



**KINGSBURY GENERAL IMPROVEMENT DISTRICT BOARD OF TRUSTEES
MEETING NOTICE AND PUBLIC HEARING AGENDA
TUESDAY, APRIL 19, 2022**

A meeting of the Kingsbury General Improvement District Board of Trustees will be held on Tuesday April 19, 2022, at Kingsbury G.I.D. office, 255 Kingsbury Grade, Stateline, NV, 89449, beginning at 5:00 p.m. The agenda and supporting material may be found on Kingsbury G.I.D. website (KGID.org), under the meetings tab. Copies of the agenda were also posted at the following locations at least 3 business days prior to the meeting day: Kingsbury G.I.D. Office, Stateline Post Office, Zephyr Cove Post Office, and the Douglas County Administration Building at Lake Tahoe.

Remote attendance for the public is available. To offer public comment before the Board meeting, members of the public may submit public comments using one of the following methods: Using our drop box located at the entrance to the district office, 255 Kingsbury Grade; fax to Kingsbury General Improvement District, Attn: General Manager, at 775-588-3541, or email to mitch@kgid.org.

- To make public comment or to join the meeting by phone during the Board meeting, the public must call **1-669-900-9128** and enter ID code 775-588-3548 with passcode **906347**. Although the public comment phone line can accommodate multiple incoming calls at once, if a member of the public should get a busy signal, please call back.
- Public comment is limited to three minutes and will occur at the beginning and end of the Board meeting and may also be invited during the Board's consideration of each action item, and before action is taken. Please limit your comments to three minutes or less. Nevada Open Meeting Law prohibits action on items not listed on the agenda.

The link below can be used to join the meeting via Zoom:

<https://us02web.zoom.us/j/7755883548?pwd=RmdxdEl0NE5wbWY5NHk2ajFzR01tQT09>

Meeting ID: 775 588 3548

Password: 5883548

MISSION STATEMENT

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

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

AGENDA

5:00 P.M.

- 1. **Call to Order**
- 2. **Pledge of Allegiance**
- 3. **Roll Call**

Notice: All matters on the Board of Trustees Meeting Agenda are scheduled with possible Board Action.

- 4. **Public Comment: No Action**
This is the public’s opportunity to speak on any topic pertinent to the district and not listed on this agenda, or to speak on those items appearing on the Consent Calendar. 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 or less. Nevada Open Meeting Law 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 March 15, 2022.
- 7. **Approval of Consent Calendar: For Possible Action:**

Items on the Consent Calendar will be approved without discussion unless the item is specifically “brought forward” for discussion.

- A. For Possible Action:** List of Claims

NEW BUSINESS

- 8. For Information and Possible Action:** Approval Task Order Number One – for Architectural Services for Equipment Storage Facility
- 9. For Information and Possible Action:** Discussion and approval for the award of the FY2022 Roadway Sealing Project
- 10. For Information and Possible Action:** Discussion and determination of General Manager Evaluation format
- 11. For Information and Possible Action** Presentation and discussion for Facilities Update
- 12. For Information and Possible Action:** Presentation by Trustee Natalie Yanish-National League of City Conference
- 13. For information and Possible Action:** Presentation by Dr. Clint Purvance and Chris Proctor, Barton Health regarding development in Stateline Community

ACTION WILL NOT BE TAKEN ON ANY REPORTS OR CORRESPONDENCE:

- 1. Board Member Reports
- 2. Management Reports
- 3. Attorney’s Report
- 4. Engineers Report
- 5. Correspondence

14. Adjournment to closed session

1. Pursuant to NRS 288.220 Discussion and Guidance on Labor Negotiation 2022

15. Return to open session, Call to Order

1. Discussion and possible action
 - a. Pursuant to NRS 288.220 Discussion and Guidance on Labor Negotiation 2022

16. Announcements and Final Public Comment

17. For Possible Action; Adjournment

Next Board Meeting: May 17th at 5:00 p.m.

**MINUTES OF THE REGULAR MEETING OF THE
KINGSBURY GENERAL IMPROVEMENT DISTRICT BOARD OF TRUSTEES
TUESDAY, MARCH 15, 2022**

CALL TO ORDER - The meeting was called to order at the Kingsbury General Improvement District office located at 255 Kingsbury Grade, Stateline, Nevada at 5:01 p.m. by Sandra Parks.

PLEDGE OF ALLEGIANCE

ROLL CALL – In attendance were Trustees Parks, Schorr, Nelson and Vogt. Also present were General Manager Mitch Dion, Operations Superintendent Brandon Garden, Human Resource and Administration Supervisor Judy Brewer, General Counsel Chuck Zumpft, and Steffi Gavin of Farr West Engineering. Public present included Charles Hancock and Joel Locke of Allison MacKenzie Ltd. Trustee Yanish was not in attendance.

PUBLIC COMMENT – Hancock commented that Farr West used data from 2002 for their design and he was surprised that a review wasn't performed. He questioned whether there was resolution to the Board members responding to items or issues in the public comment period. Dion explained that individual board members are limited in aspects of their response because they do not speak for the district. He explained that the General Manager can answer public comment briefly when appropriate. Items may also be addressed at future meetings if requested by members of the Board of Trustees.

APPROVAL OF AGENDA – Dion noted the List of Claims presented includes payment to be approved in a later item. Schorr suggested reviewing the List of Claims after Item 9 before the List of Claims.

M-3/15/2022-1 - Motion by Schorr, seconded by Vogt, and unanimously passed to approve the agenda as amended.

APPROVAL OF MINUTES – Schorr requested debt funding on the bottom Page 1 to be changed to debt financing.

M-3/15/2022-2 - Motion by Schorr, seconded by Parks, and unanimously passed to approve Regular Meeting Minutes dated February 15, 2022, as amended.

NEW BUSINESS

NO ACTION TOOK PLACE ON THE FOLLOWING ITEMS:

FOR POSSIBLE ACTION:

SELECTION OF ALLISON MACKENZIE LTD. TO PROVIDE LEGAL SERVICES FOR LABOR RELATIONS: Brewer provided a written report. She noted Joel Locke, partner of Allison MacKenzie was present. Locke provided his background and that of the company along with the history with KGID. He noted they bill hourly and are not on a retainer. Zumpft validated the qualifications of both Locke and the firm and explained that his firm is not normally engaged in in labor relations which have traditionally been outsourced by KGID.

Locke provided additional information regarding the union negotiations procedure and schedules, including closed session meetings with the Board to discuss potential issues and financial capability of the district for potential issues or increases. The potential contract will be presented to the union members and presented to the Board for approval. He explained his availability and anticipated having a contract for approval prior to the expiration of current contract.

Dion stated that they have not received any notification of difficult issues. He recommended a closed meeting in April. Locke confirmed he represents the district, as the union has their own representation. He added that the union typically has a representative present and uses their attorney upon impasse.

M-3/15/2022-3 - Motion by Vogt, seconded by Schorr, and unanimously passed to approve the selection of Allison MacKenzie Ltd. for Legal Services and labor negotiations and authorize the General Manager to execute the representation agreement and assign tasks as needed.

Locke exited the meeting.

RATIFICATION OF EXPENDITURES FOR EMERGENCY REPAIRS INCURRED BY THE DISTRICT IN RESPONSE TO WATERLINE BREAK ON FEBRUARY 3RD AND 4TH, 2022: Dion provided a report in writing. He detailed the events on February 3-4, 2022, explaining the need for emergency repairs which exceeded his financial authority.

Dion explained that the outside resources for equipment and labor were necessary as KGID's organic resources were not sufficient for multiple events or issues of this size. Summit Plumbing was able to provide these services. KGID is prepared to address small and moderate sized leaks normally isolate one event at a time and they were engaged at the Market Street leak with our equipment (which was too small and unreliable for the work along Highway 50). The sink hole at Lakeside was significant and required immediate remediation due to the location. Dion explained that there was a third problem in front of Lakeside Inn which was excavated and compacted by F&B. They also paved the repair area at Market Street.

Both the repair at Lakeside Inn and the line feeding Lake Village are isolated and now need to be repaired which will likely be addressed as a change order in the upcoming waterline replacement project.

The actual cause for the leak is currently unknown. When the pipe is excavated, it can be inspected for manufacturer defects or signs of fatigue.

Hancock noted his correspondence regarding this item. He suggested the design be reviewed along with defective material. Dion confirmed this intent with possible material laboratory analysis.

M-3/15/2022-4 - Motion by Vogt, seconded by Parks, and unanimously passed to ratify payment of the vendor invoices for Summit Plumbing and F & B Inc, for emergency repairs which exceed the General Manager's approval authority.

APPROVAL OF CONSENT CALENDAR – Parks questioned cleaning and janitorial fees and Brewer clarified services. Parks clarified rent payments and Nelson recalled a significant increase recently. Dion explained the breakdown of rent and expenses and explained that heating expenses were significantly higher due to the storms in December.

Parks requested clarification software monitoring expenses. Dion explained that he and Garden are working on a reduction in communication charges in conjunction with a Scada upgrade. Garden explained that the district's technology is on the low end of the scale for water related programs. Dion stated that redundancies of software are being reviewed and improvements such as the website upgrade actually cost less than the former.

Parks noted that Summit Plumbing fees seem high. Garden confirmed that services provided are unique to the area and the contractor provides services above a plumbing service. They have performed extra services at the pump station recently.

M-3/15/2022-5 - Motion by Vogt, seconded by Parks, and unanimously passed to approve the Consent Calendar Item A: List of Claims in the amount of \$304,292.10 as represented by check numbers 61294 through 61400.

AWARD OF FY 2021 WATER AND ROAD IMPROVEMENT PROJECT: Dion provided a written report.

He explained this is a combination of water and road work and provided a description of the project and bid process. He explained the contractor has provided excellent service to the district on budget in the past. He explained the materials previously purchased are in addition to this contract, which eliminated uncertainty and provided significant cost savings.

Nelson questioned if the Capital Budget was augmented. Dion explained it was augmented to include Scott and Kimberly. Dion explained that the additional amount would be drawn from the reserve in capital accounts. Nelson located the increased amount in a revised budget.

Steffi Gavin (Project Engineer – FarrWest) explained the timing and projected start date in late April, to begin digging May 1st.

Vogt questioned the water line leak on Kimberly Brooke and questioned Dion's response to Jeannie Ward's correspondence. Dion explained her comments are warranted and a notification system is being considered including changes to the website to include notification sign-ups for customers. He reviewed other technical options. The water shutoff process during a leak was discussed. Dion explained that the new website will have enhancements and should be available next month.

Nelson noted that this is the third outage in six months where previously it was seldom off. Garden addressed the several incidents of pipe leaks which caused the water shut offs. Dion discussed analysis to determine area for repairs.

M-3/15/2022-6 - Motion by Vogt, seconded by Schorr, and unanimously passed to approve the award of the FY 2021 Water and Road Improvement Project to White Rock Construction, Inc. for \$1,993,342.00.

Nelson noted the project was originally slated for 2021 which explains the year in the title.

REVIEW AND APPROVE PERSONNEL POLICY: Brewer provided a written report, draft Personnel Policy Manual, along with the redline version. Nelson requested the redline be forwarded.

Vogt noted the reduced pages and commented that timing issues seem to be improved. Nelson noted Campos' suggestions regarding condensing PoolPac's version and stated that perhaps time and funds were wasted on that review process if it is not being used. Vogt noted general agreement however restated the benefits of using the version provide by PoolPact and the spectrum of necessary provisions and identified several improvements which were made including reducing the number of pages.

Dion explained that PoolPact is our Risk Manager and our compliance with their policies affects our rating for insurance. General changes not made to the document were discussed. Dion addressed the need for certain items to be included in the policy.

Nelson explained that she disagrees with placing too many details in the policy and the revision. Dion noted the changes in the organization, including active HR management and oversight by Brewer as an improvement to district which now has oversight for the district. Nelson agreed with this. Vogt suggested approving the policy now and setting a future date to consider future changes. Dion noted that the agreement includes many necessary benefit provisions which may be amended as part of the labor negotiations.

M-3/15/2022-7 - Motion by Schorr, seconded by Vogt, and passed to approve the draft Personnel Policy. Nelson opposed.

RECEIVE PRESENTATION AND DISCUSS POSSIBLE FACILITIES OPTION AND PROVIDE DIRECTION. Dion provided a report along with a presentation. The buyers should complete the purchase of our office at 255 Kingsbury Grade (Market Street) by March 22, 2022. He addressed work at the construction storage facility at the top of Kingsbury Grade along with timing issues for design and site work. The facility needs of the district were reviewed again and priorities to sequence the effort.

Dion detailed the previous design options for 160 Pineridge, including needed equipment storage for maintenance at the location in addition to the storage facility structure. The latest estimated cost of \$2M was increased to reflect inflation. He reviewed the building concept at 298 Kingsbury, noting costs were not available.

He presented a hybrid to utilize the first floor of 298 Kingsbury with a reduction in improvements such as elevator and sprinklers, if possible. He estimated a cost of \$1M and noted that by utilizing both buildings. There wouldn't be a recoupment of purchase costs; however, some rental income and control of parking would be retained. He reviewed estimated income and expenses for the buildings. ADA accessibility would be necessary where KGID has meetings and offices. Parking issues were discussed, and he addressed potential tenant displacement. He explained the importance of combining and improving the crew facilities. Building permits for tenant improvements may be necessary, depending on the modifications.

The current lease term at 255 Kingsbury and 5-year options were discussed. Dion noted he is not recommending continuing to occupy this space beyond the lease as the new buyer intends to expand and possibly beyond the third level and is generally incompatible use with the utility. He confirmed that there is not adequate space for crew members at the Market Street building and additional space is not available.

Parks suggested utilizing 160 Pine Ridge for KGID's operations and selling 298 Kingsbury. She noted the resale value of 298 Kingsbury and stated improvements would be needed for potential tenancy. She added that she doesn't want to be in the rental business. Schorr questioned if any other buildings are available for purchase and Dion stated he isn't aware of anything suitable that is currently available.

Nelson stated she would like to review the plans in paper form. She agreed with Parks to have everyone in one building, and she also likes Dion's suggestion regarding gating off parking. She suggested retaining 298 Kingsbury for rent in order to retain the parking, noting the rental income would offset some costs.

Parks suggested moving forward with crew quarters at 160 Pineridge and Dion agreed. Construction of the crew quarters was briefly discussed.

Garden agreed that this is a solution for now and he suggested moving forward with the project. He detailed parking issues with personal vehicles and District equipment. Schorr requested a clear recommendation from the General Manager.

Dion recommended that administration remain at 255 Kingsbury Grade under the existing lease while refining the layout of the two other buildings, with design to commence immediately, commence construction on the first floor of Pineridge to consolidate the field crew, and commence improvements to 298 Kingsbury by spring of 2023 to allow for tenant transition. Dion added that there may be potential changes regarding the snow removal contract in the future and additional personnel and equipment may be needed.

Nelson recalled that 160 Pineridge second floor needed additional modification. Dion explained that the floor was evaluated by a structural engineer and result were inconclusive, moreover unnecessary. He stated there is a dead space in between floors that could be used to provide support and would not affect improvements for first level.

Nelson mused about using 298 Kingsbury for cost savings, to avoid expensive improvements such as sprinklers and elevator and save time. This would provide future flexibility, plus control parking and retain value and use of 298 Kingsbury.

Dion clarified he has the direction he needs and will pursue remodel costs for first level of 160 Pineridge so that the board may revisit the item in a future meeting.

BOARD REPORTS – Parks stated that there are a couple potential Board of Trustee candidates for KGID that do not live in the district area. She questioned if the district lines could be amended to include other areas that we service with water. Zumpft explained that annexation for the district is defined by the NRS.

Zumpft indicated he would have to research if we could compel annexation. Parks stated if they receive service, she feels they should have representation. Parks reviewed the candidate filing deadline

STAFF REPORTS -

GENERAL MANAGER’S REPORT – Dion noted the evaluation discussed at the last meeting was provided. The significant change was from five to three classifications. The Board supported the change. Nelson requested current year goals be added to the evaluation for review. Dion indicates his suggestion to change the form so the Chair to be the only signature.

