



**KINGSBURY GENERAL IMPROVEMENT DISTRICT BOARD OF TRUSTEES
MEETING NOTICE
AGENDA
TUESDAY, JUNE 17, 2025**

A meeting of the Kingsbury General Improvement District Board of Trustees shall be held Tuesday June 17, 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 are 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=86931859141>

Meeting ID: 775 588 3548 Passcode: 5883548

MISSION STATEMENT

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

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

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

AGENDA

5:00 P.M.

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

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

- 5. Approval of Agenda: For Possible Action:** Items on the agenda may be taken out of order; two or more agenda items may be combined for consideration; and items may be removed from the agenda or discussion relating thereto delayed at any time.
- 6. Approval of Minutes: For Possible Action:** Approval of the minutes for the Board of Trustees meeting April 22 and May 20, 2025.

NEW BUSINESS

- 7. For information and Possible Action:** Review and Approve the Nevada public agency insurance pool member 2025 proposal
- 8. For information and Possible Action:** Approval of the FY 2025/26 workers compensation insurance policy
- 9. For information and Possible Action:** Approval of list of Claims, May 2025
- 10. For information and Possible Action:** To consider that KGID should take a public position of neutrality with regard to projects
- 11. For information and Possible Action:** Memorandum of Understanding (MOU) between Tahoe Douglas fire and Kingsbury GID regarding snow removal from around fire hydrants
- 12. For information and Possible Action:** Nevada Infrastructure Financial System (NIFS) application to fund water project to meet July 3rd deadline
- 13. For information and Possible Action:** Interim GM Salary Adjustment
- 14. For information and Possible Action:** Personnel policy manual adjustment-Review and Approve draft 5.10 #1/#2 of HSA Policy
- 15. For information and Possible Action:** Approval of setting the health savings accounts (HSA) of employees based upon by the Public Employee's Benefits Program (PEBP) for fiscal year 2025/26
- 16. For information and Possible Action:** Approval of salary adjustment for exempt employees
- 17. For information and Possible Action:** Review and Approve job title changes for Utility Billing Coordinator
- 18. For information and Possible Action:** CDL pay in Union Contract
- 19. For information and Possible Action:** Review and Approve revised quote for Springbrook Software Expansion

ACTION WILL NOT BE TAKEN ON ANY REPORTS OR CORRESPONDENCE:

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

**MINUTES OF THE SPECIAL MEETING OF THE
KINGSBURY GENERAL IMPROVEMENT DISTRICT BOARD OF TRUSTEES
TUESDAY APRIL 22, 2025**

CALL TO ORDER - The meeting was called to order at Kingsbury General Improvement District office located at 160 Pine Ridge, Stateline, Nevada at 9 a.m. by Sandy Parks.

PLEDGE OF ALLEGIANCE -

ROLL CALL - In attendance were Trustees Trigg, Felton, Nelson, Johns and Parks. Also present was Derek Dornbrook

PUBLIC COMMENT -
No public comment.

FOR POSSIBLE ACTION:

No discussion was undertaken to approve the Employment Agreement for Derek Dornbrook for the position of General Manager. A motion was made to move to immediate vote to approve the Employment Agreement and passed unanimously.

ADJOURNMENT –

M-04-22-2025- Motion by Johns, seconded by Parks, and unanimously passed to adjourn the meeting at 9:15.

Respectfully submitted,

Sandy Parks, Chair

Attest:

Cindy Trigg, Secretary

Respectfully submitted,

Sandy Parks, Chair

Attest:

Cindy Trigg, Secretary

**MINUTES OF THE REGULAR MEETING OF THE
KINGSBURY GENERAL IMPROVEMENT DISTRICT BOARD OF TRUSTEES TUESDAY
May 20, 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 5:06 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL – In person attendance were Trustees Trigg, Parks, Johns, Nelson and Felton. Also present were General Manager Derek Dornbrook, Utility Operations Superintendent Joe Esenarro, Administration and Human Resource Supervisor Judy Brewer, General Counsel Chuck Zumpft, Utility Billing Coordinator Carrie Bauwens and Accountant II Brandy Johns.

PUBLIC COMMENT

Trustee Felton asked about an email the board received from a member of the public commenting on our endorsement of the Barton Health Plan at the TRPA meeting that was held on May 14, 2025. The board discussed a misunderstanding about their stance on the Barton Health Plan, with Kingsbury GID clarifying that they only welcomed the project without endorsing it. It was agreed to contact the project opponents to clarify Kingsbury GID's position and requested minutes from the recent TRPA meeting to confirm what was said.

APPROVAL OF AGENDA – There was no public comment

M-05/20/2025-1 – Motion by Trigg, seconded by Felton, and unanimously passed to approve the agenda.

APPROVAL OF MINUTES – There was no public comment

M-05/20/2025-2 – Felton noted the bottom of page 1 under the list of claims reads "permit" and should read "warrant". Motion by Felton, seconded by Trigg, unanimously passed to approve the meeting minutes dated April 15, 2025, with the correction.

NEW BUSINESS FOR POSSIBLE ACTION:

LIST OF CLAIMS – There was no public comment

Parks questioned check 65190 to Hydro Specialties for \$26,892.50 and was informed it was for (125) Meter end points and registers.

Parks also asked for an update on Manchester's payments, with clarification that retention payments are withheld at the end of the fiscal year while snow removal services are paid as incurred for a total of \$85,000 in combined retention and snow removal services for Manchester.

Felton questioned Minden Lawyers legal fees being over budget by 36k, Counsel explained that most of the additional cost was from the previous GM departure.

M-05/20/2025-3 – Motion by Felton, seconded by Nelson, and unanimously passed to approve the list of claims.

FINANCIAL STATEMENTS – There was no public comment
(JAN., FEB., MARCH 2025)

Financials were provided for review.

PRESENTATION AND OVERVIEW OF SPRINGBROOK SOFTWARE EXPANSION – There was no public comment

Carrie Bauwens presented transitioning to Springbrook software to consolidate three separate programs, highlighting its comprehensive features, excellent customer service, and integration capabilities. The proposed solution is to increase Springbrook's functionality by including accounting functions, Express Bill Pay portal, and on-site training, with an estimated annual cost of \$33,124, which is \$6,000 more than the current budget but offer significant efficiency gains by eliminating manual processes and providing 24/7 support. The group agreed to encourage customers to use the new online portal for bill pay and discussed potential incentives to reduce paper billing, though they decided not to pass on credit card processing fees to customers to maintain their discounted

rate.

The board discussed a proposal from Springbrook, focusing on professional services terms and conditions. Kingsbury raised concerns about a clause allowing charges up to \$15,000 without approval, which the Springbrook representative clarified was not their usual practice. Brad agreed to revise the terms to require approval for any additional charges.

No decisions were made during this discussion, information only

HSA (HEALTH SAVINGS ACCOUNT) REVIEW HSA POLICY DRAFT 5.10 – There was no public comment

The board reviewed the draft of HSA policy, identifying several issues including unclear language about eligibility and contribution limits. The board decided to table the HSA policy discussion to the next board meeting after making necessary revisions and legal review.

No action was taken and has been scheduled to table for the June 17, 2025, meeting.

JOB TITLE CHANGE FOR THE UTILITY BILLING COORDINATOR – There was no public comment

A new job description was proposed for the Utility Billing Coordinator, who currently handles both utility billing and asset management systems along with other tasks. Nelson expressed concerns about combining these roles in one job description, arguing it could lead to overloading her with too much work and that possibly operations should take on the asset management system.

The board agreed that Utility Billing Coordinator's performance had been exceptional, and that they deserved recognition and compensation. The board agreed to revise the job description to be less specific about educational requirements and system names, while maintaining the operational focus. The discussion also covered the Utility Billing Coordinators' request for a \$2 increase, which was tied to the job description change as per the union's requirements, with the possibility of making the changes retroactive.

No action was taken and has been scheduled to table for the June 17, 2025, meeting.

PUBLIC HEARING ON FISCAL YEAR 25/26 FINAL BUDGET - There was no public comment

The board reviewed the proposed 2025-2026 budget, which showed improved financial positions compared to previous projections, though concerns were raised about declining reserve funds and the need for rate increases. It was noted that KGID hasn't had a rate increase for water since 2017. It was decided that a third-party rate study be conducted.

The board approved a motion to open a public hearing on the budget, though no public comments were made.

M-05/20/2025-4 – Motion by Felton, seconded by Trigg, and unanimously passed to approve opening the public hearing.

M-05/20/2025-5 – Motion by Felton, seconded by Parks, and unanimously passed to approve closing the public hearing.

M-05/20/2025-6 – Motion by Felton seconded by Trigg and unanimously passed to adopt the 25/26 Budget as proposed.

BOARD REPORTS – Nothing to report

MANAGEMENT REPORTS

General Manager's Reports

Derek Dornbrook, the new general manager, discussed his 30-60-90-day plan and requested a discussion about Joe's interim role and salary at the next board meeting on June 17, 2025. The board also addressed the need for a third-party rate study and discussed the management of \$2 million in investments, with a decision pending on whether to reinvest a mature CD.

Utility Operations Superintendent Report

Joe reported on various operational matters including RAM studies and potential storage facility projects, and challenges in hiring seasonal workers due to marijuana testing policies.

Administrative and Human Resources Report

Judy reported on the open positions within the district and how they have several applications for water positions that are to be reviewed by Derek and Joe. Exploring the possibility of changing property management companies was brought forward by the board, including the 298 building rental contracts and financial performance was discussed. It was agreed for management to provide a report on the building's value and rental income to determine if it's worth keeping.

Engineer's Report

There were no comments

Attorney's Report

Briefly touched on the need to use KGID email accounts for all business communications to avoid potential legal issues in the future.

CORRESPONDENCE

A letter was submitted by the owner of a delinquent account located at 165 Irwin Drive. Management is to reach out to the customer to explore a possible payment plan or settlement.

FINAL PUBLIC COMMENT

ADJOURNMENT

M-4/15/25-5 – Motion by Johns, seconded by Nelson, and unanimously passed to adjourn the meeting at 8:32 p.m.

Respectfully submitted,

Sandy Parks, Chair

Attest:

Cindy Trigg, Secretary

MEMO TO: Derrek Dornbrook, General Manager

FROM: Judy Brewer, Administrative & Human Resource Supervisor

SUBJECT: Management Report for June 2025

Human Resources

- Set up (3) Water Operator interviews for next week
- Hired a Seasonal employee for street maintenance
- Working on renewing my Notary
- Organized and cleaned up personnel files
- Aflac spent the day speaking with employees during open enrollment
- (2) employees attended "So you want to be a supervisor" through Pool Pact

Rental Property (298 Kingsbury)

- Full occupancy
- Research lease contracts, to see which units we may need to raise rates
- Spring cleaning around the outside of the building
- Scheduled to have the carpets cleaned in the common areas
- Vent in a unit needed to be reattached to the ceiling

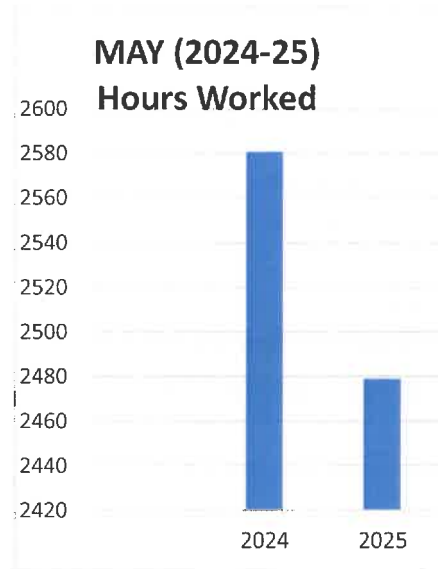
General Information

- Document imaging project continuing to move forward
- Temporarily revising AI generated board meeting minutes and drafting the agenda
- Would like to see all the Board of Trustee emails working – Disbursed instructions
- Receiving a record number of Escrow reads to be completed
- The 2024 KGID annual drinking water quality report has been noticed on our website and is available in our office

SERVICE REQUEST (MAY 24 vs MAY 25)

| May 2024 | | | May 2025 | | |
|----------------------|---------------|----------------|----------------------|---------------|-----------------|
| <u>REQUEST CODE:</u> | <u>COUNT:</u> | <u>AMOUNT:</u> | <u>REQUEST CODE:</u> | <u>COUNT:</u> | <u>AMOUNT:</u> |
| OFF/ON | 1 | 100.00 | OFF/ON | 1 | 100.00 |
| INSPECTION | 20 | 0.00 | INSPECTION | 10 | 0.00 |
| CHANGE | 0 | 0.00 | CHANGE | 169 | 0.00 |
| NEW | 2 | 0.00 | NEW | 0 | 0.00 |
| OFF | 4 | 0.00 | OFF | 11 | 350.00 |
| ON | 1 | 0.00 | ON | 11 | 400.00 |
| ONCALL | 0 | 0.00 | ONCALL | 1 | 50.00 |
| REREAD | 0 | 0.00 | REREAD | 1 | 0.00 |
| PROFILE | 0 | 0.00 | PROFILE | 0 | 0.00 |
| TAMPER | 0 | 0.00 | TAMPER | 1 | 250.00 |
| ESCROW | 0 | 0.00 | ESCROW | 2 | 100.00 |
| LEAK | 1 | 50.00 | LEAK | 2 | 0.00 |
| TOTAL | 30 | 150.00 | TOTAL | 209 | 1,250.00 |

HOURS WORKED COMPARISON (May 2024-2025)



LIENS (MAY 2025)

111 Tramway Dr. A-10 \$ 3,253.51

County Tax roll collection:

759 Boulder Court, #Q \$111,420.91

495 Tramway Drive, #12 \$111,361.86

Service Turned Off:

165 Irwin A&B \$57,959.64 Turned off in 2016

302 Griffin Court \$15,713.79 Turned off in 2021

**KINGSBURY GENERAL IMPROVEMENT DISTRICT
AGENDA ITEM #07**

**TITLE: REVIEW AND APPROVE THE NEVADA PUBLIC AGENCY INSURANCE
POOL MEMBER 2025 PROPOSAL**

For Discussion and Possible Action. Receive presentation, discuss and consider possible action to approve coverage and payment for the Nevada Public Agency Insurance POOL Member Proposal for 2025/26

MEETING DATE: 17 June 2025

PREPARED BY: Derek Dornbrook, General Manager

RECOMMENDED ACTION: Review and accept the Nevada Public Agency Insurance POOL 2025/26 Proposal of \$125,376.10 and authorize General Manager to execute appropriate documents.

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

POOL provides the district's traditional coverage areas of property and liability in addition to the emerging Environmental and Cyber Risk coverage. Effective risk management and risk transfer is a paramount consideration given functions of the district, the level of exposure, and the perceived deep pockets for public agencies.

For Fiscal Year 25/26 the rate is \$125,376.10 (prior year \$121,924.24).

INCLUDED:

- Nevada Public Agency Insurance Pool Member 2025 Proposal (Kingsbury General Improvement District)
- Invoice for POOL coverage

Fund impacted by above action:

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



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The Power of the POOL

NEVADA PUBLIC AGENCY INSURANCE POOL MEMBER COVERAGE SUMMARY

Prepared For:
Kingsbury General Improvement District

Presented By:
Warren Reed Insurance

**THANK YOU FOR
YOUR
MEMBERSHIP!**

This summary is intended for reference only. For specific terms, conditions, limitations and exclusions, please refer to the POOL Coverage Form and Cyber Risk Coverage Form edition July 1, 2025.



Dear POOL Member:

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

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

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

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

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

Sincerely,

Wayne Carlson
Executive Director
Nevada Public Agency Insurance Pool



NEVADA PUBLIC AGENCY INSURANCE POOL COVERAGE SUMMARY

| RENEWAL PROPOSAL | COVERAGE PERIOD | NAMED ASSURED | MAINTENANCE DEDUCTIBLE |
|------------------|---|---|------------------------|
| | 07/01/2025 – 07/01/2026 Standard Time | Kingsbury General Improvement District | \$5,000 |

Property Coverage

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

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

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



NEVADA PUBLIC AGENCY INSURANCE POOL COVERAGE SUMMARY

Liability Coverage

The Limits of Liability are as *follows*:

| Coverage | Limit per Named Assured | Annual Aggregate Limit per Named Assured |
|--|--|--|
| Per Event | \$10,000,000 | \$10,000,000 |
| <i>All Sublimits are a part of and not in addition to the Limits of Liability.</i> | | |
| <i>Liability Sublimits:</i> | | |
| • Additional Assured (Lessors) (Section I, item 2) | \$2,000,000 | |
| • Weed Spray Property Damage (Section IV, item 3 (B) (2) (ix)) | \$250,000 | \$250,000 |
| • Emergency Response to Pollution (Section IV, item 3 (B) (2) (v)) | \$1,000,000 | \$1,000,000 |
| • Criminal Defense Fees and Costs (Section VI, part C, item 4) | \$50,000 | \$50,000 |
| • Defense for Regulatory Agency Actions (Section VI, part C, item 16) | \$50,000 | |
| Sexual Abuse Sublimit (Section VI, part C, item 21) | \$2,500,000 | \$2,500,000 |
| Retroactive Date | <i>May 1, 1987 except as shown in Attachment C</i> | |



NEVADA PUBLIC AGENCY INSURANCE POOL COVERAGE SUMMARY

Cyber Risk Coverage Form

| FORM NUMBER | COVERAGE PERIOD | NAMED ASSURED | MAINTENANCE DEDUCTIBLE |
|-------------|--|------------------|------------------------|
| CRCF 202526 | 07/01/2025 – 07/01/2026 12:01 A.M., Standard Time | Per Attachment A | 10%, up to \$25,000 |

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



NEVADA PUBLIC AGENCY INSURANCE POOL COVERAGE SUMMARY

Environmental Liability Coverage

The Limits of Liability are as follows:

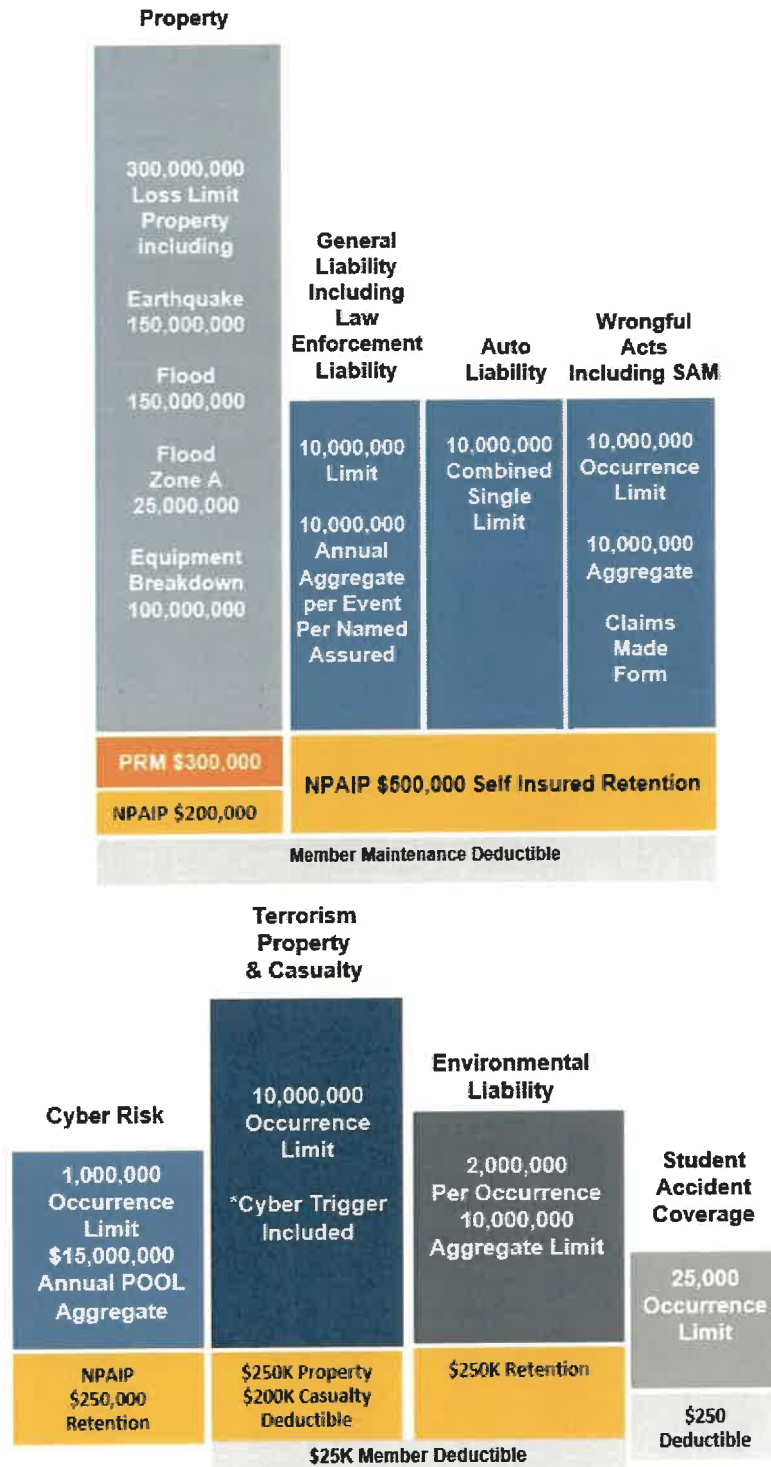
| | |
|------------|--|
| Coverage A | Third Party Claims for Bodily Injury, Property Damage or Remediation Expense |
| Coverage B | First Party Remediation Expense |
| Coverage C | Emergency Response Expense |
| Coverage D | Business Interruption |

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

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



NPAIP 2025 - 2026 Program Structure



This summary is intended for reference only. For specific terms, conditions, limitations and exclusions, please refer to the POOL Coverage Form and Cyber Risk Coverage Form edition July 1, 2025.



NEVADA PUBLIC AGENCY INSURANCE POOL COVERAGE SUMMARY

Member Contribution:

| | |
|--|---------------------|
| Total Cost: | \$117,176.77 |
| Agent Compensation: | \$8,199.33 |
| Total Program Cost Including All POOL Services: | \$125,376.10 |



NEVADA PUBLIC AGENCY INSURANCE POOL COVERAGE SUMMARY

The current Property market conditions have softened a little over last year and the economic inflation is not as hard felt. With the market conditions listed below, contributions are mainly reflecting changes in exposures, such as Total Insured Values, Number of Employees, Amount of Payroll, Number of Law Enforcement, Number of Students, Firefighters, EMT's, and the Number of Vehicles (below is a breakdown of your application exposures year-over-year).

