



**KINGSBURY GENERAL IMPROVEMENT DISTRICT BOARD OF TRUSTEES  
MEETING NOTICE AND PUBLIC HEARING AGENDA  
TUESDAY, JANUARY 25, 2022**

A meeting of the Kingsbury General Improvement District Board of Trustees will be held on Tuesday January 25, 2022, at Kingsbury G.I.D. office, 255 Kingsbury Grade, Stateline, NV, 89449, beginning at 5:00 p.m. The agenda and supporting material may be found on Kingsbury G.I.D. website (KGID.org), under the meetings tab. Copies of the agenda were also posted at the following locations at least 3 business days prior to the meeting day: Kingsbury G.I.D. Office, Stateline Post Office, Zephyr Cove Post Office, and the Douglas County Administration Building at Lake Tahoe.

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

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

Meeting ID:

<https://us02web.zoom.us/j/7755883548?pwd=RmdxdElhNE5wbWY5NHk2ajFzR01tQT09>

Meeting ID: 775 588 3548

Password: 5883548

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#### **MISSION STATEMENT**

Our skilled employees, management staff, and Board of Trustees, working as a team, are committed to provide water and sewer service, and maintain roads and drainage systems in an efficient, courteous, and accountable manner, for the long-term benefit of our customers, in accordance with standards set for public health, safety and the environment.

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**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 KGID by calling 775-588-3548 at least one day in advance of the meeting.

## AGENDA

5:00 P.M.

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

**Notice: ALL MATTERS ON THE BOARD AGENDA ARE SCHEDULED WITH POSSIBLE BOARD ACTION.**

4. **Public Comment**  
(NO ACTION) This is the public's opportunity to speak on any topic pertinent to the district and not listed on this agenda, or to speak on those items appearing on the Consent Calendar. Public comment will also be invited during the Board's consideration of each action item, and before action is taken. Please limit your comments to three minutes or less. Nevada Open Meeting Law prohibits action on items not listed on the agenda.
5. **Approval of Agenda: For Possible Action:** Items on the agenda may be taken out of order; two or more agenda items may be combined for consideration; and items may be removed from the agenda or discussion relating thereto delayed at any time.
6. **Approval of Minutes: For Possible Action:** Approval of the minutes for the Board of Trustees meeting held on December 21, 2021.
7. **Approval of Consent Calendar: For Possible Action:**  
  
Items on the Consent Calendar will be approved without discussion unless the item is specifically "brought forward" for discussion.
  - A. **For Possible Action:** Approval of the List of Claims
  - B. **For Possible Action:** Approval Task Order Number 53 – Amendment Number Two for Engineering Services of 2021 Water and Road Improvement Project
  - C. **For Possible Action:** Approval of Task Order Number 58 –Engineering Services of 2022 Roadway Sealing Project

## NEW BUSINESS

8. **For Information and Possible Action:** Organization of the Board of Trustees and the Election of Officers
9. **For Information and Possible Action:** Presentation of NDOT Plans and Projects
10. **For Information and Possible Action:** Recognition and memorial of Robert (Bob) Cook
11. **For Information and Possible Action:** District Merit Compensation Plan
12. **For Information and Possible Action:** Surplus vehicle disposal
13. **For Information and Possible Action:** Addendum to the General Manager Contract
14. **For Information and Possible Action:** Revised 2022 Board Meeting Schedule

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

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

**MINUTES OF THE REGULAR MEETING OF THE  
KINGSBURY GENERAL IMPROVEMENT DISTRICT BOARD OF TRUSTEES  
TUESDAY, DECEMBER 21, 2021**

**CALL TO ORDER** - The meeting was called to order at the Kingsbury General Improvement District office located at 255 Kingsbury Grade, Stateline, Nevada at 5:03 pm by Jodie Nelson.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL** – In attendance were Trustees Vogt, Nelson and Yanish. Trustee Parks arrived at 5:15. Yanish left the meeting at 5:15 and returned at 5:30. Also present were General Manager Mitch Dion, Operations Superintendent Brandon Garden, Human Resource and Administration Supervisor Judy Brewer, and General Counsel Chuck Zumpft. Public present included Tiffany Williamson of EideBailly and district resident Larry Schussell.

**PUBLIC COMMENT** – Larry Schussell of 367 Terrace View Drive reported on the situation near his property. He noted that a new pump has been installed and he has been shoveling the drains. He requested that this project should be made a priority from grant funds in future budget. He also stated he is opposed the Tahoe Keys proposed use of herbicides and suggested KGID take action regarding this proposal. Dion acknowledged his comments also expressing concerns about the proposal and explained KGID's engagement and continued monitoring of the issue.

**APPROVAL OF AGENDA** –

**M-12/21/2021-1** - Motion by Vogt, seconded by Nelson, and unanimously passed to approve the agenda.

**APPROVAL OF MINUTES** –

**M-12/21/2021-2** - Motion by Vogt, seconded by Nelson, and unanimously passed to approve the Special Meeting Minutes dated October 21, 2021, Regular Meeting Minutes dated November 16, 2021, and Special Meeting Minutes dated November 18, 2021.

**APPROVAL OF CONSENT CALENDAR** –

**M-12/21/2021-3** - Motion by Yanish, seconded by Vogt, and unanimously passed to approve the Consent Calendar Item A: List of Claims in the amount of \$509,326.25 as represented by check numbers 60985 through 61095.

**NEW BUSINESS**

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

**FOR POSSIBLE ACTION:**

**PRESENTATION OF AUDITED FINANCIAL STATEMENTS AND AUDITOR'S REPORT FOR THE FISCAL YEAR ENDED JUNE 30, 2021; POSSIBLE ACTION TO ACCEPT THE FINANCIAL STATEMENTS AND AUDITOR'S REPORT:** Tiffany Williamson of EideBailly presented the Financial Statements and Auditor's Report. She noted the change to unrestricted funds for the Water Fund and the new requirement in 2021 to include lease accounting. She reviewed the report attachments. She noted there are two material weaknesses regarding and adjustment for unavailable grant revenue posted as a receivable and the restatement of this item. She noted the Auditor's letter dated November 19, 2021 to the Board that discusses the audit, significant accounting policies, disclosures, and adjustments made as a result of the audit procedures.

Trustee Parks arrived during Williamson's report.

Nelson noted that the balances at US Bank exceed \$250K and she suggested splitting the accounts between banks for insurance coverage. She discussed control recommendations, net materiality, allocation of property rentals, audit requirements and upcoming lease accounting for grants with Williamson.

Yanish temporarily exited the meeting.

**M-12/21/2021-4** - Motion by Vogt, seconded by Parks, and passed to accept the Financial Statements and Auditor's Report for the Fiscal Year Ended June 30, 2021.

**CORRECTION OF THE GENERAL MANAGER CONTRACT:** Brewer provided written report. Brewer stated that the salary noted in the contract should be adjusted to offset the contributions which were being paid for by Dion verse the district. Based upon the Pers rules, the provision for the district to pay Dion's retirement contributions was not possible and the salary adjustment was a zero-sum difference for the district but was consistent with the contractual obligation and NRS. Dion explained that PERS advised the district that the contract stipulation for the district to pay on behalf of the employee does not comply with NRS. In order for the district to compensate for the employee's share of retirement, the salary has to be adjusted. He explained that base salary gets reduced by 15% for Pers. Therefore, he has been paying the portion of retirement which the district should be paying. He indicated that they had been trying to resolve this issue with Pers since his first weeks of employment and this was the resolution recommended by Pers.

Vogt stated that any changes to the contract should be approached cautiously noting conflicts with the previous General Manager's contract, but she supports his request.

Nelson requested a copy of the PERS requirement and the contract. Vogt agreed.

Dion suggested a motion to the continue the item to next meeting.

Parks stated her dissatisfaction to the approved contract being unacceptable to PERS. Zumpft stated it is unknown why PERS would not accept the format which was previously accepted for the previous General Manager.

Yanish questioned if there is a compliance issue regarding payment to the employee or PERS if this is not resolved. Zumpft confirmed that Dion is currently making required payments and there is no compliance issue with PERS.

Nelson requested the employment agreement and PERS information for review.

**M-12/21/2021-5** - Motion by Nelson, seconded by Parks, and unanimously passed to table the correction of the General Manager's Contract to the next meeting or a special meeting if appropriate.

Vogt noted the large sum paid over 5 months. Nelson offered for a Special Meeting to address this item which Dion confirmed isn't necessary.

**BOARD REPORTS** – None.

**STAFF REPORTS** -

**GENERAL MANAGER'S REPORT** – Dion explained they are monitoring the weather along with infrastructure funding for specific target areas. Garden was successful with the grant funding request for the additional sweeper. They will request approval of the Board for disposal of other vehicles in the February meeting.

Dion stated the water break on Donna over Thanksgiving was due to an old steel pipe and would be included in an upcoming request to expand the Water Line replacement project to remedy this problem. He noted the water analysis for Terrace View is conclusive that it is a groundwater issue and details were included in his report.

He provided an update on the infrastructure proposal being publicized and explained that Water Work Force Development may be an opportunity as funds for training seem to be a priority. Rural Water and others are planning to expand training and possibly include administrative needs too. He provided an update regarding the Lakeside Casino demolition.

**UTILITY OPERATIONS SUPERINTENDENT'S REPORT** – Garden addressed the recent water breaks and related smaller leaks in addition to the upcoming project to correct these issues. Dion noted that prior modifications and the age of the steel pipes are some of the contributing factors. A fair amount of the district includes steel pipe.

Garden added they are addressing ice issues in gutters along with pre-treatment for the upcoming storm. Garden confirmed there were minimal complaints regarding the snow removal during the last storm. Upon inspection, he was satisfied with the recent plowing conditions. Parks stated her dissatisfaction with the snow removal on her street. Garden explained the process and preparedness for the upcoming storm.

**ADMINISTRATIVE AND HUMAN RESOURCES REPORT** – Nelson noted the logistics challenges of employees at the office due to Covid. Dion confirmed they have a plan and are working through it.

**ATTORNEY'S REPORT** – Zumpft noted he recently completed review of the documents and maps regarding the retaining wall maintenance and is working with Dion and Garden to move forward with the County.

**ENGINEER'S REPORT** – Dion offered to answer questions in Van Dyne's absence; there were none.

**CORRESPONDENCE** – Dion explained the situation regarding the two meters that were mixed up when installed during the meter project. The policy is to review accounting over a 3-year period. He explained that the usage of this property was significantly higher over this past summer, particularly during the fire. He elaborated regarding his conversation with the customer who was requesting the entire bill be deleted and explained that she has opted to approach the board. No additional action was requested.

### **UNFINISHED BUSINESS**

**FINAL PUBLIC COMMENT** – Parks and Nelson suggested moving the December 2022 meeting to earlier in the month. Parks requested an update on the purchase of 255 Kingsbury Grade. Dion explained that the offer has been accepted placing the district in second position and the first buyer is going through a County Conditional Use Permit process and have ordered an appraisal.

### **ADJOURNMENT**

**M-12/21/2021-6** - Motion by Vogt, seconded by Nelson, and unanimously passed to adjourn the meeting at 6:18 p.m.

Respectfully submitted,

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Jodie Nelson, Trustee

Attest:

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Darya Vogt, Secretary

**KINGSBURY GENERAL IMPROVEMENT DISTRICT**  
Check/Voucher Register - LIST OF CLAIMS  
From 12/18/2021 Through 1/21/2022

Check Number	Check Date	Payee	Transaction Description	Check Amount
61096	12/21/2021	JODIE NELSON	Employee: NELSON; Pay Date: 12/21/2021	640.57
61097	12/21/2021	SANDRA D. PARKS	Employee: PARKS; Pay Date: 12/21/2021	600.57
61098	12/21/2021	CRAIG B. SCHORR	Employee: SCHORR; Pay Date: 12/21/2021	640.57
61099	12/21/2021	DARYA J. VOGT	Employee: VOGT; Pay Date: 12/21/2021	500.27
61100	12/21/2021	NATALIE YANISH	Employee: YANISH; Pay Date: 12/21/2021	640.57
61101	12/21/2021	ABILA	ANNUAL MIP CLOUD USERS & SUBSCRIPTION 2/1/22 - 1/31/23	2,987.27
61102	12/21/2021	AIRGAS USA, LLC	NITROGEN LIQ FG 265 LTRS 350 PSI	330.33
61102	12/21/2021	AIRGAS USA, LLC	RENT LIQUID IND LG 190-300 LT NITRO, CYL RENTAL	290.90
61103	12/21/2021	AXELSON IRON SHOP	CHIMNEY ROCK STORMDRAIN GRATE	1,424.63
61104	12/21/2021	BING MATERIALS	ASPHALT SPOILS FROM VARIOUS WATER LEAKS	40.63
61104	12/21/2021	BING MATERIALS	ROAD CONCRETE SPOILS & ASPHALT SPOILS	64.57
61104	12/21/2021	BING MATERIALS	TYPE 2 CLASS B AGG B QTY. 42.07	315.53
61105	12/21/2021	BYRAN MOSS	REIMBURSE WATER TREATMENT 2 RENEWAL	50.00
61106	12/21/2021	CASHMAN EQUIPMENT	GALAXY GENERATOR REPAIRS	3,915.92
61106	12/21/2021	CASHMAN EQUIPMENT	LAMP GP-BASI FOR SKID STEER	148.17
61106	12/21/2021	CASHMAN EQUIPMENT	MARKET ST RADIATOR REPAIR	5,404.32
61107	12/21/2021	EMPLOYERS PREFERRED INS. CO.	WORKERS COMPENSATION INSTALLMENT 07	1,189.90
61108	12/21/2021	FARR WEST ENGINEERING	ENGINEERING SERVICES 2021 PAVER PROJECT UPDATE	2,618.00
61108	12/21/2021	FARR WEST ENGINEERING	ENGINEERING SERVICES SEWER PER	428.00
61108	12/21/2021	FARR WEST ENGINEERING	ENGINEERING SERVICES FY 2022 GIS SERVICES	2,090.00
61109	12/21/2021	FLYERS ENERGY LLC	FUEL DIESEL 63.1 GAL REGULAR 172.2 GAL	1,061.83
61110	12/21/2021	FRONTIER COMMUNICATIONS	775-150-0119-103174-5 EASY	50.83
61110	12/21/2021	FRONTIER COMMUNICATIONS	775-150-0120-092376-5 DCLTSA	50.83
61110	12/21/2021	FRONTIER COMMUNICATIONS	775-588-2401-060791-5 PALISADES	40.56
61110	12/21/2021	FRONTIER COMMUNICATIONS	775-588-2410-111700-5 EASY	67.64
61110	12/21/2021	FRONTIER COMMUNICATIONS	775-588-2419-091195-5 PALISADES	66.35

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61110	12/21/2021	FRONTIER COMMUNICATIONS	775-588-2705-042476-5 TERRACE VIEW	263.41
61110	12/21/2021	FRONTIER COMMUNICATIONS	775-588-4482-052798-5 MARKET	51.51
61110	12/21/2021	FRONTIER COMMUNICATIONS	775-588-7495-061182-5 MARKET SEWER	42.82
61110	12/21/2021	FRONTIER COMMUNICATIONS	775-588-8311-081082-5 GALAXY	57.20
61110	12/21/2021	FRONTIER COMMUNICATIONS	775-588-8471-100215-5 STATION 1	145.37
61111	12/21/2021	HANNA BERNARD	WEBSITE WORK 11/10 TO 12/13/21	162.50
61112	12/21/2021	AUSTIN HICKMAN	REIMBURSE FOR INSULATED COVERALL RECEIPT CAL RANCH STORES	77.46
61113	12/21/2021	HVAC HOME TUNE UP AND REPAIR	SERVICE CALL 298 KINGSBURY GRADE #A1 NO HEAT	311.60
61114	12/21/2021	KINGSBURY AUTOMOTIVE	TRUCK #28 LUBE, OIL & FILTER	75.82
61115	12/21/2021	MENEGON'S HARDWARE & HOUSEWARE	INTERTIE BLOCK HEATER GROUNDING CONNECTOR & PLUG AMORED VYNL	15.98
61115	12/21/2021	MENEGON'S HARDWARE & HOUSEWARE	OFFICE BATTERY GATE REMOTE	5.99
61115	12/21/2021	MENEGON'S HARDWARE & HOUSEWARE	RETURN GROUNDING CONNECTOR 20A & PLUG AMORED VYNL 20A	(15.98)
61115	12/21/2021	MENEGON'S HARDWARE & HOUSEWARE	STATION 1 BIRD SPIKE, ALL PURP SPRAYER, HOOK COMMAND LG WIRE	36.95
61116	12/21/2021	MESTMAKER INSURANCE/STANDARD	LIFE INSURANCE MOSS 1/1/22	17.48
61117	12/21/2021	MINDEN LAWYERS, LLC	LEGAL FEES 11/30/21	4,001.50
61118	12/21/2021	NELS TAHOE HARDWARE	3X5 STDCTRL 15YR FABRIC	14.13
61119	12/21/2021	NEVADA PUBLIC AGENCY INSURANCE	MAIN LINE CLOGGED 104 MEADOW DRIVE 2018	140.00
61120	12/21/2021	OFFICE DEPOT, INC.	COPY PAPER	69.98
61121	12/21/2021	PACIFIC OFFICE AUTOMATION	ACCT. 3691777720 COPIER LEASE	216.91
61122	12/21/2021	CASH	REIMBURSE PETTY CASH ACCOUNT 7/1/21 TO 12/31/21	270.76
61123	12/21/2021	LINDE GAS & EQUIPMENT INC.	ACCT. 71572887 CYLINDER RENT INDUSTRIAL ACETYLENE	117.72
61124	12/21/2021	SIERRA ENVIRONMENTAL MONITORIN	COLIFORMS-P/A & COLIFORMS-QT	175.00
61124	12/21/2021	SIERRA ENVIRONMENTAL MONITORIN	COLIFORMS-QT	100.00
61124	12/21/2021	SIERRA ENVIRONMENTAL MONITORIN	COLIFORMS-P/A & COLIFORMS-QT	100.00



