



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

A meeting of the Kingsbury General Improvement District Board of Trustees shall be held Tuesday November 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.

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

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

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

Join the meeting using the link below via Zoom:

<https://us02web.zoom.us/j/7755883548?pwd=UnF2YzBxb05Ya0pjWjRCNUNEMUFVZz09&omn=83569025123>

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 meetings, September 16, 2025 and October 21, 2025.

NEW BUSINESS

7. **Discussion and Possible Action:** Election of Chair of The Board of Trustees
8. **Discussion and Possible Action:** Approve list of Claims, October 2025
9. **Discussion and Possible Action:** Appointment of a Qualified Elector To Fill a Vacancy on the Board of Trustees
10. **Discussion and Possible Action:** Recognition of Service – Trustee and Board Chair Sandy Parks
11. **Discussion and Possible Action:** 510 Laurel Lane Easement Request and Related Alternatives
12. **Discussion and Possible Action:** Amendment to Trustee Compensation Policy
13. **Discussion and Possible Action:** Approve 2026 Calendar of Board Meetings and District Holidays
14. **Discussion and Possible Action:** Conduct the Six-Month Performance Evaluation of District General Manager Derek Dornbrook

ACTION WILL NOT BE TAKEN ON ANY REPORTS OR CORRESPONDENCE:

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



Kingsbury General Improvement District

Board of Trustees

Sandy Parks, Chair

Ed Johns, Vice Chair

Cindy Trigg, Secretary/Treasurer

Greg Felton, Trustee

Sara Nelson, Trustee

MEETING MINUTES

MEETING OF THE KGID BOARD OF TRUSTEES

HELD AT 160 PINE RIDGE DR. STATELINE, NV ON SEPTEMBER 16, 2025

CALL TO ORDER - The meeting was called to order at the Kingsbury General Improvement District office located at 160 Pine Ridge, Stateline, Nevada at 5:02 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL – In person attendance were Trustees Johns, Trigg, Nelson and Felton. Also, present was General Manager Dornbrook, Interim Utility Operations Superintendent Byran Moss, Admin. & H.R. Supervisor Judy Brewer, Accountant II Brandy Johns and General Counsel Chuck Zumpft. Trustee Parks was absent. Public attendees included presenter Courtney Walker along with public attendees: Bob Keller, Chris Anderson, Wade Fiske, Bill Downey, Carole Downey, Don Stanley, Sue Stoll, Barbara Berner, Mary Kinion, Rhiannon Simpson, Laura Montiel, Larry Bowland, Steve Raubeck, Cory Labato, Nate Jensen, Karen Garretson, Mike Bennett, Rodney Vonahsen, Taylor Cole, Erika Nelson, Chris Larson, Sarah Hancock, Charles Hancock, Andrew Deptro, Katy Doom, Doug Mathews, Elfie Klement, AnnMarie Rose, Phil Olivieri, Jason Torres, Don Ester, Flipper Manchester, Marilyn Spencer, Patti Page, Matt Van Dyne, Pat Miller, Tony Garcia, Patty Nusby, Jessica Grime, Sunny Cassidy, Matt Grime, Chelsea Bibb, Brendan Packer, Peter Greil, Nancy Cornell, Clyde Cornell, Ross Huber, Mark White, Janeen White and Sam Sellers. On Zoom were: Summit Village, Rubio Aguilar, Paul, Chris, John Edelen, Michelle Pandori, Don's iPad, Susan Cuhuli and Nancy. Note: There may have been public attendees that did not use the sign-in sheet or identify themselves on Zoom.

PUBLIC COMMENT – Bob Keller voiced his concern as to why the roads lines in the District aren't being painted.

PUBLIC COMMENT REGARDING SNOW REMOVAL CONTRACT –

Jessica Grime – Concerns regarding Lopez's not being able to meet demands.

Charlie Hancock – Clarified that KGID isn't responsible for plowing Kingsbury Grade.

Bill Downey – Believes Board is being irrational for choosing Lopez snow removal.

Patti Page – Believes Manchester was the only qualified bid that received.

Mary Kinion – Questions how much of Manchester's equipment works, they are old and polluting our streets.

Michelle Pandori – Commended the community who showed up at the meeting today. Pleaded with the board to choose Manchester.

Pat Miller – Concerned about a disabled family member not being able to get emergency help due to the streets not being plowed. Pat would like the Board to reconsider the contract with Lopez and choose Manchester.

Tony Garcia – Moved out of Tahoe after 36 years, worked with Manchester in the past and the machines are outdated.

Lopez is fully capable of doing a good job for the District.

Matt Grimes – Would like the Board to reconsider giving the contract to Lopez.

Chris Anderson – Thoroughly satisfied with Manchester.

Marilyn Spencer – The Board took an oath to represent the best interest of all the residence in the district. Asked the board to put bias aside and give the contract to Manchester.

Rodney Vonahasn – Employees of Manchester have 80 years of combined experience, just between four employees and have cleaned up procedures since he has come onboard.

Rosie Labato – Disagrees with statements oil on the ground from Manchester, voting not to save money and go with experience instead.

All were invited back to a protest hearing that was scheduled for Tuesday 9/23/25 at 9:00 a.m.

APPROVAL OF AGENDA – Agenda #11 (For Discussion and Possible Action: Snow Removal Contract-Lopez Snow Removal) was removed from the agenda due to the protest filing.

M-09/16/2025-1 – Motion by Trigg, seconded by Nelson, and unanimously passed to approve the agenda.

APPROVAL OF MINUTES – The minutes of the August 19, 2025, and Special Board Meeting August 27, 2025.

M-09/16/2025-2 – Motion by Trigg, seconded by Nelson, and unanimously passed to approve the minutes for August 19, 2025.

M-09/16/2025-3 – Motion by Trigg, seconded by Nelson, to approve the minutes of the August 27, 2025 meeting. The motion did not pass unanimously. The minutes will be revised and brought back for approval at the October 21, 2025 board meeting.

NEW BUSINESS FOR POSSIBLE ACTION:

TMDL Water Quality Program Overview and the KGID-Douglas County Partnership presented by Courtney Walker

Courtney Walker provided an overview of the Lake Tahoe Total Maximum Daily Load (TMDL) Program, explaining its focus on reducing fine sediment particle loads to improve Lake Tahoe's water quality. She clarified that Douglas County administers the TMDL program on behalf of KGID and emphasized the importance of maintaining partnerships to meet compliance goals. The methods used to measure and track sediment reduction, including road assessments, street sweeping operations, and highlighted upcoming projects such as the Lower Kingsbury area-wide treatment of runoff.

DOWL Market Street Lift Station Preliminary Engineering Report (PER) Task Order #71

The board approved a task order for \$85,000.00 to conduct a preliminary engineering report for the Market Street Lift Station, focusing on gathering existing data and evaluating alternatives. It was decided to proceed with the baseline study without the contingent tasks that would have added significant costs for environmental and funding compliance. The board also discussed the potential costs of rebuilding the station, estimated at \$10-15 million dollars, and the need to assess the current emergency gravity feed system as part of the study.

M-09/16/2025-4 – Motion by Felton and unanimously passed to approve Task order #71 at a cost of \$85,000.00 to conduct a preliminary engineering report for the Market Street Lift Station.

Approve list of Claims, August/September 2025

The board reviewed the list of claims for August and September 2025.

M-09/16/2025-5– Motion by Trigg, seconded by Felton and unanimously passed to approve the List of Claims dated August 18, 2025 – September 10, 2025, beginning check number 65611 through 65711 in the amount of \$1,507,979.96.

Receive and Review Financial Statements, Quarterly - April/May/June, 2025

The board discussed financial statements, questioning whether they were generating more than legally required reports for the Board. Reviewed cash positions and deposit accounts, considering a sweeping fund option.

M-09/16/2025-6– Motion by Felton, seconded by Nelson and unanimously passed to accept and approve the Financial Statements covering the quarter of April, May and June 2025.

Health Savings Accounts (HSA) of Employees based upon by the Public Employees' benefits program (PEBP) for fiscal year 2025/2026

The Board discussed why it is requested by the staff to maintain the current contribution for the exempt employees HSA and revisit again in June 2026, which will give the staff more time to collect data including comparing different types of insurance.

M-09/16/2025-7– Motion by Trigg, seconded by Nelson to approve the HSA maintaining contributions to the Public Employees' Benefits Program (PEBP) for the purpose of funding Health Savings Accounts (HSAs) for exempt employees enrolled in the high-deductible health plan, at the same funding level as the previous fiscal year. **(Motion was rescinded)**

M-09/16/2025-8 – Motion by Trigg, seconded by Felton and unanimously passed to approve the HSA maximum approved by IRS (less \$900.00 provided by Public Employees Benefit Program and less \$1000.00 to make it more comparable to the union benefits) for fiscal year 2025/2026.

BOARD REPORTS – South Tahoe Public Utilities District is having an open house on 9/24/25 from 4-6 p.m.

MANAGEMENT REPORTS – Announced that Joe Esenarro's last day was September 12, 2025. Kudos was given to Bryan Moss for stepping up and filling in the role of the interim position of the Utility Operations Superintendent. Dornbrook would like to explore the watermain intertie between Kingsbury and Roundhill, which may be very beneficial to improve fire protection for both entities. A milestone celebration honoring Brandy Johns for her 20 years of service at KGID will be held on September 18, 2025.

ATTORNEY REPORT – The Legislature recently enacted important updates to the Open Meeting Law. Under the revised provisions, public bodies—such as the KGID Board—with three or more Trustees in attendance may now meet privately with legal counsel to discuss certain legal matters, even when litigation is not pending or anticipated. This amendment provides greater flexibility for boards to obtain timely legal advice while maintaining full compliance with the Open Meeting Law.

ADJOURNMENT

M-9/16/2025-9 – Motion to adjourn at 7:47 p.m.

Respectfully submitted,

Sandy Parks, Chair

Attest:

Cindy Trigg, Secretary



**Kingsbury General Improvement District
Board of Trustees**

*Sandy Parks, Chair
Ed Johns, Vice Chair
Cindy Trigg, Secretary/Treasurer
Greg Felton, Trustee
Sara Nelson, Trustee*

MEETING MINUTES

**ADJOURNED MEETING OF THE KGID BOARD OF TRUSTEES
HELD AT 160 PINE RIDGE DR. STATELINE, NV ON OCTOBER 21, 2025
<https://kgid.org>**

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

1. Call to Order

2. Pledge of Allegiance

Chair Sandy Parks led the Pledge of Allegiance.

3. Roll Call

Trustee Sara Nelson, Vice Chair Ed Johns and Chair Sandy Parks were all present in person. Trustee Greg Felton and Secretary/Treasurer Cindy Trigg were present on zoom. Chuck Zumpft joined by zoom briefly at the end of the meeting.

4. Public Comment

Initial Public Comments can be heard at:

https://_____

Media Timestamp (01:47-7:14)

Media Timestamp (02:16-5:50)

Public Comments provided by Vice Chair Ed Johns are as follows:

Vice Chair Ed Johns raised concerns about inadequate snow removal operations following the first snowstorm of the season. It was reported that plowing on the primary route did not start until the snow depth exceeded six inches, which he found unacceptable. Criticized the lack of specialized equipment intended to

prevent berm formation and the burying of fire hydrants, as stipulated in the contract. Additionally, evidence was presented that equipment damaged the road's slurry seal, attributing it to the chains used on the snow removal equipment, and concluded by stating that the equipment did not meet its contractual obligations.

5. Approval of Agenda: For Possible Action:

The approval of the agenda can be heard at:

<https://>

Media Timestamp (07:16 – 13:48)

The board outlined the agenda adjustments, including moving Dowl's presentation forward due to the timing of Travis Marshall's arrival.

M-10-21-25-1: To approve the agenda as submitted/posted for KGID Board of Trustees Meeting October 21, 2025.

Moved by Johns

Seconded by Nelson

YEAS: Parks, Johns, Trigg, Felton, and Nelson

5

NAYS: None

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Motion Passed

6. Approval of Minutes: For Possible Action:

The approval of all items on the meeting minutes can be heard at:

<https://>

Media Timestamp (07:16 – 13:48)

The minutes for September 16th were incomplete. Trustee Felton highlighted the issues with AI-generated content in meeting minutes, stressing the importance of thorough human oversight. Dornbrook suggested a new format for minutes that would incorporate audio links for public access, while also addressing the legal obligations for paper documentation. The discussion included the potential costs of hiring a court reporter for more accurate records.

M-10-21-25-2: To approve the minutes of August 27, 2025, September 23, 2025, and September 30, 2025.

Moved by Johns

Seconded by Nelson

YEAS: Parks, Johns, Trigg, Felton, and Nelson

5

NAYS: None

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Motion Passed

NEW BUSINESS FOR POSSIBLE ACTION

7. For Discussion and Possible Action: Approve list of Claims, September 2025

The full discussion related to item 7, List of Claims can be heard at: [https_____](https://www.youtube.com/watch?v=...)

Media Timestamp (14:03 – 16:50)

The board reviewed the list of claims, focusing on large payments to Aspen for the Tramway and Tina projects. Brandy Johns confirmed that these payments are part of ongoing projects and not final payments.

M-10-21-25-3: To Approve list of Claims, September 2025, starting with check #65712 ending with check #65788 in the amount of \$1,170,090.54.

Moved by Nelson

Seconded by Johns

YEAS: Parks, Johns, Trigg, Felton, and Nelson

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NAYS: None

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Motion Passed

8. For Discussion and Possible Action: 510 Laurel Lane Easement Request

The full discussion related to item 8; 510 Laurel Lane Easement can be heard at:

[https_____](https://www.youtube.com/watch?v=...)

Media Timestamp (16:51 – 39:45)

Kemper Hendrick and Marika Weseloh presented a situation regarding a landlocked property adjacent to Laurel Lane, seeking easement access. They outlined three options for establishing access, emphasizing the need for collaboration with Kingsbury GID. Jackson, a land use planning consultant, provided background on previous attempts to formalize access through existing roadways and the challenges faced with the U. S. Forest Service.

M-10-21-25-4: To authorize staff and legal counsel to engage with the requested parties regarding all alternatives and return to the board with terms for approval.

Moved by Johns

Seconded by Felton

YEAS: Parks, Johns, Trigg, Felton, and Nelson

5

NAYS: None

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Motion Passed

9. For Discussion and Possible Action: Reappointment of Trustee Sara Nelson to the Board of Trustees for the Douglas County Lake Tahoe Sewer Authority (DCLTSA)

The full discussion related to item 9; Reappointment to DCLTSA can be heard at: <https://>

Media Timestamp (40:10 – 41:48)

Felton proposed the reappointment of Trustee Nelson to the Douglas County Lake Tahoe Sewer Authority Board of Trustees, which was supported by the board.

M-10-21-25-5: To reappoint Sara Nelson to represent Kingsbury GID on the Douglas County Lake Tahoe Sewer Authority Board of Trustees for three more years.

Moved by Felton

Seconded by Trigg

YEAS: Parks, Johns, Trigg, Felton, and Nelson

5

NAYS: None

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Motion Passed

10. For Discussion and Possible Action: Amendment to Trustee Compensation Policy – Attendance and Duty-based compensation

The full discussion related to item 10; Trustee Compensation Policy can be heard at: <https://>

Media Timestamp (41:45 – 50:30)

Felton questioned the fairness of paying members who miss meetings. Parks opposed the motion, arguing that attendance has not been a chronic issue and that the current compensation policy is adequate. Dornbrook was instructed to consult with legal counsel on the matter and provide findings at the next board meeting. This item has been tabled until November 18, 2025, Board Meeting.