For All Members Property, NPAIP obtained a favorable rate decrease compared to expiring, due to our long-term relationship in the London Market.

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

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

Coverage:

| | |
|-------------------------|---------|
| Maintenance Deductible: | \$5,000 |
|-------------------------|---------|

| | 2024 | 2025 | Percent (%) Change |
|-------------------------|--------------|--------------|--------------------|
| Program Cost Comparison | \$121,924.24 | \$125,376.10 | 2.83% |

Key Exposures:

| | 2024 | 2025 | Percent (%) Change |
|----------------------|--------------|--------------|--------------------|
| Payroll | \$905,044 | \$1,089,331 | 20.36% |
| Total Insured Values | \$38,581,679 | \$39,241,849 | 1.71% |
| Auto Count | 13 | 15 | 15.38% |
| Law Enforcement | 0 | 0 | 0.00% |
| Employees | 12 | 15 | 25.00% |
| EMT's | 0 | 0 | 0.00% |
| Student ADA | 0 | 0 | 0.00% |
| Teachers | 0 | 0 | 0.00% |



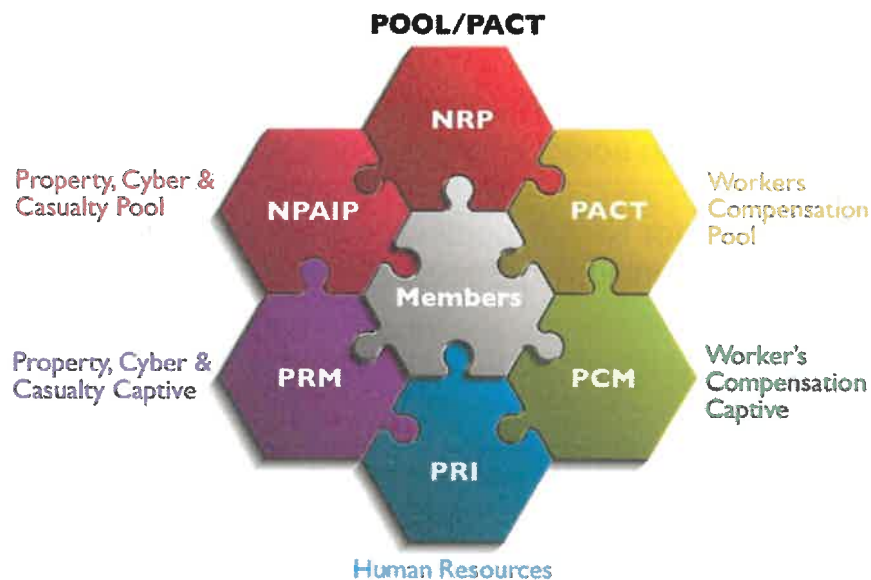
POOL/PACT – HERE FOR YOU

Members Helping Members

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

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

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



POOL Executive Committee

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

PACT Executive Committee

Paul Sikora - Chair (Boulder City)
Russell Klein – Vice Chair (Lander CSD)
Amana Osborne - Trustee (Elko County)
Josh Foli – Fiscal Officer (Lyon County)
Robyn Dunckhorst - Trustee (Humboldt GH)
Alicia Heiser - Trustee (City of Winnemucca)
Joe Westerlund – Trustee (Town of Tonopah)



RISK MANAGEMENT BENEFITS AND SERVICES

POOL/PACT ENTERPRISE RISK MANAGEMENT COMMITTEE

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

ENTERPRISE RISK MANAGEMENT EXCELLENCE PROGRAM

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

RISK MANAGEMENT GRANT PROGRAM

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

ONLINE SAFETY TRAINING

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

LAW ENFORCEMENT AND FIRE PROTECTION

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

SWIMMING POOL SAFETY POLICIES, INSPECTIONS, AND TRAINING

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

CYBERSECURITY TRAINING AND POLICIES

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

SCHOOL DISTRICT EMERGENCY OPERATIONS PLANS, TRAINING, AND POLICIES

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

SITE SAFETY INSPECTIONS, TRAININGS, AND AUDITS

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

For More Information, Contact:

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



PROGRAMS AND SERVICES AVAILABLE TO POOL/PACT MEMBERS



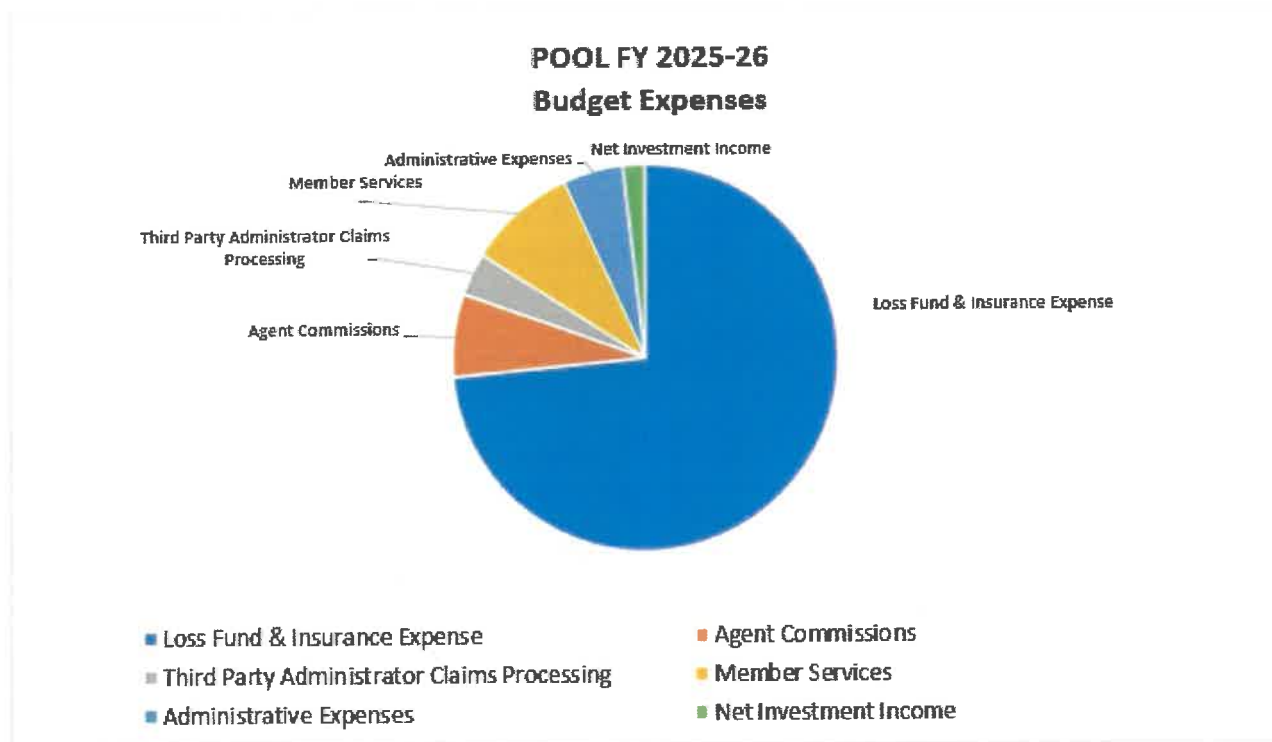
POOL/PACT HUMAN RESOURCES MEMBER SERVICES

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

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



POOL 2025-2026 APPROVED BUDGET AND EXPENSES



| POOL Budget FY 25-26 | Approved Budget | % Allocation |
|---|----------------------|---------------|
| Loss Fund & Insurance Expense | \$ 22,379,752 | 77.0% |
| Agent Commissions | \$ 1,974,871 | 6.8% |
| Third Party Administrator Claims Processing | \$ 865,822 | 3.0% |
| Member Services | \$ 2,151,757 | 7.4% |
| Administrative Expenses | \$ 1,487,327 | 5.1% |
| Building Cost | \$ 196,263 | 0.7% |
| Total Budget | \$ 29,055,791 | 100.0% |



POOL/PACT CONTACTS

Nevada Risk Pooling (NRP) (775) 885-7475

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

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

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

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

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

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

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

Beck Freeman, Admin Assistant, ext 125
beckfreeman@poolpact.com

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

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

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

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

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

Andrea Laughlin, HR Analyst, ext 113
andrealaughlin@poolpact.com

Davies Claims Solutions

Donna Squires, Claims Manager
(775) 329-1181

Donna.squires@us.davies-group.com

Margaret Malzahn, WC Claims Supervisor
(775) 329-1181

Margaret.malzahn@us.davies-group.com



NPAIP MEMBERSHIP

Counties:

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

Cities:

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

Towns:

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

School Districts:

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

Fire Districts:

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

Others:

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

Special Districts:

Alamo Water & Sewer District
Amargosa Library District
Baker Water and Sewer
Battle Mountain Hospital
Beatty Library District
Beatty Water & Sanitation District
Canyon General Improvement District
Carson-Truckee Water Conservancy District
Carson Water Subconservancy District
Cave Rock Estates GID
Churchill County Mosquito, Vector and Weed Control District
Churchill Area Regional Transportation

Special Districts (continue):

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

**THANK YOU
FOR YOUR
MEMBERSHIP!**



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

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

Invoice # 2712

Page 1 of 1

Account Number

Date

KINGGID-01

5/6/2025

Balance Due On

7/1/2025

Amount Paid

Amount Due

\$125,376.10

PLEASE TEAR OFF TOP PORTION AND RETURN WITH YOUR REMITTANCE!

Commercial Package

Policy Number: NPAIP202526

Effective: 7/1/2025 to 7/1/2026

| Item # | Trans Eff Date | Due DateTrans | Description | Amount |
|--------|----------------|---------------|------------------------------|--------------|
| 93355 | 7/1/2025 | 7/1/2025 RENB | 25/26 Renewal of POOL policy | \$125,376.10 |

Total Invoice Balance:

\$125,376.10

Payment due upon receipt of invoice. Please make payable to Warren Reed Insurance.

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

TITLE: APROVAL OF THE FY 2025/26 WORKERS COMPENSATION INSURANCE POLICY

For Discussion and Possible Action. Acceptance of renewal proposal from EMPLOYERS Preferred Insurance Company

MEETING DATE: 17 June 2025

PREPARED BY: Derek Dornbrook, General Manager

RECOMMENDED ACTION: Accept renewal proposal from EMPLOYERS Preferred Insurance Company and authorize General Manager to execute appropriate documents.

BACKGROUND INFORMATION:

The district has used Warren Reed Insurance as a broker for the district's workers compensation and employers' liability insurance policy for several years. The current proposal reflects updates to current standards. The current proposal is for \$11,180.00 annually (previous premium was \$8,473.00).

Insurance trends have tended to rise in recent years, and consistency and proactive work with our business partners does yield savings. Some agencies in Northern Nevada are using internal resources to shop for less costly plans or to avoid broker fees. Currently, this is not within the capacity of the district and the broker continues to provide good service and useful assistance in holding down costs. It should be noted that each year upon conclusion of the audit, the district experiences an adjustment to these costs which generally results in a small reduction of costs.

INCLUDED:

(A) FY2025/26 Proposal for Workers' Compensation and Employers Liability Insurance from EMPLOYERS Preferred Insurance Company

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 |

Judy Brewer

From: Jim Norton <Jim@warrenreed.com>
Sent: Monday, April 21, 2025 11:10 AM
To: Judy Brewer
Cc: Carolyn Mitchell
Subject: Pool Renewal

Judy:

Good news this year. The average rate increase is only 2.4%, plus exposure increases.

The renewal docs will be along shortly, but should you have any questions, please let us know.

Jim



EIG Services, Inc.
In California, dba
EIG Insurance Services

Quotation for Workers' Compensation and Employers Liability Insurance

Date: 05/27/2025
Quote Number: NWC0061915-35
Proposed Effective Date: 07/01/2025
Proposed Expiration Date: 07/01/2026
Applicant/First Named Insured: KINGSBURY GENERAL IMPROVEMENT

Insurance Company: Employers Assurance Company
Underwriting Contact: Christine Sharp
Underwriter Phone: +1 702 6717068
Underwriter Email: csharp@employers.com

Agency Number: 1433000
Agent Name: Warren W Reed Insurance Inc
Agent Email: Carolyn@warrenreed.com

We are pleased to offer the following quotation for your workers' compensation insurance. This quotation describes the coverage, terms and conditions offered by the Company. Please review them carefully as they may differ from the specifications requested in the submission or from the expiring program. Any policy coverages, limits of insurance, policy endorsements, coverage specifications, or other terms and conditions that you have requested that are not included in this quotation/quote have not been agreed to by the insurer.

The estimated annual premium is \$11,180.00. This quotation is valid until the Proposed Effective Date noted above. Coverage must be bound prior to the Proposed Effective Date. You may accept this quotation and request policy issuance by selecting **Request to Bind** in the quoting system and making a timely payment. The requested payment plan is based on estimated annual premium (EAP) and is subject to change after policy issuance and final audit. We will send the First Named Insured an invoice when the policy is issued. Please do not make payment from this quotation.

This quotation has been prepared based on the information submitted by you and/or your agency. If, prior to binding, the information we received and relied on to generate this quotation changes, we may rescind the existing quotation or offer a new quotation. A new quotation may contain changes in rates, premium, and/or conditions. This quotation, and any subsequently issued policy and estimated premium, may also be subject to change based on changes in rates, assessments, bureau promulgated experience modifiers or any other item issued by controlling jurisdictions.

This quotation applies solely to the above-referenced First Named Insured and any legally combinable, additionally scheduled Named Insureds listed herein. This quotation is based on submitted information including legal name(s), legal entity type(s), federal tax identification number(s) (FEIN), ownership structure, and the legal combinability of any additionally scheduled Named Insureds. Legal combinability requires the First Named Insured to have majority interest in or common ownership of all additionally scheduled Named Insureds.

We are relying upon the accuracy of the information provided. Any irregularity, inaccuracy, or misrepresentation of information may result in modification, cancellation or rescission of a policy issued based upon such information.

This quotation is for illustrative purposes only and thus the policy terms and conditions will supersede this quotation. Additionally, the premium calculation details are estimates. The final premium will be determined after the policy ends using the actual, not estimated, payroll/remuneration to calculate the premium basis using the proper classifications and rates that lawfully apply to the business and exposures covered by the policy.

America's small business insurance specialist®

tel 888-682-6671 | PO Box 539003 | Henderson, NV 89053-9003 | www.employers.com

EIG Services, Inc., an affiliated agency and adjuster
Employers Preferred Insurance Company | Employers Assurance Company
Employers Compensation Insurance Company

EIG
LISTED
NYSE

This quotation does not amend or otherwise affect the provisions of coverage of any resulting insurance policy issued by Employers Assurance Company. It is not a representation that coverage does or does not exist for any particular claim or loss under any policy issued. Coverage depends on the applicable provisions of the actual policy issued, the facts and circumstances involved in the claim or loss and any applicable law.

Employers Assurance Company, rated A (excellent) by A.M. Best Company provides insurance protection, loss control and claims management services for our policyholders.



Workers' Compensation / Employers Liability

| Coverage Type | Statutory Limits |
|---|------------------|
| Employers Liability Limit — Each Claim | \$1,000,000.00 |
| Employers Liability Limit — Each Employee | \$1,000,000.00 |
| Employers Liability Limit — Policy | \$1,000,000.00 |

Policy Declarations

| | |
|--|---|
| Item 1. | First Named Insured: KINGSBURY GENERAL IMPROVEMENT |
| Item 3.A. Workers' Compensation Insurance: Part One of the policy applies to the workers' compensation law(s) in: | States of: NV |
| Item 3.C. Other States Insurance: Part Three of the policy applies to: | All states except ND, OH, WA, WY, self-insured states, those states insured under other policies and states listed in item 3.A. |

Estimated Annual Premium Schedule

| State | Class Code | Loc | Class Description | Payroll | Rate | Net Rate | Estimated Annual Premium |
|-------|------------|-----|------------------------------------|--------------|-------|----------|--------------------------|
| NV | 8810 | 1 | CLERICAL OFFICE EMPLOYEES NOC | \$519,178.00 | 0.21 | 0.002451 | \$1,090.00 |
| NV | 7520 | 1 | WATERWORKS OPERATION & DRIVERS. | \$399,859.00 | 2.84 | 0.024379 | \$11,356.00 |
| NV | | | SubTotal | | | | \$12,446.00 |
| NV | 9812 | | INCREASED COVERAGE II | \$12,446.00 | 0.011 | | \$137.00 |
| NV | 9898 | | EXPERIENCE MODIFICATION | \$12,583.00 | 0.9 | | -\$1,258.00 |
| NV | 9887 | | SCHEDULE CREDIT | \$11,325.00 | 0.08 | | -\$906.00 |
| NV | 0063 | | PREMIUM DISCOUNT | \$10,419.00 | 0.004 | | -\$42.00 |
| NV | 0900 | | EXPENSE CONSTANT | | | | \$160.00 |
| NV | 9740 | | TERRORISM PREMIUM | \$919,037.00 | 0.06 | | \$551.00 |
| NV | 9741 | | CATASTROPHE PREMIUM | \$919,037.00 | 0.01 | | \$92.00 |
| NV | | | SubTotal | | | | -\$1,266.00 |
| NV | | | Total For State | | | 0.026830 | \$11,180.00 |
| NV | | | Total For Policy | | | 0.026830 | \$11,180.00 |
| NV | | | Minimum Premium | | | | \$750.00 |

Coverage for acts of terrorism is included in your policy. You are hereby notified that the Terrorism Risk Insurance Act, as amended in 2019, defines an act of terrorism in Section 102(1) of the Act: The term "act of terrorism" means any act or acts that are certified by the Secretary of the Treasury in consultation with the Secretary of Homeland Security, and the Attorney General of the United States to be an act of terrorism; to be a violent act or an act that is dangerous to human life, property, or infrastructure; to have resulted in damage within the United States, or outside the United States in the case of certain air carriers or vessels or the premises of a United States mission; and to have been committed by an individual or individuals as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States Government by coercion. Under your coverage, any losses resulting from certified acts of terrorism may be partially reimbursed by the United States Government under a formula established by the Terrorism Risk Insurance Act, as amended. However, your policy may contain other exclusions which might affect your coverage, such as an exclusion for nuclear events. Under the formula, the United States Government generally reimburses 80% beginning on January 1, 2020 of covered terrorism losses exceeding the statutorily established deductible paid by the insurance company providing the coverage. The Terrorism Risk Insurance Act, as amended, contains a \$100 billion cap that limits U.S. Government reimbursement as well as insurers' liability for losses resulting from certified acts of terrorism when the amount of such losses exceeds \$100 billion in any one calendar year. If the aggregate insured losses for all insurers exceed \$100 billion, your coverage may be reduced.

The portion of your annual premium that is attributable to coverage for acts of terrorism is: \$551.00, and does not include any charges for the portion of losses covered by the United States government under the Act.

Earthquake, Catastrophic Industrial Accidents and Noncertified Acts of Terrorism

Coverage for earthquake, catastrophic industrial accidents and noncertified acts of terrorism is included in your quote. This coverage applies to any single event resulting from an earthquake, catastrophic industrial accident, or noncertified act of terrorism which results in aggregate workers' compensation losses in excess of \$50 million. The portion of your quoted premium that is attributable to this coverage is: \$92.00

This quote includes coverage for the following additional scheduled Named Insureds:
Named Insured: N/A

EMPLOYERS will accommodate requests for exclusion (rejection of coverage) of employees to the extent permitted by the applicable workers' compensation laws of the states shown in Item 3.A of the policy information page. It is the responsibility of the insured to comply with all state laws and to complete and submit all required forms to the agency of record for maintenance in the Agency file.

Mandatory state forms can be found at:



NV: http://dir.nv.gov/WCS/Workers__Compensation_Forms_and_Worksheets/

Any policy issued will include all state mandated endorsements.

This quote includes the following optional endorsements:
N/A

Conditions of binding:
N/A

EMPLOYERS[®]



Commission %
10.0

Note: Agency is responsible for notifying the Applicant Legal Name/First Named Insured of its commission and other compensation we pay, if any, as may be required by law.



Before You Bind Checklist

Please have the below required information ready when requesting to bind coverage online:

- ☐ Collect the Mailing Address for the First Named Insured, and the physical address(es) of all locations entered into the policy.
- ☐ Know the names and titles of Owners/Officers that will be included or excluded from the policy as an optional endorsement.
- ☐ Confirm desired payment plan.

| Plan Selection | Down Payment | Installments |
|--|--------------|--------------------------------------|
| 100% Deposit Payment | \$11,180.00 | |
| 30% Deposit Payment & 3 Quarterly Payments | \$3,354.00 | + 3 installments* of \$2,608.66 |
| 20% Deposit Payment & 9 Monthly Payments | \$2,236.00 | + 9 installments* of \$993.77 |
| 10% Deposit Payment & 9 Monthly Payments | \$1,118.00 | + 9 installments* of \$1,118.00 |
| Zero Deposit Payment - Precise Pay | | Pay as you go, every payroll period. |

**Each installment will be charged a \$5.00 fee. Avoid installment fees by enrolling in Automatic Payments. Visit www.employers.com/auto-payments to get started.*

NOTE: Assessments and Surcharges are collected at enrollment.

- ☐ Know the number of employees per shift, if the Insured utilizes a shift schedule.