Dion provided a presentation regarding current drought conditions and miscellaneous activities of the district.

UTILITY OPERATIONS SUPERINTENDENT’S REPORT –

ADMINISTRATIVE AND HUMAN RESOURCES REPORT – There will be an upcoming RFQ for snow removal, as the Manchester contract is set to expire this year, and a new contract is required. Some discussion occurred that they purchased new equipment.

There were additional comments regarding the Personal Policy Manual and Dion explained we were not eligible to recoup salary personnel during emergencies; therefore, wording was changed in the Personnel Policy. This includes required provisions to be reimbursed from FEMA.

ATTORNEY’S REPORT – Zumpft stated he reviewed the Allison Mackenzie contracts, Personnel Policy and World Marc boundaries.

ENGINEER’S REPORT – The sealing project is going to bid this Thursday, due April 7, 2022, and hopefully will be awarded at the next meeting.

CORRESPONDENCE –

UNFINISHED BUSINESS

FINAL PUBLIC COMMENT – There was none.

ADJOURNMENT

M-3/15/2022-8 - Motion by Vogt, seconded by Schorr, and unanimously passed to adjourn the meeting at 7:45 p.m.

Respectfully submitted,

Sandra Parks, Chair

Attest:

Craig Schorr, Secretary

KINGSBURY GENERAL IMPROVEMENT DISTRICT
Check/Voucher Register - LIST OF CLAIMS
From 3/12/2022 Through 4/15/2022

Check Number	Check Date	Payee	Transaction Description	Check Amount
61401	3/15/2022	CARRIE BAUWENS	Employee: BAUWEN; Pay Date: 3/15/2022	1,647.86
61402	3/15/2022	JUDITH BREWER	Employee: BREWER; Pay Date: 3/15/2022	2,050.19
61403	3/15/2022	MITCHELL S. DION	Employee: DION; Pay Date: 3/15/2022	5,839.49
61404	3/15/2022	MICHAEL E. EDWARDS, JR	Employee: EDWARD; Pay Date: 3/15/2022	2,261.75
61405	3/15/2022	JOSEPH ESENARRO	Employee: ESENAR; Pay Date: 3/15/2022	3,554.53
61406	3/15/2022	BRANDON GARDEN	Employee: GARDEN; Pay Date: 3/15/2022	3,531.88
61407	3/15/2022	AUSTIN Q. HICKMAN	Employee: HICKMA; Pay Date: 3/15/2022	1,490.47
61408	3/15/2022	BRANDY JOHNS	Employee: JOHNS; Pay Date: 3/15/2022	1,977.74
61409	3/15/2022	BRITTNEY D. JONES	Employee: JONES; Pay Date: 3/15/2022	1,552.17
61410	3/15/2022	CODY LEYLAND	Employee: LEYLAN; Pay Date: 3/15/2022	1,869.55
61411	3/15/2022	DARREN J. MCGOUGH	Employee: MCGOUG; Pay Date: 3/15/2022	1,763.32
61412	3/15/2022	SHANE T. MORTENSEN	Employee: MORTEN; Pay Date: 3/15/2022	2,471.57
61413	3/15/2022	BYRAN D. MOSS	Employee: MOSS; Pay Date: 3/15/2022	2,532.05
61414	3/15/2022	JODIE NELSON	Employee: NELSON; Pay Date: 3/15/2022	640.57
61415	3/15/2022	SANDRA D. PARKS	Employee: PARKS; Pay Date: 3/15/2022	600.57
61416	3/15/2022	CRAIG B. SCHORR	Employee: SCHORR; Pay Date: 3/15/2022	640.57
61417	3/15/2022	DARYA J. VOGT	Employee: VOGT; Pay Date: 3/15/2022	500.27
61418	3/15/2022	NATALIE YANISH	Employee: YANISH; Pay Date: 3/15/2022	640.57
61419	3/15/2022	BING MATERIALS	TICKET 355671 & 355674 TYPE 2 CLASS B 41.56 TONS HWY 50 LEAK	675.35
61419	3/15/2022	BING MATERIALS	TICKET NO 355873 & 355874 TYPE 2 CLASS B AGG B 53.75 TONS	873.44
61420	3/15/2022	CHARTER COMMUNICATIONS	ACCT. 8354150020170948 169 TRERRACE VIEW DR	139.98
61420	3/15/2022	CHARTER COMMUNICATIONS	ACCT. 8354150020207393 97 BEACH CLUB DR.	149.98
61421	3/15/2022	THE REINALT-THOMAS CORPORATION	TRUCK 0606 CORRECTION FOR INV 1257378 TIRES	62.00
61421	3/15/2022	THE REINALT-THOMAS CORPORATION	TRUCK 0606 TIRES	712.00
61422	3/15/2022	H&E EQUIPMENT SERVICES, INC.	SWEEPER #1930 TROUBLE SHOOT CHECK DEF FOR FULL, RUN AND TEST	311.75

KINGSBURY GENERAL IMPROVEMENT DISTRICT
Check/Voucher Register - LIST OF CLAIMS
From 3/12/2022 Through 4/15/2022

Check Number	Check Date	Payee	Transaction Description	Check Amount
61423	3/15/2022	JIM MILLIGAN	3 LOCKING METAL CABINETS 160 PINERIDGE STORAGE CUSTODIAL ETC	500.00
61424	3/15/2022	NEVADA NEWS GROUP	ADVERTISEMENT 2/2/22 LABOR NEGOTIATIONS FIRMS	34.50
61425	3/15/2022	PACIFIC STATES COMMUNICATIONS	MONTHLY NETWORK MONITORING SERVICES 3/22	1,222.50
61426	3/15/2022	PACIFIC OFFICE AUTOMATION	ACCT. 710273 MAINTENANCE AGREEMENT BLACK&WHITE 12,471 COLOR	135.04
61427	3/15/2022	CASH	REIMBURSE PETTY CASH ACCOUNT 1/1/22 TO 3/15/22	208.39
61428	3/15/2022	TAHOE SUPPLY COMPANY, LLC	160 PINERIDGE/298 KINGSBURY LINERS, TOWELS ROLL, TOILET TISS	201.07
61429	3/15/2022	TROJAN TECHNOLOGIES	STATION 1 UPS QUINT BATTERY, ACTICLEAN GEL, & SRV PUMP ASSY	747.70
61430	3/15/2022	LINDE GAS & EQUIPMENT INC.	ACCT. 75437077 STATION 1 TANK INSPECTION	1,000.00
61431	3/15/2022	AIRGAS USA, LLC	ACCT. 3255567 NITROGEN LIQ FG 265LTRS 350 PSI	330.93
61431	3/15/2022	AIRGAS USA, LLC	RENT LIQUID IND LG 190-300 LT NITRO	305.91
61432	3/15/2022	BADGER METER, INC	BADGER METER LINER M35 QTY 20 & HSG BTM CI M35 QTY 20	283.32
61433	3/15/2022	FARR WEST ENGINEERING	ENGINEERING SERVICES 2021 WATER/ROAD REPLACEMENT 1/29 TO 2/2	14,133.23
61433	3/15/2022	FARR WEST ENGINEERING	ENGINEERING SERVICES 2022 SEALING 1/29 - 2/25/22	3,819.25
61433	3/15/2022	FARR WEST ENGINEERING	ENGINEERING SERVICES FY22 GIS SERVICES 1/29 TO 2/25/22	1,387.00
61433	3/15/2022	FARR WEST ENGINEERING	ENGINEERING SERVICES SEWER PER 1/29 TO 2/25/22	6,234.50
61433	3/15/2022	FARR WEST ENGINEERING	ENGINEERING SURVEYING GENERAL SERVICES 1/29 TO 2/25/22	590.75
61434	3/15/2022	FLYERS ENERGY LLC	FUEL DIESEL 94.5 GAL	412.69
61434	3/15/2022	FLYERS ENERGY LLC	FUEL REGULAR 197.2 GAL DIESEL 110.4 GAL	1,532.54

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61434	3/15/2022	FLYERS ENERGY LLC	FUEL REGULAR 74.8 GAL DIESEL 72.7 GAL	757.81
61435	3/15/2022	FRONTIER COMMUNICATIONS	775-150-0119-103174-5 EASY	50.92
61435	3/15/2022	FRONTIER COMMUNICATIONS	775-150-1020-092376-5 DCLTSA	50.92
61435	3/15/2022	FRONTIER COMMUNICATIONS	775-586-8471-100215-5 BEACH CLUB	144.99
61435	3/15/2022	FRONTIER COMMUNICATIONS	775-588-2401-060791-5 PALISADES	40.18
61435	3/15/2022	FRONTIER COMMUNICATIONS	775-588-2419-091195-5 PALISADES	65.20
61435	3/15/2022	FRONTIER COMMUNICATIONS	775-588-2705-042476-5 TERRACE VIEW	260.05
61435	3/15/2022	FRONTIER COMMUNICATIONS	775-588-4482-052798-5 MARKET	51.26
61435	3/15/2022	FRONTIER COMMUNICATIONS	775-588-7495-061182-5 MARKET	41.78
61435	3/15/2022	FRONTIER COMMUNICATIONS	775-588-8311-081082-5 GALAXY	56.85
61436	3/15/2022	KINGSBURY AUTOMOTIVE	TRUCK 0606 R&R BATTERY CLEANED & SERVICED CABLE ENDS, INTALL	182.95
61436	3/15/2022	KINGSBURY AUTOMOTIVE	TRUCK 10 REMOVE & REPLACE FRONT, BOTH CALIPER	961.16
61437	3/15/2022	MINDEN LAWYERS, LLC	LEGAL SERVICES & LABOR COUNSEL AGREEMENT	4,005.75
61438	3/15/2022	LINDE GAS & EQUIPMENT INC.	ACCT. 71572887 CYLINDER RENT INDUSTRIAL ACETYLENE	129.77
61439	3/15/2022	SIERRA ENVIRONMENTAL MONITORIN	BROMATE	160.00
61439	3/15/2022	SIERRA ENVIRONMENTAL MONITORIN	COLIFORM-QT	25.00
61439	3/15/2022	SIERRA ENVIRONMENTAL MONITORIN	COLIFORMS-P/A & COLIFORMS-QT	325.00
61439	3/15/2022	SIERRA ENVIRONMENTAL MONITORIN	COLIFORMS-PA & COLIFORMS-QT	100.00
61439	3/15/2022	SIERRA ENVIRONMENTAL MONITORIN	COLIFORMS-QT	100.00
61440	3/15/2022	SOUTH TAHOE REFUSE	ACCT. 13186400 160 PINERIDGE/298 KINGSBURY COMM BIN 2/28/22	392.52
61441	3/15/2022	SOUTHWEST GAS CORPORATION	ACCT. 910000322763 3 BUCHANAN PUMP	141.03
61442	3/15/2022	PUBLIC EMPLOYEES BENEFIT PROG	ACCT. 360 HEALTH INSURANCE BREWER, GARDEN & MOSS	4,666.41
61442	3/15/2022	PUBLIC EMPLOYEES BENEFIT PROG	ACCT. 841 HEALTH INSURANCE MCKAY, ROHR, RUNTZEL, SCHAUBEN, V	1,558.67

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<u>Check Number</u>	<u>Check Date</u>	<u>Payee</u>	<u>Transaction Description</u>	<u>Check Amount</u>
61443	3/15/2022	TAHOE BASIN CONTAINER	ACCT. 54345000 801 KINGSBURY GRADE BEAR PROOF 2/2022	30.00
61443	3/15/2022	TAHOE BASIN CONTAINER	ACCT. 54591700 160 PINERIDGE/298 KINGSBURY BEAR PROOF 2/2022	32.50
61444	3/15/2022	LOS ANGELES TRUCK CENTERS, LLC	TRUCK 0609 VACTOR REPAIR & REPLACED GOVERNOR, AIRLINE	531.26
61445	3/15/2022	WESTERN NEVADA SUPPLY CO	G5 CI LID MARKED WTR QTY 5	208.50
61445	3/15/2022	WESTERN NEVADA SUPPLY CO	MUEL H1103 UPPER STEM 185683 QTY 4	1,053.28
61445	3/15/2022	WESTERN NEVADA SUPPLY CO	ROMAC C60X8SS REPAIR CLAMP & 15 TCPUD COMPOSITE LOCKING	323.90
61445	3/15/2022	WESTERN NEVADA SUPPLY CO	STATION 1 CALE 502243A 1/2 AIR VENT	38.80
61445	3/15/2022	WESTERN NEVADA SUPPLY CO	TCPUD COMPOSITE LOCKING LID 1 USED THE OTHER INVENTORY	215.96
61446	3/31/2022	CARRIE BAUWENS	Employee: BAUWEN; Pay Date: 3/31/2022	1,782.50
61447	3/31/2022	JUDITH BREWER	Employee: BREWER; Pay Date: 3/31/2022	2,050.19
61448	3/31/2022	MITCHELL S. DION	Employee: DION; Pay Date: 3/31/2022	5,839.49
61449	3/31/2022	MICHAEL E. EDWARDS, JR	Employee: EDWARD; Pay Date: 3/31/2022	2,978.84
61450	3/31/2022	JOSEPH ESENARRO	Employee: ESENAR; Pay Date: 3/31/2022	4,068.16
61451	3/31/2022	BRANDON GARDEN	Employee: GARDEN; Pay Date: 3/31/2022	3,511.70
61452	3/31/2022	AUSTIN Q. HICKMAN	Employee: HICKMA; Pay Date: 3/31/2022	1,623.37
61453	3/31/2022	BRANDY JOHNS	Employee: JOHNS; Pay Date: 3/31/2022	2,195.23
61454	3/31/2022	BRITTNEY D. JONES	Employee: JONES; Pay Date: 3/31/2022	1,686.13
61455	3/31/2022	CODY LEYLAND	Employee: LEYLAN; Pay Date: 3/31/2022	2,032.75
61456	3/31/2022	DARREN J. MCGOUGH	Employee: MCGOUG; Pay Date: 3/31/2022	2,108.32
61457	3/31/2022	SHANE T. MORTENSEN	Employee: MORTEN; Pay Date: 3/31/2022	2,990.74
61458	3/31/2022	BYRAN D. MOSS	Employee: MOSS; Pay Date: 3/31/2022	2,629.73
61459	3/31/2022	AFLAC	ACCT. FA935 INSURANCE JOHNS, MCGOUGH & MOSS	281.98
61460	3/31/2022	AT & T MOBILITY	ACCT. 287301170124 CELL PHONES	815.50

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61461	3/31/2022	CHARTER COMMUNICATIONS	ACCT. 8354150020197776 255 KINGSBURY GRADE RD UNIT A	139.98
61462	3/31/2022	MICHAEL EDWARDS JR.	REIMBURSE RECIEPT FOX& HOUND DINNER LEAK SCOTT DR.	100.96
61462	3/31/2022	MICHAEL EDWARDS JR.	REIMBURSE WORK BOOT ALLOWANCE RECIEPT DANNER.COM	300.00
61463	3/31/2022	EMPLOYERS PREFERRED INS. CO.	WORKERS COMPENSATION INSTALLMENT 10	1,189.90
61464	3/31/2022	ALVIN & PAWAN FRANKLIN	REFUND ACCT. 200 OVERPAID/CLOSED ESCROW 3/8/21	100.57
61465	3/31/2022	HOMESERVE USA	LINE INSURANCE CORRECTION 12/31/21	4.40
61465	3/31/2022	HOMESERVE USA	LOSS & LINE INSURANCE	5,639.30
61465	3/31/2022	HOMESERVE USA	LOSS INSURANCE CORRECTION 1/31/22	1.30
61466	3/31/2022	IMPORTS AND SPORTS	STATION 2 HEATER HOSE 5/8	5.97
61466	3/31/2022	IMPORTS AND SPORTS	SWEEPER #1930 DEF002	41.98
61466	3/31/2022	IMPORTS AND SPORTS	TRUCK #1323 LING LIFE BULB & SWEEPER DIESEL EXHAUST FLUID	59.27
61467	3/31/2022	JASON T. KERSHELL	298 KINGSBURY GRADE #1A TOILET SUPPLY LINE SERVICE CALL	99.00
61468	3/31/2022	KONICA MINOLTA PREMIER FINANCE	ACCT. 3691777720 COPIER LEASE	216.91
61469	3/31/2022	MANCHESTER ENTERPRISES	FUEL SURCHARGE SNOW REMOVAL SERVICES	15,259.72
61469	3/31/2022	MANCHESTER ENTERPRISES	SNOW REMOVAL SERVICES 3/1/22 TO 3/20/22	16,138.51
61469	3/31/2022	MANCHESTER ENTERPRISES	SNOW REMOVAL SERVICES 2/3/22 TO 2/28/22	23,452.56
61470	3/31/2022	DARREN MCGOUGH	NVRWA CONFERENCE MEALS PER DIEM 3/22 - 3/24/22 MINUS 2 LUNCH	129.00
61470	3/31/2022	DARREN MCGOUGH	REIMBURSE BOOT ALLOWANCE RECEIPT CAL RANCH STORE LIMIT 90.01	90.01
61470	3/31/2022	DARREN MCGOUGH	REIMBURSE RECEIPT NUGGET HOTEL ROOM FOR NVRW CONFERENCE	185.60
61471	3/31/2022	NEVADA LEAGUE OF CITIES	ANNUAL MEMBERSHIP DUES FY 2022-2023 & PER CAPITA	0.00
61474	3/31/2022	NV ENERGY	1000044046907329692 399 EUGENE DR.	508.97

