



**KINGSBURY GENERAL IMPROVEMENT DISTRICT BOARD OF TRUSTEES  
MEETING NOTICE  
AGENDA  
TUESDAY, MARCH 17, 2026**

A meeting of the Kingsbury General Improvement District Board of Trustees shall be held Tuesday, March 17, 2026, at the district office (160 Pine Ridge Drive, Stateline, NV, 89449), commencing at 5:00 p.m. The agenda and supporting material are available on the district website ([www.kgid.org](http://www.kgid.org)), News & Notices. Copies of this agenda were posted 3 business days prior to the meeting at: The District Office, Stateline Post Office, Zephyr Cove Post Office, and Douglas County Lake Tahoe Administration Building.

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

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

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

**Join the meeting using the link below via Zoom:**

<https://us02web.zoom.us/j/7755883548?pwd=UnF2YzBxb05Ya0pjWjRCNUNEMUFVZz09&omn=83478196703>

Meeting ID: 775 588 3548 Passcode: 5883548

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**MISSION STATEMENT**

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

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

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

## AGENDA

5:00 P.M.

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

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

5. **Approval of Agenda: For Possible Action:** Items on the agenda may be taken out of order; two or more agenda items may be combined for consideration; and items may be removed from the agenda or discussion relating thereto delayed at any time.
6. **Approval of Minutes: For Possible Action:** Approval of the minutes for the Board of Trustees meeting, February 18, 2026.
7. **Closed Session:** Pursuant to NRS 241.030, the Board will meet in closed session to receive an update and discuss matters related to labor negotiations and collective bargaining strategy regarding the Collective Bargaining Agreement (CBA).

### NEW BUSINESS

8. **Discussion and Possible Action:** Approve list of Claims - February 2026
9. **Presentation and Board Direction:** Water and Sewer Rate Study – Revenue Requirement Alternatives (Discussion Only)
10. **Discussion and Possible Action:** Kahle Drive Water and Sewer Infrastructure Improvements and Project Coordination
11. **Discussion and Possible Action:** Second Reading and Adoption of Resolution No. 2026-02 Approving Updates to the District By-Laws
12. **Discussion and Possible Action:** Authorization of Final Settlement Offer and Enforcement of Delinquent Utility Account 165 Irwin Drive
13. **Discussion and Possible Action:** Authorization to Engage Commercial Broker for Sale of 298 Kingsbury Grade
14. **Discussion and Possible Action:** Authorization for On-Call Compensation for the Operations Superintendent During Periods of Staffing Shortage

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

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



**Kingsbury General Improvement District  
Board of Trustees**

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

**MEETING MINUTES**

**ADJOURNED MEETING OF THE KGID BOARD OF TRUSTEES  
HELD AT 160 PINE RIDGE DR. STATELINE, NV ON FEBRUARY 18, 2026  
<https://kgid.org>**

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

**1. Call to Order**

**2. Pledge of Allegiance**

Chair Johns led the Pledge of Allegiance.

**3. Roll Call**

Chair Ed Johns, Trustee John Shearer, Trustee Sara Nelson (arrived at 5:15 p.m.), General Manager Derek Dornbrook, Utility Ops Superintendent Byran Moss and Admin. and H.R. Supervisor Judy Brewer were all present in person. Trustee Jessica Grime and General Counsel Chuck Zumpft (departed at 6:00 p.m.) attended via zoom. Brandy Johns also attended in person. Also present on Zoom were Mat Van Dyne, Michael G, Maricka & Kemper, Alex Stodtmeister and B. Dallas.

**4. Public Comment**

**No Public Comment**

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

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

Due to technical difficulties this portion of the meeting was not recorded



**M-02-18-26-7:** Motion to provide directions to the staff to:

1. Select a preferred alternative for the Market Street Lift Station (MSLS) project.
2. Authorize DOWL to proceed with advancement of the selected alternative to the next phase of design and funding development; and
3. Direct staff to pursue funding strategy consistent with the selected alternative.

Moved by Nelson

Seconded by Shearer

**YEAS:** Johns, Grime, Nelson and Shearer

4

**NAYS:** None

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Motion Passed

**8. For Discussion and Possible Action: Adoption of Procedure to Create and Maintain List of Qualified Appraisers Pursuant to NRS 318.5121**

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

Due to technical difficulties this portion of the meeting was not recorded

**M-02-18-26-3:** Motion to adopt the proposed procedure establishing a list of qualified appraisers for purposes of compliance with NRS 318.5121.

Moved by Grime

Seconded by Shearer

**YEAS:** Johns, Grime and Shearer

3

**NAYS:** None

0

Motion Passed

**9. For Discussion and Possible Action: Selection of Appraiser for Pending Property Sale**

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

Due to technical difficulties this portion of the meeting was not recorded

**M-02-18-26-4:** Motion to select Johnson Valuation Group, Ltd., and Benjamin Q Johnson, MAI, as appraiser for pending District property sale, subject to receipt of the disclosure required by NRS 318.5121 (2). If the required disclosure is not provided, the appraisal shall not be used.

Moved by Shearer

Seconded by Grime

**YEAS:** Johns, Grime and Shearer

3

**NAYS:** None

0

Motion Passed

**10. For Discussion and Possible Action: Determination of Fair Market Value of District Property Proposed for Conveyance (APN:1318-24-710-001)**

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

Due to technical difficulties this portion of the meeting was not recorded

Kingsbury GID received a purchase offer of \$30,000 for the property associated with the former pump house site. The District had previously countered with \$40,000; however, the purchaser responded with a revised offer of \$30,000, supported by an appraisal valuing the property at \$10,000 plus an estimated \$20,000 cost to reconstruct the compound improvements.

After further discussion, it was agreed that the District would accept the \$30,000 purchase price. The District will retain the sale proceeds in lieu of requiring reconstruction of the pump house facility, which is no longer needed for District operations.

**M-02-18-26-5:** Approved action to conduct a public hearing and, if appropriate, adopt a determination of fair market value for the district-owned property proposed for conveyance (APN 1318-24-710-001), based on the evidence presented, including the appraisal prepared by Johnson Valuation Group, Ltd., 510 Laurel Lane.

Moved by Nelson

Seconded by Shearer

**YEAS:** Johns, Grime, Nelson and Shearer

4

**NAYS:**

0

Motion Passed

**11. For Discussion and Possible Action: Ratification and Authorization of Conveyance of District Owned Property (APN:1318-24-710-001)**

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

Due to technical difficulties this portion of the meeting was not recorded

**M-02-18-26-6:** Approved to Ratify the Board's prior determination that the sale of the District-owned property located at 510 Laurel Lane is in the District's best interest, approve the purchase price as determined by the Board, and authorize the conveyance of the property following completion of the public hearing and formal determination of fair market value, including authorization for the General Manager to execute all documents necessary to complete the transaction.

Moved by Nelson

Seconded by Shearer

**YEAS:** Johns, Grime, Nelson and Shearer

4

**NAYS:**

0

Motion Passed

**12. For Discussion and Possible Action: Approve list of Claims, January 2026**

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

Due to technical difficulties this portion of the meeting was not recorded

**M-02-18-26-8:** Approved the list of claims for January 17, 2026 – February 11, 2026, from check number 66076-66160 for a total of \$277,606.36.

Moved by Nelson

Seconded by Shearer

**YEAS:** Johns, Grime, Nelson and Shearer

4

**NAYS:**

0

Motion Passed

**13. For Discussion: Received and Reviewed Financial Statements, Quarterly – October/November/December 2025.**

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

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

**Media Timestamp (00:14 – 08:31)**

**14. For Discussion: Proposed Updates to the District By-Law (First Reading)**

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

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

**Media Timestamp (08:31– 23:48)**

**15. For Discussion and Possible Action: Rescheduling of April 21, 2026, Board Meeting**

The full discussion related to item 15 can be heard at:

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

**Media Timestamp (23:49– 26:58)**

**16. For Discussion and Possible Action: Proposed Change to Standing Board of Trustees Meeting Schedule**

The full discussion related to item 16 can be heard at:

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

**Media Timestamp (26:59– 33:50)**

**M-02-18-26-9:** Approved changing the monthly standing Board of Trustees meeting date from the third Tuesday of each month to the second Thursday of each month, effective

April 9, 2026.

Moved by Nelson

Seconded by Shearer

**YEAS:** Johns, Grime, Nelson and Shearer

4

**NAYS:**

0

Motion Passed

**17. For Discussion and Possible Action: Remote Public Participation Options for Board Meetings**

The full discussion related to item 17 can be heard at:

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

**Media Timestamp (34:00– 47:33)**

**NO ACTION TAKEN**

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

The full discussion related to Items 1-7 The Board of Trustees Updates review can be

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

**Media Timestamp (47:37 – 1:17:00)**

1. Board Member Reports

Shearer questioned if the Kahle Dr. project needs to be researched to see if they are going to dig up the road so that we can replace the districts dated pipes at the same time.

Grime and Shearer gave kudos to Byran for the district water systems tours for the board members.

Nelson noted that she had sewer authority meeting in the morning and mentioned they are doing a salary survey using “Public Sector Personnel Consultants” which cost around \$2,000.00, every four years.

2. Engineering Report (In board packet)

3. Management Reports

Dornbrook executed the snow removal contract with Charlena then spoke with Jason regarding the work they did to help open Kingsbury Grade. Service line applications have been distributed. Rate study continues and will be discussed at the March meeting. HSA will be updated on an agenda soon. The Sprung structure will need to be paid off. LGIP investments are being researched. On call options are being researched with local casinos etc. to have rooms on standby. Pool pact training continues for the board members. Agenizing remote work from home for essential workers with laptops etc. on a case-by-case basis. Regretted not sending staff home early during the storm yesterday.

Spoke a little about matching grants that are available to Tahoe and possibly contracting with grant writers in the future.

Moss discussed daily operations including a sink hole on Tramway where a culvert collapsed. Jason with F&B offered up some of his crew to help replace the culvert. Reviewed his report which is in the board packet.

Brewer mentioned the Springbrook transition/training. Updated the board on candidates that need to be reviewed by Byran and H.R. to make interview appointments. Noted the team building had been cancelled and needs to be rescheduled. Union negotiations are happening next week.

4. Attorney Report (Nothing presented)
5. Correspondence (Nothing presented)
6. Long Range Calendar (Nothing presented)

**18. Final Public Comment:**

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

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

None

**7. ADJOURNMENT (for possible action)**

The meeting of the Kingsbury GID Board of Trustees adjourned at 7:55 PM.

Respectfully submitted,

Attest:

\_\_\_\_\_  
Ed Johns, Chair

\_\_\_\_\_  
Cindy Trigg, Secretary

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

**TITLE: APPROVAL OF LIST OF CLAIMS**

**MEETING DATE:** March 17, 2026

**PREPARED BY:** Derek Dornbrook, General Manager

**RECOMMENDED ACTION:**

It is recommended that the Board of Trustees review and approve the list of claims for February 12, 2026, to March 12, 2026, from check number 66161 to 66252 for a total of \$189,388.01.

**BACKGROUND INFORMATION:**

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

**PROPOSED MOTION**

Move to approve the List of Claims for the period of **February 12, 2026, through March 12, 2026**, from **check number 66161 through 66252**, in the total amount of **\$420,972.39**.

**INCLUDED:**

- A. List of Claims for February 12, 2026, to March 12, 2026

**Fund impacted by above action:**

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

**KINGSBURY GENERAL IMPROVEMENT DISTRICT  
CHECK/VOUCHER REGISTER  
FROM 2/12/2026 THROUGH 3/12/26**

Check Number	Check Date Payee	Transaction Description	Check Amount
66161	2/17/2026 JESSICA GRIME	Employee: GRIME; Pay Date: 2/17/2026	739.12
66162	2/17/2026 EDWARD J. JOHNS	Employee: JOHNSE; Pay Date: 2/17/2026	739.12
66163	2/17/2026 JOHN L. SHEARER	Employee: SHEARE; Pay Date: 2/17/2026	739.12
66164	2/17/2026 SARA NELSON	Employee: SNELSO; Pay Date: 2/17/2026	739.12
66165	2/17/2026 CYNTHIA M. TRIGG	Employee: TRIGG; Pay Date: 2/17/2026	739.12
66166	2/18/2026 ALLISON MACKENZIE, LTD	REVIEW COLLECTIVE BARGAINING AGREEMENT & PREPARE NEGOTIATION	562.50
66167	2/18/2026 BARTON HEALTHCARE SYSTEM	ACCT. 800002207 VISIT 48364987 MORTENSEN RANDOM DRUG SCREEN	156.00
66168	2/18/2026 DOWL, LLC	ENGINEERIG SERVICES MARKET LIFT STATION PER 1/2026	2,652.75
66168	2/18/2026 DOWL, LLC	ENGINEERING SERVICES FY24 WATERLINE IMPROV 1/2026	10,725.25
66168	2/18/2026 DOWL, LLC	ENGINEERING SERVICES FY26 WATER RIGHTS SUPPORT	1,550.75
66168	2/18/2026 DOWL, LLC	ENGINERING SERVICES 2025 ROAD REHAB/REPLACE 1/2026	1,817.50
66168	2/18/2026 DOWL, LLC	FY26 GENERAL SERVICES GIS	815.25
66169	2/18/2026 FLYERS ENERGY LLC	FUEL REGULAR 101 GAL	406.40
66169	2/18/2026 FLYERS ENERGY LLC	FUEL REGULAR 110 GAL	458.85
66169	2/18/2026 FLYERS ENERGY LLC	FUEL REGULAR 52 GAL	303.35
66169	2/18/2026 FLYERS ENERGY LLC	FUEL REGULAR 70 GAL DIESEL 54 GAL	485.53
66170	2/18/2026 FRONTIER COMMUNICATIONS	775-150-0119-103174-5 EASY	50.88
66170	2/18/2026 FRONTIER COMMUNICATIONS	775-150-0120-092376-5 DCLTSA	50.88
66170	2/18/2026 FRONTIER COMMUNICATIONS	775-586-8471-100215-5 BEACH CLUB	175.77
66170	2/18/2026 FRONTIER COMMUNICATIONS	775-588-1065-022924-5 160 PINERIDGE ELEVATOR	218.87
66170	2/18/2026 FRONTIER COMMUNICATIONS	775-588-2401-060791-5 PALISADES	73.03
66170	2/18/2026 FRONTIER COMMUNICATIONS	775-588-2410-111700-5 EASY	130.79
66170	2/18/2026 FRONTIER COMMUNICATIONS	775-588-2419-091195-5 PALISADES	130.79
66170	2/18/2026 FRONTIER COMMUNICATIONS	775-588-2705-042476-5 TERRACE VIEW	363.51
66170	2/18/2026 FRONTIER COMMUNICATIONS	775-588-7495-061182-5 MARKET	74.63
66170	2/18/2026 FRONTIER COMMUNICATIONS	775-588-8311-081082-5 GALAXY	89.66
66171	2/18/2026 KONICA MINOLTA PREMIER FINANCE	ACCT. 3691777720 KONICA LEASE	431.57
66172	2/18/2026 LES SCHWAB	TRUCK #0808 ALIGNMENT	295.95
66173	2/18/2026 LINDE GAS & EQUIPMENT INC.	ACCT. 71572887 INDUSTRIAL ACETYLENE IND HIGH PRESSURE 1/2026	236.35
66174	2/18/2026 MANCHESTER ENTERPRISES	SNOW REMOVAL 2025-2026 ADVANCE 12/25, 01/26, & 02/26	138,603.78
66175	2/18/2026 SOUTH LAKE TAHOE ACE HARDWARE	1IN PVC FEMALE ADAPTER, 1IN SLIP PVC CAP, LEVERLOCK TAPE MEA	18.57

**KINGSBURY GENERAL IMPROVEMENT DISTRICT  
CHECK/VOUCHER REGISTER  
FROM 2/12/2026 THROUGH 3/12/26**

Check Number	Check Date Payee	Transaction Description	Check Amount
66175	2/18/2026 SOUTH LAKE TAHOE ACE HARDWARE	MOUSE TRAP, BAIT, & PADLOCK	47.57
66175	2/18/2026 SOUTH LAKE TAHOE ACE HARDWARE	SHOP LYSOL, RODENT REPELLENT, RAT X, MIGHTY BOARD GLUE TRAP	77.95
66175	2/18/2026 SOUTH LAKE TAHOE ACE HARDWARE	STATION 3 CL2 SYS REPAIR BALL VLV 1/2, BALL VLV 1IN, 1/2 X 2	32.75
66176	2/18/2026 MINDEN LAWYERS, LLC	LEGAL FEES SNOW REM. CONTRACT, FLOOD, KEMPER EASEMENT	5,996.00
66177	2/18/2026 ROUND HILL GENERAL IMPR DIST	COMMERCIAL CONSUMPTION DORLA CT 12/31/25 TO 1/30/26	155.80
66178	2/18/2026 SOUTH TAHOE REFUSE	ACCT. 10-17862 3 165 TERRACE VIEW SERVICE 1/29/26	88.14
66178	2/18/2026 SOUTH TAHOE REFUSE	ACCT. 10-41521 5 160 PINERIDGE/298 KINGSBURY COMM BIN	661.05
66179	2/18/2026 SOUTHWEST GAS CORPORATION	910000322763 3 BUCHANAN RD PUMP	71.31
66180	2/18/2026 PUBLIC EMPLOYEES BENEFIT PROG	ACCT. 360 MEDICAL INSURANCE BREWER, DORNBROOK, & MOSS	4,188.69
66180	2/18/2026 PUBLIC EMPLOYEES BENEFIT PROG	ACCT. 841 MEDICAL INSURANCE MCKAY, RUNTZEL, & VOSBURG	1,253.53
66181	2/18/2026 TAHOE BASIN CONTAINER	ACCT. 50-9256 4 160 PINERIDGE/298 KINGSBURY	33.50
66182	2/18/2026 TAHOE POOL SERVICE	STATIONS 3&5 CHLORINE 3 CASES	193.50
66183	2/18/2026 THUNDERBIRD COMMUNICATIONS INC	AVEVA WONDERWARE SUPPORT STATION 2 3/26 TO 2/27	6,710.00
66184	2/18/2026 US BANK VISA REWARDS	BM ESRI ARCGIS ONLINE 2/26 TO 1/28	240.00
66184	2/18/2026 US BANK VISA REWARDS	BM HOOTEN TIRE TRUCK #0808 LT 245 75 17 TIRES	1,278.00
66184	2/18/2026 US BANK VISA REWARDS	JB BEST BUY PLANTRONICS WIRELESS HEADSET SYS	139.22
66184	2/18/2026 US BANK VISA REWARDS	JB FOX & HOUND SAFETY LUNCH	216.66
66184	2/18/2026 US BANK VISA REWARDS	JB SOUNDCLOUD UPLOAD AUDIO RECORDINGS TO WEBSITE	99.00
66184	2/18/2026 US BANK VISA REWARDS	JB ZOOM SCHEDULER 2/2026	5.99
66184	2/18/2026 US BANK VISA REWARDS	JW TRACTOR SUPPLY OPS YARD PROPANE	9.94
66184	2/18/2026 US BANK VISA REWARDS	LS DOUGLAS CO RECORDER LIENS	42.00
66184	2/18/2026 US BANK VISA REWARDS	SM HARBOR FREIGHT TRUCK #2533 18IN ADJUSTABLE JUMBO WRENCH	24.99
66184	2/18/2026 US BANK VISA REWARDS	SM HOME DEPOT STATION 1 MORTON SALT 40LBS QTY 63	526.05
66185	2/18/2026 VERIZON WIRELESS	MONTHLY GPS SERVICE & MEI SNOW EQUIPMENT 1/2026	227.40
66186 to 66198	2/20/2026 A/P CHECKS THROUGH SPRINGBROOK	SEE ATTACHED REPORT	12,093.90
66199	2/20/2026 JUDITH BREWER	Employee: BREWER; Pay Date: 2/20/2026	2,323.83
66200	2/20/2026 DERREK DORNBROOK	Employee: DORNBR; Pay Date: 2/20/2026	3,852.20

**KINGSBURY GENERAL IMPROVEMENT DISTRICT  
CHECK/VOUCHER REGISTER  
FROM 2/12/2026 THROUGH 3/12/26**

Check Number	Check Date	Payee	Transaction Description	Check Amount
66201	2/20/2026	BRANDY JOHNS	Employee: JOHNS; Pay Date: 2/20/2026	2,065.31
66202	2/20/2026	MICHELLE M. MCCOY	Employee: MCCOY; Pay Date: 2/20/2026	1,601.24
66203	2/20/2026	SHANE T. MORTENSEN	Employee: MORTEN; Pay Date: 2/20/2026	2,778.26
66204	2/20/2026	BYRAN D. MOSS	Employee: MOSS; Pay Date: 2/20/2026	2,264.14
66205	2/20/2026	TIMOTHY E. ROBERTS	Employee: ROBERT; Pay Date: 2/20/2026	1,727.97
66206	2/20/2026	JEFF M. SIMAS	Employee: SIMAS; Pay Date: 2/20/2026	1,890.07
66207	2/20/2026	LEIGH C. STANTON	Employee: STANTO; Pay Date: 2/20/2026	1,456.65
66208	2/20/2026	JEFF T. WOOD	Employee: WOOD; Pay Date: 2/20/2026	2,369.40
66209 TO 66229	2/26/2026	A/P CHECKS THROUGH SPRINGBROOK	SEE ATTACHED REPORT	105,163.82
66230	3/6/2026	JUDITH BREWER	Employee: BREWER; Pay Date: 3/6/2026	2,323.83
66231	3/6/2026	DERREK DORNBROOK	Employee: DORNBR; Pay Date: 3/6/2026	3,852.20
66232	3/6/2026	BRANDY JOHNS	Employee: JOHNS; Pay Date: 3/6/2026	2,329.33
66233	3/6/2026	MICHELLE M. MCCOY	Employee: MCCOY; Pay Date: 3/6/2026	1,601.24
66234	3/6/2026	SHANE T. MORTENSEN	Employee: MORTEN; Pay Date: 3/6/2026	3,080.71
66235	3/6/2026	BYRAN D. MOSS	Employee: MOSS; Pay Date: 3/6/2026	2,264.14
66236	3/6/2026	TIMOTHY E. ROBERTS	Employee: ROBERT; Pay Date: 3/6/2026	1,727.97
66237	3/6/2026	JEFF M. SIMAS	Employee: SIMAS; Pay Date: 3/6/2026	1,786.25
66238	3/6/2026	LEIGH C. STANTON	Employee: STANTO; Pay Date: 3/6/2026	1,456.65
66239	3/6/2026	JEFF T. WOOD .	Employee: WOOD; Pay Date: 3/6/2026	1,939.19
66240 TO 66252	3/10/2026	A/P CHECKS THROUGH SPRINGBROOK	SEE ATTACHED REPORT	72,130.29
Report		ABILA A/P		231,584.38
		SPRINGBROOK A/P		189,388.01
				<b>\$ 420,972.39</b>

**VOIDED  
CHECKS**

**0**

# Accounts Payable

## Checks by Date - Detail by Check Number

User: BJohns  
 Printed: 3/12/2026 7:48 AM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
66186	1003	Accolades Trophies, Engraving	02/20/2026		
	21726	Board Title Plate			1.50
	21726	Board Title Plate			1.50
	21726	Board Title Plate			9.00
	21726	Board Title Plate			18.00
		Total for Check Number 66186:		0.00	30.00
66187	1007	Airgas USA, LLC	02/20/2026		
	5522561371	Nitrogen/Oxygen/Nitro			1,534.74
		Total for Check Number 66187:		0.00	1,534.74
66188	1090	First Advantage Corporation	02/20/2026		
	2503142601	Mortensen Random Drug Testing			68.27
		Total for Check Number 66188:		0.00	68.27
66189	1092	Flyers Energy LLC	02/20/2026		
	4395772-26	Reg.Fuel 35 galDiesel Fuel 105 gal			55.87
	4395772-26	Reg.Fuel 35 galDiesel Fuel 105 gal			55.87
	4395772-26	Reg.Fuel 35 galDiesel Fuel 105 gal			446.97
		Total for Check Number 66189:		0.00	558.71
66190	1100	Zachry Good	02/20/2026		
	2986	Skid Ster #1224 Standard Labor Service			167.15
	2986	Skid Ster #1224 Standard Labor Service			752.17
	2986	Skid Ster #1224 Standard Labor Service			752.18
	2987	Loader #0611 Standard Labor Service			1,434.00
	2987	Loader #0611 Standard Labor Service			1,434.00
		Total for Check Number 66190:		0.00	4,539.50
66191	1119	Homeserve USA	02/20/2026		
	Ins. 01/2026	Loss Protection			1,310.40
	Ins. 01/2026	Line Protection			228.80
		Total for Check Number 66191:		0.00	1,539.20
66192	1125	Immense Impact, LLC	02/20/2026		
	21-1006RCO	Annual Website Subscription Software Hosting Upc			140.70
	21-1006RCO	Annual Website Subscription Software Hosting Upc			201.00
	21-1006RCO	Annual Website Subscription Software Hosting Upc			23.45
	21-1006RCO	Annual Website Subscription Software Hosting Upc			23.45
	21-1006RCO	Annual Website Subscription Software Hosting Upc			16.75
	21-1006RCO	Annual Website Subscription Software Hosting Upc			100.50
	21-1006RCO	Annual Website Subscription Software Hosting Upc			16.75
	21-1006RCO	Annual Website Subscription Software Hosting Upc			281.40
		Total for Check Number 66192:		0.00	804.00
66193	1144	Kingsbury Automotive & Supply	02/20/2026		
	013305	Truck #0808 Fuel Filter			3.30
	013305	Truck #0808 Fuel Filter			3.30
	013305	Truck #0808 Fuel Filter			26.39
		Total for Check Number 66193:		0.00	32.99

66194 1180	Mms West	02/20/2026	
36120	Ink Cartridge for Postage Machine		133.32
36120	Ink Cartridge for Postage Machine		199.98
36120	Ink Cartridge for Postage Machine		58.81
	Total for Check Number 66194:		0.00 392.11
66195 1228	Quadient Leasing USA, Inc.	02/20/2026	
Q2205375	Folding Machine 01/03/26-05/31/26		383.86
Q2205375	Folding Machine 01/03/26-05/31/26		169.35
Q2205375	Folding Machine 01/03/26-05/31/26		575.78
	Total for Check Number 66195:		0.00 1,128.99
66196 1242	SGS Silver State Laboratories	02/20/2026	
RN338719	SDWA-NV-Inorganic II, V, Secondaries VOC, by F		949.00
RN338810	Coliforms -P/A Coliforms-QT		81.00
RN339009	Coliforms-QT		54.00
RN339076	Coliforms-QT		27.00
	Total for Check Number 66196:		0.00 1,111.00
66197 1245	Shred-It	02/20/2026	
3001186388	On-Site Shred Bin		22.20
3001186388	On-Site Shred Bin		1.85
3001186388	On-Site Shred Bin		11.10
3001186388	On-Site Shred Bin		1.85
	Total for Check Number 66197:		0.00 37.00
66198 1258	Southwest Gas Corporation	02/20/2026	
2065	910000561274 4 Andria Dr. (384) Pump		84.81
7259	910000561117 698 Kingsbury Grade		111.04
9514	910000561180 5 Kimberly Brooke Ln. Pump		121.54
	Total for Check Number 66198:		0.00 317.39
66209 1330	Atwan Living Trust 2022	02/26/2026	
2026-02	Refund Permit 2026-02 189 Meadow Lane		1,144.00
	Total for Check Number 66209:		0.00 1,144.00
66210 1006	AFLAC	02/26/2026	
915278	Acct. FA935 Life Insurance Dornbrook, Johns, Mos		96.36
915278	Acct. FA935 Life Insurance Dornbrook, Johns, Mos		247.15
915278	Acct. FA935 Life Insurance Dornbrook, Johns, Mos		87.10
915278	Acct. FA935 Life Insurance Dornbrook, Johns, Mos		56.69
	Total for Check Number 66210:		0.00 487.30
66211 1007	Airgas USA, LLC	02/26/2026	
9168988383	Acct. 3255567 Nitrogen Liq FG 265LTRS 350 PSI		585.12
	Total for Check Number 66211:		0.00 585.12
66212 1016	AT & T Mobility	02/26/2026	
287301170124X021	Acct. 287301170124 Cell Phones & Tablets		634.49
	Total for Check Number 66212:		0.00 634.49
66213 1076	Employers Assurance Co.	02/26/2026	
Intall 3/1/26	Workers Compensation Installment #09		1,123.00
	Total for Check Number 66213:		0.00 1,123.00
66214 1081	F and B Inc	02/26/2026	
2026085	Emergency Culvert Repair at the Corner of Tramwa		22,271.97
	Total for Check Number 66214:		0.00 22,271.97
66215 1093	Frontier Communications	02/26/2026	
4482 2/1/26	775-588-4482-052798-5 Market		53.03
	Total for Check Number 66215:		0.00 53.03

66216	1100	Zachry Good	02/26/2026	
	2956	Truck #1323 Replace driver' inner door panel w/OE		165.88
	2956	Truck #1323 Replace driver' inner door panel w/OE		1,326.99
	2956	Truck #1323 Replace driver' inner door panel w/OE		165.88
	2991	Truck #1224 Cat Skid Steer replace intake duct for l		372.15
	2991	Truck #1224 Cat Skid Steer replace intake duct for l		372.15
	2991	Truck #1224 Cat Skid Steer replace intake duct for l		82.70
		Total for Check Number 66216:	0.00	2,485.75
66217	1133	IUOE Stationary Engineers Lo39	02/26/2026	
	Dues 3/1/26	Employee Union Dues 3/2026		293.17
	Dues 3/1/26	Employee Union Dues 03/2026		112.01
	Dues 3/1/26	Employee Union Dues 3/2026		69.64
	Dues 3/1/26	Employee Union Dues 3/2026		89.95
		Total for Check Number 66217:	0.00	564.77
66218	1144	Kingsbury Automotive & Supply	02/26/2026	
	013537	Truck #1827 Snow 20 Windshield Fluid		0.65
	013537	Truck #1827 Snow 20 Windshield Fluid		0.65
	013537	Truck #1827 Snow 20 Windshield Fluid		5.19
		Total for Check Number 66218:	0.00	6.49
66219	1159	Linde Gas & Equipment Inc.	02/26/2026	
	55136715	Station 1 Liquid Oxygen NSF60 Qty. 1,400 CCF		11,690.86
		Total for Check Number 66219:	0.00	11,690.86
66220	1165	Lumos and Associates Inc	02/26/2026	
	131143	GIS on call support 01/2026		162.00
	131143	GIS on call support 01/2026		108.00
	131143	GIS on call support 01/2026		270.00
		Total for Check Number 66220:	0.00	540.00
66221	1181	Shane Mortensen	02/26/2026	
	SM Reim 02/13/26	Reimburse Thrifty car rental receipt Cla-Val Class 2		248.28
	SM Reim 2/13/26	Reimburse Mileage 2/9 and 2/13 to & from airport C		108.76
	SM Reim 2/6/26	Reimburse Mileage 2/6/26 for deposition lawsuit Ki		73.96
		Total for Check Number 66221:	0.00	431.00
66222	1204	NV Energy	02/26/2026	
	1,243.070	1000044086807006297 97 Beach Club Dr		5,514.34
	1,999	1000044086808604306 160 Pineridge Dr		58.58
	1,999	1000044086808604306 160 Pineridge Dr		117.14
	1,999	1000044086808604306 160 Pineridge Dr		9.76
	1,999	1000044086808604306 160 Pineridge Dr		9.76
	108,910	1000044086803320221 314 Andria Way Unit Bradl		1,122.40
	11 1/31/26	1000044086803301502 504 Laurel Ln Unit PMPST		36.64
	11.04 2/1/26	1000044086803294236 160 Pineridge Dr Unit Ligh		3.45
	11.04 2/1/26	1000044086803294236 160 Pineridge Dr Unit Ligh		0.58
	11.04 2/1/26	1000044086803294236 160 Pineridge Dr Unit Ligh		0.58
	11.04 2/1/26	1000044086803294236 160 Pineridge Dr Unit Ligh		6.91
	111,375	1000044046907329692 399 Eugene Dr		561.72
	16,807	1000044771003320176 Kingsbury Grade Unit PMF		1,332.32
	26,103	1000044086803297718 403 Kimberly Brooke Ln		198.36
	269.107	1000044086803320239 698 Kingsbury Grade Unit .		1,715.11
	335.253	1000044086803320247 176 Buchanan Rd Unit PMl		1,921.53
	45,039 1/31/26	1000044087003270836 801 Kingsbury Grade Unit .		8.10
	45,039 1/31/26	1000044087003270836 801 Kingsbury Grade Unit .		8.10
	45,039 1/31/26	1000044087003270836 801 Kingsbury Grade Unit .		32.41
	45,039 1/31/26	1000044087003270836 801 Kingsbury Grade Unit .		32.41
	5,789	1000044086803301940 Easy St. Unit N/T134		39.76
	654.890	1000044086803320205 Kingsbury Grade Unit PMF		2,638.67
	69,193	1000044086803297452 298 Kingsbury Grade Apt #		62.80
	7,313	1000044086803305073 Kingsbury Grade Unit PMF		47.04
	76,329	1000044086803297478 298 Kingsbury Grade Apt C		74.69