America's small business insurance specialist®

Policyholder: KINGSBURY GENERAL

Agency: WARREN W REED INSURANCE INC

Policy: 07/01/2024 - 07/01/2025

NYC006191524

Injured Employee Claim Number

Total claims from this policy period: 0

Policy: 07/01/2023 - 07/01/2024

NYC006191523

Injured Employee Claim Number

Total claims from this policy period: 0

Policy: 07/01/2022 - 07/01/2023

NYC006191522

Injured Employee Claim Number

Total claims from this policy period: 0

Policy: 07/01/2021 - 07/01/2022

NYC006191521

Injured Employee Claim Number

JOHNS, BRANDY R 2021010599

Total claims from this policy period: 1

Policy: 07/01/2020 - 07/01/2021

NYC006191520

Injured Employee Claim Number

Total claims from this policy period: 0

Claims History Report (Loss Run)

*Amount does not reflect deductible

| Median Days to Report Claim: 0 | | | | | | | | | | Losers Incurred Since: 4/1/18 | | | | | | | | | |
|---|------------------|--------------|------------|--------------------|--------|---------------|-----------|-------------|-------|-------------------------------|-----------------|----------------|-------------------|----------|------------|-----------------|-------------|--------------------------------------|--|
| Policy | Injured Employee | Claim Number | Fatalities | Injury Date & Time | Status | Injury Source | Body Part | Injury Type | Class | Medical Paid | Medical Reserve | Indemnity Paid | Indemnity Reserve | Recovery | Deductible | Total Incurred* | Net Expense | Employee Preferred Insurance Company | |
| NYC006191524 | | | | | | | | | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | | |
| Total claims from this policy period: 0 | | | | | | | | | | | | | | | | | | | |
| Median Days to Report Claim: 0 | | | | | | | | | | | | | | | | | | | |
| Policy | Injured Employee | Claim Number | Fatalities | Injury Date & Time | Status | Injury Source | Body Part | Injury Type | Class | Medical Paid | Medical Reserve | Indemnity Paid | Indemnity Reserve | Recovery | Deductible | Total Incurred* | Net Expense | Employee Preferred Insurance Company | |
| NYC006191523 | | | | | | | | | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | | |
| Total claims from this policy period: 0 | | | | | | | | | | | | | | | | | | | |
| Median Days to Report Claim: 0 | | | | | | | | | | | | | | | | | | | |
| Policy | Injured Employee | Claim Number | Fatalities | Injury Date & Time | Status | Injury Source | Body Part | Injury Type | Class | Medical Paid | Medical Reserve | Indemnity Paid | Indemnity Reserve | Recovery | Deductible | Total Incurred* | Net Expense | Employee Preferred Insurance Company | |
| NYC006191522 | | | | | | | | | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | | |
| Total claims from this policy period: 0 | | | | | | | | | | | | | | | | | | | |
| Median Days to Report Claim: 0 | | | | | | | | | | | | | | | | | | | |
| Policy | Injured Employee | Claim Number | Fatalities | Injury Date & Time | Status | Injury Source | Body Part | Injury Type | Class | Medical Paid | Medical Reserve | Indemnity Paid | Indemnity Reserve | Recovery | Deductible | Total Incurred* | Net Expense | Employee Preferred Insurance Company | |
| NYC006191521 | | | | | | | | | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | | |
| Total claims from this policy period: 0 | | | | | | | | | | | | | | | | | | | |
| Median Days to Report Claim: 0 | | | | | | | | | | | | | | | | | | | |
| Policy | Injured Employee | Claim Number | Fatalities | Injury Date & Time | Status | Injury Source | Body Part | Injury Type | Class | Medical Paid | Medical Reserve | Indemnity Paid | Indemnity Reserve | Recovery | Deductible | Total Incurred* | Net Expense | Employee Preferred Insurance Company | |
| NYC006191520 | | | | | | | | | | \$5,012.70 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$5,012.70 | \$197.43 | | |
| Total claims from this policy period: 1 | | | | | | | | | | | | | | | | | | | |
| Median Days to Report Claim: 0 | | | | | | | | | | | | | | | | | | | |
| Policy | Injured Employee | Claim Number | Fatalities | Injury Date & Time | Status | Injury Source | Body Part | Injury Type | Class | Medical Paid | Medical Reserve | Indemnity Paid | Indemnity Reserve | Recovery | Deductible | Total Incurred* | Net Expense | Employee Preferred Insurance Company | |
| NYC006191520 | | | | | | | | | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | | |
| Total claims from this policy period: 0 | | | | | | | | | | | | | | | | | | | |

Apr 16, 2025

1

5:38:13 PM



*Amount does not reflect deductible

Total claims from this policy period: 1**Median Days to Report Claim: 0**Total claims from this policy period: 0

Total Chans: 2

Data as of 04/16/2025

KINGSBURY GENERAL IMPROVEMENT DISTRICT
Check/Voucher Register - LIST OF CLAIMS
From 5/17/2025 Through 6/12/2025

| Check Number | Check Date | Payee | Transaction Description | Check Amount |
|--------------|------------|-------------------------------|--|--------------|
| 65293 | 5/20/2025 | GREGORY FELTON | Employee: FELTON; Pay Date: 5/20/2025 | 739.12 |
| 65294 | 5/20/2025 | EDWARD J. JOHNS | Employee: JOHNSE; Pay Date: 5/20/2025 | 739.12 |
| 65295 | 5/20/2025 | SANDRA D. PARKS | Employee: PARKS; Pay Date: 5/20/2025 | 689.12 |
| 65296 | 5/20/2025 | SARA NELSON | Employee: SNELSO; Pay Date: 5/20/2025 | 739.12 |
| 65297 | 5/20/2025 | CYNTHIA M. TRIGG | Employee: TRIGG; Pay Date: 5/20/2025 | 739.12 |
| 65298 | 5/20/2025 | NATALIE YANISH | Employee: YANISH; Pay Date: 5/20/2025 | 0.00 |
| 65299 | 5/20/2025 | ACCOLADES TROPHIES, ENGRAVING | NAME PLATE FOR DEREK DORNBROOK | 18.00 |
| 65300 | 5/20/2025 | AFLAC | ACCT. FA935 LIFE INSURANCE CHURCHYARD, EDWARDS, JOHNS, MOSS, | 552.61 |
| 65301 | 5/20/2025 | AIRGAS USA, LLC | RENT LIQUID IND LG 190-300 LT NITRO | 1,281.15 |
| 65302 | 5/20/2025 | AT & T MOBILITY | ACCT. 287301170124 CELL PHONES | 618.73 |
| 65303 | 5/20/2025 | AMERICAN WATER WORKS ASSOC. | MEMBER #108942 ANNUAL MEMBERSHIP DUES 7/2025-6/2026 | 525.00 |
| 65304 | 5/20/2025 | BACKFLOW DISTRIBUTORS, INC. | MIDWEST/MAKO BACKFLOW TEST KIT CALIBRATION | 138.02 |
| 65305 | 5/20/2025 | BARTON HEALTHCARE SYSTEM | ACCT. 800002207 LIMAS PRE-EMPLOYMENT PHYSICAL/DRUG SCREENING | 165.00 |
| 65306 | 5/20/2025 | BATTERIES PLUS BULBS #350 | STATION 1 12V 8AH LEAD BATTERY OZONE GENERATOR #2 | 67.35 |
| 65307 | 5/20/2025 | BUREAU OF SAFE DRINKING WATER | PUBLIC WATER SYSTEM ID NUMBER NV0000004 TREATMENT PLANT PERM | 2,483.00 |
| 65307 | 5/20/2025 | BUREAU OF SAFE DRINKING WATER | PUBLIC WATER SYSTEM ID NV0000004 SERVICE CONNECTION 2480 | 2,232.25 |
| 65308 | 5/20/2025 | BURGARELLO ALARM | 160 PINE RIDGE DR MONITORING 6/1/25 TO 8/31/25 | 105.00 |
| 65308 | 5/20/2025 | BURGARELLO ALARM | 399 KAHLE DR ALARM MONITORING 06/01/25 TO 08/31/25 | 196.20 |
| 65308 | 5/20/2025 | BURGARELLO ALARM | 97 BEACH CLUB ALARM MONITORING 6/1/25 TO 8/31/25 | 241.98 |
| 65309 | 5/20/2025 | DOWL, LLC | ENGINEERING & SURVEYING 2024 WATERLINE IMPROVEMENT 4/2025 | 5,150.00 |

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| 65309 | 5/20/2025 | DOWL, LLC | ENGINEERING & SURVEYING 2025 ROAD REHAB & REPLACEMENT 4/2025 | 5,253.75 |
| 65309 | 5/20/2025 | DOWL, LLC | ENGINEERING & SURVEYING 25-26 WATER REPLACEMENT 4/2025 | 31,933.75 |
| 65309 | 5/20/2025 | DOWL, LLC | GENERAL SERVICES, ASSET MANAGE PLAN, TAHOE BEACH CLUB INSPEC | 14,688.75 |
| 65310 | 5/20/2025 | FLYERS ENERGY LLC | FUEL REGULAR 150 GAL DIESEL 181 GAL | 1,453.45 |
| 65312 | 5/20/2025 | FRONTIER COMMUNICATIONS | 775-150-0119-103174-5 EASY | 51.90 |
| 65312 | 5/20/2025 | FRONTIER COMMUNICATIONS | 775-150-0119-103174-5 EASY ST | 51.11 |
| 65312 | 5/20/2025 | FRONTIER COMMUNICATIONS | 775-150-0120-092376-5 DCLTSA | 103.01 |
| 65312 | 5/20/2025 | FRONTIER COMMUNICATIONS | 775-586-8471-100215-5 97 BEACH CLUB | 175.01 |
| 65312 | 5/20/2025 | FRONTIER COMMUNICATIONS | 775-586-8471-100215-5 BEACH CLUB | 177.71 |
| 65312 | 5/20/2025 | FRONTIER COMMUNICATIONS | 775-588-1065-022924-5 160 PINERIDGE | 206.76 |
| 65312 | 5/20/2025 | FRONTIER COMMUNICATIONS | 775-588-1065-022924-5 PINE RIDGE | 209.94 |
| 65312 | 5/20/2025 | FRONTIER COMMUNICATIONS | 775-588-2401-060791-5 PALISADES | 84.21 |
| 65312 | 5/20/2025 | FRONTIER COMMUNICATIONS | 775-588-2410-111700-5 EASY | 196.54 |
| 65312 | 5/20/2025 | FRONTIER COMMUNICATIONS | 775-588-2419-091195-5 PALISADES | 199.77 |
| 65312 | 5/20/2025 | FRONTIER COMMUNICATIONS | 775-588-2705-042476-5 TERRACE VIEW | 666.08 |
| 65312 | 5/20/2025 | FRONTIER COMMUNICATIONS | 775-588-4482-052798-5 MARKET | 106.57 |
| 65312 | 5/20/2025 | FRONTIER COMMUNICATIONS | 775-588-7495-061182-5 MARKET | 87.43 |
| 65312 | 5/20/2025 | FRONTIER COMMUNICATIONS | 775-588-8311-081082-5 GALAXY | 58.50 |
| 65313 | 5/20/2025 | HYDRO SPECIALTIES COMPANY | 2IN BADGER M-170 W/TEST PLUG 145 MICHELLE DR & 137 KAHLE DR | 1,879.30 |
| 65314 | 5/20/2025 | INTERNAL REVENUE SERVICE | 88-0094898 FORM 941 PAYROLL TAXES 6/30/2024 | 93.00 |
| 65314 | 5/20/2025 | INTERNAL REVENUE SERVICE | 88-0094898 FORM 941 PAYROLL TAXES 9/30/2024 | 186.00 |
| 65314 | 5/20/2025 | INTERNAL REVENUE SERVICE | 88-0094898 FORM 941 PAYROLL TAXES 9/30/24 | 93.00 |
| 65315 | 5/20/2025 | KINGSBURY AUTOMOTIVE & SUPPLY | STATION 5 GENERATOR QUALITY HEATER HOSE | 5.98 |

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| Check Number | Check Date | Payee | Transaction Description | Check Amount |
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| 65315 | 5/20/2025 | KINGSBURY AUTOMOTIVE & SUPPLY | SWEEPER #1930 BLUE DEF 2.5 GAL . | 20.79 |
| 65315 | 5/20/2025 | KINGSBURY AUTOMOTIVE & SUPPLY | TRUCK #0808 WIPER ARM & 20IN TRICO ICE BLADE | 55.98 |
| 65316 | 5/20/2025 | KONICA MINOLTA PREMIER FINANCE | ACCT. 3691777720 COPIER LEASE 5/31/25 | 399.60 |
| 65317 | 5/20/2025 | LINDE GAS & EQUIPMENT INC. | ACCT. 71572887 INDUSTRIAL ACETYLENE IND HIGH PRESSURE | 203.55 |
| 65318 | 5/20/2025 | MINDEN LAWYERS, LLC | LEGAL SERVICES HYDRANT APPEAL 4/30/25 | 5,770.50 |
| 65319 | 5/20/2025 | PAMELA JOANNE NANCE | 298 KINGSBURY JANITORIAL SERVICES 4 CLEANINGS 04/2025 | 800.00 |
| 65320 | 5/20/2025 | NEVADA DIVISION OF STATE LANDS | CONTRACT #4309 QUASI-MUNICIPAL WATER INTAKE 1318-22-002-001 | 2,500.00 |
| 65321 | 5/20/2025 | NEVADA LEAGUE OF CITIES | ANNUAL MEMEBERSHIP DUES FY 24-25 | 5,008.00 |
| 65322 | 5/20/2025 | NEVADA NEWS GROUP | ACCT. 4409 AD#52411 FINAL BUDGET 25-26 | 99.75 |
| 65324 | 5/20/2025 | NV ENERGY | 1000044046907329692 399 EUGENE DR | 605.06 |
| 65324 | 5/20/2025 | NV ENERGY | 1000044086803274204 GALAXY LN PUMP | 91.85 |
| 65324 | 5/20/2025 | NV ENERGY | 1000044086803294236 160 PINERIDGE DR UNIT LIGHTS | 11.42 |
| 65324 | 5/20/2025 | NV ENERGY | 1000044086803297452 298 KINGSBURY GRADE APT ADOWN | 64.27 |
| 65324 | 5/20/2025 | NV ENERGY | 1000044086803297460 298 KINGSBURY GRADE APT B-UP | 246.08 |
| 65324 | 5/20/2025 | NV ENERGY | 1000044086803297478 298 KINGSBURY GRADE APT CDOWN | 65.56 |
| 65324 | 5/20/2025 | NV ENERGY | 1000044086803297486 298 KINGSBURY GRADE APT DDOWN | 72.65 |
| 65324 | 5/20/2025 | NV ENERGY | 1000044086803297718 403 KIMBERLY BROOKE LN | 293.64 |
| 65324 | 5/20/2025 | NV ENERGY | 1000044086803301502 504 LAUREL LN UNIT PMPSTA | 36.64 |
| 65324 | 5/20/2025 | NV ENERGY | 1000044086803301940 EASY ST UNIT N/T134 | 39.33 |
| 65324 | 5/20/2025 | NV ENERGY | 1000044086803305073 KINGSBURY GRADE UNIT PMPPLS | 44.30 |
| 65324 | 5/20/2025 | NV ENERGY | 1000044086803320205 KINGSBURY GRADE UNIT PMPHS2 | 2,883.71 |

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| 65324 | 5/20/2025 | NV ENERGY | 1000044086803320221 314 ANDRIA WAY UNIT BRADBU | 1,231.23 |
| 65324 | 5/20/2025 | NV ENERGY | 1000044086803320239 698 KINGSBURY GRADE UNIT NTFRS | 1,634.76 |
| 65324 | 5/20/2025 | NV ENERGY | 1000044086803320247 176 BUCHANAN RD UNIT PMPHS 3 | 3,931.20 |
| 65324 | 5/20/2025 | NV ENERGY | 1000044086803320247 176 BUCHANAN RD UNIT PMPHS3 LATE CHARGE | 20.58 |
| 65324 | 5/20/2025 | NV ENERGY | 1000044086804621577 801 KINGSBURY GRADE UNIT B | 39.87 |
| 65324 | 5/20/2025 | NV ENERGY | 1000044086807006297 97 BEACH CLUB DR | 5,786.85 |
| 65324 | 5/20/2025 | NV ENERGY | 1000044086808604306 160 PINERIDGE DR | 165.93 |
| 65324 | 5/20/2025 | NV ENERGY | 1000044771003320176 KINGSBURY GRADE UNIT DISPMP | 969.35 |
| 65325 | 5/20/2025 | OP DEVELOPMENT INC | REFUND ACCT. 1212 OVERPAID/CLOSED ESCROW 4/24/25 | 35.39 |
| 65326 | 5/20/2025 | QUADIENT LEASING USA, INC. | ACCT. 00250606 FOLDING MACHINE 6/1 TO 8/31/25 | 1,128.99 |
| 65326 | 5/20/2025 | QUADIENT LEASING USA, INC. | ACCT. 1218695 POSTAGE ONLINE RATE MAINTENANCE 4/25 TO 6/25 | 56.92 |
| 65327 | 5/20/2025 | ROUND HILL GENERAL IMPR DIST | COMMERICAL CONSUMPTION DORLA CT. 3/31 TO 4/30/25 | 478.20 |
| 65328 | 5/20/2025 | SGS SILVER STATE LABORATORIES | COLIFORMS-P/A & COLIFORMS-QT | 351.00 |
| 65328 | 5/20/2025 | SGS SILVER STATE LABORATORIES | COLIFORMS-QT | 108.00 |
| 65328 | 5/20/2025 | SGS SILVER STATE LABORATORIES | COLIFORMS-QT | 27.00 |
| 65329 | 5/20/2025 | SHRED-IT | OFFICE SHRED 4/23/25 | 37.00 |
| 65330 | 5/20/2025 | SOUTH TAHOE REFUSE | ACCT. 10534153 169 TERRACE VIEW DR COML BIN 4/17/25 | 80.36 |
| 65330 | 5/20/2025 | SOUTH TAHOE REFUSE | ACCT. 13186400 160 PINERIDGE/298 KINGSBURY COMM BIN 4/25 | 489.39 |
| 65331 | 5/20/2025 | SOUTHWEST GAS CORPORATION | 910000322763 3 BUCHANAN RD PUMP | 37.86 |
| 65331 | 5/20/2025 | SOUTHWEST GAS CORPORATION | 910000561117 698 KINGSBURY GRADE | 108.82 |
| 65331 | 5/20/2025 | SOUTHWEST GAS CORPORATION | 910000561180 5 KIMBERLY BROOKE LN PUMP | 109.93 |

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|--------------|------------|--------------------------------|---|--------------|
| 65331 | 5/20/2025 | SOUTHWEST GAS CORPORATION | 910000561274 4 ANDRIA DR (384) PUMP | 67.79 |
| 65331 | 5/20/2025 | SOUTHWEST GAS CORPORATION | 910000561387 2 TERRACE VIEW DR PUMP | 46.73 |
| 65331 | 5/20/2025 | SOUTHWEST GAS CORPORATION | 910000799713 160 PINE RIDGE DR 1 | 178.02 |
| 65331 | 5/20/2025 | SOUTHWEST GAS CORPORATION | 910000799716 298 KINGSBURY CIR | 85.72 |
| 65331 | 5/20/2025 | SOUTHWEST GAS CORPORATION | 910000799717 298 KINGSBURY CIR UP | 33.43 |
| 65331 | 5/20/2025 | SOUTHWEST GAS CORPORATION | 910000799718 298 KINGSBURY CIR DOWN | 144.64 |
| 65332 | 5/20/2025 | PUBLIC EMPLOYEES BENEFIT PROG | ACCT. 360 MEDICAL INSURANCE BREWER, ESENARRO, MOSS, DORNBROO | 6,323.12 |
| 65332 | 5/20/2025 | PUBLIC EMPLOYEES BENEFIT PROG | ACCT. 841 MEDICAL INSURANCE MCKAY, RUNTZEL, VOSBURG | 1,242.78 |
| 65333 | 5/20/2025 | TAHOE BASIN CONTAINER | ACCT. 54345000 801 KINGSBURY GRADE BEAR PROOF RENTAL 4/25 | 30.00 |
| 65333 | 5/20/2025 | TAHOE BASIN CONTAINER | ACCT. 54591700 160 PINERIDG/298 KINGSBURY BEAR PROOF 04/25 | 33.00 |
| 65334 | 5/20/2025 | THUNDERBIRD COMMUNICATIONS INC | TROUBLESHOOTING WINN911 | 465.00 |
| 65335 | 5/20/2025 | TROJAN TECHNOLOGIES CORP | STATION 1 SOLUTION, 100%T, 1 GAL BOTTLE | 107.36 |
| 65336 | 5/20/2025 | HD SUPPLY, INC | ACCT. 19703 BLUE MARKING FLAC W/15IN WIRE | 10.09 |
| 65336 | 5/20/2025 | HD SUPPLY, INC | ACCT. 19703 BLUE MARKING FLAG W/15IN WIRE & MARKING WHISKERS | 92.62 |
| 65336 | 5/20/2025 | HD SUPPLY, INC | LEAD FREE SAMPLING ROD END REPLACEMENT | 39.30 |
| 65336 | 5/20/2025 | HD SUPPLY, INC | TANK 5 TRANSDUCER PSI TRANSMITTER QTY 2 | 391.95 |
| 65337 | 5/20/2025 | VERIZON WIRELESS | MONTHLY GPS SERVICE & MEI SNOW EQUIPMENT 4/30/25 | 227.40 |
| 65338 | 5/20/2025 | WESTERN NEVADA SUPPLY CO | RUST M1600 GREEN & BLUE MARKING | 15.04 |
| 65338 | 5/20/2025 | WESTERN NEVADA SUPPLY CO | SEYM BLUE & GREEN INVERTED TIP PAINT | 340.80 |
| 65339 | 5/20/2025 | ZAP MANUFACTURING | VARIOUS STREET SIGNS IN DISTRICT | 3,530.00 |
| 65340 | 5/20/2025 | FRONTIER COMMUNICATIONS | 775-588-8311-081082-5 GALAXY | 61.97 |
| 65341 | 5/30/2025 | CARRIE BAUWENS | Employee: BAUWEN; Pay Date: 5/30/2025 | 1,613.54 |