61471 VOIDED
 61472-61473 VOID NV Energy

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61474	3/31/2022	NV ENERGY	1000044086803270814 801 KINGSBURY GRADE UNIT LIGHTS	22.79
61474	3/31/2022	NV ENERGY	1000044086803274204 GALAXY LN PUMP	118.11
61474	3/31/2022	NV ENERGY	1000044086803294236 160 PINERIDGE DR UNIT LIGHTS	7.59
61474	3/31/2022	NV ENERGY	1000044086803297452 298 KINGSBURY GRADE APT ADOWN	79.95
61474	3/31/2022	NV ENERGY	1000044086803297460 298 KINGSBURY GRADE APT B-UP	160.52
61474	3/31/2022	NV ENERGY	1000044086803297478 298 KINGSBURY GRADE APT CDOWN	107.61
61474	3/31/2022	NV ENERGY	1000044086803297486 298 KINGSBURY GRADE APT DDOWN	110.62
61474	3/31/2022	NV ENERGY	1000044086803297502 160 PINERIDGE DR UNIT B	53.65
61474	3/31/2022	NV ENERGY	1000044086803297510 160 PINERIDGE DR UNIT C	112.19
61474	3/31/2022	NV ENERGY	1000044086803297718 403 KIMBERLY BROOKE LN	411.92
61474	3/31/2022	NV ENERGY	1000044086803301502 504 LAUREL LN UNIT PMPSTA	32.80
61474	3/31/2022	NV ENERGY	1000044086803301940 EASY ST UNIT N/T134	36.34
61474	3/31/2022	NV ENERGY	1000044086803304290	8.56
61474	3/31/2022	NV ENERGY	1000044086803305073 KINGSBURY GRADE UNIT PMPPLS	45.10
61474	3/31/2022	NV ENERGY	1000044086803320205 KINGSBURY GRADE UNIT PMPHS2	2,802.20
61474	3/31/2022	NV ENERGY	1000044086803320221 314 ANDRIA WAY UNIT BRABDU	1,037.21
61474	3/31/2022	NV ENERGY	1000044086803320239 698 KINGSBURY GRADE UNIT NTFRS	1,442.17
61474	3/31/2022	NV ENERGY	1000044086803320247 176 BUCHANAN RD UNIT PMPHS3	1,741.67
61474	3/31/2022	NV ENERGY	1000044086804563654 255 KINGSBURY GRADE UNIT C	108.07
61474	3/31/2022	NV ENERGY	1000044086804563795 255 KINGSBURY GRADE UNIT D	77.75

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61474	3/31/2022	NV ENERGY	1000044086804621577 801 KINGSBURY GRADE UNIT B	109.19
61474	3/31/2022	NV ENERGY	1000044086805221187 180 LAKE PKWY UNIT PUMP	1,097.11
61474	3/31/2022	NV ENERGY	1000044086807006297 346 EUGENE DR	5,210.37
61474	3/31/2022	NV ENERGY	1000044087003270836 801 KINGSBURY GRADE	32.80
61474	3/31/2022	NV ENERGY	1000044771003320176 KINGSBURY GRADE UNIT DISPMP	1,411.21
61475	3/31/2022	OFFICE DEPOT, INC.	20 REAMS OF COPY PAPER	79.98
61475	3/31/2022	OFFICE DEPOT, INC.	BROTHER BLACK TONER CARTRIDGE RETURNED	(88.98)
61475	3/31/2022	OFFICE DEPOT, INC.	DRY-ERASE STARTER SET	21.11
61475	3/31/2022	OFFICE DEPOT, INC.	MAGNETIC DRY-ERASE WHITEBOARD 48IN X 72IN	189.63
61475	3/31/2022	OFFICE DEPOT, INC.	PRECISE V5 PENS & REPORT COVERS DARK BLUE	(36.57)
61476	3/31/2022	CHRISTOPHER R ORTIZ	298 KINGSBURY REMOVED OLD LIGHT FIXTER & INSTALLED NEW LED L	300.00
61477	3/31/2022	PUBLIC EMPLOYEES	EMPLOYEE AND EMPLOYERS PERS CONTRIBUTION 3/22	24,327.53
61478	3/31/2022	SAFEGUARD BUSINESS SYSTEMS	US BANK DEPOSIT TICKETS QTY. 300	108.21
61479	3/31/2022	SOUTHWEST GAS CORPORATION	ACCT. 910000561117 698 KINGSBURY GRADE	142.08
61479	3/31/2022	SOUTHWEST GAS CORPORATION	ACCT. 910000561180 5 KIMBERLY BROOK PUMP	143.11
61479	3/31/2022	SOUTHWEST GAS CORPORATION	ACCT. 910000561274 4 ANDRIA (384) PUMP	122.38
61479	3/31/2022	SOUTHWEST GAS CORPORATION	ACCT. 910000561387 2 TERRACE VIEW PUMP	329.75
61479	3/31/2022	SOUTHWEST GAS CORPORATION	ACCT. 910000799713 160 PINERIDGE 1	161.16
61479	3/31/2022	SOUTHWEST GAS CORPORATION	ACCT. 910000799714 160 PINERIDGE 2	212.12
61479	3/31/2022	SOUTHWEST GAS CORPORATION	ACCT. 910000799715 160 PINERIDGE 4-6	194.44
61479	3/31/2022	SOUTHWEST GAS CORPORATION	ACCT. 910000799716 298 KINGSBURY	112.26
61479	3/31/2022	SOUTHWEST GAS CORPORATION	ACCT. 910000799717 298 KINGSBURY UP	34.26
61479	3/31/2022	SOUTHWEST GAS CORPORATION	ACCT. 910000799718 298 KINGSBURY DOWN	308.85
61480	3/31/2022	TAHOE POOL SERVICE	LIQUID CHLORINE STATION 3 QTY. 3 STATION 5 QTY. 1	218.00

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61481	3/31/2022	TAHOENOW VENTURES LLC	REFUND PERMIT #2020-09 169 SIERRA COLINA DEPOSIT	2,208.00
61481	3/31/2022	TAHOENOW VENTURES LLC	REFUND PERMIT 2020-08 167 SIERRA COLINA DEPOSIT	2,208.00
61482	3/31/2022	TEMPRESCO	302790-V ASCO REPAIR KIT QTY. 3	520.71
61483	3/31/2022	TROJAN TECHNOLOGIES	STATION 1 UV REFERENCE SENSOR REPAIR	803.25
61484	3/31/2022	VANGUARD FIDUCIARY TRUST	MICHAEL GARDEN_SEP/IRA#8803...	26.22
61484	3/31/2022	VANGUARD FIDUCIARY TRUST	MIKE EDWARDS SEP/IRA ACCT. #27246160 3/22	15.87
61484	3/31/2022	VANGUARD FIDUCIARY TRUST	SEP/IRA 0027-88044180872 JOE ESENARRO_ 3/22	19.26
61484	3/31/2022	VANGUARD FIDUCIARY TRUST	SEP/IRA 88020707567 BRANDY JOHNS_3/2022	14.00
61484	3/31/2022	VANGUARD FIDUCIARY TRUST	SEP/IRA 88020707567 BRANDY JOHNS_3/22	15.92
61484	3/31/2022	VANGUARD FIDUCIARY TRUST	SEP/IRA 88623526585 BRITTNEY D JONES 3/22	11.44
61485	3/31/2022	VERIZON WIRELESS	MONTHLY GPS SERVICES MEI SNOW EQUIPMENT	307.04
61486	3/31/2022	WOW VO INVESTMENT-SERIES 3 LLC	REFUND PERMIT 2020-17 306 KINGSBURY GRADE DEPOSIT	2,431.00
61487	4/8/2022	BURGARELLO ALARM	VARIOUS STATIONS ALARM MONITORING 4/1/22 - 6/30/22	1,584.54
61488	4/8/2022	AMY C. CARAMAZZA	BOARD MEETING & MINUTES 8.25 HOURS	206.25
61489	4/8/2022	CHARTER COMMUNICATIONS	ACCT. 8354150020170948 169 TERRACE VIEW DR	139.98
61490	4/8/2022	IOBP	SAFETY ALERT FOR SUPERVISORS 3/22	265.00
61491	4/8/2022	STATIONARY ENGINEERS LOCAL 39	LOCAL 39 EMPLOYEES HEALTH/LIFE PREMIUMS 5/1/22	21,006.00
61492	4/8/2022	IUOE STATIONARY ENGINEERS LO39	EMPLOYEE UNION DUES 4/1/22	653.47
61493	4/8/2022	JEWISH COMMUNITY CENTER	255 KINGSBURY GRADE RENT, UTILITIES, JANITORIAL	6,050.00
61494	4/8/2022	CHARLES D. KENYON	REFUND ACCT. 1619 OVERPAID/CLOSED ESCROW 3/30/22	292.99
61495	4/8/2022	KINGSBURY AUTOMOTIVE	TRUCK 10 REPLACED BATTERY, TERMINAL PROTECTORS, STARTER MOTOR	975.99

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61495	4/8/2022	KINGSBURY AUTOMOTIVE	TRUCK 20 LUBE, OIL & FILTER	153.23
61496	4/8/2022	KINGSBURY HARDWARE	160 PINERIDGE OFFICE KEYS ROAD CREW	17.77
61496	4/8/2022	KINGSBURY HARDWARE	CHAINSAW BAR & CHAIN OIL	11.24
61496	4/8/2022	KINGSBURY HARDWARE	INTERTIE GENERATOR 1/2MPTX5/8 BARB ADAPTER	4.86
61496	4/8/2022	KINGSBURY HARDWARE	INTERTIE GENERATOR 9/16X1-1/16 SS CLAMP	3.58
61496	4/8/2022	KINGSBURY HARDWARE	PROPANE FOR TACH POT	30.16
61496	4/8/2022	KINGSBURY HARDWARE	STATION 2 3/4MX5/8 HOSE BARB ADAPT	16.90
61496	4/8/2022	KINGSBURY HARDWARE	STATION 3 MISC HARDWARE	2.24
61496	4/8/2022	KINGSBURY HARDWARE	STATION 4 3V LITH BATTERY	8.09
61496	4/8/2022	KINGSBURY HARDWARE	TRUCK 1929 & 1726 DUCT TAPE	17.98
61497	4/8/2022	STEPHEN MOISE	REFUND ACCT. 181 OVERPAID/CLOSED ESCROW 3/11/22	32.06
61498	4/8/2022	NEVADA NEWS GROUP	AD 22002 KGID RFQ-CONSULTING FIRMS NV APPEAL	104.00
61498	4/8/2022	NEVADA NEWS GROUP	AD 22004 AD KGID RFQ-CONSULTING FIRMS RECORD COURIER	90.50
61498	4/8/2022	NEVADA NEWS GROUP	AD 22005 KGID RFQ-CONSULTING FIRMS NBW	105.00
61499	4/8/2022	CHARLES NIELSEN,KAARAN THOMAS	REFUND ACCT. 398 OVERPAID/CLOSED ESCROW 3/14/22	86.57
61500	4/8/2022	PACIFIC OFFICE AUTOMATION	ACCT. 710273 MAINTENANCE AGREEMENT B&W 16143 COLOR 881	161.89
61501	4/8/2022	ROUND HILL GENERAL IMPR DIST	COMMERCIAL CONSUMPTION DORLA CT 2/17 TO 3/17/22	163.30
<i>61502</i>	<i>VOID</i>	<i>US Bank Visa Rewards</i>		
61503	4/8/2022	US BANK VISA REWARDS	55IN LG ELECTRIC HEIGHT ADJUSTABLE STANDING DESK	321.27
61503	4/8/2022	US BANK VISA REWARDS	ALLIED 100 AED G3 LONG LIFE BATTERY	426.26
61503	4/8/2022	US BANK VISA REWARDS	CANDY FOR OFFICE	33.98
61503	4/8/2022	US BANK VISA REWARDS	COPY PAPER, BLUE INK PENS, CASH REG ROLLS, AAA & AA BATTERIE	298.54
61503	4/8/2022	US BANK VISA REWARDS	DOMAIN NAME NETWORK SOLUSTION 4/1/22	15.95
61503	4/8/2022	US BANK VISA REWARDS	FILE UPLOADS CREDITED	(49.00)
61503	4/8/2022	US BANK VISA REWARDS	FLYERS 4/28/22 COMMUNITY OUTREACH	319.99

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61503	4/8/2022	US BANK VISA REWARDS	KEURIG ASSORTED COFFEE & TEA	108.32
61503	4/8/2022	US BANK VISA REWARDS	MITCH AXWA 2022 SPRING CONFERENCE 5/3 - 5/5/22	775.00
61503	4/8/2022	US BANK VISA REWARDS	OFFICE C&H SUGAR, COFFEE MATE & NUTPODS CREAMER	21.25
61503	4/8/2022	US BANK VISA REWARDS	OFFICE CHOCALET, DIXIE, ZIP LOCK/STATION 1 & 2 PAPER TOWELS	80.15
61503	4/8/2022	US BANK VISA REWARDS	OPTICAL LENS CLEANING TOWELETTE DISP	34.14
61503	4/8/2022	US BANK VISA REWARDS	RAPID CARE FIRST AID CABINET	121.00
61503	4/8/2022	US BANK VISA REWARDS	REFRIGERATOR WATER FILTERS	52.15
61503	4/8/2022	US BANK VISA REWARDS	RETURN BLUE TOOTH SPEAKERS	(10.70)
61503	4/8/2022	US BANK VISA REWARDS	SANDWICHES 3/15/22 BOARD MEETING	41.97
61503	4/8/2022	US BANK VISA REWARDS	SIGN PERMIT FOR 4/28/22 COMMUNITY OUTREACH	33.13
61503	4/8/2022	US BANK VISA REWARDS	STATION 1 40 LB NATUAL SALT QTY 63	366.66
61503	4/8/2022	US BANK VISA REWARDS	STATION 1 DISTILLED WATER	10.74
61503	4/8/2022	US BANK VISA REWARDS	STATION 1 OZONE GEN REPLACEMENT FILTERFANS	186.35
61503	4/8/2022	US BANK VISA REWARDS	STATION 4 MARK TIME® HOUR METER 120 VAC	107.86
61503	4/8/2022	US BANK VISA REWARDS	STATION HOTSTART ENGINE HEATER FOR STANDBY GENERATOR	155.28
61503	4/8/2022	US BANK VISA REWARDS	TRUCK #1827 CARWASH HAVMAX	12.00
61503	4/8/2022	US BANK VISA REWARDS	TRUCK 1020 UNLEADED FUEL 13.202GAL	56.10
61503	4/8/2022	US BANK VISA REWARDS	UNDER DESK CABLE MGMT TRAY & MONITOR DESK MOUNT STAND	62.08
61504	4/8/2022	WEDCO INC	STATION 1 .CL2 ANALYZER FUSE	1.70
61505	4/8/2022	WESTERN NEVADA SUPPLY CO	CLA VAL 9169812G 3 REPAIR KIT QTY. 3	639.99
61505	4/8/2022	WESTERN NEVADA SUPPLY CO	HWY 50/KAHLE LEAK REPAIR RETURNED 12 LONG MJ SLEEVE & 12 ROM	(1,968.68)
61505	4/8/2022	WESTERN NEVADA SUPPLY CO	QUAKING ASPEN PRV VAULT LID & FRAME	490.77