77,021	1000044086803274204 Galaxy Ln Pump		100.07
78,383	1000044086803297460 298 Kingsbury Grade Apt F		268.03
88,006	1000044086803297486 298 Kingsbury Grade Apt I		100.56
98 1/31/26	1000044087003270836 801 Kingsbury Grade		3.66
98 1/31/26	1000044087003270836 801 Kingsbury Grade		3.66
98 1/31/26	1000044087003270836 801 Kingsbury Grade		14.66
98 1/31/26	1000044087003270836 801 Kingsbury Grade		36.64
	Total for Check Number 66222:	0.00	16,080.44
66223 1225	Public Employees	02/26/2026	
PERS 2/26	Employee and Employers PERS Contribution 2/26		3,243.22
PERS 2/26	Employee and Employers PERS Contribution 2/26		4,277.09
PERS 2/26	Employee and Employers PERS Contribution 2/26		13,500.32
PERS 2/26	Employee and Employers PERS Contribution 2/26		4,258.74
	Total for Check Number 66223:	0.00	25,279.37
66224 1227	Pye-Barker Fire & Safety	02/26/2026	
7862831	Acct. 209120 97 Beach Club Alarm Monitoring 3/1		261.33
7862832	Acct. 209120 399 Kahle Alarm Monitoring 3/1 to 5/		211.89
7862833	Acct. 209120 160 Pineridge Alarm Monitoring 3/1 t		5.57
7862833	Acct. 209120 160 Pineridge Alarm Monitoring 3/1 t		66.78
7862833	Acct. 209120 160 Pineridge Alarm Monitoring 3/1 t		33.38
7862833	Acct. 209120 160 Pineridge Alarm Monitoring 3/1 t		5.57
	Total for Check Number 66224:	0.00	584.52
66225 1258	Southwest Gas Corporation	02/26/2026	
396	910000799717 298 Kingsbury Cir Up		32.35
4803	910000799713 160 Pine Ridge Dr 1		81.98
4803	910000799713 160 Pine Ridge Dr 1		13.66
4803	910000799713 160 Pine Ridge Dr 1		163.94
4803	910000799713 160 Pine Ridge Dr 1		13.66
6841	910000799716 298 Kingsbury Cir		97.85
7463	910000561387 2 Terrace View Dr Pump		185.24
9027	910000799718 298 Kingsbury Cir Down		170.86
	Total for Check Number 66225:	0.00	759.54
66226 1269	Stationary Engineers Local 39	02/26/2026	
Stat Eng 4/1/26	Local 39 Employee Health/Life Premiums 4/2026		2,412.00
Stat Eng 4/1/26	Local 39 Employee Health/Life Premiums 4/2026		3,216.00
Stat Eng 4/1/26	Local 39 Employee Health/Life Premiums 4/2026		4,020.00
Stat Eng 4/1/26	Local 39 Employee Health/Life Premiums 4/2026		9,112.00
	Total for Check Number 66226:	0.00	18,760.00
66227 1275	Summit Plumbing LLC	02/26/2026	
260266PP	Ops Yard Porta Potty Cleaning		42.50
260266PP	Ops Yard Porta Potty Cleaning		42.50
260266PP	Ops Yard Porta Potty Cleaning		10.00
260266PP	Ops Yard Porta Potty Cleaning		10.00
	Total for Check Number 66227:	0.00	105.00
66228 1281	Tahoe Pool Service	02/26/2026	
95174	Stations 3&5 Chorine 2 Cases		129.00
	Total for Check Number 66228:	0.00	129.00
66229 1331	Tech Tastic LLC	02/26/2026	
185130	Managed Service Suite 02/2026		72.41
185130	Managed Service Suite 02/2026		72.41
185130	Managed Service Suite 02/2026		868.90
185130	Managed Service Suite 02/2026		434.45
	Total for Check Number 66229:	0.00	1,448.17
66240 1008	Allison Mackenzie, Ltd	03/10/2026	
18199	Prepare for and attend negotiations.		170.63
18199	Prepare for and attend negotiations.		131.24

18199	Prepare for and attend negotiations.		787.50
18199	Prepare for and attend negotiations.		223.13
		Total for Check Number 66240:	0.00 1,312.50
66241 1017	Axelson Iron Shop	03/10/2026	
066132	165 Terrace View Aluminum Gate Repair		600.00
		Total for Check Number 66241:	0.00 600.00
66242 1114	Beatriz Hernandez	03/10/2026	
HERNAN 2/28/26	160 Pineridge Dr 4 Cleanings		100.00
HERNAN 2/28/26	160 Pineridge Dr 4 Cleanings		100.00
HERNAN 2/28/26	160 Pineridge Dr 4 Cleanings		1,200.00
HERNAN 2/28/26	160 Pineridge Dr 4 Cleanings		600.00
		Total for Check Number 66242:	0.00 2,000.00
66243 1119	Homeserve USA	03/10/2026	
INS 2/28/26	Loss Insurance 2/2026		1,310.40
INS 2/28/26	Line Insurance 2/2026		228.80
		Total for Check Number 66243:	0.00 1,539.20
66244 1167	Manchester Enterprises	03/10/2026	
2026096	Snow Removal Advance 03/2026		52,499.97
		Total for Check Number 66244:	0.00 52,499.97
66245 1203	Nextiva, Inc.	03/10/2026	
40005981454	ACCT 3680856 Office Phone Lines		12.97
40005981454	ACCT 3680856 Office Phone Lines		12.97
40005981454	ACCT 3680856 Office Phone Lines		155.63
40005981454	ACCT 3680856 Office Phone Lines		77.81
		Total for Check Number 66245:	0.00 259.38
66246 1204	NV Energy	03/10/2026	
11.04 2/1/26	1000044086803270814 801 Kingsbury Grade Unit :		3.46
11.04 2/1/26	1000044086803270814 801 Kingsbury Grade Unit :		13.82
11.04 2/1/26	1000044086803270814 801 Kingsbury Grade Unit :		3.46
11.04 2/1/26	1000044086803270814 801 Kingsbury Grade Unit :		13.82
119.061	1000044086805221187 180 Lake PKWY Unit Pum		486.36
119.061	1000044086805221187 180 Lake PKWY Unit Pum		486.35
19.09 2/1/26	1000044086803304290 Kingsbury Grade Unit F1		19.92
		Total for Check Number 66246:	0.00 1,027.19
66247 1260	Springbrook Software Company	03/10/2026	
INV-023166	Monthly CC Charges		852.72
INV-023166	Monthly CC Charges		250.80
INV-023166	Monthly CC Charges		568.48
		Total for Check Number 66247:	0.00 1,672.00
66248 1275	Summit Plumbing LLC	03/10/2026	
830214	Sewer Pump Station Maintenance 3/2026		7,694.77
		Total for Check Number 66248:	0.00 7,694.77
66249 1283	Tahoe Supply Company, LLC	03/10/2026	
1155301	298 Kingsbury Grade Paper Towels, Bath Tissue, &		258.94
		Total for Check Number 66249:	0.00 258.94
66250 1331	Tech Tastic LLC	03/10/2026	
185210	Managed Service Suite 03/2026		72.28
185210	Managed Service Suite 03/2026		72.28
185210	Managed Service Suite 03/2026		433.69
185210	Managed Service Suite 03/2026		867.38
		Total for Check Number 66250:	0.00 1,445.63
66251 1294	Thunderbird Communications Inc	03/10/2026	

4118	Scada System Troubleshooting 11/16, 11/21 & 11/26		1,085.00
		Total for Check Number 66251:	0.00 1,085.00
66252 1306	US Bank Visa Rewards	03/10/2026	
	BM Fedex	BM Fedex Meter Returned to Ferguson/Pollard	97.28
	JB TRAP 1/26/26	JB Trapped in Tahoe Team Bldg. Event	7.50
	JB TRAP 1/26/26	JB Trapped in Tahoe Team Bldg. Event	7.50
	JB TRAP 1/26/26	JB Trapped in Tahoe Team Bldg. Event	90.00
	JB TRAP 1/26/26	JB Trapped in Tahoe Team Bldg. Event	45.00
	JB TRAPPED 1/26/26	JB Trapped in Tahoe Team Bldg. Event	7.50
	JB TRAPPED 1/26/26	JB Trapped in Tahoe Team Bldg. Event	45.00
	JB TRAPPED 1/26/26	JB Trapped in Tahoe Team Bldg. Event	7.50
	JB TRAPPED 1/26/26	JB Trapped in Tahoe Team Bldg. Event	90.00
	ME US Bank 2/7/26	ME Amazon Chares for Personal 1/28, 1/29, 1/31 &	248.43
	SM Reno 2/13/26	SM Reno/Tahoe Airport Cla-Val Class	90.00
		Total for Check Number 66252:	0.00 735.71
		Report Total (47 checks):	0.00 189,388.01

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

**TITLE: WATER & SEWER RATE STUDY REVENUE REQUIREMENT ALTERNATIVES**

**MEETING DATE:** March 17, 2026

**PREPARED BY:** Derek Dornbrook, General Manager

**RECOMMENDED ACTION:**

No action will be taken at this time. This item is for presentation, discussion, and receipt of public input only. The Board may provide informal feedback regarding preferred alternatives.

**BACKGROUND INFORMATION:**

Since the **Notice to Proceed on September 1, 2025**, the District and its consultant have completed multiple technical workshops reviewing financial assumptions, capital improvement plans, reserve policies, and preliminary revenue requirement modeling. These workshops included:

- **Water & Sewer Workshop #1** – December 3, 2025
- **Water & Sewer Workshop #2** – January 6, 2026
- **Water & Sewer Workshop #3** – February 2, 2026

The **March 17, 2026 meeting** is intended to serve as the **first public presentation and discussion of the revenue requirement alternatives** developed to date. No selection of a preferred alternative and **no rate action is requested at this time**. The alternatives presented are preliminary and may be refined based on Board direction and public input.

**PROJECT SCHEDULE**

<u>Notice to Proceed</u>	<u>September 1, 2025</u>
<u>Data Request Letter</u>	<u>September 3, 2025</u>
<u>Project Kickoff Meeting</u>	<u>September 5, 2025</u>
<u>Data Review Workshop</u>	<u>Within 2 weeks receiving all data</u>
<u>Water &amp; Sewer Workshop #1</u>	<u>December 3, 2025</u>
<u>Water &amp; Sewer Workshop #2</u>	<u>January 6, 2026</u>
<u>Water &amp; Sewer Workshop #3</u>	<u>February 2, 2026</u>
<u>Public Meeting #1: Revenue Requirement Alternatives</u>	<u>March 17, 2026</u>
<u>Draft Report</u>	<u>April 1, 2026</u>
<u>KGID Comments Returned to DOWL</u>	<u>April 17, 2026</u>
<u>Final Report</u>	<u>May 8, 2026</u>
<u>Public Meeting #2: Rate Hearing and First Reading of Ordinance</u>	<u>May 19, 2026</u>
<u>Public Meeting #3: 2nd Reading of Rate Ordinance</u>	<u>June 16, 2026</u>
<u>Contract Ends</u>	<u>One year from Notice to Proceed</u>

**INCLUDED**

- A. Task Order No. 70 – Utility Rate Analysis
- B. DOWL Presentation – KGID Water and Sewer Rate Alternatives

**Fund impacted by the above action:**

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

This is **EXHIBIT A**, consisting of 6 pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated August 19, 2025.

## **Task Order**

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**Task Order Number: 70**

**Date: August 12, 2025**

**Title: Utility Rate Analysis**

**Project Description:** The Kingsbury General Improvement District (KGID) is commissioning a utility rate analysis update to recommend a utility rate schedule for the water and sewer utilities through the next five years or fiscal year ending in 2031 (FY 31).

In general, the rate analysis will include the following:

- Preparation of an electronic rate model for each utility.
- Project future system revenues and expenses to recommend appropriate adjustments to user rates.
- Document financial data used, key assumptions, and primary findings in a summary report.

The phase and task breakdown for the project is designated as follows:

- Task 1 – Project Management
- Task 2 – Data Collection and Review
- Task 3 – Water Rate Analysis
- Task 4 – Sewer Rate Analysis
- Task 5 – Summary Report and Public Presentations

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

### **PART 1 – SERVICES**

#### **Task 1 – Project Management**

##### ***Objective***

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

##### ***Approach***

DOWL will routinely review project progress and communicate project status on a regular basis. Communication will be through email and telephone, and at project coordination meetings with KGID and DOWL staff. This task will include the following activities:

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

### ***Deliverables***

The following deliverables will be submitted under this task:

- Project schedule.
- Monthly status reports.

### ***Assumptions***

The following assumptions apply:

- This task includes one (1) project kickoff meeting between DOWL and KGID staff. All meetings will be held virtually (e.g., Microsoft Teams) and are estimated to last one (1.0) hour, each.
- Monthly reports will be provided with timely invoices.
- Project-related issues will be identified, communicated, and resolved.

## **Task 2 – Data Collection and Review**

### ***Objective***

To collect and review relevant background information related to annual expenses and revenues associated with the water and sewer utilities.

### ***Approach***

DOWL will compile and review financial documents for each utility. Upon notice to proceed, a written data request will be submitted to KGID. Documents expected to be made available for validation and use are listed below.

- Certified audits from FY 22 through FY 24
- Operating budgets for each utility (3 years preferred)
- Billing records from FY 22 through Current
- Existing user rate structure, customer classifications, and customer counts
- Debt service obligations and statements
- Water production data (2022 – Current)
- Water meter data (2022 – Current) for customers
- Sewer outflow data (2022 – Current)
- 10-year Capital Improvement Plans (CIP) for each utility

- Financial policies for the utility fund(s) (e.g., debt coverage ratios, operating reserve minimums, etc.)
- Reserve account balances

### ***Deliverables***

- Data request letter

### ***Assumptions***

The following assumptions apply:

- KGID will provide all existing documents in a digital format (e.g. .doc, .xls, .pdf, etc.)
- KGID will provide CIPs for each utility including a distribution of costs for capacity added and capacity replaced
- This task includes one (1) 1.5-hour workshop with DOWL and KGID staff to review data and present the model concepts

## **Task 3 – Water Rate Analysis**

### ***Objective***

To conduct a revenue requirement analysis of the water utility and recommend a user rate schedule which generates recurring revenues that meet or exceed projected expenses for the potable water utility through FY 31.

### ***Approach***

Historical averages and agreed upon values will be used to project future revenues and expenses for the water utility. The following efforts will be completed:

- Populate historical system financial and customer information.
- Provide allowances for economic growth factors.
- Provide a Revenue Requirement Analysis including recommended rate adjustments.
- Perform a reserve account analysis over the 5-year study period.
- Incorporate the most up-to-date Capital Improvement Plan.
- Develop no more than two (2) rate adjustment alternatives and compare the performance of the existing rate structure over the 5-year study period.
- Recommend rate structure for future use by KGID.

### ***Deliverables***

The following deliverables will be submitted under this task:

- Preliminary and Final Rate model in electronic format (i.e., Microsoft Excel).

### ***Assumptions***

The following assumptions apply:

- This task includes two (2) 1.5-hour workshops with DOWL and KGID staff to review the calculations and receive feedback. These workshops will be held virtually. The first workshop will review the data and assumptions used in the analysis, a 5 to 10-year cash flow analysis, and the results of the revenue requirement. The second workshop will review the rate structure alternatives, the performance of each structure over the 5-year study period, and a discussion of the pros and cons of each alternative.
- A perpetual annual consumer price index (CPI) increase will be recommended for user rates.
- Significant capital planning or system assessment will not be required as part of this task.
- All data will be provided by KGID in a digital format which is easily sorted or input into a spreadsheet.
- While the planning period for this analysis is 5-years, the rate model will allow for a capital plan of 10 years or longer to account for future significant projects in the development of connection or other special fees.
- A comparative analysis of no more than two (2) rate adjustment options will be provided as part of this task.
- A formal Cost of Service analysis will not be provided as part of this scope of services.
- Any analysis of water connection fees will require an amendment to this scope of services.

### **Task 4 – Sewer Rate Analysis**

#### ***Objective***

To conduct a financial analysis of the sewer utility and recommend a user rate schedule which generates recurring revenues that meet or exceed projected expenses for the sewer utility through FY 31.

#### ***Approach***

DOWL will compile and review financial documents related to the sewer system in order to perform the following subtasks:

- Populate historical system financial and customer information.
- Provide allowances for economic growth factors.
- Provide a Revenue Requirement Analysis including recommended rate adjustments.
- Perform a reserve account analysis over the 5-year study period.
- Incorporate the most up-to-date Capital Improvement Plan.

- Develop no more than two (2) rate adjustment alternatives and compare the performance of the existing rate structure over the 5-year study period.
- Recommend rate structure for future use by KGID.

### ***Deliverables***

The following deliverables will be submitted under this task:

- Preliminary and Final Rate model in electronic format (i.e., Microsoft Excel).

### ***Assumptions***

The following assumptions apply:

- This task includes two (2) 1.5-hour workshops with DOWL and KGID staff to review the calculations and receive feedback. These workshops will be held virtually. The first workshop will review the data and assumptions used in the analysis, a 5 to 10-year cash flow analysis, and the results of the revenue requirement. The second workshop will review the rate adjustment alternatives, the performance of each alternative over the 5-year study period, and a discussion of the pros and cons of each alternative.
- A perpetual annual consumer price index (CPI) increase will be recommended for user rates.
- Significant capital planning or system condition assessment will not be required as part of this task.
- All data will be provided by KGID in a digital format which is easily sorted or input into a spreadsheet.
- While the planning period for this study is 5-years, the rate model will allow for a capital plan of 10 years or longer to account for future significant projects in the development of connection or other special fees.
- A comparative analysis of no more than two (2) rate structure options will be provided as part of this task.
- A formal Cost of Service analysis will not be provided as part of this scope of services.
- Any analysis of connection fees will require an amendment to this scope of services.

## **Task 5 – Summary Report and Public Presentation**

### ***Objective***

To document and present the findings and recommendations of the rate analysis.

### ***Approach***

DOWL will prepare a draft and final report documenting the analysis and present this information to the Board of Trustees.

- Recommend best practice financial policies for KGID to consider and adopt.
- Prepare sample bill for the average user per customer class, per year.

- Preparation of a preliminary report detailing all rate recommendations and analysis performed as part of this project.
- Preparation of a final report detailing all rate recommendations and analysis performed as part of this project.

***Deliverables***

The following deliverables will be submitted under this task:

- Two (2) hard copies and one (1) digital copy of the draft report for KGID review and comment
- Two (2) hard copies and one (1) digital copy of the final report
- One (1) digital copy of the presentation

***Assumptions***

The following assumptions apply:

- This task includes budget considerations for the following public meetings:
  - Revenue Requirement Alternatives Meeting (1.0 hr.)
  - Final Report + Rate Adjustment Ordinance 1st Reading Hearing (2.0 hr.)
- KGID will review the draft report and issue all comments within three weeks of receiving the draft report.
- One (1) revision of the final report will be provided as part of this scope of work.
- DOWL representation at the 2<sup>nd</sup> reading of the rate ordinance public meeting is not provided under this scope of services.
- Example financial policies include creating a capital reserve, an operating reserve, a rate stabilization reserve, amount funded to capital replacement or depreciation, and setting a minimum debt coverage ratio for the utilities.

**PART 2 – COMPENSATION**

The District shall pay DOWL on a time and material basis, including travel, not to exceed **\$60,000**. Hourly rates and other expenses shall be in accordance with Exhibit C of the Master Services Agreement (Standard Hourly Rates). A breakdown of the individual task budgets is as follows:

Task	Description	Total Cost
1	Project Management	\$5,000
2	Data Collection and Review	\$4,000
3	Water Rate Analysis	\$16,000
4	Sewer Rate Analysis	\$16,000
5	Summary Report and Public Presentations	\$19,000
	<b>TOTAL:</b>	<b>\$60,000</b>

**PART 3 – SCHEDULE**

Notice to Proceed	September 1, 2025
Data Request Letter	September 3, 2025
Project Kickoff Meeting	September 17, 2025
Data Review Workshop	Within 2 weeks of receiving all data
Water & Sewer Workshop #1	November 14, 2025
Water & Sewer Workshop #2	January 15, 2026
Public Meeting #1: Revenue Requirement Alternatives	February 17, 2026
Draft Report	April 1, 2026
KGID Comments Returned to DOWL	April 17, 2026
Final Report	May 8, 2026
Public Meeting #2: Rate Hearing and First Reading of Ordinance	May 19, 2026
Public Meeting #3: 2 <sup>nd</sup> Reading of Rate Ordinance	June 16, 2026
Contract Ends	One year from Notice to Proceed

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

Owner: Kingsbury General Improvement District

Engineer: DOWL, LLC

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

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

Print Name: Derek Dornbrook

Print Name: \_\_\_\_\_

Title: General Manager

Title: \_\_\_\_\_

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

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

# March 2026 KGID Water and Sewer Rate Alternatives

March 17, 2026 Board of Trustees Meeting



# TONIGHT'S MEETING

01	Water Utility	02	Sewer Utility
	Background Information		Background Information
	Rate Alternatives		Rate Alternatives
	Summary and Discussion		Summary and Discussion

**GOAL:** To receive direction on preferred rate adjustment alternative to present at future Rate Hearing

# WATER UTILITY

## Key Data

- Annual Revenues = \$5M
- Annual Expenses:
  - O&M = \$3M and growing
  - Capital Outlay = \$1.6 - \$7.7M
  - Debt Service = \$1.5M
- Fund Balance = \$6.6M
- Reserves
  - Vehicle + Asset Replacement
  - Water Investment Fund
  - KGID/TRPA Restricted Reserve
  - Debt Reserve
- Customers:
  - 3,836 <sup>3</sup>/<sub>4</sub>" meter eq. customers
  - 2,478 accounts

RATES LAST ADJUSTED IN 2019

EX LOANS | \$10,149,852

2007 DWSRF

2010 DWSRF

2012 DWSRF

2015 DWSRF

5-YEAR CIP = \$22M

## ALTERNATIVES

- 1 – STATUS QUO
- 2 – DEBT + ADJUSTMENTS
- 3 – SPECIAL ASSESSMENT
- 4 – ANNUAL CIP PROGRAM

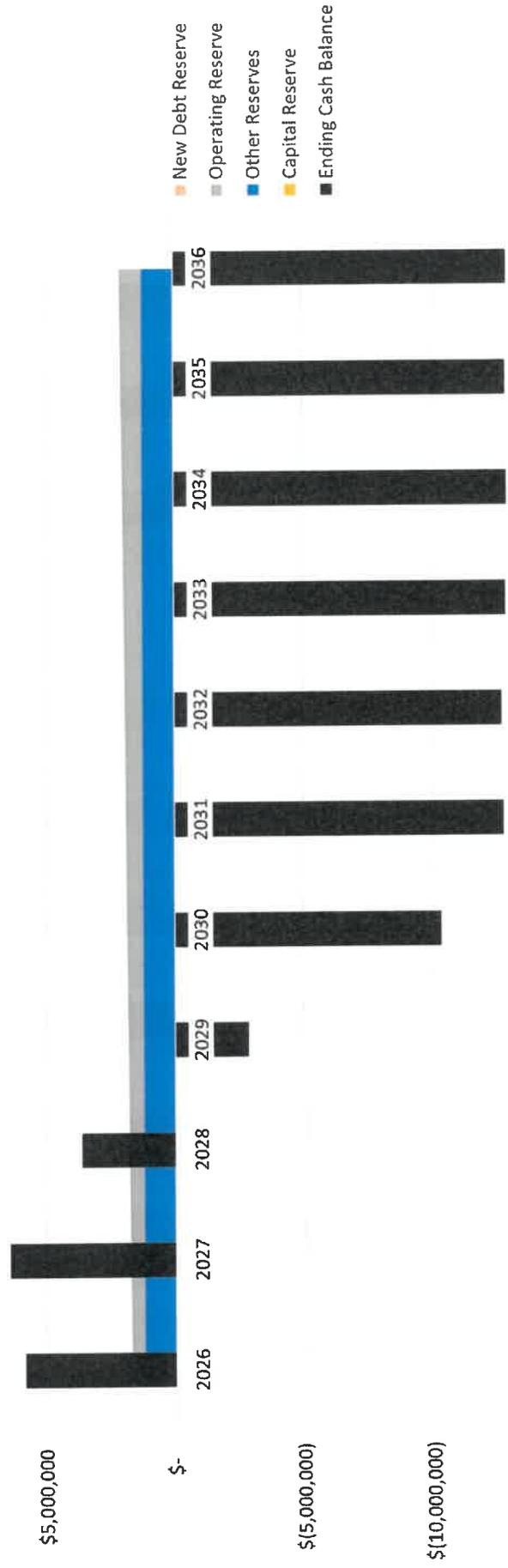
# 5-YEAR CAPITAL IMPROVEMENT PROGRAM (\$22M)

	FY 26	FY 27	FY 28	FY 29	FY 30	FY 31
Tramway & Tina Main Replacement	\$ 1,450,000					
Maryanne, Barrett, and Drew, Panorama/Vista Main Replacement	\$ 216,372		\$ 2,696,701	\$ 4,802,156	\$ 3,318,618	
Granite Springs, Deslissa & Desni			\$ 290,000	\$ 922,200	\$ 1,844,400	
Water Treatment Plant Filtration & Optimization				\$ 220,000	\$ 550,000	
Summit and Terrace View Main Replacement and Looping				\$251,000	\$975,553	\$ 1,951,107
Orion Main Replacement and Looping						\$ 39,962
Squaw, Spooner, and Snowbird Main Replacement						\$ 113,102



# ALT 1 | STATUS QO

\$10,000,000



\$5,000,000

\$-

\$(5,000,000)

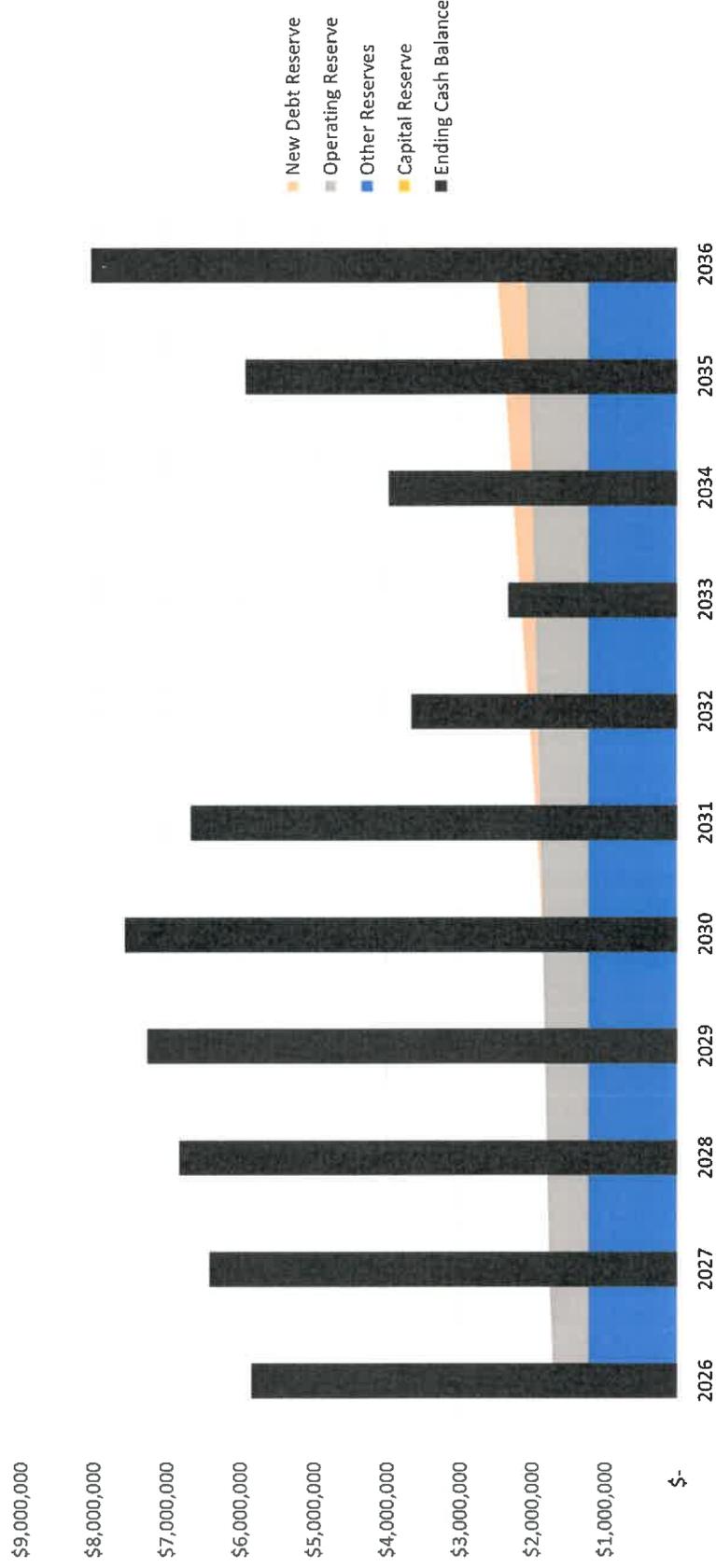
\$(10,000,000)

\$(15,000,000)

**RATE ADJUSTMENTS: No adjustments proposed**



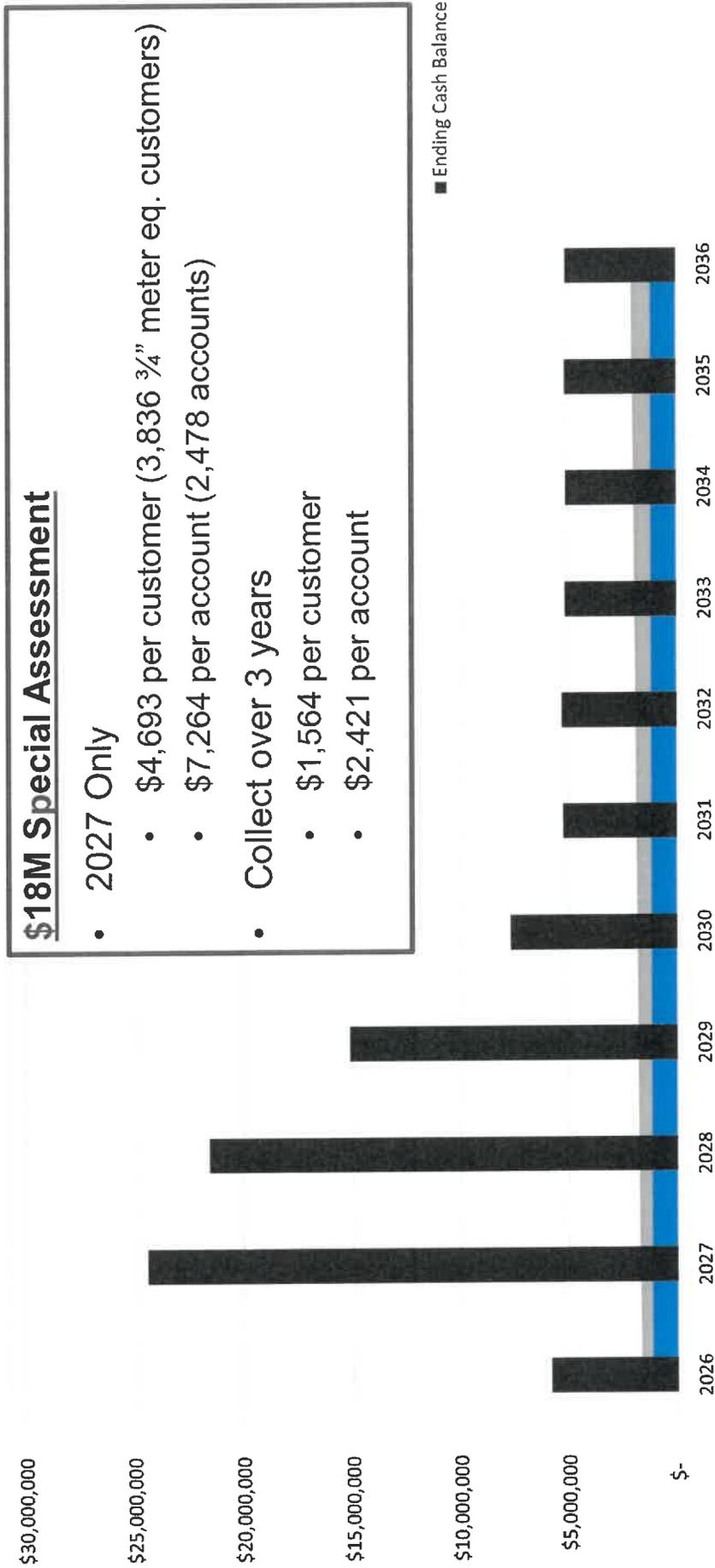
# ALT 2 | \$12.5M IN LOANS W/ RATE ADJUSTMENTS



**RATE ADJUSTMENTS: 10% in 30 thru 32 8% in 33 CPI-U thereafter**



# ALT 3 | SPECIAL ASSESSMENT



## \$18M Special Assessment

- 2027 Only
  - \$4,693 per customer (3,836 ¾" meter eq. customers)
  - \$7,264 per account (2,478 accounts)
- Collect over 3 years
  - \$1,564 per customer
  - \$2,421 per account

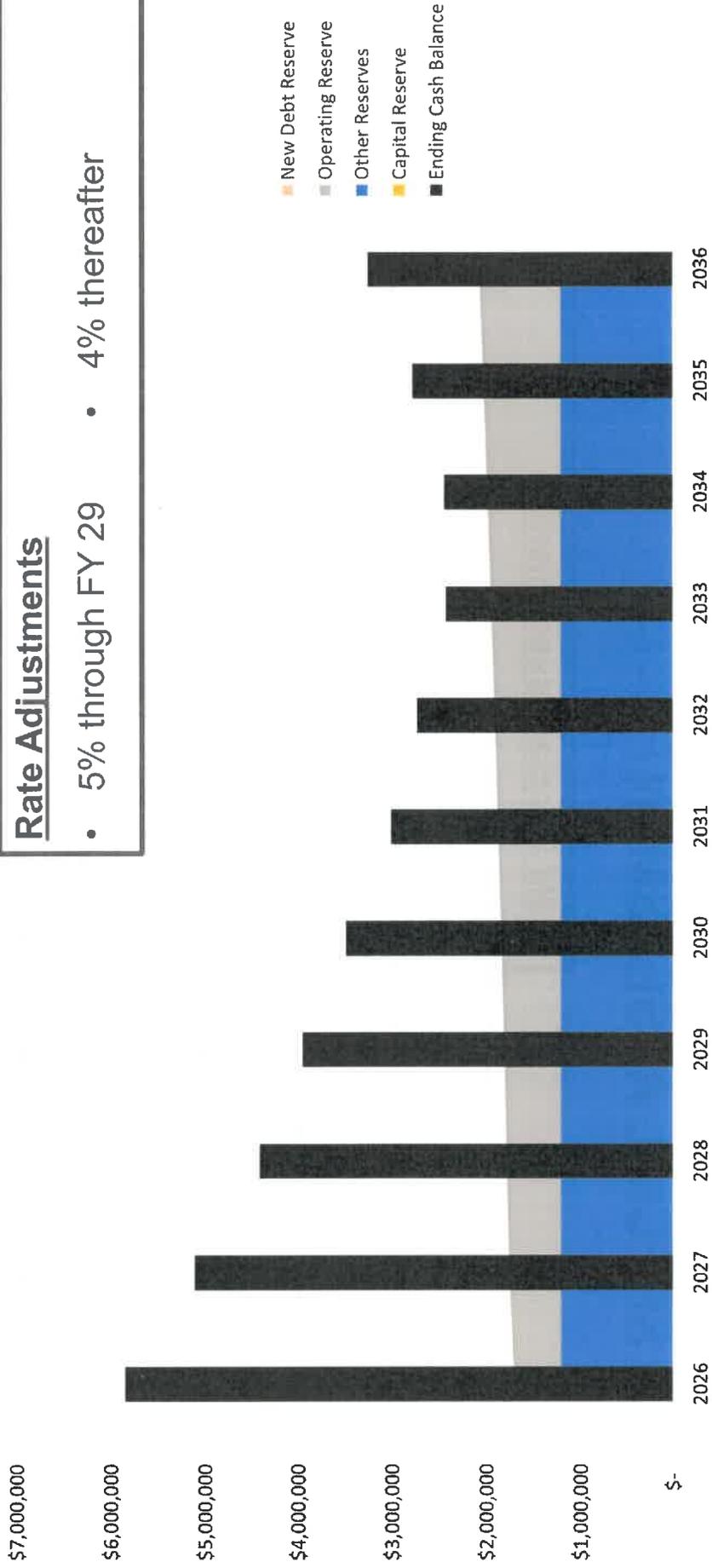
■ Ending Cash Balance



# ALT 4 | ANNUAL \$1.5M REHABILITATION PROGRAM

**Rate Adjustments**

- 5% through FY 29
- 4% thereafter



# SUMMARY

## CPI Only

• \$115.72 in FY 26 • \$119.19 in FY 27 • \$134.15 in FY 31 • \$155.52 in FY 36

### Alternative 2 – Loans w/ Rate Adjustments

FY 26	FY 27	FY 31	FY 36
-	0%	10%	3%
\$89.87	\$89.87	\$108.74	\$141.17

### Alternative 3 – Special Assessment

FY 26	FY 27	FY 31	FY 36
-	0%	0%	0%
\$89.87	\$89.87	\$89.87	\$89.87

### Alternative 4 – Annual Program

FY 26	FY 27	FY 31	FY 36
-	5%	0%	0%
\$89.87	\$94.36	\$112.53	\$136.90

# SEWER UTILITY

## Key Data

- Annual Revenues = \$1.9M
- Annual Expenses:
  - O&M = \$2.2M and growing
  - Capital Outlay = \$500k - \$8M
  - Debt Service = \$0
- Fund Balance = \$4.5M
- Reserves
  - Vehicle + Asset Replacement
  - Sewer Investment Fund
- Customers:
  - 2,482 customers
  - 1,827 accounts

