



**KINGSBURY GENERAL IMPROVEMENT DISTRICT BOARD OF TRUSTEES
MEETING NOTICE
AGENDA
TUESDAY, JANUARY 20, 2026**

A meeting of the Kingsbury General Improvement District Board of Trustees shall be held Tuesday January 20, 2026, at the district office (160 Pine Ridge Drive, Stateline, NV, 89449), commencing at 5:00 p.m. The agenda and supporting material are available on the district website (www.kgid.org), News & Notices. Copies of this agenda were posted 3 business days prior to the meeting at: The District Office, Stateline Post Office, Zephyr Cove Post Office, and Douglas County Lake Tahoe Administration Building.

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

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

- To provide public comment or attend the meeting by phone, **(669) 900-9128** - ID code **775-588-3548** passcode **5883548**. Although the phone line accommodates multiple callers, should you receive a busy signal, please call back.
- Public comment is limited to three minutes and occurs at the beginning and end of the meeting and invited during the Board's consideration of each action item, as well as before action is taken.

Join the meeting using the link below via Zoom:

<https://us02web.zoom.us/j/7755883548?pwd=UnF2YzBxb05Ya0pjWjRCNUNEMUFVZz09&omn=83880815986>

Meeting ID: 775 588 3548 Passcode: 5883548

MISSION STATEMENT

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

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

ALL MATTERS ON THE BOARD AGENDA ARE SCHEDULED WITH POSSIBLE BOARD ACTION

AGENDA

5:00 P.M.

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Roll Call**
- 4. Ceremonial Item:** Presentation of U.S. Flag for Retirement (Boy Scouts)
- 5. Public Comment**

This is the public's opportunity to speak on any topic pertinent to the district and not listed on this agenda. Public comments will also be invited during the Board's consideration of each action item, and before action is taken. Please limit your comments to three minutes. Nevada Open Meeting Law (NRS 241.034) prohibits action on items not listed on the agenda.

- 6. 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.
- 7. Approval of Minutes: For Possible Action:** Approval of the minutes for the Board of Trustees meeting, December 16, 2025 and the Special Board Meetings, December 22, 2025 and January 7, 2026.

NEW BUSINESS

- 8. Discussion and Possible Action:** Organization of the Board of Trustees and the Election of Officers
- 9. Discussion and Possible Action:** Approve list of Claims, December 2025
- 10. Discussion and Possible Action:** Approval of Snow Removal Contract with Manchester Ent. Inc.
- 11. Discussion and Possible Action:** Recognition of Service – Trustee Greg Felton

ACTION WILL NOT BE TAKEN ON ANY REPORTS OR CORRESPONDENCE:

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



**Kingsbury General Improvement District
Board of Trustees**

*Ed Johns, Chair
Cindy Trigg, Secretary/Treasurer
Greg Felton, Trustee
Sara Nelson, Trustee*

MEETING MINUTES

**ADJOURNED MEETING OF THE KGID BOARD OF TRUSTEES
HELD AT 160 PINE RIDGE DR. STATELINE, NV ON DECEMBER 16, 2025
<https://kgid.org>**

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

1. Call to Order

2. Pledge of Allegiance

Chair Johns led the Pledge of Allegiance.

3. Roll Call

Chair Ed Johns, Trustee Sara Nelson and Trustee Jessica Grime attended in person. Secretary/Treasurer Cindy Trigg and Trustee Greg Felton attended via Zoom. General Counsel Chuck Zumpft, General Manager Derek Dornbrook, Utility Ops Superintendent Byran Moss and Admin. and H.R. Supervisor Judy Brewer were all present in person. Jackson Realo, Shannon Shearer, Tiffinay Williams and Noah Green were on Zoom. Kemper Hendrick, Marika Weseloh, Brian Rippet, Bob Keller, Andrew Wilson, Travis Marchall, John Shearer and Charlena Manchester attended in person.

4. Public Comment

Initial Public Comments can be heard at:

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

Media Timestamp (00:54-1:09)

No Public Comment

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

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

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

Media Timestamp (01:10 – 02:40)

M-12-16-25-1: To approve the agenda as submitted/posted for Kingsbury GID Board of Trustees Meeting December 16, 2025.

Moved by Nelson Seconded by Felton

YEAS: Johns, Trigg, Felton, and Nelson 4

NAYS: None 0

Motion Passed

6. Approval of Minutes: For Possible Action: Approval of the minutes for the Board of Trustees meeting, November 18, 2025

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

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

Media Timestamp (02:44 – 07:19)

The minutes for November 18, 2025, Omitted the motion from Item #14 as it was duplicated from a previous motion in error.

M-12-16-25-2: To approve the minutes after the correction on Item #14 are corrected.

Moved by Trigg Seconded by

YEAS: Johns, Trigg, Felton, and Nelson 4

NAYS: None 0

Motion Passed

NEW BUSINESS FOR POSSIBLE ACTION

7. For Discussion and Possible Action: Appointment of a Qualified Elector to fill a vacancy on the Board of Trustees.

The full discussion related to item 7 can be heard at:

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

Media Timestamp (07:20 – 26:10)

Jessica Grime was appointed to the board, and she was sworn in.

M-12-16-25-3: To seat Jessica Grime in the Trustee position tonight.

Moved by Nelson Seconded by Felton

YEAS: Johns, Trigg, Felton, and Nelson 4

NAYS: None 0

Motion Passed

8. For Discussion and Possible Action: Receive Audit Report and Accept the FY 2025 Financial Statement

The full discussion related to item 8 can be heard at:

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

Media Timestamp (26:21 – 38:00)

The board received and accepted the fiscal year 2025 audit report, which showed no significant issues or systemic problems. Tiffany Williamson presented the audit findings, highlighting minor adjustments and the implementation of new accounting standards.

M-12-16-25-4: Receive the Audit Report and accept the Fiscal Year 2025 Financial Statement.

Moved by Grime Seconded by Nelson

YEAS: Johns, Felton, Trigg, Grime and Nelson 5

NAYS: None 0

Motion Passed

9. For Discussion and Possible Action: Approve DOWL Task Order Number 73 KGID – TDFPD Operations Yard Storage

The full discussion related to item 9 can be heard at:

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

Media Timestamp (38:09 – 49.15)

The Board approved Task Order 73 for the Operations Yard Storage project, with Travis recommending only Task 1 to provide a preliminary design and cost estimate. The total cost for Task 1 was approved at \$12,481, with the option to exceed \$13,000 if needed.

M-12-16-25-5: To approve Dowl task order number 73 services one not to exceed \$13,000.

Moved by Nelson

Seconded by Grime

YEAS: Johns, Trigg, Felton, Grime and Nelson

5

NAYS: None

0

Motion Passed

ENGINEERING REPORT

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

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

Media Timestamp (50:00 – 54.38)

Travis Marshall of Dowl covered two main topics: A water rights support task order and a Market Street engineering report. For the water rights, the team submitted several permits and has another upcoming submission on January 29th. Regarding Market Street, a client workshop was held in December to review financial policies and fund balances, with another meeting planned for January to discuss rate structures. The team is working on an evaluation matrix for alternatives, including gravity feed to DCLTSA, and plans to present these options to the board in February.

10. For Discussion and Possible Action: 510 Laurel Lane Easement Request and Related Alternatives

The full discussion related to item 10 can be heard at:

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

Media Timestamp (54:47 – 1:34:41)

The board discussed granting an access easement or selling a small parcel of land to Kemper and Marika for building their driveway. Chair Johns explained the potential future use of the subsurface area for a pump station, while Trustee Felton raised concerns about liability and the need for the district to retain ownership. The Trustees agreed to sell the property for \$40,000, with Kemper and Marika building a vault for the district's pipes, as it would be more beneficial than maintaining ownership for the parcel.

M-12-16-25-6: It has been determined the sale was in the district's best interest and that the parcel was too small for economically viable use by anyone other than the proposed purchasers.

Moved by Nelson Seconded by Felton

YEAS: Johns, Felton, Grime and Nelson 4

NAYS: None 0

Motion Passed

M-12-16-25-7: Authorized the general manager and council to work with the applicants to craft an agreement acceptable to both parties conveying the property.

Moved by Felton Seconded by Nelson

YEAS: Johns, Felton, Grime and Nelson 4

NAYS: None 0

Motion Passed

PAUSED FOR A BREAK

11. For Discussion and Possible Action: Review and Receive Financial Statements, Quarterly-July/August/September 2025

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

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

Media Timestamp (1:35.53 – 1:43:10)

The board discussed several financial matters, including the dwindling snow removal fund, which Felton noted was heading towards the critical level. The quarterly financial statements for July-September 2025 were reviewed with no action.

12. For Discussion and Possible Action: Approve list of Claims, November 2025

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

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

Media Timestamp (1:43:15– 1:46:07)

M-12-16-25-8: The board approved the list of claims for November 14th to December 10th, starting with check number 65876 through 65967 totaling \$781,802.96.

Moved by Nelson Seconded by Felton

YEAS: Johns, Grime, Felton, and Nelson	4
NAYS: None	0
Passed	Motion

13. For Discussion and Possible Action: Trustee Training and Development

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

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

Media Timestamp (1:46:12– 1:56:25)

Dornbrook presented a proposal for trustee training, focusing on Open Meeting Law, Dealing with Difficult Board or Chair Member, Ethics in Nevada Government and Robert's Rules of Order, which the board agreed to pursue through e-learning courses from Pool Pact.

M-12-16-25-9: To pursue e-learning to educate the board members on the NV open meeting law and Robert's Rules of order.

Moved by Grime Seconded by Nelson

YEAS: Johns, Grime, Felton, and Nelson	4
NAYS: None	0
Passed	Motion

14. For Discussion and Possible Action: The timing of Board Packet Distribution

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

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

Media Timestamp (1:56:27– 2:01:15)

The board discussed the timing of board packet distribution, recommending against setting a strict deadline while aiming to distribute packets earlier than the current Friday afternoon timeframe.

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

The full discussion related to Items 1-6 can be heard at:

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

Media Timestamp (2:01:30 – 2:37.50)

1. Board Member Reports

Nelson noted that Travis from Dowl reached out to her to be part of the conversation regarding Market St. and she will be happy to be at the meetings.

Felton announced his resignation from the board effective immediately after the meeting, and the board will need to appoint his replacement.

2. Engineering Report

See above under agenda item #9

3. Management Reports

Dornbrook: Provided updates on various projects including the IT services transition to TechTastic, completed a draft of Trustee Bylaws, and discussions about water supply concerns regarding a new campground project. The board also discussed water supply concerns regarding a new campground project. It was also discussed the need to locate a missing water master plan from 2015 and agreed to conduct an organizational review to address staff shortages and develop a customer satisfaction Survey. Spoke about goals for 2026.

Moss: Provided updates on recent water main repairs and maintenance work, including a significant leak discovered by a homeowner.

Brewer: Updated the board on open positions within the district and how they were posted on multiple platforms.

4. Attorney Report

Noted in early January the Nevada Commission on Ethics First-Party Request for Opinion needs to be submitted by each Board of Trustee.

Correspondence

None

5. Long Range Calendar

No changes as of now

6. ADJOURNMENT (for possible action)

The meeting of the Kingsbury GID Board of Trustees adjourned at 6:44 PM.

Respectfully submitted,

Attest:

Ed Johns, Chair

Cindy Trigg, Secretary



**Kingsbury General Improvement District
Board of Trustees**

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

MEETING MINUTES

**ADJOURNED MEETING OF THE KGID BOARD OF TRUSTEES
HELD AT 160 PINE RIDGE DR. STATELINE, NV ON JANUARY 7, 2026
<https://kgid.org>**

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

1. Call to Order

2. Pledge of Allegiance

Chair Johns led the Pledge of Allegiance.

3. Roll Call

Chair Ed Johns, Trustee Sara Nelson and Trustee Jessica Grime, Trustee John Shearer, Secretary/Treasurer Cindy Trigg attended in person. General Counsel Chuck Zumpft attended via Zoom. General Manager Derek Dornbrook, Utility Ops Superintendent Byran Moss and Admin. and H.R. Supervisor Judy Brewer were all present in person. Mike Johnson, Brian's iPhone, Susan Cutuli, Jenelle Lobato, Mellisa Bollon, Paulina Rubio, Jazzie, Vicki Schussel, Katies iPhone all participated by Zoom. Kathy Odom, Doug Mathews, Jean-Mark Morassutti, Cory Lobato, Marilyn Spencer, Patricia Miller, Jason Torres, Patti Page, Charlena Manchester, Rodney Vonahsen, Mindy Crawford, Kelly Krolizir, Vic Jimenez, Bob Poet, Ann Marie Rose and Elfie Klementi were all present in person.

4. Public Comment

Initial Public Comments can be heard at:

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

Media Timestamp (00:55-2:00)

No Public Comment

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

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

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

Media Timestamp (02:01 – 02:40)

M-01-07-26-1: To approve the agenda as submitted/posted for Kingsbury GID Special Meeting Snow Removal Contract Actions Board of Trustees Meeting January 7, 2025.

Moved by Trigg

Seconded by Grime

YEAS: Johns, Trigg, Grim, Nelson and Shearer

5

NAYS: None

0

Motion Passed

NEW BUSINESS FOR POSSIBLE ACTION

6. For Discussion and Possible Action: Ratification of Mutual Termination

Agreement with Lopez Home Enterprises, LLC (dba Lopez Snow Removal)

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

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

Media Timestamp (02:46 – 24:25)

The board discussed ratifying a mutual termination agreement with Lopez Snow Removal, which Derek Dornbrook presented. Lopez had previously shown performance issues during a major snowstorm, leading to potential litigation or termination options. The district offered Lopez a clean break, which they accepted. The board reviewed Lopez's red line items, particularly focusing on the claim that the contractor did not owe the district any refund or costs as of the end of contract December 31, 2025.

Public Comment:

During the public comment period, resident Bob Keller advocated for better communication regarding damage reporting deadlines, suggesting that notifications be included with the next billing cycle to reach second homeowners. The board discussed strategies for managing snow damage claims, emphasizing the need for residents to provide specific timeframe for claims submission.

