innovation:** AI should be leveraged to improve state services and resident outcomes, used responsibly, and aligned with human-centered and mission-focused goals.
3. **Privacy:** AI implementations must preserve individuals' privacy rights by design, ensuring data handling aligns with all applicable laws and regulations.
4. **Safety and Security:** Adopt best practices and standards to identify and mitigate AI-related safety risks, ensuring resilience against threats.
5. **Validity and Reliability:** Maintain mechanisms to ensure AI systems work as intended, with accurate outputs and robust performance.
6. **Transparency, Accountability, and Explain-ability:** AI use should be well-documented and disclosed, enabling accountability and explain-ability to oversight bodies and residents, with clear human oversight.

Governance Structure

To ensure adherence to these principles, the following governance structure is established:

1. **State Technology Governance Committee (STGC):** Comprising representatives from various state departments and agencies; will assist with the help of The AI and Emerging Technology working group in developing and implementing AI policies, standards, and guidelines. This group will include experts in AI, data management, cybersecurity, legal, and ethics.
2. **The Office of the Chief Information Officer (OCIO)** will oversee the implementation and adherence to this AI policy. The STGC will collaborate with the AI Working Group to ensure comprehensive governance and management of AI technologies across Nevada's Executive Branch State Government.

Responsibilities

- Promote the principles set forth in this policy.
- Advise the Governor on AI-related matters.
- Facilitate statewide coordination on AI use.
- Develop baseline AI tool policies, processes, and standards, while supporting agencies in developing more stringent policies where needed.
- Leverage the expertise of the State Information Security Committee (SISC) to create a comprehensive AI risk and security policy, ensuring robust protection for AI systems and data.
- Ensure continuous monitoring and legal analysis of AI tools, with agencies conducting additional monitoring as required.
- Ensure human involvement in AI decision-making processes to maintain accountability and ethical oversight, allowing agencies to determine the appropriate level of oversight for their use cases.

Agency Flexibility

- **Agency-Specific Policies:** Each agency within the executive branch is encouraged to develop its own AI policy that meets or exceeds the baseline standards outlined in this document. Agencies should consider their specific use cases, risks, and ethical considerations when developing these policies.
- Agencies creating their own AI policies, should submit their policies to the STGC annually, prior to July 1, to the STGC Chair for committee review. The STGC may provide feedback or recommendations to the agency.
- In cases where Agency-specific policy and statewide policy may be in conflict, the more stringent policy shall have precedence. In all other cases, no Agency-level policy should be more lenient than statewide policy.
- **Enhanced Security and Risk Management:** Agencies are permitted and encouraged to implement additional security and risk management measures as deemed necessary to protect their unique operations and data, in collaboration with the SISC.

Acceptable Use

1. **Compliance with Baseline and Agency-Specific Policies:** Use of AI must comply with this baseline policy and any additional restrictions or guidelines established by the respective agency.
2. **Procedure for Questions and Reporting Violations:** If you have any questions regarding generative AI usage or would like to report policy violations, please contact the designated department/entity/team at the provided contact information.
3. **Examples of Use Cases** (this list is not meant to be exhaustive):
 - **Permissible:** Brainstorming ideas, summarizing public data.
 - **Approval-Required:** Generating official reports, using AI-generated insights for policy decisions.
 - **Non-Permitted:** Creating discriminatory content, using personal data without anonymization.
 - Clarification of permissible versus non-permissible use cases shall be managed through the state's traditional IT procurement governance process, the Technology Investment Notification (TIN).

Security and Compliance

- **Security Rules for Public and Proprietary GenAI:** Compliance with established security rules for data management and application development is required, with agencies able to impose stricter controls as needed, supported by the SISC.
- **Monitoring and Reporting:** Security teams must monitor and report potential security policy violations in AI use, with agencies encouraged to establish additional monitoring protocols.
- **Controlled Environments:** AI experimentation should only occur in secure, controlled environments, with agencies defining the specifics of these environments based on their risk assessments.

Accountability and Human Involvement

1. **Establishing Accountability:** Legal and compliance specialists should define and oversee AI accountability within the organization.



2. **Human Oversight:** Ensure critical AI decisions involve human review to maintain ethical standards.

Implementation Plan

1. **AI Action Plan:** Develop and implement a comprehensive plan that aligns with NIST's AI Risk Management Framework, including:
 - Establishing policies, processes, standards, and contracts for AI tools.
 - Embedding risk-based assessments into state processes.
 - Ensuring continuous monitoring and legal analyses of AI tools.
2. **Identify AI Use Cases:** Evaluate infrastructure to safely test AI proofs of concept and pilots, with a repeatable playbook for AI project management.
3. **Safety and Security Measures:** Implement safety prompt engineering to ensure AI interactions are confined within ethical and security boundaries. Establish mandatory safety training for all personnel involved in AI operations, with updates on policies and practices at least quarterly.
4. Agency Information Security Officers will be encouraged to include AI-related content in annual security awareness training for all state employees.

Data Handling Protocols

1. **Data Classification:** Classify data into categories such as aggregate, de-identified, and anonymous, with specific handling protocols for each to safeguard confidentiality and privacy.
2. **Data Protection Standards:** Require all AI systems to adhere to stringent data protection standards, including encryption and access controls.

Threat Identification and Mitigation

- **Regular Assessments:** Conduct regular security risk assessments, with agencies conducting additional assessments as needed, leveraging the SISC's expertise.
- **Mitigation Strategies:** Develop strategies to address identified risks, allowing agencies to implement additional strategies based on their specific risk profiles.

AI Misuse and Bad Actor Provisions

1. **Prohibitions and Penalties:** Existing law and state policy, as outlined in NRS 205.473 to NRS 205.513, stipulate that it is unlawful for any person or entity to use artificial intelligence or synthetic media to:
 - Engage in deceptive practices, including but not limited to the creation and dissemination of manipulated media or information designed to mislead the public.
 - Facilitate or conduct activities that infringe on privacy rights or data protection laws, as detailed in NRS 603A.
 - Manipulate or alter data to commit fraud, steal identities, or cause financial harm to individuals or entities, as covered under NRS 205.0832.
2. **Reporting and Response:** Establish a mandatory reporting system for suspected AI misuse, with agencies defining their own reporting processes and response teams.

Auditing

- **Compliance:** Agencies must report AI-related incidents and participate in regular audits, with the flexibility to conduct additional audits as needed.



- **Audit Reporting:** Document findings and develop action plans based on audit results, with agencies empowered to implement more frequent audits.

Continuous Improvement

- **Feedback Mechanisms:** Regularly review feedback from employees, stakeholders, and residents to inform policy updates, allowing agencies to establish their own feedback mechanisms.
- **Policy Updates:** The OCIO, in collaboration with the STGC, and AI and Emerging Technologies Working Group will review and update this policy annually, with agencies encouraged to update their own policies based on evolving needs.

Compliance

All state agencies must comply with this policy and related standards as a minimum requirement but are encouraged to develop more stringent policies and standards to address their specific needs.

References:

Nevada Revised Statutes (NRS) Chapter 242 - Information Services
NIST AI Risk Management Framework
 Nevada Administrative Code (NAC) Chapter 333 - Purchasing: State
 OCIO Agency Update Document



Timothy Galluzi, State Chief Information Officer
 Office of the Governor, Office of the CIO
 Chair, State Technology Governance Committee

Effective Date: November 26, 2024



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

**TITLE: CONSIDERATION AND POSSIBLE ADOPTION OF OFFICIAL DISTRICT
SOCIAL MEDIA ACCOUNT POLICY**

MEETING DATE: August 13, 2026

PREPARED BY: Derek Dornbrook, General Manager

RECOMMENDED ACTION:

Staff recommends the Board review, discuss, and consider adoption of the Kingsbury General Improvement District Official District Social Media Account Policy, subject to any revisions directed by the Board.

