

KINGSBURY GENERAL IMPROVEMENT DISTRICT BOARD OF TRUSTEES MEETING NOTICE AND PUBLIC HEARING AGENDA TUESDAY, MARCH 15, 2022

A meeting of the Kingsbury General Improvement District Board of Trustees will be held on Tuesday, March 15, 2022, at Kingsbury G.I.D. office, 255 Kingsbury Grade, Stateline, NV, 89449, beginning at 5:00 p.m. The agenda and supporting material may be found on Kingsbury G.I.D. website (KGID.org), under the meetings tab. Copies of the agenda were also posted at the following locations at least 3 business days prior to the meeting day: Kingsbury G.I.D. Office, Stateline Post Office, Zephyr Cove Post Office, and the Douglas County Administration Building at Lake Tahoe.

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

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

Meeting ID:

https://us02web.zoom.us/j/7755883548?pwd=RmdxdEloNE5wbWY5NHk2ajFzR01tQT09

Meeting ID: 775 588 3548

Password: 5883548

MISSION STATEMENT

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

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

AGENDA

5:00 P.M.

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

Notice: <u>ALL MATTERS ON THE BOARD AGENDA ARE SCHEDULED WITH POSSIBLE BOARD ACTION.</u>

4. Public Comment

(NO ACTION) This is the public's opportunity to speak on any topic pertinent to the district and not listed on this agenda, or to speak on those items appearing on the Consent Calendar. Public comment will also be invited during the Board's consideration of each action item, and before action is taken. Please limit your comments to three minutes or less. Nevada Open Meeting Law prohibits action on items not listed on the agenda.

- Approval of Agenda: For Possible Action: Items on the agenda may be taken out of order; two or more agenda items may be combined for consideration; and items may be removed from the agenda or discussion relating thereto delayed at any time.
- 6. **Approval of Minutes: For Possible Action:** Approval of the minutes for the Board of Trustees meeting held on February 15, 2022.
- 7. Approval of Consent Calendar: For Possible Action: Items on the Consent Calendar will be approved without discussion unless the item is specifically "brought forward" for discussion.
 - A. For Possible Action: List of Claims

NEW BUSINESS

- 8. For Information and Possible Action: Selection of Allison MacKenzie Ltd. to provide Legal Services for labor relations
- 9. **For Information and Possible Action:** Ratification of expenditures for emergency repairs incurred by the district in response to waterline break on February 3rd and 4th, 2022
- 10. For Information and Possible Action: Award of FY 2021 Water and Road Improvement Project
- 11. For Information and Possible Action: Review and Approve Personnel Policy
- 12. For Information and Possible Action: Receive presentation and discuss possible facilities option and provide direction

ACTION WILL NOT BE TAKEN ON ANY REPORTS OR CORRESPONDENCE:

- 1. Board Member Reports
- 2. Management Reports
- 3. Attorney's Report
- 4. Engineers Report
- 5. Correspondence
- 6. Announcements and Final Public Comment
- 7. For Possible Action; Adjournment
 *The next Board of Trustees meeting will be held on Tuesday, April 5th at 5:00 p.m. (Special Budget Workshop Meeting).

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

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

PLEDGE OF ALLEGIANCE

<u>ROLL CALL</u> – In attendance were Trustees Parks, Schorr, Yanish and Vogt. Also present were General Manager Mitch Dion, Operations Superintendent Brandon Garden, KGID employee Judy Brewer, General Counsel Chuck Zumpft, Matt Van Dyne and Steffi Gavin of Farr West Engineering. Public present included Sharla Hales, Charles Hancock, Rob Boehmer, Executive Office of the State of Nevada Employee's Deferred Compensation Program.

<u>PUBLIC COMMENT</u> – Sharla Hales candidate for Douglas County Commissioners Division 2, stated she was in attendance to learn about the various GID's and to be available for communication.

Hancock requested a status update regarding the district's selection of engineering firms and possible part-time inhouse engineer. Dion explained that a part time engineer will be discussed during the budget process and the Request for Qualifications (RFQ) for additional engineering support is drafted and advertising should commence soon. The April or May meetings will address the selection of firms to do the work for KGID which will be needed if the district is successful in getting grant funding.

APPROVAL OF AGENDA - Dion noted additional material provided in correspondence.

M-2/15/2022-1 - Motion by Vogt, seconded by Schorr, and unanimously passed to approve the agenda.

<u>APPROVAL OF MINUTES</u> – Brewer requested the minutes be modified to include statement from Brett Barrett, Esq. regarding Bob Cook. Parks suggested referencing the many positive comments received from the public which could be used by a KGID representative speaking at the services.

<u>M-2/15/2022-2</u> - Motion by Yanish, seconded by Vogt, and unanimously passed to approve Regular Meeting Minutes dated January 25, 2022, as amended.

<u>APPROVAL OF CONSENT CALENDAR</u> – Schorr requested to pull Item C and Parks requested to pull Item A.

<u>M-2/15/2022-3</u> - Motion by Yanish, seconded by Vogt, and unanimously passed to approve the Consent Calendar Item B: Quarter Ending 9/30/21 - Balance Sheet, Statement of Revenue and Expenditures.

Regarding Item A, Parks inquired and received confirmation that Home Safe program is paid for by subscribers and that KGID does not charge all customers for this service.

Regarding item C, Schorr requested clarification of the account receivable of \$347K noted on the Balance Sheet. Dion explained that one third is from timely paying customers while two thirds or \$233K is related to liens, which is not true accessible as a resource. These items were reviewed during the audit for budgeting purposes. Schorr suggested amending these to a long-term receivable.

Schorr questioned any upcoming maturities with the State revolving loans. Dion stated maturities range from April 2023 to 2035. He confirmed annual principal payments are \$650K, with annual total debt service of \$980k on all loans at interest rates of 2.3% to 3.19%. Also, he referenced information from his report regarding consideration of refinancing to their current interest rates of 1.28% to 1.47% and. He suggested consideration of additional debe funding to address impending reservoir and pipeline repairs.

M-2/15/2022-4 - Motion by Yanish, seconded by Vogt, and unanimously passed to approve the Consent Calendar Item A: List of Claims in the amount of \$246,911.91 as represented by check numbers 61223 through 61293 and Item C: Quarter Ending 12/31/21 - Balance Sheet, Statement of Revenue and Expenditures.

NEW BUSINESS

NO ACTION TOOK PLACE ON THE FOLLOWING ITEMS:

FOR POSSIBLE ACTION:

NEVADA PUBLIC EMPLOYEES DEFERRED COMPENSATION PROGRAM: Brewer provided a written report. Dion explained that this program is a way to expand our employee's ability to plan for retirement without costing the district rate payers any additional money. He said, similar to a 401, the 457 plan is specific to government employees.

Rob Boehmer, Executive Office of the State of Nevada Employee's Deferred Compensation Program explained that his office administers all aspects of the plan. He explained the plan details and explained how deferred compensation can augment retirement. The enrollment packet with summary plan documents was provided. The State assumes compliance and accounting for the program, including audits and there is a nominal flat fee charged to investors regardless of their level of investment. He reviewed investment options and recommended the program for the workforce to prepare for retirement. Portfolios are also monitored for performance.

Schorr questioned mutual funds and Boehmer explained the investment grid and asset allocations, retirement suites based on target retirement, blended and international funds, self-directed brokerage and fixed accounts.

Vogt questioned the program compared to a SEP IRA. Boehmer explained that SEP IRA's are for independent contractors and costs are likely higher due to employer contributions. He noted this can be continued if chosen. His program is more suitable with higher earnings and growth for the employee. He explained this plan is well suited for a small government agencies because there is less administration duties. He stated employer contributions are accepted, but not required. Dion stated that employee negotiations are upcoming and he doesn't anticipate recommending an additional KGID contribution to this fund.

Vogt verified the items are supported by Dion as benefits to the employees and noted this could be considered in negotiations. Retirement savings was discussed broadly. Parks supported offering the program because it is good for employees and the isn't any cost to the district.

Boehmer explained the plan would become available after executing the local contract, with no cost. He would present the offer at his next committee meeting for approval on March 10, 2022 and this contract can be cancelled at any time. They will have a presentation to employees on or around March 17, 2022 to explain benefits and facilitate enrollment. Yanish verified with Brewer that HR concerns have been addressed.

<u>M-2/15/2022-5</u> - Motion by Vogt, seconded by Schorr, and unanimously passed to adopt the State of Nevada Public Employees deferred compensation program 457(b) for the employees of Kingsbury General Improvement District

AWARD OF FY 2021/22 WATERLINE REPLACEMENT MATERIAL PROCUREMENT: Dion provided a report in writing. Yanish stated that she is involved with an organization that has a contract with Western Nevada Supply and to avoid conflict, Trustee Yanish left the meeting temporarily.

Dion explained that supplies were ordered in advance to avoid supply chain uncertainties. VanDyne performed the material break out and discussed certain materials with long lead times subject to pricing changes. This prevents price certainty issues with contractors and avoids contractor markup on materials of approximately 20%.

KGID Board Meeting Minutes 2/15/2022

The list of materials is provided to the contractors, and we anticipate timely construction commencing this summer.

There was only one qualified bid from a reliable supplier with favorable previous experience with KGID. The supplies will be stored and secured at the operations yard. Van Dyne added that sales tax is not paid on materials resulting in additional savings. Also he stated that waiting for a contractor to order the supplies would have resulted in delays to start the project.

<u>M-2/15/2022-6</u> - Motion by Vogt, seconded by Schorr, and passed to approve award of the FY2021/22 Material procurement for the Waterline and Road Improvement Project to Western Nevada Supply Company for \$197,363.85. Yanish absent.

Yanish returned to the meeting.

ACCEPT NDEP 319 (H) SUBGRANT AGREEMENT AND APPROVE PROCUREMENT OF ROAD SWEEPER: Garden provided a written report. He explained that the final contract documents are provided with request for approval. Prior legal wording recommendations from our legal counsel were carried forward in this contract. The cost of the sweeper has increased by approximately \$10K to \$310K. The increase will come from the district but count towards in-kind match. Garden noted Attachment A project detailing costs and grant funds and he explained the maintaining process.

Yanish stated that Douglas County receives TMDL credit for the sweeper. Garden detailed the operation and maintenance of the sweeper. Garden explained that our extreme climate reduces the life span of the sweepers compared to other environments. Dion explained that KGID assumes the maintenance obligations for Douglas County roads which transitions to storm water and drainage from the roads while managing water quality for the drinking water program; therefore, storm drainage is conducted without compensation. Garden noted that KGID received \$125K from the county from Air Mitigation funds from TRPA to purchase the last sweeper. Yanish confirmed this was needed by Douglas County for TMDL credit. She questioned if there are any additional grants funding available to which Dion responded not in a timely fashion.

Schorr questioned the contract term in Attachment C. Garden explained that this is a five-year contract, and all aspects of the grant must be satisfied by the deadline, however, he anticipates satisfaction by early 2024. The sweeper is paid in advance, with invoicing to NDEP for reimbursement of \$165K. Schorr sought confirmation that this is a budgeted item. Dion responded that it was and had proceeded on that approval.

M-2/15/2022-7 - Motion by Vogt, seconded by Schorr, and unanimously passed to approve (A) DEPS 22-030 Subgrant Agreement with NDEP and authorize the Utility Operations Superintendent to sign necessary documents and (B) approve procurement of TYMCO 600 street sweeper through Sourcewell for an amount not to exceed \$310,635.00

REVIEW AND APPROVAL OF PERSONNEL POLICY UPDATE: Brewer provided a written report and draft Personnel Policy Manual. She noted that a rough draft has presented for presentation.

Vogt questioned if the items are addressed as previously recommended by Alice Campos. Brewer noted that her comments were incorporated and wording which was modified as necessary. The document presented is more in line with the Pool/Pact version. The review process was discussed.

Parks inquired regarding the reintroduction of so many of the elements which had been deleted in the shortened draft. Brewer explained that Pool/Pact believes all of these are needed to fully protect the district. The length of the policy was discussed, and Dion suggested there may be ways to divide it to make easier to search and read.

Brewer explained that the General Manager of PoolPac reviewed the document and provided suggestions for changes. She offered to send redline version to the Trustees. Several Trustees indicated the desire to review the redline version.

Parks suggested bringing the item back to the next meeting for review.

KGID Board Meeting Minutes 2/15/2022

INITIAL PRESENTATION WITH ASSUMPTIONS ON BUDGET: Dion provided a report, slides along with budget assumptions. He reviewed the items contained in the report. Revenues, he noted the water rate increase effective July 202 and they have been advised by the State that the ad valorem tax has small increased. On expenses he indicated that inflation would affect both the operations and capital programs. Materials, fuel and labor for operations. Then he discussed the waterline and road improvement project and cost efficiencies such as larger projects and pre-purchasing of material. He also indicated the Sewer Masterplan is in progress which would likely indicate need for lift station repairs/improvements and some collection line replacement. Like with Roads and waterline, integrating this plan may influence the sequence and how the capital funding is needed. In addition, there will be large expenditures to address the facilities, such as equipment storage facility this summer and the Admin/Operations facility design and possible some elements of construction before next summer. Additionally, there will be the urgent and emergent repair for the line along highway 50 which recently failed catastrophically. For uncertainty, he stated the snow removal contract is due for bid and will likely change, as well as the current labor contract. He proposed that he would like to develop a new category within the reserves for vehicle/equipment replacement.

Dion requested board feedback regarding budget items before going into the workshop. He explained that a designated fund created within the reserve fund would acknowledge the liability of upcoming equipment expenses and level the expenditure. Trustee Yanish highlighted the need to have identified the needs in advance to pursue grants and whether this was in the time available to existing district staff. Dion responded that his time was inadequate and was not feasible to dedicate an employee, he was reliant upon groups like the League of Cities for help in the future.

The audit fees increase was discussed. Yanish questioned rate increases and strategy. Dion addressed smaller incremental rate increases based on a suitable rate model along with other considerations. He noted that they are currently reviewing the timing for the meter replacement. This is driven by battery life, yet the costly item in the program is labor, so once you are there to replace the battery, it often makes more sense to replace the whole thing. He also indicated that some improvements would be leaps in technology perhaps integrating SCADA and meter reading communications systems. Yanish questioned significant upcoming costs for road replacement programs. VanDyne explained that using the Paver software they have modified the maintenance schedule and he noted a savings while maintaining higher scores.

TRUSTEE COMPENSATION: Brewer provided a written report. She explained that NRS allows for annual compensation up to \$9K annually. Dion stated that compensation should be reasonable for time spent and explained the stipulation within the NRS and that this approval would take effect next January. He noted the importance and benefits of having compensation appropriate to address the responsibilities of the Trustees.

Vogt indicated that she had requested this item be brought forward and noted the obligations including meetings, preparation, signing checks, labor negotiations and other time-consuming tasks which Trustee perform. It was noted the last increase was in 2017. Yanish provided her justification and noted her additional time serving KGID with the Nevada League of Cities. She stated that the NRS provides the limits for this allowance but not necessarily the time which elected officials are engaged in the district matters.

Hancock stated he was questioning to be more informed and asked about the Sewer Authority compensation which Vogt confirmed is \$750 per month. He stated that Round Hill gets \$350 and he questioned the amount at STPUD. Dion noted that STPUD is located in and governed by California. He explained many California agencies have a per meeting cost in lieu of a stipend and that he is familiar with rates up to \$250 per meeting as allowed by the State of California. Vogt speculated that Round Hill is smaller with less responsibility. Dion explained that varying services provided allow for different compensation. Vogt noted the importance of proper compensation to attract quality candidates to serve KGID.

M-2/15/2022-7 - Motion by Vogt, seconded by Yanish and unanimously passed to adopt a monthly increase in the compensation for the Trustees of Kingsbury General Improvement District from \$650.00 to \$750.00 (\$7,800.00 to \$9,000.00 annually).

<u>BOARD REPORTS</u> – Yanish attended the TRPA meeting regarding the Lahontan's approval for use of herbicides for Tahoe Keys mitigation. She and Dion provided public testimony at the meeting. It was noted that Tahoe Keys would not be required to assist KGID (or other agencies) in the monitoring of intake and future costs to other agencies are unknown. The Nevada League of Cities and Municipalities is holding their annual retreat this summer in Incline Village. She recommends a representative of KGID to attend, noting that future replacement from KGID is desirable.

Vogt commented the Sewer Authority is also ordering supplies for future projects.

STAFF REPORTS -

GENERAL MANAGER'S REPORT – Dion noted the significant dry spell and lower lake level compared to last year. He provided slides reflecting drought conditions; snow and water levels. Indicating the water runoff sequence and quality into the lake would be influenced by the fires. He explained the normal water cycle of snow water equivalents as pertaining to the basin reduced to a simple graphic that results in the determination of water year types.

UTILITY OPERATIONS SUPERINTENDENT'S REPORT — Garden provided pictures of the leaks on February 3 at Highway 50 and Kahle Ave. After a night of digging, they could not complete the repair. The hole was filled with 80 yards of base and the line is shut down resulting in only one feed into Lake Village. He indicated that a related leak occurred in front of Lakeside Casino and there is no indication of what caused these failures. Another leak, the same day, near Mott Canyon Tavern came from a lateral crack possibly caused by hydraulic action related to the leak on Highway 50. This leak was repaired and placed back in service. He explained the repair process coordinating with NDOT, while F&B Construction and Summit Plumbing were both needed.

<u>ADMINISTRATIVE AND HUMAN RESOURCES REPORT</u> – Brewer stated she has reviewing old procedures that need to be revamped. All employees are meeting Thursday for cybersecurity teaching. She reviewed the District wellness program with the Board.

ATTORNEY'S REPORT - Zumpft did not have anything to report.

<u>ENGINEER'S REPORT</u> – Van Dyne noted the contract bid is out for consideration and the sealing project is next. In response to the board's inquiry, he replied that he has reviewed the photos and will continue to work as requested to explore possible causes for the leaks.

CORRESPONDENCE -

CLOSED SESSION – The meeting was adjourned to Closed Session at 7:48 p.m.

<u>CALL TO ORDER</u> – The meeting was Called to Order at 8:38 p.m.

UNFINISHED BUSINESS

FINAL PUBLIC COMMENT – There was none.

ADJOURNMENT

<u>M-2/15/2022-11</u> - Motion by Yanish, seconded by Vogt, and unanimously passed to adjourn the meeting at 8:38 p.m.

| | Respectfully submitted, | |
|------------------------|-------------------------|--|
| | Sandra Parks, Chair | |
| Attest: | | |
| Craig Schorr Secretary | | |

| Check Number | Check Date | Payee | Transaction Description | Check Amount |
|--------------|------------|-----------------------------|--|--------------|
| 61294 | 2/15/2022 | CARRIE BAUWENS | Employee: BAUWEN; Pay Date: 2/15/2022 | 1,647.86 |
| 61295 | 2/15/2022 | JUDITH BREWER | Employee: BREWER; Pay Date: 2/15/2022 | 2,050.19 |
| 61296 | 2/15/2022 | MITCHELL S. DION | Employee: DION; Pay Date: 2/15/2022 | 5,839.49 |
| 61297 | 2/15/2022 | MICHAEL E. EDWARDS, JR | Employee: EDWARD; Pay Date: 2/15/2022 | 2,802.55 |
| 61298 | 2/15/2022 | JOSEPH. ESENARRO | Employee: ESENAR; Pay Date: 2/15/2022 | 3,360.16 |
| 61299 | 2/15/2022 | BRANDON GARDEN | Employee: GARDEN; Pay Date: 2/15/2022 | 3,521.78 |
| 61300 | 2/15/2022 | AUSTIN Q. HICKMAN | Employee: HICKMA; Pay Date: 2/15/2022 | 1,490.47 |
| 61301 | 2/15/2022 | BRANDY JOHNS | Employee: JOHNS; Pay Date: 2/15/2022 | 2,006.25 |
| 61302 | 2/15/2022 | BRITTNEY D. JONES | Employee: JONES; Pay Date: 2/15/2022 | 1,552.17 |
| 61303 | 2/15/2022 | CODY LEYLAND | Employee: LEYLAN; Pay Date: 2/15/2022 | 1,869.55 |
| 61304 | 2/15/2022 | DARREN J. MCGOUGH | Employee: MCGOUG; Pay Date: 2/15/2022 | 2,018.72 |
| 61305 | 2/15/2022 | SHANE T. MORTENSEN | Employee: MORTEN; Pay Date: 2/15/2022 | 2,564.63 |
| 61306 | 2/15/2022 | BYRAN D. MOSS | Employee: MOSS; Pay Date: 2/15/2022 | 2,390.51 |
| 61307 | 2/15/2022 | JODIE NELSON | Employee: NELSON; Pay Date: 2/15/2022 | 640.57 |
| 61308 | 2/15/2022 | SANDRA D. PARKS | Employee: PARKS; Pay Date: 2/15/2022 | 600.57 |
| 61309 | 2/15/2022 | CRAIG B. SCHORR | Employee: SCHORR; Pay Date: 2/15/2022 | 640.57 |
| 61310 | 2/15/2022 | DARYA J. VOGT | Employee: VOGT; Pay Date: 2/15/2022 | 500.27 |
| 61311 | 2/15/2022 | NATALIE YANISH | Employee: YANISH; Pay Date: 2/15/2022 | 640.57 |
| 61312 | 2/15/2022 | AIRGAS USA, LLC | NITROGEN LIQ FG 265LTRS 350 PSI | 330.33 |
| 61313 | 2/15/2022 | AMERICAN PUBLIC WORKS ASSOC | DION DUES & MEMBERSHIP 3/1/22 TO 2/28/23 | 244.20 |
| 61314 | 2/15/2022 | CHARTER COMMUNICATIONS | ACCT. 8354150020207393 346 EUGENE DR | 144.98 |
| 61315 | 2/15/2022 | FARR WEST ENGINEERING | ENGINEERING GENERAL SERVICES 1/28/22 | 567.00 |
| 61315 | 2/15/2022 | FARR WEST ENGINEERING | ENGINEERING SERVICES 2021 PAVER PROJECT 1/28/22 | 1,583.25 |
| 61315 | 2/15/2022 | FARR WEST ENGINEERING | ENGINEERING SERVICES 2021 WATER/ROAD REPLACEMENT 1/28/22 | 31,831.50 |
| 61315 | 2/15/2022 | FARR WEST ENGINEERING | ENGINEERING SERVICES SEWER PER 1/28/22 | 5,710.50 |