M-01-07-26-2: Consider ratification of the Mutual Termination Agreement with Lopez Home Enterprises, LLC, d/b/a Lopez Snow Removal, subject to final negotiation, legal review, and Board approval of the final written agreement, and provide directions to the General Manager regarding further revisions and execution.

Moved by Trigg

Seconded by Nelson

YEAS: Johns, Trigg, Grim, Nelson and Shearer

5

NAYS: None

0

Motion Passed

7. For Discussion and Possible Action: Approval of Snow Removal Contract with Manchester Ent. Inc.

The full discussion related to item 7 can be heard at:

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

Media Timestamp (24:45 – 30:30)

A committee was proposed to negotiate the new contract with Manchester Enterprise as there wasn't time for the districts council to provide feedback or the Board to review it in detail.

M-01-07-26-3: Motion was made to create a committee for negotiating the Manchester contract, consisting of Trustee Shearer, Trustee Johns, and General Manager Dornbrook will be formed to negotiate the Snow Removal Contract with Manchester Enterprises.

Moved by Trigg

Seconded by Nelson

YEAS: Johns, Trigg, Grim, Nelson and Shearer

5

NAYS: None

0

Motion Passed

8. Final Public Comment:

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

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

Media Timestamp (30:39 – 35:45)

Marilyn Spencer welcomed the new board members and voiced her concern while focusing on past board members not listening to the public regarding issues within the district.

Patricia Miller notified Trustee Trigg that the recall process had started and insisted that Trustee Trigg resign from the board.

Cory Lobato asked financial questions regarding what the district has paid Lopez Snow Removal to date. Cory was told that we don't have that information now, but he is more than welcome to come to the office and make a request as it's public record.

Kingsbury GID welcomed new board members John and Jessica, highlighting their relevant experience. The discussion included criticism of previous board actions and the performance of Mr. Lopez, with community members voicing their dissatisfaction and calling for resignations. Questions were raised about financial accountability for services rendered, indicating ongoing concerns among residents.

1. ADJOURNMENT (for possible action)

The meeting of the Kingsbury GID Board of Trustees adjourned at 5:36 PM.

Respectfully submitted,

Attest:

Ed Johns, Chair

Cindy Trigg, Secretary



**Kingsbury General Improvement District
Board of Trustees**

*Ed Johns, Chair
Cindy Trigg, Secretary/Treasurer
Greg Felton, Trustee
Sara Nelson, Trustee
Jessica Grime, Trustee*

MEETING MINUTES

**ADJOURNED MEETING OF THE KGID BOARD OF TRUSTEES
HELD AT 160 PINE RIDGE DR. STATELINE, NV ON DECEMBER 22, 2025
<https://kgid.org>**

**The Meeting of the Kingsbury General Improvement District
Board of Trustees was called to order at 10:00 a.m.**

1. Call to Order

2. Pledge of Allegiance

Chair Johns led the Pledge of Allegiance.

3. Roll Call

Trustee Sara Nelson, Chair Ed Johns, Trustee Jessica Grime, General Manager Derek Dornbrook and Trustee Candidate John Shearer were all present.

4. Public Comment

Initial Public Comments can be heard at:

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

No Public Comments

5. Approval of Agenda: For Possible Action:

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

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

M-12-22-25-1: To approve the agenda as submitted/posted for Kingsbury GID Board of Trustees Special Meeting December 22, 2025.

Moved by Johns

Seconded by Nelson

YEAS: Johns, Grime, and Nelson

3

NAYS: None

0

Motion Passed

NEW BUSINESS FOR POSSIBLE ACTION

6. For Discussion and Possible Action: Appointment of Trustee to Fill Vacant Board Seat from Candidate Recommended by the Selection Committee

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

Item number 6 is to address the appointment of Trustee to fill a vacant board seat with recommendations by the selection committee. John Shearer will be appointed to replace Greg Felton for his entire term.

M-12-22-25-2: To Approve John Shearer to fill the vacant seat on Kingsbury General Improvement District Board of Trustees created by the resignation of Trustee Greg Felton, effective immediately, in accordance with NRS 318.090.

Moved by Nelson

Seconded by Grime

YEAS: Johns, Grime and Nelson

3

NAYS: None

0

Motion Passed

1. Announcements and Final Public Comments

No Public Comments

2. ADJOURNMENT (for possible action)

The meeting of the Kingsbury GID Board of Trustees adjourned at 10:16 a.m.

Respectfully submitted,

Attest:

Ed Johns, Chair

Cindy Trigg, Secretary

KINGSBURY GENERAL IMPROVEMENT DISTRICT AGENDA ITEM #8

TITLE: ORGANIZATION OF THE BOARD OF TRUSTEES AND THE ELECTION OF OFFICERS

MEETING DATE: January 20, 2026

PREPARED BY: Derek Dornbrook, General Manager

RECOMMENDED ACTION:

Conduct the annual election of Board officers, including **Chair, Vice Chair, and Secretary/Treasurer**, in accordance with the District Bylaws.

BACKGROUND:

One of the duties required by the Board of Trustees is to organize itself in a manner to conduct oversight of the district. NRS 318.085 provides direction regarding the election of officers, records, bonds, and compensation of board members. Specifically, it provides the following direction. *“After taking oaths and filing bonds, the board shall choose one of its members as chair of the board and president of the district and shall elect a secretary and a treasurer of the board and of the district, who may or may not be members of the board. The secretary and the treasurer may be one person.”*

Each year the Board of Trustees determines the organization of the Board and conducts the election of Officers.

FUND IMPACTED BY THE 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 #9**

TITLE: APPROVAL OF LIST OF CLAIMS

MEETING DATE: January 20, 2026

PREPARED BY: Derek Dornbrook, General Manager

RECOMMENDED ACTION:

It is recommended that the Board of Trustees review and approve the list of claims for December 11, 2025, to January 16, 2026, from check number 65968 to 66075 for a total of \$971,018.69.

BACKGROUND INFORMATION:

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

INCLUDED:

A. List of Claims for

Fund impacted by above action:

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

KINGSBURY GENERAL IMPROVEMENT DISTRICT
Check/Voucher Register - LIST OF CLAIMS
From 12/11/2025 Through 1/16/2026

Check Number	Check Date	Payee	Transaction Description	Check Amount
65968	12/12/2025	JUDITH BREWER	Employee: BREWER; Pay Date: 12/12/2025	2,306.75
65969	12/12/2025	DERREK DORNBROOK	Employee: DORNBR; Pay Date: 12/12/2025	3,832.47
65970	12/12/2025	MICHAEL E. EDWARDS, JR	Employee: EDWARD; Pay Date: 12/12/2025	2,199.11
65971	12/12/2025	BRANDY JOHNS	Employee: JOHNS; Pay Date: 12/12/2025	1,999.19
65972	12/12/2025	MICHELLE M. MCCOY	Employee: MCCOY; Pay Date: 12/12/2025	1,590.35
65973	12/12/2025	SHANE T. MORTENSEN	Employee: MORTEN; Pay Date: 12/12/2025	3,399.88
65974	12/12/2025	BYRAN D. MOSS	Employee: MOSS; Pay Date: 12/12/2025	3,009.65
65975	12/12/2025	TIMOTHY E. ROBERTS	Employee: ROBERT; Pay Date: 12/12/2025	1,716.02
65976	12/12/2025	JEFF M. SIMAS	Employee: SIMAS; Pay Date: 12/12/2025	1,609.34
65977	12/12/2025	LEIGH C. STANTON	Employee: STANTO; Pay Date: 12/12/2025	1,451.23
65978	12/12/2025	JEFF T. WOOD	Employee: WOOD; Pay Date: 12/12/2025	1,793.19
65979	12/16/2025	GREGORY FELTON	Employee: FELTON; Pay Date: 12/16/2025	739.12
65980	12/16/2025	EDWARD J. JOHNS	Employee: JOHNSE; Pay Date: 12/16/2025	739.12
65981	12/16/2025	SARA NELSON	Employee: SNELSO; Pay Date: 12/16/2025	739.12
65982	12/16/2025	CYNTHIA M. TRIGG	Employee: TRIGG; Pay Date: 12/16/2025	739.12
65983	12/16/2025	AFLAC	ACCT. FA935 LIFE INSURANCE DORNBROOK, EDWARDS, JOHNS, MOSS,	605.55
65984	12/16/2025	AIRGAS USA, LLC	RENT LIQUID IND LG 190-300 LT NITRO	1,350.45
65985	12/16/2025	BATTERIES PLUS BULBS #350	160 PINERIDGE 12V 18AH LEAD QTY 2 12V 9AH LEAD QTY 2	205.80
65986	12/16/2025	BYRAN MOSS	REIMBURSE BUREAU OF SAFE DRINKING WATER TREATMENT 2 RENEWAL	50.00
65987	12/16/2025	DOWL, LLC	ENGINEERING SERVICES 2025 ROAD REHAB/REPLACE PROJECT 11/25	3,294.25
65987	12/16/2025	DOWL, LLC	ENGINEERING SERVICES FY24 WATERLINE IMPROVEMENT TRAMWAY/TINA	21,252.00
65987	12/16/2025	DOWL, LLC	ENGINEERING SERVICES MARKET LIFT STATION PER 11/25	1,945.25
65987	12/16/2025	DOWL, LLC	GENERAL SERVICES A/R TAHOE BEACH CLUB	3,445.00

KINGSBURY GENERAL IMPROVEMENT DISTRICT
Check/Voucher Register - LIST OF CLAIMS
From 12/11/2025 Through 1/16/2026

Check Number	Check Date	Payee	Transaction Description	Check Amount
65988	12/16/2025	EIDE BAILLY LLP	FINAL BILLING AUDIT OF THE FIANCIAL STATEMENT FYE 6/30/25	26,381.25
65989	12/16/2025	FLYERS ENERGY LLC	FUEL REGULAR 120 GAL DIESEL 110 GAL	952.63
65990	12/16/2025	FRONTIER COMMUNICATIONS	775-150-0119-103174-5 EASY	51.11
65990	12/16/2025	FRONTIER COMMUNICATIONS	775-150-0120-092376-5 DCLTSA	51.11
65990	12/16/2025	FRONTIER COMMUNICATIONS	775-586-8471-100215-5 STATION 1	176.54
65990	12/16/2025	FRONTIER COMMUNICATIONS	775-588-1065-022924-5 160 PINERIDGE	219.85
65990	12/16/2025	FRONTIER COMMUNICATIONS	775-588-2401-060791-5 PALISADES	42.22
65990	12/16/2025	FRONTIER COMMUNICATIONS	775-588-2410-111700-5 EASY	100.19
65990	12/16/2025	FRONTIER COMMUNICATIONS	775-588-2419-091195-5 PALISADES	100.19
65990	12/16/2025	FRONTIER COMMUNICATIONS	775-588-2705-042476-5 STATION 2	334.01
65990	12/16/2025	FRONTIER COMMUNICATIONS	775-588-4482-052798-5 MARKET	53.27
65990	12/16/2025	FRONTIER COMMUNICATIONS	775-588-7495-061182-5 MARKET	43.82
65990	12/16/2025	FRONTIER COMMUNICATIONS	775-588-8311-081082-5 GALAXY	58.94
65991	12/16/2025	GARRETT'S HANDYMAN SERVICE	298 KIGNSBURY GRADE INSPECTED AND REPLACED LIGHT 11/14/25	75.00
65992	12/16/2025	HOMESERVE USA	LOSS & LINE INSURANCE 11/2025	1,534.40
65993	12/16/2025	KINGSBURY AUTOMOTIVE & SUPPLY	LUG NUT 21MM, -20 WINDSHIELD WASH, FUEL FILTER, OIL, 15W40	76.99
65993	12/16/2025	KINGSBURY AUTOMOTIVE & SUPPLY	STARTING FLUID	2.99
65994	12/16/2025	KONICA MINOLTA PREMIER FINANCE	ACCT. 3691777720 KONICA LEASE 12/2025	431.57
65995	12/16/2025	LINDE GAS & EQUIPMENT INC.	ACCT. 71572887 INDUSTRIAL ACETYLENE	212.50
65996	12/16/2025	MINDEN LAWYERS, LLC	LEGAL FEES KIMBERLY FLOOD, KEMPER A/R 11/2025	3,399.00
65997	12/16/2025	PAMELA JOANNE NANCE	298 KINGSBURY 5 CLEANINGS 11/2025	1,000.00
65998	12/16/2025	ROUND HILL GENERAL IMPR DIST	COMMERCIAL CONSUMPTION DORLA CT 10/30 TO 12/1/25	106.60
65999	12/16/2025	SGS SILVER STATE LABORATORIES	BROMATE	350.00
65999	12/16/2025	SGS SILVER STATE LABORATORIES	COLIFORMS-P/A & COLIFORMS-QT	297.00
65999	12/16/2025	SGS SILVER STATE LABORATORIES	COLIFORMS-QT	108.00
65999	12/16/2025	SGS SILVER STATE LABORATORIES	COLIFROMS-QT	54.00

