



**KINGSBURY GENERAL IMPROVEMENT DISTRICT BOARD OF TRUSTEES
MEETING NOTICE
AGENDA
TUESDAY, JUNE 13, 2023**

A meeting of the Kingsbury General Improvement District Board of Trustees shall be held Tuesday June 13, 2023, at the district office (255 Kingsbury Grade, Stateline, NV, 89449), commencing at 5:00 p.m. The agenda and supporting material are available on the district website (www.kgid.org), News & Notices. Copies of this agenda were posted 3 business days prior to the meeting at: The District Office, Stateline Post Office, Zephyr Cove Post Office, and Douglas County Lake Tahoe Administration Building.

Remote attendance is welcomed. To offer public comment prior to the meeting, individuals may submit comments using one of the following methods: The drop box located at the district office entrance, fax (775) 588-3541 (Attn: General Manager), or email to mitch@kgid.org.

- To provide public comment or attend the meeting by phone, dial **(669) 900-9128** and enter ID code **775-588-3548** passcode **906347**. Although the phone line accommodates multiple callers, should you receive a busy signal, please call back.
- Public comment is limited to three minutes and occurs at the beginning and end of the meeting and also invited during the Board's consideration of each action item, as well as before action is taken.

Join the meeting using the link below via Zoom:

<https://us02web.zoom.us/j/7755883548?pwd=UnF2YzBxb05Ya0pjWjRCNUNEMUFVZz09>
Meeting ID: 775 588 3548 Passcode: 5883548

MISSION STATEMENT

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

Notice to persons with disabilities: Members of the public who are disabled and/or require special assistance or accommodations are requested to notify the district at (775) 588-3548, in advance of the meeting.

AGENDA

5:00 P.M.

1. Call to Order

2. Pledge of Allegiance

3. Roll Call

4. Public Comment

This is the public's opportunity to speak on any topic pertinent to the district and not listed on this agenda. Public 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. Nevada Open Meeting Law (NRS 241.034) prohibits action on items not listed on the agenda.

5. Approval of Agenda (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 (Possible Action): Approval of the minutes for the Board of Trustees meeting held on May 16, 2023.

PRESENTATIONS

7. Presentation - Douglas County Community Services Presentation - Trails Plan Update

NEW BUSINESS

8. For Information and Possible Action: Approval of list of Claims May 2023

9. For Information and Possible Action: Review and receive Financial Statements April 2023

10. For Information and Possible Action: Modification to the Board of Trustees regular meeting calendar

11. For Information and Possible Action: Review the Nevada Public Agency Insurance Pool Member 2023 Proposal and Approve payment

12. For Information and Possible Action: Bldg. 160 Pine Ridge renovation and repair project

13. For Information and Possible Action: NV Energy line extension agreement Bldg. 160 Pine Ridge Drive

14. For Information and Possible Action: Palisades lift station rehabilitation project

15. For Information and Possible Action: Approve procurement of the Computerized Maintenance Management Software (CMMS) with Brightly Software Inc.

16. For Information and Possible Action: Modification to Legal Services Contract

17. For Information and Possible Action: Update of Procurement Policy

18. For Information and Possible Action: Supplement to the Health Savings Accounts (HSA) of employees based upon Public Employees' Benefits Program (PEBP) for the fiscal year 2023/2024

19. For Information and Possible Action: Compensation adjustment for exempt employees

20. For Information and Possible Action: Annual evaluation and compensation of General Manager

ACTION WILL NOT BE TAKEN ON REPORTS OR CORRESPONDENCE:

- a. Board Member Reports
- b. Management Report
- c. Legal Counsel Report
- d. Correspondence

19. Announcements and Public Comment

20. For Possible Action: Adjournment

**MINUTES OF THE REGULAR MEETING OF THE
KINGSBURY GENERAL IMPROVEMENT DISTRICT BOARD OF TRUSTEES
TUESDAY, MAY 16, 2023**

CALL TO ORDER - The meeting was called to order at the Kingsbury General Improvement District office located at 255 Kingsbury Grade, Stateline, Nevada at 5:00 p.m. by Jodie Nelson, Chair.

PLEDGE OF ALLEGIANCE

ROLL CALL – In attendance were Trustees Nelson, Trigg, Parks, Schorr and Yanish. Also present were General Manager Mitch Dion, Operations Superintendent Brandon Garden, Administration & Human Resource Supervisor Judy Brewer and General Counsel Chuck Zumpft. There was no public present.

PUBLIC COMMENT – None.

APPROVAL OF AGENDA –

M-5/16/2023-1 - Motion by Parks, seconded by Trigg, and unanimously passed to approve the Agenda.

APPROVAL OF MINUTES –

M-5/16/2023-2 - Motion by Yanish, seconded by Trigg, and passed to approve the Budget Meeting Minutes dated April 4, 2023 and the Regular Meeting Minutes dated April 18, 2023.

LIST OF CLAIMS –

Nelson questioned check #62817. It was explained is the fire department's plan review fee for building 160 Pineridge Drive. The fees are determined by a percentage of the total project value.

Parks questioned if check #62768 to the architect for \$35K is the final payment. It was explained that the total was approximately \$100K as part of the overall project. She identified the various payments to the employees on Page 5 as employee recognition payments.

M-5/16/2023-3 - Motion by Nelson, seconded by Trigg, and unanimously passed to approve the List of Claims in the amount of \$528,471.02 as represented by check numbers 62754 through 62753.

FINANCIALS – MARCH 2023 –

Financials were received and reviewed. Schorr highlighted revenue on interest from investments being much higher than budget and sought confirmation that the original budget reflected lower interest rates at that time while the fund is generating higher returns.

Nelson inquired where the management fee paid on the rental properties was reflected or if the income statement reflected the net after fees. This was to be investigated and an answer was to be provided later.

M-5/16/2023-4 - Motion by Nelson, seconded by Trigg, and unanimously passed to approve the Financial Statements for March 2023.

PUBLIC HEARING ON FISCAL YEAR 2023/2024 BUDGET INCLUDING DISCUSSION AND APPROVAL OF FINAL BUDGET

A presentation on the budget was provided. It was explained that the final budget must be provided to the state by June 1, 2023. Budget assumptions, adjustments from the tentative budgets and revenues were noted. Also, the budget reflected the three changes. First an increase in energy costs. Second, was a reduction in the anticipated reduction in costs from the Sewer Authority. Third, funding for retaining wall replacement along Tramway was added to be included in the 2023 Waterline and Road Repair and Renovation Project. It was noted that the condominium project located along Quacking Aspen would generate some additional connection revenues.

The hearing was opened to the public. There was no public present for comment and the public hearing was closed.

Net cash balance were noted for future rate consideration.

M-5/16/2023-5 - Motion by Nelson, seconded by Trigg, and unanimously passed to adopt the Budget for FY 2023/2024.

NEW BUSINESS

NO ACTION TOOK PLACE ON THE FOLLOWING ITEMS:

FOR POSSIBLE ACTION:

FY 24 Update of the PAVER Pavement Management System.

A written report was provided. The program was explained for the future maintenance and waterline repair and renovation projects. Dowl Engineering provides oversight while district personnel do the field inspection. This approach has provided the best value to the district and achieved good results as evidenced by the past heavy winter.

Nelson requested additional information regarding the best use of the software tool. The engineers are trained to utilize the software doing it regularly ensure efficient and effective results. The software is owned by KGID.

Schorr requested clarification regarding deliverables referenced on the task order. Dion explained that the items received are the updated PAVER database, 5-year proposed CIP for the road program and a presentation at a Board of Trustees Meeting. Discussion followed.

M-5/16/2023-6 - Motion by Schorr, seconded by Trigg, and unanimously passed to approve Task Order 63 with DOWL LLC to oversee and update the PA VER program and provide the five-year capital project list for the amount not to exceed \$29,880 and authorize the General Manager to sign necessary documents.

Ratify settlement claim tramway Apartment Condominium Homeowner's Association.

A written report and settlement agreement were provided, and the matter was discussed which also corrects the deficiency from the past by not obtaining the easements needed for the meter installation. Nelson confirmed the check has been written but not released. Yanish questioned the responsible party and the settlement process. Discussion followed.

M-5/16/2023-7 - Motion by Nelson, seconded by Trigg, and passed to approve ratifying the settlement agreement with Tramway HOA regarding waterline repair and authorize the General Manager to sign related documents. Yanish opposed.

Board Reports

Nelson stated that the Convention Center timing is postponed due to a delay in materials. The new opening date is scheduled for August 1, 2023. Events, employment and parking at the Convention Center were discussed. The Sewer Authority has finally made an agreement with Elks Point HOA as they have been operating without a sewer agreement in past years. The Forest Service wants to make changes regarding emergency access at Nevada Beach.

Yanish reported the Lake Tahoe Summit may be on August 15, 2023. Also, Nevada League of Cities and Municipalities meets weekly to discuss legislation. The meetings are in person and online. She led additional discussion regarding the league and upcoming retreat and value of the organization.

Management Reports

Management Report

Recruitment and retention were discussed, as current employees continue to fill in for vacant positions and delivered high quality services for the past winter.

The Admin & Operation stand-down week was discussed, which will require all employee attendance for training, HR updates, equipment maintenance and other tasks that are necessary to keep the organization working well.

Damage claims for snow removal as well as the runoff are numerous.

Schorr requested an update on fire hydrant snow removal. It was explained that the regulations do not address it and responsibility is clearly not the water purveyor. It is a complexity due to the misrepresentation by the Fire Department and the core issue is to seek funding for the Zephyr crew which the board rejected two years ago.

Administrative and Human Resources Report

Brewer noted some upcoming office and file cleaning. A document destruction company will be coming in June to destroy 122 boxes of old files. The moving process has begun for relocation to 160 Pineridge. New GPS units have been installed in the Manchester sanding trucks and will be upgraded in district trucks in the near future.

Utility Operations Report

Garden noted that the vault lid for 111 Tramway was damaged by the vendor during loading and is being remade. The replacement should commence next week.

Nelson commented whether storage at the operations yard was possible. Garden explained that the location is ready for gravel and waterline materials will be delivered during May.

Engineer's Report

Dion noted that the waterline replacement is the biggest upcoming project, which will commence June 12, 2023, and the Palisades liftstation renovation should be ready for completion during July.

Attorney's Report

Zumpft noted the completion of the Tramway settlement.

CORRESPONDENCE – A letter was provided regarding snow removal and sanding which was similar to other letters received.

FINAL PUBLIC COMMENT – Schorr stated he appreciated the preamble to the budget. He read the KGID mission statement and commended the staff for their fulfillment.

UNFINISHED BUSINESS

ADJOURNMENT

M-5/16/2023-8 - Motion by Parks, seconded by Trigg, and unanimously passed to adjourn the meeting at 6:38 p.m.

Respectfully submitted,

Jodie Nelson, Chair

Attest:

Cindy Trigg, Secretary

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

**TITLE: DOUGLAS COUNTY COMMUNITY SERVICES PRESENTATION – TRAILS
PLAN UPDATE**

For Discussion Only.

MEETING DATE: 13 June 2023

PREPARED BY: Mitchell S. Dion, General Manager

RECOMMENDED ACTION: Receive presentation and discuss.

BACKGROUND INFORMATION: The Douglas County Community Services Department is working to update the trails master plan from 2003. Wood Rodgers (consulting firm) has been working with stakeholder groups to update the trails inventory and identify trail needs. In addition to stakeholder groups, Wood Rodgers has released a public survey to gain feedback from trail users on their trail use and priorities. There will also be four public workshops later in the summer to continue the efforts in gathering information. The information gathered is being presented at several Town/GID boards and public workshops prior to being submitted to the Parks and Recreation Advisory Board and the Board of County Commissioners for adoption.

Fund impacted by above action:

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

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

TITLE: APPROVAL OF LIST OF CLAIMS MAY 2023

For Discussion and Possible Action. Review and approve the monthly claims which were paid by the District in May 2023

MEETING DATE: 13 June 2023

PREPARED BY: Mitchell S. Dion, General Manager

RECOMMENDED ACTION: It is recommended that the Board of Trustees review and approve the list of claims for May 2023 from check number 62819 to 62904.

BACKGROUND INFORMATION:

Each month the district is billed from a variety of vendors for goods and services which are necessary and appropriate for the district operations and overhead. In exercising fiduciary duties are reviewed and approved monthly by the Board of Trustees. It has been requested that this approval no longer appear as a consent item but listed for monthly business by the Board.

INCLUDED:

- List of Claims for May 2023

Fund impacted by above action:

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

KINGSBURY GENERAL IMPROVEMENT DISTRICT
Check/Voucher Register - LIST OF CLAIMS
From 5/12/2023 Through 6/9/2023

Check Number	Check Date	Payee	Transaction Description	Check Amount
62819	5/15/2023	CARRIE BAUWENS	Employee: BAUWEN; Pay Date: 5/15/2023	1,723.28
62820	5/15/2023	JUDITH BREWER	Employee: BREWER; Pay Date: 5/15/2023	2,074.40
62821	5/15/2023	MITCHELL S. DION	Employee: DION; Pay Date: 5/15/2023	3,710.40
62822	5/15/2023	MICHAEL E. EDWARDS, JR	Employee: EDWARD; Pay Date: 5/15/2023	2,528.57
62823	5/15/2023	JOSEPH ESENARRO	Employee: ESENAR; Pay Date: 5/15/2023	2,979.77
62824	5/15/2023	BRANDON GARDEN	Employee: GARDEN; Pay Date: 5/15/2023	3,208.97
62825	5/15/2023	BRANDY JOHNS	Employee: JOHNS; Pay Date: 5/15/2023	1,993.57
62826	5/15/2023	SHANE T. MORTENSEN	Employee: MORTEN; Pay Date: 5/15/2023	2,548.22
62827	5/15/2023	BYRAN D. MOSS	Employee: MOSS; Pay Date: 5/15/2023	2,751.55
62828	5/15/2023	LEIGH C. STANTON	Employee: STANTO; Pay Date: 5/15/2023	1,462.25
62829	5/16/2023	JODIE NELSON	Employee: NELSON; Pay Date: 5/16/2023	692.62
62830	5/16/2023	SANDRA D. PARKS	Employee: PARKS; Pay Date: 5/16/2023	689.12
62831	5/16/2023	CRAIG B. SCHORR	Employee: SCHORR; Pay Date: 5/16/2023	739.12
62832	5/16/2023	CYNTHIA M. TRIGG	Employee: TRIGG; Pay Date: 5/16/2023	739.12
62833	5/16/2023	NATALIE YANISH	Employee: YANISH; Pay Date: 5/16/2023	739.12
62834	5/16/2023	AIRGAS USA, LLC	NITROGEN FG LIQ 230LT 350PSI	391.62
62834	5/16/2023	AIRGAS USA, LLC	RENT LIQUID IND LG 190-300 LT NITRO	396.00
62835	5/16/2023	AMERICAN WATER WORKS ASSOC	ANNUAL AWWA MEMBERSHIP 7/1/23 - 6/30/24	487.00
62836	5/16/2023	BADGER METER, INC	3/4IN BADGER METER MODEL 35 QTY 12	3,442.19
62837	5/16/2023	BUREAU OF SAFE DRINKING WATER	PUBLIC WATER SYSTEM ID #NV0000004 TREATMENT PLANT PERMIT	2,340.00
62837	5/16/2023	BUREAU OF SAFE DRINKING WATER	PUBLIC WATER SYSTEM ID #NV0000004 KINGSBURY GID	2,187.75
62838	5/16/2023	DOWL, LLC	ENGINEERING SERVICES FY23 ANDRIA & BARRETT WATER/ROAD PROJEC	5,122.50
62838	5/16/2023	DOWL, LLC	ENGINEERING SERVICES FY23 GIS SERVICES	1,980.25
62838	5/16/2023	DOWL, LLC	ENGINEERING SERVICES GENERAL WATER AUDIT & SEW 4/2 - 4/29/23	1,816.25

KINGSBURY GENERAL IMPROVEMENT DISTRICT
 Check/Voucher Register - LIST OF CLAIMS
 From 5/12/2023 Through 6/9/2023

Check Number	Check Date	Payee	Transaction Description	Check Amount
62838	5/16/2023	DOWL, LLC	ENGINEERING SERVICES MARKET ST LIFT STATION 4/29/23	7,035.00
62838	5/16/2023	DOWL, LLC	ENGINEERING SERVICES PALISADES SEWER LIFT STATION RE 4/29/23	4,027.50
62838	5/16/2023	DOWL, LLC	ENGINEERING SERVICES SEWER PER 4/29/23	1,818.75
62838	5/16/2023	DOWL, LLC	TAHOE BEACH CLUB INSPECTION SERVICES 4/2 - 4/29/23	857.50
62839	5/16/2023	FLYERS ENERGY LLC	FUEL REGULAR 105 GAL DIESEL 10 GAL	528.80
62839	5/16/2023	FLYERS ENERGY LLC	FUEL REGULAR 60 GAL	280.64
62839	5/16/2023	FLYERS ENERGY LLC	FUEL REGULAR 75 GAL	353.18
62839	5/16/2023	FLYERS ENERGY LLC	FUEL REGULAR 80 GAL	371.88
62840	5/16/2023	FRONTIER COMMUNICATIONS	775-150-0119-103174-5 EASY	50.80
62840	5/16/2023	FRONTIER COMMUNICATIONS	775-150-0120-092376-5 DCLTSA	50.80
62840	5/16/2023	FRONTIER COMMUNICATIONS	775-586-8471-100215-5 CREDIT 4/1/23	(1.30)
62840	5/16/2023	FRONTIER COMMUNICATIONS	775-586-8471-100215-5 SECURITY STATION 1	89.51
62840	5/16/2023	FRONTIER COMMUNICATIONS	775-586-8471-100215-5 STATION 1 CREDIT 3/31/23	(1.30)
62840	5/16/2023	FRONTIER COMMUNICATIONS	775-586-8471-100215-5 TELEPHONE STATION 1	80.96
62840	5/16/2023	FRONTIER COMMUNICATIONS	775-588-2401-060791-5 PALISADES	41.09
62840	5/16/2023	FRONTIER COMMUNICATIONS	775-588-2410-111700-5 EASY ST	92.67
62840	5/16/2023	FRONTIER COMMUNICATIONS	775-588-2419-091195-5 PALISADES	92.67
62840	5/16/2023	FRONTIER COMMUNICATIONS	775-588-2705-042476-5 TERRACE VIEW	304.20
62840	5/16/2023	FRONTIER COMMUNICATIONS	775-588-4482-052798-5 MARKET	52.04
62840	5/16/2023	FRONTIER COMMUNICATIONS	775-588-7495-061182-5 MARKET	42.69
62840	5/16/2023	FRONTIER COMMUNICATIONS	775-588-8311-081082-5 GALAXY	57.72
62841	5/16/2023	HOMESERVE USA	LOSS & LINE INSURANCE 4/30/23	1,453.60
62842	5/16/2023	IMPORTS AND SPORTS	-20 WINDOW WASH FLUIDED QTY 6	29.94
62843	5/16/2023	IUOE STATIONARY ENGINEERS LO39	EMPLOYEE UNION DUES 5/1/23	475.68
62844	5/16/2023	KINGSBURY AUTOMOTIVE	TRUCK #20 LUBE, OIL & FILTER	92.35
62844	5/16/2023	KINGSBURY AUTOMOTIVE	TRUCK #28 LUBE, OIL & FILTER	151.06
62844	5/16/2023	KINGSBURY AUTOMOTIVE	TRUCK #6 LUBE, OIL & FILTER	97.73

KINGSBURY GENERAL IMPROVEMENT DISTRICT
Check/Voucher Register - LIST OF CLAIMS
From 5/12/2023 Through 6/9/2023

Check Number	Check Date	Payee	Transaction Description	Check Amount
62845	5/16/2023	MANCHESTER ENTERPRISES	RETENTION SNOW REMOVAL SERVICE 3/1/23 TO 3/31/23	32,073.24
62845	5/16/2023	MANCHESTER ENTERPRISES	RETENTION SNOW REMOVAL SERVICES 1/1/23 TO 1/21/23	25,931.08
62845	5/16/2023	MANCHESTER ENTERPRISES	RETENTION SNOW REMOVAL SERVICES 1/31/23	12,366.83
62845	5/16/2023	MANCHESTER ENTERPRISES	RETENTION SNOW REMOVAL SERVICES 12/1/22 TO 12/31/22	20,401.30
62845	5/16/2023	MANCHESTER ENTERPRISES	RETENTION SNOW REMOVAL SERVICES 2/1 TO 2/28/23	28,341.17
62845	5/16/2023	MANCHESTER ENTERPRISES	RETENTION SNOW REMOVAL SERVICES 4/4/23 TO 4/30/23	201.25
62845	5/16/2023	MANCHESTER ENTERPRISES	RETENTION SNOW REMOVAL SERVICES 5/1/23 TO 5/5/23	101.25
62845	5/16/2023	MANCHESTER ENTERPRISES	SNOW REMOVAL SERVICES & RETENTION 11/01 TO 11/14/2022	5,594.71
62845	5/16/2023	MANCHESTER ENTERPRISES	SNOW REMOVAL SERVICES 4/4/23 - 4/30/23	1,811.25
62845	5/16/2023	MANCHESTER ENTERPRISES	SNOW REMOVAL SERVICES 5/1/23 TO 5/5/23	911.25
62846	5/16/2023	SHANE MORTENSEN	REIMBURSE AMAZON RECIEPT FOR WORK BOOTS	174.40
62846	5/16/2023	SHANE MORTENSEN	REIMBURSE AMAZON RECIEPT RUBBER WORK BOOTS	224.91
62847	5/16/2023	PAMELA JOANNE NANCE	298 KINGSBURY GRADE JANITORIAL 5 CLEANINGS	1,000.00
62848	5/16/2023	NAPA AUTO PARTS	STATION 1 GENERATOR 6MO WTY BATTERY	275.99
62848	5/16/2023	NAPA AUTO PARTS	STATION 1 MOTOR OIL	79.74
62849	5/16/2023	NEVADA DIVISION OF STATE LANDS	CONTRACT #4309 QUASI-MUNICIPAL WATER INTAKE LINE PER 12	2,500.00
62850	5/16/2023	PACIFIC OFFICE AUTOMATION	ACCT. 710273 MAINTENANCE AGREEMENT BLACK 8590 COLOR 2475	205.11
62851	5/16/2023	PAUL CAVIN ARCHITECT LLC	160 PINERIDGE ARCHITECTURAL & ENGINEERING SERVICE APRIL 23	8,955.00
62852	5/16/2023	LINDE GAS & EQUIPMENT INC.	CYLINDER RENT INDUSTRIAL ACETYLENE	161.59
62853	5/16/2023	QUADIENT LEASING USA, INC.	ACCT. 00250606 LEASE FOLDING MACHINE 6/1/23 - 8/31/23	1,128.99

KINGSBURY GENERAL IMPROVEMENT DISTRICT
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From 5/12/2023 Through 6/9/2023

Check Number	Check Date	Payee	Transaction Description	Check Amount
62854	5/16/2023	RESOURCE CONCEPTS	ENGINEERING SERVICE PUMP STATION #3 03/31/23	890.00
62855	5/16/2023	SGS SILVER STATE LABORATORIES	BROMATE	175.00
62855	5/16/2023	SGS SILVER STATE LABORATORIES	COLIFORM-QT	27.00
62855	5/16/2023	SGS SILVER STATE LABORATORIES	COLIFORMS-P/A & COLIFORMS-QT	270.00
62855	5/16/2023	SGS SILVER STATE LABORATORIES	COLIFORMS-QT	162.00
62855	5/16/2023	SGS SILVER STATE LABORATORIES	HAA5, HALOACETIC ACIDS & TTHM, TOTAL TRIHALOMETHANES	1,030.00
62856	5/16/2023	SOUTH TAHOE REFUSE	ACCT. 10534153 169 TERRACE VIEW DR SEVICE 4/18/23	68.60
62856	5/16/2023	SOUTH TAHOE REFUSE	ACCT. 13186400 160 PINERIDGE/298 KINGSBURY COML BIN APRIL 23	411.60
62857	5/16/2023	SOUTHWEST GAS CORPORATION	910000322763 3 BUCHANAN RD PUMP	105.10
62857	5/16/2023	SOUTHWEST GAS CORPORATION	910000561180 5 KIMBERLY BROOKE LN PUMP	181.74
62857	5/16/2023	SOUTHWEST GAS CORPORATION	910000561274 4 ANDRIA DR (384) PUMP	165.44
62857	5/16/2023	SOUTHWEST GAS CORPORATION	910000799713 160 PINERIDGE 1	129.57
62858	5/16/2023	SPRINGBROOK SOFTWARE COMPANY	COMPUTER EXP/ACH & CC CHARGES 4/30/23	1,486.00
62859	5/16/2023	PUBLIC EMPLOYEES BENEFIT PROG	ACCT. #360 MEDCIAL INSURNACE BREWER, GARDEN & MOSS	4,612.72
62859	5/16/2023	PUBLIC EMPLOYEES BENEFIT PROG	ACCT. #841 MEDICAL INS MCKAY, ROHR, RUNTZEL, SCHRAUBEN, VOSE	1,552.08
62860	5/16/2023	SUMMIT PLUMBING LLC	SEWER PUMP STATION MAINTENANCE 5/2023	7,176.89
62861	5/16/2023	TAHOE BASIN CONTAINER	ACCT. 54345000 801 KINGSBURY GRADE BEAR PROOF RENTAL APRIL23	30.00
62861	5/16/2023	TAHOE BASIN CONTAINER	ACCT. 54591700 160 PINERIDGE/298 KINGSBURY BEAR PROOF RENTAL	32.50
62862	5/16/2023	TROJAN TECHNOLOGIES	STATION 1 UVT ANALYZER REPAIRS - SENSOR RECALIBRATION	2,731.00
62863	5/30/2023	AFLAC	ACCT. FA935 EMPLOYEE INSURANCE MAY 2023	388.45
62864	5/30/2023	AT & T MOBILITY	ACCT. 287301170125 CELL PHONES	615.15
62865	5/30/2023	BADGER METER, INC	MODEL 55 1IN METERS QTY 4	1,381.13

KINGSBURY GENERAL IMPROVEMENT DISTRICT
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62866	5/30/2023	CHARTER COMMUNICATIONS	ACCT. 8354150020170948 169 TERRACE VIEW DR	149.98
62866	5/30/2023	CHARTER COMMUNICATIONS	ACCT. 8354150020197776 255 KINGSBURY GRADE RD UNIT A	149.98
62866	5/30/2023	CHARTER COMMUNICATIONS	ACCT. 8354150020258636 97 BEACH CLUB DR	159.98
62867	5/30/2023	JEWISH COMMUNITY CENTER	255 KINGSBURY GRADE JANITORIAL 4/23	286.00
62867	5/30/2023	JEWISH COMMUNITY CENTER	255 KINGSBURY GRADE RENT 06/2023	5,416.40
62867	5/30/2023	JEWISH COMMUNITY CENTER	255 KINGSBURY GRADE UTILITIES 3/31/23	264.00
62868	VOID	NV Energy		
62869	5/30/2023	NV ENERGY	1000044046907329692 399 EUGENE DR	820.41
62869	5/30/2023	NV ENERGY	1000044086803274204 GALAXY LN PUMP	113.69
62869	5/30/2023	NV ENERGY	1000044086803294236 160 PINERIDGE DR UNIT LIGHTS	15.14
62869	5/30/2023	NV ENERGY	1000044086803297452 298 KINGSBURY GRADE APT ADOWN	78.87
62869	5/30/2023	NV ENERGY	1000044086803297460 298 KINGSBURY GRADE APT B-UP	189.44
62869	5/30/2023	NV ENERGY	1000044086803297486 298 KINGSBURY GRADE APT DDOWN	86.67
62869	5/30/2023	NV ENERGY	1000044086803297494 160 PINERIDGE DR UNIT A	70.00
62869	5/30/2023	NV ENERGY	1000044086803297502 160 PINERIDGE DR UNIT B	51.76
62869	5/30/2023	NV ENERGY	1000044086803297510 160 PINERIDGE DR UNIT C	152.28
62869	5/30/2023	NV ENERGY	1000044086803297718 403 KIMBERLY BROOKE LN	434.55
62869	5/30/2023	NV ENERGY	1000044086803301502 504 LAUREL LN UNIT PMPSTA	33.11
62869	5/30/2023	NV ENERGY	1000044086803301940 EASY ST. UNIT N/T134	39.76
62869	5/30/2023	NV ENERGY	1000044086803305073 KINGSBURY GRADE UNIT PMPPLS	55.53
62869	5/30/2023	NV ENERGY	1000044086803320205 KINGSBURY GRADE UNIT PMPHS2	3,856.09

KINGSBURY GENERAL IMPROVEMENT DISTRICT
Check/Voucher Register - LIST OF CLAIMS
From 5/12/2023 Through 6/9/2023

Check Number	Check Date	Payee	Transaction Description	Check Amount
62869	5/30/2023	NV ENERGY	1000044086803320221 314 ANDRIA WAY UNIT BRADBU	1,219.10
62869	5/30/2023	NV ENERGY	1000044086803320239 698 KINGSBURY GRADE UNIT NTFRS	1,900.79
62869	5/30/2023	NV ENERGY	1000044086803320247 176 BUCHANAN RD UNIT PMPHS3	2,237.06
62869	5/30/2023	NV ENERGY	1000044086804563654 255 KINGSBURY GRADE UNIT C	109.65
62869	5/30/2023	NV ENERGY	1000044086804563795 255 KINGSBURY GRADE UNIT D	89.95
62869	5/30/2023	NV ENERGY	1000044086804621577 801 KINGSBURY GRADE UNIT B	50.44
62869	5/30/2023	NV ENERGY	1000044086807006297 97 BEACH CLUB DR	7,456.26
62869	5/30/2023	NV ENERGY	1000044087003270836 801 KINGSBURY GRADE	33.11
62869	5/30/2023	NV ENERGY	10000447710033200176 KINGSBURY GRADE UNIT DISPMP	1,688.15
62869	5/30/2023	NV ENERGY	100044086803297478 298 KINGSBURY GRADE APT CDOWN	85.00
62870	5/30/2023	PACIFIC SHREDDING/PACIFIC STOR	SHREDDING OF 123 BOXES VARIOUS RECORDS	517.00
62871	5/30/2023	QUADIENT LEASING USA, INC.	ACCT. N19061186 LEASE POSTAGE MACHINE	475.68
62872	5/30/2023	ROUND HILL GENERAL IMPR DIST	COMMERCIAL CONSUMPTION DORLA CT. 4/17/23 TO 5/16/23	219.30
62873	5/30/2023	SGS SILVER STATE LABORATORIES	BROMATE	175.00
62873	5/30/2023	SGS SILVER STATE LABORATORIES	COLIFORMS-P/A & COLIFORMS-QT	243.00
62873	5/30/2023	SGS SILVER STATE LABORATORIES	COLIFORMS-QT	27.00
62874	5/30/2023	SOUTHWEST GAS CORPORATION	232-0016401-023 698 KINGSBURY GRADE	261.63
62874	5/30/2023	SOUTHWEST GAS CORPORATION	910000799713 160 PINE RIDGE DR 1	234.33
62874	5/30/2023	SOUTHWEST GAS CORPORATION	910000799714 160 PINE RIDGE DR 2	51.33
62874	5/30/2023	SOUTHWEST GAS CORPORATION	910000799715 160 PINE RIDGE DR 4-6	57.87
62874	5/30/2023	SOUTHWEST GAS CORPORATION	910000799716 298 KINGSBURY CIR	134.65
62874	5/30/2023	SOUTHWEST GAS CORPORATION	910000799717 298 KINGSBURY CIR UP	35.00
62874	5/30/2023	SOUTHWEST GAS CORPORATION	910000799718 298 KINGSBURY CIR DOWN	293.15

KINGSBURY GENERAL IMPROVEMENT DISTRICT
 Check/Voucher Register - LIST OF CLAIMS
 From 5/12/2023 Through 6/9/2023

Check Number	Check Date	Payee	Transaction Description	Check Amount
62875	5/30/2023	SUMMIT PLUMBING LLC	MAINTENANCE HYDRO FLUSHED MH N18-1 19-1, R10-5, R4-3, 7-2	604.51
62876	5/31/2023	CARRIE BAUWENS	Employee: BAUWEN; Pay Date: 5/31/2023	1,723.28
62877	5/31/2023	JUDITH BREWER	Employee: BREWER; Pay Date: 5/31/2023	2,074.40
62878	5/31/2023	MITCHELL S. DION	Employee: DION; Pay Date: 5/31/2023	3,710.40
62879	5/31/2023	MICHAEL E. EDWARDS, JR	Employee: EDWARD; Pay Date: 5/31/2023	3,056.54
62880	5/31/2023	JOSEPH ESENARRO	Employee: ESENAR; Pay Date: 5/31/2023	2,928.84
62881	5/31/2023	BRANDON GARDEN	Employee: GARDEN; Pay Date: 5/31/2023	3,215.74
62882	5/31/2023	BRANDY JOHNS	Employee: JOHNS; Pay Date: 5/31/2023	1,993.57
62883	5/31/2023	SHANE T. MORTENSEN	Employee: MORTEN; Pay Date: 5/31/2023	2,939.41
62884	5/31/2023	BYRAN D. MOSS	Employee: MOSS; Pay Date: 5/31/2023	1,807.61
62885	5/31/2023	LEIGH C. STANTON	Employee: STANTO; Pay Date: 5/31/2023	1,462.25
62886	5/31/2023	STATIONARY ENGINEERS LOCAL 39	LOCAL 39 EMPLOYEES HEALTH/LIFE PREMIUMS	14,454.00
62887	5/31/2023	NV ENERGY	1000044086803270814 801 KINGSBURY GRADE UNIT LIGHTS	45.39
62887	5/31/2023	NV ENERGY	1000044086803304290 KINGSBURY GRADE UNIT F1	19.01
62887	5/31/2023	NV ENERGY	1000044086805221187 180 LAKE PKWY UNIT PUMP	422.11
62888	5/31/2023	PUBLIC EMPLOYEES	EMPLOYEE AND EMPLOYERS PERS CONTRIBUTION 5/23	21,361.78
62889	5/31/2023	VANGUARD FIDUCIARY TRUST	MICHAEL GARDEN_SEP/IRA#8803...	27.00
62889	5/31/2023	VANGUARD FIDUCIARY TRUST	MIKE EDWARDS SEP/IRA ACCT. #27246160 5/23	18.22
62889	5/31/2023	VANGUARD FIDUCIARY TRUST	SEP/IRA 0027-88044180872 JOE ESENARRO_ 5/2023	19.18
62889	5/31/2023	VANGUARD FIDUCIARY TRUST	SEP/IRA 88020707567 BRANDY JOHNS_5/2023	15.86
62890	6/9/2023	FRANK ANGELO	REFUND ACCT. 1773 OVERPAID/CLOSED ESCROW 5/25/23	33.13
62891	6/9/2023	BURGARELLO ALARM	399 KAHLE ALARM MONITORING 6/1/23-8/31/23	150.00

KINGSBURY GENERAL IMPROVEMENT DISTRICT
 Check/Voucher Register - LIST OF CLAIMS
 From 5/12/2023 Through 6/9/2023

Check Number	Check Date	Payee	Transaction Description	Check Amount
62891	6/9/2023	BURGARELLO ALARM	97 BEACH CLUB DR ALARM MONITORING 6/1/23-8/31/23	192.00
62892	6/9/2023	AMY C. CARAMAZZA	5/16/23 MEETING & MINUTES 4.25HRS	114.75
62893	6/9/2023	THE RENNEA COUTTENYE REVOCABLE	REFUND ACCT. 475 OVERPAID/CLOSED ESCROW 5/26/23	19.54
62894	6/9/2023	ED THE IT GUY	DIAGNOSED FAILED POWER SUPPLY & POSSIBLY MOTHERBORD ACCOUNTA	135.00
62895	6/9/2023	BEATRIZ HERNANDEZ	255 KINGSBURY GRADE 5 CLEANINGS MAY 2023	460.00
62896	6/9/2023	IUOE STATIONARY ENGINEERS LO39	EMPLOYEE UNION DUES 6/1/23	475.68
62897	6/9/2023	LUMOS AND ASSOCIATES INC	LOGGING RD SITE ASSESSMENT MEETING 3/23/23	220.00
62898	6/9/2023	PAMELA JOANNE NANCE	298 KINGSBURY GRADE 3 CLEANINGS 05/23	800.00
62899	6/9/2023	NEVADA NEWS GROUP	4/26-5/13 ADVERTIZE PROPOSALS PALISADES LIFT STATION REHABI	110.00
62899	6/9/2023	NEVADA NEWS GROUP	5/3/23 NOTICE OF PUBLIC HEARING TENTATIVE BUDGET 23/24	107.88
62899	6/9/2023	NEVADA NEWS GROUP	5/8-6/3 INVITATION TO BID 160 PINERIDGE BLDG IMPROVEMENTS	476.00
62900	6/9/2023	SUMMIT PLUMBING LLC	DUG OUT ALL STATIONS	237.50
62900	6/9/2023	SUMMIT PLUMBING LLC	KINGSBURY GRADE WATER LEAK INSTALLED BLANK END FLANGE W/KICK	5,847.50
62900	6/9/2023	SUMMIT PLUMBING LLC	MH N16-5 PINE DR OVERFLOWING RAN JETTER TO CLEAR STOPAGE, CL	947.09
62900	6/9/2023	SUMMIT PLUMBING LLC	MH R10-1 CLEARED MAIN LINewith HYDRO USED CONFINE SPACE EQUI	1,028.00
62900	6/9/2023	SUMMIT PLUMBING LLC	SEWER PUMP STATION MAINTENANCE CONTRACT 6/1/23	7,176.89
62901	6/9/2023	TAHOENOW VENTURES LLC	REFUND PARTIAL DEPOSIT PERMIT 2021-3 158 SIERRA COLINA DR	1,858.00
62902	6/9/2023	TROJAN TECHNOLOGIES	FREIGHT SENSOR ASSY, S12 NIST R2 798S	139.01
62903	VOID	Western Nevada Supply		
62904	6/9/2023	WESTERN NEVADA SUPPLY CO	2021 WATERLINE IMPROV. RETURN 6X18' TYTON DI & 8X18' TYTON D	(3,719.16)

KINGSBURY GENERAL IMPROVEMENT DISTRICT
Check/Voucher Register - LIST OF CLAIMS
From 5/12/2023 Through 6/9/2023

Check Number	Check Date	Payee	Transaction Description	Check Amount
62904	6/9/2023	WESTERN NEVADA SUPPLY CO	2021 WATERLINE REPLACEMENT RETRUN ROMA 8 CPLG OD STL X C900	(805.34)
62904	6/9/2023	WESTERN NEVADA SUPPLY CO	2023 WATERLINE REHAB 6TJ FIELD LCK GSKT, 8TJ FIELD LCK GSKT	58,689.79
62904	6/9/2023	WESTERN NEVADA SUPPLY CO	2023 WATERLINE REHAB 6X8' TYTON JT DI PIPE & 8X18' TYTON JT	192,180.24
62904	6/9/2023	WESTERN NEVADA SUPPLY CO	2023 WATERLINE REHAB COP 1 K SFT TUBE 60 COIL, COP 1-1/2 K S	47,206.40
62904	6/9/2023	WESTERN NEVADA SUPPLY CO	436 EDGEWOOD METER LF A24-NL 5/8X3/4 TO 1 MTR	40.30
62904	6/9/2023	WESTERN NEVADA SUPPLY CO	KINGSBURY GRADE LEAK FCA 6 OD STL & 6 CI BLIND FLG	779.07
62904	6/9/2023	WESTERN NEVADA SUPPLY CO	LAURA LEAK A/R BARTON 6 HYMAX GRIP CPLG	1,273.04
62904	6/9/2023	WESTERN NEVADA SUPPLY CO	LAURA LEAK A/R BARTON 6 X 20 DR18 CL235 PVC C900 PIPE	339.60
62904	6/9/2023	WESTERN NEVADA SUPPLY CO	SAND BAG POLY W/TIE 14X26	113.00
62904	6/9/2023	WESTERN NEVADA SUPPLY CO	SMBL 226 FCRC 3.96-4.25 X 7 1/2	147.98
62904	6/9/2023	WESTERN NEVADA SUPPLY CO	SMBL 226 FCRC 7.95-8.35 X 7 1/2	414.48
62904	6/9/2023	WESTERN NEVADA SUPPLY CO	SMBL 244CTS FCRC 1-1/2X6 (1.625) HOLLY LANE REPAIR & INVENTO	214.24
62904	6/9/2023	WESTERN NEVADA SUPPLY CO	STATION 3 REPLACED CLA-VAL 4 LOWER BODY 300#	2,219.94
62904	6/9/2023	WESTERN NEVADA SUPPLY CO	VECTOR 3 VICT 77 T STD FLEX CPLG ORANGE	63.69
62905	6/9/2023	JODIE NELSON	Employee: NELSON; Pay Date: 6/13/2023	692.62
62906	6/9/2023	SANDRA D. PARKS	Employee: PARKS; Pay Date: 6/13/2023	689.12
62907	6/9/2023	CRAIG B. SCHORR	Employee: SCHORR; Pay Date: 6/13/2023	739.12
62908	6/9/2023	CYNTHIA M. TRIGG	Employee: TRIGG; Pay Date: 6/13/2023	739.12
62909	6/9/2023	NATALIE YANISH	Employee: YANISH; Pay Date: 6/13/2023	739.12
Report Total				646,532.36

MISSING OR VOIDED CHECKS

DATE	CHECKS	PAYEE	MISSING/VOIDED
05/30/23	62868	NV ENERGY	VOIDED
06/09/23	62903	WESTERN NEVADA SUPPLY CO	VOIDED

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

TITLE: REVIEW AND RECEIVE FIANCIAL STATEMENTS APRIL 2023

For Discussion and Possible Action. Discussion and review of Financial Statements

MEETING DATE: 13 June 2023

PREPARED BY: Mitchell S. Dion, General Manager

RECOMMENDED ACTION: Review and receive financial statements of April 2023

BACKGROUND INFORMATION: District financial statements are prepared for each month of the year. Although monthly statements will lag a month or two due to pending processing time, these provide the Board members with keen insights into the financial well-being of the agency.