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61125	12/21/2021	SOUTH TAHOE REFUSE	ACCT. 12276400 801 KINGSBURY GRADE SERVICE 11/4/21	63.10
61125	12/21/2021	SOUTH TAHOE REFUSE	ACCT. 13186400 160 PINERIDGE DR. & 298 KINGSBURY	378.60
61126	12/21/2021	SOUTHWEST GAS CORPORATION	910000561117 698 KINGSBURY GRADE	91.07
61126	12/21/2021	SOUTHWEST GAS CORPORATION	910000561180 5 KIMBERLY BROOK PUMP	74.35
61126	12/21/2021	SOUTHWEST GAS CORPORATION	910000561274 4 ANDRIA (384) PUMP	91.07
61126	12/21/2021	SOUTHWEST GAS CORPORATION	910000561387 2 TERRACE VIEW PUMP	176.65
61126	12/21/2021	SOUTHWEST GAS CORPORATION	910000799713 160 PINERIDGE 1	48.84
61126	12/21/2021	SOUTHWEST GAS CORPORATION	910000799714 160 PINERIDGE 2	134.70
61126	12/21/2021	SOUTHWEST GAS CORPORATION	910000799715 160 PINERIDGE 4-6	175.17
61126	12/21/2021	SOUTHWEST GAS CORPORATION	910000799716 298 KINGSBURY	83.39
61126	12/21/2021	SOUTHWEST GAS CORPORATION	910000799717 298 KINGSBURY UP	33.03
61126	12/21/2021	SOUTHWEST GAS CORPORATION	910000799718 298 KINGSBURY DOWN	264.74
61126	12/21/2021	SOUTHWEST GAS CORPORATION	ACCT 910000322763 BUCHANAN PUMP	51.73
61127	12/21/2021	SPRINGBROOK SOFTWARE COMPANY	CIVIC PAY 1204, ONLINE SUBSCRIPTION	1,329.00
61128	12/21/2021	SPRINGBROOK NATIONAL USER GROU	SPRINGBROOK USER GROUP ANNUAL MEMBER FEES	100.00
61129	12/21/2021	PUBLIC EMPLOYEES BENEFIT PROG	ACCT. 360 MEDICAL INSURANCE BREWER, GARDEN, & MOSS	4,666.41
61129	12/21/2021	PUBLIC EMPLOYEES BENEFIT PROG	ACCT. 941 MEDICAL INS. MCKAY, ROHR, RUNTZEL, SCHRAUBEN, VOSB	1,558.67
61130	12/21/2021	SUMMIT FIRE & SECURITY	ANNUAL CO2 EXTINGUISHER TEST & SERVICE ALL SATATIONS	1,697.50
61131	12/21/2021	SUMMIT PLUMBING LLC	A/C POWER OUTAGE EASY ST & PALISADES, DUG OUT SNOW ALL STATI	1,035.00
61132	12/21/2021	TAHOE BASIN CONTAINER	ACCT. 54345000 801 KINGSBURY GRADE BEAR PROOF RENTAL	30.00
61132	12/21/2021	TAHOE BASIN CONTAINER	ACCT. 54591700 160 PINERIDGE DR/ 298 KINGSBURY BEAR PROOF RE	32.50
61133	12/21/2021	TAHOE POOL SERVICE	LIQ CHLORINE STATION 3	84.00

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<b>61134</b>	<b>VOID</b>	<b>US Bank Visa Rewards</b>		
61135	12/21/2021	US BANK VISA REWARDS	ANNUAL MEMBERSHIP AMERICAN WATER WORKS ASSOCIATION	210.00
61135	12/21/2021	US BANK VISA REWARDS	ASSORTED COFFEE & TEL	59.58
61135	12/21/2021	US BANK VISA REWARDS	ATLANTIS HOTEL 10/21 - 10/22 H.R. CONVENTION	147.77
61135	12/21/2021	US BANK VISA REWARDS	CHOC CANDY	16.99
61135	12/21/2021	US BANK VISA REWARDS	DOMAIN NAME NETWORK SOLUTIONS 12/1/21	15.95
61135	12/21/2021	US BANK VISA REWARDS	FACIAL TISSUE & AIR FRESHNER	7.07
61135	12/21/2021	US BANK VISA REWARDS	LUNCH W/SCHORR REGARDS TO BUILDING PLANNING	34.13
61135	12/21/2021	US BANK VISA REWARDS	MESSGE PADS	21.98
61135	12/21/2021	US BANK VISA REWARDS	OFFICE SUPP CUTLERY, TRAIL MIX, RED CUPS, STATION 1 & 2 PAP	106.73
61135	12/21/2021	US BANK VISA REWARDS	OFFICE TRASH BAGS, CANDYS, STATION 1 & 2 PINESOL, BAGS, PAPE	147.91
61135	12/21/2021	US BANK VISA REWARDS	ROOM FOR POOL PACT HR CONFRENCE 10/20 - 10/22/21	147.77
61135	12/21/2021	US BANK VISA REWARDS	STATION 1 THUNDER PART ENGINE HEATER FOR PORTABLE GENERATOR	146.72
61135	12/21/2021	US BANK VISA REWARDS	SUPPLIES FOR OPEN HOUSE	20.35
61135	12/21/2021	US BANK VISA REWARDS	TRUSTEE MEETING 11/16/21 SUB SANDWICHES	41.97
61135	12/21/2021	US BANK VISA REWARDS	TRUSTEE MEETING SUB SANDWICHES	39.64
61135	12/21/2021	US BANK VISA REWARDS	US BANK VISA INTEREST	38.43
61136	12/21/2021	VERIZON WIRELESS	MONTHLY GPS SERVICES & MEI SNOW EQUIPMENT	307.04
61137	12/21/2021	WEDCO INC	STATION #6 SCADA ALARM 1IN PVC 90 DEG ELBOW 24IN R BEND	28.96
61137	12/21/2021	WEDCO INC	STATION #6 SCADA ALARM 1IN PVC TERMANIAL ADAPTER MALE & FEMA	2.68
61137	12/21/2021	WEDCO INC	STATION 10 SCADA ALARMING 2IN COND HANGER W/BOLT, 1IN COND H	31.16
61137	12/21/2021	WEDCO INC	STATION 5 & 6 SCADA ALARMING	59.98
61138	12/21/2021	WESTERN NEVADA SUPPLY CO	SMBL 226 FCRC 5.95-6.35 X 7 1/2	245.00
61139	12/30/2021	CARRIE BAUWENS	Employee: BAUWEN; Pay Date: 12/30/2021	1,638.71

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Check Number	Check Date	Payee	Transaction Description	Check Amount
61140	12/30/2021	JUDITH BREWER	Employee: BREWER; Pay Date: 12/30/2021	2,041.05
61141	12/30/2021	MITCHELL S. DION	Employee: DION; Pay Date: 12/30/2021	5,200.29
61142	12/30/2021	MICHAEL E. EDWARDS, JR	Employee: EDWARD; Pay Date: 12/30/2021	2,824.18
61143	12/30/2021	JOSEPH ESENARRO	Employee: ESENAR; Pay Date: 12/30/2021	4,762.25
61144	12/30/2021	BRANDON GARDEN	Employee: GARDEN; Pay Date: 12/30/2021	3,508.54
61145	12/30/2021	AUSTIN Q. HICKMAN	Employee: HICKMA; Pay Date: 12/30/2021	1,877.41
61146	12/30/2021	BRANDY JOHNS	Employee: JOHNS; Pay Date: 12/30/2021	2,042.91
61147	12/30/2021	BRITTNEY D. JONES	Employee: JONES; Pay Date: 12/30/2021	1,548.83
61148	12/30/2021	CODY LEYLAND	Employee: LEYLAN; Pay Date: 12/30/2021	2,186.62
61149	12/30/2021	DARREN J. MCGOUGH	Employee: MCGOUG; Pay Date: 12/30/2021	1,740.74
61150	12/30/2021	SHANE T. MORTENSEN	Employee: MORTEN; Pay Date: 12/30/2021	2,779.58
61151	12/30/2021	BYRAN D. MOSS	Employee: MOSS; Pay Date: 12/30/2021	2,932.99
61152	12/29/2021	AFLAC	ACCT: FA935 INSURANCE 11/30/21	281.98
61153	12/29/2021	AT & T MOBILITY	ACCT#287301170124 CELL PHONES	817.65
61154	12/29/2021	CHARTER COMMUNICATIONS	ACCT#:8354150020197... 255 KINGSBURY GRADE	89.99
61155	12/29/2021	HANNA BERNARD	REPLACE FLYER WITH WHAT'S ON TAP, RFQ ADDITION, MEETING CHEC	113.75
61156	12/29/2021	KINGSBURY HARDWARE	CAR WASH & WAX	9.89
61156	12/29/2021	KINGSBURY HARDWARE	SCADA ALARMING TANK 6&10	24.17
61156	12/29/2021	KINGSBURY HARDWARE	SCADA ALARMING TANKS 6&10	16.50
61156	12/29/2021	KINGSBURY HARDWARE	SLAB FOR CONCRETE REPAIR STATION 6	10.99
61156	12/29/2021	KINGSBURY HARDWARE	STATION 1 MISC HARDWARE	8.29
61157	12/29/2021	MOUNTAIN GREENERY LLC	255 KINSBURY GRADE	5,924.62
61160	12/29/2021	NV ENERGY	1000044046907329692 97 BEACHCLUB	569.10
61158 & 61159 VOID	12/29/2021	NV Energy	1000044086803270814 801 KINGSBURY GRADE UNIT LIGHTS	21.95
61160	12/29/2021	NV ENERGY	1000044086803274204 GALAXY LN PUMP	70.64
61160	12/29/2021	NV ENERGY	1000044086803294236 160 PINERIDGE DRIVE UNIT LIGHTS	7.32

**KINGSBURY GENERAL IMPROVEMENT DISTRICT**  
Check/Voucher Register - LIST OF CLAIMS  
From 12/18/2021 Through 1/21/2022

Check Number	Check Date	Payee	Transaction Description	Check Amount
61160	12/29/2021	NV ENERGY	1000044086803297452 298 KINGSBURY GRADE APT A DOWN	67.99
61160	12/29/2021	NV ENERGY	1000044086803297460 298 KINGSBURY GRADE APT B-UP	157.24
61160	12/29/2021	NV ENERGY	1000044086803297478 298 KINGSBURY GRADE APT C DOWN	84.03
61160	12/29/2021	NV ENERGY	1000044086803297494 160 PINERIDGE DR UNIT A	46.81
61160	12/29/2021	NV ENERGY	1000044086803297502 160 PINERIDGE DR UNIT B	46.64
61160	12/29/2021	NV ENERGY	1000044086803297510 160 PINERIDGE DR UNIT C	104.54
61160	12/29/2021	NV ENERGY	1000044086803297718 403 KIMBERLY BROOKE LANE	365.16
61160	12/29/2021	NV ENERGY	1000044086803301940 EASY ST. UNIT N/T134	36.56
61160	12/29/2021	NV ENERGY	1000044086803304290 KINGSBURY GRADE UNIT F1	8.08
61160	12/29/2021	NV ENERGY	1000044086803305073 KINGSBURY GRADE UNIT PMPPLS	43.43
61160	12/29/2021	NV ENERGY	1000044086803320205 KINGSBURY GRADE UNIT PMPHS2	2,627.83
61160	12/29/2021	NV ENERGY	1000044086803320221 314 ANDRIA WAY UNIT BRADBU	921.04
61160	12/29/2021	NV ENERGY	1000044086803320239 698 KINGSBURY GRADE UNIT NTFRS	1,628.12
61160	12/29/2021	NV ENERGY	1000044086803320247 176 BUCHANAN RD UNIT PMPHS3	1,936.03
61160	12/29/2021	NV ENERGY	1000044086804563654 255 KINGSBURY GRADE UNIT C	100.61
61160	12/29/2021	NV ENERGY	1000044086804563795 255 KINGSBURY GRADE UNIT D	77.90
61160	12/29/2021	NV ENERGY	1000044086804621577 801 KINGSBURY GRADE UNIT B	41.13
61160	12/29/2021	NV ENERGY	1000044086805221187 180 LAKE PKWY UNIT PUMP	472.70
61160	12/29/2021	NV ENERGY	1000044086807006297 346 EUGENE DR	32.80

**KINGSBURY GENERAL IMPROVEMENT DISTRICT**  
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Check Number	Check Date	Payee	Transaction Description	Check Amount
61160	12/29/2021	NV ENERGY	1000044086807006297 346 EUGENE DRIVE	5,643.01
61160	12/29/2021	NV ENERGY	1000044087003270836 801 KINGSBURY GRADE	32.80
61160	12/29/2021	NV ENERGY	1000044771003320176 KINGSBURY GRADE UNIT DISMP	1,097.47
61160	12/29/2021	NV ENERGY	100044086803297486 298 KINGSBURY GRADE APT D DOWN	78.90
61161	12/29/2021	PUBLIC EMPLOYEES	EMPLOYEE AND EMPLOYERS PERS CONTRIBUTION 12/21	25,036.10
61162	12/29/2021	SHRED-IT	SHRED FOR 12/9/21	37.00
61163	12/29/2021	THUNDERBIRD COMMUNICATIONS INC	SCADA ENGINEERING	2,000.00
61163	12/29/2021	THUNDERBIRD COMMUNICATIONS INC	SCADA ENGINEERING SVCE	125.00
61164	12/29/2021	VANGUARD FIDUCIARY TRUST	DARREN MCGOUGH SEP/IRA ACCT#88285904312 12/21	14.61
61164	12/29/2021	VANGUARD FIDUCIARY TRUST	MICHAEL GARDEN_SEP/IRA#8803...	26.22
61164	12/29/2021	VANGUARD FIDUCIARY TRUST	MIKE EDWARDS SEP/IRA ACCT: 27246160	16.56
61164	12/29/2021	VANGUARD FIDUCIARY TRUST	SEP/IRA 0027-88044180872 JOE ESENARRO 12/21	20.10
61164	12/29/2021	VANGUARD FIDUCIARY TRUST	SEP/IRA 88020707567 BRANDY JOHNS_12/21	16.61
61164	12/29/2021	VANGUARD FIDUCIARY TRUST	SEP/IRA 88623526585 BRITTNEY D JONES 12/31/21	11.94
61165	1/10/2022	BURGARELLO ALARM	VARIOUS STATIONS ALARM MONITORING 1/1/22 TO 3/31/22	1,584.54
61166	1/10/2022	CHARTER COMMUNICATIONS	ACCT. 8354150020170948 169 TERRACE VIEW DR.	134.98
61167	1/10/2022	BRYAN DION	COMPENSATION EQUAL TO HSA 1/1/22	0.00
61167	1/10/2022	BRYAN DION	COMPENSATION EQUAL TO HSA 11/1/21	0.00
61168	1/10/2022	DOUGLAS COUNTY LAKE TAHOE	CREDIT FOR FY 2020/2021 M&O PLANT	(65,755.00)
61168	1/10/2022	DOUGLAS COUNTY LAKE TAHOE	MAINTENANCE & OPERATIONS ASSESSMENTS QTR 3 1/1/22	317,843.00
61169	1/10/2022	BEATRIZ HERNANDEZ	255 KINGSBURY GRADE JANITORIAL 4 CLEANINGS DECEMBER	360.00
61170	1/10/2022	HVAC HOME TUNE UP AND REPAIR	298 KINGSBURY GRADE #1F SERVICE CALL NO HEAT	99.00
61171	1/10/2022	STATIONARY ENGINEERS LOCAL 39	LOCAL 39 EMPLOYEES HEALTH/LIFE PREMIUMS	21,006.00

**KINGSBURY GENERAL IMPROVEMENT DISTRICT**  
Check/Voucher Register - LIST OF CLAIMS  
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Check Number	Check Date	Payee	Transaction Description	Check Amount
61172	1/10/2022	IUOE STATIONARY ENGINEERS LO39	EMPLOYEE UNION DUES 1/1/2022	653.47
61173	1/10/2022	KINGSBURY HARDWARE	1/2MPTX1/2 BARB ADAPTER MARKET ST. GENERATOR	10.64
61173	1/10/2022	KINGSBURY HARDWARE	160 PINERIDGE OFFICE KEYS ROAD CREW	1.97
61173	1/10/2022	KINGSBURY HARDWARE	9/16X-1/16 SS CLAMP MARKET ST GENERATOR	11.94
61173	1/10/2022	KINGSBURY HARDWARE	CHAINSAB BAR & CHAIN OIL	1.25
61173	1/10/2022	KINGSBURY HARDWARE	INTERTIE GENERATOR 1/2MPTX5/8 BARB ADAPTER	0.54
61173	1/10/2022	KINGSBURY HARDWARE	INTERTIE GENERATOR 9/16X1-1/16 SS CLAMP	0.40
61173	1/10/2022	KINGSBURY HARDWARE	PROPANE FOR TACH POT	3.35
61173	1/10/2022	KINGSBURY HARDWARE	ROAD CREW 27IN SOWN PUSHER	32.99
61173	1/10/2022	KINGSBURY HARDWARE	SHOP 190Z BRAKE CLEANER & PERMATEX THREADLOCKER	19.97
61173	1/10/2022	KINGSBURY HARDWARE	STATION 3 MISC HARDWARE	0.25
61173	1/10/2022	KINGSBURY HARDWARE	STATION 4 3V LITH BATTERY	0.90
61174	1/10/2022	CODY LEYLAND	PARTIAL REIMBURSE WORK BOOTS RECIEPT AMAZON	191.57
61174	1/10/2022	CODY LEYLAND	REIMBURSE TRACTOR SUPPLY RECEIPTS FOR HEAVY COVERALLS	72.82
61174	1/10/2022	CODY LEYLAND	REIMBURSE WORK BOOTS RECEIPT TRACTOR SUPPLY	108.43
61175	1/10/2022	NEVADA RURAL WATER ASSOCIATION	NEVADA RURAL WATER ANNUAL MEMBERSHIP DUES 12/21 - 7/22	155.00
61176	1/10/2022	TAHOE POOL SERVICE	STATIONS 3 & 5 LIQUID CHLORINE 4 CASES	170.00
61177	1/10/2022	TAHOE SUPPLY COMPANY, LLC	160 PINERIDGE & 298 KINGSBURY SUPPLIES PAPER TOWELS, SOAP, L	204.37
61178	1/10/2022	MITCHELL S. DION	COMPENSATION EQUAL TO HSA 1/1/22	3,600.00
61178	1/10/2022	MITCHELL S. DION	COMPENSATION EQUAL TO HSA 11/1/21	1,200.00
61179	1/14/2022	CARRIE BAUWENS	Employee: BAUWEN; Pay Date: 1/14/2022	1,638.71
61180	1/14/2022	JUDITH BREWER	Employee: BREWER; Pay Date: 1/14/2022	2,041.05
61181	1/14/2022	MITCHELL S. DION	Employee: DION; Pay Date: 1/14/2022	5,200.29
61182	1/14/2022	MICHAEL E. EDWARDS, JR	Employee: EDWARD; Pay Date: 1/14/2022	2,147.17

