

# KINGSBURY GENERAL IMPROVEMENT DISTRICT BOARD OF TRUSTEES MEETING NOTICE AGENDA TUESDAY, July 16, 2024

A meeting of the Kingsbury General Improvement District Board of Trustees shall be held Tuesday July 16, 2024, at the district office (160 Pine Ridge Drive, Stateline, NV, 89449), commencing at 5:00 p.m. The agenda and supporting material are available on the district website (www.kgid.org), News & Notices. Copies of this agenda were posted 3 business days prior to the meeting at: The District Office, Stateline Post Office, Zephyr Cove Post Office, and Douglas County Lake Tahoe Administration Building.

Remote attendance is welcomed. To offer public comment prior to the meeting, individuals may submit comments using the drop box located at the district office entrance, or email to <a href="mitch@kgid.org">mitch@kgid.org</a>.

- To provide public comment or attend the meeting by phone, (669) 900-9128 ID code 775-588-3548 passcode 906347. 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 also 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=UnF2YzBxb05Ya0pjWjRCNUNEM UFVZz09

Meeting ID: 775 588 3548 Passcode: 5883548

#### **MISSION STATEMENT**

As a team, our employees and 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.

#### **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 comment will also be invited during the Board's consideration of each action item, and before action is taken. Please limit your comments to three minutes. 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 held on June 18, 2024.

#### **NEW BUSINESS**

- 1. For Information: Receive and review Financial Statements, April 2024
- 2. For Information and Possible Action: Approval of list of Claims, June 2024
- **3. For Information and Possible Action**: Board of Trustees Meeting Calendar Adjustment eliminating August 20, 2024, meeting
- **4. For Information and Possible Action:** Authorize the General Manager to expend up to \$75,000 for vendor services/repairs for the treatment plant addressing emergent issues with process control & SCADA
- 5. For Information and Possible Action: Approve change order #01 with Aspen Construction to provide asphalt sealing deleted form the FY24 waterline repair and renovation project
- **6. For Information and Possible Action:** Conduct Evaluation of General Manager and provide compensation adjustment/contract revision

#### **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 REGULAR MEETING OF THE KINGSBURY GENERAL IMPROVEMENT DISTRICT BOARD OF TRUSTEES TUESDAY JUNE 18, 2024

<u>CALL TO ORDER</u> - The meeting was called to order at the Kingsbury General Improvement District office located at 160 Pine Ridge, Stateline, Nevada at 5:01 p.m. by Natalie Yanish.

#### PLEDGE OF ALLEGIANCE

<u>ROLL CALL</u> – In attendance were Trustees Yanish, Parks, Trigg, Schorr and Nelson. Also present were General Manager Mitch Dion, Administration & Human Resource Supervisor Judy Brewer, General Counsel Chuck Zumpft and Matt Van Dyne and Travis Marshall of Dowl Engineering.

**PUBLIC COMMENT** – There was no public comment.

<u>APPROVAL OF AGENDA</u> – It was recommended to delete Item 13, which will be addressed at a later date.

<u>M-6/18/2024-1</u> - Motion by Trigg, seconded by Parks and unanimously passed to approve the agenda, as amended.

#### APPROVAL OF MINUTES -

<u>M-6/18/2024-2</u> - Motion by Parks, seconded by Trigg, and passed to approve the Regular Meeting Minutes dated May 21, 2024. Schorr obtained due to his absence.

#### **NEW BUSINESS**

#### FOR INFORMATION ONLY:

## Presentation by Barton Hospital, Chris Proctor & Clint Purvance

A presentation was provided. Clint Purvance addressed their aging infrastructure in CA and their intent to use the old Lakeside site for Barton Hospital as a replacement project to optimize patient care. Potential future use of various CA sites and permitting was briefly discussed. Beneficial impacts were noted, and draft project renderings were shown. The project timeline and parking were reviewed. Traffic and corridor improvement coordination were discussed.

Nelson joined the meeting at 5:37 p.m.

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

## Presentation and Acceptance of POOL for Renewal Proposal

A written report was provided. Jim Norton of Warren Reed Insurance explained coverages and the renewal premium. He noted, the loss exposure for KGID over the last 5 years has been exemplary.

Nelson question how the POOL has addressed the snow removal contractor issue. Norton stated that it is currently being addressed with the carrier and his intention to follow-up.

<u>M-6/18/2024-3</u> - Motion by Parks, seconded by Trigg, and passed to accept the Nevada Public Agency Insurance POOL 2024/25 Proposal of \$121,924.24 and authorize General Manager to execute appropriate documents. Nelson opposed.

#### LIST OF CLAIMS - Report provided.

M-6/18/2024-4 - Motion by Nelson, seconded by Trigg, and unanimously passed to approve the List of Claims in the amount of \$963,328.98 as represented by check numbers 64020 through 64111.

#### FINANCIAL STATEMENTS - APRIL 2024

Financials were provided for review.

Schorr questioned the \$1.5M apparent shortfall in recent statement. Nelson noted the capital outlay is posted as an expense in government funds.

Nelson questioned engineering and surveying expenses which are beyond budget and road maintenance expenses. It was explained that capital projects for road maintenance get mis-assigned (due to definition of maintenance) and must be corrected and the survey work had to be realigned with the multi-year projects. She questioned vehicle replacement funds which total over \$700K. It was explained that the funds were accelerated to include the Vactor truck and other large equipment needing replacement which were beyond projected useful life before the reserve fund was established.

No action was taken.

# Approval of Task Order 66 with DOWL Engineering for Engineering Services for the FY 26 Waterline & Road Repair and Renovation Project.

A written report was provided. Van Dyne explained that areas have been identified within the 2002 Master Plan for replacement and due to leaks. Consolidated projects may entice larger contractors with better pricing.

Schorr questioned the need to replace the watermain. Van Dyne responded that the work was identified in masterplan as continuation of the effort to update aged infrastructure and leaks are prevalent. He questioned the timing of engineering versus commencement of construction in 2 years. Schorr questioned future project approval with a new board. It was offered as advantage to an incoming board to have momentum on the program as CIPs are about addressing infrastructure.

Nelson addressed the construction timing along with funding. Revenue requirements, other projects, debt financing, and interfund loans as related to the Water Funds were discussed. The benefits of completing work on time with good planning was deemed to be a good practice and likely need for rate increase which had been successfully postponed. Yanish noted that future projects which related to stormwater should be addressed with Douglas County

Yanish, Trigg and Parks expressed support for initiating engineering of next project consistent with master planning.

Trigg stated that it was responsible to move forward with planning for the project in order to control expenses. Details of the task order were reviewed.

Yanish noted the importance of rate making for budget purposes. Trigg supported being a steward for infrastructure in the community. Parks verified that the engineering expenses will be good for years which will provide time to identify project funding.

Van Dyne noted preferred costs on this project and explained that the board would be presented with actual costs for approval. He confirmed that the entire project isn't being approved at this time.

<u>M-6/18/2024-5</u> - Motion by Trigg, seconded by Schorr, and passed to approve Task Order #66 with DOWL Engineering for Engineering Services for the FY 26 Waterline & Road Repair and Renovation Project costing \$975,556 and authorize the General Manager to execute appropriate documents. Nelson opposed.

There was a 10-minute break at 7:41...

#### <u>Approval of Task Order 67 with DOWL Engineering for Engineering Services for an FY 25/26 Road</u> Surface Repair and Renovation Project

A written report was provided. It was explained that road surfaces need to be substantially improved before the condition falls below a restoration category. The funds impacted by the actions were reviewed. Van Dyne explained the rating system in relation to addressing sufficient road conditions. The project detail was reviewed.

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

M-6/18/2024-6 - Motion by Parks, seconded by Trigg, and unanimously passed to approve Task Order 67 with DOWL Engineering for Engineering Services at the cost of \$328,217 for the FY 26 Road Surface Repair and Renovation Project and authorize the General Manager to execute appropriate documents.

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

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

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

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

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

M-6/18/2024-7 - Motion by Parks, seconded by Trigg, and passed to approve the adjusted contributions to the Public Employees' Benefits Program to fund Health Savings Accounts for employees based upon the 2024/2025 PEBP to the maximum amount allowed by the IRS. Schorr and Nelson opposed.

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

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

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

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

# Approval of salary adjustment for non-represented employees.

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

M-6/18/2024-9 - Motion by Trigg, seconded by Parks, and unanimously passed to approve a 4.5% salary adjustment for the district's non-represented employees effective July 1, 2024.

