



**KINGSBURY GENERAL IMPROVEMENT DISTRICT BOARD OF TRUSTEES
MEETING NOTICE
AGENDA
TUESDAY, March 18, 2025**

A meeting of the Kingsbury General Improvement District Board of Trustees shall be held Tuesday March 18, 2025, at the district office (160 Pine Ridge Drive, Stateline, NV, 89449), commencing at 5:00 p.m. The agenda and supporting material are available on the district website (www.kgid.org), News & Notices. Copies of this agenda were posted 3 business days prior to the meeting at: The District Office, Stateline Post Office, Zephyr Cove Post Office, and Douglas County Lake Tahoe Administration Building.

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=82649274040>

Meeting ID: 775 588 3548 Passcode: 5883548

MISSION STATEMENT

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

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

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

AGENDA

5:00 P.M.

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. 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, 2025.

NEW BUSINESS

7. **For information and Possible Action:** Approve list of Claims, February 2025
8. **For information and Possible Action:** Presentation by Barton Health
9. **For information and Possible Action:** Medical Deductible Offset
10. **For information and Possible Action:** Damage Claim for Sewer Lateral
11. **For information and Possible Action:** Kahle Drive Restoration Project
12. **For information and Possible Action:** Adopt Application for Public Use of District Facilities

ACTION WILL NOT BE TAKEN ON ANY REPORTS OR CORRESPONDENCE:

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

**MINUTES OF THE SPECIAL MEETING & BUDGET WORKSHOP OF THE
KINGSBURY GENERAL IMPROVEMENT DISTRICT BOARD OF TRUSTEES
TUESDAY FEBRUARY 18, 2025**

CALL TO ORDER - The meeting was called to order at 5:03 p.m. at the Kingsbury General Improvement District office located at 160 Pine Ridge, Stateline, Nevada by Sandy Parks.

PLEDGE OF ALLEGIANCE

ROLL CALL - In attendance were Trustees Sandy Parks, Ed Johns, and Greg Felton. Also, present Administration & Human Resource Supervisor Judy Brewer, Interim General Manager Joe Esenarro, Accountant II Brandy Johns and General Counsel Chuck Zumpft. The public included Charles Hancock, Kathy Odom, Robert Herrera, Derek Dornbrook and Claude Hutchison, Jr., Matt Van Dyne and Travis Marshall of Dowl.

PUBLIC COMMENT - No public comment

APPROVAL OF AGENDA -

M-02/18/2025-1 - Motion by Ed Johns, seconded by Greg Felton, and unanimously passed to approve the agenda.

APPROVAL OF MINUTES - Felton noted that the minutes needed to reflect that he declined MO1/21/2025-8. In the attorney's report which stated the topic regarding who will be attending the mediation for fire hydrants will be placed on the February board meeting agenda. Parks mentioned that Joe Esenarro and herself will be attending. Also noted that Mr. Hancock's name was misspelled.

M-02/18/2025-2 - Motion by Greg Felton, seconded by Ed Johns, and unanimously passed to approve the amended minutes.

LIST OF CLAIMS – Parks asked for clarification regarding the pay structure for our snow removal. Felton asked about Oshinski & Fosberg, Ltd., the total we have paid to date, Brandy Johns is to email totals to the board members. Johns questioned if the check for Summit Plumbing sewer pump station maintenance payment is part of their contract. Esenarro added that it's Summit's flat monthly fee to check all seven stations.

M-02/18/2025-3 - Motion by Felton, seconded by Johns, and unanimously passed to approve the List of Claims in the amount of \$355,235.57 as represented by check numbers 64884 through 64985

FINANCIAL STATEMENTS – DECEMBER 2024 – Felton requested that the board creates an agenda item for training to better understanding the financial statements. Brandy suggested we hold the training at the special budget workshop meeting on April 1, 2025.

M-02/18/2025-4 – Motion by Felton, seconded by Johns, and unanimously passed to approve the financial statements for the month of December 2024.

STATUS OF ONGOING PROJECTS WITH DOWL – Dowl explained the next five years of projects that were proposed by the previous General Manager. Matt Van Dyne, the senior project manager with Dowl presented a high-level overview of all active projects. Travis Marshall, the lead project manager for Dowl explained that the **Tina/Tramway project** has completed around 1000 linear ft and will finish up in the summer of 2025.

2025 rehab replacement project was budgeted and approved and is underway starting with a field investigation by visually looking at the entire district of 22 miles of roads to see what needs to be fixed. They noticed cracks that needed repair, half and full road section replacements to lengthen the life of the roads, manhole covers that need to be replaced. They are looking to phase the projects so that the impact on traffic throughout the district is minimized.

Maryann/Barrett/Panorama/Vista project was originally scoped to start in the 2025-2026 construction season, will be shifted to 2026-2027 if we choose to move forward at that time. The design for this project will be completed in March of 2025.

Johns asked for a brief overview on the **Kahle Drive restoration** project that is scheduled to start the summer of 2025. Esanarro is to include this item on the agenda for the March 18, 2025, board meeting to discuss the project in more detail.

Felton inquired about the linear spending of high-level planning projections within the district. Van Dyne referenced that the previous GM was trying to bundle projects by grouping them to complete and not have to revisit year after year.

Felton inquired about what sort of shape the district is going to be in after the current 10-year plan is completed. Van Dyne answered: It's an industry standard that every 5 years you update your planning document, everything changes year by year. The focus point for the district in the last 15 plus years have been water. We may reach a point where we have a lot of the main issues resolved and cleaned up to put water in good standings. Van Dyne suggested we may want to start looking into sewage.

REVIEW PROPOSED MODIFICATIONS TO THE SEWER ENTERPRISE FUND RATES AND APPROVE PUBLIC HEARING DATE:

Tabled for future meeting

Public Comment: Hancock noted that the numbers don't match what the financials tell him. Save money by acquiring grants or finding some other way to cut costs. Hancock is challenging the board on the rate increase; Hancock is against it and will rally up whoever he can because this is not acceptable. Hancock feels the same regarding the water rates. Felton wants to make sure that we've done everything possible to eliminate expenses and that the district is spending everyone's money wisely.

REVIEW PROPOSED MODIFICATIONS TO THE WATER ENTERPRISE FUND RATES AND APPROVE PUBLIC HEARING DATE:

Tabled for future meeting

Felton noted that the SCADA system we are using is incomplete and very old. We need to look for grants and loans that don't require principle repayment. John's suggested that we form a committee to write grants.

Counsel pointed our attention to some language within water ordinance #1 that could be applied to provide clarity and consistency for parcels and benefit of charges related to multiple units on a single point of metering. This issue came up in a letter from a legal firm regarding Lot 23. The question is if a single meter is shared by ten units, should each individual unit be charged the base rate. The letter from the legal firm still needs to be addressed. Dion meant to address through revising the ordinance but am unsure how he intended to do so. Looking at amending the ordinance when reviewing the water rates.

Hancock suggests we look at charging lower rates for the meters in the district below lift station #2 based on the energy it takes to provide the water up to the higher elevations. Hancock resents having to pay water fee increases when the account has money left over in the budget and reserves in the account. We need to look at ways that are cost effective to the public we serve by other funding options to save money.

INTERM GENERAL MANAGER SALARY:

Parks came up with a figure to offer the interim general manager of \$140,000.00 with the ability to supplement the interim's salary while training the new general manager. John's feels we should pay him more since he is performing the job of the General Manager and feels the \$140,000.00 is low, suggesting a starting rate of \$160,000.00. Felton feels we can establish what we think the pay should be and reassess as we move forward.

M-02/18/2025-5– 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.

ADOPT APPLICATION FOR PUBLIC USE OF DISTRICT FACILITIES:

On September 17, 2024, the board approved a policy for public use of the boardroom. An application for use of the facility was drafted and presented to the board. Johns inquired as to why we're not allowing political purposes or religious services? Why would we exclude them? Our Counsel doesn't know how that decision was made; his guess is that it's a first amendment issue and unsure why the limitations were made. Johns expressed his concern of if we have limitations for two groups does that open us up for? We shouldn't have any limitations. We're not as a government involved in the meetings; we're just providing a space for their public service. John's concern is, if we start limiting who can use the space then where do we stop limiting. Felton thoughts are, the GM has the authority to approve or deny and doesn't have to justify the decision. Our counsel will research the application verbiage and bring back his discovery on March 18th for discussion.

UPDATE POSTAGE METER:

The current postage meter will be non-compliant as of March 31, 2025. Brewer explained the difference between leasing and purchasing the unit. It was determined that purchasing the unit is slightly cheaper than leasing.

Felton thoughts are how many of our customers can become paperless, so we don't have to mail invoices anymore. Hancock questioned why don't we email out the bills and save on postage? Parks suggested we offer some sort of incentive to switch from paper to electronic. Felton brought up the subject of how the public would like us to look for solutions to decrease expenses rather than increasing rates, we can notify the public and say something about the fact that this is costing your district postage and paying staff to mail out the invoices, you can help us to decrease your cost by going paperless. Johns suggested providing information with our mailing of bills every month or in a newsletter stating that we would like to phase out paper, please go here and sign up to eliminate the extra cost to you for sending out hard copies. After a discussion the board left up to the Interim General Manager to move forward as he feels appropriate.

DIRECT DISTRICT COUNSEL AS TO THE DESIRED COURSE OF ACTION REGARDING THE PENDING NEVADA SUPREME COURT APPEAL FOLLOWING JUDGE GREGORY'S JUDGMENT OF JUDICIAL CONFIRMATION:

Our Counsel updated the board regarding the discussion he had with the Tahoe Douglas Fire District's Counsel regarding clearing of fire hydrants. TDFD doesn't have any desire to participate in the settlement program at the superior court level. Our Counsel also spoke with David Wasick a Nevada Supreme Court mediator who will oversee the settlement discussions. According to Mr. Wasick the Tahoe Douglas Fire District has agreed to move forward with the settlement discussions and the timeframe has been extended an extra 30 days. Our Counsel brought up a previous discussion he had with our board prior to the last meeting at the litigation gathering. Noting that there may have been a misconception about the cost of the appeal. Whether or not the board decides to hire Mr. Forsberg or our Counsel to supply the appeal, litigation is excluded from our Counsels contract. If the district and our counsel agree that Minden Lawyers are to provide services, then it's listed in the contract that it can be done based on 80% of his hourly rate outside of his retainer. Our Counsel needed the board to understand that using the districts council is probably not going to be less expensive for the district. If the settlement succeeds, we can be done.

If a settlement is not reached, then the board may want to reconsider representation with someone more experienced in appeals. Currently if the Fire Marshals' opinion is correct and we fail to provide the clearing of hydrants, it constitutes as a criminal act.

Johns mentioned that he met with the Tahoe Douglas Fire Departments negotiation committee who is two members of the fire districts board for a couple hours hashing out issues and came to an understanding which lays out what's needed to be accomplished. Part of the understanding in good faith is if we live up to the end of the bargain then they agree not to write us any tickets, in case we accidentally miss clearing a hydrant. Once the agreement is crafted and approved by the board, then we can use the agreement to hopefully make the appeal disappear. As of right now we have six weeks to submit the agreement to the settlement judge who is limited by the supreme court rules as to how much time it will take.

Hancock voiced his concern that there may be a conflict of interest since Johns also works for Tahoe Douglas Fire. Johns replied that the reason why he is on the negotiation committee is because he has a personal relationship with the fire department and lives in the district. Johns main goal for being on the committee is he doesn't want to be held responsible if a fire hydrant doesn't get cleared. Johns wants to make sure the settlement clears the board members of any legal ramifications. The negotiations committee will supply what they discussed in writing then present it to the board in an open public meeting. Our Counsel noted that he also believes there may be a conflict of interest, but believes it is cleared by Johns disclosure.

Management Reports

Board Report

Parks updated the board about hiring a GM, noting they interviewed one candidate on zoom and will set up a couple more interviews later this week.

Felton named off a list of items for consideration by the board. Felton hopes to see the items below on the agenda in a future meeting:

Board Member KGID email accounts, Asbestos concrete under Kahle Dr., Market Street Station, F&B Hydrant clearing, reviewing all service contracts as a board, The closeout of dealings with the prior GM, are we going to fill other open spots in the organization structure within KGID or are we going to wait until a new GM is onboard? status on the flooded homes and where they currently stand, Board compensation logic, SCADA equipment to be updated, update long term capital improvement plan, actively pursue grants and loans, plans for the Epoke, storm water master plan, option of KGID to take over ownership of the property located on logging road and how the state is willing to fund the toxic cleanup that needs to be done, gravity feeding sewer rather than pressure feeding, currently 887 unknowns that were provided in our last report of our fresh water system that have to be reported and resolved in the next four years, address the NV regulation of our minutes to accurately reflect what was said and what they must contain, update board on any urgent or important items regarding structures that the board

may be unaware of, counting on the chairman and staff to prioritize which items need to be placed on the agenda and when, at some point Felton would like to see all of these items covered.

Interim General Manager's Report

A written report was provided.

Utility Operations Superintendent Report

No report was provided.

Administrative and Human Resources Report

A written report was provided.

Engineer's Report

A written report was provided.