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61505	4/8/2022	WESTERN NEVADA SUPPLY CO	SCOTT DR 8 FLG 11, BOX 6 FCA BOLTS NUTS, ROMA GSKT 7.80-8.10	1,205.83
61505	4/8/2022	WESTERN NEVADA SUPPLY CO	STATION 5 CLA-VAL 1726201F PILOT REP KIT 1 FOR INVENTORY	914.30
61506	4/15/2022	CARRIE BAUWENS	Employee: BAUWEN; Pay Date: 4/15/2022	1,647.86
61507	4/15/2022	JUDITH BREWER	Employee: BREWER; Pay Date: 4/15/2022	2,050.19
61508	4/15/2022	MITCHELL S. DION	Employee: DION; Pay Date: 4/15/2022	5,839.49
61509	4/15/2022	MICHAEL E. EDWARDS, JR	Employee: EDWARD; Pay Date: 4/15/2022	2,650.84
61510	4/15/2022	JOSEPH ESENARRO	Employee: ESENAR; Pay Date: 4/15/2022	2,681.25
61511	4/15/2022	BRANDON GARDEN	Employee: GARDEN; Pay Date: 4/15/2022	3,521.78
61512	4/15/2022	AUSTIN Q. HICKMAN	Employee: HICKMA; Pay Date: 4/15/2022	1,490.47
61513	4/15/2022	BRANDY JOHNS	Employee: JOHNS; Pay Date: 4/15/2022	1,977.74
61514	4/15/2022	BRITTNEY D. JONES	Employee: JONES; Pay Date: 4/15/2022	1,552.17
61515	4/15/2022	CODY LEYLAND	Employee: LEYLAN; Pay Date: 4/15/2022	1,888.70
61516	4/15/2022	DARREN J. MCGOUGH	Employee: MCGOUG; Pay Date: 4/15/2022	1,749.88
61517	4/15/2022	SHANE T. MORTENSEN	Employee: MORTEN; Pay Date: 4/15/2022	2,423.48
61518	4/15/2022	BYRAN D. MOSS	Employee: MOSS; Pay Date: 4/15/2022	2,405.74
61519	4/15/2022	CHARTER COMMUNICATIONS	ACCT. 8354150020207393 97 BEACH CLUB DR.	149.98
61520	4/15/2022	DOUGLAS COUNTY LAKE TAHOE	MAINTENANCE & OPERATION ASSESSMENTS QTR. 4 4/1/22	317,843.00
61521	4/15/2022	MICHAEL EDWARDS JR.	REIMBURE AMAZON RECEIPT FOR LONG SLEEVE COVERALLS	51.40
61522	4/15/2022	FENWEN PROPERTIES LLC	REFUND PERMIT 2022-03 453 BARRETT DEPOSIT	2,867.00
61523	4/15/2022	FLYERS ENERGY LLC	FUEL DIESEL 122.2 GAL REGULAR 157 GAL	1,455.54
61523	4/15/2022	FLYERS ENERGY LLC	FUEL DIESEL 80.6 GAL REGULAR 81.3 GAL	889.70
61523	4/15/2022	FLYERS ENERGY LLC	FUEL REGULAR 143 GAL DIESEL 160.2 GAL	1,630.57
61523	4/15/2022	FLYERS ENERGY LLC	FUEL REGULAR 97 GAL DIESEL 137.8 GAL	1,258.96
61524	4/15/2022	BEATRIZ HERNANDEZ	255 KINGSBURY GRADE JANITORIAL MARCH 4 CLEANINGS	360.00

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61525	4/15/2022	CODY LEYLAND	REIMBURSE RECEIPT CMC CARSON CITY CDL PHYSICAL	121.00
61526	4/15/2022	MANCHESTER ENTERPRISES	RETEENATION SNOW REMOVAL SERVICES 1/1/22 TO 1/31/22	1,490.47
61526	4/15/2022	MANCHESTER ENTERPRISES	RETENTION FUEL SURCHARGE SNOW REMOVAL SERVICES	1,695.53
61526	4/15/2022	MANCHESTER ENTERPRISES	RETENTION SNOW REMOVAL SERVICES 10/11/21 TO 10/26/1	1,595.48
61526	4/15/2022	MANCHESTER ENTERPRISES	RETENTION SNOW REMOVAL SERVICES 11/9/21	86.85
61526	4/15/2022	MANCHESTER ENTERPRISES	RETENTION SNOW REMOVAL SERVICES 12/9/21 TO 12/31/21	19,238.30
61526	4/15/2022	MANCHESTER ENTERPRISES	RETENTION SNOW REMOVAL SERVICES 2/3/22 TO 2/28/22	2,605.84
61526	4/15/2022	MANCHESTER ENTERPRISES	RETENTION SNOW REMOVAL SERVICES 3/1/22 TO 3/20/22	1,793.17
61527	4/15/2022	SHANE MORTENSEN	REIMBURSE SPORTSMANS WHSE RECEIPT WORK BOOTS	209.99
61528	4/15/2022	ROBERT & JOANIE NEUSCHMID	REFUND PERMIT 2021-28 FIRE CONNECTION FEE	500.00
61529	4/15/2022	NEXTIVA, INC.	ACCT. 3680856 OFFICE PHONE LINES	256.53
61530	4/15/2022	SIERRA ENVIRONMENTAL MONITORIN	BROMATE	160.00
61530	4/15/2022	SIERRA ENVIRONMENTAL MONITORIN	COLIFORMS-P/A & COLIFORMS-QT	275.00
61530	4/15/2022	SIERRA ENVIRONMENTAL MONITORIN	COLIFORMS-QT	25.00
61531	4/15/2022	SPRINGBROOK SOFTWARE COMPANY	COMPUTER EXP./ACH & CC CHARGES 3/31/22	1,382.00
61531	4/15/2022	SPRINGBROOK SOFTWARE COMPANY	COMPUTER EXP/ACH & CC CHARGES 2/28/22	1,375.00
61532	4/15/2022	SUMMIT PLUMBING LLC	SEWER PUMP STATION MAINTENANCE 4/1/22	7,176.89
Report Total				675,788.19

MISSING OR VOIDED CHECKS

DATE	CHECKS	PAYEE	MISSING/VOIDED
03/31/22	61471	NEVADA LEAGUE OF CITIES	VOIDED
03/31/22	61472	NV ENERGY	VOIDED
03/31/22	61473	NV ENERGY	VOIDED
04/08/22	61502	US BANK VISA REWARDS	VOIDED

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

TITLE: Approval Task Order Number One – for Architectural Services for Equipment Storage Facility & Yard Improvements

For Discussion and Possible Action. Discussion and possible action approving Task Order Number One – for Architectural Services of Paul Cavin Architect LLC for site improvements and programming detail of Equipment Storage Facility Project

MEETING DATE: April 19, 2022

PREPARED BY: Mitch Dion, General Manager

RECOMMENDED ACTION: Approve Task Order Number One and authorize the General Manager to proceed with the site assessment and building programming report

BACKGROUND INFORMATION: The district has developed its facilities requirements and one of the high priority tasks was to construct approximately 7,000 sqft equipment storage facility to safeguard and protect vehicles and equipment. Regardless of decisions related to administrative and operations space, a standalone facility at the corporate yard was the course of action determined in previous meetings. In November, retaining Paul Cavit, Architect LLC was approved and subsequently meetings and communication have occurred to develop a streamlined programmatic effort to initiate construction of the equipment storage facility.

Task Order Number one is intended to encapsulate the previous planning and related work which has been completed on the site, finalize the site layout including the building footprint, resolve conflicts of drainage and fill material, and establish the base map (from surveyed record previous work) which are needed to complete the design and construction specification. In addition, the site plan must consider present needs (decanting ponds, fueling, etc.) and future elements (material storage, electrical charging, etc.) and circulation needed to work effectively. This work must be completed before a construction specification (next step) can be assembled for the equipment storage facility.

Fiscal Impact: The proposed fee for this work is \$26,300.00. It is anticipated that the complete design and construction costs for this project is approximately \$500,000.

INCLUDED:

Exhibit A – Task Order Number One

Fund impacted by above action:

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

Paul Cavin Architect LLC

March 29, 2022

P22022

Mitch Dion
General Manager
Kingsbury General Improvement District
P.O. Box 2220
Stateline, Nevada 89449

Re: Proposal for Professional Services for the KGID Equipment Storage Facility and Yard Improvements Site Plan and Programming

Dear Mr. Dion,

Thank you for the opportunity to present this proposal for professional design services to Kingsbury General Improvement District. Paul Cavin Architect LLC is pleased to present the following professional services fee proposal for your consideration.

It is understood that the Kingsbury General Improvement District (KGID) would like professional Architectural services for Site Planning and Programming for the proposed Equipment Storage Facility and Yard Improvements project in Douglas County, Nevada.

Site Master Planning will include placement of an Equipment Storage Building, future buildings (pole barn), ancillary functions such as salt/brine storage, sand/gravel/base storage, wash area(s), decant area(s), existing utilities, as well as site circulation and other pertinent site information.

Programming will be focused on the Equipment Storage Building and will hone-in on the building materials, interior spaces and functions, HVAC systems, plumbing systems, electrical systems, and other systems needed for the function of the building.

The following is an outline of the scope of work and professional services:

Site Planning:

1. Review existing documents related to current efforts for the proposed Equipment Storage Facility and Yard Improvements project:
 - a. Topographic Survey
 - b. As-Built Utility Information
 - c. Geotechnical Reports
 - d. Other reports and drawings
2. Meet with KGID staff to determine and define site components, adjacencies, circulation, etc.:
 - a. Two design meetings with KGID staff.
 - b. Site considerations:
 - i. Site circulation
 - ii. Utilities (as-built documents, observed or above ground)
 - iii. Building locations
 - iv. Ancillary functions
 - v. Architectural Site Analysis:
 1. Existing conditions (structures, roads, other site items).
 2. Solar and wind diagrams
 3. Views and basic drainage
 4. Opportunities and constraints
 5. Site adjacencies
 6. Other site information that may be unique to the site

Paul Cavin Architect LLC

- c. Analyze the site to determine the most suitable location(s) for the new building(s) and ancillary functions.
- d. Help identify site circulation patterns relative to vehicles.

- 3. Deliverables:
 - a. Site plan drawings (color).
- 4. Professional disciplines involved for Site Planning:
 - a. Architecture
- 5. Schedule for Site Planning:
 - a. Approximately 8 to 10 weeks

Programming of Equipment Storage Building:

- 1. Meet with users and stakeholders to determine needed improvements, spaces, adjacencies, size, circulation, etc. for the Equipment Storage building:
 - a. Two design meetings.
- 2. Programming Document may include:
 - a. Architectural narrative
 - b. Structural narrative
 - c. Mechanical and Plumbing narrative
 - d. Electrical narrative
 - e. Define current design criteria per the local jurisdictions:
 - i. Douglas County
 - ii. East Fork Fire Protection District or other Fire Protection District
 - f. Interior Programming requirements for each space
 - g. Spatial relationships and adjacencies and floor plan diagrams
 - h. Determine Planning and Building Department requirements.
 - i. Initial Code Analysis
 - j. Research related to a Sprung Structure
- 3. Deliverables:
 - a. Brief Programming Report with narrative of building requirements and local AHJ requirements
 - b. Associated diagrams
 - c. Conceptual floor plan layout of Equipment Storage Building
- 4. Professional disciplines involved for Programming:
 - b. Architecture
 - c. Structural Engineering
 - d. Mechanical/Plumbing Engineering
 - e. Electrical Engineering
- 6. Schedule for Programming:
 - a. Approximately 8 to 10 weeks (this may run concurrently with the Site Master Planning effort)

The following design professionals will be involved: CFBR Structural Group for Structural Engineering, design, and documentation; Ainsworth Associates Mechanical Engineers for plumbing and mechanical design and documentation, PK Electrical, Inc. for Electrical Engineering, design, and documentation, Paul Cavin Architect LLC will produce necessary Architectural drawings, narratives, and manage the design team through Site Planning and Programming. Please see each consultant's attached proposal for a more detailed description of their Scope of Work and exclusions.

Paul Cavin Architect LLC

The proposed Professional Service fees include the following:

Site Planning Fee:

Architecture and Project Management (Paul Cavin Architect LLC): **\$7,000.00**

Programming Fee includes:

Structural Engineering (CFBR Structural Group):	\$5,500.00
Mechanical Engineering (Ainsworth Associates Mechanical Engineers):	\$2,900.00
Electrical Engineering (PK Electrical, Inc.):	\$2,400.00
Architecture and Project Management (Paul Cavin Architect LLC):	\$8,500.00
Total Programming Fee:	\$19,300.00

Total Professional Services Fee: **\$26,300.00**

Specific exclusions include: LEED or other "Green" building certifications and/or documentation, TRPA Coordination, Applications, and Submittals, multiple site design/plan options, Civil Engineering and related services, Traffic studies and improvements, Renderings, Virtual Reality, Planning Applications and Planning submittals, Special Use Applications and Permits, NDOT Applications, and Submittals, Community Presentations, Surveying, Geotechnical Investigations and reports, Environmental Investigations and Reports, SWPP, Landscape Architecture, ADA Analysis, Fire Protection Engineering, Construction Documents, Technical Specifications, other design consultants, specialty consultants, FF&E, Hazardous Materials Abatement/Surveys/Documentation, materials testing, Building Department Applications and Submittals, special inspections, printing, submittals to other agencies, Bidding Documents and/or Assistance, Construction Administration and Construction Management, other design services beyond programming and conceptual design, as it is understood that these services will not be needed for the Site Planning and Programming efforts. If additional services or consultants are needed or required, they will be discussed with KGID and the design team prior to an endorsement of the contract.

In light of the COVID-19 (novel coronavirus) pandemic and any variants, the effects of which cannot be foreseen, Paul Cavin Architect LLC shall be entitled a reasonable extension of time to deliver and perform work describe in the proposal above to the extent Paul Cavin Architect LLC's delivery and performance, or the delivery and performances of sub-consultants, is in any way delayed, hindered or otherwise affected due to the COVID-19 pandemic, variants, and/or other recommendations, mandates, etc. by federal, state, and local authorities due to the COVID-19 pandemic.

Please feel free to contact me to review this proposal if you have any questions, comments, or modifications to the scope of work.

We look forward to your project!

With much appreciation,



Paul Cavin, AIA
Nevada License #6284

Accepted by: _____
(signature)

Printed Name and Title: _____

Date: _____

CFBR STRUCTURAL GROUP, LLC

Chris Roper, PE/SE
CFBR Structural Group, LLC
5425 Louie Lane
Reno, NV 89511

March 24, 2022

Paul Cavin, AIA
Paul Cavin Architect LLC
1575 Delucchi Ln.
Reno, NV 89502

Re: Kingsbury GID Equipment Storage Facility and Yard Improvements

Dear Paul:

I am pleased to present this proposal for structural engineering services. My understanding of the project is based on our recent correspondence and your Scope of Work Summary dated March 23, 2022.

Scope of Work

I understand Kingsbury GID would like professional services for Site Master Planning and Programming for the proposed Equipment Storage Facility and Yard Improvements. All Site Master Planning services will be provided by the Architect and are not a part of this proposal. This proposal is for structural engineering services for the Programming effort related to a proposed new Equipment Storage Building. Design will be in accordance with the structural requirements of the 2018 International Building Code. The following will be provided as a part of our work:

Basic Services Included

Programming

- Attend up to (2) meetings with users and stakeholders, as directed or required.
- Compile structural design criteria (i.e. snow, wind, seismic, etc.) for the site.
- Review an existing soils report for the site to understand the site soil conditions, possible soil mitigation efforts that may be needed, and how soils may impact foundation systems and their selection.
- Review and the building systems being considered (pre-engineered metal building or sprung structure) and provide input.
- Prepare a structural narrative to summarize the information above.