## Approval of the 2024/25 Workers Compensation Policy Renewal.

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

<u>M-6/18/2024-10</u> - Motion by Nelson, seconded by Trigg, and unanimously passed to accept renewal proposal from Employers Preferred Insurance Company and authorize General Manager to execute appropriate documents.

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

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

#### **Board Reports**

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

#### **Management Reports**

#### General Manager's Report

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

#### **Administrative and Human Resources Report**

There were no questions or comments.

#### **Engineer's Report**

There were no questions or comments.

#### Attorney's Report

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

**CORRESPONDENCE** – There was none.

**FINAL PUBLIC COMMENT** – There was no public present.

#### **UNFINISHED BUSINESS**

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

#### **ADJOURNMENT**

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

	Respectfully submitted,
	Natalie Yanish, Chair
Attest:	
Sandra Parks, Secretary	

#### KINGSBURY GENERAL IMPROVEMENT DISTRICT AGENDA ITEM #02

#### TITLE: APPROVAL OF LIST OF CLAIMS

For Discussion and Possible Action. Review and approve the monthly claims which were paid by the district in June 2024

**MEETING DATE:** 16 July 2024

PREPARED BY: Mitchell S. Dion, General Manager

#### **RECOMMENDED ACTION:**

It is recommended that the Board of Trustees review and approve the list of claims for June from check number 64112 to 64241.

## **BACKGROUND INFORMATION:**

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

#### **INCLUDED:**

List of Claims for June 2024

Fund impacted by above action:

(X) All Funds
() Water Fund
() Sewer Fund
() General Fund
() Snow Removal Fund

() Not Budgeted for () Emergency Spending

Check/Voucher Register - LIST OF CLAIMS From 6/13/2024 Through 7/12/2024

Check Number	Check Date	Payee	Transaction Description	Check Amount
64112	6/14/2024	DAVID MCKINSEY	Employee: MCKINS; Pay Date: 6/14/2024	1,136.93
64113	6/14/2024	CARRIE BAUWENS	Employee: BAUWEN; Pay Date: 6/14/2024	1,641.90
64114	6/14/2024	JUDITH BREWER	Employee: BREWER; Pay Date: 6/14/2024	1,975.29
64115	6/14/2024	MITCHELL S. DION	Employee: DION; Pay Date: 6/14/2024	0.00
64116	6/14/2024	COREY E. DOAN	Employee: DOAN; Pay Date: 6/14/2024	1,217.28
64117	6/14/2024	MICHAEL E. EDWARDS, JR	Employee: EDWARD; Pay Date: 6/14/2024	3,381.49
64118	6/14/2024	JOSEPH ESENARRO	Employee: ESENAR; Pay Date: 6/14/2024	3,002.44
64119	6/14/2024	BRANDY JOHNS	Employee: JOHNS; Pay Date: 6/14/2024	1,842.34
64120	6/14/2024	SHANE T. MORTENSEN	Employee: MORTEN; Pay Date: 6/14/2024	2,915.25
64121	6/14/2024	BYRAN D. MOSS	Employee: MOSS; Pay Date: 6/14/2024	1,636.13
64122	6/14/2024	JOSEPH S. PETERSON	Employee: PETER; Pay Date: 6/14/2024	1,217.28
64123	6/14/2024	JERRON D. PIERSON	Employee: PIERSO; Pay Date: 6/14/2024	1,463.20
64124	6/14/2024	LEIGH C. STANTON	Employee: STANTO; Pay Date: 6/14/2024	1,338.78
64125	6/14/2024	JEFF T. WOOD	Employee: WOOD; Pay Date: 6/14/2024	1,576.63
64126	6/14/2024	MITCHELL S. DION	Employee: DION; Pay Date: 6/14/2024	2,975.10
64127	6/14/2024	BARTON HEALTHCARE SYSTEM	ACCT. 800002207 VISIT 37653935 PIERSON PRE-EMPLOYMENT DRUG S	65.00
64128	6/14/2024	EVAN & ERICA EGGERS	REFUND ACCT. 305 OVERPAID/CLOSED ESCROW 9/5/23	93.90
64129	6/14/2024	FIRST ADVANTAGE CORPORATION	ACCT. 946233 PIERSON PRE-EMPLOYMENT DRUG TEST	56.79
64130	6/14/2024	LES SCHWAB TIRE CENTER	TURCK @0610 TIRES 225/70R-19.5/14 BI-877, SPIN BAL, BRAKE IN	2,882.46
64131	6/14/2024	LINDE GAS & EQUIPMENT. INC.	ACCT. 71572887 INDUSTRIAL ACETYLENE IND HIGH PRESSURE	174.94
64132	6/14/2024	NEXTIVA, INC.	ACCT. 3680856 DISTRICT OFFICE PHONE LINES 6/1/24	258.59
64133	6/14/2024	PACIFIC STATES COMMUNICATIONS	MONTHLY NETWORK MONITORING SERVICE 6/2024	1,222.50
64134	6/14/2024	SPRINGBROOK SOFTWARE COMPANY	COMPUTER EXP/ACH & CC CHARGES 5/24	1,571.00

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Check Number	Check Date	Payee	Transaction Description	Check Amount
64135	6/14/2024	SUMMIT PLUMBING LLC	169 TERRACE VIEW SNAKED SINK	185.00
64135	6/14/2024	SUMMIT PLUMBING LLC	SEWER PUMP STATION MAINTENANCE 6/2024	7,176.89
64138	6/14/2024	US BANK VISA REWARDS	BM STATION 2 FURNACE PARTS TRI-ARM ASSY	170.27
64138	6/14/2024	US BANK VISA REWARDS	BM TRUCK #1726 TIRES	1,259.16
64138	6/14/2024	US BANK VISA REWARDS	CB BILLING PAPER	116.56
64138	6/14/2024	US BANK VISA REWARDS	CB NOTARY STAMP FOR BRANDY	41.98
64138	6/14/2024	US BANK VISA REWARDS	CB STATION 2 EPSON INK, OFFICE POST-IT, GEL PENS, OPTICAL TO	208.08
64138	6/14/2024	US BANK VISA REWARDS	JB ANNUAL ZOOM FEES 5/1/24 TO 4/30/25	159.90
64138	6/14/2024	US BANK VISA REWARDS	JB JOB POSTINGS ENGINEER, FINANCE ANALYST, OPERATIONS SUPERI	299.00
64138	6/14/2024	US BANK VISA REWARDS	JB OFFICE ZIPLOC BAGS, PAPER CUPS, AAA BATERIES, COFFEE, STA	172.71
64138	6/14/2024	US BANK VISA REWARDS	JB PUBLICATION EMPLOYMENT ENG. & FINAN. ANALYST, OPS. SUPER	775.56
64138	6/14/2024	US BANK VISA REWARDS	MD 160 PINERIDGE BLDG CONTAINER RENTAL	135.33
64138	6/14/2024	US BANK VISA REWARDS	MD 160 PINERIDGE CABINET/SHELF HARDWARE & DOOR MATS	209.36
64138	6/14/2024	US BANK VISA REWARDS	MD 160 PINERIDGE TOOLS AND PARTS FOR CABINET LOCKS	34.14
64138	6/14/2024	US BANK VISA REWARDS	MD 160 PINERIDGE TOWEL RACKS BATHROOM WALL MENS & WOMENS SHO	119.92
64138	6/14/2024	US BANK VISA REWARDS	MD ARCGIS ONLINE CREATOR, CREDITS & VIEWER ANNUAL SUBSCRIPTI	2,200.00
64138	6/14/2024	US BANK VISA REWARDS	MD BOARD ROOM OWL SPEAKER/CAMERA/MICR	839.20
64138	6/14/2024	US BANK VISA REWARDS	MD CORD FOR DISHWASHER	10.70
64138	6/14/2024	US BANK VISA REWARDS	MD DBLE SIDED RAISED PAVEMENT MARKERS QTY 500	1,225.18
64138	6/14/2024	US BANK VISA REWARDS	MD DISHWASHER ENERGY STAR	698.32
64138	6/14/2024	US BANK VISA REWARDS	MD GSR RESORT POOL PACT BOARD MEETING 4/17 TO 4/18/24	45.14