| Check Number | Check Date | Payee | Transaction Description | Check Amount |
|----------------|------------------------|--|---|----------------------|
| 61315 | 2/15/2022 | FARR WEST ENGINEERING | ENGINEERINGSERVICES FY22 GIS SERVICES 1/28/22 | 2,292.00 |
| 61316 | 2/15/2022 | FIRST AMERICAN TITLE CO. | SUMMIT VILLAGE 202 TRAMWAY TITLE REPORT (RETAINING WALL) | 650.00 |
| 61317 | 2/15/2022 | FLYERS ENERGY LLC | FUEL DIESEL 56.1 GAL REGULAR 78.8 GAL | 589.71 |
| 61317 | 2/15/2022 | FLYERS ENERGY LLC | FUEL DIESEL 94.2 GAL REGULAR 85 GAL | 789.82 |
| 61317 | 2/15/2022 | FLYERS ENERGY LLC | FUEL REGULAR 90.7 GAL DIESEL 124 GAL | 943.20 |
| 61318 | 2/15/2022 | FRONTIER COMMUNICATIONS | 775-150-0119-103174-5 EASY | 50.92 |
| 61318 | 2/15/2022 | FRONTIER COMMUNICATIONS | 775-150-0120-092376-5 DCLTSA | 50.92 |
| 61318 | 2/15/2022 | FRONTIER COMMUNICATIONS | 775-586-8471-100215-5 BEACH CLUB | 145.16 |
| 61318 | 2/15/2022 | FRONTIER COMMUNICATIONS | 775-588-2401-060791-5 PALISADES | 40.18 |
| 61318 | 2/15/2022 | FRONTIER COMMUNICATIONS | 775-588-2410-111700-5 EASY | 65.20 |
| 61318 | 2/15/2022 | FRONTIER COMMUNICATIONS | 775-588-2419-091195-5 PALISADES | 65.20 |
| 61318 | 2/15/2022 | FRONTIER COMMUNICATIONS | 775-588-2705-042476-5 TERRACE VIEW | 259.81 |
| 61318 | 2/15/2022 | FRONTIER COMMUNICATIONS | 775-588-7495-061182-5 MARKET | 41.78 |
| 61318 | 2/15/2022 | FRONTIER COMMUNICATIONS | 775-588-8311-081082-5 GALAXY | 56.85 |
| 61319 | 2/15/2022 | BEATRIZ HERNANDEZ | 255 KINGSBURY GRADE 5 CLEANINGS 01/2022 | 450.00 |
| 61320 | 2/15/2022 | IMPORTS AND SPORTS | BATTERIES LOADER & DEF FOR SWEEPER | 327.90 |
| 61321 | 2/15/2022 | KINGSBURY AUTOMOTIVE | TRUCK #0808 RESEAL PLATE EGR COOLER | 545.80 |
| 61322 61323 | 2/15/2022 2/15/2022 | MINDEN LAWYERS, LLC PACIFIC STATES COMMUNICATIONS | LEGAL FEES 1/31/22 MONTHLY NETWORK MONITORING SERVICES 02/2022 | 4,009.75 1,222.50 |
| 61324 | 2/15/2022 | PACIFIC OFFICE AUTOMATION | ACCT. 710273 MAINTENANCE AGREEMENT B&W 6980 COLOR 546 | 78.25 |
| 61325 61326 | 2/15/2022 2/15/2022 | Sonsray Machinery LLC SOUTH TAHOE REFUSE | LOADER BRAKE REPAIR ACCT. 10534153 169 | 1,398.99 65.42 |
| | _, _0, 2026 | | TERRACE VIEW SERVICE 1/27/22 | 00.72 |
| 61326 | 2/15/2022 | SOUTH TAHOE REFUSE | ACCT. 131864000 160 PINERIDGE/298 KINGSBURY | 392.52 |
| 61327 | 2/15/2022 | SPRINGBROOK SOFTWARE COMPANY | COMPUTER EXP/ACH & CC CHARGES 1/31/22 | 1,349.00 |
| 61328 | 2/15/2022 | PUBLIC EMPLOYEES BENEFIT PROG | ACCT. 360 MEDCIAL INSURANCE BREWER, GARDEN, & MOSS | 4,666.41 |

| Check Number | Check Date | Payee | Transaction Description | Check Amount |
|----------------|------------------------|--|---|-------------------|
| 61328 | 2/15/2022 | PUBLIC EMPLOYEES BENEFIT PROG | ACCT. 841 MEDICAL INS MCKAY, ROHR, RUNTZEL, SCHRAUBEN, VOSBU | 1,558.67 |
| 61329 | 2/15/2022 | TAHOE POOL SERVICE | LIQUID CHLORINE STATION 3 QTY 3 STATION 5 QTY 1 | 170.00 |
| 61330 | 2/15/2022 | USA BLUE BOOK | LEAK SOUNDER VISUAL METER MODULE | 1,036.24 |
| 61331 | 2/15/2022 | WESTERN NEVADA SUPPLY CO | HWY50/KAHLE LEAK 12 LONG MJ SLV SSB & 12 ROMAC GRAP-DI W/ACC | 1,968.68 |
| 61331 | 2/15/2022 | WESTERN NEVADA SUPPLY CO | LEAK MOTT CANYON/SR207 ROMA RED GSKT 4.50-4.70 & ROMA 4 RED | 94.88 |
| 61331 | 2/15/2022 | WESTERN NEVADA SUPPLY CO | MOTT CANYON/SR207 LEAK 4 LONG MJ SLV SSB, 4 PVC RED MEGA LUG | 645.76 |
| 61331 | 2/15/2022 | WESTERN NEVADA SUPPLY CO | ROMAC C60X8 SS REPAIR CLAMP, ROMA GSKT 7.80-8.10, ROMA GSKT | 682.13 |
| 61332 | 2/15/2022 | AIRGAS USA, LLC | ACCT. 3255567 RENT LIQUID IND LG 190-300 LT NITRO | 300.03 |
| 61333 | 2/15/2022 | CASHMAN EQUIPMENT | MARKET ST GENERATOR REPAIRS | 2,464.84 |
| 61334 | 2/15/2022 | EMPLOYERS PREFERRED INS. CO. | WORKERS COMPENSATION INSTALLMENT 09 | 1,189.90 |
| 61335 | 2/15/2022 | F AND B INC | PARKING LOT SNOW REMOVAL 2020-2021 160 PINERIGDE/298 KINGSBU | 2,500.00 |
| 61336 | 2/15/2022 | FRONTIER COMMUNICATIONS | 775-588-4482-052798-5 MARKET | 51.26 |
| 61337 61338 | 2/15/2022 2/15/2022 | H&E EQUIPMENT SERVICES, INC. OFFICE DEPOT, INC. | SWEEPER BROOMS HP 305A TONER CARTRIDGE | 4,100.00 |
| 61339 | 2/15/2022 | PACIFIC OFFICE AUTOMATION | ACCT. 3691777720 COPIER LEASE | 247.99 |
| 61340 | 2/15/2022 | LINDE GAS & EQUIPMENT INC. | ACCT. 71572887 CYLINDER RENT INDUSTRIAL ACETYLENE | 129.77 |
| 61341 | 2/15/2022 | QUADIENT LEASING USA, INC. | LEASE FOLDING MACHINE 3/1/22 TO 5/31/22 | 1,128.99 |
| 61341 | 2/15/2022 | QUADIENT LEASING USA, INC. | LEASE FOR POSTAGE MACHINE 3/22 TO 5/22 | 475.68 |
| 61342 | 2/15/2022 | SIERRA ENVIRONMENTAL MONITORIN | COLIFORMA-P/A & COLIFORMS-QT | 75.00 |
| 61342 | 2/15/2022 | SIERRA ENVIRONMENTAL MONITORIN | COLIFORMA-QT | 25.00 |
| 61342 | 2/15/2022 | SIERRA ENVIRONMENTAL MONITORIN | COLIFORMS-P/A & COLIFORMS-QT | 100.00 |
| 61342 61342 | 2/15/2022 2/15/2022 | SIERRA ENVIRONMENTAL MONITORIN SIERRA ENVIRONMENTAL MONITORIN | COLIFORMS-QT TTHM, TRIHALOMETHANES & HALOACETIC ACIDS | 50.00 1,010.00 |

| Check Number | Check Date | Payee | Transaction Description | Check Amount |
|--------------|------------|---------------------------|---|--------------|
| 61343 | 2/15/2022 | SOUTHWEST GAS CORPORATION | 910000799714 160 PINERIDGE 2 | 268.29 |
| 61343 | 2/15/2022 | SOUTHWEST GAS CORPORATION | ACCT. 910000322763 3 BUCHANAN PUMP | 125.48 |
| 61343 | 2/15/2022 | SOUTHWEST GAS CORPORATION | ACCT. 910000561117 698 KINGSBURY GRADE | 129.63 |
| 61343 | 2/15/2022 | SOUTHWEST GAS CORPORATION | ACCT. 910000561180 5 KIMBERLY BROOKE PUMP | 136.88 |
| 61343· | 2/15/2022 | SOUTHWEST GAS CORPORATION | ACCT. 910000561274 4 ANDRIA (384) PUMP | 123.41 |
| 61343 | 2/15/2022 | SOUTHWEST GAS CORPORATION | ACCT. 910000561387 2 TERRACE VIEW PUMP | 366.04 |
| 61343 | 2/15/2022 | SOUTHWEST GAS CORPORATION | ACCT. 910000779715 160 PINERIDGE 4-6 | 254.76 |
| 61343 | 2/15/2022 | SOUTHWEST GAS CORPORATION | ACCT. 910000799713 160 PINERIDGE 1 | 59.20 |
| 61343 | 2/15/2022 | SOUTHWEST GAS CORPORATION | ACCT. 910000799716 298 KINGSBURY | 134.11 |
| 61343 | 2/15/2022 | SOUTHWEST GAS CORPORATION | ACCT. 910000799717 298 KINGSBURY UP | 33.21 |
| 61343 | 2/15/2022 | SOUTHWEST GAS CORPORATION | ACCT. 910000799718 298 KINGSBURY DOWN | 359.82 |
| 61344 | 2/15/2022 | SUMMIT PLUMBING LLC | SEWER PUMP STATION MAINTENANCE 2/2022 | 7,176.89 |
| 61345 | 2/15/2022 | TAHOE BASIN CONTAINER | ACCT. 54345000 801 KINGSBURY GRADE BEAR PROF RENTAL 1/2022 | 30.00 |
| 61345 | 2/15/2022 | TAHOE BASIN CONTAINER | ACCT. 54591700 160 PINERIDGE/298 KINGSBURY BEAR PROOF RENTAL | 32.50 |
| 61346 | 2/15/2022 | WESTERN NEVADA SUPPLY CO | STATION 1 CL2 GENERATOR SPEA 1/2 S PVC 80 T, SPEA 1/2 FA PVC | 77.90 |
| 61346 | 2/15/2022 | WESTERN NEVADA SUPPLY CO | STATION 1 CL2 GENERATOR SPEA 1/2 TXT PVC 80 90 ELL | 20.48 |
| 61347 | 2/28/2022 | CARRIE BAUWENS | Employee: BAUWEN; Pay Date: 2/28/2022 | 1,349.04 |
| 61348 | 2/28/2022 | JUDITH BREWER | Employee: BREWER; Pay Date: 2/28/2022 | 2,050.19 |
| 61349 | 2/28/2022 | MITCHELL S. DION | Employee: DION; Pay Date: 2/28/2022 | 5,839.49 |
| 61350 | 2/28/2022 | MICHAEL E. EDWARDS, JR | Employee: EDWARD; Pay Date: 2/28/2022 | 2,130.61 |
| 61351 | 2/28/2022 | JOSEPH ESENARRO | Employee: ESENAR; Pay Date: 2/28/2022 | 2,487.22 |
| 61352 | 2/28/2022 | BRANDON GARDEN | Employee: GARDEN; Pay Date: 2/28/2022 | 3,557.09 |
| 61353 | 2/28/2022 | AUSTIN Q. HICKMAN | Employee: HICKMA; Pay Date: 2/28/2022 | 1,224.67 |
| 61354 | 2/28/2022 | BRANDY JOHNS | Employee: JOHNS; Pay Date: 2/28/2022 | 1,631.22 |

| Check Number | Check Date | Payee | Transaction Description | Check Amount |
|-----------------------|--------------------------|----------------------------------|---|--------------|
| 61355 | 2/28/2022 | BRITTNEY D. JONES | Employee: JONES; Pay Date: 2/28/2022 | 1,280.99 |
| 61356 | 2/28/2022 | CODY LEYLAND | Employee: LEYLAN; Pay Date: 2/28/2022 | 1,543.15 |
| 61357 | 2/28/2022 | DARREN J. MCGOUGH | Employee: MCGOUG; Pay Date: 2/28/2022 | 1,437.96 |
| 61358 | 2/28/2022 | SHANE T. MORTENSEN | Employee: MORTEN; Pay Date: 2/28/2022 | 2,709.48 |
| 61359 | 2/28/2022 | BYRAN D. MOSS | Employee: MOSS; Pay Date: 2/28/2022 | 1,603.73 |
| 61360 | 2/28/2022 | AFLAC | ACCT. FA935 INSURANCE JOHNS, MCGOUGH, & MOSS | 281.98 |
| 61361 | 2/28/2022 | ALPINE-SMITH INC. | #1224 SKID STEER AUGER SHEAR BOLTS | 40.00 |
| 61362 | 2/28/2022 | AT & T MOBILITY | ACCT. 287301170124 CELL PHONES | 815.50 |
| 61363 | 2/28/2022 | CHARTER COMMUNICATIONS | ACCT. 8354150020197776 255 KINGSBURY GRADE | 139.98 |
| 61364 | 2/28/2022 | FRANCIS DELUCA | REFUND ACCT. 1745 OVERPAID/CLOSED ESCROW 2/17/22 | 189.41 |
| 61365 | 2/28/2022 | HOMESERVE USA | LOSS & LINE INSURANCE 1/31/22 | 2,791.30 |
| 61366 | 2/28/2022 | DARREN MCGOUGH | REIMBURSE CAL RANCH RECEIPT FOR WORK BOOTS | 209.99 |
| 61367 61368 | 2/28/2022 VOLO | MOUNTAIN GREENERY LLC NV E/16/94 | 255 KINGSBURY RENT, UTILITIES & JANITORIAL | 6,731.71 |
| 61369 | 2/28/2022 | NV ENERGY | 1000044046907329692 97 BEACH CLUB DR | 490.13 |
| 61369 | 2/28/2022 | NV ENERGY | 1000044086803274204 GALAXY LN PUMP | 103.45 |
| 61369 | 2/28/2022 | NV ENERGY | 1000044086803294236 160 PINERIDGE DR UNIT LIGHTS | 7.59 |
| 61369 | 2/28/2022 | NV ENERGY | 1000044086803297452 298 KINGSBURY GRADE APT ADOWN | 82.89 |
| 61369 | 2/28/2022 | NV ENERGY | 1000044086803297460 298 KINGSBURY GRADE APT B-UP | 157.47 |
| 61369 | 2/28/2022 | NV ENERGY | 1000044086803297478 298 KINGSBURY GRADE APT CDOWN | 96.47 |
| 61369 | 2/28/2022 | NV ENERGY | 1000044086803297486 298 KINGSBURY GRADE APT DDOWN | 93.71 |
| 61369 | 2/28/2022 | NV ENERGY | 1000044086803297494 160 PINERIDGE DR UNIT A | 57.89 |
| 61369 | 2/28/2022 | NV ENERGY | 1000044086803297502 160 PINERIDGE DR UNIT B | 51.19 |

| Check Number | Check Date | Payee | Transaction Description | Check Amount |
|--------------|------------|---------------------------|---|--------------|
| 61369 | 2/28/2022 | NV ENERGY | 1000044086803297510 160 PINERIDGE DR UNIT C | 111.43 |
| 61369 | 2/28/2022 | NV ENERGY | 1000044086803297718 403 KIMBERLY BROOKE LN | 347.21 |
| 61369 | 2/28/2022 | NV ENERGY | 1000044086803301502 504 LAUREL LN UNIT PMPSTA | 32.80 |
| 61369 | 2/28/2022 | NV ENERGY | 1000044086803301940 EASY ST UNIT N/T134 | 36.74 |
| 61369 | 2/28/2022 | NV ENERGY | 1000044086803305073 KINGSBURY GRADE UNIT PMPPLS | 44.22 |
| 61369 | 2/28/2022 | NV ENERGY | 1000044086803320205 KINGSBURY GRADE UNIT PMPHS2 | 2,571.89 |
| 61369 | 2/28/2022 | NV ENERGY | 1000044086803320221 314 ANDRIA WAY UNIT BRADBU | 958.83 |
| 61369 | 2/28/2022 | NV ENERGY | 1000044086803320239 698 KINGSBURY GRADE UNIT NTFRS | 1,270.05 |
| 61369 | 2/28/2022 | NV ENERGY | 1000044086803320247 176 BUCHANAN RD UNIT PMPHS3 | 1,680.18 |
| 61369 | 2/28/2022 | NV ENERGY | 1000044086804563654 255 KINGSBURY GRADE UNIT C | 109.14 |
| 61369 | 2/28/2022 | NV ENERGY | 1000044086804563795 255 KINGSBURY GRADE UNIT D | 77.08 |
| 61369 | 2/28/2022 | NV ENERGY | 1000044086804621577 801 KINGSBURY GRADE UNIT B | 89.59 |
| 61369 | 2/28/2022 | NV ENERGY | 1000044086807006297 346 EUGENE DR | 5,553.92 |
| 61369 | 2/28/2022 | NV ENERGY | 1000044087003270836 801 KINGSBURY GRADE | 32.80 |
| 61369 | 2/28/2022 | NV ENERGY | 1000044771003320176 KINGSBURY GRADE UNIT DISPMP | 1,327.51 |
| 61370 | 2/28/2022 | OFFICE DEPOT, INC. | COPY PAPER | 148.06 |
| 61371 | 2/28/2022 | PUBLIC EMPLOYEES | EMPLOYEE AND EMPLOYERS PERS CONTRIBUTION 2/22 | 22,222.26 |
| 61372 | 2/28/2022 | NEVADA STATE FIRE MARSHAL | ACCT. 57464 HAZARDOUS MATERIALS STORAGE PERMIT 3/22 TO 2/23 | 310.00 |
| 61373 | 2/28/2022 | SUMMIT PLUMBING LLC | WATER LEAK HWY 50 & KAHLE TRAFFICE CONTROL, EQUIPMENT, MATER | 20,039.85 |
| 61374 | 2/28/2022 | TAHOE POOL SERVICE | STAIONS 3 AND 5 LIQUID CHLORINE QTY. 3 | 163.50 |

Check/Voucher Register - LIST OF CLAIMS From 2/11/2022 Through 3/11/2022

| Check Number | Check Date | Payee | Transaction Description | Check Amount |
|----------------|------------------------|--|---|----------------|
| 61375 | 2/28/2022 | TAHOENOW VENTURES LLC | REFUND PERMIT 2020-11 173 SIERRA COLINA DEPOSIT | 2,208.00 |
| 61376 | 2/28/2022 | USA BLUE BOOK | HEATH AQUASCOPE LEAK DETECTOR | 2,618.95 |
| 61376 | 2/28/2022 | USA BLUE BOOK | SURE-LOCK ALL PRO MULTI-FREQUENCY LOCATOR | 3,926.19 |
| 61377 | 2/28/2022 | VANGUARD FIDUCIARY TRUST | DARREN MCGOUGH SEP/IRA ACCT. #88285904312 2/2022 | 12.18 |
| 61377 | 2/28/2022 | VANGUARD FIDUCIARY TRUST | MICHAEL GARDEN SEP/IRA#8803 | 26.22 |
| 61377 | 2/28/2022 | VANGUARD FIDUCIARY TRUST | MIKE EDWARDS SEP/IRA ACCT. #27246160 2/2022 | 13.80 |
| 61377 | 2/28/2022 | VANGUARD FIDUCIARY TRUST | SEP/IRA 0027-88044180872 JOE ESENARRO_2/2022 | 16.75 |
| 61377 | 2/28/2022 | VANGUARD FIDUCIARY TRUST | SEP/IRA 88020707567 BRANDY JOHNS_2/2022 | 13.84 |
| 61377 | 2/28/2022 | VANGUARD FIDUCIARY TRUST | SEP/IRA 88623526585 BRITTNEY D JONES 2/28/22 | 9.95 |
| 61378 | 2/28/2022 | VERIZON WIRELESS | MONTHLY GPS SERVICE MEI SNOW EQUIPMENT | 307.04 |
| 61379 | 3/10/2022 | BURGARELLO ALARM | 399 KAHLE ALARM MONITORING 3/1 TO 5/31/22 | 141.00 |
| 61379 | 3/10/2022 | BURGARELLO ALARM | 97 BEACH CLUB ALARM MONITORING 3/1 TO 5/31/22 | 192.00 |
| 61380 | 3/10/2022 | AMY C. CARAMAZZA | BOARD MEETING MINUTES 8 HRS | 200.00 |
| 61381 | 3/10/2022 | ROBERT DORE | 298 KINGSBURY GRADE LED LIGHTS PURCHASE & INSTALL | 625.00 |
| 61382 | 3/10/2022 | F AND B INC | WATER LEAK REPAIR HWY 50/KAHLE, ASPHALT, EQUIPMENT, & LABOR | 13,428.83 |
| 61383 | 3/10/2022 | HANNA BERNARD | WEBSITE UPDATES 2/5 TO 3/1/22 | 162.50 |
| 61384 | 3/10/2022 | BEATRIZ HERNANDEZ | 255 KINGSBURY GRADE JANITORIAL 4 CLEANINGS 02/28/22 | 360.00 |
| 61385 | 3/10/2022 | STATIONARY ENGINEERS LOCAL 39 | LOCAL 39 EMPLOYEES HEALTH/LIFE PREMIUMS 4/1/22 | 21,006.00 |
| 61386 | 3/10/2022 | IUOE STATIONARY ENGINEERS LO39 | EMPLOYEE UNION DUES 3/1/22 | 653.47 |
| 61387 | 3/10/2022 | KINGSBURY HARDWARE | STATION 1 1/2PT CLEAR PVC GLU & 1/2X2 SCH 80 PVC NIPPLE | 9.06 |
| 61387 61387 | 3/10/2022 3/10/2022 | KINGSBURY HARDWARE KINGSBURY HARDWARE | STATION 2 PROPANE GASE STATION 7 1/4 GATE VALVE | 16.98 16.10 |