RATES LAST ADJUSTED IN 2019

NO EX. DEBT

5-YEAR CIP = \$9.3M

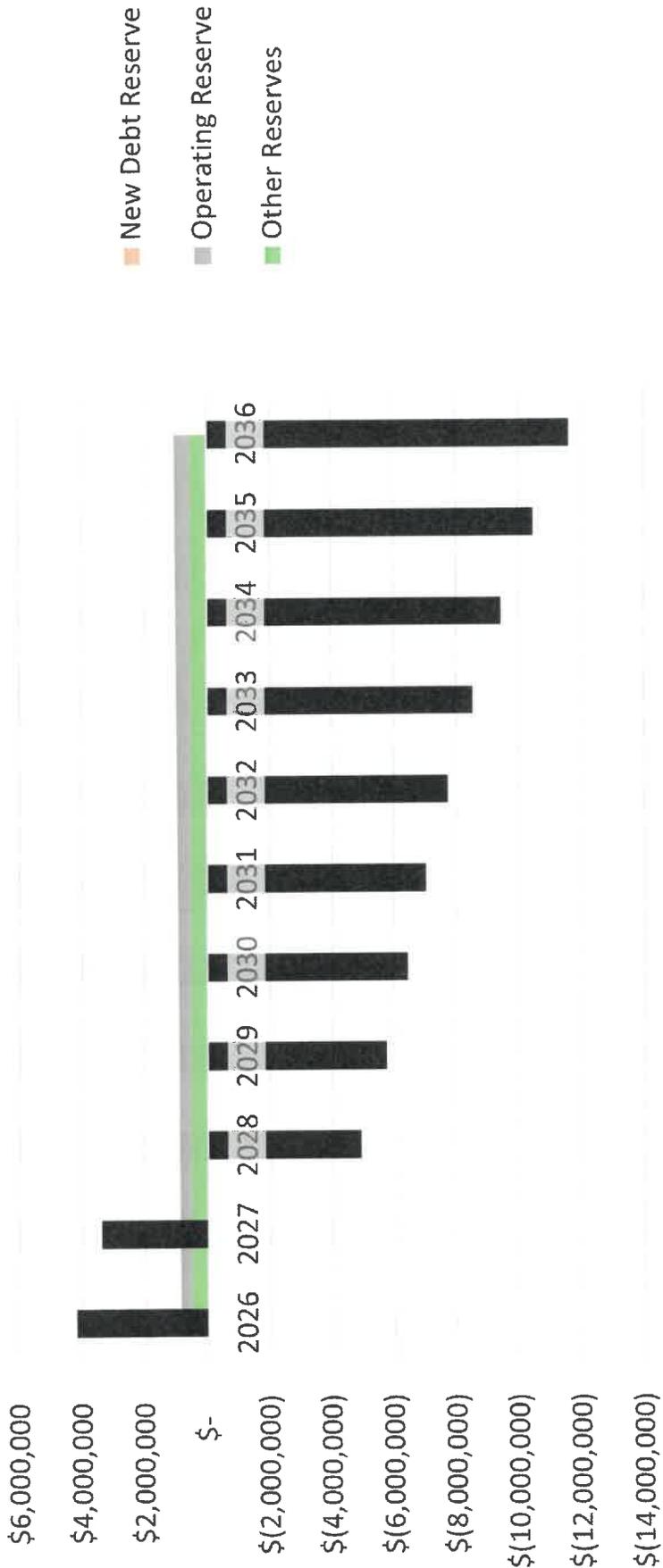
MARKET ST. LIFT STATION = \$8M

## ALTERNATIVES

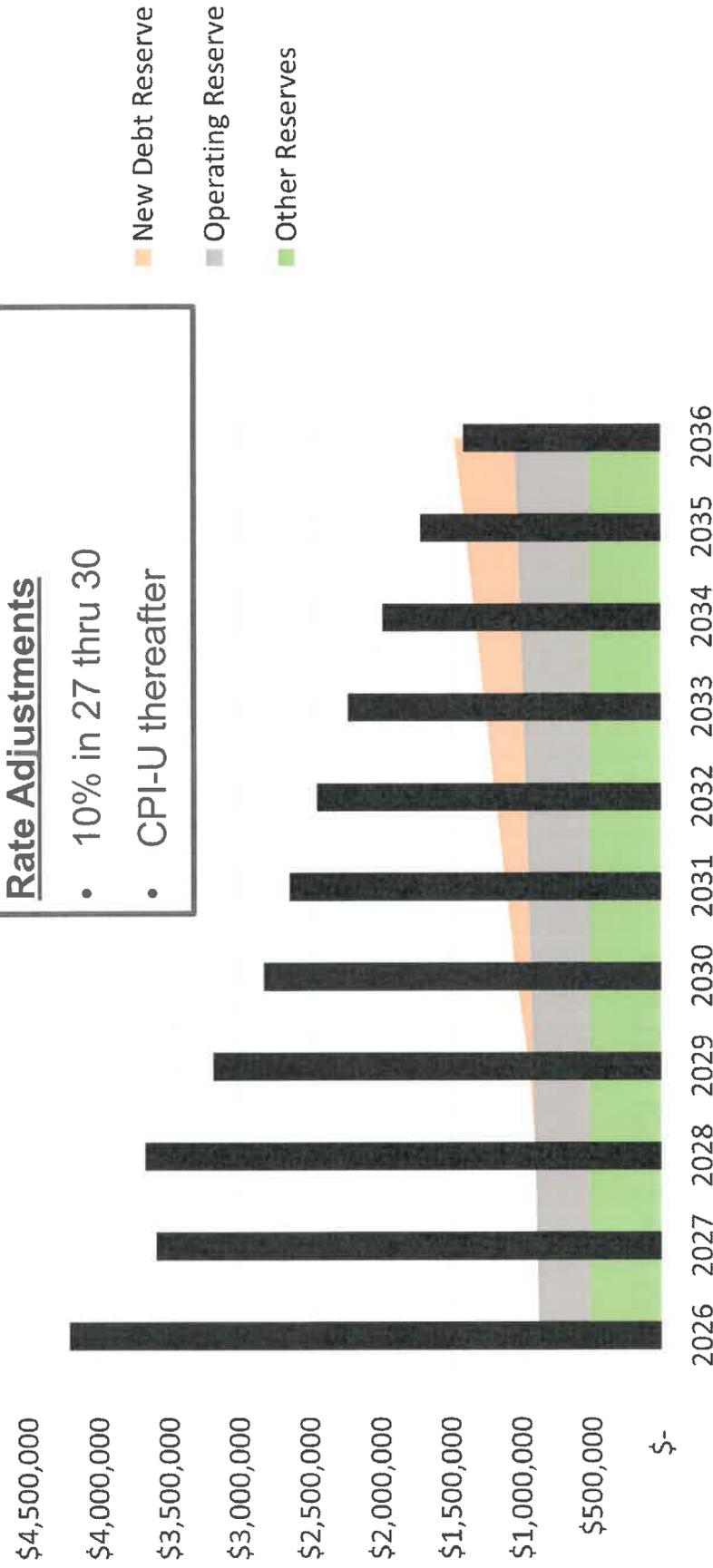
- 1 – STATUS QUO
- 2 – DEBT + ADJUSTMENTS
- 3 – SPECIAL ASSESSMENT
- 4 – ANNUAL CIP PROGRAM



# ALT 1 | STATUS QUO



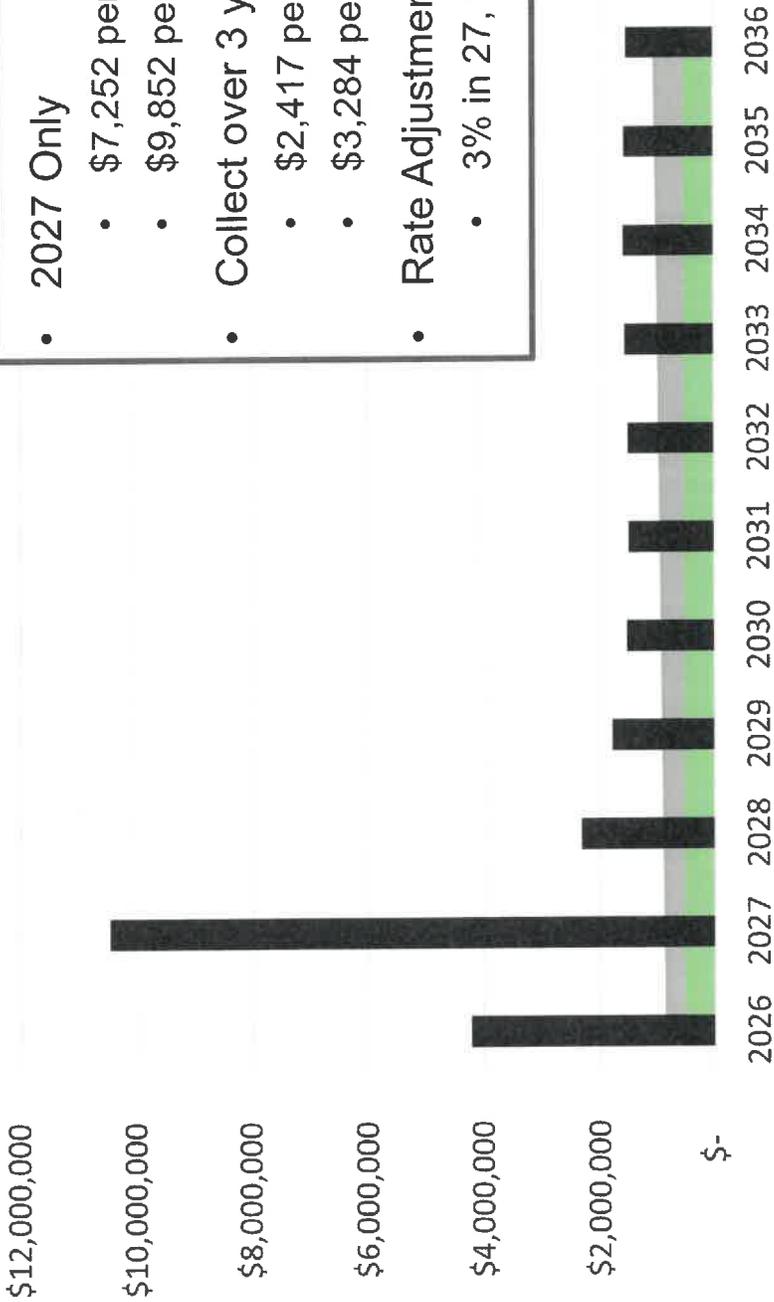
# ALT 2 | \$8M IN LOANS W/ RATE ADJUSTMENTS



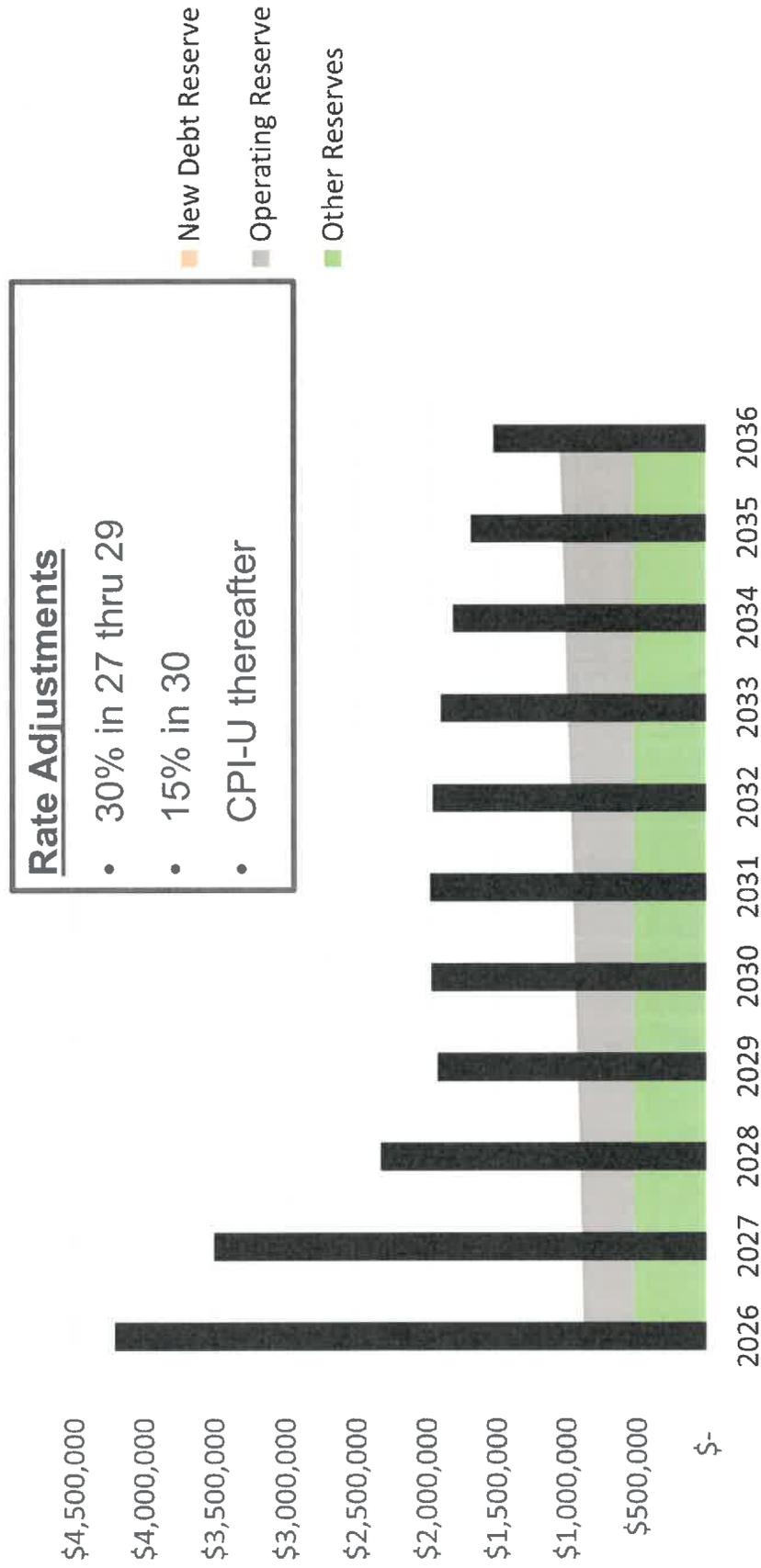


# ALT 3 | SPECIAL ASSESSMENT

- \$7M Special Assessment**
- 2027 Only
    - \$7,252 per customer (2,482 customers)
    - \$9,852 per account (1,827 accounts)
  - Collect over 3 years
    - \$2,417 per customer
    - \$3,284 per account
  - Rate Adjustments
    - 3% in 27, 6% in 28 thru 33, CPI-U thereafter



# ▲ ALT 4 | ANNUAL \$1-2M REHABILITATION PROGRAM



# SUMMARY

## CPI Only

- \$77.77 in FY 26 • \$80.11 in FY 27 • \$101.13 in FY 31 • \$124.17 in FY 36

## Alternative 2 – Loans w/ Rate Adjustments

FY 26	FY 27	FY 31	FY 36
-	0%	10%	3%
\$60.40	\$66.44	\$91.08	\$105.59

## Alternative 3 – Special Assessment

FY 26	FY 27	FY 31	FY 36
-	0%	0%	0%
\$60.40	\$62.21	\$78.54	\$96.43

## Alternative 4 – Annual Program

FY 26	FY 27	FY 31	FY 36
-	5%	0%	0%
\$60.40	\$78.52	\$157.18	\$182.22

**RATE COMPARISON:  
SURROUNDING AREAS**

**KEY ASSUMPTIONS:  
SINGLE FAMILY RESIDENTIAL  
RATES  
3/4- INCH METER RATES**

Utility	Water Rates	Sewer Rates	Monthly Cost
South Tahoe PUD	\$65.83	\$65.25	\$131.08
North Tahoe PUD	\$68.99	\$63.89	\$132.88
Incline Village GID	\$53.44	\$89.51	\$142.95
<b>Kingsbury GID (Current)</b>	<b>\$89.87</b>	<b>\$60.40</b>	<b>\$150.27</b>
Round Hill GID	\$74.90	\$103.30	\$178.20
Tahoe City PUD	\$116.69	\$66.94	\$183.63

THANK YOU



Luke Tipton, PE  
Market Sector Lead – Water & Wastewater  
[ltipton@dowl.com](mailto:ltipton@dowl.com)  
775.853.7253

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

### **TITLE: KAHLE DRIVE WATER AND SEWER INFRASTRUCTURE IMPROVEMENTS AND PROJECT COORDINATION**

**MEETING DATE:** March 17, 2026

**PREPARED BY:** Derek Dornbrook, General Manager

#### **RECOMMENDED ACTION:**

Receive staff report, discuss potential Kahle Drive water and sewer infrastructure improvements and related wastewater conveyance improvements, and provide direction to staff regarding continued evaluation and coordination of these potential improvements.

#### **BACKGROUND:**

Douglas County is currently constructing the **Kahle Drive Complete Street Project** within the Stateline area. The Kingsbury General Improvement District has been coordinating with **DOWL, the Nevada Tahoe Conservation District (NTCD), and the Douglas County Lake Tahoe Sewer Authority (DCLTSA)** regarding potential water and sewer infrastructure improvements within the Kahle Drive corridor that could be completed in conjunction with the roadway project.

Recently, staff was notified by the office of **Congressman Mark Amodei** regarding potential **Fiscal Year 2027 Community Project Funding opportunities** for infrastructure projects within Nevada's Second Congressional District. Based on this opportunity, the District submitted a request for **\$3,000,000 in federal funding** to support the Market Street wastewater conveyance improvements and related coordinated infrastructure improvements within the Kahle Drive corridor. While the funding request is competitive and not guaranteed, the potential availability of federal funding has prompted staff to revisit opportunities to coordinate these improvements with the Kahle Drive Complete Street Project.

In addition to potential water main improvements along Kahle Drive, the District has been evaluating potential **wastewater conveyance improvements that would redirect flows from the existing Market Street Lift Station to the DCLTSA Beach Lift Station**. This approach would eliminate aging lift station infrastructure and an associated asbestos cement force main that traverses drainage corridors near Edgewood Creek.

Coordinating these improvements with the Kahle Drive Complete Street Project would provide an opportunity to modernize aging water and sewer infrastructure while avoiding the need to excavate newly reconstructed roadway improvements in the future.

Because roadway construction is already underway, there is a **limited window of opportunity** to coordinate potential utility improvements with the current project schedule. If these improvements are

not coordinated with the ongoing roadway construction, future infrastructure replacement could require excavation of newly reconstructed roadway improvements, resulting in increased costs and disruption. No financial commitment or project authorization is being requested at this time. Staff is requesting **Board discussion and direction regarding whether to continue evaluating and coordinating these potential infrastructure improvements.**

**INCLUDED:**

- A. Staff Report
- B. FY27 CPF Request Form
- C. One-Page Project Summary
- D. Project Narrative
- E. Letter of Support (NTCD)
- F. Letter of Support (DCLTSA)

**Fund impacted by the above action:**

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

## **Staff Report**

**To:** Board of Trustees

**From:** Derek Dornbrook, General Manager

**Date:** March 17, 2026

**Subject:** Agenda Item #10: Discussion and Possible Direction Regarding Kahle Drive Water and Sewer Infrastructure Improvements and Coordination with the Kahle Drive Complete Street Project

### **Background**

The District has been evaluating potential improvements to the wastewater conveyance system currently served by the Market Street Lift Station. A preliminary engineering evaluation identified a preferred alternative that would redirect wastewater flows from the existing Market Street Lift Station to the Douglas County Lake Tahoe Sewer Authority (DCLTSA) Beach Lift Station. This approach would eliminate aging lift station infrastructure and an associated asbestos cement force main that traverses drainage corridors near Edgewood Creek.

Recently, the District received correspondence from Congressman Mark Amodei's office regarding potential Community Project Funding opportunities for FY27 federal appropriations. In response, staff began evaluating potential funding opportunities that could support the Market Street wastewater conveyance improvement project.

During this process, staff also revisited potential coordination opportunities with the Kahle Drive Complete Street Project, which is currently under construction by Douglas County and the Nevada Tahoe Conservation District (NTCD). Coordinating utility improvements within the Kahle Drive corridor could allow the District to replace and upsize an aging 6-inch asbestos cement water main and upsize sewer infrastructure while roadway construction is already underway. Completing these improvements concurrently would avoid the need to reopen newly reconstructed roadway infrastructure in the future and could provide long-term cost savings.

### **Fiscal Impact**

Preliminary cost estimates for the potential infrastructure improvements are approximately \$8.1 million for the Market Street wastewater conveyance project and approximately \$4.5 million for water and sewer improvements within the Kahle Drive corridor.

Staff is currently exploring potential external funding opportunities, including federal Community Project Funding and other infrastructure funding sources. However, due to the construction schedule associated with the Kahle Drive Complete Street Project, any

improvements completed during the current construction window would likely require the District to initially fund the work.

No financial commitment is being requested at this time. Any future construction expenditures would require additional Board review and authorization.

**Requested Action / Recommendation**

Because roadway construction is already underway, there is a limited window of opportunity to coordinate potential utility improvements with the current project schedule. If these improvements are not coordinated with the ongoing roadway construction, future infrastructure replacement could require excavation of newly reconstructed roadway improvements, resulting in increased costs and disruption.

## Representative Mark Amodei (NV-2)

### FY 2027 Community Project Funding Request Form Subcommittee on Interior

All appropriations requests are subject to internal review process. Acceptance of a request does not guarantee submission to the Appropriations Committee. One request form per email, please.

**Office deadline for Community Project Funding requests is Friday, March 6, 2026. Supplemental materials demonstrating community support can be submitted up until Monday, March 9, 2026.**  
*Forms received after the deadline will not be considered.*

**Please refer to the appropriate staffer for any questions regarding your request:**

Ken Brooke ([Ken.Brooke@mail.house.gov](mailto:Ken.Brooke@mail.house.gov))—Homeland Security, Interior, Energy and Water, Agriculture  
Max Kobetz ([Max.Kobetz@mail.house.gov](mailto:Max.Kobetz@mail.house.gov))—Defense, State and Foreign Ops, FSGG, CJS  
TBA (Send to: [Ken.Brooke@mail.house.gov](mailto:Ken.Brooke@mail.house.gov))—LHHS, Legislative Branch, THUD, MilCon/VA

*Note: Only non-profit entities and state and local government entities are eligible to request projects. Projects cannot be designated for private individuals or for-profit entities. Submissions must include proof of community support. The Subcommittee will only accept legally eligible requests under the following accounts: Federal land acquisitions through the Land and Water Conservation Fund (Note: The Subcommittee will accept requests for these community projects after the release of the full President's budget.); Environmental Protection Agency State and Tribal Assistance Grants for certain water infrastructure projects; certain State and Private Forestry projects within the U.S. Forest Service. If you have questions about the appropriations project review process, please contact the appropriate staffer listed above to discuss. Completed forms should be returned to [NV02CommunityProjectRequests@mail.house.gov](mailto:NV02CommunityProjectRequests@mail.house.gov). Please delete all non-applicable fields when returning your request.*

**Entity Requesting Funds (legal name of the non-federal project sponsor, no abbreviations; non-profits must attach evidence that the organization is a registered non-profit under section 501(c)(3) of the Internal Revenue Code of 1986):**  
Kingsbury General Improvement District

**Primary Point of Contact (name, email, phone number, organization address):**

Derek Dornbrook  
General Manager  
Kingsbury General Improvement District  
160 Pine Ridge Drive  
Stateline, NV 89449  
[derek@kgid.org](mailto:derek@kgid.org)  
775-588-3548

**Project Priority (if non-federal sponsor is submitting more than 1 project):**  
Priority #1

**Short description of the project to appear in the report:**

Lake Tahoe Basin wastewater conveyance and water infrastructure improvements to eliminate aging sewer infrastructure, replace asbestos cement pipelines, and protect water quality within the Lake Tahoe watershed.

**Total Project Cost (including breakdown of federal/non-federal shares):**

\$12,600,000

**Requested Amount:**

\$3,000,000

**Sources of funding for the full share of the cost of the project if amount received is less than amount requested:**

Clean Water State Revolving Fund financing through the Nevada Infrastructure Financing System (NIFS), local utility ratepayer funding, and coordination with regional infrastructure improvements associated with the Kahle Drive Complete Street Project.

**Complete Description of Project (limit 1000 characters, including spaces):**

The Kingsbury General Improvement District seeks federal assistance to modernize wastewater and water infrastructure serving the Stateline community within the Lake Tahoe Basin. The project will construct new sewer conveyance infrastructure redirecting wastewater flows from the aging Market Street Lift Station to the Douglas County Lake Tahoe Sewer Authority Beach Lift Station, eliminating aging lift station infrastructure and removing an asbestos cement force main that crosses drainage corridors associated with Edgewood Creek. The project also includes replacement and upsizing of an aging 6-inch asbestos cement water main along the Kahle Drive corridor to a new 10-inch transmission main to improve reliability and fire flow capacity. These improvements will reduce environmental risks, improve wastewater system reliability, and protect water quality within the Lake Tahoe watershed.

**The website address of the proposed recipient:**

<https://kgid.org/>

**Have you met with Rep. Amodei or staff to discuss this project?**

No. KGID is submitting this request for consideration through the Community Project Funding process.

**What other funding avenues have been pursued by the requesting entity for this project (i.e. grants, budget increases, existing programmatic funding, competitive funding opportunities, etc.)?**

**Other Funding Avenues Pursued**

The District has submitted a pre-application through Nevada's Infrastructure Financing System for Clean Water State Revolving Fund financing and is coordinating with regional partners regarding infrastructure improvements associated with the Kahle Drive Complete Street Project.

**Please provide a description of your lobbying plan involving appropriate subcommittee staff, as well as the Chairperson and Ranking Member of the relevant subcommittee of and/or the full House Committee on Appropriations:**

The District will coordinate with Representative Amodei's office and relevant congressional appropriations staff to provide project information and demonstrate community support for this infrastructure project protecting the Lake Tahoe watershed.

**If there are additional costs necessary to complete the project, have those been secured?**

The District intends to utilize Clean Water State Revolving Fund financing and local funding sources to complete the project if federal funding does not cover the full project cost.

**Does the entity plan to make grants to other entities from the funds provided and if so, to which entities?**

No

**Why is the project a priority for the community? Briefly explain the potential benefits to the community.**

The project protects water quality in the Lake Tahoe Basin by eliminating aging wastewater infrastructure that poses a potential risk of sanitary sewer overflows into the watershed. It will also replace aging asbestos cement water infrastructure and improve fire flow capacity for residents, businesses, and critical facilities in the Stateline community. Coordinating improvements with the Kahle Drive Complete Street Project will reduce future construction impacts and modernize essential infrastructure serving the region.

**Has any funding for the project been included in any presidential budget and if so, how much, in which fiscal year, and in which agency or agencies and program(s)?**

No.

**Has the project received federal funding before and if so, how much, when, and from which agency or agencies and program(s)?**

No.

**Since March 2020, how much funding has the requesting entity received through COVID-19 relief legislation, subsequent appropriations, and/or the Infrastructure Investment and Jobs Act (IIJA)? Have any of these funds gone towards this project, and if not, why? How much of this funding has been spent or obligated?**

Kingsbury General Improvement District has received limited federal funding through COVID-19 relief programs. None of those funds have been used for this project.

**Please indicate whether you have submitted a request for this same project to any other Member of Congress, if so, please list the Members and staff points-of-contact:**

No.

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## COMMUNITY PROJECT FUNDING REQUEST CATEGORIES

The Interior, Environment, and Related Agencies Subcommittee is reviewing community project requests ONLY in the categories listed below. Project requests that do not fit into one of these categories will not be eligible for community project funding.

- ✓ Environmental Protection Agency – State and Tribal Assistance Grants (STAG)

### **Environmental Protection Agency -- State and Tribal Assistance Grants**

The vast majority of requests made to the Interior Subcommittee are for STAG infrastructure grants. These grants fund local wastewater and drinking water infrastructure projects. This includes construction of and modifications to municipal sewage treatment plants and drinking water treatment plants. Similar to past practice, the Committee will be limiting STAG infrastructure grants only to projects that are publicly-owned or owned by a non-profit entity and that are otherwise eligible for the funding from that state's Clean Water or Drinking Water State Revolving Funds (SRF) loan programs. Privately-owned projects are NOT eligible for infrastructure grants, even if they are otherwise eligible for assistance under a SRF program. The Committee will look favorably upon requests for projects that are listed on a state's most recent Intended Use Plan.

There is a *minimum 20% cost share requirement* for any portion of a project funded through a STAG infrastructure grant. For example, a \$1 million project could receive a maximum of \$800,000 from the federal government, with the remaining \$200,000 the responsibility of the grantee. In almost all cases, other federal funds cannot be used to meet this 20% cost share. Ability to fund the 20% cost share is

required before EPA can award a STAG grant. Please note that only the non-federal portion of assistance provided by a SRF can be applied towards a project's matching requirement.

STAG projects have very specific eligibility requirements, and the Committee will not consider projects that do not meet those requirements. Please review the charts outlining examples for eligible and non-eligible STAG projects through the Interior Subcommittee guidance document on <https://appropriations.house.gov/appropriations-requests>.

### **Additional Questions for EPA STAG project requests**

- **Please indicate whether this is a Clean Water SRF project or a Drinking Water SRF project.** Clean Water SRF (wastewater conveyance improvements) and Drinking Water SRF (water main replacement and upsizing).
- **Does the project have (or expect to have within 12 months) its 20 percent matching fund requirement?**  
Yes. Local funding and Clean Water State Revolving Fund financing will provide the required non-federal match.
- **Is the project on your state's most recently finalized Clean Water/Drinking Water State Revolving Fund Intended Use Plan? Please provide documentation or link to online list.** The District has submitted a pre-application through Nevada's Infrastructure Financing System for Clean Water State Revolving Fund financing.
- **Has the project received federal funds previously? If so, please describe amounts, sources, and fiscal years.** No.

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Additional guidance on Community Project Funding requests for eligible accounts:

### **Proof of Community Support**

All submissions may include but are not limited to:

- Letters of support from elected community leaders;
- Press articles highlighting the need for the requested community project funding;
- Support from newspaper editorial boards;
- Projects listed in state intended use plans, community development plans, or other publicly available planning documents;
- Resolutions passed by city councils or boards; and/or
- Other compelling evidence of community support.

## **Lake Tahoe Basin Wastewater Conveyance and Utility Infrastructure Resilience Project**

### **Kingsbury General Improvement District – Douglas County, Nevada (NV-02)**

Federal Request: \$3,000,000

Total Project Cost: \$12,600,000

Location: Stateline, Douglas County, Nevada – Lake Tahoe Basin

Project Sponsor: Kingsbury General Improvement District (KGID)

Regional Partners: Douglas County Lake Tahoe Sewer Authority (DCLTSA), Douglas County, Nevada  
Tahoe Conservation District (NTCD), Barton Health

Timeline: Design 2026–2027 | Construction 2027–2029

#### **Project Summary**

The Kingsbury General Improvement District (KGID) seeks federal assistance to modernize critical wastewater and water infrastructure serving the Stateline community in the Lake Tahoe Basin. The project will improve infrastructure reliability, enhance public safety, and protect water quality within the Lake Tahoe watershed—one of the most environmentally sensitive and nationally significant watersheds in the United States.

The project will construct new sewer conveyance infrastructure that redirects wastewater flows from the aging Market Street Lift Station to the Douglas County Lake Tahoe Sewer Authority (DCLTSA) Beach Lift Station, improving long-term reliability of wastewater conveyance to the regional treatment facility. The improvements will eliminate the aging lift station and remove an existing asbestos cement force main that crosses drainage corridors associated with Edgewood Creek, reducing the potential for sanitary sewer overflows within the Lake Tahoe watershed.

The project also includes replacement and upsizing of aging water and sewer infrastructure along the Kahle Drive corridor in coordination with Douglas County’s Kahle Drive Complete Street Project currently under construction. Improvements include replacement of an aging 6-inch asbestos cement water main that has exceeded its useful life and upsizing the pipeline to a 10-inch transmission main to improve reliability and increase fire flow capacity for the Stateline community. Sewer conveyance infrastructure along Kahle Drive will also be upsized in coordination with the Douglas County Lake Tahoe Sewer Authority.

These coordinated improvements will protect water quality in the Lake Tahoe Basin, eliminate aging asbestos cement infrastructure, improve wastewater system reliability, increase fire flow capacity for emergency response, and support regional infrastructure needs including the proposed Barton Hospital Project.

#### **Project Cost**

Market Street Wastewater Conveyance Improvements: \$8,100,000

Kahle Drive Utility Infrastructure Improvements: \$4,500,000

Total Project Cost: \$12,600,000

KGID has submitted a pre-application through Nevada’s Infrastructure Financing System (NIFS) for Clean Water State Revolving Fund financing. Federal funding would leverage additional state and local investment to implement this coordinated regional infrastructure project.