BACKGROUND INFORMATION:

KGID uses social media to distribute service updates, construction and maintenance information, emergency notices, public meeting information, project updates, employment opportunities, and other information relevant to District customers and the general public. The District does not currently have a formal Board-adopted policy specifically governing the creation, administration, security, content, and records associated with its official social media accounts.

Staff initially prepared a broader social media policy addressing official District accounts, public comments, and employee social media activity. Following review by District legal counsel, the proposed policy was substantially revised and narrowed to focus primarily on the administration and use of official District social media accounts.

The District's existing Personnel Policy Manual already contains provisions addressing employee use of District technology and employee social media activity. Maintaining employee conduct requirements within the Personnel Policy Manual avoids unnecessary duplication and allows the proposed Board policy to remain focused on official District communications and account administration.

The proposed policy:

- establishes that District social media accounts are owned and controlled by KGID;
- authorizes the General Manager to approve accounts and designate account administrators;
- establishes standards for authorized content and posting authority;
- states that District accounts are not public forums;
- permits the District to disable comments, restrict users when legally appropriate, or discontinue use of a platform;
- addresses account security, passwords, cybersecurity, and administrative access;

- provides procedures for documenting restrictions or removal of content;
- addresses public-records and records-retention requirements;
- clarifies that social media comments and direct messages do not constitute official notice, claims, appeals, service requests, or public-records requests;
- addresses emergency communications, corrections, accessibility, photographs, and videos;
- establishes disclaimers for official District accounts; and
- provides implementation authority to the General Manager.

The policy is intended to support timely and transparent public communication while reducing the legal and administrative risks associated with operating government social media accounts. Social media will remain supplemental to the District's official website, meeting notices, customer notifications, and other established communication methods.

INCLUDED:

A. Proposed KGID Social Media Policy

Fund(s) impacted by above action:

- | | |
|---|---|
| ☐ All Funds | ☒ Not a Budget Item |
| ☐ Water Fund | ☐ Sewer Fund |
| ☐ General Fund | ☐ Snow Removal Fund |
| ☐ Not Budgeted for | ☐ Emergency Spending |



KGID Official Social Media Policy

1. Purpose

Kingsbury General Improvement District (“District”) may use social media to improve communication with residents, customers, property owners, partner agencies, and the general public.

District social media may be used to:

- distribute news and public information;
- provide utility, road, drainage, snow removal, and service updates;
- communicate emergency or time-sensitive information;
- announce public meetings, projects, programs, and community events;
- promote public awareness of District operations and services; and
- increase transparency and public engagement.

District social media is supplemental to the District’s official website, meeting notices, customer notifications, and other established communication methods. It is not intended to serve as an official forum for conducting District business or taking formal action.

2. Scope

This policy applies to:

- all social media accounts created, owned, maintained, or controlled by the District (“District Accounts”);
- District employees, contractors, or representatives authorized to administer or contribute content to District Accounts;
- members of the Board of Trustees (“Board”) when using or interacting with District Accounts; and
- public comments, direct messages, photographs, videos, links, and other content submitted through District Accounts.

This policy does not control the personal social media activity of employees or Trustees not related to the business of the District. However, personal accounts must not be presented or used in a manner that reasonably suggests they are District Accounts or that the individual is speaking on behalf of the District.

3. Administration and Control of Accounts

All District Accounts and the content therein are the property of the District.

The General Manager of the District ("General Manager") shall:

- approve the creation or discontinuation of District Accounts;
- designate employees authorized to administer and post to District Accounts;
- establish appropriate account-security and access controls;
- maintain a current list of account administrators;
- ensure that account credentials remain under District control; and
- oversee compliance with this policy.

Trustees shall not serve as administrators of any District Account unless specifically authorized by formal Board action.

At least two authorized District employees should have administrative access to each active account. Account passwords shall not be shared except with authorized personnel and shall be changed when an employee/administrator leaves District employment or no longer requires access. The passwords for District Accounts must be stored in a secure location at the District (and nowhere else) and are the property of the District.

4. Authorized Content

The content of the District Accounts must be accurate, professional, timely, and related to District programs, services, facilities, projects, meetings, emergencies, or public interests within the District's area of responsibility.

Content may include:

- service interruptions and restoration updates;
- construction and maintenance notices;
- road, drainage, and snow removal information;
- public meeting notices and links to agenda materials;

- emergency preparedness and public-safety information;
- capital-project and grant updates;
- employment and contracting opportunities;
- customer-service information;
- photographs or videos of District facilities, projects, and activities;
- information shared from governmental or community partners; and
- educational information relevant to District services.

District Accounts shall not be used to:

- advocate for or against a candidate, political party, or ballot question;
- endorse commercial products or private businesses; however, contractors, project partners, sponsors, assets, or resources directly related to District business may be identified;
- conduct Board deliberations or take official action;
- disclose confidential, privileged, personnel, security-sensitive, or legally protected information;
- engage in personal disputes; or
- communicate information that the District knows to be materially inaccurate.

5. Approval and Posting Authority

The General Manager and designated staff may post routine operational and informational content without Board approval.

The General Manager may establish internal procedures regarding:

- content preparation and review;
- emergency posting authority;
- use of photographs and video;
- correction of inaccurate posts;
- moderation documentation;
- account access and cybersecurity; and

- records retention.

Content concerning significant legal matters, personnel matters, active litigation, controversial policy matters, elections, or other sensitive subjects may be reviewed by District legal counsel before publication.

6. No Public Forum

District Accounts are not a public forum.

7. Blocking or Restricting Users

The General Manager may block or otherwise restrict a user from District Accounts for any lawful reason, including but not limited to:

- the user repeatedly violates this Policy after receiving notice;
- the account is being used for spam, automated attacks, impersonation, threats, or malicious activity; or
- blocking is reasonably necessary to protect District systems, personnel, or the public.

Except in an emergency involving safety or cybersecurity, a decision to block a user should be documented and reviewed by the General Manager. Legal counsel should be consulted when the proposed restriction involves criticism of the District, a Trustee, or an employee.

A blocked user may submit a written request for review to the General Manager.

Before blocking a user, or otherwise restricting access to a District Account, authorized staff should, when reasonably practicable:

- capture a screenshot or other record of the content;
- record the date, platform, account, and reason for the action;
- identify the provision of this Policy that applies; and
- retain the record in accordance with the District's records-retention requirements.

The District may remove content immediately when necessary to address a threat, cybersecurity incident, unlawful disclosure of protected information, or other urgent risk.

8. Public Records and Retention

District Account content may constitute a public record depending on its content, purpose, and use. Posts, comments, direct messages, photographs, videos, moderation records,

and deleted content related to District business may be subject to disclosure and retention requirements under Nevada law. Nevada's Public Records Act broadly defines public books and records maintained by governmental entities and reflects a policy of disclosure upon request.

The District shall retain social media records in accordance with applicable law and the District's approved records-retention schedule.

Deleting content from a social media platform does not necessarily eliminate the District's duty to preserve the record.

The General Manager shall establish a reasonable method for capturing and preserving social media records. Government records-management guidance recognizes that posts, comments, direct messages, and related metadata may require preservation outside the social media platform itself.

9. Direct Messages, Complaints, and Service Requests

District Accounts are not continuously monitored.

Comments and direct messages do not constitute:

- formal notice to the District;
- a public-records request;
- a utility billing appeal;
- a damage claim;
- a complaint requiring formal District action;
- an emergency report; or
- a request to place an item on a Board agenda.

When appropriate, staff may direct the sender to the District office, website, telephone number, email address, emergency contact, claim procedure, or other official communication channel.

Staff should avoid discussing confidential customer-account information through social media.

10. Emergency Communications

Social media may be used to supplement emergency and time-sensitive communications. However, the District does not guarantee that social media posts will be immediate, continuously monitored, complete, or received by every affected person.

Members of the public should use 911 or the appropriate emergency-service provider to report emergencies.