Exclusions / Additional Services

The following items are excluded from our work. Some items can be provided as Additional Services if required.

- Time or travel for site visits or meetings not indicated above.
- Printing or shipping. This proposal assumes all submittals will be electronic.
- Services related to subsequent phases of work (i.e. schematic design, design development, construction documents, bidding or construction administration) or preparation of associated contract documents (i.e. drawings, specifications, calculations or cost estimates).
- Project management (i.e. preparation of design or construction schedules, meeting minutes, management of other consultants, filing or submittal of documents, etc.)

- Services related to sustainable design, LEED, etc.
- Geotechnical or Civil engineering.
- Surveys or studies of existing buildings.
- Services resulting from changes to the scope or magnitude of the project, value engineering, and/or changes necessary because of cost over-runs.

Professional Fees and Schedule

I propose to perform the work described above in accordance with a mutually agreed upon schedule for a fixed fee of **\$5,500**. If there are changes to the project that affect our work, this proposal may need to be revised.

This proposal is valid for 90 calendar days. If this proposal is acceptable, please provide authorization to proceed with work on the project. Thank you for the opportunity to serve you on this project and please call if you have any questions.

Sincerely,



Chris Roper, PE/SE

4557 GREENVIEW DRIVE
EL DORADO HILLS, CA 95762
VOICE (916) 737-6014
WWW.AA-ME.COM



1420 HOLCOMB AVENUE, SUITE 201
RENO, NV 89502
VOICE (775) 329-9100
WWW.AA-ME.COM

March 28, 2022

Mr. Paul Cavin, AIA
Paul Cavin Design
1575 Delucchi Lane, Suite 120
Reno, Nevada 89502

Subject: Kingsbury General Improvement District
Maintenance Facility – Programming

Dear Paul,

Thank you for requesting a Mechanical Engineering design fee proposal for the above noted project. This proposal is based upon the information you emailed to our office on March 23, 2022, as well as our phone conversation the following day.

The scope of work as we understand is as follows:

Prepare a narrative report in letter-form for an approximately 7,000 square foot Maintenance Facility to include commentary on the following systems: Fire Sprinklers, Freeze Protection, Domestic Cold Water, and Trench Drainage.

It is our understanding that this facility will not include any restrooms, any mechanical or evaporative cooling, or any other plumbing components other than hose bibbs.

Our engineering services would include the following items:

1. Consultation, advice, and design solutions during the Programming phase of the Project.
2. Narrative report in letter format with commentary on the systems described above.
3. 8.5 x 11 or 11 x 17 sketches prepared using 2D AutoCAD or Bluebeam PDF software, if required.
4. Attendance at one owner review meeting, if required.

The scope of work specifically does NOT include the following:

1. Any scope of work related to HVAC or Plumbing systems other than the basic systems described above.
2. Programming effort for multiple floor plan options.
3. Any site visits.
4. Any civil engineering design. Our work will stop 5'-0" outside the building. If there is a sand-oil interceptor required for this project, we assume it will be designed by the project civil engineer. We will assist them with sizing.
5. Any utility coordination. We are assuming any utility coordination will be by the project civil engineer.

Compensation for basic service as described herein shall be based on a lump sum fee of \$2,900.00.

We would suggest that reimbursement for our services be accomplished as follows:

1. We would submit monthly progress billings for basic services, and separate monthly billings for any authorized extra services. Billings for extra services would include employee category engaged in the work and hourly rate of compensation and all direct expenses noted. We would not proceed with any extra service work unless we received your authorization.

Any billings for extra services not included in the basic fee as described above would be on an hourly basis. We would not proceed on any extra service work until authorized by your office.

All reports, plans, specifications, field data, field notes, calculations, and other documents prepared by Ainsworth Associates Mechanical Engineers as instruments of service shall remain the property of Ainsworth Associates Mechanical Engineers.

If work is abandoned or suspended, in whole or in part, services rendered to date of abandonment are to be paid for in accordance with percentage of completion of the project documents at that time. If the project is reinstated after a three-month period we reserve the right to re-evaluate our design fee and adjust it accordingly.

It is understood that Ainsworth Associates Mechanical Engineers makes no warranty, expressed or implied, except that plans and specifications furnished as a result of the Agreement will be prepared in accordance with generally accepted professional engineering practices.

Ainsworth Associates Mechanical Engineers makes no representation concerning any probable budget costs made in connection with the plans, specifications or drawings prepared by them, other than that all probable costs are for budget purposes only and the Engineer cannot be held responsible for actual final construction costs.

Ainsworth Associates Mechanical Engineers carries insurance with \$2M/\$4M limits.

We appreciate your consideration of our services for this project. I hope that you find this proposal acceptable. I am available to discuss any refinement or adjustments in the foregoing so that an agreement for our services can be developed. Please give me a call if you have questions.

Sincerely,
AINSWORTH ASSOCIATES MECHANICAL ENGINEERS

A handwritten signature in black ink, appearing to read 'Alison Hall', written in a cursive style.

Alison Hall, PE
Principal



PK Electrical, Inc.
Engineering · Design · Consulting

681 Sierra Rose Drive, Suite B | Reno, NV 89511 | 775.826.9010
4601 DTC Boulevard, Suite 740 | Denver, CO 80237 | 720.481.3290
pklectrical.com

Contract Proposal

CP22119

Proposal For

Paul Cavin, AIA
Paul Cavin Architect, LLC
1575 Delucchi Lane
Suite 120
Reno, NV 89502
paul@paulcavindesign.com

From

Karen Purcell, P.E.
Principal

Mar 29, 2022

Project

KGID Equipment Storage Building Programming Phase

Project Description

The project is for the programming phase of a proposed Equipment Storage Facility and Yard Improvements for the Kingsbury General Improvement District (KGID) located in Douglas County, Nevada. We will provide a narrative of electrical and low voltage systems and participate in up to 2 meetings during the programming phase.

Our scope and fee does not include participation in the site planning portion of this project.

Scope of Services

Programming Phase Services include consultation and narrative. We will attend 2 in person meeting or virtual design meetings as required to coordinate with other trades.

Deliverables include programming narrative of electrical and low voltage systems.

Project Schedule: start date will commence upon receipt of signed proposal or agreement and the completion date shall be established by the project team and/or Owner at the start of the project.

Exclusions: SD-CD design documents, bid and construction phase services, site development as noted above, cost statements, digital renderings, permit, plan check, and utility fees.

Fee and Structure

		Amount
Programming	Fixed Fee	2,400.00
Total Amount		\$2,400.00

Terms and Conditions

PK Electrical carries professional liability insurance with \$5M/\$5M limits. Terms and conditions will be per the standard PCA agreement.

Authorization and Acceptance

(Acknowledgment of Concurrence with the foregoing)

Karen Purcell, P.E.
Principal

Paul Cavin, AIA
Owner

Date

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

TITLE: Award of FY 2022 Roadway Sealing Project

For Discussion and Possible Action. Discussion and approval for the award of the FY2022 Roadway Sealing Project

MEETING DATE: April 19, 2022

PREPARED BY: Mitch Dion, General Manager

RECOMMENDED ACTION: Approve award of the FY 2022 Roadway Seal Project to Sierra Nevada Construction, Inc (SNC) for the Base Bid or \$235,924.83 and the Alternate Bid item for \$28,082.17 authorizing the General Manager to execute contract.

BACKGROUND INFORMATION: The FY2022 Roadway Sealing Project was designed by FarrWest Engineering with an anticipated cost of \$268,248.62 for the base bid and \$31,423.26 for the alternate. Bid opening occurred on April 7th, 2022, three bids were received and SNC was the apparent responsive low bidder.

Upon evaluation, the low bidder was determined to be a qualified and responsive bid. Additionally, upon investigation, it was determined that with 20 years of experience SNC is consider responsible and have been recommended for award of this project by FarrWest Engineering.

The project addresses many of the worst road surface conditions within the district but also is intended to be preventative to restore roads which have not dropped in condition index as to require major work.

Fiscal Impact: The expense for this project is approximately \$ 265,000 which compares favorably to the engineer opinion of probable costs. Early season bidding contributed to the favorable bid. We anticipate the work to commence in mid-July and last approximately 6 weeks.

INCLUDED:

Attachment A – Map of Project Area

Attachment B – Summary of Bids

Attachment C - Contract

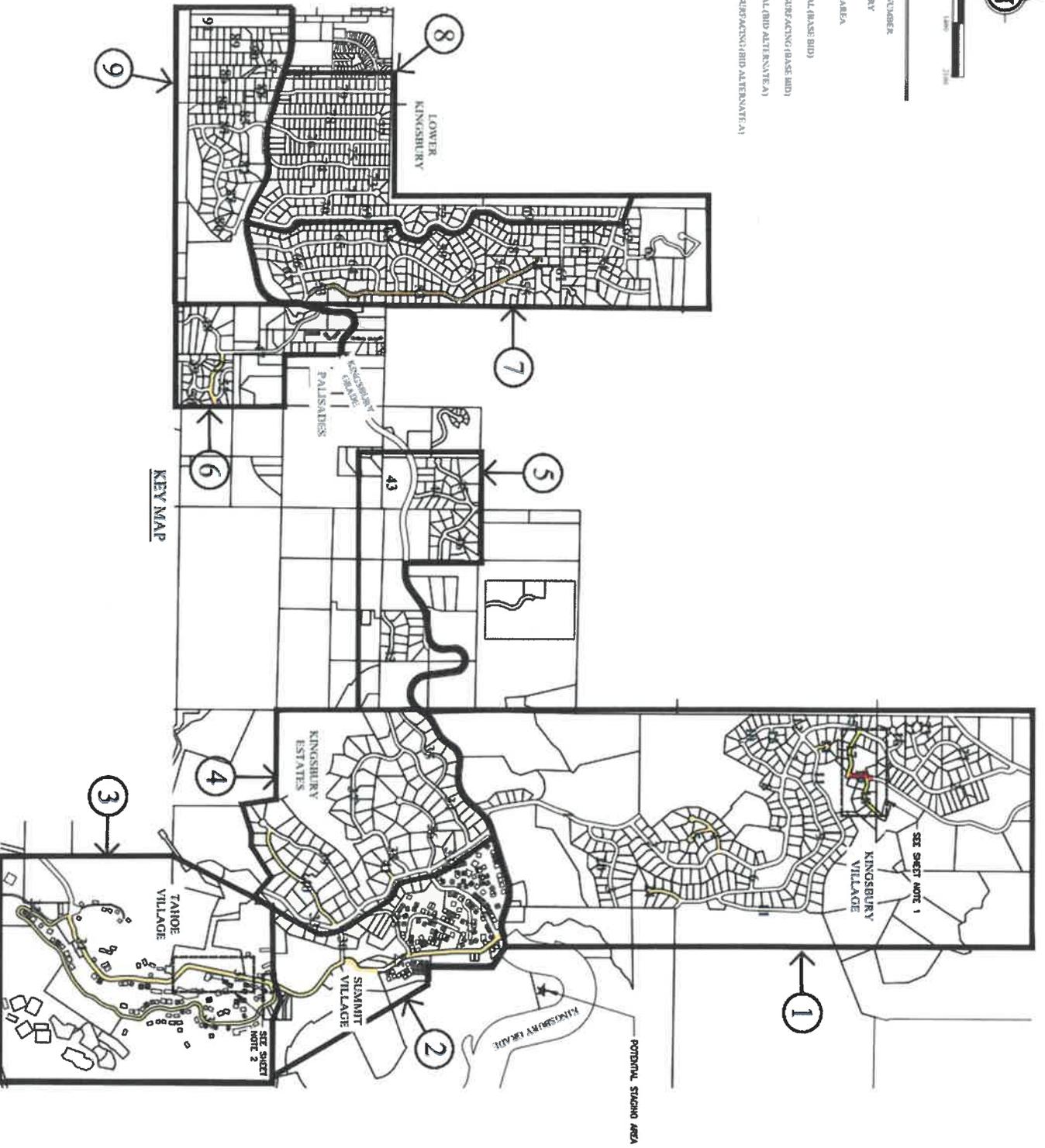
Fund impacted by above action:

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



LEGEND:

- 20** STREET NUMBER
- BOUNDARY**
- 1** SEWER AREA
- CAPE SEAL (BASE BID)
- MICROPROFILING (BASE BID)
- CAPE SEAL (BID ALTERNATE A)
- MICROPROFILING (BID ALTERNATE A)



SEALING SUMMARY TABLES:

CAPE SEAL (BASE BID)		
STREET NUMBER	STREET NAME	AREA (SQ FT)
41	TRUCKS VIEW DR	13,261
TOTAL AREA (SQ FT)		13,261
CAPE SEAL (BID ALTERNATE A)		
STREET NUMBER	STREET NAME	AREA (SQ FT)
19	SCOTT DR	16,795
TOTAL AREA (SQ FT)		16,795

SEI SHEET NOTE 1

MICROPROFILING (BASE BID)		
STREET NUMBER	STREET NAME	AREA (SQ FT)
4	BALFOUR DR	2,516
5	BALFOUR DR	1,614
14	CADON CT	5,113
24	DREW CT	13,310
25		802,898
31	TRAVANZOLE	54,718
32	STARKER AVENUE	22,814
40	FACTORY	12,219
41	FACTORY	6,617
51	EDGEMOUNT DR	10,700
59	KEMMELTON	3,262
TOTAL AREA (SQ FT)		941,811
MICROPROFILING (BID ALTERNATE A)		
STREET NUMBER	STREET NAME	AREA (SQ FT)
17	RODINA WAY	14,700
18	HOMERLEY	12,716
18	BRIDGELINA	27,660
18	TRAVANZOLE	54,800
TOTAL AREA (SQ FT)		109,876

SEI SHEET NOTES 1 & 2

SHEET NOTES:

1. WATER IMPROVEMENTS ON DONNA WAY, SCOTT DRN AND TRUCKS VIEW DR WILL BE COMPLETED IN 2022. IF PATCH PATCHES ARE COMPLETED AT THE TIME OF SEALING FOR THESE LOCATIONS, DO ALTERNATE SEWER AREA SEWER STOPS AND ROADWAYS SMALL RECD
2. ROADWAY IMPROVEMENTS ON SECTIONS OF TRANK DRIVE TO BE COMPLETED IN 2022. IF ROADWAY IMPROVEMENTS ARE COMPLETED AT THE TIME OF SEALING FOR THESE LOCATIONS, DO ALTERNATE SEWER AREA SEWER STOPS AND ROADWAYS SMALL RECEIVE APPROXIMATE SEALING.



April 11, 2022

Mitchell S. Dion, General Manager
Kingsbury General Improvement District
P.O. Box 2220
255 Kingsbury Grade, Suite A
Stateline, NV 89449

Re: Recommendation of Award for 2022 Sealing Project

Dear Mr. Dion:

On April 7, 2022, Farr West held an electronic bid opening for the 2022 Sealing Project on behalf of Kingsbury General Improvement District. Bid information was compiled and Sierra Nevada Construction, Inc. (SNC) is the apparent low bidder with a Base Bid price of \$235,924.83 and Bid Alternate 1 price of \$28,082.17.

Three bids were received for the 2022 Sealing Project. The two higher bids received were between \$500,000-\$530,000. Due to the proximity of these two bids, Farr West reached out to SNC to confirm their bid was accurate. SNC ensured their bid was accurate; they performed a quality check on their bid after seeing the other two bid prices and did not find anything they missed.

Farr West has evaluated SNC's Bid and finds that it complies with the prescribed requirements of the Bid Form, and therefore is considered "responsive". We have also performed a due diligence check on the company by checking provided references, Nevada State Contractor's Board, Secretary of State, and the Labor Commissioner. The references were all positive; the consensus is that SNC is qualified to perform and complete the work associated with this Project. A search of the Contractor's Board shows no disciplinary action against them and they are within their licensed limits. A search of the Secretary of State shows that they are in good standing. Lastly, a search of the Labor Commissioner shows no actions, pending or filed, against them.