Date: 3/11/22 10:56:08 AM

| Check Number | Check Date | Payee | Transaction Description | Check Amount |
|--------------|------------|--------------------------------|--|--------------|
| 61388 | 3/10/2022 | LAKESIDE NAPA AUTO PARTS | FHP BELT FOR CRAFTSMAN SNOWBLOWER | 10.99 |
| 61389 | 3/10/2022 | MANCHESTER ENTERPRISES | SNOW REMOVAL SERVICES 1/1/22 TO 1/31/22 | 13,414.23 |
| 61390 | 3/10/2022 | MONK TRUST 2012 | REFUND ACCT. 1658 OVERPAID/CLOSED ESCROW 2/24/22 | 20.85 |
| 61391 | 3/10/2022 | PAMELA JOANNE NANCE | 160 PINERIDGE/298 KINGSBURY GRADE 4 CLEANINGS | 1,000.00 |
| 61392 | 3/10/2022 | NEXTIVA, INC. | ACCT. 3680856 OFFICE TELEPHONE LINES | 512.24 |
| 61393 | 3/10/2022 | NV ENERGY | 1000044086803270814 801 KINGSBURY GRADE UNIT LIGHTS | 22.79 |
| 61393 | 3/10/2022 | NV ENERGY | 1000044086803304290 KINGSBURY GRADE UNIT FI | 8.56 |
| 61393 | 3/10/2022 | NV ENERGY | 1000044086805221187 180 LAKE PKWY UNIT PUMP | 754.25 |
| 61394 | 3/10/2022 | ROUND HILL GENERAL IMPR DIST | COMMERCIAL CONSUMPTION DORLA CT: 1/18 TO 2/17/22 | 326.60 |
| 61395 | 3/10/2022 | SHRED-IT | ACCT. 1000324389 SHRED | 37.00 |
| 61396 | 3/10/2022 | SUMMIT PLUMBING LLC | A/C POWER FAIL MAIN, GALAXY, EASY & PALISADES GOT BACK UP | 1,540.00 |
| 61396 | 3/10/2022 | SUMMIT PLUMBING LLC | DUG OUT STATIONS | 480.00 |
| 61396 | 3/10/2022 | SUMMIT PLUMBING LLC | M/H 7-4 OVERFLOWING BROUGHT UP TRUCK & CLEARED HEAVY GREASE | 397.50 |
| 61396 | 3/10/2022 | SUMMIT PLUMBING LLC | POWER OUTAGE KINGSBURY MAIN, PALISADES & EASY | 142.50 |
| 61396 | 3/10/2022 | SUMMIT PLUMBING LLC | SEWER PUMP STATION MAINTENANCE 3/22 | 7,176.89 |
| 61397 | 3/10/2022 | THUNDERBIRD COMMUNICATIONS INC | ANNUAL WIN911 SOFTWARE MAINTENANCE 2/1/22 TO 1/31/23 | 660.00 |
| 61397 | 3/10/2022 | THUNDERBIRD COMMUNICATIONS INC | STATION 2 SCADA PERFORMED WINDOWS UPDATES | 125.00 |
| 61397 | 3/10/2022 | THUNDERBIRD COMMUNICATIONS INC | WONDERWARE SOFTWARE | 4,295.00 |
| 61398 8613 | 399 VOID | US Bank VisA Rewards | SUPPORT 3/1/22 TO 2/28/23 | |
| 61400 | 3/10/2022 | US BANK VISA REWARDS | #0025 LARGE DUMP TRUCK BATTERY TENDER 4 AMP CHARGER & MAINTA | 100.49 |
| 61400 | 3/10/2022 | US BANK VISA REWARDS | 2021 FORM W-2'S & W-3 FILING | 40.80 |
| 61400 | 3/10/2022 | US BANK VISA REWARDS | AATRIX EFILE FORMS 1099NEC & MISC 2021 | 57.59 |
| 61400 | 3/10/2022 | US BANK VISA REWARDS | BIRTHDAY DOSG SUNFLOWER | 6.43 |

| Check Number | Check Date | Payee | Transaction Description | Check Amount |
|--------------|------------|----------------------|---|--------------|
| 61400 | 3/10/2022 | US BANK VISA REWARDS | BIRTHDAYS GIFTS | 50.00 |
| 61400 | 3/10/2022 | US BANK VISA REWARDS | BLUE TOOTH SPEAKERS FOR BOARD MEETINGS | 10.70 |
| 61400 | 3/10/2022 | US BANK VISA REWARDS | BOARD MEETING SANDWICHES | 41.97 |
| 61400 | 3/10/2022 | US BANK VISA REWARDS | BOARD MEETING SNACKS | 27.64 |
| 61400 | 3/10/2022 | US BANK VISA REWARDS | CARD METER LOCATIONS CARDS QTY 100 | 101.37 |
| 61400 | 3/10/2022 | US BANK VISA REWARDS | DARREN 2022 NVRWA ANNUAL TRAINING/TECH CONFERENCE 3/22-24/22 | 340.00 |
| 61400 | 3/10/2022 | US BANK VISA REWARDS | DOMAIN NAME NETWORK SOLUTIONS 3/1/22 | 15.95 |
| 61400 | 3/10/2022 | US BANK VISA REWARDS | FILE UPLOADS REPORTED AS FRAUD PENDING | 49.00 |
| 61400 | 3/10/2022 | US BANK VISA REWARDS | HOT FOOD FOR CREW DURING EMERGENCY WATER LEAK SR207 & HWY 50 | 161.44 |
| 61400 | 3/10/2022 | US BANK VISA REWARDS | HWY207 & MOTT WATER LEAK CREW DRINKS | 22.50 |
| 61400 | 3/10/2022 | US BANK VISA REWARDS | HWY207 & MOTT WATER LEAK CREW SANDWICHES | 215.37 |
| 61400 | 3/10/2022 | US BANK VISA REWARDS | KEURIG TEA & COFFEE | 75.70 |
| 61400 | 3/10/2022 | US BANK VISA REWARDS | OPS YARD FUEL PUMP GENERATOR GENIUS 1-AMP AUTOMATIC SMART CH | 32.08 |
| 61400 | 3/10/2022 | US BANK VISA REWARDS | PERFORATED PAPER FOR BILLING QTY. 10,000 | 426.95 |
| 61400 | 3/10/2022 | US BANK VISA REWARDS | RETURN CL2 GENERATOR AIR SWITCH | 11.68 |
| 61400 | 3/10/2022 | US BANK VISA REWARDS | SAFEWAY CHIPS | 10.99 |
| 61400 | 3/10/2022 | US BANK VISA REWARDS | STATION 1 ANALYTICS PRESSURE REGULATOR REBUILD KITS | 197.65 |
| 61400 | 3/10/2022 | US BANK VISA REWARDS | STATION 1 DISTILLED WATER | 12.87 |
| 61400 | 3/10/2022 | US BANK VISA REWARDS | SUPPLIES 255 KINGSBURY, 160 PINERIDGE & STATION 1 | 67.96 |
| 61400 | 3/10/2022 | US BANK VISA REWARDS | SUPPLIES STATION 2, 255 KINGSBURY & 160 PINERIDGE PAPER TOWE | 89.44 |
| 61400 | 3/10/2022 | US BANK VISA REWARDS | TRUCK 1827 CAR WASH | 12.00 |
| 61400 | 3/10/2022 | US BANK VISA REWARDS | TRUCK 1929 TRAILER HITCH ADAPTER | 22.47 |
| Report Total | | | | 304,292.10 |

MISSING OR VOIDED CHECKS

| DATE | CHECKS | PAYEE | MISSING/VOIDED |
|----------|--------|----------------------|----------------|
| 02/28/22 | 61368 | NV ENERGY | VOIDED |
| 03/10/22 | 61398 | US BANK VISA REWARDS | VOIDED |
| 03/10/22 | 61399 | US BANK VISA REWARDS | VOIDED |

KINGSBURY GENERAL IMPROVEMENT DISTRICT AGENDA ITEM #08

TITLE: Selection of Allison MacKenzie Ltd. to provide Legal Services for labor relations

For Discussion and Possible Action. Discussion and approval of the selection of Allison MacKenzie

Ltd.for legal services for labor relations and human resource consultation

MEETING DATE: March 15, 2022

PREPARED BY: Judy Brewer, Administrative and Human Resource Supervisor

RECOMMENDED ACTION: Approve the selection of Allison MacKenzie Ltd. for Legal Services and labor negotiations and authorize the General Manager to execute the representation agreement and assign tasks as needed.

BACKGROUND INFORMATION: The District has been represented by Charles Cockerill who joined Allison MacKenzie Ltd. for labor relations sense 2014. Mr. Corkerill has since retired and the contractual relationship with Allison MacKenzie Ltd. has expired.

In January, the district solicited proposals for representation for legal services for labor negotiation and human resource matters. Although advertised in several papers and with additional outreach to other firms, only one firm responded to the request for proposal (RFP). Mr. Joel Locke of Allison MacKenzie Ltd. was interviewed by the selection committee and found well qualified. In addition, his professional reputation was confirmed by multiple burces including KGID legal counsel.

Therefore, it is recommended that the board affirm this selection and instruct the General Manager to proceed and execute the representation agreement with Allison MacKenzie Ltd.

INCLUDED:

- Response to Request for Proposal
- Proposed representation agreement

Fund impacted by above action:

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

KAREN A. PETERSON JAMES R. CAVILIA CHRIS MACKENZIE RYAN D. RUSSELL JOEL W. LOCKE JUSTIN TOWNSEND KYLE A. WINTER

DANIEL S. JUDD EMILY MEIBERT



GEORGE V. ALLISON JOAN C. WRIGHT PATRICK V. FAGAN MIKE PAVLAKIS (OF COUNSEL)

ANDREW MACKENZIE (1941 – 2018) MIKE SOUMBENIOTIS (1932 – 1997)

March 1, 2022

Kingsbury General Improvement District c/o Mitch Dion, General Manager 255 Kingsbury Grade, Suite A P.O. Box 2220 Stateline, NV 89449 judy@kgid.org

Re: Representation Agreement

Dear Mr. Dion,

Thank you for retaining our firm to represent the Kingsbury General Improvement District. Our firm's policies require that we enter into a representation agreement with every new client. Therefore, this letter will confirm our mutual agreement regarding the terms under which Kingsbury General Improvement District has retained us.

We have agreed to represent the Kingsbury General Improvement District in connection with legal representation regarding collective bargaining and negotiations, and other labor relations services between the District and its recognized employee organizations authorized by the designee commencing upon approval of the District Board.

In consideration of our representation of the Kingsbury General Improvement District, the District will pay us for all time devoted to work on the Kingsbury General Improvement District's behalf, at the hourly rates in effect at the time the services are rendered. Kingsbury General Improvement District understands that it is impossible to determine in advance the amount of fees or costs needed to complete this matter. The minimum time charged for any particular activity is two-tenths (2/10) hour. Time is otherwise charged in one-tenth (1/10) increments. Travel time is also billed at the hourly rate. My hourly rate for this type of matter is \$275.00. The hourly rate for other shareholder attorneys working on this matter is \$275.00. The hourly rate for paralegal personnel working on this matter is \$100.00. Our hourly rates will remain as stated for the term of the negotiated collective bargaining agreement.

We will bill for our services monthly and the Kingsbury General Improvement District agrees to pay our statements upon presentation. Our monthly statements are generally in a format detailing time spent on the Kingsbury General Improvement District's behalf by each attorney. If

Kingsbury General Improvement District March 1, 2022 Page 2

Kingsbury General Improvement District prefers another statement format, we will attempt to accommodate Kingsbury General Improvement District's needs. We encourage the Kingsbury General Improvement District to ask any questions regarding our statements as soon as the Kingsbury General Improvement District receives them.

Kingsbury General Improvement District has also agreed to pay all costs which we reasonably incur in our representation of the Kingsbury General Improvement District. Substantial costs are subject to the Kingsbury General Improvement District's prior approval and we may ask that such costs be advanced.

As security for our fees and costs hereunder, the Kingsbury General Improvement District grants us a security interest in all of the papers, files, documents, and records or other personal property supplied by the Kingsbury General Improvement District to us or generated by us in representing the Kingsbury General Improvement District, and on all judgments, settlements, amounts due or to become due concerning matters on which we have acted as Kingsbury General Improvement District's labor counsel, whether or not we continue representing Kingsbury General Improvement District.

In the event that any monthly statement rendered by us to the Kingsbury General Improvement District is not paid within thirty (30) days after its date, then interest at the rate of 10% per annum will accrue on the amount due until it is paid. In no event, however, will this rate ever exceed the maximum allowed by law.

In the event that litigation, including arbitration, between us arises out of this agreement, suit will be venued in Douglas County, Nevada and the prevailing party will be entitled to recover its reasonable attorneys' fees.

Kingsbury General Improvement District is at liberty to terminate this arrangement at any time the Kingsbury General Improvement District desires. Likewise, we retain the right to withdraw as the Kingsbury General Improvement District's attorneys at any time. Upon termination the Kingsbury General Improvement District is responsible for paying our bill in full as of the date of termination. We are not required to release the Kingsbury General Improvement District's files until Kingsbury General Improvement District's account is paid in full. Kingsbury General Improvement District will be responsible for the costs incurred in the copying of the Kingsbury General Improvement District's file. If we are holding money for Kingsbury General Improvement District in our trust account, Kingsbury General Improvement District will be entitled to the immediate return of all funds in our trust account less any accrued fees and costs as of the date of termination.

Kingsbury General Improvement District March 1, 2022 Page 3

If you or the Kingsbury General Improvement District, Board of Trustees have any questions with regard to this representation agreement, please give me a call. After Kingsbury General Improvement District's review and approval of the engagement letter, please sign the letter and return it to me in the enclosed pre-addressed, stamped envelope. Please keep the copy for Kingsbury General Improvement District's records.

Thank you for the Kingsbury General Improvement District's consideration in choosing our firm to represent the Kingsbury General Improvement District. I look forward to providing legal services to the Kingsbury General Improvement District.

| | Sincerely, |
|--|-------------------------|
| | ALLISON MacKENZIE, LTD. |
| Ву: | Joel W. Locke, Esq. |
| ACCEPTED AND AGREED this day of, 2022. KINGSBURY GENERAL IMPROVEMENT DISTRICT | |
| By: | |



RESPONSE TO REQUEST FOR PROPOSALS (RFP) TO PROVIDE LEGAL SERVICES TO KINGSBURY GENERAL IMPROVEMENT DISTRICT FOR LABOR NEGOTIATIONS

Dated: February 17, 2022

Submitted by:

Allison MacKenzie, Ltd. 402 North Division Street P. O. Box 646 Carson City, NV 89702

Telephone: (775) 687-0202 Facsimile: (775) 882-7918

Point of Contact/Lead Attorney: Joel W. Locke, Esq. Nevada Bar No.: 10128

E-mail Address: jlocke@allisonmackenzie.com

Respondent Qualifications

Section 1. Introduction and detailed history of Allison MacKenzie, Ltd.

Allison MacKenzie, Ltd. was originally founded in 1968 as the law firm of Laxalt, Berry & Allison. The firm proudly counts among its former members, United States Senator and Governor Paul Laxalt, Ninth Circuit Court of Appeals Judge Melvin Brunetti, Interstate Commerce Commission Chairman Reese Taylor, Carson City Judge James Todd Russell, and Congressman Mark Amodei. Building on the strength of our founders, combined with the many talented people who have joined the firm, Allison MacKenzie, Ltd. has been a fundamental part of business and government in the State of Nevada for more than 50 years.

The firm currently consists of nine full time attorneys, including seven shareholders and two associates. In addition, the firm is associated with our senior attorneys in an of counsel capacity. The firm is governed by its shareholders and the day-to-day operations are overseen by the firm's managing partner, James R. Cavilia. Office staff consists of legal assistants, runners, file clerks, and a receptionist, all of whom are managed by the firm's office manager.

Allison MacKenzie, Ltd. prides itself on offering a wide range of practice areas to ensure a comprehensive legal foundation for every client and situation. We represent several local governments, state licensing boards, and school districts in all matters of governance, from advice on the open meeting law to labor matters, including negotiations, federal mediation, and arbitration, to general legal counsel and more. The firm represents individuals and businesses before many of the State's licensing boards, including the Public Utilities Commission, State Engineer, Contractors Board, Transportation Authority, and more, as well as before many County Commissions and Planning Commissions throughout the State. The firm offers services and counsel in the areas of estate planning, business formations, real estate, natural resources, education, labor and employment, contract review and drafting, family law, and general civil litigation. The firm's attorneys are licensed to practice in all jurisdictions within the State of Nevada and has attorneys licensed to practice in California, Texas, and before several federal courts.

Section 2. Overview

- 1. The principal contact for Allison MacKenzie, Ltd.'s labor matters is Joel W. Locke, Esq.
- 2. Joel W. Locke, Esq. is the individual attorney who would provide all proposed services in labor negotiations including all phases of "at the table" negotiations in bargaining on behalf of KGID. Indeed, Allison MacKenzie, Ltd., has served as labor counsel for KGID since 2014 when Charles P. Cockerill, Esq. associated with the law firm. In fact, Mr. Locke and Mr. Cockerill negotiated the last collective bargaining agreement in 2018 on behalf of KGID.

Mr. Locke acts as lead negotiator and lead labor counsel in mediation and arbitration on behalf of many counties, school districts, municipalities, and General Improvement Districts, including, but not limited to: Carson City School District, Churchill County School District, Eureka County School District, Lincoln County School District, Humboldt County School

District, Mineral County School District, Elko County School District, Storey County, Humboldt County, City of Carlin, Lander County, Churchill County Communications, Carson Tahoe Hospital, and Indian Hills General Improvement District. He has been practicing law for 16 years and spent the last 15 years with the law firm. He is a shareholder and has practiced primarily in labor law for the past four (4) years. He and Mr. Cockerill worked together on all labor matters until Mr. Cockerill's retirement in the fall of 2021.

3. Due to the fact that Allison MacKenzie, Ltd., currently represents KGID there are no conflicts of interest as KGID has been a client for the last eight (8) years. The law firm is prohibited from representing any prospective client whose relationship would create a conflict of interest with KGID.

4. Biography of Joel W. Locke, Esq.

Mr. Locke is a native Nevadan who graduated from the University of Nevada Reno in 2000, and Gonzaga University School of Law in 2006. He has 16 years of legal experience focused in areas of employer-side labor law, federal and state civil litigation, mediation, and arbitration, government entity representation, estate planning and probate/trust litigation, and family law. He is licensed to practice in all State and Federal Courts in the State of Nevada. He has been a shareholder attorney at Allison MacKenzie, Ltd., for the last 10 years, and an associate attorney for five (5) year prior to that. He served as law clerk to the Honorable District Court Judge William A. Maddox in 2006.

In 2013, Mr. Locke was appointed as a Judge Pro Tempore in the Carson City Justice and Municipal Courts and presides over proceedings in both Courts on a regular basis. From 2018-2019 Mr. Locke served on the State of Nevada Bar Family Law Executive Counsel. Since 2019, Mr. Locke has served as one (1) of 15 elected attorneys on the Board of Governors for the State Bar of Nevada. In 2021, Mr. Locke was appointed and currently serves as a Commissioner on the Nevada Commission on Judicial Selection with the Chief Justice of the Nevada Supreme Court.

Mr. Locke is also active in his community and is a member of Carson City Rotary, served as a board member at Ronald McDonald House Charities of Northern Nevada from 2014-2018, and is actively involved in assisting in coaching his two (2) sons' athletics.

Section 3. Services Proposal

1. Experience

Mr. Locke has a plethora of experience in both the negotiation of collective bargaining agreements and in the administration of them on behalf of public and quasi-public employers. Over the last four (4) years, Mr. Locke has negotiated over 30 collective bargaining agreements. For example, a school district generally has three (3) separate associations and each is a separate bargaining unit. Similarly, a county generally has several bargaining units comprised of non-law enforcement employees, two (2) separate law enforcement bargaining units and first responder fire/ambulance units. In the majority of the negotiations Mr. Locke serves as lead counsel and negotiator at the table. In a minority of the negotiations he serves on the negotiating

team or as an off table advisor. At the present time, Mr. Locke is lead negotiator in collective bargaining with Elko County School District, Mineral County School District, Carson City School District, Eureka County School District, and Churchill County Communications. He is currently in federal mediation with Churchill County School District, and on the negotiations team with Carson Tahoe Hospital. Mr. Locke has an excellent working relationship with each of the public sector unions and associations and their negotiation teams. It is essential that professionalism, curtesy and respect exist at the negotiating table because animosity at the table tends to lead to division in the workplace.

Further, Mr. Locke has extensive experience in assisting in the administration of ratified and approved collective bargaining agreements. This aspect of labor law is vitally important because it is implementing the negotiated terms of the agreement. If the agreement is misapplied or misinterpreted, grievances arise which lead to mediation, fact-finding, or arbitration. It is essential to work closely with the General Manager to effectively interpret and fairly apply the collective bargaining agreement, especially when disciplinary action is contemplated. Mr. Locke works closely with each of its clients in the administration of their collective bargaining agreements, especially to identify a potential area of the contract that is giving rise to an unusual amount of grievances so that the contract language can be corrected in the next collective bargaining agreement.

2. Other experience

Prior to practicing labor law, Mr. Locke engaged in complex litigation both in the federal and state courts. For example, he successfully brought and won a citizen suit filed under the Safe Drinking Water Act against a private water company whose lead and copper levels consistently exceeded the maximum contaminant levels established by the federal government and administered and enforced by the state. He also was instrumental in establishing the family law practice at Allison MacKenzie, Ltd., and participated in over 50 bench trials in the 12 years that he practiced in that area. Mr. Locke's extensive litigation experience directly relates to and supports his experience in labor mediation and arbitration.

3. Primary attorney

Mr. Locke will act as the primary attorney who would be responsible for all aspects of labor negotiations as lead negotiator during negotiations. Further, once the contract is ratified by the union and confirmed and approved by the KGID Board, he will be the point of contact for any issues relating to the administration of the collective bargaining agreement. This includes but is not limited to assisting in dealing with grievances, investigative support for disciplinary proceedings, consulting with the General Manager regarding progressive discipline and/or termination proceedings, and any mediation or arbitration resulting therefrom. Mr. Locke has extensive experience in labor law and has successfully negotiated dozens of collective bargaining agreements on behalf of public employers. Further, he has engaged in several post-impasse federal mediation with the Federal Mediation and Conciliatory Service and has litigated in fact-findings and binding arbitrations.

4. References

Dave Mendiola Humboldt County Manager 50 W. 5th Street Winnemucca, NV 89445 (775) 623-6300

Richard Stokes
Superintendent, Carson City School District
1402 W. King Street
Carson City, NV 89703
(775) 283-2130

John Lufrano General Manager, IHGID 3394 James Lee Park Road Carson City, NV 89705 (775) 267-2805

Section 4. Fee Proposal

Allison MacKenzie, Ltd. will agree to continue to provide legal services at the rates of \$275 per hour for shareholders and \$225 per hour for associate attorneys through the end of the negotiated collective bargaining agreement. These rates reflect a discount from the current standard commercial rates of \$375 and \$300 per hour. As indicated above, Allison MacKenzie, Ltd., represents several other public sector entities and the above rates currently reflect the rates currently charged for representation of the above referenced public entity clients.

Thank you for your attention to this proposal. All of us at Allison MacKenzie look forward to continuing our longstanding relationship with Kingsbury General Improvement District.

Please feel free to contact Joel W. Locke (<u>jlocke@allisonmackenzie.com</u>) with any comments or questions.

Sincerely,

Joel W. Locke, Esq

4861-0138-7279, v. 1

KINGSBURY GENERAL IMPROVEMENT DISTRICT AGENDA ITEM #9

TITLE: Ratification of expenditures for emergency repairs incurred by the district in response to waterline break on February 3rd and 4th, 2022
For Discussion and Possible Action. Discussion and ratify the expenditures for

For Discussion and Possible Action. Discussion and ratify the expenditures for emergency repairs as authorized by the General Manager

MEETING DATE: March 15, 2022

PREPARED BY: Mitchell S. Dion, General Manager

RECOMMENDED ACTION: Ratify payment of the vendor invoices for Summit Plumbing and F & B Inc, for emergency repairs which exceed the General Manager's approval authority.

BACKGROUND INFORMATION: On the morning of February 3, 2022, Kingsbury GID experienced a line break adjacent to Highway 50 near Kahle Ave. In addition, there was significant pressure incident occurring in the system. While organizing the response, another significant leak was noted along Highway 207 near Market St. As the situation cleared, it was apparent that repairing both; exceeded our internal resources in both equipment and personnel. The district sought availability of contractors, and Summit Plumbing had people and equipment better suited for the line along Highway 50 and was assigned that task while district personnel were assigned to the work along Highway 207. Throughout the night the work progressed, and approximately 4 am on February 4th, the district was notified of another leak under Highway 50 near Lakeside Casino. The district was able to isolate the leak, but a significant dip in the asphalt of the highway had occurred. By this time, both Summit Plumbing and in-house forces were spent and both had yet to complete the work assigned. F & B was contacted to excavate the new break and provide compaction and asphalt repair.