The District may correct, update, or remove outdated emergency information as conditions change, provided that appropriate records are retained.

11. Employee Use of District Accounts

Only authorized employees may speak on behalf of the District.

Employees using personal accounts shall not:

- represent that they are speaking for the District, unless they have been previously authorized to do so, in writing;
- disclose confidential, privileged, personnel, customer, security-sensitive, or nonpublic information;
- use District logos or branding in a manner that implies a District Account;
- post content in violation of applicable personnel policies; or
- use District work time, equipment, or accounts for unauthorized personal social media activity.

Nothing in this policy is intended to restrict legally protected employee speech, labor activity, whistleblower activity, or other rights to the extent they are protected by law.

12. Corrections and Misinformation

The District may correct materially inaccurate information concerning District operations, services, projects, or actions.

Corrections should:

- state the accurate information;
- avoid personal attacks or unnecessary argument;
- identify supporting public documents when useful; and
- be issued through official channels.

The District is not required to respond to every inaccurate, critical, or misleading statement made on social media.

13. Photographs, Videos, and Accessibility

District social media content should be prepared with reasonable attention to accessibility.

When practicable, staff should use:

- captions for videos;
- alternative text or meaningful descriptions for images;
- plain language;
- readable graphics; and
- links to accessible documents or webpages.

Staff shall obtain any permissions required before posting copyrighted material or photographs in circumstances where consent is legally required.

14. Account Disclaimers

Each District Account should include, to the extent permitted by the platform, a disclaimer substantially similar to the following:

This is an official social media account of Kingsbury General Improvement District. This account is used for supplemental public information and is not continuously monitored. Comments and messages do not constitute official notice, a service request, a claim, an appeal, or a public-records request. Please contact the District through the official channels listed at www.kgid.org. This is not a public forum. Content associated with this account may be subject to public-records laws.

15. Platform Terms and Availability

District Accounts are hosted by private companies whose services, terms, features, and availability are outside the District's control.

The District may:

- modify its use of a platform;
- disable comments;
- close or suspend an account;

- remove obsolete duplicate accounts; or
- discontinue social media use when continued operation no longer serves the District's interests.

Before closing an account, the District shall preserve records as required by law.

16. No Expectation of Privacy

Users have no expectation of privacy in content submitted to a District Account.

Information posted or submitted may be:

- visible to the public;
- retained by the District or platform provider;
- disclosed in response to a public-records request;
- used to respond to District business; or
- provided to law enforcement or other authorities.

17. Training

Employees authorized to administer District Accounts shall receive appropriate instruction regarding:

- this policy;
- public records;
- records retention;
- Nevada Open Meeting Law;
- cybersecurity;
- account access; and
- emergency communications.

The General Manager may provide periodic guidance to Trustees regarding the distinction between official District and personal social media activity.

18. Enforcement

Violations by employees may be addressed under applicable District personnel policies, employment agreements, or collective bargaining requirements.

Concerns involving a Trustee shall be referred to the Board Chair and District legal counsel as appropriate.

Nothing in this policy creates a private right of action, contractual right, or guarantee that the District will post, respond to, retain, or moderate content in a particular manner beyond what is required by law.

19. Authority to Implement

The General Manager is authorized to adopt administrative procedures and account-specific rules consistent with this Policy.

The General Manager may make minor administrative or technological changes that do not materially alter this Policy. Substantive changes shall be presented to the Board for approval.

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

**TITLE: DISCUSSION AND POSSIBLE ACTION TO RESCHEDULE OR CANCEL THE
SEPTEMBER 10, 2026 REGULAR BOARD MEETING**

MEETING DATE: August 13, 2026

PREPARED BY: Derek Dornbrook, General Manager

RECOMMENDED ACTION:

Discuss the matter and provide direction to staff regarding the September 2026 Regular Board Meeting schedule.

BACKGROUND INFORMATION:

The September Regular Board Meeting is currently scheduled for Thursday, September 10, 2026, immediately following the Labor Day holiday weekend. In an effort to ensure the availability of Board members, staff contacted Trustees regarding potential scheduling conflicts. District legal counsel has advised that he will be unavailable on the scheduled meeting date due to previously planned travel, and staff is seeking Board direction regarding whether the meeting should proceed as scheduled, be rescheduled to an alternate date, or be canceled if there is insufficient business requiring Board action.

INCLUDED:

A. September 2026 Calendar

Fund(s) impacted by above action:

- | | |
|---|---|
| ☐ All Funds | ☒ Not a Budget Item |
| ☐ Water Fund | ☐ Sewer Fund |
| ☐ General Fund | ☐ Snow Removal Fund |
| ☐ Not Budgeted for | ☐ Emergency Spending |

September 2026

September 2026							October 2026						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
6	7	1	2	3	4	5	4	5	6	7	1	2	3
13	14	8	9	10	11	12	11	12	13	14	15	16	17
20	21	15	16	17	18	19	18	19	20	21	22	23	24
27	28	22	23	24	25	26	25	26	27	28	29	30	31

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Aug 30	31	Sep 1 Grants Conference-----	2	3	4	5
6	7 Labor Day (United States)	8 Frank Off----->	9	10 BOT MTG.	11	12
13	14	15	16 Brandy Off----->	17	18 DD off	19
20 Brandy Off----->	21 DD off	22	23 POOL=====	24	25	26
27	28	29	30 Brandy Off	Oct 1	2	3

KINGSBURY GENERAL IMPROVEMENT DISTRICT GENERAL MANAGER'S MONTHLY REPORT

August 13, 2026



Executive Highlights

- *Water System Reliability Update*
- *Tahoe Beach Club Meters*
- *Grant Procurement/Training*
- *Logging Road & 298 Kingsbury*
- *Tahoe Chamber Membership*
- *Bigler Court Erosion Concern*

TO: Board of Trustees, Kingsbury General Improvement District
FROM: Derek Dornbrook, General Manager

Water System Reliability Update

The District continues to experience an increasing frequency of water main failures, primarily involving aging steel water mains. While the Board is aware that portions of the water distribution system have reached the end of their useful life and that infrastructure replacement projects are underway, the recent increase in failures is becoming a significant operational concern.

Staff has responded promptly to each incident, minimizing service disruptions whenever possible. However, the current rate of approximately one water main break per week raises the question of whether the District's planned replacement efforts should be accelerated to reduce the risk of continued emergency repairs, escalating maintenance costs, and impacts to system reliability.

Staff is consulting with the District's engineering team to discuss the recent trend, evaluate whether current capital improvement priorities remain appropriate, and determine if additional or accelerated actions should be considered. Any

recommendations for changes to the District's replacement strategy or capital program will be presented to the Board for consideration.

Lake Tahoe Summit

I will be representing KGID at the annual Lake Tahoe Summit, on August 19, where elected officials, agency leaders, and stakeholders from across the Lake Tahoe Basin convene to discuss regional priorities, including environmental restoration, infrastructure investment, wildfire resilience, and water quality. Participation provides an opportunity to engage with decision-makers and strengthen relationships that support the District's long-term strategic and funding objectives.

National Special Districts Association (NSDA) Federal Advocacy Committee

I participated in the NSDA Federal Advocacy Committee meeting to stay informed on federal legislation and funding issues affecting special districts. Topics included the Special District Fairness and Accessibility Act of 2026, the federal budget, Water Resources Development Act (WRDA), FEMA reform and proposed OMB revisions to federal grant regulations that could affect the administration of future infrastructure grants. The committee also discussed recent legal challenges involving cancelled federal grants and

ongoing efforts to protect special district access to federal funding opportunities. These discussions are directly relevant to KGID's pursuit of federal assistance for major capital infrastructure projects.

Market Street Grant Request Update

Federal appropriations activity is expected to remain relatively limited until after the November mid-term elections, as Congress focuses on completing must-pass legislation and election-year priorities. Looking ahead, the primary uncertainty is the overall federal appropriations schedule rather than the status of the project itself. While the House has continued moving appropriations legislation, final action will require agreement between the House and Senate. If Congress adopts a Continuing Resolution to extend current funding into December, many observers expect remaining FY27 appropriations decisions—including Community Project Funding requests—to be considered during a post-election lame-duck session.