P.O. Box 2220, Stateline, Nevada 89449

## **Lake Tahoe Basin Wastewater Conveyance and Utility Infrastructure Resilience Project**

Kingsbury General Improvement District – Douglas County, Nevada (NV-02)

### **Project Sponsor**

Kingsbury General Improvement District (KGID)  
Stateline, Nevada

### **Project Location**

Stateline, Douglas County, Nevada – Lake Tahoe Basin  
Congressional District: NV-02

### **Project Description**

The Kingsbury General Improvement District (KGID) is seeking federal assistance to support improvements to the District’s wastewater conveyance and water infrastructure systems serving the Lake Tahoe Basin. The project supports continued protection of water quality in the Lake Tahoe watershed by modernizing aging wastewater and water infrastructure serving the Stateline community.

The Lake Tahoe Basin is a nationally significant environmental resource shared by California and Nevada, and reliable wastewater infrastructure is essential to protect lake clarity, watershed health, and the region’s recreation-based economy.

Following completion of a preliminary engineering evaluation, the KGID Board of Trustees formally approved a preferred alternative that would redirect wastewater flows from the existing Market Street Lift Station to the Douglas County Lake Tahoe Sewer Authority (DCLTSA) Beach Lift Station for conveyance to the regional wastewater treatment facility.

The project will construct new sewer conveyance infrastructure to bypass and ultimately eliminate the aging Market Street Lift Station. Eliminating the lift station will reduce operational risks and remove aging infrastructure that currently poses potential environmental risks within the sensitive Lake Tahoe Basin watershed.

The existing Market Street Lift Station also relies on an aging **asbestos cement force main**, portions of which are difficult to locate along its overland alignment. The force main traverses drainage corridors and creek areas associated with Edgewood Creek, creating potential environmental risk should failures occur. Constructing the new gravity conveyance connection to the Beach Lift Station will eliminate this aging asbestos cement force main and significantly reduce the risk of sewer overflows within the watershed.

In addition, KGID is coordinating with Douglas County and the Nevada Tahoe Conservation District on infrastructure improvements within the Kahle Drive corridor associated with the **Kahle Drive Complete Street Project**, which is currently under construction and scheduled for completion in Fall 2026. These improvements include:

- Replacement of an aging **asbestos cement 6-inch water main** that has exceeded its useful life
- Upsizing the water main to a new **10-inch water transmission line** to improve reliability and increase fire flow capacity
- Upsizing of a sewer conveyance line along Kahle Drive in coordination with the Douglas County Lake Tahoe Sewer Authority (DCLTSA)

The existing water main is undersized and limits available fire flows within the Stateline community. Replacing this aging asbestos cement pipeline with a larger transmission main will improve public safety, enhance emergency response capabilities, and support critical community infrastructure needs including the proposed **Barton Hospital Project** planned for the Stateline area.

Constructing these utility improvements in coordination with the Kahle Drive Complete Street Project will help avoid future excavation of newly reconstructed roadway infrastructure while modernizing critical water and wastewater infrastructure serving the community.

### **Project Need**

The Lake Tahoe Basin is one of the most environmentally sensitive watersheds in the United States and requires reliable wastewater infrastructure to prevent potential impacts to water quality.

The existing Market Street Lift Station is a critical component of the District's sewer collection system and currently conveys wastewater to the Douglas County Lake Tahoe Sewer Authority treatment facility. However, the facility and associated force main infrastructure are aging and present operational and environmental risks.

The lift station currently discharges through an **aging asbestos cement force main**, portions of which are not fully locatable along its overland alignment, which crosses drainage corridors associated with Edgewood Creek. A failure of this infrastructure could result in sanitary sewer overflows into environmentally sensitive areas of the Lake Tahoe watershed.

The proposed improvements will eliminate the Market Street Lift Station and consolidate wastewater conveyance flows through a more reliable gravity system connection to the DCLTSA Beach Lift Station. This approach significantly reduces operational risks and the potential for sewer overflows within the watershed. These improvements support long-term compliance with federal and state water quality regulations designed to protect the Lake Tahoe Basin.

Similarly, the water and sewer infrastructure within the Kahle Drive corridor is aging and undersized. The existing **6-inch asbestos cement water main has exceeded its useful life and restricts fire flow capacity**, creating public safety concerns for residents, businesses, and critical facilities in the Stateline community.

Coordinating infrastructure upgrades with the Kahle Drive Complete Street Project presents a unique opportunity to modernize critical utilities while minimizing construction disruption and costs.

Implementation of these improvements will:

- Reduce environmental risk to the Lake Tahoe watershed
- Eliminate aging asbestos cement pipeline infrastructure
- Improve fire flow capacity and emergency response capabilities
- Improve reliability of regional wastewater conveyance systems
- Support regional infrastructure needed for future community development, including healthcare services

### **Regional Coordination**

KGID is coordinating closely with several regional partners including:

- **Douglas County Lake Tahoe Sewer Authority (DCLTSA)** – operator of the regional wastewater treatment facility
- **Douglas County** – lead agency for the Kahle Drive Complete Street Project
- **Nevada Tahoe Conservation District (NTCD)** – project coordination and watershed protection
- **Barton Health** – regional healthcare provider planning a new hospital facility in the Stateline area

DCLTSA is currently evaluating system considerations including hydraulic modeling, downstream pipe capacity, and potential upgrades to pumping infrastructure to accommodate future flows including regional development projects.

These coordinated infrastructure improvements will help ensure that regional wastewater and water systems remain reliable while protecting water quality in the Lake Tahoe Basin.

If the District is unable to coordinate these improvements with the Kahle Drive reconstruction project, future construction will require excavation of newly reconstructed roadway infrastructure, significantly increasing costs and disruption.

### **Total Project Cost**

Market Street Wastewater Conveyance Improvements: **\$8,100,000** (preliminary estimate)

Kahle Drive Utility Infrastructure Improvements (water and sewer upsizing): **Estimated \$4,500,000**

**Total Coordinated Infrastructure Investment:** Approximately **\$12,600,000**

### **Federal Funding Request**

\$3,000,000

Federal assistance would support implementation of the Market Street Wastewater Conveyance System Improvement Project and related coordinated infrastructure upgrades within the Kahle Drive corridor.

The requested federal funding would leverage additional state financing and local infrastructure investment to implement approximately **\$12.6 million in coordinated regional infrastructure improvements**.

### **Other Funding Sources**

The District has submitted a pre-application through Nevada’s Infrastructure Financing System (NIFS) for **Clean Water State Revolving Fund financing**.

Federal assistance would complement Clean Water State Revolving Fund financing and help reduce the financial burden on local ratepayers while accelerating implementation of critical wastewater and water infrastructure improvements.

Additional local funding and coordination are anticipated through regional partners associated with the Kahle Drive Complete Street Project.

### **Project Status**

- Preliminary Engineering Report and alternatives analysis completed
- Preferred Market Street conveyance alternative approved by the KGID Board of Trustees
- Coordination underway with Douglas County and regional partners regarding Kahle Drive infrastructure improvements

### **Estimated Construction Timeline**

Design and permitting: **2026–2027**

Construction: **2027–2029**

### **Kahle Drive Utility Infrastructure Improvements**

Planned in coordination with the Kahle Drive Complete Street Project, which is currently scheduled for completion in Fall 2026, or as part of follow-up infrastructure improvements within the corridor.

### **Community Benefits**

- Protects water quality within the **Lake Tahoe watershed**
- Improves reliability of wastewater infrastructure serving residents and businesses
- Reduces risk of sanitary sewer overflows in an environmentally sensitive watershed
- Modernizes aging water infrastructure serving the Stateline community
- Improves fire flow capacity and emergency response capabilities
- Supports regional infrastructure needed for the **proposed Barton Hospital Project**
- Reduces construction impacts by coordinating utility improvements with roadway reconstruction
- Supports long-term environmental stewardship and regulatory compliance in the Lake Tahoe Basin

### **Primary Contact**

Derek Dornbrook  
General Manager  
Kingsbury General Improvement District  
Stateline, Nevada  
775-588-3548  
[derek@kgid.org](mailto:derek@kgid.org)



PO Box 915  
400 Dorla Court  
Zephyr Cove, NV 89448  
Phone (775) 586-1610  
Fax (775) 586-1612  
[www.ntcd.org](http://www.ntcd.org)

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March 6, 2026

The Honorable Mark Amodei  
U.S. House of Representatives  
Nevada's 2nd Congressional District

RE: Support for Kingsbury General Improvement District Wastewater and Water Infrastructure Improvements – FY27 Community Project Funding Request

Dear Congressman Amodei,

On behalf of the Nevada Tahoe Conservation District (NTCD), I am pleased to offer our strong support for the Kingsbury General Improvement District's (KGID) request for Fiscal Year 2027 Community Project Funding to modernize critical wastewater and drinking water infrastructure serving the Stateline community within the Lake Tahoe Basin.

This important project will construct new sewer conveyance infrastructure that will significantly reduce the risk of wastewater system failures that could threaten sensitive waterways in the Lake Tahoe watershed. In addition to the wastewater improvements, the project will replace and upsize an aging 6-inch asbestos cement water main along the Kahle Drive corridor with a new 10-inch transmission main. This upgrade will improve water system reliability for residents and businesses while also increasing fire flow capacity in an area that faces growing wildfire risk. The project will also fit in well with an existing \$6 million dollar project to upgrade Kahle Drive into a complete street.

The Lake Tahoe Basin is one of the nation's most treasured alpine watersheds, and protecting its exceptional water quality requires proactive investment in resilient infrastructure. Projects like this one play a critical role in safeguarding the Basin by reducing environmental risk, improving system reliability, and ensuring that aging infrastructure does not compromise the clarity and ecological health of Lake Tahoe and its tributaries.

The Nevada Tahoe Conservation District supports collaborative, forward-thinking projects that protect natural resources while strengthening the resilience of local communities. Thank you for your continued leadership and commitment to protecting Lake Tahoe and supporting critical infrastructure in Nevada's mountain communities.

Sincerely,

A handwritten signature in blue ink that reads "Meghan C Kelly".

Meghan Kelly, P.E.  
District Manager  
Nevada Tahoe Conservation District  
[mkelly@ntcd.org](mailto:mkelly@ntcd.org)



## Douglas County Lake Tahoe Sewer Authority

P.O. Box 578, Zephyr Cove, NV 89448 775-588-3558 • 775-588-1845 Fax

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March 11, 2026

The Honorable Mark Amodei  
U.S. House of Representatives  
Nevada's 2nd Congressional District

RE: Support for Kingsbury General Improvement District Wastewater Infrastructure Improvements – FY27  
Community Project Funding Request

Dear Congressman Amodei,

The Douglas County Lake Tahoe Sewer Authority (DCLTSA) is pleased to provide support for the Kingsbury General Improvement District's (KGID) request for Fiscal Year 2027 Community Project Funding to improve wastewater conveyance infrastructure serving the Stateline community within the Lake Tahoe Basin.

KGID is evaluating improvements to address aging infrastructure associated with the Market Street Lift Station. One alternative under consideration would construct a new sewer conveyance connection that would bypass the existing lift station and convey wastewater flows to the DCLTSA Beach Pump Station for transmission to the DCLTSA treatment facility.

DCLTSA and KGID are currently coordinating to better understand the potential impacts of this proposed conveyance modification on the regional system, including downstream capacity considerations. Collaboration between our agencies will help ensure that future infrastructure improvements maintain reliable wastewater service while protecting water quality in the Lake Tahoe watershed.

The proposed project represents an opportunity to modernize aging infrastructure and improve long-term system reliability in a region with sensitive environmental resources. In addition, the project may be coordinated with other infrastructure improvements planned within the Kahle Drive corridor, helping reduce construction impacts and avoid future disruption to newly reconstructed roadways.

Reliable wastewater infrastructure is essential to protecting the environmental health of the Lake Tahoe Basin and supporting the communities served by the regional system. Federal funding assistance would help advance this important infrastructure effort and support continued coordination among regional partners.

Thank you for your continued leadership and support for critical infrastructure projects that protect Lake Tahoe and serve communities throughout Nevada's 2nd Congressional District.

With warm regards,

A blue ink signature of Rob Hopkins, written in a cursive style.

Rob Hopkins  
General Manager  
Douglas County Lake Tahoe Sewer Authority  
775-588-3558  
rhopkins@dcsid.org

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

**TITLE: SECOND READING AND ADOPTION OF RESOLUTION NO. 2026-02  
APPROVING UPDATES TO THE DISTRICT BY-LAWS**

**MEETING DATE:** March 17, 2026

**PREPARED BY:** Derek Dornbrook, General Manager

**RECOMMENDED ACTION:**

Staff recommends that the Board of Trustees conduct the second reading and adopt **Resolution No. 2026-02**, approving the updated By-Laws of the Kingsbury General Improvement District. Adoption of the resolution will formally approve the updated By-Laws and supersede all prior versions of the District's By-Laws.

**BACKGROUND:**

The By-Laws of the Kingsbury General Improvement District govern the organization, authority, and operating procedures of the Board of Trustees. The document was reviewed and updated to remove outdated references, improve clarity and organization, and ensure consistency with Nevada Revised Statutes (NRS) Chapter 318. The revisions consolidate existing provisions and clarify language without materially changing the Board's authority or procedures.

At the February 18, 2026 meeting, the Board approved the updated By-Laws on first reading and provided several minor edits, which have been incorporated into the version presented for second reading.

**PROPOSED MOTION**

Move to adopt Resolution No. 2026-02 approving the updated By-Laws of the Kingsbury General Improvement District.

**INCLUDED**

- A. Final Draft 2026 By-Laws of the Kingsbury General Improvement District
- B. NRS 354.596(4)
- C. Resolution No. 2026-02

**Fund impacted by the above action:**

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

**BY-LAWS OF THE KINGSBURY GENERAL IMPROVEMENT DISTRICT**  
**BOARD OF TRUSTEES**



**ARTICLE I. NAME, AUTHORITY, AND PURPOSE**

**1.01 Name**

The name of this governmental entity is the **Kingsbury General Improvement District** (the “District” or “KGID”).

**1.02 Authority**

The District is organized and governed pursuant to **Nevada Revised Statutes Chapter 318**, as amended from time to time, and all other applicable provisions of Nevada law.

**1.03 Purpose**

The purpose of the District is to provide municipal and improvement services authorized by law for the benefit of property owners and residents within the District boundaries, and to exercise powers granted to District under Nevada law.

The purpose of these By-Laws is to help Trustees work effectively with one another and with others to achieve the District’s goals during their respective terms in office. Trustees and local officials shall listen to the community, represent the public interest, and assist the community in visualizing and planning for its future.

**ARTICLE II. OFFICES AND RECORDS**

**2.01 Principal Office**

The principal place of business of the District shall be the Kingsbury General Improvement District office located at 160 Pine Ridge Drive, Kingsbury Grade, Stateline, Nevada.

**2.02 Records**

All current official records of the District shall be kept at the principal place of business of Kingsbury General Improvement District. Older records, which may be stored at another location shall be made available for public inspection in accordance with NRS Chapter 239.010.

## **ARTICLE III. BOARD OF TRUSTEES**

### **3.01 Composition**

The governing body of the District shall be the Board of Trustees (“Board”), consisting of five (5) members elected at large in a Douglas County General Election.

### **3.02 Terms and Vacancies**

Trustees shall serve four-year terms except as described in the following.

If a Board Member ceases to serve before the end of their term, the remaining Board Members shall appoint a replacement to serve until the next general election. The appointee may run for election at that time if they wish to continue Board service.

If, at the time of the next general election, the vacated seat would have had two (2) years remaining in the original term, the candidate receiving the lowest number of votes among those elected to the Board shall be elected to a two-year term. This policy will be applied so as to ensure that no more than three seats are open during a single election.

### **3.03 Quorum**

Three (3) Trustees present at an open public meeting shall constitute a quorum. Business shall proceed only upon approval of a majority of the Board (three votes minimum).

### **3.04 Compensation**

Trustees shall be compensated \$750 per month beginning with their first month in office and ending with their last month in office.

## **ARTICLE IV. MEETINGS**

### **4.01 Regular Meetings**

Regular meetings of the Board of Trustees shall be held at the principal office of the District or such other location as designated by the Board. Meetings are customarily held on the third Tuesday of each month at 5:00 p.m., unless otherwise scheduled or noticed in accordance with Law.

### **4.02 Special Meetings**

Special meetings, to address business that cannot be postponed until a regular meeting or to address a special purpose, can be called at any time by the Chair or by any two Trustees, in accordance with Law.

### **4.03 Public Hearing on Tentative Budget**

A public hearing for the purpose of public comment on the District’s tentative budget shall be

held annually on the third Tuesday in May in accordance with Nevada Revised Statutes (NRS). This meeting may also serve as the regular May meeting.

## **ARTICLE V. OFFICERS**

### **5.01 Officers**

The officers of the Board of Trustees shall consist of a Chair, Vice Chair, and Secretary/Treasurer. At outset of the first meeting in January the Board of Trustees shall elect a Chair, Vice Chair, and Secretary/Treasurer. Officers shall serve one-year terms but may be re-elected.

### **5.02 Duties - Chair**

The Chair of the Board shall preside at all meetings and shall be responsible for maintaining order and the orderly conduct of all attendees at public meetings. With input from Trustees and the public, the General Manager shall be responsible for preparing proposed meeting agendas, **subject to approval by the Chair. The Chair or the General Manager may appoint Board committees, subject to Board direction.**

**The Board of Trustees shall have the sole authority to establish committees, and such committees shall be created only through formal Board action.**

### **5.03 Duties - Vice Chair**

The Vice Chair shall perform the duties of the Chair in the absence of the Chair.

### **5.04 Duties - Secretary/Treasurer in Accordance with NRS 318.085**

The Secretary/Treasurer is responsible for ensuring compliance with statutory recordkeeping and financial requirements of the District, including those set forth in NRS 318.085.

The Secretary shall ensure that:

- Audio recordings or transcripts of all meetings are maintained;
- A well-bound record of Board proceedings, minutes of meetings, certificates, contracts, bonds, and official acts is maintained;
- Such records are open to inspection by property owners and other interested persons, and that copies of minutes or recordings are provided upon request in accordance with law.

The Treasurer shall ensure that accurate financial records are maintained for all money received and disbursed by the District.

The Treasurer shall file, or cause to be filed, a corporate surety bond in an amount not to exceed \$50,000, or such other amount as may be set by the county board of commissioners, covering the faithful performance of the Treasurer's duties. Any officer or trustee who handles District funds

shall also be bonded under similar conditions, as required by law. The cost of the bond shall be at District expense.

The Secretary/Treasurer may delegate the performance of administrative, recordkeeping, and financial tasks to the General Manager or District staff, consistent with applicable law, while retaining oversight and statutory responsibility.

**5.05** The General Manager shall oversee the preparation and transcription of meeting minutes and the maintenance of District records and financial systems, as delegated by the Board and in support of the Secretary/Treasurer's statutory responsibilities.

## **ARTICLE VI. RULES OF PROCEDURE**

### **6.01 Parliamentary Procedure**

Subject to the discretion of the Chair, Robert's Rules of Order, Newly Revised, shall govern the conduct of meetings, including deliberation, motions, and other procedural matters, to the extent such rules are consistent with applicable law. The Board shall comply with the Nevada Open Meeting Law when conducting any District business.

### **6.02 Motions**

Except for items on the consent calendar, all motions shall be stated aloud for the record. A written copy of each motion shall be provided to the Chair of the Board, who shall restate the motion for the record prior to the vote.

## **ARTICLE VII. RESPONSIBILITIES**

### **7.01 General Policies, Programs, and Resources**

The primary purpose of the Board of Trustees is to provide general policies to guide the Kingsbury General Improvement District, approve programs and services, and appropriate the necessary financial resources, all as recommended by the General Manager. The Board shall periodically review the programs to ensure compliance with established policies. It is the responsibility of the General Manager to execute the policies.

### **7.02 Hiring the General Manager**

The Board of Trustees is responsible for hiring the General Manager. The Board may use any method of selection it deems appropriate but should follow the criteria published in the Kingsbury General Improvement District Personnel Policies Manual as closely as possible with respect to qualifications and credentials.

### **7.03 Evaluation of the General Manager**

The Board of Trustees shall evaluate the General Manager's performance at least annually during a properly noticed public meeting. If the Board deems it necessary, it may evaluate the General

Manager more often. Areas of concern or those needing improvement shall be clearly outlined, with expectations defined, corrective actions agreed upon, and a timeline established for implementation. Evaluation sessions may not be closed,

#### **7.04 Budget Adoption**

The Board of Trustees shall adopt and approve an annual budget. The tentative budget, due by April 15, will normally be approved at the March meeting. The Tentative Budget Hearing shall be conducted the third Tuesday in May. The Final Budget must be adopted on or before June 1. If ready and subject to public comment, the Board may adopt the final budget at the May Public Hearing. If not, the Board will need to meet on or before the June 1 deadline to adopt the Final Budget.

**The Board of Trustees shall adopt an annual budget in accordance with Nevada Revised Statutes Chapter 354.**

**1. Tentative Budget Preparation and Filing.**

**The tentative budget shall be prepared and filed with the Nevada Department of Taxation on or before April 15 of each year, or as otherwise required by law.**

**2. Public Hearing.**

**A public hearing on the tentative budget shall be held not sooner than the third Monday in May and not later than the last day of May, as required by NRS 354.596.**

**3. Final Budget Adoption.**

**The Board may adopt the final budget at the public hearing or at a subsequent meeting, provided the final budget is adopted on or before June 1, consistent with NRS 354.596(4).**

#### **7.05 Budget Oversight**

As an elected official, it is each Trustee's responsibility to understand the budget document and the budgeting process. Trustees shall continually evaluate budget implementation through expenditure reports and monthly financial statements. It is the General Manager's responsibility to administer the budget.

#### **7.06 Official Actions and Voting**

The Board shall act only by ordinance, resolution, or motion. An affirmative vote taken by a majority of all the members of the District at an open meeting is required for each action taken, and the vote shall be recorded.

#### **7.07 Media Spokesperson**

The Chair, or the Vice Chair in the Chair's absence, shall act as the official spokesperson to the media regarding issues affecting the District unless specifically delegated to another Trustee by the Chair.

### **7.08 Labor Negotiations**

Although a Trustee may wish to attend a contract negotiating session between labor and management, Trustees are not part of the management negotiating team and shall not take an active part in the negotiating process. The Board's role is to recommend policy on labor-management issues and to approve the final bargaining agreement.

### **7.09 Board–General Manager Communication**

The primary forum for communication between the Board of Trustees and the General Manager shall be scheduled public meetings. This provision does not preclude any Trustee from communicating with the General Manager on a one-on-one basis for clarification or information on any subject.

### **7.10 Individual Trustee Communications**

Individual Trustees may receive communications from employees and may communicate on matters concerning the District; however, direction to staff, requests for work, or official communications on behalf of the District shall be made through the General Manager. All official communications to or from the Board shall be made through the General Manager or the General Manager's designee.

## **ARTICLE VIII. LEGAL COUNSEL**

### **8.01 Legal Counsel**

The Kingsbury General Improvement District shall retain an attorney, approved by a majority vote of the Board of Trustees, to provide legal advice on matters affecting the District.

The Board of Trustees or any employee may communicate with legal counsel only at the direction of, or with the authorization of, the Chair of the Board (or the Vice Chair in the Chair's absence) or the General Manager (or the General Manager's designee in the General Manager's absence), unless specific authorization is granted by the Chair.

Nothing in this section shall prohibit an individual Trustee from consulting with legal counsel regarding personal legal obligations, ethics compliance, or potential individual liability, provided such consultation does not involve direction of legal services on behalf of the District.

**District legal counsel represents the District as an entity and does not represent individual Trustees or employees in their personal capacity. Nothing in this section shall prohibit an individual Trustee from seeking independent legal counsel at their own expense regarding personal legal obligations, ethics compliance, or potential individual liability; however, such consultation shall not involve directing or utilizing District legal counsel on behalf of the District without proper authorization.**

## **ARTICLE IX. ETHICS AND CONFLICTS OF INTEREST**

### **9.01**

No Trustee shall have a financial or personal interest that would conflict, or reasonably appear to conflict, with the public interest or the Trustee's duties to the District. A Trustee shall not be disqualified from serving solely because a relative is employed by the District. In such circumstances, the Trustee shall comply with the disclosure and abstention requirements set forth in Nevada Revised Statutes Chapter 281A when applicable. These By-Laws shall be interpreted consistently with state law, and any conflict between these By-Laws and Nevada law shall be resolved in favor of Nevada law.

All Trustees shall comply with applicable state and local ethics laws, including Nevada Revised Statutes Chapter 281A, and shall sign and abide by the **Board Members Code of Ethics**, as adopted by resolution of the Board of Trustees and as amended from time to time.

## **ARTICLE X. AMENDMENTS**

These By-Laws may be amended or repealed by a majority vote of the Board of Trustees at two consecutive meetings. Amendments shall be reflected by noting the month and year of adoption.



V. SUPPLEMENTARY INFORMATION

1. Schedule C-1 – Indebtedness
2. Schedule T – Transfer Reconciliation
3. Lobby Expense Estimate
4. Schedules of Existing Contracts and Privatization Contracts
5. Final Budget – Proof of Publication [NRS 354.598 (3)]

**SCHEDULE 1  
TRANSMITTAL LETTER**

Please copy the entity's letterhead onto Schedule 1.

The entity's name **must** be recorded in the first paragraph.

In Paragraph 2, record only the number of funds that require property tax revenues and the total dollar amount of those property tax revenues (**must agree with Schedule A, Column 3**).

Paragraph 3 explains that the formula used to calculate your entity's allowed Property Tax revenue is dependent upon statewide factors, therefore, it is possible for the allowed tax rate to change after you have prepared your final budget. If this change causes a fractional increase in the tax rate, the higher rate will be certified if Paragraph 3 has been completed, and you have approved an increase in tax rate not to exceed 1 percent.

In Paragraph 4, the declaration of the total expenditures of the governmental fund types and expendable trust funds **must agree with the total of Columns 1 through 4 on Schedule A-1**. This amount **excludes** all operating transfers, contingency and ending fund balance amounts. Also, in Paragraph 4, the total expenses of all proprietary funds and non-expendable trust funds **must agree with the total of Column 2 (Operating Expenses) and Column 4 (Non-Operating Expenses) on Schedule A-2**.

Pursuant to NAC 354.140, the tentative budget **must be signed by the person who has been assigned responsibility for the budget preparation. A certification signature is required for all budgets.**

**NRS 354.596(4) requires the public hearing of the tentative budget be held not sooner than the third Monday in May and not later than the last day in May.** The date, time and place of the public hearing must be recorded at the bottom of this form as well as the proposed date of the publication notice (NRS 354.596 (3)). At the time of filing the tentative budget, the governing body shall give notice of the time and place of a public hearing on the tentative budget and shall cause a notice of the hearing to be published once in a newspaper of general circulation within the area of the local government not more than 14 nor less than 7 days before the date set for the hearing. The notice of public hearing must state:

- (a) The date, time and place of the public hearing.
- (b) That a tentative budget has been prepared in such detail and on appropriate forms as prescribed by the department of taxation.
- (c) The places where copies of the tentative budget are on file and available for public inspection.

**In addition to the certification signature, the final budget must be approved and signed by a majority of all members of the governing body (NRS 354.598(3)). (Signature by DocuSign is acceptable.)**

**SCHEDULE S-1  
BUDGET SUMMARY  
(Required for Counties and Cities Only)**

This schedule summarizes the financial activity of all budgeted fund types by revenue source and expenditure/ expense function. The information contained in this schedule must agree with the detail presented in Schedules A, A-1, A-2, B, C, and F-1.

GOVERNMENTAL FUND TYPES AND  
EXPENDABLE TRUST FUNDS

COLUMN 1

This represents the audited Fiscal Year (2024-2025) financial activity. MUST match the FY 2025 Audit.

COLUMN 2

This represents the estimated current fiscal year (2025-2026) financial activity.

**KINGSBURY GENERAL IMPROVEMENT DISTRICT  
RESOLUTION 2026-02**

**A RESOLUTION UPDATING THE BY-LAWS OF THE KINGSBURY GENERAL  
IMPROVEMENT DISTRICT**

WHEREAS,

The Board of Trustees of the Kingsbury General Improvement District (“District”) is authorized pursuant to Nevada Revised Statutes Chapter 318 to adopt by-laws governing the organization and operation of the District; and

WHEREAS,

The District’s existing by-laws have been updated periodically over time and were determined by the Board to require consolidation, clarification, and updating; and

WHEREAS,

The Board of Trustees reviewed proposed updated by-laws intended to preserve the District’s governance structure while improving clarity, organization, and consistency with applicable law; and

WHEREAS,

The proposed updated by-laws were approved on first reading by the Board of Trustees at a duly noticed public meeting held on February 18, 2026, in accordance with Article X of the by-laws; and

WHEREAS,

The proposed updated by-laws are now presented to the Board of Trustees for second reading and final adoption at a duly noticed public meeting;

---

NOW, THEREFORE, BE IT RESOLVED

That the Board of Trustees of the Kingsbury General Improvement District hereby adopts the updated By-Laws of the Kingsbury General Improvement District, effective immediately upon adoption.

BE IT FURTHER RESOLVED

That upon adoption, the updated by-laws shall supersede and replace all prior versions of the District's by-laws.

BE IT FURTHER RESOLVED

That the Chair of the Board and the Secretary/Treasurer are authorized and directed to execute the certification of adoption and take any administrative actions necessary to implement this resolution.

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**Effective Date:**

This Resolution shall take effect immediately upon adoption.

<b>Trustee</b>	<b>Vote Aye/Nay/Absent</b>
Ed Johns, Chair	_____
Sara Nelson, Vice Chair	_____
Cindy Trigg, Secretary/Treasurer	_____
Jessica Grime, Trustee	_____
John Shearer, Trustee	_____

APPROVED:

\_\_\_\_\_  
Ed Johns, Chairman  
KGID Board of Trustees

ATTEST:

\_\_\_\_\_  
Derek Dornbrook, General Manager  
Kingsbury General Improvement District

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

### **TITLE: AUTHORIZATION OF FINAL SETTLEMENT OFFER AND ENFORCEMENT OF DELINQUENT UTILITY ACCOUNT – 165 IRWIN DRIVE**

**MEETING DATE:** March 17, 2026

**PREPARED BY:** Derek Dornbrook, General Manager

#### **RECOMMENDED ACTION:**

Staff recommends that the Board of Trustees **authorize the General Manager to extend a final settlement offer** to resolve the delinquent water service account associated with **165 Irwin Drive, Stateline, Nevada**, under the following terms:

- **Settlement Amount:** \$48,000
- **Payment Deadline:** Thirty (30) days from the date the final settlement offer is issued
- **Condition:** Upon receipt of payment in full, the District shall record a **Release of Lien** for the property

Staff further recommends that the Board **authorize the General Manager to pursue all lawful collection and enforcement actions** available to the District under Nevada law if the final settlement offer is **not accepted and paid in full** by the stated deadline. Such actions may include, but are not limited to, **lien enforcement, foreclosure proceedings, and/or placement of delinquent charges on the Douglas County tax roll.**

This action is recommended in order to **bring closure to a long-standing delinquent account, recover public utility funds, and avoid continued administrative and enforcement costs.**

Adoption of this action shall be memorialized by **formal Board resolution** authorizing the General Manager to implement the settlement terms and, if necessary, proceed with enforcement.

#### **BACKGROUND:**

The water service account associated with the property located at **165 Irwin Drive, Stateline, Nevada** has been delinquent since **2008**. Water service was suspended at the property at the customer's request in February 2008. Under the District's adopted rate structure, base rates, service fees, and related charges continued to accrue regardless of water usage.

Due to the continued nonpayment, the District recorded **utility liens against the property on October 24, 2008, September 15, 2016 and September 15, 2022**, in accordance with Nevada law. Since that time, the District has engaged in extensive correspondence with the property owner regarding the account, including responses to numerous written complaints and inquiries.

Over the years, the District has made **multiple good-faith efforts to resolve the delinquency**, including offering settlement and payment options intended to avoid further enforcement action. These efforts did not result in an agreed resolution, and the account has remained unpaid.

As of **February 13, 2026**, the total outstanding balance on the account is approximately **\$67,796** which includes accumulated base charges, service fees, penalties, and interest. Given the length of the delinquency, the repeated but unsuccessful settlement efforts, and the continued accrual of charges, staff is seeking Board direction regarding a **final settlement offer and authorization to proceed with enforcement actions** if the matter is not resolved.

### **PROPOSED MOTION**

Move to adopt **Resolution No. 2026-03** authorizing the General Manager to issue a final settlement offer of **\$48,000** for the delinquent utility account associated with **165 Irwin Drive**, and further authorizing the General Manager to pursue all lawful collection and enforcement actions if the settlement offer is not accepted and paid within thirty (30) days.

### **INCLUDED**

- A. Virginia Toy Timeline and Status Updates
- B. Current 2022 Lien for 165 Irwin Dr. A&B
- C. Toy Letter to District April 25, 2025
- D. June 18, 2025 Letter to Ms. Toy
- E. February 13, 2026 Letter to Ms. Toy
- F. Resolution 2026-3

### **Fund impacted by the above action:**

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

## Virginia Toy Timeline and Status Updates

Date	Type	Disposition/Conclusion
February 15, 2008	Toy letter requesting shut off	Water service shut off
April 14, 2008	Toy complaint letter	
July 17, 2008	KGID response letter	
October 24, 2008	Lien filed	
March 7, 2009	Toy complaint letter	
March 18, 2009	KGID response letter	
October 13, 2010	Toy complaint letter	
November 17, 2010	KGID response letter	
November 16, 2011	Toy complaint letter	
November 21, 2011	KGID response letter	
July 15, 2015	Toy complaint letter	
July 27, 2015	KGID response letter	
September 15, 2016	Lien filed	
November 14, 2016	Toy complaint letter	
August 13, 2019	Toy complaint letter	
March 21, 2020	Toy complaint letter	
April 16, 2020	Toy complaint letter	
April 16, 2020	Toy complaint letter	
April 26, 2020	Toy complaint letter	
April 29, 2020	KGID response letter	Settlement offered
April 30, 2020	KGID response letter	
Spring 2020	KGID response letter	
March 2020	Toy complaint letter	
May 19, 2020	Toy complaint letter	
May 29, 2020	Toy complaint letter	
May 29, 2020	Toy complaint letter	
June 5, 2020	Toy complaint letter	
June 9, 2020	Toy complaint letter	
June 12, 2020	Toy complaint letter	
June 12, 2020	Toy complaint letter	
June 28, 2020	Toy complaint letter	
June 30, 2020	Toy complaint letter	
July 3, 2020	Toy complaint letter	
July 10, 2020	Toy complaint letter	
July 10, 2020	KGID response letter	
July 10, 2020	KGID response letter	
July 15, 2020	Toy complaint letter	
July 16, 2020	Toy complaint letter	
July 17, 2020	Toy complaint letter	

July 19, 2020	Toy complaint letter	
July 28, 2020	Agenda Item	
August 17, 2021	Resolution 01	
August 19, 2020	KGID response letter	Property abandoned?
August 28, 2020	Toy complaint letter	
September 4, 2020	Toy complaint letter	
September 18, 2020	Toy complaint letter	
September 15, 2022	Lien Filed	
September 23, 2022	Toy complaint letter	
October 4, 2022	KGID response letter	
October 12, 2022	KGID response letter	
December 13, 2022	Toy complaint letter	
December 23, 2022	KGID response letter	
January 2025	Toy complaint letter	
February 7, 2025	Toy complaint letter	
April 25, 2025	Toy complaint letter	
May 31, 2025	Past Due Amount	\$56,833.20
June 18, 2025	KGID GM intro-Certified	Mention of potential settlement
February 13, 2026	KGID GM intro-Not Certified	Mention of potential settlement

Correspondence Received from Ms. Toy: 36 letters

Correspondence to Ms. Toy from KGID: 19 letters

Liens: 3

Respondents: Michelle Runtzel, Business & Contracts Manager

Brandy Johns, Admin. Clerk/Customer Accounts

Cameron McKay, GM

Judy Brewer, Administrative Supervisor

Jodie Nelson, Board Member

Natalie Yanish, Board Member

Mitch Dion, GM

Derek Dornbrook, GM

A.P.N. 1318-22-002-096  
**NOTICE OF CLAIM LIEN BY  
KINGSBURY GENERAL  
IMPROVEMENT DISTRICT**

NOTICE IS GIVEN pursuant to Nevada Revised Statutes 318.197 that the **KINGSBURY GENERAL IMPROVEMENT DISTRICT, P. O. Box 2220, Stateline, NV 89449** claims a lien for unpaid water, charges against real property located in Douglas County, Nevada as follows:

Last known owner/or reputed owner: **VIRGINIA Q TOY**  
Address: **PO BOX 4105  
STATELINE, NV 89449**  
Real Property: **165 Irwin Dr. A&B, Stateline, NV 89449**  
Amount of Charges unpaid: Total fees of \$28,868.98 plus \$80.00 in lien fees plus additional fees as accrued.