SNC has nearly 20 years of experience in the construction industry and has performed similar projects in the past. Based on a review of their bid and background check, Farr West finds SNC as being a "responsible" Bidder and we recommend awarding them the Construction Contract.

I have attached the bid tab for your reference.

If you have any questions or require additional information regarding this letter, please feel free to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Steffi Gavin".

Steffi Gavin, P.E.
Project Manager

Attached: Bid Tabulation

BID TABULATION
Kingsbury General Improvement District
2022 Sealing Project (PWP DO-2022-201)

Bid Opening Location: Farr West Engineering (PlanetBids Electronic Bid Opening)
 Date: Thursday, April 7, 2022
 Time: 2:00 PM
 Owner: Kingsbury General Improvement District
 Engineer: Farr West Engineering

Bid Item	Description	Quantity	Units	Sierra Nevada Construction, Inc.			YSS International, Inc.			Intermountain Slurry Seal, Inc.			AVERAGE			MEDIAN		
				UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	
1	Mobilization and Demobilization	1	LS	\$24,658.46	\$24,658.46	\$55,362.27	\$55,362.27	\$55,000.00	\$55,000.00	\$45,006.91	\$45,006.91	\$55,000.00	\$55,000.00	\$45,006.91	\$45,006.91	\$55,000.00	\$55,000.00	
2	Micro-Surfacing	394,071	SF	\$0.32	\$126,102.72	\$0.80	\$315,256.80	\$0.70	\$275,849.70	\$0.61	\$239,069.74	\$0.70	\$275,849.70	\$0.70	\$275,849.70	\$0.70	\$275,849.70	
3	Cape Seal	131,021	SF	\$0.65	\$85,163.65	\$1.03	\$134,951.63	\$1.50	\$196,531.50	\$1.06	\$138,882.26	\$1.50	\$196,531.50	\$1.06	\$138,882.26	\$1.03	\$134,951.63	
Base Bid Total:					\$235,924.83		\$505,570.70		\$527,381.20		\$422,958.91		\$465,801.33					

Bid Item	Description	Quantity	Units	Sierra Nevada Construction, Inc.			YSS International, Inc.			Intermountain Slurry Seal, Inc.			AVERAGE			MEDIAN		
				UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	
1A	Mobilization and Demobilization	1	LS	\$2,000.00	\$2,000.00	\$5,000.00	\$5,000.00	\$1,000.00	\$1,000.00	\$2,666.67	\$2,666.67	\$1,000.00	\$1,000.00	\$2,666.67	\$2,666.67	\$1,000.00	\$1,000.00	
2A	Micro-Surfacing	56,206	SF	\$0.32	\$17,985.92	\$0.55	\$30,913.30	\$0.65	\$36,533.90	\$0.51	\$28,477.71	\$0.65	\$36,533.90	\$0.51	\$28,477.71	\$0.55	\$30,913.30	
3A	Cape Seal	10,795	SF	\$0.75	\$8,096.25	\$0.80	\$8,636.00	\$1.00	\$10,795.00	\$0.85	\$9,175.75	\$1.00	\$10,795.00	\$0.85	\$9,175.75	\$0.80	\$8,636.00	
Bid Alternate 1 Total:					\$28,082.17		\$44,549.30		\$48,328.90		\$40,320.12		\$41,549.30					

SECTION 00520

AGREEMENT BETWEEN OWNER AND CONTRACTOR FOR CONSTRUCTION CONTRACT (STIPULATED PRICE)

THIS AGREEMENT
is by and between Kingsbury General Improvement District (“Owner”) and
Sierra Nevada Construction, Inc. (“Contractor”).

Owner and Contractor hereby agree as follows:

ARTICLE 1 – WORK

1.01 Contractor shall complete all Work as specified or indicated in the Contract Documents. The Work is generally described as follows:

The work generally involves roadway rehabilitation including approximately 394,100 square feet of micro-surface and 131,000 square feet of cape seal on the entirety or portions of approximately 11 District roads. One bid alternate is included in this project. Bid Alternate A involves roadway rehabilitation of approximately 56,200 square feet of micro-surface and 10,800 square feet of cape seal on the entirety of portions of approximately 4 District roads.

ARTICLE 2 – THE PROJECT

2.01 The Project, of which the Work under the Contract Documents is a part, is generally described as follows: **2022 Sealing Project.**

ARTICLE 3 – ENGINEER

3.01 The Project has been designed by Farr West Engineering.

3.02 The Owner has retained Farr West Engineering (“Engineer”) to act as Owner’s representative, assume all duties and responsibilities, and have the rights and authority assigned to Engineer in the Contract Documents in connection with the completion of the Work in accordance with the Contract Documents.

ARTICLE 4 – CONTRACT TIMES

4.01 *Time of the Essence*

A. All time limits for Milestones, if any, Substantial Completion, and completion and readiness for final payment as stated in the Contract Documents are of the essence of the Contract.

4.02 *Contract Times: Days*

A. The Work will be substantially completed within 15 working days after the date when the Contract Times commence to run as provided in Paragraph 4.01 of the General Conditions and completed and ready for final payment in accordance with Paragraph 15.06 of the General Conditions within 15 working days after the date when the Contract Times commence to run.

B. Contract times include holidays and shutdowns. No work shall be performed on Federal Holidays.

4.03 *Liquidated Damages*

- A. Contractor and Owner recognize that time is of the essence as stated in Paragraph 4.01 above and that Owner will suffer financial and other losses if the Work is not completed and Milestones not achieved within the times specified in Paragraph 4.02 above, plus any extensions thereof allowed in accordance with the Contract. The parties also recognize the delays, expense, and difficulties involved in proving in a legal or arbitration proceeding the actual loss suffered by Owner if the Work is not completed on time. Accordingly, instead of requiring any such proof, Owner and Contractor agree that as liquidated damages for delay (but not as a penalty):
1. Substantial Completion: Contractor shall pay Owner \$ 1,500 for each day that expires after the time (as duly adjusted pursuant to the Contract) specified in Paragraph 4.02.A above for Substantial Completion until the Work is substantially complete.
 2. Completion of Remaining Work: After Substantial Completion, if Contractor shall neglect, refuse, or fail to complete the remaining Work within the Contract Time (as duly adjusted pursuant to the Contract) for completion and readiness for final payment, Contractor shall pay Owner \$ 1,500 for each day that expires after such time until the Work is completed and ready for final payment.
 3. Liquidated damages for failing to timely attain Substantial Completion and final completion are not additive and will not be imposed concurrently.
- B. In the event the Contractor fails to pay Owner the specified liquidated damages amount within thirty (30) days of Contractor's being notified of said damages, Owner may deduct the amount of the assessed liquidated damages from the final payment or retention withheld pursuant to Article 15 of the General Conditions.

4.04 [Deleted]

ARTICLE 5 – CONTRACT PRICE

- 5.01 Owner shall pay Contractor for completion of the Work in accordance with the Contract Documents the amounts that follow, subject to adjustment under the Contract:
- A. For all Work, at the prices stated in Contractor's Bid, attached hereto as an exhibit. For all Unit Price Work, an amount equal to the sum of the extended prices (established for each separately identified item of Unit Price Work by multiplying the unit price times the actual quantity of that item)

ARTICLE 6 – PAYMENT PROCEDURES

- 6.01 *Submittal and Processing of Payments*
- A. Contractor shall submit Applications for Payment in accordance with Article 15 of the General Conditions. Applications for Payment will be processed by Engineer as provided in the General Conditions.
- 6.02 *Progress Payments; Retainage*
- A. Owner shall make progress payments on account of the Contract Price on the basis of Contractor's Applications for Payment on or about the last day of each month during performance of the Work as provided in Paragraph 6.02.A.1 below, provided that such Applications for Payment have been submitted in a timely manner and otherwise meet the requirements of the Contract. All such payments will be measured by the Schedule of Values established as provided in the General Conditions (and in the case of Unit Price Work based

on the number of units completed) or, in the event there is no Schedule of Values, as provided elsewhere in the Contract.

1. Prior to Substantial Completion, progress payments will be made in an amount equal to the percentage indicated below but, in each case, less the aggregate of payments previously made and less such amounts as Owner may withhold, including but not limited to liquidated damages, in accordance with the Contract:

a. 95 percent of Work completed (with the balance being retainage). If the Work has been 50 percent completed as determined by Engineer, and if the character and progress of the Work have been satisfactory to Owner and Engineer, then as long as the character and progress of the Work remain satisfactory to Owner and Engineer, there will be no additional retainage; and

b. 95 percent of cost of materials and equipment not incorporated in the Work (with the balance being retainage).

B. Upon Substantial Completion of the entire construction to be provided under the Contract Documents, Owner shall pay an amount sufficient to increase total payments to Contractor to 97.5 percent of the Work completed, less such amounts set off by Owner pursuant to Paragraph 15.01.E of the General Conditions, and less 200 percent of Engineer's estimate of the value of Work to be completed or corrected as shown on the punch list of items to be completed or corrected prior to final payment.

6.03 Final Payment

A. Upon final completion and acceptance of the Work in accordance with Paragraph 15.06 of the General Conditions, Owner shall pay the remainder of the Contract Price as recommended by Engineer as provided in said Paragraph 15.06.

ARTICLE 7 – INTEREST

7.01 All amounts not paid when due shall bear interest at the rate of 0 percent per annum.

ARTICLE 8 – CONTRACTOR'S REPRESENTATIONS

8.01 In order to induce Owner to enter into this Contract, Contractor makes the following representations:

A. Contractor has examined and carefully studied the Contract Documents, and any data and reference items identified in the Contract Documents.

B. Contractor has visited the Site, conducted a thorough, alert visual examination of the Site and adjacent areas, and become familiar with and is satisfied as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work.

C. Contractor is familiar with and is satisfied as to all Laws and Regulations that may affect cost, progress, and performance of the Work.

D. Contractor has carefully studied all: (1) reports of explorations and tests of subsurface conditions at or adjacent to the Site and all drawings of physical conditions relating to existing surface or subsurface structures at the Site that have been identified in the Supplementary Conditions, especially with respect to Technical Data in such reports and drawings, and (2) reports and drawings relating to Hazardous Environmental Conditions, if any, at or adjacent to the Site that have been identified in the Supplementary Conditions, especially with respect to Technical Data in such reports and drawings.

E. Contractor has considered the information known to Contractor itself; information commonly known to contractors doing business in the locality of the Site; information and observations

obtained from visits to the Site; the Contract Documents; and the Site-related reports and drawings identified in the Contract Documents, with respect to the effect of such information, observations, and documents on (1) the cost, progress, and performance of the Work; (2) the means, methods, techniques, sequences, and procedures of construction to be employed by Contractor; and (3) Contractor's safety precautions and programs.

- F. Based on the information and observations referred to in the preceding paragraph, Contractor agrees that no further examinations, investigations, explorations, tests, studies, or data are necessary for the performance of the Work at the Contract Price, within the Contract Times, and in accordance with the other terms and conditions of the Contract.
- G. Contractor is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Contract Documents.
- H. Contractor has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Contractor has discovered in the Contract Documents, and the written resolution thereof by Engineer is acceptable to Contractor.
- I. The Contract Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performance and furnishing of the Work.
- J. Contractor's entry into this Contract constitutes an incontrovertible representation by Contractor that without exception all prices in the Agreement are premised upon performing and furnishing the Work required by the Contract Documents.
- K. Contractor is aware of material procurement for this project. Owner has pre-purchased materials identified in Appendix A. Contractor will furnish all required materials required for successful completion of the project that are not included with the Owner's material procurement, including materials required to supplement the procured materials as required for completion of the project.
- L. Contractor agrees to support manufacturer's warranties for all materials procured by the Owner and installed by the Contractor. All materials furnished by the Bidder will be classified under the standard warranty under this contract.

ARTICLE 9 – CONTRACT DOCUMENTS

9.01 Contents

- A. The Contract Documents consist of the following:
 - 1. This Agreement (pages 520-1 to 520-7, inclusive).
 - 2. Performance bond (pages 610-1 to 610-3, inclusive).
 - 3. Payment bond (pages 615-1 to 615-3, inclusive).
 - 4. ~~Other bonds:~~
 - a. ~~_____ (pages _____ to _____, inclusive).~~
 - 5. General Conditions (pages 700-1 to 700-64, inclusive).
 - 6. Supplementary Conditions (pages 800-1 to 800-32, inclusive).
 - 7. Specifications as listed in the table of contents of the Project Manual.
 - 8. Drawings (see Appendix A) consisting of 3 sheets with each sheet bearing the following general title: 2022 Sealing Project
 - 9. Addenda (numbers _____ to _____, inclusive).
 - 10. Exhibits to this Agreement (enumerated as follows):

- a. Notice to Proceed (pages 550-1 to 550-1, inclusive).
 - b. Contractor's Bid (pages 410-1 to 410-6, inclusive).
 - c. Notice of Award (pages 510-1 to 510-2, inclusive).
 - d. Documentation submitted by Contractor prior to Notice of Award (N/A).
 - e. Standard Specifications for Public Works Construction, latest edition.
11. The following which may be delivered or issued on or after the Effective Date of the Contract and are not attached hereto:
- a. Notice to Proceed
 - b. Work Change Directives.
 - c. Change Orders.
 - d. Field Orders.
- B. The documents listed in Paragraph 9.01.A are attached to this Agreement (except as expressly noted otherwise above).
- C. There are no Contract Documents other than those listed above in this Article 9.
- D. The Contract Documents may only be amended, modified, or supplemented as provided in the General Conditions.

ARTICLE 10 – MISCELLANEOUS

10.01 Terms

- A. Terms used in this Agreement will have the meanings stated in the General Conditions and the Supplementary Conditions.

10.02 Assignment of Contract

- A. Unless expressly agreed to elsewhere in the Contract, no assignment by a party hereto of any rights under or interests in the Contract will be binding on another party hereto without the written consent of the party sought to be bound; and, specifically but without limitation, money that may become due and money that is due may not be assigned without such consent (except to the extent that the effect of this restriction may be limited by law), and unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under the Contract Documents.

10.03 Successors and Assigns

- A. Owner and Contractor each binds itself, its successors, assigns, and legal representatives to the other party hereto, its successors, assigns, and legal representatives in respect to all covenants, agreements, and obligations contained in the Contract Documents.

10.04 Severability

- A. Any provision or part of the Contract Documents held to be void or unenforceable under any Law or Regulation shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon Owner and Contractor, who agree that the Contract Documents shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

10.05 *Contractor's Certifications*

- A. Contractor certifies that it has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for or in executing the Contract. For the purposes of this Paragraph 10.05:
1. "corrupt practice" means the offering, giving, receiving, or soliciting of anything of value likely to influence the action of a public official in the bidding process or in the Contract execution;
 2. "fraudulent practice" means an intentional misrepresentation of facts made (a) to influence the bidding process or the execution of the Contract to the detriment of Owner, (b) to establish Bid or Contract prices at artificial non-competitive levels, or (c) to deprive Owner of the benefits of free and open competition;
 3. "collusive practice" means a scheme or arrangement between two or more Bidders, with or without the knowledge of Owner, a purpose of which is to establish Bid prices at artificial, non-competitive levels; and
 4. "coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the execution of the Contract.

10.06 *Other Provisions*

- A. Owner stipulates that if the General Conditions that are made a part of this Contract are based on EJCDC® C-700, Standard General Conditions for the Construction Contract, published by the Engineers Joint Contract Documents Committee®, and if Owner is the party that has furnished said General Conditions, then Owner has plainly shown all modifications to the standard wording of such published document to the Contractor, through a process such as highlighting or "track changes" (redline/strikeout), or in the Supplementary Conditions.
- B. In the event of a dispute regarding interpretation, enforcement of, or a parties' performance under this Contract, refer to Supplementary Conditions Article 12 – Claims.

IN WITNESS WHEREOF, OWNER AND CONTRACTOR HAVE SIGNED THIS AGREEMENT.

This Agreement will be effective on _____
(which is the Effective Date of the Contract). **The Effective Date of the Contract stated above and the dates of any construction performance bond (EJCDC® C-610 or other) and construction payment bond (EJCDC® C-615 or other) should be the same, if possible. In no case should the date of any bonds be earlier than the Effective Date of the Contract.**

OWNER:

CONTRACTOR:

KINGSBURY GENERAL IMPROVEMENT DISTRICT

SIERRA NEVADA CONSTRUCTION, INC.