In final analysis, it was determined to leave both waterlines in or along Highway 50 isolated. The priority to restore the roadway safety while deeper analysis of the cause of failure and repair options were determined. The inhouse crew were able to finish the repair for the line along Highway 207, and F & B was requested to make the pavement patch as they were doing asphalt on Highway 50 also.

The work performed by Summit Plumbing was just over 30 hours for crew and equipment, in addition to materials. The final cost of this work is \$20,039.85.

The work performed by F & B Inc was approximately 8 hours, in addition to equipment and materials. The final cost of this work is \$13,428.83.

It should be noted that emergency road control was supported by NDOT providing a significant cost and time savings to the district.

Due to the significance of these breaks and the locations jeopardizing the highways, these emergency expenses were necessary as authorized by the General Manager. However, the General

Manager authority is limited to \$5,000, therefore exceeding the financial authority and requires ratification by the Board of Trustees after the fact.

INCLUDED:

- Invoice of Summit Plumbing
- Invoice of F & B

Fund impacted by above action:

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

F&B Inc.

P.O. Box 3655, Stateline, NV 89449 Nevada License #35817 (775) 588-6089

Invoice #

2022070

3/3/2022

KGID P.O. Box 2220 Stateline, NV 89449

| Project | KGID Hwy 50- | ER Water Repair | | P.O. # | |
|----------|--------------------|--|-----------------|----------|----------|
| Date | Item | Description | Qty | Rate | Amoun |
| 2/4/2022 | Asphalt | Granite Construction Co. Ticket 9088185 | 1 | 3,436.33 | 3,436.33 |
| | Aaron S- 10Wheeler | Export Asphalt Spoils (5) Loads Base 30cyds, Drain Rock 8cyds | Import 4.75 | 140.00 | 665.00 |
| | Recycle Asphalt | Asphalt | 60 | 17.00 | 1,020.00 |
| | Recycle Base | Base | 30 | 12.00 | 360.00 |
| | Aggregate | Drain Rock | 8 | 27.00 | 216.00 |
| | Brad R- Linkbelt | Road repair is done. KGID was | 5 | 300.00 | 1,500.00 |
| | | happy.Brad- Linkbelt 5.0 hrs, co | ld | | , |
| | 1 | patch, Matt from Reno. Drain ro | | | |
| | | yards, base 30 yards, roller 1.0 h | | | |
| | | remote compactor 2 hrs | · | | |
| | Matt A - Enddump | # 49367 Haul load of cold mix fro | om 6.75 | 140.00 | 945.00 |
| | 1 | Granite Sparks plant to lakeside | for | | |
| | | KGID Load Ticket 9088185 27 | | | |
| | | Tons \$3,436.33 Paid Check 34492 | 2 | | |
| | Erik O- 10whl | Load up roller and remote comp | | 150.00 | 225.00 |
| | | Take to job and unload equipme | | | |
| | Louis T - Labor | Escavate sink hole remove aspha | | 78.00 | 331.50 |
| | | base, backfill with sand and base | | | |
| | | wacker to compact install cold p | | 1 | |
| | | clean area | | | |
| | Louis T - Roller | Remote Roller & Roller | 3 | 115.00 | 345.00 |
| | Brent A - 10 Wheel | # 50713 Export 2 loads of asphalt | to 6.25 | 140.00 | 875.00 |
| | | yard. Import 2 loads of base from | | | |
| | Brent A - Lowboy | # 50713 Hauled 145 excavator to | | 150.00 | 300.00 |
| | 1 | Hauled excavator back to yard. | " | | |
| | Recycle Base | Base | 24 | 12.00 | 288.00 |
| | Recycle Asphalt | Asphalt | 24 | 17.00 | 408.00 |
| | Andy R - Labor | work on water repair, hand labor | | 78.00 | 546.00 |
| | Carlos G - Labor | work compacting base and grave | | 78.00 | 624.00 |
| | | down cold patch | | | |
| _ | | Т | 'otal | | |
| Terms | Due on receipt | P | ayments/Credits | | |
| | Al- | Page 1 | alance Due | | |

F&B Inc.

P.O. Box 3655, Stateline, NV 89449 Nevada License #35817 (775) 588-6089

Invoice #

2022070

3/3/2022

KGID P.O. Box 2220 Stateline, NV 89449

| Project | KGID Hwy 50- I | ER Water Repair | | P.O. # | |
|----------|----------------|--|------------------|--------|----------|
| Date | Item | Description | Qty | Rate | Amount |
| | Misc Tools | Misc Small Tools and Equipme associated with Labor and Supp | | 75.00 | 600.00 |
| 2/5/2022 | Matt A - 10Whl | # 49368 Load and haul roller from Load and haul Yahnmar Haul of to site Spread and compact asplicated and haul equipment from Sweep clean area | cold mix halt | 140.00 | 315.00 |
| | Matt A - Labor | Sweep cream area | 2 | 78.00 | 156.00 |
| | Morgan - Labor | KGID patch job in front of Mo 8am-11:30am | | 78.00 | 273.00 |
| | | | | | |
| Terms | Due on receipt | , | Total | \$1: | 3,428.83 |
| | | | Payments/Credits | 8 | \$0.00 |
| - | | Page 2 | Balance Due | \$1; | 3,428.83 |



810103

Plumbing Co., LLC

1749 Timber Ct. Gardnerville, NV 89410

(775) 588-5996 (775) 267-9987

(775) 883-5335 (530) 544-5514 nitial:

NV Lic. #50252 NV Lic. #58527 NV Lic. #76730 CA Lic. #827733

DAY WORK CONTRACT ☐ EXTRA LGIA TO KAHLE US

| | | | | 108 LOCKLION | | ,,, |
|---|-------------|--------|-----|------------------|---------------|------------|
| | | | | JOB PHONE | STARTING DATE | p 27_ |
| TERMS: A FINANCE CHARGE OF 1996 PER MONTH WILL BE CHARGED ON UN INVOICES IF NOT PAID WITHIN 15 DAYS OF INVOICE DATE. | IPAID . | | | Santonio era | 12/2 | |
| QTY. MATERIAL | PRICE | AMOU | NT | DESCRIPTIO | N OF WORK | 185 |
| 91.11 TONS CLASS B BASE | 16.7 | 2 /523 | 130 | - CALLED OUT | By Br | moon |
| 3 2" Repair Coupling | 8,30 | 26 | 88 | Water cense | Set up | tracce |
| 3 3" Reporte Coupling | 118 | 35. | 55 | Controll uses | Ure | Cow |
| 26 6" SOR 35 Pipe | 10,11 | 262 | 36 | to ExposE & | lo' of | Pipe |
| 2 6" Max Adulbis | 138,10 | 316 | 20 | pipe was 12 | " C900 | 9 Feet De |
| | | | | Split From 1 | Sell b | lausing |
| | | | | to 45 Fittin | | WAS |
| | | | | Decided that | the L | ine |
| | | | | OTHERC | HARGES | |
| | | | | Moblization | | 500.00 |
| | | | | VACCON 1014RE | 265 HR | 2650,00 |
| | | | | Dong truck 13 HR | | 2080 00 |
| | | | | Broulton 80 | 160 | 1280,00 |
| From the Value A | 1 | 4he | | Jumping JACK + 4 | JACKER | 200.00 |
| relit Value Should | be | | | | TOTAL OTHER | 6710,00 |
| replaced Back Filho | 1 4 | 14 | | LABOR | HRS RATE | AMOUNT |
| Base + Compacted 1 | n 6 | 16 | | PAUL OT | 13/1/20 | 1852 50 |
| to GRADE LEVEL | | | 4 | Jereny Res | 13 142,5 | 1852 50 |
| 1 2" Conduit repair | cel | | | JOSH Weston | 13 Tack | Dump True |
| 1 3" Condait report | rad | , | | Dennis | 10 3 | VAC CON |
| Replaced 26' 6" x | 7c 5 | ruek | | Dennis | 8 F | BACK / HOE |
| Line 45 Well the | 41 | | | Stornley REC | 13 120 | 1560.00 |
| WAS roul Apart | for | | | CASEY FET | 54 80 | 1560.00 |
| the Leak AS | Well | 7 | | Russel | 08 01 | 800 608 |
| | | | | | TOTAL LABOR | 11.165.00 |
| TOTAL MAT | ERIALS | 21648 | 35 | TOT | AL MATERIALS | 2164,85 |
| 1100 | | | | | TOTAL OTHER | 67/0 00 |
| Work ordered by BRANDEN | | | | ~ | | |
| | | | | Thank You | TAX | |
| SignatureI hereby acknowledge the satisfactory completion of the above | e described | work. | L | | TOTAL | 26,039,8 |

KINGSBURY GENERAL IMPROVEMENT DISTRICT AGENDA ITEM # 10

TITLE: Award of FY 2021 Water and Road Improvement Project

For Discussion and Possible Action. Discussion and provide approval for the award of the FY2021 Water and Road Improvement Project

MEETING DATE: March 15, 2022

PREPARED BY: Mitch Dion, General Manager

RECOMMENDED ACTION: Approve award of the FY 2021 Water and Road Improvement Project to White Rock Construction, Inc. for \$1,993,342.00.

BACKGROUND INFORMATION: The FY2021 Water and Road Improvement Project was preliminary estimated at \$2.7m total. Engineering costs are \$240,000 and the advanced material procurement is \$200,000. The bid documents were developed and advertised on Planet Bids by FarrWest, and only one bid was received by the deadline of March 4th, 2022.

Upon evaluation, the low bidder was determined to be a qualified and responsive bid. Additionally, it is with a vendor, White Rock Construction, Inc. that has demonstrated successful experience with the district. In review of the bids, a discrepancy was identified and has been resolved as outlined in attachment F.

Fiscal Impact: The expense for these materials is approximately \$1,993,342.00 which compares favorably to the engineer opinion of probable costs. Both early season bidding and reduced risk for advanced purchase of materials contributed to the favorable bid. It is noted that any materials not covered in the advanced procurement such as fill, asphalt or miscellaneous items will remain the responsibility of the contractor. We anticipate the work to commence in May and lasting 16 weeks which will place most of that expense in FY 23.

INCLUDED:

Attachment A - Map of Project Area

Attachment B - Summary of Bids

Attachment C - Bid Results

Attachment D - Engineer's Opinion Probable Cost 60%

Attachment E - 2021 Water and Roadway Improvement Project Schedule

Attachment F - FarrWest review of Bids

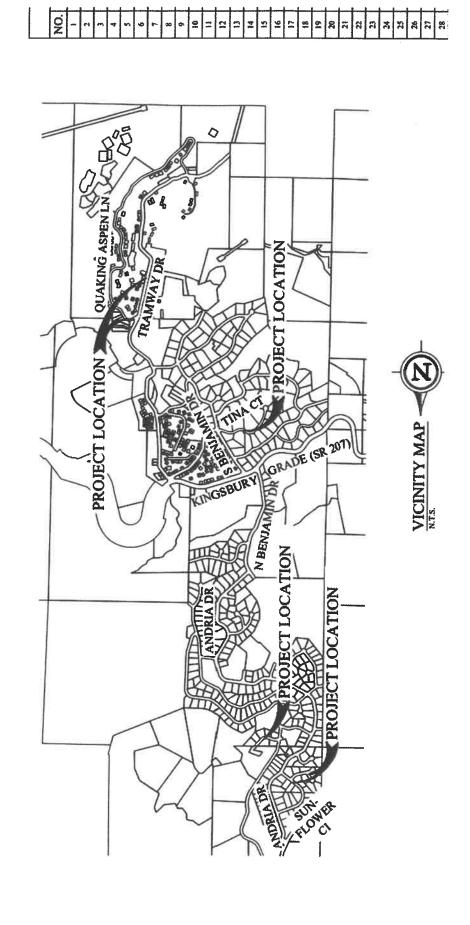
Fund impacted by above action:

() All Funds () Not a Budget Item (X) Water Fund () Sewer Fund

(X) General Fund() Snow Removal Fund() Emergency Spending

2021 WATER AND ROAD IMPROVEMENTS KINGSBURY GENERAL IMPROVEMENT DISTRICT

DOUGLAS COUNTY, NEVADA



Farr West Engineering
Bid Results for Project KGID 2021 Water and Road Improvements Project
Issued on 02/10/2022
Bid Due on March 04, 2022 2:00 PM (PST)
Exported on 03/04/2022

Line Totals (Unit Price * Quantity)

| : | | | 8 | White Rock White Rock Construction, Inc Unit Construction, Inc Line | White Rock Instruction, Inc Line | Gerhandt & Borry | Gorbard & Bosses |
|---|--|---------------------|----------|--|-------------------------------------|---|--------------------------|
| Item Nu | Item Num Description | Unit of Measure Our | Duantity | Price | | A LIGHT CONTRACTOR | Serial of Berry |
| 1 | Mobilization and Demobilization | | | 00 000 023 | | Construction - Unit Price Construction - Line Total | onstruction - Line Total |
| 0 | Temporary Traffic Control | 3 : | | 00:000,014 | \$70,000.00 | \$110,595.00 | \$110,595.00 |
|) (1 | | 2 | 7 | \$80,000.00 | \$80,000.00 | \$83,363.00 | \$83,363.00 |
| 0 • | lenipolaly si osion control | เร | 1 | \$40,000.00 | \$40,000.00 | \$17.399.00 | \$17 399 00 |
| 4 1 | Pulverize Roadway Surface | SF 78 | 900 | \$0.85 | \$67,065.00 | \$1.05 | \$87.845.00 |
| S. | Remove and Reshape Subgrade and Place Recycled Aggregate Base | SF 78 | 78900 | \$1.30 | \$102,570.00 | \$2.10 | \$165 GOD OD |
| 9 | 3" Single Lift or Top Lift Asphalt Paving | TON 10 | 1634 | \$133.00 | \$217,322,00 | \$192.00 | \$313,738.00 |
| - (| 3" Bottom Lift Asphalt Paving | _ | 04 | \$132.00 | \$79,728.00 | \$183.50 | \$110,834.00 |
| xo o | Aspnalt Trench Patch | | 160 | \$27.50 | \$59,400.00 | \$38.40 | \$82.944.00 |
| , תב | Manhole Ring, Frame, and Cover Adjustments | | 71 | \$1,735.00 | \$20,820.00 | \$2.862.00 | \$34 344 OD |
| G ; | Valve/Clean Out Box Adjustments | EA | 4 | \$1,225.00 | \$17,150.00 | \$1.220.00 | \$17.080.00 |
| ======================================= | Remove and replace PCC Valley Gutter | | 99 | \$58.00 | \$32,828,00 | \$27.00 | \$15.382.00 |
| 12 | Remove and Replace Curb and Gutter (Contingent Bid Item) | F. 1 | 80 | \$114.30 | \$20,574.00 | \$82.00 | \$14.750.00 |
| E ; | Remove and Regrade Existing Driveway (Contingent Bid Item) | SF 7 | 700 | \$33.50 | \$23,450.00 | \$10.00 | \$7,000.00 |
| 14 | Non-Excavatable Rock Removal (Contingent Bid Item) | | 20 | \$630.00 | \$31,500.00 | \$250.00 | \$12,500.00 |
| J 5 | 1. Water Service Connection | | 14 | \$3,285.00 | \$45,990.00 | \$6,010.00 | \$84,140.00 |
| 1 1 | L.S. Water Service Connection | | 11 | \$3,750.00 | \$41,250.00 | \$6,330.00 | \$69,630.00 |
| 1 9 | a waterine Replacement | LF 3 | 930 | \$245.00 | \$889,350.00 | \$212.70 | \$772,101.00 |
| 9 5 | | | 16 | \$1,075.00 | \$17,200.00 | \$2,235.00 | \$35,760.00 |
| £ 5 | | EA | 7 | \$1,050.00 | \$7,350.00 | \$1,525.00 | \$10.675.00 |
| ₹ ? | | EA | 9 | \$8,650.00 | \$51,900.00 | \$6,205.00 | \$37,230.00 |
| 77 | Connection to Existing Fire Hydrant Assembly | EA | 1 | \$7,715.00 | \$7,715.00 | \$3,345.00 | \$3.345.00 |
| 77 | | EA | 00 | \$8,460.00 | \$67,680.00 | \$10 725 00 | \$85 800 00 |
| 23 | Removal and Disposal of Abandoned Water Main (Contingent Bid Item) | LF 5 | 90 | \$5.00 | \$2,500.00 | \$150.00 | \$75,000.00 |
| | | | | | | | |

\$2,242,045.00 \$2,242,045.00

\$1,993,342.00 \$1,993,342.00

Subtotal Total

Bid Results

Bidder Details

Vendor Name White Rock Construction, Inc.

Address 769 Pinto Circle

Gardnerville, Nevada 89410

United States

Respondee George McCrosky

Respondee Title President

Phone 775-265-7473

Email gmwrc1@gmail.com

Vendor Type

License # 0033848A

Bid Detail

Bid Format Electronic

Submitted 03/04/2022 11:31 AM (PST)

Delivery Method

Bid Responsive

Bid Status Submitted **Confirmation #** 282255

Respondee Comment

Buyer Comment

Attachments

File Title
KGID 2021 Water and Road Improv. Projects.pdf

File Name

KGID 2021 Water and Road Improv. Projects.pdf

File Type

Full Bid Package

Line Items

Discount Terms No Discount

| Item# | Item Code | Туре | item Description | UOM | QTY | Unit Price | Line Total | Response | Comment |
|-----------|-----------|------|--|-----|-------|-------------|----------------------|----------|---------|
| Section 1 | 1 | | | | | | \$1,993,342.00 | | |
| 1 | | | Mobilization and Demobilization | LS | 1 | \$70,000.00 | \$70,000.00 | Yes | |
| 2 | | | Temporary Traffic Control | LS | 1 | \$80,000.00 | \$80,000.00 | Yes | |
| 3 | | | Temporary Erosion Control | LS | 1 | \$40,000.00 | \$40,000.00 | Yes | |
| 4 | | | Pulverize Roadway Surface | SF | 78900 | \$0.85 | \$67,065.00 | Yes | |
| 5 | | | Remove and Reshape Subgrade and Place Recycled Aggregate Base | SF | 78900 | \$1.30 | \$102,570.00 | Yes | |
| 6 | | | 3" Single Lift or Top Lift Asphalt Paving | TON | 1634 | \$133.00 | \$217,322.00 | Yes | |
| 7 | | | 3" Bottom Lift Asphalt Paving | TON | 604 | \$132.00 | \$79,728.00 | Yes | |
| 8 | | | Asphalt Trench Patch | LF | 2160 | \$27.50 | \$59,400.00 | Yes | |
| 9 | | | Manhole Ring, Frame, and Cover Adjustments | EA | 12 | \$1,735.00 | \$20,820.00 | Yes | |
| 10 | | | Valve/Clean Out Box Adjustments | EA | 14 | \$1,225.00 | \$17,150.00 | Yes | |
| 11 | | | Remove and replace PCC Valley Gutter | \$F | 566 | \$58.00 | \$32 ,828.0 0 | Yes | |
| 12 | | | Remove and Replace Curb and Gutter (Contingent Bid Item) | LF | 180 | \$114.30 | \$20,574.00 | Yes | |
| 13 | | | Remove and Regrade Existing Driveway (Contingent Bid Item) | SF | 700 | \$33.50 | \$23,450.00 | Yes | |
| 14 | | | Non-Excavatable Rock Removal (Contingent Bid Item) | CY | 50 | \$630.00 | \$31,500.00 | Yes | |
| 15 | | | 1" Water Service Connection | EA | 14 | \$3,285.00 | \$45,990.00 | Yes | |
| 16 | | | 1.5" Water Service Connection | EA | 11 | \$3,750.00 | \$41,250.00 | Yes | |
| 17 | | | 8" Waterline Replacement | LF | 3630 | \$245.00 | \$889,350.00 | Yes | |
| 18 | | | 8" Gate Valve | EA | 16 | \$1,075.00 | \$17,200.00 | Yes | |
| 19 | | | 6" Gate Valve | EA | 7 | \$1,050.00 | \$7,350.00 | Yes | |
| 20 | | | Fire Hydrant Assembly | EA | 6 | \$8,650.00 | \$51,900.00 | Yes | |
| 21 | | | Connection to Existing Fire Hydrant Assembly | EA | 1 | \$7,715.00 | \$7,715.00 | Yes | |
| 22 | | | Connections to Existing Water Main | EA | 8 | \$8,460.00 | \$67,680.00 | Yes | |
| 23 | | | Removal and Disposal of Abandoned Water Main (Contingent Bid Item) | LF | 500 | \$5.00 | \$2,500.00 | Yes | |

Line Item Subtotals

 Section Title
 Line Total

 Section 1
 \$1,993,342.00

 Grand Total
 \$1,993,342.00

Bid Results

Bidder Details

Vendor Name Gerhardt & Berry Construction Address PO Box 51749 Sparks, Nevada 89435 United States

Respondee Greg Gerhardt Respondee Title President Phone 775-359-8817

Email office@gerhardtandberry.com

Vendor Type License # 10813

Bid Detail

Bid Format Electronic
Submitted 03/04/2022 1:24 PM (PST)

Delivery Method

Bid Status Submitted Confirmation # 283022

Respondee Comment

Buyer Comment

Attachments

G&B KGID 2021 Water & Road Improvement Project Bid Packet.pdf

File Name G&B KGID 2021 Water & Road Improvement Project Bid Packet.pdf

File Type Full Bid Package

Line Items

Discount Terms No Discount

| Steers # | Alem Code | Туре | iture Description | UOM | QTY | Unit Price | Line Total | Response | Comment |
|-----------|-----------|------|--|------|-------|--------------|----------------|----------|---------|
| Section 1 | ı | | | | | | \$2,242,848.80 | | |
| 1 | | | Mobilization and Demokilization | LE | 1 | \$110,696.00 | \$110,895.00 | Ven | |
| 2 | | | Temporary Traffic Control | rz. | 1 | \$83,962.00 | 887,363.00 | Yes | |
| 8 | | | Temporary Erosion Control | LS | 1 | \$17,999.00 | \$17,899.00 | Yes | |
| 4 | | | Pulverize Roodway Sarface | SF | 78900 | \$1.85 | \$82,843.05 | Ann | |
| 5 | | | Remove and Reshapir Subgrade and Place Recycled Aggragate Base | 野 | 78960 | 22.10 | \$165,896.90 | Yes | |
| | | | 3" Single Lift or Top Lift Auphalt Paving | TON | 1624 | \$192.00 | \$313,778.00 | Yes | |
| 7 | | | 2" Boltom Lift Asphalt Poring | TOH | 694 | \$183.50 | \$110,834.00 | Yes | |
| | | | Asylogit Yrench Patch | LF. | 2168 | \$28.46 | \$82,944.00 | Yes | |
| 9 | | | btenhole Ring, Frame, and Cover Adjustments | EA | 12 | \$2,862.00 | \$34,244.00 | Yes | |
| 10 | | | Yelve/Clean Out Box Adjustments: | EA | 14 | \$1,220.00 | \$17,080.80 | Ves | |
| - 11 | | | Recoverand replace PCC Valley Catter | SF | 566 | 227.00 | \$15,282.00 | Yes | |
| 12 | | | Remove and Replace Curb and Cutter (Contingent Bid Serv) | LF | 180 | \$92.00 | \$14,760.00 | Yes | |
| 13 | | | Stamove and Regrado Existing Drivewey (Contingent DM Rest) | SF | 700 | \$10.08 | \$7,000.00 | Yes | |
| 14 | | | Nen-Exampliable Rock Removal (Contingent Bid Rem) | CA | 50 | \$250.00 | \$12,500.00 | Yes | |
| 15 | | | 1" Water Service Connection | EA | 14 | \$6,019.00 | \$84,140.00 | Yes | |
| 16 | | | 1.5" Water Service Commedian | EA | 11 | 86,830.00 | \$69,630.00 | Ves | |
| 17 | | | 8" Weterfine Replacement | LIF. | 1630 | \$212.70 | \$772,101.00 | Yes | |
| 18 | | | 8" Gate Valve | EA | 16 | \$2,235.60 | \$35,760.00 | Yes | |
| 19 | | | 6" Entin Valve | EA | 7 | \$1,625.00 | \$10,675.00 | Yes | |
| 20 | | | Fire Hydrant Assumbly | EA. | 6 | 86,205.08 | \$37,230.69 | Yes | |
| 21 | | | Connection to Existing Fire Hydrenti Assessibily | EA | 1 | \$3,845.00 | 83,845.00 | Yes | |
| 22 | | | Connections to Existing Weter Mein | €A. | | \$10,729.00 | \$85,000.00 | Yan | |
| 20 | | | Removal and Disposal of Abendoned Water Mele (Costingent Bid Retn) | ı | 500 | \$150,00 | 575,080.00 | Yes | |
| | | | | | | | | | |

Line Item Subtotals

 Section Title
 Lime Yotal

 Section 1
 \$2,242,045.00

 Grand Total
 \$2,242,05.00

PlanetBios, Inc.