**KINGSBURY GENERAL IMPROVEMENT DISTRICT**  
Check/Voucher Register - LIST OF CLAIMS  
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Check Number	Check Date	Payee	Transaction Description	Check Amount
61183	1/14/2022	JOSEPH ESENARRO	Employee: ESENAR; Pay Date: 1/14/2022	2,749.60
61184	1/14/2022	BRANDON GARDEN	Employee: GARDEN; Pay Date: 1/14/2022	3,513.58
61185	1/14/2022	AUSTIN Q. HICKMAN	Employee: HICKMA; Pay Date: 1/14/2022	1,537.08
61186	1/14/2022	BRANDY JOHNS	Employee: JOHNS; Pay Date: 1/14/2022	1,999.14
61187	1/14/2022	BRITTNEY D. JONES	Employee: JONES; Pay Date: 1/14/2022	1,548.83
61188	1/14/2022	CODY LEYLAND	Employee: LEYLAN; Pay Date: 1/14/2022	1,947.89
61189	1/14/2022	DARREN J. MCGOUGH	Employee: MCGOUG; Pay Date: 1/14/2022	1,740.74
61190	1/14/2022	SHANE T. MORTENSEN	Employee: MORTEN; Pay Date: 1/14/2022	2,982.66
61191	1/14/2022	BYRAN D. MOSS	Employee: MOSS; Pay Date: 1/14/2022	2,671.15
61192	1/14/2022	BRITTNEY D. JONES	Employee: JONES; Pay Date: 1/14/2022	377.25
61193	1/14/2022	SHANE T. MORTENSEN	Employee: MORTEN; Pay Date: 1/14/2022	2,051.24
61194	1/14/2022	AIRGAS USA, LLC	NITROGEN LIQ FG 265LTRS 350 PSI	330.33
61195	1/14/2022	BRANDON GARDEN	UNIFORM ALLOWANCE	85.00
61196	1/14/2022	BYRAN MOSS	UNIFORM ALLOWANCE	85.00
61197	1/14/2022	CHARTER COMMUNICATIONS	ACCT. 8354150020207393 97 BEACH CLUB DR	144.98
61198	1/14/2022	THE REINALT-THOMAS CORPORATION	TRUCK #1323 GEN GRABBER ATX TIRES	1,019.60
61198	1/14/2022	THE REINALT-THOMAS CORPORATION	TRUCK #1726 BFG ALL TERRAIN TIRES	1,154.32
61199	1/14/2022	DOUGLAS COUNTY LAKE TAHOE	CROSSOVER AGREEMENT ANNUAL FEES	2,000.00
61200	1/14/2022	MICHAEL EDWARDS JR.	UNIFORM ALLOWANCE	85.00
61201	1/14/2022	FLYERS ENERGY LLC	FUEL DIESEL 162.7 GAL REGULAR 192.3 GAL	1,546.23
61201	1/14/2022	FLYERS ENERGY LLC	FUEL REGULAR 132.8 GAL DIESEL 113.30 GAL	1,108.09
61201	1/14/2022	FLYERS ENERGY LLC	ULSD CARB DYED #2 DSL-99.20, CARB REG 10% ETH-102.20	887.32
61202	1/14/2022	FRONTIER COMMUNICATIONS	775-150-0119-103174-5 EASY	50.92
61202	1/14/2022	FRONTIER COMMUNICATIONS	775-150-0120-092376-5 DCLTSA	51.70
61202	1/14/2022	FRONTIER COMMUNICATIONS	775-588-2401-060791-5 PALISADES	40.18
61202	1/14/2022	FRONTIER COMMUNICATIONS	775-588-2410-111700-5 EASY	67.29
61202	1/14/2022	FRONTIER COMMUNICATIONS	775-588-2419-091195-5 PALISADES	65.20
61202	1/14/2022	FRONTIER COMMUNICATIONS	775-588-2705-042476-5 TERRACE VIEW	259.59

**KINGSBURY GENERAL IMPROVEMENT DISTRICT**  
Check/Voucher Register - LIST OF CLAIMS  
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Check Number	Check Date	Payee	Transaction Description	Check Amount
61202	1/14/2022	FRONTIER COMMUNICATIONS	775-588-7495-061182-5 MARKET	42.44
61202	1/14/2022	FRONTIER COMMUNICATIONS	775-588-8311-081082-5 GALAXY	56.85
61202	1/14/2022	FRONTIER COMMUNICATIONS	775-588-8471-100215-5 BEACH CLUB	142.38
61203	1/14/2022	AUSTIN HICKMAN	UNIFORM ALLOWANCE	85.00
61204	1/14/2022	IMPORTS AND SPORTS	DEF FOR SWEEPER	37.98
61204	1/14/2022	IMPORTS AND SPORTS	HEATER HOSE MARKET ST. GENERATOR	9.95
61204	1/14/2022	IMPORTS AND SPORTS	SHOP PRIME GUARD -20 WWF	27.84
61205	1/14/2022	JOSEPH ESENARRO	UNIFORM ALLOWANCE	85.00
61206	1/14/2022	CODY LEYLAND	UNIFORM ALLOWANCE	85.00
61207	1/14/2022	DARREN MCGOUGH	UNIFORM ALLOWANCE	85.00
61208	1/14/2022	MENEGON'S HARDWARE & HOUSEWARE	SKID STEER BOLTS & NUTS FOR SNOWBLOWER	18.34
61209	1/14/2022	SHANE MORTENSEN	UNIFORM ALLOWANCE	85.00
61210	1/14/2022	PAMELA JOANNE NANCE	CLEANING FOR 160 PINERIDGE & 298 KINGSBURY GRADE 12/31/21	1,000.00
61211	1/14/2022	PACIFIC STATES COMMUNICATIONS	MONTHLY NETWORK SERVICE MONITORING	1,222.50
61212	1/14/2022	PACIFIC OFFICE AUTOMATION	ACCT. 710273 MAINTENANCE AGREEMENT B&W 8156 COLOR 1502	134.64
61213	1/14/2022	ROUND HILL GENERAL IMPR DIST	COMMERICAL CONSUMPTION 11/17 TO 12/17/21	142.00
61214	1/14/2022	SIERRA ENVIRONMENTAL MONITORIN	ANIONS 300, METALS 200.7, METALS 200.8, METALS DIGEST, & PH	466.00
61214	1/14/2022	SIERRA ENVIRONMENTAL MONITORIN	BROMATE	160.00
61214	1/14/2022	SIERRA ENVIRONMENTAL MONITORIN	COLIFORM-QT	50.00
61214	1/14/2022	SIERRA ENVIRONMENTAL MONITORIN	COLIFORMS-P/A & COLIFORMS-QT	375.00
61214	1/14/2022	SIERRA ENVIRONMENTAL MONITORIN	COLIFORMS-QT	75.00
61214	1/14/2022	SIERRA ENVIRONMENTAL MONITORIN	VOLATILE ORGANIC COMPOUNDS	260.00
61215	1/14/2022	PUBLIC EMPLOYEES BENEFIT PROG	ACCT. 360 MEDICAL INSURANCE BREWER, GARDEN, & MOSS	4,666.41
61215	1/14/2022	PUBLIC EMPLOYEES BENEFIT PROG	ACCT. 841 MEDICAL INS MCKAY, ROHR, RUNTZEL, SCHRAUBEN, VOSBU	1,558.67
61216	1/14/2022	SUMMIT PLUMBING LLC	SEWER PUMP STATION MAINTENANCE CONTRACT 1/1/22	7,176.92
61217	1/14/2022	TAHOE NEVADA HOLDINGS, LLC	REFUND ACCT. 32 OVERPAID/CLOSED ESCROW 12/16/21	928.54
61218	1/14/2022	THUNDERBIRD COMMUNICATIONS INC	SCADA WORKED ON HMI, IMPLEMENTED AC POWER FAILS & CORR COM F	500.00



**KINGSBURY GENERAL IMPROVEMENT DISTRICT**  
Check/Voucher Register - LIST OF CLAIMS  
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Check Number	Check Date	Payee	Transaction Description	Check Amount
<b>61219</b>	<b>VOID</b>	<b>US Bank Visa Rewards</b>		
61220	1/14/2022	US BANK VISA REWARDS	1/2HP CAST IRON SUMBERSIBLE PUMP, 1INX12' HUSKY RATCHET STRA	196.94
61220	1/14/2022	US BANK VISA REWARDS	ACROBAT PRO 1 LICENSE 11/25/21 TO 11/24/22	179.88
61220	1/14/2022	US BANK VISA REWARDS	BOARD MEETING SUB SANDWICHES	27.98
61220	1/14/2022	US BANK VISA REWARDS	BROTHER TONER CARTRIDGE BLACK	39.98
61220	1/14/2022	US BANK VISA REWARDS	CHARGER FOR LAPTOP	46.04
61220	1/14/2022	US BANK VISA REWARDS	CHOCOLATE OFFICE	16.99
61220	1/14/2022	US BANK VISA REWARDS	COFFEE & TEA	79.80
61220	1/14/2022	US BANK VISA REWARDS	DOMAIN NAME NETWORK SOLUTIONS 1/1/22	15.95
61220	1/14/2022	US BANK VISA REWARDS	DRY-ERASE MARKERS FINE & ULTRA FINE	12.58
61220	1/14/2022	US BANK VISA REWARDS	GARDEN & EDWARDS BIRTHDAY GIFT CERTIFICATES	50.00
61220	1/14/2022	US BANK VISA REWARDS	HOLIDAY CARDS	51.06
61220	1/14/2022	US BANK VISA REWARDS	INTEREST CHARGE ON PUCHASE	27.00
61220	1/14/2022	US BANK VISA REWARDS	MARKET ST LIFT STATION GENERATOR PART HEATER 2000W, 240 V	159.42
61220	1/14/2022	US BANK VISA REWARDS	MONTHLY DESK CALENDAR	32.78
61220	1/14/2022	US BANK VISA REWARDS	SHOP AIRWICK AEROSOL, PALMOLIVE, FOAM BOWLS, PEPPERMINT PUFF	15.62
61220	1/14/2022	US BANK VISA REWARDS	STATION 1 & 2 SUPPLIES BATTERIES & PINESOL	107.93
61220	1/14/2022	US BANK VISA REWARDS	STATION 2 REFRIGERATOR FOR CREW TRAILER	389.00
61220	1/14/2022	US BANK VISA REWARDS	TRUCK #1726 STEERING WHEEL	26.89
61220	1/14/2022	US BANK VISA REWARDS	TRUCK 1726 RETURNED STEERING WHEEL	(26.89)
61220	1/14/2022	US BANK VISA REWARDS	TRUCK 1726 STEERING WHELL	21.51
61221	1/14/2022	WESTERN NEVADA SUPPLY CO	MJ11 SSB I/A, MJ GSKT SSB, T BOLT NUT	259.70
61221	1/14/2022	WESTERN NEVADA SUPPLY CO	ROMA 6 VCA FLG BODY W/O RING, BOX 6 OR 8 FCA BOLTS NUTS	849.96
61222	1/14/2022	WHITE ROCK CONSTRUCTION	FIXED POTHOLE ON TRAMWAY DRIVE (SINKHOLE)	21,000.00
Report Total				500,092.19

**MISSING OR VOIDED CHECKS**

<b>DATE</b>	<b>CHECKS</b>	<b>PAYEE</b>	<b>MISSING/VOIDED</b>
12/21/21	61134	US BANK VISA REWARDS	VOIDED
12/29/21	61158	NV ENERGY	VOIDED
12/29/21	61159	NV ENERGY	VOIDED
01/14/22	61219	US BANK VISA REWARDS	VOIDED

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

**TITLE: Approval Task Order Number 53 – Amendment Number Two for Engineering Services of 2021 Water and Road Improvement Project**  
For Discussion and Possible Action. Discussion and approval of the Task Order revising engineering services for the 2021 Waterline and Road Improvement Project.

**MEETING DATE:** January 25, 2022

**PREPARED BY:** Mitch Dion, General Manager

**RECOMMENDED ACTION:** Approve Task Order Number 53 - Amendment Number Two

**BACKGROUND INFORMATION:** Task Order Number 53 originated to provide engineering services including project coordination, survey, geotechnical investigation, design, construction management and construction observation of the 2021 Water and Road Improvement Project. The Project includes waterline replacement on Sunflower Circle, Griffin Court, Eugenia Court, and Tina Court (West). Along with the waterline replacements, Amendment Number One incorporates additional waterline investigation and redesign, as well as three additional road improvement areas that were previously identified. Subsequently, we have experienced several failures in mainlines in the vicinity of Donna Way, Kimberly Brooke Lane and Scott Drive. In summary this amendment (amendment number two) will replace 1,600 linear feet of steel pipe from Andria Drive to Station 5. Because the roadways in this area remain good, only a trench patch will be used to patch, therefore the expense of this work is solely from the water fund.

As the original Project incorporated replacement of existing waterline utilities, roadway improvement design, and construction within the previously identified roadways, the additional waterline investigation and roadway improvements are being amended into the Project to realize efficiencies in engineering, construction, and overall cost while timing the release of the project and sizing to attract best bids possible.

Amendment One and Two modify the previously approved Task Order #53 to include the additional engineering efforts for the project additions.

Fiscal Impact: The proposed fee for this additional work is approximately \$109,000 for Engineering and Construction Management or 12% of \$920,000 of construction value. It is also noted that while these task orders are not to exceed prices, the cost of construction is subject to wide swings in the current market.

**INCLUDED:**

Exhibit A – FarrWest Task Order 53, Amendment Number Two Proposal

Fund impacted by above action:

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

## Task Order

### Task Order Number: 53 – Amendment Number 2

**Date:** January 18, 2022

**Title:** Kingsbury General Improvement District – 2021 Water and Road Improvement Project  
Amendment 2

**Project Description:** The original scope of the project included the design, bidding, and construction management for the waterline replacement of Sunflower Circle, Griffin Court, Eugenia Court, and Tina Court (West), and roadway replacements of the aforementioned streets due to poor pavement condition. Amendment 1 for the project included additional waterline investigations and redesign considering additional information provided by KGID, and the inclusion of three additional road improvement areas on Tramway Drive and Quaking Aspen Drive.

**Amendment Number 2** includes additional waterline replacement on Donna Way, Kimberly Brooke Lane, and Scott Drive. The existing water main between Andria Drive and Station 5 consists of 1,600 LF steel pipe that has recently experienced numerous breaks and has been identified as a priority project by KGID personnel. The existing roadway pavement condition does not warrant a road replacement effort and will include trench patch paving only. KGID has requested this section of existing water main be incorporated into the 2021 Water and Road Improvement Project to be replaced during the summer of 2022 with the larger project scope. The ability to complete and incorporate the additional design within the short-allotted timeline will require close coordination between KGID and Farr West.

Amendment 2 will modify the previously approved Task Order #53 and Amendment 1 to include the additional engineering efforts for the project additions. The work associated with Amendment 2 is related only to the waterline related tasks.

**Proposed Project Budget and Financing:** The proposed project budgeting and financing breakdown, per utility fund, is presented to understand the project's impact to KGID finances, per KGID request of Farr West task orders. Considering the current construction bidding climate (material availability, material cost inflation, contractor availability, and construction cost inflations) the construction opinion of probable cost presented in the following table should be considered with caution and as reference only.

Task	Eng % vs. Construction		Water		Road		Total
	Water	Road	TO #53/ Amnd 1	Amnd 2	TO #53/ Amnd 1	Amnd 2	
Construction:	-	-	\$1,120,000	\$800,000	\$670,000	\$0	\$2,590,000
Contingency (15%):	-	-	\$168,000	\$120,000	\$100,500	\$0	\$388,500
Geotech	0.5%	1.4%	\$9,680	\$0	\$9,680	\$0	\$19,360
Survey:	5.6%	6.4%	\$4,920	\$4,300	\$4,500	\$0	\$13,720
Engineering:			\$55,796	\$38,796	\$38,335	\$0	\$132,927
Construction Mgmt, Observation:	6.9%	7.5%	\$66,471	\$66,155	\$50,495	\$0	\$183,121
	-	-	<b>\$1,424,867</b>	<b>\$1,029,251</b>	<b>\$873,510</b>	<b>\$0</b>	<b>\$3,327,628</b>

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

## **PART 1 – SERVICES**

### **Task 1.1 – Project Management**

#### **Objective**

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

#### **Approach**

Farr West will routinely review Project progress and communicate Project status on a regular basis. Communication will be through email and telephone. To account for extension of overall schedule and additional elements, this task will include the following activities:

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

#### **Deliverables**

The following deliverables will be submitted under this task:

- Monthly invoices.