By: _____

By: _____

Title: _____

Title: _____

(If Contractor is a corporation, a partnership, or a joint venture, attach evidence of authority to sign.)

Attest: _____

Attest: _____

Title: _____

Title: _____

Address for giving notices:

Address for giving notices:

Kingsbury General Improvement District

Sierra Nevada Construction, Inc.

P.O. Box 2220

P.O. Box 50760

Stateline, NV 89449

Sparks, Nevada 89435

License No.: _____

(where applicable)

(If Owner is a corporation, attach evidence of authority to sign. If Owner is a public body, attach evidence of authority to sign and resolution or other documents authorizing execution of this Agreement.)

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

TITLE: Receive presentation and discuss possible direction to establish format for General Manager Evaluation.

For Discussion and Possible Action. Discussion and possible action providing direction to establish format for General Manager Evaluation.

MEETING DATE: April 19, 2022

PREPARED BY: Judy Brewer, Human Resources and Administration Supervisor

RECOMMENDED ACTION: Review and approve the proposed format for the General Manager Evaluation

BACKGROUND INFORMATION:

Ensuring timely and effective evaluations is an important element of the employment relationship. The Board of Trustees have one employee, and the relationship is dependent upon trust and good communications. Therefore, it was requested that we establish a format and schedule for the evaluation. It is proposed that the approved format be approved, and the district distribute an electronic version of the form to each board member that can be completed by May 1st and returned, consolidated by the HR supervisor working closely with the Board Chair. The compilation can be made and presented at the subsequent meeting of the board.

Formats for the General Manager Evaluation were submitted in the March meeting and consensus was to use the proposed hybrid with some minor adjustments.

KGID General Manager Performance Evaluation (Proposed)

Employee Name: _____ **Date:** _____

Rating Period: From: _____ To: _____

Rating Scale Definitions (1-3)

I. PERFORMANCE EVALUATION AND ACHIEVEMENTS

1.	Board of Trustees Relationships	1	2	3	N/A
A.	Effectively implements policies and programs approved by the Board of Trustees.				
B.	Reporting to the Governing Board is timely, clear, concise and thorough.				
C.	Accepts direction/instructions in a positive manner.				
D.	Keeps the Board of Trustees informed of current plans and activities of the KGID Manager's office and new developments in technology, legislation, governmental practices and regulations, etc.				
E.	Provides the Board of Trustees with clear report of anticipated issues that could come before the Trustees.				

Comments: _____

2.	Public Community Relations	1	2	3	N/A
A.	Projects a positive public image.				
B.	Is courteous to the public at all times.				
C.	Maintains effective relations with media representatives.				
D.	Implements community outreach programs				
F.	Ensures community facing messages and programs convey positive and profession image of district				

Comments: _____

3.	Effective Leadership of Staff	1	2	3	N/A
A.	Delegates appropriately responsibilities.				
B.	Develops people with timely trainings and communications.				
C.	Maintains an effective and cooperative relationship with employees and external service providers.				
D.	Establishes a culture of public service by example				

Comments: _____

4.	Fiscal Management	1	2	3	N/A
A.	Prepares realistic annual budget.				
B.	Controls expenditures in accordance with approved budget.				
C.	Cultivates culture of fiscal accountability and ensuring accurate report/information in timely manner.				
D.	Provides accurate reports/information in a timely manner.				

Comments: _____

5.	Communication	1	2	3	N/A
A.	Oral communication is clear, concise and articulate.				
B.	Written communications are clear, concise and accurate.				
C.	Listens effectively and responds appropriately.				

Comments: _____

6.	Professional Job-Related Competencies	1	2	3	N/A
A.	Decision Making: <i>Reasons, analyzes, and evaluates; looks beyond short-term results; properly assesses; and knows when to ask for assistance. Uses good judgment and common-sense approach; anticipates situations; capable of embracing change and recognizes when circumstances dictate a change is necessary.</i>				
B.	Personal Behavior: <i>Behavior is positive example for others; consistent and timely at work and meetings; dress and grooming is appropriate to position; shows good judgment; interactions with others are of the highest level of integrity and ethical conduct; is fair and impartial in dealing with others; and sets strong personal example by demonstrating respect for others and their ideas.</i>				
C.	Leadership: <i>Ability to get others to work together effectively and see "big picture"; takes ownership for own activities; interacts with others objectively; acts decisively and utilizes resources effectively.</i>				
D.	Technical Knowledge: <i>Maintains current technical knowledge and ability to sufficiently manage and complete tasks/projects; actively pursues expanded mastery of knowledge and abilities in responsibilities of position; and combines technical knowledge with creativity to produce value-added results.</i>				

Comments: _____

7.	Intergovernmental Affairs	1	2	3	N/A
A.	Maintains effective communication with local, regional, state, and federal government agencies.				
B.	Pursues grants or leverages resources (grants) with other agencies.				
C.	Contributions to good government through regular participation in local, regional, and state committees, and business-related organizations.				
D.	Lobbies effectively with legislators and state agencies regarding programs and projects affecting the duties of the Manager.				

Comments: _____

II. ACHIEVEMENTS RELATIVE TO OBJECTIVES FOR THIS EVALUATION PERIOD:

- _____
- _____
- _____
- _____

III. SUMMARY RATING

Overall Performance Rating – Considering the results obtained against established performance standards as well as overall job performance, the following rating is provided:

Improvement Needed 1	Meets Job Standards 2	Exceeds Job Standards 3

Comments: _____

IV. FUTURE GOALS AND OBJECTIVES

Specific goals and objectives to be achieved in the next evaluation period:

- _____
- _____
- _____
- _____
- _____

GOVERNING BOARD

Board of Trustees Chairperson

Date

IV. KGID MANAGER COMMENTS & SIGNATURE

Manager Signature

Date

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

TITLE: Receive presentation and discuss possible facilities option and provide direction.
For Discussion and Possible Action. Discussion and possible action providing direction to refine or proceed on a course of action.

MEETING DATE: April 19, 2022

PREPARED BY: Mitch Dion, General Manager

RECOMMENDED ACTION: Receive presentation and discuss facilities planning effort.
Provide direction as appropriate.

BACKGROUND INFORMATION: In the September 21, 2021, meeting, the Board of Trustees received information related to determining a course of action to be pursued by the district to satisfy the facility requirement. Based upon the needs assessments previously completed the district facility needs are:

- 3,000 sqft of Admin/Op Center Space
- 1,200 sqft of Crew/Support Space
- 7,000 sqft of Equipment Storage
- 2,000 sqft of Equipment maint. (climate controlled)

In October, the Board of Trustees reviewed the options with the buildings owned and/or leased from a cost basis and leaned towards the apparent lowest overall cost alternative with the least amount of disruption (purchase of 255 Kingsbury Grade, building equipment storage & maintenance spaces at the corporate yard and then sell buildings 298 Kingsbury Grade and 160 Pineridge). This decision was affirmed and a offer was placed and accepted as a secondary position on the escrow which had been initiated with another potential buyer.

Recently, the County Board of Commissioners overruled the decision by the Planning Commission and did not approve the conditioned Special Use Permit which was approved by the County Planning Commission on February 8th. In summary of their action, the Commissioners did not do a solid job sealing record of their decision and left many open routes of contention in the wake of their decision. In general, they felt the function simply did not fit the location. They could have cited the errors of the parking/traffic analysis study, mis-applied use of joint parking agreement, misrepresentation of current uses, potential life safety issues, etc., as used in the appeal. Many of these more tangible items could have been rectified by the new owner. The broader discretionary path taken will likely be challenged as arbitrary or possibly challenge the competency of the decision makers.

While a new building owner may offer some opportunity to improve lease conditions, the described new use as a Synagogue is not compatible with the district's current use and an obstacle to management's objectives to consolidate operations while providing facilities conducive of good operational, health and sanitation practices. The new owner's representation directly to management of small and limited use appears to be inconsistent with the grand plan being touted on their fund-raising website. In addition, the new owner has not followed up with the invitation to meet with KGID or the other tenants to provide any sense of their intention post Commissioners decision.

Last fall, the preferred alternative determined that the district should pursue renovation of building 160 Pine Ridge for administrative, operations and equipment maintenance functions. In addition, an equipment storage facility would be pursued for the corporation yard near Daggett Summit. While decisions and options for the building at 298 Kingsbury Grade were to be postponed until plans with more accurate cost estimates and resolution to parking limitation could be provided. This was placed on hold while the procurement of 255 Kingsbury Grade was in doubt.

In March 2022, the board provided direction to continue with the improvements for equipment storage and yard improvements and proceed to define and provide more definitive plans for developing crew facilities within the ground floor of building 160 Pineridge. These actions are proceeding. With program underway, all of the district facility needs are being addressed except the 3,000 sqft of Admin/Ops Center.

In addition, in early April, the district conducted a physical examination (exercise) for consideration of the impact of fully relocating all district activities on the site of 160 PineRidge and 298 Kingsbury Grade as contemplated for the future. With the district employees' personal vehicles and only the vehicles typically operated daily (simulating a normal day), it was concluded that eleven spaces would typically be available for other tenants on site. This would accommodate two or three of the current businesses renting on-site by County code.

Additionally, it was reported to the district that the adjoining parcel was deeded rights for ingress/egress and parking. An investigation of our title report does not affirm this; however, it is premature to assert that these rights are not conveyed in one of many recorded instruments. If true, this revelation would cause significant impacts to KGID's use of the property.

Photos and conceptual sketches will be provided at the meeting with a presentation.

Fund impacted by above action:

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

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

TITLE: Presentation by Trustee Natalie Yanish – National League of Cities Conference

MEETING DATE: April 19, 2022

PREPARED BY: Mitch Dion, General Manager

RECOMMENDED ACTION: No action is anticipated, receive, and discuss material presented.

BACKGROUND INFORMATION: Kingsbury General Improvement District is an active member of the Nevada League of Cities and Municipalities. Included is membership in the National League of Cities. Both the Nevada League and the National League are engaged in the legislative affairs which influence the success of KGID.

Trustee Yanish attended the National League of Cities Conference on 12 & 13 March and has prepared presentation.

INCLUDED:

- Presentation

Fund impacted by above action:

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

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

TITLE: Presentation by Dr. Clint Purvance and Chris Proctor of Barton Health

MEETING DATE: April 19, 2022

PREPARED BY: Mitch Dion, General Manager

RECOMMENDED ACTION: No action is anticipated, receive, and discuss material presented.

BACKGROUND INFORMATION:

Barton Health is a major service provider and a cornerstone of the Lake Tahoe community. Specifically, Barton has several facilities within the district and is expanding to a new site located on the Lakeside Casino property now under demolition.

The presentation is to provide Board members and the public with information regarding the vision and plans which are keen improvements to the community.

INCLUDED:

Fund impacted by above action:

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

MEMO TO: Kingsbury GID Board of Trustees

FROM: Mitchell S. Dion, General Manager

SUBJECT: General Manager's Report for the meeting of April 19, 2022

Programs:

Erosion control walls in and around the district are failing rapidly. Some due to vehicles or snowplow hits while most are just to an age beyond maintenance requiring replacement. Ownership and obligations to repair are often in question. Some recent records reveal that we installed some using grants. Finding a funding source to repair or replace these is the main challenge.

The Engineering RFQ resulted in eight submissions. These have been evaluated and interviews with the top-rated firms are being scheduled for early May. It is the objective to enter into contracts with multiple firms to ensure we fulfill the competitive requirements now being mandated in some grant programs.

We have revised the Water System Capital program planning documents to reflect the program proposed in FY 23 so that we are now able to focus planning and preliminary designs for the years beyond.

The district is working with a mechanical services vendor to develop a training program for district employees. The goal is to host local hands-on training for our employees to improve skills while also gaining CEUs.

Nevada has joined in the electric vehicle coalition. This includes a goal that 100 percent of all new medium- and heavy-duty vehicle sales be zero emission vehicles by 2050 with an interim target of 30 percent zero-emission vehicle sales by 2030. The State will be focusing on alignment of carrot and stick approach with agencies to replace diesel-power vehicles and equipment and establishing encouragement to promote replacement of gasoline engines in light truck as the next tier of vehicles become available. Owning charging stations is an opportunity which we need to investigate as an added revenue stream.

Labor negotiations have proceeded on schedule and a confidential update will be provided.

We are moving forward to bring a timely repair to the line along highway 50 which ruptured. Our goal is to bring a fully engineered solution as a change order. My intent is to restore fire flows back to Lake Village as soon as possible while perhaps ensuring the alignment supports both the Kahle Avenue improvements and Barton Health facilities.

We are looking to select a date for a creek clean-up project as a customer engagement program while helping to protect the long-term use of Lake Tahoe as a drinking water supply. A Saturday morning in mid June is likely.

Customers:

It was recently identified that in addition to sending notices of past due balances for very small amounts, we hang shut-off notices. We are required to hang notices prior to turning off the water for customers yet shutting down water service due to balances even less than a dollar costs us resources and most just upsets the customer. We are working on a procedure to bring reasonableness to the process. Overdue balances of nominal amounts need to have the fees assessed, and notification perhaps via phone or email. But the district does not need to incur added expense and time to hang a notice for an account which is not likely to be turned off.

New development/redevelopment continues at a brisk pace. Many customers continue to contact the district seeking to improve their properties. We have two out of basin projects currently being discussed.

We are working with Bella Tahoe Catering to resolve their sign problem which likely resulted for the water line break near their driveway next to Lakeside Inn. The broken line sent cascades of water and mud into their landscape. We needed for the snow to melt and soil to dry before the electrical trouble shooter could gain access to the wiring.

Associations and outside meetings:

The annual Pool/Pact board meeting will be conducted on April 21, 2022.

Attended the Caron Watershed Water Forum. Our district boundaries out of basin fall in the Carson River Watershed. It was a worthwhile event and many of the successes enjoyed by the Watershed management group are applicable to the future of KGID.

Nevada League of Cities & Municipalities has a couple new team members that have reached out to assist members. Our priority through this effort is to obtain additional funding to augment our capital budget. They are working closely with the State and hopefully bring visibility to the funds from the American Recovery Act and the more recent Infrastructure bill.

Water Resources:

Snow in recent weeks was a pleasant surprise. The extra little bit so late in the season is disproportionately helpful based on the October snow which created a dampen soil index before the winter. So the good news is what fell will provide good runoff if the temperatures stay moderately cool. Current weather patterns will assist us locally, but not likely to be significant in overall drought conditions of the Western US. Current drier weather appears to be the dominant pattern for the next few weeks.

Currently, the lake is at 6,224.1 or about 1.1 feet above the natural rim (or 0.90 feet below full pool). This is approximately 0.01 foot higher than a month ago.

Herbicide work in Tahoe Keys was scheduled to commence on 18 April 2022. Some changes were made to the areas which they are applying the herbicides and the boating restriction were made more restrictive.

Future Work/In Progress/Concerns/Heads up

- Discussion on future district facilities Operations/Admin Center
- Spring outreach event for Water Smart/Fire Smart Landscapes - date April 28th
- SCADA software replacement
- Possible finance and administration software replacement

MEMO TO: Mitch Dion, General Manager

FROM: Brandon Garden, Utility Operations Superintendent

SUBJECT: **Operations Report for the meeting of April 19, 2022**

Station 1	346 Eugene Dr.
Station 2	169 Terrace View
Station 3	176 Buchanan
Station 4	314 Andria
Station 5	403 Kimberly Brooke
Tank 6	481 Kimberly Brooke
Station 7	698 Kingsbury Grade
Tank 10 A&B	1640 Black Bear Run

WATER CREW

Water Crew Activities submitted by Joe Esenarro, Lead Water Operator

Leaks Repaired – 1 at Scott Dr.