Eingsbury General Improvement District 2021 Water and Road Improvements Project Engineer's Opinion of Probable Construction Costs (60% Submittal)

Estimate by:

Emily McKenzie

Project No.

1846 01/19/22

Date:

Matt Van Dyne

QC Check by: Date:

01/19/22

BID SCHEDULE - BASE BID

| Bid Item | Description | Quantity | Unit | -Unit Price | Total |
|----------|--|----------|------|--------------|--------------|
| 1 | Mobilization and Demobilization | 1 | LS | \$105,000.00 | \$105,000.00 |
| 2 | Temporary Traffic Control | 1 | LS | \$31,500.00 | \$31,500.00 |
| 3 | Temporary Erosion Control | 1 | LS | \$52,500.00 | \$52,500.00 |
| 4 | Pulverize Roadway Surface | 80,549 | SF | \$1.35 | \$108,741.19 |
| 5 | Remove and Reshape Subgrade and Place Recycled Aggregate Base | 80,549 | SF | \$1.80 | \$144,988.25 |
| 6 | Place 3" Single Lift or Top Lift Plantmix Bituminous Paving | 1,661 | TON | \$160.00 | \$265,811.80 |
| 7 | Place 3" Bottom Lift Plantmix Bituminous Paving | 631 | TON | \$145.00 | \$91,514.65 |
| 8 | Place 3" Plantmix Bituminous Trench Patch | 81 | TON | \$160.00 | \$12,915.24 |
| 9 | Replace Manhole Ring, Frame, and Cover to New Finish Grade | 11 | EA | \$3,000.00 | \$33,000.00 |
| 10 | Replace Valve/Clean Out Box to New Finish Grade | 14 | EA | \$1,500.00 | \$21,000.00 |
| 11 | PCC Valley Gutter | 566 | SF | \$25.00 | \$14,140.25 |
| 12 | Remove and Replace Curb and Gutter (Contingent Bid Item) | 100 | LF | \$125.00 | \$12,500.00 |
| 13 | Remove and Regrade Existing Driveway (Contingent Bid Item) | 700 | SF | \$15.00 | \$10,500.00 |
| 14 | Non-Excavatable Rock Removal (Contingent Bid Item) | 50 | CY | \$500.00 | \$25,000.00 |
| 15 | 1" Water Service Connection | 14 | EA | \$4,250.00 | \$59,500.00 |
| 16 | 1.5" Water Service Connection | 11 | EA | \$5,000.00 | \$55,000.00 |
| 17 | 8" Waterline Replacement | 3,560 | LF | \$225.00 | \$801,000.00 |
| 18 | 8" Gate Valve | 17 | EA | \$3,500.00 | \$59,500.00 |
| 19 | 6" Gate Valve | 7 | EA | \$3,000.00 | \$21,000.00 |
| 20 | Fire Hydrant Assembly | 6 | EA | \$11,500.00 | \$69,000.00 |
| 21 | Connection to Existing Fire Hydrant Assembly | 1 | EA | \$8,000.00 | \$8,000.00 |
| 22 | Connections to Existing Water Main | 8 | EA | \$10,000.00 | \$80,000.00 |
| 23 | Removal and Disposal of Abandoned Water Main (Contingent Bid Item) | 500 | LF | \$50.00 | \$25,000.00 |
| 1.7 | Bas | e Bid T | tal: | \$2 | 107,111.38 |

10% Contingency:

\$210,711.14

Total w/ 10% Contingency:

\$2,317,822.52

KGID - 2021 Water and Road Improvement Project SCHEDULE

Procurement Bidding Schedule

| UNIONE BOTTOM | STATE OF THE PROPERTY OF THE P | Performed By |
|------------------------------|--|--------------|
| Tuesday, January 11, 2022 | Provide advertisement to Record-Courier | Farr West |
| Tuesday, January 11, 2022 | Procurement documents to KGID for review | Farr West |
| Thursday, January 13, 2022 | Newspaper publish (identifying 1/14 bid date) | Farr West |
| Friday, January 14, 2022 | Any comments received from KGID | KGID |
| Friday, January 14, 2022 | Begin bid solicitation via PlanetBids | Farr West |
| Friday, February 4, 2022 | Bids due | Farr West |
| Wednesday, February 9, 2022 | Bid review and recommendation | KGID |
| Tuesday, February 15, 2022 | Board Meeting | KGID |
| Wednesday, February 16, 2022 | Notice of Award | Farr West |
| Friday, March 4, 2022 | Submittal review and approvals | Farr West |
| Friday, May 13, 2022 | Material Delivery | Vendor |

Permit Schedule

| MEAN CHOICE NAME OF SELECT | To the state of th | Performed By |
|-----------------------------|--|--------------|
| Tuesday, January 18, 2022 | Submit to TDFPD (with NDEP form) for fire approval | Farr West |
| | Prepare NDEP submittal package (application, forms, \$300 fee) Also, prepare letter identifying this is an addition to previously approved project and what is new to focus this review on (per NDEP-BSDW Eng. | |
| Monday, February 7, 2022 | - | Farr West |
| Wednesday, February 9, 2022 | "Permit Set" plans and specs submittal to NDEP-BSDW for review | Farr West |
| Friday, March 11, 2022 | NDEP review comments received? 30-day review period | Farr West |
| Friday, March 25, 2022 | NDEP re-submittal for approval | Farr West |
| Friday, April 1, 2022 | Receive final NDEP approval | Farr West |
| Monday, April 4, 2022 | Address any NDEP comments to project via change order | Farr West |

Design & Construction Bidding Schedule

| | The second secon | Performed By |
|-----------------------------|--|--------------|
| Thursday, January 13, 2022 | Draft plans to include in the procurement bid package | Farr West |
| Wednesday, January 19, 2022 | 60% design to KGID for review | Farr West |
| Wednesday, January 26, 2022 | KGID 60% review comments back | KGID |
| Wednesday, February 2, 2022 | 90% design to KGID for review | Farr West |
| Monday, February 7, 2022 | KGID 90% review comments back | KGID |
| Monday, February 7, 2022 | Provide advertisement to Record-Courier | Farr West |
| Wednesday, February 9, 2022 | Final 100% Design Plans and Specifications | Farr West |
| Thursday, February 10, 2022 | Newspaper publish and bid solicitation via PlanetBids | Farr West |
| Friday, March 4, 2022 | Bids due | Farr West |
| Wednesday, March 9, 2022 | Bid review and recommendation for Board meeting agenda | KGID |
| Tuesday, March 15, 2022 | Board Meeting | KGID |
| Wednesday, March 16, 2022 | Notice of Award | Farr West |
| Friday, April 1, 2022 | Contracting | Farr West |
| Friday, April 8, 2022 | Submittal review and approvals | Contractor |
| Wednesday, April 27, 2022 | Pre-Con | Farr West |
| TBD | Construction start (16 weeks) | Contractor |
| TBD | Construction end | Contractor |



March 8, 2022

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

Re: Recommendation of Award for 2021 Water and Road Improvement Project (DO-2022-145)

Dear Mr. Dion:

On March 4, 2022 Farr West Engineering held a bid opening for the 2021 Water and Road Improvement Project on behalf of Kingsbury General Improvement District. Two bids were received, one from White Rock Construction and the other from Gerhardt & Berry Construction. Bid information was compiled and White Rock Construction is the apparent low bidder with a bid price of \$1,990,986.00. While reviewing the bid result summary, Farr West discovered that there was a discrepancy between the unit prices that White Rock Construction entered into the line item section of PlanetBids and the bid price provided on the uploaded bid package PDF:

| Description | PlanetBids Line Items | Bid Package PDF |
|---------------------------------------|-------------------------|-------------------------|
| Total Bid Price | \$1,993,342.00 | \$1,990,986.00 |
| Bid Item 17 – 8" Waterline | \$245.00 / \$889,350.00 | \$243.80 / \$884,994.00 |
| Replacement Unit Price / Total Price | | |
| Bid Item 23 – Removal and Disposal of | \$5.00 / \$2,500.00 | \$9.00 / \$4,500 |
| Abandoned Water Main Unit Price / | · | • |
| Total Price | | |

The bid package PDF that was uploaded to PlanetBids contains the contractor's signature and therefore is considered the official bid submittal. White Rock Construction has acknowledged this error and will honor the price given in the bid package PDF which is lower than the summation of the line items entered into PlanetBids.

Farr West has evaluated the White Rock Construction Bid and finds that it complies with the prescribed requirements of the Bid Form, and therefore is considered "responsive". We have also performed a due diligence check on the company by checking provided references, Nevada State Contractor's Board, Secretary of State, and the Labor Commissioner. The references were all positive; the consensus is that White Rock Construction 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.

White Rock Construction has over 20 years of experience in the construction industry and has performed similar projects in the past including the Juniper Drive & Kjer Lane Water and Road Improvement Project for KGID in the summer of 2020. Based on a review of their bid and background check, Farr West finds White Rock Construction 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,

Matt Van Dyne, P.E.

Attached: PlanetBids bid opening summary and Bid Tabulation

BID TABULATION

2021 Water and Road Improvement Project (DO-2022-145) Kingsbury General Improvement District

Bid Opening Location: Electronic Bid Opening via PlanetBids
Date: Friday, March 4, 2022

Time: 2:00 PM

Owner: Kingsbury General Improvement District Engineer: Farr West Engineering

| Mobilization and Densitylation Description District Partic District Partic District Partic District Partic District District Partic District Dist | | | | | White Rock-Construction | pastruction | Gerhardt & Berry Construction | Construction | AVERAGE | AGE | MEDIAN | IKN |
|---|----------|--|------------|-------|-------------------------|--------------|-------------------------------|--------------|-------------|--------------|-------------|----------------|
| Transparent Partie 1 | Sid Item | | 100 | 100 | CNIT PRICE | TOTAL | UNIT PRICE | TOTAL | UNIT PRICE | TOTAL | TINET PRICE | TOTAL |
| Temporary Tariffic Courted 1 LS \$80,000.00 \$83,363.00 \$83,36 | - | Mobilization and Demobilization | 1 | LS | \$70,000.00 | \$70,000.00 | \$110,595.00 | \$110,595.00 | \$90.297.50 | \$90.297.50 | \$50,207.50 | \$90.207.50 |
| Temperary Exrelae Custon Cantrol 1 | 7 | Temperary Traffic Control | 1 | LS | \$80,000.00 | \$80,000.00 | \$83,363.00 | \$83,363.00 | \$81.681.50 | 581 681 50 | \$81 681 50 | CS1 681 50 |
| Puberize Roudewy Surface Puberize Roudewy Surface Roudewy Surface Puberize Roudewy Surface Roudewy (Contingent Bid Hem) Puberize Roudewy Surface Roudewy Surface Roudewy (Contingent Bid Hem) Puberize Roudewy Surface Roudewy Surface Roudewy Surface Roudewy Surface Roudewy Surface Roudewy (Contingent Bid Hem) Puberize Roudewy Surface Roudewy Surface Roudewy (Contingent Bid Hem) Puberize Roudewy Surface R | 3 | Temporary Erusion Control | 1 | rs | \$40,000.00 | \$40,000.00 | \$17,399.00 | \$17,399.00 | \$28,699.50 | \$28,699.50 | \$28 690 50 | \$28,699.50 |
| Note | 4 | Pulverize Rondway Surface | 78,900 | SF | \$0.85 | \$67,065.00 | \$1.05 | \$82,845.00 | \$0.95 | \$74.955.00 | 50.03 | \$74 955 00 |
| Property | us. | Remove and Reshape Subgrade and Place Recycled Aggregate Base | 78,900 | SF | \$1.30 | \$102,570.00 | \$2.10 | \$165,690.00 | \$1.70 | \$134 130.00 | 07.13 | \$134 130.00 |
| State Stat | 9 | 3" Single Lift or Top Lift Asphalt Paving | Ĺ | LON | \$133.00 | \$217,322.00 | \$192.00 | \$313,728.00 | \$162.50 | \$265,525.00 | \$162.50 | \$265 525 00 |
| Maintet Trench Fatch Asylutal Trench Fatch 2,160 LF 827.50 859,400.00 828.840 882,944.00 823.955 823.945 | | 3" Bottom Lift Asphalt Paving | | NOI | \$132.00 | \$79,728.00 | \$183.50 | \$110,834.00 | \$157.75 | \$95.281.00 | \$157.75 | 195 781 00 |
| Mainbole Ring, Farme, and Cover Adjustments 12 BA \$1,755 00 \$20,820 00 \$2,862 00 \$17,300 00 \$17,200 00 \$17 | 80 | Asphalt Trench Patch | 2,160 | LF | \$27.50 | \$59,400.00 | \$38.40 | \$82,944.00 | \$32.95 | \$71,172.00 | \$32.95 | \$71 172.00 |
| Non-Executable Replace Connection Signature Part Signature | 6 | Manhole Ring, Frame, and Cover Adjustments | 12 | EA | \$1,735.00 | \$20,820.00 | \$2,862.00 | \$34,344,00 | \$2,298.50 | \$27.582.00 | \$2 298 50 | \$27 582 00 |
| Remove and replace PCC Valley Gutter Secondary Contingent Bid Item 180 | 9 | Valve/Clean Out Box Adjustments | 14 | EA | \$1,225.00 | \$17,150.00 | \$1,220,00 | \$17,080,00 | \$1,222.50 | \$17.115.00 | \$1 222 50 | \$17.115.00 |
| Remove and Repulse Curb and Getter (Contingent Bid Item) 180 LF \$114.30 \$20,574.00 \$82.00 \$514,760.00 \$59.15 \$70.00 \$7 | # | Remove and replace PCC Valley Gutter | 366 | SF | \$58.00 | \$32,828,00 | \$27.00 | \$15,282.00 | \$42.50 | \$24.055.00 | 642 50 | 674.055.00 |
| Non-Excavatable Rock Removal Contingent Bid Hem 700 SF \$53.50 \$52,450.00 \$510.00 \$7,000.00 \$23,175 Non-Excavatable Rock Removal Contingent Bid Hem 50 CY \$650.00 \$51,500.00 \$51,500.00 \$51,500.00 \$54,000.00 \$52,000.00 \$54,0 | 12 | Remove and Replace Curb and Gutter (Contingent Bid Item) | 180 | LF. | \$114.30 | \$20,574.00 | \$82.00 | \$14,760.00 | \$98.15 | \$17,667.00 | 898.14 | 617 667 00 |
| Non-Excavitable Rock Removal Contingent Bid Item) 50 CY \$630.00 \$512,500.00 \$54,647.50 \$540.00 \$12,500.00 \$24,647.50 \$12,500.00 \$24,647.50 \$24,140.00 | 13 | Remove and Regrade Existing Driveway (Contingent Bid Item) | 700 | SF | \$33.50 | \$23,450.00 | \$10.00 | \$7,000.00 | \$21.75 | \$15,225,00 | \$21.75 | \$15,225.00 |
| 1.5 Water Service Connection | 14 | Non-Excavatable Rock Removal (Contingent Bid Item) | 80 | CY | \$630,00 | \$31,500.00 | \$250.00 | \$12,500.00 | \$440.00 | \$22,000,00 | \$440.00 | \$22,000,00 |
| 1.5" Water Service Connection 1.1 EA | 15 | 1" Water Service Connection | 14 | EA | \$3,285.00 | \$45,990.00 | \$6,010.00 | \$84,140.00 | \$4,647.50 | \$65,065,00 | \$4 647 50 | \$65,065.00 |
| 8" Waterline Replacement 3,630 LF \$243.80 \$884,994.00 \$212.70 \$772,101.00 \$228.23 \$8 \$8 \$8 \$8 \$9 \$0 \$212.70 \$172,101.00 \$15,550.00 \$1,655.00< | 16 | 1.5" Water Service Connection | 11 | EA | \$3,750.00 | \$41,250,00 | \$6,330.00 | \$69,630.00 | \$5,040,00 | \$55,440.00 | \$5.040.00 | \$55,440.00 |
| 8" Gate Valve 8" Gate Valve 16 | 11 | 8" Waterline Replacement | 3,630 | LF | \$243.80 | \$884,994.00 | \$212.70 | \$772,101.00 | \$228.25 | \$828,547.50 | \$228.25 | \$828.547.50 |
| 6" Gate Valve 6" Gate Valve 7 EA \$1,050.00 \$7,350.00 \$15,25.00 \$10,675.00 \$11,287.50 Rive Valve Rive Plant Assembly 6 EA \$8,650.00 \$51,000.00 \$6,205.00 \$37,200.00 \$7,477.50 Connections to Existing Water Main 1 EA \$8,650.00 \$7,115.00 \$87,300.00 \$87,500.00 Removal and Disposal of Abandoned Water Main (Contingent Bid Item) 50 LF \$8,600.00 \$4,500.00 \$15,000.00 \$79,50 Removal and Disposal of Abandoned Water Main (Contingent Bid Item) 50 LF \$90,986.00 \$15,000.00 \$75,000.00 \$79,50 | 120 | 8" Gate Valve | 16 | EA | \$1,075.00 | \$17,200.00 | \$2,235.00 | \$35,760.00 | \$1,655.00 | \$26,480,00 | \$1,655.00 | \$26 480 00 |
| Fire Eychant Assembly Connection to Existing Water Main (Confingent Bid Item) 6 EA | 19 | 6" Gate Valve | 7 | EA | \$1,050.00 | \$7,350.00 | \$1,525.00 | \$10,675.00 | \$1,287.50 | \$9.012.50 | \$1,287.50 | \$9.012.50 |
| Connection to Existing Vister Hydrant Assembly EA | 20 | Fire Hydrant Assembly | 9 | EA | \$8,650.00 | \$51,900.00 | \$6,205.00 | \$37,230,00 | \$7,427.50 | \$44,565.00 | \$7.427.50 | \$44 565 00 |
| Connections to Existing Water Main (Contingent Bid Item) 8 EA \$8,460.00 \$10,725.00 \$85,800.00 \$95,592.50 \$88,590.00 \$10,725.00 \$ | 21 | Connection to Existing Fire Hydrant Assembly | T | EA | \$7,715.00 | \$7,715.00 | \$3,345.00 | \$3,345.00 | \$5,530.00 | \$5,530.00 | \$5 \$30 00 | \$5 530 00 |
| Removal and Disposal of Abandoned Water Main (Contingent Bid Item) \$500 LF \$89.00 \$4,500.00 \$150.00 \$75,000.00 \$79.50 \$7 | 22 | Connections to Existing Water Main | 80 | EA | \$8,460.00 | \$67,680.00 | \$10,725.00 | \$85,800.00 | \$9,592.50 | \$76,740.00 | \$9.592.50 | \$76 740 00 |
| \$1,990,986.00 \$2,242,045.00 | 23 | Removal and Disposal of Abandoned Water Main (Contingent Bid Item) | 200 | LF | \$9.00 | \$4,500.00 | \$150,00 | \$75,000.00 | \$79.50 | \$39,750.00 | \$79.50 | \$39,750.00 |
| \$1,990,986,00 \$2,242,045.00 | | | | | | | | | | | | |
| | | | Base Bid I | otal: | \$1. | 990,986.00 | \$2, | 242,045.00 | \$2 | ,116,515.50 | 52 | \$2,116,515.50 |

KINGSBURY GENERAL IMPROVEMENT DISTRICT AGENDA ITEM #11

TITLE: Review and Approve Personnel Policy Manual
For Discussion and Possible Action. Discussion and possible action approving
Draft Personnel Policy Manual

MEETING DATE: March 15, 2022

PREPARED BY: Judy Brewer, Administration & Human Resource Supervisor

RECOMMENDED ACTION: Review and approve as necessary

BACKGROUND INFORMATION: The revision of personnel policies has been a burdensome proves with revisions and reviews by several qualified people. However, some diverging opinions had to be merged and incorporated to complete the final draft.

At the February 15, 2022, Board of Trustees Meeting, the update of the Personnel Policy manual was re-introduced with updates and changes to be reviewed. It is an extensive document which required additional time for review. Additionally, some Trustees requested the red-line version of the policy for comparison.

The latest update (9/15/19) included a new classification of organizations with less than (15) employees. Previously the smallest classification grouping was less than (50) employees who did not accurately meet our needs and was more restrictive than the NRS allowed for a company this size.

Once adopted, all employees are required to read the policy manual and sign a statement stating they have read the document and understand it. The rules and procedures are established to promote good order, effective management and satisfy legal obligations. Without rules or current updates, employees and the district are vulnerable.

The newest version dated February 2022 has been also reviewed by the General Manager of POOL/PACT and the KGID management team. It is recommended that approval is provided to ensure sound policies and rules are adopted and used.