Attorney's Report

Nothing to provide

CORRESPONDENCE - There were no comments.

FINAL PUBLIC COMMENT –

Hancock noted that he understands we are short staffed, but if he had to bring the contract that stood in place for snow and no one knew about the clause regarding the fire hydrants until he brought it up, then he is concerned that we're not watching these contracts very well. This is the reason he's been pushing for an Engineer for three years now and we still don't have one. We were supposed to get a refund for fuel from F&B, so they're not doing all the things they're supposed to do. Why are we not chasing these issues down? This is back to cost again. You want to raise our snow fund, yet no one wants to manage the contract.

Parks referred to Felton's earlier request regarding the board looking over the contracts, so they know what it looks like. Hancock responded that we need an employee that does this, we don't need the board members to do this although they need to be familiar with them. We need to get a Civil Engineer, we need to get a project manager, we need to get someone here that can track this stuff down. No one is really tracking the money and if it's being spent wisely.

ADJOURNMENT

M-02/18/2025-6 - Motion by Johns seconded by Parks, and unanimously passed to adjourn the meeting at 7:31 p.m.

Respectfully submitted,

Sandy Parks, Chair

Attest:

Cindy Trigg, Secretary

AI MINUTES

- Rough Draft -

Judy Brewer

From: Judy Brewer
Sent: Friday, February 28, 2025 9:25 AM
To: Judy Brewer
Subject: AI

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Kingsbury led the meeting, discussing various topics including the snow contract, financial statements, and ongoing projects. The board also discussed infrastructure spending, the potential for rate increases, and the need for a new general manager. Other topics included the adoption of a new postage meter system, the progress of the settlement process with the fire district, and ongoing work with the fire department.

Next steps

- Joe to contact Megan Kelly from Nevada Tahoe Conservation District regarding the Kale Drive project timeline and potential water line replacement.
- Chuck to research and provide an update on the legal implications of limiting public use of district facilities for political and religious purposes.
- Brandy to email the board members the total amount spent on Forstberg's legal support for the fire hydrant dispute.
- Joe and Brandy to prepare updated information on water and sewer rates for the next board meeting.
- Judy to explore options for finding someone to handle board meeting minutes.
- Joe to look into incorporating minute-taking responsibilities into existing staff job descriptions.
- Board to review AI-generated meeting minutes at the next meeting.
- Joe to follow up on potential refunds from F&B for unused fuel costs as per the contract.
- Board to review and discuss all service contracts at a future meeting.
- Sandy and Derek to schedule Zoom interviews with general manager candidates.
- Ed and Joe to continue negotiations with the fire department on the fire hydrant clearing agreement.
- Greg to assist in pursuing grants and loans for district projects.
- Board to consider updating the district's long-term capital improvement plan.

Summary

Snow Contract and Financial Statements

Kingsbury led the meeting, ensuring a quorum was present despite some members' absence. The agenda included public comment, approval of the agenda, approval of the minutes from the previous meeting, review of financial statements, and discussion on the snow contract. Kingsbury and GF discussed the snow contract, with Kingsbury clarifying that they pay a certain amount each year, regardless of usage. They also discussed the list of claims, with Kingsbury confirming that a certain claim was related to the Thomas Fire hydrant issue. The conversation ended with a discussion on the financial statements, with Kingsbury expressing trust in Brandy's expertise and suggesting a future meeting to educate the board on the financial statements.

Project Updates and Future Forecasts

Dow presented an overview of their active projects and a forecast of future projects for the next five years. Kingsbury discussed the ongoing projects, including the completion of the Ponderosa Mobile Home Park project, the ongoing Tina Tramway project, and the upcoming 2025 Road and Replacement Project. Travis Marshall, the Lead Project Manager, shared details on the current projects, design of the 2025 road project, and the completion of the Ponderosa Mobile Home Park project. He also discussed the upcoming scope of work for the Marion Barrett Panorama Vista project, which is expected to start in 2026 and 2027. The potential for replacing the aging water line

under Kale Drive was also discussed, with Kingsbury suggesting that it should be done while the road is being reconstructed. The need for Dow's involvement in this project was emphasized.

District Infrastructure Spending and Rates

Kingsbury and GF discussed the district's infrastructure spending, with GF expressing concern about the sudden increase in spending from 2.5 million to 7.5 million. Kingsbury explained that these projections were high-level planning projections and that the district's tolerance and appetite for spending would determine the actual amount spent. They also discussed the need for more information on the district's financial situation and the potential for rate increases. GF suggested looking for grants and loans to avoid rate increases, and Kingsbury agreed to bring more information to the next meeting. They also discussed the need for a new general manager to potentially bring a different perspective to the rate structure. Lastly, they discussed the need to revise the ordinance regarding multi-unit structures with one meter, as raised by a property owner.

Increasing Interim General Manager's Salary

The board decided to increase the interim general manager's salary to \$150,000, retroactive to January 17th. The increase is intended to recognize the manager's performance of multiple roles, including general manager and operation supervisor. The decision was made to provide the manager with a higher salary to compensate for his workload and to incentivize his progress. The board plans to reassess the interim general manager's salary in a few months to ensure it reflects his performance and responsibilities.

Postage Meter System Acquisition

The team discussed the adoption of a new postage meter system, with a focus on whether to lease or purchase the equipment. Kingsbury presented the costs of leasing versus purchasing, concluding that purchasing would be more advantageous in the long run. The team also discussed the potential for reducing costs by transitioning to electronic billing, with Kingsbury suggesting an incentive for customers to switch from paper to electronic billing. The decision was made to purchase the new postage meter system, with the cost to be covered by the general fund. The team also discussed the potential for limiting the use of the district facilities for political or religious purposes, with Kingsbury expressing concerns about potential liability. The issue was tabled for further research.

Settlement Process and Representation Concerns

In the meeting, Chuck discussed the progress of the settlement process with the fire district. He mentioned that the district had agreed to proceed with the settlement, and the settlement process is ongoing. He also clarified that the settlement process would determine the whole case, including the appeal route if the parties can reach a favorable resolution. Furthermore, he addressed concerns about the cost of the litigation and clarified that his office's contract did not include litigation. He suggested that the board might need to reconsider representation if the settlement fails. The board expressed concerns about a potential conflict of interest due to Chuck's personal relationship with the fire department, but Chuck assured that the negotiation process would be transparent and that he would not be held responsible for any issues.

Ongoing Issues and Future Agenda

The board discusses several ongoing issues and future agenda items. Greg presents a comprehensive list of topics for future consideration, including communication protocols, contract reviews, infrastructure concerns, and administrative matters. The board briefly touches on the managerial hiring process, mentioning recent interviews and plans for more. They also discuss the progress of negotiations with the fire department regarding snow clearance of fire hydrants, with plans to develop a memorandum of understanding. The board agrees to address many of these topics in future meetings.

Fire Department Work and Staffing Needs

Kingsbury discussed ongoing work with the fire department and upcoming insurance claims. He mentioned a phone conference scheduled for Wednesday and a meeting in Reno on the 26th. Kingsbury also discussed the need for a new general manager and the ongoing search for seasonal workers. He mentioned the need for new keys for the building and the use of AI for meeting minutes. Kingsbury also expressed concern about the management of contracts, particularly the snow contract, and the need for a civil engineer and project manager to track costs. GF agreed with Kingsbury's points and suggested that the infrastructure for managing minutes should be in place.

Correspondence, Project, and Public Input

Kingsbury led a discussion about correspondence and a project that took a long time to complete. There was a mention of a water issue and a duplex being empty. Kingsbury also made a motion to return, which was seconded. The group expressed appreciation for public input and discussed a potential issue with a board member. Kingsbury also mentioned a meeting in March and a password issue. The conversation ended with a reference to a decision made by the state.

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

TITLE: APPROVAL OF LIST OF CLAIMS

For Discussion and Possible Action. Review and approve the monthly claims which were paid by the district in February 2025.

MEETING DATE: 18 March 2025

PREPARED BY: Joe Esenarro; Interim General Manager

RECOMMENDED ACTION:

It is recommended that the Board of Trustees review and approve the list of claims for December/January from check number 64987 to 65081.

BACKGROUND INFORMATION:

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

INCLUDED:

- List of Claims for February 2025

Fund impacted by above action:

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

KINGSBURY GENERAL IMPROVEMENT DISTRICT
 Check/Voucher Register - LIST OF CLAIMS
 From 2/14/2025 Through 3/13/2025

Check Number	Check Date	Payee	Transaction Description	Check Amount
64988	2/14/2025	US BANK VISA REWARDS	160 PINERIDGE AWNING 1X2X18 PINE STAKE & HMR BIT 5/8X6IN	31.35
64988	2/14/2025	US BANK VISA REWARDS	BM OPS YARD FUEL TRANSFER HOSE	43.56
64988	2/14/2025	US BANK VISA REWARDS	BM TRUCK #1323 DOOR HANDLE KIT	26.75
64988	2/14/2025	US BANK VISA REWARDS	BM TRUCK #1323 INTERIOR DOOR HANDLE KIT LEFT DRIVERS SIDE	24.08
64988	2/14/2025	US BANK VISA REWARDS	CB CONF ROOM TC HDMI SPLITTER 1IN 4 OUT	22.83
64988	2/14/2025	US BANK VISA REWARDS	CB SWIFT COMMUN GENERAL MANAGER RECRUITMENT	399.00
64988	2/14/2025	US BANK VISA REWARDS	JB CSDA CAREER CENTER GENERAL MANAGER JOB POSTING	530.00
64988	2/14/2025	US BANK VISA REWARDS	JB GENERAL MANAGER JOB PUBLICATION	940.00
64988	2/14/2025	US BANK VISA REWARDS	JB GENERAL MANAGER POSTION ADVERTISEMENT	679.00
64988	2/14/2025	US BANK VISA REWARDS	JB ICMA GENERAL MANAGER JOB POSTING	337.50
64988	2/14/2025	US BANK VISA REWARDS	JB LIEN FEES	42.00
64988	2/14/2025	US BANK VISA REWARDS	JB SAFEWAY EARTH TEA, COKE, SPRITE, AGC LEAVES	22.64
64988	2/14/2025	US BANK VISA REWARDS	JB WATER DISTRICT JOBS GENERAL MANAGER AD	145.00
64988	2/14/2025	US BANK VISA REWARDS	JB WORKZONE GENERAL MANAGER JOB POSTING	375.00
64988	2/14/2025	US BANK VISA REWARDS	JE UNITED RENTALS BOOM 65-70' 160 PINERIDGE & 298 KINGSBURY	1,466.54
64988	2/14/2025	US BANK VISA REWARDS	LE MOTT CANYON RECEIPT CHRISTMAS LUNCHEON	29.78
64988	2/14/2025	US BANK VISA REWARDS	LS COSTCO 33 GAL TRASH BAGS, KIRKLAND COFFEE BEAN, HOT COCOA	86.15
64988	2/14/2025	US BANK VISA REWARDS	LS OFFICE TEA, BROWNIE BITES RETIREMENT PARTY, B-DAY GIFT CA	134.28
64988	2/14/2025	US BANK VISA REWARDS	LS SANDWICHES FOR RETIREMENT PARTY	141.96
64988	2/14/2025	US BANK VISA REWARDS	MD CREDIT BACK AMAZON ORDER MERCH RETURN	(143.31)
64988	2/14/2025	US BANK VISA REWARDS	MD STATIONS 3&5 KEMTEK LIQUID CHLORINE QTY. 4	58.02
64988	2/14/2025	US BANK VISA REWARDS	MD TRUCK #0632 FUEL REGULAR GAL 16.546	54.59

KINGSBURY GENERAL IMPROVEMENT DISTRICT
Check/Voucher Register - LIST OF CLAIMS
From 2/14/2025 Through 3/13/2025