INCLUDED:

- Financial Statements April 2023

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 |

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KINGSBURY GENERAL IMPROVEMENT DISTRICT
Balance Sheet
As of 4/30/2023

	GENERAL FUND	WATER FUND	SEWER FUND	SNOW REMOVAL SPECIAL REVENUE	160 PINERIDGE RENTAL	298 KINGSBURY GRADE RENTAL	Total
ASSETS							
CURRENT ASSETS							
CASH							
PETTY CASH	300.00	0.00	0.00	0.00	0.00	0.00	300.00
CASH ON HAND	200.00	0.00	0.00	0.00	0.00	0.00	200.00
CASH IN BANK	7,790,039.81	6,607,510.84	4,578,752.11	129,289.83	4,387.63	173,039.37	19,283,019.59
DISTRIBUTION DEBT SERVICE	0.00	275,710.52	0.00	0.00	0.00	0.00	275,710.52
TREATMENT DEBT SERVICE	0.00	418,664.53	0.00	0.00	0.00	0.00	418,664.53
CAPITAL IMPROVEMENT RESERVE	0.00	1,268,782.75	0.00	0.00	0.00	0.00	1,268,782.75
CASH HELD BY DOUGLAS COUNTY	<u>10,138.64</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>10,138.64</u>
Total CASH	7,800,678.45	8,570,668.64	4,578,752.11	129,289.83	4,387.63	173,039.37	21,256,816.03
INVESTMENTS							
INVESTMENTS	112,221.53	259,203.90	3,950.70	61,020.50	0.00	0.00	436,396.63
Total INVESTMENTS	112,221.53	259,203.90	3,950.70	61,020.50	0.00	0.00	436,396.63
ACCOUNTS RECEIVABLE							
ACCOUNTS RECEIVABLE	823.23	278,836.27	94,428.36	32,810.04	0.00	0.00	406,897.90
RENT RECEIVABLE	0.00	0.00	0.00	0.00	500.00	13,239.77	13,739.77
GRANT RECEIVABLE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
STATE TAX DIST. RECEIVABLE	94,180.64	0.00	0.00	0.00	0.00	0.00	94,180.64
A/R-EDGEWOOD WTR CO.	0.00	615.69	0.00	0.00	0.00	0.00	615.69
INTEREST RECEIVABLE - INVEST.	25,932.68	27,334.45	15,419.43	1,401.77	0.00	0.00	70,088.33
DELINQ. PROPERTY TAXES RECEIV	8,564.31	0.00	0.00	0.00	0.00	0.00	8,564.31
DEPOSITS RECEIVABLE	221.58	2,658.96	1,329.48	221.58	0.00	0.00	4,431.60
EMPLOYEE ADVANCES	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total ACCOUNTS RECEIVABLE	129,722.44	309,445.37	111,177.27	34,433.39	500.00	13,239.77	598,518.24
MATERIAL INVENTORY							
MATERIAL INVENTORY	0.00	142,728.28	807.62	0.00	0.00	0.00	143,535.90
Total MATERIAL INVENTORY	0.00	142,728.28	807.62	0.00	0.00	0.00	143,535.90
PREPAID EXPENSES							
PREPAID EXPENSES	162.29	4,896.28	1,918.61	438.19	0.00	0.00	7,415.37
Total PREPAID EXPENSES	162.29	4,896.28	1,918.61	438.19	0.00	0.00	7,415.37
DEFERRED CHARGES BOND ISSUE COSTS (NET)							
BOND ISSUE COST	0.00	349,699.54	0.00	0.00	0.00	0.00	349,699.54
AMORT. OF BOND ISSUE COSTS	<u>0.00</u>	<u>(289,493.53)</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(289,493.53)</u>
Total DEFERRED CHARGES BOND ISSUE	0.00	60,206.01	0.00	0.00	0.00	0.00	60,206.01
Total CURRENT ASSETS	8,042,784.71	9,347,148.48	4,696,606.31	225,181.91	4,887.63	186,279.14	22,502,886.18

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KINGSBURY GENERAL IMPROVEMENT DISTRICT
Balance Sheet
As of 4/30/2023

	GENERAL FUND	WATER FUND	SEWER FUND	SNOW REMOVAL SPECIAL REVENUE	160 PINERIDGE RENTAL	298 KINGSBURY GRADE RENTAL	Total
FIXED ASSETS							
PROPERTY PLANT & EQUIPMENT (NET)							
OFFICE EQUIPMENT	21,365.79	82,955.44	40,151.99	9,105.46	0.00	0.00	153,578.68
ACCUM. DEPR. OFFICE EQUIP. EQUIPMENT	(19,034.67)	(65,782.41)	(30,389.97)	(6,787.17)	0.00	0.00	(121,994.22)
ACCUM. DEPR. EQUIPMENT	19,937.18	4,614,265.01	287,681.77	43,990.78	0.00	0.00	4,965,874.74
UTILITY PLANT IN SERVICE	(18,723.19)	(2,732,889.67)	(134,948.58)	(41,539.23)	0.00	0.00	(2,928,100.67)
ACCUM. DEPR. UTILITY PLANT	0.00	20,484,991.85	5,659,395.29	0.00	0.00	0.00	26,144,387.14
INFRASTRUCTURE	0.00	(3,587,203.94)	(5,309,897.70)	(0.46)	0.00	0.00	(8,897,102.10)
ACCUM. DEPR. INFRASTRUCTURE	11,449,427.47	28,819,215.50	1,239,746.33	142,220.11	0.00	1,219,163.61	42,869,773.02
OTHER ASSETS	(8,534,537.97)	(10,304,667.77)	(305,375.04)	(61,295.82)	0.00	(95,646.61)	(19,301,523.21)
ACCUM DEPR. OZONE FACILITY	32,558.06	805,127.26	0.00	93,924.19	0.00	0.00	931,609.51
VEHICLES & EQUIPMENT	0.00	(295,084.93)	0.00	0.00	0.00	0.00	(295,084.93)
ACCUM. DEPR. VEHICLES & EQUIP	809,576.34	552,313.34	8,113.28	393,772.45	0.00	0.00	1,763,775.41
CONSTRUCTION IN PROGRESS	(749,092.90)	(513,752.63)	(8,113.28)	(348,532.17)	0.00	0.00	(1,619,490.98)
	165,493.47	1,276,501.19	146,967.98	66,468.75	0.00	0.00	1,655,431.39
Total PROPERTY PLANT & EQUIPMENT (NET)	3,176,969.58	39,135,988.24	1,593,332.07	291,326.89	0.00	1,123,517.00	45,321,133.78
Total FIXED ASSETS	3,176,969.58	39,135,988.24	1,593,332.07	291,326.89	0.00	1,123,517.00	45,321,133.78
Total ASSETS	11,219,754.29	48,483,136.72	6,289,938.38	516,508.80	4,887.63	1,309,796.14	67,824,021.96
LIABILITIES							
CURRENT LIABILITIES							
ACCOUNTS PAYABLE							
ACCOUNTS PAYABLE - TRADE	(1,951.14)	46,295.88	23,789.79	122,910.01	997.75	2,249.83	194,292.12
ACCOUNTS PAYABLE - S/SPENSE	2,348.78	7,054.74	5,118.10	1,987.42	0.00	0.00	16,509.04
LOSS PROTECTION PAYABLE	0.00	(251.46)	0.00	0.00	0.00	0.00	(251.46)
LINE PAYABLE	0.00	52.41	0.00	0.00	0.00	0.00	52.41
Total ACCOUNTS PAYABLE	397.64	53,151.57	28,907.89	124,897.43	997.75	2,249.83	210,602.11
PAYROLL RELATED PAYABLES							
PAYROLL TAXES PAYABLE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SEP/ROTH IRA PAYABLE	3.22	31.99	3.73	1.19	0.00	0.00	40.13
Deferred Comp Payable	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PERS PAYABLE	1,322.19	7,623.41	1,861.96	1,034.83	0.00	0.00	11,842.39
ACCRUED VACATION/SICK PAY	7,440.77	75,144.38	11,972.10	5,258.66	0.00	0.00	99,815.91
ACCRUED TAXES VAC/SICK	1,826.44	18,166.11	2,808.46	1,193.16	0.00	0.00	23,994.17
UNION DUES PAYABLE	(15.85)	(174.47)	(31.71)	(15.84)	0.00	0.00	(237.87)
OPEB PAYABLE	117,325.98	549,685.38	102,814.34	83,909.60	0.00	0.00	853,735.30
SIIS PAYABLE	0.00	(4,839.98)	0.00	0.00	0.00	0.00	(4,839.98)

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KINGSBURY GENERAL IMPROVEMENT DISTRICT
Balance Sheet
As of 4/30/2023

	GENERAL FUND	WATER FUND	SEWER FUND	SNOW REMOVAL SPECIAL REVENUE	160 PINERIDGE RENTAL	298 KINGSBURY GRADE RENTAL	Total
MEDICAL INSURANCE PAYABLE	(814.90)	(6,676.61)	(1,399.63)	(642.24)	0.00	0.00	(9,533.38)
AFLAC PAYABLE	(16.98)	(126.30)	(33.98)	(16.97)	0.00	0.00	(194.23)
Total PAYROLL RELATED PAYABLES	127,070.87	638,833.91	117,995.27	90,722.39	0.00	0.00	974,622.44
REFUNDABLE DEPOSITS							
REFUNDABLE DEPOSITS	0.00	118,545.00	75,096.00	0.00	0.00	7,176.00	200,817.00
PREPAID USER FEES	0.00	50,149.10	17,912.53	5,011.88	0.00	0.00	73,073.51
Total REFUNDABLE DEPOSITS	0.00	168,694.10	93,008.53	5,011.88	0.00	7,176.00	273,890.51
LONG TERM LIABILITIES	127,468.51	860,679.58	239,911.69	220,631.70	997.75	9,425.83	1,459,115.06
BONDS PAYABLE							
1994 REFUNDING CHARGES	0.00	(323,655.69)	0.00	0.00	0.00	0.00	(323,655.69)
AMORTIZATION OF REFUNDING CHG.	0.00	323,655.69	0.00	0.00	0.00	0.00	323,655.69
DISCOUNT ON BONDS	0.00	169,898.91	0.00	0.00	0.00	0.00	169,898.91
AMORTIZATION BOND DISCOUNT	0.00	(169,898.91)	0.00	0.00	0.00	0.00	(169,898.91)
SRF Loan Payable	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SRF LOAN INTEREST PAYABLE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SRF Loan Payable #2	0.00	989,265.54	0.00	0.00	0.00	0.00	989,265.54
SRF Loan Interest Payable	0.00	9,760.76	0.00	0.00	0.00	0.00	9,760.76
SRF Loan Payable #3	0.00	1,393,254.06	0.00	0.00	0.00	0.00	1,393,254.06
SRF Loan Interest Payable #3	0.00	13,235.92	0.00	0.00	0.00	0.00	13,235.92
SRF Loan Payable #4	0.00	6,401,347.97	0.00	0.00	0.00	0.00	6,401,347.97
SRF Loan Interest Payable #4	0.00	50,998.08	0.00	0.00	0.00	0.00	50,998.08
SRF LOAN #5 PAYABLE	0.00	4,070,421.69	0.00	0.00	0.00	0.00	4,070,421.69
SRF LOAN #5 INTEREST PAYABLE	0.00	30,935.20	0.00	0.00	0.00	0.00	30,935.20
Total BONDS PAYABLE	0.00	12,959,219.22	0.00	0.00	0.00	0.00	12,959,219.22
Total LONG TERM LIABILITIES	0.00	12,959,219.22	0.00	0.00	0.00	0.00	12,959,219.22
Total LIABILITIES	127,468.51	13,819,898.80	239,911.69	220,631.70	997.75	9,425.83	14,418,334.28
FUND EQUITY							
CONTRIBUTED CAPITAL							
CONTRIBUTED CAPITAL	0.00	815,873.22	536,502.18	0.00	0.00	0.00	1,352,375.40
Total CONTRIBUTED CAPITAL	0.00	815,873.22	536,502.18	0.00	0.00	0.00	1,352,375.40
RETAINED EARNINGS							
RETAINED EARNINGS	6,929,471.78	30,962,844.78	2,156,152.90	1,087,897.55	(139.07)	133,954.40	41,270,182.34
Total RETAINED EARNINGS	6,929,471.78	30,962,844.78	2,156,152.90	1,087,897.55	(139.07)	133,954.40	41,270,182.34

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KINGSBURY GENERAL IMPROVEMENT DISTRICT
Balance Sheet
As of 4/30/2023

	GENERAL FUND	WATER FUND	SEWER FUND	SNOW REMOVAL SPECIAL REVENUE	160 PINERIDGE RENTAL	298 KINGSBURY GRADE RENTAL	Total
FUND BALANCE - UNRESERVED							
FUND BALANCE - UNRESERVED	575,581.68	2,282,888.11	2,448,094.42	0.00	0.00	0.00	5,306,564.21
Total FUND BALANCE - UNRESERVED	575,581.68	2,282,888.11	2,448,094.42	0.00	0.00	0.00	5,306,564.21
INVESTMENT IN GENERAL FIXED ASSETS							
INVESTMENT IN GEN. FIXED ASSET	0.00	691,759.85	888,002.94	0.00	0.00	0.00	1,579,762.79
Total INVESTMENT IN GENERAL FIXED ASSETS	0.00	691,759.85	888,002.94	0.00	0.00	0.00	1,579,762.79
EXCESS REVENUE OVER EXPENDITURES							
ADVALOREM TAXES	557,735.57	0.00	0.00	0.00	0.00	0.00	557,735.57
PERSONAL PROPERTY TAX	8,058.31	0.00	0.00	0.00	0.00	0.00	8,058.31
ADVALOREM MAKE-UP	452,409.74	0.00	0.00	0.00	0.00	0.00	452,409.74
STATE TAX DISTRIBUTION	577,450.00	0.00	0.00	0.00	0.00	0.00	577,450.00
319 NON POINT SOURCE EPA GRANT	40,000.00	0.00	0.00	120,000.00	0.00	0.00	160,000.00
USER FEES - RESIDENTIAL	0.00	2,912,971.88	1,459,113.99	388,468.64	0.00	0.00	4,760,554.51
RESIDENTIAL TIER 1 CONSUMPTION	0.00	272,444.62	24,168.92	0.00	0.00	0.00	296,613.54
RESIDENTIAL TIER 2 CONSUMPTION	0.00	53,227.35	0.00	0.00	0.00	0.00	53,227.35
RESIDENTIAL TIER 3 CONSUMPTION	0.00	65,917.68	0.00	0.00	0.00	0.00	65,917.68
RESIDENTIAL FIRE PROTECTION	0.00	68,187.64	0.00	0.00	0.00	0.00	68,187.64
USER FEES - COMMERCIAL	0.00	303,511.47	35,226.48	35,852.61	0.00	0.00	374,590.56
COMMERCIAL FIRE PROTECTION	0.00	78,148.28	0.00	0.00	0.00	0.00	78,148.28
COMMERCIAL CONSUMPTION	0.00	91,034.26	33,015.96	0.00	0.00	0.00	124,050.22
PENALTIES ON USER FEES	0.00	39,712.02	21,531.94	6,969.55	0.00	0.00	68,213.51
SERVICE CHARGES	0.00	13,494.45	0.00	0.00	0.00	0.00	13,494.45
RETURN CHECK FEES	0.00	500.00	0.00	0.00	0.00	0.00	500.00
CONNECTION FEES	0.00	15,800.00	9,600.00	0.00	0.00	0.00	25,400.00
INTEREST ON INVESTMENTS	175,536.15	205,473.15	101,241.30	21,557.25	0.00	0.00	503,807.85
TRANSFER FEE REVENUE	0.00	4,069.50	1,565.71	386.65	0.00	0.00	6,021.86
PLAN REVIEW FEE	0.00	750.00	1,000.00	0.00	0.00	0.00	1,750.00
SERVLINE ADMIN REVENUE	0.00	1,522.18	0.00	0.00	0.00	0.00	1,522.18
SERVLINE LOSS INSURANCE	0.00	16,356.05	0.00	0.00	0.00	0.00	16,356.05
SERVLINE LINE INSURANCE	0.00	2,313.96	0.00	0.00	0.00	0.00	2,313.96
RENTAL INCOME	0.00	0.00	0.00	0.00	11,833.28	84,506.97	96,340.25
OTHER REVENUE	1,576.16	26,084.77	411.33	165.66	0.00	285.00	28,522.92
PAYROLL - MANAGER	(41,858.98)	(140,647.43)	(67,132.39)	(29,419.87)	0.00	0.00	(279,058.67)
PAYROLL - MAINTENANCE	(14,576.55)	(291,209.14)	0.00	(10,411.82)	0.00	0.00	(316,197.51)
PAYROLL - OFFICE	(17,998.96)	(47,997.32)	(35,997.95)	(17,998.78)	0.00	0.00	(119,993.01)
EMPLOYEE BENEFITS - FICA/MEDIC	(1,124.65)	(7,276.03)	(4,777.81)	(883.59)	0.00	0.00	(11,062.08)

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KINGSBURY GENERAL IMPROVEMENT DISTRICT
Balance Sheet
As of 4/30/2023

	GENERAL FUND	WATER FUND	SEWER FUND	SNOW REMOVAL SPECIAL REVENUE	160 PINERIDGE RENTAL	298 KINGSBURY GRADE RENTAL	Total
EMPLOYEE BENEFITS - MED. INS	(33,531.77)	(160,054.59)	(33,407.57)	(26,020.69)	0.00	0.00	(253,014.62)
EMPLOYEE BENEFITS - PERS	(18,570.27)	(108,412.45)	(25,922.14)	(13,863.53)	0.00	0.00	(166,768.39)
EMPLOYEE BENEFITS - SITS	(810.60)	(4,367.28)	(569.93)	(533.73)	0.00	0.00	(6,281.54)
SEP/IRA	(65.14)	(650.51)	(78.91)	(26.61)	0.00	0.00	(821.17)
UNIFORMS	(175.78)	(2,334.02)	(59.30)	(85.68)	0.00	0.00	(2,654.78)
OPEX EXPENSE	(12,658.30)	(115,506.70)	(20,569.70)	(9,493.60)	0.00	0.00	(158,228.30)
ACCRUED LEAVE EXPENSE	(2,039.25)	(4,002.32)	(3,964.30)	(1,817.60)	0.00	0.00	(11,823.47)
OTHER PAYROLL EXPENSES	(85.75)	(1,464.33)	(300.98)	(86.00)	0.00	0.00	(1,937.06)
CAR ALLOWANCE EXPENSE	604.72	3,023.57	403.13	0.00	0.00	0.00	4,031.42
ACCOUNTING	(1,911.10)	(22,933.20)	(11,466.60)	(1,911.10)	0.00	0.00	(38,222.00)
LEGAL	(1,321.21)	(27,320.09)	(9,373.42)	(2,010.10)	0.00	0.00	(40,024.82)
LEGAL - LABOR NEGOTIATIONS	(145.20)	(950.40)	(105.60)	(118.80)	0.00	0.00	(1,320.00)
ENGINEERING & SURVEYING	(15,329.32)	(6,616.90)	(2,041.17)	(246.59)	0.00	0.00	(24,233.98)
EROSION AND DRAINAGE	(2,793.77)	0.00	0.00	0.00	0.00	0.00	(2,793.77)
ROAD MAINTENANCE & SUPPLIES	(318,236.43)	0.00	0.00	0.00	0.00	0.00	(318,236.43)
SNOW REMOVAL - PLOWING	0.00	0.00	0.00	(1,224,966.63)	0.00	0.00	(1,224,966.63)
SNOW REMOVAL - SANDING	0.00	0.00	0.00	(31,795.72)	0.00	0.00	(31,795.72)
DCLTSA PRO-RATA M & O	0.00	0.00	(562,630.00)	0.00	0.00	0.00	(562,630.00)
DCLTSA ASSESSMENTS	0.00	0.00	(496,649.00)	0.00	0.00	0.00	(496,649.00)
BANK CHARGES	0.00	(39,330.60)	(26,636.44)	(7,307.30)	0.00	0.00	(73,274.34)
BUILDING REPAIRS AND MAINT.	(191.44)	(2,780.23)	(1,148.44)	(191.44)	(865.91)	(6,792.82)	(11,970.28)
COMPUTER EXPENSE	(2,757.80)	(40,081.06)	(11,020.35)	(4,323.43)	0.00	0.00	(58,182.64)
DUES & SUBSCRIPTIONS	(597.09)	(7,909.45)	(3,485.86)	(597.09)	0.00	0.00	(12,589.49)
EQUIP. SUPPLIES/MAINT./REPAIRS	(913.55)	(10,901.44)	(89,032.79)	(128.77)	0.00	(110.00)	(101,086.55)
EQUIPMENT RENTAL	(130.37)	(6,246.20)	(2,958.87)	(659.91)	(25.21)	(162.50)	(10,183.06)
FIELD SUPPLIES, TOOLS & SIGNS	(1,222.00)	0.00	0.00	(5,710.00)	0.00	0.00	(6,932.00)
SECURITY EXPENSE	0.00	(6,330.98)	(6,315.81)	0.00	0.00	0.00	(12,646.79)
INSURANCE AND BONDS	(3,633.33)	(87,658.35)	(21,799.96)	(3,633.33)	(3,083.40)	(3,083.40)	(122,891.77)
INVENTORY PARTS	0.00	(8,161.25)	0.00	0.00	0.00	0.00	(8,161.25)
METER REPAIR & MAINT	0.00	(3,442.19)	0.00	0.00	0.00	0.00	(3,442.19)
LIEN FEES	0.00	(131.00)	0.00	0.00	0.00	0.00	(131.00)
MISCELLANEOUS EXPENDITURES	(2,576.46)	(18,925.04)	(10,661.98)	(572.71)	(882.92)	(5,677.64)	(39,296.75)
OFFICE JANITORIAL	(571.50)	(6,857.76)	(3,428.84)	(571.50)	(883.75)	(6,175.00)	(18,488.35)
OFFICE AND FACILITIES RENT	(2,708.20)	(32,498.40)	(16,249.20)	(2,721.40)	0.00	0.00	(54,177.20)
OFFICE SUPPLIES	(355.06)	(6,186.18)	(3,479.01)	(1,394.31)	(106.09)	(270.59)	(11,791.24)
PERMITS AND FEES	(63.16)	(6,774.83)	(378.96)	(563.16)	0.00	0.00	(7,780.11)

KINGSBURY GENERAL IMPROVEMENT DISTRICT
Balance Sheet
As of 4/30/2023

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	GENERAL FUND	WATER FUND	SEWER FUND	SNOW REMOVAL SPECIAL REVENUE	160 PINERIDGE RENTAL	298 KINGSBURY GRADE RENTAL	Total
POSTAGE	0.00				0.00	0.00	(10,605.24)
PUBLICATION CHARGES	(111.45)	(297.40)	(3,716.66)	(1,445.63)	0.00	0.00	(1,656.76)
SHOP SUPPLIES/SMALL TOOLS	0.00	(1,030.43)	0.00	0.00	0.00	0.00	(1,030.43)
TELEPHONE	(129.07)	(11,725.53)	(1,293.98)	(129.07)	0.00	0.00	(13,277.65)
TRAINING AND SEMINARS	(84.31)	(4,460.49)	(388.21)	(84.31)	0.00	0.00	(5,017.32)
TRAVEL	(308.57)	(2,487.58)	(541.63)	(582.16)	0.00	0.00	(3,919.94)
TRUSTEE FEES	(1,692.50)	(20,310.00)	(10,155.00)	(1,692.50)	0.00	0.00	(33,850.00)
UTILITIES - GAS & ELECTRIC	(567.30)	(212,952.75)	(21,521.44)	(551.79)	(1,957.05)	(12,526.11)	(250,076.44)
VEHICLE EXP FUEL/OIL/SUPP	(4,224.26)	(28,217.38)	0.00	(3,957.00)	0.00	0.00	(36,398.64)
VEH EXP R&M	(11,907.84)	(19,298.47)	0.00	(1,655.62)	0.00	0.00	(32,861.93)
WATER MONITORING/SAMPLING	0.00	(15,161.00)	0.00	0.00	0.00	0.00	(15,161.00)
WATER/SEWER SHED MANAGEMENT	0.00	(15,231.24)	0.00	0.00	0.00	0.00	(15,231.24)
WATER DIST SYSTEM EXPENSE	0.00	(35,048.61)	0.00	0.00	0.00	0.00	(35,048.61)
WATER TREATMENT SYSTEM EXP	0.00	(37,181.81)	0.00	0.00	0.00	0.00	(37,181.81)
INTEREST EXPENSE	0.00	(273,052.06)	0.00	0.00	0.00	0.00	(273,052.06)
CAPITAL OUTLAY	(885,129.62)	(1,232,897.71)	(111,811.31)	(245,375.62)	0.00	(7,095.00)	(2,482,309.26)
AMORTIZATION OF BONDS	0.00	(9,751.20)	0.00	0.00	0.00	0.00	(9,751.20)
DEPRECIATION EXPENSE	(227,231.53)	(1,114,166.59)	(47,894.30)	(48,156.37)	0.00	(23,381.22)	(1,460,830.01)
Total EXCESS REVENUE OVER EXPENDITURES	183,031.21	(90,128.04)	21,274.25	(1,131,503.71)	4,028.95	19,517.69	(993,779.65)
Total FUND EQUITY	7,698,084.67	34,663,237.92	6,050,026.69	(43,606.16)	3,889.88	153,472.09	48,515,105.09

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**KINGSBURY GENERAL IMPROVEMENT DISTRICT
CASH POSITION**

GENERAL	37%
WATER	41%
SEWER	21%
SNOW	1%

Apr-23

FUND	BEGINNING	TRANSFERS	ADJUST.	RECEIPTS	CHECKS	ENDING
	BALANCE					BALANCE
GENERAL FUND	\$ 7,651,191.83	\$ (11,218.28)	\$ -	\$ 180,840.08	\$ (30,773.82)	\$ 7,790,039.81
RESTRICTED CASH (VEHICLE REPLACEMENT)	\$ 100,964.52	\$ 11,218.28	\$ -	\$ -	\$ -	\$ 112,182.80
GENERAL INVESTMENT	\$ 38.73	\$ -	\$ -	\$ -	\$ -	\$ 38.73
GF TOTAL						\$ 7,902,261.34
WATER FUND	\$ 6,555,348.79	\$ (242,128.62)	\$ -	\$ 414,812.48	\$ (120,521.81)	\$ 6,607,510.84
RESTRICTED CASH (VEHICLE REPLACEMENT)	\$ 237,808.33	\$ 21,375.37	\$ -	\$ -	\$ -	\$ 259,183.70
WATER INVESTMENT	\$ 20.20	\$ -	\$ -	\$ -	\$ -	\$ 20.20
KGID/TRPA CDS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
DIST DEBT RESERVE	\$ 206,444.16	\$ 69,266.36	\$ -	\$ -	\$ -	\$ 275,710.52
TREAT DEBT RESERVE	\$ 313,508.23	\$ 105,156.30	\$ -	\$ -	\$ -	\$ 418,664.53
CAP IMPROV. RESERVE	\$ 1,227,115.06	\$ 46,330.59	\$ -	\$ -	\$ (4,662.90)	\$ 1,268,782.75
WF TOTAL						\$ 8,829,872.54
SEWER FUND	\$ 4,775,406.44	\$ (391.68)	\$ -	\$ 166,161.69	\$ (362,424.34)	\$ 4,578,752.11
RESTRICTED CASH (VEHICLE REPLACEMENT)	\$ 3,525.06	\$ 391.68	\$ -	\$ -	\$ -	\$ 3,916.74
SEWER INVESTMENT	\$ 33.96	\$ -	\$ -	\$ -	\$ -	\$ 33.96
SF TOTAL						\$ 4,582,702.81
SNOW REV. FUND	\$ 379,867.02	\$ (6,100.12)	\$ -	\$ 54,681.18	\$ (299,158.25)	\$ 129,289.83
RESTRICTED CASH (VEHICLE REPLACEMENT)	\$ 54,901.02	\$ 6,100.12	\$ -	\$ -	\$ -	\$ 61,001.14
SNOW INVESTMENT	\$ 19.36	\$ -	\$ -	\$ -	\$ -	\$ 19.36
SNOW TOTAL						\$ 190,310.33
160 PINERIDGE RENTAL	\$ 4,387.63	\$ -	\$ -	\$ -	\$ -	\$ 4,387.63
70 RENTAL TOTAL						\$ 4,387.63
298 KINGSBURY GRADE RENTAL	\$ 175,334.55	\$ -	\$ -	\$ -	\$ (2,295.18)	\$ 173,039.37
80 RENTAL TOTAL						\$ 173,039.37
GRAND TOTALS	\$ 21,685,914.89	\$ (0.00)	\$ -	\$ 816,495.43	\$ (817,541.12)	\$ 21,682,574.02
CHECKING						
US BANK	\$ 241,449.23	\$ 175,000.00	\$ -	\$ 743,146.43	\$ (814,561.43)	\$ 345,034.23
US BANK MMA	\$ 112.25	\$ -	\$ -	\$ -	\$ -	\$ 112.25
USB CDS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
LOCAL GOVT POOLED	\$ 21,444,353.41	\$ (175,000.00)	\$ -	\$ 68,074.13	\$ -	\$ 21,337,427.54
GRAND TOTALS	\$ 21,685,914.89	\$ -	\$ -	\$ 811,220.56	\$ (814,561.43)	\$ 21,682,574.02

APRIL 2023

STATEMENT OF REVENUE

AND EXPENDITURES

(ALL FUNDS COMBINED)

KINGSBURY GENERAL IMPROVEMENT DISTRICT
 Statement of Revenues and Expenditures
 From 4/1/2023 Through 4/30/2023

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	Current Period Actual	Current Period Budget	Current Period Budget Variance	Current Year Actual	YTD Budget	YTD Budget Variance	Total Budget	Total Budget Variance	Percent Total Budget Remaining
REVENUES									
TAXES									
ADVALOREM TAXES	5,514.25	5,547.00	(32.75)	557,735.57	543,578.00	14,157.57	554,571.00	3,064.75	0.55%
PERSONAL PROPERTY TAX	112.73	0.00	112.73	8,058.31	7,500.00	558.31	9,864.00	(1,805.69)	(16.62)%
ADVALOREM MAKE-UP	4,511.66	4,538.00	(26.34)	452,409.74	444,744.00	7,665.74	453,822.00	(1,412.26)	-0.31%
STATE TAX DISTRIBUTION	57,745.00	57,745.00	0.00	577,450.00	577,450.00	0.00	692,940.00	(115,490.00)	(16.67)%
Total TAXES	67,883.64	67,830.00	53.64	1,595,653.62	1,573,272.00	22,381.62	1,711,097.00	(115,443.38)	(6.75)%
MISCELLANEOUS									
319 NON POINT SOURCE EPA GRANT	0.00	0.00	0.00	160,000.00	160,000.00	0.00	160,000.00	0.00	0.00%
INTEREST ON INVESTMENTS	70,089.47	2,038.00	68,051.47	503,807.85	20,366.00	483,441.85	24,440.00	479,367.85	1,961.41%
PLAN REVIEW FEE	0.00	150.00	(150.00)	1,750.00	1,950.00	(200.00)	2,750.00	(1,000.00)	(36.36)%
RENTAL INCOME	8,637.48	7,370.00	1,267.48	96,340.25	73,691.00	22,649.25	88,430.00	7,910.25	8.95%
OTHER REVENUE	857.50	2,248.00	(1,390.50)	28,522.92	22,479.00	6,043.92	26,976.00	1,546.92	5.73%
Total MISCELLANEOUS	79,584.45	11,806.00	67,778.45	790,421.02	278,486.00	511,935.02	302,596.00	487,825.02	161.21%
USER FEES									
USER FEES - RESIDENTIAL	485,603.69	473,085.00	12,518.69	4,760,554.51	4,730,840.00	29,714.51	5,677,010.00	(916,455.49)	(16.14)%
RESIDENTIAL TIER 1 CONSUMPTION	19,783.51	26,508.00	(6,714.49)	296,613.54	323,682.00	(27,068.46)	380,600.00	(83,986.46)	(22.07)%
RESIDENTIAL TIER 2 CONSUMPTION	1,765.48	3,200.00	(1,434.52)	53,227.35	62,400.00	(9,172.65)	80,000.00	(26,772.65)	(33.47)%
RESIDENTIAL TIER 3 CONSUMPTION	4,854.76	720.00	4,234.76	65,917.68	58,160.00	9,757.68	72,000.00	(6,082.32)	(8.45)%
RESIDENTIAL FIRE PROTECTION	6,939.75	6,742.00	197.75	68,187.64	67,416.00	771.64	80,900.00	(12,712.36)	(15.71)%
USER FEES - COMMERCIAL	38,139.37	37,164.00	975.37	374,590.56	371,627.00	2,963.56	445,955.00	(71,364.44)	(16.00)%
COMMERCIAL FIRE PROTECTION	7,844.78	7,845.00	(0.22)	78,148.28	78,447.00	(298.72)	94,137.00	(15,988.72)	(16.98)%
COMMERCIAL CONSUMPTION	4,918.84	6,189.00	(1,270.16)	124,050.22	103,719.00	20,331.22	120,547.00	3,503.22	2.91%
PENALTIES ON USER FEES	6,052.93	6,334.00	(281.07)	68,213.51	63,340.00	4,873.51	76,008.00	(7,794.49)	(10.25)%
SERVICE CHARGES	1,397.86	1,350.00	47.86	13,494.45	13,500.00	(5.55)	16,200.00	(2,705.55)	(16.70)%
RETURN CHECK FEES	60.00	40.00	20.00	500.00	400.00	100.00	480.00	20.00	4.17%
CONNECTION FEES	0.00	600.00	(600.00)	25,400.00	15,000.00	10,400.00	16,200.00	9,200.00	56.79%
TRANSFER FEE REVENUE	450.00	894.00	(444.00)	6,021.86	8,940.00	(2,918.14)	10,728.00	(4,706.14)	(43.87)%
SERVLINE ADMIN REVENUE	152.84	150.00	2.84	1,522.18	1,498.00	24.18	1,798.00	(275.82)	(15.34)%
SERVLINE LOSS INSURANCE	1,207.23	2,608.00	(1,400.77)	16,356.05	26,077.00	(9,720.95)	31,283.00	(14,926.95)	(47.73)%
SERVLINE LINE INSURANCE	246.40	189.00	57.40	2,313.96	1,890.00	423.96	2,270.00	43.96	1.94%
Total USER FEES	579,527.44	573,618.00	5,909.44	5,955,111.79	5,924,936.00	30,175.79	7,106,126.00	(1,151,014.21)	(16.20)%
Total REVENUES	726,995.53	663,254.00	73,741.53	8,341,186.43	7,776,694.00	564,492.43	9,119,919.00	(778,632.57)	(8.54)%

DRAFT

KINGSBURY GENERAL IMPROVEMENT DISTRICT
Statement of Revenues and Expenditures
From 4/1/2023 Through 4/30/2023

	Current Period Actual	Current Period Budget	Current Period Budget Variance	Current Year Actual	YTD Budget	YTD Budget Variance	Total Budget	Total Budget Variance	Percent Total Budget Remaining
EXPENDITURES									
PAYROLL RELATED EXPENSES									
PAYROLL - MANAGER	14,751.79	28,739.00	13,987.21	279,058.67	287,375.00	8,316.33	344,852.00	65,793.33	19.08%
PAYROLL - MAINTENANCE	17,606.08	43,555.00	25,928.92	316,197.51	435,348.00	119,150.49	522,419.00	206,221.49	39.47%
PAYROLL - OFFICE	6,990.95	13,610.00	6,619.05	119,993.01	136,085.00	16,091.99	163,306.00	43,312.99	26.52%
EMPLOYEE BENEFITS - FICAMEDIC	669.78	1,338.00	668.22	11,062.08	13,364.00	2,301.92	16,039.00	4,976.92	31.03%
EMPLOYEE BENEFITS - MED. INS	13,494.42	28,185.00	14,690.58	253,014.62	303,589.00	50,574.38	359,961.00	106,946.38	29.71%
EMPLOYEE BENEFITS - PERS	9,574.14	21,160.00	11,585.86	166,768.39	211,589.00	44,820.61	253,911.00	87,142.61	34.32%
EMPLOYEE BENEFITS - SIIIS	800.54	1,025.00	224.46	6,281.54	9,673.00	3,391.46	11,380.00	5,098.46	44.80%
SEP/IRA	40.13	103.00	62.87	821.17	1,026.00	204.83	1,235.00	413.83	33.51%
UNIFORMS	534.00	0.00	(534.00)	2,654.78	7,760.00	5,105.22	7,760.00	5,105.22	65.79%
OPEB EXPENSE	15,822.83	25,958.00	10,135.17	158,228.30	259,581.00	101,352.70	311,495.00	153,266.70	49.20%
ACCRUED LEAVE EXPENSE	(1,292.57)	1,960.00	3,252.57	11,823.47	19,584.00	7,760.53	23,500.00	11,676.53	49.68%
OTHER PAYROLL EXPENSES	99.92	79.00	(20.92)	1,937.06	3,991.00	2,053.94	4,150.00	2,212.94	53.32%
CAR ALLOWANCE EXPENSE	(276.67)	(430.00)	(153.33)	(4,031.42)	(4,287.00)	(255.58)	(5,150.00)	(1,118.58)	21.72%
Total PAYROLL RELATED EXPENSES	78,815.34	165,262.00	86,446.66	1,323,869.18	1,684,678.00	360,868.82	2,014,858.00	691,048.82	34.30%
OPERATING EXPENSES									
ACCOUNTING	0.00	0.00	0.00	38,222.00	42,000.00	3,778.00	42,000.00	3,778.00	9.00%
LEGAL	4,000.00	4,583.00	583.00	40,024.82	45,832.00	5,807.18	55,000.00	14,975.18	27.23%
LEGAL - LABOR NEGOTIATIONS	0.00	0.00	0.00	1,320.00	967.00	(353.00)	967.00	(353.00)	(36.50)%
ENGINEERING & SURVEYING	1,816.25	5,251.00	3,434.75	24,233.98	53,001.00	28,767.02	63,500.00	39,266.02	61.84%
EROSION AND DRAINAGE	2,384.00	0.00	(2,384.00)	2,793.77	3,500.00	706.23	5,000.00	2,206.23	44.12%
ROAD MAINTENANCE & SUPPLIES	0.00	7,959.00	7,959.00	318,236.43	299,681.00	(18,555.43)	315,599.00	(2,637.43)	(0.84)%
SNOW REMOVAL - FLOWING	2,012.50	35,000.00	32,987.50	1,224,966.63	655,000.00	(569,966.63)	675,000.00	(549,966.63)	(81.48)%
SNOW REMOVAL - SANDING	0.00	9,000.00	9,000.00	31,795.72	70,500.00	38,704.28	75,000.00	43,204.28	57.61%
SNOW REMOVAL ANTI/DE ICING	0.00	0.00	0.00	0.00	6,600.00	6,600.00	6,600.00	6,600.00	100.00%
DCLTSA PRO-RATA M & O	183,805.25	183,231.00	(574.25)	562,630.00	732,924.00	170,294.00	732,924.00	170,294.00	23.23%
DCLTSA ASSESSMENTS	123,862.25	124,163.00	500.75	496,649.00	496,649.00	0.00	496,649.00	0.00	0.00%
BAD DEBTS	0.00	0.00	0.00	0.00	49,796.00	49,796.00	49,796.00	49,796.00	100.00%
BANK CHARGES	7,617.02	7,041.00	(576.02)	73,274.34	70,392.00	(2,882.34)	84,474.00	11,199.66	13.26%
BUILDING REPAIRS AND MAINT.	605.20	6,967.00	6,361.80	11,970.28	69,663.00	57,692.72	83,599.00	71,628.72	85.68%
COMPUTER EXPENSE	1,807.44	7,924.00	6,116.56	58,182.64	89,413.00	31,230.36	105,351.00	47,168.36	44.77%
DUES & SUBSCRIPTIONS	56.25	0.00	(56.25)	12,589.49	13,911.00	1,321.51	14,743.00	2,153.51	14.61%

KINGSBURY GENERAL IMPROVEMENT DISTRICT
 Statement of Revenues and Expenditures
 From 4/1/2023 Through 4/30/2023

DRAFT

	Current Period Actual	Current Period Budget	Current Period Budget Variance	Current Year Actual	YTD Budget	YTD Budget Variance	Total Budget	Total Budget Variance	Percent Total Budget Remaining
EQUIP. SUPPLIES/MAINT./REPAIRS	8,578.83	15,408.00	6,829.17	101,086.55	162,771.00	61,684.45	193,737.00	92,650.45	47.82%
EQUIPMENT RENTAL	441.00	514.00	73.00	10,183.06	10,783.00	599.94	13,222.00	3,038.94	22.88%
FIELD SUPPLIES, TOOLS & SIGNS	0.00	50.00	50.00	6,932.00	30,500.00	23,568.00	30,630.00	23,688.00	77.37%
SECURITY EXPENSE	2,119.70	2,680.00	560.30	12,646.79	15,034.00	2,387.21	16,887.00	4,040.21	24.21%
INSURANCE AND BONDS	1,453.63	2,333.00	879.37	122,891.77	135,650.00	12,758.23	140,316.00	17,424.23	12.42%
SAFETY EQUIPMENT	0.00	25.00	25.00	0.00	1,000.00	1,000.00	1,100.00	1,100.00	100.00%
INVENTORY PARTS	107.12	0.00	(107.12)	8,161.25	15,500.00	7,338.75	15,500.00	7,338.75	47.35%
METER REPAIR & MAINT	3,442.19	0.00	(3,442.19)	3,442.19	0.00	(3,442.19)	50,000.00	46,557.81	93.12%
LIEN FEES	42.00	34.00	(8.00)	131.00	340.00	209.00	410.00	279.00	68.05%
*MISCELLANEOUS EXPENDITURES	13,001.19	2,624.00	(10,377.19)	39,296.75	26,239.00	(13,057.75)	31,488.00	(7,808.75)	(24.80)%
OFFICE - JANITORIAL	1,836.00	1,727.00	(109.00)	18,488.35	17,270.00	(1,218.35)	20,724.00	2,235.65	10.79%
OFFICE AND FACILITIES RENT	5,416.40	6,334.00	917.60	54,177.20	63,331.00	9,153.80	75,997.00	21,819.80	28.71%
OFFICE SUPPLIES	527.58	2,003.00	1,475.42	11,791.24	20,238.00	8,446.76	24,313.00	12,521.76	51.50%
PERMITS AND FEES	503.68	660.00	156.32	7,780.11	8,850.00	1,069.89	9,911.00	2,130.89	21.50%
POSTAGE	2,000.00	1,125.00	(875.00)	10,605.24	10,416.00	(189.24)	12,500.00	1,894.76	15.16%
PUBLICATION CHARGES	200.00	2,900.00	2,700.00	1,658.76	4,370.00	2,713.24	7,300.00	5,643.24	77.30%
SHOP SUPPLIES/SMALL TOOLS	7.19	583.00	575.81	1,030.43	5,833.00	4,802.57	7,000.00	5,969.57	85.28%
TELEPHONE	1,133.61	1,465.00	331.39	13,277.65	14,650.00	1,372.35	17,580.00	4,302.35	24.47%
TRAINING AND SEMINARS	47.14	2,869.00	2,821.86	5,017.32	28,683.00	23,665.68	34,420.00	29,402.68	85.42%
TRAVEL	753.05	1,758.00	1,004.95	3,919.94	17,582.00	13,662.06	21,100.00	17,180.06	81.42%
TRUSTEE FEES	3,750.00	3,749.00	(1.00)	33,850.00	34,500.00	650.00	42,000.00	8,150.00	19.40%
UTILITIES - GAS & ELECTRIC	23,482.36	17,552.00	(5,930.36)	250,076.44	186,279.00	(63,797.44)	234,968.00	(15,118.44)	(6.43)%
VEHICLE EXP FUEL/OIL/SUPP	2,046.89	10,363.00	8,316.11	36,398.64	103,630.00	67,231.36	124,358.00	87,959.36	70.73%
VEH EXP R&M	243.41	3,398.00	3,154.59	32,861.93	33,965.00	1,103.07	40,780.00	7,898.07	19.38%
WATER MONITORING/SAMPLING	1,745.00	1,482.00	(263.00)	15,161.00	14,821.00	(340.00)	17,785.00	2,624.00	14.75%
WATERSEWER SHED MANAGEMENT	0.00	0.00	0.00	15,231.24	15,000.00	(231.24)	15,000.00	(231.24)	(1.54)%
WATER DIST SYSTEM EXPENSE	223.23	5,543.00	5,319.77	35,048.61	55,432.00	20,383.39	66,520.00	31,471.39	47.31%
WATER TREATMENT SYSTEM EXP	3,127.00	6,076.00	2,949.00	37,181.81	60,758.00	23,576.19	72,910.00	35,728.19	49.00%
AMORTIZATION OF BONDS	975.12	975.00	(0.12)	9,751.20	9,750.00	(1.20)	11,701.00	1,949.80	16.66%
DEPRECIATION EXPENSE	114,175.97	113,629.00	(546.97)	1,162,060.89	1,136,292.00	(25,768.89)	1,363,551.00	201,490.11	14.78%
Total OPERATING EXPENSES	518,945.45	588,978.00	80,032.55	4,957,026.46	4,939,296.00	(17,730.46)	5,519,680.00	562,653.54	10.19%

*Miscellaneous Expenditures over budget do to 111&115 Tramway Settlement on Waterline \$12,000.00, and 310 Griffen Ct. Sewer Spill Clean up/Repairs \$7,260.76.