KINGSBURY GENERAL IMPROVEMENT DISTRICT
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Check Number	Check Date	Payee	Transaction Description	Check Amount
65999	12/16/2025	SGS SILVER STATE LABORATORIES	SDWA-NV-INORGANIC II, V, SECONDARIES	684.00
66000	12/16/2025	SHRED-IT	ACCT. 3001186388 SHRED SERVICE 12/3/25	37.00
66001	12/16/2025	SOUTH TAHOE REFUSE	ACCT. 10-17862 3 165 TERRACE VIEW DR 11/7/25	80.36
66001	12/16/2025	SOUTH TAHOE REFUSE	ACCT. 10-41521 5 160 PINERIDGE/298 KINGSBURY GRADE 11/25	361.62
66002	12/16/2025	SOUTHWEST GAS CORPORATION	910000322763 3 BUCHANAN RD PUMP	44.06
66002	12/16/2025	SOUTHWEST GAS CORPORATION	910000561117 698 KINGSBURY GRADE	103.80
66002	12/16/2025	SOUTHWEST GAS CORPORATION	910000561180 5 KIMBERLY BROOKE LN PUMP	85.96
66002	12/16/2025	SOUTHWEST GAS CORPORATION	910000561274 4 ANDRIA DR (384) PUMP	65.78
66002	12/16/2025	SOUTHWEST GAS CORPORATION	910000561387 2 TERRACE VIEW DR PUMP	136.38
66002	12/16/2025	SOUTHWEST GAS CORPORATION	910000799713 160 PINE RIDGE DR 1	228.00
66002	12/16/2025	SOUTHWEST GAS CORPORATION	910000799716 298 KINGSBURY CR	78.39
66002	12/16/2025	SOUTHWEST GAS CORPORATION	910000799717 298 KINGSBURY CIR UP	32.44
66002	12/16/2025	SOUTHWEST GAS CORPORATION	910000799718 298 KINGSBURY CIR DOWN	141.50
66003	12/16/2025	STATE OF NEVADA	PRE EMPLOYMENT BACKGROUND CHECK MCCOY & ROBERTS	78.00
66004	12/16/2025	PUBLIC EMPLOYEES BENEFIT PROG	ACCT 841 MEDICAL INSURANCE ESENARRO 10/01/25	634.66
66004	12/16/2025	PUBLIC EMPLOYEES BENEFIT PROG	ACCT. 360 MEDICAL INSURANCE BREWER, DORNBROOK, & MOSS	4,188.69
66004	12/16/2025	PUBLIC EMPLOYEES BENEFIT PROG	ACCT. 841 MEDICAL INSURANCE ESENARRO 11/1/25	634.66
66004	12/16/2025	PUBLIC EMPLOYEES BENEFIT PROG	ACCT. 841 MEDICAL INSURANCE ESENARRO, MCKAY, RUNTZEL, VOSBUR	1,888.19
66005	12/16/2025	TAHOE BASIN CONTAINER	ACCT. 50-6791 3 801 KINGSBURY GRADE BEAR PROOF RENT 11/25	30.00
66005	12/16/2025	TAHOE BASIN CONTAINER	ACCT. 50-9256 4 160 PINERIDGE/298 KINGSBURY BEAR PROOF RENT	33.50
66006	12/16/2025	UNITED STATES POSTAL SERVICE	P.O. BOX 2220 RENEWAL 1/1/26 TO 12/31/26	360.00

KINGSBURY GENERAL IMPROVEMENT DISTRICT
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Check Number	Check Date	Payee	Transaction Description	Check Amount
66007	12/16/2025	VERIZON WIRELESS	MONTHLY GPS SERVICES & SNOW REMOVAL EQUIP. 11/30/25	227.40
66008	12/16/2025	ASPEN DEVELOPERS CORP	PAY APPLICATION 10 #30113 TRAMWAY & TINA 9/2025	408,189.66
66009	12/18/2025	JESSICA GRIME	Employee: GRIME; Pay Date: 12/18/2025	739.12
66010	12/26/2025	JUDITH BREWER	Employee: BREWER; Pay Date: 12/26/2025	2,306.75
66011	12/26/2025	DERREK DORNBROOK	Employee: DORNBR; Pay Date: 12/26/2025	3,832.47
66012	12/26/2025	MICHAEL E. EDWARDS, JR	Employee: EDWARD; Pay Date: 12/26/2025	2,199.11
66013	12/26/2025	BRANDY JOHNS	Employee: JOHNS; Pay Date: 12/26/2025	2,047.09
66014	12/26/2025	MICHELLE M. MCCOY	Employee: MCCOY; Pay Date: 12/26/2025	1,590.35
66015	12/26/2025	SHANE T. MORTENSEN	Employee: MORTEN; Pay Date: 12/26/2025	3,001.91
66016	12/26/2025	BYRAN D. MOSS	Employee: MOSS; Pay Date: 12/26/2025	3,009.65
66017	12/26/2025	TIMOTHY E. ROBERTS	Employee: ROBERT; Pay Date: 12/26/2025	1,868.93
66018	12/26/2025	JEFF M. SIMAS	Employee: SIMAS; Pay Date: 12/26/2025	1,609.34
66019	12/26/2025	LEIGH C. STANTON	Employee: STANTO; Pay Date: 12/26/2025	1,451.23
66020	12/26/2025	JEFF T. WOOD	Employee: WOOD; Pay Date: 12/26/2025	2,027.88
66021	12/26/2025	MICHAEL E. EDWARDS, JR	Employee: EDWARD; Pay Date: 12/26/2025	4,556.24
66022	12/30/2025	AT & T MOBILITY	ACCT. 287301170124 CELL PHONES & TABLETS	1,908.44
66023	12/30/2025	CHARTER COMMUNICATIONS	ACCT. 8411100140031448 169 TERRACE VIEW DR	150.00
66023	12/30/2025	CHARTER COMMUNICATIONS	ACCT. 8411100140191184 160 PINERIDGE DR	154.99
66023	12/30/2025	CHARTER COMMUNICATIONS	ACT. 8411100140098488 97 BEACH CLUB DR	160.00
66024	12/30/2025	EMPLOYERS ASSURANCE CO.	WORKERS COMPENSATION INSTALLMENT 07 1/2026	1,123.00
66025	12/30/2025	BEATRIZ HERNANDEZ	160 PINERIDGE 4 CLEANINGS 12/2025	2,000.00
66026	12/30/2025	STATIONARY ENGINEERS LOCAL 39	LOCAL 39 EMPLOYEES LIFE/HEALTH PREMIUMS 2/2026	21,440.00
66027	12/30/2025	IUOE STATIONARY ENGINEERS LO39	EMPLOYEE UNION DUES 1/2026	564.77
66028	12/30/2025	KAPLAN FAMILY TRUST	REFUND ACCT. 1444 689 TINA OVERPAID/CLOSED ESCROW 12/23/25	58.95

KINGSBURY GENERAL IMPROVEMENT DISTRICT
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Check Number	Check Date	Payee	Transaction Description	Check Amount
66029	12/30/2025	MCGARY FAMILY TRUST 2001	REFUND ACCT. 791 190 KINGSBURY CIR OVERPAID/CLOSED ESCROW	76.58
66030	12/30/2025	SOUTH LAKE TAHOE ACE HARDWARE	CABLE TIE 11IN, BLACK DUCT TAPE, POLY ROPE, SURGE PROTECTOR	136.92
66030	12/30/2025	SOUTH LAKE TAHOE ACE HARDWARE	LEVEL SET 3IN 2 PC	7.99
66030	12/30/2025	SOUTH LAKE TAHOE ACE HARDWARE	OZONE SYSTEM HILLMAN FASTENERS	2.68
66031	VOID	NV Energy		
66032	12/30/2025	NV ENERGY	1000044046907329692 399 EUGENE DR	551.58
66032	12/30/2025	NV ENERGY	1000044086803270814 801 KINGSBURY GRADE UNIT LIGHTS	33.40
66032	12/30/2025	NV ENERGY	1000044086803274204 GALAXY LN PUMP	95.51
66032	12/30/2025	NV ENERGY	1000044086803294236 160 PINERIDGE DR UNIT LIGHTS	11.13
66032	12/30/2025	NV ENERGY	1000044086803297452 298 KINGSBURY GRADE APT ADOWN	67.35
66032	12/30/2025	NV ENERGY	1000044086803297460 298 KINGSBURY GRADE APT B-UP	247.74
66032	12/30/2025	NV ENERGY	1000044086803297478 298 KINGSBURY GRADE APT CDOWN	63.92
66032	12/30/2025	NV ENERGY	1000044086803297486 298 KINGSBURY GRADE APT DDOWN	77.00
66032	12/30/2025	NV ENERGY	1000044086803297718 403 KIMBERLY BROOKE LN	324.51
66032	12/30/2025	NV ENERGY	1000044086803301502 504 LAUREL LN UNIT PMPSTA	36.56
66032	12/30/2025	NV ENERGY	1000044086803301940 EASY ST UNIT N/T134	39.43
66032	12/30/2025	NV ENERGY	1000044086803304290 KINGSBURY GRADE UNIT F1	19.24
66032	12/30/2025	NV ENERGY	1000044086803305073 KINGSBURY GRADE UNIT PMPPLS	46.29
66032	12/30/2025	NV ENERGY	1000044086803320221 314 ANDRIA WAY UNIT BRADBU	1,286.50
66032	12/30/2025	NV ENERGY	1000044086803320239 698 KINGSBURY GRADE UNIT NTFRS	1,528.25
66032	12/30/2025	NV ENERGY	1000044086803320247 176 BUCHANAN RD UNIT PMPHS3	2,328.28

KINGSBURY GENERAL IMPROVEMENT DISTRICT
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66032	12/30/2025	NV ENERGY	1000044086804621577 801 KINGSBURY GRADE UNIT B	81.13
66032	12/30/2025	NV ENERGY	1000044086805221187 180 LAKE PKWY UNIT PUMP	1,327.11
66032	12/30/2025	NV ENERGY	1000044086807006297 399 EUGENE DR	5,002.60
66032	12/30/2025	NV ENERGY	1000044086808604306 160 PINERIDGE DR	175.48
66032	12/30/2025	NV ENERGY	1000044087003270836 801 KINGSBURY GRADE	36.64
66032	12/30/2025	NV ENERGY	1000044771003320176 KINGSBURY GRADE UNIT DISMPM	1,078.13
66033	12/30/2025	PUBLIC EMPLOYEES	EMPLOYEE AND EMPLOYERS PERS CONTRIBUTION 12/25	27,430.63
66034	12/30/2025	QUADIENT LEASING USA, INC.	ACCT. 1218695 POSTAGE METER RENTAL & ONLINE RATE MAINT 1/26	102.00
66035	12/30/2025	SCHINDLER TRUST 2000	REFUND ACCT. 908 370 SUMMIT OVERPAID/CLOSED ESCROW 12/19/25	176.93
66036	12/30/2025	STEFANAC REVOCABLE TRUST 1996	REFUND ACCT. 306 178 TAHOMA CI #B OVERPAID/CLOSED ESCROW 12/	89.98
66037	12/30/2025	SUMMIT PLUMBING LLC	ASSIST WATER LEAK OFF ASPEN WAY 12/11/25	2,311.40
66038	12/30/2025	WILCKS FAMILY TRUST	REFUND ACCT. 672 157 COTTONWOOD OVERPAID/CLOSED ESCROW 10/30	177.89
66039	1/9/2026	JUDITH BREWER	Employee: BREWER; Pay Date: 1/9/2026	2,306.75
66040	1/9/2026	DERREK DORNBROOK	Employee: DORNBR; Pay Date: 1/9/2026	3,832.47
66041	1/9/2026	BRANDY JOHNS	Employee: JOHNS; Pay Date: 1/9/2026	2,003.75
66042	1/9/2026	MICHELLE M. MCCOY	Employee: MCCOY; Pay Date: 1/9/2026	1,590.35
66043	1/9/2026	SHANE T. MORTENSEN	Employee: MORTEN; Pay Date: 1/9/2026	3,359.95
66044	1/9/2026	BYRAN D. MOSS	Employee: MOSS; Pay Date: 1/9/2026	2,247.06
66045	1/9/2026	TIMOTHY E. ROBERTS	Employee: ROBERT; Pay Date: 1/9/2026	1,716.02
66046	1/9/2026	JEFF M. SIMAS	Employee: SIMAS; Pay Date: 1/9/2026	1,609.34
66047	1/9/2026	LEIGH C. STANTON	Employee: STANTO; Pay Date: 1/9/2026	1,451.23
66048	1/9/2026	JEFF T. WOOD	Employee: WOOD; Pay Date: 1/9/2026	3,347.98

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66049	1/9/2026	SHANE T. MORTENSEN	Employee: MORTEN; Pay Date: 1/9/2026	5,168.06
66050	1/9/2026	ASCEND HEATING AND AIR LLC	298 KINGSBURY 2B THERMOSTAT REPLACED BATTERIES	149.11
66051	1/9/2026	CDI	ANNUAL LASERFICHE CLOUD SUB/SUPPORT 1/1/26-12/31/26	1,260.00
66052	1/9/2026	THE REINALT-THOMAS CORPORATION	TRUCK #1929 LT275 EI BSW DEFENDER LTX M/S2 TIRES	1,358.04
66053	1/9/2026	DOUGLAS COUNTY LAKE TAHOE	MAINTENANCE & OPERATIONS 3RD QTR 1/2026 LESS FY25 REFUND	243,775.25
66054	1/9/2026	FLYERS ENERGY LLC	FUEL REGULAR 125 GAL	520.04
66054	1/9/2026	FLYERS ENERGY LLC	FUEL REGULAR 25 GAL DIESEL 70 GAL	394.10
66054	1/9/2026	FLYERS ENERGY LLC	FUEL REGULAR 62 GAL DIESEL 31 GAL	386.42
66055	1/9/2026	KINGSBURY AUTOMOTIVE & SUPPLY	LOADER 15IN BUNJEE STRAPS FOR CHAINS	24.00
66055	1/9/2026	KINGSBURY AUTOMOTIVE & SUPPLY	TRUCK #1323 PLOW BOXED CAPSULES, ELECT CONNECT, HEAT SHRINK	36.78
66055	1/9/2026	KINGSBURY AUTOMOTIVE & SUPPLY	TRUCK #1323 TRICO WIPERS DRIVER & PASSENGER SIDE	39.98
66056	1/9/2026	NEXTIVA, INC.	ACCT. 3680856 DISTRICT OFFICE PHONE LINE 1/2026	259.72
66057	1/9/2026	PYE-BARKER FIRE & SAFETY	VARIOUS STATION ALARM MONITORING 1/1/26 TO 3/31/26	2,184.42
66058	1/9/2026	SGS SILVER STATE LABORATORIES	COLIFORMS-QT	108.00
66058	1/9/2026	SGS SILVER STATE LABORATORIES	FECAL COLIFORM MF & TOTAL COLIFORM MF	108.00
66058	1/9/2026	SGS SILVER STATE LABORATORIES	FECAL COLIFORM MG & TOTAL COLIFORM MF	54.00
66058	1/9/2026	SGS SILVER STATE LABORATORIES	SUB DRINKING WATER TO WETLAB	135.00
66059	1/9/2026	SPRINGBROOK SOFTWARE COMPANY	COMPUTER EXP/ACH & CC CHARGES 12/2025	1,792.00
66059	1/9/2026	SPRINGBROOK SOFTWARE COMPANY	GL + AP IMPLEMENTATION 1.5 HRS 11/2025	283.50
66060	1/9/2026	SUMMIT PLUMBING LLC	SEWER PUMP STATION MAINTENANCE 01/2026	7,694.77
66061	1/9/2026	US Bank Visa Rewards	BM AMAZON SAFETY JACKETS WATERPROOF FOR ROBERTS AND SIMAS	109.22
66062	1/9/2026	US BANK VISA REWARDS	BM ULINE GLOVES QTY 12	165.74
66062	1/9/2026	US BANK VISA REWARDS	JB ADOBE ANNUAL ACROBAT PRO 12/1/25 TO 11/30/26	239.88