11. (For possible Action) – Shared Vehicle Storage Facility with Tahoe Douglas Fire Protection District (TDFPD) – Site evaluation and next steps

The full discussion related to item 11; Shared vehicle storage facility can be heard at: <https://>

Media Timestamp (50:31 – 1:01:17)

Travis Marshall of Dowl mentioned a 2018 geotechnical report that indicates significant groundwork may be necessary before proceeding with the project. The conversation shifted to the change from a sprung structure to steel building, with emphasis on the need for proper utilities and site access. There were concerns about the potential costs associated with these changes and the importance of not wasting resources.

This item has been tabled until November 18, 2025 Board Meeting.

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

The full discussion related to Items 1-8 The Board of Trustees Updates review can be heard at: https://_____

Media Timestamp (1:02:39 – 2:02:00)

1. Board Member Reports

Issues related to the use of improper chains on snowplow sanding/de-icing equipment and their detrimental effects on road surfaces. The discussion included the performance of slurry seal and whether temperature conditions prior to a snow event could have influenced road damage. Additionally, there were concerns about the timing of equipment deployment during a recent storm, noting community complaints regarding snow accumulation.

2. Engineering Report

It was reported that the road project has been completed successfully, with adjustments made to maximize paving efficiency. The water project is nearing completion but has encountered delays due to unexpected issues with existing water infrastructure. Byran Moss has taken over management of the projects in Joe Esennaro's absence, and they plan to finish connections and cleanup before winter weather sets in.

3. Management Reports

Dornbrook: Inspected the entire fleet of Lopez Snow Removal which he felt fell within the requirements of the contract. Spoke about issues that were communicated between Kingsbury GID and Lopez regarding the current snow removal issues and how they will improve moving forward.

298 Kingsbury Sale update indicated that several inquiries were received over the past three weeks. Updating Kingsbury GID website to be more user friendly. The topic of pre-meeting agenda reviews with each board member. Dornbrook will reach out to the board members prior to releasing agendas to see if they have any input or changes. Researched grant funding regarding fire protection/suppression

with South Tahoe PUD. Networking with NV League of Cities. Attending Safe Streets action plan meeting in November with Douglas County Roads.

Moss: Read his managers report and noted that Lopez was satisfied with the snow poles that have been placed in the district.

Brewer: Informed the Board that two staff members will be attending a Springbrook Conference in Las Vegas then asked if anyone had any questions regarding her report.

4. Attorney Report

Counsel reported that the settlement conference with Mize/Welch is ongoing and will be continued on Friday at 9:00 am.

5. Correspondence

None

6. Long Range Calendar

Was briefly reviewed

7. Announcements and Final Public Comments

FINAL PUBLIC COMMENTS – Limited to a maximum of three minutes in duration
The full discussion related to the Final Public Comment Period Review can be heard at:

There were no members of the public in attendance for public comment (in person)

Zoom, no public comments were heard.

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

The meeting of the KGID Board of Trustees adjourned at 7:10 PM.

Respectfully submitted,

Attest:

Sandy Parks, Chair

Cindy Trigg, Secretary

KINGSBURY GENERAL IMPROVEMENT DISTRICT AGENDA ITEM #7

TITLE: ELECTION OF CHAIR OF THE BOARD OF TRUSTEES

MEETING DATE: 18 November 2025

PREPARED BY: Derek Dornbrook, General Manager

RECOMMENDED ACTION:

That a Trustee make a motion to elect a Chair of the Kingsbury General Improvement District Board of Trustees to serve the remainder of the unexpired term vacated by former Chair Sandy Parks, pursuant to NRS 318.085.

BACKGROUND:

Former Board Chair Sandy Parks' residence closed escrow on November 10, 2025, and she no longer resides within the Kingsbury General Improvement District (KGID) boundaries. Pursuant to NRS 318.080(2) and NRS 318.090(1)(a), a trustee must be a resident and qualified elector of the district; therefore, Ms. Parks became ineligible to serve as a trustee effective that date, resulting in an automatic vacancy of both her trustee seat and her officer position as Chair of the Board.

With the trustee vacancy declared and recorded, the Board must now elect a new Chair from among its current members to serve until the next annual officer election or until a successor is duly elected.

Under NRS 318.085, the Board is authorized to select its own officers, including Chair and Vice Chair. The election may be conducted by open nominations during the meeting, followed by a majority vote of the Board.

Fund impacted by the above action:

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

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

TITLE: APPROVAL OF LIST OF CLAIMS

For Discussion and Possible Action. Review and approve the monthly claims which were paid by the district from October 17th to November 13, 2025.

MEETING DATE: 18 November 2025

PREPARED BY: Derek Dornbrook, General Manager

RECOMMENDED ACTION:

It is recommended that the Board of Trustees review and approve the list of claims for October 17th to November 13, 2025, from check number 65789 to 65875 for a total of \$773,672.55

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:

- A. List of Claims for October 17th to November 13, 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 10/17/2025 Through 11/13/2025

Check Number	Check Date	Payee	Transaction Description	Check Amount
65789 <i>65790 thru 65795 VOIDED Bad Print</i>	10/17/2025	JUDITH BREWER	Employee: BREWER; Pay Date: 10/17/2025	2,306.75
65796	10/17/2025	DERREK DORN BROOK	Employee: DORNBR; Pay Date: 10/17/2025	3,832.47
65797	10/17/2025	MICHAEL E. EDWARDS, JR	Employee: EDWARD; Pay Date: 10/17/2025	2,199.11
65798	10/17/2025	BRANDY JOHNS	Employee: JOHNS; Pay Date: 10/17/2025	2,047.23
65799	10/17/2025	MICHELLE M. MCCOY	Employee: MCCOY; Pay Date: 10/17/2025	1,590.35
65800	10/17/2025	SHANE T. MORTENSEN	Employee: MORTEN; Pay Date: 10/17/2025	2,856.37
65801	10/17/2025	BYRAN D. MOSS	Employee: MOSS; Pay Date: 10/17/2025	3,587.26
65802	10/17/2025	JEFF M. SIMAS	Employee: SIMAS; Pay Date: 10/17/2025	1,609.34
65803	10/17/2025	LEIGH C. STANTON	Employee: STANTO; Pay Date: 10/17/2025	1,451.23
65804	10/17/2025	JEFF T. WOOD	Employee: WOOD; Pay Date: 10/17/2025	1,866.75
65805	10/17/2025	BARTON HEALTHCARE SYSTEM	ACCT. 800002207 VISIT 46200288 ROBERT PRE-EMPLOYMENT	30.00
65806	10/17/2025	BATTERIES PLUS BULBS #350	BATTERIES TANKS 3VOLT 123 LITHIUM, 3VOLT COIN, 3.6V LITHIUM	60.37
65807	10/17/2025	CARSON VALLEY MEDICAL CENTER	ACCT. 800002529 PRICE PRE-EMPLOYMENT EXAM	75.00
65808	10/17/2025	FLYERS ENERGY LLC	FUEL FOR STATION GENERATORS	69.83
65808	10/17/2025	FLYERS ENERGY LLC	FUEL REGULAR 100 GAL DIESEL 60 GAL	695.23
65808	10/17/2025	FLYERS ENERGY LLC	FUEL REGULAR 55 GAL	251.41
65808	10/17/2025	FLYERS ENERGY LLC	FUEL REGULAR 65 GAL DIESEL 143 GAL	889.42
65808	10/17/2025	FLYERS ENERGY LLC	FUEL REGULAR 80 GAL DEISEL 55 GAL	589.92
65809	10/17/2025	FRONTIER COMMUNICATIONS	775-150-0119-103174-5 EASY	51.11
65809	10/17/2025	FRONTIER COMMUNICATIONS	775-150-0120-092376-5 DCLTSA	51.11
65809	10/17/2025	FRONTIER COMMUNICATIONS	775-586-8471-100215-5 STATION 1	176.54
65809	10/17/2025	FRONTIER COMMUNICATIONS	775-588-1065-022924-5 160 PINERIDGE	219.85
65809	10/17/2025	FRONTIER COMMUNICATIONS	775-588-2410-111700-5 EASY	99.06
65809	10/17/2025	FRONTIER COMMUNICATIONS	775-588-2419-091195-5 PALISADES	100.19
65809	10/17/2025	FRONTIER COMMUNICATIONS	775-588-2705-042476-5 STATION 2	334.01
65809	10/17/2025	FRONTIER COMMUNICATIONS	775-588-3401-060791-5 PALISADES	42.22
65809	10/17/2025	FRONTIER COMMUNICATIONS	775-588-4482-052798-5 MARKET	53.27

KINGSBURY GENERAL IMPROVEMENT DISTRICT
 Check/Voucher Register - LIST OF CLAIMS
 From 10/17/2025 Through 11/13/2025

Check Number	Check Date	Payee	Transaction Description	Check Amount
65809	10/17/2025	FRONTIER COMMUNICATIONS	775-588-7495-061182-5 MARKET	43.82
65809	10/17/2025	FRONTIER COMMUNICATIONS	775-588-8311-081082-5 GALAXY	58.94
65810	10/17/2025	KINGSBURY AUTOMOTIVE & SUPPLY	SMALL EQUIPMENT 5W30 QT QTY 11	52.69
65810	10/17/2025	KINGSBURY AUTOMOTIVE & SUPPLY	SWEEPER CABIN AIR FILTERS	65.32
65810	10/17/2025	KINGSBURY AUTOMOTIVE & SUPPLY	TRUCK #1323 ANTIFRZ, BRAKE CLNR, WD40 8OZ	55.25
65810	10/17/2025	KINGSBURY AUTOMOTIVE & SUPPLY	TRUCK #1726 WINDSHIELD WIPERS	36.00
65810	10/17/2025	KINGSBURY AUTOMOTIVE & SUPPLY	TRUCK #1929 LAMP	22.49
65810	10/17/2025	KINGSBURY AUTOMOTIVE & SUPPLY	TRUCK #1929 REMOVE & REPLACE FRONT BRAKE ROTOR AND PADS	877.47
65810	10/17/2025	KINGSBURY AUTOMOTIVE & SUPPLY	TRUCK 2008 CHECK COOLANT LEAK, BLOCK OFF PLATE	372.25
65810	10/17/2025	KINGSBURY AUTOMOTIVE & SUPPLY	TRUCK 2018 LUBE, OIL & FILTER INTERSTATE BATTERY	559.97
65810	10/17/2025	KINGSBURY AUTOMOTIVE & SUPPLY	WIPER BLADES & 15W40 GAL FOR TRUCKS 0302, 0808, 0606	151.43
65811	10/17/2025	LINDE GAS & EQUIPMENT INC.	ACCT. 75437077 LIQUID OXYGEN NSF 60 1261 CCF	10,060.53
65812	10/17/2025	PAMELA JOANNE NANCE	298 KINGSBURY GRADE SEPTEMBER 2025 4 CLEANINGS	800.00
65813	10/17/2025	NEVADA LEAGUE OF CITIES	FY26 ANNUAL MEMBERSHIP DUES	5,008.00
65814	10/17/2025	NEXTIVA, INC.	ACCT. 3680856 DISTRICT OFFICE PHONE LINES OCT 2025	259.84
65815	10/17/2025	PACIFIC STATES COMMUNICATIONS	MONTHLY NETWORK & MONITORING SERVICES OCT 2025	1,371.71
65816	10/17/2025	SOUTHWEST GAS CORPORATION	910000322763 3 BUCHANAN RD PUMP	34.79
65816	10/17/2025	SOUTHWEST GAS CORPORATION	910000561117 698 KINGSBURY GRADE	39.49
65816	10/17/2025	SOUTHWEST GAS CORPORATION	910000561180 5 KIMBERLY BROOK LN PUMP	35.58
65816	10/17/2025	SOUTHWEST GAS CORPORATION	910000561274 4 ANDRIA DR (384) PUMP	35.58
65816	10/17/2025	SOUTHWEST GAS CORPORATION	910000561387 2 TERRACE VIEW DR PUMP	35.57
65816	10/17/2025	SOUTHWEST GAS CORPORATION	910000799713 160 PINE RIDGE DR 1	76.45
65816	10/17/2025	SOUTHWEST GAS CORPORATION	910000799716 298 KINGSBURY CIR	37.17
65816	10/17/2025	SOUTHWEST GAS CORPORATION	910000799717 298 KINGSBURY CIR UP	32.45

KINGSBURY GENERAL IMPROVEMENT DISTRICT
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Check Number	Check Date	Payee	Transaction Description	Check Amount
65816	10/17/2025	SOUTHWEST GAS CORPORATION	910000799718 298 KINGSBURY CIR DOWN	59.96
65817	10/17/2025	SUMMIT PLUMBING LLC	CORRECTION 10/2024 SEWER PUMP STATION MAINTENANCE	100.00
65817	10/17/2025	SUMMIT PLUMBING LLC	CORRECTION 6/1/25 SEWER PUMP STATION MAINTENANCE	0.05
65817	10/17/2025	SUMMIT PLUMBING LLC	INSPECT AND CLEAN INTAKE SCREENS, BEFORE & AFTER PICTURES	1,200.00
65817	10/17/2025	SUMMIT PLUMBING LLC	SEWER PUMP STATION MAINTENACE 10/2025	7,694.77
65818	10/17/2025	TAHOE BASIN CONTAINER	ACCT. 50-6791 3 801 KINGSBURY GRADE BEAR PROOF RENT 9/25	30.00
65818	10/17/2025	TAHOE BASIN CONTAINER	ACCT. 50-9256 4 160 PINERDIGE/298 KIGNSBURY BEAR PROOF 9/25	32.50
65818	10/17/2025	TAHOE BASIN CONTAINER	ACCT. 50-9256 4 160 PINERIDGE/298 KINGSBURY BEAR PROOF 8/25	32.50
65819	10/17/2025	WESTERN NEVADA SUPPLY CO	BLUE INVERTED TIP PAINT USA DIGS	170.40
65819	10/17/2025	WESTERN NEVADA SUPPLY CO	HEAVENLY METER 8 MEGA FLG ADAPT W/BLEU HARDWARE	633.64
65819	10/17/2025	WESTERN NEVADA SUPPLY CO	MARKING PAINT BLUE QTY 12	95.16
65819	10/17/2025	WESTERN NEVADA SUPPLY CO	STATION 1 PRVS CLA VAL 9169804D REPAIR KIT	624.99
65820	10/21/2025	GREGORY FELTON	Employee: FELTON; Pay Date: 10/21/2025	739.12
65821	10/21/2025	EDWARD J. JOHNS	Employee: JOHNSE; Pay Date: 10/21/2025	739.12
65822	10/21/2025	SANDRA D. PARKS	Employee: PARKS; Pay Date: 10/21/2025	689.12
65823	10/21/2025	SARA NELSON	Employee: SNELSO; Pay Date: 10/21/2025	739.12
65824	10/21/2025	CYNTHIA M. TRIGG	Employee: TRIGG; Pay Date: 10/21/2025	739.12
65825	10/21/2025	AIRGAS USA, LLC	NITROGEN LIQ FG 265LTRS 350 PSI	542.92
65825	10/21/2025	AIRGAS USA, LLC	RENT LIQUID IND LG 190-300 LT NITRO	1,308.87
65826	10/21/2025	DERREK DORNBROOK	REIMBERSE CREDIT CARD RECEIPT AUDIBLES EMPLOYEE REWARD 20 YR	160.00
65827	10/21/2025	DOUGLAS COUNTY LAKE TAHOE	MAINTENANCE & OPERATIONS 2ND QTR 10/25	332,901.25