KINGSBURY GENERAL IMPROVEMENT DISTRICT
Statement of Revenues and Expenditures
From 4/1/2023 Through 4/30/2023

DRAFT

	Current Period Actual	Current Period Budget	Current Period Budget Variance	Current Year Actual	YTD Budget	YTD Budget Variance	Total Budget	Total Budget Variance	Percent Total Budget Remaining
OTHER EXPENSES									
INTEREST EXPENSE	26,232.49	28,908.00	2,675.51	273,052.06	289,124.00	16,071.94	346,940.00	73,887.94	21.30%
CAPITAL OUTLAY	<u>29,899.00</u>	<u>232,159.00</u>	<u>202,260.00</u>	<u>2,482,309.26</u>	<u>6,168,831.00</u>	<u>3,686,521.74</u>	<u>10,990,991.00</u>	<u>8,508,681.74</u>	77.42%
Total OTHER EXPENSES	56,131.49	261,067.00	204,935.51	2,755,361.32	6,457,955.00	3,702,593.68	11,337,931.00	8,582,569.68	75.70%
Total EXPENDITURES	<u>653,892.28</u>	<u>1,025,307.00</u>	<u>371,414.72</u>	<u>9,036,196.96</u>	<u>13,081,929.00</u>	<u>4,045,732.04</u>	<u>18,872,469.00</u>	<u>9,836,272.04</u>	52.12%
EXCESS REVENUE OVER EXPENDITURES	<u>73,103.25</u>	<u>(372,053.00)</u>	<u>445,156.25</u>	<u>(695,010.53)</u>	<u>(5,305,235.00)</u>	<u>4,610,224.47</u>	<u>(9,752,650.00)</u>	<u>9,057,639.47</u>	(92.87)%

APRIL 2023

**STATEMENT OF REVENUE
AND EXPENDITURES**

**(COMBINED GENERAL FUND,
160 PINERIDGE & 298
KINGSBURY GRADE)**

KINGSBURY GENERAL IMPROVEMENT DISTRICT
Statement of Revenues and Expenditures - FUNDS 10-70-80 COMBINED
 From 4/1/2023 Through 4/30/2023

DRAFT

	Current Period Actual	Current Period Budget	Current Period Budget Variance	Current Year Actual	YTD Budget	YTD Budget Variance	Total Budget	Total Budget Variance	Percent Total Budget Remaining
REVENUES									
TAXES									
ADVALOREM TAXES	5,514.25	5,547.00	(32.75)	557,735.57	543,578.00	14,157.57	554,671.00	3,064.57	0.55%
PERSONAL PROPERTY TAX	112.73	0.00	112.73	8,058.31	7,500.00	558.31	9,664.00	(1,605.69)	(16.62)%
ADVALOREM MAKE-UP	4,511.66	4,538.00	(26.34)	452,409.74	444,744.00	7,665.74	453,822.00	(1,412.26)	(0.31)%
STATE TAX DISTRIBUTION	57,745.00	57,745.00	0.00	577,450.00	577,450.00	0.00	692,940.00	(115,490.00)	(16.67)%
Total TAXES	<u>67,883.64</u>	<u>67,830.00</u>	<u>53.64</u>	<u>1,595,653.62</u>	<u>1,573,272.00</u>	<u>22,381.62</u>	<u>1,711,097.00</u>	<u>(115,443.38)</u>	<u>(6.75)%</u>
MISCELLANEOUS									
319 NON POINT SOURCE EPA GRANT	0.00	0.00	0.00	40,000.00	40,000.00	0.00	40,000.00	0.00	0.00%
INTEREST ON INVESTMENTS	25,933.10	662.00	25,271.10	175,536.15	6,517.00	169,019.15	7,821.00	167,715.15	2,144.42%
RENTAL INCOME	8,637.48	7,370.00	1,267.48	96,340.25	73,691.00	22,649.25	88,430.00	7,910.25	8.95%
OTHER REVENUE	0.00	84.00	(84.00)	1,861.16	834.00	1,027.16	1,000.00	861.16	86.12%
Total MISCELLANEOUS	<u>34,570.58</u>	<u>8,106.00</u>	<u>26,464.58</u>	<u>313,737.56</u>	<u>121,042.00</u>	<u>192,695.56</u>	<u>137,251.00</u>	<u>176,486.56</u>	<u>128.99%</u>
Total REVENUES	<u>102,454.22</u>	<u>75,936.00</u>	<u>26,518.22</u>	<u>1,909,391.18</u>	<u>1,694,314.00</u>	<u>215,077.18</u>	<u>1,848,348.00</u>	<u>61,043.18</u>	<u>3.30%</u>
EXPENDITURES									
PAYROLL RELATED EXPENSES									
PAYROLL - MANAGER	2,212.77	4,311.00	2,098.23	41,858.98	43,107.00	1,248.02	51,728.00	9,869.02	19.08%
PAYROLL - MAINTENANCE	1,993.00	5,397.00	3,404.00	14,576.55	63,976.00	39,399.45	64,771.00	50,194.45	77.50%
PAYROLL - OFFICE	1,048.64	2,041.00	992.36	17,998.96	20,414.00	2,415.04	24,497.00	6,498.04	26.53%
EMPLOYEE BENEFITS - FICA/MEDIC	80.82	175.00	94.18	1,124.65	1,750.00	625.35	2,099.00	974.35	46.42%
EMPLOYEE BENEFITS - MED. INS	2,285.62	4,402.00	2,116.38	33,531.77	46,786.00	13,254.23	55,590.00	22,058.23	39.68%
EMPLOYEE BENEFITS - PERS	1,147.81	3,054.00	1,906.19	18,570.27	30,538.00	11,967.73	36,846.00	18,075.73	49.33%
EMPLOYEE BENEFITS - SIIS	96.32	163.00	66.68	810.60	1,443.00	632.40	1,698.00	887.40	52.26%
SEP/IRA	3.22	8.00	4.78	65.14	80.00	14.86	97.00	31.86	32.85%
UNIFORMS	0.00	0.00	0.00	175.78	1,164.00	988.22	1,164.00	988.22	84.90%
OPEB EXPENSE	1,265.83	3,634.00	2,368.17	12,658.30	36,341.00	23,682.70	43,609.00	30,950.70	70.97%
ACCRUED LEAVE EXPENSE	(489.02)	375.00	864.02	2,039.25	3,760.00	1,710.75	4,500.00	2,460.75	54.68%
OTHER PAYROLL EXPENSES	0.01	37.00	36.99	85.75	375.00	289.25	450.00	364.25	80.94%
CAR ALLOWANCE EXPENSE	(41.50)	(58.00)	(16.50)	(604.72)	(583.00)	21.72	(700.00)	(95.28)	13.61%
Total PAYROLL RELATED EXPENSES	<u>9,583.52</u>	<u>23,528.00</u>	<u>13,944.48</u>	<u>142,891.28</u>	<u>239,141.00</u>	<u>96,249.72</u>	<u>286,149.00</u>	<u>143,257.72</u>	<u>50.06%</u>
OPERATING EXPENSES									
ACCOUNTING	0.00	0.00	0.00	1,911.10	2,100.00	188.90	2,100.00	188.90	9.00%
LEGAL	200.00	229.00	29.00	1,321.21	2,292.00	970.79	2,750.00	1,428.79	51.96%
LEGAL - LABOR NEGOTIATIONS	0.00	0.00	0.00	145.20	32.00	(113.20)	32.00	(113.20)	(353.75)%

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KINGSBURY GENERAL IMPROVEMENT DISTRICT
Statement of Revenues and Expenditures - FUNDS 10-70-80 COMBINED
From 4/1/2023 Through 4/30/2023

	Current Period Actual	Current Period Budget	Current Period Budget Variance	Current Year Actual	YTD Budget	YTD Budget Variance	Total Budget	Total Budget Variance	Percent Total Budget Remaining
ENGINEERING & SURVEYING	0.00	3,667.00	3,667.00	15,329.32	36,667.00	21,337.68	44,000.00	28,670.68	65.16%
EROSION AND DRAINAGE	2,384.00	0.00	(2,384.00)	2,793.77	3,500.00	706.23	5,000.00	2,206.23	44.12%
ROAD MAINTENANCE & SUPPLIES	0.00	7,959.00	7,959.00	318,236.43	299,681.00	(18,555.43)	315,599.00	(2,637.43)	(0.84)%
BUILDING REPAIRS AND MAINT.	341.09	1,408.00	1,066.91	7,850.17	14,086.00	6,235.83	16,904.00	9,053.83	53.56%
COMPUTER EXPENSE	68.63	224.00	155.37	2,757.80	3,545.00	787.20	3,983.00	1,235.20	30.83%
DUES & SUBSCRIPTIONS	8.44	0.00	(8.44)	597.09	674.00	76.91	674.00	76.91	11.41%
EQUIP. SUPPLIES/MAINT./REPAIRS	0.00	375.00	375.00	1,023.55	3,750.00	2,726.45	4,500.00	3,476.45	77.25%
EQUIPMENT RENTAL	29.41	43.00	13.59	318.08	428.00	109.92	515.00	196.92	38.24%
FIELD SUPPLIES, TOOLS & SIGNS	0.00	50.00	50.00	1,222.00	20,500.00	19,278.00	20,630.00	19,408.00	94.08%
SECURITY EXPENSE	0.00	0.00	0.00	0.00	18.00	18.00	18.00	18.00	100.00%
INSURANCE AND BONDS	0.00	0.00	0.00	9,800.13	10,037.00	236.87	10,037.00	236.87	2.36%
SAFETY EQUIPMENT	0.00	0.00	0.00	0.00	500.00	500.00	500.00	500.00	100.00%
MISCELLANEOUS EXPENDITURES	770.34	1,174.00	403.66	9,137.02	11,739.00	2,601.98	14,088.00	4,950.98	35.14%
OFFICE JANITORIAL	1,041.80	568.00	(473.80)	7,630.25	5,660.00	(1,950.25)	6,816.00	(814.25)	(11.95)%
OFFICE AND FACILITIES RENT	270.82	317.00	46.18	2,708.20	3,168.00	459.80	3,800.00	1,091.80	28.73%
OFFICE SUPPLIES	21.16	150.00	128.84	731.74	1,707.00	975.26	2,076.00	1,344.26	64.75%
PERMITS AND FEES	0.00	0.00	0.00	63.16	67.00	3.84	67.00	3.84	5.73%
PUBLICATION CHARGES	105.00	50.00	(55.00)	111.45	150.00	38.55	285.00	153.55	57.94%
TELEPHONE	12.94	12.00	(0.94)	129.07	120.00	(9.07)	144.00	14.93	10.37%
TRAINING AND SEMINARS	7.07	394.00	386.93	84.31	3,939.00	3,854.69	4,726.00	4,641.69	98.22%
TRAVEL	112.96	187.00	74.04	308.57	1,876.00	1,567.43	2,260.00	1,941.43	86.29%
TRUSTEE FEES	187.50	187.00	(0.50)	1,692.50	1,725.00	32.50	2,100.00	407.50	19.40%
UTILITIES - GAS & ELECTRIC	1,309.77	1,780.00	470.23	15,050.46	9,175.00	(5,875.46)	13,690.00	(1,360.46)	(9.94)%
VEHICLE EXP FUEL/OIL/SUPP	204.70	1,036.00	831.30	4,224.26	10,363.00	6,138.74	12,436.00	8,211.74	66.03%
VEH EXP R&M	24.35	717.00	692.65	11,907.84	7,167.00	(4,740.84)	8,601.00	(3,306.84)	(38.45)%
Total OPERATING EXPENSES	7,099.98	20,527.00	13,427.02	417,084.68	454,696.00	37,601.32	498,311.00	81,226.32	16.30%
OTHER EXPENSES									
INTEREST EXPENSE	0.00	0.00	0.00	0.00	5.00	5.00	5.00	5.00	100.00%
CAPITAL OUTLAY	937.75	75,000.00	74,062.25	892,224.62	1,855,866.00	963,641.38	2,278,866.00	1,386,641.38	60.85%
Total OTHER EXPENSES	937.75	75,000.00	74,062.25	892,224.62	1,855,871.00	963,646.38	2,278,871.00	1,386,646.38	60.85%
Total EXPENDITURES	17,821.25	119,955.00	101,434.75	1,452,209.58	2,549,698.00	1,097,497.42	3,063,331.00	1,611,130.42	52.59%
EXCESS REVENUE OVER EXPENDITURES	84,832.97	(43,120.00)	127,952.97	457,199.60	(855,384.00)	1,312,574.60	(1,214,983.00)	1,672,173.60	(137.63)%

APRIL 2023

STATEMENT OF REVENUE

AND EXPENDITURES

(BY FUND)

KINGSBURY GENERAL IMPROVEMENT DISTRICT
Statement of Revenues and Expenditures
From 4/1/2023 Through 4/30/2023

DRAFT

GENERAL FUND (10)	Current Period Actual	Current Period Budget	Current Period Budget Variance	Current Year Actual	YTD Budget	YTD Budget Variance	Total Budget - Revised	Total Budget Variance	Percent Total Budget Remaining
REVENUES									
TAXES									
ADVALOREM TAXES	5,514.25	5,547.00	(32.75)	557,735.57	543,578.00	14,157.57	554,671.00	3,064.57	0.55%
PERSONAL PROPERTY TAX	112.73	0.00	112.73	8,058.31	7,500.00	558.31	9,664.00	(1,605.69)	(16.62)%
ADVALOREM MAKE-UP	4,511.66	4,538.00	(26.34)	452,408.74	444,744.00	7,665.74	453,822.00	(1,412.26)	(0.31)%
STATE TAX DISTRIBUTION	57,745.00	57,745.00	0.00	577,450.00	577,450.00	0.00	692,940.00	(115,490.00)	(16.67)%
Total TAXES	67,883.64	67,830.00	53.64	1,595,653.62	1,573,272.00	22,381.62	1,711,097.00	(115,443.38)	(6.75)%
MISCELLANEOUS									
319 NON POINT SOURCE EPA GRANT	0.00	0.00	0.00	40,000.00	40,000.00	0.00	40,000.00	0.00	0.00%
INTEREST ON INVESTMENTS	25,933.10	652.00	25,281.10	175,536.15	6,517.00	169,019.15	7,821.00	167,195.15	2,144.42%
RENTAL INCOME	0.00	1,650.00	(1,650.00)	0.00	18,500.00	(18,500.00)	22,200.00	(22,200.00)	(100.00)%
OTHER REVENUE	0.00	84.00	(84.00)	1,576.16	834.00	742.16	1,000.00	576.16	57.82%
Total MISCELLANEOUS	25,933.10	2,586.00	23,347.10	217,112.31	65,851.00	151,261.31	71,021.00	146,091.31	205.70%
Total REVENUES	93,816.74	70,416.00	23,400.74	1,812,765.93	1,639,123.00	173,642.93	1,782,118.00	30,647.93	1.72%
EXPENDITURES									
PAYROLL RELATED EXPENSES									
PAYROLL - MANAGER	2,212.77	4,311.00	2,098.23	41,858.98	43,107.00	1,248.02	51,728.00	9,869.02	19.08%
PAYROLL - MAINTENANCE	1,993.00	5,397.00	3,404.00	14,576.55	53,976.00	39,398.45	64,771.00	50,194.45	77.50%
PAYROLL - OFFICE	1,048.84	2,041.00	992.36	17,998.96	20,414.00	2,415.04	24,497.00	6,488.04	26.53%
EMPLOYEE BENEFITS - FICA/MEDIC	80.82	175.00	94.18	1,124.65	1,750.00	625.35	2,099.00	974.35	46.42%
EMPLOYEE BENEFITS - MED. INS	2,265.62	4,402.00	2,136.38	33,531.77	48,786.00	13,254.23	55,590.00	22,068.23	39.68%
EMPLOYEE BENEFITS - PERS	1,147.81	3,054.00	1,906.19	18,570.27	30,538.00	11,967.73	36,648.00	18,075.73	49.33%
EMPLOYEE BENEFITS - SII/S	96.32	153.00	56.68	810.60	1,443.00	632.40	1,698.00	887.40	52.28%
SEP/IRA	3.22	8.00	4.78	65.14	80.00	14.86	97.00	31.86	32.85%
UNIFORMS	0.00	0.00	0.00	175.78	1,164.00	988.22	1,164.00	988.22	84.90%
OPFB EXPENSE	1,265.83	3,634.00	2,368.17	12,658.30	36,341.00	23,682.70	43,609.00	30,950.70	70.97%
ACCRUED LEAVE EXPENSE	(489.02)	375.00	864.02	2,039.25	3,750.00	1,710.75	4,500.00	2,460.75	54.68%
OTHER PAYROLL EXPENSES	0.01	37.00	36.99	85.75	375.00	289.25	450.00	364.25	80.94%
CAR ALLOWANCE EXPENSE	(41.50)	(58.00)	(16.50)	(604.72)	(583.00)	21.72	(700.00)	(95.28)	13.61%
Total PAYROLL RELATED EXPENSES	9,583.32	23,529.00	13,945.68	142,891.28	238,141.00	96,249.72	286,149.00	143,257.72	50.06%
OPERATING EXPENSES									
ACCOUNTING	0.00	0.00	0.00	1,911.10	2,100.00	188.90	2,100.00	188.90	9.00%
LEGAL	200.00	229.00	29.00	1,321.21	2,292.00	970.79	2,750.00	1,428.79	51.96%
LEGAL - LABOR NEGOTIATIONS	0.00	0.00	0.00	145.20	32.00	(113.20)	32.00	(113.20)	(353.75)%

DRAFT

KINGSBURY GENERAL IMPROVEMENT DISTRICT
Statement of Revenues and Expenditures
From 4/1/2023 Through 4/30/2023

GENERAL FUND (10)	Current Period Actual	Current Period Budget	Current Period Budget Variance	Current Year Actual	YTD Budget	YTD Budget Variance	Total Budget - Revised	Total Budget - Variance	Percent Total Budget Remaining
ENGINEERING & SURVEYING	0.00	3,667.00	3,667.00	15,329.32	36,667.00	21,337.68	44,000.00	28,670.68	65.16%
EROSION AND DRAINAGE	2,384.00	0.00	(2,384.00)	2,793.77	3,500.00	706.23	5,000.00	2,206.23	44.12%
ROAD MAINTENANCE & SUPPLIES	0.00	7,959.00	7,959.00	318,236.43	299,681.00	(18,555.43)	315,599.00	(2,637.43)	(0.84)%
BUILDING REPAIRS AND MAINT.	10.29	578.00	567.71	191.44	5,788.00	5,594.56	6,942.00	6,750.56	97.24%
COMPUTER EXPENSE	68.63	224.00	155.37	2,757.80	3,545.00	787.20	3,983.00	1,235.20	30.93%
DUES & SUBSCRIPTIONS	8.44	0.00	(8.44)	597.09	674.00	76.91	674.00	76.91	11.41%
EQUIP. SUPPLIES/MAINT./REPAIRS	0.00	375.00	375.00	913.55	3,750.00	2,836.45	4,500.00	3,586.45	79.70%
EQUIPMENT RENTAL	13.16	30.00	16.84	130.37	303.00	172.63	364.00	233.63	64.18%
FIELD SUPPLIES, TOOLS & SIGNS	0.00	50.00	50.00	1,222.00	20,500.00	19,278.00	20,630.00	19,408.00	94.08%
SECURITY EXPENSE	0.00	0.00	0.00	0.00	18.00	18.00	18.00	18.00	100.00%
INSURANCE AND BONDS	0.00	0.00	0.00	3,633.33	6,879.00	3,245.67	6,879.00	3,245.67	47.18%
SAFETY EQUIPMENT	0.00	0.00	0.00	0.00	500.00	500.00	500.00	500.00	100.00%
MISCELLANEOUS EXPENDITURES	12.15	631.00	618.85	2,576.46	6,315.00	3,738.54	7,578.00	5,001.54	66.00%
OFFICE JANITORIAL	41.80	166.00	124.20	571.50	1,665.00	1,093.50	1,997.00	1,425.50	71.38%
OFFICE AND FACILITIES RENT	270.82	317.00	46.18	2,708.20	3,168.00	459.80	3,800.00	1,091.80	28.73%
OFFICE SUPPLIES	21.16	150.00	128.84	355.06	1,503.00	1,147.94	1,804.00	1,448.94	80.32%
PERMITS AND FEES	0.00	0.00	0.00	63.16	67.00	3.84	67.00	3.84	5.73%
PUBLICATION CHARGES	105.00	50.00	(55.00)	111.45	150.00	38.55	265.00	153.55	57.94%
TELEPHONE	12.94	12.00	(0.94)	129.07	120.00	(9.07)	144.00	14.93	10.37%
TRAINING AND SEMINARS	7.07	394.00	386.93	84.31	3,939.00	3,854.69	4,726.00	4,641.69	98.22%
TRAVEL	112.96	187.00	74.04	308.57	1,876.00	1,567.43	2,250.00	1,941.43	86.29%
TRUSTEE FEES	187.50	187.00	(0.50)	1,692.50	1,725.00	32.50	2,100.00	407.50	19.40%
UTILITIES - GAS & ELECTRIC	48.05	445.00	396.95	567.30	2,293.00	1,725.70	3,420.00	2,852.70	83.41%
VEHICLE EXP FUEL/OIL/SUPP	204.70	1,036.00	831.30	4,224.26	10,363.00	6,138.74	12,436.00	8,211.74	66.03%
VEH EXP R&M	24.35	717.00	692.65	11,907.84	7,167.00	(4,740.84)	8,601.00	(3,306.84)	(38.45)%
Total OPERATING EXPENSES	3,733.02	17,404.00	13,670.98	374,482.29	426,578.00	52,095.71	463,169.00	86,686.71	19.15%
OTHER EXPENSES									
INTEREST EXPENSE	0.00	0.00	0.00	0.00	5.00	5.00	5.00	5.00	100.00%
CAPITAL OUTLAY	937.75	75,000.00	74,062.25	885,129.62	1,855,866.00	970,736.38	2,278,866.00	1,383,736.38	61.16%
Total OTHER EXPENSES	937.75	75,000.00	74,062.25	885,129.62	1,855,871.00	970,741.38	2,278,871.00	1,393,741.38	61.16%
Total EXPENDITURES	14,254.29	115,933.00	101,678.71	1,402,503.19	2,521,590.00	1,119,086.81	3,028,189.00	1,625,685.81	53.69%
EXCESS REVENUE OVER EXPENDITURES	79,562.45	(45,517.00)	125,079.45	410,262.74	(682,467.00)	1,292,729.74	(1,245,071.00)	1,658,333.74	(132.92)%

KINGSBURY GENERAL IMPROVEMENT DISTRICT
Statement of Revenues and Expenditures
From 4/1/2023 Through 4/30/2023

DRAFT

WATER FUND (20)	Current Period Actual	Current Period Budget	Current Period Budget Variance	Current Year Actual	YTD Budget	YTD Budget Variance	Total Budget - Revised	Total Budget Variance	Percent Total Budget Remaining
REVENUES									
MISCELLANEOUS									
INTEREST ON INVESTMENTS	27,334.89	876.00	26,458.89	205,473.15	8,757.00	196,716.15	10,509.00	194,964.15	1,855.21%
PLAN REVIEW FEE	0.00	0.00	0.00	750.00	750.00	0.00	1,250.00	(500.00)	(40.00)%
OTHER REVENUE	<u>857.50</u>	<u>2,150.00</u>	<u>(1,292.50)</u>	<u>26,084.77</u>	<u>21,500.00</u>	<u>4,584.77</u>	<u>25,800.00</u>	<u>284.77</u>	1.10%
Total MISCELLANEOUS	<u>28,192.39</u>	<u>3,026.00</u>	<u>25,166.39</u>	<u>232,307.92</u>	<u>31,007.00</u>	<u>201,300.92</u>	<u>37,559.00</u>	<u>194,748.92</u>	518.51%
USER FEES									
USER FEES - RESIDENTIAL	292,368.66	292,028.00	340.66	2,912,971.88	2,920,277.00	(7,305.12)	3,504,333.00	(591,361.12)	(16.88)%
RESIDENTIAL TIER 1 CONSUMPTION	18,985.05	21,000.00	(2,014.95)	272,444.62	294,000.00	(21,555.38)	350,000.00	(77,555.38)	(22.16)%
RESIDENTIAL TIER 2 CONSUMPTION	1,765.48	3,200.00	(1,434.52)	53,227.35	62,400.00	(9,172.65)	80,000.00	(26,772.65)	(33.47)%
RESIDENTIAL TIER 3 CONSUMPTION	4,954.76	720.00	4,234.76	65,917.68	56,160.00	9,757.68	72,000.00	(6,082.32)	(8.45)%
RESIDENTIAL FIRE PROTECTION	6,939.75	6,742.00	197.75	68,187.64	67,416.00	771.64	80,900.00	(12,712.36)	(15.71)%
USER FEES - COMMERCIAL	30,297.66	30,362.00	(64.34)	303,511.47	303,820.00	(308.53)	364,584.00	(61,072.53)	(16.75)%
COMMERCIAL FIRE PROTECTION	7,844.76	7,845.00	(0.22)	78,148.28	78,447.00	(298.72)	94,137.00	(15,988.72)	(16.98)%
COMMERCIAL CONSUMPTION	2,540.21	3,559.00	(1,018.79)	91,034.26	77,419.00	13,615.26	88,987.00	2,047.26	2.30%
PENALTIES ON USER FEES	3,631.03	4,100.00	(468.97)	39,712.02	41,000.00	(1,287.98)	49,200.00	(9,487.98)	(19.28)%
SERVICE CHARGES	1,397.86	1,350.00	47.86	13,494.45	13,500.00	(5.55)	16,200.00	(2,705.55)	(16.70)%
RETURN CHECK FEES	60.00	40.00	20.00	500.00	400.00	100.00	480.00	20.00	4.17%
CONNECTION FEES	0.00	0.00	0.00	15,800.00	10,200.00	5,600.00	10,200.00	5,600.00	54.90%
TRANSFER FEE REVENUE	344.25	480.00	(135.75)	4,069.50	4,800.00	(730.50)	5,760.00	(1,690.50)	(29.35)%
SERVLINE ADMIN REVENUE	152.84	150.00	2.84	1,522.18	1,498.00	24.18	1,798.00	(275.82)	(15.34)%
SERVLINE LOSS INSURANCE	1,207.23	2,608.00	(1,400.77)	16,356.05	26,077.00	(9,720.95)	31,293.00	(14,936.95)	(47.73)%
SERVLINE LINE INSURANCE	<u>246.40</u>	<u>189.00</u>	<u>57.40</u>	<u>2,313.96</u>	<u>1,890.00</u>	<u>423.96</u>	<u>2,270.00</u>	<u>43.96</u>	1.94%
Total USER FEES	<u>372,735.96</u>	<u>374,393.00</u>	<u>(1,657.04)</u>	<u>3,939,211.34</u>	<u>3,959,304.00</u>	<u>(20,092.66)</u>	<u>4,752,142.00</u>	<u>(812,930.66)</u>	(17.11)%
Total REVENUES	<u>400,928.35</u>	<u>377,419.00</u>	<u>23,509.35</u>	<u>4,171,519.26</u>	<u>3,980,311.00</u>	<u>181,208.26</u>	<u>4,769,701.00</u>	<u>(618,181.74)</u>	(12.91)%
EXPENDITURES									
PAYROLL RELATED EXPENSES									
PAYROLL - MANAGER	7,450.87	14,433.00	6,982.13	140,647.43	144,323.00	3,675.57	173,189.00	32,541.57	18.79%
PAYROLL - MAINTENANCE	14,189.51	34,282.00	20,092.49	291,208.14	342,818.00	51,608.86	411,382.00	120,172.86	29.21%
PAYROLL - OFFICE	2,796.39	5,444.00	2,647.61	47,997.32	54,433.00	6,435.68	65,321.00	17,323.68	26.52%
EMPLOYEE BENEFITS - FICAMEDIC	414.18	840.00	425.82	7,276.03	8,399.00	1,122.97	10,079.00	2,802.97	27.81%
EMPLOYEE BENEFITS - MED. INS	7,725.53	17,255.00	9,529.47	160,054.59	185,009.00	24,954.41	219,521.00	59,466.41	27.09%
EMPLOYEE BENEFITS - PERS	6,052.68	13,027.00	6,974.32	108,412.45	130,266.00	21,853.55	156,320.00	47,907.55	30.65%

KINGSBURY GENERAL IMPROVEMENT DISTRICT
Statement of Revenues and Expenditures
From 4/1/2023 Through 4/30/2023

DRAFT

WATER FUND (20)	Current Period Actual	Current Period Budget	Current Period Budget Variance	Current Year Actual	YTD Budget	YTD Budget Variance	Total Budget - Revised	Total Budget Variance	Percent Total Budget Remaining
EMPLOYEE BENEFITS - SIS	625.67	713.00	87.33	4,357.28	6,730.00	2,362.72	7,917.00	3,549.72	44.84%
SEPIRA	31.99	80.00	48.01	650.51	800.00	149.49	962.00	311.49	32.38%
UNIFORMS	534.00	0.00	(534.00)	2,334.02	5,772.00	3,437.98	5,772.00	3,437.98	59.56%
OPEB EXPENSE	11,550.67	16,613.00	5,062.33	115,506.70	166,130.00	50,623.30	199,356.00	83,849.30	42.05%
ACCRUED LEAVE EXPENSE	(977.34)	1,094.00	2,061.34	4,002.32	10,832.00	6,829.68	13,000.00	8,997.68	69.21%
OTHER PAYROLL EXPENSES	99.92	0.00	(99.92)	1,464.33	3,200.00	1,735.67	3,200.00	1,735.67	54.24%
CAR ALLOWANCE EXPENSE	(207.50)	(334.00)	(126.50)	(3,023.57)	(3,332.00)	(308.43)	(4,000.00)	(976.43)	24.41%
Total PAYROLL RELATED EXPENSES	50,286.57	103,437.00	53,150.43	880,898.55	1,055,380.00	174,481.45	1,262,019.00	381,120.45	30.20%
OPERATING EXPENSES									
ACCOUNTING	0.00	0.00	0.00	22,833.20	25,200.00	2,266.80	25,200.00	2,266.80	9.00%
LEGAL	2,400.00	2,750.00	350.00	27,320.09	27,500.00	179.91	33,000.00	5,679.91	17.21%
LEGAL - LABOR NEGOTIATIONS	0.00	0.00	0.00	950.40	756.00	(194.40)	756.00	(194.40)	(25.71)%
ENGINEERING & SURVEYING	1,387.50	1,063.00	(324.50)	6,616.90	10,624.00	4,007.10	12,750.00	6,133.10	48.10%
BAD DEBTS	0.00	0.00	0.00	0.00	33,383.00	33,383.00	33,383.00	33,383.00	100.00%
BANK CHARGES	4,037.02	3,808.00	(229.02)	39,330.60	38,080.00	(1,250.60)	45,696.00	6,365.40	13.93%
BUILDING REPAIRS AND MAINT.	192.08	2,500.00	2,307.92	2,780.23	25,000.00	22,219.77	30,000.00	27,219.77	90.73%
COMPUTER EXPENSE	1,199.70	5,500.00	4,300.30	40,081.06	57,942.00	17,860.94	68,942.00	28,860.94	41.86%
DUES & SUBSCRIPTIONS	22.50	0.00	(22.50)	7,909.45	8,356.00	446.55	9,038.00	1,128.55	12.49%
EQUIP. SUPPLIES/MAINT./REPAIRS	0.00	550.00	550.00	10,901.44	13,650.00	2,748.56	14,750.00	3,848.56	26.09%
EQUIPMENT RENTAL	319.49	370.00	50.51	6,246.20	6,516.00	269.80	8,028.00	1,781.80	22.19%
SECURITY EXPENSE	1,181.07	1,800.00	618.93	6,330.98	8,781.00	2,450.02	9,531.00	3,200.02	33.57%
INSURANCE AND BONDS	1,453.63	2,333.00	879.37	87,658.35	99,565.00	11,906.65	104,231.00	16,572.65	15.90%
SAFETY EQUIPMENT	0.00	0.00	0.00	0.00	400.00	400.00	500.00	500.00	100.00%
INVENTORY PARTS	107.12	0.00	(107.12)	8,161.25	15,000.00	6,838.75	15,000.00	6,838.75	45.59%
METER REPAIR & MAINT	3,442.19	0.00	(3,442.19)	3,442.19	0.00	(3,442.19)	50,000.00	46,557.81	93.12%
LIEN FEES	42.00	34.00	(8.00)	131.00	340.00	209.00	410.00	279.00	68.05%
MISCELLANEOUS EXPENDITURES	12,145.80	600.00	(11,545.80)	18,925.04	6,000.00	(12,925.04)	7,200.00	(11,725.04)	(162.85)%
OFFICE JANITORIAL	501.60	732.00	230.40	6,857.76	7,320.00	462.24	8,784.00	1,926.24	21.93%
OFFICE AND FACILITIES RENT	3,249.84	3,800.00	550.16	32,498.40	37,998.00	5,499.60	45,598.00	13,099.60	28.73%
OFFICE SUPPLIES	309.25	1,136.00	826.75	6,186.18	11,360.00	5,173.82	13,632.00	7,445.82	54.62%
PERMITS AND FEES	503.68	660.00	156.32	6,774.83	7,710.00	935.17	8,771.00	1,996.17	22.76%
POSTAGE	1,080.00	1,125.00	45.00	5,442.95	5,625.00	182.05	6,750.00	1,307.05	19.36%
PUBLICATION CHARGES	20.00	600.00	580.00	297.40	1,780.00	1,482.60	3,180.00	2,882.60	90.65%
SHOP SUPPLIES/SMALL TOOLS	7.19	583.00	575.81	1,030.43	5,833.00	4,802.57	7,000.00	5,969.57	85.28%

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KINGSBURY GENERAL IMPROVEMENT DISTRICT
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From 4/1/2023 Through 4/30/2023

WATER FUND (20)	Current Period Actual	Current Period Budget	Current Period Budget Variance	Current Year Actual	YTD Budget	YTD Budget Variance	Total Budget - Revised	Total Budget Variance	Percent Total Budget Remaining
TELEPHONE	978.07	1,314.00	335.93	11,725.53	13,140.00	1,414.47	15,768.00	4,042.47	25.64%
TRAINING AND SEMINARS	18.86	1,914.00	1,895.14	4,460.49	19,140.00	14,679.51	22,968.00	18,507.51	80.58%
TRAVEL	301.22	1,117.00	815.78	2,487.58	11,170.00	8,682.42	13,404.00	10,916.42	81.44%
TRUSTEE FEES	2,250.00	2,250.00	0.00	20,310.00	20,700.00	390.00	25,200.00	4,890.00	19.40%
UTILITIES - GAS & ELECTRIC	19,839.23	13,775.00	(6,164.23)	212,952.75	157,423.00	(55,529.75)	196,779.00	(16,173.75)	(8.22)%
VEHICLE EXP FUEL/OIL/SUPP	1,637.49	8,290.00	6,652.51	28,217.38	82,905.00	54,687.62	99,486.00	71,268.62	71.64%
VEH EXP R&M	194.71	2,026.00	1,831.29	19,298.47	20,256.00	957.53	24,307.00	5,008.53	20.61%
WATER MONITORING/SAMPLING	1,745.00	1,482.00	(263.00)	15,161.00	14,821.00	(340.00)	17,785.00	2,624.00	14.75%
WATER/SEWER SHED MANAGEMENT	0.00	0.00	0.00	15,231.24	15,000.00	(231.24)	15,000.00	(231.24)	(1.54)%
WATER DIST SYSTEM EXPENSE	223.23	5,543.00	5,319.77	35,048.61	55,432.00	20,383.39	66,520.00	31,471.39	47.31%
WATER TREATMENT SYSTEM EXP	3,127.00	6,076.00	2,949.00	37,181.81	60,758.00	23,576.19	72,910.00	35,728.19	48.00%
AMORTIZATION OF BONDS	975.12	975.00	(0.12)	9,751.20	9,750.00	(1.20)	11,701.00	1,949.80	16.66%
DEPRECIATION EXPENSE	109,151.92	107,782.00	(1,369.92)	1,114,166.59	1,077,822.00	(36,344.59)	1,293,387.00	179,220.41	13.86%
Total OPERATING EXPENSES	174,143.51	182,488.00	8,344.49	1,874,798.98	2,013,036.00	138,237.02	2,437,345.00	562,546.02	23.08%
OTHER EXPENSES									
INTEREST EXPENSE	26,232.49	28,908.00	2,675.51	273,052.06	289,074.00	16,021.94	346,890.00	73,837.94	21.29%
CAPITAL OUTLAY	11,900.63	157,159.00	145,258.37	1,232,897.71	3,946,765.00	2,713,867.29	8,040,385.00	6,807,487.29	84.67%
Total OTHER EXPENSES	38,133.12	186,067.00	147,933.88	1,595,949.77	4,235,639.00	2,729,899.23	9,387,275.00	6,881,325.23	82.04%
Total EXPENDITURES	262,563.20	471,982.00	209,428.80	4,281,647.30	7,304,255.00	3,042,607.70	12,086,639.00	7,824,981.70	64.74%
EXCESS REVENUE OVER EXPENDITURES	138,265.15	(84,573.00)	232,938.15	(80,126.04)	(3,313,944.00)	3,223,815.96	(7,296,938.00)	7,206,809.96	(98.76)%

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KINGSBURY GENERAL IMPROVEMENT DISTRICT
Statement of Revenues and Expenditures
From 4/1/2023 Through 4/30/2023

SEWER FUND (30)	Current Period Actual	Current Period Budget	Current Period Budget Variance	Current Year Actual	YTD Budget	YTD Budget Variance	Total Budget - Revised	Total Budget Variance	Percent Total Budget Remaining
REVENUES									
MISCELLANEOUS									
INTEREST ON INVESTMENTS	15,419.68	408.00	15,011.68	101,241.30	4,072.00	97,169.30	4,888.00	96,353.30	1,971.22%
PLAN REVIEW FEE	0.00	150.00	(150.00)	1,000.00	1,200.00	(200.00)	1,500.00	(500.00)	(33.33)%
OTHER REVENUE	0.00	12.00	(12.00)	411.33	125.00	286.33	150.00	261.33	174.22%
Total MISCELLANEOUS	15,419.68	570.00	14,849.68	102,652.63	5,397.00	97,255.63	6,538.00	96,114.63	1,470.09%
USER FEES									
USER FEES - RESIDENTIAL	145,816.65	145,927.00	(110.35)	1,459,113.99	1,459,283.00	(149.01)	1,751,117.00	(292,003.01)	(16.68)%
RESIDENTIAL TIER 1 CONSUMPTION	808.46	5,508.00	(4,699.54)	24,168.92	29,682.00	(5,513.08)	30,600.00	(6,431.08)	(21.02)%
USER FEES - COMMERCIAL	3,476.62	3,534.00	(57.38)	35,226.48	35,333.00	(106.52)	42,401.00	(7,174.52)	(16.92)%
COMMERCIAL CONSUMPTION	2,378.63	2,630.00	(251.37)	33,015.96	26,300.00	6,715.96	31,580.00	1,455.96	4.61%
PENALTIES ON USER FEES	1,812.71	1,700.00	112.71	21,531.94	17,000.00	4,531.94	20,400.00	1,131.94	5.55%
CONNECTION FEES	0.00	600.00	(600.00)	9,600.00	4,800.00	4,800.00	6,000.00	3,600.00	60.00%
TRANSFER FEE REVENUE	78.75	333.00	(254.25)	1,565.71	3,330.00	(1,764.29)	3,996.00	(2,430.29)	(60.82)%
Total USER FEES	154,371.82	160,232.00	(5,860.18)	1,584,223.00	1,575,708.00	8,515.00	1,886,074.00	(301,851.00)	(16.00)%
Total REVENUES	169,791.50	160,802.00	8,989.50	1,686,875.63	1,581,105.00	105,770.63	1,892,612.00	(205,736.37)	(10.87)%
EXPENDITURES									
PAYROLL RELATED EXPENSES									
PAYROLL - MANAGER	3,539.74	6,943.00	3,403.26	67,132.39	69,428.00	2,295.61	83,314.00	16,181.61	19.42%
PAYROLL - OFFICE	2,097.29	4,083.00	1,985.71	35,997.95	40,825.00	4,827.05	48,991.00	12,993.05	26.52%
EMPLOYEE BENEFITS - FICAMEDIC	111.78	188.00	76.22	1,777.81	1,873.00	95.19	2,249.00	471.19	20.95%
EMPLOYEE BENEFITS - MED. INS	1,771.61	3,273.00	1,501.39	33,407.57	36,601.00	3,193.43	43,147.00	9,739.43	22.57%
EMPLOYEE BENEFITS - PERS	1,513.19	2,821.00	1,307.81	25,922.14	28,210.00	2,287.86	33,854.00	7,931.86	23.43%
EMPLOYEE BENEFITS - SIIIS	24.33	55.00	30.67	569.93	522.00	(47.93)	614.00	44.07	7.18%
SEP/IRA	3.73	11.00	7.27	78.91	106.00	27.09	128.00	49.09	38.35%
UNIFORMS	0.00	0.00	0.00	59.30	97.00	37.70	97.00	37.70	38.87%
OPEB EXPENSE	2,056.97	3,115.00	1,058.03	20,569.70	31,150.00	10,580.30	37,380.00	16,810.30	44.97%
ACCRUED LEAVE EXPENSE	525.61	334.00	(191.61)	3,964.30	3,332.00	(632.30)	4,000.00	36.70	0.89%
OTHER PAYROLL EXPENSES	(0.05)	17.00	17.05	300.98	166.00	(134.98)	200.00	(100.98)	(50.49)%
CAR ALLOWANCE EXPENSE	(27.67)	(34.00)	(6.33)	(403.13)	(332.00)	71.13	(400.00)	3.13	(0.78)%
Total PAYROLL RELATED EXPENSES	11,616.53	20,806.00	9,189.47	169,377.85	211,978.00	22,600.15	253,574.00	64,196.15	25.32%
OPERATING EXPENSES									
ACCOUNTING	0.00	0.00	0.00	11,466.60	12,600.00	1,133.40	12,600.00	1,133.40	9.00%
LEGAL	1,400.00	1,375.00	(25.00)	9,373.42	13,750.00	4,376.58	16,500.00	7,126.58	43.19%

KINGSBURY GENERAL IMPROVEMENT DISTRICT
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SEWER FUND (30)	Current Period Actual	Current Period Budget	Current Period Budget Variance	Current Year Actual	YTD Budget	YTD Budget Variance	Total Budget - Revised	Total Budget Variance	Percent Total Budget Remaining
LEGAL - LABOR NEGOTIATIONS	0.00	0.00	0.00	105.60	84.00	(21.60)	84.00	(21.60)	(25.71)%
ENGINEERING & SURVEYING	428.75	521.00	92.25	2,041.17	5,210.00	3,168.83	6,250.00	4,208.83	67.34%
DCLTSA PRO-RATA M & O	183,805.25	183,231.00	(374.25)	562,630.00	732,924.00	170,294.00	732,924.00	170,294.00	23.23%
DCLTSA ASSESSMENTS	123,862.25	124,163.00	500.75	496,649.00	496,649.00	0.00	496,649.00	0.00	0.00%
BAD DEBTS	0.00	0.00	0.00	0.00	13,202.00	13,202.00	13,202.00	13,202.00	100.00%
BANK CHARGES	2,665.95	2,600.00	(65.96)	26,636.44	25,991.00	(645.44)	31,191.00	4,554.56	14.60%
BUILDING REPAIRS AND MAINT.	61.74	2,619.00	2,557.26	1,148.44	26,181.00	25,032.56	31,419.00	30,270.56	96.34%
COMPUTER EXPENSE	455.48	2,000.00	1,544.52	11,020.35	22,484.00	11,463.65	26,484.00	15,463.65	58.39%
DUES & SUBSCRIPTIONS	16.87	0.00	(16.87)	3,485.86	4,196.00	710.14	4,346.00	860.14	19.79%
EQUIP. SUPPLIES/MAINT./REPAIRS	8,578.83	14,483.00	5,904.17	89,032.79	144,821.00	55,788.21	173,787.00	84,754.21	48.77%
EQUIPMENT RENTAL	78.94	81.00	2.06	2,958.87	3,084.00	135.13	3,847.00	888.13	23.09%
SECURITY EXPENSE	938.63	880.00	(58.63)	6,315.81	6,217.00	(98.81)	7,120.00	804.19	11.29%
INSURANCE AND BONDS	0.00	0.00	0.00	21,799.96	22,327.00	527.04	22,327.00	527.04	2.36%
INVENTORY PARTS	0.00	0.00	0.00	0.00	500.00	500.00	500.00	500.00	100.00%
MISCELLANEOUS EXPENDITURES	72.90	384.00	311.10	10,661.98	3,832.00	(6,829.98)	4,600.00	(6,061.98)	(131.76)%
OFFICE JANITORIAL	250.80	366.00	115.20	3,428.84	3,660.00	231.16	4,392.00	963.16	21.93%
OFFICE AND FACILITIES RENT	1,824.92	1,900.00	275.08	16,249.20	18,999.00	2,749.80	22,799.00	6,549.80	28.73%
OFFICE SUPPLIES	165.37	606.00	440.63	3,479.01	6,054.00	2,574.99	7,266.00	3,786.99	52.12%
PERMITS AND FEES	0.00	0.00	0.00	378.96	405.00	26.04	405.00	26.04	6.43%
POSTAGE	740.00	0.00	(740.00)	3,716.88	3,854.00	137.34	4,625.00	908.34	19.64%
PUBLICATION CHARGES	0.00	1,500.00	1,500.00	38.70	1,590.00	1,551.30	1,590.00	1,551.30	97.57%
TELEPHONE	129.66	127.00	(2.66)	1,293.98	1,270.00	(23.98)	1,524.00	230.02	15.09%
TRAINING AND SEMINARS	14.14	490.00	475.86	388.21	4,894.00	4,505.79	5,874.00	5,485.79	93.39%
TRAVEL	225.91	289.00	63.09	541.63	2,884.00	2,342.37	3,462.00	2,920.37	84.35%
TRUSTEE FEES	1,125.00	1,125.00	0.00	10,155.00	10,350.00	195.00	12,600.00	2,445.00	19.40%
UTILITIES - GAS & ELECTRIC	2,185.31	1,881.00	(304.31)	21,521.44	19,050.00	(2,471.44)	23,518.00	1,996.56	8.49%
DEPRECIATION EXPENSE	5,024.05	5,847.00	822.95	47,894.30	58,470.00	10,575.70	70,164.00	22,269.70	31.74%
Total OPERATING EXPENSES	333,450.76	346,469.00	13,017.24	1,364,412.22	1,665,542.00	301,129.78	1,742,049.00	377,636.78	21.68%
OTHER EXPENSES									
INTEREST EXPENSE	0.00	0.00	0.00	0.00	35.00	35.00	35.00	35.00	100.00%
CAPITAL OUTLAY	16,612.87	0.00	(16,612.87)	111,911.31	76,700.00	(33,111.31)	211,634.00	99,822.69	47.17%
Total OTHER EXPENSES	16,612.87	0.00	(16,612.87)	111,911.31	76,735.00	(33,076.31)	211,669.00	99,857.69	47.18%
Total EXPENDITURES	361,680.16	367,274.00	5,593.84	1,665,601.38	1,956,255.00	290,653.62	2,207,292.00	541,690.62	24.54%
EXCESS REVENUE OVER EXPENDITURES	(191,898.66)	(206,472.00)	14,583.34	21,274.25	(375,150.00)	396,424.25	(314,680.00)	335,954.25	(106.76)%