KINGSBURY GENERAL IMPROVEMENT DISTRICT
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66062	1/9/2026	US BANK VISA REWARDS	JB APWA JOB POSTING WATER TREAT/DIST OP 11/26 TO 1/10/26	375.00
66062	1/9/2026	US BANK VISA REWARDS	JB BC WATER JOBS POSTING WATER TREAT/DIST OP 11/26 TO 12/26/	200.00
66062	1/9/2026	US BANK VISA REWARDS	JB DOUGLAS COUNTY LEIN RECORDING	42.00
66062	1/9/2026	US BANK VISA REWARDS	JB GOVERNMENT JOBS WATER TEAT/DIST OPERATOR POST 11/26 TO 1/	199.00
66062	1/9/2026	US BANK VISA REWARDS	JB PORT OF SUBS BOARD MEETING SANDWICHES 12/16/25	74.75
66062	1/9/2026	US BANK VISA REWARDS	JB SUMMIT 160 PINERIDGE RODENT CONTROL	87.77
66062	1/9/2026	US BANK VISA REWARDS	JB WATER DISTRICT JOB POSTING WATER TREAT/DIST OP 11/26 TO 1	175.00
66062	1/9/2026	US BANK VISA REWARDS	LS AMAXON 2IN BINDERS FOR WATER OPERATORS MAPPING	114.65
66062	1/9/2026	US BANK VISA REWARDS	LS AMAZON OFFICE MOUSE PAD	8.56
66062	1/9/2026	US BANK VISA REWARDS	LS COSTCO BATH TISSUE, PAPER TOWELS, PAPER PLATES, COFFEE, C	145.01
66062	1/9/2026	US BANK VISA REWARDS	LS DOLLAR TREE SCRUB BRUSHES, BRUCK DISPENSING, SCRUB SPONGE	9.64
66062	1/9/2026	US BANK VISA REWARDS	LS DOUG CO RECORDER LIEN FEES	42.00
66062	1/9/2026	US BANK VISA REWARDS	LS SAFEWAY HOLIDAY CARDS	19.24
66062	1/9/2026	US BANK VISA REWARDS	LS STAPLES PLASTIC LABELS, AIR FRESHNER, PENS, BILLING PAPER	96.94
66062	1/9/2026	US BANK VISA REWARDS	LS STAPLES POST IT, COPY PAPER, PENS, BINDERS, & LABELS	100.25
66062	1/9/2026	US BANK VISA REWARDS	ME AMAZ AIR FILTER FOR KOMBI-ENGINES	7.49
66062	1/9/2026	US BANK VISA REWARDS	ME AMAZON ATV WHEELBARROWS INNER TUBE W/BNT VAVLE STEM	12.84
66062	1/9/2026	US BANK VISA REWARDS	SM LOWES STATIONS 3&5 KEMTEK LIQUID CHLORINE QTY 6	67.08

KINGSBURY GENERAL IMPROVEMENT DISTRICT
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66062	1/9/2026	US BANK VISA REWARDS	SM SAFEWAY RECEIPTS STATION 1 DISTILLED WATER	32.94
66062	1/9/2026	US BANK VISA REWARDS	SM TELEDYNE STATION 1 MICRO-FUEL CELL, CLASS B-3	182.07
66062	1/9/2026	US BANK VISA REWARDS	SM WALMART MOUSE FOR ON CALL TABLET	15.94
66063	1/9/2026	JOHN VOIGT	REFUND ACCT. 3502 42 BEACH CLUB #702 OVERPAID/CLOSED ESCROW	20.97
66064	1/16/2026	AIRGAS USA, LLC	ACCT. 3255567 NITROGEN LIQ FG 265LTRS 350 PSI	542.62
66065	1/16/2026	ASCEND HEATING AND AIR LLC	298 KINGSBURY GRADE CLEAR TOILET BY UNIT 2B	145.00
66066	1/16/2026	BYRAN MOSS	UNIFORM ALLOWANCE	85.00
66067	1/16/2026	FRONTIER COMMUNICATIONS	775-150-0119-103174-5 EASY	50.88
66067	1/16/2026	FRONTIER COMMUNICATIONS	775-150-0120-092376-5 DCLTSA	50.88
66067	1/16/2026	FRONTIER COMMUNICATIONS	775-586-8471-100215-5 97 BEACH CLUB	175.77
66067	1/16/2026	FRONTIER COMMUNICATIONS	775-588-1065-022924-5 PINERIDGE	218.87
66067	1/16/2026	FRONTIER COMMUNICATIONS	775-588-2401-060791-5 PALISADES	73.03
66067	1/16/2026	FRONTIER COMMUNICATIONS	775-588-2410-111700-5 EASY	100.19
66067	1/16/2026	FRONTIER COMMUNICATIONS	775-588-2419-091195-5 PALISADES	130.79
66067	1/16/2026	FRONTIER COMMUNICATIONS	775-588-2705-042476-5 TERRACE VIEW	363.51
66067	1/16/2026	FRONTIER COMMUNICATIONS	775-588-4482-052798-5 MARKET	53.03
66067	1/16/2026	FRONTIER COMMUNICATIONS	775-588-7495-061182-5 MARKET	74.63
66067	1/16/2026	FRONTIER COMMUNICATIONS	775-588-8311-081082-5 GALAXY	89.66
66068	1/16/2026	ZACHRY GOOD	CASE LOADER 521 REPAIR HYDRALIC LEAK	817.00
66068	1/16/2026	ZACHRY GOOD	TRUCK #1323 SERVICES ENGINE, TRANSMISSION, T-CASE, RADIATOR,	8,466.50
66069	1/16/2026	MANCHESTER ENTERPRISES	SNOW REMOVAL SERVICES 12/2025	46,946.25
66070	1/16/2026	SHANE MORTENSEN	UNIFORM ALLOWANCE	85.00
66071	1/16/2026	OTIS ELAVATOR COMPANY	ACCT. 52260061 ANNUAL MAINTENANCE SERVICE 10/30/25- 9/30/26	2,987.42
66072	1/16/2026	TIMOTHY ROBERTS	UNIFORM ALLOWANCE	85.00
66073	1/16/2026	JEFF SIMAS	UNIFORM ALLOWANCE	85.00
66074	1/16/2026	VERIZON WIRELESS	MONTHLY GPS SERVICE & MEI SNOW EQUIP 12/2025	227.40

KINGSBURY GENERAL IMPROVEMENT DISTRICT
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<u>Check Number</u>	<u>Check Date</u>	<u>Payee</u>	<u>Transaction Description</u>	<u>Check Amount</u>
66075	1/16/2026	JEFF WOOD	UNIFORM ALLOWANCE	<u>85.00</u>
Report Total				<u>971,018.69</u>

MISSING OR VOIDED CHECKS

DATE	CHECKS	PAYEE	MISSING/VOIDED
12/30/25	66031	NV ENERGY	VOIDED
01/09/26	66061	US BANK VISA REWARDS	VOIDED

KINGSBURY GENERAL IMPROVEMENT DISTRICT AGENDA ITEM #10

TITLE: APPROVAL OF SNOW REMOVAL CONTRACT WITH MANCHESTER ENT. INC.

MEETING DATE: January 20, 2026

PREPARED BY: Derek Dornbrook, General Manager

RECOMMENDED ACTION:

Consider a snow removal services contract with Manchester Enterprises, Inc., as negotiated by the Board-appointed committee, and provide direction regarding approval, further negotiation, and execution.

BACKGROUND:

Following the ratification of the Mutual Termination Agreement with the prior contractor, the Board established a committee to negotiate a snow removal services agreement with Manchester Enterprises, Inc. The committee has completed its negotiations and is presenting a proposed contract for the Board's consideration and potential approval.

INCLUDED:

- A. Draft Snow Removal Services Contract – Manchester Enterprises, Inc.
- B. Snow Removal Costs and Average Past 10 Years Worksheet

FUND IMPACTED BY THE ABOVE ACTION:

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



KINGSBURY GENERAL IMPROVEMENT DISTRICT

SNOW REMOVAL CONTRACT

Term: January 20, 2026, to September 30, 2028

THIS CONTRACT is entered into this _____ day of _____ 2026, by and between the KINGSBURY GENERAL IMPROVEMENT DISTRICT, hereinafter referred to as "District" and C. Manchester Ent., Inc. hereinafter referred to as "Contractor".

This agreement is made with reference to the following facts which are deemed a material part of this contract:

RECITALS

Whereas, District is organized pursuant to N.R.S. Chapter 318 and has powers to maintain certain public roads within its boundaries, including the removal of snow; and

Whereas, District, after public notice by advertisement for Request For Proposals (RFPs) for snow removal and review of said Proposals at a duly noticed public meeting, accepted the proposal of a third party vendor; and

Whereas, the contract with the third party vendor was cancelled during its term, and Contractor's proposal was the next most responsive and responsible; and

Whereas, pursuant to NRS 332.065, District has the option to accept Contractor's proposal without the need for further competitive processes; and

Whereas, Contractor's Proposal is attached as Exhibit "B".

NOW THEREFORE, IT IS AGREED by and between the Contractor and the District as follows:

I. Scope of Work and Contract

The Contractor shall perform all the work and furnish all labor and equipment required to perform snow removal on District maintained streets and those private streets within the KGID boundaries which the District directs Contractor to plow, as set forth in the General

Conditions and Specifications, **Exhibit A**; Contractor's Proposal, **Exhibit B**, dated August 29, 2025; Contractor's Qualification Statement, **Exhibit C**; District Map, **Exhibit D**; and Priority Hydrant List, **Exhibit E**, each attached hereto and incorporated herein by reference. All exhibits are an integral part of this Contract. In the event of any inconsistency between the provisions of **Exhibit A** and **Exhibit B**, the provision of **Exhibit A** shall control.

II. Time of Performance

This Contract shall become effective on January 20, 2026, and shall continue through September 30, 2028, a term of three (3) years. Upon Contractor's satisfactory performance this contract may be extended for additional three (3)-year terms thereafter, upon mutual written consent and continued performance.

III. Payments

Payments shall be made to the Contractor for said work performed at the time and in the manner provided in the General Conditions and Specifications.

IV. Independent Contractor

It is understood and agreed by and between the parties hereto that the Contractor shall perform this Contract as an independent contractor, and nothing herein shall be construed to be inconsistent with this relationship or status, nor shall anything in this Contract be in any way construed to constitute the Contractor, or any of the Contractor's employees or agents, as the agent, employee or representative of the District.

V. Contractor's Representations

In order to induce District to enter into the Agreement, Contractor makes the following representations:

1. Contractor has examined and carefully studied the Contract Documents, all incorporated Exhibits and the other related data identified in the Bidding Documents.
2. Contractor has visited the Site and is familiar with and is satisfied as to the General, Local, and Site conditions that may affect cost, progress, and performance of the Work. Contractor has provided District with snow removal services for many decades.
3. Contractor is familiar with and is satisfied as to all federal, state and Local Laws and Regulations that may affect cost, progress, and performance of the Work.
4. Contractor does not consider that any 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 Documents.
5. Contractor is aware of the general nature of work to be performed by District and

others at the Site that relates to the Work as indicated in the Contract Documents.

6. Contractor has correlated the information known to Contractor, information and observations obtained from visits to the Site, reports and drawings identified in the Contract Documents, and all additional examinations, investigations, explorations, tests, studies, and data with the Contract Documents.
7. The Contract Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performance and furnishing of the Work.
8. Due to a natural snowfall event that occurred prior to mobilization and the execution of this Contract, the Contractor was unable to fully inspect or observe existing Site conditions. As a result, certain pre-existing Site conditions or concealed conditions may not have been visible or reasonably discoverable at the time of inspection. Although Contractor is familiar with work Site, Contractor further acknowledges that a previous Contractor performed work at the Site before the Contractor's engagement. The Contractor expressly disclaims responsibility for any defects, damage, delays or performance impacts arising from concealed conditions or the acts or omissions of prior Contractors. Notwithstanding the foregoing, the Contractor shall be responsible for any new accidents or damage directly caused by Contractor's operations and reported by the Contractor to the District from the date of the execution of this Contract forward. At the time of this agreement, neither party is aware of any damage caused by the prior contractor.

VI. Indemnification and Hold Harmless

The Contractor assumes all Liability and agrees to indemnify, protect and hold the District harmless from all liability and expense on account of claims, suits and costs growing out of or connected with operations by the Contractor and the Contractor's employees and agents under this Contract; provided, however, that the District shall not be relieved hereby from non-immunized liability for the District's own negligence or that of its employees. Any and all provisions of this Contract by which the Contractor agrees to indemnify and hold the District harmless shall be construed to apply under all working conditions and to all stationary or mobile locations where work is to be performed regardless of the hazards and dangers to persons or property, whether disclosed or undisclosed.