KINGSBURY GENERAL IMPROVEMENT DISTRICT
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Check Number	Check Date	Payee	Transaction Description	Check Amount
65828	10/21/2025	DOWL, LLC	ENGINEERING & SURVEYING GENERAL SERICES 9/25	2,115.00
65828	10/21/2025	DOWL, LLC	ENGINEERING SERVICES 2025 ROAD REHAB & REPLACE 9/2025	13,492.00
65828	10/21/2025	DOWL, LLC	ENGINEERING SERVICES FY2024 WATERLINE TRAMWAY/TINA 9/25	41,190.00
65829	10/21/2025	FIRST ADVANTAGE CORPORATION	ACCT. 946233 PRE-EMPLOYMENT DRUG TESTING CALEB	63.54
65829	10/21/2025	FIRST ADVANTAGE CORPORATION	ACCT. 946233 PRE-EMPOYEMENT DRUG TESTING ROBERTS	56.79
65830	10/21/2025	HOMESERVE USA	LOSS & LINE INSURANCE 09/2025	1,538.80
65831	10/21/2025	INTEGRITY LOCKSMITH	160 PINERIDGE RESTRICTE KEY COPIES FOR EMPLOYEES	255.62
65832	10/21/2025	KINGSBURY HARDWARE	TANK SUPPLIES INSPECTIONS MAX CLEAR 2.8OZ	15.28
65833	10/21/2025	LINDE GAS & EQUIPMENT INC.	ACCT. 71572887 INDUSTRIAL ACETYLENE IND HIGH PRESSURE	212.50
65834	10/21/2025	MINDEN LAWYERS, LLC	LEGAL FEES SNOW REMOVAL PROTEST 24.9HRS	14,608.00
<i>65835-VOID</i>	<i>NV Energy</i>			
65836	10/21/2025	NV ENERGY	1000044046907329692 399 EUGENE DR	1,008.04
65836	10/21/2025	NV ENERGY	1000044086803270814 801 KIGNSBURY GRADE UNIT LIGHTS	33.50
65836	10/21/2025	NV ENERGY	1000044086803274204 GALAXY LN PUMP	76.71
65836	10/21/2025	NV ENERGY	1000044086803294236 160 PINERIDGE DR UNIT LIGHTS	11.17
65836	10/21/2025	NV ENERGY	1000044086803297452 298 KINGSBURY GRADE APT ADOWN	78.90
65836	10/21/2025	NV ENERGY	1000044086803297460 298 KINGSBURY GRADE APT B-UP	246.68
65836	10/21/2025	NV ENERGY	1000044086803297478 298 KINGSBURY GRADE APT CDOWN	57.31
65836	10/21/2025	NV ENERGY	1000044086803297486 298 KINGSBURY GRADE APT DDOWN	73.75
65836	10/21/2025	NV ENERGY	1000044086803297718 403 KIMBERLY BROOK LN	256.16

KINGSBURY GENERAL IMPROVEMENT DISTRICT
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Check Number	Check Date	Payee	Transaction Description	Check Amount
65836	10/21/2025	NV ENERGY	1000044086803301502 504 LAUREL LN UNIT PMPSTA	36.56
65836	10/21/2025	NV ENERGY	1000044086803301940 EASY ST UNIT N/T134	39.08
65836	10/21/2025	NV ENERGY	1000044086803304290 KINGSBURY GRADE UNIT F1	19.29
65836	10/21/2025	NV ENERGY	1000044086803305073 KINGSBURY GRADE UNIT PMPPLS	44.06
65836	10/21/2025	NV ENERGY	1000044086803320205 KINGSBURY GRADE UNIT PMPHS2	3,621.17
65836	10/21/2025	NV ENERGY	1000044086803320221 314 ANDRIA WAY UNIT BRADBU	1,620.46
65836	10/21/2025	NV ENERGY	1000044086803320239 698 KINGSBURY GRADE UNIT NTFRS	1,545.97
65836	10/21/2025	NV ENERGY	1000044086803320247 176 BUCHANAN RD UNIT PMPHS3	2,724.50
65836	10/21/2025	NV ENERGY	1000044086804621577 801 KINGSBURY GRADE UNIT B	39.51
65836	10/21/2025	NV ENERGY	1000044086805221187 180 LAKE PKWY UNIT PUMP	226.64
65836	10/21/2025	NV ENERGY	10000440868070066297 97 BEACH CLUB DR	9,057.77
65836	10/21/2025	NV ENERGY	1000044086808604306 160 PINERIDGE DR	170.44
65836	10/21/2025	NV ENERGY	1000044087003270836 801 KINGSBURY GRADE	36.64
65836	10/21/2025	NV ENERGY	1000044771003320176 KINGSBURY GRADE UNIT DISPMP	853.11
65837	10/21/2025	ROUND HILL GENERAL IMPR DIST	COMMERCIAL CONSUMPTION DORLA COURT 8/29 TO 9/30/25	1,566.20
65838	10/21/2025	SOUTH TAHOE REFUSE	ACCT. 10-41521 5 160 PINERIDGE/298 KINGSBURY COMM BIN 9/25	482.16
65839	10/21/2025	PUBLIC EMPLOYEES BENEFIT PROG	ACCT. 360 MEDICAL INSURANCE BREWER, DORNBROOK, & MOSS	4,188.69
65839	10/21/2025	PUBLIC EMPLOYEES BENEFIT PROG	ACCT. 841 MEDICAL INSURANCE MCKAY, RUNTZEL, & VOSBURG	1,253.53
65840	10/21/2025	VERIZON WIRELESS	MONTHLY GPS SERVICES & MEI SNOW REMOVAL EQUIPMENT 9/25	227.40

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Check Number	Check Date	Payee	Transaction Description	Check Amount
65841	10/31/2025	JUDITH BREWER	Employee: BREWER; Pay Date: 10/31/2025	2,306.75
65842	10/31/2025	DERREK DORNBROOK	Employee: DORNBR; Pay Date: 10/31/2025	3,832.47
65843	10/31/2025	MICHAEL E. EDWARDS, JR	Employee: EDWARD; Pay Date: 10/31/2025	2,615.85
65844	10/31/2025	BRANDY JOHNS	Employee: JOHNS; Pay Date: 10/31/2025	2,043.68
65845	10/31/2025	MICHELLE M. MCCOY	Employee: MCCOY; Pay Date: 10/31/2025	1,590.35
65846	10/31/2025	SHANE T. MORTENSEN	Employee: MORTEN; Pay Date: 10/31/2025	3,393.45
65847	10/31/2025	BYRAN D. MOSS	Employee: MOSS; Pay Date: 10/31/2025	3,288.09
65848	10/31/2025	TIMOTHY E. ROBERTS	Employee: ROBERT; Pay Date: 10/31/2025	1,006.16
65849	10/31/2025	JEFF M. SIMAS	Employee: SIMAS; Pay Date: 10/31/2025	1,609.34
65850	10/31/2025	LEIGH C. STANTON	Employee: STANTO; Pay Date: 10/31/2025	1,451.23
65851	10/31/2025	JEFF T. WOOD	Employee: WOOD; Pay Date: 10/31/2025	1,899.34
65852	10/31/2025	SHANE T. MORTENSEN	Employee: MORTEN; Pay Date: 10/31/2025	1,740.70
65853	10/31/2025	AFLAC	ACCT. FA935 INSURANCE DORNBROOK, EDWARDS, JOHNS, MOSS, SIMAS	605.55
65854	10/31/2025	CHARTER COMMUNICATIONS	ACCT. 8411100140031448 169 TERRACE VIEW	150.00
65854	10/31/2025	CHARTER COMMUNICATIONS	ACCT. 8411100140098488 97 BEACH CLUB DR	160.00
65854	10/31/2025	CHARTER COMMUNICATIONS	ACCT. 8411100140191184 160 PINERIDGE DR	154.99
65855	10/31/2025	EMPLOYERS ASSURANCE CO.	WORKERS COMPENSATION INSTALLMENT 05 11/25	1,123.00
65856	10/31/2025	STATIONARY ENGINEERS LOCAL 39	LOCAL 39 EMPLOYEES HEALTH/LIFE PREMIUMS 12/2025	17,885.00
65857	10/31/2025	IUOE STATIONARY ENGINEERS LO39	EMPLOYEE UNION DUES 11/2025	567.33
65858	10/31/2025	KONICA MINOLTA PREMIER FINANCE	ACCT. 3691777720 KONICA LEASE 10/2025	399.60
65858	10/31/2025	KONICA MINOLTA PREMIER FINANCE	ACCT. 3691777720 KONICA LEASE 11/2025	431.57
65859	10/31/2025	LOPEZ HOME ENTERPRISES LLC	SNOW REMOVAL SERVICES 11/2025	54,000.00
65860	10/31/2025	SHANE MORTENSEN	REIMBURSE NDEP RECEIPT DISTRIBUTION 3 RENEWAL	51.25
65861	10/31/2025	PUBLIC EMPLOYEES	EMPLOYEE AND EMPLOYERS PERS CONTRIBUTION 10/25	38,307.80

KINGSBURY GENERAL IMPROVEMENT DISTRICT
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Check Number	Check Date	Payee	Transaction Description	Check Amount
65862	10/31/2025	CASH	REIMBURSE PETTY CASH ACCOUNT 8/1/24 TO 10/29/25	240.96
65863	10/31/2025	STATE OF NEVADA	ACCT. 881088 PRE-EMPLOYMENT BACKGROUND CHECK PRICE	39.00
65864	11/10/2025	CAUDLE SNOW REVOCABLE LIVING T	REFUND ACCT. 1845 305 OLYMPIC CT #A CLOSED ESCROW 10/29/25	11.27
65865	11/10/2025	FLYERS ENERGY LLC	CORRECTION FUEL DIESEL 30 GAL	(233.48)
65865	11/10/2025	FLYERS ENERGY LLC	FUEL DIESEL 30 GAL	366.96
65865	11/10/2025	FLYERS ENERGY LLC	FUEL DIESEL 60 GAL	336.00
65865	11/10/2025	FLYERS ENERGY LLC	FUEL REGULAR 35 GAL DIESEL 113 GAL	624.30
65865	11/10/2025	FLYERS ENERGY LLC	FUEL REGULAR 90 GAL	480.34
65866	11/10/2025	BEATRIZ HERNANDEZ	160 PINERIDGE 4 CLEANINGS 10/2025	2,000.00
65867	11/10/2025	SOUTH LAKE TAHOE ACE HARDWARE	MLWRECIP 9IN7/11T 5P & SPRAY BOTTLES FOR CLEANING TRUCKS	36.97
65867	11/10/2025	SOUTH LAKE TAHOE ACE HARDWARE	OPS YARD POLY ROPE TO TIE DOWN TARPS OPS YARD	12.99
65867	11/10/2025	SOUTH LAKE TAHOE ACE HARDWARE	STATION 2 3/4INX60' 7MIL VINYL ELEC TAPE	5.18
65868	11/10/2025	NEXTIVA, INC.	ACCT. 3680856 DISTRICT OFFICE PHONE LINES	259.84
65869	11/10/2025	PACIFIC STATES COMMUNICATIONS	CORRECTION MONTHLY NETWORK & MONITORING SERVICE 10/25	(126.21)
65869	11/10/2025	PACIFIC STATES COMMUNICATIONS	EMAIL SETUP NEW EMPLOYEES	231.25
65869	11/10/2025	PACIFIC STATES COMMUNICATIONS	IT TECH UNABLE TO CONNECT TO ACCT MIP ABILA	46.25
65869	11/10/2025	PACIFIC STATES COMMUNICATIONS	MONTHLY NETWORKING & MONITORING SERVICES 11/25	1,245.50
65869	11/10/2025	PACIFIC STATES COMMUNICATIONS	TICKET 176277 GETTING ERROR CODES SPRINGBROOK DUE TO ANTI VI	138.75
65870	11/10/2025	SGS SILVER STATE LABORATORIES	BROMATE	175.00
65870	11/10/2025	SGS SILVER STATE LABORATORIES	COLIFORMS-P/A & COLIFORMS-QT	351.00
65870	11/10/2025	SGS SILVER STATE LABORATORIES	COLIFORMS-QT	189.00
65870	11/10/2025	SGS SILVER STATE LABORATORIES	HAA5, HALOACETIC ACIDS (5) & TTHM, TOTAL TRIHALOMETHANES	1,030.00
65871	11/10/2025	SIERRA NEVADA CONSTRUCTION	2025 ROAD REHABILITATION PROJECT PAY 3 9/2025	81,395.05

KINGSBURY GENERAL IMPROVEMENT DISTRICT
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Check Number	Check Date	Payee	Transaction Description	Check Amount
65872	11/10/2025	SPRINGBROOK SOFTWARE COMPANY	ANNUAL SUBSCRIPTION ESS, A/R, PO, PERMIT, FA, PR, UB, FI, FS	33,124.80
65872	11/10/2025	SPRINGBROOK SOFTWARE COMPANY	COMPUTER EXP/ACH & CC CHARGES 10/2025	1,754.00
65872	11/10/2025	SPRINGBROOK SOFTWARE COMPANY	GL & AP IMPLEMENTATION PLANNING HRS 1	189.00
65873	11/10/2025	SUMMIT PLUMBING LLC	SEWER PUMP STATION MAINTENANCE 11/2025	7,694.77
65874	11/10/25	VOID US BANK VISA		
65875	11/10/2025	US BANK VISA REWARDS	BM EDGEWOOD INTERTIE MOTOR #1 POWER SUPPLY MOUNTING RAIL	7.25
65875	11/10/2025	US BANK VISA REWARDS	BM LOWES STATIONS 3 & 5 KEMTEK LIQUID CHLORINE QTY 8	111.84
65875	11/10/2025	US BANK VISA REWARDS	JB PORT OF SUBS BOARD MEETING 10/21/25	65.00
65875	11/10/2025	US BANK VISA REWARDS	JB VERIZON MONTHLY GPS SERVICE & MEI SNOW REMOVAL 7/2025	227.40
65875	11/10/2025	US BANK VISA REWARDS	JE ATLANTIS HOTEL FOR AWWA CONFERENCE 10/7 TO 10/9/25 CANCE	(147.77)
65875	11/10/2025	US BANK VISA REWARDS	JW MAVERICK DEF FOR SWEEPERS	22.85
65875	11/10/2025	US BANK VISA REWARDS	LS AMAZON BIRTHDAY CARDS	27.83
65875	11/10/2025	US BANK VISA REWARDS	LS OFFICE DEPOT FILE FOLDERS 1 DIVIDER	47.09
65875	11/10/2025	US BANK VISA REWARDS	LS STAPELS PAPER TOWELS	83.83
65875	11/10/2025	US BANK VISA REWARDS	LS STAPLES COPY PAPER, RUBBER BANDS, NOTEPADS, NOTEBOOKS, MO	96.22
65875	11/10/2025	US BANK VISA REWARDS	LS STAPLES GEL PENS & FILE BOXES	66.96
65875	11/10/2025	US BANK VISA REWARDS	LS STAPLES MANILA ENVELOPES 9X12	13.05
65875	11/10/2025	US BANK VISA REWARDS	ME KINGSBURY HARDWARE TANK INSPECTIONS BATH CLEAR 2.8OZ	15.28
65875	11/10/2025	US BANK VISA REWARDS	SM AWWA TRAINING MATERIALS	269.65
65875	11/10/2025	US BANK VISA REWARDS	SM HACH STATION 2 DPD FEE CHLORINE RGT & PH STORAGE SOLN	328.60
65875	11/10/2025	US BANK VISA REWARDS	SM HOME DEPOT STATION 1 MORTON SALT 40LBS QTY 63	509.04
65875	11/10/2025	US BANK VISA REWARDS	SM HOME DEPOT SWEEPERS DIESEL YELLOW PRES	29.97

KINGSBURY GENERAL IMPROVEMENT DISTRICT
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<u>Check Number</u>	<u>Check Date</u>	<u>Payee</u>	<u>Transaction Description</u>	<u>Check Amount</u>
65875	11/10/2025	US BANK VISA REWARDS	SM OFFICE DEPOT CLASSIFICATION FOLDERS W/FASTENERS	32.74
Report Total				773,672.55

MISSING OR VOIDED CHECKS

DATE	CHECKS	PAYEE	MISSING/VOIDED
10/17/25	65790	BAD PRINT	VOIDED
10/17/25	65791	BAD PRINT	VOIDED
10/17/25	65792	BAD PRINT	VOIDED
10/17/25	65793	BAD PRINT	VOIDED
10/17/25	65794	BAD PRINT	VOIDED
10/17/25	65795	BAD PRINT	VOIDED
10/21/25	65835	NV ENERGY	VOIDED
11/10/25	65874	US BANK VISA REWARDS	VOIDED

KINGSBURY GENERAL IMPROVEMENT DISTRICT AGENDA ITEM #9

TITLE: APPOINTMENT OF A QUALIFIED ELECTOR TO FILL A VACANCY ON THE BOARD OF TRUSTEES

MEETING DATE: 18 November 2025

PREPARED BY: Derek Dornbrook, General Manager

RECOMMENDED ACTION:

Staff Recommends that the Board of Trustees review the submitted applications (if any) and appoint one qualified elector to fill the vacant Trustee position as required by NRS 318.090.