Dated this 15th Day of September 2022

**KINGSBURY GENERAL IMPROVEMENT DISTRICT**

BY:

\_\_\_\_\_  
Brittney D. Jones

**ACKNOWLEDGEMENT**

STATE OF NEVADA                    )  
  )     ss.  
COUNTY OF DOUGLAS            )

On this **15th day of September, 2022**, before me the undersigned, a Notary Public in and for said

County and State, personally appeared **Brittney D. Jones** of **KINGSBURY GENERAL IMPROVEMENT DISTRICT**, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that she executed the same.

Dated this **15th day of September 2022**

\_\_\_\_\_  
Notary Public, Judith Brewer

**CERTIFICATE OF MAILING**

The undersigned, an employee of **KINGSBURY GENERAL IMPROVEMENT DISTRICT**, certifies that on this date she deposited, in the United States mail, a true copy of the foregoing instrument enclosed in a sealed envelope upon which first class postage was fully prepaid addressed to: Virginia Toy, P.O. Box 4105, Stateline, NV 89449.  
the last known owner of the real property described in the foregoing Notice of Claim Lien and that the address set forth above is his/her address on the records of the District.

Dated this **15th day of September 2022**

\_\_\_\_\_  
Brittney D. Jones

MAY 01 2025

April 25, 2025

~~Initial~~

Dear General Manager of K&ID:

My social workers told me they contacted you and said I indeed owed \$55,000 and you could auction off my property because you put a lien on my property as well as pedded bills.

My suggestion: Get the place cleaned up if you get hold of it which could cost you thousands. My place is ~~mis~~ infested for years. There is a possibility of hanta viruses. I would try to sell it for as much as possible

because if someone dies of the hanta virus, they might sue you. Gene Hackman's wife & Yosemite visitors died of it.

Also, my family might sue you if I died of hanta viruses.

I refuse to <sup>cover</sup> the problem because if benefits goer

I have done nothing to even the problem with the fact

you might steal my property & I don't stay on the property full time. I live elsewhere for at least a third of the month. In the house, I wear two masks—even when sleeping in the bedroom.

I had intended to will the property off to charity. I was forced to sign a statement in the closing escrow by your monopoly that I will pay bills from K&ID. I did not know I would still own the property for years later, get a divorce, suffer a mental illness with viral encephalitis. I paid your bills from 2009 to 2016. I was that much affected by my illness.

I had no water since 2009. I did not live in there for years and a code environmental group charged me for neglecting my property. Thieves robbed me. I figured I paid \$21,000 from 2009 to 2016 for nothing. Now, from 2016-2025 the bill is \$55,000 for nothing. This is blood money, legal, but not moral.

Virginia Tou Atlanta, AL

**June 18, 2025**

**Virginia Toy**

P.O. Box 4105

Stateline, NV 89449

**RE: Water Service to 165A & 165B Irwin Drive, Stateline, NV 89449**

Dear Ms. Toy,

Allow me to introduce myself. My name is Derek Dornbrook, and I assumed the role of General Manager for the Kingsbury General Improvement District (District) on May 1, 2025. Since then, I have reviewed your water service account and the ongoing matter concerning your property located at 165 Irwin Drive.

To summarize, the District received your request to suspend water service on February 15, 2008, and we complied with that request. However, it appears there was a misunderstanding regarding the District's water rate policy, which aligns with standard practices in the water utility industry. Although no water was used the base rates, service fees, and late charges remained applicable. These terms have been outlined in previous correspondence from the District, dating from July 17, 2008, to the present. As a result of the ongoing balance, two liens were filed against the property on October 24, 2009, and September 15, 2016.

Over the years, the District has made several efforts to reach a settlement through a reasonable payment plan to help avoid further penalties. Unfortunately, no agreement was reached. As of June 10, 2025, the outstanding balance on your account is **\$57,959.64**.

It is my sincere hope that we can establish a constructive dialogue to find a mutually acceptable resolution. I believe an in-person meeting or phone conversation would be more productive than further written correspondence. Please feel free to contact me directly at your earliest convenience to begin that conversation.

Sincerely,

**Derek Dornbrook**

General Manager

Kingsbury General Improvement District

775-588-3548



P.O. Box 2220, Stateline, Nevada 89449

**February 13, 2026**

**Virginia Toy**

P.O. Box 4105

Stateline, NV 89449

**RE: Water Service to 165A & 165B Irwin Drive, Stateline, NV 89449**

Dear Ms. Toy,

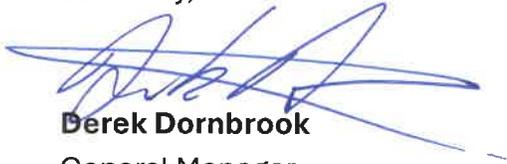
Allow me to introduce myself. My name is Derek Dornbrook, and I assumed the role of General Manager for the Kingsbury General Improvement District (District) on May 1, 2025. Since then, I have reviewed your water service account and the ongoing matter concerning your property located at 165 Irwin Drive.

To summarize, the District received your request to suspend water service on February 15, 2008, and we complied with that request. However, it appears there was a misunderstanding regarding the District's water rate policy, which aligns with standard practices in the water utility industry. Although no water was used the base rates, service fees, and late charges remained applicable. These terms have been outlined in previous correspondence from the District, dating from July 17, 2008, to the present. As a result of the ongoing balance, two liens were filed against the property on October 24, 2009, and September 15, 2016.

Over the years, the District has made several efforts to reach a settlement through a reasonable payment plan to help avoid further penalties. Unfortunately, no agreement was reached. As of February 13, 2026, the outstanding balance on your account is **\$67,796**

It is my sincere hope that we can establish a constructive dialogue to find a mutually acceptable resolution. I believe an in-person meeting or phone conversation would be more productive than further written correspondence. Please feel free to contact me directly at your earliest convenience to begin that conversation.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Derek Dornbrook', with a long horizontal flourish extending to the right.

**Derek Dornbrook**

General Manager

Kingsbury General Improvement District

775-588-3548

**KINGSBURY GENERAL IMPROVEMENT DISTRICT**

**RESOLUTION NO. 2026-03**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE KINGSBURY GENERAL IMPROVEMENT DISTRICT AUTHORIZING A FINAL SETTLEMENT OFFER AND ENFORCEMENT OF A DELINQUENT UTILITY ACCOUNT**

**WHEREAS,**

**The Kingsbury General Improvement District (“District”) provides water utility service pursuant to Nevada law and the District’s adopted rules, regulations, and rate structure; and**

**WHEREAS,**

The water service account associated with the real property located at **165 Irwin Drive, Stateline, Nevada** has been delinquent since 2008, and outstanding charges have continued to accrue in accordance with District policy; and

**WHEREAS,**

Due to nonpayment, the District has previously recorded utility liens against the property and has engaged in extensive correspondence and multiple good-faith efforts to resolve the delinquency without enforcement; and

**WHEREAS,**

As of 2026, the total outstanding balance on the account is approximately **\$68,000**; and

**WHEREAS,**

The Board of Trustees finds it to be in the best interests of the District to authorize a **final settlement offer** in order to recover public utility funds and bring closure to a long-standing delinquent account.

**NOW, THEREFORE, BE IT RESOLVED**

By the Board of Trustees of the Kingsbury General Improvement District as follows:

**1. Authorization of Final Settlement Offer.**

The Board hereby authorizes the General Manager to extend a **final settlement offer** to resolve the delinquent water service account associated with 165 Irwin Drive under the following terms:

- **Settlement Amount:** \$48,000
- **Payment Deadline:** Thirty (30) days from the date the settlement offer is issued

- o **Condition:** Upon receipt of payment in full, the District shall record a **Release of Lien** for the property.

**2. Enforcement Authority.**

In the event the final settlement offer is **not accepted and paid in full** by the stated deadline, the Board hereby authorizes the General Manager to proceed with **all lawful collection and enforcement actions** available to the District under Nevada law, including but not limited to lien enforcement, foreclosure proceedings, and/or placement of delinquent charges on the Douglas County tax roll.

**3. No Waiver.**

This resolution and any settlement offer made pursuant to it shall not constitute an admission of error or a waiver of the District’s rights, remedies, or claims.

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

<b>Trustee</b>	<b>Vote Aye/Nay/Absent</b>
Ed Johns, Chair	_____
Sara Nelson, Vice Chair	_____
Cindy Trigg, Secretary/Treasurer	_____
Jessica Grime, Trustee	_____
John Shearer, Trustee	_____

**Attest:**

**Approved:**

\_\_\_\_\_

\_\_\_\_\_

Derek Dornbrook

Ed Johns

General Manager

Chair, Board of Trustees

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

### **TITLE: AUTHORIZATION TO ENGAGE COMMERCIAL BROKER FOR SALE OF 298 KINGSBURY GRADE**

**MEETING DATE:** March 17, 2026

**PREPARED BY:** Derek Dornbrook, General Manager

#### **RECOMMENDED ACTION:**

Staff recommends that the Board of Trustees:

1. Authorize the General Manager to enter into a listing agreement with Scott Fair, Managing Director, NAI Tahoe Sierra, for the marketing and sale of 298 Kingsbury Grade under terms acceptable to legal counsel.
2. Direct the General Manager, in coordination with the selected broker, to establish a revised listing price based on current market conditions and comparable sales data.

#### **BACKGROUND:**

On July 15, 2025, the Board of Trustees approved a motion authorizing the General Manager to initiate steps necessary for a potential sale of 298 Kingsbury Grade, including but not limited to obtaining a property appraisal.

The property was appraised in November 2019 at approximately \$1,304,000 and was subsequently purchased by the District in April 2020 for \$2,695,000 (combined two APNs).

The property has been listed for sale at \$2,400,000 and marketed for approximately one year without an accepted offer.

During recent Board discussions, concerns were expressed regarding pricing strategy and the need for commercial brokerage specialization. Staff has evaluated alternative brokerage representation and recommends engaging Scott Fair of NAI Tahoe Sierra.

Mr. Fair is a South Lake Tahoe-based commercial real estate broker with substantial experience in office and investment property transactions in the Tahoe Basin. His recent transactional history includes multiple office sales comparable in scale and value to 298 Kingsbury Grade, and his firm provides regional commercial market exposure through the NAI Global platform.

Staff believes that commercial brokerage specialization, targeted marketing strategy, and refined pricing analysis will better position the property for successful disposition.

#### **PROPOSED MOTION**

Move to authorize the General Manager to enter into a listing agreement with Scott Fair of NAI Tahoe Sierra for the marketing and sale of 298 Kingsbury Grade, and to establish a revised listing price based on market conditions, subject to terms acceptable to legal counsel.

**INCLUDED:**

- A. Scott Fair Professional Resume
- B. Exclusive Right To Represent Owner For Sale Of Property – Draft

**Fund impacted by the above action:**

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

Scott Fair  
Director  
LIC #01761504

Scott Fair

## Managing Director, NAI Tahoe Sierra

**Contact:** (530) 525-2304 | [sfair@naitahoesierra.com](mailto:sfair@naitahoesierra.com)

**Office Address:** 3141 US-50 Hwy, South Lake Tahoe, CA 96150

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### Professional Biography

Scott Fair is a South Lake Tahoe native who began his career in the dynamic San Francisco Bay Area commercial real estate market, specializing in industrial and office properties. His love for Lake Tahoe, strong family ties, and appreciation for the local community eventually brought him back home. Now, as Managing Director of NAI Tahoe Sierra, Scott combines his deep-rooted local knowledge with extensive expertise in sales, marketing, financial analysis, and the robust tools of the NAI Global platform.

Scott holds a Bachelor of Arts in Business Economics from the University of California, Santa Barbara, where he was a member of the Sigma Chi fraternity and the Accounting Association. A graduate of South Tahoe High School, Scott is also a proud alumnus of the Varsity Baseball and Football teams and a two-time Junior Olympian skier representing Heavenly Ski Resort.

Scott sits on the following organizations: Board of Directors South Lake Tahoe Chamber of Business, CEO Work Group, and the Kirkwood Ski Education Foundation Board of Directors.

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### Areas of Expertise

- **Commercial Real Estate Specialization:** Hospitality, investment properties, multi-family, retail, office, and industrial.
- **Local Market Expertise:** In-depth understanding of Tahoe Regional Planning Agency (TRPA) regulations.
- **Service Specialization:** Institutional investments, landlord and tenant representation, and owner's representation.

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### Key Achievements

- **Office Transactional Volume:**
  - 17 office sales transactions totaling 69,894± square feet and \$22,158,000 in value.
- **Key Transactions:**
  - 195 Highway 50 – Roundhill Office Building: \$2,687,500 (10,753 SF)
  - 3079 Harrison Ave – Tahoe Mountain Lab: \$2,385,500 (12,581 SF)
  - 1959 Lake Tahoe Blvd – Office Building: \$949,000 (3,432 SF) **Placer Title Building**
  - 1111–1119 Emerald Bay Rd – Medical Office Building: \$7,500,000 (11,829 SF)
- **Total Tahoe Transaction Volume:**
  - 118 Sales transactions totaling \$326,580,925 in value and +/-1,086,457 square feet

Scott Fair  
Director  
Page 2 of 2

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**Active Sales Listings:**

- Representing 21 properties across diverse categories, including hospitality, multi-family, and office spaces.
  - Totaling 379,632 square feet of space with a combined listing value of \$111,342,000.
  - Notable listings include a 20-unit townhome hospitality product with an asking price of \$40 million.
-

EXCLUSIVE RIGHT TO REPRESENT OWNER FOR SALE OR LEASE OF REAL PROPERTY (Non-Residential)

1. BASIC PROVISIONS ("BASIC PROVISIONS").

1.1 Parties: This agency Agreement ("Agreement"), dated for reference purposes only 3/11/2026, is made by and between Kingsbury General Imp Dist, whose address is 2220 Po Box, Stateline, Nv 89449, telephone number 775-588-3548, Fax No. (Owner), and NAI Alliance, whose address is 5345 Kietzke Lane Suite 100 Reno, NV 89511, telephone number 530-525-2304, Fax No. (Agent).

1.2 Property/Premises: The real property, or a portion thereof, which is the subject of this Agreement is commonly known as (street address, city, state, zip) 298 Kingsbury Grade, located in the County of Douglas, and generally described as (describe briefly the nature of the property): A +/-7,624 office building situated on a +/-0.49 acre parcel (Property). (See also Paragraph 3).

1.3 Term of Agreement: The term of this Agreement shall commence on 3/17/2026 and expire at 5:00 p.m. on 9/31/2026, except as it may be extended (Term). (See also paragraph 4)

1.4 Transaction: The nature of the transaction concerning the Property for which Agent is employed (Transaction) is (check the appropriate box(es)):

- (a) [checked] A sale for the following sale price and terms: \$2,250,000 and other additional standard terms reasonably similar to those contained in the "STANDARD OFFER, AGREEMENT AND ESCROW INSTRUCTIONS FOR THE PURCHASE OF REAL ESTATE" published by AIR CRE ("AIR"), or for such other price and terms agreeable to Owner;
(b) [ ] A lease or other tenancy for the following rent and terms: and other additional standard terms reasonably similar to those contained in the appropriate AIR lease form or for such other rent and terms agreeable to Owner.

2. EXCLUSIVE EMPLOYMENT AND RIGHTS.

2.1 Owner hereby employs Agent as Owner's sole and exclusive agent to represent Owner in the Transaction and to find buyers or lessees/tenants ("lessees"), as the case may be, for the Property. Agent shall use reasonably diligent efforts to find such buyers or lessees. All negotiations and discussions for a Transaction shall be conducted by Agent on behalf of Owner. Owner shall promptly disclose and refer to Agent all written or oral inquiries or contacts received by Owner from any source regarding a possible Transaction.

2.2 Owner authorizes Agent to:

- (a) Place advertising signs on the Property;
(b) Place a lock box on the Property if vacant;
(c) Accept deposits from potential buyers or lessees; and
(d) Distribute information regarding the Property to all appropriate local commercial multiple listing services, to other brokers, and to potential buyers or lessees of the Property.

Owner shall identify as "confidential" any information provided to Agent that Owner considers confidential and does not want disclosed. All other information provided by Owner may be disclosed as Agent may deem appropriate or necessary. After consummation of a Transaction, Agent may publicize the terms of such Transaction.

2.3 Agent shall comply with all Nevada laws regarding the duties of real estate licensees. Agent may, at Agent's election, cooperate with other real estate brokers (collectively "Cooperating Broker").

2.4 If the Transaction is a sale and Agent finds a prospective buyer for the Property, or if the Transaction is a lease and Agent finds a prospective lessee for the Property, Owner hereby authorizes Agent also to represent and act as the agent for such buyer or lessee, and Owner consents to such dual agency and agrees to execute and deliver to Agent a "Consent to Act" in the form published by the Nevada Real Estate Division, a copy of which is attached hereto. If a Cooperating Broker finds such a buyer or lessee, then Agent shall act as agent for Owner only, the Cooperating Broker shall act as agent for the buyer or lessee only, and the Cooperating Broker shall not be Owner's agent, even though the Cooperating Broker may share in the commission paid by Owner to Agent. A Cooperating Broker shall not be an agent or subagent of Owner or Agent.

2.5 Owner agrees that Agent may, during the ordinary and normal course of marketing the Property, respond to inquiries on the Property by showing and providing information on the Property, as well as on other competing properties, to prospective buyers and lessees and that such activities may result in the payment of a commission to Agent by a third party. Owner understands that Agent may also represent other lessors/sellers with competing properties.

3. PROPERTY.

3.1 The term "Property" shall include all of the following which are currently located on the Property and owned by Owner: permanent improvements, electrical distribution systems (power panels, buss ducting, conduits, disconnects, lighting fixtures, etc.), telephone distribution systems (lines, jacks and connections), space heaters, air conditioning equipment, air lines, carpets, window coverings, wall coverings, partitions, doors, suspended ceilings, built-ins such as cabinets, and none (if there are no additional items write "NONE"). If the Transaction is a sale, the term "Property" shall additionally include, to the extent owned by Owner, oil and mineral rights, leases and other agreements which will continue in effect after Owner's transfer of title to the Property.

3.2 Within five business days after the commencement of the Term hereof, Owner shall provide Agent with the following:

- (a) A duly completed and fully executed Property Information Sheet on the most current form published by the AIR;
(b) Copies of all leases, subleases, rental agreements, option rights, rights of first refusal, rights of first offer, or other documents containing any other limitations on Owner's right, ability and capacity to consummate a Transaction, and
(c) If available to Owner, copies of building plans, and if the Transaction is a sale, title reports, boundary surveys, and existing notes and trust deeds which will continue to affect the Property after consummation of a sale.

INITIALS

INITIALS

3.3 Agent shall have no responsibility for maintenance, repair, replacement, operation, or security of the Property, all of which shall be Owner's sole responsibility. Unless caused by Agent's gross negligence, Agent shall not be liable for any loss, damage, or injury to the person or property of Owner, any lessees of the Property, any buyer, prospective buyer, lessee, or prospective lessee, including, but not limited to, those which may occur as a result of Agent's use of a lock box.

**4. EXTENSION OF TERM.** If the Transaction is a sale, and a sale is not consummated for any reason after Owner accepts an offer to purchase the Property ("**Sale Agreement**"), then the expiration date of the Term of this Agreement shall be extended by the number of days that elapsed between the date Owner entered into the Sale Agreement and the later of the date on which the Sale Agreement is terminated or the date Owner is able to convey title to a new buyer free and clear of any claims by the prior buyer of the Property; provided, however, in no event shall the Term be so extended beyond one year from the date the Term would have otherwise expired. Nothing contained in this Agreement is intended to require Owner to notify Agent of Owner's intention to cancel the exclusive features of this Agreement after the expiration of the Term, or to limit Agent's right to receive a commission after the expiration of the Term pursuant to any applicable law or any other oral or written brokerage agreement if Agent is the procuring cause of any transaction concerning the Property.

**5. COMMISSION.**

5.1 Owner shall pay Agent a commission  in the amount of 5%  in accordance with the commission schedule attached hereto ("**Agreed Commission**"), for a Transaction, whether such Transaction is consummated as a result of the efforts of Agent, Owner, or some other person or entity. Such Agreed Commission is payable:

(a) If the Transaction is a sale, (i) the Property is sold; (ii) Owner breaches or repudiates any Sale Agreement, escrow instructions or other documents executed by Owner regarding the sale of the Property; (iii) the Property or any interest therein is voluntarily or involuntarily sold, conveyed, contributed or transferred; (iv) the Property or any interest therein is taken under the power of Eminent Domain or sold under threat of condemnation, or (v) if Owner is a partnership, joint venture, limited liability company, corporation, trust or other entity, and any interest in Owner is voluntarily or involuntarily sold, contributed, conveyed or transferred to another person or entity that, as of the date hereof, does not have any ownership interest in Owner;

(b) If the Transaction is a lease, (i) a lease of the Property, or a portion thereof is executed; or (ii) a lessee is procured who is ready, willing and able to lease the Property on the terms stated herein, or on any other rent and/or terms agreeable to Owner; or

(c) If Owner (i) removes or withdraws the Property from a Transaction or the market; (ii) acts as if the Property is not available for a Transaction; (iii) treats the Property as not available for a Transaction; (iv) breaches, terminates, cancels or repudiates this Agreement; (v) renders the Property unmarketable; or (vi) changes the status of the Property's title, leases, agreements, physical condition or other aspects thereof, which such change adversely impacts the value, use, desirability or marketability of the Property.

5.2 If the Transaction is a sale, the purchase agreement and/or escrow instructions to be entered into by and between Owner and a buyer of the Property shall provide that:

(a) Owner irrevocably instructs the escrow holder to pay from Owner's proceeds accruing to the account of Owner at the close of escrow the Agreed Commission to Agent;

(b) A contingency to the consummation of the sale shall be the payment of the Agreed Commission to Agent at or prior to close of the escrow; and

(c) No change shall be made by Owner or buyer with respect to the time of, amount of, or the conditions to payment of the Agreed Commission, without Agent's written consent.

**6. ALTERNATIVE TRANSACTION.** If the Transaction changes to any other transaction, including, but not limited to, a sale, exchange, option to buy, right of first refusal, ground lease, lease, sublease or assignment of lease (collectively "**Alternative Transaction**"), then Agent shall automatically be Owner's sole and exclusive Agent for such Alternative Transaction and represent Owner in such Alternative Transaction, under the terms and conditions of this Agreement. If, during the Term hereof, an Alternative Transaction is entered into, then Owner shall pay Agent the Agreed Commission.

**7. EXCLUDED AND REGISTERED PERSONS.**

7.1 Owner shall, within five business days after the date hereof, provide Agent, in writing, with the names of those persons or entities registered with Owner by any other broker under any prior agreement concerning the Property ("**Excluded Persons**", see paragraph 7.5). Owner shall also specify for each Excluded Person the type of transaction the consummation of which during the term of this Agreement entitles such other broker to any compensation ("**Excluded Transaction**"). If Owner timely provides Agent with the names of the Excluded Persons and specifies the Excluded Transaction for each Excluded Person, then the Agreed Commission paid to Agent with respect to consummation of such an Excluded Transaction with an Excluded Person shall be limited as follows: if such Excluded Transaction is concluded within the first thirty days of the commencement of the Term hereof, then Agent shall be paid a commission equal to the reasonable out-of-pocket expenses incurred by Agent in the marketing of the Property during said thirty days; or if such Excluded Transaction is concluded during the remainder of the Term hereof, then Agent shall be entitled to a commission equal to one-half of the Agreed Commission. If the specified information concerning Excluded Persons and Transactions is not provided as set forth herein, then it shall be conclusively deemed that there are no Excluded Persons.

7.2 Agent shall, within five business days after the expiration of the Term hereof, provide Owner, in writing, with the name of those persons or entities with whom Agent either directly or through another broker had negotiated during the Term hereof ("**Registered Persons**", see paragraph 7.5), and specify the type of transaction of the Property for which such negotiations were conducted ("**Registered Transaction**"). Those persons or entities who submitted written offers or letters of intent shall, however, automatically be deemed to be Registered Persons for the type of transaction which was the subject of such offer or letter of intent. If Agent fails to timely notify Owner of the existence of any other Registered Persons, then it shall be conclusively deemed that there are no other Registered Persons. A person or entity shall not be a Registered Person if Agent fails to timely specify a Registered Transaction for such person or entity. The parties are aware that the registration of certain individuals and/or entities might create a Dual Agency, and Owner hereby consents to any such Dual Agency.

7.3 If, within one hundred eighty days after the expiration of the Term hereof, Owner enters into a contract with a Registered Person for consummation of a Registered Transaction, then Owner shall, upon consummation of such Registered Transaction, pay Agent the Agreed Commission for the Registered Transaction.

7.4 If, within one hundred eighty days after the expiration of the Term hereof, Owner enters into another owner-agency or listing agreement with a broker other than Agent for any transaction concerning the Property, then Owner shall provide to Owner's new broker the names of the Registered Persons and the Registered Transaction for each Registered Person, and provide in such new agreement that the new broker shall not be entitled to receive any of the compensation payable to Agent hereunder for consummation of a Registered Transaction with a Registered Person.

7.5 In order to qualify to be an Excluded Person or a Registered Person the individual or entity must have: toured the Property, submitted a letter of interest or intent, and/or made an offer to buy or lease the Property. In addition, Excluded Persons may only be registered by a broker who previously had a valid listing agreement covering the Property, and such broker may only register individuals and entities actually procured by such listing broker.

**8. OWNER'S REPRESENTATIONS.**

8.1 Owner represents and warrants that:

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- (a) Each person executing this Agreement on behalf of Owner has the full right, power and authority to execute this Agreement as or on behalf of Owner;
- (b) Owner owns the Property and/or has the full right, power and authority to execute this Agreement and to consummate a Transaction as provided herein, and to perform Owner's obligations hereunder;
- (c) Neither Owner nor the Property is the subject of a bankruptcy, insolvency, probate or conservatorship proceeding;
- (d) Owner has no notice or knowledge that any lessee or sublessee of the Property, if any, is the subject of a bankruptcy or insolvency proceeding;
- (e) There are no effective, valid or enforceable option rights, rights of first refusal, rights of first offer or any other restrictions, impediments or limitations on Owner's right, ability and capacity to consummate a Transaction, except as disclosed in writing pursuant to Paragraph 3.2(b).
- (f) That as of the date of this Agreement the asking sales price is not less than the total of all monetary encumbrances on the Property.

**9. OWNER'S ACKNOWLEDGMENTS.** Owner acknowledges that it has been advised by Agent to consult and retain experts to advise and represent it concerning the legal and tax effects of this Agreement and consummation of a Transaction or Alternative Transaction, as well as the condition and/or legality of the Property, including, but not limited to, the Property's improvements, equipment, soil, tenancies, title and environmental aspects. Agent shall have no obligation to investigate any such matters unless expressly otherwise agreed to in writing by Owner and Agent. Owner further acknowledges that in determining the financial soundness of any prospective buyer, lessee or security offered, Owner will rely solely upon Owner's own investigation, notwithstanding Agent's assistance in gathering such information.

**10. MISCELLANEOUS.**

10.1 This Agreement shall not be construed either for or against Owner or Agent, but shall be interpreted, construed and enforced in accordance with the mutual intent of the parties ascertainable from the language of this Agreement. Signatures to this Agreement accomplished by means of electronic signature or similar technology shall be legal and binding.

10.2 All payments by Owner to Agent shall be made in lawful United States currency. If Owner fails to pay to Agent any amount when due under this Agreement, then such amount shall bear interest at the rate of 15% per annum or the maximum rate allowed by law, whichever is less.

10.3 In the event of litigation or arbitration between Owner and Agent arising under or relating to this Agreement or the Property, the prevailing party shall be paid its attorney's fees and costs by the losing party. The term, "Prevailing Party" shall include, without limitation, one who substantially obtains or defeats the relief sought, as the case may be, whether by compromise, settlement, judgment, or the abandonment by the other party of its claim or defense. The attorney's fees award shall not be computed in accordance with any court fee schedule, but shall be in an amount to fully reimburse all attorney's fees reasonably incurred in good faith.

10.4 Owner agrees to indemnify, defend (with counsel reasonably acceptable to Agent), and hold Agent harmless from and against any claim or liability asserted against Agent as a result of the failure of Owner to make a full and complete disclosure pursuant to law and paragraph 3.2(a) or as a result of the fact that any of the representations made by Owner (see paragraph 8) were not true at the time that this Agreement was signed.

10.5 Owner hereby releases and relieves Agent, and waives Owner's entire right of recovery against Agent, for direct or consequential loss or damage arising out of or incident to the perils covered by insurance carried by Owner, whether or not due to the negligence of Agent.

10.6 In the event that the Transaction is not an outright sale, Owner agrees that if Agent is not paid the Agreed Commission provided for herein within thirty days of the date due, that Agent shall have a lien in the amount of such commission, and may record a notice of such lien, against the Property.

10.7 Owner acknowledges receipt of and agrees to execute and deliver to Agent a "Duties Owed By A Nevada Real Estate Licensee" form as published by the Nevada Real Estate Division. A copy of said form is attached hereto.

**11. ARBITRATION OF DISPUTES.**

11.1 ANY CONTROVERSY ARISING UNDER OR RELATING TO THIS AGREEMENT SHALL BE DETERMINED BY BINDING ARBITRATION TO BE CONDUCTED BY:  THE AMERICAN ARBITRATION ASSOCIATION OR  \_\_\_\_\_ USING THE COMMERCIAL RULES ESTABLISHED BY SUCH ORGANIZATION OR IF NONE THE AMERICAN ARBITRATION ASSOCIATION'S COMMERCIAL RULES. ARBITRATION HEARINGS SHALL BE HELD IN THE COUNTY WHERE THE PROPERTY IS LOCATED.

11.2 NOTICE: BY INITIALING IN THE SPACE BELOW YOU ARE AGREEING TO HAVE ANY DISPUTE ARISING OUT OF THE MATTERS INCLUDED IN THE "ARBITRATION OF DISPUTES" PROVISION DECIDED BY NEUTRAL ARBITRATION AND YOU ARE GIVING UP ANY RIGHTS YOU MIGHT POSSESS TO HAVE THE DISPUTE LITIGATED IN A COURT OR JURY TRIAL. BY INITIALING IN THE SPACE BELOW YOU ARE GIVING UP YOUR JUDICIAL RIGHTS TO DISCOVERY AND APPEAL, UNLESS THOSE RIGHTS ARE SPECIFICALLY INCLUDED IN THE "ARBITRATION OF DISPUTES" PROVISION. IF YOU REFUSE TO SUBMIT TO ARBITRATION AFTER AGREEING TO THIS PROVISION, YOU MAY BE COMPELLED TO ARBITRATE BY A COURT OF COMPETENT JURISDICTION. YOUR AGREEMENT TO THIS ARBITRATION PROVISION IS VOLUNTARY.

11.3 WE HAVE READ AND UNDERSTAND THE FOREGOING AND AGREE TO SUBMIT DISPUTES ARISING OUT OF THE MATTERS INCLUDED IN THE "ARBITRATION OF DISPUTES" PROVISION TO NEUTRAL ARBITRATION.

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Owner's Initials

\_\_\_\_\_  
Agent's Initials

11.4 THE PROVISIONS OF THE ABOVE ARBITRATION CLAUSE SHALL NOT BE BINDING ON EITHER PARTY UNLESS BOTH PARTIES HAVE PLACED THEIR INITIALS UNDER PARAGRAPH 11.3.

**12. Additional Provisions:** Additional provisions of this Agreement are set forth in the following blank lines or in an addendum attached hereto and made a part hereof consisting of paragraphs \_\_\_\_\_ through \_\_\_\_\_ (if there are no additional provisions write "NONE"):

**13. Disclosures Regarding the Nature of a Real Estate Agency Relationship.** When entering into an agreement with a real estate agent an Owner should from the outset understand what type of agency relationship or representation it has with the agent or agents in the transaction.

(i) **Owner's Agent.** An Owner's agent may act as an agent for the Owner only. An Owner's agent or subagent has the following affirmative obligations: To the Owner: A fiduciary duty of utmost care, integrity, honesty, and loyalty in dealings. To a potential buyer/lessee and the Owner: a. Diligent exercise of reasonable skills and care in performance of the agent's duties. b. A duty of honest and fair dealing and good faith. c. A duty to disclose all facts known to the agent materially affecting the value or desirability of the property that are not known to, or within the diligent attention and observation of, the Parties. An agent is not obligated to reveal to either Party any confidential information obtained from the other Party which does not involve the affirmative duties set forth above.

(ii) **Agent Representing Both Parties.** A real estate agent, either acting directly or through one or more associate licensees, can legally be the agent of both Parties in a transaction, but only with the knowledge and consent of the Parties. In a dual agency situation, the agent has the following affirmative obligations to both Parties: a. A fiduciary duty of utmost care, integrity, honesty and loyalty in the dealings with either Party. b. Other duties to the Owner as stated above in

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subparagraph (i). When representing both Parties, an agent may not without the express permission of the respective Party, disclose to the other Party that the Owner will accept rent/purchase price in an amount less than that indicated in the listing or that the buyer/lessee is willing to pay a higher rent/purchase price than that offered.