INCLUDED:

• Draft Personnel Policy Manual (also available electronically at: Kgid.org, documents, meeting documents)

| - masspartition of an | |
|-----------------------|-----------------------|
| () All Funds | (X) Not a Budget Item |
| () Water Fund | () Sewer Fund |
| () General Fund | () Snow Removal Fund |
| () Not Budget for | () Emergency Spending |

Fund impacted by above action:

KINGSBURY GENERAL IMPROVEMENT DISTRICT AGENDA ITEM # 12

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

MEETING DATE: March 15, 2022

PREPARED BY: Mitch Dion, General Manager

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

BACKGROUND INFORMATION: In the September 21, 2021, meeting, the Board of Trustees received information related to determining a course of action to be pursued by the district to satisfy the facility requirement. Based upon the needs assessments previously completed the district facility needs are: 3,000 sqft of Admin/Op Center Space

1,200 sqft of Crew/Support Space
7,000 sqft of Equipment Storage
2.000 sqft of Equipment maint. (Climate controlled)

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

The challenges faced by the potential new buyer included a Special Use Permit which was approved by the County Planning Commission on February 8th. Subsequently, that approval was appealed by another tenant within the building. In summary, their appeal cited the errors of the parking/traffic analysis study, misrepresentation of current uses, and potential life safety issues to their employees if large gatherings occurred on the 3rd floor without another exit. In general, the conditions levied by the Planning Commission and the elements of the appeal can be rectified in a manner which are not likely to prevent the purchase.

While a new building owner offers some opportunity to improve lease conditions, the described new use as a Synagogue is not compatible with the district's current use and an obstacle to management's objectives to consolidate operations while providing facilities conducive of good operational, health and sanitation practices.

Last fall, the preferred alternative determined that the district should pursue renovation of building 160 Pine Ridge for administrative, operations and equipment maintenance functions. In addition, an equipment storage facility would be pursued for the corporation yard near Daggett Summit. While decisions and options for the building at 298 Kingsbury Grade were to be

postponed until plans with more accurate cost estimates and resolution to parking limitation could be provided. This was placed on hold while the procurement of 255 Kingsbury Grade was in doubt.

For purposes of discussion, three alternatives are proposed.

First, to remain in 255 Kingsbury for balance of lease (January 31, 2024) and pursue remodels of 160 Pineridge to be ready by end of lease.

Second, to negotiate out of lease and do light remodel on 298 Kingsbury and 160 Pineridge and occupy those spaces as soon as possible.

Third, to remain in 255 Kingsbury Grade for completion of lease or longer, while improving only the ground floor for 160 Pineridge to address field crew needs.

Fund impacted by above action:

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

MEMO TO: Kingsbury GID Board of Trustees

FROM: Mitchell S. Dion, General Manager

SUBJECT: General Manager's Report for the meeting of March 15, 2022

Programs:

We have a new engagement letter proposed by the auditor for another year, which was within the period of their contract, but the price is significantly higher than planned (but within the range being paid by other agencies for audit services). Therefore, I am planning to proceed.

We identified a new website provider which offers a secured site, tailored for utilities and less expensive than the current provider. Our team is fully engaged in making the transition, hope to go live in April.

We advertised the Solicitation for Engineering Services (Request for Qualifications). It is complementary to services currently offered by FarrWest and satisfies the requirements for programs in the current Federal Funding which require agencies to select consultants for each specific project. We will be conducting interviews and making a recommendation for the Board of Trustees at the May meeting.

We have had numerous meetings in our pursuit to identify the collection of software systems and evaluating whether one of the existing systems can be expanded to become more comprehensive with interactive data (eliminating two or three other systems) or whether a single software oriented for smaller agencies should be used. We anticipate completing this work in May and deployment of the new solutions in July.

We are moving forward with our surplus property audit. It will be conducted locally but have postponed the date to May so that we can ensure we have as much material as possible.

We have placed an announcement on our website announcing Board of Trustee elections with links to pertinent information and the reminder that the application period is March 7th to 18th.

Customers:

Our Spring Water Conservation and Outreach event, titled "Spring into Action" is planned for April 28th. Master Gardeners, Fire Dept., and NV Energy are planned as featured presenters we have also coordinated with the other tenants in the building so they may be present or in synergy to the event.

We experienced only a couple water breaks, mostly behind the services which customers then must fix. In one case, Lake Village, the snow was piled over the meter box preventing the easy isolation of the break which meant multiple people and the backhoe were needed. Often as in this case the decisions made by the landowner or association simply make our response very costly.

Associations and outside meetings:

Kahle Drive Improvement Collation had a meeting on March 10th. The objective is to bring vested agencies to the table to cobble enough money to do all or some of the proposed work to refurbish the road. Our interest is replacing the 70 year old pipe underneath the street before new asphalt is laid. While the pipe is not on our immediate list it is likely that the extensive repair needed to the

subsurface would cause us problems. While I am amenable to advance the replacement of this line as part of the project, I have drawn the line about funding any other aspect of the project.

Tahoe Water Suppliers meeting was conduction on 4 March, we adopted a new budget without and increases in expenditures which increased our rate due to STPUD dropping to an associate member status (with reduced rates).

National League of Cities DC trip is an important event to take the message to Washington that GID's and Special Districts provide municipal services and are being left out of the infrastructure funding. Moreover, it is a chance to highlight the competency of our teams while getting direct face time with many legislative staffers (full time Washingtonites that will never get to Nevada) that influence a great deal of policy.

Annual Pool/Pact board meeting is scheduled for April 21st...

Nevada Water Resource Association annual meeting includes significant emphasis on watershed issues including an element of Forest health.

Water Resources:

The current trend of dryer than normal weather is likely to remain until the end of March. There is the possibility precipitation mid-March but nothing substantial is lining up. The outlook continues to be drier than normal. Most important water resource decisions will be made based upon snowpack and reservoir conditions as of April 1st.

Currently, the lake is at 6,223.93. This is just a nitch below last month on this date.

Future Items:

- Budget Workshop April 5, 2022
- Strategic Plan Completion and Business Plan integration
- SCADA software replacement
- Possible finance and administration software replacement
- Grant proposal
- General Manager evaluation (sample form attached for future discussion)

POOL/PACT Generic

Name of Organization

Employee Performance Review

| Employee Information | |
|---|--------------------|
| Employee Name: Enter Name (Last Name, First Name) Job Title: Enter Proper Title | Type of Appraisal: |
| Date of Hire: MM/DD/YYYY | ☐ Introductory |
| Manager: Enter Name (Last Name, First Name) and Title Review Period: MM/DD/YYYY to MM/DD/YYYY | Other (specify) |

Rating Scale

5 = Significantly Above Target

Employee demonstrates substantial knowledge and ability in performance of job duties. Clearly and consistently exceeds expectations. Requires a minimum of direction or supervision. Demonstrates willingness to assume additional responsibilities. Makes significant contributions beyond normal job responsibilities. Is respected by others.

4 = Above Target

Demonstrates strong knowledge and ability in performance of job duties. Consistently meets expectations and frequently performs above stated requirements. Errors are infrequent and are typically detected and corrected by the employee. Accepts supervision in a positive manner. Looks for ways to do a better job.

3 = At Target

Employee demonstrates knowledge and ability to meet performance expectations. Generally corrects any errors with minimum of instruction or assistance. Accepts supervision and training readily. Is a good team player.

2 = Below Target

Areas of employee's performance show significant weakness in accomplishing performance expectations. Performance is below acceptable levels for time in position. Number of work errors requires supervision above normal levels. Does not consistently accomplish objectives. Improvement is required if employee is to retain employment.

1 = Unacceptable

Frequently fails to meet job expectations. Product is clearly below level of acceptability. Shows lack of consistency when performing routine tasks. Has limited grasp of basic job requirements despite repeated coaching and/or retraining. Shows little or no initiative or urgency to perform. Continued employment is in immediate jeopardy.

- Descriptions in each category are examples.
- Other interpretations may be added.
- Some categories may be weighted more heavily than others.
- Comments required for ratings below and/or significantly above target.

Performance Categories

Use for all employees:

Communications - Rating Choose an item.

Interacts professionally and courteously with fellow employees and citizens. Models positive behaviors. Verbal and written communications are clear and accurate. Listens effectively. Shows support and respect for others. Seeks others' assistance when appropriate.

Other: Click and type.

Comments: Click and add comments.

Customer Focus - Rating Choose an item.

Knowledgeable about internal and external customer needs/requirements. Satisfies customer needs using established guidelines. Offers timely, effective, courteous service and assistance. Addresses problems and offers solutions. Serves as a positive role model to others when dealing with customers. Projects a professional and positive demeanor.

Other: Click and type.

Comments: Click and add comments.

Job Knowledge - Rating Choose an item.

Maintains technical knowledge and displays ability to manage work and complete assignments. Accepts training opportunities to improve level of competence. Offers suggestions to improve product.

Other: Click and type.

Comments: Click and add comments.

Personal Behavior - Rating Choose an item.

Dependable. Behavior is a positive example to others. Shows good judgment. Interactions with others carried out with high level of integrity and in an ethical manner. Shows support and respect for others. Demonstrates acceptance of differing behaviors and styles. Works harmoniously and effectively with fellow employees and citizens. Serves as a positive role model by leading and supporting others to effectively work together. Positively accepts feedback and coaching regarding own performance. Adjusts to changing priorities and circumstances. Acceptable punctuality and attendance record.

Other: Click and type.

Comments: Click and add comments.

Quality and Quantity of Work - Rating Choose an item.

Meets expectations of measured requirements; achieves deadlines. Plans and organizes tasks in order to meet objectives. Participates in and contributes to accomplishment of team efforts. Accepts new tasks with enthusiasm. Work product and assignments completed successfully and in a timely manner. Recognizes and/or identifies opportunities to improve work product and proceeds appropriately. Practices safe work habits. Willing to train others as needed.

Other: Click and type.

Comments: Click and add comments.

Supervision/Management

Complete items below for supervisor/management positions: (If not, proceed to page 4)

Planning and Organization - Rating Choose an item.

Able to manage multiple projects simultaneously. Organized and alert to status of work responsibilities. Prioritizes assignments/projects efficiently. Understands relationship between own assignments and those of others. Manages assignments within established budgets.

Other: Click and type.

Comments: Click and add comments.

<u>Decision Making/Problem Solving</u> - Rating Choose an item.

Uses good judgment and common sense approach to situations. Able to anticipate problems and provide alternate paths to resolution. Properly uses available resources. Communicates in a timely manner with superiors and subordinates. Analyses and evaluates information to arrive at best course to pursue. Chooses appropriate course to support long range goals. Makes good decisions regarding resources; i.e., personnel and equipment. Accepts responsibility for actions and decisions.

Other: Click and type.

Comments: Click and add comments.

Leadership - Rating Choose an item.

Able to inspire others to work together effectively. Effectively communicates objectives and goals, and establishes measurements to evaluate results. Creates supportive environment. Acts as a positive role model. Embraces changing priorities, circumstances and policies and encourages others to do the same. Takes action regarding employees; i.e., recognizes accomplishments, provides effective training and coaching, recognizes and addresses problems, applies consistent and fair treatment regarding disciplinary issues.

Other: Click and type.

Comments: Click and add comments.

Additional Comments If more space is needed for any section, use additional sheets and attach. Progress/accomplishment of goals for current evaluation period (as documented on last appraisal): Comments: Click and add comments. Areas requiring development or improvement: Comments: Click and add comments. Goals and/or training needs for upcoming evaluation period: Comments: Click and add comments. Overall rating: Click here to enter text. Comments: Click and add comments. **Employee Comment/Feedback:** Comments: Verification of Review By signing this form, you confirm that you have discussed this review in detail with your supervisor. Signing this form

does not necessarily indicate that you agree with this evaluation. Date

Manager Signature Date

Employee Signature

KGID General Manager Performance Evaluation (2018)

| Em | ployee Name: | | Date: _ | | | _ | | |
|--|--|--|-----------------------------------|----------------------------------|-------------------------|---------------------|-------------------|--------------|
| Rati | ing Period: From: | To: | | | | | | |
| Rati | ing Scale Definitions (1-5 | 1 | | | | | | |
| (1)· | Unsatisfactory | The employee's work performance of performance required for the to improve performance despite Continued employment is in immediate the continued of the continued employment is in immediate the continued of the | position repeate | Shows d coach | little or ing and | no initia | tive or u | |
| (2) | Improvement Needed | The employee's work performance performance expectations and oposition. Serious effort is neederetain employment. | loes not | consiste | ently me | et the st | andards | of the |
| (3) | Meets Job Standard | The employee's work performar position. Employee demonstrate expectations. Errors are general with limited degree of instruction effective leadership skills and more effective. | es know Illy minir or assis | ledge ar nal and : stance. | nd ability self-corr | to meet ected by | perforn employ | nance ree |
| (4) | Exceeds Job Standard | The employee's work performance is consistently above the level of "meets" job standard performance. Demonstrates strong knowledge and ability to perform essential functions of position and seeks for ways to improve. | | | | | | |
| (5) | Outstanding | Employee demonstrates substantial knowledge and consistent ability in performance of essential functions of position. Employee continually demonstrates willingness to assume additional responsibilities, makes significant contributions beyond normal expectations. Is respected by others and demonstrates strong productive leadership skills. | | | | | | |
| l | PERFORMANCE | E EVALUATION AND ACHIEVEN | MENTS | | | | | |
| 1. | Board of Trustees Relati | onships | 1 | - 2 | 3 | 4 | 5 | N/A |
| A. | the Board of Trustees. | icies and programs approved by | | | | | | |
| B. | Reporting to the Governing concise and thorough. | | | | | | | |
| C. | Accepts direction/instruction | ons in a positive manner. | | | | | | |
| D. Keeps the Board of Trustees informed of current plans and activities of the KGID Manager's office and new developments in technology, legislation, governmental practices and regulations, etc. | | | | | | | | |
| E. | Provides the Board of Trus anticipated issues that cou | stees with clear report of lld come before the Trustees. | | | | | | |
| Com | ments: | | | | | | | |

| 2. | Public Relations | | 100 Zin | . 3 | 4 | 5 | N/A |
|--------------------|---|---|----------------|------|---|---|-------|
| A. | Projects a positive public image. | | 1 | | | - | |
| B. | Is courteous to the public at all times. | | | | | | |
| C. | Maintains effective relations with media representatives. | | | | | | |
| Con | nments: | | | | | | |
| 3. | Effective Leadership of Staff | 1 | 2 | 3 | 4 | 5 | N/A |
| A. | Delegates appropriate responsibilities. | | | | | | |
| B. | Provides appropriate and timely trainings and communications with staff. | | | | | | |
| C. | Maintains an effective and cooperative relationship with staff. | | | | | | |
| Com | nments: | | | | | | |
| | nments: | | 2 | 1013 | 4 | 5 | N/A |
| 4. | Fiscal Management Prepares realistic annual budget. | | 74 2 ye | 0.3 | 4 | 5 | N/A |
| 4. | Fiscal Management Prepares realistic annual budget. | | 2, | 10.3 | 4 | 5 | N/A** |
| 4. | Fiscal Management Prepares realistic annual budget. Controls expenditures in accordance with approved | | 7 2 · · | 3.3 | 4 | 5 | N/A |
| 4. A. B. | Fiscal Management Prepares realistic annual budget. | | 2 | 3 | 4 | 5 | N/A |
| 4. A. B. C. | Fiscal Management Prepares realistic annual budget. Controls expenditures in accordance with approved budget. | | 2 | 3 | 4 | 5 | N/A |
| 4. A. B. C. | Fiscal Management Prepares realistic annual budget. Controls expenditures in accordance with approved budget. Provides accurate reports/information in a timely manner. | | 2, | | 4 | | N/A |
| 4. A. B. C. Com | Fiscal Management Prepares realistic annual budget. Controls expenditures in accordance with approved budget. Provides accurate reports/information in a timely manner. | | | | | | |
| 4. A. B. C. | Fiscal Management Prepares realistic annual budget. Controls expenditures in accordance with approved budget. Provides accurate reports/information in a timely manner. mments: Communication | | | | | | |

| 6 | | 1 | 2 | 3 | 4 | 5. | N/A |
|------|---|-------|---------------|-------|---|----|------|
| Α | | | | | | | |
| | looks beyond short-term results; properly assesses; and | | | 1 - | | 1 | |
| 1 | knows when to ask for assistance. Uses good judgment | ľ | | 1 | 1 | | |
| 1 | and common-sense approach; anticipates situations; | Į. | | 1 | 1 | | |
| 1 | capable of embracing change and recognizes when | | | | | | |
| | circumstances dictate a change is necessary. | | | | | | |
| B. | | | | | 1 | | |
| 1 | others; consistent and timely at work and meetings; dress | | | | | | |
| | and grooming is appropriate to position; shows good | | | | | | 1 |
| 1 | judgment; interactions with others are of the highest level | | | | | | |
| | of integrity and ethical conduct; is fair and impartial in | | | | | | |
| 1 | dealing with others; and sets strong personal example by | | | | | | |
| | demonstrating respect for others and their ideas. | | | | | | |
| C. | The state of the got of the troth to got to | | | | | | |
| | effectively and see "big picture"; takes ownership for own | | | | | | |
| | activities; interacts with others objectively; and utilizes | | | | | | |
| | resources effectively in assessing situations prior to taking | | | | | | |
| | action. | | | | | | |
| D. | Technical Knowledge: Maintains current technical | | | | | | |
| | knowledge and ability to sufficiently manage and complete | | | | | | |
| | tasks/projects; actively pursues expanded mastery of | | | | | | |
| | knowledge and abilities in responsibilities of position; and | | | | | | |
| | combines technical knowledge with creativity to produce | | | | | | |
| | value-added results. | | | | | | |
| | | | | | | | |
| 7. | Intergovernmental Affairs | 1 | 2 | 3 | 4 | 5 | N/A |
| A. | Maintains effective communication with local, regional, | - | | | 7 | 3 | IN/A |
| | state, and federal government agencies. | 1 | 1 | | | | |
| B. | Financial resources (grants) from other agencies are | | | | | | |
| | pursued. | | | | | | |
| C. | Contributions to good government through regular | | | | | | |
| | participation in local, regional and state committees, and | | | | | | |
| | business-related organizations. | | | | | | |
| D. | Lobbies effectively with legislators and state agencies | | | | | | |
| | regarding programs and projects affecting the duties of the | | | - 1 | | | |
| | {City/Town/County} Manager. | | | | | | |
| Con | amonto: | | | | | | |
| COII | nments: | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| II. | ACUIEVEMENTS DEL ATIVE TO OD IFOTIVES FOR THIS | = | 4 = 1 4 5 1 - | | | | |
| | ACHIEVEMENTS RELATIVE TO OBJECTIVES FOR THIS | EVALU | ATION P | ERIOD | • | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

III. SUMMARY RATING

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

| Unsatisfactory 1 | Improvement Needed 2 | - Clairdaida. | Exceeds Job Standards 4 | Outstanding 5 |
|---------------------|----------------------------|---------------|-------------------------------|------------------|
| | | | | |

| Comments: | |
|---|----------------------|
| IV. FUTURE GOALS AND OBJECTIVES Specific goals and objectives to be achieved in the next | t evaluation period: |
| | |
| GOVERNING BOARD | CONCURRENCE |
| Decad of Trustage Chairmanach | Yes / No |
| Board of Trustees Chairperson Board of Trustees Member | Yes / No |
| | Yes / No |
| Board of Trustees Member | Yes / No |
| Board of Trustees Member | Yes / No |
| Board of Trustees Member | |
| IV. KGID MANAGER COMMENTS & SIGNATURE | |
| · · · · · · · · · · · · · · · · · · · | |
| | |
| | |
| | |
| | |
| | .1. |
| | |
| Manager Signature | |

KGID General Manager Performance Evaluation (Proposed)

| Em | ployee Name: | _ | Date: _ | | | <u> </u> | | | |
|----------------|---|--|------------------------------------|-------------------------------------|---|--------------------------|----------------------------|--|--|
| Rat | ting Period: From: | To: | | | | | | | |
| Rat | ing Scale Definitions (1- | 53) | | | | | | | |
| (1) | The employee's work performance is inadequate and inferior to the standard of performance required for the position. Shows little or no initiative or urger to improve performance despite repeated coaching and/or retraining. Continued employment is in immediate jeopardy. | | | | | | | | |
| (1) | Improvement Needed | The employee's work performance demonstrates weakness in accomplishing performance expectations and does not consistently meet the standards of the position. Serious effort is needed to improve performance if employee is to retain employment. | | | | | | | |
| (2) | Meets Job Standard | The employee's work performat position. Employee demonstrate expectations. Errors are general with limited degree of instruction effective leadership skills and management. | es know ally minir n or assi | riedge a mal and stance. | nd ability self-cori | y to meet rected by | performance employee | | |
| (3) | Exceeds Job Standard | The employee's work performar job standard performance. Den perform essential functions of perform essential functions of perform essential functions. | nonstrate | es stron | g knowle | edge and | ability to | | |
| (5) | Outstanding | Employee demonstrates substate performance of essential function demonstrates willingness to assembly significant contributions beyond and demonstrates strong productions. | ens of pour ume add normal | esition. I ditional r expecta | Employe esponsi tions. Is | e continu bilities, m | ı ally nakes | | |
| II. | PERFORMANC | E EVALUATION AND ACHIEVE | MENTS | | | | | | |
| 1. | Board of Trustees Relat | ionships | 1 | 2 | 3 | N/A | | | |
| A. | Effectively implements po the Board of Trustees. | licies and programs approved by | | | | | | | |
| B. | Reporting to the Governing concise and thorough. | g Board is timely, clear, | | | | | | | |
| C. | Accepts direction/instructi | ons in a positive manner. | | | | | | | |
| D. | Keeps the Board of Truste and activities of the KGID developments in technolo practices and regulations, | | | | | | | | |
| E. | Provides the Board of Tru anticipated issues that co | stees with clear report of uld come before the Trustees. | | | | | | | |
| Com | ments: | | | | | | | | |
| | | | | | | | | | |
| 2. | Public Community Relat | ions | -1 | 2 | 3 | N/A | | | |
| A. | Projects a positive public i | | | | | | | | |
| R | le courteque to the public | at all times | | | | | | | |