ALTERNATIVES:

1. Appoint a qualified elector to fill the vacancy today.
2. Defer appointment to a special meeting (within the statutory 30-day period).
3. Take no action (Douglas County Board of Commissioners would then be required to fill the vacancy).

BACKGROUND:

Trustee Sandy Parks has vacated her position on the Kingsbury General Improvement District (KGID) Board of Trustees effective November 10, 2025 due to relocation outside the district boundaries. Under NRS 318.090(5), a vacancy on the board must be filled by a qualified elector of the district chosen by the remaining members of the board.

If the Board fails to fill the vacancy **within 30 days** after it occurs, the Douglas County Board of Commissioners is required to make the appointment. The appointed individual will serve until a successor is elected and qualified at the next biennial election.

The General Manager has provided notice of the vacancy and solicited interest from qualified electors within the district. Any letters of interest or applications received are included in the agenda packet for the Board's review.

INCLUDED:

- A. Letters of Interest from Qualified Electors (if received prior to the November 18, 2025 Board of Trustees meeting)

Fund impacted by the above action:

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

Jessica Lynn Grime
305 Andria Dr, Stateline, NV
Jessica.Lalbee@gmail.com
650-270-8999

November 13, 2025

Kingsbury General Improvement District
Board of Trustees
160 Pine Ridge Dr.
Stateline, NV 89449

Re: Letter of Interest – Appointment to the KGID Board of Trustees

Dear Members of the Kingsbury General Improvement District Board of Trustees,

I am writing to express my interest in being considered for the vacant Trustee position on the Kingsbury General Improvement District Board. As a long-time community advocate, Stateline resident, and regional chamber leader, I am deeply committed to supporting the responsible governance, operational integrity, and long-term sustainability of the Kingsbury service area. My professional experience, collaborative leadership style, and personal commitment to public service align strongly with the expectations and responsibilities of a Trustee.

In my role as the Membership Director for the Tahoe Chamber—serving Douglas County, El Dorado County, and the City of South Lake Tahoe—I consistently work at the point where government, community needs, and business interests intersect. I engage daily with elected officials, agency partners, and organizational leaders on issues related to infrastructure, transportation, public safety, economic development, and regional planning. Acting as a convener and advocate, I help ensure that conversations across jurisdictions remain collaborative, productive, and aligned with the needs of residents and businesses. This exposure provides a broad, well-rounded understanding of government affairs across both Nevada and California and how policy decisions impact the South Shore community.

My background also includes direct experience with policy development and organizational governance. From 2021 to 2024, I served on the Board of Directors for Vista Rise Collective (formerly Live Violence Free), where I participated in revising and approving bylaws, strengthening procedural frameworks, and supporting responsible and ethical leadership practices. Working closely with fellow board members and executive leadership helped refine my ability to balance transparency, strategic direction, and accountability—skills essential for contributing effectively to a public board such as KGID. Within the Tahoe Chamber, I continue to play an active role in shaping program policies, evaluating organizational processes, and participating in decision-making.

Financial oversight is a substantial part of my current work, and I approach it with diligence and long-term thinking. I manage budgets, program revenues, contracts, and operational costs across multiple Chamber initiatives to ensure financial stability and responsible

resource use. Additionally, as a former small business owner from 2022–2025, I gained firsthand experience with financial decision-making, sustainability planning, and the realities of managing limited resources to meet long-term goals. This combination of nonprofit and entrepreneurial experience strengthens my ability to review financial reports, assess expenditures, and contribute thoughtfully to the fiscal stewardship required of a Trustee.

My leadership experience spans both established organizations and early-stage environments where I helped build systems, develop team culture, and strengthen operational workflows. At the Tahoe Chamber, I help ensure that programs, events, membership services, and daily functions operate smoothly and effectively. I regularly collaborate with executive leadership, volunteers, and community partners to achieve shared objectives while maintaining the professionalism, clarity, and responsiveness expected of a public-facing organization. I believe this background prepares me to work constructively and respectfully with KGID's General Manager and staff.

Community service is at the heart of my personal life as well. Since moving to South Lake Tahoe, I have been an active volunteer and contributor to community initiatives—from supporting Vista Rise Collective, to helping launch Whittell High School's first swim team for the 2026 Spring season, to building partnerships and programs through the Tahoe Chamber. I am passionate about ensuring that the community's needs, concerns, and overall wellbeing remain a top priority for me both personally and professionally.

My work also frequently involves coordinating with operational partners and public agencies through event planning, community coordination and partnerships. Navigating permitting processes, understanding infrastructure impacts, and working within regulatory frameworks are familiar aspects of my job. These experiences have helped me develop a practical understanding of how essential services—water, wastewater, roads, and drainage—affect daily life and how important clear communication and thoughtful planning are to successful community operations.

I would be honored to bring my experience, perspective, and commitment to the Kingsbury General Improvement District Board of Trustees. I am confident in my ability to contribute constructively, collaborate effectively, and support the District's mission of serving residents with professionalism, transparency, and long-term vision. Thank you for considering my interest. I welcome the opportunity to discuss my qualifications further and to serve our community in this important capacity.

Best,


Jessica L. Grime

KINGSBURY GENERAL IMPROVEMENT DISTRICT AGENDA ITEM #10

TITLE: RECOGNITION OF SERVICE – TRUSTEE AND BOARD CHAIR SANDY PARKS

MEETING DATE: 18 November 2025

PREPARED BY: Derek Dornbrook, General Manager

RECOMMENDED ACTION: It is recommended that Resolution 2025-02, honoring Sandy Parks and recognizing her distinguished service to the Kingsbury General Improvement District upon her retirement as a member of the Board of Trustees, be passed and adopted.

BACKGROUND INFORMATION: Sandy Parks served as a member of the Board of Trustees for Kingsbury General Improvement District from January 1, 2019 until her retirement from the board on November 10, 2025. In this role, she distinguished herself and represented the community interests for the Kingsbury General Improvement District. Her many years serving the community brought transparency, fiscal responsibility, and responsiveness to public concerns. Her unique style and voice have left a lasting impact on the District community.

INCLUDED:

A. Resolution 2025-02

Fund impacted by the above action:

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

KINGSBURY GENERAL IMPROVEMENT DISTRICT

RESOLUTION NO. 2025-02

**A RESOLUTION RECOGNIZING AND HONORING SANDY PARKS FOR
DISTINGUISHED SERVICE TO THE KINGSBURY GENERAL IMPROVEMENT
DISTRICT**

WHEREAS,

Sandy Parks has faithfully served as a member of the Kingsbury General Improvement District (KGID) Board of Trustees from January 1, 2019, until her retirement from the Board on November 10, 2025; and

WHEREAS,

During her tenure, Trustee Parks provided thoughtful leadership and sound judgment in representing the residents and ratepayers of the District; and

WHEREAS,

Her commitment to transparency, fiscal responsibility, and responsiveness to public concerns has strengthened community confidence in the District; and

WHEREAS,

Trustee Parks' professionalism, collaborative approach, and deep understanding of community issues have contributed to more effective governance and enhanced services to KGID customers; and

WHEREAS,

Her dedication and years of service reflect a genuine concern for the welfare of the community and a legacy of excellence for future Boards to emulate.

NOW, THEREFORE, BE IT RESOLVED

That the Kingsbury General Improvement District Board of Trustees does hereby express its sincere appreciation to Sandy Parks for her distinguished service, dedication, and contributions to the betterment of the District and the community it serves.

BE IT FURTHER RESOLVED

That this resolution be entered into the official minutes of the District, and that a suitably inscribed copy be presented to Sandy Parks as a token of the Board's esteem and gratitude.

PASSED AND ADOPTED this ____ day of _____, 2025, by the Board of Trustees of the Kingsbury General Improvement District.

Attest:

Approved:

Derek Dornbrook

General Manager

Chair, Board of Trustees

KINGSBURY GENERAL IMPROVEMENT DISTRICT AGENDA ITEM #11

TITLE: 510 LAUREL LANE EASEMENT REQUEST AND RELATED ALTERNATIVES

MEETING DATE: 18 November 2025

PREPARED BY: Derek Dornbrook, General Manager

RECOMMENDED ACTION:

Authorize staff and legal counsel to engage with the requesting parties regarding the following alternatives and return to the Board with terms for approval:

1. Non-Exclusive access easement through the parcel, allowing requesting party to establish legal driveway access to Laurel Lane from their property. Requesting party would pay a fee for the easement, which could help fund other storage facility projects that KGID has already planned.
2. Sale of the subject parcel (510 Laurel Lane) or a portion thereof to the requesting parties, subject to legal review, public notice, appraisal, and board discretion.

BACKGROUND:

In early 2025, KGID was contacted by Kemper Hendrick and Marika Weseloh, owners of APNs 1318-24-601-001 and 1318-24-601-002, regarding an easement request across KGID-owned land located at 510 Laurel Lane (APN 1318-24-710-001). The request is intended to secure residential access to their parcels, which currently lack legal access.

Initial outreach began on January 30, 2025, and correspondence continued through March 2025, including involvement from KGID staff, legal counsel Chuck Zumpft, and representatives from the requesting parties. The easement area was surveyed and includes approximately 1,196 square feet along the northerly line of Laurel Lane. A pump house site (currently out of service) is near or within the proposed easement corridor.

At the October 21, 2025 KGID's Board of Trustees voted unanimously to authorize staff and legal counsel to engage with the requesting party regarding all alternatives and return to the board with terms for approval.

INCLUDED:

- A. 510 Laurel Lane appraisal (if received prior to the November 18, 2025 Board of Trustees meeting)
- B. Non-Exclusive easement fee proposal (contingent upon appraisal of property)

Fund impacted by the above action:

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

General Fund
 Not Budgeted for

Snow Removal Fund
 Emergency Spending

KINGSBURY GENERAL IMPROVEMENT DISTRICT AGENDA ITEM #12

TITLE: AMENDMENT TO TRUSTEE COMPENSATION POLICY

MEETING DATE: 18 November 2025

PREPARED BY: Derek Dornbrook, General Manager

RECOMMENDED ACTION:

Staff recommends that the Board amend the Trustee Compensation Policy to conform to Nevada Revised Statutes (NRS) 318.085(5), which requires that “each member of the board must receive the same amount of compensation.”

The amended policy will ensure that all Trustees receive identical compensation regardless of attendance or other criteria, and that no structure or practice results in unequal payment among members. Staff further recommends rescinding prior policy language adopted November 19, 2002, and any subsequent amendments or administrative practices that tie compensation to meeting attendance or create differential pay.

BACKGROUND:

The District’s current Trustee Compensation Policy, adopted November 19, 2002, provides for a monthly fee to each Trustee, with conditions relating to statutory limits on absences.

During review by legal counsel, it was noted that NRS 318.085(5) expressly requires that each member of the board must receive the same amount of compensation, without exception.

Counsel’s opinion concluded that any structure adjusting compensation based on attendance, participation, or other factors would not comply with this statute.

In light of this clarification, staff reviewed the current policy and proposed prior amendments and determined that language allowing forfeiture of compensation for missed meetings should be removed. This action aligns the District’s policies with state law, promotes transparency and consistency in governance, and eliminates potential conflicts regarding trustee pay.

INCLUDED:

- A. Current Trustee Pay Policy
- B. Legal counsel opinion regarding NRS 318.085
- C. Resolution 2025-03

Fund impacted by the above action:

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

Not Budgeted for

Emergency Spending

**POLICY REGARDING THE PAYMENT OF TRUSTEE FEES
ADOPTED NOVEMBER 19, 2002
BY THE KINGSBURY GENERAL IMPROVEMENT DISTRICT
BOARD OF TRUSTEES**

A trustee will receive a monthly trustee fee for each regular monthly meeting attended. A trustee will receive a monthly trustee fee for a missed regular monthly meeting as long as (s)he continues to meet all statutory conditions for holding the office and if (s)he is not absent for two (2) consecutive regular meetings or three (3) cumulative meetings in a calendar year.

Any trustee may request a waiver of the meeting attendance requirements for a period of up to six (6) months at a time for hardship. A waiver may be granted by the board if it finds that a hardship exists that prevents meeting attendance and if the Board determines that the trustee continues to contribute to the District despite being unable to attend meetings.

Derek Dornbrook

From: Chuck Zumpft <zumpft@mindenlawyers.com>
Sent: Thursday, November 6, 2025 12:04 PM
To: Derek Dornbrook
Subject: RE: Trustee Compensation

Hi Derek

My thought is that NRS 318.085 controls the issue. Subsection 5 discusses trustee compensation, and includes the following very simple sentence: "Each member of the board must receive the same amount of compensation." There are no exceptions of any kind indicated. The word "receive" means just that. The word "must" imposes a requirement. NRS 0.025(1)(c).

I do not believe that any structure can be created that provides for differing payment amounts to trustees, based on any criterion, including absence or attendance.

On a related note, I do believe that GID trustee compensation rates were addressed by the last legislature. That change does not affect this opinion.

Thank you.

Chuck

-----Original message-----

From: "Derek Dornbrook" [derek@kgid.org]
Sent: Wednesday, Nov 5 2025 10:11 AM
To: zumpft@mindenlawyers.com
Subject: Trustee Compensation

Chuck,

The Board wants you to weigh in on the attached agenda item from the last meeting. There was some concern that it might constitute discrimination in certain instances, such as maternity. Your thoughts?

Regards,

Derek Dornbrook

General Manager

Kingsbury General Improvement District

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

Email: derek@kgid.org

www.kgid.org

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

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



**KINGSBURY GENERAL IMPROVEMENT DISTRICT
RESOLUTION 2025-03**

A RESOLUTION AMENDING THE TRUSTEE COMPENSATION POLICY

Amendment of Policy.

The Policy Regarding the Payment of Trustee Fees, adopted November 19, 2002, is hereby amended to read as follows:

Trustee Compensation

Each member of the Board of Trustees shall receive the same amount of monthly compensation, consistent with NRS 318.085(5) and any other applicable statutory limits. Compensation shall not vary based on attendance, participation, or any other factor.

Equal Compensation and Compliance

This policy affirms that all Trustees are entitled to identical compensation for their service. The District shall administer compensation uniformly, in accordance with Nevada law and applicable administrative procedures.

Attendance and Accountability

While compensation shall not be reduced or forfeited for absences, Trustees are expected to attend meetings and fulfill their official duties. Repeated absences may be addressed through applicable statutory or Board-approved accountability measures, separate from compensation.

Effective Date:

This Resolution shall take effect immediately upon adoption.

Trustee	Vote Aye/Nay/Absent
Ed Johns, Acting Chairman	_____
Cindy Trigg, Secretary/Treasurer	_____
Greg Felton, Trustee	_____
Sara Nelson, Trustee	_____

APPROVED:

ATTEST:

Ed Johns, Acting Chairman
KGID Board of Trustees

Derek Dornbrook, General Manager
Kingsbury General Improvement District

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

TITLE: APPROVE 2026 CALENDAR OF BOARD MEETINGS AND DISTRICT HOLIDAYS

MEETING DATE: 18 November 2025

PREPARED BY: Judy Brewer, Administration & H.R. Supervisor

RECOMMENDED ACTION: Approve 2026 Board of Trustee Meetings and District Holiday Calendar as recommended.