Check Number	Check Date	Payee	Transaction Description	Check Amount
64988	2/14/2025	US BANK VISA REWARDS	ME COVER FOR TABLETS	49.04
64988	2/14/2025	US BANK VISA REWARDS	ME HOTEL ROOM CLA VAL TRAINING ORANGE CO 2/17 TO 2/20/24	416.70
64988	2/14/2025	US BANK VISA REWARDS	ME STATION 2 OSHA REPAIRS 1/2IN 3-PIECE KO SEAL & 3/4IN 3-PI	11.28
64988	2/14/2025	US BANK VISA REWARDS	ME SW FLIGHT CLA VAL TRAINING ORANGE CO, CA 2/17 - 2/20	397.36
64988	2/14/2025	US BANK VISA REWARDS	SM STATION 1 MICRO-FUEL CELL	147.80
64988	2/14/2025	US BANK VISA REWARDS	SM TRUCK #1020 FUEL REG 11.645 GAL	39.00
64989	2/18/2025	SARA NELSON	Employee: SNELSO; Pay Date: 2/18/2025	739.12
64990	2/18/2025	GREGORY FELTON	Employee: FELTON; Pay Date: 2/18/2025	739.12
64991	2/18/2025	EDWARD J. JOHNS	Employee: JOHNSE; Pay Date: 2/18/2025	739.12
64992	2/18/2025	SANDRA D. PARKS	Employee: PARKS; Pay Date: 2/18/2025	689.12
64993	2/18/2025	CYNTHIA M. TRIGG	Employee: TRIGG; Pay Date: 2/18/2025	739.12
64994	2/18/2025	ASPEN DEVELOPERS CORP	PAY 5 30274 RETENTION PONDEROSA MHP OCTOBER	8,152.70
64994	2/18/2025	ASPEN DEVELOPERS CORP	PAY APPLICATION 1 RETENTION ANDRIA DR REHAB PROJECT 6/3/20	7,265.07
64994	2/18/2025	ASPEN DEVELOPERS CORP	PAY APPLICATION 3 RETENTION PONDEROSA MHP #30274 7/2024	7,873.26
64994	2/18/2025	ASPEN DEVELOPERS CORP	PAY APPLICATION 4 RETENTION #30274 PONDEROSA MHP 8/31/24	9,866.41
64994	2/18/2025	ASPEN DEVELOPERS CORP	RET PAY APPLICATION 2 6/ TO 6/30/24 PONDEROSA MHP PROJ 30274	11,587.14
64995	2/18/2025	BARTON HEALTHCARE SYSTEM	ACCT. 800002207 DRUG SCREENING PIERSON, CROCKETT, & MCKINSEY	182.00
64996	2/18/2025	BURGARELLO ALARM	ACCT. 209120 160 PINERIDGE ALARM MONITORING 3/1 TO 5/31/25	105.00
64996	2/18/2025	BURGARELLO ALARM	ACCT. 209120 399 KAHLE ALARM MONITORING 3/1 TO 5/31/25	196.20
64996	2/18/2025	BURGARELLO ALARM	ACCT. 209120 97 BEACH CLUB ALARM MONITORING 3/1 TO 5/31/25	241.98
64997	2/18/2025	MITCHELL S. DION	COMPENSATION EQUAL TO H.S.A. 1/2/25	0.00

KINGSBURY GENERAL IMPROVEMENT DISTRICT
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Check Number	Check Date	Payee	Transaction Description	Check Amount
64998	2/18/2025	THE REINALT-THOMAS CORPORATION	TRUCK #1020 TIRES DYNAPRO AT2 EXTREME	805.80
64999	2/18/2025	DOWL, LLC	ENGINEERING & SURVEYING 2025 ROAD REHAB & REPLACEMENT PROJEC	30,555.00
64999	2/18/2025	DOWL, LLC	ENGINEERING & SURVEYING 25-26 WATER REPLACEMENT PROJECT	20,193.75
64999	2/18/2025	DOWL, LLC	GENERAL SERVICES & PONDEROSA NDEP GRANT	561.25
64999	2/18/2025	DOWL, LLC	REIMBURSE PERMIT 23017 & 30756 PAID NDRW 15% MARK UP	36.00
64999	2/18/2025	DOWL, LLC	REIMBURSE PERMIT 66195 PAID TO NDRW 15% MARK UP FEE	18.00
65000	2/18/2025	EASTERN SIERRA ENGINEERING	GEOTECHNICAL SERVICES 2025-2026 WATER & ROAD IMPROVEMENT PRO	120.00
65001	2/18/2025	MICHAEL EDWARDS JR.	RECEIPT FOX & HOUND PIZZAS DINNER LEAK ANDRIA & BARRET 2/8/2	72.65
65002	2/18/2025	FIRST ADVANTAGE CORPORATION	DRUG TESTING PRE-EMPLOYMENT SEASONAL AND RANDOM	170.37
65003	2/18/2025	FLYERS ENERGY LLC	FUEL DIESEL 125 GAL REGULAR 130 GAL	1,062.86
65003	2/18/2025	FLYERS ENERGY LLC	FUEL REGULAR 147.5 GAL DIESEL 239 GAL	1,629.15
65003	2/18/2025	FLYERS ENERGY LLC	FUEL REGULAR 50 GAL	224.10
65003	2/18/2025	FLYERS ENERGY LLC	FUEL REGULAR 86 GAL	375.51
65004	2/18/2025	FRONTIER COMMUNICATIONS	775-150-0119-103174-5 EASY ST	51.11
65004	2/18/2025	FRONTIER COMMUNICATIONS	775-150-0120-092376-5 DCLTSA	51.11
65004	2/18/2025	FRONTIER COMMUNICATIONS	775-586-8471-100215-5 97 BEACH CLUB	174.79
65004	2/18/2025	FRONTIER COMMUNICATIONS	775-588-1065-022924-5 160 PINERIDGE	206.60
65004	2/18/2025	FRONTIER COMMUNICATIONS	775-588-2401-060791-5 PALISADES	41.74
65004	2/18/2025	FRONTIER COMMUNICATIONS	775-588-2410-111700-5 EASY ST	100.50
65004	2/18/2025	FRONTIER COMMUNICATIONS	775-588-2419-091195-5 PALISADES	98.96
65004	2/18/2025	FRONTIER COMMUNICATIONS	775-588-2705-042476-5 TERRACE VIEW	330.54
65004	2/18/2025	FRONTIER COMMUNICATIONS	775-588-4482-052798-5 MARKET	52.85
65004	2/18/2025	FRONTIER COMMUNICATIONS	775-588-7495-061182-5 MARKET ST	43.34
65004	2/18/2025	FRONTIER COMMUNICATIONS	775-588-8311-081082-5 GALAXY	58.46

KINGSBURY GENERAL IMPROVEMENT DISTRICT
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65005	2/18/2025	HOMESERVE USA	LOSS & LINE INSURANCE 1/31/25	1,526.80
65005	2/18/2025	HOMESERVE USA	LOSS & LINE INSURANCE 12/31/24	1,526.20
65006	2/18/2025	KINGSBURY AUTOMOTIVE & SUPPLY	SWEEPER BLUE DEF 2.5 GAL	17.99
65006	2/18/2025	KINGSBURY AUTOMOTIVE & SUPPLY	TRUCK #1020 BRAKES SHOES & TURN DRUMS	482.78
65006	2/18/2025	KINGSBURY AUTOMOTIVE & SUPPLY	TRUCK #1323 DEXCOOL 1 GAL	20.79
65006	2/18/2025	KINGSBURY AUTOMOTIVE & SUPPLY	TRUCK #1323 RADIATOR STOP LEAK	4.69
65006	2/18/2025	KINGSBURY AUTOMOTIVE & SUPPLY	TRUCK #1323 RETURN CORE DEPOSIT	(77.78)
65006	2/18/2025	KINGSBURY AUTOMOTIVE & SUPPLY	TRUCK 1323 REMAN ALTERNATOR, SWEEPER BLUE DEF 2.5 GAL	309.76
65007	2/18/2025	KONICA MINOLTA PREMIER FINANCE	ACCT. 369177720 COPIER LEASE 2/28/25	399.60
65008	2/18/2025	LES SCHWAB TIRE CENTER	TRUCK 0610 DUMP TRUCK ALIGNMENT	119.99
65009	2/18/2025	LINDE GAS & EQUIPMENT INC.	ACCT. 71572887 INDUSTRIAL ACETYLENE	203.55
65009	2/18/2025	LINDE GAS & EQUIPMENT INC.	ACCT. 71572887 INDUSTRIAL ACETYLENE IND HIGH PRESSURE	197.95
65010	2/18/2025	SOUTH LAKE TAHOE ACE HARDWARE	160 PINERIDGE SCADA PP SD LATH TRUS 8-32X3/4 & HILLMAN FASTE	18.79
65010	2/18/2025	SOUTH LAKE TAHOE ACE HARDWARE	160 PINERIDGE SN-PLOW 50LB BAG QTY 4 & EQUIP HILLMAN FASTENE	88.95
65010	2/18/2025	SOUTH LAKE TAHOE ACE HARDWARE	160 PINERIDGE STORAGE UNDER STAIRS 1/2IN CONDUIT BODY, BARRE	22.97
65010	2/18/2025	SOUTH LAKE TAHOE ACE HARDWARE	160 PINERIDGE STORAGE UNDER STAIRS RETURN 1/2IN CONDUIT BODY	(12.99)
65011	2/18/2025	MINDEN LAWYERS, LLC	LEGAL FEES GENERAL, KIMBERLY FIRE HYDRANT, HYDRANT CLEARING,	7,756.17
65012	2/18/2025	PAMELA JOANNE NANCE	298 KINGSBURY JANITORIAL 4 CLEANINGS JAN 2025	800.00
65013	2/18/2025	NAPA AUTO PARTS	TRUCKS #1020,1828,1929 22IN ICE BLADE & WINTER ICE BLADE	135.94
65014	2/18/2025	QUADIENT LEASING USA, INC.	ACCT. 0025060 FOLDING MACHINE 3/1 TO 5/31/25	1,128.99
65014	2/18/2025	QUADIENT LEASING USA, INC.	ACCT. 00250606 POSTAGE MACHINE LEASE 3/1 TO 5/31/25	488.42

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65015	2/18/2025	ROUND HILL GENERAL IMPR DIST	COMMERCIAL CONSUMPTION DORLA CT 12/31/24 TO 1/31/25	135.49
65016	2/18/2025	SGS SILVER STATE LABORATORIES	COLIFORMS-P/A	108.00
65016	2/18/2025	SGS SILVER STATE LABORATORIES	COLIFORMS-P/A & COLIFORMS-QT	324.00
65016	2/18/2025	SGS SILVER STATE LABORATORIES	COLIFORMS-QT	135.00
65017	2/18/2025	SOUTHWEST GAS CORPORATION	9100003227763 3 BUCHANAN RD PUMP	125.18
65017	2/18/2025	SOUTHWEST GAS CORPORATION	910000561117 698 KINGSBURY GRADE	159.22
65017	2/18/2025	SOUTHWEST GAS CORPORATION	910000561180 5 KIMBERLY BROOKE LN PUMP	190.91
65017	2/18/2025	SOUTHWEST GAS CORPORATION	910000561274 4 ANDRIA DR (384) PUMP	145.13
65017	2/18/2025	SOUTHWEST GAS CORPORATION	910000561387 2 TERRACE VIEW DR PUMP	287.17
65017	2/18/2025	SOUTHWEST GAS CORPORATION	910000799713 160 PINERIDGE	518.61
65017	2/18/2025	SOUTHWEST GAS CORPORATION	910000799716 298 KINGSBURY CIR	152.52
65017	2/18/2025	SOUTHWEST GAS CORPORATION	910000799717 298 KINGSBURY CIR UP	33.62
65017	2/18/2025	SOUTHWEST GAS CORPORATION	910000799718 298 KINGSBURY CIR DOWN	314.97
65018	2/18/2025	PUBLIC EMPLOYEES BENEFIT PROG	ACCT. 360 MEDICAL INSURANCE BREWER, ESENARRO, MOSS 2/25	4,343.14
65018	2/18/2025	PUBLIC EMPLOYEES BENEFIT PROG	ACCT. 841 MEDICAL INSURANCE MCKAY, RUNTZEL, VOSBURG 2/25	1,242.78
65018	2/18/2025	PUBLIC EMPLOYEES BENEFIT PROG	ACCT. 841 SCHRAUBEN DECLINE COVERAGE 1/1/25	(169.00)
65019	2/18/2025	STRATIS PRINT COMMUNICATIONS	#9 REGULAR ENVELOPES QTY 5,000	696.24
65020	2/18/2025	SUMMIT FIRE & SECURITY	298 KINGSBURY GRADE WET SPRINKLER SYSTEM ANN INSPECTIONS	595.00
65021	2/18/2025	SUMMIT PLUMBING LLC	476 ANDRIA DR SEWER LATERAL REPAIR DAMAGED FY23 WATERLINE PR	5,788.60
65021	2/18/2025	SUMMIT PLUMBING LLC	MAIN SEWER STATION LIGHT BULBS	64.31
65022	2/18/2025	TAHOE BASIN CONTAINER	ACCT 54345000 801 KINGSBURY GRADE BEAR PROOF RENTAL JAN 25	30.00
65022	2/18/2025	TAHOE BASIN CONTAINER	ACCT. 54591700 160 PINERIDGE/298 KINGSBURY BEAR PROOF RENT	32.50