Check/Voucher Register - LIST OF CLAIMS From 6/13/2024 Through 7/12/2024

Check Number	Check Date	Payee	Transaction Description	Check Amount
64138	6/14/2024	US BANK VISA REWARDS	MD HOSE FOR DISHWASHER & ELECTRONIC KEYPAD DOOR LOCK	173.81
64138	6/14/2024	US BANK VISA REWARDS	MD NATALIE ATTENDING NV LEAGUE OF CITIES & MUNICIPALITES	75.00
64138	6/14/2024	US BANK VISA REWARDS	MD STATION 3 & 5 KEMTEK, 298 KINGSBURY LED LIGHT, TAPE MEAS	89.05
64138	6/14/2024	US BANK VISA REWARDS	MD STATIONS 3 & 5 KEMTEK LIQUID CHLORINE QTY 3	43.57
64138	6/14/2024	US BANK VISA REWARDS	MD SWEEPER #1930 REPAIR & REPLACE 12 VOLT WATER PUMP & SOLEN	1,698.50
64138	6/14/2024	US BANK VISA REWARDS	MD SWEEPER #2331 REPAIR & REPLACE 12 VOLT WATER PUMP & SOLIN	1,698.50
64138	6/14/2024	US BANK VISA REWARDS	MD160 PINERIDGE SIGNS NO PARKING TOW/FIRE LANE/EMPLOYEE ONLY	259.81
64138	6/14/2024	US BANK VISA REWARDS	SM POSTAGE BACKFLOW DEVICE CALIBRATION	68.33
64139	6/18/2024	JODIE NELSON	Employee: NELSON; Pay Date: 6/18/2024	692.62
64140	6/18/2024	SANDRA D. PARKS	Employee: PARKS; Pay Date: 6/18/2024	689.12
64141	6/18/2024	CRAIG B. SCHORR	Employee: SCHORR; Pay Date: 6/18/2024	739.12
64142	6/18/2024	CYNTHIA M. TRIGG	Employee: TRIGG; Pay Date: 6/18/2024	739.12
64143	6/18/2024	NATALIE YANISH	Employee: YANISH; Pay Date: 6/18/2024	739.12
64144	6/18/2024	AFLAC	ACCT. FA935 LIFE INSURANCE EDWARDS, JOHNS, MOSS, STANTON, WO	450.69
64145	6/18/2024	AIRGAS USA, LLC	ACCT. 3255567 RENT LIQUID IND LG 190-300 LT NITRO	890.28
64145	6/18/2024	AIRGAS USA, LLC	NITROGEN LIQ FG 265LTRS 350 PSI	489.95
64146	6/18/2024	ALLISON MACKENZIE, LTD	LEGAL LABOR NEGOTIATIONS 5/3 TO 5/21/2024	840.00
64147	6/18/2024	ASPEN DEVELOPERS CORP	PAY APPLICATION 1 2024-2025 WATER MAIN REP PROJ 5/24 #30113	82,081.92
64147	6/18/2024	ASPEN DEVELOPERS CORP	PAY APPLICATION 1 ANDRIA DR REHAB. PROJECT 6/30/20	276,072.84

Date: 7/12/24 09:05:23 AM

Check Number	Check Date	Payee	Transaction Description	Check Amount
64148	6/18/2024	AMY C. CARAMAZZA	5/21/24 BOARD MEETING & MINUTES 5.25 HRS	141.75
64149	6/18/2024	DOWL, LLC	ENGINEERING SERVICES FY23 ANDRIA & BARRET ROAD MGMT 5/25/24	1,825.40
64149	6/18/2024	DOWL, LLC	ENGINEERING SERVICES FY24 WATERLINE IMPROVEMENT 5/25/24	5,026.25
64149	6/18/2024	DOWL, LLC	ENGINEERING SERVICES GENERAL, FY23 ANDRIA WATER, PONDEROSA M	2,952.50
64149	6/18/2024	DOWL, LLC	ENGINEERING SERVICES PONDEROSA MHP WATER REPLACEMENT 5/25/24	20,012.50
64149	6/18/2024	DOWL, LLC	ENGINEERING SERVICES SEWER PER 05/25/24	1,187.50
64150	6/18/2024	FARR CONSTRUCTION CORPORATION	432 ANDRIA DR DAMAGE TO SEWER LINE FY23 WATER/ROAD PROJECT	(2,598.54)
64150	6/18/2024	FARR CONSTRUCTION CORPORATION	PAY APPLICATION 1 RET 6/1 - 6/30/23 FY23 WATER/ROAD PROJECT	18,891.25
64150	6/18/2024	FARR CONSTRUCTION CORPORATION	PAY APPLICATION 2 RET 7/1 - 7/31/23 FY23 WATER/ROAD PROJECT	20,563.04
64150	6/18/2024	FARR CONSTRUCTION CORPORATION	PAY APPLICATION 3 RET 8/1 - 8/31/23 FY23 WATER/ROAD PROJECT	19,016.53
64150	6/18/2024	FARR CONSTRUCTION CORPORATION	PAY APPLICATION 4 RETENTION 9/1 - 9/30/23 FY23 WATER/ROAD PR	25,386.83
64150	6/18/2024	FARR CONSTRUCTION CORPORATION	PAY APPLICATION 6 CHANGE ORDERS TO 1/31/24 FY23 WATER LINE R	(4,461.00)
64150	6/18/2024	FARR CONSTRUCTION CORPORATION	PAY APPLICATION 6 TO 1/31/24 FY23 WATER LINE PROJECT	43,604.05
64150	6/18/2024	FARR CONSTRUCTION CORPORATION	PAY APPLICATION RET 5 10/1/23-10/31/23 FY 23 ROAD PROJECT	12,589.36
64150	6/18/2024	FARR CONSTRUCTION CORPORATION	PAY APPLICATION RET 6 TO 1/31/24 FY23 WATER LINE PROJECT	2,294.95
64151	6/18/2024	FERGUSON WATERWORKS #1423	END POINTS FOR ORION METERS QTY 60	8,040.00
64152 64152	6/18/2024 6/18/2024	FLYERS ENERGY LLC FLYERS ENERGY LLC	FUEL REGULAR 115 GAL FUEL REGULAR 155 GAL DIESEL 60 GAL	632.89 1,013.31
64152	6/18/2024	FLYERS ENERGY LLC	FUEL REGULAR 90 GAL DIESEL 25 GAL	636.58
64153	6/18/2024	FRONTIER COMMUNICATIONS	775-150-0119-103174-5 EASY	50.76

Check/Voucher Register - LIST OF CLAIMS From 6/13/2024 Through 7/12/2024

Check Number	Check Date	Payee	Transaction Description	Check Amount
64153	6/18/2024	FRONTIER COMMUNICATIONS	775-150-0120-092376-5 DCLTSA	50.76
64153	6/18/2024	FRONTIER COMMUNICATIONS	775-586-8471-100215-5 97 BEACH CLUB	171.80
64153	6/18/2024	FRONTIER COMMUNICATIONS	775-588-1065-022924-5 PINERIDGE	135.85
64153	6/18/2024	FRONTIER COMMUNICATIONS	775-588-2401-060791-5 PALISADES	41.11
64153	6/18/2024	FRONTIER COMMUNICATIONS	775-588-2410-111700-5 EASY ST	96.86
64153	6/18/2024	FRONTIER COMMUNICATIONS	775-588-2419-091195-5 PALISADES	96.86
64153	6/18/2024	FRONTIER COMMUNICATIONS	775-588-2705-042476-5 TERRACE VIEW	324.82
64153	6/18/2024	FRONTIER COMMUNICATIONS	775-588-4482-052798-5 MARKET	52.27
64153	6/18/2024	FRONTIER COMMUNICATIONS	775-588-7495-061182 <b>-</b> 5 MARK <b>ET</b>	42.70
64153	6/18/2024	FRONTIER COMMUNICATIONS	775-588-8311-081082-5 GALAXY	57.73
64154	6/18/2024	GROUP WEST CONSTRUCTION, INC	160 PINE RIDGE DOORS & WINDOWS 5/23/24	48,601.05
64155	6/18/2024	KELLY PETTIT	CPR AED & FIRST AID TRAINING INCLUDING BOOK	1,045.00
64156	6/18/2024	KINGSBURY AUTOMOTIVE & SUPPLY	TRUCK #1020 REMOVE & REPLACE PROPELLER SHAFT, CTR SUP BEARIN	737.94
64157	6/18/2024	KONICA MINOLTA PREMIER FINANCE	ACCT 3691777720 COPJER LEASE 6/30/24	370.00
641.58	6/18/2024	SOUTH LAKE TAHOE ACE HARDWARE	FT 2/0 STRAIGHT LINK CHAIN FOR FIRE HYDRANT METERS	28.72
64158	6/18/2024	SOUTH LAKE TAHOE ACE HARDWARE	STATION 1 PVC CMNT HT MD BL LVA402 & 3/4 IN SLIP PVC CAP	25.94
64159	6/18/2024	MINDEN LAWYERS, LLC	LEGAL SERVICE GENERAL, HYDRANT CLEARING, CHABAD RENTAL DISP	2,502.75
	C (10 /2024	SGS SILVER STATE LABORATORIES	BROMATE	175.00
64160 64160	6/18/2024 6/18/2024	SGS SILVER STATE LABORATORIES	COLIFORMS-P/A & COLIFORMS-QT	324.00
64160	6/18/2024	SGS SILVER STATE LABORATORIES	COLIFORMS-QT	189.00
64160 64161	6/18/2024	SHRED-IT	ACCT. 3001186388 SHRED	37.00
64162	6/18/2024	SOUTH TAHOE REFUSE	ACCT. 10534153 169 TERRACE VIEW DR COMM BIN 5/9/24	74.20
64162	6/18/2024	SOUTH TAHOE REFUSE	ACCT. 12276400 801 KINGSBURY GRADE COMM BIN 5/9/24	74.20
64162	6/18/2024	SOUTH TAHOE REFUSE	ACCT. 13186400 160 PINERIDGE/298 KINGSBURY COML BIN MAY 2024	556.50