The above duties of the Agent do not relieve Owner from the responsibility to protect its own interests. Owner should carefully read all agreements to assure that they adequately express its understanding of the transaction.

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

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

**OWNER**

Kingsbury General Imp Dist

**AGENT**

NAI Alliance

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

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

Name Printed: \_\_\_\_\_

Name Printed: Scott Fair

Title: \_\_\_\_\_

Title: Director

Broker License #: \_\_\_\_\_

Agent License #: BS.0144220

Address: 5345 KIETZKE LANE SUITE 100 RENO, NV 89511

Phone: 530-525-2304

Fax: \_\_\_\_\_

Email: sfair@naitahoensienra.com

AIR CRE \* <https://www.aircre.com> \* 213-687-8777 \* [contracts@aircre.com](mailto:contracts@aircre.com)

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

**TITLE: AUTHORIZATION FOR ON-CALL COMPENSATION FOR THE OPERATIONS SUPERINTENDENT DURING PERIODS OF STAFFING SHORTAGE**

**MEETING DATE:** March 17, 2026

**PREPARED BY:** Derek Dornbrook, General Manager

**RECOMMENDED ACTION:**

Authorize the General Manager to provide on-call compensation to the Operations Superintendent at the established operator on-call rate when required to cover operations on-call shifts during periods of staffing shortage.

**BACKGROUND:**

Due to current staffing shortages within the Operations Department, Operations Superintendent Byran Moss has been required to cover on-call shifts to maintain adequate operational coverage and emergency response for District water and wastewater systems. Under the District's current compensation structure, on-call compensation is provided to hourly operations staff who participate in the on-call rotation, while salaried employees are not eligible for this compensation.

As a salaried employee, the Operations Superintendent position is not normally included in the on-call rotation during periods of full staffing. However, staffing shortages have required management support to ensure continuous coverage of critical utility operations. Under the current policy, when the Operations Superintendent fills these operational on-call shifts, no additional compensation is provided.

Providing on-call compensation in these limited circumstances would ensure that management staff who are required to temporarily assume operational on-call duties due to staffing shortages are compensated consistently with the established on-call practices for operations personnel. This adjustment would only apply when the Operations Superintendent is required to fill operational on-call shifts and is not intended to place management staff in the regular on-call rotation under normal staffing conditions.

**Proposed Motion:**

Move that the Board of Trustees authorize the General Manager to provide on-call compensation to the Operations Superintendent at the established operator on-call rate when required to cover operational on-call shifts due to staffing shortages.

**INCLUDED:**

- A. Statement of Expenditures By Fund – Payroll Related Expenses

**Fund impacted by the above action:**

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





## MEMORANDUM

TO: Board of Trustees, Kingsbury General Improvement District

FROM: Derek Dornbrook, General Manager

DATE: March 17, 2026

SUBJECT: General Manager's Report

### **Community Project Funding (CPF) Market Street and Kahle Complete Street Project Coordination**

Staff recently submitted a FY27 Community Project Funding request through Congressman Mark Amodei's office seeking \$3 million to support wastewater conveyance and utility infrastructure improvements in the Stateline area. The request focuses on coordinating the Market Street wastewater conveyance improvements with the Kahle Drive Complete Street Project while also considering infrastructure demands associated with the planned Barton Hospital development. Coordinating these improvements would allow the District to address aging infrastructure and minimize future disturbance to newly constructed roadway improvements. The Market Street wastewater conveyance project, along with other KGID infrastructure projects, is currently listed on the Nevada Infrastructure Financing System (NIFS) Intended Use Plan for potential State Revolving Fund financing, and staff will continue to pursue available funding opportunities as the projects advance.

### **2026 Road Rehabilitation Project**

Staff and the District's engineer (DOWL) have reviewed roadway segments remaining from the 2025 Road Rehabilitation Project and prepared a preliminary estimate for additional work in 2026. The proposed project would focus on **Tramway Drive and South Benjamin Drive**, which remain priority areas for pavement rehabilitation.

DOWL has prepared an **Engineer's Opinion of Probable Construction Costs** for the 2026 work. The preliminary **base construction estimate is approximately \$827,000**, which includes asphalt repairs, microsurfacing, traffic control, and adjustments to water valves and manholes. With contingency, the **planning-level project estimate is approximately \$1.075 million**.

Staff is reviewing available **General Fund capital funding and overall capital priorities** to determine the feasible scope of work for FY2026 and whether portions of the project may need to be phased into FY2027.

DOWL is currently completing design and anticipates beginning the bidding process shortly, with a potential construction contract award anticipated for Board consideration in April. (*Attachment A*)

### **Audit Engagement Update**

In April 2023, the Board approved the selection of Eide Bailly LLP to provide audit services for the District for the period 2023 through 2025, with two optional one-year extensions, and authorized the General Manager to execute the associated contracts and engagement letters.

The FY2026 audit represents the first extension year under that approval. The Statement of Work for the FY2026 audit has been received and reflects the fee schedule that was included in the proposal presented to the Board in 2023, with a cost of \$58,000 plus applicable expenses and a 5% technology fee. Staff will execute the engagement letter consistent with the Board's prior authorization. (*Attachment B*)

### **Safe Streets and Roads for All Safety Action Plan**

Douglas County's Safe Streets and Roads for All Safety Action Plan identified a High-Injury Network (HIN) to highlight roadway segments where the most serious crashes occur. Using NDOT crash data from 2019–2023, the analysis ranked roads based on both the number and severity of crashes, giving greater weight to fatal and serious-injury incidents. The results were mapped and grouped into state roads, county/local roads, and areas near schools (Safe Routes to School) to help clarify responsibility and guide future safety improvements. The analysis showed that a relatively small portion of the roadway system accounts for a large share of severe crashes, allowing the County to focus future safety projects and funding on the locations with the greatest need.

Kingsbury Grade (SR 207) has been identified within the High-Injury Network analysis but is considered a lower priority relative to other areas of Douglas County, where longer and more concentrated high-injury corridors were identified.

Projects on SR 207 may still be competitive for funding if they focus on documented safety challenges specific to Kingsbury Grade, particularly winter conditions and storm operations. During major storms, NDOT resources are often concentrated in the Carson Valley and Reno areas, leaving limited on-corridor presence, and there are no chain control stations on Kingsbury Grade, which can complicate traffic management and safety. Emphasizing these winter operational and safety needs may help strengthen the justification for targeted funding opportunities.

I provided the Douglas County SS4A coordination team an email statement highlighting winter operational challenges on Kingsbury Grade, including storm-related traffic issues and the lack of chain control infrastructure. (*Attachment C*)

### **TWSA**

Attended the Tahoe Water Suppliers Association (TWSA) Board meeting on March 4, 2026 via Microsoft Teams. The Board reviewed the proposed FY 2027 TWSA budget, discussed financial management changes establishing a dedicated fiduciary fund administered by IVGID for improved transparency, and considered continuation of the regional water bottle refill station grant program. Additional updates were provided on source water protection efforts in the Lake Tahoe Basin,

including aquatic invasive species monitoring, watershed protection coordination with regulatory agencies, and upcoming outreach events such as Earth Day and Snapshot Day. KGID provided a purveyor update noting that the District is exploring funding opportunities for upcoming water main replacement projects. Staff are also in the planning phase of the Market Street sewer lift station project and coordinating with Douglas County Lake Tahoe Sewer Authority (DCLTSA) regarding potential system impacts and funding opportunities. Many purveyors lamented the lack of funding for improvement projects.

### **Legislative Coordination**

The District's legislative consultant, Christine Harper, recently met with State Senator Robin Titus to discuss the District's standing legislative priorities and issues affecting local government services within the Lake Tahoe Basin. During the meeting, Ms. Harper provided Senator Titus with a written summary of KGID's priorities and discussed matters related to infrastructure funding, water and wastewater system reliability, and other policy areas relevant to the District's operations. Ms. Harper also attended a regional event where she had the opportunity to engage with several state legislators and policy leaders, helping to strengthen relationships that may influence legislation affecting municipal governments and special districts. (*Attachment D*)

### **Snow Removal**

Staff met with the F&B and newly appointed Fire Chief Bryce Crance to discuss snow removal coordination, including marking, bollards, staff coordination, and sand use for the season. The Chief also requested a drive-around with KGID staff to review fire hydrant locations and evaluate marking needs to improve access during future storm and snow removal operations.

### **510 Laurel Lane Property Sale**

On March 3, 2026, the Purchase Agreement and Quitclaim Deed were executed by the District and buyer Kemper Hendrick. The transaction will move forward into escrow with Signature Title, pending standard closing procedures.

### **Pumps**

Staff recently informed the GM that many of the District's water pumps are reaching the end of their life and will likely need replacement in the coming years. Previous work initiated by Resource Concepts, Inc. (RCI) evaluated the District's pump system and outlined potential upgrades, including improvements to Pump Station 3 and estimated costs for rehabilitation or full replacement. During a recent visit to Pump Station 7, the GM observed water leaking from the pumps, and staff reported the leaks are contributing to approximately **1,434 gallons per day of water system loss**. While the RCI report remains in draft form and no action is requested at this time, it provides useful background for future capital planning discussions. (*Attachment E*)

### **CBA**

The District participated in the first round of negotiations for the new Collective Bargaining

Agreement (CBA) on February 26 with union representative Scott Lupo, KGID shop steward Shane Mortensen, and the District's negotiating representative, attorney Joel Locke of Allison MacKenzie, Ltd.

### **Candidate Forum Discussion**

With three Board of Trustees seats scheduled for election in November 2026 and multiple candidates expected to run, staff is evaluating the possibility of hosting a candidate forum focused on District issues.

If the Board is interested, staff could explore options for coordinating a neutral candidate forum in partnership with a local civic organization (such as the Chamber of Commerce, League of Women Voters, or a local media representative) to ensure the event is conducted in a nonpartisan manner and that all qualified candidates are invited to participate.

Staff will bring this item back for Board discussion and direction at a future meeting if desired. If pursued, the forum would likely occur in September or early October 2026, prior to ballot distribution.

### **Staffing and Organizational Review**

As part of preparing the FY27 budget, I reviewed the district's staffing structure and the positions that have historically been included in prior budgets. Two previously approved management-level positions — the **Engineering Technician** and **Administrative & Financial Analyst** — have remained vacant and are not currently necessary for our present operational needs.

To maintain a lean organizational structure and avoid creating a top-heavy management model, those positions have been removed from the FY27 payroll projections. The current management structure being budgeted includes only the **General Manager, Operations Superintendent, and Administrative/HR Supervisor**, which aligns with our current operational needs.

While reviewing the staffing structure, I also identified some areas where **operational support could be improved**, particularly with administrative workload related to board coordination, records management, and general administrative support. In addition, there may be opportunities for the district to pursue outside funding through grants, which often requires specialized grant writing support.

I would like to ask the Board for direction on whether you would like me to bring back a more detailed discussion at the April meeting regarding staffing options, which could include an **administrative support / Clerk of the Board role** and potentially **contract grant writing assistance**.

Tonight, I'm simply introducing the topic as part of the organizational review. If the Board is interested, I can prepare a more detailed staff report and options for consideration at the April meeting.

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**Goals for 2026:**

Underway Planning Phase Completed Proposed

- **Salary Survey**
- **Hazard Mitigation Plan in conjunction with TDFPD**
- Develop analytics for measuring system water loss and perform monthly **Performance Reports** – establish target benchmarks to systematically reduce water losses beyond water main replacements currently underway – this also justifies rate adjustments
- Leak detection program
- Water Master Plan for 2026 and beyond
- **Organizational Review/Workforce Capacity Assessment** – Assess current staffing levels relative to workload and service demands, determine optimal staffing, and develop recommendations for organizational, structural, or workforce changes to address identified gaps.
- Staff career development
- Social Media Presence
- Website Improvements
- Customer Satisfaction Survey
- Desk Manual
- Monthly newsletter
- AI Development and Implementation
- Filtration/Membrane plant for PFAS within 10 years? Long-range plan?

**Kingsbury General Improvement District**  
**2026 KGID Road Improvement Project**  
**Engineer's Opinion of Probable Costs - Budget Authorization Preliminary Estimate**

Estimate by: Grant Thomas  
 Project No. --  
 Date: 3/9/2026  
 QC Check by: Travis Marshall  
 Date: 3/10/2026

**BID SCHEDULE - BASE BID FOR 2026 CONSTRUCTION**

Bid Item	Description	Quantity	Unit	Unit Price	Total
1	Mobilization and Demobilization (a)	1	LS	5%	\$33,000.00
2	Temporary Traffic Control (a)	1	LS	5%	\$33,000.00
3	Temporary Erosion Control (a)	1	LS	2.5%	\$17,000.00
4	Road Repair - Full Road, Half Road, & Section Replacement (Asphalt Only) (b) (c)	23,594	SF	\$17.00	\$401,101.40
5	Road Repair - Crack (4' Wide ~ 2" depth) (d)	1,082	LF	\$20.00	\$21,640.00
6	Misc. Repair - Water Gate Valve (Lid & Collar)	4	EA	\$2,705.00	\$10,820.00
7	Misc. Repair - Manhole Collar (Lid & Collar)	7	EA	\$4,370.00	\$30,590.00
8	Microsurface - Tramway Drive (e)	21,484	SY	\$6.00	\$128,904.00
9	Microsurface - S Benjamin Drive (e)	12,597	SY	\$6.00	\$75,582.00
10	Force Account (f)	1	LS	10% Total Base	\$75,000.00
<b>2026 Base Bid Total:</b>					<b>\$827,000.00</b>
<b>30% Base Bid Contingency:</b>					<b>\$248,000.00</b>
<b>2026 Base Bid w/ 30% Contingency:</b>					<b>\$1,075,000.00</b>

**General Notes:**

- Class 3 Cost Estimate per the AACE international Recommended Practice No. 17R-97; Project Range Index Value is "3", with a contingency range of +30% / -15%.
- 2026 Base Bid Total includes Force Account.
- Quantities for Tramway Drive were collected for the initial Field Investigation Memo in November 2024.
- Quantities for S. Benjamin Drive were collected by DOWL and the GID during the 2025 KGID Road Rehab Project.
- Unit Prices are estimated from the 2025 KGID Road Rehab Project and similar projects in the area, adjusted for inflation and project size.

**Construction Notes:**

- 5% Mobilization & Demobilization, 5% Traffic Control, & 2.5% Erosion Control; Force Account NOT included.
- Total Square Footage (SF) of road marked and measured for any Full Road, Half Road, and Section Replacement. All defects will be striped and re-measured prior to construction.
- Widths of Half and Full road repairs include both field verified and estimated quantities and have been converted to SF.
- Crack replacement repairs designated for any cracks a minimum of 2-inches wide. Crack repairs to be 4-feet wide and 2-inches in depth to accommodate small mill machines.
- Microsurface quantities were measured in CAD.
- Force Account Bid Item accounts for approximately 10% of the combined total including Mob/DeMob, Traffic, & Erosion Control. Contractor must obtain written approval from Owner in advance for any project overruns.

This is **EXHIBIT A**, consisting of 3 pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated August 19, 2025.

## **Task Order**

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**Task Order Number: 67 – Amendment #1**

**Date:** March 12, 2026

**Title:** 2026 KGID Road Rehabilitation Project – S Benjamin & Tramway

**Project Description:** The 2025 Road rehabilitation project was completed in the summer of 2025. During that time, an existing water replacement project impacted roads originally designated to be paved and treated with Microsurface. The Kingsbury General Improvement District (District) and DOWL worked together to develop a Road Rehab plan for 2026 and the District directed what areas in need road construction.

The 2025 Road Project had been completed under the estimated timeframe, leaving approximately \$86 Thousand remaining in the Engineering Contract approved by the Board. With Funds available, this amendment is estimated to remain within the Board approved budget.

This 2026 Road Rehab project scope will be limited to the Design, packaging of contract documents, Construction Bidding, and award of the Construction contract. A separate contract or Amendment will be provided to the General Manager for Construction Administration and Construction Observation Activities once the construction contract has been awarded.

DOWL has been requested by the General Manager to provide an amendment to the project to complete the following:

- Project Management
- Detailed Design
- Bidding Assistance

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

### **PART 1 – SERVICES**

#### **Task 1.1 – Project Management**

No changes to this task for Amendment 1.

Project Management Activities in this Amendment end after April 2026 monthly invoice. An Amendment or separate contract will be provided after the award of the Construction Contract.

#### **Task 1.2 – Field Investigation and Data Collection**

This task is not included in Amendment 1.

#### **Task 1.3 – Detailed Design**

Modifications have been made to this task for Amendment 1.

#### **Objective**

This task includes gathering information and preparation of Plans and Specifications for bidding purposes, as well as an Opinion of Probable Construction Cost for the Project.

#### **Approach**

This task will include the following activities:

- Utilizing existing collected road defect information to prepare plans and specifications.
- Permitting
  - Nevada Department of Transportation (NDOT)
    - Prepare Temporary Encroachment Permit.
    - Coordinate with the District for signatures.
    - Submit and obtain NDOT permit.
  - Labor Commissioner
    - DOWL to complete all forms for public bodies awarding public works contracts with the Nevada Labor Commissioner: Request for PW Number, Notice of Award, Notice of Completion.
    - All forms are required to be submitted by the District, per Labor Commissioner. DOWL will complete all documents and provide to District for submittal.
- 100% Design Submittal shall include:
  - Incorporation of existing defect quantities from the 2025 Road Rehab Construction and field data collection task completed in November 2024.
  - Finalized Plans, Specifications, and Opinion of Probable Construction Costs submitted to District for public bid processing.
- Quality assurance and quality control of deliverables to the District.

### **Deliverables**

The following will be delivered under this task:

- Submittal of the 100% set used for bidding will include individual PDF files of the Plans (11"x17"), Construction Specifications, and Opinion of Probable Construction Cost.
- Permits and written approvals from the agencies identified in the Detailed Design Approach.

### **Assumptions**

The following assumptions apply:

- Plan sheets are estimated to be 100 scale in a grid pattern throughout the District to be legible and present the construction content.
- Roads included in the project are S Benjamin and Tramway. Plans and quantities will be based off collected data from previous construction project and field data collection task.
  - Other sections and roads may be added to the project. KGID to provide approximate location and quantities/measurements of any additional defects.
- Assumed defects to include in scope and design:
  - Sewer manhole and water valve collar replacements.
  - Crack repairs.
  - Road section replacements.
  - Microsurface Rehabilitation
- Specifications will be in EJCDC format for front-end documents and CSI format for technical specifications.
- Project assumed to be self-funded by the District. Outside funding and associated requirements are not included in this scope of work.
- Survey is not included with this scope of work. Plans will be produced to show general locations of rehabilitation and replacement needed.
- Not Included in Scope:
  - More field data collection of defects.
  - Profile views on design plans.
  - Redesign/improvement of roadway section slopes, drainages, or other parameters other than replace to match existing.
  - Douglas County Permitting not included.

**Task 1.4 – Bidding Assistance**

No changes to this task for Amendment 1.

**Task 1.5 – Construction Management**

This task is not included in Amendment 1. An Amendment or separate contract will be provided after the award of the Construction Contract.

**Task 1.6 – Construction Observation**

This task is not included in Amendment 1. An Amendment or separate contract will be provided after the award of the Construction Contract.

**Task 2.0 – 2026 KGID Road Rehab Project**

This new task will be opened to account for Time & Materials for the 2026 KGID Road Rehab project. Funds will be allocated from the original contract budget Tasks. The proposed 2026 Sub-tasks are as follows:

- Task 2.1 – 2026 Project Management
- Task 2.3 – 2026 Detailed Design
- Task 2.4 – 2026 Bidding Assistance

**PART 2 – COMPENSATION**

Kingsbury GID shall pay DOWL on a time and materials basis, including travel, not to exceed **Three-Hundred and Twenty-Eight Thousand, Two-Hundred and Seventeen Dollars (\$328,217.00)**. Total Contract with this Amendment does not exceed the original awarded contract amount.

Budget from other Tasks will be allocated to new **TASK 2.0** for work performed for the 2026 Road Rehab project. **TASK 2.0** is estimated to be **Twenty-Nine Thousand, Three-Hundred and Sixty-Three Dollars (\$29,363.00)**. Budgets will be Hourly rates and other expenses shall be in accordance with Exhibit C of the Master Services Agreement (Standard Hourly Rates). A breakdown of the individual task budgets is as follows:

**Table 1: 2026 Road Budget Breakdown**

<b>Task</b>	<b>TASK 2.0 – 2026 Estimate</b>
Task 1.1 – Project Management	\$2,895.00
Task 1.2 – Field Investigation and Data Collection (Not Included)	\$0.00
Task 1.3 – Detailed Design	\$14,388.00
Task 1.4 – Bidding Assistance	\$12,080.00
Task 1.5 – Construction Management (Not Included)	\$0.00
Task 1.6 – Construction Observation (Not Included)	\$0.00
<b>Summary</b>	
<b><u>TASK 2.0 – 2026 Road Budget Total</u></b>	<b><u>\$29,363</u></b>
Task Order 67 – Original Contract Total	\$328,217
TO 67 – Job to Date Billed	\$241,482
<b><i>Task Order 67 Remaining</i></b>	<b><i>\$57,372</i></b>

**PART 3 – SCHEDULE**

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

Award of Task Order .....	March 12, 2026
Construction Bidding Open .....	April 8, 2026
Award of Construction Contract .....	April 9, 2026 (Board Meeting)
Construction Management & Inspection Amendment .....	May 2026
Construction (pending contractor schedule) .....	June – October 2026
Project Closeout .....	November 2026

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

Owner: Kingsbury General Improvement District

Engineer: DOWL

By: 

By: 

Print Name: Derek Dornbrook

Print Name: Travis Marshall, P.E.

Title: General Manager

Title: Project Manager – W/WW

Date Signed: 3/11/26

Date Signed: March 12<sup>th</sup>, 2026

**KINGSBURY GENERAL IMPROVEMENT DISTRICT  
2026 Road Rehabilitation & Replacement Project  
Engineering Fee Estimate - AMENDMENT 01**

Employee Initials	Senior Manager III		Engineer V		Engineer II		Engineering Intern		Project Administrator		Project Assistant I		Total Labor	Expenses	TOTAL
	MVD	TJM	CDT/GT	JA	AL	DB	Hours	(\$)	Hours	(\$)	Hours	(\$)			
<b>FY24/25 Rate (\$/hr)</b>	\$284	\$205	\$147	\$89	\$142	\$121									
<b>1.1 Project Management (a)</b>															
1.1 Monthly Reports/Progress Billings	1.5	1.0	0.5	--	1.5	2.5							7	\$1,220	
1.2 Project Coordination and Management	1.5	2.5	1.5	--	1.5	2.5							10	\$1,675	
<b>Subtotal</b>	<b>3</b>	<b>4</b>	<b>2</b>	<b>0</b>	<b>3</b>	<b>5</b>							<b>17</b>	<b>\$2,895</b>	<b>\$0</b>
<b>1.3 Detailed Design</b>															
1.3.1 Permitting															
Prepare NDOT Temporary Occupancy Permit	1	2	2	1	3	--							9	\$1,361	
Labor Commissioner PWP permitting	1	1	1	1	3	--							7	\$1,009	
<b>1.3.2 100% Drawings, Specifications, and Opinion of Probable Cost</b>															
Civil Drawings	1	10	16	8	--	--							35	\$5,398	
Contract Documents / Specifications	1	8	8	4	12	--							33	\$5,160	
Opinion of Probable Cost	1	2	4	2	--	--							9	\$1,460	
<b>Subtotal</b>	<b>4</b>	<b>23</b>	<b>31</b>	<b>16</b>	<b>18</b>	<b>0</b>							<b>92</b>	<b>\$14,388</b>	<b>\$0</b>
<b>1.4 Bidding Assistance (b)</b>															
1.4.1 Prepare and Advertise Public Bidding	--	2	2	--	8	--							12	\$1,840	\$400
1.4.2 Organize and Conduct Pre-Bid Meeting	--	6	8	--	1	--							15	\$2,548	\$81
1.4.3 RFIs, Questions During Bidding, Addendum (b)	1	4	6	--	2	--							13	\$2,270	
1.4.4 Bid Opening (via PlanetBids)	--	2	2	--	4	--							8	\$1,272	
1.4.5 Bid Review, Tabulation, and Recommendation	1	2	1	--	4	--							8	\$1,409	
1.4.6 Awarding Activities (NoA, Agreements, Bonds and Insurance)	1	4	4	--	4	--							13	\$2,260	
<b>Subtotal</b>	<b>3</b>	<b>20</b>	<b>23</b>	<b>0</b>	<b>23</b>	<b>0</b>							<b>69</b>	<b>\$11,559</b>	<b>\$481</b>
<b>TOTAL</b>	<b>10</b>	<b>47</b>	<b>56</b>	<b>16</b>	<b>44</b>	<b>5</b>							<b>178</b>	<b>\$28,982</b>	<b>\$481</b>

(a) Project Management to go through April 2026 Monthly Billing. An Amendment to the Contract will be provided after award of construction contract.

(b) Assumes One Construction Bid; Two Addendums Total.

## Attachment B

### **FINANCIALS – FEBRUARY 2023 –**

Financials were received and reviewed. Schorr questioned the excessive revenue over expenditures on the year to date budget. Dion explained that last year budget amounts were set beyond revenues, resulting in overall reductions in cash reserves. It was noted that the budget will need to be considered with the pending reserve policy.

### **NEW BUSINESS**

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

#### **FOR POSSIBLE ACTION:**

##### **Award Contract for Auditor Services.**

A written report was provided. The contract amount and term of the contract was reviewed. New standards were discussed along with the increased contract amount. It was noted that the in-house audit work performed at the KGID office is beneficial for dialog and establishing procedures. Nelson discussed the billing procedure with Williamson regarding employees traveling from Reno. It was confirmed that this was the only responsive bid.

**M-4/18/2023-4** - Motion by Schorr, seconded by Parks, and unanimously passed to approve the selection of EideBailey LLP for auditor services from 2023 through 2025 (with possible two one-year extensions) and authorize the General Manager to execute appropriate contract and engagement letters.

Williamson exited the meeting.

##### **Award FY23 Waterline & Road Improvement Construction Services.**

A written report was provided. VanDyne provided background information and recommended awarding the contract to Farr Construction Corporation. Discussion regarding their relevant experience and of their subcontractors was exchanged.

**M-4/18/2023-5** - Motion by Nelson, seconded by Parks, and unanimously passed to approve awarding the 2023 Waterline and Road Improvement Construction Services Contract to Farr Construction Corporation for the amount not to exceed \$2,314,136.00 and authorize the General Manager to approve the contract documents as necessary.

##### **Authorization to Close District Office on July 3rd.**

A written report was provided. It was explained this will not be a paid holiday but offers employees the opportunity to take a vacation day. Limited public service will be offered and employees may work if they choose. Due to limited workers, it is preferable to close the office when fewer than two people are present. Field work will be on-call similar to weekends.

**M-4/18/2023-6** - Motion by Yanish, seconded by Trigg, and unanimously passed closing the office on July 3, 2023.

##### **Policy Updates**

The policies were provided for review.

The Capital Asset Policy changes were noted. Schorr requested clarification on establishing useful life internally versus statutes or audit and tax standards. It was explained that useful life is established with a depreciation schedule and is different for KGID based on the environment.

Changes to the Reserve Policy were highlighted and reviewed. The reconfiguration of the funds was discussed. Capital improvement reserves previously used for new connection fees were converted to capital reserve funds.

Schorr posed questioned regarding a possible a violation to the operating policy as related to the budget operating loss. It was explained that it will need to be considered, although cash balances are included. Examples of policy changes were provided.



**Statement of Work – Audit Government General – No Single Audit  
(February 2026)**

March 3, 2026

Client # 195074

Mr. Derek Dornbrook, General Manager  
Kingsbury General Improvement District  
160 Pine Ridge Dr. – P.O. Box 2220  
Stateline, Nevada 89449

This document constitutes a statement of work ("SOW") under the most recently executed Master Services Agreement ("MSA"), made by and between Eide Bailly LLP ("Eide Bailly", "we," "us," and "our") and the Kingsbury General Improvement District ("Client," "KGID," "you," "your," or "the entity"). We are pleased to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services Eide Bailly will provide for the entity as of and for the year ended June 30, 2026.

Tiffany Williamson is the engagement partner for the audit services specified in this letter. The engagement partner's responsibilities include supervising services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report.

**Scope of Audit Services**

We will audit the financial statements of governmental activities, business-type activities, aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, and the related notes to the financial statements, which collectively comprise the entity's basic financial statements.

The Governmental Accounting Standards Board (GASB) provides for certain required supplementary information (RSI) to accompany the entity's basic financial statements. The RSI will be subjected to certain limited procedures but will not be audited.

If presented, we will also evaluate and report on the presentation of supplementary information other than RSI accompanying the financial statements in relation to the financial statements as a whole.

**Audit Objectives**

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 auditors' report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America (U.S. GAAP). 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*, 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.

#### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America 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 Governmental Accounting Standards Board (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. We will not express an opinion or provide any form of assurance on the RSI.

#### *Supplementary Information other than RSI*

Supplementary information other than RSI will accompany KGID'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 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 auditing standards generally accepted in the United States of America. 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 source
- Capital assets used in the operations of governmental funds by function and activity
- Changes in capital assets used in the 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, Procedures, and Limitations**

We will conduct our audit in accordance with GAAS and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States of America and/or any state or regulatory audit requirements. Those standards require that we exercise professional judgment and maintain professional skepticism throughout the planning and performance of the audit. As part of our audit, we will:

- 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 the system of internal control 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 amounts and 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 entity's ability to continue as a going concern for a reasonable period of time.

There is an unavoidable risk, because of the inherent limitations of an audit, together with the inherent limitations of internal control, that some material misstatements may not be detected, even though the audit is properly planned and performed in accordance with U.S. GAAS *and, if applicable, Government Auditing Standards of the Comptroller General of the United States of America*. Because we will not perform a detailed examination of all transactions, material misstatements, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity, may not be detected.

In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management and those charged with governance of any material errors, fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management and those charged with governance of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

### **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 your 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 financial statements in accordance with accounting principles generally accepted in the United States of America;

- b. For the design, implementation, and maintenance of the system 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;
- c. To provide us with:
  - i. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements, including the disclosures, 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 and others 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 financial statements as a whole;
- 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.
- h. For informing us of any known or suspected fraud affecting the entity involving management, employees with significant role in the system of internal control and others where fraud could have a material effect on the financials; and
- i. For the accuracy and completeness of all information provided.
- j. If applicable, for including the auditor's report in any document containing financial statements that indicates that such financial statements have been audited by us, including:
  - i. A written acknowledgement of all the documents that management expects to issue that will be included in the annual report and the planned timing and method of issuance of that annual report; and
  - ii. A final version of the annual report (including all the documents that, together, comprise the annual report) in a timely manner prior to the date of the auditor's report.

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.

Management agrees they are responsible for the distribution of reports issued in conjunction with this engagement to those charged with governance, entity officials, oversight bodies, or other organizations requiring audits, as applicable.

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.

### **Responsibilities and Limitations Related to Nonattest Services**

For all nonattest services we may provide to you, management agrees to assume all management responsibilities 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) designing, implementing, and maintaining the system of internal control, including the process used to monitor the system of internal control.

We will provide the following nonattest services:

- Prepare your financial statements and the related notes
- Maintenance of lease schedules
- Propose journal entries to be reviewed and approved by management

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.

You are also responsible for ensuring that your data and records are complete and that you have received sufficient information to oversee the services.

### **Reporting**

We will issue a written report upon completion of our audit of your financial statements. 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 opinion, add an emphasis-of-matter or other-matter paragraph to our auditors' report, or if necessary, withdraw from the engagement. If our opinion is other than unmodified, we will discuss the reasons with you in advance. If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

In accordance with the requirements of *Government Auditing Standards*, we will also issue a written report describing the scope of our testing over internal control over financial reporting and over compliance with laws, regulations, provisions, and provisions of grants and contracts, including the results of that testing. However, providing an opinion on internal control and compliance over financial reporting will not be an objective of the audit and, therefore, no such opinion will be expressed.

**Engagement Administration and Other Matters**

We understand that your employees will prepare all confirmations, account analyses, and audit schedules we request and will locate any documents or invoices selected by us for testing. Details of information we expect to need for our audit and the dates required will be provided separately.

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.

*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 has owners that are not licensed as certified public accountants as permitted under Section 5079 of the California Business Code. The nature of the services to be provided in conjunction with this engagement are such that non-licensee owners may be involved in performing our services.

**Engagement Fees**

Our fees are based on the amount of time required at various levels of responsibility. We estimate that our fee for the audit will be \$58,000, plus actual out-of-pocket expenses, administrative charges and a technology fee of 5%. 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.

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 an itemized request list that identifies the information you will need to prepare and provide in preparation for our engagement, as well as the requested delivery date for those items. A lack of preparation, including not providing this information in an accurate and timely manner, unanticipated audit adjustments, and/or untimely assistance by your personnel may result in an increase in our fees and/or a delay in the completion of our engagement.

We will advise you if unexpected circumstances require significant additional procedures resulting in a substantial increase in the fee estimate.

**Changes in Professional Standards**

Standard setters and regulators continue to evaluate and modify standards. Such changes may result in new or revised financial reporting and disclosure requirements or expand the nature, timing, and scope of the activities we are required to perform. To the extent that the amount of time required to provide the services described in the Statement of Work increases due to such changes, our fee may need to be adjusted. We will discuss such circumstances with you prior to performing the additional work.

**Use of Financial Statements**

Should you decide to include or incorporate by reference these financial statements and our auditors' report thereon in a future private placement or other offering of equity or debt securities, you agree that we are under no obligation to reissue our report or provide consent for the use of our report in such a registration or offering document. We will determine, at our sole discretion,

whether we will reissue our report or provide consent for the use of our report only after we have performed the procedures, we consider necessary in the circumstances. If we decide to reissue our report or consent to the use of our report, we will be required to perform certain procedures including, but not limited to, (a) reading other information incorporated by reference in the registration statement or other offering document, and (b) subsequent event procedures. These procedures will be considered an engagement separate and distinct from our audit engagement, and we will bill you separately. If we decide to reissue our report or consent to the use of our report, you agree that we will be included on each distribution of draft offering materials, and we will receive a complete set of final documents.

If we decide not to reissue our report or decide to withhold our consent to the use of our report, you may be required to engage another firm to audit periods covered by our audit reports, and that firm will likely bill you for its services. While the successor auditor may request access to our workpapers for those periods, we are under no obligation to permit such access.

**Termination**

The engagement contemplated by this SOW shall terminate upon the earlier of completion of the services described herein or as described in the MSA.