Turn On/Offs - 13

Profiles/Leak Detects/Frozen Meters - 6

Change of ownership Reads/Meter Re-Reads - 23

Inspections – 9

Major Activities:

- USA's requests continue to be active and completed in timely manner.
- Snow and tree removal throughout district.
- Quarterly calibration on raw and finished turbidity meters.
- Replaced damaged fire hydrant valve can lid on Market Street.
- Replaced damaged PRV Vault lid on Quaking Aspen Lane.
- Byran Moss and Mike Edwards replaced the block heater on the standby generator at Station 2.
- UGSI Solutions came to troubleshoot Chlorine Generator blower issues at the Lake Station. The issues have been resolved.
- The crew rebuilt the 4/10 valve at Station 4.
- The crew rebuilt the 3-inch Cla-Val and controls at Station 5.
- Rebuilt Chlorine Analyzer #1 at the Lake Station.
- SOC and Dioxin samples were taken as part of the required yearly sampling.
- Adjusted pressure at Echo Vault to increase water pressure to Lake Village due to the out of service main on Highway 50 near Kahle Drive.
- Byran Moss continues to spend time on connection permitting and inspections.
- All required monthly calibrations and verifications have been completed at Station 1.
- End of the month radio and manual meter reads were completed.

ROAD CREW

Road Report for March 2022 Submitted by Cody Leyland, Road Maintenance Specialist

Major Activities

Delineation/Signs:

Fixed/ straightened 61 guideposts, replaced 16 posts and 73 snow poles. 2 street signs were also replaced that were missing from post.

Drains:

Problem drain grates were cleared of snow and debris to allow for snow melt and run off flows.

Snow Removal:

Operations yard, 160 Pine Ridge, and Station 7 were all cleaned during and after snow events.

Sweeping:

Sweeping has been taking place around entire district as the snow melts to clean up sand from snow removal and fallen needles. Approximately 130 yards of sand and needles were picked up in March on all roads.

Other:

Filling potholes around the district and post-winter restoration as issues are identified. Continue to cut broken tree limbs and branches that were hanging in roadways and encroaching into the right of way.

TRAINING:

- All utility personnel attend monthly safety presentations.
- Mike Edwards has successfully passed the Grade 3 certification tests for Treatment and Distribution.
- Darren McGough attended the annual NVRWA conference.

Utility Operations Superintendent general:

Questions have been coming in about connection permits from property owner's looking to start projects

investigation pricing from analytical laboratories in our area in hopes of getting better pricing for routine sampling.

Attended meeting with Farr West and Summit Plumbing to discuss know problem areas within the sewer collection system and lift station specifications as understood by Summit and KGID for Farr West to incorporate into the sewer master plan.

Received contact for revisions for 323 Tramway. No action taken until a Connection Permit Application is submitted.

Met with legal counsel to discuss parcel/subdivision mapping for the Summit Village area regarding retaining walls. We also had a conference call with Douglas County and the title officer that performed the title search for 202 Tramway as we were looking to get additional information and mapping when the parcel was developed.

The maintenance department for Lake Village requested that critical valving/meter pits be identified so snow could be pushed away from these areas and not put on top of them. A map was provided to them with the requested information. In the future this should help with dig fees charged by KGID for service calls and turn on/off.

Cashman Equipment has performed the semi-annual generator maintenance.

Attended a drainage maintenance training put on by the Nevada Local Technical Assistance Program.

Continue to update the service line material inventory necessary to comply with the Lead and Copper Rule.

All state sampling and reporting is up to date and completed.

ORGANIZATIONS:

LEPC - The commission approved grant submissions for East Fork Fire, Tahoe Douglas Fire, and Douglas County Sheriff's Office. The opportunity to assist with public works departments is limited based on the grants which were submitted.

NDOT - The meeting held on March 16th provided little information for the HWY 50 rehab from Stateline to Spooner. NDOT is still performing survey and requesting underground utility information from utility owners. All KGID's current infrastructure within the project boundaries has been provided to NDOT.

WATERLOSS:

WATER LOSS PERCENTAGE IS INCREASED DUE TO LEAK ON SCOTT DRIVE THAT DID NOT PASS THROUGH A WATER METER.

Month/ Yr	Finished Water	Plus Water From EWC	Plus Water From RHGID	Less Water To EWC	Net Water	Billed Water Cons	Water Loss	% Water Loss	Raw Water	Net Raw Water	Loss/Gain	% Water Loss
YEAR												
Jan-22	16,459,800	19,430	13,000	0	16,492,230	13,056,719	3,435,511	21%	14,120,000	14,152,430	1,095,711	8%
Feb-22	15,252,000	24,172	46,000	22,366	15,299,806	11,449,959	3,849,847	25%	13,320,000	13,367,806	1,917,847	14%
Mar-22	14,649,000	22,126	23,000	43,712	14,650,414	11,377,500	3,272,914	22%	13,000,000	13,001,414	1,623,914	12%
Apr-22					0		0	#DIV/0!		0	0	#DIV/0!
May-22					0		0	#DIV/0!		0	0	#DIV/0!
Jun-22					0		0	#DIV/0!		0	0	#DIV/0!
Jul-22					0		0	#DIV/0!		0	0	#DIV/0!
Aug-22					0		0	#DIV/0!		0	0	#DIV/0!
Sep-22					0		0	#DIV/0!		0	0	#DIV/0!
Nov-22					0		0	#DIV/0!		0	0	#DIV/0!
Oct-22					0		0	#DIV/0!		0	0	#DIV/0!
Dec-22					0		0	#DIV/0!		0	0	#DIV/0!
TOTAL	46,360,800	65,728	82,000	66,078	46,442,450	35,884,178	10,558,272	23%	40,440,000	40,521,650	4,637,472	11%

Month/ Yr	Finished Water	Plus Water From EWC	Plus Water From RHGID	Less Water To EWC	Net Water	Billed Water Cons	Water Loss	% Water Loss	Raw Water	Net Raw Water	Loss/Gain	% Water Loss
2021												
Jan-21	18,988,400	26,532	29,000	0	19,043,932	15,376,480	3,667,452	19%	16,160,000	16,215,532	839,052	5%
Feb-21	15,421,600	10,186	11,000	28,840	15,413,946	12,295,193	3,118,753	20%	13,550,000	13,542,346	1,247,153	9%
Mar-21	16,931,494	26,066	12,000	33,312	16,936,248	13,124,569	3,811,679	23%	13,800,000	13,804,754	680,185	5%
Apr-21	15,954,500	20,778	11,000	20,596	15,965,682	12,645,836	3,319,846	21%	13,890,000	13,901,182	1,255,346	9%
May-21	20,187,700	19,654	59,000	17,804	20,248,550	16,765,970	3,482,580	17%	17,510,000	17,570,850	804,880	5%
Jun-21	35,431,400	28,920	93,000	0	35,553,320	30,489,481	5,063,839	14%	30,990,000	31,111,920	622,439	2%
Jul-21	34,567,200	26,158	103,000	1,229,022	33,467,336	29,289,061	4,178,275	12%	31,940,000	30,840,136	1,551,075	5%
Aug-21	33,641,800	455,458	106,000	0	34,203,258	29,358,768	4,844,490	14%	29,130,000	29,691,458	332,690	1%
Sep-21	24,573,500	831,524	108,000	0	25,513,024	21,170,723	4,342,301	17%	21,140,000	22,079,524	908,801	4%
Oct-21	16,529,500	0	85,000	0	16,614,500	13,150,025	3,464,475	21%	13,976,000	14,061,000	910,975	6%
Nov-21	16,181,700	0	15,000	0	16,196,700	12,203,035	3,993,665	25%	13,220,000	13,235,000	1,031,965	8%
Dec-21	16,095,194	5,412	20,000	62,518	16,058,088	12,791,937	3,266,151	20%	14,520,000	14,482,894	1,690,957	12%
TOTAL	264,503,988	1,450,688	652,000	1,392,092	249,156,496	218,661,078	46,553,506	19%	229,826,000	230,536,596	11,875,518	5%

MEMO TO: Mitch Dion, General Manager

FROM: Judy Brewer, Administrative & Human Resource Supervisor

SUBJECT: Status Report for the meeting of April 19, 2022

Website Revision

Complete revision of website, 100% complete.

- Will put an attachment in the May billing to encourage customers to sign up for the water break/service interruption notification on the website.

Community Outreach and Water Conservation program for April 28th. *Spring into Action – Watershed Resiliency and Fire Preparedness* theme.

- Carrie Bauwens and Brittney Jones are finalizing the details for the festivities and coordination of the expert presenters ensuring a valuable experience of the attendees.

Rental Properties

- Working with the Property Manager of our leased properties to make sure everything is up to par and communicated in a timely manner

General Administration

- Continued effort to collect past due accounts through tax rolls
- Pursued and arranged for presentations from other software products to consolidate the admin and finance functions with fewer programs and gain efficiency for interoperability. Currently, evaluating the right fit between two different companies
- The employees are signed up for the new 457 (deferred compensation) program with deductions from paychecks commencing on May 1st.
- Reviewed the RFQ's, for professional engineering services contracts which promote competition needed for various infrastructure projects

Human Resource

- Scheduled and organized mandatory annual training for CPR/First aid at all hands meeting on 4/21/22
- Identified more office items that are not being used that can liquidate at auction
- Reviewing old files/boxes to dispose of duplicates etc. reducing storage
- Updating the New Trustee Reference Book (anticipated as resource for new trustee)
- Updating internal procedures some of which such as financials dated 2002 are very outdated

- Improving district wellness program
- Drafting revised RFQ for snow removal
- Posting public hearing in the paper for 2022-23 Budget on May 5th for the May 17th Budget Public Hearing

General Information

- March's billing was mailed, Wednesday, March 6th, (27) disconnect notices were mailed on April 8th. Recommended revision to procedures to avoid shut off notices for accounts with nominal balance due.

MEMO

To: Mitchell S. Dion, General Manager, Kingsbury GID
From: Matt Van Dyne, P.E., Principal Engineer, Farr West Engineering
Date: April 11, 2022
Re: Engineering Report for the Meeting of April 19, 2022

GENERAL

- Due to regular correspondence with the General Manager and Operations Superintendent regarding active projects, the recurring monthly meeting to review engineering efforts and projects was not held in March.
- Highway 50 Water:
 - Coordination with General Manager.
 - Kahle Drive Project plan review.
 - On-site meeting on April 13th to review strategy for optimal replacement.
- Ponderosa MHP:
 - Initial review and preparation of a task order to perform a PER.
 - Ponderosa MHP contacting Farr West with SRF updates and requests for work. Farr West not proceeding with the MHP outside of direction and work with/through KGID.

PROJECTS

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

- Draft Phase 3 Water Design (Partial Improvement Plan Set) was reviewed. Comments were returned to KGID on Tuesday March 29th including revisions to meet material standards.

Task Order #53: 2021 Waterline and Road Improvement Project

- Material Procurement
 - All material submittals have been reviewed, approved, and returned to Western Nevada Supply (WNS).
 - Email sent by Farr West to WNS on April 4th. Procurement of materials is on-track for May 13th due date.
- Construction Documents
 - Contract with White Rock Construction (WRC) was fully executed on April 1st.
 - Material submittal reviews are in progress by Farr West.
 - Farr West is in the process of coordinating the tentative project schedule with WRC.

Task Order #54: Sewer Master Plan

- KGID is reviewing Technical Memo #1 and will provide comment to Farr West to incorporate and finalize.
- Farr West is compiling Technical Memos #2 and #3 to submit to KGID for review and comment.

Task Order #57: FY 21/22 GIS

- Farr West submitted a revised scope and fee to KGID on February 16th for consideration and approval to proceed.
 - Upon revised scope approach and restarting efforts, KGID and Farr West will hold check-ins every other month to review status and direction ensuring highest needs and priorities are being met.
- Proceeded with infrastructure corrections.
- Preparing maps for KGID's use within office.

Task Order #58: 2022 Sealing Project

- Project was bid on March 17th and a bid opening was held on April 7th.
- Recommendation for Award sent by Farr West to KGID on April 11th.
- Award of the construction contract is anticipated at the April 19th Board meeting.

To: Board of Directors for KGID:

Sandy Parks Chairman Sparks@kgid.org

Jodie Nelson Vice-Charman Jnelson@kgid.org

Craig Schorr Secretary/Treasurer Cschorr@kgid.org

Darya Vogt Trustee Dovgt@kgid.org

Natalie Yanish Trustee Nyanish@kgid.org

Dear Board members,

I am asking that the Kingsbury General Improvement district forgive a bill that was presented to me for emergency services.

I was not aware there was a leak issue at my unit, 145 Holly Lane, Lake Village. I was only notified after the fact that the district responded by sending a backhoe out to dig down to where the shut off valve is and I was charged approximately \$800.00 for this service. I am upset because no one tried to contact me prior to making this decision. If someone, had I could have had it shut off in less than 30 minutes.

I spoke to Art Wardell the GM at Lake Village and his response was this is not a Lake Village issue its between the district and myself. Knowing that the district has the ability and data base to notify owners I am confused as to why no one notified me.

Please let me know your thoughts and if you can forgive this bill due to not being notified and the LVHOA not taking any responsibility for having a water main covered that had to be dug out.

Sincerely,

Steven Arsenault

145 Holly Lane

Lake Village

Steven Arsenault



P.O. Box 2220, Stateline, Nevada 89449

13 April 2021

Steven Arsenault
P.O. Box 11314
Zephyr Cove, NV 89448

Subject: 145 Holly Lane, Lake Village

Dear Dr. Arsenault,

The purpose of this note is to respond to your letter received April 12, 2022, via email. I am assigned the duty to review and respond to requests such as yours on behalf of the district.

We carefully evaluated each of the actions and expenses undertaken by the district in response to the broken water service at your property to ensure it was reduced to the minimum reflecting the level of effort expended before you were billed. We can appreciate the impact of a large unanticipated bill; however, our policies and fees are established to offset additional expense incurred by the district when circumstances occur. Our intent is to insulate other rate payers from being impacted by factors for which property owners are responsible. Therefore, your request for abatement of these charges is denied.

Should you have additional questions or comments, please contact us.

Sincerely,

Mitchell S. Dion
General Manager

**Kingsbury General Improvement District
Board of Directors
255 Kingsbury Grade
Stateline, NV 89448**

**Dr. Robert Cooper
5084 Thunder River Cir
Las Vegas, NV 89148**

RECEIVED

MAR 28 2022

Initial: RC

March 25, 2022

RE: Request to Waive All Late Charges

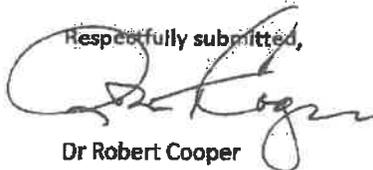
Property Address: Lake Village: 119 Clubhouse, Zephyr Cove, NV

Account: 000212-0000

Yesterday, March 24th, 2022, I was notified by my property manager that a lien had been placed on the aforementioned property by Kingsbury General Improvement District. Due to an understandable "perfect storm", I was uninformed of these charges, believing that tenants had been instructed to make them during the time-period mentioned. Co-Vid afflictions on both the property managers' side as well as my own, as a first responder, contributed to this untimely situation as well as a host of other complications including a severe auto-immune reaction to Pfizer doses received, eventually forcing my retirement from practice in January, 2022.

Given these circumstances, I am requesting waiver of late charges/penalty fees which have accumulated during my accounts' delinquency period. I believe my request is not extraordinary considering the medical issues involved. If further information is needed to arrive at a reasonable decision I can be reached at the updated e-mail or residential information you presently have on file for me.

Respectfully submitted,



Dr Robert Cooper



P.O. Box 2220, Stateline, Nevada 89449

8 April 2021

Dr. Robert Cooper
5084 Thunder River Cir.
Las Vegas, NV 89148

Subject: 119 Clubhouse, Zephyr Cove, NV; Account 000211-0000

Dear Dr. Cooper,

The purpose of this note is to respond to your letter dated March 25th, 2022. I am assigned the duty to review and respond to requests such as yours on behalf of the district.

We fully appreciate the challenges and compounding affects resulting in the accumulated fees and penalties you experienced; however, our policies and fees are established to offset additional expense incurred by the district when circumstances occur. Our intent is to insulate other rate payers from being impacted by late payments or impacts of insufficient fund balances. Therefore, your request for abatement of late charges and penalty fees is denied.

Should you have additional questions or comments, please contact us.

Sincerely,


Mitchell S. Dion
General Manager