#### **Assumptions**

The following assumptions apply:

- Amendment 2 associated design and construction increased overall Project duration by two (2) months.
- Project-related issues will be identified, communicated, and resolved.
- Submittals will be made from Farr West to KGID electronically.

### **Task 1.2 – Geotechnical Evaluation**

No additional work is required under this task.

#### **Assumptions**

The following assumptions apply:

- Geotechnical report for Sunflower will be utilized for additional waterline replacement.

### **Task 1.3 – Survey and Mapping**

#### **Objective**

Preparation of survey and mapping at 2-foot contour intervals required for Project design efforts.

## **Approach**

This task will include the following activities:

- Coordinate with KGID to locate and mark water utility and sewer utility (via Summit Plumbing) within the Project corridor prior to Farr West survey so markings can be collected.
- Survey will be provided with a two (2) foot contour interval at 1" = 40' mapping scale.
- Existing conditions shall be located and will include but not be limited to fences, roads, curbs, driveways, drainage (sewer and storm water) and utility (water, gas, power, and communications) structures visible from the surface of the ground, and trees 6" in diameter or larger.
- Site photos and control sheet will be provided along with the topographic survey in AutoCAD Civil 3D 2018 drawing format.

## **Deliverables**

The following will be delivered under this task:

- Topographic survey to Farr West engineering team for design purposes.

## **Assumptions**

The following assumptions apply:

- The horizontal and vertical control shall be based on published data provided by the Control Network and benchmarks based on the North American Vertical Datum of 1988 (NAVD 88).
- Boundary Survey is not included in this scope of work, proposed and existing facilities affected by this Project are assumed to be well within rights-of-way.
- Generation of Easements are not included.
- Farr West survey will establish Project control that will be used during construction.
- Construction staking is not included.
- Traffic control for survey efforts beyond survey signage is not anticipated.
- KGID will provide snow removal of project area for USA and survey to be performed. Survey will be inclusive within areas snow has been removed.
- Sewer infrastructure USA locates will not be completed for survey collection. KGID GIS information for existing sewer infrastructure will be utilized for design and construction. The existing sewer infrastructure is not based on record or field information and will be noted within the design as such. Field adjustments due to conflicts may be encountered and expected during construction.

## **Task 1.4 – Detailed Design**

### **Objective**

This task includes gathering information and preparation of plans and specifications for bidding purposes, as well as an opinion of probable construction cost for the Project.

### **Approach**

This task will include the following activities:

- Incorporate topographic data into Project for design.
  - Establish survey control sheets and alignment control tables.
- Obtain record drawings from utility purveyors with buried and aerial utilities within the Project corridor.
- Coordinate with KGID to obtain needed missing information from KGID files/records to finalize existing data and mapping.
- ~~One (1) site visit with KGID personnel to walk Project site.~~

- Adjustments to infrastructure materials. Adjustments to occur in design plans (notes, design alignments, details) and specifications including:
  - Water Mains: PVC to Ductile Iron
  - Service Lines: HDPE to Copper
  - Meter Pits: Mueller to Christy
- 60% Design Submittal shall include:
  - Waterline replacement design plans incorporated into the Sunflower plan set. Sheets to include cover, key maps, notes, plan and profile, and details.
  - Submission of 60% Plans, and Specifications, and Opinion of Probable Construction Costs to KGID for review and comment.
  - One (1) 60% submittal review with KGID and Farr West.
- 90% Design Submittal shall include:
  - Incorporation of 60% review comments from KGID.
  - Refinement of the 60% design of the civil design elements.
  - Submission of 90% Plans, and Specifications, and Opinion of Probable Construction Costs to KGID for final review and comment.
  - One (1) 90% submittal review conference call with KGID and Farr West.
- Permitting
  - Permitting included under original task order:
    - Labor Commissioner
    - Douglas County – Not included
  - Permit re-submittals under Amendment 2:
    - Tahoe Douglas Fire Protection District
      - Complete fire authority form request.
      - Project approval letter required for NDEP-BSDW permit.
    - Nevada Division of Environmental Protection – Bureau of Safe Drinking Water
      - Farr West will apply for and submit the Project to NDEP-BSDW for public water system review and approval; including, application, \$300 review fee, hydraulic analysis report, hydraulic model update, and submittal. All comments will be incorporated and re-submitted to obtain approval.
    - Tahoe Regional Planning Agency
      - This Project is assumed to be an Exempt project through the Basin MOU that KGID is a part of.
        - Under Attachment B of the MOU for Public Works Providers
          - Roadways, Trails, Sidewalks & Parking Facilities #2 (Exempt): Structural maintenance, repair, and replacement of existing facilities (pavement, curb and gutter, culverts, pipes) provided no new land coverage is created...
          - Waterline Distribution and Wastewater Collection & Treatment Facilities #9 (Exempt): Structural maintenance, repair, and in-kind replacement of facilities, provided excavation is limited to areas under existing pavement.
- 100% Design Submittal shall include:
  - Incorporation of 90% review comments from KGID and permit reviews.
  - Finalized Plans, Specifications, and Opinion of Probable Construction Cost submitted to KGID for public bid processing.
- Prepare procurement package for purchase of materials.
- Quality assurance and quality control of deliverables to the KGID.



## **Deliverables**

The following will be delivered under this task:

- Submittal of the 60% set for KGID review and comment will individual PDF files of the Plans (11"x17"), Specifications, and Opinion of Probable Construction Cost.
- Submittal of the 90% set for KGID review and comment will individual PDF files of the Plans (11"x17"), Specifications, and Opinion of Probable Construction Cost.
- Procurement package for purchase of materials.
- Submittal of the 100% set used for bidding will include individual PDF files of the Plans (11"x17"), Specifications, and Opinion of Probable Construction Cost.
- Permits and written approvals from the agencies identified Approach.

## **Assumptions**

The following assumptions apply:

- 60% and 90% submittal reviews with KGID and Farr West via conference call.
- Timely reviews and communication are critical given the short timeline for completion.
- Specifications will be in EJCDC format for front end and CSI format for technical specifications.

## **Task 1.5 – Bidding Assistance**

### **Objective**

Assists KGID in the bid selection process and award of the material purchase procurement.

### **Approach**

Activities under this task will include the following elements:

- Advertise and bid the procurement electronically through the PlanetBids.
- Answer questions from bidders and prepare addendum.
- ~~Conduct one (1) bid opening at Farr West's office.~~
- ~~Collect and review bids and perform due diligence checks.~~
- ~~Prepare letter of recommendation for award of the contract.~~
- Prepare and issue Notice of Award.

## **Deliverables**

The following deliverables will be submitted under this task:

- ~~Bid results summary.~~
- ~~Letter of recommendation to KGID Board for award. Recommendation to the Board will be made for award of the contract to the lowest responsible and responsive bidder.~~
- Notice of Award.

## **Assumptions**

The following assumptions apply:

- Pre-Bid meeting is not included.
- Two (2) RFIs and preparation of one (1) addendum are assumed.
- Bid opening electronically via PlanetBids.
- KGID to perform bid compliance review, bid tabulation, contractor complete due diligence review (NV State Contractor's Board, Secretary of State, Labor Commissioner's Disqualified List, and reference check), and prepare recommendation letter for award.

## **Task 1.6 – Construction Management**

### **Objective**

Monitor the Project and keep KGID informed of the Project status at all times. This task also includes assisting KGID with the close out of the construction process and construction contract.

### **Approach**

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

- Manage and direct the Project team and provide routine Project management and communications.
- Process two (2) change orders, two (2) payment applications, evaluating claims, reviewing submittals, respond to RFIs, and address unanticipated conditions.
- Weekly in-office construction management activities are limited to eight (8) total hours per week.
  - These activities include processing of documents (described earlier), coordination all parties, daily observation report QC, etc.
  - Maintain all Project documentation for the duration of the Project including tracking, disbursing, and reviewing. Maintain logs for all documentation including submittals, RFCs/RFIs, field orders, work change directives, change orders.
- Certified Payroll Review:
  - Review certified payroll reports supplied by prime contractor. Reports to include prime and sub-contractors working on Project.
  - Verify contractor personnel position, time, and wages paid are accurate and comply with the prevailing wages for the Project.
- Schedule and manage weekly on-site construction meetings. Prepare all agendas and meeting minutes for weekly construction meetings.
- Coordinate a substantial completion inspection and formulate a final punch-list of work items to be completed prior to final inspection.
- Conduct a final inspection meeting to verify that all outstanding work items are complete (construction observer to perform on-site final walkthrough with Contractor and KGID personnel).
- Upon completion of construction, obtain both Observer and Contractor as-builts and incorporate all modifications into a set of record drawings. Revisions will be made in the AutoCAD files.
- Recommend Project final acceptance to KGID.
- Incorporate Project record drawing data into KGID GIS.

### **Deliverables**

The following deliverables will be submitted under this task:

- Notice to Proceed.
- Meeting minutes.
- Certified payroll reports supplied by contractor.
- Conformance letter from Farr West.
- Record drawings electronically.

### **Assumptions**

The following assumptions apply:

- Construction anticipated to take seven (7) weeks – based on historical average of ~240 LF/day all inclusive waterline replacement project production for a project total length of 1,600 LF.
- Seven (7) weekly construction meetings are assumed. Farr West will be available for additional on-site visits if requested by KGID, billed on a time and materials basis outside of the Scope.

- Office engineering efforts are detailed under the Approach section of this task.
- The Observer and Contractor will provide complete and clean set of redlines to Farr West.
- It is anticipated that the construction contract will exceed \$100,000; therefore, certified payroll reports and associated field interviews will be required.
  - Certified payroll reviews are assumed at three (3) hours per week.
  - Certified Payroll reports are anticipated to be complete and correct. Contractor is to be familiar with certified payrolls and compliance.
  - One (1) minor revision per report is assumed within this scope of work. Additional revisions will be billed on a time and materials basis.
  - If certified payroll reports are not complete, Farr West will reject submission and require re-submittal by the contractor.
  - Farr West's review will consist of verification of personnel, their time, and hourly wages meet requirements of the Project.
  - All final certification and reporting to Labor Commission must come from KGID as they are the public body, funding Project, and have ultimate responsibility.
- Material testing will be provided by Contractor via certified third-party testing company.

### **Task 1.7 – Construction Observation**

#### **Objective**

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

#### **Approach**

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

- Construction observer to provide full-time observation during the construction process.
- Notify Contractor, Engineer, and KGID of any issues in the field as or before issues occur to allow quick resolution.
- Answer questions, ensure work is being completed per the plans and specifications, and coordinate with all parties and the public.
- Monitor traffic control and public access.
- Prepare daily observation reports, measure quantities, and take photographic records.
- Monitor material testing (performed by others) to certify requirements are being met.
- Attend all weekly progress meetings.
- Generate punchlist of items to correct at substantial completion.
- Conduct final site walk ensuring punchlist items are complete.
- Maintain a set of redlined as-builts of construction.

#### **Deliverables**

The following deliverables will be submitted under this task:

- Daily Observation Reports
- Punchlist
- Redlined as-builts

#### **Assumptions**

The following assumptions apply:

- Construction anticipated to take seven (7) weeks.

- Farr West inspection costs shall include all time, 9 hours on-site inspection, 2 hours for reporting and travel.
- If construction efforts vary from this schedule, Farr West will notify KGID and will be present for days that work is being performed until complete and compensated on a time and materials basis outside of the scope.
- On-site observation will only occur when the contractor is performing work.

## PART 2 – COMPENSATION

For compensation associated with Amendment 2, KGID shall pay Farr West on a time and materials basis, including travel, not to exceed One Hundred Nine Thousand Two Hundred Fifty-One Dollars (\$109,251.00), thus increasing the task order #53 total contract amount to \$349,129.00. Hourly rates and other expenses shall be in accordance with Exhibit C of the Master Services Agreement (Standard Hourly Rates). A summary breakdown of the individual task budgets is as follows with a detailed breakdown in Attachment A:

Task		Task Order #53	Amendment 2
WATER	Task 1.1 – Project Management	\$4,754	\$1,970
	Task 1.2 – Geotechnical Evaluation	\$9,680	\$0
	Task 1.3 – Survey and Mapping	\$4,920	\$4,300
	Task 1.4 – Detailed Design	\$46,109	\$34,048
	Task 1.5 – Bidding Assistance	\$4,933	\$2,778
	Task 1.6 – Construction Management	\$25,874	\$21,495
	Task 1.7 – Construction Observation	\$40,597	\$44,660
ROAD	Task 2.1 – Project Management	\$4,754	\$0
	Task 2.2 – Geotechnical Evaluation	\$9,680	\$0
	Task 2.3 – Survey and Mapping	\$4,500	\$0
	Task 2.4 – Detailed Design	\$28,179	\$0
	Task 2.5 – Bidding Assistance	\$5,403	\$0
	Task 2.6 – Construction Management	\$22,120	\$0
	Task 2.7 – Construction Observation	\$28,375	\$0
Subtotals:		\$239,878	\$109,251
Total Project Budget:		\$349,129	
Water Replacement Total		\$246,118	
Road Reconstruction Total		\$103,011	

## PART 3 – SCHEDULE

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

Approval of Amendment 2:	January 2022 Board Meeting
Final Design:	February 2022
Bidding:	February 2022
Award:	March 2022 Board Meeting
Construction:	May – September 2022 (subject to change pending contractor's scheduling)
Closeout:	October 2022

**IN WITNESS WHEREOF, the parties hereto have executed this Amendment 2 to Task Order #53.**

Owner: Kingsbury General Improvement District

Engineer: Farr West Engineering

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

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

Print Name: Mitchell S. Dion

Print Name: Matt Van Dyne, P.E.

Title: General Manager

Title: Principal Engineer / VP of Operations

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

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

Notes:

Line items highlighted with blue indicate additional road activities under this Amendment

(a) Construction estimated to take 7 weeks, CM fees include time for pay requests, change orders, phone calls, etc., estimated at 8 hours per week not including field visits

(b) Assumes Contractor is familiar with GPS and submitting correct forms. 3 hr/wk

(c) Includes 7 weekly progress meetings, estimated at 8 hours per meeting day

(d) Includes full time inspection, M-F, for the construction period, 11 hours/day (9 hr on-sale)



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

**TITLE: Approval of Task Order Number 58 –Engineering Services of 2022 Roadway Sealing Project**

For Discussion and Possible Action. Discussion and approval of the Task Order to provide engineering services for the 2022 Roadway Sealing project.

**MEETING DATE:** January 25, 2022

**PREPARED BY:** Mitch Dion, General Manager

**RECOMMENDED ACTION:** Approve Task Order Number 58 – 2022 Roadway Sealing Project

**BACKGROUND INFORMATION:** Task Order Number 58 is to provide the design and construction management services necessary to execute the 2022 Roadway Sealing Project. As the District Engineer, FarrWest evaluated the results from the most recent reports obtained from the pavement management system and proposed micro surfacing and chip seal.

Primary area of work for micro surfacing are along Tramway Drive, Quaking Aspen, Barton Drive near Andria, Edgewood Drive while seal will be applied along Terrace View, Scott Dr./ Donna Way.

Fiscal Impact: The proposed fee for this work is approximately \$39,000 for Engineering and Construction Management or 13% of \$300,000 of construction value. It is noted that task orders are not to exceed prices, the cost of construction is subject to wide swings in the current market.

**INCLUDED:**

Exhibit A – FarrWest Task Order 58 Roadway Sealing Proposal  
Map of proposed areas of work

Fund impacted by above action:

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

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## **Task Order**

**Task Order Number:** 58

**Date:** January 18, 2022

**Title:** Kingsbury General Improvement District – 2022 Sealing Project

**Project Description:** This project involves the design and construction management of the 2022 Sealing Project. In 2021, KGID Personnel completed field inspections of all roadway segments which were delivered to Farr West to update the MicroPAVER program. Based on the data obtained from the MicroPAVER, engineering judgement, and KGID input, the project will include the micro-surfacing and chip seal of roadway sections (450,000 square feet and 142,000 square feet, respectively) based on their respective pavement condition index.

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

## **SERVICES**

### **Task 1 – Project Management**

#### **Objective**

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

#### **Approach**

Farr West will routinely review Project progress and communicate Project status on a regular basis. Communication will be through email and telephone. To account for extension of overall schedule and additional elements, this task will include the following activities:

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

#### **Deliverables**

The following deliverables will be submitted under this task:

- Monthly invoices.

#### **Assumptions**

The following assumptions apply:

- Project duration is estimated at four (4) months.
- Project-related issues will be identified, communicated, and resolved.
- Submittals will be made from Farr West to KGID electronically.



## **Task 2 – Detailed Design**

### **Objective**

This task includes gathering information and preparation of plans and specifications for bidding purposes, as well as an opinion of probable construction cost for the Project.

### **Approach**

This task will include the following activities:

- Permitting
  - NDOT Temporary Encroachment Permit
- 100% Design Submittal shall include:
  - Inclusion of previously identified street rehabilitation from the MicroPAVER update project.
  - Finalized Plans, Specifications, and Opinion of Probable Construction Cost submitted to KGID for public bid processing.
- Quality assurance and quality control of deliverables to the KGID.

### **Deliverables**

The following will be delivered under this task:

- Submittal of the 100% set used for bidding will include PDF versions of Plans and Specifications, Contract Documents, and Opinion of Probable Cost.

### **Assumptions**

The following assumptions apply:

- It is anticipated that the plan set will consist of 3 sheets, including a cover sheet with area street map showing roads to be sealed; general notes and details sheet; and NDOT traffic control exhibit.
- Specifications will be in EJCDC format for front end and CSI format for technical specifications.
- NDOT Temporary Encroachment Permit Signatures
  - KGID will obtain Douglas County Sheriff signature.
  - Farr West will obtain Nevada Highway Patrol signature.
  - Farr West will submit to NDOT for permit approval.