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Check Number	Check Date	Payee	Transaction Description	Check Amount
64163	6/18/2024	SOUTHWEST GAS CORPORATION	910000322763 3 BUCHANAN RD PUMP	53.84
64163	6/18/2024	SOUTHWEST GAS CORPORATION	910000561117 698 KINGSBURY GRADE	64.01
64163	6/18/2024	SOUTHWEST GAS CORPORATION	910000561180 5 KIMBERLY BROOKE LN PUMP	57.23
64163	6/18/2024	SOUTHWEST GAS CORPORATION	910000561274 4 ANDRIA DR (384) PUMP	70.78
64163	6/18/2024	SOUTHWEST GAS CORPORATION	910000561387 2 TERRACE VIEW DR PUMP	99.61
64163	6/18/2024	SOUTHWEST GAS CORPORATION	910000799713 160 PINE RIDGE DR 1	115.05
64163	6/18/2024	SOUTHWEST GAS CORPORATION	910000799716 298 KINGSBURY CIR	74.27
64163	6/18/2024	SOUTHWEST GAS CORPORATION	910000799717 298 KINGSBURY CIR UP	35.19
64163	6/18/2024	SOUTHWEST GAS CORPORATION	910000799718 298 KINGSBURY CIR DOWN	106.55
64164	6/18/2024	PUBLIC EMPLOYEES BENEFIT PROG	ACCT. 360 MEDICAL INSURANCE BREWER & MOSS	2,167.49
64164	6/18/2024	PUBLIC EMPLOYEES BENEFIT PROG	ACCT. 841 MEDICAL INSUR MCKAY, ROHR, RUNTZEL, SCHRAUBEN, VOS	1,496.32
64165	6/18/2024	SUMMIT PLUMBING LLC	375 MACKAY CT USED CONFINE SPACE EQUIP REMOVE ROOT FR MANHOL	450.00
64166	6/18/2024	TAHOE BASIN CONTAINER	ACCT. 54345000 801 KINGSBURY GRADE BEAR PROOF RENTAL 5/31/24	30.00
64166	6/18/2024	TAHOE BASIN CONTAINER	ACCT. 54591700 160 PINERIDGE/298 KINGSBURY BEAR PROOF RENTAL	32.50
64167	6/18/2024	THUNDERBIRD COMMUNICATIONS INC	5/25/24 ASSITED MIKE W/CALLOUT ALARMS 5/31/24 CONV DOUG CO S	296.00
64167	6/18/2024	THUNDERBIRD COMMUNICATIONS INC	INVESTIGATE INTERFERNCE INTERTIE W/DOUG CO, REROUT STATION 4	1,184.00
64168	6/18/2024	VERIZON WIRELESS	MONTHLY GPS SERVICES & MEI SNOW EQUIPMENT 5/31/24	227.40
64169	6/18/2024	WESTERN NEVADA SUPPLY CO	CONSTURCTION METER REWH 267 BRZ 2-1/2 THREAD GATE VLV	186.97
64169	6/18/2024	WESTERN NEVADA SUPPLY CO	STATION 1 ASAH 3/4 T21 PVC 80 BALL VLV & SPEA 3/4 PVC 80 CPL	101.84
64169	6/18/2024	WESTERN NEVADA SUPPLY CO	US DIGS MARKING PAINT BLACK, WHT, BLUE, GREEN	309.95

Check Number	Check Date	Payee	Transaction Description	Check Amount
64170	6/28/2024	DAVID MCKINSEY	Employee: MCKINS; Pay Date: 6/28/2024	558.48
64171	6/28/2024	CARRIE BAUWENS	Employee: BAUWEN; Pay Date: 6/28/2024	1,641.90
64172	6/28/2024	JUDITH BREWER	Employee: BREWER; Pay Date: 6/28/2024	1,975.29
64173	6/28/2024	MITCHELL S. DION	Employee: DION; Pay Date: 6/28/2024	2,975.10
64174	6/28/2024	COREY E. DOAN	Employee: DOAN; Pay Date: 6/28/2024	332.46
64175	6/28/2024	MICHAEL E. EDWARDS, JR	Employee: EDWARD; Pay Date: 6/28/2024	2,260.12
64176	6/28/2024	JOSEPH ESENARRO	Employee: ESENAR; Pay Date: 6/28/2024	4,145.23
64177	6/28/2024	BRANDY JOHNS	Employee: JOHNS; Pay Date: 6/28/2024	1,842.34
64178	6/28/2024	SHANE T. MORTENSEN	Employee: MORTEN; Pay Date: 6/28/2024	3,004.72
64179	6/28/2024	BYRAN D. MOSS	Employee: MOSS; Pay Date: 6/28/2024	1,626.05
64180	6/28/2024	JOSEPH S. PETERSON	Employee: PETER; Pay Date: 6/28/2024	166.23
64181	6/28/2024	JERRON D. PIERSON	Employee: PIERSO; Pay Date: 6/28/2024	1,462.32
64182	6/28/2024	LEIGH C. STANTON	Employee: STANTO; Pay Date: 6/28/2024	1,338.78
64183	6/28/2024	JEFF T. WOOD	Employee: WOOD; Pay Date: 6/28/2024	1,461.04
64184	6/28/2024	BARTON HEALTHCARE SYSTEM	ACCT. 800002207 PIERSON PRE-EMPLOYMENT PHYSICAL 5/28/24	100.00
64185	6/28/2024	BATTERIES PLUS BULBS #350	TANK #6 12V 8AH LEAD BATTERY	22.45
64186	6/28/2024	CHARTER COMMUNICATIONS	ACCT 8411100140191184 160 PINERIDGE DR	129.98
64186	6/28/2024	CHARTER COMMUNICATIONS	ACCTS 8411100140031448 TERRACE VIEW & 8411100140098488 BEACH	309.96
64187	6/28/2024	LELAND CHURCHYARD II	REIMBURSE RECEIPT COUNTY OF SAN DIEGO FINGERPRINT	25.00
64188	6/28/2024	FLYERS ENERGY LLC	FUEL REGULAR 125 GAL DIESEL 86 GAL	941.80
64188	6/28/2024	FLYERS ENERGY LLC	FUEL REGULAR 75.1 GAL	433.69
64189	6/28/2024	HOMESERVE USA	LOSS & LINE INSURANCE	1,458.40
64190	6/28/2024	INTERNAL REVENUE SERVICE	88-0094898 941 QTR 03/31/2024 EFT PENALTY DEPOSIT 2/15/24	283.21
64191	6/28/2024	LUMOS AND ASSOCTATES INC	ENGINEER SERVICE GIS SUPPORT	1,350.00
64191	6/28/2024	LUMOS AND ASSOCIATES INC	ENGINEERING SERVICES ON-CALL GIS SUPPORT	270.00