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|--------------|------------|--------------------------------|--|--------------|
| 65342 | 5/30/2025 | JUDITH BREWER | Employee: BREWER; Pay Date: 5/30/2025 | 2,060.01 |
| 65343 | 5/30/2025 | LELAND B. CHURCHYARD II | Employee: CHURCH; Pay Date: 5/30/2025 | 1,919.28 |
| 65344 | 5/30/2025 | TY CROCKETT | Employee: CROCKE; Pay Date: 5/30/2025 | 1,364.02 |
| 65345 | 5/30/2025 | DERREK DORNBROOK | Employee: DORNBR; Pay Date: 5/30/2025 | 3,968.23 |
| 65346 | 5/30/2025 | MICHAEL E. EDWARDS, JR | Employee: EDWARD; Pay Date: 5/30/2025 | 2,224.75 |
| 65347 | 5/30/2025 | JOSEPH ESENARRO | Employee: ESENAR; Pay Date: 5/30/2025 | 4,471.61 |
| 65348 | 5/30/2025 | BRANDY JOHNS | Employee: JOHNS; Pay Date: 5/30/2025 | 2,040.55 |
| 65349 | 5/30/2025 | SHANE T. MORTENSEN | Employee: MORTEN; Pay Date: 5/30/2025 | 2,860.83 |
| 65350 | 5/30/2025 | BYRAN D. MOSS | Employee: MOSS; Pay Date: 5/30/2025 | 3,457.55 |
| 65351 | 5/30/2025 | JEFF M. SIMAS | Employee: SIMAS; Pay Date: 5/30/2025 | 1,579.09 |
| 65352 | 5/30/2025 | LEIGH C. STANTON | Employee: STANTO; Pay Date: 5/30/2025 | 1,443.98 |
| 65353 | 5/30/2025 | JEFF T. WOOD | Employee: WOOD; Pay Date: 5/30/2025 | 1,805.10 |
| 65354 | 5/30/2025 | BRIGHTLY SOFTWARE, INC | ASSET ESSENTIALS ENTER ANNUAL SUBSCRIPTION 5/25 TO 4/26 | 0.00 |
| 65355 | 5/30/2025 | CHARTER COMMUNICATIONS | ACCT. 8411100140031448 169 TERRACE VIEW DR | 150.00 |
| 65355 | 5/30/2025 | CHARTER COMMUNICATIONS | ACCT. 8411100140098488 97 BEACH CLUB DR | 160.00 |
| 65355 | 5/30/2025 | CHARTER COMMUNICATIONS | ACCT. 8411100140191184 160 PINERIDGE DR | 154.99 |
| 65356 | 5/30/2025 | STATIONARY ENGINEERS LOCAL 39 | LOCAL 39 EMPLOYEE HEALTH/LIFE PREMIUMS 7/2025 | 22,995.00 |
| 65357 | 5/30/2025 | IUOE STATIONARY ENGINEERS LO39 | EMPLOYEE UNION DUES 6/2025 | 643.36 |
| 65357 | 5/30/2025 | IUOE STATIONARY ENGINEERS LO39 | EMPLOYEE UNION DUES SIMAS 05/25 | 70.01 |
| 65358 | 5/30/2025 | SOUTH LAKE TAHOE ACE HARDWARE | KEY COPIES FOR 125 WOODLAND | 24.95 |
| 65358 | 5/30/2025 | SOUTH LAKE TAHOE ACE HARDWARE | STATION #5 RED COUPLING GLV 1/2X1/4IN | 2.99 |
| 65359 | 5/30/2025 | NV ENERGY | 1000044086803270814 801 KINGSBURY GRADE UNIT LIGHTS | 34.23 |
| 65359 | 5/30/2025 | NV ENERGY | 1000044086803304290 KINGSBURY GRADE UNIT F1 | 19.74 |

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| 65359 | 5/30/2025 | NV ENERGY | 1000044086805221187 180 LAKE PKWY UNIT PUMP | 572.66 |
| 65360 | 5/30/2025 | PUBLIC EMPLOYEES | EMPLOYEE AND EMPLOYERS PERS CONTRIBUTION 5/25 | 38,395.25 |
| 65361 | 5/30/2025 | SGS SILVER STATE LABORATORIES | BROMATE | 175.00 |
| 65361 | 5/30/2025 | SGS SILVER STATE LABORATORIES | COLIFORMS-P/A & COLIFORMS-QT | 162.00 |
| 65361 | 5/30/2025 | SGS SILVER STATE LABORATORIES | COLIFORMS-QT | 189.00 |
| 65362 | 5/30/2025 | TAHOE SUPPLY COMPANY, LLC | 298 KINGSBURY GRADE ROLL TOWELS & BATH TISSUE | 157.19 |
| 65363 | 6/10/2025 | EMPLOYER LYNX, INC. | BACK GROUND CHECK NELSON SEASONAL | 68.00 |
| 65364 | 6/10/2025 | EMPLOYMENT SECURITY DIVISION | UNEMPLOYMENT YANISH 1/11/25 TO 2/15/25 | 1,028.34 |
| 65365 | 6/10/2025 | GRANITE CONSTRUCTION SUPPLY | VEST CLASS 3 SURVEY QTY 10, EAR PLUGS, SAFETY GLASSES QTY 24 | 365.99 |
| 65366 | 6/10/2025 | HAJOCA COPORATION | PERMA-PATCH 60 LB QTY 300 | 6,900.00 |
| 65367 | 6/10/2025 | BEATRIZ HERNANDEZ | 160 PINERIDGE JANITORIAL 5 CLEANINGS 05/2025 | 2,500.00 |
| 65368 | 6/10/2025 | HOMESERVE USA | LOSS & LINE INSURANCE 4/30/25 | 1,527.40 |
| 65368 | 6/10/2025 | HOMESERVE USA | LOSS & LINE INSURANCE 5/31/25 | 1,529.80 |
| 65369 | 6/10/2025 | KINGSBURY AUTOMOTIVE & SUPPLY | TRUCK #1930 (SWEEPER) BLUE DEF 2.5 GAL | 21.79 |
| 65370 | 6/10/2025 | SHANE MORTENSEN | REIMBURSE AMAZON RECEIPT WORK BOOTS | 298.54 |
| 65371 | 6/10/2025 | NEXTIVA, INC. | ACCT. 3680856 DISTRICT OFFICE PHONE LINES 6/2025 | 259.42 |
| 65372 | 6/10/2025 | PACIFIC STATES COMMUNICATIONS | MONTHLY NETWORK & MONITORING SERVICES | 1,245.50 |
| 65373 | 6/10/2025 | SPRINGBROOK SOFTWARE COMPANY | COMPUTER EXPENSE/ACH & CC CHARGES 05/2025 | 1,737.00 |
| 65374 | 6/10/2025 | STATE OF NEVADA | ACCT. 881088 DORNBROOK & SIMAS PRE-EMPLOYMENT BACKGROUND | 78.00 |
| 65375 | 6/10/2025 | THUNDERBIRD COMMUNICATIONS INC | SCADA INTERTIE IP CHANGE, WINDOWS UPDATES, FIXED ISSUE WINN9 | 1,240.00 |
| 65376 | 6/10/2025 | US BANK VISA REWARDS | BM STATION 5 GENERATOR HOSE END | 20.65 |
| 65376 | 6/10/2025 | US BANK VISA REWARDS | BM STATIONS 3&5 KEMTEK LIQUID CHLORINE QTY 4 | 55.92 |
| 65376 | 6/10/2025 | US BANK VISA REWARDS | JB PORT OF SUBS FOR 5/20/25 BOARD MEETING | 75.00 |

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|--------------|------------|--------------------------|---|--------------|
| 65376 | 6/10/2025 | US BANK VISA REWARDS | JB SAFEWAY RECEIPT GIFT CERTIFICATES | 119.80 |
| 65376 | 6/10/2025 | US BANK VISA REWARDS | JB SUMMIT IPM 160 PINERIDGE RODENT CONTROL | 85.00 |
| 65376 | 6/10/2025 | US BANK VISA REWARDS | JB TRUCK #2533 REGERSTRATION & PLATES | 6.00 |
| 65376 | 6/10/2025 | US BANK VISA REWARDS | JB ZOOM ANNUAL FEES 5/1/25 TO 4/30/26 | 159.90 |
| 65376 | 6/10/2025 | US BANK VISA REWARDS | LS DOUGLAS COUNTY LEIN FEES 5/5/25 | 42.00 |
| 65376 | 6/10/2025 | US BANK VISA REWARDS | LS VISTA PRINT BUSINESS CARDS DORNBROOK & MOSS | 51.37 |
| 65376 | 6/10/2025 | US BANK VISA REWARDS | SM FEDEX ANNUAL BACKFLOW GAUGE CALIBRATION | 62.42 |
| 65376 | 6/10/2025 | US BANK VISA REWARDS | SM MARSHALL WOLF STATION 1 REPLACMENT FILTER FANS PFF 60 THO | 279.52 |
| 65376 | 6/10/2025 | US BANK VISA REWARDS | SM SAFEWAY STATION 1 DISTILLED WATER STATION 2 SPOON, FORKS, | 48.91 |
| 65377 | 6/10/2025 | WESTERN NEVADA SUPPLY CO | SERVICE CHARGE | 2.46 |
| 65377 | 6/10/2025 | WESTERN NEVADA SUPPLY CO | SMBL 226 FCRC 5.95-6.35X7 1/2 QTY 1 | 163.77 |
| Report Total | | | | 239,676.89 |

MISSING OR VOIDED CHECKS

| DATE | CHECKS | PAYEE | MISSING/VOIDED |
|----------|--------|-------------------------|----------------|
| 05/20/25 | 65311 | FRONTIER COMMUNICATIONS | VOIDED |
| 05/20/25 | 65323 | NV ENERGY | VOIDED |

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

**TITLE: TO CONSIDER THAT KGID SHOULD TAKE A PUBLIC POSITION ON
NEUTRATILY WITH REGARD TO PROJECTS**

MEETING DATE: 17 June 2025

PREPARED BY: Derek Dornbrook, General Manager

RECOMMENDED ACTION:

State that KGID should take a public position of neutrality with regard to any projects taking place or planned within the District.

BACKGROUND INFORMATION:

At a recent public hearing, the attendance of two KGID representatives was mistakenly interpreted as KGID's official endorsement of a specific project. This incident raised concerns about how KGID's involvement or presence may be perceived by the public or stakeholders. In response, the Board of Trustees seeks to clarify that KGID does not take official positions on private or third-party development projects, unless legally required or directly related to KGID operations.

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 #11**

TITLE: MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN TAHOE DOUGLAS FIRE AND KINGSBURY GID REGARDING SNOW REMOVAL FROM AROUND FIRE HYDRANTS.

MEETING DATE: 17 June 2025

PREPARED BY: Derek Dornbrook, General Manager

RECOMMENDED ACTION:

Discussion and possible action to approve, reject, modify or take no action on a proposed Memorandum of Understanding with and between the Tahoe Douglas Fire Protection District and matters related thereto including whether and how to proceed with the pending appeal.

BACKGROUND INFORMATION:

On March 18, 2025, the Kingsbury GID board members agreed to form a negotiations committee to discuss creating a Memorandum of Understanding with the Tahoe Douglas Fire Department. The intent is to clear the Kingsbury GID board members of any legal ramifications regarding clearing snow and debris from around the 300+ fire hydrants within the district. The draft of the MOU is to be presented to the board for discussion and possible adoption.

INCLUDED:

Latest draft of MOU

Fund impacted by the above action:

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

MEMORANDUM OF UNDERSTANDING

AMONG

Kingsbury General Improvement District (“KGID”)

AND

Tahoe Douglas Fire Protection District (“TDFPD”)

This **Memorandum of Understanding (“MOU”)** is made and entered into as of May ___, 2025, by and between KGID and TDFPD collectively referred to as the “Parties.”

I. PURPOSE

The primary purpose of this MOU is to establish a cooperative framework between KGID and TDFPD for removing snowplow berms, cutter discharge, and natural snowfall, in front of, on top, or around fire hydrants, thus preventing access or operation of fire hydrants within KGID’s responsibility area.

KGID and TDFPD seek to enhance efficiency, reduce costs, and improve service and safety for their community.

The Nevada State Fire Marshal is not bound by this MOU. Nothing in the MOU should be interpreted to limit any of the powers of the State Fire Marshal, nor does it preclude the State Fire Marshal from taking any action they deem appropriate.

II. SCOPE OF COOPERATION

The Parties agree to collaborate in the following areas:

- 1. Area of Cooperation 1:** KGID and TDFPD agree, by mutual understanding, that KGID is responsible for all ongoing costs and duties associated with managing both natural snowfall and any snowplow berm and/or cutter discharge piled in front of, around, or on top of hydrants, in order to ensure clear access to hydrants within the statutory timeframe.
- 2. Area of Cooperation 2:** TDFPD will inform KGID of priority hydrants which need to be cleared first.
- 3. Area of Cooperation 3:** KGID recognizes that TDFPD has multiple other GIDs which face the same issue, and that although not required to do so, TDFPD will continue to provide assistance to

KGID to remove snow from hydrants, as able, in order to assist KGID in reducing costs to ratepayers and increasing community safety.

III. ROLES AND RESPONSIBILITIES

The Parties shall work collaboratively to fulfill the following roles and responsibilities:

A. Responsibilities of KGID:

1. KGID will work with and direct its snow removal contractor to refrain from plowing berms in front of or on top of hydrants to the best of their ability.
2. Avoiding the creation of berms which block hydrants may not be feasible during plowing. If so, KGID's snow removal contractor will return to those locations and will remove berms, cutter debris, and natural snowfall as required to clear the hydrant.
3. The need for snow removal varies depending on hydrant riser height. Rather than clear snow removal after a set number of inches of snowfall, removal shall be required only when snowfall, berms, or cutter discharge begins to hinder access or operation of the hydrant.

Hydrant riser heights will be primarily mapped by TDFPD with KGID to avoid unnecessary effort and expense. The need for snow removal is based on the size of the snow event coupled with ability to access the hydrant.

4. If Zephyr Crew is used, as provided below, the actual crew and administrative cost will be billed to KGID without markup. Zephyr Crew may not be available for snow removal, as snow removal is not their mission, nor is it funded for that purpose. Use of the Zephyr Crew is an event of last resort.
5. KGID will work with snow removal contractor to identify potential issues and ways to make berm avoidance easier for their operators and equipment. This may necessitate modification to existing equipment, new equipment, better or different hydrant marking, or may only require a change in practice.
6. KGID will endeavor to maintain reporting and compliance obligations by email or other immediate form of communication with TDFPD.

7. Upon the determination of a clear hydrant marking method compliant with local and National Fire Code, KGID will purchase the markers and place the markers at the hydrants as needed so that TDFPD may gain an unobstructed and clear view of each hydrant location and so that KGID is in compliance with code.

B. Responsibilities of TDFPD:

1. During and after snow storms, TDFPD may provide an on-duty engine crew free of charge to clear non-berm natural snowfall from hydrants, subject to staffing, scheduling and workload. KGID recognizes that because TDFPD's sole mission is fire prevention, emergency medical response, and fire response, TDFPD's assistance with snow removal may not always be available, and that assistance with snow removal may be limited due to calls or training. Additionally, KGID recognizes that TDFPD cannot add staffing or incur overtime for snow removal. However, TDFPD will work in good faith to provide a reasonable amount of assistance that does not interfere with TDFPD's primary mission or training for that mission. In the event that KGID needs additional help, KGID shall first contact third parties to do so, and then only if unsuccessful, contact TDFPD representatives to discuss use of the Zephyr Crew as an event of last resort. If the Zephyr Crew is used, the actual crew and administrative cost will be billed to KGID without markup.
2. TDFPD will share mapping and identification of priority hydrants with KGID. TDFPD will identify and share with KGID the priority of hydrant clearing to effectuate snow removal that begins with the highest priority and ends with the lowest priority.

Non-priority hydrants will be cleared only after priority hydrants are cleared, or in the case that it is more efficient to do so.

There is potential for a real-time online map showing cleared hydrants to first responders. KGID will provide real-time mapping if and only if the technology is obtained.

IV. FUNDING AND COST-SHARING

The Parties agree to share or allocate costs as follows, unless otherwise agreed to in a writing signed by the Parties' representatives:

1. KGID will bear the costs of maintenance of the hydrants.

2. KGID will bear the costs of the hydrant markers.
3. KGID will bear the cost of the snowplow contractors and other crews.
4. TDFPD will share mapping of Priority hydrants with KGID.
5. TDFPD may provide an on-duty engine crew, if available per section III(B) above, to clear non-berm natural snowfall from hydrants without charge to KGID.
6. TDFPD may provide the Zephyr crew, if available, and only as an event of last resort per section III(B) above, at the actual crew and administrative cost.

V. GOVERNANCE AND DECISION-MAKING

1. The Parties shall establish a Joint Committee composed of representatives from both Districts to oversee implementation and resolve disputes.
 - a. KGID representative shall be its General Manager.
 - b. TDFPD representative shall be the Fire Chief.
2. Decisions shall be made by consensus and other collaborative methods.
3. Meetings shall be held as necessary.
4. In the event that a disagreement between parties arises, snow removal shall not be delayed or interrupted during the time it takes to reach a consensus. KGID recognizes and agrees that it is still solely responsible for snow removal within the statutory timeframe.
5. If KGID acts in good faith and with diligent pursuit to resolve any disagreement that may arise relative to this MOU, TDFPD shall not pursue criminal penalties and/or civil sanctions against KGID, its employee(s) or its Trustee(s). This subsection shall survive and be binding on both parties in the event the MOU is terminated.

VI. DURATION AND TERMINATION

1. This MOU shall commence May ____ 2025 and remain in effect in perpetuity until and unless terminated in writing.
2. Any Party may terminate this MOU with 30 days' written notice to the other Parties.

VII. DISPUTE RESOLUTION

1. In the event of a dispute, the Parties agree to first attempt resolution through negotiation for mutual cooperation.
2. If negotiation fails, the Parties shall seek mediation.

VIII. GENERAL PROVISIONS

1. **Amendments** – This MOU may only be amended in writing and signed by authorized representatives of the Parties.
2. **Severability** – If any provision of this MOU is deemed invalid, the remainder shall continue in full force.
3. **Governing Law** – This MOU shall be governed by the laws of the State of Nevada.

IX. Consideration

In exchange for TDFPD entering into this Agreement, KGID shall dismiss with prejudice its Appeal in front of the Nevada Supreme Court, Case No. 90070.

X. SIGNATURES

IN WITNESS WHEREOF, the Parties have executed this MOU as of the date first written above.

KGID

By: _____

Name: _____

Title: _____

Date: _____

TDFPD

By: _____

Name: _____

Title: _____

Date: _____

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

**TITLE: NEVADA INFRASTRUCTURE FINANCIAL SYSTEM (NIFS) APPLICATION
TO FUND WATER PROJECT TO MEET JULY 3RD DEADLINE**

For Discussion and Possible Action. Discuss and possible action to approve application to fund water main replacement projects to meet July 3rd deadline.

MEETING DATE: 17 June 2025

PREPARED BY: Derek Dornbrook, General Manager

RECOMMENDED ACTION:

Vote to approve NIFS supplication for SRF low-interest loan to fund one of various water replacement projects. The deadline for consideration is July 3rd.

BACKGROUND INFORMATION:

The **Nevada Infrastructure Financial System (NIFS)** is an online platform used by public and private entities to apply for and manage funding for water, wastewater, stormwater, and non-point source projects.

The **State Revolving Fund (SRF)** is a federal-state partnership that provides low-interest loans and, in some cases, grants to support infrastructure projects aimed at improving water quality. In Nevada, the SRF program is administered by the NDEP.

INCLUDED:

List of water main replacement projects on waiting list with NDEP

Fund impacted by above action:

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

CURRENTLY ON WAITING LIST WITH NDEP

NDEP DWSR Funding Maryanne Watermain Replacement

Request Funding Required 7/1/2026

Program Funds \$9,971,000

Local Funds \$144,000

Total Project \$10,115,000

NDEP DWSR Funding Summit Watermain Replacement

Request Funding Required 7/1/2029

Program Funds \$2,508,000

Local Funds \$68,000

Total Project \$2,576,000

NDEP DWSR Funding Squaw et all Water Replacement

Request Funding Required 7/1/2030

Program Funds \$1,444,000

Local Funds \$34,000

Total Project \$1,478,000

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

TITLE: INTERIM GENERAL MANAGER SALARY

For Discussion and Possible Action. Discuss and approve Interim General Manager's job title and salary revision.

MEETING DATE: 17 June 2025

PREPARED BY: Derek Dornbrook; General Manager

RECOMMENDED ACTION: Discuss and possibly provide a salary adjustment and job title change for the Interim General Manager.

BACKGROUND INFORMATION:

On January 21, 2025, the Board appointed Kingsbury GID's Utility Operations Superintendent, Joe Esennaro, to serve as Interim General Manager. This interim assignment continued until May 1, 2025, when the General Manager position was permanently filled by Derek Dornbrook.

At the time of his appointment, Esennaro and the Board agreed on a temporary salary of \$150,000 for the Interim General Manager role.

As General Manager Dornbrook implements his 30-60-90 Day Transition Plan, the success of this plan partially relies on Esennaro's continued service as Interim GM. As Dornbrook assumes more of the day-to-day responsibilities, it is appropriate to consider a phased reduction in Esennaro's compensation aligned with his changing role.

The following phased adjustment is proposed for discussion and possible action:

- **June 23, 2025:** Reduce Esennaro's salary to **\$140,000**
- **July 21, 2025:** Reduce Esennaro's salary to **\$120,000**
- **August 1, 2025:** Revert to his original Utility Operations Superintendent salary of **\$110,572.80**, with the potential inclusion of any applicable cost-of-living adjustments, performance incentives, or bonuses as deemed appropriate by the Board and General Manager.

The Board is encouraged to review progress on Dornbrook's 30-60-90 Day Plan at the next two scheduled Board meetings and determine any necessary adjustments to Esennaro's salary accordingly.

INCLUDED:

(A) General Manager's 30-60-90 Day Plan with updates

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 |

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

**TITLE: PERSONNEL POLICY MANUAL ADJUSTMENT – REVIEW DRAFT 5.10
#1/#2 OF HSA POLICY**

For Discussion and Possible Action. For discussion and possible action to approve Policy 5.10 regarding HSA contributions for exempt employees covered by a High-Deductible Health Plan.

MEETING DATE: 17 June 2025

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

RECOMMENDED ACTION:

It is recommended that the board approve and adopt draft 5.10 regarding HSA contributions/policy to the Personnel Manual.

BACKGROUND INFORMATION:

The district adopted the Personnel Manual in March 2022. There is no guidance regarding the HSA contributions for full-time employees who are not in the Union. This incentive is to offset the high-deductible plan offered by the State of Nevada.