## **Task 3 – Bidding Assistance**

### **Objective**

Assist KGID in the bid selection process and award of the construction contract.

### **Approach**

This task will include the following activities:

- Advertise and bid the project electronically through the Farr West Bid Room website.
- As the Project is small and straight forward, a pre-bid meeting (and all associated efforts) are not anticipated, nor included in this task order.
- Answer questions from bidders, prepare and distribute RFI's and addenda, as required.
- ~~Conduct one (1) bid opening at Farr West's office.~~
- ~~Collect and review bids and perform due diligence checks.~~
- ~~Prepare letter of recommendation for award of the contract.~~
- Prepare and issue Notice of Award.

## **Deliverables**

The following deliverables will be submitted under this task:

- ~~Bid results summary.~~
- ~~Letter of recommendation to KGID Board for award. Recommendation to the Board will be made for award of the contract to the lowest responsible and responsive bidder.~~
- Notice of Award.

## **Assumptions**

The following assumptions apply:

- Farr West will advertise and bid the Project electronically.
- Two (2) RFIs and preparation of one (1) addendum are assumed.
- Bid opening electronically via PlanetBids.
- KGID to perform bid compliance review, bid tabulation, contractor complete due diligence review (NV State Contractor's Board, Secretary of State, Labor Commissioner's Disqualified List, and reference check), and prepare recommendation letter for award.

## **Task 4 – Construction Management**

### **Objective**

Monitor the Project and keep KGID informed of the Project status at all times. This phase also includes assisting KGID with the close out of the construction process and construction contract.

### **Approach**

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

- Manage and direct the Project team, provide routine Project management and communications.
- Processing one (1) change order, one (1) payment applications, evaluating claims, reviewing submittals, respond to RFIs, and address unanticipated conditions.
- Weekly in-office construction management activities are limited to eight (8) total hours per week.
  - These activities include processing of documents (described earlier), coordination all parties, daily observation report QC, etc.
  - Maintain all Project documentation for the duration of the Project including tracking, disbursing, and reviewing. Maintain logs for all documentation including submittals, RFCs/RFIs, field orders, work change directives, change orders.
- Certified Payroll Review:
  - Review certified payroll reports supplied by prime contractor. Reports to include prime and sub-contractors working on Project.
  - Verify contractor personnel position, time, and wages paid are accurate and comply with the prevailing wages for the Project.
- Two (2) field visits.
- Coordinate a substantial completion inspection and formulate a final punch-list of work items to be completed prior to final inspection.
- Conduct a final inspection meeting to verify that all outstanding work items are complete (construction observer to perform on-site final walkthrough with Contractor and KGID personnel).
- Upon completion of construction, obtain both Observer and Contractor as-builts and incorporate all modifications into a set of record drawings. Revisions will be made in the AutoCAD files.
- Recommend Project final acceptance to KGID.
- Incorporate Project record drawing data into KGID GIS.

## **Deliverables**

The following deliverables will be submitted under this task:

- Notice to Proceed.
- Certified payroll reports supplied by contractor.
- Conformance letter from Farr West.
- Record drawings electronically.

## **Assumptions**

The following assumptions apply:

- Construction anticipated to take fifteen (15) working days.
- Two (2) field visits are assumed at six (6) hours/visit. Farr West will be available for additional on-site visits if requested by KGID, billed on a time and materials basis outside of the Scope.
- Office engineering efforts are detailed under the Approach section of this task.
- The Observer and Contractor will provide complete and clean set of redlines to Farr West.
- It is anticipated that the construction contract will exceed \$100,000; therefore, certified payroll reports and associated field interviews will be required.
  - Certified payroll reviews are assumed at three (3) hours per week.
  - Certified Payroll reports are anticipated to be complete and correct. Contractor is to be familiar with certified payrolls and compliance.
  - One (1) minor revision per report is assumed within this scope of work. Additional revisions will be billed on a time and materials basis.
  - If certified payroll reports are not complete, Farr West will reject submission and require re-submittal by the contractor.
  - Farr West's review will consist of verification of personnel, their time, and hourly wages meet requirements of the Project.
  - All final certification and reporting to Labor Commission must come from KGID as they are the public body, funding Project, and have ultimate responsibility.
- If construction efforts vary from this schedule, Farr West will be present for days that work is being performed until complete and compensated on a time and materials basis outside of the scope.

## **Task 5 – Construction Observation**

### **Objective**

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

### **Approach**

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

- Construction observer to provide full-time observation during the construction process.
- Notify Contractor, Engineer, and KGID of any issues in the field as or before issues occur to allow quick resolution.
- Answer questions, ensure work is being completed per the plans and specifications, and coordinate with all parties and the public.
- Monitor traffic control and public access.
- Prepare daily observation reports, measure quantities, and take photographic records.
- Monitor material testing (performed by others) to certify requirements are being met.
- Attend all weekly progress meetings.
- Generate punchlist of items to correct at substantial completion.

- Conduct final site walk ensuring punchlist items are complete.
- Maintain a set of redlined as-builts of construction.

#### **Deliverables**

The following deliverables will be submitted under this task:

- Daily Observation Reports
- Punchlist
- Redlined as-builts

#### **Assumptions**

The following assumptions apply:

- Construction anticipated to take fifteen (15) working days.
- Farr West inspection costs shall include all time, 9 hours on-site inspection, 2 hours for reporting and travel.
- If construction efforts vary from this schedule, Farr West will notify KGID and will be present for days that work is being performed until complete and compensated on a time and materials basis outside of the scope.
- On-site observation will only occur when the contractor is performing work.

#### **COMPENSATION**

KGID shall pay Farr West on a time and materials basis, including travel, not to exceed Thirty-Nine Thousand and Five Dollars (\$39,005.00). Hourly rates and other expenses shall be in accordance with Exhibit C of the Master Services Agreement (Standard Hourly Rates). A breakdown of the individual task budgets is as follows:

<b>Task</b>	<b>Cost</b>
Construction (Planning Level Estimate):	\$300,000
Engineering:	\$9,280
Construction Management & Observation:	\$29,725
Total Project Budget:	\$339,005

#### **SCHEDULE**

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

Award of Task Order:	January 2022 Board Meeting
Final Design:	February 2022
Bidding:	February 2022
Construction:	July – September 2022 (subject to change pending contractor's scheduling)
Closeout:	October 2022

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

Owner: Kingsbury General Improvement District

Engineer: Farr West Engineering

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

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

Print Name: Mitchell S. Dion

Print Name: Matt Van Dyne, P.E.

Title: General Manager

Title: Principal Engineer / VP of Operations

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

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

**KINGSBURY GENERAL IMPROVEMENT DISTRICT**

**2022 Sealing Project  
Engineering Fee Estimate**

TASKS	2022 Rate (\$/hr)	Principal Civil Engineer - Van Dyke	Engineer II - Gavin	Engineer I - Villano	Construction Observer II - Garling	Civil Specialist - Reid	Project Coordinator - Warlick	Administrator III - Benton	Total Labor		TOTAL
									Hours	(\$)	(\$)
<b>1.1 Project Management</b>											
Monthly Reports/Progress Billings			2					4	6	\$860	\$860
Project Coordination and Management		2	6						8	\$1,218	\$1,218
<b>Subtotal</b>		<b>2</b>	<b>8</b>					<b>4</b>	<b>14</b>	<b>\$1,878</b>	<b>\$1,878</b>
<b>1.2 Detailed Design</b>											
Design Drawings, Technical Specifications, Opinion of Probable Cost		1	8	12			4		25	\$3,169	\$3,169
Prepare NDOT Temporary Occupancy Permit Application		1	4	8					13	\$1,709	\$1,709
<b>Subtotal</b>		<b>2</b>	<b>12</b>	<b>20</b>			<b>4</b>		<b>38</b>	<b>\$4,878</b>	<b>\$4,878</b>
<b>1.3 Bidding Assistance</b>											
Bid Solicitation, RFI's, Questions During Bidding, Addendum		1	6	4			4		15	\$1,929	\$1,929
Bid Opening via Plans/Bids							1		1	\$105	\$105
Bid Review, Tabulation, Recommendation											
Awarding Activities (NoA, Agreements, Bonds and Insurance)			2				2		4	\$490	\$490
<b>Subtotal</b>		<b>1</b>	<b>8</b>	<b>4</b>			<b>7</b>		<b>20</b>	<b>\$2,524</b>	<b>\$2,524</b>
<b>1.4 Construction Management</b>											
Submittal Review			4	6			4		14	\$1,700	\$1,700
Organize and Conduct Pre-Construction Conference			4	6					10	\$1,280	\$1,280
Office Engineering (a)			12	12					24	\$3,120	\$3,120
Certified Payroll Review (b)							9		9	\$945	\$945
Field Visits (c)			12						12	\$1,680	\$1,680
Record Drawings and Deliverables			2	2					4	\$520	\$520
GIS Incorporation				2		4			6	\$680	\$680
<b>Subtotal</b>			<b>34</b>	<b>28</b>		<b>4</b>	<b>13</b>		<b>79</b>	<b>\$9,925</b>	<b>\$9,925</b>
<b>1.5 Construction Observation</b>											
Construction Observation, Coordination, and DOR Preparation (d)					165				165	\$19,800	\$19,800
<b>Subtotal</b>					<b>165</b>				<b>165</b>	<b>\$19,800</b>	<b>\$19,800</b>
<b>TOTAL</b>		<b>5</b>	<b>62</b>	<b>52</b>	<b>165</b>	<b>4</b>	<b>24</b>	<b>4</b>	<b>316</b>	<b>\$39,005</b>	<b>\$39,005</b>

**Notes:**

- (a) Construction estimated to take 15 construction days, CM costs include time for pay requests, change orders, phone calls, etc., estimated at 8 hours per week not including field visits
- (b) Assumes Contractor is familiar with CPs and submitting correct forms. 3 hr/wk
- (c) Includes 2 field visits, estimated at 6 hours per meeting day
- (d) Includes full time inspection, M-F, for the construction period, 11 hours/day (9 hr on-site)

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

**TITLE: Organization of the Board of Trustees and the Election of Officers**

For Discussion and Possible Action. Discussion on the sequence of replacement and election of Officers of the Board for Kingsbury General Improvement District for calendar year 2022.

**MEETING DATE:** January 25, 2022

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

**RECOMMENDED ACTION:** Conduct elections to determine the positions of Chair, Vice Chair, Secretary and Treasurer of the Board of Trustees

**BACKGROUND INFORMATION:** One of the duties required of the Board of Trustees is 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 determine the organization of the Board and conduct the election of Officers.

Fund impacted by above action:

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

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

**TITLE: Presentation of NDOT Plans and Projects**

For Discussion and Possible Action. Receive the presentation and discussion related to the NDOT plans and projects in the vicinity of Kingsbury General Improvement District

**MEETING DATE:** January 25, 2022

**PREPARED BY:** Mitch Dion, General Manager

**RECOMMENDED ACTION:** The presentation being provided regarding NDOT Plans and Projects for information and discussion

**BACKGROUND INFORMATION:** NDOT manages the maintenance, repair and stormwater for SR 207 and US Highway 50 which bisect Kingsbury GID. The presentation and discussion are intended to provide public information and coordination for projects within or near Kingsbury GID.

Fund impacted by above action:

- |   |   |
|---|---|
| <input type="checkbox"/> All Funds        | <input type="checkbox"/> Not a Budget Item  |
| <input type="checkbox"/> Water Fund       | <input type="checkbox"/> Sewer Fund         |
| <input 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 #10**

**TITLE: Recognition and Memorial of Robert (Bob) Cook**

For Discussion and Possible Action. Discussion and consideration of action recognizing the passing of Robert (Bob) Cook.

**MEETING DATE:** January 25, 2022

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

**RECOMMENDED ACTION:** Discuss and consider possible actions honoring Robert (Bob) Cook for his service to Kingsbury General Improvement District and the Community

**BACKGROUND INFORMATION:** Robert (Bob) Cook was notable for his dedication and as a quintessential volunteer in the Community. He served as a Trustee for the Kingsbury GID from 1989 until 2009. His balanced perspective and well-spoken thoughts were valued assets and often put into action with his commitment of time and effort.

Kingsbury GID may seek to recognize his passing.

**INCLUDED:**

- Bob Cook Remembered Record Courier

Fund impacted by above action:

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

# Community

B4 | Saturday, January 8, 2022 | The Record-Courier

## Douglas remembers volunteer Bob Cook

### Staff reports

If there was a volunteer position in Douglas County, Bob Cook probably filled it over the past 40 years.

On Thursday, Douglas County commissioner Wes Rice called for a moment of silence in memory of Cook, who died as a result of a fall over the New Year's weekend.

Cook started volunteering for the Zephyr Cove Ski Club in 1981 as a chaplain because he wanted his son to learn the right way to ski from one of Heavenly's instructors.

"Children don't always

learn best from their parents," he said.

A Vietnam veteran, the family moved to Lake Tahoe in 1971, when he went to work for Tahoe Douglas Fire Protection District.

He moved to Zephyr Cove to be a firefighter and bomb squad technician as soon as he got out of the service.

Cook only worked for the district for three years, but he remained involved in the fire district for a half century.

He worked for United Parcel Service for 27 years. Cook received a kidney donation in 2007, and was

able to give up dialysis.

He was an enthusiastic supporter of the Douglas County Senior Center and the first president of the Douglas County Community Services Foundation, founded to support both centers.

Even before then, he was ubiquitous.

At the time of his death, he was an elected supervisor of the Nevada Tahoe Conservation District and a trustee for the Tahoe Douglas Senior Center.

He served on the Kingsbury General Improvement District for 21 years, serving five four-year terms. He was also a



Bob Cook

trustee on the Tahoe Douglas Fire Protection District between 1992 and 2008.

He also served with the Chimney Rock Chapter of the Nevada Fire Safe Council for seven years.

No services for Cook have been announced.



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

**TITLE: District Merit Compensation Plan**

For Discussion and Possible Action. Discussion regarding adopting a Merit Compensation plan for District employees

**MEETING DATE:** January 25, 2021

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

**RECOMMENDED ACTION:** Adopt the proposed Merit Compensation Program

**BACKGROUND INFORMATION:** Merit Compensation Programs (bonus) have been part of the suite of tools used by employers to recognize and inspire superior performance. A bonus program can be used to recognize one-time events or sustained performance over the course of time. Kingsbury GID has many talented and committed employees that often rise to the occasion in providing superior service often overcoming unique challenges. In addition, there are occurrences when an employee develops a new method or finds a cost saving alternative which benefits the district. These examples of performance when ascending to the exceptional levels determined by the General Manager merit to be recognized are valued to the degree warranting reinforcement through financial compensation as well as a hardy “thank you.”

Attached is a draft of proposed program. It is intended to provide enough guidance to alleviate traditional pitfalls, such as an annual entitlement or too subjective, yet provide management a solid tool to recognize employees going above and beyond or simply devising real cost avoidance approaches to our business units.

The salient elements of the plan are that these awards are discretionary therefore not part of compensation. The district establishes a cap of 1% of the total annual salaries for qualified employees (approximately \$7,500.00 in FY 22) as the pool while the maximum award for any employee is 2.5% of their annual compensation awarded in a single fiscal year. All employees except the General Manager are eligible for the awards.

Once final, the program will be incorporated into the Personnel Policy Manual revision.

**INCLUDED:**

- Draft of Merit Compensation Program

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 |

## **Policy brief & purpose**

Merit Compensation Programs (bonus) have been part of the suite of tools used by employers to recognize and inspire superior performance. A bonus program can be used to recognize one-time events or sustained performance over the course of time. Kingsbury GID has many talented and committed employees that often rise to the occasion in providing superior service often overcoming unique challenges. The purpose of this policy is to explain how KGID distributes bonuses to employees.

We want to recognize and reward employees whenever possible, since all contribute to our success with hard work. This policy clarifies how we select which employees to reward and how we calculate bonus amounts. The district will establish a funding pool of 1% of annual salaries for all eligible employees (\$7,500 in Fy 22). (The General Manager is specifically not included in the program).

## **Scope**

This policy applies to all regular full-time and part-time employees but does not apply to employees with contracts. Seasonal employees, interns and temporary employees are not eligible. Employee recognition awards based on this program are discretionary and may or may not be used at the sole discretion of the district. In addition, the program and policy may be modified at any time based upon the needs and interests of the district. There is no expectation that any individual will receive a recognition award or that the full allowance of the awards pool will be used each year.

Recognition awards are not to be included in employee salary and will not be included for any other form of compensation and will be made in conformance the State and Federal regulations.

## **Policy elements**

KGID seeks to recognize and reward employees for outstanding individual performance, as well as their contributions that help us achieve our goals. For this reason, there are two forms of recognition within the program.

First is a spot award, recognition for exemplary performance relating to a single event or improvement in the district service. Spot awards can be up to \$500.00 and can be awarded to an individual employee multiple times during a year, but the total received by any individual cannot exceed 2.5% of their annual salary.

The second type of award is provided to recognize an ongoing superior performance which is notable and enhances the quality of services provided by the district. Sustainment awards can only be made once in the year and can be up to 2.5% of an employee's annual salary.

KGID will make recognition awards based on both quantitative and qualitative measures.

Examples of quantitative measure include:

- Individual productivity
- Cost avoidance initiatives
- Exceeding goals (financial and nonfinancial)
- Performing additional duties

Examples of qualitative measure include:

DRAFT

- Contribution to internal policies and procedures
- Contribution to training others
- Identifiable value-added work
- Initiatives which improve the customer experience

### **Process**

When a supervisor or manager identify a team member deserving for a merit award, they must send a confidential written recommendation to the General Manager, via HR, explaining how their team member demonstrated exemplary performance.