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KINGSBURY GENERAL IMPROVEMENT DISTRICT
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	Current Period Actual	Current Period Budget	Current Period Budget Variance	Current Year Actual	YTD Budget	YTD Budget Variance	Total Budget - Revised	Total Budget - Variance	Percent Total Budget Remaining
SNOW REMOVAL SPECIAL REVENUE (60)									
REVENUES									
MISCELLANEOUS									
319 NON POINT SOURCE EPA GRANT	0.00	0.00	0.00	120,000.00	120,000.00	0.00	120,000.00	0.00	0.00%
INTEREST ON INVESTMENTS	1,401.80	102.00	1,299.80	21,557.25	1,020.00	20,537.25	1,222.00	20,335.25	1,664.10%
OTHER REVENUE	0.00	2.00	(2.00)	165.66	20.00	145.66	26.00	139.66	537.15%
Total MISCELLANEOUS	1,401.80	104.00	1,297.80	141,722.91	121,040.00	20,682.91	121,248.00	20,474.91	16.88%
USER FEES									
USER FEES - RESIDENTIAL	47,418.38	35,130.00	12,288.38	388,468.64	351,300.00	37,168.64	421,580.00	(33,091.36)	(7.85)%
USER FEES - COMMERCIAL	4,365.09	3,248.00	1,117.09	35,852.61	32,474.00	3,378.61	38,970.00	(3,117.39)	(8.00)%
PENALTIES ON USER FEES	609.19	534.00	75.19	6,969.55	5,340.00	1,629.55	6,408.00	561.55	8.76%
TRANSFER FEE REVENUE	27.00	81.00	(54.00)	386.65	810.00	(423.35)	972.00	(585.35)	(60.22)%
Total USER FEES	52,419.66	38,993.00	13,426.66	431,677.45	389,924.00	41,753.45	467,910.00	(36,232.55)	(7.74)%
Total REVENUES	53,821.46	39,097.00	14,724.46	573,400.36	510,984.00	62,416.36	589,158.00	(15,757.64)	(2.67)%
EXPENDITURES									
PAYROLL RELATED EXPENSES									
PAYROLL - MANAGER	1,548.41	3,052.00	1,503.59	29,419.87	30,517.00	1,097.13	36,621.00	7,201.13	19.66%
PAYROLL - MAINTENANCE	1,423.57	3,856.00	2,432.43	10,411.82	38,554.00	28,142.18	46,286.00	35,854.18	77.50%
PAYROLL - OFFICE	1,048.63	2,042.00	993.37	17,998.78	20,413.00	2,414.22	24,497.00	6,498.22	26.53%
EMPLOYEE BENEFITS - FICAMEDIC	63.00	135.00	72.00	883.59	1,342.00	458.41	1,612.00	728.41	45.19%
EMPLOYEE BENEFITS - MED. INS	1,731.66	3,255.00	1,523.34	26,020.69	35,193.00	9,172.31	41,703.00	15,682.31	37.60%
EMPLOYEE BENEFITS - PERS	860.46	2,258.00	1,397.54	13,863.53	22,575.00	8,711.47	27,091.00	13,227.47	48.83%
EMPLOYEE BENEFITS - SIIS	54.22	104.00	49.78	533.73	978.00	444.27	1,151.00	617.27	53.63%
SEPIRA	1.19	4.00	2.81	26.61	40.00	13.39	48.00	21.39	44.56%
UNIFORMS	0.00	0.00	0.00	85.68	727.00	641.32	727.00	641.32	88.21%
OPEB EXPENSE	949.36	2,596.00	1,646.64	9,493.60	25,960.00	16,466.40	31,150.00	21,656.40	69.52%
ACCRUED LEAVE EXPENSE	(361.82)	167.00	518.82	1,817.60	1,670.00	(147.60)	2,000.00	182.40	9.12%
OTHER PAYROLL EXPENSES	0.04	25.00	24.96	86.00	250.00	164.00	300.00	214.00	71.33%
CAR ALLOWANCE EXPENSE	0.00	(4.00)	(4.00)	0.00	(40.00)	(40.00)	(50.00)	(50.00)	100.00%
Total PAYROLL RELATED EXPENSES	7,328.72	17,490.00	10,161.28	110,641.50	178,178.00	67,537.50	213,116.00	102,474.50	48.08%
OPERATING EXPENSES									
ACCOUNTING	0.00	0.00	0.00	1,911.10	2,100.00	188.90	2,100.00	188.90	9.00%
LEGAL	0.00	229.00	229.00	2,010.10	2,290.00	279.90	2,750.00	739.90	26.91%
LEGAL - LABOR NEGOTIATIONS	0.00	0.00	0.00	118.80	95.00	(23.80)	95.00	(23.80)	(25.05)%
ENGINEERING & SURVEYING	0.00	0.00	0.00	246.59	500.00	253.41	500.00	253.41	50.68%

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KINGSBURY GENERAL IMPROVEMENT DISTRICT
Statement of Revenues and Expenditures
From 4/1/2023 Through 4/30/2023

SNOW REMOVAL SPECIAL REVENUE (60)	Current Period Actual	Current Period Budget	Current Period Budget Variance	Current Year Actual	YTD Budget	YTD Budget Variance	Total Budget - Revised	Total Budget - Variance	Percent Total Budget Remaining
SNOW REMOVAL - PLOWING	2,012.50	35,000.00	32,987.50	1,224,966.63	655,000.00	(569,966.63)	675,000.00	(549,966.63)	(81.48)%
SNOW REMOVAL - SANDING	0.00	9,000.00	9,000.00	31,795.72	70,500.00	38,704.28	75,000.00	43,204.28	57.61%
SNOW REMOVAL ANTI/IDE ICING	0.00	0.00	0.00	0.00	6,600.00	6,600.00	6,600.00	6,600.00	100.00%
BAD DEBITS	0.00	0.00	0.00	0.00	3,211.00	3,211.00	3,211.00	3,211.00	100.00%
BANK CHARGES	914.04	633.00	(281.04)	7,307.30	6,321.00	(986.30)	7,587.00	279.70	3.89%
BUILDING REPAIRS AND MAINT.	10.29	440.00	429.71	191.44	4,396.00	4,204.56	5,276.00	5,084.56	96.37%
COMPUTER EXPENSE	83.63	200.00	116.37	4,323.43	5,442.00	1,118.57	5,932.00	1,608.57	27.12%
DUES & SUBSCRIPTIONS	8.44	0.00	(8.44)	597.09	685.00	87.91	685.00	87.91	12.83%
EQUIP. SUPPLIES/MAINT./REPAIRS	0.00	0.00	0.00	128.77	550.00	421.23	700.00	571.23	81.60%
EQUIPMENT RENTAL	13.16	20.00	6.84	659.91	745.00	85.09	832.00	172.09	20.68%
FIELD SUPPLIES, TOOLS & SIGNS	0.00	0.00	0.00	5,710.00	10,000.00	4,290.00	10,000.00	4,290.00	42.90%
SECURITY EXPENSE	0.00	0.00	0.00	0.00	18.00	18.00	18.00	18.00	100.00%
INSURANCE AND BONDS	0.00	0.00	0.00	3,653.33	3,721.00	87.67	3,721.00	87.67	2.36%
SAFETY EQUIPMENT	0.00	25.00	25.00	0.00	100.00	100.00	100.00	100.00	100.00%
MISCELLANEOUS EXPENDITURES	12.15	466.00	453.85	572.71	4,668.00	4,095.29	5,600.00	5,027.29	89.77%
OFFICE JANITORIAL	41.80	61.00	19.20	571.50	610.00	38.50	732.00	160.50	21.93%
OFFICE AND FACILITIES RENT	270.82	317.00	46.18	2,721.40	3,166.00	444.60	3,800.00	1,078.60	28.38%
OFFICE SUPPLIES	31.80	111.00	79.20	1,394.31	1,117.00	(277.31)	1,339.00	(55.31)	(4.13)%
PERMITS AND FEES	0.00	0.00	0.00	563.16	668.00	104.84	668.00	104.84	15.89%
POSTAGE	180.00	0.00	(180.00)	1,445.63	937.00	(508.63)	1,125.00	(320.63)	(28.50)%
PUBLICATION CHARGES	75.00	750.00	675.00	1,209.21	850.00	(359.21)	2,265.00	1,055.79	46.61%
TELEPHONE	12.94	12.00	(0.94)	129.07	120.00	(9.07)	144.00	14.93	10.37%
TRAINING AND SEMINARS	7.07	71.00	63.93	84.31	710.00	625.69	852.00	767.69	90.10%
TRAVEL	112.96	165.00	52.04	582.16	1,652.00	1,069.84	1,984.00	1,401.84	70.86%
TRUSTEE FEES	187.50	187.00	(0.50)	1,692.50	1,725.00	32.50	2,100.00	407.50	19.40%
UTILITIES - GAS & ELECTRIC	48.05	116.00	67.95	551.79	631.00	79.21	971.00	419.21	43.17%
VEHICLE EXP FUEL/OIL/SUPP	204.70	1,037.00	832.30	3,957.00	10,362.00	6,405.00	12,436.00	8,479.00	68.18%
VEH EXP R&M	24.35	655.00	630.65	1,655.62	6,542.00	4,886.38	7,852.00	6,196.38	78.91%
Total OPERATING EXPENSES	4,251.20	49,495.00	45,243.80	1,300,730.58	886,032.00	(494,698.53)	841,975.00	(458,755.58)	(54.49)%
OTHER EXPENSES									
INTEREST EXPENSE	0.00	0.00	0.00	0.00	10.00	10.00	10.00	10.00	100.00%
CAPITAL OUTLAY	447.75	0.00	(447.75)	245,375.62	287,500.00	42,124.38	460,106.00	214,730.38	46.67%
Total OTHER EXPENSES	447.75	0.00	(447.75)	245,375.62	287,510.00	42,134.38	460,116.00	214,740.38	46.67%
Total EXPENDITURES	12,027.67	66,985.00	54,957.33	1,656,747.70	1,271,721.00	(385,026.70)	1,515,207.00	(141,540.70)	(9.34)%
EXCESS REVENUE OVER EXPENDITURES	41,763.79	(27,888.00)	69,661.79	(1,083,347.34)	(760,757.00)	(322,590.34)	(928,049.00)	(157,298.34)	16.99%

KINGSBURY GENERAL IMPROVEMENT DISTRICT
Statement of Revenues and Expenditures
From 4/1/2023 Through 4/30/2023

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	Current Period Actual	Current Period Budget	Current Period Budget Variance	Current Year Actual	YTD Budget	YTD Budget Variance	Total Budget - Revised	Total Budget Variance	Percent Total Budget Remaining
160 PINERIDGE RENTAL (70)									
REVENUES									
MISCELLANEOUS									
RENTAL INCOME	0.00	0.00	0.00	11,833.28	0.00	11,833.28	0.00	11,833.28	0.00%
Total MISCELLANEOUS	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>11,833.28</u>	<u>0.00</u>	<u>11,833.28</u>	<u>0.00</u>	<u>11,833.28</u>	<u>0.00%</u>
Total REVENUES	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>11,833.28</u>	<u>0.00</u>	<u>11,833.28</u>	<u>0.00</u>	<u>11,833.28</u>	<u>0.00%</u>
EXPENDITURES									
OPERATING EXPENSES									
BUILDING REPAIRS AND MAINT.	0.00	0.00	0.00	865.91	0.00	(865.91)	0.00	(865.91)	0.00%
EQUIPMENT RENTAL	0.00	0.00	0.00	25.21	0.00	(25.21)	0.00	(25.21)	0.00%
INSURANCE AND BONDS	0.00	0.00	0.00	3,083.40	0.00	(3,083.40)	0.00	(3,083.40)	0.00%
MISCELLANEOUS EXPENDITURES	0.00	0.00	0.00	882.92	0.00	(882.92)	0.00	(882.92)	0.00%
OFFICE JANITORIAL	0.00	0.00	0.00	883.75	0.00	(883.75)	0.00	(883.75)	0.00%
OFFICE SUPPLIES	0.00	0.00	0.00	106.09	0.00	(106.09)	0.00	(106.09)	0.00%
UTILITIES - GAS & ELECTRIC	0.00	0.00	0.00	1,957.05	0.00	(1,957.05)	0.00	(1,957.05)	0.00%
Total OPERATING EXPENSES	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>7,804.33</u>	<u>0.00</u>	<u>(7,804.33)</u>	<u>0.00</u>	<u>(7,804.33)</u>	<u>0.00%</u>
Total EXPENDITURES	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>7,804.33</u>	<u>0.00</u>	<u>(7,804.33)</u>	<u>0.00</u>	<u>(7,804.33)</u>	<u>0.00%</u>
EXCESS REVENUE OVER EXPENDITURES	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>4,028.95</u>	<u>0.00</u>	<u>4,028.95</u>	<u>0.00</u>	<u>4,028.95</u>	<u>0.00%</u>

KINGSBURY GENERAL IMPROVEMENT DISTRICT
 Statement of Revenues and Expenditures
 From 4/1/2023 Through 4/30/2023

DRAFT

298 KINGSBURY GRADE RENTAL (80)	Current Period Actual	Current Period Budget	Current Period Budget Variance	Current Year Actual	YTD Budget	YTD Budget Variance	Total Budget - Revised	Total Budget Variance	Percent Total Budget Remaining
REVENUES									
MISCELLANEOUS									
RENTAL INCOME	8,637.48	5,520.00	3,117.48	84,506.97	55,191.00	29,315.97	66,230.00	18,276.97	27.60%
OTHER REVENUE	0.00	0.00	0.00	285.00	0.00	285.00	0.00	285.00	0.00%
Total MISCELLANEOUS	8,637.48	5,520.00	3,117.48	84,791.97	55,191.00	29,600.97	66,230.00	18,561.97	28.03%
EXPENDITURES									
OPERATING EXPENSES									
BUILDING REPAIRS AND MAINT.	330.80	830.00	499.20	6,792.82	8,300.00	1,507.18	9,962.00	3,168.18	31.81%
EQUIP. SUPPLIES/MAINT./REPAIRS	0.00	0.00	0.00	110.00	0.00	(110.00)	0.00	(110.00)	0.00%
EQUIPMENT RENTAL	16.25	13.00	(3.25)	162.50	125.00	(37.50)	151.00	(11.50)	(7.62)%
INSURANCE AND BONDS	0.00	0.00	0.00	3,083.40	3,158.00	74.60	3,158.00	74.60	2.36%
MISCELLANEOUS EXPENDITURES	758.19	543.00	(215.19)	5,877.64	5,424.00	(253.64)	6,510.00	832.36	12.79%
OFFICE JANITORIAL	1,000.00	402.00	(598.00)	6,175.00	4,015.00	(2,160.00)	4,819.00	(1,356.00)	(28.14)%
OFFICE SUPPLIES	0.00	0.00	0.00	270.59	204.00	(66.59)	272.00	1.41	0.52%
UTILITIES - GAS & ELECTRIC	1,261.72	1,335.00	73.28	12,526.11	6,882.00	(5,644.11)	10,270.00	(2,256.11)	(21.97)%
Total OPERATING EXPENSES	3,366.96	3,123.00	(243.96)	34,798.06	28,108.00	(6,690.06)	35,142.00	343.94	0.98%
OTHER EXPENSES									
CAPITAL OUTLAY	0.00	0.00	0.00	7,095.00	0.00	(7,095.00)	0.00	(7,095.00)	0.00%
Total OTHER EXPENSES	0.00	0.00	0.00	7,095.00	0.00	(7,095.00)	0.00	(7,095.00)	0.00%
Total EXPENDITURES	3,366.96	3,123.00	(243.96)	41,893.06	28,108.00	(13,785.06)	35,142.00	(6,751.06)	(19.21)%
EXCESS REVENUE OVER EXPENDITURES	5,270.52	2,397.00	2,873.52	42,898.91	27,083.00	15,815.91	31,088.00	11,810.91	37.99%

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

**TITLE: MODIFICATION TO THE BOARD OF TRUSTEES REGULAR MEETING
CALENDAR**

For Discussion and Possible Action. For discussion and possible action to modify the Board of Trustees Regular meeting schedule for July 18, 2023 to convert meeting to a planning workshop

MEETING DATE: 13 Jun 2023

PREPARED BY: Mitchell S. Dion, General Manager

RECOMMENDED ACTION: It is recommended that the Board of Trustees regular meeting schedule be modified to reflect the July 18, 2023 meeting as a planning workshop.

BACKGROUND INFORMATION: Each fall, the Board of Trustees adopt the calendar for the regular meetings. This calendar provides a guide for the Trustees, the public and district personnel to plan and schedule the work of the district. July commences the fiscal year so contracts and other actions are being planned but none are pending this year. The June financials will not be completed and year end close out cannot be presented. Therefore, the regular business items for the meeting are limited.

Considering this cancellation of the July meeting was contemplated, however with nearly two years past previous planning meetings and new board members, it seemed prudent to convert the July meeting to a workshop. The purpose of the workshop will be to evaluate progress, review emergent issues and set objectives at the executive or strategic level.

INCLUDED:

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 #11**

**TITLE: REVIEW THE NEVADA PUBLIC AGENCY INSURANCE POOL MEMBER
2023 PROPOSAL AND APPROVE PAYMENT**

For Discussion and Possible Action. Discuss and consider possible action to approve coverage and the payment for the Nevada Public Agency Insurance POOL Member Proposal for 2023

MEETING DATE: 13 June 2023

PREPARED BY: Mitchell S. Dion, General Manager

RECOMMENDED ACTION: Review the Nevada Public Agency Insurance POOL 2023 Proposal and Approve payment of \$121,598.96.

BACKGROUND INFORMATION: Kingsbury General Improvement District is a member of POOL for Risk Management Service for Property and Liability insurance. Each year, the value of assets is updated, and POOL provides revisions to the various coverage based upon emergent needs and loss history.

For Fiscal Year 23/24 the rate is \$121,598.96. The premium for FY 22/23 was \$108,141.30 (12.4% increase). Two factors responsible for the increase were the pressure on reinsures due to inflation and the increase of property (asset) value within the district. It should also be noted that the projection for payroll is artificially depressed for the next year due to the 25% vacancy rate which the district experienced throughout FY 22/23.

The district experienced zero claims for FY 21/22 and FY 22/23 laying a basis for favorable loss history ratio once three full years of zero claims can be established.

INCLUDED:

- Nevada Public Agency Insurance Pool Member 2023 Proposal (Kingsbury General Improvement District)
- Invoice for POOL coverage

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 |



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The Power of the POOL

NEVADA PUBLIC AGENCY INSURANCE POOL MEMBER COVERAGE SUMMARY

Prepared For:

Kingsbury General Improvement District

Prepared By:

Warren Reed Insurance

**THANK YOU FOR
YOUR
MEMBERSHIP!**



Dear POOL Member:

Thank you for your continuing leadership commitment to serving your communities by fulfilling your public service mission. The POOL continues to offer programs, services and support for Members' financial security and collaborating with you in support of your mission.

This Member Coverage Summary reflects the successful negotiations with multiple markets to obtain cost-effective terms, conditions and pricing for approval by the POOL Board on behalf of all Members.

As owners of the POOL, you approved the extensive risk management services, such as POOL/PACT HR services including its training courses and ELearning modules on important HR topics. Enrollment in POOL's ELearning programs including Target Solutions Fire/EMS training, KnowBe4 email security training continues to reach an increasing number of employees for convenient and cost-effective learning. Our ongoing focus on law enforcement policies and practices targeted jail and road operations with onsite and virtual assessments and sample policies.

We encourage you to discuss the POOL's services with staff and your agent. We regularly update our website and encourage you to visit www.poolpact.com to utilize a growing base of HR and risk management information in the resource libraries. While there, look for the POOL Coverage documents, board and committee agendas and minutes.

Thanks to all Member volunteers who serve on our boards and committees. These volunteers do a superb job of representing the interests of the Members of your POOL.

Sincerely,

Wayne Carlson
Executive Director
Nevada Public Agency Insurance Pool



NEVADA PUBLIC AGENCY INSURANCE POOL COVERAGE SUMMARY

RENEWAL PROPOSAL	COVERAGE PERIOD	NAMED ASSURED	MAINTENANCE DEDUCTIBLE
	07/01/2023 – 07/01/2024 Standard Time	Kingsbury General Improvement District	\$5,000

Property Coverage

Coverage	Limit per Loss	
Property	\$300,000,000	Per Schedule of Locations

The following sub-limits apply to Section V. C. Extensions of Property Coverage:

Accounts Receivable	\$5,000,000 per loss
Arson Reward	10% up to \$25,000 per loss
Debris Removal - Mold/ Asbestos	\$100,000
Earthquake	\$150,000,000 aggregate
Flood	\$150,000,000 aggregate \$25,000,000 aggregate - Flood Zone A
Equipment Breakdown	\$100,000,000 per loss
<ul style="list-style-type: none"> • Loss of Income & Extra Expense 	included
<ul style="list-style-type: none"> • Hazardous Substance Coverage 	\$250,000 per loss
<ul style="list-style-type: none"> • Spoilage Coverage 	\$250,000 per loss
<ul style="list-style-type: none"> • Data Restoration 	\$100,000 per loss
<ul style="list-style-type: none"> • Electrical Risk Improvements 	\$10,000
Expediting Expenses	\$25,000 per loss
Unintentional Errors and Omissions	\$5,000,000 per loss
Money and Securities	\$500,000 per loss
Ordinance or Law – LEED Building	\$500,000
Agreed Value Vehicles	Per Attachment D, if applicable



NEVADA PUBLIC AGENCY INSURANCE POOL COVERAGE SUMMARY

Liability Coverage

The Limits of Liability are as follows:

Coverage	Limit per Named Assured	Annual Aggregate Limit per Named Assured
Per Event	\$10,000,000	\$10,000,000
<i>All Sublimits are a part of and not in addition to the Limits of Liability.</i>		
<i>Liability Sublimits:</i>		
<ul style="list-style-type: none"> • Additional Assured (Lessors) (Section I, item 2) 	\$2,000,000	
<ul style="list-style-type: none"> • Weed Spray Property Damage (Section IV, item 3 (B) (2) (ix)) 	\$250,000	\$250,000
<ul style="list-style-type: none"> • Emergency Response to Pollution (Section IV, item 3 (B) (2) (v)) 	\$1,000,000	\$1,000,000
<ul style="list-style-type: none"> • Criminal Defense Fees and Costs (Section VI, part C, item 4) 	\$50,000	\$50,000
<ul style="list-style-type: none"> • Defense for Regulatory Agency Actions (Section VI, part C, item 16) 	\$50,000	
Sexual Abuse Sublimit (Section VI, part C, item 21)	\$2,500,000	\$2,500,000
<i>Retroactive Date</i>		<i>May 1, 1987 except as shown in Attachment C</i>



NEVADA PUBLIC AGENCY INSURANCE POOL COVERAGE SUMMARY

Cyber Risk Coverage Form

CYBER SECURITY RISK COVERAGE			
PART ONE: Terms and Conditions			
SECURITY RISK COVERAGE LIMITS	Limit per Named Assured Per PRIVACY OR SECURITY EVENT	Annual Aggregate Limit Per All Named Assureds	
PART TWO: Privacy or Security Liability Limits	\$1,000,000	\$ 1,000,000 up to \$15,000,000 aggregate all POOL Members combined	
<i>The following sub-limits are a part of and not in addition to the Limits of Liability:</i>			
PART THREE: Security Failure/Privacy Event Management Coverage	\$100,000		
PART FOUR: Network Interruption Coverage	\$250,000		
Proof of Loss Preparation Costs (as defined), (Separate Limit)	\$50,000		
Retroactive Date		July 1, 2013	



NEVADA PUBLIC AGENCY INSURANCE POOL COVERAGE SUMMARY

Environmental Liability Coverage

The Limits of Liability are as follows:

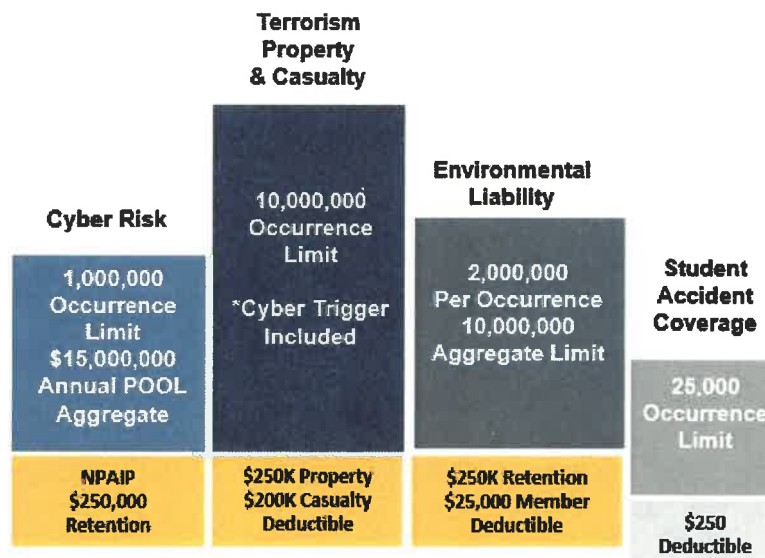
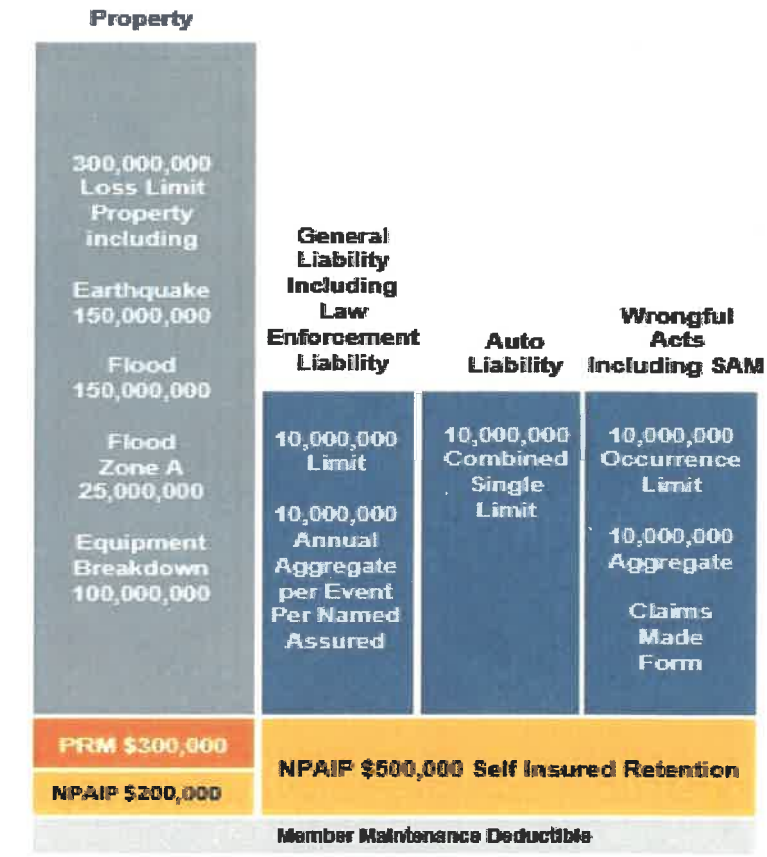
Coverage A	Third Party Claims for Bodily Injury, Property Damage or Remediation Expense
Coverage B	First Party Remediation Expense
Coverage C	Emergency Response Expense
Coverage D	Business Interruption

COVERAGE	DEDUCTIBLE	EACH INCIDENT LIMIT	AGGREGATE LIMIT
A,B,C	\$25,000	\$2,000,000	\$10,000,000

COVERAGE	DEDUCTIBLE	BUSINESS INTERRUPTION LIMIT (Days)	BUSINESS INTERRUPTION LIMIT (\$)
D	3 Days	365	\$2,000,000



NPAIP 2023-2024 Program Structure



This summary is intended for reference only. For specific terms, conditions, limitations and exclusions, please refer to the POOL Coverage Form and Cyber Risk Coverage Form edition July 1, 2023.



NEVADA PUBLIC AGENCY INSURANCE POOL COVERAGE SUMMARY

Member Contribution:

Total Cost:	\$113,646.97
Agent Compensation:	\$7,951.98
Total Program Cost Including All POOL Services:	\$121,598.96



NEVADA PUBLIC AGENCY INSURANCE POOL COVERAGE SUMMARY

The current market conditions hardened globally due to the economic inflation. This caused a strain on the capacity that reinsurers can provide and is reflective on rates charged. Pricing is based on exposures, such as Total Insured Values, Number of Employees, Amount of Payroll, Number of Law Enforcement, Firefighters, EMT's, and the Number of Vehicles (below is a breakdown of your exposures year-over-year exposures). Claim loss is a part of the price model, but this year, more than any other, Carrier Capacity is driving pricing increases.

For All Members Property, NPAIP obtained a lower rate increase compared to the standard increases received in the market.

Municipality Liability for NPAIP continues to be impacted by adverse loss development related to social inflation, law enforcement and climate change.

The School Liability for NPAIP continues to be impacted by large settlements due to Wrongful Acts including Sexual Abuse and Molestation.

Coverage:

Maintenance Deductible:	\$5,000
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	2022	2023	Percent (%) Change
Program Cost Comparison	\$108,141.30	\$121,598.96	12.44%

Key Exposures:

	2022	2023	Percent (%) Change
Payroll	\$911,042	\$671,551	-26.29%
Total Insured Values	\$34,201,589	\$37,341,442	9.18%
Auto Count	17	15	-11.76%
Law Enforcement	0	0	0.00%
Employees	13	10	-23.08%
EMT's	0	0	0.00%
Student ADA	0	0	0.00%
Teachers	0	0	0.00%



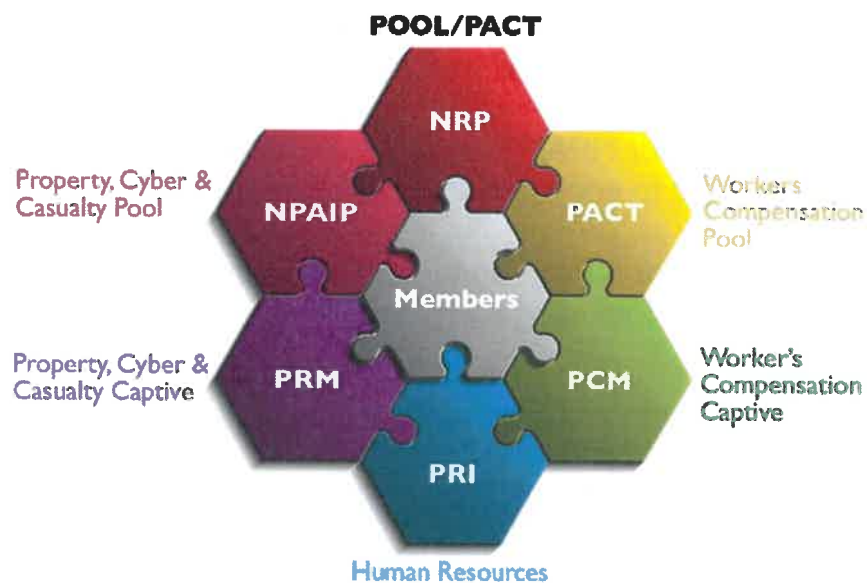
POOL/PACT – HERE FOR YOU

Members Helping Members

In 1987, four Nevada counties formed their own risk sharing pool. Now over thirty years later, the majority of Nevada's public entities remain committed to each other and the mission of their risk pool organization. POOL/PACT continues to excel in providing an unparalleled level of service to our members. Our mission seeks to help members manage their risks so they can serve the public effectively.

The POOL Board is comprised of dedicated, hardworking, and ethical Member leaders focused on public risk management. They continue to do an excellent job of representing the interests of the Member-owners of POOL/PACT.

Our members continue to see great value in being part of POOL/PACT because of extensive services, which keeps membership retention strong. POOL/PACT encourages you to discuss the services we offer with your insurance agent – its valued partner in the POOL program.



POOL Executive Committee

Josh Foli - Chair (Lyon County)
Geof Stark – Vice Chair (Churchill County)
Amanda Osborne - Director (Elko County)
Dan Murphy - Director (Pershing Co.SD)
Gina Rackley – Fiscal Officer (Humboldt Co)
Ann Cyr - Director (Carson City SD)
Scott Lindgren - Director (TDFPD)

PACT Executive Committee

Paul Johnson - Chair (White Pine CSD)
Mike Giles – Vice Chair (City of Lovelock)
Amana Osborne - Trustee (Elko County)
Josh Foli – Fiscal Officer (Lyon County)
Robyn Dunckhorst - Trustee (Humboldt GH)
Craig Roissum - Trustee (City of Caliente)
Joe Westerlund – Trustee (Town of Tonopah)



RISK MANAGEMENT BENEFITS AND SERVICES

POOL/PACT LOSS CONTROL COMMITTEE

Develops, administers, and supervises Risk Management policy, procedure, and planning • Supports innovative risk reduction and/or mitigation programs • Develops and administers risk control techniques to reduce the frequency and severity of losses

ENTERPRISE RISK MANAGEMENT EXCELLENCE PROGRAM

A voluntary program developed to assist POOL/PACT members achieve operational excellence in the delivery of public service through effective risk management • Develops understanding of Enterprise Risk Management – that risk management efforts of one department have a direct impact, either positive or negative, on the enterprise as a whole

RISK MANAGEMENT GRANT PROGRAM

Educational Grants supporting risk management education and training opportunities • Risk Management Grants for risk management/mitigation projects or acquisitions • Visit www.poolpact.com/risk-grant.asp for more information

ONLINE SAFETY TRAINING

Active Shooter Response • Asbestos Awareness Training • Aversive Interventions • Back Safety in the Workplace • Bloodborne Pathogens Awareness • The Complex Quadriplex of Lifeguard Blindness • Cybersecurity Awareness • Ransomware Awareness • Defensive Driving • FERPA • GHS - Hazard Communication • Heat-Related Illness • HIPAA Privacy Rule • Lock-Out, Tag-Out • Mandatory Child Abuse Reporting Laws • MRSA Awareness for Correctional Employees • MRSA Awareness in Hospitals • Nevada Ethics in Government Law • Office Ergonomics • Open Meeting Law • OSHA – Rights and Responsibilities • Pool Chemical Safety • Slips, Trips, and Falls • Strip Search Training • Students in Transition • Sub-Administrator Training • Surviving an Active Shooter • Teaching Science Safely • Transporting Students with Special Needs • MSDSONline (SDS management)

LAW ENFORCEMENT AND FIRE PROTECTION

Partnership with Legal Liability Risk Management Institute (LLRMI) to provide Best-practice Road and Detention Operation Policies and Procedures • Detention Facility Assessments and Reports • Team Approach to Address Individual Needs Through Network of Subject Matter Experts in Law Enforcement, Jails/Corrections, Public Safety, and Criminal Justice • TargetSolutions Fire and EMS Training Platform • Mental Health – Fit for Retirement Wellness

SWIMMING POOL SAFETY POLICIES, INSPECTIONS, AND TRAINING

Aquatic Facility Assessment and Report • Annual Aquatic Risk Management Seminar • Best-practice Aquatic Facility Policy and Lifeguard Manual Templates

CYBERSECURITY TRAINING AND POLICIES

Onsite Passive Network Assessments (PNA) • Best-practice Data Security Policy Templates • Quarterly Cybersecurity Hot-Topic Webinars • Annual Cybersecurity Summit • KnowB4 Phishing Awareness Campaigns and Training • KnowB4 Cybersecurity Newsletter • Cyber Incident Response Plan Templates • Individualized Data- and Cybersecurity Advice and Support

SCHOOL DISTRICT EMERGENCY OPERATIONS PLANS, TRAINING, AND POLICIES

NRS-required Emergency Operation Plans (EOP) • Annual EOP updates • Emergency Management and Response Training • School Safety Training based on FEMA Guide for High Quality School Emergency Operations Plans • Hazard and Vulnerability Assessments and Reports

SITE SAFETY INSPECTIONS, TRAININGS, AND AUDITS

Playground & Parks Safety Surveys • Workstation Ergonomic Evaluations • Confined Space Risk Assessments • Facility Surveys • Fire Extinguisher Education • Respirator Fit Testing and Education • CPR/First Aid/AED • Accident Investigation Training • Back Safety and Lifting • Defensive and Distracted Driver Education • Workplace Violence • Personal Protective Equipment • Emergency Preparedness • OSHA Compliance Training • Written Workplace Safety Plan Training • Safety Committee Formation and Operation • Wellness/Health Education and Training

For More Information, Contact:

Marshall Smith, Risk Manager (marshallsmith@poolpact.com) or Jarrod Hickman, Risk Management Specialist (jarrodhickman@poolpact.com); (775) 885-7475; or visit www.poolpact.com.



PROGRAMS AND SERVICES AVAILABLE TO POOL/PACT MEMBERS



POOL/PACT HUMAN RESOURCES MEMBER SERVICES

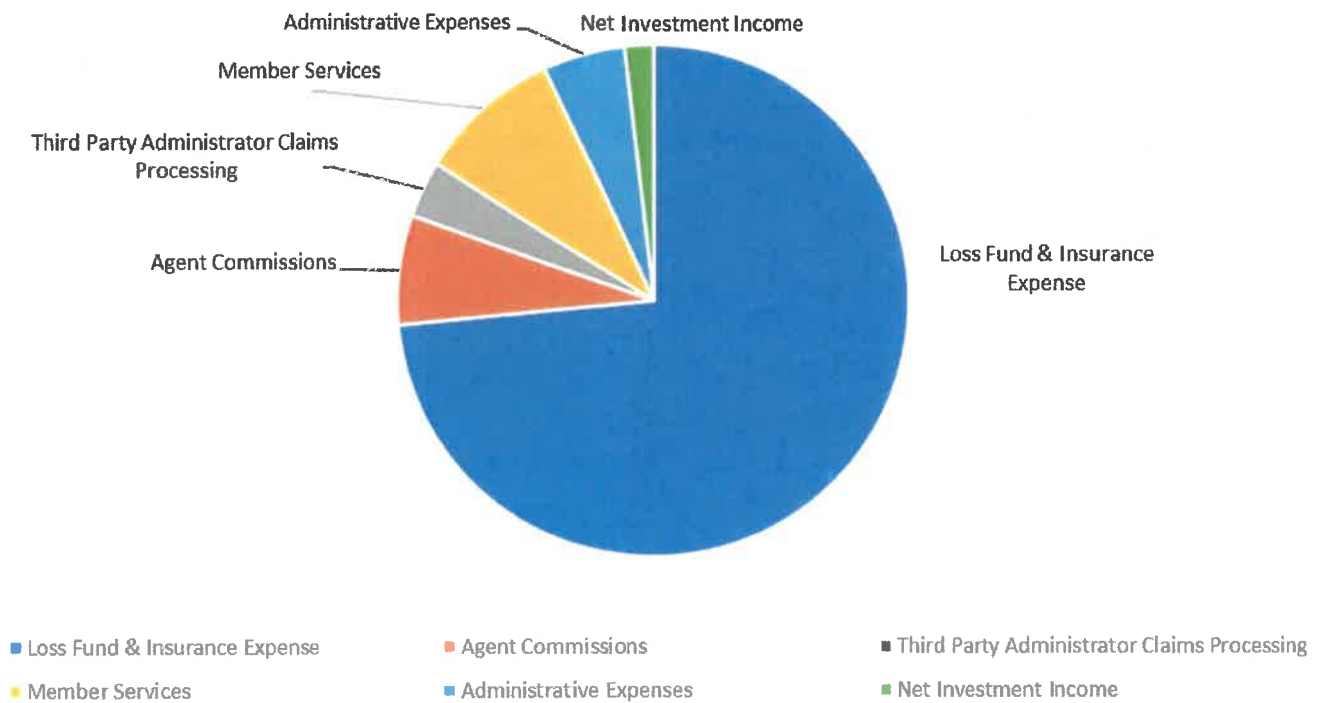
A variety of services are offered through POOL/PACT HR. We work with each member individually to address their specific HR-related needs and reduce liability. The basic services include:

- Consultation with members to manage and resolve critical employment-related issues to include identifying options, providing step-by-step guidance, monitoring progress, and answering questions.
- In-person and virtual instructor-led training courses, workshops, and certificate programs.
- eLearning courses available 24/7.
- Webinars on HR-related topics.
- On-site assessments of members' HR practices with recommendations.
- Communication issued as "Alerts" to inform members of significant HR-related law or practice changes.
- On-site HR Briefings tailored to specific needs/requests of members.
- Sample personnel policies which may be adopted for use by members.
- Sample job description templates and numerous HR forms that can be tailored for use by members.
- Salary schedule database available on our website for member reference.
- Summary of HR-related legislation produced each legislative session.
- HR scholarships to assist member HR representatives in attaining nationally recognized HR certifications.
- Annual HR Conference providing HR representatives and CEOs valuable information on communication, leadership, and legal compliance.