Staff will continue coordinating with Congressman Amodei's office and Nevada's Senate offices as the appropriations process moves forward. The specific bill that our grant request is tied to, H.R. 9171 can be tracked at the following link:

<https://www.govinfo.gov/app/details/BILLS-119hr9171rh>

Tahoe Beach Club Meters

Staff has initiated the meter replacement project for Tahoe Beach Club by ordering twenty-four (24) 1-inch Badger meters and associated materials. The estimated delivery time is approximately three to four weeks.

Once the meters are received, installation will be performed by the developer's contractor. KGID will invoice Tahoe Beach Club for all meter and material costs. Of the 48 residences originally identified for meter replacement, three homeowners have elected to retain their existing 1½-inch meters.

2026 Road Rehabilitation Preconstruction Meeting

Staff continued coordination with DOWL and West Coast Paving, Inc. in preparation for the District's 2026 Road Rehabilitation Project. The project includes pavement rehabilitation on Tramway Drive) and South Benjamin Drive. A pre-striping field walkthrough and preconstruction meeting were conducted to review pavement markings, construction sequencing, traffic control, public notification, and project coordination prior to the start of construction. Staff will continue working closely with DOWL and West Coast Paving throughout construction to minimize impacts to residents and ensure the project is completed on schedule.

Bigler Court Stormwater and Snow Removal Concerns

I met on site with property owner Dreu Murin, accompanied by Street Maintenance Specialist Jeff Wood, to review concerns regarding stormwater drainage, erosion, and snow removal impacts adjacent to 795 Bigler Court. During the site visit, Jeff reported that the storm drain referenced by the property owner has been capped, likely since the subdivision was originally developed, and is not currently functioning as an inlet. We confirmed that the area experiences significant stormwater runoff, erosion, and debris flows during heavy rainfall and snowmelt events. We also observed that snow has been pushed onto the property's stairway during winter maintenance operations.

Staff will direct the District's snow removal contractor to relocate snow storage in this area to avoid future impacts. While a permanent solution to the stormwater issues would likely require a significant capital improvement project, interim measures will be implemented. Staff will install wattles to help protect the property from runoff, improve the existing drainage channel through excavation and rock placement, and continue monitoring the area to reduce erosion and debris impacts.

Storm Drain System Assessment

The Bigler Court investigation also highlighted the opportunity to undertake a broader assessment of the District's storm drainage system. Staff

consulted with DOWL, which concurred that the area warrants additional evaluation and recommended using this effort as a starting point for identifying District-wide storm drainage priorities.

Staff will coordinate a field review with DOWL to evaluate drainage functionality, inlet conditions, sediment accumulation, erosion concerns, and opportunities for maintenance or future capital improvements. In addition, staff intends to proceed with the previously budgeted closed-circuit television (CCTV) inspection of portions of the District's storm drain system to evaluate pipe conditions, identify maintenance needs, and support long-term infrastructure planning. This effort will help establish maintenance priorities, identify future Capital Improvement Program (CIP) projects, and improve the District's overall management of storm drainage infrastructure.

298 Kingsbury Grade Property

I am actively working with the District's commercial real estate broker and property manager to review existing leases and increase rental rates to better reflect current market conditions. There are currently 2 vacant units at the property totaling 1,240 square feet.

Logging Road Property Research

Staff continues to evaluate the County-owned Logging Road property (APNs 1318-24-601-004 and 1318-24-601-006) as a potential long-term location for District operations, fleet maintenance, and equipment storage. As part of this effort, I worked with Douglas County Public Works Director Tom Dallaire and County staff to research the property's history and obtained historical correspondence confirming that KGID previously pursued acquisition of the site in 1995 for a similar operational purpose. Additional County records documenting the former landfill, its closure, and subsequent environmental evaluations were also obtained. These records complement the 2023 Phase I Environmental Site Assessment commissioned by KGID, which recommends additional due diligence before development but does not conclude that the property is unsuitable for future use.

Building on this research, I have continued coordinating with Mr. Dallaire while expanding the District's outreach within Douglas County to better understand the County's long-term plans for the property and determine whether there may be an opportunity to pursue a future purchase, transfer, or other arrangement. Mr. Dallaire recently advised that he intends to prepare an item for the County's Internal Review Committee (IRC) to discuss the District's interest and will provide an update following that review. This represents a positive step toward determining whether Douglas County may be willing to explore the property's future with KGID.

The District continues to view the Logging Road site as a strategic long-term asset capable of addressing future operational, fleet maintenance, and equipment storage needs.

Silver State Grants & Procurement Conference

I intend to attend the 2026 Silver State Grants & Procurement Conference in September dependent upon potential board meeting rescheduling. The conference provides training and networking opportunities focused on grants management, procurement, and public sector funding. Participation will support the District's continued efforts to pursue external funding opportunities and enhance grant administration and procurement practices.

Grant Training Opportunity

I submitted an application to participate in the State of Nevada's Certified Grant Management Specialist (CGMS) Study Cohort. Although I was not selected for a scholarship, I was invited to participate in the cohort sessions and have accepted the opportunity.

The program is designed to strengthen knowledge of federal grant administration, including the federal grants lifecycle, Uniform Guidance, cost principles, compliance requirements, and the roles and responsibilities of grant recipients and subrecipients.

I was unable to attend the first session on July 29 due to a scheduling conflict, but I have reviewed

the Session 1 study materials. The next cohort session is scheduled for August 19, 2026. Participation in the cohort will enhance the District's ability to pursue, manage, and remain compliant with state and federal funding opportunities in support of critical infrastructure projects.

Leadership Skills Training

I have enrolled in the Nevada POOL/PACT Essential Management Skills in the Public Sector program. The four-session course begins in September and focuses on strengthening leadership, supervision, communication, and management skills applicable to public sector organizations. Participation supports my ongoing professional development and the District's commitment to effective organizational leadership.

Short-Term Rental Utility Classification Research

Staff has identified short-term rental properties as a potential area for future policy review. As communities continue to experience growth in vacation home rentals, some utility providers have explored whether these properties should be treated differently for utility rate classification purposes. Staff will coordinate with Douglas County to determine whether a current inventory of permitted Vacation Home Rental (VHR) properties is available, evaluate the potential impact of these properties within the District's service area, and consult with legal counsel regarding the District's authority and any legal considerations before bringing any recommendations to the Board.

Damage Claims Process

Staff is reviewing the District's damage claims procedures to identify opportunities for improvement and ensure claims are handled consistently and efficiently. As part of this effort, staff will evaluate whether updates to the existing policy are warranted and will develop a detailed Standard Operating Procedure (SOP) to provide clear guidance for processing, investigating, documenting, and resolving future damage claims. The objective is to improve consistency, accountability, and customer service while

ensuring claims are administered in accordance with District policy and applicable legal requirements.

Customer Satisfaction Survey

Staff has begun developing a proposed Customer Satisfaction Survey for future Board consideration. The survey is intended to provide the District with meaningful feedback regarding customer satisfaction with the services we provide, identify opportunities for improvement, and establish a baseline for measuring customer perceptions over time.

The proposed survey will be tailored specifically to KGID's operations and is expected to include questions related to water and sewer service, road maintenance and snow removal, customer service, communication, and overall satisfaction with District operations. The survey will also provide customers with an opportunity to offer comments and suggestions regarding District services.

The proposed methodology will draw upon public administration research, utility industry best practices, and previous survey work completed by the General Manager as part of a Master of Public Administration applied research project at the University of Montana. Once developed, the proposed survey will be presented to the Board for review and consideration prior to distribution.

If approved, the survey will provide valuable information to assist the Board and staff in identifying service priorities, evaluating organizational performance, and supporting continuous improvement in the delivery of District services.