The Human Resources Supervisor will review and provide a recommendation to the General Manager. The recommendation will include the determination of whether the award warrants a spot award or is based upon sustained performance. In addition, the Human Resources supervisor will provide notations of any other awards provided to the individual during the fiscal year as well as relevant information relating to the balance available in the award pool.

The General Manager will make the final determination regarding the form of the award and the amount to be authorized.

Upon approval, the nominating supervisor or manager will provide the employee with written acknowledgment of their accomplishment and the form of the award and amount of their award. A copy of this will be provided to the Human Resources supervisor to coordinate the initiation of payment and ensure a copy is included in the employee's personnel record.

DRAFT

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

**TITLE: Surplus Vehicle Disposal**

For Discussion and Possible Action. Discussion and approval of declaring two vehicles surplus and authorize disposal.

**MEETING DATE:** January 25, 2022

**PREPARED BY:** Brandon Garden, Utility Operations Superintendent

**RECOMMENDED ACTION:** Authorize the General Manager to dispose of surplus vehicles, Truck 0302 and Truck 1122

**BACKGROUND INFORMATION:** Vehicle 0302 is a 2003 Ford F-450 used by the water crew until 2018. It was replaced but retained to serve as a backup. It has 121,000 miles accumulated as a daily service vehicle. Current mechanical issues include tires, brakes and batteries which render it as unreliable for district use.

Vehicle 1122 is the 2011 Schwartz Street sweeper. The secondary engine that runs the vacuum system for street sweeping has failed and is beyond economical repair.

Components to be removed from the vehicles include tools, district radios, auxiliary safety light beacons, KGID emblems/logos, and license plates

Both vehicles are fully depreciated. Revenues from sale will be credited to appropriate funds based upon their sources of procurement.

If approved, the vehicles will be disposed using a local auction service.

Fund impacted by above action:

- |  |   |
|--|---|
| <input type="checkbox"/> All Funds               | <input type="checkbox"/> Not a Budget Item            |
| <input checked="" type="checkbox"/> Water Fund   | <input type="checkbox"/> Sewer Fund                   |
| <input checked="" 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  
AGENDA ITEM #13**

**TITLE: Addendum to the General Manager Contract**

For Discussion and Possible Action. Discussion and consideration of the addendum to General Manager Contract to resolve conflict with provisions of NRS addressing employer paid contributions.

**MEETING DATE:** January 25, 2022

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

**RECOMMENDED ACTION:** It is recommended that the General Manager contract be modified related to provisions for retirement contributions and compensation in conformance with the provisions of NRS and that these revisions be paid retroactively to commencement of contract period.

**BACKGROUND INFORMATION:** In December 2021, the Board of Trustees were notified that the provision of current contract for the General Manager were not in compliance with the NVPers rules and that efforts to work the issue through NVPers were unsuccessful. Based on the information provided, revisions to the salary are needed to offset the cost of retirement contributions and this proposal is a zero-sum issue for the district and consistent with the intent of the original contract. The board member requested copies of the current contract and the related worksheet used to calculate the salary adjustment needed to conform with the intent of the original contract. The district legal counsel has reviewed the contract provisions and the applicable code and has confirmed obligations and drafted a revision to the contract.

To provide for the Pers contribution and compensation at the level negotiated (\$145,000) the salary level prior to Pers would be \$167,485. Under current conditions the General Manager has been charged retirement contributions which are the district's obligation. It is proposed that annual compensation provision on the contract be adjusted to \$167,485/year to compensate for the employee contribution to Pers establishing the salary of \$145,000 within Pers. This equals the total compensation and retirement provided for in the contract. It is recommended that the contract language be adjusted and applied retroactively to the start of the contract.

**INCLUDED:**

- General Manager Employment Agreement current
- General Manager Employment Addendum
- General Manager Draft Payroll Worksheet

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 |

# Employment Agreement

## Introduction

This Agreement is made and entered into this 22 day of <sup>July</sup> ~~July~~ 2021, by and between Kingsbury General Improvement District, a political subdivision of the State of Nevada, (hereinafter called "District") and Mitchell Dion (hereinafter called "Employee"). The parties hereby agree as follows:

## Term

This Agreement shall be effective between 26 July 2021 until 30 June 2024, unless sooner terminated by the District or Employee as provided in this Agreement.

## Duties and Authority

The District agrees to employ Employee as its General Manager to perform the functions and duties specified in the job description, attached hereto and hereby made a part hereof, and to perform other legally permissible and proper duties and functions.

Employee shall, in conjunction with the Chairperson of the District board, provide for another District employee to act on his behalf during absences.

In the event of inconsistency between this Agreement and any existing District policy, manual or procedure, the provisions of this Agreement shall control unless otherwise required by law.

## Compensation

Base Salary: From July 26, 2021 through June 30, 2024, the District agrees to pay Employee a pro-rata annual salary of One Hundred and Forty-Five Thousand Dollars (\$145,000.00), payable in semi-monthly installments at the same time that other management employees of the District are paid. Employee may be considered for a salary increase at any time during this agreement. Except when on leave, Employee will be available to perform the duties of the position during normal business hours, to attend evening meetings necessary for District business, and to manage the District's response to emergency situations during non-business time. Employee shall engage in no other employment during the term of this Agreement.

## Employee Benefits

- A. With the exception of compensation, employee benefits shall begin, or begin to accrue, ninety days after the effective date of this agreement.
- B. The District agrees to provide a monthly allowance to pay the premiums for health, vision, and dental insurance for Employee and Employee's lawful dependents. This allowance shall not exceed the amount of a similar high deductible health plan with NV PEBPs.
- C. Employee shall be allowed eighty (80) hours of administrative leave each fiscal year, for use within the fiscal year.
- D. Employee shall accrue sick leave at the rate of eight (8.0) hours per month or portion thereof. Sick leave accrued may not exceed 480 hours. Sick leave accrued over 480 hours will be paid to the Employee at 50% of Employee's effective hourly rate, with said payment due on or before the last payday in June each year.
- E. Employee is entitled to the same twelve (12) paid holidays off as other employees of the District.
- F. Employee shall accrue three (3) weeks of vacation time each fiscal year (July 1<sup>st</sup> through June 30<sup>th</sup>). All vacation accrued in excess of six (6) weeks will be paid to the Employee at the earned value, with said payment due on or before the last payday in June each year.

## Communication

Employee shall be responsible to the Board of Trustees, which acts through its Chairperson, or Chairperson's designated representative in the event of the Chairperson's unavailability, and from whom Employee will take direction. Notwithstanding, Employee shall be responsive to each member of the Board of Trustees. Employee shall regularly advise the Chairperson and the Board or Staff, as



appropriate, of all matters of concern pertaining to the District and its operation including a monthly report of Employee's activities, etc.

#### **Retirement**

The District shall enroll Employee in the Nevada Public Employees' Retirement System and make all standard contributions on Employee's behalf for both the District and the Employee.

#### **Licensure**

Employee shall maintain current licenses and/or all Nevada State certifications required for the operation of the District water and sewer systems during his employment with District. The District will pay fees required for licensure and for any additional licenses or certifications requested.

#### **Vehicle Allowance**

The District shall provide Employee with a vehicle for business purposes, which shall be used strictly for company business and not for Employee's work commute. On those occasions where Employee uses his personal vehicle, such use shall be consistent with the District's existing vehicle use policy.

#### **General Business Expenses**

- A. The District agrees to budget for and to pay reasonable and customary amounts for professional dues and subscriptions of Employee necessary for continuation and participation in national, regional, state, and local associations and other organizations necessary and desirable for Employee's continued professional growth and for the good of the District.
- B. The District agrees to budget for and to pay for travel expenses of Employee for professional and official travel, meetings, and occasions to adequately continue the professional development of Employee and to pursue necessary official functions for the District.
- C. District shall provide for Employee's use a cellular phone adequately equipped to allow Employee to conduct District business. District shall also provide for Employee's use any other equipment reasonably required to allow Employee to effectively perform his duties under this Agreement, including but not limited to a laptop computer. Employee may utilize District equipment only for District business; and under no circumstances shall Employee have any ownership right to any District equipment or information contained or maintained therein.

#### **Termination**

Employee is an at-will employee. Either party may cancel this contract at any time upon giving the other party sixty (60) days' notice.

#### **Expiration of Contract**

This Agreement expires June 30, 2024. Unless the parties agree in writing otherwise, if a successor employment contract has not been agreed upon at least thirty (30) days prior to the expiration of this Agreement, Employee will be considered to have given notice of his resignation effective the expiration date of this contract.

#### **Bonding.**

Employee must maintain eligibility for, and the District shall bear the full cost of, any fidelity or other bonds required of Employee under any law or ordinance.

#### **General Provisions**

- A. **Section Headings.** All section headings contained herein are for the convenience of reference only and are not intended to define or limit the scope of any provision of this Agreement.
- B. **Governing Law.** This Agreement shall be construed in accordance with, and governed by, the laws of the state of Nevada. Venue shall lie exclusively in Douglas County, Nevada.

- C. Construction of the Agreement.** The parties hereby acknowledge having the opportunity to be represented by counsel of their choice with respect to the preparation, negotiation and execution of this Agreement and each party hereby agrees that the doctrine construing contractual terms against the drafting party shall not apply to this Agreement.
- D. Attorney Fees.** In the event that any action is filed in relation to this Agreement, 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 attorney fees.
- E. Severability.** In the event any one or more of the sections, provisions or clauses contained herein shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision of this Agreement, but this Agreement shall be construed as if such invalid, illegal or unenforceable provision had not been contained herein.
- F. Entire Agreement.** This Agreement incorporates all the agreements, covenants and understandings between Employee and District concerning the subject matter hereof, and all such covenants, agreements, and understandings have been merged into this written Agreement. No other prior agreements or understandings, verbal or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in this Agreement.
- G. Amendment.** This Agreement shall not be modified or amended except by a written instrument executed by the Employee and the duly authorized representative of District.
- H. Dispute Resolution.** In the event of a dispute regarding this Agreement or other matters related to Employee's employment with District, the parties agree to submit and seek to resolve such dispute through mediation. If so, the parties will jointly select a mediator to serve as such and will evenly divide the cost thereof. If they cannot agree to a mediator, both parties may identify two; each party may strike one of the other party's selections, and the mediator will be selected from the remaining two by lot.

**IN WITNESS WHEREOF,** the parties have executed this Agreement effective as of the date first written above.

DISTRICT

By: 

Natalie Yanish, Chair, Board of Trustees Date

6/28/21

ATTEST:

By: 

Craig Schorr, Secretary, Board of Trustees Date

EMPLOYEE:

  
Mitchell Dion

22 Jun 21  
Date

C:\Users\mitchb\Downloads\Draft CM Contract 2021 Mitch Dion 6-17-21 (1).doc

## **Addendum to Employment Agreement**

This Addendum is made and entered into this 25<sup>th</sup> day of **January 2022**, by and between the Kingsbury General Improvement District, a political subdivision of the State of Nevada, (hereinafter called "District") and Mitchell Dion (hereinafter called "Employee"), based on the following:.

### **Recitals**

Whereas, the parties joined in that certain Employment Agreement on 22 June, 2021, wherein District is employer and Mitchell Dion is Employee; and

Whereas, a negotiated term within the Employment Agreement creates an obligation for an entity not a party thereto, which that third party is unable to perform; and

Whereas, the Employment Agreement is therefore in need of revision; and

Whereas, the necessary revisions have zero financial impact on either party hereto; and

Whereas, the revisions set forth herein place each of the parties in the financial condition anticipated when entering the Agreement.

### **Witnesseth**

Now, therefore, the parties do agree as follows:

1. The parties hereby agree to replace those two Employment Agreement provisions indicated below as follows:

That section entitled "Compensation" found at page 1 is hereby deleted and replaced with the following:

#### **Compensation**

Base Salary: From July 26, 2021 through June 30, 2024 the District agrees to pay Employee a pro-rata annual salary of One Hundred and sixty-seven thousand four hundred eighty-five and 29 cents (\$167,485.29), payable in semi-monthly installments at the same time that other management employees of the District are paid. Employee may be considered for a salary increase at any time during this agreement. Except when on leave, Employee will be available to perform the duties of the position during normal business hours, to attend evening meetings necessary for District business, and to manage the District's response to emergency situations during non-business time. Employee shall engage in no other employment during the term of this Agreement.

That section entitled "Retirement" found at page 2 is hereby deleted and replaced with the following:

#### **Retirement**

The District shall enroll Employee in the Nevada Public Employees' Retirement System and make all standard contributions as required by law.

\\SERVER2019\Util\GID\KGID\GM Agreement\Dion 2022 addendum.docx

KGID

Draft

Change #:

MD 2022-2

## PAYROLL / STATUS CHANGE FORM

Effective Date of Change: 1/26/2022☐

New Hire

☒

Change

☐

Separation

Employee Name: DION, MITCHEL S.  
LAST FIRST MIDDLENEW HIRE INFORMATION - Date of Hire >>> JULY 26, 2021Job Title: GENERAL MANAGER

Physical Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

STATUS &gt;&gt;&gt;

☒

Full-Time

☐

Part-Time

☐

Full-Time Seasonal

☐

Part-Time Seasonal

## STATUS CHANGES FOR CURRENT EMPLOYEES:

TYPE	FROM	TO	COMMENTS
<input type="checkbox"/> Address Change			
<input type="checkbox"/> Insurance Eligibility			6/1/2021
<input type="checkbox"/> Insurance Premium			
<input checked="" type="checkbox"/> Base Salary (Hourly) Rate	\$145,000.00	\$167,485.00	
<input checked="" type="checkbox"/> Increases	\$0.00	\$0.00	0.0%
<input checked="" type="checkbox"/> Base Salary (Hourly) Rate PERS Factor applied	\$125,533.41	\$145,000.00	1.155071
<input type="checkbox"/> Special Skills Rate			
<input checked="" type="checkbox"/> Regular Pay (Base + SS)	\$5,230.56	\$6,041.67	Per Pay Period
<input type="checkbox"/> Standby Rate			12.5% 12.5% of Base Pay
<input type="checkbox"/> Lead			10% 10% of Base Pay
<input type="checkbox"/> Union Dues			2 X Union Pay Rate + \$15.26 Eff. 7/1/18
<input type="checkbox"/> Levy of Wages			
<input type="checkbox"/> Direct Deposit			
<input type="checkbox"/> W-4 Status			
<input type="checkbox"/> SEP / IRA Contribution / Hr			0.570% Total Retire Contrib=15.2% PERS=14.63% SEP=0.570% of Reg Pay
<input type="checkbox"/> Vacation / Sick Leave		\$0.00	6/1/2021
<input type="checkbox"/> PERS Deduction / Hr			28.75% 100% Employer Paid PERS 29.75% effective 7/27/2021

## SEPARATION EVENT

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

Last Date Worked: \_\_\_\_\_

Last Date Paid: \_\_\_\_\_

☐

Voluntary Separation

☐

Involuntary Separation

☐

PERS Removal

☐

Contribution Refund PERS

Date of Notice of COBRA rights: \_\_\_\_\_

Additional Comments:

Per approved revised General Manager contract increase pay to \$167,485.00 100% Employer Paid PERS salary reduction  
1.55071% \$145,000.00 retroactive to 7/26/21

Draft

A Manager Signature: \_\_\_\_\_

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

Accountant II Signature: \_\_\_\_\_

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

Entered to  
ABILA☐

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

**TITLE: Revised 2022 Board Meeting Schedule**

For Information and Possible Action. Discussion regarding Board of Trustee Meeting dates that may conflict with District Holidays for calendar year 2022.

**MEETING DATE:** January 25, 2022

**PREPARED BY:** Judy Brewer, Administrative and H.R. Supervisor

**RECOMMENDED ACTION:** Approve revision to calendar changing two Board of Trustee meeting dates that fall close to Holidays

**BACKGROUND INFORMATION:** Kingsbury General Improvement Districts 2022 Board Meeting Schedule was previously approved at our October 19, 2021, Board Meeting.

In review, consideration was made to adjust the dates to reduce the impacts from holidays, the following changes are recommended:

June 21, 2022 is close to the new Juneteenth Holiday on June 20, 2022. Therefore, it is recommended that the meeting date be adjusted a week earlier on **June 14, 2022**.

December 20, 2022 is near Christmas. It is recommended that the meeting date be a week earlier on **December 13, 2022**.

Included:

- Revised calendar

Fund impacted by above action:

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

**KINGSBURY GENERAL IMPROVEMENT DISTRICT**

**2022 BOARD MEETING SCHEDULE**

**January 25, 2022 (Tuesday)**

**February 15, 2022 (Tuesday)**

**March 15, 2022 (Tuesday)**

**April 5, 2022 (Tuesday)**  
Special budget workshop meeting

**April 19, 2022 (Tuesday)**

**May 17, 2022 (Tuesday)**  
Budget Public Hearing

**June 14, 2022 (Tuesday)**

**July 19, 2022 (Tuesday)**

**August 16, 2022 (Tuesday)**

**September 20, 2022 (Tuesday)**

**October 18, 2022 (Tuesday)**

**November 15, 2022 (Tuesday)**

**December 13, 2022 (Tuesday)**

**MEMO TO:** Kingsbury GID Board of Trustees

**FROM:** Mitchell S. Dion, General Manager

**SUBJECT:** General Manager's Report for the meeting of January 25, 2022

**Programs:**

We met with the State (NDEP Finance) to consider consolidation of our SRF loans to possibly achieve better rates and reduced costs. They are favorably considering the proposals and indicated favorable disposition so long as we keep the balance at (or possibly more) than the current total balance.

The Lahontan Regional Water Quality Control Board conducted a hearing on the permit conditions for the Tahoe Keys weed abatement test which included the use of herbicides. The Tahoe Water Suppliers and KGID have expressed that nonchemical means have not be fully used during the appropriate conditions to determine their success and that application of herbicides, even under controlled measures does not conform to the antidegradation policy. This is a significant departure from the protections assumed in permits and strategies which have been built upon this policy.

