



P.O. Box 2220, Stateline, Nevada 89449

OCTOBER 2018

**It's that time again. Time to reacquaint yourself with the some what dry but definitely necessary "Snow Removal Operational Procedures and Policies". We hope this information will help to make snow removal as stress-free, and more importantly, as safe as possible. Knowing how snow removal operations work, can make it work better for you.**

## **KINGSBURY GENERAL IMPROVEMENT DISTRICT SNOW REMOVAL OPERATIONAL PROCEDURES AND POLICIES**

Kingsbury G.I.D. is responsible for snow removal on 22 miles of public streets within the District's boundaries. KGID's policy is to provide safe, drive-able roadways at all times for vehicles properly equipped for winter driving conditions. By action of the KGID Board of Trustees, KGID Staff is authorized to modify snow removal procedures when conditions warrant. A copy of the policy will be provided to property owners within the District each year no later than with the November bills. This policy will also accompany all new applications for water/sewer/snow service within District boundaries.

### **SNOW REMOVAL PROCEDURES**

Snow removal equipment operators follow a set pattern to plow the streets. Designated main thoroughfares and school bus routes are plowed first followed by through streets and cul de sacs. The snow removal contractor is responsible for initiating snow removal operations.

District thoroughfares will be plowed using plow-equipped sand trucks when there is light snowfall. Snowplowing will begin on side streets when approximately six (6) inches of snow have accumulated or when needed.

Snow removal operations may vary depending on the severity and length of a storm, as well as the time of year; however, the basic program is as follows:

**Initial plowing** operations provide drive-able access down each roadway. In heavy storms, only one drive-able lane may be provided on side streets and into cul de sacs at this stage. Initial plowing follows a set pattern as determined by the contractor.

**Widening** operations begin once all roads in the District have been initially plowed. During this operation plows push snow as far back as possible within the road right-of-way.

**Snow blowing** is done to widen streets when plows can no longer push snow off the roadway and additional snow storage space is needed. A rotary snow blower cuts back the snow embankment and blows the snow close to the roadway, avoiding driveways whenever possible.

**Sanding** of icy main roads and school bus routes will normally take place before the first scheduled school bus trip in the morning and in the afternoon when necessary. Additionally, steep hills on main roads and side streets will be sanded on an as needed basis.

All snow removal comments or complaints should be directed to Michelle Runtzel at the District office at 588-3548, not to the contractor or plow operators.

### **SNOW REMOVAL POLICIES**

**Towing and Ticketing** Vehicles parked on or within five (5) feet of the pavement or otherwise interfering with snow removal will be ticketed and/or towed continuously between October 1 and May 1. Towing and storage will be at the owner's sole expense.

## SNOW REMOVAL POLICIES CONTINUED

**Driveway Berms** vary in size depending on the amount of snow and its moisture content. It is the responsibility of the owner/resident to remove any berm left across the driveway by the plows.

**Snow Storage areas:** Road right-of-way in the District are between forty (40) feet and sixty (60) feet wide and extend beyond the paved roadway. The District must utilize all non-drivable portions of the right-of-way for snow storage. Therefore, no vehicles or other objects may be parked or stored in the right-of-way between October 1 and May 1. Vehicles or other objects within five (5) feet of the roadway or otherwise interfering with snow removal will be ticketed or towed and stored at the owner's sole expense. The District assumes no responsibility for damage to vehicles, property or objects left or placed in the right-of-way during snow season.

The paved portion of the road is not always in the center of the right-of-way and heavy snowstorms can drop more snow than can be stored within the right-of-way. Therefore, the District may have to push or blow snow onto private property immediately adjacent to the right-of-way in order to fulfill its responsibility to remove snow from the roadway. Efforts will be made to avoid the use of private property whenever possible.

**Property owners** should stake all driveways, fences, walls, landscaping and other objects within ten (10) feet of the right-of-way at intervals not exceeding every ten (10) feet. Distinctively colored stakes or poles a minimum of eight (8) feet in height should be used with a reflector facing traffic affixed to the topmost portion thereof. Stakes or markers should be put in place by the property owner not later than October 1<sup>st</sup> of every year and shall remain in place until May 1<sup>st</sup> of every year.

### **Damage to Private Property:**

1. Neither the District nor the snow removal contractor will assume responsibility for damage to property constructed, abandoned, parked or stored in the road right-of-way including any consequential damages on private property as a result of encroachments in the road right-of-way.
2. The District or its snow removal contractor may assume responsibility for damage clearly on private property and clearly caused by snow removal operations if the damaged items were clearly staked as defined above.
3. The District's snow removal contractor will be responsible for damage to private property determined by District staff to be the result of snow removal operations if the damage was caused by carelessness or occurred more than ten (10) feet onto private property. Preliminary determinations of responsibility will be submitted to the contractor for review and response before a final determination of responsibility is made.
4. In order for any claim to be considered, the claimant must submit a fully completed claim form provided by the District. Claims must be submitted by July 1 following the damage unless a greater amount of time is permitted by the District and in any event should be reported to the District **immediately** following damage occurrence. The District and contractor will promptly investigate all damage claims.
5. If the District or contractor accepts responsibility for damage, the property owner will normally be required to have the damage repaired and submit a bill to KGID for reimbursement. If it is estimated that repairs will cost over \$300, KGID must approve the scope of work and price prior to the work being accomplished. In any case, the District must be notified of damage immediately and prior to any repairs. Depreciated value will be paid for repairs.

**Dumping, Throwing or Storing of Snow** in the road right-of-way is prohibited. If a District resident or his/her agent dumps, plows, throws, stores or blows snow into the road right-of-way, the District will charge the property owner an administrative fee of \$20.00 plus equipment and labor costs associated with removing the snow from the right-of-way. **Per Douglas County Snow Dumping Code 12.08.040, any person who violates any provision of this chapter is guilty of a misdemeanor and is punishable as set forth in section 1.08.010 of this code. Section 1.08.010 provides for a fine of not more than one thousand dollars or by imprisonment in the county jail for a period not exceeding six months, or by both fine and imprisonment for violations or failing to comply with the code.**