POOL 2023-2024 APPROVED BUDGET AND EXPENSES

**POOL FY 2023-24
Approved Budget Expenses**



Pool Budget	Proposed Budget	% Allocation
Loss Fund & Insurance Expense	\$ 20,053,808	76.1%
Agent Commissions	\$ 1,609,366	6.1%
Third Party Administrator Claims Processing	\$ 800,575	3.0%
Member Services	\$ 2,098,808	8.0%
Administrative Expenses	\$ 1,236,831	4.7%
Net Investment Income	\$ 541,800	2.1%
Total Budget	\$ 26,341,188	100.0%



POOL/PACT CONTACTS

Nevada Risk Pooling (NRP) (775) 885 7475

Wayne Carlson, Executive Director, ext 132
waynecarlson@poolpact.com

Alan Kalt, Chief Financial Officer, ext 128
akalt@poolpact.com

Marshall Smith, Risk Manager, ext 104
marshallsmith@poolpact.com

Jarrold Hickman, Risk Manager, ext 133
jarroldhickman@poolpact.com

Mike Van Houten, eLearning Administrator, ext 101
eLearning@poolpact.com

Stephen Romero, Member Relations Manager, ext 110
stephenromero@poolpact.com

Jennifer Turner, Admin Data Analyst, ext 129
jenniferturner@poolpact.com

Pooling Resources, Inc. (POOL/PACT HR) (775) 887 2240

Stacy Norbeck, General Manager, ext 107
stacynorbeck@poolpact.com

Neal Freitas, Sr. HR Business Partner, ext 113
nealfreitas@poolpact.com

Ashley Creel, Sr. HR Business Partner, ext 105
ashleycreel@poolpact.com

Jeff Coulam, Sr. HR Business Partner, ext 106
jeffcoulam@poolpact.com

Lessly Monroy, HR Business Partner, ext 108
Lesslymonroy@poolpact.com

Sean Moyle, HR Business Partner, ext 103
seanmoyle@poolpact.com

Davies Claims Solutions

Donna Squires, Claims Manager
(775) 329 1181

Donna.squires@Davies-group.com

Margaret Malzahn, WC Claims Supervisor
(775) 329 1181

Margaret.malzahn@Davies-group.com



NPAIP MEMBERSHIP

Counties:

Carson City
Churchill County
Elko County
Esmeralda County
Eureka County
Humboldt County
Lander County
Lincoln County
Lyon County
Mineral County
Pershing County
Storey County
White Pine County

Cities:

Boulder City
City of Caliente
City of Carlin
City of Elko
City of Ely
City of Fernley
City of Lovelock
City of Wells
City of West Wendover
City of Winnemucca
City of Yerington

Towns:

Town of Gardnerville
Town of Genoa
Town of Minden
Town of Round Mountain
Town of Tonopah

School Districts:

Carson City School District
Churchill County School District
Douglas County School District
Elko County School District
Esmeralda County School District
Eureka County School District
Humboldt County School District
Lander County School District
Lincoln County School District
Lyon County School District
Mineral County School District
Nye County School District
Pershing County School District
Storey County School District
White Pine County School District

Fire Districts:

Moapa Valley Fire Protection District
Mt. Charleston Fire Protection District
North Lake Tahoe Fire Protection District
North Lyon County Fire Protection District
Pahranagat Valley Fire District
Tahoe Douglas Fire Protection District
Washoe County Fire Suppression
White Pine Fire District

Others:

Central Nevada Health District
Central Nevada Historical Society
Central Nevada Regional Water Authority
Community Chest, Inc
Consolidated Agencies of Human Services
County Fiscal Officers Association of Nevada
Douglas County Redevelopment Agency
Eight Judicial District
Elko Central Dispatch
Elko Convention & Visitors Authority
Humboldt River Basin Water Authority
Lincoln County Regional Development
Mineral County Housing Authority
Nevada Association of Counties
Nevada Commission for the Reconstruction of the V & T Railway
Nevada League of Cities
Nevada Risk Pooling, Inc.
Nevada Rural Housing Authority
Nevada Volunteers
NevadaWorks
Pooling Resources, Inc.
Regional Transportation Commission of Washoe County
Truckee Meadows Regional Planning Agency
U.S. Board of Water Commissioners
Virginia City Tourism Convention
Western Nevada Regional Youth Center
White Pine County Tourism

Special Districts:

Alamo Water & Sewer District
Amargosa Library District
Battle Mountain Hospital
Beatty Library District
Beatty Water & Sanitation District
Canyon General Improvement District
Carson-Truckee Water Conservancy District
Carson Water Subconservancy District
Churchill County Mosquito, Vector and Weed Control District

Special Districts (continue):

Douglas County Mosquito District
Douglas County Sewer
East Fork Swimming Pool District
Elko County Agricultural Association
Elko TV District
Fernley Swimming Pool District
Gardnerville Ranchos General Improvement District
Gerlach General Improvement District
Humboldt General Hospital
Incline Village General Improvement District
Indian Hills General Improvement District
Kingsbury General Improvement District
Lakeridge General Improvement District
Lincoln County Water District
Logan Creek Estates General Improvement District
Lovelock Meadows Water District
Marla Bay General Improvement District
Mason Valley Swimming Pool District
Minden Gardnerville Sanitation District
Moapa Valley Water District
Nevada Association of Conservation Districts
Nevada Association of School Boards
Nevada Association of School Superintendents
Nevada Tahoe Conservation District
Northern Nye County Hospital District
Pahrump Library District
Palomino Valley General Improvement District
Pershing County Water Conservation District
Sierra Estates General Improvement District
Silver Springs General Improvement District
Silver Springs Stagecoach Hospital
Skyland General Improvement District
Smoky Valley Library District
Southern Nevada Area Communication Council
Southern Nevada Health District
Stagecoach General Improvement District
Sun Valley General Improvement District
Tahoe Douglas District
Topaz Ranch General Improvement District
Tahoe Reno Industrial General Improvement District
Tonopah Library District
Walker Basin Conservancy
Walker River Irrigation District
Washoe County Water Conservation District
West Wendover Recreation District
Western Nevada Development District
White Pine Television District #1
Zephyr Cove General Improvement District
Zephyr Heights General Improvement District

**THANK YOU
FOR YOUR
MEMBERSHIP!**



1521 Hwy 395 N
 Gardnerville, NV 89410
 Phone: (775) 782-2277
 Fax: (775) 782-8923

Kingsbury GID
 Judy Brewer
 P.O. Box 2220
 Stateline, NV 89449

Invoice # 1522	Page 1 of 1
Account Number	Date
KINGGID-01	5/10/2023
Balance Due On	
7/1/2023	
Amount Paid	Amount Due
	\$121,598.96

PLEASE TEAR OFF TOP PORTION AND RETURN WITH YOUR REMITTANCE!

Commercial Package	Policy Number: NPAIP20324	Effective: 7/1/2023	to 7/1/2024
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Item #	Trans Eff Date	Due Date	Trans	Description	Amount
50411	7/1/2023	7/1/2023	RENB	Renewal of POOL Package policy	\$121,598.96
Total Invoice Balance:					\$121,598.96

Payment due upon receipt of invoice.

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

TITLE: BLDG 160 PINE RIDGE RENNOVATION AND REPAIR PROJECT

For Discussion and Possible Action. Receive presentation, discuss, and authorize the General Manager to award a contract with Group West Construction, Inc. not to exceed \$ 2,349,067 for the renovation and repair of Bldg. 160 Pine Ridge Drive

MEETING DATE: 13 June 2023

PREPARED BY: Mitchell S. Dion, General Manager

RECOMMENDED ACTION: It is recommended that the Board approve awarding the project to Group West Construction, Inc. for an amount not to exceed \$2,349,067 and authorize the General Manager to execute contractual documents as necessary.

BACKGROUND INFORMATION: For many years the district leased Building 160 Pine Ridge Drive as the district office and equipment bays. Due to ADA compliance and other issues the district opted to lease facilities at 255 Kingbury Grade. The district continued to lease the equipment bays, but the overall condition of the building declined. In 2020, 160 Pine Ridge Drive was purchased by the district in 2020 for the purpose of renovating it into the district Operations and Administrative Center. In 2022, the district hired Paul Cavin, LLC to evaluate and write the specifications needed for the renovation and repair project.

On June 6, 2023 a bid opening for the Bldg. 160 Pine Ridge Renovation and Repair was conducted. A single bid was received from Group West Construction, Inc. with a bid price of \$ 2,349,067.

Paul Cavin, LLC evaluated the bid and determined it complies with the prescribed requirements to be considered “responsive”. They also concluded that this is a “responsible” bidder.

The work is anticipated to commence during August 2023 and be completed by February 2024.

INCLUDED:

- Recommendation to award letter
- Bid Tab

Fund impacted by above action:

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

Paul Cavin Architect LLC

Recommendation to Award

Date: June 6, 2023

**KGID Building 160 Pineridge Improvements
PWP-DO-2023-381**

Attendees: Paul Cavin, Arlee Fisher, Mitch Dion, representative from Group West Construction, Inc.

This letter is formally being issued to Kingsbury General Improvement District for recommendation to award an Owner-Contractor Agreement for the KGID Building 160 Pineridge Improvements project. This recommendation is based on the bid received June 6, 2023, 1:00pm local time at the office of Paul Cavin Architect LLC and includes review of the documents provided at the time of bid. Paul Cavin Architect LLC is recommending award to the following General Contractor:

Group West Construction, Inc.
495 Apple Street, Suite 200
Reno, Nevada 89502

Base Bid: \$2,349,066.00

Please be advised that in accordance with Nevada Revised Statutes Section 338.142, a person who bids on a contract may file a notice of protest regarding the awarding of the contract within 5 business days after the date that the recommendation to award the contract is issued and posted by Kingsbury General Improvement District.

Attachments: Bid Tabulation

PROJECT BID TABULATION

Bid Date: June 6, 2023
Bid Location: Paul Cavin Architect LLC
 1575 Delucci Lane, Suite #120
 Reno, Nevada 89502

Project Number: 22040
Project Manager: Mitch Dion
PWP-DO-2023-381

Project Name: KSID Building 160 Pine Ridge Improvements
Location: StateLine, Nevada

Consultant: Paul Cavin Architect LLC
Bid Opening Time: 1:00 pm
Bid Completion:

Opinion of Probable Cost: \$2,094,182.98

Mandatory Pre-Bid Meeting: Yes No

Name of Bidder (General Contractor)	GROUP WEST CONSISTENTON, INC.	
Principal office location	RENO	
Provided Bid Form	✓	
Addenda Acknowledged: Total of 2	✓	
Bid Bond	✓	
Proposed Schedule of Values	✓	
Nevada Contractor's License	✓	
Nevada Business License	✓	
Local Preferential Bidder Status Affidavit	✓	
Local Preferential Bidder Certificate of Eligibility	✓	
5% Subcontractor list	✓	
1% Subcontractor list (within 2 hours of bid opening)	✓	
Affidavit of Non-Collusion	✓	
Apprenticeship Utilization Act Form	✓	
Letter from Surety	✓	
BASE BID	2349066.00	
TOTALS		
Apparent low bid ranking (1,2,3...)		

Bids opened by: Paul Cavin

Witnessed by: Arlee Fisher and Mitch Dion

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

TITLE: NV ENERGY LINE EXTENSION AGREEMENT BLDG 160 PINE RIDGE DRIVE

For Discussion and Possible Action. Receive presentation, discuss, and authorize the General Manager to enter into NV Energy Line Extension Agreement necessary for the Bldg. 160 Pine Ridge Dr. rehabilitation and repair for the amount of \$40,000.

MEETING DATE: 13 June 2023

PREPARED BY: Mitchell S. Dion, General Manager

RECOMMENDED ACTION: Authorize the General Manager to enter into the NV Energy Line Extension Agreement necessary for the Bldg. 160 Pine Ridge Dr. rehabilitation and repair for the amount not to exceed \$40,000.

BACKGROUND INFORMATION: Kingsbury General Improvement District purchased the properties at 160 Pine Ridge Drive and 298 Kingsbury Grade in 2020 for purposes of renovation to establish a district Operations and Administrative Center. In 2022, the district hired an architect to design the rehabilitation and repair project. This design was completed in 2023. NV Energy performed a plan review for permitting and determined upgrades were needed. These upgrades are identified in the Line Extension Agreement.

To proceed with the district must enter into the agreement and make an initial payment of \$27,375. However, there are uncertainties identified which may need to be addressed in the course of this work warranting an additional allowance/authority.

INCLUDED:

- NV Energy Line Extension Agreement

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 |



05/18/2023

Kingsbury General Improvement District

255 Kingsbury Grade
Stateline, NV 89449

Dear Mitchell Dion,

RE : E-160 PINE RIDGE DRIVE-FP-COMM-KINGSBURY GENERAL
IMPROVEMENT DISTRICT
Project ID# : 3010792539

The enclosed documents specify costs and responsibilities to provide electric facilities to the above referenced project. Should you decide to proceed with this project, please sign and return an original copy of the enclosed document(s) to the address listed on the attached Memorandum Advanced Statement of Advance/Credit.

The Agreement constitutes a contract regarding installation costs for the requested service. As such, it requires the signature of a person legally authorized to enter into this Agreement. Please ensure that the name and title of the person signing the contract are clearly printed or typed on the lines immediately following the signature. Confusion regarding the authority of the person signing the contract may result in a delay to the installation of electric facilities. A copy of the executed agreement will be returned to you at the above address.

The Terms and Conditions of this proposal shall be firm for 90 days from the date of this letter, at which time the Agreement is no longer valid. After 90 days we may provide you with a new Agreement with revised costs and/or design changes. These changes could be a result of, but are not limited to, field condition changes, project work order connection point, proportionate share and attachment costs, contingent projects, and project labor, material, and tax cost increases. The project is subject to cancellation 180 days from the date of this letter. In the event of project cancellation, you must reimburse Utility for all costs expended on the project and the design in accordance with Rule 9, Section A.2.

In an effort to facilitate completion of this utility work, please submit an application for meterset upon assignment of address(es) from your government agency. This meterset information is required prior to receiving service.

Should you have any other questions regarding this Agreement, please contact me at (775)834-2908.

Sincerely,

Robert Bowman

Utility Design Administrator



Memorandum of Advance/Credit

Date Issued: 05/18/2023
Project Number: 3010792539 **Project Title:** E-160 PINE RIDGE DRIVE-FP-COMM-KINGSBURY GENERAL IMPROVEMENT DISTRICT
Request No: 91419 **Estimate Version :** 3
Applicant Name: Kingsbury General Improvement District
Applicant Address: 255 Kingsbury Grade, **Memorandum Number:** 88339
Stateline, NV 89449
Applicant Phone: 775-588-3548
Applicant Fax: _____
Applicant Email: mitch@kgid.org
Project Coordinator: Robert Bowman **Phone Number:** (775)834-2908

Contract Amount Detail:

	Taxable	Non-Taxable	Tax	Total
Subject to Refund	26,696.00	0.00	3,257.00	29,953.00
Non-Refundable	106.00	125.00	191.00	422.00
Credits				3,000.00
Total Advance Due:				\$27,375.00

If proceeding with contract, please follow the remittance instructions:

1. Please sign contract.
2. Make check, money order, or cashiers check payable to NV Energy. Credit cards not accepted.
3. Write your project number (shown above) on the check.
4. Please remit the contract and payment to the following location:
NV Energy
P.O.Box 10100
Mail Code: R77CSE
Reno, NV 89520

If this payment is related to the final advance, then:

1. Enclose any necessary project documentation required for your project along with your signed contract and payment.
2. NV Energy must receive signed contract, payment, and all required documents before the project will be scheduled for construction.
3. If the signed contract and payment are not returned to NV Energy within ninety (90) days of the date identified above under "Date Issued" or the Tax Gross-up Rate changes before you return the signed contract and payment to NV Energy, NV Energy will re-estimate the costs and provide you with a revised contract.

Contact your project coordinator at (775)834-2908 with any questions or concerns. Thank you!

Note: All executed documents will be sent via email to the address above.

 Check if you require to receive documents through U.S. Mail

This memorandum is provided for informational purposes only.



**RULE 9
LINE EXTENSION AGREEMENT**

Project ID: 3010792539
Project Title: E-160 PINE RIDGE DRIVE-
FP-COMM-KINGSBURY
GENERAL IMPROVEMENT
DISTRICT
Agreement No.: 101859

This Rule 9 Line Extension Agreement ("**Agreement**") is made and entered between Sierra Pacific Power Company, a Nevada Corporation, d/b/a NV Energy ("**Utility**") and Kingsbury General Improvement District, a(n) NV GENERAL IMPROVEMENT DISTRICTS ("**Applicant**") (individually, a "**Party**" and collectively, the "**Parties**").

RECITALS

- A. Utility owns and operates electric transmission and distribution facilities and provides electric service within Nevada, in accordance with Tariff Schedules filed with and approved by the Commission.
- B. Applicant has requested an Alteration of Existing Facilities and/or Service to its Development.
- C. In accordance with Rule 9, other applicable provisions in its Tariff Schedules and this Agreement, Utility will complete the Project.
- D. Applicant acknowledges that it must follow Utility's procedures for identifying and resolving conflicts between its Development and the Electric System and that Utility will only waive or approve a particular conflict through Utility's standard use agreement signed by the property owner(s) and Utility, duly notarized, and recorded.

In consideration of the above recitals, mutual covenants, terms and conditions contained in this Agreement, the Parties agree as follows:

AGREEMENT

1. Summary of Costs and Contingencies

- 1.1 Project. In order to provide 66 KVA of Service to Applicant and/or perform an Alteration of Existing Facilities, Utility will modify the Electric System as shown on the Design titled E-160 PINE RIDGE DRIVE-FP-COMM-KINGSBURY GENERAL IMPROVEMENT DISTRICT and attached as Exhibit A.
- 1.2 Estimated Total Costs. The Estimated Total Costs for the Project are **\$26,926.00**, as summarized on Exhibit B.
- 1.3 Estimated Advance. The estimated Advance is **\$30,375.00**, consisting of:
 - (A) CIAC. An estimated CIAC in the amount of **\$231.00 ("Estimated CIAC")**. This amount includes a non-taxable, non-refundable cost of **\$125.00** and a taxable, non-refundable cost of **\$106.00**. If the Estimated CIAC exceeds \$40,000, it is subject to a Total Cost True-up.
 - (B) Advance Subject to Potential Refund. An Advance Subject to Potential Refund in the amount of **\$26,696.00**. This amount includes Applicant's responsibility for any Proportionate Share Allocation and any applicable Commission order in the amount of **\$0.00**.
 - (C) Tax Gross-Up. The estimated Tax Gross-up is:
 - (1) Advance Subject to Potential Refund. A Tax Gross-up relating to the Advance Subject to Potential Refund in the amount of **\$3,257.00**. This Tax Gross-up is subject to refund.
 - (2) CIAC. A Tax Gross-up relating to CIAC in the amount of **\$13.00**. This Tax Gross-up is subject to adjustment in connection with any Total Cost True-Up.



**RULE 9
LINE EXTENSION AGREEMENT**

Project ID: 3010792539
 Project Title: E-160 PINE RIDGE DRIVE-
 FP-COMM-KINGSBURY
 GENERAL IMPROVEMENT
 DISTRICT
 Agreement No.: 101859

- (3) Non-Cash Contributions. A Tax Gross-up relating to Applicant's non-cash contributions to Utility under Rule 9, Section A.12.a (such as trenching and substructures performed by Applicant, its contractors or its subcontractors) in the amount of **\$178.00**. This Tax Gross-up is not subject to refund.
- 1.4 Up-front Allowance. The Maximum Allowance is **\$0.00**. As shown on Exhibit C, the Up-front Allowance is **\$0.00**.
- 1.5 Payment. Applicant must pay Utility **\$27,375.00 ("Initial Payment")** when Applicant delivers the signed Agreement to Utility. When calculating this payment, Utility applied any Up-front Allowance and, if applicable, a credit for any Utility Betterment.
- 1.6 Related Contracts.
 - (A) Proportionate Share Contracts. If Applicant attaches to a Line Extension installed by a previous Applicant (defined in Rule 1), such as those identified in this Subsection, Applicant must pay a Proportionate Share Allocation(s):

PID	Contract No.	Dated	Expiration	Title
None	None	None	None	None

- (B) Master Planned Community Contracts. This Agreement is associated with the following master planned community contracts:

PID	Contract No.	Dated	Expiration	Title
None	None	None	None	None

2. Description and Design of the Project

- 2.1 Design for Project: Amendment. The design for the Project, including any Betterments is attached to this Agreement as Exhibit A (the "**Design**"). Applicant approves the Design and acknowledges that Applicant is bound by and must comply with all notes on the Design. If any Contingent Facilities are identified on the Design and not installed, then the Design will change, and the Total Costs, may change. The Parties may revise the Design by amending this Agreement in accordance with Section 11.10.
- 2.2 Condition to Providing Service. Utility is not obligated to provide electric Service to the Development and may stop work on the Project until after Applicant meets its obligations under Section 4.4 to Utility's satisfaction. Applicant agrees that, if Utility provides Service to the Development or continues working on the Project even though conflicts remain, Applicant is responsible for resolving those conflicts at its Total Cost and to Utility's satisfaction and Applicant must (at its Total Cost) acquire and deliver to Utility all Property Rights Utility deems necessary.
- 2.3 Inaccurate Information and Field Conditions. Applicant understands that inaccurate, incomplete or outdated information and that surface and subsurface field conditions could delay Construction Complete and Service to the Development.
- 2.4 Sources of Power. The sources of power from the Electric System to the Development are subject to change, at Utility's discretion. Applicant understands that the Electric System configuration is dynamic and at the sole discretion of Utility and that interruptions of electric service to the Development, both on a scheduled and unscheduled basis, are inherent in the provision of service to the Development.



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2.5 Providing Service to Applicant. Utility will provide Service to Applicant in accordance with this Agreement, applicable Laws and Utility's Tariff Schedules. However, if Applicant is not using the capacity Utility made available to Applicant in connection with this Agreement after the Agreement terminates, Utility (in its discretion) may reallocate the unused capacity to other Customers or Applicants.

3. Betterments; Refunds; True-Ups

3.1 Utility and Applicant Betterments. [INTENTIONALLY OMITTED]

3.2 Limitation on Refunds. The Advance Subject to Potential Refund is the maximum possible Refund that Applicant may receive. The Refund may range from \$0 to the balance of the Advance Subject to Potential Refund.

3.3 Performance of True-Ups. Utility will perform any Allowance True-up if required and in accordance with Rule 9, Section A.31. Utility will perform any Total Cost True-up if required and in accordance with Rule 9, Section A.31. After Utility performs any required Allowance True-up and/or Total Cost True-up, Utility will either invoice Applicant or provide a Refund to Applicant. In accordance with Rule 9, Section A.31, Utility might perform more than one Allowance True-up and/or send Applicant an invoice(s) or Refund for Total Cost items that were finalized or became known after the original Total Cost True-up.

3.4 [INTENTIONALLY OMITTED]

4. Applicant's Obligations

4.1 Responsibility for Total Costs. Applicant is responsible for the Total Costs, except for those Utility is specifically responsible for under Rule 9.

4.2 Payment of Advances. Applicant must pay all Advances based on the Estimated Total Costs identified initially in Exhibit B and those identified subsequently by Utility in accordance with Rule 9.

4.3 Obligation to Construct Facilities in Compliance with Laws. At its expense, Applicant and its contractors must construct and install Rule 9, Section A.12.a improvements as shown on the Design, in a manner consistent with the Property Rights for those improvements and in compliance with all Permits, applicable Laws, Utility's Standards, the Tariff Schedules and the National Electrical Safety Code.

4.4 Identification and Resolution of Conflicts: Costs Associated with Conflicts.

(A) Identification of Conflicts. Applicant must identify, in writing and in a manner satisfactory to Utility, all conflicts between (1) the Development and the Electric System located within the Development, (2) the Development and the Electric System located within or adjacent to offsite improvements required for the Development, (3) the Development and the Electric System located adjacent to the Development, and (4) the Development and Utility's Property Rights within and adjacent to the Development.



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- (B) Resolution of Conflicts with Utility's Facilities and Payment of Costs. If Applicant, its agents, its contractors, or its subcontractors damage, have damaged, render unsafe or have rendered unsafe the Electric System located within or adjacent to the Development or to the offsite improvements required for the Development, Applicant must (1) pay all costs to render those facilities safe, to relocate the facilities impacted, and to construct any new facilities needed and (2) provide or obtain Property Rights in Utility's name for the relocated facilities and/or new facilities, at no cost to Utility and in a location and form satisfactory to Utility (including but not limited to the type of Property Rights, the dimensions of the Property Rights area, and terms and conditions of the Property Rights).
- (C) Resolution of Conflicts with Utility's Easements and Payment of Costs. If Applicant, its agents, its contractors, or its subcontractors interfered with Utility's Property Rights, Applicant must (1) pay all costs incurred by Utility that are associated with the interference and (2) either remove the interference and return the Property Rights area to a condition that is usable by Utility or provide or obtain replacement Property Rights in Utility's name, at no cost to Utility and in a location and form satisfactory to Utility (including but not limited to the type of Property Rights, the dimensions of the Property Rights area, and terms and conditions of the Property Rights).
- 4.5 Payment of Invoices: Work Stoppage and Service Delay for Non-Payment. In addition to providing Applicant with an invoice for the Initial Payment, Utility might periodically invoice Applicant in connection with this Agreement for new or increased Total Costs. Except for the invoice for the Initial Payment which is due when Applicant delivers the signed Agreement to Utility, Applicant must pay Utility's invoices within sixty (60) days of receipt. If mailed, Utility's invoices are deemed received by Applicant three (3) days after the invoice date. Applicant must reference PID 3010792539 on any payment. If Utility does not receive timely payment of its invoices, then Utility, without liability to Applicant, may stop work on the Project and/or not provide Service to the Development until after Utility receives payment in full. Any delay in payment might result in a delay in completion of the Project.
- 4.6 Interest. Any amount unpaid and due by Applicant under this Agreement will accrue interest at the then current per annum simple prime rate, as published in the Market Data section of the Wall Street Journal, plus one percent (1%), from the original due date through the date of receipt of payment by Utility. However, Utility will not pay Applicant any interest on the amount of any payment made in connection with this Agreement.
- 4.7 Information Provided by and Needed from Applicant. Applicant acknowledges that Utility relies on information provided by Applicant when performing Utility's obligations under this Agreement. Applicant acknowledges that it has a continuing obligation to provide the most current and accurate information concerning its Development to Utility and to notify Utility of any inconsistencies between the Design and facilities constructed (or being constructed) for the Project and/or the Property Rights for those facilities. Applicant also understands that Utility is not aware of and cannot know all surface and subsurface field conditions. Notwithstanding anything to the contrary in this Agreement, Applicant agrees to assume all responsibilities, liabilities, and Total Costs for repair, replacement, redesign, modification, relocation or other work to the facilities constructed, or being constructed, for the Project:
- (A) Resulting from or arising out of incomplete, inaccurate or outdated data and other information supplied to Utility by Applicant; or
- (B) Resulting from or arising out of changes affecting the accuracy or completeness of data or information after it is supplied to Utility by Applicant; or
- (C) Resulting from or arising out of surface or subsurface field conditions; or



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- (D) That were installed outside the Property Rights intended for such facilities; or
- (E) That were installed based on surveys or staking provided by Applicant or Applicant's agents that are found to be located outside the Property Rights intended for such facilities.

4.8 Inspection of and Responsibility for Rule 9, Section A.12.a Improvements Installed by Applicant. For Rule 9, Section A.12.a improvements installed by Applicant, Applicant must:

- (A) Allow Utility to inspect the construction and installation of these improvements.
- (B) Maintain, repair, and (as Utility deems necessary) replace these improvements until Utility's Acceptance, in addition to providing the guarantees in Section 6. If Applicant must use conduit it installed or pre-existing conduit for Service to the Development, Applicant (in Utility's discretion and at Applicant's expense) must video inspect, re-mandrel, re-mule tape, and repair the conduit. If all or a portion the conduit cannot be repaired, Applicant (at its expense and to Utility's satisfaction) must replace the damaged conduit.

4.9 Obligation to Provide Information to Utility. In addition to providing the information required by Rule 9, Subsection A.2.c and within ten (10) days of Utility's written request, Applicant must provide information and documentation requested by Utility, including but not limited to absorption information, information and documentation relating to the amount(s) Applicant paid, if any, for third-party Property Rights, and information and documentation relating to the actual cost of Applicant's non-cash contributions to Utility under Rule 9, Section A.12.a.

5. Property Rights;Ownership and Lien Release(s)

- 5.1 Obligation to Acquire and Convey Property Rights. Applicant must, without cost to Utility, grant and convey, or obtain for Utility, all Property Rights that Utility deems it requires for the Utility facilities (or any portion thereof) affected under this Agreement. In Utility's discretion and at Applicant's Total Cost, Utility may obtain an appraisal(s) of the Property Rights.
- 5.2 Condition to Commencing Construction. Utility is not obligated to commence construction of any facilities until after the required Property Rights are permanently granted to Utility in a manner that is satisfactory to Utility as to both location and form (including but not limited to the type of Property Rights, dimensions of the Property Rights area and terms and conditions relating to the Property Rights).
- 5.3 Ownership of Facilities and Equipment. All facilities constructed and equipment installed by Applicant and Utility, including Betterments, under this Agreement are property owned, maintained, and controlled by Utility upon Utility's Acceptance. Utility (not Applicant) owns all material Utility orders for the Project for use on Utility's side of the Point of Delivery. Upon Utility's written request, Applicant will sign and deliver a bill of sale in a form acceptable to Utility that conveys all of Applicant's rights, title and interest in the Rule 9, Section A.12.a improvements to Utility and certifies that these improvements are free of liens and other encumbrances. Utility has the right to use, and allow other Customers to use, these improvements for any purpose. Utility may also allow designated telecommunications carriers and cable television companies to use these improvements if Utility is required to do so by the federal Telecommunications Act or other applicable Laws. If Applicant requests that spare conduit be installed in connection with this Agreement and pays the Total Costs associated with that conduit, Utility is not required to reserve that conduit for Applicant and may use it for other Customers and allow designated telecommunications carriers and cable television companies to use that conduit.



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- 5.4 Release of Lien or Claim. Upon Utility's written request, Applicant must furnish to Utility a complete release of any lien or claim and receipts covering in full all labor, material, and equipment for which a lien could be filed in relation to the Rule 9, Section A.12.a improvements.

6. Guarantees

- 6.1 Guarantee Against Defects. Applicant guarantees, regardless of Utility's Acceptance, all work Applicant and its contractors/subcontractors perform and all material and equipment they furnish under this Agreement against defects in materials and workmanship for a period of two (2) year following completion of the Project. Applicant also guarantees any corrective work and replaced or repaired materials against defects for an additional two-year period following completion of the work.
- 6.2 Utility's Option to Remedy Defect. Utility may, at its option and Applicant's sole Total Cost, either itself remedy or require Applicant to remedy any defect in materials or workmanship provided by Applicant and its contractors/subcontractors that develop during the two-year period provided for in Section 6.1. The option and obligation to repair extend to any damage to facilities or work caused by the particular defect or repair of the defect. Applicant must remedy the defect(s) to Utility's satisfaction. Should Utility choose to remedy a defect, Applicant must pay Utility all amounts it incurred within sixty (60) days of receiving an invoice from Utility.
- 6.3 Modification or Relocation of Electric Facilities. If Applicant requests that the Line Extension or relocation be constructed prior to the establishment of final grade or the alignment of the roads, streets, or alleys and a conflict arises, Applicant is responsible for the Total Cost to relocate, modify and remove the electric facilities in accordance with Rule 9, Section A.10. Any replacement Property Rights Utility determines are needed must be granted to Utility in a manner that is satisfactory to Utility as to both location and form (including but not limited to the dimensions of the Property Rights area and terms and conditions relating to the Property Rights).

7. Default

- 7.1 Procedure. If a Party ("**Defaulting Party**") fails to comply with the terms and conditions of this Agreement, within ten (10) days of receiving written notice of such failure from the other Party ("**Non-Defaulting Party**"), the Defaulting Party and Non-Defaulting Party must meet and cooperate in good faith to expedite a solution of the breach. If no solution is reached and the failure continues for thirty (30) days after the meeting between the Defaulting Party and Non-Defaulting Party (or after this meeting was scheduled to occur), then the Non-Defaulting Party is entitled to declare the Defaulting Party in default and is entitled to all remedies authorized by law, with the exception that Utility's failure to achieve any scheduled date that is dependent on Applicant's or a third-party's performance is not an event of default.
- 7.2 Notice to Utility's Legal Department. In addition to sending written notice to Utility's Project Coordinator and to the Utility department identified in Section 13.2, Applicant must also send a copy of any notice required under Section 7 to Utility's Legal Department at the address specified in the "Notices" Section of the Agreement.

8. Confidentiality

- 8.1 Exchanging Information. Utility might provide Applicant with information to be used in complying with the Agreement. Some or all of this information, including, but not limited to, oral information, documents, supplier information, files, drawings, and data, might be confidential.



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- 8.2 Labeling Information Confidential. If Utility wants information to be treated as confidential, Utility must label the written information as "CONFIDENTIAL" or inform Applicant that non-written information requires confidential treatment ("**Confidential Information**").
- 8.3 Protection of Confidential Information.
- (A) Applicant's Obligation to Keep Information Strictly Confidential and Not Disclose It. Applicant must keep the Confidential Information strictly confidential and in a secure location. Applicant must also keep any discussion regarding Confidential Information strictly confidential. Applicant must not disclose any Confidential Information or a discussion regarding Confidential Information to any Person except as expressly provided in this "Confidentiality" Section or as otherwise approved in writing in advance by Utility.
- (B) Additional Protection of Information. If Utility has failed to label or advise Applicant that certain information requires protection, the restrictions and limitations in this "Confidentiality" Section will also apply to the receipt of non-public information that Applicant should reasonably recognize as being confidential. But Applicant will not be in breach of its obligations under this "Confidentiality" Section if it reasonably fails to recognize as confidential any information Utility failed to label, or advise Applicant is, confidential.
- (C) Transmitting Information. If Applicant transmits any Confidential Information electronically or discusses the Confidential Information in an email, it must encrypt the email and all attachments to it and insert "[CONFIDENTIAL]" as the first word in the subject line of the email.
- 8.4 Return or Destruction of Confidential Information. Upon Utility's request, Applicant must promptly either return to Utility, or certify the destruction of, all Confidential Information that Applicant received, together with all copies, excerpts, notes and documents derived or generated from the Confidential Information.
- 8.5 Sharing Confidential Information. Applicant may disclose Confidential Information to its Affiliates, attorneys, consultants, contractors and subcontractors (individually, "**Other Party**" and collectively, "**Other Parties**"); provided, however, that (A) Utility approves disclosure to the Other Party in writing in advance and (B) the Other Party signs (and delivers to Utility) an agreement in a form acceptable to Utility in which the Other Party agrees (1) to be bound by the terms of this "Confidentiality" Section, (2) to submit to the jurisdiction of the District Court, Washoe County, Nevada, or any Nevada court in Washoe County with jurisdiction in or over that matter, for purposes of enforcement of that agreement and this "Confidentiality" Section, and any ancillary proceedings regarding interpretation, enforcement or effect of those agreements and (3) to such other terms and conditions Utility may reasonably require. Utility reserves the right to refuse to approve or agree to the disclosure of Confidential Information to any Person.
- 8.6 Request for Confidential Information Through Legal Process. Notwithstanding anything to the contrary in this "Confidentiality" Section, if Applicant is requested by a third party or might be legally compelled to disclose any Confidential Information, to disclose excerpts, notes or documents derived or generated from the Confidential Information, or to disclose discussions regarding the Confidential Information, it must provide Utility with immediate written notice after Applicant learns that a disclosure is requested or may be compelled, so that Utility may seek a protective order, injunction, or any other remedy. The written notice must identify with particularity the Confidential Information that is the subject of the request or for which disclosure may be compelled. If a protective order, injunction, or other remedy is not obtained, Applicant will furnish only that portion of the Confidential Information that Applicant is legally required to disclose. Applicant will cooperate with Utility's counsel, at Applicant's Total Cost, if Utility seeks to obtain a protective order, injunction, or other remedy or other reliable assurance that confidential treatment will be accorded the Confidential Information.



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8.7 Rights and Limitations. Utility does not grant any right or license, by implication or otherwise, to Applicant as a result of Utility's disclosure or discussion of Confidential Information. Utility makes no representation or warranties regarding the accuracy or completeness of this information. Applicant expressly recognizes that this information is provided "AS IS, with all faults" and Utility makes NO WARRANTIES, EXPRESS OR IMPLIED STATUTORY OR OTHERWISE, WITH RESPECT TO THE CONFIDENTIAL INFORMATION AND EXPRESSLY DISCLAIMS ALL IMPLIED WARRANTIES.

9. Force Majeure

- 9.1 Notice of Force Majeure Event. If a Force Majeure Event occurs or is anticipated, the affected Party must promptly notify the other Party in writing of the Force Majeure Event. This notice must include a description, cause and estimated duration of the Force Majeure Event. Regardless of the cause, Applicant's failure or inability to pay some or all of the Total Costs is not a Force Majeure Event.
- 9.2 Duty to Mitigate Effects of Delay. The affected Party must exercise Commercially Reasonable Efforts to shorten, avoid, and mitigate the effects of the Force Majeure Event.
- 9.3 Notice of Resumption of Performance. The affected Party must promptly notify the other Party in writing when the Force Majeure Event has ended and when performance will resume.
- 9.4 Liability Termination Option. Utility is not liable to Applicant for Total Costs incurred as a result of any delay or failure to perform as a result of a Force Majeure Event. In accordance with Rule 9, Section A. 27.c.4 and with prior written notice to Applicant, Utility may terminate the Agreement without liability to Applicant provided Utility, in consultation with Applicant, first determines the Force Majeure Event renders Project performance impossible or impractical.
- 9.5 Notice to Utility's Legal Department. In addition to sending notices required under this "Force Majeure" Section to the Project Coordinator, Applicant must also send a copy of all required notices to Utility's Legal Department at the address specified in the "Notices" Section of this Agreement.

10. Representations

- 10.1 No Pending Actions, Suits or Proceedings. Applicant represents that to its knowledge as of the date of this Agreement, there are no actions, suits or proceedings pending or threatened against Applicant in any court or before any administrative agency that would prevent its performance under this Agreement.
- 10.2 Authority. Each Party has taken all actions as may be necessary or advisable and proper to authorize this Agreement, the execution and delivery of it, and the performance contemplated in it. The individuals executing this Agreement state and acknowledge that they are authorized and empowered to do so on behalf of the Party so designated.

11. Miscellaneous Provisions

- 11.1 Indemnity. Applicant will indemnify and hold harmless Utility and all of its affiliates and all of their respective directors, officers, employees, representatives and agents (collectively, "**Indemnified Parties**") from and against any and all thirdparty claims, demands and lawsuits, including those for personal injury, death and property damage, against one or more Indemnified Parties (and all associated judgments, damages, losses, liabilities, fines, penalties and attorney's fees and expenses) based in whole or in part on (1) any violation or breach of any Property Rights for the Project or any



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agreements or instruments creating or evidencing any Property Rights for the Project (collectively, "**Property Rights Documents**") by Applicant or any of its contractors or any of their respective subcontractors, directors, officers, employees, representatives or agents ("**Responsible Parties**"); (2) any requirement of or obligation imposed by any Property Rights or Property Rights Documents in connection with any Rule 9, Section A.12.a improvements or other work performed by one or more Responsible Parties in connection with this Agreement (the "**Work**"); or (3) any violation of applicable Law or of a Permit by one or more Responsible Parties in connection with the Work (all of the foregoing being collectively, "**Indemnified Claims**"). Additionally, at Utility's election, Applicant will defend an Indemnified Party(ies) against Indemnified Claims. This indemnity will be effective regardless of any negligence (whether active, passive, derivative, joint, concurrent or comparative) on the part of the Indemnified Parties. Applicant expressly waives all immunity given to Applicant under the workers' compensation or other employee benefits Laws of any state or jurisdiction that conflict with Applicant's obligations under this Section.

- 11.2 Utility's Tariff Schedules: Commission. This Agreement is made by the Parties pursuant to Utility's Tariff Schedules. Those Tariff Schedules apply to this Agreement, are binding on the Parties and supersede any portion of this Agreement should a conflict arise. However, Rule 9 is the version in effect on the Effective Date unless otherwise specified. Notwithstanding Section 11.10, this Agreement is, at all times, subject to such changes or modifications by the Commission as the Commission may from time to time direct in the exercise of its jurisdiction. This Section survives default, expiration, or termination of this Agreement or excuse of performance.
- 11.3 Integration. This Agreement, together with documents executed with the same formality as this Agreement, represent the entire and integrated agreement between Utility and Applicant and supersedes all prior and contemporaneous communications, representations, and agreements, whether oral or written, relating to the subject matter of this Agreement.
- 11.4 Assignment. This Agreement is binding upon the successors and assigns of Applicant effective upon receipt of written consent of Utility, such consent not to be unreasonably withheld. However, no assignment is effective until after the requirements in Rule 9, Section A.19 are complied with, including but not limited to (A) Applicant's successor or assignee agrees in writing to assume all obligations and liabilities under this Agreement and (B) Applicant (in Utility's discretion) agrees in writing to continuing liability in connection with certain obligations.
- 11.5 Limitation of Damages. Notwithstanding anything to the contrary, Utility is not liable to Applicant for any consequential, indirect, exemplary or incidental damages, including but not limited to damages based upon delay, lost revenues or profits. This Section survives default, expiration, or termination of this Agreement or excuse of performance.
- 11.6 Choice of Law and Venue. This Agreement is governed by and will be construed in accordance with the laws of the State of Nevada, without giving effect to its choice or conflicts of law provisions. All actions that are beyond the scope of the Commission's jurisdiction must be initiated in the courts of Washoe County, Nevada or the federal district court with jurisdiction over Washoe County, Nevada. The Parties agree they will not initiate an action against each other in any other jurisdiction.
- 11.7 No Waiver. The failure of either Party to enforce any of the provisions of this Agreement at any time, or to require performance by the other Party of any of the provisions of this Agreement at any time, will not be a waiver of any provisions, nor in any way affect the validity of this Agreement, or the right of any Party to enforce each and every provision.
- 11.8 Independent Contractor. Neither Applicant nor Utility is, nor will they be deemed to be, for any purpose, the agent, representative, contractor, subcontractor or employee of the other by reason of this Agreement. Nothing in this Agreement or any contract or subcontract by Applicant will create any contractual relationship between Applicant's employee, agent, contractor or subcontractor and Utility.



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- 11.9 Interpretation. Each Party to this Agreement acknowledges that it has carefully reviewed this Agreement and that each fully understands and has participated in drafting its provisions, and, accordingly, the normal rules of construction to the effect that any ambiguities are to be resolved against the drafting party are not to be employed or used in any interpretation of this Agreement.
- 11.10 Amendments. Any changes, modifications, or amendments to this Agreement are not enforceable unless consented to in writing by the Parties and executed with the same formality as this Agreement.
- 11.11 No Third-Party Beneficiaries. Nothing expressed or implied in this Agreement is intended, or should be construed, to confer upon or give any Person not a party to this Agreement, such as a Party's contractors, any third-party beneficiary rights, interests, or remedies under or by reason of any term, provision, condition, undertaking, warranty, representation, or agreement contained in this Agreement.
- 11.12 Remedies. All rights and remedies of a Party provided for in this Agreement will be cumulative and in addition to, and not in lieu of, any other remedies available to a Party at law, in equity, or otherwise.
- 11.13 Headings; Exhibits; Cross References. The headings or section titles contained in this Agreement are used solely for convenience and do not constitute a part of this Agreement, nor should they be used to aid in any manner in the construction of this Agreement. All exhibits attached to this Agreement are incorporated into this Agreement by reference. All references in this Agreement to Sections, Subsections, and Exhibits are to Sections, Subsections, and Exhibits of or to this Agreement, unless otherwise specified. And, unless the context otherwise requires, the singular includes the plural and the plural includes the singular and the neuter includes feminine and masculine.
- 11.14 Discretion. Reference in this Agreement to the "discretion" of a Party means the Party's sole and absolute discretion. Such discretion is not subject to any external standard, including but not limited to any standard of custom or reasonableness.
- 11.15 Severability. If any portion or provision of this Agreement is invalid, illegal, or unenforceable, or any event occurs that renders any portion or provision of this Agreement void, the other portions or provisions of this Agreement will remain valid and enforceable. Any void portion or provision will be deemed severed from this Agreement, and the balance of this Agreement will be construed and enforced as if this Agreement did not contain the particular portion or provision held to be void. The Parties further agree to amend the Agreement to replace any stricken portion or provision with a valid provision that comes as close as possible to the intent of the stricken portion or provision.
- 11.16 Counterparts. The Parties may execute this Agreement in counterparts. Each of these counterparts, when signed and delivered, is deemed an original and, taken together, constitutes one and the same instrument. A facsimile or email copy of a signature has the same legal effect as an originally-drawn signature.
- 11.17 Performance of Acts on Business Days. Any reference in this Agreement to time of day refers to local time in Nevada. All references to days in this Agreement refer to calendar days, unless stated otherwise. Any reference in this Agreement to a "business day" refers to a day that is not a Saturday, Sunday or legal holiday (or observed as a legal holiday) for Nevada state governmental offices under the Nevada Revised Statutes. If the final date for payment of any amount or performance of any act required by this Agreement falls on a Saturday, Sunday or legal holiday, that payment is required to be made or act is required to be performed on the next business day.
- 11.18 [INTENTIONALLY OMITTED]



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11.19 Jury Trial Waiver. TO THE FULLEST EXTENT PERMITTED BY LAW, EACH OF THE PARTIES HERETO WAIVES ANY RIGHT IT MAY HAVE TO A TRIAL BY JURY IN RESPECT OF LITIGATION DIRECTLY OR INDIRECTLY ARISING OUT OF, UNDER OR IN CONNECTION WITH THIS AGREEMENT. EACH PARTY FURTHER WAIVES ANY RIGHT TO CONSOLIDATE ANY ACTION IN WHICH A JURY TRIAL HAS BEEN WAIVED WITH ANY OTHER ACTION IN WHICH A JURY TRIAL CANNOT BE OR HAS NOT BEEN WAIVED.