Check Number	Check Date	Payee	Transaction Description	Check Amount
64192	6/28/2024	SOUTH LAKE TAHOE ACE HARDWARE	STATION 2 1IN PVC MALE ADAPTER FOR RACKS	13.93
64194	6/28/2024	NV ENERGY	1000044046907329692 399 EUGENE DR	868.55
64194	6/28/2024	NV ENERGY	1000044086803270814 801 KINGSBURY GRADE UNIT LIGHTS	42.36
64194	6/28/2024	NV ENERGY	1000044086803274204 GALAXY LN PUMP	86.29
64194	6/28/2024	NV ENERGY	1000044086803294236 160 PINERIDGE DR UNIT LIGHTS	14.11
64194	6/28/2024	NV ENERGY	1000044086803297452 298 KINGSBURY GRADE APT ADOWN	86.29
64194	6/28/2024	NV ENERGY	1000044086803297460 KINGSBURY GRADE APT B-UP	161.90
64194	6/28/2024	NV ENERGY	1000044086803297478 298 KINGSBURY GRADE APT CDOWN	57.96
64194	6/28/2024	NV ENERGY	1000044086803297486 298 KINGSBURY GRADE APT DDOWN	71.43
64194	6/28/2024	NV ENERGY	1000044086803297718 403 KIMBERLY BROOKE LN	462.34
64194	6/28/2024	NV ENERGY	1000044086803301502 504 LAUREL LN UNIT PMPSTA	33.21
64194	6/28/2024	NV ENERGY	1000044086803301940 EASY ST UNIT N/T134	36.67
64194	6/28/2024	NV ENERGY	1000044086803304290 KINGSBURY GRADE UNIT F1	17.26
64194	6/28/2024	NV ENERGY	1000044CB6803305073 KINGSBURY GRADE UNIT PMPPLS	43.74
64194	6/28/2024	NV ENERGY	1000044086803320205 KINGSBURY GRADE UNIT PMPHS2	4,516.12
64194	6/28/2024	NV ENERGY	1000044086803320221 314 ANDRIA WAY UNIT BRADBU	1,412.84
64194	6/28/2024	NV ENERGY	1000044086803320239 698 KINGSBURY GRADE UNIT NTFRS	1,726.19
64194	6/28/2024	NV ENERGY	1000044086803320247 176 BUCHANAN RD UNIT PMPHS3	2,425.68
64194	6/28/2024	NV ENERGY	1000044086804621577 801 KINGSBURY GRADE UNIT B	63.54
64194	6/28/2024	NV ENERGY	1000044086805221187 180 LAKE PKWY UNIT PUMP	201.03

Check Number	Check Date	Payee	Transaction Description	Check Amount
64194	6/28/2024	NV ENERGY	1000044086807006297 97 BEACH CLUB DR	8,500.82
64194	6/28/2024	NV ENERGY	1000044086808604306 160 PINERIDGE DR	184.76
64194	6/28/2024	NV ENERGY	1000044087003270836 801 KINGSBURY GRADE	33 <b>.1</b> 1
64194	6/28/2024	NV ENERGY	1000044771003320176 KINGSBURY GRADE UNIT DISPMP	1,216.39
64195	6/28/2024	PUBLIC EMPLOYEES	EMPLOYEE AND EMPLOYERS PERS CONTRIBUTION 6/24	23,127.80
64196	6/28/2024	CASH	REIMBURSE PETTY CASH ACCOUNT 3/27/24 TO 6/26/24	36.83
64197	6/28/2024	ROUND HILL GENERAL IMPR DIST	COMMERCIAL CONSUMPTION DORLA CT 5/17 TO 6/18/2024	1,345.75
	6/28/2024	SGS SILVER STATE LABORATORIES	BROMATE	175.00
64198 64198	6/28/2024	SGS SILVER STATE LABORATORIES	COLIFORMS-P/A & COLIFORMS-QT	162.00
C 41 0 9	6/28/2024	SGS SILVER STATE LABORATORIES	COLIFORMS-QT	135.00
64198 64199	6/28/2024	SUMMIT PLUMBING LLC	ALL PUMP STATIONS AC POWER FAIL STARTED GEN @ GALAXY MAIN ST	495.00
64201	6/28/2024	US BANK VISA REWARDS	CB COPY PAPER, FOLDER LABELS, BLACK INK CATRIDGE	116,25
64001	6/28/2024	US BANK VISA REWARDS	CB DISHWASHING LIQUID	4.54
64201 64201	6/28/2024	US BANK VISA REWARDS	CB LEIN FILING FEES	42.00
64201	6/28/2024	US BANK VISA REWARDS	CB RETURN CLOROX WANDS 160 PINERIDGE	(31.58)
64201	6/28/2024	US BANK VISA REWARDS	CB TEAS & CREAMER OFFICE	15,28
64201	6/28/2024	US BANK VISA REWARDS	JB 5/21/24 BOARD MEETING SANDWICHES	69.00
64201	6/28/2024	US BANK VISA REWARDS	JB ADVERTISEMENT 5/24-6/28/24 CIVIL ENGINEER, FINAN SYS ANAL	175.00
64201	6/28/2024	US BANK VISA REWARDS	JB BOARD MEETING SANDWICHES	69.00
64201	6/28/2024	US BANK VISA REWARDS	JE TRUCK #0610 NEW BRAKES INSTALLED	1,070.22
64201	6/28/2024	US BANK VISA REWARDS	MD 160 PINERIDGE 8'X24' CONTAINER RENTAL 6-4 TO 7-1-24	135.33
64201	6/28/2024	US BANK VISA REWARDS	MD 160 PINERIDGE MIRRORS 21.5INX27.5IN, MOUNTING TAPE, MAGNE	101.81
64201	6/28/2024	US BANK VISA REWARDS	MD 298 BLDG LANDSCAPE MATERIAL/STATION 3&5 KEMTEK LIQUID CHL	160.35

Check Number	Check Date	Payee	Transaction Description	Check Amount
64201	6/28/2024	US BANK VISA REWARDS	MD 298 KINGSBURY BLDG BROUN NATURESCP/STATIONS 3&5 KEMTEK LI	80.60
64201	6/28/2024	US BANK VISA REWARDS	MD APC UPS BATTERY FOR NETWORK	86.41
64201	6/28/2024	US BANK VISA REWARDS	MD ROADS UNIFORM TRAFFIC CONTROL DEVICES STREETS & HWY MANUA	96.79
64201	6/28/2024	US BANK VISA REWARDS	MD STATIONS 3&5 KEMTEK LIQUID & 298 KINGSBURY LANDSCAPE	168.22
64201	6/28/2024	US BANK VISA REWARDS	MD STATIONS 3&5 KEMTEK LIQUID & 298 KINGSBURY IRRIGATION	488.87
64201	6/28/2024	US BANK VISA REWARDS	MD STATIONS 3&5 KEMTEK LIQUID CHLORINE QTY 2	29.05
64201	6/28/2024	US BANK VISA REWARDS	MD STATIONS 3&5 KEMTEK LIQUID CHLORINE QTY 3	48.36
64201	6/28/2024	US BANK VISA REWARDS	MD TRUCK #0632 AIR OIL FILTER CHANGE	49.76
64201	6/28/2024	US BANK VISA REWARDS	REDEEMED US BANK VISA REWARDS 6/30/24	(560.00)
64201	6/28/2024	US BANK VISA REWARDS	SHOP & STATION 1 PINESOLE 160 PINERIDGE COFFEE	21.98
64202	7/1/2024	AT & T MOBILITY	ACCT 287301170124 CELL PHONES	572.55
64203	7/1/2024	BURGARELLO ALARM	VARIOUS STATIONS ALARM MONITORING 7/1 TO 9/30/24	1,935.54
64204	7/1/2024	BYRAN MOSS	UNIFORM ALLOWANCE	85.00
64205	7/1/2024	DOUGLAS COUNTY LAKE TAHOE	MAINTENANCE & OPERATION ASSESSMENTS QTR. 1 7/1/24	327,931.25
64206	7/1/2024	MICHAEL EDWARDS JR.	UNIFORM ALLOWANCE	85.00
64207	7/1/2024	EMPLOYERS ASSURANCE CO.	WORKERS COMPENSATION RENEWAL DEPOSIT 7/1/24	847.30
64208	7/1/2024	STATIONARY ENGINEERS LOCAL 39	LOCAL 39 EMPLOYEES HEALTH/LIFE PREMIUMS 8/1/2024	19,840.00
64209	7/1/2024	JOSEPH ESENARRO	UNIFORM ALLOWANCE	85.00
64210	7/1/2024	SHANE MORTENSEN	UNIFORM ALLOWANCE	85.00
64211	7/1/2024	JERRON PIERSON	UNIFORM ALLOWANCE	85.00
64212	7/1/2024	WARREN REED INSURANCE INC	INSURANCE RENEWAL 2024/2025 POOL POLICY	121,924.24
64213	7/1/2024	JEFF WOOD	UNIFORM ALLOWANCE	85.00
64214	7/12/2024	DAVID MCKINSEY	Employee: MCKINS; Pay Date: 7/12/2024	632.60
64215	7/12/2024	CARRIE BAUWENS	Employee: BAUWEN; Pay Date: 7/12/2024	1,667.22