Therefore, it is appropriate to include guidance relating to the benefits associated with the HSA in the district policy.

INCLUDED:

Draft of HSA Policy (FIN-5.10 HSA Policy #1)
Draft of HSA Policy (FIN-5.10 HSA Policy #2)

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 |

FIN-5.10 HSA Policy -#1

5.10.1 Purpose.

The purpose of the Kingsbury General Improvement District Health Savings Account Policy is to provide guidance for the benefit of covering the high-deductible health plan through PEBP (Public Employees Benefit Program) for full-time employees that are not eligible for the Union Local 39 insurance plan.

5.10.2 Eligibility.

- (a) To qualify for Health Savings Account (HSA) you must be enrolled in a High-Deductible Health Plan (HDHP).
- (b) Employees cannot be covered by other non-HDHP health coverage, including Medicare, or health FSAs/HRAs, Tricare, Tribal, etc. that cover pre-deductible medical expenses.
- (c) Spouses and or dependents are eligible for HSA contributions under the plan.
- (d) Spouses cannot have a separate HSA that can be used to pay for your medical expenses.
- (e) Employees cannot be claimed on someone else's tax return (excludes joint returns).
- (f) Eligibility commences on the first day of full-time employment or the date of contract.

5.10.2 Benefits.

- (a) Benefits are based on a fiscal year, rather than a calendar year. The plan year starts July 1st and ends June 30th, unless you experience a qualifying life event that allows you to make changes to your coverage.
- (b) The contribution will be prorated through either the end of June or December depending on the hire date.
- (c-1) The Health Savings Account contribution will conclude on December 31st if you resign or are terminated between July 1st and December 31st.
- (c-2) The Health Savings Account contribution will conclude on June 30th if you resign or are terminated between January 1st and June 30th.

5.10.3 Contributions.

- (a) The amount of contributions to the HSA is to be determined annually by the Board of Trustees.
- (b) Contributions are made in two separate payments on July 1st and January 1st of each calendar year.
- (c) Public Employees Benefits Program (PEBP) currently funds \$600.00 annually towards the contribution for each full-time employee enrolled in the HSA plan.

FIN-5.10 HSA Policy-#2

5.10.1 Purpose.

The purpose of the Kingsbury General Improvement District Health Savings Account Policy is to provide guidance for the benefit of covering the high-deductible health plan through PEBP (Public Employees Benefit Program) for full-time employees that are not eligible for the Union Local 39 insurance plan.

5.10.2 Eligibility.

- (a) To qualify for Health Savings Account (HSA) you must be enrolled in a High-Deductible Health Plan (HDHP).
- (b) Employees cannot be covered by other non-HDHP health coverage, including Medicare, or health FSAs/HRAs, Tricare, Tribal, etc. that cover pre-deductible medical expenses.
- (c) Spouses and or dependents are eligible for HSA contributions under the plan.
- (d) Spouses cannot have a separate HSA that can be used to pay for your medical expenses.
- (e) Employees cannot be claimed on someone else's tax return (excludes joint returns).
- (f) Eligibility commences on the first day of the next contribution period following benefit.

5.10.3 Benefits.

- (a) Benefits are based on the district's fiscal year, which runs from July 1st through June 30th. The contribution periods are July 1 through December 31, and January 1 through June 30.
- (b) Contributions are paid in arrears, that is, after the employee has earned the benefit.
- (c) For continuing employees, approved contribution amounts will be made by the second payday of the next contribution period.
- (d) For departing employees, the contribution will be prorated based on the days worked for the district during the employee's final contribution period. Example: the approved contribution period amount is \$2,500. Your employment terminates on August 31st. The contribution will be based on a fraction of which the numerator is the number of days of that contribution period up to date of departure, which in this example is 62 days. The denominator will be the total number of days in the contribution period, or 183. That resulting decimal equivalent, here 0.338, will be multiplied by the approved contribution amount, \$2,500, with the product representing the dollar value of the contribution to be paid. $\$2,500 \times 0.338 = \846.99 . Contribution will be made at the time of employee exit.

5.10.4 Contributions.

- (a) The amount of contributions to the HSA is to be determined annually by the Board of Trustees.
- (b) Contributions are made in two separate payments on July 1st and January 1st of each calendar year.
- (c) Public Employees Benefits Program (PEBP) currently funds \$600.00 annually towards the contribution for each full-time employee enrolled in the HSA plan.

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

**TITLE: SETTING THE HEALTH SAVINGS ACCOUNTS (HSA) OF EMPLOYEES
BASED UPON BY THE PUBLIC EMPLOYEES' BENEFITS PROGRAM (PEBP) FOR
THE FISCAL YEAR 2025/2026**

For Discussion and Possible Action. Discussion and approval of the Health Savings Accounts for the employees based on the PEBP for fiscal year 2025/2026

MEETING DATE: June 17, 2025

PREPARED BY: Judy Brewer, Administrative and Human Resource Supervisor

RECOMMENDED ACTION: Approve the adjusted contributions to the Public Employees' Benefits Program to fund Health Savings Accounts for employees based upon the 2025/2026 PEBP to the maximum amount allowed by the IRS.

BACKGROUND INFORMATION: The district provides the HSA contribution to supplement the healthcare benefit for out-of-pocket expenses. This balance in benefit was initiated for non-represented employees with the intention to equalize benefits for exempt employees and other employees electing the state insurance plan/PEBP for out-of-pocket expenses. In 2025, IRS increased the maximum contribution for individuals by \$150 for a total of \$4,300.00. The family maximum contribution increased \$250 this year to \$8,550.00. Consistent with the district practices, it is recommended that the district fund up to the maximum allowed contribution (less the State contributions of \$600.00).

Included:

- FY2025/2026 HSA Contribution Spreadsheet

Fund(s) impacted by above action:

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

KGID
 Healthscope Benefits
 Health Savings Account Contributions 2025/2026

| | Pebp Contributions | Employee Contributions | Subtotal Contributions | IRS Max Contrib. | >55 Addit. Contrib. | Max Contrib | 2025/26 KGID Contrib | Jul-25 KGID Contrib. | Jan-26 KGID Contrib. | TOTAL CONTRI. |
|--------------------|--------------------|------------------------|------------------------|------------------|---------------------|-------------|----------------------|----------------------|----------------------|---------------|
| Water Operator | \$ 600.00 | \$ - | \$ 600.00 | \$ 4,300.00 | \$ - | \$ 4,300.00 | \$ 3,700.00 | \$ 1,850.00 | \$ 1,850.00 | \$ 3,700.00 |
| General Manager | \$ 600.00 | \$ - | \$ 600.00 | \$ 8,550.00 | \$ - | \$ 8,550.00 | \$ 7,950.00 | \$ 3,975.00 | \$ 3,975.00 | \$ 7,950.00 |
| HR & Admin. Super. | \$ 600.00 | \$ - | \$ 600.00 | \$ 8,550.00 | \$ - | \$ 8,550.00 | \$ 7,950.00 | \$ 3,975.00 | \$ 3,975.00 | \$ 7,950.00 |
| Ops Superintendent | \$ 600.00 | \$ - | \$ 600.00 | \$ 8,550.00 | \$ - | \$ 8,550.00 | \$ 7,950.00 | \$ 3,975.00 | \$ 3,975.00 | \$ 7,950.00 |
| | | | | | | | \$ 27,550.00 | \$ 13,775.00 | \$ 13,775.00 | \$ 27,550.00 |

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

TITLE: APPROVAL OF SALARY ADJUSTMENT FOR EXEMPT EMPLOYEES

For Discussion and Possible Action. Discuss and provide direction authorizing salary adjustments for exempt employees

MEETING DATE: 17 June 2025

PREPARED BY: Derek Dornbrook, General Manager

RECOMMENDED ACTION: Approve a 3.5% salary adjustment for the district's exempt employees effective July 1st, 2025 for FY 25/26. This will not apply to the General Manager per his contract agreement signed *also include 2.9% merit increase for*

BACKGROUND INFORMATION:

The district has three exempt employee positions who are not represented by the Labor Union. Utility Operations Superintendent, Admin/H.R. Supervisor, and General Manager. The last time the district completed negotiations for bargaining unit employees it included COLA adjustments for 3.5% which will go back to the bargaining table for 2026. Additionally, the agreement has a nearly automatic provision up to 2.0% merit which employees earn which does not increase the base. The following is the two-year history of the exempt salary increases:

Fy 2023 – 3%

Fy 2024 – 4.5%

Fy 2025 – 3.5% (Proposed)

INCLUDED:

- (A) Kingsbury GID Exempt Employee Salary
- (B) Douglas County Salary Schedule

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

Exempt Positions Hourly Rates of Pay

3.50%

| | Current | 2025/26 Proposed | Annual |
|-----------------------------------|---------|---------------------|------------|
| General Manager | \$77.92 | \$ 80.65 | \$ 167,752 |
| Utility Operations Superintendent | \$53.16 | \$ 55.02 | \$ 114,442 |
| Administrative & H.R. Supervisor | \$36.63 | \$ 37.91 | \$ 78,853 |

Douglas County Pay Plan

Exempt

Effective July 1, 2024; Updated 8/1/24; Updated 11/21/24; Updated 12/19/24; Updated 2/6/25; Updated 2/20/25

| GRADE | TITLE | CLASS CODE | HOURLY MIN | HOURLY MID | HOURLY MAX | ANNUAL MIN | ANNUAL MID | ANNUAL MAX |
|-------|--|---------------|---------------|---------------|---------------|-------------|-------------|--------------|
| 200 | Accountant | 1000 | \$31.13 | \$37.35 | \$43.57 | \$64,750.40 | \$77,688.00 | \$90,625.60 |
| 200 | Appraiser* | 1190 | \$31.13 | \$37.35 | \$43.57 | \$64,750.40 | \$77,688.00 | \$90,625.60 |
| 200 | Assistant Planner | 2950 | \$31.13 | \$37.35 | \$43.57 | \$64,750.40 | \$77,688.00 | \$90,625.60 |
| 200 | Building Plans Examiner | 1390 | \$31.13 | \$37.35 | \$43.57 | \$64,750.40 | \$77,688.00 | \$90,625.60 |
| 200 | Civil Engineering Plans Examiner | 3100 | \$31.13 | \$37.35 | \$43.57 | \$64,750.40 | \$77,688.00 | \$90,625.60 |
| 200 | GIS Analyst | 2150 | \$31.13 | \$37.35 | \$43.57 | \$64,750.40 | \$77,688.00 | \$90,625.60 |
| 200 | Human Resources Analyst | 2170 | \$31.13 | \$37.35 | \$43.57 | \$64,750.40 | \$77,688.00 | \$90,625.60 |
| 200 | Recreation Coordinator | 3120 | \$31.13 | \$37.35 | \$43.57 | \$64,750.40 | \$77,688.00 | \$90,625.60 |
| 200 | Substance Abuse Counselor | 1490 | \$31.13 | \$37.35 | \$43.57 | \$64,750.40 | \$77,688.00 | \$90,625.60 |
| 200 | Youth Services Case Manager | 3570 | \$31.13 | \$37.35 | \$43.57 | \$64,750.40 | \$77,688.00 | \$90,625.60 |
| 201 | Chief Deputy Recorder | 1875 | \$33.62 | \$40.34 | \$47.07 | \$69,929.60 | \$83,907.20 | \$97,905.60 |
| 201 | Court Operations Supervisor | 1960 | \$33.62 | \$40.34 | \$47.07 | \$69,929.60 | \$83,907.20 | \$97,905.60 |
| 201 | Culinary Supervisor | 1700 | \$33.62 | \$40.34 | \$47.07 | \$69,929.60 | \$83,907.20 | \$97,905.60 |
| 201 | Emergency Management Coordinator | 2023 | \$33.62 | \$40.34 | \$47.07 | \$69,929.60 | \$83,907.20 | \$97,905.60 |
| 201 | Food Services Supervisor | 2090 | \$33.62 | \$40.34 | \$47.07 | \$69,929.60 | \$83,907.20 | \$97,905.60 |
| 201 | Grants Administrator | 1015 | \$33.62 | \$40.34 | \$47.07 | \$69,929.60 | \$83,907.20 | \$97,905.60 |
| 201 | Town Maintenance Supervisor - Gardnerville | 3510 | \$33.62 | \$40.34 | \$47.07 | \$69,929.60 | \$83,907.20 | \$97,905.60 |
| 201 | Transportation Supervisor | 3390 | \$33.62 | \$40.34 | \$47.07 | \$69,929.60 | \$83,907.20 | \$97,905.60 |
| 201 | Youth Services Case Manager Senior | 3590 | \$33.62 | \$40.34 | \$47.07 | \$69,929.60 | \$83,907.20 | \$97,905.60 |
| 202 | Accountant Senior | 1010 | \$36.30 | \$43.56 | \$50.83 | \$75,504.00 | \$90,604.80 | \$105,726.40 |
| 202 | Administrative Services Manager | 2850 | \$36.30 | \$43.56 | \$50.83 | \$75,504.00 | \$90,604.80 | \$105,726.40 |
| 202 | Adult Day Care Program Supervisor | 3662 | \$36.30 | \$43.56 | \$50.83 | \$75,504.00 | \$90,604.80 | \$105,726.40 |
| 202 | Animal Services & Care Supervisor | 1160 | \$36.30 | \$43.56 | \$50.83 | \$75,504.00 | \$90,604.80 | \$105,726.40 |
| 202 | Appraiser Senior | 1180 | \$36.30 | \$43.56 | \$50.83 | \$75,504.00 | \$90,604.80 | \$105,726.40 |
| 202 | Budget Analyst | 1260 | \$36.30 | \$43.56 | \$50.83 | \$75,504.00 | \$90,604.80 | \$105,726.40 |
| 202 | Client Care Manager | 2085 | \$36.30 | \$43.56 | \$50.83 | \$75,504.00 | \$90,604.80 | \$105,726.40 |
| 202 | Judicial Executive Assistant | 1060 | \$36.30 | \$43.56 | \$50.83 | \$75,504.00 | \$90,604.80 | \$105,726.40 |
| 202 | Library Supervisor | 2510 | \$36.30 | \$43.56 | \$50.83 | \$75,504.00 | \$90,604.80 | \$105,726.40 |
| 202 | Licensed Social Worker | 2835 | \$36.30 | \$43.56 | \$50.83 | \$75,504.00 | \$90,604.80 | \$105,726.40 |
| 202 | Parks Supervisor | 2930 | \$36.30 | \$43.56 | \$50.83 | \$75,504.00 | \$90,604.80 | \$105,726.40 |
| 202 | Recreation Supervisor | 3160 | \$36.30 | \$43.56 | \$50.83 | \$75,504.00 | \$90,604.80 | \$105,726.40 |
| 202 | Sheriff's Records Manager | 1950 | \$36.30 | \$43.56 | \$50.83 | \$75,504.00 | \$90,604.80 | \$105,726.40 |
| 202 | Stormwater Maintenance Supervisor | 1945 | \$36.30 | \$43.56 | \$50.83 | \$75,504.00 | \$90,604.80 | \$105,726.40 |
| 202 | Systems Analyst | 1331 | \$36.30 | \$43.56 | \$50.83 | \$75,504.00 | \$90,604.80 | \$105,726.40 |

* Denotes positions that are part of a Job Family

Douglas County Pay Plan

Exempt

Effective July 1, 2024; Updated 8/1/24; Updated 11/21/24; Updated 12/19/24; Updated 2/6/25; Updated 2/20/25

| GRADE | TITLE | CLASS CODE | HOURLY MIN | HOURLY MID | HOURLY MAX | ANNUAL MIN | ANNUAL MID | ANNUAL MAX |
|-------|---|------------|------------|------------|------------|-------------|--------------|--------------|
| 202 | Town Maintenance Supervisor - Minden | 3490 | \$36.30 | \$43.56 | \$50.83 | \$75,504.00 | \$90,604.80 | \$105,726.40 |
| 202 | Town Manager - Genoa | 2130 | \$36.30 | \$43.56 | \$50.83 | \$75,504.00 | \$90,604.80 | \$105,726.40 |
| 202 | Weed Control Program Supervisor | 3500 | \$36.30 | \$43.56 | \$50.83 | \$75,504.00 | \$90,604.80 | \$105,726.40 |
| 202 | Youth Detention Supervisor | 3550 | \$36.30 | \$43.56 | \$50.83 | \$75,504.00 | \$90,604.80 | \$105,726.40 |
| 202 | Youth Services Supervisor | 1610 | \$36.30 | \$43.56 | \$50.83 | \$75,504.00 | \$90,604.80 | \$105,726.40 |
| 203 | Chief Deputy Appraiser | 1200 | \$39.21 | \$47.06 | \$54.89 | \$81,556.80 | \$97,884.80 | \$114,171.20 |
| 203 | Civil Engineering Plans Examiner Senior | 1570 | \$39.21 | \$47.06 | \$54.89 | \$81,556.80 | \$97,884.80 | \$114,171.20 |
| 203 | DBA/Application Developer | 3664 | \$39.21 | \$47.06 | \$54.89 | \$81,556.80 | \$97,884.80 | \$114,171.20 |
| 203 | Economic Vitality Manager | 1320 | \$39.21 | \$47.06 | \$54.89 | \$81,556.80 | \$97,884.80 | \$114,171.20 |
| 203 | GIS Analyst Senior | 2140 | \$39.21 | \$47.06 | \$54.89 | \$81,556.80 | \$97,884.80 | \$114,171.20 |
| 203 | Judicial Fiscal Management Analyst | 1110 | \$39.21 | \$47.06 | \$54.89 | \$81,556.80 | \$97,884.80 | \$114,171.20 |
| 203 | Planner | 2990 | \$39.21 | \$47.06 | \$54.89 | \$81,556.80 | \$97,884.80 | \$114,171.20 |
| 203 | Service Desk Supervisor | 1626 | \$39.21 | \$47.06 | \$54.89 | \$81,556.80 | \$97,884.80 | \$114,171.20 |
| 203 | Systems Administrator | 1080 | \$39.21 | \$47.06 | \$54.89 | \$81,556.80 | \$97,884.80 | \$114,171.20 |
| 204 | Civil Engineer | 1560 | \$42.34 | \$50.82 | \$59.28 | \$88,067.20 | \$105,705.60 | \$123,302.40 |
| 204 | Community Relations Manager | 1620 | \$42.34 | \$50.82 | \$59.28 | \$88,067.20 | \$105,705.60 | \$123,302.40 |
| 204 | Emergency Communications Supervisor | 1360 | \$42.34 | \$50.82 | \$59.28 | \$88,067.20 | \$105,705.60 | \$123,302.40 |
| 204 | GIS Supervisor | 2145 | \$42.34 | \$50.82 | \$59.28 | \$88,067.20 | \$105,705.60 | \$123,302.40 |
| 204 | Human Resources Analyst Senior | 2190 | \$42.34 | \$50.82 | \$59.28 | \$88,067.20 | \$105,705.60 | \$123,302.40 |
| 204 | Project Manager | 3020 | \$42.34 | \$50.82 | \$59.28 | \$88,067.20 | \$105,705.60 | \$123,302.40 |
| 204 | Vacation Home Rental Program Manager | 1585 | \$42.34 | \$50.82 | \$59.28 | \$88,067.20 | \$105,705.60 | \$123,302.40 |
| 205 | Accounting Manager | 1035 | \$45.73 | \$54.88 | \$64.02 | \$95,118.40 | \$114,150.40 | \$133,161.60 |
| 205 | Advanced Practice Registered Nurse/Nurse Practitioner | 3661 | \$45.73 | \$54.88 | \$64.02 | \$95,118.40 | \$114,150.40 | \$133,161.60 |
| 205 | Assistant County Clerk | 1275 | \$45.73 | \$54.88 | \$64.02 | \$95,118.40 | \$114,150.40 | \$133,161.60 |
| 205 | Assistant Library Director | 2525 | \$45.73 | \$54.88 | \$64.02 | \$95,118.40 | \$114,150.40 | \$133,161.60 |
| 205 | Civil Engineer Senior | 1550 | \$45.73 | \$54.88 | \$64.02 | \$95,118.40 | \$114,150.40 | \$133,161.60 |
| 205 | Deputy Chief Juvenile Probation Officer | 1500 | \$45.73 | \$54.88 | \$64.02 | \$95,118.40 | \$114,150.40 | \$133,161.60 |
| 205 | Election Administrator | 1255 | \$45.73 | \$54.88 | \$64.02 | \$95,118.40 | \$114,150.40 | \$133,161.60 |
| 205 | Fleet and Facilities Manager | 3480 | \$45.73 | \$54.88 | \$64.02 | \$95,118.40 | \$114,150.40 | \$133,161.60 |
| 205 | Licensed Clinical Social Worker | 1295 | \$45.73 | \$54.88 | \$64.02 | \$95,118.40 | \$114,150.40 | \$133,161.60 |
| 205 | Manager of Community Services | 2260 | \$45.73 | \$54.88 | \$64.02 | \$95,118.40 | \$114,150.40 | \$133,161.60 |
| 205 | Manager of Court Advocacy Programs | 1420 | \$45.73 | \$54.88 | \$64.02 | \$95,118.40 | \$114,150.40 | \$133,161.60 |
| 205 | Manager of Social Services | 2750 | \$45.73 | \$54.88 | \$64.02 | \$95,118.40 | \$114,150.40 | \$133,161.60 |
| 205 | Parks Superintendent | 3270 | \$45.73 | \$54.88 | \$64.02 | \$95,118.40 | \$114,150.40 | \$133,161.60 |