BACKGROUND INFORMATION: The District Board of Trustees meets monthly for regular business meetings. In addition, special meetings are conducted as required to address specific issues and engage in activities such as planning or budget development. The regular meetings of the Board of Trustee are conducted on the 3rd Tuesday of each month. Each year, the budget workshop is scheduled for early April to comply with NRS deadlines for the submission of a draft budget.

Often holidays or other obligations interfere with the strict adherence to the 3rd Tuesday and the meeting schedule has been altered. In 2026 conflicts were considered, with one occurring the 3rd week of April. Accordingly, the April meeting will be scheduled for the 2nd week of April, pending Board approval. Additionally, the budget workshop is scheduled for March 31st.

INCLUDED:

- A. 2026 Board of Trustees Meeting Calendar
- B. 2026 Calendar of District Holidays with annotations

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

2026 BOARD MEETING SCHEDULE

January 20, 2026 (Tuesday)

February 17, 2026 (Tuesday)

March 17, 2026 (Tuesday)

March 31, 2026 (Tuesday)

Special budget workshop meeting

April 14, 2026 (Tuesday)

May 19, 2026 (Tuesday)

Budget Public Hearing

June 16, 2026 (Tuesday)

July 21, 2026 (Tuesday)

August 18, 2026 (Tuesday)

September 15, 2026 (Tuesday)

October 20, 2026 (Tuesday)

November 17, 2026 (Tuesday)

December 15, 2026 (Tuesday)

KINGSBURY GENERAL IMPROVEMENT DISTRICT
2026 HOLIDAY SCHEDULE

January 1, 2026 (New Year's Day-Thur.)

January 19, 2026 (Martin Luther King Day-Mon.)

February 16, 2026 (President's Day-Mon.)

May 25, 2026 (Memorial Day-Mon.)

June 19, 2026 (Juneteenth-Fri.)

July 3, 2026 (Independence Day-Fri.)

September 7, 2026 (Labor Day-Mon.)

October 30, 2026 (NV Day-Fri.)

November 11, 2026 (Veteran's Day-Wed.)

November 26, 2026 (Thanksgiving-Thur.)

November 27, 2026 (Family Day after Thanksgiving-Fri.)

December 25, 2026 (Christmas Day Fri.)

KINGSBURY GENERAL IMPROVEMENT DISTRICT AGENDA ITEM #14

**TITLE: SIX MONTH PERFORMANCE EVALUATION OF GENERAL MANAGER
DEREK DORNBROOK**

MEETING DATE: 18 November 2025

PREPARED BY: Judy Brewer Administrative and Human Resource Supervisor

RECOMMENDED ACTION:

Review individual Trustee evaluations and consolidated Six Month Evaluation overview by the Board of Trustees and conduct annual evaluation. Recommend goals and objectives for improvement to be met by next evaluation review.

BACKGROUND:

A performance evaluation review process is an implicit element of an employer managing an employee. It is both retrospective of past accomplishments or progress and establishes prospective goals or objectives. The District's General Manager is the only employee reporting to the Board of Trustees. It consists of factors to measure and reflect the degree of success for managing District resources and affairs.

A process and form were adopted for use in the General Manager evaluation by the Board of Trustees in 2022. The Human Resources supervisor has consolidated individual evaluations submitted by each Trustee. These are presented as the six month evaluation of the General Manager.

Consistent with the employment contract for the General Manager an adjustment to compensation may be authorized by the Board of Trustees.

INCLUDED:

- A. Consolidated Evaluations Summary for General Manager's Six Month Performance Evaluation
- B. Individual Evaluations from the Board of Trustees

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 |

KGID General Manager Performance Evaluation

Employee Name: Derek Dornbrook

Date: 11/18/2025

Rating Period: From: 05/01/2025

To: Current

Ed Johns
Sara Nelson
Greg Felton
Cindy Trigg

Rating Scale Definitions (1-3)

Improvement Needed 1	Meets Job Standards 2	Exceeds Job Standards 3

I. PERFORMANCE EVALUATION AND ACHIEVEMENTS

1.	Board of Trustees Relationships	1	2	3	N/A
A.	Effectively implements policies and programs approved by the Board of Trustees.		XXX X		
B.	Reporting to the Governing Board is timely, clear, concise and thorough.		XXX	X	
C.	Accepts direction/instructions in a positive manner.		X	XXX	
D.	Keeps the Board of Trustees informed of current plans and activities of the KGID Manager's office and new developments in technology, legislation, governmental practices and regulations, etc.	X	XX	X	
E.	Provides the Board of Trustees with clear report of anticipated issues that could come before the Trustees.	X	XXX		

Comments:

2.	Public Community Relations	1	2	3	N/A
A.	Projects a positive public image.		XXX X		
B.	Is always courteous to the public.		XX	XX	
C.	Maintains effective relations with media representatives.		XX		XX
D.	Implements community outreach programs	X			XXX
E.	Ensures community facing messages and programs convey positive and profession image of district		X		XXX

Comments:

3.	Effective Leadership of Staff	1	2	3	N/A
A.	Delegates appropriately responsibilities.	X	XXX		
B.	Develops people with timely trainings and communications.	X			XXX
C.	Maintains an effective and cooperative relationship with employees and external service providers.		XXX		X
D.	Establishes a culture of public service by example		XX	XX	

Comments _____

4. Fiscal Management	1	2	3	N/A
A. Prepares realistic annual budget.		X		XXX
B. Controls expenditures in accordance with approved budget.		XX	XX	
C. Cultivates culture of fiscal accountability and ensuring accurate report/information in timely manner.		XXX	X	
D. Provides accurate reports/information in a timely manner.		XXX	X	

Comments _____

5. Communication	1	2	3	N/A
A. Oral communication is clear, concise, and articulate.	X /	XXX		
B. Written communications are clear, concise, and accurate.	XX /	XX		
C. Listens effectively and responds appropriately.	/	XXX X		

Comments: _____

6. Professional Job-Related Competencies	1	2	3	N/A
A. Decision Making: <i>Reasons, analyzes, and evaluates; looks beyond short-term results; properly assesses; and knows when to ask for assistance. Uses good judgment and common-sense approach; anticipates situations; capable of embracing change and recognizes when circumstances dictate a change is necessary.</i>	X	XX	X	
B. Personal Behavior: <i>Behavior is positive example for others; consistent and timely at work and meetings; dress and grooming is appropriate to position; shows good judgment; interactions with others are of the highest level of integrity and ethical conduct; is fair and impartial in dealing with others; and sets strong personal example by demonstrating respect for others and their ideas.</i>		XX	XX	
C. Leadership: <i>Ability to get others to work together effectively and see "big picture"; takes ownership for own activities; interacts with others objectively; acts decisively and utilizes resources effectively.</i>		XXX	X	
D. Technical Knowledge: <i>Maintains current technical knowledge and ability to sufficiently manage and complete tasks/projects; actively pursues expanded mastery of knowledge and abilities in responsibilities of position; and</i>	X	X	X	X

Comments

7.	Intergovernmental Affairs	1	2	3	N/A
A.	Maintains effective communication with local, regional, state, and federal government agencies.		X	X	XX
B.	Pursues grants or leverages resources (grants) with other agencies.	X	X	X	X
C.	Contributions to good government through regular participation in local, regional, and state committees, and business-related organizations.	X	XX		X
D.	Lobbies effectively with legislators and state agencies regarding programs and projects affecting the duties of the Manager.	X	X		XX

Comments: _____

II. ACHIEVEMENTS RELATIVE TO OBJECTIVES FOR THIS EVALUATION PERIOD:

- _____
- _____
- _____
- _____

III. SUMMARY RATING

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

Improvement Needed 1	Meets Job Standards 2	Exceeds Job Standards 3
	X X X X	

Comments: _____

IV. FUTURE GOALS AND OBJECTIVES

Specific goals and objectives to be achieved in the next evaluation period:

- _____
- _____
- _____
- _____
- _____

GOVERNING BOARD

Board of Trustees Chairperson

Date

IV. KGID MANAGER COMMENTS & SIGNATURE

Manager Signature

Date

KGID General Manager Performance Evaluation

Employee Name: Darek Dornbrook **Date:** 06/13/2023

Rating Period: From: 5/01/2025 To: Current

Rating Scale Definitions (1-3)

I. PERFORMANCE EVALUATION AND ACHIEVEMENTS

1.	Board of Trustees Relationships	1	2	3	N/A
A.	Effectively implements policies and programs approved by the Board of Trustees.		X		
B.	Reporting to the Governing Board is timely, clear, concise and thorough.		X		
C.	Accepts direction/instructions in a positive manner.			X	
D.	Keeps the Board of Trustees informed of current plans and activities of the KGID Manager's office and new developments in technology, legislation, governmental practices and regulations, etc.	X			
E.	Provides the Board of Trustees with clear report of anticipated issues that could come before the Trustees.		X		

Comments: Derek has always maintained a very positive demeanor in interactions I've witnessed. I'd like him to have and convey a firmer and more confident handle on the tiller. I was bothered by his long transition into the role and need to continue burdening Joe with leadership tasks, and the District with associated pay premium. He clearly listens to the board and takes seriously his obligation to carry out the wishes of the board, but I'd like him to lead and recommend courses of action rather than wait for the board to pick a course and follow it. I know this is his first time in a general manager role so perhaps his confidence and assertiveness will grow.

2.	Public Community Relations	1	2	3	N/A
A.	Projects a positive public image.		X		
B.	Is always courteous to the public.			X	
C.	Maintains effective relations with media representatives.		X		
D.	Implements community outreach programs	X			
F.	Ensures community facing messages and programs convey positive and profession image of district		X		

Comments: He responds actively to all calls and email from members of the community, perhaps sometimes too thoroughly...while acknowledging input and listening is vital, this can be extremely time consuming if he allows others to determine the vehicle and how much time this will take. Regarding the last item, this question is representative of the quality concerns I've had re: what we publish. The items are listed ABCDF...no E. And it should say professional, not profession. At the top of the doc, there's a section "Rating Scale Definitions" but there are none provided. And the date of the eval at the top is June of 2023. This sort of thing may seem trivial to some, but it conveys that we either don't care or aren't capable...and when it comes to minutes, these are the legal record of our meetings and must be well done. I'm not going to let up on us achieving quality in our work.

3.	Effective Leadership of Staff	1	2	3	N/A
A.	Delegates appropriately responsibilities.		X		
B.	Develops people with timely trainings and communications.	X			
C.	Maintains an effective and cooperative relationship with employees and external service providers.		X		

D.	Establishes a culture of public service by example			X	
----	--	--	--	---	--

Comments _____ See comments above re: transition with Joe. I was really bothered by Joe's sudden departure and wonder about the extent to where Derek was a trigger for this. Though perhaps Joe planned to retire, and maybe it will open the door to some positive cultural and organizational changes, I would have expected a more controlled transition. I was likewise bothered when we lost Carrie, especially after meeting her request for recognition of her true role and associated compensation. What happened? I've been REALLY disappointed by how the health care subsidy discussion has gone over many, many meetings and months. The board asked for references which were not provided, other than one that was not volunteered but only revealed when I made a specific inquiry in one of our meetings. It did not support the level of subsidy that was being requested. It was pretty clear it was being intentionally withheld. This was early in Derek's tenure but I would have expected him to step in and make sure the board's requests were met. For me, the jury is out in this area. I've not been overwhelmed by his setting of expectations and handling exceptions, but I suspect a good deal of that has to do with him not having his arms fully around the job early on. I don't have a lot of day-to-day contact with the staff, but I would hope if Derek were really knocking the ball out of the park that at least one member of the team would take me aside and convey what a great job we did hiring him. I've not heard any disparaging reports, but neither have I heard the singing of praises. What's vital in this area is what the employees believe, and I don't know what that is.

4.	Fiscal Management	1	2	3	N/A
A.	Prepares realistic annual budget.				X
B.	Controls expenditures in accordance with approved budget.		X		
C.	Cultivates culture of fiscal accountability and ensuring accurate report/information in timely manner.		X		
D.	Provides accurate reports/information in a timely manner.		X		

Comments _____ I'm not sure how to evaluate him in this area. He has a very strong employee who I believe takes care of these items routinely without him having to provide guidance. We'll learn more in the next 6 months.

5.	Communication	1	2	3	N/A
A.	Oral communication is clear, concise, and articulate.		X		
B.	Written communications are clear, concise, and accurate.	X			
C.	Listens effectively and responds appropriately.		X		

Comments: _____ It's clear to me that Derek listens and takes input. As noted earlier, though he is articulate and clear, I find him to be tentative. Perhaps this is entirely as a result of him being new to, and learning, the District and job. He has foundational communication skills so as his knowledge of this area and his team increases, I'd expect to see great things.

6.	Professional Job-Related Competencies	1	2	3	N/A
A.	Decision Making: <i>Reasons, analyzes, and evaluates; looks beyond short-term results; properly assesses; and knows when to ask for assistance. Uses good judgment and common-sense approach; anticipates situations; capable of embracing change and recognizes when circumstances dictate a change is necessary.</i>		X		
B.	Personal Behavior: <i>Behavior is positive example for others; consistent and timely at work and meetings; dress and grooming is appropriate to position; shows good judgment; interactions with others are of the highest level of integrity and ethical conduct; is fair and impartial in dealing with others; and sets strong personal example by demonstrating respect for others and their ideas.</i>			X	

6.	Professional Job-Related Competencies	1	2	3	N/A
C.	Leadership: Ability to get others to work together effectively and see "big picture"; takes ownership for own activities; interacts with others objectively; acts decisively and utilizes resources effectively.		X		
D.	Technical Knowledge: Maintains current technical knowledge and ability to sufficiently manage and complete tasks/projects; actively pursues expanded mastery of knowledge and abilities in responsibilities of position; and	X			

Comments
Derek
comes across
as

professional, well dressed, interested in the perspectives of others, etc. I've not yet seen evidence of him leading and developing his team. I sense we have a wide range of skills, knowledge, public-service bent, etc in our staff and expect him to leverage the positive aspects, ferret out sources of friction and weakness, and develop the whole team to operate at a higher level than any of the individuals thought possible. This is his primary role. In parallel, I expect him to develop his technical knowledge so that he can make well-founded decisions and recommendations to the board.

7.	Intergovernmental Affairs	1	2	3	N/A
A.	Maintains effective communication with local, regional, state, and federal government agencies.				X
B.	Pursues grants or leverages resources (grants) with other agencies.	X			
C.	Contributions to good government through regular participation in local, regional, and state committees, and business-related organizations.	X			
D.	Lobbies effectively with legislators and state agencies regarding programs and projects affecting the duties of the Manager.	X			

Comments: I just don't have enough information in this area. I don't recall him reporting on relationships that he's establishing and leveraging for KGID other than initial forays with TRPA and TDFPD. Developing solid linkages with local organizations and key personnel is necessary given all the organizations on whom we rely, with whom we work, and to whom we report. I'm not yet bothered by this as I expect this to come with time, but it will require focus...won't happen by itself.

II. ACHIEVEMENTS RELATIVE TO OBJECTIVES FOR THIS EVALUATION PERIOD:

- I have a copy of his 30/60/90 day plan but I don't have updates from him on how he's proceeding relative to that plan. That should provide a map for me to answer this question.
- Survived the contentious snow removal contract selection, granting, and verification. As was highlighted by Trustee Nelson, this selection was made more difficult by staff not having provided a recommendation and even waffling in the meetings ("I realized I'm risk averse...").
- _____
- _____
- _____
- _____

III. SUMMARY RATING

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

Improvement Needed 1	Meets Job Standards 2	Exceeds Job Standards 3

Comments: Oh, here are the rating definitions. As noted, I expect Derek to be a more confident, assertive, consistent leader but recognize he's just 6 months into a role and district that are new to him. With that caveat in mind, I believe he's meeting standards. My bar will be higher in 6 months because by then he should have a very firm handle on the people, technical aspects of the role, community, etc.