12. Term and Termination

- 12.1 Term of Agreement. This Agreement is effective on the Effective Date and will continue for a term of five (5) years unless terminated earlier under this Agreement.
- 12.2 Termination of Project by Applicant or Mutual Agreement. Applicant may terminate the Project with prior written notice to Utility. If Applicant terminates the Project, this Agreement will terminate thirty (30) days after Utility receives that termination notice. If the Parties mutually agree to terminate the Project, Utility will document that in a writing sent by Utility to Applicant; and, this Agreement will terminate thirty (30) days thereafter.
- 12.3 Termination of Project by Utility. Utility may terminate the Project in accordance with Rule 9, Section A.27.c. If Utility terminates the Project under Rule 9, Section A.27.c(2) or Rule 9, Section A.27(c)(3), this Agreement will terminate thirty (30) days after Utility provides Applicant with written confirmation that Utility met and conferred with Applicant, or made Commercially Reasonable Efforts to do so.
- 12.4 Surviving Obligations. Any default or termination of this Agreement or excuse of performance for a Force Majeure Event or otherwise does not release Applicant from any liability or obligation to Utility for:
- (A) Obligations under Section 4.3;
 - (B) Obligations under Section 4.4;
 - (C) Obligations under Section 4.7;
 - (D) Obligations under Section 5;
 - (E) Obligations under Section 6;
 - (F) Obligations under Section 8;
 - (G) Obligations that arise under Section 11.1; and
 - (H) Paying the Total Costs associated with this Agreement incurred before default or termination or excuse of performance and paying Total Costs that result from default, termination and excuse of performance.

The provisions of Section 4.5, Section 4.6, Section 11.2, Section 11.5, Section 11.6, Section 11.19 and Section 13 continue to apply to this Section.

13. Notices

- 13.1 Method of Delivery: Contacts. Each notice, consent, request, or other communication required or permitted under the Agreement must be in writing, delivered personally, sent by electronic mail or sent by certified mail (postage prepaid, return receipt requested) or by a recognized international courier, and addressed to the Party's Project Coordinator's as follows:



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Utility:

NV Energy
Bowman, Robert (NV Energy)
Physical Address: 875 E. Long St, Carson City, NV 89706
Mailing Address: P.O. Box 10100, Mail Code: R77CSE, Reno, NV 89520
Telephone No.: (775)834-2908
Email Address: Robert.Bowman@nvenergy.com

Applicant:

Kingsbury General Improvement District
Mitchell Dion
Physical Address: 255 Kingsbury Grade, Stateline, NV 89449
Mailing Address: 255 Kingsbury Grade, Stateline, NV 89449
Telephone No.: 775-588-3548
Email Address: mitch@kgid.org

- 13.2 Additional Notice to Utility. For any notice given by Applicant to Utility under Section 7, Section 8.6, Section 9, Section 12.2, Rule 9, Section A.28, Rule 9, Section A.32.b, Rule 9, Section A.32.d, to review certain CIAC True-up Support or to review certain Total Cost True-up Support, Applicant must also send a copy to:

NV Energy
Attn.: Rule 9 Contract Administration
7155 Lindell Rd M/S B90SD
Las Vegas, NV 89118
Email Address: Rule9department@nvenergy.com

- 13.3 Notice to Utility's Legal Department. For any notice given by Applicant to Utility under Section 7, Section 8.6, Section 9, Section 12.2 or Rule 9, Section A.28, Applicant must also send a copy to Utility's Legal Department. Notwithstanding Section 13.1, this notice is not effective if provided through electronic mail and may only be delivered to the following address:

NV Energy
Attn: Legal Department
6226 West Sahara Avenue, M/S 3A
Las Vegas, Nevada 89146

- 13.4 Receipt of Notice: Change of Information. Each notice, consent, request, or other communication required or permitted under this Agreement is deemed to have been received by the Party to whom it was addressed (A) when delivered if delivered personally; (B) on the third business day after the date of mailing if mailed by certified mail; (C) on the date the Party sends the electronic mail provided that Party does not receive a failed delivery notification; or (D) on the date officially recorded as delivered according to the record of delivery if delivered by courier. Each Party may change its Project Coordinator or contact information for purposes of the Agreement by giving written notice to the other Party in the manner set forth above.

14. Definitions

- 14.1 Terms Defined in Rule 1. As used in this Agreement, the following capitalized terms have the meanings ascribed to them in Rule 1: Commission; Contribution in Aid of Construction ("**CIAC**"); Customer; Maximum Demand; Line Extension; Service; Standards.



RULE 9
LINE EXTENSION AGREEMENT

Project ID: 3010792539
Project Title: E-160 PINE RIDGE DRIVE-
FP-COMM-KINGSBURY
GENERAL IMPROVEMENT
DISTRICT
Agreement No.: 101859

- 14.2 Terms Defined in Rule 9. As used in this Agreement, the following capitalized terms have the meanings ascribed to them in Rule 9: Advance; Advance Subject to Potential Refund; Affiliate; Allowance True-up; Alteration of Existing Facilities; Commercially Reasonable Efforts; Construction Complete; Contingent Facilities; Estimated Total Costs; Maximum Allowance; Person; Project; Property Rights; Proportionate Share Allocation; Refund; Tax Gross-up; Total Costs; Total Cost True-up; Total Cost True-up Support; Up-front Allowance.
- 14.3 Additional Definitions. In addition to the terms defined elsewhere in this Agreement, as used in this Agreement, the capitalized terms below will have the following definitions:
- (A) Acceptance: Utility's written acknowledgement that a particular component of applicable drawings or work is, to the best of its knowledge, compliant with applicable Utility Standards.
 - (B) Betterment: Any deviation or upgrade to the Project made primarily for the benefit of and at a Party's voluntary election that involves:
 - (1) Facilities in excess of the Minimum Requirements necessary to meet the Applicant's requirements for Service or Utility's requirements for an Alteration of Existing Facilities; or
 - (2) An alternate route for the facilities as set forth in Rule 9, Section A.5.
 - (C) Development: Applicant's project for which Applicant has requested that Utility prepare the Design for new Service and/or an Alteration of Existing Facilities.
 - (D) Effective Date: The date this Agreement is last signed below.
 - (E) Electric System: Utility's underground and/or above-ground communication facilities and electric line systems for the distribution and transmission of electricity.
 - (F) Force Majeure Event: An event or condition that is beyond the affected Party's control, occurs without the fault or negligence of the affected Party and renders Project performance impossible or impractical. Force Majeure may include, but is not limited to, government agency orders, war, riots, acts of terrorism, civil insurrection, fires, floods, earthquakes, epidemics, weather, strikes, lock-outs, work stoppages and other labor difficulties.
 - (G) Law: Any federal, state, or local code, ordinance, rule, statute, enactment, regulation, or order. Any specific reference to a Law in this Agreement refers to the Law as amended from time to time unless otherwise specified.
 - (H) Permit: Any applicable approval, permit, consent, waiver, exemption, variance, franchise, order, authorization, right, action, or license required from any federal, state, or local governmental authority, agency, court or other governmental body having jurisdiction over the matter in question which is necessary for the Parties to perform their obligations under this Agreement and under the applicable Laws. Any specific reference to a Permit in this Agreement refers to the Permit as amended from time to time unless otherwise specified.
 - (I) Project Coordinator: The individual with authority to act on behalf of Utility or Applicant for purposes of the Agreement, as identified in Section 13.1.
 - (J) Project ID or PID: The identification number Utility assigns to a Project.
 - (K) Property: The premise(s) owned or controlled by Applicant commonly known as 160 Pine Ridge and further described as being within Assessor's Parcel Number(s) (APN(s)) 131823411001



RULE 9
LINE EXTENSION AGREEMENT

Project ID: 3010792539
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DISTRICT
Agreement No.: 101859

- (L) Rule 1: Utility's Electric Service Rule No. 1, Definitions. Rule 1 is part of the Tariff Schedules.
- (M) Rule 9: Utility's Electric Service Rule No. 9, Electric Line Extensions. Rule 9 is part of the Tariff Schedules.
- (N) Tariff Schedules: The entire body of effective rates, charges, and rules, collectively, of Utility as set forth in its rate schedules and rules for electric Customers, as those rates, charges, and rules are amended from time to time.

[signature page follows]



**RULE 9
LINE EXTENSION AGREEMENT**

Project ID: 3010792539
Project Title: E-160 PINE RIDGE DRIVE-
FP-COMM-KINGSBURY
GENERAL IMPROVEMENT
DISTRICT
Agreement No.: 101859

UTILITY:

Sierra Pacific Power Company d/b/a NV Energy

By: _____
Printed Name: _____
Title: _____
Date: _____

APPLICANT:

Kingsbury General Improvement District

By: _____
Signature
Printed Name: _____
Title: _____
Date: _____



**RULE 9
LINE EXTENSION AGREEMENT**

Project ID: 3010792539
Project Title: E-160 PINE RIDGE DRIVE-
FP-COMM-KINGSBURY
GENERAL IMPROVEMENT
DISTRICT
Agreement No.: 101859

**Exhibit A
Design**

[Attached]

DESIGNED BY	DATE
REVIEWED BY	DATE
APPROVED BY	DATE

Call 811
To report
an underground utility
before you dig

Call 1-800-227-9289

NV ENERGY CONTACT INFORMATION:
COORDINATOR: BOBBIAN, ROBERT
OFFICE #: 775-354-2500
FAX #: 775-354-2500
DESIGNER: BOBBIAN, ROBERT
INSPECTION HOTLINE #: 888.999-1555

CUSTOMER CONTACT INFORMATION:
CUSTOMER: KINGSBURY GENERAL IMPROVEMENT DISTRICT
ATTENTION: MICHELLI DIAN
PHONE #: 775-568-3548
FAX #: MICHELLI@IGD.GOV
CUSTOMER REP. #: AFSA FISHER
PHONE #: 775-782-8920
EMAIL: michelli@igd.gov

SOURCE INFORMATION:
PROJECT #: 1318-2-3
DATE: 13182341001
LOCATION: 14-KV NORN OUT OF ROUNDHILL SUB



E-160 PINE RIDGE DRIVE-FP-COMM-KINGSBURY GENERAL IMPROVEMENT DISTRICT

PROJECT #	3010792539
GAS #	
AUD #	3010792539
SCALE	1"=20'
SHEET #	E1 of E1

NV ENERGY TO FURNISH AND/OR INSTALL:

- APPROX. 100 CFT. FT. 18 (4) PRIMARY C/O 1-12-KV.
- APPROX. 75 CFT. FT. 0.5 SERVICE CABLE TO 1-400 AMP PANEL C/O 1-350 OR IN 1-17C.
- APPROX. 150 CFT. FT. 0.5 SERVICE CABLE TO 1-200 AMP PANEL C/O 1-270 OR IN 1-17C.
- APPROX. 150 CFT. FT. 0.5 SERVICE CABLE TO 1-200 AMP PANEL C/O 1-270 OR IN 1-17C.

NV ENERGY TO REMOVE:

- APPROX. 75 CFT. FT. C/O 0.5 SERVICE CABLE TO 1-400 AMP PANEL C/O 1-350 OR IN 1-17C.

APPLICANT TO FURNISH AND/OR INSTALL:

- APPLICANT IS RESPONSIBLE FOR MATERIALS CONTRACT AND INSTALLING A WALL LINE THAT MEETS THE REQUIREMENTS OF THE 2015 NEC. APPROXIMATELY 100 CFT. FT. OF 18 (4) PRIMARY C/O 1-12-KV.
- APPLICANT IS RESPONSIBLE FOR MATERIALS CONTRACT AND INSTALLING A WALL LINE THAT MEETS THE REQUIREMENTS OF THE 2015 NEC. APPROXIMATELY 75 CFT. FT. OF 0.5 SERVICE CABLE TO 1-400 AMP PANEL C/O 1-350 OR IN 1-17C.
- APPLICANT IS RESPONSIBLE FOR MATERIALS CONTRACT AND INSTALLING A WALL LINE THAT MEETS THE REQUIREMENTS OF THE 2015 NEC. APPROXIMATELY 150 CFT. FT. OF 0.5 SERVICE CABLE TO 1-200 AMP PANEL C/O 1-270 OR IN 1-17C.

GENERAL COMMENTS:

CALL THE INSPECTION REQUEST LINE (775)354-2577 AS EARLY AS POSSIBLE PRIOR TO START OF ALL WORK. ALL WORK SHALL BE IN ACCORDANCE WITH THE 2015 NEC. APPROXIMATELY 100 CFT. FT. OF 18 (4) PRIMARY C/O 1-12-KV.

ALL MATERIAL SHALL BE ON THE JOB SITE PRIOR TO THE START OF ANY WORK BY THE CONTRACTOR.

CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE 2015 NEC. APPROXIMATELY 75 CFT. FT. OF 0.5 SERVICE CABLE TO 1-400 AMP PANEL C/O 1-350 OR IN 1-17C.

APPLICANT SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS PRIOR TO THE START OF ANY WORK BY THE CONTRACTOR.

ALL WORK SHALL BE IN ACCORDANCE WITH THE 2015 NEC. APPROXIMATELY 150 CFT. FT. OF 0.5 SERVICE CABLE TO 1-200 AMP PANEL C/O 1-270 OR IN 1-17C.

ALL MATERIAL SHALL BE ON THE JOB SITE PRIOR TO THE START OF ANY WORK BY THE CONTRACTOR.

CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE 2015 NEC. APPROXIMATELY 100 CFT. FT. OF 18 (4) PRIMARY C/O 1-12-KV.

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CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE 2015 NEC. APPROXIMATELY 150 CFT. FT. OF 0.5 SERVICE CABLE TO 1-200 AMP PANEL C/O 1-270 OR IN 1-17C.

APPLICANT SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS PRIOR TO THE START OF ANY WORK BY THE CONTRACTOR.

PANEL SPECIFICATION SUBMITTALS REQUIRED

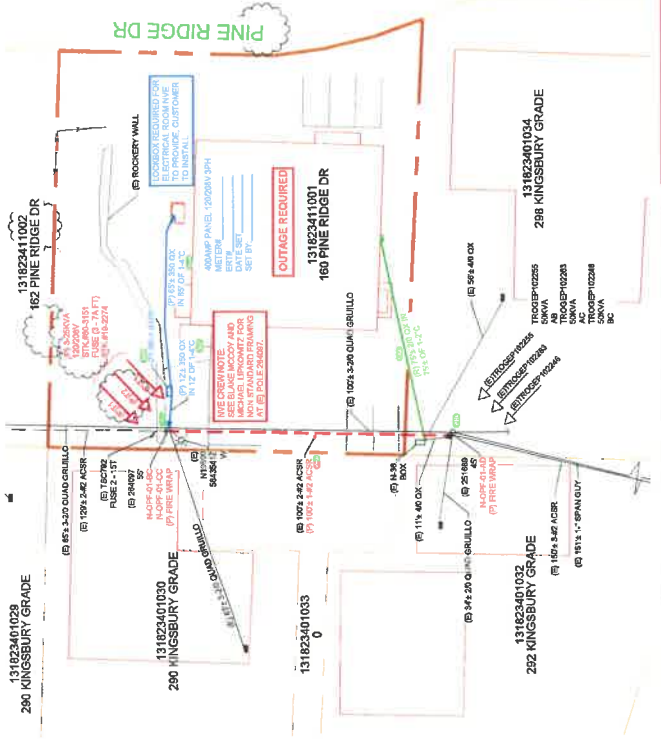
NV ENERGY APPROVED PLANS SHALL BE ON SITE DURING CONSTRUCTION AND INSPECTION

CUSTOMER IS RESPONSIBLE FOR BALANCING 3PH LOAD WITHIN THE ELECTRICAL PANEL

METER PANEL ADDRESS TAG MUST COMPLY WITH IWE STD. 618/000TH SECTION 3.3

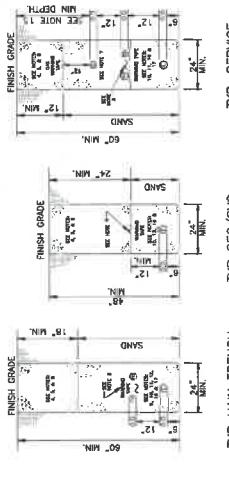
SYMBOLS ARE NOT TO SCALE AND DO NOT NECESSARILY REPRESENT ACTUAL LOCATIONS OF UTILITIES.

DO NOT OPERATE ANY ENERGY EQUIPMENT ON NV ENERGY PROPERTY WITHOUT THE AUTHORITY OF NV ENERGY EMPLOYEES ONLY.



THIS PROJECT IS LOCATED WITHIN A TIER 3 FIRE AREA AND A WILDLAND URBAN INTERFACE (WUI) AREA.

A PRE CONSTRUCTION MEETING IS REQUIRED ON ALL PROJECTS PLEASE CALL CARSON OPERATIONS AT (775)354-2577 TO SCHEDULE 48 HOURS PRIOR TO CONSTRUCTION.



SEE IWE DETAILS SUBRITX, TEG01H, AND TEG004 FOR SPECIFIC NOTES AND ADDITIONAL REQUIREMENTS.

PRIMARY OR SECONDARY TRENCH DETAIL
TYP. SERVICE TRENCH DETAIL

Tahoe Regional Planning Agency Notes

1. All areas disturbed by construction shall be revegetated in accordance with the TRPA Handbook of Best Management Practices and Living with Fire, Lake Tahoe Basin, Second Edition.
2. All access excavated materials shall be hauled away from the project site.
3. The permittee shall submit a project construction schedule to TRPA prior to permit acknowledgement. Said schedule shall include completion dates for each item of construction, as well as item for installation.
4. The permittee shall submit a TRPA application for a TRPA permit.
5. The maximum volume of dirt removed per pole is 0.8 cubic yards (assuming 1.5" diameter pole buried 7' deep).

NOTE: DEVELOPER IS RESPONSIBLE FOR ADHERING TO IWE GAS AND ELECTRIC STANDARDS. CONSTRUCTION STANDARDS CAN BE FOUND ONLINE AT THE FOLLOWING WEB SITE:
www.nvenergy.com/business/building-ene-new-construction-north





**RULE 9
LINE EXTENSION AGREEMENT**

Project ID: 3010792539
Project Title: E-160 PINE RIDGE DRIVE-
FP-COMM-KINGSBURY
GENERAL IMPROVEMENT
DISTRICT
Agreement No.: 101859

**Exhibit B
Cost Worksheet**

[Attached]

Cost Worksheet ("Exhibit - B")



Project ID : 3010792539 **Project Title :** E-160 PINE RIDGE DRIVE-FP-COMM-KINGSBURY GENERAL IMPROVEMENT DISTRICT
Units : 1 **kVA :** 66
Estimate Version : 3 **Estimate Request Number :** 91419
Contract Type : **NVEnergy Contact :** Robert Bowman
Substation PID :

Cost Estimate Summary				
	Total Cost Estimate	Applicant Minimum	Applicant Non-Refundable	NVEnergy Responsibility
Labor & Overhead	13,055.29	13,055.29	230.69	0.00
Material & Overhead	13,871.14	13,871.14	0.00	0.00
DCA	0.00	0.00	0.00	0.00
Substructure	0.00	0.00	0.00	0.00
Permits & Vouchers	0.00	0.00	0.00	0.00
Applicant Installed Costs	0.00	0.00	0.00	0.00
Contingency Cost	0.00	0.00	0.00	0.00
Total Amount	26,926.00	26,926.00	231.00	0.00

Advance Calculation					
Refundable		Non-Refundable		North Street Light Non Refundable	
		A	C		
Total Customer Minimum Cost Subject to Refund	26,696.00	Total Customer Minimum NonRefundable	231.00	Total Street Light Customer Min Non Refundable cost	0.00
Proportionate Share	0.00	(Subject to Salvage Credit & Not Subject to Excess Allowance)		(Subject to Salvage Credit & Not subject To Street Light Allowance)	
Proportionate Share Waived	0.00	Salvage/Scrap To be applied		Salvage/Scrap To be applied	
Refund Subject to Allowance & Excess Salvage	26,696.00	Excess Salvage Credit to be applied from B	0.00	Excess Salvage Credit to be applied from D	0.00
Excess Salvage Credit from A & B to be applied to Refundable	0.00	Applicant Non-Refundable Cost	231.00	Applicant Non-Refundable Cost	0.00
Initial Allowance	0.00	(Not Subject to Street Light Allowance After applying Salvage Credit)		(Not Subject to Street Light Allowance After applying Salvage Credit)	
Total Refundable	26,696.00	B		D	
		Total Customer Minimum NonRefundable	0.00	Street Light Applicant Non-Refundable Cost	0.00
		(Subject to Salvage Credit & Initial Allowance)		(Subject to Salvage Credit & Streetlight Allowance)	
		Salvage/Scrap To be applied		Salvage/Scrap To be applied	
		Excess Salvage Credit to be applied from A	0.00	Excess Salvage Credit to be applied from C	0.00
		Total Customer Minimum NonRefundable	0.00	Street Light Applicant Non Refundable Cost	0.00
		(Subject to Initial Allowance After applying Salvage Credit)		(Subject to Streetlight Allowance After applying Salvage Credit)	
		Excess Allowance	0.00	Streetlight Allowance	0.00
		Total Customer Minimum NonRefundable	0.00	Street Light Applicant Non Refundable Cost	0.00
		(After applying Excess Allowance and Salvage Credit)		(After applying Streetlight Allowance and Salvage Credit)	
		Total Non-Refundable	231.00		
		Removal Cost Without Salvage	125.00		
		Rule 9 Removal of Existing Facilities	125.00		
		Streetlight Removal of Existing Facilities	0.00		
		Rule9 TotalTaxable NonRefundable Cost	106.00		
		Streetlight Total Taxable NonRefundable Cost	0.00		
		Rule9 Total NonTaxable NonRefundable Cost	125.00		
		Streetlight Total NonTaxable	0.00		

Cost Worksheet ("Exhibit - B")



Advance Summary

Advance Subject to Refund		Current Tax Rate	12.20
Non-Taxable Advance	0.00	Total Non-Taxable	125.00
Taxable Advance	26,696.00	Total Taxable (Less Tax)	26,802.00
Tax	3,257.00	Total Tax	3,448.00
Total Advance Subject to Refund	29,953.00	Total Contract Amount	30,375.00
		(subject to credits)	
Non-Refundable Advance			
Non-Taxable Advance	125.00		
Taxable Advance	106.00		
Tax	13.00	Customer Contributed facilities value	1,463.00
Substructures Tax	178.00		
Streetlight Non-Refundable Advance			
Street Light Non-Taxable Advance	0.00		
Street Light Taxable Advance:	0.00		
Street Light Tax	0.00	Street light Customer Contributed facilities	0.00
Street Light Substructures Tax	0.00		
Total Non-Refundable Advance	422.00		
Total Contract Amount	30,375.00		
(subject to credits)			
Applicant Installed Conduit Credit	0.00		
Streetlight Conduit Credit	0.00		
Applicant Installed Oversized Facilities Credit	0.00		
Applicant Installed Gas Mains Credit	0.00		
Applicant Installed Service	0.00		
Reimbursement Credit			
Utility Betterment Expenses			
Retention Percentage	0.00		
Applicant Credit	0.00		
Retention Amount	0.00		
Design Advance	3,000.00		
Total Applicant Advance/Credit	27,375.00		



**RULE 9
LINE EXTENSION AGREEMENT**

Project ID: 3010792539
Project Title: E-160 PINE RIDGE DRIVE-
FP-COMM-KINGSBURY
GENERAL IMPROVEMENT
DISTRICT
Agreement No.: 101859

**Exhibit C
Allowance Worksheet**

[Attached]

Allowance Worksheet ("Exhibit - C")



Project ID: 3010792539 Project Title : E-160 PINE RIDGE DRIVE-FP-COMM-KINGSBURY GENERAL IMPROVEMENT DISTRICT Substation PID: Short Life Years: N/A

Total Potential Future Refundable Including Tax \$29,953.00

Total Proposed Rule 9 Allowance \$0.00

*Note: Total Proposed Rule 9 Allowance excludes Street Light Allowance

Initial Rule 9 Allowance	Existing Load	Switch Gear Location/building ID	Rate Schedule	Primary or Secondary Svc	Estimated Demand	Meter Unit/KVA	Build out Factor	Allowance Mtr/Unit/KVA	Allowance Multiplier Unit/Meter/KVA	Short Life Adjustment	Initial Allowance
Yes	PER PLAN		GS-1 Secondary (<4kV- <50kW or <10000kWH)	Secondary	3.00	Meter	100.00%	3.00	\$6,423.00	X N/A	=\$ -\$19,269.00
No	PER PLAN		GS-2 Secondary (<4kV- 50kW-499kW)	Secondary	70.00	KVA	40.00%	28.00	\$239.00	X N/A	=\$ \$6,692.00

Potential Future Rule 9 Allowance
Initial Allowance -\$12,577.00
Total Initial Allowance Given \$0.00

Potential Future Rule 9 Allowance	Existing Load	Switch Gear Location/building ID	Rate Schedule	Primary or Secondary Svc	Estimated Demand	Meter Unit/KVA	Build out Factor	Allowance Mtr/Unit/KVA	Allowance Multiplier Unit/Meter/KVA	Short Life Adjustment	Potential Future Allowance
Yes	PER PLAN		GS-1 Secondary (<4kV- <50kW or <10000kWH)	Secondary	3.00	Meter	0.00%	0.00	\$6,423.00	X N/A	=\$ \$0.00
No	PER PLAN		GS-2 Secondary (<4kV- 50kW-499kW)	Secondary	70.00	KVA	60.00%	42.00	\$239.00	X N/A	=\$ \$10,038.00

Potential Future Allowance \$10,038.00
Less Credit From Initial Allowance -\$12,577.00
Total Potential Future Allowance \$0.00

ELEPA: Estimated Line Extension Project Allowance

Initial Allowance

The credit for the Allowance that Utility provides Applicant on the Effective Date based on Applicant's representation and Utility's reasonable expectation that the supporting number of meters and/or Demand will be initiated within the 12-month period following the completion of construction of the line extension facilities. Initial Allowance = ELEPA x Build-Out Factor

Total Proposed Rule 9 Allowance \$

The Potential Future Allowance will be granted up to the Estimated Refundable Subject to Allowance and Excess Amount from the Cost Worksheet attached to the Line Extension Agreement as Exhibit B.

Total Potential Future Refundable Including Tax \$

The Total Potential Future Refundable Dollars, inclusive of any CIAC Advanced or tax advanced, for the Line Extension Agreement. This amount does not correlate to this Allowance Worksheet, it is shown to help the customer determine easily how much of their Advance could potentially be refunded if all Allowance is meet, and/or there are sufficient Proportionate Share attachers to warrant a 100% refund of all Refundable Dollars Advanced as part of the Line Extension Agreement.

Allowance Worksheet ("Exhibit - C")



Build-Out Factor

A multiplier established by Utility to determine the percentage of ELEPA that shall be applied as Initial Allowance in accordance with Rule 9, Section 8.3. The multiplier varies by service type and rate class.

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

TITLE: PALISADES LIFT STATION REHABILITATION PROJECT

For Discussion and Possible Action. Receive presentation, discuss, and authorize the General Manager to award contract with Express Sewer & Drain, Inc. not to exceed \$105,000 for the rehabilitation of the Palisades Lift Station

MEETING DATE: 13 June 2023

PREPARED BY: Mitchell S. Dion, General Manager

RECOMMENDED ACTION: It is recommended that the Board approve awarding the project to Express Sewer & Drain, Inc. for an amount not to exceed \$105,000 and authorize the General Manager to execute contractual documents as necessary.

BACKGROUND INFORMATION: The Palisades Lift Station is one of the four lift stations owned and operated by Kingsbury General Improvement District. It is located near the intersection of Palisades Drive and Easy Street, in the draw and just above a tributary of Edgewood Creek.

Lift stations operate with harsh internal conditions, such as sulfuric acid vapors, which deteriorate components and concrete products. The Palisades lift station has been in service for many years and shows evidence of decay and prolific leakage.

The district hired DOWL engineering to evaluate and write the specifications needed for the rehabilitation. On June 2, 2023 a bid opening for the Palisades Lift Station Rehabilitation Project was conducted. A single bid was received by Express Sewer & Drain, Inc. with a bid price of \$105,000.00.

DOWL has evaluated the Express Sewer & Drain, Inc. Bid and finds that it complies with the prescribed requirements and considered “responsive”. They also performed a due diligence check on the company and concluded that this is a “responsible” bidder.

The work is anticipated to commence and be completed during August 2023.

INCLUDED:

- Recommendation to award letter
- Bid Tab

Fund impacted by above action:

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



June 5, 2023

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

Re: Recommendation of Award for:

Dear Mr. Dion,

On June 2, 2023 DOWL held a bid opening for the Palisades Lift Station Rehabilitation Project on behalf of Kingsbury General Improvement District. A single bid was received by Express Sewer & Drain, Inc. with a bid price of \$105,000.00.

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

Express Sewer & Drain, Inc. has over 5 years of experience in the construction industry and has performed similar projects in the past. Based on a review of their bid and background check, DOWL finds Express Sewer & Drain, Inc. as being a "responsible" Bidder and we recommend awarding them the Construction Contract.

I have attached the bid tab for your reference.

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

Regards,

A handwritten signature in blue ink, appearing to read "MVD".

Matt Van Dyne, PE
Senior Project Manager

BID OPENING FORM
Kingsbury General Improvement District
Palisades Lift Station Rehabilitation Project

Bid Opening Location: PlanetBids
 Date: Friday, June 2, 2023
 Time: 2:00 PM
 Owner: Kingsbury General Improvement District
 Engineer: DOWL

Bid Item	Description	Quantity	Units	ENGINEER'S OPINION OF PROBABLE COST		Express Sewer & Drain	
				Unit Price	Total	UNIT PRICE	TOTAL
1	Mobilization	1	LS	\$8,000.00	\$8,000.00	\$10,000.00	\$10,000.00
2	Traffic Control and Erosion Control	1	LS	\$4,000.00	\$4,000.00	\$5,000.00	\$5,000.00
3	Sewer Lift Station Wet Well Rehabilitation	1	LS	\$70,000.00	\$70,000.00	\$60,000.00	\$60,000.00
4	Upstream Sewer Manhole Rehabilitation	1	LS	\$10,000.00	\$10,000.00	\$30,000.00	\$30,000.00
5	20% Contingency	1	LS	\$18,400.00	\$18,400.00	\$0.00	\$0.00
Base Bid Total:					\$110,400.00		\$105,000.00

PERCENTAGE OF ENGINEER'S ESTIMATE

RANK
9

95%

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

**TITLE: APPROVE PROCURMENT OF COMPUTERIZED MAINTENANCE
MANAGEMENT SOFTWARE (CMMS) WITH BRIGHTLY SOFTWARE INC.**

For Discussion and Possible Action. Receive presentation, discuss, and provide authorization for the General Manager to award contract for CMMS with Brightly Software Inc.

MEETING DATE: 13 June 2023

PREPARED BY: Mitchell S. Dion, General Manager

RECOMMENDED ACTION: Authorization for the General Manager to award contract for CMMS with Brightly Software Inc. for a period of 5 years in the amount not to exceed \$48,000 using the Sourcewell cooperative public procurement program.

BACKGROUND INFORMATION: Maintenance management programs are a requirement of the U.S. Environmental Protection Agency for water and wastewater utilities. Kingsbury GID nor its' sewer maintenance service contract has or uses a maintenance management system. In addition to compliance liability the lack of a system results in less than reliable maintenance programs and increased operational expenses.

Computerized maintenance management systems have been the norm for utilities for many years and have proven to improve operational efficiency and provide meaningful management data as well as increase the customer experience. In addition to scheduling, tracking and documenting maintenance protocols for infrastructure such as pumps, valves, pipe cleaning, the system will be used to track customer service orders and is the basis for asset management.

The district has been in the evaluation and selection process for several months and Brightly Software is considered to be the best suited for the district. In addition, Brightly Software was preselected in the Sourcewell procurement process. This permits the district to bypass the need for multiple bids and provides more depth to the procurement due to the bid documents being prepared by Sourcewell. This includes the set up and integration.

This initial year expenditure is approximately \$14,800 and the four subsequent years are approximately \$8,000 each year. The district retains ownership of all the data if a different system is selected in the future. PacStates evaluated the system to ensure compatibility with our existing hardware and systems. Existing mobility units (tablets and phones) will be upgraded in the normal cycle to take advantage of the full set of options available within the software package.

The CMMS was identified and approved in the budget process.

INCLUDED:

- Brightly Software proposal

Fund impacted by above action:

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



PREPARED FOR

Kingsbury General Improvement District ("Subscriber")

Mitch Dion
General Manager
255 Kingsbury Grade
Stateline, NV 89449

PREPARED BY

Brightly Software Inc ("Company")
11000 Regency Parkway, Suite 300
Cary, NC 27518

Dude Solutions is now Brightly. Same world-class software, new look and feel.

Meet Brightly at brightlysoftware.com

PUBLISHED ON

May 02, 2023



Q-340051

Term: 59 months (06/01/2023 - 04/30/2028)

Services					
Item	Start Date	End Date	Pricing Based On	Discount % Sourcewell	Investment
Asset Essentials Enterprise	6/1/2023	4/30/2024	2,500.00 Population	21.00%	6,908.55 USD
- Facilities/ Physical Plant Module	6/1/2023	4/30/2024		21.00%	Included
- Treatment Plants Module	6/1/2023	4/30/2024		21.00%	Included
- Streets/ Signs/ Sidewalks Module	6/1/2023	4/30/2024		21.00%	Included
- Storm Water Module	6/1/2023	4/30/2024		21.00%	Included
- Water Distribution and Waste Water Collection Module	6/1/2023	4/30/2024		21.00%	Included
- Fleet Module	6/1/2023	4/30/2024		21.00%	Included
- Dude Analytics	6/1/2023	4/30/2024			Included
- AE Safety	6/1/2023	4/30/2024		21.00%	Included
- Asset Essentials Inventory	6/1/2023	4/30/2024		21.00%	Included



4.0 Month(s) included at no additional cost on the first term 06/01/2023 - 09/30/2023 if pricing proposal signed by 6/30/2023			-2,515.95 USD
			Subtotal: 4,392.60 USD
Professional Services			
Item	Pricing Based On	Discount % Sourcewell	Investment
Asset Essentials Enterprise Implementation with Consulting	2,500.00 Population	5.00%	9,785.95 USD
			Subtotal: 9,785.95 USD
Total Initial Investment			14,178.55 USD



Subscription					
Item	Discount % Sourcewell	Investment Year 2 Start Date: 05/01/2024	Investment Year 3 Start Date: 05/01/2025	Investment Year 4 Start Date: 05/01/2026	Investment Year 5 Start Date: 05/01/2027
Asset Essentials Enterprise	21.00%	7,762.70 USD	7,995.58 USD	8,235.45 USD	8,482.51 USD
- Facilities/ Physical Plant Module	21.00%	Included	Included	Included	Included
- Treatment Plants Module	21.00%	Included	Included	Included	Included
- Streets/ Signs/ Sidewalks Module	21.00%	Included	Included	Included	Included
- Storm Water Module	21.00%	Included	Included	Included	Included
- Water Distribution and Waste Water Collection Module	21.00%	Included	Included	Included	Included
- Fleet Module	21.00%	Included	Included	Included	Included
- Dude Analytics		Included	Included	Included	Included
- AE Safety	21.00%	Included	Included	Included	Included
- Asset Essentials Inventory	21.00%	Included	Included	Included	Included
	Total:	7,762.70 USD	7,995.58 USD	8,235.45 USD	8,482.51 USD



Asset Essentials – Assets, GIS, and PM Schedules Implementation Consulting Package

Statement of Work

Purpose

Brightly's (Company) Asset Essentials is designed to provide our clients with focused guidance by experienced consultants to ensure an effective and efficient implementation and a faster ROI. This includes - meeting with key stakeholders to ensure the set-up and configuration of the system will meet the client's current and future needs; location and category hierarchies are configured appropriately; workflows meet the needs of the business; available data is cleaned, aligned and imported; and end users are trained and ready for go-live.

Value

By partnering with Brightly, you are provided expert guidance in the best practice configuration and usage of Asset Essentials. The following are ways in which this value is realized:

- Faster time to value: clients who leverage our focused consulting services see implementation time frames that are up to four times faster than clients who do not utilize our services.
- Expert data management: we work with client data every day and provide guidance on creating good data for reporting. In partnership, we will help clean up and import data for you, allowing you more time to focus on your daily operations, and not the one-time activities necessary to get your account configured effectively.
- Dedicated professional services: the partnership between you and your consultant will align Asset Essentials best practices, configuration and workflows to best meet your business needs. Our team will bring their thousands of hours of expertise to the table, helping ensure a smooth transition to your new CMMS system.

Deliverables

- Project kick-off call with a Company Project Coordinator
- Determine specific maintenance related goals and objectives to drive the most effective Asset Essentials configuration to meet the client's current and future needs
- Determine and set-up appropriate workflows and drop-down lists
- Review, cleanse and import available user, location, asset, and scheduled PM data
- Establish integration with client GIS system, configure up to 10 client GIS layer syncs
- Assets, PMs and Corrective Work Order Processes
- Training for Admins, Leads and Full Users
- Go-Live Support for additional assistance during roll-out
- Unlimited access to Help Site, Virtual Classroom Trainings, and Best Practice webinars – during and after implementation

Methodology and Approach



Brightly or a qualified Service Provider (Company Service Provider) will interview your key maintenance stakeholders to determine account configurations and settings. With over 12,000 clients successfully using our software, we understand the importance of understanding your goals, objectives, and current workflows, as well as the importance of getting to know your users. Your professional services implementation will begin with an Orientation Call with a dedicated Project Coordinator. Additional resources will help prepare you for your consulting time through access to a project collaboration tool (Financial Force Community) where a team of implementation specialists will help answer questions and provide access and recommendations for Virtual Classroom Training sessions. Once your data has been collected you will be ready to work with your assigned consultant to understand your workflow, cleanse and import your data, configure your account and offer user-role based software training sessions. Below are topics that will be discussed with your Company Service Provider:

- The primary reasons your organization began a CMMS search
- The ideal timeline for completion
- Business deadlines that drive this timeline
- Project team members who will be participating in the implementation, and their roles
- Internal champions for this project
- Sceptics that may require additional change management support
- Issues, barriers, or roadblocks that your organization experienced with previous software implementations
- Resolution of those issues for this implementation/conversion
- Aspects of AE planned for immediate use
- Aspects of AE planned for future use
- Aspects of AE planned not to be used

	Immediate use	Future use	Not planned
Mobile App			
Cost Centers/Budgets			
Connector Tool Integration			
Projects			
Parts and POs			
Capital Forecast/Predictor Core			
Citizen Portal			
Mobile profiles			
Map-based Work Orders			



GIS Asset Management

PM scheduling and best practices

AE Reporting

Goals and Reporting

- Reports/information needed from Asset Essentials for who and how often
- Key maintenance metrics
- Overall goals of your maintenance department
- Goals/needs from Asset Essentials CMMS
- Measures of success for this implementation

Users

- Users who will use Asset Essentials
- Roles for each user
- Responsibilities of each role including unique responsibilities within common roles
- Permissions per role
- Requester access, usage and approval
- Specialized user needs
- Departments

Public Works Departments

- Multiple site(s)
- Facility layout –
- Parent-child Locations for Buildings and Rooms
- Identifying Building-type Locations
- Management/supervisory responsibilities by functional area
- Similarities/differences between facilities

Mapping:

- WO creation from Map
- Citizen Portal (requires OIDC in Gov, not available in Edu)
- Mobile Profiles (available to all clients in Gov, requires GIS in Edu)

GIS:

- Configure GIS Map Settings
- Review Map Layers
- GIS Layer Configuration and Syncing Assets

Assets

- Asset life cycle process within your operation



- Major types/categories of equipment
- Asset Parent-child relationships
- Meters used
- Key reporting needed to drive effective asset management

Maintenance Operations

- Maintenance department org chart/hierarchy
- Techs specialized or general or both
- Tech service areas (if applicable)
- Departments other than maintenance involved in Asset Essentials -
- What departments
- Type of involvement
- Contractors

Workflow

- WO workflow processes –
- Requests/Corrective WO's
- Determining factors for who gets assigned each corrective or PM WO
- Examples include Location, Work Category, Type, Status, Priority, etc.
- Steps in the process -
- Requester process
- Approval process, if required
- Assignment Process
- Completion requirements
- Mobile app usage
- PM's
- Assigned from PM to an individual or flow through a planner/supervisor
- Asset Essentials creates Location or Asset-based PMs
- Tasks Library
- Scheduling cycles and stacking groups
- Overall WO management
- Prioritization
- Daily/Weekly needs
- Cost Tracking
- Building Views
- WO Reporting

Go Live Support

- Begin using AE as your primary CMMS
- Provide internal support for basic usability questions
- Up to 4 weekly follow up sessions with your Implementation Specialist to review progress with rollout and user adoption.

Implementation Complete!



- Project Close
- Begin working with Company's Legendary Support Team (LST) for ongoing user questions

Sample consulting engagement

Our primary goal is to assist your team in their transition to a new solution. Through our interviews with key staff, we will identify your objectives to focus on during our stay. Below you'll find an example schedule of a typical consulting engagement. Time invested into each phase varies based on client need.

Discovery Phase

The discovery phase is typically a phone or web interview that typically lasts a couple of hours

- Interview maintenance and operations managers/supervisors, technicians, operators
- Overview of application with key stakeholders
- Define workflow and use-cases within the applications
- Discuss change management and strategy

Data Loading and Configuration

Preparing Data is a key component of the service and requires client input, but the consultant will take care of the rest!

- Data review of existing data from previous CMMS system or data sets
- Map current data into AE setup and format
- Configure GIS Map Settings
- Review Map Layers
- GIS Layer Configuration and Syncing Assets
- Determine priority of data load to meet use-cases
- Review data in AE and discuss data management

Use-case setup and PM training

Setup workflow to meet use-cases and begin PM training

- Refinements to configuration, workflow and data as needed
- Build workflow to meet agreed use-cases
- Refine Request/Work Order templates to capture required data
- Training on creating and maintaining PMs with application Admins and Supervisors

Hands-on User Training

User training sessions by user role or function and typically last up to 90 minutes for up to 10-15 users

- Train end users – supervisors, technicians and requestors
- Hands on training of reactive workflow with Supervisors
- Mobile or Desktop training available for most user roles

Evaluation



At the conclusion of the consulting service, the consultant will forward notes to your project coordinator capturing what was accomplished and any recommended next steps. The project coordinator will schedule a follow-up call within 2 weeks of the consulting service. Ongoing communication until the project is complete will be through your Financial Force Community project.

Post Enablement Support

After data is loaded, the account configured, and users are trained the system is ready to roll-out

- Support go-live – adjust configuration, provide additional training and data entry support
- Review aspects of AE planned for future use
- Define follow-up tasks and next steps
- Define Post Launch Support point of contact

Project Assumptions

Company has made the following general assumptions in this SOW to derive the estimated cost for this project. It is the responsibility of Client to validate these assumptions and responsibilities before signing the Acceptance. Deviations from these assumptions may impact Company's ability to successfully complete the project. Any changes in scope, schedule, or costs will be documented by the Project Coordinator, whether there is a cost impact or not.

- Company is not responsible for delays caused by missing data or other configuration information that is required to be available prior to the consulting service. Having the requested data and configuration information available prior to the consulting service may minimize delays so progress can be made quickly.
- Company is not responsible for updating or making configuration changes to the client GIS data

Client Assumptions

- Configuration and data options may vary based on the version of Asset Essentials and the corresponding service level that was purchased.
- Client will have access to GIS system. *ArcGIS online Viewer licenses may be required.*
- Client will have access to personnel on their side to make changes to GIS.
- GIS layers should all have unique names and Global IDs for Asset-syncing to be successful.
- Client IT department is responsible for ensuring access to mobile devices, internet connections, email access and web link access to the application(s)
- The client will schedule time for the appropriate resources to be available to the consultant for all scheduled consulting activity. The success of this process is dependent on the attendance and full engagement of the key stakeholders. The client will also provide a dedicated room or area with adequate technology for a successful consulting service, including but not limited to monitor/projector, computers/tablets, quality phone connection, and wireless internet access.
- All key stakeholders who will take part in the goals and objectives and data portions of the consulting service have attended the recommended virtual classroom trainings prior to the service.
- Prior to the consulting service, the client will provide data for each record type in Excel or CSV format in one file and one sheet with one record and its associated information per row.
- If there is no existing Asset data, the consultant will guide the client to focus on safety and location-based PMs and inspections.



- Rescheduling or cancellation of the service within 2 weeks of the scheduled delivery date will result in a \$500 rescheduling fee.