* Denotes positions that are part of a Job Family

Douglas County Pay Plan

Exempt

Effective July 1, 2024; Updated 8/1/24; Updated 11/21/24; Updated 12/19/24; Updated 2/6/25; Updated 2/20/25

| GRADE | TITLE | CLASS CODE | HOURLY MIN | HOURLY MID | HOURLY MAX | ANNUAL MIN | ANNUAL MID | ANNUAL MAX |
|-------|---|------------|------------|------------|------------|--------------|--------------|--------------|
| 205 | PREA/Dorm Manager | 3600 | \$45.73 | \$54.88 | \$64.02 | \$95,118.40 | \$114,150.40 | \$133,161.60 |
| 205 | Principal Planner | 2980 | \$45.73 | \$54.88 | \$64.02 | \$95,118.40 | \$114,150.40 | \$133,161.60 |
| 205 | Public Administrator | 3640 | \$45.73 | \$54.88 | \$64.02 | \$95,118.40 | \$114,150.40 | \$133,161.60 |
| 205 | Public Guardian | 3650 | \$45.73 | \$54.88 | \$64.02 | \$95,118.40 | \$114,150.40 | \$133,161.60 |
| 205 | Stormwater Program Manager | 1940 | \$45.73 | \$54.88 | \$64.02 | \$95,118.40 | \$114,150.40 | \$133,161.60 |
| 205 | Substance Abuse Counselor Supervisor | 3250 | \$45.73 | \$54.88 | \$64.02 | \$95,118.40 | \$114,150.40 | \$133,161.60 |
| 205 | Systems Engineer Senior | 2775 | \$45.73 | \$54.88 | \$64.02 | \$95,118.40 | \$114,150.40 | \$133,161.60 |
| 205 | Wastewater Operations Manager | 1885 | \$45.73 | \$54.88 | \$64.02 | \$95,118.40 | \$114,150.40 | \$133,161.60 |
| 205 | Water Operations Manager | 1880 | \$45.73 | \$54.88 | \$64.02 | \$95,118.40 | \$114,150.40 | \$133,161.60 |
| 205 | Youth Detention Manager | 3555 | \$45.73 | \$54.88 | \$64.02 | \$95,118.40 | \$114,150.40 | \$133,161.60 |
| 206 | Airport Manager | 3495 | \$49.39 | \$59.27 | \$69.14 | \$102,731.20 | \$123,281.60 | \$143,811.20 |
| 206 | Assistant County Treasurer | 1265 | \$49.39 | \$59.27 | \$69.14 | \$102,731.20 | \$123,281.60 | \$143,811.20 |
| 206 | Building Official | 1370 | \$49.39 | \$59.27 | \$69.14 | \$102,731.20 | \$123,281.60 | \$143,811.20 |
| 206 | Court Information Technology Mgr. | 1720 | \$49.39 | \$59.27 | \$69.14 | \$102,731.20 | \$123,281.60 | \$143,811.20 |
| 206 | Finance Manager | 1285 | \$49.39 | \$59.27 | \$69.14 | \$102,731.20 | \$123,281.60 | \$143,811.20 |
| 206 | Manager Technology Infrastructure & Operations | 2730 | \$49.39 | \$59.27 | \$69.14 | \$102,731.20 | \$123,281.60 | \$143,811.20 |
| 206 | Superintendent Town Public Works | 3260 | \$49.39 | \$59.27 | \$69.14 | \$102,731.20 | \$123,281.60 | \$143,811.20 |
| 207 | Assistant Court Administrator | 2355 | \$53.34 | \$64.01 | \$74.67 | \$110,947.20 | \$133,140.80 | \$155,313.60 |
| 207 | County Engineer | 2030 | \$53.34 | \$64.01 | \$74.67 | \$110,947.20 | \$133,140.80 | \$155,313.60 |
| 207 | Emergency Communications Manager | 2022 | \$53.34 | \$64.01 | \$74.67 | \$110,947.20 | \$133,140.80 | \$155,313.60 |
| 207 | Transportation Engineering Manager | 3665 | \$53.34 | \$64.01 | \$74.67 | \$110,947.20 | \$133,140.80 | \$155,313.60 |
| 208 | Deputy Director | 2000 | \$55.30 | \$69.13 | \$82.95 | \$115,024.00 | \$143,790.40 | \$172,536.00 |
| 209 | Chief Alternative Sentencing Officer | 1440 | \$59.73 | \$74.65 | \$89.59 | \$124,238.40 | \$155,272.00 | \$186,347.20 |
| 210 | Chief Financial Officer | 1280 | \$65.13 | \$85.32 | \$105.52 | \$135,470.40 | \$177,465.60 | \$219,481.60 |
| 210 | Chief Juvenile Probation Officer | 1530 | \$65.13 | \$85.32 | \$105.52 | \$135,470.40 | \$177,465.60 | \$219,481.60 |
| 210 | Chief Technology Officer | 1920 | \$65.13 | \$85.32 | \$105.52 | \$135,470.40 | \$177,465.60 | \$219,481.60 |
| 210 | Court Administrator | 2350 | \$65.13 | \$85.32 | \$105.52 | \$135,470.40 | \$177,465.60 | \$219,481.60 |
| 210 | Director of Community Development | 1900 | \$65.13 | \$85.32 | \$105.52 | \$135,470.40 | \$177,465.60 | \$219,481.60 |
| 210 | Director of Community Services/Parks & Recreation | 1910 | \$65.13 | \$85.32 | \$105.52 | \$135,470.40 | \$177,465.60 | \$219,481.60 |
| 210 | Director of Emergency Management | 2020 | \$65.13 | \$85.32 | \$105.52 | \$135,470.40 | \$177,465.60 | \$219,481.60 |
| 210 | Director of Human Resources | 2200 | \$65.13 | \$85.32 | \$105.52 | \$135,470.40 | \$177,465.60 | \$219,481.60 |
| 210 | Director of Juvenile Camp Services | 1930 | \$65.13 | \$85.32 | \$105.52 | \$135,470.40 | \$177,465.60 | \$219,481.60 |
| 210 | Director of Public Works | 3050 | \$65.13 | \$85.32 | \$105.52 | \$135,470.40 | \$177,465.60 | \$219,481.60 |
| 210 | Library Director | 2520 | \$65.13 | \$85.32 | \$105.52 | \$135,470.40 | \$177,465.60 | \$219,481.60 |

* Denotes positions that are part of a Job Family

Douglas County Pay Plan

Exempt

Effective July 1, 2024; Updated 8/1/24; Updated 11/21/24; Updated 12/19/24; Updated 2/6/25; Updated 2/20/25

| GRADE | TITLE | CLASS CODE | HOURLY MIN | HOURLY MID | HOURLY MAX | ANNUAL MIN | ANNUAL MID | ANNUAL MAX |
|-------|---|------------|------------|------------|------------|--------------|--------------|--------------|
| 210 | Town Manager - Gardnerville | 2120 | \$65.13 | \$85.32 | \$105.52 | \$135,470.40 | \$177,465.60 | \$219,481.60 |
| 210 | Town Manager - Minden | 2125 | \$65.13 | \$85.32 | \$105.52 | \$135,470.40 | \$177,465.60 | \$219,481.60 |
| 210 | Undersheriff | 3410 | \$65.13 | \$85.32 | \$105.52 | \$135,470.40 | \$177,465.60 | \$219,481.60 |
| 211 | <i>vacant grade - no classifications assigned</i> | | \$75.97 | \$94.97 | \$113.95 | \$158,017.60 | \$197,537.60 | \$237,016.00 |
| 212 | Assistant County Manager | 1711 | \$82.05 | \$102.56 | \$123.08 | \$170,664.00 | \$213,324.80 | \$256,006.40 |
| 212 | Chief Operations Officer | 1705 | \$82.05 | \$102.56 | \$123.08 | \$170,664.00 | \$213,324.80 | \$256,006.40 |
| 213 | County Manager | 1710 | \$102.56 | \$128.19 | \$153.84 | \$213,324.80 | \$266,635.20 | \$319,987.20 |
| 214 | <i>vacant grade - no classifications assigned</i> | | \$110.76 | \$138.45 | \$166.14 | \$230,380.80 | \$287,976.00 | \$345,571.20 |

* Denotes positions that are part of a Job Family

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

TITLE: REVIEW AND APPROVE JOB TITLE CHANGES FOR UTILITY BILLING COORDINATOR

For Discussion and Possible Action. Update Utility Billing Coordinator job title to Utility Billing and Systems Coordinator with a rate increase.

MEETING DATE: 17 June 2025

PREPARED BY: Derek Dornbrook, General Manager

RECOMMENDED ACTION: Approve updating the Utility Billing Coordinator job title to Utility Billing and Systems Coordinator with a rate increase.

BACKGROUND INFORMATION:

The job description for Utility Billing Coordinator lacks the daily tasks that are being performed. Some of the additional tasks outside of the current job description have been managed without compensation which includes overseeing the meter reading system to ensure functionality, managing Asset Essentials and GIS, implementing business processes improvement solutions to achieve operational effectiveness within the district.

The Utility Billing Coordinator continues to adopt extra responsibilities that are not in the job description without any hesitation. It's appropriate that they be compensated for the hard work and effort that they continue to contribute while working for the district.

It is recommended that the board approve the job title change from Utility Billing Coordinator to Utility Billing and Systems Coordinator along with a rate increase of a minimum of \$2.00 an hour for the individual taking on the extra responsibilities that are outside of the role as the Utility Billing Coordinator.

INCLUDED:

- (a) Revised and original job description
- (b) List of Additional Tasks Undertaken by Utility Billing Coordinator

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
JOB DESCRIPTION
UTILITY BILLING AND SYSTEMS COORDINATOR

DEFINITION

Under general supervision from the Administrative & Human Resources Supervisor. This position is responsible for all aspects of water, sewer, and snow removal billing functions.

ESSENTIAL FUNCTIONS: *(Performance of these functions is the reason the job exists. Assigned Job tasks/duties are not limited to the essential functions).*

- Responsible for the daily/monthly billing functions.
- Posts checks, credit cards and cash payments received.
- Assists with water service turn-ons and turn-offs with the water crew.
- Review water consumption for reasonable comparisons before billing customer accounts using our utility billing software program.
- Download meter reads and compare them in billing software to make sure nothing is out of line and review water consumption for reasonable comparisons.
- Maintain, update, and examine meter records and related data or to confer with other personnel to gather facts in resolving the more difficult customer inquiries to re-compute charges and to interpret billing to customers, including meter readings, consumption and usage registered on the meter.
- Oversee the meter reading system to ensure functionality. This includes and is not limited to meter supply orders, technical support, manage meter life, etc.
- Maintain and bill Customer accounts monthly using a utility billing software program after a thorough review of charges, figure out which may have leaks etc.
- Assist in receiving/ processing requests for new accounts including residential, commercial and construction water.
- Provide quality customer service over the phone and in person including the ability to respond to the public and others in a courteous and respectful manner, and the ability to diffuse customers who may be upset.
- Handles claims. This includes and is not limited to ServLine claims and customer disputes.
- Daily cash reconciliation.
- Maintains revenue spreadsheets.
- Manage Asset Essentials and the GIS.
- Implement business processes improvement solutions to achieve operational effectiveness within the district.
- Changing roles when needed while individuals take vacation such as performing payroll, accounts payable etc. for the accounting department and other areas when needed.

QUALIFICATIONS FOR EMPLOYMENT:

Knowledge of:

- Basic computer office operations, specifically word processing and spreadsheets and/or database operations.
- Knowledge of Billing systems is a bonus.
- Basic record keeping and bookkeeping principles and practices.

- Correct English usage including spelling, grammar, and punctuation.
- Measures needed to deal effectively with coworkers, the public and difficult customers.
- Business office procedures, methods, office and computer equipment.
- Various software applications including Windows XP or above, Office 2007 or above including Excel, and Word.
- Proficiency in utilizing spreadsheets and formulas.

Ability to:

- Perform a broad range of clerical tasks involving the use of judgment with accuracy and speed.
- Accurately type at a rate sufficient to perform assigned duties.
- Operate standard office equipment, e.g., fax, copier, calculator, multi-line telephone, 10 key calculator, postage machine and a personal computer with word processing, spreadsheets, and/or databases.
- Organize and maintain accurate files and records.
- Maintain numerical records; perform basic and complex math computations and demonstrate proactive problem-solving skills.
- To read, understand and follow moderately complex written or verbal instructions, and with supervision, to follow up with appropriate analysis of situations, data, and documents.
- Perform necessary cross training of personnel as needed.
- Provide information, both in person and over the phone, consistent with the organization's policies.
- Ability to analyze data and provide recommendations.
- Ability to analyze numbers and reconcile general ledger accounts.
- Requires the ability to work independently after receiving instructions.

Required Certifications and Licenses:

Possession of a valid driver's license or alternate means of travel.

Experience and Training:

A typical way to gain the required knowledge and ability is:

Three (3) to four (4) years progressively responsible /bookkeeping or accounting experience involving utility billing, typing, office machine operation, data entry, journal entries, research, reporting or other office work, a degree equivalent to an Associate Arts in Business with Accounting concentration or any equivalent combination of experience and training which provides the knowledge, skills, and abilities to perform the work.

Physical and Mental Requirements:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength, dexterity, coordination, and vision to use keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper, occasional lifting of files, stacks of paper or reports, references, and other materials. Some reaching for items above and

below desk level. Some bending, reaching, squatting, and stooping to access files and records is necessary. The manual dexterity and cognitive ability to operate a personal computer using word processing and databases. The ability to communicate via telephone. Light lifting (up to 25 pounds) is occasionally required.

Incompliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodation with the employer.

Regular and consistent punctuality and attendance is required for this position.

Working Conditions:

Work is performed under the following conditions.

Position functions indoors in an office type environment where most work is performed at a desk. Environment is generally clean with limited exposure to conditions such as dust, fumes, noise, or odors. Frequent interruptions to planned work activities occur.

Employee's Acknowledgement: I acknowledge that I have read the above job description and have received a copy for my records.

Employee's Signature

Date Signed

Additional Duties and Initiatives:

- **Project Coordination at 160 Pine Ridge:**

Collaborated with the architect, contractor, and locksmith to rekey the facility after staff changes. Ongoing coordination with the contractor to address warranty items, including a cracked window and a potentially leaking roof in the maintenance room.

- **Administration of Asset Essentials (Brightly Software) and GIS Systems:**

Assumed administrative responsibility for Asset Essentials and the GIS platform after staff transition.

- Coordinated with the GIS consultant and field crew to update the GIS map to meet operational needs.
- Worked with both the GIS consultant and Brightly Software to ensure GIS map compatibility across platforms.
- Continuously engaged with Brightly to improve software functionality specific to KGID requirements.
- Managed staff logins, passwords, and access permissions for both systems.

- **Billing and Accounting System Evaluation:**

- Researched and obtained quotes to outsource the mailing and sorting of billing statements (processing retained in-house); project paused after staff departure.
- Evaluated options to integrate accounting and billing systems to streamline workflows and reduce manual data entry.
- Drafted a proposal, including a team-vetted software recommendation, for board consideration.

- **Water Meter System Procurement and Support:**

- Ordered critical supplies including meters, registers, endpoints, antennas, and related equipment.
- Provided ongoing support for the meter reading system, assisting staff and liaising with Badger technical support as needed.
- Monitored non-reporting meters, analyzed data to prioritize replacements, and coordinated with water operators for field replacement.

- Managed water meter battery life tracking, ensuring accurate installation records and forecasting replacement needs.
- Aligned budget planning with equipment lifecycle, ensuring necessary parts are procured and available on schedule.
- **Customer and Technical Support:**
 - Handled escalated customer service issues, ensuring timely and satisfactory resolution.
 - Provided basic technical support to staff, troubleshooting equipment and software issues where applicable.

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

TITLE: CDL PAY IN UNION CONTRACT

For Discussion and Possible Action. Discuss and possible action to address the CDL pay in the Union Contract.

MEETING DATE: 17 June 2025

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

RECOMMENDED ACTION: Approve all employees that have or obtain a commercial driver's license with a 2.5% increase to their wage as stated in the Collective Bargaining Agreement (7/1/24-6/30/26).

BACKGROUND INFORMATION: Inside the Union Contract Article 10 (Compensation) Item I (Special Skills Pay) 10.8.1 states each employee will receive additional compensation, from presentation of proof to the district, for the duration of this contract, if the employee maintains the special skill, for Commercial Driver's License, either Class A or B, to be given an additional 2.5% additional compensation.

Recently found out this doesn't apply to everyone, due to the Street Maintenance position descriptions stating that a CDL is required and/or by a certain time frame after employed.

INCLUDED:

Fund impacted by above action:

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

**KINGSBURY GENERAL IMPROVEMENT DISTRICT
AGENDA ITEM #19**

**TITLE: REVIEW AND APPROVE REVISED QUOTE FOR SPRINGBROOK
SOFTWARE EXPANSION**

For review and approval to expand our Springbrook Software to combine accounting and utility billing functions, all in one.

MEETING DATE: 17 June 2025

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

RECOMMENDED ACTION: Review and approve the expansion of Springbrook Software to include all the accounting functions on one software.

BACKGROUND INFORMATION:

Per our mission statement, Kingsbury General Improvement District is committed to using modern business systems in an efficient courteous, and accountable manner.

Using three separate pieces of software is not efficient and not good use of our time having to perform manual entries between the systems which leaves room for errors.

After researching several software options over the years, the office staff agree that Springbrook is the best software option for Kingsbury G.I.D. to utilize accounting and utility billing functions, which allows for a more seamless transition for our customers.

The contract that was presented at our May meeting has been revised to include an updated clause that the board asked to have changed.

The annual costs are much lower and offer more services.

INCLUDED:

- A) Proposal for Springbrook Software Expansion
- B) Quotes for Springbrook Software Expansion

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 |

Order Form: Q-13444-1
Creation Date: 3/21/2023, 1:13 PM
Expires On: 6/30/2025



Phone: (866) 777-0069
Email: info@sprbrk.com

Ship To:
Carrie Bauwens
Kingsbury General Improvement District, NV
255 Kingsbury Grade, Suite A
Stateline, Nevada 89449
carrie@kgid.org

Bill To:
Kingsbury General Improvement District AP
Kingsbury General Improvement District, NV
255 Kingsbury Grade, Suite A
PO Box 2220
Stateline, Nevada 89449
invoices@kgid.org

| Account Manager | E-mail | Phone Number | Payment Terms |
|-----------------|------------------------|----------------|---------------|
| Brad Martin | brad.martin@sprbrk.com | (503) 820-4524 | Net 30 |

| Estimated Professional Services | | | | | | |
|--|-------------------|------------|------------|-----|--------|--------------|
| PRODUCT | DESCRIPTION | LIST PRICE | NET PRICE | QTY | DISC % | NET PRICE |
| Standard Professional Services | GL Implementation | USD 189.00 | USD 189.00 | 20 | 0.000 | USD 3,780.00 |
| Standard Professional Services | AP implementation | USD 189.00 | USD 189.00 | 15 | 0.000 | USD 2,835.00 |
| Estimated Professional Services Total: | | | | | | USD 6,615.00 |

Grand Total: USD 6,615.00
* excludes applicable sales tax

Order Details

Customer Name: Kingsbury General Improvement District, NV

Customer Contact: Carrie Bauwens

Governing Agreement(s): This Order Form is governed by the applicable terms found at:
MSA: <https://sprbrk.app.box.com/v/sprbrk-saas-terms>
MLA: <https://sprbrk.app.box.com/v/sprbrk-onpremise-terms>
Professional Services: <https://sprbrk.app.box.com/v/sprbrk-svcs-terms>

Term(s): 3 Years

Order Terms

In the event of an inconsistency between this Order Form, any governing agreement, purchase order, or invoice, the Order Form shall govern as it pertains to this transaction.

- This Order Form shall become effective as of the last date of signature (the "Effective Date").
- Order Start Date: Software Licenses, Subscriptions, Maintenance, and Hosting commence upon the earlier of a) date of delivery* or log-in to hosted software to Customer; or b) 60 days after Order Form Effective Date.
- Subscriptions, Maintenance, Hosting, and Support ("Recurring Services") continue from the Order Start Date through the term listed in this Order Form (or if not listed, one (1) year).
- Orders for Recurring Services auto-renew for three (3) years or for the term specified in this Order Form, unless the Customer or Springbrook provides a written notice of non-renewal at least sixty (60) days prior to the expiration of the current Order Term.
- Subscription Service fees and any Recurring Services will be subject to an automatic annual increase by not more than seven percent (7%) of the prior year's Subscription Service fees ("Standard Annual Price Increase").
- Any Software Licenses or Hardware are one-time non-refundable purchases.
- CivicPay Online Subscription fee and CivicPay IVR Subscription fee are subject to increase at per account rate, based on actual accounts.
- CivicPay IVR Message Block Subscriptions expire upon the earlier exhaustion of the Message Block or twelve (12) months from the Order Start Date. Upon expiration, Message Blocks automatically renew.

** The date of delivery of software to the Customer is the date the software is made available to the Customer, either by delivery of software or delivery of first log-in to a hosted environment, which may be either a test or production environment. This date of delivery is frequently earlier than the dates professional services are completed, the Customer completes user acceptance testing, the Customer distributes additional logins to end-users, and the Customer go-live in a production environment.*

Invoice Timing and Delivery

Invoices are delivered electronically via e-mail to the billing contact on file for the Customer. Customer invoices are issued for the full amount of software and services purchased as follows:

| Products Ordered | Invoice Timing |
|---|--|
| Software Licenses, Subscriptions, Maintenance, and Hosting (New): | Annually in advance upon Order Start Date. |
| Software Subscriptions, Maintenance, and Hosting (Add-Ons): | Upon the order start date, order will be pro-rated to sync with the existing anniversary billing date and will renew annually thereafter. |
| Software Subscriptions (Migrations): | Upon the order start date, order will be synced with the existing anniversary billing date and will renew annually thereafter unless specified in the Special Order Terms. This order replaces and supersedes any previously executed order as it relates to the products listed within this order. Upon delivery of new product, customer will receive a prorated credit for any prepaid, unused maintenance fees that will be applied to the customer's first invoice. |
| Software Licenses, Subscriptions, Maintenance, and Hosting (Renewal): | Sixty (60) days in advance of the Order Start Date. |
| Print Services and Transaction Fees: | Monthly, in arrears for transactions in the prior month. |
| Hardware and One-Time Licenses: | Upon the Effective Date of this Order Form. |
| Estimated Time and Material Professional Services, On-Site Professional Services, and Travel Expenses*: | Monthly, in arrears for services in the prior month unless specified in Special Term. |
| Implementation Fixed Fee Professional Services: | The Effective Date of this Order Form unless specified in Special Terms. |

Professional Service Key Terms and Conditions:

- **Time and Material Pricing:** Professional Services time and material pricing is based on expected hours using Springbrook's standard implementation approach. While our goal is to provide accurate hour estimates, there may be variations in actual hours and charges. If project costs surpass the estimated hours within this order form by the greater of \$15,000 or 20%, a signed change order is necessary to proceed. Adjustments below this threshold will be implemented and invoiced as incurred.
- ***On-Site Professional Services:** On-Site professional services are billed at a daily minimum rate, regardless of time spent on-site. Travel expenses related to on-site travel will be invoiced as a separate line item as they are incurred.
- **Cancellation or Postponement:** Customer agrees to participate in all scheduled meetings and minimize repeated cancellations. Customer shall provide no less than two (2) business days' written notice should any scheduled meeting, training session or other activity need to be cancelled or postponed. If Customer fails to provide such notice, Springbrook shall invoice the Customer for the lost or delayed scheduled time, with a minimum charge of two (2) hours. Additional charges may apply based on the resources and preparation required for the meeting.