IV. FUTURE GOALS AND OBJECTIVES

Specific goals and objectives to be achieved in the next evaluation period:

- **_Research and implement best practices of general management, many of which may be inserted with approaching the board for permission (e.g. pre-meeting briefs of board members)**
- **_Provide the board with a big picture view of the significant decisions and challenges that we must tackle in the next year, and include a plan to get him and the board members sufficiently prepared to make those decisions**
- **_Tackle the team assessment and building tasks noted in the 30/60/90 day plan. Assess how to make this a clearly high-performing team and engage the necessary resources to deliver on this.**
- _____
- _____

GOVERNING BOARD

Board of Trustees Chairperson

Date

IV. KGID MANAGER COMMENTS & SIGNATURE

Please refer to following page.

I appreciate the time and attention given to this evaluation and value the constructive feedback provided. I acknowledge the errors on this form and appreciate it being brought to my attention — I take accuracy seriously and do not consider any errors, however small, to be trivial.

Regarding staff departures, I would like to clarify that Joe's decision to retire was one that I believe he had planned prior to my arrival, and our working relationship was positive and cooperative throughout his transition. I regret that Joe left so suddenly, but he mentioned that it was due to family matters. Similarly, Carrie's departure was for a position closer to her home and the opportunity to work with a longtime friend; she had signaled that this was her intention once vested with the District. I understand that losing these key players is concerning but I firmly believe that I was not the catalyst for these departures.

In response to the comment on interagency relationships, I have worked to establish and strengthen connections beyond TRPA and TDFPD. I have developed professional relationships with members of Oliver Park GID, the Tahoe Water Suppliers Association, and several staff at STPUD who are assisting with grant-writing efforts. I've also engaged with NDEP contacts supporting our stormwater and street sweeping initiatives, attended the Douglas County Safe Streets for All kick-off meeting, and met with Brandon Garden of Round Hill GID and Eric Heffernon of DCLTSA. Of course, I understand that much more work is required to develop critical interagency relationships. I look forward to engaging in that process moving forward.

I appreciate the additional critiques regarding communication, confidence, and leadership development. I recognize their validity and will continue to address each of these areas with focus and consistency. My goal remains to strengthen performance across all categories and continue building the Board's confidence in my leadership.

Overall, I believe this evaluation was fair and reflective of both my progress and areas for continued growth. I sincerely appreciate the thoughtful feedback and the opportunity to learn from it. Thank you for the constructive insights and for your continued support as I work to advance the District's goals.



Manager Signature

01/12/25
Date

KGID General Manager Performance Evaluation

Employee Name: Darek Dornbrook **Date:** 11/5/2025

Rating Period: From: 5/01/2025 To: Current

Rating Scale Definitions (1-3)

I. PERFORMANCE EVALUATION AND ACHIEVEMENTS

	1	2	3	N/A
1. Board of Trustees Relationships				
A. Effectively implements policies and programs approved by the Board of Trustees.		X		
B. Reporting to the Governing Board is timely, clear, concise and thorough.			X	
C. Accepts direction/instructions in a positive manner.		X		
D. Keeps the Board of Trustees informed of current plans and activities of the KGID Manager's office and new developments in technology, legislation, governmental practices and regulations, etc.			X	
E. Provides the Board of Trustees with clear report of anticipated issues that could come before the Trustees.		X		

Comments:

I appreciate all of Dereks thorough communication to the Board

	1	2	3	N/A
2. Public Community Relations				
A. Projects a positive public image.		X		
B. Is always courteous to the public.		X		
C. Maintains effective relations with media representatives.				X
D. Implements community outreach programs				X
F. Ensures community facing messages and programs convey positive and profession image of district				X

Comments: I appreciate that Derek makes himself available to the public for meetings. We have had no programs implanted in the time he has been GM to score on.

	1	2	3	N/A
3. Effective Leadership of Staff				
A. Delegates appropriately responsibilities.		X		
B. Develops people with timely trainings and communications.				X
C. Maintains an effective and cooperative relationship with employees and external service providers.		X		
D. Establishes a culture of public service by example		X		

Comments

	1	2	3	N/A
4. Fiscal Management				
A. Prepares realistic annual budget.				X

B.	Controls expenditures in accordance with approved budget.		X		
C.	Cultivates culture of fiscal accountability and ensuring accurate report/information in timely manner.		X		
D.	Provides accurate reports/information in a timely manner.		X		

Comments _____

5. Communication	1	2	3	N/A
A. Oral communication is clear, concise, and articulate.		X		
B. Written communications are clear, concise, and accurate.		X		
C. Listens effectively and responds appropriately.		X		

Comments: _____

6. Professional Job-Related Competencies	1	2	3	N/A
A. Decision Making: <i>Reasons, analyzes, and evaluates; looks beyond short-term results; properly assesses; and knows when to ask for assistance. Uses good judgment and common-sense approach; anticipates situations; capable of embracing change and recognizes when circumstances dictate a change is necessary.</i>	X			
B. Personal Behavior: <i>Behavior is positive example for others; consistent and timely at work and meetings; dress and grooming is appropriate to position; shows good judgment; interactions with others are of the highest level of integrity and ethical conduct; is fair and impartial in dealing with others; and sets strong personal example by demonstrating respect for others and their ideas.</i>		X		
C. Leadership: <i>Ability to get others to work together effectively and see "big picture"; takes ownership for own activities; interacts with others objectively; acts decisively and utilizes resources effectively.</i>		X		
D. Technical Knowledge: <i>Maintains current technical knowledge and ability to sufficiently manage and complete tasks/projects; actively pursues expanded mastery of knowledge and abilities in responsibilities of position; and</i>		X		

Comments
 I would like to see more confidence in decision making. I believe Derek relies too heavily on the Board for decision making.

7. Intergovernmental Affairs	1	2	3	N/A
A. Maintains effective communication with local, regional, state, and federal government agencies.			X	

B.	Pursues grants or leverages resources (grants) with other agencies.		X		
C.	Contributions to good government through regular participation in local, regional, and state committees, and business-related organizations.		X		
D.	Lobbies effectively with legislators and state agencies regarding programs and projects affecting the duties of the Manager.				X

Comments: I am happy that Derek has reached out to outside agencies for help with Grants. I am happy to hear he is trying to get into outside organizations as well. I have heard great things from both Sewer Authority and STPUD about working with Derek.

II. ACHIEVEMENTS RELATIVE TO OBJECTIVES FOR THIS EVALUATION PERIOD:

- On Boarding with no active GM and having to "hit the ground running"
- Snow removal contract
- Oversee all summer projects
- Hire a new billing specialist and operation superintendent

III. SUMMARY RATING

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

Improvement Needed 1	Meets Job Standards 2	Exceeds Job Standards 3
	X	

Comments: Derek, I appreciate all your hard work. You came in and hit the ground running. Have dealt with a lot of change with grace. I hope to see your confidence get stronger over the next year. You've been in the industry a long time so remember you are the expert.

IV. FUTURE GOALS AND OBJECTIVES

Specific goals and objectives to be achieved in the next evaluation period:

- More confidence in decision making
- Website redesign/ more social media presence
- GM/ District Goals
- _____
- _____

GOVERNING BOARD

IV. KGID MANAGER COMMENTS & SIGNATURE

I appreciate your time and feedback in conducting this evaluation and am grateful for the recognition of my efforts in communication, fiscal management, and community and intergovernmental outreach during a year of significant transition.

I value the constructive feedback regarding confidence in decision-making. In the coming period, my goal is to take a more assertive leadership role by exercising greater autonomy in operational and strategic decisions while continuing to keep the Board well informed. I recognize that balanced confidence and collaboration will help strengthen the organization's overall effectiveness.

I also look forward to advancing our website redesign and enhancing KGID's public visibility through stronger communication and community engagement efforts. Thank you for your continued guidance and support as we work together to achieve KGID's long-term goals.



Manager Signature

11/12/25
Date

KGID General Manager Performance Evaluation

Employee Name: Darek Dornbrook Date: 06/13/2023

Rating Period: From: 5/01/2025 To: Current

Rating Scale Definitions (1-3)

I. PERFORMANCE EVALUATION AND ACHIEVEMENTS

1.	Board of Trustees Relationships	1	2	3	N/A
A.	Effectively implements policies and programs approved by the Board of Trustees.		x		
B.	Reporting to the Governing Board is timely, clear, concise and thorough.		x		
C.	Accepts direction/instructions in a positive manner.			x	
D.	Keeps the Board of Trustees informed of current plans and activities of the KGID Manager's office and new developments in technology, legislation, governmental practices and regulations, etc.		X		
E.	Provides the Board of Trustees with clear report of anticipated issues that could come before the Trustees.		x		

Comments:

2.	Public Community Relations	1	2	3	N/A
A.	Projects a positive public image.		2		
B.	Is always courteous to the public.		2		
C.	Maintains effective relations with media representatives.				
D.	Implements community outreach programs				
F.	Ensures community facing messages and programs convey positive and profession image of district				

Comments:

3.	Effective Leadership of Staff	1	2	3	N/A
A.	Delegates appropriately responsibilities.		x		
B.	Develops people with timely trainings and communications.				
C.	Maintains an effective and cooperative relationship with employees and external service providers.		x		
D.	Establishes a culture of public service by example		x		

Comments

4.	Fiscal Management	1	2	3	N/A
A.	Prepares realistic annual budget.				
B.	Controls expenditures in accordance with approved budget.			x	
C.	Cultivates culture of fiscal accountability and ensuring accurate report/information in timely manner.		x		
D.	Provides accurate reports/information in a timely manner.		x		

Comments _____

5.	Communication	1	2	3	N/A
A.	Oral communication is clear, concise, and articulate.	x			
B.	Written communications are clear, concise, and accurate.	x			
C.	Listens effectively and responds appropriately.		x		

Comments: _____

6.	Professional Job-Related Competencies	1	2	3	N/A
A.	<i>Decision Making: Reasons, analyzes, and evaluates; looks beyond short-term results; properly assesses; and knows when to ask for assistance. Uses good judgment and common-sense approach; anticipates situations; capable of embracing change and recognizes when circumstances dictate a change is necessary.</i>		x		
B.	<i>Personal Behavior: Behavior is positive example for others; consistent and timely at work and meetings; dress and grooming is appropriate to position; shows good judgment; interactions with others are of the highest level of integrity and ethical conduct; is fair and impartial in dealing with others; and sets strong personal example by demonstrating respect for others and their ideas.</i>		x		
C.	<i>Leadership: Ability to get others to work together effectively and see "big picture"; takes ownership for own activities; interacts with others objectively; acts decisively and utilizes resources effectively.</i>		x		
D.	<i>Technical Knowledge: Maintains current technical knowledge and ability to sufficiently manage and complete tasks/projects; actively pursues expanded mastery of knowledge and abilities in responsibilities of position; and</i>				

Comments _____

7.	Intergovernmental Affairs	1	2	3	N/A
A.	Maintains effective communication with local, regional, state, and federal government agencies.				
B.	Pursues grants or leverages resources (grants) with other agencies.				
C.	Contributions to good government through regular participation in local, regional, and state committees, and business-related organizations.				
D.	Lobbies effectively with legislators and state agencies regarding programs and projects affecting the duties of the Manager.				

Comments: _____

II. ACHIEVEMENTS RELATIVE TO OBJECTIVES FOR THIS EVALUATION PERIOD:

- _____
- _____
- _____
- _____

III. SUMMARY RATING

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

Improvement Needed 1	Meets Job Standards 2	Exceeds Job Standards 3
	x	

Comments: _____

IV. FUTURE GOALS AND OBJECTIVES

Specific goals and objectives to be achieved in the next evaluation period:

- _____
- _____
- _____
- _____

GOVERNING BOARD

Board of Trustees Chairperson

Date

IV. KGID MANAGER COMMENTS & SIGNATURE

Thank you for taking the time to complete this evaluation. Thank you as well for the feedback regarding communication as an area for improvement. I take this input seriously and am committed to increasing both the clarity and timeliness of communication with the Board, staff, and the public. I value the opportunity to further strengthen organizational transparency, collaboration, and overall effectiveness.



Manager Signature

11/12/25
Date

Cindy Trigg

Cindy Trigg

KGID General Manager Performance Evaluation

Employee Name: Derek Dornbrook

Date: 06/13/2023

Rating Period: From: 5/01/2026 To: Current

Rating Scale Definitions (1-3)

I. PERFORMANCE EVALUATION AND ACHIEVEMENTS				
	1	2	3	N/A
1. Board of Trustees Relationships				
A. Effectively implements policies and programs approved by the Board of Trustees.		X		
B. Reporting to the Governing Board is timely, clear, concise and thorough.		X		
C. Accepts direction/instructions in a positive manner			X	
D. Keeps the Board of Trustees informed of current plans and activities of the KGID Manager's office and new developments in technology, legislation, governmental practices and regulations, etc.		X		
E. Provides the Board of Trustees with clear report of anticipated issues that could come before the Trustees.	X			

Comments:

2. Public Community Relations				
	1	2	3	N/A
A. Projects a positive public image.		X		
B. Is always courteous to the public.		X		
C. Maintains effective relations with media representatives.		X		
D. Implements community outreach programs				X
F. Ensures community facing messages and programs convey positive and profession image of district	X	X		

Comments:

3. Effective Leadership of Staff				
	1	2	3	N/A
A. Delegates appropriately responsibilities.	X			
B. Develops people with timely trainings and communications.			X	
C. Maintains an effective and cooperative relationship with employees and external service providers.				X
D. Establishes a culture of public service by example		X		

Comments:

4. Fiscal Management				
	1	2	3	N/A
A. Prepares realistic annual budget.		X		
B. Controls expenditures in accordance with approved budget.		X		
C. Cultivates culture of fiscal accountability and ensuring accurate report/information in timely manner.		X		

D. Provides accurate reports/information in a timely manner. | X |

Comments

(1 1/2)

6. Communication	1	2	3	N/A
A. Oral communication is clear, concise, and articulate.	✓	✓		
B. Written communications are clear, concise, and accurate.	✓	✓		
C. Listens effectively and responds appropriately.	✓	✓		

Comments:

6. Professional Job-Related Competencies	1	2	3	N/A
A. <i>Decision Making: Reasons, analyzes, and evaluates; looks beyond short-term results; properly assesses; and knows when to ask for assistance. Uses good judgment and common-sense approach; anticipates situations; capable of embracing change and recognizes when circumstances dictate a change is necessary.</i>			X	
B. <i>Personal Behavior: Behavior is positive example for others; consistent and timely at work and meetings; dress and grooming is appropriate to position; shows good judgment; interactions with others are of the highest level of integrity and ethical conduct; is fair and impartial in dealing with others; and sets strong personal example by demonstrating respect for others and their ideas.</i>			X	
C. <i>Leadership: Ability to get others to work together effectively and see "big picture"; takes ownership for own activities; interacts with others objectively; acts decisively and utilizes resources effectively.</i>			X	
D. <i>Technical Knowledge: Maintains current technical knowledge and ability to sufficiently manage and complete tasks/projects; actively pursues expanded mastery of knowledge and abilities in responsibilities of position; and</i>			X	

T. Intergovernmental Affairs		1	2	3	N/A
A.	Maintains effective communication with local, regional, state, and federal government agencies.		X		
B.	Pursues grants or leverages resources (grants) with other agencies.			X	
C.	Contributions to good government through regular participation in local, regional, and state committees, and business-related organizations.		X		
D.	Lobbies effectively with legislators and state agencies regarding programs and projects affecting the duties of the Manager.		X		

Comments:

ii. **ACHIEVEMENTS RELATIVE TO OBJECTIVES FOR THIS EVALUATION PERIOD:**

• _____

• _____

• _____

• _____

III. SUMMARY RATING

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

Improvement Needed	Meets Job Standards	Exceeds Job Standards
1	2	3
	X	

Comments:

IV. FUTURE GOALS AND OBJECTIVES

Specific goals and objectives to be achieved in the next evaluation period:

• _____

• _____

• _____

• _____

GOVERNING BOARD

IV. KGID MANAGER COMMENTS & SIGNATURE

Thank you for taking the time to complete my performance evaluation. I appreciate your thoughtful review and the feedback provided. I remain committed to serving the District and the Board to the highest standard, and I will strive to improve in the areas noted. Please let me know if there are any future goals and objectives you would like me to focus on moving forward.