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

| | convey positive and profession image of district | | | | |
|-----------|---|---------|-----|---------------|---------|
| 01 | mments: | | | | |
| _ | | | | | |
| _ | | | | | |
| _ | | | | | |
| | | | | | |
| 3. | Effective Leadership of Staff | 1 | 2 | 3 | N/A |
| A. | Delegates appropriately responsibilities. | | | | 7-34-8. |
| B. | Provides appropriate and Develops people with timely | | | | |
| | trainings and communications with staff. | | | | |
| C. | Maintains an effective and cooperative relationship with | | | | |
| | employees and external service providers. | | | | |
| D. | Establishes a culture of public service by example | | | | |
| | | | | | |
| UI | nments: | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| 4. | Fiscal Management | 2 4 1 · | 2 | 3 | N/A |
| ۹. | Prepares realistic annual budget. | | | | |
| B. | Controls expenditures in accordance with approved | | | | |
| | budget. | | | | |
| C. | Cultivates culture of fiscal accountability and ensuring | | | | |
| | accurate report/information in timely manner. | | | | |
| <u>).</u> | Provides accurate reports/information in a timely manner. | | | | |
| | | | | | |
|)on | nments: | | | | |
| | | | | | |
| _ | | | | | |
| | | | | | |
| | | | | | |
| 5. | Communication | 1 1 | 2 | 4.3 | N/A |
| A. | Oral communication is clear, concise and articulate. | | , i | See See . O C | |
| 3. | Written communications are clear, concise and accurate. | | 1 | | |
| J. D. | Listens effectively and responds appropriately. | + | | | |
| J | Listens ellectively and responds appropriately. | | | | 1 |
| `^n | nments: | | | | |
| OH | illicitis. | | | | |
| | | | | | |
| _ | | | | | |
| | | | | | |

| 6. | Professional Job-Related Competencies | 1 . | 2 | 3 | N/A | |
|----------------|---|-----|---|-----|-----|-------------|
| A. | Decision Making: Reasons, analyzes, and evaluates; | | | | | Comments: |
| | looks beyond short-term results; properly assesses; and | | | | | |
| | knows when to ask for assistance. Uses good judgment | | | | | |
| | and common-sense approach; anticipates situations; | | | | | |
| 1 | capable of embracing change and recognizes when | | | | | |
| | circumstances dictate a change is necessary. | | | | | |
| B. | Personal Behavior: Behavior is positive example for | | | | | |
| | others; consistent and timely at work and meetings; dress | | | | | |
| | and grooming is appropriate to position; shows good | | | | | |
| | judgment; interactions with others are of the highest level | | | | | |
| | of integrity and ethical conduct; is fair and impartial in | | | | - 5 | |
| | dealing with others; and sets strong personal example by | | | | | |
| | demonstrating respect for others and their ideas. | | | | | - |
| C. | Leadership: Ability to get others to work together | | | > 1 | | |
| | effectively and see "big picture"; takes ownership for own | | | | | - |
| | activities; interacts with others objectively; acts decisively | | | | | |
| | and utilizes resources effectively. in assessing situations | | | | 1 | |
| _ | prior to taking action. | | | | | |
| D. | Technical Knowledge: Maintains current technical | | | | | |
| | knowledge and ability to sufficiently manage and complete | | | | | |
| | tasks/projects; actively pursues expanded mastery of | | | | 1 | |
| | knowledge and abilities in responsibilities of position; and combines technical knowledge with creativity to produce | | | | | |
| | value-added results. | | | | | |
| | value dadou /oculto. | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| - | | | | | | |
| | | | | | | |
| 7 | Intergovernmental Affairs | 4 | 2 | 3 | N/A | |
| 7. | Intergovernmental Affairs Maintains effective communication with local regional | 1 | 2 | 3 | N/A | |
| 7. A. | Maintains effective communication with local, regional, | 1 | 2 | 3 | N/A | |
| A. | Maintains effective communication with local, regional, state, and federal government agencies. | 1 | 2 | 3 | N/A | |
| | Maintains effective communication with local, regional, state, and federal government agencies. Pursues grants or leverages of financial resources | 1 | 2 | 3 | N/A | |
| A. B. | Maintains effective communication with local, regional, state, and federal government agencies. Pursues grants or leverages of financial resources (grants) from with other agencies are pursued. | 1 | 2 | 3 | N/A | |
| A. | Maintains effective communication with local, regional, state, and federal government agencies. Pursues grants or leverages of financial resources (grants) from with other agencies are pursued. Contributions to good government through regular | 1 | 2 | 3 | N/A | |
| A. B. | Maintains effective communication with local, regional, state, and federal government agencies. Pursues grants or leverages ef financial resources (grants) from with other agencies are pursued. Contributions to good government through regular participation in local, regional, and state committees, and | 1 | 2 | 3 | N/A | |
| A. B. C. | Maintains effective communication with local, regional, state, and federal government agencies. Pursues grants or leverages of financial resources (grants) from with other agencies are pursued. Contributions to good government through regular participation in local, regional, and state committees, and business-related organizations. | 1 | 2 | 3 | N/A | |
| A. B. | Maintains effective communication with local, regional, state, and federal government agencies. Pursues grants or leverages of financial resources (grants) from with other agencies are pursued. Contributions to good government through regular participation in local, regional, and state committees, and business-related organizations. Lobbies effectively with legislators and state agencies | 1 | 2 | 3 | N/A | |
| A. B. C. | Maintains effective communication with local, regional, state, and federal government agencies. Pursues grants or leverages of financial resources (grants) from with other agencies are pursued. Contributions to good government through regular participation in local, regional, and state committees, and business-related organizations. Lobbies effectively with legislators and state agencies regarding programs and projects affecting the duties of the | 1 | 2 | 3 | N/A | |
| A. B. C. | Maintains effective communication with local, regional, state, and federal government agencies. Pursues grants or leverages of financial resources (grants) from with other agencies are pursued. Contributions to good government through regular participation in local, regional, and state committees, and business-related organizations. Lobbies effectively with legislators and state agencies | 1 | 2 | 3 | N/A | |
| A. B. C. | Maintains effective communication with local, regional, state, and federal government agencies. Pursues grants or leverages of financial resources (grants) from with other agencies are pursued. Contributions to good government through regular participation in local, regional, and state committees, and business-related organizations. Lobbies effectively with legislators and state agencies regarding programs and projects affecting the duties of the {City/Town/County} Manager. | | 2 | 3 | N/A | |
| A. B. C. | Maintains effective communication with local, regional, state, and federal government agencies. Pursues grants or leverages of financial resources (grants) from with other agencies are pursued. Contributions to good government through regular participation in local, regional, and state committees, and business-related organizations. Lobbies effectively with legislators and state agencies regarding programs and projects affecting the duties of the | | 2 | 3 | N/A | |
| A. B. C. | Maintains effective communication with local, regional, state, and federal government agencies. Pursues grants or leverages of financial resources (grants) from with other agencies are pursued. Contributions to good government through regular participation in local, regional, and state committees, and business-related organizations. Lobbies effectively with legislators and state agencies regarding programs and projects affecting the duties of the {City/Town/County} Manager. | | 2 | 3 | N/A | |
| A. B. C. | Maintains effective communication with local, regional, state, and federal government agencies. Pursues grants or leverages of financial resources (grants) from with other agencies are pursued. Contributions to good government through regular participation in local, regional, and state committees, and business-related organizations. Lobbies effectively with legislators and state agencies regarding programs and projects affecting the duties of the {City/Town/County} Manager. | | 2 | 3 | N/A | |
| A. B. C. | Maintains effective communication with local, regional, state, and federal government agencies. Pursues grants or leverages of financial resources (grants) from with other agencies are pursued. Contributions to good government through regular participation in local, regional, and state committees, and business-related organizations. Lobbies effectively with legislators and state agencies regarding programs and projects affecting the duties of the {City/Town/County} Manager. | | 2 | 3 | N/A | |
| A. B. C. | Maintains effective communication with local, regional, state, and federal government agencies. Pursues grants or leverages of financial resources (grants) from with other agencies are pursued. Contributions to good government through regular participation in local, regional, and state committees, and business-related organizations. Lobbies effectively with legislators and state agencies regarding programs and projects affecting the duties of the {City/Town/County} Manager. | | 2 | 3 | N/A | |
| A. B. C. D. | Maintains effective communication with local, regional, state, and federal government agencies. Pursues grants or leverages of financial resources (grants) from with other agencies are pursued. Contributions to good government through regular participation in local, regional, and state committees, and business-related organizations. Lobbies effectively with legislators and state agencies regarding programs and projects affecting the duties of the {City/Town/County} Manager. ments: | | | | | |
| A. B. C. | Maintains effective communication with local, regional, state, and federal government agencies. Pursues grants or leverages of financial resources (grants) from with other agencies are pursued. Contributions to good government through regular participation in local, regional, and state committees, and business-related organizations. Lobbies effectively with legislators and state agencies regarding programs and projects affecting the duties of the {City/Town/County} Manager. | | | | | |
| A. B. C. D. | Maintains effective communication with local, regional, state, and federal government agencies. Pursues grants or leverages of financial resources (grants) from with other agencies are pursued. Contributions to good government through regular participation in local, regional, and state committees, and business-related organizations. Lobbies effectively with legislators and state agencies regarding programs and projects affecting the duties of the {City/Town/County} Manager. ments: | | | | | |
| A. B. C. D. | Maintains effective communication with local, regional, state, and federal government agencies. Pursues grants or leverages of financial resources (grants) from with other agencies are pursued. Contributions to good government through regular participation in local, regional, and state committees, and business-related organizations. Lobbies effectively with legislators and state agencies regarding programs and projects affecting the duties of the {City/Town/County} Manager. ments: | | | | | |

IV. **SUMMARY RATING**

Improvement

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

Exceeds Job

Meets Job

| | Needed 1 | Standards 2 | Standards 3 | | |
|----------|--------------------|----------------|-----------------------|---------|-------------|
| Commen | ts: | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | the next evaluation p | period: | |
| • | | | | | |
| • - | | | | | |
| • | i) | | | | |
| • | | | | | |
| GOVERN | IING BOARD | | | | |
| Board of | Trustees Chairpers | on | | Date | |
| IV. KG | ID MANAGER CO | MMENTS & SIGN | ATURE | | |
| | | | | | |
| | | | | | |
| | | | | | |
| - | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| Manager | Signature | | | Date | |

MEMO TO: Mitch Dion, General Manager

FROM: Brandon Garden, Utility Operations Superintendent

SUBJECT: Operations Report for the meeting of March 15, 2022

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

WATER CREW

Water Crew Activities submitted by Joe Esenarro, Lead Water Operator

Leaks Repaired/0

Turn On/Offs

19

Profiles/Leak Detects/Frozen Meters

5

Escrow Reads/Meter Re-Reads

20

Inspections

8

Major Activities

- Snow and tree removal throughout district.
- Quarterly calibration on raw and finished turbidity meters.
- Replaced damaged valve can lids on Market Street and Bonnie/Tramway intersection.
- Replaced damaged PRV Vault lid on Quaking Aspen Lane.
- Installed new drain grate at 246 Chimney Rock.
- Rebuilt pressure regulators at the Lake Station.
- Crew dismantled Injector Pump #1 at treatment plant, not working, ordered replacement pump.
- Crew cleaned the parking lot and around the building at 152 HWY 50 mud coated from 3 Feb incident.
- Adjusted pressure at Echo Vault to increase water pressure to Lake Village in absence of the highway 50 connection.
- Crew renewed their emergency access passes with Douglas County Sheriff's Department.
- Crew performed annual maintenance at pump stations.
- Byran Moss has been issuing connection permits and performing plan reviews.
- All required monthly calibrations and verifications have been completed at Station 1.

ROAD CREW

Major Activities

Road Report Submitted by Cody Leyland, Road Maintenance Specialist

Road Report February 2022

Delineation / signs

Fixed/ straightened 32 guidepost, replaced 4 post and 68 snow poles. Numerous street and stop signs were also fixed/ straightened.

Drains

Cody Leyland and Austin Hickman cleared drain grates and culvert ends for snow melt.

Snow Removal

Op's yard, Garage and Station 7 were all cleaned during and after snow events.

Equipment

The street sweeper (unit 1930) was taken shop because of a DEF code. The DEF sensor was replaced under warranty. The Vactor (unit 0609) was taken to shop due to an air leak. It was diagnosed indicating the air leak was from the governor on the air compressor and replaced the part. The top flange and the front suction tube on Vactor were replaced due to use and wear. The little dump truck (unit 0610) was taken to Kingsbury auto to get a new starter, batteries, and brakes.

Sweeping

Sweeping has been taking place as the snow melts to clean up sand from snow removal and fallen pine needles. Approximately 18 yards of sand and needles were picked up in February.

Other

Road crew has been filling potholes around the district as they develop. Cody Leyland used loader to move snow for the water leak at corner of Market St. and Kingsbury Grade.

TRAINING

• All utility personnel attended monthly safety presentations.

OPERATIONS SUPERINTENDENT

General

- Project/plan review and discussion with Farr West for the 2021 Waterline and Road Rehab.
- 90% Plan and spec review for the 2022 Road Sealing project.
- I have had conversations with Heavenly and stressed the importance of being notified when the
 plan on making snow on the Stagecoach lift near Tramway. There have been two separate
 instances when we were not notified and the snow making created major icing on Tramway.
 F&B was quick to respond but would have been able to address it earlier if we were notified in
 advance. Heavenly has stated they will provide adequate notification in the future.
- The Water Crew and I assisted the Facility Manager for the TRPA building in locating and evaluating a leak. The leak was found to be the responsibility of TRPA.
- Review of the forensic trending, performed by Jacobs Engineering, showed no significant event that would have caused the leaks on February 3rd and 4th.
- Developed current vehicle maintenance reports to assist in funding a reserve policy for vehicle and equipment replacement.
- Budget preparations for FY 22-23.
- I continue to update the service line material inventory that will be needed for the new changes to the Lead and Copper Rule that became effective December 18, 2021.

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

ORGANIZATIONS

LEPC

• The first quarter meeting is scheduled for March 18th.

NDOT

• The next Utility Coordination Meeting is scheduled for March 16th.

WATERLOSS

WATER LOSS PERCENTAGES ARE INCREASED DUE TO LEAKS ON 2/3/2022 THAT DID NOT PASS THROUGH METERS

| Month/ | Finished | Plus Water | Plus Water | Less Water | Net | Billed | Water | % Water | Raw | Net Raw | Loss/Gain | % Water |
|--------|------------|---------------|---------------|---------------|------------|------------|-----------|------------|------------|------------|------------|---------|
| Yr | Water | From EWC | From RHGID | To EWC | Water | Water Cons | Loss | Loss | Water | Water | LUSSIGEIII | 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 | | | | | 0 | | 0 | #DIV/0! | | 0 | 0 | #DIV/0! |
| Apr-22 | | | | | 0 | | 0 | #DIV/0! | | 0 | 0 | #DIV/0! |
| May-22 | | | | | 0 | | 0 | #DIV/01 | | 0 | 0 | #DIV/0! |
| Jun-22 | | | | | 0 | | 0 | #DIV/0! | | 0 | 0 | #DIV/0! |
| Jul-22 | | | | | 0 | | 0 | #DIV/01 | | 0 | 0 | #DIV/01 |
| Aug-22 | | | | | 0 | | 0 | #DIV/01 | | 0 | 0 | #DIV/01 |
| Sep-22 | | | | | 0 | | 0 | #DIV/0! | | 0 | 0 | #DIV/0! |
| Nov-22 | | | | | 0 | | 0 | #DIV/01 | | 0 | 0 | #DIV/0! |
| Oct-22 | | | | | 0 | | 0 | #DIV/0! | | 0 | 0 | #DIV/0/ |
| Dec-22 | | | | | 0 | | 0 | #DIV/0! | | 0 | 0 | #DIV/0! |
| TOTAL | 31,711,800 | 43,602 | 59,000 | 22,366 | 31,792,036 | 24,506,678 | 7,285,358 | 23% | 27,440,000 | 27,520,236 | 3,013,558 | 11% |

| Month/ | Finished | Plus Water | Plus Water | Less Water | Net | Billed | Water | % VA6-40-4 | Raw | Net Raw | 1 | % Water |
|--------|-------------|---------------|---------------|---------------|-------------|-------------|------------|---------------|-------------|--------------|------------|----------------|
| Yr | Water | From EWC | From RHGID | To EWC | Water | Water Cons | Loss | Water Loss | Water | Water | Loss/Gain | Loss/Gain Loss |
| 2021 | | | | | | | | | | | | |
| Jan-21 | 18,988,400 | 26,532 | 29,000 | 0 | 19,043,932 | 15,376,480 | 3,667,452 | 19% | 16,160,000 | 16,215,532 | 839,052 | 5% |
| Feb-21 | 15,421,600 | 10,186 | 11,000 | 28,840 | 15,413,946 | 12,295,193 | 3,118,753 | 20% | 13,550,000 | 13,542,346 | 1,247,153 | 9% |
| Маг-21 | 16,931,494 | 26,066 | 12,000 | 33,312 | 16,936,248 | 13,124,569 | 3,811,679 | 23% | 13,800,000 | 13,804,754 | 880, 185 | 5% |
| Apr-21 | 15,954,500 | 20,778 | 11,000 | 20,596 | 15,965,682 | 12,645,836 | 3,319,846 | 21% | 13,890,000 | 13,901,182 | 1,255,348 | 9% |
| May-21 | 20,187,700 | 19,654 | 59,000 | 17,804 | 20,248,550 | 16,765,970 | 3,482,580 | 17% | 17,510,000 | 17,570,850 | 804,880 | 5% |
| Jun-21 | 35,431,400 | 28,920 | 93,000 | 0 | 35,553,320 | 30,489,481 | 5,063,839 | 14% | 30,990,000 | 31,111,920 | 622,439 | 2% |
| Jul-21 | 34,567,200 | 26,158 | 103,000 | 1,229,022 | 33,467,336 | 29,289,061 | 4,178,275 | 12% | 31,940,000 | 30,840,136 | 1.551.075 | 5% |
| Aug-21 | 33,641,800 | 455,458 | 106,000 | 0 | 34,203,258 | 29,358,768 | 4,844,490 | 14% | 29,130,000 | 29,691,458 | 33.2,690 | 1% |
| Sep-21 | 24,573,500 | 831,524 | 108,000 | 0 | 25,513,024 | 21,170,723 | 4,342,301 | 17% | 21,140,000 | 22,079,524 | 908,801 | 4% |
| Oct-21 | 16,529,500 | 0 | 85,000 | 0 | 16,614,500 | 13,150,025 | 3,464,475 | 21% | 13,976,000 | 14,061,000 | 910,975 | 6% |
| Nov-21 | 16,181,700 | 0 | 15,000 | 0 | 16,196,700 | 12,203,035 | 3,993,665 | 25% | 13,220,000 | 13, 235, 000 | 1,031,965 | 8% |
| Dec-21 | 16,095,194 | 5,412 | 20,000 | 62,518 | 16,058,088 | 12,791,937 | 3,266,151 | 20% | 14,520,000 | 14,482,894 | 1,690,957 | 12% |
| TOTAL | 264,503,988 | 1,450,688 | 652,000 | 1,392,092 | 249,156,496 | 218,661,078 | 46,553,506 | 19% | 229,826,000 | 230,536,596 | 11,875,518 | 5% |

MEMO TO: Mitch Dion, General Manager

FROM: Judy Brewer, Administrative & Human Resource Supervisor

SUBJECT: Status Report for the meeting of March 15, 2022

Website Revision

Complete revision of website, 50% complete. Brittney Jones is updating and transferring information and adding "Tahoe" images to the generic format

Working with Brittney to setup our new website

Community Outreach and water conservation program for April 28th. Spring into Action – Watershed Resiliency and Fire Preparedness theme.

Carrie Bauwens and Brittney Jones are leading effort and coordinating logistics

Rental Properties

 Working with the Property Manager of our leased properties to make sure everything is up to par

General Administration

- Continued effort to collect past due accounts through tax rolls
- Pursued and arranged for presentations from other software products to consolidate the admin and finance functions with fewer programs and gain efficiency for interoperability. We are setting up a presentation with Springbrook to see if they can consolidate our needs.
- Finishing up the review the 22/23 Budget to determine where costs can be reduced to assist in offsetting likely increases in labor and materials
- Completed Cybersecurity training at our All Hands Meeting last month
- Posted the RFQ in the Newspapers on March 5 March 16, 2022, for professional engineering services contracts for various infrastructure projects
- To promote watershed protection Brittney Jones ordered a battery recycling bin for our community to drop off used batteries

Human Resource

- Drafted and proposed language into the Personnel Policy manual to facilitate recouping salaries of exempt employees during emergency response
- Organizing required annual training First aid etc. via Pool Pact
- Identifying more office items that are not being used that can liquidate at auction

- Updating the New Trustee Reference Book (anticipated as resource for new trustees after election)
- Updating internal procedures some of which such as financials dated 2002 are very outdated
- Improving district wellness program
- Scheduled presentation for Public Employees' Deferred Compensation Program for all-hands meeting.
- Drafting revised RFQ for snow removal

General Information

• February's billing was mailed, Thursday, March 3rd, Eighteen disconnect notices were mailed March 8th.



MEMO

To: Mitchell S. Dion, General Manager, Kingsbury GID

From: Matt Van Dyne, P.E., Principal Engineer, Farr West Engineering

Date: March 8, 2022

Re: Engineering Report for the Meeting of March 15, 2022

GENERAL

Regular correspondence with the General Manager and Operations Superintendent regarding active
projects has sufficed for to avoid added costs of the recurring monthly meeting scheduled to review
engineering efforts. Therefore, the February and March meetings were unnecessary.

PROJECTS

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

• No work performed since the last Board meeting.

Task Order #53: 2021 Waterline and Road Improvement Project

- Material Procurement
 - o Material procurement was awarded to Western Nevada Supply at the February Board Meeting.
 - Farr West is processing contracts, insurance, and bonds with Western Nevada Supply and submitting to KGID for final processing
 - o Material submittals were received on March 7th, and Farr West is performing formal review.
- Construction Documents
 - o The permit set was approved by NDEP-BSDW on March 3rd.
 - o The construction documents bid opening was held on March 4th. Farr West performed due diligence review of bids and prepared recommendation for award to KGID on March 8th.
 - o Award of the construction contract is anticipated at the March 15th Board meeting.

Task Order #54: Sewer Master Plan

- KGID is reviewing Technical Memo #1 and will provide comment to Farr West to incorporate and finalize.
- Farr West is compiling Technical Memos #2 and #3 to submit to KGID for review and comment.
 Farr West is working with KGID Operations and Summit Plumbing to set up a supplemental meeting to review hydraulic model findings and resolve remaining system operations questions prior to submitting reports to KGID for review.

Task Order #57: FY 21/22 GIS

- KGID and Farr West held a meeting to review the current state and direction of the GIS. A focus on existing utility asset locations and completeness of the GIS was of highest priority.
- Farr West is submitted a revised scope and fee to KGID on February 16th for consideration and approval to proceed.
- Upon restarting efforts, KGID and Farr West will hold check-ins every other month to review status and direction ensuring highest needs and priorities are being met.

Task Order #58: 2022 Sealing Project

- NDOT Temporary Encroachment Permit was approved on March 4th and the permit was sent to KGID via email.
- Contract documents are being prepared for bid on March 17th with a bid opening on April 7th.
- Award of the construction contract is anticipated at the April 19th Board meeting.



CPAs & BUSINESS ADVISORS

March 9, 2022

Mitch Dion, District Manager and the Board of Trustees Kingsbury General Improvement District PO Box 2220 Stateline, NV 89449

The following represents our understanding of the services we will provide to Kingsbury General Improvement District (the "District").

You have requested that we audit the governmental activities, the business-type activities, and fund information of the District, as of June 30, 2022, and for the year then ended, and the related notes, which collectively comprise the District's basic financial statements. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter.