Candidates Forum

Following consultation with District legal counsel and a review of Nevada's Open Meeting Law requirements, the District determined it would not host or participate in a Board of Trustees Candidates Forum. Staff notified all declared candidates of the District's decision and advised that any future candidates forum would need to be organized independently of KGID to ensure the

District remains neutral and avoids any appearance of involvement in the election process.

Tahoe Chamber Membership

KGID has submitted an application to join the Tahoe Chamber of Commerce to strengthen relationships with the local business community, regional organizations, and public agency partners. Chamber membership will provide additional opportunities to communicate District projects and initiatives, participate in regional discussions affecting the South Shore, and enhance public outreach while supporting collaboration on issues of mutual interest to the Lake Tahoe community.

This presents the membership as a strategic outreach and partnership initiative rather than a marketing expense, which I think is the strongest way to frame it for the Board.

Evaluation Items Progress

Bi-Monthly Staff Meetings-Implemented
 Weekly Manager Meetings-in progress
 Staff Shadowing-to be scheduled
 Leadership Training-underway
 Grants/Grant Writer-underway
 Operations Yard Facility-in progress
 Maintain positive financial direction
 Continue developing partnerships with other agencies

Looking Ahead: Upcoming Board Meetings

Agenda Items (Tentative)

September 2026

Action Items

- Customer Satisfaction Survey Format and Delivery Discussion
- Presentation and Review of Proposed Newsletter
- Succession Planning

October 2026

Action Items

- Logging Road
- 298 Kingsbury

November 2026

Action Items

- Damage Claims Process
- Personnel Policy Manual Update

Agenda items are tentative and subject to change based on Board direction, operational priorities, and emerging business needs.

GOALS FOR 2026	Progress Status <i>Color coding utilized to identify initiatives in the following phases: Proposed, Planning Phase, Underway, and Completed.</i>
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The following organizational and operational initiatives are intended to improve long-term infrastructure planning, customer communication, workforce sustainability, operational efficiency, regulatory preparedness, and organizational resilience.

Operational & Infrastructure

- **Salary Survey**
- **Water Loss Analytics & Monthly Performance Reporting** – Develop analytics for measuring system water loss, establish target benchmarks, and implement monthly performance reporting to systematically reduce losses beyond water main replacements currently underway. This initiative will also support long-term rate justification and infrastructure planning.
- **Leak Detection Program**
- **Water Master Plan for 2026 and Beyond**

Organizational Development

- **Organizational Review / Workforce Capacity Assessment** – Assess current staffing levels relative to workload and service demands, determine optimal staffing, and develop recommendations for organizational, structural, or workforce changes to address identified gaps or inefficiencies.
- **Staff Career Development**
- **Desk Manual Development**
- **Personnel and Policy Manuals updated**

Governance & Policy

- **AI Policy Development and Implementation** – To be presented to the Board for discussion and possible adoption.
- **Social Media Policy** – Development of a formal policy addressing official District communications, comment moderation standards, public records retention, employee and Board member social media use, and compliance with applicable open meeting and First Amendment requirements.
- **Standing Committee** - Evaluate Opportunities for Advisory Committees or Working Groups to Support Board and Management Initiatives. **Tabled until new BOT seated following election.**

Public Communication & Customer Engagement

- **Public Information and Communication Improvements / Social Media Presence**
- **Website Improvements**
- **Customer Satisfaction Survey**
- **Monthly Newsletter**
- **Regional Coordination & Emergency Preparedness**
- **Hazard Mitigation Plan**

2027 Preliminary Goals

Governance & Organizational Excellence

- Develop a Five-Year Strategic Plan – Establish Board priorities, organizational objectives, capital planning, and performance measures to guide District decision-making.
- Board Policy Manual Review and Modernization – Complete a comprehensive review of Board policies to improve consistency, governance practices, and compliance with current laws.
- Board Trustee Orientation Program – Develop standardized orientation materials and training for newly elected Trustees.

Asset Management

- Asset Management Program – Develop a comprehensive inventory and condition assessment of critical water, sewer, road,

and facility assets to support long-term capital replacement planning.

- Capital Improvement Program (CIP) Prioritization Model – Establish objective criteria for prioritizing capital projects based on risk, regulatory requirements, operational need, and financial impact.

Technology & Information Systems

- GIS Expansion and Integration – Expand the District's GIS to include water, sewer, roads, easements, facilities, hydrants, valves, and maintenance records.
- Electronic Document Management System – Continue digitizing historical records and implementing a centralized electronic records management system.
- Cybersecurity Assessment – Conduct a comprehensive review of District cybersecurity practices and implement recommended improvements.

Regulatory & Utility Planning

- Water Supply Reliability and Redundancy Planning – Continue evaluation of interties, emergency supply options, and long-term water system resiliency.
- Water Rights Evaluation – Review existing water rights and future supply needs.
- PFAS Monitoring and Treatment Planning – Continue evaluating regulatory developments, treatment technologies, and long-term funding opportunities.
- Wastewater Reuse and Beneficial Reuse Evaluation – Evaluate opportunities for reclaimed water applications, including potential industrial, irrigation, or future data center uses.

Financial Management

- Long-Term Financial Forecasting Model – Develop a multi-year financial forecasting model integrating operating budgets, capital improvements, debt service, reserves, and rate projections.
- Grant Development Program – Establish an annual process for identifying, prioritizing, and pursuing state and federal funding opportunities.

Community & Regional Collaboration

- Regional Utility Partnership Initiatives – Continue developing cooperative efforts with neighboring utilities for emergency response, equipment sharing, purchasing, and regulatory coordination.

- **Community Outreach Program –**
Expand educational materials regarding water conservation, infrastructure investment, and District operations.



For Lease

Lake Tahoe NV Retail/Office Space



Lake Tahoe NV Retail/Office

298 Kingsbury Grade Road
Stateline, Nevada 89449

Property Highlights

- NAI Alliance is pleased to offer prime leasing opportunities at 298 Kingsbury Grade
- Flexible retail and professional office suites within a 7,624-square-foot commercial property
- High-visibility location along a primary corridor connecting Stateline, Heavenly and nearby neighborhoods
- Ample on-site parking with convenient access for customers, clients and employees
- Flexible suite configurations suitable for retail, service and professional office users

Offering Summary

Lease Rate:	\$2 SF/month (MG)
Building Size:	7,624 SF
Available SF:	300 - 940 SF
Lot Size:	0.49 Acres

Demographics 5 Miles 50 Miles 100 Miles

Total Households	9,545	297,396	1,383,630
Total Population	21,728	735,045	3,752,503
Average HH Income	\$141,779	\$116,015	\$117,317

For More Information

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O: 530 525 2304

sfair@naitahoesierra.com | NV #BS.0144220

BROCHURE

298 Kingsbury Grade Road, Stateline, NV 89449

We obtained the information above from sources we believe to be reliable. However, we have not verified its accuracy and make no guarantee, warranty or representation about it. It is submitted subject to the possibility of errors, omissions, change of price, rental or other conditions, prior sale, lease or financing, or withdrawal without notice. We include projections, opinions, assumptions or estimates for example only, and they may not represent current or future performance of the property. You and your tax and legal advisors should conduct your own investigation of the property and transaction.