A handwritten signature in blue ink, appearing to be "D. D.", written over a horizontal line.

Manager Signature

11/13/25

Date

MEMORANDUM

TO: Board of Trustees, Kingsbury General Improvement District

FROM: Derek Dornbrook, General Manager

DATE: November 18, 2025

SUBJECT: General Manager's Report

IT Services Transition – Summary

- Initiated the process to switch IT service providers from **PacStates** to **TechTastic** due to concerns with response times and the desire for a more local firm.
- Received a completed network audit from TechTastic, which identified upcoming IT needs and recommended establishing basic IT service while further assessing field tablets and remaining server functions.
- Authorized PacStates to share all technical information directly with TechTastic to facilitate a smooth hand-off.
- TechTastic began onboarding preparations (no charges yet), including planning for account setup, documentation, security configuration, and coordination of service transfer.
- Tentatively set **December 1** as the start date for TechTastic's service agreement while maintaining PacStates for basic support until then.

Public Records Requests

- To improve efficiency and accessibility, a public access link for meeting records will be added to the District's website.
- A formal Public Records Policy, compliant with NRS 239, is being drafted and will be presented to the Board for review and adoption for the December Board meeting.

By-Laws Update Project

- Began reviewing and consolidating the District's governing by-laws, including the original 1962 by-laws.
- Objective is to create a unified, cohesive, and modernized by-laws document that eliminates inconsistencies and incorporates applicable resolutions.
- A draft consolidated version will be prepared for Board review and discussion at a future meeting.

Engineering Projects – DOWL Coordination

- Continued coordination with DOWL on several active engineering and capital project initiatives.
- Ongoing work includes planning and design for the shared vehicle storage facility.
- Reviewed and discussed Market Street Lift Station replacement alternatives to determine the most feasible and cost-effective solution.

- Supported progress on the District-wide rate study, including data review and financial modeling inputs.
- Continuing to work with DOWL on the water permit renewal, providing operational and regulatory information required for submission

Tahoe Water for Fire Suppression Partnership / Intertie Project

- Coordinated with the Tahoe Water for Fire Suppression Partnership on the Sewer Plant Road-to-Dorla Court intertie project to improve regional fire flow and system resiliency.
- Submitted the draft grant application on November 17, ahead of the November 19 submission deadline.
- Project would create a critical intertie with Round Hill GID and enhance fire protection at key facilities.

Safe Streets for All Action Plan

- Participated in the county-led meeting on the Safe Streets for All Action Plan, funded by a U.S. Department of Transportation grant.
- Will be coordinating with Douglas County as the plan is developed.
- Meeting highlighted potential future funding opportunities for traffic safety improvements within Douglas County and areas served by the District.

Lopez Equipment Inventory per Contract 10/10/2025

Summary: *As General Manager, I conducted an equipment/fleet review with KGID staff members Byran Moss and Jeff Wood on October 10, 2025 at the contractor's 2132 Helen Ave. South Lake Tahoe, California location. Acting in good faith and within the scope of my duties, I determined that the equipment inventory complies with contract specifications. This review was based on my inspection and assessment of the listed equipment. I have direct experience with loaders and blowers and used that knowledge to verify those components. I have limited familiarity with spreader trucks used for anti-icing, de-icing, and sanding operations, and no prior operational experience with snow removal activities within the District. For those areas, I have appropriately relied on the knowledge of qualified District staff. Therefore, it is my determination that the equipment listed below meets or exceeds the specifications detailed in the contract.*

“Plowing/Blowing” units as specified:

1. **Five (5) fully chained wheel loaders with 10 to 14-foot snow blades** and/or plow with wings/gates. and a minimum of **three (3) three-cubic yard buckets.**
 2. Two **(2) large rotary snow blowers** with minimal capacity each of **2500 tons** per hour. And two **(2) small rotary snow blowers** with capacity of approximately **600 to 1000 tons** per hour. Blowers may be loader-mounted.”
-

#1 Large Loader-John Deere 644G-AMI 18' Blade

#2 Large Loader-Johne Deere 644G-AMI 18' Blade

#3 Large Loader-John Deere 544G-AMI 18' Blade

#4 Large Loader-John Deere 544G-Snow Wolf 18' Blade

#5 Large Loader-John Deere 444P-AMI 18' Blade

#1 4.5 Yard Bucket-for John Deere 644G

#2 4.5 Yard Bucket- for John Deere 644G

#3 Three Yard Bucket-for John Deere 444P

#4 4 Yard Bucket for John Deere 554G

#1 Large Rotary Blower-Blanchette-3000 tons per hour

#2 Large Rotary Blower-RPM Tech-2500 tons per hour

#3 Large Rotary Blower- Idaho Norland 650 HP Chassis mounted all wheel steer snow blower and assorted spare parts

#1 Small Rotary Blower-Holder C 9700 with 88” Zaug Blower-600+ tons per hour

#2 Small Rotary Blower-Trackless MT5T 88” Snowquip -1000+ tons per hour

Plowing/Sanding and Salting units as specified:

1. **Three (3) Spreader/Snowplow Combination Trucks** with drive wheels chained with **5 to 7 cubic yard spreader box / hopper, 10 to 14-foot reversible snow blade** complete with operators (this includes one extra truck for back-up). All trucks must be able to be fitted with **GPS** sensors to indicate plow up/down.
 2. **Two (2)** of the spreader trucks must have both **pre-wetting and anti-icing** capability and be equipped with a minimum liquid tank capacity of **490 gallons** per spreader truck.
 3. **One (1) Support truck (1ton)** for fuel, chains, hoses, and backup spreader which shall include **plow**.
-

#1 Spreader/Snowplow-GMC 7500- 5 yard Henderson spreader- 12’ reversible blade-GPS

#2 Spreader/Snowplow-Ford F650-5 yard Salt Dogg spreader- 10’ reversible blade-GPS

#3 Spreader/Snowplow-International 4900 DT 466-Monroe Salt & Ice Control 5 yard spreader- 10’ reversible blade-GPS

#4 Brining/Support Truck -GMC 3500 (1 ton)-500 gallon brine tank- 10’ reversible blade-GPS

#5 Brining/Support Truck (1 ton)-GMC 3500- 500 gallon brining tank



MEMORANDUM

TO: Derek Dornbrook, General Manager, Kingsbury GID
FROM: Travis Marshall, PE, Project Manager, DOWL
DATE: November 12, 2025
SUBJECT: Engineering Report for the Meeting of November 18, 2025

GENERAL

Assisted with General Service tasks requested and general correspondence:

- Discussion with the General Manager on the steel structure and preparation of task order to determine project cost and geotechnical findings impact to the project.
- Assisted with collecting information and coordination for microsurfaced roads directed by the Board.
- Prepared and Provided General Manager write up information regarding sewer and water claims.
- Tahoe Beach Club plan review and coordination with the TBC Engineer for Phase II and III water design and Backflow Prevention Devices.
- Coordination with outside Engineering firm to coordinate a water model within the KGID Service area.

PROJECTS

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 General Manager and District staff to receive final documentation and close out project.

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

- Project Closeout expected to be completed November 2025 with final pay application and administrative items for retention release.
- DOWL has coordinated and adjusted the construction scope, provided change order documentation to the General Manager, and total expected construction costs with project completion.
- Amendments to the Contract have been discussed and coordinated with the General Manager for Construction Timelines.

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

- Project on hold until further analysis and information known from Rate Study to determine if outside funding is required based on proposed Capital Improvement plan.
- 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.

MEMORANDUM

Task Order #67: 2025 Road Rehabilitation & Replacement Project

- All Pay Apps have been submitted. Retention Payment to the Contractor will be final payment.
- DOWL has requested closeout documentation from the Contractor to release final payment.
- Project Closeout expected to be completed November 2025.

Task Order #70: Water & Sewer Utility Rate Analysis

- Rate Study is ongoing. DOWL has received multiple District finance and Sewer/Water operation documents and is in the process of inputting data into the rate model.
- DOWL has incorporated the latest CIP and will perform a revenue requirement analysis on projected expenses.
- DOWL will coordinate with the General Manager to conduct a client workshop in the next few weeks to review data and assumptions.
- Workshop with the General Manager and GID Staff will include review of data and assumptions and a 5 – 10 year cash flow analysis and the results of the revenue requirement.

Task Order #71: Market Street Preliminary Engineering Report (PER)

- PER will consolidate the multiple studies into a single comprehensive planning document that will follow the requirements for SRF and USDA-RD funding to provide the District options.
- DOWL has put together the framework for the PER using the previous reports, identified data gaps, and revised the approach for discussion and review with the General Manager.
- The General Manager and DOWL will meet this week to discuss prior to meeting with stakeholders and review progress and consolidation of previous studies.
- DOWL to set up meeting with Stakeholders (Sewer Authority and TRPA) with the General Manager and KGID Staff to discuss project and provide input in the next few weeks.

TASK ORDERS ON AGENDA

Task Order #72: Water Rights Support FY 2026

- DOWL to support KGID in water rights permitting efforts with the Nevada Division of Water Resources (NDWR).
- Efforts include extension of time applications for three permits, a potential change application for two permits for surface water rights to move point of diversion, and expand the use to the Districts current service area.

Initial Network Analysis for: Kingsbury General Improvement District

Prepared By:

Zion Finck

TechTastic LLC

PO Box 11517

Zephyr Cove, NV 89448

P: 775-339-1470



Key Findings:

- Potential for multiple medium sized projects in the next 12 months that will need assessed/planned and budgeted
 - Decommissioning of server if possible
 - Replacement of office computers due to age
 - Assessment of field tablet usage and security
 - Movement of files to cloud and setup of basic cloud infrastructure and security to manage the tablets, computers, and data on personal cell phones.
- Email and DNS security update due to spoofing risk
- Password management practices are informal and present security risks. Implementing a centralized password manager will improve security and operational efficiency.



Executive Summary:

In August 2025, TechTastic LLC conducted a an audit of the servers and network equipment at Kingsbury General Improvement District (KGID) to assess overall network health and develop a strategic plan for future improvements. While direct server access was unavailable, discussions with site administrators provided sufficient context for actionable recommendations, which should be verified after onboarding.

Hardware and Software Lifecycle:

The primary server is running Windows Server 2012 R2, which is now end-of-life. Most operations have transitioned to cloud-based platforms, suggesting the server can likely be decommissioned. Any remaining files should be migrated to the onsite NAS or, preferably, to Microsoft SharePoint for improved reliability and accessibility. Operating systems were a mix of Windows 10 and Windows 11. Windows 10 is now end of life and will need addressed as soon as possible.

Office computers are approaching six years of age. It is recommended to begin phased replacements starting at year five, with a maximum supported life of seven years. Transitioning to cloud-managed devices (Microsoft Entra ID joined) will reduce IT overhead, enhance security, and simplify management.

Windows 10 systems are now end-of-life and should be upgraded or replaced immediately to maintain security and compliance.

Backup and Disaster Recovery:

Backup systems could not be fully verified due to lack of credentials, but the presence of Axcient hardware suggests dedicated backup options exist. A thorough review of server functions is needed to determine the scope of necessary backup services. If business-critical applications no longer reside on the server, backup requirements may be reduced and money saved.

The NAS (network detached storage) device that is already present offers reliable, cost-effective storage and should be leveraged for redundant backups and faster restores.

Security and Networking:

The Fortigate router provides robust unified threat management, but firewall rules and device updates must be verified. TechTastic can replace or monitor this device as needed.

Threat Locker is in place for anti-virus and endpoint detection and response (EDR), meeting modern security standards. EDR is now required by most insurers and should remain a priority.

Email security is a critical concern. KGID's Barracuda service is effective, but the absence of a DKIM record exposes the organization to spoofing risks. Immediate action is needed to implement DKIM and secure DNS credentials.

Password management practices are informal and present risks. Implementing a centralized password manager (e.g., Keeper Security) will improve security and operational efficiency.



Cloud application security or any cloud environments were not analyzed under the scope of this audit. All cloud-based applications should enforce multi-factor authentication (MFA/2FA) or passkeys for enhanced security.

Additional Recommendations:

Operational security related to the plant and the field tablets was not in scope for this audit. Review operational security for plant and field tablets, ensuring network isolation and up-to-date patching.

The website for kgid.org is hosted by a 3rd party provider; it is important to identify who the contact is for domain related items. Most important is to ensure that KGID has credentials for domain management and DNS management. If unknown, the web developer often has these credentials. Domain name and DNS records appear to be hosted at GoDaddy and we will want to confirm KGID has these credentials.

Payment links on the website link out to a 3rd part service “merchanttransact.com” so PCI-DSS security were not analyzed. All tested links appeared to be operational.

Accounting software for Kingsbury General Improvement District was reported as being moved to SpringBrook utility billing. A verbal discussion with the KGID team is important to ensure accounting data is backed up, 2FA/MFA security is in place.

Internet is provided by Spectrum business. This is more than sufficient for the size of the office and would support most cloud-based practice management software or cloud-based file storage.

Zoom is currently used for meetings but Microsoft Teams is included with license. There is a possible cost savings unless Zoom is used for a specific purpose or integration.

It was noted that both Google and Microsoft were in use in some form. Consider consolidating platforms (Google/Microsoft) to prevent data fragmentation and simplify management.

Phones were not audited but we are happy to discuss your phones and communication solutions if you need any assistance. The current phone provider was stated as Nextiva. TechTastic is happy to analyze your current phone & internet bills for cost savings.

Other interests, concerns, or projects brought up by the site administrator included:

- Creation of additional email accounts
- Current billing software (Abilla) being blocked by ThreatLocker
- Move to springbrook billing
- Enablement of self service password resets
- Slow response times
- Leveraging AI transcription in meetings

Recommended actions are outlined in the ‘Findings and Recommended Action’ section below. They are given a priority of High, Medium, or Low. High priority items are not considered optional by TechTastic and need to be performed as soon as possible. Medium priority items should be scheduled within 12 months and low priority items can be performed at any time.



A note on “The Cloud”:

Many of our customers are coming up against a major question as they consider replacement of expensive hardware or servers in the near future. Does a cloud-based system make sense for me? Will it save me money? Is it secure? This is a complex question that should be a part of the discussion and not dismissed out of hand. Server migrations and on premise hardware are expensive and technically complex. However, this doesn't mean either solution is right for all customers. For many it is a good fit and almost always it will save you money, and almost always, it is MORE secure than on premise deployments; however, there is a lot of nuance to consider. If you are curious, reach out to us and we will work with you to see if it is a good fit. Staff training and adoption are much larger barriers for most customers.