Check/Voucher Register - LIST OF CLAIMS From 6/13/2024 Through 7/12/2024

Check Number	Check Date	Payee	Transaction Description	Check Amount
64216	7/12/2024	JUDITH BREWER	Employee: BREWER; Pay	2,051.28
64217	7/12/2024	MITCHELL S. DION	Date: 7/12/2024 Employee: DION; Pay	2,975.10
64218	7/12/2024	COREY E. DOAN	Date: 7/12/2024 Employee: DOAN; Pay Date: 7/12/2024	1,088.72
64219	7/12/2024	MICHAEL E. EDWARDS, JR	Employee: EDWARD; Pay Date: 7/12/2024	2,278.27
64220	7/12/2024	JOSEPH ESENARRO	Employee: ESENAR; Pay Date: 7/12/2024	3,555.56
64221	7/12/2024	BRANDY JOHNS	Employee: JOHNS; Pay Date: 7/12/2024	1,879.28
64222	7/12/2024	SHANE T. MORTENSEN	Employee: MORTEN; Pay Date: 7/12/2024	3,499.84
64223	7/12/2024	BYRAN D. MOSS	Employee: MOSS; Pay Date: 7/12/2024	1,653.06
64224	7/12/2024	JOSEPH S. PETERSON	Employee: PETER; Pay Date: 7/12/2024	1,088.72
64225	7/12/2024	JERRON D. PIERSON	Employee: PIERSO; Pay Date: 7/12/2024	1,557.39
64226	7/12/2024	LEIGH C. STANTON	Employee: STANTO; Pay Date: 7/12/2024	1,394.63
64227	7/12/2024	JEFF T. WOOD	Employee: WOOD; Pay Date: 7/12/2024	1,612.22
64228	7/12/2024	AIRGAS USA, LLC	NITROGEN LIQ FG 265LTRS 350 PSI	501.81
64229	7/12/2024	AMY C. CARAMAZZA	6/18/24 BOARD MEETING & MINUTES 11.75 HRS	317.25
64230	7/12/2024	MITCHELL S. DION	COMPENSATION EQUAL TO H.S.A. 7/1/24	4,150.00
64231	7/12/2024	EMPLOYER LYNX, INC.	BACKGROUND SCREENING JUNE 2024 - LEYLAND CHURCHYARD	60.00
64232	7/12/2024	IUOE STATIONARY ENGINEERS LO39	EMPLOYEE UNION DUES 7/1/24	646.18
64233	7/12/2024	NAPA AUTO PARTS	WEED EATER SPARK PLUG - V POWER	4.69
64234	7/12/2024	NEVADA NEWS GROUP	CUST #4409 6/15/24 AD ANNUAL REPORT	213.50
64235	7/12/2024	NEXTIVA, INC.	ACCT. 3680856 DISTRICT OFFICE PHONE LINES 7/1/24	258.99
64236	7/12/2024	PACIFIC STATES COMMUNICATIONS	MONTHLY NETWORK MONITORING SERVICE 7/2024	1,222.50
64237	7/12/2024	SIGNS OF TAHOE	MARQUEE & STAIRWELL SIGNS - 160 PINE RIDGE	846.88
64238	7/12/2024	STATE OF NEVADA	ACCT. 881088 PIERSON PRE-EMPLOYMENT BACKGROUND CHECK	40,25
64239	7/12/2024	SUMMIT PLUMBING LLC	M/HS OF NORTH & SOUTH BENJAMIN & MEADOW	2,090.85
64239	7/12/2024	SUMMIT PLUMBING LLC	MAINTENANCE CONTRACT 7/1/24	7,974.32

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Check/Voucher Register - LIST OF CLAIMS From 6/13/2024 Through 7/12/2024

Check Number	Check Date	Payee	Transaction Description	Check Amount
64239	7/12/2024	SUMMIT PLUMBING LLC	MARKET STREET MAIN STATION REPAIRS / METER REPLACEMENT	13,265.14
64240	7/12/2024	THUNDERBIRD COMMUNICATIONS INC	RADIO, MOUNTING KIT, & BATTERIES DELIVERED 7/3/24 SCADA	3,189.25
64240	7/12/2024	THUNDERBIRD COMMUNICATIONS INC	WONDERWARE SOFTWARE SUPPORT -LAKE STATION ID164917 & RENEWAL	7,562.00
64241	7/12/2024	WESTERN NEVADA SUPPLY CO	298 KINGSBURY GRADE SPRINKLER LID MARKED WATER	645.84
Report Total				1,281,825.85

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#### MISSING OR VOIDED CHECKS

DATE	CHECKS	PAYEE	MISSING/VOIDED
06/14/24	64136	US BANK VISA REWARDS	VOIDED
	64137	US BANK VISA REWARDS	VOIDED
,		NV ENERGY	VOIDED
, ,		US BANK VISA REWARDS	VOIDED

# KINGSBURY GENERAL IMPROVEMENT DISTRICT AGENDA ITEM #03

# TITLE: BOARD OF TRUSTEES MEETING CALENDAR ADJUSTMENT ELIMINATING AUGUST 20, 2024 MEETING

For Discussion and Possible Action. Discussion and possible action to eliminate the August 20, 2024 meeting from the Board of Trustees calendar

**MEETING DATE:** 16 July 2024

PREPARED BY: Mitchell S. Dion, General Manager

**RECOMMENDED ACTION:** Adjusted the Board of Trustees meeting calendar to eliminate the regular meeting scheduled for August 20, 2024

## **BACKGROUND INFORMATION:**

The district Board of Trustees meeting calendar is adopted each year as a matter of monthly routine and in anticipation of necessary meetings. During summer months, the events of the new fiscal year have just been launched and results are preliminary and the need to meet is often demonyms as in the case of this year. Therefore, it is recommended the regularly scheduled meeting for August 20, 2024 be eliminated from the calendar.

#### **INCLUDED:**

(A) Board of Trustees 2024 Calendar

Fund impacted by above action:

() All Funds
() Water Fund
() General Fund
() Snow Removal Fund
() Not Budgeted for
() Emergency Spending

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# KINGSBURY GENERAL IMPROVEMENT DISTRICT 2024 BOARD MEETING SCHEDULE

January 16, 2024 (Tuesday)

February 20, 2024 (Tuesday)

March 19, 2024 (Tuesday)

April 9, 2024 (Tuesday) Budget Workshop

April 16, 2024 (Tuesday)

May 21, 2024 (Tuesday) Budget Public Hearing

June 18, 2024 (Tuesday)

July 16, 2024 (Tuesday)

August 20, 2024 (Tuesday)

September 17, 2024 (Tuesday)

October 15, 2024 (Tuesday)

November 19, 2024 (Tuesday)

December 17, 2024 (Tuesday)

## KINGSBURY GENERAL IMPROVEMENT DISTRICT AGENDA ITEM #04

TITLE: AUTHORIZE THE GENERAL MANAGER TO EXPEND UP TO \$75,000 FOR VENDOR SERVICES/REPAIR FOR THE TREATMENT PLANT TO ADDRESS EMERGENT ISSUES WITH PROCESS CONTROL SYSTEMS & SCADA

For Discussion and Possible Action. Receive report, discussion and possible action regarding the services and repairs needed at Water Treatment Plant for Controls and SCADA

**MEETING DATE:** 16 July 2024

PREPARED BY: Mitchell S. Dion, General Manager

**RECOMMENDED ACTION:** Authorize the General Manager to expend up to \$75,000 for vendor services and repair parts for the treatment plant inorder to address emergent issue with controls and SCADA.

#### **BACKGROUND INFORMATION:**

The district's treatment plant produces safe drinking water daily under the watchful eye of qualified operators. Recently, there have been disruptions in the controls which interrupted plant operations and remote monitoring, but not jeopardized water quality served to the public. The failure of the systems resulted in additional labor costs and the use of neighboring water agency while operations were unpredictable. The temporary work arounds are not sustainable and require additional diligence by the district operators and supporting vendors.