For Lease

300 - 940 SF | \$2 SF/month
Lake Tahoe NV
Retail/Office Space



Lease Information

Lease Type:	MG	Lease Term:	Negotiable
Total Space:	300 - 940 SF	Lease Rate:	\$2 SF/month

Available Spaces

Suite	Tenant	Size (SF)	Lease Type	Lease Rate
Suite 1G	Available	300 SF	Modified Gross	\$2.00 SF/month
2I-2J	Available	940 SF	Modified Gross	\$2.00 SF/month

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For Lease

300 - 940 SF | \$2 SF/month
Lake Tahoe NV
Retail/Office Space



Population

	5 Miles	50 Miles	100 Miles
Total Population	21,728	735,045	3,752,503
Average Age	44.9	42.4	40.4
Average Age (Male)	45.2	42.0	39.4
Average Age (Female)	43.7	43.0	41.4

Households & Income

	5 Miles	50 Miles	100 Miles
Total Households	9,545	297,396	1,383,630
# of Persons per HH	2.3	2.5	2.7
Average HH Income	\$141,779	\$116,015	\$117,317
Average House Value	\$1,010,572	\$601,749	\$565,196

2023 American Community Survey (ACS)

BROCHURE

298 Kingsbury Grade Road, Stateline, NV 89449

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nvendorsfairinfo@admin.nv.gov⁶⁸

Derek Dornbrook

From: POOL/PACT HR <hrtraining-poolpact.com@shared1.ccsend.com>
Sent: Wednesday, August 5, 2026 8:37 AM
To: Derek Dornbrook
Subject: Thank you for registering for Essential Management Skills in the Public-Sector Certificate Program - Carson City (September 2026)

Registration confirmed

Thank you again for registering for our event. Your qualifications will be reviewed to determine eligibility for this certificate program. You will be notified of your eligibility by email in the next few days.



Essential Management Skills in the Public-Sector Certificate Program - Carson City (September 2026)

This program has been developed specifically for managers and supervisors to assist them in learning to build credibility through effective communication, time management, and performance management skills.

🕒 **Wednesday, Sep 23, 2026 09:00am - Thursday, Oct 8, 2026 04:00pm**
Add to [Google](#) [Yahoo](#) [Outlook Mobile](#) [Outlook Web](#) [iCal](#)

📍 **201 S Roop St**
201 S Roop St, Second Floor Training Room, Carson City, NV 89701
[View on map](#)

Primary Registrant

First name Derek

Last name Dornbrook

Email derek@kgid.org

Summary for registration ID: 9rXBte7aU2

Registration x 1 Detail amount



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KINGSBURY GENERAL IMPROVEMENT DISTRICT

TO: General Manager, Derek Dornbrook

FROM: Judy Brewer, Administration

DATE: August 13, 2026

SUMMARY

This memorandum provides an overview of key operational activities, financial recoveries, staff development initiatives, and facilities compliance measures completed during the recent reporting period. Key operational highlights include a successful financial recovery of \$1,385.43, completion of staff performance evaluations, and ongoing system/IT modernization efforts.

1. FINANCIAL MANAGEMENT, BILLING & CUSTOMER OPERATIONS

- **Audit & Revenue Recovery:** Successfully identified and recovered \$1,385.43 in overpaid HSA funds from the former Utility Operations Superintendent's account.
- **Escrow Demands:** Processed, reviewed, and approved a high volume of escrow demands in alignment with current seasonal real estate market activity.
- **Property Liens & Delinquencies:** Notarized multiple property liens and authorized utility service shut-offs for two non-compliant properties. Retained active connections for two additional master-metered properties per district policy.
- **Utility Billing & Systems:** Continuing to assist customers with autopay enrollment and collaborated with staff to refine Xpress Bill Pay workflows, establishing standard operating steps for managing tenant accounts.
- **Customer Issue Resolution:** Professionally investigated and resolved several complex customer service issues, maintaining positive rate-payer relations and high service standards.

2. PERSONNEL MANAGEMENT, HR & PROFESSIONAL DEVELOPMENT

- **Performance Evaluations:** Conducted annual performance reviews and set targeted key performance indicators (KPIs) for Utility Billing Specialist and the Administrative Clerk/Secretary. Currently collaborating with General Manager to finalize personal performance goals from my recent evaluation.
- **Training & Professional Development:**
 - Completed a two-day POOL/PACT Advanced Leadership Training course in Carson City.
 - Registered for the upcoming POOL/PACT HR Leadership Conference in October, including the pre-conference workshop: *Keeping the Human in the AI Loop*.

- Registered Utility Billing Coordinator for the upcoming Springbrook National Convention in Orlando.
- Attended a Public Employees' Retirement System (PERS) briefing on recent policy updates.
- **Records Management:** Reorganized and updated physical personnel files, archiving legacy documentation to prepare for incoming staff onboarding.

3. INFRASTRUCTURE, FACILITIES & OPERATIONS

- **Emergency Response Support:** Coordinated logistical support, including field delivery of meals and hydration, for utility maintenance crews executing emergency water line repairs.
- **Compliance & Safety:** Administered random employee drug screenings in conjunction with recent field leak repair events. Organized a district-wide Safety Meeting and staff appreciation event.
- **HVAC & Office Equipment Maintenance:**
 - Engaged Nixon Plumbing to inspect and repair mechanical noise issues originating from the upstairs central air conditioning unit.
 - Managed persistent repair requests for the main office copier system, which is now fully operational.

4. TECHNOLOGY, MEDIA & ADMINISTRATIVE GOVERNANCE

- **IT Infrastructure & Cloud Strategy:** Conducted preliminary project scoping meetings with TechTastic to evaluate cloud migration options. Working with District IT to restore access to necessary administrative software platforms currently subject to firewall restrictions.
- **Public Notices & Web Governance:** Published required public hearing notices regarding the Toy matter in local print media. Updated the district website with recent board meeting minutes and audio recordings.
- **Vendor Subscriptions:** Executed cancellation of print newspaper subscriptions (*Record-Courier* and *Nevada Appeal*) per executive direction.

Memo to: Board of Trustees

From: Byran Moss, Utilities Operations Superintendent

Subject: Operations report for the meeting of August 13, 2026

Working on daily operations.

State reports.

Hired Winters Electric to record data at Pump Station 4, Motor #1 to diagnose why the circuit breaker keeps tripping

Hired White Rock Construction to replace the leaking hydrant lateral and water services to 132 Kahle Drive

Helped repair leaks at 132 Kahle Drive, Panorama Drive, South Benjamin Drive, and Barton Court

Water Crew:

1. Repaired pressure reducing vaults at Laura Drive and 165 Hwy 50
2. Repaired leaks on Kahle Drive, Panorama Drive, South Benjamin Drive, and Barton Court
3. Under ground service alerts (811 Utility Locates)
4. Flushed and test flowed the Hydrants at 323 Tramway (The Peak Development)
5. Annual Toluene sample

Road Crew:

1. Removed dirt sluff from the gutters and retaining walls on South Benjamin Drive, Jack Drive, Aspen Way, Bonnie Court and Ski Court
2. Helped repair leaks on Kahle Drive, Panorama Drive, South Benjamin Drive, and Barton Court
3. Installed straw waddles on Bigler Court to control storm runoff to Ski Court.



MEMORANDUM

TO: Derek Dornbrook, General Manager, Kingsbury GID
FROM: Travis Marshall, PE, Project Manager, DOWL
DATE: August 10, 2026
SUBJECT: Engineering Report for the Meeting of August 13, 2026

GENERAL

Assisted with General Service tasks requested and general correspondence.

- Developer review and Water Modeling Reporting for private Development in Kingsbury (Tahoe beach Club; Ridge Club).
- Coordination with General Manager on Storm Drain and Water Main issues beyond the CIP projects. Review of issues and preliminary outline of information needed from KGID to diagnose issues for possible CIP projects.
- DOWL coordinated with Utility Superintendent and Third Party mechanical controls company to fix Pressure Regulating Valve (PRV) issues.
- Coordination with General Manager regarding Sewer Claims and documentation from construction.

PROJECTS

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

- 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 (CLOSE OUT)

- Contractor Completed warranty work. DOWL and Contractor are performing closeout procedures, warranty work, and claims with contractor.

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

- DOWL, General Manager, and Kingsbury Staff ongoing discussions regarding water system rehab and budgets to determine how to phase project water main replacement on Maryanne/Barrett and Drew/Aspen.
- DOWL and KGID to prepare CIP with budgets and phasing to complete areas in need of repair and determination of priority water projects.