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (GAAS) and in accordance with Government Auditing Standards, and/or state or regulatory audit requirements will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

Accounting principles generally accepted in the United States of America (U.S. GAAP), as promulgated by the Governmental Accounting Standards Board (GASB) require that certain information be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the GASB, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the required supplementary information (RSI) in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS). These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation, and comparing the information for consistency with management's responses to our inquiries. We will not express an opinion or provide any form of assurance on the RSI. The following RSI is required by U.S. GAAP. This RSI will be subjected to certain limited procedures but will not be audited:

- Management's Discussion and Analysis
- Schedule of Funding Progress OPEB
- Schedule of Changes in Net Pension Liability
- Schedule of Contributions
- Schedule of Changes in net OPEB Liability

Supplementary information other than RSI will accompany the District's basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and perform certain additional procedures, including comparing and reconciling the supplementary information to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and additional procedures in accordance with U.S. GAAS. We intend to provide an opinion on the following supplementary information in relation to the basic financial statements as a whole:

- Schedule of Capital Assets by Sources
- Capital Assets used in Operations of Governmental Funds by Function and Activity
- Changes in Capital Assets used in Operations of Governmental Funds by Function and Activity
- Statement of Revenue and Expenses Budget and Actual Sewer Utility Fund
- Statement of Cash Flows Budget and Actual Sewer Utility Fund
- Statement of Revenue and Expenses Budget and Actual Water Utility Fund
- Statement of Cash Flows Budget and Actual Water Utility Fund

Auditor Responsibilities

We will conduct our audit in accordance with GAAS and in accordance with Government Auditing Standards, and/or any state or regulatory audit requirements. As part of an audit in accordance with GAAS and in accordance with Government Auditing Standards, and/or any state or regulatory audit requirements we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit
 procedures that are appropriate in the circumstances, but not for the purpose of expressing an
 opinion on the effectiveness of the entity's internal control. However, we will communicate to
 you in writing concerning any significant deficiencies or material weaknesses in internal control
 relevant to the audit of the financial statements that we have identified during the audit.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant
 accounting estimates made by management, as well as evaluate the overall presentation of the
 financial statements, including the disclosures, and whether the financial statements represent
 the underlying transactions and events in a manner that achieves fair presentation.
- Conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with U.S. GAAS and, if applicable, in accordance with *Government Auditing Standards* and/or state or regulatory audit requirements.

Compliance with Laws and Regulations

As previously discussed, as part of obtaining reasonable assurance about whether the basic financial statements are free of material misstatement, we will perform tests of the District's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Management Responsibilities

Our audit will be conducted on the basis that management and, when appropriate, those charged with governance, acknowledge and understand that they have responsibility:

- a. For the preparation and fair presentation of the basic financial statements in accordance with accounting principles generally accepted in the United States of America;
- For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of basic financial statements that are free from material misstatement, whether due to error fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements; and
- c. To provide us with:
 - Access to all information of which management is aware that is relevant to the preparation and fair presentation of the basic financial statements such as records, documentation, and other matters;
 - ii. Additional information that we may request from management for the purpose of the audit;
 - iii. Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.
- d. For identifying and ensuring that the entity complies with the laws and regulations applicable to its activities;
- e. For adjusting the basic financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current period under audit are immaterial, both individually and in the aggregate, to the basic financial statements as a whole; and
- f. For acceptance of nonattest services, including identifying the proper party to oversee nonattest work:
- g. For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets.
- For informing us of any known or suspected fraud affecting the entity involving management, employees with significant role in internal control and others where fraud could have a material effect on the financials; and
- j. For the accuracy and completeness of all information provided.

With regard to the supplementary information referred to above, you acknowledge and understand your responsibility (a) for the preparation of the supplementary information in accordance with the applicable criteria, (b) to provide us with the appropriate written representations regarding supplementary information, (c) to include our report on the supplementary information in any document that contains the supplementary information and that indicates that we have reported on such supplementary information, and (d) to present the supplementary information with the audited

basic financial statements, or if the supplementary information will not be presented with the audited basic financial statements, to make the audited basic financial statements readily available to the intended users of the supplementary information no later than the date of issuance by you of the supplementary information and our report thereon.

As part of our audit process, we will request from management and, when appropriate, those charged with governance, written confirmation concerning representations made to us in connection with the audit.

Nonattest Services

With respect to any nonattest services we perform, we agree to perform the following:

- Prepare the financial statements in conformity with U.S. generally accepted accounting principles based on information provided by you.
- Propose journal entries to be reviewed and approved by management.

We will not assume management responsibilities on behalf of the District. The District's management understands and agrees that any advice or recommendation we may provide in connection with our audit engagement are solely to assist management in performing its responsibilities.

The District's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) establishing and maintaining internal controls, including monitoring ongoing activities.

Our responsibilities and limitations of the nonattest services are as follows:

- We will perform the services in accordance with applicable professional standards.
- The nonattest services are limited to the services previously outlined above. Our firm, in its sole
 professional judgment, reserves the right to refuse to do any procedure or take any action that
 could be construed as making management decisions or assuming management responsibilities

Reporting

We will issue a written report upon completion of our audit of the District's basic financial statements. Our report will be addressed to the Board of Trustees of the District. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s), to our auditor's report, or if necessary, withdraw from the engagement. If our opinions on the basic financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

We also will issue a written report (Auditor's Comments) on compliance with specific requirements of Nevada Revised Statutes and the Nevada Administrative Code upon completion of our audit. However, our audit will not be directed primarily toward obtaining knowledge of such noncompliance and, therefore, no such opinion will be expressed.

Other

We understand that your employees will prepare all confirmations we request and will locate any documents or support for any other transactions we select for testing.

If you intend to publish or otherwise reproduce the basic financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

Regarding the electronic dissemination of audited financial statements, including financial statements published electronically on your website or elsewhere, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Professional standards prohibit us from being the sole host and/or the sole storage for your financial and non-financial data. As such, it is your responsibility to maintain your original data and records and we cannot be responsible to maintain such original information. By signing this engagement letter, you affirm that you have all the data and records required to make your books and records complete.

Provisions of Engagement Administration, Timing and Fees

During the course of the engagement, we will only provide confidential engagement documentation to you via Eide Bailly's secure portal or other secure methods, and request that you use the same or similar tools in providing information to us. Should you choose not to utilize secure communication applications, you acknowledge that such communication contains a risk of the information being made available to unintended third parties. Similarly, we may communicate with you or your personnel via email or other electronic methods, and you acknowledge that communication in those mediums contains a risk of misdirected or intercepted communications.

Should you provide us with remote access to your information technology environment, including but not limited to your financial reporting system, you agree to (1) assign unique usernames and passwords for use by our personnel in accessing the system and to provide this information in a secure manner; (2) limit access to "read only" to prevent any unintentional deletion or alteration of your data; (3) limit access to the areas of your technology environment necessary to perform the procedures agreed upon; and (4) disable all usernames and passwords provided to us upon the completion of procedures for which access was provided. We agree to only access your technology environment to the extent necessary to perform the identified procedures.

Tiffany Williamson is the engagement partner for the audit services specified in this letter. Responsibilities include supervising services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report. We expect to begin our audit on approximately September 19, 2022.

Our fees are based on the amount of time required at various levels of responsibility, plus actual out-of-pocket expenses, including administrative charges. Invoices are payable upon presentation. We estimate that our fee for the audit will be \$32,500. We will notify you immediately of any circumstances we encounter that could significantly affect this initial fee estimate. Whenever possible, we will attempt to use the District's personnel to assist in the preparation of schedules and analyses of accounts. This effort could substantially reduce our time requirements and facilitate the timely conclusion of the audit. Further, we will be available during the year to consult with you on financial management and accounting matters of a routine nature.

The ability to perform and complete our engagement consistent with the estimated fee included above depends upon the quality of your underlying accounting records and the timeliness of your personnel in providing information and responding to our requests. To assist with this process, we will provide you with a Prepared-by-Client (PBC) request that identifies the information we will required to perform our engagement, as well as a planned timeline for the engagement. A failure to provide this information in an accurate and timely manner may result in an increase in our fees and/or a delay in the completion of our engagement.

We may be requested to make certain audit documentation available to outside parties, including regulators, pursuant to authority provided by law or regulation or applicable professional standards. If requested, access to such audit documentation will be provided under the supervision of Eide Bailly LLP's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the outside party, who may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies. We will be compensated for any time and expenses, including time and expenses of legal counsel, we may incur in making such audit documentation available or in conducting or responding to discovery requests or participating as a witness or otherwise in any legal, regulatory, or other proceedings as a result of our Firm's performance of these services. You and your attorney will receive, if lawful, a copy of every subpoena we are asked to respond to on your behalf and will have the ability to control the extent of the discovery process to control the costs you may incur.

Should our relationship terminate before our audit procedures are completed and a report issued, you will be billed for services to the date of termination. All bills are payable upon receipt. A service charge of 1% per month, which is an annual rate of 12%, will be added to all accounts unpaid 30 days after billing date. If collection action is necessary, expenses and reasonable attorney's fees will be added to the amount due.

We may use third party service providers and/or affiliated entities (including Eide Bailly Shared Services Private Limited) (collectively, "service providers") in order to facilitate delivering our services to you. Our use of service providers may require access to client information by the service provider. We will take reasonable precautions to determine that they have the appropriate procedures in place to prevent the unauthorized release of confidential information to others. We will remain responsible for the confidentiality of client information accessed by such service provider and any work performed by such service provider.

Neither of us may use or disclose the other's confidential information for any purpose except as permitted under this engagement letter or as otherwise necessary for Eide Bailly to provide the services. Your confidential information is defined as any information you provide to us that is not available to the

public. Eide Bailly's confidential information includes our audit documentation for this engagement. Our audit documentation shall at all times remain the property of Eide Bailly LLP. The confidentiality obligations described in this paragraph shall supersede and replace any and all prior confidentiality and/or nondisclosure agreements (NDAs) between us.

You agree to share all facts that may affect your financial statements, even if you first become aware of those facts after the date of the auditor's report but before the date your financial statements are issued.

We agree to retain our audit documentation or work papers for a period of at least eight years from the date of our report.

At the conclusion of our audit engagement, we will communicate to management and the Board of Trustees the following significant findings from the audit:

- Our view about the qualitative aspects of the entity's significant accounting practices;
- Significant difficulties, if any, encountered during the audit;
- Uncorrected misstatements, other than those we believe are trivial, if any;
- Disagreements with management, if any;
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- Representations we requested from management;
- Management's consultations with other accountants, if any; and
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

Government Auditing Standards require that we provide, upon request, a copy of our most recent external peer review report and any subsequent review reports to the party contracting for the audit. Accordingly, we will provide a copy of our most recent peer review report at your request.

Eide Bailly LLP is a member of HLB International, a worldwide organization of accounting firms and business advisors, ("HLB"). Each member firm of HLB, including Eide Bailly LLP is a separate and independent legal entity and is not owned or controlled by any other member of HLB. Each member firm of HLB is solely responsible for its own acts and omissions and no other member assumes any liability for such acts or omissions. Neither Eide Bailly LLP, nor any of its affiliates, are responsible or liable for any acts or omission of HLB or any other member firm of HLB and hereby specifically disclaim any and all responsibility, even if Eide Bailly LLP, or any of its affiliates are aware of such acts or omissions of another member of HLB.

MEDIATION

Any disagreement, controversy or claim arising out of or related to any aspect of our services or relationship with you (hereafter a "Dispute") shall, as a precondition to litigation in court, first be submitted to mediation. In mediation, the parties attempt to reach an amicable resolution of the Dispute with the aid of an impartial mediator. Mediation shall begin by service of a written demand. The

mediator will be selected by mutual agreement. If we cannot agree on a mediator, one shall be designated by the American Arbitration Association ("AAA"). Mediation shall be conducted with the parties in person in Reno, Nevada. Each party will bear its own costs in the mediation. The fees and expenses of the mediator will be shared equally by the parties. Neither party may commence a lawsuit until the mediator declares an impasse.

LIMITED INDEMNITY

Eide Bailly LLP and its partners, affiliates, officers and employees (collectively "Eide Bailly") shall not be responsible for any misstatements in your financial statements that we may fail to detect as a result of misrepresentations or concealment of information by any of your owners, directors, officers or employees. You shall indemnify and hold Eide Bailly harmless from any claims, losses, settlements, judgments, awards, damages and attorneys' fees arising from any such misstatement or concealment of information.

If through no fault of Eide Bailly we are named as a party to a dispute between you and a third party, you shall indemnify and hold Eide Bailly harmless against any losses, damages, settlements, judgments, awards, and the costs of litigation (including attorneys' fees) we incur in connection with the dispute.

Eide Bailly shall not be entitled to indemnification under this agreement unless the services were performed in accordance with professional standards in all material respects.

LIMITATION OF LIABILITY

The exclusive remedy available to you for any alleged loss or damages arising from or related to Eide Bailly's services or relationship with you shall be the right to pursue claims for actual damages that are directly caused by Eide Bailly's breach of this agreement or Eide Bailly's violation of applicable professional standards. In no event shall Eide Bailly's aggregate liability to you exceed two times fees paid under this agreement, nor shall Eide Bailly ever be liable to you for incidental, consequential, punitive or exemplary damages, or attorneys' fees.

TIME LIMITATION

You may not bring any legal proceeding against Eide Bailly unless it is commenced within twenty-four (24) months ("Limitation Period") after the date when we delivered our report, return, or other deliverable under this agreement to you, regardless of whether we do other services for you or that may relate to the audit. The Limitation Period applies and begins to run even if you have not suffered any damage or loss, or have not become aware of a possible Dispute.

GOVERNING LAW AND VENUE

Any Dispute between us, including any Dispute related to the engagement contemplated by this agreement, shall be governed by Nevada law. Any unresolved Dispute shall be submitted to a federal or state court located in Reno, Nevada.

ASSIGNMENTS PROHIBITED

You shall not assign, sell, barter or transfer any legal rights, causes of actions, claims or Disputes you may have against Eide Bailly to any person.

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the financial statements including our respective responsibilities.

We appreciate the opportunity to be your certified public accountants and look forward to working with you and your staff.

| Respectfully, |
|---|
| |
| Atollianson |
| Tiffany Williamson Partner |
| ************** |
| RESPONSE: |
| This letter correctly sets forth our understanding. |
| Acknowledged and agreed on behalf of Kingsbury General Improvement District by: |
| Name: |
| Title: |
| Data |

RECEIVED

MAR 08 2022

March 3, 2022

Mitch Dion Kingsbury GID PO Box 2220 Stateline, NV 89449 Matt Van Dyne, P.E. Farr West Engineering 5510 Longley Lane Reno, NV 89511

RE: KINGSBURY GENERAL IMPROVEMENT DISTRICT (NV0000004) PUBLIC WATER SYSTEM IMPROVEMENT PROJECT: THIS PROJECT IS FOR APPROVAL OF AN ADDITIONAL 1,470 LINEAR FEET OF 8" DI WATER MAINS IN THE KINGSBURY AREA. THE TOTAL PROPOSED 8" DI WATER MAINS FOR THIS PROJECT IS 3,560 LINEAR FEET, PREVIOUS CONSTRUCTION ACTIVITIES FOR THIS PROJECT WERE APPROVED UNDER BSDW APPROVAL LETTER DO-0006701-21A. THIS PROJECT ALSO INCLUDES SIX (6) NEW HYDRANTS AND THE REPLACEMENT OF ONE (1) EXISTING FIRE HYDRANT.

In reply, please reference plan review number (DO-0006933-22)A.

Mr. Dion & Van Dyne:

The Nevada Division of Environmental Protection (NDEP). Bureau of Safe Drinking Water (BSDW), has reviewed the application, plans, specifications, and network hydraulic analysis resubmittal received on February 24, 2022, for the above-referenced water project.

The water project is hereby approved <u>for construction only</u>. Work on a water project must commence no later than 1-year after the date of project approval. The water project must be completed no later than 1-year after the date that works on the project has commenced, except that BSDW may extend this period in 1-year increments if the requirements of NAC 445A.6671 are met. It is requested that a PDF file of the plans and specifications be forwarded to our office.

Per NAC 445A.66715, work performed on a water project must be performed in substantial compliance with the plans and specifications approved by BSDW. In addition, any major changes to these plans during construction, which would affect the quality or quantity of water, must be submitted to BSDW for review and approval.

Work on a water project must be inspected by qualified representatives of the supplier of water. The supplier of water, or a third party acceptable to BSDW, must ensure that the project is built according to the approved plans and specifications. Written verification must be submitted to BSDW no later than 30 days following completion of the project in accordance with NAC 445A.66715.

As a reminder, please note the following pertinent regulations:

Per NAC 445A.67145 (6), a water main must not be placed into service until:

1. The water main has been disinfected in accordance with AWWA Standard C651.

March 3, 2022

Re: KINGSBURY GID (NV0000004) - WATER SYSTEM IMPROVEMENT PROJECT (DO-0006933-22)A Page 2 of 2

2. Analyses of the water main which indicate that the water meets primary drinking water standards for coliform bacteria (absent for coliform bacteria) have been obtained and reported to BSDW. Per AWWA Standard C651, two sets of consecutive samples must be taken at least 24 hours apart from every 1200 feet of main, at the end of the line, and from each branch.

The proposed improvements must not be placed online until our office has reviewed and approved the above items and given the public water system approval to do so.

All potable water projects require ANSI/NSF certified products. It is the responsibility of the design engineer, the owner, and the contractor to ensure ANSI/NSF certification (or approved exception) for all products that come into contact with drinking water. Future inspections of the water project may require the removal and replacement of system components that do not meet these requirements. Findings of violations, including fines and penalties, may also be considered.

The review or approval of water system plans, design drawings, design specifications, or other documents by NDEP is for administrative purposes only, and does not relieve the water system owner, engineer, and/or operator from the requirement to properly design, build, effectively operate, and maintain the facilities as required under law, regulations, permits, and best management practices. NDEP is not responsible for increased costs resulting from defects in design plans, specifications, or other pertinent documents.

Please note that the discharge of chlorinated water, as well as any required trench dewatering, may be subject to permitting requirements by the Nevada Division of Environmental Protection – Bureau of Water Pollution Control (BWPC). For more information, please contact BWPC at (775) 687-9418.

If you have any questions or comments, please contact me at (775) 687-9503 or alanza and ep.ny.gov.

Sincerely,

Alexi Lanza, P.E. Professional Engineer

Alex Sip

Bureau of Safe Drinking Water

ec: Andrea Seifert, P.E., Bureau Chief, BSDW
Brendon Grant, P.E., Engineering Supervisor, BSDW
Juan Andrade, Engineering Technician, BSDW
Reginald Lang, P.E., Facility Manager, BSDW
Mitch Dion, General Manager, Kingsbury GID
Matt Van Dyne, P.E., Farr West Engineering

aseifert@ndep.nv.gov bgrant@ndep.nv.gov jandrade@ndep.nv.gov rlang@ndep.nv.gov mitch@kgid.org matt@farrwestengineering.com

STATE OF NEVAD'



Department of Conservation & Natural Resourc

Steve Sisolak, Governor Bradley Crowell, Director Greg Lovato, Administrator

February 14, 2022

Tahoe Water Supplier Association Madonna Dunbar, Executive Director 1220 Sweetwater Road Incline Village, NV 89451

RE: TAHOE WATER SUPPLIER ASSOCIATION (TWSA) 2021 WATERSHED CONTROL PROGRAM ANNUAL REPORT

Bureau of Safe Drinking Water Project number WA-0006917-22

Dear Madonna,

This letter confirms the submittal of the 2021 Annual Watershed Control Program (WCP) report, received in our office on January 18, 2022, to comply with the requirements of Nevada Administrative Code (NAC) 445A.525 and 40 Code of Federal Register (CFR) §141.71 and §141.520.

The report was prepared by the Tahoe Water Suppliers Association (TWSA) for the Kingsbury GID (KGID NV0000004), Edgewood Water Company (EWC NV0000235), Incline Village GID (IVGID NV0000158), Zephyr Cove Water Utility District (ZWUD NV0000258), and Glenbrook Homeowners Association (GHOA NV0000356), public water systems which all have filtration avoidance status, and for the Round Hill GID (RHGID NV0000260) and Cave Rock-Skyland (CRS NV0000259), which are filtered water systems. Some California public water systems also participate in the WCP.

The document is approved for meeting the requirement for an annual report to assess the WCP. By continuing to enhance the collaborative efforts of TWSA, the program will reinforce the commitment to minimize the potential for contamination in the source water for the Nevada public water system that operate under the filtration avoidance criteria.

If you have any questions, please call me at (775) 687-9528 or email rlang@ndep.nv.gov.

Sincerely,

Reginald Lang III, PE

Bureau of Safe Drinking Water

ec: Andrea Seifert, Chief, Bureau of Safe Drinking Water (BSDW)

Alisha Auch, Compliance Branch Supervisor BSDW Brendon Grant, Engineering Branch Supervisor BSDW

Andrew Hickman, RHGID 0260, andrew@rhgid.org

Diane Rogers, GHOA 0356, dianerogers66@sbcglobal.net

Mitch Dion, KGID 0004, mitch@kgid.org

Tom White, Douglas County, ZWUD 0258, twhite@douglasnv.us

Tom White, Douglas County, CRS 0259, twhite@douglasnv.us

Jim Youngblood, IVGID 0158, james_youngblood@ivgid.org

Patrick McKay, EWC 0235, pmckay@edgewoodwatercompany.com

Madonna Dunbar, TWSA, madonna_dunbar@ivgid.org

Judy Brewer

From:

Judy Brewer

Sent:

Monday, March 7, 2022 10:47 AM

To:

Judy Brewer

Subject:

FW: Ruptured Piping System

From: Mitch Dion < Mitch@kgid.org > Sent: Monday, March 7, 2022 7:07:37 AM

To: Charlie Hancock charlie Hancock charlie Hancock charlie Hancock@yahoo.com houck charlie Hancock@yahoo.com houck charlie Hancock@yahoo.com houck charlie Hancock@yahoo.com houc

<daryavogt@gmail.com</p>; Jodiè Nelson <jodlenelsoncpa@gmail.com</p>; Craig Schorr
bernside@hotmail.com; Natalie

Yanish <<u>natalieyanish@gmail.com</u>>
Subject: RE: Ruptured Piping System

Thank you Mr. Hancock for you comments.

We have received your note and will research the answers. This note will be posted in the communications section for the next board meeting. I am likely to only have a partial answer for you by that time, however, answers to all or your points are relevant and will be pursued.

Please let me know if you seek additional information related to the incident.

Thanks again, Mitch Dion

General Manager Kingsbury GID

Sent from Mail for Windows

From: Charlie Hancock < charlesahancock@yahoo.com>

Sent: Sunday, March 6, 2022 6:03:48 AM

< iodienelsoncpa@gmail.com >; Craig Schorr < bernside@hotmail.com >; Natalie Yanish < natalieyanish@gmail.com >

Cc: Mitch Dion < Mitch@kgid.org > Subject: Ruptured Piping System

Three weeks ago there was a major piece of the KGID system that blew up with explosive force under highway 50. This was all over the Tahoe Tribune as well as addressed in the February Board Meeting. From what I understand, the piping system was designed and constructed by FarrWest just 3 years ago. FarrWest should be held professionally accountable to determine the cause of this major failure of a system designed and constructed by them. I realize that Brandon stated that the system is no longer under warranty, but a reputable company, that has made millions of dollars over the years from KGID, would want to resolve this issue. Major questions that must be answered by FarrWest are:

- What material specification was used?
- What peak operating pressure was used in the design?
- Should FarrWest pay for costs of re-engineering and replacement of the piping system?

This is an example of why it is critical that KGID have their own engineer to review and approve engineering performed by any outside engineering firm. Brandon is not an engineer and does not have the knowledge to adequately review and approve FarrWest's work. It is certainly not fair to Brandon to put him into situations for failure.

I am not sure what the Board has decided in regards to addressing rate payers' concerns, but I would greatly appreciate a response prior to the March Board Meeting.

Charles Hancock