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65023	2/18/2025	VERIZON WIRELESS	MONTHLY GPS SERVICES & MEI SNOW EQUIPMENT 1/31/25	227.40
65024	2/18/2025	WESTERN NEVADA SUPPLY CO	8X6 FLG T TY QTY 1	887.52
65024	2/18/2025	WESTERN NEVADA SUPPLY CO	OPS YARD HYDRANT PARTS LF 2 BRS UNION, TEE, 2X3/4 BRS HEX BU	200.27
65024	2/18/2025	WESTERN NEVADA SUPPLY CO	SMBL 226 FCRC 5.95-6.35X7 1/2 QTY 1	155.98
65024	2/18/2025	WESTERN NEVADA SUPPLY CO	STATION 1 CLAV 9169811J RUBBER & CLA-VAL 3/8 CRD REBUILD KIT	757.00
65025	2/21/2025	CARRIE BAUWENS	Employee: BAUWEN; Pay Date: 2/21/2025	1,613.54
65026	2/21/2025	JUDITH BREWER	Employee: BREWER; Pay Date: 2/21/2025	2,060.01
65027	2/21/2025	LELAND B. CHURCHYARD II	Employee: CHURCH; Pay Date: 2/21/2025	1,919.28
65028	2/21/2025	TY CROCKETT	Employee: CROCKE; Pay Date: 2/21/2025	1,364.02
65029	2/21/2025	MICHAEL E. EDWARDS, JR	Employee: EDWARD; Pay Date: 2/21/2025	2,819.55
65030	2/21/2025	JOSEPH ESENARRO	Employee: ESENAR; Pay Date: 2/21/2025	5,486.37
65031	2/21/2025	BRANDY JOHNS	Employee: JOHNS; Pay Date: 2/21/2025	1,912.56
65032	2/21/2025	SHANE T. MORTENSEN	Employee: MORTEN; Pay Date: 2/21/2025	3,237.71
65033	2/21/2025	BYRAN D. MOSS	Employee: MOSS; Pay Date: 2/21/2025	4,170.54
65034	2/21/2025	JERRON D. PIERSON	Employee: PIERSO; Pay Date: 2/21/2025	932.08
65035	2/21/2025	LEIGH C. STANTON	Employee: STANTO; Pay Date: 2/21/2025	1,443.98
65036	2/21/2025	JEFF T. WOOD	Employee: WOOD; Pay Date: 2/21/2025	2,817.34
65037	2/21/2025	AFLAC	ACCT. FA935 LIFE INSURANCE CHURCHYARD, EDWARDS, JOHNS, MOSS,	552.61
65038	2/21/2025	AT & T MOBILITY	ACCT. 287301170124 CELL PHONES	666.13
65039	2/21/2025	EMPLOYERS ASSURANCE CO.	WORKERS COMPENSATION INSTALLMENT 09 3/1/25	852.30
65040	2/21/2025	IMMENSE IMPACT, LLC	ANNUAL WEBSITE SUBSCRIPTION, HOSTING, SOFTWARE UPDATE, SUPPO	679.00
65041	2/21/2025	STATIONARY ENGINEERS LOCAL 39	LOCAL 39 EMPLOYEES HEALTH/LIFE INSURANCE 4/1/25	20,440.00
65042	2/21/2025	IUOE STATIONARY ENGINEERS LO39	EMPLOYEE UNION DUES 3/1/25	643.36

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65043	2/21/2025	PUBLIC EMPLOYEES	EMPLOYEE AND EMPLOYERS PERS CONTRIBUTION 2/25	24,868.41
65044	2/21/2025	NEVADA STATE FIRE MARSHAL	ACCT. 57464 HAZARDOUS MATERIALS STORAGE PERMIT	310.00
65045	2/21/2025	NEVADA STATE COLLECTION	ID #3200008846 JERRON DOUGLAS PIERSON SUPPORT	685.84
65046	2/21/2025	SOUTH TAHOE REFUSE	ACCT. 10534153 169 TERRACE VEIW DR COML BIN 1/9/25	80.36
65046	2/21/2025	SOUTH TAHOE REFUSE	ACCT. 13186400 160 PINERIDGE/298 KINGSBURY COMM BIN JAN 2025	445.20
65047	3/7/2025	CARRIE BAUWENS	Employee: BAUWEN; Pay Date: 3/7/2025	1,613.54
65048	3/7/2025	JUDITH BREWER	Employee: BREWER; Pay Date: 3/7/2025	2,060.01
65049	3/7/2025	LELAND B. CHURCHYARD II	Employee: CHURCH; Pay Date: 3/7/2025	2,244.55
65050	3/7/2025	TY CROCKETT	Employee: CROCKE; Pay Date: 3/7/2025	1,074.76
65051	3/7/2025	MICHAEL E. EDWARDS, JR	Employee: EDWARD; Pay Date: 3/7/2025	2,306.98
65052	3/7/2025	JOSEPH ESENARRO	Employee: ESENAR; Pay Date: 3/7/2025	4,478.20
65053	3/7/2025	BRANDY JOHNS	Employee: JOHNS; Pay Date: 3/7/2025	2,068.85
65054	3/7/2025	SHANE T. MORTENSEN	Employee: MORTEN; Pay Date: 3/7/2025	2,622.24
65055	3/7/2025	BYRAN D. MOSS	Employee: MOSS; Pay Date: 3/7/2025	3,536.58
65056	3/7/2025	JERRON D. PIERSON	Employee: PIERSO; Pay Date: 3/7/2025	932.08
65057	3/7/2025	LEIGH C. STANTON	Employee: STANTO; Pay Date: 3/7/2025	1,443.98
65058	3/7/2025	JEFF T. WOOD	Employee: WOOD; Pay Date: 3/7/2025	1,785.33
65059	3/8/2025	AIRGAS USA, LLC	Acct#:3255567 NITROGEN LIZ FG 265 LT.	542.32
65059	3/8/2025	AIRGAS USA, LLC	ACCT: 3255567 CYLINDER RENTAL	1,296.67
65059	3/8/2025	AIRGAS USA, LLC	ACCT: 3255567 CYLINDER RENTAL FEB. 25	1,035.21
65059	3/8/2025	AIRGAS USA, LLC	ACCT: 3255567 NITROGIN LIG. 265 LTRS	548.97
65060	3/8/2025	CHARTER COMMUNICATIONS	ACCT 8411100140191184 160 PINERIDGE	154.98
65060	3/8/2025	CHARTER COMMUNICATIONS	ACCT. 8411108990013853 169 TERRACE VIEW	309.96

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65061	3/8/2025	CINDERLITE TRUCKING CORP	169 TERRACE VIEW GONI BASE	514.60
65062	3/8/2025	ZACHRY GOOD	TRUCK#0610 DUMP-STARTER, FUEL REGULATOR, FUEL INJECTORS ETC	10,953.80
65063	3/8/2025	BEATRIZ HERNANDEZ	160 PINERIDGE-4 CLEANINGS FEBRUARY 2025	2,000.00
65064	3/8/2025	INTEGRITY LOCKSMITH	160 PINERIDGE DEADBOLT FOR FRONT OFFICE DOOR - 3 KEYS	217.83
65065	3/8/2025	KINGSBURY AUTOMOTIVE	TRUCK-1828 2018 GMC SIERRA - OIL CHANGE	196.99
65066	3/8/2025	MANCHESTER ENTERPRISES	2/18-2/19 SHOVELD 210 HYDRANTS	21,000.00
65066	3/8/2025	MANCHESTER ENTERPRISES	ADVANCE ON 23-24 SEASON	32,674.74
65066	3/8/2025	MANCHESTER ENTERPRISES	SNOW REMOVAL AND SANDING 1/3-1/31/2025	43,358.20
65067	3/8/2025	NAPA AUTO PARTS	DEXCOOL TRUCK 1323	17.99
65067	3/8/2025	NAPA AUTO PARTS	DEXCOOL TRUCK#: 1323	20.79
65067	3/8/2025	NAPA AUTO PARTS	INDUSTRIAL BALL VALVE	31.99
65067	3/8/2025	NAPA AUTO PARTS	RADIATOR STOP LEAK	4.69
65068	3/8/2025	NEVADA NEWS GROUP	AD#: 50381 2025 ROAD REPLACEMENT NOTICE OF BIDS	170.00
65069	3/8/2025	NEXTIVA, INC.	ACCT: 3680856 DISTRICT OFFICE PHONE LINE	259.36
<i>65070</i>	<i>3/8/25</i>	<i>NV Energy</i>	<i>Voided check</i>	
65071	3/8/2025	NV ENERGY	1000044046907329692 399 EUGENE DR.	917.38
65071	3/8/2025	NV ENERGY	1000044086803270814 801 KINGSBURY GRADE LIGHTS	34.83
65071	3/8/2025	NV ENERGY	1000044086803274204 GALAXY LN PUMP	114.17
65071	3/8/2025	NV ENERGY	1000044086803294236 160 PINERIDGE LIGHTS	11.61
65071	3/8/2025	NV ENERGY	1000044086803297452 298 KINGSBURY DOWN	70.06
65071	3/8/2025	NV ENERGY	1000044086803297460 298 KINGSBURY GRADE UP	310.94
65071	3/8/2025	NV ENERGY	1000044086803297478 298 KINGSBURY GRADE DOWN	88.40
65071	3/8/2025	NV ENERGY	1000044086803297486 298 KINGSBURY GRADE DOWN	95.89
65071	3/8/2025	NV ENERGY	1000044086803297718 403 KIMBERLY BROOK LN	320.25
65071	3/8/2025	NV ENERGY	1000044086803301502 504 LAUREL LN. UNIT PMPSTA	36.64

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65071	3/8/2025	NV ENERGY	1000044086803301940 EASY ST. UNIT N/T134	39.93
65071	3/8/2025	NV ENERGY	1000044086803304290 KINGSBURY GRADE UNIT F1	20.08
65071	3/8/2025	NV ENERGY	1000044086803305073 KINGSBURY GRADE PMPPLS	47.22
65071	3/8/2025	NV ENERGY	1000044086803320205 KINGSBURY GRADE PHPHS2	3,125.25
65071	3/8/2025	NV ENERGY	1000044086803320221 314 ANDRIA WAY BRADBU	1,343.74
65071	3/8/2025	NV ENERGY	1000044086803320239 698 KINGSBURY GRADE UNIT NFRS	1,882.06
65071	3/8/2025	NV ENERGY	1000044086803320247 176 BUCHANAN RD. PMPHS3	2,242.72
65071	3/8/2025	NV ENERGY	1000044086804621577 801 KINGSBURY GRADE #B	50.55
65071	3/8/2025	NV ENERGY	1000044086805221187 180 LAKE PKWY UNIT PUMP	610.46
65071	3/8/2025	NV ENERGY	1000044086807006297 92 BEACH CLUB	7,039.06
65071	3/8/2025	NV ENERGY	1000044086808604306 160 PINERIDGE	219.24
65071	3/8/2025	NV ENERGY	1000044087003270836 801 KINGSBURY GRADE	36.64
65071	3/8/2025	NV ENERGY	100004471003320176 KINGSBURY GRADE UNIT DSPMP	1,468.43
65072	3/8/2025	PACIFIC STATES COMMUNICATIONS	MONTHLY NETWORK MONITORING SVCE. 3/5	1,222.50
65073	3/8/2025	PACIFIC SHREDDING/PACIFIC STOR	CUST#R9999-00402 SHRED 20 BOXES AFTER SCANNING	240.00
65074	3/8/2025	ROUND HILL GENERAL IMPR DIST	COMMERCIAL CONSUMPTION DORLA CT 01/31/25-02/28/25	127.52
65075	3/8/2025	SAFEGUARD BUSINESS SYSTEMS	LSR CHECKS	760.69
65076	3/8/2025	NEVADA STATE COLLECTION	ID #32000088446 JERRON DOUGLAS PIERSON SUPPORT	685.84
65077	3/8/2025	SPRINGBROOK SOFTWARE COMPANY	COMPUTER EXP/ACH & CC CHARGES FEB. 2025	1,720.00
65078	3/8/2025	SUMMIT PLUMBING LLC	ASSIST WITH WATER LEAK ON ANDRIA	2,667.60
65079	3/8/2025	TAHOE NOW VENTURES LLC	129 SIERRA COLINA, LOT 18 REFUND DPST.	2,033.00
65079	3/8/2025	TAHOE NOW VENTURES LLC	REFUND DPST. 144 SIERRA COLINA	2,033.00
65080	3/8/2025	THUNDERBIRD COMMUNICATIONS INC	ENG. SVCE FOR SCADA	1,959.00
65080	3/8/2025	THUNDERBIRD COMMUNICATIONS INC	WONDERWARE SCADA SUPPORT EXP. 2/21/26	5,984.00

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65081	3/8/2025	VEOLIA WATER TECHNOLOGIES TREA	CONVERTER, CFV-04 FOR TREATMENT PLANT	42,086.00
Report Total				448,419.90

**KINGSBURY GENERAL IMPROVEMENT DISTRICT
AGENDA ITEM # 08**

TITLE: Presentation by Chris Proctor and Mindi Befu of Barton Health

MEETING DATE: March 18, 2025

PREPARED BY: Joe Esenarro, Interim General Manager

RECOMMENDED ACTION: No action is anticipated, receive, and discuss material presented.

BACKGROUND INFORMATION:

Barton Health is a major service provider and a cornerstone of the Lake Tahoe community. Specifically, Barton has several facilities within the district and is expanding into a new site located on the old Lakeside Casino property.

The presentation is to provide Board members and the public with updated information regarding the vision and plans which are keen improvements to the community.

INCLUDED:

Fund impacted by above action:

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

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

TITLE: MEDICAL DEDUCTIBLE OFFSET

For Discussion and Possible Action. Discuss, review and clarify the payment policy related to Public Employees' Benefits Program to fund Health Savings Accounts and Medical Deductible Offsets for employees.

MEETING DATE: 18 March 2025

PREPARED BY: Sandy Parks

RECOMMENDED ACTION: Discuss and provide direction regarding the timing of the payments subject to this program.

BACKGROUND INFORMATION: The board has previously implemented this benefit for employees. The payment policy is unclear as to timing of payments. The purpose of this item is to confirm the board's attention and to provide staff direction as to the payments.