The treatment plant has been online for several years and is beyond warranty for the initial construction and operations. Individual components may have warranty remaining, the internal orchestration of the various systems (controls) has no remaining warranty by the manufacturers, software programs or integrators.

The plant's major systems, Ozone, UV and chlorination are functional, but the integration of independently reliable systems has been temperamental throughout the life of the plant. Plant operations are controlled by numerous sensors, firmware and software. Within the integration there are parameters, stops and variable signals communicating the status and functionality of the major systems. Outputs of these signals is integrated into the SCADA system for overall plant operations. These major systems operate on proprietary parts and programs, complicating matters and expense.

The district has contractual relationships with Thunderbird Communications and Jacobs Engineering to provide ongoing support to the SCADA and the plant operations, respectively. But the functionality of the major systems has been in automatic mode with occasional updates from the vendors or specific repairs completed, such as renovation of the chlorine generation system. Recently noted, several radios and one frequency being used by the district in the control of the systems were not licensed or operated beyond the legal parameters established by the FCC. Attempts to correct this correspond (not correlate) with the disruption of the plant process controls. Furthermore, equipment manufacturers need to be engaged, one adjustment or modification

influences the systems or possibly other equipment making providing quotes infeasible for vendors. Travel and expert invention are expensive and multiple unforeseeable implications require fluid and flexibility from the district to avoid unnecessary delays.

# **INCLUDED:**

Fund impacted by above action:

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

## KINGSBURY GENERAL IMPROVEMENT DISTRICT AGENDA ITEM #05

# TITLE: APPROVAL OF CHANGE ORDER #01 WITH ASPEN CONSTRUCTION TO PROVIDED ASPHALT COATING DELETED FROM THE FY24 WATERLINE AND ROAD REPAIR AND RENOVATION PROJECT

For Discussion and Possible Action. For discussion and possible action to approve change order #01 with Aspen Construction to complete the asphalt sealant deleted from the FY24 Waterline and Road Repair and Renovation Project

**MEETING DATE:** 16 July 2024

PREPARED BY: Mitchell S. Dion, General Manager

**RECOMMENDED ACTION:** Approve Change Order #01 with Aspen Construction to provide asphalt sealant/coating deleted from the FY24 Waterline and Road Renovation Project for the amount of \$52,560.00 and authorize the General Manager to execute appropriate documents.

An alternative B recommendation is to approve only the driveways and wait a year for the slurry coating of the parking lot with the larger paving project planned for next summer. This would alter the recommendation to approve \$29,700.00 and authorize the General Manager to execute appropriate documents.

#### **BACKGROUND INFORMATION:**

The FY 24 Waterline and Road Repair and Renovation project met difficulties and the schedule was compromised. By October, the weather was too uncertain for the contractor to apply the final topcoat/sealant over portions of the roadway and some driveways. The lack of this topcoat does not compromise the trench repair in the short term but leaves an unfinished look to the work and in the long term provides for more complete water barrier. Therefore, it was envisioned that the follow-on work would be done this season and is the expectation of the homeowners.

The district has sought independent pricing for the work to be done and these quotes have generally been unsatisfactory and there is a concern for quality control.

The district requested a quote from Aspen Construction (currently under contract for the waterline replacement project) via DOWL engineering and the proposal is competitive with previous quotes and quality control is better assured by adhering to the specifications provided in the current contract. Therefore, it is recommended that the district award the work to be performed this year as Aspen Construction will be providing the same services for the work which they are doing.

#### **INCLUDED:**

(A) Proposal for Change Order #01 from Aspen Construction

Fund impacted by above action:

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

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

	Kingsbury General Improvement District 2024-2025 Water Main Replacement Project Outside of Project Scope - Private Driveway Slurry Seal	provement District Replacement Project vate Driveway Slurry Seal	
CHANGE ORDER #01	RDER #01 - UNIT PRICES		
BID ITEM	DESCRIPTION / LOCATION	ESTIMATED QUANTITY (SF)	Unit Price (EACH)
1	441/443 Andria Dr. Driveway Slurry Seal	3,170	\$ 4,950 %
2	445/447 Andria Dr. Driveway Slurry Seal	2,630	\$ 4,950 02
3	451/453 Andria Dr. Driveway Slurry Seal	3,535	\$ 4,950 00
4	455/457 Andria Dr. Driveway Slurry Seal	4,265	8 4,950 °2
5	463-469 Andria Dr. Driveway Slurry Seal	5,380	\$ 4,950 °2
9	Cougar Ct. Shared Driveway Slurry Seal	5,350	\$ 4,950 °2
7	District Office Parking Lot Slurry Seal & Striping	24,955	\$ 22,860 00
	TOTALS	49,285	\$ 52,56000

Each Driveway is a Lump Sum Amount.

Dimensions are a mix of Survey Data and Publicly available data to measure the surface area of each area for Slurry Sealing. Striping Required for District Office Parking Lot.

# KINGSBURY GENERAL IMPROVEMENT DISTRICT AGENDA ITEM #06

# TITLE: ANNUAL EVALUATION OF GENERAL MANAGER AND COMPENSATION ADJUSTMENT/CONTRACT REVISION

For discussion and possible action. Conduct annual evaluation and consider compensation adjustment/contract revision for the General Manger

MEETING DATE: July 16, 2024

PREPARED BY: Judy Brewer Administrative and Human Resource Supervisor

**RECOMMENDED ACTION:** Review the Annual Evaluation overview by the Board of Trustees and conduct annual evaluation and consider approval of an adjustment of compensation for the General Manager

**BACKGROUND INFORMATION:** This item was carried over from the previous month. An annual review process is an implicit element of an employer/employee relationship. An employee evaluation is both retrospective of past accomplishments or progress and establishes prospective goals or objectives. The district's General Manager is the Board of Trustees only employee.

A process and form were adopted for use in the General Manager evaluation. It consists of factors to measure and reflect the degree of success for managing the district resources and affairs. Each member of the Board of Trustees is provided with input to develop the evaluation.

Consistent with the employment contract, an adjustment to compensation may be authorized by the Board of Trustees. Typically, an adjustment is made following the evaluation and commencing with a new fiscal year. The current General Manager is completing the 3<sup>rd</sup> year of service with one more in the current contract. Two adjustments to compensation (3% and 5%) for the previous year's resulting in a net adjustment of 3% following PERS increases. During subsequent time, inflation has remained high and salaries for similar positions have increased. No adjustments have been made for the rate of vacation time or other benefits provided by the district. The contract was adjusted to provide the district more notice in the event of a departure by the manager.

During the past year, the district has completed several items such as the relocation of the offices, watershed cleanup and award recommendation, secured \$2.5 million in grants, labor negotiation, CMMS deployment and cyber security to comply with USEPA, as well as continued implementation of the capital programs.

During FY25, continued refinement of the CMMS, Completion of Service Line Inventory, and the Risk & Resiliency Assessment are mandated by US EPA. In addition, the district must renegotiate the Sewer maintenance contract and continue the capital programs for the equipment shelter, sewerage corrections, reservoirs and pump stations, and complete provisions for clean-up of dumpsite and land acquisition.

#### **INCLUDED:**

Fund(s) impacted by above	e action:
(X) All Funds	() Not a Budget Item
() Water Fund	() Sewer Fund
() General Fund	() Snow Removal Fund
() Not Budgeted for	() Emergency Spending

•			

**MEMO TO:** Kingsbury GID Board of Trustees

FROM: Mitchell S. Dion, General Manager

SUBJECT: General Manager's Report for the meeting July 16, 2024

#### General:

Work to rebuild the Ponderosa water system has progressed, the mains are complete and water quality samples pending results. Fire hydrant laterals and service line installation has commenced.

Obtained quotes for asphalt sealing for the parking lot at building 160/298 and the driveways which were not sealed last fall when the water line project ran out of time. A change order with the current contractor for the waterline project appears to be the most reliable way to get a good job done.

Addressed sewer line break on Andrea. It was on and off again in appearance, finally able to identify and associate with a vacation rental (explaining the on and off again).

Curbs and gutters continue to receive lots of attention this month. In addition, we are pulling more erosion from "drainage" paths that have not been addressed in a couple of years.