- **Customer Responsibilities:** The customer will provide adequate internal resources and ensure the accuracy of all information provided to Springbrook. Customers are responsible for extracting data from any legacy systems and transferring the data into Springbrook's import templates.

Special Order Terms

Special Order Terms (if any):

The Time and Material section of the Professional Service Key Terms and Conditions are hereby modified to read:

Time and Material Pricing: Professional Services time and material pricing is based on expected hours using Springbrook's standard implementation approach. While our goal is to provide accurate hour estimates, there may be variations in actual hours and charges. If the actual project hours exceed the estimated hours set forth in this order form, a signed change order will be required prior to continuing work beyond the original estimate.

By signing, both parties agree to the terms and conditions set forth in this agreement.

* If the Customer requires a PO number on invoices, the Customer must provide Springbrook with the PO number and a copy of the PO prior to invoice issuance. If a PO number is not provided prior to the invoice issuance date, invoices issued on this Order Form will be valid without a PO reference.

Springbrook Holding Company, LLC

Kingsbury General Improvement District, NV

Signature: _____

Signature: _____

Name (Print): _____

Name (Print): _____

Title: _____

Title: _____

Date: _____

Date: _____

Purchase Order # (if required) _____

Order Form: Q-38134-1
Creation Date: 3/19/2025, 12:07 PM
Expires On: 6/30/2025

Phone: (866) 777-0069
Email: info@sprbrk.com



Ship To:
Carrie Bauwens
Kingsbury General Improvement District, NV
255 Kingsbury Grade, Suite A
Stateline, Nevada 89449
carrie@kgid.org

Bill To:
Kingsbury General Improvement District AP
Kingsbury General Improvement District, NV
255 Kingsbury Grade, Suite A
Stateline, Nevada 89449
invoices@kgid.org

| Account Manager | E-mail | Phone Number | Payment Terms |
|-----------------|------------------------|----------------|---------------|
| Brad Martin | brad.martin@sprbrk.com | (503) 820-4524 | Net 30 |

| Annual Product Pricing | | | | |
|--|--------------|-----|----------|---------------|
| PRODUCT | RATE | QTY | DISC (%) | NET PRICE |
| Accounts Receivable Subscription | USD 4,600.00 | 1 | 40.000 | USD 2,760.00 |
| Building Permits Subscription | USD 5,250.00 | 1 | 40.000 | USD 3,150.00 |
| Fixed Assets Subscription | USD 5,250.00 | 1 | 40.000 | USD 3,150.00 |
| Purchase Orders Subscription | USD 5,150.00 | 1 | 40.000 | USD 3,090.00 |
| Payroll Subscription | USD 8,650.00 | 1 | 40.000 | USD 5,190.00 |
| Employee Self Services Lite Subscription | USD 2,650.00 | 1 | 40.000 | USD 1,590.00 |
| Annual Product Pricing Total: | | | | USD 18,930.00 |

| Estimated Professional Services | | | | | | |
|--|--------------------------------|------------|------------|-----|--------|---------------|
| PRODUCT | DESCRIPTION | LIST PRICE | NET PRICE | QTY | DISC % | NET PRICE |
| Standard Professional Services | Standard Professional Services | USD 250.00 | USD 175.00 | 16 | 30.000 | USD 2,800.00 |
| Standard Professional Services | Standard Professional Services | USD 250.00 | USD 175.00 | 52 | 30.000 | USD 9,100.00 |
| Standard Professional Services | Standard Professional Services | USD 250.00 | USD 175.00 | 24 | 30.000 | USD 4,200.00 |
| Standard Professional Services | Standard Professional Services | USD 250.00 | USD 175.00 | 12 | 30.000 | USD 2,100.00 |
| Standard Professional Services | Standard Professional Services | USD 250.00 | USD 175.00 | 150 | 30.000 | USD 26,250.00 |
| Standard Professional Services | Standard Professional Services | USD 250.00 | USD 175.00 | 20 | 30.000 | USD 3,500.00 |
| Estimated Professional Services Total: | | | | | | USD 47,950.00 |

Grand Total: USD 66,880.00

* excludes applicable sales tax

Order Details

Customer Name: Kingsbury General Improvement District, NV

Customer Contact: Carrie Bauwens

Governing Agreement(s): This Order Form is governed by the applicable terms found at:
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MLA: <https://sprbrk.app.box.com/v/sprbrk-onpremise-terms>
Professional Services: <https://sprbrk.app.box.com/v/sprbrk-svcs-terms>

Term(s): 3 Years

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- Subscription Service fees and any Recurring Services will be subject to an automatic annual increase by not more than five percent (5%) of the prior year's Subscription Service fees ("Standard Annual Price Increase").
- Any Software Licenses or Hardware are one-time non-refundable purchases.
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Invoices are delivered electronically via e-mail to the billing contact on file for the Customer. Customer invoices are issued for the full amount of software and services purchased as follows:

Products Ordered

Invoice Timing

Software Licenses, Subscriptions, Maintenance, and Hosting (New):

Annually in advance upon Order Start Date.

Software Subscriptions, Maintenance, and Hosting (Add-Ons):

Upon the order start date, order will be pro-rated to sync with the existing anniversary billing date and will renew annually thereafter.

Software Subscriptions (Migrations):

Upon the order start date, order will be synced with the existing anniversary billing date and will renew annually thereafter unless specified in the Special Order Terms. This order replaces and supersedes any previously executed order as it relates to the products listed within this order. Upon delivery of new product, customer will receive a prorated credit for any prepaid, unused maintenance fees that will be applied to the customer's first invoice.

Software Licenses, Subscriptions, Maintenance, and Hosting (Renewal):

Sixty (60) days in advance of the Order Start Date.

Print Services and Transaction Fees:

Monthly, in arrears for transactions in the prior month.

Hardware and One-Time Licenses:

Upon the Effective Date of this Order Form.

Estimated Time and Material Professional Services, On-Site Professional Services, and Travel Expenses*:

Monthly, in arrears for services in the prior month unless specified in Special Term.

Implementation Fixed Fee Professional Services:

The Effective Date of this Order Form unless specified in Special Terms.

Professional Service Key Terms and Conditions:

- **Time and Material Pricing:** Professional Services time and material pricing is based on expected hours using Springbrook's standard implementation approach. While our goal is to provide accurate hour estimates, there may be variations in actual hours and charges. If project costs surpass the estimated hours within this order form by the greater of \$15,000 or 20%, a signed change order is necessary to proceed. Adjustments below this threshold will be implemented and invoiced as incurred.
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- **Cancellation or Postponement:** Customer agrees to participate in all scheduled meetings and minimize repeated cancellations. Customer shall provide no less than two (2) business days' written notice should any scheduled meeting, training session or other activity need to be cancelled or postponed. If Customer fails to provide such notice, Springbrook shall invoice the Customer for the lost or delayed scheduled time, with a minimum charge of two (2) hours. Additional charges may apply based on the resources and preparation required for the meeting.

- **Customer Responsibilities:** The customer will provide adequate internal resources and ensure the accuracy of all information provided to Springbrook. Customers are responsible for extracting data from any legacy systems and transferring the data into Springbrook's import templates.

Special Order Terms

Special Order Terms (if any):

The Time and Material section of the Professional Service Key Terms and Conditions are hereby modified to read:

Time and Material Pricing: Professional Services time and material pricing is based on expected hours using Springbrook's standard implementation approach. While our goal is to provide accurate hour estimates, there may be variations in actual hours and charges. If the actual project hours exceed the estimated hours set forth in this order form, a signed change order will be required prior to continuing work beyond the original estimate.

By signing, both parties agree to the terms and conditions set forth in this agreement.

* If the Customer requires a PO number on invoices, the Customer must provide Springbrook with the PO number and a copy of the PO prior to invoice issuance. If a PO number is not provided prior to the invoice issuance date, invoices issued on this Order Form will be valid without a PO reference.

Springbrook Holding Company, LLC

Kingsbury General Improvement District, NV

Signature: _____

Signature: _____

Name (Print): _____

Name (Print): _____

Title: _____

Title: _____

Date: _____

Date: _____

Purchase Order # (if required) _____

Order Form: Q-40109-1
Date: 4/29/2025, 2:47 PM
Expires On: 6/13/2025



Phone: (800) 768-7295
Email: info@xpressbillpay.com

Ship To:
Carrie Bauwens
Kingsbury General Improvement District, NV
255 Kingsbury Grade, Suite A
Stateline, Nevada 89449
carrie@kgid.org

Bill To:
Kingsbury General Improvement District AP
Kingsbury General Improvement District, NV
255 Kingsbury Grade, Suite A
Stateline, Nevada 89449
invoices@kgid.org

Gateway Services Master Agreement

This Gateway Services Master Agreement (this "**Agreement**") is entered into by and between Xpress Solutions, Inc. DBA Xpress Bill Pay ("**Xpress**") and Customer identified on the Order Form ("**Customer**"), together referred to as the "Parties" and each individually as a "**Party**."

WHEREAS, Xpress offers a program that enables its customers, including Customer, to use the proprietary technology offered by Xpress (the "**Xpress Services**"), along with the banking and payments services of its financial institution partner, Zions Bancorporation, National Association or such other financial institution partner identified by Xpress from time-to-time ("**ODFI**") (the "**Banking Services**"), to accept Automated Clearing House ("**ACH**") payments from Customer's clients (each, a "**Payor**") for goods and services provided by Customer, as well as certain Additional Services (defined below) in connection with the same (the "**Xpress Program**"); and

WHEREAS, Customer desires to, and Xpress agrees to permit, Customer to participate in the Xpress Program subject to the terms and conditions of, this Agreement.

NOW THEREFORE, in consideration of the mutual covenants contained herein, and the receipt of consideration, the sufficiency of which is hereby acknowledged, the Parties hereto agree as follows:

1.0 Term and Renewal: The Initial Term (the "**Initial Term**") of this Agreement shall be thirty-six (36) months from the date on which this Agreement is executed by the Parties. This Agreement shall automatically renew for an additional thirty-six (36) months at the end of the Initial Term or any subsequent renewal term by the Customer upon the receipt by Xpress of the applicable Fees (defined below) and under the same terms and conditions set forth herein, so long as the Customer is not and has not been in default in any term or condition of this Agreement. If Customer is a political subdivision, the Parties agree that an automatic renewal cannot occur if Customer's governing board does not budget for payment of the Fees set forth in Section 2.0 in any given fiscal year of Customer.

2.0 Fees and Payments: Customer shall pay to Xpress a one-time set-up Fee, monthly maintenance, support, transaction and hosting Fees, and various additional Fees as set forth in the Order Form and Exhibit A (collectively the "**Fees**"). Xpress reserves the right to change the Fees at any time so long as Customer is provided no less than thirty (30) days advance notice of a change. Customer authorizes Xpress to initiate an electronic ACH Debit Entry from Customer's bank account provided in Exhibit B (the "**Customer Account**") on or about the 5th day of each month for the amount of all Fees that accrued during the prior month for any Fee that is due as described in Exhibit A. If there are insufficient funds in Customer Account to cover the Fees, Xpress will contact Customer for resolution which will include resubmission up to three (3) times, subject to the Rules and Regulations (defined below). Any outstanding Fees that are not paid when due shall bear interest at the rate of 18% per annum until the outstanding balance and all accrued interest are paid in full.

3.0 Services Provided: Obligations of Customer:

A. Customer shall be subject to "know your customer" and related due diligence requirements established by Xpress and ODFI (the "**Onboarding Requirements**"). Customer must satisfy the Onboarding Requirements at all times during the Term in order to be eligible to use the Xpress Services or the Additional Services and shall provide to Xpress all information requested by Xpress or ODFI for such purpose. Customer represents and warrants that any information that Customer provides to Xpress or that Xpress otherwise obtains pursuant to this Agreement for purposes of complying with the Onboarding Requirements is accurate and complete, and Customer will notify Xpress in connection with any changes to this information.

B. In addition to the Xpress Services, Xpress will provide Customer with the additional services described below (together, the "**Additional Services**"):

1. Xpress has developed a web-based payment gateway interface that can be used by Customer for accepting payments from Customer's clients via ACH, electronic funds transfer ("EFT"), or credit cards (the "**Gateway Services**"). If desired by Customer, Xpress will, through an affiliate and pursuant to separate terms, facilitate the acquisition of the necessary processing services for the acceptance of credit cards.

2. Xpress has engaged Zions Bank to provide electronic funds transfers (EFT), Bank Bill Pay (BBP), and Lockbox services using its established banking relationships (the "**Check Services**"). Customer hereby authorizes Xpress to endorse checks and other payment items on behalf of Customer into the Program Account (defined below) and deposit funds as necessary for the clearing of payments received for Customer. Customer acknowledges that in order to use the services described in this section, it must maintain a bank account and third-party processing relationships approved by Xpress.

C. To initiate an ACH transaction through the Xpress Services (a "**Transaction**"), Customer will submit Transaction instructions to Xpress containing all information required by the payment platform provided by Xpress. Transactions are placed through Xpress as a third-party sender of ACH transactions with Customer as the "originator" of those Transactions under the Rules and Regulations. Xpress will send all transactions through ODFI all in accordance with the terms of this Agreement, the Operating Rules and Guidelines of the National Automated Clearing House Association (NACHA) and the applicable federal statutes and regulations governing ACH transactions (collectively the "**Rules and Regulations**"). As between the Parties, Customer is solely responsible for ensuring Transactions are consistent with the instructions of the Payor and shall bear all liability associated with any errors, including incorrect account information, included in the Transaction instructions.

D. ODFI will remit ACH and check Transaction funds to an ODFI-owned account established by ODFI and Xpress for the benefit of all Program customers (the "**Program Account**"). Customer acknowledges as a part of the Program Account, Xpress and ODFI participate in a sweep program (the "**Sweep Program**") through which ODFI acts as Customer's agent to automatically deposit or "sweep" all Customer funds from the Program Account into sweep program bank partners, up to applicable Sweep Program limits. Funds held in such Sweep Program may generate fees or interest. Customer assigns any of its right, title or interest in such fees or interest to Xpress as consideration for the provision of the Xpress Services pursuant to this Agreement, in addition to the Fees as described herein. Upon Customer's withdrawal request, ODFI will effect withdrawal of the relevant Transaction funds from the Program Account to the Customer Account. For avoidance of doubt, Customer hereby designates ODFI as its agent for purposes of sweeping Customer funds from the Program Account to the Sweep Program, and otherwise participating in the Sweep Program as set forth herein.

4.0 Support Services and Service Levels: Errors:

A. Xpress will provide technical support services, including telephone, email (seven days a week), or other technology support implemented by Xpress, from 7:00 am to 6:00 pm (MST or MDT) for Customer and Payors within the United States. The maximum response time for service shall not exceed 5:00 pm (Customer local time) of the next business day following the request for service by Customer. This support will be limited to the actual use of the Xpress internet payment system.

B. Customer must contact Xpress immediately at 1-800-768-7295 if Customer believes that: (i) a Transaction has been initiated without Customer or Payor's authorization; (ii) a Transaction has occurred that neither Customer nor Payor authorized; (iii) a Transaction has been processed incorrectly to or from the Program Account; or (iv) a Payor informs Customer that its transaction history contains an error, or Customer finds that the Program Account history contains an error (each, an "**Error**"). For clarity, if Customer gave a third party access to the relevant Program Account, and that person conducts transactions that neither Customer nor the Payor anticipated, these transactions do not constitute Errors. Customer must notify Xpress within the period required by the Rules and Regulations after any such Error first appeared in Customer or a Payor's transaction history, with such notification including all information as requested by Xpress, in order for Customer to be eligible for a remedy. Xpress will determine whether an Error has occurred as soon as reasonably practicable after Customer notifies Xpress. Xpress will inform Customer of the results of its investigation as soon as reasonably practicable after completing its investigation. Liability for Errors shall be as set forth in Section 10.

5.0 Software or Hardware: Customer will not receive any hardware or software from Xpress under this Agreement except as specified in Exhibit A. Customer will use its own computers and agrees to have internet services through an internet service provider. Customer agrees that the computers it uses will have sufficient memory and capacity to run at least Google Chrome, Microsoft Edge, or Mozilla Firefox.

6.0 Customer Account Authorization: Customer hereby authorizes Xpress, or its designees, to initiate Debit and/or Credit Entries to the Customer Account in accordance with this Agreement. Xpress' authority will remain in full force and effect until either (a) 90 days after Xpress has received written notification from Customer of the termination of this Agreement to provide Xpress reasonable opportunity to act upon any outstanding liabilities; or (b) all obligations of the Customer to Xpress that have arisen from this Agreement have been paid in full, including, but not limited to, those obligations described in this Agreement.

7.0 Accepting Transactions: Xpress will accept all completed batches from the Customer. Xpress is responsible for accepting and processing only those Transactions that have been received in a proper format and on a timely basis. Any Transaction returned to Xpress will be represented in accordance with the Rules and Regulations.

8.0 Returned Entries: Xpress will apply returned Transactions to the Program Account when they are received. All returns will be processed and available through Xpress software, or by other means, as agreed to by Xpress and the Customer. With respect to each Notification of Change ("**NOC**") Entry or Corrected Notification of Change ("**Corrected NOC**") Entry transmitted by Xpress, the parties shall ensure that changes requested by the NOC or Corrected NOC are made by, or on behalf of, the Customer within six (6) banking days of Xpress receipt of the NOC information from the ODFI or prior to initiating another Transaction to the Receiver's account, whichever is later.

9.0 Reports: Xpress will provide a detailed report of all funds transfers collected for the Customer's account. All reporting will be via the Internet.

10.0 Limits of Xpress Liability: Xpress will be responsible for Xpress' performance of the Xpress Services and the Additional Services in accordance with the terms of this Agreement, and applicable Rules and Regulations. Xpress does not accept responsibility for Errors, acts or the failure of others to act, including, and among other entities, banks, communications carriers or clearing houses through which ACH or check Transactions may be originated or Xpress receives or transmits information in connection with the Xpress Services or the Additional Services. Xpress shall not be responsible nor bear any loss, liability or delay caused by fires, earthquakes, wars, civil disturbances, power surges or failures, acts of government or God, labor disputes, failures in communication networks, legal constraints or other events beyond Xpress' control.

11.0 Representations and Warranties Regarding Payors: Customer warrants that it will provide Xpress with relevant billing information for Payors. Customer agrees to indemnify and hold Xpress harmless from any claim or liability relating to any inaccuracy in billing information provided to Xpress. Customer further represents and warrants with respect to all ACH and check Transactions processed for Customer by Xpress that: (a) each Payor has authorized the debiting and/or crediting of his, her, or its account, (b) each ACH and check Transaction is for an amount agreed to by the Payor, (c) each ACH and check Transaction is in accordance with the Rules and Regulations and properly authorized in all other respects, (d) Payors are U.S. persons and are not the target of economic or financial sanctions imposed by any government authority. Customer agrees to comply with Xpress' requests for record retention and signature authorization. Customer hereby grants to Xpress or its designee the right to audit these authorizations and Customer's record retention compliance, at no expense to Xpress. Customer agrees to defend, indemnify, and hold Xpress and all its agents harmless for any losses, liabilities, legal action costs or expenses incurred by Xpress as a result of any breach of these representations and warranties either intentionally or unintentionally by Customer. Customer shall cease initiating ACH and check Transactions immediately upon receiving actual or constructive notice of the termination or revocation by the Payor of authority. Customer must provide Xpress immediate notice if Client detects illegal, fraudulent, deceptive or suspicious activity associated with a Payor.

12.0 Regulatory Compliance:

A. Customer will use its best efforts, and bears the final responsibility to ensure that Customer's policies and procedures meet the requirements of all applicable Rules and Regulations pertaining to ACH and check transactions of any kind. Customer hereby agrees to, and otherwise assumes, all obligations under the Rules and Regulations as an originator to the ODFI with respect to all ACH Transactions, which includes without limitation the unconditional obligation of Customer to pay and indemnify the ODFI for all ACH Transactions that are returned by any Receiving Depository Financial Institution (RDFI) for whatever reason. Without limiting the obligations of Customer to the ODFI under this Agreement and the Rules and Regulations for the payment of all returned ACH Transactions, Customer agrees to execute an origination agreement with the ODFI if required by the Rules and Regulations.

B. Customer acknowledges that XBP is a technology provider and not a bank or financial institution, and – as such – the holding and movement of Customer funds as necessary for the Xpress Services or Additional Services are undertaken solely by Zions Bank. XBP is not an FDIC-insured institution. FDIC insurance protects only against the failure of insured depository institutions and not the failure of nonbanks like XBP and its affiliates.

13.0 Record Keeping: Customer agrees to keep full and accurate data and records of its utilization of Xpress Services, the Check Services, and of ACH and check Transactions for at least two (2) years after the date of the relevant Transaction, or such longer period as required by the Rules and Regulations. Customer understands that Xpress and the ODFI will be required to participate in certain audits of Customer in connection with the Xpress Services. Customer agrees to cooperate with Xpress and ODFI in the performance of such audits, including providing information reasonably required in the course of such audits.

14.0 Compliance: Customer represents and warrants that all products and services offered, sold, or provided by Customer are offered, sold, or provided in compliance with all applicable laws and regulations. Customer will not use the Xpress Services or the Check Services, nor permit such services to be used by Payors (i) to facilitate ACH or check Transactions that are inconsistent with the limitations on the amount, velocity, or other limitations as may be established by Xpress or ODFI from time to time; (ii) to facilitate ACH or check Transactions that are inconsistent with Xpress' Acceptable Use Policy as required by the Payment Card Industry Data Security Standard (PCI DSS) as provided in Exhibit C; or (iii) in any manner that gives rise to fraud or violates, or that causes Xpress or ODFI to violate, the Rules and Regulations. Xpress will comply with all applicable compliance requirements as required by current and future Payment Card Industry (PCI) rules of operation as well as the Rules and Regulations. For avoidance of doubt, all Banking Services, including the holding and transfer of funds in connection with the Program, are performed solely by ODFI; the functions performed by Xpress in support of the Program are limited to providing technology and related to enable Customer to access the Program, including the Banking Services.