The Contractor shall indemnify and hold the District harmless against any suit, action, claim, demand, lien, loss, damage, fine, judgment or decree and any expenses connected therewith, including reasonable attorney's fees for or on account of the violation of any statute, ordinance, building code or regulations, or for any property damages, or for personal injury or death to any person, including contractors, employees or agents, which may arise from the work or operations of Contractor under this Contract. **Contractor is limited to the extent of Contractor's negligence notwithstanding anything to the contrary in the Agreement (Counsel to clarify. Committee redlined).**

VII. Compliance with Laws

The Contractor agrees to observe and promptly comply with, at the Contractor's own

expense, all present, amended, and future applicable federal, state and local laws, ordinances, rules and regulations, including safety and hazardous materials laws and regulations of any governing authority, and including any applicable licensing requirements and regulations for the payment of sales and use taxes on equipment, materials and supplies necessary to perform under this Contract.

VIII. Right of Inspection

District reserves the right, with prior arrangement, to inspect the equipment and materials the Contractor uses for snow removal, sanding and de-icing under this Contract. District's approval, failure to inspect or acquiescence following inspection does not imply compliance with environmental, DOT or other regulations pertinent to this activity.

IX. Assignment

Neither this Contract nor any interest therein, or claim hereunder, shall be assigned or transferred by the Contractor to any party or parties without the express written approval of the District. Contractor may not subcontract any portion of this Contract or its obligation without the District's prior written consent.

X. Dispute Resolution

In the event of a dispute regarding interpretation, enforcement of, or a parties' performance under this Contract, the parties shall first engage in mediation, initiated by the written request of any party. The parties agree to share equally the cost of any such mediation process; however, they agree to assume the expense of their own counsel. Venue for any mediation shall be within Douglas County, Nevada. Commencement of mediation shall not affect any of the rights or obligations of either party hereunder, all of which shall continue to be performed on a timely basis. If the dispute(s) is (are) not resolved through mediation, and is (are) litigated, the prevailing party shall be entitled to reasonable attorney's fees, litigation expenses and costs.

XI. Attorney's Fees

In the event that any action is filed in relation to this Contract, the unsuccessful party in the action shall pay to the successful party, in addition to all the sums that either party may be called on to pay, a reasonable sum for the successful party's reasonable attorney's fees.

XII. Notices

All notices, demands and other communications to be given or delivered under or by reason of the provisions of this Contract shall be in writing and shall be deemed to have been given when personally delivered or mailed by certified mail, postage prepaid, return receipt requested. Notices, demands and communications shall, unless another address is specified in writing, be sent to the addresses indicated below:

If to the District:

Derek Dornbrook, General Manager or Judy Brewer, Admin. & H.R. Supervisor Kingsbury General Improvement District 160 Pine Ridge Drive
Post Office Box 2220 Stateline, Nevada 89449

If to the Contractor:

Charlena Manchester,
C. Manchester Ent., Inc.
Post Office Box 2275
Stateline, Nevada 89449

XIII. Severability

The unenforceability, invalidity, or illegality of any provision of this Contract shall not render the other remaining provisions unenforceable, invalid or illegal, and the remaining provisions shall not in any way be affected or impaired thereby.

XIV. Integration

This Contract with exhibits incorporated and part thereof, **Exhibit "A"** - General Conditions & Specification; **Exhibit "B"** - Contractor's Proposal; **Exhibit "C"** - Contractor's Qualification Statement; **Exhibit "D"** - District Map; and Priority Hydrant List, **Exhibit E**, contains and constitutes the entire contract by and between the parties hereto and supersedes any and all prior written or oral agreements, express or implied, involving that which is the subject matter of this Contract.

XV. Boycott of Israel Certification

Pursuant to **NRS 332.065(4)**, the Contractor certifies that it is not currently engaged in and agrees for the duration of this Contract not to engage in, a boycott of Israel, as that term is defined in **NRS 357.250**.

The Contractor further certifies that it will not enter into any subcontract related to this Contract with a subcontractor that is engaged in a boycott of Israel.

IN WITNESS WHEREOF

District has caused this Contract to be executed by its officers, duly authorized, and Contractor has subscribed same this _____ day of January, 2026.

KINGSBURY GENERAL IMPROVEMENT DISTRICT

BY _____

Derek Dornbrook, General Manager

ATTEST:

BY _____

C. MANCHESTER ENT., INC

BY _____

CHARLENA MANCHESTER, Secretary and Treasurer of
C. Manchester Ent.

EXHIBIT A
GENERAL CONDITIONS AND
SPECIFICATIONS FOR THE
KINGSBURY GENERAL IMPROVEMENT DISTRICT
CONTRACT FOR SNOW REMOVAL

I. SCOPE OF WORK

The work to be done under this Contract consists of performing snow plowing of streets, the application of de-icing and/or anti-icing materials to streets, the removal of snow berms and cutter discharge from in front of and around fire hydrants and related tasks. Scope does not include clearing naturally accumulating snow from hydrants. Plow operations are considered deficient and unacceptable if they result in priority fire hydrants being inaccessible by first responders. Contractor will refrain from plowing berms in front of or on top of hydrants to the best of their ability. The need for snow removal varies depending on hydrant riser height. Rather than clear snow removal after a set number of inches of snowfall, removal shall be required only when snowfall, berms, or cutter discharge begins to hinder access or operation of the hydrant. District understands that during Storm Events, it is inconceivable to ensure that all hydrants will be fully accessible, but Contractor assures District that to the best of the Contractor's ability it will minimize snow accumulation in front of hydrants. Contractor assures District that priority first responder ready hydrant access will commence and be completed within 48 hours of a storm event. Secondary hydrants will be completed after the priority hydrants have been cleared. Contractor is not responsible for removing snow from around hydrants that accumulates naturally during a snowstorm, provided the Contractor's operations did not contribute to the obstruction. All additional required natural snowfall removal from hydrants shall commence within 24 hours of notification from the District, as approved by District staff and to be billed on a time and material basis. Contractor's operators shall not cover or obstruct hydrants with plowing debris; and the Contractor shall cause the removal of any such debris from around such at contractor's expense. Unless otherwise specified herein, the Contractor shall furnish all labor, material and equipment to perform the work.

II. LOCATION OF WORK

The work shall be accomplished on streets maintained by the District within its boundaries. Kingsbury Grade, State Route 207, is maintained by the Nevada Department of Transportation and is not a part of this Contract. At the direction of District, some private roads within the District may be plowed under provisions of this Contract to allow District to access its service infrastructure.

Contractor and Contractor's operators are responsible for familiarizing themselves with District's roads and adjacent properties, including all hazards. District will provide, install and maintain road markers and snow stakes at its expense.

Contractor will assist District as requested in determining where markers should be placed to protect property and operators. Contractor, to the best of its ability and knowledge, will advise District of missing or damaged markers throughout the term of this Contract. The District will have the final determination of placement of markers, however, Contractor shall not be responsible for all damages caused by impact if the District failed to properly place markers or had been previously advised by Contractor at annual inventory of marker placement. As provided in Section XIII, Contractor shall be solely responsible to repair or replace delineations devices (markers) that it have become damaged or demolished, and for all damage to property adjacent to said locations and caused by Contractor.

III. PREVAILING WAGES

Prevailing wages are not required under this Contract.

IV. PERFORMANCE AND PAYMENT BONDS

Contractor shall furnish annually a Performance Bond and a Payment Bond, each in the amount of \$300,000, for the term of this Contract. Such bonds shall be in a form approved

by the District and executed by one or more surety companies authorized to do business in Nevada in compliance with N.R.S. Chapter 339.

After Contractor has satisfactorily performed snow removal for the District for two (2) or more consecutive years, the District may, at its option and upon the request of Contractor, withhold from each payment to Contractor ten percent (10%) retention in lieu of requiring Performance or Payment Bonds. If Contractor thereafter satisfactorily performs for one year, then the retention shall be returned on June 1. Retention will be held during each contract year for which bonds are not provided.

V. SUBCONTRACTORS

Except with prior written authorization of the District, no subcontractor will be recognized as such, and all persons engaged in the work will be considered Contractor's employees, and Contractor will be responsible for their work. Nothing contained in the Contract documents shall create any contractual relationship between any subcontractor and the District.

VI. SUPERINTENDENCE AND PERSONNEL

The Contractor shall designate in writing, before starting work, the names and phone numbers of authorized representatives who shall have complete authority to represent and act for the Contractor. An authorized representative shall be readily available at all times. The Contractor is solely responsible for the superintendence of the work and for its safety and progress. The District shall notify the Contractor's authorized representatives when, in the opinion of the District, conditions warrant additional or reduced snow removal efforts. The Contractor shall provide sufficient experienced, properly licensed and trained personnel to do the work outlined in this Contract and shall not employ any unfit or unskilled person.

Prior to (and during multi-day) storm events, the Contractor shall provide direct contact information for authorized representative in charge of the plowing operations. This allows the District to more effectively handle customer complaints, calls from law enforcement, and other issues as they arise. The Contractor's authorized representative shall also advise District of cessation of operations concurrently therewith. Contractor's authorized representative shall meaningfully respond to District inquiries, communications or directions.

VII. SAFETY

The Contractor shall be solely and completely responsible for conditions of the jobsite, including safety of all persons and property during performance of the work. Safety provisions shall conform to all present, amended and future applicable federal, state, county and local laws, ordinances, and codes, to the rules and regulations established by the Nevada Department of Industrial Safety, and to all other laws applicable to the work.

VIII. INSTRUCTIONS

The District will furnish the Contractor maps of the District for use by Contractor's drivers. Maps will designate roads to be plowed and primary and secondary sanding routes. Secondary sanding routes shall be sanded only after primary sanding routes.. It is the District's goal to balance safety of the traveling public, expense and environmental concerns of the snow plowing activity on its roadways by minimizing unnecessary sanding efforts. However, public safety is the dominant factor.

IX. PERMITS AND REGULATIONS

Permits and licenses necessary to perform the work shall be obtained by the Contractor at its expense. The Contractor shall acquaint itself with, and abide by, all requirements of this Contract and related documents. The Contractor shall comply with all laws, ordinances, rules, and regulations bearing on the conduct of the work. If

the Contractor observes that this Contract's specifications are at variance therewith, it shall promptly notify the District in writing and specifically detail any such discrepancies. If the Contractor performs any work contrary to such laws, ordinances, rules, and regulations, Contractor shall bear all costs, penalties, fines and attorney's fees incidental thereto.

X. DISTRICT'S RIGHT TO TERMINATE CONTRACT OR TO DO WORK

In the case of unsatisfactory performance by Contractor, District may provide snow removal to supplement Contractor's work without terminating the Contract, and Contractor shall be responsible for any increased costs above the rates specified by this Contract incurred by District, whether resulting from District's efforts or those of a third party.

If the Contractor should be adjudged voluntary or involuntary bankrupt, or if it should make a general assignment for the benefit of its creditors, or if a receiver should be appointed on account of it, or if it is insolvent, or if it should persistently or repeatedly refuse or fail to supply enough properly skilled or trained personnel or provide properly maintained equipment, or should fail to perform effective snow removal, provide adequate quality sand and salt or perform de-icing to a reasonable level of effort and care, or if it should fail to make prompt payment to its employees or subcontractors for material or labor, or persistently disregard governing law, ordinances, codes or the instructions of the District, or otherwise be guilty of a substantial or material breach or violation of any provisions of this Contract, then the District may, without prejudice to any other right or remedy, and after giving the Contractor seven (7) days written notice, terminate this Contract with Contractor. In such case, the Contractor shall not be entitled to receive any further payment under this Contract.

If the District terminates the Contract for unsatisfactory performance, Contractor shall be responsible for any increased cost in snow removal above the rates specified by this Contract for the balance of the Contract term.

In the event of disagreements, all parties agree to meet and confer prior to any action. Contractor will be provided reasonable opportunity to cure deficiencies prior to default or termination for unsatisfactory performance.

NRS 332.065, Subsection 3. states "If after the lowest responsive and responsible bidder has been awarded the contract, during the term of the Contract he or she does not supply goods or services in accordance with the bid specifications, or if he or she repudiates the contract, the governing body or its authorized representative may re-award the Contract to the next lowest responsive and responsible bidder without requiring that new bids be submitted.

Re-awarding the Contract to the next lowest responsive and responsible bidder is not a waiver of any liability of the initial bidder awarded the contract." District may elect to

exercise this right in the event of Contractor's uncured default.

XI. INSURANCE

The Contractor shall obtain at its own expense all required insurance. Such insurance must have the approval of the District as to limit, form, and amount and be in accord with this Contract. The Contractor will not permit any District approved subcontractor to commence any work until the insurance requirements have been complied with by such subcontractor. Contractor shall obtain and maintain Workers Compensation Insurance and Comprehensive General Liability and Property Insurance. Nothing contained in these insurance requirements is to be construed as limiting the extent of the Contractor's responsibility for payment of damages resulting from its operations under this Contract. The Contractor will provide District certificates issued by the insurance carrier showing that such policies are in force for the specified period. Each policy or certificate will bear an endorsement or statement waiving right of cancellation or reduction in coverage without thirty (30) days written notice to be delivered by certified or registered mail to the District. In case of the breach of any provision of this Article, the District, at its option, may take out and maintain at the expense of the Contractor such insurance as the District may deem necessary and may deduct the cost of such insurance from any monies which may be due or become due the Contractor under this Contract.

A. Comprehensive General Liability Insurance: The Contractor shall submit written evidence that it and/or its subcontractors have obtained full Comprehensive General Liability Insurance coverage. This coverage will provide for both bodily injury and property damage and be in the minimum amounts of \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate. The Bodily Injury portion will include coverage for injury, sickness, disease, or death, arising directly or indirectly out of, or in connection with, the performance of work under this Contract. The Property Damage portion will provide for all damages arising out of injury to or destruction of property of others arising directly or indirectly out of, or in connection with, the performance of work under this Contract. Included in such insurance will be contractual coverage sufficiently broad to ensure compliance with that provision titled "Indemnity" hereinafter. The Comprehensive General Liability Insurance will include as Additional Named Insureds the District and each of its officers, agents, and employees.