INCLUDED:

Board minutes from June 2024

Fund impacted by the 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 |

Yanish verified that KGID had personnel available for the inspection portion of the project. Additional information was requested regarding the use of MicroPaver. MicroPaver output will be utilized for this project in addition to personal inspection.

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.

Approval of setting FY2025 Health Savings Account (HSA) allocation for employees.

A written report was provided. It was noted that the amount has increased to reflect the IRS limit increase.

Nelson questioned the justification, and it was explained that the intent is to offset out-of-pocket expenses related to the deductible and co-pays equalizing the employee benefits for represented and non-represented. Nelson suggested a cap for the difference in amounts

Schorr stated he opposes the concept of funding an HSA with no personal contribution from the employee.

Schorr noted that the HSA is an added benefit for potential employees. Nelson stated that she is not opposed to funding HSA's and she has always voted in support in the past.

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.

Approval of authorization for General Manager to negotiate for ToolCat procurement and commit district funds.

A written report was provided. It was explained that the authority is requested to negotiate purchase prices in a timely manner:

Yanish questioned if snow removal contractor costs could be possibly reduced. It was explained that this machine would be utilized in smaller, problem areas.

M-6/18/2024-8 - Motion by Trigg, seconded by Parks, and unanimously passed to authorize the General Manager to negotiate for the ToolCat procurement and commit district funds up to \$75,000.

Approval of salary adjustment for non-represented employees.

A written report was provided. Salary and competitive benefits were discussed as well as the relative values of the represented and non-representative amounts and ranges were discussed.

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.

Approval of the 2024/25 Workers Compensation Policy Renewal.

A written report was provided. It was explained that the injury reports were favorable.

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.

Conduct Evaluation of General Manager and provide compensation adjustment/contract revision.

A written report was provided. It was noted that some of the trustees did not yet complete the evaluation forms and decided to postpone this item. The completed forms were requested again by June 28, 2024.

Board Reports

Yanish stated that she is planning the Nevada League of Cities annual conference along with Trigg's assistance. Suggestions for community presentation/representations were requested.

Management Reports

General Manager's Report

Dion stated there are two Bill Draft Requests in progress. One of them should address record request limitations to public information requests and provide clarity to charging fees.

Administrative and Human Resources Report

There were no questions or comments.

Engineer's Report

There were no questions or comments.

Attorney's Report

Zumpft noted Mark Forsberg, hired by the district will provide an update prior to the next meeting regarding potential litigation.

CORRESPONDENCE – There was none.

FINAL PUBLIC COMMENT – There was no public present.

UNFINISHED BUSINESS

ANNOUNCEMENTS AND FINAL PUBLIC COMMENT – None; no public present.

ADJOURNMENT

M-6/18/2024-11 - Motion by Parks seconded by Trigg, and unanimously passed to adjourn the meeting at 8:55 p.m.

Respectfully submitted,

Natalie Yanish, Chair

Attest:

Sandra Parks, Secretary

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

TITLE: 456 ANDRIA DAMAGE CLAIM FOR SEWER LATERAL

For Discussion and Possible Action. Review, discuss and consider possible action to initiate process to 456 Andria Damage Claim for sewer lateral.

MEETING DATE: 18 March 2025

PREPARED BY: Joe Esenarro, Interim General Manager

RECOMMENDED ACTION: Provide direction for request from owner to reimburse for sewer lateral damage claim at 456 Andria Drive.

BACKGROUND INFORMATION: It appears that the claim that was submitted to Kingsbury G.I.D. on 02 February 2025 regarding 456 Andria Drive is for (2) different problem areas.

11 June 2024: Summit Plumbing was called out by the owners of 456 Andria Drive to lay USA marks, run main line camera machine for (3) hours, locating (2) problem areas on the driveway and street. **Total amount of invoice \$1,690.00**

05 July 2024: Owners requested Roto-Rooter Plumbing & Drain Service to excavate and hand dig sewer lines along with saw cut and excavate in the driveway. Exposed the sewer line to remove roots and replaced section of sewer with ABS pipe. There were more issues with sewer lines, so they had to do more excavation, increasing the cost. The customer then requested to add a cleanout installation. Roto-Rooter tested operations and cleared line. A note on the invoice reflected that Roto Rooter does see possible future issues in the street. **Total amount of invoice \$11,250.00**

09 September 2025: Owners requested Roto-Rooter a drain cleaning of the mainline BU. Roto-Rooter needed to run the main line from outside clean out and driveway by stairs about 40 ft. to the main line. Ran main line with senior machines something is wrong with the line and the cable got stuck. Roto-Rooter made a second visit the next day to remove the cable that was stuck, but the line is still clogged. The cleanout in the driveway is holding. They tried to run the camera and couldn't see or get a camera view. **Total amount of invoice \$806.00**

25 January 2025: Owner requested Roto-Rooter to have a technician come back out. The notes say they used a device to clear congestion to camera line from possible collapsed sewer in street. The line was so congested that the camera will not go down the line. Roto-Rooter contacted Kingsbury G.I.D. and made us aware of the sewer line issue that was in the street. **Total amount of invoice \$450.00**

INCLUDED:

1. Damage Claim Form
2. Copies of invoices from Roto-Rooter

Fund impacted by above action:

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



DAMAGE CLAIM FORM

1. Attach Separate Sheets, if necessary.
2. Claims Must Be Filed within 3 Months of incident.
3. Provide at least two estimates for damage repairs.

Mikkel Drue Unknown

Name of Claimant **Date of Incident** **Time of Incident**

476 Andria Drive Stateline NV 89449

Mailing Address **City** **State** **Zip**

Same

Street Address Where Incident Occurred

925-260-1739 mike@afcsteamtraps.com

Phone Number **Email**

\$ 14,196

Amount claimed

Describe Damage: Crushed sewer line on city property causing plumbing issues at my house.

What act or omission do you claim caused the damage? Unknown

Names/Address/Contact information of witnesses: **Angelo Lewis-Roto-Rooter**

Lead CSR & Lead Dispatcher

Email: angelo.lewis@rrsc.com

Phone: 775-345-5300

Cell: 707.889.3950

Reno, NV & Fairfield, CA

Best time to contact you: Anytime

I have read the foregoing claim and know the contents thereof and certify that the same is true of my own knowledge except as to those matters which are here stated upon my information and belief and as to those matters I believe it to be true. I declare under penalty of perjury that the foregoing is true and correct.

 02-06-25

Signature of Claimant or Authorized Representative **Date**

SUMMIT

Plumbing Co., LLC

1749 Timber Ct. Gardnerville, NV 89410

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

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

NV Lic. #50252 NV Lic. #58527 NV Lic. #76730 CA Lic. #1107679

JOB INVOICE

825830

PHONE 775-588-5996	DATE OF ORDER 6-10-24
ORDER TAKEN BY MIKE	CUSTOMER'S ORDER NUMBER
<input checked="" type="checkbox"/> DAY WORK	<input type="checkbox"/> CONTRACT
<input type="checkbox"/> DAY WORK	<input checked="" type="checkbox"/> EXTRA
JOB NAME/NUMBER MIKE DRIVE	
JOB LOCATION 476 ANDRIA DR	
JOB PHONE 775-760-7739	STARTING DATE 6-10-24

TO

Mike Dowe
138 CASATACT
DANVILLE CA 94506

TERMS: A FINANCE CHARGE OF 1% PER MONTH WILL BE CHARGED ON UNPAID INVOICES IF NOT PAID WITHIN 15 DAYS OF INVOICE DATE.

MIKE @ AFCSTEAMTRAPS.COM

DATE	DESCRIPTION	AMOUNT
	MULTIPLE TRIPS TO RESIDENCE	
	LAYED USA MARKS	
	RAN MACHINE MATCHES WITH	
	WARRANT FOR 3 HRS RAN	
	CAMERA LOCATED 2' AWAY	
	PROBATION RECORDS RAN IN	
	BY CODED 420	
	CAMERA AND LOCATE	350.00
	TOTAL OTHER	350.00

BILL

POSTED

NRS 624.520 Contractor to notify owner of rights related to account; written statement; administrative fine for noncompliance.

1. A residential contractor shall notify an owner with whom he or she contracts of the rights of the owner pursuant to NRS 624.400 to 624.560, inclusive, including, without limitation, providing a written statement explaining those rights in any agreement or contract for qualified services. The written statement must be in substantially the following form:

RESIDENTIAL CONSTRUCTION RECOVERY FUND

Payment may be available from the Recovery Fund if you are damaged financially by a project performed on your residence pursuant to a contract, including construction, remodeling, repair or other improvements, and the damage resulted from certain specified violations of Nevada law by a contractor licensed in this State. To obtain information relating to the Recovery Fund and filing claim for recovery from the Recovery Fund, you may contact the State Contractors' Board at the following locations:

State Contractors' Board
9670 Gateway Drive, Suite 100
Reno, Nevada 89521
Telephone number: (775) 688-1141

State Contractors' Board
8400 N Sunset Rd., Suite 150
Las Vegas, Nevada 89113
Telephone number: (702) 486-1100

DATE COMPLETED 6/11/24	TOTAL MATERIALS	
Work ordered by	TOTAL LABOR	1320.00
Signature	TOTAL MATERIALS	
I hereby acknowledge the satisfactory completion of the above described work.	TOTAL OTHER	350.00
	T.R.P	20.00
	TAX	
	TOTAL	1690.00

Thank You



Remit To:
 Roto-Rooter
 PO Box 2827
 Fairfield CA 94533

(775) 345-5300 Office
 (775) 356-3800 Fax
 1-800-GET-ROTO

License - CA: 1001120
 NV: A-15 0081833
 (Excavation)

Mail To: Mike & Trisha Drue
 476 Andria Dr
 Stateline NV 89449

Job Site: Mike & Trisha Drue
 476 Andria Dr
 Stateline NV 89449
 (925)260-1739

Invoice Number: 29830 **Service Tech: William Scott #886**
Date: 1/9/25

Labor - Drain Cleaning/Main Sewer Line

Guarantee - 30 Days

Mainline BU. I need to run the main line from outside clean out and driveway by stairs about 40 ft to the main line. Ran main line with senior machine something is wrong with the line got table stuck need to schedule for the morning. (Second Visit) Removed the stuck cable but the line is still clogged. The cleanout in the driveway is holding. Ran line both ways with 4-inch blades and hard 2-inch. Possible line break or collapse.

Free Video -

Tried to run camera with supervisor and couldnt see or get a camera view . If the customer needs additional service supervisor can come back when the clog settles and try to clear and camera but there is no gaurantee we can get footage.

	Total	\$806.00
Payment Received 01/10/2025 - Credit Card		(806.00)
	Total Due	\$0.00

SUMMIT PLUMBING CO., LLC

1749 TIMBER COURT
GARDNERVILLE, NV 89410

Invoice

Date	Invoice #
6/11/2024	825830

Bill To
MIKE DRUE 138 CASATA COURT DANVILLE, CA 94526

PAID
12/06/2024

P.O. No.	Terms	Project
	Net 15	

Quantity	Description	Rate	Amount
5	476 ANDRIA DRIVE - MULTIPLE TRIPS TO RESIDENCE LAYED USA MARKS RAN MAIN LINE MACHINE WITH DARRYL FOR 3 HRS RAN CAMERA LOCATED 2 PROBLEM AREAS. CALLED IN DIG CALLED KGID PLUMBING SERVICE - CASEY	165.00	825.00
3	PLUMBING SERVICE - DARRYL	165.00	495.00
1	EQUIPMENT RENTAL	350.00	350.00
1	FUEL SURCHARGE	20.00	20.00
	DOUGLAS CO TAX	7.10%	0.00
Total			\$1,690.00



Remit To: (775) 345-5300 Office
 Roto-Rooter (775) 356-3800 Fax
 PO Box 2827 1-800-GET-ROTO
 Fairfield CA 94533

License - CA: 1001120
 NV: A-15 0081833
 (Excavation)

Mail To: Mike & Trisha Drue
 476 Andria Dr
 Stateline NV 89449

Job Site: Mike & Trisha Drue
 476 Andria Dr
 Stateline NV 89449
 (925)260-1739

Invoice Number: 826240702001 **Service Tech: Bryan #816**
Date: 7/5/24

Labor - Excavation/Hand Dig - Sewer Lines

Guarantee - 1 Year

Labor - Excavation/Mechanical Dig/Backhoe - Sewer Lines

Guarantee - 1 Year

Saw cut and excavated in driveway. Exposed sewer line to remove roots and replaced section of sewer with ABS pipe . There were more issues with sewer lines so we had to do more excavation, increasing the cost. Customer then wanted to add a cleanout installation. Tested operations and cleared line for now. We do see possible future issues in the street. We will warranty our repairs.