**Agreement**

We appreciate the opportunity to provide the services described in this SOW under the MSA. This SOW and the MSA constitute the entire agreement regarding these services and supersedes all prior agreements (whether oral or written), understandings, negotiations, and discussions between you and Eide Bailly related to audit services. Please sign, date, and return this SOW to us to indicate your acknowledgment and understanding of, and agreement with, the arrangements for our audit of your financial statements including the terms of our engagement and the parties' respective responsibilities. By signing this Statement of Work, you represent and warrant that you are authorized to sign on behalf of and bind each client and any affiliate identified herein.

Sincerely,

*Eide Bailly LLP*

**Eide Bailly LLP**

**AGREED TO AND ACCEPTED:**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

# DOUGLAS COUNTY SAFE STREETS FOR ALL PLAN OPEN HOUSE

**March 18, 2026  
4-6 p.m.**

**Douglas County  
Community & Senior  
Center Dining Room  
(1329 Waterloo Ln,  
Gardnerville, NV 89410)**

**We want to hear from you!  
Please scan the QR code to  
take a brief survey!**



**Survey deadline: March 18, 2026**

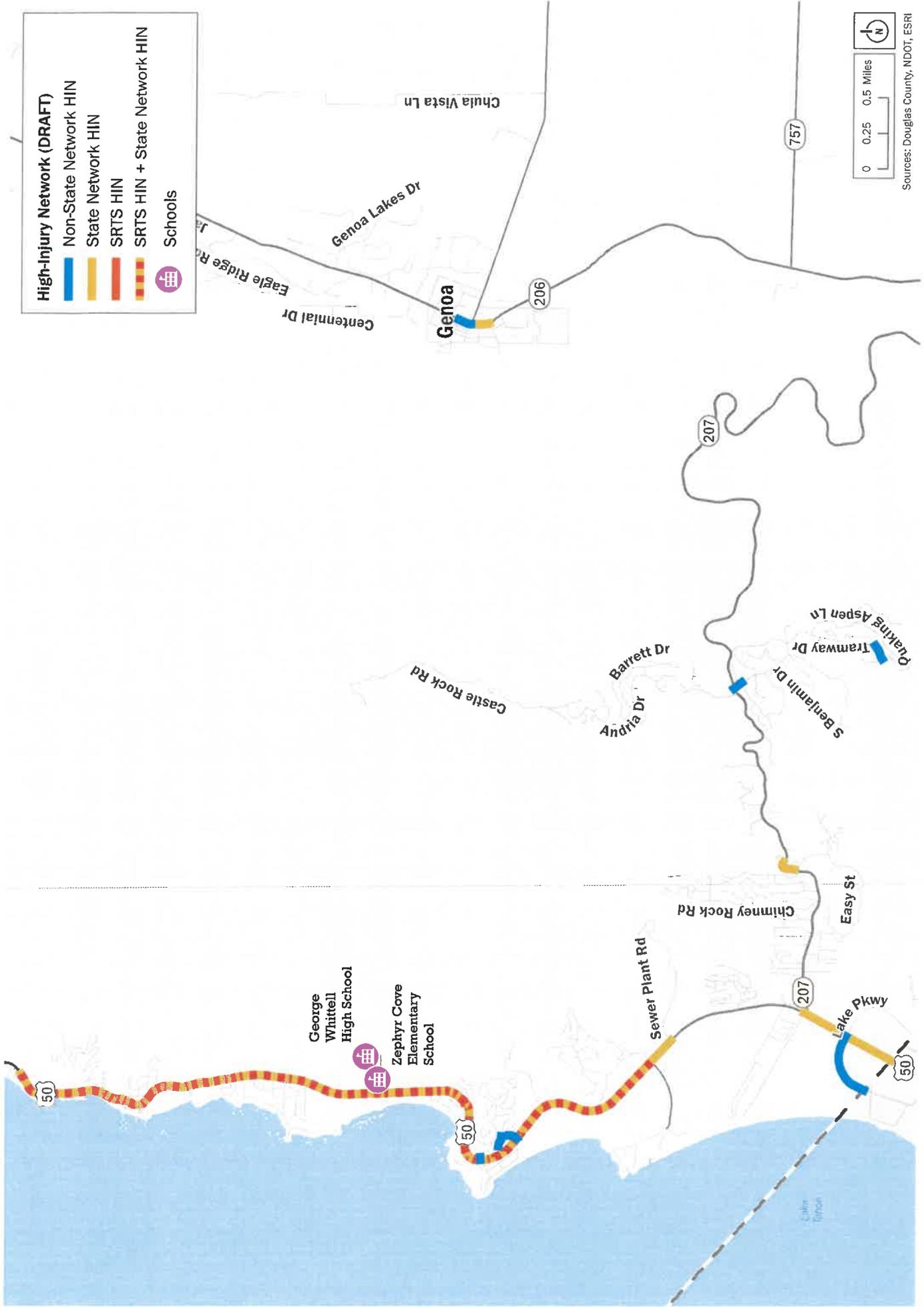
## **Project Overview**

Douglas County is dedicated to providing safe and accessible roadways for everyone. The development of this Safe Streets for All Action Plan will be community-driven, led by Douglas County in collaboration with local and regional partners, with the goal of reducing traffic-related deaths and serious injuries.

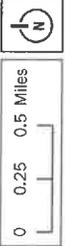
## **This plan will:**

- Use data analysis and public input to develop policy changes and on-the-ground solutions that save lives.
- Foster collaboration among local agencies and members of the public.
- Use the Safe System Approach, which acknowledges that humans make mistakes, and that roadway deaths and serious injuries are unacceptable.
- Develop recommendations to improve the safety of people walking, biking, riding transit, and driving.

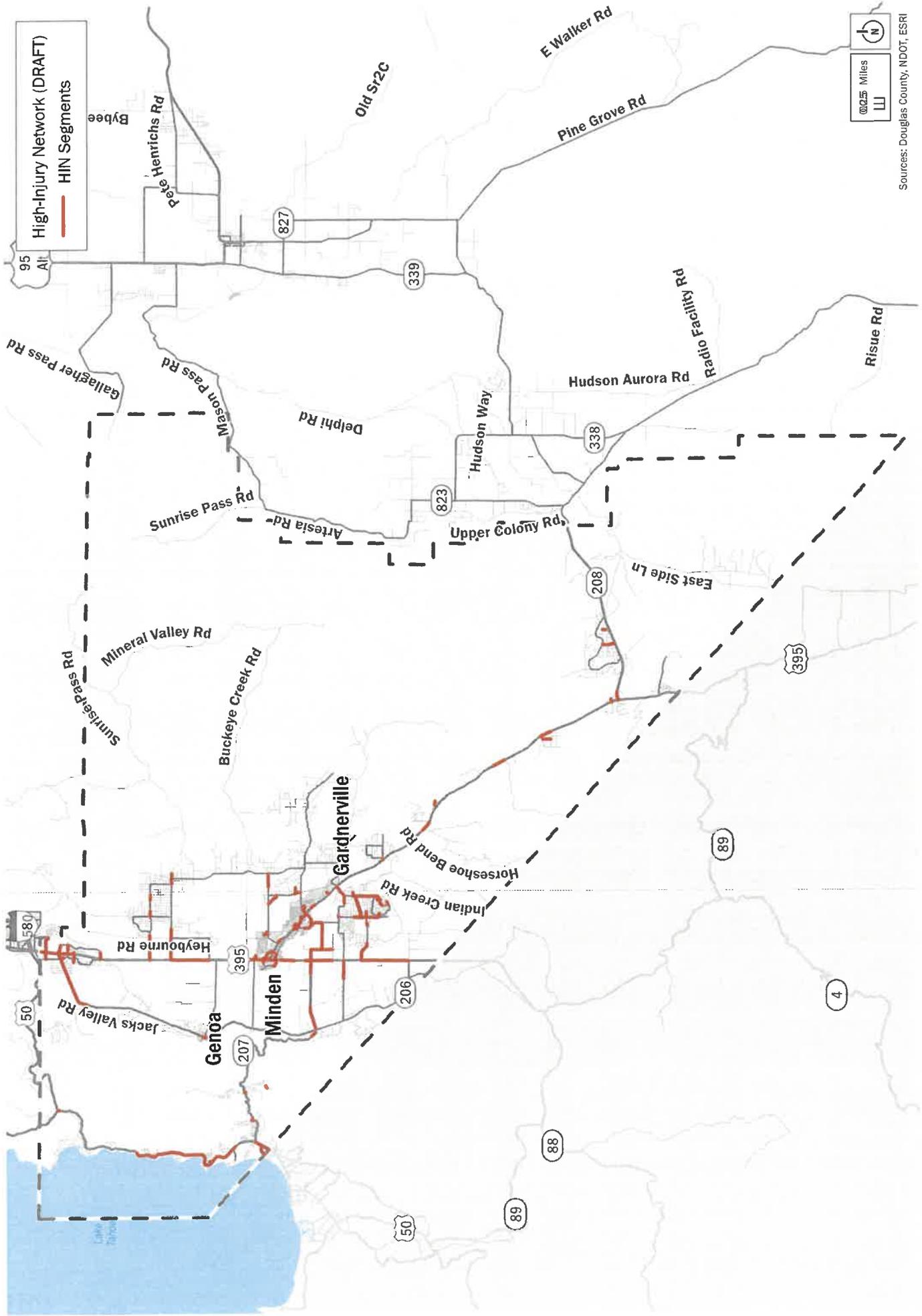




- High-Injury Network (DRAFT)**
- Non-State Network HIN
- State Network HIN
- SRTS HIN
- SRTS HIN + State Network HIN
- Schools



Sources: Douglas County, NDOT, ESRI



## Derek Dornbrook

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**From:** Derek Dornbrook  
**Sent:** Thursday, March 5, 2026 7:33 AM  
**To:** Amy Cummings; Joshua Nordloh; Debbie Swickard; jlenz@douglasnv.us; ecachinero@douglasnv.us; Jen Tune; ehnilssen@douglasnv.us; jfrisby@douglasnv.us; Lacey Tisler; Verre, Kevin; Kelly Norman; cjohnson@indianhillsnevada.com; dart@douglasnv.us; Christopher Martinovich; Michelle Glickert; Nick Haven; kenneth.cruz@washoetribe.us; agreed@grgid.com; gfink@tahoetransportation.org; rob.beltramo@washoetribe.us; tdallaire@douglasnv.us; aernst@douglasnv.us; Laura Wise; Rachael Shaw  
**Cc:** Daniel Doenges; Rachel Graff; Jackie Kuechenmeister; Amir Almotahari; Kate Bradbury  
**Subject:** RE: Douglas County SS4A Plan Update

Hi Amy,

Thank you for sharing the draft High-Injury Network and maps. Within the Kingsbury Grade area, it appears that SR 207 is identified but at a lower priority relative to other corridors in Douglas County. While crash concentrations may be lower compared to areas in the Carson Valley, it may be helpful to consider the unique operational challenges on Kingsbury Grade, particularly during winter storm events. During major storms, NDOT resources are often focused in the Carson Valley and Reno areas, which can limit on-corridor presence, and there are currently no chain control stations on SR 207. For example, during the severe winter storm on **February 17**, multiple vehicles became stuck near the top of Kingsbury Grade, resulting in significant traffic backups and access issues. Highlighting these winter operations challenges may help inform future safety considerations for the corridor.

Please let me know if any additional input from the Kingsbury area would be helpful.

Regards,

**Derek Dornbrook**

**General Manager**

*Kingsbury General Improvement District*

*Phone: 775-588-3548 | Fax: 775-588-3541*

*Email: [derek@kgid.org](mailto:derek@kgid.org)*

*[www.kgid.org](http://www.kgid.org)*

*160 Pine Ridge Dr. – P.O. Box 2220 Stateline, NV 89449*

*Office hours: M–TH 7:00am-12:00pm and 12:30pm-4:30pm|Fri 7:00am-12:00pm and 12:30pm-3:30pm*



**From:** Amy Cummings <ACummings@parametrix.com>

**Sent:** Wednesday, March 4, 2026 3:54 PM

**To:** Joshua Nordloh <jnordloh@douglasnv.us>; Debbie Swickard <dswickard@douglasnv.us>; jlenz@douglasnv.us; ecachinero@douglasnv.us; Jen Tune <director@mainstreetgardnerville.org>; ehnilssen@douglasnv.us; jfrisby@douglasnv.us; Lacey Tisler <tisler@dot.nv.gov>; Verre, Kevin <kverre@dot.nv.gov>; Kelly Norman <knorman@carson.org>; cjohnson@indianhillsnevada.com; dart@douglasnv.us; Christopher Martinovich

<cmartinovich@carson.org>; Michelle Glickert <mglickert@trpa.gov>; Nick Haven <nhaven@trpa.gov>; kenneth.cruz@washoetribe.us; agreed@grgid.com; gfink@tahoetransportation.org; rob.beltramo@washoetribe.us; Derek Dornbrook <derek@kgid.org>; tdallaire@douglasnv.us; aernst@douglasnv.us; Laura Wise <lwise@dot.nv.gov>; Rachael Shaw <rshaw@trpa.gov>  
**Cc:** Daniel Doenges <DDoenges@parametrix.com>; Rachel Graff <RGraff@parametrix.com>; Jackie Kuechenmeister <JKuechenmeister@parametrix.com>; Amir Almotahari <AAAlmotahari@parametrix.com>; Kate Bradbury <KBradbury@parametrix.com>  
**Subject:** Douglas County SS4A Plan Update

You don't often get email from [acummings@parametrix.com](mailto:acummings@parametrix.com). [Learn why this is important](#)  
Hello Douglas County Safe Streets for All Agency Coordination Team!

We have developed a draft high-injury network for the Douglas County SS4A Plan and would like to request your input. A summary memo and maps showing the draft proposed network are attached for your review and comment. Please provide any comments by March 25. Proposed improvements in the plan will be focused on corridors included in the high-injury network.

We would also like to invite you to a public open house for the plan on Mach 18 from 4-6 pm at the Douglas County Community and senior Center Dining Room, located at 1329 Waterloo Lane, Gardnerville, NV 89410. A flyer is attached.

A brief online survey about transportation safety in Douglas County is available at the link below. We encourage you to take the survey and share it with others you may know who have an interest in Douglas County transportation safety.

<https://www.surveymonkey.com/r/52S6DNS>

Thank you!  
Amy

# Parametrix

**Amy Cummings, AICP, LEED AP**

*she/her*

Transit Director/Nevada Planning Manager

775-636-1153 | mobile





**H A R P E R**  
Professional  
Services

## **Kingsbury General Improvement District Standing Priorities**

Kingsbury's focus is practical policy, local control, fiscal responsibility, and protecting our community's water future.

- Protecting our local water rights and making sure nothing jeopardizes groundwater management in our basin.
- Continued support for infrastructure funding — grants and low-interest financing are huge for districts like ours.
- Avoiding unfunded mandates that hit our ratepayers.
- Encouraging responsible growth while keeping long-term water sustainability front and center.

**Prepared for Senator Robin Titus**  
February 25, 2026

Christine Harper  
Owner  
[christine@harper-insight.com](mailto:christine@harper-insight.com)  
702.327.0828

January 8, 2024 - DRAFT

Attachment E

# Kingsbury General Improvement District Operational Evaluation & Pump Station Rehabilitation

## Evaluation & Rehabilitation Outline

Kingsbury GID Water System

**Prepared For:**

Kingsbury GID  
Mitch Dion, General Manager  
255 Kingbury Grade, Suite A  
Stateline, NV 89449

**Prepared By:**

Resource Concepts, Inc.  
340 N. Minnesota Street  
Carson City, NV 89703  
(775) 883-1600



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## 1.0 Introduction, Purpose, and Deliverables

### 1.1 Introduction

The Kingsbury General Improvement District (KGID) operates a water system serving the Stateline area of South Lake Tahoe, Nevada along the corridor of Kingsbury Grade (SR207). The system is comprised of a series of pump stations and tank reservoirs which transmit potable drinking water from the source in Lake Tahoe (6229 elevation) to the top of the west side of the Sierra ridge at Daggett Pass (elevation 7980). The KGID service area has six (6) pump stations, six (6) tank zones, 20 pressure zones, seven (7) water storage tanks, and 33 miles of water mains. This system serves XX homes & facilities and provides water to the Heavenly Valley Ski resort for snow making in the fall and winter months. The KGID Water service area includes Kahle Drive, Lake Village, Lower Kingsbury, Nevada Beach, and Dorla Court.

### 1.2 Purpose

The purpose of this document is to provide the Kingsbury General Improvement District (KGID) with a scoping outline and budget/funding level cost estimates based on Resource Concepts, Inc. (RCI) evaluation and understanding of the KGID Water System Modeling & Evaluation and Pump Station Rehabilitation, as outlined below.

#### **Water Modeling [Section 2]**

DOWL Engineering maintains the KGID water system model which includes the transmission and distribution systems. This model is built and operated in InfoWater Pro. RCI uses WaterCAD to perform water system modeling analysis. RCI was able to import DOWL's InfoWater Pro model into WaterCAD for understanding, manipulation, and use.

This plan includes the breakdown of RCI utilizing DOWL's existing model to understand and evaluate the existing system. This outline provides descriptions of anticipated scope, assumptions made, and budget fee estimate to complete the task.

After the model is verified and calibrated, RCI will perform an analysis review of the system performance. This review will highlight any critical operational issues, inconsistent flows and/or pressure and summarize recommendations.

#### **Pump Station Rehabilitation [Sections 3-5]**

The KGID system has six (6) pump stations which are aging and in need of evaluation, replacement, or rehabilitation. This document itemizes the services and scope necessary to evaluate the existing system, including a specific pump station with the associated site, building, utilities, and reservoir. The program plan will provide for the identifying of operational and physical elements needing upgrade or rehabilitation, evaluation of possible alternatives, and make recommendations for design and construction of improvements. This plan focuses on Pump Station 3, located at 568 Buchanan, Rd, Stateline, Douglas County, NV.

This outline is presented as a planning document for KGID's use in obtaining funding to complete the evaluation and planning, design and permitting, and construction phases of the pump station rehabilitation program.

This outline provides descriptions of anticipated scope, assumptions made, and budget fee estimate to complete the task.

### *1.3 Deliverables*

The end of this document provides KGID with budget level funding estimates of projected cost for the following:

- Transmission Model Evaluation/Understanding/Summary Evaluation
- Pump Station Evaluation and Recommendations
- Pump Station Rehabilitation Design & Permitting
- Pump Station Rehabilitation Construction

## 2.0 Transmission System Model Evaluation & Understanding

### *2.1 System Modeling – Verification or New Independent*

RCI was able to import DOWL's InfoWater Pro model into WaterCAD for evaluation and use. After importing the model into WaterCAD, the process for evaluation is as follows:

- **Model Review**
  - Review Model from DOWL
  - Including table for junction, pipe, pump, and reservoirs
- **Questions to KGID/DOWL**
  - RCI will draft questions for KGID/DOWL after initial model review.
  - Includes 2 in person meetings with KGID/DOWL to discuss/answer RCI's questions.
- **Review, Manipulation, and Real-World Verification**
  - Review response to questions from KGID/DOWL
  - Manipulate the model where needed.
  - Real world verification (assuming fire flow data/other testing is available or will be completed)
  - Includes 1 virtual meeting with KGID/DOWL to confirm model results.
- **Final Model Review & Understanding**
  - Final Model review & understanding
  - RCI to draft a system operations model memo for later use.
- **Skeletonize Model**
  - RCI to build a skeleton model of the transmission system.
  - For later use by RCI/KGID during design & construction phases.

## 3.0 Pump Station Evaluation & Recommendations

At the end of this phase, RCI will provide KGID a document with a comprehensive site evaluation and recommendation for upgrades. This will include a basic 35% schematic design product.

### 3.1 Topographic and Site Survey

The site area associated with Pump Station and Reservoir 3 will be surveyed for purposes of obtaining necessary topographical information and limits associated with the existing operation of the pump station. The survey will identify possible geographic, topographic, or boundary and site restrictions and barriers. Title and record research will be performed (either from existing KGID records or county records), to identify and verify fidelity of the boundary, fences, easements, encumbrances, etc.

### 3.2 Site Base Mapping and As-Built Plans

An existing site plan will be prepared with items obtained from topographic surveys showing location of system piping, utilities, buildings, structures, gates, fences, natural physical features, and boundary. This site plan will be utilized in the evaluation planning process.

### 3.3 Site Evaluation and Schematic Design

The site will be evaluated as to compatibility for proposed improvements, upgrades, and rehabilitation. The KGID desire for ease of operations will be considered. Any regulatory requirements associated with the facility operations will be reviewed such as parking, routing, fire, access to adjacent properties, and ADA compliance. This evaluation will include a review of utilities, specifically electrical facilities, and potential for upgraded connections.

### 3.4 Tank Survey and Evaluation

The existing approximately 1.0-million-gallon Ph. 3 steel tank will be inspected and evaluated and certified by a tank inspection contractor. They will perform a standard inspection & cleaning and provide an evaluation summary of the condition of the tank. Based on the tank inspection contractor's reports, RCI will make a recommendation to KGID on tank rehabilitation or replacement needs.

RCI has coordinated the scope with a reputable tank inspection firm that is familiar with KGID's system and tanks. The scope includes an analysis of life cycle maintenance costs & recommendations for long term compliance with current codes. The effort will address possible repairs. The tank inspection contractor can either be contracted through RCI or KGID.

### *3.5 Building Survey and Evaluation*

An existing building survey with floor plan layout and measurements will be performed. The building survey will include effort to prepare the following existing information:

- Building Base Floor Plan & Sections
- Building Utilities (including electrical)
- Building Evaluation and Recommendations
- Ex. Site boundary, topography, improvements, access
- Structural Compliance

### *3.6 Proposed New Pump System Evaluation and Recommendation*

With the model information and evaluation of the existing system, RCI will evaluate options for new pumps and associated system upgrades. The new proposed pump curves and set points will be introduced into the system model to establish operational integrity.

RCI will consult with KGID regarding pump options, pump types, pump layouts, modification to building floor plans, reservoir compatibility (head and volume), electrical demand and controls upgrades or compatibility.

At this stage KGID & RCI will determine the best options for pumps & controls. The selection of certain pumps (due to size This may require changes to the building either in floor plan, access, and/or height of ceilings and elevation of wet wells & pedestals.

RCI will consider operational integrity of the overall system during the construction of the new/rehab pump station. Safety and fire flow will be paramount in the analysis of bypass or temporary portable pumps.

## 4.0 Pump Station Rehabilitation Design & Permitting

### 4.1 Design Phasing

Based on evaluation and KGID approved rehabilitation path moving forward the anticipated rehabilitation design phasing includes:

- **Design Development Phase (50%)**

- Improvement Plans
- Engineering Estimate
- Technical Specifications/Bid Documents
- Internal Project Review

**One set of comprehensive comments provided to RCI before moving to the next phase.**

- **Final Draft Plan Set (90%)**

- Improvement Plans
- Engineering Estimate
- Technical Specifications/Bid Documents
- Required Reporting Requirements
- Appropriate federal or state funding agency initial review
- Internal Project Review

**One set of comprehensive comments provided to RCI before moving to the next phase.**

- **Permitting Documents (100%)**

- Improvement Plans
- Engineering Estimate
- Technical Specifications/Bid Documents
- Draft permit applications
- Required Reporting Requirements
- Internal Project Review
- Agency Submittals

**One set of comprehensive comments provided to RCI before moving to the next phase.**

- **Revised Permitting Documents**

- Improvement Plans
- Engineering Estimate
- Technical Specifications/Bid Documents
- Draft permit applications
- Required Reporting Requirements
- Internal Project Review
- Agency Submittals

**One set of complete contract documents documents revised to incorporate all entities revision requests.**

## 4.2 Permitting

The following table lists possible entities with jurisdiction that may require permits associated with the pump station site rehabilitation.

Partner Entity	Role
Kingsbury General Improvement District	Owner’s review and approval
Douglas County Planning	County responsible for review and approval
Douglas County Building	
Douglas County Engineering	
Tahoe Regional Planning Agency	Additional agency governing properties within the Lake Tahoe Basin
NDEP – Bureau of Safe Drinking Water	Responsible for reviewing any new water projects in the state
NDEP – Bureau of Water Pollution Control	Responsible for reviewing any new sewer projects in the state
USFS/State Lands	Landowner of the pump station #3 tank site
Tahoe Douglas Fire District	Fire protection district covering the KGID Service Area
Environmental	Not anticipated at this time
Cultural/Historic	Not anticipated at this time

## 5.0 Pump Station Rehabilitation Construction

The following table lists budget level construction cost estimates based on a total site rehabilitation as well as anticipated construction administration functions performed by RCI.

PROJECT CONSTRUCTION ITEM	BUDGET COST ESTIMATES	
	Maintenance Level Rehabilitation	New Construction
<b>Bidding Assistance &amp; Negotiation</b>	<b>\$32,200</b>	<b>\$88,750</b>
<b>Final Permitting and Conditions</b>	\$15,000	\$30,000
<b>Contractor General Conditions and Demo</b>	\$250,000	\$500,000
<b>Building Upgrades</b> (interior and exterior) - Maintenance = (Roof, Windows, Doors, and pump pedestals), includes HVAC.	\$240,000	\$750,000
<b>Site Improvements and Access Upgrades</b> (fire, parking, grading, fences, gates, etc.) - New = site redesign	\$75,000	\$250,000
<b>Pump &amp; Motor Replacement</b> - Includes process piping (New Pumps both budgets). Maintenance = swap in-line pumps and use pedestals. New = Optimize pump type for future or improved performance.	\$250,000	\$550,000
<b>Electrical Upgrades</b> - Maintenance = use upgraded existing panels, controls, generator, new switchgear. New = switchgear, generator, controls, building upgrades	\$180,000	\$620,000
<b>Utility Upgrades</b> (Electric service, sewer (?), storm drain, gas service)	\$50,000	\$150,000
TRPA Compliance Upgrades (BMPs) - only for new facilities or new tank	\$10,000	\$50,000
Environmental Mitigation due to upgrades	\$0	\$25,000
<b>Tank Replacement</b> - Rough Estimates based upon industry averages for steel tanks - Rehabilitation (roof beams, select panels, etc.) = \$1.9/Gal New Tank Construction = \$5.50/Gal	\$1,900,000	\$5,500,000
<b>Construction Bypass/Temporary Storage</b> - Needed for both Rehab and New	\$250,000	\$450,000
<b>Construction Subtotal</b>	<b>\$3,220,000</b>	<b>\$8,875,000</b>
<b>Construction Administration</b> (RFIs, Pay requests, Meetings, RPR, etc. = 3.5%)	\$112,700	\$310,625
<b>Contingency</b> - (For budgeting and funding = 20%)	\$644,000	\$1,775,000
<b>TOTAL PROJECT COST - PUMP STATION REHAB OR REBUILD</b>	<b>\$3,976,700</b>	<b>\$10,960,625</b>

## 6.0 Assumptions & Projected Cost Estimates

Based on the information above, below is a budget level estimate to complete each aspect. All numbers are budget level estimates, that will change as each task is developed and completed. Values are based on RCIs best available information and research but are not binding.

### 6.1 Transmission System Model Evaluation and Understanding

Conservative estimated costs associated with the Transmission System Model Evaluation and Understanding is **\$50,000**.

**Assumptions made:** This phase assumes that KGID and DOWL can provide RCI with all needed modeling parameters and system demands outlined. Limited RCI research into establishing the existing parameters and demands is anticipated.

### 6.2 Pump Station Evaluation and Recommendations

Costs associated with the Pump Station Site Evaluation and Recommendations **\$93,000**.

**Assumptions made:** This task includes RCI's and additional external team consultants providing an existing site evaluation and recommendations for optimal KGID system performance and modern regulatory compliance. TRPA coverage survey is not included in this task and will be handled on a project-by-project basis.

**Includes Conceptual and Sketch design scoping phases normally with the Design and Permitting phase.**

### 6.3 Pump Station Rehabilitation Design & Permitting

Costs associated with the Pump Station Site Rehabilitation Design & Permitting **\$310,000 – \$10,500,00**.

**Assumptions made:** This document and estimate assumes that extensive permitting and design will be required based on an assumed complete site rehabilitation.

### 6.4 Pump Station Rehabilitation Construction

Costs associated with the Pump Station Site Rehabilitation Construction **\$3,976,700 - \$ 10,960,625**

**Assumptions made:** This document and estimate assumes the two scenarios, one for rehabilitation (e.g. Tank rehab vs Tank Replacement), and one for new construction of key components and associated upgrades to the entire facility.

**Memo to:** Board of Trustees

**From:** Byran Moss, Utilities Operations Superintendent

**Subject:** Operations report for the meeting of March 17, 2026

Working on daily operations.

State reports.

Made arrangements to have the Vactor truck serviced and the oil leak on the auxiliary engine repaired.

Deposition on the Kimberly Brooke Fire Hydrant.

Connection permits.

Working on hiring an electrician to diagnose and repair the intermittent circuit breaker problem at Station #4.

- Water crew:**
1. Working on annual small equipment maintenance.
  2. Snow removal at all of Kingsbury G.I.D. properties.
  3. Replaced the doors at Stations #4 and #5
  4. Repaired the Chlorine injection system at Station #5.
  5. Sent the cell for the UVT analyzer out for repair.
  6. Programmed new water meter registers.
  7. Installed new water meter registers throughout the district.
  8. Customer service calls.

- Road Crew:**
1. Snow removal at all Kingsbury G.I.D. properties.
  2. Small equipment maintenance.
  3. Cleared Storm drains in the district.
  4. Working on small equipment maintenance.
  5. Made a list of fire hydrants that don't have ballards protecting them.
  6. Repaired broken meter pits at 178 Cresent Circle and 746 Bigler Court.

# **Administrative and H.R. Supervisor Manager's Report**

**Date: March 17, 2026**

## **1. Springbrook Transition**

Training and implementing a new Springbrook platform. This transition includes staff training and constituent support to assist not only with the move to the new Express Pay option but also with setting up and understanding the entire new accounting side of Springbrook.

## **3. General Operations**

Since the transition to Xpress BillPay, we have been overwhelmed with calls to assist in setting up new accounts along with having to mail out double the amount of paper bills in March due to the lack of our contingents transferring over to Xpress BillPay.

Created a cheat sheet of all motions made during the last (3) years to help the new board understand when and what motions have been approved. (Attached)

Updating our list of contracts so we can be up to date on when contracts expire etc.

## **4. Staffing Updates**

- Interviews were held for the open street maintenance position.
- A current street maintenance crew member who previously applied for the water operations position will be transitioning into that role while working toward obtaining the required certifications once we get his pay figured out.
- The district is actively recruiting for a certified water operator and is not getting any responses. We may have to address with a different angle on the hiring process through Union Negotiations.

## **5. Compensation Review**

Work was initiated on developing a five-step level salary table for KGID. This project has been paused and am waiting for directions from the General Manager.

## **6. Legal Matters**

Considerable time has been spent compiling and recovering discovery materials for legal counsel representing KGID in the Manchester/F&B lawsuit related to the fire hydrant incident that occurred in March 2024. My deposition had to be re-scheduled due to my illness, and detailed testimony will be required regarding this matter within the next week or two.

## 7. Team Building

We had our team building activity at Trapped in Tahoe followed by lunch at Brooks Bar, Edgewood last Thursday. This was funded by a grant in the amount of \$1,000 that we received from Pool Pact a couple years ago. The grant was originally approved for the crew to attend a team outing at a rope course on the West Shore. Due to not being able to close the office for the day, plans had to change to stay in the local vicinity.

## 8. Monthly Metrics

Service Requests Completed (February):	2025 – 21 ea. (\$ 472.50 income)
	2026 – 38 ea. (\$ 665.00 income)

Hours Worked (February-Hourly Employees):	2025 - 1634 hours (10 employees)
	2026 – 1141 hours (7 employees)

### Outstanding Liens:

- 759 Boulder Court, Q — \$93,280.57 (Tax Lien)
- 495 Tramway #12 — \$94,726.66 (Tax Lien)
- 165 Irwin A&B — \$69,102.16 (Lien)

## **2022 MOTIONS PASSED**

**M-1/25/2022-6** - Motion by Vogt, seconded by Nelson, and unanimously passed to elect Sandra Parks as 2021 Chair, Jodie Nelson as Vice-Chair and Craig Schorr as Secretary-Treasurer.

**M-1/25/2022-7** - Motion by Vogt, seconded by Schorr, and unanimously passed to pass the Merit Compensation Plan

**M-1/25/2022-8** - Motion by Vogt, seconded by Nelson, and unanimously passed to authorize the General Manager to dispose of surplus vehicles, Truck 0302, and Truck 1122.

**M-1/25/2022-9** - Motion by Nelson, seconded by Vogt, and unanimously passed to modify the General Manager's contract related provisions regarding retirement contributions and compensation in conformance with the provisions of NRS and that these revisions be paid retroactively to commencement of contract period.

**M-2/15/2022-5** - 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

**M-2/15/2022-6** - 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.

**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

**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). *Effective 4/1/23*

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

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

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

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

**M-4/19/2022-4** - Motion by Vogt, seconded by Yanish, and unanimously passed to approve Task Order Number One and authorize the General Manager to proceed with the site assessment and building programming report for the storage facility.

**M-4/19/2022-5** - Motion by Vogt, seconded by Yanish, and unanimously passed to approve award of the FY 2022 Roadway Seal Project to Sierra Nevada Construction, Inc (SNC) for the Base Bid or \$235,924.83 and the Alternate Bid item for \$28,082.17 authorizing the General Manager to execute contract.

**M-4/19/2022-6** - Motion by Vogt, seconded by Yanish, and unanimously passed to approve the proposed format and process for the General Manager Evaluation.

**M-5/17/2022-5** - Motion by Yanish, seconded by Parks, and unanimously passed to approve Fiscal Year 2022/2023 Final Budget as presented.

**M-5/17/2022-6** - Motion by Yanish, seconded by Nelson, and unanimously passed to approve the repair to the sewer collection line by Summit Plumbing for \$5,403.98 authorizing the General Manager to execute the contract.

**M-6/14/2022-5** - Motion by Yanish, seconded by Nelson, and passed to approve revised contributions to the Public Employees' Benefits Program to fund Health Savings Accounts for employees based upon the 2022/2023 PEBP to the maximum amount allowed by the IRS. Schorr opposed.

**M-6/14/2022-6** - Motion by Yanish, seconded by Vogt, and unanimously passed to approve a 3% cost of living increase (COLA) and a 2% merit increase for exempt employees commencing on July 1, 2022.

**M-6/14/2022-7** - Motion, seconded by Vogt, to review the consolidated Annual Evaluation overview by the Board of Trustees and conduct annual evaluation and consider approval of an adjustment of compensation for the General Manger of 3.5%.

**M-6/14/2022-8** - Motion by Yanish, seconded by Schorr, and unanimously passed to approve the review the consolidated Annual Evaluation overview by the Board of Trustees and conduct annual evaluation and consider approval of an adjustment of compensation for the General Manger of 3.0%

**M-7/19/2022-5** - Motion by Parks, seconded by Nelson, and unanimously passed to approve the purchase agreement of a Vault Lid with Jensen Precast for \$5,215.00.