Task Order #67: 2025 Road Rehabilitation & Replacement Project (CLOSE OUT)

- DOWL has submitted the final retention payment to the District to pay to Contractor for project Closeout.

MEMORANDUM

Task Order #70: Water & Sewer Utility Rate Analysis (CLOSED)

- Rate Hearing completed and the Board Approved rates for Water and Sewer at June Board meeting.
- DOWL coordinated final Rate Study deliverables with General Manager for review prior to Hearing.

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

- DOWL Received all information from Wilson Engineers and DCLTSA to finalize PER for impacts to existing sewer mains and existing Beach Lift Station and prepare cost estimate with Third Party.
- DOWL to work with General Manager to determine next steps for project schedule, design, Budget, and recent Funding requirements.

Task Order #72: Water Rights Support FY 2026 (CLOSED)

- DOWL prepared FY 2027 Task Order for Water Rights support to continue permitting support (Task Order #79).

Task Order #73: KGID – TDFPD Operations Yard Storage Building (ON HOLD)

- Board voted to look at alternatives and designated committee for ongoing discussions.

Task Order #74: Kahle Drive Sewer Improvement Project (UNDER FUTURE TO)

- Project has been placed on hold and be scoped under the Market Street Task Order for the full project due to NTCD and the Contractor not being able to perform the work this summer with current scheduling.

Task Order #75: FY 26 On-Call GIS (CLOSED)

- Contract will be closed out and work performed under the FY27 Contract (Task Order #78).

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

- Project awarded to West Coast Paving and construction to commence August 10, 2026 with full time inspection.
- DOWL performed field work to mark all rehab sections and coordination of quantities with KGID and West Coast.
- DOWL coordinated contract Documents with West Coast and KGID for execution.

Task Order #77: FY27 General Services

- The purpose of this task order is to capture all miscellaneous support to the District throughout the year where the efforts are not substantial enough to warrant a task order.
- General coordination with General Manager regarding district, projects, and board meeting.

Task Order #78: FY27 On-Call GIS

- On-call GIS service contract to capture District requested updates to infrastructure, field collection, and administrative updates.

Task Order #79: FY27 Water Rights Support

- Water rights support for permit extensions with Nevada Division of Water Resources (NDWR).
- Efforts include extension of time applications for three extensions with NDWR between July 1, 2026 and June 30, 2027.

Staci Baker <tahoestaci6@icloud.com>

It's supposed to rain today and as usual the drains are clogged



Staci Baker D.V.M.

Staci,

Thank you for bringing this to our attention. Over the past several months, District staff has responded to an unusually high number of water main breaks. These emergency repairs have required us to temporarily redirect staff from scheduled maintenance activities, including street sweeping and storm drain cleaning.

We recognize the importance of these routine maintenance activities and appreciate your patience as we work through the impacts of these emergency responses. I will check with our road team and get back to you with an estimated timeframe for completing the work in this area.

Thank you again for reaching out.

Regards,

Derek Dornbrook

General Manager

Kingsbury General Improvement District

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

Email: derek@kgid.org

www.kgid.org

160 Pine Ridge Dr. – P.O. Box 2220 Stateline, NV 89449 Office hours: M–TH 7:00am–12:00pm and 12:30pm–4:30pm|Fri 7:00am–12:00pm and 12:30pm–3:30pm

-----Original Message-----

From: Staci Baker <tahoestaci6@icloud.com>

Sent: Thursday, August 13, 2026 11:14 AM

To: Derek Dornbrook <derek@kgid.org>

Subject: Wow

I am not sure why it is my job to bring this to anyone's attention. This should be common sense and routine maintenance.

Staci Baker D.V.M.

-----Original Message-----

From: Staci Baker <tahoestaci6@icloud.com>

Sent: Tuesday, August 18, 2026 12:08 PM

To: Derek Dornbrook <derek@kgid.org>

Subject: Excuses

It's Tuesday and no one has been able to spend less than an hour to clean the drains.

I have found solid leadership at the top enables employees use of time a lot more efficiently .Can you please see to this? I have never had this problem before.

If it takes another week I will do the work and submit an invoice to you.

Staci Baker D.V.M.

Staci,

As I explained in my previous email, our crews have been responding to an unusually high number of water main breaks, and other unexpected issues, which has required us to temporarily redirect staff from scheduled maintenance activities. Our staff is working through those priorities as efficiently as circumstances allow.

I have followed up with our road team regarding the storm drains in your area and will see that the work is scheduled appropriately with our other operational priorities.

Please do not perform work on behalf of the District with the expectation of reimbursement. Any work performed for KGID must be authorized by the District in advance.

Regards,

Derek Dornbrook

General Manager

Kingsbury General Improvement District

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

Email: derek@kgid.org

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-----Original Message-----

From: Staci Baker <tahoestaci6@icloud.com>

Sent: Tuesday, August 18, 2026 12:58 PM

To: Derek Dornbrook <derek@kgid.org>

Subject: Re: Excuses

OK, may you please put this item on the agenda and I will attend the next meeting as it seems this has been an ongoing problem not just with the additional water main breaks but with the line of site road project hack job and several other assorted projects or priorities.

These three drains are poorly designed and sited and directly impacts my property therefore, putting this on the agenda, I can assure in the future that it will be kept maintained. The rate payers already pay too much and the price will never go down. It is only logical that I be reimbursed.

Staci Baker D.V.M.

Staci,

Thank you. The agenda for Thursday's Board meeting has already been posted in accordance with Nevada's Open Meeting Law, and the deadline for adding items to that agenda has passed.

You are welcome to attend Thursday's meeting and raise your concerns during public comment.

I will continue to work with our road team regarding the storm drains and their maintenance consistent with the District's other operational priorities.

Regards,

Derek Dornbrook

General Manager

Kingsbury General Improvement District

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Email: derek@kgid.org

www.kgid.org

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RECEIVED August 11, 2026

AUG 06 2026

Dear Mr. Derek Dornbrook ^{Initial:}

I have been bombarded with notices that you have a letter for me, but I have to sign for it. If you really want me to get the letter, you would have sent it by regular mail.

I was hoping K&D will let me close my account with you since I had no water since 2009. However, K&D wouldn't let me close the account, I got it - free money. That is too great an incentive to let go. I am not in the same frame of mind as in 2009-2016. I can fight now. Today, I sent a letter to the Dept. of Justice - senior fraud division and to a man who \$74,000 is nothing. I'm hoping he will help me sue K&D. I want my \$21,000 back. I want the \$74,000 bill you sent me to go away. I want the two liens on my property to go away. What have I gotten? Nothing. What did I do? I signed a paper in 2009 40 years ago. Now, you want me to pay another \$74,000 for nothing. I feel you want to extort me. Since I am old, I guess you feel you will succeed.

Bottom line: I am getting nothing. You will have to justify billing me \$74,000. Common sense tells me that what K&D is doing is morally wrong.

I enclose the \$13,149 bill K&D sent me before a larger bill for \$74,000 was sent me to the Dept. of Justice to show I was not lying. The bill will prove that.

Virginia Tay
P.O. Box 4105
Stebbing, NV. 89449



P.O. Box 2220, Stateline, Nevada 89449

August 14, 2026

Vicki and Stan Hanes
197 Kingsbury Circle
Stateline, NV 89449

Re: Snow Removal Damage Claim – 197 Kingsbury Circle

Dear Vicki and Stan:

Thank you for submitting your snow removal damage claim regarding the landscaping at 197 Kingsbury Circle. Kingsbury General Improvement District has reviewed your claim, the photographs of the damaged area, the District's property information, and KGID's Snow Removal Operational Procedures and Policies.

Based on our review, KGID is unable to approve the claim.

The area identified in your claim is located outside the property boundary for 197 Kingsbury Circle and within the public road right-of-way. KGID's snow removal policy provides that the District utilizes the entire road right-of-way for snow removal and snow storage operations. The policy also provides that neither the District nor its snow removal contractor assumes responsibility for damage to property or landscaping located within the road right-of-way.