Recruitments have made progress yet are still seeking qualified candidates for professional positions. With the new budget and salary adjustments, we are hopeful of getting candidates. We have or are about to fill all of the trades positions but one.

Building 160 Pine Ridge project is nearing the wrap up. With elevator, other trades such as electrical, alarms, sheetrock and paint are scheduling their punch list items.

SCADA replacement project may be eligible for US EPA grant, our grant team working on it. RCI and Jacobs Engineering must team up to provide the technical support. Scheduling is getting tight, but our grant consultant and US EPA feel confident we have a good chance to be funded at 50%. Also looking to Governor's office of economic development that can offer up to 25% to match federal grants.

#### **Customers:**

Jim Norton (Warren Reed Insurance) did follow-up for the customers that received water damage from the Fire Hydrant on 2 March. Recently we were informed that the insurance company for the vendor is denying responsibility without providing any justification.

# Associations and outside meetings:

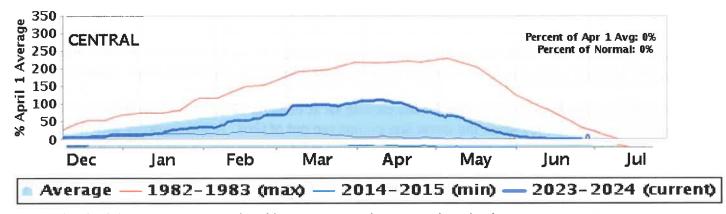
Attended League of Cities and Municipalities bimonthly meeting. Preparation for the fall conference and legislative session are two leading items. A new executive director is hired and will be based in Carson City.

We will be hosting the NDEP Operators Training in August. Good opportunity for our operators and to look for recruits.

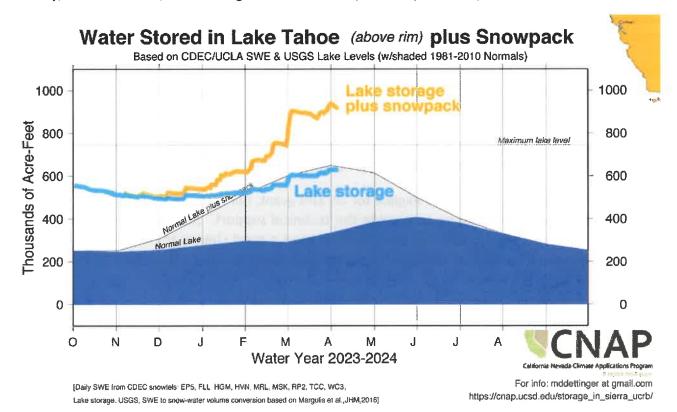
Met with NDEP regarding the potential project to clean up the County landfill within the district. They are encouraging us to move forward and apply for them to conduct phase II environmental work. This would be at their expense, but we would have to do the survey work.

#### Water Resources:

A very near normal year providing sufficient water for the district and downstream users.



Currently, the lake is at 6,228.75 – legal limit is 6229.1 (not many beaches)



#### Future Work/In Progress/Concerns/Heads up

- Equipment shelter
- Outreach event Open House for new facility, District 60th Anniversary
- SCADA software replacement
- Lead service line inventory

**MEMO TO:** Mitch Dion, General Manager

FROM: Judy Brewer, Administrative & Human Resource Supervisor

**SUBJECT:** Management Report activities of July 2024

#### Rental Property (298 Kingsbury)

Miscellaneous repairs are needed to the building.

- Full occupancy
- Marque sign requires repair
- Landscaping cleanup is complete
- Property Management drafted up new leases

#### **General Information**

- Reviewing platform and digital document process to fit organization information architecture
- Continuing to organize office post move, clearing out old files
- Document imaging project continues

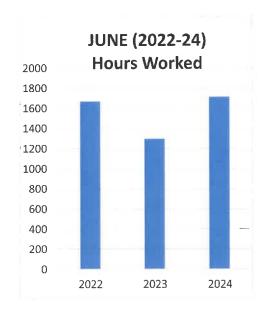
#### **Human Resources**

- Continue to employ three temporary workers to assist as general labor for roads and general support (They all have around 250 hours remaining)
- Water Utility Operator II is to start 5th of August
- Active recruitments for Water Crew, Utility Operations Superintendent, Admin. & Financial Systems Analyst, Civil Engineer, Street Maintenance and Seasonal positions
- Conducted an all hands meeting with the entire staff to update on current affairs
- Providing a safety celebration pizza party for the staff at Kahle
- Filled the Superintendent position and are looking internally for a Lead Operator

#### **SERVICE REQUEST (JUNE 23 vs JUNE 24)**

June-23				June-24		
REQUEST			REQUEST			
CODE:	COUNT:	AMOUNT:	CODE:	COUNT:	AMOUNT:	
OFF/ON	3	150.00	OFF/ON	1	50.00	
INSPECTION	12	0.00	INSPECTION	11	0.00	
REREAD	1	0	REREAD	0	0	
REPAIR	0	0	REPAIR	0	0	
OFF	2	100.00	OFF	7	450.00	
ESCROW	0	0	ESCROW	0	0	
ON	1	50.00	ON	9	400.00	
REMOVE	0	0	REMOVE	0	0	
NEW	1	0	NEW	7	0.00	
PROFILE	2	0	PROFILE	1	0	
TAMPER	0	0	TAMPER	1	200.00	
LEAK	2	0	LEAK	0	0	
CHANGE	0	0	CHANGE	11	0.00	
ON CALL	0	0	ON CALL	0	0	
TOTAL	24	300.00	TOTAL	48	1100.00	

# HOURS WORKED COMPARISON (JUNE. 2022-2023-2024)



(includes 3 temporary workers in 2024)

# **LIENS (JUNE 2024)**

# **County Tax collection:**

759 Boulder Court #Q \$92,387.39

495 Tramway Drive, #12 \$91,128.35

# **Attempting to sell:**

313 Tramway Drive, #16 \$87,821.68

# **Service Turned Off:**

165 Irwin A&B \$47,738.54 Turned off in 2016

302 Griffin Court \$10,850.40 Turned off in 2021



# **MEMORANDUM**

TO:

Mitchell S. Dion, General Manager, Kingsbury GID

FROM:

Travis Marshall, PE, Project Engineer, DOWL

DATE:

July 9, 2024

SUBJECT:

Engineering Report for the Meeting of July 16, 2024

#### **GENERAL**

Assisted with general service request items and general correspondence.

#### **PROJECTS**

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

On-call construction observation will resume next summer.

#### Task Order #54: Sewer Master Plan

- DOWL continues to model the Hydraulic conditions of the alternatives to identify the viability of each. Findings will be utilized to update and prepare the amended sections of the Sewer Master Plan.
- DOWL is finishing up the draft and will submit to the District prior to the July Board Meeting with additional sewer options discussed for amended sections of the Sewer Master Plan.

# Task Order #60: Survey Support for FY23 - FY 25 Water Main and Road Improvement Projects

- FY23: Andria and Barrett (West)
  - Tasks complete for design.
- FY24: Tramway and Tina
  - o Tasks complete for design.
- FY25: Maryanne and Barrett
  - Processing is completed for the approved Task Order #66 design to begin July 2024.

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

- Final retention release payment to contractor withheld until Contractor provides DOWL lien releases from paying sub-contractor.
- As-built plans provided to the District. Labor Commissioner close-out documents submitted.

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

- Contractor is working on mainline install and performing Bacteriological and Pressure testing to begin lateral work.
- Contractor to work on the Ponderosa MHP portion of the project before moving on to Tina and Tramway.
- DOWL continues to coordinate with the Contractor to complete contractual requirements and Federal Funding Requirements.
- DOWL is working on June Pay Application from Contractor to review and provide to District.

#### Task Order #65 – Ponderosa MHP Waterline Replacement Project

- The project will remain combined with the FY24 Water Main Project as a single project.
- Contractor anticipates full completion of the Ponderosa MHP prior to construction on other project site.

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

- Approved under the June Board Meeting. DOWL is working on initial project planning and design with previously completed Survey Information.
- Replacement of approximately 8,900 LF of water main with ductile iron for Maryanne,
   Barrett, and Panorama. Minor streets include Carol Cir, Drew Ct, and Vista Dr.
- Panorama Survey work to be completed with this Task Order.

#### Task Order #67 - 2025 Road Rehabilitation & Replacement Project

- Approved under the June Board Meeting. DOWL is working on initial project planning for roadway field investigation and design.
- 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.