Miscellaneous Revenue - Excavation/Mechanical Dig/Backhoe - Sewer Lines

	Total	\$11,250.00
	Payment Received 07/09/2024 - Credit Card	(850.00)
	Payment Received 07/10/2024 - Credit Card	(10,400.00)
	Total Due	\$0.00

Carrie Bauwens

From: ROTO ROOTER LAKE TAHOE <noreply@elavon.com>
Sent: Tuesday, January 21, 2025 2:03 PM
To: Mike Drue
Subject: Order Confirmation 188-883250116087

\$450.00 USD

01/21/2025 02:02:30 PM

ROTO ROOTER LAKE TAHOE

Your payment has been approved

Payment AMEX 37*****4000
Transaction ID 210125010-41F79836-3793-4E96-9E44-
BF1F0B61DD44
Approval Code 202422
ECI
Invoice Number 188-883250116087

Total \$450.00 USD

Bill To

Associated Flow Controls, Inc.
Mikkel Drue
30 Beta Court
94583 A1506497 94583
9252601739
mike@afcsteamtraps.com

ROTO ROOTER LAKE TAHOE

Carrie Bauwens

From: Mike Drue <mike@afcsteamtraps.com>
Sent: Thursday, February 6, 2025 12:31 PM
To: Carrie Bauwens
Cc: Trisha Alexander; Byran Moss
Subject: RE: 476 Andria Drive ~ 001187-000*

Hi Mikkel,

I got a hold of the technician that was out there for the issues at 476 Andria Dr. Below are the updated notes from our visit:

Will use device to clear congestion to camera line from possible collapsed sewer in Street. Customer approved \$450 to perform this service and if able to clear enough to locate, will charge for camera. Tried to run the bag to clear congestion to get a location on break. Area is too cold and blow bag will not inflate. Ran cable and when hitting hard spot, I stopped and pulled the cable out to get a rough distance on where bad spot is. Marked on asphalt. Marks on street are a rough estimate on where the break is at. Line is so congested that the camera will not go down line at this time. No guarantee that the break will be in the marked spot. Spoke with Brian Moss with Kingsbury General Improvement District and made him aware of the sewer line issue that was located in the street. Customer needs to follow up with the district to see if they will take responsibility for repairs needed in the street.

If you have any questions, please let us know or you can also reach Doug at 707-326-7741.



Angelo Lewis
Lead CSR & Lead Dispatcher

Email: angelo.lewis@rrsc.com

Phone: 775-345-5300

Cell: 707.889.3950

Reno, NV & Fairfield, CA

Mikkel Drue

Associated Flow Controls, Inc.

30 Beta Court

San Ramon, Ca 94583

P-925-820-1216

C-925-260-1739

Web <http://afcsteamtraps.com/>

Email mike@afcsteamtraps.com

"Ayatollah of Vaporola"

:: Steam Traps :: Steam Regulators :: Stainless Steel Steam Specialties :: Pneumatic & Electric Control Valves :: Strainers, Safety Relief Valves :: Liquid & Gas Flowmeters :: Non-Electric & Electric Condensate Pumps :: Custom Condensate Recovery Systems :: Pipeline Auxiliaries :: Heat Transfer Packages:: Flowmeters:: Steam to water Washdown stations ::Knifegate valves

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

TITLE: DISCUSS THE KAHLE DRIVE RESTORATION PROJECT (COMPLETE STREET)

For Discussion and Possible Action: Discussion and brief overview of the Kahle Drive restoration project that is scheduled to start the summer of 2025.

MEETING DATE: 18 March 2025

PREPARED BY: **Interim** Interim General Manager, Joe Esenarro

RECOMMENDED ACTION: Discuss and provide direction to the Kahle Drive restoration project also known as Complete Street.

BACKGROUND INFORMATION:

On 18 October 2022, the Kingsbury G.I.D. board received a presentation and discussed how Kahle Avenue is in disrepair and a concept to relace the surface, enhance the stormwater systems and provide street trees and grass medians was developed. The Nevada Tahoe Conservation District has taken the lead as project manager to implement the planned reconstruction and improvements and requested to make a presentation to the Board of Trustees.

Meghan Kelly provided an overview of the project goals and objectives. The conservation district got involved due to storm water issues and is working with various agencies on the project. Kingsbury G.I.D. was contacted to consider replacing its water lines in the roadway and indicated that there was no intention in the part of the district to replace the lines and funding was never identified. However, it was noted that conventional road construction techniques could be problematic. The project sat idle until recent funding sources were identified, and the project is moving forward. Kelly questioned whether Kingsbury G.I.D. wanted to fund the replacement of the water lines or let them remain. Kelly also provided other information indicating that the line should be adequate for another 20 years and that construction would not affect the integrity of the lines. Parks questioned Barton's truck usage on the new road during construction. Kelly responded that they were not planning to have ingress and egress from Kahle Drive.

Kelly explained that Douglas County and Oliver Park would maintain the street. Oliver Park GID supports the project and dedicated 100k to the project, plus they have committed to maintaining Kahle Drive.

A customer questioned if some costs for improvements should be Barton's responsibility. Kelly stated that Barton would not be using Kahle Drive.

A past board member sought clarification regarding whether Kingsbury G.I.D. was going to participate or not and was told, No. The pipeline was in sound shape and the project manager has affirmed that work can be completed without disrupting it.

INCLUDED:
Task Order #68

Fund impacted by the 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 |

Task Order

Task Order Number: 68

Date: March 18th, 2025

Title: Kahle Drive Water Main Replacement Project

Project Description: Nevada Tahoe Conservation District (NTCD) has completed the project design and is in process of awarding a contractor for the *Kahle Drive Complete Streets* project. This project includes pulverizing and raising the existing roadway, relocating overhead utilities underground, replacement of gas facilities, storm drain improvements, and roadway paving. Currently, water is not included for replacement in the NTCD project. The existing 6-inch asbestos cement (AC) water under Kahle Drive, owned and operated by Kingsbury General Improvement District (the District), is at risk of failure or impact during the *Kahle Drive Complete Streets* pavement reconstruction.

The District and its Board of Directors have brought these concerns regarding the existing AC water main to DOWL and have requested a Task Order for the water replacement design and coordination with NTCD. This water main replacement project was previously reviewed and vetted by a past District General Manager, and the District planned to replace the water main, combining the water main replacement with the active construction project with NTCD. The water main replacement did not move forward as NTCD was not able to secure funding, stalling the project for the past four years. In the past couple years, NTCD has secured funding for its project and reengaged with the District and its new General Manager. The District determined it would not participate in the NTCD project to replace the existing water main. As NTCD has completed design and is preparing for construction of its project in the summer of 2025, the District has new Board members and General Manager who wish to engage with NTCD to replace the existing water main.

The timing of this task order is in parallel with the District's successful negotiating and partnering with NTCD to complete the water main replacement within its project. The District must coordinate with NTCD to develop an agreement, responsibilities, and financial impacts. At this time, no correspondence has taken place to finalize these items; however, in essence of time, the efforts within this task order to begin design must occur so the water main replacement is a possibility to be completed during the summer of 2025. All negotiations and agreements between the District and NTCD would be established while design is being performed. If negotiations are not successful, DOWL would cease all work and be fully compensated for work performed and completed for the District.

The Kahle Drive Waterline Replacement Project (Project) includes the design of approximately 2,000 linear feet of 10-inch water (ductile iron pipe) on Kahle Drive (from the intersection of Laura Drive and Kahle Dr to the District's Water Treatment Facility). The Project also includes the design of replacement of fire hydrant laterals (ductile iron pipe) and water service laterals (copper).

This Task Order includes efforts for design, management of the project during the design phase, and District directed efforts for coordination with NTCD during contract negotiations and agreements.

Survey, Geotechnical investigation, and utility locates for the Project have already been performed outside of this task order by NTCD. This information will be provided to DOWL and will be used for design of the water main replacement. No further investigation and survey work is included in this Task Order.

With NTCD in the process of awarding a contractor, and the constricted construction timelines, it is anticipated that the District will coordinate with the awarded contractor for the NTCD project and no separate bidding activities will be held. The District will approach the awarded contractor with the water main design and negotiate construction costs.

Construction Management and Inspection Services have not been included in this Task Order. As more information on the construction schedules are known and efforts required, an accurate scope of services and

estimate can be provided. DOWL will prepare an Amendment to this Task Order for construction related services after the needs of the District are discussed and construction timelines are better understood.

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

PART 1 – SERVICES

TASK 1.1 – PROJECT MANAGEMENT

Objective

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

Assist the District in the process of negotiating a contract with NTCD and review of any negotiated contract. Support the District with any other requested items not included general project management or design.

Approach

DOWL will routinely review Project progress and communicate Project status on a regular basis. Communication will be through email and telephone, and with monthly project coordination meetings with the District, NTCD, and DOWL Staff. This task will include the following activities:

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

For contract negotiations DOWL will, as directed, help negotiate and review contracts between the District and NTCD. The total labor is unknown for negotiations with NTCD, and the current estimate includes a general fund of time for meetings and general contract review which account for 50-hours. The actual total hours provided in this scope will vary depending on the District's needs and directions during the Contract negotiation phase. If supporting services exceed the allocated hours, DOWL will continue to support the District, only upon direction and approval, under an amendment or the General Services project outside of this scope.

The following are estimated, but not limited to, supporting services to the District:

- Meetings (Phone, Online, or In-person) for negotiations with the District and NTCD
- Review of Agreements and provide comments and recommended changes to be brought to NTCD.
- Meeting to directly support the District.
- Meeting with the Contractor, the District, and NTCD.
- Phone correspondence.

Deliverables

The following deliverables will be submitted under this task:

- Monthly invoices.
- Meeting summaries (via email)
- Meetings / Discussions with the District and NTCD regarding contracting
- Contract Review Comments
- Review of Final Contract negotiated

Assumptions

The following assumptions apply:

- Overall Project Design duration is estimated at Four (4) months.
- Project-related issues will be identified, communicated, and resolved.
- Submittals will be made from DOWL to the District electronically.
- DOWL and independent parties (NTCD) will communicate directly (cc District) as required.
- Owner must direct DOWL regarding any contracting negotiations and review of contracts between the District and NTCD.
- Supporting services estimated at 50-hours

TASK 1.2 – DETAILED DESIGN

Objective

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

Approach

This task will include the following activities:

- Incorporate NTCD Topographic data, existing utility data, and proposed site utility improvements into Project for water main design.
 - Establish survey control sheets and alignment control tables.
- No record drawings will be obtained. It is assumed DOWL will use utilities (overhead and underground) and survey provided by NTCD.
- One (1) site visit with District staff to walk Project site before DOWL to start water main design.
- 15% Design Submittal shall include:
 - Plan sheets inclusive of plan view water main alignments for review and acceptance by the District prior to further design efforts.
- 75% Design Submittal shall include:
 - Incorporation of 15% review verification comments from the District.
 - Plans to include finalized water main alignment and established appurtenances (service line, fire hydrant, etc.) and profile view design elements.
 - Submission of 75% Plans, Specifications, and Opinion of Probable Construction Costs to the District for review and comment.
 - One (1) 75% submittal review and meeting with the District and DOWL Staff (In-Person)
- 95% Design Submittal shall include:
 - Incorporation of 75% review comments from the District.
 - Refinement of the 75% design of the civil design elements.
 - Submission of 95% Plans, Specifications, and Opinion of Probable Construction Costs to District for final review and comment.
 - One (1) 95% submittal review conference call with District and DOWL staff.
- Permitting
 - Tahoe Douglas Fire Protection District (TDFPD)
 - Project approval letter required for NDEP-BSDW permit.
 - DOWL to submit 445A NAC report, Civil Improvement Plans, and Hydrant Plan (as needed) to TDFPD for comment and approval.
 - All comments will be incorporated and re-submitted to obtain approval.

- Nevada Division of Environmental Protection – Bureau of Safe Drinking Water (NDEP-BSDW)
 - DOWL will apply for and submit the Project to NDEP-BSDW for public water system review and approval, including, application, \$1,500 review fee, hydraulic analysis report, hydraulic model update, and submittal. All comments will be incorporated and re-submitted to obtain approval.
 - Review period for NDEP-BSDW can be 30+ days. The District will be requested to communicate the urgency with NDEP-BSDW to expedite review given the conditions. The review period is outside of DOWL's control and may impact the overall schedule.
- Tahoe Regional Planning Agency (TRPA) – Not included
 - The watermain design is assumed to be performed under the NTCD project's TRPA permitting and no additional correspondence nor permitting will be required.
- Labor Commissioner – Not included
- Project is expected to be under the existing NTCD project with the same PWP number.
- No Labor Commissioner forms are to be filled out for this project.
- 100% Design Submittal shall include:
 - Incorporation of 95% review comments from the District and permit reviews.
 - Finalized Plans, Specifications, and Opinion of Probable Construction Costs submitted to District for incorporation into NTCD Project
- Quality assurance and quality control of deliverables to the District.