We recognize that the damage occurred during snow removal operations performed by the District's former snow removal contractor, Lopez Snow Removal. However, because the affected landscaping is located within the road right-of-way rather than on private property, the claim does not meet the District's criteria for reimbursement of snow removal damage.

Accordingly, Kingsbury General Improvement District must respectfully deny the claim for damage at 197 Kingsbury Circle.

I understand this is not the outcome you were hoping for, and I appreciate your patience while the District reviewed the claim and confirmed the location of the damaged area.

Sincerely,

Derek Dornbrook

General Manager

Kingsbury General Improvement District

RECEIVED

MAR 25 2026

Initial: _____



SNOW REMOVAL CLAIM

FORM

1. Please Print or Type form.
2. Attach Separate Sheets, If Necessary, To Give Full Details.
3. Claims Must Be Filed No Later Than 6 Months After The Damage Occurred.
4. Provide at least two estimates for damage repairs.

S + V Hanes
Name of Claimant

3/24/26
Date of Incident

0900
Time of Incident

PO Box 10054 Zephyr Cove NV 89448
Mailing Address City State Zip

193 Kingsbury Circle Dr
Street Address Where Incident Occurred

775 901-1377
Phone Number

Describe Damage:

Corner landscape (lawn) torn up by snowplow

What particular act or omission do you claim caused the damage? snowplow damage property
First SNOW finally melted 3/24/26
First sighting

What time of day did the damage occur:

Morning

Best time that we can contact you: Morning

I state upon my information and belief and as to those matters I believe it to be true. I declare under penalty of perjury that the foregoing is true and correct.

S. A. Hanes
Signature of Claimant or Authorized Representative
S A Hanes

VM Hanes
Print Name

Date 3/24/2026

197 Kingsbury Circle





P.O. Box 2220, Stateline, Nevada 89449

February 2025

It's that time again. Time to reacquaint yourself with some necessary "Snow Removal Operational Procedures and Policies." We hope this information will help to make snow removal as stress-free, and more importantly, as safe as possible. Knowing how snow removal operations work, can make it work better for you.

KINGSBURY GENERAL IMPROVEMENT DISTRICT SNOW REMOVAL OPERATIONAL PROCEDURES AND POLICIES

Kingsbury G.I.D. (KGID) is responsible for snow removal on 22 miles of public streets within the District's boundaries. KGID's policy is to provide safe, drive-able roadways at all times. KGID uses both contractors and in-house crews to provide this service. KGID may modify snow removal procedures when conditions warrant. As a mountain community receiving several feet of snow each season it is important that you equip and maintain your vehicles for our climate.

SNOW REMOVAL PROCEDURES

Snow removal equipment operators follow a set pattern to plow the streets. Designated main thoroughfares and school bus routes are plowed first followed by through streets and cul de sacs. The snow removal contractor is responsible for initiating snow removal operations and keeping priority routes open.

District thoroughfares will be plowed using plow-equipped sand trucks when there is light snowfall. Snowplowing will begin on side streets when approximately six (6) inches of snow have accumulated or when needed.

Snow removal operations may vary depending on the severity and length of a storm, as well as the time of year; however, the basic program is as follows:

Initial plowing operations provide drive-able access down each roadway. In heavy storms, only one drive-able lane may be provided on side streets and into cul de sacs at this stage. Initial plowing follows a set pattern as determined by the contractor.

Widening operations begin once all roads in the District have been initially plowed. During this operation plows push snow as far back as possible within the road right-of-way. This may result in a "berm" when operators do not accommodate moving snow to a storage site.

Snow blowing is done to widen streets when plows can no longer push snow off the roadway and additional snow storage space is needed. A rotary snow blower cuts back the snow embankment and blows the snow close to the roadway, avoiding driveways whenever possible.

Sanding of icy main roads and school bus routes will normally take place before the first scheduled school bus trip in the morning and in the afternoon when necessary. Additionally, steep hills on main roads and side streets will be sanded on an as needed basis.

All snow removal comments, or complaints should be directed to the District office at (775) 588-3548, not to the contractor or plow operators.

SNOW REMOVAL POLICIES

Towing and Ticketing To protect vehicles and operators, vehicles parked on or within five (5) feet of the pavement or otherwise interfering with snow removal will be ticketed and/or towed continuously between October 1 and May 1. Towing and storage will be at the owner's sole expense.

SNOW REMOVAL POLICIES CONTINUED

Driveway Berms vary in size depending on the amount of snow and its moisture content. While efforts are taken to minimize the impact, it is the responsibility of the owner/resident to remove any berm left across the driveway by the plows.

Snow Storage areas: Road right-of-way in the District are between forty (40) feet and sixty (60) feet wide and extend beyond the paved roadway. The District must utilize all non-drivable portions of the right-of-way for snow storage. Therefore, no vehicles or other objects may be parked or stored in the right-of-way between October 1 and May 1. Vehicles or other objects within five (5) feet of the roadway or otherwise interfering with snow removal will be ticketed or towed and stored at the owner's sole expense. The District assumes no responsibility for damage to vehicles, property or objects left or placed in the right-of-way during snow season.

The paved portion of the road is not always in the center of the right-of-way and heavy snowstorms can drop more snow than can be stored within the right-of-way. Therefore, the District may have to push or blow snow onto private property immediately adjacent to the right-of-way in order to fulfill its responsibility to remove snow from the roadway. Efforts will be made to avoid the use of private property whenever possible.

Property owners should stake all driveways, fences, walls, landscaping, and other objects within ten (10) feet of the right-of-way at intervals not exceeding every ten (10) feet. Distinctively colored stakes or poles a minimum of eight (8) feet in height should be used with a reflector facing traffic affixed to the topmost portion thereof. Stakes or markers should be put in place by the property owner not later than October 1st of every year and shall remain in place until May 1st of every year.

Damage to Private Property:

1. Neither the District nor the snow removal contractor will assume responsibility for damage to property constructed, abandoned, parked, or stored in the road right-of-way including any consequential damages on private property as a result of encroachments in the road right-of-way.
2. The District or its snow removal contractor may assume responsibility for damage clearly on private property and clearly caused by snow removal operations when the damaged items were clearly staked as defined above.
3. The District's snow removal contractor will be responsible for damage to private property determined by District to be the result of snow removal operations if the damage was caused by carelessness or occurred more than ten (10) feet onto private property. Preliminary determinations of responsibility will be submitted to the contractor for review and response before a final determination of responsibility is made.
4. In order for any claim to be considered, the claimant must submit a completed claim form provided by the District. Claims must be submitted by July 1 following the damage unless a greater amount of time is permitted by the District. In any event, damage should be reported to the District **immediately** following the occurrence. The District and contractor will promptly investigate all damage claims. On site and timely photos are encouraged.
5. If the District or contractor accepts responsibility for damage, the property owner will normally be required to have the damage repaired and submit a bill to KGID for reimbursement. If it is estimated that repairs will cost over \$300, KGID must approve the scope of work and price prior to the work being accomplished. In any case, the District must be notified of damage immediately and prior to any repairs. Depreciated value will be paid for repairs or replacement if claim is approved.

Dumping, Throwing or Storing of Snow in the road right-of-way is prohibited. If a District resident or his/her agent dumps, plows, throws, stores or blows snow into the road right-of-way, the District will charge the property owner an administrative fee of \$20.00 plus equipment and labor costs associated with removing the snow from the right-of-way. **Per Douglas County Snow Dumping Code 12.08.040, any person who violates any provision of this chapter is guilty of a misdemeanor and is punishable as set forth in section 1.08.010 of this code. Section 1.08.010 provides for a fine of not more than one thousand dollars or by imprisonment in the county jail for a period not exceeding six months, or by both fine and imprisonment for violations or failing to comply with the code.**