B. Workers' Compensation Insurance: The Contractor shall submit written evidence that it has obtained for the period of the Contract full Workers' Compensation Insurance coverage for all persons whom it employs or may employ in carrying out the work under this Contract. This insurance will be in strict accordance with the requirements of the most current and applicable State of Nevada laws, including any amended laws taking effect during the term of this Contract. The Contractor shall, before the commencement of the work herein, and on an annual

basis thereafter, furnish to the District a certificate of coverage in compliance with Nevada Workers' Compensation laws.

C. Automobile Liability: The Contractor shall submit written evidence that it has obtained full Business Auto insurance coverage. This insurance shall include protection against claims arising from death, bodily or personal injury, or damage to property resulting from actions, failures to act, operations, maintenance or use of equipment of the insured, or by its employees, agents or consultants, or by anyone directly or indirectly employed by the insured. The amount of insurance shall be not less than \$1,000,000 combined single limit per accident, including non-owned and hired, applying to bodily and personal injury and property damage.

XII. INDEMNITY

The Contractor shall hold harmless, indemnify, and defend the District and each of its officers and employees and agents from any and all liability claims, losses, or damages arising or alleged to arise from or during the performance of the work described herein, and specifically including any personal injury, property damage, or any other loss caused by or occurring as a result of Contractor's performance of the Contract; provided, however, that the District shall not be relieved hereby from non-immunized liability for damages resulting from District's own negligence or that of its employees.

Contractor is limited to the extent of Contractor's negligence not withstanding anything to the contrary in the contract. (Counsel to review. Committee redlined for removal).

XIII. PRESERVATION OF PROPERTY

The Contractor shall take all precautions necessary to prevent damage to all property and improvements, including above-ground and underground utilities, fire hydrants, trees, shrubbery, fences, signs, mailboxes, driveways, survey marks and monuments, buildings and structures, the District's property, adjacent property and any other improvements or facilities within or adjacent to the work. If such improvements or property are injured or damaged by reason of the Contractor's negligent operations, they shall be replaced and/or restored at the Contractor's expense, to a condition at least as good as the condition they were prior to the injury or damage. Roadway delineation/snow stakes shall be included in "District's property". When delineation is damaged beyond repair by contractor and new delineation has to be installed, the cost and responsibility to repair or replace the delineation will be the Contractor's sole responsibility.

On or before September 1, of each contract year, the Contractor shall notify District, in writing, of any observable hazards existing on the streets that could reasonably cause injury to its equipment. District will repair, eliminate, mitigate, or properly mark and

notify contractor of such hazards upon adequate notice. If District fails to repair, eliminate, or mitigate such hazards and causes damage to Contractor's equipment then District, at its own expense, will be responsible for such repairs in their entirety.

XIV. ACCIDENTS

The Contractor shall promptly report in writing to the District all known accidents arising out of, or in connection with, the performance of the work, giving full details and the names, addresses and statements of witnesses. In addition, if death or serious injury or serious damage occurs, the accident must be reported immediately to the District by telephone or messenger. If any claim is made by anyone against the Contractor or any subcontractor on account of any accident, the Contractor shall promptly report the facts in writing to the District, giving full details of the claim. "Promptly report" is defined as within one business day.

XV. MATERIALS AND EQUIPMENT

If the Contractor proposes to substitute materials or equipment from those specified, it shall first request approval from the District of the proposed substitutions. No substitutions may be made without prior written approval of the District.

XVI. RECORDS

The Contractor shall at all times maintain adequate books and records pertaining to work under the Contract and documenting work performed, hours worked, and quantities and costs of materials for sanding, de-icing and fuel. All records shall be available to District during regular business hours upon reasonable prior notice.

XVII. CONSIDERATION AND PAYMENT

Contractor shall be fully responsible for the prompt and full payment of all bills, wages and salaries including all taxes and insurance of its employees.

For its services, Contractor shall be paid an Annual Minimum Payment Guarantee of) Four Hundred Fifty Thousand Dollars and no cents (\$450,000.00) per plow season contracted with District beginning with the 2025-2026 Season, which shall be prorated to Three Hundred Fifty Thousand Dollars and no cents (\$350,000.00). The Annual Minimum Payment Guarantee shall continue for the **2026–2027** and **2027–2028** plow seasons.

The total compensation paid to Contractor for any single plow season shall be **capped at Six Hundred Thousand Dollars and no cents (\$600,000.00)**. Contractor's equipment hourly rates shall be subject to an **annual rate adjustment based on the Consumer Price Index (CPI)**, applied at the beginning of each plow season. (which CPI to be used?)

Upon reaching the seasonal compensation cap, any additional work authorized by the District shall be billed at **actual cost plus fifteen percent (15%)**, with such costs and the determination of overage documented and agreed upon at the time the cap is reached or exceeded.

Following the initial contract term, the District may, upon mutual written consent and continued satisfactory performance, extend this Contract for additional plow seasons, subject to the same terms and conditions unless otherwise amended in writing.

Contractor may submit invoices as soon as possible after a snow event, and at least once monthly by the 10th of the month for work performed the previous month. Payment under this Contract shall be made for each documented hour or partial hour of equipment used for snow removal, sanding and checking roads to determine if plowing/sanding is needed and shall be made for each load or partial load of sand/salt mix applied to roads. Partial hours shall be documented and paid for (1/4) hour increments. In support of billing Contractor shall supply time records showing date, operator name, general location of plowing and sanding, equipment used, hours of work, a measurement of sand/salt used and fuel invoices if a surcharge is included in the invoice.

Payment shall be made to contractor within fifteen days of receipt of an invoice, subject to verification by District of work performed.

De-icing or anti-icing materials, including salt/sand mix shall be paid for as used by the Contractor for the benefits of District and shall be billed at Contractor's documented cost for materials, hauling, mixing, loading, and storage. Records of total quantities and areas of application must be provided to the District with each pay request.

It is reasonably foreseeable that Contractor may be called upon by District to perform additional work for District's benefit which falls outside the scope of work identified in this Contract. Such services shall only be performed pursuant to a written direction by District and acceptance by Contractor. In such cases the following payment protocols will be observed and followed by the parties.

For out-of-scope work, Contractor may submit invoices immediately after the work is performed. Payment under this Contract shall be made for each documented hour or partial hour of equipment used for the out-of-scope tasks. Partial hours shall be documented and paid for in (1/ 4) quarter hour increments. In support of each billing, Contractor shall supply time records showing date, driver's name, general location of work performed, nature of the work performed, equipment used, hours of work, a measurement of materials used, if any, and fuel invoices if a fuel surcharge is permitted.

The Contractor shall accept the compensation as herein provided as the full payment for furnishing all superintendence, labor, materials, tools, equipment, and incidentals necessary to the completed work and for performing all work contemplated and embraced under the Contract; also for loss or damage arising from the nature of the work and for all risks of every description connected with the prosecution of the work; also for all expenses incurred in consequence of the suspension or discontinuance of the work as herein specified; and for executing the work according to the Contract documents. No compensation will be made in any case for loss of anticipated profits.

Payments Withheld: The District may withhold or, on account of subsequently discovered evidence, nullify the whole or part of any payment to such extent as may be necessary to protect itself from loss on account of:

1. Claims filed or reasonable evidence indicating probable filing of claims.
2. Failure of the Contractor to make payments properly to subcontractors, suppliers or employees or for material or labor.
3. Failure of the Contractor to repair damage to private property or in right-of-way.
4. Failure to maintain or repair required equipment to meet performance requirements.

XVIII. ISSUES WITH PRIVATE PROPERTY OWNERS AND THE GENERAL PUBLIC

All complaints of third parties on snow removal or sanding shall be directed to District first, which will immediately notify all potential claims to the Contractor in order for the Contractor to do its due diligence of inspection. District shall initially provide its determination as to whether the claim is or is not valid.

Contractor's employees shall not enter into discussions with the public, and shall instead refer such persons to the District's designated representative.

District and Contractor shall cooperate in the removal of vehicles from the right-of-way when they are impeding snow removal. Contractor shall first notify the Douglas County Sheriff and then notify the District representative of such impeding vehicles.

XIX. SNOW REMOVAL AND DE-ICING PROCEDURES

A: PROCEDURES

Contractor shall perform snow removal and sanding on designated streets maintained by the District and on private roads within District boundaries that are designated by the District.

1. Unless District notifies Contractor otherwise, plowing operations shall commence when snow reaches a depth of three (3) inches on the road at the intersection of North Benjamin and Kingsbury Grade. Sanding shall

begin as soon as surfaces on regularly-sanded streets have the potential to become slippery, as determined by the District.

2. Contractor shall ensure school bus routes are free of snow and apply de-icing materials prior to the normal travel time of school buses and, when conditions permit, by 7 a.m. if the snow is at or over three (3) inches deep.
3. De-icing ("sanding") shall be done on streets designated by the District before 7 a.m. and again early afternoon when streets are icy and at such other times as conditions warrant.
 - a) District shall designate Primary and Secondary Sanding Routes. Secondary sanding routes shall only be sanded with approval of the District Representative or designate. Areas not identified as Primary or Secondary shall only be sanded at the direction of the District Representative or designate. District reserves the right to reduce or expand the routes based on operational requirements.
 - b) Type "D" Sand meeting the Nevada Department of Transportation specification shall be exclusively used in the sand/salt mix applied to streets.
 - c) The District shall designate the application rate, width and symmetry of sand application.
 - d) The District shall communicate to the Contractor any changes in application rate from the calibrated rate of application as defined herein.
 - e) The District shall designate the width of spread pattern to use on each route unless this has been pre-arranged. In no case shall the spread pattern formed by the material extend beyond the traveled portion of the road.
4. Operators shall make best efforts to avoid covering or obstructing hydrants with plowing debris; and the Contractor shall cause the removal of any such debris as set forth above. Contractor shall assume responsibility for any snowplow damage to said fire hydrants and shall indemnify and hold District harmless for damages to said hydrants or any claim resulting from Contractor removing snow from said fire hydrants. District is initially responsible for hydrant marking compliant with local code.

5. Contractor is not responsible for removing snow from around hydrants that accumulates naturally during a snowstorm, provided the Contractor's operations did not contribute to the obstruction. In the event District engages Contractor to clear hydrants of naturally accumulated snow as determined by District staff, Contractor will do so as available, which snow removal will be billed on a time and material basis.
6. A rotary snow blower shall be used in such areas as are designated by District, with District authorization prior to each use.
7. District reserves the right to perform limited plowing (up 25% of the plowing work). If District plows, District shall coordinate its efforts with Contractor so that the work is not overlapped. Such coordination shall include but not be limited to a meeting with the Contractor to communicate specific streets that the District will plow, specific days and times that the District will take responsibility for plowing, and when the Contractor shall resume plowing and/or sanding responsibilities for those specific streets. Contractor shall not be liable for damage caused by District plowing efforts. District's supplemental plowing shall not affect the Contractor's payment. District to immediately notify contractor as to any damages District or its employees may cause due to District plowing
8. District will perform anti-icing operations within specific areas of the District. District shall coordinate such efforts with Contractor. Such coordination shall include but not be limited to a meeting with the Contractor to communicate specific streets that the District will perform anti-icing operations, specific days and times that the District Work will be performed, and when the Contractor shall resume anti-icing responsibilities for those specific streets. Contractor shall not be liable for damages resulting from District's anti-icing operations. Contractor shall be responsible for the overall safety of the roads at all times and has complete authority to do what is necessary to protect that safety and provide for the liability this statement requires.
9. When practical, loader and plow truck blades shall be turned away from driveways, intersections, and fire hydrants to reduce or eliminate berms. Intersection berms shall be cleared regularly during and immediately after a storm.

B: EXCESSIVE WINTER DE-ICING MATERIALS/ ABRASIVES USAGE

1. The District has determined the amount of winter de-icing

materials/abrasives required to complete each route based on normal rate of application and even coverage.

2. Contractor shall utilize best efforts to comply with District's determinations as to amounts of products mentioned in the previous paragraph, and will avoid excessive application of de-icing materials and abrasives. This is necessary for Lake Tahoe clarity concerns.
3. Should the winter de-icing material/abrasives usage as a function of distribution rate as measured by the spreader controls (+/-5%) not equal the actual volume of winter de-icing materials/abrasives used, the spreader will be deemed to be operating improperly or the load to have been spread incorrectly. If so, the Contractor shall immediately advise the District and shall do the following:
 - a. Should the Contractor have a spare spreader; the Contractor shall remove from service the out of calibration spreader. The Contractor shall make the spreader switch recognizing that time is of the essence. The District and Contractor shall agree on the time required to make the switch safely.
4. If the Contractor does not have a spare spreader, District may permit the Contractor to use the out of calibration spreader on the current winter event.
5. The out-of-calibration spreader shall be re-calibrated and available within twenty- four (24) hours or other agreed upon time frame.
6. The Contractor shall ensure that the actual volume of winter de-icing materials used is included in daily reports. This shall be reported in cubic yards.
7. Upon completion of an assigned route the Contractor shall return any unused winter de-icing materials to its place of origin and again shall ensure that the actual cubic yard volume of winter de-icing materials used is included on the daily reports.
8. The Contractor is aware that large or foreign objects may exist in the de-icing materials. The Contractor shall take such precautions to prevent

damage to its equipment and public from such objects. District will not be responsible for any damages from such objects loaded into the Contractor's spreaders.

XX. EQUIPMENT

A. MINIMUM EQUIPMENT REQUIRED

Contractor shall have in good working order for the performance of this Contract the following equipment. Substitutions may be made only with the approval of District and will be documented with an amendment to this Contract. Other equipment and hourly rates (if applicable) may be listed (will not be included in determining the rate for bidding) but could be made available by the Contractor for use under this Contract as approved by the District. Minimum equipment required, when not available during a snow event may be cause for a deduction of payment (at the rate specified in the bid) unless suitable substitution has been approved by the District.