Deliverables

The following will be delivered under this task:

- Submittal of the 15% plans for District review and comment will include plan sheets for water mainline alignment only for verification purposes.
- Submittal of the 75% set for District review and comment will include PDF files of the Plans (11"x17"), Construction Specifications, and Opinion of Probable Construction Cost.
- Submittal of the 95% set for District review and comment will include PDF files of the Plans (11"x17"), Construction Specifications, and Opinion of Probable Construction Cost.
- Submittal of the 100% set used for incorporation into NTCD Contract Documents will include individual PDF files of the Plans (11"x17"), Construction and Procurement 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:

- Assumed NTCD design files will be provided to DOWL in CAD format for use in water design.
- DOWL will use NTCD provided data for location of existing overhead and underground utilities, and proposed site and utility improvements for water main design
- DOWL will use NTCD Survey and Geotechnical Evaluations. No additional survey or geotechnical evaluations are included.
- One (1) site visit kickoff meeting prior to start of design and one (1) 75% design review meeting are included in the scope of work for this task (In-Person meetings).
- the District Design reviews and comments provided to DOWL in a timely manner for project to remain on schedule due to time constraints regarding NTCD construction.
- 95% submittal reviews with District and DOWL via conference call.
- Specifications will be in CSI format for technical specifications. No EJCDC Front end documents will be provided. DOWL Specifications will be inserted into NTCD project specifications.

- Only Specifications for water construction and Measurement & Payment will be provided.
- Project elements to be included in design:
 - Project Limits for Water Main design are from the intersection of Kahle and Laura Drive to the end of Kahle Drive (Beach Club entrance)
 - Approximately 2,000-linear feet of 10-inch main, fire hydrant assemblies with laterals, and service lateral replacement.
 - The roadway between the intersection of Kahle and US-50 to Laura Drive has already been re-constructed and is not a part of the project.
- Excluded from task order
 - NDOT Permitting.
 - Douglas County Permitting.
 - TRPA Permitting.
 - Labor Commissioner correspondence.
- Project assumed to be self-funded by the District. Outside funding and associated requirements are not included in this scope of work.

PART 2 – COMPENSATION

The District shall pay DOWL on a time and materials basis, including travel and mileage, not to exceed \$89,970.00. Hourly rates and other expenses shall be in accordance with Exhibit C of the Master Services Agreement (Standard Hourly Rates).

PART 3 – SCHEDULE

The following is a *proposed* schedule to be used as a general guideline only. It shall be noted that time is of the essence for the success of this project. All parties must work together to maintain schedules.

Award of Task Order.....	March 18 th , 2025 Board Meeting
The District / NTCD Contract Agreement	April – May 2025
15% Design.....	April 11 th , 2025 Pending NTCD Data Received
75% Design.....	May 2 nd , 2025
95% Design.....	May 16 th , 2025
NDEP Permitting.....	May – July 2025
100% Design.....	July 2025
Water Construction.....	July – October 2025 Dependent on NTCD Scheduling
Project Closeout.....	November – December 2025

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

Owner: Kingsbury General Improvement District

Engineer: DOWL

Signature: _____

Signature: _____

Print Name: Joe Esenarro

Print Name: Matt Van Dyne, P.E.

Title: General Manager

Title: Senior Project Manager

Date Signed: _____

Date Signed: _____

**KINGSBURY GENERAL IMPROVEMENT DISTRICT
KAHLE DR WATERMAIN REPLACEMENT PROJECT
Engineering Fee Estimate**

TASKS	Employee Initials	FY24/25 Rate (\$/hr)										Total Labor	Expenses	TOTAL					
		MVD	TJM	GT	JW	TJP	AS	DJ	KH	AL	DB				(Hrs)	(\$)	(\$)	(\$)	
1.1 Project Management																			
Monthly Reports/Progress Billings		6	6	--	--	--	--	--	--	--	--	--	2	4	4	18	\$3,520		\$3,520
Project Coordination and Management		4	4	2	--	--	--	--	--	--	--	--	2	--	--	12	\$2,410		\$2,410
1.1.2 NTCD / KGID Contract Negotiations & KGID Directed Support (a)		25	25	--	--	--	--	--	--	--	--	--	--	--	--	50	\$11,625		\$11,625
Subtotal		35	35	2	0	0	0	0	0	0	0	0	4	4	4	60	\$17,555	\$0	\$17,555
1.2 Detailed Design																			
1.2.1 Existing Utility Request and Incorporation (NTCD Data) (b)		--	6	12	12	--	--	--	--	--	--	--	1	--	--	31	\$4,545		\$4,545
1.2.2 Kick-off Meeting / Site Visit with KGID & NTCD (c)		4	4	4	--	--	--	--	--	--	--	--	--	--	--	12	\$2,420	\$75	\$2,495
1.2.3 15% Design Drawings - Water Main Plan View Alignment		2	8	16	16	--	--	--	--	--	--	--	--	--	--	42	\$6,420		\$6,420
1.2.4 75% Design Drawings, Specifications, and Opinion of Probable Construction Cost		4	30	45	68	3	--	--	--	--	--	--	--	--	--	150	\$22,685		\$22,685
1.2.5 Intermediate Design Review & Site Meeting with KGID & NTCD (c)		4	4	4	--	--	--	--	--	--	--	--	--	--	--	12	\$2,420	\$75	\$2,495
1.2.6 95% Design Drawings, Specifications, and Opinion of Probable Construction Cost		4	22	34	50	3	--	--	--	--	--	--	--	--	--	113	\$17,210		\$17,210
1.2.7 Permitting (NDEP-BSDW)		2	8	16	--	--	--	--	--	--	--	--	2	--	--	28	\$4,610	\$1,500	\$6,110
Fire Flow Waiver Modeling & NAC Report		--	1	1	--	--	--	--	--	4	--	--	--	--	--	30	\$5,235		\$5,235
Tahoe-Douglas Fire Protection Department Submittal		--	2	4	4	--	--	--	--	--	--	--	--	--	--	10	\$1,470		\$1,470
1.2.8 Final Design Review with KGID & NTCD		2	2	2	--	--	--	--	--	--	--	--	--	--	--	6	\$1,210		\$1,210
1.2.9 100% Design Drawings, Specifications, and Opinion of Probable Construction Cost		1	2	6	8	--	--	--	--	--	--	--	--	--	--	17	\$2,540		\$2,540
Subtotal		23	89	144	158	6	4	4	4	4	4	4	3	0	0	451	\$70,765	\$1,650	\$72,415
TOTAL		58	124	146	158	6	4	4	4	4	4	4	7	4	4	531	\$88,320	\$1,650	\$89,970

(a) Owner Directed Support for Negotiations with NTCD. Estimated time based on potential meetings and contract review. Estimated Hours may not reflect actual labor required.

(b) Assumes field data, design/survey data, and geotechnical information will be provided from Kahle Drive Complete Streets project.

(c) Meeting in person with KGID and NTCD Staff, if Available.

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

TITLE: ADOPT APPLICATION FOR PUBLIC USE OF DISTRICT FACILITIES

For Discussion and Possible Action. Review the language to adopt the application for public use of district facilities

MEETING DATE: 18 March 2025

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

RECOMMENDED ACTION: Review the language on the application for the public use of the district facilities.

BACKGROUND INFORMATION:

On 17th September 2024 the board approved a policy for the public use of the boardroom on the second floor of the district facilities. The district's boardroom is constructed in a manner such that the district offices and operational areas are isolated. The boardroom with adjoining restrooms can be used while the remainder of the facility is secure. The district has tested the use of the facility with an outside organization after business hours and it was successful.

Our insurance company has been contacted and there are no stipulations that would prevent us from loaning out our facilities for public use as long as the application is approved by the G.M.

INCLUDED:

Memo from District Counsel regarding language in application
Draft application for the use of district facilities
AD 2.4 Public Use of District Facilities Policy

Fund impacted by the 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 |

MEMORANDUM

This Memo Is Protected by the Attorney-Client Privilege

TO: CSZ / KGID
FROM: Dana Jantos, Esq.
DATE: 3/11/2025
REFERENCE: Community Uses of District Facilities

Question: What are the limitations, if any, on the use of public facilities for religious or political groups?

Answer: The District facilities may be used for religious or political purposes with limitations that do not violate the First Amendment and the Establishment Clause to ensure lawful and fair usage.

When community-based groups seek to use district facilities (such as a conference room) on a temporary basis, the district must navigate public access laws, the First Amendment, and the Establishment Clause to ensure lawful and fair usage.

General Public Use of District Facilities:

KGID may allow community organizations to use their facilities for meetings, events, or activities, provided they follow established policies. KGID should have written policies governing facility rentals or public access and must establish neutral and non-discriminatory policies for facility use to avoid violating free speech rights under the First Amendment.

The Establishment Clause of the First Amendment prohibits the government (including public schools and districts) from endorsing or promoting religion. However, it does not prohibit religious groups from using public facilities under neutral policies. This means that the District’s policy for use should be:

A Neutral Policy: The district must ensure that all groups (religious, secular, political, civic, etc.) have equal access to facilities without endorsing any particular viewpoint.

Avoid Preferential Treatment: District officials cannot promote, sponsor, or favor religious or political groups but also cannot deny access to such groups if other groups are permitted to use the space.

And, the District may use a **Disclaimer** requiring groups using the facilities to clearly state that their views are not endorsed by the district.

In an effort to remain neutral, the KGID should ensure no District sponsorship of religious or political activities, and should regulate only based on neutral factors (e.g., noise, time limits, capacity) rather than content or viewpoint.

The language of AD 2.4.4 Private entities, under subsection may be written/amended to include the following provisions (sample language):

1. Purpose

This policy establishes guidelines for the temporary use of Kingsbury General Improvement District's public facilities by community organizations while ensuring compliance with federal and state laws, including the First Amendment, the Establishment Clause, and Nevada public facility laws.

2. Scope

This policy applies to all district-owned public facilities, including but not limited to conference rooms.

3. Eligible Organizations

The following types of organizations may request use of district facilities, subject to availability and compliance with this policy:

- Nonprofit organizations
- Civic and community groups
- Educational and cultural organizations
- Religious organizations (on a neutral basis)
- Political organizations (on a neutral basis)
- Government agencies
- Local businesses or trade associations (subject to additional rental requirements)

4. Application Process

a. Submission Requirements

Organizations must submit a Facility Use Request Form at least 5 days in advance. Applications must include:

- Purpose of the event
- Expected number of attendees
- Proof of liability insurance (if required)
- Contact information for the party responsible

b. Approval Process

- The General Manager reviews applications based on availability and compliance with this policy.
- Requests are processed on a first-come, first-served basis.
- The District reserves the right to deny applications based on Section 6.

5. Conditions for Facility Use

a. Neutrality and Non-Endorsement

- The use of district facilities does not imply endorsement, sponsorship, or affiliation with any organization.
- Groups must display a disclaimer on promotional materials stating:

“This event is not sponsored or endorsed by KGID. The views and opinions expressed do not reflect those of KGID”

b. Time, Place, and Manner Restrictions

- Facilities may only be used during designated public access hours unless otherwise approved.
- Events must not disrupt normal district operations or create safety concerns.
- All activities must comply with local, state, and federal laws.

c. Fees and Insurance

- Rental fees may apply for non-governmental events or for-profit organizations.
- Groups may be required to provide proof of liability insurance and agree to hold the District harmless from liability.

6. Prohibited Uses

The District reserves the right to deny or revoke facility use if:

- 1.The event poses a safety risk or violates laws.
- 2.The event disrupts district operations or damages property.
- 3.The group misrepresents its purpose or violates policy terms.
- 4.The use of the facility would be inconsistent with the District’s mission.

7. Religious and Political Use Guidelines

a. Religious Activities

- Religious groups may use district facilities on equal terms with non-religious groups.
- The District will not sponsor, promote, or fund religious events.
- Religious instruction, worship, or services are not prohibited, but the group must make clear that it is not district-affiliated.

b. Political Activities

- Political groups may use district facilities on equal terms with other groups.
- Campaign events, candidate forums, and political discussions must not disrupt district operations.
- No candidate, party, or political position may be endorsed by the District.

8. Enforcement and Appeals

- Any violation of this policy may result in immediate revocation of facility use privileges.
- Organizations may appeal denials to the KGID General Manager within 10 days of the decision.

-END OF MEMO-

S:\GID\KGID\Community Uses of District Facilities\Memo for KGID re community uses of district facilities.docx

USE OF KINGSSBURY GENERAL IMPROVEMENT DISTRICT FACILITIES

All requests for use of facilities are subject to approval by the district.

District facilities are made available for community use not to be used to compete with private business interests. The district facilities can be used by community-based groups on the following conditions.

District facilities are not to be used to compete with private business interests. The district facilities can be used by such community-based groups on the following conditions.

- a. Use is for public agencies or not-for-profit entities serving the Stateline Community
- b. A responsible person will sign application and be responsible for protecting equipment and facilities from damage
- c. Priority of use will be first come first serve, but the district reserves the right to interrupt schedules should district matters require the use of the room
- d. The General Manager is responsible to approve or disapprove the use of room by any group which fails to meet the standard of this policy or based upon prior experience
- e. The district will not charge for the use of facility but may require a deposit or fee for anticipated expenses such as cleaning may be necessary to offset district expenses at the General Manager's discretion
- f. The district will not provide any IT services or special set up arrangements. Tables and chairs normally available in the room will be extent of service provided
- g. The boardroom is available with no provisions for food preparation. Food service for items prepared elsewhere is acceptable. No cooking is allowed, reheating with appropriate devices may be approved for use on hard surface counter, not tables
- h. District facilities shall not be used for political purposes or campaigns
- i. District facilities shall not be used for religious services
- j. The district facilities shall not be identified as the "regular meeting place" or place of business for any entity except the district
- k. There shall be no smoking in or around the facility
- l. No alcohol is allowed on site
- m. Only official service animals are permitted

HOLD HARMLESS AGREEMENT

In consideration for the use of the facilities, the applicant, on behalf of the organization, group or society, agrees to indemnify and hold harmless the Kingsbury General Improvement District, its representatives, officers, agents, and employees from any and all liabilities, claims, obligations, judgments, suits, costs, damages, expenses, and attorney's fees, incurred or paid, arising out of, or in account of any claims of any nature for damage to property or for personal injury including death, which may arise from the use of districts facilities or grounds to full extent provided by law. User accepts full responsibility for all participants and guests.