Special Terms for Asset Essentials:

Asset Essentials pricing is based on a maximum storage limit of 200GB of data. Data storage that exceeds 200GB may subject to an additional fee of \$200 per year per additional 200GB of storage.



Order Form terms

- By accepting this Order Form, and notwithstanding anything to the contrary in any other purchasing agreement, Subscriber agrees to pay all relevant Fees for the full Services Term defined above.
- Payment terms: Net 30
- The "Effective Date" of the Agreement between Subscriber and Company is the date Subscriber accepts this Order Form.
- This Order Form and its Services are governed by the terms of the Brightly Software, Inc. Master Subscription Agreement found at <http://brightlysoftware.com/terms> (<http://brightlysoftware.com/terms>) ("Terms"), unless Subscriber has a separate written agreement executed by Brightly Software, Inc. ("Company") for the Services, in which case the separate written agreement will govern. Acceptance is expressly limited to these Terms. Any additional or different terms proposed by Subscriber (including, without limitation, any terms contained in any Subscriber purchase order) are objected to and rejected and will be deemed a material alteration hereof.
- To the extent professional services are included in the Professional Services section of this Order Form, the Professional Services Addendum found at <http://brightlysoftware.com/terms> (<http://brightlysoftware.com/terms>) is expressly incorporated into the Terms by reference.
- During the Term, Company shall, as part of Subscriber's Subscription Fees, provide telephone and email support ("Support Services") during the hours of 8:00 AM and 6:00 PM EST, (8:00 am – 8:00 pm EST for Community Development Services) Monday through Friday ("Business Hours"), excluding Company Holidays.
- Company maintains the right to increase Subscription Fees within the Services Term by an amount not to exceed the greater of prices shown in the investment table or the applicable CPI and other applicable fees and charges every 12 months. Any additional or renewal Service Terms will be charged at the then-current rate.
- Acceptance of this Order Form on behalf of a company or legal entity represents that you have authority to bind such entity and its affiliates to the order, terms and conditions herein. If you do not have such authority, or you do not agree with the Terms set forth herein, you must not accept this Order Form and may not use the Service.
- Proposal expires in sixty (60) days.
- Subscriber shall use reasonable efforts to obtain appropriation in the full amount required under this Order Form annually. If the Subscriber fails to appropriate funds sufficient to maintain the Service(s) described in this Order Form, then the Subscriber may terminate the Service(s) at no additional cost or penalty by giving prior written notice documenting such non-appropriation. Subscriber shall use reasonable efforts to provide at least thirty (30) days prior written notice of non-appropriation. Subscriber agrees non-appropriation is not a substitute for termination for convenience, and further agrees Service(s) terminated for non-appropriation may not be replaced with functionally similar products or services prior to the expiration of the Services Term set forth in this Order Form. Subscriber will not be entitled to a refund or offset of previously paid, but unused Fees.

Additional information

- Prices shown above do not include any taxes that may apply. Any such taxes are the responsibility of Subscriber. This is not an invoice. For customers based in the United States, any applicable taxes will be determined based on the laws and regulations of the taxing authority(ies) governing the "Ship To"



location provided by Subscriber. Tax exemption certifications can be sent to [accountsreceivable@brightlysoftware.com \(mailto:accountsreceivable@brightlysoftware.com\)](mailto:accountsreceivable@brightlysoftware.com).

- Billing frequency other than annual is subject to additional processing fees.
- Please reference Q-340051 on any applicable purchase order and email to [accountsreceivable@brightlysoftware.com \(mailto:accountsreceivable@brightlysoftware.com\)](mailto:accountsreceivable@brightlysoftware.com)
- Brightly Software, Inc. maintains the necessary insurance coverage for its products and professional services, including but not limited to liability and errors & omissions coverage. Proof of insurance can be provided upon request.



Signature

Presented to:

Q-340051

May 02, 2023, 10:43:08 AM

Accepted by:

Printed Name

Signed Name

Title

Date

**KINGSBURY GENERAL IMPROVEMENT DISTRICT
AGENDA ITEM #16**

TITLE: MODIFICATION TO LEGAL SERVICES CONTRACT

For Discussion and Possible Action. Presentation, discussion, and possible action to consider modification to the Legal Services agreement.

MEETING DATE: 13 June 2023

PREPARED BY: Mitchell S. Dion, General Manager

RECOMMENDED ACTION: It is recommended that the Board of Trustees approve the modified legal services agreement with Minden Lawyers, LLC altering the monthly retainer and representative hours authorizing the General Manager to sign appropriate documents.

BACKGROUND INFORMATION: Minden Lawyers, LLC is a well-qualified firm which has represented the district very well for many years. The attorneys and support team provide adequate depth and breadth of expertise to be relied upon. In 2021, when the contract was renewed, the district's needs for legal counsel were somewhat different than today.

Our legal counsel has reviewed the hours he normally uses, and it does not often reach the threshold of the retainer. Additionally, the cost of labor has increased necessitating adjustments. It is recommended that the number of hours included in the retainer be accepted at 8.5 and the hourly rates be accepted as reflected in the modified agreement.

INCLUDED:

- Legal Services Proposal

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 |

AGREEMENT FOR LEGAL SERVICES

THIS AGREEMENT is made and entered into effective the ____ day of ____ 2023, by and between KINGSBURY GENERAL IMPROVEMENT DISTRICT, party of the First Part, hereinafter called "District"; and MINDEN LAWYERS, LLC, party of the Second Part, hereinafter called "Firm."

WITNESSETH:

WHEREAS, Firm has provided legal services to District for many years; and

WHEREAS, District requires legal representation and desires to continue its relationship with Firm to provide such representation; and

WHEREAS, Firm is a duly licensed legal company qualified to provide legal services and representation within the state of Nevada, and desires to provide such legal services to District; and

WHEREAS, District and Firm desire to enter into this Agreement to continue its attorney-client relationship.

NOW, THEREFORE, in consideration of the premises and of the mutual promises and covenants herein contained, the parties hereto agree as follows:

1. District hereby retains and employs Firm as General Counsel to the District. Firm will provide the services described on Attachment A, as well as those additional services as agreed by Firm and District. Firm shall provide services primarily through Charles Scott Zumpft. Firm shall provide preferred client status to District.

2. The term of this Agreement shall be for a period of three (3) years, commencing on 1 July 2023.

3. District shall pay to Firm an annual retainer of Thirty Thousand Dollars (\$30,000.00), payable monthly in the sum of Two Thousand Dollars (\$2,500.00) per month during the term of this Agreement, as and for a retainer for general legal services provided, as described in Attachment A. This monthly amount shall entitle District to 8.5 hours of legal services each month; unused time amounts, if any, shall not be carried over. Additionally, District shall pay Firm an hourly rate of Three Hundred Ten Dollars (\$310.00) per hour for those

additional non-litigation services beyond those included within the retainer amount, more particularly described in said Attachment A, and only after exhaustion of the retainer amount on a monthly basis. All costs incurred or advanced by Firm for District's benefit shall be reimbursed at the actual amount, as set forth in said Attachment.

4. Firm shall represent and report to the District's Board of Trustees, but shall coordinate, consult and take direction from the District's General Manager. Firm shall have access to all District employees to the extent necessary to fulfill its functions. Firm shall maintain such staff and support as is necessary to properly represent District in all various legal matters that may arise, consistent with Exhibit A.

IN WITNESS WHEREOF, the parties hereby have caused this Agreement to be executed this _____ day of _____, 2023.

KINGSBURY GENERAL
IMPROVEMENT DISTRICT

MINDEN LAWYERS, LLC

By: _____
Mitch Dion
General Manager

By: _____
Charles Scott Zumpft, Esq.

EXHIBIT A

LEGAL SERVICES

District General Counsel Position

A. DESCRIPTION OF SERVICES

Legal services to be provided by the District General Counsel are listed below. The services listed may include additional services not identified however, and the list is not intended to be all-inclusive.

1. Advise the Board of Trustees and General Manager on legal matters.
2. Render written opinions on matters of law as requested by the Board or General Manager.
3. Attend and provide legal consultation at all regular and special Board meetings, advise on open meeting law issues, and serve as parliamentarian at these meetings.
4. Represent the District at various administrative or judicial proceedings when requested.
5. Represent the District at contract negotiations when requested.
6. Draft or review leases, contracts, ordinances, resolutions, and other legal documents when requested.
7. Monitor and provide defense and/or monitor outside defense counsel on all outstanding lawsuits involving the District and provide periodic reports to the Board on their status.
8. District counsel's obligations shall not include human resources or labor negotiation services, all of which will be contracted separately. Responsibility to serve as counsel in litigation matters will be determined and agreed upon on a case-by-case basis.
9. District has previously authorized Firm to communicate with it by facsimile and email. It is District's responsibility to ensure that no unauthorized persons have access to our communications. If any third party has access to our communications District may be unknowingly waiving the confidentiality of our communications as well as the protections offered by the attorney-client privilege. District assumes these risks by authorizing or utilizing electronic forms of communications.

B. COMPENSATION IN ADDITION TO RETAINER

The intent of these provisions is to provide compensation for matters and/or time beyond the mutual expectations of the monthly retainer amount.

1. All services on pending and future administrative, legislative, judicial (including litigation and alternative dispute process) proceedings shall be billed at the agreed hourly rate (\$310). However, all litigation services wherein District is designated plaintiff or petitioner shall be billed at Eighty percent (80%) of Firm's then applicable public hourly rate.

2. Fees for services provided under this section by a law clerk or paralegal of said firm shall be billed at the hourly rate of One Hundred Fifty Dollars (\$150.00) per hour.

C. PAYMENT OF FEES, COSTS AND EXPENSES

1. District will reimburse Firm for all actual costs and expenses incurred in providing legal services. Costs and expenses may include filing fees, court reporter costs, transcript fees, charges for copies, conference and long-distance telephone calls, computerized legal research, messenger service, staff automobile mileage, and services and expense of consultants, experts, or investigators.

2. All statements submitted by Firm to District are due and payable upon receipt. A finance charge of 1.5% per month (monthly compounding) will be added to all sums not paid within thirty (30) days.

3. 3. Firm attorneys will not charge District travel time or expenses for travel within twenty miles of District's office.

**KINGSBURY GENERAL IMPROVEMENT DISTRICT
AGENDA ITEM #17**

TITLE: UPDATE OF PROCURMENT POLICY

For Discussion and Possible Action. Discussion and possible action to approve updated procurement policy

MEETING DATE: 13 Jun 2023

PREPARED BY: Mitchell S. Dion, General Manager

RECOMMENDED ACTION: It is recommended that the Board of Trustees approve the update to procurement policy.

BACKGROUND INFORMATION: The district is organized under the provisions of Nevada Revised Statutes Chapter 318 and subject to the purchasing and bidding procedures of Nevada Revised Statutes Chapter 332 as well as the budgeting procedures as set forth in Chapter 354 of the Nevada Revised Statutes. The district last reviewed the purchasing policy in 2019 and is now systematically updating the policies into an organizational framework in which Ordnances, Policies, and Procedures can be used and are reviewed and approved as needed.

The district has purchasing, and procurement needs and must comply with State regulations which can be burdensome or add additional costs. Additionally, the district has recently revised three other financial policies (such as Capital Assets) which may overlap and consequently all need to be kept in sync.

The purpose of this update is to conform with the adopted revised Policy structure, adapt with other district policies and ensure compliance with NRS.

INCLUDED:

- 2019 Version of Purchasing Policy
- Redline of 2019
- Smooth draft Procurement Policy

Fund impacted by above action:

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

KINGSBURY GENERAL IMPROVEMENT DISTRICT
POLICY GOVERNING PURCHASING AUTHORITY OF DISTRICT STAFF

Effective February 1, 2019

Kingsbury General Improvement District was organized under the provisions of Nevada Revised Statutes Chapter 318 and as such is subject to the purchasing and bidding procedures of Nevada Revised Statutes Chapter 332 and budgeting procedures as set forth in Chapter 354 of the Nevada Revised Statutes. Nothing contained in this policy is meant to conflict with these Statutes. It is recognized that the annual fiscal budget is prepared to provide expenditure authority and compliance with NRS 354 and is not necessarily an approval of the Districts Board to expend the budgeted amounts.

The Kingsbury General Improvement District hereby establishes a policy that identifies those people who are authorized to purchase goods and/or services on its behalf.

The following policies shall be followed:

General: Standard overhead items such as utilities, rent expense, payroll, employee benefits, insurance, telephone, phone answering services, legal fees, accounting fees, water monitoring, fuel purchases, office supplies, postage, office janitorial, minor vehicle repairs (less than \$500) equipment leases, etc. will not be subject to these policies. Additionally, existing Contracts previously approved by the board will not be subject to these policies and procedures. In general, District management is authorized to spend up to \$5,000 for budgeted items necessary for normal operations of the district without board approval provided they are within the current budget balance.

Contracts: Per NRS 332.039, the district is required to advertise all contracts for which the estimated annual amount required to perform the contract exceeds \$50,000.00. If the estimated annual amount required to perform the contract is \$50,000.00 or less, advertising is not required. If the estimated annual amount required to perform the contract is more than \$25,000.00 but not more than \$50,000.00, requests for bids must be submitted or cause to be submitted by the District to two or more persons capable of performing the contract, if available. Exceptions to this statute include emergency contracts affecting public health, safety or welfare of the public, professional services, computer equipment and software and purchases through the Nevada State Purchasing contracts. All purchases or contracts in excess of \$25,000 will follow statute and will be brought before the KGID Board for consideration. Once a contract is approved, a purchase order will be issued and it will be management's responsibility to ensure that costs incurred are within the budget and board approved contract amounts. Any necessary increases in contract amounts will be presented to the board for action.

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Advertisement for bids: Per NRS 332.045, all notices for bids must be advertised at least once not less than 7 days before the opening of bids in both a qualified newspaper and on the KGID website. This notice must adhere to NRS 332.045.

Capital Outlay Purchases/Expenditures: Annually, the district adopts a budget for Capital Outlay Purchases/Expenditures which are defined as purchases in excess of \$1,500.00. Budgeted expenditures with an estimated cost of less than \$5,000 may be authorized by management staff and will be reported to the Board in a Staff report at the next board meeting.

Purchases/expenditures in excess of \$25,000 are subject to NRS 332 requiring competitive bids and these estimates will be brought to the board for consideration and action. Once board approval is obtained, a purchase order will be issued. It is management's responsibility to ensure that expenditures are within the approved amount prescribed by the board. Any proposed Capital Outlay/Expenditures that are not budgeted will be brought before the board for consideration. It will be management's responsibility to justify the costs and explain where the proposed expense will affect the budget.

Purchase Orders: Purchase orders are required for purchases exceeding \$250.00. Annually, standard purchase orders will be issued to vendors that the district frequently uses in amounts sufficient for normal operations. Management may authorize purchase orders up to \$5,000, provided the proposed costs are budgeted for and are within the current budget balance. Management may also authorize purchase orders in excess of \$5,000 provided there is board action to do so. Management level staff only may sign purchase orders.

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Credit Card Purchases: Each staff member has its own district credit card with credit limits as periodically authorized by the board. Purchases made on credit cards are limited to district business only and any other use can be grounds for termination. Purchase orders are not required for credit card purchases in excess of \$250 provided that the staff member obtains approval from his/her manager prior to making the purchase and that the employees turn in credit card receipts for each credit card use. Credit card use is meant for booking training events when a check is not feasible, travel expenditures while out of town, purchase of supplies where the District doesn't have an account, online purchases, fuel purchases if necessary and other minor purchases. It is the employee's responsibility to confirm with management whether they can use their credit card to make a purchase outside of these parameters. It will be the responsibility of management to ensure that any major purchases are budgeted for. Management has authority to approve these other purchases when necessary, provided that credit limits are not exceeded.

Emergency Expenditures: In the case of emergency expenditures, Management will report the expense at the next regular board meeting.

Tracking of Expenses:

Review of Budget vs. Actual: Monthly reports comparing actual and budgeted performances shall be prepared for review by the bookkeeper and the General Manager; quarterly reports shall be provided to the Board of Trustees. (

KINGSBURY GENERAL IMPROVEMENT DISTRICT

~~POLICY GOVERNING PURCHASING AUTHORITY OF DISTRICT~~ ~~STAFF Procurement Policy~~

~~Effective February 1, 2019~~

Fin. 5.7

5.7.1 Purpose

Kingsbury General Improvement District ~~was is~~ organized under the provisions of Nevada Revised Statutes Chapter 318 and ~~as such is~~ subject to the purchasing and bidding procedures of Nevada Revised Statutes Chapter 332 and budgeting procedures as set forth in Chapter 354 of the Nevada Revised Statutes. ~~Nothing contained in this policy is meant to conflict with these Statutes.~~ It is recognized that the annual fiscal budget is prepared to provide expenditure authority and compliance with NRS 354 and is not necessarily an approval of the Districts Board to expend the budgeted amounts.

~~The Kingsbury General Improvement District hereby establishes a policy that identifies those people who are authorized to purchase goods and/or services on its behalf.~~

~~The following policies shall be followed:~~

General:

5.7.2 General

~~In general, the d-~~ District management is authorized to spend up to \$510,000 for budgeted items and those necessary for normal operations of the district without board approval provided they are within the current budget balance. Standard overhead items such as utilities, rent expense, payroll, employee benefits, insurance, telephone, phone answering services, legal fees, accounting fees, water monitoring, fuel purchases, office supplies, postage, office janitorial, minor vehicle repairs (less than \$500) equipment leases, etc. ~~will are~~ not be subject to these policies. ~~Additionally, existing Contracts previously approved by the board will not be subject to these policies and procedures. In general, District management is authorized to spend up to \$5,000 for budgeted items necessary for normal operations of the district without board approval provided they are within the current budget balance. There are four purchasing tools to be used by the district. Contracts, credit cards, purchase orders and petty-cash.~~

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5.7.3 Purchasing authority

~~The General Manager has discretionary purchasing authority up to \$10,000 and may make procurement for items specifically approved in the budget up to \$25,000. All purchases or contracts in excess of \$25,000 will follow statute and will be brought before the KGID Board of Trustees for consideration. Once a contract is approved, a purchase order will be issued and it will is be management's responsibility to ensure that costs incurred are within the budget and~~

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board approved contract amounts. Any necessary increases in contract amounts will be presented to the board for action.

The following purchasing thresholds are established:

Utility Operations Superintendent - \$ 2,000

H.R. and Administration Supervisor - \$ 2,000

Engineering Technician - \$ 1,000

Water Treatment & Distribution Lead worker - \$ 1,000

District Clerk/Secretary \$750

All other employees - \$500

5.7.4. Contracts

~~Contracts: Contracts are the primary purchasing tool. These are in the form of Maintenance/Service Contracts, Construction/Improvement (Public Works) contracts, or simply contractual agreements between parties. Per NRS 332.039, the district is required to advertise all contracts for which the estimated annual amount required to perform the contract exceeds \$50,000.00. If the estimated annual amount required to perform the contract is \$50,000.00 or less, advertising is not required. If the estimated annual amount required to perform the contract is more than \$25,000.00 but not more than \$50,000.00 but less than \$100,000, requests for bids must be submitted or cause to be submitted by the District to two or more persons-parties capable of performing the contract, if available. Exceptions to this statute include emergency contracts affecting public health, safety or welfare of the public, professional services, computer equipment and software, and purchases through the Nevada State Purchasing contracts or other public agencies purchasing cooperatives. All purchases or contracts in excess of \$25,000 will follow statute and will be brought before the KGID Board for consideration. Once a contract is approved, a purchase order will be issued and it will be management's responsibility to ensure that costs incurred are within the budget and board approved contract amounts. Any necessary increases in contract amounts will be presented to the board for action.~~

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~~Advertisement for bids: Per-In compliance with NRS 332.045, all notices for bids must be advertised at least once not less than 7 days before the opening of bids in both a qualified newspaper and on the KGID-district website. This notice must adhere to NRS 332.045.~~

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~~Capital Outlay Purchases/Expenditures: Annually, the district adopts a budget for Capital Outlay Purchases/Expenditures which are defined as purchases in excess of \$1-5000.00. Budgeted expenditures with an estimated cost more than \$10,000 but of less than \$25,000 may be authorized by management-staff General Manager and will be reported to the Board of trustees in a Staff-report at the next regular board meeting.~~

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~~Purchases/expenditures in excess of \$25,000 are subject to NRS 332 requiring competitive bids and these estimates will be brought to the board for consideration and action. Once board approval is obtained, a purchase order will be issued. It is management's responsibility to ensure that expenditures are within the approved amount prescribed by the board. Any proposed Capital Outlay/Expenditures that are not budgeted will be brought before the board for consideration. It will be management's responsibility to justify the costs and explain where the proposed expense will affect the budget.~~

5.7.5 Purchase Orders

Purchase Orders:

Purchase orders are required for purchases exceeding \$250.00 when another purchasing tool is not available. Annually, standard purchase orders will be issued to vendors that the district frequently uses in amounts sufficient for normal operations and a contract was considered infeasible. The General Manager/Management may authorize purchase orders up to \$25,000, provided the purchase is within the budget and within the budget. Management may authorize purchase orders up to \$25,000, provided the purchase is within the budget and within the budget.

5.7.6 Credit Cards

Credit Card Purchases: Each staff member/employee is issued a credit card for small, routine and necessary purchases. The credit card is issued to the cardholder in accordance with this policy, as periodically authorized by the board. Purchases made on credit cards include district business only and any other use can be grounds for termination. Purchase orders are not required for credit card purchases exceeding in excess of \$250 provided that the staff member obtains prior approval from his/her manager prior to making the purchase and that the employee is required to turn in credit card receipts for each credit card purchase with the annotation of the purpose of the purchase. A lost receipt form may be substituted when receipt is not issued or available. Additionally, each employee with initial the monthly consolidated credit card statement verifying they made the purchase for a bonified

5.7.7 Petty-Cash

The district shall maintain a cash fund not to exceed \$2,000 which is available to use when other forms of procurement are not feasible. Purchases from the Petty-Cash fund are subject to the limits and authorities established in this policy and must include receipts verifying the purchase and an annotation for the purpose of the purchase. The amount of cash maintained in this fund will be verified consistent with the cash handling procedures established for the district.

5.7.8 Emergency Expenditures/Procurement

Emergency Expenditures: In the course of emergent events, it may be necessary for management to implement emergency procurements and deviate from policy. In the case of emergency expenditures, Management will identify the need and communicate with at least one board member and report the expense at the next regular meeting of the Board of Trustees and to be ratified once expenditure is completed.

report the expense at the next regular board meeting.

5.7.9 Tracking and reporting

Tracking. District expenses will be recorded and tracked using the software provided for this purpose. All expenses will be entered into the system in accordance with the procedures established, but will not be less than twice each month. The district should endeavor to pay vendors accurately and timely, but not

Tracking of Expenses:

Budget to Actual: Monthly reports comparing actual and budgeted performances shall be prepared by the bookkeeper, reviewed by the Admin Supervisor, Financial analyst, and the General Manager and presented at least quarterly reports provided to the Board of Trustees.

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Reporting. A monthly list of claims will be compiled and presented to the Board of Trustees for review and approval at the first available regular meeting following the close of the month.
Review of Budget vs. Actual:

Monthly reports comparing actual and budgeted performances shall be prepared for review by the bookkeeper and the General Manager; quarterly reports shall be provided to the Board of Trustees.†

Last Revision Dated: 13 Jun 2023

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KINGSBURY GENERAL IMPROVEMENT DISTRICT

Procurement Policy

Fin. 5.7

5.7.1 Purpose

Kingsbury General Improvement District is organized under the provisions of Nevada Revised Statutes Chapter 318 and subject to the purchasing and bidding procedures of Nevada Revised Statutes Chapter 332 and budgeting procedures as set forth in Chapter 354 of the Nevada Revised Statutes. It is recognized that the annual fiscal budget is prepared to provide expenditure authority and compliance with NRS 354 and is not necessarily an approval of the District's Governing Board to expend the budgeted amounts. The purpose of the district procurement is to provide the goods and services needed to properly organize and operate the approved functions of the district. This policy is to be integrated into other district policies and procedures as may be established.

5.7.2 General

In general, the district management is authorized to spend up to \$10,000 for budgeted items and those necessary for normal operations of the district without board approval provided they are within the current budget balance. Standard overhead items such as utilities, rent expense, payroll, employee benefits, insurance, telephone, phone answering services, legal fees, accounting fees, water monitoring, fuel purchases, office supplies, postage, office janitorial, minor vehicle repairs (less than \$500) equipment leases, etc. are not subject to these policies. There are four purchasing tools to be used by the district. Contracts, purchase orders, credit cards, and petty-cash.

5.7.3 Purchasing authority

The General Manager has discretionary purchasing authority up to \$10,000 and may make procurement for items specifically approved in the budget up to \$25,000. All purchases or contracts in excess of \$25,000 will follow statute and will be brought before the Board of Trustees for consideration. Once a contract is approved it is management's responsibility to ensure that costs incurred are within the budget and the board approved contract amounts.

The following purchasing thresholds are established:

Utility Operations Superintendent - \$ 2,000

H.R. and Administration Supervisor - \$ 2,000

Engineering Technician - \$ 1,000

Water Treatment & Distribution Lead worker - \$ 1,000

District Clerk/Secretary \$750

All other employees - \$500

5.7.4 Contracts

Contracts are the primary purchasing tool. These are in the form of Maintenance/Service Contracts, Construction/Improvement (Public Works) contracts, or simply contractual agreements between parties. Per NRS 332.039, the district is required to advertise all contracts for which the estimated annual amount required to perform the contract exceeds \$50,000.00. If the estimated annual amount required to perform the contract is \$50,000.00 or less, advertising is not required.

If the estimated annual amount required to perform the contract is more than \$25,000.00 but not more than \$50,000.00 but less than \$100,000, requests for bids must be submitted or cause to be submitted by the district to two or more parties capable of performing the contract, if available. Exceptions to this statute include emergency contracts affecting public health, safety or welfare of the public, professional services, computer equipment and software, purchases through the Nevada State Purchasing contracts or other public agencies purchasing cooperatives.

Advertisement for bids: In compliance with NRS 332.045, all notices for bids must be advertised at least once not less than 7 days before the opening of bids in both a qualified newspaper and on the district website.

Capital Outlay Purchases/Expenditures: Annually, the district adopts a budget including Capital Outlay Purchases/Expenditures which are defined as purchases in excess of \$5,000.00. Budgeted expenditures with an estimated cost of more than \$10,000 but less than \$25,000 may be authorized by the General Manager and will be reported to the Board of Trustees at the next regular board meeting.

5.7.5 Purchase Orders

Purchase orders are used for purchases exceeding \$250.00 or when another purchasing tool is not available or less fungible. Annually, standard purchase orders may be issued to vendors that the district frequently uses in amounts sufficient for normal operations and a contract was considered infeasible. The General Manager may authorize purchase orders up to \$25,000, provided the proposed expenses have been identified, are budgeted, and are within the current budget balance.

5.7.6 Credit Cards

Each employee is issued a credit card for small, routine, and necessary purchases, such as supplies or travel. Managers may use credit cards for goods and materials up to the designated purchasing authority to obtain goods and services. The credit limits are consistent with this policy. Purchases made on credit cards are limited to district business only and any other use may be grounds for termination. Purchase orders are not required for credit card purchases exceeding \$250 provided that prior approval from his/her manager is obtained. Each employee is required to turn in credit card receipts for each credit card purchase with the annotation of the purpose of the purchase. A lost receipt form may be substituted when receipt is not issued or available. Additionally, each employee with initial the monthly consolidated credit card statement verifying they made the purchase for a bonified district purpose.

5.7.7 Petty-Cash

The district shall maintain a cash fund not to exceed \$2,000 which is available to use when other forms of procurement are not feasible. Purchases from the Petty-Cash fund are subject to the limits and authorities established in this policy and must include receipts verifying the purchase and an annotation for the purpose of the purchase. The amount of cash maintained in this fund will be verified consistent with the cash handling procedures established for the district.

5.7.8 Emergency Expenditures/Procurement

In the course of emergent events, it may be necessary for management to implement emergency procurements and deviate from policy. In the case of emergency expenditures, Management will identify the need and communicate with at least one board member and report the expense at the

next regular meeting of the Board of Trustees and to be ratified once expenditure is completed.

5.7.9 Tracking and reporting

District expenses will be recorded and tracked using the software provided for this purpose. All expenses will be entered into the system in accordance with the procedures established but will not be less than twice each month. The district should endeavor to pay vendors accurately and timely, but not to excess of being a burden or jeopardize the bank balance.

Budget to Actual: Monthly reports comparing actual and budgeted performances shall be prepared by the bookkeeper, reviewed by the Admin Supervisor, Financial analyst, and the General Manager and presented at least quarterly reports provided to the Board of Trustees.

Reporting: A monthly list of claims will be compiled and presented to the Board of Trustees for review and approval at the first available regular meeting following the close of the month.

5.7.10 Local preference

When feasible and the cost differential is determined to be less than significant, local businesses shall be used. Local businesses are defined as within the district, Tahoe Basin or Douglas County. Benefits to be derived to the district by reduced travel time and recognition of tax-exempt status.

Last Revision Dated: 13 Jun 2023

**KINGSBURY GENERAL IMPROVEMENT DISTRICT
AGENDA ITEM #18**

**TITLE: SUPPLEMENT TO THE HEALTH SAVINGS ACCOUNTS (HSA) OF
EMPLOYEES BASED UPON BY THE PUBLIC EMPLOYEES' BENEFITS PROGRAM
(PEBP) FOR THE FISCAL YEAR 2023/2024**

For Discussion and Possible Action. Discussion and approval for the Health Savings Accounts for the employees based on the PEBP for fiscal year 2023/2024

MEETING DATE: June 13, 2023

PREPARED BY: Judy Brewer, Administrative and Human Resource Supervisor

RECOMMENDED ACTION: Approve adjusted contributions to the Public Employees' Benefits Program to fund Health Savings Accounts for employees based upon the 2023/2024 PEBP to the maximum amount allowed by the IRS.

BACKGROUND INFORMATION: In 2023, IRS increased the maximum contribution for individuals by \$200 for a total of \$3,850.00. The family maximum contribution increased \$450 this year to \$7,750.00. The intention of the district supplementing the HSA is to equalize benefits for exempt employees and other employees electing the state insurance plan/PEBP for out-of-pocket expenses. Consistent with the district practices, it is recommended that the district fund up to the maximum allowed contribution (less the State contributions of \$600.00).

Included:

- FY2023/2024 HSA Contribution Spreadsheet

Fund(s) impacted by above action:

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

KGID

Healthscope Benefits
 Health Savings Account Contributions 2023/2024
 Contribution for 7/1/23 and 1/1/24

2023/24

	Pepp Contributions	Employee Contributions	Subtotal Contributions	IRS Max Contrib.	>55 Addit. Contrib.	Max Contrib	2023 KGID Contrib	Jul-23 KGID Contrib.	Jan-24 KGID Contrib.	TOTAL CONTRI.
Water Operator	\$ 600.00	\$ -	\$ 600.00	\$ 3,850.00	\$ -	\$ 3,850.00	\$ 3,250.00	\$ 1,925.00	\$ 1,925.00	\$ 3,850.00
HR & Admin. Super.	\$ 600.00	\$ -	\$ 600.00	\$ 7,750.00	\$ -	\$ 7,750.00	\$ 7,150.00	\$ 3,875.00	\$ 3,875.00	\$ 7,750.00
Ops Superintendent	\$ 600.00	\$ -	\$ 600.00	\$ 7,750.00	\$ -	\$ 7,750.00	\$ 7,150.00	\$ 3,875.00	\$ 3,875.00	\$ 7,750.00
							\$ 17,550.00	\$ 9,675.00	\$ 9,675.00	\$ 19,350.00

1099-MISC

General Manager	\$ -	\$ -	\$ -	\$ 7,750.00	\$ -	\$ 7,750.00	\$ 7,150.00	\$ 3,875.00	\$ 3,875.00	\$ 7,750.00
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**KINGSBURY GENERAL IMPROVEMENT DISTRICT
ITEM #19**

TITLE: COMPENSATION ADJUSTMENT FOR EXEMPT EMPLOYEES

For Discussion and Possible Action. Discussion and approval for the recommended compensation adjustments for the district's exempt employees

MEETING DATE: June 13, 2023

PREPARED BY: Mitchell S. Dion, General Manager

RECOMMENDED ACTION: It is recommended that the Board of Trustees approve a 3% cost of living increase (COLA) and a 2% merit increase for exempt employees commencing on July 1, 2023

BACKGROUND INFORMATION: The district has two exempt employees in addition to the General Manager (by contract). Both the Operations Superintendent and Human Resources and Administration Supervisor have performed their duties well through-out a year challenged by weather extremes and employee vacancies.

The district traditionally considers adjustments to compensation (salary) with two factors. First, is the COLA based upon a consumer price index. Second is a merit component. Based upon the bargaining unit contract and district legacy, the COLA becomes part of the base salary which serves to keep employees at same economic level and maintains the district in range of competitive employers. During the past two years, the employers in the region have significantly increased wages to retain and recruit. Kingsbury GID has trended slightly below these but retains high quality workforce with a combination of other incentives.

In 2022, the County and neighboring districts provided employees with increases which exceeded Kingsbury GID. In addition, increases for FY 23/24 are generally above 3%. A couple of competitive agencies have completed salary surveys and the comparable positions within the district range from 21% below to 8.5% midpoint. It appears that Kingsbury GID salaries for exempt positions with similar educational and experience are slightly below midpoints with competitive agencies in Nevada.

For the calendar year to date, the CPI (western region) is averaging 5.59% over the previous 12 months. Based upon analysis of external factors, such as the CPI and local conditions, while being consistent with the offer to the union employees it is recommended that a three percent COLA be approved and a 2% merit award which sustains the earning levels of the incumbents and is within the range of similar positions.

The total cost impact for this district is approximately \$8,400 and was included in the FY 23/24 budget.

Fund impacted by above action:

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

**KINGSBURY GENERAL IMPROVEMENT DISTRICT
AGENDA ITEM #20**

TITLE: ANNUAL EVALUATION AND CONSIDERATION OF COMPENSATION OF GENERAL MANAGER

For discussion and possible action. Conduct annual evaluation and consider compensation adjustment to for the General Manger

MEETING DATE: June 13, 2023

PREPARED BY: Judy Brewer Administrative and Human Resource Supervisor

RECOMMENDED ACTION: Review the consolidated Annual Evaluation overview by the Board of Trustees and conduct annual evaluation and consider approval of an adjustment of compensation for the General Manager

BACKGROUND INFORMATION: An annual review process is an implicit element of an employer/employee relationship. An employee evaluation is both retrospective of past accomplishments or progress and establishes prospective goals or objectives. The district's General Manager is the only employee reporting to the Board of Trustees.

A process and form were adopted for use in the General Manager evaluation. It consists of factors to measure and reflect the degree of success for managing the district resources and affairs. The Chair of the Board of Trustees with support of the Administration & Human Resources supervisor consolidated the five individual evaluations submitted by each Trustee. These were consolidated and are presented as the annual evaluation of the General Manager.

Consistent with the employment contract for the General Manager an adjustment to compensation may be authorized by the Board of Trustees. Typically, the adjustment is made following the evaluation and commencing with a new fiscal year. Last year, during the course of labor negotiations, a 3% increase was approved, in part as a message to manage expectations. During subsequent time, year over year inflation has remained high and salaries of similar positions have increased.

It is also noted that this is the final year of the General Manager contract, and the current contract provision is 60 days notice by either party to cancel. Given that a General Manager selection requires many months, other contract terms and conditions could be favorable to the district and employee and should be considered before too many months pass.

INCLUDED:

Attachment A – Consolidated Evaluations from the Board of Trustees

Fund(s) impacted by above action:

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

MEMO TO: Kingsbury GID Board of Trustees

FROM: Mitchell S. Dion, General Manager

SUBJECT: General Manager's Report for the meeting of June 13, 2023

Programs:

We continue to recruit and try to fill our vacant positions. We extended offers to three candidates to have two ultimately refuse.

The waterline and road repair and replacement project has all the utility locates (paint all over the roads) done and will start on June 12th. There are about a dozen meter relocations occurring that move the meter a significant distance from private property to the right of way. The project inspector is required to personally meet with each homeowner to work out the details.

The Admin and Operations Stand-down was successfully completed. Required training, records updates and equipment maintenance were accomplished. Our equipment maintenance mechanic (Zach Good) worked closely with our crews to address necessary preventative maintenance and repairs to our small equipment. We are getting value from this relationship and should consider a maintenance service contract ensuring our his availability to provide this service.

We placed \$500k into CD's with over 5% return on six months (Moreton Capital). We are working with US Bank to place \$500k into treasuries. Also considering Treasuries Direct.

Met with the State Lands director regarding the State lots which were purchased in the late 1980's. In general, between the State and Federal lots, we often see one house where 3 were planned to be. These negatively impact our utilities in several ways. First, we have a stranded asset in the capital investment which was made to serve these lots. Second, we have much fewer connections per mile than normal, so our O & M costs per mile are exceedingly high. Third, our lines are sized to accommodate them, and these lots force the longer lengths in the community so that downsizing when replacement becomes necessary is not possible. Fourth, there is not even property tax to help offset the road maintenance and drainage costs for their frontage. Fifth, these properties often have trees and limbs and other debris which our crews must address. Sixth, these lots benefit from fire protection and do not contribute to that service. And finally, insult to injury we must pay to use these lands for snow storage as we even clear the snow on their frontage. In 1988, the district gave away the right to bill these properties, unless service is specifically requested by State Lands. The Director made it clear that they have no interest in making things fair to our ratepayers..... So one answer to the question, **why are our rates so high**, is the 2 or 3 empty lots next-door which are not paying their fair share (this may be a good value to some and not so much for others).

We are clearing out building 160 in anticipation of the repair and renovation, this has revealed we have too much stuff just cluttering our efficiencies. The same holds true of our servers and our H.R. Admin Supervisor is tasked with clearing it out.

We identified that our process for disposal of soils and debris was deficient. We have corrected this by implementing testing protocol before we move it off our site to ensure that we have not moved contamination and have a sleeping giant of a liability.

Customers:

We continue to have customer claims for damage and miscellaneous complaints regarding runoff. It appears we have responsibility for a couple and negotiating, while most are just the result of a winter that crushed houses as well as sheds, fences, and snow shelters.

New development/redevelopment applications keep coming in. Sierra Colina will be completed this year.

Associations and outside meetings:

Attended the Tahoe Water Suppliers quarterly meeting. Lots of information but little actual consideration of the drinking water quality by the Tahoe Keys weed abatement program. All of the agencies are struggling with the impacts from the past winter. It was noted that at least one agency seeks to convert from the use of surface water to groundwater to avoid the impending impacts of the surface water treatment rules and the continued degradation of water quality in the lake.

Attended the Nevada League of Cities & Municipalities retreat. Gaining insight into the abandonment of the One Nevada plan and altering from driving the future legislative agendas to simply responding. The League continued to offer weekly legislative updates to nearly the end of the legislative session. Mostly, the legislative session did not produce significant impacts to Kingsbury GID except in some prevailing wage conditions which might be triggered occasionally.

Water Resources:

May brought additional snow and precipitation which was an add for the basin total in this water year. We are out of superlatives, so it is just a very good water year.

The turbidity of our intake experienced some variability, not significant. Likely two elements in play, the large amount of runoff and settling of the temperature gradient following the lake turn over.... Lots of claims to successful programs improving the clarity of the lake, these are overly generous.... it was mostly nature and big blue doing it periodic turn over.

We have resolved the differences in the apparent miscalibration of our large production meters. Both are correct, we have either false tabulations or we are leaking back into the intake. We will continue to resolve this and tweaks to improve efficiency of the plant operation.

Currently, the lake is at 6,227.49 or about 4.5 feet above the natural rim. This is approximately 2 feet higher than a month ago. Maximum legal limit for the lake is 6229.1.

Future Work/In Progress/Concerns/Heads up

- Transition to the district Operations/Admin Center
- SCADA software replacement
- Possible finance and administration software replacement

RECORDING REQUESTED BY:

WHEN RECORDED RETURN TO:

State Land Registrar
505 East King Street
Suite 304
Carson City, Nevada 89710

AGREEMENT BETWEEN THE STATE OF NEVADA AND
KINGSBURY GENERAL IMPROVEMENT DISTRICT

THIS AGREEMENT, is made and entered into this 15th day of November, 1988, by and between the Kingsbury General Improvement District, (hereinafter referred to as "KGID") a political subdivision of the State of Nevada, and the State of Nevada, through its State Land Registrar (hereinafter referred to as "State").

WITNESSETH:

WHEREAS, the State of Nevada, by its State Land Registrar ("Registrar") is authorized, pursuant to the Tahoe Basin Act, Chapter 585, 1985 Statutes of Nevada, to acquire certain "environmentally sensitive" real property in the Tahoe Basin, some of which is located within the boundaries of the Kingsbury General Improvement District, created and existing pursuant to the State of Nevada, General Improvement District Law, Chapter 318, and,

WHEREAS, KGID is supportive of the efforts of the Registrar to acquire such parcels of real property located within the boundaries of KGID and,

WHEREAS, the Registrar is precluded from completing an acquisition unless the Registrar can obtain a policy of title insurance on such land which has no reference to any type of future KGID levy, fee, charge, and/or assessment of any kind whatsoever, after acquisition of title,

WHEREAS, KGID is amenable to such relief upon certain terms and conditions as hereinafter set forth,

NOW, THEREFORE, for good and valuable consideration and cause, it is agreed as follows:

1. Registrar agrees that upon its acquisition of any real property pursuant to the Tahoe Basin Act, Chapter 585, 1985 Statutes of Nevada; within the boundaries of the KGID, relevant purchase contract and escrow instructions shall provide that all fees, levies, assessments of any kind whatsoever pertaining to that parcel due to KGID as of the

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BOOK 1288 PAGE 650

date of the recordation of the deed to the Registrar, shall be brought current or paid in full, as the case may be. Such fees shall include, but not be limited to, where applicable, recreation fees, special assessments, ad valorem taxes, capital improvement fees, water and sewer availability fees, as well as any other fee or assessment which KGID is authorized by law to place on the property.

2. KGID agrees that so long as title and possession to the real property remains in the Registrar and remains unimproved, it will be released and be made free from and of any and all such levies, fees, charges and/or assessments of any kind whatsoever, due to KGID by reason of any such property's location within the KGID.

3. It is further agreed that this Agreement shall be recorded and shall take effect upon recordation of any appropriate deed to the Registrar for property located within the KGID.

4. It is further mutually agreed that with each such acquisition by the Registrar, KGID shall execute and deposit in escrow, for recordation, the document entitled "Release" which is attached hereto as Exhibit "A" and made a part hereof by reference. The Registrar shall hold KGID free and harmless of any fees and costs incidental to such recording. This Agreement, together with a Release, is intended to allow the Registrar to obtain a policy of title insurance without exception to policy coverage for any current or future levy, fee, charge, lien and/or assessment by KGID, after acquisition of title, subject to the terms and conditions stated herein.

5. Both parties agree that any real property acquired by the Registrar shall not receive any services or benefits from KGID unless such services or benefits are specifically requested in writing by the Registrar and the Registrar agrees to pay KGID for those services or benefits commencing upon receipt of said services or benefits. Should any real property, subject to this agreement be transferred by Registrar to any entity or unit of federal, state or local government, the entity or governmental unit shall not be responsible for paying any assessments or costs to KGID which have accrued on the real property during the period title to the property is held by the Registrar, unless the property is used for purposes of commercial or private development or for any other use which is inconsistent with protecting the environmental quality and public recreational potential and use of the property.

6. This Agreement shall also apply to any previously acquired real property, situated within KGID boundaries, now held by the Registrar, upon recordation of a Release describing such previously acquired real property which

Release shall be in the form of Exhibit "A" hereto.


7. This Agreement and any Release executed hereunder, shall be binding upon any successor of KGID.

8. The parties further agree that subject to the provisions of NRS 41.035 to 41.039, inclusive, the Registrar and the State of Nevada, shall hold KGID, its Board of Trustees, officers, agents and representatives, free and harmless of any claims or liabilities that may arise as a result of any actions or inactions by the State, any of its employees, agents or representatives as relates to the subject real property and shall indemnify said entity and persons against any such claims or judgments.

DATED this 15th day of November, 1988.