15.0 Termination: This Agreement may be terminated by either party upon not less than 30 days' written notice to the other party specifying the effective date thereof. In the event this Agreement is terminated by Customer through no fault of Xpress, Xpress shall be paid for all services performed up to the date of termination.

16.0 Governing Law; Attorneys' Fees: This Agreement shall be governed by and construed under the laws of the State of Utah. In the event suit or action is instituted to interpret or enforce the terms of this Agreement, the prevailing party shall be entitled to recover from the other party such sum as a court may adjudge reasonable as Attorneys' fees at trial, on any appeal, and on any petition for review, in addition to other sums provided by law.

17.0 Independent Contractors: Both Customer and Xpress are acting hereunder as independent contractors and under no circumstances shall any of the employees of one party be deemed the employees of the other for any purpose. This Agreement shall not be construed as authority for either party to act for the other party in any agency or other capacity, or to make commitments of any kind for the account of or on behalf of the other, except to the extent and for the purposes provided for herein.

18.0 No Warranty: Xpress makes no warranty, expressed or implied, including warranties of merchant ability and fitness for a particular purpose. Xpress shall have no liability with respect to its obligations under this agreement for consequential, special, direct, exemplary, punitive, or incidental damages to Customer or to third parties dealing with Customer even if Xpress has been advised of the possibility of such damages.

19.0 Entire Agreement: This Agreement and the exhibits hereto constitute the entire understanding and agreement among the parties with respect to the subject matter hereof, and there are no other agreements or understandings among the parties other than those contained herein. In the event any provision of this Agreement shall be held to be invalid, the same shall not affect in any respect the validity of the remainder of this Agreement.

20.0 Successors and Assigns: Third Party Beneficiary: This Agreement shall be binding upon and inure to the benefit of the parties, and their respective heirs, successors and assigns. Neither party may assign its interest under this Agreement without the prior written consent of the other; provided, that no such consent shall be required in connection with an assignment by Xpress to an affiliate. The parties hereby agree that the ODFI is a third-party beneficiary of this Agreement, and shall have the right to enforce this Agreement directly and independently against Customer including the enforcement of Customer's liability to the ODFI as an originator under the Rules and Regulations.

21.0 Waiver: Failure of either party at any time to require performance of any provision of this Agreement shall not limit the parties' right to enforce the provision. Waiver of any breach of any provision shall not be waiver of any succeeding breach of the provision or a waiver of the provision itself or any other provision.

By signing below, Customer and Xpress shall be legally bound and agree to the terms of this Agreement and all of its Attachments.

Accepted by:
Xpress Solutions, Inc.

Accepted by:
Kingsbury General Improvement District, NV

Signature: _____

Signature: _____

Name (Print): _____

Name (Print): _____

Title: _____

Title: _____

Date: _____

Date: _____

EXHIBIT A**Fees****Initial Configuration Fees**

| PRODUCT | DESCRIPTION | RATE |
|--|--|-------------|
| Payment System - Setup & Configuration | Payment System - Setup & Configuration - Online Payment Module, Auto Pay Module, Card Swipe Module | USD 0.00 |
| Training - Onsite Per Day | Training - Onsite Per Day - Does not include travel. You shall reimburse roundtrip airfare and hotel stay. | USD 0.00 |

Transaction Fees

| PRODUCT | RATE PER TRANSACTION |
|--|-----------------------------|
| *Credit/Debit Card Transactions | USD 1.00 |
| EFT Transactions | USD 1.70 |
| EFT Returned Item Basic - Invalid account number or unable to locate account | USD 7.00 |
| EFT Return NSF or Account Closed | USD 14.00 |
| EFT Return Stop Payment or Charge Back | USD 30.00 |
| XBP Deposit Account Withdrawals (6 Free Per Month then \$6.25) | USD 6.25 |
| Bank Bill Pay Transactions | USD 0.59 |
| Toll Free Operator Assisted Surcharge | USD 2.00 |
| Toll Free IVR Surcharge | USD 1.25 |
| Pay by Text Surcharge | USD 0.25 |

Maintenance & Support

| PRODUCT |
|--|
| Monthly Support & Hosting - \$0.05 per customer bill. Minimum \$100. |
| Monthly Account Maintenance Fee - \$29 - Waived if you keep a \$25,000.00 minimum balance in your Xpress Deposit Account |

Hardware

| PRODUCT | DESCRIPTION | RATE | QTY | NET PRICE |
|-----------------|--------------------|-------------|------------|------------------|
| USB Card Reader | USB Card Reader | USD 85.00 | 1 | USD 85.00 |

**Additionally, merchant services will be needed for card processing. Merchant service fees will be billed directly from the merchant service provider.*

Special Order/Invoicing Terms (if any):

This contract will replace and supersede CivicPay Online Subscription. Upon Xpress Bill Pay go live, customers will receive a prorated credit for any prepaid, unused maintenance fees that will be applied to the customer's first invoice.

The Xpress Bill Pay Setup & Configuration fee of \$2,200 and the Training fee of \$550 are waived if Xpress Bill Pay is purchased at the same time as the Springbrook AR, BP, FA, PO, PR and ESS modules. Although the day rate of \$550 is waived, reimbursement of airfare and hotel stay for onsite training would still apply.

EXHIBIT B
Customer Account Information

Please provide the following information regarding Customer's bank account to which the debit entries will be directed for the payment of the Fees:

Name on Account: _____

Account Type: _____

Routing Number: _____

Account Number: _____

Bank Name: _____

Federal ID #: _____

EXHIBIT C ACCEPTABLE USE POLICY

Introduction

Xpress Bill Pay is committed to providing high-quality payment services for its customers. This Acceptable Use Policy (the "Policy") is designed to assist in protecting the Service, our Users, and the Internet community as a whole from improper and/or illegal activity over the Internet. By using the Service, you acknowledge that you and your Users are responsible for compliance with the Policy. You are responsible for violations of this Policy by any User that accesses the Services through your account. The Policy will be updated and revised occasionally and posted to the Xpress Bill Pay website. The Company reserves the right to modify this Policy at any time, effective upon posting at <https://secure.xpressbillpay.com/mktg/AcceptableUsePolicy.pdf>.

Purpose/Scope

The purpose of this Policy is to help protect the Company's network, each of the Company's clients and third-party users of the Internet, generally from harassing, deceptive, irresponsible and/or illegal activities.

The scope of this policy is all the Company's clients.

Policy

This Policy governs the usage of the Company's network by any person (regardless of whether that person is a Customer). Each person utilizing the Company network in any manner is responsible for complying with this Policy, and for providing assistance to the Company in furtherance of the objectives hereof, as the Company may request from time to time. The Company's Clients will be held solely responsible for the actions (or inactions) of any of their customers, downstream users, or third-party agents that use the Company's Network.

1.1 Prohibited Actions

It shall be prohibited by this Policy to utilize the Company network in any manner which, in the sole discretion of the Company, is (A) illegal, disruptive, harassing or deceptive, or (B) a risk to the Company's network, its stability or security, or (C) inconsistent with this Policy and/or the Company's Rules and Regulations and/or any rules or policies of upstream Company network service providers. Set forth below, is a non-exclusive list of certain actions, omissions, etc., which are expressly prohibited under this Policy:

- Transmitting, distributing or storing any material in violation of applicable law, code or regulation is prohibited. This includes, without limitation, material protected by copyright, trademark, trade secret, protective order, contract, or other intellectual property right used without proper authorization. Also prohibited is material that is obscene, libelous, defamatory, constitutes an illegal threat, and/or violates export control laws.
- Sending unsolicited bulk email messages and/or other advertising material to individuals who did not specifically request such material. This includes, but is not limited to, messages sent as email, "Spam," ICQ traffic, instant message traffic, GSM/GPRS data, or posting the same or similar message to one or more news groups (excessive cross-posting or multiple-posting). The Company's accounts or services may not be used to solicit customers from, or collect replies to, messages sent from another Internet Service Provider where those messages violate this Policy or the policy of the other provider. The Company reserves the right, in its sole discretion, to determine whether commercial email on the Company's Network complies with this Policy.
- Utilizing the Company's network (or any relay, proxy or other network element in conjunction with the Company network) to (A) forge the signature, IP address or other identifying mark or code of any other person, (B) impersonate or assume the identity of any other person, or (C) engage in any other activity (including "spoofing") to attempt to deceive or mislead other persons regarding the true identity of the user, including system identification information.
- Unauthorized attempts by a user to gain access to any account or computer resource not belonging to that user (e.g., "hacking" or "cracking"). This includes providing, or assisting in the provision of names, passwords or access codes to persons not authorized to receive such materials by the operator of the system requiring the password or access code.
- Obtaining or attempting to obtain service by any means or device with intent to avoid payment, violate policies or violate law. If a user is restricted or terminated from the Company's network, it is prohibited for a customer to make such services available to such user in an indirect manner.
- Unauthorized access, alteration, destruction, or any attempt thereof, of any information of the Company or any of the Company's clients or end-users by any means or device. This includes any deliberate or other attempt or activity to distribute or post any virus, worm, Trojan Horse, or computer code intended to disrupt services, destroy data, destroy or damage equipment, or disrupt the operation of the Company's network or the network of a third-party;

- Knowingly engaging in any activities that will cause a denial-of-service (e.g., synchronized number sequence attacks) to users whether on the Company's network or on another provider's network.
- Advertising, transmitting, or otherwise making available any software, program, product, or service that is designed to violate this Policy or the Policy of any other Internet Service Provider, which includes, but is not limited to, the facilitation of the means to send e-mail spam, initiation of pinging, flooding, mail-bombing, denial of service attacks, and piracy of software.
- Using the Company's network in any manner which interferes with the use of the Company's network by other customers or authorized users.
- Utilize the Company's network in any manner that might subject the Company to unfavorable regulatory action, subject the Company to any liability for any reason, or adversely affect the Company's public image, reputation or goodwill, including, without limitation, sending or distributing obscene, hateful, vulgar, racially, ethnically or otherwise objectionable materials as determined by the Company in its sole discretion.
- Using the Company's network to host, access, promote or otherwise distribute any child pornography or obscenity.
- Causing or allowing the Company's network and/or the customer, its IP space or other elements of identification to be placed on so-called "SPAM Block Lists," "Spam Early Warning Systems," or other directories of spam or unsolicited bulk email originators and/or network abusers. It shall be incumbent upon each of the Company's Clients to monitor and modify their usage, and that of their users and customers, to ensure compliance with this Policy generally, and also of this provision specifically.

1.2 Enforcement

The Company reserves the right, with or without notice, to restrict, block, modify or terminate services to any Client or user upon the threat or occurrence of a violation to the Policy. The Company reserves the right to cooperate with any court, law enforcement agency, investigator or network service provider in the investigation of threats to the integrity, stability, reliability and/or legality of the products and services offered by the Company and of any violations to the Policy.

1.3 Client Duties

Each Client is obligated to assist the Company in the investigation of any threatened, alleged or actual violation of this Policy. The Client shall cooperate with designees of the Company in this regard. Clients of the Company are responsible for immediately reporting to the Company any issue which could compromise the stability, service or security of any user or system connected to the Company's network.

1.4 Client Password Policy

The Company's clients are required to follow the payment industry's user identification (User ID) and password best practices to protect the Company's sensitive credit card data. Client User IDs and passwords must meet the following requirements:

- User IDs must be unique to an individual and forever connected with a single user to whom it has been assigned.
- User must never share their IDs and/or passwords.
- Users must choose easily remembered passwords that are, at the same time, difficult for unauthorized parties to guess.
- Passwords are required to have a minimum of seven (7) characters.
- Passwords must meet strong password requirements. Passwords will contain both alphabetic and numeric characters. Passwords will also utilize upper and lower case letters and symbols.

1.5 Reports and Complaints

Any reports or complaints about the use or misuse of the Company's products or services should be directed to:

Xpress Solutions, Inc.
108 South 700 East
American Fork, UT 84003
800-768-7295
security@xpressbillpay.com

1.6 Digital Millennium Copyright Act

Xpress Solutions, Inc. maintains a separate policy on the handling of complaints under the Digital Millennium Copyright Act, which may be requested by sending an email to info@xpressbillpay.com.

1.7 Handling Charges

The Company reserves the right to assess a handling fee, at its usual emergency project labor rate, to respond to abuse complaints incurred by the Company relating to a client and/or to handle, address, clean up and/or correct damage done to the operation of the Company's Network and business operations supported thereby. The fees will be billed in one (1) hour minimum increments. The Company hereby agrees to waive such fee for the first instance per customer of any such complaint, but shall impose the fee from and after the second such complaint.

MEMO TO: Kingsbury GID Board of Trustees

FROM: Derek Dornbrook, General Manager

SUBJECT: General Manager's Report for the meeting of June 17, 2025

Items:

- Moreton Capital: GM added as authorized signer. Next step; investment options.
- Rate Study: Two firms have responded to preliminary inquiries. One option is to have Dowl complete as a Task Order under Master Services Agreement and avoid bid and RFP process.
- Attended first TWSA meeting. Water quality samples at various locations, Golden Muscle, new Chair elected.
- Virginia Toy: Background gathered. Timeline established. Introductory letter drafted.
- Christine Johnson, District's representative for Governmental Affairs meeting. Awaiting report.
- Kingsbury 298: Preliminary work. Analysis and options to be presented at July Board Meeting.
- Kahle Street update: Project delayed until next year at earliest.
- Reciprocity: Applied for T2, D3, and Collections.

MEMO TO: Board of Trustees

FROM: Joe Esenarro, Utility Operations Superintendent

SUBJECT: Operations Report for the meeting of June 17, 2025

Working with Derek on daily operations, upcoming projects and contacts.

Interviews for seasonal road crew workers.

Review and finalize permits for deposit refunds.

Maintenance on injection valve at the treatment plant.

Met with NV energy and arborist for upcoming project

Water crew continues replacing meter registers and endpoints throughout the district for radio reads.

Road crew has been patching potholes, cleaning drains, and sweeping the roads throughout the district.

Weekly progress meetings on the water line project

Submitted NDEP monthly reports to the state.

Completed Consumer confidence report.

Water production for the month was 18,280,000 gallons.

Comprehensive Maintenance Management System (CMMS) asset input continues, and configuration for the sequencing for reviews and assignments. Working with Lumos on mapping problems.

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

Welcome Caroline Nelson, our new seasonal road crew worker.

VEHICLES and EQUIPMENT:

TRAINING:

All utility personnel attended the monthly safety meeting.

Byran Moss attended pool/pact supervisor training.

MEMO TO: Derrek Dornbrook, General Manager

FROM: Judy Brewer, Administrative & Human Resource Supervisor

SUBJECT: Management Report for June 2025

Human Resources

- Set up (3) Water Operator interviews for next week
- Hired a Seasonal employee for street maintenance
- Working on renewing my Notary
- Organized and cleaned up personnel files
- Aflac spent the day speaking with employees during open enrollment
- (2) employees attended "So you want to be a supervisor" through Pool Pact

Rental Property (298 Kingsbury)

- Full occupancy
- Research lease contracts, to see which units we may need to raise rates
- Spring cleaning around the outside of the building
- Scheduled to have the carpets cleaned in the common areas
- Vent in a unit needed to be reattached to the ceiling

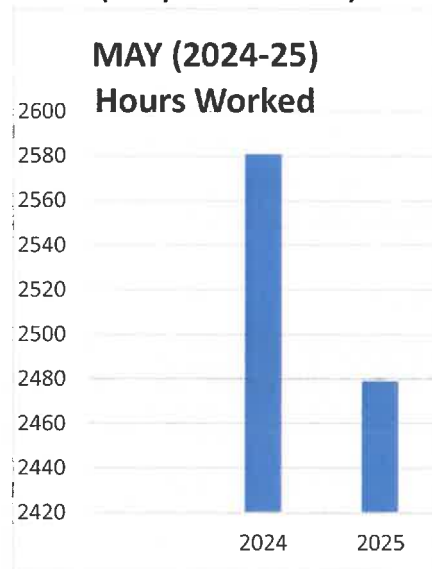
General Information

- Document imaging project continuing to move forward
- Temporarily revising AI generated board meeting minutes and drafting the agenda
- Would like to see all the Board of Trustee emails working – Disbursed instructions
- Receiving a record number of Escrow reads to be completed
- The 2024 KGID annual drinking water quality report has been noticed on our website and is available in our office

SERVICE REQUEST (MAY 24 vs MAY 25)

| May 2024 | | | May 2025 | | |
|----------------------|---------------|----------------|----------------------|---------------|-----------------|
| <u>REQUEST CODE:</u> | <u>COUNT:</u> | <u>AMOUNT:</u> | <u>REQUEST CODE:</u> | <u>COUNT:</u> | <u>AMOUNT:</u> |
| OFF/ON | 1 | 100.00 | OFF/ON | 1 | 100.00 |
| INSPECTION | 20 | 0.00 | INSPECTION | 10 | 0.00 |
| CHANGE | 0 | 0.00 | CHANGE | 169 | 0.00 |
| NEW | 2 | 0.00 | NEW | 0 | 0.00 |
| OFF | 4 | 0.00 | OFF | 11 | 350.00 |
| ON | 1 | 0.00 | ON | 11 | 400.00 |
| ONCALL | 0 | 0.00 | ONCALL | 1 | 50.00 |
| REREAD | 0 | 0.00 | REREAD | 1 | 0.00 |
| PROFILE | 0 | 0.00 | PROFILE | 0 | 0.00 |
| TAMPER | 0 | 0.00 | TAMPER | 1 | 250.00 |
| ESCROW | 0 | 0.00 | ESCROW | 2 | 100.00 |
| LEAK | 1 | 50.00 | LEAK | 2 | 0.00 |
| TOTAL | 30 | 150.00 | TOTAL | 209 | 1,250.00 |

HOURS WORKED COMPARISON (May 2024-2025)



LIENS (MAY 2025)

111 Tramway Dr. A-10 \$ 3,253.51

County Tax roll collection:

759 Boulder Court, #Q \$111,420.91

495 Tramway Drive, #12 \$111,361.86

Service Turned Off:

165 Irwin A&B \$57,959.64 Turned off in 2016

302 Griffin Court \$15,713.79 Turned off in 2021



MEMORANDUM

TO: Derek Dornbrook, General Manager, Kingsbury GID
FROM: Travis Marshall, PE, Project Manager, DOWL
DATE: June 10, 2025
SUBJECT: Engineering Report for the Meeting of June 17, 2025

GENERAL

- Assisted with General Service tasks requested and general correspondence:
 - Coordinated with District Staff to complete first draw request for the Ponderosa MHP project through NIFS.
 - Coordination with the Office of Financial Assistance and District to begin initial steps to seek funding.
 - On-Call Tahoe Beach Club: Tahoe Beach Club Phase III easement review and recommendations to the District.

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:

- Construction anticipated to be completed in September 2026.
- First Pay App of the 2nd year if construction under final review and to be submitted at the June Board Meeting for Signature.
- DOWL to continue coordination between Water Project Contractor and upcoming Road Project Contractor to get regularly updated schedules.

Task Order #65: Ponderosa MHP Waterline Replacement Project

- DOWL provided documentation requested by the Office of Financial Assistance and the District to complete the first Draw from NIFS.
- DOWL to coordinate with District Staff to complete final draw request.

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

- Two-year Construction project anticipated to begin in Summer 2027 per current direction from the District.
- Replacement of approximately 9,200 LF of water main with ductile iron for Maryanne, Barrett, and Panorama. Minor streets include Carol Cir, Drew Ct, and Vista Dr.

Task Order #67 – 2025 Road Rehabilitation & Replacement Project

- DOWL has coordinated and received executed Contract Documents from the awarded Contractor, Sierra Nevada Construction (SNC).
- Road Construction Phases 1 & 2 (3 phases total) awarded to SNC at this time, with potential for all phases to be completed depending on active Water project schedule.
- Construction anticipated to begin mid – July 2025.
- Project includes full rehabilitation for Andria/N Benjamin, Tramway, Quaking Aspen, S Benjamin, and Terrace View. Other roadwork includes a district-wide crack repair, full section replacements, and Manhole/valve collar reconstruction.



STATE OF NEVADA
DEPARTMENT OF TAXATION

MAIN OFFICE
3850 Arrowhead Drive
Carson City, Nevada 89706

JOE LOMBARDO
Governor

GEORGE KELESIS
Chair, Nevada Tax Commission

SHELLIE HUGHES
Executive Director

June 12, 2025

Joseph Esenarro
Interim General Manager
Kingsbury General Improvement District
P. O. Box 2220
Stateline, NV 89449

Re: Final Budget – Fiscal Year 2025-26

Dear Mr. Esenarro,


The Department of Taxation has examined your final budget in accordance with NRS 354.598. We find the budget to be in compliance with the law and appropriate regulations.

Based upon the review of your final budget, the following tax rates will be presented to the Nevada Tax Commission on June 25, 2025 for certification:

| | |
|---------------------------|------------------|
| Operating tax rate | \$ 0.3294 |
| Voter approved rate | 0.0000 |
| Legislative override rate | 0.2812 |
| Debt service rate | <u>0.0000</u> |
| Total tax rate | \$ 0.6106 |

Should you have any questions, please do not hesitate to contact me at (775) 684-2092 or by e-mail at tthorpe@tax.state.nv.us.

Sincerely,


Ande Thorpe, Budget Analyst
Local Government Finance
Department of Taxation

June 6, 2025

Virginia Toy

P.O. Box 4105

Stateline, NV 89449

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

Dear Ms. Toy,

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

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

Over the years, the District has made several efforts to reach a settlement through a reasonable payment plan to help avoid further penalties. Unfortunately, no agreement was reached. As of June 17, 2025, the outstanding balance on your account is **\$57,959.64**.

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

Sincerely,

Derek Dornbrook

General Manager

Kingsbury General Improvement District