Applicant Signature

Date

KINGSBURY GENERAL IMPROVEMENT DISTRICT

160 Pineridge Drive, Stateline, NV 89449

PH (775) 588-3548 Fax (775) 588-3541

REQUEST FOR USE OF KINGSBURY GENERAL IMPROVEMENT DISTRICT

Please submit the application at least one week in advance. The information requested in this Application must be as complete as possible for your planned activity.

Name of Responsible Person and/or Organization: _____

Date: _____

Address: _____

Telephone: _____

Email: _____

Purpose of Use: _____

Requested Date(s) of Use: _____

Start Time: _____

Finish Time: _____

Expected Attendance: _____

Contact: _____ Telephone: _____

I have read and agree to all terms and conditions. I understand that the approval of this event is contingent upon compliance with provisions as stated and availability of custodian.

Signature of Applicant

_____ DISTRICT USE ONLY _____

APPROVED _____

NOT APPROVED _____

General Manager: _____

Date: _____

AD-2.4 Public use of District Facilities

2.4.1 Purpose

The purpose of this policy is to establish policy guidance for the administration of requests to use district facilities for other than district purposes.

2.4.2 Applicability

This process will be used by the district to address requests to use district facilities by other public agencies or by private entities seeking to use district facilities for other than functions related to the district. As the district has begun updating and improving its facilities, some spaces are suitable for other purposes. At the core, the district exists to provide services to the community as approved in its charter. No use of facilities by others may interfere with the mission of the district or be counter to its best interests. However, extending the use of district facilities for others may be without interference with the district and be supportive of community.

2.4.3 Public Agencies

The district facilities are a public resource and to the degree their use can promote public cost savings in any agency, it should be considered beneficial. Some public agencies such as NDEP or DOT have direct impacts on the community and to the degree feasible can be accommodated in the use of the district facilities can reflect favorably upon the district. Due to the Lake Tahoe location, the spaces may be considered useful for other reasons by requesting public agencies. In addition, when other agencies conduct formal meetings at district facilities, it may improve access for district residents to those entities.

2.4.4 Private Entities

District facilities are not to be used to compete with private business interests, however many community-based groups exist and meet in hodge podge of arrangements, such as residential homes. The district facilities can be used by such community-based groups on the following conditions.

- a. Use is for public agencies or not for profit entities serving the Stateline Community
- b. A responsible person will sign application and be responsible for protecting equipment and facilities from damage
- c. Priority of use will be first come first serve, but the district reserves the right to interrupt schedules should district matters require the use of the room
- d. The General Manager is delegated responsibility to approve or disapprove the use of the room by any group which fails to meet the standard of this policy or based upon an unsatisfactory prior experience
- e. The district will not charge for the use of the facility but may require a deposit or fee for anticipated expenses such as cleaning may be necessary to offset district expenses at the General Manager's discretion.
- f. The district will not provide any IT services or special set up arrangements. Tables and chairs normally available in the room will be the extent of service provided
- g. The room is available with no provisions for food preparation. Food service for items prepared elsewhere is acceptable. No cooking is allowed, reheating with appropriate devices may be approved.
- h. District facilities shall not be used for political purposes or campaigns
- i. District facilities shall not be used for religious services.
- j. The district facilities shall not be identified as the "regular meeting place" or place of business for any entity except the district.

2.4.5 Fees

The district may assign a fee as a deposit or for direct cost recovery which will be established in the district fee schedule. Fees may be waived by the General Manager if the impact is judged to be diminutive.

Revision:

Revision Date	Description or paragraph	Completed by

MEMO TO: Board of Trustees

FROM: Joe Esenarro, Interim General Manager

SUBJECT: Interim General Manager Report for the meeting of March 18, 2025

Transitioning from Utility Operations Superintendent to Interim General Manager. Tackling tasks which include budgeting, claims, updating banking, addressing Mitch's emails, communicating with important contacts, educating myself on upcoming projects and continuing to oversee the crew to make sure they are prioritizing daily projects as needed.

Communicated via email with F&B (Manchester) after sending them a copy of their contract, highlighting the paragraph that shows they are responsible for clearing snow to and from around the fire hydrants along with a map of the primary hydrants. Spoke with Scott Lindgren from the fire department, he was satisfied with the snow and berm removal around the Fire Hydrants throughout the district.

Summit completed the sewer lateral repair at 476 Andria. Customer has submitted claim forms for reimbursement.

Our crew is completing pump station maintenance as time allows.

Tom Swick, Thunderbird Communication is working on a quote to upgrade our S.C.A.D.A. system.

Conference call with Derek Noack regarding the fire Hydrant issue on Kimberly Brook insurance litigation. Sent information for mediation of February 26th. At this time no decision was reached during mediation.

Phone calls and e-mails with Dowl to go over upcoming projects.

Submitted additional forms to Matthew Livingston for the Ponderosa M.H.P. for grant reimbursement.

The 2025 Road Rehabilitation and Replacement projects went out to bid and will be awarded in April.

There was an increase in the snow fund as of January 2025

The Crew repaired a water main leak at Andria and Barrett with the assistance of Summit Plumbing on February 8th. Boil water notices were distributed to the effected customers per state requirements.

Boil water notice was lifted on February 11 after 2 consecutive water samples came back negative for coliform.

Submitted NDEP monthly reports to the state.

Water production for the month was 13,490,000 gallons.

Comprehensive Maintenance Management System (CMMS) asset input continues, and configuration for the sequencing for reviews and assignments.

Empire Power Systems did annual maintenance on all generators throughout the district.

Underground Service Alerts have been very steady, committing at least one operator on a regular basis.

VEHICLES and EQUIPMENT:

Zac Good completed maintenance on the Ford F550 Dump Truck.

TRAINING:

All utility personnel attended the monthly safety meeting.

Judy attended Pool-Pac training on February 6.

Leigh attended customer service training.

Mike completed Cla-Val training class.

Thank staff for hard work and commitment during this difficult transition

MEMO TO: Joe Esenarro, Interim General Manager
FROM: Judy Brewer, Administrative & Human Resource Supervisor
SUBJECT: Management Report for March 2025

Rental Property (298 Kingsbury)

- Full occupancy
- Exploring the possibility of having KGID manage the property
- Made new keys for the utility closet and distributed

General Information

- Document imaging project continuing to move forward at a fast pace
- Ordered new postage machine which will be delivered next week
- Actively searching for an individual interested in generating board meeting minutes
- Pac States installed extra data ports for Staff and Scada
- Creating agenda and board meeting minutes
- Carrie and I are team tagging with the Account’s tasks while she is on vacation

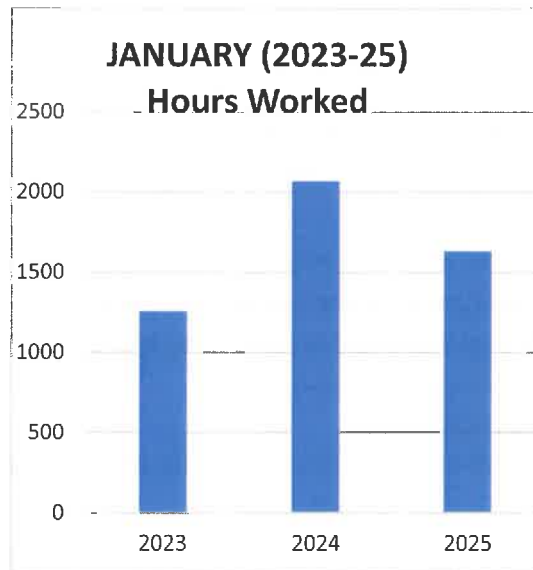
Human Resources

- Recruiting for General Manager, Water Operator, Finance Manager and Civil Engineer
- Receiving numerous requests for public records etc.
- Familiarizing myself with open projects, internal and external
- Receiving resumes for the G.M. position and assisting the ADHOC team when necessary
- Resolving issues and requests as they pop up on a daily basis

SERVICE REQUEST (FEBRUARY 24 vs FEBRUARY 25)

Jan. 2024			Jan. 2025		
<u>REQUEST CODE:</u>	<u>COUNT:</u>	<u>AMOUNT:</u>	<u>REQUEST CODE:</u>	<u>COUNT:</u>	<u>AMOUNT:</u>
OFF/ON	0	0.00	OFF/ON	2	150.00
INSPECTION	4	0.00	INSPECTION	7	0.00
LEAK	0	0.00	LEAK	0	0.00
REPAIR	0	0.00	REPAIR	1	61.25
OFF	3	100.00	OFF	1	50.00
ESCROW	0	0.00	ESCROW	0	0.00
ON	1	50.00	ON	4	150.00
ONCALL	0	0.00	ONCALL	0	0.00
NEW	0	0.00	NEW	0	0.00
PROFILE	0	0.00	PROFILE	0	0.00
REREAD	0	0.00	REREAD	3	0.00
FROZEN	0	0.00	FROZEN	1	61.25
CHANGE	0	0.00	CHANGE	1	0.00
REMOVE	0	0.00	REMOVE	0	0.00
TOTAL	11	150.00	TOTAL	21	472.50

**HOURS WORKED COMPARISON
(January 2023-2024-2025)**



LIENS (December 2024)

111 Tramway Dr. A-10 \$ 2,439.39

County Tax roll collection:

759 Boulder Court #Q \$105,867.55

495 Tramway Drive, #12 \$105,489.56

Service Turned Off:

165 Irwin A&B \$54,634.44 Turned off in 2016

302 Griffin Court \$14,403.98 Turned off in 2021



MEMORANDUM

TO: Joe Esenarro, General Manager, Kingsbury GID
FROM: Travis Marshall, PE, Project Manager, DOWL
DATE: March 10, 2025
SUBJECT: Engineering Report for the Meeting of March 18, 2025

GENERAL

- Assisted with general service request items and general correspondence:
 - KGID General Manager and Board tasked DOWL with NTCD Coordination for the Kahle Drive Waterline replacement project. Met with NTCD to get information on construction schedules and proposed road and utility improvements.
 - Coordination with General Manager and OFA for document uploads to NIFS to draw money.
 - NIFS Pre-Application updates for OFA SRF Priority List for anticipated water and sewer projects.
 - Easement document review of Waterline Easement and Coordination with General Manager

PROJECTS

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

- Review of project redesign and easement reallocations.
- On-call construction observation will resume next summer.

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

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

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

- Work for the 2024 Construction Season for Tramway and Tina has been paused and will continue May 2025.

Task Order #65 – Ponderosa MHP Waterline Replacement Project

- DOWL continues to coordinate with the District to complete contractual requirements and Federal Funding Requirements.
- Project Closeout Documents provided to District for upload to NIFS.
- Final Contract price and Pay Applications have been completed. Closeout documentation requested from Contractor to provide Final Acceptance Letter by DOWL and District.
- Project Closeout to be completed February 2025 for Ponderosa MHP.

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

- DOWL coordinated with General Manager on Construction and Bidding schedule. Amendment to Design Schedule provided to General Manager as project construction to begin Summer 2026.

MEMORANDUM

- Final design deliverables and contract documents to be submitted to General Manager April 2025.
- Replacement of approximately 9,200 LF of water main with ductile iron for Maryanne, Barrett, and Panorama. Minor streets include Carol Cir, Drew Ct, and Vista Dr.

Task Order #67 – 2025 Road Rehabilitation & Replacement Project

- Final project Deliverables have been Completed and Bid Phase has begun.
- Pre-Bid meeting with Contractors and General Manager Completed.
- Bids to be submitted by March 21st, and award of project anticipated at the April 1st District Workshop meeting.
- Construction anticipated to begin June / July 2025.
- Project includes full rehabilitation for Andria/N Benjamin, Tramway, Quaking Aspen, S Benjamin, and Terrace View. Other roadwork includes a district-wide crack repair, full section replacements, and Manhole/valve collar reconstruction.

Task Order #68 – Kahle Drive Waterline Replacement Project

- General Manager and Board tasked DOWL to communicate with North Tahoe Conservation District (NTCD) to get information on the NTCD Kahle Road and Storm drain project.
- DOWL has prepared a Scope and Engineering Fee Estimate for review and approval at the March Board Meeting.
- The Kahle Drive Waterline project consists of 2,000 LF of water main replacement with 10-inch Ductile iron, Connection to existing cross-streets, connection of new laterals to existing Hydrants, and copper service laterals to existing meters.
- The project limits are from Laura Drive to the Beach Club development.