**M-7/19/2022-6** - Motion by Nelson, seconded by Schorr, and unanimously passed to approve Cashman Customer Support Agreement and authorize the General Manager to enter into the Customer Support Agreement of approximately \$10,825.00 annually

**M-9/20/2022-4** - Motion by Nelson, seconded by Vogt, and unanimously passed to approve the Consent Calendar Item C: Approval of Task Order 59 with Farr West Engineering for GIS Support FY 23 not to exceed \$ 9,250

**M-9/20/2022-8** - Motion by Nelson, seconded by Vogt, and unanimously passed to review and approve change orders number 1 and 3 for the Waterline Replacement & Road Improvement project of \$62,710.00 and \$85,365.00 respectively.

**M-9/20/2022-9** - Motion by Vogt, seconded by Nelson, and unanimously passed to approve the adjustment to the ServLine Leak Protection Program option (B) increasing coverage to \$2,500 while achieving a net savings to customers and authorize the General Manager to complete appropriate contracts.

**M-9/20/2022-10** - Motion by Nelson, seconded by Schorr, and unanimously passed to approve the Snow Removal Contract and authorize the General Manager to enter into the Snow Removal Contract with Manchester Enterprises Incorporated for a period of three (3) years with options to renew for two (2) years.

**M-9/20/2022-11** - Motion by Nelson, seconded by Vogt, and unanimously passed to authorize the General Manager to enter into a repayment plan with the homeowner of 187 Clubhouse Circle as defined in the attachment agreement, modified to include payment of the original amount due upon sale or transfer within the term of the agreement

**M-9/20/2022-12** - Motion by Vogt, seconded by Nelson, and unanimously passed to authorize General Manager to enter into the contract for professional services for the design, bidding, administration and project management for the facilities improvement of Building 160 Pine Ridge not to exceed \$192,700

**M-9/20/2022-13** - Motion by Vogt, seconded by Nelson, and unanimously passed to approve Task Order 60 and 61 for the Professional Services needed to survey, design, bid and manage construction for the FY 23 Waterline and Road Improvement Project in the amount of \$68,012 and \$315,068 respectively and authorize the General Manager to sign appropriate contractual agreements.

**M-9/20/2022-14** - Motion by Vogt, seconded by Parks, and passed to cut cards to assign one member of the Board of Trustees to represent the Kingsbury General Improvement District at Douglas County Lake Tahoe Sewer Authority (DCLTSA) for the term of 3 years commencing October 1, 2022. Yanish, Nelson opposed.

**M-9/20/2022-15** - Motion by Nelson, seconded by Vogt, and unanimously passed to authorize the General Manager to engage Blue Ribbon Personnel Services for temporary replacement of the Administrative Secretary/Clerk position for up to \$12,000.00.

**M-10/18/2022-4** - Motion by Nelson, seconded by Yanish, and unanimously passed to appoint Cindy Trigg to complete the balance of term remaining in the position vacated by Darya Vogt effective October 18, 2022

**M-10/18/2022-5** - Motion by Yanish, seconded by Nelson, and unanimously passed to pass and adopt the resolution 2022-01 honoring Darya Vogt recognizing the distinguished service to Kingsbury General Improvement District upon her retirement as a member of the Board of Trustees District be passed and adopted.

**M-10/18/2022-6** - Motion by Yanish, seconded by Nelson, and unanimously passed to increase the purchase authority of the General Manager from \$5,000 to \$10,000.

**M-10/18/2022-7** - Motion by Yanish, seconded by Nelson, and unanimously passed to authorize the General Manager to sign Task order# 1 with Eastern Sierra Engineering for Geotechnical Services in support of the FY23 - 25 Waterline and Road Improvement projects in the amount of \$119,700

**M-10/18/2022-8** - Motion by Nelson, seconded by Parks, and unanimously passed to approve the price proposal from Sierra Nevada Construction, Inc. for repairs to Highway 50 resulting from the water line break and authorize the General Manager to expend not to exceed \$90,000 for the repairs to meet NDOT requirements.

**M-11/15/2022-4** - Motion by Nelson, seconded by Parks, and unanimously passed to approve the 2023 Board Meeting and Holiday Schedules, as amended

**M-11/15/2022-5** - Motion by Nelson, seconded by Schorr, and unanimously passed to Approve Task Order 2 with Eastern Sierra Engineering for the Professional Services necessary to develop the Stormwater Facilities Masterplan Scope (approach & sequence) and identify two lead projects not to exceed the amount of \$28,000 and authorize the General Manager to sign appropriate contractual agreements.

**M-11/15/2022-6** - Motion by Nelson, seconded by Yanish, and passed to authorize General Manager to continue pursuing progression with NDEP for progression of the consolidation project on behalf of the Ponderosa Park Owners Association and Kingsbury General Improvement District consistent with the agreements which were approved in December 2020 and prepare and file the Letter of Intent with NDEP. Schorr opposed.

**M-11/15/2022-7** - Motion by Schorr, seconded by Nelson, and unanimously passed to authorize General Manager to take an expanded approach on 160 Pineridge to investigate the building as operation and administrative center.

**M-12/13/2022-4** - Motion by Nelson, seconded by Trigg, and unanimously passed to accept the Audited Financial Statements and Auditor's Report for the Fiscal Year Ended June 30, 2021.

**M-12/13/2022-5** - Motion by Nelson, seconded by Trigg, and unanimously passed to approve the professional services for the Assessment and Programmatic Repairs and Renovations for Pump Station 3 and Reservoir and authorize General Manager to sign appropriate contractual agreements in the amount of \$24,500

**M-12/13/2022-8** - Motion by Parks, seconded by Trigg, and unanimously passed to adopt Resolution 2022-02 increasing the Snow Removal Fee.

**2023 MOTIONS PASSED**  
**(Excludes List of Claims, Minutes, Agendas and Adjournments)**

**M-1/17/2023-4** – Motion by Nelson, seconded by Yanish, and unanimously passed to elect Jodie Nelson as 2023 Chair, Natalie Yanish as Vice –Chair and Cindy Trigg as Secretary-Treasurer.

**M-1/17/2023-5** – Motion by Nelson, seconded by Trigg, and passed to approve compensation adjustment to mirror the 5% FY23 Cost of living increase (COLA) that hourly employees received verses the 3% COLA and 2% merit increase that was set for exempt employees (HR & Admin Supervisor and Operations Superintendent) retroactive as of July 1, 2022.

**M-1/17/2023-6** – Motion by Parks, seconded by Triggs, and passed to approve changes to the Kingsbury General Improvement District Ordinance (Sewer) number 2 on specific pages to clarify Vacation Home Rentals as service categories as Vacation Club and Timeshare.

**M-1/17/2023-7** – Motion by Nelson, seconded by Trigg, and unanimously passed to approve task order 62 for professional engineering services with DOWL Engineering for the Design and Construction Management for Palisades Sewer Lift Station Rehabilitation not to exceed \$40,000.00 and authorize the General Manager to approve necessary documents.

**M-2/6/2023-2** – Motion by Nelson, seconded by Trigg, and unanimously passed to approve the District to proceed with the refinement of the concept and include the second floor renovations in the design services of Paul Cavin Architect, LLC to make improvements to the boardroom, restrooms, customer service counter and essential systems such as HVAC (mechanical), plumbing, electrical, and communications for back-office operations to be included in the bid package for Building 160 Repairs and Renovations not to exceed \$73,000 and authorize the General Manager to execute appropriate contracts.

**M-2/21/2023-5** – Motion by Nelson, seconded by Trigg, and unanimously passed to approve award of the FY2022/23 Material procurement for the Waterline and Road Improvement Project to Western Nevada Supply Company for \$296,899.94 and authorize the General Manager to execute appropriate documents.

**M-3/21/2023-5** – Motion by Schorr, seconded by Trigg, and unanimously passed to approve engineering services proposal of Market Street Lift Station Repairs and Renovation as Task Order #63 with DOWL for the amount not to exceed \$113,000.00 and authorize the General Manager to execute appropriate contracts.

**M-3/21/2023-6** – Motion by Nelson, seconded by Trigg, and passed to authorize the General Manager to open an investment account with Moreton Capital Markets LLC, for the purpose of making investments of district funds in accordance with the district investment policy and NRS Chapter 355. Yanish abstained and Schorr opposed.

**M-3/21/2023-7** – Motion by Schorr, seconded by Parks, and unanimously passed to approve Appendix A to the district Personnel Manual with the addition of Administrative & Financial Systems Analyst and Engineering Technician.

**M-4/18/2023-4** – Motion by Schorr, seconded by Parks, and unanimously passed to approve the selection of EideBailly LLP for auditor services from 2023 through 2025 (with possible two one-year extensions) and authorize the General Manager to execute appropriate contract and engagement letters

**M-4/18/2023-5**- Motion by Nelson, seconded by Parks, and unanimously passed to approve awarding the 2023 Waterline and Road Improvement Construction Services Contract to Farr Construction Corporation for the amount not to exceed \$2,314,136.00 and authorize the General Manager to approve the contract documents as necessary.

**M-4/18/2023-6**- Motion by Yanish, seconded by Trigg, and unanimously passed closing of the office on July 3, 2023.

**M-4/18/2023-7** – Motion by Nelson, seconded by Parks, and unanimously passed to adopt the Capital Asset Policy, Reserve Policy and Investment Policy as presented.

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

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

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

**M-6/13/2023-5** – Motion by Nelson, seconded by Yanish, and unanimously passed to approve payment to Nevada Public Agency Insurance POOL 2023 Proposal in the amount of \$121,598.96.

**M-6/13/2023-6** – Motion by Nelson, seconded by Trigg, and unanimously passed to approve awarding the project to Group-West Construction, Inc. for an amount not to exceed \$2,349,067 and authorize the General Manager to execute contractual documents and necessary.

**M-6/13/2023-7** – Motion by Nelson, seconded by Trigg, and unanimously passed to authorize the General Manager to enter into the NV Energy Line Extension Agreement necessary for the Bldg. 160 Pine Ridge Dr. rehabilitation and repair for the amount not to exceed \$40,000

**M-6/13/2023-8** – Motion by Nelson, seconded by Yanish, and unanimously passed to approve awarding the project to Express Sewer & Drain, Inc. for an amount not to exceed \$105,000 and authorize the General Manager to execute contractual documents as necessary.

**M-6/13/2023-9** -- Motion by Schorr, seconded by Trigg, and passed unanimously to approve the General Manager to award contracts for CMMS with Brightly Software Inc. for a period of 5 years in the amount not to exceed \$48,000 using the Source well cooperative public procurement program.

**M-6/13/2023-10** - Motion by Nelson, seconded by Trigg, and unanimously passed to approve the modified legal services agreement with Minden Lawyers, LLC altering the monthly retainer and representative hours authorizing the General Manager to sign appropriate documents.

**M-6/13/2023-11** - Motion by Nelson, seconded by Trigg, and unanimously passed to approve the update to the procurement policy.

**M-6/13/2023-12** – Motion by Nelson, seconded by Trigg, and passed to approve adjusted contributions to the Public Employees' Benefits Program to fund Health Savings Accounts for employees based upon the 2023/2024 PEBP to the maximum amount allowed by the IRS. Schorr opposed.

**M-6/13/2023-13** - Motion by Schorr, seconded by Nelson, and unanimously passed to approve a 3% cost of living increase (COLA) and a 2% merit increase for exempt employees commencing on July 1, 2023.

**M-7/18/2023-2** - Motion by Yanish, seconded by Trigg, and unanimously passed to approve Task Order 64 with DOWL LLC for professional services necessary to design, bid and manage construction for the FY 24 Waterline and Road Repair and Renovation Project in the amount of \$365,042.00 and authorize the General Manager to sign necessary documents. AND to approve Task Order 3 with Eastern Sierra Engineering for professional services necessary to design, bid and construction for the FY24 Waterline and Road Repair and Renovation Project in the amount of \$ 112,234.00 and authorize the General Manager to sign appropriate contractual agreements.

**M-8/15/2023-4** - Motion by Schorr, seconded by Nelson, and unanimously passed to approve the annual maintenance service agreement with Cashman Energy Solutions in the amount of \$13,115.00 and authorize the General Manager to execute appropriate agreements.

**M-8/15/2023-5** - Motion by Nelson, seconded by Parks, and unanimously passed to approve the District Debt Management Policy.

**M-8/15/2023-6** - Motion by Nelson, seconded by Parks, and unanimously passed to provide increase of an adjustment of compensation for the General Manager of 5% including retroactively for July.

**M-9/19/2023-4** - Motion by Parks, seconded by Schorr, and unanimously passed to Modify the contract of General Manager to extend the expiration date until June 30, 2025 and include the provision: "That upon submitting notice, the incumbent agrees to extend employment or remain available as necessary to the district to assist in the transition to a replacement."

**M-9/19/2023-5** - Motion by Nelson, seconded by Parks, and unanimously passed to approve and adopt the resolution for consolidation of the Ponderosa Mobile Home Park Water System; and approve Task Order 64 with DOWL Engineering for the design services for \$322,069; and approve Task Order 4 with Eastern Sierra Engineering for \$43,650; and authorize the General Manager to execute appropriate agreements.

**M-9/19/2023-6** - Motion by Trigg, seconded by Parks, and unanimously passed to Approve the imaging contract and service agreement with Precision Document Imaging and authorize the General Manager to execute appropriate agreements.

**M-09/19/2023-7** - Motion by Nelson, seconded by Trigg, and unanimously passed to approve the District Financial Audit Policy, as amended.

**M-09/19/2023-8** - Motion by Parks, seconded by Trigg, and unanimously passed to approve the District Claims Management Policy.

**M-10/17/2023-5** - Motion by Yanish, seconded by Parks, and unanimously passed to approve ratification of Amendment #2 of Task Order 61 with DOWL Engineering as authorized by the General Manager.

**M-10/17/2023-6** - Motion by Yanish, seconded by Parks, and unanimously passed to approve authorizing General Manager to negotiate and enter into an extension of the Water Supply Agreement with Heavenly Lake Tahoe based on the information presented.

**M-10/17/2023-7** - Motion by Nelson, seconded by Parks, and unanimously passed to review and approve the District Budget Policy, as amended.

**M-11/14/2023-5** - Motion by Nelson, seconded by Parks, and unanimously passed to approve the 2024 Board of Trustees Calendar, as amended.

**M-11/14/2023-6** - Motion by Nelson, seconded by Trigg to approve Professional Services Agreement Task Order number 5 with Eastern Sierra Engineering for Stormwater Masterplan in the vicinity of N. Benjamin and Andria roadways for approximately \$75,000 and authorize the General Manager to execute appropriate contracts. Yanish, Parks and Schorr opposed, motion failed.

**M-11/14/2023-7** - Motion by Yanish, seconded by Trigg, and approved to direct the General Manager to have Eastern Sierra prepare a public workshop in the amount not to exceed \$4,000 and provided necessary support for materials to be used in a presentation agenzized with Douglas County with the intention that funding would be included in their Stormwater Utility Plan.

Schorr questioned if additional engineering expenses are needed for the presentation. Yanish stated that having a neutral party facilitate the meeting would be more effective and Dion explained that the engineer would be augmenting the presentation with additional documentation. Dion added that he would present the professionally prepared report from Eastern Sierra, along with two trustees. He suggested that KGID customers attend the meeting as well.

**M-11/14/2023-8** - Motion by Yanish, seconded by Trigg, and passed to approve both change orders for the combined sum of \$23,624 and authorize the General Manager to execute appropriate contracts.

**M-12/19/2023-3** - Motion by Nelson, seconded by Trigg, and unanimously passed to accept the Financial Statements and Auditor's Report for the Fiscal Year Ended June 30, 2023.

**M-12/19/2023-5** - Motion by Yanish, seconded by Trigg, and passed to authorize the General Manager to initiate proceedings and set public hearing placing delinquent accounts in excess of \$40,000 on the Douglas County Tax Rolls for collection and establish February 20, 2024, as public hearing for placing the following parcels on the tax rolls for collection, APN 1319-30-520-017, 1319-30-514-017, 1319-30-710-012.

**M-12/19/2023-6** - Motion by Trigg, seconded by Nelson, and unanimously passed to table items 13: Discussion of Stormwater/Drainage Program and 14: Discussion and approval of Public Information Policy for a later meeting.

**2024 MOTIONS PASSED**  
**(Excludes List of Claims, Minutes, Agendas and Adjournments)**

**M-1/16/2024-3** – Motion by Nelson, seconded by Trigg, and unanimously passed to elect the following officers for the Kingsbury General Improvement District 2024 Calendar Year: Natalie Yanish as Chair; Cindy Trigg as Vice-Chair; and Sandra Parks as Secretary-Treasurer.

**M-1/16/2024-5** – Motion by Schorr, seconded by Parks, and unanimously passed to approve adopting ADM 3.5 Public Information Policy.

**M-2/20/2024-4** – Motion by Nelson, seconded by Schorr, and unanimously passed to approve award of the FY2023/24 Material procurement for the Waterline and Road Improvement Project to Western Nevada Supply Company for \$718,923.03 and authorize the General Manager to execute appropriate documents.

**M-2/20/2024-5** – Motion by Nelson, seconded by Schorr, and unanimously passed to accept the 48-month repayment plan for 313 Tramway #16 and authorize the General Manager to execute appropriate documents for repayment.

**M-2/20/2024-6** – Motion by Nelson, seconded by Parks, and passed to adopt the actions making final determination of indebtedness placing the following accounts on tax role and authorize the General Manager to implement the action for properties located at 759 Boulder Ct.# Q (APN: 1319-30-514-017), is delinquent in the amount of \$90,138.61 which is to be placed on the tax rolls for collection and 495 Tramway Dr. #12 (APN 1319-30-710-012), is delinquent in the amount of \$88,899.15 which is to be placed on the tax rolls for collection and authorize the General Manager to implement the action. Trustee Trigg abstained due to technical issues.

**M-3/19/2024-6** – Motion by Trigg, seconded by Parks, and passed to provide the General Manager in consultation with District Legal Counsel the authority to seek expertise for affirmative action up to and including litigation to resolve these issues relating to snow removal around fire hydrants, and to provide for the defense of the district (employees and board members as individuals) should threat of citations or criminal charges be levied. Schorr opposed.

**M-3/19/2024-7** – Motion by Schorr, second Parks, unanimously passed to approve the following additional improvements for building 160 Pine Ridge and authorize funding.

- 1) Window replacement (24 windows) \$60,000
- 2) Exterior door replacement (4 doors) \$8,000
- 3) Demolition of makeshift improvement and restoration of equipment bays (remove 2 restrooms, restore and paint) \$10,000
- 4) Signage for the marque board and entry \$ 5,500

**M-4/9/2024-2**– Motion by Nelson, seconded by Schorr, and unanimously passed to approve awarding the 2024 Waterline and Road Repairs and Restoration & Ponderosa Mobile Home Park Distribution System Replacement Construction Services Contract to Aspen Developers Corp. for the amount not to exceed \$4,195,665.00 and authorize the General Manager to approve the contract documents as necessary provided that the Ponderosa Mobile Home Park accept responsibility and indemnify the district from damage or fines resulting from snow or other obstructions to fire hydrants.

**M-4/16/2024-5** – Motion by Schorr, seconded by Trigg, and passed to approve the combined window and door replacement at 160 Pineridge not to exceed the revised sum of \$72,508.93 and authorize the General Manager to execute appropriate contracts. Nelson opposed.

**M-4/16/2024-6** – Motion by Nelson, seconded by Trigg, and passed to modify (Employee benefits paragraph F.) to the following: "Employee shall accrue three (3) week of vacation time each fiscal year (July JS1 through June 30th). The employee may continue to accrue this time to be used in accordance policy or opt to be paid for this time annually or consistent with the personnel manual for separation or use at the time of retirement. In no event shall the employee accrue more than 9 weeks of vacation time." Schorr opposed.

**M-5/21/2024-4**- Motion by Nelson, seconded by Parks, and unanimously passed to approve the Employee Locker Policy 2.4 of the Personnel Manual.

**M-5/21/2024-5**- Motion by Parks, seconded by Trigg, and unanimously passed to approve and adopt the draft amendment 3.1.1 to the Personnel Manual.

**M-5/21/2024-6** – Motion by Nelson, seconded by Parks, and unanimously passed to approve the on-call services agreement with Jacobs Engineering and authorize the General Manager to execute it as appropriate.

**M-5/21/2024-7** - Motion by Nelson, seconded by Trigg, and unanimously passed to approve the Budget for fiscal year 2024/2025.

**M-5/21/2024-10** - Motion by Nelson seconded by Trigg unanimously passed to Approve July 1, 2024 to June 30, 2026 Collective Bargaining Agreement between Kingsbury GID and International Union of Operating Engineers Stationary Local 39, AFL-CIO.

**M-6/18/2024-3** – Motion by Parks, seconded by Trigg, and passed to accept the Nevada Public Agency Insurance POOL 2024/25 Proposal of \$121,924.24 and authorize General Manager to execute appropriate documents. Nelson opposed.

**M-6/18/2024-5** – Motion by Trigg, seconded by Schorr, and passed to approve Task Order #66 with DOWL Engineering for Engineering Services for the FY 26 Waterline & Road Repair and Renovation Project costing \$975,556 and authorize the General Manager to execute appropriate documents. Nelson opposed.

**M-6/18/2024-6** - Motion by Parks, seconded by Trigg, and unanimously passed to approve Task Order 67 with DOWL Engineering for Engineering Services at the cost of \$328,217 for the FY 26 Road Surface Repair and Renovation Project and authorize the General Manager to execute appropriate documents.

**M-6/18/2024-7** – Motion by Parks, seconded by Trigg, and passed to approve the adjusted contributions to the Public Employees' Benefits Program to fund Health Savings Accounts for employees based upon the 2024/2025 PEBP to the maximum amount allowed by the IRS. Schorr and Nelson opposed.

**M-6/18/2024-8** – Motion by Trigg, seconded by Parks, and unanimously passed to authorize the General Manager to negotiate for the Tool Cat procurement and commit district funds up to \$75,000.

**M-6/18/2024-9** – Motion by Trigg, seconded by Parks, and unanimously passed to approve a 4.5% salary adjustment for the district's non-represented employees effective July 1, 2024.

**M-6/18/2024-10** - Motion by Nelson, seconded by Trigg, and unanimously passed to accept renewal proposal from Employers Preferred Insurance Company and authorize General Manager to execute appropriate documents.

**M-7/16/2024-4** - - Motion by Schorr, seconded by Nelson, and passed to adjust the Board of Trustees Meeting Calendar to eliminate the regular meeting scheduled for August 20, 2024. Trigg abstained.

**M-7/16/2024-5** - - Motion by Schorr, seconded by Nelson, and passed to authorize the General Manager to expend up to \$75,000 for vendor services and repair parts for the treatment plant to address emergent issues with controls and SCADA. Trigg abstained.

**M-7/16/2024-6** – Motion by Nelson, seconded by Parks, and unanimously passed to approve Change Order #01 with Aspen Construction to provide asphalt sealant/coating deleted from the FY24 Waterline and Road Renovation Project for \$52,560.00 and authorize the General Manager to execute appropriate documents.

**M-7/16/2024-7** - Motion by Schorr, seconded by Parks, and passed to approve for increase of 4% plus 2 extra days of vacation for the GM. Trigg abstained and Nelson opposed.

**M-9/17/2024-5** - Motion by Nelson, seconded by Parks, and passed to adopt the proposed policy for public use of the district facilities.

**M-9/17/2024-6** - Motion by Nelson, seconded by Parks, and unanimously passed to approve 60-month contract extension to Summit Plumbing Co., LLC for maintenance of the Kingsbury General Improvement District Sanitary Sewer Collection Services Contract to September 30, 2029, with proposed adjustment, and authorize the General Manager to execute appropriate documents.

**M-9/17/2024-7** - Motion by Nelson, seconded by Trigg, and unanimously passed to approve Task Order #6 with Eastern Sierra Engineering to provide Geotechnical support for the FY25/26 Waterline and Pavement Repair & Renovation Project for \$99,020.00 and authorize General Manager to execute appropriate documents.

**M-9/17/2024-8** - Motion by Nelson, seconded by Trigg, and unanimously passed approve proposal for acquisition and installation of Equipment Storage Facility for the district and authorize General Manager to execute appropriate documents.

**M-9/17/2024-9** - Motion by Nelson, seconded by Trigg, and unanimously passed to adopt Resolution 2025-01 Commemorating 60 Years of Service to the Community and Dedication of the Administrative and Operations Center.

**M-10/15/2024-4** - Motion by Schorr, seconded by Parks, and unanimously passed to approve letter advocating support of H.R. 7944 Water Systems perfluorooctanoic acid (PFOA) and perfluorooctane sulfonate (PFOS) Substance Liability Protection Act and authorize the General Manager to sign and being engaged in this effort.

**M-10/15/2024-5** - Motion by Nelson, seconded by Parks, and unanimously passed to approve Public Hearing date of December 17, 2024 to review and modify sewer enterprise fund rates.

**M-11/19/2024-4** - Motion by Nelson, seconded by Trigg, and unanimously passed to approve correction for Appendix C, Bargaining Unit Contract and authorize the General Manager to execute the appropriate documents.

**M-11/19/2024-5** - Motion by Trigg, seconded by Nelson, and unanimously passed to approve 2025 Board of Trustees and District Holiday Calendar.

**M-11/19/2024-6** - Motion by Yanish, seconded by Trigg, and unanimously passed to appoint Trustee Nelson and Trustee Parks as ad hoc committee members for the purpose of succession planning efforts. Nelson would serve until the end of her term and contingent upon request to serve as a committee member thereafter.

**M-12/17/2024-4** - Motion by Nelson, seconded by Trigg, and unanimously passed to accept the Auditor's Report for the Fiscal Year Ended June 30, 2024.

**M-12/17/2024-5** - Motion by Nelson, seconded by Trigg, and unanimously passed to approve modification to the Personnel Policy 4.4.3 regarding adjustments to exempt salary schedule and authorize General Manager to execute appropriate documents.

**M-12/17/2024-6** - Motion by Nelson, seconded by Trigg, and unanimously passed to approve emergent procurement for water service line replacement with Summit Plumbing on Holly Lane not to exceed \$38,000 and authorize the General Manager to execute appropriate documents.

**M-12/17/2024-7**- Motion by Parks, seconded by Trigg, and unanimously passed to approve the list of surplus equipment and vehicles and authorize the General Manager to dispose of these in accordance with the appropriate policy.

**2025 MOTIONS PASSED**  
**(Excludes List of Claims, Minutes, Agendas and Adjournments)**

**M-1/21/2025-3** – Motion by Felton, seconded by Nelson, and unanimously passed to elect Sandy Parks as 2025 Chair, Ed Johns as Vice-Chair and Cindy Trigg as Secretary-Treasurer.

**M-1/21/2025-4**– Motion by Parks, seconded by Trigg, and unanimously passed to elect Sara Nelson to represent Kingsbury General Improvement District at the sewer authority.

**M-1/21/2025-6** – Motion by Parks, seconded by Johns, and unanimously acknowledged, as per Mitch Dion’s assertion in an email to the boards council the district accepts his resignation from Kingsbury GID as of January 17, 2025.

**M-1/21/2025-7** – Motion by Johns, seconded by Trigg, and unanimously acknowledged that the board of trustees of Kingsbury General Improvement District appoint Joe Esenarro as the interim general manager with all the authorities of the general manager.

**M-01/21/2025-8** - Motion by Johns, seconded by Trigg, and unanimously passed to move forward with having Kingsbury General Improvement Districts council file an appeal on behalf of Kingsbury General Improvement District.

**M-1/21/2025-9** – Motion by Johns, seconded by Felton and unanimously passed to form a committee to proceed negotiations with Douglas Tahoe Fire Protection District and to assign board member Johns and Interim general manager, Joe Esenarro to that committee.

**M-2/18/2025-5** – Motion by Parks, seconded by Felton, and unanimously passed to provide the salary amount for the Interim General Manager in the amount of \$150,000.00, retroactive back to January 17, 2025.

**M-3/18/2025-3** – Motion by Felton, seconded by Trigg and unanimously passed to reimburse property owner of 476 Andria Drive \$1,256.00 and seek reimbursement from Far Construction from their retention that we are holding.

**M-4/15/2025-3**-- Motion by Trigg, seconded by Johns, and unanimously passed to approve award of the FY25 Road Replacement and Rehabilitation Project authorizing the Interim General Manager to execute appropriate documents paid by the general fund for a cost \$1,814,007.00 to include the base, Alt 1 and Alt 2 of the contact.

**M-4/15/2025-4**– Motion by Johns, seconded by Trigg, and unanimously passed to purchase new truck to replace the on call truck.

**M-5/20/2025-6**– Motion by Felton, seconded by Trigg, and unanimously passed to adopt the 25/26 Budget as proposed.

**M-6/17/2025-3** – Motion by Felton, seconded by Johns, and unanimously passed to approve the Nevada Public Agency Insurance Pool 2025 proposal.

**M-6/17/2025-6**– Motion by Johns, seconded by Felton, and unanimously passed to approve Kingsbury GID to take a public position of neutrality as it pertains to the Barton Hospital Project.

M-6/17/2025-7 – Motion by Johns, seconded by Trigg, and unanimously passed to approve Dornbrook to contact TRPA to correct the sign in sheet and contact Chris and Brett to inform them regarding the neutrality stance on the proposed Barton project.

M-6/17/2025-8 – Motion by Felton, seconded by Johns, and passed to adopt the MOE between Tahoe Douglas Fire and Kingsbury GID regarding snow removal from around fire hydrants including dropping the appeal of Judge Gregory’s findings with one member opposing.

M-6/17/2025-9 – Motion by Johns, seconded by Trigg, and unanimously passed to approve NIFS application for SRF low-interest loan to fund various water replacement projects.

M-6/17/2025-10 – Motion by Felton, seconded by Johns, and unanimously passed to modify the phasing to reduce Interim General Manager salary on July 21, 2025, to \$130,000.00 then on August 1, 2025, the Interim General Manager will return to his Utility Operation Superintendent Salary.

M-6/17/2025-14– The board left it up to Dornbrook to decide on the course of action as it pertains to the pay raise for the Utility Billing Coordinator.

M-6/17/2025-15 – Motion by Johns, seconded by Felton and unanimously passed to approve the expansion of Springbrook Software with the amendment that was made to the terms as requested by the board at the May 20<sup>th</sup> meeting as well as directing Dornbrook to enter into the agreement with Springbrook.

M-7/15/2025-3 – Motion by Johns, seconded by Parks, and unanimously passed to award the remaining portion of the construction contract for the FY2025 road replacement & rehabilitation project.

M-07/15/2025-4– Motion by Johns, seconded by Parks, and unanimously passed to authorize the GM to draft a snow removal RFP within the next couple of weeks.

M-07/15/2025-5– Motion by Parks, seconded by Johns, and unanimously passed to form a committee (Trustee Parks and Johns) to review the RFP before going out for publication.

M-07/15/2025-6– Motion by Johns, seconded by Parks, and unanimously passed to approve Task Order No. 69 in an amount not to exceed \$50,000 for Fiscal Year 2026 General Services under the existing Master Services Agreement.

M-07/15/2025-7– Motion by Johns, seconded by Parks, and unanimously passed to approve the General Manager to proceed with initiating steps necessary for a potential sale, including but not limited to property appraisal.

M-07/15/2025-8– Motion by Johns, seconded by Parks, and unanimously passed to approve and adopt draft 5.10 regarding HSA contributions/policy for the Personnel Manual.

M-07/15/2025-9– Motion by Johns, seconded by Parks, and unanimously passed to approve and adopt a formal policy establishing procedures and requirements for fire hydrant flow testing and approve a standard fee of \$250 for each scheduled test.

M-08/19/2025-4 – Motion by Johns, seconded by Trigg, and unanimously passed to authorize the General Manager to pursue a joint venture with Tahoe Douglas Fire Protection District (TDFPD) for the development of a shared storage facility.

M-08/19/2025-5– Motion by Trustee Trigg, seconded by Trustee Johns, to authorize evaluation of contractors responding to the current Snow Removal Services RFP. The motion was unanimously approved.

M-08/19/2025-6– Motion by Felton, seconded by Parks, and unanimously passed to adopt the resolution as submitted for NDEP.

M-08/19/2025-7– Motion by Johns, seconded by Felton, and unanimously passed to authorize a task order with Dowl, the District’s contracted engineering firm, to complete a formal utility rate study.

M-08/19/2025-8– Motion by Felton, seconded by Johns, and unanimously passed to approve Task Order No. 70 with Dowl for \$60,000 to complete a Utility Rate Analysis for KGID’s water and sewer utilities, and to authorize the General Manager to execute all associated documents.

M-08/19/2025-9– Motion by Johns, seconded by Parks, and unanimously passed to approve an updated master service agreement with Dowl Engineering.

M-08/27/2025-2 – A motion was made by Trigg, seconded by Felton, that the board accept the RFP from Lopez snow removal based on the criteria evaluations and the proposed matrix evaluations.

Yeas: Trigg, Felton, Parks 3

Nays: Nelson, Johns 2

Motion Passed

M-09/16/2025-4 Motion by Felton and unanimously passed to approve Task order #71 at a cost of \$85,000 to conduct a preliminary engineering report for the Market Street Lift Station.

M-09/16/2025-7 Motion by Trigg, seconded by Nelson to approve the HSA maintaining contributions to the Public Employee’s Benefits Program (PEBP) for the purpose of funding Health Savings Accounts (HSAs) for exempt employees enrolled in the high-deductible health plan, at the same funding level as the previous fiscal year. (Motion was rescinded)

M-09/16/2025-8 Motion by Trigg, seconded by Felton and unanimously passed to approve the HSA maximum approved by IRS (Less \$900.00 provided by Public Employees Benefit Program and less \$1,000.00 to make it more comparable to the union benefits for fiscal year 2025/2026.

M-10/21/2025-4 Motion by Johns seconded by Felton to authorize staff and legal counsel to engage with Hendrick and Weseloh regarding all alternative and return to the board with terms for approval.

M-10-21-2025-5 Motion by Felton, seconded by Trigg to reappoint Sara Nelson to represent Kingsbury GID on the Douglas County Lake Tahoe Sewer Authority Board of Trustees for three more years.

M-11-18-25-3 To Approve election of Johns to be Chair of the Board of Trustees to complete the term until January 1, 2026.

M-11-18-25-5 Motion was made to include Nelson and Johns to be the committee to interview and bring suggestions for a qualified elector to fill the vacant Trustee position to the next board meeting on December 16, 2025, to be discussed by the board.

M-11-18-25-6 Motion was made to adopt resolution 2025-03 (Trustee Compensation Policy).

Moved by Nelson Seconded by Trigg

YEAS: Johns, Trigg, Felton, and Nelson

4

NAYS: None

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Passed

Motion

M-11-18-25-7 Approved 2026 Board of Trustee Meetings and District Holiday Calendar as recommended.

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

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

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

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