Findings and Recommended Action

Item # 1 Priority = High Status = Unresolved Estimated Cost: \$Included
Issue: Server 2012 R2 End of Life - Identify existing server functionality after getting credentials
Recommended action: Identify server functions and develop a decommission plan
Impact or business justification: Risk to operations and reputation, lengthy recovery time
Item # 2 Priority = High Status = Unresolved Estimated Cost: \$Included
Issue: Age of hardware Windows 10 End of Life
Recommended action: Replace or upgrade aging computers and address Windows 10 end-of-life
Impact or business justification: Essential for board/budget accountability and operations. Security, legal, reputation implications for not patching systems.
Item # 3 Priority = High Status = Unresolved Estimated Cost: \$TBD
Issue: Backup and Disaster Recovery Plan – unknown without credentials
Recommended action: Implement or update backup solutions as soon as possible Dependent on Item #1
Impact or business justification: Faster restores, more reliable backups, reduction in downtime after incident, less expensive backup costs, possible cloud hosting of data in future reducing future IT hardware spend



Item # 4 | Priority = High | Status = Unresolved | Estimated Cost: \$150 or Included with TechTastic email security products

Issue:

Email security | Missing DKIM record (digital signature)

Recommended action:

Add DKIM records and secure DNS management

Impact or business justification:

Prevents threat actors from spoofing emails as KGID

Item # 5 | Priority = Medium | Status = Unresolved | Estimated Cost: \$Included with most plans

Issue:

Password Management

Recommended action:

Deploy a password manager and train staff

Impact or business justification:

Much more secure, easier to manage



Managed IT & Security Plans

All-in-one support, protection, and resilience for modern workplaces

Essentials + Backup

\$350 / month

Best for lean teams that need core protection and responsive remote support billed hourly

Foundation

\$850 / month

Labor for onsite and remote work with discounted travel time. No onboarding costs.

ProComplete

\$1150 / month

Everything in Foundation + free travel time + all add-ons below

What every plan includes

- Coverage for 15 employees, 5 “office” users, 2 “shared” computers (conference and field PC)
- Remote helpdesk (8x5)
- Onsite support (8x5)
- Essential Security Package for endpoints, users (email and identity), and cloud-based applications
- Endpoint backup + cloud backups for Microsoft 365 (Exchange, OneDrive, SharePoint, Teams)
- 3rd-party vendor support and business specific application support and upgrades
- Next-gen antivirus & Endpoint Detection and Response (EDR)
- Ransomware detection and Dark Web Monitoring
- Email security / spam filtering / encrypted email sending
- Password manager

Plan distinctions

- **Foundation:** adds **labor** for both remote and onsite support, discounted drive time, removes onboarding costs
- **ProComplete:** Everything in “Foundation” + increased security and staff training, 24x7, 15 minute security response, radically reduced backup and disaster recovery times

Popular Add-ons (monthly)

Add-on	Price (USD/month)	Purchase this if...
Advanced Backup & Disaster Recovery	\$75.00	You are highly dependent on your server and cannot be without data for 48 hours.
24x7 Managed Detection & Response (MDR)	\$35.00	You have a lot of files in the cloud or your staff frequently works remotely.
Advanced Security Items (enhanced browser & endpoint security)	\$15.00	Your users work primarily online using SaaS applications or your operations are cloud-based.
Customized Security Awareness Training	\$100.00	Your staff uses email heavily and you want targeted training/phishing tests.
Free drive time	\$150.00	You anticipate more than 1 onsite visit per month

Note: Add-ons are billed per month and can be layered onto any plan. All add-ons are included with “ProComplete”

A person is writing in a notebook with a pen. In the background, a laptop is open on a desk. The scene is dimly lit, with a blueish tint. The text 'IT CONSULTING AND MANAGED SERVICES PROPOSAL' is overlaid in large, white, bold letters.

IT CONSULTING AND MANAGED SERVICES PROPOSAL

Kingsbury General Improvement District

Delivered on October 31, 2025 Submitted by Zion Finck



OVERVIEW

"Providing you with good service, communicating in plain prose, and never blaming the problem on "the other guy" is a much larger challenge in the tech field"

Dear KGID,

TechTastic is a veteran owned and veteran ran business and we would be honored to support your mission. Our goal is to earn your business and trust while providing you essential services, including standardization of technology and IT practices to streamline operations.

Our Core Values Include:

Engage in root cause problem solving

Be Humble

Establish wow through service

We work to live not live to work

Below I will be outlining a price structure that is largely based on number of employees and computers at each site with a reduced cost for managing shared workstations as those tend to only be used for limited items and line of business applications.

Our hope is that we can leverage our industry relationships and knowledge to keep costs down and be a valuable resource for you as a technology advisor. We are already partnered with roughly 50 other offices in the Reno/Tahoe region.

We are actively retooling both our services and our team to improve our service and protect against ever changing threats. We are gearing all of security tools toward what is rapidly becoming a requirement for businesses, specifically Cyber Liability Insurance. Most businesses today cannot operate without their data and we believe it is our responsibility to adhere to these new standards.

On the service side we have hired a dedicated dispatcher and service delivery coordinator and are currently onboarding some internal tools so that we can provide you with better insight into what we are doing on a monthly basis, including how we are bringing value to your business. This includes alignment to best practices, budgeting, reporting on service delivery, and more.

We have two major "Managed Services" plans, Foundation and ProComplete. Both include all mandatory security and backup tools. I'm steering you toward the "ProComplete" plan to eliminate travel costs and since you mostly work online.

We also offer an Essentials + Backup only plans to cover essential desktop, user, and identity security with labor and remediation performed on a time and materials basis.

Not included here that I think may be of great value if you ever need project assistance or strategy development is our vCIO services. Mark on our team has an MBA with a speciality in Information Systems and can help with some common business challenges that modernizing businesses face. Some examples include:

- Software comparison and analysis
 - Assessing business impact and cost to ensure you are only spending money on tools that drive true operational efficiencies or save cost
- Strategic Planning – technology roadmaps and budget management
- Project management
- Process and documentation development
- Risk assessment and business continuity planning

Please don't hesitate to reach out to Christian or I with questions, and as always, I appreciate your business.

Sincerely,
Zion Finck

TechTastic

ABOUT US

"IT is a service business,
not a technical one."

TechTastic's solutions don't come out of a box ready to plug and play. We pride ourselves on identifying your challenges quickly and designing strategies to address them, always keeping top of mind your business's need for minimal disruption.

We've been helping businesses for over 15 years, both here in this community and all over the Reno/Tahoe region. We know the landscape, we know your market, and we understand your industry. Collectively, we have decades of experience.

We pride ourselves in being a service-first company. Each of our staff is personable and caring. We try very hard to not just be the "computer guy or girl", but a true partner to make your business run smoothly and educate you on solutions and trends in your industry.

In the last two years, we've completed major projects for:

- South Meadows Dental Center and Orthodontics
- Heavenly Valley Townhomes
- Floss Dental Boutique
- Stryker Construction
- Duffy Engineering
- Greater Boston Chamber of Commerce
- Blue Road Consulting
- Adopt a Vet Dental



PROJECT SUMMARY

Kingsbury General Improvement District is a local GID seeking a new Managed Service Provider.

Additional concerns brought up by site administrator or identified by TechTastic:

- Response times
- Near-future replacement computers as well as modernization of some practices along with baseline security practices.

Deliverables

- **Support for 15 employees, 5 "office" users, and 2 "shared" computers (conference and field PC)**
- **Remote and onsite support for (up to 4 hours per incident)**
- **Monthly and Quarterly Security Awareness Training and Phishing Campaigns**
- **Standardization of security practices and access to our entire security stack**
- **8 x 5 support from TechTastic**
- **Up to 2 hours of support for Line of Business applications per incident**
- **Vendor support for all things technology - clients love this!**
- **Advanced Disaster Recovery and Business Continuity**



YOUR INVESTMENT

RECOMMENDED SERVICE

ProComplete: \$1150 per month

- Additional security for more mature businesses or sensitive industries
- Pre programmed disaster recovery plan for rapid operational restoration both onsite or in the cloud
- Expanded vCIO services for business and technology strategies and decisions
- Free travel time

ALTERNATIVE SERVICES:

Essentials and Backup: \$350 per month

remote monitoring and maintenance only

- All Essential security and backup tools for endpoints, users, cloud, and network
- Labor billed hourly, \$50 onsite fee billed for travel

Foundation plan: \$850 per month

- Remote and Onsite Support
- All Essential security and backup tools for endpoints, users, cloud, and network
- Labor included + \$50 onsite fee billed for travel



TIMELINE

PROJECT TASK	TIME FRAME
Contract signing. Payment and project start.	Week 1
Onboarding and back end setup of all security and backup services	Week 2-3
Rollout of any new services and staff training	Week 4-8

Accountabilities

TechTastic provides a project manager and technical team to carry out the activities described above within the agreed-upon time frame.

KINGSBURY GENERAL IMPROVEMENT DISTRICT

- Assigns a leader within the organization to work with TechTastic
- Provides access to senior management as needed
- Provides access to documents, statements, and computer systems as needed
- Works collaboratively in a series of weekly check-ins to move the project forward as needed

NEXT STEPS

Ready to Chat?

Phone: 775-339-1470

Email: support@techtastic.biz



SIGNATURE

Derek Dornbrook

**Derek Dornbrook, Kingsbury General
Improvement District**

*Continue reading below for a bit of information about our team and explanation of security services and definitions

MEET OUR TEAM

"People first,
tech second."



Zion Finck

OWNER

An 18 year IT veteran there isn't much he hasn't seen in the SMB space. Zion loves biking, skiing, rock climbing and all things technology.



Christian Jones

MANAGING DIRECTOR

Christian now lives in Seattle and continues to assist us while continuing his education. He enjoys board gaming and hiking.



Lucas Babson

SERVICE MANAGER

Lucas has been with TechTastic over ten years and can handle just about any problem around. He has an associates degree and is our go to for obscure problem solving.



Mark Michaud

CLIENT VCIO (VIRTUAL CIO)

Mark combines an MBA, a MSIS, and over 20 years of experience ensuring that technology investments deliver real business value. He's a self-professed history nerd and an avid skier.

MEET OUR TEAM



Jared Rowe

IT TECH II

A 10 year veteran with TechTastic and still eager to learn. Great at handling most day to day problems. Jared enjoys board gaming and fish.

Wren Heckart

DISPATCH AND SERVICE COORDINATOR

Our internal Zen master who has to keep her head when things are busy and things are on fire. Wren enjoys board gaming and being a mom. She is located in Carson City, NV.

Coming Soon

OFFICE GURU

Hiring in 2025 if you know someone we might like!



DEFINITIONS

Common Technical Definitions:

- **MFA/2FA/2SV:** Multi-factor authentication, two-factor authentication, two-step verification (Google)
- **vCIO:** Virtual Chief Information Officer – provides services such as Software assessments (CRM help is one of the most common), business impact analysis, strategic roadmaps and budgeting, compliance assistance, backup, disaster recovery and continuity planning
- **Cybersecurity\Cyberliability insurance:** increasingly common requirement in for any sort of general liability plans. Our advanced plan meets or exceeds most industry requirements
- **Passkeys:** Quickly replacing passwords. An encrypted key stored on a trusted device similar to an ATM card.

Essential Security Tools:

- **Remote Monitoring and Management:** Monitoring and updating all of the tools listed below
- **Security Awareness Training:** phishing to assesses employee awareness of phishing threats and provides training to improve security posture
- **Dark web monitoring:** Alerts us if any of your credentials are being sold on the dark web
- **Domain monitoring:** monitors your business domain for changes or expirations (you would be surprised how many peoples websites or emails have gone down from an expired credit card).
- **Backup:** onsite and offsite backup of all critical data
- **Cloud Backup or SaaS backup** of Microsoft 365 or Google Workspace and now QuickBooks Online: backs up google drive, one drive, sharepoint, user emails, cloud communications (such as chat histories), email retention, quickbooks rollback, etc

- **Anti-virus:** protects the endpoint from **known** threats
- **Endpoint Detection and Response (EDR),** analyzes **behavior** to detect **unknown** threats and communicates with other endpoints and your email server to pre-emptively stop malicious threats
- **Password Manager:** Simplifies password management and enhances security
- **Advanced Email Security:** Inbound/outbound email scanning and link checking. AI analysis of spam vs not... Encrypted email sending for compliant communications.
- **Cloud App Security or SaaS protection:** protect data and communications that happen in the cloud such as sharepoint, onedrive, google drive, teams, chats, etc.
- **DNS Filtering:** Checks inbound and outbound network and webpage traffic for safety. Allows for category filtering to block non-work-related content.
- **Patch management:** Delaying problem patches from Microsoft and Others while prioritizing security and vulnerability patches. Identifies missing patches on devices.
- **Software management:** Keep common programs such as adobe or google chrome up to date and alert if out of date. Automated installation or uninstallation of many common programs.
- **Ransomware detection:** Prevents ransomware from gaining a foothold in your network with continuous monitoring and intelligent threat detection

Advanced security tools:

- **Advanced backup:** backup of all critical data AND the ability to boot your critical servers and data in the cloud to continue operations in the event of a hardware/software failure, ransomware, fire, flood, theft, etc
- **Browser security:** locks down browsers to prevent installation of unknown extensions and tightens security around passwords and settings
- **Escalation security:** prevents any unknown or unapproved programs from running - sends a simple push notification to cell phone of client administrators and TechTastic to approve or deny on the fly
- **Endpoint Pro \ NOC Services:** 24x7 US or Canada based monitoring for after hours security alerts. Example: someone logs in to your Microsoft account from Croatia at 1AM. This is flagged and your account paused BEFORE additional infiltration occurs.

MEMO TO: Board of Trustees

FROM: Byran Moss, Utility Operations Superintendent

SUBJECT: Operations Report for the meeting of November 18, 2025

Working on daily operations.

Oversaw the completion of the Tramway Drive and Tina Court water line replacement project and have made a punch list to send to DOWL.

Oversaw and inspected the 8 inch water service line tie-in for 232 Tramway Drive Peak Development.

State reports.

Delivered annual samples. A. IOC (Inorganic Compound) Phase 2 and 5.
 B. VOC (Volatile Organic compounds) Phase 2 and 5.
 C. Secondary IOC.

3 Year Samples. A. SOC (synthetic organic compounds) Phase 2 and 5
 B. SOC Phase 2 and 5 Dioxin

Water Crew:

1. Repaired the leak on the water service at 66 Pyramid Court.
2. Replaced the 8 inch Heavenly Valley snow making flow meter.
3. Collected all of the district fire extinguishers for the annual service.
4. Started small equipment annual maintenance.
5. Started 4th Quarter system pressure checks.
6. Monthly meter reads were completed.
7. Water production for the month was 15,809,300 gallons.
8. Underground service alerts have slowed. A total of 570 have been completed since may 1st.

Road Crew:

1. Trimmed trees and brush along road ways.
2. installed and repaired snow delineation.
3. Assisted with the leak repair on 66 Pyramid Court.

Human Resources & Administrative Report, November 2025

Submitted by: Judy Brewer, Administrative and HR Supervisor

Human Resources & Personnel Support

- Processed new-hire paperwork and coordinated onboarding tasks.
- Updated employee records and assisted staff with HR-related questions.
- Prepared job postings and recruitment materials.
- Scheduled and conducted interviews.
- Completed required HR training and gathered personnel information for auditors.

Finance & Accounting

- Reviewed and approved invoices, payroll items, and bank deposits.
- Audited and reconciled accruals, adjustments, A/R and journal entries, and the October bank reconciliation.
- Processed billing adjustments, escrow payoff requests, and handled ACH return issues.

Administration & Board Support

- Prepared and updated board meeting minutes, agendas, and packet materials.
- Updated the KGID website and posted agendas to Notice.nv.gov.
- Updated 2026 holiday and board meeting schedules.
- Reviewed state/local government forms and updated election records.

Customer Service & Public Interaction

- Responded to customer inquiries, billing questions, and service requests.
- Resolved payment issues and communicated with property managers, vendors, and partner agencies.

Records Management & Technology

- Searched for, scanned, and archived district records, including bylaws.
- Managed retention files and coordinated document scanning.

- Reprogrammed Nextiva phones and assisted staff with email, scanning, and technical issues.
- Coordinated with IT regarding system needs and vendor support.

General Operational Support

- Processed purchase orders and managed supply needs.
- Assisted with office coverage and customer service during staff absences.
- Supported various administrative projects and ensured continuity of daily operations.