Because of long lead times, supply chain uncertainties and with the intent to avoid contractor mark up on materials, KGID is bidding the major materials for the current pipeline project in advance of the construction bids. Once bids are received and evaluated, these will be brought to the Board of Trustees for award.

We have initiated a Request for Proposal for legal assistance for Labor Negotiations and anticipate making selection and appointment in March.

We have prepared a solicitation for Engineering Services (Request for Qualifications), it is in final draft and is complementary to services currently offered by FarrWest and satisfies the requirements for programs in the current Federal Funding which require agencies to select consultants for each specific project.

We have met with an auction firm which is capable of conducting a local auction for our surplus items which may be a simpler and more effective manner to eliminate the excess items which we have as opposed to transporting these items to Reno.

**Customers:**

Snow removal during the last days of December resulted in 3 damaged vehicles. Our contractor has taken action to adjust for two of these. The 3<sup>rd</sup> was not their responsibility and owner seem to be satisfied with that conclusion. Most comments were about the snowplow berm, we are working on some education and outreach materials to assist the public to understand the sequence of plowing, equipment used and what is possible or not possible regarding "the berm". We did have to share in the cost of trucking snow along a stretch of Quaking Aspen as there was too much snow to be placed. During these conditions, historically we share the cost with the Homeowner association and the resort.



Recently, we had another leak on common service line for multiple units in an association. Due to the amount of water flowing and inability for the property owners ability to isolate, we had to shut off all units. The service line is likely over 40 years old and has had multiple problems in the past. At least one of the property owners express his dissatisfaction with the district ordinance which makes clear that these lines are privately owned and not the district's responsibility. Yet it is a difficult and challenging repair due to the snow and placement in the slope. Mike Edwards, our On-call Operator did a good job under difficult conditions.

We had a similar situation with leak on an irrigation main which had not been turned off for the winter, our crew was successful in assisting the property owner to locate and isolate that leak.

#### **Associations and outside meetings:**

Nevada League of Cities has conducted their Strategic Plan and considering the draft action plan "One Nevada Plan". This plan is ambitious and seeks to develop the league into a more complete resource for legislative advocacy, communications, education, and economic development. To do this they need to expand and while the larger Cities have taken on a significant piece of that cost, there will be a substantial increase in our dues. In many ways, the new program is more assistance to smaller agencies, because the larger communities typically have personnel or consultants to address these needs.

#### **Water Resources:**

Snow has been the dominant topic of recent weeks. Current weather patterns will assist us locally, but not likely to be significant in overall drought conditions of the Western US. Current drier weather appears to be the dominant pattern for the next few weeks.

Currently, the lake is at 6,224.09 or about 1.1 feet above the natural rim (or 0.91 feet below full pool).

#### **2021 Highlights:**

##### **Operations:**

Water Produced	264.5 MG		
Sewage Pumped to DCLTSA	88 MG	Hours spent sweeping	423
Distribution system leaks	14	Miles swept	1,689
Meter profiles/leak detects	40	Storm drain	
Connection permit		cleaning/amount collected	310 yards
inspections	58		
Connection permits issued	28	Unleaded fuel consumed	5,018 gallons
Recovered abrasives		Diesel fuel consumed	3,404 gallons
through sweeping	401 yards		

##### **Human Resource & Admin:**

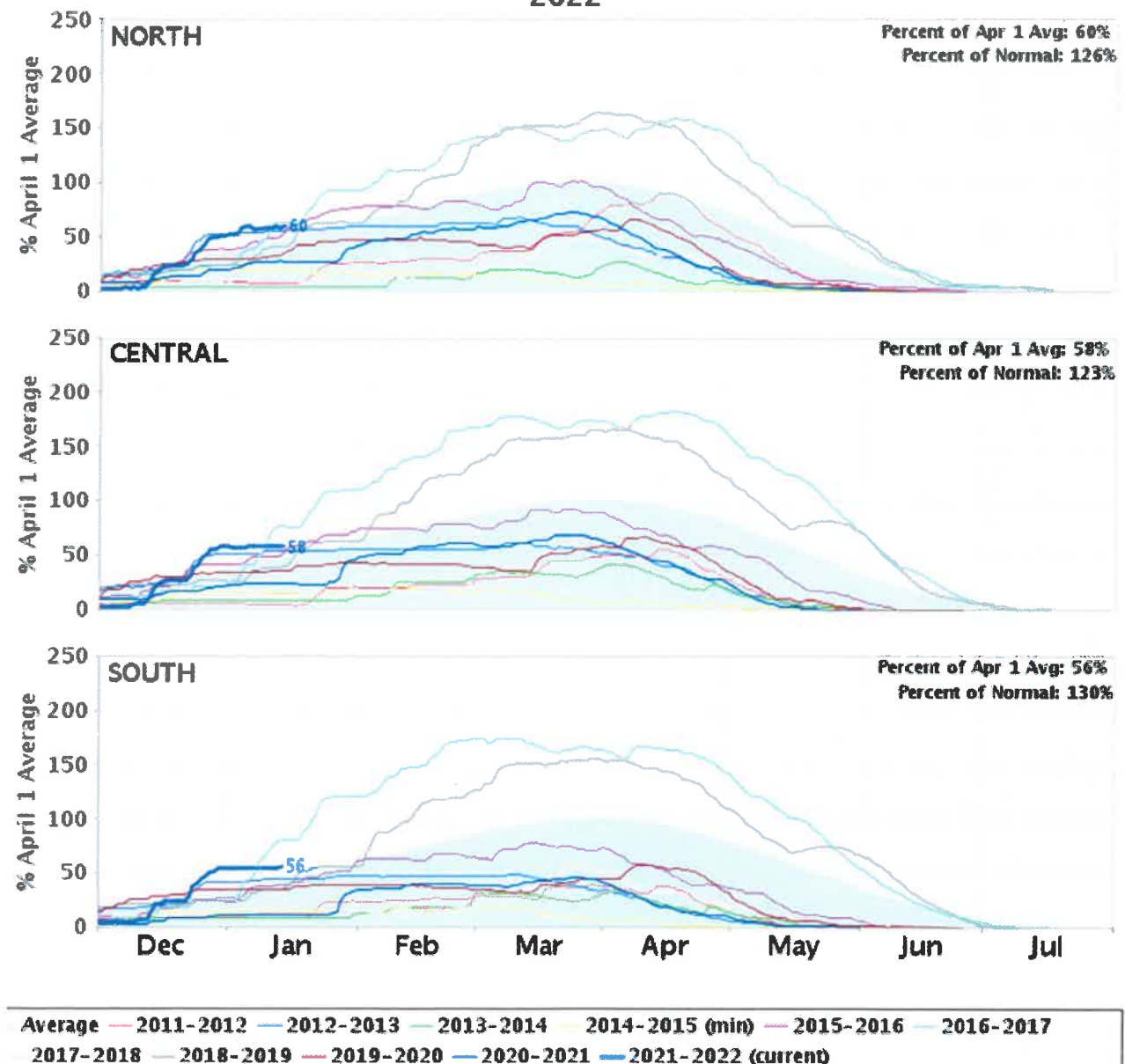
Cam McKay Retired	(3) out of 13 team members were diagnosed with
Mitch Dion joined KGID	New I.T. Company PacStates
Darren McGough moved into a water operator job	New Property Manager for Kingsbury/Pineridge
Austin Hickman and Cody Leyland were hired for Street Maintenance	
We had our first conservation outreach Event	
One workers compensation case was reported	

### U.S. Drought Monitor Conditions improved for Stateline, Nevada

Conditions for 89449, Stateline, Nevada Improved from Severe Drought (D2) to Moderate Drought (D1), according to this week's U.S. Drought Monitor. Stateline has been in drought for the past 99 week(s), since February 18, 2020. The Climate Prediction Center's January Drought Outlook, released on December 31, 2021, predicted that drought conditions would remain but improve in January.

However, most of California remains in a drought and what snow that comes to the Sierra (depicted below) is melting much earlier than average in recent years. Combined with severe shortages on the Colorado River system. Therefore, the pressure for water conservation will continue to intensify on Nevada residents.

### **California Snow Water Content - Percent of April 1 Average For: 14-Jan-2022**



Statewide Percent of average to date

126.0%

### **Future Work/In Progress/Concerns/Heads up**

- Discussion on future district facilities Operations/Admin Center
- Personnel policy manual
- Spring outreach event for Water Smart/Fire Smart Landscapes -Tentative date April 29<sup>th</sup>
- SCADA software replacement
- Possible finance and administration software replacement
- Announcement of Board of Trustee elections in 2022

MEMO TO: Mitch Dion, General Manager

FROM: Brandon Garden, Utility Operations Superintendent

SUBJECT: **Operations Report for the meeting of January 25, 2022**

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

## **WATER CREW**

Water Crew Activities submitted by Joe Esenarro, Lead Water Operator

### Leaks Repaired/1

### Turn On/Offs

12

### Profiles/Leak Detects/Frozen Meters

3

### Escrow Reads/Meter Re-Reads

15

### Inspections

2

### Major Activities

- Snow and tree removal throughout district.
- Quarterly calibration on raw and finished turbidity meters.
- Replaced damaged meter pit lid at 448 Quaking Aspen Lane.
- Replaced broken valve can lid at Bigler Circle.
- Crew repaired mainline leak on Andria Drive.
- Byran Moss and Shane Mortensen continue to spend time on permitting and inspections.
- All required monthly calibrations and verifications have been completed at Station 1.
- The crew has delivered shut off notices to customers who have not paid their bills.
- Board packet delivery is done by the crew monthly.
- Scheduled Intertie exercising with Edgewood continues to take place every other week. Stand by generators at all stations are exercised on non-Intertie weeks.
- End of the month radio and manual meter reads have been done by the crew.

## **ROAD CREW**

### **Major Activities**

Road Report Submitted by Cody Leyland, Road Maintenance Specialist

Road Report December 2021

### **Delineation**

Fixed/ straightened 9 guideposts, replaced 2 whips.

### **Drains**

Cody Leyland and Austin Hickman cleaned DI's and cleared snow from drains. A drain grate on Chimney Rock was removed and filled in due to the grate being a hazard to traffic.

### **Snow Removal**

Sanding route was pre-treated with brine prior to storms. Op's yard, Garage, and Station 7 were all cleaned after and during snow events.

### **Equipment**

Truck 1323 was taken to Discount in Carson City for new tires. Brake switch on loader was diagnosed to be the problem to parking brakes stuck on. Switch is on order and waiting to be Installed by Sonsray.

### **Other**

Road crew cut more limbs that were low hanging due to snow. Cleaned all concrete and asphalt debris from op's yard and set boulders for bank stabilization. 2000 gallons of brine was produced to keep tanks topped off. Assisted water crew in setting a detour for leak on Andria.

## **TRAINING**

- All utility personnel attend monthly safety presentations.

## **OPERATIONS SUPERINTENDENT**

### **General**

- NDEP has supplied an updated contract for the 319 Sweeper Grant. Tymco has provided updated pricing and I anticipate bringing the contract and purchase to the February board meeting.
- Project/plan review and discussion with Farr West for the 2021 Waterline and Road Rehab.
- Plan and spec review for the 2022 Road Sealing project.
- Recourse from the storm event has kept the crews and I busy. Issues that have come about have been resolved or are not the Districts responsibility.
- Summit Plumbing and I have worked at providing additional information to Farr West for the Sewer Master Plan. This information was largely lift station specs and calculations for pumping.
- Coordinated for repairs to fire hydrants that Tahoe Douglas Fire identified as nonoperational. The hydrants identified were all operational just simply hard to turn. Utility personnel were able to repair and or service, to make operating the hydrants easier.
- Continue to update the service line material inventory that will be needed for the new changes to the Lead and Copper Rule that became effective December 18<sup>th</sup>.
- All state sampling and reporting is up to date and completed.

## **ORGANIZATIONS**

### **LEPC**

- Nothing to report.

## NDOT

- NDOT hosted a Utility Coordination Meeting January 19<sup>th</sup>. The proposed project to repave Highway 50 from Stateline to Spooner Summit, anticipated bid date fall of 2023. The main area of concern is the main transmission line from Station 1 to Station 2. A portion of this line is in the middle of the highway and crosses near Stateline Medical. NDOT has been made aware of these issues and will coordinate on design as the project proceeds.

## WATERLOSS

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

Month/ Yr	Finished Water	Plus Water From EWC	Plus Water From RHGID	Less Water To EWC	Net Water	Billed Water Cons	Water Loss	% Water Loss	Raw Water	Net Raw Water	Loss/Gain	% Water Loss
<b>2020</b>												
May-20	20,550,700	0	27,000	201,116	20,376,584	18,984,747	1,391,837	7%	19,810,000	19,635,884	651,137	3%
Jun-20					0		0	#DIV/0!		0	0	#DIV/0!
Jul-20	33,914,600	24,506	64,000	0	34,003,106	30,080,352	3,922,754	12%	30,290,000	30,378,506	298,154	1%
Aug-20	35,271,800	29,500	60,000	15,292	35,346,008	31,554,713	3,791,295	11%	31,970,000	32,044,208	489,495	2%
Sep-20	28,846,100	111,598	84,000	106,752	28,934,946	25,536,013	3,398,933	12%	25,960,000	26,048,846	512,833	2%
Oct-20	29,033,500	94,284	78,000	0	29,205,784	25,092,725	4,113,059	14%	25,890,000	26,062,284	969,559	4%
Nov-20	20,276,100	0	34,000	20,996	20,289,104	16,650,152	3,638,952	18%	16,750,000	16,763,004	112,852	1%
Dec-20	26,358,400	20,822	20,000	0	26,399,222	23,098,125	3,301,097	13%	23,310,000	23,350,822	252,697	1%
					0		0			0	0	
					0		0			0	0	
					0		0			0	0	
					0		0			0	0	
<b>TOTAL</b>	<b>194,261,200</b>	<b>280,710</b>	<b>367,000</b>	<b>344,166</b>	<b>194,554,754</b>	<b>170,996,827</b>	<b>23,557,927</b>	<b>12%</b>	<b>173,980,000</b>	<b>174,283,554</b>	<b>3,286,727</b>	<b>2%</b>

**MEMO TO:** Mitch Dion, General Manager

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

**SUBJECT:** Status Report for the meeting of January 25, 2022

- Revised the ACH Originations protocol to require user to initiate and one level of approval prior to completion. The General Manager and the HR/Admin Supervisors serve as approval level.
- State of NV department of administration Executive Officer is scheduled to provide a short presentation regarding Public Employees' Deferred Compensation Program at our board meeting in February
- Overtime was higher than expected due to water crew responding to leaks and the weather-related work needed to keep the roads clear.
- Scheduled a presentation from a website company affiliated with Nevada Rural Water Association consider an improved website and more utility related material at a reduced cost.
- Continued effort to collect past due accounts through tax rolls
- Pursued and arranged for training for use of Springbrook and current other software products to consolidate the admin and finance functions with fewer programs and gain efficiency for interoperability
- Reviewing the 2022 Budget to determine where costs can be reduced to assist in offsetting likely increases in labor and materials.
- Scheduled Cybersecurity training during the next All Hands Meeting
- Researching policy language to facilitate recouping salaries of exempt employees during emergency response.
- Organizing required annual training using Pool Pact.
- Experience weather related disruptions of normal deliveries of office materials, such as envelopes, toner, etc.
- Experienced numerous calls regarding residents being 'bermed in', broken pipes etc.
- Addressing the inconsistency of Covid testing and employee experience by encouraging professional test to confirm the return-to-work status.

#### **General Information**

- December's billing was mailed, Friday, January 7<sup>th</sup>, disconnect notices were mailed January 13<sup>th</sup>, Door hangers notices on January 19<sup>th</sup>, and disconnects are scheduled for January 24<sup>th</sup>.