KINGSBURY GENERAL IMPROVEMENT DISTRICT

STATE OF NEVADA

By 
TIMOTHY B. STILL

By 
PAMELA B. WILCOX
STATE LAND REGISTRAR

APPROVED AS TO FORM:

By 
JENNIFER STERN
Deputy Attorney General

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Certificate of Acknowledgment

STATE OF NEVADA)
) ss.
COUNTY OF DOUGLAS)

On this 15th day of November, 1988,
before me, Candice R. Taraporevala, a Notary Public in
and for the State of Nevada, personally appeared _____
Timothy R. Still who is Chairman of the
board of trustees of the Kingsbury General Improvement
District, personally known to me to be the person who
executed the attached Agreement Between the State of Nevada,
Land Registrar and Kingsbury General Improvement District on
behalf of the Kingsbury General Improvement District, and
acknowledged to me that he/she was duly authorized by the
board to execute the agreement and that he/she executed the
same for the purposes therein stated.



Candice R. Taraporevala
NOTARY PUBLIC

REQUESTED BY
FIRST NEVADA TITLE COMPANY

IN OFFICIAL RECORDS OF
DOUGLAS CO., NEVADA

'88 DEC -6 110:48

SUZANNE BEAUDREAU
RECORDER

\$10⁰⁰ PAID *JL* DEPUTY 192050
BOOK 1288 PAGE 655

MEMO TO: Mitch Dion, General Manager
FROM: Brandon Garden, Utility Operations Superintendent
SUBJECT: Operations Report for the meeting of June 13, 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

Leaks Repaired - 0
Turn On/Offs - 13
Profiles/Leak Detects/Frozen Meters - 2
Escrow Reads/Meter Re-Reads - 17
Inspections - 9

UTILITY OPERATIONS:

72 tons of gravel was spread at the Operations Yard providing better dust and mud control for not only the waterline contractor but for our own operations. In the future, more gravel will be applied to provide surface for traffic in the area and ground stabilization.

Pump control valve for pump 2 at Station 3 was found to have damaged threads that hold in the valve seat. This situation does not allow the pump to be used safely resulting in only one motor pump combo being available. A new valve body has been purchased when it arrives it will be replaced. This is a slight vulnerability in the system for reliability.

The crew has been spending considerable time repairing and removing damaged delineation, snow whips, tree limbs, and pothole patching. We are finding that more delineators are damaged than are in serviceable condition. We will work with F&B this fall to evaluate locations to try and eliminate the amount of unnecessary delineation throughout the District.

Equipment and supplies have been removed and reorganized throughout the bays at 160 Pine Ridge to provide needed space for the upcoming repair.

Byran Moss and I have been working on connection permit plan reviews.

Vault lid replacement at 111 Tramway has been delayed until the correct cover can be manufactured. The lid required is no longer part of regular production necessitating manufacturing a custom cover.

We have been successful in opening an account with Cinderlite to provide all earthen material needs for road base, sand, and gravel. Cinderlite is also able to provide reasonable delivery/transportation costs for materials.

VEHICLES and EQUIPMENT:

Good Equipment and our crew worked at getting all light and heavy equipment back into preferred operating conditions during the stand down week.

TRAINING:

All utility personnel attended monthly safety meeting.

Mike Edwards and Byran Moss received webinar training from Nevada Rural Water related to water treatment and distribution.

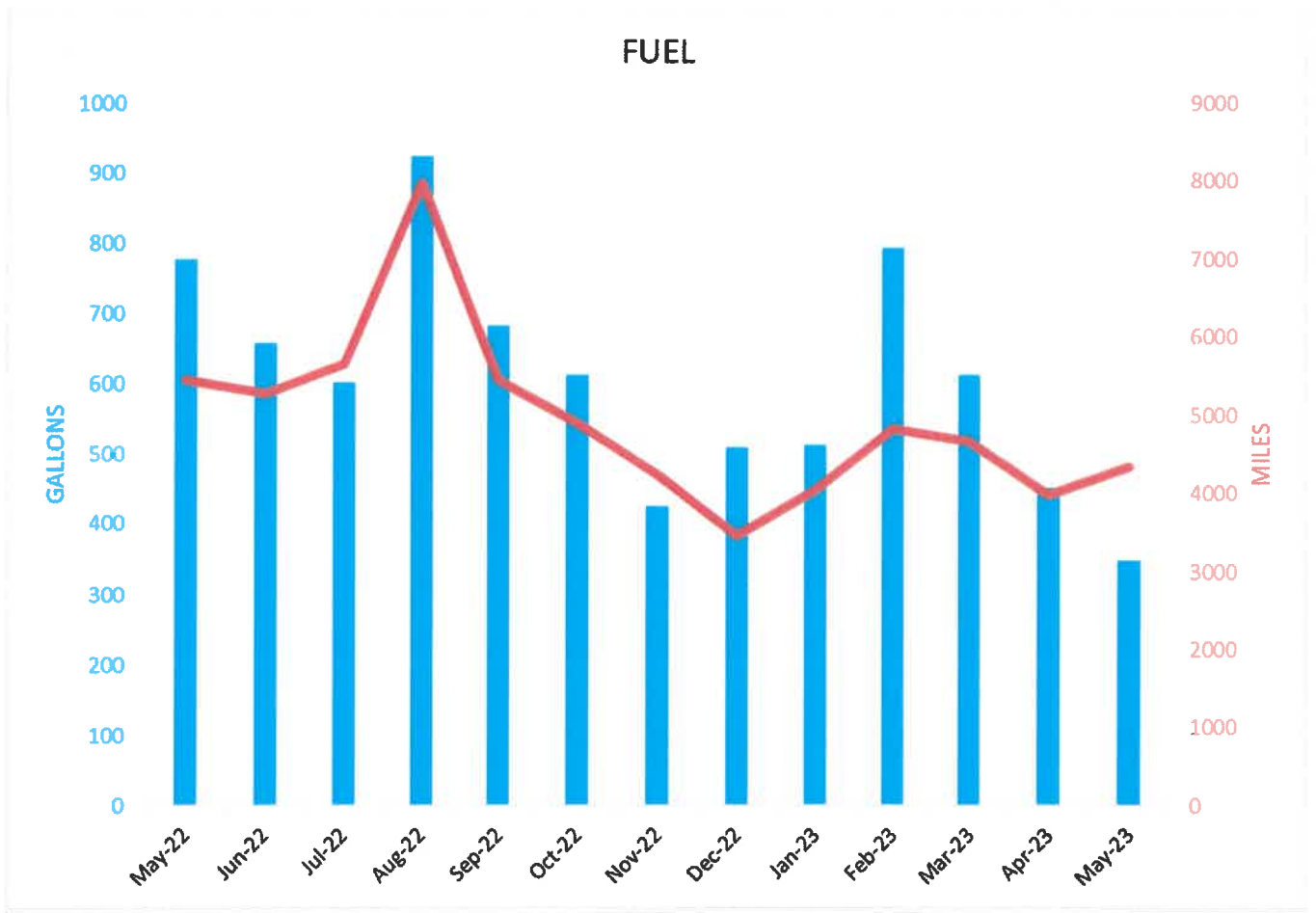
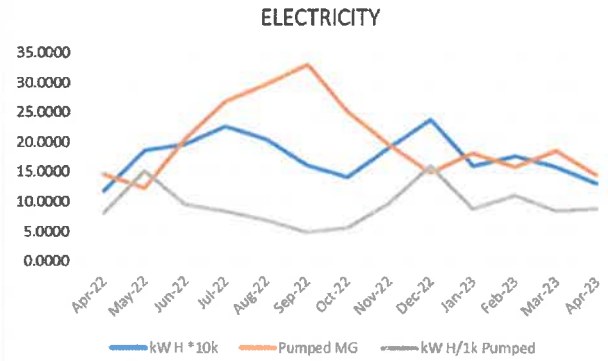
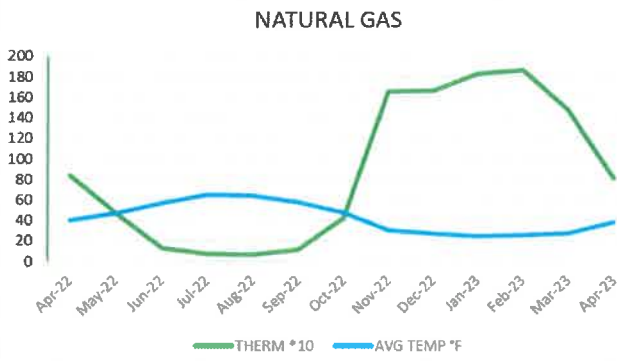
PROJECTS:

Materials for the 2023 Waterline and Road Project have been delivered. Pre-construction meeting was held with start date of June 12th.

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
YEAR												
Jan-23	18,172,500	0	18,000	29,826	18,160,674	13,641,521	4,519,153	25%	15,060,000	15,048,174	1,406,653	9%
Feb-23	15,992,800	23,734	29,000	11,948	16,033,586	13,027,960	3,005,626	19%	14,230,000	14,270,786	1,242,826	9%
Mar-23	18,697,300	0	17,000	0	18,714,300	14,953,309	3,760,991	20%	16,480,000	16,497,000	1,543,691	9%
Apr-23	14,582,100	6,558	33,000	0	14,621,658	10,472,394	4,149,264	28%	12,750,000	12,789,558	2,317,164	18%
May-23	16,950,500	0	30,000	27,902	16,952,598	13,797,616	3,154,982	19%	14,380,000	14,382,098	584,482	4%
Jun-23					0		0	#DIV/0!		0	0	#DIV/0!
Jul-23					0		0	#DIV/0!		0	0	#DIV/0!
Aug-23					0		0	#DIV/0!		0	0	#DIV/0!
Sep-23					0		0	#DIV/0!		0	0	#DIV/0!
Oct-23					0		0	#DIV/0!		0	0	#DIV/0!
Nov-23					0		0	#DIV/0!		0	0	#DIV/0!
Dec-23					0		0	#DIV/0!		0	0	#DIV/0!
TOTAL	84,395,200	30,292	127,000	69,676	84,482,816	65,892,800	18,590,016	22%	72,900,000	72,987,616	7,094,816	10%
Month/ Yr	Finished Water	Plus Water From EWC	Plus Water From RHGID	Less Water To EWC	Net Water	Billed Water Cons	Water Loss	% Water Loss	Raw Water	Net Raw Water	Loss/Gain	% Water Loss
YEAR												
Jan-22	16,459,800	19,430	13,000	0	16,492,230	13,056,719	3,435,511	21%	14,120,000	14,152,430	1,095,711	8%
Feb-22	15,252,000	24,172	46,000	22,366	15,299,806	11,449,959	3,849,847	25%	13,320,000	13,367,806	1,917,847	14%
Mar-22	14,649,000	22,126	23,000	43,712	14,650,414	11,377,500	3,272,914	22%	13,000,000	13,001,414	1,623,914	12%
Apr-22	12,287,800	24,994	39,000	0	12,351,794	9,335,652	3,016,142	24%	10,790,000	10,853,994	1,518,342	14%
May-22	20,528,300	19,078	17,000	26,310	20,538,068	17,492,537	3,045,531	15%	18,030,000	18,039,768	547,231	3%
Jun-22	26,875,600	0	151,000	20,026	27,006,574	24,012,577	2,993,997	11%	24,440,000	24,570,974	558,397	2%
Jul-22	29,844,200	21,582	96,000	0	29,961,782	27,115,330	2,846,452	10%	28,350,000	28,467,582	1,352,252	5%
Aug-22	33,138,200	0	116,000	42,736	33,211,464	28,645,898	4,565,566	14%	29,590,000	29,663,264	1,017,366	3%
Sep-22	25,157,400	0	100,000	0	25,257,400	21,765,104	3,492,296	14%	21,750,000	21,850,000	84,896	0%
Oct-22	19,724,500	0	98,000	0	19,822,500	15,911,811	3,910,689	20%	16,930,000	17,028,000	1,116,189	7%
Nov-22	14,872,700	0	23,000	16,666	14,879,034	11,403,263	3,475,771	23%	13,260,000	13,266,334	1,863,071	14%
Dec-22	24,451,100	179,860	19,000	133,878	24,516,082	20,814,241	3,701,841	15%	22,530,000	22,594,982	1,780,741	8%
TOTAL	253,240,600	311,242	741,000	305,694	229,471,066	212,380,591	41,606,557	18%	226,110,000	226,856,548	14,475,957	6%

ENERGY USAGE:



MEMO TO: Mitch Dion, General Manager
FROM: Judy Brewer, Administrative & Human Resource Supervisor
SUBJECT: Management Report for the meeting of June 13, 2023

Rental Properties

- Minimal exterior landscape work was done in 2022, considerable work is needed this year, including repairs to roof leaks, irrigation work, restoration of landscaped areas and marquee.
- RFQ's for custodial support at 298 and 160 Kingsbury are being drafted.
- Waiting for quotes from the Property Manager for roof repair on 298 building

Miscellaneous

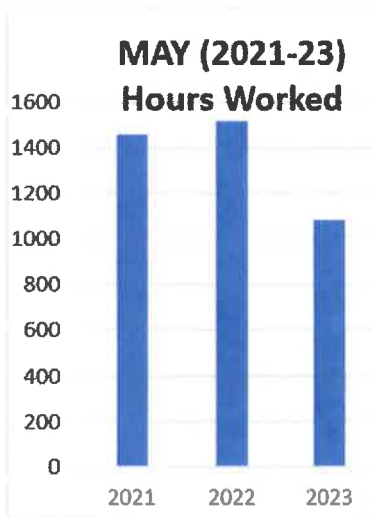
- Advertised RFQ for Palisades Lift Station to be accepted through June 2nd
- GPS units were installed in Manchester Enterprises Sanding Trucks used for Kingsbury GID work
- GPS units were installed in Kingsbury G.I.D. work trucks
- Creek clean-up day behind the post office was a success
- Had 123 boxes shredded at \$4.00 a box
- Continue to update routine forms and customer facing documents to reflect service-oriented tone and eliminate repetitive messaging.

Human Resources

- Vacant Water Utility position candidate was to start on May 30th, postponed
- Vacant Street Maintenance Technician positions offered, one accepted to start in Oct
- Participated in a regional compensation and benefits survey results pending
- Updating internal procedures and safety manual (many dated 2002)
- Revising labor and productivity measurements and reporting
- Prepared presentation regarding Workers Compensation to present at an All hands meeting so that our Employees have a better understanding
- Last week was Stand Down Week which included training for Cyber Security and Pool Pact

General Information

- Writing revision to procedures to avoid shut off notices for accounts with nominal balance due
- Developing a refund policy for balances with diminutive amounts. Evaluating cost effective alternatives to checks
- Completed audit on all vendors in A/P made (700) vendors inactive so we can send out a letter to all current vendors regarding sending invoices to one email address
- Followed up with Douglas County regarding information needed for VHR's, next step is to note properties in Springbrook.
- Developing system of all current contracts and vendors with expiration dates etc.



May-22			May-23		
REQUEST CODE:	COUNT:	AMOUNT:	REQUEST CODE:	COUNT:	AMOUNT:
OFF/ON	1	100.00	OFF/ON	4	200.00
INSPECTION	7	50.00	INSPECTION	10	50.00
LEAK	0	0.00	LEAK	1	0.00
PROFILE	1	0.00	PROFILE	0	0.00
OFF	5	200.00	OFF	9	400.00
ESCROW	10	500.00	ESCROW	0	0.00
ON	6	350.00	ON	6	300.00
BACKFLOW	0	0.00	BACKFLOW	1	0.00
REREAD	0	0.00	REREAD	1	0.00
NEW	0	0.00	NEW	2	0.00
TOTAL		1,200.00	TOTAL		950.00

LIEN LIST AS OF MAY 2023

NAME	STREET NAME	CURRENT AMT DUE	DATE LIENED	EXP
LARRY HARRIS	TRAMWAY DR. #16	72,005.00	1/22/10-6/16/17	6/16/2023
DAVID G JOHNSON	CLUBHOUSE AVE.	41,678.00	12/20/2010-6/16/17	6/16/2023
THOMAS KASCHEK	BOULDER CT. #Q	77,727.00	10/24/2012-6/16/17	6/16/2023
CONSOLIDATED PRACTICES	TRAMWAY DR #12	76,638.00	10/24/2012-6/16/17	6/16/2023
VIRGINIA TOY	IRWIN A&B	35,388.00	9/20/2016-9/16/2022	9/16/2028
WILLIAM HANCPOL	GRIFFIN CT	6,886.00	3/26/2021	3/26/2027
		310,322.00		
UPDATED 6/6/23				

Task Order

Task Order Number: 63

Date: June 20, 2023

Title: Kingsbury General Improvement District – 2023 PAVER Update Project

Project Description: In 2023, Kingsbury General Improvement District (KGID) will perform the sixth iteration of field inspections for all KGID maintained roadways. These field inspections will include randomly selected field test sites to observe and score roadway conditions. DOWL, LLC (DOWL) has been requested by KGID to assist with completing the current PAVER update.

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

PART 1 – SERVICES

Task 1 – Project Management

Objective

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

Approach

DOWL will routinely review project progress and communicate project status on a regular basis. Communication will be through email and telephone. This task will include the following activities:

- Project administration includes scheduling maintenance, 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 six (6) months.
- Project-related issues will be identified, communicated, and resolved.
- Submittals will be made from DOWL to KGID electronically.

Task 2 – PAVER Update

Objective

Support KGID with field inspections, data collection, and updating KGID’s PAVER program for pavement condition purposes.

Approach

This task will include the following activities:

- Collect and incorporate existing road rehabilitation projects completed since the last PAVER update.
- Generation of field inspection forms and direct KGID to perform inspections and collect photographs.
- Identify approximately 113 field inspection locations for KGID to perform.
- Perform quality control review of KGID’s completed field inspection forms.
- Incorporate pertinent information from field inspection forms and recent road rehabilitations into PAVER system for analysis.
- Update PAVER model to meet Army Corp requirements of MicroPAVER.
- Develop updated PAVER CIP.
- Incorporate PAVER information into KGID’s GIS.

Deliverables

The following will be delivered under this task:

- Updated PAVER database.
- Road CIP (electronically).

Assumptions

The following assumptions apply:

- KGID to perform all field inspections.
- Reporting or summary documents are not included.
- PAVER results will be utilized by KGID and DOWL to prepare a sealing rehabilitation project that will be performed under a separate task order.

PART 2 – COMPENSATION

KGID shall pay DOWL on a time and materials basis, including travel, not to exceed Twenty-Nine Thousand Two-Hundred dollars (\$29,200.00). 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:

Table 1: Cost Breakdown of Task Budget

Task	Cost
Task 1 – Project Management	\$4,680
Task 2 – PAVER Update	\$25,200
Total Project Budget:	\$29,880

PART 3 – SCHEDULE

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

Award of Task Order:	June 20, 2023 Board Meeting
KGID Field Inspections:	September 2023
PAVER Update:	December 2023

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

Owner: Kingsbury General Improvement District

Engineer: DOWL, LLC

By: _____

By: _____

Print Name: Mitchel S. Dion

Print Name: Matt Van Dyne, PE

Title: General Manager

Title: Senior Project Manager

Date
Signed: _____

Date
Signed: _____

**KINGSBURY GENERAL IMPROVEMENT DISTRICT
2023 MicroPAVER Update Project
Engineering Fee Estimate**

TASKS	Employee Initials		Senior Manager II		Administrator III		GIS Analyst II		GIS Specialist		Total Labor		Expenses		TOTAL	
	MVD	DB	MF	TB	Hours	Rate (\$/hr)	Hours	Rate (\$/hr)	Hours	Rate (\$/hr)	Hours	Rate (\$/hr)	Hours	Rate (\$/hr)	Hours	Rate (\$/hr)
1.0 Project Management																
Project Coordination and Management	6	4	4	0	14	\$245	\$110	\$160	\$120							\$2,550
Monthly Reports/Progress Billings	6	6	0	0	12	\$245	\$110	\$160	\$120							\$2,130
Subtotal	12	10	4	0	26											\$4,680
2.0 MicroPAVER Update																
Produce and Provide Inspection Forms to District	4	0	13	6	23	\$245	\$110	\$160	\$120							\$3,780
Receive, Review, & QC of Inspection Reports	4	0	4	0	8	\$245	\$110	\$160	\$120							\$1,620
Incorporate Field Inspection Data & Photos	0	0	24	18	42	\$245	\$110	\$160	\$120							\$6,000
Incorporate Recent Rehabilitations	4	0	12	14	30	\$245	\$110	\$160	\$120							\$4,580
Update MicroPAVER Road Rehabilitation CIP	4	0	6	32	42	\$245	\$110	\$160	\$120							\$5,780
Incorporate Results into GIS	0	0	14	10	24	\$245	\$110	\$160	\$120							\$3,440
Subtotal	16	0	73	80	169											\$25,200
TOTAL	28	10	77	80	195											\$29,880

- Project duration estimated to be 6 months.
- Task order does not include design of Road Rehabilitation Project. Once PAVER results are determined, the rehabilitation scope will be better understood to develop a separate Task Order.

Task Order

Task Order Number: 64

Date: June 20, 2023

Title: 2024 Waterline Improvement Project

Project Description: Upon the completion of the water system CIP in 2020, KGID has established a waterline replacement program prioritizing the replacement of undersized and problematic areas of the water distribution system. While the CIP is referenced for planning efforts, other capital needs may arise that may take priority. As capital projects are being implemented, the next project will include sections of Tramway Drive and Tina Court as the 2024 Waterline Improvement project (Project). The Project limits on Tramway Drive extend between the intersection of Kingsbury Grade (State Route 207) and Jack Drive, and on Tina Court between Tramway Drive and S Benjamin Drive. The streets within the waterline replacement area are not considered for full road replacement due to favorable pavement condition index scores, and roadway improvements will only consist of trench patching where mains have been replaced. Trench patching is assumed at this time to receive a microsurface seal rehabilitation like the geotechnical engineering recommendations from the 2021 roadway rehab project on Andria Drive; however, final road rehabilitation methods will be derived from the geotechnical recommendations following a geotechnical study for the Project. The total Project will include approximately 3,700-linear feet of waterline replacement with new ductile iron pipe, water service line replacement, service meter relocations, and associated asphalt patching and road surfacing.

Geotechnical investigation for the Project will be performed outside of this task order by KGID's previously selected on-call geotechnical engineering consultant via their own task order. Investigations will include test pits, sampling of material, laboratory testing, and a report summarizing findings and recommendations for trench backfill, roadway base, and asphalt sections. There are existing wooden retaining walls at the intersection of Tramway and Jack that the Geotechnical firm will inspect and provide an alternative design if recommended for replacement. The final report and wall recommendation and any subsequent design would be anticipated to be provided to DOWL no later than the 60% civil design level to incorporate into the Project's design plans and specifications.

Topographic survey for the Project will be performed outside of this task order. To promote efficiency and cost savings, survey efforts for the FY23 – FY25 water improvement projects were consolidated into a single survey effort that will be performed prior to the engineering design efforts.

Proposed Project Budget and Financing: The estimated planning level opinion of probable construction cost is displayed in the Table 1. Given the detailed design task is not complete and future construction and material market conditions are unrealized, the opinion of probable construction costs should be considered with caution and as reference only.

Table 1: Estimated Planning Level of Costs vs. Engineering & Construction Management Fees

Task	Planning Level Costs
Material Procurement	\$401,900
Construction (planning level estimate):	\$3,964,500
Contingency (15%):	\$654,960
Total Construction Cost	\$5,021,360
Civil Engineering:	
Civil Engineering:	\$126,325
Construction Management, Observation:	\$238,717
Total Engineering Cost	\$365,042
Total Estimated Cost	
Total Estimated Cost	\$5,383,680
Civil Engineering % vs. Material Procurement & Construction Estimate (less contingency)	2.9%
Construction Management % vs. Material Procurement & Construction Estimate (less contingency)	5.5%

NOTE: All costs exclude Geotechnical engineering and retaining wall construction related elements

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

DOWL will routinely review Project progress and communicate Project status on a regular basis. Communication will be through email and telephone. This task will include the following activities:

- Project administration includes resource allocation, and routine communications.
- Team coordination, including conference calls and internal meetings.
- Monitoring changes to the scope, budget, and 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:

- Overall Project duration is estimated at seventeen (17) months.
- Project-related issues will be identified, communicated, and resolved.
- Submittals will be made from DOWL to KGID electronically.

Task 1.2 – 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:

- Incorporate topographic data into Project for design.
 - Establish survey control sheets and alignment control tables.
- Obtain record drawings from utility purveyors for 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.
- Coordinate with KGID for KGID to call in USA-Digs, mark water, and work with its sewer utility contractor to locate utilities.
- One (1) site visit with KGID staff to walk Project site.
- 30% Design Submittal shall include:
 - Plan sheets inclusive of plan view water main alignments for review and acceptance by KGID prior to further design efforts.
- 60% Design Submittal shall include:
 - Incorporation of 30% review verification comments from KGID
 - Plans to include finalized water main alignment and established appurtenances (service line, fire hydrant, etc.) and profile view design elements.
 - Coordinate with Geotechnical firm to support geotechnical evaluation, review and comment on report, and incorporate recommendations and specifications into plan set.
 - Submission of 60% Plans, Specifications, and Opinion of Probable Construction Costs to KGID for review and comment.
 - One (1) 60% submittal review and site walk with KGID and DOWL staff.
- 90% Design Submittal shall include:
 - Incorporation of 60% review comments from KGID.
 - Refinement of the 60% design of the civil design elements.
 - Coordinate with Geotechnical firm to support geotechnical evaluation, review and comment on report, and incorporate recommendations and specifications into plan set.
 - Submission of 90% Plans, Specifications, and Opinion of Probable Construction Costs to KGID for final review and comment.
 - One (1) 90% submittal review conference call with KGID and DOWL staff.
- Permitting
 - Nevada Department of Transportation (NDOT)
 - DOWL to complete all forms and applications for a NDOT encroachment permit as construction will occur within NDOT Right-of-way (ROW) and/or traffic control will impact the ROW for State Route 207.

- NDOT Plans and Specifications for both underground utilities and roadway patching improvements in a single plan set. Site, Circulation, and Access plan and NDOT details included in plan set.
 - DOWL will submit all forms and plan packages to NDOT for review. Any comments received by NDOT will be incorporated and re-submitted to obtain approval.
 - Application and review fees to be waived by NDOT as submitting under KGID, a public agency.
 - Nevada Division of Environmental Protection – Bureau of Safe Drinking Water
 - DOWL will apply for and submit the Project to NDEP-BSDW for public water system review and approval; including, application, \$1,000 review fee, hydraulic analysis report, hydraulic model update, and submittal. All comments will be incorporated and re-submitted to obtain approval.
 - Tahoe Douglas Fire Protection District
 - Project approval letter required for NDEP-BSDW permit.
 - 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.
 - Douglas County – Not included.
 - Labor Commissioner
 - DOWL to complete all forms for public bodies awarding public works contracts with the Nevada Labor Commissioner: Request for PW Number, Notice of Award, Notice of Completion.
 - All forms are required to be submitted by KGID, per Labor Commissioner. DOWL will complete all documents and provide to KGID for submittal.
- 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 material procurement contract documents, bid form, and opinion of probable cost.
- Quality assurance and quality control of deliverables to the KGID.

Deliverables

The following will be delivered under this task:

- Submittal of the 30% plans for KGID review and comment will include plan sheets for water mainline alignment only for verification purposes.
- Submittal of the 60% set for KGID review and comment will include 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 include PDF files of the Plans (11"x17"), Specifications, and Opinion of Probable Construction Cost.

- 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 in the Detailed Design Approach.

Assumptions

The following assumptions apply:

- One (1) site visit kickoff meeting and one (1) 60% design review and constructability review are included in this scope of work.
- 90% submittal reviews with KGID and DOWL via conference call.
- Specifications will be in EJCDC format for front-end documents and CSI format for technical specifications.
- Project elements to be included in design:
 - Tramway Drive and Tina Court: 3,700-linear feet of waterline replacement and replacement of water service laterals and relocation of water service meters affected by proposed main.
 - Trench patching where roadway is directly impacted from both water main and service lateral replacement.
 - Microsurface seal over length of Tramway Drive and Tina Court affected by trenching.
- Topographic survey is not included within this task order and will be performed under a separate contract.
- Geotechnical
 - It is assumed KGID's on-call Geotechnical firm will perform field investigations, material identifications, and recommendations. The Geotechnical firm will be contracted under KGID; however, any reports or submittal documents will go through DOWL for review.
 - Roadway improvements are assumed to be trench patching and a microsurface slurry for all roadways impacted by the waterline improvements. If additional roadway improvements are recommended and required from the geotechnical report, these efforts would be outside of scope and performed via amendment.
 - Inclusion of geotechnical design drawings and specifications for existing retaining wall replacement is included in this scope of work. No wall, site, or grading design pertaining to the geotechnical recommendations for the walls will be performed by DOWL.
- NDOT
 - Final Traffic Control Program to be provided by the contractor and per NDOT's requirements.
 - NDOT Permit assumed to be put on hold by NDOT until Traffic Control Program is provided and approved – completed via contractor. All other items completed by DOWL to be preliminarily approved prior and permit approved after Traffic Control Program approval.

Task 1.3 – Bidding Assistance

Objective

Assist KGID in the bid selection process and award of the Construction Contract. Bidding Assistance efforts are split evenly between the water and road tasks.

Approach

Activities under this task will include the following elements:

- Prepare procurement bid package for KGID purchase of waterline materials.
 - Advertise and bid the procurement electronically through the PlanetBids.
 - Answer questions from bidders and prepare addendum.
- Advertise and bid the construction Project electronically through the DOWL PlanetBids portal and maintain a plan holder's list.

- Attend one (1) pre-bid meeting at KGID's office, prepare agenda, attend meeting, and compile meeting minutes for distribution.
- Answer questions from bidders and prepare addendum.
- Conduct one (1) bid opening via PlanetBids.
- Bid compliance review and bid tabulation.
- Contractor complete due diligence review (NV State Contractor's Board, Secretary of State, Labor Commissioner's Disqualified List, and reference check).
- 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:

- Pre-bid meeting minutes.
- Bid results summary.
- Notice of Award.
- One (1) original copy of the Specifications for use during construction.
- Two (2) half-size sets of Plans for use during construction.

Assumptions

The following assumptions apply:

- DOWL will conduct one (1) pre-bid meeting at the KGID office.
- Two (2) RFIs and preparation of one (1) addendum are assumed.

Task 1.4 – Construction Management

Objective

Monitor the Project and keep KGID informed of the Project status. This phase also includes assisting KGID with 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.
- Conduct one (1) pre-construction meeting, prepare agenda and meeting minutes for the pre-construction meeting. DOWL attendance will include the Project Manager, Project Engineer, and Construction Observer.
- Process change-orders and payment applications, evaluate claims, review 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 with 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, and change orders.
- Certified Payroll Review:
 - Review certified payroll reports supplied by the prime contractor. Reports to include prime and sub-contractors working on the Project.

- Verify contractor staffs' 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 develop 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 Staff).
- 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.
- Contractor Pay Applications.
- Conformance letter from DOWL.
- Record drawings electronically (.pdf)

Assumptions

The following assumptions apply:

- Pre-construction meeting to be held at KGID's office.
- Construction anticipated to take twenty-three (23) weeks. This overall construction duration is derived from previous water and road improvement projects.
- Twenty-three (23) weekly construction meetings are assumed – no meeting first week of construction. DOWL 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 DOWL.
- It is anticipated that the Construction Contract will exceed \$250,000; therefore, certified payroll reports and associated field interviews will be required.
 - Certified payroll reviews are assumed at 3 hours per week for the duration of construction identified within this Scope
 - Certified Payroll reports are anticipated to be complete and correct. Contractor is to be familiar with certified payrolls and compliance.
 - One (1) minor revision for each Certified Payroll 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, DOWL will reject submission and require re-submittal by the contractor.
 - DOWL's review will consist of verification of personnel, time worked, and hourly wages and that requirements of the Project are met.
 - All final certification and reporting to Labor Commission must come from KGID as they are the public body, funding the Project, and have ultimate responsibility.
- Material testing will be provided by Contractor via certified third-party testing company.

Task 1.5 – 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 certified third-party firms contracted by the contractor) 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.
- Keep 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 twenty-three (23) weeks. This overall construction duration is derived from previous water and road improvement projects.
- DOWL inspection costs shall include all time, 8 hours on-site inspection, 2 hours for reporting and travel.
- If construction efforts vary from this schedule, DOWL 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

KGID shall pay DOWL on a time and materials basis, including travel, not to exceed Three-Hundred and Sixty-Five Thousand and Forty-Two Dollars (\$365,042.00). 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 summarized in Table 2:

Table 2: Cost Breakdown of Task Budget

Task	Cost
Task 1.1 – Project Management	\$19,005
Task 1.2 – Detailed Design	\$99,880
Task 1.3 – Bidding Assistance	\$7,440
Task 1.4 – Construction Management	\$75,417
Task 1.5 – Construction Management	\$163,300
Total Project Budget:	\$365,042

PART 3 – SCHEDULE

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

Award of Task Order:	June 2023 Board Meeting
Utility Locates:	July 2023
Survey (under separate contract):	June 2023
Geotechnical Evaluation (performed by others):	September 2023
30% Design:	September 2023
60% Design:	October 2023
90% Design:	November 2023
100% Design:	December 2023
Material Procurement Bidding:	January 2024
Construction Bidding:	January 2024
Award of Contracts:	February Board Meeting
Construction (pending contractor scheduling and material availability):	May - October 2024
Closeout:	October - November 2024

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

Owner: Kingsbury General Improvement District

Engineer: DOWL Engineering

By: _____

By: _____

Print Name: Mitchell S. Dion

Print Name: Matt Van Dyne, P.E.

Title: General Manager

Title: Senior Project Manager

Date Signed: _____

Date Signed: _____

**KINGSBURY GENERAL IMPROVEMENT DISTRICT
2024 Waterline Replacement Project
Engineering Fee Estimate**

TASKS	Employee Initials		Senior Manager (S)	Engineer IV (E4)	Engineer I (E1)	Designer I (D1)	Construction Inspector I (CI1)	GIS Analyst I (G1)	Project Coordinator (PC)	Assistant III (A3)	Hours	Total Labor	Expenses	TOTAL
	2023 Rate (\$/hr)	2024 Rate (\$/hr) (a)												
1.1 Project Management														
Monthly Reports/Progress Billing														
Project Coordination and Management														
	17										34	\$6,035		\$6,035
	17										78	\$12,970		\$12,970
Subtotal											110	\$19,005	\$6	\$19,011
1.2 Detailed Design (2023 Task)														
Survey processing for design, Control sheet, Alignment Generation														
Existing Utility Request and Incorporation														
Kickoff meeting and Site visit														
30% Design Drawings and Opinion of Probable Cost														
60% Design Drawings and Opinion of Probable Cost														
Geotechnical Project Coordination, Review, & Implementation of Recommendations into Plan Set														
Design Review and Site Visit with KGID														
90% Design Drawings and Opinion of Probable Cost														
Permitting (NDP-BSDW, TRPA, Example, County, Labor Commissioner)														
NDOT Permitting														
100% Design Drawings and Opinion of Probable Cost														
Prepare Material Procurement Contract Documents, Bid Schedule, and Opinion of Probable Cost														
	2										28	\$4,040		\$4,040
	2										28	\$4,040		\$4,040
Subtotal											700	\$98,880	\$1,000	\$99,880
1.3 Bidding Assistance (2024 Task)														
Prepare and Perform Material Procurement Documentation and Bidding														
Organize and Conduct Pre-Bid Meeting														
RFIs, Questions During Bidding, Addendum (s)														
Bid Opening (see Prebid(s))														
Bid Review, Tabulation, and Recommendation														
Awarding Activities (NOA, Agreements, Bonds and Insurance)														
	4										14	\$1,966		\$1,966
	4										10	\$1,502		\$1,502
	2										6	\$1,134		\$1,134
	2										6	\$852		\$852
	2										8	\$1,356		\$1,356
	2										4	\$520		\$520
Subtotal											48	\$7,440	\$0	\$7,440
1.4 Construction Management (2024 Task)														
Submittal Review														
Organize and Conduct Pre-Construction Conference														
Office Engineering (e)														
Certified Payroll Review (f)														
Field Visits/Meetings (g)														
Project Closeout (Permitting, Record Drawings, and Deliverables)														
GIS Incorporation														
	2										28	\$4,052		\$4,052
	2										16	\$2,312		\$2,312
	2										184	\$28,620		\$28,620
	2										69	\$9,349		\$9,349
	2										138	\$24,702		\$24,702
	2										40	\$6,800		\$6,800
	2										12	\$1,692		\$1,692
Subtotal											447	\$78,617	\$0	\$78,617
1.5 Construction Observation (2024 Task)														
Construction Observation, Coordination, and DOR Preparation (e)														
	0													
	0													
	14										1,150	\$163,300	\$0	\$163,300
Subtotal											1,150	\$163,300	\$0	\$163,300
TOTAL											2,895	\$394,842	\$1,000	\$395,842

(a) 2024 rates include a 5% increase from 2023 rates when accounting for all positions.
 (b) Assumes one addendum
 (c) Construction estimated to take 23 weeks. CM costs include time for pay requests, change orders, phone calls, etc., estimated at 8 hours per week not including field visits
 (d) Prepare and attend weekly progress meetings, estimated at 6 hours per meeting day, plus mileage
 (e) Includes full time inspection, M-F, for the construction period, 10 hours/day (8 hr on-site) for 23 weeks. Duration determined from recent projects of similar scope.
 (f) Assumes Contractor is familiar with CPM and submitting correct forms. 3 hr/wk
 (g) KGID to retain and utilize its geotechnical engineer to perform and provide preliminary geotechnical evaluation prior to 60% design
 • Survey completed under separate contract

**Kingsbury General Improvement District
2024 Water Improvement Project (Tramway Rd & Tina Ct)
Planning Level Construction Opinion of Probable Cost**

				Planning Level	
Bid Item	Description	Quantity	Units	Unit Price	Total
MATERIAL PROCUREMENT					
A	1" Water Service Line	375	LF	\$13.50	\$5,062.50
B	1.5" Water Service Line	750	LF	\$20.50	\$15,375.00
C	2" Water Service Line	1,875	LF	\$27.50	\$51,562.50
D	6" Water Main	200	LF	\$44.00	\$8,800.00
E	8" Water Main	1,400	LF	\$56.50	\$79,100.00
F	12" Water Main	2,300	LF	\$70.00	\$161,000.00
G	6" Gate Valve	10	EA	\$1,350.00	\$13,500.00
H	8" Gate Valve	6	EA	\$2,000.00	\$12,000.00
I	12" Gate Valve	5	EA	\$3,000.00	\$15,000.00
J	Fire Hydrant Assembly	9	EA	\$4,500.00	\$40,500.00
CONSTRUCTION					
1	Mobilization and Demobilization	1	LS	\$130,000.00	\$130,000.00
2	Temporary Traffic Control	1	LS	\$125,000.00	\$125,000.00
3	Temporary Erosion Control	1	LS	\$50,000.00	\$50,000.00
4	1-Inch Water Service Connection	5	EA	\$5,250.00	\$26,250.00
5	1.5-Inch Water Service Connection	10	EA	\$6,000.00	\$60,000.00
6	2-Inch Water Service Connection	25	EA	\$7,000.00	\$175,000.00
7	Relocate Existing Water Meter Assembly	40	EA	\$1,500.00	\$60,000.00
8	Traffic Rated Meter Assembly Lid (Contingent Bid Item)	15	EA	\$2,000.00	\$30,000.00
9	1-Inch Private Property Water Service	375	LF	\$130.00	\$48,750.00
10	1.5-Inch Private Property Water Service	750	LF	\$140.00	\$105,000.00
11	2-Inch Private Property Water Service	1,875	LF	\$150.00	\$281,250.00
12	8-Inch Waterline Replacement	1,400	LF	\$240.00	\$336,000.00
13	12-Inch Waterline Replacement	2,300	LF	\$300.00	\$690,000.00
14	6-Inch Gate Valve	10	EA	\$2,750.00	\$27,500.00
15	8-Inch Gate Valve	6	EA	\$3,250.00	\$19,500.00
16	12-Inch Gate Valve	5	EA	\$4,000.00	\$20,000.00
17	Fire Hydrant Assembly	9	EA	\$10,000.00	\$90,000.00
18	Connection to Existing Water Main	8	EA	\$15,000.00	\$120,000.00
19	Connection to Existing Fire Hydrant Assembly	-	EA	\$7,500.00	\$0.00
20	Removal and Disposal of Abandoned Water Main (Contingent Bid Item)	100	LF	\$125.00	\$12,500.00
21	Pressure Reducing Assembly	-	EA	\$110,000.00	\$0.00
22	Asphalt Trench Patch (6" AC / 12" AB)	5,000	LF	\$150.00	\$750,000.00
23	Asphalt Trench Patch (3" AC / 6" AB)	2,000	LF	\$190.00	\$380,000.00
24	Micro-Surface	165,000	SF	\$0.95	\$156,750.00
25	Remove and Replace Concrete Flatwork (Contingent Bid Item)	400	SF	\$65.00	\$26,000.00
26	Remove and Replace Curb and Gutter (Contingent Bid Item)	1,000	LF	\$125.00	\$125,000.00
27	Non-Excavatable Rock Removal (Contingent Bid Item)	200	CY	\$600.00	\$120,000.00
Material Procurement Total:				\$401,900.00	
Construction Bid Total:				\$3,964,500.00	
PROJECT TOTAL:				\$4,366,400.00	
15% CONTINGENCY:				\$654,960.00	
TOTAL (with contingency):				\$5,021,360.00	

Assumptions:

- 1 Unit pricing estimated utilizing 2023 Project bids with escalation factors.
- 2 Lengths of main assumed from intersection to intersection via GIS.
- 3 Lengths of services generally averaged but not specifically measured.
- 4 Size and number of services generalized based on structure count. Actual sizing not determined until design.
- 5 No significant structures included (PRV, Retaining walls, etc.) beyond what is identified in the estimate.
- 6 No NDOT Right-of-Way construction assumed in estimate.

From: Staci Baker
Sent: Monday, May 22, 2023 11:28 AM
To: Mitch Dion; Daniel Tarkanian
Subject: Commercial logging in a residential neighborhood

Hello;

Friday, May 19, I arrived at my residence at almost 6 PM and there was the incredibly loud noises of heavy machinery and chainsaws. I went to see what was happening, and was told that VM West was just there to remove a few dead trees, and to chip everything into sawdust. I was assured that was the scope of the work and that was all that they were doing. This morning at 8:45 AM they have come back and the tranquility and peace that we all enjoy in this neighborhood has been shattered by the screams of chainsaws and heavy equipment AGAIN!!

I went out to see if anybody was supervising and of course there was no one there, but the private logging company, VM West. Again, they assured me that all they are doing is removing dead trees and chipping and that the fire department would be there shortly. The trouble with this entire thing is that it is commercial logging that will make this area forever, hotter and drier . It will forever make this area susceptible to fire as these fire roads are nothing but wind tunnels bringing fire into this neighborhood. When will this end? Where can one get a detailed scope of the project? Why is nobody supervising a private commercial logger? This is wrong on so many levels. Can you please advise or assist kind regards
Dr. Baker.



P.O. Box 976, Zephyr Cove, NV 89448

Andrew Hickman - District Manager

Wednesday, April 19, 2023

Dear residents and customers of Round Hill General Improvement District,

Per NRS 318.199, two public hearings were published and held. One on May 17th, 2022 and one on June 28th, 2022.

At the June 28th public hearing, Resolution #319 was adopted by the Board of Trustees raising the base water rates across all line sizes and customers by:

- 2.9% effective July 1, 2022
- Consumer Price Index of 5.2% effective July 1, 2023
- An amount up to the Consumer Price Index effective July 1, 2024
- An amount up to the Consumer Price Index effective July 1, 2025
- An amount up to the Consumer Price Index effective July 1, 2026

Base water rates for a ¾" residential line will go from \$64.85 up to 12,000 gallons to \$68.22 up to 12,000 gallons per month. All other classes will be increased by 5.2% as well.

The Board of Trustees also adopted Resolution #320, raising the base sewer rates for all line sizes and customers by:

- 30% effective July 1, 2022
- 10% effective July 1, 2023
- 8% effective July 1, 2024
- An amount up to the Consumer Price Index effective July 1, 2025
- An amount up to the Consumer Price Index effective July 1, 2026

Base sewer rates for residential customers will go from \$82.12 per month to \$90.33 per month. This is largely due to increased costs to have our sewerage collected, treated, and pumped out of the Tahoe Basin. All other classes will be increased by 10% as well.

If you are a ¾" residential line customer (as most of you are), your combined base water and sewer bill will go from \$146.97 per month to \$158.55 per month.