1. Five (5) fully chained wheel loaders with 10 to 14-foot snow blades and/or plow with wings and a minimum of three (5) five - cubic yard buckets.
2. Two (2) large rotary snow blowers with minimal capacity each of 2500 tons per hour. And three (3) small rotary snow blowers with capacity of approximately 600 to 1000 tons per hour. Blowers may be loader-mounted.

Plowing/Sanding and Salting units as specified;

1. Three (3) Spreader trucks with 4x4 drive wheels chained with 3 cubic yard spreader box/ hopper.
2. One (1) Brining truck must have both pre-wetting and anti-icing capability and be equipped with a minimum liquid tank capacity of 300 gallons.
3. One (1) Foreman Support truck for fuel, chains, hoses and backup spreader. May include plow.

All snowplow units shall be equipped with variable speed spread control system capable of controlling the application rate of sand or the sand/salt

mixture.

Variable speed spread control devices shall be able to be calibrated to ensure consistent and uniform delivery of material to the road. It is preferred for the spread rate application settings to be controlled from inside the cab of the vehicle. All must be suitable to be fitted with GPS sensors for spreader on/off protocol.

Any plow trucks will be fitted with prescribed vehicle tracking system modules. Contractor is responsible for use, maintenance, and security of these tracking units. The GPS unit is connected to the electronic wiring harness system of the vehicle. Detailed information on the current system being used can be found at <http://www.networkfleet.com>. The District will pay the monthly monitoring charges. The District will allow the Contractor limited access to various functions within the software and to generate reports. Alternative tracking systems may be substituted upon agreement between District and Contractor.

Equipment not meeting the above requirements will be rejected. Within the provisions of this Contract and upon mutual agreement the Contractor may make equipment available to complete other District assignments which the Contractor is licensed and qualified to perform.

XXI. DE-ICING AND ANTI-ICING MATERIALS

- A. Contractor shall prepare and provide mixed sand and salt for de-icing at a ratio not to exceed 1 part salt to 3 parts Type "D" at Contractor's cost. Contractor shall provide covered storage for the sand/salt mixture and maintain moisture content at less than 2%. Alternatively, District, at its discretion, may provide and store mixed sand/salt for Contractor's use with appropriate notice.
- B. District may seek to explore de-icing and anti-icing alternatives during the term of the Contract and reserves the right to negotiate with Contractor the implementation of a different sanding/de-icing/anti-icing program which may include, among other things, pre-wetting of the sand/salt mix, use of different chemicals and a change in application rates or procedures. District reserves the right to bring the sanding component of the Contract in-house upon reasonable notification to Contractor with appropriate reduction in minimum rate payable to Contractor.
- C. QA/QC: Contractor shall allow the District to obtain samples of the sand/salt mix from spreaders to verify correct sand type and mix ratios.

XXII. STAGING YARD AND MATERIALS STORAGE

- A. Contractor must provide his own equipment staging and material storage area at Stateline, Nevada or at another nearby (within two miles of District boundaries) District-approved site. Contractor is required to operate and maintain the yard in compliance with applicable laws.
- B. Contractor may use the District's Operations Yard to stage equipment and material. Contractor shall operate and maintain the yard consistent with all applicable laws and ordinances. Contractor's use of the District Operations Yard shall not interfere with District's use thereof.

XXIII. DEFINITIONS

- A. SANDING means the application of de-icing abrasives by pre-wetting a sand and salt mixture as it is applied during and after storm events.
- B. ANTI-ICING means pre-wetting the road surface with 23% salt brine and/or salt before a storm event.
- C. DE-ICING means Application of 23% salt brine and salt after a storm event.

XXIV. SAND SPECIFICATIONS (SPEC. "D")

- A. Moisture content shall not be in excess of 5% of the weight of the material delivered.
- B. Durability Index or hardness must be greater than 75 per ASTM D4644 test. The loss by abrasion must be less than 33%.
- C. The content of material smaller than 100 mesh sieve must not exceed 4.0 percent fines by weight. The content of material smaller than 200 mesh sieve must not exceed 2.5 percent fines by weight. Phosphorus: The maximum phosphorus content shall be 10 parts per million or less.

<u>SIEVE SIZE</u>	<u>PERCENTAGE PASSING</u>
#4	93%-100%
#8	40%-80%
#16	15%-60%
#SO	0%-20%

#100	0%-4%
#200	0%-2.5%

"Percent Fines" means the percent material passing a specified sieve size as determined by the American Society for Testing Materials (AASHTO) "Standard Method for Sieve Analysis of Fine and Coarse Aggregates," designation 136-84a or AASHTO Designation T27.

"Durability Index" means the hardness of the material or its resistance to breaking down as defined by American Association of State Highway and Transportation Officials (AASHTO) T-210 or Caltrans Test 229.

"Loss by Abrasion" means the percent loss of weight as determined by using AASHTO "Standard Test Method for Resistance to Degradation of Small-Size Coarse Aggregate by Abrasion and impact in the Los Angeles Machine", Designation AASHTO T-96.

Manchester Ent. Inc.

Exhibit "B"

P.O. Box 2275, Stateline, NV 89449
NV Lic #17085A CA Lic #946920
(775) 588-2842

Bid Proposal

8/19/2025

KGID
P.O. Box 2220
Stateline, NV 89449

Estimate #

2074

Project: KGID 2025-2028

Description	Qty	Rate	Total
Exhibit B (Rates)			
We hereby propose to furnish the Labor, Equipment and Materials for the completion of 2025-2028 Snow Removal Contract:			
Require Equipment Listing - Type/Model/Capacity			
Hitachi Snow Blade / 5cyd (We have total of 10 Loaders)	1	225.00	225.00
Hitachi Snow Blade / 5cyd	1	225.00	225.00
Hitachi Snow Blade / 5cyd	1	225.00	225.00
Case 821 Snow Blade / 5cyd	1	225.00	225.00
Case 821 Snow Blade / 5cyd	1	225.00	225.00
Case 721 Snow Blade / 5cyd	1	225.00	225.00
Idaho Norland 500 ton Snowblower (We have total (4) this size	1	400.00	400.00
Michigan Loader Mount Ton per hour Snow Blower	1	400.00	400.00
Unimog 500 ton snowblower	1	400.00	400.00
Case 821 Loader Mount 500 Ton Snowblower	1	400.00	400.00
Bobcat Trackless Snowblower 250 Tons (we have (4) this size)	1	275.00	275.00
Mack 6Wheel Drive (7) cyd Sander Truck (3 Total)	1	200.00	200.00
Oshkosh 6Whl Drive (7cyd) Sander Truck (2) Total	1	200.00	200.00
International 6Whl Drive (7cyd) Sander Truck (2) Total	1	200.00	200.00
(6) Wheel Grader	1	250.00	250.00
Support Truck (1) ton with Blade/Foreman Total of (3)	1	150.00	150.00
Case 580L Backhoe Fully Chained	1	200.00	200.00
Season Guarantee to be rased to \$500,000 per year			
Salt/Sand Mixture TBD by Market Rates			
Acceptance _____	Total		\$4,425.00

Snow Removal Costs and Average Past 10 years

Year	Cost		Avg. Inches	Cost per Avg. Inch
24/25	\$405,905		162	\$ 2,510.75
23/24	\$411,458		266	\$ 1,546.83
22/23	\$1,257,774		465	\$ 2,704.89
21/22	\$318,856		252	\$ 1,263.63
20/21	\$211,239		189	\$ 1,115.70
19/20	\$231,231		232	\$ 998.12
18/19	\$451,843		387	\$ 1,167.55
17/18	\$250,000		242	\$ 1,034.48
16/17	\$684,713		420	\$ 1,630.27
15/16	\$420,610		292	\$ 1,438.80
Total	\$4,643,629		2907	\$ 15,411.02
Avg. yearly	\$464,362		290.7	\$ 1,541.10

Excluding 22/23

24/25	\$405,905
23/24	\$411,458
22/23	
21/22	\$318,856
20/21	\$211,239
19/20	\$231,231
18/19	\$451,843
17/18	\$250,000
16/17	\$684,713
15/16	\$420,610
Total	\$3,385,855
Avg. yearly	\$376,206.11

KINGSBURY GENERAL IMPROVEMENT DISTRICT AGENDA ITEM #11

TITLE: RECOGNITION OF SERVICE – TRUSTEE GREG FELTON

MEETING DATE: January 20, 2026

PREPARED BY: Derek Dornbrook, General Manager

RECOMMENDED ACTION: It is recommended that the Board of Trustees pass and adopt **Resolution 2026-01**, honoring Greg Felton and recognizing his distinguished service to the Kingsbury General Improvement District upon his retirement as a member of the Board of Trustees.

BACKGROUND INFORMATION: Greg Felton served as a member of the Board of Trustees for the Kingsbury General Improvement District from January 1, 2025, until his retirement on December 16, 2025. During his tenure, Mr. Felton served with distinction and consistently represented the interests of the Kingsbury community. His service was marked by a commitment to transparency, fiscal responsibility, and responsiveness to public concerns, leaving a positive and lasting impact on the District.

INCLUDED:

A. Resolution 2026-01

Fund impacted by the 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

RESOLUTION NO. 2026-01

**A RESOLUTION RECOGNIZING AND HONORING GREG FELTON FOR
DISTINGUISHED SERVICE TO THE KINGSBURY GENERAL IMPROVEMENT
DISTRICT**

WHEREAS,

Greg Felton has faithfully served as a member of the Kingsbury General Improvement District (KGID) Board of Trustees.

WHEREAS,

During his tenure, Trustee Felton provided thoughtful leadership and sound judgment in representing the residents and ratepayers of the District; and

WHEREAS,

His commitment to transparency, fiscal responsibility, and responsiveness to public concerns has strengthened community confidence in the District; and

WHEREAS,

Trustee Felton's professionalism, collaborative approach, and deep understanding of community issues have contributed to more effective governance and enhanced services to KGID customers; and

WHEREAS,

His service reflects a genuine concern for the welfare of the community and a standard of public service worthy of recognition.

NOW, THEREFORE, BE IT RESOLVED

That the Kingsbury General Improvement District Board of Trustees does hereby express its sincere appreciation to Greg Felton for his distinguished service, dedication, and contributions to the betterment of the District and the community it serves.

PASSED AND ADOPTED this ____ day of _____, 2026, by the Board of Trustees of the Kingsbury General Improvement District.

Attest:

Approved:

Derek Dornbrook

Ed Johns

General Manager

Chair, Board of Trustees



MEMORANDUM

TO: Derek Dornbrook, General Manager, Kingsbury GID
FROM: Travis Marshall, PE, Project Manager, DOWL
DATE: January 14, 2026
SUBJECT: Engineering Report for the Meeting of January 20, 2026

GENERAL

Assisted with General Service tasks requested and general correspondence.

PROJECTS

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

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

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

- Project Closeout expected to be completed January 2026 with final pay application and administrative items for retention release.
- The contractor is going to complete all remaining Substantial Completion checklist items with the Utility Superintendent.
- DOWL and Aspen performed a recount of all the installed water main and bid items onsite in December to finalize the total construction costs and final pay applications.

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

- Project on hold until further analysis and information known from Rate Study to determine if outside funding is required based on proposed Capital Improvement plan.
- Replacement of approximately 9,200 LF of water main with ductile iron for Maryanne, Barrett, and Panorama. Minor streets include Carol Cir, Drew Ct, and Vista Dr.

Task Order #67: 2025 Road Rehabilitation & Replacement Project

- DOWL has reviewed final documentation from the contractor and provided the contractor the retention payment paperwork for signatures.
- Project Closeout expected to be completed January 2026.

Task Order #70: Water & Sewer Utility Rate Analysis

- DOWL met with the General Manager early January to confirm starting funds and balances and reserve accounts that need to be considered. A follow up meeting is scheduled for 1/15 with KGID staff to discuss any rate adjustments or loans needed to fund operating and CIP costs.
- DOWL plans to meet with the General Manager to make any revisions or modifications to the CIP and will perform a revenue requirement analysis on projected expenses.
- DOWL will meet with the General Manager in a second client workshop meeting to review data and assumptions.

MEMORANDUM

- Workshop with the General Manager and GID Staff will include review of data and assumptions and a 5 – 10 year cash flow analysis and the results of the revenue requirement.

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

- PER will consolidate the multiple studies into a single comprehensive planning document that will follow the requirements for SRF and USDA-RD funding to provide the District options.
- DOWL is working with the Sewer Authority to discuss one of the alternatives with the DCLTSA Authority Manager and their Engineer.
- DOWL has put together the framework for the PER using the previous reports, identified data gaps, and revised the approach for discussion and review with the General Manager.
- DOWL to set up meeting with Stakeholders (Sewer Authority and TRPA) with the General Manager and KGID Staff to discuss project and provide input.

Task Order #72: Water Rights Support FY 2026

- DOWL to support KGID in water rights permitting efforts with the Nevada Division of Water Resources (NDWR).
- Efforts include extension of time applications for three permits, a potential change application for two permits for surface water rights to move point of diversion, and expand the use to the Districts current service area.
- DOWL has submitted for the permits, and is working with the General Manager on the 66195 permit due end of January.

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

- DOWL to support KGID in construction of a proposed steel structure for the shared vehicle storage with Tahoe Douglas Fire protection District.
- Per the Board Approval, the Scope for the project will be limited to Task 1 for the preliminary Cost Estimate and Figure. Subsequent tasks will be brought to the board for approval after review of costs and scope of project between DOWL and the General Manager.
- DOWL will submit the revised Task Order with the sub-consultant

MEMORANDUM

TO: Board of Trustees, Kingsbury General Improvement District

FROM: Derek Dornbrook, General Manager

DATE: January 20, 2026

SUBJECT: General Manager's Report

Snow Removal Operations:

Since the last Board meeting and over the holiday period, a significant portion of my time was dedicated to snow removal operations, including guiding and advising the new contractor, coordinating supplemental services to address coverage shortfalls, and responding to changing conditions. This effort also included reaching a mutual termination agreement with Lopez and working closely with the Snow Removal Contracts Committee to negotiate and finalize a contract for services with Manchester.