# Rental Owner Statement

Prepared By: Tahoe Property Management  
3053 Harrison Avenue, Suite #201  
South Lake Tahoe, CA 96150

Kingsbury Greater Improvement District  
PO Box 2220  
Stateline, NV 89449



Statement period **11/20/2021 - 12/28/2021**  
Statement date **12/28/2021**

## Summary by property

	160 Pine Ridge Drive	298 Kingsbury Grade Road	All properties
<b>Beginning cash balance</b>	<b>\$500.00</b>	<b>\$500.00</b>	<b>\$1,000.00</b>
<b>+ Additions to cash</b>			
Income	2,605.80	8,882.91	11,488.71
Owner contributions	0.00	0.00	0.00
Other additions	0.00	0.00	0.00
<b>- Subtractions from cash</b>			
Expenses	195.00	649.77	844.77
Owner draws	0.00	0.00	0.00
Other subtractions	0.00	0.00	0.00
<b>Ending cash balance</b>	<b>\$2,910.80</b>	<b>\$8,733.14</b>	<b>\$11,643.94</b>
<b>- Adjustments</b>			
Property reserve	500.00	500.00	1,000.00
<b>Available for payment</b>	<b>\$2,410.80</b>	<b>\$8,233.14</b>	<b>\$10,643.94</b>



# Rental Owner Statement

Prepared By: Tahoe Property Management  
3053 Harrison Avenue, Suite #201  
South Lake Tahoe, CA 96150



Tahoe Property Management

Statement period **11/20/2021 - 12/28/2021**  
Statement date **12/28/2021**

## Detail transactions

Date	Property	Account	Name	Memo	Amount	Balance
<b>Beginning cash balance as of 11/20/2021</b>						
<b>Additions to cash</b>						
11/25/2021	298 Kingsbury Grade Road	Utility Income	Unit 2H - Coral Sabia	by Coral Sabia	171.85	1,171.85
11/25/2021	298 Kingsbury Grade Road	Rent Income	Unit 2H - Coral Sabia	by Coral Sabia	15.28	1,187.13
11/29/2021	160 Pine Ridge Drive	Rent Income	Unit D - Nicole Cooley	by Nicole Cooley	400.00	1,587.13
11/30/2021	298 Kingsbury Grade Road	Rent Income	Unit 2I & J - Shannon Liebel	by Shannon Liebel	1,100.00	2,687.13
12/1/2021	298 Kingsbury Grade Road	Rent Income	Unit 1E - Kate Rhamey	by Kate Rhamey	650.00	3,337.13
12/1/2021	298 Kingsbury Grade Road	Rent Income	Unit 2E - Ken Burrows	by Ken Burrows	150.00	3,487.13
12/1/2021	298 Kingsbury Grade Road	Rent Income	Unit 2F - Peter & Katrin Sienkiewicz	by Peter & Katrin Sienkiewicz	125.00	3,612.13
12/1/2021	298 Kingsbury Grade Road	Rent Income	Unit 2H - Coral Sabia	by Coral Sabia	655.00	4,267.13
12/1/2021	298 Kingsbury Grade Road	Rent Income	Unit 1D - Sophia Stewart	by Sophia Stewart	290.00	4,557.13
12/1/2021	160 Pine Ridge Drive	Rent Income	Unit C - Kingsbury Group	Payment	600.00	5,157.13
12/2/2021	298 Kingsbury Grade Road	Rent Income	Unit 1C & 1H - D.A. Davidson & Co	Payment	479.86	5,636.99
12/2/2021	298 Kingsbury Grade Road	Rent Income	Unit 2B - Bruce L. Cable, CPA	Payment	850.00	6,486.99
12/2/2021	160 Pine Ridge Drive	Rent Income	Unit A - Tallac Hospitality Partners	Payment	850.00	7,336.99
12/5/2021	298 Kingsbury Grade Road	Rent Income	Unit 1A - Black Tie Ski Rentals	by Black Tie Ski Rentals	1,540.00	8,876.99
12/6/2021	298 Kingsbury Grade Road	Rent Income	Unit 2H - Coral Sabia	by Coral Sabia	174.72	9,051.71

**TAHOE PROPERTY MANAGEMENT**

LAKE TAHOE MANAGEMENT, INC.  
NEVADA TRUST  
3045 HARRISON AVE.  
SOUTH LAKE TAHOE, CA 96150



90-2267/1211

3440

PAY TO THE  
ORDER OF

Kingsbury Greater Improvement District

\*\*\*\*\* TEN THOUSAND SIX HUNDRED FORTY THREE AND 94/100 \*\*\*\*\*

Kingsbury Greater Improvement District  
PO Box 2220  
Stateline NV 89449

\$

10,643.94

DOLLARS

12/28/2021

Security features. Details on back.

VOID AFTER 90 DAYS

MEMO Owner Draw

⑈003440⑈ ⑆121122676⑆ 157505244085⑈

**TAHOE PROPERTY MANAGEMENT**

3440

Kingsbury Greater Improvement District

160 Pine Ridge Drive 70-1201 = \$2410.80  
298 Kingsbury Grade Road 80-1201 = \$8,233.14

Owner Draw

Owner Draw

12/28/2021

\$2,410.80

\$8,233.14

Owner Draw

\$10,643.94

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68-2-1  
W

## MEMO

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**To:** Mitchell S. Dion, General Manager, Kingsbury GID  
**From:** Matt Van Dyne, P.E., Principal Engineer, Farr West Engineering  
**Date:** January 10, 2022  
**Re:** Engineering Report for the Meeting of January 25, 2022

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### GENERAL

- General Manager, Operations Superintendent, and Farr West held a meeting on December 17<sup>th</sup> to discuss status and action items for all active projects. A recurring monthly meeting to review engineering efforts was established.

### PROJECTS

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

- No work performed as there has been no activity on this project during the past month.

#### Task Order #51: Chlorine Generation Unit Procurement and Permitting

- Project was identified as complete by KGID. Farr West has closed this project.

#### Task Order #53: 2021 Waterline and Road Improvement Project

- KGID and Farr West's meeting on December 17<sup>th</sup> identified adjustments to the project and inclusion of additional waterline replacement due to failure experience and limited capability to repair. The following additional elements will be incorporated into the project, outside of the original scope of work, within Amendment #2.
  - Material changes
    - Water mains to be ductile iron and no longer C900 PVC
    - Water services to be copper and no longer HDPE
  - Addition of Donna, Scott, and Kimberly Brook waterline replacement (~1,600-LF).
  - Procurement bidding process for KGID purchase of long-lead materials: water main, service line, gate valves, and fire hydrants.
- The General Manager provided Farr West direction to proceed with Amendment #2 efforts prior to approval due to scheduling constraints. Farr West began work on January 3<sup>rd</sup> and is completing field surveying on January 10<sup>th</sup>.

#### Task Order #54: Sewer Master Plan

- Farr West held a meeting with General Manager and Operations Superintendent to discuss sewer system parameters to complete sewer hydraulic model. Unfortunately, Summit Plumbing was not available to attend the meeting but provided KGID critical operational information that KGID

will verify in the field. Due to recent weather, KGID has not had the opportunity to complete field verifications.

Task Order #55: 2021 MicroPAVER Update

- Farr West provided the General Manager final road condition findings and rehabilitation recommendations for consideration of the 2022 Road Sealing Project. The recommendations were approved and requested to proceed towards a project in 2022.
- Farr West has prepared Task Order #58 for the design and construction management of the 2022 Sealing Project.

Task Order #56: Ridge at Tahoe Meter Replacement

- KGID and Farr West's meeting on December 17<sup>th</sup> identified that the existing Ridge at Tahoe meter would be replaced at the existing location and a control valve would be installed at the service line tee for independent operation between the Ridge and Heavenly Stagecoach Lodge.
- Project was identified to stop and close out by KGID. Farr West has closed this project.

Task Order #57: FY 21/22 GIS

- Farr West is coordinating a meeting with KGID to discuss the strategy and goals of the district's GIS. Upon this meeting, a revised approach will be identified that Farr West will proceed with for the remainder of this fiscal year's contract.

**ITEMS ON MEETING AGENDA**

- Task Order #53 – Amendment #2
- Task Order #58 – 2022 Sealing Project

## Brittney Jones

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**From:** Mitch Dion  
**Sent:** Tuesday, January 18, 2022 9:13 AM  
**To:** Thomas Frey; Natalie Yanish; parks8418@charter.net; daryavogt@gmail.com; Craig Schorr; jodienelsoncpa@gmail.com  
**Cc:** Brandon Garden; Judy Brewer  
**Subject:** RE: Water line responsibility

Mr. Frey,  
Thank you for your comments.  
I will ensure the Board of Trustees have been provided a copy of your correspondence.

Currently, you are aware of the situation and district ordinances relating to this matter. The district must shut off water when lines fail and there are no other means to isolate the properties and prevent damage. Our operators try to avoid this situation whenever possible, but due to the amount of water flowing and the lack of any water at the higher units, no other options were available.

As for the repair and replacement for common service lines, this is outside the role and services provided by the district. The district grew it provided flexibility and number of options to property owners for the means to have water service. Decisions made for these properties were made in the past and likely not by current owners. As you identified, the water line servicing these properties is common but private ownership. Your community water line provided many years of service and like other common property, funding repairs and replacements are typically planned for and performed as the need arises and the decisions of your association. Many properties choose the more expensive upfront costs of individual service lines and also must bear the cost of replacing those lines every 40 or 50 years as individuals not community property. In this case, we do not own the service line nor have easements to access and repair the line.

While I can understand the frustration and confusion from other agencies, the policies and ordinances for this district were developed to provide fairness to all customers based upon the unique conditions of this area. However, replacing water service lines is not in your water bill and that is consistent with standard industry practices.

We are available to discuss the situation and hear any ideas which may bring a better outcome for our customers.

Sincerely,  
Mitch Dion

General Manager  
Kingsbury General Improvement District

Sent from [Mail](#) for Windows

**From:** [Thomas Frey](#)  
**Sent:** Monday, January 17, 2022 5:43 PM  
**To:** [Natalie Yanish](#); [parks8418@charter.net](#); [daryavogt@gmail.com](#); [Craig Schorr](#); [jodienelsoncpa@gmail.com](#)  
**Cc:** [Mitch Dion](#)  
**Subject:** Water line responsibility

Members of the Board of Trustees,

For the third time in 2 years, an issue with a water line lying in common area outside of any owners' property lines has caused significant issue, and posed a significant risk to health, wellness and safety.

At issue is which party (or parties) retain authority to terminate service and supply of water, as well as the responsibility to repair and maintain water lines (and potentially other utilities). On all three occasions, KGID has either terminated service without notice, or threatened to terminate service, while assuming no responsibility for repairing or replacing a supply line that serves eight separate and disparate residences. This poses a significant risk to health and safety. As such the current arrangement, or lack thereof, must be remedied immediately.

Additionally, the abdication of any responsibility by KGID is a severe breach of trust between The District and its customers. It directly conflicts with the stated mission that it will "exercise reasonable care and diligence to deliver to its Customers a continuous and sufficient supply of potable water at proper pressure and to avoid shortages or interruptions in service." According to paragraph 1.42 of Ordinance No. 1 (effective 01 SEP 2018): "The District's service line runs from the water main to the property line and includes the District's water valve and/or meter. The "Customer's service line" is all piping between the house piping and the District's water valve and/or meter." There is clarifying language regarding meters and water valves which are not co-located; it states: "Any line that is between the meter and the property line shall be the Customer's responsibility." In the case of buildings 723 and 715, each unit's actual property line is coincident with the meter location (since the property line ends at the exterior of the structure). In each case concerning buildings 723 and 715, the leak occurred prior to any owner's meter, and outside of any owner's property line.

The District demanding that paying customers who are not compensated for their time or efforts (unlike KGID employees) be responsible for repairs and service to infrastructure that falls under the responsibility of KGID is at a minimum nonfeasance. Threatening to cut off a supply of clean water while providing no assistance with the repair process goes further. It should also be noted that it is in The District's interest to assume responsibility for such issues so that they can be resolved by professionals at the earliest possible opportunity, thus mitigating risk and waste.

This must be resolved, and should be done so in a way that prevents future issues for all customers of the improvement district. As property owners and customers, we deserve better than to be told by KGID "not our problem; fix it" when issues in common areas or with common infrastructure arise. It is my belief that this can be resolved simply by KGID taking the appropriate action for those issues which fall under its responsibility (in this case the coordination of repairs to a common water supply line).

If further or more detailed solutions are required to address this and potential future issues, it is my hope that it can be done in a manner beneficial to both The District and the residents and property owners through the Board of Trustees and revisions to the governing documents and ordinances.

I await your response, and can be reached below.

Sincerely,  
Thomas Frey

715 Gary Lane, Unit B  
[tfrey3@gmail.com](mailto:tfrey3@gmail.com)  
757.642.8199



**STATE OF NEVADA  
DEPARTMENT OF TAXATION**

**Web Site: <https://tax.nv.gov>**

1550 College Parkway, Suite 115  
Carson City, Nevada 89706-7937  
Phone: (775) 684-2000 Fax: (775) 684-2020

Cell Center: (866) 962-3707

**STEVE SISOLAK**  
*Governor*  
**JAMES DEVOLLD**  
*Chair, Nevada Tax Commission*  
**SHELLIE HUGHES**  
*Executive Director*

**LAS VEGAS OFFICE**  
700 E. Warm Springs Rd, Ste., 200  
Las Vegas, Nevada 89119  
Phone (702) 486-2300 Fax (702) 486-2373

**RENO OFFICE**  
4800 Kietzke Lane  
Building L, Suite 235  
Reno, NV 89502  
Phone: (775) 687-9999  
Fax: (775) 688-1303

January 21, 2022

Mr. Mitchell S. Dion  
General Manager  
Kingsbury General Improvement District  
P. O. Box 2220  
Stateline, NV 89449

Re: Annual Audit Report – Fiscal Year 2021

Dear Mr. Dion:

Pursuant to NRS 354.6245, the Department of Taxation is charged with the review of all annual audits to determine their compliance with statutes and/or regulations. The Department must also identify all violations of statute and/or regulations reported therein.

The Department has completed its review of your audit report and NO violations of statute and/or regulations were noted. The auditor met the statutory provisions required by NRS 354.624 and NRS 354.6241.

Should you have any questions, please do not hesitate to contact me at 775-684-2092 or by e-mail at [tthorpe@tax.state.nv.us](mailto:tthorpe@tax.state.nv.us).

Sincerely,

Ande Thorpe  
Budget Analyst  
Local Government Finance  
Department of Taxation



*Charles Scott Zumpft, Esq.*  
*zumpft@mindenlawyers.com*  
*Admitted in Nevada*  
*California*  
*Colorado*

RECEIVED

JAN 20 2022

Initial: BDJ

*Neal Falk, Esq.*  
*Admitted in Nevada*  
*Florida*

January 17, 2022

Cameron McKay, General Manager  
Kingsbury General Improvement District  
PO Box 2220  
Stateline, NV 89449

Re: Kingsbury General Improvement District – Summary of Claims 2021

Dear Ms. Runtzel:

Pursuant to NRS 41.0385, I am submitting to you the Summary of Claims made against Kingsbury General Improvement District in 2021. This summary is a public record open to inspection.

Please do not hesitate to call if you have any questions.

Sincerely,

Minden Lawyers, LLC

  
Charles S. Zumpft, Esq.

CSZ:jb  
Enclosures

S:\GID\KGD\POOL-Summary of Claims\CSZ ltr to McKay re summary 1-18-2021.docx



**SUMMARY OF CLAIMS**  
**FOR 2021**  
**KINGSBURY GENERAL IMPROVEMENT DISTRICT**

No admission is made for any liability for such claim or any amount requested for any claim. This report is prepared pursuant to statutory requirements.

**TOTAL OF ALL CATEGORIES (I - III)**

**TOTALS:**

P#	0	P\$	0
O#	0	O\$	0
J#	0	J\$	0
C#	0		

See attached for detailed breakdown per category of wrong alleged.

**STATUS CODES:**

P =Paid  
O =Open or Pending  
J =Judgment entered but not Paid  
C =Closed with no payment

*Amounts shown include fees and costs (if any).*

## I. Law Enforcement Liability

### **A. Assault / Battery / Excessive Use of Force**

Claimant Name	Status	Amount Claimed	Judgment Amount	Amount Paid
------------------	--------	-------------------	--------------------	----------------

TOTALS:	P#	0	P\$	0
	O#	0	O\$	0
	J#	0	J\$	0
	C#	0		

### **B. False Arrest / False Imprisonment**

Claimant Name	Status	Amount Claimed	Judgment Amount	Amount Paid
------------------	--------	-------------------	--------------------	----------------

TOTALS:	P#	0	P\$	0
	O#	0	O\$	0
	J#	0	J\$	0
	C#	0		

### **C. Automobile Liability**

Claimant Name	Status	Amount Claimed	Judgment Amount	Amount Paid
------------------	--------	-------------------	--------------------	----------------

TOTALS:	P#	0	P\$	0
	O#	0	O\$	0
	J#	0	J\$	0
	C#	0		

### **D. Other**

Claimant Name	Status	Amount Claimed	Judgment Amount	Amount Paid
------------------	--------	-------------------	--------------------	----------------

TOTALS:	P#	0	P\$	0
	O#	0	O\$	0
	J#	0	J\$	0
	C#	0		

### **E. Total of Categories I. A-D:**

TOTALS:	P#	0	P\$	0
	O#	0	O\$	0
	J#	0	J\$	0
	C#	0		

## **II. Negligent Injury (Other than auto or law enforcement)**

### **A. Bodily Injury**

Claimant Name	Status	Amount Claimed	Judgment Amount	Amount Paid
------------------	--------	-------------------	--------------------	----------------

TOTALS:	P#	0	P\$	0
	O#	0	O\$	0
	J#	0	J\$	0
	C#	0		

### **B. Property Damage**

Claimant Name	Status	Amount Claimed	Judgment Amount	Amount Paid
------------------	--------	-------------------	--------------------	----------------

TOTALS:	P#	0	P\$	0
	O#	0	O\$	0
	J#	0	J\$	0
	C#	0		

### **C. Libel, Slander, Defamation**

Claimant Name	Status	Amount Claimed	Judgment Amount	Amount Paid
------------------	--------	-------------------	--------------------	----------------

TOTALS:	P#	0	P\$	0
	O#	0	O\$	0
	J#	0	J\$	0
	C#	0		

### **D. Wrongful Death**

Claimant Name	Status	Amount Claimed	Judgment Amount	Amount Paid
------------------	--------	-------------------	--------------------	----------------

TOTALS:	P#	0	P\$	0
	O#	0	O\$	0
	J#	0	J\$	0
	C#	0		

### **E. Totals of Categories II. A-D:**

TOTALS:	P#	0	P\$	0
	O#	0	O\$	0
	J#	0	J\$	0
	C#	0		

### III. Negligent Injury - Auto (Excluding Law Enforcement)

#### **A. Bodily Injury**

Claimant Name	Status	Amount Claimed	Judgment Amount	Amount Paid
------------------	--------	-------------------	--------------------	----------------

TOTALS:	P#	0	P\$	0
	O#	0	O\$	0
	J#	0	J\$	0
	C#	0		

#### **B. Property Damage**

Claimant Name	Status	Amount Claimed	Judgment Amount	Amount Paid
------------------	--------	-------------------	--------------------	----------------

TOTALS:	P#	0	P\$	0
	O#	0	O\$	0
	J#	0	J\$	0
	C#	0		

#### **C. Wrongful Death**

Claimant Name	Status	Amount Claimed	Judgment Amount	Amount Paid
------------------	--------	-------------------	--------------------	----------------

TOTALS:	P#	0	P\$	0
	O#	0	O\$	0
	J#	0	J\$	0
	C#	0		

#### **D. Total of Categories III. A-C:**

TOTALS:	P#	0	P\$	0
	O#	0	O\$	0
	J#	0	J\$	0
	C#	0		