FY 2026–27 Budget Development & Rate Study Update:

Staff has initiated the FY 2026–27 budget development process and established a preliminary schedule consistent with prior years. Budget assumptions related to revenues, capital planning, and reserves will be informed by the District's ongoing rate study, which is **on track** and for which DOWL has provided initial findings through its engineering analysis, with Board presentation anticipated in February or March 2026. Staff has conducted initial model runs with DOWL, which confirm that maintaining the status quo—no rate adjustments while continuing planned projects—is not financially viable, as it would fully deplete reserves and result in a budget deficit within the next two years. As a result, staff is evaluating a combination of rate adjustments and potential financing options. Following the rate study and Board direction, staff will incorporate guidance into preparation of the proposed budget and return to the Board with a budget workshop in April. Staff also invites Board interest in participating in the next rate study workshop with staff and DOWL.

Annual Financial Disclosure:

Although I was hired as an employee and not elected or appointed to a board

position, the General Manager role is treated by the State as a covered position for financial disclosure purposes because of its responsibilities and authority. Since I served as General Manager during calendar year 2025, I am required to file an Annual Financial Disclosure (and any related filings, if applicable) through the State's Aurora system by the January 15, 2026 deadline. This is a routine requirement and is part of standard compliance for the position.

Communications & Public Outreach:

I've established KGID accounts on Facebook, Instagram, and Nextdoor to help improve communication with residents and make it easier to share updates and notices, and I'm working on increasing awareness and followers on those platforms. The District's Google Business profile was set up by a former employee and ownership has not yet been transferred. I'm not planning to use TikTok, but I am looking at whether Twitter (X) could serve as a simple, one-way notice tool. In addition, I am working on improving the KGID website to make it more informative and personable, including adding photos and information for Board members and staff.

Public Records Requests:

The District has formalized its public records request process by adding clear instructions to the KGID website under the *Customer Service* dropdown, accessible through the *Contact Us* page. Public records and document requests are now directed through a dedicated contact form, with guidance.

Water Pumps

Staff have indicated that the District's water pumps are aging and may require replacement in the near term. DOWL has noted that Resource Concepts Inc. may have previously completed background or evaluation work related to the pumps. Staff are currently working to locate and review any existing information so the District can accurately assess system condition, costs, and prioritize this critical infrastructure need.

Lead and Copper Rule Compliance:

I directed staff to complete the required annual customer notifications and state certification related to known or potential lead, galvanized requiring replacement, or unknown service lines in accordance with the Lead and Copper Rule Revisions. Staff completed the notifications and submitted the required documentation to the State by the applicable deadline, maintaining the District's compliance with federal and state requirements.

Risk and Resilience Assessment (RRA) and Emergency Response Plan (ERP):

The District received notification from the EPA regarding upcoming certification requirements under the America's Water Infrastructure Act (AWIA) for the Risk and Resilience Assessment (RRA) and Emergency Response Plan (ERP). In reviewing District records, staff were unable to locate a completed RRA, and the ERP on file was last completed in 2003. I will be overseeing the completion of both the RRA and an updated ERP to ensure compliance with EPA certification deadlines of June 30, 2026, and December 31, 2026, respectively.

510 Laurel Lane Property Sale:

District counsel has advised that due to existing workload and a trial schedule, substantive work on the Laurel Lane purchase agreement will resume after mid-January, with February remaining the target timeframe for bringing an agreement forward. Counsel has retained the board packet materials and has requested confirmation of the design and key terms previously discussed for inclusion in the draft agreement. Staff will coordinate with counsel to confirm those terms and keep the Board informed as the agreement development progresses.

IT Services Transition:

Techtastic has completed the onboarding process and is now actively addressing several outstanding IT issues, including ensuring appropriate administrative access for KGID staff. I now have remote access to my desktop, which improves continuity and after-hours availability. Additional remote setup and system configuration items are still being worked through as part of the transition.

Pool Pact Training

I will be participating in several POOL/PACT training courses that board members are also registered to attend, including Open Meeting Law, Ethics in Nevada Government, and Robert's Rules of Order. These courses are designed to strengthen compliance with statutory requirements and support effective governance and board–staff interactions. All trainings are offered online, with applicable courses scheduled for completion by February 8, 2026.

Goals for 2026:

- **Rate Study:** March
- **Market Street** Lift Station Replacement: February
- KGID – TDFPD shared **Vehicle Storage Facility**
- Develop analytics for measuring system water loss and perform monthly **performance reports** – establish target benchmarks to systematically reduce water losses beyond water main replacements currently underway – this also justifies rate adjustments
- **Leak detection** program
- **Water Master Plan** for 2026 and beyond
- **Organizational Review** – determine optimal staffing levels and make recommendations for appropriate changes, address staff shortages through potential reorganization – other staff strategies
- **Staff career development**
- **Customer Satisfaction Survey**
- **Desk Manual**
- **Monthly newsletter**
- **Emergency back-up power** for the office
- **AI Development and Implementation:** Research emerging AI tools and assess whether they could support more efficient District operations.



AGREEMENT

This Agreement is entered into and is effective this 8th day of January, 2026, by and between the Kingsbury General Improvement District (District), a political subdivision of the State of Nevada, and Lopez Home Enterprises LLC, dba Lopez Snow Removal, a Nevada limited liability company (Contractor), and is based upon the following facts and circumstances:

RECITALS

Whereas, District and Contractor entered into that certain Snow Removal Contract (SRC) on 30 September 2025 following a competitive award process; and

Whereas, both parties have partly performed their obligations under the SRC; and

Whereas, the term of the SRC was to be 1 October 2025 through 30 September 2028; and

Whereas, Contractor has performed no out-of-scope work for which it is entitled to compensation from District under the SRC; and

Whereas, on January 7, 2026, the District's board of trustees considered and approved this Agreement during a duly noticed meeting of the board, which Contractor was invited to attend; and

Whereas, District and Contractor each agree that the best interests of the District, the residents of the District and of Contractor would be served by the immediate termination of the SRC.

Now, therefor, the parties do hereby agree as follows:

WITNESSETH

1. The foregoing recitals are hereby incorporated as though set forth in full at this point.

2. Effective upon the complete execution of this Agreement the SRC shall be fully terminated, and each party's rights and obligations as set forth therein shall terminate, except as set forth herein. The Effective date is shown above; the Termination date and the Effective date shall be the same date.
3. Pursuant to informal interim agreement, Contractor's last day of work for District under the SRC was December 31, 2025.
4. District has paid Contractor all amounts to which Contractor is entitled under the SRC. Contractor agrees and confirms that District's financial obligations to Contractor under the SRC are satisfied. The Contractor does not owe District any refund or any payment for any costs incurred by District.
5. Contractor shall remain responsible for property damages caused to District or other public or private property prior to the December 31, 2025 and shall indemnify, defend and hold District harmless therefrom. This provision shall survive the termination of the SRC.
6. As of the Termination date, neither party is aware of any damage to any property, public or private, caused by Contractor under the SRC. District shall have through and including January 21st, 2026, to identify any such damage and to make demand to Contractor therefore. Any damage discovered after the termination date up to and including January 21, 2026 that is reasonably attributable to snow removal activities performed by Contractor prior to December 31, 2025 shall be deemed damage caused by Contractor for purposes of this Agreement.
7. District shall release all bonds posted by Contractor in District's favor. Contractor shall provide any forms or items necessary to allow District to do so.
8. Contractor shall remove any and all equipment, parts, materials and other personal property from District's operations yard or other District locations within ten (10) days of the Termination date. Any items remaining upon District property shall thereafter be deemed abandoned by Contractor.
9. District and Contractor both agree that with termination of the SRC neither party has any existing or continuing obligations to the other except as provided herein. Neither party will claim, assert, file or prosecute any action or claim against the other for damages of any type of kind which they may have otherwise had under the terms of the SRC except as provided herein.
10. The District hereby releases Contractor from any and all claims, demands, actions, or causes of action, whether sounding in contract, tort, or otherwise, known or unknown, which the District has or may have arising out of or relating to the Snow Removal Contract, except as expressly provided in this Agreement, including but not

limited to Contractor's obligations under Sections 5 and 6 of this Agreement. Nothing in this Section shall be construed to require the District to defend or indemnify Contractor.

11. Upon execution of this Agreement, District and Contractor, on their own behalf, and on behalf of their grantees, agents, representatives, heirs, devisees, trustees, assigns, assignors, attorneys, and or any other entities in which the Parties have an interest (collectively, the "Releasing Parties"), hereby agree to and do release and forever discharge the other Party and their past and present agents, attorneys, successors, heirs, and predecessors and successors in interest, (collectively, the "Released Parties") from all liabilities, causes of action, charges, complaints, suits, claims, obligations, costs, losses, damages, rights, judgments, attorneys' fees, expenses, bonds, bills, penalties, fines, and all other legal responsibilities of any form whatsoever, whether known or unknown, whether presently existing or arising in the future, whether suspected or unsuspected, whether fixed or contingent, including those arising under any theory of law, whether common, constitutional, statutory, or of any other jurisdiction, foreign or domestic, whether in law or in equity, which the Releasing Parties had or may claim to have against any of them. The Releasing Parties hereby acknowledge and agree that, except as to the obligations, terms and conditions expressly set forth in this Agreement, the Released Parties have no other liabilities or obligations, of any kind or nature, owed to the Releasing Parties, in connection with or relating to the Released Claims or otherwise.
12. This Agreement has been crafted primarily by District's legal counsel. Contractor has had meaningful opportunity to review this Agreement prior to execution.
13. In the event of any disputes regarding this Agreement, the parties agree to first attempt to resolve such disputes through mediation, and if mediation is unsuccessful, to file and pursue such disputes exclusively in the Ninth Judicial District Court in Douglas County, Nevada, for resolution.
14. Each party shall remain solely responsible for its own costs and expenses related to this Agreement, including but not limited to attorney's fees. In the event of any

dispute related to this Agreement, the prevailing party will be entitled to receive, through court award, its reasonable attorney's fees, costs and litigation expenses.

15. The unenforceability, invalidity, or illegality of any provision of this Agreement shall not render the remaining provisions unenforceable, invalid or illegal, and the remaining provisions shall not in any way be affected.

Kingsbury General Improvement District

By: 
Derek Dornbrook, General Manager

Lopez Home Enterprises LLC,
dba Lopez Snow Removal

Signed by: 
By:  1/8/2026
Jaime Lopez, Managing Member

ATTEST:

By: 
District Clerk

Memo to: Board of Trustees

From: Byran Moss, Utilities Operations Superintendent

Subject: Operations report for the meeting of January 20, 2026

Working on daily operations.

Completed the Lead and Galvanized Water Service Line Report for Nevada Department of Environmental protection.

State reports.

Made arrangements to have the axle seals and rear brakes replaced on the 1990 Ford F-350.

Ordered quotes to repair hydraulic leaks on the Case Loader.

Ordered quotes to have the Caterpillar skid steer serviced.

Connection permits.

Ordered replacement meter registers.

Water crew: 1. Working on annual small equipment maintenance.

2. Snow removal at all Kingsbury G.I.D. properties.

3. Made arrangements to have a technician repair the problems with the VFD on Raw Water Pump #3.

4. Replaced the CSM11 Solenoid Control on pump #2 at station #5.

5. Completed Annual IOC and VOC Water samples.

6. Completed the Lead and Galvanized water service line report for Nevada Department of Environmental Protection.

7. Working on quarterly water system pressure checks.

Road Crew: 1. Snow removal at all Kingsbury G.I.D. properties.

2. Fastened down a sewer manhole cover near 323 Tramway Drive.

3. Cleared Storm drains in the district.

4. Working on small equipment maintenance.

Administrative and H.R. Supervisor Manager's Report

Date: January 20, 2026

1. Springbrook Transition

We are in the process of transitioning to Springbrook as our one-stop shop platform. This transition includes staff training and constituent support to assist with the move to the new Express Pay option. As part of the implementation, all existing payment information will be cleared, requiring constituents to re-enter their payment details.

2. Insurance Renewal

The NPAIP (Nevada Public Agency Insurance Pool) 2026 renewal application has been completed and submitted to Warren Reed Insurance for underwriter review to ensure continued coverage.

3. General Operations

Since the holiday period, a significant portion of time has been dedicated to addressing daily operational issues as they arise, requiring ongoing prioritization and responsiveness.

4. Staffing Updates

- Interviews were scheduled for the water position; however, no external candidates have progressed at this time.
- A current street maintenance crew member who previously applied for the water operations position will be transitioning into that role while working toward obtaining the required certifications.
- The district is actively recruiting for a certified water operator and will also need to fill the street maintenance position created by this transition.

5. Compensation Review

Work was initiated on developing a five-step level salary table for KGID. This project has been temporarily paused to address higher-priority operational and legal matters.

6. Legal Matters

Considerable time has been spent compiling and recovering discovery materials for legal counsel representing KGID in the Manchester/F&B lawsuit related to the fire hydrant incident that occurred in March 2024. A deposition is scheduled, and detailed testimony will be required regarding this matter.

7. Labor Relations

A union negotiation meeting with the district's negotiation attorney and the union representative is scheduled for **February 24, 2026**

8. Safety Recognition

January is recognized with a pizza party in celebration of having no on-the-job injuries.

9. Monthly Metrics

Service Requests Completed (December):	2025 – 17 (\$626.88 income)
	2024 – 90 (\$400.00 income *new meters)

Hours Worked (December-Hourly Employees):	2025 - 1288 hours (9 employees)
	2024 – 1447 hours (8 employees)

Outstanding Liens:

- 759 Boulder Court, Q — \$94,320 (Tax Lien)
- 495 Tramway #12 — \$95,783.68 (Tax Lien)
- 165 Irwin A&B — \$66,511 (Lien) maybe it's time for a tax lien?